Own Transport

New Trip with own transport

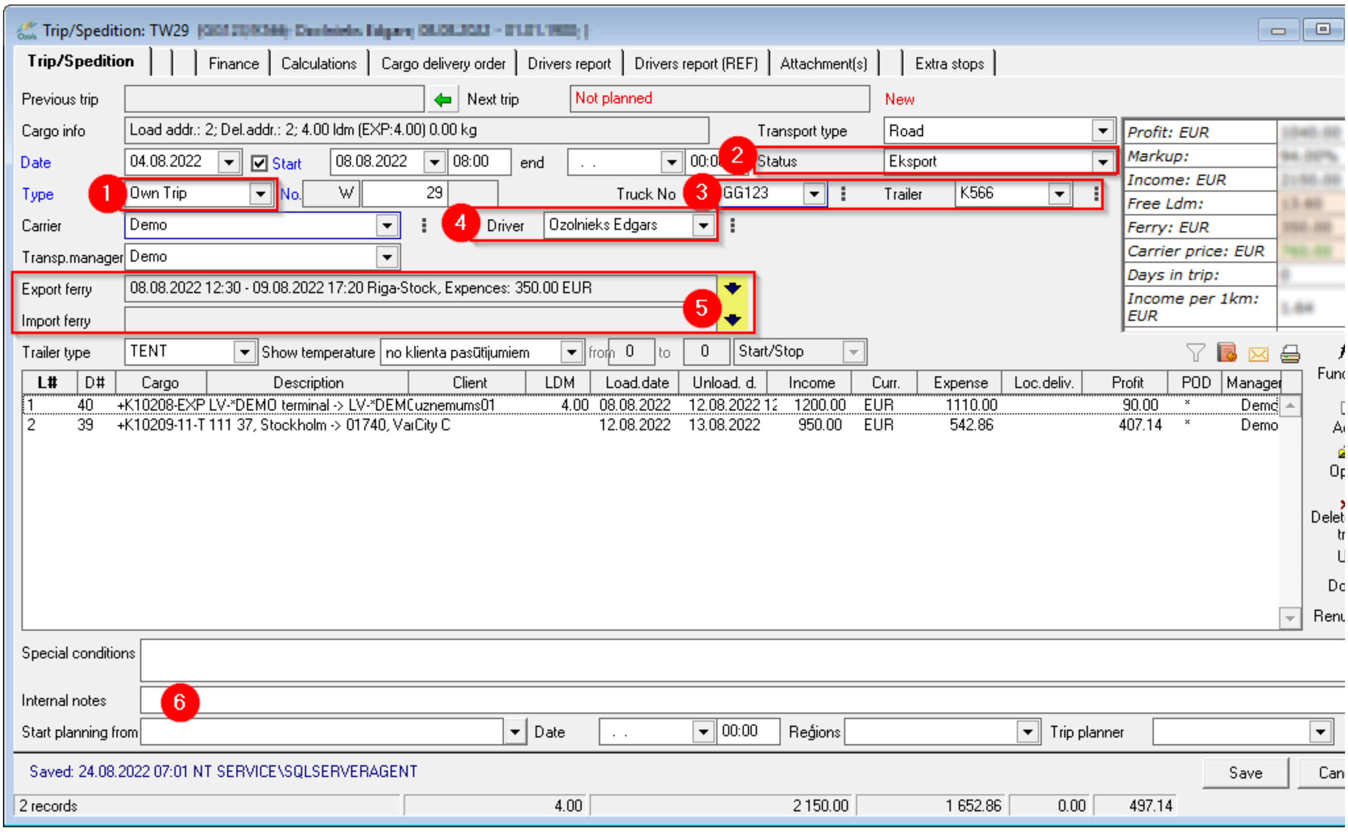
1. **Create a New Trip (F7)**

> Registration of a **new Trip** in OZOLS TMS is started by pressing the function key **F7** or **OZOLS > Freight transportation > New > Trip/Spedition**

1. Choose **Own trip -   Trip with own transport** (see picture below)
   OZOLS TMS also gives the opportunity to create:
   - **Spedition** - Expedition (cargo sale)
   - **Agreement** - long-term contract with the carrier
   - **Domestic** - Local deliveries
2. Determine the **Status** :
   - **Export**
   - **Transfer**/ **Round trips**
   - **Import**
   - **Local deliveries**

   > - **When the trip is completed:** in this window you will change the Status to **delivered** or **invoices have been issued**
3. Enter **the Truck number** . If the specific Truck has already been entered in OZOLS TMS, when entering its number, both the driver's name and the Carrier company name are automatically filled in. This database can be also imported.

   > If information about insurance and technical inspection has also been entered, OZOLS will warn about the expiration of the terms.
   > Open the truck registration card by double-clicking on the **Truck No.** field.
4. If necessary, enter the name of the driver and the name of the Carrier. In case of own trip, it will be your company name.
5. Add Export or Import **Ferry line** as needed by pressing . Instructions here.
6. If necessary, write internal notes.



2. **Adding cargo orders to the trip**

1. To add Cargo - Client order to the trip, press the Add button Add
2. Choose to add an **existing** order or create **a new** order.
3. If the order has already been created, select it **from the list of orders** and double-click to add the cargo to the trip.
4. If you need to create **a new order** , follow the instructions here .

> If the Customer also uses OZOLS TMS and has sent a Transport order - contract, then the number of this contract is the reference number of the order. **When entering the Customer's name** and **reference number in** the New Order window, the option to automatically fill in the information of this order will be offered. More about it here .

5. **IMPORTANT** - **An invoice** must be issued for each order. Instructions here.

3. **Adding costs to the trip**

> OZOLS significantly simplifies cost accounting and profitability calculations for companies using their own transport.

Instructions for adding travel expenses here .

Adding the costs of the trip

To control the cost-effectiveness of a trip, it is necessary to add all eligible costs to it.

For companies that use their own transport, OZOLS TMS makes cost accounting and profitability calculations much easier.

