24/7 Truckin

How to Manage Invoices in the 24/7 Truckin App

Simplify Your Billing:
Master Invoice Management in the 24/7 Truckin App

Overview:

Managing invoices is a vital aspect of load management for owner operators using the 24/7 Truckin application. With comprehensive functionality, owner operators can efficiently handle invoices, ensuring accurate billing and timely payments. Follow these step-by-step instructions to effectively manage invoices within the 24/7 Truckin mobile application.

Image 1: Mobile App Homepage
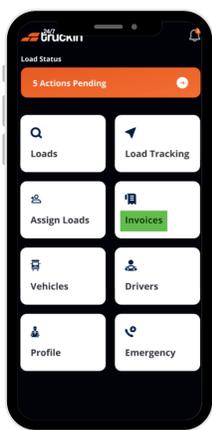
Steps are as follow:

1. Access the 24/7 Truckin Mobile Application:

Begin by opening the 24/7 Truckin mobile application on your device.

2. Navigate to Invoices Section:

On the homepage of the application, "locate" and "tap" on the "Invoices" section to access the "invoice management".

3. Understand the Tabs: Within the "Invoices Section", you will find "three tabs":

a. Pending Invoices: This tab displays loads that are still "in progress". These loads have their "rate confirmation documents signed", but the "proof of delivery (POD)" is yet to be signed.

b. Due Invoices: In this tab, loads with "pending payments" are listed. All required documents, including "rate confirmation" and "POD", are signed for these loads.

c. Completed Invoices: Here, you will find loads for which "payments" have been "made" and "completed". Both the "rate confirmation document" and "POD" are signed for these loads.

4. Ensure Accuracy and Timeliness:

Utilize the application's "invoice section" to maintain accurate records of "bills" and "payments". Verify the details of each invoice to ensure correct invoicing and payment by clients.

Image 2: Pending Screen   Image 3: Due Screen   Image 4: Completed Screen
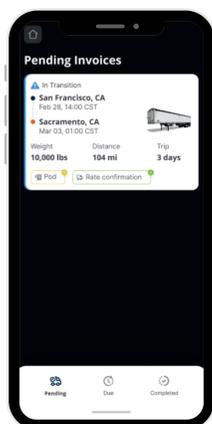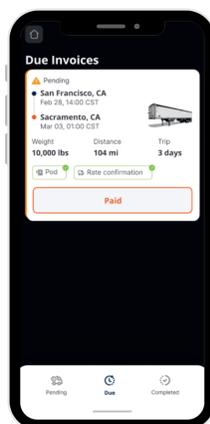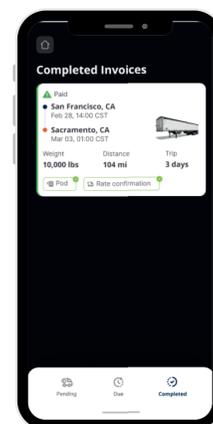
By following these steps, owner operators can efficiently assign drivers to trucks using the 24/7 Truckin mobile application, ensuring effective fleet management and optimized operations.