



Documentation:

Planning and dispatch

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1 Introduction

Welcome to the official planning & dispatch module manual.

Dynavision Planning & Dispatch has several functionalities to make it possible to make order intake and planning of deliveries more efficient.

In this manual, following features will be discussed.

1. Masterdata (on customer)

- a. Automatically fill in the shipping agent and service based on the postcode of the customer.
- b. Configure the shipping agent and service per shipping address.
- c. Add Transport Information to documents for the customer.
- d. Add Recurring schedules to the customer for order planning and delivery planning.

2. Sales Order Entry features

- a. Calculation of dates (receipt date, promised delivery date,...) based on configured recurring schedules.
- b. Take into account Cut-off time for calculation of order dates.
- c. Advanced ATP.
- d. Customer Order Worksheet.

3. Warehouse Document Management

- a. Outbound/Inbound warehouse request lines.
- b. Manual/Automatic creation of warehouse documents with grouping logic.
- c. Shipping bin per agent/service.

4. Transport Trips

- a. Driver, Truck, Trailer setup.
- b. Trip management (creation of trips).
- c. Transport Trip Card and Lines.
- d. Process source documents
 - i. payments,
 - ii. Return of reusable packaging (*if Dynavision Reusable Packaging is installed*),
 - iii. Post the related documents.
- e. Mobile client for processing transport trips.

2 Installation

2.1 Extension

The Dynavision Advanced Planning & Dispatch module is a separate Business Central extension.

1. Choose the search icon, enter **Extension Management**, and then choose the related link.
2. Choose **Manage** in the Action bar on the page and choose action **Extension Marketplace**.
3. In the search bar, enter **Dynavision Planning & Dispatch** and install this app.
4. Activate the trial as described in following [Get Started guide](#).

3 Masterdata (on Customer)

3.1 Agent and Agent Service

In order to make full use of the Planning & Dispatch functionality, make sure the preferred shipping agent is set on the Customer Card.

This can be set on the Customer Card, in the **Shipping Tab** in the fields **Agent** and **Agent Service**, or it can be automatically filled in when the **Shipping Defaults** is set up and a postcode that has an assigned shipping agent is entered on the customer card or ship-to card.

This will make sure the shipping agent will be filled in on the sales documents and thus also the warehouse documents, resulting in the correct parameters that can be used to automatically calculate the Transport Trips.

Remarks:

- **When a postcode is added or updated for a customer or ship-to address**
 - *If there is a default shipping agent is assigned to a city, this has precedence over the shipping agent set for the range of post codes.*
 - *If there is a default shipping agent set for the range of post codes, and not for the city of the customer, this takes precedence over the shipping agent assigned to the Region.*
 - *If no Default Shipping agent is assigned to this postcode (or to the Region), there will be no shipping agent/service updated on the customer or ship-to card. If there was already a shipping agent/service filled in, this will not be cleared.*

3.1.1 Shipping defaults based per region

In order to make it more easy to add a default Shipping Agent to a customer or ship-to address, a new page has been added, **Shipping Defaults**.

1. Choose the Search Icon, enter **Shipping Defaults**, and choose the related link. *The page can also be accessed by navigating to*
2. Set up the Shipping Defaults using the provided columns on the page.
 - a. **Country/Region Code**
Specifies the Country/ Region for which the default shipping agent is defined.
 - b. **Post Code**
Specifies the postal code for which the default shipping agent is defined.
 - c. **City**
Specifies the city linked to the postal code for which the default shipping agent is defined.
 - d. **To Post Code**
Specifies the "to" postal code. This is to be used when defining ranges for the post codes for which the default shipping agent is defined.
 - e. **Shipping Agent Code**
Specifies the default shipping agent code for which the default shipping agent is defined.
 - f. **Shipping Agent Service Code**
Specifies the default shipping agent service code for which the default shipping agent is defined.
3. Choose the action **Update Customers...** to update the shipping defaults for a group of customers and/or ship-to addresses.
4. Define the filters to update the wanted customers or ship-to addresses.
5. Choose **OK** to update the shipping agent information on the customer and ship-to addresses.

3.1.2 Shipping Agent/Service based on postcode

On the Post Codes, it is possible to configure the default shipping agent and service. This default shipping agent and service will be automatically added to the customer card when this postcode is selected for the customer.

1. Navigate to the page **Post Codes**.
2. For each Post Code that a default shipping agent and service is needed, configure this information.
 - a. **Default Shipping Agent Code**
Specifies the default shipping agent for this post code.
 - b. **Default Shipping Agent Service Code**
Specifies the default shipping agent service for this post code.
3. Select the post code on the customer card/ Ship-to address to automatically take over the configured agent/service.

3.2 Shipping agent/service per Ship-to address

It is possible to configure a different Shipping agent and service per Ship-to address for a customer. When the Ship-to address is selected on a document, this information will overwrite the information set on the customer card if filled in.

1. Navigate to the Customer for which the shipping agents per Ship-to address need to be configured.
2. Navigate to the Ship-to address that needs to be configured differently from the default shipping agent/service than those set up on the customer card.
3. Configure (*overwrite in case it is prefilled by selecting the post code*) the Shipping Agent and Service in the fields that are displayed on the Ship-to address.
 - a. **Shipping Agent Code**
Specifies the code for the shipping agent who is transporting the items.
 - b. **Shipping Agent Service Code**
Specifies the code for the service, such as a one-day delivery, that is offered by the shipping agent.

3.3 Transport Information for customer

It is possible to specify additional information that needs to be printed on transport documents for each ship-to address of a customer.

Following fields can be set on the ship-to card or the customer card.

Transport information (Free)

This field can be used to add information that will be transferred to sales and transport documents. On the documents, the information can be completed, edited or deleted if needed. This information can be specified here, or immediately added on the documents as described in [Transport Information](#).

Remark: the max. length of this field is 250 characters.

• **Transport information (Fix)**

Specify the transport information that needs to be added as fixed information on the documents. This information will also be transferred to the documents, but cannot be edited on these documents.

Remark: this field has unlimited character length.

Set the transport information in general for the customer on the customer card and (optionally) add transport information that differs per ship-to address.

For the transport information fields, the ship-to address information takes precedence over the information set on the customer card.

The transport information will be printed on the trip sheet, for each source document and is printed in following order:

1. Fixed transport information – customer transport information.
2. Ship-to address fixed transport information.
3. Document Free transport information.

3.4 Configure Delivery/order dates

3.4.1 Recurrence Schedules

Using Recurrence Schedules, Dynavision Planning & dispatching extension offers the possibility to register the **customers' delivery date, preferred order date**, the days of the week they are closed and specific holidays.

1. Choose the search icon, enter **Recurrence Schedules**, and then choose the related link.
2. Choose the action **Get Default Data**, to add weekly occurrence to the list for each day of the week.
3. Set up the Recurrence schedule schema's that can be used to indicate the possible delivery and order dates for customers.
 - a. **Code**
Specifies the code to identify the Recurrence Schedule.
 - b. **Description**
Specifies the description for the Recurrence Schedule.
 - c. **Schedule**
Specifies the settings of the recurrence. *Example given: a recurrence might be set up for a day in the first week of every month.*
 - d. **Status**
Specifies if the schedule is valid. Please ensure the schedule contains a Start Date. The Start Date should not be too far in the past.
4. Choose the action **Create new schedule...** in the line of the recurrence Schedule code that needs to be set up.
*Remark, it is currently not possible to edit an existing schedule. If a schedule needs to be edited, it first needs to be cleared using the action **Clear Schedule**, and next, choose the action **Create new schedule...** in the **Schedule** column on the line.*
 In order to view the set up schedule, It is possible to select the line, and choose the action **Show Schedule**, or to select the value in the column **Schedule**.
5. On the **Recurrence Schedule Card**, specify the information for the recurrence. It is important that a **Start Date** is chosen, otherwise the schedule will not be valid.
 - a. *Small remark: The options Days – Weeks – Months – Years Between are default set to 1. This means that the next day, week, month or year are also taken into account. When this is set to e.g. 2, the next day, week, month or year will be skipped in the date calculations.*
6. After specifying the settings for the Schedule, when returning to the page **Recurrence Schedules**, the Status will be updated, and the **Dates** (in the Dates fact box) will contain calculated dates using the schedule settings.
*The dates are calculated up to 10 years in the future, starting from the specified starting date. This has been implemented because standard Business Central has limited the periods to 500 in the future. This implementation eliminates the need to calculate the dates yearly using a job queue. Choose the action **Calculate Dates** in order to recalculate the dates in the background.*

Remark: if, in the company settings, a nonworking day is indicated, in the date fact box, the date will be colored red.

Tip: On the **Recurrence Schedule Card**, the three dots next to the title can be selected, in order to give other options (default Weekly is selected). It is possible to select the action **Show as menu**, in order to set these options more visibly on the Card page.

Remark: when there are no dates calculated and shown in the fact box, the schedule is invalid and cannot be used in the Planning and Dispatch functionalities.

3.4.2 Order and Delivery Date Schedule on Customer card

On the Customer Card, it is possible to indicate the Order and Delivery Schedules.

1. Navigate to the **Customer Card** of a Customer for which the Delivery and order schedules need to be specified. (Or navigate to the Ship-to address for which the schedule needs to be configured.)
2. Navigate to the tab **Shipping**.
 - a. **Order Delivery Schedules**
Specifies that a customized order delivery schedule is set up for the customer.
 3. Choose the value of the field in order to open the **Order Delivery Schedules** page.
 4. Choose the action **New** in order to add a new Schedule, or choose the action **Edit List** to edit the existing schedules.
*Use the action **Create defaults** in order to create a line for the selected customer for all days of the week.*
 - a. **Recurrence Schedule Code**
Specifies the Recurrence Schedule. Select a schedule that has been set up previously or add a new one.
 - b. **Recurrence Schedule Description**
Displays the description of the selected Recurrence Schedule Code.
 - c. **Shipping Agent Code**
Specifies the shipping agent that will be suggested on documents when the delivery date corresponds to the selected Recurrence Schedule Code on the line.
If no shipping agent code is set up for a certain delivery date, the default shipping agent from the Customer or Shipping address will be suggested.
 - d. **Shipping agent Service Code**
Specifies the shipping agent Service that will be suggested on documents when the delivery date corresponds to the selected Recurrence Schedule Code on the line.
If no shipping agent service code is set up for a certain delivery date, the default shipping agent from the Customer or Shipping address will be suggested.
 - e. **Order Day**
Specifies if the schedule is used to define valid order intake days.
 - f. **Delivery Day**
Specifies if the schedule is used to define valid delivery days.
 5. After selecting the schedule code, the Dates fact box displays the dates that are valid according to the selected line in the list view. This will also take the base calendar into account that is specified in the **Company information**.

