

Getting Started: Useful Perspective

OpsBase is designed to make life easier for the Owner Driver / Operator. It is a relational database. Designed to use data for maximum user convenience. Basically the OpsBase 903 software is a three dimensional spreadsheet. The user interface allows for an easier user experience thus reducing training time. It will not take long to learn. However there will always be a learning curve with any new activity or technology. Regardless of how well designed it is.

Please invest at least 1hour to review the basics, and enter the required core detail. By this time you should be able to get going.

OpsBase has been specifically created for the small scale transport service provider. This version has benefited greatly from user feedback. As will further versions. This only improves the benefits available to users. Also every effort has been taken to reduce data entry time whilst keeping productivity high.

The functionality covered by this OpsBase 903 software application will handle the core business processes for you. These core processes include Work Processes, Work Allocations, Work Supplier Records and Settlements, Both Customer and Basic Business Accounts with other features that add value. It's all about productivity improvement for you the Owner Drivers and Owner Operators of Australia.

You will find the flexibility to grow your business without the usual paper based methods that lead to the proverbial too hard basket. You will be able to do more in less time to a higher standard. The benefits will be noticed by customers, accountants, the bank, and trading partners you deal with. OpsBase will add value to your business without question.

Keeping It Simple

The Main Menu is designed like a filing cabinet with 4 core areas. This makes it easier to remember or relate to where the relevant screen based functions are located. As far as possible terminology has been industry relevant. There is a value to your business information, and using OPSbase will help to maximise it through efficient use.

No the system does not have ESP. However; remember that the quality of what goes in, can come out. There are a few core files to fill in to get started. These files are constantly referred to. They are the foundation of the system. Please take the extra minute or so to fill them in as best you can. This will reduce future time and effort, maybe cost or even enhance opportunity.

The system is easily learned by drivers or book keepers. In a lot of cases the book-keeper is the housewife / business partner while the driver is on the road. Just as keeping the wheels turning and earning is important, so is the administrative process. Getting paid is useful too! Would you agree? You do not need computer skills!

The Quick Way to Get Started.

The system relies on core data being entered. Once entered it can be reused, very usefully! Enter all the details required in these key areas, and get started at the minimum level..

System Data. (Main Menu \ System \ Company System Data)

- Your Company or trading details: These details are needed for invoicing and the production of reports, invoices, documents etc
- You will not be able to enter your trading name until the product is registered by OpsBase Systems Pty Ltd.

Work Supplier Data (Main Menu \ Data Entry \ Work Supplier)

- If you are an owner driver with no desire to delegate income producing or other business activity, you will not have work suppliers. The basic version does not allow work to be delegated to anyone. All work is by the owner driver, whose details still need to be entered. As such there is a minimum of one Work Suppliers details that need to be entered prior to entering new work details.
- Enter all the Contact and other details to keep quality records!
- **Work Suppliers** means Employees, Contractors, Suppliers (trading partners) that bill you for work they do on your behalf.
 - Trading partners could be Intermodal Transport Operators such as Air / Rail / Sea or Road based Transport Service Providers. These are companies that you deal with as a joint venture. You delegate or sub contract to them, or visa versa.
 - These contacts could be used for offload or changeover work.
 - Note that OpsBase 903 can allocate work to an employee but does not handle employee timekeeping / payroll functions! (Yet!)

Customer Data (Main Menu \ Data Entry \ Customers)

- Keep quality records for administrative and operational requirements
- You must enter a Customers Name at least to get a trial going.
- Its useful to record the details of the people you deal with as well. When you enter a new Order (Booking / Work Request – Order) In the future each time they contact you the detail will be just 2 clicks away.
- For each Customer enter all available information. Abbreviations and minimum details reduce the quality of your results available. All movements both From (Pickup Point) and To (Delivery or Offload Point, Changeover Point) are available for very easy future re-use. These can be entered on the Orders Screen as usual or through the Regular Movements section at the bottom of the Customers screen.

