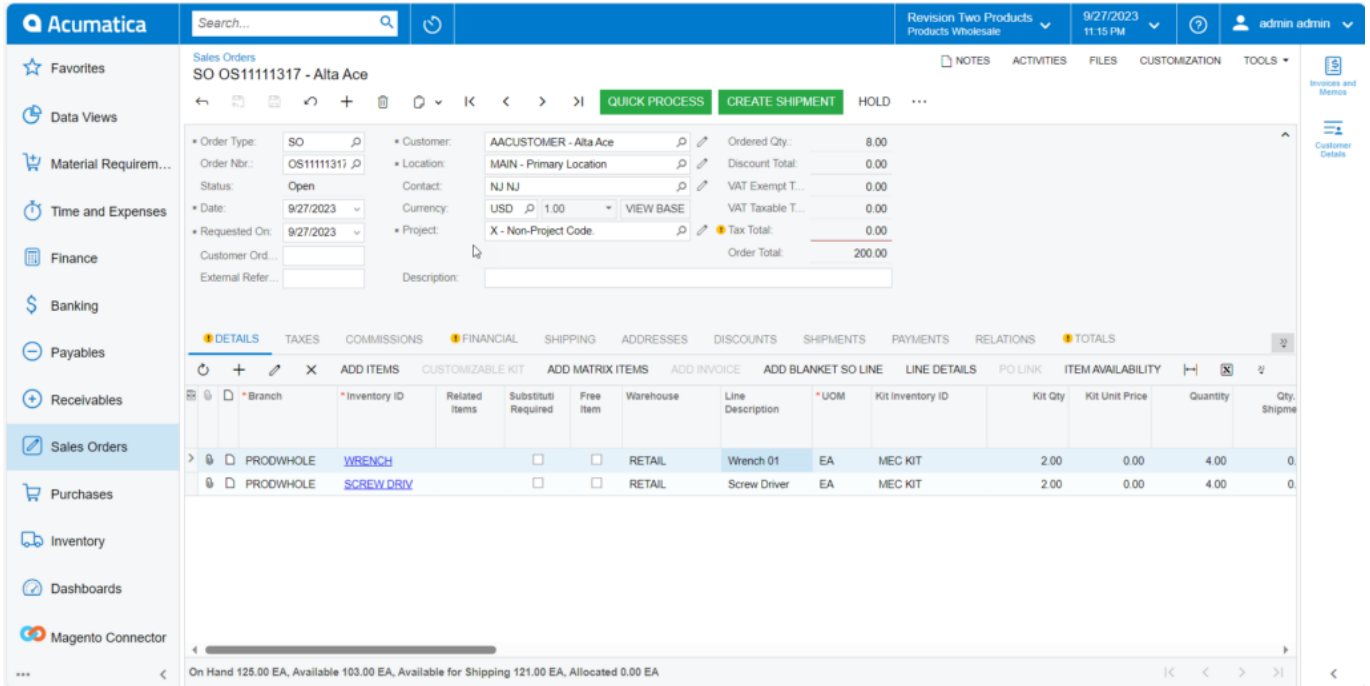


# Creating Shipment

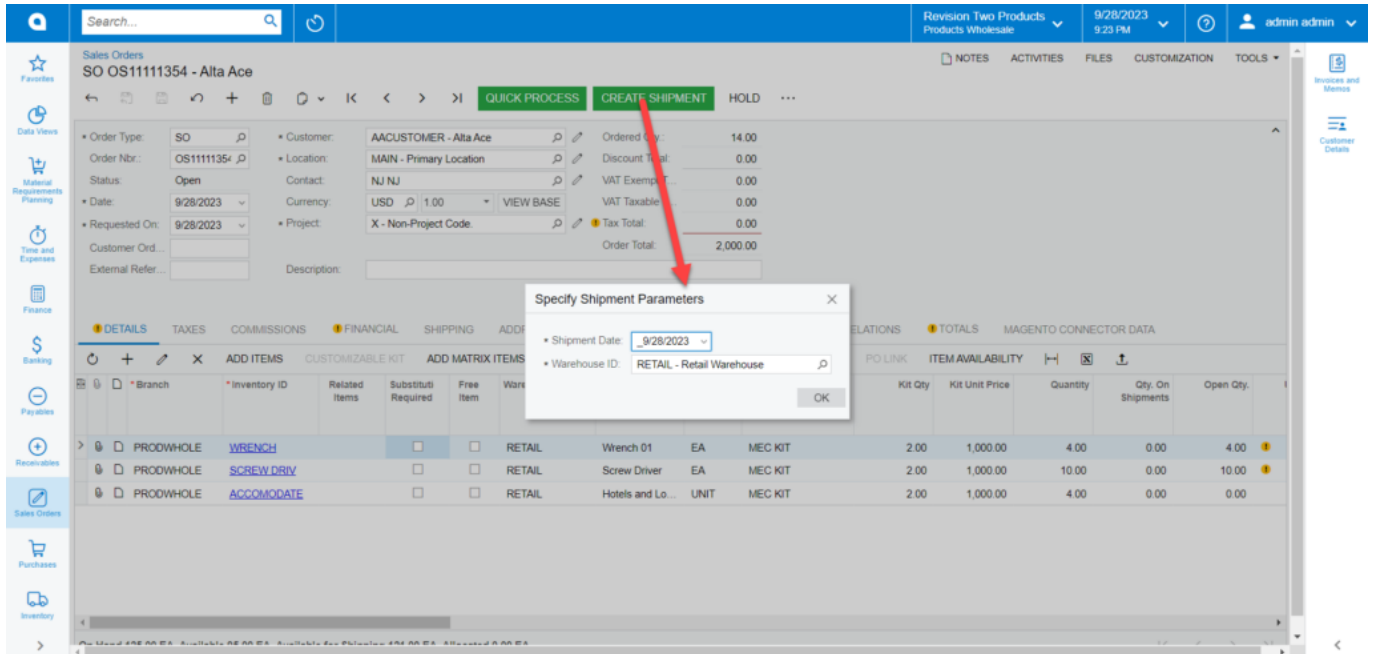
To create a shipment, click on the **[Create Shipment]** tab from the sales order as shown in the following screenshot.



