

Ship Management [DRAFT]

Last Modified on 08/13/2025 11:06 pm EDT

This guide is intended for Duggal Visual Solutions general users specifically. Information herein may contain customizations and particulars specific to the Duggal aACE system. Click this [link](https://aace5.knowledgeowl.com/help) (<https://aace5.knowledgeowl.com/help>) for the General aACE Software aACE 5 Knowledge Base.

[aACE Shipment Lists](#)

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aACE Shipment Lists

The Shipping Departments can review and action a queue of Shipments via the aACE Shipments List View.

The List can be sorted by and constrained to the column headers.

To generate a list of Shipments to action, shipping personnel can search for Pending Shipments Assigned to that Dept's Manager with a particular Ship Date. The resulting list can then be sorted by Courier Service.

Record: 18 of 37

New Edit Delete Print Actions

Shipments *Sorted by Courier Service*

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Shipments need to be Assigned to a particular **Shipping Department**. These show in a drop-down list at the bottom of the record.

Record: 1 of 1																																
Shipment: 89834 Matthew Pelfrey 5/29/2019 PENDING ●																																
Outgoing Shipment Notices Emails Docs																																
Shipped To				Shipment Info <input type="checkbox"/> Purchased				Description																								
Company >		Contact >		Courier Service		Courier Account #		Shipping Cost		Description																						
Matthew Pelfrey				Duggal VanSmall- Manh				0.00																								
Shipping Terms		FOB		Package Type		L x W x H		Weight																								
						0 x 0 x 0		0		Package IDs																						
Order >		Purchase Order >		Courier Tracking #		Delivery Date																										
668226						05/29/19																										
Packing List																																
<table> <tr> <th>Item</th><th>Order</th><th>Purchase Order</th><th>Exp Qty</th><th>Quantity</th><th>Weight</th><th>Ref #(s)</th></tr> <tr> <td>410-2</td><td>668226</td><td></td><td>10</td><td>1</td><td>0</td><td>#</td></tr> <tr> <td>410-5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>												Item	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref #(s)	410-2	668226		10	1	0	#	410-5						
Item	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref #(s)																										
410-2	668226		10	1	0	#																										
410-5																																
<div> Dept: 510-1 Assigned By: Matthew Pelfrey Assigned To: Matthew Pelfrey Tracking Status: </div>																																
<div> Cancel Save </div>																																

The Drop-Down List is populated by all **Departments** that are a **Type= Shipping** in the Office module.

Record: 6 of 10 New + Edit Delete X Print Actions

Office: Duggal Visual Solutions - BNY 25 (5) ACTIVE

Office Details Notices Emails Docs

General Info

Tax ID: 13-1980892 AvaTax Co Code

Office Info

Address Title (Company Name): Duggal Visual Solutions

Address: 63 Flushing Ave, Building 25
The Brooklyn Navy Yard

City: Brooklyn State / Prov: NY Postal Code: 11205

Country: USA Postal Format: American

Payment Address Use Office Info X

Payment Title (Company Name): Duggal Visual Solutions

Address: 63 Flushing Ave, Building 25
The Brooklyn Navy Yard

City: Brooklyn State / Prov: NY Postal Code: 11205

Country: USA Postal Format: American

Company

Company >: Duggal Visual Solutions

Contact Info

Phone: Alt Phone:

Fax: Phone / Fax: (###) ###-####

Email:

Web Address:

Email Format (using "John Q Public") ?

Department Name	Abbr	Entity #	Dept #	Type	Heads	Sq Ft	Start Time	End Time	Traffic Mgr	Default Job	Status
VIBRACHROME	355-5	1	355	Fulfillment			9:00 AM	5:00 PM	> CW1		●
MOUNTING-BLDG25	405-5	1	405	Fulfillment	5		9:00 AM	5:00 PM			●
FULFILLMENT-BLDG25	410-5	1	410	Shipping	10		9:00 AM	5:00 PM	> GW1		●
FRAMING-BLDG25	420-5	1	420	Fulfillment	20		9:00 AM	5:00 PM			●
INDIRECT-BLDG25	700-5	1	700	Office			9:00 AM	5:00 PM			●

Once the Department is selected, the Assigned To is populated by that Department's manager.

Dept: 410-5 Assigned By: Matthew Pelfrey Assigned To: George Wright Tracking Status: Cancel Save

Lastly, the user should enter a status to tell the Shipping Department what to do when they come across this record.

