**Job Aids**

Shipping Clerk 2021 R2

**Contents**

[Entering Sales Orders 3](#_Toc93581951)

[To Enter a Sales Order (SO) 4](#_Toc93581952)

[To Enter a Sales Order with Allocation (SA) 5](#_Toc93581953)

[To Allocate an Item in an Order 6](#_Toc93581954)

[To Specify Lot or Serial Numbers for Ordered Items 7](#_Toc93581955)

[To Manually Select the Package Box for an Order 8](#_Toc93581956)

[Shipping Orders 9](#_Toc93581957)

[To Create a Shipment for an Order 10](#_Toc93581958)

[To Create Shipments for Multiple Orders 11](#_Toc93581959)

[To Find and Review a Shipment Linked to an Order 12](#_Toc93581960)

[To Confirm a Shipment 13](#_Toc93581961)

[Preparing Invoices 14](#_Toc93581962)

[To Prepare an Invoice for a Shipment 15](#_Toc93581963)

[To Prepare an Invoice for a Sales Order 16](#_Toc93581964)

[To Create Invoices for Multiple Orders 17](#_Toc93581965)

[To Create Invoices for Multiple Shipments 18](#_Toc93581966)

[Processing Transfer Orders 19](#_Toc93581967)

[To Enter a Transfer Order (TR) 20](#_Toc93581968)

[To Create Transfer Orders for Multiple Sales Orders 21](#_Toc93581969)

[To Create a Transfer Receipt for Transfer Order 22](#_Toc93581970)

[Processing Sale Without Shipment 23](#_Toc93581971)

[To Enter an Invoice Order (IN) 24](#_Toc93581972)

[To Process an Invoice Order (IN) 25](#_Toc93581973)

[To Create a Cash Sale Order (CS) 26](#_Toc93581974)

[To Process a Cash Sale Order (CS) 27](#_Toc93581975)

[Printing Documents and Labels 28](#_Toc93581976)

[To Print a Label 29](#_Toc93581977)

[To Print a Pick List for a Shipment 30](#_Toc93581978)

[To Print Pick Lists for Multiple Shipments 31](#_Toc93581979)

[To Print a Shipment Confirmation 32](#_Toc93581980)

[To Print Shipment Confirmations for Multiple Shipments 33](#_Toc93581981)

# Entering Sales Orders

This chapter contains instructions related to entering sales orders, manual allocating items, specifying lot or serial numbers for ordered items and selecting package boxes for shipping of the orders in Acumatica ERP.

## To Enter a Sales Order (SO)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Order Type** box in the Summary area, select *SO (Sales Order)*.
3. Select the customer in the **Customer** box.
4. If needed, in the **Location** box, change the default location of the customer.
5. If this sales order is associated with a particular project, in the **Project** box, change the *X* non- project code (which is shown by default) to the particular project.
6. In the **Date** box, change the date of the order (which by default is the current business date), if needed.
7. In the **Requested On** box, specify the date when the customer wants to receive the order.
8. If needed, in the **Customer Order** box, enter the reference number of the original customer document the sales order is based on.
9. If needed, in the **Description** box, provide a brief description for this sales order.
10. On the **Shipping** tab, in the **Sched. Shipment** box, check the date when the shipment of this order is scheduled. By default, it is the **Requested On** date minus the lead days for this customer. Change the date, if needed.
11. In the **Shipping Rule** box, review the default shipping rule used for this customer. Select another rule, if needed.
12. On the **Details** tab, perform the following steps to add one item or multiple items to the sales order:
	1. Click **Add Items** on the table toolbar. The **Inventory Lookup** dialog box appears with the list of active stock items. You can use the selection criteria at the top of the dialog box to narrow the list of items.
	2. In the line or lines with the items that you want to add, in the **Qty. Selected** column, specify the requested quantity of the items (measured in the default unit of measure shown in the **UOM** column). Notice the item availability data (which appears in the columns to the right) for the selected warehouse, and make sure that the specified quantity is available in the selected warehouse for each item to be added to the sales order.
	3. Click **Add & Close** at the bottom of the dialog box.
	4. In the added line or lines, review the **Shipping Rule**, **Requested On**, and **Ship On** columns. Change any of these, if needed.
13. On the form toolbar, click **Save**.

