

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:

0ZOLS > 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 [v]
Type Auto [v] Summer 0.00 l/100km Owner Demo [v]
Model MERCEDES BENZ ACTROS 18 Winter 0.00 l/100km Leaseholder [v]
Chassis No. WDB7770321L710555 Weight 0 kg Holder [v]
Tech.pasp.No. [] Gross weight 0 kg Spedition Demo [v]
Tech.pasp.iss.dat [] Load capacity 0 kg Carrier Demo [v]
Release Date 0 [v] ADR truck [] Emission Euro 5 [v] Truck phone No. []
Color Balta Trip type [v] GPS account [v]
Trailer LDM 4.00 Paid road boxes [] Is digital REF temperature indicator [x]
Purch. Date [] Operating [] Purch.Value 0.00 [v]
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

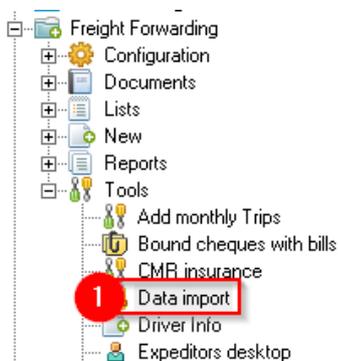
2 Add
Open
Delete

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. **OSOLS > Freight > Tools > Data Import**
2. Click **Configuration**



New - Datu Eksporta/Importa šablons

Type: Trucks/Trailers

Card type: [Empty]

Name: Term import

Description: [Empty]

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

Saglabāts: 08.07.2019 15:22 cloudex

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Step Two: Organize the data in an Excel file

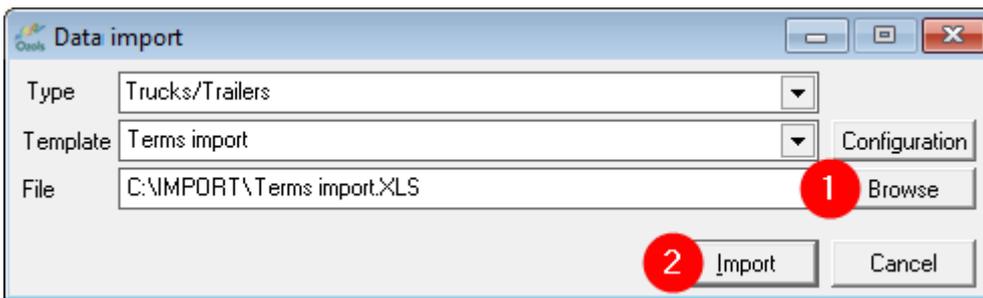
Important :

- 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:

