

## Post Checks to Freight Bills

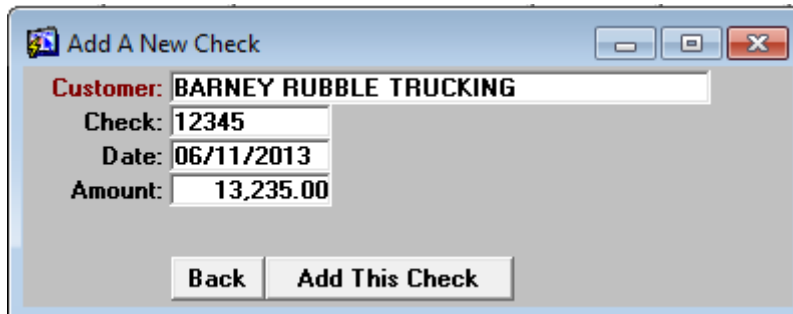
Contractors generally pay invoices in full; not always on time, and usually pay the amount invoiced. Other trucking brokers may pay you when you they get paid. Tracking the status of the individual freight bills can be a daunting task. What makes it even more troublesome in posting your Accounts Receivables is that your customers may cut the hours and change the rate on you. This fact is even more troubling when you realize that you have to make changes to what you are paying. Thankfully, this miracle screen handles the above with ease.

The top left portion of the screen displays the customer and information on a check. Below are the freight bills that have been paid by this check. The right hand portion of the screen displays freight bills that have not been associated “paid” yet. Double click on the freight bill to pop up another window to edit the freight bill. The amount invoiced can be modified to what the customer is paying. You may in turn modify what you will pay to your driver or Independent

The **[Back]** button is used to exit this screen. Click on **[Save]** to save your changes. **[?]** pulls up this help guide. **[Edit]** will call another screen that allows editing of the freight bill to match what has been paid by your customer. If the highlighted freight bill was linked to this check by mistake, **[Remove]** will move the freight bill from the left side of the screen back to the right. If invoices were previously paid with the other posting method, this button will bring them in.

### Adding a New Check

When a check has been received from a customer, click on the **[Add Check]** button. A small window appears as shown below. Select the customer and then enter the check number, date and amount of the check.



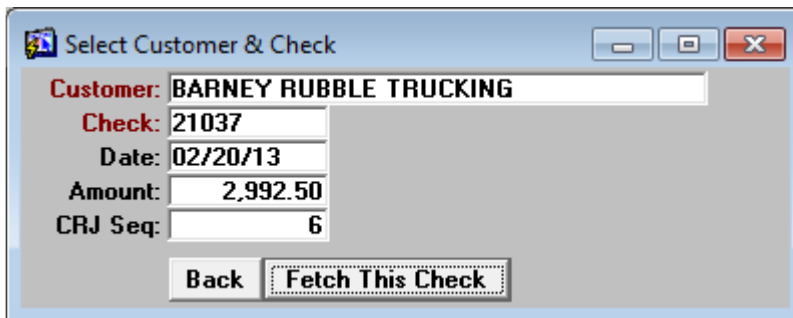
The screenshot shows a dialog box titled "Add A New Check". It contains the following fields and values:

Customer:	BARNEY RUBBLE TRUCKING
Check:	12345
Date:	06/11/2013
Amount:	13,235.00

At the bottom of the dialog box, there are two buttons: "Back" and "Add This Check".

### Selecting an Existing Check

A check can always be retrieved and display or change how it was allocated to the freight bills. Click on **[Select Customer and Check]**.



The screenshot shows a dialog box titled "Select Customer & Check". It contains the following fields and values:

Customer:	BARNEY RUBBLE TRUCKING
Check:	21037
Date:	02/20/13
Amount:	2,992.50
CRJ Seq:	6

At the bottom of the dialog box, there are two buttons: "Back" and "Fetch This Check".

## Posting Checks

To begin the process, click on the **[Add Check]** button if the check has not already been added to the system. To review or continue work on an existing check, then select the **[Select Customer and Check]** button.

The following screen shot shows work on a check in the amount of \$2,692.75. However, we billed the customer at \$2,740.75. The customer cut the rate on freight bill 13739.

