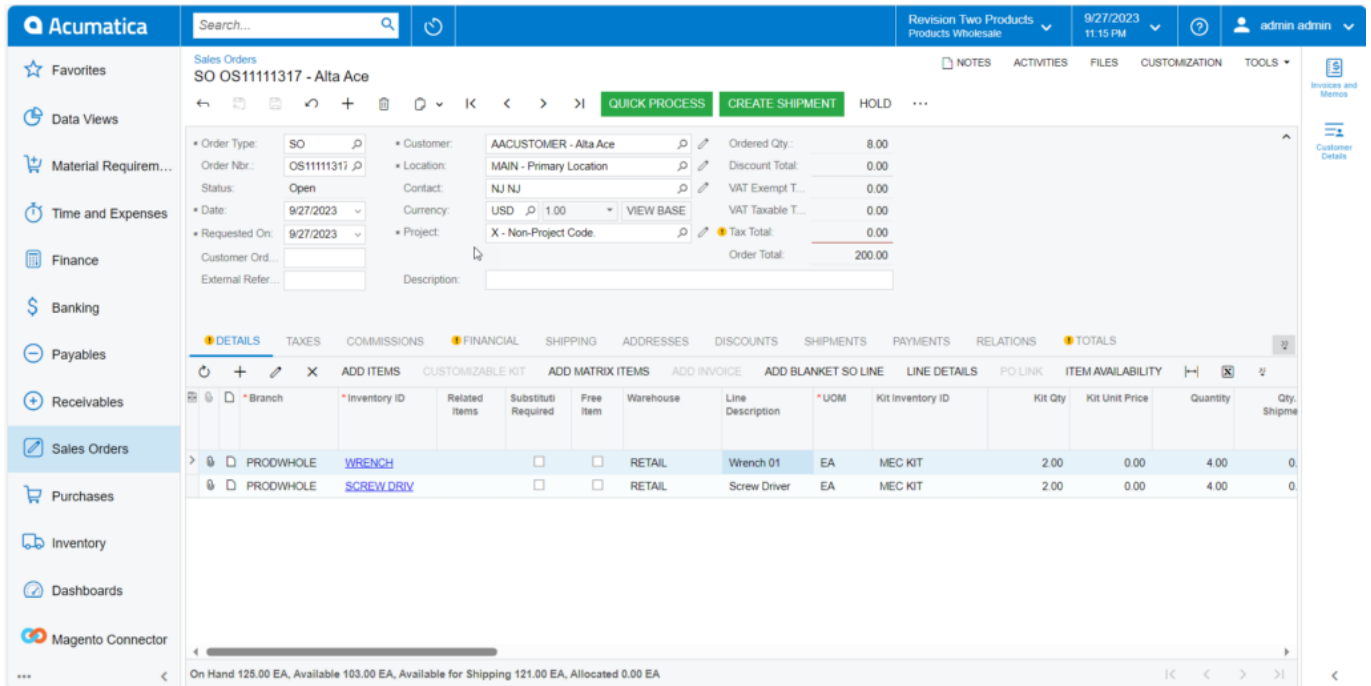


Creating Shipment

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



The screenshot shows the Acumatica Sales Order interface for order OS11111317. The 'CREATE SHIPMENT' tab is active. The order details include:

- Order Type: SO
- Order Nbr: OS11111317
- Status: Open
- Date: 9/27/2023
- Requested On: 9/27/2023
- Customer: AACUSTOMER - Alta Ace
- Location: MAIN - Primary Location
- Contact: NJ NJ
- Currency: USD 1.00
- Project: X - Non-Project Code
- Order Total: 200.00

The 'DETAILS' tab is selected, showing a table of items:

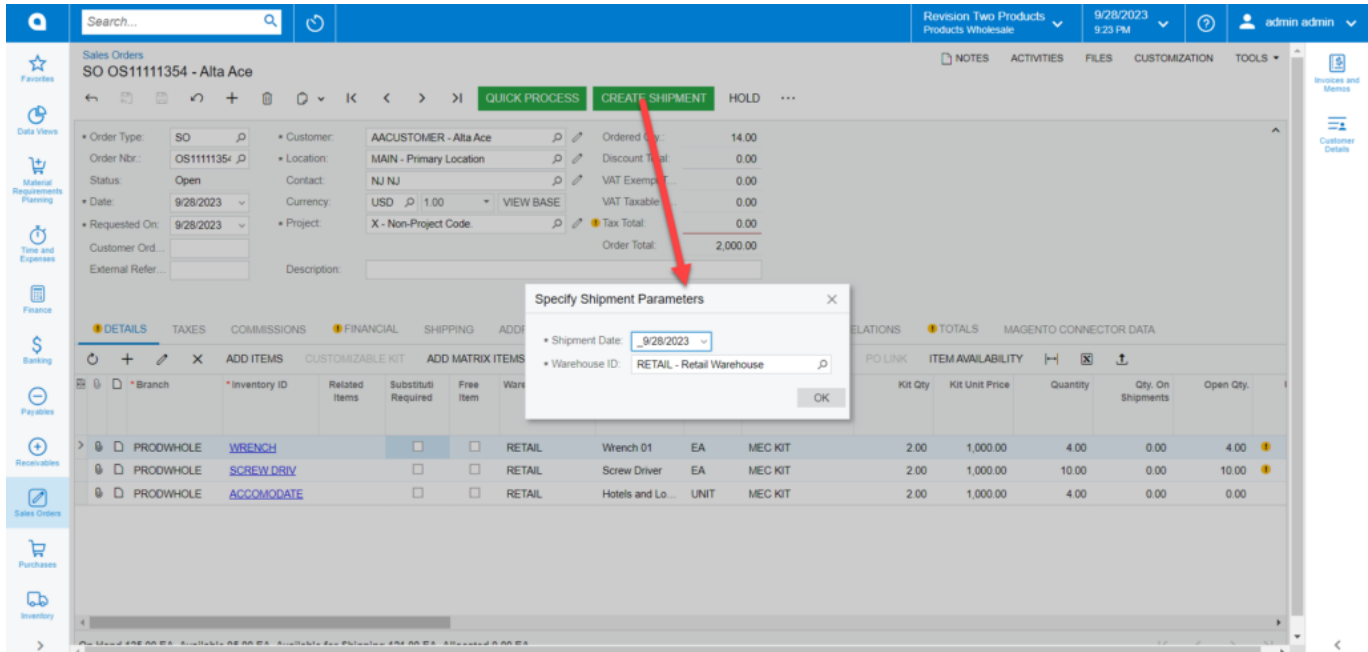
Branch	Inventory ID	Related Items	Substituted	Free Item	Warehouse	Line Description	UOM	Kit Inventory ID	Kit Qty	Kit Unit Price	Quantity	Qty. Shipme
PROOWHOLE	WRENCH				RETAIL	Wrench 01	EA	MEC KIT	2.00	0.00	4.00	0
PROOWHOLE	SCREW.DRV				RETAIL	Screw Driver	EA	MEC KIT	2.00	0.00	4.00	0

At the bottom, the status bar indicates: On Hand 125.00 EA, Available 103.00 EA, Available for Shipping 121.00 EA, Allocated 0.00 EA.

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.