Create Shipment option in Sales Order

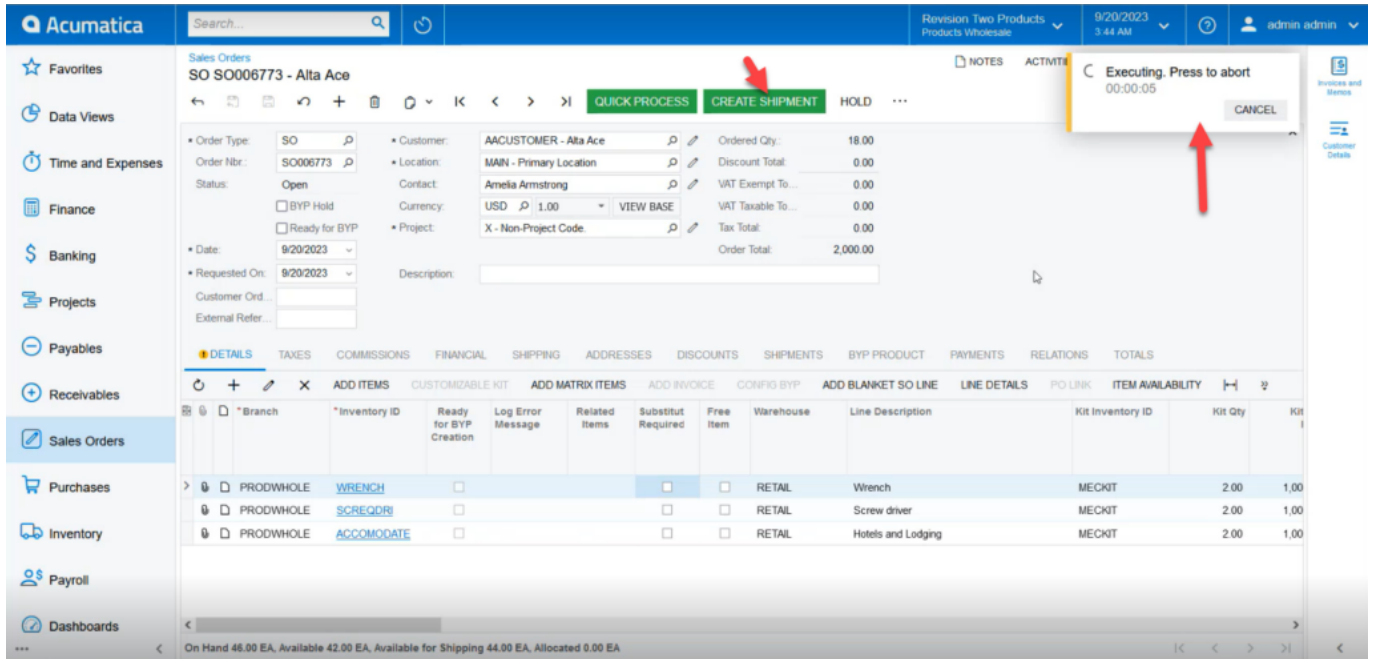
By clicking on the **[Create Shipment]** tab a pop-up will appear on the screen **[Specify Shipment Parameter]** on the Sales Order screen. This includes the following as shown below:

- **Shipment Date:** You can choose the date from the calendar on the cart button.
- **Warehouse ID:** Select the Warehouse ID.