- a. *Remark: currently, there is no functionality yet to color the lines in the dates factbox based on the nonworking days in the Customized Calendar of the Customer.*

Remark: *The standard functionality of the customized Calendar is taken into account when calculating the dates on the documents.*

3.4.3 Order Delivery Schedules List page

All set up Order Delivery Schedules can be viewed in the list page **Order Delivery Schedules**. On this page, it is also possible to add lines for customers and optionally the ship-to address.

This setup is then used for the customer/ ship-to address on documents that are created.

3.5 Best practice

If Shipping Agents/Services and Recurrence schedules are used, it is advised / best practice to fill the shipping agent on all schedule lines.

If these shipping agents and services are left empty, the defaults from either the ship-to address or customer card will be used.

4 Sales Order Entry Features

4.1 Calculation of dates using recurrence schedule

When a sales order is created, the requested delivery date field will be filled in automatically based on the set up **Order Delivery Schedules** of the selected customer.

Following calculations are used for the determination of the requested delivery date:

Order date + outbound warehouse handling time + shipping time + nonworking days + first available delivery date based on order date & delivery date.

This results in the requested delivery date.

If a Sales order is created, and an Order Date is selected that is not according to the set Schedule, a message will be displayed.

Once the delivery date is calculated and added to the document, the linked Shipping Agent and Shipping Agent Service will be filled in on the order.

If no Shipping agent and Service was set up for a calculated (or entered) order date, the defaults from the shipping address or customer card will be taken over, depending on what is selected on the order and if the information is specified for the shipping address or customer.

If the promised delivery date is filled in, this will take precedence over the delivery day and thus will determine the suggested Shipping Agent and Service.

4.1.1 Some examples of the delivery day calculation

4.1.1.1 Example 1

Order Day: each Tuesday.

Delivery Day: Each Friday.

Holiday: Friday 07/01/22.

A Sales order is created on Tuesday 04/01, the requested delivery date will be 14/01/22.

The first proposed delivery day would be Friday 07/01/22 but since that is configured as a nonworking day, the next Friday 14/01/22 is taken.

4.1.1.2 Example 2

Order Day: each Tuesday.

Delivery Day: Each Friday.

Shipping time: 2D.

Outbound Warehouse Handling time: 1D.

A sales order is created on Thursday 06/01/22, considering the shipping time and the outbound Warehouse Handling time +3D, the next delivery date of Friday 07/01/22 is not feasible, thus the requested delivery date will be the next possible delivery day being 14/01/22.

4.2 Cut-off time

In some cases, when an order is entered after a certain time of day, the order will be delivered on a different day. *E.g. If an order is placed before 4PM on Monday, the order will be delivered the next day (Tuesday). If the order is placed after 4PM, the order will be delivered the day after (Wednesday).*

This cut-off time can be configured, which will be taken into account when the Requested Delivery date is calculated for the created sales document.

This cut-off time will indicate when the system needs to add 1 day when calculating the requested delivery date for the sales order. *E.g. when an order is created after 17:00 PM on 08/05/2025, the requested delivery day will be calculated with the date 9/05/2025 by the system.*

Remark: *this functionality will only be executed on the order when it is **Created** and if the order date is the same as the current date (today). Orders with a date in the past or future will not be adapted.*

1. Navigate to the **Location Card**.
2. In the section **Warehouse**, fill in the **Sales Order Cut-off Time**. E.g. 17PM.
 - a. If a sales order is created after this time, the requested delivery date will be shifted with one working day.

4.2.1.1 Example

Order Day: weekdays.

Delivery Day: weekdays.

Cut off time: 5PM.

A sales order created on Thursday 06/01 before 5PM will have next delivery day Friday 07/01.
A sales order created on Thursday 6/01 after 5PM, will have next delivery day Monday 10/01 (+1D).

4.3 Advanced Order Promising

On the Sales Order, a new functionality is added, the **Advanced Order Promising**.

This functionality can be used to quickly see the quantity of an item that is requested on a Sales order, and the calculated date that the items can be delivered.

There are added functionalities to quickly create Back Orders for unavailable quantities, and the Expected Delivery Date Calculation that uses the set delivery dates recurrence schedule for the customer.

4.3.1 Accumulation of sales lines

In the advanced order promising functionality, it is possible to group sales lines to move to a certain shipping date, to minimize the amount of partial shipments that would be created for the customer.

1. Choose the search icon, enter **Planning & Dispatch Setup**, and then choose the related link.
2. In the section **Advanced Order Promising**, configure the parameters that will be used to accumulate the sales lines.
 - a. **Sales Accumulation Days**
Specifies the number of days to accumulate sales lines.
 - b. **Sales Accumulation Type**
Specifies how the lines should be accumulated. The options are:
 - i. **Earliest**
When this option is selected, the lines will be accumulated with the earliest date possible.
 - ii. **Latest**
When this option is selected, the lines will be accumulated with the latest date possible.
3. On the same page, select the way that backorders need to be created. Select the desired way in the option **Backorder**.
*This option is also available (default hidden) on the Order Promising page.
 This is only available if the option **Use Backorders** is enabled in the Sales & Receivables setup.*
 - a. **New Order**
The items that are backordered will be added to a newly created order.
 - b. **Current Order**
The items that are backordered will be noted in the current order, and will be split off from the original lines.

4.3.2 Functionality on sales document

Navigate to the sales order, and enter the customer information and the items.

The Advanced Order Promising page can be opened in following ways.

1. On the Sales Order List page, select **Actions, Functions, Advanced Order Promising**.
2. On the Sales Order Card, choose **Actions, Plan, Advanced Order Promising**. This will open the Advanced Order Promising screen for all item lines on the Sales Order.
3. On the Sales Order Card, navigate to the **Lines** and choose **Line, Related Information, Advanced Order Promising**. This will open the Advanced Order Promising screen for the selected item line.

The page **Advanced Order Promising – Sales Order** opens.

Following options and information is available.

1. Item Availability by

For the selected item, see the availability that is recorded in the system by Event, Period, Variant, Location, BOM Level or Unit of Measure.

***Remark:** the system takes the **Check-Avail. Period Calc.** into account that is specified in the Company information.*

2. Reset

Reset the changes made on the page to those that were calculated and set when the page was called on the Sales Order.

3. Take Max. Qty to Deliver

Take over the maximum quantity of items that are available for the requested delivery date on the selected lines.

4. Move to Backorder

Move the quantity on the selected lines to a backorder. Depending on the setting that is specified on the page **Planning & Dispatch Setup** in the field **Backorder**.

5. Accumulate Lines

Minimize the number of partial shipments by accumulating the shipment dates. This will change the Planned Delivery date of the lines according to the set parameters in the Planning & Dispatch Setup.

6. Accept

Accept the changes that are made to the page. This will commit the changes that are made to the sales order lines, and create the backorders if this is required.

7. **Item lines** with calculated delivery dates and available quantities.

a. **Earliest Shipment date**

Specifies the delivery date that the customer requested, minus the shipping time.

b. **Requested Delivery Date**

Specifies the Capable to Promise function as the earliest possible shipment date for the item.

c. **Planned Delivery Date**

Specifies the planned date that the shipment will be delivered at the customer's address. If the customer requests a delivery date, the program calculates whether the items will be available for delivery on this date. If the items are available, the planned delivery date will be the same as the requested delivery date. If not, the program calculates the date that the items are available for delivery (using the Check-Avail. Period Calc set in Company information) and enters this date in the Planned Delivery Date field.

i. **Remark:** *when shipping advice is set to Complete, the Planned Delivery Date will be initially set to the same date for all lines when the page is opened. This will be the date on which all items on the order can be shipped.*

ii. *The lines can however be changed individually. Changing information on one line will not automatically update the information on the other lines.*

d. **Quantity**

Specifies the number of units, calculated by subtracting the reserved quantity from the outstanding quantity in the Sales Line table.

e. **Max. Qty to deliver**

Specifies the maximum quantity of items that are available for the requested delivery date on the order.

f. **Unavailable Quantity**

Specifies the quantity of items that are not available for the requested delivery date on the order.

*Click on this item to automatically fill in this quantity in the field **Backorder Quantity**.*

g. **Backorder Quantity**

Specifies the quantity of items that will be moved to backorder.

h. **Backorder Date**

Specifies the requested delivery date of the backorder.

4.3.2.1 Examples of the accumulation types

For the examples, following sales order is used. The accumulation period (in days) that is used in the examples is 45 days.

A sales order is created for 4 item lines, from which some are not all in inventory.

Sales Order VOR-25/00064

Home Prepare Print/Send Request Approval Order Actions Related Automate

Lines Manage Line Order

New Line Delete Line Toggle reusable packaging Select items... Select recent items...

Pro...	Type	No. ↑	Description	Location Code	Quantity	Unit of Measure	Coc
☐	Item	140124	Figuero 4	CENTRAAL	20	DOOS 06	
☐	Item	140126	Figuero 15	CENTRAAL	1	FLES	
☐	Item	250125	Jupiler 25cl	CENTRAAL	300	BAK 24	
→ ☐	Item	ART00174	Ambachtelijke pralines	CENTRAAL	100	STUKS	

4.3.2.1.1 Example earliest

In this example, the setting **Earliest** is used.

We choose the option **Advanced Order Promising**. Following is the suggested planning for the lines. We have following situation.

