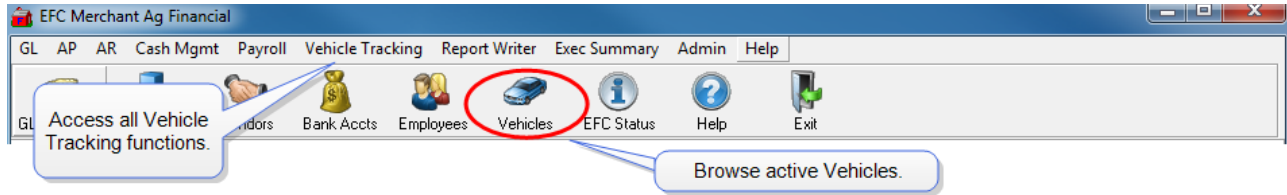


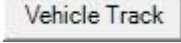
Vehicle Tracking Explained


Use Vehicle Tracking to track the revenue generated by company vehicles and the expenses associated with vehicle ownership.



Get Started with Vehicle Tracking

To begin Vehicle Tracking, the following steps should be completed first.

1. Create sub and Full General Ledger accounts which are required to track the Vehicle expenses and generated Revenue.
2. Access Parameters is used to reference the accounts created in the Vehicle Tracking tab on the Installation menu.
3. Create Cost Codes to track the different types of expenses associated with the vehicles such as mileage.
4. Create the Vehicles to be tracked which will be selected by use of the Vehicle Tracking button  in Order Entry or Fertilizer in Merchant Ag PM.

 Vehicle Tracking and using Delivery Items in Merchant Ag PM is not the same! Utilize Vehicle Tracking for an accurate view on the revenue generated and the associated cost of the vehicle. Using a Delivery Item during Order Entry or Fertilizer Batches will track Revenue only.

Available Vehicle Tracking options

As Vehicles are used in Order Entry and Fertilizer batch transactions, the information is saved to an option in the Vehicle Tracking menu. Learn more about the information on each tab by clicking on the menu title.

[Access Vehicles](#)- Add, Edit and review the Vehicles set for Vehicle Tracking.

[Access Cost Codes](#)- Add, Edit and review the Cost Codes used to track expenses.

[Access Vehicle Types](#)- Add, Edit and review the Vehicles used in Vehicle Tracking.

[Enter Vehicle Adjustments](#)- Used to transfer costs, correct mileage or posting errors.

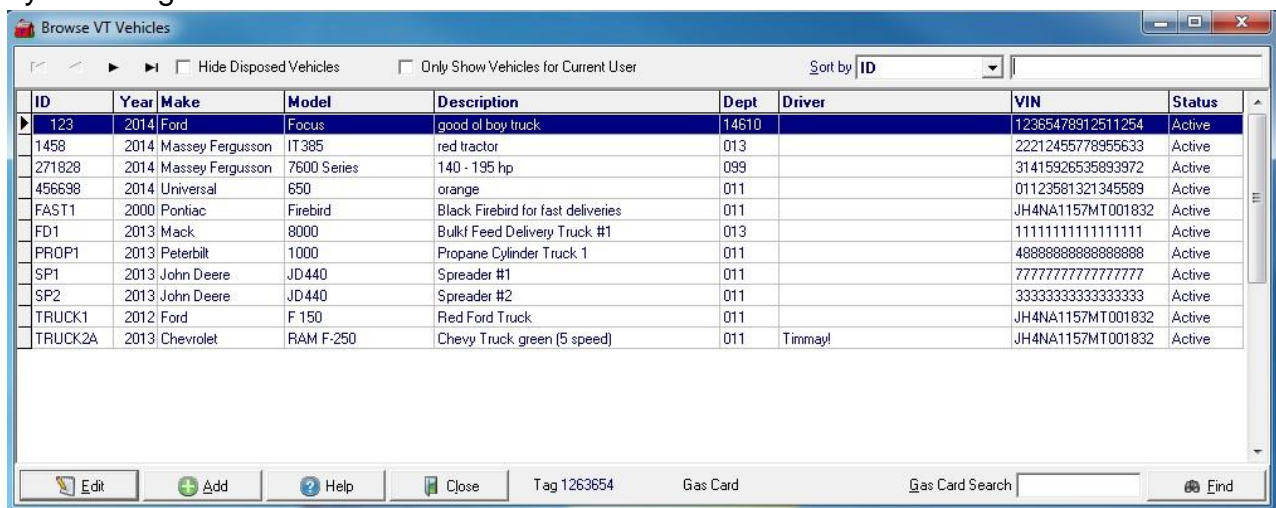
[Generate GL Allocation](#)- Use to allocate expenses.

[Import Comdata Transactions](#)- Import any fuel transactions with Import Comdata Transactions.

Create [Reports](#)- Receive detailed Vehicle Cost and Revenue information.

Access and Browse VT Vehicles

Track expenses and revenue generated by company vehicles using Vehicle Tracking. The Browse VT Vehicles window lists all active Vehicles to review or edit. Create a new Vehicle by selecting the Add button.



| ID | Year | Make | Model | Description | Dept | Driver | VIN | Status |
|---------|------|------------------|-------------|------------------------------------|-------|--------|-------------------|--------|
| 123 | 2014 | Ford | Focus | good ol boy truck | 14610 | | 12365478912511254 | Active |
| 1458 | 2014 | Massey Fergusson | IT 385 | red tractor | 013 | | 22212455778955633 | Active |
| 271828 | 2014 | Massey Fergusson | 7600 Series | 140 - 195 hp | 099 | | 31415926535893972 | Active |
| 456698 | 2014 | Universal | 650 | orange | 011 | | 01123581321345589 | Active |
| FAST1 | 2000 | Pontiac | Firebird | Black Firebird for fast deliveries | 011 | | JH4NA1157MT001832 | Active |
| FD1 | 2013 | Mack | 8000 | Bulk Feed Delivery Truck #1 | 013 | | 11111111111111111 | Active |
| PROP1 | 2013 | Peterbilt | 1000 | Propane Cylinder Truck 1 | 011 | | 48888888888888888 | Active |
| SP1 | 2013 | John Deere | JD440 | Spreader #1 | 011 | | 77777777777777777 | Active |
| SP2 | 2013 | John Deere | JD440 | Spreader #2 | 011 | | 33333333333333333 | Active |
| TRUCK1 | 2012 | Ford | F 150 | Red Ford Truck | 011 | | JH4NA1157MT001832 | Active |
| TRUCK2A | 2013 | Chevrolet | RAM F-250 | Chevy Truck green (5 speed) | 011 | Timmy! | JH4NA1157MT001832 | Active |

Sort the Browse VT Vehicles window

Sort the VT Vehicles list by selecting any field available in the Sort by: drop down menu located in the upper right corner of the window. Enter a search value in the field to the right.