Trip with your own vehicle

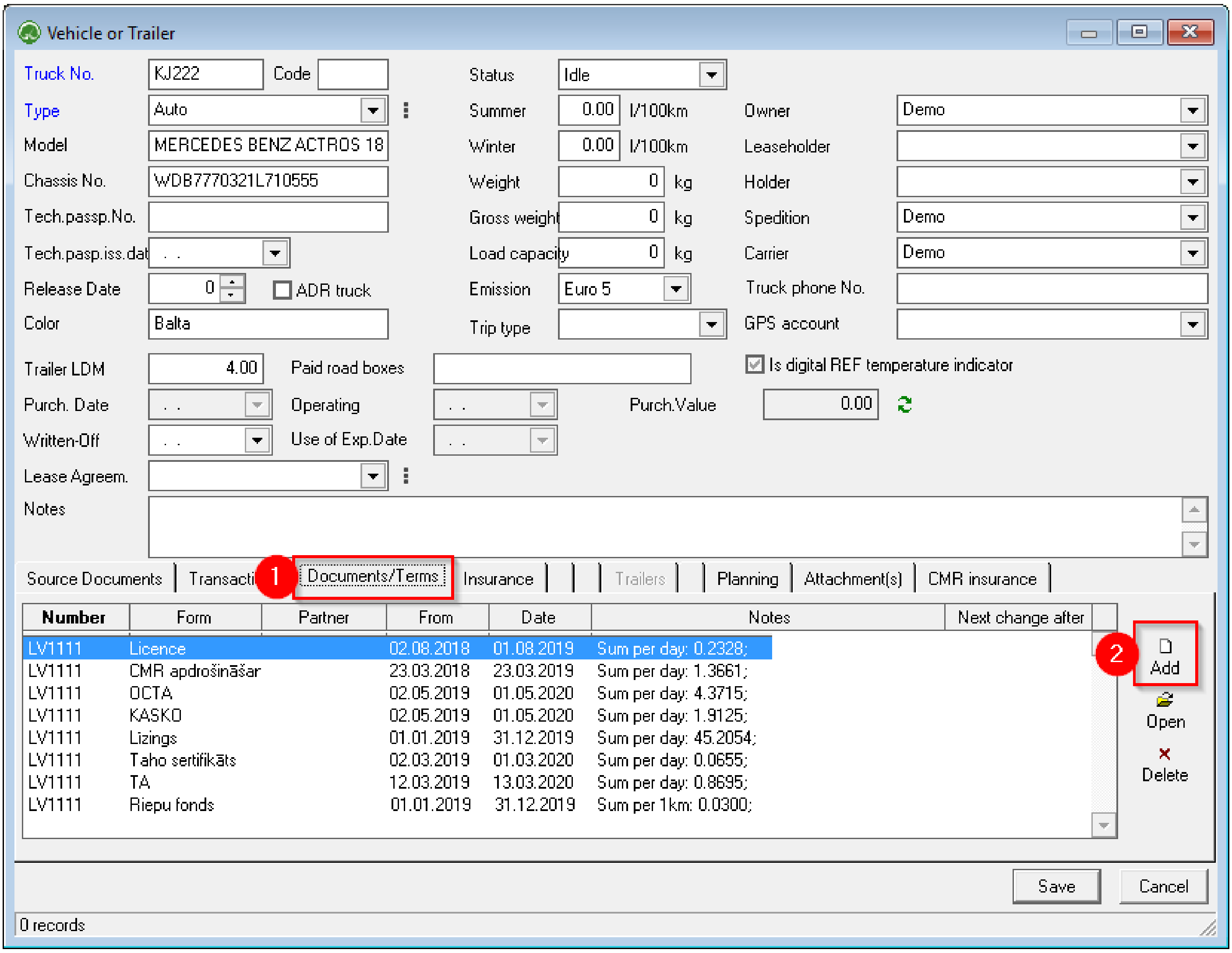
1. FIXED COSTS

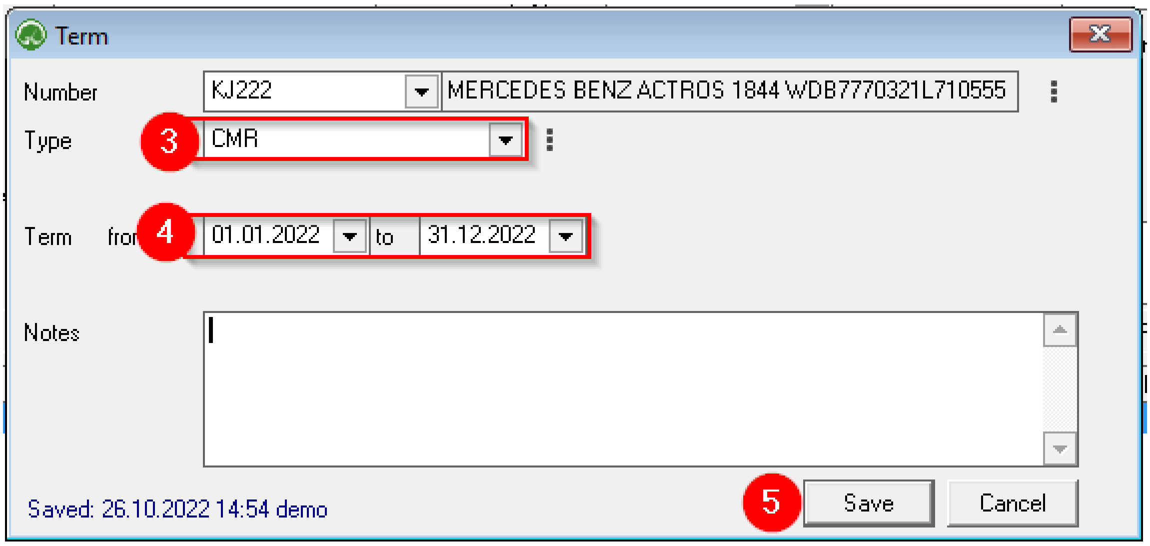
The fixed costs are calculated for each car separately and only a part of them is applied to the trip - for the period from the end date of the previous trip to the end date of the current trip.

1. OZOLS TMS fixed costs are added for a certain term, therefore they can be found in the "Term Types" list:
OZOLS > Freight forwarding > Lists > Term types

2. Deadlines not related to costs can be added here:
OZOLS > Freight forwarding > Reports > Vehicles

> A reminder function is available for all deadlines, which will prevent you from forgetting the dates when contracts, insurance, car technical inspection, etc. must be renewed.



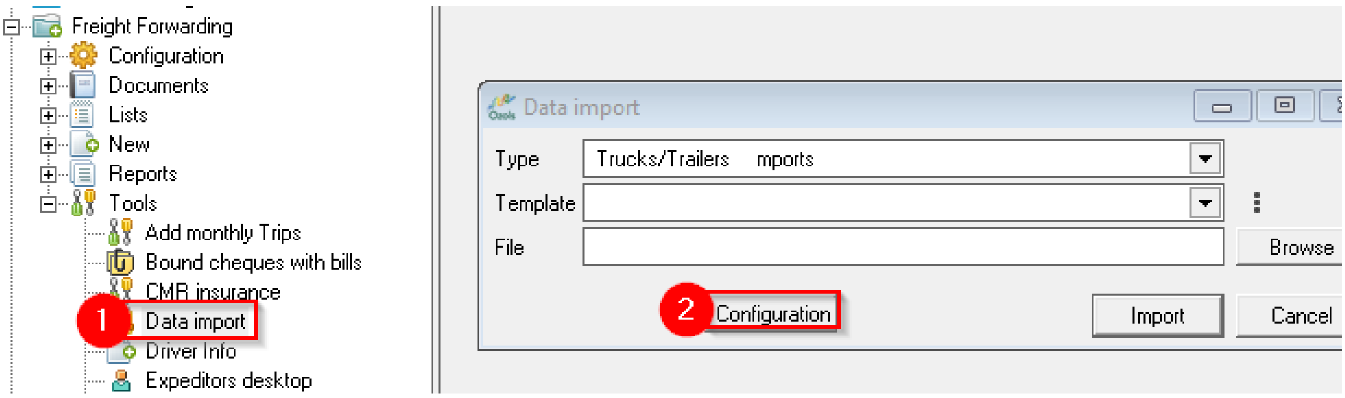


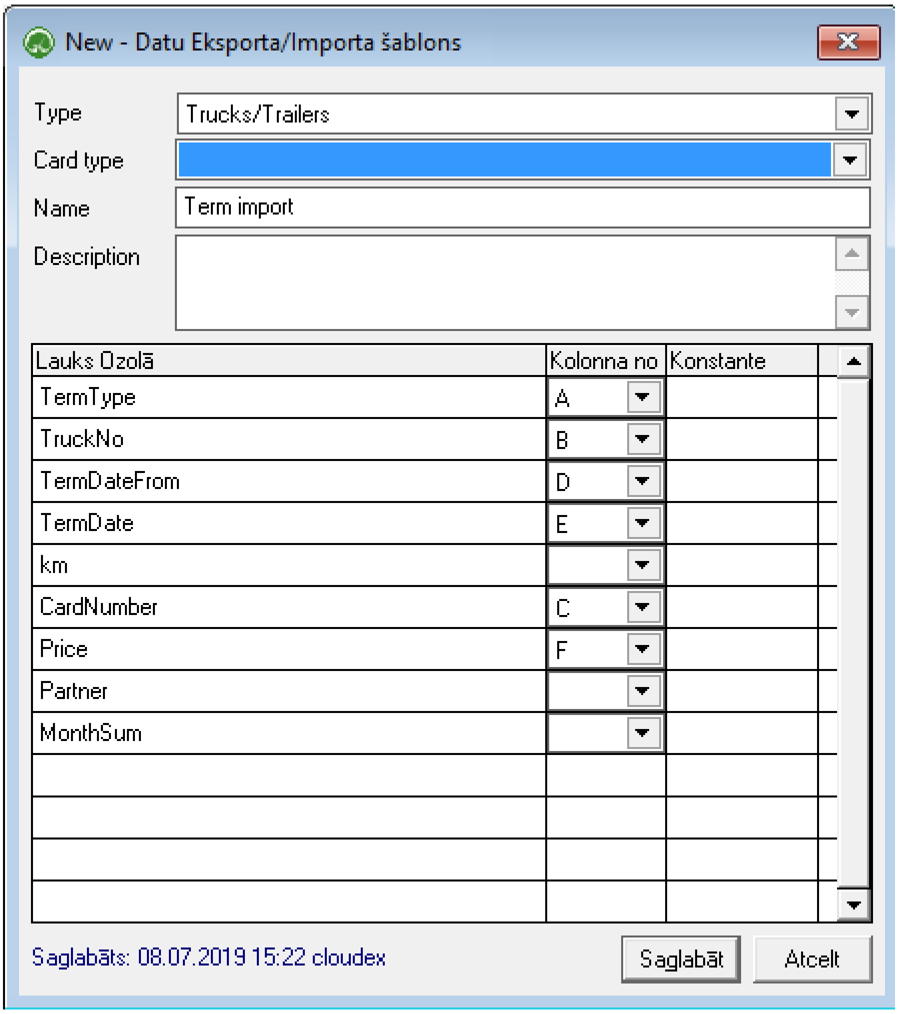
1.1. ADDING FIXED COSTS FROM EXCEL FILE

First step: check the import template.

> A template configured as in the image below must be used!

1. **OZOLS > Freight > Tools > Data Import**
2. Click **Configuration**





Step Two: Organize the data in an Excel file

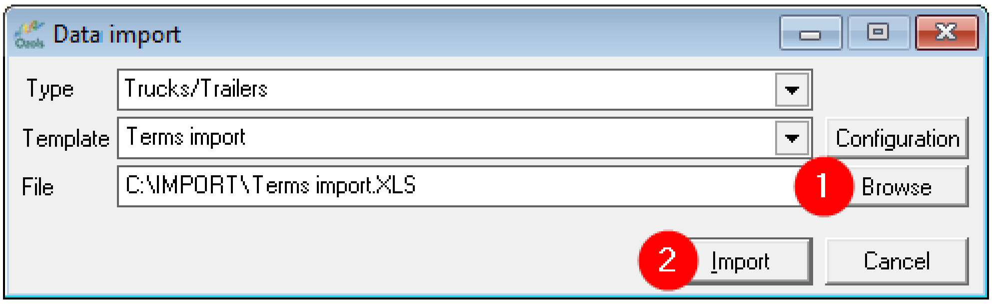
Important :

- the data in the Excel file is grouped into 6 columns - according to the sample shown below.
- the first row should contain column names
- there should be no other empty columns between the said 6 columns
- the names of the types must exactly match those defined:
- dates must be formatted in the format – dd.mm.yyyy

	A	B	C	D	E	F
1	type	carNumber	documentNumber	startDate	endDate	sum
2	OCTA	AA111	AA15162	19.03.2019	18.06.2019	1 340.00
3	OCTA	EE222	BB12132	12.04.2019	12.07.2019	454.80
4	leasing	AA111	6516156	14.03.2019	15.03.2023	49 622.35
5	leasing	EE222	6516519	14.03.2019	15.03.2023	49 622.35
6	Technical inspection	AA111	WE18T066279981	21.11.2018	22.11.2019	319.52
7	Technical inspection	EE222	WE18T066280115	26.11.2018	27.11.2019	319.52
8	KASKO	AA111		20.03.2019	19.03.2020	1 164.96
9	KASKO	EE222		12.04.2019	11.04.2020	1 164.96
10	CMR insurance	AA111		14.03.2019	13.03.2020	254.55
11	CMR insurance	EE222		14.03.2019	13.03.2020	254.55
12	TAHO Certificate	AA111		12.02.2018	12.02.2020	49.00
13	TAHO Certificate	EE222				
14	Navigation	AA111				8.30
15	Navigation	EE222				8.30

Step three: Data import

> when everything is ready, it remains to specify the location of the file to be imported on the computer (Browse) and perform the data import.



