



TRANSMATE

Transport Management Software

FREIGHTMATE · FLEETMATE · PAYMATE · STOREMATE · DISPATCHMATE

Norcom Information Technology Pty. Ltd.

ABN 27 352 338 309

PO Box 1485, Geelong, Vic, 3213

Ph : +61 3 5257 3388

Fax : +61 3 5257 3391

norcom@transmate.com.au

www.transmate.com.au

FLEETMATE

Information in this document is subject to change without notice. Company names and data used in examples herein are fictitious unless otherwise noted. No part of this document may be re-produced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the written permission from Norcom IP Pty Ltd

© 2012 Norcom IP Pty Ltd

Contents

1. System Overview	Page 3
2. Operator Prompts	Page 4
3. User Setup	Page 8
4. Utilities Menu	Page 9
5. File Menu	Page 20
6. Workshop Menu	Page 57
7. Spare Parts Menu	Page 62
8. Purchase Order Menu	Page 68
9. Reporting Menu	Page 71

1. System Overview

The “Fleet Management” system is designed to collect information on costs and revenue attributed to a vehicle to ascertain if that vehicle is profitable or not. This profitability can be reported by cost categories, such as tyres, brakes, fuel, etc., as well as by vehicle, location and allocation of the vehicle in the company of the entire fleet. The system provides comprehensive reporting on financial, insurance, service scheduling and history details. Particular vehicles can be singled out as “lemons”, supplier purchase history is easily available and vehicle costs can be summarized between date ranges.

This system can be operated stand-alone or can be interfaced with the Norcom Freightmate and Accountmate systems. If stand-alone, information can be entered through an internal workshop system and by an area for other, non-workshop expenses and income. A spare parts stock control system is also included to allow for spare part usage and tracking of major components on vehicles, as well as maintaining a stock level of parts for use in the workshop.



1. Operator Prompts

Add Button



The add button enables you to add new records into a file. To add a record, select the add button, this will give you a clear data screen to enter your new information. Use the TAB key to enter through the fields. Select the save button to save your record.

Edit Button



The edit button enables you to edit existing records. To edit an existing record, select the record, make the necessary changes and select save. You cannot alter any codes that have been set up, you can only alter the information relating to the code.

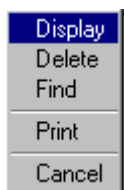
Browse Button



The browse button will allow you view all of the information entered into the current option. The browse button will open the browse screen, you can then use the mouse to scroll through the records that are displayed on entry of this option. To view an entry, highlight it using the mouse and then click on display.

In most browse screens, you also have the ability to sort your information. To do this, click on the headings of the grid, these are usually shown in blue. The heading will change colour to red and the information will then be sorted by the selection you have made, eg. Date, customer, invoice number.

Browse Popup Menu



The above popup is accessed by right mouse clicking on the grid in the browse options. These functions of these options are the same as selecting the buttons.

GoTo Button



The goto button allows you to jump from record to record without using the browse screen and is a quick way to display the record that you are looking for. To display a record using the goto button, select the goto button, type in a code or description of the record you wish to display and select the goto button. Your record will now show on the screen.

Save



The save button will save the information you are entering. You can only save if all of the required information has been entered. Some master files require mandatory information to be entered before you can save the record.

Cancel



The cancel button enables you to terminate an entry you are adding or editing. If you are adding a record the information will not be saved, and if you are editing a record the original information will be saved.

Delete



The delete button allows you to delete existing records that are not updated to general ledger. For Master records this option will only allow you to delete if there are no records attached to the file. For data entry records, you can only delete entries that have not been updated to general ledger. To delete a record, select on the record that you wish to delete and select the delete button. You can also delete a record by using the "right mouse clicking" method.

Exit



The exit button will close the option you are in.

?



This button will open online help.

Display



The Display button will open the data entry screen at the record that was highlighted on selecting the display button. You can also display a record by using the “right mouse clicking” option on the record to bring up a popup menu.

Print



The print button allows you to print reports from the options such as you master file information reports. The print option will only print the selection criteria displayed on the screen. For example, if you have used the find button to search for a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print.

Update



The update button will update the transactions entered to relevant parts of the system. It will update invoices to customers and contractors, vehicle revenue to your fleet cost reports and customer, creditor and cashbook transactions to general ledger.

Find



The find button enables you to search for records via a key word or characters in the browse screens. To find a record, select the find button and type in a relevant key word, select the search button. To view the search results select view. Highlight the record you wish to view and select display.

Next Page Buttons



The next page button allows you to go to the next or previous page in multiple page options. You can also go to the next page by selecting the tab at the top of the page.

Select All



The select all button will select all of the information in the list box.

Multi Selecting

In some areas of the system it is possible to multi select records. There are three ways of multi selecting.

Select blocks of data.

To select a block of data, use the mouse to select the first record in the block, hold down the shift key and use the mouse to select the last record in the block that you wish to select.

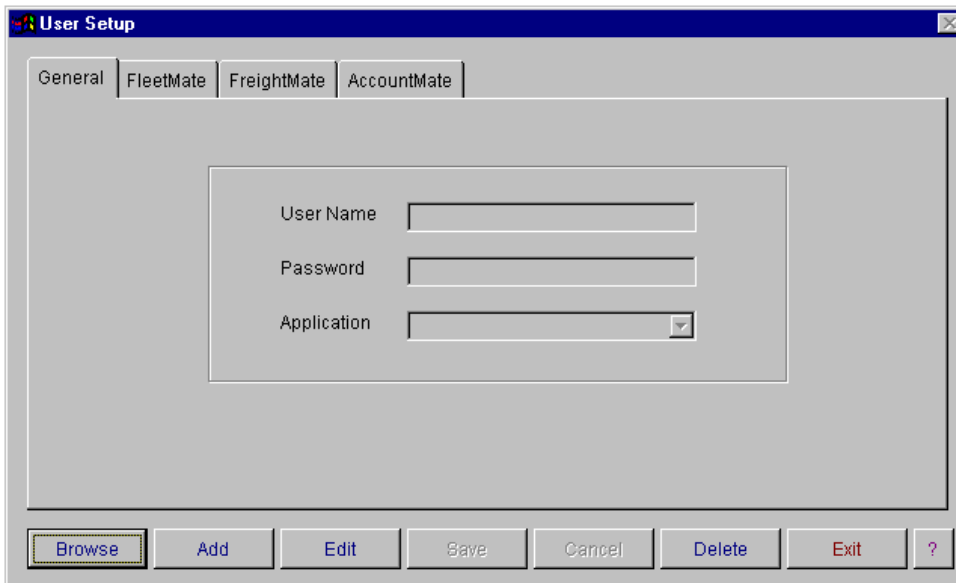
Select individual records to create a block of information.

To select individual records to create a block, hold down the shift key and use the mouse to select the records.

Select all and deselect unwanted records

Choose select all option, then holding shift key down and with mouse click on entries that you wish to delete from the list.

User Setup

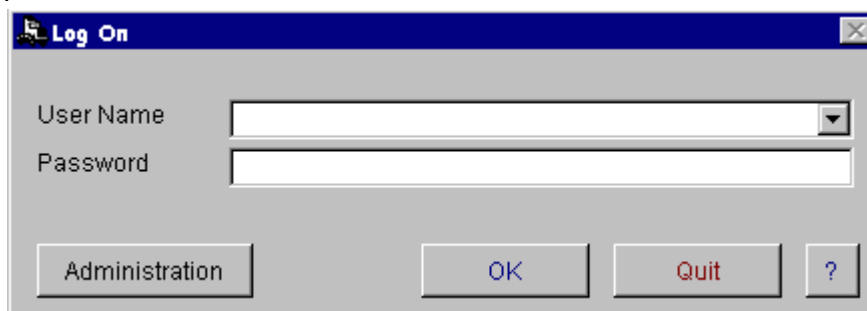


This option allows you to setup your employees as users and apply security access to menu options. You must have a password provided by Norcom to access this section of the system. Users must have a unique alpha/numeric user name for a application. Users must be setup to access the program. You can use the same user name for different applications. Eg. If you have a person using Fleetmate and Freightmate you can have the same user name for both. Passwords are optional and case sensitive users.

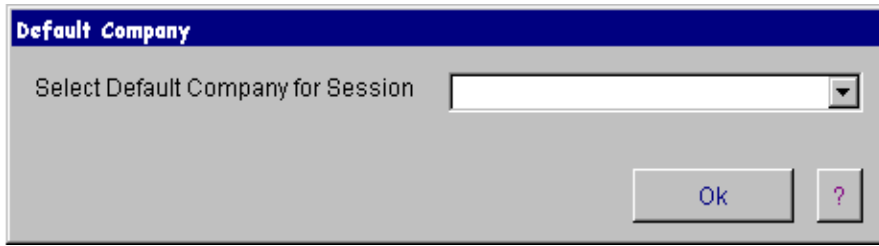
To add a new user, select add. Enter the user name, password if required and application. Next select the tab at the top of the screen for the appropriate application. You are now able to allocate access to menu options for the user by placing a tick in the check box. If the check box is not ticked they will not be able to access that option from the menu. Before editing and deleting an existing user, ensure that they are not using the application that you are about to make changes to in their user file. When finished select save.

Getting Started

To begin using the Transmate system you first select the application you wish to enter. The log on screen will appear. You must log on with a User Name and password. Then click OK.



After logging on you need to select your Company name.

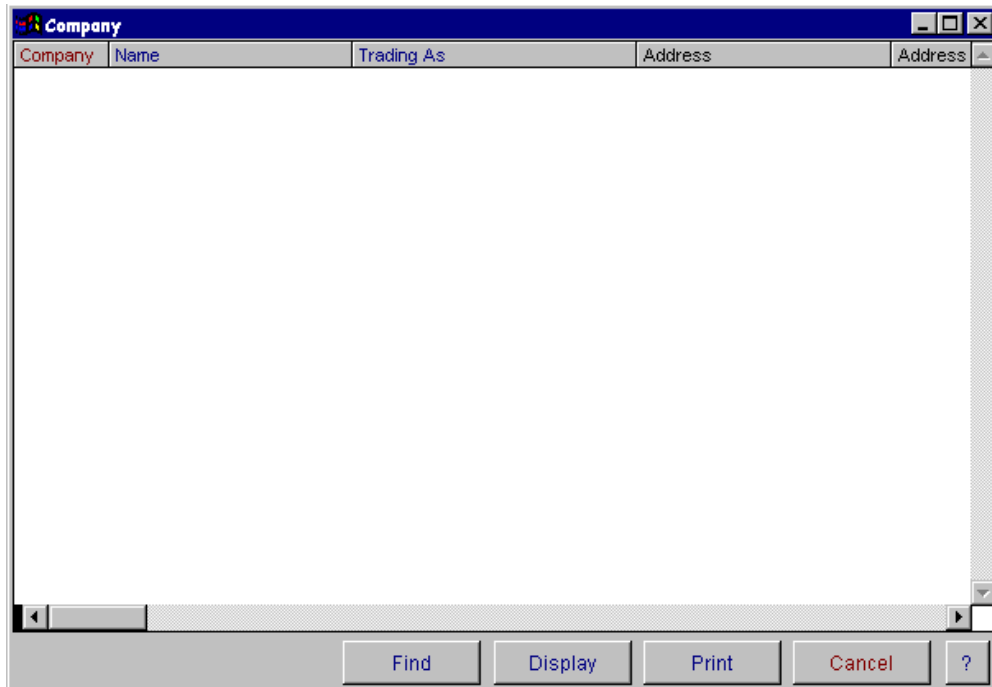


After gaining access to the Transmate system and before commencing to use the system you will need to set up your master files. Master files are shared throughout the modules of the Transmate system. These include company records, chart of accounts, departments, vehicle/trailer types, container types (if required), vehicles, trailers, containers, depots, cost codes, spare parts, customers, suppliers, contractors, employees and mechanics.

Utilities Menu

Company Records

Company Browse



The **company browse** option allows you to list multiple companies. **The Company record should not be altered when people are keying data into the system as problems can occur with auto-generated numbering.** This can cause problems with the system causing accounts not to balance. Make sure that when entering company records that all other users are out of the Transmate system. The Company file browse window displays all of the information entered into the Company master entry screen. You have the ability to find, display and print from this window.

You have two ways of accessing and updating records in this screen.

1. The display button will open the company data entry screen at the record that was highlighted on selecting the display button.
2. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

To **find** a record, select the find button and type in a combination you wish to search for. Select the search button. To view the search results select view.

General

Company Name

General Accounting Accounting Cont. Auto. Numbering Other Invoice/Statement Notes

Default Company

Trading As

Name

Address

A.C.N.

Connote Route

Contacts

Phone 1

Phone 2

Phone 3

Phone 4

Fax

Email

Average Cost per Klm 0.0000

Browse Goto Add Edit Save Cancel Delete Exit ?

There are 7 data screens for setting up your company details. The first is the general information screen for recording trading name, address and telephone numbers. The information printed on your company stationery is collected from this section of the database. To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or use your mouse to click on the page tab at the top of the screen.

Accounting

Company Name

General Accounting Accounting Cont. Auto. Numbering Other Invoice/Statement Notes

Fiscal Year

Year Beginning

Fiscal Month

Debtors Month 0

Creditors Month 0

Payroll Month 0

Contractors Month 0

Departments

Debtors Department

Creditors Department

Contractors Department

Bank Department

Accounts

Sales

Debtors

Creditors

Contractors

Bank

Wages

Group Tax

Payroll Clearing

PPS

Contractor Earnings

Contractor Insurance

P&L Appropriation

Browse Goto Add Edit Save Cancel Delete Exit ?

The second screen is for the setting up of your fiscal year, fiscal month, departments and general ledger default codes. An entry **must** be made in each field of this screen to ensure that all information flows to the general ledger correctly.

Accounting Continued

Company Name []

General | Accounting | Accounting Cont. | Auto. Numbering | Other | Invoice/Statement | Notes

Accounts Continued

Wine Tax []

Luxury Car Tax []

Sales Tax []

PAYG With Holding Tax []

PAYG Tax Installment []

FBT Tax []

Deferred Company Tax []

GST

GST Registered ? []

ABN Number []

GST Percentage % [0.00]

GST Default Account []

With Holding Tax % [0.00]

Browse Goto Add Edit Save Cancel Delete Exit ?

The third screen is for setting up of general ledger codes and tax information relevant to reporting of the Business Activity Statement for the tax department. It is essential that the fields relating to GST and withholding tax are completed correctly so that the information can be collected for BAS reporting and also to ensure that all information is properly updated to the general ledger.

Auto Numbering

Company Name NORCOM INFORMATION TECHNOLOGY

General | Accounting | Accounting Cont. | Auto. Numbering | Other | Invoice/Statement | Notes

Consignment Number [0]

Invoice Number [0]

Repair Order Number [0]

Purchase Order Number [0]

Manifest Number [0]

Export Receival Advice Number [0]

Debtors Credit Number [0]

Debtors Debit Number [0]

Debtors Invoice Number [A] [0]

Contractors Recipient Invoice [0]

Repair Order Invoices [W] [0]

IMPORTANT !!!

If you have cancelled an invoice from Freightmate, PLEASE DO NOT alter the invoice starting number so you can use the invoice number again. If you do this, problems will arise in the system that you will be unable to correct.

This applies to all start numbers. If you have any queries regarding this please call Norcom.

Cancel Auto Numbering Changes

Save Auto Numbering Information Only

Browse Goto Add Edit Save Cancel Delete Exit ?

The fourth page is for setting up of your computer generated numbering system. This page has separate editing access to the rest of the Company records. Once the starting numbers have been set these **should not** be altered as problems can arise in all areas of the system if the numbers are duplicated.

Other

Company Name

General | Accounting | Accounting Cont. | Auto. Numbering | **Other** | Invoice/Statement | Notes

Chep Account Number

Bank

Bank I.D.

BSB

Our Account Number

Group Tax Number

PPS Payee Number

Super Guarantee %

Notional Tax Amount

Tax Installment Rate

Base Installment Income

Browse Goto Add Edit **Save** Cancel Delete Exit ?

The fifth screen is for the recording of your company bank for the purpose of creating EFT transactions, group tax, PPS tax, pallet account number and super guarantee % for calculating of superannuation within the payroll system (if applicable).

Invoice/Statement

Company Name

General | Accounting | Accounting Cont. | Auto. Numbering | Other | **Invoice/Statement** | Notes

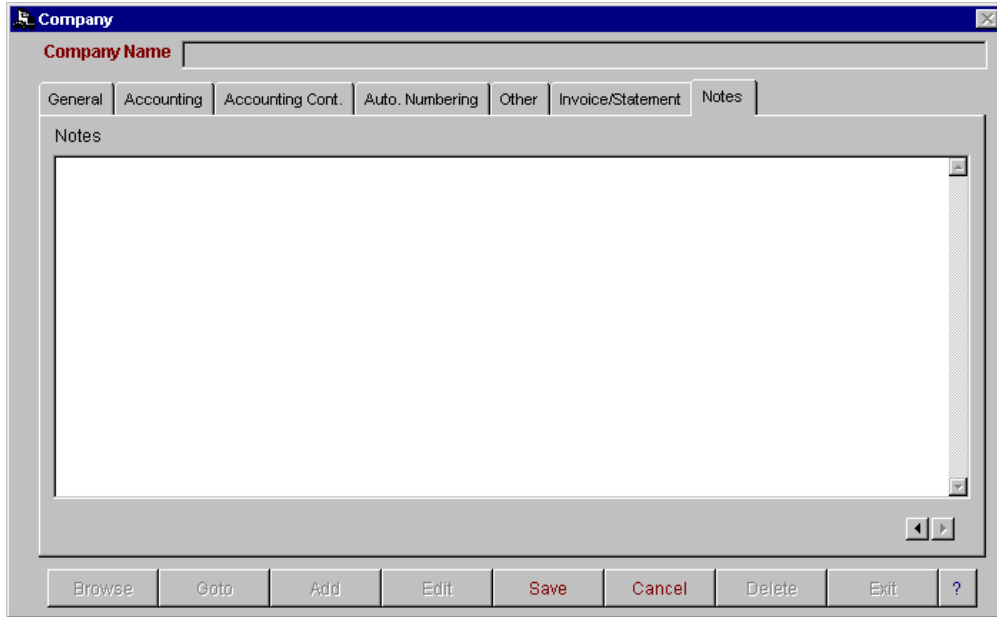
Invoice Notes

Statement Notes

Browse Goto Add Edit **Save** Cancel Delete Exit ?

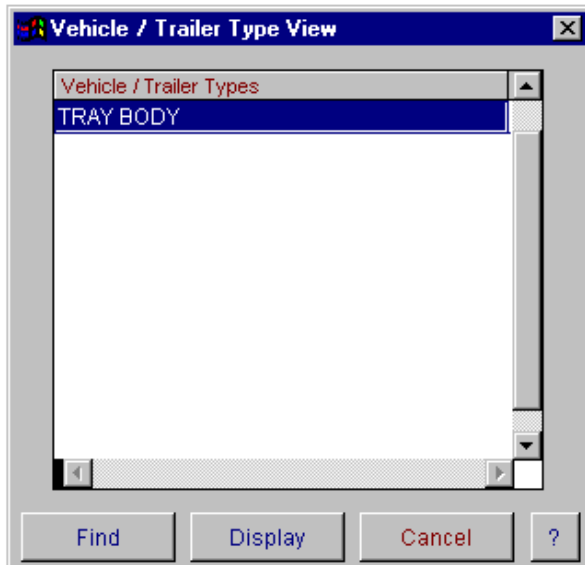
In the sixth screen you have the ability to make invoice and/or statement notes. These will print out on **all** invoices and statements generated. You also have the option in Accountmate to print invoice/statement notes for a particular customer.

Notes



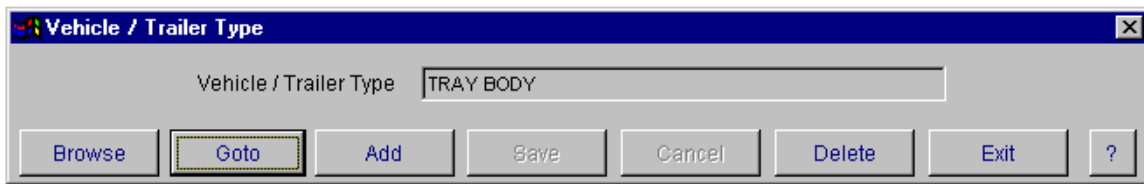
The seventh and last screen can be used for the recording of any general information.

Vehicle Types Browse



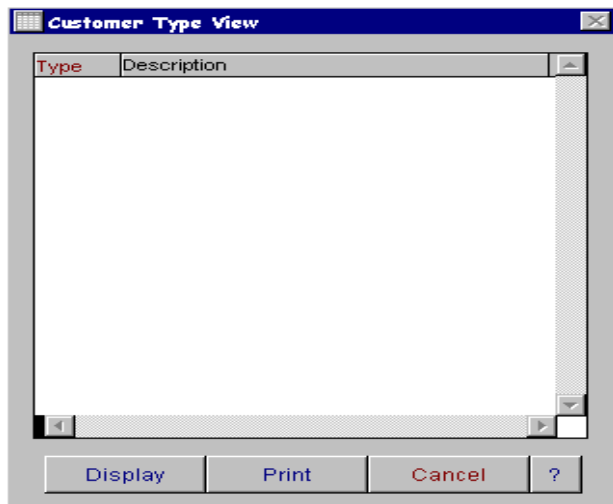
The Vehicle/Trailer Type Master file browse window displays all of the information entered into the vehicle type master entry screen. You have the ability to display, delete and find from this window. To enter a new vehicle type select display. This will open up a new screen in the vehicle type master file.

