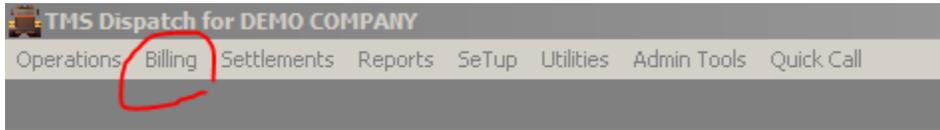


Billing loads

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".



Your browser will display all of your unbilled loads.

The screenshot displays a table titled 'Approve Loads for Billing For All Company #01'. The table contains the following columns: Load #, Bill ID, DEPT, N, P, L, Agent, Ship City, St, PkDte, Cons. City, St, OrdDte, Truck, Trail, Drivname, Carr, AMT, and Trip #. The table lists various loads with their respective details, including agent names like JEFFFL, ROBCH..., LORSZN, PALP, TOMRE..., and SUNNY, and cities like WAREGO, BURNS HARBOR, CHICAGO, LANCASTER, MORRISVILLE, FLJNT, BROOKLYN, CHICAGO, E CHICAGO, GOODLAND, LOUISVILLE, FREMONT, BREA, AURORA, DOYLESTOWN, DALLAS, HOMEWOOD, AURORA, and AZUSA. The AMT column shows values such as 925.00, 400.00, 875.00, 500.00, 650.00, 400.00, 2000.00, 1200.00, 0.00, 0.00, 0.00, 455.00, 495.00, 455.00, 455.00, 800.00, 1537.65, 500.00, 500.00, 500.00, 500.00, 500.00, 500.00, 2000.00, 2000.00, 2000.00, 2000.00, 2000.00, 700.00, 0.00, 925.00, and 1025.00. The Trip # column shows trip identifiers like T-90939-A, O-300367-A, T-90958-A, O-90967-A, O-90973-A, O-90971-A, O-90976-A, S-300424-A, O-300425-A, S-300429-A, O-300430-A, O-300431-A, O-9999-A, O-9999-A, O-354854-A, O-9999-A, O-354871-A, O-77779-A, O-77779-A, O-77780-A, O-77781-A, O-77782-A, O-77785-A, O-77786-A, O-77790-A, O-77791-A, O-77794-A, O-77794-A, O-77794-A, O-77794-A, O-77795-A, O-77796-A, O-77800-A, O-77796-A, and O-77799-A.

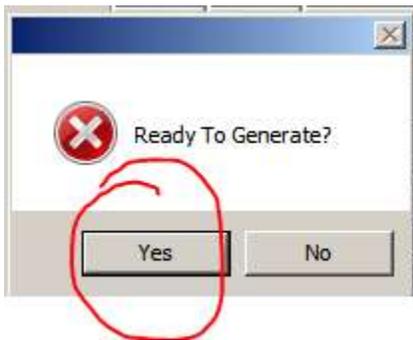
Mark-Spce

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

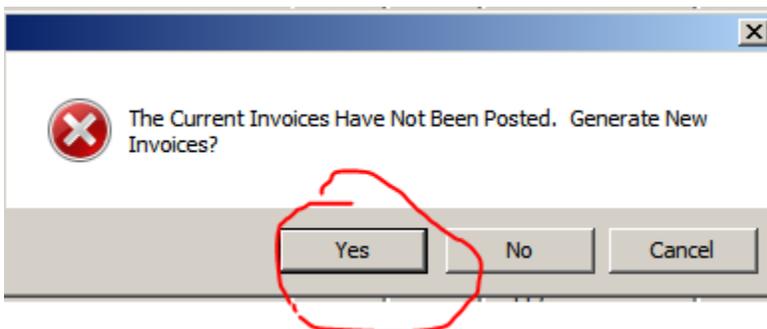
to highlight (mark) the load for invoicing. After you have marked all the loads you want to bill, click the print button to see a print preview of what you have marked.

