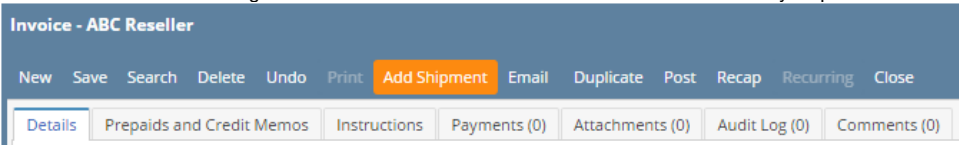


# How Add Shipment Works

The Add Shipment screen lists down individual items, from sales order and inventory shipments, that are not yet invoiced. From this screen, you can select multiple items and add to the Invoice.

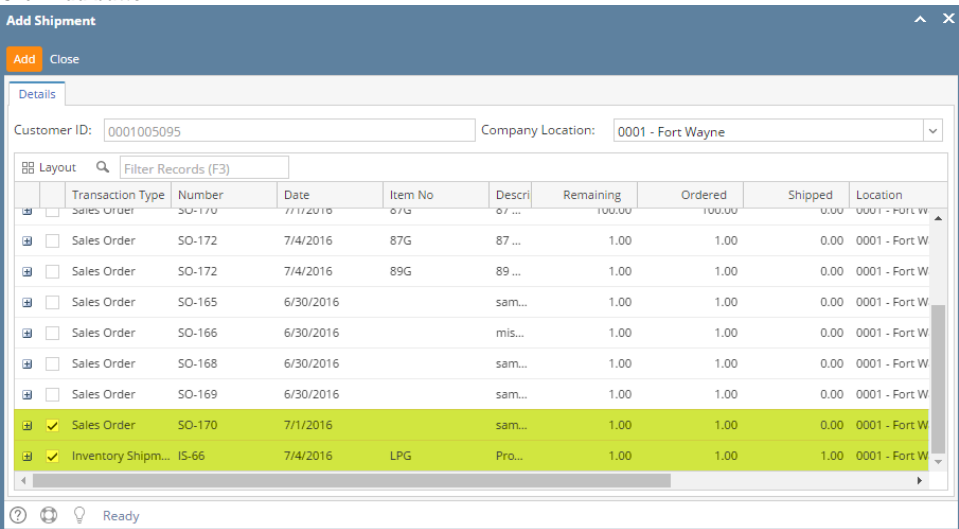
## Open Add Shipment screen

1. Assign a Customer to Invoice. The Add Shipment screen is automatically opened if the selected customer have items from sales orders or inventory shipments that are not yet invoiced.
2. If you are already working on an invoice and wishes to add items from sales order or shipment, click the **Add Shipment button**. This button is enabled if the customer assigned to the invoice have items from sales orders or inventory shipments that are not yet invoiced.

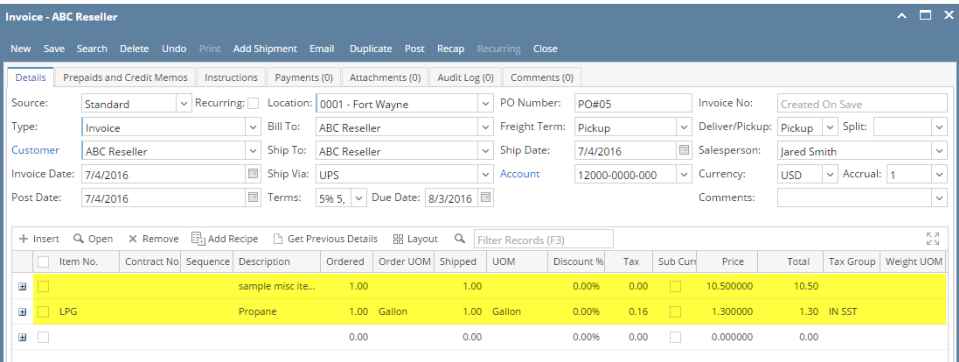


## Add Item from Add Shipment to Invoice

1. Open the Add Shipment screen. The **Company Location** on this screen defaults to the Location assigned to the invoice. You can change the value by clicking the combo box button and selecting from the list. The Company Location field also serves as filter to the records displayed in the grid area.
2. Select the records you want to add to invoice.
3. Click **Add button**.