2. VARIABLE COSTS

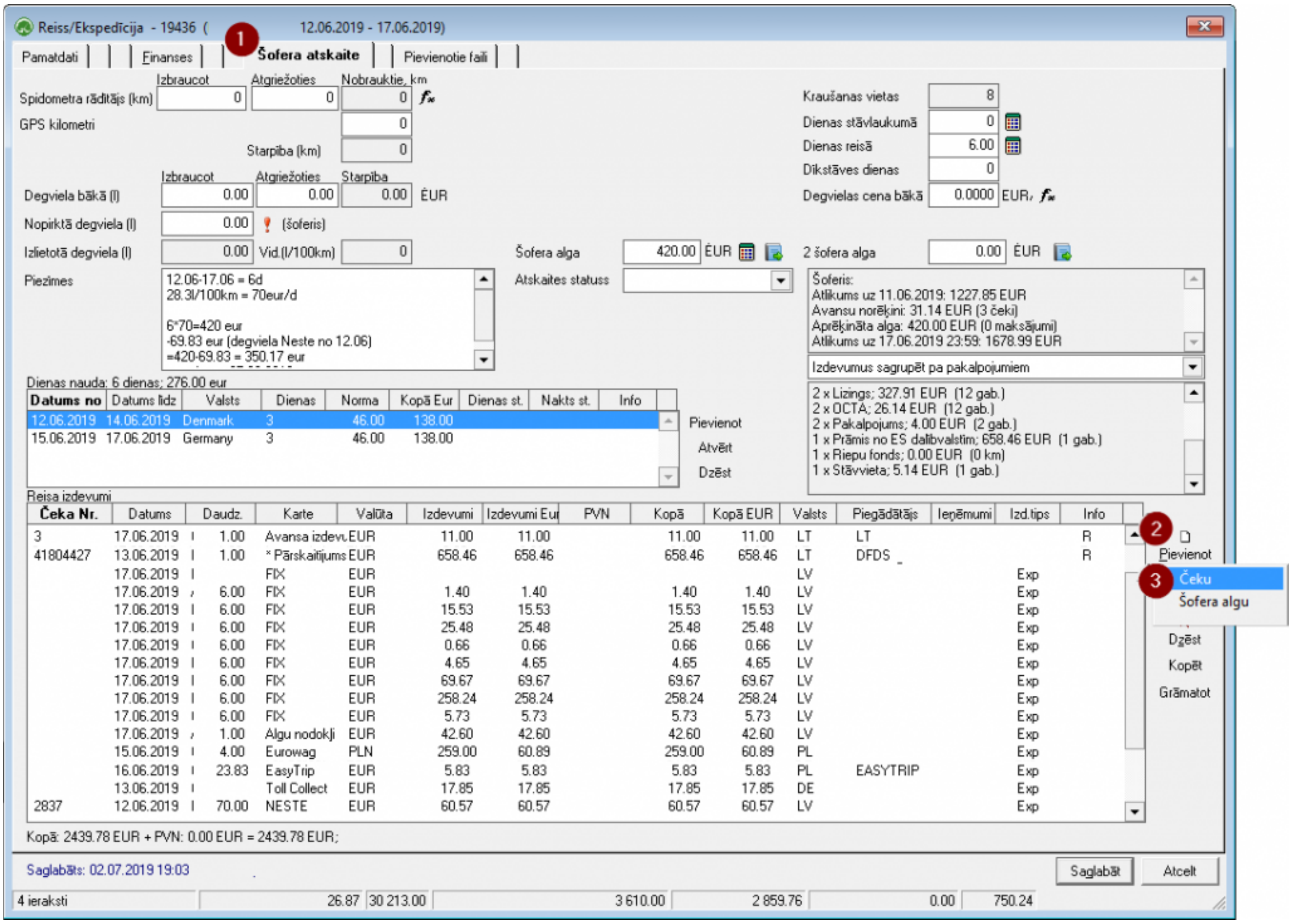
Variable costs mostly consist of checks received from gas stations:

- Fuel
- AdBlue
- Tolls for roads
- etc

2.1. ADDING VARIABLE COSTS MANUALLY

> Variable costs can also be added manually or can be imported from Excel.

OZOLS > Freight Forwarding > Documents > Trips/Speditions > [DRIVER'S REPORT]



2.2. IMPORT OF VARIABLE COSTS FROM EXCEL FILE

First step: Prepare the template

> Check the import tool (template). If necessary, corrections should be made so that the corresponding column for each data field is specified in the template.

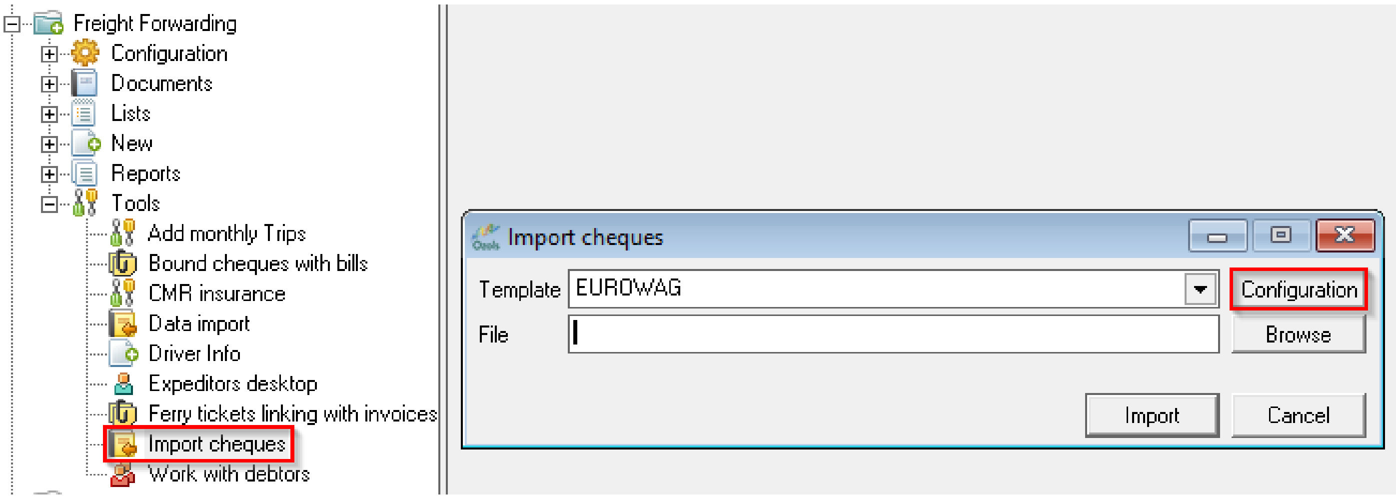
Mandatory fields in the template:

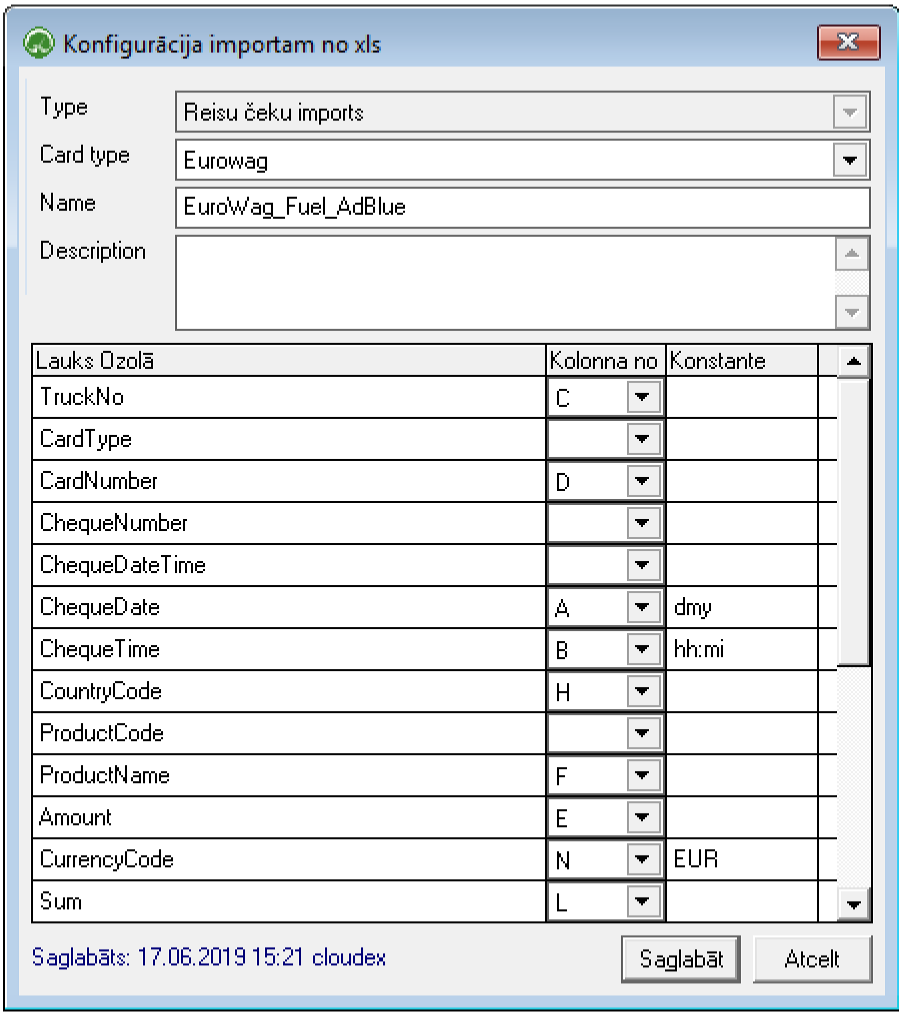
- for the car number plate (if the car has a fuel card, then the card number is enough)
- check/transaction date
- country of transaction
- type of product/service (fuel, roads, AdBlue, etc.)
- the amount

- sum
- currency

To perform template configuration in OZOLS TMS:

OZOLS > Freight > Tools > Import Receipts





The template must be configured according to the Excel file.

