Microsoft Dynamics

Microsoft Dynamics® GP

Shipping Documents

Contents

Introduction

The Shipping Documents feature is available only for Argentinean and Chilean regions.

Shipping Documents allows you to generate a physical document with a unique number for each shipment that you make. The shipped quantities are tracked based on the actual shipment and not on the invoice; thus the inventory balance reflects the actual quantity on hand. You can combine several shipments made over a period of time into a combined invoice, thus reducing the number of invoices generated for a customer. You can also post an invoice before dispatching the goods, and shipping documents can then be generated subsequently as and when the goods are shipped.

You can use Shipping Documents along with the Legal Documents module if you are using the Argentinean installation. To use Shipping Documents on a Chilean installation, you must install and set up the Localization Chile module.

Check for current instructions

This information was current as of March 2011. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics® GP online Web site (http://go.microsoft.com/fwlink/?LinkID=161199) for the most current documentation.

The introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Shipping Documents, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Shipping Documents, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

This manual is divided into the following chapters:

- Chapter 1, "Setup," explains the various setups necessary to begin using Shipping Documents.

- Chapter 2, "Sales Transactions," explains the generation of shipping document numbers, and the inventory adjustments that take place while entering and

posting sales transactions. It also describes the process of posting a pre invoice and transferring it to another document type for the shipment.

• Chapter 3, "Purchasing Transactions," explains the generation of shipping document numbers for purchase returns, and the inventory adjustments that take place while entering and posting the purchase return transactions.

• Chapter 4, "Inventory Transactions," explains the generation of shipping document numbers for standard inventory transfers, and the inventory adjustments that take place while entering and posting the standard inventory transfers.

• Chapter 5, "Inquiries," explains how to view the shipping document information that you have entered in the system.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Setup

You must have registered the Advanced Distributions module in Microsoft Dynamics GP and configured the sales workflow to use Shipping Documents in Sales Order Processing.

This information is divided into the following sections:

Activating the alternate windows and reports

You must use the alternate Shipping Documents windows instead of the Microsoft Dynamics GP windows to enter and view shipping document information in the Company, Sales, Purchasing, and Inventory modules. To do this, you must give access to each ID for the required series. You must also provide access to alternate reports to print the shipping documents information. Refer to the Microsoft Dynamics GP documentation for more information.

To activate the alternate windows and reports:

1. Open the Alternate/Modified Forms and Reports window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Alternate/ Modified Forms and Reports)

2. Select the ID.

3. Select Shipping Documents as the product.

4. Select Windows as the type.

5. Mark the Shipping Documents option for all the windows in the Company, Sales, Purchasing, and Inventory modules.

6. Select Reports as the type.

7. Mark the Shipping Documents option for all the reports in the Company, Sales and Inventory modules.

Configuring reports for Word templates

You can configure Word templates for Shipping Documents to Microsoft Dynamics GP functionality to generate Packing Slip in the Word format during transaction entry. Following Word template can be configured to generate reports in the Word format:

- SD SOP Blank Packing Slip Form Template*

You must have installed Microsoft Dynamics GP Add-in for Microsoft Word to generate reports in the Word format. Refer to Microsoft Dynamics GP documentation for more information.

You must have activated the alternate reports before you can configure the word templates. Refer to *Activating the alternate windows and reports* on page 5 for more information. Once alternate reports are activated, be sure that report templates are enabled in the Template Configuration Manager window (Reports >> Template Configuration) to generate reports in the Word format. You also can send selected reports as attachments to the customer in Word format through e-mail. Refer to Microsoft Dynamics GP documentation for more information on setting up e-mail options for your customers.

Setting up Shipping Documents

Use the Shipping Documents Setup window to activate Shipping Documents, and set up the workflow for the Sales, Inventory, and Purchasing modules. You can also specify the inventory holding accounts for each of these modules to update with the inventory adjustments that take place when the shipment is confirmed.

Be sure to have registered the Advanced Distributions module before you activate Shipping Documents.

To set up Shipping Documents:
1. Open the Shipping Documents Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents >> Shipping Documents Setup)
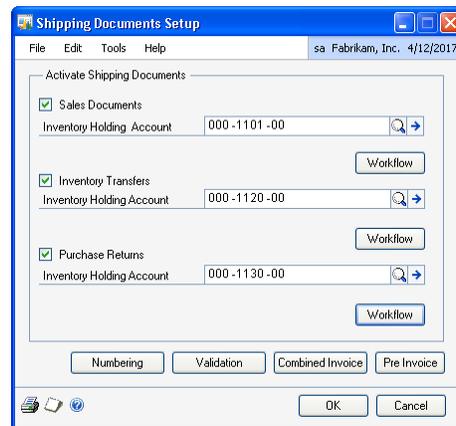
2. Mark the Sales Documents option to activate Shipping Documents for the Sales series. Enter an inventory holding account that will be updated with the inventory adjustments on confirming the shipment.

3. Mark the Inventory Transfers option to activate Shipping Documents for the Inventory series. Enter an inventory holding account that will be updated with the inventory adjustments on confirming the shipment.

4. Mark the Purchase Returns option to activate Shipping Documents for the Purchasing series. Enter an inventory holding account that will be updated with the inventory adjustments on confirming the shipment.

You cannot unmark these options when there are unposted transactions with Shipping Documents information in these modules.

5. Choose Workflow to set up the workflow process. This button is available only for the series for which you have activated Shipping Documents.

6. Choose Numbering to open the Shipping Document Number Setup window where you can set up the legal numbers for the shipping documents. Refer to *Setting up shipping document numbering for Chile* on page 15 for more information. This button is available on Chilean installations if you are using both the Localization Chile and the Shipping Documents modules.

7. Choose Validation to open the Invoice Date Validation window where you can enter the duration within which the invoices must be posted. Refer to *Validating the invoice date for Chilean shipping documents* on page 16 for more information. This button is available on Chilean installations if you are using both the Localization Chile and the Shipping Documents modules.

8. Choose Combined Invoice to open the Combined Invoice Setup window where you can select the document type IDs to be used for combining several fulfillment orders into a single invoice. This button is available only if you mark the Sales Documents checkbox. Refer to *Selecting combined invoices* on page 12 for more information.

9. Choose Pre Invoice to open the Pre Invoice Setup window, where you can select the invoice IDs to be treated as pre invoices. This button is available only if you mark the Sales Documents checkbox. Refer to *Selecting pre invoice IDs* on page 13 for more information.

10. Choose OK to save your settings, or Cancel to cancel the process and close the window.

Setting up shipping methods

Use the Shipping Methods Setup window to set up the shipping methods your company uses to deliver and receive goods. You can use the default shipping methods provided with the system or add additional shipping methods. You also can use this window to assign the carrier ID used for the shipping method specified. You also can choose to print the carrier information in the shipping document during transaction entry.

To set up the shipping methods:

1. Open the Shipping Methods Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Methods)
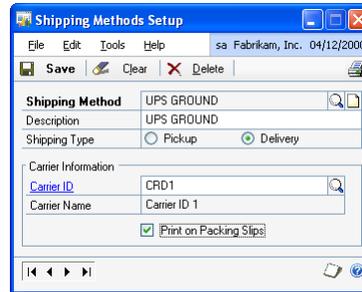
2. Select a shipping method in the Shipping Method field.

3. Enter a description for the shipping method in the Description field.

4. Select the shipping type, whether pickup or delivery.

5. Select a carrier ID to associate with the shipping method. The Carrier Name field displays the name of the carrier. These fields are available if you have specified the shipping type as Delivery.

6. Mark the Print on shipping documents option to print the carrier information in the shipping document. This option is available if you have specified the shipping type as Delivery.

7. Choose Save to save the shipping method you have entered.

8. Choose Clear to clear the values, or Delete to delete the shipping method displayed in the window.

Setting up vehicle information

Use the Vehicle Maintenance window to set up a vehicle ID for the vehicle that is used to deliver goods.

To set up vehicle information:

1. Open the Vehicle Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents >> Carrier Vehicle)
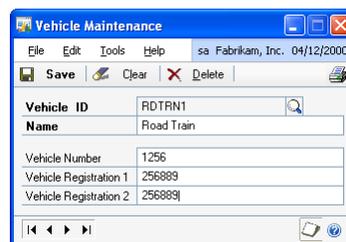
2.   Enter a vehicle ID.

3.   Enter a name for the vehicle in the Name field.

4.   Enter the vehicle number in the Number field.

5.   Enter the vehicle registration numbers in the Vehicle Registration 1 and Vehicle Registration 2 fields.

6.   Choose Save to save the vehicle information you have entered.

7.   Choose Clear to clear the values displayed in the window, or Delete to delete the record vehicle ID displayed in the window.

Setting up personnel information

Use the Personnel Maintenance window to set up the personnel code for the carrier employee. You can associate this information with the vehicle information that the personnel use during shipments. Refer to *Setting up vehicle information* on page 8 for more information.

To set up the personnel information:

1.   Open the Personnel Maintenance window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents >> Carrier Personnel)

2.   Enter a personnel ID.

3.   Enter the personnel's name in the Name field.

4.   Enter the personnel's telephone number in the Phone field.

5.   Select the vehicle ID used by the personnel in the Vehicle ID field. The Name field displays the vehicle's name.

6.   Choose Save to save the personnel information you have entered.

7.   Choose Clear to clear the values, or Delete to delete the information displayed in the window.

Setting up carrier information

Use the Carrier Maintenance window to set up the carrier ID for a shipping method that you have set up in the Shipping Methods window. The carrier is the company's transport provider whose service is used for delivering and receiving goods. You

can associate this carrier ID with a shipping method that you have set up in the Shipping Methods window. You can also associate the carrier ID with the personnel ID and vehicle ID that you have set up in the Personnel Maintenance and Vehicle Maintenance windows respectively. Refer to *Setting up personnel information* on page 9 and *Setting up vehicle information* on page 8 for more information. You also can select to print the carrier information assigned to the transaction during transaction entry.

