



## How to Print Settlement Checks

**Table of Contents**

<b>Introduction</b>	<b>3</b>
<b>Process Settlements</b>	<b>3</b>
<b>Print Settlement Checks</b>	<b>5</b>

## Introduction

This guide shows you how to print settlement checks in Transport Pro. Note that before you can print checks, there is some setup that needs to be done first. In order to print checks from Transport Pro, you need to make sure your check format is a check with two stubs (i.e. the format of a QuickBooks check).

Once you have your checks, you need to scan and email a void copy to us at [support@transportpro.net](mailto:support@transportpro.net). We use this void check to test the check alignment before you begin printing. Once we determine the alignment looks good from our end, we'll have you test it by printing a check. Once the alignment is confirmed, you'll be ready to print checks.

Note, when you print, you need to make sure you have selected the "Fit to Printable Area" option on your printer settings.

## Process Settlements

The first thing you have to do is process your settlements. Whether approving settlements for carriers or drivers, the process is essentially the same. The below example will show processing a settlement for a driver.

You can navigate to your settlements list one of two ways: 1) Go to Settlements>Process Settlements>Owner Operators (or you may select broker carriers). 2) Work from your settlements dashboard by going to Settlements>Settlements Dashboard. This dashboard will show you how many pending settlements you have waiting to be processed, and you can navigate to the list from here.

Either way, you'll be presented with your list of Pending Settlements. Locate the account you wish to settle, and then click the settle icon to go into the settlement details for the account.

Pending Settlements

Cutoff Date: 2020-06-15 31

Terminal: - Select -

Settlement Day: Monday

Settlement Category: - Select -

Scan Status: Show All

Account Status: Active

Ready To Pay: Show All

Owner Accounts

ID	Account Name	Preferred Settlement Day	Current Balance	Settle
1045	Brit Jones	None	\$1,568.00	
1089	DON LOECHEL	None	\$0.00	
1039	Gary Reed	None	\$-200.00	
1075	Jim Scott	None	\$100.00	
1071	Kenneth Kloeppel	None	\$-5,697.54	
1083	King Drummond	None	\$50.00	
1034	Larry Beil	None	\$-696.00	
1092	Robert Cain	Monday	\$735.00	

Review the settlement details, and select the items you wish to settle/cut a check for by checking the corresponding boxes.

**Pending Settlement Detail**

Brit Jones ( **Owner - 1045** ) - Home Terminal: 102  
[Move to the next account >>](#)

Cutoff Date: 2020-06-15

Tractor Filter:

Check All

Date	Load	Pickup	Delivery	Tractor	Code	Description	Memo	Internal Remarks	Amount	Manage	Include
12/03/2019	2631	12/03/2019	12/03/2019	1234RD	FRT	Line Haul - Freight Earnings	Freight Earning 0.00 @ 80%	Lima, OH to CINCINNATI, OH P/U: 12/03 - DL: 12/03	\$0.00		<input type="checkbox"/>
06/05/2020	2762	06/02/2020	06/03/2020	1234RD	FRT	Line Haul - Freight Earnings	Freight Earning 980.00 @ 80%	Mount Juliet, TN to Spring, TX P/U: 06/02 - DL: 06/03	\$784.00		<input checked="" type="checkbox"/>
06/09/2020	2758	06/02/2020	06/03/2020	1234RD	FRT	Line Haul - Freight Earnings	Freight Earning 980.00 @ 80%	Mount Juliet, TN to Spring, TX P/U: 06/02 - DL: 06/03	\$784.00		<input checked="" type="checkbox"/>

On the bottom half of this screen, the system will show you the total amount based on the items you have selected. You will also see that the preferred payment method defaults to “check” (unless you have set the account up to be paid via ACH, which is shown in our separate ACH guide). Lastly, make sure your correct checking account is selected. Once you have selected the desired items, click “Approve.”

**NOTE:** We do **NOT** offer direct bank integration. The information is simply recorded in Transport Pro for your records.

If you get to this step and realize that you do not have your settlement checking account available here to select, you can add/edit your checking accounts as needed. For instructions on how to do this, please review our checking accounts guide by clicking [here](#).