## To Enter a Sales Order with Allocation (SA)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Order Type** box in the Summary area, select *SA (Sales Order With Allocation)*.
3. In the **Customer** box, select the customer.
4. If needed, in the **Location** box, change the default location of the customer.
5. If this sales order is associated with a particular project, in the **Project** box, select the project. Otherwise, leave *X (Non-Project Code)* specified by default.
6. In the **Date** box, change the date of the order (which by default is the current business date) if needed.
7. In the **Requested On** box, specify the date when the customer wants to receive the order.
8. If needed, in the **Customer Order** box, enter the reference number of the original customer document the sales order is based on.
9. If needed, in the **Description** box, enter a brief description for this sales order.
10. On the **Shipping** tab, in the **Sched. Shipment** box, review the date when the shipment of this order is scheduled. By default, it is the **Requested On** date minus the lead days for this customer. Change the date, if needed.
11. In the **Shipping Rule** box, notice the default shipping rule used for this customer. Select another rule, if needed.
12. On the **Details** tab, perform the following steps to add one item or multiple items to the sales order with allocation:
	1. Click **Add Items** on the table toolbar. The **Inventory Lookup** dialog box appears with the list of active inventory items. You can use the selection criteria at the top of the dialog box to narrow the list of items.
	2. In the line or lines with the items that you want to add, in the **Qty. Selected** column, specify the requested quantity of the items (measured in the default unit of measure shown in the **UOM** column). Notice the item availability data for the selected warehouse, which appears in the columns to the right.
	3. Click **Add & Close** at the bottom of the dialog box.
	4. In the added line or lines, review the **Shipping Rule**, **Requested On**, and **Ship On** columns. Change any of these, if needed.
	5. Click **Save** on the form toolbar.
13. If needed, on the **Details** tab, select the needed order line, and click **Line Details** on the table toolbar to review how the system has allocated the quantities of the items for the order.
14. On the form toolbar, click **Save**.

## To Allocate an Item in an Order

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. In the **Order Type** box, select the order type of the order for which you want to allocate items.
3. In the **Order Nbr.** box, select the reference number of the needed order.
4. On the **Details** tab, for each item whose quantities should be reserved in the source warehouse, perform the following steps:
	1. Click the order line with the needed item, and click **Line Details** on the table toolbar.
	2. In the **Line Details** dialog box, which opens, select the **Allocated** check box for the allocation line. If the full quantity is not available in the source warehouse, the system replaces the quantity in the line with the available quantity and adds one more line for the remaining quantity.
	3. For the additional line (if added), select the check box in the **Line Details** column. In the **Alloc. Warehouse** column, select the source warehouse from the list of warehouses. If the item quantity available in this warehouse (**Quantity**) is less than the remaining quantity, the system adds one more allocation line with the remaining quantity; if it does, either adjust the requested quantity or continue reserving item quantities in other warehouses.
	4. Click **OK** to save the created allocations and close the dialog box.

## To Specify Lot or Serial Numbers for Ordered Items

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. In the **Order Type** box of the Summary area, select the order type of the order for which you want to specify lot or serial numbers.
3. In the **Order Nbr.** box, select the reference number of the needed order.
4. For each item for which lot or serial numbers should be specified, perform the following steps:
	1. On the **Details** tab, click the order line with the item, and click **Line Details** on the table toolbar.
	2. In the **Line Details** dialog box, which opens, to specify particular lot or serial numbers for the item in the allocation line, in the **Lot/Serial Nbr.** column, select one of the lot or serial numbers available in the allocation warehouse. The line quantity changes to *1* if the item has serial numbers, or to the lot quantity if the item has lot numbers; the system adds a new line for the remaining quantity. In the new line, select another serial or lot number. Repeat this step until the remaining quantity is zero.
	3. Click **OK** to save your changes and close the dialog box.

## To Manually Select the Package Box for an Order

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. In the **Order Type** box, select the order type of the order for which you need to specify boxes.
3. In the **Order Nbr.** box, select the reference number of the needed order.
4. On the **Shipping** tab, click the **Shop for Rates** button.
5. In the **Shop for Rates** dialog box, which opens, select the **Manual Packaging** check box to indicate that the packages selected for the order will be used for shipping.
6. In the **Packages** table in the lower part of the dialog box, add a row, and in the **Box ID** column of the row, select the needed box.
7. In the **Ship From Warehouse** column, select the warehouse from which the package should be shipped.
8. Click **OK** to save your changes and close the dialog box.
9. Review the **Totals** tab to make sure the calculated freight cost (in the **Freight Info** section) is correct.