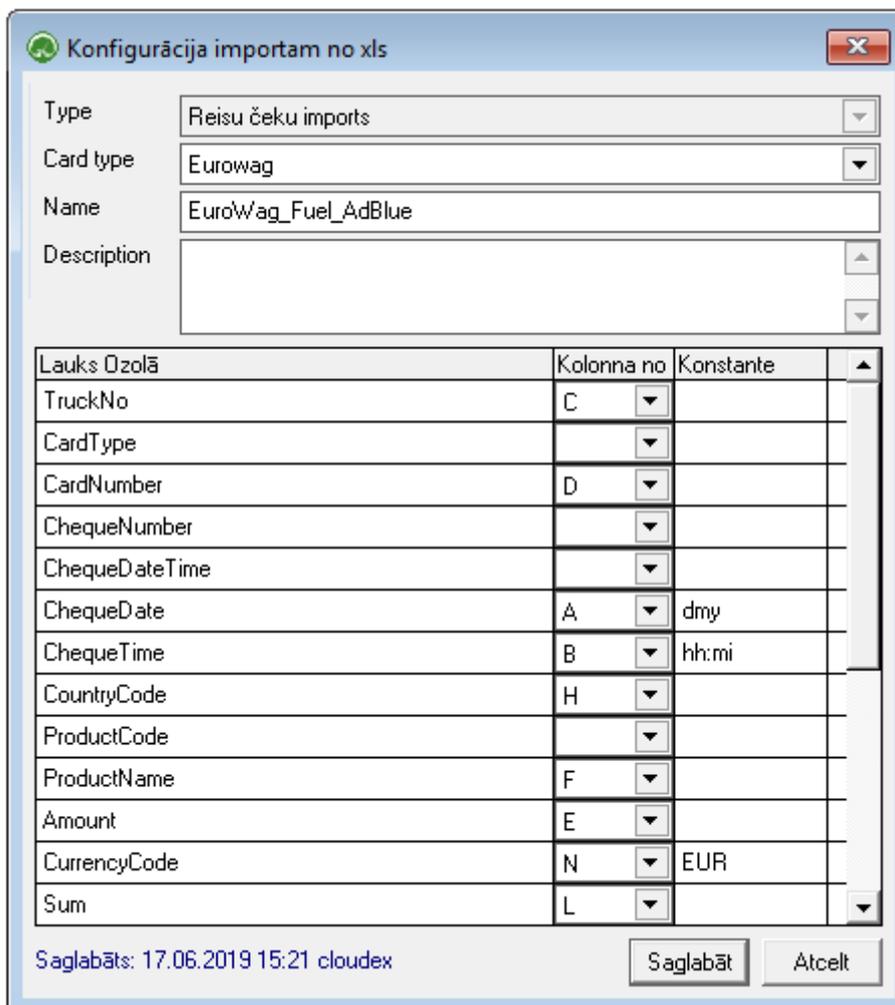
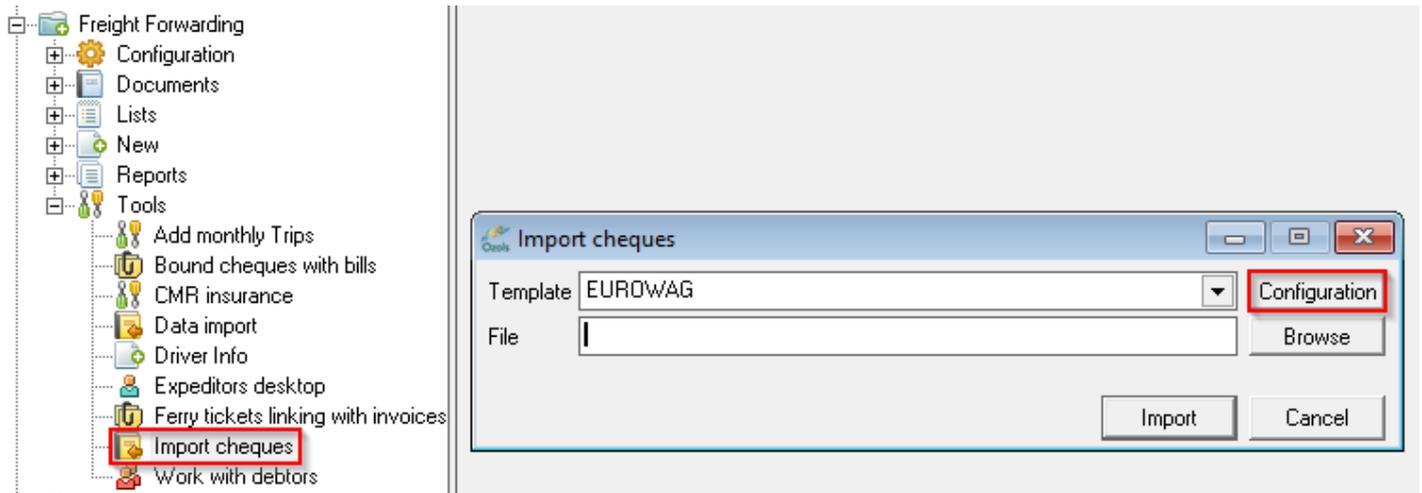
- Fuel
- AdBlue
- Tolls for roads
- etc

