



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

FREIGHTMATE

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OVERVIEW

Freightmate is a fully integrated freight management system allowing for the set-up of trucks, trailer, drivers, contractors, customers, routes, and products/services and pricing schedules. This base information is then processed as follows:

- Consignments are entered for each freight movement. Information relevant to customer, route, sender, receiver, pickup/delivery date and goods being shipped are entered. These can be automatically priced, pallet information can be entered against the consignment and the consignment can be manifested at this point if required or can be dragged onto a manifest later. A consignment can be printed if required.
- The pricing matrix is built from a combination of customer, product/service, and route (lane) and charge unit. For example, “CSR MEL-ADE CHIPS TN” This information is entered at consignment level and looks at the pricing file for a match. If found it then determines the rate from a sliding scale of rates, plus basic and minimum charges. Insurance percentages are held on the customer file and can be applied if required. The nature of the pricing matrix enables you to apply charges to any number of items on each consignment. Towns, areas, zones, states are categorized with our “Route” file, which allows for a 3-digit origin and destination code to be used for the key field. For example, “ADE” stands for Adelaide and “MEL” stands for Melbourne. The combination “ADE-MEL” defines the lane as Adelaide to Melbourne. This is used in lane analysis as well as a key field for automatic pricing so that a different rate can be applied to a customer for varying lanes. If a price is not found, it remains in clear view or you can enter the price onto the consignment.
- Once the consignment is completed, it is ready for invoicing. The invoice module is part of “Freightmate” and is designed to print all cleared consignments for a customer. This can be printed more than once (if required) and can be reprinted or viewed at any time. Once printed, the invoice is sent off to the debtors system. However, the invoice, along with all of its consignments is still available within “Freightmate” for inquiry and further analysis. Once in the debtors system, you are able to enter your receipts, debit and credit adjustments against each invoice. The nature of the system is open item. However, you are able to print open item or balance forward statements. Statements can be printed at any time and you can select individual customers to print. You can select the cycle by entering a date range of transactions to show on the statement.
- Manifests are entered indicating the truck, trailer(s), driver, route (lane), contractor/tow operator (including payment details), date of departure and arrival. Consignments are attached to the manifest and a manifest can be printed so that it can go with the vehicle. Once the manifest is “signed off”
- Contractor gross earnings are added to the contractor payment system or if a company owned truck and/or trailer, the revenue from the consignments attached to the manifest are updated to the vehicles. Any deductions to be made from the contractor’s payment relating to the manifest are entered into the contractor’s payment.
- Consignment and manifest analysis is extensive. All information is held historically so that you can analyze your freight movements selectively by a date range, allowing your reporting to be for any required period. Generically, we have provided analysis by date range, customer, route (lane), sender/receiver locations, truck, driver, trailer, contractor, invoice, and product/service. We can produce further reporting requirements or you are able to export data to a spreadsheet for customizing your own reporting and getting “what if” analysis.
- Pallet management starts at the consignment. Adjustments can be made to the pallets to indicate returns, transfer, damages etc via a pallet control function. From this you are able to show in summary and detailed form any outstanding pallets in the system.

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.

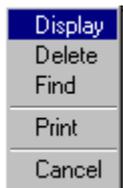
Browse Button



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



Right mouse clicking on the grid in the browse options accesses the above popup. 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 the mouse click on entries that you wish to delete from the list.

USER SETUP

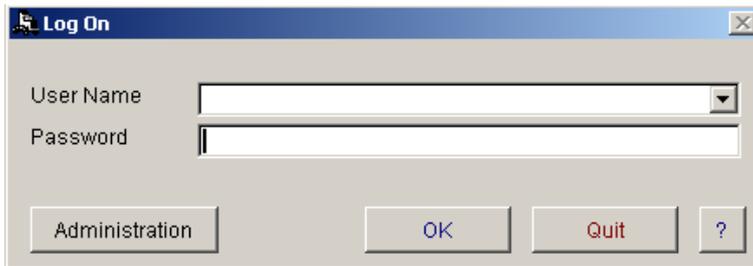
The screenshot shows a 'User Setup' window with the following details:

- Tab: FreightMate
- User Name: User
- Password: password
- Application: FreightMate
- Access Control Options (all unchecked):
 - This User will not have access to add, alter or delete information in the master files for the above application.
 - This User will not have access to add, edit or delete information in the Debtors Maintain Accounts option.
 - This User will not have access to add, edit or delete information in the Creditors Maintain Accounts option.
 - This User will not have access to add, edit or delete information in the Contractors Maintain Accounts option.
- Buttons: Browse, Add, Edit, Save, Cancel, Delete, Exit, ?

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

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.

MASTER FILE ORDER OF ENTRY

The most important master file in the Transmate system is the Chart of Accounts. A standard chart of accounts has been included in the program, and we suggest that you carefully check that the chart of accounts is suitable for your business. You are able to add, delete or alter the list provided, or if preferred you can replace the standard chart of accounts with your own, but this must be done prior to entering of any other data into the Transmate software.

The second most important master file is the Company record; when a new system is installed, minimal information is entered. You will need to check that the company record has the correct company name, address, telephone numbers, etc as this information is used for generating all stationery. You will also need to ensure that all the default general ledger code fields have been filled in, making sure that the numbers in these fields relate to the chart of accounts you have set up, as this information is used when generating transactions.

It is preferable to have the options in the Utilities Menu set up prior to entering any other master files, as these 'types' and 'categories' can then be used in the master files to sub-categorise the records in the master files.

From Utilities Menu

- Vehicle/Trailer types (used in vehicle and trailer master file)
- Departments (used in most master files)
- Charge Codes (used for consignment entry)
- Company (the first master file to set up)
- Locations (used in manifesting)
- Customer Types (used in the customer record)
- Pallet types (used for consignment entry)
- States (used in most master files)

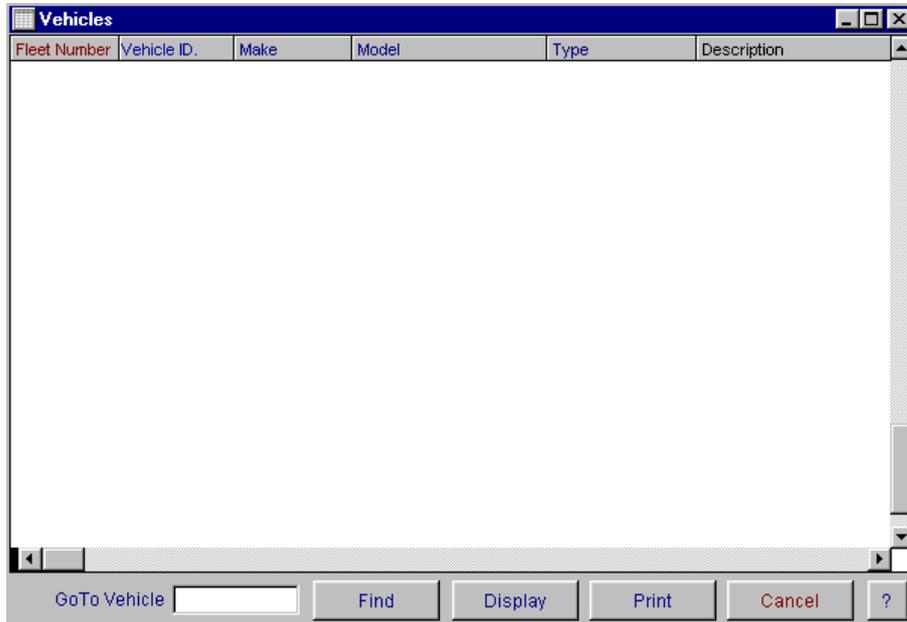
- Post codes
- Sales Areas
- Driver Incident Reasons (used in employee records)
- Service Categories (used in Customer Service)
- Response Times (used in Customer Service)
- Industry Codes (used in the customer record)
- Expiry Types (used in many master files)
- Vehicle/Trailer Category Types (used in vehicle & trailer master file)
- Training Categories (used in employee records)
- Customers categories (used in customer records)
- Manifest Pre-Trip Checks (set up for creating manifest pre-trip checklist)

Once these 'utilities' have been set up, you can then proceed to create the remaining master files found in the File Menu.

FILE MENU

VEHICLES

Vehicle Master File Entry



The Vehicle Master File browse window displays some of the information entered into the vehicle master entry screen. You have the ability to display, delete, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual. 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.

This option has 14 screens of information. These are general, specifications, maintenance, registrations/insurance/finance, re-finance, services, permits and two notes sections, costs, faults expiries, parts and other. 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 open a new data entry screen, select the add button. 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.

General

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 specification page is used for recording additional vehicle information.

Vehicle Maintenance

Vehicles

Fleet Number Registration Make

General | **Maint.** | Reg/Ins/Fin | Re-Fin. | Serv. | Permits | Notes | Notes 2 | Costs | Faults | Expires | Parts | Other

Maximum Revs Gear Box Oil Type

Fuel Type Gear Box Oil Cap.

Km / Litre Diff. Manufacturer

No. Air Filters Diff. Model

Air Filter Model Diff. Ratio

Engine Oil Type Diff. Capacity (Kg)

Oil Capacity Diff. Oil Capacity

No. Oil Filters Bumper / K-Pin

Oil Filter Model WWeight - Coal (Tonne)

Water Capacity WWeight - Permian (BCM)

Suspension Type WWeight - Tertiary (BCM)

Gear Box Manuf.

Gear Box Model

Gear Box Speeds

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

Vehicle maintenance page is used for recording additional vehicle information related to servicing your vehicles.

Vehicle Registration/Insurance/Finance

Vehicles

Fleet Number Registration Make

General | Specif. | Maint. | **Reg/Ins/Fin** | Re-Fin. | Serv. | Permits | Notes | Notes 2 | Costs | Faults | Expires | Parts | Other

Registration Fee Comprehensive Insur. Co.

Registration Due Comprehensive Policy No.

Registration Paid Comp. Insurance Expiry

Registration Finance Co.

Cheque No. Finance Contract No.

Accident Commis. Amount Financed Interest Rte

Type Of Agreement

Additional Registrations Due Date and Amounts

Period 1

Period 2

Period 3

Period 4

Finance Agreement No.

Third Party Insurance Co. Comp. Insurance Value

Third Party Policy Number Comp. Insurance prem.

Third Party Insurance Expiry Payment Term

Payment

First Payment Date

Monthly Payment Date

Residual

Finance Due Off

Browse Previous Next 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, & Insurances Due.

Vehicle Refinance Details

The screenshot shows the 'Vehicles' software window with the 'Re-Fin.' tab selected. The form contains the following fields:

- Refinanced ?
- Refinance Company
- Amount Financed: 0.00
- Interest Rate: 0.00
- Agreement No.
- Agreement Type
- Payment Term: 0
- Payment \$: 0.00
- Start Payment Date: //
- Residual: 0.00
- Finance Due Off: //

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

The screenshot shows the 'Vehicles' software window with the 'Service Schedules' tab selected. The table below shows the service schedule configuration:

	Y/N	HOURS	KILOMETERS	DAYS
'A' Service	<input type="checkbox"/>	0.0	0	0
'B' Service	<input type="checkbox"/>	0.0	0	0
'C' Service	<input type="checkbox"/>	0.0	0	0
'D' Service	<input type="checkbox"/>	0.0	0	0

Below the table, there are two additional fields:

- Changeover Hour Meter: 0.0
- Changeover Odometer: 0

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

Permit Required	Permit Date	Permit Expiry Date	Permit Description
-----------------	-------------	--------------------	--------------------

Vehicle permits can be listed in this screen. Reports on these permits can be accessed through the Fleetmate module in the reports menu.

Permit Date: //

Required: NO

Permit Expiry Date: //

Permit Description:

Additional Notes:

Save Cancel ?

To enter details regarding vehicle permits, right mouse click on the white grid area, and the following screen will appear. You will then be able to add, edit or delete the permit details as required.

Vehicle Notes & Notes 2

The screenshot shows the 'Vehicles' application window with the 'Notes' tab selected. The window contains a large text area for entering notes and a 'Print Notes' button. The bottom of the window features a row of navigation buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, and Exit.

The notes sections are for recording any miscellaneous information about your vehicle.

Costs

The screenshot shows the 'Vehicles' application window with the 'Costs' tab selected. The window is divided into three main sections for setting up costs: 'Fleet Cost of Sales', 'Revenue', and 'Transport Cost of Sales'. Each section contains dropdown menus for selecting departments and G/L accounts. The bottom of the window features a row of navigation buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, and Exit.

Fleet cost of sales, revenue and transport cost of sales can be set up in this screen. They are used for your own information only and do not reflect back into the system.

Faults

The screenshot shows the 'Vehicles' application window with the 'Faults' tab selected. At the top, there are input fields for 'Fleet Number', 'Registration', and 'Make'. Below these are several tabs: 'General', 'Specif.', 'Maint.', 'Reg/Ins/Fin', 'Re-Fin.', 'Serv.', 'Permits', 'Notes', 'Notes 2', 'Costs', 'Faults', 'Expiries', 'Parts', and 'Other'. The 'Faults' tab is active, displaying a table with columns: 'Fault', 'Date Logged', 'Logged By', 'Apply?', 'Mechanic', 'Repair No.', and 'Status'. The table area is currently empty. Below the table, a red text instruction reads: '** Right Mouse Click on the grid to add, edit and delete Fault details **'. At the bottom of the window, there is a row of buttons: 'Browse', 'Previous', 'Next', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'.

Faults can be allocated against a vehicle. To enter in the fault information, right click on the white area and select add. You can also edit faults and delete them from here.

Fault Allocation Entry

The screenshot shows the 'Vehicle Faults' entry form. It contains several input fields and dropdown menus. The 'Date' field has a dropdown menu showing '11'. The 'Logged By' field is empty. The 'Mechanic' field has a dropdown menu. The 'Status' field has a dropdown menu showing 'INCOMPLETE'. Below these is a large text area for the 'Fault' description. The bottom section of the form contains several more input fields: 'Repair Request Book No.', 'Interception Report Book No.', 'NHVAS Label Number', 'Date Joined NHVAS' (with '11' in the dropdown), 'E-Tag Number', 'Monthly Briefcase Checklist Date' (with '11' in the dropdown), and 'Monthly Briefcase Checklist Notes' (a large text area). There are also two checkboxes: 'First Aid' and 'Show on Compliance Register Report'. At the bottom right, there are three buttons: 'Save', 'Cancel', and a help icon (?)

The fault allocation details screen allows you to enter details of the fault. Once this information is entered, you can allocate it to a repair order via the Fault Allocation area in Fleetmate and you can also print the details from the fault reporting section in FleetMate.

Expiries

Date	Expiry Date	Description	Reference	Type	Amount
------	-------------	-------------	-----------	------	--------

**** Right Mouse Click on the grid to add, edit and delete Expiry details ****

By setting up expiry types and the allocating those types against a vehicle can create expiries specific to a vehicle. You will then be able to run expiry reports.

Vehicle Expiry Entry

Date: / /

Expiry Date: / /

Reference:

Expiry Type:

Description:

Amount: 0.00

Buttons: Save, Cancel, ?

To allocate an expiry type against a vehicle, right-mouse click on the white grid area and then select 'add'. You must enter your Expiry Types into the Expiry Types master file in the Utilities menu before you can enter in the Expiry Type.

Parts

Vehicles

Fleet Number Registration Make

General Specif. Maint. Reg/Ins/Fin Re-Fin. Serv. Permits Notes Notes 2 Costs Faults Expiries Parts Other

Warehouse	Part Number	Description	Notes
-----------	-------------	-------------	-------

**** Right Mouse Click on the grid to add, edit and delete Part details ****

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

Parts specific to a particular vehicle can be recorded on the vehicle master file.

Parts Allocation

Vehicle Parts

Warehouse

Part Number

Description

Notes

Save Cancel ?

To allocate a part to a vehicle, right-mouse click on the white grid area and then select 'add'.

Other

The screenshot shows a software window titled "Vehicles" with a tabbed interface. The "Other" tab is active, displaying the following fields and controls:

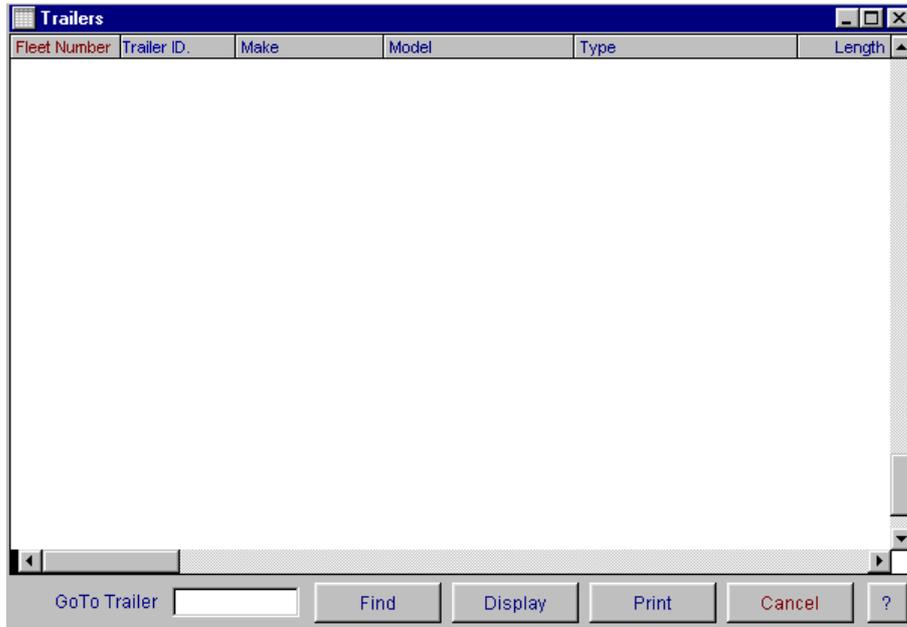
- Related Driver:** A dropdown menu.
- Related Trailer 1, 2, 3:** Three dropdown menus.
- Fuel Rebate:** A section containing:
 - Fuel Rebate Applies
 - % Eligible:** A text input field with the value "0.00".
 - Credit Rate Per Litre:** A text input field with the value "0.00000".
- Maximum Load Length in Metres:** A text input field with the value "0.000".
- Maximum Payload in Tonnes:** A text input field with the value "0.000".
- Crane Close Lift Capacity in Tonnes:** A text input field with the value "0.000".
- Crane Reach Lift Capacity in Tonnes:** A text input field with the value "0.000".
- Crane Reach in Meters:** A text input field with the value "0.000".

At the bottom of the window, there is a row of buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, and Exit.

Additional information can be recorded on this screen relating to driver/vehicle combination, details relating to vehicle mass and fuel rebate. If you have selected that the fuel rebate applies to the vehicle then any fuel entered for the vehicle will appear on the Fuel Rebate report in Fleetmate. You will also be able to update your fuel rebate information to the general ledger in Accountmate to appear on your BAS.

The length and tonnes information is for your own records.

TRAILERS



The Trailer Master File browse window displays some of the information entered into the trailer master entry screen. You have the ability to display, delete, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual. 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.

Trailer Master File Entry

The Trailer master file entry screen is used to enter in all the information about your trailers. This option has 11 screens of information. To open a new data entry screen, select the 'display' button, and then select the 'add' button.

Trailer General Information

Fleet Number		Registration		Make					
General	Gen. Cont.	Reg. / Ins. / Finance	Re Finance	Schedules	Notes / Notes 2	Permits	Faults	Expires	Parts
Fleet No.				Floor Type					
Trailer ID.				Trailer Type					
Make				Category Type					
Model				Wheel Type					
Description				No. Studs	0				
Serial No				Tyre Size					
Colour				Tyre Type					
Production Date	/ /			Market Value	0				
Purchase Date	/ /			Date of Valuation	/ /				
Purchased From				Bumper / K-Pin	0.00				
Purchase Price	0.00			Maximum Weight	0.00				
No. Axles				Maximum Volume	0.00				
Tare Weight (Kg)	0			No. Twistlocks 20	0				
Length (m)	0.00			No. Twistlocks 40	0				
Trailer Status				B Double Rated	NO				
Location				Exclude from Cost Summary and P&L Report	<input type="checkbox"/>				

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. 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

Additional trailer maintenance information related to servicing your trailers and fuel rebate information relating to your trailers can be recorded on this page.

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

The screenshot shows a software window titled "Trailer Re-finance" with the following fields:

Refinance Company	<input type="text"/>	Payment Terms	<input type="text" value="0"/>
Amount Financed	<input type="text" value="0.00"/>	Payment	<input type="text" value="0.00"/>
Interest Rate	<input type="text" value="0.00"/>	Start Payment Date	<input type="text" value="//"/>
Agreement Number	<input type="text"/>	Residual	<input type="text" value="0.00"/>
Agreement Type	<input type="text"/>	Finance Due Off	<input type="text" value="//"/>

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

Service Schedules

The screenshot shows a software window titled "Trailer Service Schedules" with the following table and fields:

	Y/N	HOURS	KILOMETERS	DAYS
'A' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
'B' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
'C' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
'D' Service	<input type="checkbox"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Below the table, there are additional fields:

- Changeover Hub-ometer:
- Changeover Hub-Hours:
- Hub-ometer Serial No.:

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 & Secondary Notes

The screenshot shows the 'Trainers' software window. At the top, there are input fields for 'Fleet Number', 'Registration', and 'Make'. Below these are several tabs: 'General', 'Gen. Cont.', 'Reg. / Ins. / Finance', 'Re Finance', 'Schedules', 'Notes', 'Notes 2', 'Permits', 'Faults', 'Expiries', and 'Parts'. The 'Notes' tab is currently selected, displaying a large, empty text area for entering notes. A 'Print Notes' button is located at the bottom left of the text area. At the bottom of the window, there is a row of buttons: 'Browse', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and a help icon '?'.

The notes sections are for recording any miscellaneous information about your trailer.

Permits

The screenshot shows the 'Trainers' software window with the 'Permits' tab selected. At the top, there are input fields for 'Fleet Number', 'Registration', and 'Make'. The tabs below are: 'General', 'Gen. Cont.', 'Reg. / Ins. / Finance', 'Re Finance', 'Schedules', 'Notes', 'Notes 2', 'Permits', 'Faults', 'Expiries', and 'Parts'. The 'Permits' tab is active, displaying a grid with the following headers: 'Permit Required', 'Permit Date', 'Permit Expiry Date', and 'Permit Description'. The grid area is currently empty. A red text note at the bottom of the grid area reads: '** Right Mouse Click on the grid to add, edit and delete Permit details **'. At the bottom of the window, there is a row of buttons: 'Browse', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and a help icon '?'.

Trailer permits can be listed in this screen. Reports on these permits can be accessed through the Fleetmate module in the reports menu.

To enter details regarding trailer permits, right mouse click on the white grid area, and the following screen will appear. You will then be able to add, edit or delete the permit details as required.

Permit Entry

Trailer Permits

Permit Date: / /

Required: NO

Permit Expiry Date: / /

Permit Description: [Text Box]

Additional Notes

[Text Area]

Save Cancel ?

To enter details regarding trailer permits, right mouse click on the white grid area, and the following screen will appear. You will then be able to add, edit or delete the permit details as required.

Faults

Trainers

Fleet Number Registration Make

General Gen. Cont. Reg. / Ins. / Finance Re Finance Schedules Notes Notes 2 Permits **Faults** Expiries Parts

Fault	Date Logged	Logged By	Apply ?	Mechanic	Repair No.	Status
-------	-------------	-----------	---------	----------	------------	--------

**** Right Mouse Click on the grid to add, edit and delete Fault details ****

Browse Goto Add Edit Save Cancel Delete Exit ?

Faults can be allocated against a trailer. To enter in the fault information, right click on the white area and select add. You can also edit faults and delete them from here.

Fault Allocation

Vehicle Faults

Date: / /

Logged By:

Mechanic:

Status: INCOMPLETE

Fault

Repair Request Book No.:

Interception Report Book No.:

NHVAS Label Number:

Date Joined NHVAS: / /

E-Tag Number:

Monthly Briefcase Checklist Date: / / First Aid

Monthly Briefcase Checklist Notes:

Show on Compliance Register Report

Save Cancel ?

The fault allocation details screen allows you to enter details of the fault. Once this information is entered, you can allocate it to a repair order via the Fault Allocation area in Fleetmate and you can also print the details from the fault reporting section in FleetMate.

Expiries

Date	Expiry Date	Description	Reference	Type	Amount
------	-------------	-------------	-----------	------	--------

**** Right Mouse Click on the grid to add, edit and delete Expiry details ****

By setting up expiry types and the allocating those types against a trailer can create expiries specific to a trailer. You will then be able to run expiry reports.

Expiry Allocation

Date: / /

Expiry Date: / /

Reference:

Expiry Type:

Description:

Amount: 0.00

Save Cancel ?

To allocate an expiry type against a trailer, right-mouse click on the white grid area and then select 'add'. You must enter your Expiry Types into the Expiry Types master file in the Utilities menu before you can enter in the Expiry Type.

Parts

Warehouse	Part Number	Description	Notes
-----------	-------------	-------------	-------

**** Right Mouse Click on the grid to add, edit and delete Part details ****

Parts specific to a particular trailer can be recorded on the trailer master file.

Parts Allocation

Warehouse:

Part Number:

Description:

Notes:

Save Cancel ?

To allocate parts against a trailer, right-mouse click on the white grid area and then select 'add'.

CONTAINERS

General

Containers

General | Faults | Expiries

Container Number: [] Description: []
Container Type: [] Status: []

Branch: [] CSC Date: []
Subtype: [] Container Size: []
Cubic: [0.00] Date on Register: []
Max Gross Weight: [0.000] Date off Register: []
Internal Height: [0] Fuel Capacity: [0]
External Height: [0] Pallet Capacity: [0]
Decking Beams? [NO] Manufacturer: []
2 Pallet Wide? [NO] Rating(Kgs): []
Freezer? [NO] Tare (Kgs): [0.000]
Asset: [] Tare Rate: [0.00]
Disposal: [] Version: []
Notes: []

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

This screen is used for recording type and dimensional information relating to you containers.

Faults

Containers

General | Faults | Expiries

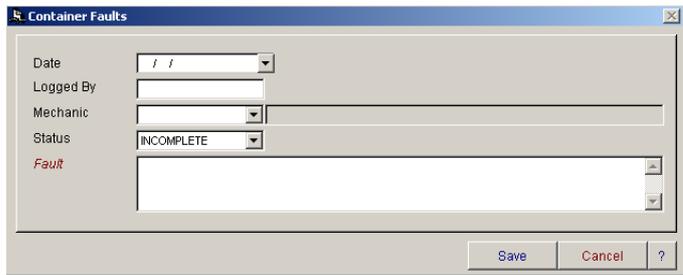
Fault	Date Logged	Logged By	Apply?	Mechanic	Repair No.	Status
-------	-------------	-----------	--------	----------	------------	--------

** Right Mouse Click on the grid to add, edit and delete Fault details **

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

Faults can be allocated against a container. To enter in the fault information, right click on the white area and select add. You can also edit faults and delete them from here

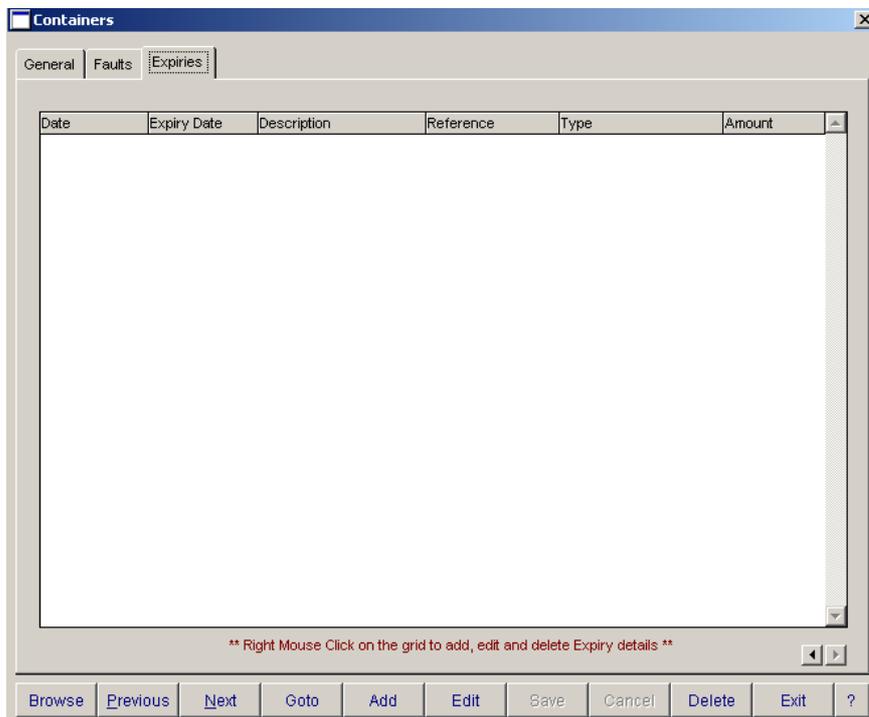
Faults Entry



The screenshot shows a dialog box titled "Container Faults". It contains several input fields: "Date" with a dropdown menu showing " / /", "Logged By" with a text box, "Mechanic" with a dropdown menu, "Status" with a dropdown menu showing "INCOMPLETE", and a "Fault" label above a large text area. At the bottom right, there are three buttons: "Save", "Cancel", and "?".

