Shipment Range Process

Using this screen you can simultaneously process several consecutive open normal sales orders that have line statuses of Not Processed.

The *Shipment Range Process* screen offers you two sections (*Sales Order* and *Line Item*) that have a header and detail relationship. The upper part of the screen allows you to specify the filter criteria (Sales Order and Shipment Date range) to obtain the shipment details for processing. The obtained shipment details contain different information such as order number, order date, customer address, Ship To key, order total, etc.
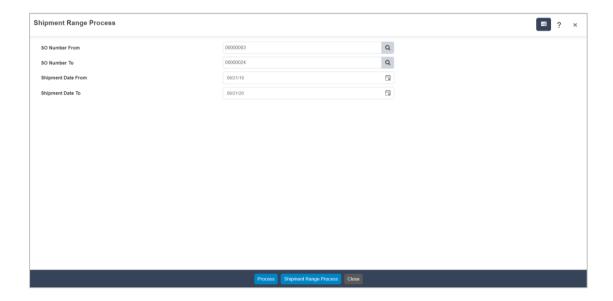
Go To: Sales→ Sales Order → Shipment Range Process.

⚠ **Prerequisite:** A sales shipment should be maintained.

Shipment Range Process Screen

Use *Shipment Range Process* screen to process several consecutive open normal sales orders invoices. The system displays the *Shipment Range Process* screen when you click on the *Shipment Range Process* option from the main menu.

Shipment Rage Process Screen Fields:

Entering the selection criteria is optional.

SO Number From: This Sales Order number specifies the lower limit of the range of sales orders for use as filter criteria during processing. This Sales Order number may be entered by typing or selected via the associated lookup on this screen. Leaving this field blank has the same effect as selecting the first available Sales Order via the lookup.
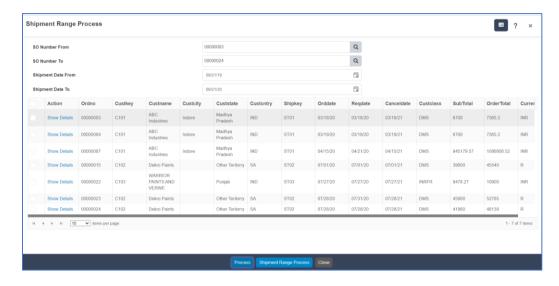
SO Number To: This Sales Order number specifies the upper limit of the range of sales orders for use as filter criteria during processing. This Sales Order number may be entered by typing or selected via the associated lookup on this screen. Leaving this field blank has the same effect as selecting the last available Sales Order via the lookup.

Shipment Date From: This field specifies the dispatch date that specifies the lower limit of the selected range of dispatches for printing the bill of lading. This shipment date may be entered by typing or selected via the associated date picker. Leaving the field blank has the same effect as selecting the first available shipment date via the date picker.

Shipment Date To: This field specifies the dispatch date that specifies the upper limit of the selected range of dispatches for printing the bill of lading. This shipment date may be entered by typing or selected via the associated lookup. Leaving the field blank has the same effect as selecting the last available shipment date via the date picker.

Selecting Sales Orders and Generating Shipments

1. Open the *Shipment Range Process* screen.

2. Set the range of sales orders that need to be processed using the *SO Number From* and *To* fields.

3. Set the range of shipment dates using the *Shipment Date From* and *To* fields.

4. Click the *Process* button. The sales orders satisfying the filter criteria are displayed in the grid.

5. Unselect or select various sales orders, as needed.

6. Click the *Shipment Range Process* button to process the selected sales orders. Once processed, the system displays the delivery report for the processed orders. The report shows details like Item Key and Description, Location, Quantity, Price, Extension, and Status.