

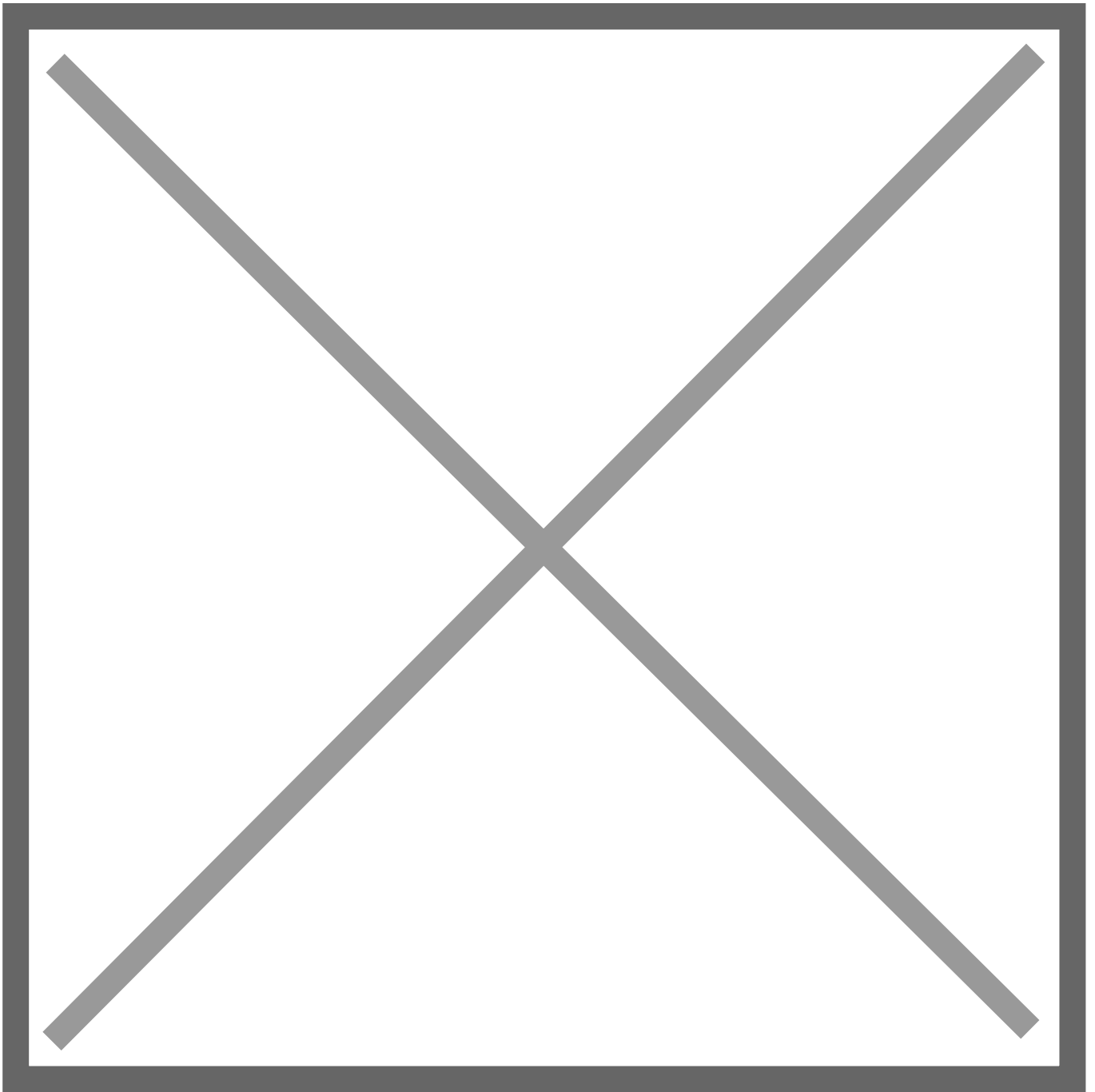
Picking Slip Additional Procedure

This is where one can add stock onto a picking slip on a job from items already added on from a quote.

OR

Add new stock onto the job and picking slip.

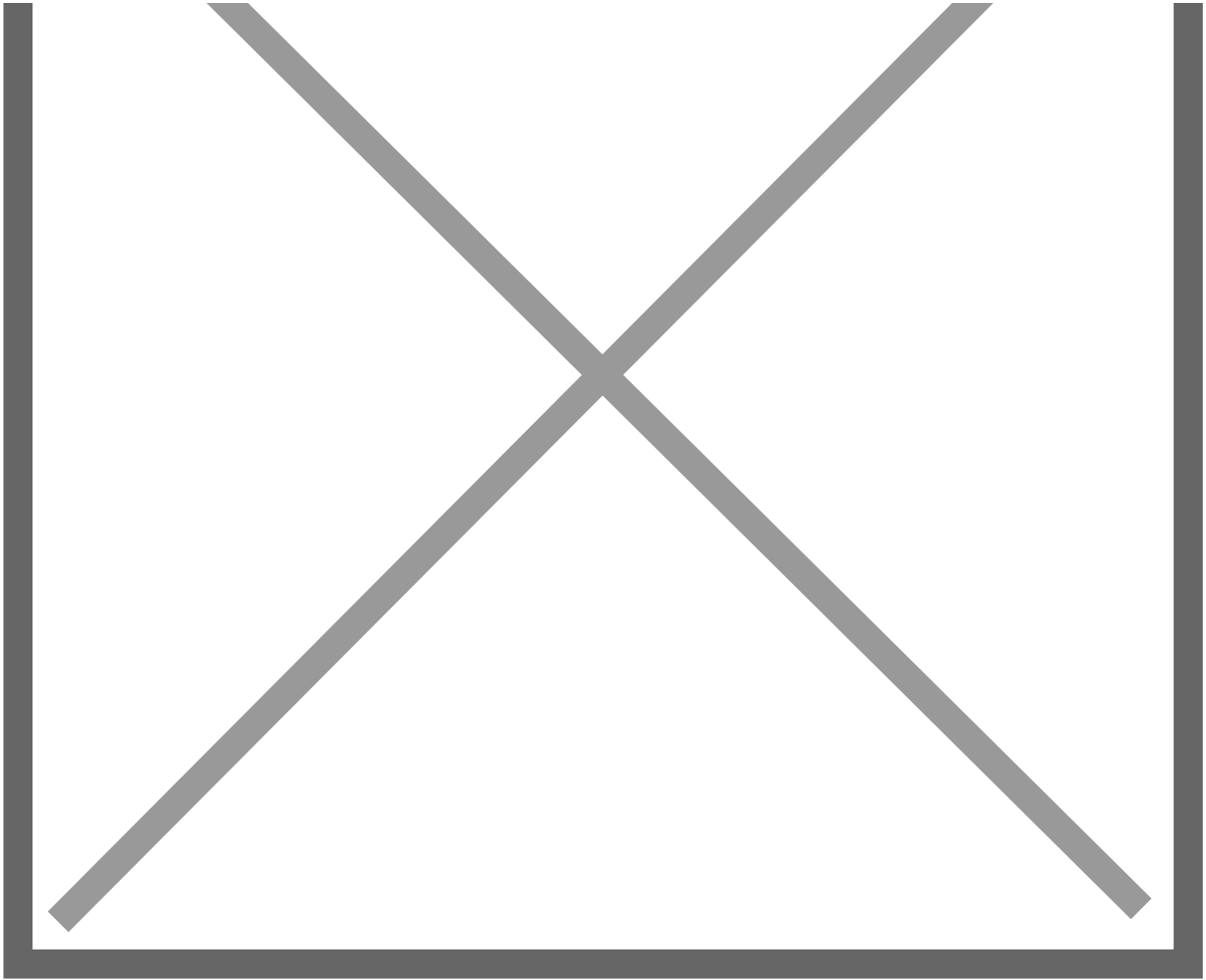
Go to Manage Job > Amend Job > Picking Slip Tab