All the selected items will be added to the invoice.

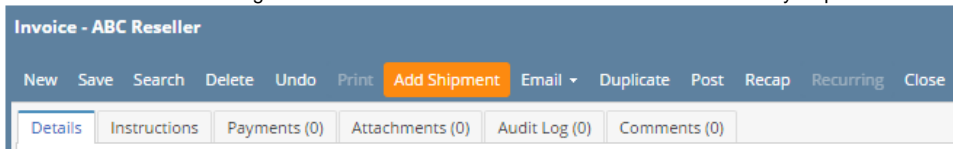


4. On invoice screen, change the details if necessary.
5. **Save or post** the invoice.

The Add Shipment screen lists down individual items, from sales order and inventory shipments, that are not yet invoiced. From this screen, you can select multiple items and add to the Invoice.

## Open Add Shipment screen

1. Assign a Customer to Invoice. The Add Shipment screen is automatically opened if the selected customer have items from sales orders or inventory shipments that are not yet invoiced.
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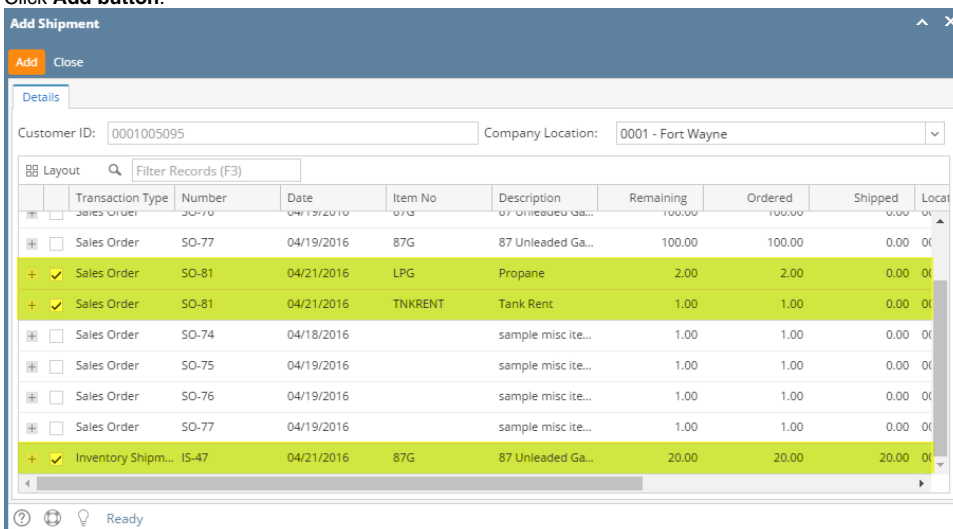
Invoice - ABC Reseller

New Save Search Delete Undo Print **Add Shipment** Email Duplicate Post Recap Recurring Close

Details Instructions Payments (0) Attachments (0) Audit Log (0) Comments (0)

## Add Item from Add Shipment to Invoice

1. Open the Add Shipment screen. Note that the **Company Location** on this screen defaults to the Location assigned to the invoice. You can change the value by clicking the combo box button and selecting from the list. The Company Location field also serves as filter to the records displayed in the grid area.
2. Select the records you want to add to invoice.
3. Click **Add button**.



