

TORQUE
SOFTWARE



Lighthouse User Guide
Vehicles

Version 5.6 to 5.8.5

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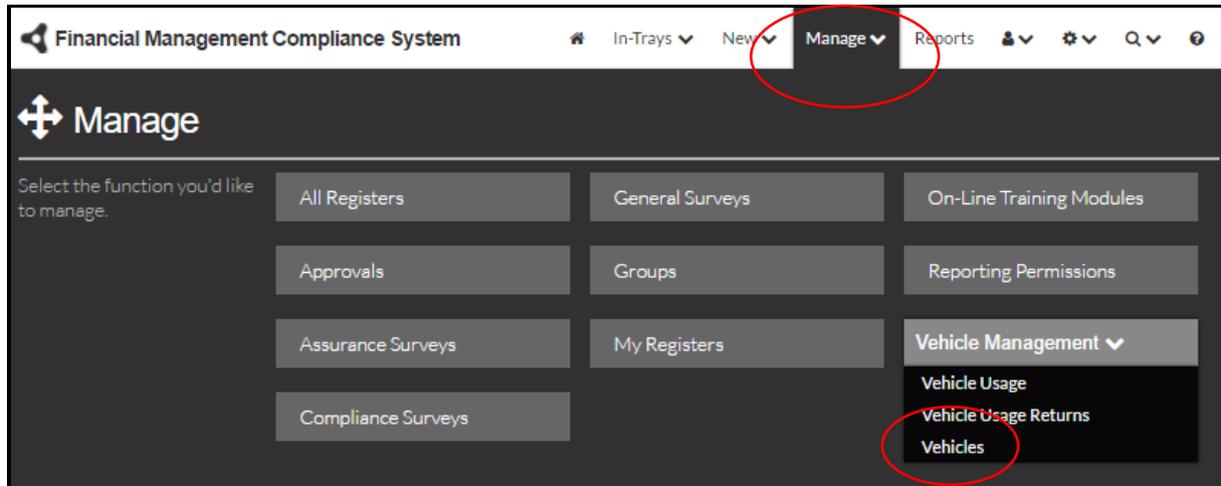
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MANAGING VEHICLE DETAILS

To access the functions described in this section, select the Vehicle Management button from the Manage Menu then the Vehicles Option.

A user will only be able to view and edit those functions they have been given permission to access. Some functions described below will only be available to Administrators. Module Administrators are able to give these permissions to other users as appropriate.



The Vehicle Management table is displayed as shown below.

The first line in the table are the filter options. Click on the down arrows or the filter icon  and select an option to limit the view to only those items required. Click on the blue cross  to remove the filter, or select the Refresh button  at the top right of screen.

The screenshot shows a table titled 'Vehicle Management' with columns: Rego, Make, Model, Finance Type, Monthly finance, Cost Centre, Organisational Structure, Disposed, and Latest FBT Year. The first row contains filter icons (down arrows and a filter icon) for each column. The first row of data is highlighted, and its expand arrow is circled in red. A red circle also highlights the filter icon for the 'Monthly finance' column.

	Rego	Make	Model	Finance Type	Monthly finance	Cost Centre	Organisational Structure	Disposed	Latest FBT Year
							Begin typing name		
	005MFH	Holden	Cruze	Lease	\$762.00	1100	Secretary's Office / AGD / Division1	<input type="checkbox"/>	2016
	YJM17A	Ford	Falcon	Lease	\$500.00	1100	Secretary's Office / AGD / Division1	<input type="checkbox"/>	2016
	YJM24A	Ford	Territory	Lease	\$653.00	1100	Secretary's Office / AGD / Division1	<input type="checkbox"/>	2016
	YLT78T	Holden	Cruze	Lease	\$626.52	1100	Secretary's Office / AGD / Division1	<input type="checkbox"/>	2016

To view the details of the vehicle, click on the expand arrow to the side of that vehicle. All details will be able to be viewed but only some may be edited. To compress the view, click on the expand arrow again.

Details		FBT	Usage	Rego History	History
Status		Opening Balance			Disposal
VIN / Chassis No.	6G1PD5E50CL635198	Effective Month & Year <small>(as at end of month)</small>	8 / 2014	Date	-
Base Value	\$35,629.00	Business KMs	0	Method	-
Address		Private KMs	20000		
Contract Date	1/08/2014	Home Garaging Days	0		
Acquired Date	1/08/2014	Unavailable Days	0		
		Contribution Balance	\$0.00		
		Operating Expense Balance	\$5,389.00		

1. The Details tab shows the information entered for the vehicle.
2. The FBT Tab shows information relating to previous FBT Returns for the vehicle.
3. The Usage Tab shows all reported usage for the vehicle, by period, Click the edit/add icon next to a usage record to view and edit the Private Usage and Operating Expenses reported for the period.
Note: only submitted usage records are used for FBT calculation. Non-submitted records are those records where the responsible VCO had not submitted the details for the period in question.
4. Rego History documents if there has been any change of registration plates for the vehicle and the dates the changes took place. To update this information select the Edit, New or Delete buttons as required.