To set up the carrier information:

1. Open the Carrier Maintenance window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents >> Carrier Setup)
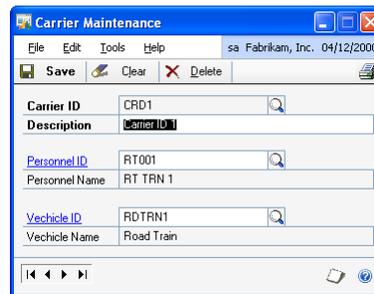
2. Enter a carrier ID.

3. Enter a description for the carrier in the Name field.

4. Select a personnel ID. The Name field displays the personnel's name.

5. Select the vehicle ID field and the vehicle name is also displayed.

6. Choose Save to save the carrier information that you have set up.

7. Choose Clear to clear the values, or Delete to delete the carrier ID displayed in the window.

Setting up the sales document workflow

Use the Sales Document Workflow Setup window to set up the workflow statuses for fulfillment orders/invoices. You must have marked the stages 4, 5, and 6 in the Sales Fulfillment Document Workflow Setup window for all the fulfillment order/invoice IDs that you want to use in order to generate shipping documents. You can print a shipping document from only the fulfillment order, which is considered as the shipping document. When you are using Shipping Documents, you cannot print a shipping document from an order or from an invoice. Refer to the Sales Order Processing documentation for information on setting up the sales workflow.

To set up the sales document workflow:

1. Open the Sales Document Workflow Setup window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Shipping Documents
    Setup >> Mark the Sales Documents checkbox >> Workflow button)
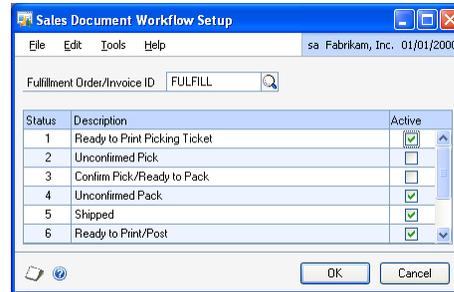
2. Select the fulfillment orders for which to set up the workflow statuses.

3. By default, the Active checkbox is marked for each document status. You may
    unmark the statuses that you do not want to track for the document.

4. Choose OK to save the workflow statuses that you have set up.

Setting up the inventory workflow

Use the Inventory Document Workflow Setup window to set up the workflow
statuses for standard inventory transfers. The stages 4, 5, and 6 in the inventory
workflow are marked by default in order to generate shipping documents.

To set up the inventory workflow:

1. Open the Inventory Document Workflow Setup window.
    (Microsoft Dynamics GP menu >>Tools >> Setup >> Company >> Shipping
    Documents Setup >> Mark the Inventory Transfers checkbox >> Workflow
    button)
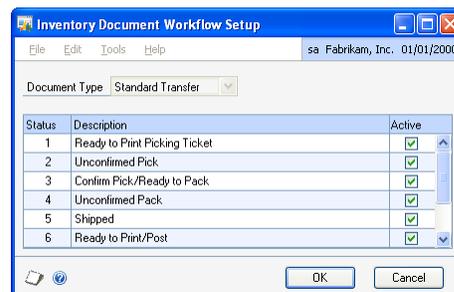
2. By default, the Active checkbox is marked for each document status. You can
    unmark the statuses that you do not want to track for the document.

3. Choose OK to save the inventory workflow setup information.

4. Choose Cancel to close the window without saving the changes.

Setting up the purchase returns workflow

Use the Returns Document Workflow Setup window to set up the workflow statuses for return or return/w credit documents. The stages 4, 5, and 6 are marked by default in the purchase return workflow for the returns that you want to use in order to generate shipping documents.

To set up the purchase returns workflow:

1. Open the Returns Document Workflow Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents Setup >> Mark the Purchase Returns checkbox >> Workflow button)
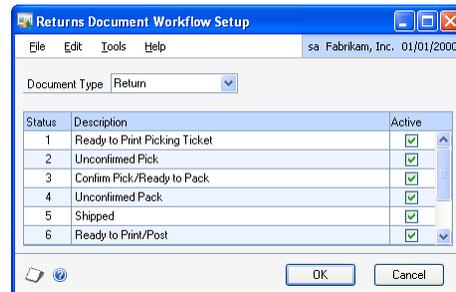
2. Select whether to set up the workflow for Return or Return/w credit document types.

3. By default, the Active checkbox is marked for each document status. You can unmark the statuses that you do not want to track for the document.

4. Choose OK to save the workflow statuses that you have set up.

5. Choose Cancel to close the window without saving the information

Selecting combined invoices

Use the Combined Invoice Setup window to select the document type IDs to use for combined invoices. You cannot select a type ID here that you have already selected as a pre invoice. If you select only one type ID, then this type ID will be the default combined invoice type ID in the Sales Bulk Confirmation window (Transactions >> Sales >> Bulk Confirmation).

To select combined invoices:

1. Open the Combined Invoice Setup window.
    (Microsoft Dynamics GP menu >> Tools > Setup > Company > Shipping
   Documents Setup >> Mark the Sales Documents checkbox >> Combined
   Invoice button)
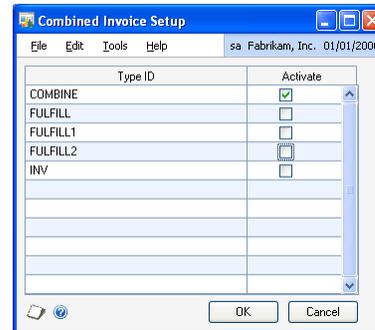
2. Mark the Activate checkbox to use the corresponding type IDs to combine
    invoices. You cannot treat such IDs as pre invoices.

3.   Choose OK to save the information you have set up and close the window.

4.   Choose Cancel to close the window without saving the changes.

Viewing the audit trail code and source code for inventory adjustments

When you install Shipping Documents, a default audit trail code is created under
the Inventory series to identify the inventory adjustments created for shipping
documents. The audit trail code prefix is SDIA. A default source document code of
SDIA is also created and assigned to the newly created audit trail code. Use the
Source Document Setup window (Microsoft Dynamics GP menu >> Tools >>
Setup >> Posting >> Source Document) to create another source document code if
required. You can assign this code to the Shipping Documents audit trail code in the
Audit Trail Codes Setup window (Microsoft Dynamics GP menu >> Tools >>
Setup >> Posting >> Audit Trail Codes). You can also change the next number for
the audit trail code if required. Refer to the System Setup documentation for more
information on changing the default source code or the next number.

Selecting pre invoice IDs

Use the Pre Invoice Setup window to mark the invoice IDs to be treated as pre
invoices. You can only select those invoice IDs that do not have workflow enabled.
When you post a pre invoice, it is transferred to an order or to a fulfillment order
based on your selection. You can then use the sales documents workflow to ship the
invoiced items based on your delivery schedule and the availability of inventory.

To select pre invoice IDs:

1. Open the Pre Invoice Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping
Documents Setup >> Pre Invoice button)
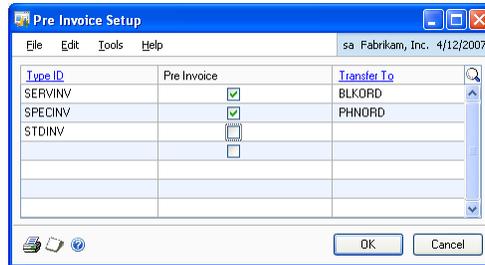
The scrolling window displays the invoice IDs that you have set up.

2. Mark the Pre Invoice checkbox for an invoice ID to treat it as a pre invoice.

You cannot mark an invoice as a pre invoice if you have selected it as the combined invoice ID.

3. Select the order or fulfillment order ID to which to transfer the pre invoice after posting it.

4. Choose OK to save your settings and return to the Shipping Document Setup window.

Numbering sequence for Shipping Documents

You can define the numbering sequence to use for the shipping documents you generate, to comply with your country's legal requirements.

If you are using a Chilean installation, you can set up the shipping document numbering sequence that represents the legal numbers as defined by the legal authorities. Refer to *Setting up shipping document numbering for Chile* on page 15 for more information.

If you are using an Argentinean installation, you can set up and use the Legal Documents module to generate shipping document numbers. Refer to *Setting up shipping document numbering for Argentina* on page 14 for more information.

Setting up shipping document numbering for Argentina

If you are using an Argentinean installation, you can use the Legal Documents module to set up the shipping documents numbering sequence based on Argentinean requirements. Once the legal number is generated, the documents cannot be deleted, it can only be voided.

Refer to the Legal Documents documentation for more information on setting up legal numbering.

Shipping document number for sales documents Each sales shipping document has a unique legal number that you must generate at the time of

document creation. Refer to *Generating the shipping document number for Argentina* on page 25 for more information. This number will override your setting for the shipping document number in the Sales Document Numbers Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> Numbers).

Shipping document number for purchase return documents The legal shipping document number can be generated only for Return or Return w/credit document types. This number will override your setting for the shipping document number in the Purchase Order Processing Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing).

Shipping document number for inventory transfers The shipping document number for inventory transfers is picked up from the Legal Document Number Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Number Setup) to generate the shipping document number. This number will override your setting for the shipping document number in the Inventory Control Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Inventory Control)

Setting up shipping document numbering for Chile

Use the Shipping Documents Number Setup window to set up the legal number for shipping documents as defined by the legal authorities. You can set up a single numbering sequence ID for all the document type and branch ID combinations or you can set up separate numbering sequences for each combination.

This window is available only for Chilean installations, provided you have installed the Localization Chile feature.

