Totally Internet Based Software

Settlements

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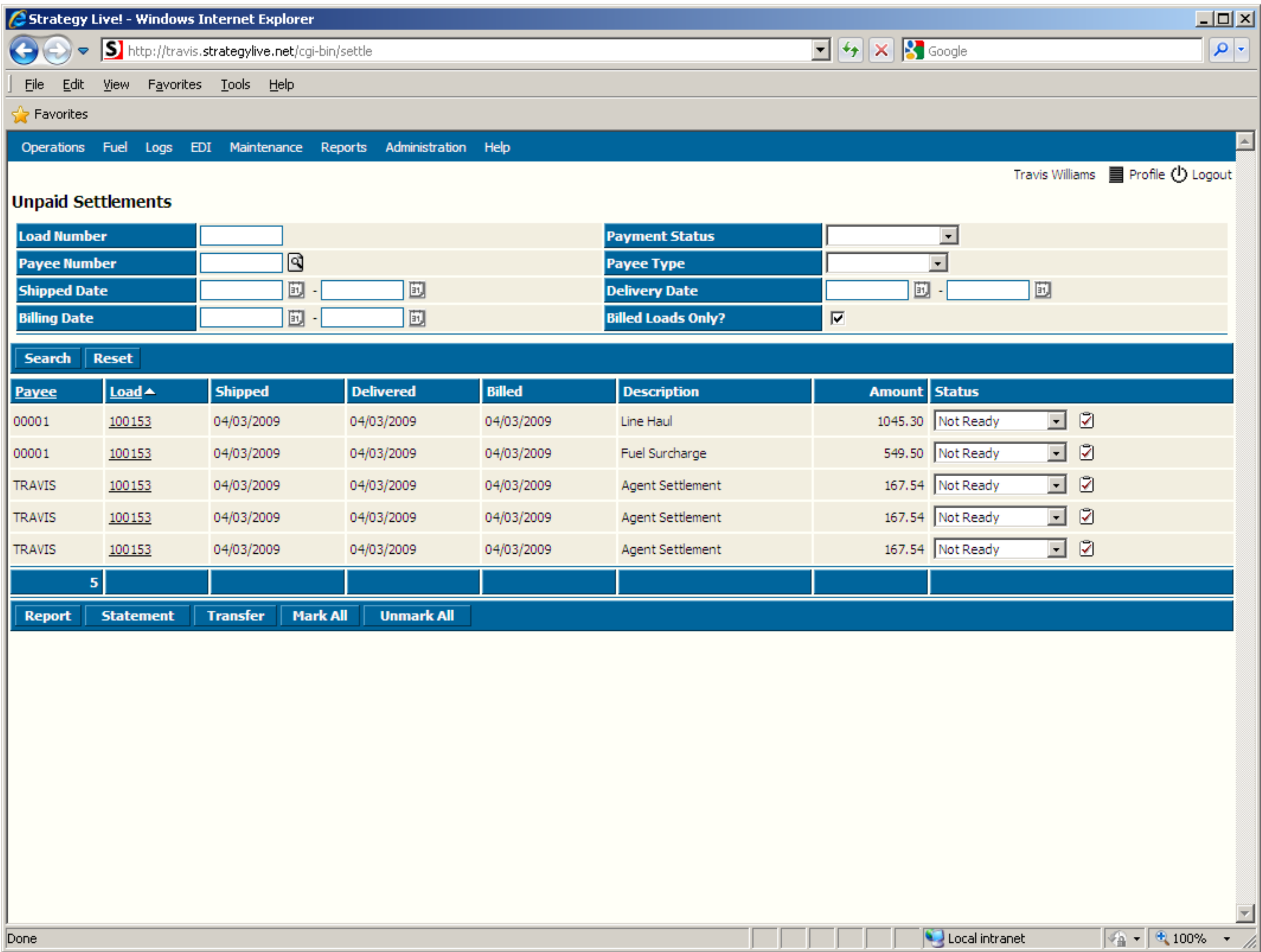
Company Drivers, Owner/Operators, and Carriers should have had their pay rates entered when they were manually entered into the system. See the System Setup documentation to setup the pay rates.

