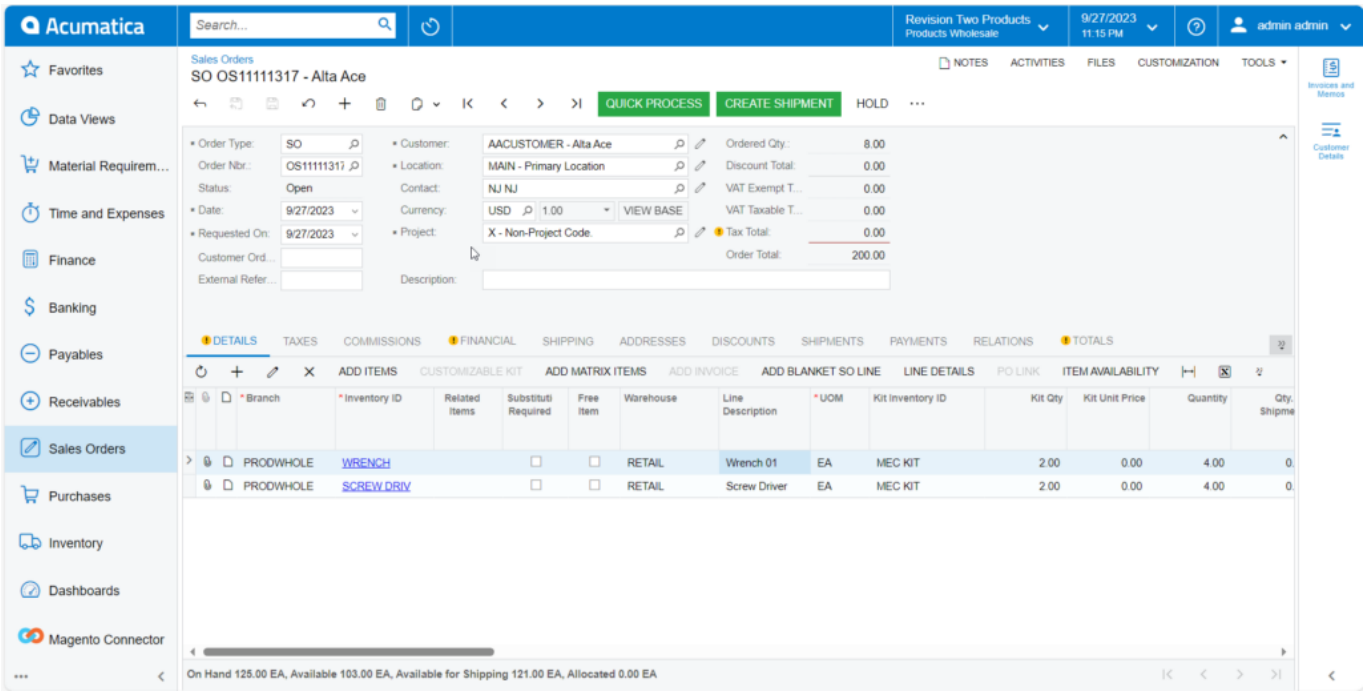
fusion
Customizable Kits

Creating Shipment

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



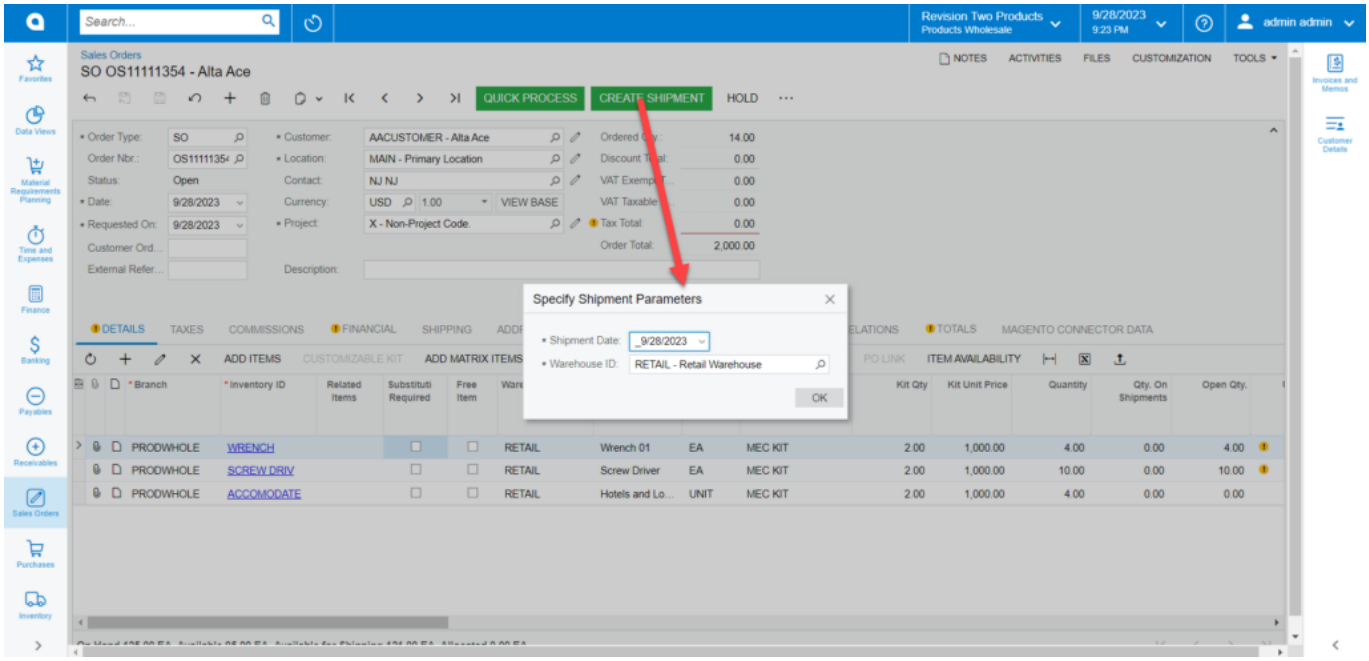
Create Shipment option in Sales Order