To set up shipping document numbering for Chile:

1. Open the Shipping Documents Number Setup window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents >> Shipping Documents Setup >> Numbering button)
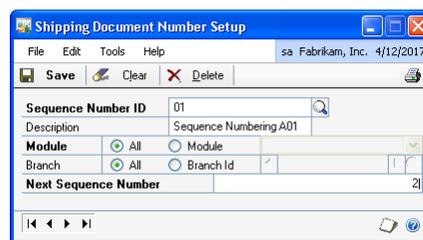
2. Enter the sequence number ID.

3. Enter a description for the sequence number ID.

4. Select the document type to assign the sequence number ID to, whether Sales, Documents, Inventory Transfers or Purchase Returns or All document types.

    Sales Documents Select this option to associate the sequence number ID to sales documents.

Inventory Transfers Select this option to associate the sequence number ID to inventory transfer documents.

Purchase Returns Select this option to associate the sequence number ID to purchase return documents.

All Select this option to set up a common sequence number ID to all the document types.

5. Select the branch ID to set up the sequence number ID for. The branches set up in the Branch Maintenance window are available for selection Refer to Localization Chile documentation for more information.

6. Enter the next number in the Next Sequence Number field to be used as the next shipping document number for the selected document type.

7. Choose Save to save the numbering sequence ID you have entered.

Validating the invoice date for Chilean shipping documents

You must post an invoice within a specified duration after printing the shipping document. You can enter this duration as specified by the legal authorities in the Invoice Date validation window. If you have any invoices that were not posted within the specified period, you must copy them to a new fulfillment order and void the original invoice. Refer to Copying and Cancelling an invoice in the Localization Chile documentation for more information.

This window is available only for Chilean installations, provided you have installed the Localization Chile feature.

To validate the invoice date for Chilean shipping documents:

1. Open the Invoice Date Validation window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents >> Shipping Documents Setup >> Validation button)
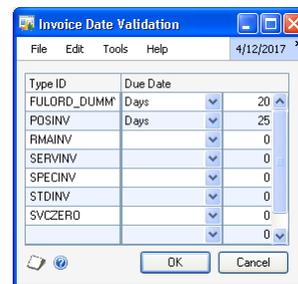
The Type ID column displays the fulfillment order/invoice IDs set up in the Sales Fulfillment Order/Invoice Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> Sales Document Setup button >> Fulfillment Order/Invoice option). Refer to the Microsoft Dynamics GP documentation for more information.

2. In the Option column, select an option based on which to specify the criteria to enter the due date, whether Days or Next Month.

    Days Select this option to enter the number of days after printing the shipping document within which the fulfillment order must be posted.

    Next Month Select this option to enter a date in the following month before which to the fulfillment order must be posted.

3. Enter a number in the Due Date column for the option specified.

4. Choose OK to save the information and close the window.

Chapter 2: Sales Transactions

The shipping document number is generated when you print the shipping document for sales documents. Use this information to understand how inventory is updated when you ship goods and when you post an invoice. You can also understand how multiple fulfillment orders are combined into a single invoice for posting. You can post a pre invoice and transfer it to an order or to a fulfillment order for shipment at a later date.

This information is divided into the following sections:

- *Understanding the sales shipping document process*
- *Reversing the workflow status for sales shipping documents*
- *Advancing the document status of one or more fulfillment orders*
- *Combining fulfillment orders into a single invoice*
- *Posting a pre invoice*
- *Editing carrier information for sales documents*
- *Generating the shipping document number for Argentina*
- *Generating the shipping document number for Chile*

Understanding the sales shipping document process

You can perform the steps in the shipping document process in the Sales Transaction Entry window for an individual fulfillment order, or in the Sales Bulk Confirmation window for multiple fulfillment orders. A separate shipping document and adjustment entry are generated for each fulfillment order or invoice. Use this information to understand the flow of the shipping document process:

Printing the shipping document   You can print only a single shipping document for each fulfillment order. The shipping document or shipping document number is the next document number based on the numbering setup for the fulfillment order ID or for the shipping document in the Sales Document Numbers Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> Numbers).

For Argentinean installations that have the Legal Documents module installed and set up, the shipping document number is picked up from the Legal Document Number Setup window.

For Chilean installations, the shipping document number is picked up from .the Shipping Documents Number Setup window. This window is available only if you have installed both, the Localization Chile and the Latam Shipping Documents modules..

You can also print the carrier information for each line item on the shipping document if you have marked the Print on shipping documents option in the Shipping Method Setup window. Refer to *Setting up shipping methods* on page 7 for more information. You can reprint the shipping document at any time. On reprinting, the shipping document header displays the word REPRINT.

Inventory adjustment entries   When goods are shipped but have not been invoiced, the inventory balance does not display the accurate quantity of goods on hand. To correct this, inventory adjustment entries are posted through the General Ledger so that the inventory balance inquiry reflects the actual balance for an item based on the quantity of goods that are actually shipped. The inventory adjustment

entry has an audit trail code of SDIA to distinguish it from other inventory entries. The inventory balance is reduced or increased based on the site ID, item ID, unit of measure, and quantity from the fulfillment order or invoice. In the case of serial or lot items, the cost that is considered for the adjustment entry is the cost for the serial or lot number from the Serial Number Inquiry or the Lot Number Inquiry window (Inquiry >> Inventory >> Serials/Inquiry >> Inventory >> Lots). In the case of all other items, the current cost of the item is considered for the inventory adjustment.

- When you change the status of a fulfillment order from status 5 to status 6, that is from Shipped to Ready to Post, a negative inventory adjustment is created and posted through to the General Ledger for the fulfilled quantity. This reduces the inventory balance for the fulfilled items, and updates the inventory holding account specified in the Shipping Documents Setup window.

- When you void a transaction before posting, the negative inventory adjustment created earlier is reversed.

- When you post the fulfillment order/invoice, a positive inventory adjustment is created to reverse the effect of the earlier adjustment.

- On posting an adjustment, you can view the available to promise quantity for the item. The Available to Promise Inquiry window also displays the quantity that has been shipped, but is not yet invoiced. Refer to *Viewing the shipped not invoiced quantity* on page 45 for more information.

Deleting or voiding a fulfillment order   You can delete a fulfillment order before printing the shipping document and transferring it to an invoice. Once the shipping document has been printed, the fulfillment order can only be voided.

In Argentinean installations that use the Legal Documents module to generate the shipping document number, you cannot delete the fulfillment order once you've generated the document number. Such a document must be voided.

Posting the invoice   When you post the fulfillment order/invoice, the inventory, the inventory offset, and the COGS accounts are updated as per the standard Sales Order Processing posting functionality. This appropriately reduces the inventory balance for the quantity shipped. Refer to the Sales Order Processing documentation for more information on posting invoices.

In Chilean installations, you cannot post an invoice if it does not fulfill the due date criteria specified by the legal authorities. Refer to *Validating the invoice date for Chilean shipping documents* on page 16 for more information. A Sales Invoice Exception Report is generated when you post the sales batch detailing the unposted invoices generated after the due date. The exception report contains the information about the customer ID, customer name, invoice date, invoice number, shipping document date, shipping document number, and the reason for not being able to post the invoice. You can void the invoices that are past the due date, and copy the details to a new fulfillment order. Refer to the Localization Chile documentation for more information.

Reversing the workflow status for sales shipping documents

You can reverse the document status for a fulfillment order in the Edit Sales Document Status window. You can only post or void such documents.

⚠️ *In Argentinean installations that use the Legal Documents module to generate the shipping document number, you cannot reverse the workflow status.*

The following processes take place when you reverse the document status:

- If you reverse the workflow status from status 6 to 5, or if you void the fulfillment order at status 6, the inventory adjustment entry is also reversed.

- You can reverse the document status from 5 to 4. However, after reversing the status to 4, if you then change the status back to 5, the shipping document is printed with the word Reprint on it.

Advancing the document status of one or more fulfillment orders

Typically, a document status will advance to the next tracked status as you complete each step in the workflow process. Occasionally, however, you might need to advance the status of a document outside of the workflow process.

For example, suppose you're tracking all six document statuses and you printed picking tickets for multiple fulfillment orders. The delivery truck arrives early to pick up the orders, so you pack the picking tickets and send them with the orders. You can advance the document status for multiple documents from 2 to 5, one status at a time, to update the fulfillment order document status.

Use the Sales Bulk Confirmation window to advance the status of one or more fulfillment orders to Status 3, 4, 5, or 6. You can also combine several fulfillment orders into a single combined invoice when you are changing the status from status 5 to status 6. Refer to *Combining fulfillment orders into a single invoice* on page 22 for more information.

To advance the document status of one or more fulfillment orders:

1. Open the Sales Bulk Confirmation window.
    (Transactions >> Sales >> Bulk Confirmation)

2. Select the action to complete. The actions available will depend on the statuses you selected to track in the Sales Document Workflow Setup window, and can include the following actions.

    - Confirm Pick
    - Print shipping document
    - Confirm Pack
    - Confirm Ship

3. To restrict the information displayed in this window, select the appropriate option and enter or select the starting and ending ranges.

4. Choose Redisplay. The documents that match your selections will be displayed in the scrolling window.

5. Documents that are marked will be processed. You can unmark specific documents or choose Unmark All.

6. To confirm pick, confirm pack, or confirm ship, choose Process. The document status for the selected documents will be advanced to the next status tracked.

7. To print a shipping document for each fulfillment order, choose the printer button.

8. Close the window.

Combining fulfillment orders into a single invoice

Typically, you will advance the status of each fulfillment order to a separate invoice once it has been shipped. Occasionally, however, you might need to combine several fulfillment orders for a single customer into a single invoice.

For example, a customer has ordered 1000 units of an item. However, due to a shortfall in your inventory, you fulfill this order using multiple shipments. Sometimes, the customer requests you to break up the order into five shipments of 200 units each. In these instances, the customer may prefer to receive a single combined invoice for all the shipments made.