Post Checks to Freight Bills (ARPOFDTS)

Customer: ABC TRUCKING CRJ Seq: 10  
 Check No: TEST1 Bank Seq:  
 Date: 06/11/13 Bank GL:  
 Check Amount: 2,692.75 GL Trans:  
 Amount Applied: 2,740.75 GL No:  
 Difference: -48.00 GL Amount:

Tags Not Associated With A Check  
 Double-Click The Freight Bill To Mark With This Check

Date	Ft Bill	Pay Code	Description	Amount	Broker	Net
12/18/12	13710	1049	APPIAN WAY	926.25	.00	926.25
12/18/12	13739	1033	APPIAN WAY	902.50	.00	902.50
12/18/12	13739	BETRUB	APPIAN WAY	912.00	.00	912.00

Date	Ft Bill	Description	Gross	Net
12/18/12	21218	APPIAN WAY	950.00	950.00
12/19/12	13721	APPIAN WAY	475.00	475.00
12/19/12	13761	APPIAN WAY	380.00	380.00
12/19/12	13762	APPIAN WAY	403.75	403.75
01/30/13	20664	APPIAN WAY	745.52	710.74
01/30/13	21685	APPIAN WAY	356.20	339.64
01/30/13	21736	APPIAN WAY	629.60	600.62
01/30/13	21747	APPIAN WAY	331.20	314.64
02/01/13	21695	APPIAN WAY	654.60	625.62
02/01/13	21756	APPIAN WAY	654.60	625.62
02/03/13	20665	APPIAN WAY	863.30	825.18
02/03/13	21692	APPIAN WAY	793.00	758.35
02/03/13	21761	APPIAN WAY	1,016.00	971.45
02/04/13	21693	APPIAN WAY	911.60	872.27
02/06/13	21799	APPIAN WAY	721.00	689.95
02/11/13	21610	APPIAN WAY	828.80	793.61

Back Save ? Edit Remove Back Fill Add Check Select Customer and Check Reports...

Double click on the freight bill to bring up the edit screen. The following example shows that the customer cut the rate from \$95 to \$90 on this freight bill. You have two choices; you can simply highlight and change the rate and multiple the amounts across. Or, as shown in this example, you can copy and subtract out the original amount billed and then enter a new line for the correct amount. This provides a nice audit trail. This method has also been performed on the pay lines below. When the Independent Contractor receives his Fee Paid Statement, he can easily see why his pay is less than expected and not bother you with phone calls.

Regular Invoicing (TRLoDTS)

Date: 12-18-2012  Late  Pay Now  
 Ft Bill: 13739  Pay Now  
 Descrip: APPIAN WAY

Bill Broker Pct:  Bill Rate:  Type:   
 Pay Broker Pct: 8.00 Pay Rate:   
 Trailer Pct: .00 Broker Fee:

Seq	Code	Item	Qty	Rate	Amount	Br?	Fee
1	H	APPIAN WAY	9.60	95.00	912.00	Y	.00
2	H	CUSTOMER CUT RATE	-9.60	95.00	-912.00	Y	.00
3	H	CUSTOMER CUT RATE	9.60	90.00	864.00	Y	.00

Invoice Totals: Qty 9.60 Amount 864.00 Broker Fee .00 Invoice: 201302-1114  
 Total Minus Broker: 864.00

Driver/IC: BETRUB  
 Pay Name: BETTY RUBBLE  
 Truck: 111 Driver Pct:   
 Trailer:

Seq	Code	Description	Qty	Rate	Amount	Driver Pct	Driver Broker Amount	Driver Broker Pct	Broker Amount	Trailer Pct	Trailer Amount
1	H	APPIAN WAY	9.60	95.00	912.00		.00	8.00	72.96	.00	.00
2	H	CUSTOMER CUT RATE	-9.60	95.00	-912.00		.00	8.00	-72.96	.00	.00
3	H	CUSTOMER CUT RATE	9.60	90.00	864.00		.00	8.00	69.12	.00	.00

Pay Gross: 864.00 Broker Amount 69.12 Trailer Amount .00

Back Save Delete Ft Bill Delete Pay Line Billing Codes