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]

0ZOLS > 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	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:

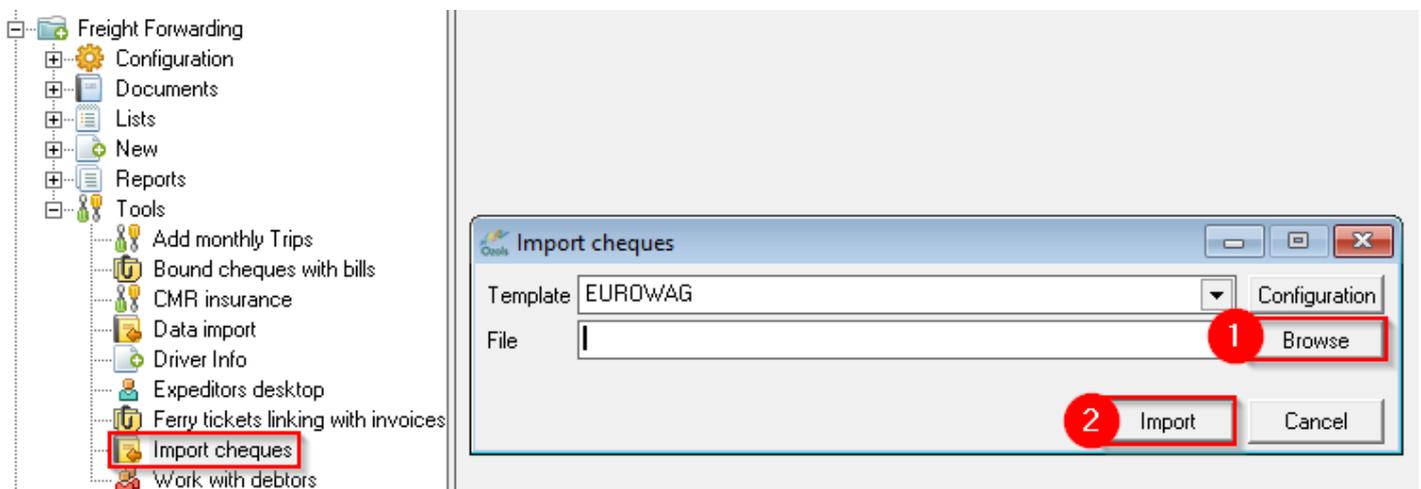
- car license plate OR purchase card number (the card must be linked to the specific car)
- check/transaction date
- country of transaction
- type of product/service (fuel, roads, AdBlue, etc.)
- the amount
- sum
- currency

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.