# Shipping Orders

This chapter contains instructions related to preparing and conforming shipments in Acumatica ERP.

## To Create a Shipment for an Order

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. In the **Order Type** box, select the order type of the order for which you want to create a shipment.
3. In the **Order Nbr.** box, select the reference number of the order for which you want to create a shipment.
4. On the form toolbar, click **Create Shipment**.
5. In the **Specify Shipment Parameters** dialog box, which appears, specify the date of the shipment and the source warehouse. Click **OK** to close the dialog box.
6. On the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (SO302000) form, which opens, check the settings on the **Shipping** tab, and make any needed changes.
7. On the **Packages** tab, manually specify the packages to be shipped, or review the automatically specified packages, if automatic packaging is configured in your system.
8. On the form toolbar, click **Save**.

## To Create Shipments for Multiple Orders

1. Open the [*Process Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=c06a334c-f39d-4eff-9d80-b167657dff73) (SO501000) form.
2. In the **Action** box, select *Create Shipment*.
3. In the table, select the unlabeled check boxes next to the orders to be processed.
4. Click **Process** on the form toolbar.
5. In the **Processing** dialog box, click **Close** when processing completes.

## To Find and Review a Shipment Linked to an Order

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. In the **Order Type** box of the Summary area, select the order type of the order for which you want to review the shipment.
3. In the **Order Nbr.** box, select the reference number of the needed order.
4. On the **Shipments** tab, click the **Document Nbr.** link in the needed row in the table.
5. Review the shipment on the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (SO302000) form, which opens.

## To Confirm a Shipment

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. If required, specify the **Control Quantity** for the shipment.
4. On the form toolbar, click **Confirm Shipment**. Once the operation completes successfully, the status of the shipment is changed to *Confirmed*.
5. If the processed shipment is of the *Transfer* type, to complete the confirmation of the shipment, on the form toolbar, click **Update IN** to generate an inventory two-step transfer transaction.

# Preparing Invoices

This chapter contains instructions related to preparing invoices for shipments and sales orders in Acumatica ERP.

## To Prepare an Invoice for a Shipment

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. Confirm the shipment if it has not been confirmed, by clicking **Confirm Shipment** on the form toolbar.
4. On the form toolbar, click **Prepare Invoice**. Once the operation completes successfully, the status of the shipment is changed to *Invoiced*.
5. Review the details of the prepared invoice on the [*Invoices*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0acc9738-f141-4ea0-a2be-f34ea9d1b63a) (SO303000) form, which opens.

## To Prepare an Invoice for a Sales Order

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. In the **Order Type** box of the Summary area, select the order type of the order for which you want to create an invoice.
3. In the **Order Nbr.** box, select the reference number of the order for which you want to create an invoice.
4. On the form toolbar, click **Prepare Invoice**.
5. Review the details of the prepared invoice on the [*Invoices*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0acc9738-f141-4ea0-a2be-f34ea9d1b63a) (SO303000) form, which opens.

## To Create Invoices for Multiple Orders

1. Open the [*Process Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=c06a334c-f39d-4eff-9d80-b167657dff73) (SO501000) form.
2. In the **Action** box, select *Prepare Invoice*.
3. In the table, select the unlabeled check boxes in the rows of the orders to be processed.
4. Click **Process** on the form toolbar.

## To Create Invoices for Multiple Shipments

1. Open the [*Process Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=2e27f8fd-ddd4-47f0-a83b-5a7db31feede) (SO503000) form.
2. In the **Action** box, select *Prepare Invoice*.
3. In the table, select the unlabeled check boxes in the rows of the shipments to be processed.
4. If needed, select the **Bill Separately** check box for the shipment or shipments for which separate invoices must be prepared.
5. Click **Process** on the form toolbar.

# Processing Transfer Orders

This chapter contains instructions related to processing transfer orders in Acumatica ERP.

## To Enter a Transfer Order (TR)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Order Type** box in the Summary area, select *TR*.
3. In the **Destination Warehouse** box, select the warehouse to be replenished.
4. In the **Date** box, change the date of the transfer if you need a date other than the current business date.
5. If this transfer order is associated with a particular project, in the **Project** box, change the *X*

non-project code (which appears by default) to the particular project.

