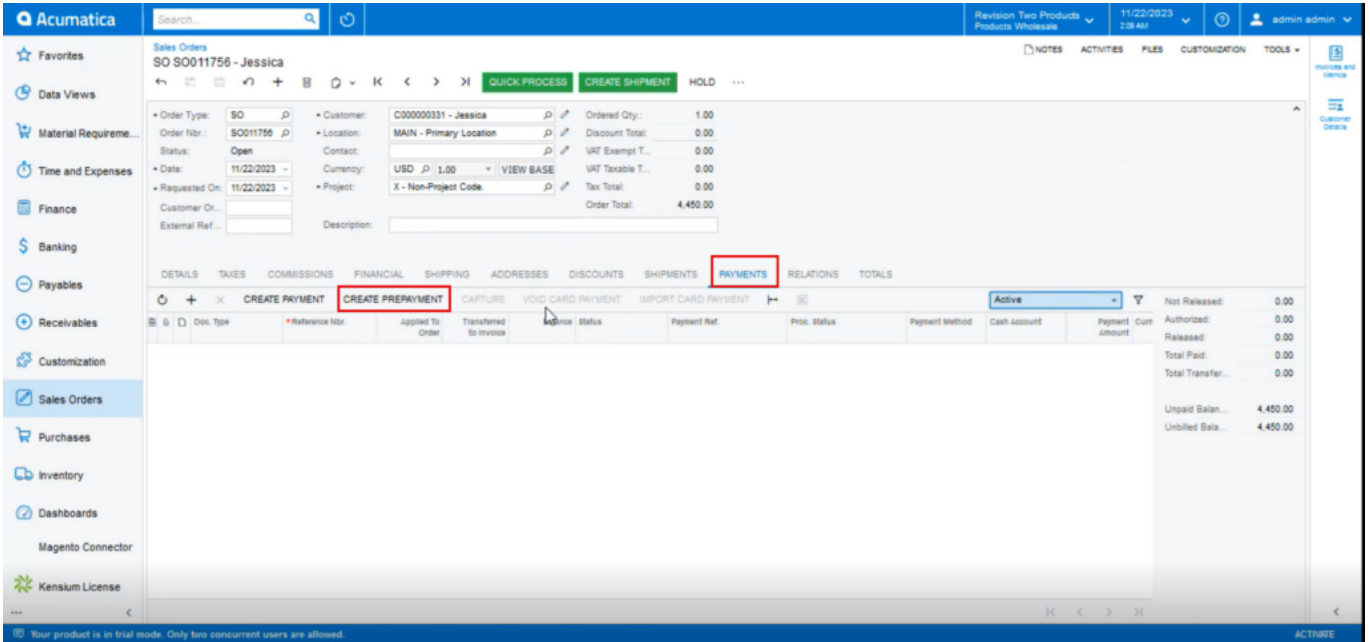


Proceed with Shipment



Before proceeding to shipment enable both the check boxes in **[Credit terms]** and **[Customer Classes]**.

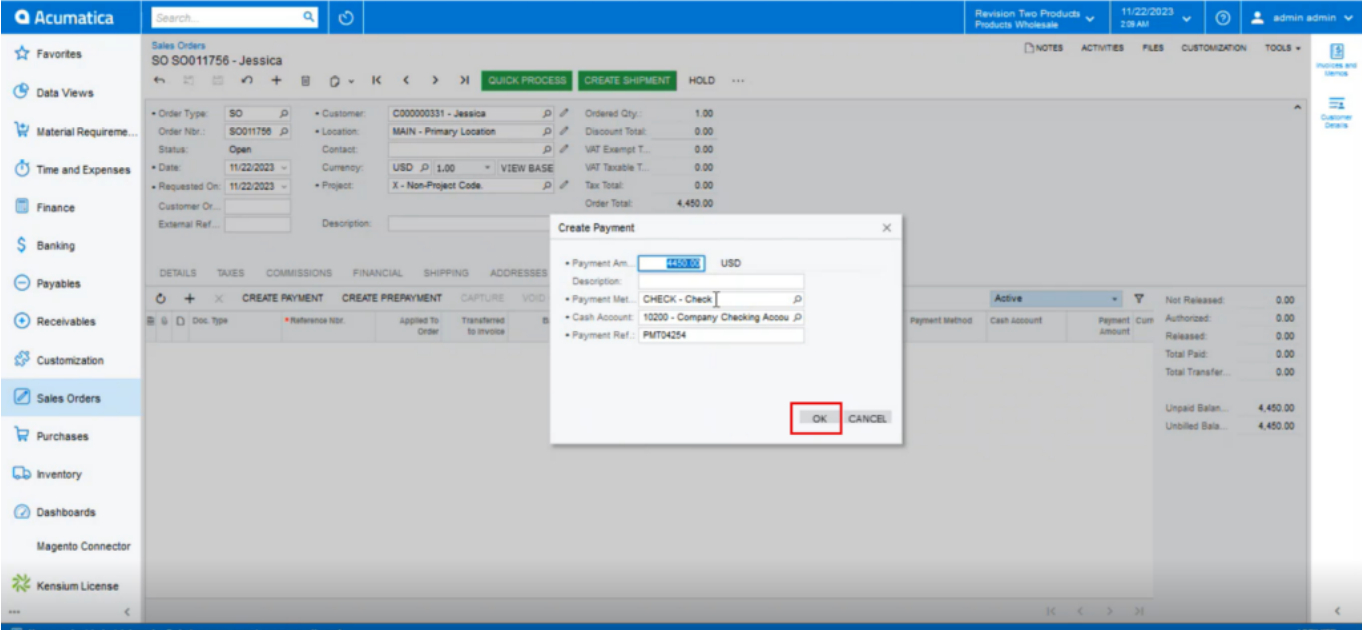
- You need to click on the **[Payments]** tab in Sales Orders, then click on **[Create Prepayment]**.



