

**smart**MOVE

**DOCKET**killer

*Overview*

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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 5.
- Financial transactions for invoiced work and claims from owners can be loaded into MYOB. No data entry is required. See section 6.
- 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 7.
- An invoice from bailor to bailee for work done can also be generated to assist with GST reporting – see section 8.
- 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 white paper 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.

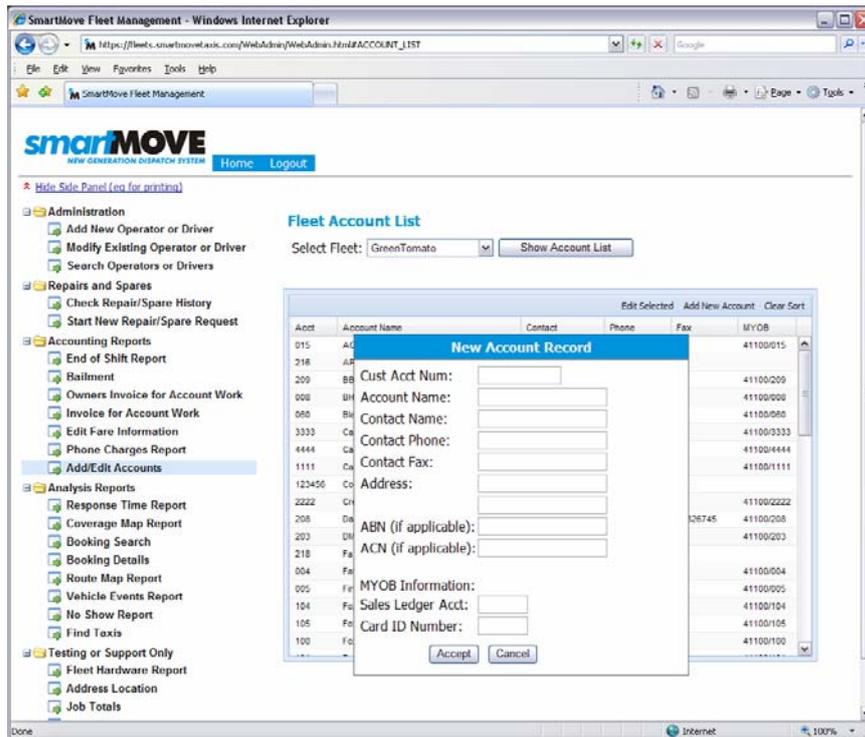
For each account a number of pieces of information are required. The information required for each account holder is given in the following table.

Field	Data
Customer account number + SmartMove account number	The customer number must be unique. Any number may be entered.  Two extra ‘check digits’ are 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. <b>If invoicing totals are being transferred to MYOB (see section 6) the name entered here must be exactly the same as the name in the corresponding MYOB card.</b>  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	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 <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a>
ACN	Australian Company Number to be printed on the tax invoice. May be found at the website <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a>
MYOB sales ledger account number	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.
MYOB Card ID	MYOB card number to be used for recording ‘sales’ to account holders. One entry will appear for each invoice generated. <b>Note that the name given in the account name field above must be exactly the same as the name in the MYOB card.</b>

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TO BE COMPLETED	
E-mail	E-mail address to be used if invoice can be sent by e-mail.
Maximum fare	The maximum fare that may be charged to the account may be set.
Accounting fee	% of amount deducted from operators to cover bookkeeping overheads.

Details are entered into SmartMove using the *Add/Edit Accounts* option on the fleet management website.



## 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 second controls 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.

More details on setting options is given in section 9.

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### 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. If nothing is supplied the SmartMove logo is normally used. Examples are given below.



#### 2.3.2 Account holder invoice format

The invoice to account holders for work done can include virtually any fields from the bookings. Several formats are available and others can be prepared if necessary.

The standard format is shown below.



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

##### Northcott Society

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

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		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 0.

