

smartMOVE

DOCKETkiller

Reference Manual

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1 Introduction

SmartMove provides an integrated set of features that streamline much of the bookkeeping associated with running a fleet.

The key concept to grasp is that if drivers record fares and payment details as each job is completed then the subsequent paperwork is dramatically reduced. This occurs in a variety of ways:

- Invoices to account holders for work done on account are produced with virtually no manual intervention – see section 4.
- Financial transactions for invoiced work and claims from owners can be loaded into an accounting system such as MYOB or QuickBooks. No data entry is required. See section 5.
- An end-of-shift report providing a complete history of work done on a shift along with a financial reconciliation can be produced in a few seconds. This is particularly useful for fleet-owned cars. See section 0.
- An invoice from bailor to bailee for work done can also be generated to assist with GST reporting – see section 7.
- Web booking users can have jobs charged to their account. This might remove the need to justify claims as the users themselves have made the bookings. See section 2.4.

This document describes in some detail how the system works and the preparation required.

2 Preparation

2.1 Setting up accounts

The first step in using SmartMove for processing billing to account holders is to decide what accounts will be set up. This is not as simple as it might appear as a SmartMove 'account' is the basis for a tax invoice so the choice of account holders directly affects the invoices that will be produced.

Some examples will illustrate the decisions that must be made.

1. If the local hospital has an account should all work for the hospital be included on a single invoice or should there be a separate invoice for each department (cost centre)? If multiple invoices are required then a SmartMove 'account' will need to be set up for each one.
2. If school runs are done the invoicing is often used to record which students were picked up. How is this work to be billed in a way that will show this? Possibilities include having one invoice for each 'run' or one invoice for each student.

Details are entered into SmartMove using the *Add/Edit Accounts* option on the fleet management website – click on *New Account* to create a new account. The information is in two parts – the standard details and the properties that control how the account is handled.

2.1.1 Standard account details

New Account Record	
Cust Acct Num :	<input type="text"/>
SM Acct Num :	<input type="text"/>
Account Name :	<input type="text"/>
Contact Name :	<input type="text"/>
Contact Phone :	<input type="text"/>
Contact Fax :	<input type="text"/>
Address Line 1 :	<input type="text"/>
Address Line 2 :	<input type="text"/>
ABN (if applicable) :	<input type="text"/>
ACN (if applicable) :	<input type="text"/>
MYOB :	<input type="text"/>
Sales Ledger Acct :	<input type="text"/>
Card ID :	<input type="text"/>
OR	
QuickBooks :	<input type="text"/>
Item Name :	<input type="text" value="1"/>
Account Name :	<input type="text" value="DEPARTMENT OF VETERANS' AFFAIRS"/>

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The fields are:

Field	Data
Customer account number + SmartMove account number	The customer number must be unique. Any number may be entered. Two extra 'check digits' may be added to the number and the new number is used as the account number in SmartMove . These extra digits form part of the account number in SmartMove and are used to catch data entry errors.
Account name	This is the account name that will appear on the tax invoice. If invoicing totals are being transferred to MYOB (see section 5) the name entered here must be exactly the same as the name in the corresponding MYOB card. This name appears on the printed invoice as the addressee so should be a readable name. If necessary change the MYOB card name so that the names match.
Contact name	This name normally appears on the tax invoice after the word 'Attention:'
Contact phone	This number normally appears on the tax invoice after the <i>contact name</i> .
Contact fax	This number normally appears on the phone after the word 'fax:'
Address Line 1 Address Line 2	Address to be printed on the tax invoice.
ABN	Australian Business Number to be printed on the tax invoice. May be found at the website www.abr.business.gov.au
ACN	Australian Company Number to be printed on the tax invoice. May be found at the website www.abr.business.gov.au
For MYOB (Quicken fleet property set to blank)	
Sales Ledger Acct	MYOB account to be used for recording 'sales' to account holders. One entry will appear for each batch of invoices generated. Normally this number will start with 4 and often the same MYOB account number is used for all SmartMove work.
Card ID	MYOB card number to be used for recording 'sales' to account holders. One entry will appear for each invoice generated. Note that the name given in the account name field above must be exactly the same as the name in the MYOB card.
For QuickBooks (Quicken fleet property not set to blank)	
QuickBooks Item Name	QuickBooks Item Name
Account name	QuickBooks account name.

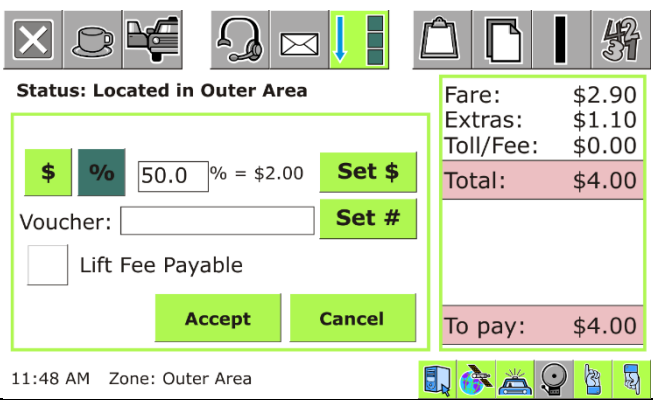
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2.1.2 Account properties

The properties that govern how an account is handled are listed below. Note that there are a number of other properties that handle how all accounts are handled – see section 8.4 for more details.

Property Name	Value	Note
Payment Terms		Using the fleet default
Fare Calculation Flag Fall	5.40	Using the fleet default
Fare Calculation KM Rate	1.67 MAXI=2.505	Using the fleet default
Fare Calculation Minimum	0.0	Using the fleet default
Customer Email Address for Accounts		Using the fleet default
Account Includes Lift Fee Data	N	Using the fleet default
Account Includes Subsidy Data	N	Using the fleet default
Account Requires Odometer Readings on Booking	0:: No Readings Required	Using the fleet default
Maximum Amount on Account	0	Using the fleet default
Account Password		Using the fleet default
Account Expiry Date		Using the fleet default
Account Requires Reference Number	N	Using the fleet default
Additional Account Fields		Using the fleet default
Account Maximum Percentage of Fare	0	Using the fleet default

Save Cancel

Field	Data
Account expiry date	An account may be given an expiry date. It cannot be used after this date.
Account includes lift fee data	<p>This field should be set to Y if the account includes lift-fee claims. These are entered in the <i>subsidy</i> section of the fare payment screen. Normally only one account has this field ticked.</p>  <p>11:48 AM Zone: Outer Area</p>
Account includes subsidy data	This field should be set to Y if the account includes subsidy claims.
Account Maximum Percentage of Fare	If set to a value the amount that can be charged to the account cannot be more than that percentage of the fare.
Account Password	If set, this password must be entered by the driver when charging an amount to the account.
Account requires odometer	If set the driver is required to enter the odometer readings.

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readings on booking	
Account Requires Reference Number	The driver is required to enter a reference number when charging an amount to the account. Normally this reference number would be some sort of docket number or purchase order.
Additional Account Fields	May be set to a list of fields that must be supplied by the driver. For example, a shipping company may wish to know the name of the ship.
Customer email address for accounts	Email address to be used if sending invoices by email.
Fare calculate Flag Fall	Flag fall used when calculating estimated fare.
Fare Calculation KM Rate	Per km rate used when calculating estimated fare.
Fare Calculation Minimum	Minimum fare to be quoted when calculating estimated fare.
Payment terms	Payment terms printed on the invoice.

2.2 Setting up options

There are three settings that affect the amount of data collected and used. These may be set for individual drivers, for individual cars or set fleet-wide so that they apply to all drivers.

The first of these controls whether or not the odometer reading is collected at the start and end of a shift. Entering the reading can be mandatory, optional or not required. The main use for the odometer readings is to calculate the \$/km earning rate.

The second and third settings control whether or not fare details are collected at the end of a job. Bookings that include an account number are treated separately from other jobs and it is possible to collect payment details for account jobs only.

Note that the fare will appear automatically if the meter is linked to SmartMove. If the meter is not linked the fare the amount needs to be entered by the driver.

Many networks operating as co-operatives will enable fare collection for all account work so that invoices can be generated for account customers. In addition these fleets normally enable fare collection for all jobs in vehicles that are owned by the co-operative. Odometer readings are likely to be recorded for these vehicles as well.

Where a single owner owns all the vehicles or a number of vehicles it is normal to enable fare collection for all jobs to ease the paperwork burden.