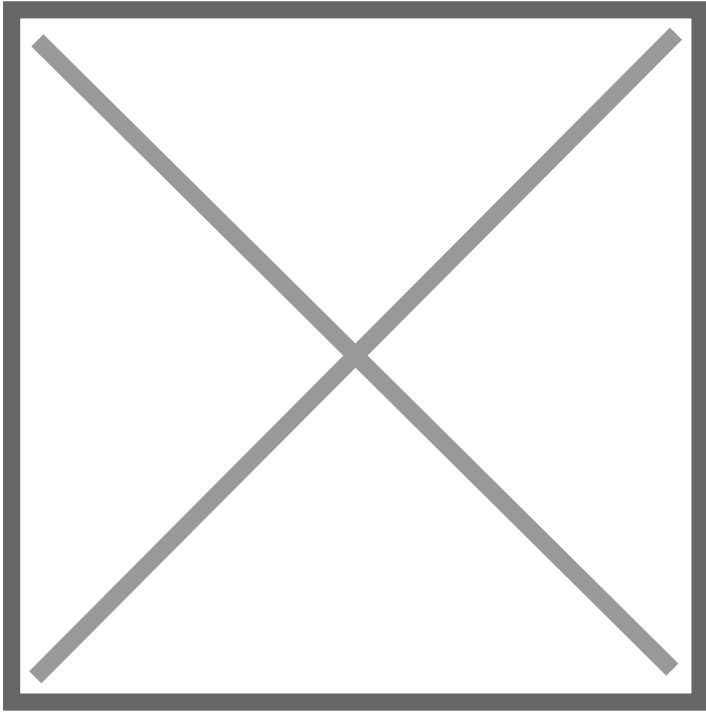
To create a new Picking slip click on the Add to Picking Slip Button

Create a new picking slip to add items to

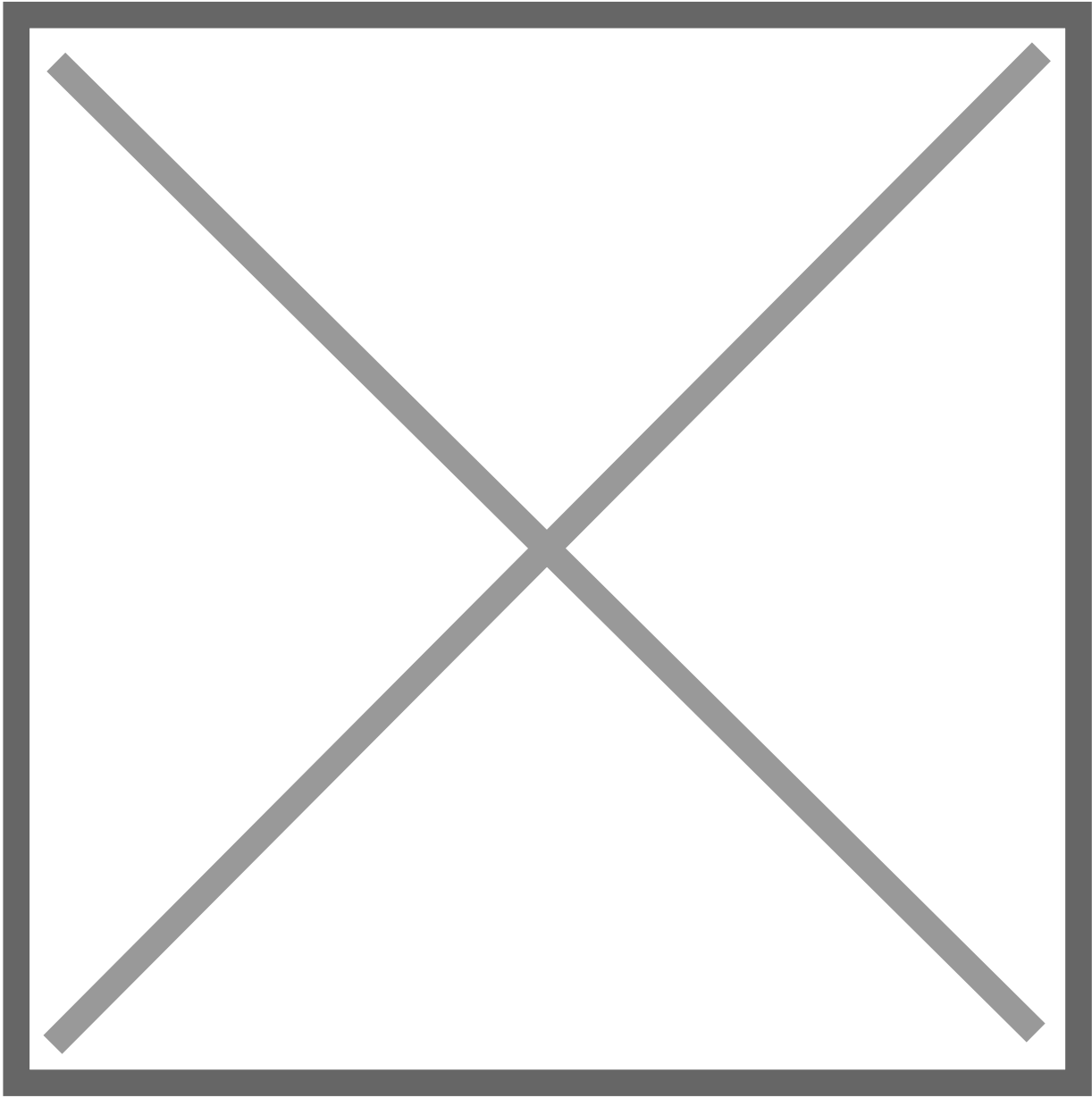
Click on the Add button to create a new picking slip



