ALIANZA FREIGHT LLC

User Instruction Manual

Vs 2.0

Table of Contents

1. Title Page
2. Table of Contents
3. User Agreement
4. Welcome Screen/Start Up
5. Main Menu
6. Order Entry – Customer/Broker
7. Order Entry – Origin/Destination
8. Order Entry – Cartage
9. Cartage Screen – Post Order Entry
10. Driver Instruction Report
11. Accounting Screen (Payment Processing)
12. Accounting Screen - Accounting Section
13. Accounting Screen - Driver/Additional Labor Section
14. Driver/Additional Labor Section - Handling of Advances and Receipts
15. Advances (Fuel Advances/Express Codes)
16. Load Boards and Schedule Board
17. Expenses/Equipment Maintenance
18. 1120 & Other C-Category
19. Equipment List
20. SAFER Log – Inspections and Citations
21. IFTA/IRP – Log Miles and Fuel Purchases
22. Personnel
23. Personnel – Individual Detail
24. Personnel – Payment History/W2 Worksheet
25. Financial Menu – Financial Reports
26. Tech Support Menu

License Agreement

This screen is only available during installation. Put the company name in as the Purchaser. The date field and license agreement number will auto populate. To register this product email the Purchaser and License number to contactus@alianzafreight.com. Select "Agree and Continue" to advance to "Welcome Page/Start Up" form.

Welcome Page/Start Up

This screen is used to setup screen and report headers. Also at time of install it can be used to start putting in information such as Personnel and Equipment to start building the database relationships and provide items for dropdown list fields. It is recommended to include the company as an individual, in Section 4, as wall as its' own Unit Identity in Section 5. When adding individuals in Section 4, it is important to use the title "Driver" for drivers and that a Group List Password is used.

0TechSupp | Company Set Up

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Welcome to Alianza Freight LLC Database

1. Please start by entering company information in the following fields.

License Number	Rel.2.0.00001
Company Name	ALIANZA FREIGHT LLC
Attn: Name	
Address	1108 Shadyglen Cir
City, St ZIP	Richardson, Tx 75081
Phone Number	469-996-5616
E-Mail Address	contactus@alianzafeight.com
Fax Number	
Web Address	alianzafreight.com
MC#	MC 911755
DOT#	USDOT 2589593
EIN	12-34567890
Contact Name	CHRIS
Contact Title	Manager/Member

2. These 4 lines will appear at the top of each screen. Suggestions have been provided, but can be changed.

Header Line 1	ALIANZA FREIGHT LLC
Header Line 2	469-996-5616
Header Line 3	MC 911755/USDOT 2589593
Header Line 4	EIN 12-34567890

3. These 4 lines will appear at the top of each Report. Suggestions have been provided, but can be changed. To add a logo Double Click in the blank square; otherwise remove space from the front of text, moving text to start of field.

Report Header Line	ALIANZA FREIGHT LLC
Report Header Line 2	1108 Shadyglen Cir
Report Header Line 3	Richardson, Tx 75081
Report Header Line 4	Ph 469-996-5616 MC 911755/USDOT 2589593

4. In order to get the Database started it is recomended to start with some basic information. Please add at least one driver. More details and additions can be provided later by selecting the "Personnel" section from Main Menu. Also enter a company nick name as a First Name with "Driver" as Title that can be used for company expenditures on the Expenses Form.
GroupGroup List Pass word Field:
Enter a Password that will unlock the Personnel Screen. This is a simple password protection to provide a very basic safeguard from someone being able to simply walk up to a computer and view personal data. Different "Personnel Group Lists" can be made by changing the "Group List Password" All entries for the same list need to use the same password. Do not leave the field blank, it will not bypass the system. It is still recommended to leave it on even if as simple as a single letter or number for each group. To Remove or Reset the password feature please email contactus@alianzafreight.com

First Name	Last Name	Title	Group List Password
		Driver	

Add Additional Names

5. Please enter a Truck Unit ID. To add a trailer at this time enter it on the next line and change "Truck" to "Trailer" More details and additional units can be entered in the Equipment Form from the button on the Main Menu Screen. Also enter a company nick name as an Unit ID to be used for company expenses.

Unit ID	Type
3	Truck
2	Truck
575	Truck

Record: 1 of 13 | No Filter | Search

6. To factor with Love's, please enter Love's Solutions Account ID. For more information to factor with Love's call 1 (800) OK-LOVES (655-6837) Please tell them you were referred by Alianza Freight LLC with code RROA01.
Loves Factor Account ID

Starting Tips

To return to this screen at a later time: Select Tech Support from Main Menu and select Company Setup.

On most table style screens each line can be Double Clicked to view information about a record. If there is a Blue Text Field in the line, double clicking will view information about that part of a record. Also, on those screens that allow a new entry, simply input data on the last line starting with an *. Or it is possible to jump to add new record by pressing the arrow with a little yellow burst at the bottom of the form. It is also possible to search forms by using the search box at the bottom of the form. Columns can also be sorted and filtered by right clicking in a given field. Order Entry screens have a Favorite column that a number 0-9 can be assigned to aid in a sorting preference. Then the records will be sorted alphabetically within each Favorite group.

On Forms Hot Keys have been placed on commonly used fields or sections for quick navigation. Press Alt key and the underscored letter to jump to a field or button.

The Logo in the upper right corner on the screens will close the current form, and return to the main menu.

Any problems, questions, future purchase/customization, or comments please email contactus@alianzafreight.com.

Main Menu

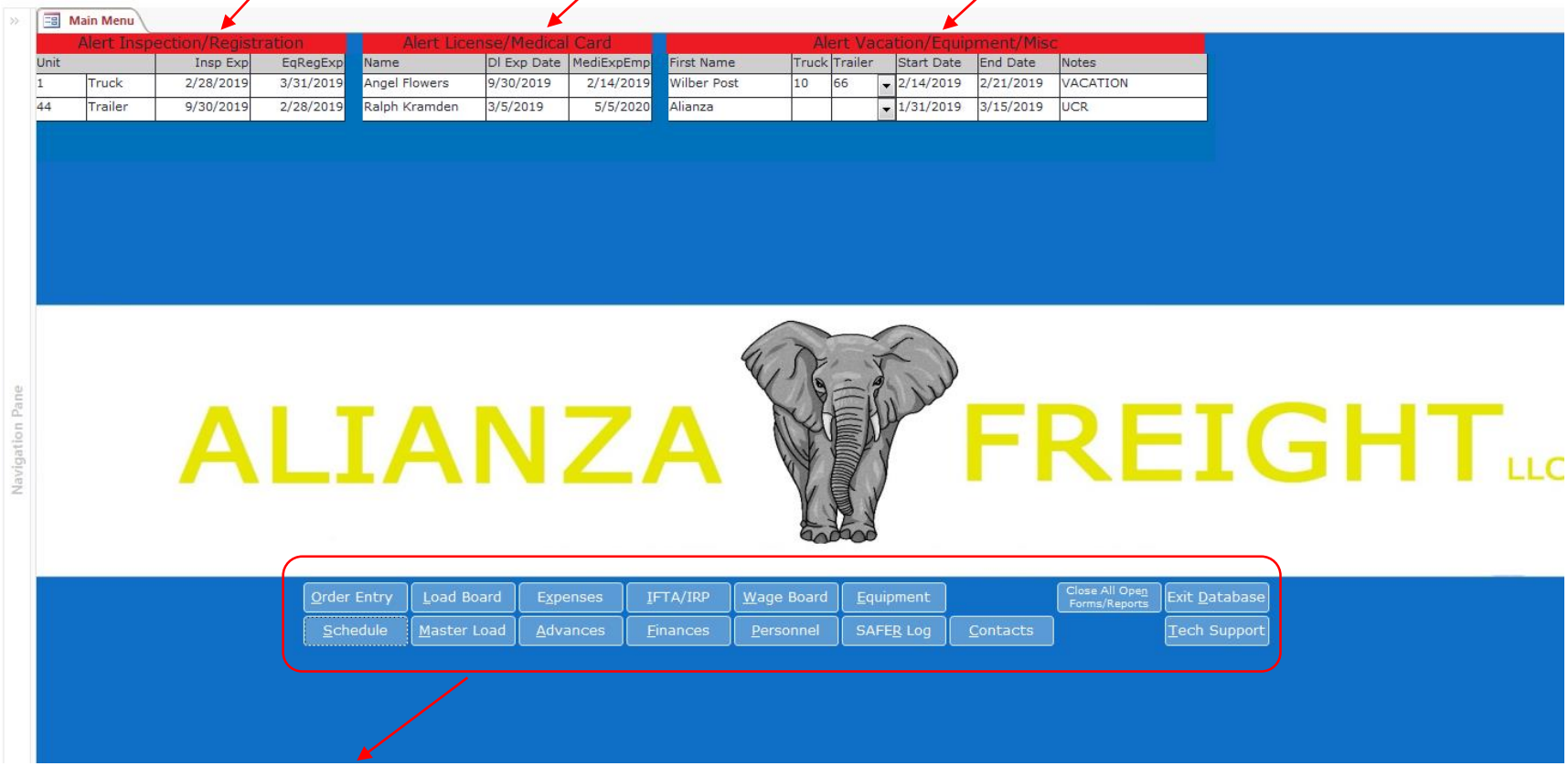
Navigation Pane

Main Menu

Alerts:
Inspection/Registration
<30 days; Edit on Equipment Screen

License/Medical Card
<30 days; Edit on Personnel Screen

Vacation/Equipment/Misc
<14 days; Edit on Schedule Screen



Unit		Insp Exp	EqRegExp
1	Truck	2/28/2019	3/31/2019
44	Trailer	9/30/2019	2/28/2019

Name	Dl Exp Date	MediExpEmp
Angel Flowers	9/30/2019	2/14/2019
Ralph Kramden	3/5/2019	5/5/2020

First Name	Truck	Trailer	Start Date	End Date	Notes
Wilber Post	10	66	2/14/2019	2/21/2019	VACATION
Alianza			1/31/2019	3/15/2019	UCR

- Order Entry – Opens Order Entry Screens; Pg. 6-9
- Schedule – Opens Schedule and Set Alert Table; Pg. 16
- Load Board – Opens Open Loads Table; Pg. 16
- Master Load – Opens All Loads Table; Pg.16
- Expenses – Opens Expense Form; Pg. 17
- Advances – Opens Express Codes Available Pg. 15
- IFTA/IRP – Opens IFTA/IRP Form And Report Options; Pg. 21
- Finances – Financial Related Menu for Forms & Reports; Pg. 25
- Wage Board - Estimate Driver/Labor Wages; Pg. 13-14
- Personnel – Opens Personnel List; Pg. 22-24
- Equipment – Opens Equipment List Table; Pg. 19
- SAFER Log – Record Inspections/Citations; Pg. 20
- Contacts – Opens Contact Table
- Close All Open Forms/Reports – Closes all tabs and return to main menu
- Exit Database – Closes program
- Tech Support – Opens screen for database setup and support help Pg. 26

Order Entry

Double Click Logo to close form and go to Main Menu

All screens through order entry work on the same format. To quick select information already on file, Double Click or press Enter Key on any field in the line. Insert new entries on a blank line at the bottom of the form. Editing a line item will change all records in the permanent file.

Main Menu | Order Entry Selection

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Select Customer/Broker

Double Click or Enter Key on any field on a line to select
*Insert New Company on Blank Line. Editing a record will change all records in permanent file.

