



Packing Slip

Megan De Freitas - 2024-11-22 - Reporting

Overview

The *Packing Slip* security setting allows users to see the Packing Slip report in the report manager. This report can be copied and edited in report designer. See the [Reports](#) documentation for more information on this functionality and other default reports.

Packing Slip

Usage

The Packing Slip report allows you to print out a Packing Slip for an order. This is used as a checklist for what is inside of a package. Once you enable the *Packing Slip* security the report will be visible in Report Manager.

The screenshot shows the 'Reports' manager on the left and a 'Report Preview' on the right. The 'Reports' list includes various reports, with 'Packing Slip' highlighted. The 'Report Preview' shows a sample document for a Packing Slip.

Reports Manager:

Report	ReportID	
Copy of Customer RGA	Customer RGA	<input checked="" type="checkbox"/>
Copy of Purchase Order	Purchase Order	<input checked="" type="checkbox"/>
Copy of AR Transaction Report	AR Transaction Report	<input checked="" type="checkbox"/>
Sales/Word Document	Sales/Word Document	<input type="checkbox"/>
Summary Packing Slip	Summary Packing Slip	<input type="checkbox"/>
Shippers Letter of Instruction	Shippers Letter of Instruction	<input type="checkbox"/>
Return	SalesPad Return	<input type="checkbox"/>
Quote	Quote	<input type="checkbox"/>
Proforma Invoice	Proforma Invoice	<input type="checkbox"/>
End Of Day Quick Report	End Of Day Quick Report	<input type="checkbox"/>
Picking Ticket	Picking Ticket	<input type="checkbox"/>
Packing Slip	Packing Slip	<input checked="" type="checkbox"/>
Order Confirmation	SalesPad Order Confirmation	<input type="checkbox"/>
Order	SalesPad Order	<input type="checkbox"/>
Nafta Certificate of Origin	Nafta Certificate of Origin	<input type="checkbox"/>
Invoice	SalesPad Invoice	<input type="checkbox"/>
Inventory Adjustment Report	Inventory Adjustment Report	<input type="checkbox"/>
In-Transit Transfer Report	In-Transit Transfer Report	<input type="checkbox"/>
Internal RGA	Internal RGA	<input type="checkbox"/>
Excel Sales Document	Excel Sales Document	<input type="checkbox"/>
Detailed Packing Slip	Detailed Packing Slip	<input type="checkbox"/>
Dangerous Goods Declaration	Dangerous Goods Declaration	<input type="checkbox"/>
Customer RGA	Customer RGA	<input type="checkbox"/>
Certificate of Origin	Certificate of Origin	<input type="checkbox"/>

Report Preview:

Sample Doc: [Dropdown]

TESTING

PACKING SLIP

ORDER # ORDST2225

Shipping From: SAATCHI/CLUB
Shipping To: GROUND

BILL TO:
Central Distributing
Customer Name:
2440 Hawthorne Dr.
La Corona, NY 10481-6575
P: (800) 555-5521
F: (800) 555-5521

SHIP TO:
Central Distributing
Customer Name:
127 25 St. N
La Corona, NY 10481-6575
P: (800) 555-5521
F: (800) 555-5521

Customer ID	Customer	SKU #	Ship Via	Sales Rep	Terms	Order Date
CENTRAL0000	Central Distributing		GROUND	SAATCHI/CLUB	NET 30	11/22/24

Quantity	SKU #	Batch #	Description	Units
1	4	PAK0000000000	SAATCHI/CLUB	1

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Security

Packing Slip - Allows users to see and use the default Packing Slip report.