

# Own Transport

- [New Trip with own transport](#)
- [Adding the costs of the trip](#)

# 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.

The screenshot shows the 'Trip/Spedition' window for trip TW29. The interface includes various tabs like Finance, Calculations, and Cargo delivery order. Key fields and their values are as follows:


- Previous trip:** (empty)
- Next trip:** Not planned
- Cargo info:** Load addr.: 2; Del.addr.: 2; 4.00 ldm (EXP: 4.00) 0.00 kg
- Transport type:** Road
- Date:** 04.08.2022
- Status:** Eksport
- Type:** Own Trip (annotated with 1)
- Truck No:** GG123 (annotated with 3)
- Trailer:** K566
- Carrier:** Demo
- Driver:** Ozolnieks Edgars (annotated with 4)
- Export ferry:** 08.08.2022 12:30 - 09.08.2022 17:20 Riga-Stock, Expenses: 350.00 EUR (annotated with 5)
- Import ferry:** (empty)
- Trailer type:** TENT
- Special conditions:** (empty)
- Internal notes:** (empty, annotated with 6)
- Start planning from:** (empty)
- Regions:** (empty)
- Trip planner:** (empty)

At the bottom, there is a summary table with 2 records:

L#	D#	Cargo	Description	Client	LDL	Load date	Unload d.	Income	Curr.	Expense	Loc. deliv.	Profit	POD	Manager
1	40	+K10208-EXP LV-DEM0 terminal -> LV-DEM0	terminal -> LV-DEM0	Cuznemums01	4.00	08.08.2022	12.08.2022	1200.00	EUR	1110.00		90.00	*	Demo
2	39	+K10209-11-T 111 37, Stockholm -> 01740, VarCity C				12.08.2022	13.08.2022	950.00	EUR	542.86		407.14	*	Demo

Summary totals at the bottom: 2 records, 4.00 ldm, 2150.00 EUR income, 1652.86 EUR expense, 0.00 loc. deliv., 497.14 EUR profit.

## 2. Adding cargo orders to the trip

- To add Cargo - Client order to the trip, press the Add button 
- Choose to add an **existing** order or create a **new** order.
- If the order has already been created, select it **from the list of orders** and double-click to add the cargo to the trip.
- 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](#).

- 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
  - 1.1. Adding fixed costs from an Excel file
2. **Variable** costs
  - 2.1. Adding variable costs manually
  - 2.2. Importing variable costs from an Excel file
  - 2.3. New import template of variable costs (cheques)
3. **Driver** 's net salary and salary taxes
  - 3.1. Driver's net salary
  - 3.2. Salary taxes
4. **Advance** payments
5. **Repair** expenses

## 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.

Vehicle or Trailer

Truck No. KJ222 Code Status Idle

Type Auto Summer 0.00 l/100km Owner Demo

Model MERCEDES BENZ ACTROS 18 Winter 0.00 l/100km Leaseholder

Chassis No. WDB7770321L710555 Weight 0 kg Holder

Tech.pasp.No. Gross weight 0 kg Spedition Demo

Tech.pasp.iss.dat Load capacity 0 kg Carrier Demo

Release Date 0 ADR truck Emission Euro 5 Truck phone No.

Color Balta Trip type GPS account

Trailer LDM 4.00 Paid road boxes Is digital REF temperature indicator

Purch. Date Operating Purch.Value 0.00

Written-Off Use of Exp.Date

Lease Agreem.

Notes

Source Documents | Transaction **1 Documents/Terms** | Insurance | Trailers | Planning | Attachment(s) | CMR insurance

Number	Form	Partner	From	Date	Notes	Next change after
LV1111	Licence		02.08.2018	01.08.2019	Sum per day: 0.2328;	
LV1111	CMR apdrošināšar		23.03.2018	23.03.2019	Sum per day: 1.3661;	
LV1111	OCTA		02.05.2019	01.05.2020	Sum per day: 4.3715;	
LV1111	KASKO		02.05.2019	01.05.2020	Sum per day: 1.9125;	
LV1111	Lizings		01.01.2019	31.12.2019	Sum per day: 45.2054;	
LV1111	Taho sertifikāts		02.03.2019	01.03.2020	Sum per day: 0.0655;	
LV1111	TA		12.03.2019	13.03.2020	Sum per day: 0.8695;	
LV1111	Riepu fonds		01.01.2019	31.12.2019	Sum per 1km: 0.0300;	

