



How to Handle a Truck Order Not Used (TONU)

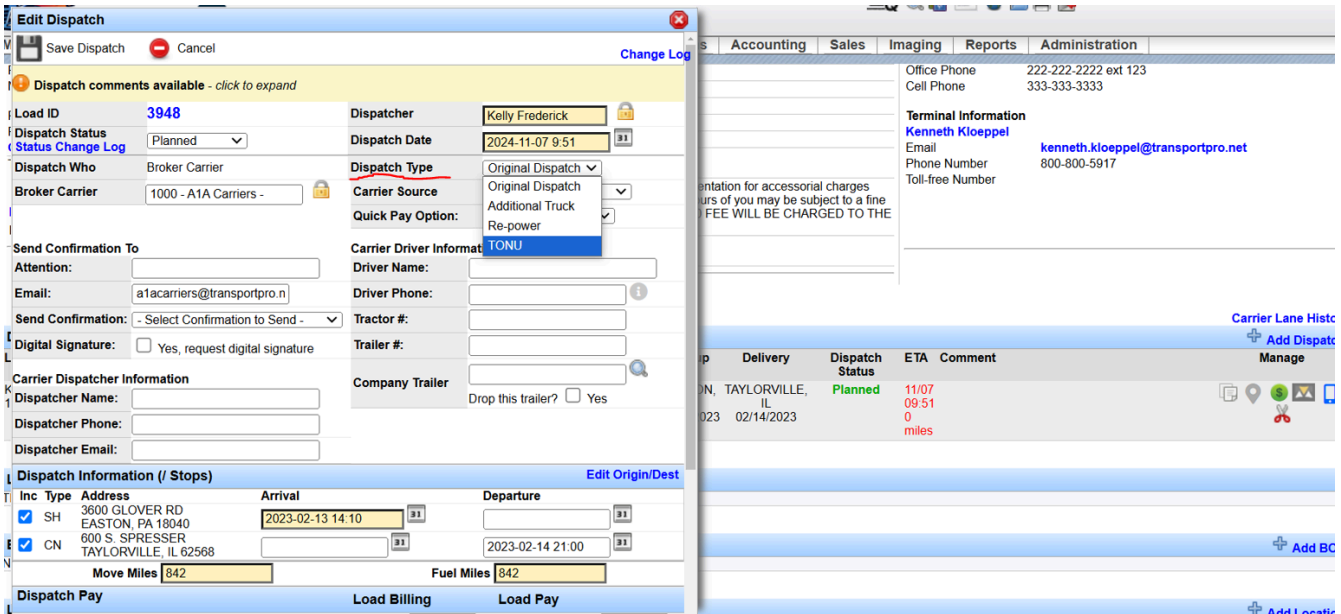
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Update the Dispatch Record to Reflect a TONU

In addition to charging the customer for a TONU, you also need to update the dispatch record so that the reporting, miles, and pay to the driver or carrier is also correct.

On the dispatch record, select “TONU” from the “Dispatch Type” dropdown.



Edit Dispatch

Save Dispatch Cancel Change Log

Dispatch comments available - click to expand

Load ID: 3948 Dispatcher: Kelly Frederick

Dispatch Status: Planned Dispatch Date: 2024-11-07 9:51

Dispatch Who: Broker Carrier

Broker Carrier: 1000 - A1A Carriers

Dispatch Type: Original Dispatch

Carrier Source: Original Dispatch

Quick Pay Option: Additional Truck Re-power

Carrier Driver Information: TONU

Driver Name: Driver Phone: Tractor #: Trailer #: Company Trailer

Drop this trailer? Yes

Send Confirmation To: Attention: Email: a1acarriers@transportpro.net

Send Confirmation: - Select Confirmation to Send -

Digital Signature: Yes, request digital signature

Carrier Dispatcher Information: Dispatcher Name: Dispatcher Phone: Dispatcher Email:

Dispatch Information (/ Stops)

Inc	Type	Address	Arrival	Departure
SH	3600 GLOVER RD	EASTON, PA 18040	2023-02-13 14:10	
CN	600 S. SPRESSER	TAYLORVILLE, IL 62568		2023-02-14 21:00