Adding, Editing and Disposing of Vehicle

1. To add a new vehicle, click on any New icon. To edit or dispose of an existing vehicle, click on the Edit icon of that vehicle.

Important: Vehicles added and disposed in this module effects vehicles displayed in the Home Garaging Module.

	005MFH	Holden	Cruze	Lease	\$762.00	1100	Secretary's Office / AGD / Division1		2016
VIN	6G1PD5E50CL635198		Rego	005MFH					
Make	Holden		Model	Cruze					
Finance Type	Lease		Monthly Finance	762.00					
Cost Centre	1100		Base Value	35629.00					
Organisational Structure	Secretary's Office / AGD / Division1								
Contract Date	1/08/2014		Acquisition Date	1/08/2014					
Opening Balance Effective Month (as at end of month)	8		Opening Balance Effective Year	2014					
Opening Balance Business KMs	0		Opening Balance Private KMs	20000					
Opening Balance Home Garaging Days	0		Opening Balance Unavailable Days	0					
Opening Balance Contribution	0.00		Opening Balance Operating Expense	5389.00					
Address									
Disposal Date			Disposal Method						
Comments									

- When adding vehicles, they can be done individually through this interface or in bulk by importing via a CSV file. (See instructions in the next section for Importing.)
- Enter the information required.
- Opening Balance Details. These are used when adding a vehicle that has already been used for some time outside of the FMCS and you wish to provide the opening balance as at the time the vehicle is to be managed in the FMCS. Note: The opening balance must be calculated as at the last day of the Opening Balance Month/Year.
- Select the Save icon to save changes or the cancel icon to delete any changes.
- When disposing of a vehicle, enter the disposal date and the chose the method of Disposal from the drop-down list. Add comments as required.

Notes:

Once a disposal is saved the vehicle is Disposed. There is no confirmation or approval process. If the vehicle has been disposed by error, select "Include Disposed Vehicles from the Select Menu. Click on the edit icon and delete the date and method.

Any usage returns already generated for the months after the month of disposal will be delete.

Other Actions Available to Manage Vehicles Details

There are various actions that can be taken to manage vehicle details. Before any actions can be implemented the relevant vehicles need to be selected.

Vehicles can be selected individually or by group.

VEHICLE USAGE REPORTS

Each month Vehicle Control Officers are tasked with reporting usage for all vehicles under their control. This information is then used to calculate FBT liabilities.

Vehicle Control Officers (VCOs)

VCOs are those users who have been given permission by Administrators to enter the Vehicle Usage Reports and report on FBT liabilities.

A VCO may be responsible for many vehicles and a vehicle may also have multiple VCOs. But only one VCO is required to enter a Return for each vehicle each month.

See Section on Settings on how to create VCOs and how to link them to specific vehicles.

When to Complete Vehicle Usage Reports

Vehicle Usage Reports are submitted monthly. Administrators can configure FMCS to remind VCOs via email on a certain day each month.

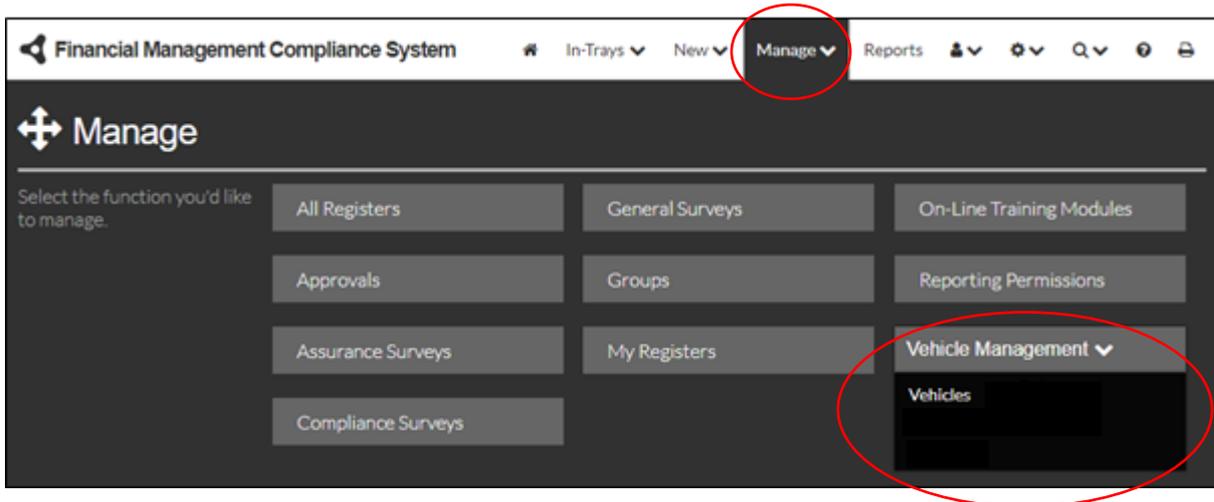
After a nominated period (set by the Administrator), vehicle usage returns are closed and locked against editing.

How to Complete Vehicle Usage Report

Vehicle Usage information may be uploaded by the administrators. If vehicle usage data has been uploaded then as a VCO you will see that the usage record has been pre-populated with certain fields which reduces that amount of effort to perform data entry across the entire record. If data has been uploaded it can be modified and saved.

