# Batch Pick Report

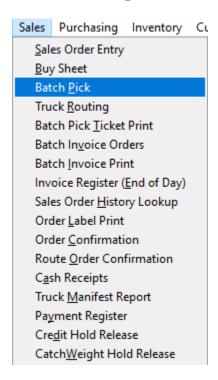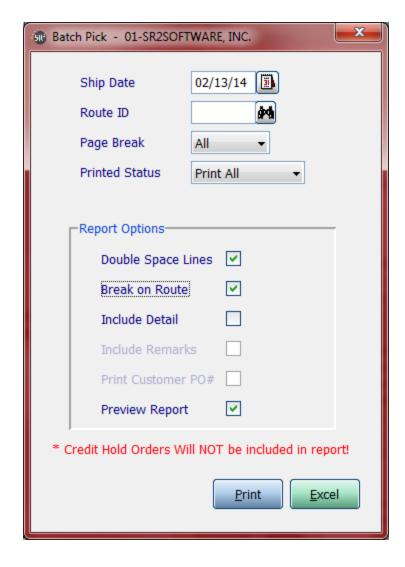| Sales | Purchasing | Inventory | Cu |
|---|---|---|---|
| Sales Order Entry |
| Buy Sheet |
| **Batch Pick** |
| Truck Routing |
| Batch Pick Ticket Print |
| Batch Invoice Orders |
| Batch Invoice Print |
| Invoice Register (End of Day) |
| Sales Order History Lookup |
| Order Label Print |
| Order Confirmation |
| Route Order Confirmation |
| Cash Receipts |
| Truck Manifest Report |
| Payment Register |
| Credit Hold Release |
| CatchWeight Hold Release |

The Batch Pick report will allow your warehouse employees the ability to pick all the items for all the orders for the date at one time. This report combines all the orders for the day for the items and prints out one line for the entire total of the item that needs to be picked. This is a great tool for sites with approximately 200 or more orders. The Batch Pick Report also allows the user to print the report again if a customer should happen to call in before the truck left for the day and ordered additional items.

**Ship Date:** Enter in the date of the orders

**Route ID**: Leave Blank for ALL or choose a Truck Route

**Page Break:** None, All, 1, 2, 3. Allows the user to sort by location. 1=1st digit; 2=2nd digit; 3=3rd digit

**Printed Status:** Print All; Un-Printed; Already Printed.

> **Print All:** Print all the items (printed and non printed)

> **Un-Printed:** Print only items added since last print

> **Already Printed:** Only print items that have already been printed

**Double Space Lines:** Check this box if the report should be printed as double spaced

**Break on Route:** If the user chose ALL Routes, they may want to Page Break by Route
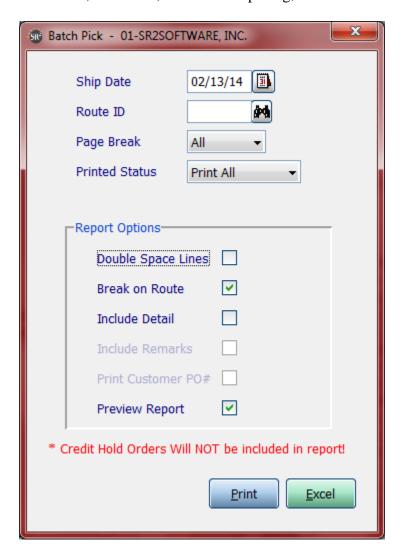
**Include Detail:** Check this box if you would like to print the Customer associated to the item

**Include Remarks:** This box will only be available if the user checked the Detail box

**Preview Report:** Check this box if you would like to preview the report before you print. You should never check this option when printing the report. This option will not allow the sales order status to update to picked.

## Sample of Batch Pick Report:

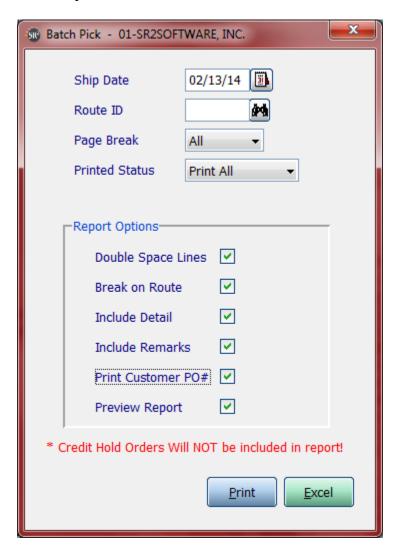All Routes, No Detail, No Double Spacing, Break on Route, Print All

The report below lists the location of the item, the Item #, the Description of the item, and each Unit of Measure that needs to be picked.

```
BatchPick                          SR2SOFTWARE, INC.                              08/29/13
1-800-214-5045             Batch Pick List - For 08/09/12                         Page:    4
Route: 06  - West Warwick

 Location      Item        Description                            Sell Units   Alt Units   2nd Alt
               01002       SIRLION STRIP WHOLE                     20 BX
               01072       BEEF SIRLOIN STEAK                       2 CS       10 EA
               *******        LOT #:  _____
               01156       willie                                   0 CS       10 EA
               *******        LOT #:  _____
               25227       CLIPPED TENDERS 4/10                     0 CS                     1 LB
```

**Sample of Batch Pick Report:**

Double Space Lines, Include Detail, Include Remarks



The Batch Pick List will print the Location, Item #, Item Description, and the Units of Measure.
Under the item, the report will list the customers associated to the item and the quantity the customer ordered.
Since we included the Pick Ticket Remarks, they will also print on the Batch Pick List.

```
 Location    Item        Description                        Sell Units   Alt Units   2nd Alt

             01002       SIRLION STRIP WHOLE                    20 BX
  **DETAIL**
   S5010        SPRING STREET MARKET           985647           20
   *******        Double Wrapped
--------------------------------------------------------------------------------------------

             01072       BEEF SIRLOIN STEAK                      2 CS       10 EA
             *******        LOT #:  _____
  **DETAIL**
   S5010        SPRING STREET MARKET           985647                       40
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             01156       willie                                 0 CS       10 EA
             *******        LOT #:  _____
  **DETAIL**
   S5010        SPRING STREET MARKET           985647                       10
--------------------------------------------------------------------------------------------

             25227       CLIPPED TENDERS 4/10                    0 CS                    1 LB
  **DETAIL**
   B3850        BLUE MOON DINER-B3850                                                   1
--------------------------------------------------------------------------------------------
```

**NOTE:**  The user would still be required to print the Pick Tickets so the Trucks can be loaded.