

Submitting Carrier Payments

Once invoices are approved and remittances are created, you can now submit and record your payments. Submitting payments is done outside of Kuebix. In Kuebix, you can use the **Submit Carrier Payments** page to record payments made outside of Kuebix.

Note

This page does not allow the user to actually transmit payment to the carrier.

1. On the **Submit Carrier Payments** page, click the **checkbox** for the remittance you would like to submit for payment.
2. Click the **checkbook** icon.

Submit Carrier Payments: Total Amount to Pay Selected: \$111.60

Number of Selected Records: 1

	Remittance Type	Payment Method	Remittance Name	Pay To Account	Total Amount To Pay	Assigned AP Records	Assigned AR Records	Created Date
<input checked="" type="checkbox"/>	Client		RTP-00023383-19	Estes Express	\$111.60	1	0	06/12/2019
<input type="checkbox"/>	Client		RTP-00023384-19	Old Dominion	\$117.49	1	0	06/12/2019
<input type="checkbox"/>	Client		RTP-00023385-19	Old Dominion	\$800.00	1	0	06/12/2019
<input type="checkbox"/>	Client		RTP-00023381-19	Estes Express	\$20.00	1	0	06/12/2019
<input type="checkbox"/>	Client		RTP-00021078-19	Estes Express	\$347.13	1	0	04/11/2019
<input type="checkbox"/>	Client		RTP-00020912-19	Old Dominion	\$314.36	1	0	04/05/2019

3. Enter in the **Payment Type** and corresponding **reference number** (Check, ACH, Credit Card).
4. Click **Pay by Check (or ACH or Credit Card)** to record the submitted payment.

Record Payment Number ✕

Payment Type

Pay by Check ▼

Check Number

1234

Pay by Check

Cancel

5. This record will move off of this page and will be available for review on the **Lookup Carrier Payments** page.