Vehicle Types Master File Entry



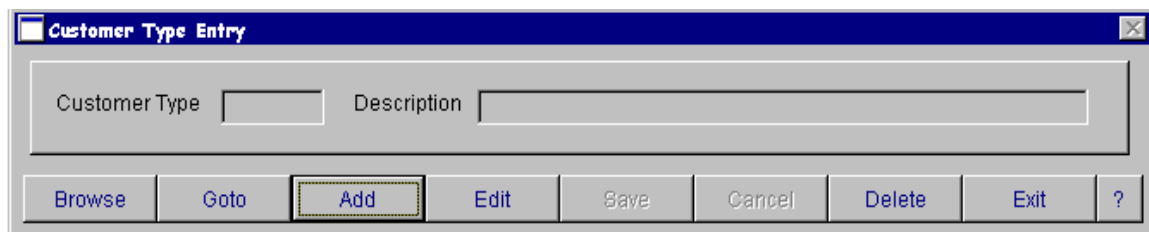
The Vehicle and Trailer Type master file entry screen is used to enter in the information about your vehicle and trailer types. The information entered into this option is used in the vehicle master entry screen and the trailer master entry screen. It enables you to select the type of vehicle or trailer from this list, rather than having to retype it for every vehicle or trailer. You have the ability to browse, goto, add, save, cancel, delete and exit.

Customer Type



The Customer type browse window displays all of the information entered into the Customer type entry screen. This option can be used for customer aged trial balance reporting by customer type.

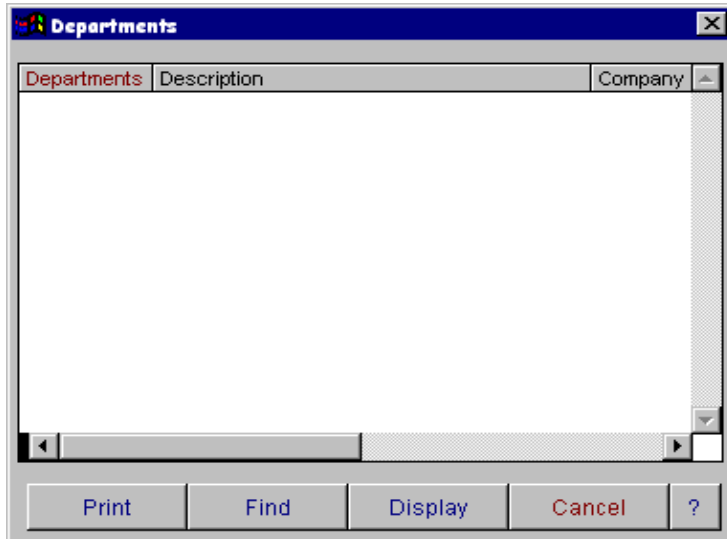
To open a fresh data entry screen, select the display button.



Once the data entry screen is open you have the option to Browse, Goto, Add, Edit, Save, Cancel or Delete a record. When finished, select Exit.

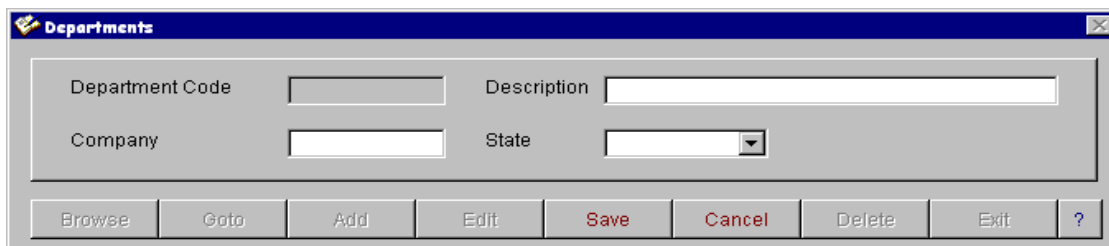
For more information on these options, refer to Operator Prompts on pages 5 to 8.

Departments



The department browse window lists all of the information entered into the department master entry screen. This can be utilised for reporting on different depots. You have the ability to display, find and print from this window.

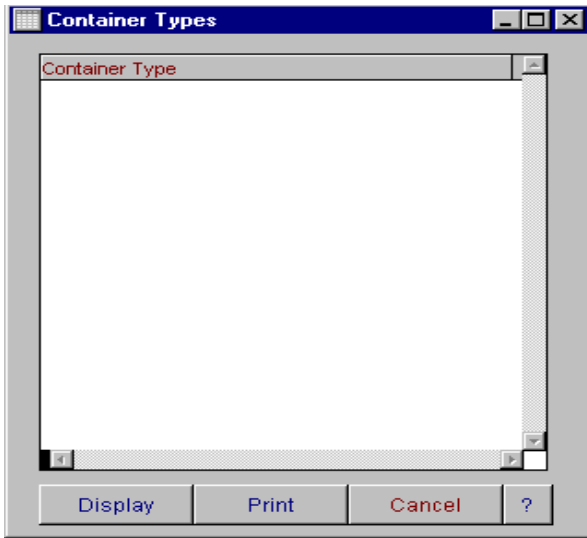
For more information on these options, refer to Operator Prompts on pages 5 to 8. To open a fresh data entry screen, select the display button.



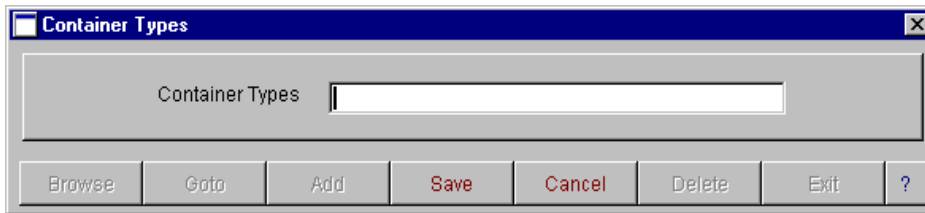
Once the data entry screen is open you have the option to Browse, Goto, Add, Edit, Save, Cancel or Delete a record. When finished, select Exit.

The department code master file entry screen is used to set up department codes. You have the ability to set department codes by company and state.

Container Types



The Container Types Master file browse window displays all of the information entered into the container type master entry screen. You have the ability to display and print from this window. To enter a new container type select display. This will open up a new screen in the container type master file. Select add to enter a new container type.



The Container Type master file entry screen is used to enter in all the information about your container types. The information entered into this option is used in the container master entry screen. It enables you to select the type of container from this list, rather than having to retype it for every container. You have the ability to browse, goto, add, save, cancel, delete and exit. For more information on these options, refer to Operator Prompts on pages 5 to 8.

Delete Fleet Number and History

This will remove all information in FleetMate related to this Fleet Number. Once you have deleted this information there is no way to bring it back. Please do a backup of your data before you proceed.

Fleet Number

Password

****Please call Norcom for Password****

Purchase order with this fleet number and stock movements with this fleet number will not be deleted.

Norcom Information Technology Pty. Ltd. will not be held responsible for any data loss that may occur if the wrong fleet number is entered when using this option.

This option is for removing vehicle information that is no longer relevant to your business, for example if a vehicle is sold. When this option is used all information in the vehicle master file and vehicle history file will be deleted and you will be no longer able to recall Fleetmate information relating to that vehicle. Purchase order and stock movement entries will remain in the system and you will be able to access freight information in Freightmate. To access freight history on a deleted vehicle you will only be able to do this if you specify "all" vehicles when you select a report. **Please ensure that you enter the correct vehicle number**, as the information cannot be restored once you have selected to continue. You will be asked to reconfirm deletion.

Delete Trailer Number and History

This will remove all information in FleetMate related to this Trailer Number. Once you have deleted this information there is no way to bring it back. Please do a backup of your data before you proceed.

Trailer Number

Password

****Please call Norcom for Password****

Purchase orders with this trailer number and stock movements with this fleet number will not be deleted.

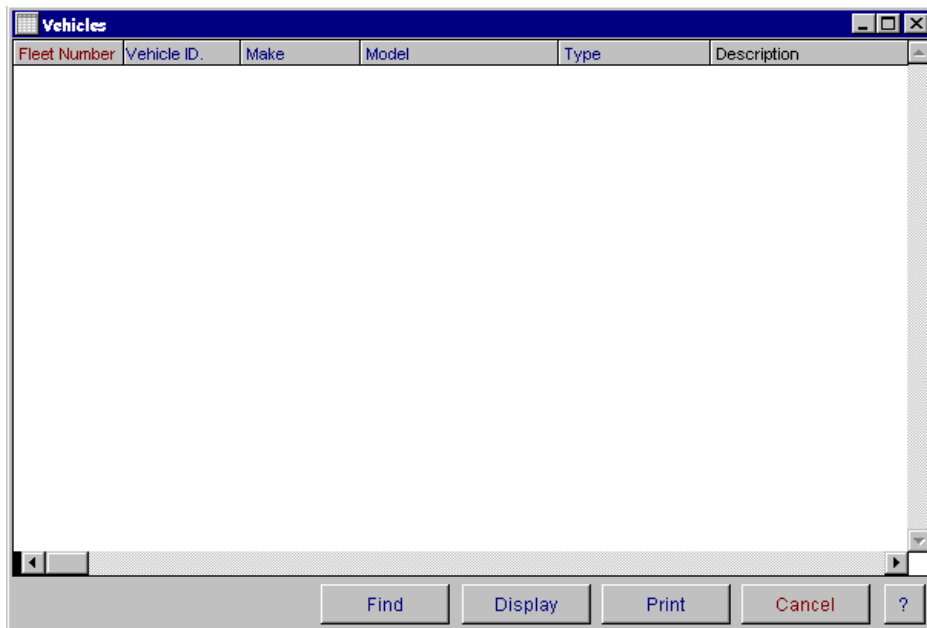
Norcom Information Technology Pty. Ltd. will not be held responsible for any data loss that may occur if the wrong trailer number is entered when using this option.

This option is for removing trailer information that is no longer relevant to your business, for example if a trailer is sold. When this option is used all information in the trailer master file and trailer history file will be deleted and you will be no longer able to recall Fleetmate information relating to that trailer. Purchase order and stock movement entries will remain in the system and you will be able to access freight information in Freightmate. To access freight history on a deleted trailer you will only

be able to do this if you specify “all” trailers when you select a report. **Please ensure that the correct trailer number is entered** as the information cannot be restored once you have selected to continue. You will be asked to reconfirm deletion.

File Menu

Vehicle Master File



The Vehicle Master File browse window displays all of the information entered into the vehicle master entry screen. You have the ability to display, delete, find and print from this window. You also have the ability to **sort** the information by clicking on the headings on the grid. You can sort by fleet number, vehicle ID, registration, make, model and type. When you select the print button, the report will be sorted in the order that is currently selected.

You have two ways of accessing and updating records in this screen.

- 1 The display button will open the vehicle data entry screen at the record that was highlighted on selecting the display button, alternatively you can also display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.
- 2 To find a record, select the find button and type in a combination you wish to search for. Select the search button. To view the search results select view.

To open a fresh data entry screen, select the display button.

This option has 8 screens of information. These are general, specifications, maintenance, registrations/insurance/finance, re-finance, services, permits and notes. It is not mandatory to enter information in every field. You must enter a fleet number which must be a unique alpha/numeric code. You have the ability to browse, goto, add, edit, save, cancel, delete and exit. To move between screens, either click on the heading tabs at the top of the screen, or use the next page arrows in the bottom right hand corner. When finished, select Exit. For more information on these options, refer to Operator Prompts on pages 5 to 8.

Vehicle General Information

Information entered into the Vehicle Master File option is accessed for reporting purposes throughout the Fleetmate module. All information relates back to the Fleet number and is sorted according to the report that has been selected. For a list of reports available please refer to the Reports Menu.

Vehicle Specifications

Vehicle Maintenance

Vehicles

Fleet Number Registration Make

General Specifications Maintenance Registration / Insurance / Finance Re-Finance Services Permits Notes

Maximum Revs Gear Box Manuf.
 Fuel Type Gear Box Model
 Km / Litre Gear Box Speeds
 No. Air Filters Gear Box Oil Type
 Air Filter Model Gear Box Oil Cap.
 Engine Oil Type Diff. Manufacturer
 Oil Capacity Diff. Model
 No. Oil Filters Diff. Ratio
 Oil Filter Model Diff. Capacity (Kg)
 Water Capacity Diff. Oil Capacity
 Suspension Type Bumper / K-Pin

Browse Goto Add Edit Save Cancel Delete Exit ?

Vehicle Registration/Insurance/Finance

Vehicles

Fleet Number Registration Make

General Specifications Maintenance Registration / Insurance / Finance Re-Finance Services Permits Notes

Registration Fee Finance Co.
 Registration Due Finance Contract No.
 Registration Paid Amount Financed Interest Rte
 Registration Type Of Agreement
 Cheque No. Finance Agreement No.
 Accident Commis. Comp. Insurance Value
 Third Party Insurance Co. Comp. Insurance prem.
 Third Party Policy Number Payment Term
 Third Party Insurance Expiry Payment
 Comprehensive Insur. Co. First Payment Date
 Comprehensive Policy No. Monthly Payment Date
 Comp. Insurance Expiry Residual
 Finance Due Off

Browse Goto Add Edit Save Cancel Delete Exit ?

Information entered into the Registration/Insurance/Finance option is accessed for reports such as Finance Due, Vehicle Registration Due, and Insurance Due.

Vehicle Refinance Details

If a vehicle has been re-financed the new finance information can be recorded and will be reported separately on the Finance Due report.

Vehicle Services

	Y/N	HOURS	KILOMETERS	DAYS
'A' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="4000"/>	<input type="text" value="0"/>
'B' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="25000"/>	<input type="text" value="0"/>
'C' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="200000"/>	<input type="text" value="6"/>
'D' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="400000"/>	<input type="text" value="12"/>

The Service Schedule can be set up for reporting on operating hours or kilometres. For vehicles operating on kilometres, you will need to enter the number of kilometres for each service and also the number of days between services. For vehicles recording operating hours you will need to enter the number of hours and also the number of days between services.

Vehicle Permits

Vehicles

Fleet Number Registration Make

General Specifications Maintenance Registration / Insurance / Finance Re-Finance Services **Permits** Notes

	Permit Required (Y/N)	Permit Expiry Date	Permit Description
#1	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Print Notes

Browse Goto Add Edit Save Cancel Delete Exit ?

Vehicle Notes

Vehicles

Fleet Number Registration Make

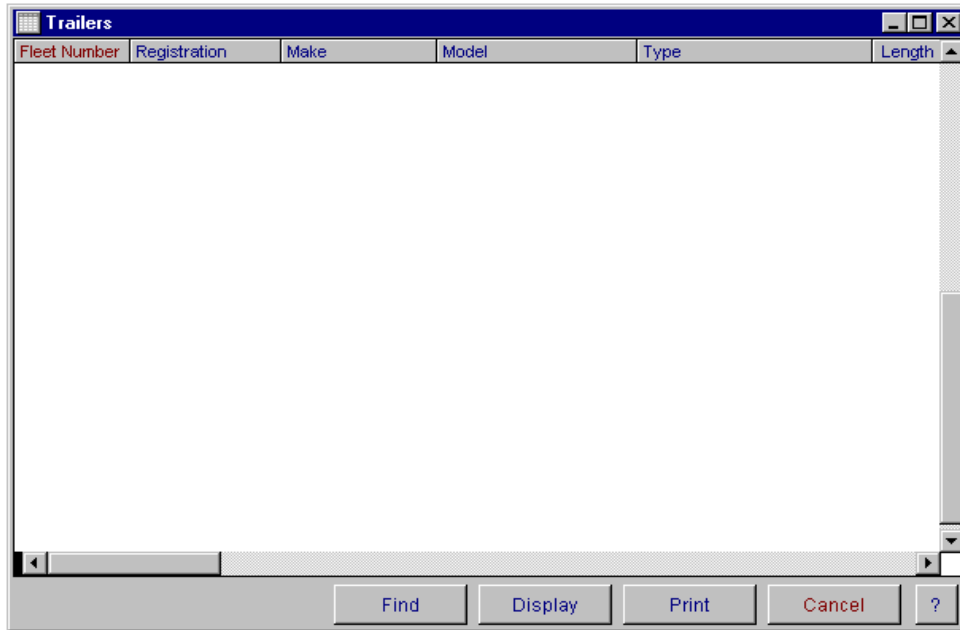
General Specifications Maintenance Registration / Insurance / Finance Re-Finance Services Permits **Notes**

Notes

Print Notes

Browse Goto Add Edit Save Cancel Delete Exit ?

Trailer Master File



The Trailer Master File browse window displays all of the information entered into the trailer master entry screen. You have the ability to display, delete, find and print from this window. You also have the ability to **sort** the information by clicking on the headings on the grid. You can sort by fleet number, registration, make, model, type, length, colour, maximum weight and maximum volume. When you select the print button, the report will be sorted in the order that is currently selected.

You have two ways of accessing and updating records in this screen.

1. The display button will open the trailer data entry screen at the record that was highlighted on selecting the display button, alternatively you can also display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.
2. To find a record, select the find button and type in a combination you wish to search for. Select the search button. To view the search results select view.

To open a fresh data entry screen, select the display button.

Trailer Master File Entry

The Trailer master file entry screen is used to enter in all the information about your trailers. This option has 6 screens of information. There are two pages for general information about your trailers, registration/insurance/finance, refinance, schedules and notes. It is not mandatory to enter information in every field. The trailer number must be a unique alpha/numeric code and it must be entered. You have the ability to browse, goto, add, edit, save, cancel, delete and exit. To move between screens, either click on the heading tabs at the top of the screen, or use the next page arrows in the bottom right hand corner. When finished, select Exit. For more information on these options, refer to Operator Prompts on pages 5 to 8.

General Information

Information entered into the Trailer Master File option is accessed for reporting purposes throughout the Fleetmate module. All information relates back to the Fleet No. and is sorted according to the report that has been selected. For a list of reports available please refer to the Reports Menu.

General Information Continued

Trailer Registration/Insurance/Finance

Information entered into the Registration/Insurance/Finance option is accessed for reports such as Finance Due, Trailer Registration Due and Insurance Due.

Trailer Re-finance

If a trailer has been re-financed the new finance information can be recorded and will be reported separately on the Finance Due report.

Trailer Service Schedules

	Y/N	HOURS	KILOMETERS	DAYS
'A' Service	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
'B' Service	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
'C' Service	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
'D' Service	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

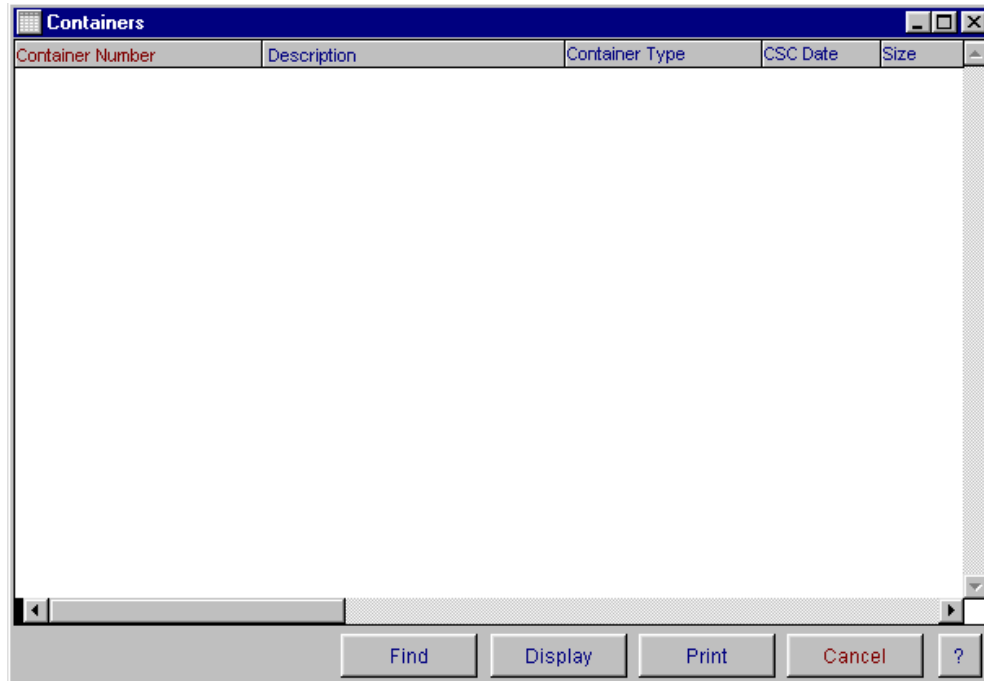
The Service Schedule can be set up for reporting on operating hours or kilometres. For trailers operating on kilometres, you will need to enter the number of kilometres for each service and also the number of days between services. For trailers recording operating hours you will need to enter the number of hours and also the number of days between services.

Trailer Notes

Notes

Print Notes

Container Master File



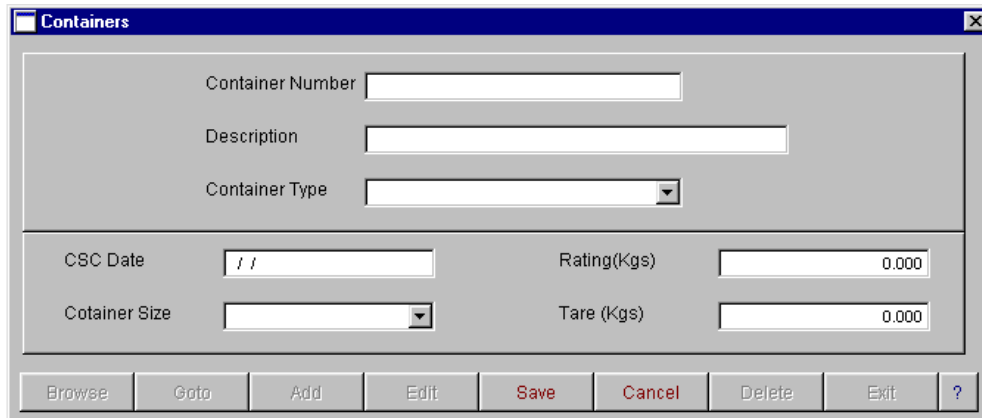
The Container Master File browse window displays all of the information entered into the container master entry screen. You have the ability to display, delete, find and print from this window. You also have the ability to **sort** the information by clicking on the headings on the grid. You can sort by container number, description, container type, CSC date and size. When you select the print button, the report will be sorted in the order that is currently selected.

You have two ways of accessing and updating records in this screen.