355062	11BFTX	EDI			TMS	FT MYERS	FL	//	GOODLAND ...	IN	//	1	RJD2...	Depp, Johnn ...
355063	11BFTX	TMS	N	N	TMS						//			,
355078	11BFTX	TMS	N	N	SUNNY	NASHVILLE ...	TN	//	LOUISVILLE ...	KY	//			,
355081	11BFTX	TMS	N	N	SUNNY	FLINT	TX	//	FREMONT ...	IN	//			,
355089	11BFTX	TMS			SUNNY	BREA	CA	03/22/14	FREMONT ...	IN	//			,
355090	11BFTX	TMS			SUNNY	AURORA	IL	03/21/14	FREMONT ...	IN	//			,
355091	11BFTX	TMS			SUNNY	DOYLESTOWN ...	PA	03/24/14	FREMONT ...	IN	//			,
355092	11BFTX	TMS			SUNNY	FLINT	TX	//	FREMONT ...	IN	//		2841...	,
355094	11BFTX	TMS			SUNNY	FLINT	TX	//	FREMONT ...	IN	//	149	2841...	Wedekind, Lee ...
355095	11BFTX	TMS	N	N	SUNNY	ANNA	IL	//	DALLAS	TX	//	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			//	1	RJD2...	Depp, Johnny ...
355101	11BFTX	TMS	N	N	SUNNY	FLINT	TX	//	AZUSA	CA	//	1	RJD2...	Depp, Johnny ...
355102	11BFTX	TMS			SUNNY	FLINT	TX	//	AZUSA	CA	//	1	RJD2...	Depp, Johnny ...

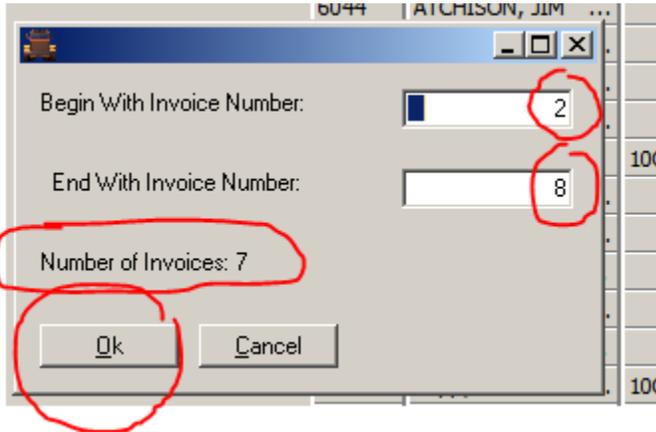
Say Yes to Ready to Generate



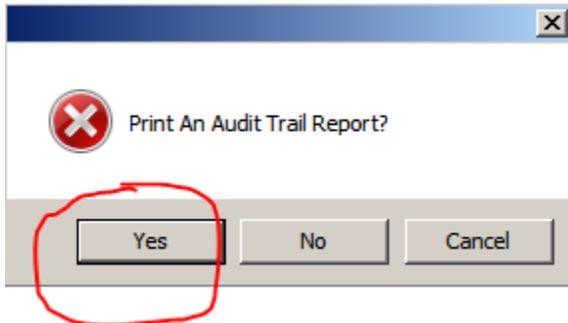
If you have previously marked loads for invoicing, but have not posted them yet, you will get the following prompt. Say Yes to continue.



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.



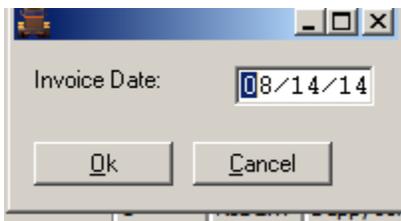
You will be asked if you want to print an audit trail. We recommend saying Yes to this. This customizable report will show you the loads you are getting ready to invoice and the dollar amounts. It is good to review this before continuing, so you don't waste paper on invoices, should there be a problem.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

Print Preview														
+ - << < > >> Print EMail Save As Exit														
Page No. 1		Dispatch Invoicing Audit Trail												
08/14/14 09:40		Billing Audit Report												
Load Billed	BillName	Ship Name	Ship City	St	Consignee	Drop City	ST	Trck	Telr	Haul Chg	PickC	DropC	Add Chg	TotalChgs
355078	11BFTX Acme General	SUNBELT RENT	NASHVILLE	TN	A & A MEC	LOUISVILLE	KY			1000.00	0.00	0.00	500.00	1500.00
355081	11BFTX Acme General	411BY 17	FLINT	TX	SH RIGGIN	FREMONT	IN			2000.00	0.00	0.00	2000.00	4000.00
355089	11BFTX Acme General	20TH CENTURY	BREA	CA	SH RIGGIN	FREMONT	IN			2000.00	0.00	0.00	2000.00	4000.00
355090	11BFTX Acme General	3M CORPORATI	AURORA	IL	SH RIGGIN	FREMONT	IN			2000.00	0.00	0.00	2000.00	4000.00
355091	11BFTX Acme General	3 C DRILLING	DOYLESTOWN	PA	SH RIGGIN	FREMONT	IN			2000.00	0.00	0.00	1750.00	3750.00
355092	11BFTX Acme General	411BY 17	FLINT	TX	SH RIGGIN	FREMONT	IN	2841		2000.00	0.00	0.00	500.00	2500.00
								53						
355096	SHER34 Sherwin Willi	ACCURATE DIS	HOMWOOD	IL	S-W SIERR	RENO	NV 1	2841		700.00	0.00	0.00	800.00	1500.00
								53						
*** Total ***										11700.00	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.



