

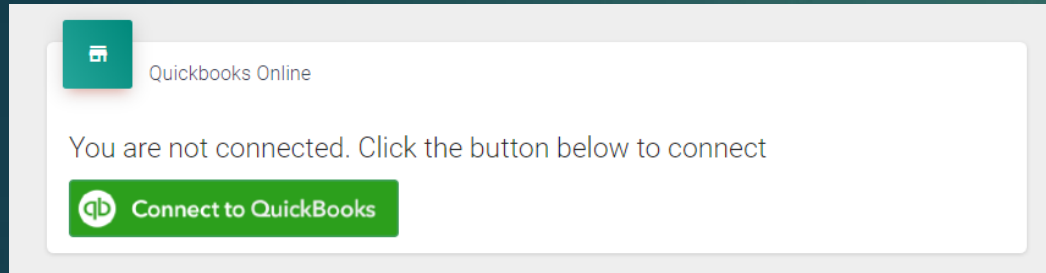


TracxTMS <>

QuickBooks Online


EXPLANATION HOW TRACXTMS IS CONNECTED TO QUICKBOOKS
ONLINE

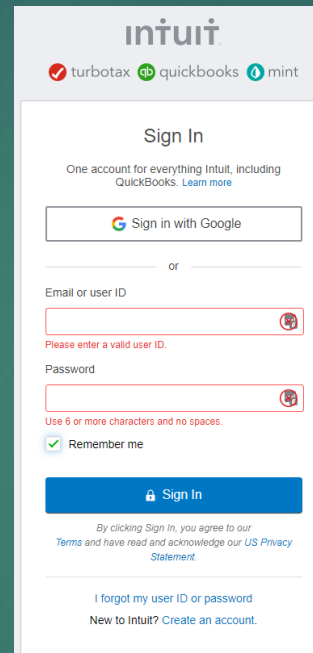
Connecting to QuickBooks Online



Quickbooks Online

You are not connected. Click the button below to connect



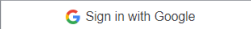


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or


Email or user ID

Please enter a valid user ID.

Password

Use 6 or more characters and no spaces.

Remember me

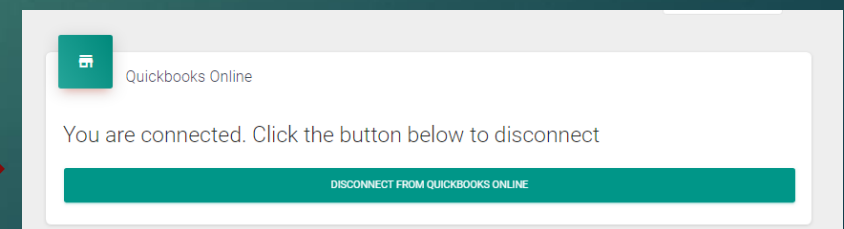


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[I forgot my user ID or password](#)
[New to Intuit? Create an account.](#)




Log on with your Admin (Master) Account from QuickBooks Online



Quickbooks Online

You are connected. Click the button below to disconnect



Setup and Transactions

- ▶ First we will explain the **setup**.

Setup means connecting the tables from TracxTMS with QuickBooks Online. This is a one time action and after that the records are always connected

Tables: Customers, Drivers and Carriers, Company Info, Rate Types, Other Charge and Reimbursement Types, Deduction Types, Taxes

- ▶ And then, how to do the **transactions** (Invoices & driver settlements)

How to create Invoices and Settlements and send them to QuickBooks Online

Connecting Customer

TracxTMS

QuickBooks Online

Quickbooks Information SEND TO QB AS VENDOR

Customer

Terms

Custom Data

Customers Birthday

Customs Broker

Maintenance

Add test address

- IMMANUEL CHRISTIAN SCHOOL,
- CHUBB, AARON
- vbmvm, vbmvm
- VOSSEPOEL, ADAM
- TestLastname, TestClient
- test100, Test100
- 345345_345345



| CUSTOMER | COMPANY | PHONE |
|--------------------------|--|---------------|
| <input type="checkbox"/> | AMAZON.COM.CA INC AMAZON.COM.CA INC | |
| <input type="checkbox"/> | Best Buy - Calgary | 4037171000 |
| <input type="checkbox"/> | Best Buy - Houston | 2814445768 |
| <input type="checkbox"/> | BIG BULL, BERNICE | (403)308-2579 |
| <input type="checkbox"/> | CHUBB, AARON | (403)915-3069 |
| <input type="checkbox"/> | Customer # 1 | Customer # 1 |
| <input type="checkbox"/> | Customer # 1 | Customer # 1 |

When a customer doesn't exist in QuickBooks Online you can "SEND TO QB AS CUSTOMER"

Connecting Drivers and Carriers

TracxTMS

QuickBooks Online

Quickbooks Information

SEND TO QB AS VENDOR SEND TO QB AS EMPLOYEE

Quickbooks Vendor

Select a Vendor

- Comstock
- emad
- Numark Transportation
- TEMP DD
- Oakline Transportation**
- Day to Day Logistics Inc

Expiry Dates

Driver's License Expiry

Medical Card Expiry

Doubles Permit Expiry



| <input type="checkbox"/> | SUPPLIER ▲ / COMPANY | PHONE |
|--------------------------|--------------------------------|------------|
| <input type="checkbox"/> | Bransson Transport Inc | 5199219039 |
| <input type="checkbox"/> | Charlie George | 7788993163 |
| <input type="checkbox"/> | Comstock Comstock | 1112223333 |
| <input type="checkbox"/> | Day to Day Logistics Inc | 9059101497 |
| <input type="checkbox"/> | emad emad | |
| <input type="checkbox"/> | John Smith | 4038928791 |

When a customer doesn't exist in QuickBooks Online you can "SEND TO QB AS VENDOR"

Connecting Rate Types (1)

Rate Types are used for different types of Rates (ie Units, Packages, Miles, etc)

The Rate Types connection between TracxTMS and QuickBooks online are split in three parts: Billing, Fuel Surcharge and Driver pay.

