



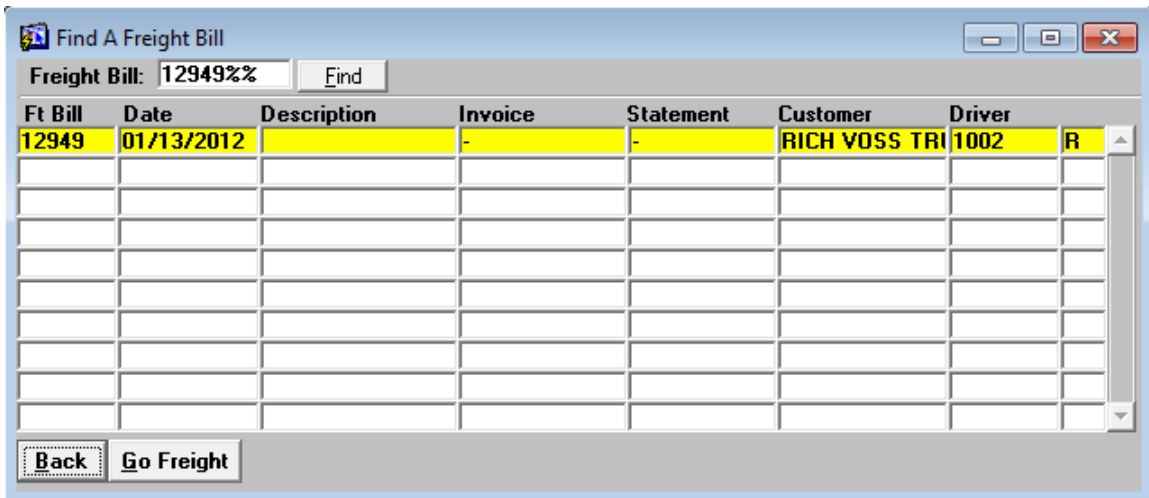
This button provides a very cool time-saving feature. When posting freight bills, you want to quickly locate the entry that needs to be posted. Clicking on this button toggles between showing all freight bills and hiding ones that have already been posted.

**[Remaining]**

This handy feature will display a list of the days where there are freight bills that we are waiting to come in so we can post them. Click on the date and that dispatch will appear.

**[Find a Ft Bill]**

This amazing feature allows you to quickly locate a freight bill to see if it was entered, what invoice it was billed on and/or if it was paid out. When the button is selected, a popup window appears as shown. Enter the freight bill and select the [Find] button. All matching freight bills appear. Highlight the one you are looking for and click on the [Go Ft] button. The dispatch for that day appears and the freight bill comes up in an edit window.

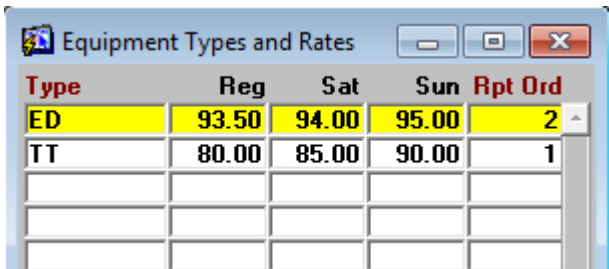


**[More...]**

**Equipment Types and Rates**

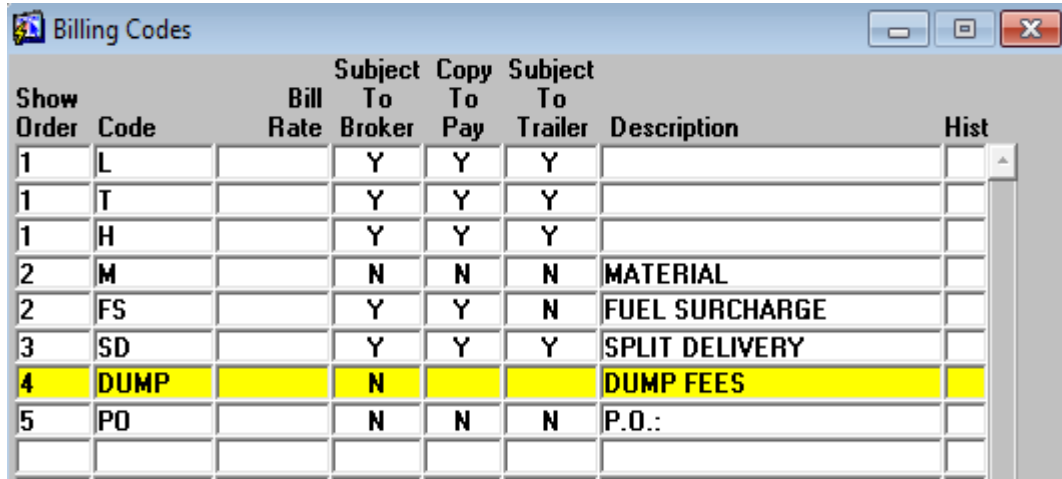
This screen is used to control the pick list of equipment types. The default rates may be entered if the rates are usually consistent across customers and jobs. If entered, these will be inserted into new dispatches but of course can be changed when posting the freight bill. The screen is modal; this means that the DTS is frozen on this screen until you click on the [Back] button. Click on **Type** and **Rpt Ord** to change the viewing order. The Rpt Ord has to do with some report by equipment types. When I locate that report, we will see if applies to your system and if you want it.

