

Here are a sample Transport Load and its report preview

[illegible]

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

Transport Loads - TR-409

New Save Refresh Delete Undo Post Print Close

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

Load Schedule: 06/22/2016 02:09 PM Ship Via: Common Carrier Trucking Inc Truck No: Seller: Common Carrier Trucking Inc Trailer No: Driver: Jeff the Driver Transaction: TR-409

Receipts

X Remove Fuel Supply Supply Point Bulk Location BOL No Purchase Price Gross Unit Net Unit Unit Cost Surcharge Freight Rate Tax Group Receipt Link

Origin	Fuel Supply	Supply Point	Bulk Location	BOL No.	Purchase Price	Gross Unit	Net Unit	Unit Cost	Surcharge	Freight Rate	Tax Group	Receipt Link
Terminal	Apple Sp...	Apple Sp...	0001 - Fa...	1	LPG	500	500	1.344319	4.00 %	12.000000	RL-1	
						0	0	0.000000		0.000000		
								500		500		

Distribution Header

X Remove Destination Customer Ship To Bulk Location Sales Person Invoice Date Purchase Order Comments

Destination	Customer	Ship To	Bulk Location	Sales Person	Invoice Date	Purchase Order	Comments
Customer	0001005006	Brown Brothers Fa...	0001 - Fort Wayne	Mike Moriarty	06/22/2016 16:07...		

Distribution Detail

X Remove Receipts Link Item Contract Units Price Surcharge Freight Rate Tax Group

Receipts Link	Item	Contract	Units	Price	Surcharge	Freight Rate	Tax Group
RL-1	LPG		500	150.000000	4.00 %	12.000000	Checkoff
			0	0.000000		0.000000	
				500			

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Report

Archive Close

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i21 Source Company
4242 Flagstaff Cove
Fort Wayne, IN, 46815, United States

Invoice : SI-529

Bill To: Brown Brothers Farms
123 Main Street
Auburn, IN, 46706, United States

Customer:	Brown Brother Farms	Salesperson:	Mike Moriarty	PO Number:		Invoice Date:	06/22/2016
Invoice Type:	Transport Delivery	Ship Via:	Truck	Terms:	Net 30	Ship Date:	06/22/2016
Currency:	USD	Deliver/Pickup:	Deliver	Paid:	No	Due Date:	07/22/2016
Freight Term:							
Ship To:	Brown Brothers Farms 123 Main Street Auburn, IN, 46706, United States			Invoice Header Comment:	Origin-Apple Spice Sales		

Item #	Description	Contract #	UCM Balance	Ordered	Shipped	Discount	Tax	Price	Total
LPG			Gallon	500.000	500.000	0.00%	0.00	150.00	75,000.00
			0.00 1						
FRT	Freight		Bushels	500.000	500.000	0.00%	0.00	12.00	6,000.00
			0.00 1						
Fuel Expense	Freight			6,000.000	6,000.000	0.00%	0.00	0.04	240.00
			0.00 1						

Total Records: 3

Invoice Footer Comment:

Subtotal:	81,240.00
Shipping:	0.00
Tax:	0.00
Total:	81,240.00

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Ready

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Transport Loads

New Save Refresh Delete Undo Unpost **Print** Email Close

Details Audit Log (13)

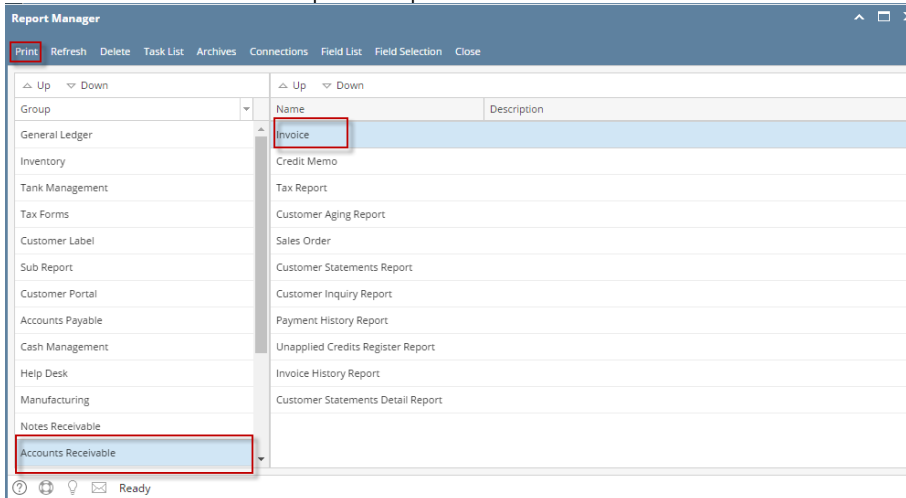
Load Schedule: 09/26/2015 04:39 PM Ship Via: UPS Ground Truck #: Truck1
Load Date/Time: 09/26/2015 04:39 PM Seller: truck Trailer No: 123
Driver: ANDY GARDNER Transaction: TR-392

Print using Report Manager | Print button:



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

- Open the [Report Manager](#) screen.
- Select **Accounts Receivable** under **Group** panel.
- Select **Invoice** from the right panel of the screen.
- Click the **Print toolbar button** to open the Report Parameters screen for the Invoice.



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