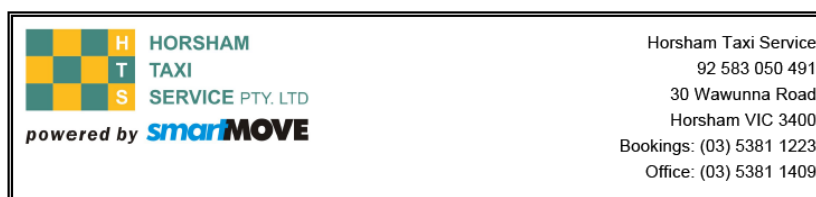
Section 8 has more details on setting these options.

2.3 Report Format

There is some flexibility in the format of invoices that can be produced and some decisions have to be made.

2.3.1 Report header

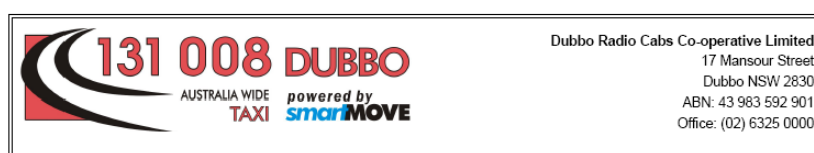
A logo may be included in the invoice header if required. Examples are given below.



The logo is loaded on the *Details* tab of the *Fleet Configuration* section of the *Fleet Management* website.

2.3.2 Account holder invoice format

The top section of the invoice contains the details for the fleet issuing the invoice. The values come from various properties set on the *Details* tab of the *Fleet Configuration* section of the *Fleet Management* website.



Northcott Society

ABN: 87 302 064 152
6 Quinn Street
Dubbo NSW 2830

Tax Invoice 01/08/2008 to 31/08/2008


Total (inc GST): **\$19.00**
Includes GST of: \$1.73
Invoice Number: 080904

Date	Job #	Client Name	Booked Time	Pickup Time	Pickup Address	Destination Address	Amount (inc GST)
1	03/08/08 854455		13:09	13:16	BASE HOSPITAL - CASUALTY, DUBBO		\$10.80
2	06/08/08 855952	FALLON BAKER	12:51	12:55	181 BUNGLEGUMBIE RD, DUBBO		\$8.20

Note that the car number is not included in this report. It is not needed as there is a separate report listing account work done by each vehicle – see section 4.2.

2.4 Web Bookings on Account

The web booking system allows account holders to book jobs. They can also indicate that a booking is to be put on an account.



[Logout](#)

Quick booking Create/Edit bookings Manage bookings Booking history

Make Quick Booking

Location

☐ On account

Select book now to book a standard taxi to carry upto 4 people from your choosed pickup location. If you require a taxi with special capabilities please make your booking using the standard booking page.

Add/Edit Locations

Select location to edit or

[Session timeout in 1 hour](#)

To use this feature the account number(s) the web user is allowed to use needs to be set up. This is done on the page used to create web users.

3 Recording fare details in vehicles

The bookkeeping functions are based on the fact that drivers record fares at the moment they are paid. This is done using a series of screens.

3.1 Connecting meters to SmartMove



If the meter is wired to SmartMove fare details can be transferred from the meter to SmartMove. This avoids the need to enter the amount – see section 3.2 below.

See Appendix A for details on how to connect a meter to SmartMove.

3.2 Recording the fare

The first step is to record the amount being paid. If the meter is connected to SmartMove the amount is transferred from the meter otherwise the driver must enter the amount.

The fare details are recorded on the fare collection screen. This screen may appear

automatically if the appropriate options are set or may be displayed using the  and  buttons..

If necessary the fare is entered by pressing the *Fare* button. Any of the values may be changed and the total amount payable is shown at the bottom right of the screen.



Status: Located in Outer Area	
Fare	\$2.90
Extras	\$1.10
Toll/Fee	\$0.00
Total	\$4.00

Summary	
Fare:	\$2.90
Extras:	\$1.10
Toll/Fee:	\$0.00
Total:	\$4.00
To pay:	\$4.00

11:12 AM Zone: Outer Area

3.3 Recording payment method

The second step is to record how the amount was paid. This is done by pressing the *Paid By* button.

Status: Located in Outer Area

Fare	100% Cash	100% Card
Paid By	Cash	Card
Done	Account	Subsidy
Cancel	Other	CLEAR

Fare:	\$2.90
Extras:	\$1.10
Toll/Fee:	\$0.00
Total:	\$4.00
Subsidy	50.0%
Cash:	\$2.00
To pay:	\$0.00

11:15 AM Zone: Outer Area

If the fare is paid in cash normally the *100% cash* button is pressed. Similarly if the fare is paid with a credit card then the *100% card* button is used. In both cases the amount *To pay* will show as \$0.00 and the *Done* button is pressed to finish the payment.

If part of the fare is paid on some sort of subsidy then the *Subsidy* button is used.

W738

File Zoom Tools Help

Status: Located in Outer Area

Amount Paid by Subsidy:

\$ % 50.0 %=\$2.00 Set %

Voucher: Set #

☐ Lift Fee Payable

Accept Cancel

Fare: \$2.90
Extras: \$1.10
Toll/Fee: \$0.00
Total: \$4.00

To pay: \$4.00

11:15 AM Zone: Outer Area

A percentage of the amount or a fixed amount may be set. A voucher number can be entered if required and the 'lift fee' claimed if appropriate. The *Accept* button is pressed when the details are correct.

If some or all of the payment is to be on an account then the *Account* button is used.

W738

File Zoom Tools Help

Status: Located in Outer Area

Amount Paid by Account:

\$ % \$ 4.00 Set \$

Account: 12345 Set #

Ref #: Set #

Accept Cancel

1 2 3
4 5 6
7 8 9
Back 0 Ent

11:13 AM Zone: Outer Area

The account number will be displayed if it was entered when the booking was made. A reference number (order number) can be entered if required. The amount can be change if necessary and the *Accept* button is used when the details are correct.

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Every effort should be made to ensure that the details recorded here are correct. However if any error is made the details can be corrected using the fleet management website.

4 Generating invoices for account work

At the end of a period invoices may be sent to account customers for account work. This is very easy once drivers have recorded all the details needed for the invoices.

Two sets of invoices are normally produced – one set to account holders for work done and another set from vehicle owners to the fleet for work done by each vehicle.

4.1 Invoices from fleet to account holders for account work

The invoices to account holders are prepared using the *Invoice to Account Holder* option on the fleet management website.

The screenshot shows a web browser window titled "SmartMove Fleet Management - Windows Internet Explorer". The address bar shows the URL "https://fleets.smartmovetaxis.com/WebAdmin/WebAdmin.html#REPORT_ACCOUNT_INVOICE". The page features the SmartMove logo and a navigation menu on the left. The main content area is titled "Invoice to Account Holders" and contains the following fields and buttons:

- Select Fleet:** A dropdown menu with "Dubbo" selected.
- Select Account:** A dropdown menu with "Select an Account" selected.
- Shift Start Date:** A date picker set to "01/08/08" with "(Inclusive)" text.
- Shift End Date:** A date picker set to "31/08/08" with "(Inclusive)" text.
- Service Fee:** A text input field with "\$ 0" and the label "Enter service fee for specified period".
- Service Fee per Job:** A text input field with "\$ 0" and the label "Enter service fee per job".
- Sequence Number:** A text input field with "080914" and the label "Sequence number or Invoice number".
- Buttons:** Four buttons are located at the bottom: "Generate Account Invoice", "Generate All Invoices", "Generate MYOB Transactions", and "Export as CSV".

The normal procedure is to generate invoices for all account holders, check them, correct errors, re-generate the invoices, transfer totals to MYOB, then lock all the records.

The following information must be supplied:

- The period of interest: All jobs with a meter on event in the period from 00:00:00 on the start date to 23:59:59 on the end date will be included in the invoice.
- Service fee for period: May be set if an 'account keeping fee' is charged.
- Service fee per job: May be set if a 'processing fee' is charged for each job.
- Sequence number: May be set to an invoice sequence number if required. Invoices are normally printed with a invoice number made up as the account number followed by

the sequence number. All invoices generated will have the same sequence number. The default is the current date.

