

How to Print Pick Ticket Report

- 1. Open the Sales Order transaction.
- 2. Click the **Pick Ticket** button.

Sales Order - ABC Reseller

NewSaveSearchDeleteUndoPrintBlend

Pick Ticket

Pick List

Ship

Invoice

Duplicate

Recurring

Close

Details

Instructions

Payments (0)

Attachments (0)

Audit Log (0)

Comments (0)

Approval (0)

- 3. Click **Yes** on the confirmation message.

iRely i21

Do you want to print this report: Pick Ticket Report/s?

Yes

No

Here is sample Sales Order record and its Pick Ticket report.

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Payments (0)

Attachments (0)

Audit Log (0)

Comments (0)

Approval (0)

Type: Standard Recurring Bill To: ABC Reseller PO Number: PCK05 Order No: SO-168

Customer: ABC Reseller Ship To: ABC Reseller BOL No: BCL005

Date: 6/30/2016 Ordered By: jaredsmith Status: Open Salesperson: Jared Smith

Due Date: 7/30/2016 Ship Via: UPS Freight Term: Pickup Currency: USD Comments: Standard SO

Location: 0001 - Fort Wayne Terms: 5% 5, Net 30

+ Insert Open Remove Add Range Use Previous Details Layout Filter Records (0)

Item No	Contract No	Contract Sequence	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
87G			87 Unleaded Gas	Gallon	0.00	100.00	10.00%	22.81	1.850000	166.50	IN 107
			sample misc item		0.00	1.00	0.00%	0.00	10.500000	10.50	
					0.00	0.00	0.00%	0.00	0.000000	0.00	

Bill To: ABC Reseller
Somewhere St.
Indianapolis, IN 46204 United States

Ship To: ABC Reseller
Somewhere St.
Indianapolis, IN 46204 United States

Term: On Hand
On Order (POs):
Committed: Back Order:

Quote: Subtotal: 177.00
Shipping: 0.00
Tax: 22.81
Total: 199.81

Ready 1 of 1 Page 1 of 1

i21 Source Company

Pick Ticket: SO-168

Actual Ship Date:
Received By:

Ship To: ABC Reseller
Somewhere St.
Indianapolis, IN 46204 United States

Customer:	ABC Reseller	Salesperson:	Jared Smith	PO Number:	PCK05	Date:	06/30/2016
Location:	0001 - Fort Wayne	Ship Via:	UPS	Terms:	5% 5, Net 30	Due Date:	07/30/2016
BOL No:	BCL005	Freight Term:	Pickup	Status:	Open		

Item #	Description	Ordered	UOM	Shipped
87G	87 Unleaded Gasoline	100.000	Gallon	
	sample misc item	1.000		

Total Records: 2

Total Quantity: 101.000

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Related Topics

- [How to Upload a Company Logo for Reports](#)

- 1. Open the Sales Order transaction.
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Sales Order - ABC Reseller

NewSaveSearchDeleteUndoPrint

Pick Ticket

Ship

Invoice

Duplicate

Customer

Close

Details

Instructions

Payments (0)

Attachments (0)

Audit Log (4)

Comments (0)

3. Click **Yes** on the confirmation message.



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Do you want to print this report: Pick Ticket Report/s?

Yes

No

Here is sample Sales Order record and its Pick Ticket report.

Sales Order: ABC Reseller

Menu: Sales | Search | Order | Print | Pick Ticket | Ship | Invoice | Duplicate | Customer | Close

Transactions: Payments (0) | Attachments (0) | Audit Log (0) | Comments (0)

Type: Standard | Recurring: | Bill To: ABC Reseller | Order No.: 100-75 | Order Date: 04/19/2016 | Due: 05/19/2016 | Ship Via: UPS | BOL No.: BCL495 | Split: | Currency: USD | Location: 0001 - Fort Wayne | Terms: 5% 5, Net 30 | Freight Terms: Deliver | Comments: Sample Sales Order.

+ Insert | Open | Add Recipe | Get Previous Details | Layout | Filter Records (7)

Item No.	Contract No.	Contract Sd.	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
87			87 Unleaded Gasoline	Gallon	0.00	100.00	0.00%	16.65	1.850000	165.00	PK 107
			sample misc item		0.00	1.00	0.00%	0.00	10.000000	10.00	
					0.00	0.00	0.00%	0.00	0.000000	0.00	

Bill To: ABC Reseller | On Hand: | Subtotal: 195.00
Ship To: ABC Reseller | Back Order: | Shipping: 0.00
Tax: 16.65
Total: 212.15

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i21 Source Company

6342 Flagstaff Court
Cory, IN 46034, United States

Pick Ticket: SO-75

Actual Ship Date: | Received By: |

Ship To: ABC Reseller
Spartanburg, SC
Indianapolis, IN 46204, United States

Customer:	ABC Reseller	Salesperson:	Jared Smith	PO Number:	FC005	Date:	04/19/2016
Location:	0001 - Fort Wayne	Ship Via:	UPS	Terms:	5% 5, Net 30	Due Date:	05/19/2016
BOL No:	BCL495	Freight Term:	Deliver	Status:	Open		

Item #	Description	Ordered	UOM	Shipped
87	87 Unleaded Gasoline	100.000	Gallon	
	sample misc item	1.000		

Total Records: 2 | Total Quantity: 201.000 | Page 1 of 1