## **Splitting a batch**

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2024/05/02 21:10

• From the Item menu choose Show items to find the item to be split

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- Enter the start of the item name and click Find
- Once the Item details window is displayed, choose Stock from the side bar list.

0 0			_	_	_	ltem de	tails					_			
General Misc	🗿 Ite	ycillin 2	50mg ci	·	Store: General \$						\$				
Usage		1	<b>F</b>			9		.3		۲					
Stock	Show zero lin	es Pri	int	Spli	it	Update sell p	prices Sho	w related in	voices	Consolio	iate				
Ledger	Line Available	Total	Pack	Hold	Batch	Manufacturer	Expdate	Supplier	Location	Cost Price	Sell Price	Status	Total Volume		
Quotes Backorders	1 0		1	1	005108		29/5/13	bouchm	TAB	0.02	0.02		0		
Notes	2 27750		1		005108		29/5/13	bouchm	TAB	0.02	0.02		0		
Reconcile	3 0	1001		-	005108		30/5/13	bouchm	TAB	0.02	0.02		0		
Bill of materials	4 1490.669	\$15.869	1000	1	005108	YXKP	30/5/13	bouchm	AAA	16.29	16.29		0		
Purchase Orders			_												
Order options															
Dispensing															
Reporting															
Log															
CST	Stock Non stock items														
	Minimum stock 0 Total stock value 2							25,276,52 Non stock item							
							0.01 Default customer								
	10101000								None						
	Stock on o	rder		0	Total	Volume	0.00		NUTIC						
	Days Cover														
	Based on 12 🔹 months usage:														
	For stock on hand 929 Generating an order for 0 days stock														
	Including stock on order 929							will order a quantity of 0							
Delete							OK & P	revious	ОК 8	Next	Cano	el	ОК		

## Split a batch

• Click on the line you want to split, then click Split

\varTheta 🔿 🗿 🛛 Repack stock							
Quantity to split 1	of	2566					
New shelf location L.03.B2	]						
New pack size 1							
When you click OK a new repack transaction that reflects the change in stock will be created automatically							
Print location movement report							
Cancel OK							
		11.					

• Enter:

- $\circ\,$  How many you want to move/split (if you're repacking the whole lot, then enter the total quantity)
- $\circ\,$  The new location (leave it alone if you're not changing the location)
- The new pack size.
- Click OK
- You can use the split command to perform these actions:
  - $\circ\,$  Change the location of a batch
  - $\circ\,$  Repack some of a batch
  - $\circ\,$  Change the pack size of a batch

Previous: Show items with stock Next: Stocktakes

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