### 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.

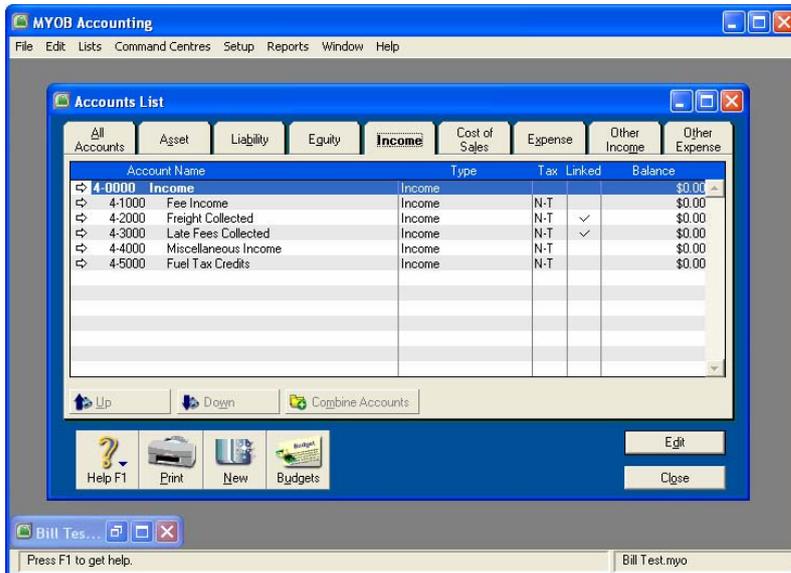
### 3 Preparing for MYOB transfer

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

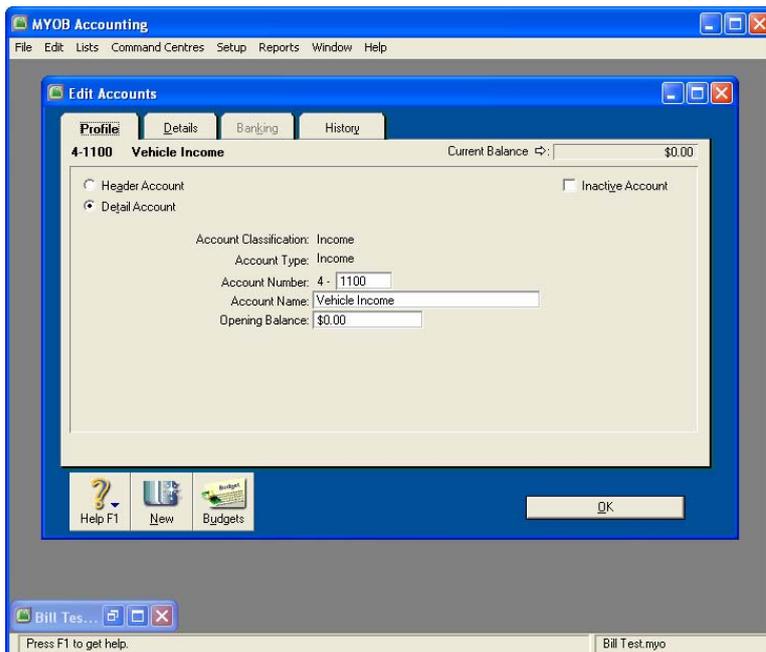
#### 3.1 MYOB Income account

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

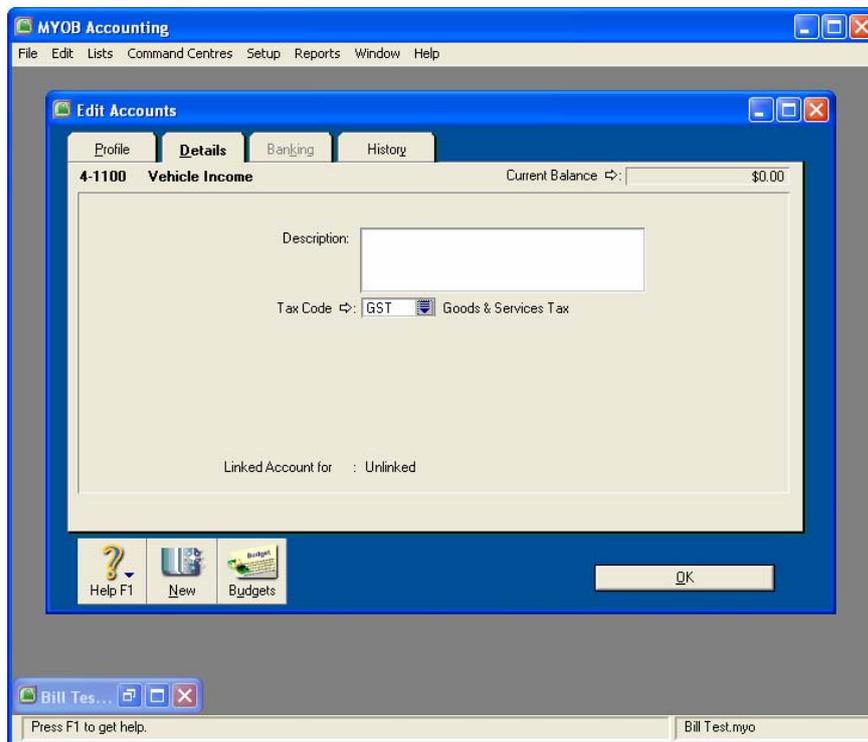


Add a new account



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Make sure GST is set if it applies.



