

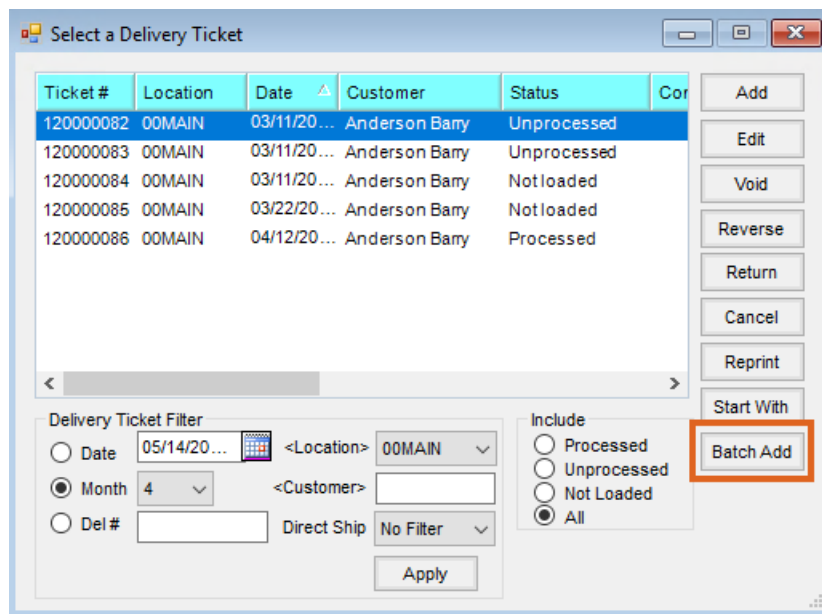
Batch Add Delivery Tickets

Last Modified on 05/14/2024 3:38 pm CDT

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*.

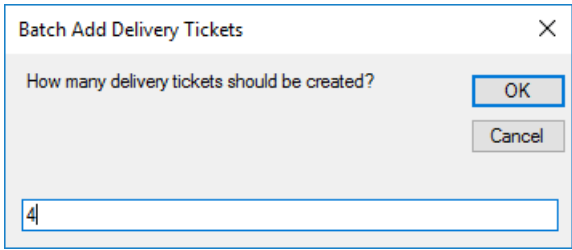
On the *Select a Delivery Ticket* window, choose the **Batch Add** button.



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.



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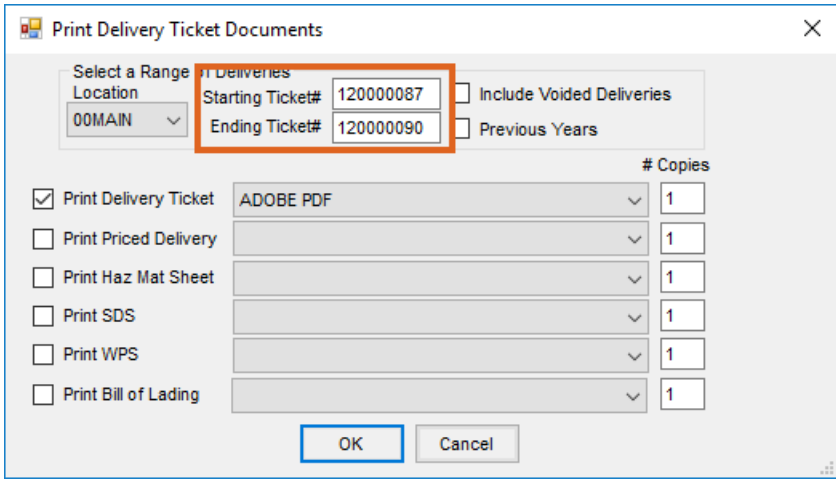
How many delivery tickets should be created?

OK

Cancel

4

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



Print Delivery Ticket Documents

Select a Range of Deliveries

Location: 00MAIN

Starting Ticket#: 120000087

Ending Ticket#: 120000090

Include Voiced Deliveries

Previous Years

		# Copies	
<input checked="" type="checkbox"/>	Print Delivery Ticket	ADOBE PDF	1
<input type="checkbox"/>	Print Priced Delivery		1
<input type="checkbox"/>	Print Haz Mat Sheet		1
<input type="checkbox"/>	Print SDS		1
<input type="checkbox"/>	Print WPS		1
<input type="checkbox"/>	Print Bill of Lading		1

OK

Cancel

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.