Account#	Company Name	Address	City	State	Zip Code	Phone Number	Inside Rep	Favorite	Comment
MC911755	SeibertLLC	1108 Shadyglen Cir	Richardson	TX	75081-3719	469-996-5616	Chris	0	
MC163523	ALLEN LUND COMPANY	6800 Park Ten Blvd Ste 196W	SAN ANTINO	TX	78213	210-734-6095	Chris	1	ALLEN
MC123456	BROKERS R US	123 MAIN STREET	RICHARDSON	TX	75081	972-555-0275	Carol	1	AF
	CH ROBINSON	PO BOX 3470	CHICAGO	IL	60654		Chris	1	CHR
MC322572	Total Quality Logistics Inc	PO Box 799	Milford	OH	45150-0799	800-580-3101	Chris	1	TQL
	GTO 2000 INC	PO Box 2819	Gainesville	GA	30503-2819	800-966-0801	Chris	2	GTO
MC441472	ADDTRAN LOGISTICS, INC.	P.O. BOX 71946	ALBANY	GA	31708	229-438-0141	Chris	5	ADD
MC765587	AXLE LOGISTICS LLC	6915 OFFICE PARK CIRCLE	KNOXVILLE	TN	37909	888-440-1888	Chris	5	AL
MC722648-B	BARING LOGISTICS, LLC	149 COPPER CREEK DR.	LA VERNIA	TX	78121	830-947-4200	Chris	5	BL
	Bay and Bay Brokerage	2905 West Service Rd #2000	EAGAN	MN	55121	612-836-4530	Chris	5	BAB
MC385004	BENNETT INTERNATIONAL LO(	1001 INDUSTRIAL PARKWAY	MCDONOUGH	GA	30253	800-866-5500	Chris	5	BNS
MC644047	BMM LOGISTICS	209 W JACKSON AVE #903	CHICAGO	IL	60606	773-283-2599	Chris	5	BMM
MC333562	BRAND EXPRESS, INC.	1836 WATERFIELD CT.	BLUE SPRINGS	MO	64014	816-229-9762	Chris	5	BEI
MC598967	BRIDGER TRANSPORTATION L	186 GARDEN DRIVE SUITE 103	BOZEMAN, MT 59718	MT		406-586-0648	Chris	5	BT
MC626955	CALTEX FREIGHT BROKERAGE	1290 S Willis St Ste 116	ABILENE	TX	79605	325-600-4253	Chris	5	CAL
MC251704	Cavalry Logistics	12755 East Nine Mile Road	WARREN	MI	48089	800-282-0064	Chris	5	CL
MC410328	CENTRAL MARKETING ASSOC	222 EAST WILLIAM ST.	DELAWARE	OH	43015	740-363-1126	Chris	5	CMA
	CHOPTANK TRANSPORT	PO BOX 99	PRESTON	MD	21655	800-568-2240	Chris	5	CHOP
MC378809	Costal Carriers LLC	PO Box 480	Troy	MI	63379	636-528-8988	Chris	5	COSTAL
MC525361	COSTAL TRANSPORTATION SI	107 Marcon Drive	Lafayette	LA	70507	830-331-1070	Chris	5	CTS
MC889750	COYOTE LOGISTICS, LLC	191 E. DEERPATH ROAD	LAKE FOREST	IL	60045	847-295-2424	Chris	5	COY
MC873427	EDGE LOGISTIC LLC	27 WEST STREET	BROOKLYN	NY	11222	646-285-5705	Chris	5	EDGE
	FAK INC	PO BOX 5187	DENVER	CO	80217		Chris	5	FAK
	FLORES TRUCKING		DANVILLE	TX		806-240-1477	Chris	5	FLORES
MC965005	FRESH FREIGHT LLC	501 N 37TH DR STE 103	PHOENIX	AZ	85009	602-491-1988	Chris	5	FRESH
MC217910	FULLEN TRANSPORTATION SEI	P. O. BOX 18488	MEMPHIS	TN	38181	901-368-4900	Chris	5	FULL
MC501299B	GLOBALTRANZ	5415 E High St, Suite#460, Bld	PHOENIX	AZ	85054	866-275-1407	Chris	5	GTZ
MC585043	GOOD TO GO TRANSPORTATI	4913 S. ALMA SCHOOL RD #2	CHANDLER	AZ	85248	888-424-6808	Chris	5	G2G
MC338107	HAULMARK SERVICES INC	7171 HWY 6 N #109	HOUSTON	TX	77095	281-345-0911	Chris	5	HAUL
MC596655	INTEGRITY EXPRESS LOGISTI	4420 COOPER RD STE 400	BLUE ASH	OH	45242	888-374-5138	Chris	5	IEL
MC167225	LANDSTAR LIGON	PO BOX 19139	JACKSONVILLE	FL	32245	800-435-1791	Chris	5	LSL
MC694524	LEGION LOGISTICS, LLC	2606 TWIN HILLS CT	UNION	KY	41091	859-384-1726	Chris	5	LEG
MC646702	LEONARDS EXPRESS	PO Box 25130	Farmington	NY	14425		Chris	5	LEONARDS
MC202155	LIGHTHOUSE TRANSPORTATIO	PO BOX 188067	ERLANGER	KY	41018	859-426-5333	Chris	5	LTS

Record: 3 of 48 | Filtered | Search

Navigation Pane

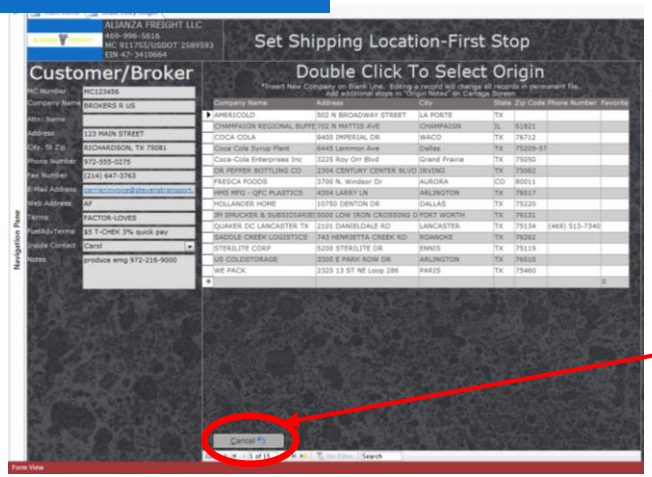
Form View | CAPS LOCK | NUM LOCK

This column aids in sorting the table. By default the table is sorted first by the Favorite group number, then by Company Name. To temporarily sort or filter on other criteria right click in a field on the column and select function. If you want to hide a line from the list type "Hide" in the Favorite column. To view later, click on "Filtered" at the bottom of the form.

Click on arrow with yellow box to jump to a blank line to add new Customer/Broker

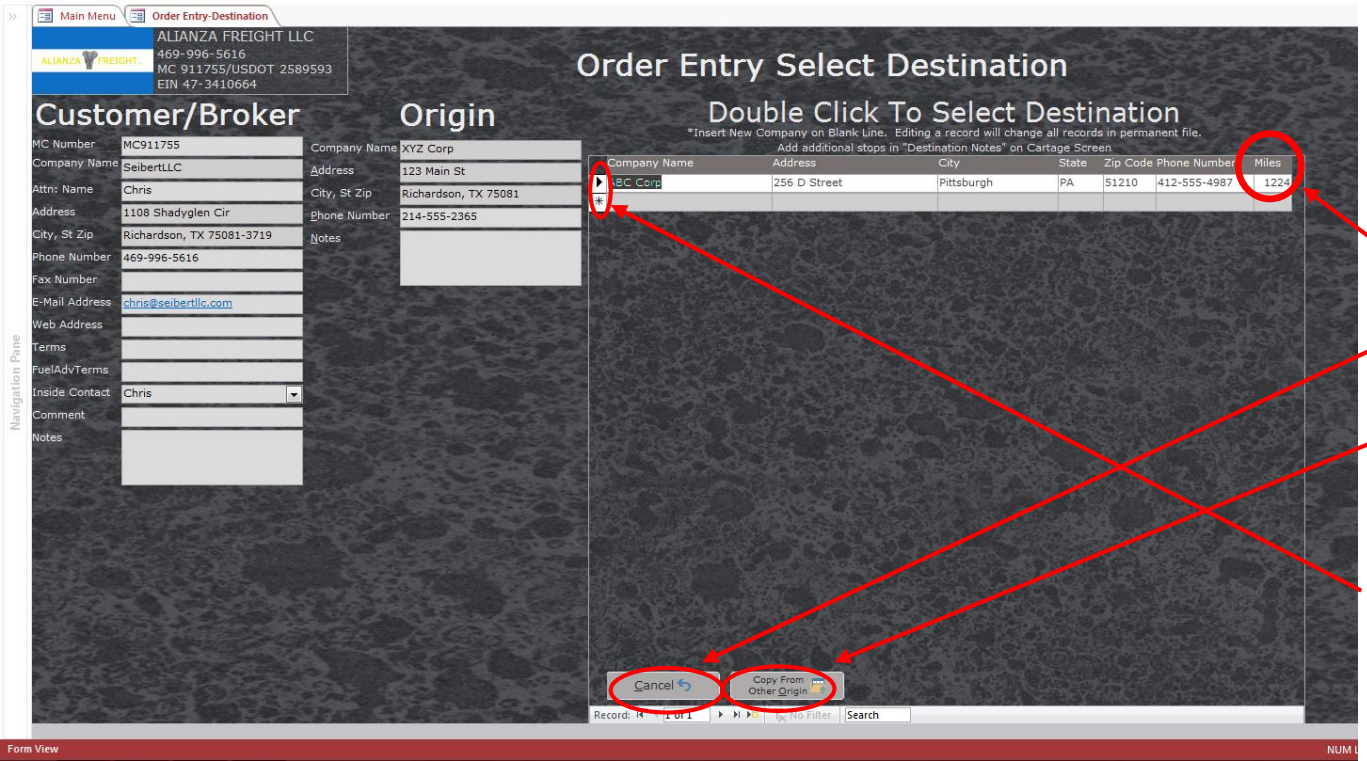
Click on Filtered to view all records

Order Entry: Origin and Destination Tables



Enter the first shipping location on the Origin Table. Additional shipper stops can be added in the Origin Notes field on the Cartage screen. The Origin Table is directly related to a Customer/Broker. Each Customer/Broker will have its' own set of shippers. Same applies to Destination Table, each shipper has its' own set of destinations.

Cancel: Return to previous screen to reselect or edit Customer/Broker locked fields.



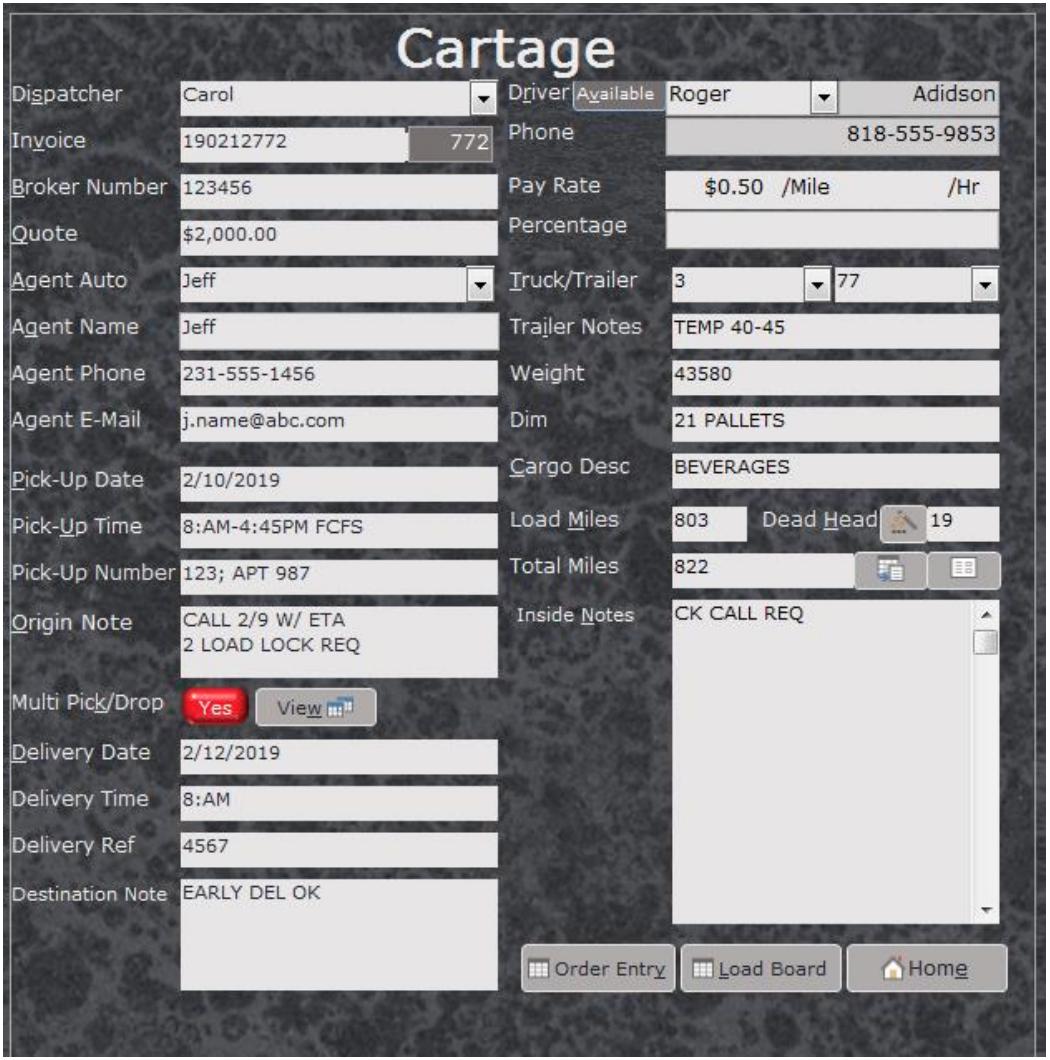
When dealing with additional receivers, the information on this screen is what will be shown on the invoice. So most customers choose to put the final stop here and list the first and any extra stops in the Destination Notes field on the Cartage screen.

Miles: Enter miles between Origin and Destination for reference on future repeat business.

Cancel: Return to previous screen to reselect or edit Origin locked fields.

Copy From Other Origin: Opens table showing all Destinations on file. To copy, First click "Copy From Other Origin" button, then right click on arrow at beginning of line on the record to be copied and select copy. Then click Cancel Button on the open table. Returning back to this form, right click on the line beginning with * and select paste.

Order Entry-Cartage



Invoice: Required field. Will auto populate with a record lock number, but can be edited to fit an internal numbering/lettering format.

Quote: Needs to be <>0 (greater or less than 0) for order to show on open Load Board Screen.

Agent Auto: Will auto populate Agent Name, Phone and Email from the Contacts table. "Agent" must be in the Title column to appear in the drop down List. (Not required, and not recommended to add for one time customers.) This is only available when building the order.

Origin/Delivery Notes: Text that will show on Driver Instructions

Multi Pick/Drop: Click gray button to change to "Yes" then "View" button to Add/Edit/View

Available Button: Opens Schedule screen to view current schedule and unavailable personnel or equipment.

Driver: Select the primary driver. If not known at the time of booking leave the field empty. The Primary Driver can be added or changed, as well as, additional drivers or assistants can be added once the load is built from the Accounting screen. The Pay rate fields will auto populate with details set in the Personnel Detail screen, but can be adjusted on a case by case basis. Pay rates for a specific load can also be adjusted on the Accounting screen.

Dead Head Button: Opens a window to view last few locations of deliveries to help calculate miles to get to the this pick up.

Total Miles Buttons:
- Form to Text Button: Opens a report in text format that can be sent by email to a mobile device.
- Form Button: Opens a report that can be sent by email to another email or mobile device as a formatted PDF.

Inside Notes: Private notes that will not show on Driver Sheets or invoices.