3. The display button will open the container data entry screen at the record that was highlighted on selecting the display button, alternatively you can also display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.
4. To find a record, select the find button and type in a combination you wish to search for. Select the search button. To view the search results select view.

To open a fresh data entry screen, select the display button and the following screen will appear.

Container Master File Entry



The screenshot shows a window titled "Containers" with the following fields and controls:

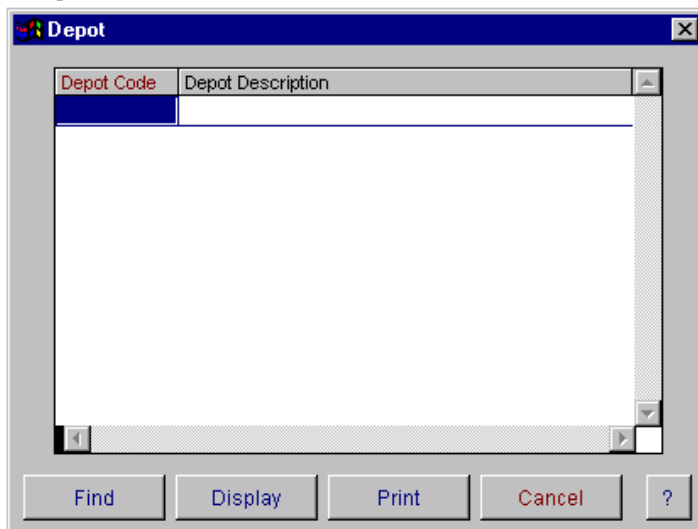
- Container Number:
- Description:
- Container Type:
- CSC Date:
- Rating(Kgs):
- Container Size:
- Tare (Kgs):

At the bottom, there is a row of buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

The Container master file entry screen is used to enter in all the information about your containers. The container number must be a unique alpha/numeric code and it must be entered. You have the ability to browse, goto, add, edit, save, cancel, delete and exit. For more information on these options, refer to Operator Prompts on pages 5 to 8.

Information entered into the Container Master File option is accessed for reporting purposes throughout the Fleetmate module. All information relates back to the container number and is sorted according to the report that has been selected. For a list of reports available please refer to the Reports Menu.

Depots



The screenshot shows a window titled "Depot" with a table and buttons below it:

Depot Code	Depot Description

At the bottom, there is a row of buttons: Find, Display, Print, Cancel, and a help icon (?).

The Depot Master file browse window displays all of the information entered into the Depot master entry screen. This information can be used to link vehicles to a particular depot for costing purposes. You have the ability to display, delete, find and print from this window.

You have two ways of accessing and updating records in this screen.

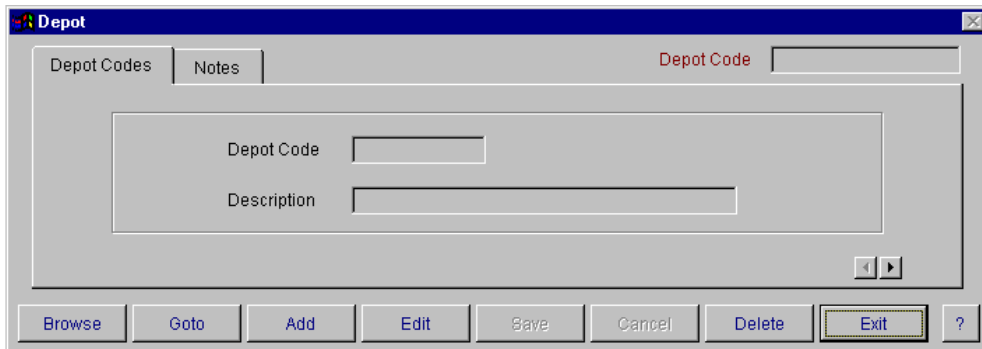
1. The display button will open the depots data entry screen at the record that was highlighted on selecting the display button, alternatively you can also

display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.

2. To find a record, select the find button and type in a combination you wish to search for. Select the search button. To view the results select view.

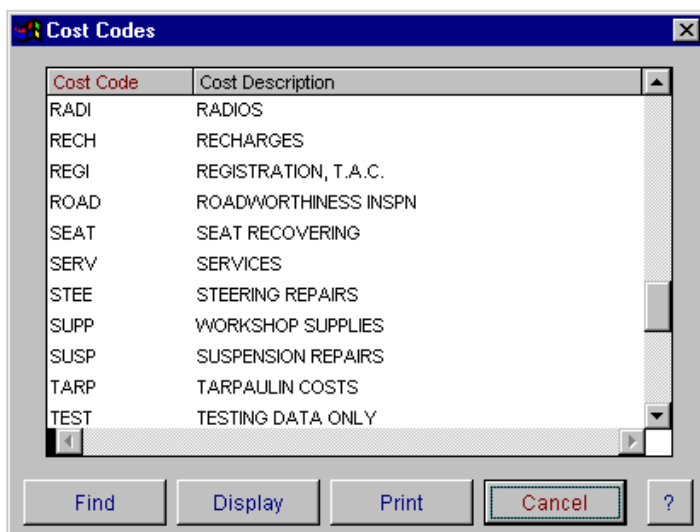
To open a fresh data screen, select the display button.

Depot Master File Entry



The Depots master file entry screen is used to enter in all the information about your depots. This option has 2 screens of information. These are depot codes and notes. The depot code must be a unique alpha/numeric code. It must be entered. You have the ability to browse, goto, add, edit, save, cancel, delete and exit. For more information on these options, refer to Operator Prompts on pages 5 to 8.

Costcodes



Cost Code	Cost Description
RADI	RADIOS
RECH	RECHARGES
REGI	REGISTRATION, T.A.C.
ROAD	ROADWORTHINESS INSPN
SEAT	SEAT RECOVERING
SERV	SERVICES
STEE	STEERING REPAIRS
SUPP	WORKSHOP SUPPLIES
SUSP	SUSPENSION REPAIRS
TARP	TARPAULIN COSTS
TEST	TESTING DATA ONLY

Cost codes are used for vehicle costing reports and to separate vehicle expenses for profitability reporting. By allocating expenses to cost codes you will be able to identify where a vehicle is costing you money.

The Costcode Master file browse window displays all of the information entered into the costcode master entry screen.

You have the ability to display, find and print from this window. The display button will open the costcode data entry screen at the record that was highlighted on

selecting the display button, alternatively you can also display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.

To find a record, select the find button and type in some letters of the costcode description that you wish to search for. Select the search button. To view the search results select view.

To open a fresh data entry screen, select the display button.

Costcodes Master File Entry

Cost Codes Master File Entry screen showing fields for Cost Code (ACCE), Description (ACCESSORIES), and options for Fuel Category, Labour, Productive Labour, and Un-Productive Labour.

The costcode master file entry screen is used to enter in all the information about your costcodes. This option has 2 screens of information. These are costcodes and notes. The costcode must be a unique alpha/numeric code. You are also able to identify whether the cost code is a fuel category, this will be accessed for the fuel usage analysis report. You also have the option to indicate whether labour costs are productive or unproductive.

Spare Parts

Part Number	Description	Model	Weight	Volume
TYRES	TYRES		0.0000	0.0000

The Spare Parts Master file browse window displays all of the information entered into the Spare Parts master entry screen. This option is used for tracking spare parts in your workshop. When a part has been created in the spare parts master file you have the advantage of creating purchase orders and creditor invoices without having to enter all the details of the part number. This information will automatically be gathered from the spare parts master file when the part number is entered into the purchase order and creditor invoice entry screens.

You have the ability to find, display, and print from this window. The display button will open the spare parts data entry screen at the record that was selected on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

To open a fresh data entry screen, select the display button.

General Information

The screenshot shows a software window titled "Parts" with a tabbed interface. The "General" tab is active. At the top, there are tabs for "General", "Suppliers", and "Notes", followed by a "Part Number" field. The main area contains several input fields: "Part Number", "Description", "Cost Code" (a dropdown menu), "Model", "Warehouse", "Unit of Measure", "Group", "Weight" (with a value of "0.0000"), "Location", and "Volume" (with a value of "0.000"). Below these fields is a "GST Exempt?" checkbox. A red note at the bottom states: "** Please Note - If you alter an existing Part Number or Warehouse code it will reflect through the whole system **". At the very bottom, there is a row of buttons: "Browse", "GoTo", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

The Spare Parts master file entry screen is used to enter in all the information about your spare parts. This option has 3 screens of information. These are general, suppliers, and notes. The part number must be a unique alpha/numeric code. The part number, description, costcode and warehouse are mandatory. You cannot alter the part number or warehouse when you are editing an existing record.

Supplier Information

Parts

General Suppliers Notes Part Number

Supplier Number	Suppliers Reference	Supplier Number	Suppliers Reference

Standard Cost: 0.0000 Maximum Quantity: 0
Current Cost: 0.0000 Stock on Hand: 0
Minimum Quantity: 0 Stock Counted: 0
Reorder Description: Tax Exempt:

Browse GoTo Add Edit Save Cancel Delete Exit ?

The supplier information screen allows you to link spare parts to a particular supplier or a number of suppliers, displays cost of parts and records minimum and maximum quantities and stock on hand.

Notes

Parts

General Suppliers Notes Part Number

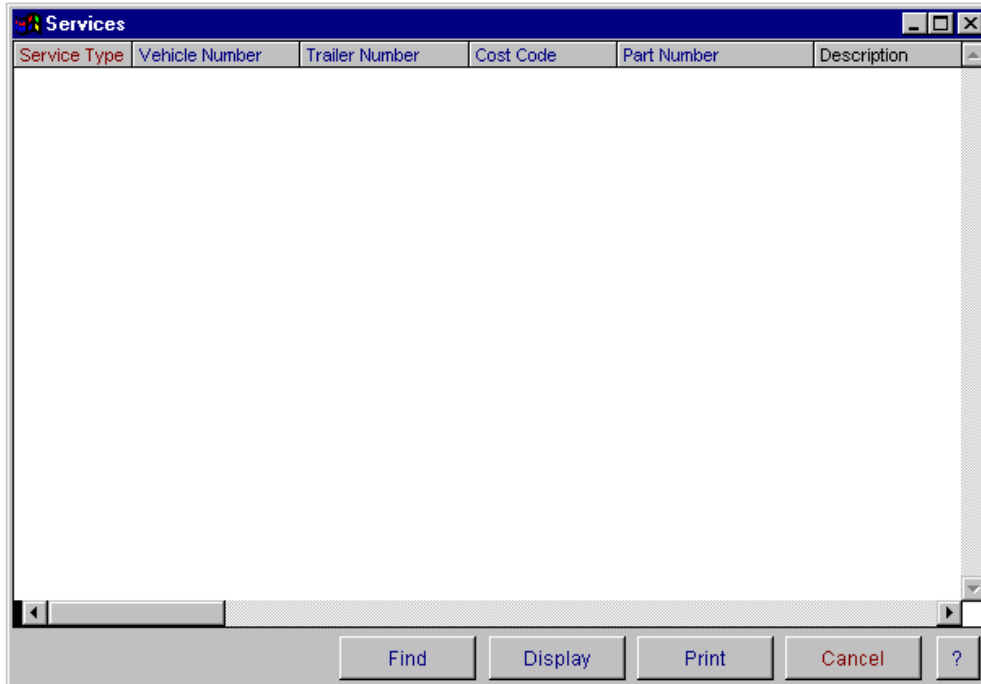
Notes

Print Notes

Browse GoTo Add Edit Save Cancel Delete Exit ?

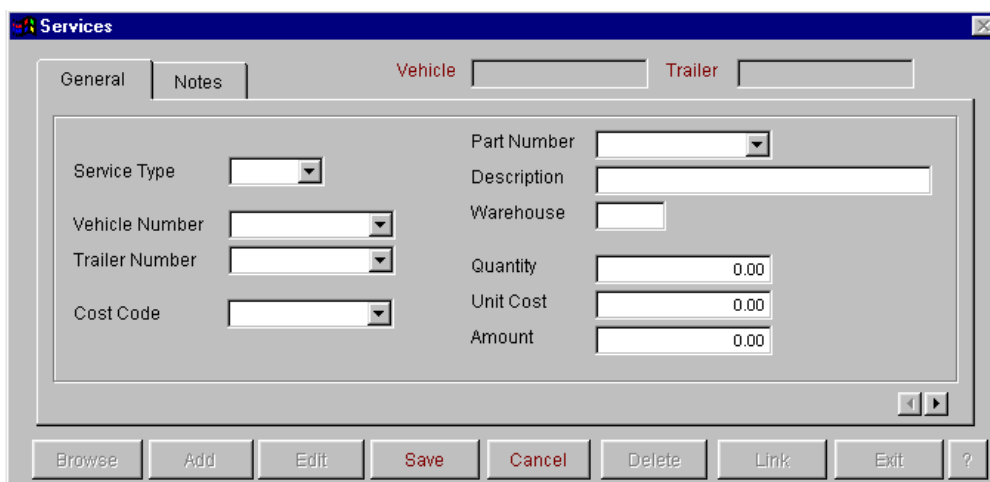
The third screen is for recording of general information.

Service Checklist



The Service Checklist Master file browse window displays all of the information entered into the service checklist master entry screen. You have the ability to display, delete, find and print from this window. The display button will open the service checklist data entry screen at the record that was selected on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu. You have the ability to sort the information in this screen by clicking on the headings at the top of the grid box. You can sort by service type, vehicle number, trailer number, cost code and part number. When you select the print button, the report will be sorted in the order that is currently selected.

General Information

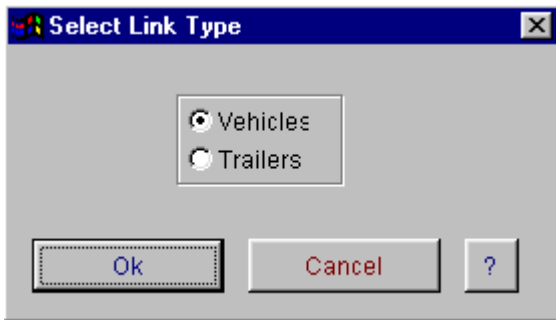


This option has 2 screens of information. In the first screen you are able to set up service types, eg. A, B, C, etc. You are then able to apply parts required for each service. When a Services Checklist is produced for a particular vehicle, all parts requiring checking will be listed.

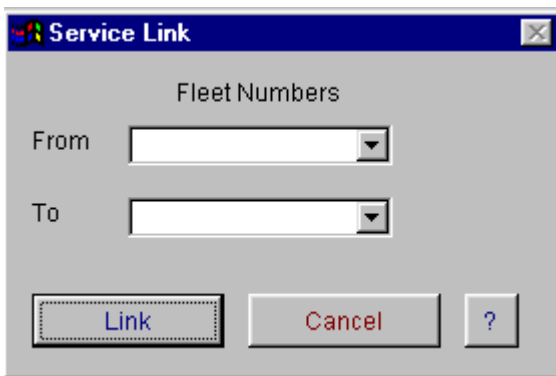
You have the ability to link services between different vehicles. For example if the same part is required on more than 1 vehicle, rather than keying in for each vehicle, you have the ability to link the parts to avoid repetitious data entries.

Link

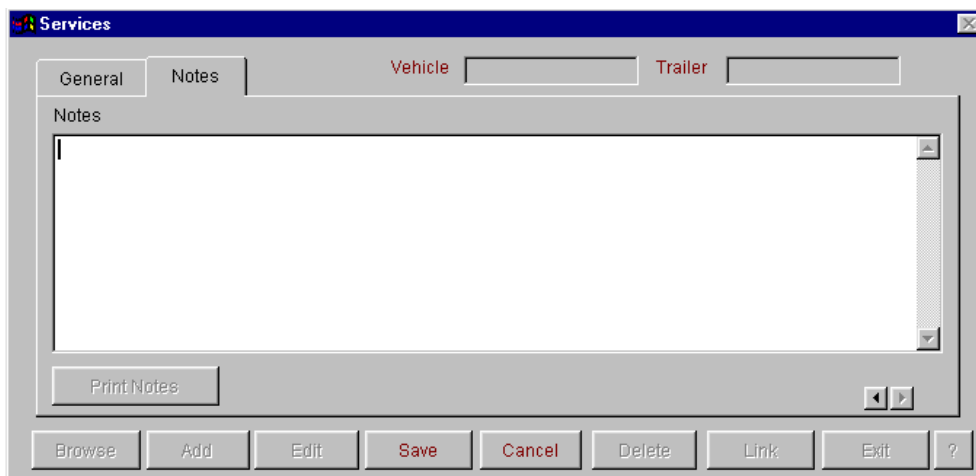
If the link button is selected, the following screen will appear. You will be required to select if the link is between vehicles or trailers.



Once link type has been selected the following screen will appear. You will be then able to select which vehicles you wish to link.

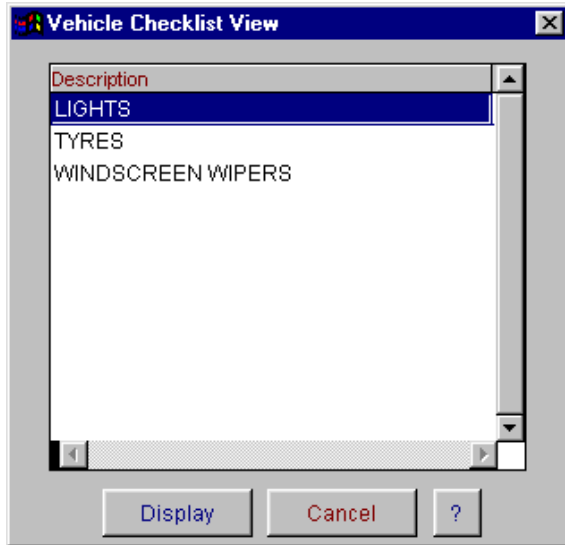


Notes



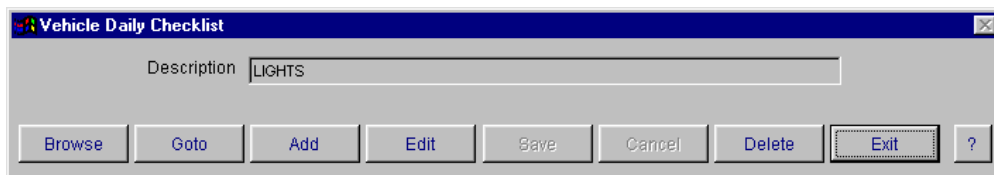
The second screen is for recording of general notes.

Roadworthiness Items



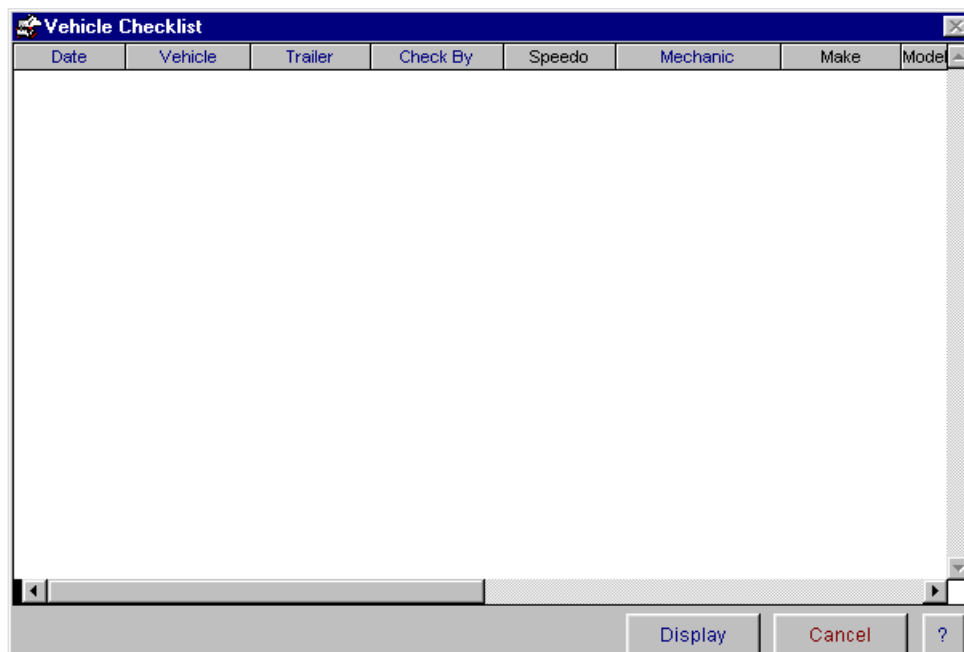
The Roadworthiness Items master file browse displays all of the information entered into the Roadworthiness Items master entry screen. This option is used for the purpose of creating roadworthiness checklists. These can also be used as a daily pre-trip checklist.

To open a fresh data entry screen select display.



To enter a roadworthiness item select Add, then type in the item you wish to include in the roadworthiness checklist.

Roadworthiness Check



The Roadworthiness Checklist master file browse window displays all of the information entered into the roadworthiness checklist master entry screen. The display button will open the roadworthiness checklist data entry screen at the record that was highlighted on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu. You have the ability to sort the information in this screen by clicking on the headings at the top of the grid box. You can sort by date, vehicle, trailer, checked by and mechanic.

