



Carrier Quick Pay

Table of Contents

Introduction	3
Add Carrier Quick Pay Options to the System	3
Assign Quick Pay to Carriers	4
Search/Edit Carrier Quick Pay Options	5
How the System Helps you Process Quick Pay on Time	6

Introduction

Transport Pro allows you to easily set up and manage quick pay for carriers. You have the ability to add any quick pay options you may need. Assigning the desired quickpay options to your carriers drives the appropriate date to pay on the carrier settlement, helping settlements users to ensure they don't miss any quick pays. If you have any questions about carrier quick pay, please contact our support team at support@transportpro.net.

Add Carrier Quick Pay Options to the System

If you need to assign quick pay options to your carriers, then the first thing you need to do is add those options to the system.

To add a carrier quick pay option go to Administration>Manage Site Settings>Manage Carrier Quick Pay. Click the "Add New" link.

NOTE: This screen provides an explanation of fields for you, but we will break it down in this guide as well.

Manage Carrier Quick Pay

- **Title** Give the quick pay option a name.
- **Settlement Code** What settlement code is the quick pay associated with?
- **Days** How many days until payment is due?
- **Discount** What percentage will be taken from the broker's pay for the expedited pay?
- **Available At Dispatch** Is this quick pay option available to be assigned when the load is dispatched? If not, the option will have to be assigned to the broker before dispatch occurs.
- **Status** Is this quick pay option currently available for use?

Results (16)

[Add New](#)

ID	Title	DER Code	Discount	Days	Available at Dispatch	Status	Manage
1	test 0 Days @ 5%	QPD: Quick Pay Discount	0	3	Yes	Active	
2	3 Days @ 2%	QPD: Quick Pay Discount	3	2	Yes	Active	

When you click "Add New", a row of fields will become available so you can enter the desired quick pay option. Below is a screenshot of the entry screen followed by an explanation of fields.

[Add New](#)

ID	Title	DER Code	Discount	Days	Available at Dispatch	Status	Manage
1	test 0 Days @ 5%	QPD: Quick Pay Discount	0	3	Yes	Active	

ID Title: This is the title you would like to give the quick pay option, and this can be whatever you want it to be. This is also what will show in your dropdown menu when you assign this quick pay option to a carrier record.

DER Code: DER Code is just another phrase for settlement code. You need to tag the appropriate settlement code here so that later when this quick pay is applied at the time of settlement, the system knows which settlement code to use, or in other words, how to categorize this deduction. Settlement codes are managed under the Administration menu. The desired settlement code will need to be added to the system before you can tag it here.

NOTE: You'll notice this is a field with a magnifying glass next to it, which means you must tag an existing record (in this case an existing settlement code). You cannot free form type in this field.

Discount: Enter a whole number here; do not enter a percentage (%) sign. This number should represent the percentage that will be taken from the carrier for the expedited pay.

Days: How many days until payment is due?







Available at Dispatch: Do you want this quick pay option available to select at the time of dispatch? If so, check "Yes."

Status: The status must be "Active" in order to assign it to a carrier record, or to select it at the time of dispatch. If you want to use this option, make sure it's active. You can always come back here and change the status to "Inactive" if you no longer need it.

Assign Quick Pay to Carriers

Transport Pro gives you two options for assigning quick pay to carriers: 1) You can select a quick pay option for the carrier at the time of dispatch, or 2) You can assign the desired quick pay option to the carrier record so that it defaults to that option for you when you dispatch that carrier. The second option is convenient for carriers who always take a specific quick pay option, or for carriers that have a specific arrangement with your company. This section will show both examples.

To assign a quick pay option to a carrier record, navigate to the carrier's record in Transport Pro and click to edit. You'll see a field titled "Quick Pay Option." The options you added to the system in the first step will show in this dropdown menu. Select the desired option and save the record.