Once these values have been entered a number of options are available:

- Select account and click on *Generate Invoice*: The invoice for the selected account is generated as a .pdf file. The file may be printed or saved to disk.
- Click on *Generate All Invoices*. Invoices for all the accounts with a non-zero balance are generated in a .zip file*. The file is normally saved to disk.
- Click on *Generate MYOB transactions*. This will produce a file for import into MYOB. The file will contain a transaction for every account with a non-zero balance. The file produced is normally saved to disk before being loaded into MYOB - see section 5.
- (TO BE COMPLETED) Click on *Generate Email Invoices*. A .pdf file will be produced for each account with a non-zero balance and with an e-mail address. The file will then be e-mailed to the e-mail address held with a BCC copy to the fleet.
- (TO BE COMPLETED) Click on *Generate non-Email Invoices*. A .zip file* will be produced containing the invoices for all accounts that have a non-zero balance and which do not have an e-mail address recorded. The file is normally saved to disk.
- Click on *Export as CSV*. This produces a file in 'comma separated values' format which can be read by Excel and other packages. The file has a line for every job done and includes the following fields: Account number, job number, date, name, booked time, pick-up time (= meter on time), time job completed (= meter off time), pick-up address, destination address, fare including GST, GST, and fare excluding GST.

* When invoices have been combined into a single .zip file right click on **Exported** File and select the *Save Target As* option. Open the file after the file has been downloaded and select all the files (use CTRL/A) and copy the files to a directory. To look at any invoice just double click on the name. To print a single invoice right click on the name and select *Print*. To print multiple invoices highlight the ones required by holding down the *Shift* key and clicking on the ones required then right click and select *Print*. To print all the invoices in the set use CTRL/A to select them all then right click and select *Print*.

An example of an invoice generated is given below.

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 131 008 DUBBO <small>AUSTRALIA WIDE TAXI</small> powered by SmartMove	Dubbo Radio Cabs Co-operative Limited 17 Mansour Street Dubbo NSW 2830 ABN: 43 983 592 901 Office: (02) 6325 0000	
--	--	--

Cabcharge EFT

ABN: 99 001 958 390
 152 -162 Riley Street
 East Sydney NSW 2012

Tax Invoice 01/09/2008 to 01/10/2008

Total (inc GST): **\$91.10**
 Includes GST of: \$8.28
 Invoice Number: 080914

	Date	Job #	Client Name	Booked Time	Pickup Time	Pickup Address	Destination Address	Amount (inc GST)
1	05/09/08	876717		07:57	07:59	17 JUBILEE ST, DUBBO		\$8.80
2	05/09/08	876873		10:30	10:34	14 LEAVERS ST, DUBBO		\$10.70
3	05/09/08	876882		10:39	09:47	HAIL		\$9.00
4	05/09/08	876977	1 CAR	12:35	12:41	AIRPORT - REX FLIGHT, AIRPORT		\$23.70
5	13/09/08	882816		05:32	05:37	4 LEONARD ST, DUBBO		\$13.60
6	13/09/08	882879		08:42	08:44	CATTLEMANS MOTOR INN, GORDON		\$14.30
7	13/09/08	882961		10:44	10:52	8 GILLIS ST, DUBBO		\$11.00

971 - Cabcharge EFT - Ph: 02 9332 9226
 Period: 01/09/2008 to 01/10/2008

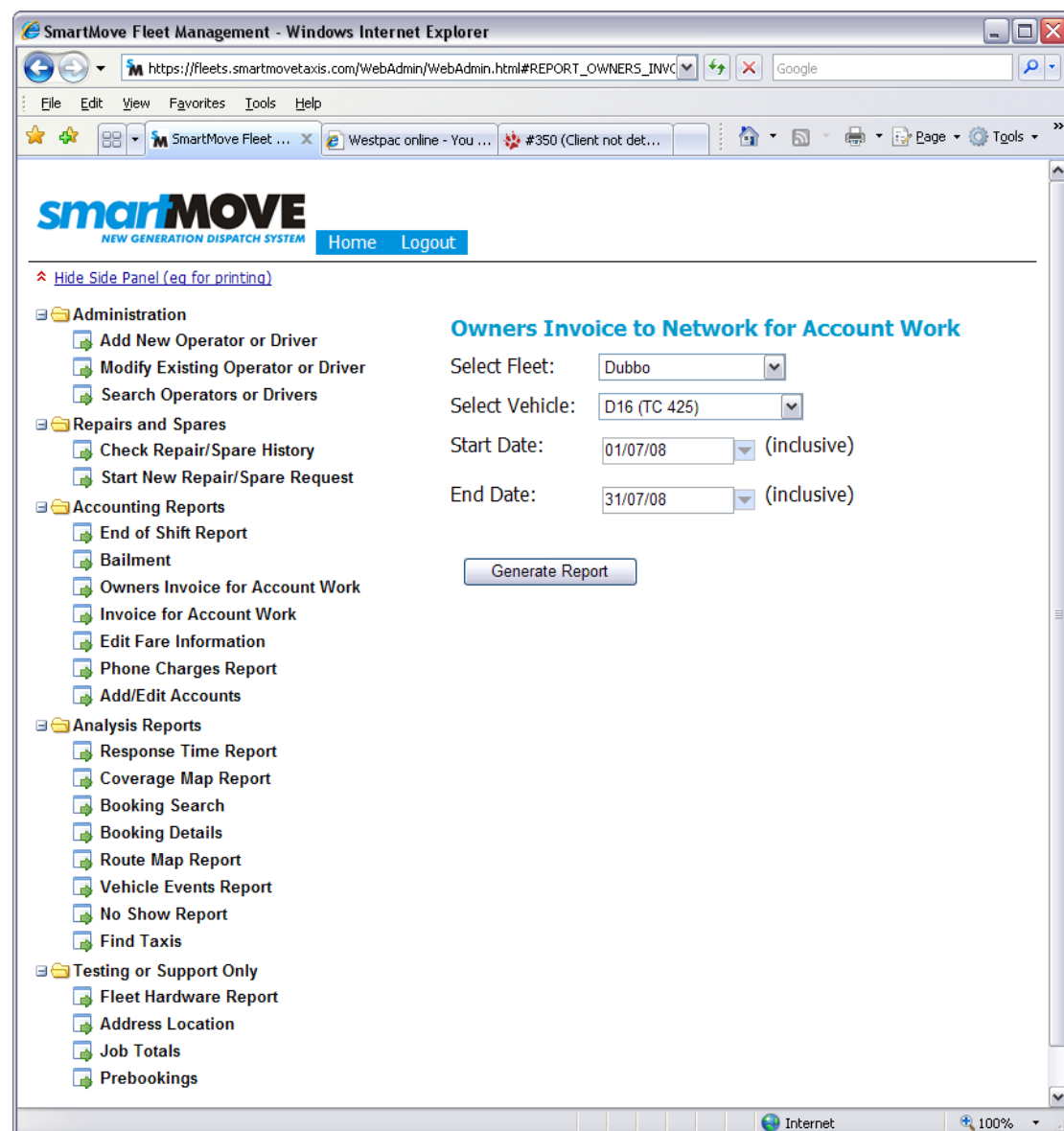
Prepared: 14/09/2008
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4.2 Invoices from operators to fleet for account work

The operator of a vehicle expects to be paid by the fleet when work is done on account. This is triggered by an invoice from the vehicle owner to the fleet listing the work done and the amount owing.

These invoices are produced using the *Operator Invoice for Account Work* option on the website. Often these will be produced by the fleet after producing the invoices to account holders.

The invoice produced will list work done by the vehicle. An example is given below.



