

# How to

# Post by Logistic unit



1

If a line in a document is placed in a logistic unit, then it can only be posted to the logistic unit.

The screenshot displays a 'Purchase Order' interface for '106010 · First Up Consultants'. The 'General' section shows the vendor 'First Up Consultants', contact 'Evan McIntosh', and document date '10/04/2023'. The status is 'Released'. The 'Lines' section shows a single line item: 'ATHENS Desk' at location 'MAIN' with a quantity of 12. A 'Logistic Units' dropdown menu is open, showing a list of units from BOX0001 to BOX0006, all with 'Inbound' logistics and 'Posted' checkboxes.

Unit No.	Logistics	Posted
BOX0001	Inbound	<input type="checkbox"/>
BOX0002	Inbound	<input type="checkbox"/>
BOX0003	Inbound	<input type="checkbox"/>
BOX0004	Inbound	<input type="checkbox"/>
BOX0005	Inbound	<input type="checkbox"/>
BOX0006	Inbound	<input type="checkbox"/>

# Run posting by logistic unit



To Post sales or purchase order you need to select Home > Post > **Post by Logistic Unit** in main menu.

The screenshot shows a software interface for a purchase order. At the top, there's a navigation bar with 'Home', 'Prepare', 'Print/Send', 'Request Approval', 'Order', and 'Logistic Units'. Below this is a toolbar with various actions like 'Post...', 'Release', 'Create Whse. Receipt', etc. A dropdown menu is open under 'Post...', and 'Post by Logistics Units' is highlighted with a red dashed box. The main area shows details for '106010 · First Up Consultants', including 'Vendor Invoice No. 32323' and 'Status Released'. On the right, there's a 'Logistic Units' table with columns for Unit No., Logistics, and Posted.

Unit No.	Logistics	Posted
BOX0001	Inbound	<input type="checkbox"/>
BOX0002	Inbound	<input type="checkbox"/>
BOX0003	Inbound	<input type="checkbox"/>
BOX0004	Inbound	<input type="checkbox"/>
BOX0005	Inbound	<input type="checkbox"/>
BOX0006	Inbound	<input type="checkbox"/>

Type	Description	Location Code	Bin Code	Quantity	Reserved Quar
Item	ATHENS Desk	MAIN		12	



On the opened page, choose one or more logistic units must be received or shipped and click "OK".

The screenshot shows a software interface for a purchase order. A modal dialog titled "Logistic Unit Select" is open, displaying a table of logistic units. The table has columns for Unit No., Description, Volume, Weight, Source Name, Source ID, and Customer/Ve. Two units, BOX0003 and BOX0005, are selected with radio buttons. The background shows a purchase order for 106010 from First Up Consultants, with various tabs and a table of items.

<input type="radio"/> Unit No. ↑	Description	Volume	Weight	Source Name	Source ID ↑	Customer/Ve
<input type="radio"/> BOX0001	DHL Sizes -...	2.40	79.58	Purchase Document	106010	First Up Co
<input type="radio"/> BOX0002	DHL Sizes -...	2.40	79.58	Purchase Document	106010	First Up Co
<input checked="" type="radio"/> BOX0003	DHL Sizes -...	2.40	79.58	Purchase Document	106010	First Up Co
<input type="radio"/> BOX0004	DHL Sizes -...	2.40	79.58	Purchase Document	106010	First Up Co
<input checked="" type="radio"/> → BOX0005	DHL Sizes -...	2.40	79.58	Purchase Document	106010	First Up Co
<input type="radio"/> BOX0006	DHL Sizes -...	2.40	79.58	Purchase Document	106010	First Up Co



Choose type of the posting and click "OK".

The screenshot shows a software interface for a purchase order. The main window is titled "Purchase Order" and displays details for "106010 · First Up Consultants". The interface includes a navigation bar with options like "Home", "Prepare", "Print/Send", "Request Approval", "Order", "Logistic Units", "Actions", "Related", "Automate", and "Fewer options". Below this, there are several action buttons: "Post...", "Release", "Create Whse. Receipt", "Create Inventory Put-away/Pick...", "Send Intercompany Purchase Order", and "Archive Document".

The "General" section contains the following fields:

- Vendor Name: First Up Consultants
- Contact: Evan McIntosh
- Document Date: 10/04/2023
- Invoice Receipt Date: 10/04/2023
- Vendor Invoice No.: 32323
- Vendor Shipment No.:
- Status: Released

A dialog box is overlaid on the screen, prompting the user to select a posting type:

- Receive
- Invoice
- Receive and Invoice

The dialog box has "OK" and "Cancel" buttons.

The "Logistic Units" section shows a table with the following data:

Unit No.	Logistics	Posted
BOX0001	Inbound	<input type="checkbox"/>
BOX0002	Inbound	<input type="checkbox"/>
BOX0003	Inbound	<input type="checkbox"/>
BOX0004	Inbound	<input type="checkbox"/>
BOX0005	Inbound	<input type="checkbox"/>
BOX0006	Inbound	<input type="checkbox"/>

The "Lines" section shows a table with the following data:

Type	Description
Item	ATHENS Desk



After posting the system change state of document line and logistic unit

Purchase Order

106010 · First Up Consultants

Home Prepare Print/Send Request Approval Order Logistic Units Actions Related Automate Fewer options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

**General** Show more

Vendor Name: First Up Consultants Vendor Invoice No.: 32323  
 Contact: Evan McIntosh Vendor Shipment No.:  
 Document Date: 10/04/2023 Status: **Released**  
 Invoice Receipt Date: 10/04/2023

**Lines** Manage Line Functions Order Fewer options

Type	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Qty. to Receive	Quantity Received	Qty. to Invoice	Quant Invoic
→ Item	506.60	6,079.20	10	2	10	

**Details** Attachments (0)

**Logistic Units**

Unit No.	Logistics	Posted
BOX0001	Inbound	<input type="checkbox"/>
BOX0002	Inbound	<input type="checkbox"/>
BOX0003	Inbound	<input type="checkbox"/>
BOX0004	Inbound	<input type="checkbox"/>
BOX0005	Inbound	<input type="checkbox"/>
BOX0006	Inbound	<input checked="" type="checkbox"/>



Document Name	Document No.
Purchase Document	106010
→ <a href="#">Posted Purchase Receipt</a>	107213

The logistic unit card will contain the full history of documents

The link to the document exists until the document is deleted.

Posted document