Advanced Order Promising - Sales Order

Document No. VOR-25/00064 Shipping Advice Partial

Latest Planned Delivery Date 30/06/25 (Take Over on All Lines)

Home Item Availability by

Reset Take Max. Qty to Deliver Move to Backorder Accumulate Lines Accept

Status	Item No.	Description	Requested Shipment Date ↑	Earliest Shipment Date	Requested Delivery Date	Planned Delivery Date	Unit of Measure Code	Quantity	Max. Quantity to Deliver	Unavailable Quantity	Backorder Quantity	Backorder Date
→	250125	Jupiler 25cl	8/05/2025	27/06/2025	9/05/2025	30/06/2025	BAK 24	300	140,95833	159,04167		
	140124	Figuero 4	8/05/2025	8/05/2025	9/05/2025	9/05/2025	DOOS 06	20	20	-		
	140126	Figuero 15	8/05/2025	8/05/2025	9/05/2025	9/05/2025	FLES	1	1	-		
	ART00174	Ambachtelijke pralines	8/05/2025	20/06/2025	9/05/2025	23/06/2025	STUKS	100	83	17		

In excel:

Item No	earliest shipment date	planned delivery date
250125	27/06/2025	30/06/2025
140124	08/05/2025	09/05/2025
140126	08/05/2025	09/05/2025
ART00174	20/06/2025	23/06/2025

When we choose the action **Accumulate lines** we get following result by the system.

Home Item Availability by											
Reset Take Max. Qty to Deliver Move to Backorder Accumulate Lines Accept											
Status	Item No.	Description	Requested Shipment Date ↑	Earliest Shipment Date	Requested Delivery Date	Planned Delivery Date	Unit of Measure Code	Quantity	Max. Quantity to Deliver	Unavailable Quantity	
	250125	Jupiler 25cl	8/05/2025	27/06/2025	9/05/2025	30/06/2025	BAK 24	300	140,95833	159,04167	
	140124	Figuero 4	8/05/2025	20/06/2025	9/05/2025	23/06/2025	DOOS 06	20	20	-	
	140126	Figuero 15	8/05/2025	20/06/2025	9/05/2025	23/06/2025	FLES	1	1	-	
→	ART00174	Ambachtelijke pralines	8/05/2025	20/06/2025	9/05/2025	23/06/2025	STUKS	100	83	17	

In excel:

Item No	earliest shipment date	Suggested date by accumulating
250125	27/06/2025	30/06/2025
140124	20/06/2025	23/06/2025
140126	20/06/2025	23/06/2025
ART00174	20/06/2025	23/06/2025

As we can see in this example, the system suggested the accumulation of the last 3 lines and suggested the earliest shipment date of 20/06.

The reason behind this accumulation is the following.

As the **Accumulation type** is set to earliest, the system will first take the sales lines into account with the earliest possible shipment date for that order. From this, it will run over all other lines on the order for the accumulation of the lines, always trying to ship the items as soon as possible for the order. *It will thus accumulate forward.*

For the sales lines 140124 and 140126, the **earliest possible shipment date is 08/05/2025**. This date is used as the first accumulation period base date.

- The earliest shipment date of item ART00174** - 20/06 is less than 45 days away from the lines with shipment date 08/05.
- The earliest shipment date of item 250125** – 27/06 is more than 45 days away from the lines with shipment date 08/05.

Using the earliest accumulation method, the only item that can be grouped with the earliest shipment date of sales lines 140124 and 140126 is item ART00174. This means that the items can be accumulated, and will be shipped on 20/06/2025.

4.3.2.1.2 Example latest

In this example, the setting **Latest** is used.

We choose the option **Advanced Order Promising**. Following is the suggested planning for the lines. We have following situation.

Advanced Order Promising - Sales Order

Document No.

VOR-25/00064

Shipping Advice

Partial

Latest Planned Delivery Date

30/06/25 (Take Over on All Lines)

Home

Item Availability by

Reset

Take Max. Qty to Deliver

Move to Backorder

Accumulate Lines

Accept

Status	Item No.	Description	Requested Shipment Date ↑	Earliest Shipment Date	Requested Delivery Date	Planned Delivery Date	Unit of Measure Code	Quantity	Max. Quantity to Deliver	Unavailable Quantity	Backorder Quantity	Backorder Date
→	250125	Jupiler 25cl	8/05/2025	27/06/2025	9/05/2025	30/06/2025	BAK 24	300	140,95833	159,04167		
	140124	Figuero 4	8/05/2025	8/05/2025	9/05/2025	9/05/2025	DOOS 06	20	20	—		
	140126	Figuero 15	8/05/2025	8/05/2025	9/05/2025	9/05/2025	FLES	1	1	—		
	ART00174	Ambachtelijke pralines	8/05/2025	20/06/2025	9/05/2025	23/06/2025	STUKS	100	83	17		

In excel:

Item No	earliest shipment date	planned delivery date
250125	27/06/2025	30/06/2025
140124	08/05/2025	09/05/2025
140126	08/05/2025	09/05/2025
ART00174	20/06/2025	23/06/2025

When we choose the action **Accumulate lines** we get following result by the system.

Advanced Order Promising - Sales Order

Document No. VOR-25/00064

Shipping Advice Partial

Latest Planned Delivery Date 30/06/25 (Take Over on All Lines)

Home

Item Availability by

↺ Reset

↘ Take Max. Qty to Deliver

↶ Move to Backorder

📦 Accumulate Lines

✓ Accept

Status	Item No.	Description	Requested Shipment Date ↑	Earliest Shipment Date	Requested Delivery Date	Planned Delivery Date	Unit of Measure Code	Quantity	Max. Quantity to Deliver	Unavailable Quantity
	250125	Jupiler 25cl	8/05/2025	27/06/2025	9/05/2025	30/06/2025	BAK 24	300	140,95833	159,04167
	140124	Figuero 4	8/05/2025	8/05/2025	9/05/2025	9/05/2025	DOOS 06	20	20	—
→	140126	Figuero 15	8/05/2025	8/05/2025	9/05/2025	9/05/2025	FLES	1	1	—
	ART00174	Ambachtelijke pralines	8/05/2025	27/06/2025	9/05/2025	30/06/2025	STUKS	100	83	17

In excel:

Item No	earliest shipment date	Suggested date by accumulating
250125	27/06/2025	30/06/2025
140124	08/05/2025	09/05/2025
140126	08/05/2025	09/05/2025
ART00174	27/06/2025	30/06/2025

As we can see in this example, the system suggested the accumulation of the first and last line and suggested the earliest shipment date of 27/06.

The reason behind this accumulation is the following.

As the **Accumulation type** is set to latest, the system will first take the sales lines into account with the latest possible shipment date for that order. From this, it will run over all other lines on the order for the accumulation of the lines, always trying to group the lines to the "latest" possible shipment date. *The system will thus group backwards.*

For the sale lines 250125, the **earliest possible shipment date is 27/06/2025**. This date is used as the accumulation period base date.

6. **The earliest shipment date of item ART00174** - 20/06 is less than 45 days away from the line with shipment date 27/06.
7. **The earliest shipment date of items 140124 and 140125** – 09/05 is more than 45 days away from the lines with shipment date 27/06.

Using the latest accumulation method, the only item that can be grouped with the earliest shipment date of sales line 140125 is item ART00174. This means that the items can be accumulated, and will be shipped on 27/06/2025.

4.4 Customer Order Worksheet

The **Customer Order Worksheet** page can be used to get an overview of the customers that have been contacted based on their configured order date.

Remark: *when changing the order date information for a customer, the entries in the past that were created for the customer in the worksheet will be saved.*

1. choose the search icon, enter **Customer Order Worksheet**, and then choose the related link.
2. In the **Filters** section on the page, filters can be set on the different fields in order to get the list of customers that satisfy these filters.
3. The field **Last Sales Calculation** can be filled in with a date formula, in order to have a date to format the list based on past sales activity. Customers who have not ordered something for a long time will be indicated in a red color in the list.
The field **Last Sales Date** can be used to specify the limit date of the last sales.
4. The Customer Order Worksheet lines are grouped based on the Customer No.
 - a. **Status Code**
In this field, a status code can be assigned to the customer order worksheet line. These status codes need to be set up. How these are set up is described in the Dynavision Connect Manual, in section **Statuses**.
This can be used in the filtering to view the lines with a certain status.
 - b. **Contacted**
When checked, indicated that the customer has been contacted.
 - c. **Comment**
If necessary, comments can be noted that apply to the line in the Customer Order Worksheet. This will be saved for the specific line and can serve as historical data.
 - d. **Order No.**
Specifies the linked Sales order that is created for the customer. Choose the action **Sales Order...** which can be found by choosing **New** in the actions bar in the header.

e. Customer/Ship-to information columns

Displays the Customer information or the information of the Ship-to address that has an assigned order delivery schedule. *It is possible that a customer is mentioned in several lines on the worksheet for the specified filters because the ship-to addresses have assigned Order Delivery Schedules that comply to the selected filters.*

In case the line is displayed for the Ship-to address, the information on the line (address, shipping agent code, ...) will contain the information set on the Ship-to card.

f. No. of Pstd. Invoice Lines

Displays the number of invoice lines that have been posted in the past for this customer. This is a float field, and when selecting the number in the field, a detailed overview can be found.

5. After filtering the lines in the worksheet, a new order can be created for the customer or ship-to address on the line. Choose the action **New > Sales Order** to create the new order.

- a. This will be a suggestion for the order, containing the information of the customer or ship-to address on the customer order worksheet line for which the order is created. Choose the number series that need to be used for the order to continue creating the order.

6. When information (name, address details, contact details, shipping details,...) is updated for the customer, on the customer card or ship to address, this information can be updated on the present and future orders created for the customer. Choose the action **Update** on the Customer Order Worksheet to update the information.

a. Remarks:

- i. Lines are not updated when changes are made to the order delivery schedules. Only updates of master data are considered.
 - ii. When used for an order date in the past, only the lines for that specific order will be updated.
 - iii. When used for order dates in the present/future, all lines from that date on will be updates.
 - iv. Filters are not taken into account in the update function.

