

# TruckersBooks

Bookkeeping Management Services and Support

Helping Truckers professionally manage the bookkeeping side of trucking without bookkeeping experience.



## ***TRUCKERSBOOKS BROKER STATEMENT AUDITOR USER GUIDE***

### ***HOW TO USE THE BROKER STATEMENT BOOKKEEPING AND SETTLEMENT AUDIT WORKSHEET***

#### **THE US TRUCKERS VERSION**

1. Begin by entering the week ending date of your broker statement
2. ENTER YOUR INCOME FROM THE BROKER STATEMENT RECEIVED FROM YOUR CARRIER IN ONE OF THE BROKER STATEMENT WEEK ENDING FIELDS.
3. IF YOU ARE BEING CREDITED WITH FUEL SURCHARGE, ENTER THE NUMBERS SIMILARLY
4. THE NEXT SECTION IS JUST THERE TO AUDIT VERIFY THE GROSS PAY YOU RECEIVED IF YOU ARE ON A PERCENTAGE OF GROSS HAULING CONTRACT OR AGREEMENT.
5. To check the accuracy of the amount paid for trips on the brokers statement you are entering
6. *ENTER THE GROSS INCOME AMOUNT* -Next enter the agreed percentage (**Example enter 80**) if the agreed amount is 80%. No need to enter the % symbol. This way if the pay amount is incorrect you get to contact your carrier administration and correct the underpayment if applicable.
7. Here also enter your week ending date of your broker statement
8. Next just enter the numbers from your broker statement into the applicable expense fields
9. Enter Miles both empty and loaded.
10. The system will do the calculations and give you the numbers and your operating analysis

---

#### **THE CANADIAN TRUCKERS VERSION**

1. Begin by entering the week ending date of your broker statement
2. ENTER YOUR INCOME FROM THE BROKER STATEMENT RECEIVED FROM YOUR CARRIER IN ONE OF THE BROKER STATEMENT WEEK ENDING FIELDS.
3. IF YOU ARE BEING CREDITED WITH FUEL SURCHARGE, ENTER THE NUMBERS SIMILARLY
4. NEXT MOVE TO THE EXPENSE DEDUCTIONS SECTION AND ENTER YOUR WEEK ENDING DATE
5. Next just enter the numbers from your broker statement into the applicable expense fields
6. ENTER KILOMETERS FOR EMPTY AND LOADED
7. AT THE BOTTOM-LINE YOU CAN CHECK THE ACCURACY OF YOUR PAY SETTLEMENT IF YOU ARE ON A PERCENTAGE OF GROSS SYSTEM OR CONTRACT.
8. *ENTER AGREED PERCENTAGE OF GROSS INCOME AGREED.* (**Example enter 80**) if the agreed amount is 80%. No need to enter the % symbol. Next enter the gross trucking income. The system will display what your gross should be. This way if the pay amount is incorrect you get to contact your carrier administration and correct the underpayment if applicable.
9. That is all it takes. The system will do the numbers and provide you with operation analysis