Order Entry Button: Start a new order in Order Entry

Load Board Button: Closes Cartage and opens Load Board

Home: Closes Cartage and opens Main Menu

Cartage Screen-Post Order Entry

The Load Cartage screen is similar to layout and function of the Order Entry Cartage Form.

Main Menu | CARTAGE

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Load Board | Master Load

Customer/Broker

MC Number	MC987654
Company Name	ABC BROKER
Attn: Name	
Address	6800 Park Blvd Ste 196
City, St ZIP	SAN ANTINO
Phone Number	210-555-8969
Fax Number	210-733-9902
E-Mail Address	
Comment	WSE
Terms	adv -2%+comck fee
FuelAdvTerms	<1k=$4.5;<2k=$9;<3k=13.50
Inside Contact	Chris
Notes	

Origin

Company Name	COCA-COLA SYRUP PLANT
Address	6445 LEMMON AVE
City, St ZIP	DALLAS, TX 75209
Phone Number	
Notes	19 MILE FROM YARD

Destination

Company Name	MCLANE WESTERN
Address	2100 STATE HIGHWAY 119
City, St Zip	LONGMONT, CO 80504
Miles	803
Phone Number	
Notes	

Cartage

Record Lock	772
Dispatcher	Ralph
Invoice	190212772
Quote	$2,000.00
Balance	$2,000.00
Broker Number	123456
Agent Name	Jeff
Agent Phone	231-555-1456
Agent E-Mail	j.name@abc.com
Pick-Up Date	2/10/2019
Pick-Up Time	8:AM-4:45PM FCFS
Pick-Up Number	123; APT 987
Pick-Up Notes	CALL 2/9 W/ ETA 2 LOAD LOCK REQ
Multi Pick/Drop	Yes
Trailer Note	TEMP 40-45
Weight	43580
Dim	21 PALLETS
Cargo Desc	BEVERAGES

Driver	Available Roger Adidson
Phone	818-555-9853
Texting Email	
Mile Rate	$0.50 /Mi X 822
Hour Rate	/Hr X
Percentage	OtHr
Truck/Trailer	3 77
Load Miles	803 Dead Head 19
Total Miles	822
Delivery Date	2/12/2019
Delivery Time	8:AM
Delivery Ref	4567
Delivery Notes	EARLY DEL OK
Inside Note	CK CALL REQ

Add additional labor with the right arrow with the yellow burst below

+ Labor | 1 of 1 | No Filter

Text | PDF | Accounting Screen | Close Form

Form View | CAPS LOCK | NUM LOCK

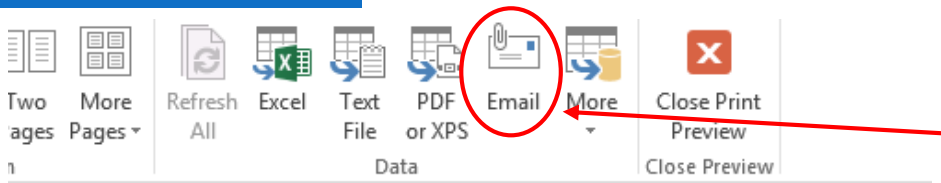
Fields that are a darker gray are locked to protect the integrity of data in the permanent file. If necessary to edit, double click in a field and the Edit Warning/Instruction will launch.

Also if a load is cancelled this procedure can be used to reassign an invoice number to a new load.

Additional labor can be added on this screen by clicking on the arrow with a yellow box.

Mileage Pay Rate and Paid Miles, Hour Pay Rate And Hours, and Percentage Pay can be altered here. This can also be done on the Accounting Screen where it is also possible to see the wages calculate.

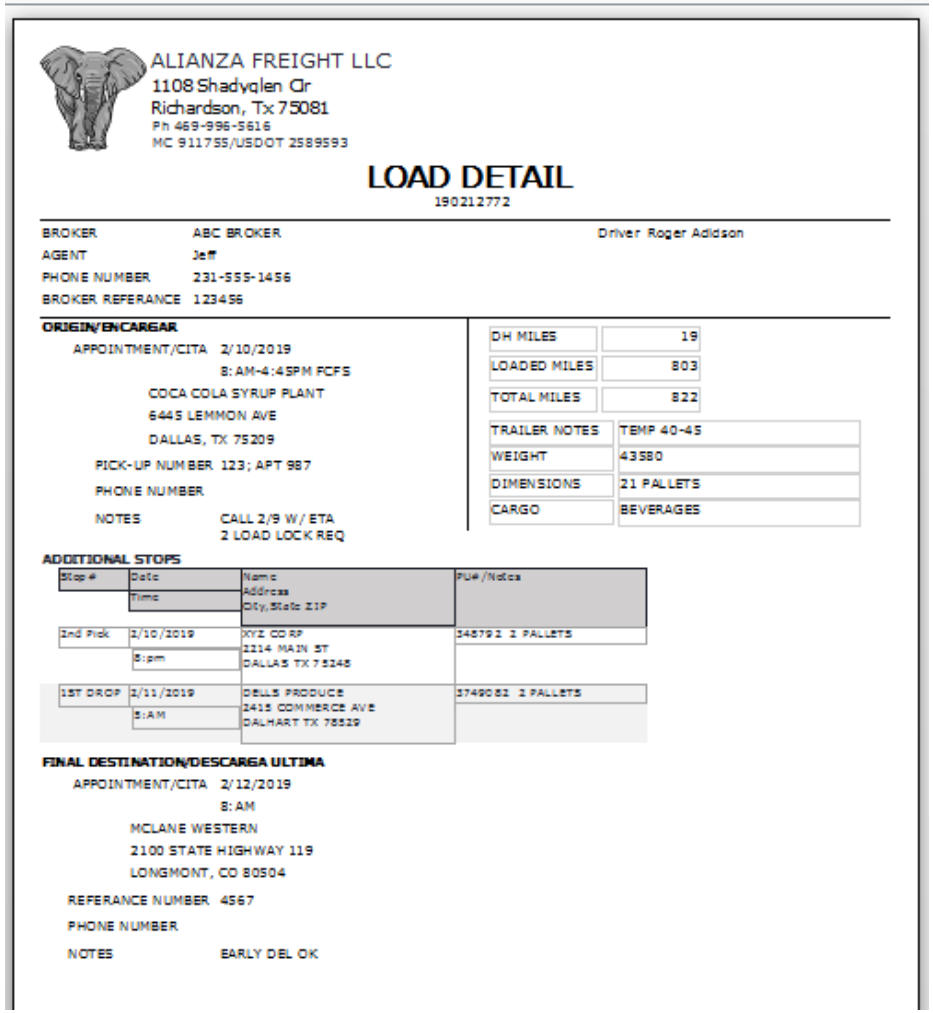
Driver Instruction Page



This report is generated by the Total Miles PDF Button.

Click to send text message via email. In the "To" field, type phone number followed by the @Domain.Com Ex 5555555555@domain.com. Some versions of outlook this feature is not permitted. In that case click "Text" Or "PDF", then send file as an attachment from your email.

AT&T: number@txt.att.net
T-Mobile: number@tmomail.net)
Verizon: number@vtext.com (text-only), number@vzwpix (text + photo)
Sprint: number@messaging.sprintpcs.com or number@pm.sprint.com
Virgin Mobile: number@vmobl.com
Tracfone: number@mmst5.tracfone.com
Metro PCS: number@mymetropcs.com
Boost Mobile: number@myboostmobile.com
Cricket: number@mms.cricketwireless.net
Ptel: number@ptel.com
Republic Wireless: number@text.republicwireless.com
Google Fi (Project Fi): number@msg.fi.google.com
Suncom: number@tms.suncom.com
Ting: number@message.ting.com
U.S. Cellular: number@email.uscc.net
Consumer Cellular: number@cingularme.com
C-Spire: number@cspire1.com
Page Plus: number@vtext.com



ALIANZA FREIGHT LLC
1108 Shadyglen Dr
Richardson, Tx 75081
Ph 469-996-5616
MC 911755/USDOT 2589593

LOAD DETAIL
190212772

BROKER ABC BROKER
AGENT Jeff
PHONE NUMBER 231-555-1456
BROKER REFERANCE 123456

Driver Roger Addison

ORIGIN/ENCARGAR
APPOINTMENT/CITA 2/10/2019
8:AM-4:45PM FCFS
COCA COLA SYRUP PLANT
6445 LEMMON AVE
DALLAS, TX 75209
PICK-UP NUMBER 123; APT 987
PHONE NUMBER
NOTES CALL 2/9 W/ ETA
2 LOAD LOCK REQ

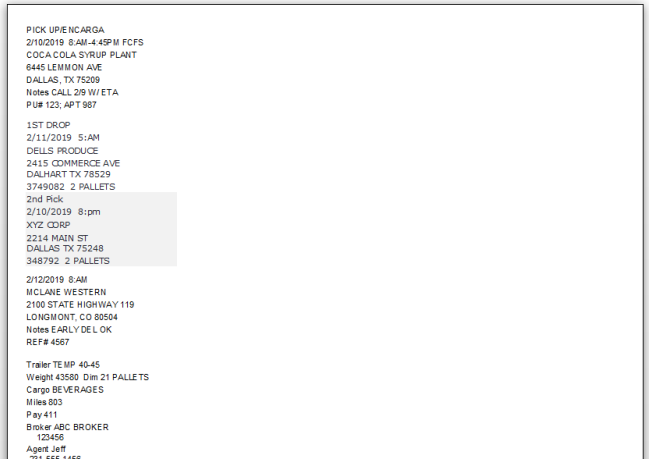
DH MILES	19
LOADED MILES	803
TOTAL MILES	822
TRAILER NOTES	TEMP 40-45
WEIGHT	43580
DIMENSIONS	21 PALLETS
CARGO	BEVERAGES

ADDITIONAL STOPS

Stop #	Date / Time	Name / Address / City,State ZIP	PU#/Notes
2nd Pick	2/10/2019 5:pm	XYZ CORP 2214 MAIN ST DALLAS TX 75248	348792 2 PALLETS
1ST DROP	2/11/2019 5:AM	DELLS PRODUCE 2415 COMMERCE AVE DALHART TX 78529	3749082 2 PALLETS

FINAL DESTINATION/DESCARGA ULTIMA
APPOINTMENT/CITA 2/12/2019
8:AM
MCLANE WESTERN
2100 STATE HIGHWAY 119
LONGMONT, CO 80504
REFERANCE NUMBER 4567
PHONE NUMBER
NOTES EARLY DEL OK

The Text File Button will generate a report that the text can be copied and pasted in to the body of email, This is helpful if some drivers have difficulties receiving PDF or image texts.



PICK UP/ENCARGA
2/10/2019 8:AM-4:45PM FCFS
COCA COLA SYRUP PLANT
6445 LEMMON AVE
DALLAS, TX 75209
Notes CALL 2/9 W/ ETA
PU# 123; APT 987

1ST DROP
2/11/2019 5:AM
DELLS PRODUCE
2415 COMMERCE AVE
DALHART TX 78529
3749082 2 PALLETS
2nd Pick
2/10/2019 8:pm
XYZ CORP
2214 MAIN ST
DALLAS TX 75248
348792 2 PALLETS

2/12/2019 8:AM
MCLANE WESTERN
2100 STATE HIGHWAY 119
LONGMONT, CO 80504
Notes EARLY DEL OK
REF# 4567

Trailer TEMP 40-45
Weight 43580 Dim 21 PALLETS
Cargo BEVERAGES
Miles 803
Pay 411
Broker ABC BROKER
123456
Agent Jeff

Accounting Screen (Payment Processing)

Quick reference of the load details. Click on Cartage Button to go to the Cartage Screen to view more details.

Quote: Normally, leave the original contracted rate in this field and add Lumper, Adv Fees, Factoring and ect. to the adjustment section. All advances and adjustments will be calculated in to the balance as well as automatically being recorded to Income/Expense Report. Also changing the quote amount. Will update percentage pay in the Driver/Additional Labor section. The amount in the Diver/Additional Labor Section can be over keyed afterwards if a different amount is needed..

Main Menu | Accounting Screen

ALIANZA FREIGHT LLC
469-996-5616
MC 011755/USDOT 2589593
EIN 47-3410664

Payment Processing

Invoice 190212772
Broker ABC BROKER
Broker Number 123456
Shipper 2/10/2019
COCA COLA SYRUP PLANT
DALLAS, TX
Dead Head Miles 19
Consignee 2/12/2019
MCLANE WESTERN
LONGMONT, CO
Loaded Miles 803
Total Miles 822
Terms adv -2%+comck fee
Advance Terms <1k=$4.5;<2k=$9;<3k=13.50
EMAIL
FAX 210-733-9902
Inside Note CK CALL REQ
Cartage

Status Invoiced
Quote $2,000.00

*Advances *Grand Total will update after leaving Section $800.00

Amount	Date	Advance Type	Express Code
$800.00	2/17/2019	Comchek	2504493569875555

Issue Funds
*Advance Total $800.00

*Adjustments *Grand Total will update after leaving Section $97.32

Amount	Other/C Category	Invoice Note	1120 Category
($20.50)	Factor & Cash Adv Fee	Adv Fee	Other Deductions
$125.00	Lumper	Lumper	Lumper
($47.18)	Factor & Cash Adv Fee	Factor	Other Deductions
$40.00	Detention	Detention	Other Income

Enter Factor/Adv Fee or Partial Payment as negative number: Lumper or Detention as positive
*Adjustment Total $97.32

Date Invoiced 2/17/2019
Due Date Upon Receipt
Create Invoice Invoice
ACH $40.00
Wire
Fuel Account
Loves Express
Factor Invoice with Loves
Invoice Header Note *REVISED INVOICE* BILLING FOR DETENTION
Final Payment $1,257.32
Reference sch 163
Receipt# 190212772
Date Paid 2/17/2019
Balance $40.00

Settlement
Load Board
Master Load
Close

Driver/Additional Labor

Driver Roger Addison
Mile Rate $0.50 /Mile @ 822 $411.00
Hour Rate /Hour @
% Rate /Base @ $2,000.00
OT Rate /Hour @
Gross Pay $411.00

*Adjustments $20.00

Amount	Date	Description
($20.00)	2/11/2019	ADVANCE
$40.00	2/12/2019	DETENTION

Enter Advances as a negative number in Adjustments, and as a positive in Issue Payment
*Total Adjustments $20.00
Net Pay Estimate $431.00

Issue Payment

Amount Paid	Date Paid	Load Ref#
$20.00	2/11/2019	190212772

Description ADVANCE
Instrument Referance Number
Fuel Acct 16934
1120 Category Other/C Category
Other Deductions Contract Labor
Paid in Full
# of Payments 1 of 1

Compensation Report | Wage Board | Pay Ledger

Add additional labor with the right arrow with the yellow burst below
+ Labor 1 of 1 No Filter Search

Form View CAPS LOCK NUM LOCK FILTERED

Invoice Button: Generates Invoice report. The Due Date can be worded to fit the payment terms (ex. "2 Day Quick Pay; Email ComCk#; Net 30"; 11/30/17 & ect).