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 131 008 DUBBO <small>AUSTRALIA WIDE TAXI powered by smartMOVE</small>	Operator: Malcolm Bryan
	Vehicle: D16, Registration: TC 425
	Phone Number: 1234 5678

Dubbo Radio Cabs Co-operative Limited
 17 Mansour Street
 Dubbo NSW 2830
 43 983 592 901

Tax Invoice - Payment for Account Work
 Period 05/09/08 to 05/09/08

Total (inc GST): **\$208.60**
 Includes GST of: **\$18.96**

Job #	Date	Driver	Account	Total Fare	Paid on Account
1	876656	05/09/08 02:44	Malcolm Bryan	2911 - Pacific National (ACT) Ltd	\$7.30 \$7.30
2	876658	05/09/08 05:20	Malcolm Bryan	1747 - Calicane Pty Ltd	\$20.00 \$20.00
3	876659	05/09/08 05:23	Malcolm Bryan	1456 - Dubbo Baptist Church	\$25.00 \$25.00
4	876472	05/09/08 05:43	Malcolm Bryan	4366 - Dubbo Neighbourhood Cen (green)	\$23.60 \$15.00
5	876690	05/09/08 07:09	Malcolm Bryan	3861 - Toll Line Haul	\$25.00 \$25.00
6	876691	05/09/08 07:14	Malcolm Bryan	1844 - Dubbo RSL Motel	\$17.50 \$17.50
7	876692	05/09/08 07:16	Malcolm Bryan	4366 - Dubbo Neighbourhood Cen (green)	\$23.60 \$15.00
8	876717	05/09/08 07:59	Malcolm Bryan	971 - Cabcharge EFT	\$8.80 \$8.80
9	876835	05/09/08 10:10	Malcolm Bryan	4269 - Seniors Account	\$12.60 \$4.60
10	876882	05/09/08 09:47	Malcolm Bryan	971 - Cabcharge EFT	\$9.00 \$9.00
11	876873	05/09/08 10:34	Malcolm Bryan	971 - Cabcharge EFT	\$10.70 \$10.70
12	876886	05/09/08 10:40	Malcolm Bryan	3784 - Taxi Transport Subsidy Scheme	\$7.00 \$3.50
13	876973	05/09/08 12:19	Malcolm Bryan	2814 - Orana Radiology	\$14.00 \$14.00
14	876977	05/09/08 12:41	Malcolm Bryan	971 - Cabcharge EFT	\$23.70 \$23.70
15	877056	05/09/08 14:12	Malcolm Bryan	3784 - Taxi Transport Subsidy Scheme	\$10.00 \$9.50
				Total	\$208.60

Operator: Malcolm Bryan - D16 (TC 425)
 Period: 05/09/08 to 05/09/08

Prepared: 14/09/2008
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4.3 Correcting errors

Errors in fare details can be corrected using the *Edit Fare Information* option on the website. The options are similar to those available in the vehicle. Enter the booking number for the job to be edited, make sure the fare to be paid is correct then make sure the payment details are correct.

The screenshot shows a web browser window titled "SmartMove Fleet Management - Windows Internet Explorer". The address bar shows the URL: https://fleets.smartmovetaxis.com/WebAdmin/WebAdmin.html#EDIT_FARES. The page features the SmartMove logo and a navigation menu on the left with categories like Administration, Repairs and Spares, Accounting Reports, and Analysis Reports. The "Edit Fare Information" option is highlighted. The main content area is titled "Fare Information Editor" and includes a search section with "Fleet to Search:" (Horsham) and "Booking Number:" (123456). Below this is a table of fare information for booking 123456, and a payment section.

Fare Information for Booking 123456			
\$6.90	Fare	NO	Lift Fee
\$3.90	Extras	NO	Fixed Fare or Unmetered
\$0.00	Toll		
NO	TOTAL		

Payment	
\$10.80	Paid by Cash
\$0.00	Remaining to be Paid

4.4 Claims for subsidy work and lift fees

Apart from account work a significant amount of income is derived from various 'subsidy' schemes. Invoices for this work can also be produced using the information collected in the vehicles.

First create an account that has a name starting with "SUBSIDY:". Note that the colon (:) at the end of the name is required. Once this account is created it will list all the amounts claimed as 'subsidy' payments in the vehicles. The layout is identical to the tax invoices produced for account holders – see section 4.1. See section 3.3 for details on claiming a subsidy payment.

Lift fees are listed on the shift report described in sections 6.1 and 6.2. The bailment report described in section 7 gives the total claim for lift fees.

5 Working with MYOB

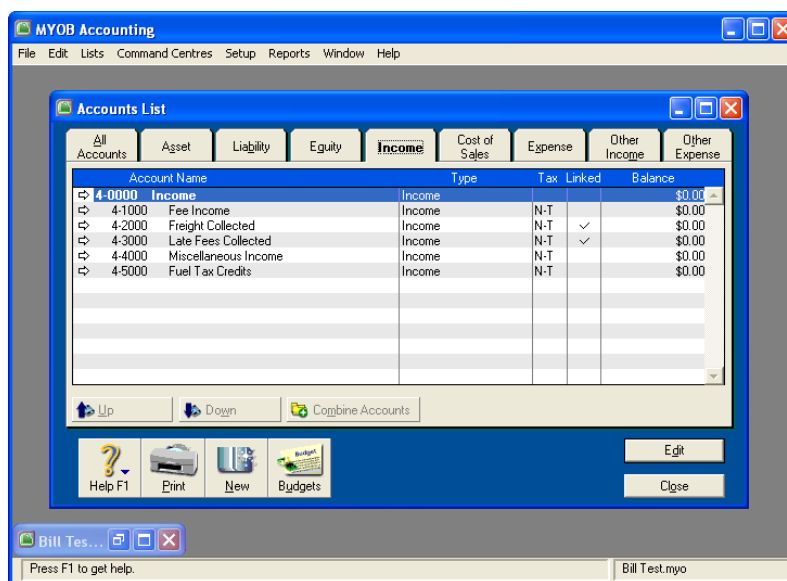
5.1 Preparing for MYOB transfer

If invoice totals are to be transferred to MYOB it is necessary to have one or more MYOB accounts and cards.

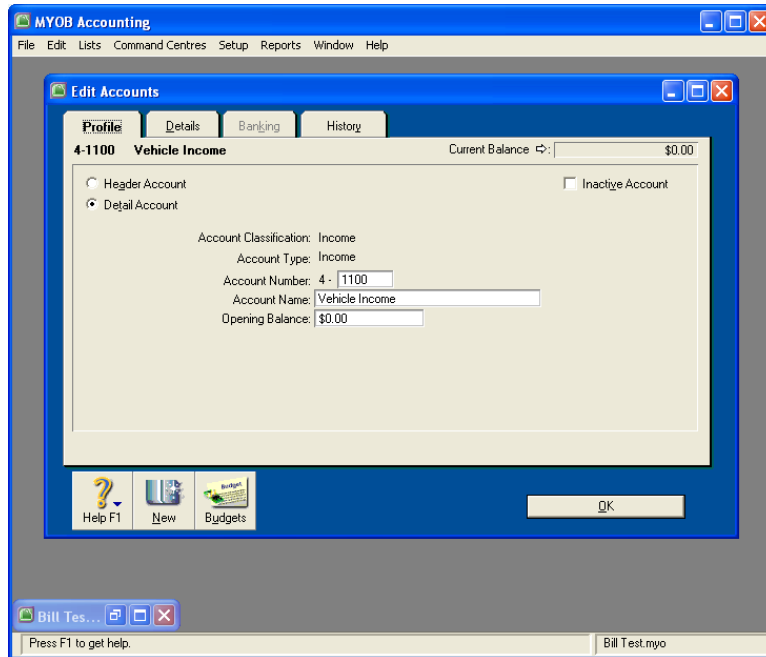
5.1.1 MYOB Income account

If necessary create the account(s) required to hold invoice totals. Often a single account is used to record the total for all the invoices issued but one can have more accounts if that is useful – one might have one account for each school and one card for each student, for example.

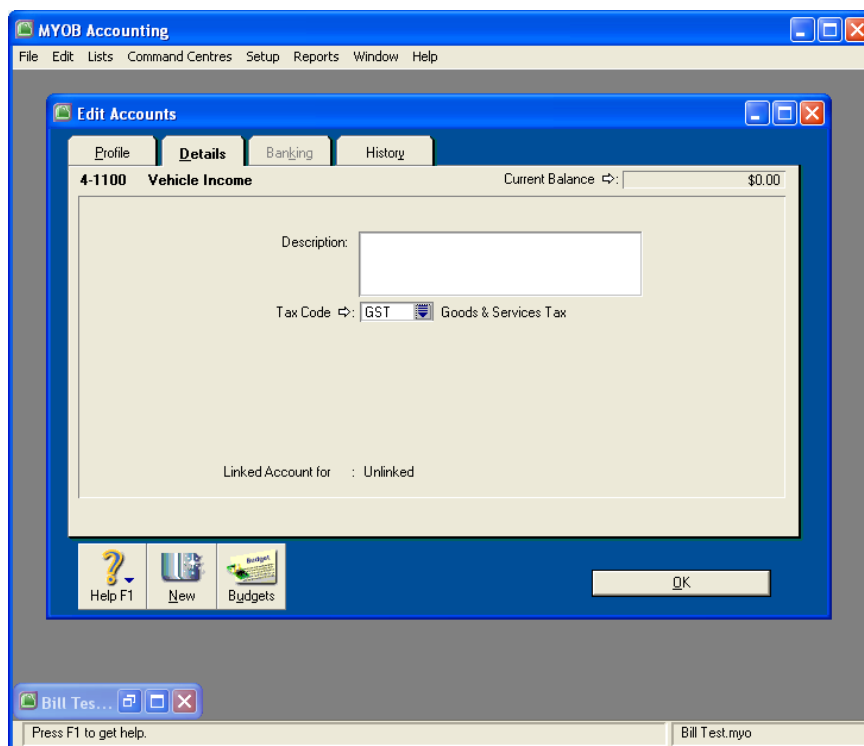
First create an income account. Get the list of Income accounts



Add a new account



Make sure GST is set if it applies.