- ID- Sort in numerical order.
- Year- Sort in numerical order
- Make- Sort in alphabetical order.
- Model- Sort in alphabetical order.
- Description- Sort in alphabetical order.
- Department- Sort in numerical order.
- Driver- Sort in alphabetical order.

- VIN- Sort in numerical order.

As Vehicles are selected, the footer of the window displays the information below.

ID- Location assigned Vehicle ID

Year- Model year of the Vehicle

Make- Vehicle Make

Model- Model of the Vehicle

Description- Any additional description of the vehicle.

Dept- The department for the vehicle.

Driver- The name of any particular driver assigned to the vehicle.

VIN- Vehicle Identification Number found on the vehicle's paperwork.

Status- Will indicate Active or Inactive

Vehicle Basics

ID- A seven character alpha-numeric ID for the vehicle. Please note that spaces are not allowed in this field.

Model Year- The model year of the vehicle.

Make- The Maker of the vehicle in this twenty character alphabetical field.

Model- Model of the vehicle in this twenty-five character alphabetical field.

Department- The department for the vehicle which is a three character alpha-numeric field.

Type- Enter the Type of the Vehicle. See [Access Vehicle Types](#) for more information.

Description- Enter a vehicle description in this fifty character alpha-numeric field.

Driver- The name of the driver assigned to this vehicle.

Starting Mileage- The starting mileage for the vehicle.

In Service Date- The date from when the Vehicle's expenses and revenue will be tracked.

Capital Cost- The Cost to purchase the vehicle.

Notes- Add any notes about the vehicle in this seventy character alpha-numeric field.

VIN- The seventeen character alpha-numeric identifier of the vehicle.

Tag- The license plate number of the vehicle.

Gas Card 1- The Gas Card ID number for the vehicle.

Gas Card 2- The Gas Card ID number for the vehicle.

Truck Type- Use the drop down menu to select the Truck Type.

- N/A • Cylinder Exchange
- Propane • Service
- Gasoline/Distillates

Meter Type- Choose N/A or Letro-Count LCR-II

Asset ID- A fixed Asset ID for the vehicle, optional.

Expected Life (months)- The life expectancy of the vehicle in months.

Date Disposed- When the Vehicle status is changed to Disposed, enter the date the vehicle is removed from Vehicle tracking.

Disposal Proceeds- Enter any proceeds if disposal occurs due to vehicle sale.

Status

- Active
- Disposed

As Vehicle Tracking is used in transactions, the information is saved to an Activity tab. Learn more about the information on each tab by clicking on the Activity tab title.

[Transactions](#)- Lists all transactions associated with the selected Vehicle.

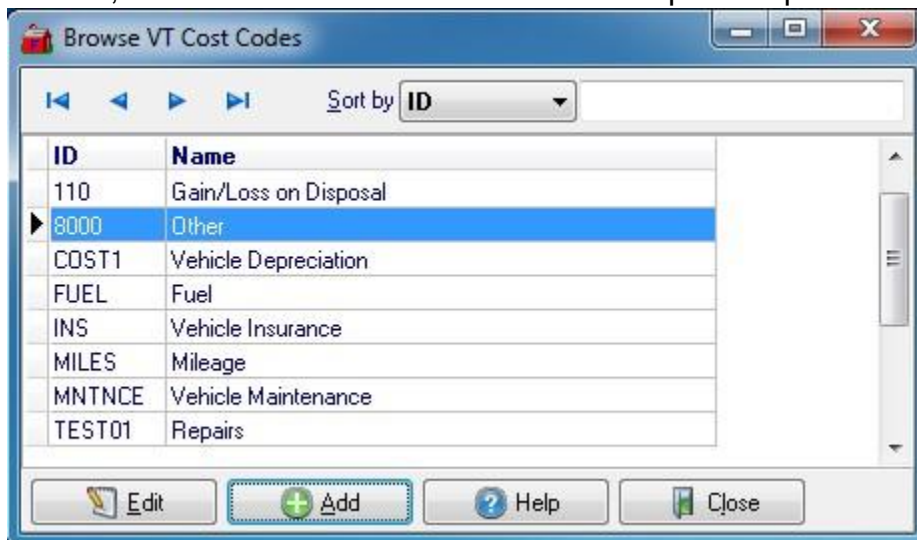
[Cost Codes](#)- View the list of Cost Codes used with the selected Vehicle.

[Orders](#)- Review the orders the selected Vehicle was used and the amount of revenue generated.

[Details](#)- Record vehicle specific information.

Access Cost Codes

Review, Edit or add the Cost Codes used to capture expenses for Vehicle Tracking.



Sort the VT Cost Codes window

Sort the VT Cost Codes list by selecting any field available in the Sort by: drop down menu located in the upper right corner of the window. Enter a search value in the field to the right.

- ID- Sort in numerical order.
- Name- Sort in alphabetical order

ID- A six character alpha-numeric ID.

Name- Name of the Cost Code in this 40 character alpha-numeric field.

Collect Gallons- Selected if Gallons used will be captured during transactions.

Collect Mileage- Selected if Mileage will be captured during transactions.

Vehicles

View a list of all vehicles the Cost Code has been used to record an expense.

| Vehicles Transactions | |
|-----------------------|------------------------------------|
| Transactions | |
| Vehicle | Vehicle Description |
| 1458 | red tractor |
| 456698 | orange |
| FAST1 | Black Firebird for fast deliveries |
| FD1 | Bulkf Feed Delivery Truck #1 |
| PROP1 | Propane Cylinder Truck 1 |
| SP1 | Spreader #1 |
| SP2 | Spreader #2 |
| TRUCK1 | Red Ford Truck |
| TRUCK2A | Chevy Truck green (5 speed) |
| | Amount |
| | 2,655.89 |
| | 224.99 |
| | 1,259.00 |
| | 697.84 |
| | 112.91 |
| | 2,723.33 |
| | 425.00 |
| | 375.98 |
| | 26.00 |

Vehicle- The Vehicle ID.

Vehicle Description- The Vehicle Description

Amount- Total amount of cost for the selected vehicle.

Transactions

View a list of all Transactions the Cost Code was selected.