Move Miles: 842 Fuel Miles: 842

Dispatch Pay Load Billing Load Pay

Accounting Sales Imaging Reports Administration

Office Phone: 222-222-2222 ext 123
Cell Phone: 333-333-3333

Terminal Information
Kenneth Kloeppel
Email: kenneth.kloeppel@transportpro.net
Phone Number: 800-800-5917
Toll-free Number:

Carrier Lane Hist
Add Dispatch
Manage

Delivery	Dispatch Status	ETA	Comment
IN, TAYLORVILLE, IL	Planned	11/07 09:51	
023 02/14/2023		0 miles	

Add BC
Add Location

As soon as you select the “TONU” option from this menu on the dispatch, the system will automatically update a couple things for you: 1) The system will automatically change the dispatch status to “delivered,” and 2) The system will automatically zero out the miles on the dispatch record for you.

NOTE: The reason we need to mark the dispatch status on these as “Delivered” instead of “Canceled” has to do with the way this information feeds into the settlements system and reports. You don’t want to mark your TONU loads as “canceled.”

Note: This screenshot shows a broker carrier dispatch.

Dispatch Information (0/2 Stops)

Inc	Type	Address	Arrival	Departure
<input checked="" type="checkbox"/>	DO	3600 GLOVER RD EASTON, Pennsylvania 18040		
<input checked="" type="checkbox"/>	DD	3600 GLOVER RD EASTON, Pennsylvania 18040		

[Edit Origin/Dest](#)

Move Miles

0

Dispatch Pay

Freight

0

Total

0.00

Pending Deduction

Save Record

Cancel

Account Name	Load ID	Settlement Type	Method	Rate	Comments (Internal)
A1A Carriers	3948	TON - Truck Orc	Flat Rate	200.00	

+ Add Row

Fuel	0.00	Other Dispatches	
Other	200.00	Total Pay	0.00
Total	200.00	Gross Profit	\$200.00 100%

When you save the TONU driver/carrier pay it will display on the dispatch record.

Carrier Dispatcher Information				Company Trailer	
Dispatcher Name:		<input type="text"/>		Drop this trailer? <input type="checkbox"/> Yes	
Dispatcher Phone:		<input type="text"/>			
Dispatcher Email:		<input type="text"/>			
Dispatch Information (0/2 Stops)				Edit Origin/Dest	
Inc	Type	Address	Arrival	Departure	
<input checked="" type="checkbox"/>	DO	3600 GLOVER RD EASTON, Pennsylvania 18040	2023-02-13 14:10	2023-02-13 14:10	
<input checked="" type="checkbox"/>	DD	3600 GLOVER RD EASTON, Pennsylvania 18040	2023-02-13 14:10	2023-02-13 14:10	
▼ more ▼					
Move Miles		<input type="text" value="0"/>		Fuel Miles <input type="text" value="0"/>	
Dispatch Pay		Load Billing		Load Pay	
Freight	<input type="text" value="0"/>	Freight	<input type="text" value="0.00"/>	This Dispatch	<input type="text" value="200.00"/>
Total	<input type="text" value="0.00"/>	Fuel	<input type="text" value="0.00"/>	Other Dispatches	<input type="text"/>
		Other	<input type="text" value="200.00"/>	Total Pay	<input type="text" value="200.00"/>
		Total	<input type="text" value="200.00"/>	Gross Profit	<input type="text" value="\$0.00 0%"/>
Pending Earnings / Deductions Manage					
A1A Carriers		Truck Order Not Used		\$200.00	
Internal Comments			Dispatch Comments		
<input type="text"/>			<input type="text"/>		

When you use the “Manage” tool on the dispatch, these items will automatically pass through to the driver or carrier settlement.

Now when you mark this load “ready to bill,” the customer will get invoiced for the TONU, and the pay for the TONU will pass over to the settlement. If you did forget to add the TONU pay here on the dispatch, someone can also add it directly to the settlement as well.

That completes the TONU process. If you get stuck or have any questions, please reach out to support@transportpro.net.