1. In the **Description** box, enter a brief description for this transfer.
2. On the **Details** tab, perform the following steps to add one item or multiple items to the transfer order:
	1. Click **Add Items** on the table toolbar. The **Inventory Lookup** dialog box appears with a list of active inventory items. You can use the selection criteria at the top of the dialog box to narrow the list of items.
	2. In the line or lines with the items that you want to add, in the **Qty. Selected** column, specify the requested quantity of the items (measured in the default unit of measure shown in the **UOM** column). Notice the item availability data in the columns to the right.
	3. Click **Add & Close** to add the items and close the dialog box.
3. On the form toolbar, click **Save**.

## To Create Transfer Orders for Multiple Sales Orders

1. Open the [*Create Transfer Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=aaf05359-02c9-4281-8d86-210a63c3d0df) (SO509000) form.
2. In the **Creation Date** box, select the date on which the transfer order or orders should be prepared.
3. In the table, select the unlabeled check boxes in the needed line or lines with the *SO Allocated*

plan type.

1. Click **Process** on the form toolbar, or click **Process All** to process all lines shown in the table.

## To Create a Transfer Receipt for Transfer Order

1. Open the [*Purchase Receipts*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=d9901c8d-486d-45ed-8088-ea3d8ee3af19) (PO302000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box, select *Transfer Receipt*.
3. In the **Warehouse** box, select the destination warehouse.
4. In the **Date** box, review the date, and change it, if needed.
5. On the table toolbar of the **Details** tab, click **Add Transfer**.
6. In the **Add Transfer Order** dialog box, which opens, select the check boxes next to the lines for which the items were received.
7. Click **Add & Close** to close the dialog box.
8. If needed, on the **Details** tab, correct the quantity of the lines for which the items are partially received.
9. On the form toolbar, click **Save**.

# Processing Sale Without Shipment

This chapter contains instructions related to creating and processing invoice orders and cash sale orders in Acumatica ERP.

## To Enter an Invoice Order (IN)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Order Type** box in the Summary area, select *IN (Invoice)*.
3. Select the customer in the **Customer** box.
4. If needed, in the **Location** box, change the default location of the customer.
5. If this invoice order is associated with a particular project, in the **Project** box, change the *X* non- project code (which is shown by default) to the particular project.
6. In the **Date** and **Requested On** boxes, change the dates of the order (which by default is the current business date) if needed.
7. If needed, in the **Customer Order** box, enter the reference number of the original customer document the invoice order is based on.
8. If needed, in the **Description** box, provide a brief description for this invoice order.
9. On the **Details** tab, perform the following steps to add one item or multiple items to the invoice order:
	1. Click **Add Items** on the table toolbar. The **Inventory Lookup** dialog box appears with the list of active stock items. You can use the selection criteria at the top of the dialog box to narrow the list of items.
	2. In the line or lines with the items that you want to add, in the **Qty. Selected** column, specify the requested quantity of the items (measured in the default unit of measure shown in the **UOM** column). Notice the item availability data in the **Qty. Available** and **Qty. On Hand** column, and make sure that the specified quantity is available in the selected warehouse for each item to be added to the invoice order.
	3. Click **Add & Close** at the bottom of the dialog box.
10. On the form toolbar, click **Save**.

## To Process an Invoice Order (IN)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. Select the order by specifying its type (*IN*) and its reference number.
3. On the form toolbar, click **Prepare Invoice**. This generates a sales orders invoice. The system opens the [*Invoices*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0acc9738-f141-4ea0-a2be-f34ea9d1b63a) (SO303000) form to display the new document.
4. On the form toolbar of the opened form, click **Release** to release the sales orders invoice. The system generates an inventory transaction of the *Invoice* type to issue the items from inventory. Once you release the sales orders invoice, the original *IN* order gets the *Completed* status.