Put a new name for the picking slip

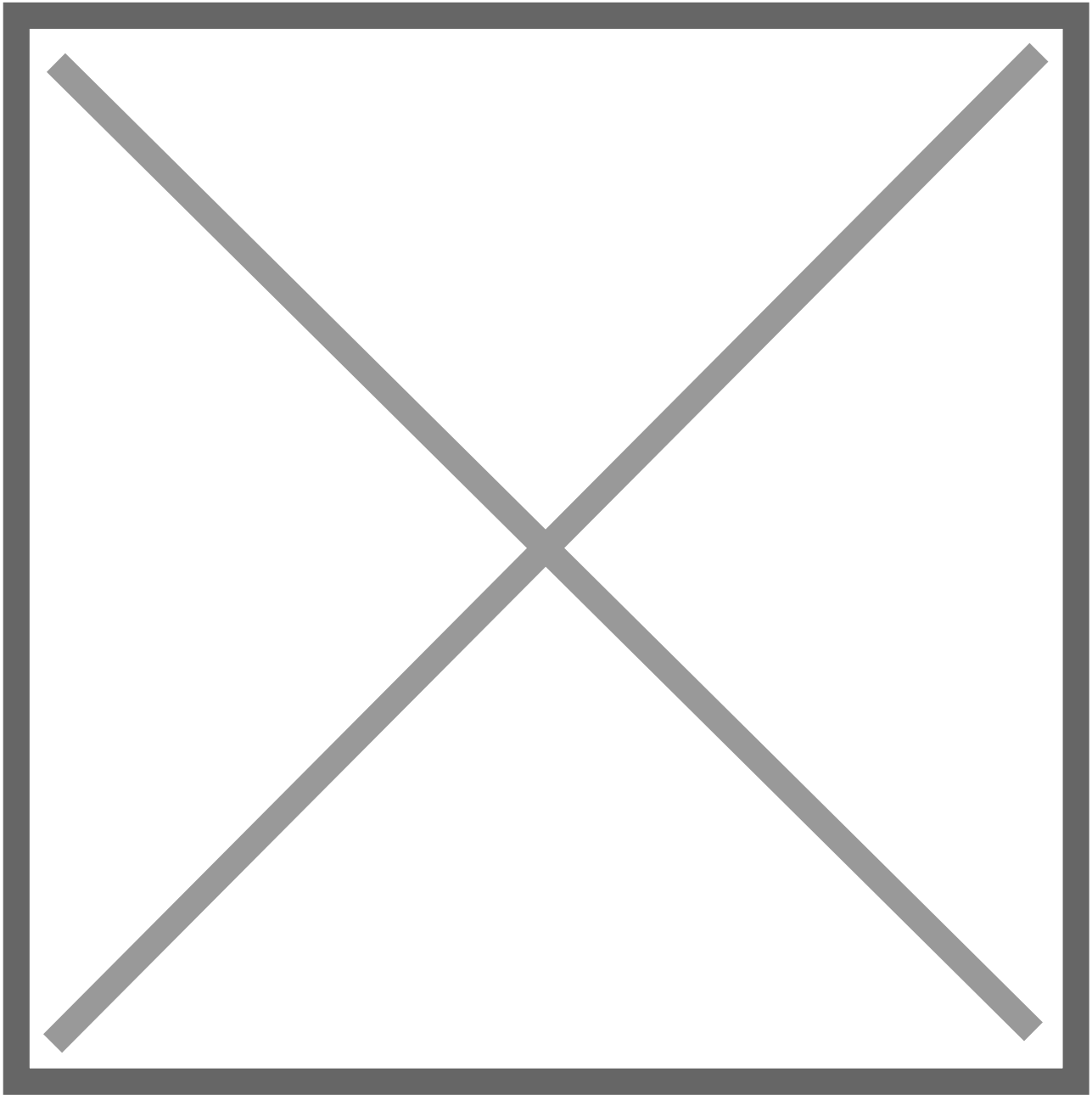


Select the new picking slip name

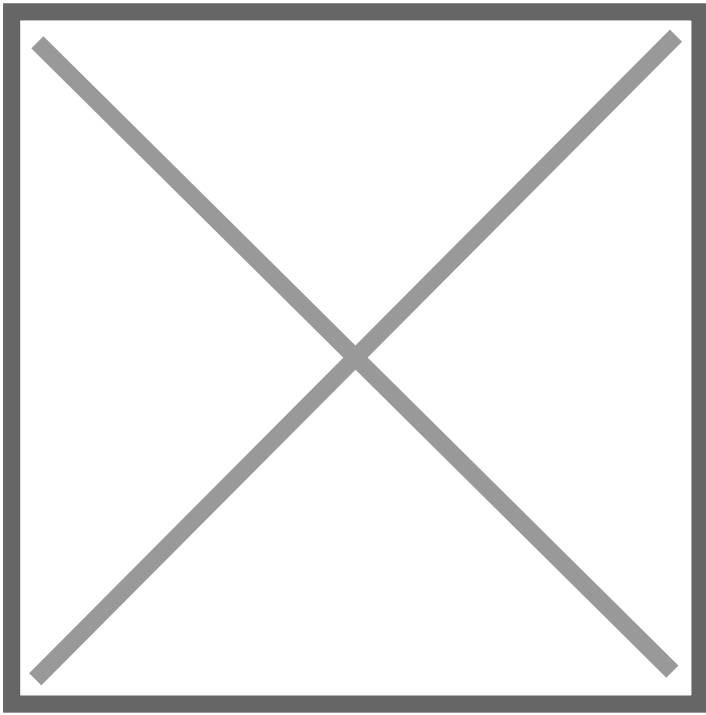


To add stock from the list, highlight the item and then click on the add button.