5.1.2 Prepare MYOB card for each account holder

Apart from the MYOB account(s) set up in the previous step a MYOB card is required for each account holder.

Get the list of cards and add a new card:

The screenshot shows the 'Card Information' window in MYOB Accounting, with the 'Profile' tab selected. The window title is 'MYOB Accounting' and the menu bar includes 'File', 'Edit', 'Lists', 'Command Centres', 'Setup', 'Reports', 'Window', and 'Help'. The card is identified as 'AGL' with card ID '015' and an 'A/R Balance' of '\$0.00'. The 'Card Type' is set to 'Customer' and 'Designation' is 'Company'. The 'Name' field contains 'AGL' and 'Card ID' contains '015'. The 'Location' is set to 'Address 1: Bill To'. The 'Address' field is empty, and 'City', 'State', and 'Country' fields are also empty. The 'Postcode' field is empty. The 'Phone#1', 'Phone#2', 'Phone#3', 'Fax', 'Email', 'Website', 'Salutation', and 'Contact' fields are all empty. The 'Inactive Card' checkbox is unchecked. At the bottom of the window, there are buttons for 'Print', 'Letter', 'Email', and 'Website', and a 'Help F1' button. The status bar at the bottom of the window shows 'Press F1 to get help.' and 'Bill Test.myo'.

It is essential that the Name entered for the card is exactly the same as the account name used in SmartMove. Make sure GST is set.

The screenshot shows the 'Card Information' window in MYOB Accounting, with the 'Selling Details' tab selected. The window title is 'MYOB Accounting' and the menu bar includes 'File', 'Edit', 'Lists', 'Command Centres', 'Setup', 'Reports', 'Window', and 'Help'. The card is identified as 'AGL' with card ID '015' and an 'A/R Balance' of '\$0.00'. The 'Sale Layout' is set to 'Service', 'Printed Form' is set to 'To be Printed', and 'Invoice Delivery' is set to 'To be Printed'. The 'Income Account' is set to '4-1100 Vehicle Income'. The 'Receipt Memo', 'Salesperson', 'Sale Comment', and 'Shipping Method' fields are all empty. The 'Customer Billing Rate' is set to '\$0.00 Excluding Tax'. The 'Credit Limit' is set to '\$0.00'. The 'A.B.N.' field is empty, and 'A.B.N. Branch' is set to 'Goods & Services T'. The 'Tax ID Number' is empty, and 'Tax Code' is set to 'GST'. The 'Freight Tax Code' is set to 'GST'. The 'Use Customer's Tax Code' checkbox is unchecked. The 'Customer Terms Information' section includes 'Payment is Due' set to 'Day of Month after EOM', 'Discount Date' set to '1st', 'Balance Due Date' set to '30th', '% Discount for Early Payment' set to '0%', '% Monthly Charge for Late Payment' set to '0%', and 'Volume Discount %' set to '0%'. At the bottom of the window, there are buttons for 'Help F1' and 'New', and a 'Credit Limit & Hold' button. The status bar at the bottom of the window shows 'Press F1 to get help.' and 'Bill Test.myo'.

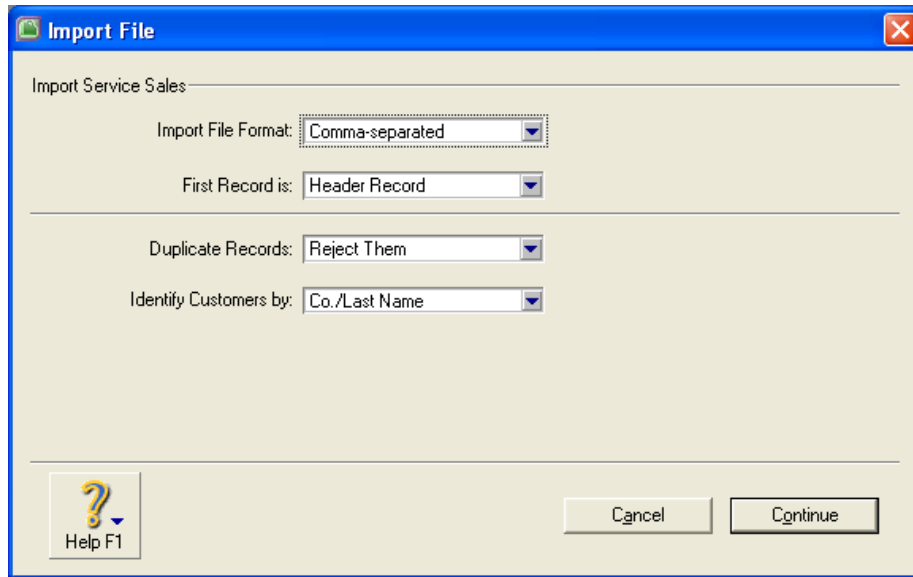
5.2 MYOB transfer

The totals of invoices issues can be transferred to MYOB.

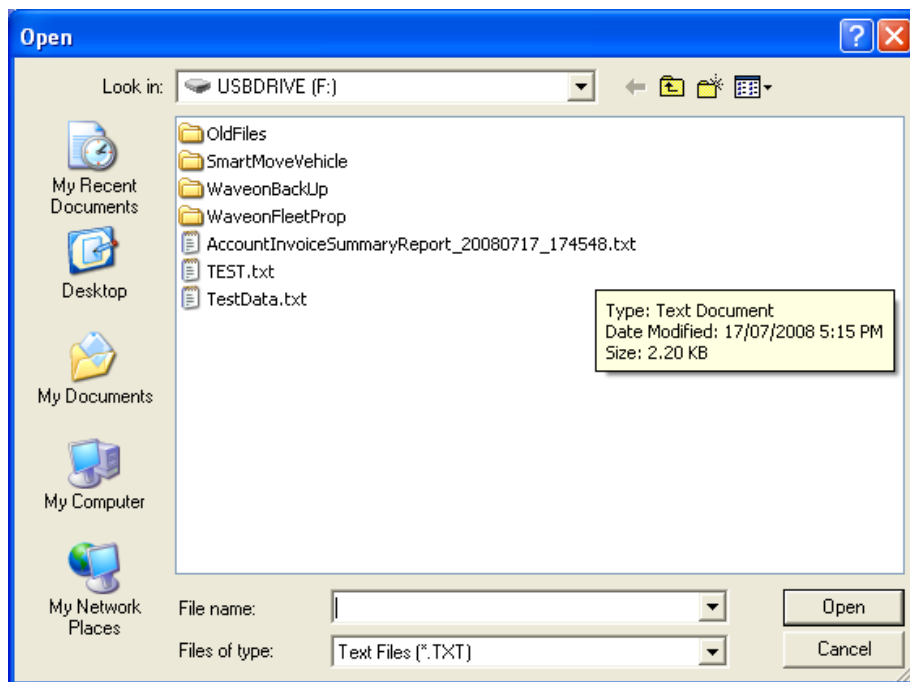
It is essential that there be a MYOB card number for every account holder. The name on the card must be the same as the name used for that account in SmartMove. See section 5.1.2 above.