If factoring with Love's, the ACH field will automatically populate. These fields can be edited for type of payment preferred. Click the Love's logo to generate a Love's BOS with Invoice.

Settlement Button: Generates a receipt report after final payment has been recorded.

Accounting Section

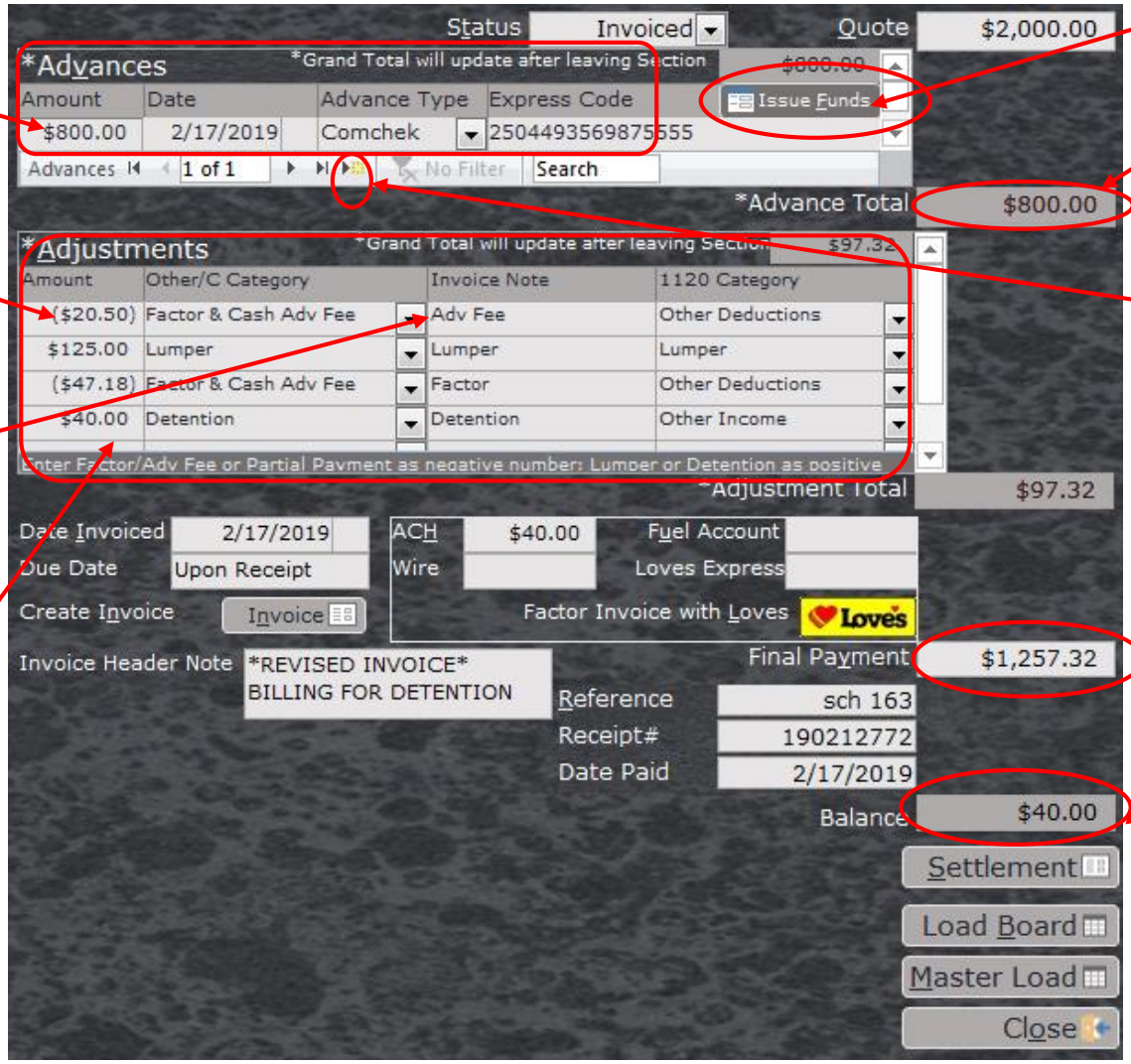
When receiving an express code for a fuel advance, lumper, or final quick pay, record the amount the the express code can be cashed for, in the Amount field. (Leave Final Payment zero if received express code for settlement.)

Record Advance Fee as a negative number, separately from the express code advance amount (as positive). Record the Fee as "Factor/Cash Adv Fee" in the Other/C Category Field and as "Other Deduction" in the 1120 Category Field. Then change "Invoice Note" to "Adv Fee" for example. All "Other Deductions" should be listed as negative numbers.

When a Lumper and/or Detention is added to the load it is recommended to leave the original quote amount the same and add the Lumper and/or Detention amounts in the Adjustments section as positive numbers For a lay-over amount use "Detention" in the "Other/C Category field and change "Invoice Note" to "Layover".

If a Lumper is not going to be reimbursed, record the expense on the Expense screen as 1120 Category-Other Deduction; C Category-Lumper.

Do not duplicate the adjustments made on this screen with the Expenses screen. The adjustments will automatically flow to the Income/Expense Report.



Issue Funds Button: Opens Advances screen to view express codes and amounts available.

Auto calculates total from Advances section.

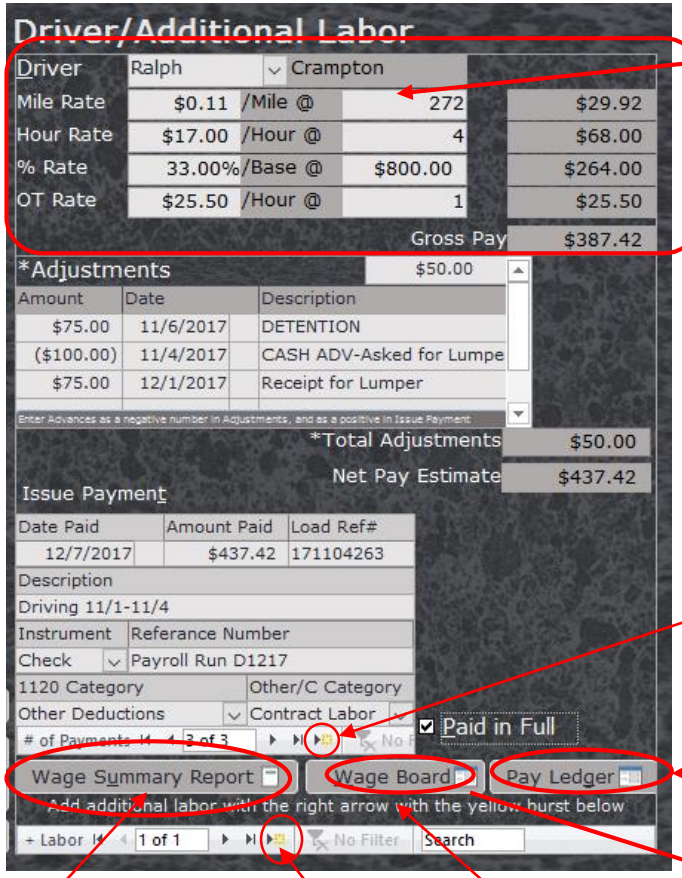
To add additional express codes, click on the arrow with the yellow box.

Auto calculates total from adjustments section.

Suggestion: Use "Journal Entry" in the Other/C Category record a transaction to balance the total but that will not calculate into the Income/Expense Report. For example record a partial payment or billing error as a Journal Entry. The total Quote amount will post to the Income report upon putting in a date for the final payment.

Auto calculates Balance. (Quote-Advances+/-adjustments-payments)

Driver/Additional Labor Section



All fields have been filled in to demonstrate calculations. Normally, fill-in only the field relevant to pay and leave the others blank.

Suggestion: If a driver gets a different mile rate within a trip, (For example, the driver only gets paid half rate for empty miles), treat the different pay rate as an additional driver for the load and change the Mile Rate and number of miles accordingly.

To add additional Payments click on arrow with yellow box.

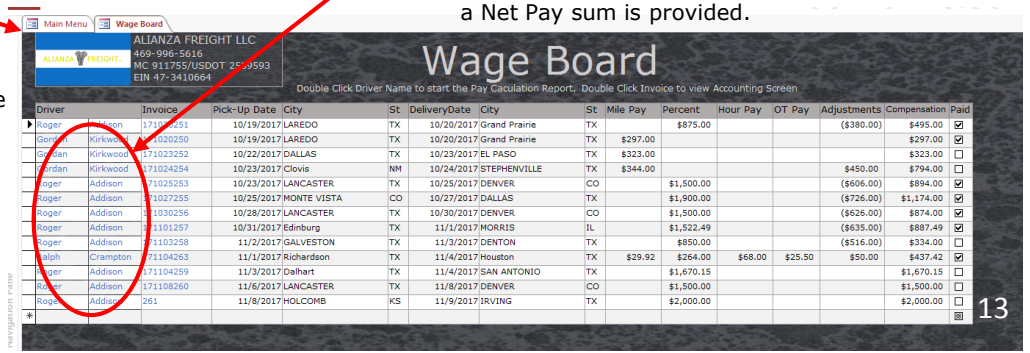
Pay Ledger Button: Opens a date range table for the individual showing Pay History.

Wage Board Name Fields: Opens a date range report for the individual, where pay calculation is broken down and a Net Pay sum is provided.

Wage Summary Report Button: Opens a date range report for the individual, where pay calculation is broken down and a Net Pay sum is provided.

To add additional labor (or millage differential rate) click on arrow with yellow box.

Wage Board Button: Opens a table by date selection that shows all labors' estimated earnings and if already paid in full.



Driver		Invoice	Pick-Up Date	City	St	DeliveryDate	City	St	Mile Pay	Percent	Hour Pay	OT Pay	Adjustments	Compensation	Paid
Roger	Addison	171[illegible]251	10/19/2017	LAREDO	TX	10/20/2017	Grand Prairie	TX		$875.00			($380.00)	$495.00	☑
Gordon	Kirkwood	171020250	10/19/2017	LAREDO	TX	10/20/2017	Grand Prairie	TX	$297.00					$297.00	☑
Gordan	Kirkwood	171023252	10/22/2017	DALLAS	TX	10/23/2017	EL PASO	TX	$323.00					$323.00	☐
Gordan	Kirkwood	171024254	10/23/2017	Clovis	NM	10/24/2017	STEPHENVILLE	TX	$344.00				$450.00	$794.00	☐
Roger	Addison	171025253	10/23/2017	LANCASTER	TX	10/25/2017	DENVER	CO		$1,500.00			($606.00)	$894.00	☑
Roger	Addison	171027255	10/25/2017	MONTE VISTA	CO	10/27/2017	DALLAS	TX		$1,900.00			($726.00)	$1,174.00	☑
Roger	Addison	171030256	10/28/2017	LANCASTER	TX	10/30/2017	DENVER	CO		$1,500.00			($626.00)	$874.00	☑
Roger	Addison	171101257	10/31/2017	Edinburg	TX	11/1/2017	MORRIS	IL		$1,522.49			($635.00)	$887.49	☑
Roger	Addison	171103258	11/2/2017	GALVESTON	TX	11/3/2017	DENTON	TX		$850.00			($516.00)	$334.00	☐
Ralph	Crampton	171104263	11/1/2017	Richardson	TX	11/4/2017	Houston	TX	$29.92	$264.00	$68.00	$25.50	$50.00	$437.42	☑
Roger	Addison	171104259	11/3/2017	Dalhart	TX	11/4/2017	SAN ANTONIO	TX		$1,670.15				$1,670.15	☐
Roger	Addison	171108260	11/6/2017	LANCASTER	TX	11/8/2017	DENVER	CO		$1,500.00				$1,500.00	☐
Roger	Addison	261	11/8/2017	HOLCOMB	KS	11/9/2017	IRVING	TX		$2,000.00				$2,000.00	☐

Driver/Additional Labor-Special Accounting

A recommended suggestion is to record all advances and partial payments. When doing so, record the amount as a negative number in the Adjustment section and as a positive number in the Issue Payment section with the normal payment categories used when paying that individual.

*Adjustments ($25.00)

Amount	Date	Description
$75.00	11/6/2017	DETENTION
($100.00)	11/4/2017	CASH ADV

Enter Advances as a negative number in Adjustments, and as a positive in Issue Payment

*Total Adjustments ($25.00)

Net Pay Estimate $239.00

Issue Payment

Date Paid	Amount Paid	Load Ref#
11/4/2017	$100.00	171104263

Description: CASH ADV

Instrument	Referance Number
Comchek	987654321

1120 Catagory	Other/C Catagory
Other Deductions	Contract Labor

# of Payments 1 of 1 ☐ Paid in Full

For Reimbursement, the process is reversed. The Adjustment will be the positive number and the payment will be a negative number.