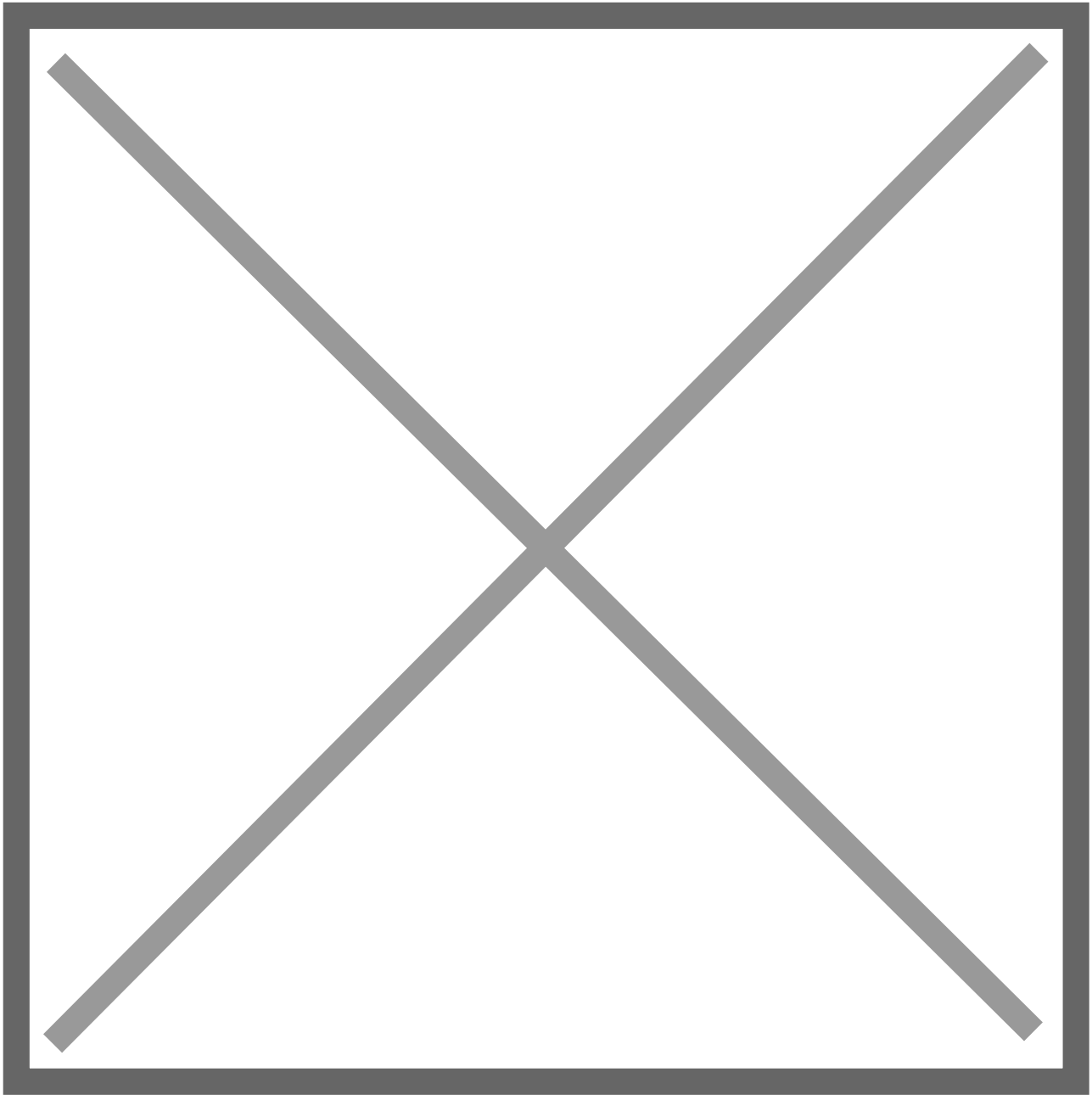
IF you want to add all the items, click on Add All button



After clicking on Add, a window will appear for you to put a quantity onto the picking slip.



The items on the lower window will be assigned to the picking slip



Now if you want to add new items onto the JOB and PICKING SLIP you can use the Add CTC button or Add SC button