Checklist Number	00000001	Checklist Date	07/02/2001
Vehicle	PM2	Make	PM2
Trailer		Model	
Mechanic		Odometer	0
Checked By			

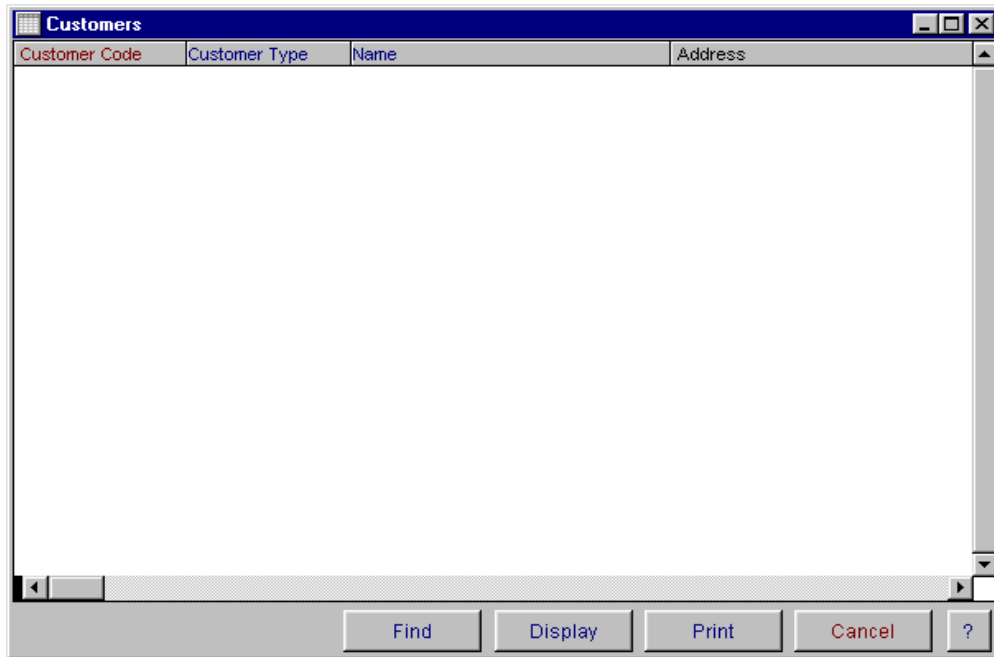
Description	Complete
LIGHTS	<input type="checkbox"/>
WINDSCREEN WIPERS	<input type="checkbox"/>
FUEL PUMP	<input type="checkbox"/>
TYRES	<input type="checkbox"/>

Buttons: Browse, Add, Edit, Save, Cancel, Delete, Print, Exit

To produce a new roadworthiness checklist, select Add. Enter vehicle or trailer code, mechanic and date. The checklist number is system generated. The make, model and odometer reading will automatically be generated from the vehicle history file. All items from the roadworthiness items master file will be listed.

To complete the roadworthiness checklist, select Edit. Place a tick in the tick box beside the items that have been checked. When finished select Save.

Customer Master File



The Customer Master file browse window displays all of the information entered into the Customer master entry screen. You have the ability to display, find and print from this window. You have two ways of accessing and updating records in this screen.

1. The display button will open the customer data entry screen at the record that was highlighted on selecting the display button, alternatively you can also display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.
2. To **find** a record, select the find button and type in a combination you wish to search for. Select the search button. To view the search results select view.

You also have the ability to sort the information. You can sort by customer code, customer type, name and post code. When you select the print button, the report will be sorted in the order that is currently selected.

To open a fresh data entry screen, select the display button.

General Information

Customer Code Parent Account

Name

Address

E-Mail Address

Phone Number 1 Phone Number 3

Phone Number 2 Phone Number 4

Facsimile Number

Account Open Date / / Account Close Date / /

Delivery Address

Browse Goto Add Edit Save Cancel Delete Exit ?

The Customer master file entry screen is used to enter in all the information about your Customer and set up their database. This option has 6 screens of information. These are general, 3 for accounting, invoice/statement notes and general notes. The customer code must be a unique alpha/numeric code and cannot be edited or deleted on existing records. It is mandatory that a code be entered.

The field for delivery address is automatically linked to the sender/receiver file when you save the data. You can also enter sender/receiver information directly into the sender/receiver master file. You have the ability to browse goto, add, edit, save, cancel, delete and exit. When finished, select Exit. For more information on these options, refer to Operator Prompts on pages 5 to 8.

To move between screens, either click on the heading tabs at the top of the screen, or use the next page arrows in the bottom right hand corner.

Accounting 1

Accounts Contact

Recharge Percentage 0.00

Account Status

Customer Type

Trading Terms 0

Default G/L Account

Bank

Branch

Insurance % 0.00

Insurance Department

Insurance G/L Code

Cubic Conversion 0.000

Browse Goto Add Edit Save Cancel Delete Exit ?

The second screen of the customer data base is for recording of account contact, customer type, general ledger code, bank details and insurance details.

Accounting 2

The screenshot shows the 'Customer' application window with the 'Accounting 2' tab selected. The interface includes the following elements:

- Discount %:** Input field with value 0.00
- Discount Department:** Dropdown menu
- Discount G/L Code:** Dropdown menu
- Days From Invoice Date:** Input field with value 0
- Minimum Charge Per Docket:** Input field with value 0.00
- Minimum Charge Department:** Dropdown menu
- Minimum Charge G/L Code:** Dropdown menu
- Maximum Value per Invoice:** Input field with value 0.00
- Customer Accounts - Calculate Account Fees:** Section with checkboxes for 'Accounting Fee ?' and 'Interest ?'
- Toolbar:** Buttons for Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?)

The third screen is for recording of discount rates and minimum charges for your customers.

Accounting 3

The screenshot shows the 'Customer' application window with the 'Accounting 3' tab selected. The interface includes the following elements:

- Fuel Surcharge %:** Input field with value 0.00
- Fuel Surcharge Dept.:** Dropdown menu
- Fuel Surcharge G/L Code:** Dropdown menu
- Fuel Surcharge Expiry:** Input field with value //
- GST Information:** Section with input field for 'ABN Number' and checkboxes for 'GST Registered', 'GST Exempt', and 'Recipient Invoice Applies ?'
- Credit Limit \$:** Input field with value 0.00
- Credit Limit Status:** Dropdown menu with value ACTIVE
- Stop Trade ?** Checkbox
- Salesman:** Dropdown menu
- Salesman Commission %:** Input field with value 0.00
- Salesman Start Date:** Input field with value //
- Salesman End Date:** Input field with value //
- Toolbar:** Buttons for Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?)

The fourth screen is for setting up of fuel surcharge levy percentage, credit limits, and GST information and ABN numbers.

Invoice/Statement Notes

Customer

General Accounting 1 Accounting 2 Accounting 3 Invoice / Statement Notes Notes

Invoice Notes

Statement Notes

** Please note that these notes will only appear for the selected Customer **

Browse Goto Add Edit Save Cancel Delete Exit ?

On the fifth screen you have the ability to enter notes for invoices or statements. These notes will only print out on the individual customer invoices and statements. If you wish to enter notes for all customers, this can be done by using the invoice/statement notes option in your company records.

Notes

Customer

General Accounting 1 Accounting 2 Accounting 3 Invoice / Statement Notes Notes

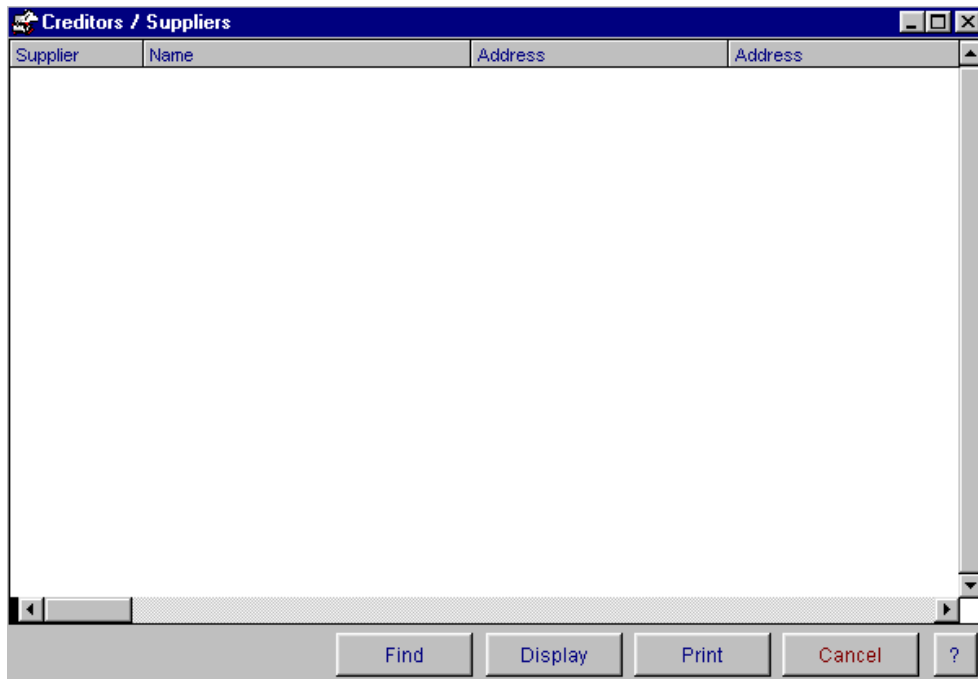
Notes

Print Notes

Browse Goto Add Edit Save Cancel Delete Exit ?

The sixth screen is for recording of general information about your customer

Creditors Master File



The Creditor Master file browse window displays all of the information entered into the Creditor master entry screen. You have the ability to display, find and print from this window.

You have two ways of accessing and updating records in this screen.

1. The display button will open the creditor data entry screen at the record that was highlighted on selecting the display button, alternatively you can also display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.
2. To find a record, select the find button and type in a combination you wish to search for. Select the search button. To view the search results select view

You also have the ability to **sort** the information. You can sort by creditor, name, address, post code and contact. When you select the print button, the report will be sorted in the order that is currently selected.

To open a fresh data entry screen, select the display button.

General

The screenshot shows the 'Creditors / Suppliers' window with the 'General' tab selected. The window title is 'Creditors / Suppliers'. At the top, there are three tabs: 'General', 'Bank', and 'Notes'. A 'Name' field is located at the top right. The main area contains several input fields: 'Supplier Code', 'Name', 'Address' (with two lines), 'Contact', 'Default Account' (a dropdown menu), 'Phone 1', 'Phone 2', 'Phone 3', 'Phone 4', 'Fax No.', and 'ABN Number'. There are also two checkboxes: 'GST Registered' and 'GST Exempt'. At the bottom, there is a row of buttons: 'Browse', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and '?'. Navigation arrows are located in the bottom right corner of the main form area.

The **creditor master file** entry screen is used to set up all the information about your creditors. This option has 3 screens of information. These are general, bank and notes. You have the ability to browse, goto, add, edit, save, cancel and delete. When finished, select Exit. For more information on these options, refer to Operator Prompts on pages 5 to 8. To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or using your mouse to click on the page tab at the top of the screen.

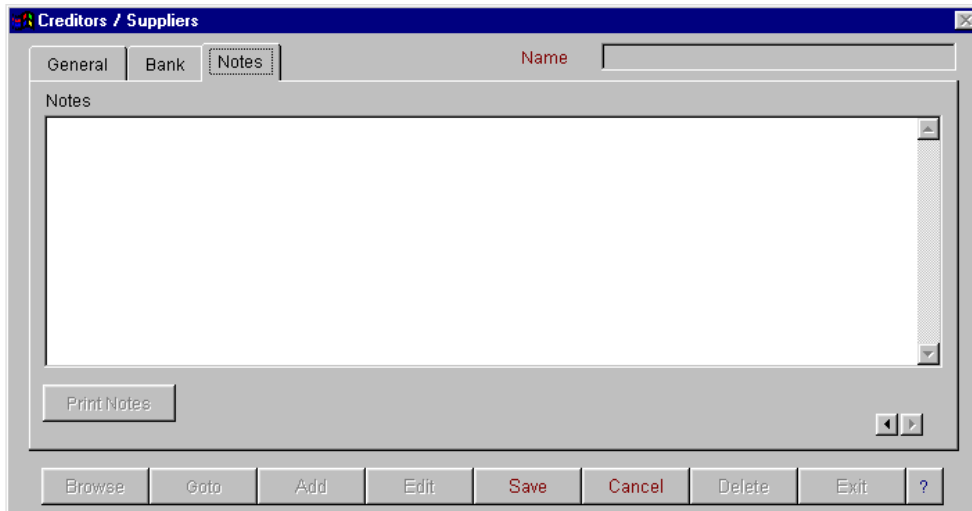
The creditor code is mandatory, must be unique and can be a unique alpha/numeric code. The ABN number must be entered if GST is to be calculated. If the ABN is not entered GST will not be calculated when the invoice is entered and with holding tax will be deducted when payment is made to the creditor.

Bank

The screenshot shows the 'Creditors / Suppliers' window with the 'Bank' tab selected. The window title is 'Creditors / Suppliers'. At the top, there are three tabs: 'General', 'Bank', and 'Notes'. A 'Name' field is located at the top right. The main area contains several input fields: 'BSB', 'Account Number', 'Account Name', 'Trading Terms', 'Account Type', and 'A.C.N. No.'. At the bottom, there is a row of buttons: 'Browse', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and '?'. Navigation arrows are located in the bottom right corner of the main form area.

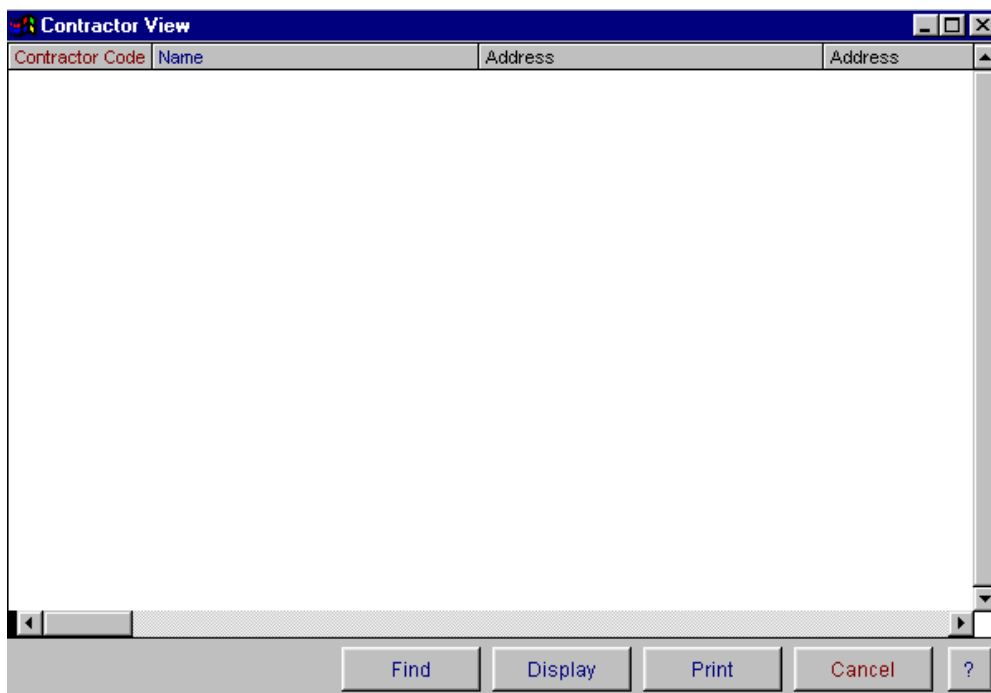
The second screen of the creditor master file is for recording your creditor bank details, trading terms, account type and ACN number. Only creditors with full bank details will be available for paying via the EFT option.

Notes



In the third screen you are able to record notes about your creditors.

Contractor Master File



The Contractor Master file browse window displays all of the information entered into the contractor master entry screen. You have the ability to display, delete, find and print from this window.

You have two ways of accessing and updating records in this screen.

1. The display button will open the contractor data entry screen at the record that was highlighted on selecting the display button, alternatively you can also display the record by 'right mouse clicking' on the record to bring up a popup menu. Then select display.
2. To find a record, select the find button and type in a combination you wish to search for. Select the search button. To view the search results select view.

You also have the ability to **sort** the information. You can sort by contractor code, name, address, post code and contact. When you select the print button, the report will be sorted in the order that is currently selected.

To open a fresh data entry screen, select display.

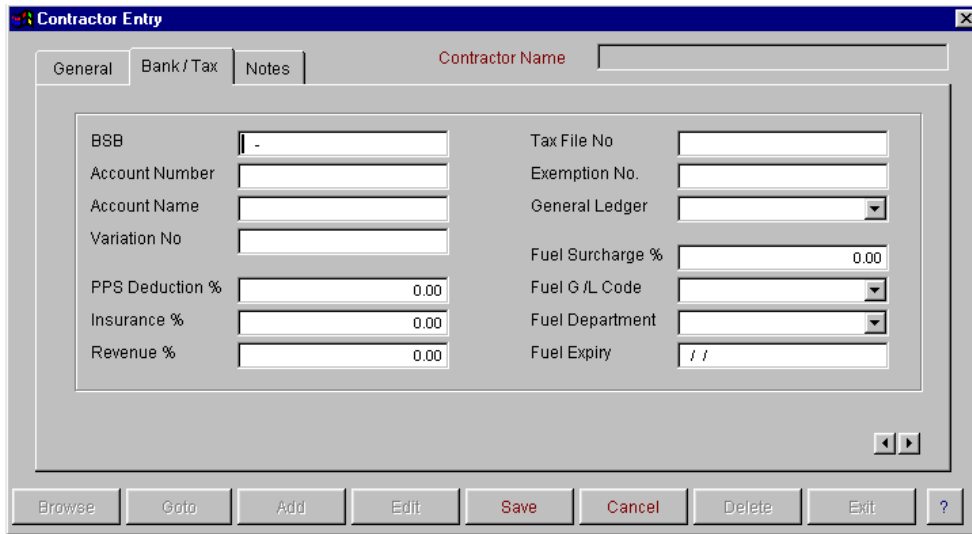
General Information

The screenshot shows a software window titled "Contractor Entry" with a close button (X) in the top right corner. The window has three tabs: "General", "Bank / Tax", and "Notes", with "General" selected. A text field labeled "Contractor Name" is at the top right. The main area contains several input fields: "Contractor Code", "Name", "Address" (with two lines), "A.C.N. Number", "ABN Number", "Phone 1" through "Phone 4", "Fax Number", "Trading Terms" (with a "0" in the field), and "Tare" (with a "0" in the field). Below these fields are three checkboxes: "GST Registered", "GST Exempt", and "Recipient Invoice Applies?". At the bottom right of the main area are two small arrows (left and right). At the bottom of the window is a row of buttons: "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and a help button with a question mark.

The contractor master file entry screen is used to enter in all the information about your contractors. This option has 3 screens of information. These are general, bank and notes. You have the ability to browse, goto, add, edit, save, cancel and delete. When finished, select Exit. For more information on these option refer to the Operator Prompts at the front of the manual. To move between these screens, use either the next page arrows located at the bottom right hand corner of the screen, or use you mouse to click on the page tabs at the top of the screen.

The contractor code is mandatory, must be unique and can be an alpha/numeric code. The ABN number must be entered is GST is to be calculated. It the ABN is not entered GST will not be calculated when the invoice is entered and with holding tax will be deducted when payment is made to the contractor.

Bank/Tax



Contractor Entry

General Bank / Tax Notes Contractor Name

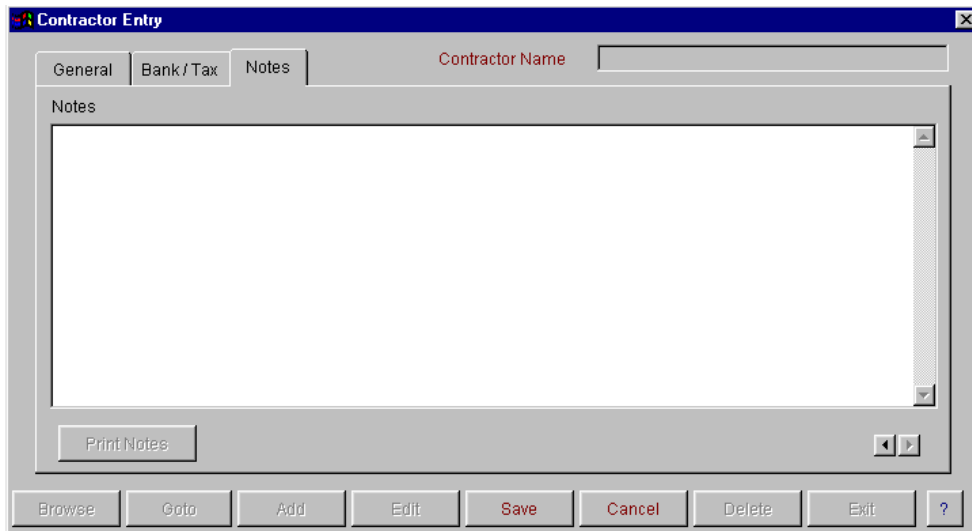
BSB - Account Number Account Name Variation No PPS Deduction % 0.00 Insurance % 0.00 Revenue % 0.00 Tax File No Exemption No. General Ledger Fuel Surcharge % 0.00 Fuel G /L Code Fuel Department Fuel Expiry //

Print Notes

Browse Goto Add Edit Save Cancel Delete Exit ?

The second screen is for recording contractor bank details, PPS details, tax file number and fuel surcharge details. Only contractors with full bank details will be available for paying via the EFT option.

Notes



Contractor Entry

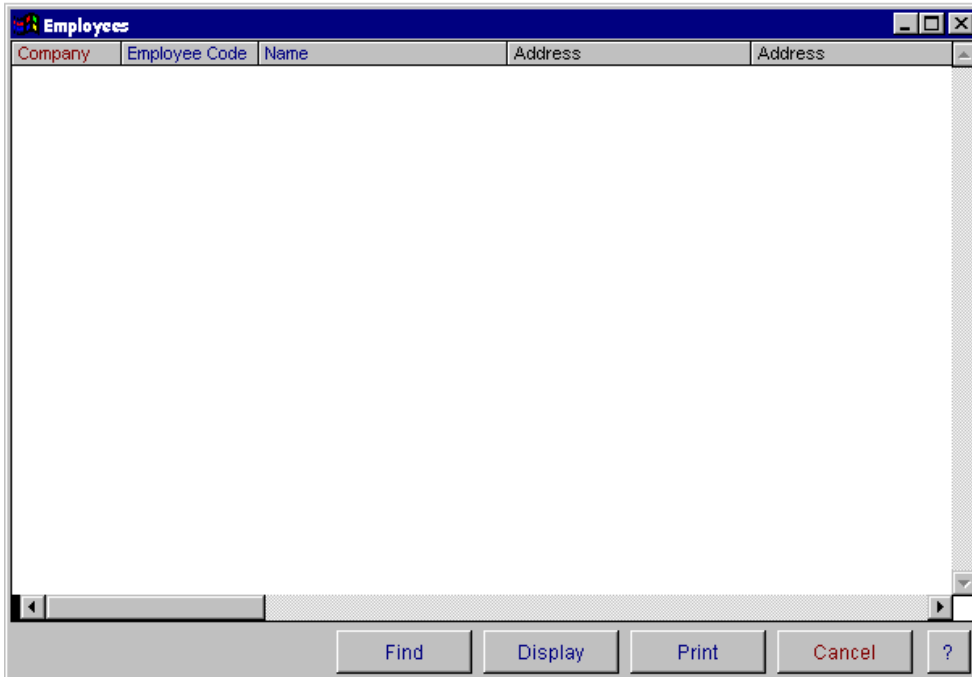
General Bank / Tax Notes Contractor Name

Notes

Print Notes

Browse Goto Add Edit Save Cancel Delete Exit ?

