Billing loads

After you have created your loads in Dispatch, they are available to be billed. Talk to your support technician if you want only delivered loads to show in your billing screen.

Click the Billing option on your Dispatch Menu. Select "Approve Loads for Billing".

TMS Dispatch for DEMO COMPANY											
Operations	Billing	Settlements	Reports	SeTup	Utilities	Admin Tools	Quick Call				
l	~										

Your browser will display all of your unbilled loads.

d # mu.a	DEPT	N	10	Apent	Ship City	St	PidDlar	Carse, City	St	OrpDte	Truck.	True	Drivname	Carr	AMT	Trap #
0364 SIEWI	BD	10	N	SEWE	WAMEGO	KS	03/26/08	AURORA	11	03/27/08	448	4820	Gette, Gustavo	1	975.00	T- 90939-A
00367 VIDER	YAN			SERVER.	BURNS HARBOR	24	03/17/08	LOWEL	IN	03/17/08	285	7023	KEENE, HARRY		400.00	0-100367-A
00374 NATES	250		N	R0801	HENRIHIS	TN:	02/26/08	PRAMO IN PARK	п	03/27/08	447	6051	Wedekind, Lee		875.00	T-90958-A
00398 MRUHU	(90		N	LORSIN	CHICAGO	L	02/26/08	CHECAGO	1	02/26/08	721	6074	DAMELCZYK, RD		500.00	0-90967-A
00401 WHEW	1 90		1	PALLET	ELKHART	24	02/27/08	ALRORA	n.	02/27/58	349	6078	SPRIGGS, KEYPET		650.00	0-90973-A
100415 CONGI	N LEG		N	PALAPE	GARY	24	02/27/08	SCHERERVILLE	DV.	02/27/08	413	4857	ROMERO, JOSE		400.00	O-90971-A
00422 533,40	20		¥	TOMRE	LANCASTER	NY	02/27/06	MICHIGAN CITY	IN	02/29/08	150	7040	HORFBEAK, FRAN		2000.00	0-90976-A
100424 MANST	V TMS			TOMRE	5800	N	11	AX25	N.	11	285	7023	KEENE, HARRY		1200.00	5-300424-A
00425 MANS	V THE			TOMIE	SBEND	24	11	AXES	4	11	285	7025	KEENE, HARRY		1200.00	0-100425-A
00429 ASAME	A THIS		N	V.	MORRISVALE	PA	11	DORESTOWN	PA	11	285	7023	KEENE, HARRY		0.00	8-100429-A
00430 118FT	THS.		N	OPEN	FLINT	n.	11	DONESTOWN	PA	11	285	7023	KEENE, HARRY		0.00	0-100430-A
00431 11071	LTL.		N	V	FUNT	TX.	11	IROCKLYN	NY	11	0	Store-	Janin, Dodo	105NID	0.00	8-100411-A
54861 O3680.	THE		m	PALLEPI	CHECADO	E	125	E CHECAGO	IN.	11	311	60.44	ATCHISON, JIM		465.00	0- 9999-A
54012 02883.	TMS			PALEPE	CHECAGO	1	11	E CHECAGO	DI.	11	311	8044	ATCHESON, JIM		405.00	0- 9999-A
54964 01883	THE			PALLPI	CHICAGO	1	11	E CHECAGO	Di	11	149	0	SPRICES, KENNET		455.00	Q-354864 A
54865 03883.	THE			PALLES	CHECAGO	L	11	E CHECAGO	191	11	311	6044	ATCHESON, JIM		455.00	0- 9999-A
54871 ALLHD	THS			PAULPE	HIGHLAND	24.	11	MURFREESBORD	TH	11	0			100EBC	800.008	8-35-4871-4
55055 A&AM	A 1145		N	U TNS	MORRISVILLE	PA	06/26/13	LONDON	ON	06/27/13	7777	4838	ONE. DRIV	100000	1537.65	0-777779-A
55057 A5444	A THIS			TMS	MORRISVILLE	PA	06/26/13	LONDON	ON	06/27/13	7777	4838	ONE DRIV		500.00	0-777779-A
155050 LIBPT	THE		N	N THIS	FLINT	TX.	06/26/13	MURPREESECRO	TN	D4/27/13	726	8300	Gertia, Gustavo		500.00	0-777780-8
155060 11FT	TME		N	V THE	FLINT	n	11	LOUISVILLE	KY.	11	1	R302.	Depp. Johnny		500.00	0-777781-A
55061 GYAR	116		N	I THIS	FT MYERS	6	11	GOODLAND	m	11	140	8300	Garda, Gustavo		500.00	0-777792-A
83062 110FT	EDI			1745	FT MIERS	PL.	11	GOODLAND	Di.	11	1	R302	Depp, Johnn	LOGESC	\$50.00	0-777785-A
55063 118FT	THE		N	THE			1000			11				LOCESC.	0.08	5-777786-A
59078 11071	THS		N	S.MNY	NASHVILLE	TN	TT	LOUGSVILLE	KY.	11			12	LOGESC	1000.00	0-777790-A
55081 118FT	THE		N	YANGE V	FLINT	DL:	12	FREMONT	Di.	11			12	100ESC	2000.00	8-777791-A
55089 IMPT	TME			S.MM	BREA	CA.	01/22/14	PREMONT	Di.	11				10GESC	2000.00	0-777794-A
55090 118FT	THE			SINN	AURORA	1	03/21/14	FREMONT	Di	11			10	10GESC	2000.00	0-777794 A
53091 110TO	THE			SAN	DOWLESTOWN	PA:	03/24/14	PREMONT	m	11			8	LOGESC	2000.00	0-777794-A
59092 11BFT	THS			SUNNY	FLINT	TX.	11	FREMONT	Di.	11		254L.		10GESC	3000.00	0-777792-A
55094 11mm	THE			SINNY	FLINT	TX.	11	PREMONT	IN.	11	149.	2841	Wedekind, Lee	100000	2000.00	0-777797-A
55095 118FT	THE		NA.	S.HW	ANNA	L	11	DALLAS	TX:	11	1	RJD2.	Depp, Johnny		0.00	0-777795-A
55096 SHER3	4 601				HOMEWOOD	L	05/07/14	RENO	NC	05/08/14	1	284L	Ovper, Johnny		700.00	Q-777796-A
155058 KRAFD	+ EDI				AURORA	L	06/13/14	1.00		11	1	R.102	Depp. Johnny		0.00	0-777800-A
155301 118FT	195		11	S.NNY	FLINT	TX.	11	AZUSA	CA	11	1	R.832	Dipp, Johnny		3025.00	0-77778-A
STREET, STREET	TMS			9.000	RINT	TK.	11	AZUGA	CA	11	1	8302	Depp. Johnny		1025-00	0-777799-4

