

# **TRANSPORT PRO**

## Recurring Settlements: Enterprise

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## Recurring Settlements

Transport Pro makes it easy for users to set up recurring settlements. Recurring settlements can include a deduction, earning or reimbursement. For example, if a company loans a company driver money, the company can set up an automatic deduction to come out of the driver's paycheck. The system also allows users to put a cap on the amount and set up a recurrence pattern for a specified time period.

### *Add a Recurring Settlement*




1. Follow the path in the menu Settlements>Recurring Settlements>Add Recurring Settlement.

Settlements	A/R	Accounting	Sales	Imaging	
Settlements Dashboard					
Process Settlements					
Recurring Settlements					Add Recurring Settlement
Pay Adjustments					Search Recurring Settlements
Print Queue					
Reports					
Fuel Card Maintenance					
Wire Check					
Settlement Vendors					

**NOTE:** The path in the menu may vary slightly depending on how your installation is set up.

2. A Recurring Deduction, Earning, Or Reimbursement window will open and prompt you to enter the recurring settlement.

## Recurring Deduction, Earning, Or Reimbursement

 Save Record
 Save And Add New
 Cancel

**Recurring Deduction, Earning, Or Reimbursement**

Status	Active ▼
Account Name	<div style="background-color: #fff9c4; height: 20px; width: 100%;"></div>
Driver	<div style="display: flex; align-items: center;"> <span style="color: blue; font-size: small; margin-right: 5px;">Info</span> <input style="flex-grow: 1;" type="text"/> </div>
Tractor	<div style="display: flex; align-items: center;"> <span style="color: blue; font-size: small; margin-right: 5px;">Info</span> <input style="flex-grow: 1;" type="text"/> </div>
Trailer	<div style="display: flex; align-items: center;"> <span style="color: blue; font-size: small; margin-right: 5px;">Info</span> <input style="flex-grow: 1;" type="text"/> </div>
Code	<div style="background-color: #fff9c4; height: 20px; width: 100%;"></div>
Type	Deduction ▼




3. Choose the correct Status for the recurring settlement in the Status drop-down menu.

**Active:** The recurring settlement is still active.

**Hold:** Puts the recurring settlement on hold.

**Complete:** The life of the recurring settlement has been completed.

## Recurring Deduction, Earning, Or Reimbursement

 Save Record
 Save And Add New
 Cancel

**Recurring Deduction, Earning, Or Reimbursement**

Status	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Active ▼</div> <div style="background-color: #e6f2ff; padding: 5px; margin-left: 5px;">             Active Hold Complete           </div> </div>
Account Name	<div style="display: flex; align-items: center;"> <div style="background-color: #fff9c4; height: 20px; width: 100%;"></div> <div style="margin-left: 5px;">(Owner) - 1013</div> </div>
Driver	<div style="display: flex; align-items: center;"> <span style="color: blue; font-size: small; margin-right: 5px;">Info</span> <input style="flex-grow: 1;" type="text"/> </div>
Tractor	<div style="display: flex; align-items: center;"> <span style="color: blue; font-size: small; margin-right: 5px;">Info</span> <input style="flex-grow: 1;" type="text"/> </div>
Trailer	<div style="display: flex; align-items: center;"> <span style="color: blue; font-size: small; margin-right: 5px;">Info</span> <input style="flex-grow: 1;" type="text"/> </div>

4. Enter the appropriate account name in the Account Name field. This field is required. Any accounts entered into the system upon set up will automatically populate as you begin typing.

**NOTE:** The account name should represent the driver receiving the deduction, earning or reimbursement.

Recurring Deduction, Earning, Or Reimbursement	
Status	Active
Account Name	Ryan Klockner (Owner) - 1008
Driver	Info
Tractor	Info
Trailer	Info

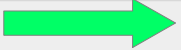
5. Enter the driver, tractor and trailer information if applicable. If you enter information into these fields, you can click on the Info link beside each field to view detailed information about that particular driver, tractor or trailer.

**NOTE:** These fields are particularly helpful when entering a recurring settlement for a fleet owner (i.e. the owner has multiple drivers assigned), or if you are setting up the deduction for an item like insurance. When the system creates a settlement summary for a fleet owner, it will split up the summary by tractor. Therefore, by entering the tractor here, the system will know which tractor the insurance belongs to, for example. In the case that you have an owner operator who does not have any other drivers under him, we recommend not attaching a truck number to the recurring deductions. Otherwise, you will have to change the truck number any time the driver is assigned to a new truck. The system records all settlements for a driver and includes ALL trucks for that driver. This is common for drivers who slip seat.

