



**Bill Of Lading
User Instructions**



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Introduction

ACMECO Custom is a Bill of Lading solution for capturing shipping information and printing shipping documents. This customization includes:

- A window attached to Sales Transaction Entry to capture shipment information. This information is used to print the Shipping Schedule report.
- A report window to print the Shipping Schedule.
- A window attached to Item Maintenance to capture item specific information used on the Bill of Lading.
- A Bill of Lading Entry screen to record the specific details of the shipments.
- A Posting screen to transfer the shipment information onto the GP sales document.
- Supporting setup and inquiry windows.



Installation - Server

Before starting, it is always good practice to backup your DYNAMICS and company databases prior to installing new software. Also make backups of all modified Forms and Reports dictionaries.

Have all users out of the system.

- 1) Extract the installation program,ACMECOSetup.zip
- 2) Double-click on the installer, ACMECOSetup.msi
- 3) Follow the on-screen instructions
- 4) Launch Dynamics GP
- 5) When asked to Include New Code, click YES
- 6) Log-in as "SA"
- 7) You will be prompted to run the installation for ACMECO Custom. Follow the on-screen instructions.

The Server installation is complete.



Installation - Client

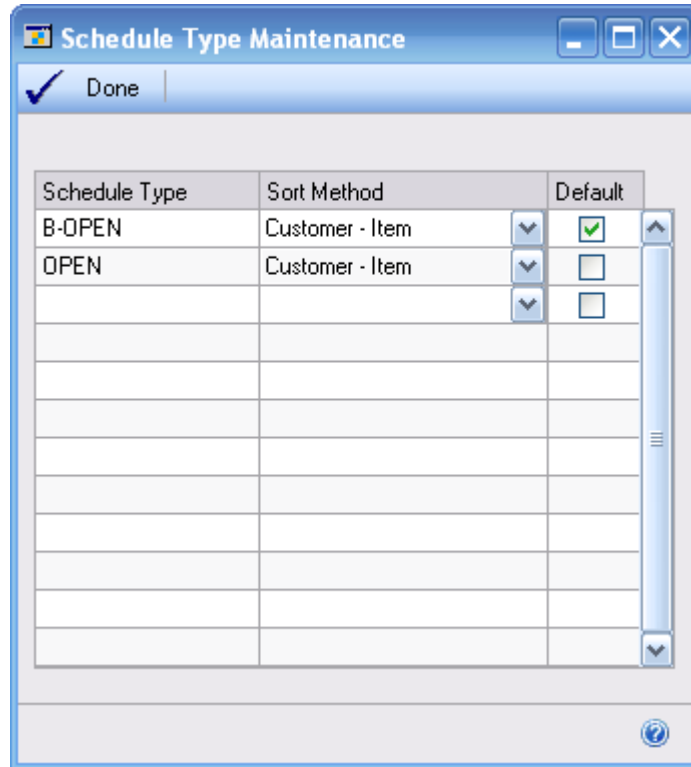
- 1) Extract the installation program, ACMECOSetup.zip
- 2) Double-click on the installer, ACMECOSetup.msi
- 3) Follow the on-screen instructions
- 4) Launch Dynamics GP
- 5) When asked to Include New Code, click YES

The Client installation is complete.

Repeat these steps on each Dynamics GP client.