To allocate faults against a container, right-mouse click on the white grid area and then select 'add'. Once this information is entered, you can allocate it to a repair order via the Fault Allocation area in Fleetmate and you can also print the details from the fault reporting section in FleetMate.

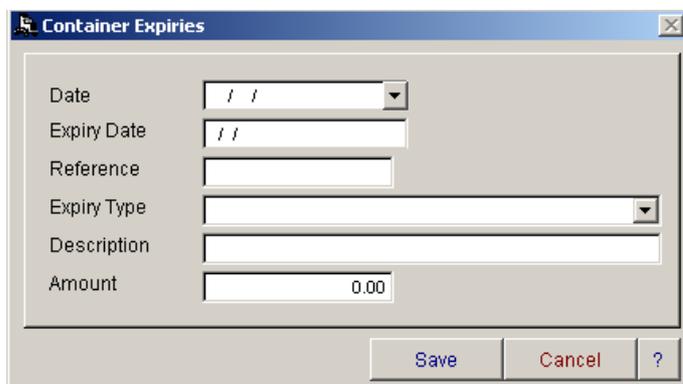
Expiries



The screenshot shows a dialog box titled "Containers" with three tabs: "General", "Faults", and "Expiries". The "Expiries" tab is active, showing a grid with the following columns: "Date", "Expiry Date", "Description", "Reference", "Type", and "Amount". The grid is currently empty. Below the grid, there is a red text instruction: "** Right Mouse Click on the grid to add, edit and delete Expiry details **". At the bottom of the dialog, there is a row of buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

By setting up expiry types and the allocating those types against a container can create expiries specific to a container. You will then be able to run expiry reports.

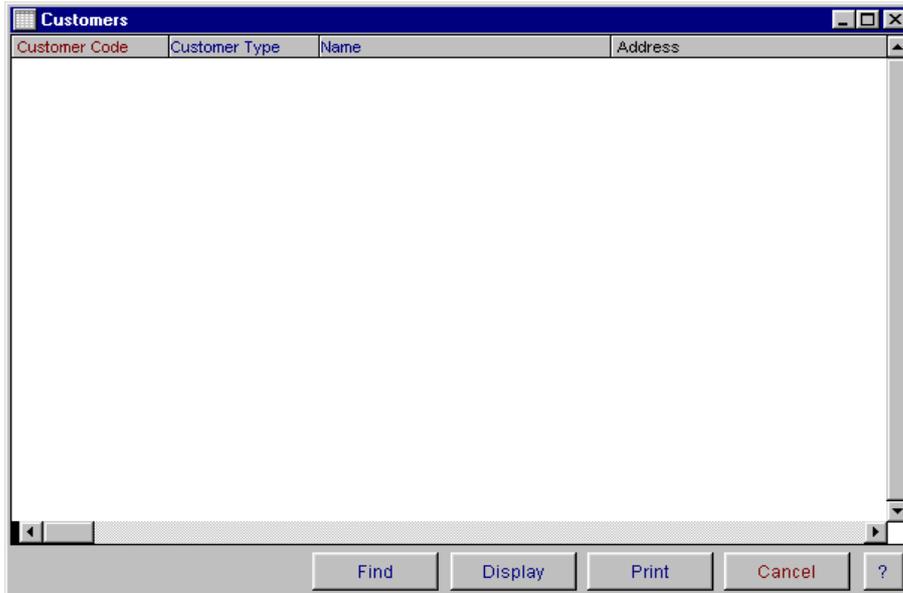
Expiries Entry



The screenshot shows a dialog box titled "Container Expiries". It contains several input fields: "Date" with a dropdown menu showing " / /", "Expiry Date" with a text box showing " / /", "Reference" with a text box, "Expiry Type" with a dropdown menu, "Description" with a text box, and "Amount" with a text box showing "0.00". At the bottom right, there are three buttons: "Save", "Cancel", and "?".

To allocate expiries against a container, right-mouse click on the white grid area and then select 'add'.

CUSTOMER



The Customer Master file browse window displays some of the information entered into the Customer master entry screen. You have the ability to display, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

General Information

A screenshot of a software window titled "Customer". The window has a blue title bar and a menu bar. Below the menu bar are several tabs: "General", "Accounting 1", "Accounting 2", "Accounting 3", "Invoice / Statement Notes", "Notes", "Other", and "Other Cont.". The "General" tab is selected. The main area contains various input fields: "Customer Code", "Parent Account", "Name", "Address" (with three lines), "E-Mail Address", "Phone Number 1", "Phone Contact 1", "Phone Number 2", "Phone Contact 2", "Facsimile Number", "Phone Number 3", "Phone Contact 3", "Phone Number 4", "Phone Contact 4", "Account Open Date", and "Account Close Date". At the bottom of the window, there is a toolbar with buttons: "Create Sender", "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and a help icon (a question mark).

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 8 screens of information. These are general, 3 for accounting, invoice/statement notes, general notes and other. 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.

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.

To Add a New or Update Sender/Receiver Details

The screenshot shows a dialog box titled "New or Updated Sender/Receiver Details". It contains several input fields: "Code" (a small text box), "Name" (a long text box), "Address" (two stacked text boxes), "Contact" (a text box), "Phone Number" (a text box), and "Facsimile Number" (a text box). At the bottom right, there are two buttons: "Save" and "Cancel".

The field for delivery address is automatically linked to the sender/receiver file when you save the data. By selecting the 'create sender' button a record can be automatically generated or updated with new delivery details in the sender/receiver master file. You have the ability to browse goto, add, edit, save, cancel, delete and exit. When finished, select Exit.

Accounting 1

The screenshot shows a "Customer" dialog box with the "Accounting 1" tab selected. The dialog has a tabbed interface with tabs for "General", "Accounting 1", "Accounting 2", "Accounting 3", "Invoice / Statement Notes", "Notes", "Other", and "Other Cont.". The "Accounting 1" tab contains several fields: "Recharge Percentage" (0.00), "Account Status", "Customer Type" (dropdown), "Trading Terms" (0), "Default G/L Account" (dropdown), "Customer Rating" (0), "Insurance %" (0.00), "Insurance Department" (dropdown), "Insurance G/L Code" (dropdown), and "Cubic Conversion" (0.000). There is also a "Bank" section with fields for "Bank", "Branch Name", "BSB", and "Account No.". At the bottom, there is a row of buttons: "Create Sender", "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

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

Accounting 2

Customer

General | Accounting 1 | Accounting 2 | Accounting 3 | Invoice / Statement Notes | Notes | Other | Other Cont.

Discount %

Discount Department

Discount G/L Code

Days From Invoice Date

Minimum Charge Per Docket

Minimum Charge Department

Minimum Charge G/L Code

Maximum Value per Invoice

Customer Accounts - Calculate Account Fees

Accounting Fee ?

Interest ?

Create Sender | Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit | ?

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

Accounting 3

Customer

General | Accounting 1 | Accounting 2 | Accounting 3 | Invoice / Statement Notes | Notes | Other | Other Cont.

Adjustment Fees

Fuel Surcharge %

Fuel Surcharge Dept

Fuel Surcharge G/L Code

Fuel Surcharge Expiry

Credit Limit \$

Credit Limit Status

GST Information

ABN Number

GST Registered GST Exempt

Recipient Invoice Applies ? Export Sales

Create Sender | Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit | ?

The fourth screen is for setting up of fuel surcharge levy percentage and GST information and ABN number.

Invoice/Statement Notes

Customer

General Accounting 1 Accounting 2 Accounting 3 Invoice / Statement Notes Notes Other Other Cont.

Invoice Notes

Statement Notes

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

Create Sender Browse Previous Next 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 Other Other Cont.

Notes

Print Notes

Create Sender Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

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

Other

The screenshot shows a software window titled "Customer" with a tabbed interface. The "Other" tab is selected. The window contains several input fields and controls:

- General: Contact Name # 1, Contact Phone # 1, Contact Name # 2, Contact Phone # 2, Accounts Contact, Phone, Anticipated Dollar Value (0.00), Quote Date (/ /), State (dropdown), Trustee.
- Other: Export Data To FreeCargo (checkbox), Industry Code (dropdown), Customer Status (dropdown, set to ACTIVE).
- Storemate: Handling Charges to Calculate from Additional Charges (selected radio button), Handling Charges to Calculate from Storage Pricing (radio button).

At the bottom of the window is a toolbar with buttons: Create Sender, Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

The seventh screen is for recording additional contact names and phone numbers. There is also a facility for customer status. If status of inactive is selected, the customer code will not be listed in any customer drop down boxes in the data entry screens.

The Storemate handling charges options is only relevant if you have purchased the Storemate software Application. If you would like more information on Storemate, please contact Paul Bannister at our office.

Other Cont.

The screenshot shows a software window titled "Customer" with a tabbed interface. The "Other Cont." tab is active. The window contains the following fields and controls:

- Category Code:** A dropdown menu.
- Transmate Online Access:** A checkbox.
- Password:** A text input field.
- Customer Logo (Must be in BMP format):** A text input field with a file selection button (three dots) to its right.

The bottom toolbar contains the following buttons: Create Sender, Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and ?.

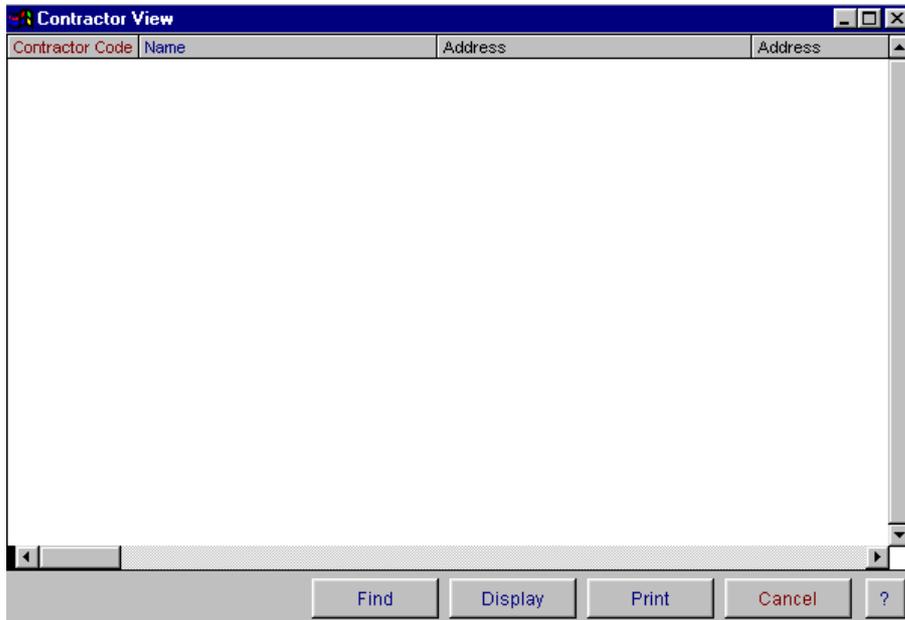
The Other Continued page is used for setting up Transmate Online information. Transmate Online is a Web based consignment entry program that will enable your customers to key consignments in and then download them directly into your system. They will also be able to see a list of all their current consignments that are in your system. We also have options that will allow you to upload stock summary reports out of Storemate for your customers to view their own stock balances and movements. If you would like more information on Transmate Online, please contact Paul Bannister at our office.

You can also attach a customer's logo to their master file. This must be a bitmap format. This is only for your own information. To attach the logo, select the button beside the customer logo box and locate your image. Once you have selected the image, select ok.

CONTRACTORS

From the contractor accounts menu you have the ability to control all aspects of contractor accounts maintenance, from entry of contractor database, through to entering of manual invoices, payments and general ledger updates. Manifests can also be updated from the Freightmate module for integration into the contractor accounts for payment and updating to general ledger.

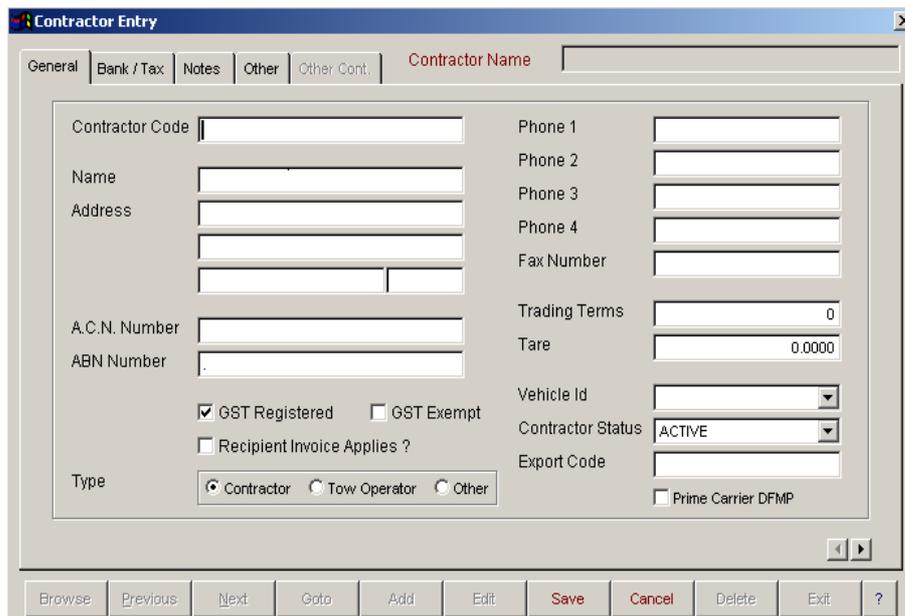
Contractor Master File



The Contractor Master file browse window displays some of the information entered into the contractor master entry screen. You have the ability to display, delete, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

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

General Information

The image shows a software window titled "Contractor Entry". At the top, there is a header bar with a blue background and a small icon on the left. Below the header, there is a tabbed interface with tabs for "General", "Bank / Tax", "Notes", "Other", and "Other Cont.". The "General" tab is selected. Below the tabs, there is a form with various fields and controls. The fields include: "Contractor Code", "Name", "Address", "A.C.N. Number", "ABN Number", "Phone 1", "Phone 2", "Phone 3", "Phone 4", "Fax Number", "Trading Terms", "Tare", "Vehicle Id", "Contractor Status", "Export Code", "GST Registered", "GST Exempt", "Recipient Invoice Applies?", "Type", and "Prime Carrier DFMP". The "Type" field has radio buttons for "Contractor", "Tow Operator", and "Other". The "Contractor Status" field has a dropdown menu with "ACTIVE" selected. At the bottom of the window, there is a control bar with buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and a help icon (?). The window has standard Windows-style window controls (minimize, maximize, close) in the top right corner.

The contractor master file entry screen is used to enter in all the information about your contractors. This option has 5 screens of information. These are general, bank, notes and other details. You have the ability to browse, goto, add, edit, save, cancel and delete. When finished, select Exit. For more information on this option, refer to the Operator Prompts at the front of the manual. To move between these screens, either use the next page arrows located at the bottom right hand corner of the screen, or use your 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. If the ABN is not entered GST will not be calculated when the invoice is entered and withholding tax will be deducted when payment is made to the contractor.

Bank/Tax

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

The third screen is for recording general information.

Other

The screenshot shows the 'Contractor Entry' window with the 'Other' tab selected. The 'Contractor Name' field is at the top right. Below it, there are five rows of data entry fields:

Workers Compensation Certificate of Currency	<input type="text"/>	Expiry	<input type="text"/>
Heavy Vehicle Insurance Certificate of Currency	<input type="text"/>	Expiry	<input type="text"/>
Marine Transit Insurance Certificate of Currency	<input type="text"/>	Expiry	<input type="text"/>
Public Liability Insurance Certificate of Currency	<input type="text"/>	Expiry	<input type="text"/>
Sub-contractor Statement filled in	<input type="checkbox"/>	Expiry	<input type="text"/>

At the bottom of the window, there is a navigation bar with buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and ?.

This screen is for recording contractor's certificates of currency.

Other Cont.

The screenshot shows the 'Contractor Entry' window with the 'Other Cont.' tab selected. The 'Contractor Name' field is at the top right. Below it is a table with the following columns:

Date	Repair Request Book No.	Interception Report Book No.	E-Tag Number

At the bottom of the window, there is a navigation bar with buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and ?.

To enter additional information relating to your contractors, using your mouse, right click in the screen, then select add.

Contractor Additional Information

Contractors Additional Details

Date / /

Driver Name

Repair Request Book No.

Interception Report Book No.

NHVAS Label Number

NHVAS Registered

Date Joined NHVAS / /

E-Tag Number

Monthly Briefcase Checklist Date / / First Aid ?

Monthly Briefcase Checklist Notes

Show on Compliance Register Report

Save Cancel ?

Enter information as required and when complete, select save.

CONTRACTOR REPORTS

Workers Compensation Expiry

Contractors Workers Compensation Expiry

As at Date / / All Dates

Print Preview Cancel ?

A report can be generated to list expiry dates of Workers Compensation Certificates as at a specific date. The report lists contractor code, contractor name, telephone number, certificate of currency number and expiry date.

Heavy Vehicle Insurance Expiry

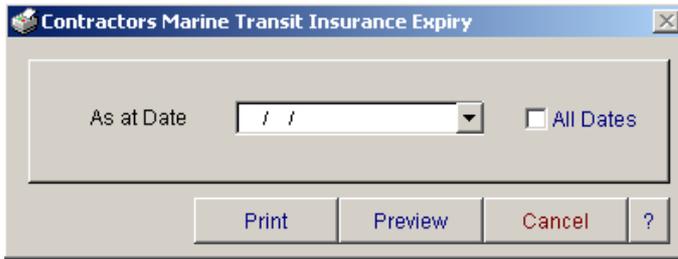
Contractors Heavy Vehicle Insurance Expiry

As at Date / / All Dates

Print Preview Cancel ?

A report can be generated to list expiry dates of Heavy Vehicle Insurance Certificates as at a specific date. The report lists contractor code, contractor name, telephone number, certificate of currency number and expiry date.

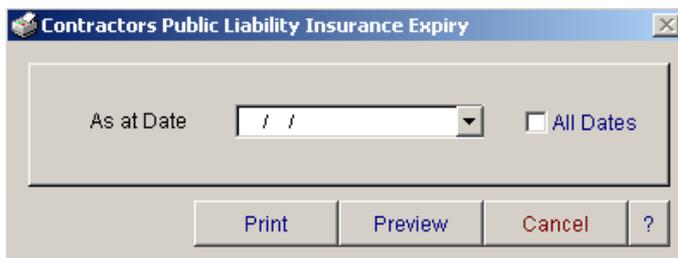
Marine Transit Insurance Expiry



The dialog box titled "Contractors Marine Transit Insurance Expiry" features a main area with the text "As at Date" followed by a date input field containing slashes (/ /) and a dropdown arrow. To the right of this field is a checkbox labeled "All Dates". Below the main area is a row of four buttons: "Print", "Preview", "Cancel", and "?".

A report can be generated to list expiry dates of Marine Transit Insurance Certificates as at a specific date. The report lists contractor code, contractor name, telephone number, certificate of currency number and expiry date.

Public Liability Insurance Expiry



The dialog box titled "Contractors Public Liability Insurance Expiry" features a main area with the text "As at Date" followed by a date input field containing slashes (/ /) and a dropdown arrow. To the right of this field is a checkbox labeled "All Dates". Below the main area is a row of four buttons: "Print", "Preview", "Cancel", and "?".

A report can be generated to list expiry dates of Public Liability Insurance Certificates as at a specific date. The report lists contractor code, contractor name, telephone number, certificate of currency number and expiry date.

Sub-contractor Statement Expiry



The dialog box titled "Contractors Statement Expiry" features a main area with the text "As at Date" followed by a date input field containing slashes (/ /) and a dropdown arrow. To the right of this field is a checkbox labeled "All Dates". Below the main area is a row of four buttons: "Print", "Preview", "Cancel", and "?".

A report can be generated to list expiry dates of Sub-contractor Statements as at a specific date. The report lists contractor code, contractor name, telephone number and expiry date.

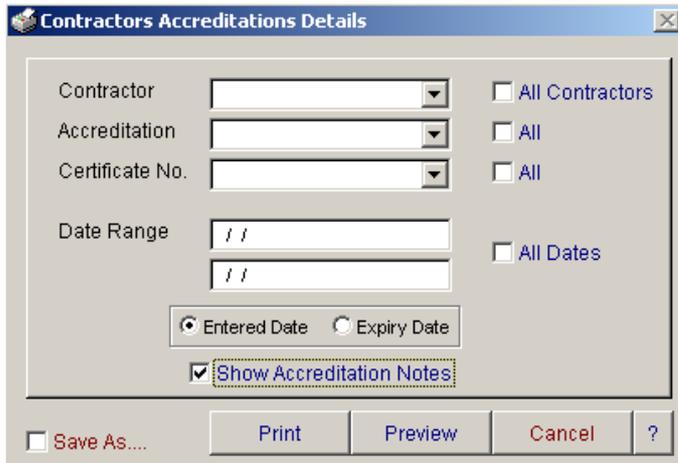
Accreditation Expiries



The dialog box titled "Contractors Accreditations Expiries" features a main area with three rows of controls. The first row has a "Contractor" label, a dropdown menu, and a checkbox labeled "All Contractors". The second row has an "As at Date" label, a date input field with slashes (/ /), and a checkbox labeled "All Dates". The third row has a checked checkbox labeled "Show Accreditation Notes". Below the main area is a row of four buttons: "Print", "Preview", "Cancel", and "?".

A report can be generated to list expiry dates of Accreditation expiry dates as at a specific date. The report lists contractor code, contractor name, accreditation type, certificate number and expiry date and also has the option to display notes on the report.

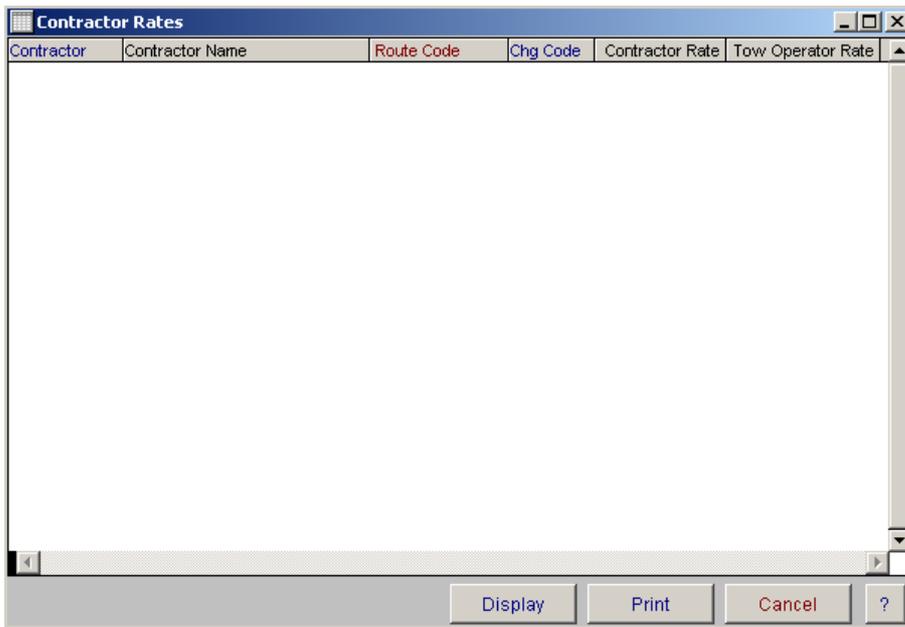
Accreditation Details



The screenshot shows a dialog box titled "Contractors Accreditations Details". It contains several input fields and checkboxes. The fields are: Contractor (dropdown), Accreditation (dropdown), Certificate No. (dropdown), and Date Range (two text boxes with slashes). There are checkboxes for "All Contractors", "All", "All", and "All Dates". Below the date range fields are radio buttons for "Entered Date" and "Expiry Date". A checked checkbox labeled "Show Accreditation Notes" is also present. At the bottom, there are buttons for "Save As...", "Print", "Preview", "Cancel", and "?".

A report can be generated to list Accreditation details for your contractors. The report lists contractor code, contractor name, accreditation type, certificate number and expiry date and also has the option to display notes on the report.

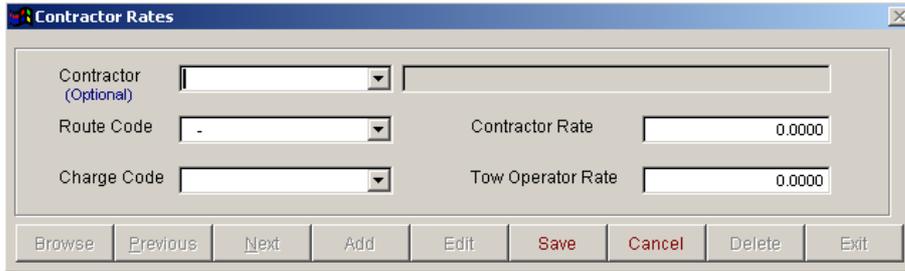
CONTRACTOR RATES



The screenshot shows a window titled "Contractor Rates" with a grid. The grid has the following columns: Contractor, Contractor Name, Route Code, Chg Code, Contractor Rate, and Tow Operator Rate. The grid is currently empty. At the bottom of the window, there are buttons for "Display", "Print", "Cancel", and "?".

The Contractors Rates Master file browse window displays all of the information entered into the contractors rates master entry screen. You have the ability to display, delete and print from this window. The display button will open the 'contractor 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. The delete button will allow you to delete records from here. To delete a record, select on the record that you wish to delete and select the delete button. You can also delete the record by using the 'right mouse clicking' method. To print the information, select your print button. You have the ability to print and preview the information. This option will only print what is currently displayed in the grid. You also have the ability to sort the information. You can sort by route code and charge code. When you select the print button, the report will be sorted in the order that is currently selected.

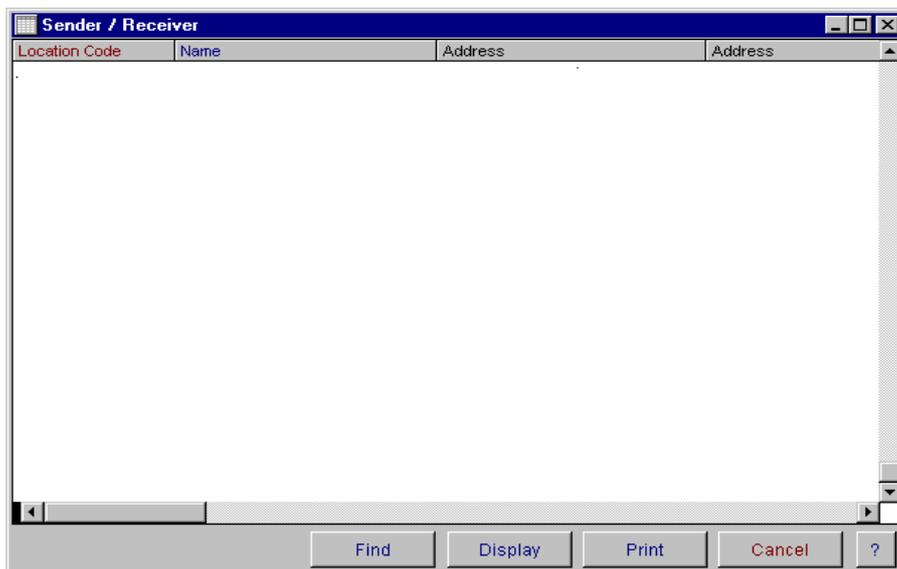
Contractor Rate Entry



The contractor rate master file entry screen is used to enter in all the information about your contractors. The contractor code is optional but you must enter a route code and charge code. You will also need to enter in the contractor and \ or tow operator rate. When you enter a manifest with a contractor on it, the system will locate the contractor rates setup for the contractor and will default this into the contractor's rate field. If no contractor pricing is found for the contractor entered then the system will see if there are any rates entered in for the route and charge code and if there is then the contractors rate will default from that rate file. If a trailer is entered onto the manifest the tow operator rate will be used otherwise the contractor rate will be used.

You have the ability to browse, add, edit, save, cancel, delete and exit. The browse button will open the browse screen that is displayed on entry of this option. To add a record, select the add button. Use the TAB key to enter through the fields. Select the save button to save your record. To edit an existing record, find the record using the browse screen. To edit the record, select edit, make the changes and select save. The cancel button will stop the adding or altering of a record without saving the information. To delete an existing record, select the record you wish to delete and select the delete button. You will need to reconfirm the deletion of the record. To close the screen, select exit.

SENDER / RECEIVER



The Sender / Receiver Master file browse window displays some of the information entered into the Sender / Receiver master entry screen. You have the ability to display, delete, find and print from this window. The display button will open the sender / receiver 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. The delete button will allow you to delete records from here. To delete a record, select on the record that you wish to delete and select the delete button. You can also delete the record by using the 'right mouse clicking' method. To find a record, select the find button and type in a combination. Select the search button. To view the search results select view. To print the information, select your print button. You have the ability to print and preview the information. This option will only print what is currently displayed in the grid. For example, if you have used the find button to search part 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. You also have the ability to sort the information. You can sort by location, name and postcode. When you select the print button, the report will be sorted in the order that is currently selected.