5 Warehouse Document Management

5.1 Outbound and inbound warehouse Request lines

In order to be able to quickly get an overview of the items that can be shipped or received, the **Outbound Warehouse Request Lines** and **Inbound Warehouse Request Lines** pages can be used.

In Business Central, the system captures the (expected) demand when sales documents are **released** and the (expected) supply when the purchase documents are **released**.

Remark: when the item no is updated, the requisition lines will also be updated.

5.1.1 Location Setup

In the Location for which the Warehouse Request Lines need to be created, the option **Use Warehouse Request Lines** needs to be activated.

5.2 Warehouse Document Group code config

When warehouse documents are created from the request lines, the documents can be grouped or split according to certain values in fields on the documents. This is done using Warehouse Document Group Codes.

These group codes are assigned to request lines that are generated by certain source document lines according to setup that is done.

1. Choose the search icon, enter **Warehouse Document Groups**, and then choose the related link.
 - a. This page can also be accessed from the **Warehouse Setup Page** by choosing the action **Document Groups** that can be found by selecting **Combine Documents**.
2. Fill in the necessary fields in order to create the different groups.
 - a. **Code**
Specifies the code that identifies the Warehouse Document Group.
 - b. **Description**
The description of the group.
 - c. **No. of Fields**
Shows the number of fields on which the request lines will be grouped when they are put into this group, based on the Warehouse Document Group Setup.

5.2.1 Warehouse Document Group Fields

1. On the page **Warehouse Document Groups**, choose the action **Fields**.
2. Choose the action **New** to add the fields on which the request lines need to be grouped. Add each field on which the grouping needs to be done to this page.

5.2.2 The Group Code filter logic

If only the three main area filters are used, all warehouse request lines would be grouped together based on those criteria.

The additional filters on the **group code** allow to split the same group codes based on **Date, Document Number, Shipping agent**, etc.

If two filter sets could be applied for a single warehouse request line, the most fine-grained filtered group code will be applied.

5.3 Warehouse Document Group Setup

The created Warehouse Document Groups need to have filter values assigned to them in order to filter the lines that will be put into the groups.

In the **warehouse document group setup**, there are three main areas in which we start to filter our demand and supply lines: Location(s), Type of source documents and Destination type.

1. Choose the search icon, enter **Warehouse Document Group Setup**, and then choose the related link.
 - a. This page can also be accessed from the **Warehouse Setup Page** by choosing the action **Document Group Setup** that can be found by selecting **Combine Documents**.
2. Fill in the necessary fields to create the groups for the warehouse request lines. There are three main areas that are used to filter demand and supply lines: location, type of source documents and destination type.
 - a. **Location Type**
Specifies the Location type. The options are: All Locations, and Location. This filters warehouse request lines based on all or a specific location.
 - b. **Location Code**
If Location Type Location is chosen, a Location has to be specified.
 - c. **Source Document Type**
Specifies the Source Document Type that can be put into this group. This filters warehouse request lines based on their origin type.
The options are:
 - i. All Document Types,
 - ii. Sales order,
 - iii. Sales Return Order,
 - iv. Purchase Order,
 - v. Purchase Return Order,
 - vi. Outbound Transfer,
 - vii. Inbound Transfer,
 - viii. Outbound Service Order, and
 - ix. Inbound Service Order.
 - d. **Destination Type**
Specifies the type of destination that can be put into the group.
The options are:
 - i. All Destinations,

- ii. All Customers,
 - iii. All Vendors,
 - iv. All Locations,
 - v. Customer,
 - vi. Vendor, and
 - vii. Location.
- e. **Destination No.**
If Customer, Vendor or Location was chosen in the Destination Type, the Destination needs to be specified.
- f. **Group Code**
Specifies the Group Code for which these parameters apply.

Based on the above-mentioned filters, a **group code** will be assigned to group specific warehouse lines.

Remark: the **group code** contains additional filters, for instance if the warehouse lines will be grouped by **Shipment date**, but also by **shipment method**.
set results in a **Group Code**.

5.4 Best practices

It is advised that there is at least a Generic **Group Code** for the three filter areas: All locations, All Document Types & All Destinations. This will make sure that the warehouse request lines get at least one group code assigned.

For the Group Code, make sure to add a field that is used to group the shipments and/or receipts. If none is set, the documents will be split created.

5.5 The use of the Outbound/Inbound Warehouse Request Lines Page

1. Choose the search icon, enter **Outbound Warehouse Request Lines**, and then choose the related link. (Or enter **Inbound Warehouse Request Lines**.)
2. From the overview page, it is possible to **create receipts or shipments**, to navigate to the source documents or existing receipt or shipment that has been created for the selected line, etc.
 - a. **When creating Warehouse Shipments or receipts**, based on the filters, different warehouse request lines will be grouped together on one or more warehouse shipments/receipts.
The user gets to choose whether the unassigned Outbound/Inbound warehouse request lines have to be added to existing warehouse documents or whether new warehouse documents must be created.
 - i. **Remark:** *the vendor shipment No. or External Document No. will be empty on warehouse documents created by this flow. This will make sure that no unwanted updates will be done on the source documents when posting these warehouse documents.*
 - b. When creating the Warehouse Shipments or receipts, it is possible to use the field **Reserved stock only**. This will give the user the possibility to only include source document lines that are fully or partially reserved from current stock.
3. The pages contain information for following order types: Sales (return) orders, Purchase (return) orders, Service orders, and Transfer orders.
 - a. The page contains the information of the shipments and receipts that are unposted. The outstanding quantity, as well as the trip No. are noted, along with other useful information.
 - i. The outstanding quantity is calculated as follows: (Quantity - outstanding quantity on warehouse document - qty shipped/received).
4. Choose the action **Update Groups** to apply changes made during ad hoc setup, to all existing warehouse request lines (that don't have an existing warehouse shipment/receipt attached).
5. Using the **Update Source Document Lines** action, the **Shipping Agent Code**, **Shipping Agent Service and Shipment Date/ Expected Receipt date** can be updated or overwritten.

5.5.1 Comments of source document

On the Inbound and Outbound Warehouse Request lines, there is a column that shows if there are comments added on the source document from which the request line originates.

On the sales/purchase document, comments can be added (in the header or for the lines specific). Once the document is released, the warehouse request lines are created. When there are comments found on that document, the value in the field **Comments** is set to **Yes**. *It is possible to filter on this field.*

The comments on the header and the item line on the request line can be consulted by clicking on the **Yes** value in the field **Comments**.

Once the warehouse request line is created, when the comments are updated on the source document, this will not be updated on the request lines.

5.6 Use of reservations on Outbound Request lines

It is possible to use the Reservation worksheet to only create warehouse shipments for outbound request lines for which the items are fully reserved.

5.6.1 Planning & Dispatch Setup

It is optional to configure a reservation worksheet batch in the Planning & Dispatch Setup page. If the batch is specified here, this will be used to create the reservations for the outbound request lines. If this is not specified, the standard Business Central will be used to select the reservation worksheet batch.

1. Choose the search icon, enter **Planning & Dispatch Setup** and choose the related link.
2. In the Tab **Warehouse > Warehouse Request Lines** select the wanted **Reservation Wksh. Batch**.

5.6.2 Usage on the Outbound Request Lines

1. Navigate to the page **Outbound Warehouse Request Lines**. *Make sure there are lines that need to be processed.*
2. Choose the action **Reservation Worksheet**.
3. Specify the report options to make the reservations for the lines.
 - a. **Demand Type**
Select Sales Orders
 - b. **Allocate After Populate**
Enable the option to automatically allocate quantity in the reservation worksheet after the report is run.
If this is not enabled, the reservation worksheet will be opened in which the reservations need to be allocated.
 - c. **Filters**
If needed, filters can be specified that will be used to run the report.
4. Choose **OK** to make the reservations. If not all lines could be reserved, the reservation worksheet will be opened, and the reservation will need to be completed manually.
5. The lines for which the reservation was successful will be indicated with **Reserved From Stock Full**.
6. It is now possible to use the action **Create Warehouse documents**, and to select the option **Full** in the field **Reserved Stock Only** on the report page. This way, only fully reserved lines will be added to the warehouse documents.

5.7 Create Warehouse Documents

Dynavision Planning & Dispatch module makes it possible to create Warehouse Shipments and Warehouse Receipts for a selection of lines. These actions are available on the corresponding pages as described above.

5.7.1 Planning & Dispatch Setup

When the Warehouse documents are created, it is possible to choose whether the external Document No. or Vendor Shipment No. needs to be included on the newly created documents.

1. Choose the search icon, enter **Planning & Dispatch Setup** and choose the related link.
2. In the Tab **Warehouse** enable the wanted options.
 - a. **Clear External Document No.**
Specifies if the external document No. needs to be cleared on the newly created Warehouse Shipment header when these are created from Warehouse Request Lines.
 - b. **Clear Vendor Shipment No.**
Specifies if the Vendor Shipment No. needs to be cleared on the newly created Warehouse Receipt header when these are created from Warehouse Request Lines.

5.7.2 Create Warehouse Documents report

The creation of the warehouse documents can be done directly from the document or by using the functionality to fetch the shipment/receipt lines and bundling these lines on a single warehouse document.

It is also possible to Create Warehouse Documents by using following functionality. This will take the set up grouping code into account.

1. Choose the search icon, enter **Create Warehouse Documents** and choose the related link.
2. Fill in the options and filters for generating the correct warehouse documents.
 - a. **Type**
Specifies if warehouse receipts or warehouse shipments will be created. This can be specified by choosing either Inbound or Outbound.
 - b. **Add to warehouse document allowed**
Specifies if lines can be added to an existing warehouse document with the same grouping criteria.
 - c. **Release warehouse documents**
Specifies if the warehouse documents should be released after they are created.

d. Do Not Fill Qty. to Handle

Specifies if the Quantity to Handle field in the warehouse document is prefilled according to the source document quantities.

e. Reserved stock only

Specifies if only source document lines should be included that are fully or partially reserved from the current stock.

f. Check reserved stock on

Specifies if the reserved stock check is performed for the source document or the line.