In the example, you can see that the column name 'L' is specified for the data field 'SUM' in the template, and also in the imported Excel file 'Total price (excl VAT)' can be found in the column 'L'. This is how all required fields must be aligned.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date	Time	Number plate	Card	Quantity	Fuel	Fuel station	Cou ntry	Odo	Price / l (excl VAT)	Price / l (incl VAT)	Total price (excl VAT)	Total price (incl VAT)	Currency	Invoiced
2	20.05.2019	12:05:14	KA4123	789663030509360	352.41	Diesel	Eurowag - Krzywa	DE	9	0.979	1.20417	345.01	424.37	EUR	Yes
3	21.05.2019	15:28:41	KO1133	789663030509378	359.79	Diesel	Diesel24 - Vomp	AT	0	0.916	1.10836	329.57	398.78	EUR	Yes
4	21.05.2019	15:28:41	KO6789	789663030509378	670.57	AdBlue	VIADA - Pasvalio raj.	LT	0	0.916	1.10836	50.00	100	EUR	Yes
5	21.05.2019	19:29:24	HA1993	789663030509162	400.02	Diesel	VIADA - Pasvalio raj.	LT	0	0.916	1.10836	366.42	443.36	EUR	Yes

> Purchase reports prepared for gas stations often contain many columns and redundant information, so the template should be created carefully!

In order for all expenses to be successfully linked to flights, the following must be specified in **each** cost line in the Excel file:

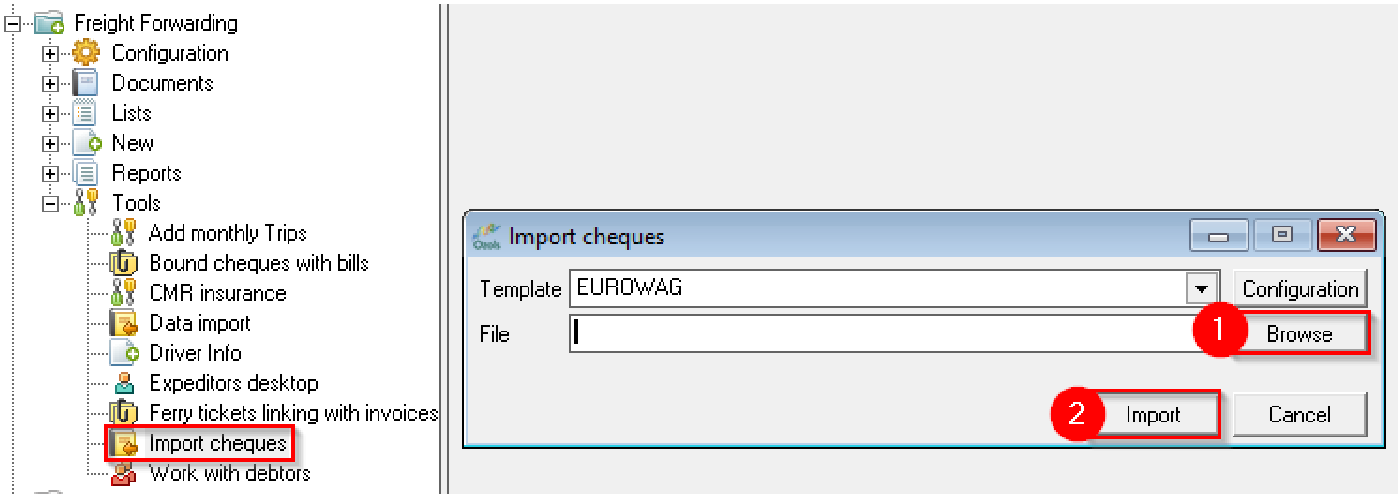
- car license plate OR purchase card number (the card must be linked to the specific car)
- check/transaction date
- country of transaction
- type of product/service (fuel, roads, AdBlue, etc.)
- the amount
- sum
- currency

> The program recognizes when refined documents are re-imported. In this case, no duplicates are created, but the values of previously imported checks are restored.

> At the same time, care should be taken that all newly imported checks are uniquely different and that the Ozols program does not consider them as clarifications of previously imported checks.

Step two: Import checkques

When everything is ready, it remains to specify the location of the file to be imported on the computer (Browse) and import checks.

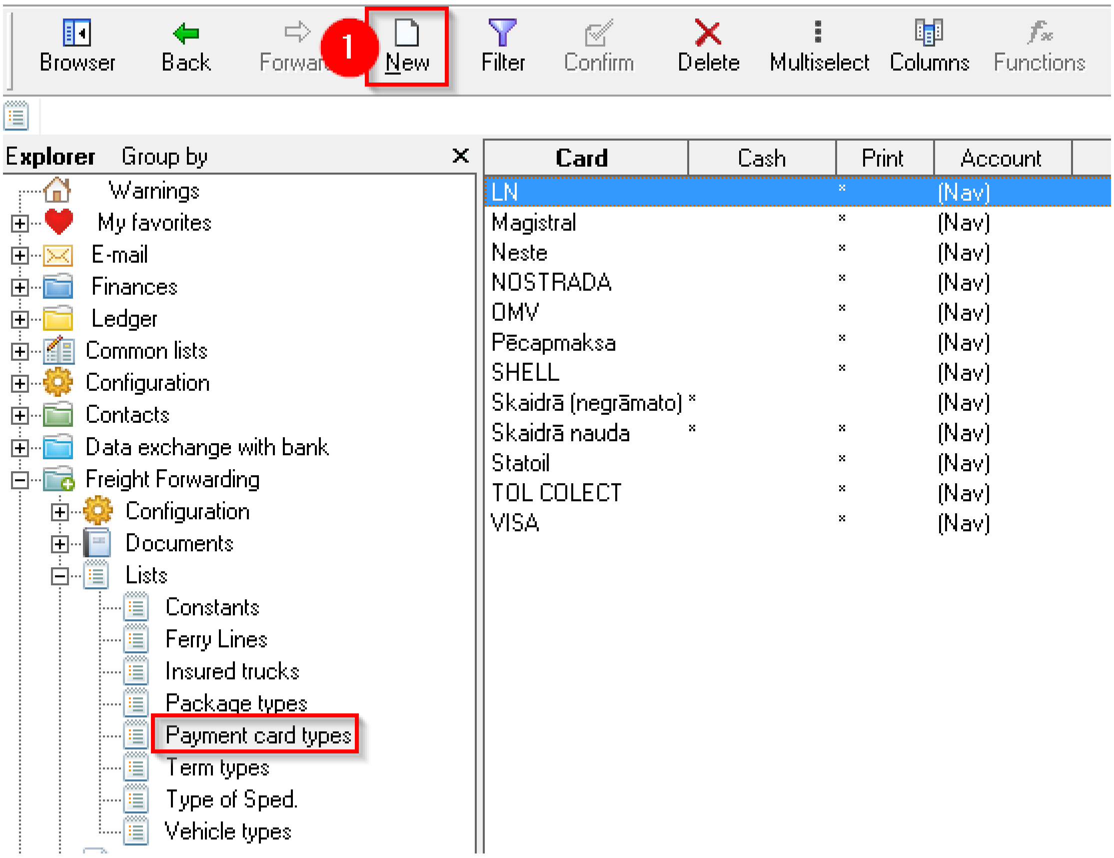


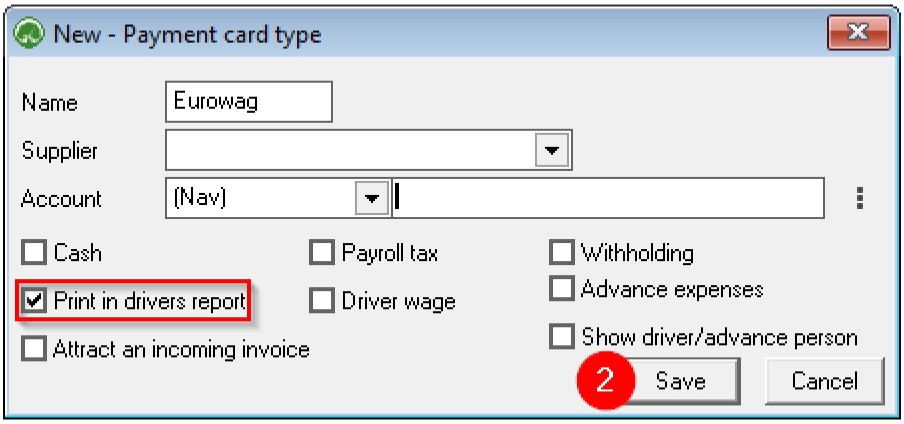
2.3. NEW VARIABLE COST (CHECK) IMPORT TEMPLATE

Most often, transport companies use more than one gas station, and also pay for toll roads with the help of various intermediaries. Each service provider prepares check reports differently, so it is necessary for each one to define its own cost card and its own template.

First step: Make sure the card type exists and create a new one if necessary.

Ozols > Freight transportation > Lists > Types of payment cards



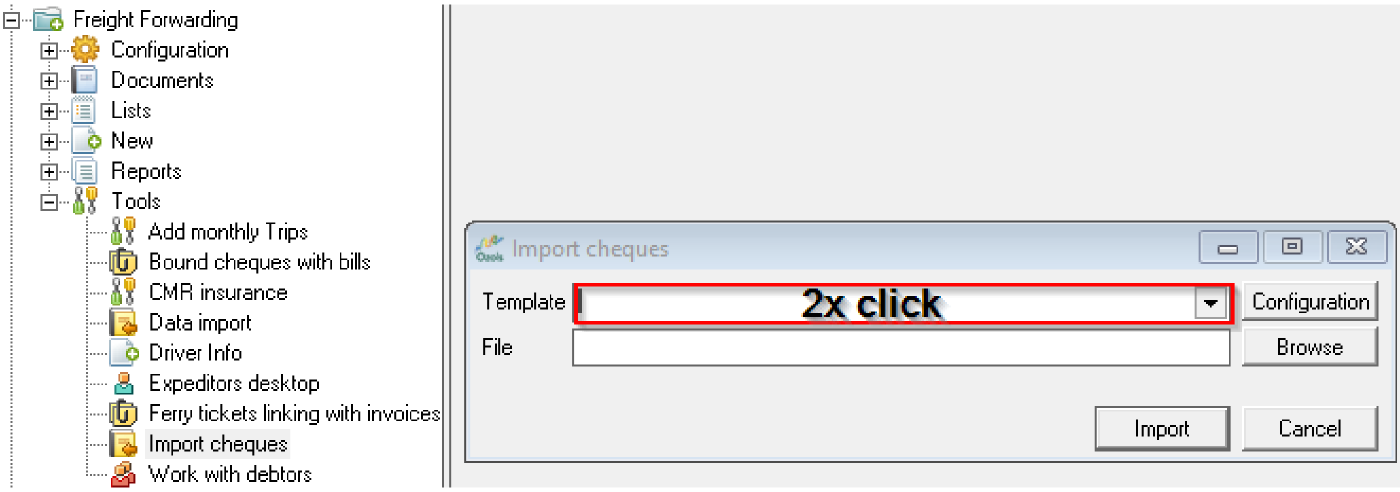


When the name and the mark for inclusion in the Driver's Report have been specified, select 'Save'.