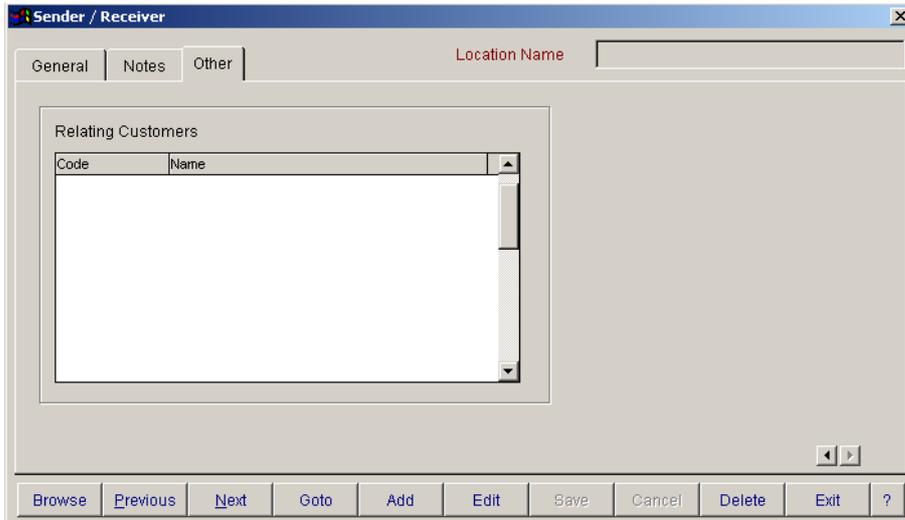
Sender / Receiver Master File Entry

The Sender / Receiver master file entry screen is used to enter in all the information about your Sender / Receiver. This option has 2 screens of information. These are general and notes. The location code must be a unique alpha/numeric code. It must be entered. To add a record, select the add button. Use the TAB key to enter through the fields. Select the save button to save your record. To edit an existing record, find the record using either the goto button or the browse screen. To edit the record, select edit, make the changes and select save. You cannot alter the location when you are editing an existing record. The cancel button will stop the adding or altering of a record without saving the information. To delete an existing record, select the record you wish to delete and select the delete button. You will need to reconfirm the deletion of the record. To close the screen, select exit. You can automatically update your sender / receivers from the customers master file. There is also a notes section for recording of additional information, which can be printed, if required.

Sender/Receiver Notes

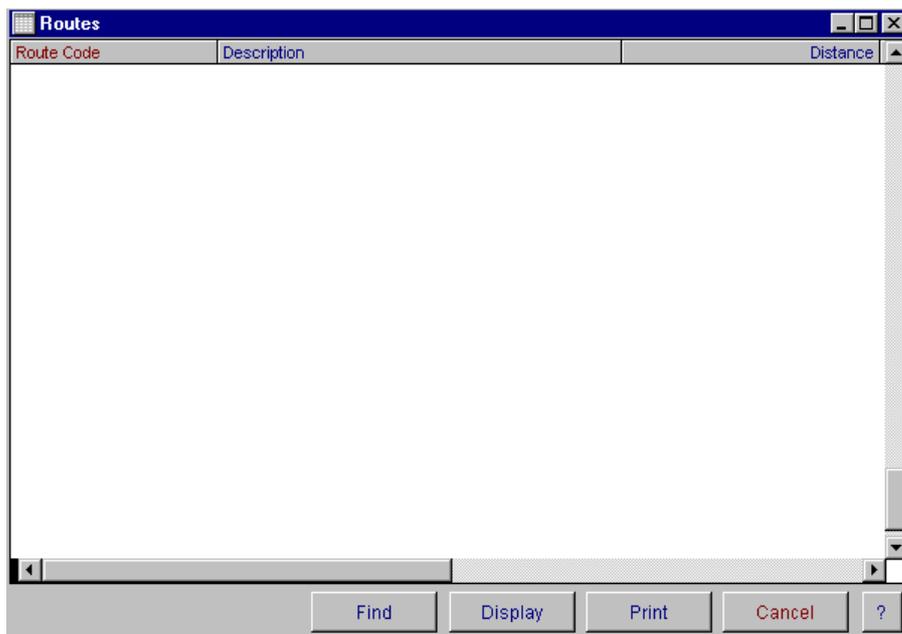
The notes section on the sender/receiver file is for the recording of general information relating to the sender and/or receiver.

Other



In this screen, you have the ability to record existing customers related to the sender and receiver. This is used in conjunction with Transmate Online.

ROUTE CODES



The Route Master file browse window displays all of the information entered into the Route master entry screen. You have the ability to display, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

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

Route Code Master File Entry

Route Code: [.] Description: []
Trip Time: [0.00] Distance (Klm): [0]
Default G/L Code: [] Default Department: [] State: []
Ave Klm per Hour: [0.00] Route Code is Inactive
Distance Travelled for Fuel Rebate: [0]
Rest Hours: [0.00] Driving Hours: [0.00] Loading Time: [0.00] Un-Loading Time: [0.00]
Browse Previous Next Goto Add Edit Save Cancel Delete Exit

The Route code master file entry screen is used to enter in all the information about your routes. Route codes allow driver trip rates to be set up in Paymate and are used in consignment note entry and reporting purposes in the Freightmate module. Distances travelled will also flow through to the vehicle files in the Fleetmate module for fleet costing purposes when invoices have been generated in the Freightmate module. Rest hours; driving hours, loading and unloading time will be used for trip planning in the manifest section of Freightmate. The route code must be a unique alpha/numeric code and cannot be left blank. You have the ability to browse, goto, add, edit, save, cancel, delete and exit.

PRODUCTS

Products
Product Code Description Model Weight Volume
Find Display Print Cancel ?

The Products master file browse window displays all of the information entered into the Products master entry screen. These products are used to link products, charge codes and pricing to be set up as standard rates when entering consignments for invoicing to customers. You have the ability to print and preview the information. This option will only print what is currently displayed in the grid. For example, if you have used the find button to search part 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. You also have the ability to sort the information by part number, description, model and warehouse. When you select the print button, the report will be sorted in the order that is currently selected.

Products Master File Entry

Products

General Notes Stock On Hand Product Code Product

Product Code Description

Model Standard Cost 0.00 Default Chg Code

Weight 0.0000 Current Cost 0.00

Volume 0.000 Minimum Quantity 0

Supplier Stock on Hand 0

Warehouse GST Exempt

Conversion Factor 0.000 Product Code is Inactive

Fuel Surcharge does Not Apply to this Product

Length 0.000 Width 0.000 Height 0.000

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The Products master file entry screen is used to enter in all the information about your products. This option has 3 screens of information. These are general, notes and stock on hand. The product number must be a unique alpha/numeric code. You have the ability to browse, add, edit, save, cancel, delete and exit. For more information on these options, refer to Operator Prompts at the front of this manual. To close the screen, select exit.

Notes

Products

General Notes Stock On Hand Product Code Product

Notes

Print Notes

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The third screen is for recording general information.

Stock on Hand

Products

General Notes **Stock On Hand** Product Code Product

Local Stock On Hand 0

Export Stock On Hand 0

Other Stock On Hand 0

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The stock on hand section allows you to enter in the stock on hand figures. This is for your own information only and is not updated through any option in the program.

EMPLOYEES

Employee Records

Employees

Company Employee Code Name Address Address

Find Display Print Cancel ?

The **employee browse** option lists all employees entered into the employee master entry screen. You have the ability to find, display and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

General

Employee Entry

Notes # 2

General | Licence / Super. | Notes # 1 | Payroll | Entitlements | Authorisations | Incidents | Training | Extra Details | Other

Employee Code

Company Code

Name

Address

First Name

Surname

** You MUST enter first name and surname for PAYG Payment Summary **

Date of birth

Status

Area Code

Rate Per Klm

Company

Department

NCR Supervisor

Current Status

Date started

Permanent Start Date

Date finished

Phone No.

Contact

Contact Phone

Position

State

Base Pay

Administrator Driver ? Sales Person ?

Default Vehicle

Default Rego

Default Trailer

Vehicle ID

Gender

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

There are nine data screens for setting up of your employee details. The first screen is the general information screen for recording employee name, address, date of birth, status (active, permanent, casual, etc), and 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 must also enter first name and surname for the PAYG summary to print correctly. 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 screenshot shows the 'Employee Entry' window with the 'Licence / Super' tab selected. The window title is 'Notes # 2'. The interface is divided into several sections for data entry:

- General Information:** Licence Number, Drivers Licence Renewal Date (//), Licence Class, Dangerous Goods Licence No., Dangerous Goods Renewal Date (//), Dangerous Goods Class, Forklift Licence Number, Forklift Date Obtained (//), Forklift Class.
- Superannuation Details:** Date Joined Fund (//), Superannuation Fund Name, Superannuation Account No., Superannuation Company, Superannuation Phone, Superannuation Amount (0.00, with a note '(If not a percentage)'), and a checkbox for 'Manually Calculate Super Amount'.
- Medical Records:** Truck Safe Medical (//) and Dangerous Goods Medical (//).
- Award Information:** Award \ Agreement, Classification Under Award, and Normal Weekly Hours (0).

Navigation buttons at the bottom include: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

The second screen is for recording of licences (drivers, dangerous goods, and forklift licence), superannuation fund details and medical records. The field for entering a superannuation amount is only used when an employee is on a set weekly super amount (e.g. Interstate drivers). If no amount is entered into this field, then superannuation will be 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 title is 'Notes # 2'. The interface features a large text area for entering notes, a 'Print Notes' button, and navigation buttons at the bottom: Browse, Previous, Next, 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

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 Payroll Entitlements Authorisations Incidents Training Extra Details Other

Tax File Number Bank Name (main Acct)

Tax Rebate BSB

Hourly Rate Account Name (Main Acct)

Overtime Rate Account Number (Main Acct)

Casual Hours per Week General Ledger

Pay Frequency

Payment Method Use Hecs Tax Scale

Tax Scale Desc.

**** Bank Account Splits ****

Account Name	Bank	BSB	Account No.	Amount

**** Gross Pay General Ledger Splits ****

Percentage To Split	General Ledger	Department

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

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 code, department code and tax scale.

The field for "overtime rate" is to be used when the overtime rate is different from the normal time a half rate.

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.

Note: The fields for the bank account splits and gross pay general ledger splits will only become accessible after the employee record has initially been saved, after which time you are able to edit the record and access the splits.

Entitlements

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 Payroll **Entitlements** Authorisations Incidents Training Extra Details Other

Accrual By Hours Accrual By Weeks

Hours Per Week

RDO Accrued ? Leave Loading %

Personal Leave Accrual First Year Lump A

Personal Leave Accrual After First Year Lump B

Annual Leave Accrual Lump D

Rostered Day Accrual Lump E

LSL Accrual First 10 Years Union Name

LSL Accrual After First 10 Years

Union Number

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The employee entitlements screen is for recording of RDO's, accruals for sick leave, annual leave, leave loading, rostered days, and long service leave. You have the ability to accrue employee entitlements by an hourly method or a weekly method. If you choose to calculate by hourly accrual, the figure entered on this screen will be multiplied by the number of hours entered in the 'normal' *1 field on the 'enter pay' screen. If you choose to accrue by a weekly rate, the rate will be multiplied by the number of week entered on the 'enter pay' screen. These calculations will be adjusted in the year to date entitlements report when a pay is entered. Union number and name can also be recorded in this screen.

Authorisations

Employee Entry

Notes # 2

General Licence / Super. Notes # 1 Payroll Entitlements Authorisations Incidents Training Extra Details Other

Type Of Authorisation	Date Authorised	Expiry Date	Cost	Category
-----------------------	-----------------	-------------	------	----------

** Right Mouse Click on the grids to add, edit and delete details **

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

In this screen, you have the ability to record any special authorisations that your employees may require. For example if they require specific authorisation to enter a particular site for the purpose of loading and unloading, or for the operation of specific machinery. To enter the authorisation, right mouse click on the grid box and the following screen will appear. You can select to browse, goto, add, edit or delete authorisation details.

Employee Authorisations

Employee Authorisations

Date Authorised // Expiry Date //

Authorised Type

Licence Authorised

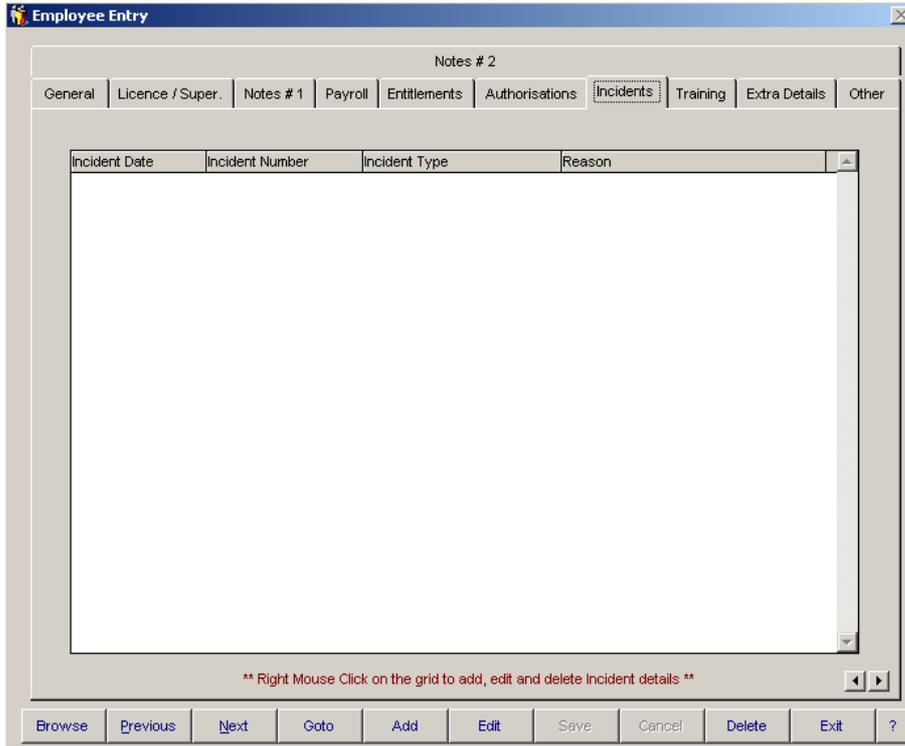
Additional Notes

Training Category Cost 0.00

Save Cancel ?

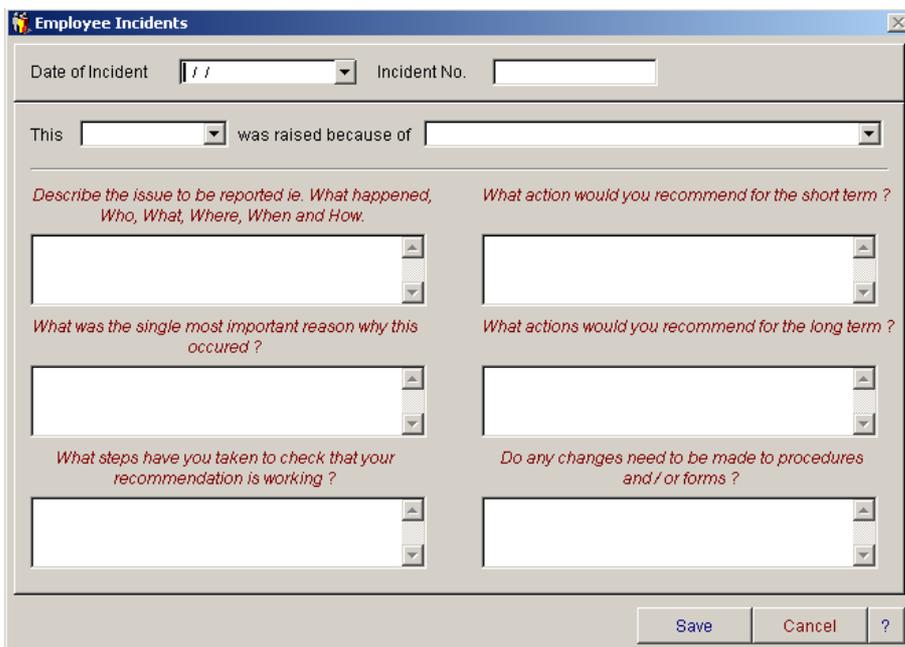
To add details, select the add button. Enter the date of the authorisation and description. You can also enter any additional notes that you may require.

Incidents



The screenshot shows a software window titled "Employee Entry" with a sub-header "Notes # 2". It features a tabbed interface with tabs for "General", "Licence / Super.", "Notes # 1", "Payroll", "Entitlements", "Authorisations", "Incidents" (which is selected), "Training", "Extra Details", and "Other". Below the tabs is a large grid with four columns: "Incident Date", "Incident Number", "Incident Type", and "Reason". The grid is currently empty. At the bottom of the grid, there is a red instruction: "** Right Mouse Click on the grid to add, edit and delete Incident details **". Below the grid is a row of navigation buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

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 a software window titled "Employee Incidents". It has a "Date of Incident" dropdown menu and an "Incident No." text input field. Below these is a dropdown menu labeled "This" followed by the text "was raised because of" and another dropdown menu. The main area contains six text input fields arranged in a 3x2 grid, each with a red instruction above it:

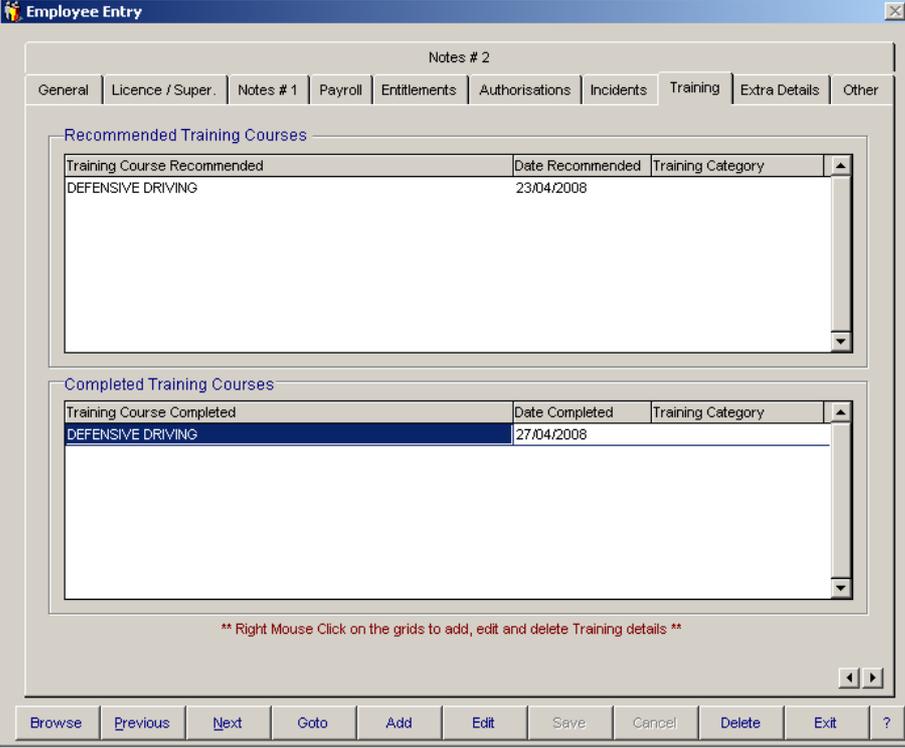
- Top-left: *Describe the issue to be reported ie. What happened, Who, What, Where, When and How.*
- Top-right: *What action would you recommend for the short term ?*
- Middle-left: *What was the single most important reason why this occurred ?*
- Middle-right: *What actions would you recommend for the long term ?*
- Bottom-left: *What steps have you taken to check that your recommendation is working ?*
- Bottom-right: *Do any changes need to be made to procedures and / or forms ?*

At the bottom right of the window are three buttons: "Save", "Cancel", and "?".

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



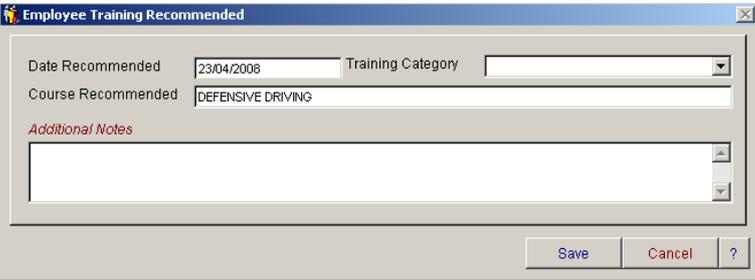
The screenshot shows the 'Employee Entry' window with the 'Training' tab selected. The window title is 'Employee Entry' and the subtitle is 'Notes # 2'. The 'Training' tab is active, showing two grids: 'Recommended Training Courses' and 'Completed Training Courses'. The 'Recommended Training Courses' grid has one entry: 'DEFENSIVE DRIVING' with a 'Date Recommended' of '23/04/2008'. The 'Completed Training Courses' grid has one entry: 'DEFENSIVE DRIVING' with a 'Date Completed' of '27/04/2008'. A red note at the bottom of the grid area says: '** Right Mouse Click on the grids to add, edit and delete Training details **'. The bottom of the window has a navigation bar with buttons: 'Browse', 'Previous', 'Next', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and '?'.

Training Course Recommended	Date Recommended	Training Category
DEFENSIVE DRIVING	23/04/2008	

Training Course Completed	Date Completed	Training Category
DEFENSIVE DRIVING	27/04/2008	

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.

Training Recommended/Completed Employee



The screenshot shows the 'Employee Training Recommended' form. It has a title bar 'Employee Training Recommended'. The form contains the following fields: 'Date Recommended' with the value '23/04/2008', 'Training Category' with a dropdown menu, and 'Course Recommended' with the value 'DEFENSIVE DRIVING'. Below these fields is a text area labeled 'Additional Notes'. At the bottom of the form are three buttons: 'Save', 'Cancel', and '?'.

To add details, select the add button. Enter the date of the training and description. You can also enter any additional notes that you may require.

Extra Details

The screenshot shows the 'Employee Entry' application window with the 'Extra Details' tab selected. The window title is 'Employee Entry' and the current section is 'Notes # 2'. The tabs include: General, Licence / Super., Notes # 1, Payroll, Entitlements, Authorisations, Incidents, Training, Extra Details, and Other. The form contains the following fields:

- Home Phone No. (text box)
- Mobile Phone ? (dropdown)
- Mobile Phone No. (text box)
- Perform. Review Date (text box with slashes)
- Company Car ? (dropdown, set to 'No')
- Company Car Rego (text box)
- Car Allowance ? (dropdown, set to 'Yes')
- Car Allowance Amt (text box, value 0.00)
- Fuel Card ? (dropdown, set to 'Yes')
- Car Key Sets (text box, value 0)
- Company Mobile Phone ? (dropdown)
- Company Mobile Phone No. (text box)
- Mobile Phone Kit ? (dropdown)
- Company Uniform ? (dropdown)
- Alarm Code ? (dropdown)
- Personalised E-Mail ? (dropdown)
- E-Mail Address (text box)
- Keys to Premises (text box, value 0)
- Traineeship ? (dropdown)
- Toll Passes (text box, value 0)
- Disciplinary Warnings (text box, value 0)
- Other Details # 1 (dropdown) and Description (text box)
- Other Details # 2 (dropdown) and Description (text box)

Navigation buttons at the bottom: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, ?

The extra details screen is for recording additional employee information.

Other Details

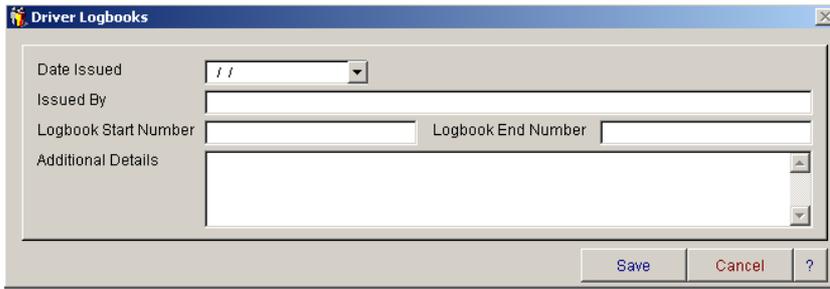
The screenshot shows the 'Employee Entry' application window with the 'Other Details' tab selected. The window title is 'Employee Entry' and the current section is 'Notes # 2'. The tabs include: General, Licence / Super., Notes # 1, Payroll, Entitlements, Authorisations, Incidents, Training, Extra Details, and Other. The form contains two grid boxes:

- Driver Logbook Details:** A grid with columns: Logbook Start Number, Logbook End Number, Issued Date, Issued By.
- Employee Personal Checklist Details:** A grid with columns: Checklist Details, Date Completed, Due Date.

Navigation buttons at the bottom: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, ?

To record details relating to a driver log book and driver personal details, right-mouse click in the grid box and select 'add details'.

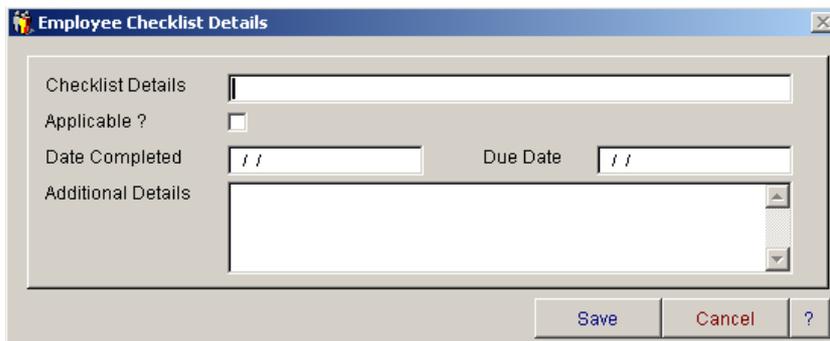
Log Book Details



The screenshot shows a window titled "Driver Logbooks". It contains the following fields: "Date Issued" with a dropdown menu showing " / /"; "Issued By" with a text input field; "Logbook Start Number" and "Logbook End Number" with text input fields; and "Additional Details" with a large text area. At the bottom right, there are three buttons: "Save", "Cancel", and "?".

You have the ability to enter your driver logbook details in. Once these are entered, you can report on them via the driver logbook report.

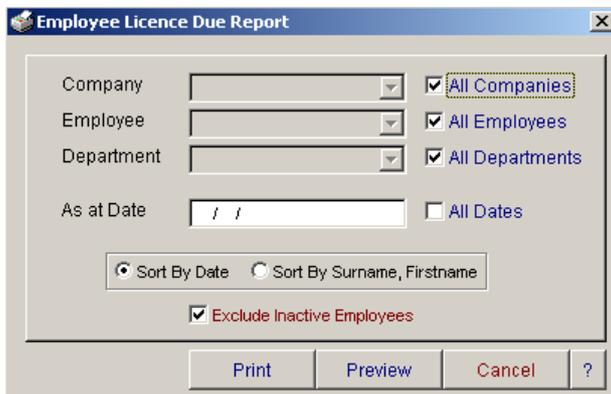
Personal Checklist



The screenshot shows a window titled "Employee Checklist Details". It contains the following fields: "Checklist Details" with a text input field; "Applicable ?" with a checkbox; "Date Completed" and "Due Date" with dropdown menus showing " / /"; and "Additional Details" with a large text area. At the bottom right, there are three buttons: "Save", "Cancel", and "?".

You have the ability to enter in employee checklist details. Once these are entered, you can report on them via the employee checklist report.

DRIVERS LICENCE EXPIRY



The screenshot shows a window titled "Employee Licence Due Report". It contains the following fields: "Company", "Employee", and "Department" with dropdown menus; "As at Date" with a dropdown menu showing " / /"; and checkboxes for "All Companies", "All Employees", "All Departments", and "All Dates". Below these are radio buttons for "Sort By Date" (selected) and "Sort By Surname, Firstname". There is also a checkbox for "Exclude Inactive Employees". At the bottom, there are four buttons: "Print", "Preview", "Cancel", and "?".

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

DANGEROUS GOODS LICENCE EXPIRY

The screenshot shows a dialog box titled "Employee Dangerous Goods Licence Due Report". It contains the following fields and options:

- Company: dropdown menu, checked All Companies
- Employee: dropdown menu, checked All Employees
- Department: dropdown menu, checked All Departments
- As at Date: text input field with slashes, unchecked All Dates
- Sort By: radio buttons for "Sort By Date" (selected) and "Sort By Surname, Firstname"
- Exclude Inactive Employees: checked
- Buttons: Print, Preview, Cancel, and a help icon (?)

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

FORKLIFT LICENCE EXPIRY

The screenshot shows a dialog box titled "Employee Forklift Licence Issue Report". It contains the following fields and options:

- Company: dropdown menu, checked All Companies
- Employee: dropdown menu, checked All Employees
- Department: dropdown menu, checked All Departments
- As at Date: text input field with slashes, unchecked All Dates
- Sort By: radio buttons for "Sort By Issue Date" (selected) and "Sort By Surname, Firstname"
- Exclude Inactive Employees: checked
- Buttons: Print, Preview, Cancel, and a help icon (?)