VCOs can access their vehicle usage reports by:

1. Clicking on the Link in the email (if configured by the Administrator).
2. Clicking on the item on the Vehicle Tile from the Home screen.
3. Going into your In-Tray from the Menu item and selecting the Vehicle Usage option.
4. Going to the Manage Menu and selecting the Vehicle Usage Returns option from the Vehicle Management Menu.



5. From the In-Tray, click on the item requiring action.

Vehicle Usage Return - April 2017

Usage Period **01 Apr 2017 - 30 Apr 2017** Total Vehicles **4**
Editable until **9:24 AM (22 hours)**

005MFH - Holden Cruze

Odometer Reading	Start <input type="text" value="2016"/>	End <input type="text" value="4500"/>	Unavailable during period	Days <input type="text" value="2"/>	Reason <input type="text" value="Parked at Depart"/>
Operating Expenses	Fuel <input type="text" value="200.00"/>	Repairs & Maintenance (not smash repair costs) <input type="text" value="0.00"/>	Registration and insurance costs <input type="text" value="0.00"/>	Other <input type="text" value="0.00"/>	

Cost Centre	Employee	Private KMs	Home Garaging Days	Contribution Received	
<input type="text" value="1100"/>	<input type="text" value="Smith, John (john)"/>	<input type="text" value="43"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="button" value="Remove"/>

6. Complete the vehicle usage report for each vehicle.

Note: If Vehicle Usage information has been uploaded you will notice the following Vehicle return information has been populated:

- a. Total Klms, Operating Expenses and Private Klms will be set to the most recent uploaded file values. (Files can be updated by re-uploading the file, however only the most recent upload value will be displayed).
- b. Uploaded values can be overridden and saved.
- c. Once saved new uploaded data will not override the previously saved values.

- d. Data for the vehicle return record that is not populated by the import still must be completed.
 - e. Several warnings now appear in orange when the values in the usage return do not match the most recently uploaded values. Note: these are warnings only and the VCO may still submit the usage return.
7. The FMCS will allow Odometer Reading Start reading to be different to the previous month End reading. Ensure these odometer readings are correct.
 8. If a vehicle has been submitted by another VCO it will appear locked on your screen.
 9. Add multiple episodes of private vehicle usage by clicking on the button at the bottom of the section.

Note: If private vehicle Usage information has been uploaded, Cost Centre and Employee are not required.
 10. Save as Draft at any stage to come back to complete later.
 11. When you have filled out all vehicle usage items, click on the Submit button. This will validate your usage form, asking for any errors to be corrected. When all aspects are complete and correct the return will be submitted and locked.

Locked Reports

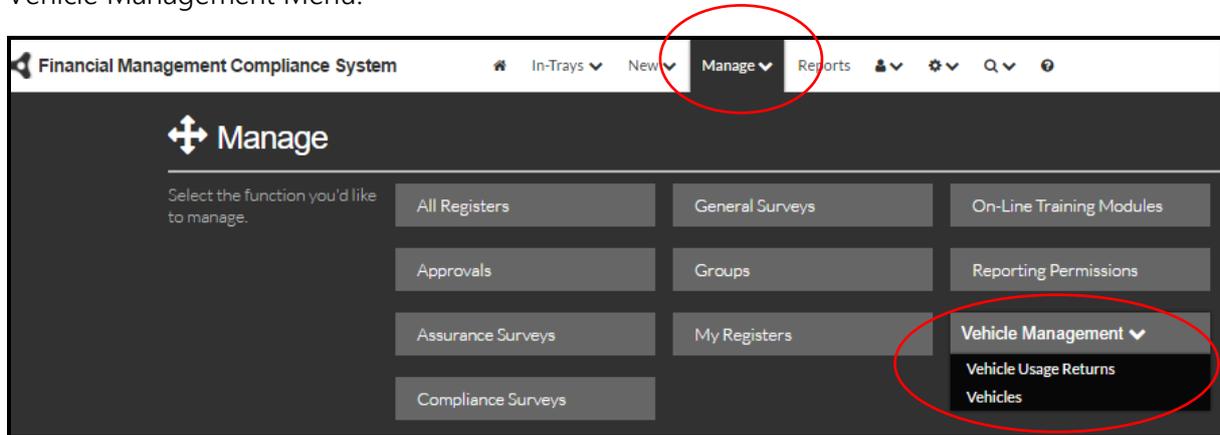
Vehicle Usage Returns are locked after a VCO has submitted a completed return, or the period close date (as set by the Administrator) has passed.

Administrators are able to unlock closed Vehicle Usage Returns for editing for a defined period of time. Contact your Administrator to do this.

VEHICLE USAGE MANAGEMENT

Administrators can use this function to review, edit and unlock vehicle usage returns.

To access these functions, go the Manage Menu and select Vehicle Usage Returns from the Vehicle Management Menu.



Periods are shown by month and year, which VCO is responsible, when notifications were sent, last reminders, date usage started being reported, date usage records were submitted, when usage records were locked and the number of vehicles for which this VCO is responsible.