## To Create a Cash Sale Order (CS)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Order Type** box in the Summary area, select *CS (Cash Sale)*.
3. Select the customer in the **Customer** box.
4. If needed, in the **Location** box, change the default location of the customer.
5. If needed, in the **Project** box, change the *X* non-project code to the particular project.
6. In the **Date** and **Requested On** boxes, change the dates of the order (which by default is the current business date) if needed.
7. If needed, in the **Customer Order** box, enter the reference number of the original customer document the case sale order is based on.
8. If needed, in the **Description** box, provide a brief description for this cash sale order.
9. On the **Financial** tab specify the following information:
	1. In the **Payment Method** box, check the customer's default payment method. The cash sale must be paid by a method based on cash, check, or credit card.
	2. In the **Cash Account** box, check the default cash account of the selected payment method. Change it, if needed.
	3. In the **Payment Ref.** box, enter the reference number of the customer payment.
10. On the **Details** tab, perform the following steps to add one item or multiple items to the cash sale order:
	1. Click **Add Items** on the table toolbar. The **Inventory Lookup** dialog box appears with the list of active stock items. You can use the selection criteria at the top of the dialog box to narrow the list of items.
	2. In the line or lines with the items that you want to add, in the **Qty. Selected** column, specify the requested quantity of the items (measured in the default unit of measure shown in the **UOM** column). Notice the item availability data in the **Qty. Available** and **Qty. On Hand** column, and make sure that the specified quantity is available in the selected warehouse for each item to be added to the cash sale.
	3. Click **Add & Close** at the bottom of the dialog box.
11. On the form toolbar, click **Save**.

## To Process a Cash Sale Order (CS)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.
2. Select the order by specifying its type (*CS*) and its reference number.
3. On the form toolbar, click **Prepare Invoice**. This generates an SO invoice with a *Cash Sale* type. The system opens the [*Invoices*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0acc9738-f141-4ea0-a2be-f34ea9d1b63a) (SO303000) form to display the new document.
4. On the form toolbar of the opened form, click **Release** to release the SO cash sale. The system generates an inventory transaction of the *Credit Memo* type to issue the items from inventory. Once you release the cash sale, the original *CS* order gets the *Completed* status.

# Printing Documents and Labels

This chapter contains instructions related to printing pick lists, shipment confirmations and labels in Acumatica ERP.

## To Print a Label

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. Confirm the shipment if it has not been confirmed.
4. On the More menu (under **Labels**), click **Print Labels**.
5. On the [*Carrier Labels*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=259f07b3-f75d-414e-8695-540f4fd2112e) (SO645000) report, which opens, review the generated label.
6. On the form toolbar, click **Print** to print the label.

## To Print a Pick List for a Shipment

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. On the More menu (under **Printing and Emailing**), click **Print Pick List**.
4. On the [*Pick List*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=682aa302-6f0c-4f7f-99fc-bb5af7c4a610) (SO644000) report, which opens, review the prepared pick list.
5. On the report toolbar, click **Print** to print the pick list. Prepare the items for packaging and shipping according to the pick list.

## To Print Pick Lists for Multiple Shipments

1. Open the [*Process Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=2e27f8fd-ddd4-47f0-a83b-5a7db31feede) (SO503000) form.
2. In the **Action** box, select *Print Pick List*.
3. In the table, select the check boxes in the rows of the shipments for which you want to print a pick list.
4. Click **Process** on the form toolbar.
5. Review the pick lists, which appear on the [*Pick List*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=682aa302-6f0c-4f7f-99fc-bb5af7c4a610) (SO644000) report.
6. On the report toolbar, click **Print** to print the pick lists.

## To Print a Shipment Confirmation

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. On the More menu (under **Printing and Emailing**), click **Print Shipment Confirmation**.
4. On the [*Shipment Confirmation*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=129778af-33eb-45a5-a096-59bcd4241f5d) (SO642000) report, which opens, review the generated shipment confirmation.
5. On the report toolbar, click **Print** to print the shipment confirmation.

## To Print Shipment Confirmations for Multiple Shipments

1. Open the [*Process Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=2e27f8fd-ddd4-47f0-a83b-5a7db31feede) (SO503000) form.
2. In the **Action** box, select *Print Shipment Confirmation*.
3. In the table, select the unlabeled check boxes in the rows of the shipments for which the shipment confirmations have to be printed.
4. On the form toolbar, click **Process**.
5. Review the printed shipment confirmations, which appear on the [*Shipment Confirmation*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=129778af-33eb-45a5-a096-59bcd4241f5d)(SO642000) report.
6. On the report toolbar, click **Print** to print the shipment confirmations.