

# **TRANSPORT PRO**

## **Process Settlements: Enterprise**

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## Process Settlements in Transport Pro

Transport Pro makes it easy to process settlements for company drivers, owner/operators, broker carriers, and more. It is important to note that Transport Pro does not calculate payroll taxes. Below is a detailed guide that shows you how to process settlements using Transport Pro.

### Process Settlements for Company Drivers & Owner Operators

1. Follow the path in the menu Settlements>Process Settlements>Company Drivers OR Owner Operators.

Settlements	A/R	Accounting	Sales	Imaging	
Settlements Dashboard					
Process Settlements	▶	Broker Carrier Invoice Approval			
Recurring Settlements	▶	Broker Carriers			
Pay Adjustments	▶	Company Drivers			
Print Queue	▶	Owners / Owner Operators			
Reports	▶	Terminals			
Fuel Card Maintenance	▶	Vendors			
Wire Check	▶				
Settlement Vendors	▶				




2. A Pending Settlements window will open. You can filter settlements by settlement day, scan status and account status if preferred. A list of accounts will populate based on the criteria you enter.

### Pending Settlements

Settlement Day:  ▼  
 Scan Status:  ▼  
 Account Status:  ▼  
 Ready To Pay:  ▼

Drivers Accounts	
ID	Account Name
1011	Bob McKinney
1010	Jim Smith

- To settle an account, click on the Settle icon to the right of the correct information.

Preferred Settlement Day	Current Balance	Settle
None	\$1,493.75	
None	\$-50.00	
None	\$5,488.31	






- A Pending Settlement Detail window will open and display all of the line items attached to each load for that driver or owner. Check the box(es) next to each line item that you want to approve.

## Pending Settlement Detail



Roger Smith ( [Driver - 1005](#) )  
[Move to the next account >>](#)

Line Items				
Date	Load	Code	Description	Memo
01/05/2015	<a href="#">1178</a>	FRTCL	Freight Earnings - Co Drv Loaded	Freight Earning: 2,377.50
04/02/2015	<a href="#">1299</a>	FRTCL	Freight Earnings - Co Drv Loaded	Freight Earning: 3,055.25

Check All		
Amount	Manage	Include
\$641.93		<input type="checkbox"/>
\$824.92		<input checked="" type="checkbox"/>
\$824.92		<input checked="" type="checkbox"/>
\$540.50		<input type="checkbox"/>

5. Once you select which line items you want to approve, scroll down to the Per Settlement Entries and General Information sections to ensure that all information is accurate, or to add any comments. If this is correct, click “Approve.”

**NOTE:** Transport Pro does not calculate payroll taxes. Therefore, the figure displayed in the General Information section is simply the total of the selected line items. Transport Pro recommends using a professional payroll software or outside payroll company for payroll tax purposes. Once you click “Approve” the system will move on to the next account and present you with next pending settlement details.

Per Settlement Entries	
There are no recurring earnings or deductions for this account	
General Information	
Settlement Total	\$1649.84
Preferred Payment Method	Check ▼
Checking Account	Chase - Settlement Checking ▼
Comments (External)	
Comments (Internal)	
Important Messages (External)	
<div> Approve  Cancel</div>	

## Process Settlements for Broker Carriers

Transport Pro allows you to process settlements for broker carriers just as you would for company drivers and owner/operators. However, there are a few differences when it comes to processing settlements for broker carriers. This guide details how to complete the process.

1. Follow the path in the menu Settlements>Process Settlements>Broker Carriers.

Settlements	A/R	Accounting	Sales	Imaging	R
Settlements Dashboard					
Process Settlements	▶	Broker Carrier Invoice Approval			
Recurring Settlements	▶	Broker Carriers			
Pay Adjustments	▶	Company Drivers			
Print Queue	▶	Owners / Owner Operators			
Reports	▶	Terminals			
Fuel Card Maintenance	▶	Vendors			
Wire Check	▶				
Settlement Vendors	▶				

2. A Pending Settlements window will open. You can filter the settlements by settlement day, scan status and account status if preferred. Once you filter the desired criteria, a list of settlements will populate.