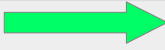
Recurring Deduction, Earning, Or Reimbursement	
Status	Active
Account Name	Ryan Klockner (Owner) - 1008
Driver	Info Klockner, Ryan
Tractor	Info 1004 - PTRB - 2012 - 345698 - (Roger Smitt
Trailer	Info 15-3 - Fontaine - - Flatbed - (C & K Trucking

6. Enter the appropriate settlement code in the Code field. This is the code that will show up on the settlement for the deduction, earning or reimbursement. Any codes entered into the system upon set up will automatically populate when you begin typing.

**NOTE:** The settlement code that you enter here should already be set up in Transport Pro. When you lock in this code, it will drop in the rate that you have set for the code, but you can change it if needed. If you have not already set up the applicable code, you can do so by following the path in the menu Administration>Manage Settlement Codes>Add Settlement Code. The path will vary slightly depending on which installation you have.

Trailer	Info	15-3 - Fontaine - - Flatbed - (C & K Trucking)
Code		SO Stop Off / Earning / 100 Percent
Type		Earning
Method		Flat Rate
Create initial entry?		<input type="checkbox"/> Yes

7. Categorize the recurring settlement as a deduction, earning or reimbursement by choosing the appropriate option from the Type drop-down menu.

Code		SO Stop Off / Earning /
Type		Earning
Method		Deduction
Create initial entry?		Earning
		Reimbursement
Rate		100

8. Mark the recurring settlement as an initial entry if applicable. For example, if you want to push the recurring settlement through to settlements immediately, you would check this box.

**NOTE:** Once you save the recurrence, you will not have this option to check this box again.

Type		Earning
Method		Flat Rate
Create initial entry?		<input checked="" type="checkbox"/> Yes
Rate		100

9. Enter the desired rate into the rate field. This is the rate that represents the deduction, earning or reimbursement. This rate can be entered as either a flat rate or percentage.

**NOTE:** The rate that you enter on the settlement code will automatically drop in, however, you can change the rate if necessary. The option to put in a percentage rate is only available if you select the Per Settlement (Gross) or Pay Per Settlement (Net) from the Recurrence drop-down menu. Otherwise, you will be required to enter a flat rate.

Create initial entry?	<input checked="" type="checkbox"/> Yes
Rate	100
Cap Amount	0 enter 0 for no cap
Start	2015-07-08 31

10. Enter a cap amount if applicable. By placing a cap on the amount, the system will not allow you to process a recurring settlement for more than the amount you enter in this field. For example, if you have loaned a driver \$1500, you can put a cap amount of \$1500 in this field and the system will stop taking deductions from the driver's account when the deductions have reached \$1500, so that you don't have to think about it.

Create initial entry?	<input checked="" type="checkbox"/> Yes
Rate	100
Cap Amount	0 enter 0 for no cap
Start	2015-07-08 31

11. Choose a start date for the recurring settlement.

**NOTE:** If you enter the recurrence in the system after the desired start date, you will need to check the "Create initial entry?" box in order for the recurrence to push to settlements. The system is not retroactive with recurrences. For example, in the screen shot below, you can see that the start date is July 8, 2015. If you enter this recurrence in the system beyond this date (i.e. July 9, 2015), the system will not go back a day and place the recurrence on the correct account unless you check the "Create initial entry?" box.

Create initial entry?	<input checked="" type="checkbox"/> Yes
Rate	100
Cap Amount	0 enter 0 for no cap
Start	2015-07-08 31

12. Choose a recurrence pattern for the recurring settlement. The system gives you the option to set up recurring settlements on a specific time schedule (daily, weekly, monthly, yearly) as well as on a per load or per settlement basis.

**NOTE:** When you choose the Time Schedule option, a Settlement Recurrence window becomes available. This window allows you to select a daily, weekly, monthly, or yearly recurrence. You also have the option to set a specific end date, or dissolve the recurrence after a certain number of occurrences. Also note that the option to pay a flat rate or percentage depends on the recurrence pattern selected.

Time Schedule ▼

### Settlement Recurrence

Recurrence pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Recur every 1 week(s) on:

☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Range of recurrence

☒ No end date
☐ End after occurrences
☐ End by 31

13. Enter any internal or external comments about the recurring settlement if applicable.

Comments (External)	
Comments (Internal)	



14. If you do not need to enter companion code, click Save Record. Otherwise, see the section below for companion code instructions.