The Rate Types has two sides:

1. Billing and Fuel Surcharge is what you charge to your customer
2. Driver pay is what you will pay to your Driver (gross) or Owner Operator

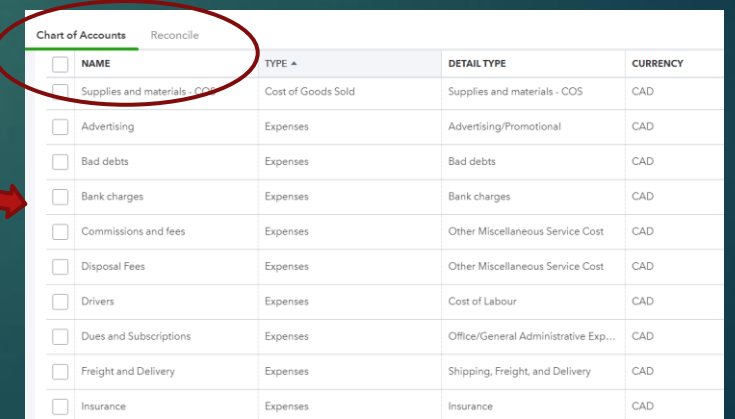
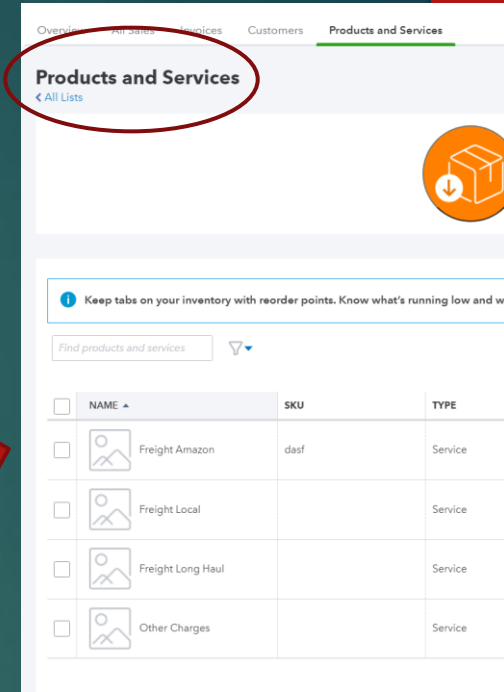
In the next slides we will show you:

1. How Rate Types are connected to QuickBooks Online (Products and Services and Chart of Accounts)
2. How Rate types are connected in TracxTMS to the New Load screen
3. And some tips

Connecting Rate Types (2)

QuickBooks Online

TracxTMS



Rate Type Name: Flat Rate

Type: Flat Rate

Default Rate: \$0.00

Notes: Enter a description

Quickbooks Load Billing Service Item: Freight Long Haul

Quickbooks FSC Billing Service Item: Freight Long Haul

Quickbooks Driver Settlement Account: Drivers

SUBMIT CANCEL

Rate Types: connects to "Products and Services" and "Chart of Accounts")

Connecting Rate Types (3)

New Load

Make Template Repeat Loads Specify how many times you would like to repeat this load

Billing Information **B**

Customer * Start typing a customer name Status * Select a Status category Select a Category PO#

| Distance | Quantity * | Rate Type * | Rate * | Tax * | Totals |
|--------------------|-------------------|----------------|----------|--------|-------------------|
| | 1 | Units A | \$500.00 | Exempt | \$500.00 1 |
| Exempt Rates | Exempt Surcharges | | | | \$0.00 2 |
| Select a Fuel rate | \$0.00 | | Exempt | | \$0.00 |
| Tax: | | | | | \$0.00 |
| Total: | | | | | \$500.00 |

Drivers, Carriers and Equipment **C**

DRIVER/CARRIER 1 ADD ANOTHER DRIVER OR CARRIER

REMOVE DRIVER/CARRIER

Driver or Carrier Willem Zevenbergen Equipment Other (Optional)

Truck Truck 4 Equipment 1 SB1 Equipment 2 SB2

Driver or Carrier Settlement

| Payment Type | Rate | Totals |
|--------------|------|------------------|
| Percentage | 3% | \$15.00 3 |

Edit Rate Type - Units

Rate Type Name: Units **A**

Type: Flat Rate

Default Rate: \$0.00

Notes: Enter a description

Quickbooks Load Billing Service Item: Freight Long Haul **1**

Quickbooks FSC Billing Service Item: Freight Long Haul **2**

Quickbooks Driver Settlement Account: Drivers **3**

SUBMIT CANCEL

Connecting Rate Types (4)

Rate Types

Show Deleted?

[NEW RATE TYPE](#) [COLUMNS](#) [WATCH VIDEO](#)

Show 10 entries Search:

| Rate Type Name | Type | Default Rate | Notes | Actions |
|----------------|-----------|--------------|-------|---------|
| Units | Flat Rate | 0.00000 | | |
| Stop | Flat Rate | 0.00000 | | |
| Miles | Flat Rate | 0.00000 | | |
| Hourly | Flat Rate | 0.00000 | | |
| Gallon | Flat Rate | | | |
| Flat Rate | Flat Rate | 0.00000 | | |
| Dead Head | Flat Rate | | | |
| Daily Rate | Flat Rate | | | |

Showing 1 to 8 of 8 entries

PREVIOUS 1 NEXT

Tips:

1. You can have as many Rate Types as you want in TracxTMS. Reports are available to see what the revenue is per Rate Type.
2. You can also connect to as many “Products and Services” and “Chart of Accounts” in QuickBooks Online
3. This is actually the most difficult part. It requires planning of what you want to see in your (Monthly, Yearly) financial statements

Connecting Other Charges and Reimbursements

Other Charges and Reimbursements are used to charge the customer extra charges. For example “Waiting times”, “Cleaning Charges”, “Tolls” and...as many as you want.

