



## **How to Pay Drivers & Carriers via ACH**

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## Introduction

Transport Pro allows asset-based companies to pay drivers via ACH, and allows brokerage companies to pay carriers via ACH. It is important to note that Transport Pro does **NOT** offer direct bank integration, nor does the system calculate payroll taxes for company drivers, or W-2 employees.

All of the settlement amounts shown in Transport Pro are the gross amount. Therefore, you would only pay your owner operators or broker carriers via ACH out of Transport Pro, and not your company drivers.

If you have any questions about paying via ACH in Transport Pro, please contact our support team at [support@transportpro.net](mailto:support@transportpro.net).

## Setting the System up to Process ACH Payments

Before you can start processing ACH payments in Transport Pro, there is a little set up that needs to be done.

Firstly, you need to obtain a NACHA file from your bank and send that to the tech support team at [support@transportpro.net](mailto:support@transportpro.net).

Secondly, if you haven't done so already, you'll want to make sure that you have your settlement checking account information set up in the system. Again, Transport Pro does not support direct bank integration. However, you want to make sure that the correct bank account is tagged for your records when processing settlements in Transport Pro.


For our full guide on how to add/edit checking accounts, click [here](#).

## Set up Owner Operator or Carrier Records with Their ACH Information

Whether you're an asset-based company looking to pay your owner operators via ACH, or a brokerage company looking to pay your carriers via ACH, the setup process is the same.

To set an owner operator up to be paid via ACH, navigate to their owner operator summary.

### Owners Summary


Owner Operator Information - <a href="#">Change Log</a>				 <a href="#">Edit Information</a>
ID	1047	Home Terminal	AGENT 102	
Status	Active	Email		
Name	Billy Bob	Main Phone Number		
Address	222 Woodland Street	Cell Phone Number		
City,State Zip	Antioch, TN 37013	Fax Phone Number		
Group		Trailer Rent Percentage		
Preferred Settlement Day		Portal Password	This will allow the owner to login to the O/O portal. The username is the owner ID.	
Factor Payments	Non-Factored			
Print 1099?	Yes			

Scroll down toward the bottom of the page to the “Payment Methods” section, and click “Assign Pay Method.”

<b>Notes</b>		 Add Note
No notes were found for this owner		
<b>Payment Methods</b>		<b>Assign Pay Method</b>
There are no payment methods assigned.		
<b>File History</b>		 Filter  Add File
No files were found for this owner		

A small window will open and prompt you to select a payment method. Select “Direct Deposit” from the dropdown menu. Then click “Add New ACH Account.”

Assignment Options



Select A Payment Method: Direct deposit 

Account Number	<input type="text"/>
Routing Number	<input type="text"/>
Account Name	<input type="text"/>
Bank Name	<input type="text"/>
<input type="button" value="Search"/>	

Add New ACH Account

Another window will open and prompt you to enter the ACH account information for that owner operator. Fill out the form, and then click “Save Record.” All fields are required.

ACH Account Information

 Save Record
  Cancel

Banking Institution	Bank of America
Account Holder	Billy Bob
Routing Number	898765
Account Number	9876567876

Once you click to save the information, you can exit out of that window. You will now see this ACH payment method populate and become available to assign. Click “Assign.”

**Assignment Options** ✖

**Select A Payment Method:** Direct deposit ▼

<b>Account Number</b>	7876
<b>Routing Number</b>	898765
<b>Account Name</b>	Billy Bob
<b>Bank Name</b>	Bank of America
<div style="border: 1px solid #ccc; padding: 5px 15px; display: inline-block;">Search</div>	

**Add New ACH Account**

Assign	Account Name	Account Number	Bank Institution
<b>Assign</b>	Billy Bob	***7876	Bank of America

Once you click to assign this payment method to the owner operator, you can exit out of this window. You will now see this payment method in the “Payment Methods” section.

Payment Methods					Assign Pay Method
Id	Payment Type	Account Number	Account Name	Preference	Manage
1039	Direct Deposit	*****7876	Billy Bob	<a href="#">Make Preference</a>	

**File History** Filter Add File

No files were found for this owner

You will also see a “Make Preference” link here. If you would like to make this the default payment option for the account, click this link. Meaning, when you later go to process settlements for this owner operator, this payment method will be auto-selected for you.

Once you click the “Make Preference” link, you’ll see that it updates.

Payment Methods					Assign Pay Method
Id	Payment Type	Account Number	Account Name	Preference	Manage
1039	Direct Deposit	*****7876	Billy Bob	Yes	

**File History** Filter Add File

No files were found for this owner

Once a payment method is set as the preference, you'll see this tagged as the preferred payment method when you process a settlement for the account. Any other payment methods/ACH accounts you may have assigned to the account will still be available to select in this dropdown menu, but this defaults it for you, which saves you a step at the time of processing settlements.

Line Items										Check All
Date	Load	Pickup	Delivery	Tractor	Code	Description	Memo	Internal Remarks	Amount	Manage Include
09/01/2020	2821	09/01/2020	09/02/2020	1023	FRT	Line Haul - Freight Earnings	Freight Earning 1000.00 @ 75%	NOVI, MI to Ogden Dunes, IN P/U: 09/01 - DL: 09/02	\$750.00	

Per Settlement Entries	
There are no recurring earnings or deductions for this account	
General Information	
Settlement Total	\$750
Preferred Payment Method	Ach - (**** 7876) ▼
Checking Account	
Settlement Date	2020-09-17

To set up an ACH payment method for carriers, you will follow the same instructions. Navigate to the broker carrier summary screen, scroll down to the “Payment Methods” section, and add the ACH information as shown in the steps above.