Shipping Documents allows you to combine multiple fulfillment orders with the status 5 into a single invoice using the Sales Bulk Confirmation window. Only the quantity fulfilled in each order is carried forward to the combined invoice. The fulfillment orders can belong to different batches and can have different date ranges. However, all the selected fulfillment orders must share the same customer ID, bill to address ID, currency ID (including exchange table ID, exchange rate, and rate type ID), payment terms, and commission applies to information. All the other details for the fulfillment orders such as distributions, trade discounts, taxes etc. will be combined into the new invoice. The comment ID information will not be available in the new invoice. A new master number is assigned to the combined invoice as well as to the fulfillment orders to link the invoice to the fulfillment orders.

If any of the above criteria are not met for all the selected fulfillment orders, they cannot be combined. Also, you cannot combine fulfillment orders that have originated from a pre invoice.

You can select from the type IDs that you have selected to combine invoices in the Combined Invoice Setup window. If you selected only one type ID to combine invoices, then this type ID will be the default type ID to combine invoices. The user date is the default document date for the combined invoice. *Selecting combined invoices* on page 12 for more information.

Refer to the *Advancing the document status of one or more fulfillment orders* on page 21 for information on using the Sales Bulk Confirmation window to advance the document status for one or more fulfillment orders.

To combine fulfillment orders into a single invoice:

1. Open the Sales Bulk Confirmation window.
    (Transactions >> Sales >> Bulk Confirmation)
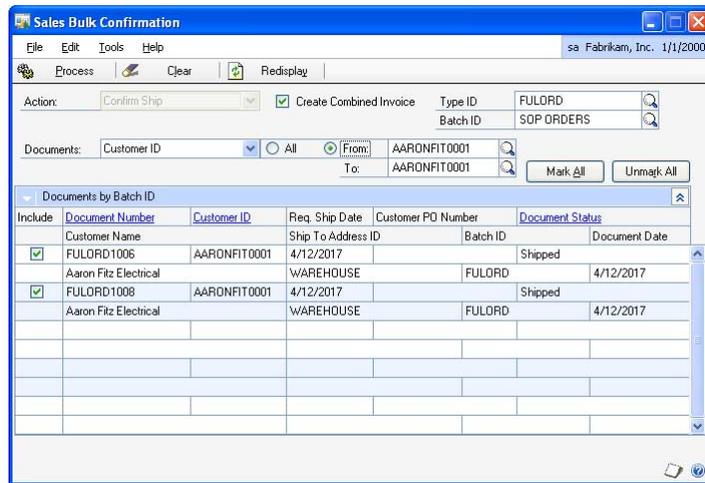
2. Select Confirm Ship in the Action field.

3. Select the filter option and enter the beginning and ending range to display the documents in the scrolling window.

4. Choose Redisplay. The scrolling window displays the details for all the documents that match your selection.

5. Mark the documents for which to create a combined invoice. Choose Mark All to select all the displayed documents. You can unmark specific documents or choose Unmark All to clear your selection.

6. Mark the Create Combined Invoice checkbox to create a single combined invoice for all the selected fulfillment orders. You can mark this checkbox at any time before choosing the Process button.

7. Choose Process to combine the selected fulfillment orders into a single invoice. The combined invoice and all the fulfillment orders included in it are assigned a new master number to link them together. Refer to *Viewing documents connected to an invoice* on page 50 for more information.

    To reprint the shipping documents, choose the Printer button.

8. Close the window. Use the Sales Transaction Entry window or the Sales Batch Entry window to post the combined invoice.

Posting a pre invoice

Shipping Documents allows you to post an invoice first, and make the corresponding shipment fully or in parts at a later date. Such an invoice is called a pre invoice. Refer to *Selecting pre invoice IDs* on page 13 for information on setting up pre invoices.

Use the following information to understand the flow of the pre invoice process:

Posting a pre invoice   When you post a pre invoice, it is automatically transferred to the order or fulfillment order ID that you have assigned to the pre invoice ID in the Pre Invoice Setup window. Refer to *Viewing documents connected to an invoice* on page 50 for more information. However, the inventory and the COGS accounts are not updated at this time. This allows you to view the actual inventory balance on hand for the invoiced items.

Prepayment   You can apply a prepayment to the pre invoice if required. You can also apply prepayments to documents that originate from a pre invoice. A credit note will be generated for the remaining amount for such documents.

Shipping the invoiced items   You can select the newly created order ID or fulfillment order ID in the Sales Transaction Entry window, and use the standard sales workflow process to ship the invoiced items. When you confirm the shipment, the inventory is updated for the quantity shipped. Thus the inventory balance displays the actual quantities on hand.

It is recommended that you do not change the quantity or the amounts for documents created from a pre invoice.

Posting a fulfillment order created from a pre invoice   When a document created from the pre invoice is posted, a Receivables Management credit note is generated automatically and applied to it. This reverses the distributions for the fulfillment order. This is necessary because the distributions are already posted when the pre invoice was posted.

Voiding   You can void a pre invoice, or the Receivables Management credit note at any time. You cannot void or delete a sales order, fulfillment order, or back order corresponding to a pre invoice. When you move the credit note, and the invoice that originated from the pre invoice to history, you cannot void the corresponding pre invoice. In order to void such pre invoices, you must remove the historical information for the credit note, and the invoice that originated from the pre invoice in the Remove Transaction History and the Remove Sales History windows. Refer to the Sales Order Processing documentation for more information.

Editing carrier information for sales documents

Use the Sales Carrier Information Entry window to edit the carrier information during transaction entry for sales documents. You can edit the carrier information for each line item entered in the Sales Transaction entry window if required. You also can choose whether or not to print the carrier information in the shipping document.

To edit carrier information for sales documents:

1. Open the Sales Carrier Information Entry window.
    (Transactions >> Sales >> Sales Transaction Entry >> Select a line item >>
    Shipping Method link)

The window displays the shipping method you selected for the document, and
the default carrier, personnel, and vehicle information for the selected shipping
method. You can change this default information.

2. Mark the Print On Packing slip checkbox to print the carrier information on the
    shipping document for the selected line item.

3. Choose OK to save the changes you have made.

4. Choose Cancel to close the window without saving the changes.

Generating the shipping document number for Argentina

If you are using an Argentinean installation, you can use the Legal Documents
module to generate the shipping document number based on Argentinean
requirements. Once you generate the legal shipping document number and print
the shipping document, you cannot delete the document. You must have set up the
legal numbering sequence in the Legal Document Number Setup window
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal
Documents >> Legal Documents Number Setup) before you can generate the legal
number during transaction entry.

*You can also print the packing slip with shipping document number in Word template. Refer
to Configuring reports for Word templates on page 6 for more information.*

To generate the shipping document number for Argentina:

1. Open the Legal Number Configuration window.
    (Transactions >> Sales >> Sales Transaction Entry >> Enter a fulfillment order >> Document No. field >> Press TAB)
    (Transactions >> Sales >> Sales Transaction Entry >> Enter a fulfillment order >> Document No. field >> Additional >> Legal Number Configuration)
    (Transactions >> Purchasing >> Returns Transaction Entry >> Select Return or Return w/Credit as type >> Additional >> Legal Number Configuration)
    (Transactions >> Inventory >> Transfer Entry >> Select a record >> Additional >> Legal Number Configuration)
    (Transactions >> Inventory >> In-Transit Transfer Entry >> Additional >> Legal Number Configuration)

2. Enter the Letter Class, Dispatch Site and the Point of Sale. The next shipping document number is displayed in the Next Packing Slip No. field. This is the legal shipping document number and is displayed on the shipping document when you print it.

3. Mark the Specify next number checkbox to manually enter the next shipping document number in the Next Packing Slip No. field. This option is available only if you enter the dispatch site.

4. Choose OK to save the information and close the window.

Generating the shipping document number for Chile

If you are using a Chilean installation, the legal shipping document number is generated when you print the shipping document, based on your setup in the Shipping Documents Number Setup window. Refer to *Setting up shipping document numbering for Chile* on page 15 for more information.

You can also print the packing slip with shipping document number in Word template. Refer to Configuring reports for Word templates on page 6 for more information.

Chapter 3: Purchasing Transactions

The shipping document number is generated when you print the shipping documents for purchase return documents. Use this information to understand the shipping document process for purchase returns. You can also understand how the inventory is updated when you ship goods and when you post a return document. You can reverse the workflow status for the purchase return documents.

This information is divided into the following sections:

Understanding the shipping documents process for purchasing transactions

You can perform the shipping document process in the Returns Transaction Entry window for return documents with or without credit. A separate shipping document and an adjustment entry are generated for each return document. Use this information to understand the flow of the shipping document process.

Printing the shipping documents You can print the shipping documents with the shipping document number for the return documents. The status at which you can print the shipping documents depends on the workflow statuses that you have selected in the Returns Documents Workflow Setup window. Refer to *Setting up the purchase returns workflow* on page 12 for more information. The shipping document number is next document number based on the numbering setup for the return ID or for the shipping document in the Purchase Order Processing Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing). You can reprint the shipping document at any time.

For Argentinean installations that have the Legal Documents module installed and set up, the shipping document number is picked up from the Legal Document Number Setup window.

For Chilean installations, the shipping document number is picked up from .the Shipping Documents Number Setup window. This window is available only if you have installed both, the Localization Chile and the Latam Shipping Documents modules.

You can also print the carrier information for each line item on the shipping document if you have marked the Print on Packing Slips option in the Shipping Method Setup window. Refer to *Setting up shipping methods* on page 7 for more information. On reprinting, the shipping document header displays the word REPRINT.