Manage Vehicle Usage Returns											Select	Action
	Month	Year	Submitting VCO	Sent	Reminded	Started	Submitted	Locked	Vehicles / Pending			
<input type="checkbox"/>	4	2017	User Four (US04)	24/05/2017		24/05/2017		30/06/2017 17:00	0 / 0			
<input type="checkbox"/>	4	2017	User One (US01)	24/05/2017		24/05/2017	27/06/2017	28/06/2017 09:24	4 / 0			
<input type="checkbox"/>	3	2017	User Four (US04)	18/04/2017		18/04/2017		27/04/2017 08:35	0 / 0			
<input type="checkbox"/>	1	2017	User Four (US04)	27/02/2017		27/02/2017		10/03/2017 13:31	0 / 0			
<input type="checkbox"/>	1	2017	Admin System	6/03/2017		6/03/2017		19/03/2017	0 / 0			

The top row is the filter row. Limit what is displayed by using filters.

Click on the blue arrows to the right of a line to view the Usage Return.

To carry out an action, you need to select one or more items first. Items can be selected individually by clicking into the select box on the left or multiple items can be selected by groups by clicking on the Select menu.

Management Actions

Once one or more items are selected, various actions can be carried out.

Export to Excel The selected items can be exported to an Excel file. A link to the file will appear at the bottom left of the screen. Click on the link to open the file.

Send Email to the selected VCOs. The email dialog box will appear to create the email. The template has a number of different merge fields that can be added to the body of the message.

Unlock/Reopen extends the lockout date of the selected period reports. A dialogue box will open to allow for number hours allowed open to be entered (99 hours is the maximum allowed to be reopened.)

Create Vehicle Usage Return

Creates and notifies VCOs of a new Vehicle Usage Return is required.

Note: Vehicle Usage Returns and corresponding notifications are normally automatically created by the system as specified by the Administrators. This function should only be used to create a record if a new vehicle has been added to the VCO after the return period was automatically created or if you wish to create return periods prior to the system's implementation.

Vehicle Usage Returns

This function will create vehicle usage return notifications (where they don't already exist) for all selected vehicles for the period selected below.

Period May 2017

Use Default Lock Date Note: no notifications will be sent if the lock date is in the past.

Lock Date 28/06/2017

Create

Use the drop down menu to select the period. Tick the Default Lock Date to use the same lock date as the currently generated auto returns or enter a different lock date as required.

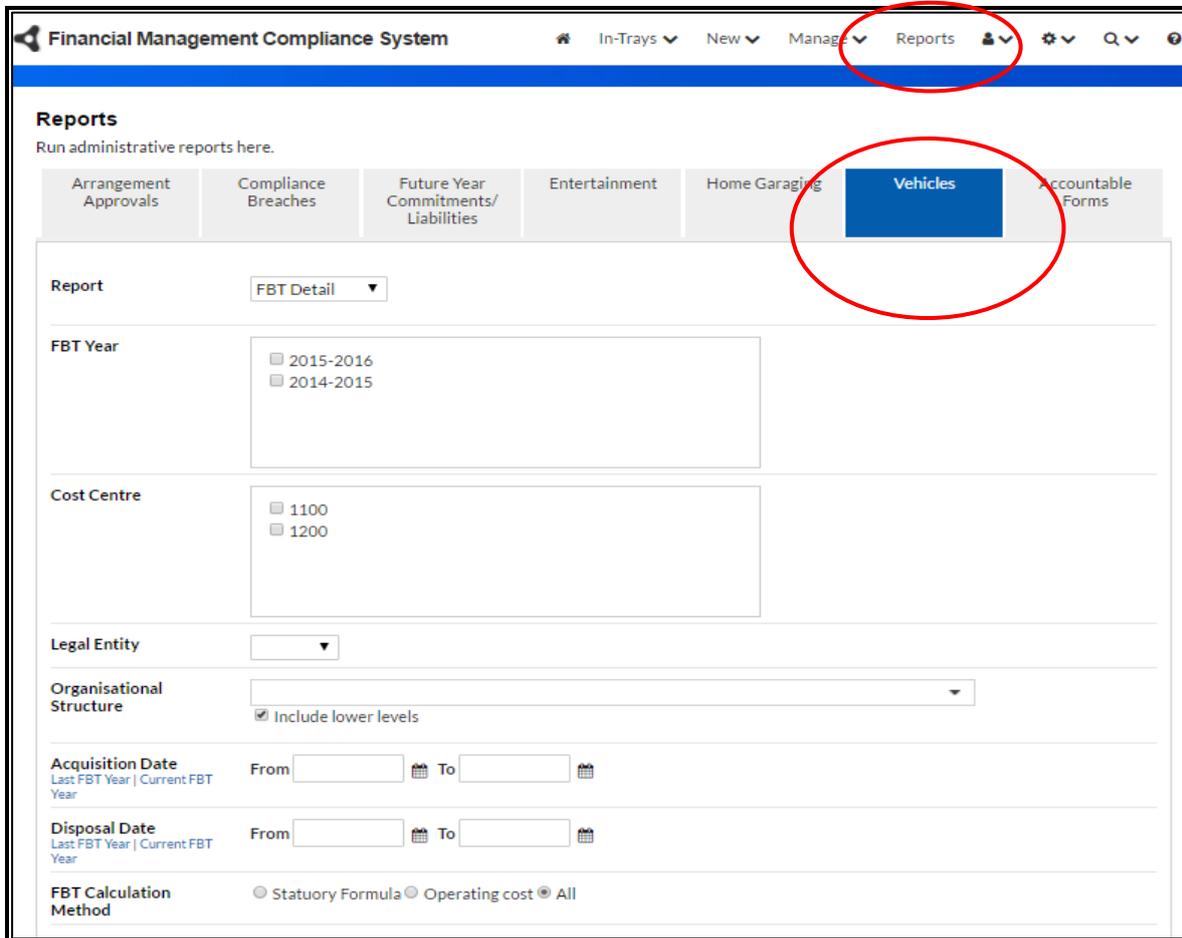
Note: Vehicle Usage Returns for a month are only calculated when the vehicle meets all the following Conditions;