Billing Options (Main Menu \ Data Entry \ Orders \ Calculate Cost)

The system has a lot of flexibility built in. This seeks to match the variability used within the transport industry. There are various options with which you can bill your customer for a transaction.

- **The Rates Calculator.** Customer Billing Variables (Main Menu \ System \ Rates Calculator)

This is for Road Transport, Pilot Escort, Courier, Taxi Truck, Home Delivery type business that charges by distance. With imagination there would be many uses such as more or less for a given type of activity, degree of hassle even bad paying customers. The details are entered in the Rates Calculator then used through the Calculate Cost button on the ORDERS screen.

Enter in your appropriate normal per kilometre rates, minimum charge or short distance rates

Pricing in this section is for Fixed Rate or Rates that vary and are then given a Multiplying Factor. There are some options already entered but by no means extensive.

1. A Return would be a Rated job IE Delivery x 2 directions.
2. Public Holidays, Weekends, After Hours would be Rated work by a lot of people or businesses.
3. Services that are speed of service rated include STD / VIP or Exp or the Return.

These are already entered but create any type of service and enter it in, with an abbreviation, appropriate multiplier and description. Exp = 3x, Ret (Return) = double. There and back! As such StdR or SR or StdRet = 2x, or Standard Return Rate which is 2 x the One Way Standard Rate. It is your business so customise it as you like. Try a few test calculations using the Testing facility at the bottom of the Rates Calculator screen. (*Some Distance data must be entered before this can be used!*)

- **Calculate Cost** (Main Menu/ Data Entry/ Orders)

This is where all basic customer billing is completed. There are a variety of options available including Quoted, Unit Rated, Hourly, Distance and / or Speed Rated billing.

1. **Unit Rated Billing** covers items such as pallets, containers, individual products, vehicle types. Whatever the unit type just enter it in along with the number of units and the rate per unit. This is also used for **Quoted jobs**.
2. **Hourly Rated Billing** covers the usual work based activity options for vehicle or worker hire. Any return, travel, float fee etc could also be covered but as a better option these could be entered via the CRB facility where they are explained in an itemised procedure.
3. **Distance Rated Billing** requires entry of data via both the Rates Calculator and the Suburbs and Distances (Main Menu / Data Entry / Suburbs or Towns and Cities Distances) data facilities. Refer Distance Data section. **Example:** Thus the Pickup location to Delivery or Handover location will mean X kilometres at the rate per kilometre multiplied by the

speed of service multiplier. (*Handover is relevant to depot deliveries, driver changeovers or consignment offloading to another driver for final delivery!*) Straightforward distance rated billing requires just selecting standard charge rate, in the Calculate Cost calculator.

Basic Cost and GST: After selecting the option of choice, enter the required detail and press Calculate. This creates the basic job cost and the relevant GST amounts.

To complete the bill creation for this transaction, either select the USE BASIC COST button to continue, or select either the exit / clear option.

- **Consignment Details** Now the time has come to enter the Consignment details. Select the Consignment button on the orders screen then the Consignment Details button to bring up the Order Consignment screen. Enter the relevant detail then press Save and Exit. You have now entered the delivery consignment details. The Item library can be reviewed by using the button provided on the Order Consignment screen or the Value Lists in the System Data screen. The item descriptions can be re-used. It is recommended that item descriptions be entered in a re-usable manner. (Example: Shipping Container or 20' Container)
 - **Cost Recovery Billing.** CRB (Main Menu \ Data Entry\ Orders) (Tolls, Parking, Excess Waiting / Loading / Unloading Fee's, Freight Basic Charge, Insurance etc) This data is normally entered after the actual work is carried out, although if the fee or charge is known upfront then it can be entered anytime.
 - The purpose is to re-use existing options. It is recommended separate entries be made for variable fee's, and / or charges.
 - All of your options entered to date can be reviewed through the Value Lists at (Main Menu / System Data / Value Lists)
 - **Fuel Levies** (Main Menu / Data Entry / Orders)
This is where fuel levies are added to your customers invoice. They are added on each transaction rather than the completed invoice. This gives customers a real cost for each transaction. The Fuel Levy is calculated as a selected percentage of the sum total of the Basic Cost and the CRB pre GST. The percentage is flexible by the user's discretion.
 - **GST** All your transactions will have the GST calculated and highlighted appropriately on the Orders Screen, after the basic or quoted cost has been created the CRB and Fuel Levy totals added.
 - **Reference** (Main Menu / Orders Screen / Customer)
Any Notes entered will be shown on the Customers Invoice.
 - **Customer Reference** This is for your customers benefit allowing a cross reference audit trail. It could be a Name, Number etc
- Company Vehicles** (Main Menu \ System \ Maintain Value Lists \ Company Vehicles)
- If you engage an employee or you are an owner driver, list the vehicle used
 - Within the Trip \ Work Allocation Process, you allocate work to a company vehicle when you create a trip. The selection will be a simple drop menu option if vehicle details are entered. (Read the Work Allocations section)