Technically this works the same as “Rate Types”

It has again two sides:

1. What you charge to the customer
2. What you reimburse to the driver (in case it is necessary)

Connecting Other Charges and Reimbursements

TracxTMS

New Other Charge / Reimbursement Type

Name *

Deduction/Reimbursement * Reimbursement

Quickbooks Billing Service Item Select Service Item **A**

Quickbooks Driver Settlement Account Select Account **B**

SUBMIT CANCEL

QuickBooks Online

Products and Services

| NAME | SKU | TYPE |
|-------------------|-----|---------|
| Freight Amazon | def | Service |
| Freight Local | | Service |
| Freight Long Haul | | Service |
| Other Charges | | Service |

Chart of Accounts

| NAME | TYPE | DETAIL TYPE | CURRENCY |
|------------------------------|--------------------|--------------------------------------|----------|
| Supplies and materials - COS | Cost of Goods Sold | Supplies and materials - COS | CAD |
| Advertising | Expenses | Advertising/Promotional | CAD |
| Bad debts | Expenses | Bad debts | CAD |
| Bank charges | Expenses | Bank charges | CAD |
| Commissions and fees | Expenses | Other Miscellaneous Service Cost | CAD |
| Disposal Fees | Expenses | Other Miscellaneous Service Cost | CAD |
| Drivers | Expenses | Cost of Labour | CAD |
| Dues and Subscriptions | Expenses | Office/General Administrative Exp... | CAD |
| Freight and Delivery | Expenses | Shipping, Freight, and Delivery | CAD |
| Insurance | Expenses | Insurance | CAD |

A = what you charge to the customer (gets connected in QuickBooks to "Products and Services")

B = what you reimburse to your Driver or Owner Operator (gets connected in QuickBooks to "Chart of Accounts")

Connecting Deduction Types

Deductions Types are used to deduct amounts from the Driver Settlements
For example, advances, fuel, insurance, etc

TracxTMS

Edit Deduction / Driver Reimbursement Type - Truck Payment

Name * Truck Payment

Quickbooks Driver Deduction Account

Select Quickbooks Service Item

- Sales
- Retained Earnings
- Prepaid expenses
- Uncategorized Asset
- Undeposited Funds
- Discounts

Lunch Date

Lumper



QuickBooks Online

| <input type="checkbox"/> | NAME | TYPE | DETAIL TYPE | CURRENCY |
|--------------------------|------------------------------|--------------------|--------------------------------------|----------|
| <input type="checkbox"/> | Supplies and materials - COS | Cost of Goods Sold | Supplies and materials - COS | CAD |
| <input type="checkbox"/> | Advertising | Expenses | Advertising/Promotional | CAD |
| <input type="checkbox"/> | Bad debts | Expenses | Bad debts | CAD |
| <input type="checkbox"/> | Bank charges | Expenses | Bank charges | CAD |
| <input type="checkbox"/> | Commissions and fees | Expenses | Other Miscellaneous Service Cost | CAD |
| <input type="checkbox"/> | Disposal Fees | Expenses | Other Miscellaneous Service Cost | CAD |
| <input type="checkbox"/> | Drivers | Expenses | Cost of Labour | CAD |
| <input type="checkbox"/> | Dues and Subscriptions | Expenses | Office/General Administrative Exp... | CAD |
| <input type="checkbox"/> | Freight and Delivery | Expenses | Shipping, Freight, and Delivery | CAD |
| <input type="checkbox"/> | Insurance | Expenses | Insurance | CAD |

Connecting Taxes

Taxes are used to charge the customer State or Provincial taxes

TracxTMS

New Tax Code

Tax Code *

GST %

State %

Quickbooks Tax

- Zero-rated
- GST
- Exempt
- Out of Scope
- HST

PST %

HST %

Local %



QuickBooks Online

Canada Revenue Agency

GST/HST

Filing: Quarterly GST/HST number: 12312315

| NAME | TAX ON SALES | TAX ON PURCHASES | DESCRIPTION |
|------------|--------------|------------------|--------------------------------|
| HST | 13% | 13% | |
| Exempt | 0% | 0% | Tax-exempt |
| GST | 5% | 5% | Federal goods and services tax |
| Zero-rated | 0% | 0% | Zero-rated |

Setup

- ▶ Setup is completed!!

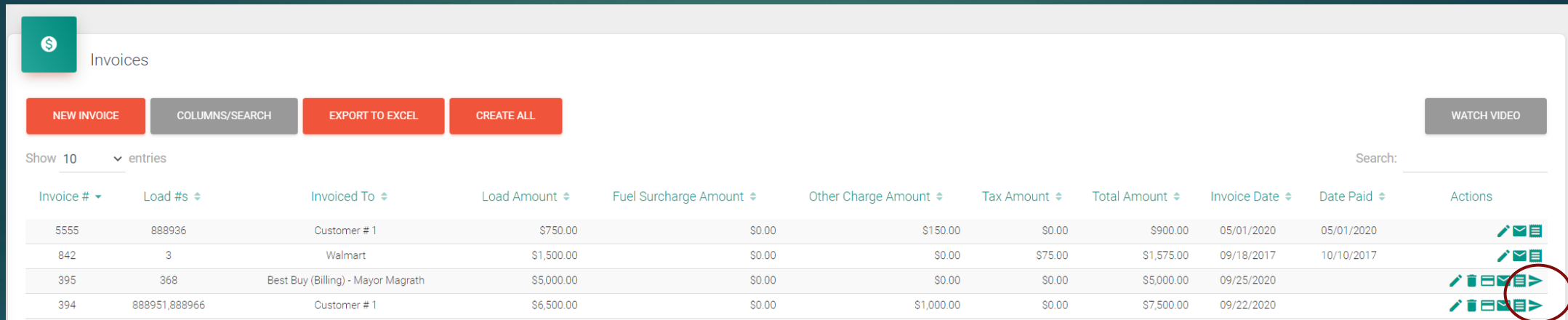
This is the most important part of the connection between TracxTMS and QuickBooks Online. It also requires planning.