- Acquisition Date is on or before the last day of the usage return month
- Any Opening Balance Month/Year is before the usage return month
- Any Disposal Date is on or after the first day of the usage return month

RUNNING VEHICLE REPORTS

Users with Reporting Permissions can generate Vehicle Reports. The Module Administrator gives Reporting Permissions.

If you require Reporting Permission contact your Module Administrators.



Go to the **Reports** Menu and select the **Vehicle** Tab.

Note: only the tabs you have permission to use will be displayed.

Creating a Report

FBT Detail Reports

These reports are comprehensive on all aspects of the FBT liability and the information entered to form the calculations.

Important: Non-submitted Usage reports are not used in FBT calculations. It is good practice to run the Vehicle Usage Report prior to running FBT reports to check all vehicles have had Usage Reports submitted.

Once you have identified the criteria you wish to report on (see below), click the **Report** button. The system will display the reported information in an interactive grid. Note: reports are often too large to display in entirety on a screen. Use the scroll bar at bottom and right side to shift the view.

Information can be **Grouped** by column by clicking on the column heading and dragging it above the column headings (as indicated on the screen). Undo the Grouping by dragging it back down into the column headings row.

Information in the columns can be sorted in the display by clicking the column heading. Undo the sort by clicking on the arrow next to the column heading.

Filters can be applied to columns using  at the top of each column.

Select Columns– click on this function to display fewer or more columns by clicking and dragging columns in, and out, of the Field Chooser box.

Click the refresh icon  remove all filters and undo any groupings or Select Column options.

To save the report, select to save in either Adobe or Excel format.

 **Adobe Icon** – Exports the report to Adobe.

 **Excel Icon** – Exports the report to Microsoft Excel

FBT Summary Report

The Summary Report is a simplified summary of FBT costs. Once the criteria for reporting on has been selected (see below) there is no further filtering and modifying results as is possible with the FBT Detail Report. This Report can only be saved to Excel.

Vehicle Usage Report

Important: Non-submitted Usage reports are not used in FBT calculations. It is good practice to run the Vehicle Usage Report prior to running FBT reports to check all vehicles have had Usage Reports submitted.

Once the criteria for reporting on has been selected (see below) Select the Report button.

The system will display the reported information in an interactive grid. Note: reports are often too large to display in entirety on a screen. Use the scroll bar at bottom and right side to shift the view.

Information can be **Grouped** by column by clicking on the column heading and dragging it above the column headings (as indicated on the screen). Undo the Grouping by dragging it back down into the column headings row.

Information in the columns can be sorted in the display by clicking the column heading. Undo the sort by clicking on the arrow next to the column heading.

Filters can be applied to columns using  at the top of each column.

Click the refresh icon  remove all filters and undo any groupings.

To save the report, select to save in either Adobe or Excel format.

 **Adobe Icon** – Exports the report to Adobe.

 **Excel Icon** – Exports the report to Microsoft Excel

Filtering Options

All report criteria are cumulative and restrictive. The more you specify, the smaller the result you can expect to see. If you leave all fields blank – ALL records will appear in the report.

Report	Select the required report.
FBT Year	Select one or more FBT years to restrict the report. FBT Years are managed by Administrators via the FBT Rates function in Vehicle Settings.
Cost Centre	Select to limit the report. Cost Centres are managed by Administrators via the Cost Centres function in System Settings.
Legal Entity	Select a legal entity to restrict the report. Only available if Administrators have configured the system via System Settings to use legal entities.
Organisational Structure	Use the drop down arrow to restrict the report to that area. Drill down to the level required. Tick include lower levels if all units below the selected unit are also required.
Acquisition Date	Leave blank to include all acquisitions. Enter a date range to restrict the report to a specific period. Click on <i>Last Fin Year</i> or <i>Current Fin Year</i> text to quickly enter the dates for that entire financial year.
Disposal Date	Leave blank to include all disposals. Enter a date range to restrict the report to a specific period. Click on <i>Last Fin Year</i> or <i>Current Fin Year</i> text to quickly enter the dates for that entire financial year.
FBT Calculation Method	Select to restrict the report to only vehicle FBT data calculated by a particular method.