CTC = Cost To Company

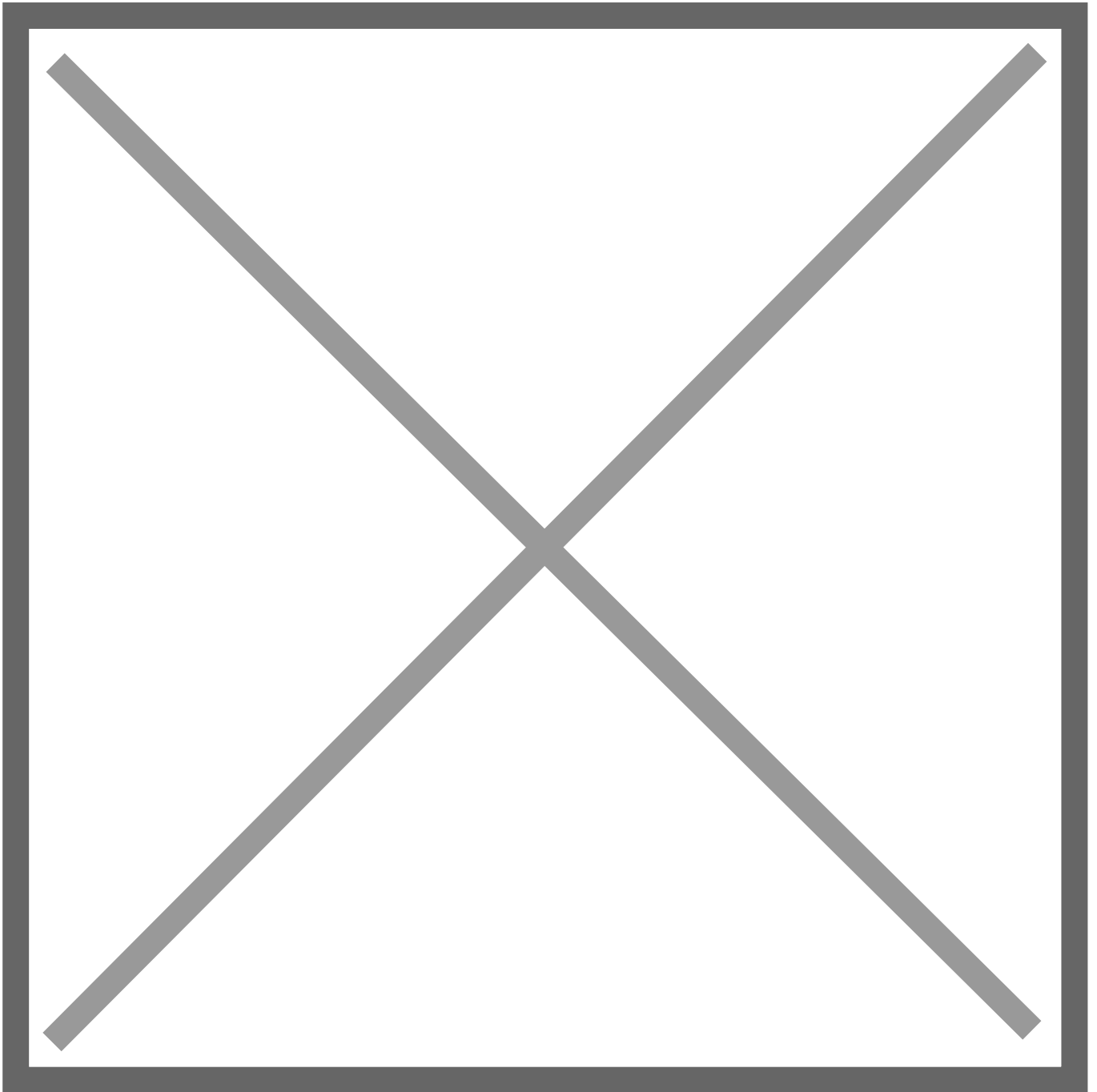
SC = Scope Creep

CTC is where you are adding the item without a selling price only cost price.

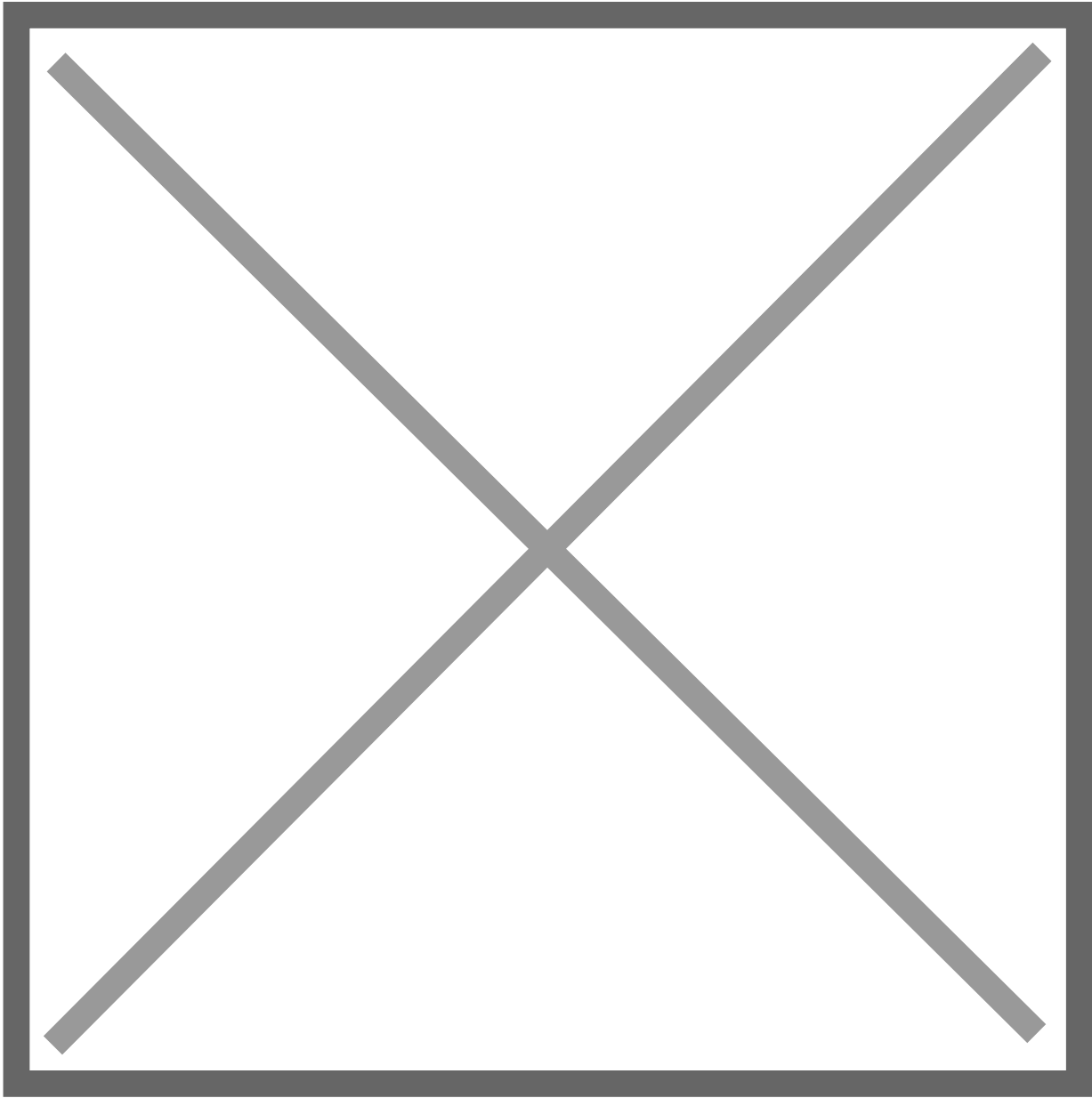
SC is where you will put in the selling price to charge the customer.