Mark-Spce

Click on each load that you want to create an invoice for and hit your space bar or click

to highlight (mark) the load for invoicing. After you have marked all the loads you want to bill, click the print button to see a print preview of what you have marked.

355062	11BFTX	EDI				TMS	FT MYERS	FL	11	GOODLAND	IN	11	1	RJD2	Depp, Johnn
355063	11BFTX	TMS		Ν	Ν	TMS						11			,
355078	11BFTX	TMS		Ν	Ν	SUNNY	NASHVILLE	TN	11	LOUISVILLE	KY	11			,
355081	11BFTX	TMS		Ν	Ν	SUNNY	FLINT	TX	11	FREMONT	IN	11			,
355089	11BFTX	TMS				SUNNY	BREA	CA	03/22/14	FREMONT	IN	11			,
355090	11BFTX	TMS				SUNNY	AURORA	IL.	03/21/14	FREMONT	IN	11			,
355091	11BFTX	TMS				SUNNY	DOYLESTOWN	PA	03/24/14	FREMONT	IN	11			,
355092	11BFTX	TMS				SUNNY	FLINT	TX	11	FREMONT	IN	11		2841	,
355094	11BFTX	TMS				SUNNY	FLINT	TX	11	FREMONT	IN	11	149	2841	Wedekind, Lee
355095	11BFTX	TMS		Ν	Ν	SUNNY	ANNA	IL	11	DALLAS	TX	11	1	RJD2	Depp, Johnny
355096	SHER34	EDI	*				HOMEWOOD	IL.	05/07/14	RENO	NV	05/08/14	1	2841	Depp, Johnny
355098	KRAF04	EDI	*				AURORA	IL	06/13/14			11	1	RJD2	Depp, Johnny
355101	11BFTX	TMS		Ν	Ν	SUNNY	FLINT	TX	11	AZUSA	CA	11	1	RJD2	Depp, Johnny
355102	11BFTX	TMS				SUNNY	FLINT	TX	11	AZUSA	CA		1	RJD2	Depp, Johnny
Edit-F2	Edit+F2 Index Delete XDock Reference Note Agent Pay Batch Mrk Print Post Mark-Spce Search Un-Mark Inv Type PO Search CHarges K-Claims 214 Tran														