If the **Type** of the warehouse documents to be created is set to **Outbound**, this option is available.

g. Date Filter (DateFormula)

Specifies a dateformula to filter the lines on shipment date or expected receipt date. *This can be used when scheduling the creation of the warehouse documents.*

h. Filters

Specify filters if needed to make sure that the documents are generated for the wanted location, shipment date, etc.

Remark: From the warehouse documents, it is possible to view the Source documents that are noted on the warehouse document. This is possible by choosing the action **Source Document(s)**, which can be found by selecting the action **Source Documents** in the actions bar of the warehouse document.

This function will open the linked source document, or a list of linked source documents. In case a list view is shown, it will show the information noted on these source documents, including the Ship-to Contact.

5.8 Collaboration Planning & Dispatch Module and Business Central

Below, some general information on the behavior of how the **Shipping Agent Code** is transferred in standard Business Central and how the custom logic uses the Shipping Agent Code.

- In standard Business Central, when a warehouse shipment is created from a sales order, the **Shipping Agent Code** is taken from the sales order header, regardless of different shipping agent codes that might have been added on the sales order lines.
- In the warehouse request line logic, when you create a warehouse shipment from the warehouse request lines, the shipping agent code **from the first sales order line** is transferred onto the warehouse shipment header.
- In standard Business Central, when the flow starts from an empty warehouse shipment document, and the source document is fetched, no shipping agent codes are transferred.
- In standard Business Central, if the Shipping Agent Code is updated on the warehouse document, the information is pushed back to the **sales order header**.

5.9 Shipping BIN per Agent/Service

In order to be able to pre sort the items that need to be shipped using a certain agent or service, it is made possible to assign a default shipping bin to the agent or service. When a shipment is created for the agent or service, the shipping bin that is configured for the selected agent or service will be added on the header and lines of the documents.

The default shipping BIN per agent or service can be configured per shipping agent by navigating to the **Shipping Agents** page, and select the action **Shipping Agent, Default Shipment Bins** or it can be configured per location for the different shipping agents.

Remark: *the location for which the default shipment bins need to be configured, needs to be configured with option **Bin mandatory**.
This functionality only works when working with zones on the Location.*

5.9.1 Configure for location

1. Navigate to the **location Card** for which the default shipping bins per shipping agent need to be configured.
2. When working with zones, the zones from which can be shipped need to be indicated using the option **Shipping Bin Zone**. If this is not enabled, the bin from the zone cannot be selected as default shipping bin for a location and agent/service combination.
3. Choose the action **Default Shipment Bins**, or select the three dots next to the field **Shipment Bin Code**.
4. Select the **Shipping Agent Code** and optionally the **Shipping Agent Service Code**.
 - a. Select the BIN that needs to be used for documents with the specific shipping agent.
 - b. If **Dynavision Excise** is also installed, and the system needs to take tax-free zones into account when shipping for a certain agent/service, this needs to be set up specifically. Select the **Tax Bin Code** that needs to be used for shipping under suspension.

Note: it is also possible to configure the default shipping bin per shipping agent.

1. Navigate to the page **Shipping Agents**.
2. Select the Shipping agent for which the default bins need to be configured.
3. Choose the action **Shipping Agent, Default Shipment Bins**
4. Select the **Location Code** and optionally the **Shipping Agent Service Code**.
 - a. Select the BIN that needs to be used for documents with the specific shipping agent.

5.9.2 Usage on documents

When a sales order is created for a location for which the default shipment bins are configured for the agent, and the shipping agent and service combination is set on the sales order, when creating the warehouse shipment, the bin will be transferred to the shipment lines.

When the shipping agent is changed on the sales order, and the shipment is created, the correct shipment bin will be added on the warehouse shipment.

Remark: when the shipping agent and service is changed on the warehouse shipment, it needs to be manually changed on the warehouse shipment lines.

5.10 Warehouse Receipt / Shipment

5.10.1 Delete warehouse shipment/receipt after posting

There are options added on the Planning & Dispatch Setup that makes it possible to automatically delete warehouse shipments or receipts after they are posted, and no outstanding picks, put-aways exist for the shipment.

1. Choose the search icon, enter **Planning & Dispatch Setup** and choose the related link.
2. Enable the option **Delete warehouse shipment after posting** to automatically delete the shipments after posting, either on the warehouse shipment, or via the transport trip containing the warehouse shipment.
 - a. *Remark: the shipment will be deleted, even if this is not completely shipped.*
3. Enable the option **Delete warehouse Receipt after posting** to automatically delete the receipts after posting, either on the warehouse receipt, or via the transport trip containing the warehouse receipt.
 - a. *Remark: the receipt will be deleted, even if this is not completely received.*

5.10.2 Pick lines

On the warehouse Shipments, extra fields are added, **Pick Lines** and **Registered Pick Lines**. These will display the number of (registered) related pick lines for the document.

6 Transport Trip

The Transport Trip functionality makes it possible for customers that use own transport for delivery and receiving of items to create a trip, which is a grouping of warehouse documents (warehouse shipment and/or warehouse receipts).

If **Dynavision Reusable Packaging** is installed, it is also possible to register the collection of reusable packaging that occurred during a transport trip. This registration will be made to the linked source document (sales order or purchase order).

If **Dynavision Trade** is installed, it is also possible to register multiple payments on the source documents of the transport trips or free payments, to make sure the processing of trips can be done efficiently without having to navigate to the source documents individually to register the payments.

6.1 Configuration

6.1.1 Trip Sheet

Dynavision Planning & Dispatch provides the possibility to configure a report layout for the Trip Sheet via the page **Report Selection – Planning**.

This report layout can be created using PTE, or can be configured using the app **Dynavision Layouts**.

In Dynavision Layouts, the trip sheet can be easily configured using the Line Definitions, making it possible to functionally configure the body of the report.

See the Dynavision Layouts manual for more information on this feature.

6.1.2 Drivers, Vehicles and Trailers Setup

The configuration of the way that the Transport Trips will be created is set up in the **Planning & Dispatch Setup**.

1. choose the search icon, enter **Planning & Dispatch Setup**, and then choose the related link.
2. Fill in the necessary fields in in the **Transport Planning** tab.
 - a. **Transport Trip Nos.**
Specifies the code for the number series that will be used to assign numbers to transport trips.
 - b. **Vehicle Nos.**
Specifies the code for the number series that will be used to assign numbers to vehicles.
 - c. **Trailer Nos.**
Specifies the code for the number series that will be used to assign numbers to trailers.
3. Choose the action **Report Selection – Planning** to indicate the report that needs to be printed for the trips. Currently only the Trip sheet can be configured in the report selection for the Transport Planning.
4. Choose the action **Resources** in the actions bar of the setup page in order to set up the different resources available for planning Transport Trips.
 - a. **Shipping agents**
The Shipping agents functionality of Business Central has been enriched with a column **Use Transport Trips** to indicate that Transport lines will be created when releasing warehouse documents for the shipping agent specified on the line. When the checkbox has been activated, it enables the use of Transport Trips.
 - i. Choose the action **Shipping Agent Services** to specify the different parameters for the services of the Shipping Agent.
The fields that are important for the creation of transport trips are:
 - 01. Base Calendar Code**
Select the Calendar that needs to be used to create the transport trips. ***Remark:** it is very important to mark the non-working days. These days are not used when generating trips, so no trips can be created for these days.*
 - 02. Location Code**
In order to make the transport Trips, it is required to set up a location from which the deliveries start for the shipping agent
 - 03. Driver No.**
Specifies the default driver when the shipping agent service is used on a trip. This field is optional.
 - 04. Vehicle No.**
Specifies the default Vehicle when the shipping agent service is used on a trip. This field is optional.
 - 05. Trailer No.**
Specifies the default Trailer when the shipping agent service is used on a trip. This field is optional.

b. Drivers

The Drivers are the standard Business Central Resources that can be assigned to trips. In order to indicate that a resource can be assigned on trips, an extra tab is created on the Resource Card.

i. Transport Tab

01. Driver

Indicates that the resource is a driver and can be assigned to trips.

02. Shipping Agent Code

Specifies the Shipping Agent for which this resource is a driver.

c. Vehicles

It is possible to set up Vehicles that can be assigned to the Transport Trips.

i. No.

Specifies the number of the vehicle, according to the specified number series in the setup page.

Remark: fill in the fields in the list, and the number will be automatically assigned to the line.

Remark: enable the **Manual Nos.** check for the Number Series for the Vehicle, this will prevent errors when manually trying to specify a Code for the Vehicle.

ii. License Plate

Specifies the License plate of the Vehicle.

iii. Description

The description of the Vehicle.

iv. Maximum Gross Weight

Specifies the maximum gross weight that can be planned on the vehicle for one trip.

v. Maximum Volume

Specifies the maximum volume that can be planned on the vehicle.

vi. Shipping Agent Code

Specifies the value of the Shipping Agent Code field.

vii. Blocked

Specifies that the vehicle is blocked from being used on transport trips.

d. Trailers

It is possible to set up Vehicles that can be assigned to the Transport Trips.

The trailer List has the same fields as the **Vehicles** List.

Remark: enable the Manual Nos. check for the Number Series for the Vehicle, this will prevent errors when manually trying to specify a Code for the Vehicle.

5. For filtering purposes and purely informational, it is possible to set up Trip Types.

Choose the action **Trip Types** which can be found under **Related**.

a. Code

Specifies the Code of the Trip Type.

b. Description

Specifies the description of the Trip Type.

6.1.3 Picture Document Category

When processing transport trip lines, it is possible to add pictures to the transport trip line. These pictures can be added to a separate category in which the pictures will be saved when they are taken by the driver on the mobile client.

1. Choose the search icon, enter **Planning & Dispatch Setup**, and then choose the related link.
2. In the section **Transport Planning** add the category code that needs to be used for pictures in the field **Picture Document Category**.