SmartMove DocketKiller Reference Manual

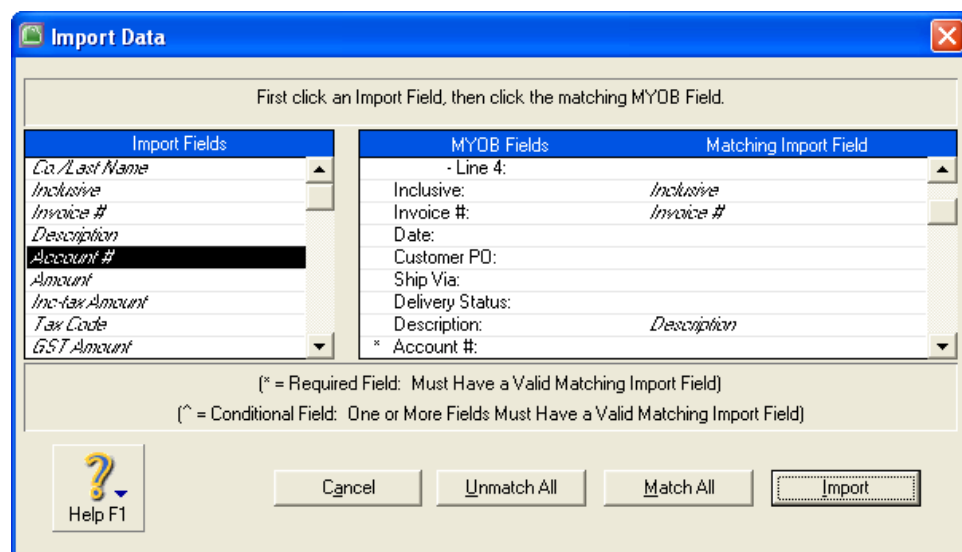
Once a file of transactions has been prepared (see section 4.1) and saved to disk start MYOB and click on *File/Import Data/Sales/Service Sales*. Make sure the format is set to comma-separated then click *Continue*.



Select the file to be imported

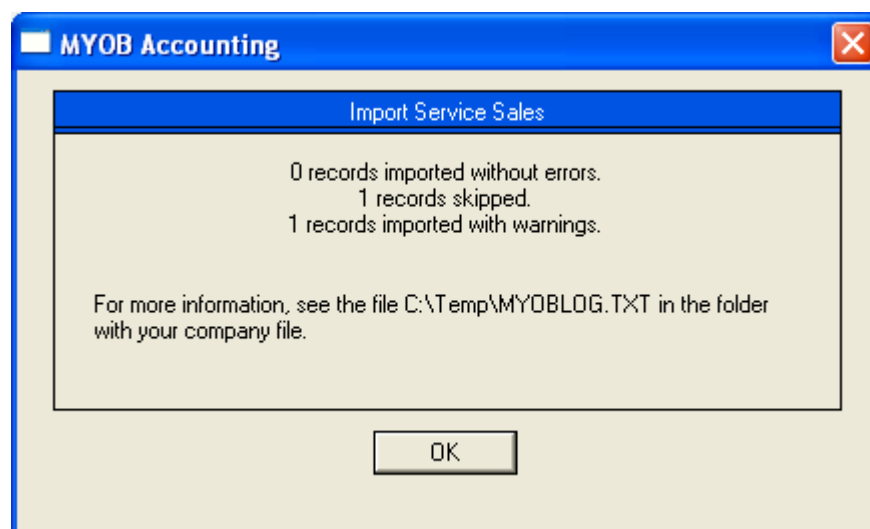


You should then see a list of field names:



Click on the first field on the left then click on the matching field on the right. Repeat for all the fields on the left. If the Invoice # field is not matched MYOB will generate a number for each transaction.

When all fields have been matched click on *Import* and wait for the import to finish. It should take only a few seconds and should end with a summary.



NOTE: DO NOT IMPORT THE DATA AGAIN.

If any errors are reported or records have been skipped then check the error log to determine the cause of the error. Possible errors are:

- Error -190: Customer not found. Sale invoice not imported.
Probably means that the name in the MYOB card isn't exactly the same as the name held in SmartMove for that account holder.

Rejected transactions need to be entered into MYOB by hand. Setup errors should be fixed so that the transfer will work for the next batch of transactions.

6 End-of-shift report

If fares are recorded for all jobs it is possible to produce an end-of-shift report that summarises the work done and income earned during the shift. The first page is a financial reconciliation and the second page lists the work done.

The report is requested from the fleet management website.

SmartMove Fleet Management - Windows Internet Explorer

https://fleets.smartmovetaxis.com/WebAdmin/WebAdmin.html#REPORT_END_OF_SHIFT

SmartMove Fleet Management

smartMOVE
NEW GENERATION DISPATCH SYSTEM

Home Logout

Hide Side Panel (eq for printing)

- Administration
 - Add New Operator or Driver
 - Modify Existing Operator or Driver
 - Search Operators or Drivers
- Repairs and Spares
 - Check Repair/Spare History
 - Start New Repair/Spare Request
- Accounting Reports
 - End of Shift Report**
 - Bailment
 - Owners Invoice for Account Work
 - Invoice for Account Work
 - Edit Fare Information
 - Phone Charges Report
 - Add/Edit Accounts
- Analysis Reports
 - Response Time Report
 - Coverage Map Report
 - Booking Search
 - Booking Details
 - Route Map Report
 - Vehicle Events Report
 - No Show Report
 - Find Taxis
- Testing or Support Only
 - Fleet Hardware Report
 - Address Location
 - Job Totals
 - Prebookings

End Of Shift Report

Select Fleet:

Shift Start Date:

Select Vehicle:

Select Shift:

\$ Exceptional Loss Accepted by Bailor (\$)

\$ Cash Received at the Start of the Shift (\$)

% Bailee Rate (%)

\$ Expenses Paid by Bailor (\$)

\$ Lift Fee for Vehicle (\$)

% Bailee Lift Fee Rate (%)

\$ Receipt: EFT Debit (\$)

\$ Receipt: Credit (\$)

\$ Receipt: Charge (\$)

\$ Receipt: E-Ticket (\$)

\$ Receipt: Subsidy (\$)

First select the date for the start of the shift and the vehicle. SmartMove will then allow a shift to be selected.

Various items of information may be entered if they are available. Some of this information comes from the CabCharge docket printed at the end of the shift. The information that may be entered is listed in the following table.

SmartMove DocketKiller Reference Manual

Exceptional Loss Accepted by Bailor (\$)	Enter the amount the bailor is prepared to accept as an exceptional loss. Typically this applies when a passenger doesn't pay a fare – sometimes the bailor is prepared to take some or all of the lost amount and sometimes the bailor refuses to take any loss.
Cash Received at the Start of the Shift (\$)	Enter the 'float' at the start of the shift.
Bailee Rate (%)	Enter the percentage of income kept by the bailee. This excludes <i>lift fees</i> .
Expenses Paid by Bailor (\$)	This applies only if expenses are claimed – see section 6.3. Normally this is set to 'all' and any expenses claimed are charged to the bailor. However if the bailor accepts only some of the expenses (or none) the amount should be entered here.
Lift Fee for Vehicle (\$)	Enter the amount payable as a <i>lift fee</i> . This is the amount the Government is prepared to pay for the handling of a wheelchair passenger. This figure is used when the driver claims the lift fee – see section 3.3.
Bailee Lift Fee Rate (%)	Enter the percentage of the <i>lift fee</i> payable to the bailee.
From CabCharge docket	
Receipt: EFT Debit (\$)	Treated as credit card payments in SmartMove (column C of report)
Receipt: Credit (\$)	
Receipt: Charge (\$)	
Receipt: E-Ticket (\$)	
Receipt: Subsidy (\$)	Treated as subsidy – column S of report.

6.1 Financial Reconciliation

The first page of the end-of-shift report gives a summary of the shift and includes a financial reconciliation.