However, when this is completed, it only has to be maintained.

For example, new customers in TracxTMS need to be linked to QuickBooks Online. We made a button to send them to QuickBooks to reduce double entry

- ▶ And now it is time to move on to the transactions

Transactions: Invoices



The screenshot displays the 'Invoices' section of a software interface. At the top left, there is a green square icon with a white dollar sign and the word 'Invoices'. Below this are four buttons: 'NEW INVOICE' (red), 'COLUMNS/SEARCH' (grey), 'EXPORT TO EXCEL' (red), and 'CREATE ALL' (red). To the right of these buttons is a 'WATCH VIDEO' button (grey). Below the buttons, there is a 'Show 10 entries' dropdown and a search bar. The main part of the interface is a table with the following columns: Invoice #, Load #s, Invoiced To, Load Amount, Fuel Surcharge Amount, Other Charge Amount, Tax Amount, Total Amount, Invoice Date, Date Paid, and Actions. The table contains four rows of data. The 'Actions' column for each row contains several icons: a pencil, a trash can, a checkmark, a document, and a right-pointing arrow. The right-pointing arrow icon in the last row is circled in red.

| Invoice # | Load #s | Invoiced To | Load Amount | Fuel Surcharge Amount | Other Charge Amount | Tax Amount | Total Amount | Invoice Date | Date Paid | Actions |
|-----------|---------------|------------------------------------|-------------|-----------------------|---------------------|------------|--------------|--------------|------------|---------|
| 5555 | 888936 | Customer # 1 | \$750.00 | \$0.00 | \$150.00 | \$0.00 | \$900.00 | 05/01/2020 | 05/01/2020 | |
| 842 | 3 | Walmart | \$1,500.00 | \$0.00 | \$0.00 | \$75.00 | \$1,575.00 | 09/18/2017 | 10/10/2017 | |
| 395 | 368 | Best Buy (Billing) - Mayor Magrath | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 | 09/25/2020 | | |
| 394 | 888951,888966 | Customer # 1 | \$6,500.00 | \$0.00 | \$1,000.00 | \$0.00 | \$7,500.00 | 09/22/2020 | | |


After the invoice is created, an arrow appears in the “Actions” column. Click on the arrow and it will send it to QuickBooks Online as an Invoice

Transactions: Invoices (2)

It automatically sends the Invoice to QuickBooks Online

TracxTMS

QuickBooks Online

Freight Invoice 

Invoice #: 5555 TracxTMS Phone:(403) 381-8184
Terms: 540 36 St N
Date: 05/01/2020 Lethbridge, Alberta T1H 5H6 Fax:
GST/HST#:

Bill To: **Company:** Customer # 1 **Phone:**
Address: Box 399 **Email:** customer12@tracx.com
City, Province: Unknown, Alberta
Postal/Zip Code: T0J 0Z0

Line Items:

| Item | Quantity | Rate | Amount |
|---|----------|----------|----------|
| Load #888936 | 1.00 | \$750.00 | \$750.00 |
| Load #888936 - Extra stop payment : \$50/ton 3 tons | | | \$150.00 |
| | | Subtotal | \$900.00 |
| | | Taxes | \$0.00 |
| | | Total: | \$900.00 |

Load Details: Load #888936 - Unit# Truck 3 - Driver Name: U.J.

Shippers




| Stop # | Date/Time | Location | Commodity |
|--------|---------------------------|--|-----------|
| 1 | 05/01/2020 12:35:00 PM | Best Buy - Calgary 3221 Sunridge Way NE Calgary, Alberta | - |
| Notes: | | | |

Consignees

| Stop # | Date/Time | Location | Commodity |
|--------|---------------------------|--|-----------|
| 2 | 05/02/2020 09:35:00 AM | Delaware Appliance Distributors Inc 34164789 Dupont Blvd Frankford, Delaware | - |
| Notes: | | | |



Invoice no.5555

Customer: Customer # 1 Customer email: Get set up: Cards   

Separate emails with a comma Send later [Go/Save](#)

Billing address: Customer # 1, Box 399, Unknown Alberta T0J 0Z0 **Terms:** Net 30 **Invoice date:** 01/05/2020 **Due date:** 31/05/2020

P.O. Number: **Sales Rep:**

Amounts are: Inclusive of Tax Exclusive of Tax

| # | SERVICE DATE | PRODUCT/SERVICE | DESCRIPTION | QTY | RATE (CAD) | AMOUNT (CAD) | SALES TAX |
|---|--------------|-------------------|---|-----|------------|--------------|-----------|
| 1 | 02/05/2020 | Freight Long Haul | Load ID: 888936 Origin: Best Buy - Calgary, Calgary Destination: Delaware Appliance Distributors Inc, Frankford | 1 | 750 | 750.00 | Exempt |
| 2 | 01/05/2020 | Freight Local | Load ID: 888936 Other Charge: Extra stop payment | 1 | 150 | 150.00 | Exempt |
| 3 | | | | | | | |

Message on invoice:

Subtotal: 900.00
Total: 900.00
Balance due: 900.00

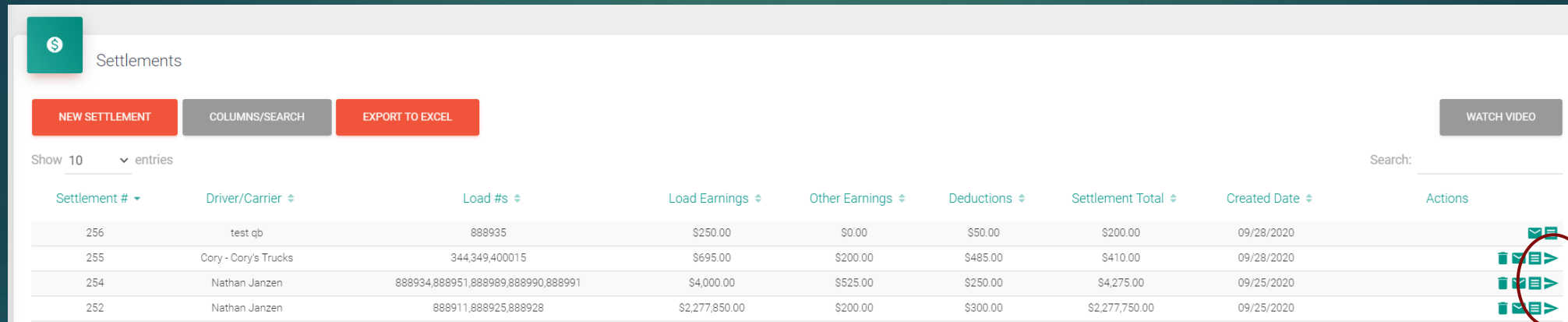
BALANCE DUE \$900.00

Transactions: Invoices (3)

We also build an tool to send all or selected invoice to QuickBooks Online all at one time

| Select | Invoice # | Load #s | Invoiced To | Load Amount | Fuel Surcharge Amount | Other Charge Amount | Tax Amount | Total Amount | Actions |
|--------------------------|-----------|---------|-------------------------------------|-------------|-----------------------|---------------------|------------|--------------|---------|
| <input type="checkbox"/> | 1 | 2 | Best Buy (Billing) - Mayor Magrath | \$5,000.00 | \$0.00 | \$0.00 | \$250.00 | \$5,250.00 | |
| <input type="checkbox"/> | 2 | 6 | Miles Distributors Inc | \$1,250.00 | \$30.00 | \$0.00 | \$64.00 | \$1,344.00 | |
| <input type="checkbox"/> | 3 | 8 | Walgreens | \$3,282.00 | \$500.00 | \$0.00 | \$189.10 | \$3,971.10 | |
| <input type="checkbox"/> | 4 | 7 | Delaware Appliance Distributors Inc | \$500.00 | \$2,500.00 | \$0.00 | \$150.00 | \$3,150.00 | |
| <input type="checkbox"/> | 5 | 1 | Arizona Grain Inc | \$2.50 | \$0.00 | \$0.00 | \$0.12 | \$2.62 | |
| <input type="checkbox"/> | 6 | 9 | Delaware Appliance Distributors Inc | \$15.00 | \$0.22 | \$0.00 | \$0.76 | \$15.98 | |
| <input type="checkbox"/> | 7 | 5 | Brooklynn Brewery | \$500.00 | \$25.00 | \$0.00 | \$26.25 | \$551.25 | |
| <input type="checkbox"/> | 8 | 10 | Walgreens | \$3,750.00 | \$11.25 | \$0.00 | \$188.06 | \$3,949.31 | |
| <input type="checkbox"/> | 10 | 4,15,23 | Viterra | \$2,020.00 | \$250.00 | \$0.00 | \$113.50 | \$2,383.50 | |
| <input type="checkbox"/> | 11 | 19,20 | Best Buy (Billing) - Mayor Magrath | \$7,505.50 | \$2,084.85 | \$0.00 | \$479.52 | \$10,069.87 | |

Transactions: Settlements



Settlements

NEW SETTLEMENT COLUMNS/SEARCH EXPORT TO EXCEL WATCH VIDEO

Show 10 entries Search:

| Settlement # | Driver/Carrier | Load #s | Load Earnings | Other Earnings | Deductions | Settlement Total | Created Date | Actions |
|--------------|----------------------|------------------------------------|----------------|----------------|------------|------------------|--------------|---------|
| 256 | test qb | 888935 | \$250.00 | \$0.00 | \$50.00 | \$200.00 | 09/28/2020 | |
| 255 | Cory - Cory's Trucks | 344,349,400015 | \$695.00 | \$200.00 | \$485.00 | \$410.00 | 09/28/2020 | |
| 254 | Nathan Janzen | 888934,888951,888989,888990,888991 | \$4,000.00 | \$525.00 | \$250.00 | \$4,275.00 | 09/25/2020 | |
| 252 | Nathan Janzen | 888911,888925,888928 | \$2,277,850.00 | \$200.00 | \$300.00 | \$2,277,750.00 | 09/25/2020 | |

After the settlement is created, an arrow appears in the “Actions” column. Click on the arrow and it will send it to QuickBooks Online as a Bill.