Vehicles

Transactions

Sort By Vehicle

Print

Vehicle red tractor

| Vehicle | Date | TTR | Description | Period | Amount |
|---------|----------|---------|------------------------|--------|----------|
| 1458 | 04/18/14 | 1106684 | sgsgs | Apr 14 | 24.06 |
| 1458 | 04/18/14 | 1106685 | sgsgs | Apr 14 | 24.06 |
| 1458 | 08/20/14 | 1137485 | | Aug 14 | 1.60 |
| 1458 | 08/21/14 | 1139873 | | Aug 14 | 5.17 |
| 1458 | 08/21/14 | 1139915 | Testing | Aug 14 | 1,000.00 |
| 1458 | 08/21/14 | 1139919 | Testing | Aug 14 | 1,601.00 |
| 456698 | 04/04/14 | 1106084 | | Apr 14 | 2.99 |
| 456698 | 04/09/14 | 1106390 | Gallons should be NULL | Apr 14 | -1.00 |
| 456698 | 08/22/14 | 1141814 | | Aug 14 | 100.00 |
| 456698 | 08/22/14 | 1141820 | | Jul 14 | 123.00 |

Sort the VT Cost Codes Vehicles window

Sort the VT Cost Codes Vehicles list by selecting any field available in the Sort by: drop down menu located in the upper right corner of the window. Enter a search value in the field to the right. • Vehicle- Sort in numerical order. • Date- Sort in alphabetical order

- TTR- Transaction Tracking Reference
- Description- Any description added to the transaction.



- Select to create a VT Vehicle Transactions for the selected Cost Code.

Vehicle- The Vehicle ID

Date- Date of the transaction

TTR- Transaction Tracking Reference for the transaction.

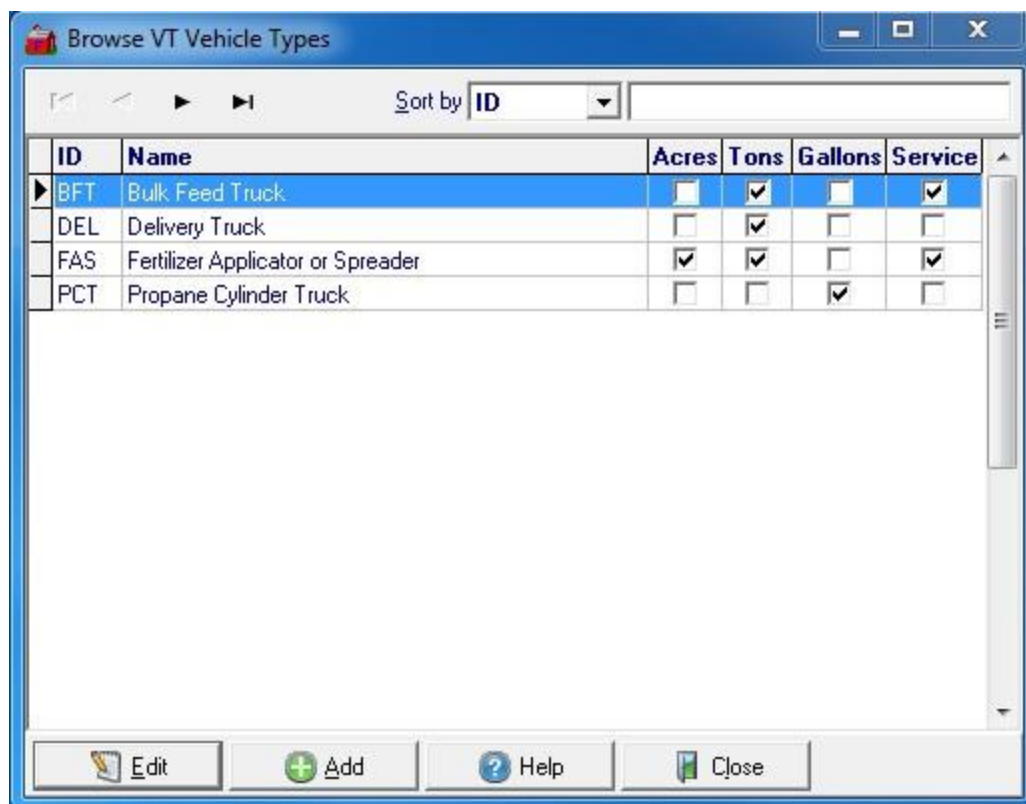
Description- Any description for the transaction.

Period- Financial Period of the transaction.

Amount- Amount of the transaction.

Access Vehicle Types

Review, Edit or Add a Vehicle Type to group vehicles together.



Sort the Browse VT Vehicle Types window

Sort the VT Vehicle Types list by selecting any field available in the Sort by: drop down menu located in the upper right corner of the window. Enter a search value in the field to the right.

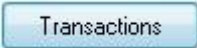
- ID- Sort in numerical order.
- Name- Sort in alphabetical order.
-

View all Vehicles associated with the selected Vehicle Type

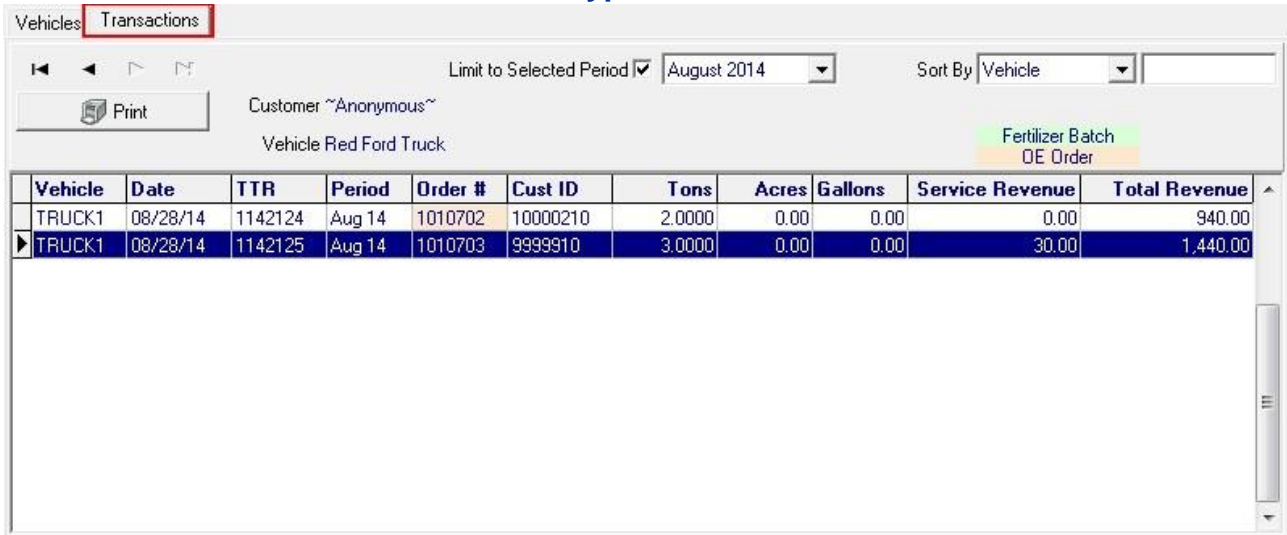
| Vehicles Transactions | | | | | |
|-----------------------|---|---------|---------------------|-------|-----------------------------|
| ◀ ◁ ▶ ▷ | | | | | |
| Transactions | <table><tr><th>Vehicle</th><th>Vehicle Description</th></tr><tr><td>▶ FD1</td><td>Bulk Feed Delivery Truck #1</td></tr></table> | Vehicle | Vehicle Description | ▶ FD1 | Bulk Feed Delivery Truck #1 |
| Vehicle | Vehicle Description | | | | |
| ▶ FD1 | Bulk Feed Delivery Truck #1 | | | | |