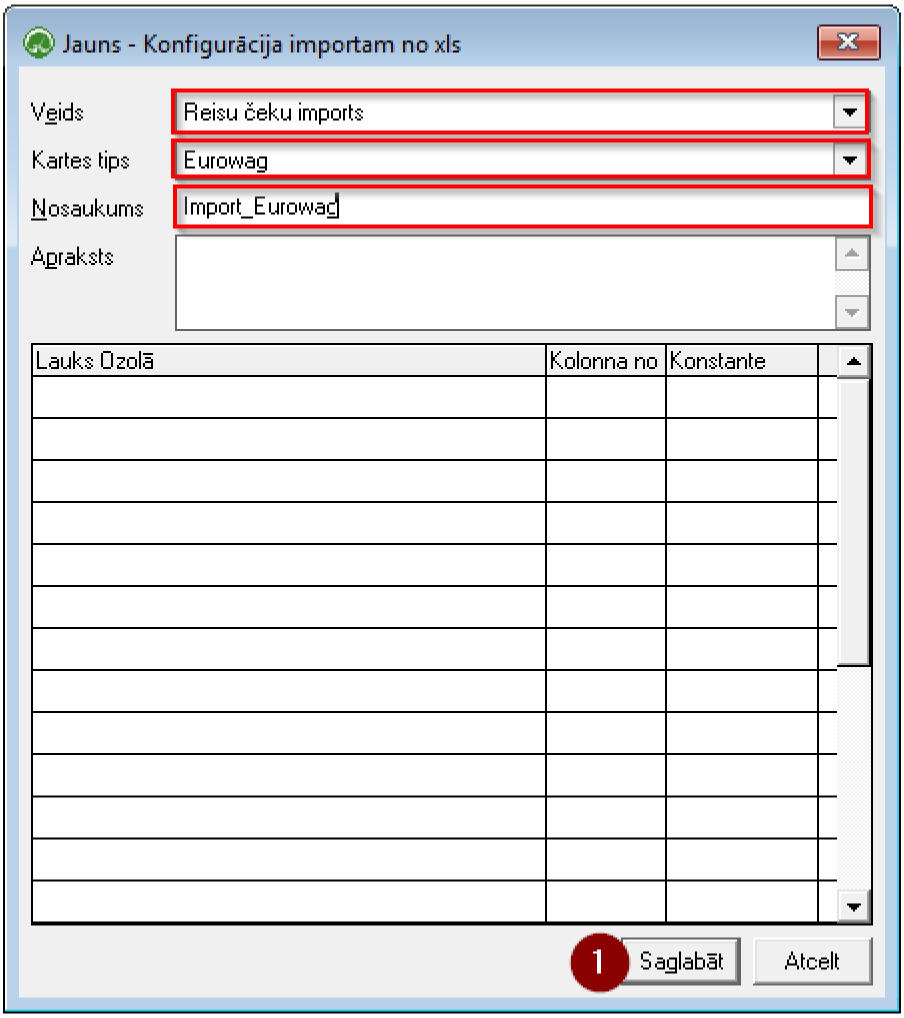
Step two: Create a new template

OZOLS > Freight > Tools > Import Receipts

To create a new import template, double-clicking the empty "Template" box.



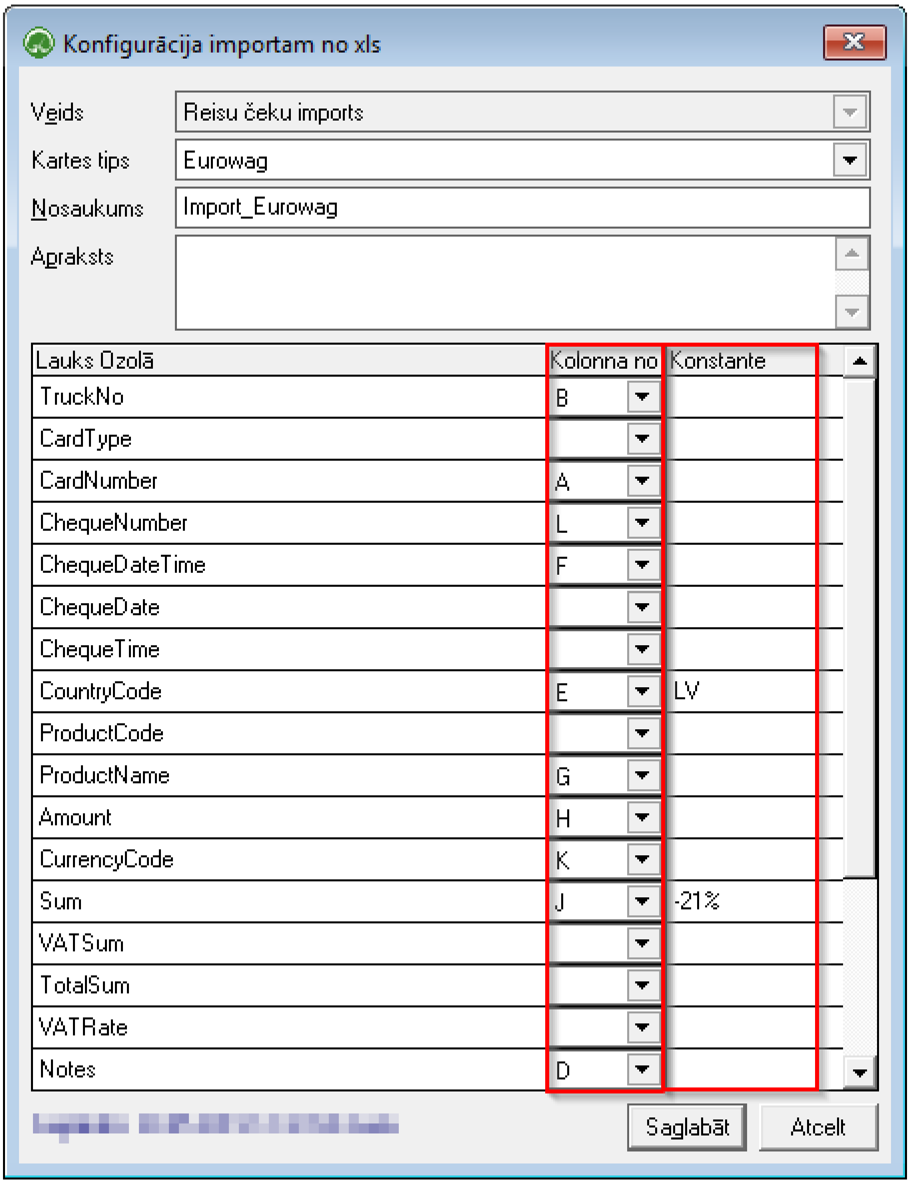
Next, you must specify the type of template - **Import of travel checkques and confirm it with 'Yes'** in the additional question box .



When the card type and the name of the new template are selected, press the **Save button.**

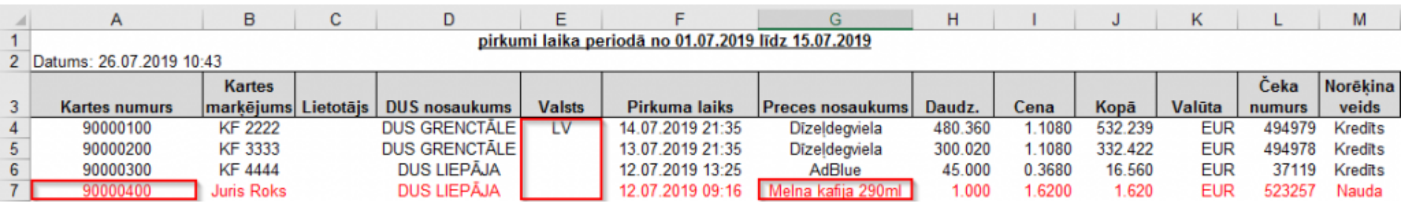
Step Three: Configure the new template

You need to open the newly created template again and indicate in which Excel column the *product name* , *car number* , *currency* , etc. are indicated.



The 'constants' of the template **are optional** , but useful when the imported Excel file does not meet industry standards, or some rows are missing data, for example:

- If the country code is not specified in several lines in the Excel file, specify the constant ' **LV ' in the CountryCode** template and, therefore, the country code 'LV' will be specified for ALL imported checks.
- If the purchase amount without VAT is not specified in the Excel file – the constant ' **-21%** ' must be added to the **Sum field in the template**



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	pirkumi laika periodā no 01.07.2019 līdz 15.07.2019												
2	Datums: 26.07.2019 10:43												
3	Kartes numurs	Kartes marķējums	Lietotājs	DUS nosaukums	Valsts	Pirkuma laiks	Preces nosaukums	Daudz.	Cena	Kopā	Valūta	Čeka numurs	Norēķina veids
4	90000100	KF 2222		DUS GRENCTĀLE	LV	14.07.2019 21:35	Dīzeļdegviela	480.360	1.1080	532.239	EUR	494979	Kredīts
5	90000200	KF 3333		DUS GRENCTĀLE		13.07.2019 21:35	Dīzeļdegviela	300.020	1.1080	332.422	EUR	494978	Kredīts
6	90000300	KF 4444		DUS LIEPĀJA		12.07.2019 13:25	AdBlue	45.000	0.3680	16.560	EUR	37119	Kredīts
7	90000400	Juris Roks		DUS LIEPĀJA		12.07.2019 09:16	Melna kafija 290ml	1.000	1.6200	1.620	EUR	523257	Nauda

TruckNo – vehicle number plate. Based on this field, the program determines to which car the costs should be applied.

CardNumber – if a purchase card is attached to the car, the program can identify the car by this number.

ChequeDateTime – This is used when the check date and time are in one common Excel cell.