Inventory adjustment entries When goods are shipped but not invoiced, the inventory balance does not display the accurate quantity of goods on hand. To correct this, inventory adjustment entries are posted through the General Ledger so that the inventory balance inquiry reflects the actual balance for an item based on the quantity of goods that are actually shipped. The inventory adjustment entry has

an audit trail code of SDIA to distinguish it from other inventory entries. The inventory balance is reduced based on the site ID, item ID, unit of measure, and quantity from the return document. In the case of serial or lot items, the cost that is considered for the adjustment entry is the cost for the serial or lot number in the Serial Number Inquiry or the Lot Number Inquiry window (Inquiry >> Inventory >> Serials/Inquiry >> Inventory >> Lots). In the case of all other items, the current cost of the item is considered for the inventory adjustment.

When you change the status of a return document from status 5 to status 6, that is from Shipped to Ready to Post, a negative inventory adjustment is created and posted through to the General Ledger for the returned quantity. This reduces the inventory balance for the fulfilled items, and updates the inventory holding account specified in the Shipping Documents Setup window.

Voiding a return   You cannot delete the return documents for which you have confirmed the shipment. You can only void such documents. If you void a return document after changing the status from 5 to 6, the negative inventory adjustment that was earlier created is reversed. This adjustment entry will have an audit trail code of SDPRV to distinguish it from the other entries.

You cannot delete the return documents once you have assigned the shipping document numbers.

Posting a return   When you post the return document, a positive inventory adjustment is created to reverse the effect of the earlier negative adjustment.

Reversing the workflow status for purchase returns

You can use the Edit Purchase Return Status window to move the document status of a purchase return back one at a time.

To reverse the workflow status for purchase returns:

1. Open the Edit Purchase Return Status window.
    (Microsoft Dynamics GP menu >> Tools >> Utilities >> Purchasing >> Edit Purchase Return Status)
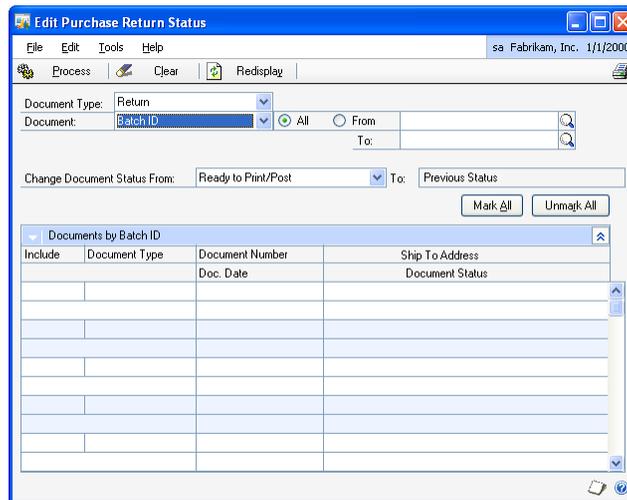
2. Select the document type, whether Return, or Return w/Credit.

3. Enter or select a range of documents to reverse statuses for.

4. Select the current document status to change from.

5. Choose Redisplay to display the documents that match the selected criteria in the scrolling window.

6. Mark the Include checkbox to process the documents. You can unmark specific documents or choose Unmark All.

7. Choose the printer icon to print a report and view the documents that you've selected to reverse statuses for.

8. Choose Process to reverse the document status for the selected documents, and Clear to clear the window.

Printing purchase returns

Use the Purchasing Returns Print Options window to print return documents, picking tickets, shipping documents, and edit lists. You can print edit lists to verify the transaction information that you have entered. You must have activated the alternate windows for the Purchasing series before printing these documents. Refer to *Activating the alternate windows and reports* on page 5 for more information. You also can print carrier information on the shipping document for purchase returns. You must have marked the Print on Packing Slips checkbox in the Shipping Methods Setup window. Refer to *Setting up shipping methods* on page 7 for more information You can generate the shipping document number at any time before printing the shipping document.

To print purchase returns:

1. Open the Purchasing Returns Print Options window.
(Transactions >> Purchasing >> Returns Transaction Entry >> enter/select a return >> Print button)
(Transactions >> Purchasing >> Returns Batches >> select a batch >> Print button)
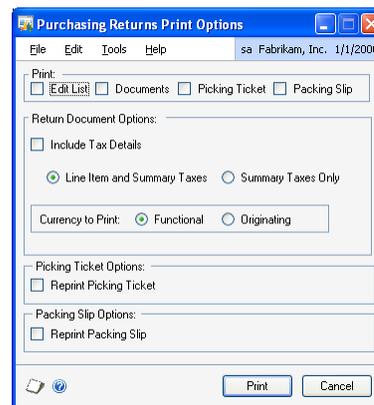
The Edit List checkbox is marked by default. You can print a list of all the unposted return transactions included in the batch.

2. Mark the Documents checkbox to print documents. You can also print the documents that are included in the batch.

3. Mark the Picking Ticket checkbox to print the picking ticket for transactions. This checkbox will be unavailable once you print the picking ticket.

4. Mark the Packing Slip checkbox to print the shipping document for transactions. This checkbox will be unavailable once you print the shipping document.

5. Mark the Include Tax Details checkbox to include the information about the taxes on the return document. For the tax details to print on return documents, Print on Documents must be marked in the Tax Detail Maintenance window. This option is available only if you have marked the Documents checkbox.

6. Mark the Line Item and Summary Taxes option to print the tax details for each line item. A summary of the tax details of all line items is printed at the bottom. This option is available only if you have marked the Include Tax Details checkbox.

7. Mark the Summary Taxes Only checkbox to print a summary of the tax details of all line items at the bottom. This option is available only if you have marked the Include Tax Details checkbox.

8. You can select to print the return documents in the originating currency, or the functional currency. These options are available only if you marked the Documents checkbox, and also registered the Multicurrency module.

9. Choose Print to print the selected report.

10. Choose Cancel to cancel the process and close the window.

Printing multiple purchase returns

You can print the picking ticket, shipping document, and the information about the taxes on the purchase returns in a batch in Shipping Documents using the Print Purchasing Documents window. You must have activated the alternate windows for the Purchasing series before printing these documents. Refer to *Activating the alternate windows and reports* on page 5 for more information. You can also refer to the Purchase Order Processing documentation for more information on the Print Purchasing Documents window.

To print multiple purchase returns:

1. Open the Print Purchasing Documents window.
   (Transactions >> Purchasing >> Print Purchasing Documents)
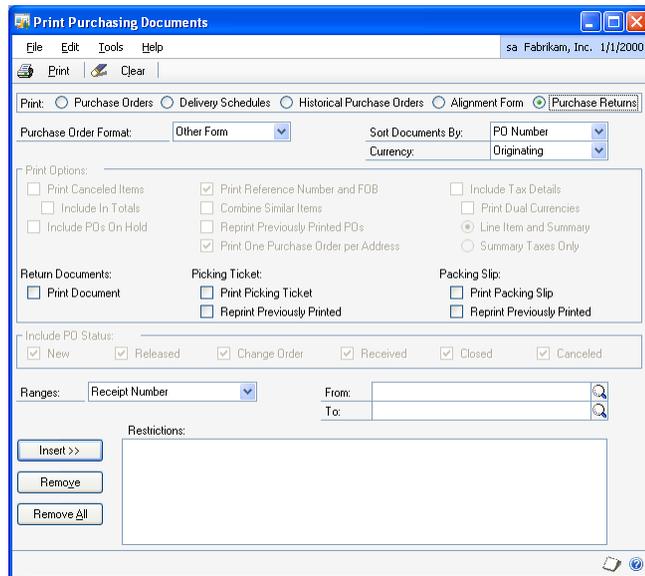
2. Mark the Purchase Returns option.

3. Mark the Print Document checkbox to print documents. The Include Tax Details checkbox becomes available.

4. Mark the Include Tax Details checkbox and select either Line Item and Summary or Summary Taxes Only to print the tax details that were used to calculate the tax. Each tax detail must have the Print on Documents option in the Tax Detail Maintenance window marked before the tax detail can be printed on documents.

5. Mark the Print Dual Currencies checkbox to print summary tax information in both functional and originating currencies on a purchase return.

6. Mark the Picking Ticket checkbox to print the picking ticket for transactions.

7. Mark the Reprint Previously Printed checkbox to print a picking ticket that has already been printed.

8. Mark the Packing Slip checkbox to print the shipping document for transactions.

9. Mark the Reprint Previously Printed checkbox to print a shipping document that has already been printed.

10. Choose Insert to insert the selected range into the Restrictions list.

11. Choose Remove to remove a range from the Restrictions list.

12. Choose Remove to remove all the ranges from the Restrictions list.

13. Choose Print to print the documents you have selected.

Editing carrier information for purchase returns

Use the Purchase Returns Carrier Information Entry window to edit carrier information during transaction entry. You can edit the carrier information for each line item if required. You can select whether or not to print the carrier information on the shipping document for the selected line item. You also can choose to mark or unmark the print option for the carrier information for each line item during transaction entry in the Edit Carrier Information window.

To edit carrier information for purchase returns:

1. Open the Purchase Returns Carrier Information Entry window. (Transactions > Purchasing >> Returns Transaction Entry >>Select a line item >> Shipping Method link)

The window displays the shipping method you selected for the document, and the default carrier, personnel, and vehicle information for the selected shipping method. You can change this default information.

2. Mark the Print On Packing slip checkbox to print the carrier information on the shipping document for the selected line item.

3. Choose OK to save the changes you have made.

4. Choose Cancel to close the window without saving the changes.

Editing carrier information for posted transactions

You can use the Edit Posted Purchase Return Carrier Information window to edit the carrier information that you have set up in the Carrier Maintenance window for the posted purchase return documents. You can edit the carrier information for each line item and reprint the shipping document.