Horsham Taxi Service
 92 583 050 491
 30 Wawunna Road
 Horsham VIC 3400
 Bookings: (03) 5381 1223
 Office: (03) 5381 1409

powered by smartMOVE

End of Shift Report

Driver:	Darren Stephens	Vehicle:	5048	11/08/08 08:56 - 11/08 19:00
Cash float at start of shift	75.00			
Bailee rate	50.0%			
Lift fee	10.00			
Bailee lift share rate	67.0%			
Expenses paid by bailor	All			
EFTPOS Totals				
EFT Debit	12.00			
Credit	0.00			
Charge	0.00			
E-Ticket	0.00			
Subsidy	60.40			
Expenses				
Purchase		Amount		
Total		0.00		
Lift Fees				
Number of Lift Fees	0			
Total amount for Lift Fees	0.0			
Bailee				
Net Income (50.0%)	128.15			
Share of lift fees	0.00			
less Exceptional loss	0.00			
Bailee's Income	128.15			
Credit card tips	2.70			
Expenses	0.00			
Cash reconciliation				
Total takings	256.30			
less Account jobs (A)	0.00			
less Credit docket (C)	-9.30			
less Subsidy (S)	-60.40			
less Expenses	0.00			
Cash takings	186.60			
Cash at end of shift (inc. float)	261.60			
Income				
Metered takings	256.30			
plus Fixed price jobs (F)	0.00			
plus Non-metered account jobs (N)	0.00			
Income after exceptional loss	256.30			
Shift Statistics				
Odometer at the start:	348904			
Odometer at the end:	349053			
Shift total:	149			
\$ per Kilometer:	\$1.72			
Bailor				
Net Income (50.0%)	128.15			
Share of lift fees	0.00			
less Exceptional loss	0.00			
Bailor's income	128.15			
Expenses	0.00			
Cash to bailor (inc float)	133.45			

SmartMove DocketKiller Reference Manual

The top left section gives a summary of the values entered for the report – see previous section.

Driver:	Darren Stephens	Vehicle:	5048
Cash float at start of shift	75.00		
Bailee rate	50.0%		
Lift fee	10.00		
Bailee lift share rate	67.0%		
Expenses paid by bailor	All		
EFTPOS Totals			
EFT Debit	12.00		
Credit	0.00		
Charge	0.00		
E-Ticket	0.00		
Subsidy	60.40		
Expenses			
Purchase		Amount	
	Total	0.00	
Lift Fees			
Number of Lift Fees	0		
Total amount for Lift Fees	0.0		

The top right section gives the financial reconciliation. It shows the cash expected at the end of the shift and the total income after allowing for exceptional losses.

If the odometer reading is entered at the start and end of each shift (see section 2.2) then the \$/km figure is calculated.

48	11/08/08 08:36 - 11/08 19:00	
0	Cash reconciliation	
%	Total takings	256.30
0	less Account jobs (A)	0.00
0	less Credit docket (C)	-9.30
%	less Subsidy (S)	-60.40
1	less Expenses	0.00
	Cash takings	186.60
	Cash at end of shift (inc. float)	261.60
0	Income	
0	Metered takings	256.30
0	plus Fixed price jobs (F)	0.00
0	plus Non-metered account jobs (N)	0.00
0	Income after exceptional loss	256.30
it	Shift Statistics	
0	Odometer at the start:	348904
	Odometer at the end:	349053
	Shift total:	149
0	\$ per Kilometer:	\$1.72
0		

The report at the bottom left shows the bailee's income in the shift. The *Credit card tips* is the difference between the cost of jobs charged (Column C in *Special Jobs* section of the report – see section 6.2) and the figure given for *Receipt: Credit (\$)*.

Bailee		
Net Income (50.0%)	128.15	
Share of lift fees	0.00	
less Exceptional loss	0.00	
Bailee's Income	128.15	
Credit card tips	2.70	
Expenses	0.00	

The bailee's share of expenses is shown separately.

Note that cash tips are not calculated. The bailee is entitled to all the cash after the bailor has been paid.

The report at the bottom right shows the bailor's share of the income. The cash to be paid to the bailor is also shown at the bottom. This calculation assumes that the bailor keeps the payments received electronically.

The bailor's share of expenses is shown separately.

0	Bailor		
5	Net Income (50.0%)	128.15	
0	Share of lift fees	0.00	
0	less Exceptional loss	0.00	
5	Bailor's income	128.15	
0	Expenses	0.00	
0	Cash to bailor (inc float)	133.45	

Note that there is no need to count the cash. Once the bailor has been paid the rest of the cash goes to the bailee and includes any tips. Any errors in payments are the bailee's responsibility.

6.2 End-of-shift report – page 2 – log

The second page of the end-of-shift summary lists the work done on the shift. The *Special Jobs* section lists the jobs that were not paid in cash while the *Job Summary* section lists every job recorded. The booking number is included and full details of each job can be obtained by using the *Booking Details* report.

https://fleets.smartmovetaxis.com/WebAdmin/data/EndOfShiftReport_20080820_090248.pdf - Windows Internet Explorer

https://fleets.smartmovetaxis.com/WebAdmin/data/EndOfShiftReport_20080820_090248.pdf

101%

Find

Special Jobs A = account (metered) N = non-metered account S = subsidy (metered)
C = credit docket (metered) F = fixed price

Booking ID	Type	Detail	A	N	F	S	C
182172	S					7.30	
182180	S					4.40	
182184	S					3.80	
182186	S					4.20	
182191	S					10.25	
182205	S					4.25	
182209	S					4.20	
182213	S					5.60	
182238	S					3.05	
182245	S					3.85	
182258	C						9.30
182267	S					4.60	
182275	S					4.90	
Totals			0.00	0.00	0.00	60.40	9.30

Job Summary

Booking ID	Date	Start Time	End Time	Acct Num	Lift Fee	Fare \$	Extras \$	Toll \$	Total \$
182180	11/08/08	09:08	09:13		No	7.40	1.40	0.00	8.80
182182	11/08/08	09:18	09:22		No	8.70	1.40	0.00	10.10
182184	11/08/08	09:32	09:36		No	6.20	1.40	0.00	7.60
182172	11/08/08	10:04	10:12		No	13.20	1.40	0.00	14.60
182186	11/08/08	10:36	10:40		No	7.00	1.40	0.00	8.40
182205	11/08/08	10:58	11:02		No	7.10	1.40	0.00	8.50
182209	11/08/08	11:07	11:12		No	7.00	1.40	0.00	8.40
182211	11/08/08	11:19	11:24		No	7.00	1.40	0.00	8.40
182213	11/08/08	11:44	11:51		No	9.80	1.40	0.00	11.20
182191	11/08/08	12:01	12:16		No	19.10	1.40	0.00	20.50
182219	11/08/08	12:43	12:47		No	5.60	1.40	0.00	7.00
182221	11/08/08	13:02	13:06		No	6.70	1.40	0.00	8.10
182241	11/08/08	14:23	14:29		No	6.80	1.40	0.00	8.20
182245	11/08/08	14:50	14:55		No	6.30	1.40	0.00	7.70
182246	11/08/08	15:04	15:13		No	13.10	1.40	0.00	14.50
182251	11/08/08	15:19	15:27		No	9.00	1.40	0.00	10.40
182255	11/08/08	15:31	15:35		No	7.00	1.40	0.00	8.40
182238	11/08/08	15:39	15:41		No	4.70	1.40	0.00	6.10
182258	11/08/08	15:46	15:52		No	7.90	1.40	0.00	9.30
182200	11/08/08	16:05	16:16		No	15.40	1.40	0.00	16.80
182267	11/08/08	16:22	16:28		No	7.80	1.40	0.00	9.20
182273	11/08/08	17:07	17:11		No	6.20	1.40	0.00	7.60
182274	11/08/08	17:37	17:41		No	5.40	1.40	0.00	6.80

Done

Unknown Zone

6.3 Recording Expenses

SmartMove allows cash expenses paid by the driver to be recorded at the time they are made. This might be for a new light bulb, oil, etc.

The expenses are recorded in the vehicle using the expense screen. Use the



and

W738

File Zoom Tools Help

Status: Located in Outer Area

Record of Expense:

Fuel Expense Part or Electrical

Car Wash/Clean Other Expense

Amount: \$ 80.00 Set \$

Accept Cancel

1	2	3
4	5	6
7	8	9
Back	0	Ent

11:17 AM Zone: Outer Area

Press the button that best represents the type of expense then enter the amount by pressing the *Set \$* button. Press *Accept* when the details are entered.

7 Bailment Report

The *bailment report* applies only if the end-of-shift report is produced for every shift. It produces a tax invoice from the vehicle owner to the vehicle driver for work done in a period of time. In effect it aggregates the daily amounts paid by the driver to the owner into a single invoice.





(TO BE COMPLETED)

8 Options

8.1 Fleet-wide options

The options listed below can be set at a fleet level. An option set at this level may be overridden by an option set at the car level or driver level.

At present these options are set by SmartMove staff – send an e-mail to support@smartmovetaxis.com.

