Simple Billing System

This version of the Dump Truck System is used by dump truck companies that invoice by the Hour, Tons or Load with an emphasis on projects and material delivery prices. The customer job/project screen identifies projects and the assigned rates for trucking and material deliveries. Dispatch is available but is not mandatory to use. The billing screen bills the customer and sets up the payable at the same time.

Figure 1 displays the DTS opening screen. Functions are contained under these menu items. This user guide details the capabilities under the "Trucking" options. These are the Customer Jobs, Dispatch and Invoicing features.

C. Saturday Dec 23, 2017	Dump Truck System	This is a Demo 28 trial days left
	Exit Trucking Receivables Payables Rolodex Menu Equipment Menu	
Data: 19.37 Code: 19.35	Copyright(c) 1998-2017 DumpTruckSoftware.com, All Rights Reserved	DTS

Figure 1. DTS Main Menu

Trucking Menu

Customer jobs are set up with projects and associated rates. Dispatch will plan the next day's work or capture what trucks worked on jobs from previous days. Post Freight Bills readies the freight bills for billing and payment to employee drivers or Independent Contractors. There are several invoicing methods.

Quoting	
Quotes Preliminary Forms	
Dispatching Customer Jobs Dispatching Locate Equipment	
Invoicing Post Freight Bills Ft Bill Adjustments	
Invoicing- By Job Invoicing- By Day Invoicing- Miscellaneous Receivable Invoices	
Material Types	
More Reports More Options	

Figure 2. Trucking Menu

Customer Jobs

The following screen depicts the detail for a customer's project. The materials and associated billing any paying rates are listed in the middle of the screen. The rates at the bottom of the screen are for straight trucking and are not tied to a material delivery. This customer job screen is also able to produce a quote and track the receipt of lien information.

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Figure 3. Customer Job/Project Edit Screen

Dispatch

Dispatch can be used as a scheduling and truck assignment screen for the next day or entered after the day in order to log what work occurred. The dispatch feature actually begins the billing process. There are reports that identify missing paperwork.

Information on the screen is displayed by the work day. The left window shows one line for each of the jobs or truck orders. Note the *Qty* of trucks ordered and the count of trucks +- that have been dispatched. The *Notes* field has an "X" to identify when notes have been entered on the dispatch. Click in the field to add/edit and view the notes. The *Conf* column shows when the job has been Confirmed by the customer.

The second window lists your employee drivers and counts the number of times each has been dispatched. The right most window displays the outside trucking companies you use and how many times they have been dispatched.

Use the [<] and [>] arrows to scroll through the days. You may also use the up/down arrows on the keyboard to scroll through the days. To go to a certain date some distance from the current one, use the [Go] button. The [Add] [Edit] and [Delete] buttons work on dispatch orders.

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Figure 4. Dispatch Opening Screen.

Adding a Dispatch

When the **[Add]** button is selected, a list of the customers appear. Double click on the customer or single click to highlight and click on [OK]. A faster way is to use the up/down arrow to highlight the customer and hit [Enter]. Start typing the name to narrow the list.



Figure 5. Adding a dispatch

After the customer is selected, a list of the customer's jobs appears. The Dispatch Detail screen appears for the entering information on the dispatch.

Dispatch Detail

Information on this screen has been populated from the customer job but can be modified for specifics to the day's work. The number of trucks ordered is entered with the start time. Then enter the number of trucks to arrive every number of minutes. The example in Figure 2 shows that the customer wants 1 truck to arrive every 30 minutes. The dispatch slots are generated. Click in the *Confirmed By* when the customer confirms the job is a go. Click in the *Notes* field to pop up the notes window.

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Figure 6. Dispatch Edit Screen

To assign a driver or outsider to the dispatch, highlight the slot to fill and either double click on the driver or outsider on the windows to the right of the edit screen (see Figure 1). Alternatively, you can single click in the *D-I* field to toggle between Driver or Independent Contractor and then double click in the *Pay Code* field to pop up the list. The **[Employee Drivers]** and **[Outside Trucks]** button also provide lists.