USEFULL FEATURES

Cross Referencing:

Take advantage of the various levels of cross referencing available. This will greatly enhance customer service in the areas of problem solving, invoicing and dispute resolution. Impress your customers ask for one. The customer will appreciate this. Not even a customer's memory is perfect. If a cross reference is available it can make the customers in-house processes easier, improving your goodwill.

Go To:

This feature (found on the OpsBase toolbar) allows easier movement between the various screens. No need to close one screen, then find and select the next required screen every time. The more you use this feature, the more it will be appreciated.

Intuitive Sub Databases:

The use of these sub databases, drop boxes and menu options enable time saving and increased flexibility.

- An example being the FROM and TO details on a booking screen. Every time a new data set is created it is stored in a sub database (called Regular Movements) linked to the CUSTOMER concerned. These can be reviewed in the Customers screen. (When working for that customer again the data will be available via a simple click selection. The data will be automatically entered in, with full detail. Although you may wish to check the contact each time. This applies even if the details are used as a FROM or TO location.)

Note: The customer details need to be entered as well, if the pickup point is the same as the customer's street address, but only **the first time**. (They are on 2 separate databases, with variables that prevent auto fill going that extra step.)

- Another example is recording the **Ordered by** details. The name and direct contact details of the person requesting the booking. There are many occasions when the details are needed to authorise or deal with unplanned circumstances. This creates a useful list of the customer contacts with whom your business has interacted. It is also a legally useful ability to detail who ordered the work. It also is good to be able to delete this contact phone number when an employee changes job. (A direct number Mobile or Landline sure beats playing the switchboard waiting game.)

Search Features:

Unlike accounting packages, OpsBase software gives users various options to quickly search for records. It is a simple process to do a record search. Through the OpsBase application there are search facilities to **FIND** what you are looking for.

The options are many. Our Ref, Customer Ref, Con-Note, Phone, Contact at the customer / Sender / Receiver, Trip, Company, Driver, Supplier and more, on the

ORDERS screen alone. This allows rapid search for data very useful with the customer on the phone.

Route Planner:

A route planner has been included to plan your work in legs with matching distances. It is very flexible dependant on the distance data entered. Plan the route used, rest stops and distance / hours legal limits.

Distance Data:

Unless you have an outside source of distance data, the OpsBase 903 application uses real distance data entered by you. Each time you enter such data, a second entry is created being the reverse trip to the one just entered. 100 entries creates 200 records. Enter in your previously recorded distance data when you get some spare time.

The opportunity to record both real distance data (trip odometer readings) is very useful. This is door to door as opposed to the usual generic Post Office / Code to Post Office / Code. Most Heavy Vehicle operators record this detail. In OpsBase you can use both distance types. By using and collecting real distance data means your business charges the full distance travelled. Your customer will appreciate the itemised and credible details.

Record and enter the distances to Customers, Pickup points, Roadhouses, Changeover / Offload points or from other useful locations. All for repeat use availability. You will be able to create customer charges lists using this distance data.

(If you already have a distance matrix / list you would like to incorporate please contact OpsBase and discuss this further. There will be an added fee but much cheaper than re-entering the data manually in most cases.)