0 records

Save Cancel

**2** Add Open Delete

Term

Number: KJ222 MERCEDES BENZ ACTROS 1844 WDB7770321L710555

Type: **3** CMR

Term from: **4** 01.01.2022 to 31.12.2022

Notes:

Save Cancel **5**

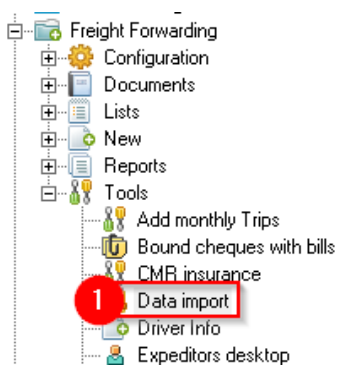
Saved: 26.10.2022 14:54 demo

## 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**




Data import

Type: Trucks/Trailers imports

Template:

File: Browse

**2 Configuration** Import Cancel


New - Datu Eksporta/Importa šablons
✕

Type
Trucks/Trailers

Card type

Name
Term import

Description

Lauks Ozolā	Kolonna no	Konstante	
TermType	A		
TruckNo	B		
TermDateFrom	D		
TermDate	E		
km			
CardNumber	C		
Price	F		
Partner			
MonthSum			

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Saglabāt
Atcelt

## 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]

Reiss/Ekspedīcija - 19436 ( 12.06.2019 - 17.06.2019)

Pamats dati | | | **1 Šoferu atskaite** | Pievienotie faili |

Izbraucot Atgriežoties Nobrauktie, km  
 Spidometra rādītājs (km) 0 0 0 f<sub>w</sub>  
 GPS kilometri 0 0 0

Krašanās vietas 8  
 Dienas stāvlaukumā 0  
 Dienas reisā 6.00  
 Dikstāves dienas 0  
 Degvielas cena bāķā 0.0000 EUR, f<sub>w</sub>

Degviela bāķā (l) 0.00 0.00 0.00 EUR  
 Nopirkta degviela (l) 0.00 (šoferis)  
 Izlietotā degviela (l) 0.00 Vid. (l/100km) 0

Šoferu alga 420.00 EUR  
 Atskaite statuss  
 2 šoferu alga 0.00 EUR

Piezīmes  
 12.06-17.06 = 6d  
 28.3l/100km = 70eur/d  
 6\*70=420 eur  
 -69.83 eur (degviela Neste no 12.06)  
 =420-69.83 = 350.17 eur

Šoferis:  
 Atlikums uz 11.06.2019: 1227.85 EUR  
 Avansu norēķini: 31.14 EUR (3 čeki)  
 Aprēķināta alga: 420.00 EUR (0 maksājumi)  
 Atlikums uz 17.06.2019 23:59: 1678.99 EUR

Izdevumus sagrupēt pa pakalpojumiem  
 2 x Lizings: 327.91 EUR (12 gab.)  
 2 x OCTA: 26.14 EUR (12 gab.)  
 2 x Pakalpojums: 4.00 EUR (2 gab.)  
 1 x Prāmis no ES dalībvalstīm: 658.46 EUR (1 gab.)  
 1 x Riepu fonds: 0.00 EUR (0 km)  
 1 x Stāvvietā: 5.14 EUR (1 gab.)