Employee Records



The **employee browse** option allows you to list all employees entered into the employee master entry screen. You have the ability to find, display and print from this window. You have two ways of accessing and updating records in this screen.

3. The display button will open the employee data entry screen at the record that was highlighted on selecting the display button.
4. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

General

A screenshot of a software window titled "Employee Entry". The window has a tabbed interface with tabs for "General", "Licence / Super.", "Notes", "Payroll", "Incidents", "Training", "Entitlements", and "Name". The "General" tab is selected. The form contains the following fields:

- Employee Code: 001
- Company Code: A
- Name: [empty text box]
- Address: [empty text box]
- Date of birth: [empty text box]
- Status: Active (dropdown menu)
- Area Code: [empty dropdown menu]
- Date started: [empty text box]
- Date finished: [empty text box]
- Contact: [empty text box]
- Phone No.: [empty text box]
- Position: [empty text box]
- State: [empty dropdown menu]
- Base Rate: [empty text box]
- Sales Person ?
- Driver ?

At the bottom of the window, there are buttons for "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and a help icon.

There are 7 data screens for setting up your employee details. The first is the general information screen for recording employee name, address, date of birth, status (active, permanent, casual, etc), start and finish dates, contact name and

telephone numbers. You must enter an employee code, company code, tax scale, payment method, RDO accrual, general ledger code and department code. You will not be able to save an incomplete record. To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or using your mouse to click on the page tab at the top of the screen.

Superannuation will only calculate on employees with a status of “active” or “permanent”. If the status of an employee is “inactive” then the employee will not appear in the “enter pays” option.

Licence/Super

The second screen is for recording of licences (drivers, dangerous goods, forklift), superannuation fund details and medical records.

The field for superannuation amount is used when an employee is on a set weekly super amount (eg. Interstate drivers). If no amount is entered into this field, then superannuation is calculated from the % entered in the Company records on normal times hours, sick leave, RDO, Workcare, public holiday, annual leave, long service leave, back pay and trips. Time and half, double time and other overtime is not included for this calculation.

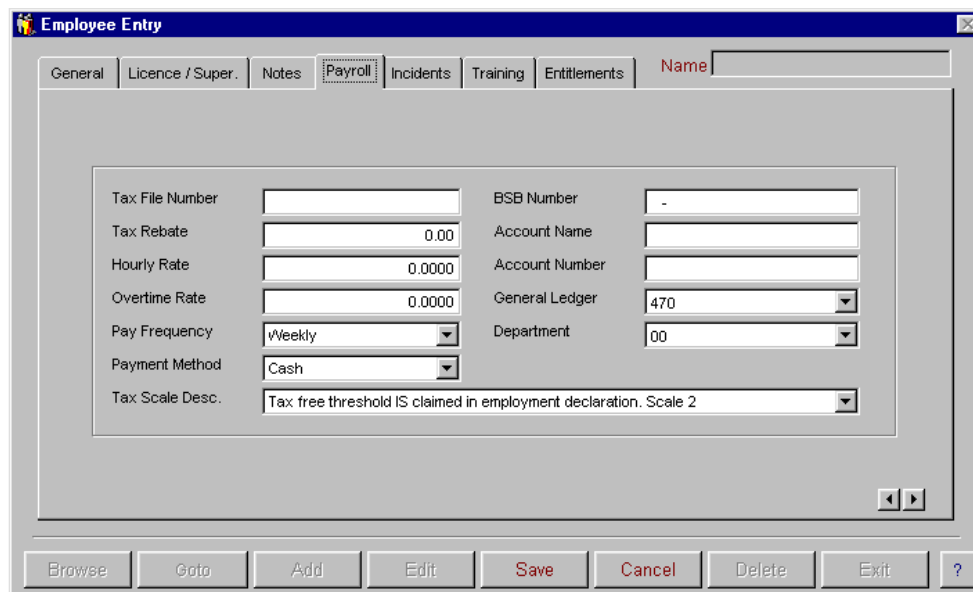
Notes



The screenshot shows the 'Employee Entry' window with the 'Notes' tab selected. The window has a title bar with a close button. Below the title bar are tabs for 'General', 'Licence / Super.', 'Notes', 'Payroll', 'Incidents', 'Training', and 'Entitlements'. A 'Name' field is visible to the right of the tabs. The main area contains a large text box for entering notes and a 'Print Notes' button below it. At the bottom of the window are buttons for 'Browse', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and a help icon.

The third screen is for the recording of general notes. You have the ability to print the notes if you wish.

Payroll



The screenshot shows the 'Employee Entry' window with the 'Payroll' tab selected. The window has a title bar with a close button. Below the title bar are tabs for 'General', 'Licence / Super.', 'Notes', 'Payroll', 'Incidents', 'Training', and 'Entitlements'. A 'Name' field is visible to the right of the tabs. The main area contains a form with the following fields:

Tax File Number	<input type="text"/>	BSB Number	<input type="text" value="-"/>
Tax Rebate	<input type="text" value="0.00"/>	Account Name	<input type="text"/>
Hourly Rate	<input type="text" value="0.0000"/>	Account Number	<input type="text"/>
Overtime Rate	<input type="text" value="0.0000"/>	General Ledger	<input type="text" value="470"/>
Pay Frequency	<input type="text" value="Weekly"/>	Department	<input type="text" value="00"/>
Payment Method	<input type="text" value="Cash"/>		
Tax Scale Desc.	<input type="text" value="Tax free threshold IS claimed in employment declaration. Scale 2"/>		

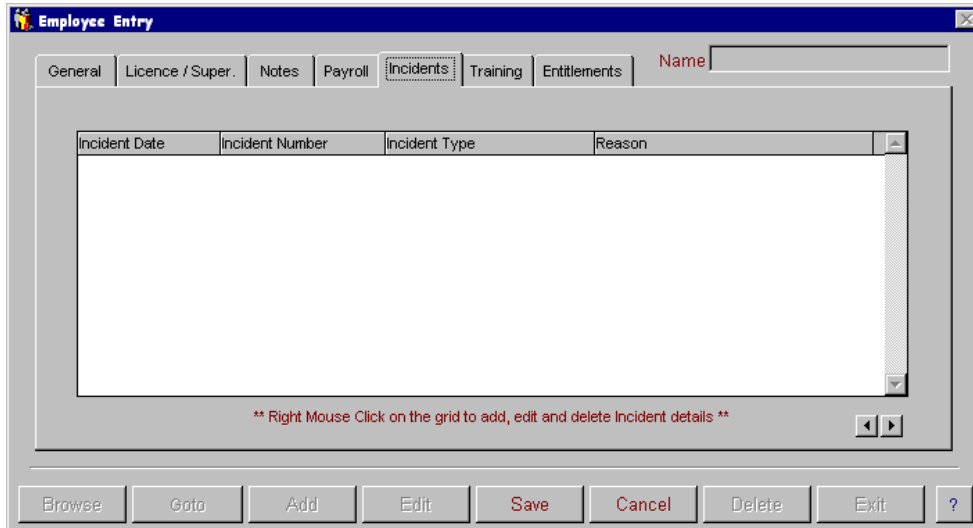
At the bottom of the window are buttons for 'Browse', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and a help icon.

The fourth screen is for the recording of employee tax file number, tax rebate, hourly rate, other overtime rate, pay frequency (weekly, fortnightly or monthly), payment method (bank, cash, cheque), employee bank account details, general ledger account, department code and tax scale.

The field for "overtime rate" is to be used when the overtime rate is different from the normal rate x 1.5.

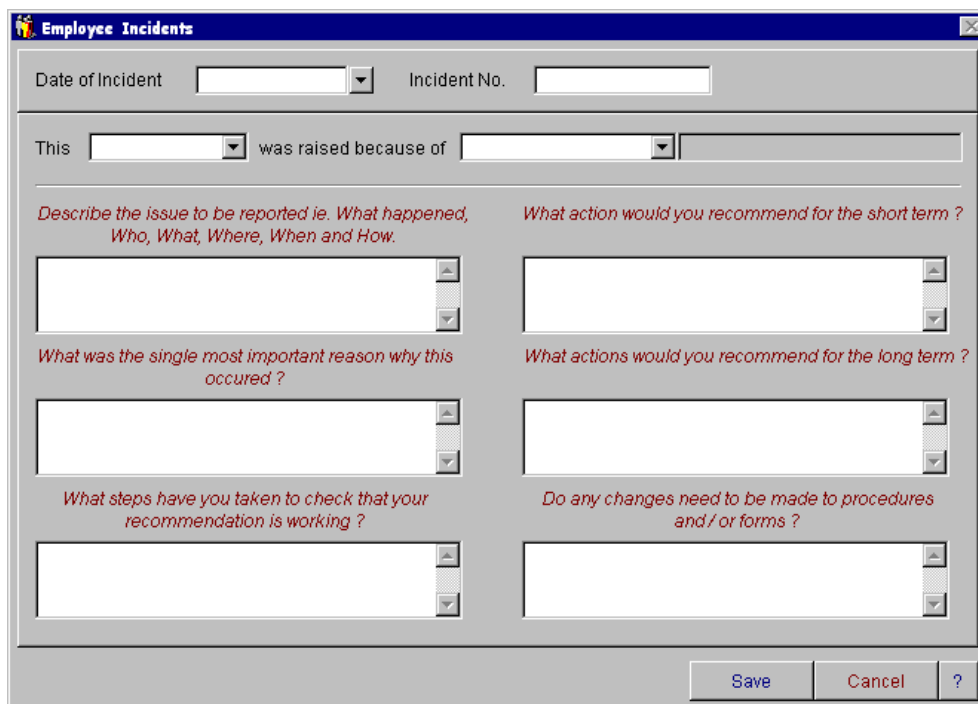
In the tax rebate field the annual rebate should be entered. When a pay is entered, tax will automatically be reduced by the correct amount, eg: \$900/year rebate = \$17.30/week reduction in tax payable.

Incidents



The screenshot shows the 'Employee Entry' window with the 'Incidents' tab selected. The window has a menu bar with 'General', 'Licence / Super.', 'Notes', 'Payroll', 'Incidents', 'Training', and 'Entitlements'. A 'Name' field is visible. Below the menu bar is a grid with columns: 'Incident Date', 'Incident Number', 'Incident Type', and 'Reason'. The grid is currently empty. Below the grid, there is a red instruction: '** Right Mouse Click on the grid to add, edit and delete Incident details **'. At the bottom of the window, there are buttons for 'Browse', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and a help icon.

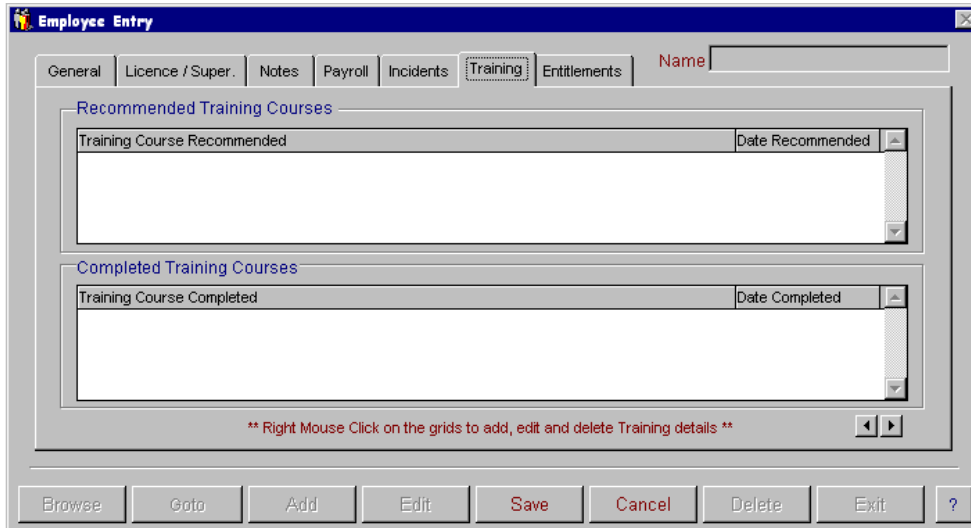
The employee incident report browse screen allows for the recording and viewing of all employee incidents. To enter an incident right mouse click on the grid and the following screen will appear. You can select to add, edit or delete incident details.



The screenshot shows the 'Employee Incidents' detail entry window. It has a title bar 'Employee Incidents'. At the top, there are fields for 'Date of Incident' (a dropdown) and 'Incident No.' (a text field). Below these is a line with 'This [dropdown] was raised because of [dropdown]'. The main area contains six text input fields arranged in two columns and three rows. The left column fields are: 1. 'Describe the issue to be reported ie. What happened, Who, What, Where, When and How.' 2. 'What was the single most important reason why this occurred?' 3. 'What steps have you taken to check that your recommendation is working?' The right column fields are: 1. 'What action would you recommend for the short term?' 2. 'What actions would you recommend for the long term?' 3. 'Do any changes need to be made to procedures and/or forms?' At the bottom right, there are buttons for 'Save', 'Cancel', and a help icon.

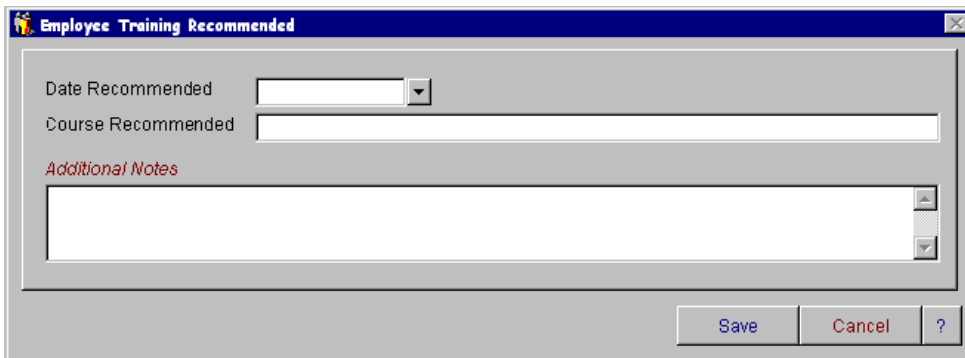
The employee incident report detail entry provides you with the ability to record incidents and improvements in employee performance. These incidents can be raised in a number of ways (internal audit, supplier failure, customer complaint, improvement idea, external audit, preventative action, accident). The areas for entering the details of the incident are free-form fields allowing for as much detail as necessary in each area. When all details have been recorded, select save.

Training



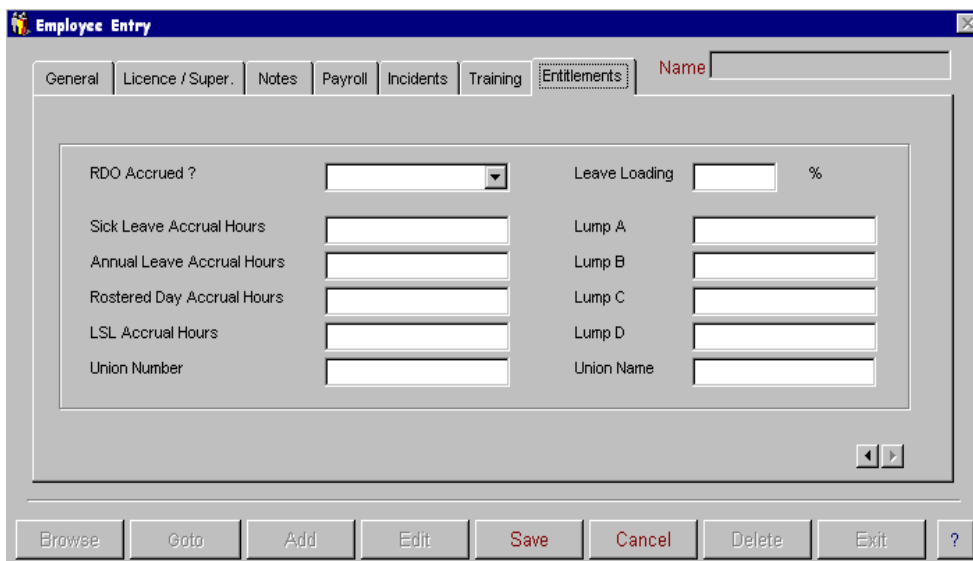
The screenshot shows the 'Employee Entry' window with the 'Training' tab selected. It features two grid areas: 'Recommended Training Courses' and 'Completed Training Courses'. Each grid has columns for 'Training Course Recommended/Completed' and 'Date Recommended/Completed'. A red note at the bottom of the grids states: '** Right Mouse Click on the grids to add, edit and delete Training details **'. The bottom of the window contains a toolbar with buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon.

The sixth entry screen is for the recording of any recommended or completed training courses. To enter training records right mouse click on the grid box for recommended or completed courses and the following screen will appear. You can select to add, edit or delete details.



The screenshot shows the 'Employee Training Recommended' dialog box. It contains a 'Date Recommended' dropdown menu, a 'Course Recommended' text input field, and an 'Additional Notes' text area. At the bottom right, there are 'Save', 'Cancel', and '?' buttons.

Entitlements



The screenshot shows the 'Employee Entry' window with the 'Entitlements' tab selected. The main area contains several input fields for leave and accrual information:

- RDO Accrued ? (dropdown)
- Leave Loading (text input) %
- Sick Leave Accrual Hours (text input)
- Lump A (text input)
- Annual Leave Accrual Hours (text input)
- Lump B (text input)
- Rostered Day Accrual Hours (text input)
- Lump C (text input)
- LSL Accrual Hours (text input)
- Lump D (text input)
- Union Number (text input)
- Union Name (text input)

At the bottom of the window is a toolbar with buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon.

The employee entitlements screen is for recording of RDO's, accruals for sick leave, annual leave, leave loading, rostered days, and long service leave. All accrual calculations are to be entered as an **hourly** calculation. This hourly rate is then multiplied by the number of normal hours worked for a pay period and is accrued in the year to date entitlements report. Union number and name can also be recorded in this screen.

Employee Reports

The following reports can be generated from the employee records.

Drivers Licence Expiry

The Drivers Licence Expiry report lists company code, employee code, employee name, telephone number, licence number, licence class and due date.

Dangerous Goods Licence Expiry

The Dangerous Goods Licence Expiry report lists company code, employee code, employee name, telephone number, licence number, licence class and due date.

Forklift Licence Expiry

The Forklift Licence Expiry report lists company code, employee code, employee name, telephone number, licence number, licence class and due date.

Trucksafe Medical Licence Expiry

The Trucksafe Medical Licence Expiry report lists company code, employee code, employee name, telephone number and due date.

Dangerous Goods Medical Expiry

The Dangerous Goods Medical Expiry report lists company code, employee code, employee name, telephone number and due date.

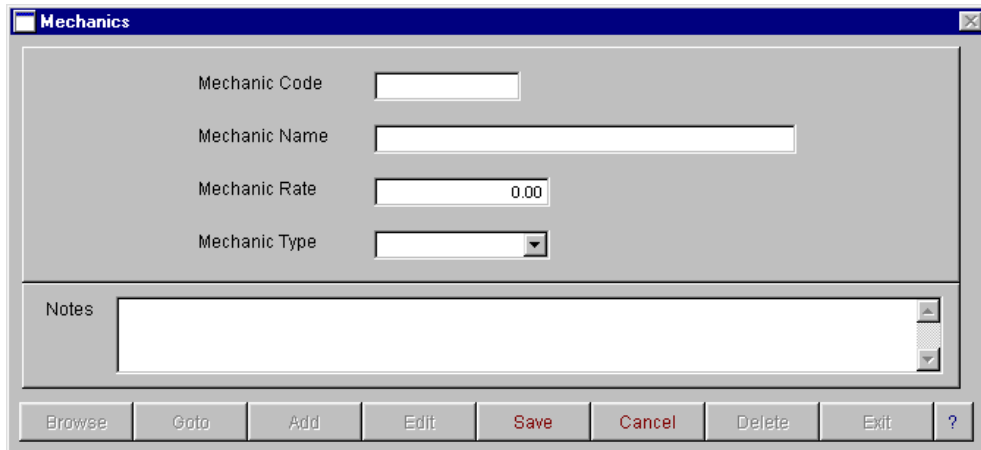
Employee Incident Reports

The Employee Incident report lists company code, employee code, employee name, state, date of incident, incident number, incident type, reason and description. You can select to view this report by company, employee, state, incident number, and incident type, who raised the incident report and date range.

Employee Training Reports

The Employee Training report lists company code, employee code, employee name, date, course type and description. You can select to view this report by company, employee, state and date range.

Mechanics



The screenshot shows a software window titled "Mechanics" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a form with the following fields:

- Mechanic Code: A text input field.
- Mechanic Name: A text input field.
- Mechanic Rate: A text input field containing the value "0.00".
- Mechanic Type: A dropdown menu.

Below these fields is a "Notes" section with a large text area and a vertical scrollbar. At the bottom of the window is a toolbar with the following buttons: "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and a help button with a question mark.

When the Mechanic option is selected a browse screen will appear. You have two ways of accessing and updating records in this screen. The display button will open the mechanic data entry screen at the record that was highlighted on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

To add a new mechanic, enter the mechanic code, name, rate and type, eg. internal or external. The mechanic is used in the repair order and "enter fleet cost" data entry areas to indicate who did the work on the vehicle. It could be an employee or an external supplier. Either way, they need to be on the mechanic master file. Labour utilization reporting can then be generated for each mechanic to see what he or she is doing and if the work is productive or not.