STEP BY STEP USING OPSBASE

You will not be able to enter a New Order until there is at least one (1) customer and (1) Work Supplier entered into the system. Once this minimum core data has been entered the functional use of OpsBase 903 follows. This is to improve user navigation when using the application.

New Order: In transport there are two (2) types of activity which are

A) **Billing** Activities: Customers are billed for work done, creating a customer account.

B) **Process** Movements. Work is completed on the company account, by employees contractors, suppliers thus Work Suppliers. All of these are created using the **ORDERS** screen. The difference being, who pays for the activity? However: many process methods require the use of intermediate multi-leg movements or consolidated loads to complete the task required. *It is important to remember that if you use the*

extend order feature on a customers account each leg will be shown separately on the customers invoice. This does not matter using the company in-house account.

- To make a new booking find go to Main Menu / Data Entry / **Orders**.
- Then select **New Orders**
- Follow the prompts and fill in the data fields. After entering the data in a field press enter to move on. This is called tabbing.
- The **Pickup date** will determine if the booking is an advance, live booking or a book-keeping entry entered in arrears from paperwork.
- Enter full names always as opposed to abbreviations for the benefit of invoicing, customer service and search.
- When you have completed the **Customer**, The **From** (pickup) details and the **To** (delivery) details it is time to detail the consignment.
- Select the **Consignment Details** button to enter consignment details. This is very flexible covering a wide variety of consignment types. Only what you use is entered in the invoice that will be generated later.
- To bill the customer select the **Calculate Cost** button.
- You have now completed the booking.
- Save the record (click on left bar, or save button, or close).
- This will complete the creation of a new order, with the exception of multi-leg activities as a rule in which case use the **Extend Order** feature. *(After completion of the desired billable activity for a customer, the facility exists to easily recover costs for every activity from the customer.)*
- Select the **Cost Recovery Billings** button on the Orders Screen. This is used for billing excess time, tolls incurred and any optional surcharges such as weekends, fuel levies, parking etc. Save Data as usual!
- With a little practice using tabbing and the menu options available you will be flying through the data entry process.

Set Runs

If you perform regular work such as delivery runs, linehaul, contract deliveries to repeat locations OpsBase 903 will make life very easy.

1. Select **SET RUN** on the orders screen, and then create a New Set Run. (Only after, all the details have been entered, can you convert work details into a set run.)
2. To do this select Add Current Order as a New Set Run. Then select or choose and enter a New Set Run number.
3. Next time just select Use Set Run (Choose from the list of set runs shown)
4. Enter the run number, the New Order Date
5. Then select Create Order and the new Order will be created with a minimum of fuss and a minimum of keystrokes.

Extend Order

This is a feature of OpsBase 903 that enables service quality to be improved considerably. It enables the creation of separate process movements required to complete customer delivery. Each process movement (or Leg) is administered separately but linked together, and cross referenced. Each leg created will be entered on the relevant account invoice. Each leg can also have separate Customer Billing Rates, Work Supplier Payment Rate. There are fundamental work activities made easier by using this Extend Order option.

1. **Return Activity:** *A to B and returning to A.* This is a basic activity serving several purposes in the transport industry. Example`s of how this is used to send an empty vehicle to pick up a consignment or load, buy goods with a cheque, deposit funds, exchange goods, sign or review a document, or deliver goods and return with different goods.
2. **Driver Changeover** activities. If minimum detail is required the easier option is to book a return job as a single entry via the Calculate Cost button on the Orders Screen. A better method is to divide a delivery run, long distance or other transport activity into legs. Then allocate a new work supplier to suit.
3. **Follow On Delivery.** *A to B to C.* This also has a variety of uses such as two deliveries with one pickup, document handling, customs clearances before goods pickup, handling of hire equipment among many creative uses. Saves the customer money if billing would otherwise been charged at 2 individual jobs from a single pickup. On distance rates there is an economic saving to the customer if the transport service provider allows it.
4. **Offload activity:** *A to B to C* When 2 drivers collaborate to improve efficiency in completing work or to solve a problem. Driver One picks up a consignment that is to be delivered by another driver, then continues on with normal activity before meeting up with driver 2 in travels. From the meeting or handover point the each driver continues work as separately required. However driver 2 starts at the offload point. Usually used to reduce travel / process time or for convenience reasons, within the companies trading operations. Indirectly reducing operating costs as well.
5. **On Forwarding:** *A to B to C.* This is when a transport service provider provides a service to a customer that cannot be completed by company resources alone. The pickup is arranged in-house but a second company is given the task of completing the delivery required.