### Pending Settlements

Settlement Day:

Scan Status:

Account Status:

Ready To Pay:



### Broker Carrier Accounts

ID	Account Name	Preferred Settlement Day
1000	A1A Carriers	None
1028	Acw Logistics Llc	None

3. If the system detects that there may be an issue with the account, a “check liability insurance” or “check contract” link will appear next to the applicable account. If the system detects that everything is accurate on the account, you can click on the “settle” icon.

Current Balance	Settle
\$16,083.00	
\$500.00	Check liability insurance Check contract
\$2,000.00	
\$500.00	Check liability insurance

- Depending on which account you need to settle, click on the appropriate option. When you click on the “check liability insurance” or “check contract” link, a Broker Carrier Information window will open. Review the information and make any necessary edits. Once the information is accurate/updated, you can move forward with processing the settlement.
- If the settlement is ready to process, click on the Settle icon. A Pending Settlement Detail window will open.

Current Balance	Settle
\$16,083.00	
\$500.00	<a href="#">Check liability insurance</a>
\$2,000.00	
\$500.00	<a href="#">Check liability insurance</a>

## Pending Settlement Detail

A1A Carriers ( [BrokerCarrier - 1000](#) )  
[Move to the next account >>](#)

Line Items				
Date	Load	Code	Description	Memo
08/22/2014	1110	FRT	Line Haul - Freight Earnings	Line Haul
01/13/2015	1072	FRT	Line Haul - Freight Earnings	Line Haul

- Check the box(es) next the item(s) you want to settle.

**NOTE:** The red dates represent payments past due. Transport Pro does not calculate payroll taxes. The figure displayed in the General Information section is simply a total of the line item amounts. Transport Pro recommends using a payroll software or outside payroll company for payroll tax purposes.

				Check All
Internal Remarks	Date To Pay	Amount	Manage	Include
Louisville, KY to Houston, TX P/U: 07/26 - DL: 07/28 Invoice #:456	10/21/2015	\$1,000.00	  	<input type="checkbox"/>
Houston, TX to Fargo, ND P/U: 07/28 - DL: 08/01 Invoice #:2343	10/21/2015	\$1,500.00	  	<input checked="" type="checkbox"/>

- Once you check the appropriate boxes and review the Per Settlement Entries and General Information sections for accuracy, click the “Approve” button at the bottom of the page.

Comments (Internal)

Important Messages (External)

Approve

Cancel

## Process Settlements for Terminals

Transport Pro allows you to process settlements for terminals just as you would for company drivers or owner/operators.

- Navigate to the Pending Settlement Detail page by following the path in the menu Settlements>Process Settlements>Terminals.

Settlements	A/R	Accounting	Sales	Imaging
Settlements Dashboard				
Process Settlements	▸	Broker Carrier Invoice Approval		
Recurring Settlements	▸	Broker Carriers		
Pay Adjustments	▸	Company Drivers		
Print Queue	▸	Owners / Owner Operators		
Reports	▸	Terminals		
Fuel Card Maintenance	▸	Vendors		
Wire Check	▸			
Settlement Vendors	▸			

- A Pending Settlements window will open and allow you to filter results by settlement day, scan status or account status.

### Pending Settlements

Settlement Day: Friday ▼

Scan Status: Show All ▼




Account Status: Active ▼

Ready To Pay: Show All ▼

Terminal Accounts		
ID	Account Name	Preferred Settlement Day
1002	AGENT 102	None
1004	C & K Trucking, Inc.	Friday



- Click on the Settle icon for the appropriate account.

Current Balance	Settle
\$147.25	 
\$-1,640.63	

- A Pending Settlement Detail window will open. Check the box next to the line item you want to approve.

