

How to Post Inventory Shipment

Posting the Inventory Shipment means recording the entries of that transaction to the General Ledger Account Detail and decreasing the On Hand and Available stock qty.

There are 2 ways on how to post the Inventory Shipment. Each is shown below.

I. From Inventory Shipment screen

1. Click **Post** in the Inventory Shipment screen.

The screenshot shows the 'Inventory Shipment' window. The 'Post' button in the top menu bar is highlighted in orange. Below the menu, there are tabs for 'Details', 'Charges', 'Comments (0)', 'Attachments (0)', and 'Audit Log (0)'. The 'Details' tab is active, showing fields for Order Type, Source Type, Ship Date, Reference Number, Requested Arrival, Customer, Customer Name, Freight Terms, and Shipment No. The 'Shipping Details' tab is also active, showing 'Ship From' and 'Ship To' locations. The 'Items' tab is active, showing a table with columns: Item No., Description, Ownership Type, Sub Location, Storage Location, Quantity, UOM, Weight UOM, Unit Price, Line Total, and Grade. The table contains one item: 'item A' (non-lot item, Own, Main, M-bin1, 10 pound, 10.00, 100.00).

2. The Inventory Shipment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.

The screenshot shows the 'Inventory Shipment' window after the transaction has been posted. The 'Unpost' button in the top menu bar is highlighted in orange. The 'Details' tab is active, showing the same fields as before. The 'Shipping Details' tab is also active, showing the same 'Ship From' and 'Ship To' locations. The 'Items' tab is active, showing the same table with one item: 'item A' (non-lot item, Own, Main, M-bin1, 10 pound, 10.00, 100.00).

II. From Recap Transaction screen

1. Click **Recap** in the Inventory Shipment screen. This will open the **Recap Transaction** screen to give you preview on what the GL entries would be when this transaction is posted. Then click **Post**.

The screenshot shows the 'Inventory Shipment' window with the 'Recap' button in the top menu bar highlighted in red. A red arrow points from the 'Recap' button to the 'Recap Transaction' window. The 'Recap Transaction' window shows a table with columns: Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The table contains two entries: '1 BATCH-324 INVSH-25 16020-1000 Inventory - 000 Cat Inventories 0.00 100.00' and '2 BATCH-324 INVSH-25 16100-1000 Inventory in Transit-Location Inventories 100.00 0.00'.

2. The **Recap Transaction** screen will automatically be closed.

3. The Inventory Shipment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.

Inventory Shipment - INVSHIP-25

New Save Search Delete Undo Print Print BOL **Unpost** Recap Invoice Customer Warehouse Instructions Close

Details Charges Comments (0) Attachments (0) Audit Log (4)

Order Type: Direct Source Type: None Ship Date: 03/14/2016 Reference Number: Requested Arrival: Customer: ABD Inc. Customer Name: ABD Inc. Freight Terms: Deliver Shipment No: INVSHIP-25

Shipping Details Shipping Company Delivery

Ship From: 1000-Location A
100 E Main St

Ship To: Loc01
c/o Luke Castellano
ABC St.

Instructions: Comments:

Items Split Lots

+ Pick Lots View Item Layout Filter Records (F3) X

Item No.	Description	Ownership Type	Sub Location	Storage Location	Quantity	UOM	Weight UOM	Unit Price	Line Total	Grade
<input checked="" type="checkbox"/> item A	non-lot item	Own	Main	M-bin1	10	pound		10.00	100.00	
<input type="checkbox"/>					0			0.00	0.00	



You cannot Post an Inventory Shipment for the following reasons.

>No open Fiscal Year or Fiscal Year Period that matched the Inventory Shipment date.

>Inventory related GL Accounts setup are missing that will cause the entries to go unbalanced.

>You are trying to post transaction not created by you and **Allow User to only Post Transactions they created** option is checked on User Security screen > Settings screen.

Entity - iRely Admin

New Save Search Refresh Delete Undo Additional Archived Reports API Key Enable Two-Step Verification Close

Entity User Comments (0) Attachments (0) Audit Log (0)

Detail User Roles External Module Registered Computers

Username: irelyadmin Title: Add Photo

Contact Method: Department:

Change Password

✓ Apply X Cancel

New Password: Confirm Password:

User Options

Maximum Number of Origin Screens Allowed 3

☒ Allow User to only Post Transactions they created

☒ Administrator User

☐ Disable User

Settings

JIRA Username: Dashboard Role: Administrator

Default Location: 1000-Location A

Default Role: ADMIN