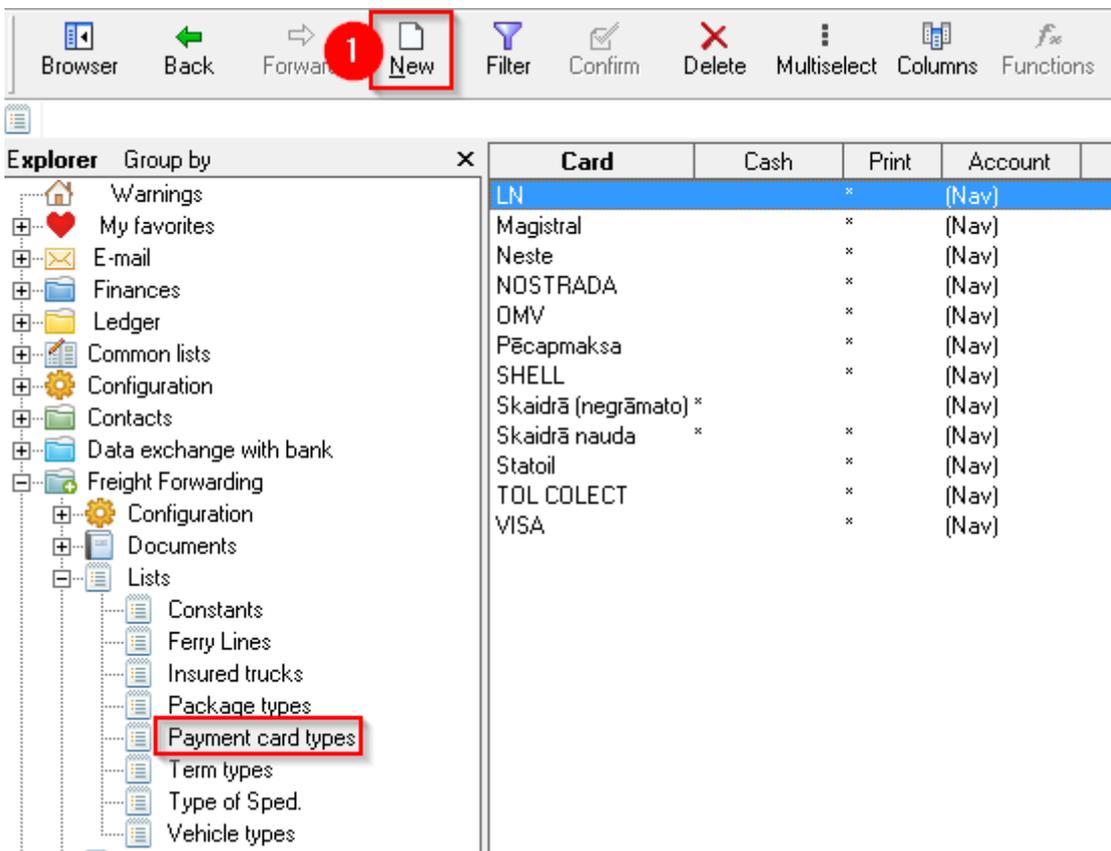


2.3. NEW VARIABLE COST (CHECK) IMPORT TEMPLATE

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.

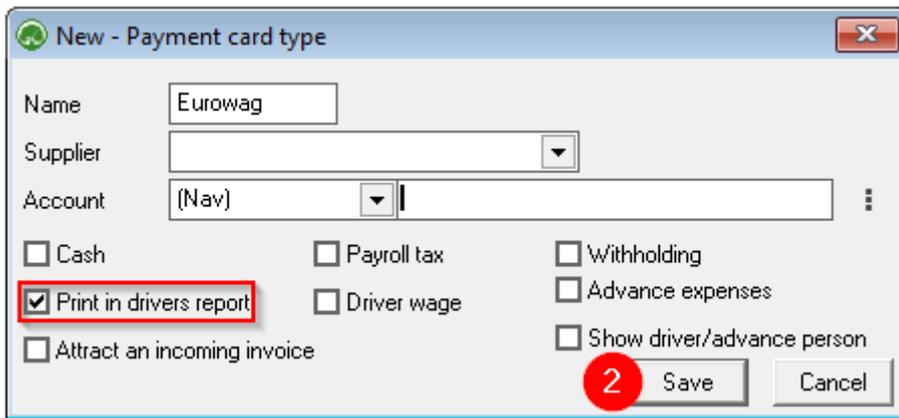
First step: Make sure the card type exists and create a new one if necessary.

Ozols > Freight transportation > Lists > Types of payment cards



The screenshot shows a software interface with a toolbar at the top and an Explorer pane on the left. The toolbar includes buttons for Browser, Back, Forward, New (highlighted with a red box and a '1'), Filter, Confirm, Delete, Multiselect, Columns, and Functions. The Explorer pane shows a tree view of folders and files. The 'Payment card types' folder is highlighted with a red box. The main window displays a table with columns for Card, Cash, Print, and Account.