Number Of Trucks	<input type="text"/>
Preferred Settlement Day	- Select - 
Quick Pay Option	2 days at 3% 
Customer Service Rep	<input type="text"/> 
Sister Company	<input type="checkbox"/>
Factor Payments To	Non-Factored 
Activate Carrier Monitoring?	Not Monitored 
Carrier Monitoring - Warning Only Until	<input type="text"/> 
Portal Password	

Once you set the quick pay option here, whenever you dispatch that carrier on a load, the quick pay option will default for you, and you'll see it applied at the time of dispatch. The dispatch record will show the quick pay. See below screenshot for example:

Load ID	2856	Dispatcher	Jones, Ray
Dispatch Status	Dispatched Date of Change 2020-10-30 15:07	Dispatch Date	2020-10-30 15:07
Dispatch Who	Broker Carrier	Dispatch Type	Additional Truck
Broker Carrier	1000 - A1A Carriers - MC#	Quick Pay Option:	2 days at 3%

If you have not assigned a specific quick pay option to the carrier record, then when you go to dispatch the carrier, you'll simply have the option to apply a quick pay option if needed. In this case, the dispatch record would look like this:

Load ID	2856	Dispatcher	Jones, Ray
Dispatch Status	Dispatched Date of Change 2020-10-30 15:11	Dispatch Date	2020-10-30 15:11
Dispatch Who	Broker Carrier	Dispatch Type	Additional Truck
Broker Carrier	1000 - A1A Carriers - MC#	Quick Pay Option:	- None -

Search/Edit Carrier Quick Pay Options

Once you have added your quick pay options to the system, you can search for and manage the options at any time. To pull up your list of quick pay options go to Administration>Manage Site Settings>Manage Carrier Quick Pay.

A list of your quick pay options will be displayed. To edit or inactivate an option, click on the "Manage" icon out to the right.

Manage Carrier Quick Pay

- Title:** Give the quick pay option a name.
- Settlement Code:** What settlement code is the quick pay associated with?
- Days:** How many days until payment is due?
- Discount:** What percentage will be taken from the broker's pay for the expedited pay?
- Available At Dispatch:** Is this quick pay option available to be assigned when the load is dispatched? If not, the option will have to be assigned to the broker before dispatch occurs.
- Status:** Is this quick pay option currently available for use?

Results (17)

[Add New]

ID	Title	DER Code	Discount	Days	Available at Dispatch	Status	Manage
1	test 0 Days @ 5%	QPD: Quick Pay Discount	0	3	Yes	Active	
2	3 Days @ 2%	QPD: Quick Pay Discount	3	2	Yes	Active	


How the System Helps you Process Quick Pay on Time

When the settlement entries get created for carriers, the system takes the quick pay option applied into account to ensure that the date to pay is correct for settlements purposes. There is even a quick pay filter option available if settlements users want to pull up a list of settlement accounts that include quick pay items that are ready to pay.

To settle a carrier go to Settlements>Process Settlements>Broker Carriers. You'll see that the "Ready to Pay" filter has an option available that says "Includes Quick Pay Items RTP." If you use this filter, the system will display the broker carrier accounts that have quick pay items that are ready to pay.

You don't have to use this filter, but it can be helpful if you have a lot of accounts to sort through.

Pending Settlements

Cutoff Date: 2020-10-30 

Factoring Status: - Select -

Settlement Day: Friday



Settlement Category: - Select -

Scan Status: Show All

Account Status: Active

Ready To Pay: Includes Quick Pay items RTP

Broker Carrier Accounts

ID	Account Name	Preferred Settlement Day	Current Balance	Settle
1087	AB5 Carrier	None	\$343.00	
1049	FGH Carriers	None	\$0.00	

When you click to settle the account, you'll see the quick pay applied, which will drive the "Date to Pay" accurately so that settlements users don't miss processing quick pay.

Pending Settlement Detail

AB5 Carrier (BrokerCarrier - 1087)
Move to the next account >>

Cutoff Date: 2020-10-30 

Tractor Filter:

Check All

Date	Load	Pickup	Delivery	Code	Description	Memo	Internal Remarks	Date To Pay	Amount	Manage	Include
10/10/2020	2742	05/15/2020	05/17/2020	QPD	Quick Pay Discount	1 days at 2%	Nashville, TN to Mount Juliet, TN P/U: 05/15 - DL: 05/17	10/30/2020	\$-7.00	  	<input checked="" type="checkbox"/>
10/30/2020	2742	05/15/2020	05/17/2020	FRT	Line Haul - Freight Earnings	Line Haul - Freight Earnings	Nashville, TN to Mount Juliet, TN P/U: 05/15 - DL: 05/17	10/30/2020	\$350.00	  	<input checked="" type="checkbox"/>

If you have any questions about carrier quick pay, contact our support team at support@transportpro.net.