Dienas nauda: 6 dienas: 276.00 eur

Datums no	Datums līdz	Valsts	Dienas	Norma	Kopā Eur	Dienas st.	Nakts st.	Info
12.06.2019	14.06.2019	Denmark	3	46.00	138.00			
15.06.2019	17.06.2019	Germany	3	46.00	138.00			

Reisa izdevumi

Čeka Nr.	Datums	Daudz.	Karte	Valūta	Izdevumi	Izdevumi Eur	PVN	Kopā	Kopā EUR	Valsts	Piegādātājs	Iepirkumi	Izd.tips	Info
3	17.06.2019	1.00	Avansa izdevi.	EUR	11.00	11.00		11.00	11.00	LT	LT		Exp	R
41804427	13.06.2019	1.00	* Pārskaitījums	EUR	658.46	658.46		658.46	658.46	LT	DFDS		Exp	R
	17.06.2019	1.00	FIX	EUR	1.40	1.40		1.40	1.40	LV			Exp	
	17.06.2019	6.00	FIX	EUR	15.53	15.53		15.53	15.53	LV			Exp	
	17.06.2019	6.00	FIX	EUR	25.48	25.48		25.48	25.48	LV			Exp	
	17.06.2019	6.00	FIX	EUR	0.66	0.66		0.66	0.66	LV			Exp	
	17.06.2019	6.00	FIX	EUR	4.65	4.65		4.65	4.65	LV			Exp	
	17.06.2019	6.00	FIX	EUR	69.67	69.67		69.67	69.67	LV			Exp	
	17.06.2019	6.00	FIX	EUR	258.24	258.24		258.24	258.24	LV			Exp	
	17.06.2019	6.00	FIX	EUR	5.73	5.73		5.73	5.73	LV			Exp	
	17.06.2019	1.00	Algu nodokļi	EUR	42.60	42.60		42.60	42.60	LV			Exp	
	15.06.2019	4.00	Eurowag	PLN	259.00	60.89		259.00	60.89	PL			Exp	
	16.06.2019	23.83	EasyTrip	EUR	5.83	5.83		5.83	5.83	PL	EASYTRIP		Exp	
	13.06.2019	1.00	Toll Collect	EUR	17.85	17.85		17.85	17.85	DE			Exp	
2837	12.06.2019	70.00	NESTE	EUR	60.57	60.57		60.57	60.57	LV			Exp	

Kopā: 2439.78 EUR + PVN: 0.00 EUR = 2439.78 EUR;

Saglabāts: 02.07.2019 19:03

Saglabāt Atcelt

4 ieraksti 26.87 30 213.00 3 610.00 2 859.76 0.00 750.24

2 Čeku  
 3 Šoferu algu  
 Dzēst  
 Kopēt  
 Grāmatot

## 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.

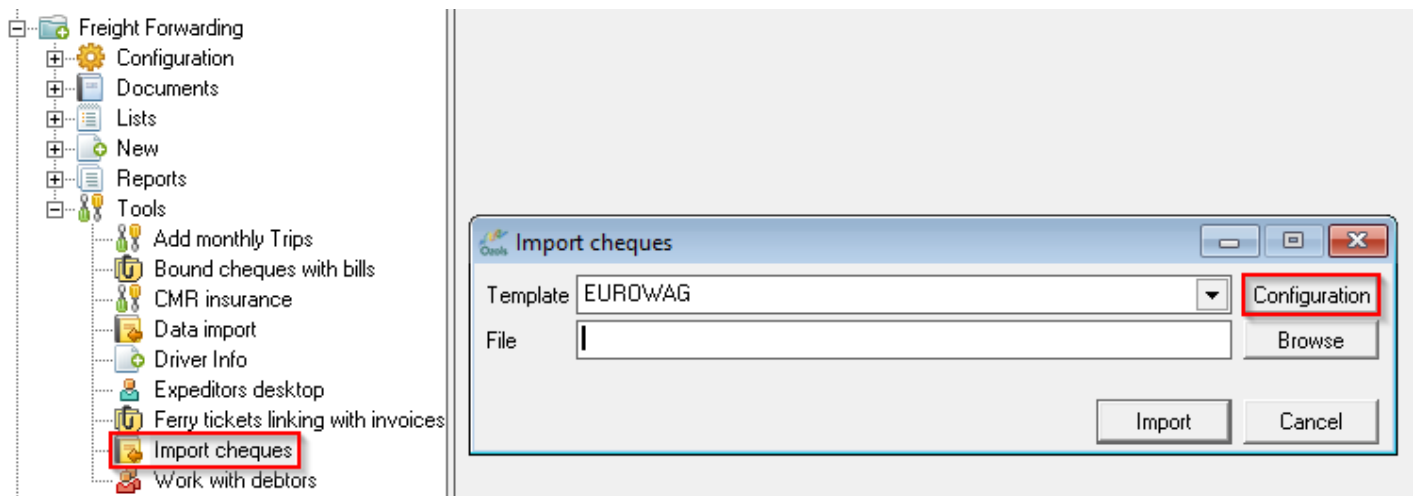
#### Mandatory fields in the template:

- 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



**Konfigurācija importam no xls**

Type: Reisu čeku imports  
 Card type: Eurowag  
 Name: EuroWag\_Fuel\_AdBlue  
 Description:

Lauks Ozolā	Kolonna no	Konstante
TruckNo	C	
CardType		
CardNumber	D	
ChequeNumber		
ChequeDateTime		
ChequeDate	A	dmy
ChequeTime	B	hh:mi
CountryCode	H	
ProductCode		
ProductName	F	
Amount	E	
CurrencyCode	N	EUR
Sum	L	

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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	Country	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:

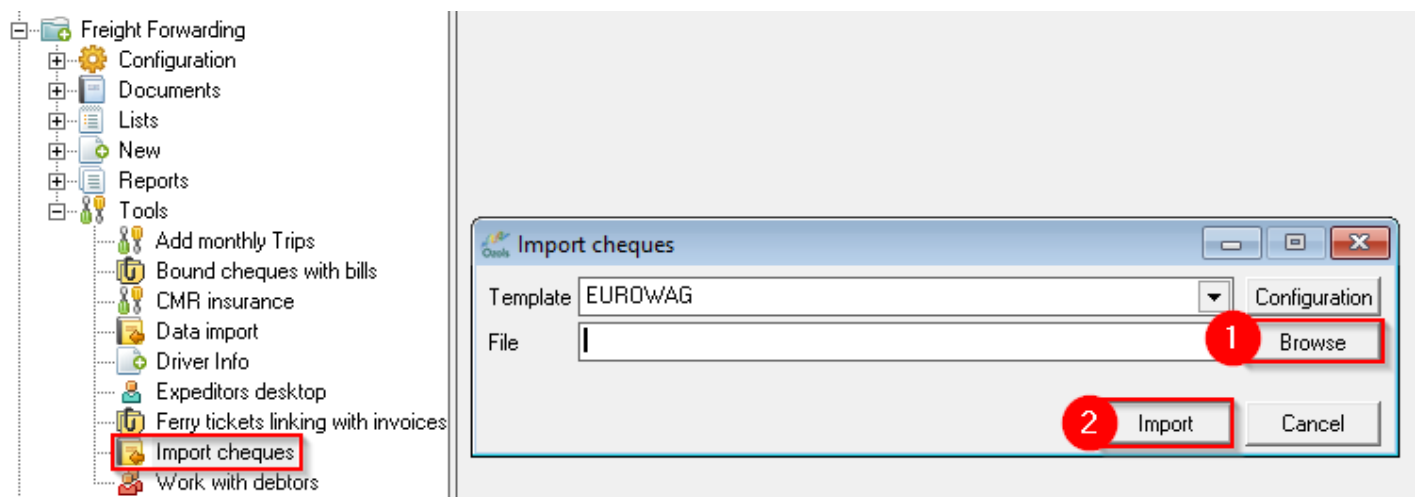
- car license plate OR purchase card number (the card must be linked to the specific car)
- check/transaction date
- country of transaction
- type of product/service (fuel, roads, AdBlue, etc.)
- the amount
- sum
- currency

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.

