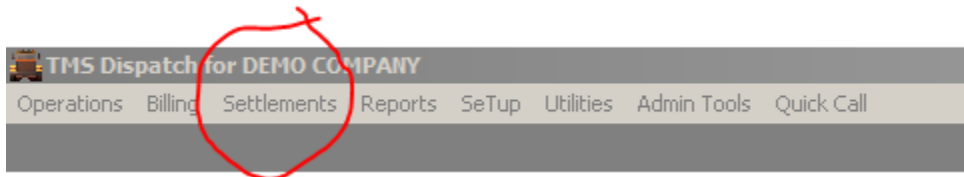# Settlement Pay

You can pay drivers, owner operators, carriers and agents for loads they are associated with in TMS.

Go to the Settlement Menu option and select what type of settlement you want to do. This tutorial will cover a truck settlement (owner operator/leased driver).
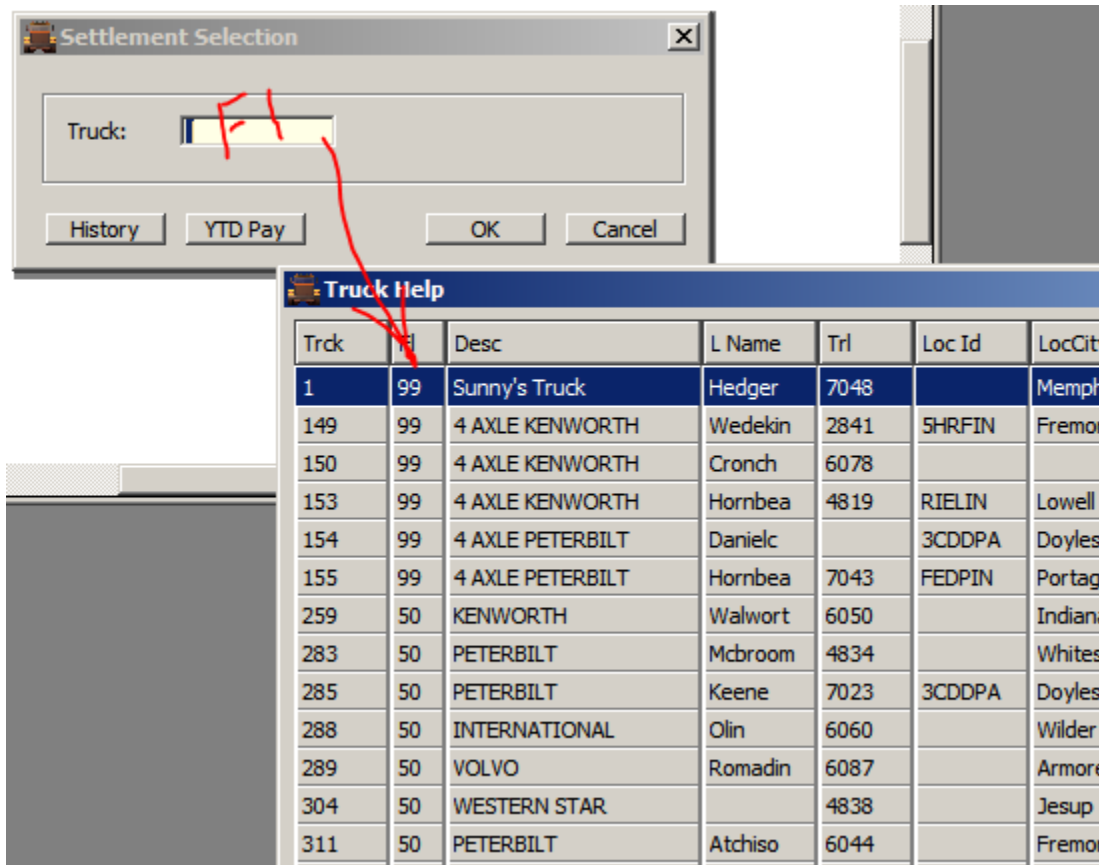
*Note – The truck file needs to reference the vendor to be paid. You can also set up pay formulas in the truck file to automatically calculate the pay. Ask your support technician for help.

Select Trucks from the Settlement Menu

Enter the truck number that you want to settle.

You can press F1 in the truck number box for a list of trucks if you don't remember the truck number.
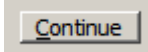
Click OK.

This will bring up all of the loads that truck has hauled that he has not yet been paid for.

Highlight the load(s) that you want to pay the truck for and hit the space bar or press the Mark button. The highlight color will change to green. Notice that it keeps a running total of his pay at the top of the screen.

Truck #1 Settlements

Miles - Ld: 1250 Emp: 25 Tot: 1275 Mile Pay: 625.00 Load Pay: 300.00

LOAD	GROSS PAY	PERCENT	LOADPAY	B	P	L	R	MANIFEST	LMILES	EMILES	LTL	TRAILER
0	0.00	0.000	0.00					O- 90963-A	0	325		7048
355060	500.00	0.000	0.00	N	N	N		O-777781-A	1250	25		RJD29
355095	1000.00	0.000	0.00	N	N	N		O-777795-A	0	0		RJD29
355096	1200.00	25.000	300.00	Y				O-777796-A	0	0		284153

Mark-Space | Continue | Edit-F2 | Delete-F3 | Load Note | Trip Note | Trip Edit | UnMark

After you have marked the loads you want to pay, hit the Continue button. [Continue]

The next screen will bring up any advances you have given the driver that have not been settled yet, as well as any cash advance or fuel purchases done thru a card company such as Tchek or Comdata (you must have the TMS Fuel Card module). You can also enter advances "on the fly" from the advances .