Viewing Unpaid Settlements

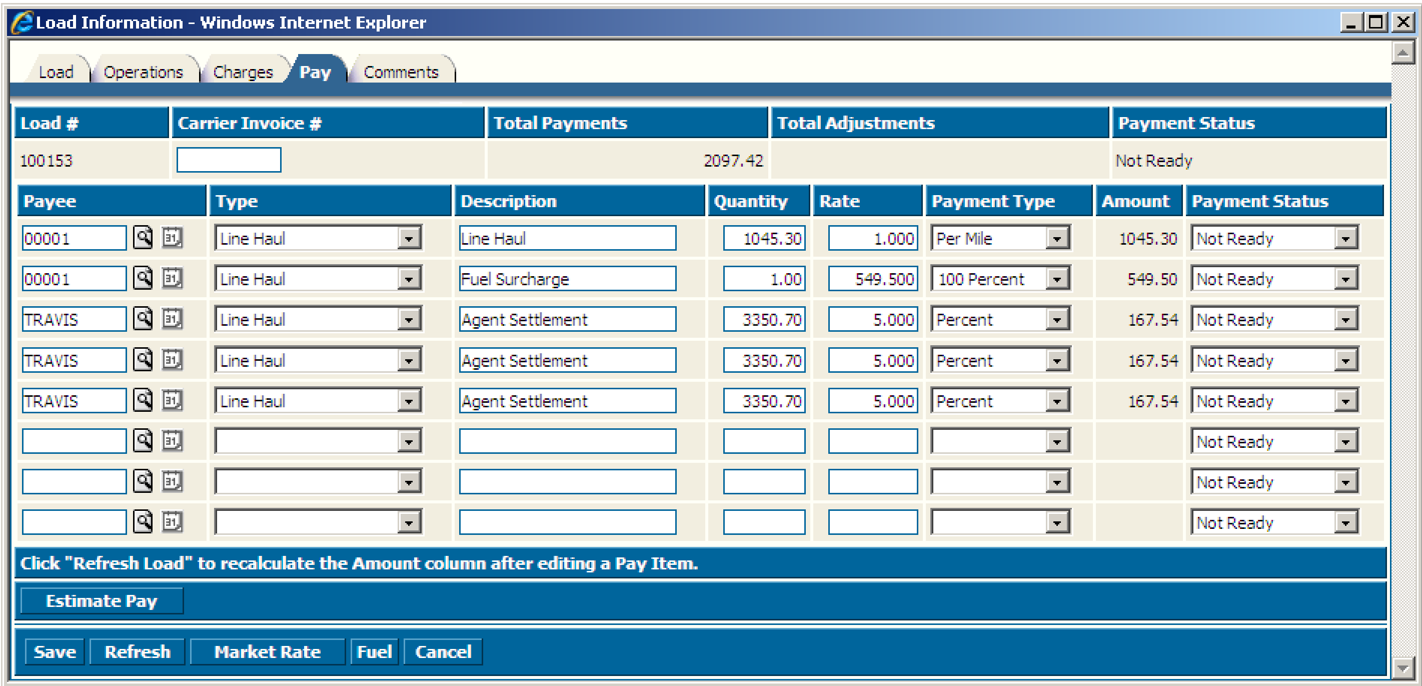
To view all of the Unpaid Settlements go to Operations> Settlements.

This will open the Unpaid Settlements screen. You can use the search filters at the top to show only the settlements you wish to work with.



Editing Settlements

Click on the load number to edit the settlement information for that load. Go to the Pay tab whenever the Load Information window opens. The Pay tab is where all of the settlement information will be entered.



Use the following field definitions to enter pay items:

Payee: The number of the Company Driver, Owner/Operator, or Carrier to be paid.
Type: The type of the item being paid for; this is divided into four categories: Payments, Advances, Deductions, or Reimbursements.
Description: The description of the item. This will automatically fill in with the Type if it left blank.
Quantity: The number of items being paid for.
Rate: The rate being paid per quantity.
Payment Type: The type for this payment item.
Amount: The total amount to pay for this item.
Payment Status: The current status of the payment items.

**Do not enter deductions as a negative number. The system knows how to calculate these with positive numbers entered. **

Printing Settlements

Strategy Live has the ability to print Settlement Reports and Settlement Statements. A report will print all of the payments without page breaks. A statement will print all of the payments with page breaks according to the payee. Be sure to change the status of each payment item that needs to be printed is change to Ready to Print.

Printing a Report

Once all of the items that are being processed are set to Ready to Print click the Report button at the bottom left of the screen. This will open the report in a .pdf window and the status will change to Ready to Transfer. Print the report from the new window. This window can be closed after the report is printed.

**If you do not want to print a report simply go to the next step. **

Printing a Statement

To print a statement simply click the Transfer button at the bottom right of the screen. This will open the statement in a .pdf window. Print the statement from the new window. This window can be closed after the statement is printed.

Transferring Settlements

Once all of the items that need to be transferred are set to Ready to Transfer click the Transfer button at the bottom left of the screen. This will open one or two transfer files (One file if using QuickBooks and two files if using Peachtree). Save these files to your desktop and close the window. All of the transferred items will become archived and will no longer show on the Unpaid Settlements screen.

Company Driver pay cannot be imported into accounting software. It will go directly to the archive.