

Driver Settlements

Category: Settlements | Created: March 18, 2026 | Updated: September 01, 2026

Driver Settlements

Overview

This option contains driver settlements for both company drivers and subcontractors. Typically, they are "system generated" using the [Create Driver Settlements](#) option detailing pay in ticket and timesheet detail. Subcontractor (1099) drivers may be paid directly from HaulWare while employee (W2) drivers will be paid by your outside payroll service (Quickbooks Payroll, ADP, etc.).

Deductions may be applied to settlements, usually for subcontractors, who owe you for using your fuel account, repairs, or advances of any type. Company driver deductions, such as tax withholding, garnishments, etc., are generally withheld in their payroll check using your outside payroll service.

Settlements must be printed (or emailed), and then [Posted](#) to complete the process. You may do this individually for each settlement, or use the [Settlement Batch Post](#) option to process all settlements at once. **TIP:** Process settlements individually for the first few pay periods until you are confident everything is processing properly.

IMPORTANT! Complete the processing procedure every pay period. This includes applying deductions if necessary, printing and posting. DO NOT leave settlements UnPosted after paying the drivers. You will risk mixing already paid settlement details with new unpaid details.

Screen Location - Main Menu > Tickets and Time > Driver Settlements

Driver Settlement Summary

Timesheet Order Number Tag No
 Job Number Ticket Number

12/9/2017
 2/7/2018

Settlement	Date	Driver	Batch No	Paid	Posted
1298	02/07/18	Sieloff Paul	0	☐	☐
1297	02/07/18	Benson Greg B	0	☐	☐
1296	02/07/18	Sieloff Jill	0	☐	☐
1295	02/07/18	Finger Lakes Transport, LLC	0	☐	☐
1294	01/26/18	Finger Lakes Transport, LLC	0	☐	☒
1293	01/26/18	Adams Martin F	0	☒	☒
1292	01/26/18	Benjamin Casella	0	☒	☒
1291	01/19/18	Sieloff Paul	0	☒	☒
1290	01/19/18	Hankins Transportation Services, Inc.	0	☐	☒
1289	01/18/18	Sieloff Paul	0	☒	☒
1288	01/18/18	Hankins Transportation Services, Inc.	0	☐	☒
1287	01/17/18	Sieloff Paul	0	☒	☒
1286	01/17/18	Hankins Transportation Services, Inc.	0	☒	☒
1285	12/21/17	Sieloff Paul	0	☒	☒
1284	12/21/17	Finger Lakes Transport, LLC	0	☒	☒

New **Search** **Review** ☒ Show Paid ☒ Show Posted **Done**

Record: 7 of 15 No Filter Search

Use this [start screen](#) to view your settlements for any date range, with checkbox filters to show, or not show Paid and Posted settlements. **TIP:** When processing new settlements, click the **Review** button to navigate the unposted settlements using the left right arrows in the lower left corner of the window.

Settlements must be printed (or emailed), and then [Posted](#) to complete the process. You may do this individually for each settlement, or use the [Settlement Batch Post](#) option to process all settlements at once. **TIP:** Process settlements individually for the first few pay periods until you are confident everything is processing properly.

Click on the Open Folder icon to process a Settlement individually.

Driver Settlements

Settlement: 1298 Driver No. 98 Pay Method: ☐ Accts Payable ☒ Outside Pay

Driver: Sietloff Paul

Date: 2/7/2018 AP Bill

Paid ☐ Posted ☐

Pay Deductions + Log Notes Comments

Quantity	Description	Job	Price	Pct%	Extension	Date	1099
8.00	ST-Clean Fill Import-	1083	20.00	100.00%	\$160.00	06/05	☒
1.50	OT-Clean Fill Import-	1083	46.12	100.00%	\$69.18	06/05	☒
7.56	ST-Clean Fill Import-	1083	20.00	100.00%	\$151.20	06/06	☒
8.00	ST-Clean Fill Import-	1083	20.00	100.00%	\$160.00	06/07	☒
1.00	OT-Clean Fill Import-	1083	46.12	100.00%	\$46.12	06/07	☒
8.00	ST-Clean Fill Import-	1083	20.00	100.00%	\$160.00	06/08	☒
8.00	ST-Clean Fill Import-	1083	20.00	100.00%	\$160.00	06/09	☒
				100.00%	\$0.00		☒
Total					\$906.50		

New Delete Post Print Done

Settlement - System generated settlement number.

Driver No. - System generated driver number.

Pay Method - This option is selected automatically by the system depending on the driver and indicates how the driver will receive their payment for this settlement.

1. Subcontractors will be paid with an Accounts Payable check from HaulWare and will have **Accts Payable** selected as the Pay Method for this settlement.
2. Company drivers will be paid with a payroll check from an outside payroll system and will have **Outside Pay** selected as the Pay Method for this settlement.