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### 3.2 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' dialog box in the MYOB Accounting software, with the 'Profile' tab selected. The card name is 'AGL' and the card ID is '015'. The 'Designation' is set to 'Company'. The 'A/R Balance' is \$0.00. The 'Card Type' is 'Customer' and the 'Inactive Card' checkbox is unchecked. The 'Location' is 'Address 1: Bill To'. The 'Address' field is empty. The 'City', 'State', and 'Country' fields are also empty. The 'Postcode' field is empty. The 'Phone#1', 'Phone#2', and 'Phone#3' fields are empty. The 'Fax', 'Email', 'Website', 'Salutation', and 'Contact' fields are empty. There are buttons for 'Print', 'Letter', 'Email', and 'Website' at the bottom. A 'Help F1' button and a 'New' button are also present. The 'OK' button is at the bottom right.

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' dialog box in the MYOB Accounting software, with the 'Selling Details' tab selected. The card name is 'AGL' and the card ID is '015'. The 'A/R Balance' is \$0.00. The 'Sale Layout' is 'Service'. The 'Credit Limit' is \$0.00. The 'Printed Form' is 'To be Printed'. The 'Invoice Delivery' is 'To be Printed'. The 'Income Account' is '4-1100 Vehicle Income'. The 'Receipt Memo' is empty. The 'Salesperson' is empty. The 'Shipping Method' is empty. The 'Customer Billing Rate' is '\$0.00 Excluding Tax'. The 'A.B.N.' is empty. The 'A.B.N. Branch' is empty. The 'Tax ID Number' is empty. The 'Tax Code' is 'GST Goods & Services T'. The 'Freight Tax Code' is 'GST Goods & Services T'. The 'Use Customer's Tax Code' checkbox is unchecked. The 'Customer Terms Information' section includes: 'Payment is Due' is 'Day of Month after EDM', '% Discount for Early Payment' is '0%', 'Discount Date' is '1st', '% Monthly Charge for Late Payment' is '0%', 'Balance Due Date' is '30th', and 'Volume Discount %' is '0%'. There is a 'Credit Limit & Hold' button. A 'Help F1' button and a 'New' button are also present. The 'OK' button is at the bottom right.

## 4 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.

### 4.1 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 4.2 below.

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

### 4.2 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.



### 4.3 Recording payment method

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



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.

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**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.

**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.

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.

