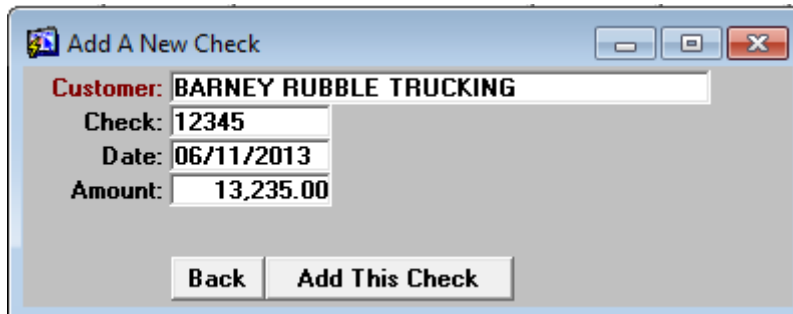# Post Checks to Freight Bills

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.
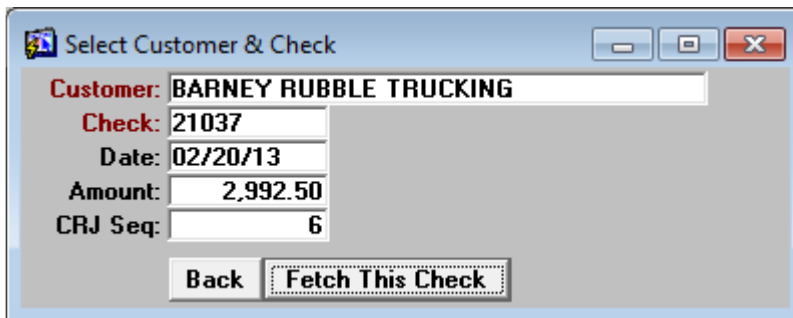
Add A New Check

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

Back   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]**.

Select Customer & Check

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

Back   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.

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.