Driver	Manifest	T	Date	C	Reference	Amount	Init	P	Type Description
2256	O- 90963-A	T	08/14/14	C	CASH ADVANCE 1223 ...	25.00	TMS	M	

Mark-Space | Continue | Back | Edit-F2 | Delete-F3 | Add-F4 | UnMark

After you have added and marked the advances, press the Continue button.
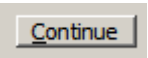
Next is the adjustment screen. This screen will consolidate any of the advances from the previous screen as well as calculate any adjustments that you have setup to do automatically through formulas provided by your TMS support technician.

Truck # 1 Settlements - Adjustments

D	Desc	Sign	Percent	Amount	Trip	Post	Tax	Manifest
	Cash	-	0.0000	25.00	N	Y	N	

DP Haul Rev	1200.00
DP Pick Rev	0.00
DP Drop Rev	0.00
DP Addl Rev	500.00
DP SurChg Rev	0.00
Ticket Rev	0.00
Ticket Pay	0.00
TK SurChg Pay	0.00
DP Truck Pay	925.00
Othr 1099 Pay	0.00
Additions	0.00
Deductions	25.00
Net Pay	900.00

Continue | Back | Edit-F2 | Delete-F3 | Add-F4

On this same screen, you can add other adjustments, manually. Many adjustments are set to calculate automatically, for example if you pay a truck for the fuel surcharge that you have billed on a load, a formula can be set up to automatically pay the truck for that same charge. Ask your TMS support technician to help you set up these type of formulas.

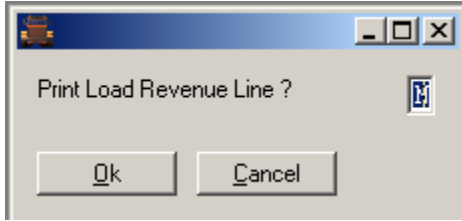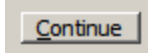The manual advance is easy to add. Just press F4 on the adjustments screen [Add-F4]

Running totals are shown on the lower left hand side of the adjustments page.

Hit Continue to print out your settlement sheet. Continue

Print Load Revenue Line ?

Ok   Cancel

You can answer yes or no to include the load revenue on the truck's pay sheet. These sheets are customizable.

Truck Settlement

Date: 08/14/14   Sequence: 3227   Page   1

Truck: 1   Vendor: SUNNY   Lessor:

Load: 355060 Manifest: O-777781-A

Pickup Date: / /   Loaded Miles: 1250   Empty Miles: 25

Driver 1:   1   Driver 2:None   Trailer: RJD29

Pick 1: eilBY 17, FLINT, TX

Drop 1: eilBY 17, FLINT, TX

Drop 2: A & A MECHANICAL, LOUISVILLE, KY

Drop 3: A & A MECHANICAL, LOUISVILLE, KY

    Truck Line Haul $ 625.00

                                              $ 625.00

Load: 355096 Manifest: O-777796-A

Pickup Date: 05/07/14   Loaded Miles: 0   Empty Miles: 0

Driver 1:   1   Driver 2:None   Trailer: 284153

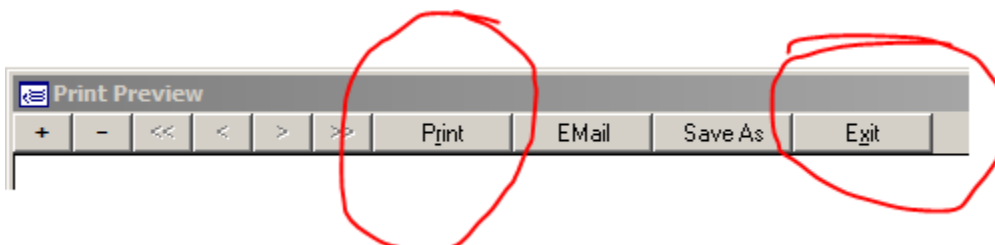Pick 1: ACCURATE DISPERSIONS, HOMEWOOD, IL

Drop 1: S-W SIERRA/NEVADA, RENO, NV

    Truck Line Haul $ 300.00

                                              $ 300.00

TOTALS: Loaded Miles: 1250   Empty Miles: 25   Total Pay $ 925.00

After reviewing the print preview, you can print the sheet, email the sheet or save the sheet to a file on your network. Exit out when you are done.

You can now Mark this Settled which will mark the trips as paid and send the information over to Blackbox to be processed for your accounting program.
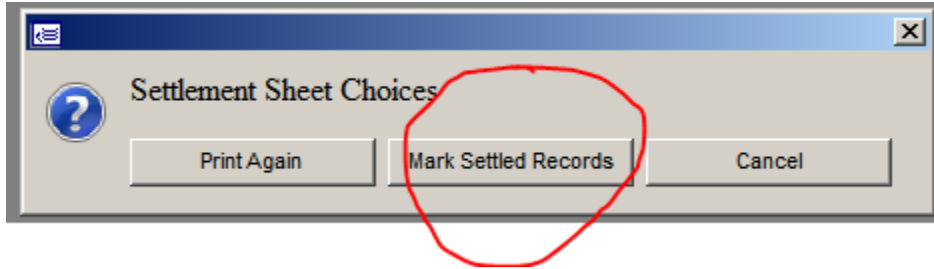
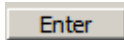Now you are ready to Blackbox the posting over to your Accounting System.

Close out of Dispatch and open Blackbox.

Go to Operations->Manual Transfer

Select your AP transfer (Accounts Payable)

| AP | CTMA AP TRIPLE D | CUSTOM | 01 | 01 | \tms\CTMA_EXP\ |
| AP | ap quickbooks | QBOOKS | 01 | 01 | z:\tms\qbdata\ |

Hit your enter key or press the enter button.

You are done! Your posting is now ready to import into your accounting package.