Vehicle- The Vehicle ID

Vehicle Description- Description on the Vehicle.

 - Select to view Transactions associated with a specific vehicle.

View all Transactions for the Vehicle Type.



The screenshot shows a software window titled "Transactions" with a "Print" button. It displays a table of transactions for "August 2014". The table has columns for Vehicle, Date, TTR, Period, Order #, Cust ID, Tons, Acres, Gallons, Service Revenue, and Total Revenue. Two transactions are listed, both for "TRUCK1" on "08/28/14". The second transaction is highlighted with a blue background.

| Vehicle | Date | TTR | Period | Order # | Cust ID | Tons | Acres | Gallons | Service Revenue | Total Revenue |
|---------|----------|---------|--------|---------|----------|--------|-------|---------|-----------------|---------------|
| TRUCK1 | 08/28/14 | 1142124 | Aug 14 | 1010702 | 10000210 | 2.0000 | 0.00 | 0.00 | 0.00 | 940.00 |
| TRUCK1 | 08/28/14 | 1142125 | Aug 14 | 1010703 | 9999910 | 3.0000 | 0.00 | 0.00 | 30.00 | 1,440.00 |

Vehicle- Vehicle ID for the Vehicle associated with the Vehicle Type.

Date- Date of the transaction.

TTR- Transaction Tracking Reference for the transaction.

Period- Financial Period the transaction occurred.

Order #- The Order or Batch number associated with the transaction.

Cust ID- Customer ID for the transaction.

Tons- Number of tons associated with the transaction.

Acres- From the fertilizer batch, the number of acres entered and associated with the vehicle.

Gallons- Reserved for future development.

Service Revenue- The amount of revenue generated from the transaction, usually from the freight charge associated with the transaction.

Total Revenue- Total amount of the order.

Edit or Add a Vehicle Type

Access VT Vehicle Type

Save Cancel Add Help Close

Type ID: FAS

Name: Fertilizer Applicator or Spreader

Record Acres: ☒ Record Gallons: ☐

Record Tons: ☒ Record Service Revenue: ☒

Created EFC 09/26/13 15:47 Modified EFC 09/26/13 15:48

Status: ☒ Active ☐ Inactive ☐ Delete

Vehicles Transactions

| Vehicle | Vehicle Description |
|---------|---------------------|
| 1458 | red tractor |
| 271828 | 140 - 195 hp |
| SP1 | Spreader #1 |
| SP2 | Spreader #2 |

Type ID- Enter a three digit ID

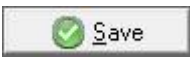
Name- Enter a vehicle name in this forty character alpha-numeric field.

Record Acres- Select to record the acres when vehicles with this Type are used.

Record Tons-Select to record the Tons when vehicles with this Type are used.

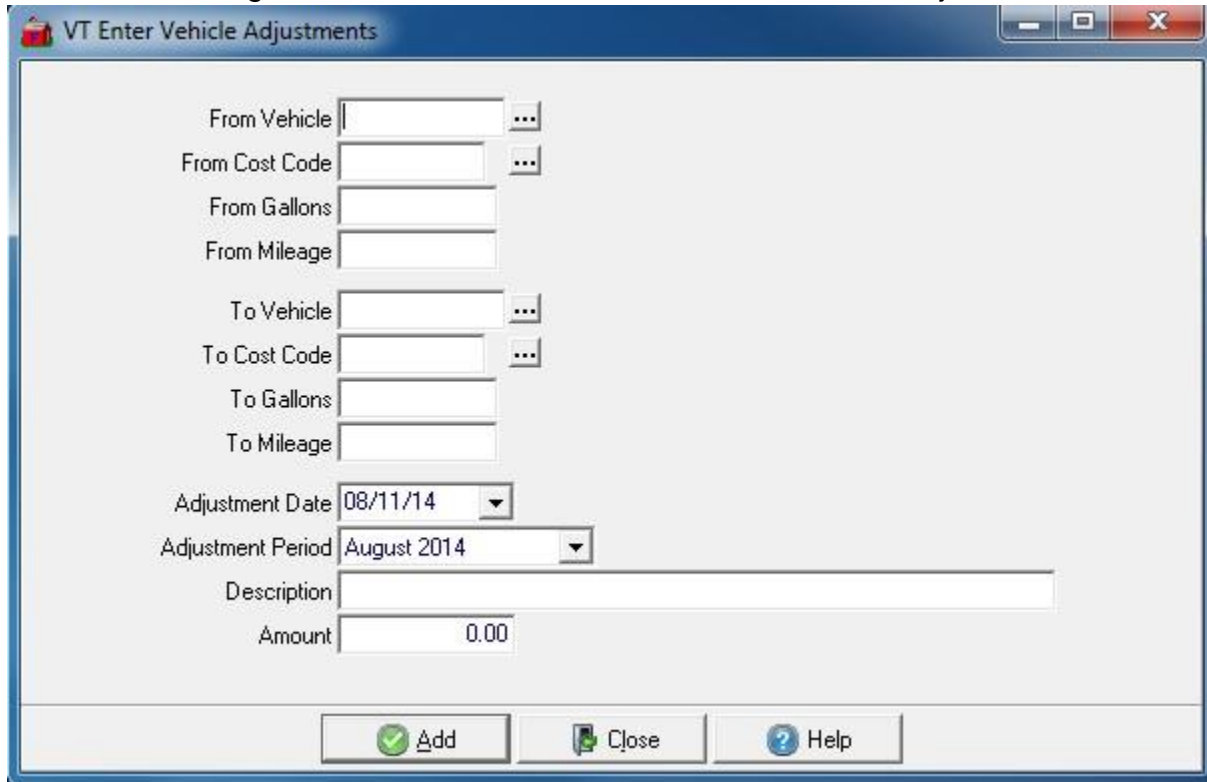
Record Gallons-Select to record the Gallons used when vehicles with this Type are used.