**NOTE:** Transport Pro does not calculate payroll taxes. Therefore, the figure displayed in the General Information section is simply a total of the selected line items. Transport Pro recommends using a professional payroll software or outside payroll company for payroll tax purposes.




Internal Remarks	Amount	Manage	Include
Fort Wayne, IN to NOVI, MI P/U: 11/06 - DL: 11/08	\$27.41	 	<input checked="" type="checkbox"/>
Fort Wayne, IN to Louisville, KY P/U: 03/03 - DL: 03/12	\$119.84	 	<input type="checkbox"/>

- Once you select the line items you want to settle, review the Per Settlement Entries and General Information sections for accuracy. If everything appears to be correct, click the “Approve” button at the bottom of the page.

**NOTE:** Once you click “Approve” the system will move on to the next account and present you with pending settlement details.

Comments (Internal)

Important Messages (External)


 Approve
  Cancel

## Process Settlements for Vendors

Transport Pro makes it easy to process settlements for vendors, much like you would for drivers, owner/operators or terminals.

1. Follow the path in the menu Settlements>Process Settlements>Vendors

Settlements	A/R	Accounting	Sales	Imaging
Settlements Dashboard				
Process Settlements ▶		Broker Carrier Invoice Approval		
Recurring Settlements ▶		Broker Carriers		
Pay Adjustments ▶		Company Drivers		
Print Queue ▶		Owners / Owner Operators		
Reports ▶		Terminals		
Fuel Card Maintenance ▶		Vendors		
Wire Check ▶				
Settlement Vendors ▶				

2. A Pending Settlements window will open and allow you to search for settlements by settlement day, scan status or account status.




### Pending Settlements

Settlement Day:  ▼  
 Scan Status:  ▼  
 Account Status:  ▼  
 Ready To Pay:  ▼

### Vendor Accounts





ID	Account Name
1000	TN Dept Child Services

3. Click on the “settlement” icon pertaining to the account you want to settle.

Current Balance	Settle
\$147.25	 
\$-1,640.63	

4. A Pending Settlement Detail window will open and display all of the line items pertaining to that specific account. Check the box(es) next to the items you want to settle.

**NOTE:** Be sure to check the Per Settlement Entries and General Information sections before approving a settlement. Transport Pro does not calculate payroll taxes. Therefore, the figure displayed in the General Information section is simply a total of the selected line items. Transport Pro recommends utilizing a professional payroll software or payroll company for payroll tax purposes.

Amount	Manage	Include
\$100.00	 	<input checked="" type="checkbox"/>
\$100.00	 	<input checked="" type="checkbox"/>

## Per Settlement Entries

There are no recurring earnings or deductions for this account

## General Information


Settlement Total	\$66.12
Preferred Payment Method	Check ▼
Checking Account	Chase - Settlement Checking ▼



5. If all of the information is correct, click the “Approve” button at the bottom of the page.

**NOTE:** Once you click “Approve” the system will move on to the next account and present you with the next set of settlement details.

Comments (Internal)

Important Messages (External)



 Approve
  Cancel

## View the Settlement Activity Report


After you approve your settlements, the system allows you to review the settlements as well as a breakdown of the line items on a particular settlement.

1. Follow the path in the menu Settlements>Reports>Settlement Activity Summary.

Settlements	A/R	Accounting	Sales	Imaging
Settlements Dashboard				
Process Settlements				
Recurring Settlements				
Pay Adjustments				
Print Queue				
Reports		Completed Settlements Report		
Fuel Card Maintenance		Settlement Activity Summary		
Wire Check		DER Activity Report		
Settlement Vendors		Pending Settlements GL Report		
		Settlement Days To Pay		
		Required Work Comp		

2. A Settlement Activity Summary window will open. Enter the desired date range and click "Get Report."

### Settlement Activity Summary

Settlement Date	From: 2015-08-05 31 To: 2015-08-21 31
Account Type	- Select -
Account	<input type="text"/> 
<input type="button" value="Get Report"/>	