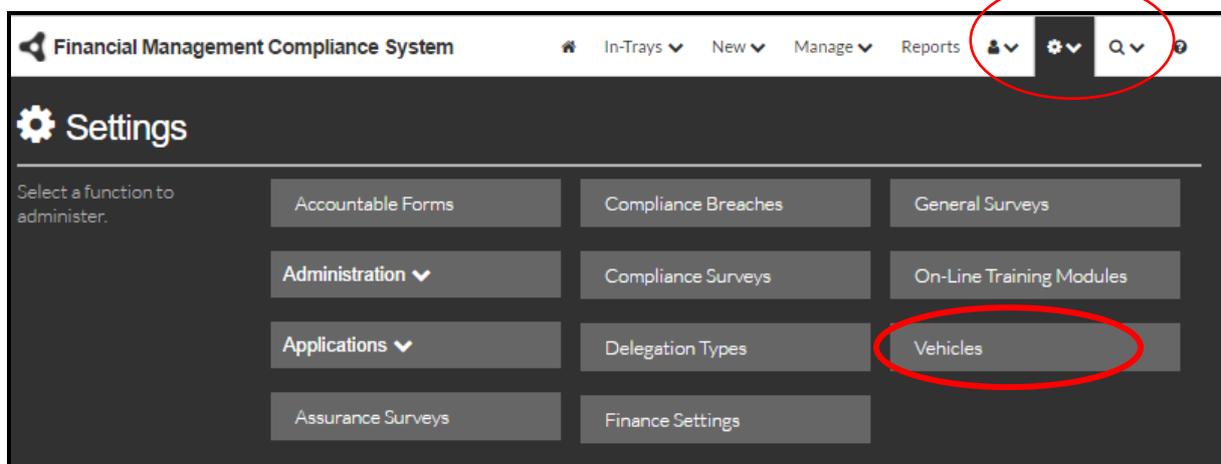
VEHICLE USAGE MODULE SETTINGS

The overall structure of the Vehicle Usage Module is predefined to maintain the logic and integrity of the FMCS system. However, much of the content is configurable by the Administrators to suit each organisation's specific content. FMCS is installed with initial settings that will suit most organisations.

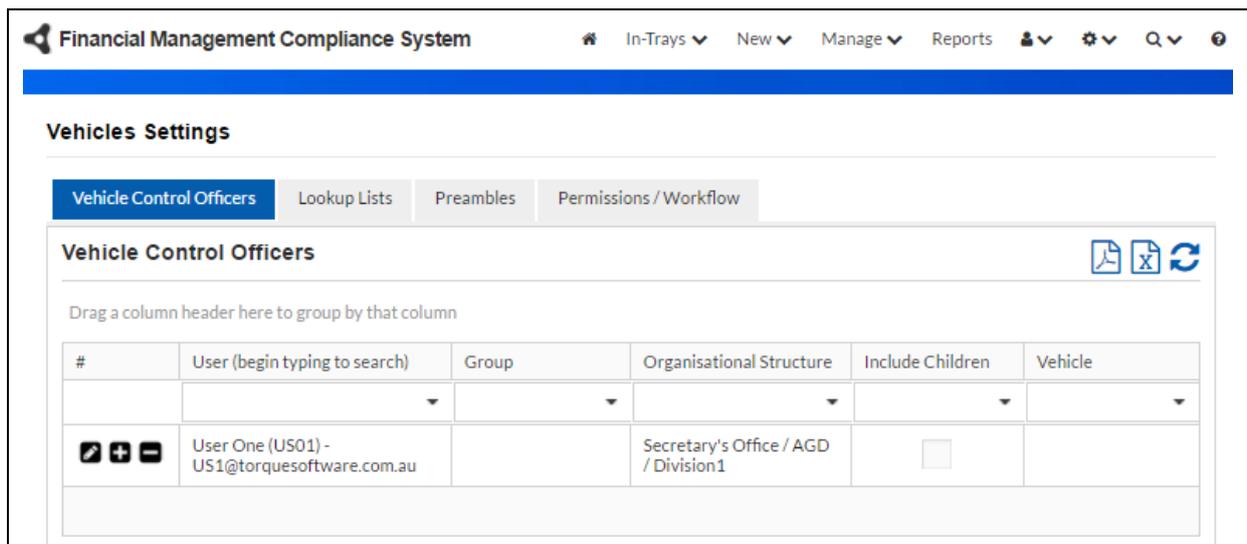
To configure the Vehicle Module Settings you will need Module Administrator permission. Module Administrator permission is granted by the Systems Administrator or by another Module Administrator.

Note: Systems Administrators can also act as a Module Administrator.

To configure the Vehicle Module, select the Vehicles option from the System Settings Menu.



A number of tabs are visible at the top of the Vehicle Settings Screen to allow various areas of configuration.



Vehicle Control Officers

Create new, and edit existing, VCOs through the Vehicle Control Officers Tab.

VCO's can be linked to units in the organisational structure and therefore report on all vehicles linked to that unit. Or, VCOs can be linked to specified vehicles. They can also be linked to both organisational structure and vehicles in aggregate.