Record Service Revenue-Select to record the service revenue when vehicles with this Type are used.

Select  for any edits or added Vehicle Types.

Enter Vehicle Adjustments

To transfer costs between different vehicles using the same cost code, from one cost code to another, or mileage between different vehicles, enter a Vehicle Adjustment.



The screenshot shows a software window titled "VT Enter Vehicle Adjustments". It contains the following fields and controls:

- From Vehicle: Text input field with a search icon (three dots).
- From Cost Code: Text input field with a search icon (three dots).
- From Gallons: Text input field.
- From Mileage: Text input field.
- To Vehicle: Text input field with a search icon (three dots).
- To Cost Code: Text input field with a search icon (three dots).
- To Gallons: Text input field.
- To Mileage: Text input field.
- Adjustment Date: Dropdown menu showing "08/11/14".
- Adjustment Period: Dropdown menu showing "August 2014".
- Description: Large text input field.
- Amount: Text input field showing "0.00".
- Buttons at the bottom: "Add" (with a green checkmark icon), "Close" (with a green X icon), and "Help" (with a blue question mark icon).

From Vehicle- Enter the Vehicle ID to transfer Cost From or select... to search.

From Cost Code- Enter the Cost Code to transfer from or select... to search. When a Cost Code is selected, the To Cost Code is automatically populated. Options for Mileage and Gallons remain active or become inactive based on the selections of the Cost Code.

From Gallons- For future development.

From Mileage- Enter the Mileage to transfer from the selected Cost Code, if applicable.

To Vehicle- Enter the Vehicle ID to transfer Cost To or select... to search.

To Cost Code- Enter the Cost Code to transfer to or select... to search if different from the Cost Code selected in the From Cost Code field.

To Gallons- For future development.

To Mileage- Defaults to any amount selected in the From Mileage field.

Adjustment Date- Enter the Adjustment Date or select from the drop down menu.

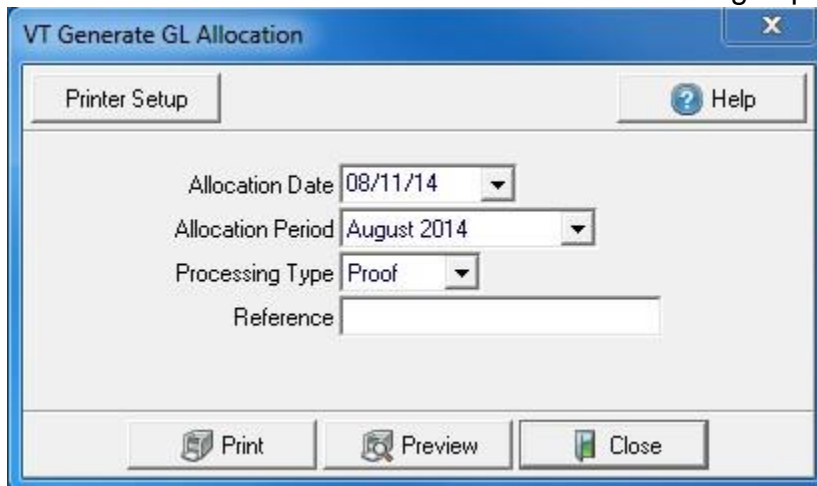
Adjustment Period- Defaults to the current Financial Period.

Description- Enter a description for the Adjustment in this forty character alpha-numeric field.

Amount- Enter the amount to transfer.

Generate GL Allocation

Select GL Allocation for allocation of vehicle tracking expenses.

The image shows a software dialog box titled "VT Generate GL Allocation". It has a standard Windows-style title bar with a close button (X). Inside the dialog, there are two tabs: "Printer Setup" and "Help" (with a question mark icon). The "Printer Setup" tab is active. Below the tabs, there are four input fields: "Allocation Date" with a dropdown menu showing "08/11/14", "Allocation Period" with a dropdown menu showing "August 2014", "Processing Type" with a dropdown menu showing "Proof", and "Reference" with a text input field. At the bottom of the dialog, there are three buttons: "Print" (with a printer icon), "Preview" (with a magnifying glass icon), and "Close" (with a green X icon).

Allocation Date- Select the Date to allocate Vehicle Tracking expenses to GL accounts.

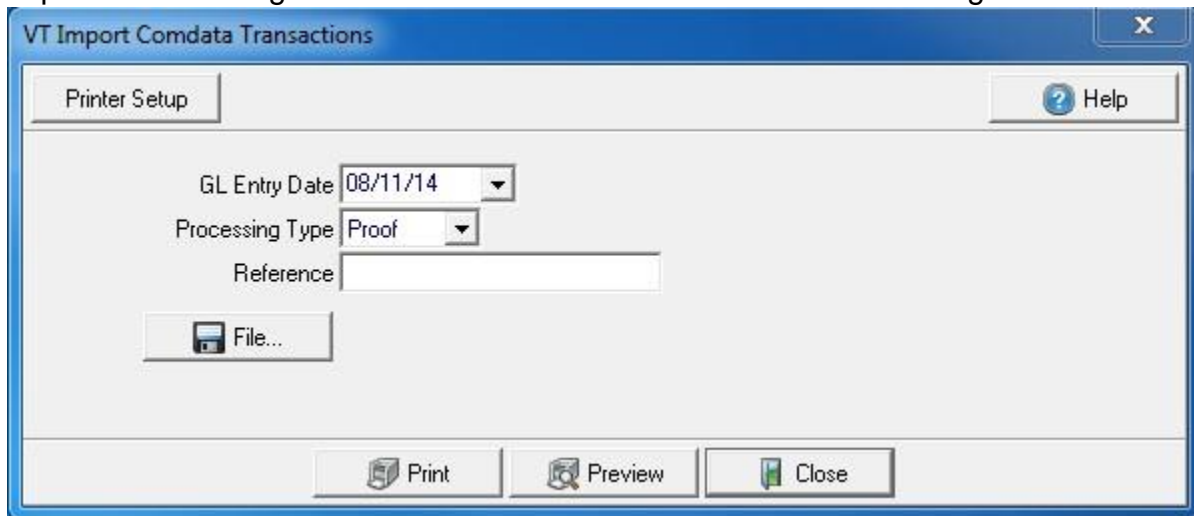
Allocation Period- Defaults to the current period

Processing Type- Select • Proof- Proof the expenses to be allocated. Select either Preview or Print to view. • Final- Select to allocate the expenses.