Chart Of Accounts

Chart of Accounts

General

Name: GROSS INCOME FROM CARTAGE

Account No.: 195

Name: GROSS INCOME FROM CARTAGE

Account Type

Profit & Loss

- Revenue
- Cost of Sales
- Over Heads
- Indirect Income

Balance Sheet

- Current Assets
- Non-Current Assets
- Fixed Assets
- Intangible Assets
- Current Liabilities
- Non-Current Liabilities
- Shareholders

P&L Category Code: [dropdown]

Bank Account:

BAS Account:

BAS Category Code 1: G01

BAS Category Code 2: [dropdown]

Browse Goto Add Edit Save Cancel Delete Exit ?

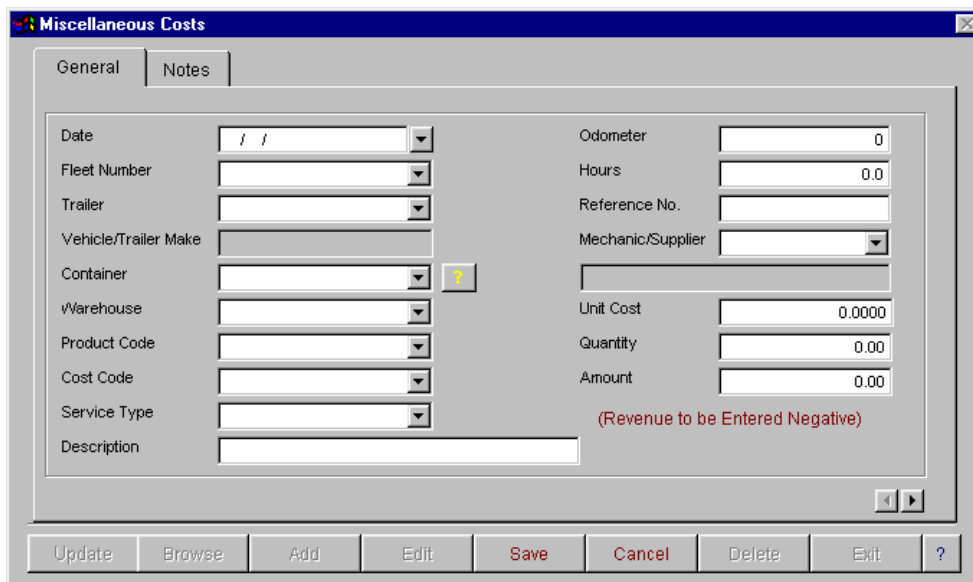
When the Chart of Accounts option is selected a browse screen will appear. You have two ways of accessing and updating records in this screen. The display button will open the chart of accounts data entry screen at the record that was highlighted on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

The chart of accounts master file entry screen is used to enter in all the information about your accounts for the control of the general ledger and profit and loss reports. The account code must be a unique alpha/numeric code. You will also need to set up the BAS category codes for each entry. Please make yourself familiar with these codes and their application. Norcom Information Technology is not qualified to advise on the application of these codes to your individual needs, so please contact your accountant for assistance. In some cases you will be required to apply two different codes for the system to be able to collect the relevant information for reporting. You will need to apply the primary G-code as 1. For example export sales are to be reported separately and also included in total sales.

You have the ability to browse, goto, add, edit, save, cancel, and delete. When finished, select Exit. For more information on these options, refer to Operator Prompts on pages 5 to 8.

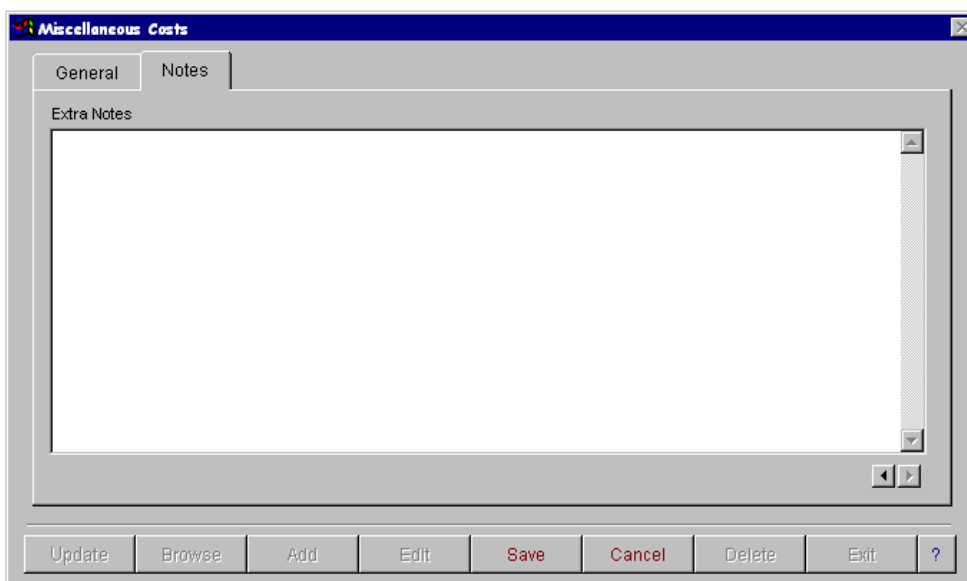
Enter Fleet Costs

The Fleet Costs entry screen is used to enter in all miscellaneous costs relating to your vehicles. **The costs are only entered in here if they are not going to be entered into the creditor section.** This option has 2 screens of information. These are general and notes. To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or use your mouse to click on the page tab at the top of the screen. You must enter a cost code. For information on these options, refer to Operator Prompts on pages 5 to 8.



The screenshot shows the 'Miscellaneous Costs' window with the 'General' tab selected. The window contains two columns of input fields. The left column includes: Date (dropdown), Fleet Number (dropdown), Trailer (dropdown), Vehicle/Trailer Make (text), Container (dropdown), Warehouse (dropdown), Product Code (dropdown), Cost Code (dropdown), Service Type (dropdown), and Description (text). The right column includes: Odometer (text), Hours (text), Reference No. (text), Mechanic/Supplier (dropdown), Unit Cost (text), Quantity (text), and Amount (text). Below the right column, there is a red note: '(Revenue to be Entered Negative)'. At the bottom of the window, there is a row of buttons: Update, Browse, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

Once costs have been entered and updated you will be able to produce fleet history analysis, profit and loss by vehicle and fuel usage analysis reports. To update the information entered in here you will need to select the update button, this will update all entered information to the vehicle history file. Once the transactions have been update they will no longer appear in this screen and cannot be altered.



The screenshot shows the 'Miscellaneous Costs' window with the 'Notes' tab selected. The window features a large text area labeled 'Extra Notes' with a vertical scrollbar on the right side. At the bottom of the window, there is a row of buttons: Update, Browse, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

The second screen is for recording notes relating to the fleet cost entry.

Workshop Menu

Repair Orders

The screenshot shows the 'Repair Order' window with the following data:

Order Number	00088886	Vehicle	88
Opening Date	19/02/2001	Trailer	
Closing Date	19/02/2001	Make	MACK
Customer	2 SYDNEY DEPOT	Registration	
Recharge %	0.00	Speedo	777
		Hours	0.0
		Service Type	
		Order status	Complete
		Order Amount	35.00
		Charge Amount	35.00

Description	Quantity	Total	Status
OIL FILTER	1.00	35.00	<input checked="" type="checkbox"/>

Buttons: GoTo, View Details, Modify Details, Print, Browse, Add, Edit, Save, Cancel, Delete, Exit.

When the Repair Order option is selected a browse screen will appear. You have two ways of accessing and updating records in this screen. The display button will open the repair order data entry screen at the record that was highlighted on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

The repair orders option allows you to enter all repairs to your vehicles. You are able to add services set up in the Service Checklist master file to the repair order. Information entered into the speedo and hours fields will automatically be updated to the Vehicle Usage option. The repair order has 2 statuses. In-complete and complete.

The repair order consists of a header and details area. To create a repair order, select Add. The following screen will appear.

The screenshot shows the 'Repair Order' window in 'Add' mode with the following data:

Order Number		Vehicle	
Opening Date	/ /	Trailer	
Closing Date	/ /	Make	
Customer		Registration	
Recharge %	0.00	Speedo	0
		Hours	0.00
		Service Type	
		Order status	In-Complete
		Order Amount	0.00
		Charge Amount	0.00

Buttons: Browse, Add, Edit, Save, Cancel, Delete, Exit.

Enter date customer, vehicle or trailer and service type, then select save. To add details to the repair order, select the modify details button. You can enter as many details as needed. To add a detail, select the add button on the details page. This will bring up the next screen.

To add new details to the repair order select Add to bring up the detail entry screen. To edit a detail, select the detail that you wish to edit on the grid and select edit.

Stock on hand will automatically be updated from the details information. When you have entered all of the details for the repair order, select exit on the details screen. You now have the ability to print current repair orders. You can also print invoices, and print invoice history.

The screenshot shows the 'Repair Order Details' window. The form contains the following fields:

- Warehouse:
- Part: ?
- Service Type:
- Description:
- Cost Code:
- Quantity:
- Mechanic/Supplier:
- Rate:
- General Ledger:
- Amount:
- Additional Notes:

Below the form is a table with the following columns: G / L Code, Part, Cost Code, Quantity, Unit, Total, Status. The table is currently empty.

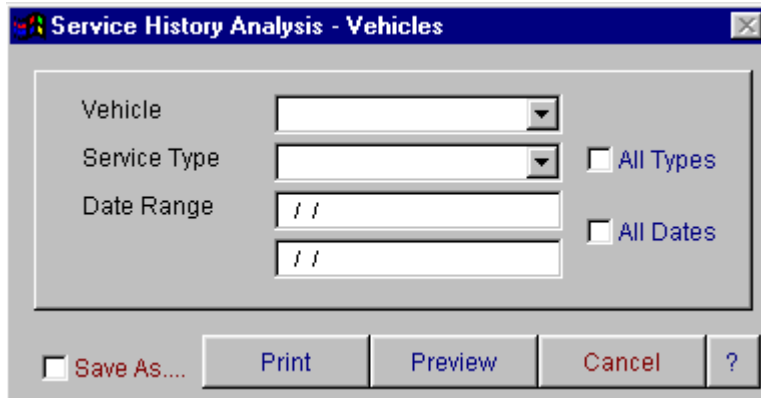
At the bottom of the window are the following buttons: Print All Notes, Add (highlighted), Edit, Save, Cancel, Delete, Exit, ?

Details on the repair order can be ticked as items are completed, then when all items have been checked, you will need to select 'complete' in the order status field on the front screen. Once you have completed the repair order it cannot be modified.

This screenshot shows the 'Repair Order Details' window in a different state. The form fields are the same as in the previous screenshot. The 'Add' button is now disabled (greyed out), and the 'Save' button is highlighted. The 'Print All Notes' button is also highlighted.

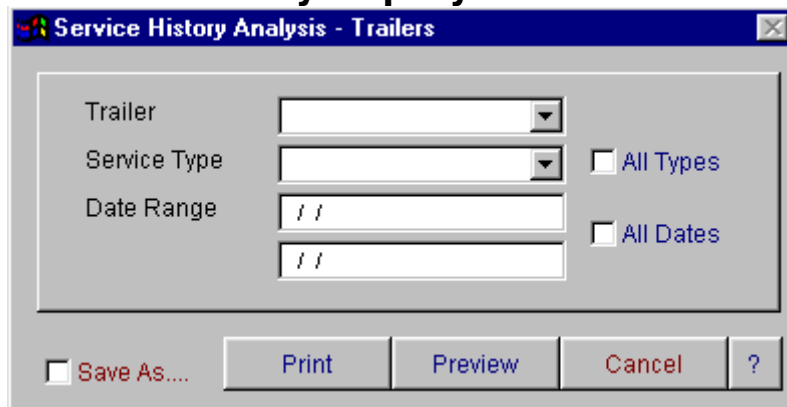
At the bottom of the window are the following buttons: Print All Notes (highlighted), Add (disabled), Edit, Save (highlighted), Cancel, Delete, Exit

Service History Inquiry - Vehicles



The service history analysis for vehicles is a report in which you can view the information relevant to the history of your services. You are prompted for the fleet number, service type and starting and ending date. Items listed on this report are fleet number, registration, make, service type, depot, total klm, date, reference number, mechanic, goods or services, costcode and cost. You are able to print, preview to screen or save the information in this report to an excel file.

Service History Inquiry - Trailers



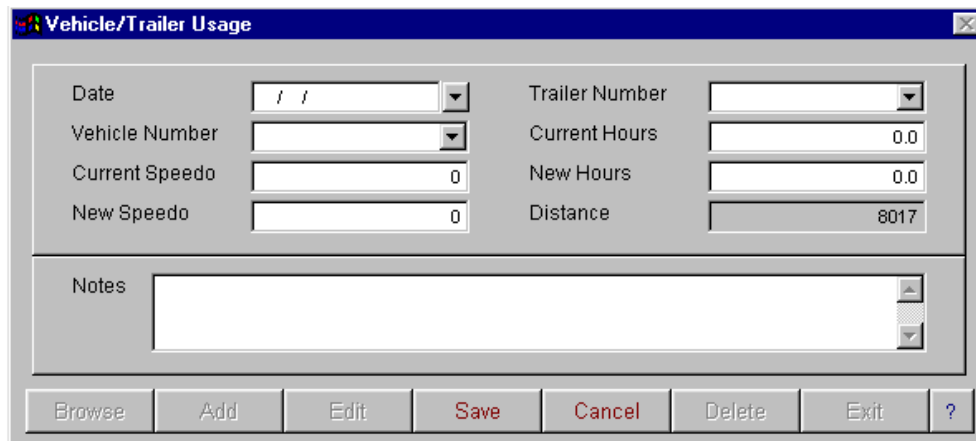
The service history inquiry for trailers is a report in which you can view the information relevant to the history of your services. You are prompted for the trailer number, service type and starting and ending date. Items listed on this report are fleet number, registration, make, service type, depot, total klm, date, reference number, mechanic, goods or services, costcode and cost. You are able to print, preview to screen or save the information in this report to an excel file.

Service Due



The services due report allows you to view all the information relevant to when your vehicles are due to be serviced. To set up servicing schedules refer to the vehicle and trailer master files. This report will calculate when next service is due from the information set up in these master files and also from the last service date entered. The information listed on this report includes service type, fleet number, current speedo, hours and date, service due speedo, hours and date. You are able to print, preview or save the information in this report to an excel file.

Vehicle Usage



When the Vehicle Usage option is selected a browse screen will appear. You have two ways of accessing and updating records in this screen. The display button will open the vehicle/trailer usage data entry screen at the record that was highlighted on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

To open a fresh data entry screen select display. Enter the date, vehicle number or trailer number, the current speedo or current hours will appear automatically, enter the new speedo or hours, the distance will then calculate. This information will then be sent to the vehicle history file for reporting on vehicle profit and loss, fuel usage analysis and vehicle history analysis.

You do not have the ability to alter records added. If you make an error on entry and have saved, you will need to add another entry to correct the error.

Labour Utilisation

The screenshot shows a window titled "Labour Costs" with a close button in the top right corner. The window contains the following elements:

- Depot:** A dropdown menu and a checkbox labeled "All Depots".
- Mechanic:** A dropdown menu and a checkbox labeled "All Mechanics".
- Date Range:** Two text boxes, each containing two slashes (//), and a checkbox labeled "All Dates".
- Bottom Bar:** A checkbox labeled "Save As...." followed by four buttons: "Print", "Preview", "Cancel", and "?".

The labour utilisation due report allows you to view all the information regarding labour costs on your vehicles. The information listed on this report includes date, depot, mechanic, cost code, labour type, hours, amount and % of total labour hours. The report subtotals by labour type, eg productive and non-productive and also by mechanic. You have the ability to print, preview to screen or save the report to an excel file.

SPARE PARTS MENU

Receipts & Adjustments

The screenshot shows a software window titled "Receipts & Adjustments". It contains several input fields and controls:

- Transaction Date: / /
- Warehouse: [text box]
- Part Number: [dropdown menu]
- Reference Number: [text box]
- Transaction Type: Receipt Adjustment
- Stock on Hand: 0.00
- Quantity: 0.00
- Unit Cost: 0.0000
- Extended Cost: 0.00
- Vehicle Number: [dropdown menu]
- Trailer Number: [dropdown menu]
- Odometer: 0
- Hours: 0
- CostCode: [dropdown menu]

Below the fields is a red note: "** Enter a negative quantity for an adjustment, if taking it out of stock **". At the bottom of the window is a row of buttons: Create Part, Browse, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

When the Receipt and Adjustment option is selected a browse screen will appear. You have two ways of accessing and updating records in this screen. The display button will open the receipt and adjustment data entry screen at the record that was highlighted on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.

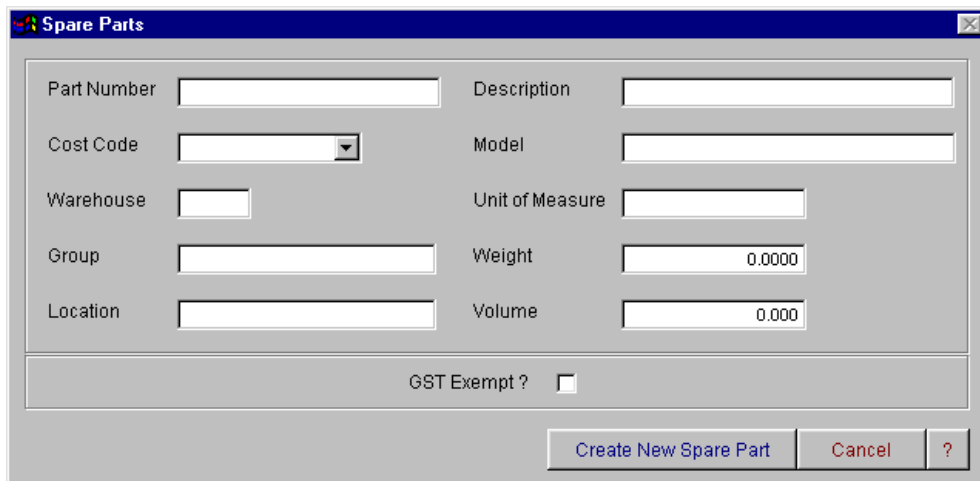
The receipts and adjustment entry screen allows you to enter all of your stock movements in and out of the workshop. To add a transaction select the add button. Enter the details and select the save button to save the information. You can only edit transactions entered if they have not been updated. You cannot alter the stock on hand.

To update transactions, select browse to display the browse screen. Select the update button. A message will appear asking if you wish to print an update report. It is recommended that you select "yes". The transactions will be updated and a report will be printed listing transaction date, warehouse, part number, reference number and cost. If you select "No", all transactions will be updated but no report will be produced.

Spare parts can also be updated to the stock list through the creditors invoice entry option in Accountmate. If parts are entered through the creditor option do not enter them in receipts and adjustments. Parts are also adjusted out of stock when a repair order is raised.

Create Spare Part

If a spare part is not listed in the spare parts master file, you have the ability to create a new entry from the receipt and adjustment screen. To do this select create part on the receipt and adjustment data entry screen and the following screen will appear.

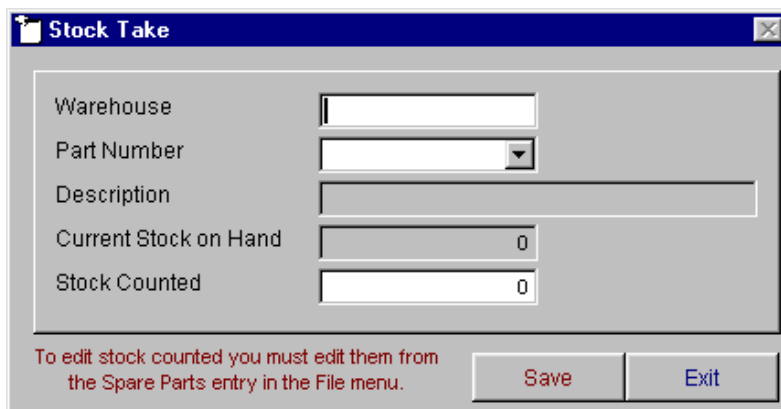


The 'Spare Parts' dialog box features the following fields and controls:

- Part Number: Text input field
- Description: Text input field
- Cost Code: Dropdown menu
- Model: Text input field
- Warehouse: Text input field
- Unit of Measure: Text input field
- Group: Text input field
- Weight: Text input field with value 0.0000
- Location: Text input field
- Volume: Text input field with value 0.000
- GST Exempt?: Checkbox (unchecked)
- Buttons: 'Create New Spare Part', 'Cancel', and '?'

Enter in the relevant details and select create new spare part. This information will then be written back to the spare parts master file.

Stock Take

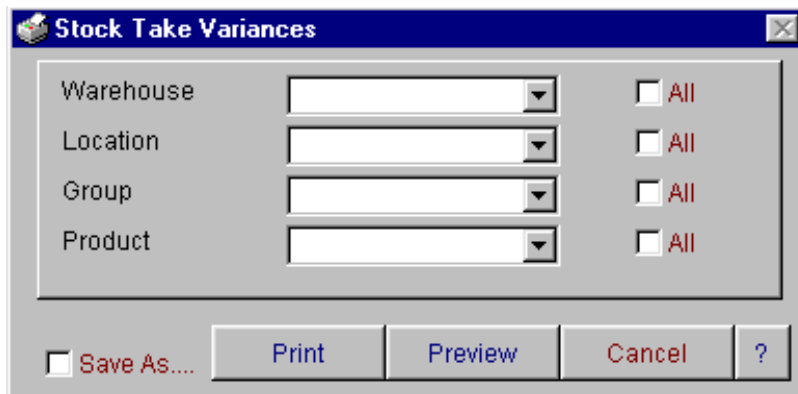


The 'Stock Take' dialog box features the following fields and controls:

- Warehouse: Text input field
- Part Number: Dropdown menu
- Description: Text input field
- Current Stock on Hand: Text input field with value 0
- Stock Counted: Text input field with value 0
- Note: 'To edit stock counted you must edit them from the Spare Parts entry in the File menu.'
- Buttons: 'Save' and 'Exit'

This option allows you to enter the quantity counted in a stocktake. Once you have physically counted the stock, you are able to then enter the stock counted for each part. This is then reported on the stock takes variance report. To adjust the stock on hand to the stock counted you will need to do a stock adjustment in the "Receipts and Adjustments" entry option.