Clicking on CTC button add

This will add the item to the job and add to the picking slip

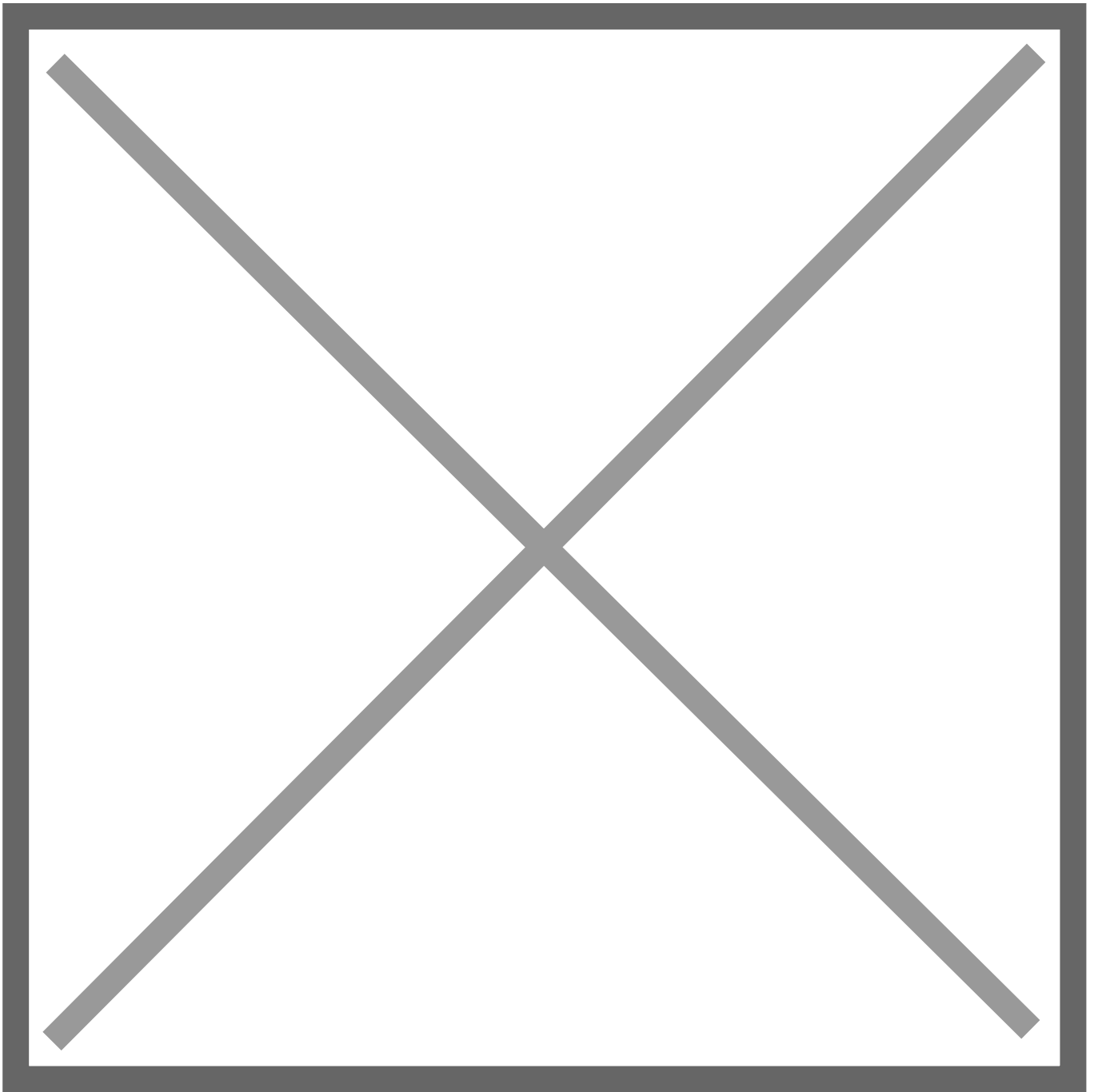


CTC item added to the picking slip and job, you can now add to the picking slip

