

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.

Transport Loads - TR-361

New Save Refresh Delete Undo Post **Print** Close

Details | **Division** | Comments | Attachments (0) | Audit Log (3)

Load Schedule  Ship Via  Truck No

Load Date/Time  6/13/2017 04:18 PM Seller  Trailer No

Driver  Jeff the Driver Transaction  TR-361

Receipts

X Remove 🔍 Tax Detail 🔍 Receipt Detail 🔍 Vendor 🔍 Item 🔍 View 🔍 Filter (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 Group...	RL-1
							0	0	0.000000		0.000000		
							1,000.00	1,000.00					

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
	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

Page 1 of 1 Pdf

**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:	Salesperson:	PO Number:	Invoice Date:
Brown Brother Farms	Mike Moriarty		06/22/2016

Invoice Type:	Ship Via:	Terms:	Ship Date:
Transport Delivery	Truck	Net 30	06/22/2016

Currency:	Deliver/Pickup:	Paid:	Due Date:
USD	Deliver	No	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						

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

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**Transport Loads**

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

Details Audit Log (13)

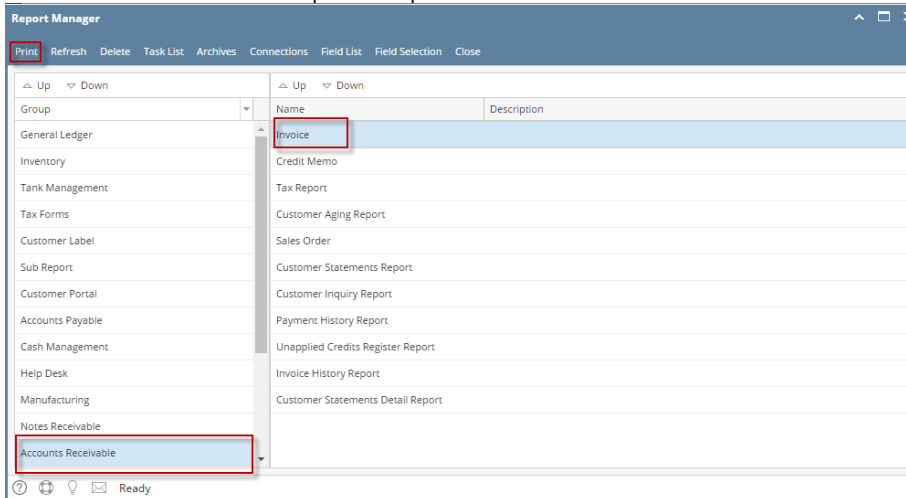
Load Schedule: 09/26/2015 04:39 PM Ship Via: UPS Ground Truck #: Truck1 Seller: truck Trailer No: 123 Driver: ANDY GARDNER Transaction: TR-392

## 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.