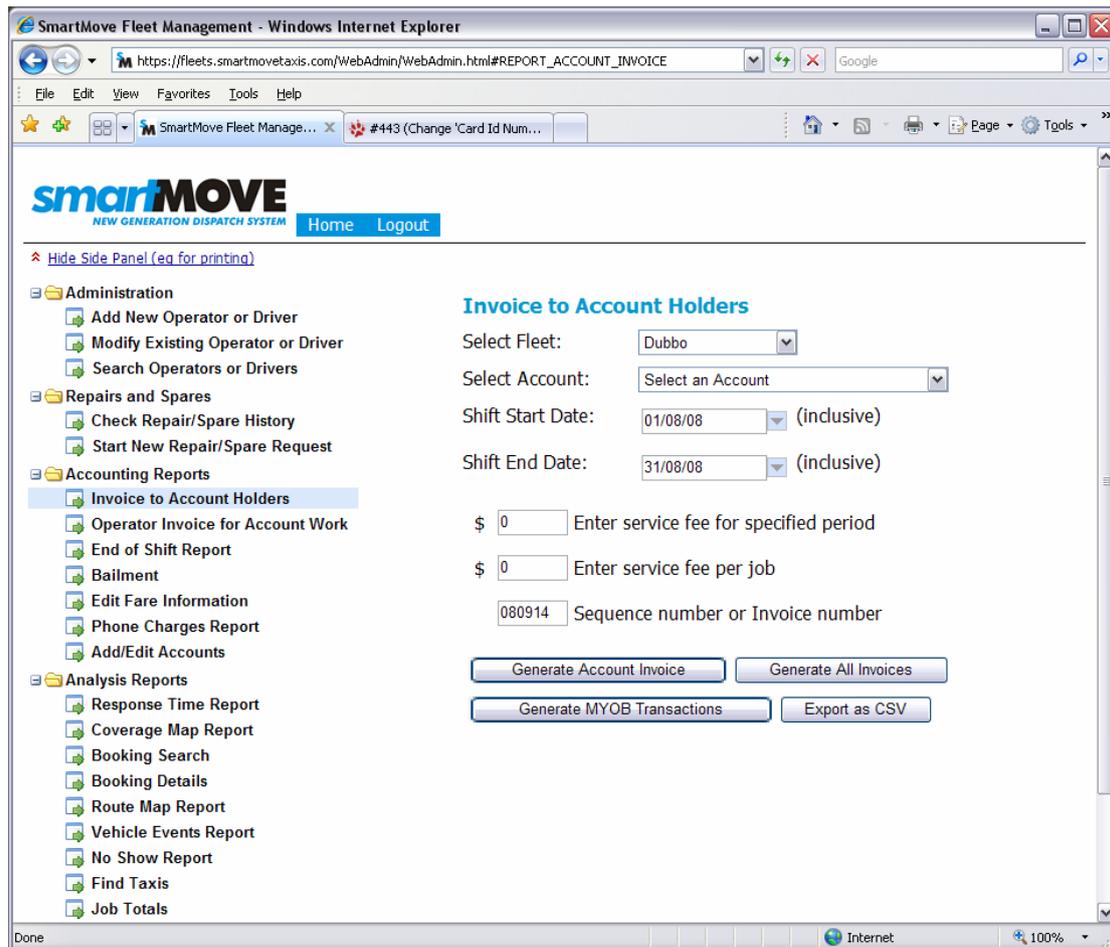
### 5 Generating invoices for account work

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.

#### 5.1 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 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

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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 6.
- (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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 <p><b>131 008 DUBBO</b> AUSTRALIA WIDE TAXI powered by <b>SmartMOVE</b></p>	<p>Dubbo Radio Cabs Co-operative Limited 17 Mansour Street Dubbo NSW 2830 ABN: 43 983 592 901 Office: (02) 6325 0000</p>
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### 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

