

# Why does the Batch Shipping screen pop up when I am trying to fill a Sales Order?

Last Modified on 11/01/2021 1:02 pm EDT

The Batch Shipment Screen shows up if:

#1

The "Ship From Location" field is left blank in the Sales Order. (See screen shot - BlankShipLoc)

Since you may have multiple locations where you can Ship from, the batch shipment screen will pop up to show you all of the locations and the qtys. at those locations that you can ship qtys. from.

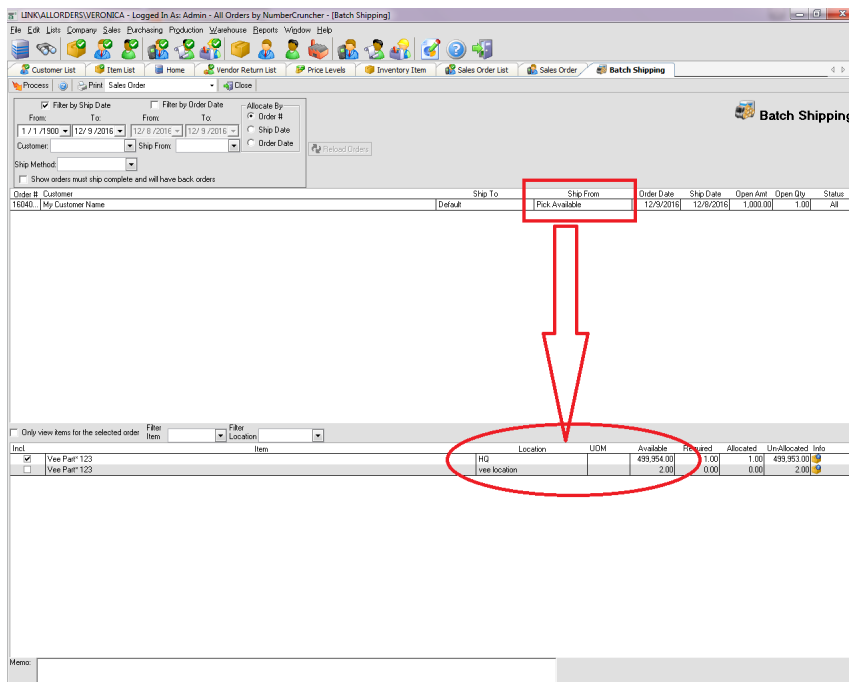
You will then be able to select the Ship From Location and Process the Ship Doc. (See screen shot - batchshipping)

If you have on the Preference to Always try to add the items to unshipped Ship Dos for the same Customer & Location you can create on Ship Doc for Multiple Sales Orders. (See screen shot - multiplesos)

You can set that preference by going to Company>Preferences>Company Preferences>Shipping>Filling Sub-tab> In the section for When generating Ship Docs from Sales Orders using the Batch Shipment screen: Always try to add the items to unshipped Ship Docs for the same Customer & Location. (See screen shot - batchpreferences)

#2

The the line items have multiple ship dates or ship to addresses on the order. (See screen shot - multipleshipdatesadd.)



Enter Shipping Dates

Doc No 8: 1604048 Name: My Customer Name

Date	Qty Ordered	Qty Shipped	Details
12/9/2016	5.00000	0.00000	
12/15/2016	5.00000	0.00000	

Target Quantity: 10.00000  
 Quantity Assigned: 10.00000  
 Quantity Unallocated: 0.00000

LINK: ALLORDERS/VERONICA - Logged In As: Admin - All Orders by NumberCruncher - [Ship Doc]

File Edit Lists Company Sales Purchasing Production Warehouse Reports Window Help

Customer List Item List Home Vendor Return List Price Levels Inventory Item Sales Order List Ship Doc

Save Reset Cancel Print Ship Doc Activities Invoice Email Custom Fields Attachments Record Info Packages Shiprush

Customer: My Customer Name  
 Ship to Address: Default  
 Ship from Location: HQ  
 Contact: [Empty]

12345 No Street  
 Hollywood, FL 33025

Doc #: 1604019 Ship Date: 9/22/2016  
 Shipped:  NC Only  
 Not recorded in QuickBooks Exg RT: 1

Term: Sales Rep: FOB: Class:  
 Ship Doc Reference: Customer PO: # Pkg: Weight:

Item	Description	Qty	Ordered	Back Order	Available	UDM	Price Per	Total Price	SO #	Details
Vee Part-123		5.00000	10.00000	0.00000	499.943 00000	EA	1,000.00000	5,000.00000	1604021	
Vee Part-123		1.00000	1.00000	0.00000	499.943 00000	EA	1,000.00000	1,000.00000	1604047	

Tot. Qty: 6.00000 Discount: 0.00 % Ship Method:  
 Subtotal: 6,000.00 Discount \$: 0.00 Freight \$: 0.00 Total: 6,000.00

Memo Internal Notes Shipping Instructions

Entered By: Admin