Option	Setting	Effect
Odometer reading	Mandatory	All drivers must enter the odometer reading at the start and end of each shift.
	Optional	Drivers will be invited to enter the odometer reading at the start and end of each shift. It is not necessary to enter a value.
	Not required	The screen used to set the odometer reading at the start and end of each shift is not displayed.
Fare collection for account work	Mandatory	The fare collection screen is automatically displayed every time a job with an account number in the booking is completed. The Cancel button is not available and the details must be provided.
	Optional	The fare collection screen is displayed every time a job with an account number in the booking is completed. The Cancel button is displayed and the details need not be provided.
	Not required	The fare collection screen is not automatically displayed at the end of a job with an account number in the booking. It may be displayed using the  and  buttons.
Fare collection for non-account work	Mandatory	The fare collection screen is automatically displayed every time a job without an account number in the booking is completed. The Cancel button is not available and the details must be provided.
	Optional	The fare collection screen is displayed every time a job without an account number in the booking is completed. The Cancel button is displayed and the details need not be provided.
	Not required	The fare collection screen is not automatically displayed at the end of a job without an account number in the booking. It may be displayed using the  and  buttons.









(TO BE COMPLETED) If any of the invoices to account customers are to be sent by e-mail it is possible to have a copy sent to the base. An e-mail address needs to be set up.

8.2 Driver-specific options

The options listed below can be set individually for each driver. An option set at this level normally overrides the option set at the fleet-wide level but may be overridden by the option set at vehicle level.

At present these options are set by SmartMove staff – send an e-mail to support@smartmovetaxis.com. In future they will be set using the web page used to setup and modify driver details.

SmartMove DocketKiller Reference Manual









Option	Setting	Effect
Odometer reading	Mandatory	Driver must enter the odometer reading at the start and end of each shift.
	Optional	Driver will be invited to enter the odometer reading at the start and end of each shift. It is not necessary to enter a value.
	Not required	The screen used to set the odometer reading at the start and end of each shift is not displayed. Overrides fleet-wide option.
	Not set	The screen used to set the odometer reading at the start and end of each shift is not displayed. Does not override fleet-wide option.
Fare collection for account work	Mandatory	The fare collection screen is automatically displayed every time a job with an account number in the booking is completed. The Cancel button is not available and the details must be provided.
	Optional	The fare collection screen is displayed every time a job with an account number in the booking is completed. The Cancel button is displayed and the details need not be provided.
	Not required	The fare collection screen is not automatically displayed at the end of a job with an account number in the booking. It may be displayed using the  and  buttons. Overrides the fleet-wide option.
	Not set	The fare collection screen is not automatically displayed at the end of a job with an account number in the booking. It may be displayed using the  and  buttons. Does not override fleet-wide option.
Fare collection for non-account work	Mandatory	The fare collection screen is automatically displayed every time a job without an account number in the booking is completed. The Cancel button is not available and the details must be provided.
	Optional	The fare collection screen is displayed every time a job without an account number in the booking is completed. The Cancel button is displayed and the details need not be provided.
	Not required	The fare collection screen is not automatically displayed at the end of a job without an account number in the booking. It may be displayed using the  and  buttons. Overrides the fleet-wide option.
	Not set	The fare collection screen is not automatically displayed at the end of a job without an account number in the booking. It may be displayed using the  and  buttons. Does not override fleet-wide option.

8.3 Vehicle-specific options

The options listed below can be set for each vehicle. An option set at this level normally overrides the option set at the fleet-wide level or at the driver level.

At present these options are set by SmartMove staff – send an e-mail to support@smartmovetaxis.com.

SmartMove DocketKiller Reference Manual

Option	Setting	Effect
Odometer reading	Mandatory	Driver must enter the odometer reading at the start and end of each shift.
	Optional	Driver will be invited to enter the odometer reading at the start and end of each shift. It is not necessary to enter a value.
	Not required	The screen used to set the odometer reading at the start and end of each shift is not displayed. Overrides the fleet-wide and driver-specific options.
	Not set	The screen used to set the odometer reading at the start and end of each shift is not displayed. Does not override the fleet-wide and driver-specific options.
Fare collection for account work	Mandatory	The fare collection screen is automatically displayed every time a job with an account number in the booking is completed. The Cancel button is not available and the details must be provided.
	Optional	The fare collection screen is displayed every time a job with an account number in the booking is completed. The Cancel button is displayed and the details need not be provided.
	Not required	The fare collection screen is not automatically displayed at the end of a job with an account number in the booking. It may be displayed using the  and  buttons.. Overrides the fleet-wide and driver-specific options.
	Not set	The fare collection screen is not automatically displayed at the end of a job with an account number in the booking. It may be displayed using the  and  buttons.
Fare collection for non-account work	Mandatory	The fare collection screen is automatically displayed every time a job without an account number in the booking is completed. The Cancel button is not available and the details must be provided.
	Optional	The fare collection screen is displayed every time a job without an account number in the booking is completed. The Cancel button is displayed and the details need not be provided.
	Not required	The fare collection screen is not automatically displayed at the end of a job without an account number in the booking. It may be displayed using the  and  buttons. Overrides the fleet-wide and driver-specific options.
	Not set	The fare collection screen is not automatically displayed at the end of a job without an account number in the booking. It may be displayed using the  and  buttons.
Lift fee		Amount payable as a “lift fee” – see section 3.3

8.4 Docket Killer parameters

Property Name	Typical value	Effect
Account Email Body Text	Please find attached a tax invoice for services provided by [FLEET_NAME] for [ACCOUNT_NAME].	<p>This text is used when invoices for account work are sent by e-mail. The words are inserted in the body of the e-mail.</p> <p>The property can include various fields that are replaced when the e-mail is sent. These are:</p> <p>[FLEET_NAME] Name of fleet</p> <p>[ACCOUNT_NAME] Name of SmartMove account</p> <p>[CONTACT_NAME] Name of contact person. Might be used in “Dear”</p> <p>[ACCOUNT_NUM] SmartMove account number.</p> <p>See also: Account Email Subject Line,</p>
Account Email Subject Line	Tax Invoice from [FLEET_NAME] for [ACCOUNT_NAME] ([ACCOUNT_NUM])	<p>This text is used when invoices for account work are sent by e-mail. The words are inserted in the subject line of the e-mail.</p> <p>The property can include various fields that are replaced when the e-mail is sent. See the property <i>Account Email Body Text</i> for more details.</p> <p>See also: Account Email Body Text.</p>
CO2 Emission Rate Per Kilometer	0.2	This property applies for invoices that include an estimate of CO ₂ emissions. The value is a per kilometre estimate.
Fleet Email Address for Invoices	FleetName@gmail.com	<p>This e-mail address is used when invoices for account work are sent by e-mail. Emails sent will appear to be from this e-mail address.</p> <p>Generally the email address used here should be different from the one used for messages from drivers – see the <i>Voice Recording Email Address</i> property.</p>
Include Reference Field for Subsidy	Y or N	If set to Y a reference number field is provided on the screen used to record subsidy claims. The reference number is normally included in the invoice and is intended to be used by drivers for recording docket numbers.

SmartMove DocketKiller Reference Manual

Payment Terms	Due 7 days.	This property applies when the payment terms are included in invoices for account work. Whatever text is entered here appears on the invoices.
Quicken Account Export Account Name	Income: SmartMove	This property applies to users of the Quicken accounting software. It gives the name of the Quicken account to receive transactions from SmartMove. See the DocketKiller Guide for more details.
Requires Fare Details (Account)	0 – Never Show Fare Screen 1 – Show Fare Screen (Cannot Cancel) 2 – Show Fare Screen (Can Cancel)	This property applies to bookings that include an account number. If set to 0 the fare screen is not displayed to the driver when the job has been completed and the driver will not be able to record how the fare was paid. If set to 1 the fare screen is displayed and the driver must record how the fare was paid. If set to 2 the fare screen is displayed but the driver may use the CANCEL button and not record how the fare was paid. This option is not normally used with work on account. See also: Meter Silent.
Requires Fare Details Non-account	0 – Never Show Fare Screen 1 – Show Fare Screen (Cannot Cancel) 2 – Show Fare Screen (Can Cancel)	This property applies to bookings that do not include an account number and jobs done without a booking (walk-ups/hails). If set to 0 the fare screen is not displayed to the driver when the job has been completed and the driver will not be able to record how the fare was paid. If set to 1 the fare screen is displayed and the driver must record how the fare was paid. If set to 2 the fare screen is displayed but the driver may use the CANCEL button and not record how the fare was paid. This option is not normally used with work on account. See also: Meter Silent.