# Picking and Packing

Sales and marketing > Common > Sales orders > All sales orders > Pick and pack tab

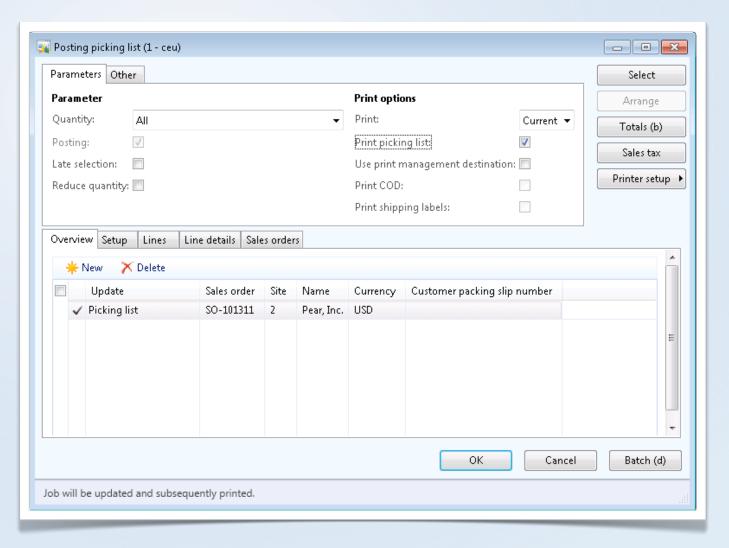
Summary The Picking and Packing process can go from simple to very complex in AX. The process shown in this section is the simple process, and does not include advanced routing or handheld device processes commonly found in a warehouse.

- Steps 1. Print Picking list
  - 2. Register Picking list
  - 3. Print Packing slip

- $Tips \; \bullet \;$  Generate picking lists from a batch process
  - Use either an on-demand or automated batch
  - Set up AX to post a financial entry for the packing slip for easier inventory reconciliation

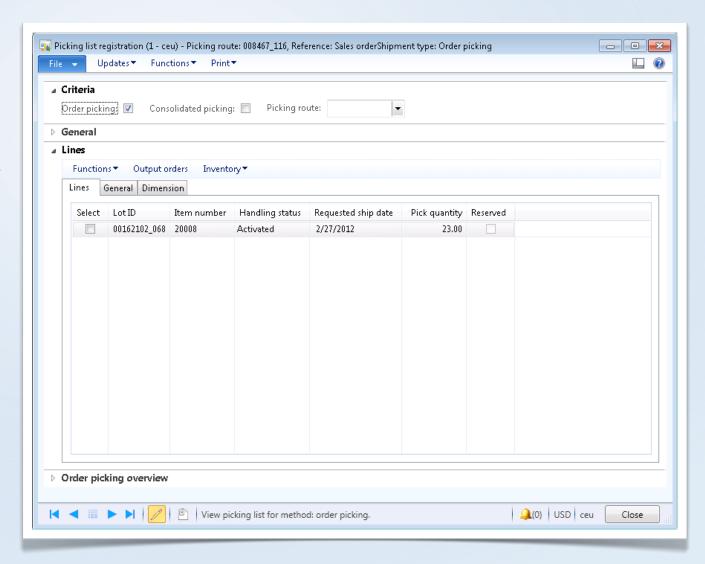
## **Print Picking list**

- Click the **Picking list** button.
- Check **Print picking list**.
- Click OK.



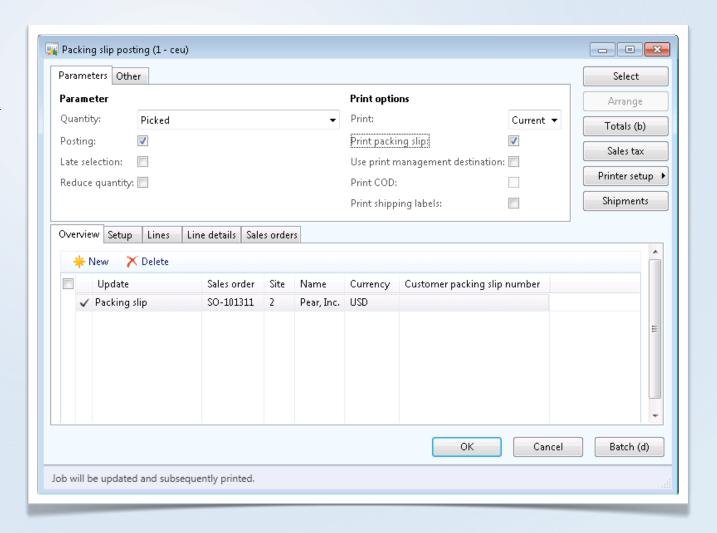
### Register Picking list

- Click the **Picking list** registration button.
- Update the **Pick quantity**.
- Click the Updates button > Update all.



### Print Packing slip

- Click the Packing slip button.
- Choose a **Quantity** selection of Picked.
- Mark **Posting**.
- Mark **Print packing slip**.
- Click OK.



### Movie 2.3 Picking and Packing