Schedule Type Maintenance Setup

Tools >> Setup >> Sales >> Schedule Type Maintenance



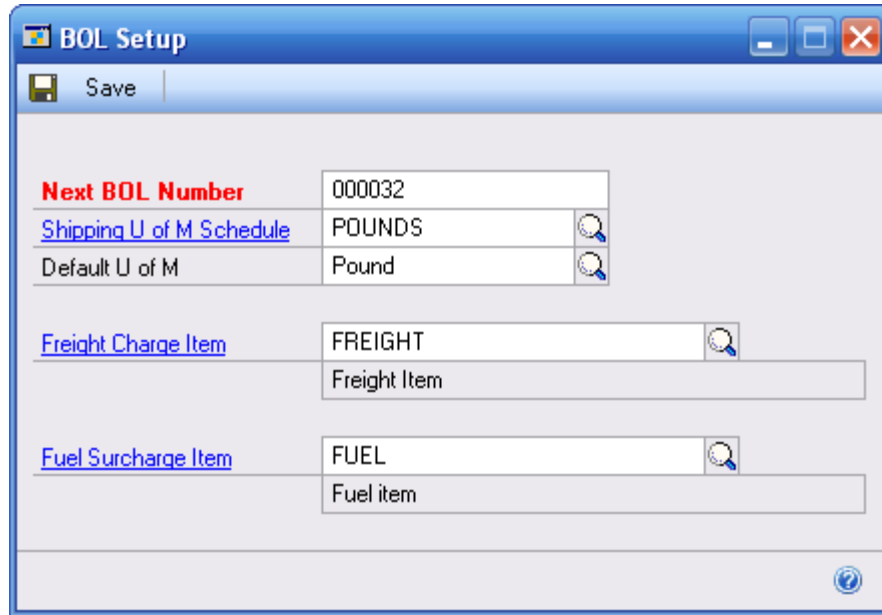
The Schedule Type Maintenance window is used to create and maintain a list of schedule types. The Shipping Schedule report uses the schedule types to group orders.

An unlimited number of schedule types can be created, and one of them can be marked as the Default. The default schedule type will automatically be displayed on the Sales Freight window.

The Sort Method is used to organize the line items on the Shipping Schedule Report.

BOL Setup

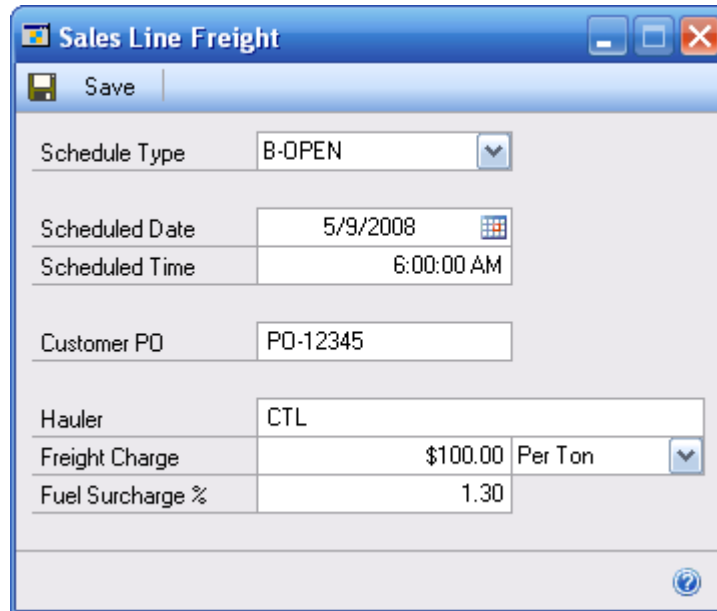
Tools >> Setup >> Sales >> BOL Setup



The BOL Setup window is used to setup create and maintain the next BOL number and set the defaults used creating a Bill of Lading.

1. Enter the Next BOL Number. This number will increment automatically as BOL's are created.
2. Enter the Shipping U of M Schedule. The Shipping U of M Schedule is set up in GP. A unit of measure schedule ID will need to be setup with all the possible shipping U of M's in it. The equivalent quantity can be set to one for all U of M's as this is not used in the customization. Click the zoom button to open the Schedule ID in Unit of Measure Schedule Setup.
3. Enter the Default U of M from the Shipping U of M Schedule ID.
4. Enter the Freight Charge and Fuel Surcharge Item numbers. These items need to be set up in GP as Service items. They will be added to the invoice after posting a BOL. Click the zoom buttons to open the item in Item Maintenance

Sales Line Freight



Schedule Type	B-OPEN	
Scheduled Date	5/9/2008	
Scheduled Time	6:00:00 AM	
Customer PO	PO-12345	
Hauler	CTL	
Freight Charge	\$100.00	Per Ton
Fuel Surcharge %	1.30	