6.1.4 Shipping Agent – Working days

When creating transport trips, the calendar set on the Shipping Agent Service is used to determine the days for which the transport trips will be created.

1. Choose the search icon, enter **Shipping Agent**, and then choose the related link.
2. Set up the desired shipping agents.
3. Select the shipping agent(s) that need(s) to be used to create transport trips and choose the action **Shipping Agent Services**.
4. Add the service and select a **Base Calendar Code**.
5. Add a **Customized Calendar** and select the days on which the transport trips may be created.

6.1.5 Create Trips

After configuring everything in the Planning & Dispatch Setup, the Transport Trips can be created.

Remark: it is very important that the configuration of the trips is set up completely and correctly before creating the Transport Trips. Otherwise, the trips might be incorrect and will need to be manually deleted and created again.

1. Choose the action **Create Transport Trips**, which can be found under **Actions** on the page **Planning & Dispatch Setup**.
 - a. The Transport Trips can also be created by choosing the search icon, entering **Create Transport Trips**, and then choose the related link.
2. On the report page that opens, fill in the Options and filters needed to create the trips for the desired shipping agent and period.
 - a. **Date Range**
Specify the Date Range for the period that the trips need to be created. In this field, a Date Formula can be specified.
 - b. **Shipping Agent Code**
Specifies the Shipping agent Code for which the Transport Trips should be created.
 - i. The working days that are configured for the **Shipping Agent Service** will be used to create the trips.
These need to be set up in the **customized calendar** of the **Shipping Agent Service**.
 - c. **Use Transport Trips**
Specifies if Transport Trips will be created only for the Shipping Agents for which the option **Use Transport Trips** is enabled.
 - d. Other filters can be added and specified if needed.
3. Choose **OK** after specifying the filters and options.
4. The transport trips are created and a message is shown to navigate to the created trips.

6.1.6 Configure Message Type to send Transport Trips to partners

In case that the transport trips need to be send to an external partner or application, it is possible to set up a Message Type for this file.

Choose the search icon, enter **Message Types**, then choose the related link.

There are two options to set up the necessary Message Type:

Option 1:

1. Select the plus sign next to the **New** action in the actions bar on the opened page. Choose the action **Get Default Data...**
2. A list opens with a filtered view of the available, not yet downloaded and configured Message Types. Choose the Message Type that needs to be set up and choose the action **Apply**.
3. The Message Type will be created and it is possible to navigate to the created **Message Type Card**.
4. In this card, the fields will be filled in with the information that has been set up in the Data link for the Message Type.
5. After the creation of this Message Type, the Card can be edited in case something needs to be changed. *Remark: once the message type has been downloaded, it will not be visible anymore when choosing the **Get Default Data...** action again. The Card needs to be managed in the system.*
6. In the **Partner Mapping**, it is now possible to select a Shipping agent to which messages need to be send.

Option 2:

1. Choose the action **New** to set up a new **message Type** card.
2. Specify the necessary fields for the specific vendor report. In the **Format** field, select Circuit (File).
3. Choose **Message Type** Transport Trip.
4. *Remark: the fields of the Message Type card are described in the Dynavision Connect manual.*
5. Make sure to define a partner code using the action **Partners**.
6. In the **Partner Mapping**, it is now possible to select a Shipping agent to which messages need to be send.

6.2 Trip Essentials

In certain cases, there are certain items needed, such as keys or badges, that need to be provided by the driver when delivering items to a customer.

These can be defined in Business Central for the customers, to make sure they are automatically displayed on trips that are created containing stops for that customer. These trip essentials can be checked out and checked in, making sure you always know where the essentials are and which driver had them last or currently has them taken on a transport trip.

For this functionality, there is some setup required.

6.2.1 Planning & Dispatch Setup

On the Planning & Dispatch Setup, following information needs to be configured.

1. Trip Essential Nos

Specifies the number series that needs to be used when Trip essentials are created.

6.2.2 Trip Essential Types

Optionally, it is possible to set up Trip Essential Types. This is purely informational, and can be added to a trip essential to make it visible which type of essential it concerns. E.g. Badge, key,...

1. On the page **Planning & Dispatch Setup**, choose the action **Trip Essential Types** or choose the search icon, enter **Trip Essential Types**, then choose the related link.
2. Fill in the information requested.
 - a. **Code**
Specifies the type that will be assigned to the trip essential.
 - b. **Description**
Specifies the description for the Type.
 - c. **Check Out/ In Required**
Specifies whether checking out and checking in is required for this Essential type.
 - d. **Essentials**
This flowfield will indicate the number of trip essentials to which the type is assigned. This number can be clicked, and the list of essentials will be displayed.

6.2.3 Trip Essentials

The next step is setting up the trip essentials that will be given to the driver for the transport trips for the customers.

1. On the page **Planning & Dispatch Setup**, choose the action **Trip Essential Types** or choose the search icon, enter **Trip Essential Types**, then choose the related link.
2. Add lines for each trip essential and specify the information requested.
 - a. **No.**
Specifies the number that identifies the trip essential, using the number series set up in the Planning & Dispatch Setup Page.
 - b. **Description**
Specifies the description of the trip essential.
***Tip:** Add the customer and/or ship-to address to the description of the trip essential. The Customer to which the essential is assigned will not be displayed in the transport trip factbox.*
 - c. **(Optional) Type**
Specifies the Trip Essential Type that is assigned to this Trip Essential. This is purely informational and can be used to quickly view which the type of the trip essential is.
3. The following information for the trip essential is filled in using actions either on this setup page, or on the transport trip, e.g. when the trip essential is checked out.
 - a. **Source Description**
Displays the source to which the trip essential is linked. This will display the selected customer Name or Ship to address that is linked to the Trip Essential using the action **Link Customer/Link Ship-to Address** or by linking on the Customer Card.
***Remark** This field will always display the first assigned customer or ship-to address.*
 - b. **Source Code**
If the Trip Essential is linked to a ship-to address, the selected ship to address code will be displayed in this field.
 - c. **Links**
Displays the number of linked customers/ship-top addresses for the trip essential. Click on the displayed number to display the list of assigned entities.
 - d. **Last Trip No./ Last Driver Name**
Displays the trip and the name of the driver to which the trip essential was last assigned.
 - e. **Current Trip No./ Current Driver Name**
Displays the trip and the name of the driver to which the trip essential is currently assigned.
 - f. **Checked Out/Date Checked Out**
Displays whether the trip essential is currently checked out or not and the date if it is checked out.

6.2.4 Assign to customer/ship-to address via Trip Essentials Page or Customer Card

Once the Trip Essentials are created, they need to be assigned to Customers and/or ship-to addresses.

This can be achieved in 2 ways.

Way 1: on the Trip Essentials Page.

1. On the page **Trip Essentials Page**, select the Trip Essential that needs to be assigned.
2. Choose the action **Link Customer**.
 - a. Select the customer to which the essential needs to be linked. Choose **OK**.
 - b. After successful linking, the Customer Name will be displayed in the field **Source Description**.
3. Choose the action **Link Ship-to Address**.
 - a. Select the customer from which the ship-to address needs to be linked.
 - b. Select the Ship-to address to which the essential needs to be linked.
 - c. The Ship to information will be displayed in the fields **Source Description** and **Source Code**.
 - d. **Remark:** when a customer is selected for which no ship-to addresses are configured, the essential will be linked to the customer instead.

Way 2: on the Customer Card/Ship-to Address Card.

1. Navigate to the Customer Card of the customer to which the essential needs to be linked.
 - a. If the essential needs to be linked to a ship-to address, navigate through to the desired ship-to address card for the customer.
2. In the factbox Pane, navigate to the **factbox Trip Essentials**. This displays the currently linked essentials if applicable.
3. Choose the action **New** to assign a new Trip essential.

6.2.5 Trip Essentials on Transport Trips

After the configuration, the Trip Essentials will be added automatically to the Transport Trips, if there are lines added for the customer to which the essentials are linked.

How the Trip Essentials can be handled on the transport trip is noted in the section [é](#).

The Trip Essentials are noted in the factbox on the Trip Card of the customer is noted to which the essentials are linked.

1. Navigate to the Transport Trip.
2. In the **Trip Essentials Factbox**, choose the action **Essentials**. The list opens of the essentials that are noted for the Transport Trip.
 - a. Check the box **Checked Out** to indicate that the Essential is checked out.
 - b. Check the box **Checked In** to indicate that the Essential is checked in.
3. Trip essentials for which the **Check Out/In Required** is disabled, will be shown in the essentials overview, but will not be able to be checked out or in.

6.2.6 Trip Essentials – Log

Every action that happened for the Trip Essential can be viewed by choosing the action **View Logs** on the page **Trip Essentials**. There the actions are displayed and when they were executed.

6.2.7 Trip Essentials – Trip Sheet

The Trip Essentials that are noted on the Transport Trip for included customers, will be printed for the stop on the Trip Sheet.

All Essentials will be printed for the customer/Ship-to address; regardless of if they are checked out or not on the transport trip.

6.2.8 Trip Essentials Not Checked in

It is possible to quickly view for which transport trips that not all Trip Essentials are checked in again.

On the Transport Trip List page, use the column **Not Checked In**, to filter the trips that contain essentials that are not checked in.

It is also possible to navigate to the Trip Essentials page and locate the essential that is missing. Using the columns, it is possible to quickly view on which trip the essential was registered last.

6.3 Register Transport Problems on transport lines

In some cases, the delivery of a certain stop on the trip cannot be executed successfully. This can be indicated on the line by the driver, to make it easier to follow and note why certain deliveries could not be finished.

6.3.1 Transport Problem Codes

Transport Problem Codes need to be defined. These will be the codes that can be used by the driver to indicate why a certain delivery could not be executed successfully.

1. On the page **Planning & Dispatch Setup**, choose the action **Trip Essential Types** or choose the search icon, enter **Trip Essential Types**, then choose the related link.
2. Add a code for each transport problem that can occur. Fill in the needed information on the lines for each code.
 - a. **Code**
Specifies the code that is used to identify the transport problem.
 - b. **Description**
Specifies the description of the transport problem.
 - c. **Allow Update Planning**
Indicates if a transport line with this code assigned to it may be replanned.

