

# How Do I Split a Lot?

Follow the below steps to split a lot:

1. Find your 'Lot No' whose quantity needs to be split. You can use the below link to find a lot:  
[How Do I find my lot using Inventory View?](#)
2. Select the 'Lot No' using the check box available at the beginning
3. Click on 'Lot Split' button. The below screen will appear

The screenshot shows the 'Lot Split' application window. It has a title bar with standard window controls. Below the title bar is a toolbar with icons for Save, Undo, Print, and Close. The main area is divided into two columns of input fields. The left column contains fields for Lot No (20150904\_03), Item No (10064), Description (Menadione Dimethylpyrimidinol Bisulfite 96%), Sub Location (Raw Ingredients Station), Storage Location (Bin 1), Weight Per Unit (1.00), Weight Per Unit UOM (pound), Quantity (2,980.00), UOM (pound), Number of Packs (2,980.00), and Packs UOM (pound). The right column contains fields for Split Lot No (highlighted with a red box), Lot Alias (P-20150904\_03), Vendor Lot No (20150904\_03), Split Sub Location (Raw Ingredients Station, highlighted with a red box), Split Storage Location (Bin 1, highlighted with a red box), Weight Per Unit (1.00), Weight Per Unit UOM (pound), Split Quantity (highlighted with a red box), Split Quantity UOM (pound), Split Number of Packs, Split Packs UOM (pound), and a Notes field. The status bar at the bottom shows 'Ready'.

4. Enter a 'Split Lot No.', 'Split Sub Location', 'Split Storage Location' and 'Split Quantity'
  5. Click on 'Save' button. Application will split the lot
- Note: i) If you do not enter a 'Split Lot No' application will generate a new lot it by itself.  
ii) Application will allow only the available quantity, after reservation, to split.