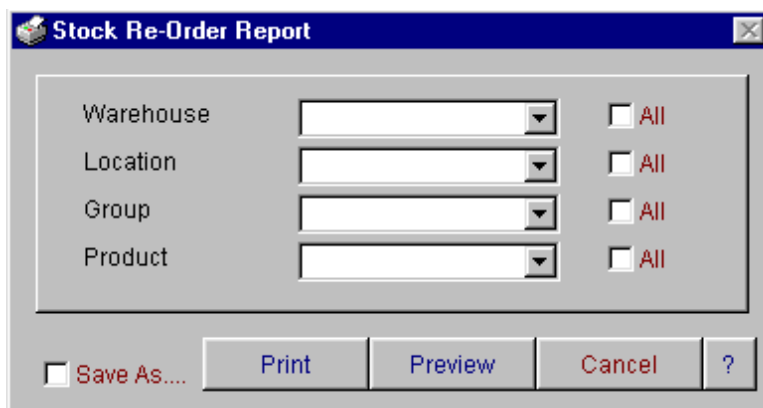
Stock Take Variances



The screenshot shows a dialog box titled "Stock Take Variances". It contains four rows of filters: Warehouse, Location, Group, and Product. Each row has a dropdown menu and a checkbox labeled "All". At the bottom, there is a "Save As...." checkbox and five buttons: "Print", "Preview", "Cancel", and "?".

The stock take variance report displays warehouse, costcode, location, part number, description, stock on hand, counted stock, standard cost, variance and variance cost. You can select stock variances by warehouse, location, group and product. You have the option to preview to screen, print and to save the selected information to an excel file.

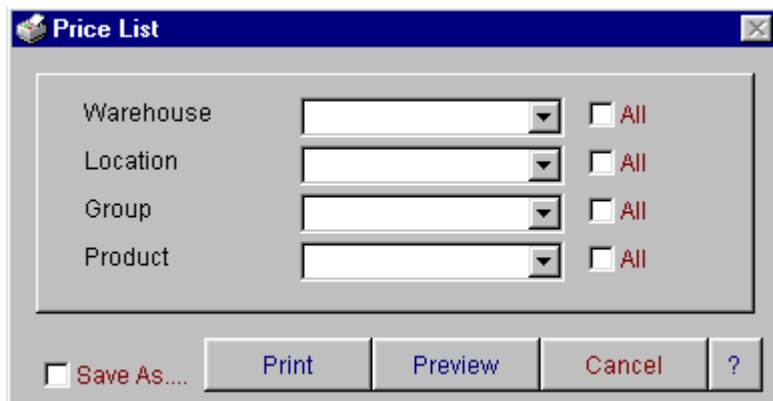
Stock Re-Order List



The screenshot shows a dialog box titled "Stock Re-Order Report". It contains four rows of filters: Warehouse, Location, Group, and Product. Each row has a dropdown menu and a checkbox labeled "All". At the bottom, there is a "Save As...." checkbox and five buttons: "Print", "Preview", "Cancel", and "?".

The stock re-order list checks spare parts minimum quantity against stock on hand and produces a list of parts requiring re-ordering. The report lists part number, costcode, description, location, supplier, minimum stock amount and stock on hand. You are able to select stock re-order report by warehouse, location, group and product. You have the option to preview to screen, print and to save the selected information to an excel file.

Price List



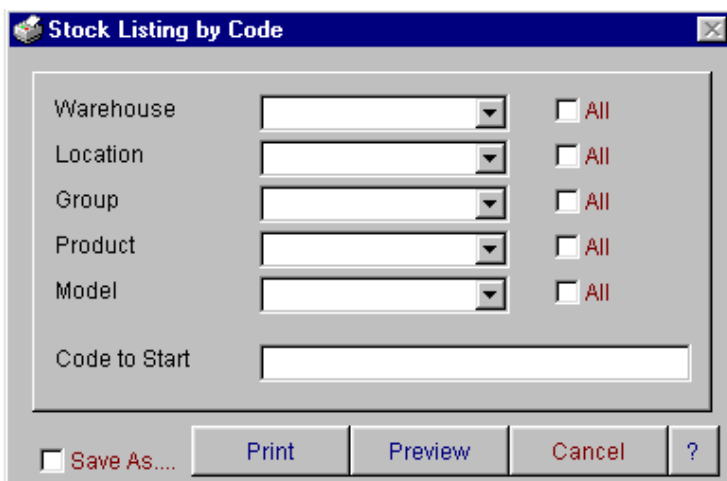
The screenshot shows a dialog box titled "Price List" with a close button (X) in the top right corner. The dialog contains four rows of selection criteria, each with a dropdown menu and a checkbox labeled "All":

Warehouse	[Dropdown]	<input type="checkbox"/> All
Location	[Dropdown]	<input type="checkbox"/> All
Group	[Dropdown]	<input type="checkbox"/> All
Product	[Dropdown]	<input type="checkbox"/> All

At the bottom of the dialog, there is a row of buttons: a checkbox labeled "Save As...", followed by "Print", "Preview", "Cancel", and a help button "?".

The price list report lists costcode, part number, description, average cost and price. You can select by warehouse, location, group, product or you can select all. You have the option to preview to screen, print and to save the selected information to an excel file.

Stock Listing – by Code, Description & Location



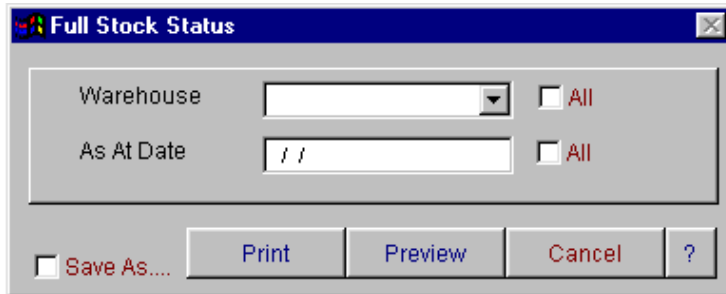
The screenshot shows a dialog box titled "Stock Listing by Code" with a close button (X) in the top right corner. The dialog contains five rows of selection criteria, each with a dropdown menu and a checkbox labeled "All":

Warehouse	[Dropdown]	<input type="checkbox"/> All
Location	[Dropdown]	<input type="checkbox"/> All
Group	[Dropdown]	<input type="checkbox"/> All
Product	[Dropdown]	<input type="checkbox"/> All
Model	[Dropdown]	<input type="checkbox"/> All

Below these rows is a text input field labeled "Code to Start". At the bottom of the dialog, there is a row of buttons: a checkbox labeled "Save As...", followed by "Print", "Preview", "Cancel", and a help button "?".

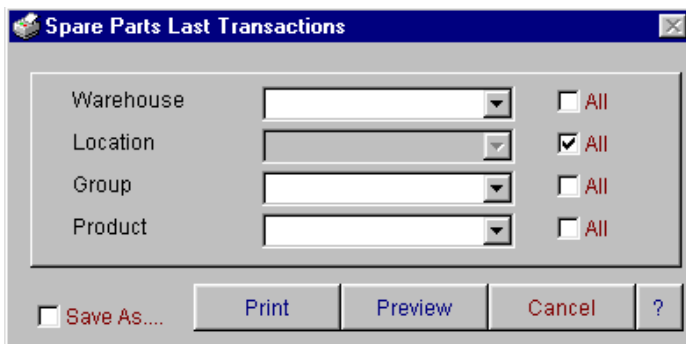
Code, description and location can be selected for stock listing reports. All reports display part number, model, description, location, supplier and stock on hand. You have the ability to select by warehouse, location, group, product, model and code to start search. You have the ability to preview to screen, print and save to an excel file.

Full Stock Status



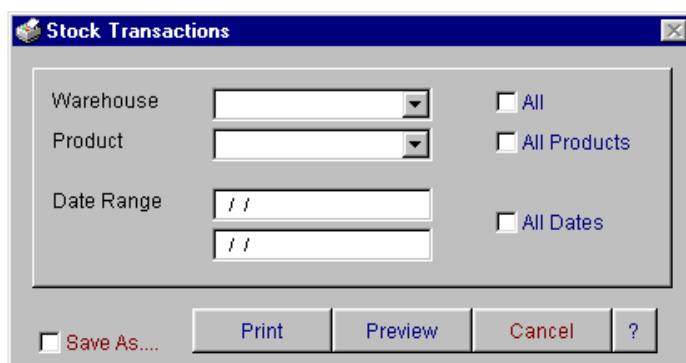
Warehouse or date can be selected for full stock status report. The report displays warehouse, product, description, stock on hand, average cost and value. You have the ability to preview to screen, print and save to an excel file.

Stock Last Transaction



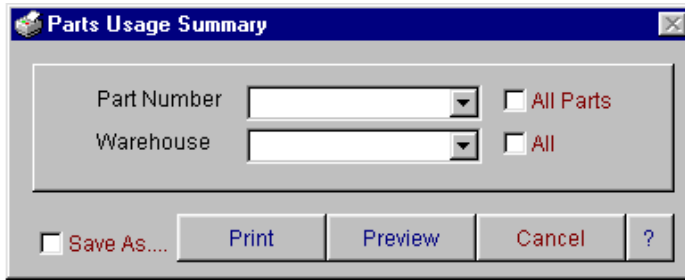
Warehouse, location, group, product or all can be selected for the stock last transaction lists. The report lists warehouse, product number, and date of last transaction, reference, type, quantity, unit cost and amount. You have the ability to preview to screen, print and save to an excel file.

Stock Transactions



Warehouse, product, date range or all can be selected for the stock transaction report. The report lists part number, transaction type, date, reference number, vehicle, trailer, quantity, cost and extended cost. You have the ability to preview to screen, print and save to an excel file.

Parts Usage Summary



The screenshot shows a dialog box titled "Parts Usage Summary". It contains two dropdown menus: "Part Number" and "Warehouse". To the right of the "Part Number" dropdown is a checkbox labeled "All Parts". To the right of the "Warehouse" dropdown is a checkbox labeled "All". At the bottom of the dialog, there is a row of buttons: "Print", "Preview", "Cancel", and a help icon (?). To the left of the "Print" button is a checkbox labeled "Save As....".

Part number, warehouse or all can be selected for the parts usage summary report. The report displays date of transaction, order number, kilometer, vehicle, description, part number, costcode, quantity and cost. You have the ability to preview the selected information to screen, print and save to an excel file.

PURCHASE ORDER MENU

Enter Purchase Order

This option allows you to raise purchase orders that can be printed and issued to your suppliers. To add a new purchase order, select the Add button. The following screen will appear.

Company	[A]	Deliver To -	Browse
Purchase Order			Add
Order Date	//		Edit
Delivery Date	//		Save
Reference No.			Cancel
Tax Exemption			Delete
Invoice No.		Raised By	Print
Invoice Date	//	Authorised By	GoTo
Supplier		Notes	Exit
			Complete Purchase Order
		Purchase Order Status	NOT COMPLETE
		Purchase Order Total	0.00

Enter in the relevant details and select save. The purchase order number will be automatically generated and a detail screen will appear.

Warehouse		Part Number		Repair Order No.	
Description					
Vehicle		Costcode		General Ledger	
Trailer		Quantity		Department	
Odometer		Unit Cost		Amount	
<i>Recharge to Contractor</i>			<i>Recharge to Employee</i>		
Contractor		%		Employee	
G/L Code				G/L Code	
Department				Department	(Optional)
Amount				Amount	
Save & New		Save		Cancel	
				?	

In the purchase order detail screen you have the ability to allocate to spare parts stock control, allocate the purchase directly to a vehicle or trailer, allocate to a particular cost category, recharge to contractors and also recharge to employees if you wish.

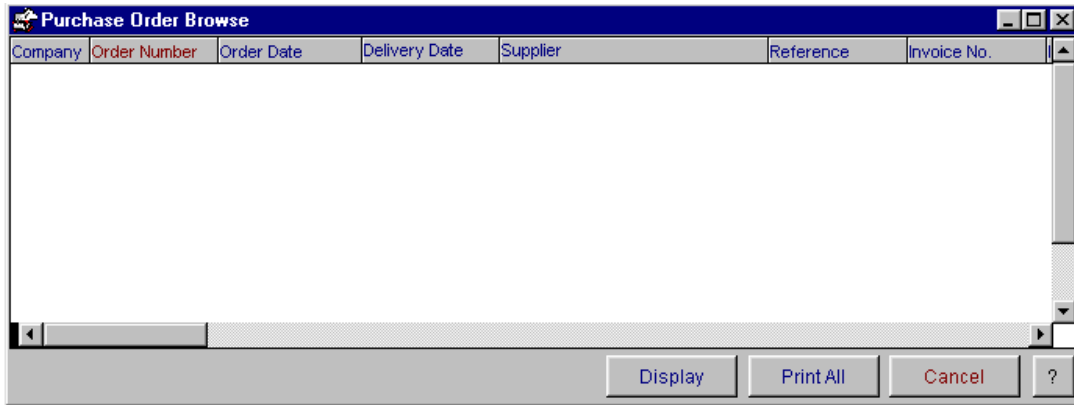
To do this, enter in the fleet number or trailer number and costcode. If you do not wish to allocate information to a vehicle, leave these fields blank. You cannot save the record if you have not entered a general ledger code and a department. If you have more than one item to be entered on the purchase order, select the 'save &

new' option. This will refresh the detail entry screen. . Once the correct information is entered, select the save button.

Description	Vehicle	Trailer	Contractor	Driver	Quantity	Rate	Amount

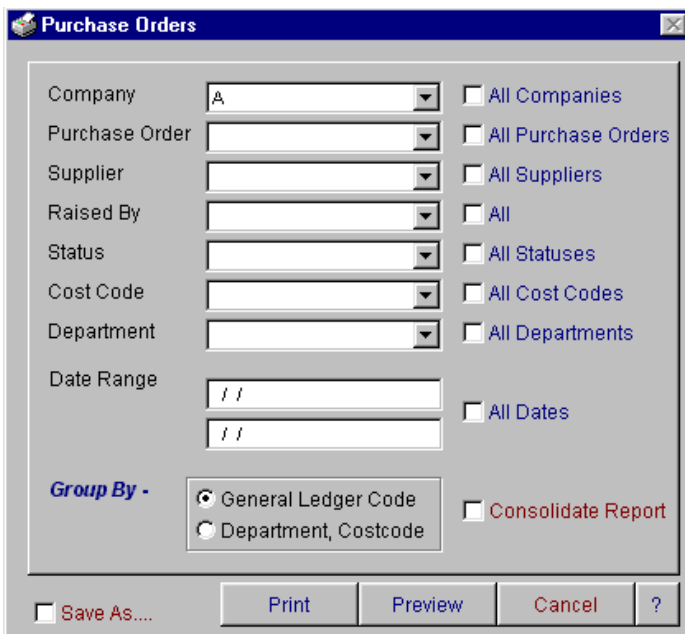
The details will now appear in the grid box on this page, to add more details or edit existing details, right mouse click on the grid box. A popup menu will appear, select the option you wish to use, and when finished, select save. You have the ability to print or preview the purchase order to screen.

When the purchase order is ready to be completed you will need to select the order from the browse screen. You are able to filter out unwanted details by selecting the relevant criteria from the following screen.



The browse screen that will appear lists company, order number, order date, delivery date, supplier, reference, invoice number, invoice date, raised by and authorised by. You are able to sort by all of these fields by clicking on the heading of the grid box above the items you wish to sort. When you have identified the order you wish to complete, highlight it, then click display. The selected purchase order will be displayed. Select the 'complete purchase order' button. You will not be able to edit or alter a purchase order once it has been completed. If used in conjunction with the creditor accounts in the Accountmate module, all details of the purchase order will be transferred to the invoice when entered in the creditors.

Purchase Order Report

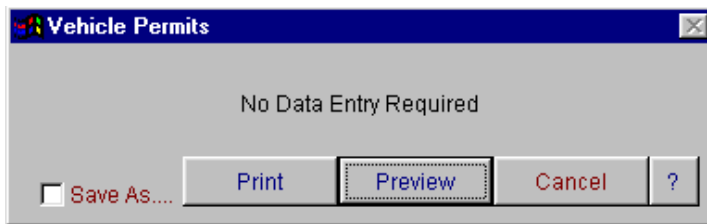


This option allows you to report on purchase orders. All purchase orders that have been entered remain in the system for reporting. On selecting this option you will be asked to select a combination of company, purchase order number, supplier, raised by, status, cost code, department and date range for the purchase order report. This report can be grouped by general ledger code or department/cost code. You can also select a consolidated or detailed report.

The report lists company, order number, order date, supplier, reference, invoice number, invoice date, part number, department, costcode, general ledger code and amount. It subtotals by general ledger code. You have the ability to print preview to screen or save the information to an excel file.

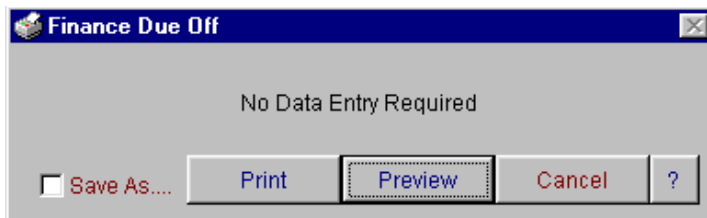
REPORTING MENU

Vehicle Permits



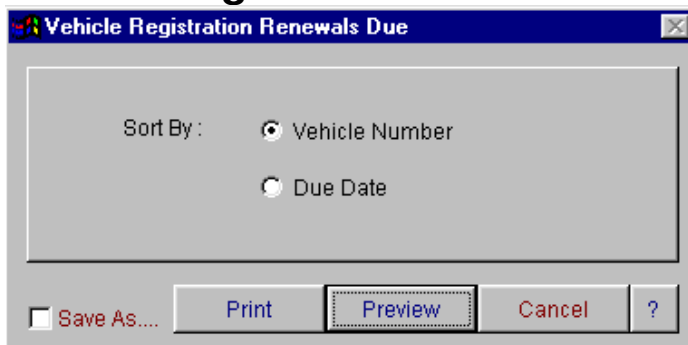
The "Vehicle Permits" report allows you to view all the information relevant to your permits. This report allows you to view the fleet number, make, model, registration number and the permit expiry. You can print, preview to screen or save the information to an excel file.

Finance Due – Vehicles & Trailers



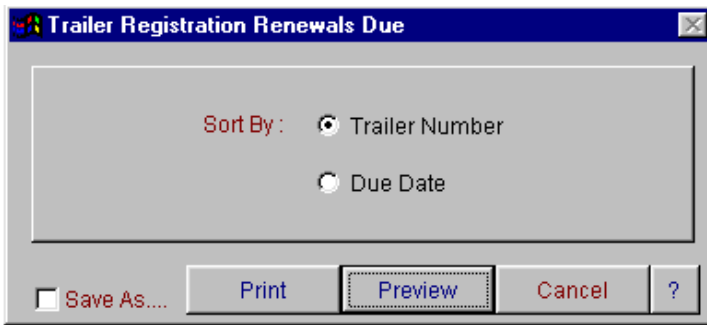
The "Finance Due" reports allow you to view all the information relevant to your finances. These reports allow you to view the fleet number, the finance company, term, payment, payment date, residual, purchase price and the due off date. You can print, preview to screen or save the information to an excel file.

Vehicle Registration Due



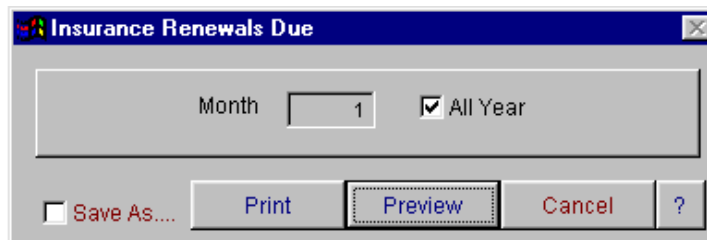
The "Vehicle Registration Renewals Due" report allows you to view the fleet number, make, type, registration, expiry date, fee and location of when your permit expires. You are able to sort the information by fleet number or by due date. You can print, preview to screen or save the information to an excel file.

Trailer Registration Due



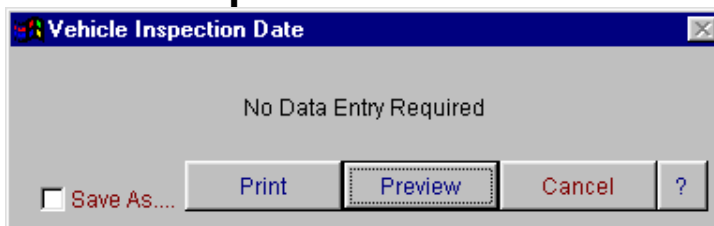
The “Trailer Registration Renewals Due” report allows you to view the fleet number, make, type, registration, expiry date, fee and location of when your permit expires. You are able to sort the information by trailer number or by due date. You can print, preview to screen or save the information to an excel file.

Insurance Due



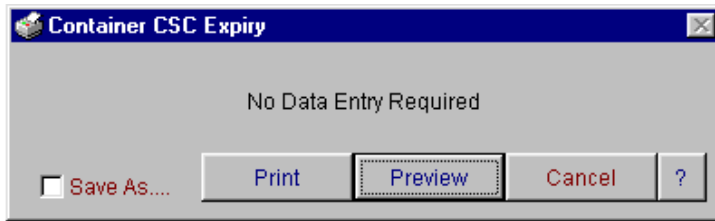
The “Insurance Renewals Due” report allows you to view the fleet number, insurance company, premium, insured value and the expiry date of your insurance. You are prompted for a month or all months. You can print, preview to screen or save the information to an excel file.