Packing List

Line	Item Code	Description	Order	Quantity	Weight	Ref # (s)
1	> 10P	Prototype	> 668226	1	0	#s

Ready to Pick
Ready to Pack
Ready to Transmit
Ready to Ship
Shipped
Delivered
Edit...

Dept: 410-5 Assigned By: Matthew Pelfrey Assigned To: George Wright Tracking Status: Settings

An Alternative Approach: Submit Shipments to BKJobs

Current State:

Currently (June 14, 2019), Shipping Lines in Orders are listed and managed in BKJobs . Line items using Shipping Codes are added to Orders. Information is entered in the Line Item Note (text field) then submitted to BKJobs. Submitted Lines then populate the Job Planning and Ship Needs Reports, where they are managed.

Shipping information is manually copied and pasted to actual labels and/or FedEx and UPS systems as required.

Proposal:

1. Retire the use of Shipping Line Items in Orders.
2. Re-build/ map Shipment Line Item interfaces to receive aACE Shipment record information in place of the Shipping Line Items
 1. clicking on field "C" Courier Service will open an aACE window with that Shipment Record, all Shipments for that Order will populate the List View of that new window.
3. Create a Submit/ Edit functionality in Shipments (like Order Line Items(Jobs) are connected to BKJobs). Clicking Submit will populate/update a record in BKJOBS and freeze editability in the aACE record.
 1. Add a preference in Shipments to allow certain users (in Shipping) the ability to edit Submitted Shipments.
 2. Add a Record Status of SUBMITTED. The fields are locked for all users except with the above preference.
 3. All changes are Logged.
4. Add a Time Window field to the Shipment record
5. Add a Courier column to the Job Planning table

The screenshot displays the aACE software interface, specifically the Shipping and Job Planning modules. The top section shows a list of shipping items with columns for Equipment, Job, Client, Order Title, Line Item, Production Status, Notes, Priority, Ship Date, Delivery Window, Track Status, and Schedule Notes. A red circle highlights the 'Ship Date' column. Below this, a 'Shipment: 89847 Matthew Pelfrey 6/12/2019' window is open, showing details for an outgoing shipment. A red circle highlights the 'FedEx 2 Day' courier service. Another red circle highlights the 'ADD TIME WINDOW?' button. The bottom section shows the 'Job Planning' table with columns for Job, Client, Order Title, Production Status, Ship Date, Track Status, Shipping Lead, and Alerts. A red circle highlights the 'COURIER' column.

Record: 3 of 198

New + Edit ✎ Delete ✕ Print 🖨 Actions ⚙

Order: 668233 Matthew Pelfrey 06/12/2019

OPEN

Production Order

Management

Job Costs & Approvals

Notices ⚡

Emails ✉

Docs 📄

Overview

Billing

Procurement

Fulfillment

Shipping

Assets (YAG)

✖

Shipments

+ Shipment		Delivery Date	Title	Type	Courier Service	Courier Tracking #	Cost	Inv Shipping	Tracking Status	Status
> 89847	Submit	06/12/19	Matthew Pelfrey	<div></div> OUT	FedEx 2 Day		20.00	26.00		<div>✈</div> <div></div> <div>⬆</div>
> 89848	Submit	06/12/19	Matthew Pelfrey	<div></div> OUT	Duggal TruckFull-		10.00	100.00		<div>✈</div> <div></div> <div>⬆</div>
> 89850	Submit	06/13/19	Matthew Pelfrey	<div></div> OUT			0.00	0.00		<div>✈</div> <div>●</div> <div>⬆</div>
	Submit									

The workflow would look something like:

- Orderwriter writes Order
- Orderwriter adds a Shipment record, enters Shipping address, Ship Date and Time and Courier information
- Orderwriter submits Jobs to BKJobs
- Orderwriter submits Shipment to BKJobs. Shipment Record Status is changed to Submitted.
- Shipping Dept reviews Queue.
- Shipping Dept accesses aACE Shipment record(s), Transmits to NRG (Third Party system for generating UPS and FedEx Labels). Shipment Record Status is changed to Transmitted.
- (For non-UPS/FedEx Couriers, the quoted cost is entered by the Shipping Dept into the Cost field of the Order. A label is Printed and the Shipment is marked "Shipped"
- Sales Tax is automatically recalculated based on Line Item value, shipping address, and the Shipment Declared Value field once the Shipment is "Shipped"
- The Shipping record receives Tracking number, Status and Cost from NRG (or Cost is manually entered).
- Price to Client is auto-generated and sums to the Shipping subtotal in the Order.
- "Shipped" Shipment records fall off the BKJobs lists.