6.4 Trip management

6.4.1 Settings on the sales/purchase/transfer/service documents

Create a Sales, Purchase, Transfer or Service document and fill in all necessary fields.

In the **Shipping and Billing Tab** fill in the **Agent** that will handle the shipment.

In the field **Agent Service**, select the service that will be used.

This information will be used for the automatically assigning of the shipment lines to a Transport Trip.

6.4.1.1 Transport Information

In order to make it possible to add Transport Information to the documents, an extra field is implemented on the different documents (*sales/purchase/transfer/service*), **Transport Information**. This field makes it possible to specify additional information to be printed on transport documents.

When this information is filled in, and shipments or receipts are created and added to a transport trip, on the printout of the transport trip, this information will be printed.

The information in this field will be taken over from the field **Transport information (Free)** set on the ship-to address, or customer card in case no information is set on the ship-to address.

On sales documents, the **Transport Information (Fixed)** is also noted from the ship-to address or the customer card, depending on the ship to information that is selected on the sales order.

6.4.2 Creation and releasing of the warehouse documents

Create the warehouse shipments or receipts for the created documents with items that need to be transported.

This can be directly from the document or by using the functionality to fetch the shipment/receipt lines and bundling these lines on a single warehouse document.

If the **Shipping Agent Code** and the **Shipping Agent Service Code** is filled in, and there were Transport Trips created for the entered combination, when choosing the action **Release**, the warehouse document will automatically be assigned to a **Transport Trip No.** The transport Trip No. on which the warehouse document will be planned is depending on the date and location code on the document. For Warehouse Shipments, the **Planned Shipment Date** is taken.

Only open trips are eligible for planning of the warehouse document.

The number of the trip will be visible in the corresponding field on the warehouse document.

On the warehouse document, it is possible to register payment methods to the linked documents using the action **Payment Methods...**, or to register Reusable Packaging to the source documents by choosing the action **Return Reusable Packaging**.

When adding the Reusable Packaging, don't forget to choose the action **Add to Document**, or **Add and post the reusable packaging** in order to push the registration to the source document.

6.4.3 Transport Trip Warehouse Shipment Planning Logic

Following logic is used when the warehouse lines are planned on a transport trip.

1. Warehouse shipment is released. This is assigned to the first available (open) trip with the same details as on the shipment (location, date,...).
2. When a trip line is moved, the warehouse shipment details will be updated to reflect the chosen transport trip details.
3. When a pick is created for a warehouse line on the transport trip, and there is an attempt to move the Transport Trip Line, the update of the warehouse shipment details will be executed, but a message is shown to review the picks, in case the shipping bin would change.

6.4.4 Release for Transport – Warehouse Receipt

On the **Warehouse receipt document**, the functionality **Release for Transport** is added.

This function can be used to release the shipment, which makes it possible to plan the transport on the transport trips, as explained in the next section.

The action is also added on the **listpage of the warehouse receipts**. This makes it possible to release a selection of warehouse receipts for transport.

The **Release** and **Reopen** actions are also made available on the **listpage of the Warehouse Shipments**, to make it possible to release or reopen a selection of warehouse shipments.

6.5 Transport Trips

In the page **Transport Trips** an overview can be found of the Transport trips that are created.

1. Choose the search icon, enter **Transport Trips**, then choose the related link.
2. On the page that opens, the Transport Trips are visible with their information, like the number of lines planned on the trip and their status. On the page, a few actions can be performed.
 - a. Choose the action **New** to create a new Transport Trip.
 - b. It is possible to **Release, Reopen** or **Close** the Transport Trip by using the corresponding action, which can be found under **Home**.
 - c. A **Trip sheet** can be **printed** or **mailed** and the **warehouse documents** that are assigned to the Trip can be printed.
 - d. The actions to register payments and reusable packaging to the linked source documents are also available using the action **Payment Methods...**, and the action **Return Reusable Packaging**.
When adding the Reusable Packaging, don't forget to choose the action **Add to Document**, or **Add and post the reusable packaging** in order to push the registration to the source document.
3. It is also possible to create Transport Trips in batch by choosing the action **Create Trips....** (described in [Planning & Dispatch Setup](#))
4. When a Trip has been released, it is also possible to use the action **Send Message** to generate a file based on the configuration in the Message Type.
5. Items that are on [Warehouse Shipments](#) that are linked to a trip can be posted in batch by choosing the action **Post**, or the action **Post and print**.
6. The warehouse documents can be printed using the action **Print Warehouse Documents**. This action will open the report page to firstly print the unposted warehouse documents.
Close the report page to also get the report page to print the [Posted warehouse documents](#).
7. Posted Source documents can be printed using the action **Print Posted Source Documents**. These posted documents will be printed in the order that they are noted on the transport trip. This will thus use the trip Sequence No. to determine the printing order. If the posted documents do not have a trip sequence number, they will be printed first.

Remarks:

1. A warehouse document can only be linked to one Transport Trip.
2. If the Trip sheet columns are not aligned correctly, adjust the Text Constants as needed.

6.6 Transport Trip Card

The **Transport Trip Card** contains information about the selected Transport Trip.

4. Choose the search icon, enter **Transport Trips**, then choose the related link.
5. **Select a Transport Trip** and open the card.
6. The Transport Trip card contains information that has been filled in when creating the trips (Trip date, location code, etc.)
7. Using the action **Get Lines**, it is possible to retrieve an overview of the Transport Lines that are not yet planned. These lines can be added to the Transport Trip.
8. The **Transport Lines** show the lines that are included in the Transport Trip. On these lines, it is possible to **Move** a line or **Set** a line **Free**. It is also possible to **Move** the Transport Lines **Up** and **Down** in order to (re)order the Trip Sequence.
The transport lines will also display the (registered) Pick lines for the document, and the Pick status will be reflected in the line. The **Pick Status Legend** can be consulted by selecting the value in the column on the line, or by choosing the action **Pick Status Legend**.
 - a. It is possible to add 'free' transport lines to the transport trip. Choose the action **New**, which can be found when choosing **Line** in the **Transport lines** section.
***Remark:** this can only be used to add inbound transport lines.*
 - b. A screen opens, in which address information can be filled in, to add this to the transport trip.
 - i. Select the **Address Type** (customer, vendor or empty) that needs to be added.
 - ii. Enter the **Customer No.** or **Vendor No.** and the **Code** of the address that needs to be added, or manually enter address information in the related fields.
 - iii. Enter comments in the field **Transport information**, that need to be included in the lines.
 - iv. Select the **Type** of the transport trip line (Collection or Delivery) and optionally add **Transport Information**.
 - c. After specifying the information, choose **Close** to close the screen and add the line to the Transport Trip.
9. Choose the **Card** action to open the warehouse document of the transport trip line, or the card of the manually added "free" address.
10. Choose the **Comments** action to view either the warehouse document comments, or the comments added for the free transport lines
11. The Transport Line can be displayed on an online map by choosing the action **Online Map** in the Transport Lines.
12. The **Trip Essentials** that are linked to the trip through a customer can be found via factbox **Essentials**. Following information is visible.
 - a. **Checked Out**
Displays the number of trip essentials that are checked out on that trip.
 - b. **Checked In**
Displays the number of Trip Essentials that are checked back in at the end of the trip.

c. Not Checked In

Displays the number of Trip Essentials that are checked out, but were not checked in for the transport trip.

13. In the **Trip Essentials Factbox**, choose the action **Essentials**. The list opens of the essentials that are noted for the Transport Trip.
 - a. Check the box **Checked Out** to indicate that the Essential is checked out.
14. The **Trip Sheet** can be printed and mailed, the **Warehouse Documents** and the **Posted Source Documents** can be printed. When the Trip is released, it is also possible to use the action **Send Message** to generate a file based on the configuration in the Message Type.
 - a. *The trip sheet will also display the Ship-to contact that has been filled in on the Order.*
 - b. *The trip sheet will also display the Trip Essentials that are required for the address.*
15. It is possible to navigate to the linked source documents and to register payments and reusable packaging to the linked source documents (as described in [Transport Trips](#)).
16. The source documents that are linked to the Transport Trip can be found and checked by choosing the action **Warehouse Document(s), Source Document(s)**
17. It is possible to post the Warehouse Shipments that are assigned to the trip in bulk, by choosing the action **Post** or **Post and Print...** in the actions bar in the header; or a selected Transport line (for a Warehouse Shipment) by using the action **Post** or **Post and Print** in the Transport Lines section. The linked (posted) warehouse Shipments can still be accessed from the Transport Trip.
18. After the trip has been processed (released, closed, reusable packaging registered, payments registered if applicable), The linked source orders can be posted and finalized. Once these orders are posted, they will not be accessible anymore from the transport lines and transport trip pages by using the action Get Source Documents.
19. In the **Trip Essentials Factbox**, choose the action **Essentials**. The list opens of the essentials that are noted for the Transport Trip.
 - a. Check the box **Checked In** to indicate that the Essential is checked in.

Remark: a factbox will show the capacity of the Vehicle and/or trailer, and the current load of the transport

6.7 Transport Lines

In the page **Transport Lines** an overview can be found of the Transport lines that are released and have been planned or need to be planned.

Choose the search icon, enter **Transport Lines**, then choose the related link.

On the page that opens, the Transport lines are visible with their information. On the page, a few actions can be performed in order to plan, unplan or move transport lines.

1. Plan

Plan the selected lines on an existing trip. All trips will be available, even those with another shipping agent and service. If a trip with another shipping agent/service is selected than the agent/service on the warehouse document, the warehouse document will be updated with the information of this agent/service. The source document will remain unchanged.

Remark: this function can only be performed for transport lines that are not already assigned to a trip.

2. Plan (New Trip)

Plan the selected lines on a new trip. *Remark: this function can only be performed for transport lines that are not already assigned to a trip.*

3. Set Free

Undo the planning of the selected lines from their current trip.