Say Yes to Ready to Generate



If you have previously marked loads for invoicing, but have not posted them yet, you will get the following prompt. Say Yes to continue.

	x
The Current Invoices Have Not Been Posted. Generate New Invoices?	
Yes No Cancel	

You will see your beginning and ending invoice number and a total of how many invoices you are about to print. Click OK to continue.



You will be asked if you want to print an audit trail. We recommend saying Yes to this. This customizable report will show you the loads you are getting ready to invoice and the dollar amounts. It is good to review this before continuing, so you don't waste paper on invoices, should there be a problem. This allows you a chance to make corrections to the load before actually posting it.



This report is customizable and can print anything you see in your actual load screen. Tell your support tech what you would like to see on this report. Below is a sample.

🔠 Pr	🗃 Print Preview												
+	-	<< < >	>> P <u>r</u> ir	nt EMail	Save As	E <u>x</u> it							
Page N	io. 1				·			Dispat	ch Invoic	ing Audit Trail			
08/14/	14 09:4	.0						1	Silling Au	dit Report			
Load	Billed	BillName	Ship Name	Ship City	St Consignee Dr	op City	ST Trek 1	Trlr H⊇ul	Chg PickC	DropC Add Chg	TotalChga		
355078	11BFTX 11BFTX	Acme General Acme General	SUNBELT RENT	NASHVILLE	TN A & A MEC LO	UISVILLE	KY IN	200	1.00 0.00 1.00 0.00	0.00 500.00	1500.00		
355089	11BFTX	Acme General	20TH CENTURY	BREA	CA 5H RIGGIN FR	EMONT	IN	200	0	0.00 2000.00	4000.00		
355090	11BFTX	Acme General	3M CORPORATI	AURORA	IL 5H RIGGIN FR	EMONT	IN	200	0	0.00 2000.00	4000.00		
355091	11BFTX	Acme General	3 C DRILLING	DOYLESTOWN	PA 5H RIGGIN FR	EMONT	IN	200		0.00 1750.00	3750.00		
355092	11BFTX	Acme General	eilBY 17	FLINT	TX 5H RIGGIN FR	EMONT	IN 2	2841 200	0	0.00 500.00	2500.00		
355096	SHER34	Sherwin Willi	ACCURATE DIS	HOMEWOOD	IL S-W SIERR RE	NO	! NV 1 2	53 2841 70(53	.00 0.00	0.00 800.00	1500.00		
*** To	tal ***							1170	1.00 0.00	0.00 9550.00	21250.00		

After you review and/or print your audit trail report and click Exit to exit the preview, you may be prompted for an invoice posting date. This is a configuration switch. If you turn it off, your posting will use today's date. If you leave it on, you will get the following prompt. It also defaults to today's date, but you can type over it and use the posting date you chose.

÷.	_ 🗆 🗵
Invoice Date:	8/14/14
<u>k</u>	<u>C</u> ancel

Next you will get a print preview of your invoices. These forms are also customizable as both plain paper invoices or the fields can be moved around to fit in a preprinted form's boxes.