To edit the carrier information for posted transactions:

1. Open the Edit Posted Purchase Return Carrier Information window. (Microsoft Dynamics GP menu >> Tools >> Utilities >> Purchasing >>Edit Purchase Returns Carrier Information)
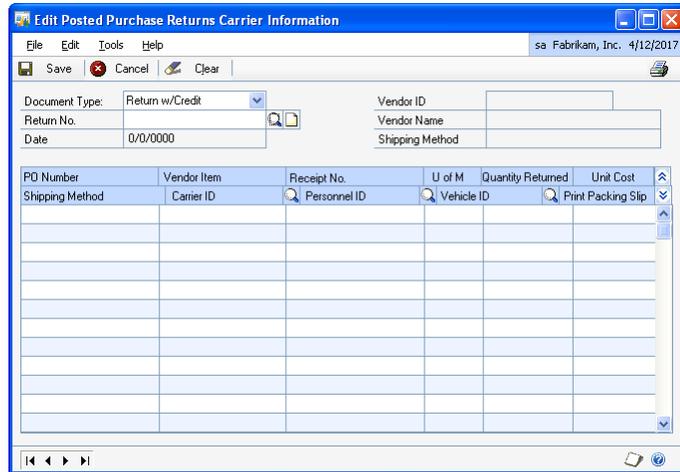
2. Select the document type whether Returns, Returns w/Credit, Inventory or Inventory w/Credit.

3. Select the return document number in the Return No. field.

   The window displays the transaction details for the selected return document. You can change the default carrier, personnel, and vehicle information for the selected line item if necessary.

4. Mark the Print On Packing slip checkbox to print the carrier information on the shipping document for the selected line item.

5. Choose Save to save the changes, and Cancel to close the window without saving the changes.

6. Choose Clear to clear the values displayed in the window.

7. Choose the Printer icon to open the Purchasing Returns Print Options window where you can print the shipping document with the modified carrier information.

Chapter 4: Inventory Transactions

The shipping document number is generated when you print the shipping document for standard inventory transfers. Use this information to understand the shipping documents process for standard inventory transfers. You can understand how the inventory is updated when you ship goods and when you post standard inventory transfers. You can reverse the workflow status and print shipping documents for standard inventory transfers.

This information is divided into the following sections:

- *Understanding the shipping documents process for inventory transactions*
- *Reversing the workflow status for standard transfers*
- *Printing standard inventory transfers*
- *Editing carrier information for inventory transfer documents*
- *Editing carrier information for posted inventory documents*
- *Printing posted inventory transfer documents*
- *Voiding inventory documents*

Understanding the shipping documents process for inventory transactions

You can perform the shipping document process in the Item Transfer Entry window for standard inventory transfers. A separate shipping document and an adjustment entry is generated for each transfer document. Use this information to understand the flow of the shipping document process.

Printing the shipping document   You can print the shipping document with the shipping document number for the transfer documents. The status at which you can print the shipping document depends on the workflow statuses that you have selected in the Inventory Document Workflow Setup window. Refer to *Setting up the inventory workflow* on page 11 for more information. The shipping document number is the next document number based on the numbering setup for the transfer ID in the Inventory Control Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Inventory Control).

For Argentinean installations that have the Legal Documents module installed and set up, the shipping document number is picked up from the Legal Document Number Setup window.

For Chilean installations, the shipping document number is picked up from .the Shipping Documents Number Setup window. This window is available only if you have installed both, the Localization Chile and the Latam Shipping Documents modules.

You can also print the carrier information on the shipping document if you have marked the Print on Packing Slips option in the Shipping Method Setup window. Refer to *Setting up shipping methods* on page 7 for more information. You can reprint the shipping document at any time before confirming the shipment. On reprinting, the shipping document header displays the word REPRINT.

Inventory adjustment entries   When goods are shipped but not invoiced, the inventory balance does not display the accurate quantity of goods on hand. To correct this, inventory adjustment entries are posted through the General Ledger so that the inventory balance inquiry reflects the actual balance for an item based on

the quantity of goods that are actually shipped. The inventory adjustment entry has an audit trail code of SDIA to distinguish it from other inventory entries. The inventory balance is reduced based on the site ID, item ID, unit of measure, and quantity from the return document. In the case of serial or lot items, the cost that is considered for the adjustment entry is the cost for the serial or lot number in the Serial Number Inquiry or the Lot Number Inquiry window (Inquiry >> Inventory >> Serials/Inquiry >> Inventory >> Lots). In the case of all other items, the current cost of the item is considered for the inventory adjustment.

When you change the status of a transfer document from status 5 to status 6, that is, from Shipped to Ready to Post, a negative inventory adjustment is created and posted through the General Ledger for the inventoried quantity. This reduces the inventory balance for the fulfilled items, and updates the inventory holding account specified in the Shipping Documents Setup window.

Voiding inventory documents   You cannot delete the inventory transfer document once you confirm the shipment. You can only void such documents. If you void an inventory document after changing the status from 5 to 6, the negative inventory adjustment that was earlier created is reversed. You can void the shipping documents inventory transactions in the Void Shipping Documents Transactions window. Refer to *Voiding inventory documents* on page 41 for more information.

You cannot delete an inventory transfer once you have assigned the shipping document numbers.

Posting the inventory document   When you post the inventory transfer document, a positive inventory adjustment is created to reverse the effect of the earlier negative adjustment.

Reversing the workflow status for standard transfers

You can use the Edit Transfer Status window to move the document status of standard transfers back one at a time. If you have installed Legal Documents or Localization Chile, the legal shipping document number assigned to the document will remain even on reversing the document status.

To reverse the workflow status for standard transfers:

1. Open the Edit Transfer Status window.
    (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Edit
    Transfer Status)

2. Enter or select a range of documents to reverse statuses for. The available
    options are Batch ID and Document Number.

3. Select the current document status to change from.

4. Choose Redisplay to display the documents that match the selected criteria in
    the scrolling window.

5. Mark the Include checkbox to process the documents. You can unmark specific
    documents or choose Unmark All.

6. Choose the printer icon to print a report and view the documents that you've
    selected to reverse statuses for.

7. Choose Process to reverse the document status for the selected documents, and
    Clear to clear the window.

Printing standard inventory transfers

Use the Transfer Print Options window to print the picking tickets, shipping
documents, and edit lists for standard inventory transfers. You can print the carrier
information on the shipping document for the standard transfer document if you
have marked the Print on Packing Slip checkbox in the Shipping Methods Setup
window. Refer to *Setting up shipping methods* on page 7 for more information.

To print standard inventory transfers:

1. Open the Transfer Print Options window.
   (Transactions >> Inventory >> Transfer Entry >> Select an item >> Click the print icon)
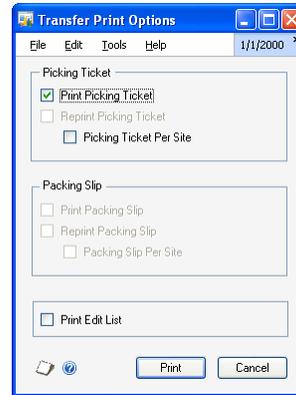
2. Mark the Print Picking Ticket checkbox to print a picking ticket for the transaction.

3. Mark the Picking Ticket Per Site checkbox to print the picking ticket for each site on the document. This checkbox is available only if you mark the Print Picking Ticket checkbox.

4. Mark the Reprint Picking Ticket checkbox to print the picking tickets that you have printed before.

5. Mark the Print Packing Slip checkbox to print a shipping document for the transaction. This checkbox will be unavailable once you print the shipping document. The Reprint Packing Slip checkbox becomes available.

6. Mark the Packing Slip Per Site checkbox to print a shipping document for each site on the document. This checkbox is available only if you mark the Print Packing Slip checkbox.

7. Mark the Reprint Packing Slip checkbox to print the shipping documents that you have printed before.

8. Mark the Print Edit List checkbox to print edit lists to verify the transactions.

9. Choose Print to print the documents.

10. Choose Cancel to cancel the process and close the window.

Editing carrier information for inventory transfer documents

Use the Inventory Carrier Information Entry window to edit the carrier information for the selected shipping method during transaction entry. You can edit the carrier information for both standard transfers and in-transit transfers in this window if required. You can edit the carrier information for each line item for a standard transfer document. For an in-transit transfer, you can modify the carrier information for the transfer document.

To edit carrier information for inventory transfer documents:

1. Open the Inventory Carrier Information Entry window.
    (Transactions >> Inventory >> Transfer Entry >> Select a line item >> Enter or
    select a Shipping Method >> Click the Shipping Method link)
    (Transactions >> Inventory >> In-Transit Transfer Entry >> Enter or select a
    Shipping Method >> Click the Shipping Method link)

The window displays the shipping method you selected for the document, and
the default carrier, personnel, and vehicle information for the selected shipping
method. You can change this default carrier information for each line item for a
standard transfer.

2. The Print On Packing slip checkbox, if marked, prints the carrier information in
    the shipping document for the selected line item. Unmark this option if
    required.

3. Choose OK to save the changes you have made.

4. Choose Cancel to close the window without saving the changes.

Editing carrier information for posted inventory documents

Use the Edit Posted Inventory Carrier Information window to edit the carrier
information for posted inventory documents. You can edit the carrier information
for both standard transfers and in-transit transfers in this window if required. You
can edit the carrier information for each line item for standard transfers. If you
modify the carrier information for an in-transit transfer document, the modified
information will default to all the line items in the scrolling window.

