

# 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

Origin	Fuel Supplier	Supply Point	Bulk Location	BOL No.	Purchase Item	Contract	Gross Units	Net Units	Unit Cost	Surcharge	Freight Rate	Tax Group	Receipt Link
Terminal	Marathon Oil	Muncie	0001 - Fort W...	02	TR Item 001		400	400	1.650000	10.00 %	0.021000	Tax Group...	RL-1
							0	0	0.000000		0.000000		
							400.00	400.00					

Destination	Customer	Ship To	Bulk Location	Sales Person	Invoice Date	Purchase Order	Comments
Location			0001 - Fort Wayne		6/13/2017 16:26:00		

Receipts Link	Item	Contract	Units	Blend	Price	Surcharge	Freight Rate	Tax Group
RL1	TR Item 001		400		1.000000	10.00 %	0.018200	
			0		0.000000		0.000000	
			400.00			1.00		

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.

Origin	Fuel Supplier	Supply Point	Bulk Location	BOL No.	Purchase Item	Contract	Gross Units	Net Units	Unit Cost	Surcharge	Freight Rate	Tax Group	Receipt Link
Terminal	Marathon Oil	Muncie	0001 - Fort W...	08	TR Item 001		2,000	2,000	1.650000	10.00 %	0.021000	Tax Group...	RL-1
							0	0	0.000000		0.000000		
							2,000.00	2,000.00					

Destination	Customer	Ship To	Bulk Location	Sales Person	Invoice Date	Purchase Order	Comments
Location			0001 - Fort Wayne		6/13/2017 17:06:00		

Receipts Link	Item	Contract	Units	Blend	Price	Surcharge	Freight Rate	Tax Group
RL1	TR Item 001		2,000		1.000000	10.00 %	0.018200	
			2,000.00			1.00		

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**Transport Loads - TR-437**

New Save Refresh Delete Undo Unpost Print Email Close

Details Comments (0) Attachments (0) Audit Log (2)

Load Schedule: Ship Via: Common Carrier Trucking Inc Truck No:   
 Load Date/Time: 06/29/2016 10:15 AM Seller: Common Carrier Trucking Inc Trailer No:   
 Driver: Jeff the Driver Transaction: TR-437

**Receipts**

X Remove Tax Detail Receipt Detail Vendor Item Layout Filter Records (F3)

Origin	Fuel Supply	Supply Point	Bulk Location	BOL No.	Purchase I	Contract	Gross Units	Net Units	Unit Cost	Surcharge	Freight Rate	Tax Group	Receipt Link
Terminal	Apple Sp...	Apple Sp...	0001 - Fo...	21	87G		400	400	1.514577	10.00 %	2.300000		RL-1
							0	0	0.000000		0.000000		
											400		

**Distribution Header**

X Remove Tax Detail Invoice Detail Customer Layout Filter Records (F3)

Destination	Customer	Ship To	Bulk Location	Sales Person	Invoice Date	Purchase Order	Comments
Location			0001 - Fort Wayne	Mike Moriarty	06/29/2016 10:15...		

**Distribution Detail**

X Remove Tax Detail Item Layout Filter Records (F3)

Receipts Link	Item	Contract	Units	Price	Surcharge	Freight Rate	Tax Group
RL-1	87G		400	0.000000	10.00 %	2.300000	
			0	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   
 Load Date/Time: 09/26/2015 04:39 PM Seller: truck Trailer No: 123   
 Driver: ANDY GARDNER Transaction: TR-392

**Receipts**

X Remove Tax Detail Receipt Detail Vendor Item Layout Filter Records (F3)