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

TRUCKSAFE MEDICAL LICENCE EXPIRY

The screenshot shows a dialog box titled "Employee Truck Safe Medical Licence Due Report". It contains the following fields and options:

- Company: dropdown menu, checked All Companies
- Department: dropdown menu, checked All Departments
- As at Date: text input field with slashes, unchecked All Dates
- Exclude Inactive Employees: checked
- Buttons: Print, Preview, Cancel, and a help icon (?)

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

DANGEROUS GOODS MEDICAL EXPIRY

The screenshot shows a dialog box titled "Employee Dangerous Goods Medical Expiry". It contains the following fields and options:

- Company: dropdown menu with a checked checkbox for "All Companies".
- Department: dropdown menu with a checked checkbox for "All Departments".
- As at Date: text input field with slashes (//) and a checked checkbox for "All Dates".
- Exclude Inactive Employees: checked checkbox.

At the bottom, there are four buttons: "Print", "Preview", "Cancel", and "?".

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

EMPLOYEE INCIDENT REPORTS

The screenshot shows a dialog box titled "Employee Incident Report". It contains the following fields and options:

- Company: dropdown menu with a checked checkbox for "All Companies".
- Employee: dropdown menu with a checked checkbox for "All Employees".
- State: dropdown menu with a checked checkbox for "All States".
- Department: dropdown menu with a checked checkbox for "All Departments".
- Incident No.: dropdown menu with a checked checkbox for "All".
- Type: dropdown menu with a checked checkbox for "All Types".
- Raised Because: dropdown menu with a checked checkbox for "All Reasons".
- Date Range: two text input fields with slashes (//) and a checked checkbox for "All Dates".
- Exclude Inactive Employees: checked checkbox.

At the bottom, there are two radio buttons for sorting: "Sort By Employee, Date" (selected) and "Sort By Surname, Firstname". Below these are four buttons: "Print", "Preview", "Cancel", and "?".

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, incident type, who raised the incident report and date range.

EMPLOYEE TRAINING REPORTS

The screenshot shows a dialog box titled "Employee Training Reports". It contains the following fields and options:

- Company: dropdown menu with a checked checkbox for "All Companies".
- Employee: dropdown menu with a checked checkbox for "All Employees".
- State: dropdown menu with a checked checkbox for "All States".
- Training Category: dropdown menu with a checked checkbox for "All Categories".
- Department: dropdown menu with a checked checkbox for "All Departments".
- Date Range: two text input fields with slashes (//) and a checked checkbox for "All Dates".
- Exclude Inactive Employees: checked checkbox.

At the bottom, there are two radio buttons for sorting: "Sort By Employee, Date" (selected) and "Sort By Surname, Firstname". Below these are four buttons: "Print", "Preview", "Cancel", and "?".

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, and state and date range.

EMPLOYEE AUTHORISATION REPORT

The screenshot shows a dialog box titled "Employee Authorisation Report". It contains several dropdown menus and checkboxes. The dropdown menus are for Company, Employee, State, Training Category, Department, and Authorisation Type, each with a corresponding "All" checkbox checked. Below these is a radio button group for "Authorisation Date" (selected) and "Expiry Date". There are two date range input fields, each with a placeholder " / /", and an "All Dates" checkbox. At the bottom, there is a checked checkbox for "Exclude Inactive Employees" and four buttons: "Print", "Preview", "Cancel", and "?".

The Employee Authorisation report lists company code, employee code and name, date of authorisation, expiry date, type of authorisation and cost.

EMPLOYEE EXTRA DETAILS

The screenshot shows a dialog box titled "Employee Extra Details Report". It contains dropdown menus for Company (with "A" selected), Employee, State, and Performance Review Date (with " / / " selected). Each dropdown menu has a corresponding "All" checkbox. There is also a date range input field with a placeholder " / / ". At the bottom, there are four buttons: "Print", "Preview", "Cancel", and "?".

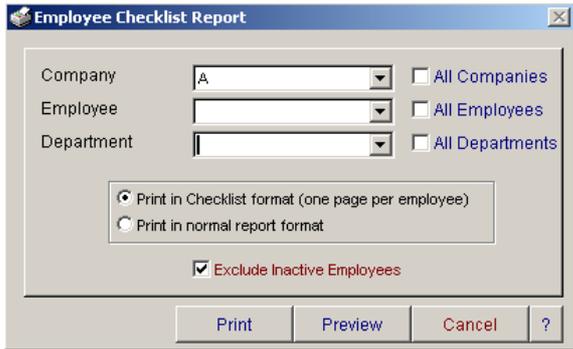
The Employee Extra Details Report allows you to report on the information entered into the extra details section of the employee master file. This report will show you all the details that were entered on the page.

EMPLOYEE LOGBOOK DETAILS

The screenshot shows a dialog box titled "Employee Logbook Report". It contains dropdown menus for Company, Employee, Issued By, and Department, each with a corresponding "All" checkbox checked. Below these is a radio button group for "Issued By" (selected) and "Date Range". There are two date range input fields, each with a placeholder " / / ", and an "All Dates" checkbox. At the bottom, there is a checked checkbox for "Exclude Inactive Employees" and four buttons: "Print", "Preview", "Cancel", and "?".

The Employee Logbook Report allows you to report on the information entered into the Driver Logbook details section of the employee master file. This report will show you the company code, employee code, employee name, issue date, logbook start number, logbook end number and who it was issued by.

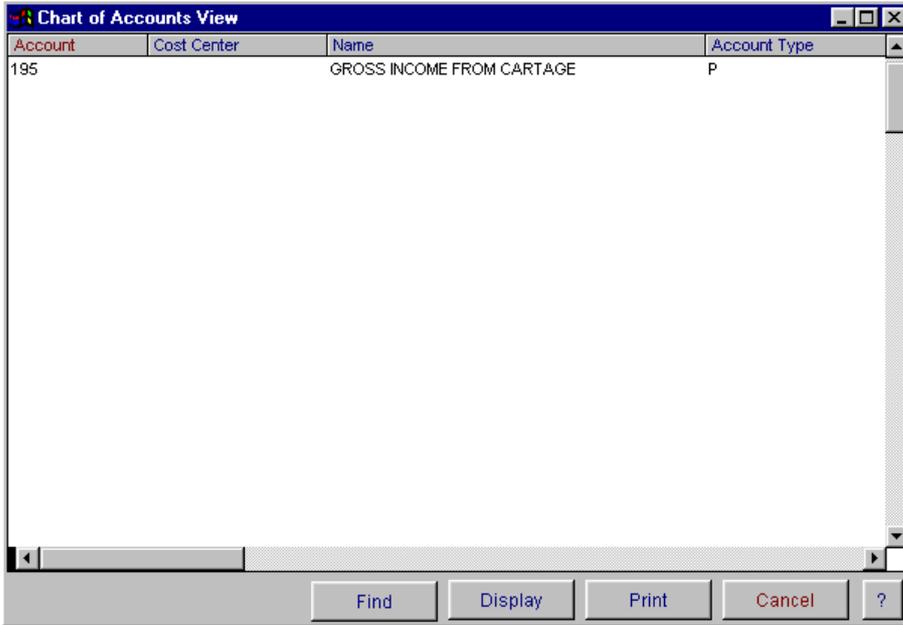
EMPLOYEE CHECKLIST DETAILS



The screenshot shows a dialog box titled "Employee Checklist Report". It contains three dropdown menus for "Company" (set to "A"), "Employee", and "Department". To the right of each dropdown is a checkbox: "All Companies", "All Employees", and "All Departments". Below these is a group box with two radio buttons: "Print in Checklist format (one page per employee)" (selected) and "Print in normal report format". At the bottom of the group box is a checked checkbox labeled "Exclude Inactive Employees". At the very bottom of the dialog are four buttons: "Print", "Preview", "Cancel", and "?".

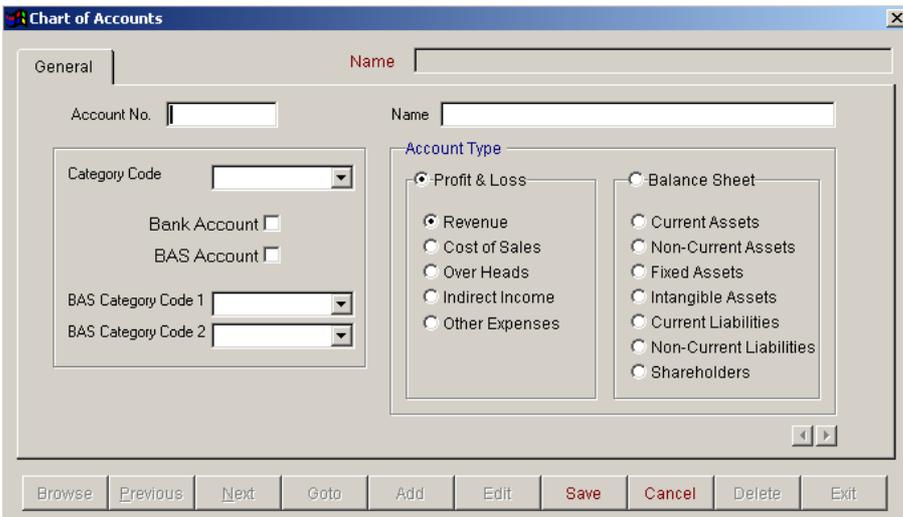
The Employee Checklist details report will allow you to print the checklist details entered into the employee master file. You can select to show each employee on a separate page or show them all together. The report will show you the checklist description, date completed, due date and applicable.

CHART OF ACCOUNTS



The Chart of Accounts Master file window displays all of the information entered into the chart of accounts master entry screen.

Chart of Accounts Entry



The chart of accounts master file screen is used to set up the chart of accounts for profit & loss and balance sheet items relevant to your individual company's requirements.

General Rules for Setting up General Ledger Accounts

- The account code must be a unique alpha/numeric code.
- Once transactions have been recorded against an item in the chart of accounts, it must not be changed between a profit & loss account type and a balance sheet type.
- Category Codes are not mandatory; they are used as a tool for sub-dividing areas of the profit & loss report or the balances.
- General ledger codes that relate to a bank account must have the bank account tick box checked.
- The BAS category codes specified are used to total the sum of the transactions in the month specified into the relevant BAS category grouping on the BAS report.
- Each general ledger code in the Chart of Accounts has provision for 2 BAS categories

- If an income account includes GST, BAS category#1 is G01
- If an income (revenue) account excludes GST, BAS category#1 is G03 and BAS category#2 is G01
- If an acquisition (expense) includes GST, BAS Category#1 is G10 (for capital purchases) or G11 (for other purchases)
- If an acquisition (expense) excludes GST, BAS Category#1 is G14 and BAS category#2 is G10 or G11
- If a transaction includes GST, it must be coded to the GL code which includes GST
- If a transaction is GST free then it must be coded to a GL code, which doesn't include GST

Definitions

For income, for the BAS to balance you must have the GST free transactions go to a different GL code with the BAS categories of G03 and G01 then the transactions including GST which should go to a GL code with only BAS category G01.

Similarly, if the GL account is an Acquisition (expense) it must have a BAS category#1 of G10 or G11. If it is GST free, it must have a BAS category#1 of G14 and BAS category #2 is either G10 or G11.

Remember that the BAS category is simply used to total the amounts in the general ledger for that BAS category for the purpose of producing the BAS work sheet.

The system does not look at the GL account and automatically determine which part of a transaction is GST free and which includes GST and separate them into the G01 and G03 amounts shown on the BAS report for income.

If the GL account on the transaction is income (supply) then it must have a BAS category of G01 in the Chart of Accounts entry.

If the GL account on the transaction is income (supply) and GST free it must have BAS categories G03 and G01 in the Chart of Accounts entry. This must be a separate GL code to income including GST. (i.e. 195 (includes GST), 195A (excludes GST))

MAINTAIN CUSTOMER PRICING

By setting up a pricing matrix that consists of customer code, route code, product code and charge code you are able to automate pricing on consignment entry.

General

The screenshot shows the 'General' tab of the 'Pricing Entry' window. It features several input fields: Customer Code, Route Code, Product Code, Charge Code, Department Code, General Ledger Account, Subcontract Cost (0.00), Subcontract Basic Charge (0.00), Sales Person, Effective Date, and Date Last Reviewed. A toolbar at the bottom contains buttons for Link, Browse, Add, Edit, Save, Cancel, Delete, Exit, and a help icon.

The Customer Pricing master file entry screen is used to enter in all the information about your customer pricing. You must enter in a customer code, route code, product code, charge code, department code and general ledger code. The customer code, route code, product code and charge code combination must be unique. You have the ability to browse, add, edit, save, cancel, delete and exit. To add a record, select the add button. Use the TAB key to enter through the fields. Select the save button to save your record.

The link button on the customer pricing entry screen allows you to link a particular pricing matrix to another customer that has the same rate/combination.

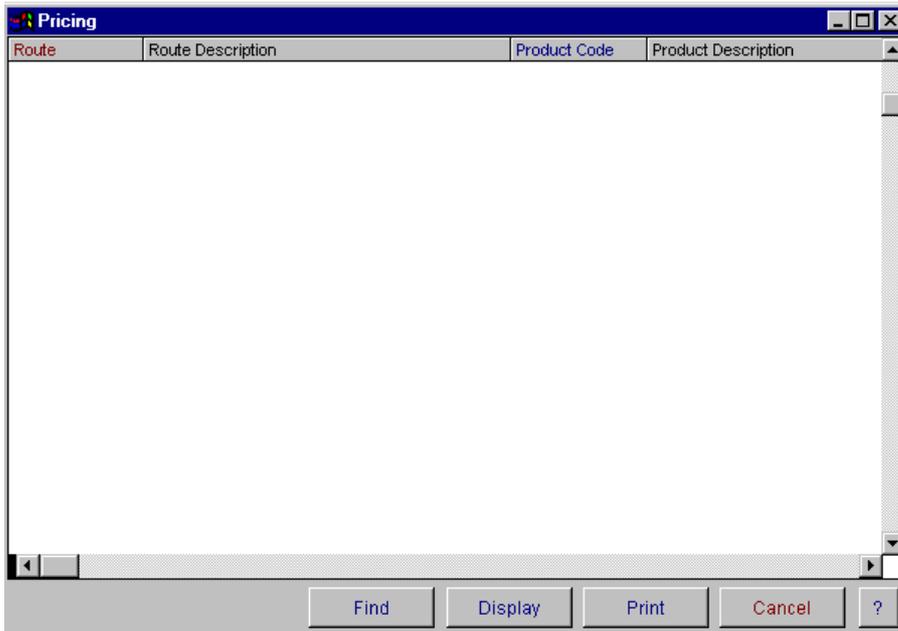
Pricing Entry

The screenshot shows the 'Pricing' tab of the 'Pricing Entry' window. It features a table with columns for Quantity Range and Rate. The table has 10 rows, with the 10th row showing a quantity range of 999999.9999. To the right, there are fields for Minimum Quantity (0.00), Minimum Charge (0.00), and Basic Charge (0.00). A toolbar at the bottom contains buttons for Link, Browse, Add, Edit, Save, Cancel, Delete, Exit, and a help icon.

	Quantity Range	Rate
# 1	0.0001 0.0000	0.00000
# 2	0.0001	0.00000
# 3	0.0001	0.00000
# 4	0.0001	0.00000
# 5	0.0001	0.00000
# 6	0.0001	0.00000
# 7	0.0001	0.00000
# 8	0.0001	0.00000
# 9	0.0001	0.00000
# 10	0.0001 999999.9999	0.00000

You have the ability to set up separate pricing for different quantity ranges, minimum quantity, minimum charge and basic charges for each delivery. There is also a note section for recording of additional information, which can be printed if required.

MAINTAIN STANDARD PRICING



The Standard Pricing browse window displays all of the information entered into the standard pricing entry screen. You have the ability to display, delete, find and print from this window. The display button will open the standard pricing 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.

Maintain Standard Pricing Entry

The screenshot shows a window titled "Pricing Entry" with two tabs: "General" and "Pricing". The "Pricing" tab is active. It contains several input fields: "Route Code" (dropdown), "Product Code" (dropdown), "Charge Code" (dropdown), "Department Code" (dropdown), and "General Ledger Account" (dropdown). To the right of these are "Subcontract Cost" and "Subcontract Basic Charge" (both text boxes with "0.00" entered). There is also a "Notes" text area. At the bottom, there are buttons for "Browse", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

The Standard Pricing master file entry screen is used to enter in all the information about your standard pricing. Standard pricing will be used if no customer pricing is found. You must enter in a route code, product code, charge code, department code and general ledger code. The route code, product code and charge code combination must be unique. You have the ability to browse, add, edit, save, cancel, delete and exit. To add a record, select the add button. Use the TAB key to enter through the fields. Select the save button to save your record.

Pricing Entry

The screenshot shows a software window titled "Pricing Entry" with two tabs: "General" and "Pricing". The "Pricing" tab is active. The window contains a table with 10 rows, each representing a pricing entry. The columns are labeled "Quantity Range" and "Rate". The first row is selected. To the right of the table is a section titled "Pricing Details" with three input fields: "Minimum Quantity", "Minimum Charge", and "Basic Charge", all set to 0.00. At the bottom of the window are several buttons: "Browse", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and a help icon.

	Quantity Range	Rate
# 1	0.0001 10.0000	10.00000
# 2	10.0001 15.0000	5.00000
# 3	15.0001 9999.0000	2.00000
# 4	9999.0001 0.0000	0.00000
# 5	0.0001 0.0000	0.00000
# 6	0.0001 0.0000	0.00000
# 7	0.0001 0.0000	0.00000
# 8	0.0001 0.0000	0.00000
# 9	0.0001 0.0000	0.00000
# 10	0.0001 999999.9999	0.00000

Pricing Details

Minimum Quantity: 0.00
Minimum Charge: 0.00
Basic Charge: 0.00

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

You have the ability to set up separate pricing for different quantity ranges, minimum quantity, minimum charge and basic charges for each delivery. There is also a note section for recording of additional information, which can be printed if required.

DELIVERIES MENU

ENTER DELIVERIES

To enter a consignment, go into the **Deliveries Menu** in Freightmate, select the option **Enter Deliveries**, and then select **Add**. The following screen will display.

Consignment Note

In this screen, you will record the customer to charge, the pickup and delivery date and the pick up and delivery location. There are also fields for recording the information relating to pallets, trip time and an area to record any special instructions there may be relating to this consignment.

Company: This will default from the main company record - eg. Company A = your Company name

Job Number: No data entry required. This field is system generated.

Consignment: This can be manually entered, for example if you have docket books pre-printed, these numbers can be used, or if this field is left blank the system will automatically generate a number.

Pickup Date: Enter the pickup date of the consignment.

Delivery Date: This will default to the next day after the pickup date, but can be overwritten if required.

Route: Delivery route as set up in the route code files in the File menu. A valid route code must be entered in this field.

KM: The distance between origin and destination on the route code file. This will default from the route code file if it has been entered there or it can be entered manually.

Customer: Customer code as set up in the File Menu. This is the company to be invoiced. When the customer code is entered, the name and address will show in the fields directly under the customer code.

Container No: Enter container number or if not required, leave blank.

Sender:	Uses sender/receiver codes as set up in the Sender Receiver File in the File Menu. These codes are for frequent pickup and/or delivery addresses. If a code has not been set up, the name and address can be manually entered in the fields directly below the code box.
Receiver:	Uses sender/receiver codes as set up in the Sender Receiver File in the File Menu. These codes are for frequent pickup and/or delivery addresses. If a code has not been set up, the name and address can be manually entered in the fields directly below the code box.
Pallets In:	This is for recording the number of pallets on the consignment when it is picked up. It is not mandatory to make an entry in this field.
Type:	This is for pallet type as set up in the Pallet Type option in the Utilities Menu. It is not mandatory to make an entry in this field.
Pallets Out:	This is for recording the number of pallets on the consignment when it is delivered. It is not mandatory to make an entry in this field.
Type:	This is for pallet type as set up in the Pallet Type option in the Utilities Menu. It is not mandatory to make an entry in this field.
Trip Time:	The trip time is the estimated time of travel between origin and destination on the route code file. This will default from the route code file if it has been entered there.
Time Slot:	If there is a pre-determined time slot for delivery of the consignment, this can be recorded on the consignment note entry.
Pallet Spaces:	The pallet spaces field is to record the number of spaces taken up on the vehicle by the freight. This may vary from the number of pallets entered earlier, due to either stacking of pallets or oversized pallets.
Manifest:	The manifest number will be inserted on the consignment entry screen after the manifest has been generated.
Status:	The status refers to the status of the consignment note, and these are: <ul style="list-style-type: none"> a. 'Quote' indicates that a quote has been given to a customer, but the customer has not yet accepted the quote for the charge. If the status of quote has been selected, the quote can be printed and submitted to the customer, when accepted, the status should be edited to not complete and the quote is then converted to a consignment without any further data entry required. b. 'Not complete' indicates that the consignment has been entered but is not yet ready for invoicing. At this point the consignment can be edited or deleted if necessary. c. 'Complete' indicates that the consignment is ready for invoicing and the GST has been calculated. At this point the consignment cannot be edited or deleted. d. 'Invoiced' indicates that the invoice has been printed. If, after printing the invoice an alteration is required, the invoice needs to be cancelled and the consignment un-completed for the alterations to be able to be made.
Amount:	The amount will calculate and display on the consignment entry screen when the consignment is saved.
Instructions:	The instruction field is for recording any special notes relating to the consignment.

Hazardous: A tick can be placed in this field to indicate hazardous freight.

Class: The class of hazardous material can be recorded.

When all relevant fields have been completed on the consignment entry screen, select the 'create an auto generated manifest' option. The following screen will appear for recording which company vehicle or contractor vehicle moved the freight.

Create an Auto Generated Manifest

The left-hand side of the manifest screen is for recording information relating to a company vehicle and the right-hand side of the screen is for recording subcontractor information.

The manifest can be created at point of consignment entry or can be created separately and the consignments attached later. For more information on the latter option, refer to the Manifest section of this manual.

Company: This will default to the main company record - eg. Company A = Your Company Name

Manifest Number: The manifest number can be manually entered, if required, or if the field is left blank, the system will automatically generate a number. The manifest number must be unique.

Trip Number: The trip number can be manually entered, if required. This is not a mandatory field so it can be left blank.

Route Code:	The route code will default from the consignment entry screen. This is the delivery route as set up in the route code files in the File menu. A valid route code must be entered in this field.
Vehicle:	This is the vehicle as set up in the vehicle master file in the File Menu. By entering the vehicle code here, it enables reports relating to the freight transported by that vehicle to be generated. Once the manifest is updated to Fleetmate, reports on vehicle profitability and fuel usage can be generated.
Driver:	The driver codes are set up in the File Menu under the Employee records and this relates to company drivers. By entering the driver code here, it enables reports relating to the freight transported by that driver to be generated.
Phone Number:	The phone number defaults from the employee record file or it can be entered manually.
Quantity:	The unit by which the payment is calculated.
Rate:	The rate by which the payment is calculated.
Payment:	The quantity multiplied by the rate.
	The quantity, rate and payment fields are for recording of information only and are not mandatory.
Driver's Hours:	The driver's hours field is for recording the number of hours the driver took to complete the trip.
Trailer 1:	The trailer is entered here to record a vehicle/trailer combination.
Trailer 2:	A second trailer can be added to the vehicle/trailer combination if required.
Trailer 3:	A third trailer can be added to the vehicle/trailer combination if required.
Instructions:	The instruction field is for recording any special notes relating to the manifest.
Contractor:	This is the contractor as set up in the Contractor file in the File Menu. Entering a contractor code here enables the manifest to be priced and updated into the contractor accounts ready for paying the subcontractor.
Name:	The name will be brought across from the contractor file when the contractor code is selected.
Contractor's Driver:	The contractor's driver name can be recorded here.
Contractor's Reference:	If the contractor requires a reference number to be quoted, this can be recorded in the contractor's reference number field.
Description:	The description defaults from the description on the route code file.
Charge by:	This is the unit by which the contractor will be paid, eg. kilometres, tonne, etc.
Quantity:	This is the number of units the contractor will be paid.
Rate:	This is the rate by which the contractor will be paid. Contractor rates can be set up in the Contractor Rates file in the File Menu. Rates set up here use a combination of route code, charge code and rate.

- Payment:** The system will first check if there is a route/charge code/rate combination set up in the contractors rate file. If no combination is found, the payment is calculated by multiplying the quantity by the rate to get the amount.
- Department:** This is the general ledger department that relates to the subcontractor cost.
- General Ledger:** This is the general ledger account that the subcontractor cost is allocated to.
- Due Date:** This is the due date for payment to be made to the contractor.
- Tax Invoice Number:** The supplied tax invoice received from a contractor can be recorded in this field.
- Contract Hours:** The contractors' hours' field is for recording the number of hours the contractor took to complete the trip.
- Contractor Rego:** This is for recording the contractor vehicle registration number.
- Origin:** The origin is the pickup point of the consignment.
- Destination:** The destination is the delivery point for the consignment.
- E.T.D.** Estimated time of departure.
- E.T.A.** Estimated time of arrival.

When all relevant fields have been completed, select the "OK" button. You will be asked if you wish to enter pricing details to the consignment.

Select 'YES' and the following screen will appear.

You are now able to enter the price (ex GST) to charge your customer. Pricing can be entered manually or can be set up in either the Customer Pricing file or the Standard Pricing file. When entering a customer, route code, product and charge code combination the system will search for a match in the Customer pricing file, if no match found it will search the Standard pricing file. If no match found a popup message appears in the upper right hand corner of the screen advising "no pricing found". If no pricing has been found you are able to manually enter the rate for the consignment to calculate the charge amount.

- Reference:** The reference number field can be used to record a number, other than the consignment number, that is of importance to the consignment. A report can be generated by reference number if required.
- Product:** The Product code is set up in the File Menu and is one of the criteria used in setting up customer or standard pricing.
- Serial No.:** The serial number field can be used to record a number, other than the consignment number, that is of importance to the consignment. A report can be generated by serial number if required.
- Charge Code:** The Charge Code is set up in the Utilities Menu and is one of the criteria used in setting up customer or standard pricing. The charge code can be set to calculate by items, weight or volume.
- Items:** The number of items to be charged. If the charge code has been selected to charge by item, the system will search for a product/charge code combination in the pricing files and will pick up the rate from that file and insert it in the 'Rate' field.
- Weight Total:** The total weight to be charged. If the charge code has been selected to charge by weight, the system will search for a product/charge code combination in the pricing files and will pick up the rate from that file and insert it in the 'Rate' field.
- Volume Total:** The total volume to be charged. If the charge code has been selected to charge by volume, the system will search for a product/charge code combination in the pricing files and will pick up the rate from that file and insert it in the 'Rate' field.

- Rate:** The rate to be charged to the customer (ex gst). This rate can come from the pricing files set up in the File Menu or it can be manually entered.
- Charge Amount:** The charge amount will be calculated from the items, weight or volume that has been entered and multiplied by the rate.
- Description:** The product description. This will pick up from the Product file in the File Menu. This description can be manually over-written if required.
- Department:** This is the general ledger department that relates to the revenue earned.
- General Ledger Code:** This is the general ledger account that the revenue is allocated to.
- Save & New:** If more than one product or detail is to be included on the consignment note, select the 'save & new' option. This will bring up a fresh consignment details screen. Repeat this option until all details have been entered on the consignment and then select 'save'.
- Save:** Select 'save' to close the data entry for the current consignment.
- Cancel:** If the 'cancel' option is used the consignment will close without saving any data that has been entered for the current entry.

Browsing Consignments

To browse consignments, select the browse button. Select search criteria to view and select view. This will now bring up a browse window with the information found for the criteria you selected.

Consignment Browse

To view details of a selected consignment, highlight it and select display.

GENERATE ACCOUNTING FEES

Calculate Accounting Fees

Company: A

Amount \$: 0.00

Process Date: / /

Department: 00

General Ledger: 195

Number of days for the invoice to be outstanding before calculating the fee.

0

Create Fees Cancel ?

Accounting fees can be generated on outstanding accounts for those customers with the 'accounting fee' tick box marked in the customer master file. To generate accounting fees, enter the appropriate details and select 'create fees'.

TO COMPLETE CONSIGNMENTS

Un-Completed Consignments

Company: A Date Range: // /

Route: - All

Customer: All

Delivery Address: All

View

Company	Consignment	Date	Customer	Manifest	Amount
---------	-------------	------	----------	----------	--------

Total Amount \$

Print Select All Ok Exit ?

Consignments must be completed before they can be invoiced. When you open the option 'to complete consignments' a list of uncomplete consignments will display. To complete a consignment, select the consignment or block of consignments and select ok. You have the ability to select all of the consignments or individually or multi select them. You have the ability to filter the consignments by the route code, customer, delivery address and date range. If consignments have been filtered, and the 'select all' button is selected, only the consignments in the browse window will be completed. Consignments can also be completed via the manifesting option when completing the manifest.