To edit the carrier information for posted inventory documents:

1. Open the Edit Posted Inventory Carrier Information window.
    (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Edit
    Transfer Carrier Information)
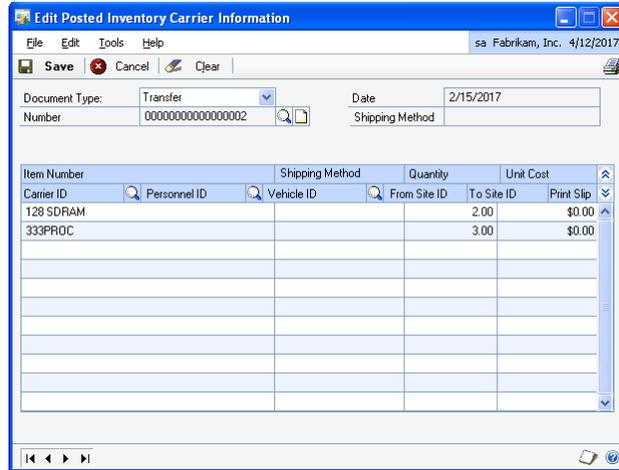
2. Select the document type in the Document Type field, whether Standard
    Transfer or In-Transit Transfer.

3. Select the document number in the Number field.

    The window displays the transaction details for the selected inventory transfer.
    You can change the default carrier, personnel, and vehicle information for the
    selected line item for a standard transfer.

4. Choose Save to save the changes. Choose Cancel to close the window without
    saving the changes or Clear to clear the values displayed in the window.

5. Choose the Printer icon to open the Print Options window where you can
    reprint the shipping document with the modified carrier information.

Printing posted inventory transfer documents

Use the Print Options window to print the shipping documents for posted in-transit
transfer documents. You also can reprint the shipping documents with carrier
information in this window for these documents.

To print the posted inventory transfer documents:

1. Open the Print Options window.
    (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >>Edit
    Transfer Carrier Information >> Printer icon)

2. Mark the Packing Slip option to print the shipping document.

3. Mark the Print Packing Slip Per Site option to print a shipping document for
    each site.

4. Choose Print to print or reprint the shipping document.

5. Choose Cancel to close the window without printing the shipping document.

Voiding inventory documents

Use the Void Shipping Document Transfers window to void the posted standard
inventory transactions. You can also void the documents that you have saved with a
legal shipping document number, shipped, partially shipped, or partially received
in-transit inventory transactions.

To void inventory documents:

1. Open the Void Shipping Document Transfers window.
    (Transactions >> Inventory >> Void Shipping Document Transactions)

2. Select a document type to void, whether standard transfer or in-transit transfer.

3. Enter or select the document number to void.

4. The Document Date field displays the document date.

5. Enter the date on which to void the selected document.

6. Choose Void to void the document, Clear to clear the window, or Cancel to
    cancel the process and close the window.

Chapter 5: Inquiries

Use this information to view the Shipping Documents information that you have entered in your system for the Sales, Purchasing, and Inventory series. You can also create custom inquiries in the Sales series and display the information.

This information is divided into the following sections:

Creating inquiries for sales shipping documents

Use the Shipping Documents Sales Inquiry Restrictions window to create inquiries for a range of sales documents that you have posted from the Sales Transaction Entry window. You can create custom inquiries with multiple restrictions that you can use for the documents that you frequently view. Refer to *Viewing sales information from a custom inquiry* on page 44 for more information.

To create inquiries for sales shipping documents:

1. Open the Shipping Documents Sales Inquiry Restrictions window. (Inquiry >> Sales >> Shipping Documents Restrictions)
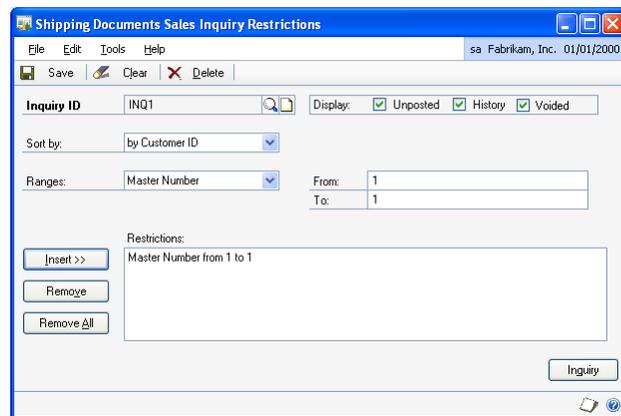
2. Enter or select an inquiry ID.

3. Select whether to include unposted, voided, or historical documents in the Display field.

4. Select a sorting option for the inquiry. You can sort by document number, document type, document date, or customer ID.

5. Select a range restriction for the inquiry.

6. Enter or select the starting values and the ending values for the range in the From and To fields respectively.

7. Choose Insert after defining each restriction. You can enter multiple restrictions.

8. Choose Remove to remove the selected range from the Restrictions list.

9. Choose Remove All to remove all the ranges from the Restrictions list.

10. Choose Inquiry to open the Shipping Documents Range Inquiry window to view information for a range of sales shipping documents. Refer to *Viewing sales information from a custom inquiry* on page 44 for more information.

11. Choose Save to save the inquiry ID, Clear to clear the information displayed, or Delete to delete the inquiry ID displayed on the window.

Viewing sales information from a custom inquiry

Use the Shipping Documents Range Inquiry window to view customized inquiries for sales shipping documents. Refer to *Creating inquiries for sales shipping documents* on page 43 for more information.

To view sales information from a custom inquiry:

1. Open the Shipping Documents Range Inquiry window.
    (Inquiry >> Sales >> Shipping Documents Range Inquiry)
    (Inquiry >> Sales >> Shipping Documents Restrictions >> Select an inquiry ID >> Inquiry button)

2. Enter or select an inquiry ID. This field displays the inquiry ID if you open this window from the Shipping Documents Sales Inquiry Restrictions window. The documents included in the inquiry range will appear in the scrolling window.

3. If the inquiry ID has a restriction without a range, you will be asked to enter the starting and ending values.

4. Select whether to display unposted, posted, or voided transactions in the scrolling window.

5. Choose Redisplay to update the window, displaying any new records that were added since you opened the window.

6. The Totals excluding trade discounts, freights, misc, and taxes group displays the sum of the document subtotal for the documents displayed in the scrolling window. You can view the document subtotal for the posted invoices, unposted invoices, posted returns, and unposted returns.

7. The Document Amount field in the Totals group displays the total amount of all the documents displayed in the scrolling window.

8. The Document Count field displays the total number of documents displayed in the scrolling window. These documents meet the restrictions entered in this window and in the Shipping Documents Sales Inquiry Restrictions window.

9. Choose Purchase to open the Purchase Orders Preview window where you can view the purchase orders that can be generated from the sales documents. Refer to the Sales Order Processing documentation for more information.

10. Choose OK to close the window after viewing the information.

Viewing the shipped not invoiced quantity

After an inventory adjustment is posted, you can view the available to promise quantity for an item/site combination. When a shipment is confirmed, a negative inventory adjustment is posted to reduce the shipped quantity from the inventory. The Inventory Available to Promise Inquiry window (Inquiry >> Inventory >> Available to Promise) displays the Shipped not Invoiced quantity for the item. The Allocated and the On Hand fields display the balance after deducting the Shipped not Invoiced Quantity. The Shipped not invoiced quantity is reduced when the positive inventory adjustment is generated on posting an invoice.
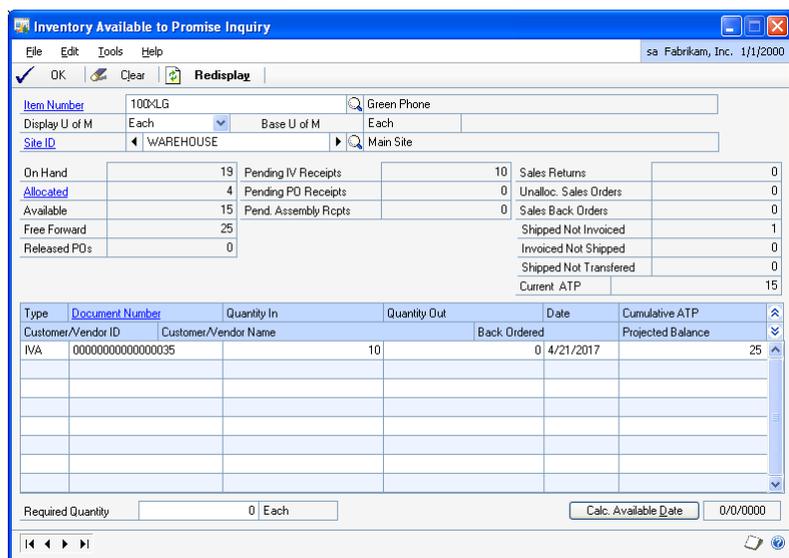
For example, the following are the balances for an item X at site A:

- On Hand: 10
- Allocated: 11
- Available: (1)
- Free Forward: (2)
- Shipped not Invoiced: 0

After a negative inventory adjustment for 5 units of the item X at site A was posted, the new balances will be as follows:

- On Hand: 5
- Allocated: 6
- Available: (1)
- Free Forward: (2)
- Shipped not Invoiced: 5

After the invoice is posted and the positive inventory adjustment is generated, the balances will be as follows:

- On Hand: 5
- Allocated: 6
- Available: (1)
- Free Forward: (2)
- Shipped not Invoiced: 0

In order to reflect the actual quantities on hand, the Sold field in the Item Inquiry window displays as Sold/Shipped and includes the sold as well as the shipped not invoiced quantity. In the Purchase Receipts Inquiry window and the Lot Number Inquiry window, the Quantity Sold field includes the sold as well as the shipped not invoiced quantity.

Viewing the invoiced not shipped quantity

The Inventory Available to Promise Inquiry window (Inquiry >> Inventory >> Available to Promise) displays the Invoiced Not Shipped quantity for the item. This field is updated upon posting a pre –invoice. The Allocated field displays the balance after deducting the Invoiced Not Shipped Quantity. The Invoiced Not Shipped quantity reduces when you confirm the shipment for the item.