The first line of the table is the filter. Display only those VCOs required by using filters. To Remove the filter select the blue cross, or click on the refresh icon .

Enter New and Edit Existing VCOs

1. To enter a new VCO click on any new icon.
2. To edit an existing VCO click on the edit icon of the that officer.
3. Begin typing the officer's name and select.
4. Alternatively, add a group of users from the Group field by selecting from the drop down options. (See Group Management Section for how groups are created and managed.)
5. If required, link the user, or group of users, to an organisational structure. Begin typing the organisational structure and select.
6. If the link to organisational structure is to include all the units below that selected, tick the Include Children option.
7. Link the user or group of users to a particular vehicle by using the drop down arrow in the Vehicle field and selecting the required option.
Note: if the VCO is being linked to multiple vehicles, a separate line will need to be entered for each vehicle.
8. Select the tick icon to save or the cross icon to cancel.

Saving and Printing the list of VCOs

Export the list of VCOs to PDF or Excel by clicking on the icons at top right of screen. The link will appear at the bottom of the screen, click on the link to open the file. Save or print as required.

Lookup Lists

Lookup lists give the Administrators the ability to design the Vehicle Usage screens with specific options relevant to their organisation.

Vehicles Settings

Vehicle Control Officers **Lookup Lists** Preambles Permissions / Workflow

FBT Rates Finance Types Disposal Types Unavailable Reasons Operating Expenditure Types

	FBT Year Ending 31 March	Gross-Up Rate	FBT Rate %	Close Date
  	2016	2.0647	46.5000	31/03/2016
  	2015	2.0647	46.5000	31/03/2015

FBT Rates

FBT rates influence the vehicle FBT calculations managed through the module.

To modify an existing FBT Rate, click on the edit icon. To add a new FBT Rate, click on the add icon. Click on the tick icon to save or the cross icon to cancel.

FBT rates must be entered for each FBT year.

Finance Types

Vehicles Settings

Vehicle Control Officers **Lookup Lists** Preambles Permissions / Workflow

FBT Rates **Finance Types** Disposal Types Unavailable Reasons Operating Expenditure Types

	Finance Type	Sort Order	Active
 	Lease	1	<input checked="" type="checkbox"/>
  	Hire Car	2	<input checked="" type="checkbox"/>

From the Finance Type tab different types of vehicle finances options can be set up.

- To modify an existing Finance Type, click on the edit icon.
- To add a new Finance Type, click on the add icon.
- The delete option will only be available if this option has not been allocated on a vehicle.
- Allocate a sort order. This is the order which the option will appear in the drop down lists in the module.
- Tick the Active box to display this item in drop down lists. If the item is no longer required, and cannot be deleted, untick the Active option. This will retain the integrity of historic data, but will stop the item from being displayed and selected.

6. Click on the tick icon to save or the cross icon to cancel.

Disposal Types

From the Disposal Type tab different reasons can be set up why a vehicle has been disposed.

1. To modify an existing Disposal Type, click on the edit icon.
2. To add a new Disposal Type, click on the add icon.
3. The delete option will only be available if this option has not been allocated on a vehicle.
4. Allocate a sort order. This is the order which the option will appear in the drop down lists in the module.
5. Tick the Active box to display this item in drop down lists. If the item is no longer required, and cannot be deleted, untick the Active option. This will retain the integrity of historic data, but will stop the item from being displayed and selected.
6. Click on the tick icon to save or the cross icon to cancel.

Unavailable Reasons

From the Unavailable Reasons tab different reasons can be set up why a vehicle has been unavailable for use.

1. To modify an existing Unavailable Reason, click on the edit icon.
2. To add a new Unavailable Reason, click on the add icon.
3. The delete option will only be available if this option has not been allocated on a vehicle.
4. Allocate a sort order. This is the order which the option will appear in the drop down lists in the module.
5. Tick the Active box to display this item in drop down lists. If the item is no longer required, and cannot be deleted, untick the Active option. This will retain the integrity of historic data, but will stop the item from being displayed and selected.
6. Click on the tick icon to save or the cross icon to cancel.

Operating Expenditure Types

Operating Expenditure Type	Help	Sort Order	Active
Fuel	No	1	<input checked="" type="checkbox"/>

Operating Expenditure Type	Fuel
Active	<input checked="" type="checkbox"/> Indicates this option as available for selection when completing vehicle returns
Sort Order	1

From the Operating Expenditure tab different expenditure types can be defined.

1. To modify an existing Expenditure type, click on the edit icon.
2. To add a new Expenditure type, click on the add icon.
3. The delete option will only be available if this option has not been allocated on a vehicle.
4. Allocate a sort order. This is the order which the option will appear in the drop down lists in the module.
5. Tick the Active box to display this item in drop down lists. If the item is no longer required, and cannot be deleted, untick the Active option. This will retain the integrity of historic data, but will stop the item from being displayed and selected.
6. Click on the tick icon to save or the cross icon to cancel.