Reference- Enter a reference in this eighteen character alpha-numeric field.

Import Comdata Transactions

Import fleet tracking transactions from Comdata into Vehicle Tracking.



GL Entry Date- Enter the import date or select the drop down calendar.

Processing Type- Select Proof initially or Final.

Reference- Enter a Reference note in this eighteen character alpha-numeric field.

File- Select the location of the File to import. The file should include Vehicle reference, date, code, description and amount.

Select **Preview** to view the report onscreen.

Select **Print** to send the report directly to the default printer.

Available Reports

Find the Vehicle Tracking Report from the list.

| Report Name | Description |
|-------------|-------------|
|-------------|-------------|

| | |
|-------------------------------------|--|
| Departmental Cost | List of Vehicles and associated cost by Department |
| Operating Analysis | A cumulative report for all vehicles detailing total cost and calculating cost per mile. |
| Vehicle Cost Detail | Generate a spreadsheet with Vehicle Cost Detail for a selected Financial Period and Departments. |
| Vehicle List | Create a List of all Active or Disposed Vehicles. |
| Vehicle Revenue | View the Revenue associated with orders and batches. |
| Vehicle Usage | Create vehicle specific reports detailing Revenue and Expenses. |

Departmental Cost

Use the Departmental Cost report to view the Costs associated with Vehicles for all, one, or a range of Departments.

Fiscal Year- Select the Fiscal Year for your organization.

Period Selection- Select either

- All Periods in Fiscal Year 20XX
- One Period • Range of Periods

Period- Active if One Period or Range of Periods selected. Choose the Period from the drop down menu.

To- Active if Range of Periods selected. Select the ending Period from the drop down menu.

Department Selection- Select either

- All Departments
- One Department
- Range of Departments

Department- Active if One Department or Range of Departments selected. Choose the Department from the drop down menu.

To- Active if Range of Departments selected. Select the ending Department from the drop down menu.

Select **Preview** to view the report onscreen.

Select **Print** to send the report directly to the default printer.

Understanding Your Report

| | | | | | | | | | |
|--|----------------------|-------------|------------|--------------|---------------|---------------|---|----------|--------------------------------|
| <u>ELDORADO</u> FARM CENTER | | | | | | | Eldorado Farm Center VT Departmental Cost For Departments From 011 To 012 From July 2014 To August 2014 | | Page 1 Date: 08/29/14 15:06 |
| Vehicle | COST1 | FUEL | INS | MILES | MNTNCE | TEST01 | | | |
| 011 | La Vergne Main Store | | | | | | | | |
| 456698 | 258.00 | 225.00 | 0.00 | 250.00 | 0.00 | 100.00 | | | |
| FAST1 | 0.00 | 1,040.00 | 0.00 | 0.00 | 350.00 | -34.00 | | | |
| PROP1 | 0.00 | 0.00 | 0.00 | -25.00 | 328.75 | 401.00 | | | |
| SP1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.60 | | | |
| TRUCK1 | 403.98 | 0.00 | 0.00 | 0.00 | 250.00 | 34.00 | | | |
| Totals: | 661.98 | 1,265.00 | 0.00 | 225.00 | 928.75 | 502.60 | Total of All Costs for Department 011: | 3,583.33 | |
| 012 | Smyrna Branch Store | | | | | | | | |
| DELVAN | 0.00 | 0.00 | 263.00 | 0.00 | 0.00 | 0.00 | | | |
| Totals: | 0.00 | 0.00 | 263.00 | 0.00 | 0.00 | 0.00 | Total of All Costs for Department 012: | 263.00 | |
| Grand Totals: | 661.98 | 1,265.00 | 263.00 | 225.00 | 928.75 | 502.60 | Total of All Costs | 3,846.33 | |

Vehicle- Each Vehicle with any associated cost for the Period(s) selected will be listed.

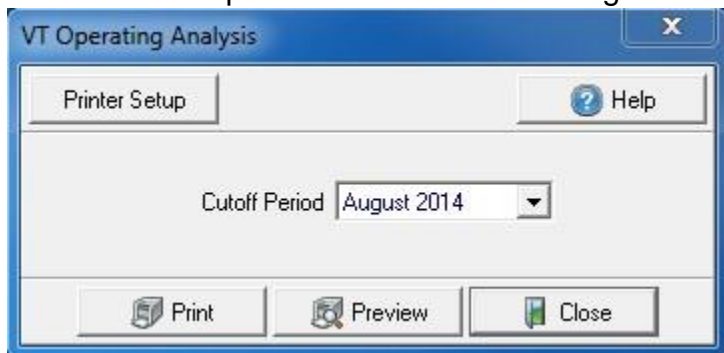
Cost Codes- The Cost Codes set up and utilized during the Period become the columns. Any amount associated with each vehicle will be listed.

Department Totals- For reports for multiple departments, a Department sub-total of all Cost Codes is included.

Report Total- A total of all Departments and Cost Codes.

Operating Analysis

A cumulative report for all vehicles detailing total cost and calculating cost per mile.



Cutoff Period- Select the current or previous Period. Cost through this Period will be included on the report.

Select **Preview** to view the report onscreen.

Select **Print** to send the report directly to the default printer.