For example, the following are the balances for an item Y at site A:

- On Hand: 50,002.75
- Allocated: 15
- Available: 49,987.75
- Free Forward: 49,987.75
- Invoiced not Shipped: 0

After you post a pre invoice for 5 units of the item at site A, the new balances will be as follows:

- On Hand: 50,002.75
- Allocated: 10
- Available: 49992.75
- Free Forward: 49992.75
- Invoiced not Shipped: 5.0

After going through the workflow process, confirm the shipment for the item and save the transaction. The new balances will be as follows:

- On Hand: 49997.75
- Allocated: 10
- Available: 49987.75
- Free Forward: 49987.75
- Invoiced not Shipped: 0

Post the invoice, and the new balances will be as follows:

- On Hand: 49997.75
- Allocated: 10
- Available: 49987.75
- Free Forward: 49987.75
- Invoiced not Shipped: 0

Viewing the shipped not transferred quantity

The Inventory Available to Promise Inquiry window (Inquiry >> Inventory >> Available to Promise) displays the shipped not transferred quantity for the item. This field is updated only after confirming the shipment for the item.

For example, the following are the balances of an item Z at site A.

- On hand: 13.25
- Allocated: 0.00
- Available: 13.25
- Free Forward: 13.25
- Shipped Not Transferred: 0.00

After confirming the shipment for 5 units of the item, the new balances of the item are as follows:

- On hand: 8.25
- Allocated: 0.00
- Available: 8.25
- Free Forward: 8.25
- Shipped Not Transferred: 5.00

After posting the transaction, the new balances of the item are as follows:

- On hand: 8.25
- Allocated: 0.00
- Available: 8.25
- Free Forward: 8.25
- Shipped Not Transferred: 0.00

Viewing purchase returns

You can view the purchase returns that you have entered for Shipping Documents in the Shipping Documents Purchase Return Inquiry window. You can define the criteria to display the documents in the scrolling window. You must have activated Shipping Documents for Purchase Returns to open this window. Refer to *Setting up Shipping Documents* on page 6 for more information.

To view purchase returns:

1. Open the Shipping Documents Purchase Return Inquiry window. (Inquiry >> Purchasing >> Shipping Documents Purchase Returns)
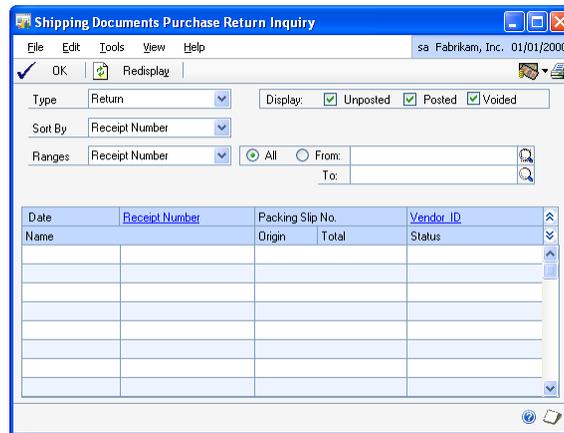
2. Select the document type for which to view the transaction details. The available options are Return and Return w/Credit.

3. Select whether to display unposted, posted, or voided transactions in the scrolling window.

4. Select whether to sort the documents that appear in the scrolling window by receipt number, document date, or vendor ID.

5. Select a range of documents.

6. You can select to display all the documents in the selected range, or enter the beginning value and the ending value for the range.

7. Choose Redisplay to update the window, displaying any new records that have been added since you opened the window.

8. Choose OK to close the window after viewing the information.

Viewing inventory transaction information

Use the Shipping Documents Inventory Transaction Inquiry window to view the transaction details for standard transfers. You can also view the transaction details for in-transit inventory transfers if you are using the Legal Documents module on an Argentinean installation or if you are using the Localization Chile module on a Chilean installation.

To view inventory transaction information:

1. Open the Shipping Documents Inventory Transaction Inquiry window. (Inquiry >> Inventory >> Shipping Documents Transaction)
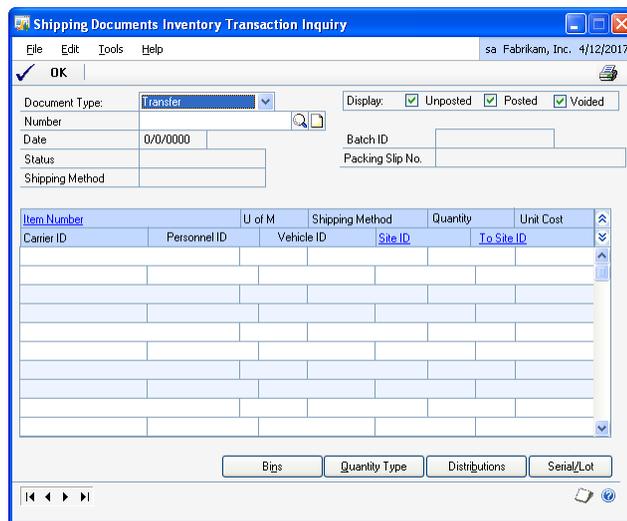
2. Select whether to display unposted, posted, or voided documents in the scrolling window.

3. Select the document type, whether Transfer or In-transit for which to view the transaction details.

4. Enter or select the document number.

    The window displays the transaction details for the selected document.

5. Choose Bins to open the Inventory Transaction Bin Inquiry window where you can view the item quantity for each bin involved in the transaction. This button is available only if you are using multiple bins in the transaction, and the item is not tracked by lot or serial numbers. Refer to the Inventory Control documentation for more information.

6. Choose Quantity Type to open the Inventory Transaction Quantity Type Inquiry window where you can view information about the quantity types that were transferred. You can open this window only if you have selected a transfer document. Refer to the Inventory Control documentation for more information.

7. Choose Distributions to open the Inventory Transaction Distribution Inquiry window, where you can view information about the accounts that were used when distributing the original transaction. Refer to the Inventory Control documentation for more information.

8. Choose Serial/Lot to open the Inventory Transaction Serial Inquiry window or the Inventory Transaction Lot Inquiry window depending on whether the selected item was tracked by serial numbers or lot numbers respectively. Refer to the Inventory Control documentation for more information.

9. Choose OK to close the window.

Viewing documents connected to an invoice

You can use the Sales Document Detail Inquiry Zoom window to view detailed information for an invoice, including the master number, General Ledger reference and documents connected to the invoice.

To view documents connected to an invoice:

1. Open the Sales Document Detail Entry window or the Sales Document Detail Inquiry Zoom window.
    (Transactions >> Sales >> Sales Transaction Entry >> Document No. expansion button) or
    (Inquiry >> Sales >> Sales Items >> Document Number link >> Document No. expansion button)

2. The scrolling window lists all the documents that are connected with the selected invoice. The Master Number field displays the master number for the documents.

3. Choose OK to close the window.

Viewing carrier information

Use the Carrier Information Setup Inquiry window to view the carrier setup information. You also can view the details of the personnel and vehicle information that you have assigned to the carrier.

To view the carrier information:

1. Open the Carrier Information Setup Inquiry window.
    (Inquiry >> Shipping Documents Carrier Information)

2. Enter or select the carrier ID for which to view the carrier information. The Carrier Name field displays the carrier name.

3. The Personnel group displays the information of the personnel associated with the carrier ID.

4. The Vehicle group displays the information of the vehicle associated with the carrier ID.

5. Choose OK to close the window.

Setting up Smartlist integration

You can add carrier information details to the SmartList using the SmartList Integration window. The Carrier Node folder is created at the root level in the SmartList.

To set up SmartList integration:

1. Open the Shipping Documents SmartList Integration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Documents >> Smartlist Integration)
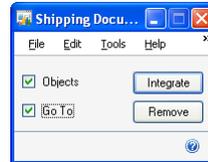
2. Mark the Objects checkbox to create folders at the root level in the SmartList.

3. Mark the Go To checkbox to allow you to open the document by double clicking it from the SmartList.

4. Choose Add to create the folder and the links in the Smartlist.

5. Choose Remove to remove the folder and links from the Smartlist.

Integration with SmartList

You can use the SmartList window (Microsoft Dynamics GP menu >> SmartList) to view the Shipping Documents information. When you activate Shipping Documents, new columns are created in the Inventory and Purchasing series to display the Shipping Documents information.

The following columns are created in the Inventory Transactions folder to display the Shipping Documents information.

- Shipping Documents Packing Slip Number
- Shipping Documents Workflow Status
- Shipping Documents Void Status
- Shipping Method
- Carrier ID
- Personnel ID
- Vehicle ID

The following columns are created in the Receivings Transactions folder to display the Shipping Documents information.

- Shipping Documents Packing Slip Number
- Shipping Documents Workflow Status
- Shipping Method
- Carrier ID
- Personnel ID
- Vehicle ID

The following columns are created in the Sales Line Items folder to display the Shipping Documents information.

- Shipping Documents Shipped Not Invoiced
- Shipping Documents Invoiced Not Shipped
- Carrier ID
- Personnel ID
- Vehicle ID

Glossary

Carrier information

The details of the transport provider of the company used to transport goods.

Combined invoice

A single invoice that combines multiple shipments for a single customer.

Invoiced Not Shipped

Displays the item quantities that are pre invoiced but are not yet shipped. The Invoiced not Shipped quantity reduces when you confirm the shipment for the item.

Pre invoice

An invoice that is posted first for which the corresponding shipment is made fully or in parts at a later date.

Shipping document

A document with a unique number that accompanies each shipment made.

Shipped Not Invoiced

Displays the item quantities that are shipped but are not yet invoiced. The Shipped Not Invoiced quantity reduces when a positive inventory adjustment is generated on posting an invoice.

Shipped Not Transferred

Displays the item quantities for which the shipment is confirmed but are not yet transferred to the destination.

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