TO UN-COMPLETE CONSIGNMENTS

If a consignment has been completed and you need to alter it, or if you do not want it to be invoiced yet, they can be uncompleted ready for editing. To uncomplete the consignment, select the consignment or block of consignments and select ok. You have the ability to filter the consignments by route code, customer, delivery address and date range. If consignments have been filtered, and the 'select all' button is selected, only the consignments in the browse window will be uncompleted.

SPLIT CONSIGNMENTS

Only consignments that have not been manifested can be split. For the purpose of allocating vehicle revenue to more than one vehicle you have the option to split the consignment and attach a manifest to each split.

The split consignment screen lists all un-manifested consignments. To split a consignment, highlight the consignment and select 'create split'. The following screen will appear.

Add Consignment Split

Company Consignment This Split Number Total Splits

Split Amounts									
Reference	Description	Items	Weight	Volume	Amount	Items	Weight	Volume	Amount
35689	CHILL GOODS	3.00	0.0000	0.000	60.00	3.00	0.0000	0.000	30.00
GST	GST	0.00	0.0000	0.000	6.00	0.00	0.0000	0.000	3.00

Total Of This Split: Items Weight Volume Amount

	Items	Weight	Volume	Amount
Original Totals	<input type="text" value="3.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="66.00"/>
Total Remaining	<input type="text" value="0.000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.000"/>	<input type="text" value="33.00"/>

On the right hand side of the screen you will need to allocate items, weight, volume and amount as required, then select split. Repeat this procedure as required until all items and charges have been allocated. Total remaining to split is show at the bottom of the screen.

Manifest Split

To manifest the splits, highlight the split and select the 'manifest split' option on the split consignment screen. This will bring up a manifest entry screen. Enter in the relevant information and select 'auto generate manifest number' and then select 'ok'. For more information on manifesting, refer to the Manifest section of this manual.

Repeat this procedure until all splits have been manifested.

DELIVERIES HISTORY

Consignment Note Lookup

Company Customer

Job Number ACCESS SALES PTY LTD

Consignment P.O. BOX 991

Pickup Date BEENLEIGH QLD

Delivery Date

Route Km Container No.

Sender Receiver

FARM

Pallets In Trip Time Time Slot *This lookup will only show dockets that have been updated to the debtors. To view the details of this docket, right mouse click on the grid and select 'Display'.*

Type Pallet Spaces Manifest

Pallets Out Status Amount \$

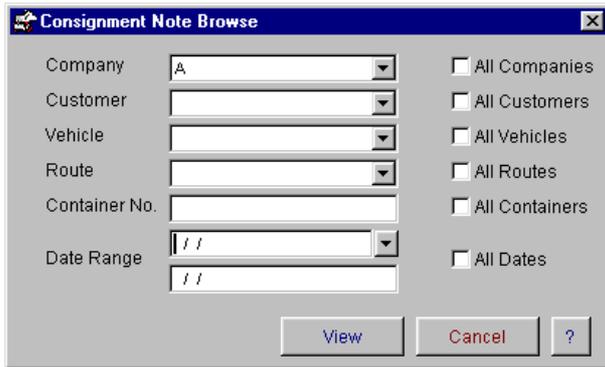
Type Instructions Hazardous Goods

Reference	Items	Weight	Volume	Chg	Product	Description	Amount
12	200.00	0.0000	0.000	EA	CATT	HEAD OF CATTLE	1000.00
DOA	3.00	0.0000	0.000			DOA CLAIM	0.00
GST	0.00	0.0000	0.000	GST	GST	GST	100.00

For referencing purposes, the 'Deliveries History' option lists all consignments that have been invoiced and updated to Accountmate. To select a consignment from the history for you can use the 'browse' or 'goto' options.

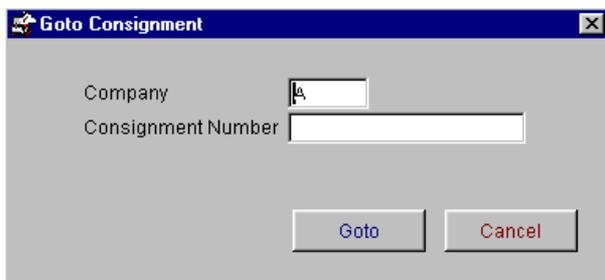
You will not be able to alter a consignment that is in the history file. By Selecting the 'Edit Notes' button, you are able to key information into the 'Instructions' field if required.

Browse Option



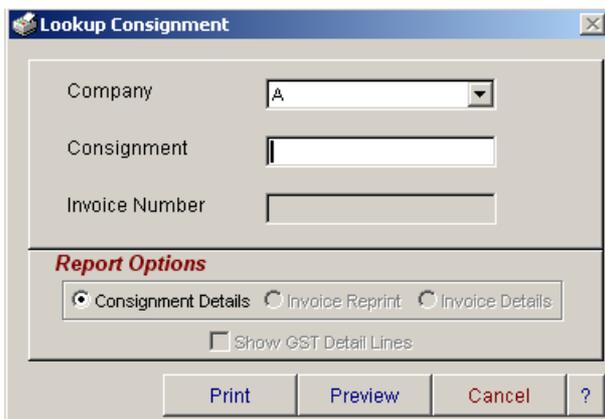
Enter in the relevant information for your search criteria, and then select view. This will display all consignments matching those criteria. Highlight the consignment you wish to view, then select 'display'.

Goto Option



Enter in the number for the consignment you wish to search for, then select 'goto'. This will display the consignment.

LOOKUP CONSIGNMENT



In the 'lookup consignment' option you can search for any consignments entered into Freightmate, regardless of the status of the consignment. To view a consignment, enter the consignment number. You have the option to print or preview to screen and can select the report to display consignment details, invoice reprint or invoice details.

LOOKUP MULTIPLE CONSIGNMENTS

The screenshot shows a window titled "Multiple Consignment Lookup". At the top, there are two input fields: "Company" with a dropdown menu showing "A", and "Consignment" with an empty text box. Below these are three buttons: "New Group", "Attach", and "Remove". The main area contains a table with three columns: "Consignment", "Date", and "Customer". The table has two rows of data. At the bottom, there are three buttons: "Print", "Preview", and "Done".

Consignment	Date	Customer
1000426	01/07/2008	ACC001
1000427	01/07/2008	ACC001

In the 'lookup multiple consignment' option you can build a report for any consignments entered into Freightmate, regardless of the status of the consignment. To build a consignment report, enter the consignment number and select 'attach', repeat as many times as required. When you have selected all the consignments you require on your report you can select to print or preview to screen. To build a new report, select 'new group', this will clear the screen ready for creating a new report.

POD ENTRY

The screenshot shows a window titled "POD Entry". It has several input fields: "Company" (dropdown with "A"), "Consignment", "Job Number", "Customer", "Receivers Date" (with " / /"), "POD Date" (with " / /"), and "Comments" (a text area). At the bottom, there are three buttons: "Save & New", "Save", and "Cancel".

The POD Entry option allows you to enter a Receivers date and POD date onto the consignment note file. This information will be displayed on the consignment note lookup option. You can also obtain information on POD's in the Reports Section. Look under the Deliveries option, With POD and Without POD.

POD IMAGE RETRIEVAL

The screenshot shows a software window titled "POD Image Retrieval". It features a search form with the following fields and options:

- Company: A dropdown menu.
- Consignment Number: A text input field.
- Customer: A dropdown menu.
- Invoice Number: A dropdown menu.
- Manifest Number: A dropdown menu.
- Date Range: Two date input fields (// //).
- Checkboxes: All Consignments, All Customers, All Invoices, All Manifests, and All Dates.
- A "View" button is located to the right of the checkboxes.
- A red note: **** PLEASE NOTE - Your POD image files must have the same file name as the Consignment Number ****

Below the search form is a table with the following columns: Co., Job Number, Consignment, Date, Customer, Sender, and Receiver. The table is currently empty.

At the bottom of the window, there is a "Selected Consignment Number" text box, a "Show POD Image" button, and a "Done" button.

The POD image retrieval option gives you the ability to show a scanned POD that has been saved to a PDF file. To use this option you will need to setup the location of the POD images on your computer in the company record in the utilities menu. When you scan your consignments onto your computer, the file name of the PDF file must be the consignment number that is in Freightmate. It must be exactly the same. If its not then the system wont be able to view the image. Once you have your PDF file scanned, you can select the consignment number that you want to show the image for and then select the Show POD image button. This will open your POD image. You can filter the consignment by consignment number, company, customer, invoice number, manifest number and date range.

MANIFEST MENU

ENTER MANIFEST

The screenshot shows a software window titled 'Manifest'. The interface is divided into several sections:

- Left-hand side (Company Vehicle Information):** Fields for Company (dropdown with 'A'), Manifest Number, Trip Number, Route Code (dropdown with '-'), Vehicle (dropdown), Driver (dropdown), Phone Number, Quantity (0.00), Rate (0.00), Payment (0.00), Driver Hours (0.00), Trailer 1, 2, and 3 (dropdowns), Container, Distance (0), and Hours (0.0).
- Right-hand side (Subcontractor Information):** Fields for Contractor (dropdown), Contractors Name, Contractors Driver, Contractors Ref., Description, Charge by (dropdown), Quantity (0.000), Rate (0.0000), Payment (0.00), Department (dropdown), General Ledger (dropdown), Due Date (//), Tax Invoice No., Contractor Hours (0.00), and Contractors Rego.
- Bottom Section:** Origin and Destination (dropdowns), E.T.D. (12/05/2008 04:57:56 PM), E.T.A. (12/05/2008 04:57:56 PM), checkboxes for 'Show Revenue' and 'Prime Carrier DFMP Sighted', and a 'Trip Plans' button.
- Right-hand side Buttons:** A vertical column of buttons including 'Browse', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Print Manifest', 'Print Pre-Trip', 'Print Checklist', 'Goto', 'Exit', 'Manifest Consignments', and 'Un-Manifest Consignments'.

The left-hand side of the manifest screen is for recording information relating to a company vehicle and the right-hand side of the screen is for recording subcontractor information.

The manifest can be created at point of consignment entry or can be created separately and the consignments attached later.

The 'enter manifest' option gives you the ability to manifest your consignments and create trip plans, pre-trip checklists. To enter a manifest, select the add button. If you do not enter a manifest number, a number will be automatically generated. Enter the information on the manifest and select save. You have the ability to edit and delete an existing manifest as long as it has not been completed.

Company: This will default to the main company record - e.g. Company A = Your Company Name

Manifest Number: The manifest number can be manually entered, if required, or if the field is left blank, the system will automatically generate a number. The manifest number must be unique.

Trip Number: The trip number can be manually entered, if required. This is not a mandatory field so it can be left blank.

Route Code: This is the delivery route as set up in the route code files in the File menu. A valid route code must be entered in this field.

Vehicle: This is the vehicle as set up in the vehicle master file in the File Menu. By entering the vehicle code here, it enables reports relating to the freight transported by that vehicle to be generated. Once the manifest is updated to Fleetmate, reports on vehicle profitability and fuel usage can be generated.

Driver:	The driver codes are set up in the File Menu under the Employee records and this relates to company drivers. By entering the driver code here, it enables reports relating to the freight transported by that driver to be generated.
Phone Number:	The phone number defaults from the employee record file or it can be entered manually.
Quantity:	The unit by which the payment is calculated.
Rate:	The rate by which the payment is calculated.
Payment:	The quantity multiplied by the rate. The quantity, rate and payment fields are for recording of information only and are not mandatory.
Driver's Hours:	The driver's hour field is for recording the number of hours the driver took to complete the trip.
Trailer 1:	The trailer is entered here to record a vehicle/trailer combination.
Trailer 2:	A second trailer can be added to the vehicle/trailer combination if required.
Trailer 3:	A third trailer can be added to the vehicle/trailer combination if required.
Instructions:	The instruction field is for recording any special notes relating to the manifest.
Contractor:	This is the contractor as set up in the Contractor file in the File Menu. Entering a contractor code here enables the manifest to be priced and updated into the contractor accounts ready for paying the subcontractor.
Name:	The name will be brought across from the contractor file when the contractor code is selected.
Contractor's Driver:	The contractor's driver name can be recorded here.
Contractor's Reference:	If the contractor requires a reference number to be quoted, this can be recorded in the contractors' reference number field.
Description:	The description defaults from the description on the route code file.
Charge by:	This is the unit by which the contractor will be paid, eg. kilometres, tonne, etc.
Quantity:	This is the number of units the contractor will be paid.
Rate:	This is the rate by which the contractor will be paid. Contractor rates can be set up in the Contractor Rates file in the File Menu. Rates set up here use a combination of route code, charge code and rate.
Payment:	The system will first check if there is a route/charge code/rate combination set up in the contractors rate file. If no combination is found, the payment is calculated by multiplying the quantity by the rate to get the amount.
Department:	This is the general ledger department that relates to the subcontractor cost.
General Ledger:	This is the general ledger account that the subcontractor cost is allocated to.
Due Date:	This is the due date for payment to be made to the contractor.

- Tax Invoice Number:** The supplied tax invoice received from a contractor can be recorded in this field.
- Contract Hours:** The contractors' hours field is for recording the number of hours the contractor took to complete the trip.
- Contractor Rego:** This is for recording the contractor vehicle registration number.
- Origin:** The origin is the pickup point of the consignment.
- Destination:** The destination is the delivery point for the consignment.
- E.T.D.** Estimated time of departure.
- E.T.A.** Estimated time of arrival.

Trip Plans

The screenshot shows the 'Manifest' software window. It features a form for entering trip details. At the top, there are fields for 'Vehicle Configuration', 'Vehicle Registration', and a 'Type' dropdown menu set to 'GENERAL'. Below this is a table with two columns: 'Plan' and 'Actual'. The rows in the table include: 'Klm's', 'Klm's Per Hour', 'Required Driving Time', '(Load/Unload/Pre Trip) Hr', 'Estimate of Trip Time', 'Required Rest Time', 'Departure Date\Time', and 'Arrival Date\Time'. The 'Plan' column contains numerical values (0, 0.00, 0.00, 0.00, 0.00, 0.00) and a date-time string '07/04/2008 02:30:28 PM'. The 'Actual' column contains zeros and placeholder text '// : : AM'. Below the table is a 'Comments' text area and a dropdown menu asking 'Was a corrective action report required for this trip?'. At the bottom left are buttons for 'Manifest Details' and 'Pre-Check Details'. On the right side, a vertical toolbar contains buttons: 'Browse', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Print Manifest', 'Print Pre-Trip', 'Print Checklist', 'Goto', 'Exit', 'Manifest Consignments', and 'Un-Manifest Consignments'.

When a manifest is entered, you have the ability to setup a trip plan. When you enter the manifest, you can enter in the plan details and when the trip is completed you can enter in the actuals. You can print this information by selecting on the Print Pre-Trip button. This information can also be printed on the fatigue management report in the manifest reports menu.

Pre-Trip Checklist

Type	Description	Compliant	Checked	Comments
VEHICLE	DG CHECK	YES	<input type="checkbox"/>	

The pre-trip checklist allows you to enter in all of the checks that you have to perform on the vehicle \ trailer \ driver \ contractor or equipment before the manifest is given to the driver. You can setup a list of standard checks via the Manifest Pre-Trip Check option in the Utilities menu. Once these are setup they will be imported onto the manifest when it is created. You can add \ edit \ delete the information as required by right clicking on the grid area. This information can be printed by selecting the Print Checklist button.

Browse Manifests

Company: [dropdown] All Companies

Vehicle: [dropdown] All Vehicles

Status: [dropdown] All Statuses

Route: [dropdown] All Routes

Trip Number: [text input] All Trips

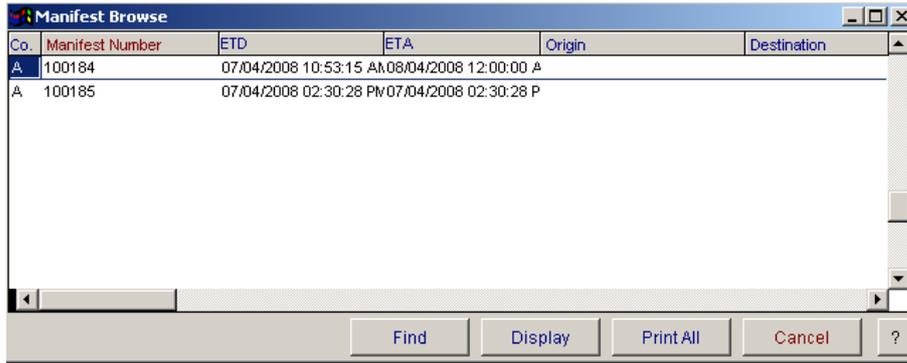
Contractor: [dropdown] All Contractors

Date Range by ETD: [04/05/2008] [04/05/2008] All Dates

Buttons: View, Cancel, ?

To browse manifests, select the browse button. Select criteria to view and select view. This will now bring up a browse window with the information found for the search criteria you selected.

To display the manifest, highlight the manifest you wish to view and select display.



Print Manifest

On selection of the 'print manifest' button, the manifest will print showing the consignments attached to the manifest.

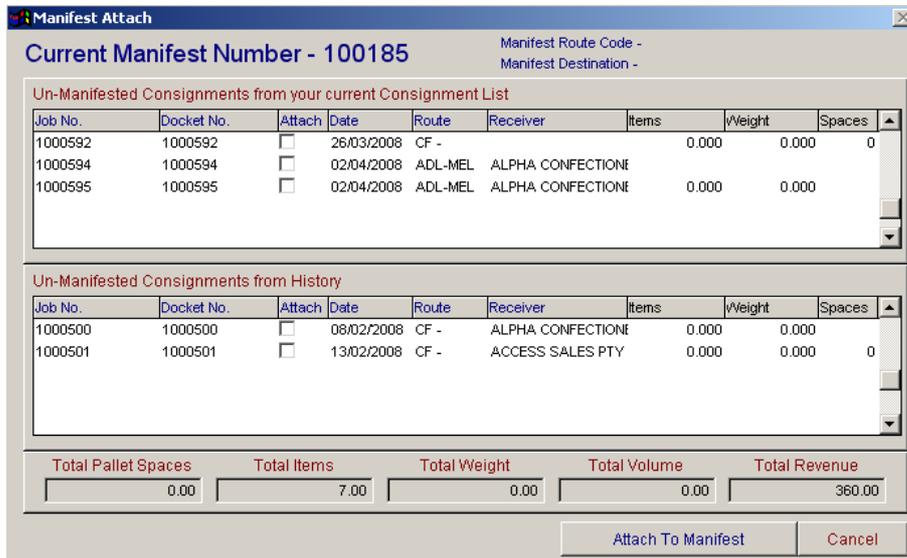
Print - Pre-trip

On selection of the 'print pre-trip' button, the report will list the Safe Driving Plan and the driver's declaration.

Print Checklist

On selection of the 'print checklist' button, the report will list the Line haul Pre-Trip.

Manifest Consignments



The 'manifest attach' option lists all consignments that have not been manifested from history and from the current list. To attach consignments to the manifest place a tick in the 'attach' box of the relevant consignments. The total pallet spaces, items, weight, volume and revenue will be calculated as consignments are attached to the manifest. Select 'attach to manifest' when finished.

Un-manifest Consignments

Manifest Un-Attach
 Current Manifest Number - 100184
 Manifest Route Code - ADL-MEL
 Manifest Destination -

Manifested Consignments from your current Consignment List

Job No.	Docket No.	Un-Attach	Date	Route	Receiver	Items	Weight	Spaces
1000588	PBTESTA	<input checked="" type="checkbox"/>	05/03/2008	ADL-MEL	ACCESS SALES PT\	1.000	0.000	0

Manifested Consignments from History

Job No.	Docket No.	Un-Attach	Date	Route	Receiver	Items	Weight	Spaces

Total Pallet Spaces: 0.00
 Total Items: 0.00
 Total Weight: 0.00
 Total Volume: 0.00
 Total Revenue: 0.00

Un-Attach From Manifest Cancel

The 'un-manifest consignments' option lists all consignments attached to the manifest. To un-attach consignments, place a tick in the 'un-attach' box of the relevant consignments. The total pallet spaces, items, weight, volume and revenue will be calculated, as consignments are un-attached from the manifest. Select 'un-attach from manifest' when finished.

QUICK MANIFEST ATTACH

Manifest Attach

Company: A
 Manifest:
 Consignment:
 Add To Manifest Remove From Manifest New Manifest

Manifest Details

Company:
 Manifest:
 Destination:
 No. of Consignments: 0
 Total Items: 0.00
 Total Weight: 0.000
 Total Volume: 0.000
 Total Revenue: 0.00

Print Manifest Preview Manifest Done

You have the ability to attach consignments to a manifest by selecting the manifest number and then typing in the consignments to attach. To attach the consignments to a manifest, select the manifest number. Once the manifest number is entered type in the consignment number and then select the add to manifest button. This will attach the consignment to the manifest. You can remove a consignment from the manifest by typing in the consignment number and then selecting the remove from manifest button. You can print or preview the manifest when you have attached all of the consignments.

To COMPLETE MANIFESTS

The screenshot shows the 'Un-Complete Manifests' window. At the top, there are filters for Route (set to '-'), Company (set to 'A'), and Date Range (from 01/04/2008 to 07/04/2008). There are checkboxes for 'All' (checked) and 'All' (unchecked). A 'View' button is present. Below the filters is a table with the following data:

Co	Manifest	Origin	Destination	E.T.D	Vehicle	Revenue	Contractor	Contractor Amt.
A	100184			07/04/2008 10:53:15		200.000		0.00
A	100185			07/04/2008 02:30:28		360.000		0.00

At the bottom of the window are buttons for 'Print', 'Select All', 'Ok', 'Exit', and a help icon '?'.

To complete a manifest, select the manifest or block of manifest and select ok. You have the ability to select all of the manifests. You have the ability to filter the manifests by the route code and date range.

The screenshot shows the same 'Un-Complete Manifests' window as above, but with a 'Not Complete' dialog box overlaid. The dialog box contains a question mark icon and the text: 'There is one or more Consignments for Manifest 100184 that are not completed. Complete all Consignments for this Manifest?'. There are three buttons: 'Yes', 'No', and 'Cancel'. The 'Ok' button in the main window is highlighted with a dashed border.

If there are consignments that have not been completed prior to the manifesting being completed, a message will appear to alert the user that there are consignments not complete. If you select 'yes', all consignments attached to the manifest will be completed.

TO UN-COMPLETE MANIFESTS

Co	Manifest	Origin	Destination	E.T.D	Vehicle	Revenue	Contractor	Contractor Amt.
A	01-10-01	ACC001	DEPOT	15/01/2008 09:45:02 01		1000.000		0.00
A	1000587	ALP001	ALP001	19/02/2008 11:26:00 01		0.000		0.00

Manifests can be uncompleted if you have completed them and you need to alter it. To uncomplete the manifest, select the manifest or block of manifest and select ok. You have the ability to view the manifest by route code.

LOOKUP MANIFEST

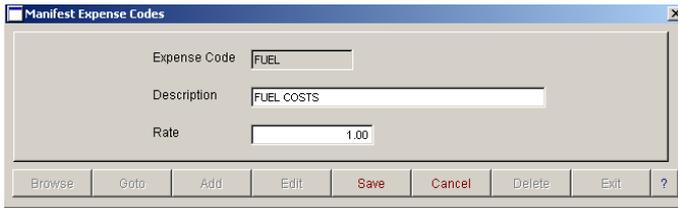
To look up a manifest, enter the manifest number and select the print or preview option. You can select to show revenue and contractor rate and amount if you wish. The manifest will list manifest details, consignment details and manifest instructions.

MANIFEST EXPENSE CODES

Expense Code	Description	Rate
FUEL	FUJEL COSTS	1.00
TYRE	TYRE COSTS	2.00
R&M	REPAIRS / MAINTENANCE	4.00

The manifest expense code browse will allow you to view all of the expense codes setup. To add \ edit \ delete an expense code select the display button. You can print these by selecting the print button.

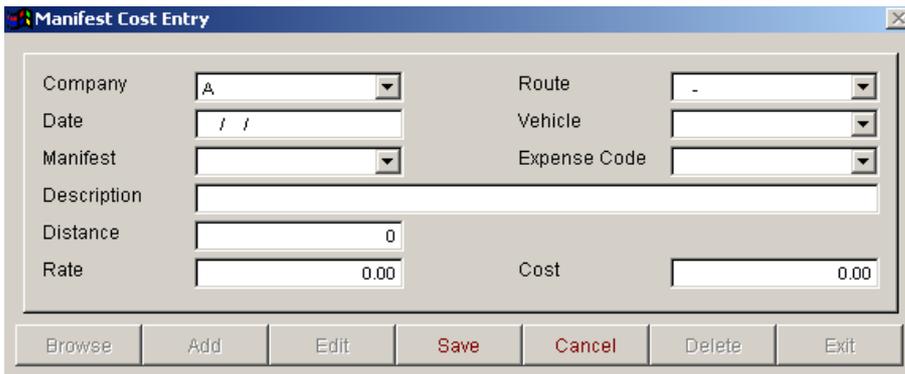
Manifest Expense Code Entry



The dialog box titled "Manifest Expense Codes" contains three input fields: "Expense Code" with the value "FUEL", "Description" with the value "FUEL COSTS", and "Rate" with the value "1.00". At the bottom, there is a row of buttons: "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

The expense code entry allows you to enter expense codes and rates for your manifests. They will only be linked to a manifest if you enter a manifest with a distance and vehicle. The rate will be multiplied by the distance on your manifest to give the cost.

MAINTAIN MANIFEST COSTS



The dialog box titled "Manifest Cost Entry" contains several input fields and dropdown menus: "Company" (A), "Date" (/ /), "Manifest" (dropdown), "Route" (-), "Vehicle" (dropdown), "Expense Code" (dropdown), "Description" (text field), "Distance" (0), "Rate" (0.00), and "Cost" (0.00). At the bottom, there is a row of buttons: "Browse", "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

The manifest cost entry will allow you to enter your costs against your manifest. If you have setup, your expense codes they will be automatically created when you enter the manifest but only if the manifest has a vehicle and distance on it. You can also alter or delete any of the costs via this option. Once this information is entered, you can generate reports on the data via the manifest costs and manifest cost summary reports in the reports menu.

INVOICING MENU

GENERATE FUEL SURCHARGE FEES

Setting Up To Use This Option

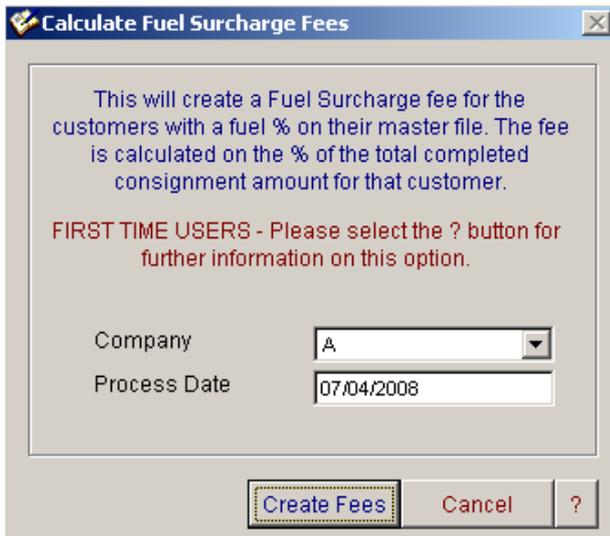
The Freightmate Generate Fuel Surcharge fees allow you to create a consignment note automatically for a percentage amount of what is about to be invoiced. To begin using this option you will need to setup the percentage rate, general ledger and department codes for the customer who you want to generate a surcharge for. You can do this in the Maintain Customers screen in either Freightmate, Fleetmate or Accountmate. You can only generate fees for those customers that you print invoices for. You will also need to setup a new route code called 'FEE' and a product called 'FUEL FEE'. This will enable you to report on all of the fuel surcharge information.

Before You Create The Fees

As the fee is only created on the total amount of the consignments that have been COMPLETED for that customer, you will need to make sure that you have completed all of the consignments that you need to for that invoice run. Once this is done you can create the fees.

Creating The Fuel Surcharge Fees

Before you continue, please make sure that no one is completing or un-completing consignments when you do this. If they are, the fees that are being created may not be correct. You will need to enter a process date and a company code. You can only process one Company, eg. Co A, B, etc., at a time. Once this is done, select on the 'CREATE FEE' button. A message will appear when the fees have been generated. You have the ability to print a report of the fees that have been generated. If you would like a copy of the report (always a good idea), you must print it before you exit the screen. If you forget you can always get the data from a different report in the system (deliveries by freight, deliveries by date range).



Fuel surcharge fees will only be generated for those customers who have been selected in the customer master file to have fees generated. The fuel surcharge percentage is picked up from the customer master file and calculated on the total invoice amount. A separate fuel surcharge consignment will be generated and attached to the invoice prior to printing. After the fees have been generated, you are able to print a report listing the fees calculated.

Mistakes

As the fees are just consignment notes, you have the ability to go and alter them or delete them if they are incorrect. They are just treated like any other consignment note that has been entered into the system.