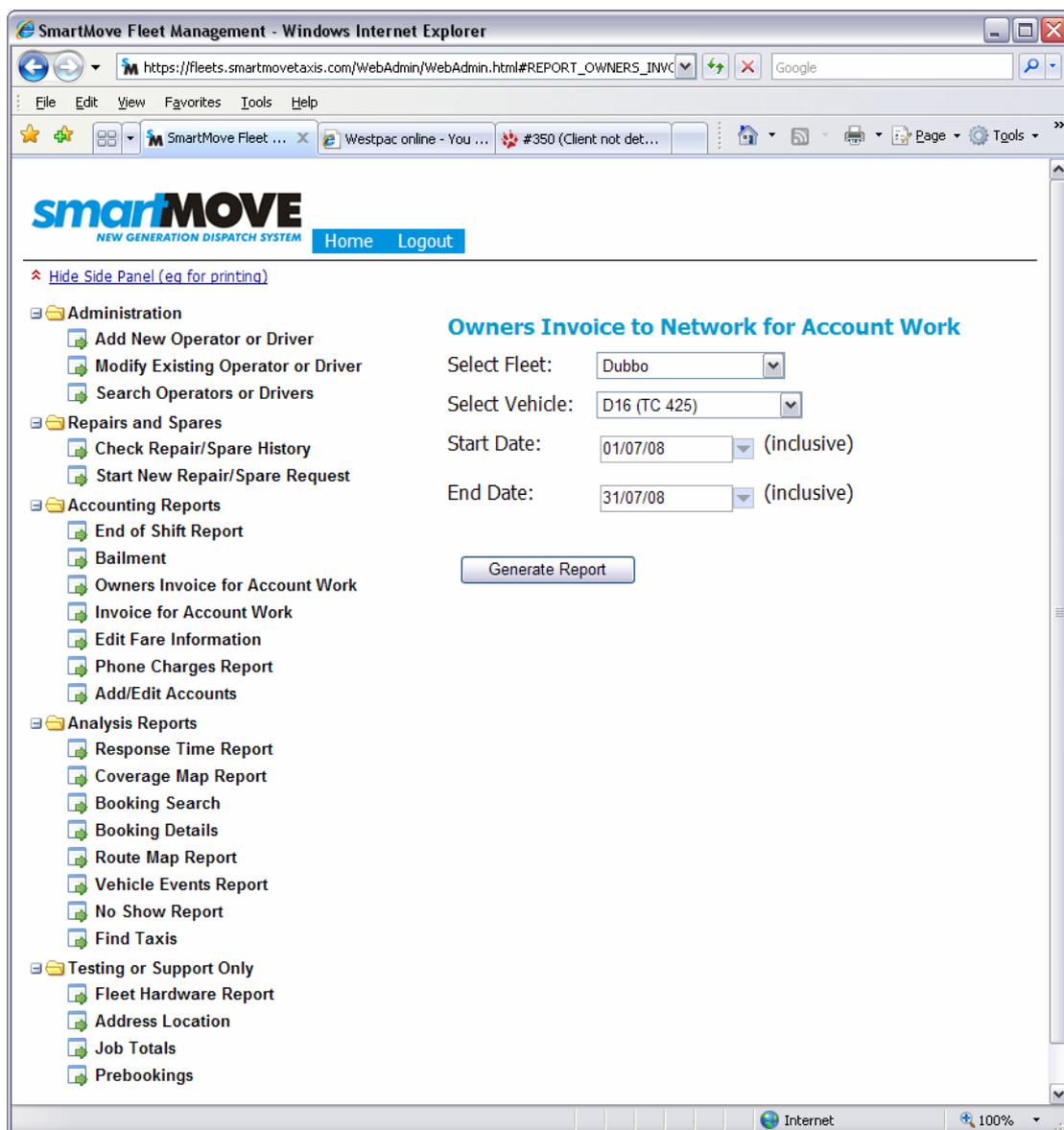
Date	Job #	Client Name	Booked Time	Pickup Time	Pickup Address	Destination Address	Amount (inc GST)
1	05/09/08 876717		07:57	07:59	17 JUBILEE ST, DUBBO		\$8.80
2	05/09/08 876873		10:30	10:34	14 LEAVERS ST, DUBBO		\$10.70
3	05/09/08 876882		10:39	09:47	HAIL		\$9.00
4	05/09/08 876977	1 CAR	12:35	12:41	AIRPORT - 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

### 5.2 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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Dubbo Radio Cabs Co-operative Limited  
 17 Mansour Street  
 Dubbo NSW 2830  
 43 983 582 901

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

Total (inc GST): **\$208.60**  
 Includes GST of: **\$18.98**

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 - Callcane 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
<b>Total</b>				<b>\$208.60</b>	

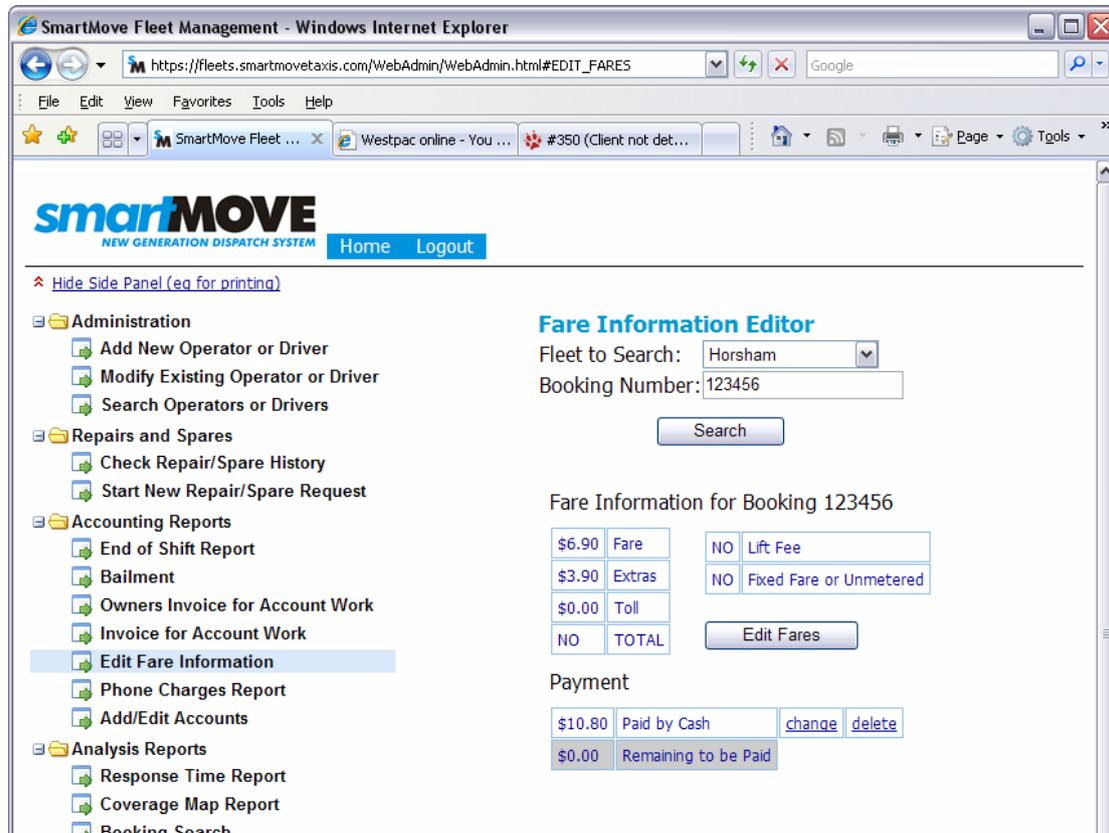
Operator: Malcolm Bryan - D16 (TC 425)  
 Period: 05/09/08 to 05/09/08