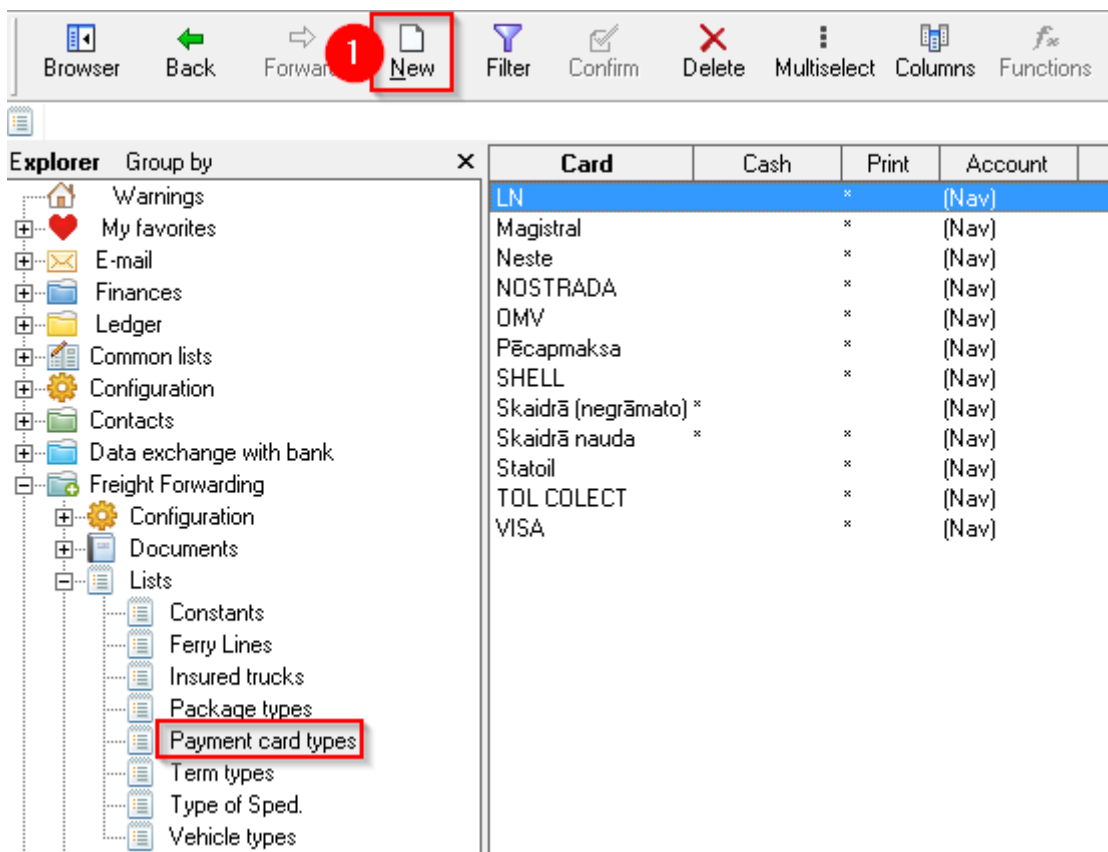


## 2.3. NEW VARIABLE COST (CHECK) IMPORT TEMPLATE

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**



The 'New - Payment card type' dialog box is shown. It contains the following fields and options:

- Name:** Eurowag
- Supplier:** (empty dropdown)
- Account:** (Nav) (dropdown)
- Options:**
  - ☐ Cash
  - ☒ Print in drivers report
  - ☐ Attract an incoming invoice
  - ☐ Payroll tax
  - ☐ Driver wage
  - ☐ Withholding
  - ☐ Advance expenses
  - ☐ Show driver/advance person

The 'Save' button is highlighted with a red circle and the number '2'.

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.



, car number , currency , etc. are indicated.

Konfigurācija importam no xls

Veids: Reisu čeku imports

Kartes tips: Eurowag

Nosaukums: Import\_Eurowag

Apraksts:

Lauks Ozolā	Kolonna no	Konstante
TruckNo	B	
CardType		
CardNumber	A	
ChequeNumber	L	
ChequeDateTime	F	
ChequeDate		
ChequeTime		
CountryCode	E	LV
ProductCode		
ProductName	G	
Amount	H	
CurrencyCode	K	
Sum	J	-21%
VATSum		
TotalSum		
VATRate		
Notes	D	