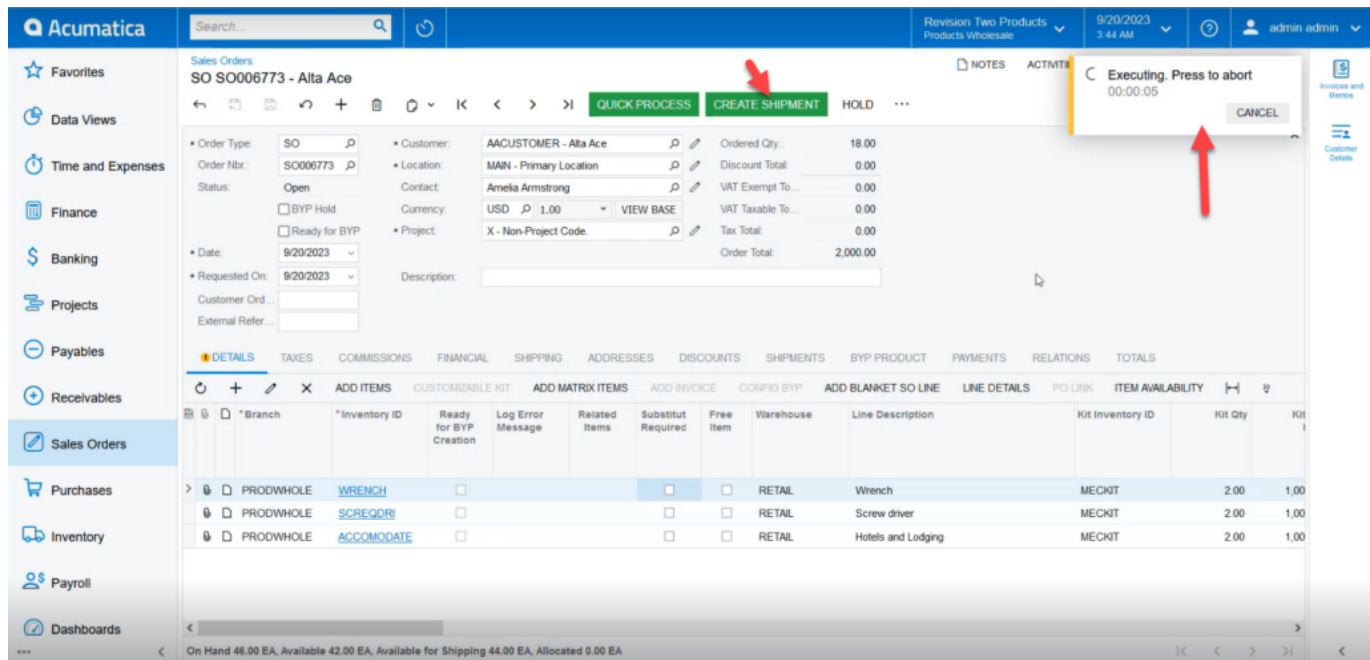


The screenshot displays the 'Sales Orders' interface for order SO OS11111354 - Alta Ace. A red arrow points to the 'CREATE SHIPMENT' button. A modal dialog titled 'Specify Shipment Parameters' is open, showing 'Shipment Date' as 9/28/2023 and 'Warehouse ID' as RETAIL - Retail Warehouse. The background table lists items for shipment:

Kit Qty	Kit Unit Price	Quantity	Qty. On Shipments	Open Qty.
2.00	1,000.00	4.00	0.00	4.00
2.00	1,000.00	10.00	0.00	10.00
2.00	1,000.00	4.00	0.00	0.00

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.

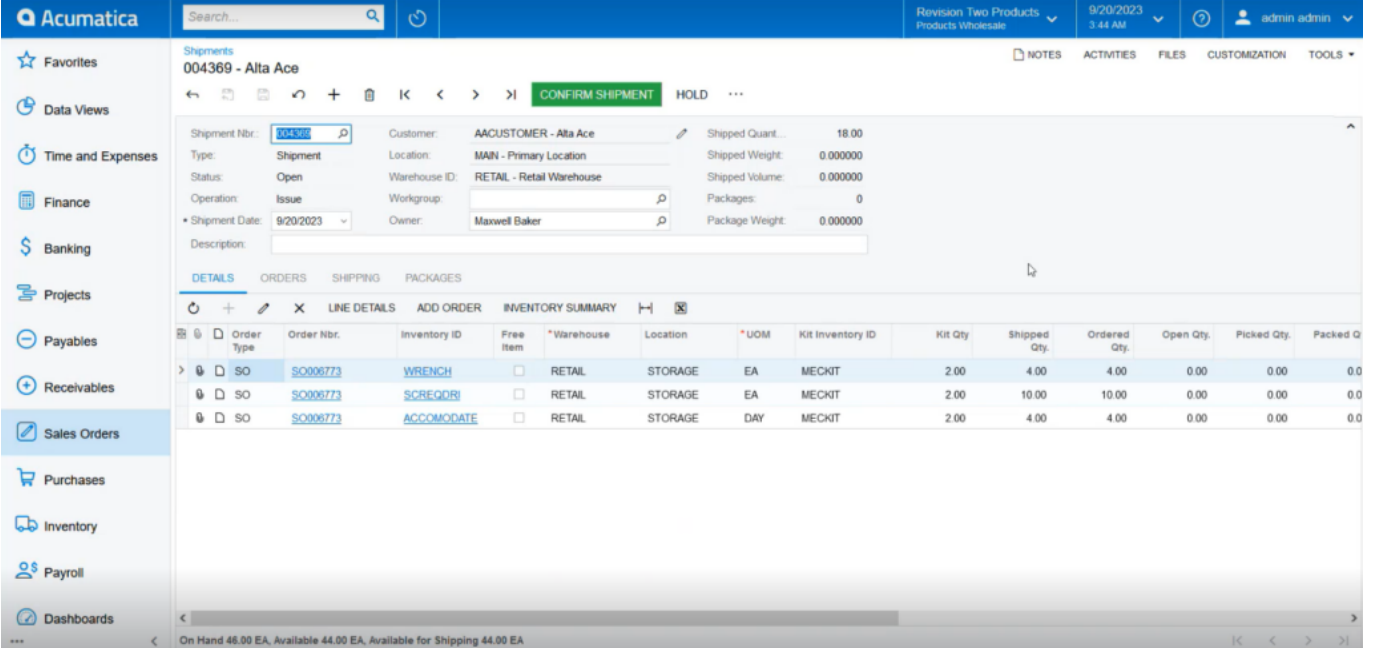


The screenshot shows the Acumatica interface for a Sales Order (SO SO006773 - Alta Ace). The 'CREATE SHIPMENT' button is highlighted with a red arrow. A modal window is open in the top right corner with the text 'Executing. Press to abort' and a 'CANCEL' button, also indicated by a red arrow. The main window displays order details and a table of items.

