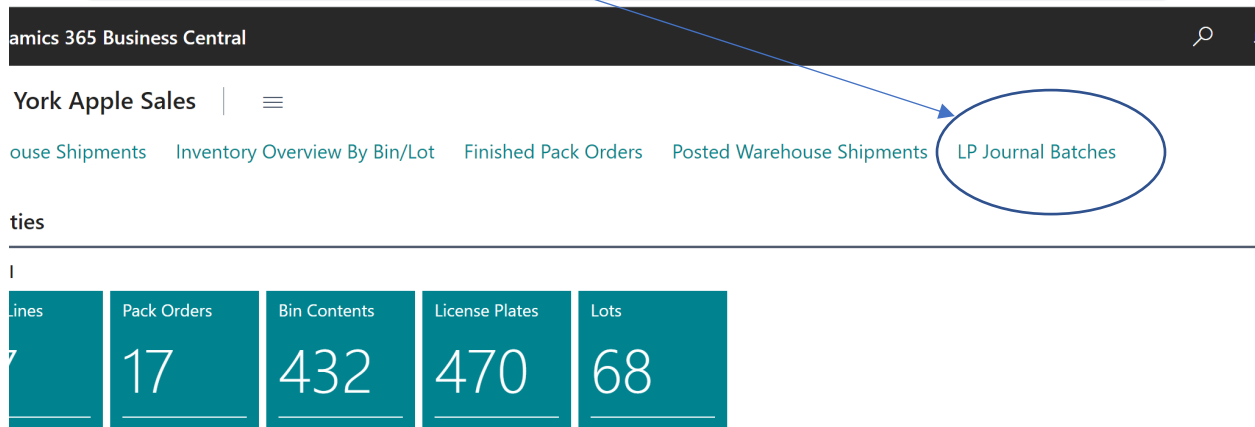


Splitting License Plate Quick Guide 8-22-22

- When you ship a portion of a pallet (LP – license plate), you must create a new LP for the product that you are shipping or removing off an existing LP. BC does not allow one LP to be shipped on multiple orders.
- General Process:
 - It's recommended that you do a LP split before you do Shed Picks in the Warehouse Shipments.
 - Create New LP for cases you are removing and shipping off an existing pallet. (The original LP stays with the remaining cases on the pallet.)
 - Recommended that you have the starting LP Tag (or number written down) when doing this task at your computer.

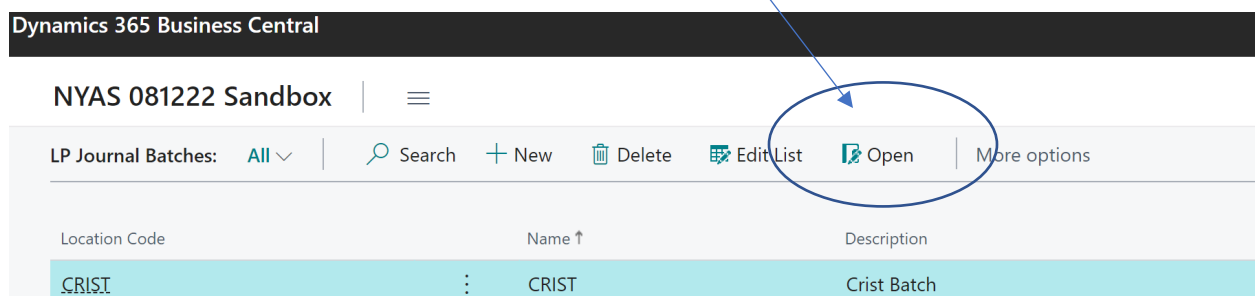
OPTION 1: Splitting LP Before Warehouse Shipment and Picking

- Click LP JOURNAL BATCHES



The screenshot shows the Dynamics 365 Business Central interface. At the top, the header reads "Dynamics 365 Business Central". Below it, the user's location is "York Apple Sales". A navigation bar contains several menu items: "Warehouse Shipments", "Inventory Overview By Bin/Lot", "Finished Pack Orders", "Posted Warehouse Shipments", and "LP Journal Batches". The "LP Journal Batches" item is circled in blue, and a blue arrow points from the text "Click LP JOURNAL BATCHES" above to this item. Below the navigation bar, there are several summary cards for "Licenses", "Pack Orders", "Bin Contents", "License Plates", and "Lots".

- In this list your location should be showing. Click OPEN



The screenshot shows the Dynamics 365 Business Central interface for the "LP Journal Batches" list. The header reads "Dynamics 365 Business Central" and "NYAS 081222 Sandbox". The list title is "LP Journal Batches: All". The list has a search bar and several action buttons: "+ New", "Delete", "Edit List", "Open", and "More options". The "Open" button is circled in blue, and a blue arrow points from the text "Click OPEN" above to this button. Below the navigation bar, there is a table with the following data:

Location Code	Name ↑	Description
CRIST	CRIST	Crist Batch

- Enter the LP/Pallet that you are splitting. Use lookup list or scan the LP.