Understanding Your Report

| ELDORADO FARM CENTER | | Eldorado Farm Center VT Operating Analysis As Of August 2014 | | | | | Page 1 Date: 08/28/14 16:36 | | | |
|-------------------------|------------------------------------|--|--------------|----------------|------------|------------|--------------------------------|-----------------------|-------------------------|---------------------|
| Vehicle | Description | Age | Capital Cost | Operating Cost | Total Cost | Miles Used | Avg Miles Per Month | Capital Cost Per Mile | Operating Cost Per Mile | Total Cost Per Mile |
| 011 | La Vergne Main Store | | | | | | | | | |
| 450898 | orange | 6 | 0.00 | 1,759.99 | 1,759.99 | 125,415 | 20,903 | 0.00 | 0.01 | 0.01 |
| FAST1 | Black Firebird for fast deliveries | 14 | 233.33 | 2,329.13 | 2,562.46 | 6,330 | 452 | 0.04 | 0.37 | 0.40 |
| PROP1 | Propane Cylinder Truck 1 | 10 | 0.00 | 842.50 | 842.50 | -19,900 | -1,990 | 0.00 | -0.04 | -0.04 |
| SP1 | Spreader #1 | 10 | 0.00 | 2,724.93 | 2,724.93 | 777 | 78 | 0.00 | 3.51 | 3.51 |
| SP2 | Spreader #2 | 10 | 0.00 | 425.00 | 425.00 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| TRUCK1 | Red Ford Truck | 22 | 0.00 | 659.98 | 659.98 | 150,000 | 6,818 | 0.00 | 0.00 | 0.00 |
| TRUCK2A | Chevy Truck green (5 speed) | 19 | 0.00 | 24.68 | 24.68 | 1,269,429 | 66,812 | 0.00 | 0.00 | 0.00 |
| Department 011 Totals: | | | 233.33 | 8,766.21 | 8,999.54 | 1,532,051 | | 0.00 | 0.01 | 0.01 |
| 013 | Smyrna Branch Store 2 | | | | | | | | | |
| 1458 | red tractor | 6 | 0.00 | 2,620.89 | 2,620.89 | 9,901 | 1,650 | 0.00 | 0.26 | 0.26 |
| FD1 | Bulk Feed Delivery Truck #1 | 10 | 0.00 | 697.84 | 697.84 | 79,130 | 7,913 | 0.00 | 0.01 | 0.01 |
| Department 013 Totals: | | | 0.00 | 3,318.73 | 3,318.73 | 89,031 | | 0.00 | 0.04 | 0.04 |
| 099 | Direct Dept | | | | | | | | | |
| 271828 | 140 - 195 hp | 6 | 0.00 | -0.16 | -0.16 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Department 099 Totals: | | | 0.00 | -0.16 | -0.16 | 0 | | 0.00 | 0.00 | 0.00 |
| Grand Totals: | | | 233.33 | 12,084.78 | 12,318.11 | 1,621,082 | | 0.00 | 0.01 | 0.01 |

Vehicle- Vehicle ID

Description- Description of the Vehicle

Age- Age of the Vehicle based on In Service Date.

Capital Cost- The Capital Cost allocated to the period for vehicle.

Operating Cost- Total of all Cost Codes through the Cutoff date.

Total Cost- Adds the Capital and Operating Cost columns for each vehicle.

Miles Used- Total miles recorded for the vehicle.

Avg Miles Per Month- The Miles Used divided by the Vehicle Age.

Capital Cost Per Mile- Capital Cost for the Vehicle divided by Miles Used.

Operating Cost Per Mile- Operating Cost divided by Miles Used.

Total Cost Per Mile- Total Cost divided by Miles Used.

Department Totals- All columns are totaled by department.

Report Totals- All columns are totaled for the entire report.

Vehicle Cost Detail

Create a spreadsheet with Vehicle Cost Detail for selected Financial Periods and Departments.

The screenshot shows the 'VT Vehicle Cost Detail' application window. It has a title bar with a close button. Inside, there's a 'Printer Setup' button and a 'Help' button with a question mark icon. The main area contains several controls: a 'Fiscal Year' dropdown menu set to '2015'; a 'Period Selection' group box with a dropdown menu set to 'All Periods in Fiscal Year 2015' and two date pickers labeled 'From' (set to 'July 2014') and 'To' (set to 'August 2014'); a 'Department Selection' group box with a dropdown menu set to 'All Departments' and two empty date pickers labeled 'From' and 'To'. Below these is a 'File...' button with a floppy disk icon and a text field showing the file path 'C:\Users\pah\AppData\Local\Temp\VTCostDetail.xls'. At the bottom are two buttons: 'Generate' with a green checkmark icon and 'Close' with a red X icon.

Fiscal Year- Select the drop down menu to select the Fiscal Year.

Period Selection- Select either • All
Periods in the Fiscal Year selected

- One Period
- Range of
Periods

Period- Active if One Period or Range of Periods is selected. Select the drop down menu to select the Period

To- If Range of Periods has been selected, select an ending period from the drop down menu.

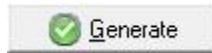
Department Selection- Select either

- All Departments
- One
Department
- Range of
Departments

Department- Active if One Department or Range of departments selected.



- Select to choose the location the generated file will be saved.



- Select to create the spreadsheet.

Vehicle List

Create a List of all Active or Disposed Vehicles.

Status- Select either

- Active
- Disposed

Report Order- Select the order Vehicles will be listed on the report

- Department and Vehicle ID • Vehicle ID

Department Mask- Focus on specific departments by adding an Department Mask, a way to search for departments by specifying part of the department number by replacing the question mark with that number.

Department Selection- Select either

- All Departments • One

Department • Range of Departments **Department-** Active if One Department selected. Select to choose a Department.

From- Active if Range of Departments selected. Select to choose a starting Department.

To- Select to choose an ending Department.

Select **Preview** to view the report onscreen.

Select **Print** to send the report directly to the default printer.

Understanding Your Report

| ELDORADO FARM CENTER | | Eldorado Farm Center VT Active Vehicle List For All Departments | | | Page 1 Date: 08/28/14 16:34 | |
|--------------------------|-----------------------------------|---|------------|--------------|--------------------------------|--|
| Vehicle | Description | Driver | Asset ID | Capital Cost | Last Mileage | |
| 011 | La Vergne Main Store | | | | | |
| 456698 | 2014 Universal 650 | | | 0.00 | 500 | |
| FAST1 | 2000 Pontiac Firebird | | | 2,000.00 | 56,330 | |
| PROP1 | 2013 Peterbilt 1000 | | | 30,000.00 | 100 | |
| SP1 | 2013 John Deere JD440 | | | 25,000.00 | 2 | |
| SP2 | 2013 John Deere JD440 | | | 20,000.00 | 0 | |
| TRUCK1 | 2012 Ford F 150 | | 0123456789 | 0.00 | 10 | |
| TRUCK2A | 2013 Chevrolet RAM F-250 | Timmay! | | 0.00 | 1,269,429 | |
| Department 011 Totals: | | | | 77,000.00 | | |
| 013 | Smyrna Branch Store 2 | | | | | |
| 1458 | 2014 Massey Fergusson IT385 | | | 0.00 | 500 | |
| FD1 | 2013 Mack 8000 | | | 35,000.00 | 84,130 | |
| Department 013 Totals: | | | | 35,000.00 | | |
| 099 | Direct Dept | | | | | |
| 271828 | 2014 Massey Fergusson 7600 Series | | | 0.00 | 0 | |
| Department 099 Totals: | | | | 0.00 | | |
| 14610 | Store 4610 | | | | | |
| 123 | 2014 Ford Focus | | | 0.00 | 0 | |
| Department 14610 Totals: | | | | 0.00 | | |
| Grand Totals: | | | | 112,000.00 | | |

Vehicle- The Vehicle ID

Description- The Vehicle Year and description.