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.

© Copyrights 2024, Fusion Software LLC - All Rights Reserved

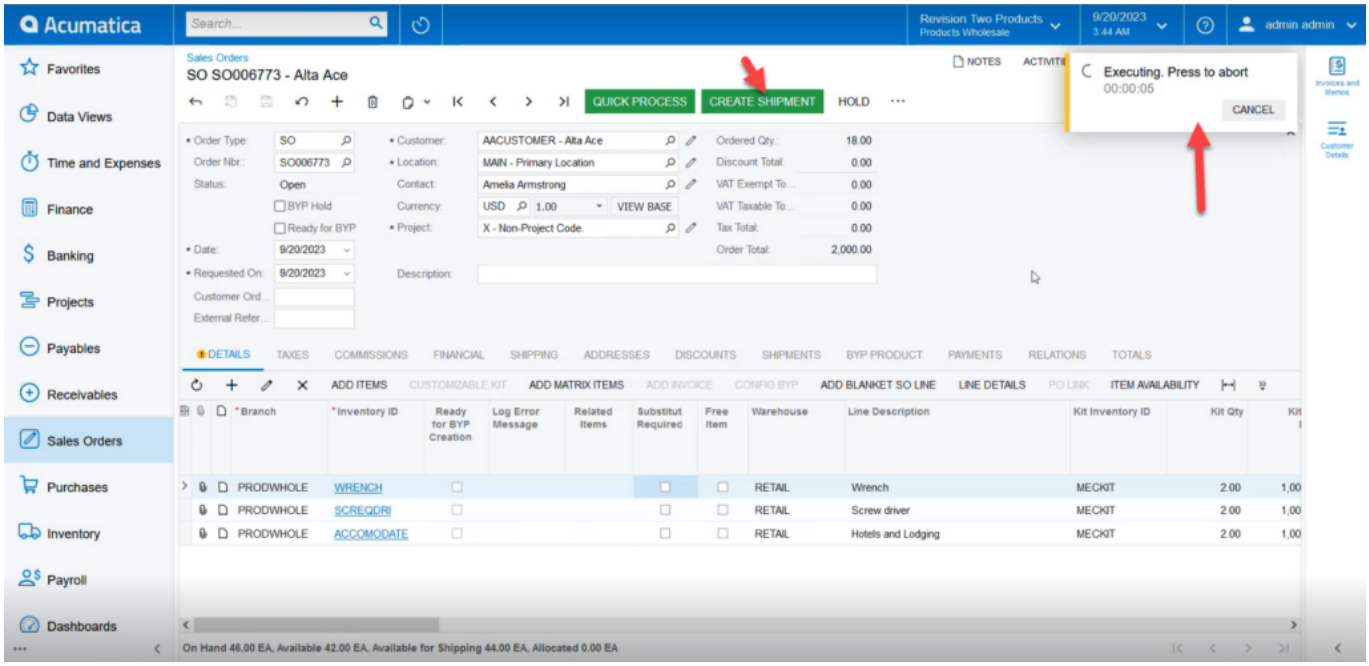
fusion



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.

