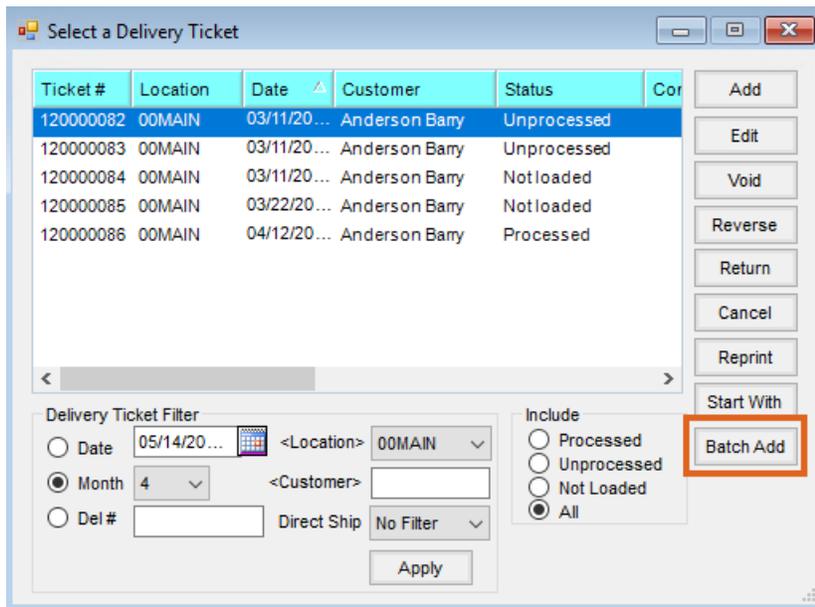# Batch Add Delivery Tickets

Last Modified on 03/03/2025 9:20 am CST

Accessed by choosing **Batch Add** at *Inventory / Delivery Ticket*, this function creates a series of duplicate Delivery Tickets for one Product by either selecting the Product or importing from a Booking. As the tickets are being added, if a credit warning appears, the option selected applies to all remaining tickets. When using a Booking for the Batch Add utility, one Product may be pulled from the Booking to create the Delivery Tickets. If a Booking will be overused, a message displays asking permission to proceed which also applies to all remaining tickets. If a Booking is not used and instead the Products are manually selected, the Batch Add functionality allows for multiple Products on the Delivery Ticket.

Note: To use this functionality, the *Auto-number Document* preference must be selected for Delivery Tickets on the *Setup Accounting Database and Location Counters* window. This is found by selecting the **Counters** button at *Accounting / Setup / Preferences*.
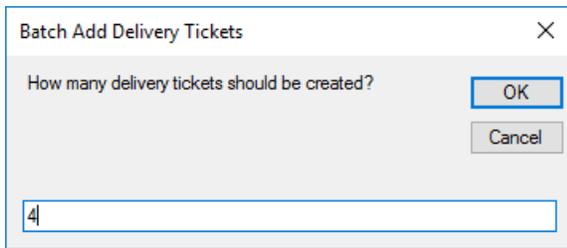
On the *Select a Delivery Ticket* window, choose the **Batch Add** button.

Note: Once **Batch Add** is selected, the entry is the same as entering a single Delivery Ticket.

Select the Customer(s), and choose the Booking or Product(s) to be included. Confirm the correct *Loaded* status is selected then enter the *Quantity* to be used for each load. This *Quantity* will be applied to each Delivery Ticket. When the ticket is ready, select **Save**. The *Batch Add Delivery Tickets* window displays.

Upon saving, the *Batch Add Delivery Tickets* window appears to enter the number of tickets to be created. Selecting **OK** creates the specified number of duplicate Delivery Tickets.

The *Print Delivery Ticket Documents* window displays for each ticket created.

Check the desired documents to print, and select **OK**. The specified number of duplicate Delivery Tickets are created and are available on the *Select a Delivery Ticket* window.