Cancel Invoice

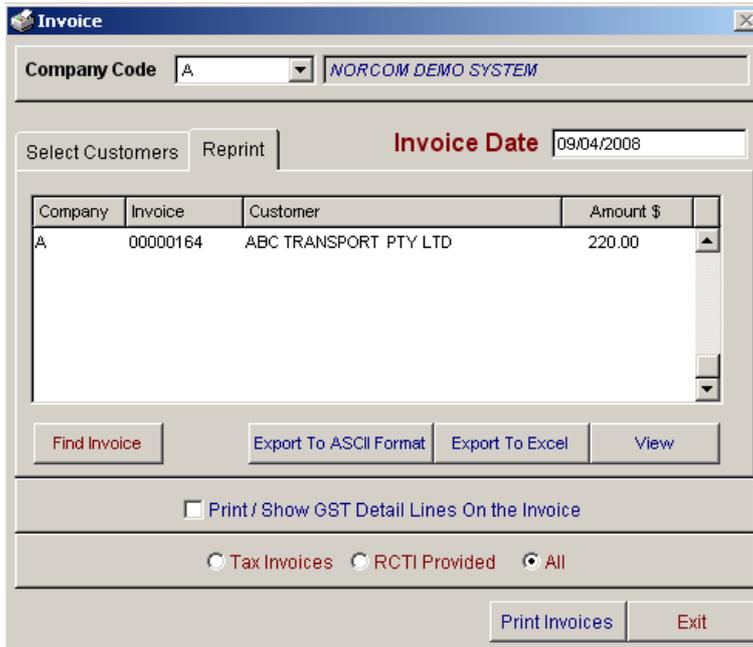
As this fuel surcharge consignment note is calculated on the total completed consignments for a customer, this consignment note will need to be deleted if an invoice is cancelled. After editing the deliveries for the cancelled invoice, the fuel surcharge fee will need to be re-created before the invoice is printed. This will generate a new fuel surcharge consignment note.

INVOICE DELIVERIES

Company	Customer	Name
A	ABC	ABC TRANSPORT PTY LTD

Once the consignments have been completed and the fuel surcharge has been calculated (if applicable) the consignments are ready for invoicing. The invoice deliveries option is where this is done. To print invoices, select the customer, or all customers, and then select print invoices. The invoices that have been printed will no longer appear in this section, but if invoices need to be re-printed, they will appear in the reprint section of this page. As an option, the 'print/show GST detail lines on invoice' checkbox can be selected if required.

Reprint Invoices



The 'Invoice' window displays the following information:

- Company Code: A (dropdown), NORCOM DEMO SYSTEM
- Invoice Date: 09/04/2008
- Buttons: Select Customers, Reprint
- Table:

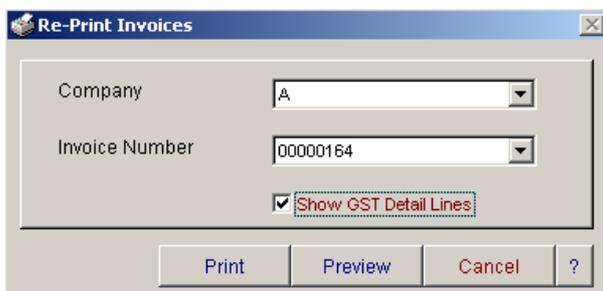
Company	Invoice	Customer	Amount \$
A	00000164	ABC TRANSPORT PTY LTD	220.00

- Buttons: Find Invoice, Export To ASCII Format, Export To Excel, View
- Checkbox: Print / Show GST Detail Lines On the Invoice
- Radio buttons: Tax Invoices, RCTI Provided, All
- Buttons: Print Invoices, Exit

There are 2 different ways to reprint an invoice. An invoice can be reprinted from the second tab on the invoice deliveries option or can be re-printed from the 'Reprint Invoices' option on the Invoicing Menu.

To re-print multiple invoices you can 'multi-select the invoices in the re-print browse screen, you also have the ability to export to an ASCII file or to Excel.

RE-PRINT INVOICES



The 'Re-Print Invoices' dialog box contains the following fields and options:

- Company: A (dropdown)
- Invoice Number: 00000164 (dropdown)
- Checkbox: Show GST Detail Lines
- Buttons: Print, Preview, Cancel, ?

An invoice can be re-printed from the 'Reprint Invoices' option by entering the invoice number you wish to print, or can be re-printed from the second tab on the invoice deliveries option.

CANCEL INVOICES

Company	Invoice	Date	Customer	Amount
A	00000164	09/04/2008	ABC TRANSPORT PTY LTD	220.00

The cancel invoices section allows you to cancel invoices that have been printed but not updated to the debtors' section of Accountmate. You cannot cancel invoices once they have been updated to debtors. To cancel invoices, select the invoice or invoices to cancel and select ok. The consignments attached to that invoice will now appear in the uncomplete consignment option for alteration or re-invoicing.

CANCEL INVOICE LIST

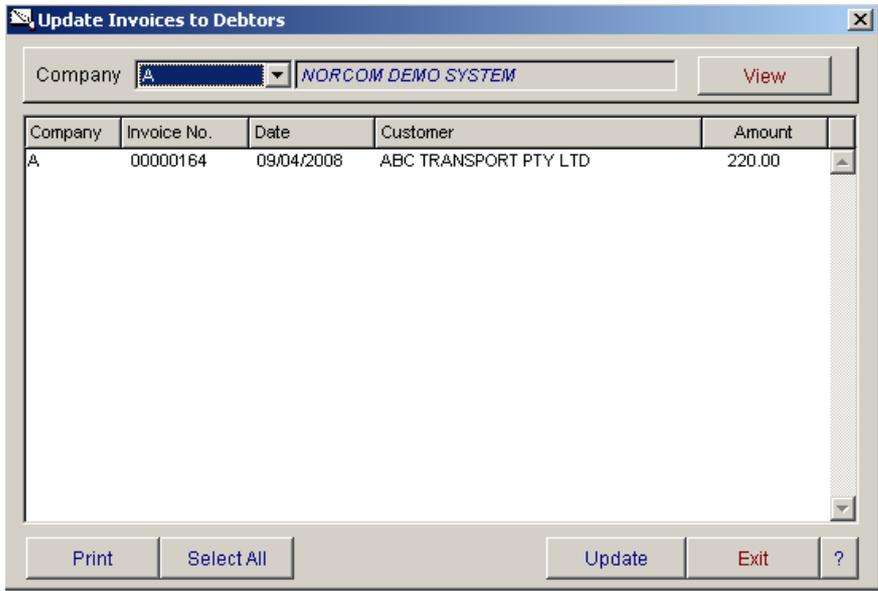
Company: A All Companies

Date Range: / / All Dates

The 'cancelled invoice list' will list all cancelled invoices for the date range selected. You can print the report or preview to screen.

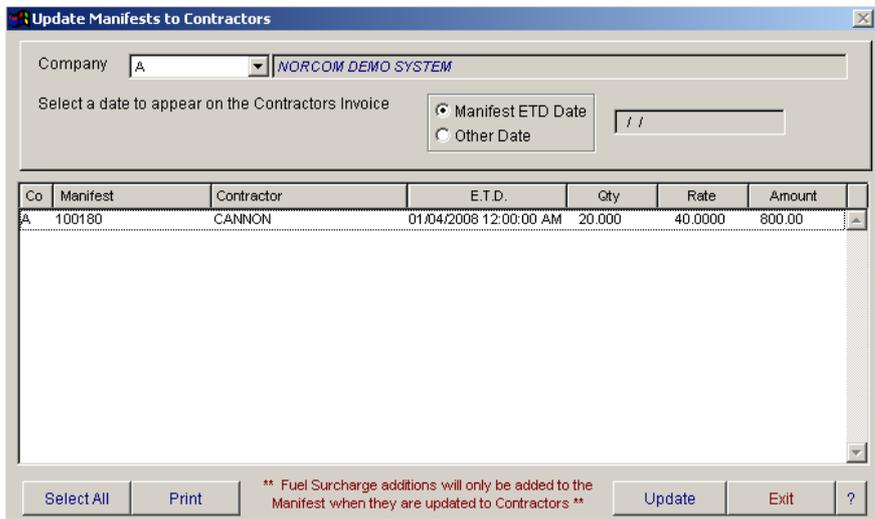
UPDATE MENU

UPDATE INVOICES TO DEBTORS



The update to debtor's option allows you to update invoices to debtors. You can select the company to update the invoices to, and you have the ability to print the invoice list prior to updating. To update invoices, select the invoice or invoices to update, enter the company to update to and select the update button. Once the transactions have been updated, they will no longer appear in this list, and are ready for viewing in debtor's accounts in Accountmate. Once invoices have been updated to debtors, they cannot be brought back.

UPDATE MANIFESTS TO CONTRACTORS



When manifests relating to contractors have been completed, they will need to be updated to contractors ready for drawing payments to your contractors.

You can select the company to update the manifests to, and you have the ability to print the manifest list prior to updating. To update manifests, select the manifest or manifests to update, enter the company to update to and select the update button. You can select individual manifests or all manifests. Once the transactions have been updated, they will no longer appear in this list, and are ready for viewing in contractor's accounts in Accountmate. Once manifests have been updated to contractors, they cannot be brought back.

UPDATE VEHICLE REVENUE

Job No.	Consignment	Date	Customer	Vehicle	Manifest	Revenue
1000531	1000531	07/04/2008	ABC TRANSPORT PTY LTD	001	100165	100.00

Total Revenue \$ 15639.00

When manifests relating to company vehicles, have been completed they will need to be updated to vehicle history for reporting revenue on company vehicles. This can then be used for calculating profitability on each vehicle.

You can select the company to update the vehicle revenue to. To update manifests to vehicle revenue, select the manifest or manifests to update, enter the company to update to and select the update button. Vehicle revenue will be updated to the vehicle costing reports in the Fleetmate module. You can select individual manifests or all manifests. Once the transactions have been updated, they will no longer appear in this list, and are ready for viewing in Fleet History reports in Fleetmate. Once manifests have been updated to Fleetmate, they cannot be brought back.

REPORTS MENU

DELIVERIES REPORTS

Deliveries – Date Range

The screenshot shows a dialog box titled "Deliveries - Date Range". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Status: A dropdown menu, and a checked checkbox for "All Status".
- Date Range: Two text input fields, each containing " / /", and a checkbox for "All Dates".
- Include GST: A checkbox.
- Only Show Consignments With a Zero Balance: A checkbox.
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The deliveries by date range report allow you to list all of the consignments entered between a date range with or without GST details. You can print, preview to screen or save the information to an excel file.

Deliveries – Location

The screenshot shows a dialog box titled "Deliveries - Location". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Location: A dropdown menu with a question mark icon, and a checkbox for "All Locations".
- Customer: A dropdown menu with a question mark icon, and a checkbox for "All Customers".
- Date Range: Two text input fields, each containing " / /", and a checkbox for "All Dates".
- Include GST: A checkbox.
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The deliveries by location report allows you to list deliveries by selected locations. The deliveries by location report allow you to list all of the consignments entered between a date range with or without GST details. You can print, preview to screen or save the information to an excel file.

Deliveries – Route

The screenshot shows a dialog box titled "Deliveries - Route". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Origin: A dropdown menu, and a checkbox for "All".
- Destination: A dropdown menu, and a checkbox for "All".
- Customer: A dropdown menu with a question mark icon, and a checkbox for "All Customers".
- Date Range: Two text input fields, each containing " / /", and a checkbox for "All Dates".
- Summarize Report: A checkbox.
- Include GST: A checkbox.
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The deliveries by route report allows you to list your deliveries by specific origins and destinations. The deliveries by route report allow you to list all of the consignments entered for a particular customer and by a date range with or without GST details. You can print, preview to screen or save the information to an excel file.

Deliveries – Vehicle

Company: A [dropdown] All Companies
Vehicle: [dropdown] ? All Vehicles
Date Range: / / All Dates
/ /
 Consignment Date Range Invoice Date Range
 Include GST Show Split Consignments
 Save As... ?

The deliveries by vehicle report allows you to list all your deliveries by vehicle. You can print or preview this information.

Deliveries – Trailer

Company: A [dropdown] All Companies
Trailer: [dropdown] ? All Trailers
Date Range: / / All Dates
/ /
 Include GST
 Trailer 1 Trailer 2 Trailer 3 All (No Sub-Totals)
 Save As... ?

The delivery by trailer report allows you to list all your deliveries by trailer. You can print or preview this information.

Deliveries – Driver

Company: A [dropdown] All Companies
Driver: [dropdown] ? All Drivers
Status: [dropdown] All Statuses
Date Range: / / All Dates
/ /
 Include GST
 Save As... ?

The deliveries by driver report allow you to list all of the consignments entered between a date range with or without GST details. You can print, preview to screen or save the information to an excel file.

Deliveries – Contractor

The screenshot shows a dialog box titled "Deliveries - Contractor". It contains several input fields and checkboxes. The "Company" field has a dropdown menu with "A" selected and a checkbox for "All Companies". The "Contractor" field has a dropdown menu with a question mark icon and a checkbox for "All Contractors". The "Manifest" field has a dropdown menu and a checkbox for "All Manifests". The "Date Range" section has two date input fields (// //) and a checkbox for "All Dates". Below these are two radio buttons: "Consignment Date Range" (selected) and "Invoice Date Range". At the bottom, there are checkboxes for "Summarize Report" and "Include GST", and a "Save As..." checkbox. The bottom right corner has buttons for "Print", "Preview", "Cancel", and a help icon "?".

The deliveries by contractor report allows you to list all your deliveries by contractor entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Customer

The screenshot shows a dialog box titled "Deliveries - Customer". It contains several input fields and checkboxes. The "Company" field has a dropdown menu with "A" selected and a checkbox for "All Companies". The "Customer" field has a dropdown menu with a question mark icon and a checkbox for "All Customers". The "Status" field has a dropdown menu and a checked checkbox for "All Statuses". The "Date Range" section has two date input fields (// //) and a checkbox for "All Dates". Below these are two radio buttons: "Consignment Date" (selected) and "Invoice Date". At the bottom, there are two radio buttons under "Order Report By": "Customer, Consignment" (selected), "Entry Order", and "Customer, Date". There are also checkboxes for "Include GST" and "Summarize Report", and a "Save As..." checkbox. The bottom right corner has buttons for "Print", "Preview", "Cancel", and a help icon "?".

The deliveries by customer report allows you to list all your deliveries by customer entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Manifests

The screenshot shows a dialog box titled "Deliveries - Manifest". It contains several input fields and checkboxes. The "Company" field has a dropdown menu with "A" selected and a checkbox for "All Companies". The "Manifest" field has a dropdown menu and a checkbox for "All Manifests". The "Date Range" section has two date input fields (// //) and a checkbox for "All Dates". Below these are checkboxes for "Include GST", "Exclude Fuel Surcharge Fee Consignments", "Show Consignment Details", and "Show Consignment Rate". At the bottom, there are two radio buttons under "Date Range Type": "Delivery Date" (selected) and "Manifest E.T.D. Date". There is a "Save As..." checkbox. The bottom right corner has buttons for "Print", "Preview", "Cancel", and a help icon "?".

The deliveries by manifest report allows you to list all your deliveries by manifest entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Invoices

Deliveries - Invoice

Company: A [dropdown] All Companies

Invoice: [dropdown] All Invoices

Date Range: [input] [input] All Dates

Include GST

Date Range Options

Docket Date Invoice Date

Save As...

The deliveries by invoice report allows you to list all your deliveries by invoice number entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Freight

Deliveries - Freight

Company: A [dropdown] All Companies

Freight: [dropdown] [?] All Freight

Vehicle: [dropdown] [?] All Vehicles

Contractor: [dropdown] [?] All Contractors

Date Range: [input] [input] All Dates

Include GST Show Detailed Report

Sub-Total By Consignment Sub-Total By Product

Save As...

The deliveries by freight report allows you to list all your deliveries by freight, vehicle or contractor entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Departments

Deliveries - Departments

Company: A [dropdown] All Companies

Departments: [dropdown] All Departments

Date Range: [input] [input] All Dates

Summarize Report

Include GST

Save As...

The deliveries by department report allows you to list all your deliveries by departments entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Container

Deliveries - Container

Company: A All Companies

Container No. All Containers

Date Range: / / All Dates

Include GST

Save As...

The deliveries by container report allows you to list all your deliveries by container number entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Sender

Deliveries - Sender

Company: A All Companies

Sender All Senders

Route: - All Routes

Date Range: / / All Dates

Include GST

Save As...

The deliveries by sender report allows you to list all your deliveries by sender and route code entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Serial Number

Deliveries - Serial Number

Company: A All Companies

Customer All Customers

Serial Number All

Date Range: / / All Dates

Include GST

Save As...

The deliveries by serial number report allows you to list all your deliveries by serial number and customer entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Reference Number

Deliveries - Reference Number

Company: [A] All Companies

Reference Number: [] All Numbers

Customer: [] All Customers

Date Range: [/ /] All Dates

[/ /]

Include GST

Save As... [Print] [Preview] [Cancel] [?]

The deliveries by reference number report allows you to list all your deliveries by reference number and customer entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Sender/Receivers

Deliveries - Sender / Receiver

Company: [A] All Companies

Sender: [] All Senders

Receiver: [] All Receivers

Product: [] All Products

Date Range: [/ /] All Dates

[/ /]

Include GST

Save As... [Print] [Preview] [Cancel] [?]

The deliveries by sender/receiver report allows you to list all your deliveries by sender/receiver and product entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Charge Codes

Deliveries - Charge Codes

Company: [A] All Companies

Charge Code: [] All Charge Codes

Customer: [] All Customers

Date Range: [/ /] All Dates

[/ /]

Only Show Charge Code Totals

Include GST

Save As... [Print] [Preview] [Cancel] [?]

The deliveries by charge code report allows you to list all your deliveries by charge code and customer entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Sender/Route/Product Analysis

The dialog box titled "Sender/Route/Product Analysis" contains the following fields and options:

- Company: dropdown menu with 'A' selected, checkbox "All Companies"
- Sender: dropdown menu, checkbox "All Senders"
- Product: dropdown menu, checkbox "All Products"
- Date Range: two text boxes for date selection, checkbox "All Dates"
- Include GST: checkbox
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?"

This report allows you to list all your deliveries by sender, route and product entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Route/Product Analysis

The dialog box titled "Product / Route Analysis" contains the following fields and options:

- Company: dropdown menu with 'A' selected, checkbox "All Companies"
- Route: dropdown menu with '-' selected, checkbox "All Routes"
- Product: dropdown menu, checkbox "All Products"
- Date Range: two text boxes for date selection, checkbox "All Dates"
- Include GST: checkbox
- Show Product Totals: checkbox
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?"

The deliveries by reference number report allows you to list all your deliveries by reference number and customer entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Route/Customer/Product Analysis

The dialog box titled "Route / Customer / Product Analysis" contains the following fields and options:

- Company: dropdown menu with 'A' selected, checkbox "All Companies"
- Origin: dropdown menu, checkbox "All Origins"
- Destination: dropdown menu, checkbox "All Destinations"
- Customer: dropdown menu, checkbox "All Customers"
- Product: dropdown menu, checkbox "All Products"
- Date Range: two text boxes for date selection, checkbox "All Dates"
- Include GST: checkbox
- Include Zero Amount Consignments: checkbox
- Do Not Print The Revenue Column: checkbox
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?"

This report allows you to list all your deliveries by route code, customer and product entered between a date range with or without GST details. You can print or preview this information.

Deliveries – Un-Manifested

Deliveries - Un-Manifested

Company: A All Companies

Status: All Status

Date Range: / / All Dates

Include GST

Save As...

This report allows you to list all deliveries that have not been manifested. You have the ability to select by status and date range with or without GST details. You can print or preview this information.

Deliveries – With POD

Deliveries With POD

Company: A All Companies

Status: All Status

Customer: All Customers

Route: - All Routes

Manifest: All Manifests

Invoice: All Invoices

Date Range: / / All Dates

Include GST Show POD Comments

Date Range Options

Docket Date Receivers Date POD Date

Order by Consignment Number Order By Driver/Contractor Name

Save As...

This report allows you to list deliveries that have had POD details recorded. You have the ability to select by status, customer, route, manifest, invoice number and date range with or without GST details. You can print or preview this information.

Deliveries – Without POD

Deliveries Without POD

Company: [A] All Companies
Status: [] All Status
Customer: [] All Customers
Route: [-] All Routes
Manifest: [] All Manifests
Invoice: [] All Invoices
Date Range: [][] All Dates
 Include GST
 Order by Consignment Number Order By Driver/Contractor Name
 Save As... Print Preview Cancel ?

This report allows you to list deliveries that have not had POD details recorded. You have the ability to select by status, customer, route, manifest, invoice number and date range with or without GST details. You can print or preview this information.

Deliveries – Manifest Range

Deliveries - Manifest Range

Company: [A] All Companies
Manifest Range: [] All Manifests
OR
Date Range: [][] All Dates
 Include GST Exclude Fuel Surcharge Fee Consignments
Date Range Type
 Delivery Date Manifest E.T.D. Date
 Save As... Print Preview Cancel ?

This report allows you to list deliveries by manifest range. This could be a manifest number range or date range and you have the ability to exclude fuel surcharge fee consignments and order the report by delivery date from the consignment or manifest ETD date from the manifest. The report can also be filtered with or without GST details. You can print or preview this information.

Deliveries – User

The 'Deliveries - User' dialog box contains the following fields and options:

- Company: dropdown menu with 'A' selected, All Companies
- User: dropdown menu, All Users
- Consignment: dropdown menu, All Consignments
- Entered In: dropdown menu, All
- Date Range: two text boxes containing ' / /', All Dates
- Include GST
- Group By User
- Radio buttons: Consignment Date, Entered Date
- Buttons: Save As..., Print, Preview, Cancel, ?

This report allows you to list deliveries entered by a specific user identity. The report also gives you the option to view by consignment date or the date the consignment was entered. The report can also be filtered with or without GST details. You can print or preview this information.

Deliveries – Completed Date Range

The 'Deliveries - Completed Date Range' dialog box contains the following fields and options:

- Company: dropdown menu with 'A' selected, All Companies
- Status: dropdown menu, All Status
- Customer: dropdown menu, All Customers
- Completed Date Range: two text boxes containing ' / /', All Dates
- Include GST
- Buttons: Save As..., Print, Preview, Cancel, ?

This report allows you to list deliveries completed within a specific date range. The report can also be filtered by status and customer, with or without GST details. You can print or preview this information.

Deliveries – Industry

The 'Deliveries - Industry' dialog box contains the following fields and options:

- Company: dropdown menu with 'A' selected, All Companies
- Status: dropdown menu, All Status
- Industry Code: dropdown menu, All Industry Codes
- Date Range: two text boxes containing ' / /', All Dates
- Include GST
- Consolidate Report
- Buttons: Save As..., Print, Preview, Cancel, ?

This report allows you to list deliveries by industry code within a specific date range. The industry code is allocated on the customer master file. The report can also be filtered by status and industry code, with or without GST details. You can print or preview this information.

Deliveries – Route/Industry

The dialog box 'Deliveries - Route / Industry' contains the following fields and options:

- Company: [Dropdown menu]
- Status: [Dropdown menu]
- Route: [Dropdown menu]
- Industry Code: [Dropdown menu]
- Date Range: [Two input fields for date range]
- All Companies
- All Status
- All Routes
- All Industry Codes
- All Dates
- Include GST
- Consolidate Report
- Buttons: Save As..., Print, Preview, Cancel, ?

This report allows you to list deliveries by industry code and route code within a specific date range. The report can also be filtered by status, route code and industry code, with or without GST details. You can print or preview this information.

Deliveries – Customer/Route/Location

The dialog box 'Deliveries - Customer \ Route \ Location' contains the following fields and options:

- Company: [Dropdown menu]
- Status: [Dropdown menu]
- Customer: [Dropdown menu]
- Route: [Dropdown menu]
- Sender: [Dropdown menu]
- Receiver: [Dropdown menu]
- Date Range: [Two input fields for date range]
- All Companies
- All Status
- All Customers
- All Routes
- All Senders
- All Receivers
- All Dates
- Include GST
- Buttons: Save As..., Print, Preview, Cancel, ?

This report allows you to list deliveries by customer \ route \ location within a specific date range. The report can also be filtered by status, route code, customer code, sender code and receiver code, with or without GST details. You can print or preview this information.

Deliveries – Product/Department Analysis

The dialog box 'Product/Department Analysis' contains the following fields and options:

- Company: [Dropdown menu]
- Department: [Dropdown menu]
- Product: [Dropdown menu]
- Date Range: [Two input fields for date range]
- All Companies
- All Departments
- All Products
- All Dates
- Include GST
- Show Detailed Report
- Buttons: Save As..., Print, Preview, Cancel, ?

This report allows you to list deliveries by department and product by a date range. You can select to show the report as a summary or detailed report. If you select to show the detailed report it will print all of the consignments related to the department \ product \ date range selected and it will group the information by department code and product code. If you show the report as a summary you will get a list of all of the products used in the department \ product \ date range selected and it will sub-total each product within the department. You can print or preview this information.

Deliveries – Customer/Route/Product Details

Customer/Route/Product Details

Company: [A] All Companies

Customer: [] All Customers

Route: [-] All Routes

Product: [] All Products

Date Range: [/ /] All Dates

Include GST Summarise Report

Save As...

This report allows you to list deliveries by customer, route and product by a date range. You can select to show the report as a summary or detailed report. If you select to show the detailed report it will print all of the consignments related to the customer, route, product and date range selected and it will group the information by customer. It will show you the product total for each product on the consignment. If you show the report as a summary you will get the totals for the quantity, weight, volume and amount summarised by customer, route and product code. You can print or preview this information.

Deliveries – Customer Categories

Deliveries - Customer Categories

Company: [A] All Companies

Status: [] All Status

Customer: [] All Customers

Category: [] All Categories

Date Range: [/ /] All Dates

Include GST

Save As...

This report allows you to list deliveries by a customer category. You can set the customer category up in the customer master file. This report will only show consignments where the customer on the consignment has a category code allocated to it. You can select the information by status, customer and category within a date range. It can be shown with or without GST details. You can print or preview this information.

Deliveries – Description

Deliveries - Description

Company: [A] All Companies

Customer: [] All Customers

Status: [] All Status

Description Contains: [] All Descriptions

Date Range: [/ /] All Dates

Include GST

Save As...

This report allows you to list deliveries by description entered onto the consignment details within a specific date range. The report can also be filtered by status and customer code. It can be printed with or without GST details. You can print or preview this information.

MANIFEST REPORTS

Manifests – Date Range

The screenshot shows a dialog box titled "Manifests - Date Range". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and an unchecked checkbox for "All Companies".
- Departure Date Range: Two input fields for dates, each containing " / /", and an unchecked checkbox for "All Dates".
- Checked checkboxes for "Show Manifest Amount and Cost" and "Show Contractor Fuel Surcharge".
- Buttons at the bottom: "Save As...." (unchecked), "Print", "Preview", "Cancel", and "?".

The manifests by date range report allow you to list all of the manifests entered between a date range with or without manifest amount and cost details. You can print, preview to screen or save the information to an excel file.

Manifests – Location

The screenshot shows a dialog box titled "Manifests - Location". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and an unchecked checkbox for "All Companies".
- Location: A dropdown menu with a question mark icon, and an unchecked checkbox for "All Locations".
- Location Point: Radio buttons for "From", "To", and "Both", with "Both" selected.
- Departure Date Range: Two input fields for dates, each containing " / /", and an unchecked checkbox for "All Dates".
- Checked checkboxes for "Show Manifest Amount and Cost" and "Show Contractor Fuel Surcharge".
- Buttons at the bottom: "Save As...." (unchecked), "Print", "Preview", "Cancel", and "?".

The manifest by location report allows you to list all of your manifests by location. You can print or preview this information.

Manifests – Route

The screenshot shows a dialog box titled "Manifests - Route". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and an unchecked checkbox for "All Companies".
- Origin: A dropdown menu, and an unchecked checkbox for "All".
- Destination: A dropdown menu.
- Departure Date Range: Two input fields for dates, each containing " / /", and an unchecked checkbox for "All Dates".
- Checked checkboxes for "Show Manifest Amount and Cost" and "Show Contractor Fuel Surcharge".
- An unchecked checkbox for "Group Report by Route Code".
- Buttons at the bottom: "Save As...." (unchecked), "Print", "Preview", "Cancel", and "?".

The manifest by route report allows you to list all of your manifests by route. You can print or preview this information.

Manifests – Vehicle

The screenshot shows a dialog box titled "Manifests - Vehicle". It contains the following fields and options:

- Company: A dropdown menu with a small 'A' icon and a checkbox labeled "All Companies".
- Vehicle: A dropdown menu with a question mark icon and a checkbox labeled "All Vehicles".
- Departure Date Range: Two text input fields, each containing " / /", and a checkbox labeled "All Dates".
- Order Report By: Radio buttons for "Manifest, ETD" (selected) and "ETD, ETA".
- Checkboxes for "Show Manifest Amount and Cost" and "Show Contractor Fuel Surcharge", both of which are checked.
- Buttons at the bottom: "Save As...", "Print", "Preview", "Cancel", and a help icon "?".

The manifest by vehicle report allows you to list all of your manifests by vehicle. You can print or preview this information.