## Process Settlements and Submit the ACH File to your Bank

Once you have both the system and the owner operator or carrier profiles set up with the appropriate ACH account information, then you're ready to process settlements and pay via ACH.

This example will show processing a settlement for an owner operator, but the process is the same for carriers.

To process a settlement go to Settlements>Process Settlements>Owner Operators. Click to settle the account. On the Pending Settlement Detail screen, select what you want to process. You will see the preferred ACH payment method selected. Click “Approve” to process the settlement.

Line Items										Check All
Date	Load	Pickup	Delivery	Tractor	Code	Description	Memo	Internal Remarks	Amount	Manage Include
09/01/2020	2821	09/01/2020	09/02/2020	1023	FRT	Line Haul - Freight Earnings	Freight Earning 1000.00 @ 75%	NOVI, MI to Ogden Dunes, IN P/U: 09/01 - DL: 09/02	\$750.00	

Per Settlement Entries	
There are no recurring earnings or deductions for this account	
General Information	
Settlement Total	\$750
Preferred Payment Method	Ach - (**** 7876) ▼
Checking Account	
Settlement Date	2020-09-17
Comments (External)	<div></div>
Comments (Internal)	<div></div>
Important Messages (External)	test 123
Send Settlement Summary	Yes ▼

**Approve**
**Cancel**

Once you click to approve and process the settlement, it gets sent to the ACH queue so you can submit the file to your bank. Go to Settlements>Direct Deposit/ACH>ACH Transmittal>ACH Queue.

Here, you will see a list of all the settlements you processed via ACH. Check the box(es) out to the right of each settlement you wish to send to your bank. Then click “Submit.”

#### Pending ACH Settlements

Accounts To Batch				
Settlement	Account	Account Name	Amount	
1879	****5433	A2B	\$795.00	<input checked="" type="checkbox"/>

[Submit](#)

Once you click “Submit” you will be redirected to the ACH Entry Summary screen. From here, you need to click the “Download” link to download the file from Transport Pro. Then, you need to upload this file to your bank.

#### ACH Entry Summary

ACH Payment Information - <a href="#">Change Log</a>			
ID	415	Last Updated	09/17/2020 17:21
Amount	\$795.00	Last Updated By	Kelly Frederick
# of Transactions	1	Date Created	09/17/2020 17:21
Status	Pending File - <a href="#">Download</a> - <a href="#">Click here to confirm you have submitted the file</a> Created By Kelly Frederick		

Notes	<a href="#">Add Note</a>
No notes were found for this ACH	

ACH Payment Entries					
Settlement	Amount	Payee Name	Account Number	Date Approved	Approved By
1879	\$795.00	A2B	****5433	09/17/2020	Kelly Frederick

Once you have successfully uploaded the file to your bank, you need to come back to the ACH Entry Summary in Transport Pro and click the link that says “Click here to confirm you have submitted the file.”

**NOTE:** This step is imperative because this is what updates the status from “pending” to “submitted.” You want to ensure that his information is correct in Transport Pro for your records.

#### ACH Entry Summary

ACH Payment Information - <a href="#">Change Log</a>			
ID	415	Last Updated	09/17/2020 17:21
Amount	\$795.00	Last Updated By	Kelly Frederick
# of Transactions	1	Date Created	09/17/2020 17:21
Status	Pending File - <a href="#">Download</a> - <a href="#">Click here to confirm you have submitted the file</a> Created By Kelly Frederick		

Once you click to confirm that you have successfully submitted the file, you will see the status update.

ACH Entry Summary			
ACH Payment Information - Change Log			
ID	415	Last Updated	09/17/2020 17:29
Amount	\$795.00	Last Updated By	Kelly Frederick
# of Transactions	1	Date Created	09/17/2020 17:21
Status	Submitted File	Created By	Kelly Frederick

## Search ACH Payments

Transport Pro allows you to easily search for both pending and submitted ACH payments. To run a search go to Settlements>Direct Deposit/ACH>ACH Transmittal>Search ACH Payment.

A search screen will open, where you can use any desired filters. Click “Search.” The results will generate and show an overview of the payment. To review the payment in more detail click the ID.

### Search ACH Payments

Search ACH Payments			
ID	<input type="text"/>		
Status	- All -		
Created By	- All Users -		
Amount	From: <input type="text"/>	To: <input type="text"/>	
Date	From: <input type="text"/>	To: <input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Save Search"/>			

### Search Results (64)

[Print Results](#)

1   2   3   » [3]	ID	Status	Date Created	Created By	Number of Transactions	Total Amount
	415	Submitted	09/17/2020 17:21	Kelly Frederick	1	\$795.00
	414	Submitted	09/14/2020 20:23	Kelly Frederick	1	\$475.00
	413	Submitted	08/31/2020 20:59	Kelly Frederick	1	\$1,500.00
	412	Submitted	07/01/2020 16:55	Kelly Frederick	2	\$810.00
	411	Submitted	07/01/2020 16:52	Kelly Frederick	1	\$500.00

If you have any questions about the ACH feature in Transport Pro, please contact our support team at [support@transportpro.net](mailto:support@transportpro.net).