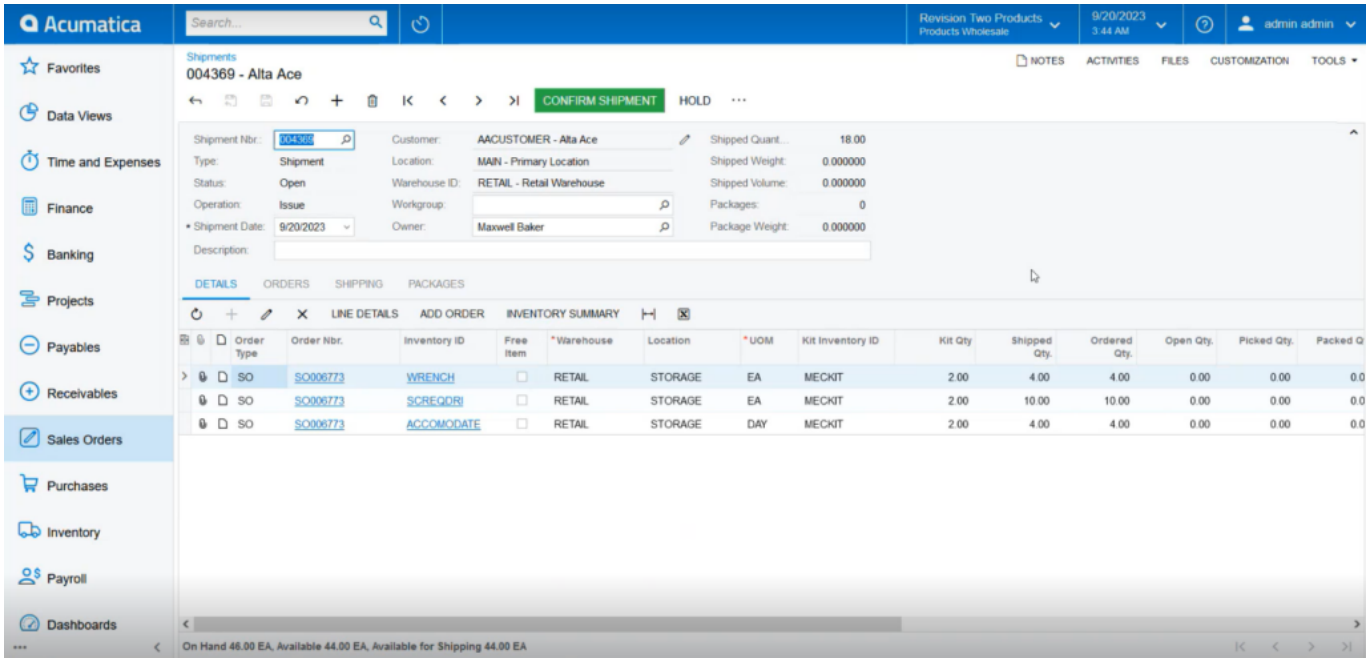
© Copyrights 2024, Fusion Software LLC - All Rights Reserved



Shipping Order processed in Acumatica

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

© Copyrights 2024, Fusion Software LLC - All Rights Reserved



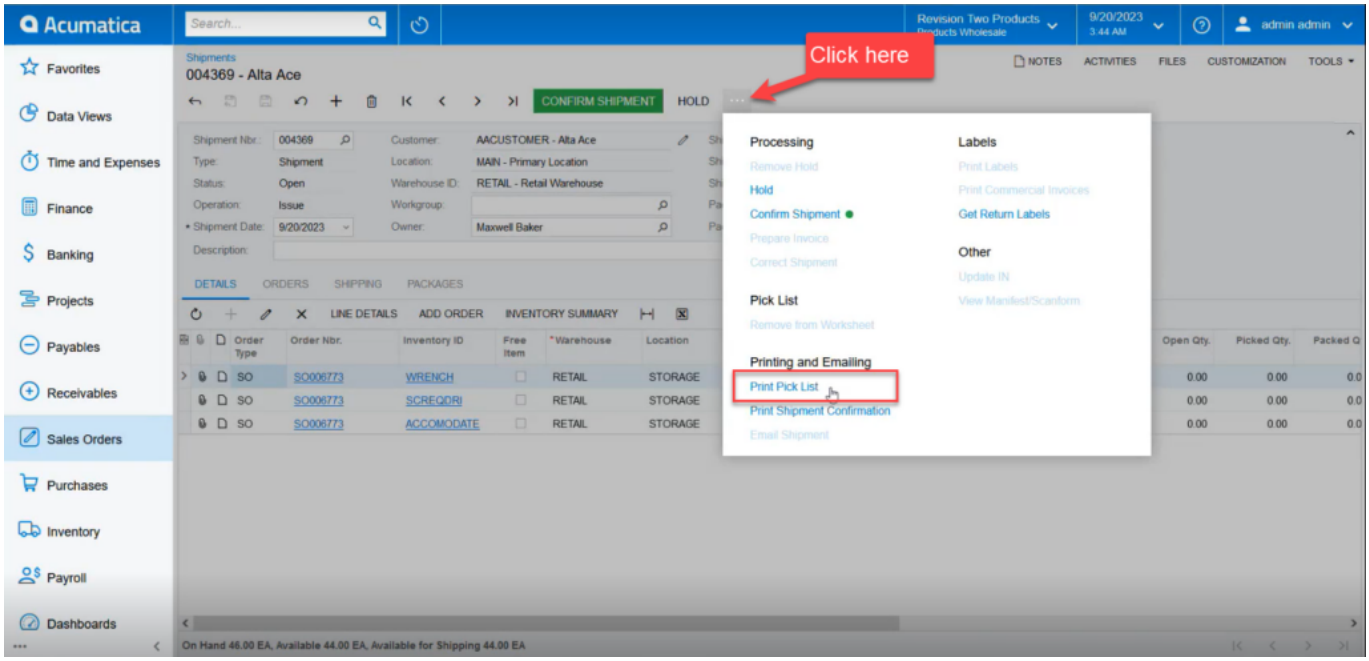
Option for [Confirm Shipment]