Help Text

Help text can be added to this item by clicking on the Help Text tab. This function can be used to provide additional information to the applicant regarding this item. It will appear as a small icon next to the item on the form. If clicked on, the information contained will be displayed. Help text can be formatted in many different styles and may include hyperlinks to further information on the intra, or internet. The Help Text can be viewed in Design, HTML or Preview modes. Click on the tick icon to save any information entered.

Preambles

The Preamble allows the Administrators to write a declaration to suit their organisation's policies and practices when the VCOS submit the vehicle usage return.

The preamble can be formatted in many different styles and may include hyperlinks to further information on the intra, or internet. The preamble can be viewed in Design, HTML or Preview modes. Click on the Save button to save any information entered.

Permissions/Workflow

Permissions

Module configuration 

Processing team 

Workflow

Send notification to vehicle control officers each month ([edit](#))

Notification Day 
Day of month on which the notification is sent

Do not send VCO notification until usage upload has been completed

Send reminders to vehicle control officers for incomplete returns ([edit](#))

Reminder Frequency (days) 
Automatically sends reminders for incomplete returns as per the defined frequency until return submitted or lock date

Lock Day 
Day of month on which the returns are locked and can no longer be edited

Send notification to vehicle control officers when incomplete returns have been locked ([edit](#))

CC processing team

Send notification to vehicle control officers when their returns have been unlocked ([edit](#))

Permissions

Use the permissions section of this page to set up groups who will have permission to manage and process records within the module.

Module Configuration

This allows users to be given permission to be Module Administrators and to configure the Vehicle Usage Module. Module Administrators are those users who are members of the group selected in the Module configuration field. Select from the dropdown list.

Select the view icon to view the members of the selected group.

See Section on Groups for further information on how to set up Groups.

Processing Team

The processing team are the group of users who manage the VCO's and Vehicle Usage Returns. Members of the processing team may also upload vehicle usage information.

1. Select the group from the dropdown list.
2. Select the view icon to view the members of the selected group.
3. See Section on Groups for further information on how to set up Groups.

Workflow

Administrators can define the timing of the workflow and allow notification emails to be switched on or off and edited.

To edit the email notification content click on the "edit" text. Edit the email as required. Notice there are a number of merge fields that can be added by simply using the drop down box at the bottom of the email box and selected. Click on the Save button to save any changes.

The notification day checkbox only relates to uploaded usage data and when checked the system will delay sending notification until the usage upload has been completed, even if this is after the Notification Day. This is useful in the situation where the upload could not be performed prior to the Notification Day.

Configure and Perform Vehicle Usage Upload

The Vehicles module allows vehicle usage data to be uploaded from an external source. This is optional, data can be uploaded or manually entered.

To allow vehicle usage data to be uploaded, Operating Expenditure types (already entered in the configuration of the module) must be mapped to expenditure/charge types that are contained within the source import file.

Configure Vehicle Usage Upload

Create the mapping of Operating Expenditure Types:

Note: Only users with Processing Team permissions within the Vehicles module have permission to access this menu item:

1. Check to see that Operating Expenditure Types have been created: System > Vehicles > Lookup Lists > Operating Expenditure Types. If no Operating Expenditure Types have been created you will need to create them.
2. Once Operating Expenditure Types have been created Navigate to: Manage > Vehicle Usage Upload > Settings

3. Select the 'add' icon
4. Type in the 'Charge Type' description
5. Select the Operating Expenditure Type from the drop down list that the charge type will be mapped to
6. Select the 'green tick'.

Perform Vehicle Usage Upload

Upload of vehicle expenses and travelled kilometres is available by going to Manage > Vehicle Management > Vehicle Usage Upload > Import. Only users with Processing team permission within the Vehicles module have permission to access this menu item.

Vehicle Usage Upload

Import History Settings

Upload

First, ensure we're importing for the correct month and year:

Year Month

Next, select & upload your mileage and expense usage files (you'll have a chance to review before importing).

Select Year and month of the upload. These values will default to the current usage return month.

Select the upload files containing expenses and kilometres travelled. It does not matter what order they are entered in.

Note: Upload files must meet the following requirements;

- In the specified format
- In .xlsx format. If a source file is provided in .xls format, it must be converted to .xlsx format prior to upload.
- Mileage upload file start date and end date must correspond with the upload year and month
- All Invoice Dates in the expense upload file must be within the upload year and month.

Select Upload.

The FMCS will then provide a report of any errors and/or warnings. Errors should be fixed prior to completing upload. However, errors can be ignored by checking Skip Errors.

Note: If the registration number of a vehicle contains a space, the space and any following characters will be ignored.

Select Import.

Note vehicles will only be imported where;

- Acquisition Date is on or before the last date of the upload month
- There is no Disposal Date or Disposal Date is on or after the first day of the upload month

Vehicle Usage Upload

Import History Settings

Upload

First, ensure we're importing for the correct month and year:

Year Month

Next, select & upload your mileage and expense usage files (you'll have a chance to review before importing).

Importing Mileage
Business Private excel August 2017.xlsx

• Row 16: Vehicle with matching rego (005FMH) could not be found; No warnings

Importing Expense
sgfleet Invoice Details August 2017.xlsx

• Row 17: Invoice date month (5) does not match import month (8); No warnings

Skip Errors

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