

## Pack Out Quick Guide (8-15-23)

The purpose of this Quick Guide is to demonstrate how to enter a packout.

### Start Pack Order

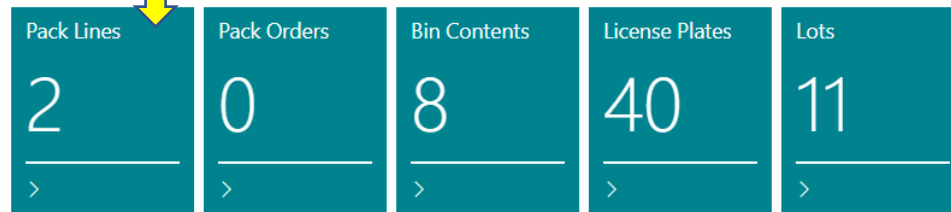
- Select/click the Pack Lines tile

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Warehouse Shipments

#### Activities

General



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- For regular pack-outs (non-repack), highlight the LINE 1 row and then select New Order
- *If you have a pack-out that has not been completed from earlier in the day and you plan to finish – you would select open active order.*

← Pack Lines

🔍 Search + New Order 📄 Open Active Order | More options

Location Code ↑	Code ↑	Description	Active Pack Order No.	Active Pack Order Start	Byp... Out... LP
EMPIRE	LINE1	LINE1	-	-	<input type="checkbox"/>
EMPIRE	REPACK	REPACK	-	-	<input type="checkbox"/>

- The pack order opens to a screen view with the top part called the General header. This section needs to be filled out before entering the packs.

PKO100067

Actions



General

No. ....	PKO100067	Grower	
Packer		Grower Name .....	---
Starting Date-Time .....	8/10/2022 9:27 PM	Variety .....	---
Location Name .....	EMPIRE FRUIT	Grower Lot .....	
Pack Line Code .....	LINE1	Storage Receipt Lot .....	
Packer Lot .....		Consumption Bin Code .....	MAIN
Commodity Contract No. ....		Consumption Quantity .....	0.00
Commodity Contract Line No. ....	0	Consumption UOM .....	

Output

Manage

Item No.	LP No.	Quantity	Item Description	Lot No.	Posted
→		0.00			<input type="checkbox"/>

1. Enter the **Packer Lot field**: This field should be your pack sheds packer lot code. IE EFG-1001. This field is an open text field where you can use numbers, letters and dashes. NYAS suggesting using a 2 or 3 digit abbreviation for your shed. IE EFG, LO, POM, CB etc.
2. In the **Commodity Contract No. field** select the grower contract that represents the grower and variety/variety group.
3. In the **Commodity Contract Line No. field** select the variety.
4. In the **Grower Lot field** enter the grower orchard or lot. If this field is not necessary for the packer – enter NA plus date. IE NA 8/18
5. In the **Storage Receipt Lot field** enter the storage receipt/ticket lot. If this field is not necessary for the packer – enter “NA”

General

No. ....	PKO100067	Grower	
Packer		Grower Name .....	TEEPLE FRUIT FARM
Starting Date-Time .....	8/10/2022 9:27 PM	Variety .....	GALA
Location Name .....	EMPIRE FRUIT	Grower Lot .....	MAIN FARM - BLOCK A1
Pack Line Code .....	LINE1	Storage Receipt Lot .....	2034
Packer Lot .....	EFG1001	Consumption Bin Code .....	MAIN
Commodity Contract No. ....	CC0401	Consumption Quantity .....	0.00
Commodity Contract Line No. ....	50000	Consumption UOM .....	BIN



- Now move down to the Output section
- Here you enter each pallet that is produced in the pack-out.
- There are two options to fill the Item Number:
  - Click the 3 dots at the right of the field. This will pull up a list to select the Item No.
  - Utilize a bar code list and scan the item in. You can find a bar code list for each item on the NYAS grower website. Go to documents and search bar code.

Output | Manage

Item No.	LP No.	Quar
→ <input type="text" value="..."/>		(

- Below is a list of all the Gala items. You can narrow the search by clicking the magnifier glass and typing in a style or size. IE “bags” or “trays” or “totes” or “WM”

Items | 🔍 + New ...