Possible constants	Example	Explanation
dmys	12.07.2019 09:16:35	Date and time in one box
xls_number	43658.5590277778	Date and time encrypted in Excel style

ChequeDate – the date of the check / transaction is mandatory in order to be able to identify the flight to which the expenses should be applied.

Possible constants	Example	Explanation
dmy	25012019 or 25.01.2019	
etc	20190125 or 2019.01.25	
mdy	01252019 or 01.25.2019	
ddmonyy	25 Jan 19	
xls_number	43658	Date encrypted in Excel style
shortYear	250119 or 25.01.19	

ChequeTime – check / transaction time.

Possible constants	Example	Explanation
hh:miAMPM	01:30 PM	
hh: mi	1:30 p.m	
hmm	1330	

CountryCode – the country code is mandatory

Possible constants	Explanation
LV, LT, PL, ...	Abbreviations of country names

ProductName – the name of the product/service is mandatory

Possible constants	Explanation
OZOLS > Payments > Lists > Services	Specifying the constant next to the product/service name will apply it to ALL records in the excel file.

Amount - the amount is mandatory

Possible constants	Explanation
1	In billing for toll roads, the purchase amount is always **1.**

CurrencyCode – the currency must be specified. If all purchases are made in one currency, but it is not specified.

Possible constants	Explanation
EUR, CZK, PLN, ...	Only one currency code can be specified in the constant field.

Sum – purchase amount without VAT is a mandatory field.

Possible constants	Explanation
-21%	If only the purchase amount with VAT is indicated in the Excel file, then these entries can be reduced by 21% by adding a constant.

3. NET SALARY AND SALARY TAXES OF THE DRIVER

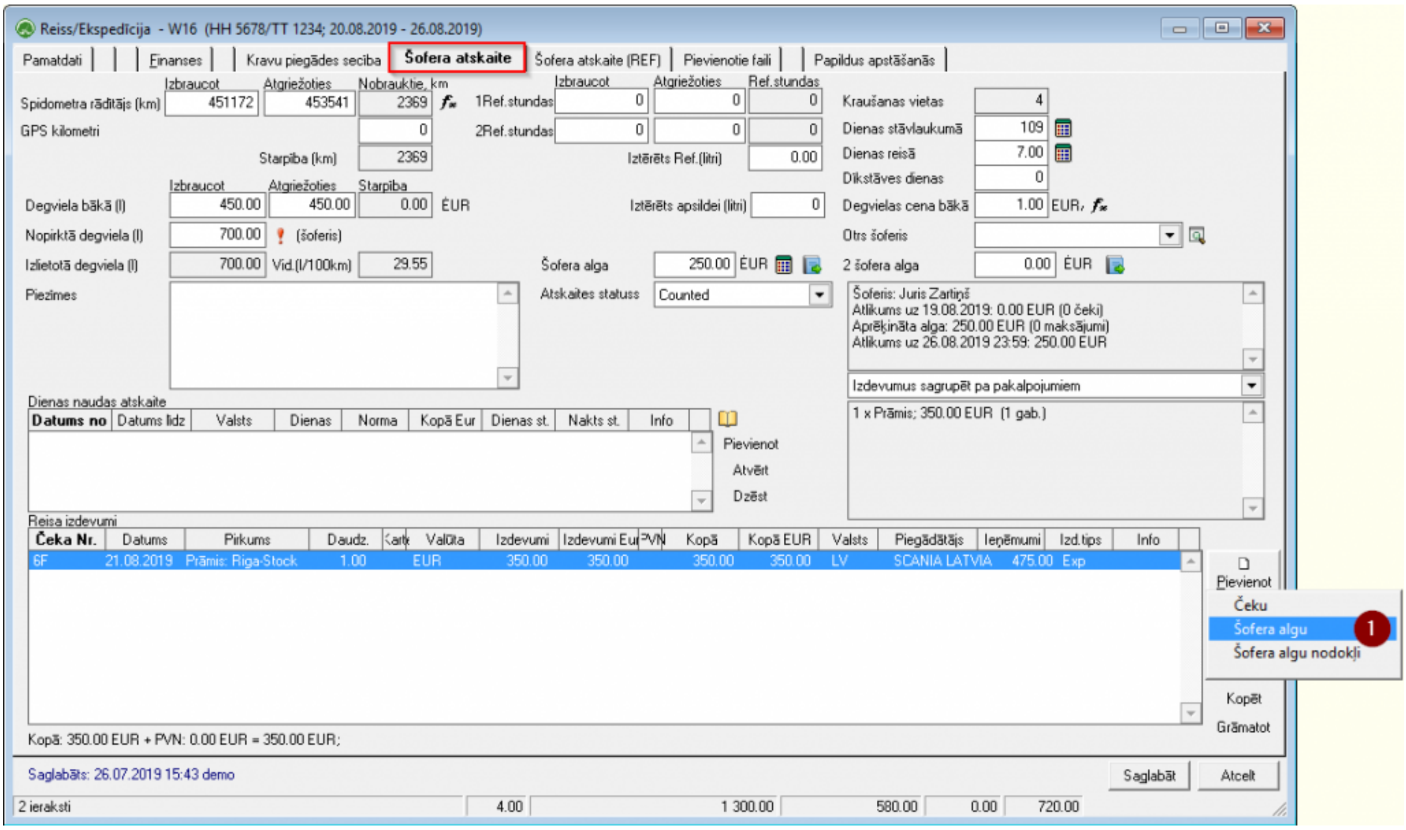
> As a separate expense category, wages for drivers are allocated. These expenses are most often added manually for each trip separately, and the drivers' net salary and payroll taxes are added separately.

3.1. NET SALARY OF THE DRIVER
(salary after taxes)

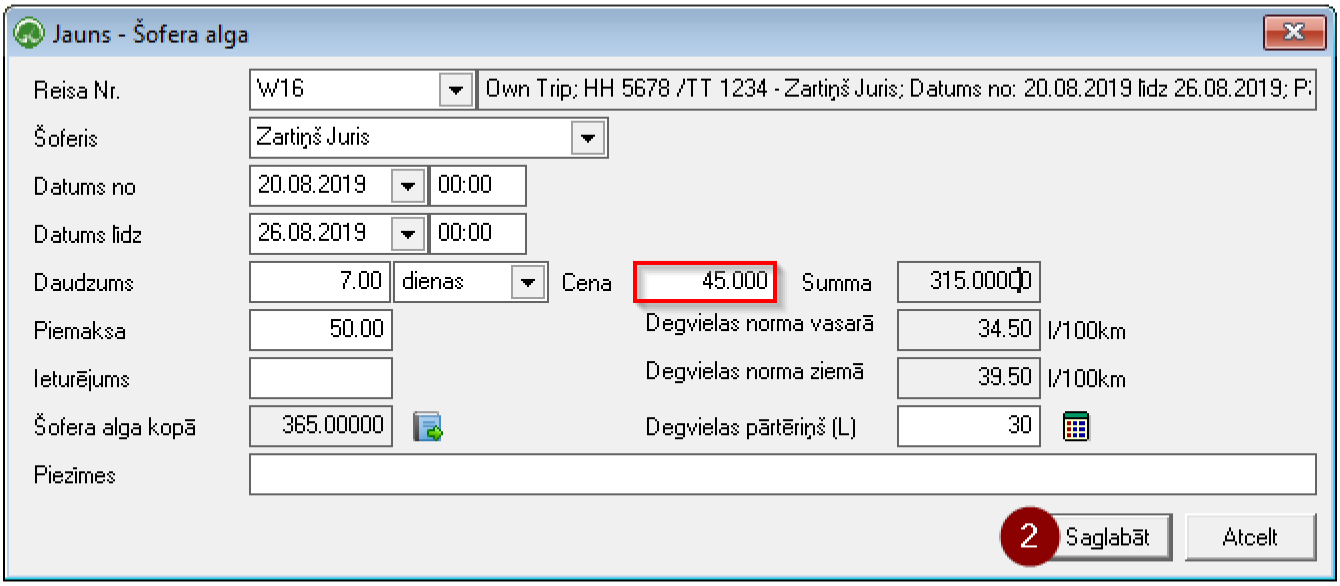
Ozols > Freight Forwarding > Documents > Trips/Speditions > [DRIVER'S REPORT]

> Wages are added in the same way as purchase receipts are added – open the specific flight, select the Driver's report and use the button Add / Driver's salary.

At the time of adding the driver's salary, the system displays the average fuel consumption for the trip, as well as the fuel norms. In this way, the manager can evaluate the driver's performance and, if necessary, add bonuses or deductions.



