## **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*.

🖳 Select a Delivery Ticket						• 💌
Ticket #	Location	Date 🛆	Customer	Status	Cor	Add
120000082	00MAIN	03/11/20	Anderson Barry	Unprocessed		Edit
120000083	00MAIN	03/11/20	Anderson Barry	Unprocessed		Edit
120000084	00MAIN	03/11/20	Anderson Barry	Notloaded		Void
120000085	00MAIN	03/22/20	Anderson Barry	Notloaded		Deserves
120000086	00MAIN	04/12/20	Anderson Barry	Processed		Reverse
						Return
						Cancel
					_	Reprint
<					>	Start With
Delivery Tic	cket Filter			Include	- T	
O Date	05/14/20	<locat< td=""><td>ion&gt; 00MAIN ~</td><td>Processed Unprocess</td><td>ed.</td><td>Batch Add</td></locat<>	ion> 00MAIN ~	Processed Unprocess	ed.	Batch Add
Month	4 ~	<custom< td=""><td>ier&gt;</td><td>O Not Loaded</td><td>1</td><td></td></custom<>	ier>	O Not Loaded	1	
O Del#		Direct S	Ship No Filter 🗸 🗸 🗸			
			Apply			

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.

Batch Add Delivery Tickets	×
How many delivery tickets should be created?	OK Cancel
4	

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.