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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 GRENTĀLE	LV	14.07.2019 21:35	Dīzeļdegviela	480.360	1.1080	532.239	EUR	494979	Kredits
5	90000200	KF 3333		DUS GRENTĀLE		13.07.2019 21:35	Dīzeļdegviela	300.020	1.1080	332.422	EUR	494978	Kredits
6	90000300	KF 4444		DUS LIEPĀJA		12.07.2019 13:25	AdBlue	45.000	0.3680	16.560	EUR	37119	Kredits
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	436595590277778	Date and time 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
dm or dmy	25012019 or 25.01.2019	
etc	20190125 or 2019.01.25	

mdy or	01252019	
	01.25.2019	
ddmmyy	25	
19	19	
xls_number	43658	Date encrypted
		Excel style
shortYear	250119	
	25.01.19	

**ChequeTime** – check / transaction time.

Possible constants	Example	Explanation
hh:mi	01:30	AM/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
--------------------	-------------

	Specifying the constant next to the product/service
<u>OZOLS</u>	
<u>&gt;</u>	
<u>Payments</u>	will
<u>&gt;</u>	apply
<u>Lists</u>	it to
<u>&gt;</u>	
<u>Services</u>	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 <b>1.</b>

**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.



Reiss/Ekspedīcija - W16 (HH 5678/TT 1234; 20.08.2019 - 26.08.2019)

Pamatdati | Inances | Kravu piegādes secība | **Šofera atskaite** | Šofera atskaite (REF) | Pievienotie faili | Papildus apstāšanās

Spidometra rādītājs (km) 451172 Atgriežoties 453541 Nobrauktie, km 2369 1Ref. stundas 0 0 0 Kraušanas vietas 4  
GPS kilometri 0 2Ref. stundas 0 0 0 Dienas stāvlaukumā 109  
Iztērēts Ref. (litri) 0.00 Dienas reisā 7.00  
Iztērēts apsildei (litri) 0 Degvielas cena bākā 1.00 EUR, f<sub>se</sub>  
Šofera alga 250.00 EUR  
Atskaites statuss Counted

Dienas naudas atskaite

Datums no	Datums līdz	Valsts	Dienas	Norma	Kopā Eur	Dienas st.	Nakts st.	Info

Reisa izdevumi

Cēka Nr.	Datums	Pirkums	Daudz.	Čekl.	Valūta	Izdevumi	Izdevumi Eur	PVN	Kopā	Kopā EUR	Valsts	Piegādātājs	Iepērumi	Izd. tips	Info
6F	21.08.2019	Prāmis: Rīga-Stock	1.00		EUR	350.00	350.00		350.00	350.00	LV	SCANIA LATVIA	475.00	Exp	

Kopā: 350.00 EUR + PVN: 0.00 EUR = 350.00 EUR;

Saglabāts: 26.07.2019 15:43 demo

Saglabāt Atcelt

2 ieraksti 4.00 1 300.00 580.00 0.00 720.00

Pievienot Čeku Šofera algu Šofera algu nodokli Kopēt Grāmatot

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

Jauns - Reisa izdevums

☒ Reiss ☐ Mašīna T19018 Savs reiss: Juris; Datums no: 23.04.2019 līdz 10.05.2019; Pārvad

Kartes tips Algu nodokļi Valsts LV Latvia

Čeka Nr. Čeka dat. 10.05.2019 16:20

Pakalpojums Šoferu algu nodokļi Šoferu algu nodokļi

Persona Juris

Daudzums 1.00 gab.

Izdevumi 165.00 EUR jeb 165.00 EUR ☐ Piekabes izmaksas

PVN likme PVN summa 34.65 EUR Summa ar PVN 199.65 EUR

Piegādātājs

Piezīmes

☐ Izmaksas neskaitīt reisa rentabilitātē ☐ Automātiski nemainīt datus

Iepērumi ☒ Nav ☐ Ieturēt no reisa summu

Saglabāt Atcelt

## 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]**

Reiss/Ekspedīcija - W16 (HH 5678/TT 1234; 20.08.2019 - 26.08.2019)

Pamatdati | Finanšes | Kravu piegādes secība | **Sofera atskaite** | Sofera atskaite (REF) | Pievienotie faili | Papildus apstāšanās

