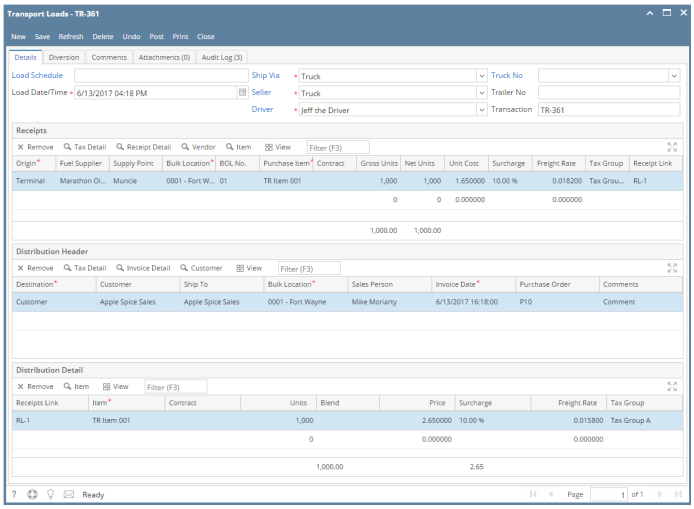
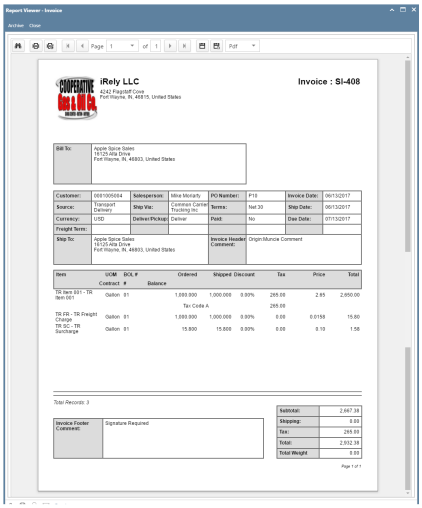
How to Print Transport Loads

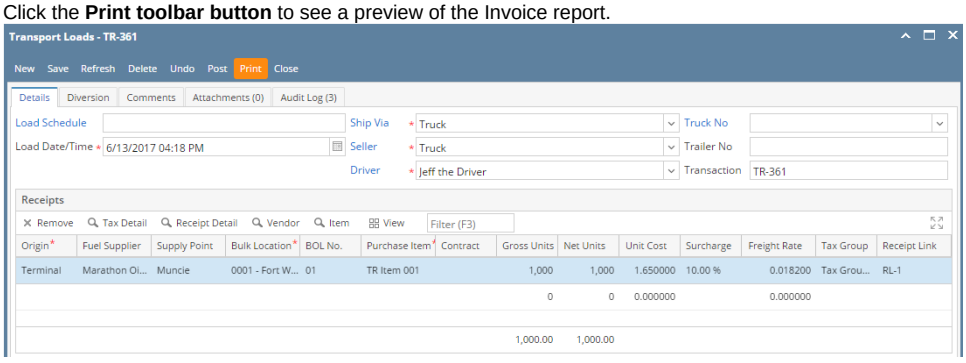
Here are a sample Transport Load and its report preview