Transactions: Settlements (2)

It automatically sends the Settlement to QuickBooks Online

TracxTMS

QuickBooks Online

SETTLEMENT

SETTLEMENT DATE: 2020-09-28
SETTLEMENT NUMBER: 256
DRIVER: TEST QB

TRACxTMS

PAYMENT DETAILS

| DATE | LOAD# | PAY DESCRIPTION | RATE | TYPE | RATE | QUANTITY | PAY AMOUNT |
|------------|--------|--|--------|------|------|----------|------------|
| 2020-05-06 | 888935 | ALBUQUERQUE,NEW MEXICO TO LETHBRIDGE,ALBERTA | HOURLY | | 50 | 5.00 | \$250.00 |

PAYMENT TOTALS:
HOURS: 5
MILES: 0
\$250.00

DEDUCTION DETAILS

| DATE | TYPE | DEDUCTION DESCRIPTION | AMOUNT |
|------------|-----------------|-----------------------|---------|
| 2020-09-28 | TEST QUICKBOOKS | | \$50.00 |

DEDUCTION TOTALS
\$50.00

NET PAY

| | |
|-------------------|-----------------|
| TOTAL PAYMENTS: | \$250.00 |
| TOTAL DEDUCTIONS: | \$50.00 |
| NETPAY: | \$200.00 |



Bill

Supplier: TEST QB

BALANCE DUE: **\$200.00**
Make payment

Mailing address: TEST QB
Terms: [dropdown]
Bill date: 28/09/2020
Due date: 28/09/2020
Bill no.: [input]

Amounts are: Out of scope of Tax

Category details

| CATEGORY | DESCRIPTION | AMOUNT (CAD) |
|------------------------|---|--------------|
| 1 Freight and Delivery | Load ID: 888935 Origin: La Cumbre Brewing co,Albuquerque Destination: Best Buy (Billing) - Mayor Magneth,Lethbridge | 250.00 |
| 2 Test Quickbooks | Deduction: test quickbooks - | 50.00 |
| 3 | | |

Add lines Clear all lines

Item details

Memo: [input]

Subtotal: 200.00
Total: 200.00

Transactions: Settlements (3)

We also build an tool to send all or selected Settlements to QuickBooks Online all at one time

Unsent Settlements

SEND SELECTED SETTLEMENTS SEND ALL UNSENT SETTLEMENTS COLUMNS WATCH VIDEO

Show 10 entries Search:

| Select | Settlement # | Driver/Carrier | Load #s | Load Earnings | Other Earnings | Deductions Amount | Settlement Amount | Actions |
|--------------------------|--------------|--------------------------|------------------------------|---------------|----------------|-------------------|-------------------|---------|
| <input type="checkbox"/> | 1 | Nathan Janzen | 7 | \$437.50 | \$0.00 | \$0.00 | \$437.50 | |
| <input type="checkbox"/> | 2 | Rebekah Fehr. | 13 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | |
| <input type="checkbox"/> | 3 | Gulf States Distributors | 2,12 | \$125.05 | \$50.00 | \$0.00 | \$175.05 | |
| <input type="checkbox"/> | 4 | Nick | 461 | \$3,859.35 | \$0.00 | \$0.00 | \$3,859.35 | |
| <input type="checkbox"/> | 104 | Carlos Rodriguez Sr. 1 | 5365,5749,5845,6307 | \$1,607.03 | \$0.00 | \$0.00 | \$1,607.03 | |
| <input type="checkbox"/> | 105 | Nick | 624,630,632 | \$2,275.00 | \$300.00 | \$0.00 | \$2,575.00 | |
| <input type="checkbox"/> | 106 | Nick | 3782,4774,4887 | \$2,094.19 | \$750.00 | \$0.00 | \$2,844.19 | |
| <input type="checkbox"/> | 107 | Nick | 661,2550,5048,5151,5163 | \$7,798.35 | \$300.00 | \$0.00 | \$8,098.35 | |
| <input type="checkbox"/> | 109 | PK Grain Storage | 635,2795,2847,2865,3527,4326 | \$19,349.05 | \$0.00 | \$0.00 | \$19,349.05 | |
| <input type="checkbox"/> | 110 | Cory - Cory's Trucks | 618,4388 | \$4,709.25 | \$0.00 | \$350.00 | \$4,359.25 | |

Showing 1 to 10 of 126 entries PREVIOUS 1 2 3 4 5 ... 13 NEXT

Transactions: Settlements (4)

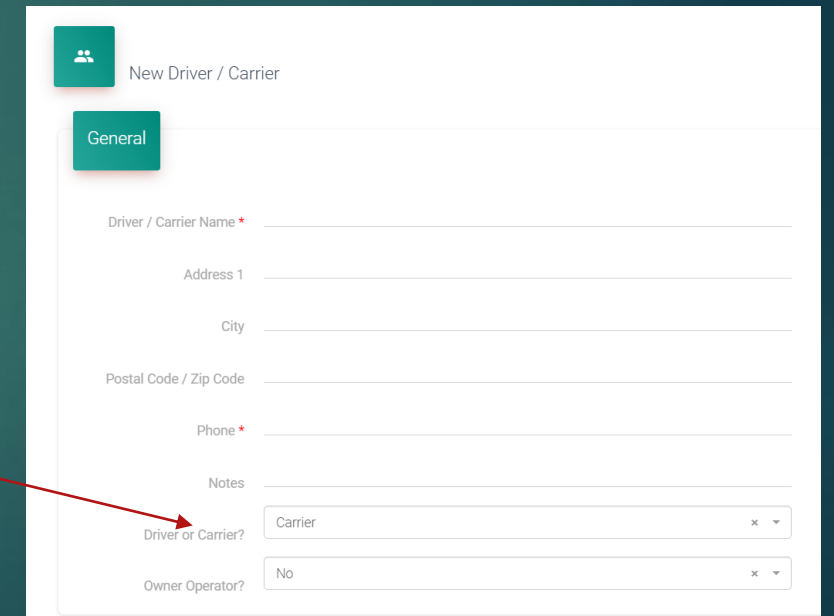
Payroll

There are two types of settlements

1. For Carriers (or Owner Operators)
2. Or for Company Drivers

The Settlement gets send as a bill in both situations.