Driver - Driver name and pencil box to open Driver details

Date - Settlement Date.

AP Bill button - This will be enabled when the settlement **Pay Method** is Accts Payable, and the Post button has been clicked. Click to open the related AP bill created by this settlement posting.

Paid checkbox - System maintained. When the **Pay Method** is

1. Accts Payable, then will be checked when the related AP bill is paid in full.
2. Pay Outside, then will be checked immediately when the settlement is posted.

Posted checkbox - System maintained. This will be checked when the settlement is posted.

Pay tab - Displays the existing settlement lines showing quantity, description and extended amount.

1. Settlement lines produced by the [Create Settlements](#) option may not be edited, but may be deleted.
2. If deleting a settlement line with associated Auto Deductions, then all related lines will be removed together.
3. Deleting the last line of a settlement will delete the entire settlement.
4. Settlement lines may be manually entered to add more pay not related to a specific job or ticket.

Each line on the **Pay** tab contains the following columns:

Quantity - This will be the quantity of the unit of measure from the Job line. Typically hours, tons or loads.

Description - Also from Job line.

Job - Manually entered lines may have the Job number but does not affect the cost on that Job. Only system generated settlement lines displaying the Job number will be included in the reporting system.

Price - Rate per unit of measure (hour, ton or load).

Pct% - Percentage allowed from the **Quantity** * **Price** subtotal.

Extension - Result of (**Quantity** * **Price**) * **Pct%**.

Date - This will be the ticket date on system generated settlement lines.

Deductions tab - Deductions come from a variety of sources.

1. [AP Bills](#) - When paying a vendor for some expense for a subcontractor (repair, etc), you can identify that subcontractor to create a deduction that can be taken on a future settlement.
2. FAM - [Fuel Account Management](#) - Fuel receipts entered may be identified as Advances for a subcontractor. These fuel advances will appear as an advance with a FAM#.
3. [Manual Journal Entry](#) - You may identify a driver in a journal entry. For example, you sold a piece of equipment to a subcontractor. Payment is by deductions of future settlements. The manual journal entry would reduce the asset account but create the advance.
4. [Manual Check](#) - Similar to AP Bills, you may identify a driver on the GL distribution of a manual check to create an advance to that driver. For example, a \$500 cash loan to a driver. Creating the manual check, reduces cash, creates the advance to be taken as deductions on future settlements.
5. [Manual Deduction](#) - A deduction may be created as a percentage of an amount rather than a fixed amount. In addition, a deduction can have no upper limit making it possible to take it on every settlement. For example, a Dispatch Fee, Broker Fee or Commission might be a percentage of the driver's pay that is deducted. This amount would be commission income to you.

Pay	Deductions +	Log Notes	Comments				
		Date	Debit	Repay	Comment	Balance	
Details	☐	1/17/2017	\$652.34	\$50.00	AP Invoice 555 on 01/17/2017-Western sta	\$602.34	
Details	☐	1/17/2017	\$125.00	\$125.00	Ref # <NONE> on FAM # 1021 01/17/2017	\$125.00	
Details	☐	1/1/2017	\$0.00	\$0.00	Dispatch Fee	(\$450.32)	
SELECT							
Toggle All		\$777.34	\$175.00	Apply	Balance	\$277.02	

Select checkbox - To "take" a deduction or add this deduction to a settlement **Pay** tab, click one or more of the checkboxes on the left side, then click the Apply button.

Manual Deduction - There may be times when you want to create a Recurring deduction to be taken on settlements. For example, you want to charge your subcontractors occasionally for parking, or Yard Rental.

1. From the main menu, select Files > Drivers > Deductions tab

Driver/Owner/Subcontractor Information

NAME: First/MI/Last [] [] [] Active? ☒ Driver ID 112
 Lookup Name: Finger Lakes Transport, LLC Mobile Control # 1208029

Main Equipment Pay **Deductions** Notes Contacts Custom Fringe

Date	Total Due	Repay Amt	Deduct%	Comment	Balance
01/17/17	\$652.34	\$50.00	0.00%	AP Invoice 555 on 01/17/2017-Western	\$602.34
01/17/17	\$125.00	\$125.00	0.00%	Ref # <NONE> on FAM # 1021 01/17/2017	\$125.00
01/17/17	\$26.32	\$26.32	0.00%	CW Check 190 on 01/17/2017-Finger Lakes	\$0.00
01/01/17	\$0.00	\$0.00	12.00%	Dispatch Fee	(\$450.32)

Add \$803.66 \$201.32 Balance \$277.02

New Delete Image Print Done

1. Click the Add Deduction button in the lower left corner.

Deduction Information

Driver	Date	Amount	Repay	Pct%	GL Account
Finger Lakes Transport, LLC	02/13/18	\$50.00	\$50.00	0.00%	7003 -Yard Rental

☐ Auto Apply ☐ FSC Exempt ☐ 1099 Exempt ☒ Recurring **Active**

Description: Yard Rental

Credit Date	Credit	Settlement	Comment

Paid [] Balance Due []

Delete Find... Done

Driver - This will be automatically filled in by the system.