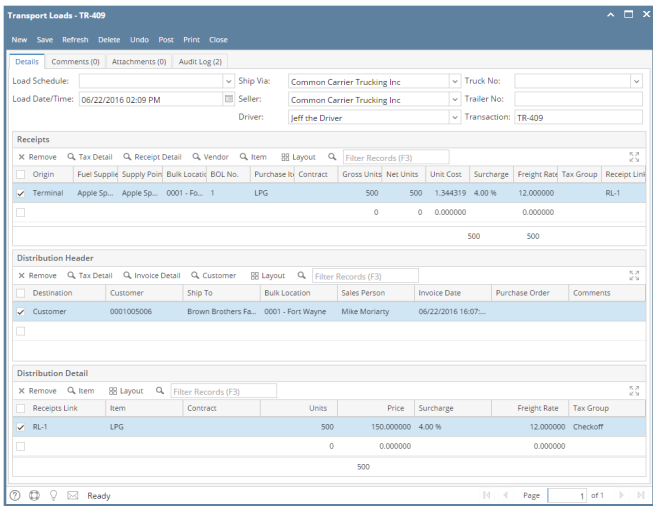


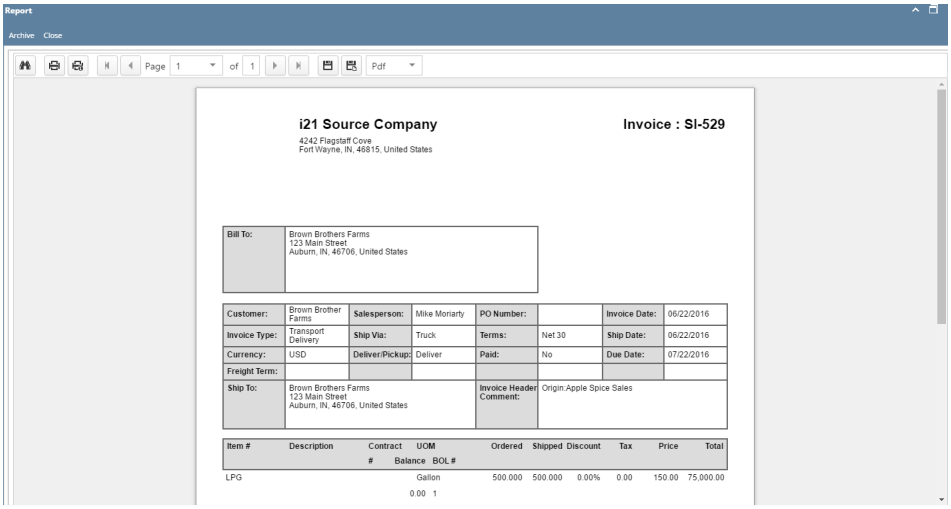
Print using Transport Loads | Print button:

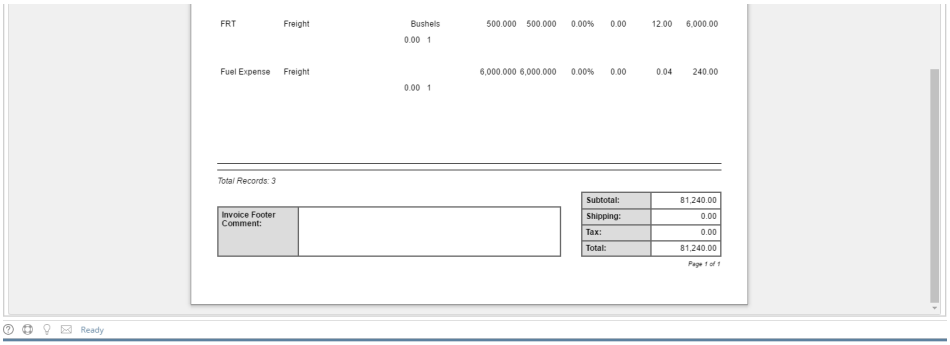
1. Open the Transport Load record you wish to print.
2. Click the **Print toolbar button** to see a preview of the Invoice report.



Here are a sample Transport Load and its report preview

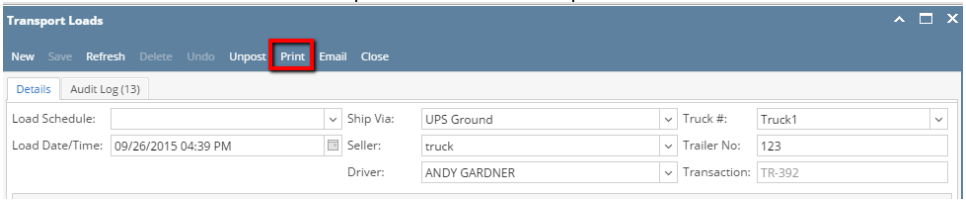






Print using Transport Loads | Print button:

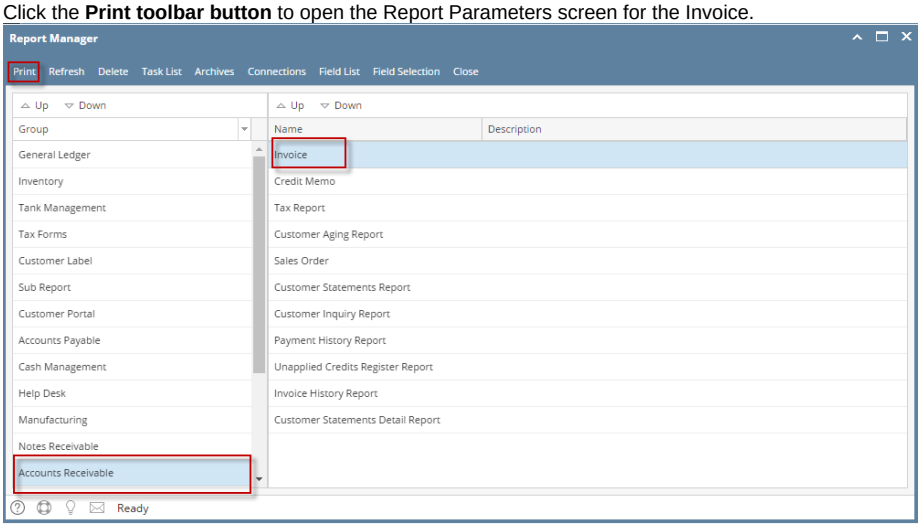
1. Open the Transport Load record you wish to print.
2. Click the **Print toolbar button** to see a preview of the Invoice report.



Print using Report Manager | Print button:

Use this method if you are given by your system administrator access to the Report Manager screen.

a. Open the Report Manager screen.
b. Select **Accounts Receivable** under **Group panel**.
c. Select **Invoice** from the right panel of the screen.
d. Click the **Print toolbar button** to open the Report Parameters screen for the Invoice.



e. On **Report Parameters screen**, enter the criteria for the report then click the **Preview button**.