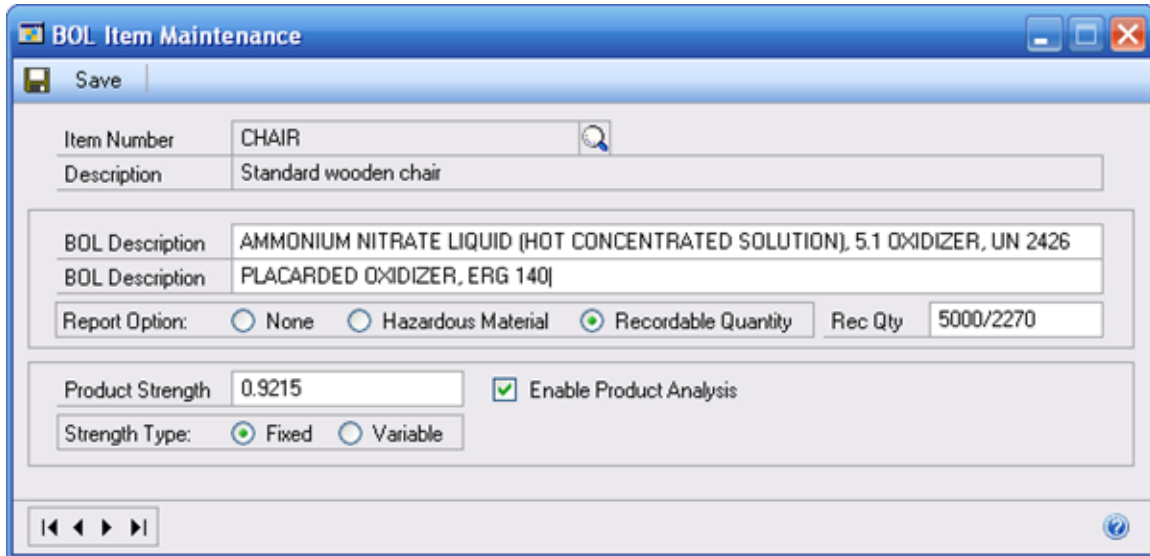
The Sales Line Freight window is used to create and maintain sales line specific information needed for the Shipping Schedule report, and for the Service items added to the invoice. This window can be accessed from the Extras menu when entering a sales order in Sales Transaction Entry (Transactions >> Sales >> Sales Transaction Entry). The window can also be opened with the keyboard combination CTRL+W.

**To have an order included on the Shipping Schedule Report, this window must be at least opened and saved to create a record.

1. Enter the Schedule Type. The default type from Schedule Type Maintenance will be displayed first, but can be changed.
2. Enter the Schedule Date and Time, if known.
3. Enter the Customer PO. By default it will be filled with the Customer PO from the Sales Transaction Entry window, but can be changed.
4. Enter the Hauler. This is a free-entry text field.
5. If applicable, enter the Freight Charge and select from the drop down whether it is a "Flat Rate" or "Per Ton" charge. This charge will appear on the invoice as the Extended Price for the Freight Charge Item setup in BOL Setup. If "Per Ton" is selected, the value is multiplied by the quantity of the sales item.
6. If applicable, enter the Fuel Surcharge %. This charge will appear on the invoice as the Extended Price for the Fuel Surcharge Item setup in BOL Setup. It is calculated as a percentage of the extended price of the sales item.