Date - Deduction create date.

Amount - Total amount of the deduction. For example, if your deduction was not Recurring, the deduction would expire after being taken up to this **Amount**.

Repay - If you want the driver to be deducted in smaller portions instead of the full **Amount**, then enter this portion here.

Pct% - This field primarily applies to Auto Deductions.

GL Account - This is the account to be used as the debit account when Posting a subcontractor settlement.

Auto Apply - Check if you DO want this deduction to be taken automatically. See [Auto Deduction](#) for more information.

FSC Exempt - Check if you DON'T want the Fuel Surcharge portion of the pay to be included when calculating the deduction.

1099 Exempt - Check if you DON'T want the deduction to be included on the subcontractor 1099.

Recurring - Check if you DO want the deduction always be available with no upper limit.

Active button - This button is labeled Active when the deduction is active. Click the button to inactivate the deduction and make it unavailable from the driver settlement. The button label will show Inactive.

Description - This is the description on the deduction line of the settlement.

In our example above, we created a Recurring manual deduction, to be available whenever we wish to take on a driver settlement.

1. To take this deduction, open an unposted settlement for this driver, click the Deductions tab

Driver Settlements

Settlement: 1295 Driver No. 112 Pay Method: ☒ Accts Payable ☐ Outside Pay

Driver: Finger Lakes Transport, LLC Vendor: Finger Lakes Transport, LLC

Date: 2/7/2018 AP Bill

Paid ☐ Posted ☐

Pay Deductions + Log Notes Comments

	Date	Debit	Repay	Comment	Balance
☐ Details	1/17/2017	\$652.34	\$50.00	AP Invoice 555 on 01/17/2017-Western states	\$602.34
☐ Details	1/17/2017	\$125.00	\$125.00	Ref # <NONE> on FAM # 1021 01/17/2017	\$125.00
☒ Details	2/13/2018	\$50.00	\$50.00	Yard Rental	\$50.00
☐ Details	1/1/2017	\$0.00	\$0.00	Dispatch Fee	(\$450.32)

Toggle All \$827.34 \$225.00 Apply Balance \$327.02

New Delete Post Print Done

1. Click the check box on the deduction line to be taken.
2. Click the Apply button.
3. Click the Pay tab and scroll to the last line of the settlement

Driver Settlements

Settlement: 1295 Driver No. 112 Pay Method: ☒ Accts Payable ☐ Outside Pay

Driver: Finger Lakes Transport, LLC Vendor: Finger Lakes Transport, LLC

Date: 2/7/2018 AP Bill

Paid ☐ Posted ☐

Pay Deductions + Log Notes Comments

	Quantity	Description	Job	Price	Pct%	Extension	GL Account	Date	1099
☒	24.00	15-1627-Crushed Gravel	1031	2.25	100.00%	\$54.00	5100	02/09	☒
☒	-1.00	Dispatch Fee	1031	54.00	12.00%	(\$6.48)	4003	02/09	☐
☒	2.00	Stand By-Stand By	1059	125.00	100.00%	\$250.00	5100	02/13	☒
☒	-1.00	Dispatch Fee	1059	250.00	12.00%	(\$30.00)	4003	02/13	☐
☒	1.00	15-15214-Export Dirty Dirt	1075	110.00	100.00%	\$110.00	5100	03/23	☒
☒	-1.00	Dispatch Fee	1075	110.00	12.00%	(\$13.20)	4003	03/23	☐
☒	1.00	15-14584-Export Dirty Dirt	1075	110.00	100.00%	\$110.00	5100	03/23	☒
☒	-1.00	Dispatch Fee	1075	110.00	12.00%	(\$13.20)	4003	03/23	☐
☒	1.00	15-48514-Export Dirty Dirt	1075	110.00	100.00%	\$110.00	5100	03/23	☒
☒	-1.00	Dispatch Fee	1075	110.00	12.00%	(\$13.20)	4003	03/23	☐
☒	-1.00	Yard Rental		50.00	100.00%	(\$50.00)	7003	02/13	☒
☒					100.00%	\$0.00			☒
						Total	\$600.98		

New Delete Post Print Done

Notice the deduction taken on the last line of the settlement.