06/05/2020 2762 06/02/2020 06/03/2020 1234RD FRT Line Haul - Freight Earnings Freight Earning 980.00 @ 80% Mount Juliet, TN to Spring, TX P/U: 06/02 - DL: 06/03 \$784.00 ☒

06/09/2020 2758 06/02/2020 06/03/2020 1234RD FRT Line Haul - Freight Earnings Freight Earning 980.00 @ 80% Mount Juliet, TN to Spring, TX P/U: 06/02 - DL: 06/03 \$784.00 ☒

**Per Settlement Entries**

There are no recurring earnings or deductions for this account

**General Information**

Settlement Total

\$1568

Preferred Payment Method

Check

Checking Account

Chase - Settlement Checking

Settlement Date

2020-06-15

Comments (External)

Comments (Internal)

Important Messages (External)

test 123

Send Settlement Summary

Yes

Approve

Cancel

## Print Settlement Checks

Once you click to “approve” the settlements, as shown in the section above, the settlements are sent to the check print queue, where you can print the checks.

Go to Settlements>Print Queue>Settlement Checks. You have a couple filter options available if needed. Otherwise, you will be presented with all of the settlement checks that are waiting to be printed. You can click on the column headers if you wish to sort the information.

### Settlement Check Print Queue

Checking Account Filter

Checking Account

- Select -




Account Type

- Select -

Search

1	2	3	4	5	»	[5]		
Bank	Payee	Amount	Memo	Approved By	Received On	Printed On	Check Number	
Settlement Checking	Brit Jones	\$829.00	Account: Brit Jones	Frederick, Kelly	06/09/2020	Not Yet Printed	2335	<input type="checkbox"/>
Settlement Checking	ARC Carriers	\$1,000.00	Account: ARC Carriers	Frederick, Kelly	06/05/2020	Not Yet Printed	2336	<input type="checkbox"/>
Settlement Checking	ARC Carriers	\$800.00	Account: ARC Carriers	Frederick, Kelly	06/05/2020	Not Yet Printed	2337	<input type="checkbox"/>

Make sure the check numbers are correct. You can edit the check numbers as needed. If you have more than one check in this print queue, then when you change the top check number, a green arrow will appear, which you can click on to renumber the checks in ascending order if you wish to do so.

1	2	3	4	5	»	[5]			
Bank	Payee	Amount	Memo	Approved By	Received On	Printed On	Check Number		
Settlement Checking	Adrian Peters	\$295.00	Account: Adrian Peters	Frederick, Kelly	04/05/2019	Not Yet Printed	<input type="text" value="2337"/>		<input type="checkbox"/>
Settlement Checking	Adrian Peters	\$152.25	Account: Adrian Peters	Baum, Craig	11/16/2019	Not Yet Printed	<input type="text" value="2338"/>	<input type="checkbox"/>	
Settlement Checking	AGENT 102	\$28,995.76	Account: AGENT 102	X, AJ	11/11/2019	Not Yet Printed	<input type="text" value="2339"/>	<input type="checkbox"/>	

Make sure your checks are in your printer ready to go. Review the check numbers in the print queue for accuracy, and check the boxes next to the checks you need to print. If you want to print all of the checks in the queue, you can check the box at the top to select all. Once you make your selection, click “Print” at the bottom of the page.

If you need to delete a check from this queue, click the scissor icon next to the check you wish to delete.

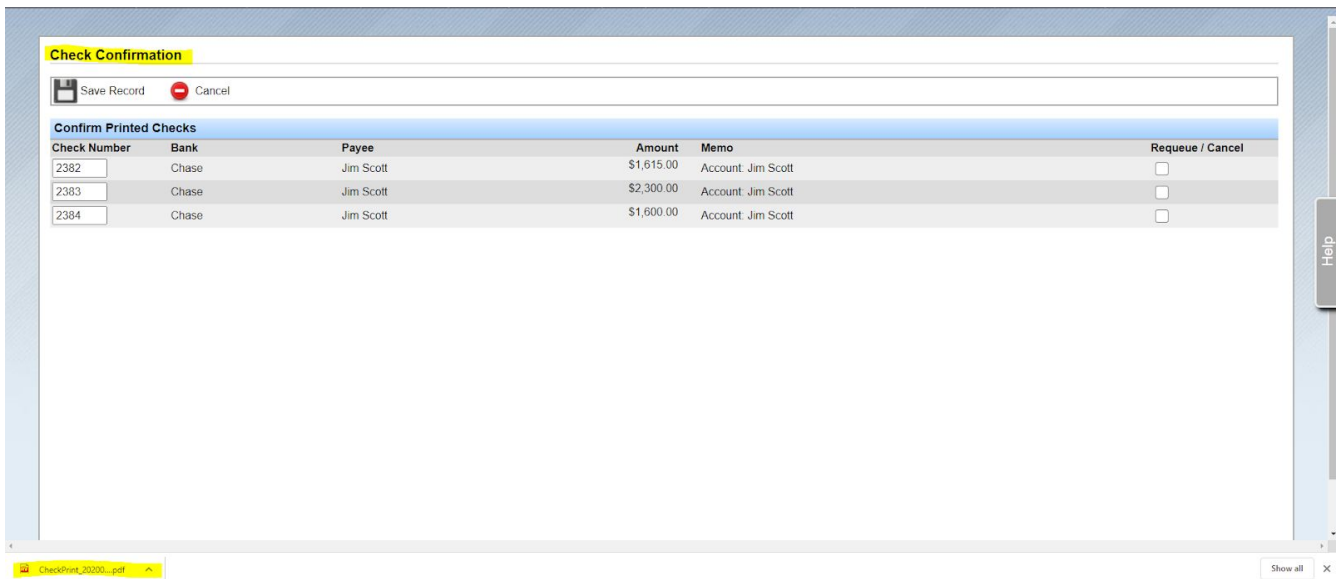
**NOTE:** Each processed settlement is its own check. So, for example, if you have three checks waiting to be printed for the same account (as shown in the below screenshot) then you will print three checks for that account. The system will not combine them into one check.