Vehicle Inspection Date



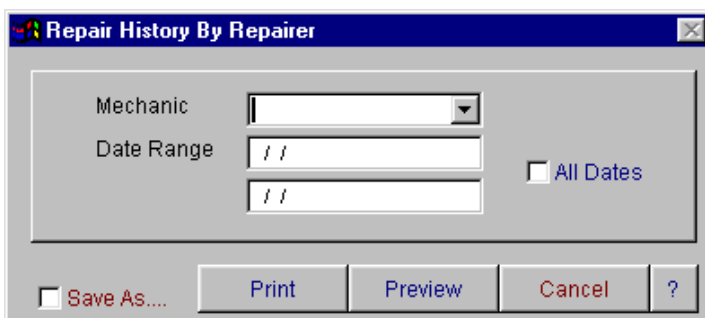
The “Vehicle Inspection Date” report allows you to view the fleet number, make, vehicle type, registration number and inspection date. You can print, preview to screen or save the information to an excel file.

Container CSC Expiry



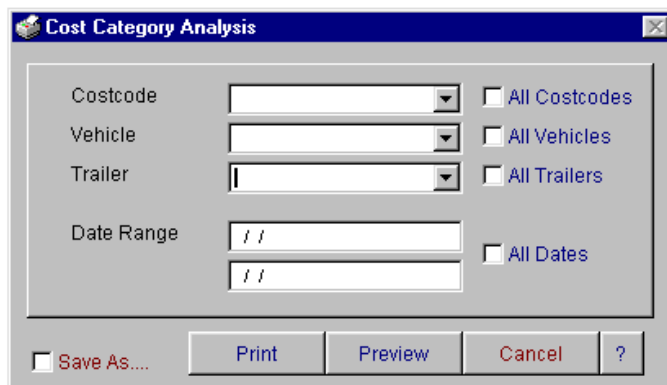
The "Container CSC Expiry" report allows you to view the container number, description, container type, size and CSC date. You can print, preview to screen or save the information to an excel file.

Repair History by Repairer



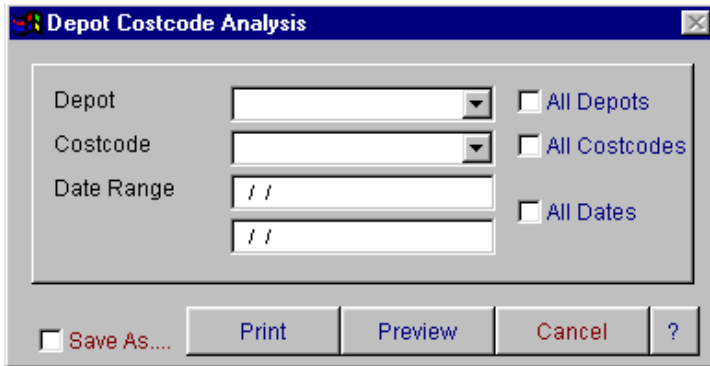
The "Repair History by Repairer" report allows you to view all the history on your trucks. The report gives you the total cost, total labour and total parts. You are prompted for the mechanic or supplier, date range or all dates. You are able to print, preview to screen or save the information to an excel file.

Cost Category Analysis



The "Cost Category Analysis" report allows you to view relevant information about your cost codes. You will be prompted for a costcode, vehicle or trailer number and the start and ending date that you wish to view. This report shows the date, fleet number, registration, mechanic, goods and services, odometer and the cost. The report subtotals by quantity and cost. You can print, preview to screen or save the information to an excel file.

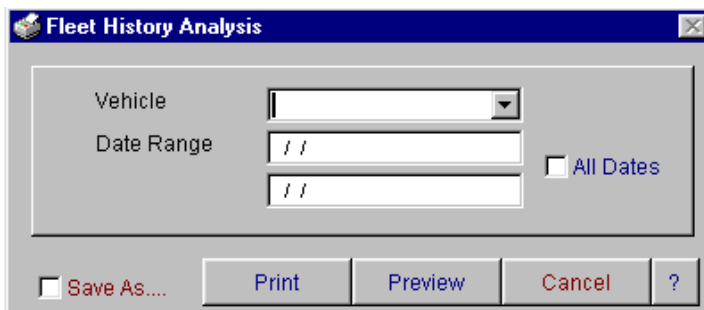
Depot / Cost Code Analysis



The screenshot shows a dialog box titled "Depot Costcode Analysis". It contains three input fields: "Depot" (a dropdown menu), "Costcode" (a dropdown menu), and "Date Range" (two stacked text boxes, each containing two slashes "/"). To the right of these fields are three checkboxes: "All Depots", "All Costcodes", and "All Dates". At the bottom of the dialog, there is a "Save As..." checkbox, and a row of five buttons: "Print", "Preview", "Cancel", and "?".

The "Depot/Costcode Analysis" report allows you to view relevant information regarding your cost codes and depots. You will be prompted for a costcode, depot and date range. This report shows the date, fleet number, trailer number, cost code, description of goods and the cost. The report subtotals by vehicle. You can print, preview to screen or save the information to an excel file.

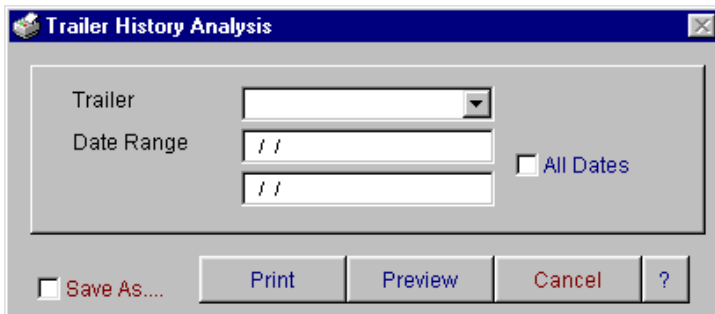
Fleet History Analysis



The screenshot shows a dialog box titled "Fleet History Analysis". It contains two input fields: "Vehicle" (a dropdown menu) and "Date Range" (two stacked text boxes, each containing two slashes "/"). To the right of these fields is a checkbox labeled "All Dates". At the bottom of the dialog, there is a "Save As..." checkbox, and a row of five buttons: "Print", "Preview", "Cancel", and "?".

The "Fleet History Analysis" report allows you to view all you fleets history. You are prompted for the fleet number, starting date to list and the ending date. This report lists fleet number, vehicle ID, registration, make, type, depot, total kilometres, date, reference number, speedo reading, part number, description, cost code, cost and subtotals by cost code. You are able to print, preview to screen or save the information to an excel file.

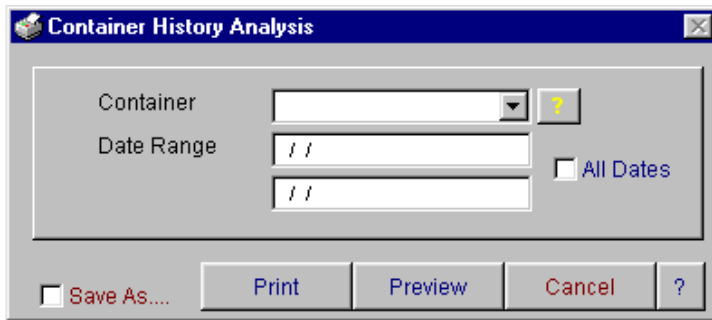
Trailer History Analysis



The screenshot shows a dialog box titled "Trailer History Analysis". It contains two input fields: "Trailer" (a dropdown menu) and "Date Range" (two stacked text boxes, each containing two slashes "/"). To the right of these fields is a checkbox labeled "All Dates". At the bottom of the dialog, there is a "Save As..." checkbox, and a row of five buttons: "Print", "Preview", "Cancel", and "?".

The "Trailer History Analysis" report allows you to view all you trailer history. You are prompted for the trailer number, starting date to list and the ending date. This report lists trailer number, trailer ID, registration, make, type, depot, total kilometres, date, reference number, speedo reading, mechanic, description, cost code, cost and subtotals by cost code. You are able to print, preview to screen or save the information to an excel file.

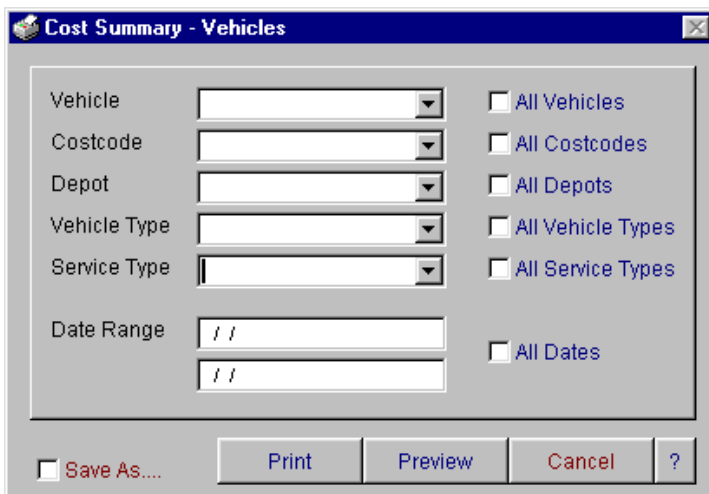
Container History Analysis



The “Container History Analysis” report allows you to view all your container history. You are prompted for the container number, starting date to list and the ending date. This report lists container number, container description, date, reference number, mechanic, product code, cost code, cost and subtotals by cost code. You are able to print, preview to screen or save the information to an excel file.

To search for a particular container number, click on the question mark box beside the container number field. The following screen will appear.

Cost Summary – Vehicle/Trailer/Container



There are three separate options for the cost summary report. These are by vehicle, trailer and container. The cost summary report allows you to view the costs of each type of vehicle.

Cost Summary – Vehicles

You can select this report by vehicle, costcode, depot, vehicle type, service type and date range. This report lists by vehicle, make, registration, cost type and value of each cost type for the reporting period. It also subtotals all the costs of your vehicles. You are able to print, preview to screen or save the information to an excel file.

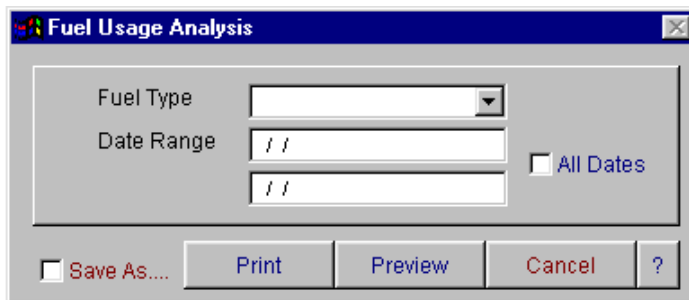
Cost Summary – Trailers

You can select this report by trailer, costcode, depot, trailer type, service type and date range. This report lists by trailer, make, registration, cost type and value of each cost type for the reporting period. It also subtotals all the costs of your trailers. You are able to print, preview to screen or save the information to an excel file.

Cost Summary – Containers

You can select this report by container, costcode, depot, service type and date range. This report lists by container, container type, container number, cost type and value of each cost type for the reporting period. It also subtotals all the costs of your containers. You are able to print, preview to screen or save the information to an excel file.

Fuel Usage Analysis

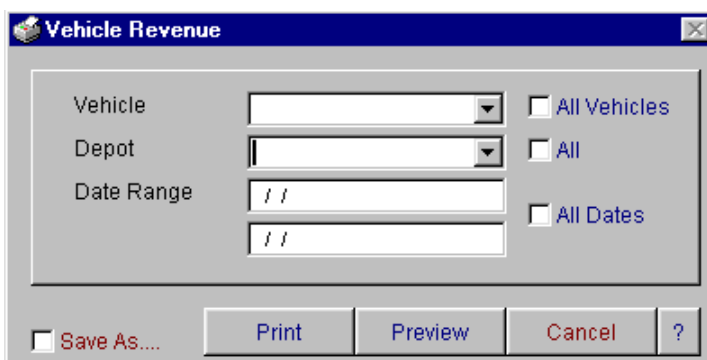


The screenshot shows a dialog box titled "Fuel Usage Analysis". It contains a "Fuel Type" dropdown menu, a "Date Range" section with two input fields (top one contains "/ /", bottom one contains "/ /") and an "All Dates" checkbox. At the bottom, there is a "Save As...." checkbox, and buttons for "Print", "Preview", "Cancel", and "?".

The "Fuel Usage Analysis" report allows you to view all the information about the fuel usage. The report shows the fleet number, make, type, registration, kilometres, litres, cost, litres per 100km and cost per 100km. You are prompted for the fuel type, starting date and the ending date. Cost codes can be identified as fuel types by placing a tick in the appropriate box on the 'cost code master file' data entry screen. If this box is not ticked you will not be able to select as a fuel type. You can print, preview to screen or save the information to an excel file.

Vehicle Revenue

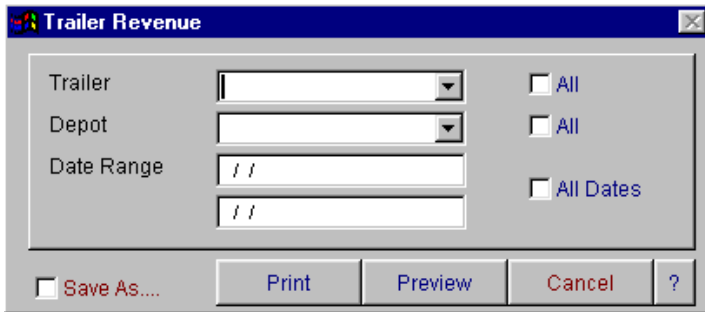
There are two separate options for the vehicle revenue report. These are by vehicle and trailer. The vehicle revenue report allows you to view the revenue earned by each vehicle.



The screenshot shows a dialog box titled "Vehicle Revenue". It contains a "Vehicle" dropdown menu, a "Depot" dropdown menu, and a "Date Range" section with two input fields (top one contains "/ /", bottom one contains "/ /"). There are checkboxes for "All Vehicles", "All", and "All Dates". At the bottom, there is a "Save As...." checkbox, and buttons for "Print", "Preview", "Cancel", and "?".

The vehicle revenue report allows you to view all the information regarding your trucks revenue. You are prompted to select by vehicle, depot and date range. Information in this report comes from the manifest generated in the Freightmate module or from "enter fleet costs" option in the Fleetmate module. This report shows how far the truck has travelled and how much money has been earned for that amount of time. It lists fleet number, make, registration number, kilometres, litres, cost, litres/100 kilometres and cost/100 kilometres. You can print, preview to screen or save the information to an excel file.

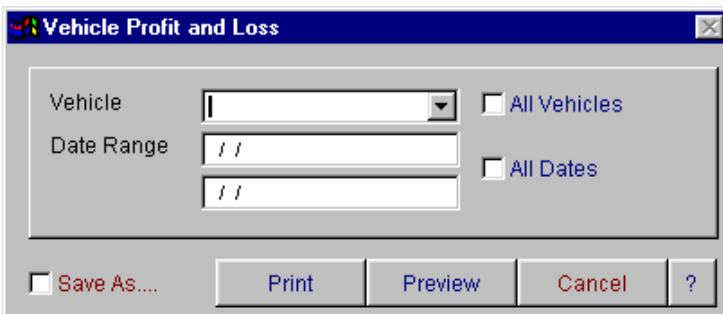
Trailer Revenue



The screenshot shows a dialog box titled "Trailer Revenue". It contains three rows of input fields: "Trailer" with a dropdown menu, "Depot" with a dropdown menu, and "Date Range" with two stacked text boxes, each containing " / /". To the right of these fields are three checkboxes: "All" (next to Trailer), "All" (next to Depot), and "All Dates" (next to Date Range). At the bottom of the dialog, there is a "Save As...." checkbox, and a row of five buttons: "Print", "Preview", "Cancel", and "?".

The trailer revenue report allows you to view all the information regarding your trailer revenue. You are prompted to select by trailer, depot and date range. Information in this report comes from the “enter fleet costs” option. The report lists trailer number, make and revenue amount. It subtotals by trailer number. You can print, preview to screen or save the information to an excel file.

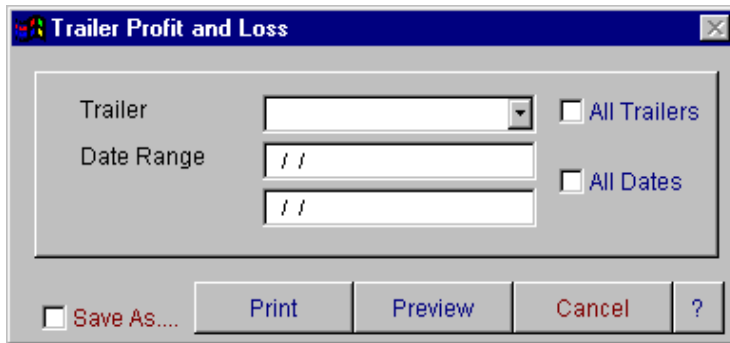
Vehicle Profit & Loss



The screenshot shows a dialog box titled "Vehicle Profit and Loss". It contains two rows of input fields: "Vehicle" with a dropdown menu and "Date Range" with two stacked text boxes, each containing " / /". To the right of these fields are two checkboxes: "All Vehicles" (next to Vehicle) and "All Dates" (next to Date Range). At the bottom of the dialog, there is a "Save As...." checkbox, and a row of five buttons: "Print", "Preview", "Cancel", and "?".

The “Vehicle Profit and Loss” report shows the revenue and costs associated with a vehicle to give you the profitability of that vehicle. This report shows information entered into the miscellaneous costs and workshop menu and also interfaces with the Freightmate and Accountmate modules for collecting relevant information on your vehicles. You are prompted for a vehicle and date range. The report lists vehicle number, make, registration, kilometres, cost, hours, \$value, cents per kilometre, cents/hour and subtotals by vehicle. You can print, preview to screen or save the information to an excel file.

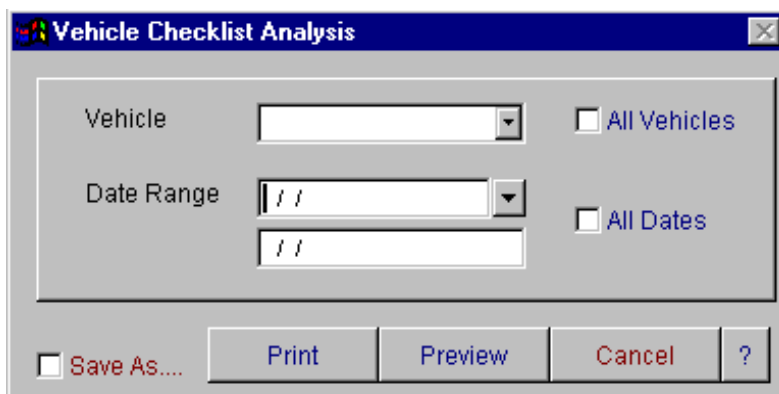
Trailer Profit & Loss



The screenshot shows a dialog box titled "Trailer Profit and Loss". It contains a "Trailer" dropdown menu, a "Date Range" section with two input fields (each containing " / /"), and two checkboxes: "All Trailers" and "All Dates". At the bottom, there is a "Save As...." checkbox, and buttons for "Print", "Preview", "Cancel", and a help icon "?".

The "Trailer Profit and Loss" report shows the revenue and costs associated with a trailer to give you the profitability of that trailer. This report shows information entered into the miscellaneous costs and workshop menu and also interfaces with the Freightmate and Accountmate modules for collecting relevant information on your trailers. You are prompted for a trailer and date range. The report lists trailer number, make, registration, kilometres, cost, hours, \$value, cents per kilometre, cents/hour and subtotals by trailer. You can print, preview to screen or save the information to an excel file.

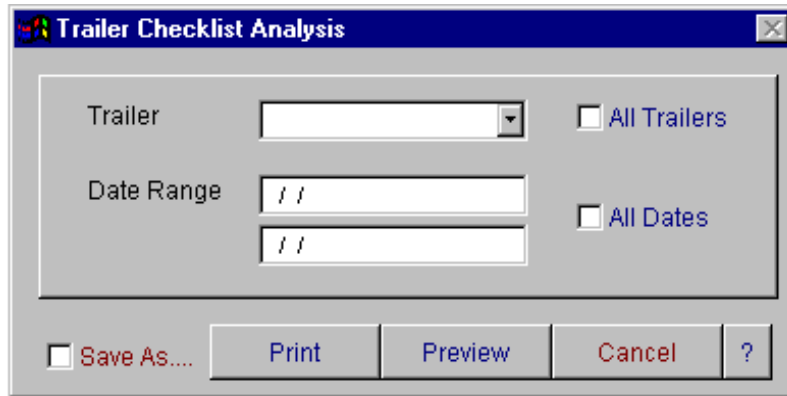
Vehicle Checklist Analysis



The screenshot shows a dialog box titled "Vehicle Checklist Analysis". It contains a "Vehicle" dropdown menu, a "Date Range" section with two input fields (each containing " / /"), and two checkboxes: "All Vehicles" and "All Dates". At the bottom, there is a "Save As...." checkbox, and buttons for "Print", "Preview", "Cancel", and a help icon "?".

The Vehicle Checklist Analysis report allows you to view all the information regarding your vehicle checklists. You are prompted to select by vehicle and date range. Information in the report comes from the roadworthiness checklist option. The report lists date, checklist number, vehicle, mechanic, checked by and odometer. You have the ability to print, preview to screen or save the information to an excel file.

Trailer Checklist Analysis



The screenshot shows a dialog box titled "Trailer Checklist Analysis". It features a "Trailer" dropdown menu, a "Date Range" section with two input fields containing slashes, and checkboxes for "All Trailers" and "All Dates". At the bottom, there are buttons for "Save As...", "Print", "Preview", "Cancel", and a help icon.

The Trailer Checklist Analysis report allows you to view all the information regarding your trailer checklists. You are prompted to select by trailer and date range. Information in the report comes from the roadworthiness checklist option. The report lists date, checklist number, trailer, mechanic, checked by and odometer. You have the ability to print, preview to screen or save the information to an excel file.