In Drivers and Carriers, there is an option to select if it is a Driver or Carrier



The screenshot shows a web form titled "New Driver / Carrier". The form has a "General" tab selected. The fields include:

- Driver / Carrier Name *
- Address 1
- City
- Postal Code / Zip Code
- Phone *
- Notes
- Driver or Carrier? (Dropdown menu with "Carrier" selected)
- Owner Operator? (Dropdown menu with "No" selected)

A red arrow points from the text "In Drivers and Carriers, there is an option to select if it is a Driver or Carrier" to the "Driver or Carrier?" dropdown menu.

Transactions: Settlements (5)

Payroll

Settlements for Owner Operators (Carriers) are send as a bill (payable to the driver)

Bill Help

Supplier: TEST QB

BALANCE DUE
\$200.00
[Make payment](#)

Mailing address: TEST QB

Terms:

Bill date: 28/09/2020

Due date: 28/09/2020

Bill no.:

Amounts are: Out of scope of Tax

▼ Category details

| # | CATEGORY | DESCRIPTION | AMOUNT (CAD) |
|---|----------------------|---|--------------|
| 1 | Freight and Delivery | Load ID: 888935 Origin: La Cumbre Brewing co,Albuquerque Destination: Best Buy (Billing) - Mayor Magrath,Lethbridge | 250.00 |
| 2 | Test Quickbooks | Deduction: test quickbooks - | -50.00 |
| 3 | | | |

[Add lines](#) [Clear all lines](#)

► Item details

Memo:

Subtotal: 200.00

Total: 200.00

Transactions: Settlements (6)

Payroll

Settlements for Drivers are send as a bill (but the amount is 0)

Bill Help

Supplier: TEST QB

BALANCE DUE: **\$0.00**

[Make payment](#)

Mailing address: TEST QB

Terms:

Bill date: 28/09/2020

Due date: 28/09/2020

Bill no.:

Amounts are: Out of scope of Tax

▼ Category details

| # | CATEGORY | DESCRIPTION | AMOUNT (CAD) | |
|---|--------------------------|---|--------------|--|
| 1 | Freight and Delivery | Load ID: 888935 Origin: La Cumbre Brewing co,Albuquerque Destination: Best Buy (Billing) - Mayor Magrath,Lethbridge | 250.00 | |
| 2 | Test Quickbooks | Deduction: test quickbooks - | -50.00 | |
| 3 | Driver Payroll Liability | Total Payroll for settlements | -200.00 | |
| 4 | | | | |

[Add lines](#) [Clear all lines](#)

► Item details

Memo:

Subtotal 0.00

Total 0.00

Transactions: Settlements (7)

Payroll

Payroll Setup: go in QuickBooks Online to “Taxes”, click on “Payroll Tax”, click on “edit tax setup”, click on “Preferences”, click on “Accounting Preferences”

Select “I use different accounts for different groups of employees”

The screenshot shows the 'Wage Expense Accounts' section of the Accounting Preferences in QuickBooks Online. It features two radio button options for categorizing wage expenses. The first option, 'All employees' wages go in the same accounts', is unselected. The second option, 'I use different accounts for different groups of employees', is selected. Below these options, there is a 'Reimbursement Account*' dropdown menu set to 'Reimbursements'. A table with two columns, 'Employee Name' and 'Wage Account', is visible. The 'Employee Name' column contains several rows of redacted names. The 'Wage Account' column shows four rows, each with a dropdown menu set to 'Payroll Expenses:Wages'. A vertical scrollbar is on the right side of the table.

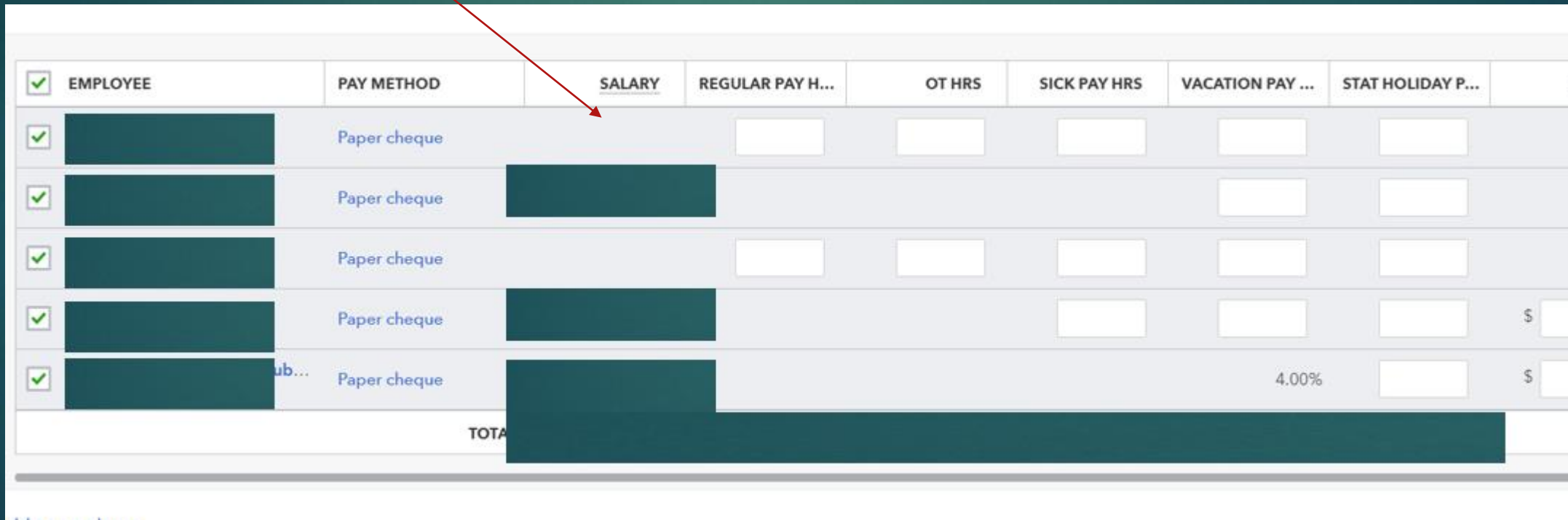
| Employee Name | Wage Account |
|---------------|------------------------|
| [Redacted] | Payroll Expenses:Wages |
| [Redacted] | Payroll Expenses:Wages |
| [Redacted] | Payroll Expenses:Wages |
| [Redacted] | Payroll Expenses:Wages |
| [Redacted] | Payroll Expenses:Wages |