No. ↑	Description	Base Unit of Measure	Unit Price	Routing No.	Unit Cost	Vendor N
FG0043	Gala Box 9/4 Costco	CS	0.00		0.00	
FG0047	Gala Bags 12/3 Giant Eagle	CS	0.00		0.00	
FG0048	Gala Bags 8/5 Giant Eagle	CS	0.00		0.00	
FG0056	Gala Bags 12/3 Harvest Club	CS	0.00		0.00	
FG0057	Gala Bags 8/5 Harvest Club	CS	0.00		0.00	
FG0066	Gala Totes 8/5 Market Bskt	CS	0.00		0.00	
FG0073	Gala Pouch 8/5 Sam's	CS	0.00		0.00	
FG0081	Gala Totes 8/5 Shaws	CS	0.00		0.00	
FG0093	Gala Totes 8/5 StopShop	CS	0.00		0.00	
FG0103	Gala Bags 8/3 COR WM	CS	0.00		0.00	

OK Cancel

- Select the item you have produced by selecting the FG number (in blue)

Items |  + New ...


No. ↑	Description	Base Unit of Measure	Un
→ <a href="#">FG0004</a>	Gala Bags 12/3 AFNY	CS	
<a href="#">FG0024</a>	Gala Bags 8/3 COR ALDI	CS	
<a href="#">FG0047</a>	Gala Bags 12/3 Giant Eagle	CS	
<a href="#">FG0048</a>	Gala Bags 8/5 Giant Eagle	CS	
<a href="#">FG0056</a>	Gala Bags 12/3 Harvest Club	CS	
<a href="#">FG0057</a>	Gala Bags 8/5 Harvest Club	CS	
<a href="#">FG0103</a>	Gala Bags 8/3 COR WM	CS	
<a href="#">FG0104</a>	Gala Bags 8/3 RPC WM	CS	
<a href="#">FG0238</a>	Gala Bags 12/3 Yes!	CS	
<a href="#">FG0239</a>	Gala Bags 200/3 Yes!	CS	





- After the item is selected the following fields need to be completed to finish the line.
  - Enter the quantity of cases produced for this pallet.
  - LP No. (license plate)
    - If you are using the BC generated LP (pallet license plate) it will automatically populate.
    - If you are using your own packer generated LP, you would enter your LP in the LP No. field either by scanning or keying it in.
- After quantity and LP fields are complete, enter the Pallet Type. Select either WW for white wood (or hardwood) or CHEP.
- After pallet type is complete the line is complete. Note the RPC type will automatically populate if it's a Walmart item and will populate to your default RPC number. You can manually change if needed.
- *Copying a line short-cut.* If you need to enter the same item in the next line you can put your cursor in the next line/Item No. field and click F8 on your key board, it will copy the field above. F8 will always copy a field above in any line.

Output		Manage				
Item No.	Quantity	LP No.	Item Description	Pallet Type	RPC Type	Posted
→ FG0004	40.00	LP091132	Gala Bags 12/3 AFNY	WW	▼	<input type="checkbox"/>

**POST FUNCTION:**

- During your pack-outs you should “Post” the packs (the lines in the output section). By posting, you put the packed product in inventory.
  - If you are using your own LPs, select Post Output
  - If you are using BC LPs, select Post and Print LP
- You can post multiple times in a pack-out. A second or multiple posts will only post the lines that have not been previously posted.

Actions 

 Post Output  
  Post & Print LP  
  Pack Out  
  Finish Order

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Pack Line Code ..... LINE1 Storage

Packer Lot ..... EFG1001 Consu

Commodity Contract No. .... CC0401 Consu

Commodity Contract Line No. .... 50000 Consu


**Output** | Manage





 New Line  
  Delete Line  
  Undo Post  
  Reprint LP Tag

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Item No.	LP No.	Quantity	Item Descript
FG0004	LP000208	40.00	Gala Bags 1
FG0004	LP000209	40.00	Gala Bags 1
→ FG0127	LP000210	50.00	Gala Bulk 6


- When you post the lines, it will be indicated as posted when you see a check mark in the box.





Output | [Manage](#) 

 New Line  Delete Line  Undo Post  Reprint LP Tag

Item No.	LP No.	Quantity	Item Description	Lot No.	Posted
FG0004	LP000208	40.00	Gala Bags 12/3 AFNY	EFG1001	<input checked="" type="checkbox"/>
FG0004	LP000209	40.00	Gala Bags 12/3 AFNY	EFG1001	<input checked="" type="checkbox"/>
→ FG0127	⋮ LP000210	50.00	Gala Bulk 60 RPC WM	EFG1001	<input checked="" type="checkbox"/>

- **UNPOSTING.** If you make a mistake and realize the mistake after you have posted. You can un-post and correct the mistake on an individual line or delete the line entirely. Select the line that you want to un-post and click Undo Post.

