



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.

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.

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.

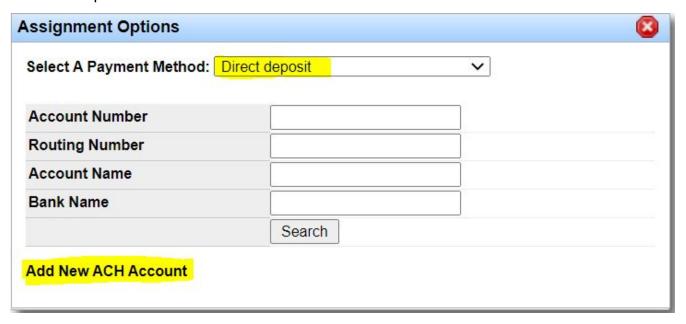




Scroll down toward the bottom of the page to the "Payment Methods" section, and click "Assign Pay Method."



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."

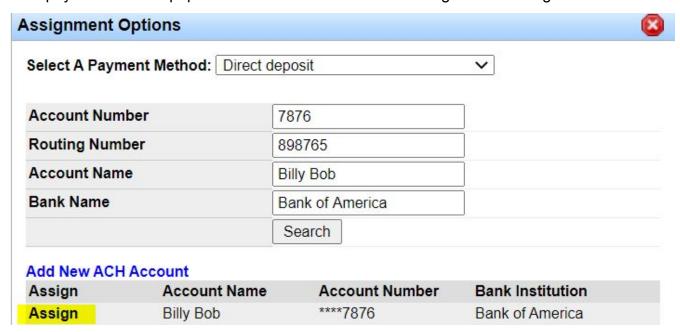


Another window will open and prompt you to enter the ACH account information for that owner operator. Fill out the form, and then click "Save Record." All fields are required.





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."



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.



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.





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.



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.



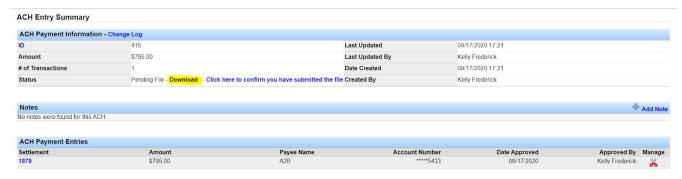


Once you click to approve and process the settlement, it gets sent to the ACH queue so you can submit the file to your bank. Go to Settlements>Direct Deposit/ACH>ACH Transmittal>ACH Queue.

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."



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.



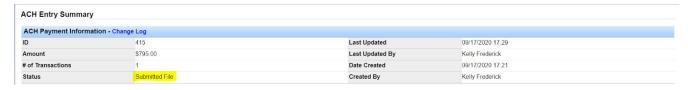
Once you have successfully uploaded the file to your bank, you need to come back to the ACH Entry Summary in Transport Pro and click the link that says "Click here to confirm you have submitted the file."

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.





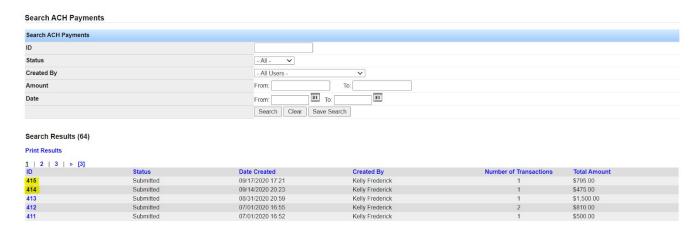
Once you click to confirm that you have successfully submitted the file, you will see the status update.



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.



If you have any questions about the ACH feature in Transport Pro, please contact our support team at support@transportpro.net.