BOL Item Maintenance

Cards >> Inventory >> BOL Item Maintenance

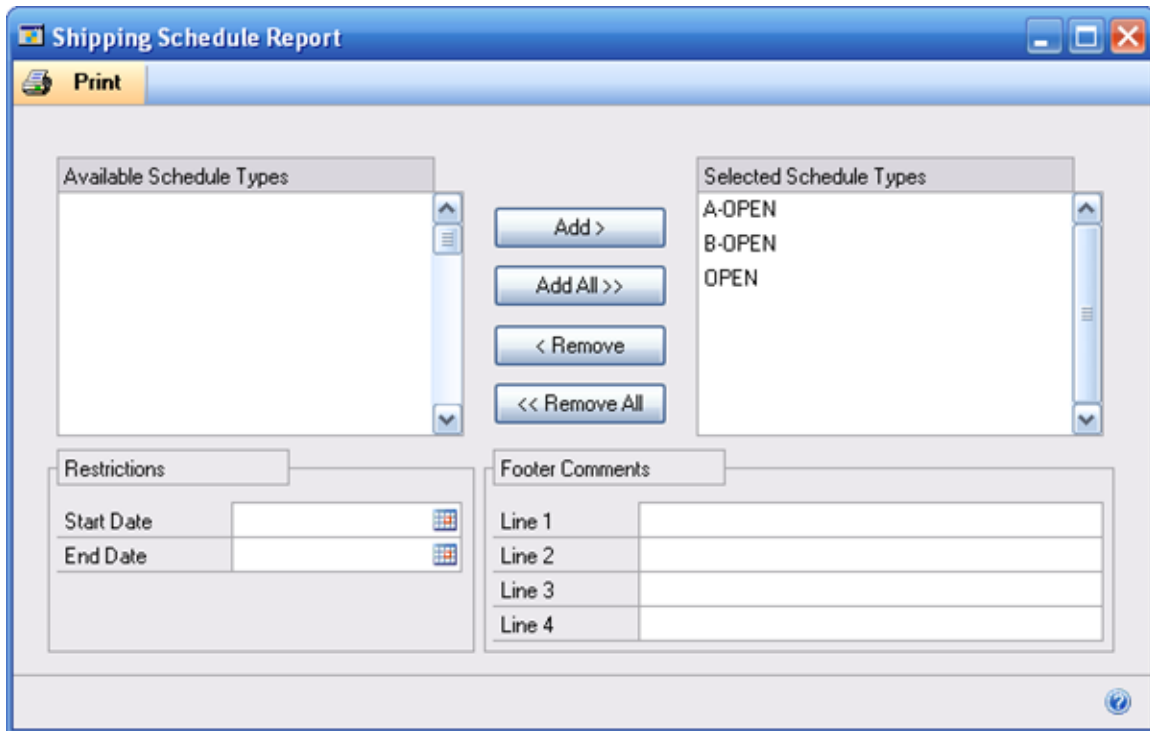


The BOL Item Maintenance window is used to create and maintain item specific information needed for the printed Bill of Lading. This window can also be accessed from the Extras menu when viewing an item in Item Maintenance (Cards >> Inventory >> Item). The window can also be opened with the keyboard combination CTRL+W.

1. Enter the BOL Description. These are two, 100-character fields used to store the description for the item on the Bill of Lading.
2. Mark if the item is a Hazardous Material or if its quantity is required. If Hazardous Material is selected, an "X" will print in the HM column of the BOL report. If Recordable Quantity is selected, the Rec Qty field will become available for text entry. A red "RQ" and the entered text will appear in the HM column of the BOL report.
3. Enter the Product Strength. This is an informational field and will be copied onto the BOL Entry window.
4. Enter the Strength Type. Fixed will lock the Product Strength field on the BOL entry window, and Variable will leave it available for changing.
5. The Enable Product Analysis checkbox determines if the Product Analysis fields on the BOL Entry window are available for entry.

Shipping Schedule Report

Reports >> Sales >> Shipping Schedule



The Shipping Schedule Report window is used to print the Shipping Schedule Report.

1. By default, all Schedule Types are added to the Selected window, but the center buttons can be used to exclude/ include Schedule Types.
2. If a date restriction for the report is required, enter the Start Date and End Date. This will restrict the report to display only documents that are scheduled for shipment in the range. Unscheduled orders always print.
3. Use the Footer Comments section to add notes to the bottom of the report.
4. Click Print to generate the report. Notes about the report:
 - The report displays all the scheduled orders at the top, sorted by date and time. Each change in date is separated with a blank line.
 - All unscheduled orders are then displayed with "OPEN" in the Schedule Time field.
 - Unscheduled orders are grouped by Schedule Type and within the group, sorted by the Sort method assigned in the Schedule Type Maintenance window.
 - Each Schedule Type grouping is separated by a black dividing line.