The first column on the big dispatch screen is equipment type. If the type is selected from the list, the DTS will determine the day of week and fill in the appropriate rate.



## Billing Codes

When posting the freight bills (Entering amounts and getting them ready to invoice) entries are given a code to help distinguish and enter the information for billing and paying.



Show Order	Code	Bill Rate	Subject To Broker	Copy To Pay	Subject To Trailer	Description	Hist
1	L		Y	Y	Y		
1	T		Y	Y	Y		
1	H		Y	Y	Y		
2	M		N	N	N	MATERIAL	
2	FS		Y	Y	N	FUEL SURCHARGE	
3	SD		Y	Y	Y	SPLIT DELIVERY	
4	DUMP		N			DUMP FEES	
5	PD		N	N	N	P.O.:	

The screen has the following columns:

- Show Order:** These numbers control how the items appear on the screen and on the invoice. Usually you want the trucking items first. Hourly, Tonnage and Load.
- Code:** The unique code used to enter the line items.
- Bill Rate:** If the item has a static or usual rate, enter it here. An example might be a bridge toll rate that seldom changes. This saves typing time.
- Subject To Broker:** If the line item is subject to broker fees, mark this box. Note that when entering freight bills, this flag appears. If the customer you are billing is a contractor, the flag will show Y but because there is no broker fee on the rolodex for that customer, the broker fee will be zero.
- Copy To Pay:** If this box is marked, then the item is something that is payable as well as billable. After completing the billing side, it is copied to the paying portion of the screen.
- Subject To Trailer:** If the line item is subject to trailer rental, mark this box. Note that when entering freight bills, this flag appears. If you are not pulling a broker's trailer and you are not paying a puller, the flag will show Y but because there is no trailer rental percent on the rolodex for that customer or Independent Contractor, the trailer rental will be zero.
- Description:** This text will be defaulted into the billing and paying lines the first time the code is entered. If there is text already in the field, it will not be overwritten. Note that The L, T, and H are left blank. If the description is blank, then the new billing and paying lines for that code will have the Origin and Destination plugged in automatically.
- Hist:** If the billing code is no longer needed, mark the History box. Click on [More] to view all codes, hidden or not. This way you can unhide a billing code.

### Freight Bill Edit Screen

This screen is used to get the freight bill ready for invoicing and paying. The best way to use this screen is to tab or hit Enter through the fields.

Note!

To delete a billing or paying line that is not on an invoice or pay statement, double click on that line in any field that does not have a pick list associated with it. These fields with the pick list have a **rust** colored title to it. Like **Code** and **Item**.

Regular Invoicing (TRLoDTS)

Customer: RICH VOSS TRUCKING      Pickup: SAN JUAN  
 Date: 01-13-2012      Bill Rate: 95.00      Delivery: FREMONT  
 Ft Bill: 12949      Pay Rate: 90.00      Single Line: SAN JUAN-FREMONT  
 Type: H      Bill Broker Pct: 8.00  
 Late:       Pay Broker Pct: .00  
 Pay Now:       Trailer Rental Pct:   
 Turned In:

Seq	Code	Item	Qty	Rate	Amount	Br?	Broker Fee
1	T	SAN JUAN - FREMONT	3.30	90.00	297.00	Y	23.76