The Reimbursement receipt (expense) will need to processed on the appropriate screen (ex. Expense screen for general receipts; IFTA for Fuel; Payment Processing-Load Adjustment for Lumper.

*Adjustments $50.00

Amount	Date	Description
($100.00)	11/4/2017	CASH ADV-Asked for Lumpe
$75.00	12/1/2017	Receipt for Lumper

Enter Advances as a negative number in Adjustments, and as a positive in Issue Payment

*Total Adjustments $50.00

Net Pay Estimate $314.00

Issue Payment

Date Paid	Amount Paid	Load Ref#
12/2/2017	($75.00)	171104263

Description: Lumper Receipt Turned IN

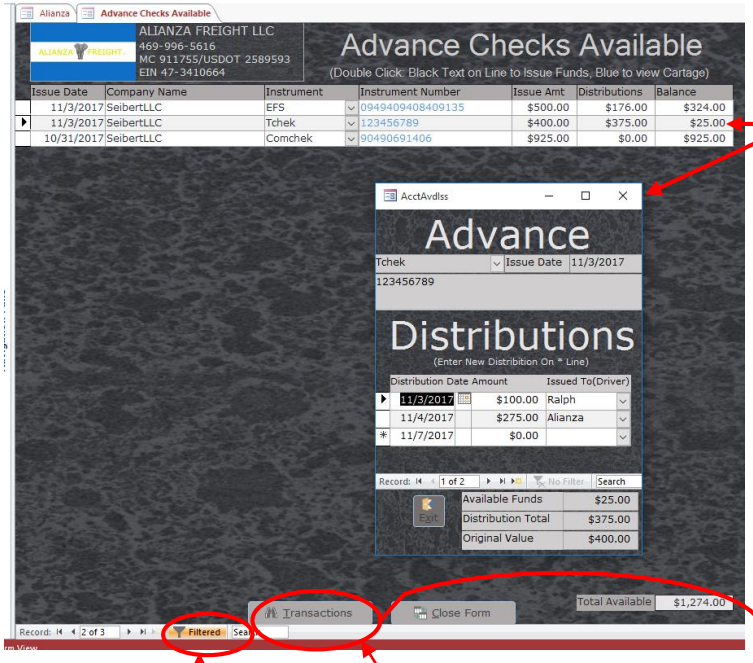
Instrument	Referance Number
Check	Payroll D1715

1120 Category	Other/C Category
Other Deductions	Contract Labor

# of Payments 2 of 3 ☐ Paid in Full

Use the standard 1120 and Other/C Categories for the individual. This will keep the Individual from being doubled-taxed , meanwhile the company will get the appropriate tax deduction.

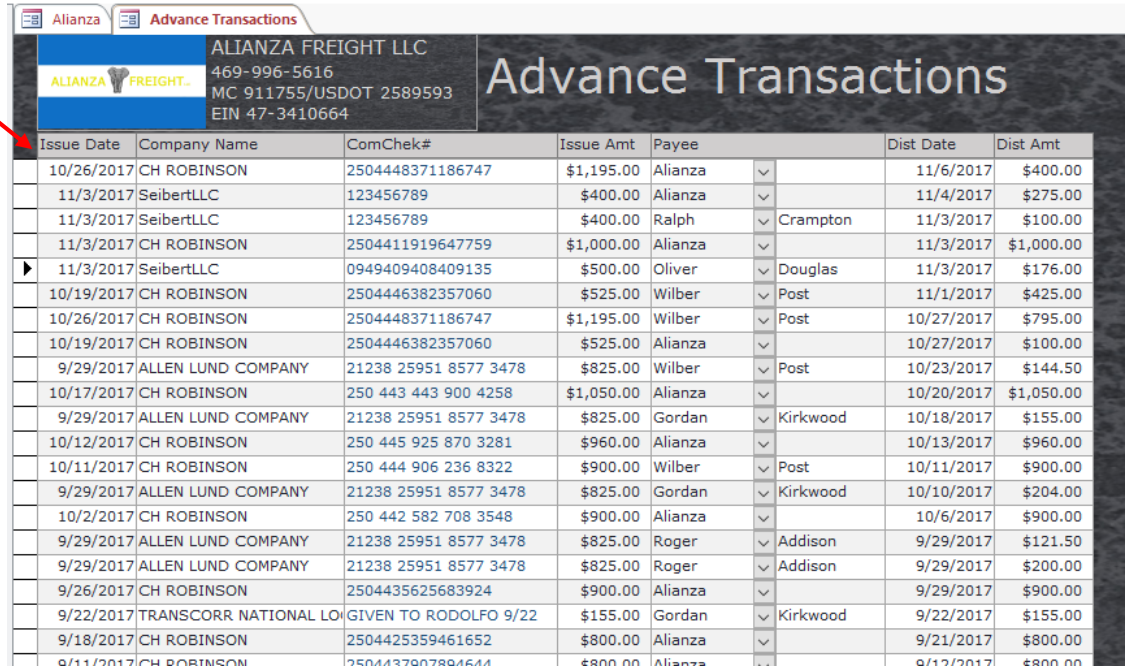
Advance Tracking



Double click on black text in a line to open the Advance Distribution Pop-Up.

By default the table opens to Express Codes with funds still available. To include depleted express codes with a zero balance click on the orange "Filter" button.

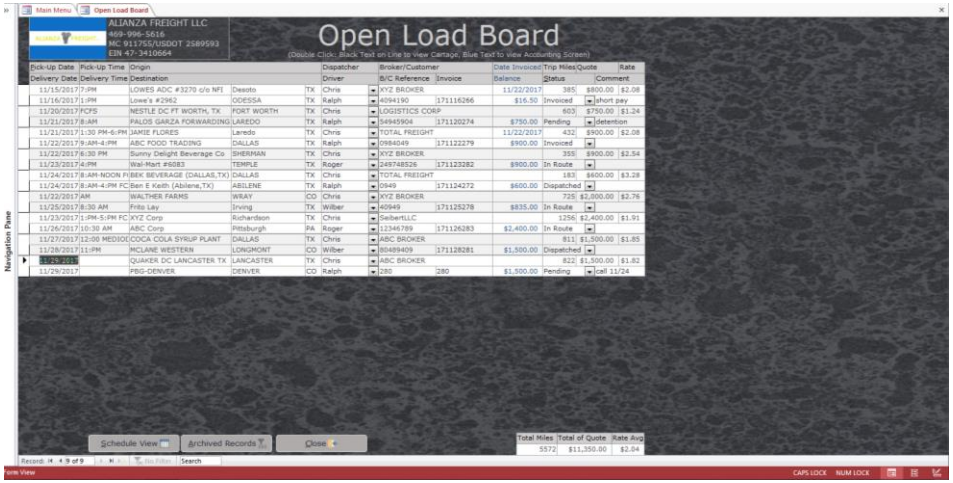
Transactions Button: Opens a table of all distributions issued.

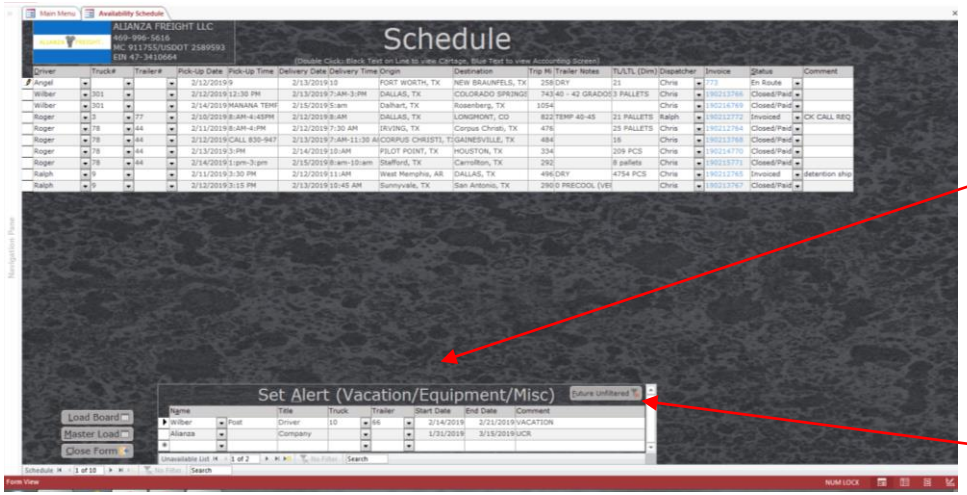


Issue Date	Company Name	ComChek#	Issue Amt	Payee		Dist Date	Dist Amt
10/26/2017	CH ROBINSON	2504448371186747	$1,195.00	Alianza		11/6/2017	$400.00
11/3/2017	SeibertLLC	123456789	$400.00	Alianza		11/4/2017	$275.00
11/3/2017	SeibertLLC	123456789	$400.00	Ralph	Crampton	11/3/2017	$100.00
11/3/2017	CH ROBINSON	2504411919647759	$1,000.00	Alianza		11/3/2017	$1,000.00
11/3/2017	SeibertLLC	0949409408409135	$500.00	Oliver	Douglas	11/3/2017	$176.00
10/19/2017	CH ROBINSON	2504446382357060	$525.00	Wilber	Post	11/1/2017	$425.00
10/26/2017	CH ROBINSON	2504448371186747	$1,195.00	Wilber	Post	10/27/2017	$795.00
10/19/2017	CH ROBINSON	2504446382357060	$525.00	Alianza		10/27/2017	$100.00
9/29/2017	ALLEN LUND COMPANY	21238 25951 8577 3478	$825.00	Wilber	Post	10/23/2017	$144.50
10/17/2017	CH ROBINSON	250 443 443 900 4258	$1,050.00	Alianza		10/20/2017	$1,050.00
9/29/2017	ALLEN LUND COMPANY	21238 25951 8577 3478	$825.00	Gordan	Kirkwood	10/18/2017	$155.00
10/12/2017	CH ROBINSON	250 445 925 870 3281	$960.00	Alianza		10/13/2017	$960.00
10/11/2017	CH ROBINSON	250 444 906 236 8322	$900.00	Wilber	Post	10/11/2017	$900.00
9/29/2017	ALLEN LUND COMPANY	21238 25951 8577 3478	$825.00	Gordan	Kirkwood	10/10/2017	$204.00
10/2/2017	CH ROBINSON	250 442 582 708 3548	$900.00	Alianza		10/6/2017	$900.00
9/29/2017	ALLEN LUND COMPANY	21238 25951 8577 3478	$825.00	Roger	Addison	9/29/2017	$121.50
9/29/2017	ALLEN LUND COMPANY	21238 25951 8577 3478	$825.00	Roger	Addison	9/29/2017	$200.00
9/26/2017	CH ROBINSON	2504435625683924	$900.00	Alianza		9/29/2017	$900.00
9/22/2017	TRANSCORR NATIONAL LO	GIVEN TO RODOLFO 9/22	$155.00	Gordan	Kirkwood	9/22/2017	$155.00
9/18/2017	CH ROBINSON	2504425359461652	$800.00	Alianza		9/21/2017	$800.00
9/11/2017	CH ROBINSON	2504437907894644	$800.00	Alianza		9/12/2017	$800.00

Load Boards and Schedule

The Open Load Board, Master Load Board, and Schedule tables are similar in information and function. The Open Load Board will show all orders that do not have a zero balance for the invoice; and is sorted by Delivery Date. The Master load board is a single line format of the load board and shows all records from the last 365 days. To view older information click on the orange "Filtered" at the bottom of the table. The Schedule table is grouped by Driver, then sorted by Pick-Up Date starting from the last prior seven days. On all forms double click on black text or enter key from any line to go to the cartage screen for an order. Double click on Blue text to jump to the Accounting screen for an order.





Set Alert (vacation/Equipment/Misc):
This sub form will populate Alerts on the Main Menu 14 days prior to Start Date. Individual time off and reminders can be entered directly on a blank line on the form. Equipment maintenance reminders can be created here also. The Inspection/Registration is edited on the Equipment screen. License/Medical Card is edited on the Personnel screen

To clear a line early from the table, change the End Date to a previous date.

To view future events that are beyond the 14 day default, click on "Future Unfiltered" button.

Expenses/Equipment Maintenance

This form allows for Data Entry style for recording expenses and equipment maintenance. The Check boxes at the end of the line are to help keeping track of receipts turned in and/or filed and verified against statement. Payroll information, IFTA Fuel, and direct billable load expenses (ex. Lumper, Factor, Adv Fee and ect.) are not recorded or displayed on this form.

