

# How to Unpost a Transport Load

When you unpost a transport load, the system will reverse the posted entries in your inventory receipt, inventory transfer and sales invoice with the data from the transport load. This gives you a way to make a correction on the posted transaction at a later time. Note that you are not allowed to unpost a transport load that has been fully or partially paid in invoice side or receipts side.

## Unposting the posted transport load:

- 1. Open the Transport load record that you wish to unpost.
- 2. Click the **Unpost** toolbar button.

Transport Loads - TR-361

NewSaveRefreshDeleteUndoUnpostPrintEmailClose

Details

Diversion

Comments

Attachments (0)

Audit Log (4)

Load Schedule

Load Date/Time \* 6/13/2017 04:18 PM

Ship Via \* Truck

Seller \* Truck

Driver \* Jeff the Driver

Truck No

Trailer No

Transaction TR-361

Receipts

RemoveTax DetailReceipt DetailVendorItemViewFilter (F3)

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...	01	TR Item 001		1,000	1,000	1.650000	10.00 %	0.018200	Tax Grou...	RL-1
							0	0	0.000000		0.000000		
							1,000.00	1,000.00					

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Transport Loads

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Audit Log (13)

Load Schedule:

Load Date/Time: 09/26/2015 04:39 PM

Ship Via: UPS Ground

Seller: truck

Driver: ANDY GARDNER

Truck #: Truck1

Trailer No: 123

Transaction: TR-392

Receipts

RemoveTax DetailReceipt DetailVendorItemFilter:LayoutFilter Records (F3)