Driver- Any driver assigned to the vehicle will be included in the report.

Asset ID- Any Asset ID.

Capital Cost- The Capital Cost for the vehicle

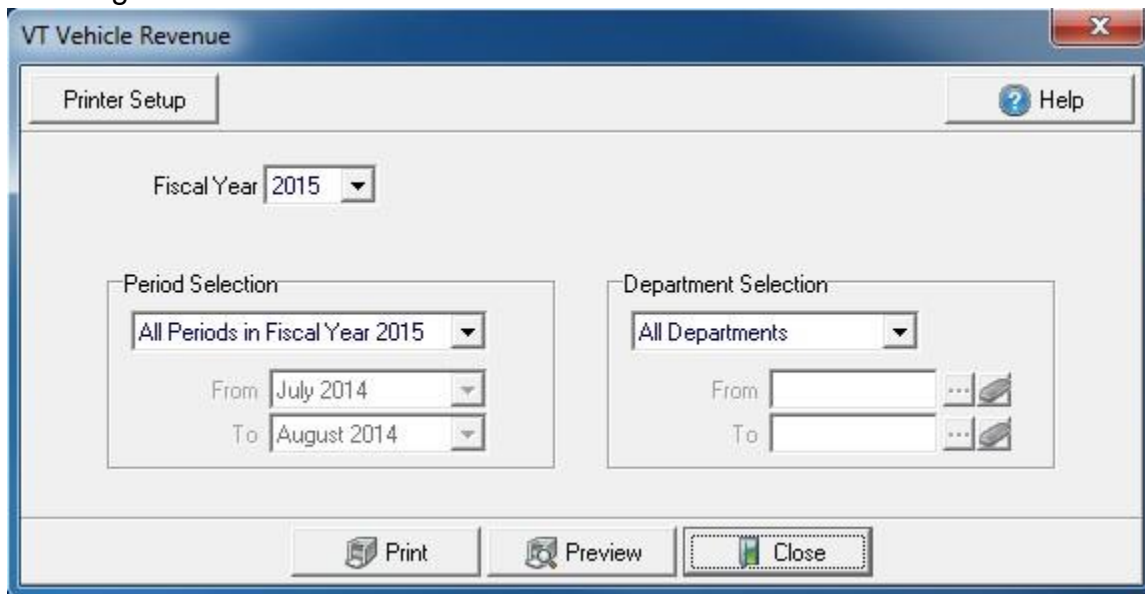
Last Mileage- Last Mileage entered for the vehicle.

Department Subtotals- Included on the report only if the report order Department and Vehicle ID selected. Subtotals Capital Cost for each department.

Report Total- A total of the Capital Cost column.

Vehicle Revenue

Create a report to view the Revenue associated with orders and batches that selected Vehicle Tracking.



The screenshot shows a software window titled "VT Vehicle Revenue". At the top left is a "Printer Setup" button, and at the top right is a "Help" button with a question mark icon. Below these, there is a "Fiscal Year" dropdown menu currently set to "2015". Underneath, there are two main selection areas: "Period Selection" and "Department Selection". The "Period Selection" area includes a dropdown menu set to "All Periods in Fiscal Year 2015", and below it, "From" and "To" date pickers set to "July 2014" and "August 2014" respectively. The "Department Selection" area includes a dropdown menu set to "All Departments", and below it, "From" and "To" date pickers that are currently empty. At the bottom of the window, there are three buttons: "Print", "Preview", and "Close".

Fiscal Year- Select either the current or previous Fiscal Year.

Period Selection- Select either

- All Periods is Fiscal Year 20XX
- One Period
- Range of Periods

Department Selection- Select either

- All Departments
- One Department
- Range of Departments

Department- Active if One Department selected. Select  to choose a Department.

From- Active if Range of Departments selected. Enter a starting department or select the search button.

To- Active if Range of Departments selected. Enter an ending department or select the search button.

Select **Preview** to view the report onscreen.

Select **Print** to send the report directly to the default printer.

Understanding Your Report

| ELDORADO FARM CENTER | | Eldorado Farm Center VT Vehicle Revenue For All Departments For August 2014 | | | | | Page 1 Date: 08/28/14 16:32 |
|----------------------------|------------------------------------|--|---------|--------|---------|-----------------|--------------------------------|
| Vehicle | Description | Orders | Tons | Acres | Gallons | Service Revenue | Total Revenue |
| 011 | La Vergne Main Store | | | | | | |
| 456698 | orange | 1 | 1.0000 | 0.00 | 0.00 | 0.00 | 149.64 |
| FAST1 | Black Firebird for fast deliveries | 2 | 1.3300 | 0.00 | 0.00 | 0.00 | 257.52 |
| PROP1 | Propane Cylinder Truck 1 | 1 | 0.0000 | 0.00 | 0.00 | 0.00 | 550.00 |
| SP1 | Spreader #1 | 1 | 15.8543 | 66.67 | 0.00 | 0.00 | 6,762.11 |
| SP2 | Spreader #2 | 1 | 31.7087 | 133.33 | 0.00 | 0.00 | 13,524.21 |
| TRUCK1 | Red Ford Truck | 2 | 5.0000 | 0.00 | 0.00 | 30.00 | 2,380.00 |
| Totals for Department 011: | | 8 | 54.8930 | 200.00 | 0.00 | 30.00 | 23,623.48 |
| 013 | Smyrna Branch Store 2 | | | | | | |
| FD1 | Bulk Feed Delivery Truck #1 | 1 | 2.5000 | 0.00 | 0.00 | 0.00 | 1,195.00 |
| Totals for Department 013: | | 1 | 2.5000 | 0.00 | 0.00 | 0.00 | 1,195.00 |
| Total for 7 vehicles | | 9 | 57.3930 | 200.00 | 0.00 | 30.00 | 24,818.48 |

Vehicle- The Vehicle ID

Description- Description of the vehicle.

Department- The Department ID and description is listed.

Orders- Number of orders for the selected Period.

Tons- Number of tons associated with the orders and vehicle.

Acres- Number of acres indicated on fertilizer batches where the vehicle was used.

Gallons- Number of gallons associated with the orders and vehicle.

Service Revenue- Totals service revenue attributed to the vehicle.

Total Revenue- Total revenue for the orders indicated.

Department Subtotal- All columns will be totaled by Department.

Report Total- All columns will be totaled for the report.