

Creating Carrier Remittances

Once invoices are approved, they are displayed on the **Create Carrier Remittances** page where you can create remittances to get the records submitted for payment. Creating Carrier Remittances allows the user to select multiple invoices to pay at once. This remittance page parses all invoices into carrier-specific remittances. This allows the user to see total payments due to the carrier instead of paying each invoice individually.

1. On the **Create Carrier Remittances** page, select the **checkbox(es)** for the invoice record(s) for which you would like to create remittances. You may select all records at once or choose individually.
2. Click either the **Create Remittance** or **Mass Create Remittance** buttons.

	Invoice Type	Memo	Shipment Client	Remit to Company	Carrier Prof#	Record Name	AP Approved Date	Pay Amount
<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	Freight Charges	Original Payment	Olive's Garden	Old Dominion	64190620118	AP-02101575-19	06/12/2019	\$117.49
<input checked="" type="checkbox"/>	Freight Charges	Original Payment	Olive's Garden	Estes Express	7234568070	AP-01746530-19	06/12/2019	\$111.60
<input checked="" type="checkbox"/>	Freight Charges	Original Payment	Olive's Garden	Old Dominion	428442784	AP-02111626-19	06/05/2019	\$600.00

3. On the next page, confirm the invoices you would like to create remittances for and then click **Create Remittances**.

Create Remittances



The accounts that have open AP records to be paid are shown below. Select the accounts to create remittances for and press the 'Create Remittances' button.

Total AP Charge Summary

Client Total	Carrier Total	Carrier Due Date
\$829.09	\$0.00	<input type="text"/> <input type="button" value="Reload"/>

Accounts with AP Records

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<input checked="" type="checkbox"/>	Record Type Name	Pay to Company	Open Record Count	Total Amount to Pay
<input checked="" type="checkbox"/>	Invoice	Old Dominion	1	\$800.00
<input checked="" type="checkbox"/>	Invoice	Estes Express	1	\$111.60
<input checked="" type="checkbox"/>	Invoice	Old Dominion	1	\$117.49

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4. Your approved invoices will move off of the **Create Carrier Remittances** page and move to the **Record Carrier Payments** page.