Spidometra rādītājs (km) 451172 453541 2369 1 Ref.stundas 0 0 0 Kraušanas vietas 4  
GPS kilometri 0 2 Ref.stundas 0 0 0 Dienas stāvlaukumā 109  
Starpība (km) 2369 Iztērēts Ref.(litr) 0.00 Dienas reisā 7.00  
Degviela bākā (l) 450.00 450.00 0.00 EUR Iztērēts apsoldei (litr) 0.00 Dikstāves dienas 0  
Nopirkta degviela (l) 700.00 (šoferis) Degvielas cena bākā 1.00 EUR, f  
Izlietotā degviela (l) 700.00 Vid./l/100km 29.55 Šofera alga 250.00 EUR  
Piezīmes Atskaites statuss Counted Otrs šoferis  
2 šofera alga 0.00 EUR  
Šoferis: Juris Zariņš  
Atlikums uz 19.08.2019: 0.00 EUR (0 čeki)  
Aprēķināta alga: 250.00 EUR (0 maksājumi)  
Atlikums uz 26.08.2019 23:59: 250.00 EUR  
Izdevumus sagrupēt pa pakalpojumiem  
1 x Prāmis: 350.00 EUR (1 gab.)  
Dienas naudas atskaite  
Datums no Datums līdz Valsts Dienas Norma Kopā Eur Dienas st. Nakts st. Info  
Reisa izdevumi  
Čeka Nr. Datums Pirkums Daudz. Čeki Valūta Izdevumi Izdevumi Eur PVN Kopā Kopā EUR Valsts Piegādātājs Iepērumi Izd.tips Info  
6F 21.08.2019 Prāmis: Rīga-Stock 1.00 EUR 350.00 350.00 350.00 350.00 LV SCANIA LATVIA 475.00 Exp  
Kopā: 350.00 EUR + PVN: 0.00 EUR = 350.00 EUR;  
Saglabāts: 26.07.2019 15:43 demo  
2 ieraksti 4.00 1 300.00 580.00 0.00 720.00

Čeku  
Šofera algu  
Šofera algu nodokļi  
Kopēt  
Grāmatot

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

**Jauns - Reisa izdevums**

☒ **Reiss**   ☐ **Mašina**   W194   Sava reiss; HR405 / - Baltais Artrūrs; Datums no: 24.07.2019 līdz 30.07.2019; Pārvadātājs: 7

Čeka Nr. 1595321   Čeka dat. 25.07.2019   Valsts LV   Latvia

Pakalpojums 0004   Eļļa

Kartes tips **Avansa izdevums**   Persona Baltais Artrūrs

Daudzums   litrs

Izdevumi 32.00   EUR   jeb   EUR   ☐ Piekabes izmaksas

PVN likme 21%   PVN summa 6.72   EUR   Summa ar PVN 38.72   EUR

Piegādātājs

Piezīmes

☐ Izmaksas neskaitīt reisa rentabilitātē   ☐ Automātiski nemainīt datus

Ieņēmumi   ☒ Nav   ☐ Ieturēt no reisa summu

2   Saglabāt   Atcelt

## 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**



Reisu kopsavilkums

Filtra sagatave [Nav]

<input type="checkbox"/> Meklēt numuru(us)		<input type="checkbox"/> Meklēt	
<input type="checkbox"/> Ekspeditors		<input type="checkbox"/> Nosūtīts pasūtījums	
<input type="checkbox"/> Atvērts/Slēgts		<input checked="" type="checkbox"/> Neiekļaut izmaksās	Remonta izdevumi - neplānotie;
<input type="checkbox"/> Statuss		<input type="checkbox"/> Atskaites statuss	
<input type="checkbox"/> Veids		<input type="checkbox"/> Brīdinājumi	
<input type="checkbox"/> Ienākošais rēķins		<input type="checkbox"/> Izejošais rēķins	
<input type="checkbox"/> Pārvadātājs		<input type="checkbox"/> Šoferis	
<input type="checkbox"/> Vīlcējs		<input type="checkbox"/> Piekabe	
<input type="checkbox"/> Datums	reisa	Cits...	no ... līdz ...

Sagatavot Atcelt