

# Driver Settlement Defaults (Carriers Only)

## ?? ADMINISTRATOR SETUP GUIDE

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The **Driver Settlement Defaults** tab allows carrier companies to configure how driver settlements and payroll calculations are handled within DynaTrail Dispatch.

These settings define the default currency used for settlements, the payroll cutoff period, and how exchange rates are applied when converting between currencies.

### ?? Note

This section is only used by carrier accounts. Broker-only accounts will not see this tab.

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## Opening Driver Settlement Defaults

To access the Driver Settlement Defaults section:

1. Click **Settings** from the main navigation menu
2. Select **Company Profile**
3. Click the **Driver Settlement Defaults** tab

This section contains configuration options used when calculating driver settlements and payroll.

## Driver Settlement Currency

This setting determines the default currency used when calculating driver settlements.

All settlement calculations will use this currency.

### ? Tip

Example settlement currency: **USD or CAD**

## Payroll Cutoff Date

The payroll cutoff date determines which trips are included in the current payroll period.

Trips completed before the cutoff date will be included in the current settlement cycle.

Trips completed after the cutoff date will be included in the next payroll cycle.

### ? Tip

Many companies set the cutoff date to match their monthly payroll schedule.

## Exchange Rate Handling

If your company operates across multiple currencies, DynaTrail Dispatch allows you to control how exchange rates are applied when calculating driver settlements.

Administrators can choose to allow the system to automatically apply exchange rates or manually set a specific rate.

## Automatic Exchange Rate

When automatic exchange rates are enabled, the system will automatically apply the current exchange rate when converting between currencies.

It will use the current exchange rate based on the date of the item being converted.

### ? Tip

Automatic exchange rates are recommended for companies that regularly operate across USD and CAD transactions.

## Manual Exchange Rate

If manual exchange rates are used, administrators can specify a fixed exchange rate when calculating settlements.

This allows companies to use their own internal exchange rate policies.

### ? Tip

Some companies use a fixed exchange rate for accounting consistency across settlement periods.

## Saving Driver Settlement Settings

After configuring your settlement settings:

1. Review the configuration options
2. Click **Update**

All driver settlements will now use these default settings.

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