Manifests – Trailer

The screenshot shows a dialog box titled "Manifests - Trailer". It contains the following fields and options:

- Company: A dropdown menu with a small 'A' icon and a checkbox labeled "All Companies".
- Trailer: A dropdown menu with a question mark icon and a checkbox labeled "All Trailers".
- Departure Date Range: Two text input fields, each containing " / /", and a checkbox labeled "All Dates".
- Radio buttons for "Trailer 1" (selected), "Trailer 2", "Trailer 3", and "All (No Sub-Totals)".
- Checkboxes for "Show Manifest Amount and Cost" and "Show Contractor Fuel Surcharge", both of which are checked.
- Buttons at the bottom: "Save As...", "Print", "Preview", "Cancel", and a help icon "?".

The manifest by trailer report allows you to list all of your manifests by trailer. You can print or preview this information.

Manifests – Driver

The screenshot shows a dialog box titled "Manifests - Driver". It contains the following fields and options:

- Company: A dropdown menu with a small 'A' icon and a checkbox labeled "All Companies".
- Driver: A dropdown menu with a question mark icon and a checkbox labeled "All Drivers".
- Departure Date Range: Two text input fields, each containing " / /", and a checkbox labeled "All Dates".
- Checkbox for "Show Manifest Amount and Cost", which is checked.
- Buttons at the bottom: "Save As...", "Print", "Preview", "Cancel", and a help icon "?".

The manifest by driver report allows you to list all of your manifests by driver. You can print or preview this information.

Manifests – Contractor

The screenshot shows a dialog box titled "Manifests - Contractor Department". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Department: A dropdown menu, and a checkbox for "All Departments".
- Departure Date Range: Two date input fields, and a checkbox for "All Dates".
- Checkboxes: Show Manifest Amount and Cost, and Show Contractor Fuel Surcharge.
- Buttons: Save As..., Print, Preview, Cancel, and a help icon (?).

The manifest by contractor report allows you to list all of your manifests by contractor. You can print or preview this information.

Manifests – User

The screenshot shows a dialog box titled "Manifests - User". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- User: A dropdown menu, and a checked checkbox for "All Users".
- Manifest: A dropdown menu, and a checked checkbox for "All Manifests".
- Date Range: Two date input fields, and a checkbox for "All Dates".
- Checkboxes: Show Manifest Amount, and Group By User.
- Radio buttons: Manifest Date, and Entered Date.
- Buttons: Save As..., Print, Preview, Cancel, and a help icon (?).

The manifest by users report allows you to list all of your manifests by the employee who entered the manifest. You can print or preview this information.

Manifest – Costs

The screenshot shows a dialog box titled "Manifest Costs". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Manifest: A dropdown menu, and a checkbox for "All Manifests".
- Route: A dropdown menu with "-" selected, and a checkbox for "All Routes".
- Vehicle: A dropdown menu, and a checkbox for "All Vehicles".
- Expense Code: A dropdown menu, and a checkbox for "All Codes".
- Date Range: Two date input fields, and a checkbox for "All Dates".
- Buttons: Save As..., Print, Preview, Cancel, and a help icon (?).

The manifest costs report will show you all of the costs allocated to your manifests. You can print or preview this information.

Manifests – Cost Summary

The screenshot shows a dialog box titled "Manifest Cost Summary". It contains several input fields and checkboxes. On the left, there are dropdown menus for "Company" (with "A" selected), "Manifest", "Route" (with "-" selected), and "Vehicle". Below these is a "Date Range" section with two input fields, each containing " / ". To the right of these fields are checkboxes for "All Companies", "All Manifests", "All Routes", "All Vehicles", and "All Dates". At the bottom left is a "Save As...." checkbox. At the bottom right are buttons for "Print", "Preview", "Cancel", and a help icon "?".

The manifest cost summary report will show you all of the costs allocated to your vehicles by the manifest. This report will show a total for each expense code for each vehicle and it will sub-total the costs for each vehicle. You can print or preview this information.

Manifests – Trips

The screenshot shows a dialog box titled "Manifests - Trips". It contains several input fields and checkboxes. On the left, there are dropdown menus for "Company" (with "A" selected) and "Trip Number". Below these is a "Departure Date Range" section with two input fields, each containing " / ". To the right of these fields are checkboxes for "All Companies", "All Trips", and "All Dates". Below the date range are two checked checkboxes: "Show Manifest Amount and Cost" and "Show Contractor Fuel Surcharge". At the bottom left is a "Save As...." checkbox. At the bottom right are buttons for "Print", "Preview", "Cancel", and a help icon "?".

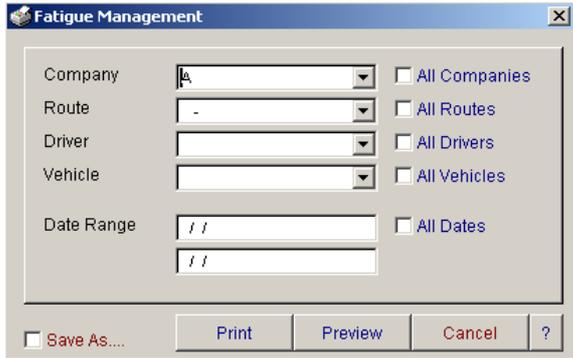
The manifest by Trip report allows you to list all of your manifests by Trip Number. You can print or preview this information.

Manifests – Container

The screenshot shows a dialog box titled "Manifests - Container". It contains several input fields and checkboxes. On the left, there are dropdown menus for "Company" (with "A" selected), "Container", and "Route" (with "-" selected). Below these is a "Departure Date Range" section with two input fields, each containing " / ". To the right of these fields are checkboxes for "All Companies", "All Containers", "All Routes", and "All Dates". Below the date range is an "Order Report By" section with two radio buttons: "Manifest, ETD" (selected) and "ETD, ETA". Below the radio buttons are two checked checkboxes: "Show Manifest Amount and Cost" and "Show Contractor Fuel Surcharge". At the bottom left is a "Save As...." checkbox. At the bottom right are buttons for "Print", "Preview", "Cancel", and a help icon "?".

The manifest by container report allows you to list all of your manifests by container. You can print or preview this information.

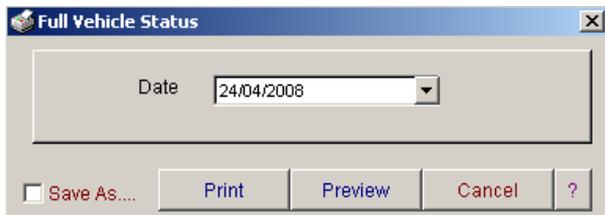
Manifests – Fatigue Management



The screenshot shows a dialog box titled "Fatigue Management". It contains several input fields and checkboxes. On the left, there are dropdown menus for "Company" (with 'A' selected), "Route" (with '-' selected), "Driver", and "Vehicle". Below these is a "Date Range" section with two empty text boxes for dates. On the right, there are checkboxes for "All Companies", "All Routes", "All Drivers", "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 fatigue management report allows you to report by route, driver, vehicle and date range on the information from the trip plans section on the manifest entry. You can print, preview to screen or save this information to an excel file.

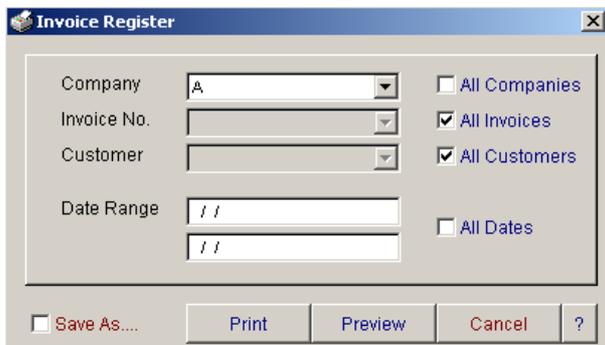
FULL VEHICLE STATUS



The screenshot shows a dialog box titled "Full Vehicle Status". It features a "Date" dropdown menu with "24/04/2008" selected. At the bottom, there is a "Save As..." checkbox and buttons for "Print", "Preview", "Cancel", and a help icon "?".

The full vehicle status report allows you to view the status of your vehicles and lists vehicle number, time of departure, and time of arrival and destination. You can print, preview to screen or save this information to an excel file.

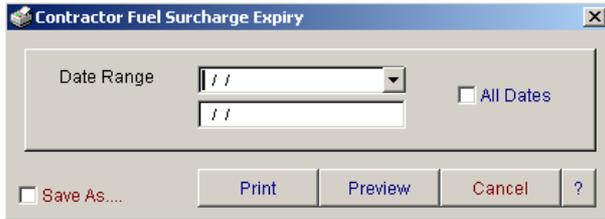
INVOICE REGISTER



The screenshot shows a dialog box titled "Invoice Register". It contains dropdown menus for "Company" (with 'A' selected), "Invoice No.", and "Customer". Below these is a "Date Range" section with two empty text boxes for dates. On the right, there are checkboxes for "All Companies", "All Invoices" (checked), "All Customers" (checked), and "All Dates". At the bottom, there is a "Save As..." checkbox, and buttons for "Print", "Preview", "Cancel", and a help icon "?".

The invoice register report allows you to list all of the invoices for a specific invoice, customer and date range. The report will show you the invoice number, customer, total invoice amount ex gst, gst and total including gst. You can print, preview to screen or save this information to an excel file.

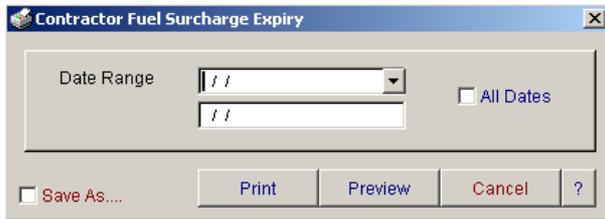
CUSTOMER FUEL SURCHARGE EXPIRY



The screenshot shows a dialog box titled "Contractor Fuel Surcharge Expiry". It features a "Date Range" section with two input fields, each containing " / /". 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 four buttons: "Print", "Preview", "Cancel", and "?".

The customer fuel surcharge expiry report will give you a list of all customers where their fuel surcharge will expire within a date range. You can print, preview to screen or save this information to an excel file.

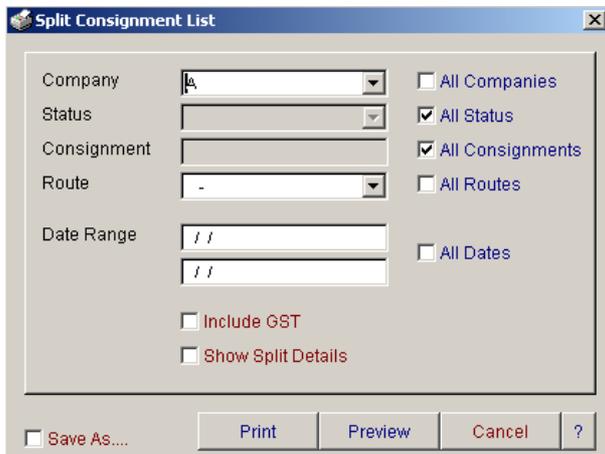
CONTRACTOR FUEL SURCHARGE EXPIRY



This screenshot is identical to the one above, showing the "Contractor Fuel Surcharge Expiry" dialog box with the same date range inputs, "All Dates" checkbox, and action buttons.

The contractor fuel surcharge expiry report will give you a list of all contractors where their fuel surcharge will expire within a date range. You can print, preview to screen or save this information to an excel file.

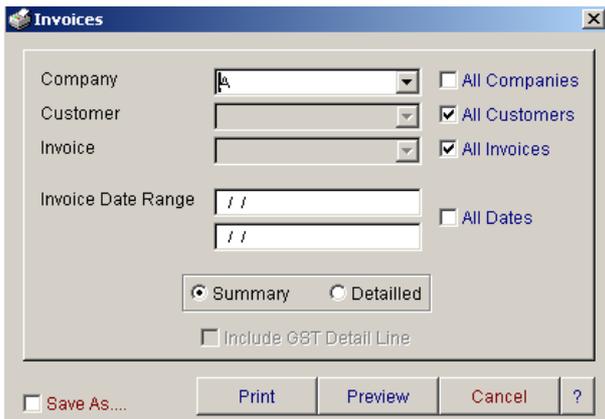
SPLIT CONSIGNMENT LIST



The screenshot shows a dialog box titled "Split Consignment List". It contains several filter options: "Company" (dropdown with 'A'), "Status" (dropdown), "Consignment" (text input), "Route" (dropdown with '-'), and "Date Range" (two input fields with " / /"). To the right of these are checkboxes for "All Companies", "All Status" (checked), "All Consignments" (checked), "All Routes", and "All Dates". Below these are two more checkboxes: "Include GST" and "Show Split Details". At the bottom, there is a "Save As...." checkbox and four buttons: "Print", "Preview", "Cancel", and "?".

The split consignment report allows you to list all of the consignment that you have allocated splits to. This information can be selected by status, consignment number, route and date range. You have the ability to show the split details. If you select to show the split details the report will show you the original consignment and the splits allocated to the consignment. You can print, preview to screen or save this information to an excel file.

INVOICES



The screenshot shows a dialog box titled "Invoices" with the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Customer: A dropdown menu, and a checked checkbox for "All Customers".
- Invoice: A dropdown menu, and a checked checkbox for "All Invoices".
- Invoice Date Range: Two date input fields, each containing " / /", and a checkbox for "All Dates".
- Report Type: Radio buttons for "Summary" (selected) and "Detailed".
- Include GST Detail Line: A checkbox.
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The invoices report allows you to select by customer, invoice and date range the invoices to show. You can view this as a summary or detailed report. The summary report will show you each invoice and its total and the detailed report will show you the details of the invoice. You can print, preview to screen or save this information to an excel file.

EXCEPTION REPORTS

Customers with no Cubic Conversion

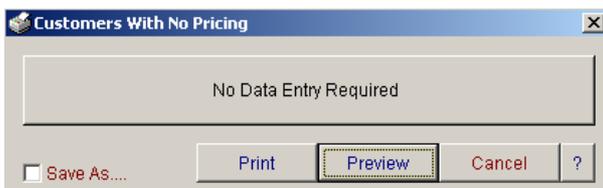


The screenshot shows a dialog box titled "Customers With No Cubic Conversions" with the following elements:

- A large text area containing "No Data Entry Required".
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The customers with no cubic conversion report allows you to run a report that will show you all of your customers that you have not setup cubic conversions for in the customer master file.

Customers with no Pricing

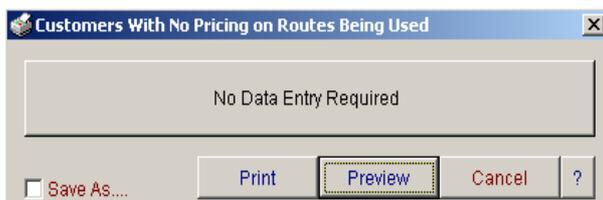


The screenshot shows a dialog box titled "Customers With No Pricing" with the following elements:

- A large text area containing "No Data Entry Required".
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The customers with no pricing report allows you to run a report that will show you all of your customers that you have not setup customer pricing for in the customer pricing master file.

Customers with no Pricing on Routes Being Used



The screenshot shows a dialog box titled "Customers With No Pricing on Routes Being Used" with the following elements:

- A large text area containing "No Data Entry Required".
- Buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The customers with no pricing on routes report allows you to run a report that will show you all of your customers that you have not setup customer pricing for where they have consignments entered into the system for routes other than what is in your customer pricing master file.

Customers with Pricing on Routes not Being Used

The dialog box has a title bar with a close button. It contains a 'Date Range' section with two input fields, each containing '//' and a dropdown arrow. To the right of these fields is a checkbox labeled 'All Dates'. At the bottom, there is a checkbox labeled 'Save As...', followed by buttons for 'Print', 'Preview', 'Cancel', and a help icon '?'.

The customers with pricing on routes not been used report allows you to run a report that will show you all of your customers that you have setup customer pricing for that have consignments entered into the system for routes that are not been used. You can select the date range of consignments to check to see if the route has been used or not.

CUSTOMER SALES

The dialog box has a title bar with a close button. It contains several filter sections: 'Company' with a dropdown menu showing 'A' and a checkbox 'All Companies'; 'Status' with a dropdown menu and a checked checkbox 'All Status'; 'Customer' with a dropdown menu and a checkbox 'All Customers'; 'Route' with a dropdown menu showing '-' and a checkbox 'All Routes'; and 'Date Range' with two input fields containing '//' and a checkbox 'All Dates'. At the bottom, there is a checkbox 'Include GST' and a checkbox 'Save As...', followed by buttons for 'Print', 'Preview', 'Cancel', and a help icon '?'.

The customer sales report will show you a total consignment amount for each of your customers. You can filter this information by status, customer, route and date range. You can print, preview to screen or save this information to an excel file.

WEEKLY CUSTOMER SALES

The dialog box has a title bar with a close button. It contains filter sections: 'Company' with a dropdown menu showing 'A'; 'Customer' with a dropdown menu; and 'Date Range' with two input fields containing '//'. Below these is a section for monthly data with seven rows, each containing a 'Month' dropdown (Month 1 to Month 7) and a 'Year' input field (all set to 2008). At the bottom, there is a checkbox 'Save As...', followed by buttons for 'Print', 'Preview', and 'Cancel'.

The weekly customer sales report allows you to report on customers' sales for up to 7 months. The report will show you the customer details, consignments grouped by route code and the total of consignments, items, weight, volume, net revenue, average weight and average weight per KG for the route code. It will also show you the last 7 weeks figures as well as the monthly figures you have selected. You can print, preview to screen or save this information to an excel file.

MISSING CONSIGNMENT REPORT

Missing Docket Report

Company: A

Starting No.: 0

Last No.: 0

How Many Leading Zeros does the Consignment Number have?

None

Print Preview Cancel ?

The missing consignment report will allow you to search for any consignments that are not in the system for a specific starting number and last number. If your consignment numbers contain leading zeros (e.g. 0000101) you can select the number of leading zeros to include in the search. You can print or preview this information.

CUSTOMER SERVICE MENU

CUSTOMER SERVICE ENTRY

Browse Screen

Date	Service No.	Status	Consignment	Entered By	Customer
05/09/2006	00000005	COMPLETE	1000454	NORCOM	ACCESS SALE

Buttons: Find, Display, Print, Cancel, ?

Open the customer service entry screen and enter the company code and consignment number and date relating to the customer service query. Enter the name of the person entering the customer service entry.

Data Entry Screen

Customer Service Entry

Company: A	Customer: ACC001	Browse
Service No.: 00000005	ACCESS SALES PTY LTD	Add
Consignment: 1000454	P.O. BOX 991	Edit
Date: 05/09/2006	BEENLEIGH QLD	Save
Entered By: NORCOM	4207	Cancel
Sender: ACC001	Phone: 07 3333 0000	GoTo
ACCESS SALES PTY LTD	Contact: FRED GREEN	Delete
P.O. BOX 991	Contractor: [?]	Exit
BEENLEIGH QLD	Driver: 2222	
4207	Name: JOHN SMITH	
Phone: [?]	Service Category: DF	
Receiver: ALP001	Response Time: [?]	
ALPHA CONFECTIONERY	Despatch Date: 01/09/2006	
17 WILLIAM ST	Items: 20.00 Received: 0.00	
BALACLAVA VIC	Container: [?]	
3183	Description: [?]	
Phone: [?]	Status: COMPLETE	
Query: Fred Green called. 2 pallets were damaged in transit. He will be sending in an invoice for the damages.		
Action: Questioned driver about the damage. He said forklift driver at pickup damaged them. Called Fred back, he will investigate further. No further action taken.		

When the consignment number is entered, the system will search for the consignment details and import the customer, sender, receiver, and despatch date, number of items and description of freight

into the customer service entry screen. It will also pick up the contractor or driver information from the manifest.

Next, enter the service category. These will need to be set up in the utilities menu first. This is not a mandatory field, but is a useful tool when running the customer service report. Two examples would be - DF (damaged freight), DC (debt collection).

Next, enter the response time. These will need to be set up in the utilities menu first. You might want to set these up as intervals between initial query and completion of action. For example, by number of hours taken to resolve the query.

Enter the query relating to the consignment, leaving the status of the query as not complete.

When the query has been resolved, enter the action taken to resolve the query and change the service entry status to complete and save the record.

CUSTOMER SERVICE REPORT

The screenshot shows a dialog box titled "Customer Service Report". It contains the following fields and options:

- Customer: [Dropdown] All Customers
- Sender: [Dropdown] All Senders
- Receiver: [Dropdown] All Receivers
- Contractor: [Dropdown] All Contractors
- Driver: [Dropdown] All Drivers
- Entered By: [Dropdown] All
- Service No.: [Dropdown] All Service No's
- Consignment: [Dropdown] All Consignments
- Status: [Dropdown] All Status
- Service Category: [Dropdown] All Categories
- Response Time: [Dropdown] All Times
- Container No.: [Text] All Containers
- Date Range: [Text] All Dates

At the bottom, there is a checkbox Group Report By Customer and a row of buttons: Save As..., Print, Preview, Cancel, and ?.

The customer service report can be ordered by any combination of the fields on the above screen and can also be grouped by customer. The report will list in service entry number order; therefore, if you request the report for a particular consignment, all service entries for that consignment will list chronologically on the report.

You have the option to print direct to a printer, preview to screen and then print to a printer or to save the report to an Excel file.

PALLET CONTROL MENU

To allow accurate reporting of pallet movements, you will need to set up pallet types. This is done through the pallet type option in the Utilities menu of the Freightmate module.

The information gathered for the pallet control reports comes from two areas. The first is from the delivery docket entry screen, and the second is from the pallet adjustment option.

PALLET ADJUSTMENT ENTRY

Docket Entry Screen

The pallet file is updated when the docket is saved and can then be seen in the pallet adjustment browse and reports. These cannot be edited in the pallet adjustment option, however if the docket is not complete the pallet details on the docket can be edited.

Pallet Adjustment Browse

Type	Date	Docket	Customer	Quantity	Pallet Type
OUT	24/05/2008	1000538	ALPHA CONFECTIONERY	2	CHEP

The pallet adjustment browse window displays all of the information entered into the system regarding pallets. The display button will open the pallet 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. To open a fresh data entry screen, select the display button and the following screen will appear.

Pallet Adjustment Entry

To allocate pallet docket, which have not been entered through the delivery docket entry screen these can be entered through the pallet adjustment entry screen. You will need to select customer, enter a location, select pallet type, transaction type, docket number, date of adjustment and quantity. You also have the ability to enter notes if you wish. You have the ability to browse, add, edit save, cancel and delete these entries.

PALLET STOCK SUMMARY

Information in the pallet stock summary report can be ordered by specific customer, pallet type, date range or all and displays pallet type, customer, location, movements in and out and pallet balance for each customer. It also totals movements in and movements out and total balance.

PALLET MOVEMENT REPORT

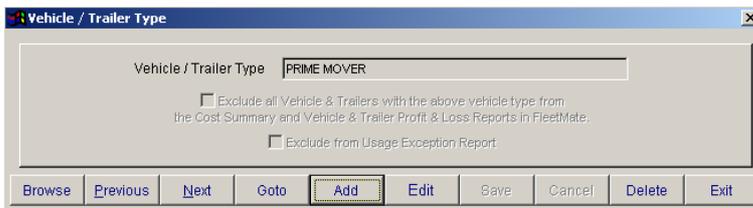
Information in the pallet movement report can be ordered by specific customer, sender/receiver, date range or all and displays pallet type, pallet movement type, customer, docket, description, movements in, movements out and balance. The report prints one line per docket and also shows total movements in, movements out, and total balance.

UTILITIES MENU

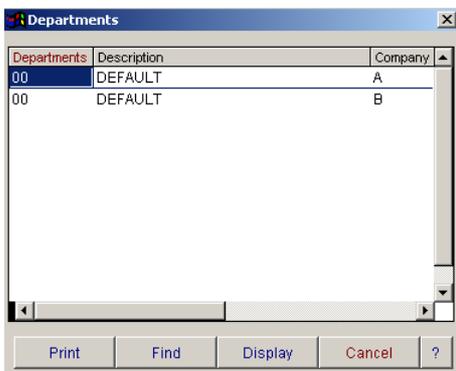
VEHICLE / TRAILER TYPES



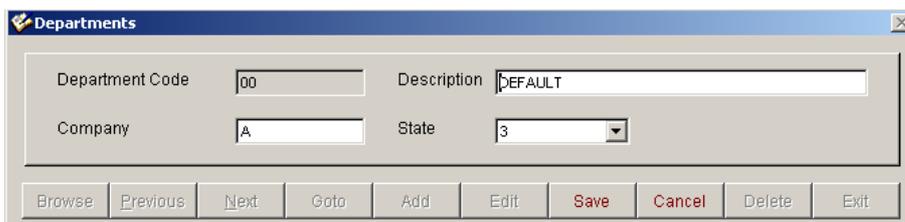
The vehicle / trailer types is a master file for the vehicles and trailers master file. The information entered here can be used to apply against your vehicles/trailers for the reporting purposes.



DEPARTMENTS

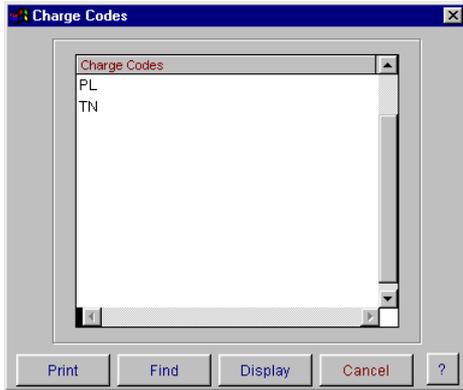


The department browse window lists all of the information entered into the department master entry screen. This can be utilised for reporting on different departments.

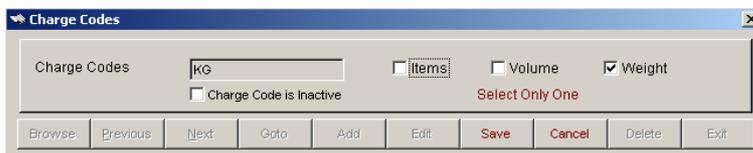


If you have more than one company, the department codes must be set up in each company.

CHARGE CODES



The charge codes master file is used to enter your charge codes. The charge code is used to link the product, customer and route code for setting up of standard and customer pricing when entering your consignment notes.



To open a fresh data entry screen, select the display button. Enter the charge code and then tick the appropriate box. For example, if you enter kilograms or tonnes, select the weight option, if pallets are entered, selects the items option and if the charge is by cubic, then you would select the volume option. The charge code is used to assist with the calculation of the pricing of you consignments.

COMPANY RECORDS

In the company records option you have the ability to store all relevant company data for producing system generated invoices, purchase orders, repair orders, with company details, address, telephone numbers, ABN number. This option also records important data such as bank account details, superannuation guarantee %, and default general ledger accounts in one central area for accessing to produce documents and financial reports.

Company Browse

Company	Name	Trading As	Address	Address
A	NORCOM DEMO SYSTEM		P.O. BOX 1485	GEELONG

Buttons: Find, Display, Print, Cancel, ?

The Company file browse window displays some of the information entered into the Company master entry screen. You have the ability to find, display and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

General

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | Footer Notes | Notes | Printer | Other Cont. | Online Setup

Default Company: A

Trading As: []

Name: NORCOM DEMO SYSTEM

Address: P.O. BOX 1485
GEELONG
VICTORIA 3223

Other Address: []

Contacts:

Phone 1: 03 52573388

Phone 2: []

Phone 3: []

Phone 4: []

Fax: 03 52573391

Email: norcom@transmate.com.au

ACN Number: []

Connote Route: -

Average Cost per Klm: 1.0000

Standard Hourly Cost: 0.00

Buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit

There are multiple 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 either use 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
Company Name NORCOM DEMO SYSTEM

General **Accounting** Account Cont. Auto. Numb Other Footer Notes Notes Printer Other Cont. Online Setup

Fiscal Year
Year Beginning 01.07/2008

Fiscal Month
Debtors Month 4
Creditors Month 9
Payroll Month 6
Contractors Month 7

Departments
Debtors Department 00
Creditors Department 00
Contractors Department 00
Bank Department 00
Storage Department 00
Payroll Department 13

Accounts
Sales 195
Debtors 662
Creditors 883
Contractors 883
Bank 680
Wages 470
Group Tax 471
Payroll Clearing 471A
PPS 473
Contractor Earnings 455
Contractor Insurance 474
P&L Appropriation 601
Storage 195S
Income from Workshop

Browse Previous Next 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
Company Name NORCOM DEMO SYSTEM

General Accounting **Account Cont.** Auto. Numb Other Footer Notes Notes Printer Other Cont. Online Setup

GST
GST Registered ? YES
ABN 12 345 678 910
Branch Number
GST Percentage % 10.00
GST Default Account 887
With Holding Tax % 48.50
GST Inclusive % 0.00

Fuel Rebate Revenue
Fuel Rebate Control
Fuel Rebate Department

Accounts Continued
Wine Tax 888
Luxury Car Tax 889
Sales Tax 889
PAYG With Holding Tax 894
PAYG Tax Installment 894
FBT Tax 892
Deferred Company Tax 893
Superannuation Control
Superannuation Expense
Workcare

Browse Previous Next 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 DEMO SYSTEM

General | Accounting | Account Cont. | **Auto. Numb** | Other | Footer Notes | Notes | Printer | Other Cont. | Online Setup

Consignment Number	1000606
Invoice Number	164
Repair Order Number	118
Purchase Order Number	59
Manifest Number	100186
Export Receival Advice Number	0
Debtors Credit Number	23
Debtors Debit Number	18
Debtors Invoice Number	A
Contractors Recipient Invoice	24
Repair Order Invoices	W
Customer Service No.	5
Remittance Number	47

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.

