

Add Settlement

You will learn how to add your settlement into ProfitGauges.

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GAUGES

Trucks

Fuel

Profit



Overview

Expenses

Settlements

Business Report

Profit & Loss

Tax Report

Settings

Help

Report Bug

Settlements

Start a new settlement

DATE

CARRIER

Select ▼

Open an existing settlement

2011

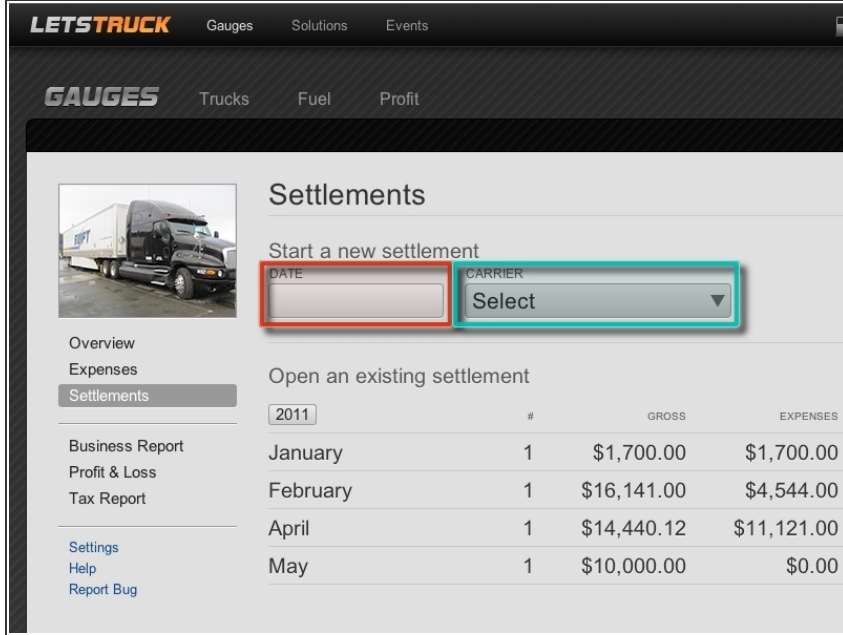
	#	GROSS	EXPENSES
January	1	\$1,700.00	\$1,700.00
February	1	\$16,141.00	\$4,544.00
April	1	\$14,440.12	\$11,121.00
May	1	\$10,000.00	\$0.00



PARTS:

- ProfitGauges (1)
Program
-

Step 1 — Add Settlement



LETSTRUCK Gauges Solutions Events

GAUGES Trucks Fuel Profit

Settlements

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CARRIER:

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2011

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Overview
Expenses
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Tax Report
Settings
Help
Report Bug

- Each settlement has a date so enter that here.
- Add the carrier you're leased on to by selecting "New Carrier" from the list.

Step 2

Trucks Fuel Profit

Settlement for Feb. 01, 2012

Fedex Carrier

CHANGE | DELETE
CHANGE

Income
Select

Reimbursements
Select

Expenses
Select

Summary	
Gross Income	\$0.00
Reimbursements	\$0.00
Expenses	\$0.00
Net Settlement	\$0.00

SAVE SETTLEMENT

- The top header tells you the date of the settlement and the carrier. You can easily change these by clicking on "change" to the right. Here is where you would also "delete" your settlement.
- When entering your first settlement you will need to set up custom sub accounts for each category. ProfitGauges will remember these new accounts for quicker settlement entry in the future.
 - Click on the drop-down under one of the categories and select "add new". This will open new fields.
 - Enter your desired sub account name and click "save"
 - When creating a custom sub accounts for expenses / deductions you need to choose the appropriate category the expense is associated with.

Step 3

The screenshot displays the 'Settlement for Feb. 01, 2012' interface. It includes a navigation menu on the left with options like Overview, Expenses, Settlements, Business Report, Profit & Loss, Tax Report, Settings, Help, and Report Bug. The main area is divided into sections for Income, Reimbursements, and Expenses. The Income section has 'Loading' at \$250.00 and 'Mileage' at \$9,387.12. The Reimbursements section has 'Scales' at \$45.50. The Expenses section has 'Fuel (RET)' at \$4,509.27. A 'Total' of \$9,637.12 is shown. A 'Summary' table on the right shows Gross Income (\$9,637.12), Reimbursements (\$45.50), Expenses (-\$4,509.27), and Net Settlement (\$5,173.35). A 'SAVE SETTLEMENT' button is visible.

- Once you have 2 or more values per section (income, reimbursements, expenses) the program totals it up.
- Reimbursements show up as a positive number on your settlement only to balance it out. Reimbursements are neither income nor an expense.
- Creating a new sub account under expenses is simple and you are able to associate it with a particular category for better reporting.
 - Be sure to choose the category that best describes the expense. Add a name and click "add"
- Before leaving the settlement always remember to balance ProfitGauges with the settlement from your carrier.
- ⓘ If you are syncing FuelGauges fuel and or maintenance with ProfitGauges you'll want to associate your settlement's fuel and or maintenance account with the "retain earnings" category so you are not double expensing yourself.

After your first few settlement entries you'll be entering them in under 2 minutes. Enjoy the simplicity.

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