This is outsourcing with the originating company billing the customer for the complete activity, paying the second company a negotiated rate for the service provided. Some examples being: courier using an air freight account or a truck driver delivering cargo to an intermodal service provider such as rail, sea or air.

Extend order allows a more detailed and flexible process, whilst keeping the administration simple. Each leg could have a varied urgency, different drivers or vehicles, be charged at differing billing rates and have a separate POD and cost recovery all in a simple easy process. By booking work on a customers account you can provide more detailed invoicing to your customers, who usually appreciate the above average invoice standards given.

Con-Notes:

On the Orders screen select POD / Con-Note button. This will bring up two options; either to create a Proof of Delivery printout or a Consignment Note.

1. If you have a separate number to the Our Ref / Order Number for use as a consignment note number just enter it in the data field provided. If not the system will use the Our Ref / Order number at the top of the Orders screen.
2. Should you have any instructions and or directions from the customer regarding the Pickup, Handling or Delivery of the goods consigned, enter them in the text box provided.
3. Then select the “Print Consignment Note” button.
4. The Consignment Note will be generated showing all relevant details.

Proof of Delivery:

1. On the Orders screen select the POD / Con-Note button.
2. Enter the POD details and any comments
3. Select the “Print POD” button

Work Allocations: (Main Menu / Data Entry / Work Allocations)

Now that the work has been booked and the customer account updated, we need to know who will do the work, how they will be paid, which company vehicle will be used (if any)? Then we need to keep track of the workloads for both drivers and vehicles.

Activity Based Work Allocation

Activity based work allocation is where the work supplier is paid for a single activity individually.

- Multiple options exist using the delegation payments facility.
- Activities such as taxi truck, linehaul, courier, parcels, freight and other delivery types are covered.
- *A trip is also a single activity for Work Supplier Payment purposes.*

Trip Based Work Allocation (Main Menu \ Data Entry \Work Allocations)

All work allocations are trip based. Drivers / Contractors are allocated to each trip. For work carried out but not paid separately (such as parcel, freight and consolidated activities) each activity is assigned to a trip. However do not get concerned about the use of the term trip. It is just a naming option for a function.

Creating a trip means the activity has an identity of its own. (Such as: in a regular linehaul, specified run, or delivery zone. It could be a company, contractors car / truck or unit number, destination or whatever makes sense to you and the way you do business.) The work supplier is paid for working the trip activity, not each and every activity related to consignments on board. The payment has no relation to the customer billings as a rule.

- On the **Work Allocations** screen (Main Menu / Data Entry / **Work Allocations**) find the button called **Add New Trip**. This creates a trip template with a unique number. (You cannot allocate work until a trip is created)
- The next step is to name the trip as required (Alpha Numeric)
- Allocate a **work supplier** to a trip
- If work Supplier is an Employee that person must be driving something. List the unit number by selecting the menu option to the right of the Work Supplier menu called **Vehicle Reg**. Can be seen or updated in the Main Menu \ System \Value Lists
- If the allocation is not confirmed (driver has not signed on, shown up yet or confirmed availability this allocation becomes a planned activity until confirmation) When ready the user can either allocate new orders / bookings to trips or process the work supplier payments.
- **Allocating the work** is done by finding the **Add Unallocated Order** button. Selecting the relevant trip. (Top left) A pop up screen will appear listing bookings still unallocated.
- If a trip is travelling empty then it will not have any consignment allocated. However it is still an activity with a vehicle and driver. It could be a prime mover travelling bobtail.
- From the list of work to be allocated, select one and click the **Add Selected Order** button. Job Allocated! Very Simple!
- You will notice the selected trip has been updated, and a separate load manifest has been started below, listing the activity and related consignment summary.
- **Start and finish Times** are entered next to the trip summary line entry. These are optional.