Auto Deductions - Some deductions are taken automatically whenever a certain [Pay Type](#) is used to pay the driver. For example, paying your subcontractor 100% of the revenue, then creating a deduction each time that pay type is used to take a commission or broker fee.

To set up an Auto Deduction:

1. Set up a [Pay Type](#) with **Auto Deduct** checked.

The screenshot shows the 'Driver Pay Types' window. At the top, there is a 'Find' dropdown menu with 'POR 100 NO FSC' selected. Below this is a table with columns: Pay ID, Description, Calc Method, Percent, and Driver Type. The first row contains: 27, POR 100 NO FSC, Pct% of Rev, 100.00%, and Subcontractor. Below the table is a section for 'Pay Driver FSC' with a dropdown menu set to 'No FSC'. To the right of this is the 'Auto Deduct' checkbox, which is checked. A red arrow points to this checkbox. To the right of the 'Auto Deduct' checkbox is a 'PW' checkbox, which is unchecked, and a 'Desc' text box. Below these is a table with columns: Begin Date, End Date, and Percent. The first row of this table is highlighted in yellow. At the bottom of the window are four buttons: 'New', 'Delete', 'Audit Log', and 'Done'.

Pay ID	Description	Calc Method	Percent	Driver Type
27	POR 100 NO FSC	Pct% of Rev	100.00%	Subcontractor

Pay Driver FSC: No FSC

Auto Deduct: ☒ PW: ☐ Desc:

Begin Date	End Date	Percent

New Delete Audit Log Done

1. Now open the [Driver](#) record for the driver this applies to and click the Deductions tab.
2. See [Manual Deduction](#) for set up information.

Deduction Information

Driver	Date	Amount	Repay	Pct%	GL Account
Finger Lakes Transport, LLC	01/01/17	\$0.00	\$0.00	12.00%	4003 -Sub Commissions

☒ Auto Apply
 ☒ FSC Exempt
 ☒ 1099 Exempt
 ☒ Recurring
 Active

Description: Dispatch Fee

Credit Date	Credit	Settlement	Comment
2/6/2017	\$7.72	1216	Updated from settlement
2/6/2017	\$8.01	1216	Updated from settlement
2/6/2017	\$7.08	1216	Updated from settlement
2/6/2017	\$8.47	1216	Updated from settlement
2/6/2017	\$24.00	1216	Updated from settlement
2/6/2017	\$24.00	1216	Updated from settlement
2/6/2017	\$24.00	1216	Updated from settlement
Paid	\$450.32	Balance Due	(\$450.32)

Delete
Find...
Done

We have checked **Auto Apply**, checked **Recurring**, and indicated a **Pct%** of 12% to be deducted from the pay line when using the **Auto Deduct** pay type. Since this is not a fixed amount, we left the **Amount** and **Repay** fields at zero.

Notice below when you generate your settlement, a line will be generated for your pay, and another for each Auto Deduction (Dispatch Fee in this example) linked to that **Auto Deduct** pay type.

Driver Settlements

Settlement: 1295 Driver No. 112 Pay Method: ☒ Accts Payable ☐ Outside Pay

Driver: Finger Lakes Transport, LLC Vendor: Finger Lakes Transport, LLC

Date: 2/7/2018 AP Bill

Paid ☐ Posted ☐

Pay: Deductions + Log Notes Comments

Quantity	Description	Job	Price	Pct%	Extension	GL Account	Date	1099
24.00	15-1627-Crushed Gravel	1031	2.25	100.00%	\$54.00	5100	02/09	☒
-1.00	Dispatch Fee	1031	54.00	12.00%	(\$6.48)	4003	02/09	☐
2.00	Stand By-Stand By	1059	125.00	100.00%	\$250.00	5100	02/13	☒
-1.00	Dispatch Fee	1059	250.00	12.00%	(\$30.00)	4003	02/13	☐
1.00	15-15214-Export Dirty Dirt	1075	110.00	100.00%	\$110.00	5100	03/23	☒
-1.00	Dispatch Fee	1075	110.00	12.00%	(\$13.20)	4003	03/23	☐
1.00	15-14584-Export Dirty Dirt	1075	110.00	100.00%	\$110.00	5100	03/23	☒
-1.00	Dispatch Fee	1075	110.00	12.00%	(\$13.20)	4003	03/23	☐
1.00	15-48514-Export Dirty Dirt	1075	110.00	100.00%	\$110.00	5100	03/23	☒
-1.00	Dispatch Fee	1075	110.00	12.00%	(\$13.20)	4003	03/23	☐
-1.00	Yard Rental		50.00	100.00%	(\$50.00)	7003	02/13	☒
-1.00				100.00%	\$0.00			☒
Total					\$600.98			

New
Delete
Post
Print
Done