LP Journal ✓ Saved

Batch Name

Manage Post New LP | More options

Source LP	Source LP Line No.	Target LP	Quantity	Item No.	Item Description	Lot No.	LP Quantity	UOM	Location
→ 336323	10000	<input type="text"/>	0.00	FG0104	Gala Bags 8/3 RPC WM	CB 300	50.00	CS	CRIST

- **For Sheds Using Own LPs (If using BC LP's – skip to next section below):** Enter new LP No. in the “Target LP” field for the new pallet and enter quantity that is going to the new LP/Pallet

LP Journal

Batch Name

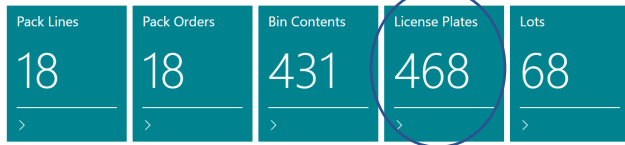
Manage Post New LP | More options

Source LP	Source LP Line No.	Target LP	Quantity	Item No.	Item Description	Lot No.	LP Quantity	UOM	Location
336323	10000	336440	20.00	FG0104	Gala Bags 8/3 RPC WM	CB 300	50.00	CS	CRIST
→ <input type="text"/>	0		0.00				0.00		CRIST

- When done click the POST
- To print the new LP and the revised LP go to the License Plate tile on your main screen. Click the tile
- *Note you can also move cases from one LP to another. In this situation, you would enter an existing LP No. that you are moving cases to.*

Activities

General



- Find the LP No. that you want to print by scanning the list or entering the number in the search function
- With the LP selected click More Options → Actions → Print LP Tag
- **PROCESS COMPLETE**

← License Plates

License Plates: All | Search | + New | Manage | Reports | Actions | Fewer options

Functions | Print LP Tag

No. ↑	Created On	Item No.	Description	Quantity	Shipped Source No.	Lot No.
<u>10155</u>	8/18/2022	FG0079	Early Reds Totes 8/5 Shaws	40.00		YFF102
10161	8/18/2022	FG0079	Early Reds Totes 8/5 Shaws	4.00		YFF102
10188	8/18/2022	FG0104	Gala Baqs 8/3 RPC WM	50.00		YFF103

- **For Sheds Using BC LPs:**

- In the ribbon, click more options → actions → New LP
- Enter or scan source LP that is going to be split/reduced.
- Enter quantity that is going to the new LP/Pallet

Batch Name CRIST

Manage Post New LP | Actions Fewer options

Post **New LP**

Source LP	Source LP Line No.	Target LP	Quantity	Item No.	Item Description	Lot No.	LP Quantity	UOM
336323	10000	LP000081	10.00	FG0104	Gala Bags 8/3 RPC WM	CB 300	30.00	CS
→	0		0.00				0.00	

- When done click the POST
- *Note you can also move cases from one LP to another. In this situation, you would enter the LP No. that you are moving cases to.*
- To print the new LP and the revised LP go to the License Plate tile on your main screen. Click the tile

New York Apple Sales | ≡

Warehouse Shipments Inventory Overview By Bin/Lot Finished Pack Orders Posted Wareh

Activities

General

Pack Lines 18 >	Pack Orders 18 >	Bin Contents 431 >	License Plates 468 >	Lots 68 >
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← License Plates

License Plates: All | Search + New Manage Reports | Actions Fewer options

Functions ▾ Print LP Tag

No. ↑	Created On	Item No.	Description	Quantity	Shipped Source No.	Lot No.
10155	8/18/2022	FG0079	Early Reds Totes 8/5 Shaws	40.00		YFF102
10161	8/18/2022	FG0079	Early Reds Totes 8/5 Shaws	4.00		YFF102
10188	8/18/2022	FG0104	Gala Baas 8/3 RPC WM	50.00		YFF103

- Find the LP No. that you want to print by scanning the list or entering the number in the search function
- With the LP selected click More Options → Actions → Print LP Tag
- **PROCESS COMPLETE**

OPTION 2: Splitting LP During Warehouse Shipment Pick Function:

- The process for this option is very similar to option 1, except that you initiate the LP split function within the Shed Pick function of the Warehouse Shipment.
- Within the Shed Pick table, click LP Journal.

← Shed Pick

Search + New Edit List Delete LP Journal | More options

LP No.	Source Item No.	LP Item Description	LP Item No. ▾	Bulk Item	Item No.	Item Description	LP Quantity
→				No	FG0104		0.00

- **Go to Instructions above in Green - For Sheds Using Own LPs**
- **Go to Instructions above in Yellow - For Sheds Using BC LPs:**