Card	Cash	Print	Account
LN		*	(Nav)
Magistral		*	(Nav)
Neste		*	(Nav)
NOSTRADA		*	(Nav)
OMV		*	(Nav)
Pēcapmaksa		*	(Nav)
SHELL		*	(Nav)
Skaidrā (negrāmato) *			(Nav)
Skaidrā nauda *		*	(Nav)
Statoil		*	(Nav)
TOL COLECT		*	(Nav)
VISA		*	(Nav)

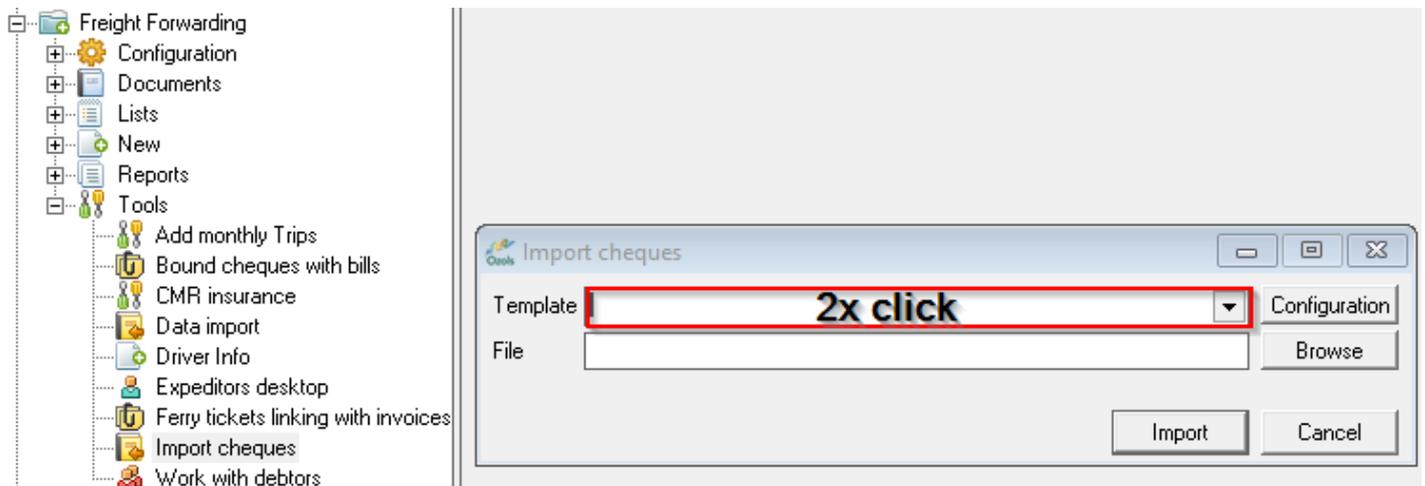


When the name and the mark for inclusion in the Driver's Report have been specified, select 'Save'.

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 .

Jauns - Konfigurācija importam no xls

Veids: Reisu čeku imports

Kartes tips: Eurowag

Nosaukums: Import_Eurowag

Apraksts:

Lauks Ozolā	Kolonna no	Konstante

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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.

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 markējums	Lietotājs	DUS nosaukums	Valsts	Pirkuma laiks	Preces nosaukums	Daudz.	Cena	Kopā	Valūta	Čeka numurs	Norēķina veids
4	90000100	KF 2222		DUS GRENCĀLE	LV	14.07.2019 21:35	Dizeldegviela	480.360	1.1080	532.239	EUR	494979	Kredits
5	90000200	KF 3333		DUS GRENCĀLE		13.07.2019 21:35	Dizeldegviela	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 Rokš		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
<u>OZOLS > Payments > Lists > Services</u>	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.