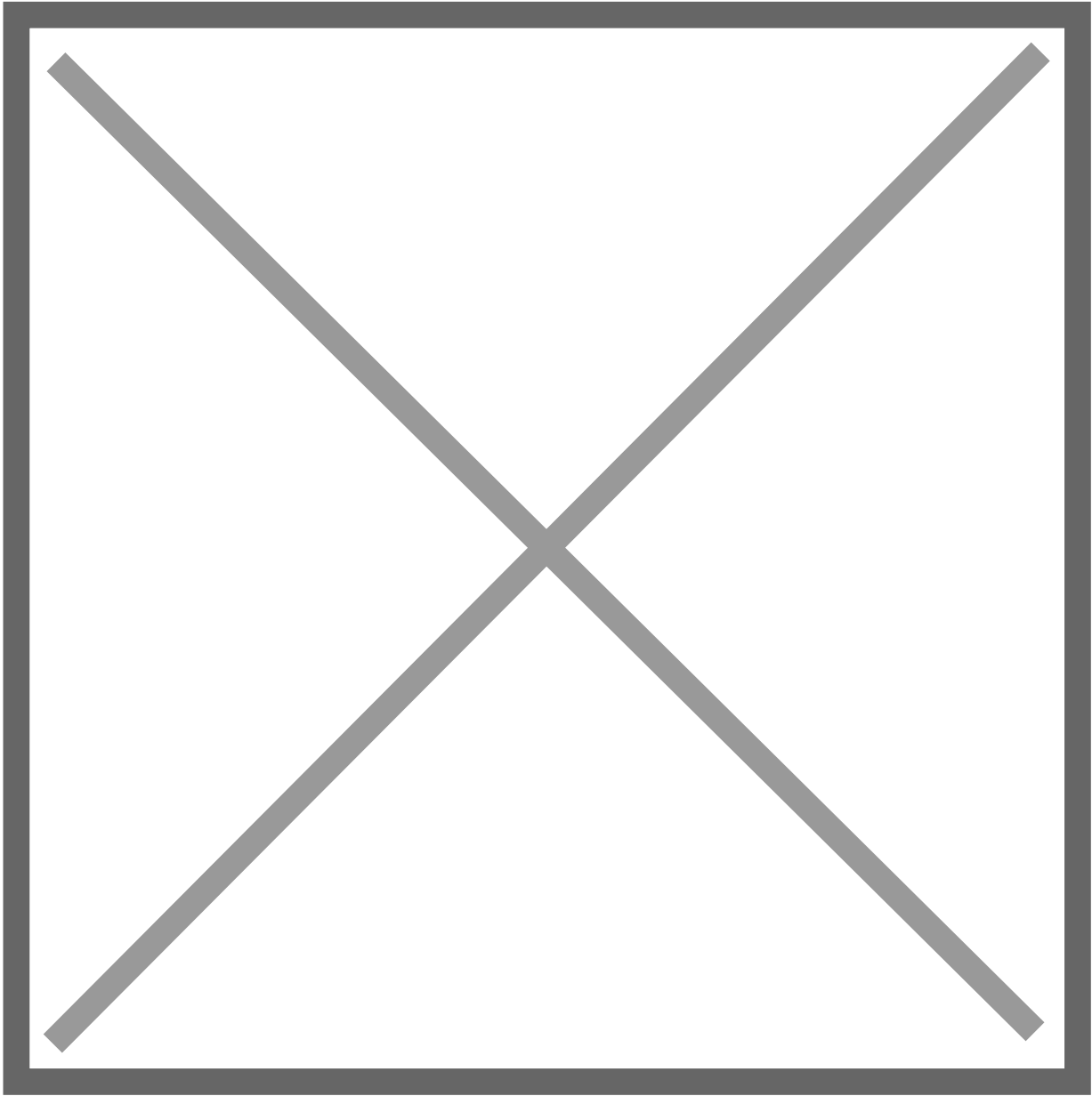


Clicking on SC button add

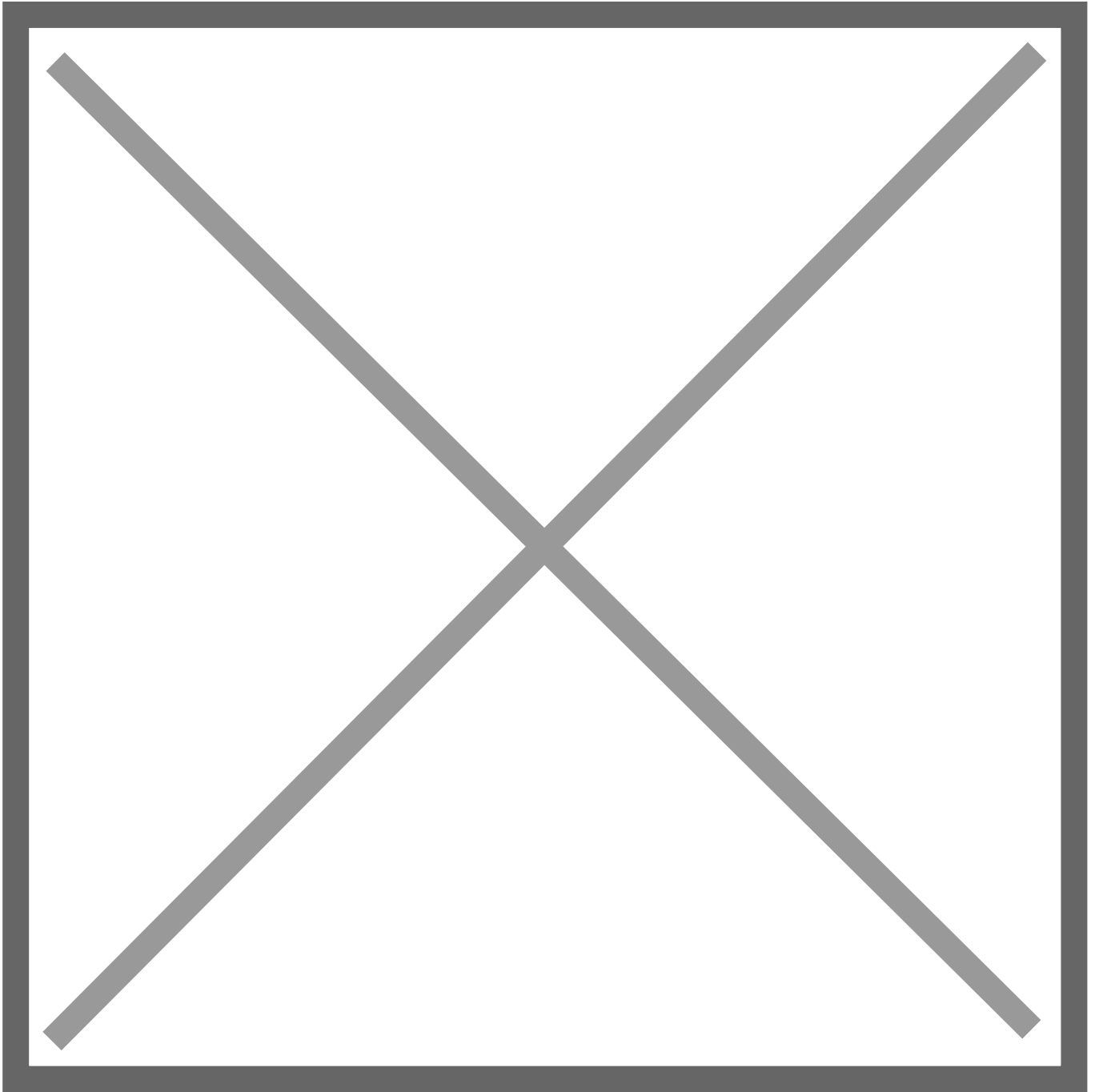
This will add the item to the job and add to the picking slip