Settlement Checking	Jim Scott	\$1,615.00	Account: Jim Scott	Frederick, Kelly	11/27/2019	Not Yet Printed	2382	<input checked="" type="checkbox"/>	
Settlement Checking	Jim Scott	\$2,300.00	Account: Jim Scott	X, AJ	12/05/2019	Not Yet Printed	2383	<input checked="" type="checkbox"/>	
Settlement Checking	Jim Scott	\$1,600.00	Account: Jim Scott	Frederick, Kelly	04/24/2020	Not Yet Printed	2384	<input checked="" type="checkbox"/>	

Print

Once you click the print button, the system will download the check file and redirect you to the “Check Confirmation” screen.

To print the checks click on the downloaded file, and make sure your printer preferences are set “fit to printable area.” Click to print from your local printer.

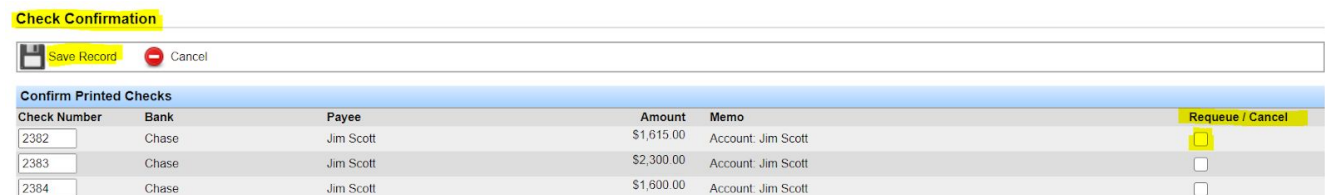


Check Number	Bank	Payee	Amount	Memo	Requeue / Cancel
2382	Chase	Jim Scott	\$1,615.00	Account: Jim Scott	<input type="checkbox"/>
2383	Chase	Jim Scott	\$2,300.00	Account: Jim Scott	<input type="checkbox"/>
2384	Chase	Jim Scott	\$1,600.00	Account: Jim Scott	<input type="checkbox"/>

Once the checks have been printed, review them to make sure they printed correctly. If everything looks good, click “Save Record” on the Check Confirmation screen. Checking save here to confirm the checks printed successfully does two things: 1) Updates the check status to “printed” for your records, and 2) Sends the checks to the cash reconciliation module.

If the checks printed incorrectly (i.e. backwards, or upside down) then you can check the “Requeue/Cancel” box next to the checks that printed incorrectly, and then click “Save Record.”

**NOTE:** Requeueing the checks will void the check number, and place the checks back out into the print queue, so you can reprint. When you requeue checks, the system assumes that check was ruined, and therefore voids that check number. You cannot reuse check numbers.



Check Number	Bank	Payee	Amount	Memo	Requeue / Cancel
2382	Chase	Jim Scott	\$1,615.00	Account: Jim Scott	<input checked="" type="checkbox"/>
2383	Chase	Jim Scott	\$2,300.00	Account: Jim Scott	<input type="checkbox"/>
2384	Chase	Jim Scott	\$1,600.00	Account: Jim Scott	<input type="checkbox"/>

**NOTE:** The load IDs will show on the check stubs.

If you have any questions about printing settlement checks from Transport Pro, please contact technical support at [support@transportpro.net](mailto:support@transportpro.net).