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

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

Spidometra rādītājs (km) 451172 Atgriežoties 453541 Nobrauktie, km 2369 f 1 Ref. stundas 0 0 0 Kraušanas vietas 4
 GPS kilometri 0 2 Ref. stundas 0 0 0 Dienas stāvlaukumā 109
 Degviela bākā (l) 450.00 450.00 0.00 EUR Iztērēts Ref. (litri) 0.00 Dienas reisā 7.00
 Nopirkta degviela (l) 700.00 (šoferis) Iztērēts apsoldei (litri) 0 Degvielas cena bākā 1.00 EUR, f
 Izlietotā degviela (l) 700.00 Vid./l/100km 29.55 Šofera alga 250.00 EUR Atskaites statuss Counted Otrs šoferis
 Piezīmes Šofers: Juris Zariņš
 Atikums uz 19.08.2019: 0.00 EUR (0 čeki)
 Aprēķināta alga: 250.00 EUR (0 maksājumi)
 Atikums uz 26.08.2019 23:59: 250.00 EUR

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	Pāris: 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;

Saglabāt: 26.07.2019 15:43 demo

Saglabāt Atcelt

2 ieraksti | 4.00 | 1 300.00 | 580.00 | 0.00 | 720.00

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]

The screenshot shows the 'Reiss/Ekspedīcija' software interface. The main window title is 'Reiss/Ekspedīcija - W16 (HH 5678/TT 1234; 20.08.2019 - 26.08.2019)'. The 'Šoferu atskaite' (Driver Report) form is active, with the title highlighted in red. The form contains various input fields for driver data, including odometer readings, fuel consumption, and driver details. A table at the bottom shows trip expenses with columns for 'Čeka Nr.', 'Datums', 'Pirkums', 'Daudz.', 'Valsts', 'Valūta', 'Izdevumi', 'Izdevumi Eur', 'PVN', 'Kopā', 'Kopā EUR', 'Valsts', 'Piegādātājs', 'Ieņēmumi', 'Izd.tips', and 'Info'. A dropdown menu is open on the right side, showing options: 'Pievienot', 'Ceku', 'Šoferu algu', and 'Šoferu algu nodokļi'. A red circle with the number '1' highlights the 'Ceku' option. The status bar at the bottom shows '2 ieraksti' and 'Saglabāt' button.

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 Savs 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**.

OSZLS > Freight transportation > Documents > Trips/Speditions

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

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

Spidometra rādītājs (km) 451172 Atgriežoties 453541 Nobrauktie, km 2369 f* 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) Iztērēts apslidei (litr) 0 Dikstāves dienas 0

Nopirkta degviela (l) 700.00 (šoferis) Degvielas cena bākā 1.00 EUR, f*

Iztēlotā degviela (l) 700.00 Vid./l/100km 29.55 Šoferu alga 250.00 EUR Otrs šoferis

Piezīmes Atskaites statuss Counted Šoferis: Jūnis 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

Dienas naudas atskaite IZDEVUMUS SAGRUPĒT PA PAKALPOJUMIEM
 1 x Prāmis: 350.00 EUR (1 gab.)

Čeka Nr.	Datums	Pirkums	Daudz.	Karte	Valūta	Izdevumi	Izdevumi Eur	PVN	Kopā	Kopā EUR	Valsts	Piegādātājs	Ieņēmumi	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;

Saglabāt: 26.07.2019 15:43 demo Saglabāt Atcelt

2 ieraksti 4.00 1 300.00 580.00 0.00 720.00

1

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

The screenshot shows the 'New - Trip expenses' dialog box. The 'Trip' radio button is selected. The 'Card type' dropdown is set to 'Repairs' and is highlighted with a red box. The 'Doc.date' dropdown is also highlighted with a red box. A red circle with the number '2' is placed over the 'Save' button.

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.

The screenshot shows the 'Reisu kopsavilkums' dialog box. The 'Neiekļaut izmaksas' checkbox is checked, and the dropdown menu next to it is set to 'Remonta izdevumi - neplānotie;'. The dropdown menu is highlighted with a red box.

Revision #13

Created Wed, Aug 31, 2022 12:58 PM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 1:48 PM by [Janis Veldre](#)