### Specify Shipment parameters

Clicking on **[OK]** the application will show the progress at the top right-hand corner of the screen as shown in the following screenshot.

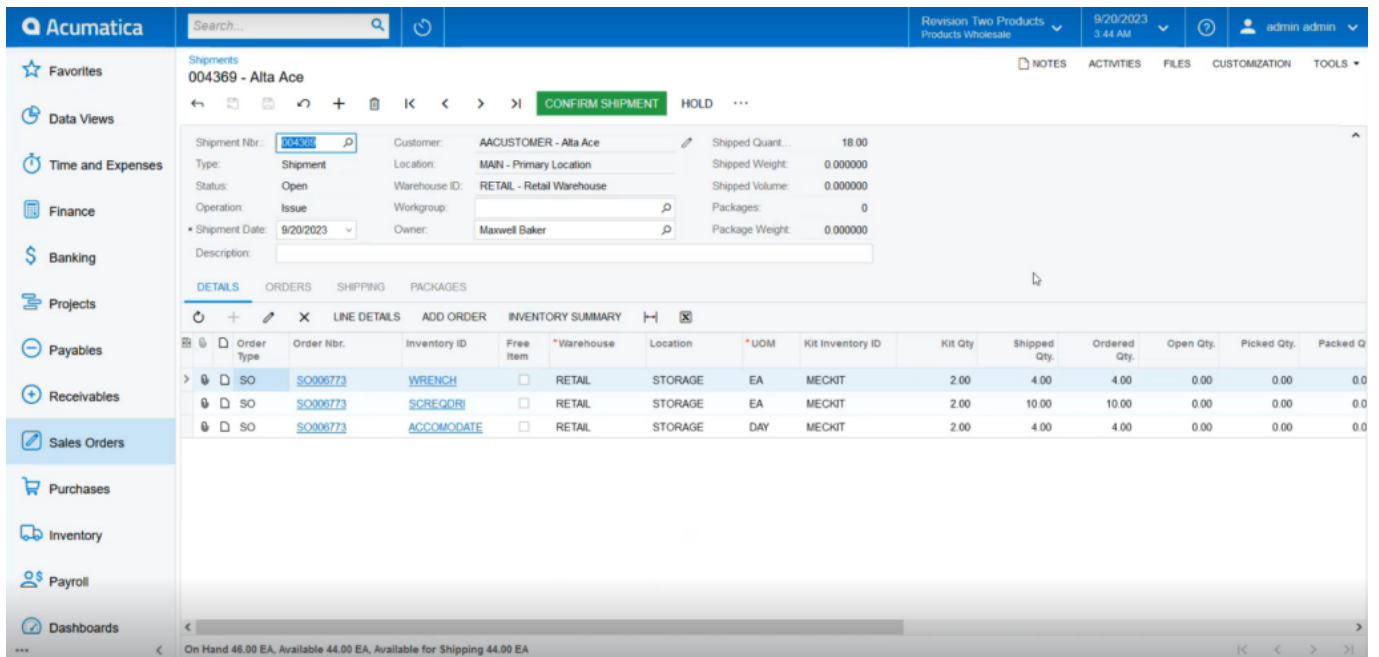


The screenshot shows the Acumatica interface for a sales order (SO SO006773 - Alta Ace). The 'CREATE SHIPMENT' button is highlighted with a red arrow. A modal dialog box is open with the text 'Executing. Press to abort' and a 'CANCEL' button, also highlighted with a red arrow. The order details include: Order Type: SO, Order Nbr: SO006773, Status: Open, Date: 9/20/2023, Customer: AACUSTOMER - Alta Ace, Location: MAIN - Primary Location, Contact: Amelia Armstrong, Currency: USD 1.00, Project: X - Non-Project Code, and Order Total: 2,000.00. The table below shows the items in the order:

*Branch	*Inventory ID	Ready for BYP Creation	Log Error Message	Related Items	Substitut Required	Free Item	Warehouse	Line Description	Kit Inventory ID	Kit Qty	Kit
> PRODWHOLE	WRENCH	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	RETAIL	Wrench	MECKIT	2.00	1.00
PRODWHOLE	SCREQDR	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	RETAIL	Screw driver	MECKIT	2.00	1.00
PRODWHOLE	ACCOMODATE	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	RETAIL	Hotels and Lodging	MECKIT	2.00	1.00

Shipping Order processed in Acumatica

Once the process is complete within Acumatica you will be able to view the following screen.