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.

INVOICE / STATEMENT

Remit To: ~~XXXXXXXXXX~~
 PO Box ~~XXXX~~
 Chicago, IL 60675-5321 Inv#: 8
 Phone: ~~XXXXXXXXXX~~

Invoice Date: 08/14/14

Sherwin Williams - Kennedy	Shipper:
Addr1	ACCURATE DISPERSIONS
addr2	1111 MAPLE AVENUE
ANNA, IL	HOMEWOOD, IL 60430

BPO: IL746574 SPO: Shp#: IL746574 CPO:
 Truck: 1 Trailer: 284153 Driver: Depp, Johnny

LOAD	GALLONS	RATE	MILES	ACTWT	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 ACCURATE DISPERSIONS HOMEWOOD, IL No Pk Chg
 Pickup Date: 05/07/14 18:00
 GALLONS: 0 Weight: 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

~~USD~~

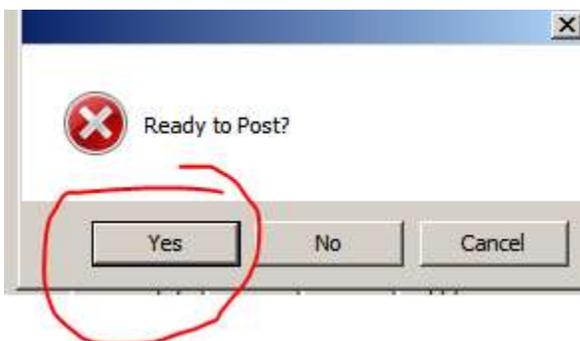
\$ 500.00

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.

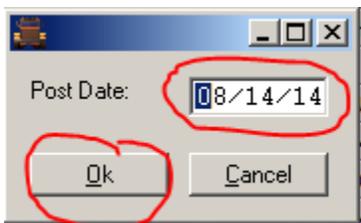
355078	11BFTX	TMS		N	N	SUNNY	NASHVILLE ...	TN	//	LOUISVILLE ...	KY	//				
355081	11BFTX	TMS		N	N	SUNNY	FLINT	TX	//	FREMONT ...	IN	//				
355089	11BFTX	TMS				SUNNY	BREA	CA	03/22/14	FREMONT ...	IN	//				
355090	11BFTX	TMS				SUNNY	AURORA	IL	03/21/14	FREMONT ...	IN	//				
355091	11BFTX	TMS				SUNNY	DOYLESTOWN ...	PA	03/24/14	FREMONT ...	IN	//				
355092	11BFTX	TMS				SUNNY	FLINT	TX	//	FREMONT ...	IN	//			2841...	
355094	11BFTX	TMS				SUNNY	FLINT	TX	//	FREMONT ...	IN	//	149	2841...	Wedekind, Lee	
355095	11BFTX	TMS		N	N	SUNNY	ANNA	IL	//	DALLAS	TX	//	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			//	1	RJD2...	Depp, Johnny	
355101	11BFTX	TMS		N	N	SUNNY	FLINT	TX	//	AZUSA	CA	//	1	RJD2...	Depp, Johnny	
355102	11BFTX	TMS				SUNNY	FLINT	TX	//	AZUSA	CA	//	1	RJD2...	Depp, Johnny	

Buttons: Edit-F2, Index, Delete, XDock, Reference, Note, Agent Pay, Batch Mrk, Print, Pgst, Mark-Spc, Search, Un-Mark, Inv Type, PO Search, cHarges, K-Claims, 214 Tran

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 hit 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.