The screenshot shows the Acumatica Sales Order interface for order SO0011756. The 'PAYMENTS' tab is selected, and the 'CREATE PREPAYMENT' button is highlighted. The interface includes a sidebar with navigation options like Favorites, Data Views, Material Requirements, Time and Expenses, Finance, Banking, Payables, Receivables, Customization, Sales Orders, Purchases, Inventory, Dashboards, Magento Connector, and Kensium License. The main area displays order details such as Order Type, Order Number, Customer, Location, Status, Date, Requested On, Currency, Project, and Order Total. A summary table on the right shows financial totals like Not Released, Authorized, Released, Total Paid, Total Transfer, Unpaid Balance, and Unbilled Balance.

Create Payment

- You can view a pop-up with create payment and check for the **[Payment Am..]** and click on **[OK]**.



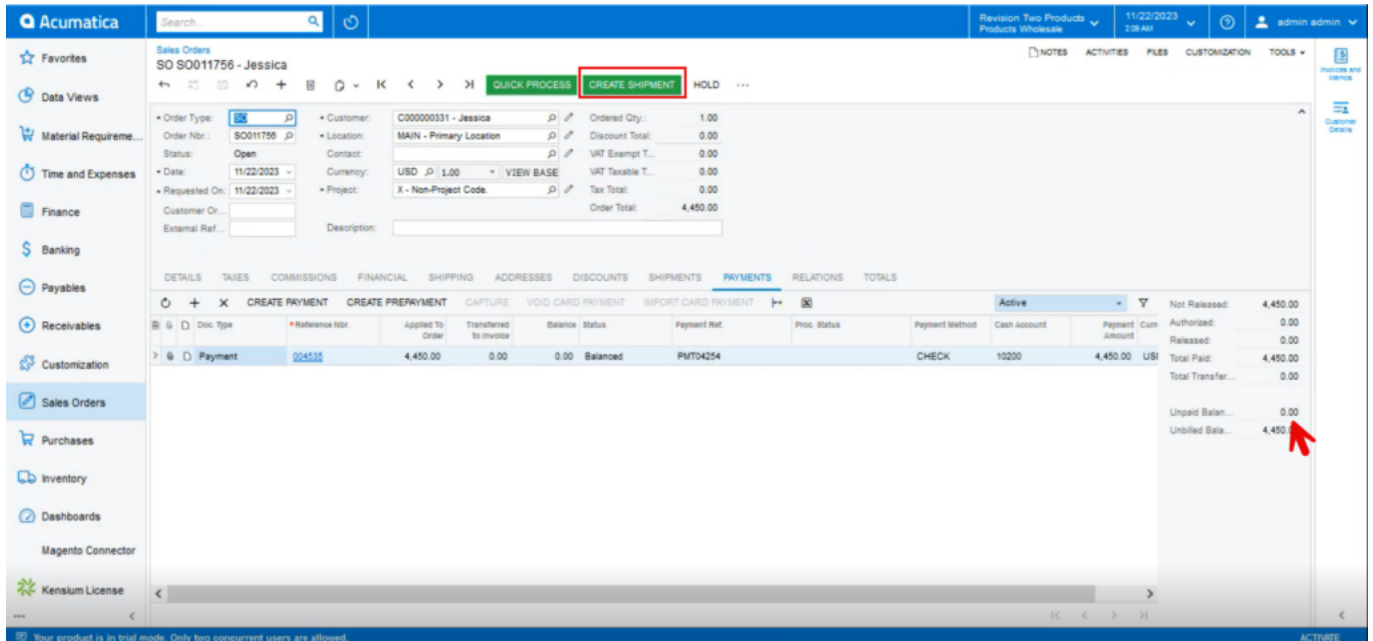
The screenshot shows the Acumatica software interface. A 'Create Payment' dialog box is open, displaying the following information:

- Payment Am.: 4450.00 USD
- Description:
- Payment Met.: CHECK - Check
- Cash Account: 10200 - Company Checking Acct
- Payment Ref.: PMT04254

The 'OK' button is highlighted with a red box. The background shows a 'Sales Orders' screen for order SO0011756 - Jessica, with various tabs like DETAILS, TAXES, COMMISSIONS, FINANCIAL, SHIPPING, and ADDRESSES. The 'Financial' tab is active, showing a summary of the order's financial status.

Click on OK

- Once the payment is done, you can see that **[Unpaid Balance]** as **[Zero]** then click on **[Create Shipment]**.



Acumatica

Search

Revision Two Products
Products Wholesale

11/22/2023
1:09 AM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Sales Orders
SO SO011756 - Jessica

QUICK PROCESS **CREATE SHIPMENT** HOLD

Order Type: SO Order Nbr.: SO011756 Status: Open Date: 11/22/2023 Requested On: 11/22/2023 Customer: C000000331 - Jessica Location: MAIN - Primary Location Contact: Currency: USD 1.00 Project: X - Non-Project Code Ordered Qty: 1.00 Discount Total: 0.00 VAT Exempt T: 0.00 VAT Taxable T: 0.00 Tax Total: 0.00 Order Total: 4,450.00

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS **PAYMENTS** RELATIONS TOTALS

	Doc. Type	Reference Nbr.	Applied To Order	Transferred to Invoice	Balance	Status	Payment Ref.	Proc. Status	Payment Method	Cash Account	Payment Amount	Cum. Amount	Not Released	Authorized	Released	Total Paid	Total Transfer	Unpaid Balan	Unbilled Balan
Payment	004535		4,450.00	0.00	0.00	Balanced	PMT04254		CHECK	10200	4,450.00	US\$	4,450.00	0.00	0.00	4,450.00	0.00	0.00	4,450.00

Not Released: 4,450.00
Authorized: 0.00
Released: 0.00
Total Paid: 4,450.00
Total Transfer: 0.00
Unpaid Balan: 0.00
Unbilled Balan: 4,450.00

Your product is in trial mode. Only two concurrent users are allowed.

ACTIVER

Click on Create Shipment

- Upon selecting **[Confirm Shipment]**, you can **[Prepare Invoice]**, completing the shipment process.

Acumatica

Search

Revision Two Products Wholesale 11/22/2023 2:10 AM admin admin

Shipments

005314 - Jessica

PREPARE INVOICE UPDATE IN

Shipment Nbr: 005314 Customer: C000000331 - Jessica Shipped Qua... 1.00
Type: Shipment Location: MAIN - Primary Station Control Quan... 1.00
Status: Confirmed Warehouse ID: WHOLESALE - Wholesale Warehouse Shipped Weig... 27.200000
Operation: Issue Workgroup: Shipped Volu... 30.000000
Shipment Date: 11/22/2023 Owner: Packages: 2
Package Wei... 27.280000

Description:

DETAILS ORDERS SHIPPING PACKAGES

LINE DETAILS ADD ORDER INVENTORY SUMMARY

Order Nbr.	Inventory ID	Free Item	Warehouse	Location	UCM	Shipped Qty	Ordered Qty	Open Qty	Picked Qty	Packed Qty	Lot/Serial Nbr.	Expiration Date	Reason Code	Description
SO 00011758	AACOMPVT21		WHOLESALE	R1S1	PACK	1.00	1.00	0.00	0.00	0.00				Acce...

On Hand 189.50 PCK, Available 164.00 PCK, Available for Shipping 164.00 PCK

Your product is in trial mode. Only two concurrent users are allowed.

ACTIVE

The operation has completed.

Invoice