Invoice Totals:      3.30      297.00      23.76

Driver/IC: I 1002  
 Pay Name: SHAUN FORREST  
 Truck:       Type:       Driver Pct:   
 Trailer:

Seq	Code	Description	Qty	Rate	Amount	Driver Pct	Driver Amount	Broker Pct	Broker Amount	Trailer Pct	Trailer Amount
1	T	SAN JUAN - FREMONT	3.30	90.00	297.00		.00	.00	.00		.00

Pay Gross:      297.00      .00      .00

Back   Save   Billing Codes

Bill Total: 297.00      Invoice:    
 Pay Total: 297.00      Pay Statement:    
 Last User: FORREST

## [Reports]

Besides the gained speed required for invoicing, informative reports are the best reasons for using a computer system. This screen has the following reports:

### Billing Item Profit report

Wow! For companies that bill one rate and pay another, this report shows you the difference per billing item code. When the report is selected, enter the date string and optionally a customer. Leave the customer blank to do the report for all. In addition to those parameters, you can choose to do the report for Employee Drivers, your pullers or I.C.s only. Choose **[View-Print]** to do it for all.

Billing Item Profit Report (JoltProf)

Begin Date: 01/01/2012  
End Date: 01/31/2012  
Customer:

Back View - Print Drivers Pullers I.C.s

JoltProf: Previewer

File View Help

Page: 1 ?

BILLING ITEM PROFIT REPORT 01/22/2012  
01/01/2012 thru 01/31/2012 01:43 PM

Item Code	Item Description	Billed	Paid	Profit
H	HOURLY	3,321.50	2,641.50	680.00
L	LOADS	1,705.00	1,730.00	-25.00
T	TONNAGE	2,911.61	2,645.90	265.71
M	MATERIAL	244.84		244.84
PO	P.O.:	0.00		0.00
Total:		8,182.95	7,017.40	1,165.55

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## Dispatch Sheet

Once the Dispatch is set, print a copy and take it with you when you leave the office. If the contractor calls in the evening to cancel a job, the subhauler phone numbers are on the Dispatch Sheet. The report is ordered by customer. The report is then grouped by jobs. These jobs are where the Origin, Destination, Customer Job and Purchase Order are the same on the dispatch entries. Any variation causes the dispatch entries to be regrouped by the new unique occurrence. That is the most ridiculous sounding sentence. Let me know if you can word it differently.

The screenshot shows two overlapping windows from a software application. The top window is titled 'Dispatch - Post Freight Bills (DiPoFor): 01/13/2012' and contains a table with columns: Type, Customer, Cust Job, P.O., Origin, Material, MH Qty, Destination, Independent Contractor, Told, Time, Ft Bill, and C-M. The bottom window is titled 'DIShetFor: Previewer' and displays a 'DAILY DISPATCH SHEET' for the date 01/22/12, 13:59, for the dispatch date 01/13/2012. It lists three customers: PACIFIC LANDSCAPE SUPPLY INC., RICH VOSS TRUCKING, and SOUTH BAY MATERIALS, each with their respective origin, destination, and a table of dispatch entries including Time, Truck, Type, Paycode, Told, Driver/Subhauler, Mobile, Office, Plant, Material, Charge To, and Type.

Type	Customer	Cust Job	P.O.	Origin	Material	MH Qty	Destination	Independent Contractor	Told	Time	Ft Bill	C-M
TRANS	PACIFIC LAND			Z-BEST				VELASCO TRUCKING				
	RICH VOSS TI			SAN JUAN-FREMI				SHAUN FORREST			12949	
	RICH VOSS TI			SAN JUAN-FREMI				SHAUN FORREST				
	THE FLEA MA			CUPERTINO-BER				SHAUN FORREST			12948	
	SOUTH BAY M			Z-BEST	COMPOST			VELASCO TRUCKING				

## Missing Freight Bill Reports

This vital report shows the companies that we are still have not sent us freight bills for work performed. It is important to delete the entries from the dispatch if the truck did not show, broke down or otherwise we are not going to invoice.

The screenshot shows a dialog box titled 'Missing Freight Bills (TRFtMiss)'. It features a 'Through Date' field with the value '12/31/2011'. Below the date field are four buttons: 'Back', 'Drivers', 'I.C.s', and 'Both'.

Wow, check out these other reports!

- Revenue Reports, Brokers**
- Revenue Reports, Company Trucks**
- Revenue Reports, Contractors**
- Revenue Reports, Independent Contractors**