

# Batch Add Delivery Tickets

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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 answer 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 on the *Accounting / Setup / Preferences* window.

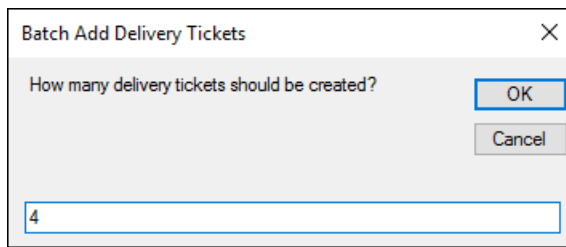
Once **Batch Add** is selected, the entry is the same as entering a single Delivery Ticket. Upon saving, the *Batch Add Delivery Tickets* window appears to enter the number of tickets to be created. Selecting **OK** creates the specified number of duplicate Delivery Tickets.

On the *Select a Delivery Ticket* window, choose the **Batch Add** button.

The screenshot shows the 'Select a Delivery Ticket' window. It features a table with columns: Ticket #, Location, Date, Customer, and Status. The table lists several tickets, including 7041, 7040, 7036, 7037, 7038, 7035, 7034, 7032, and 7033. Below the table is a 'Delivery Ticket Filter' section with options for Date, Month, and Del #, and a 'Direct Ship' dropdown. To the right of the filter is an 'Include' section with radio buttons for Processed, Unprocessed, Not Loaded, and All. The 'Batch Add' button is highlighted with a red box.

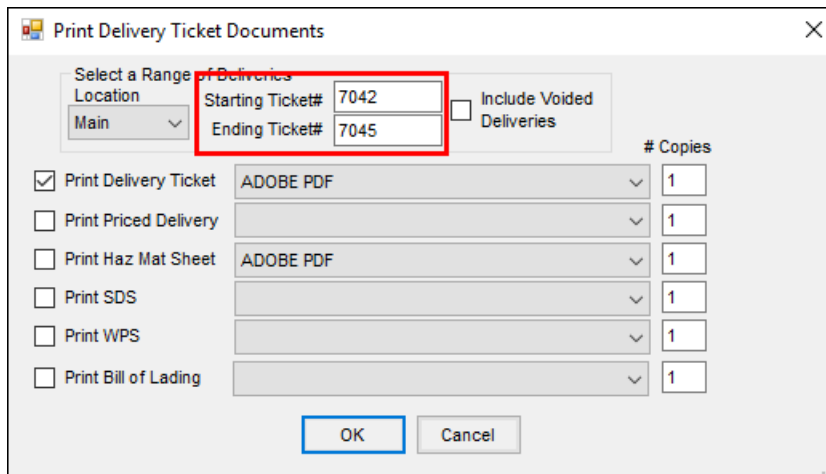
Ticket #	Location	Date	Customer	Status
7041	Main	05/10/2017	Baker Larry	Unprocessed
7040	Main	04/21/2017	Crystal Creek Fa...	Unprocessed
7036	Main	03/24/2017	Anderson Barry	Unprocessed
7037	Main	03/24/2017	Anderson Barry	Voided
7038	Main	03/24/2017	Anderson Barry	Voided
7035	Main	03/10/2017	All American Farms	Processed
7034	Main	03/09/2017	Anderson Barry	Unprocessed
7032	Main	06/09/2016	Anderson Barry	Unprocessed
7033	Main	06/09/2016	Anderson Barry	Unprocessed

Select the customer(s), and choose the Booking or product(s) to be included. Confirm the correct *Loaded* status is selected. 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. Enter the number of Delivery Tickets to be created, and select **OK**.



A dialog box titled "Batch Add Delivery Tickets" with a close button (X) in the top right corner. The main text asks "How many delivery tickets should be created?". Below the text is a text input field containing the number "4". To the right of the input field are two buttons: "OK" (highlighted with a blue border) and "Cancel".

The *Print Delivery Ticket Documents* window displays showing the range of tickets that have been created.



A window titled "Print Delivery Ticket Documents" with a close button (X) in the top right corner. The window contains several sections:

- Select a Range of Deliveries:** Includes a "Location" dropdown menu set to "Main". To its right are two input fields: "Starting Ticket#" with the value "7042" and "Ending Ticket#" with the value "7045". These two fields are enclosed in a red rectangular box. To the right of these fields is a checkbox labeled "Include Voided Deliveries" which is currently unchecked.
- # Copies:** A column of six input boxes, each containing the number "1".
- Print Options:** A list of six items, each with a checkbox and a dropdown menu:
  - ☒ Print Delivery Ticket: ADOBE PDF
  - ☐ Print Priced Delivery: (empty)
  - ☐ Print Haz Mat Sheet: ADOBE PDF
  - ☐ Print SDS: (empty)
  - ☐ Print WPS: (empty)
  - ☐ Print Bill of Lading: (empty)

At the bottom of the window are two buttons: "OK" (highlighted with a blue border) and "Cancel".

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