Main Menu | Expenses

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Expenses/Equipment Maintenance

Record Lock	Date	Unit#	Millage	1120 Catagory	Other/C Catagory	Description	Charge	Payee/Serviced By	Receipt#	Paid By	Transaction Type	Receipt File Hard/Scan/Stmt
(New)	11/5/2017											

Recent Expenses/Maintenance

Record Lock	Date	Unit#	Millage	1120 Catagory	Other/C Catagory	Description	Charge	Payee/Serviced By	Receipt#	Paid By	Transaction Type	Receipt File Hard/Scan/Stmt
2297	10/24/2017	Alianza		Other Deductions	Office Expense	FAX	$1.00	STAPLES	102417	Alianza	Credit Card	☑ ☐ ☑
2267	10/23/2017	9513		Repairs and Mainta		oil change/belts/alt mount	$398.51	Donaghey's Reefer Service	739	Chris	Cash	☐ ☑ ☐
2295	10/23/2017	Alianza		Other Deductions	Fuel	FUEL	$26.00	QT	799108	Alianza	Credit Card	☑ ☐ ☑
2300	10/23/2017	Alianza		Other Deductions	Factor & Cash Ad	overdraft	$70.00	legacy texas	102317	Alianza	ACH	☑ ☐ ☑
2294	10/21/2017	78		Repairs and Mainta		AIR CONNECTOR-FAN CLU	$48.49	PREMIER TRUCK	101416631	Alianza	Credit Card	☑ ☐ ☑
2243	10/17/2017	Alianza		Intrest		LOAN INT	$9.02	LEGACY TEXAS	10022017	Alianza	ACH	☑ ☐ ☑
2242	10/17/2017	Alianza		Other Deductions	Utilites	PHONE	$160.28	TMOBIL		Alianza	Credit Card	☐ ☐ ☑
2237	10/17/2017	78		Repairs and Mainta		wiper switch	$113.92	primer truck group	101415429	Alianza	Credit Card	☑ ☐ ☑
2232	10/17/2017	353		Repairs and Mainta		hub caps	$1,153.00	ogburn truck parts	383452	Alianza	Credit Card	☑ ☐ ☐
2175	10/16/2017	Alianza		Other Deductions	Insurance	cargo	$511.15	CTA	CK16	Alianza	ACH	☑ ☐ ☑
2241	10/15/2017	78		Repairs and Mainta		OIL	$18.39	LOVES	33291	Alianza	Fuel Acct	☐ ☐ ☐
2298	10/14/2017	Alianza		Intrest		LOAN INT	$284.87	LEGACY TEXAS	92417	Chris	Cash	☑ ☐ ☐
2169	10/13/2017	Alianza		Other Deductions	Other	PREPASS	$35.30	PREPASS	CK15	Alianza	ACH	☑ ☐ ☑
2167	10/12/2017	78		Repairs and Mainta		OIL,FILTERS,AIR,FUEL,BRA	$408.20	PREMER TRUCK GROUP	101413668	Alianza	Credit Card	☑ ☐ ☑
2168	10/12/2017	Alianza		Rents		PARKING	$300.00	ANTONIO BENAVIDES	980999 CK2066	Alianza	Check	☑ ☐ ☑
2165	10/12/2017	Alianza		Taxes and Licenses		Tax Refund IRS	($1,173.47)	IRS	4038 20991540	Alianza	Check	☑ ☐ ☑
2177	10/11/2017	353		Repairs and Mainta		TRAILER WASH	$30.00	DALHART WASHOUIT	28409	Alianza	Cash	☑ ☐ ☐
2154	10/10/2017	Alianza		Other Deductions	Fuel	FUEL	$30.00	QT	243971	Alianza	Credit Card	☑ ☐ ☑
2178	10/10/2017	Alianza		Other Deductions	Factor & Cash Ad	CASH ADV FEE	$3.00	AMARILLO NATIONAL BANI	TX001327	Alianza	Cash	☑ ☐ ☐
2176	10/10/2017	353		Repairs and Mainta		WASHOUT	$84.00	HWY 87 TRUCK WASH	180	Alianza	Cash	☑ ☐ ☐
2152	10/9/2017	353		Other Deductions	Fuel	FUEL	$75.01	LOVES	87481	Alianza	Fuel Acct	☐ ☐ ☐
2179	10/9/2017	353		Other Deductions	Fuel	FUEL	$75.01	LOVES	99320013	Alianza	Fuel Acct	☑ ☐ ☐
2151	10/9/2017	353		Repairs and Mainta		OIL	$27.06	LOVES	87438	Alianza	Fuel Acct	☐ ☐ ☐
2155	10/5/2017	353		Other Deductions	Fuel	FUEL	$100.00	LOVES	2809841	Alianza	Fuel Acct	☐ ☐ ☐
2148	10/5/2017	5313		Other Deductions	Fuel	FUEL	$58.84	LOVES	91680	Alianza	Fuel Acct	☐ ☐ ☐
2158	10/3/2017	Alianza		Repairs and Mainta		OIL CHANGE	$75.35	CHRISTENSEN TIRE	0131439	Alianza	Credit Card	☑ ☐ ☑
[illegible]	[illegible]	[illegible]		[illegible]		MUFFLER REPAIR	$165.31	DONTO	[illegible]	[illegible]	[illegible]	☑ ☐ ☑

Archived Records

Record: 1 of 40 | No Filter | Search

Form View | NUM LOCK

Record Lock field:
This is an automatic indexing number. It has been left visible to offer another way to help track transactions. Some numbers will appear to be skipped, as there are other transactions not being reported on this screen.
Suggestion: Write the record lock number on the top corner of the receipt for faster locating during an audit.

The "Unit#" field is sourced by the Equipment List.
Suggestion:
Put the company or business units' name in the Equipment List. If an expense is directly related to a truck or trailer, use that ID. Or if the expense is part of general operations, to use the company or business unit name.

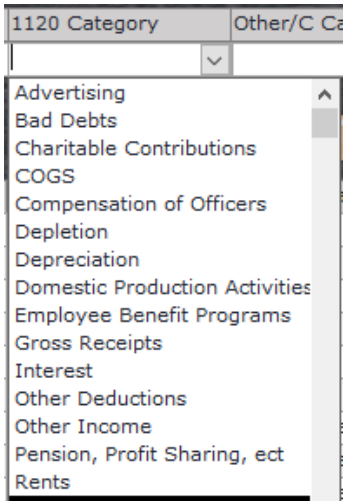
Charges field:
Suggestion:
When received refunds or a credit for a return: Enter amount as a negative number, while selecting the same 1120 and Other C Categories from the original expense entry.

The "Paid By" field is sourced by the Active Personnel List.
Suggestion:
Put the company or an account name in as an active individual. A different group list password can be utilized if you do not want that information showing on the Personnel Screen list with people.

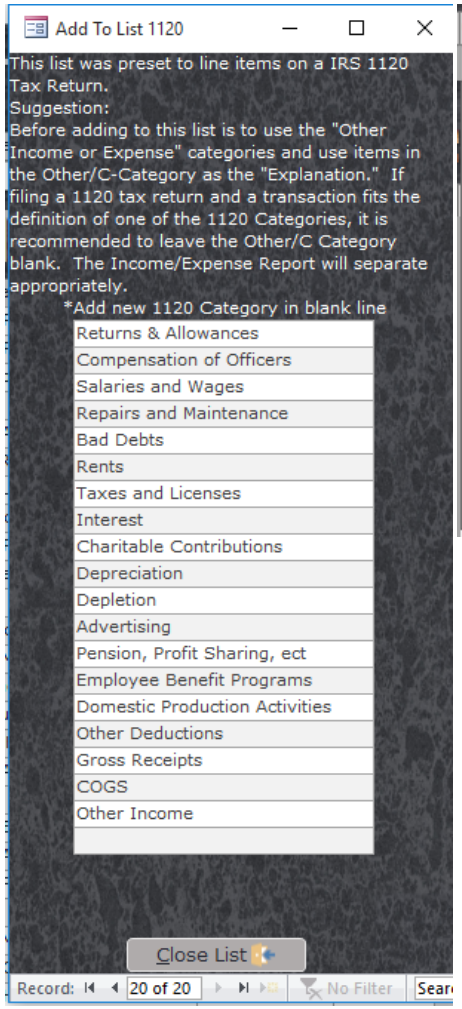
1120 & Other/C Categories

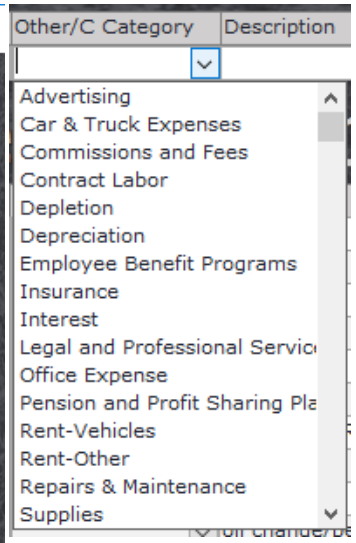
These lists were preset to line items on IRS Form 1120 And Sech C. A couple extra line items have been added to the Sech C list. The reason for the additions was to make the Sech C list also be able to serve as explanations for "Other Income/Deductions" for the Form 1120. Since IRS Sech C is for deductions, all company income still needs to be recorded under 1120 Category, even if the company is a pass-through entity and does not file Form 1120.

Suggestion:
Because there is some overlap between Form 1120 and Sec C; one option is to Record everything in the 1120 Category field and only use Other/C Category field when using "Other" in the 1120 field. Another option would be to Only use the 1120 Category for income and the Other/C Category for all expenses. The Income/Expense Report will separate appropriately.

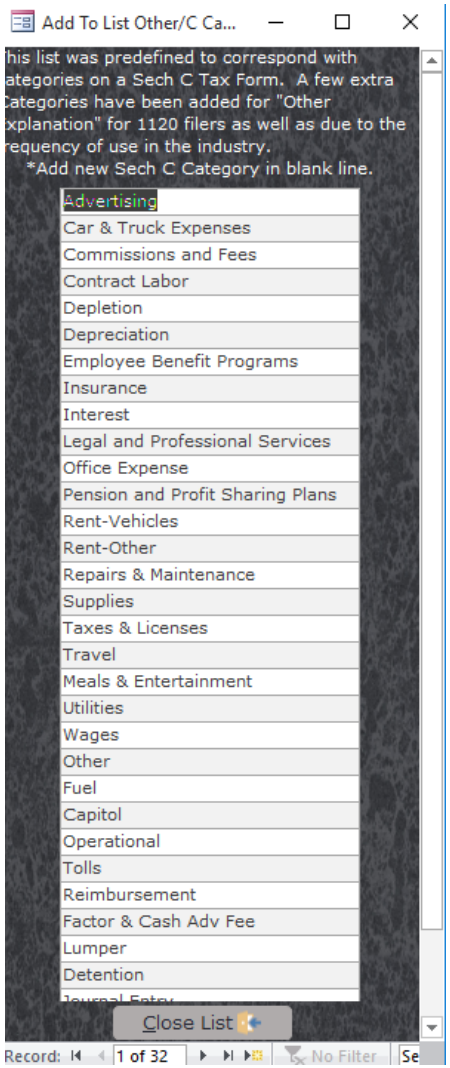


Special Rule for Tax Refunds: Record as "Other Income" in the 1120 Category and "Taxes & Licenses" in the Other/C Category.





Special rule for Lumpers and Detention: Record Detention and/or Lumper reimbursement as Other Income on 1120 Category and as Lumper and/or Detention on Other/C-Category in the Adjustment section of the accounting screen. If a Lumper is not going to reimbursed, record the expense on the expenses screen as 1120 Category-Other Deduction. The Income/Expense Report will separate appropriately.



Other/C Category "Journal Entry": is used to record a transaction that will not calculate into the Income/Expense Report.

Capitol Expenses are not a IRS deductible item, and will not show on the Income/Expense Report. Tip: Create a Deprecation entry to offset the item of the Capitol Expense.

Equipment

Use this table to add new equipment by inserting on a blank line. After a unit is added more details can be added on the Equipment Detail and Maintenance Screen. It is also recommended to create a "Unit" as the company name (or units as specific account names to be used for operational expenses on the Expense screen.

Main Menu | Eq

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Equipment List

*Insert New Equipment on Blank Line. Double Click or Enter Key ion line to view details.

Unit ID	Fleet	Type	Mod Yr	Manufacture	Model	VIN Number	Weight	Lic Plate	Additional Equip	Inspected	Insp Exp	EqRegExp	Rem Serv
9	2	Truck	2006	FreightLiner	Columbia	1FUJA6CK16LU76940		R276034		9/6/2017		9/30/2018	
10	1	Truck	2002	FreightLiner	Centry	1FUJBBCG62LG25132		R218059		9/6/2017		9/30/2018	
575	OBSOLETE	Truck		FreightLiner		1FUJA6CG62LK26843						9/30/2018	5/31/2016
78	1	Truck	1998	FreightLiner	Centry	1FUYSSEB9WP899744	18000	R276701		9/6/2017			
5313	1	Trailer	2000	Grate Dane	53' REEFER >3	1GRAA062XYW001066	15200	X20913	TK SB3+ VI			9/30/2018	
9513	2	Trailer	1997	Grate Dane	53' REEFER >3	1GRAA062XVB172502	14700	16F864	TK SB3+ IV	12/10/2016	12/31/2017	12/31/2017	
IFTA/IDR	IFTA/IDR	IFTA											
353	1	Trailer	2003	Grate Dane	53' REEFER >1	1GRAA06293W053507	20000	078C727	TK SB3+ V	9/6/2017		9/30/2018	
u1997	OBSOLETE	Trailer	1997	Utility	48' REFFER	1UYVS2485VU988809		035C187	CARRIER				5/31/2016
Reserved	ESERVED1	Operations											
Fleet	FLEET	Operations											
Alianza	Alianza	Operations											

Double click on a line to open Equipment Detail and Maintenance screen.

