

# How to access the Generate Loads screen

Here are the steps on how to access the Generate Loads screen:

**From Load Schedule Search Screen:**

1. Go to **Logistics module> Load Schedule**. From Load Schedule search screen, click on Generate button.

Load No.	Supplier Load#	Type	Generate Ref.	Generate Seq.	Loads	P.Comp.Location	Vendor	Ship From	P.Contract #	P.Seq.No.
LS-1439	s1151-102	Drop Ship		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	151	1
LS-1436		Outbound		0	0					0
LS-1435		Inbound		0	0	Coffee Traders	ALLEN COUNTY...		150	1
LS-1434		Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	148	1
LS-1433		Inbound		0	0	Coffee Traders	ALLEN COUNTY...		147	1
LS-1432		Inbound		0	0	Coffee Traders	ALLEN COUNTY...		144	1
LS-1431		Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	142	1
LS-1430		Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	141	1
LS-1429	LS-001	Drop Ship		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne		0
LS-1428	SL2	Inbound	181	2	2	Coffee Traders	ALLEN COUNTY...	Fort Wayne	139	1
LS-1427	SL1	Inbound	181	1	2	Coffee Traders	ALLEN COUNTY...	Fort Wayne	139	1
LS-1426	1	Inbound		0	0	Coffee Traders	ALLEN COUNTY...	Fort Wayne	138	1
LS-1423	1	Inbound	179	1	1	Coffee Traders	ALLEN COUNTY...	Fort Wayne	137	1

A Generate Load screen in entry mode will appear.

**Generate Load -**

New Save Search Delete Undo Duplicate Close

Details Audit Log (0) Comments (0)

Reference No: Created on Save Date: 03/16/2016 Transaction Type: Source: Allocation Reference:

**Purchase Info**

Vendor: Ship From: Item: Contract No: Location: Customer Reference: Ship/Arrival Date: Equipment Type: Hauler:

**Sales Info**

Customer: Ship To: Item: Contract No: Location: Customer Reference: Ship/Arrival Date: Equipment Type: Hauler:

**Generate Loads**

Contract Qty: Units Per Load: No. of Loads: Total Qty: Comments:

Generated Loads

Generate Remove Daily Weekly Monthly Auto-Increment Customer Reference Layout Filter Records (F3)

Load No.	Supplier Load #	Sequence	Customer Reference	Equipment Type	Ship To/Arrival Date	Hauler
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**From Allocation Screen:**

Go to Logistics -> Allocations. Open a saved allocation batch and go to allocated tab. Select an allocated line and click on Load Schedule button. A Generate Load screen will open with Contract Qty as allocated Qty, Transaction Type will be Drop Ship and Source will be Allocation and Allocation reference will be populated. Vendor, Customer, Ship From, To, Item, Contract No, Location will get auto filled.

**Generate Load -**

New Save Search Delete Undo Duplicate Close

Details Audit Log (0) Comments (0)

Reference No: Created on Save Date: 03/17/2016 Transaction Type: Drop Ship Source: Allocation Allocation Reference: 92

**Purchase Info**

Vendor: ALLEN COUNTY MOTORS Ship From: Fort Wayne Item: Brazil Rio Minas 2/3 Screen 177 Contract No: Coffee Traders Location: Coffee Traders Customer Reference: Ship/Arrival Date: Equipment Type: Hauler:

**Sales Info**

Customer: Dino's Coffee Company Ship To: Olympia Item: Brazil Rio Minas 2/3 Screen 177 Contract No: 104 Location: Coffee Traders Customer Reference: Ship/Arrival Date: Equipment Type: Hauler:

**Generate Loads**

Contract Qty: 900.00 Units Per Load: No. of Loads: Total Qty: Comments:

Generated Loads

Generate Remove Daily Weekly Monthly Auto-Increment Customer Reference Layout Filter Records (F3)

Load No.	Supplier Load #	Sequence	Customer Reference	Equipment Type	Ship To/Arrival Date	Hauler
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**From Contract Screen:**

Go to Contract Management -> Contract. Open any existing contract and click on Load Schedule button. A Generate Load will be auto created

with Transaction Type (Inbound for Purchase and Outbound for Sales Contract), Purchase/Sale Info like Vendor/Customer, Ship From/To, Contract No, Location information auto-filled.

Contract - 156

New Save Refresh Search Delete Undo Duplicate Print

Details Additional Info Documentation (0) Audit Log (1) Comments

Template

Contract Date: 03/17/2016

Type: Purchase Entity Contract: ALLEN COUNTY MOTI Provisional: ☐

Contact:  Load Based: ☐ Load: ☐ # of Loads:

Category: ☐ Qty/Load:

Commodity: Green Coffee

Quantity: 1,000.000 Bags of 60 k

+ Insert X Remove Q Open [ ] Copy Slice

Load Schedule

Sequence	Status	Location	Contract Id	Item	Stat
1	Open	Coffee Traders	BRARM2...	03/17/2016	

Costs Rail Vessel Options Print Remarks

Q Open X Remove [ ] Layout Filter Records (F3)

☐ Cost Type Vendor Cost Method

Generate Load -

New Save Search Delete Undo Duplicate Close

Details Audit Log (0) Comments (0)

Reference No: Created on Save Date: 03/17/2016 Transaction Type: Inbound Source: Allocation Reference:

Purchase Info

Vendor: ALLEN COUNTY MOTORS Ship From: Fort Wayne Item: Brazil Rio Minas 2/3 Screen Contract No: 156 Location: Coffee Traders Customer Reference: Ship/Arrival Date: Equipment Type: Hauler

Sales Info

Customer: Ship To: Item: Contract No: Location: Customer Reference: Ship/Arrival Date: Equipment Type: Hauler

Generate Loads

Contract Qty: 1,000.00 Units Per Load: No. of Loads: Total Qty: Comments:

Generated Loads

Generate X Remove [ ] Daily Weekly Monthly Auto-Increment Customer Reference Layout Filter Records (F3)

☐ Load No. Supplier Load # Sequence Customer Reference Equipment Type Ship To/Arrival Date Hauler