Print Pre	view
-	<< > >> Print EMail Save As Egit
	INVOICE / STATEMENT
	Remit To:
	PO Box WIII
	Chicago, IL 60675-5321 Inv#: 8
	Phone: Phone:
	Terraine Dates, 08/14/14
	INVOICE DALE: 06/14/14
	Shinner
	Sherwin Williams - Kennedy ACCURATE DISPERSIONS
	Addr1 1111 MAPLE AVENUE
	addr2 HOMEWOOD, IL 60430
	ANNA, IL
	BPO: TL746574 SPO: Shp#: TL746574 CPO:
	Truck: 1 Trailer: 284153 Driver: Depp, Johnny

	LOAD GALLONS RATE MILES ACTWI FREIGHT PICKCHG DROPCHG ADD'L AMOUNT

	355096 0 700.00 0 40000 700.00 0.00 0.00 800.00 1500.00
	Pickup Date: 05/07/14 Time: 18:00 ASN:
	Commodity: FAK
	PICK # 1 RECORATE DISPERSIONS HOMEWOOD, 12 NO PK Chy Dischup Data: 05/07/14 18:00
	GALLONS: 0 Neight: 40000
	Pick-up NOT BEFORE 05/07/14 AT 08:00
	Pick-Up NO LATER than 05/07/14 AT 18:00
	Drop # 1 S-W SIERRA/NEVADA RENO, NV No Dp Chg
	Delivery Date: 05/08/14 23:59
	GALLONS: 0 Weight: 0
	Delivery NOT BEFORE 05/08/14 AT 00:01
	Delivery NO LATER than 05/08/14 AT 23:59
	EXPLANATION OR COMMENT
	DETENTION (PAY TO TRUCK)
	\$ 300.00
	s 500-00

After you have printed and exited out of the print invoice preview screen, you are returned to the invoice browser screen. Click the post button to post the invoices.

355078	11BFTX	TMS		Ν	N	SUNNY	NASHVILLE	ΤN	11	LOUISVILLE	KY	11			,
355081	11BFTX	TMS		Ν	Ν	SUNNY	FLINT	TΧ	11	FREMONT	IN	11			,
355089	11BFTX	TMS				SUNNY	BREA	CA	03/22/14	FREMONT	IN	11			,
355090	11BFTX	TMS				SUNNY	AURORA	IL.	03/21/14	FREMONT	IN	11			,
355091	11BFTX	TMS				SUNNY	DOYLESTOWN	PA	03/24/14	FREMONT	IN	11			,
355092	11BFTX	TMS				SUNNY	FLINT	TX	11	FREMONT	IN	11		2841	,
355094	11BFTX	TMS				SUNNY	FLINT	ТХ	11	FREMONT	IN	11	149	2841	Wedekind, Lee
355095	11BFTX	TMS		N	Ν	SUNNY	ANNA	IL	11	DALLAS	ТΧ	11	1	RJD2	Depp, Johnny
355096	SHER 34	EDI	*				HOMEWOOD	IL.	05/07/14	RENO	NV	05/08/14	1	2841	Depp, Johnny
355098	KRAF04	EDI	*				AURORA	IL	06/13/14			11	1	RJD2	Depp, Johnny
355101	11BFTX	TMS		Ν	Ν	SUNNY	FLINT	ТΧ	11	AZUSA	CA	11	1	RJD2	Depp, Johnny
355102	11BFTX	TMS				SUNNY	FLINT	ТΧ	11	AZUSA	CA	11	1	R.1D2	Depp, Johnny
•															
Edit-F2 Index Delete XDock Reference Note Agent Pay Batch Mrk Print Pgst Mark-Spce Search Un-Mark Inv Type PO Search CHarges K-Claims 214 Tran Pgst															

The program confirms that this is what you want to do. Click Yes.



Depending on your settings, you may be asked for a post date. This is a configuration switch that can be turned off or on. It allows you to give the invoices a different posting date than the invoice date.



You have completed the billing process. You are now ready to Blackbox your postings over to your accounting package.



Close out of your billing screen and Dispatch and open your Blackbox program

First, you need to print/display the **Unposted Transactions** report. This is under the Blackbox Report menu



This report shows you what is in Blackbox, waiting to be transferred to your accounting package.

Run this report for each of the company(s) that that have postings to send over and review. This is a good way to catch problems before you import postings into your accounting package.

Go to the Operations menu option



And click on Manual Transfer

Choose your AR transfer and then it Enter. That is all there is to it. It will have created an AR invoice file and a CS customer file that can be imported into your accounting package.

PR	CIMA PR TRIPLE D		CUSTOM	01	01	z: \tms \cyma_exp \		
AR	Quickbooks AR Tran	sfer	QBOOKS	01	01	\tms\qbdata\		
-								
	Enter	<u>C</u> ancel						