

# strategy *Live!*

Totally Internet Based Software

## Settlements

Strategy Systems, Inc.  
PO Box 2136  
Rogers, AR 72757  
(479) 271-7400

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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.

The screenshot shows the 'Unpaid Settlements' screen in a web browser. The browser title is 'Strategy Live! - Windows Internet Explorer' and the address bar shows 'http://travis.strategylive.net/cgi-bin/settle'. The page has a navigation menu with 'Operations', 'Fuel', 'Logs', 'EDI', 'Maintenance', 'Reports', 'Administration', and 'Help'. The user is logged in as 'Travis Williams'.

The search form includes the following fields:

- Load Number:
- Payee Number:
- Shipped Date:  -
- Billing Date:  -
- Payment Status:
- Payee Type:
- Delivery Date:  -
- Billed Loads Only:

Below the search form is a table with the following data:

Payee	Load	Shipped	Delivered	Billed	Description	Amount	Status
00001	100153	04/03/2009	04/03/2009	04/03/2009	Line Haul	1045.30	Not Ready
00001	100153	04/03/2009	04/03/2009	04/03/2009	Fuel Surcharge	549.50	Not Ready
TRAVIS	100153	04/03/2009	04/03/2009	04/03/2009	Agent Settlement	167.54	Not Ready
TRAVIS	100153	04/03/2009	04/03/2009	04/03/2009	Agent Settlement	167.54	Not Ready
TRAVIS	100153	04/03/2009	04/03/2009	04/03/2009	Agent Settlement	167.54	Not Ready
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At the bottom of the table are buttons for 'Report', 'Statement', 'Transfer', 'Mark All', and 'Unmark All'.

## 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.

Load #	Carrier Invoice #	Total Payments	Total Adjustments	Payment Status
100153		2097.42		Not Ready

  

Payee	Type	Description	Quantity	Rate	Payment Type	Amount	Payment Status
00001	Line Haul	Line Haul	1045.30	1.000	Per Mile	1045.30	Not Ready
00001	Line Haul	Fuel Surcharge	1.00	549.500	100 Percent	549.50	Not Ready
TRAVIS	Line Haul	Agent Settlement	3350.70	5.000	Percent	167.54	Not Ready
TRAVIS	Line Haul	Agent Settlement	3350.70	5.000	Percent	167.54	Not Ready
TRAVIS	Line Haul	Agent Settlement	3350.70	5.000	Percent	167.54	Not Ready
							Not Ready
							Not Ready
							Not Ready

Click "Refresh Load" to recalculate the Amount column after editing a Pay Item.

Estimate Pay

Save Refresh Market Rate Fuel Cancel

Use the following field definitions to enter pay items:

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

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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.\*\***