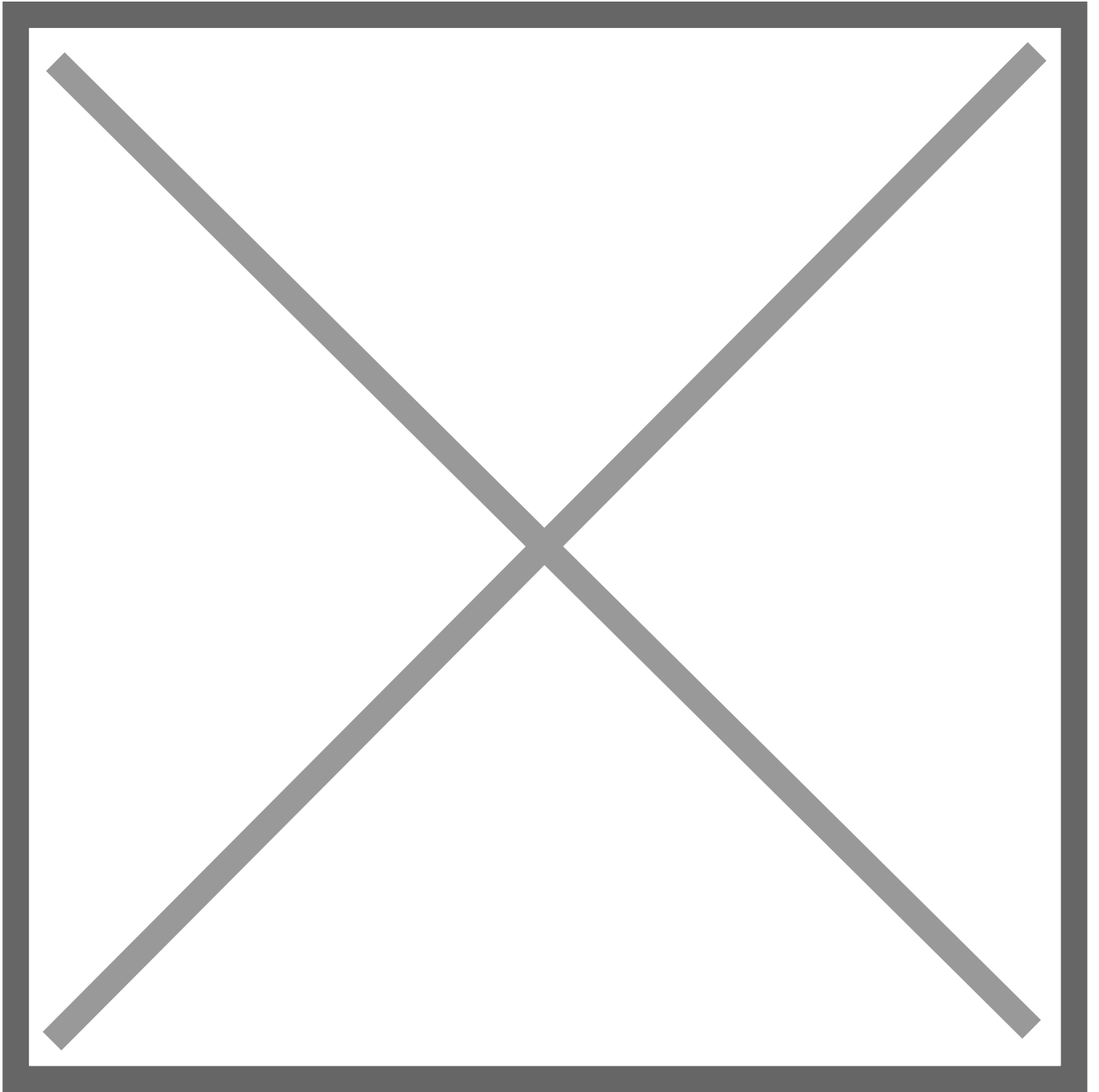
As you can see the stock is added to the picking slip



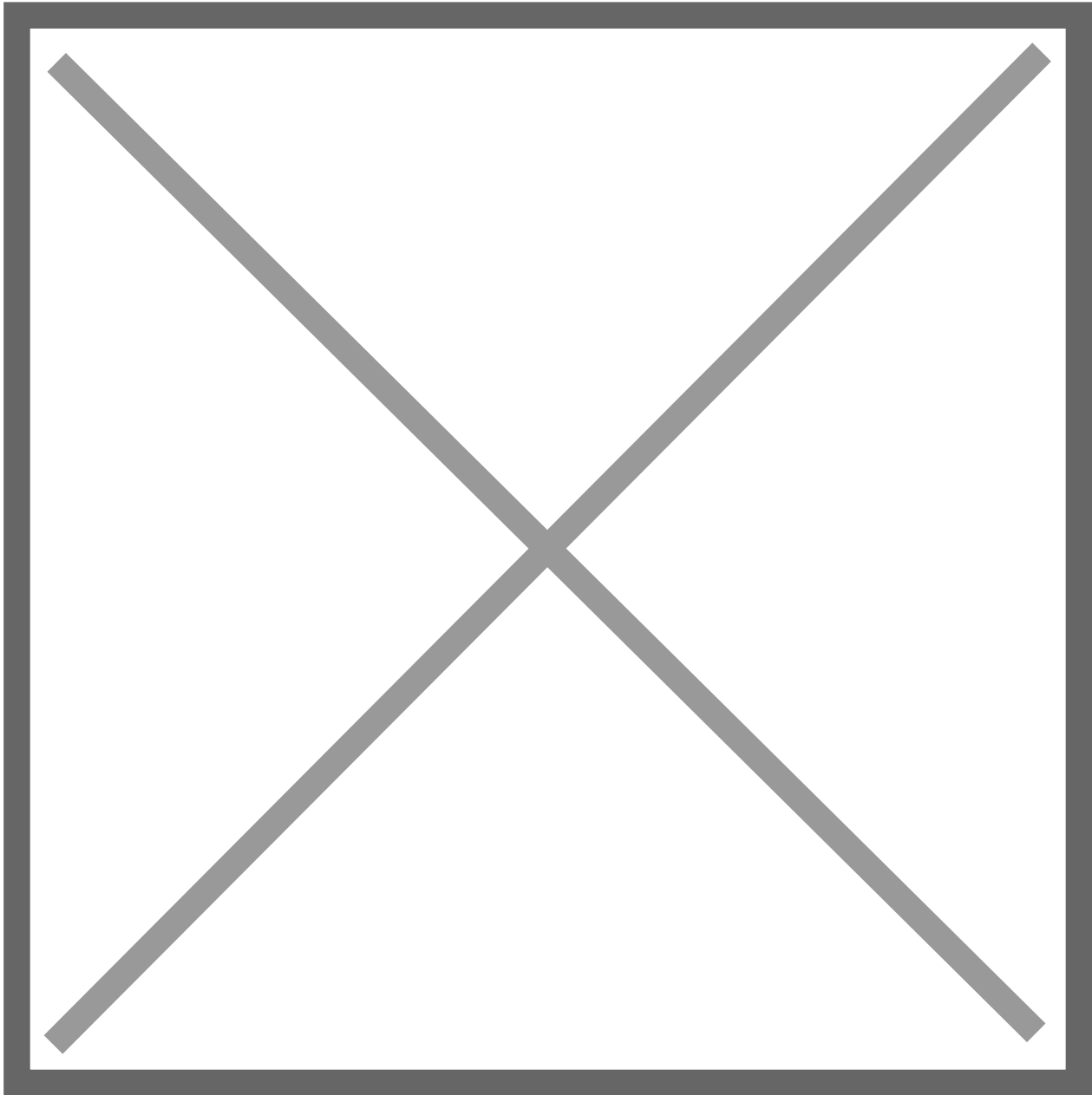
You can now print out the printing slip to be issued to staff to pick



You can see the Picking slip number



When the stock is then picked from the stores, the store man will highlight the picking slip and click on Picked.



Then the store man after giving the stock to the person will click on Manage Items to move the stock from on shelf to Work in Progress.

Revision #1

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