Output | [Manage](#) 

 New Line  Delete Line  Undo Post  Reprint LP Tag

Item No.	LP No.	Quantity
FG0004	LP000208	40.00
FG0004	LP000209	40.00
→ FG0127	⋮ LP000210	50.00

**FINISH ORDER:**

- After finishing the pack run, entering all of the packs and posting all of the packs it is time to finish the order. This completes the pack-out.
- You must enter a consumption quantity (raw bins). Enter the number of bins used in the pack run. This field is in the General section:

Storage Receipt Lot	2034
Consumption Bin Code	MAIN
Consumption Quantity	25.00
Consumption UOM	BIN

- After entering the bins, you then click the Finish Order button.

Actions

Post Output   Post & Print LP   Pack Out   **Finish Order**

Pack Line Code	LINE1	Storage Receipt Lot
Packer Lot	EFG1001	Consumption Bin Code
Commodity Contract No.	CC0401	Consumption Quantity
Commodity Contract Line No.	50000	Consumption UOM

## OTHER FEATURES:

### Pack Out Report:

- At any point in the pack run, you can run a pack-out report that shows the number cases by item that have been packed. The report only shows what has been posted. You can print to screen, print to printer or make a PDF.

The screenshot displays a software interface for a 'Pack Order' (PKO100067). The background interface includes an 'Actions' section with 'Post Output', 'Post & Print LP', and 'Pack Out' buttons. A yellow arrow points to the 'Pack Out' button. Below the actions are fields for 'Pack Line Code' (LINE1), 'Packer Lot' (EFG1001), 'Commodity Contract No.' (CC0401), and 'Commodity Contract Line No.'. There is also an 'Output' section with 'New Line', 'Delete Line', and 'Undo Post' buttons, and a table with columns 'Item No.' and 'LP No.' containing rows like FG0004, LP000208 and FG0127, LP000210.

The 'Packout' dialog box is overlaid on the interface. It has a title bar with a bookmark icon, a maximize icon, and a close icon. The dialog contains the following elements:

- Printer:** A dropdown menu showing '(Handled by the browser)'.
- Filter: Production Order:** A section with two dropdown menus: 'Status' set to 'Released' and 'No.' set to 'PKO100067'. Below these is a '+ Filter...' button.
- Filter totals by:** A section with a '+ Filter...' button.
- Filter: Integer:** A section with a '+ Filter...' button.
- Buttons:** At the bottom, there are four buttons: 'Send to...', 'Print', 'Preview & Close', and 'Cancel'.



## Reprint LP Tag

- If you need to reprint a LP Tag you would select the output line that represents the LP that is needed and then click Reprint LP Tag

Output | [Manage](#)

New Line Delete Line Undo Post Reprint LP Tag

Item No.	LP No.	Quantity	Item Description
FG0004	LP000208	40.00	Gala Bags 12/3 AFNY
FG0004	LP000209	40.00	Gala Bags 12/3 AFNY
→ FG0127	⋮ LP000210	50.00	Gala Bulk 60 RPC WM

## Going Back to an Open Pack Order

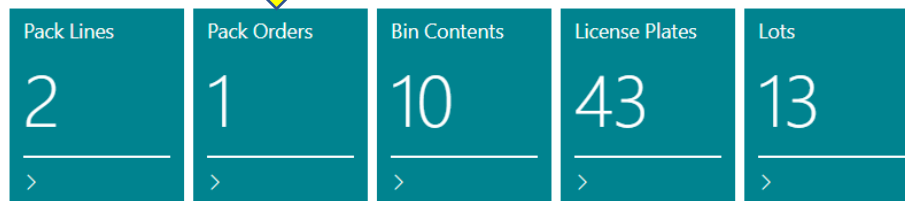
- If you don't complete or finish a pack order and you close BC you can reenter a pack order either through the Pack Lines tile or the Pack Orders tile

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Warehouse Shipments

### Activities

General



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- Click the pack order

← Pack Orders

Search Manage

No. ↑	Location Code	Location Name	Pack Line Code	Starting Date	Commodity Contract I
PKO100067	EMPIRE	EMPIRE FRUIT	LINE1	8/10/2022	CC0401

- It will take you into the pack order but to edit or continue you need to click the pencil.

dynamics 365 Business Central

← Pack Order PKO100067

✎

Actions

Post Output Post & Print LP Pack Out Finish Order

**General**

No. ....	PKO100067	<b>Grower</b>	
<b>Packer</b>		Grower Name .....	TEEPLE FRUIT I
Starting Date-Time .....	8/10/2022 9:27 PM	Variety .....	GALA
Location Name .....	EMPIRE FRUIT	Grower Lot .....	MAIN FARM -
Pack Line Code .....	LINE1	Storage Receipt Lot .....	2034
Packer Lot .....	FFG1001	Consumption Bin Code .....	MAIN