3. When you click "Get Report" a new window will open with information pertaining to the selected date range.

### Settlement Summary 08/07/15 to 08/21/15

Owner #1013  
Bob McKinney  
Dover, DE

#### SETTLEMENT CODE SUMMARY

	Amount
	50.00
	4,310.30
	1,154.29
	75.00
	100.00
<b>Total:</b>	<b>5,689.59</b>

#### LOAD EARNINGS

p Date	Delivery Date	Code	Description	Amount
'15	01/27/15	FSC	Fuel Surcharge	641.85

## View the Completed Settlements Report

The Completed Settlements Report is a snapshot of the settlements you have processed as well as any settlements that are in a pending status.

1. Follow the path in the menu Settlements>Reports>Completed Settlements Report.

Settlements	A/R	CS Requests	Accounting	Settlements
Settlements Dashboard				
Process Settlements	▶			
Recurring Settlements	▶			
Pay Adjustments	▶			
Print Queue	▶			
Reports	▶	Completed Settlements Report		
Fuel Card Maintenance	▶	Settlement Activity Summary		
Wire Check	▶	DER Activity Report		
Settlement Vendors	▶	Pending Settlements GL Report		
Settlement Messages		Settlements Aging		
		Settlement Days To Pay		
		Required Work Comp		

2. A Completed Settlements Report window will open. You will be required to enter at least one type of search criteria. Then, click “Get Report.” A list of results will populate based on your search criteria.

**NOTE:** From this page you have the option to click on the Settlement ID to view the details, or you can check the box in the “Re-print” column and click the “Re-print Selected” button to print the settlement.

**1**

Settlement ID	Account Name	Settled By	Payment Method
1314	Ryan Klockner	Kenneth Kloeppel	Check
1315	A1A Carriers	Terry Green	Check

## View the Pending Settlements GL Report

Transport Pro allows you to review all of your pending settlements applicable to your GL accounts. Please note that this report is only applicable if you use the systems's accounting module.

1. Follow the path in the menu Settlements>Reports>Pending Settlements GL Reports.

Settlements	A/R	Accounting	Sales	Imaging
Settlements Dashboard				
Process Settlements				
Recurring Settlements				
Pay Adjustments				
Print Queue				
Reports		Completed Settlements Report		
Fuel Card Maintenance		Settlement Activity Summary		
Wire Check		DER Activity Report		
Settlement Vendors		Pending Settlements GL Report		
		Settlement Days To Pay		
		Required Work Comp		

2. A Pending Settlements GL Report window will open. Filter any desired criteria and click "Get Report."

### Pending Settlements GL Report

Account Name	<input type="text"/>
Date	<input type="text"/> 31
Dollar Amount	<input type="text"/> to <input type="text"/>
GL Credit Account	<input type="text"/>
GL Debit Account	<input type="text"/>
Deduction/Earning/Reimbursement Code	<input type="text"/>
<input type="button" value="Get Report"/> <input type="button" value="Clear"/> <input type="button" value="Save Search"/>	

3. Once you click "Get Report" a list of pending settlements pertaining to your GL accounts will populate.

**NOTE:** The generated information is based on the information you filter.

### Report Results

[Printable Report](#)

1	2	3	4	5	6	7	8	9	10	11	» [21]
Date	Payee	Dispatch Id	Amount	Credit Acct	Debit Acct						
04/29/2015	Kenneth Kloeppel	1499	-11,716.66	41-0-0100	23-3-0000						
01/09/2015	Kenneth Kloeppel		-1,802.49		12-3-3-000						
04/28/2015	C & K Trucking, Inc.	1474	-1,640.63	40-0-0100	23-3-0000						
01/20/2015	A1A Carriers	1268	-1,500.00	41-0-0000	23-3-0000						
01/20/2015	A1A Carriers	1268	-1,000.00	12-1-0-100	23-3-0000						
04/17/2015	Kenneth Kloeppel	1457	-600.00	41-0-0100	23-3-0000						