Manifesting: (In the Work Allocation Screen)

- To produce a manifest simply click on the **Trip Load Manifest** button at the top right corner of the Work Allocations screen. This reveals a preformatted view of the selected Trip and associated work for reviewing, then printing.
- To review an incomplete trip load, look in the **worksheet** section.
- You can check consignment details by selecting **View Order Consignment** on the Worksheet View. (*This will be read only.*) Close when finished to return.
- You can review order details by selecting **View Order Details** which is also (a read only view) of the required order.

Delegation Payments: (In the Work Allocations Screen)

This is how you pay your work suppliers. A variety of options exist, to cover the majority if not all situations.

The option of using a combination of them is available also.

- **% Percentage** based pay: Basic Courier Method which pays the Work Supplier a preset percentage of the amount billed to the customer.
- **Hourly Paid** Activity:
 1. Wages and Salaried Employee:(Not yet covered by OpsBase 903)
 2. Flat Rate Hourly Hire: (Contractors)
 3. Hourly Hire with Float / Return Charge:(Taxi Truck, Outside Hire, Heavy Equipment Transport)
- **Per Unit Payments** (per Pallet, Container, Kg, Tonne, Car,) anything!
- **Distance Rated Payments:** Linehaul, Long Distance, Courier, etc.
- **Fee per Pickup or Delivery plus Distance Rated Payment** Long Distance or Regional activities.
- **Set Value (negotiated or contract) rate**

Wages and Salaried Payroll:

Currently timekeeping and payroll features for employees are being planned, but not yet available in the OpsBase 903. OpsBase 903 is focused on Owner drivers / operators who delegate to contractors and suppliers.

Contractor Invoices: (Recipient Generated Tax Invoices)

This is the contractors official tax invoice from which you pay your contractors (if they do not provide a tax invoice to you). It is preformatted as required by the tax office to appear as if it is from the contractor. Invoices are detailed and laid out for easy understanding.

Supplier Statements

This is for contractors who provide their own tax invoices to your company for payment. It enables a quality cross check of work allocated to every supplier, so that there are no over payments or incorrect charges billed. Check the invoices given to your Settlements record.

Customer Invoices and Payments: (Main Menu \ Accounts \ Invoices)

- Click “**Create New Invoice**”.
- Complete the Menu form for either a *single or batch customer invoice creation*.

This will allow you to process all work completed on behalf of your customers.

- Once you have created your invoices they will all be listed separately, a count will commence of the days until each invoice has been paid. (Aged Receivables)
- It is assumed that once created the invoice will be sent to the customer. (*Sending invoices by PDF email is the best option to speed up the process.*)
- Invoices can be reviewed by clicking the **Preview Current Invoice** button.
- To print one or all invoices created, select and tag each invoice required. This gives flexibility to invoice customers when desired. Some may be invoiced at varying timelines to others. Ad-hoc, Weekly, Fortnightly, Monthly etc..
- You have the option of printing an invoice as an *Original or a Copy* if required later. Find and click on the type option. Right side of screen.
- When a customer has paid an invoice, enter the date of payment and the system will automatically update the relevant accounts.
- If a *Part Payment* is received place a note in the comments box on the end. Do not enter the date paid until complete payment has been made.
- At the lower edge of the Invoices screen is a running total of Billings Paid and Unpaid. This allows you to cast a glance at cashflow, to determine how much customers owe your business..

Income and Expenses: (Main Menu \ Accounts \ Income and Expenses)

This is where all business financial transactions are entered and detailed.