Edit Auto Numbering Information Only
Save Auto Numbering Information Only

Do not have leading zeros on manifest number.
 Do not have leading zeros on consignment number.
 Do not have leading zeros on Storemate Movement

Browse Previous Next 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 NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | **Other** | Footer Notes | Notes | Printer | Other Cont. | Online Setup

Bank	CBA
Bank I.D	111111
BSB	062-506
Our Account Number	123456789
Group Tax Number	.
Chep Account Number	

FreeCargo ID

Send FreeCargo Email To

My Email that the Freecargo Data will come To

This is the main Company of all my Companies

StoreMate - Allow for multiple Products per Location
 Charge by Product Charge By Product Type

Notional Tax Amount	0.00
Tax Installment Rate	0.00
Base Installment Income	0.00

POD Location

PPS Payee Number	- -
Super Guarantee %	9.00
Termination Tax %	0.00

Browse Previous Next 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).

Footer Notes

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | **Footer Notes** | Notes | Printer | Other Cont. | Online Setup

Invoice Notes

Statement Notes

Manifest Notes

Payroll Payslip Notes

POD Return Instructions

Office Use Only

Browse Previous Next 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 the customer master file to print invoice and statement notes for a particular customer.

Notes

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | Footer Notes | **Notes** | Printer | Other Cont. | Online Setup

Notes

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

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

Printer

Company Name NORCOM DEMO SYSTEM

General Accounting Account Cont. Auto. Numb Other Footer Notes Notes Printer Other Cont. Online Setup

Printer Type

Zebra 4 Per Page on A4 Label Printer Using Printer Driver

Print to Port

LPT 1 LPT 2 LPT 3 COM 1 COM 2 COM 3

COM Port Settings

Bits Per Second 9600

Data Bits 8

Parity None

Stop Bits 1

Flow Control 0 = No Handshake

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

The printer setup option is used for some of our clients that use label printers. This information does not need to be entered unless we tell you to.

Other Continued

Company Name NORCOM DEMO SYSTEM

General Accounting Account Cont. Auto. Numb Other Footer Notes Notes Printer Other Cont. Online Setup

PayMate Pay Slips - Entitlements

Show Annual Leave Show RDO's

Show Personal Leave

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

The other continued page allows you to select what payroll entitlements to print on your Payslips in Paymate.

Online Set-up

Company Name NORCOM DEMO SYSTEM

General Accounting Account Cont. Auto. Numb Other Footer Notes Notes Printer Other Cont. Online Setup

Transmate Online

Your Web Code NORCOM

Email Details

Email Address that the Transmate Online Files will come to -
norcom@transmate.com.au

Bcc-Email Address that the Transmate Online Files will come to -

Microsoft Outlook Express
 Microsoft Outlook

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

The online setup page is used with our web entry system. This is called Transmate Online. It allows your customers to enter in consignments onto the web site and download them directly into your system. Transmate Online also allows your customers to view consignment details, stock summary and stock movement reports if you use Storemate and also allows you to upload POD's onto the web for your customer to view. If you use Transmate online you will need to enter in your web code (this will be supplied by Norcom) and an email address that the information keyed into the web will be emailed to. If you purchase Transmate Online you will receive full details on how to get it setup.

LOCATIONS

Location	Description
111111	STATION 1

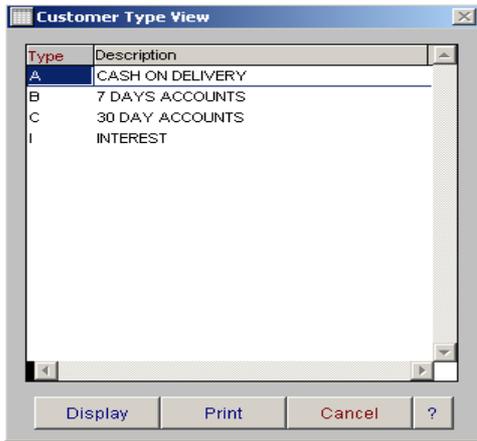
Print Display Cancel ?

The locations master file allows you to setup locations. You can enter a location code and description. This is for your own records only.

Location Description

Browse Previous Next Add Edit Save Cancel Delete Exit

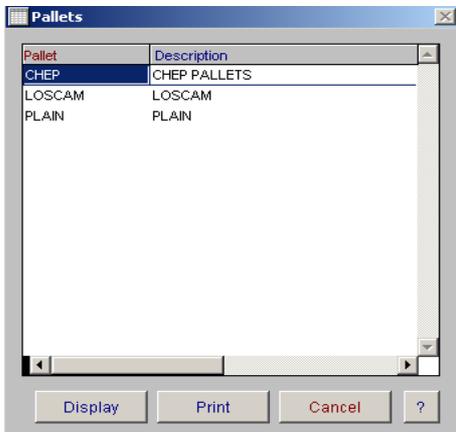
CUSTOMER TYPES



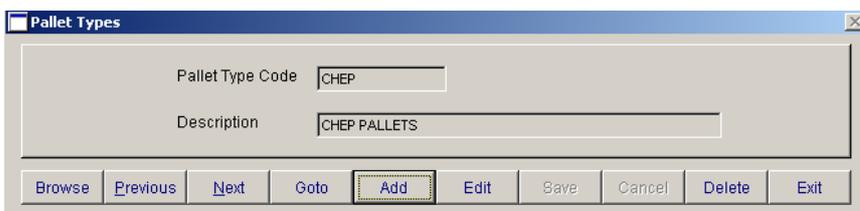
The customer types master file is used so that you can separate your customers into groups. Once these are setup you can allocate a customer type to each of your customers and print some reports by the customer type.



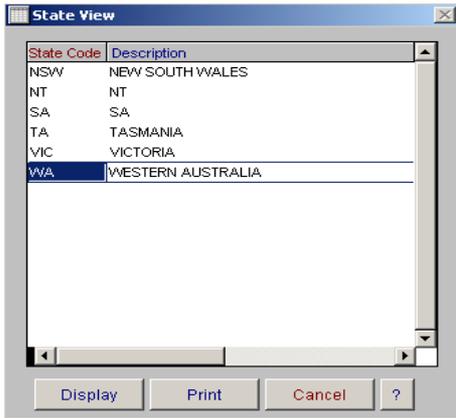
PALLET TYPES



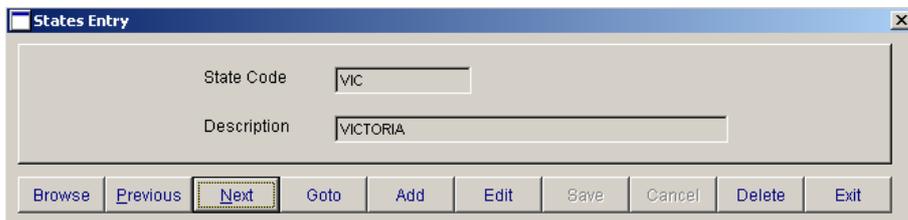
The pallet types master file allows you to enter in the types of pallets you use. This information is then linked to various sections of Freightmate and Storemate.



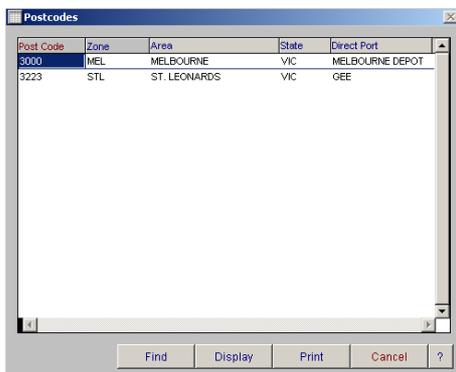
STATES



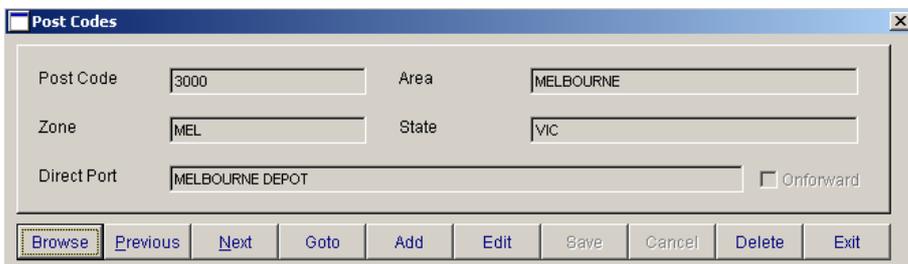
The state code master file allows you to enter in the state codes that you use.



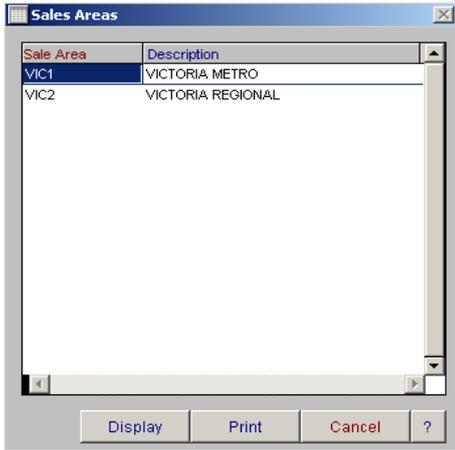
POST CODES



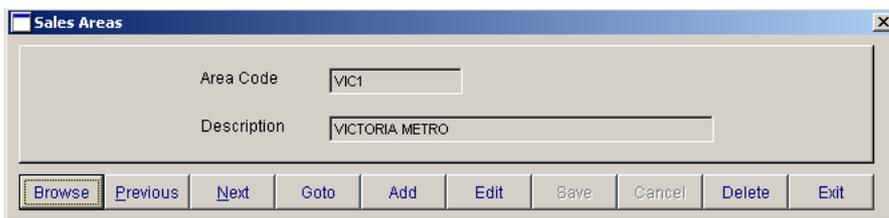
The Postcodes master file allows you to enter in your postcodes.



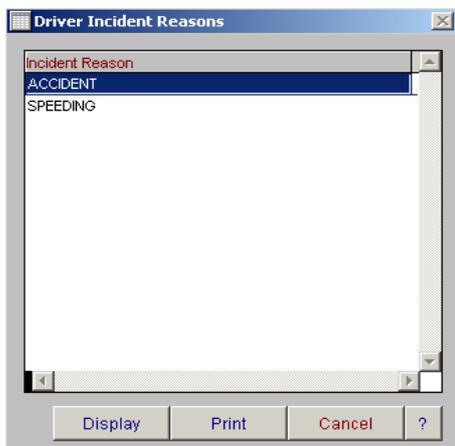
SALES AREAS



The sales area master file allows you to setup the sales areas that your sales people are related to. Once these are setup you can enter the sales area into the employee master file against your sales people.



DRIVER INCIDENT REASONS



The driver incidents master file allows you to setup your incident types for your employees. Once this information is setup, you can enter in incident details against the employee via the employee master file.



SERVICE CATEGORIES



Service Code	Description
ACC	ACCOUNTS
LATE	LATE DELIVERY
SALES	SALES INQUIRY

Buttons: Display, Print, Cancel, ?

The service categories master file allows you to setup service categories that are used in the customer service options. Once these service categories are setup, you can enter in your customer service details and report by the service category.

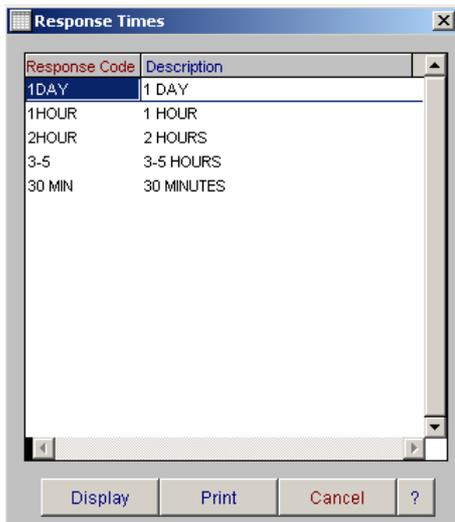


Service Code: ACC

Description: ACCOUNTS

Buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit

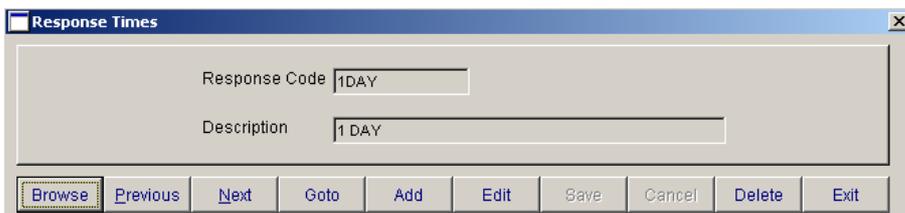
RESPONSE TIMES



Response Code	Description
1DAY	1 DAY
1HOUR	1 HOUR
2HOUR	2 HOURS
3-5	3-5 HOURS
30 MIN	30 MINUTES

Buttons: Display, Print, Cancel, ?

The response time master file allows you to enter in the response times that you can then allocate against your customer service options. This will give you indications on how long it takes to complete your customer service inquiries.

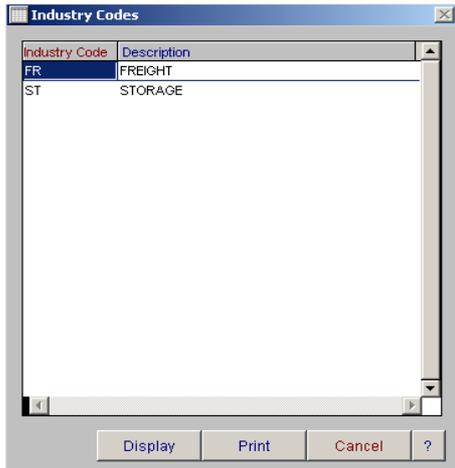


Response Code: 1DAY

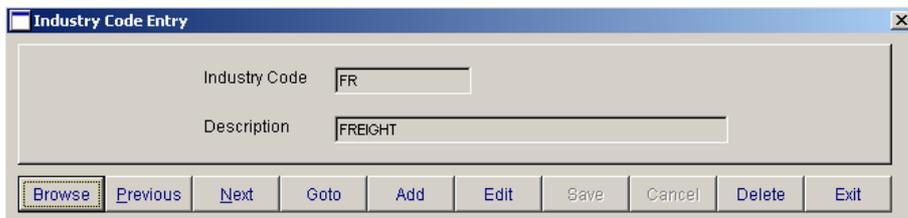
Description: 1 DAY

Buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit

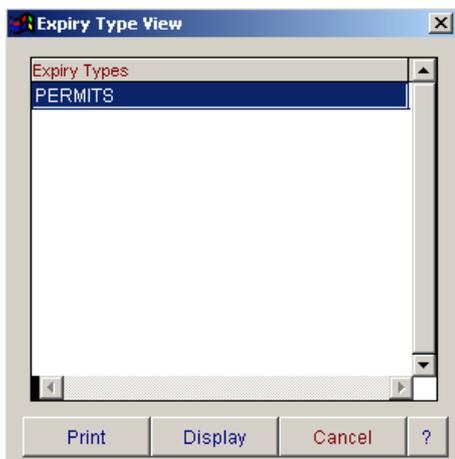
INDUSTRY CODES



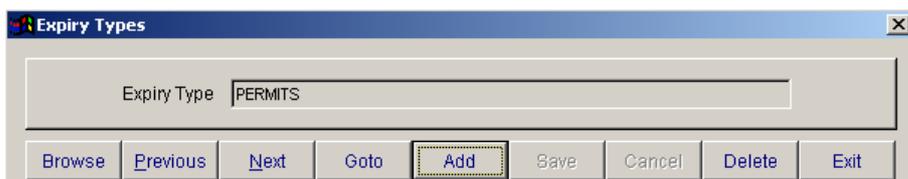
The industry code master file allows you to setup your industry codes for your customers. Once you have setup your industry codes, you can allocate them to your customers and run a deliveries by industry code report.



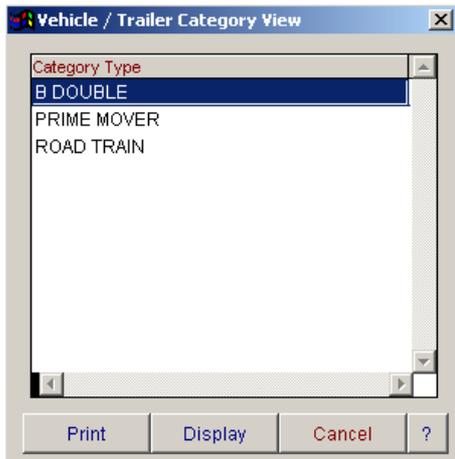
EXPIRY TYPES



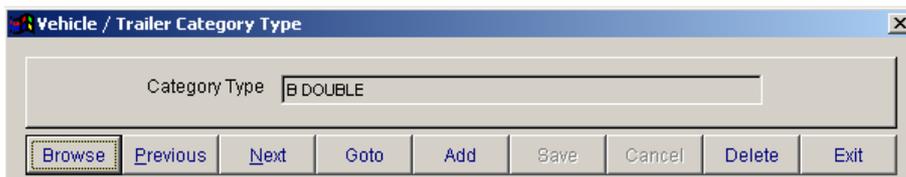
The expiry types master file allows you to setup expiry types that you can then allocate against your vehicles via the expiry page in the vehicle and trailer master file entries.



VEHICLE / TRAILER CATEGORY TYPES



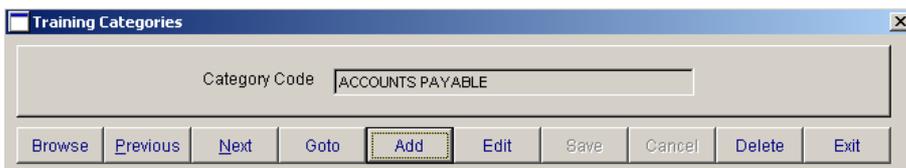
The vehicle \ trailer category types master file allows you to setup category types for your vehicles and trailers. Once this information is entered, you can then allocate the category type to the vehicle and trailers.



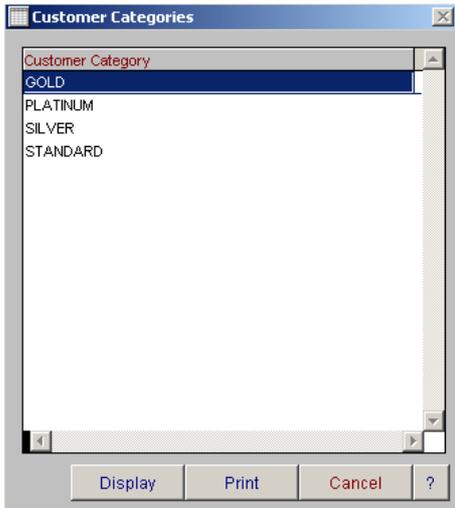
TRAINING CATEGORIES



The training category master file allows you to setup training categories for our employees. Once this information is entered you can then setup employee recommended training courses and completed training courses in the employee master file.



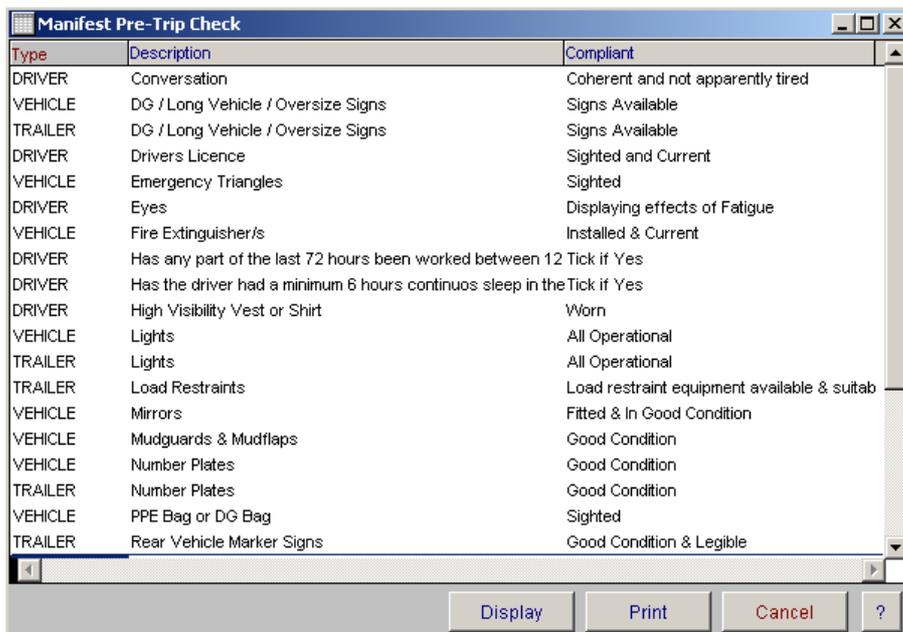
CUSTOMER CATEGORIES



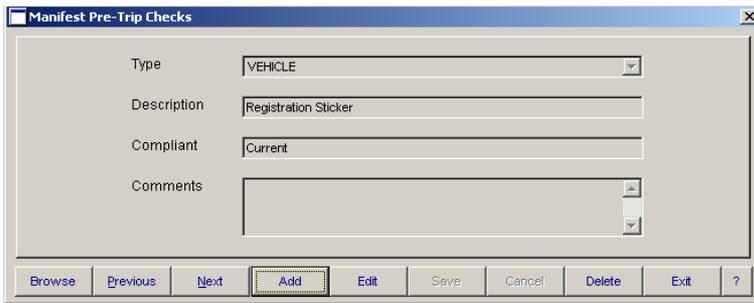
The customer categories master file allows you to setup customer categories that you can allocate against your customer. The customer category can be entered onto the other continued page of the customer master file.



MANIFEST PRE-TRIP CHECKS

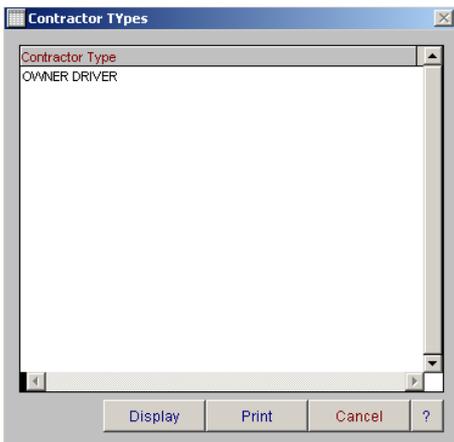


The manifest pre-trip check list entry allows you to setup all of your pre-check that you would do on a vehicle \ trailer \ driver etc. before you send out the vehicle. When you enter in a manifest, this information is automatically allocated to your manifest. When you have entered in your manifest you can select to print the checklist and then you can mark the detail off for the manifest.

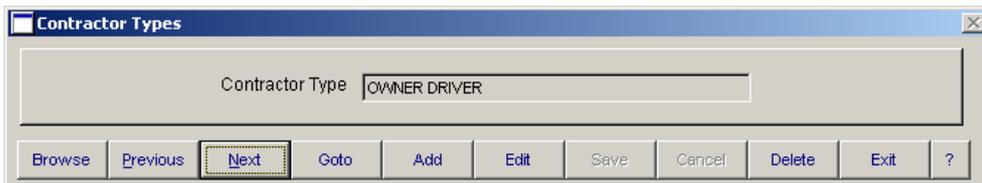


To add items to the pre-trip checklist, select the add button, enter the information you want displayed on the pre-trip checklist, then select save.

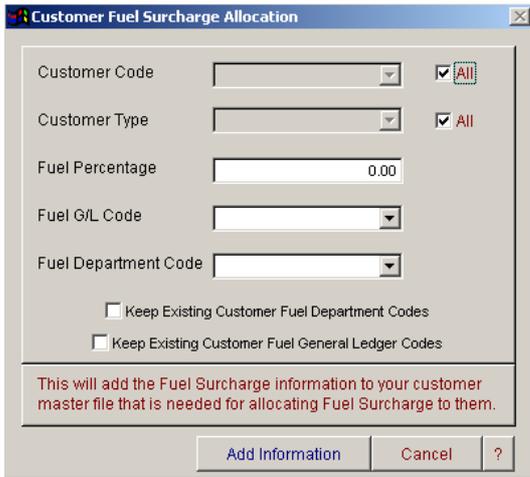
CONTRACTOR TYPES



The contractor types master file allows you to setup contractor types that you can allocate against your contractors. The contractor type can be entered onto the general page of the contractor master file.



CUSTOMER FUEL SURCHARGE ALLOCATION

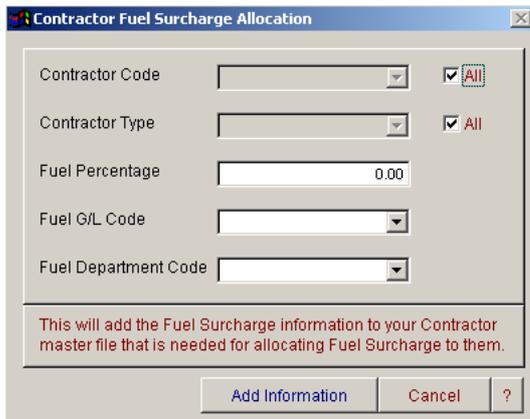


The screenshot shows a dialog box titled "Customer Fuel Surcharge Allocation". It contains the following fields and options:

- Customer Code: A dropdown menu with a checked "All" button.
- Customer Type: A dropdown menu with a checked "All" button.
- Fuel Percentage: A text input field containing "0.00".
- Fuel G/L Code: A dropdown menu.
- Fuel Department Code: A dropdown menu.
- Two checkboxes: "Keep Existing Customer Fuel Department Codes" and "Keep Existing Customer Fuel General Ledger Codes", both of which are currently unchecked.
- A red text box at the bottom stating: "This will add the Fuel Surcharge information to your customer master file that is needed for allocating Fuel Surcharge to them."
- Buttons at the bottom: "Add Information", "Cancel", and a help icon "?".

The customer fuel surcharge allocation option will allow you to go and alter all the customers' fuel percentages without having to go into each individual customer record. You can select to only change it for a selected customer code and \ or customer type. You also have the option to keep the existing fuel surcharge department code and general ledger code.

CONTRACTOR FUEL SURCHARGE ALLOCATION



The screenshot shows a dialog box titled "Contractor Fuel Surcharge Allocation". It contains the following fields and options:

- Contractor Code: A dropdown menu with a checked "All" button.
- Contractor Type: A dropdown menu with a checked "All" button.
- Fuel Percentage: A text input field containing "0.00".
- Fuel G/L Code: A dropdown menu.
- Fuel Department Code: A dropdown menu.
- A red text box at the bottom stating: "This will add the Fuel Surcharge information to your Contractor master file that is needed for allocating Fuel Surcharge to them."
- Buttons at the bottom: "Add Information", "Cancel", and a help icon "?".

The contractor fuel surcharge allocation option will allow you to go and alter all the contractors' fuel percentages without having to go into each individual contractors record. You can select to only change it for a selected contractor code and \ or contractor type.

DELETED DELIVERIES REPORT

The deleted deliveries report will show you any deliveries that have been deleted by a user. You can select this information by date range.

REMOVE MANIFESTS FROM COMPLETE SCREEN

Co	Manifest	Origin	Destination	E.T.D	Vehicle	Revenue
A	230			24/02/2006 01:19:51		0.000
A	233			// : : AM		0.000
A	234			// : : AM	0004	0.000
A	235			// : : AM		0.000
A	238			// : : AM	PM1	0.000
A	240			17/03/2006 12:00:00		0.000
A	241			17/03/2006 12:00:00		0.000
A	242			17/03/2006 12:00:00		0.000
A	243			17/03/2006 12:00:00		0.000
A	244			21/03/2006 12:00:00		0.000
A	245			24/03/2006 12:00:00 PM1		0.000
A	246			24/03/2006 12:00:00 PM1		0.000
A	247			26/03/2006 12:00:00 504		0.000

The remove manifest from complete screen option allows you to remove old manifests that have not had a contractor allocated to them and updated to Accountmate. Once these manifest are removed they cannot be brought back. They will still be left in the system so they can be reported on. You can use this screen if maintain the amount of information that shows in your Un-Complete Manifest option in the Manifest menu.

FREQUENTLY ASKED QUESTIONS

What happens if I need to change a user profile?

Each login and application work independently, so you can have some applications passworded and others not, and you can have different users in each application.

To enter/edit passwords onto existing user accounts, go into Freightmate, select the 'administration' button and enter the password. You can then edit/add a password and access for the individual user. Each page represents a menu and each item on the page is a menu item that can be ticked for the user to be able to access or not ticked and the item will be greyed out on the menu and they will not be able to access that option.

If you wanted to change the name on a user profile, it is better to delete the original profile and re-enter with the new user name and password and select the options the user is to have access to.