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.

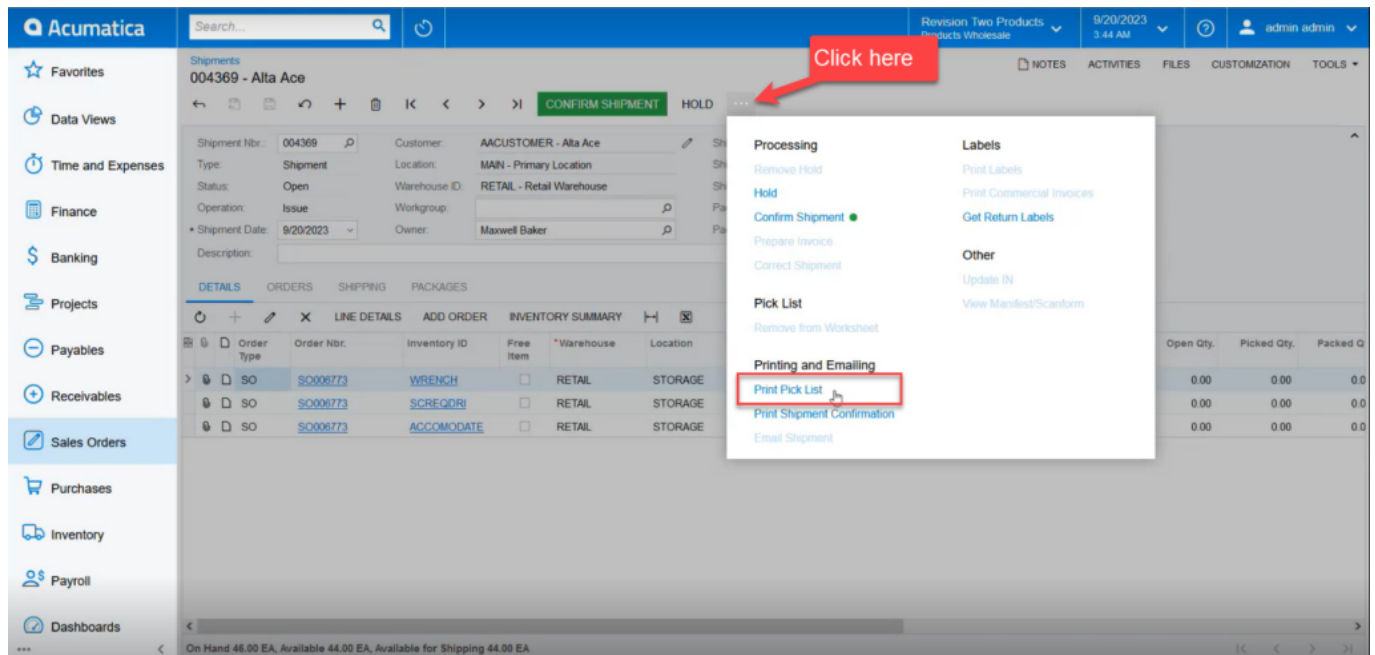


Option for [Confirm Shipment]

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

PRINTSENDEXPORT

Type your query hereFind

Company:Revision Two Products
User:admin admin

Date:9/29/2023 3:45 AM
Page:1 of 1

Pick List

Shipment Number004369

Shipment Date9/29/2023

Customer IDAACUSTOMER

Customer NameAlta Ace

WarehouseRETAIL

ContactMaxwell Baker

Ship Via

No.	Location	Item	Unit Weight	Unit Volume	UOM	Qty	Qty Picked
1	STORAGE	WRENCH Wrench	0.00	0.00	EA	4.00	<div></div>
2	STORAGE	SCREEDR Screw driver	0.00	0.00	EA	10.00	<div></div>
3	STORAGE	ACCOMODATE Hotels and Lodging	0.00	0.00	DAY	4.00	<div></div>

Total Weight0.00

Total Volume0.00

Scanned

Picked


Inspected

Scan to Confirm Picked Items

1 of 1

Preview of Print Pick List

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