Main Menu | Equipment Detail/History

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Equipment Detail

Equipment List

Unit ID	Fleet	Type	Mod Yr	Manufacture	Model	Tire Size	Weight	Lic Plate	State	Color	Additional Equip	In Ser Date	Rem Ser Date
9	2	Truck	2006	FreightLiner	Columbia	295 22.5		R276034		WHITE		12/28/2016	

Inspected	Insp Exp	Reg Exp Date	Pur Date	Pur Price	Depreciation Amount/Year	Depreciation Years	Years In Service	Depreciated Value	Depreciation Last Expensed Date	Date Sold	Sale Price	VIN Number
9/6/2017		9/30/2018	12/28/2016	$20,000.00	$4,000.00	4	1	$16,000.00				1FUJA6CK16LU76940

Equipment List Button: Return to Equipment List Table

Equipment History

Maintenance Report

Record Lock	Date	Unit ID	Millage	1120 Category	C Category	Description	Charge	Payee	Receipt#	Paid By	Transaction	Receipt File Hard/Scan/Email
531	9/18/2017	9		Repairs and M		jump start	$27.00	another trucker		Alianza	Cash	
495	9/6/2017	9	253030	Repairs and M		INSPECTION	$40.00	aaa trailers & truck accessori	14608	Alianza	Cash	
408	7/6/2017	9		Repairs and M		switch	$7.38	primier truck group	101386168	Alianza	Credit Card	
409	7/1/2017	9		Repairs and M		tire/air bag	$582.24	loves	402023226	Alianza	Fuel Acct	
395	6/29/2017	9		Repairs and M		OIL/FILTER CHANGE AND LU	$100.00	YARD GUY		Chris	Cash	
390	6/28/2017	9		Repairs and M		OIL W/ FILTER, FUEL FILTER	$220.34	PREMIER TRUCK GROUP	101384607	Alianza	Credit Card	
382	6/27/2017	9		Repairs and M		oil	$21.64	loves	98977	Alianza	Fuel Acct	
380	6/23/2017	9		Repairs and M		oil	$21.39	loves		Alianza	Fuel Acct	
372	6/16/2017	9		Repairs and M		SCREWS	$22.36	HOME DEPOT		Alianza	Credit Card	
374	6/9/2017	9		Repairs and M		compressor	$215.47	premier truck group		Alianza	Cash	
373	6/8/2017	9		Repairs and M		jblock	$164.04	premier truck group		Alianza	Credit Card	
371	6/7/2017	9		Repairs and M		PAN SEAL/OIL	$98.57	PREMIER TRUCK GROUP		Alianza	Cash	
351	6/5/2017	9		Repairs and M		tires	$440.11	big rig tire shop	brt18426	Alianza	Credit Card	
349	6/5/2017	9		Repairs and M		allignment	$100.00	bobby garretts	2017-375	Alianza	Credit Card	
350	6/5/2017	9		Repairs and M		tires	$440.11	big rig tire shop	brt18428	Alianza	Credit Card	
376	6/3/2017	9		Repairs and M		tire change	$55.50	b&e tire		Alianza	Cash	
353	5/31/2017	9		Repairs and M		hose-raditor	$58.69	myers brothers	42302	Alianza	Cash	
336	5/31/2017	9		Repairs and M		battery/raditor	$1,868.67	myers brothers	42304	Alianza	Credit Card	
337	5/31/2017	9		Repairs and M		antifreeze	$30.15	walmart	09397	Alianza	Cash	
332	5/30/2017	9		Repairs and M		antifreeze	$43.09	loves		Alianza	Fuel Acct	
355	5/30/2017	9		Repairs and M		antifreeze	$44.04	pilot	3339454	Alianza	Cash	
358	5/30/2017	9		Repairs and M		FREON	$43.09	LOVES	1740430	Alianza	Fuel Acct	
352	5/29/2017	9		Repairs and M		a/c hose	$199.50	premier truck group	113187544	Alianza	Cash	
344	5/21/2017	9		Repairs and M		ADDITIVE	$4.99	LOVES		Alianza	Fuel Acct	
301	5/17/2017	9		Repairs and M		LABOR	$250.00	ELICANDO	670622	Alianza	Cash	
300	5/17/2017	9		Repairs and M		FREON/TYWRAP	$87.64	PILOT		Alianza	Cash	

Record: 1 of 68 | No Filter | Search

Maintenance Report Button: Opens a date range report for maintenance records

Insert new record on a blank line. Jump to a blank line by pressing the arrow with a yellow box at the bottom of the table. Also records can be entered through the Expense screen in a Data Entry style format.

SAFER Data/Inspections

This data entry style form is set up to log roadside inspections or citations.

Main Menu | EqInsp

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Inspections

Record Lock	Date	Unit#	Fleet	State	Location	Driver	Level	Pass	Minor	OoS	Fine Amt	Report#
####								☐	☐	☐		
	Notes											

Inspection Log

Click on dark gray header or blue text to select a filtered report on the criteria

Record Lock	Date	Unit#	Fleet	State	Location	Driver	Level	Pass	Minor	OoS	Fine Amt	Report#
9	10/9/2017	10	1	CO	KIOWA CO	Francisco	1	☐	☑	☐		COPM45002210
	Notes	BREAK ADJ; BUMPER LOOSE;LOG BOOK VIOLATIONS. 9 VIOLATIONS IN TOTAL										
7	9/20/2017	78	1	CO	COLORADO SPR	Rodolfo	3	☑	☐	☐		CO6888003563
	Notes											
4	6/20/2017	10	2	TX	BOWIE	Francisco		☐	☑	☐		TX4X8D0SRXZL
	Notes	PARKING WARNING										
3	5/17/2017	10	1	TX	BROOKS CO	Francisco	1	☐	☑	☐		TX4WAC0WDB0M
	Notes	LAMPS BREAKS LEAKS										
2	5/5/2017	10	1	TX	HILL CO	Francisco		☐	☑	☐		TX4VYN0PMPR7
	Notes	LAMPS										
1	4/27/2017	9	2	TX	HIDALGO CO	Osmani	2	☐	☑	☐		TX4VQC0MILYA
	Notes	POWER STERING AND TRANSMISSION LEAK; INOPERABLE LAMP										
5	4/26/2017	10	1	TX	HIDALGO	Francisco	2	☐	☑	☐		TX4VPD0MIDWQ
	Notes	BREAK ADJ;LAMPS										
6	3/9/2017	10	1	CO	LAMAR	Renier	3	☐	☐	☑	$69.50	COPF05401791
	Notes	HOS										
8	3/7/2017	9	2	TX	WICHITA	Osmani		☑	☑	☐		TX4UBM0YBT4E
	Notes	LIGHT										
####								☐	☐	☐		
	Notes											

Record: 1 of 9 | No Filter | Search

rm View

Reports can be generated from the table. The reports filter can be chosen by clicking on a dark gray column header for Date, and Results and by double clicking on blue text for Unit#, Fleet, State, or Driver.

ALIANZA FREIGHT LLC
1108 Shadyglen Cir
Richardson, Tx 75081
Ph 469-996-5616 alianza@alianzallc.com
MC 911755 USDOT 2589593

Inspection/Ticket Report

Record Lock	Date	Unit#	Fleet	State	Location	Driver	Level	Pass	Minor	OoS	Fine Amt	Report#
9	10/9/2017	10	1	CO	KIOWA CO	Francisco	1	☐	☑	☐		COPM45002210
	Notes	BREAK ADJ; BUMPER LOOSE; LOG BOOK VIOLATIONS. 9 VIOLATIONS IN TOTAL										
4	6/20/2017	10	1	TX	BOWIE	Francisco		☐	☑	☐		TX4X8D0SRXZL
	Notes	PARKING WARNING										
3	5/17/2017	10	1	TX	BROOKS CO	Francisco	1	☐	☑	☐		TX4WAC0WDB0M
	Notes	LAMPS BREAKS LEAKS										
2	5/5/2017	10	1	TX	HILL CO	Francisco		☐	☑	☐		TX4VYN0PMPR7
	Notes	LAMPS										
5	4/26/2017	10	1	TX	HIDALGO	Francisco	2	☐	☑	☐		TX4VPD0MIDWQ
	Notes	BREAK ADJ;LAMPS										
6	3/9/2017	10	1	CO	LAMAR	Renier	3	☐	☐	☑	$69.50	COPF05401791
	Notes	HOS										

Tuesday, November 7, 2017

Page 1 of 1

IFTA/IRP

The IFTA/IRP form is set up for Data Entry style. The records section of the form is filtered to the last 120 days. To view older records click the orange "Filtered" button at the bottom of the form. For reports, enter "Report Start Date" and "Report End Date". The Trip worksheets are an aid to help to calculate miles driven by a truck during a date range. Use "REEFER", "DEF", or "Non IFTA" in Product field for items not to be included in IFTA report.

Main Menu | IFTA/IRP

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Input Fuel/Miles

Station	Date	Time	City	State	Product	Gallons	Total Fuel $	Unit ID	Miles
					#Name?				

Reports

Month to Date | Rolling Month | Last Month
Last Week | Last Quarter | Current Quarter
Year to Date | Rolling Year | Last Year

Report Start Date
Report End Date

IFTA/IRP Consolidated | IFTA/IRP By Fleet
Trip Worksheet | Trip Worksheet With Fuel

IFTA/IRP Records

Station	Date	Time	City	State	Product	Gallons	Total Fuel $	Unit ID	Miles
	2/14/2019		Hutchins	TX	DIESEL	144.371	$350.68	78	
	2/13/2019	22:22:22 C	Boise City	OK	DIESEL	120.43	$328.65	301	
	2/13/2019		Dallas	TX	DIESEL	126.125	$318.97	9	
Love's Travel Stops-6	2/12/2019	21:42:41 C	Quanah	TX	DEF		$29.92	301	
	2/12/2019		Leary	TX	DIESEL	74.801	$189.17	9	
	2/12/2019		Quanah	TX	DIESEL	159.946	$417.30	301	
	2/12/2019		Three Rivers	TX	DIESEL	124.549	$324.95	78	
Loves	2/12/2019	01764			REEFER		$30.15	5313	
	2/9/2019		Jonesboro	AR	DIESEL	163.44	$460.74	9	
	2/9/2019		Aurora	NE	DIESEL	73.634	$196.53	9	
Loves	2/9/2019	11873			REEFER		$111.06	1213	
	2/9/2019		jonesboro	AR	DIESEL	20	$71.00	9	
	2/7/2019		Natalia	TX	DIESEL	131.605	$351.25	78	
	2/6/2019		Quanah	TX	DIESEL	67.493	$176.09	10	
Loves	2/6/2019	34936			REEFER		$88.30	1213	
	2/6/2019		North Platte	NE	DIESEL	163.202	$435.59	9	
	2/5/2019		Dallas	TX	DIESEL	94.375	$238.67	78	
	2/5/2019		Brush	CO	DIESEL	145.737	$383.14	10	
Loves	2/3/2019	29797			REEFER		$101.53	5313	
	2/3/2019		Wichita Falls	TX	DIESEL	150.31	$392.16	10	
	2/1/2019		Denton	TX	DIESEL	111.604	$282.25	9	
	1/31/2019			TX	DIESEL			9	40
	1/31/2019			OK	DIESEL			9	305
	1/31/2019			TX	DIESEL			10	76
		Totals	79311	$45,560.20	16217.82				

Record: 1 of 222 | Filtered | Search

Form View | NUM LOCK | FILTERED

Click DataSheet View to Open: Batch Input Table

If using an ELD or a Fuel Account that can export to excel, that information can be entered as a batch. Either Copy and Paste each column or Arrange the columns in excel to be in the same order as the Input Table. Copy the data from all the cells. Click top corner of table to the left of "Station" Label. Then Paste.

Click on "Form View" to return to main form or on "X" to return to Main Menu.

Main Menu | IFTA/IRP

Unit | Date | State | Miles | Charges | Gallons

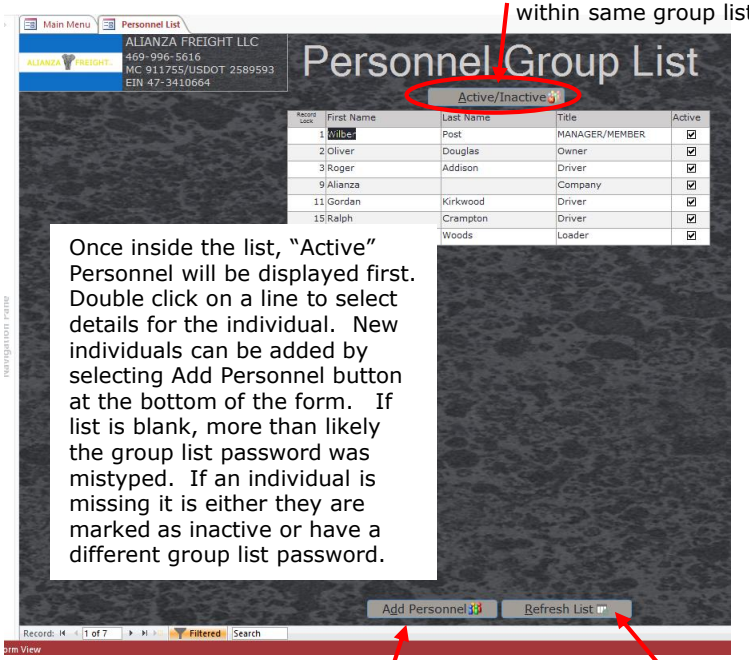
New Record
Delete Record
Cut
Copy
Paste
Row Height...

Copy a column from another source then, Right Click on column header, then select paste. Or Right Click on corner tile then, select paste for bulk Data Entry from a compatible table.

Personnel

When selecting Personnel from the main menu, there will be a prompt for a Group List password. All individual names on file with the same group list password will be displayed.