Prepared: 14/09/2008  
 Page 1 of 1

### 5.3 Correcting errors

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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 navigation links for "Home" and "Logout". A sidebar menu on the left lists various administrative and reporting functions, with "Edit Fare Information" highlighted. The main content area is titled "Fare Information Editor" and includes a search form with "Fleet to Search:" set to "Horsham" and "Booking Number:" set to "123456". Below the search form, the "Fare Information for Booking 123456" is displayed in a table format:

\$6.90	Fare	NO	Lift Fee
\$3.90	Extras	NO	Fixed Fare or Unmetered
\$0.00	Toll		
NO	TOTAL		

An "Edit Fares" button is located below the table. Under the "Payment" section, there is a table showing payment details:

\$10.80	Paid by Cash	<a href="#">change</a>	<a href="#">delete</a>
\$0.00	Remaining to be Paid		

### 5.4 Claims for subsidy work

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.

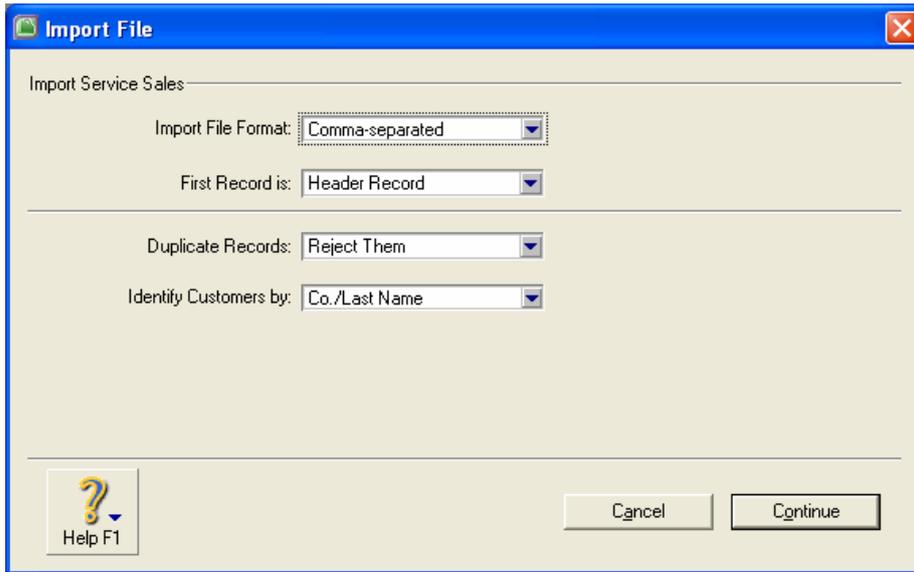
(TO BE DONE)