- Choose Add New Transaction to record new data.
- Select the type (either Income or Expense) and enter details
- The transaction is to be allocated to an Accounts Category by menu option
- Then it is cross referenced to an Accounts Sub Category by menu option
- Then it is further cross referenced by a Cross Reference
- Financial details are available at the bottom of the screen at a glance.

The 3 level Accounting method gives very customisable accounting with the ability to quickly drill down into the details. For instance a mobile phone bill is easily listed under A) Communications B) Landline C) Phone Number. Each level can have several options. If you have multiple communications outlays, tracking your finances is easy. Mobile Phones, Internet, Website and Specific Mobile, Fax, Phone, ADSL, etc

Regular Expenses (Main Menu \ Accounts \ Regular Expenses)

This facility is for those regular / repeat bills such as weekly, monthly etc type expenses. These may include Rent, Lease, Vehicle Finance, Mobile Phone or other ongoing Payments. To save repeat data entry the core details can be saved and re used as needed. This screen is linked to the Income and Expenses screen, as a convenience option.

Account Categories: (Main Menu \ Accounts \ Account Categories)

This is where you can create your Accounts structure as you deem required. Normal accounting systems are generic and required a numbering system to categorise income and expenditure details. As such the records are accurate but not very usable or flexible. OpsBase 903 allows you to create accounts that are as simple or detailed as required. There are 3 levels of Accounts and 2 types of record available.

1. Category
2. Sub Category
3. Cross Reference Listing

A generic list of categories have been entered all of which are optional at each users discretion, **WITH THE EXCEPTION OF DELEGATION category**. By reviewing the listings entered you will gain a very quick understanding of the potential.

- To create a new category etc scroll down to the last line with an asterisk in the left hand column.
- Type in the category name and type (income or expense). If you know some relevant sub categories under each category enter them in and save.
- Select a Category list item and another list will be shown below. This shows the sub category listing relating to the main list.
- To delete a listing in either Category or Sub Category BE EXTRA CAREFUL just select, highlight and THINK TWICE about data and then delete. *Be very careful however; the risk of lost data will obviously be high if you have been entering data in the category being deleted.*

Account Categories must be entered before you can properly use the income and expenses screens. It is suggested that you think about how you set up your categories, for maximum benefit.

Quick Quote: This is a separated form of the Calculate Cost screen used in billing customers. This screen is used for on the spot or phone quotes without actually entering the Orders screen. It is not connected to the rest of the application.

Equivalent Weight Calculator: This is to work out the cubic equivalent billing rate for freight purposes, when goods are bulky but lightweight by comparison.

Route Planner: This Route Planner is designed to create a planned trip / journey from multiple legs. Each leg has its distance shown with the combined total distance calculated. This is relevant for long distance fatigue management or multiple drop runs. You can save routes / runs for re-use.

Sales Reps + Commissions: This section is used to keep track of sales commissions and / or referral bonuses offered to anyone who brings work into your business. These amounts are paid as a percentage of a customer's turnover.

If you want a growing business this facility is very important.

- Creating a New Sales Rep. Simply select NEW and enter the details required.
- Editing a sales Reps Details. Call up the relevant Sales Reps details and change as required.
- Do not change the sales reps initials as these details are used in multiple ways throughout the application, linking records and forming data relationships.
- Unless there is a reason it is suggest that you do not delete a sales reps record.

Towns And Cities Distances: There are many distances provided which are fundamentally Post Office to Post Office distances. Whilst useful it is recommended that users enter in their own real travel data taken from the Odometer at pickup, waypoint and Delivery points. Some time in the future you may benefit from the easy reuse features available throughout the application.

1. Entering New Distance Data: Select the "Add New Town / City" and fill in the popup field that appears.
2. Your From town / city will now appear at the top. It is now part of a list or matrix being created.
3. Select "Add / Edit" and review the existing location options available. If available select and complete the green fields. The first field is the To location, next comes the State, then the road/s used and the final field is the distance.
4. Correcting a mistake: Reselect the locations and correct the mistake, by selecting "Add / Edit". The entered details will be available for updating.
5. Every completed distance entry is entered in the forward and reverse formats. This creates 2 entries for future use.
6. When multiple entries for a given location are available they will be shown in the greyed out box area.