In this screen you can select the name and select the “liability account” for every driver

Transactions: Settlements (8)

Payroll

The only thing what is “manual” is to enter the gross pay in this field (salary or hours). After that QuickBooks Online will take care of the deductions



| <input checked="" type="checkbox"/> | EMPLOYEE | PAY METHOD | SALARY | REGULAR PAY H... | OT HRS | SICK PAY HRS | VACATION PAY ... | STAT HOLIDAY P... | | | |
|-------------------------------------|------------|--------------------|------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|--|--|
| <input checked="" type="checkbox"/> | [REDACTED] | Paper cheque | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| <input checked="" type="checkbox"/> | [REDACTED] | Paper cheque | [REDACTED] | | | | <input type="text"/> | <input type="text"/> | | | |
| <input checked="" type="checkbox"/> | [REDACTED] | Paper cheque | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| <input checked="" type="checkbox"/> | [REDACTED] | Paper cheque | [REDACTED] | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | | |
| <input checked="" type="checkbox"/> | [REDACTED] | ub... Paper cheque | [REDACTED] | | | | 4.00% | <input type="text"/> | \$ <input type="text"/> | | |
| | | | TOTAL | | | | | | | | |

Transactions: Settlements (8)

Payroll in Journal Entries

| Send Settlement to QuickBooks Online as Bill | | | | Payroll | | | |
|--|--------|--------|------------------------------------|--------------------------|--------|--------|-----------------------------------|
| | Debit | Credit | | | Debit | Credit | |
| Freight & Delivery | 250.00 | | (Expense) | Driver Payroll Liability | 200.00 | | (Liability) |
| Test Quickbooks | | 50.00 | (credit for example for insurance) | Payroll Liabilites | | 20.00 | (Liability) |
| Driver Payroll Liability | | 200.00 | (Liability) | Driver Payroll Liability | | 200.00 | (What you nett pay to the driver) |
| Accounts payable | | 0.00 | | Accounts payable | | 0.00 | |

Transactions: Settlements (8)

Payroll in Journal Entries

What a paystub looks like in QuickBooks Online (1) will be the sum of all the loads (shown on the settlement)

Sammy Lee 03/31/2016
**1,536.00

*****One thousand five hundred thirty-six and 00/100

Sammy Lee
 2000 Vassar Street
 Reno NV 89502

Pay Period: 03/01/2016 - 03/31/2016

| PAY | | | | TAXES | | |
|--------------|-------|-----------|----------|------------|-----------------|-----------------------|
| | Hours | Rate | Current | YTD | Current | YTD |
| Salary | - | - | 1,833.33 | 3,666.66 | 107.08 | 380.80 |
| Overtime Pay | - | - | 0.00 | 1,269.23 | 113.67 | 306.03 |
| | | | | | 26.58 | 71.57 |
| | | | | | | |
| | | | | | | |
| OTHER PAY | | | | DEDUCTIONS | | |
| | | | Current | YTD | Current | YTD |
| | | | | | 50.00 | 100.00 |
| | | | | | | |
| | | | | | | |
| BENEFITS | | | | SUMMARY | | |
| | Used | Available | Current | YTD | | |
| Sick | 0.00 | 16.00 | | | Total Pay | \$1,833.33 \$4,935.89 |
| Vacation | 0.00 | 16.00 | | | Taxes | \$247.33 \$758.40 |
| | | | | | Deductions | \$50.00 \$100.00 |
| | | | | | NET PAY: | \$1,536.00 |

Sammy Lee
 2000 Vassar Street
 Reno NV, 89502

SBGTEST: QBFSP Take 2
 6888 Sierra Center Prkwy
 Reno NV, 89521

Pay Period: 03/01/2016 - 03/31/2016

Pay Date: 03/31/2016

TRAC@XTMS

SETTLEMENT

SETTLEMENT DATE: 2020-09-28
 SETTLEMENT NUMBER: 256
 DRIVER: TEST QB

| PAYMENT DETAILS | | | | | | |
|-------------------------|--------|--|-----------|------|----------|------------|
| DATE | LOAD# | PAY DESCRIPTION | RATE TYPE | RATE | QUANTITY | PAY AMOUNT |
| 2020-05-06 | 888935 | ALBUQUERQUE, NEW MEXICO TO LETHBRIDGE, ALBERTA | HOURLY | 50 | 5.00 | \$250.00 |
| PAYMENT TOTALS: | | | | | | \$250.00 |
| HOURS: 5 | | | | | | |
| MILES: 0 | | | | | | |
| DEDUCTION DETAILS | | | | | | |
| DATE | TYPE | DEDUCTION DESCRIPTION | AMOUNT | | | |
| 2020-09-28 | TEST | QUICKBOOKS | \$50.00 | | | |
| DEDUCTION TOTALS | | | | | | \$50.00 |
| NET PAY | | | | | | |
| TOTAL PAYMENTS: | | | | | | \$250.00 |
| TOTAL DEDUCTIONS: | | | | | | \$50.00 |
| NETPAY: | | | | | | \$200.00 |

Conclusion

Especially the payroll part looks pretty complex

As part of the Enterprise package we will help you with the setup and do a couple test runs together