How to assign and print Picking Tickets using the Shipping & Receiving screen

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Summary

This article describes how to assign 1 or more **Sales Orders** to a Stock Picker and print a **Picking Ticket** document. It also describes how to finalize a Picking process before starting another Pick.

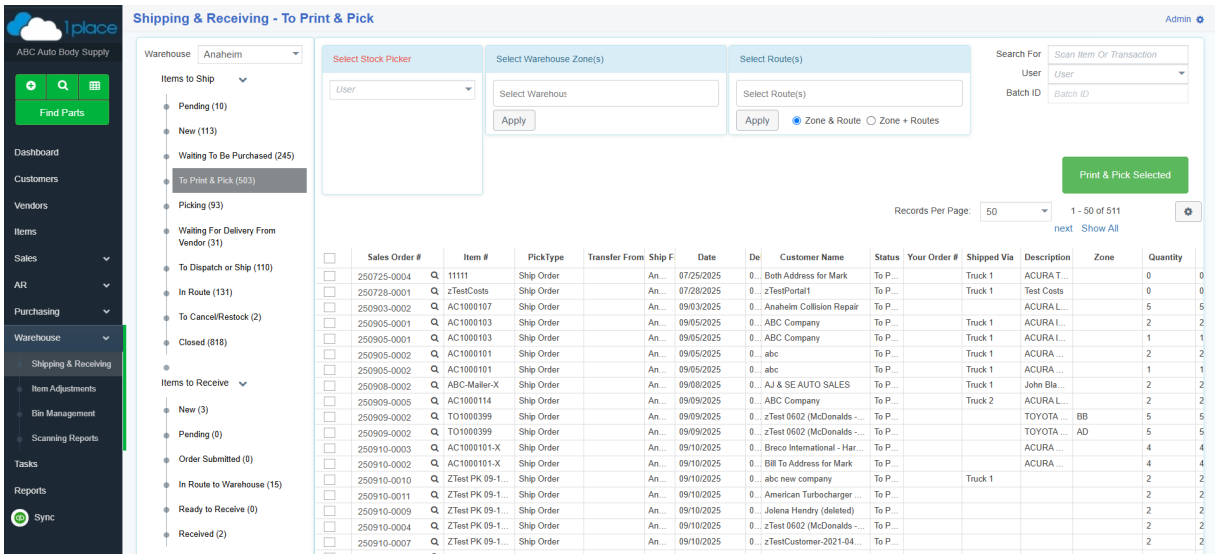
Before You Begin

This article assumes you have already created 1 or more **Sales Orders**.

Steps

> **Tip**: Using the **Shipping & Receiving** screen is not as simple as just printing **Pick Tickets** on the **Sales Order**. However, it gives the Warehouse Manager (and other personnel) greater visibility of the **status** of all Orders, who is picking what, how long it takes them to pick the items, which items could not be found, etc. (It also allows the warehouse personnel to print on demand.

1. On the **Warehouse** > **Shipping** & **Receiving** screen, click on the **To Print & Pick** screen option on the left side.

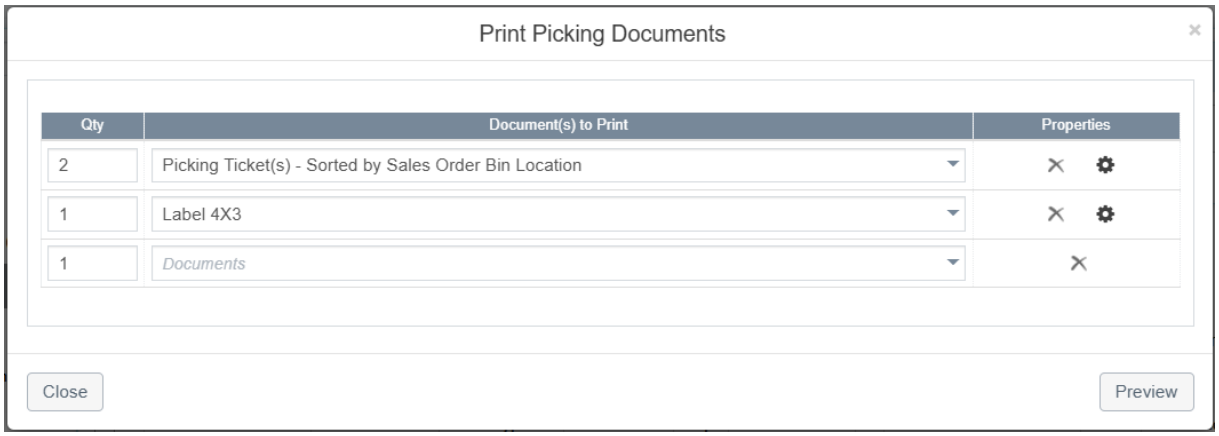


2. Assign a Stock Picker to pick certain items on certain Sales Orders.
    a. On the **Select Stock Picker** drop down list select who the person's name.
    b. (Optional) If your company picks by Zone, select a warehouse Zone, and then click the **Apply** button.

c. (Optional) Select 1 or more Routes (Sales Order Shipped Via's), and then click the **Apply** button.

d. (Optional) Click (or un-click) Orders to pick.

3. Click the green **Print & Pick Selected** button to display the **Printing Options** popup screen. Then **Preview**.



> **Tip**: You can pre-define which **Picking Ticket, Packing Slip,** or **Item Labels** are automatically selected in the **Settings** > **System** > **Print Settings**.

4. With the documents to print in Preview click the **Printer** icon and print the Documents.

5. When finished, click **Save & Update Status**.
(NOTE: This will update the Order **Status** to **Picking** and assign the Order(s) to the Picker you selected).

6. The Stock Picker will now pick the items in the order they are printed on the Picking Tickets (or the order the Picking Labels printed in).

7. When finished, on the **Shipping & Receiving** screen > **Picking**, the Stock Picker (or assigned supervisor) will follow these steps:

   a. Using the **Select Your Name** drop down list, select the name of the Stock Picker (that is now finished picking items).

   b. Then click the **Auto Select & Update All Qty Picked Values (to the Qty Shipped value)** button. This will auto fill the **Qty Picked** column with the Qty ShippedQty. If any of items could not be located the Picker will change the value in the **Qty Picked** column to the Qty actually picked.

   c. Click the **Pick Completed** button. (**NOTE**: If any of the Qty Picked values is different than the Qty Shipped it will display an option to send an email to the assigned email(s), so the Picker can easily report the issue).