Bill of Lading Entry

Transactions >> Sales >> BOL Entry

BOL Number	000030	<input type="checkbox"/> Complete	Date	4/12/2007
SOP Number	ORDBL0016		Weighed By	
Customer ID	AARONFIT0001		Tare Weight LBS	30,000.00
Customer Name	Aaron Fitz Elect		Gross Weight LBS	70,000.00
Item Number	CHAIR		# Shipping Units	1.00
	Standard wooden chair		Shipping U of M	Ton
Time In	10:37:11 PM		Net Weight LBS	40,000.00
Time Out			Product Weight LBS	40,000.00
Hauler			Product Strength	0.9215
Truck Number				

Total N	92.06	pH	4.05
Ammonium Nitrate	0.00	Temp	0.00
Free Ammonia	0.00	Urea	0.00
Spec Grav @60F	1.373		

The Bill of Lading Entry window is used to record shipment specific information associated with each fulfillment. The scale operator will enter in information, and then print the BOL. When the document is complete and printed, the operator will mark the “Complete” checkbox and save the document. This will make the BOL available for posting. After posting the BOL is moved to history.

Fields

1. Enter or accept the next BOL Number. Use the lookup to view existing BOLS.
2. Enter a SOP Number. A SOP Number is not required for entering a BOL, but is required for posting. If a SOP Number is entered the Customer information is automatically filled and locked. If a SOP Number isn’t entered, the Customer information is available and required for entry. Click the zoom button to open the document in Sales Transaction Inquiry.

Click the Customer Expansion button to open the Shipping Information window. Use this window to enter the shipment information that will appear on the Bill of Lading. By default the shipping information from the sales order will populate the window, but can be changed.

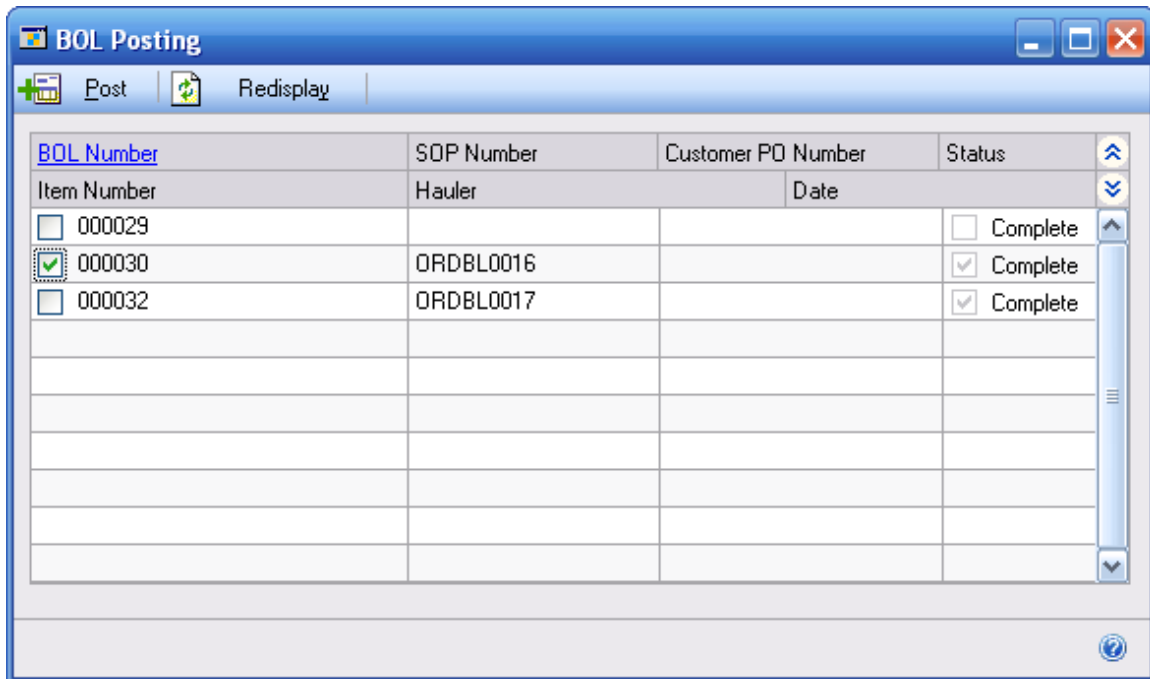
3. The Item Number field will automatically populate if a sales order is entered. It can be changed, however. Changing the Item Number will clear the SOP Number field. Click the zoom button to open the item in Item Maintenance.
4. The Time In button records the "Truck Arrived" time.
5. The Time Out button records the "Truck Departed" time.
6. The Hauler field is automatically filled from the Sales Line Freight window if a sales order is entered. It can be changed if needed.
7. The Truck Number is a free-entry text field.
8. The Weighed By is filled by the user.
9. The Tare Weight is the empty truck in LBS.
10. When the truck returns from filling, enter the Gross Weight in LBS. Entering a gross weight will automatically populate the Net Weight field and the Product Weight field.
11. The # Shipping Units defaults to 1 and may be changed.
12. The Shipping U of M defaults based on the what is entered in BOL Setup, but may be changed.
13. The Product Weight is the weight used to update the Sales Fulfillment information in Sales Transaction Entry.
14. The Product Strength field defaults from the BOL Item Maintenance and depending on setup may be changed.
15. Product Analysis fields may be editable, depending on how the item is setup in BOL Item Maintenance. These fields print in the Analysis section of the Bill of Lading.