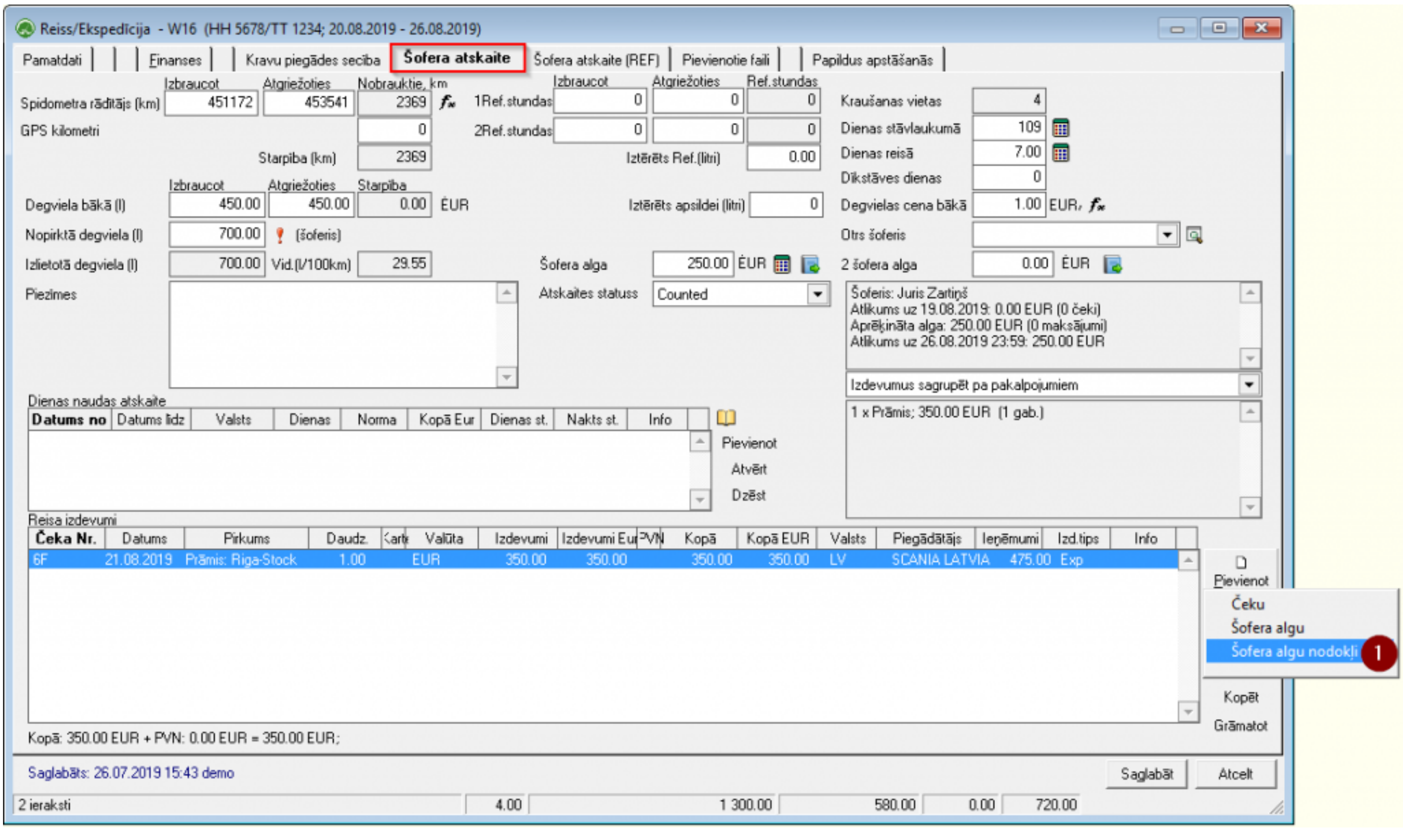
All basic information is filled in automatically, all you have to do is specify the amount of the daily salary and **save** .



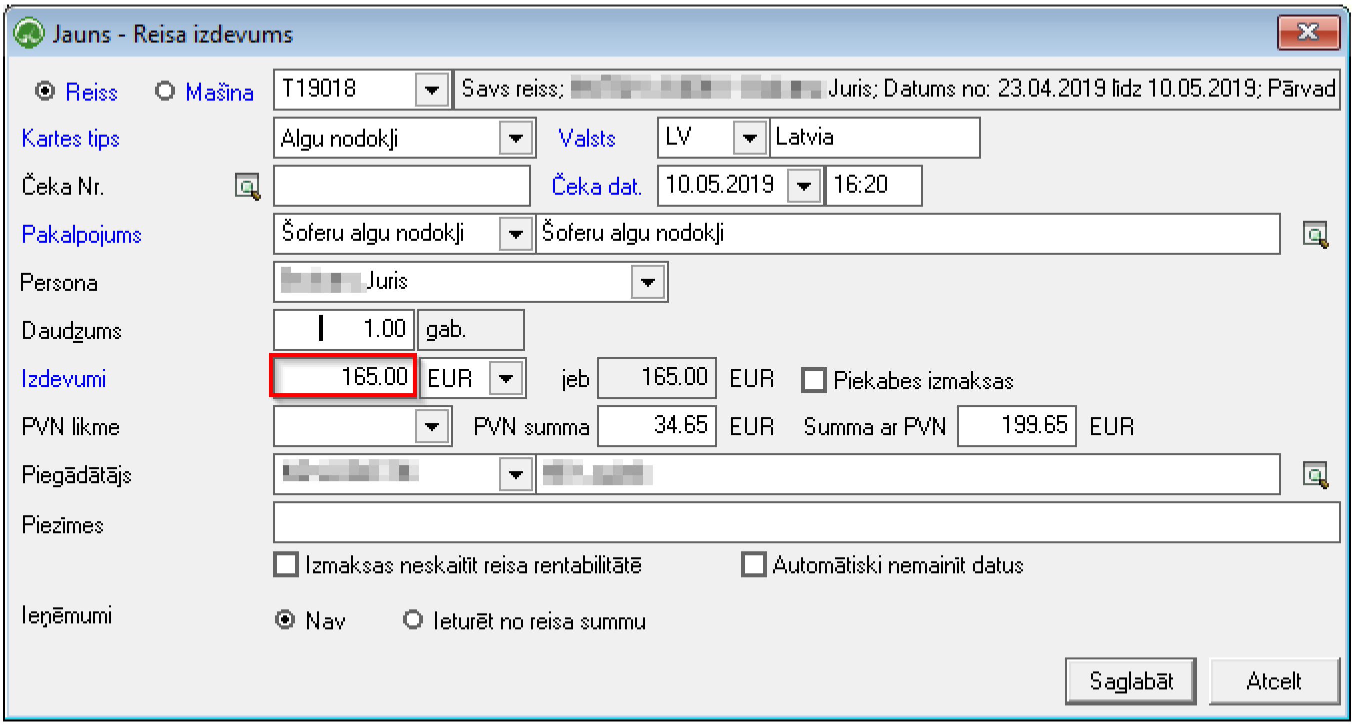
3.2. PAYROLL TAXES

Ozols > Freight Forwarding > Documents > Trips/Speditions > [DRIVER'S REPORT]

Similarly, payroll taxes are added, as these expenses also affect the profitability of the trip.



All basic information is filled in automatically. Make sure that the type of card is specified: **Payroll taxes** and the amount of payroll taxes.