Add Shipment

Add Close

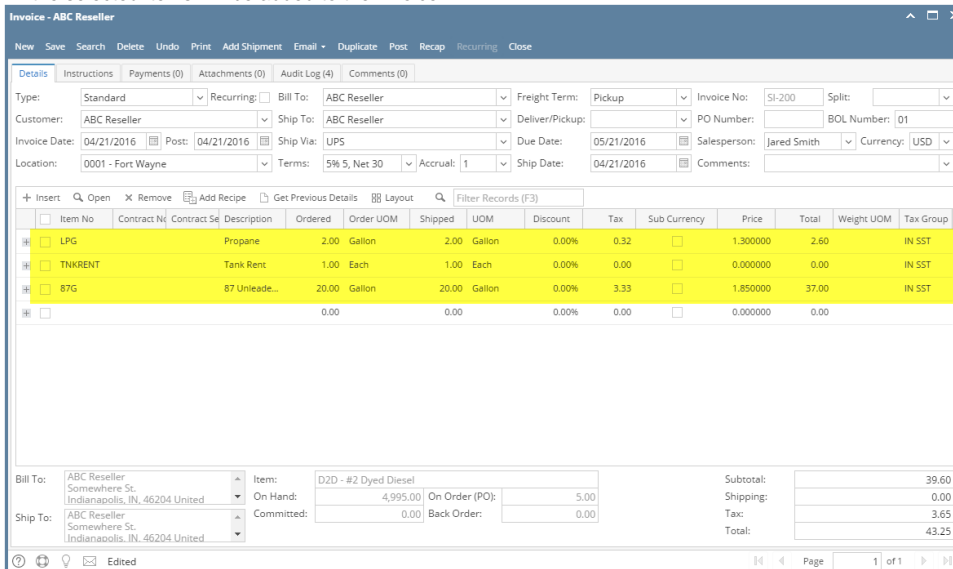
Details

Customer ID: 0001005095 Company Location: 0001 - Fort Wayne

Transaction Type	Number	Date	Item No	Description	Remaining	Ordered	Shipped	Local
Sales Order	SO-77	04/19/2016	87G	87 Unleaded Ga...	100.00	100.00	0.00	0
Sales Order	SO-81	04/21/2016	LPG	Propane	2.00	2.00	0.00	0
Sales Order	SO-81	04/21/2016	TNKRENT	Tank Rent	1.00	1.00	0.00	0
Sales Order	SO-74	04/18/2016		sample misc ite...	1.00	1.00	0.00	0
Sales Order	SO-75	04/19/2016		sample misc ite...	1.00	1.00	0.00	0
Sales Order	SO-76	04/19/2016		sample misc ite...	1.00	1.00	0.00	0
Sales Order	SO-77	04/19/2016		sample misc ite...	1.00	1.00	0.00	0
Inventory Shipment	IS-47	04/21/2016	87G	87 Unleaded Ga...	20.00	20.00	20.00	0

Ready

All the selected items will be added to the invoice.



Invoice - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close

Details Instructions Payments (0) Attachments (0) Audit Log (4) Comments (0)

Type: Standard Recurring: Bill To: ABC Reseller Freight Term: Pickup Invoice No: SI-200 Split: PO Number: BOL Number: 01

Customer: ABC Reseller Ship To: ABC Reseller Deliver/Pickup: Invoice Date: 04/21/2016 Post: 04/21/2016 Ship Via: UPS Due Date: 05/21/2016 Salesperson: Jared Smith Currency: USD

Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Accrual: 1 Ship Date: 04/21/2016 Comments:

Item No	Contract No	Contract Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
LPG		Propane	2.00	Gallon	2.00	Gallon	0.00%	0.32		1.300000	2.60		IN SST
TNKRENT		Tank Rent	1.00	Each	1.00	Each	0.00%	0.00		0.000000	0.00		IN SST
87G		87 Unleade...	20.00	Gallon	20.00	Gallon	0.00%	3.33		1.850000	37.00		IN SST
			0.00		0.00		0.00%	0.00		0.000000	0.00		

Bill To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United Item: D2D - #2 Dyed Diesel

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

On Hand: 4,995.00 On Order (PO): 5.00 Subtotal: 39.60

Committed: 0.00 Back Order: 0.00 Shipping: 0.00

Tax: 3.65

Total: 43.25

Edited Page 1 of 1

4. On invoice screen, change the details if necessary.
5. **Save or post** the invoice.