

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

- 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**.

Posting picking list (1 - ceu)

Parameters Other

Parameter

Quantity: All

Posting: ☒

Late selection: ☐

Reduce quantity: ☐

Print options

Print: Current

Print picking list: ☒

Use print management destination: ☐

Print COD: ☐

Print shipping labels: ☐

Overview Setup Lines Line details Sales orders

New Delete

	Update	Sales order	Site	Name	Currency	Customer packing slip number
<input checked="" type="checkbox"/>	Picking list	SO-101311	2	Pear, Inc.	USD	

OK Cancel Batch (d)

Job will be updated and subsequently printed.

Register Picking list

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

Picking list registration (1 - ceu) - Picking route: 008467_116, Reference: Sales orderShipment type: Order picking

File Updates Functions Print

Criteria

Order picking: ☒ Consolidated picking: ☐ Picking route:

General

Lines

Functions Output orders Inventory

Lines General Dimension

Select	Lot ID	Item number	Handling status	Requested ship date	Pick quantity	Reserved	
<input type="checkbox"/>	00162102_068	20008	Activated	2/27/2012	23.00	<input type="checkbox"/>	

Order picking overview

View picking list for method: order picking. | (0) | USD | ceu | Close

Print Packing slip

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

Packing slip posting (1 - ceu)

Parameters Other

Parameter

Quantity: Picked

Posting: ☒

Late selection: ☐

Reduce quantity: ☐

Print options

Print: Current

Print packing slip: ☒

Use print management destination: ☐

Print COD: ☐

Print shipping labels: ☐

Select

Arrange

Totals (b)

Sales tax

Printer setup ▶

Shipments

Overview Setup Lines Line details Sales orders

* New ✕ Delete

	Update	Sales order	Site	Name	Currency	Customer packing slip number
<input checked="" type="checkbox"/>	Packing slip	SO-101311	2	Pear, Inc.	USD	

OK Cancel Batch (d)

Job will be updated and subsequently printed.

Movie 2.3 Picking and Packing

CEU ► Sales and marketing ► Common ► Sales orders ► All sales orders

File Sales order Sell Manage Pick and pack Invoice General

Picking list Picking list registration

Packing slip posting (1 - ceu)

Parameters Other

Parameter

Quantity: Picked

Posting: ☒

Late selection: ☐

Reduce quantity: ☐

Print options

Print: Current

Print packing slip: ☒

Use print management destination: ☐

Print COD: ☐

Print shipping labels: ☐

Select

Arrange

Totals (b)

Sales tax

Printer setup ►

Shipments

Overview Setup Lines Line details Sales orders

New Delete

	Update	Sales order	Site	Name	Currency	Customer packing slip number
<input checked="" type="checkbox"/>	Packing slip	SO-101323	1	Pear, Inc.	USD	

OK Cancel Batch (d)

Job will be updated and subsequently printed.

Navigation pane Favorites

All sales

SO-101323

SO-10132

Currency: U

Item numb

9027

0 (0) USD ceu