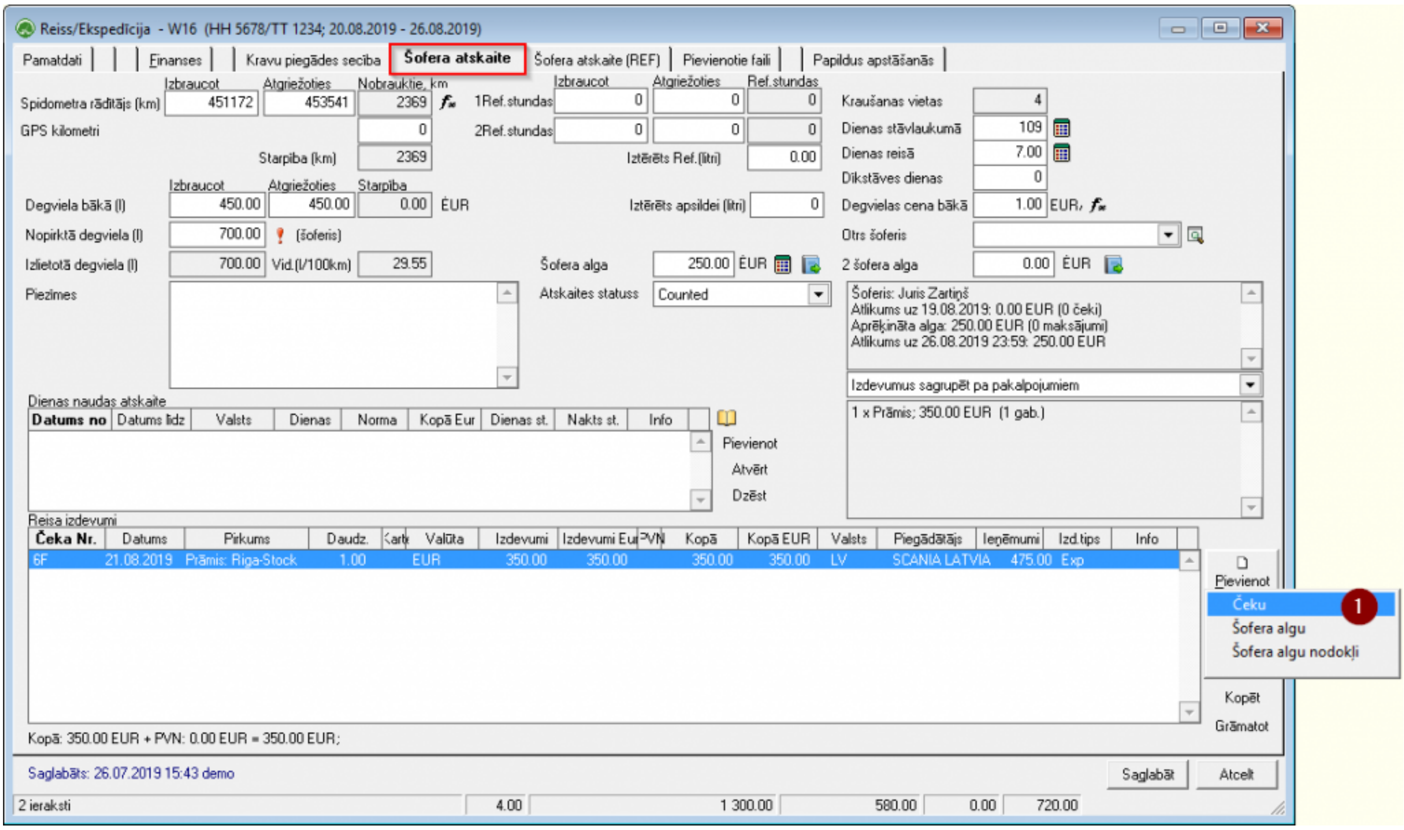


4. ADVANCED EXPENSES

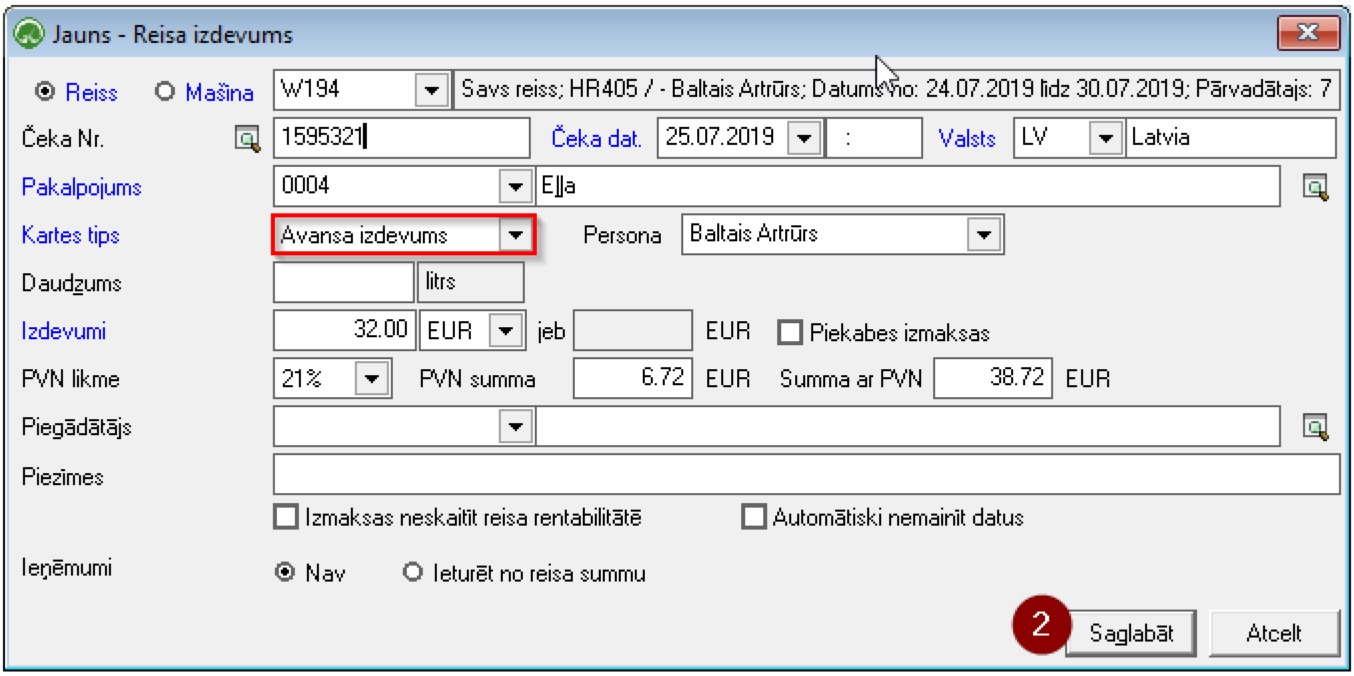
The total amount payable to the driver can be viewed in the **Drivers report**:
Ozols > Freight Forwarding > Reports > Drivers report

> Cash purchases are most often compensated to the driver together with the salary payment. Expenses are added to the **Driver Report** .

Ozols > Freight Forwarding > Documents > Trips/Speditions > [DRIVER'S REPORT]



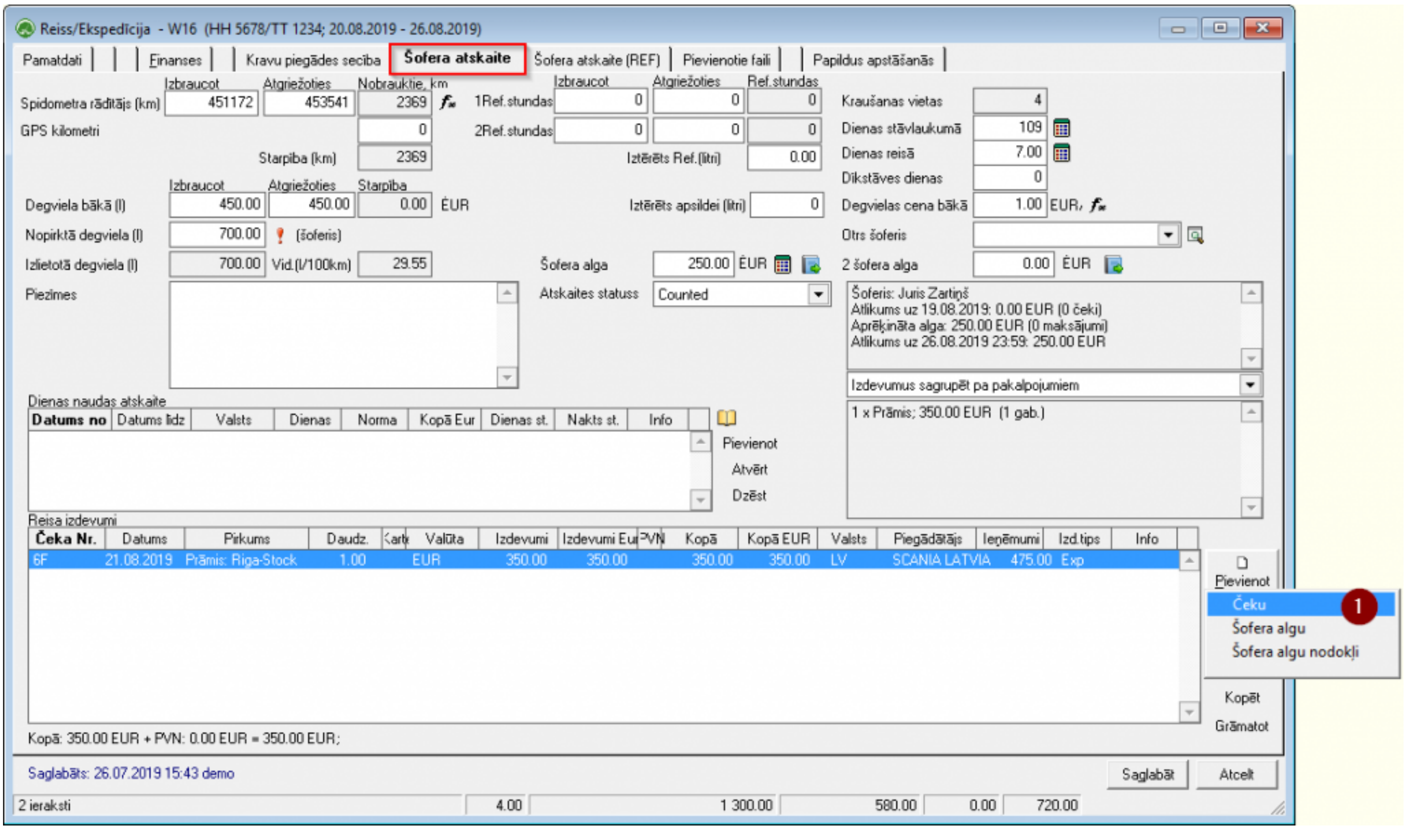
Make sure that the type of card is specified: **Advance issue** and fill in at least the mandatory fields (field names in blue)



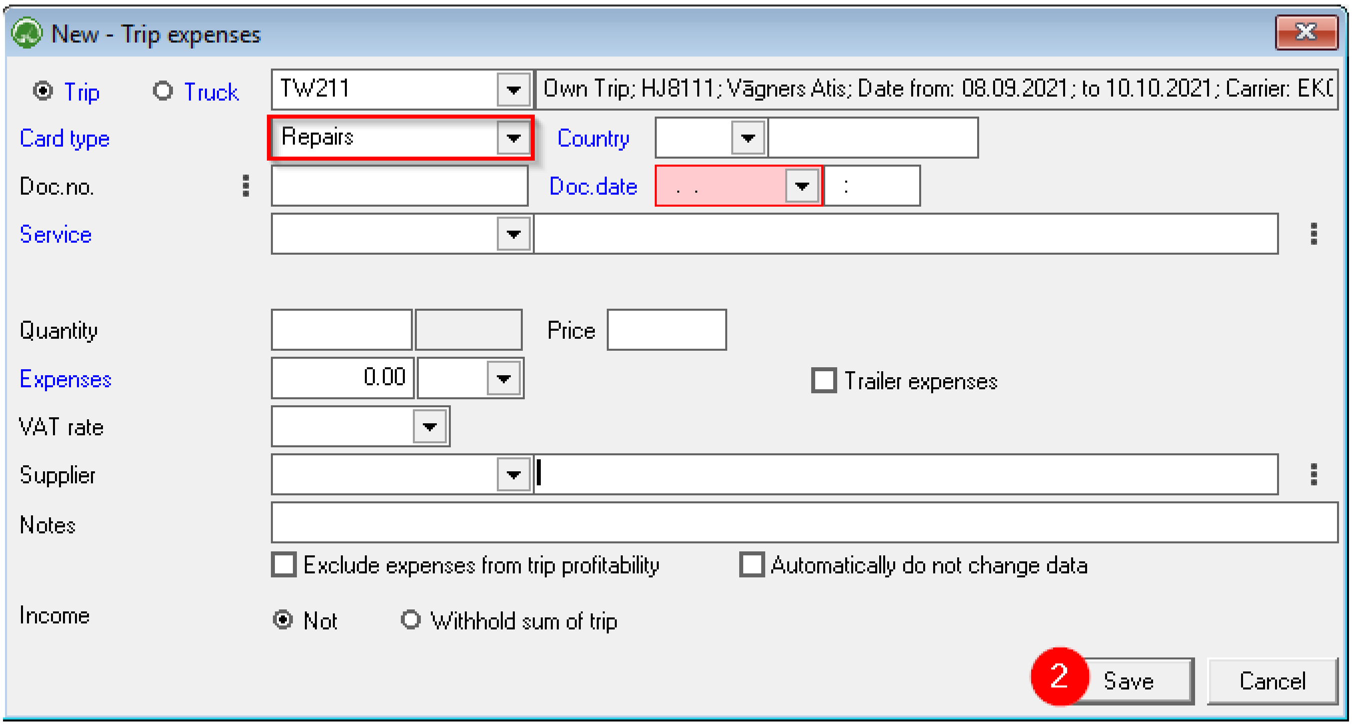
5. REPAIR EXPENSES

Road transport repair expenses can also be added to the travel expenses. This can be done by opening the driver report and selecting **Add - Receipt** .

OZOLS > Freight transportation > Documents > Trips/Speditions



It is important to indicate the card type – **Repairs** .



The profitability of the trip can be evaluated both **with** and **without** car repair expenses. If you do not want to include Repair expenses in the calculation, you must indicate this when preparing the printout of the report.