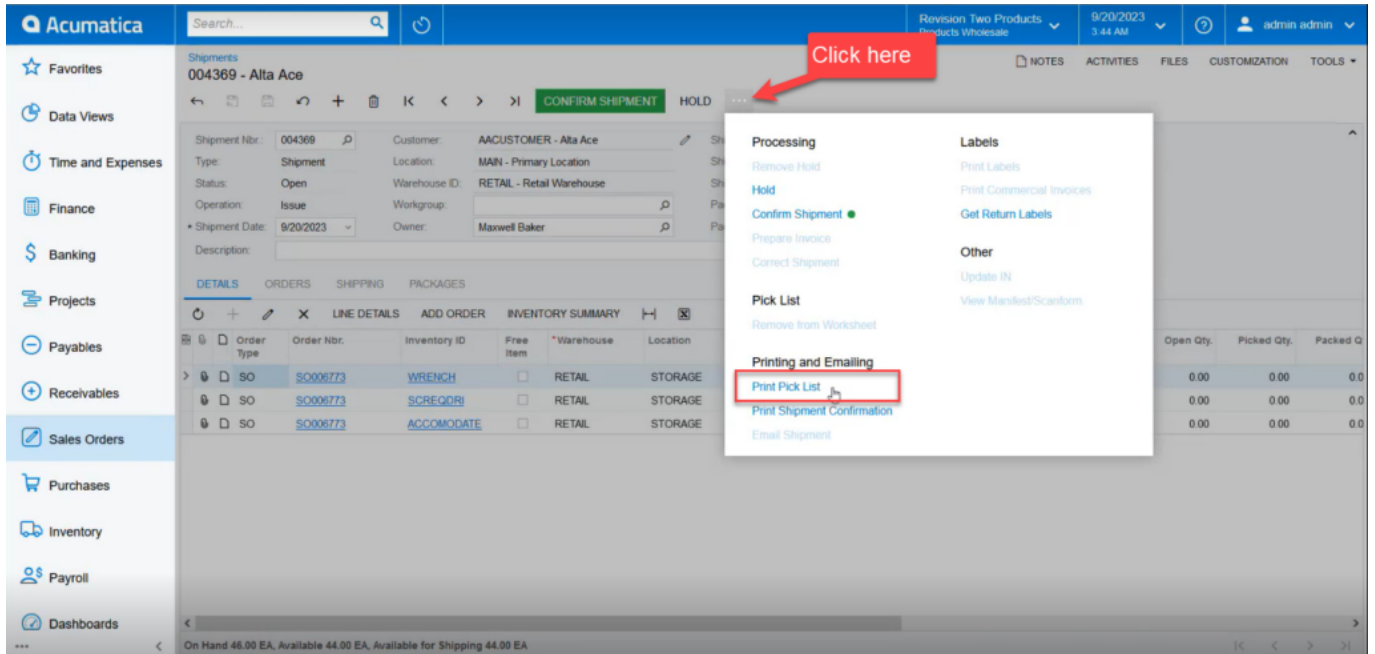


Option for [Confirm Shipment]

You will be able to view an ellipse [...] button followed by **[Confirm Shipment]**. You need to click on the ellipses button you will get a smart panel with the following option.

- Processing
- Labels
- Pick List
- Other
- Printing and Emailing

Under the Printing and Emailing click on the [Print Pick List] and you will be redirected to **[Pick List]**.



Print Pick List option under Printing and Emailing

Based on the selection of Report Setting **[Child/ Parent/Both]** the [Pick List] will show the values.

Pick List TOOLS ▾

🔍
🔄
🖨️
📧
📄
⏪
⏩
▶
PRINT
SEND
EXPORT ▾
Type your query here

---

Company: Revision Two Products  
 User: admin admin  
 Date: 9/20/2023 3:45 AM  
 Page: 1 of 1


**Pick List**

Shipment Number	Shipment Date	Customer ID	Customer Name	Warehouse	Contact	Ship Via
004369	9/20/2023	AACUSTOMER	Alta Ace	RETAIL	Maxwell Baker	

No.	Location	Item	Unit Weight	Unit Volume	UOM	Qty	Qty Picked
1	STORAGE	WRENCH Wrench	0.00	0.00	EA	4.00	<input type="text"/>
2	STORAGE	SCREWDRI Screw driver	0.00	0.00	EA	10.00	<input type="text"/>
3	STORAGE	ACCOMODATE Hotels and Lodging	0.00	0.00	DAY	4.00	<input type="text"/>

	Total Weight	0.00	Pulled	<input type="text"/>
	Total Volume	0.00	Inspected	<input type="text"/>
			Packed	<input type="text"/>

Scan to Confirm Picked Items 1 of 1

Preview of Print Pick List