## 6 MYOB transfer

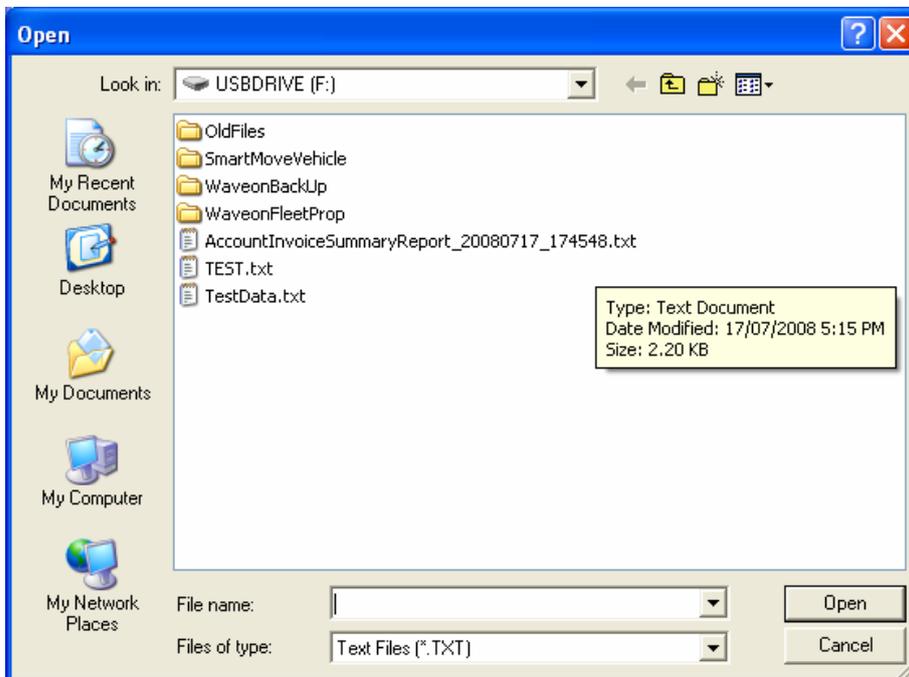
The totals of invoices issues can be transferred to MYOB.

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 3.2 above.

Once a file of transactions has been prepared (see section 5.1) 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*.

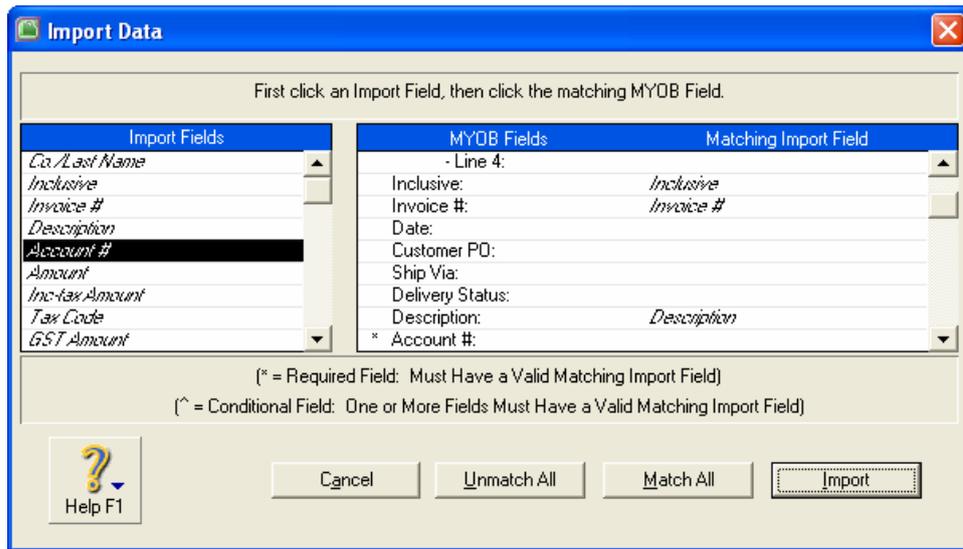


Select the file to be imported



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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.

## 7 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.

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\\_END\\_OF\\_SHIFT](https://fleets.smartmovetaxis.com/WebAdmin/WebAdmin.html#REPORT_END_OF_SHIFT). The page features the SmartMove logo and navigation links for "Home" and "Logout". A sidebar menu on the left lists various categories: Administration, Repairs and Spares, Accounting Reports (with "End of Shift Report" selected), Analysis Reports, and Testing or Support Only. The main content area is titled "End Of Shift Report" and contains several dropdown menus: "Select Fleet:" (Please Select a Fleet), "Shift Start Date:" (20/08/08), "Select Vehicle:" (Select a Fleet first), and "Select Shift:" (Select a Vehicle first). Below these are input fields for various financial items: 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 (\$), and Receipt: Subsidy (\$). A "Generate Report" button is located at the bottom of the form.