Buttons

1. Save – Saves the BOL.
2. Clear – Clears the window without saving
3. Delete – Confirms the user wants to delete the document and then permanently deletes the document. The document cannot be deleted after it has been printed.
4. Void – Confirms the user wants to void the document and then moves the BOL to history. The BOL Status flag is set to Void.
5. Print Icon – Prints the Bill of Lading report.
6. Scroll Buttons – Moves between documents.

BOL Posting

Transaction >> Sales >> BOL Posting



BOL Number	SOP Number	Customer PO Number	Status
Item Number	Hauler	Date	
<input type="checkbox"/> 000029			<input type="checkbox"/> Complete
<input checked="" type="checkbox"/> 000030	ORDBL0016		<input checked="" type="checkbox"/> Complete
<input type="checkbox"/> 000032	ORDBL0017		<input checked="" type="checkbox"/> Complete

The BOL Posting window is used to post complete Bills of Lading. Security can be set to restrict access to this window. Refer to the GP documentation for more information. The following steps must be performed with the BOL Posting window open.

1. Click on the Bill of Lading to post. Only one BOL can be posted at a time. If you try to post a BOL that isn't marked complete or has an empty SOP Number, a warning message will appear. Click the zoom button to open the BOL and complete it before posting can continue.
2. Clicking the Post button will open the Sales Transaction Entry window. The items Qty to Invoice will be set to the amount entered on the Bill of Lading. The Qty to Back Order will be updated to the quantity remaining on the order.
3. Transfer the order to an invoice. After the transfer operation is complete, the invoice will display on the screen. If freight and fuel surcharge was setup, they will appear on the invoice. The BOL number is added to the User Defined Field 1 of the Sales User_Defined Fields Entry window (accessed by clicking the User-Defined button on the invoice). The invoice is now ready for GP posting.



BOL Inquiry

Inquiry >> Sales >> BOL Inquiry

The BOL Inquiry window is a view-only version of the BOL Entry window. This window can be used for both current and historical Bills of Lading.

Use the lookup to select a document. The View dropdown lets you select between historical (by default) and open documents.