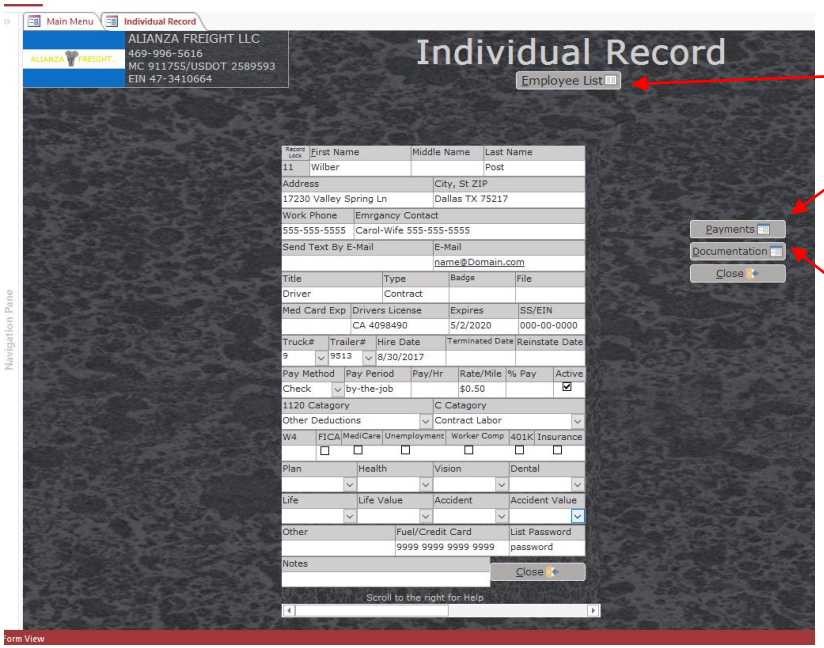
Toggle Active/Inactive within same group list



Once inside the list, "Active" Personnel will be displayed first. Double click on a line to select details for the individual. New individuals can be added by selecting Add Personnel button at the bottom of the form. If list is blank, more than likely the group list password was mistyped. If an individual is missing it is either they are marked as inactive or have a different group list password.

Add New Personnel

Opens prompt to enter another Group List Password



Return to Employee List

Record/View Pay History & Reports (W2 Worksheets)

Record/View days off requested and other HR type matters that need documentation

Individual Detail

Record Lock	First Name	Middle Name	Last Name
11	Wilber		Post

Address	City, St ZIP
17230 Valley Spring Ln	Dallas TX 75217

Work Phone	Emrgancy Contact
555-555-5555	Carol-Wife 555-555-5555

Send Text By E-Mail	E-Mail
	name@Domain.com

Title	Type	Badge	File
Driver	Contract		

Med Card Exp	Drivers License	Expires	SS/EIN
	CA 4098490	5/2/2020	000-00-0000

Truck#	Trailer#	Hire Date	Terminated Date	Reinstate Date
9	9513	8/30/2017		

Pay Method	Pay Period	Pay/Hr	Rate/Mile	% Pay	Active
Check	by-the-job		$0.50		☑

1120 Category	Other/C Category
Other Deductions	Contract Labor

W4	FICA	MediCare	Unemployment	Worker Comp	401K	Insurance
	☐	☐	☐	☐	☐	☐

Plan	Health	Vision	Dental

Life	Life Value	Accident	Accident Value

Other	Fuel/Credit Card	List Password
	9999 9999 9999 9999	password

Notes

Close

Scroll to the right for Help

Title:
When entering Drivers use the title "Driver" This will filter the drop down list choices during Order Entry

Truck/Trailer:
Put in a truck/or trailer number to auto populate fields corresponding to a driver during order entry.

Pay/Hr, Rate/Mile, %Pay:
Hours will not calculate unless hours are entered on a load. But when entering pay rates by the mile or percentage, it is recommended to pick one and leave the other field blank (or leave both fields blank for hourly personnel). If Mile Rate and Percentage have value, both will automatically calculate towards the Gross Pay unless deleted on each load. Each load allows change to pay type and rate without changing the default values that has been established.

Active Check:
Removing the Active Check will remove the name from the drop down lists during order entry and other data entry forms.

1120 & Other/Category:
Put the standard expense categories for payment to the individual.

(Group) List Password:
Enter a Password to unlock the Personnel Screen.
This is a simple password protection to provide a very basic safeguard from someone being able to simply walk to a computer and view personal data.
Different "Personnel Group Lists" can be made by changing the "List Password" All entries for the same list need to use the same password.

Payment Record

Main Menu | Payment Record

ALIANZA FREIGHT LLC
469-996-5616
MC 911755/USDOT 2589593
EIN 47-3410664

Payment Record

Personnel List

W2 Worksheet Qtr

W2 Worksheet Year

Record Lock	First Name	Middle Name	Last Name
15	Ralph		Crampton

Address | City, St ZIP

Work Phone: 555-555-5555 | Emrgancy Contact

Send Text By E-Mail | E-Mail

Title: Driver | Type | Badge | File

Med Card Exp | Drivers License | Expires | SS/EIN

Truck#: 9 | Trailer#: 9513 | Hire Date | Terminated Date | Reinstate Date

Pay Method | Pay Period | Pay/Hr | Rate/Mile | % Pay: 33.00% | Active ☑

1120 Catagory: Other Deductions | C Catagory: Contract Labor

W4 | FICA | MediCare | Unemployment | Worker Comp | 401K | Insurance

Plan | Health | Vision | Dental

Life | Life Value | Accident | Accident Value

Other | Fuel/Credit Card | List Password: admin

Notes

Close

Scroll to the right for Help

Documentation | Close

Navigation Pane

Add Payment

Date Paid	Amount Paid	1120 Catagory	C Catagory	Description	Instrument	Instrument ID	Load Ref#	RL
11/7/2017								15

Pay History

Report By Driver/Date

Ledger History

Date Paid	Amount Paid	1120 Catagory	C Catagory	Description	Instrument	Instrument ID	Load Ref#	RL
12/7/2017	$437.42	Other Deductions	Contract Labor	Driving 11/1-11/4	Check	Payroll Run D1217	171104263	15
12/2/2017	($75.00)	Other Deductions	Contract Labor	Lumper Receipt Turned IN	Check	Payroll D1715	171104263	15
12/1/2017	$100.00	Other Deductions	Contract Labor	CASH ADV	Comchek	987654321	171104263	15
11/7/2017		Other Deductions	Contract Labor				161101012	15
								15

Record: 1 of 4 | No Filter | Search

Form View

These report buttons will generate a report for all individuals. Names will not be on the report for privacy.

The Record lock number is substituted for the name.

Payment Record | AcctTaxCompWsQtr

ALIANZA FREIGHT LLC
1108 Shadyglen Cir
Richardson, Tx 75081
Ph 469-996-5616 alianza@alianzallc.com
MC 911755 USDOT 2589593

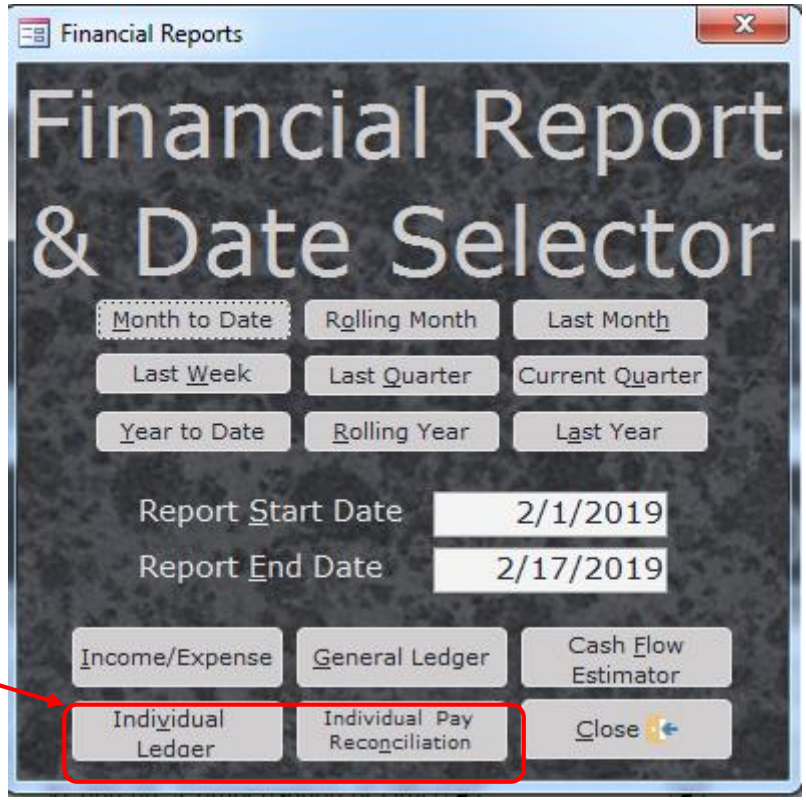
Compensation Worksheet
Q3 2017

Record Lock			
1	$2,699.05	Compensation of Officers	Reimbursement
	$2,699.05	Total Compensation	
3	$22,542.00	Other Deductions	Contract Labor
	$22,542.00	Total Compensation	
5	$2,290.00	Other Deductions	Contract Labor
	$2,290.00	Total Compensation	
10	($11.00)	Other Deductions	Reimbursement
	$4,101.47	Other Deductions	Contract Labor
	$4,090.47	Total Compensation	
11	($806.02)	Other Deductions	Reimbursement
	$4,922.52	Other Deductions	Contract Labor
	$4,116.50	Total Compensation	

W4 | FICA | MediCare | Unemployment | Worker Comp | 401K | Insurance

Financial Report Menu

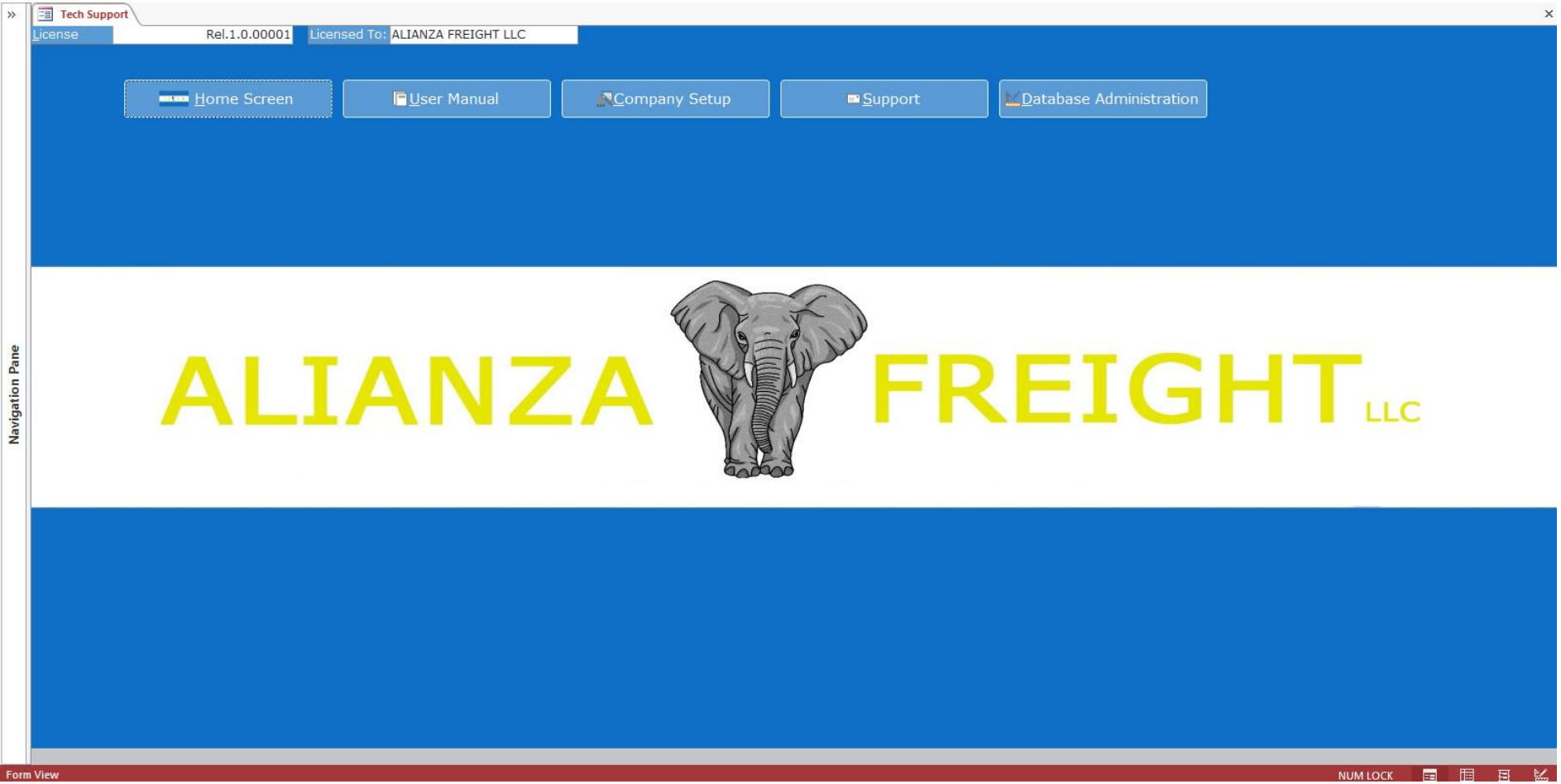
To open a report select the report's starting and ending dates. Quick date buttons have been provided as well as a Start field and End field for custom selection.



Individual Ledger and/Pay Reconciliation Buttons: When launching a report from a form that is unique to a specific individual, (ex. Pay History screen) these buttons will become visible.

- Income/Expense – Opens Date Range Report for Income and Expenses (Profit/Loss)
- General Ledger – Opens Date Range Report for ledger transactions
- Cash Flow Estimator – Report Tool to help view how company expenses relate to loads
- Individual Ledger – Opens Date Range Report for payment made to Personnel
- Individual Pay Reconciliation – Report Tool to verify all Compensation Transactions

Tech Support Menu



- Home Screen – Main Menu Pg. 3
- User Manual – Opens pdf web page of User Manual
- Company Setup – Setup company information and screen/report headers Pg. 4
- Support – Email contactus@alianzafreight.com
- Database Administration – Unlocks Navigation Pane to edit database