## How to Post Transport Loads

When you post a transport load, the system will update your Inventory Receipts, Inventory Transfers (if included) and sales invoice with the data from the transport load. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without unposting it first. Below is a

	Comments Attachm	nents (0) Audit Log	(2)								
Load Schedule			Ship Via 🔹	Ship Via + Truck							
oad Date/Time + 6/1	3/2017 04:26 PM		Seller •	* Truck			Trailer No				
			Driver •	Jeff the Driver				Transaction	TR-362		
Receipts											
X Remove Q Tax	Detail Q. Receipt Det	ail Q. Vendor Q.	Item 58 View	Filter (F3)							
Origin <sup>*</sup> Fuel Sup	plier Supply Point	Bulk Location* BOL	No. Purchase I	tem <sup>4</sup> Contract	Gross Units	Net Units	Unit Cost	Surcharge	Freight Rate	Tax Group	Receipt Lin
Terminal Maratho	in Oi Muncie	0001 - Fort W 02	TR Item 00	n	400	400	1.650000	10.00 %	0.021000	Tax Grou	RL-1
					0	0	0.000000		0.000000		
					400.00	400.00					
Distribution Header											
X Remove Q Tax	Detail Q. Invoice Det	ail Q. Customer	88 View Filter	(F3)							
Destination*	Customer	Ship To	Bulk Loca	stion*	Sales Person	Im	oice Date*	Purc	hase Order	Comme	ints
Location			0001 - Fo	rt Wayne		6/	3/2017 16:26	:00			
Distribution Detail		(77)									
Distribution Detail × Remove Q Item	n BB View Filter	r(F3)				Price	Surcharg	e	Freight F	Rate Tax C	Group
Distribution Detail X Remove Q, Iten Receipts Link	Item	Contract	U	nits Blend							
Distribution Detail X. Remove Q, Iten Receipts Link RL-1	n SB View Filter Item TR Item 001	Contract	U	400 Blend		1.0000	00 10.00 %		0.01	18200	
Distribution Detail X Remove Q Item Receipts Link	Item TR Item 001	Contract	U	400 0		1.0000	00 10.00% 00		0.01	18200	

sample posted transport load.

Notice that once you have posted the transport load, the Post button label will read Unpost. This gives you the option to unpost the Posted transaction in case you need to make a change.

There are occasions when you cannot post a transport load. Below are some of the possible reasons.

- 1. The GL Accounts on Item, or Company Locations are not configured.
- 2. When receipts units and distribution units are not matching.
- 3. No open fiscal year period that match the transaction date.
- 4. When BOL is missing.

## Post Transport Loads :

1.Open the transport load record that you wish to post. If you have not created the transport load yet refer to How to Create Transport loads.

2.Click the Post toolbar button. If the transport load is not yet saved, it will be saved automatically.

Transport Loads -							
New Save Refresh Delete Undo Add Loads Post P	it Close						
Details Diversion Comments Attachments(0) Audit	ig (0)						
Load Schedule	~	Truck No			~		
Load Date/Time + 6/13/2017 05:06 PM	~	Trailer No					
	~	Transaction	Created on Sav	re .			
Receipts							
X Remove Q, Tax Detail Q, Receipt Detail Q, Vendor	Q, Item III View Filb	er (F3)					53
Origin* Fuel Supplier Supply Point Bulk Location*	DL No. Purchase Item <sup>4</sup> C	Contract Gross Units	Net Units Unit Cost	Surcharge	Freight Rate T	ax Group	Receipt Link
Terminal Marathon Oi Muncie 0001 - Fort W	TR Item 001	2,000	2,000 1.650000	10.00 %	0.021000 T	ax Grou	RL-1
		0	0 0.000000		0.000000		
		2,000.00	2,000.00				
Distribution Header							
X Remove Q, Tax Detail Q, Invoice Detail Q, Custome	BB View Filter (F3)						5.7 K 3
Destination* Customer Ship To	Bulk Location*	Sales Person	Invoice Date*	Purc	chase Order	Comment	ts
Location	0001 - Fort Wayr	1e	6/13/2017 17:0	5:00			
Distribution Detail							
X Remove Q Item 55 View Filter (F3)							6.7 6.9
Receipts Link Item* Contract	Units	Blend	Price Surchar,	3e	Freight Rat	te Tax Gro	oup
RL-1 V TR Item 001	2,000		1.000000 10.00 %		0.018	200	
	2	000.00	1.00				
	4	,000.00	1.00				
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When you post a transport load, the system will update your Inventory Receipts, Inventory Transfers (if included) and sales invoice with the data from the transport load. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without unposting it first. Below is a sample posted transport load.

Actails Comment	s (0) Attachm	ents (0)	Audit Log (2)								
ad Schedule:	ule:			Ship Via:	Common Ca	Common Carrier Trucking Inc					
ad Date/Time: 0	6/29/2016 10:1	5 AM		Seller:	Common Ca	arrier Trucking Inc		Trailer No:			
				Driver:	Jeff the Driv	er		Transaction:	TR-437		
Receipts											
X Remove Q, Ta	x Detail Q, Re	celpt Deta	I Q, Vendor	Q, Item	SS Layout Q	Filter Records (F3)					Ş
Origin Fu	el Supplie Suppl	y Poin Bul	k Locatic BOL No	. Purch	ase Iti Contract	Gross Units Net Uni	its Unit Cost	Surcharge	Freight Rate 1	Tax Group	Receipt I
/ Terminal Ap	ople Sp Apple	Sp 000	1 - Fo 21	87G		400	400 1.51457	7 10.00 %	2.300000		RL-1
						0	0 0.00000	D	0.000000		
								400	400		
N											
	v Datall O. Io	voice Detai	O Curtomer	00.1 m	out O Disc	Deserved (C2)					ĸ
Destination	Custome		Ship To	80 BI	Ik Location	Sales Person	Invoice Date	Pure	hase Order	Comme	w nts
Location				00	01 - Fort Wayne	Mike Moriarty	05/29/2016 1	0:15:			
Distribution Detai	1										
× Remove Q, Ite	em 🗄 Layou	Q, F	Iter Records (F3								5
Receipts Link	Item		Contract		Units	Price	Surcharge		Freight Rate	Tax Grou	μp
RL-1	87G				400	0.000000	10.00 %		2.300000	)	
						0.000000			0.000000		

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Transport Loads				~ □ >
New Save Refresh Delete Undo Post Print Close				
Details Audit Log (11)				
Load Schedule:	Ship Via:	UPS Ground	✓ Truck #:	Truck1 v
Load Date/Time: 09/26/2015 04:39 PM	Seller:	truck	✓ Trailer No:	123
	Driver:	ANDY GARDNER	✓ Transaction:	TR-392
Receipts				
V Romano O Tay Datail O Receipt Datail O Mandar	O irom E	ilton W DD Lawer	+ <b>O</b> File F	)J- (FD)