4. Move

Move the selected lines to another trip. All trips will be available, even those with another shipping agent and service. If a trip with another shipping agent/service is selected than the agent/service on the warehouse document, the warehouse document will be updated with the information of this agent/service. The source document will remain unchanged. *

On this page, the action **Source Document(s)** is also available.

For the Transport lines, the Pick lines are visible, as well as the Registered pick lines. This shows the number of related (registered) pick lines for the transport line.

It is possible to navigate to the Trip that contains the shipment line by selecting the shipment line and choosing the action **Trip**, under **Related**.

* If a line is moved with a problem code that allows "update planning", the information of the line before the move will be saved in the **History**. This can be viewed by choosing the line that is moved on the new Transport Trip and choosing the action **History**.

*

7 Process Source Documents

7.1 Create Return Sales Order from Trip

In order to make it more easy to create Return Sales Orders, for items that are picked up during a Transport Trip, an extra action, **Create Sales Return Order**, is added on following locations:

- On the **Source Documents Page**, when choosing the action **Source Document(s)** on the **Transport Trip Card** (under **Warehouse Documents**).
- On the **Transport Trip Card**:
 - In the actions bar in the header (under **Warehouse Documents**)
 - When this action is chosen, if the Trip contains multiple sales orders, the list is shown of the source documents for which a return order can be created.
 - In the **Transport Lines** section on the page (under **Warehouse Document**).

After choosing the action **Create Sales Return Order**, after either selecting a customer, or when executed in the Transport Lines for a customer, the Return Sales order is created and the selected customer is taken over to the order. The Order date will be set to the date of the Transport Trip (on the Transport Trip Card).

Remark: the contact of the original sales order, for which a return is created will not be filled in. This can be manually added by the user on the document if needed.

In this created order, the lines of the items can be added, and the Return order can be further processed in Business Central.

Remark: *there is no link with the Transport trip and the return order that is created from a trip.*

7.2 Trip planning – Partial shipments

It is possible that shipments are not fully shipped at once. In order to process the trip planning for partial shipments, follow the following steps.

1. Create the warehouse shipment for the sales order. Adjust the Qty. to ship to the quantity that will be effectively shipped.
2. Release the shipment. The transport lines will be created and plan the lines on a transport trip.
3. Post the (partial) warehouse shipment. On the Transport Trip, the transport line is updated to Posted Warehouse Shipment, with the adjusted information from the shipment. *In the factbox, the Warehouse Status is adjusted to partially shipped for the warehouse document.*
4. The trip can be further processed as described in the section “Planning of the trips – flow”.
5. When the other items from the partially shipped warehouse shipment need to be shipped, the **Shipment Date** on the warehouse shipment needs to be changed. This will recreate the transport lines and will plan the new transport line(s). If needed, change the shipping agent and service.
Remark: *the transport lines linked to the posted warehouse shipment will remain unchanged.*
If the auto plan option is not enabled, the Transport Trip No. will need to be manually adapted to the new transport trip.
6. The Transport Trip No. will be filled in with the transport trip that now contains the remaining items from the shipment, with the corresponding weight.
7. The trip and shipment can now be processed as previously described.

Remark: *the transport trip no. on the warehouse shipment will always represent the last or active transport trip. The Posted warehouse shipment can be used to trace the transport trips on which the partial shipment is transported.*

7.3 Pick worksheet per transport trip

On the Pick worksheet, the Transport trip on which the warehouse shipments are planned will be shown.

When creating a pick, on the **Create Pick report page**, there is an option added, **Per Transport Trip**. When this is enabled, there will be separate pick documents generated for each transport trip.

7.4 Best Practices

When using the **Get Source Documents...** function on a Warehouse document, and selecting lines, it is possible to combine warehouse shipment lines with different Shipping Agent codes.

When using the function to make a warehouse document by using this function, it is best practice to set up the filters on the fields **Shipping Agent** and **Shipping Agent Service**. These filters will make sure that the grouping of warehouse documents is done for warehouse lines that have the same shipping agent and shipping agent service in order to correctly plan the Transport Trips.

8 Transport Trip Processing - Mobile App

The Transport trips can be processed by the drivers using the tablet mode of Business Central.

8.1 Link resource to user

For this to work, it is important that the **Resources** are correctly linked to the **Users**

1. Navigate to the **Resource Card** that needs to be configured.
2. In field **User ID, in section Transport**, add the necessary information to the fields.
 - a. **Driver**
Enable this option if the resource is a driver that needs to handle transport trips.
 - b. **Shipping Agent Code**
Select the Shipping Agent code to which the resource is linked. This Shipping agent code is used to create the transport trips and will make it possible to assign transport trips that are created for that shipping agent to this resource.
 - c. **User ID**
Select the user that needs to be linked to this Resource. This user will be able to handle the transport trips using the mobile version of Business Central.
 - d. **Default Payment Method**
Select the payment method that will be added by default to the transport trip stop when a payment is accepted by the driver.
This is optional.

8.2 Create transport trips and release

Once the resource is set up and linked, create the Transport trips or link existing trips to the user.

Check out the needed Trip Essentials that the Driver has taken with him/her on the transport trip.

Once the transport trips are released, they will be noted in the Driver mobile client if they are linked to the driver.

If there are transport trips that are released but not linked to the user, they can also be started by the driver and will then be assigned automatically to the driver that started the trip.

8.3 Mobile client

Start Business Central in Tablet mode with the user that is indicated as Driver and that needs to handle the transport trips.

In **Settings**, select the **Role Driver**. This role has a linked view that is created especially for handling the transport trips.

1. On the start page, a tile is shown with the number of transport trips that need to be processed by the driver that is logged in. Click on the tile to see the linked trips and information about the trips.
2. To start a trip, either navigate to the start view and choose action **Start Trip**, and **select the trip to start**, or in the list view of trips select the trip and choose the action **Start Trip**.
3. The stops of the trip will be shown, with information and the status.
4. Select the stop that needs to be processed and either choose **Edit** by clicking on the three dots for the stop, or double clicking on the stop and edit the stop.
 - a. On the Stop card, information about the stop is shown, like address and transport information.
 - b. Click on action **Arrived** (or on the *Arrival link that is noted next to the **Arrived title** on the right in the stop*) to fill in the time of arrival at the stop.
 - c. It is possible to add comments in the field **Driver Comment**.
 - d. If **Dynavision Reusable Packaging is installed**, it is possible to register the Reusable packaging that is received from the customer on the stop.
 - i. Choose the action **Return Reusable Packaging**.
 - ii. Add the Reusable packaging that is received at the stop.
 - iii. Close the page. The reusable packaging will be committed to the Shipment and can be processed in the Transport Trip.
 - iv. Make sure to enable the option **Process Returns on Posting** in the **Reusable Packaging Setup** to automatically post and register the returned reusable packaging when the shipment is posted on the Transport Trip.
 - e. It is also possible to register payments that are received from the customer. If **Dynavision Trade is installed**, it is possible to register multiple payment options.
 - i. Choose the action **Pay Order...** and enter the payment method and amount received.
 - ii. Close the page. The payment method will be committed to the linked sales order.
 - iii. **Note:** *payments with the same payment method will be grouped in the factbox on the Transport Trip. Drilldown on the payment amount in the factbox is provided, which can be used to see the individual payments registered using that payment method.*

- f. **Free Payments** can also be registered to the stop. These payments will be registered to the stop, and not noted on a specific document.
 - i. Choose the action **Free Payment...**
 - ii. Specify the payment method and the amount received. Optionally add a comment to be noted for the payment.
 - iii. Close the page. The payment will be registered to the stop.
 - iv. **Note:** *payments with the same payment method will be grouped in the factbox on the Transport Trip. Drilldown on the payment amount in the factbox is provided, which can be used to see the individual payments registered using that payment method.*
 - a) **One line will be added with the total of free payments that are registered for the stop.** *When one free payment is registered, the extra total lines will also be visible. The payment will be registered once, but this serves to quickly view the amount that is registered as free payment on the stop.*
- g. Pictures can be added to the transport trip stop by choosing the action **Take Picture**. This will be added to the transport trip card, and will be transferred to the posted linked warehouse document when it is posted.
- h. Once the items are delivered, register the signature of the customer on the stop. Do not forget to choose the action **Sign** to commit the signature to the linked warehouse shipment document.
 - i. This signature can be found in a factbox on the (posted) warehouse document. This is found in the factbox **Transport Trip Info**.
- i. Choose the action **Departed** (or on the *Departure link that is noted next to the **Departed title** on the right in the stop*) to fill in the departure time for the stop.
- j. Close the stop and process the next stops if there are next stops.
- 5. If all stops are processed, the trip can be stopped.

Remark: *The stop can always be "paused" by stopping the trip. Once the trip is stopped, it can be resumed by starting the trip again.*

 - a. Navigate to the **Transport Trips page**. The active trip will be indicated with status **Started**. Choose the action **Stop Trip** to stop the trip. The Status of the trip will be changed accordingly.

8.4 Check in Trip Essentials

If the Driver returns, the trip essentials need to be checked in again on the transport trip card.

8.5 Final posting of the transport trip

Once the transport trip is completed, it can be posted.

Check the linked source documents and view the registered payments and reusable packaging for the stop.

The source documents that are linked to the Transport Trip can be found and checked by choosing the action **Warehouse Document(s), Source Document(s)**

Post the Warehouse Documents that are assigned to the trip either in bulk or one by one. If Dynavision Reusable Packaging is installed, make sure that the Returned Reusable packaging is also posted and registered, either by enabling the option to automatically execute the post and registration of the reusable packaging or by doing do manually.

After the trip has been processed (released, closed, reusable packaging registered, payments registered if applicable), The linked source orders can be posted and finalized.

Once these orders are posted, they will not be accessible anymore from the transport lines and transport trip pages by using the action Get Source Documents.

Remark: the free payments that were registered will need to be processed manually. It is possible to extract the registered payments on the transport trip to excel, from the factbox provided on the transport trip.

This will need to be added manually in a journal. Currently, there is no transfer to the journal added.