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 Overview

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 7.3. 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 4.3.
Bailee Lift Fee Rate (%)	Enter the percentage of the <i>lift fee</i> payable to the bailee.
<b>From CabCharge docket</b>	
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.

## SmartMove DocketKiller Overview

### 7.1 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 PTY. LTD**  
powered by **SMARTMOVE**

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

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

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		
<b>EFTPOS Totals</b>			
EFT Debit	12.00		
Credit	0.00		
Charge	0.00		
E-Ticket	0.00		
Subsidy	60.40		
<b>Expenses</b>			
Purchase	Amount		
	Total		0.00
<b>Lift Fees</b>			
Number of Lift Fees	0		
Total amount for Lift Fees	0.0		

## SmartMove DocketKiller Overview

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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.

148	11/08/08 08:56 - 11/08 19:00
<b>Cash reconciliation</b>	
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
<b>Income</b>	
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
<b>Shift Statistics</b>	
Odometer at the start:	348904
Odometer at the end:	349053
Shift total:	149
\$ per Kilometer:	\$1.72

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 7.2) and the figure given for *Receipt: Credit (\$)*.

<b>Bailee</b>	
Net Income (50.0%)	128.15
Share of lift fees	0.00
less Exceptional loss	0.00
<b>Bailee's Income</b>	<b>128.15</b>
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.

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

The bailor's share of expenses is shown separately.

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.

## SmartMove DocketKiller Overview

### 7.2 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

2 / 2 101% 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	
<b>Totals</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.40</b>	<b>9.30</b>

**Job Summary**

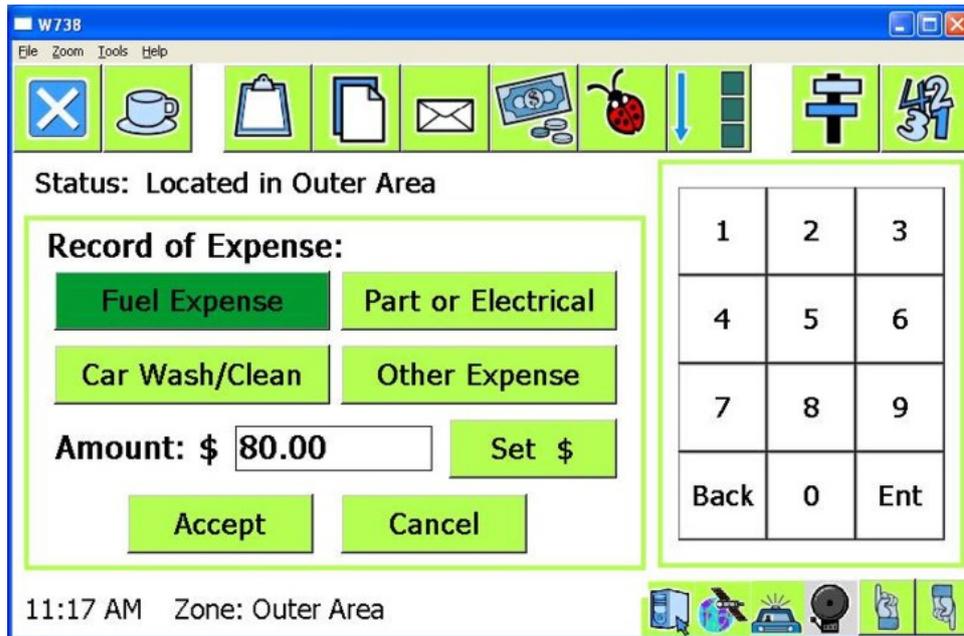
Booking ID	Date	Start Time	End Time	Acct Num	Lift Fee	Fare \$	Extras \$	Toll \$	Total \$
182180	11/08/08	09:08	09:13		No	7.40	1.40	0.00	8.80
182182	11/08/08	09:18	09:22		No	8.70	1.40	0.00	10.10
182184	11/08/08	09:32	09:36		No	6.20	1.40	0.00	7.60
182172	11/08/08	10:04	10:12		No	13.20	1.40	0.00	14.60
182186	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

### 7.3 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  buttons to access this screen.



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.

## 8 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)

## 9 Options

### 9.1 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](mailto: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.

### 9.2 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](mailto:support@smartmovetaxis.com). In future they will be set using the web page used to setup and modify driver details.

## SmartMove DocketKiller Overview

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.

### 9.3 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](mailto:support@smartmovetaxis.com).

## SmartMove DocketKiller Overview

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 4.3