

# How to create 'Generate Loads' ?

Here are the steps on how to create a **Generate Loads**:

## Creating Generate Load manually:

1. Open the Generate Loads screen.
2. Fill the details in header portion mainly- the date and Transaction type.
3. The transaction type drop down includes
4. If User selects direct shipment, user can select the Allocation Reference also
  - Inbound
  - Outbound
  - Drop Ship
5. If Inbound is selected as the Transaction Type, user can enter details in the purchase info section. Then the Sales Info section will be disabled.
6. If Outbound is selected as the Transaction Type, user can enter details in the Sales info section. Then the Purchase Info section will be disabled.
7. If Drop Ship is selected, then the data will be populated in purchase info section and the sales info section as per the Allocation Reference selected in the header.

**Generate Load - 182**

New Save Search Delete Undo Duplicate Close

Details Audit Log (1) Comments (0)

Reference No: 182 Date: 03/17/2016 Transaction Type: Drop Ship Source: Allocation Allocation Reference: 93

**Purchase Info**

Vendor: ALLEN COUNTY MOTORS  
Ship From: Fort Wayne  
Item: Brazil Rio Minas 2/3 Screen 1  
Contract No: 157  
Location: Coffee Traders  
Customer Reference: CRP  
Ship/Arrival Date: 03/17/2016  
Equipment Type: Any  
Hauler: ALLEN COUNTY MOTORS

**Sales Info**

Customer: Dino's Coffee Company  
Ship To: Olympia  
Item: Brazil Rio Minas 2/3 Screen 1  
Contract No: 105  
Location: Coffee Traders  
Customer Reference: CRS  
Ship/Arrival Date: 03/17/2016  
Equipment Type: Any  
Hauler: ALLEN COUNTY MOTORS

**Generate Loads**

Contract Qty: 1,000.00  
Units Per Load: 500.00  
No. of Loads: 2.00  
Total Qty: 1,000.00  
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
<input type="checkbox"/> LS-1441	SL1	1	CRS	Any	03/17/2016	ALLEN COUNTY MOTOR...
<input checked="" type="checkbox"/> LS-1442	SL2	2	CRS	Any	03/17/2016	ALLEN COUNTY MOTOR...

8. The PO quantity/ SO quantity/ Allocated quantity will get updated in the Generate Loads section.
9. User can enter the units per load and the no. of loads.
10. Now click on generate button in Generate loads section.
11. then it will create the no. of loads in the Generate loads section as selected as in Generate Loads section.
12. The same loads will populate in the Load/Shipment Schedule screen also.

**Load Schedules**

New Open Generate Dispatch Refresh Export Close

Load Schedules Load Calendar

Layout Filter Records (F3) 50 record(s)

Load No.	Supplier Load #	Type	Generate Ref.	Generate Seq.	Loads	P.Comp.Location	Vendor	Ship From	P.Contract #	P.Seq.No.
<input checked="" type="checkbox"/> LS-1442	SL2	Drop Ship	182	2	2	Coffee Traders	ALLEN COUNTY...	Fort Wayne	157	1
<input type="checkbox"/> LS-1441	SL1	Drop Ship	182	1	2	Coffee Traders	ALLEN COUNTY...	Fort Wayne	157	1

## Creating Generate Load from Allocation/Contract:

13. As it is mentioned earlier that Generate Load screen can be accessed from Allocation/Contract also in 'How to access Generate Load screen' section, hence to create generate load for such cases, user need to follow from step 9 mentioned here.