## Add a Companion Code

A companion code would be applicable in the case that a driver receives garnishments. For example, if you set up the recurring garnishment for \$100 every week to be paid to the IRS, you can enter the fee of \$100 as a reimbursement to show that you have paid the IRS. Please note that this section is not required, and would *only* be used in the case of a garnishment.

1. Enter a companion code in the Companion Code field. In order for the companion code to populate in the drop-down menu, the code must be set up already in the system. This code should be set up as a settlement code. If you need to set up a settlement code for this section you can do so by following the path in the menu Administration>Manage Settlement Codes>Add Settlement Code.

**NOTE:** The path in the menu to add a settlement code may vary depending on your installation, however, it is always under the Administration tab.

Companion Code	CHS - Child Supprt (Deduction) ▼
Companion Code Type	Deduction ▼
Companion Method	Flat ▼
Companion Amount	100
Companion Default Account	CHAD BUCHANAN (Own) 
Companion Comments (External)	

2. Define whether the companion code is a deduction, earning or reimbursement by choosing the appropriate option from the Companion Code Type drop-down menu.

Companion Code	abc123 - project management (Dedu) ▼
Companion Code Type	Deduction ▼
Companion Method	Flat ▼

3. Choose the type of payment method for the companion code by selecting Flat or Percentage from the Companion Method drop-down menu.

Companion Code	- No Companion - ▼
Companion Code Type	Deduction ▼
Companion Method	Flat ▼
Companion Amount	Flat Percentage

4. Enter the desired amount into the Companion Amount field.

Companion Code	abc123 - project management (Dedu
Companion Code Type	Deduction
Companion Method	Flat
Companion Amount	100
Companion Default Account	A1A Carriers (BrokerCarrier

5. Enter the appropriate Companion Default Account. The default account may represent the driver, or the vendor that is requesting the garnishment. For example, if the IRS is requesting the garnishment, you can enter that vendor's information here.

**NOTE:** In order for the code to automatically populate in the drop-down list, it needs to be set up in the system already. If you need to enter an entity such as the IRS or Child Services, you will want to enter them as a vendor. You can do so by following the path in the menu Settlements>Settlement Vendors>Add New Vendor.

Companion Code	abc123 - project management (Dedu
Companion Code Type	Deduction
Companion Method	Flat
Companion Amount	100
Companion Default Account	A1A Carriers (BrokerCarrier

6. Enter any internal or external comments if necessary.

Companion Comments (External)	
Companion Comments (Internal)	

7. Click Save Record

## Search Recurring Settlements

1. Follow the path in the menu Settlements>Recurring Settlements>Search Recurring Settlements.

Settlements	A/R	Accounting	Sales	Imaging	
Settlements Dashboard					
Process Settlements					
Recurring Settlements		Add Recurring Settlement			
Pay Adjustments		Search Recurring Settlements			
Print Queue					
Reports					
Fuel Card Maintenance					
Wire Check		Delivery Date	Miles	Weight	Fr
Settlement Vendors					

2. A Search Recurring Settlements window will open. Type in any desired search criteria (i.e. account name or settlement code) and click the Search button. A list of recurring settlements will appear.

### Search Results (20)

[Print Results](#)

ID	Status	Pay / Bill Name	Code	External Comments
1019	Active	<a href="#">A1A Carriers (Broker Carrier)</a>	CDC - Company Driver Clearing	Company Driver - Payroll Clearing
1009	Active	<a href="#">Circle Logistics Inc (Broker Carrier)</a>	CDP - Comdata TRX	Comdata Fuel Card Transaction
1013	Active	<a href="#">Jim Smith (Driver)</a>	CLR - Driver Clearing	Driver Clearing Account
1015	Active	<a href="#">Roger Smith (Driver)</a>	RET - Return Charge	Return Charge - Round Trip Fee

3. If you want to edit the recurrence information, click on the ID number link. If you want to edit the broker carrier, owner operator or driver summary, click on the link in the

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1013	Active	<a href="#">Jim Smith (Driver)</a>	CLR - Driver Clearing	Driver Clearing Account
1015	Active	<a href="#">Roger Smith (Driver)</a>	RET - Return Charge	Return Charge - Round Trip Fee

Status Pay/Bill Name column.