The columns with red titles have associated pick lists. Your *Trailer*, *Truck* and *Equipment Types* can be selected. Also, the *quarry* and *materials* can be selected.

Line	Time	Trailer	Truck	D-I	Pay Code	Name	Eq Type	Quarry	Material	2nd
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Figure 8. Materials Pick List

Texting Information

Getting dispatch information to drivers can be a challenge. Voice communications takes time and given noise at the driver's location and in the office, information may be misconstrued. Double click in the Texted Time field and information about the highlighted driver's dispatch appears. You can type additional information in the window. The top of the window contains email, text and phone number.

Information can be sent several ways:

- 1) Snap a photo with your cell phone and text it to the driver's phone.
- 2) Highlight and copy the text and then paste it into an email.
- 3) Send the information as a text to the driver's phone.

Line	Time	Trailer	Truck	D-I	Pay Code			pe Quarry	Material	2nd Material	Texted Time
10	05:00			D	RUBB	RUBBLE, BAME	BAM TT	BRNORTH	3-5 MINUS	3/4" CR	
20	05:30										
30	06:00		Text Dis	patch	1					0	
40	06:30		Driver:	RUBB	LE, BAMBA	\M					
50	07:00		Email: E	BAMB	AM@FLIN1	STONETRUCK	NG.COM				
			Text: 8	30055	551212@VT	EXT.COM					
			Phone: 8	300-5	55-1212						
					Dat	e: Friday	December 08	3, 2017			
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Figure 9. Text Window

Billing Screen

The billing screen is most of your daily work takes place. This screen is customized per user to only include fields that your company utilizes! No confusing fields you never use or must tab through. This screen is the reason you use the Dump Truck System and not Quick Books. You enter the tag/ticket/freight bill once. You ready the billing and set up the payable for employee driver or outside trucking company.

The screen organizes work by the day. If the following example, note that the user dispatched these two trucks on December 23rd. Must have been a slow day. Anyway, we dispatched out Barney Rubble and Pebbles Flintstone. Sometimes customers do not want to be billed piecemeal, but instead when all of the work has been received. There are missing tags reports to see who has yet to turn in their paperwork.

Bill	Pay Code Truck	Payee	Customer	Origin	Destination	Seq
	4032	BARNEY RUBBLE T	RUI BEDROCK CONSTR	IUC SLATE QUARRY	APPIAN WAY AND 1ST 1	35
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Once the tickets come in the door, enter them into the DTS right then. No need to save them until the end of the week. When ready, you can invoice by the job/project for a specified time. You may also opt to invoice all combined for a date range. If you are running a large amount of trucks, the DTS can help you locate the ticket turned in by the payee by hiding the tickets that have already been turned in. So then the screen only shows the missing ticket entries. This is accomplished by the **[Hide Ft Bills]** button. You may also order the information on this screen by single clicking the column title.

If you need to locate a particular Freight Bill/Ticket, click on the **[Find a Ft Bill]** button. You will be presented with the freight bill's information where you can see if it was invoiced and paid out.

It is ideal if the dispatch feature was used. The tickets would be here already. To use the system without dispatch, simply click on the [Add] button. This feature is also used when the truck was dispatched to one job, but then was pulled off and did another job.

To enter the details of the freight bill, double click on the line. The screen appears as shown in the next figure.

Editing Freight Bills

The top-left portion of this screen identifies the customer and payee. The top-middle allows individual weight tickets to be entered. The total weight is calculated for you. The project rates for hours, tones and loads are shown at the top right-hand corner of the screen. The material prices will be pulled in if a material line is entered. The middle of the screens are the billing lines. The multiple lines at the bottom are the payable lines.



As you examine the above screen, note that this project has an hourly rate set up for End Dumps. There also was a material rate entered for Stone. This entry shows that we are billing for 100 tons of Stone at a rate of 10 per ton and paying 8 per ton. The driver is an outside trucker, so we are deducting a 5% broker fee.

Information on Invoicing and paying is available in other user guides. Ask DumpTruckSoftware.com for further information.