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]**.

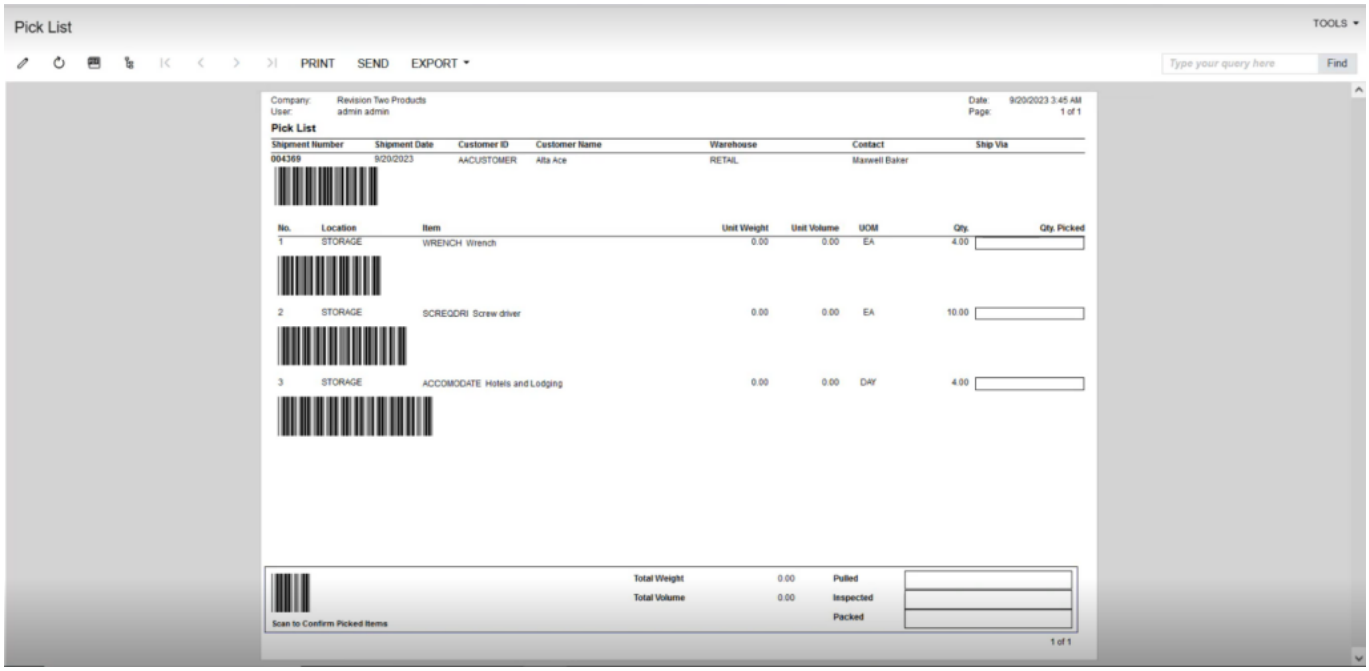
© Copyrights 2024, Fusion Software LLC - All Rights Reserved



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.

© Copyrights 2024, Fusion Software LLC - All Rights Reserved



Preview of Print Pick List

© Copyrights 2024, Fusion Software LLC - All Rights Reserved