Suburbs and Distances: This section is for more local distances as opposed to long distance journeys. The usage details are the same as the "Towns and Cities". Directions for use are found in the "Towns and Cities Distances" section.

Business Performance (Report): This report highlights how your business is developing cashflow / revenue, and how much was spent on delegation to work suppliers. It also shows how much GST has been billed or passed on.

- These figures are detailed by Customer, Work Supplier and by both each months trading as well as a chosen date range.
- This will show very useful insight into your business for Banking, Accounting or planning purposes.

Print All Jobs (Report): This provides a list of all activity by a selected date range.

Customer Summary (Report): This report lists a customers trading activity within a given date range.

Suburb Order Charges (Report): This report generates a price list by type showing destination prices and distances from a given selected location / Suburb.

Customer Summary (Report): Use this report to develop a list of customer invoiced amounts and paid during the given period selected. The period reported on is very flexible and created by entering an appropriate date range.

Client Statement (Report): This generates an Invoice for Clients / Customers not registered for GST.

Work Suppliers: Anyone who carries out income producing activity for the business is simply put a Work Supplier.

- Each work supplier is classified according to the list in the System Data / Value Lists. Some Basic options have been entered to give guidance on how you may wish to create options of your own.
- This approach allows Work Allocations, Contractor Payroll, and other features to better function for easier, user experience.

Contractor Analysis (Report)

Fuel Rebates: Currently the transport industry receives a Federal Diesel Fuel Rebate. This is an amount per litre of fuel purchase by a qualifying vehicle claimed back through the business B.A.S. each quarter / year.

- The rebate Amount per Litre is entered in cents and through the Value Lists in the System Data screen.
- The results can be found through the BAS Preparation Report.

Fuel Use and Analysis: Go to (Main Menu / Accounts / Fuel Usage)

1. Purchases: Select “Add New Transaction” a pop up form will allow you to enter details relating to your Fuel Purchases.
2. Editing a Transaction: If you make a mistake select the “Edit Current Transaction” button
3. Analyse your Fuel Use. Select The “Fuel Analysis report” found on the “Fuel Usage” screen. Choose a preset report date range or enter a manual date range. Then create the desired report by selecting the “Fuel Analysis Report” button on the pop up screen. This will give details for all vehicles fuel use relevant to the criteria entered.
4. This report “Fuel Analysis Report” can be created directly from (Main Menu / Reporting / Fuel Analysis Report)

Fuel Levies (Billable) OpsBase 903 gives users the option to charge customers a fuel surcharge / levy to recoup rising costs otherwise not recoverable. This is a percentage based charge entered through the Orders screen as part of the customer accounts process.

B.A.S. Preparation Report: (Main Menu/ Reporting / BAS Report)

OpsBase 903 offers the opportunity to collate varying sources of data used in the preparation of both the Diesel (or other) Fuel Rebates and the Business Activity Statement required by all Australian Business and Self Employed people.

- Accounting via either the accrual or cash method is selected from the pop up menu
- A date range selection option needs to be filled in. This is also good for reviewing previous periods.
- The resulting report will detail fuel rebate and trading figures required to complete your GST.
- (This will save time and effort, not to mention the reduction in annual or quarterly accountants fees.)

By reviewing this GETTING STARTED help guide it is hoped you will gain an understanding of how much value is offered.

OpsBase 903 is not an accounting package. However it does in many ways focus on functions that are not user friendly using a generic accounting application. There is a line in the sand.

Employee wages and related detail is best suited for an accounting package. There are many changes to the process required often, due to politics and agreements in the workplace.

The focus of OpsBase is Transport Operations, Customer and basic level Business Accounts with Value Added Reporting. High end accounting is the domain of accounting packages.

Both types of software applications have value and place.

At OpsBase Systems Pty Ltd the aim is to enhance productivity in a user friendly manner. We hope your free trial experience leaves you with a good experience.

Doug Lachman
OpsBase Systems Pty Ltd

