



RBS GoChart 2000

TABLE OF CONTENTS

RBS GOCHART 2000	1
<i>GOCHART LICENSE AGREEMENT.....</i>	4
INSTALLATION.....	5
INSTALLING PROPHECY WITH GOCHART 2000	5
FOR INSTALLATION PROBLEMS PLEASE CALL RBS AT 800-448-7001	5
INSTALLING CHART2000 (SINGLE USER & EVALUATION COPIES).....	5
INSTALLING NETWORKED CHART2000	5
GENERAL INFORMATION	6
TECHNICAL SUPPORT ISSUES.....	6
GENERAL USAGE NOTES	6
SYBASE SQLANYWHERE 5.0.....	6
PC ANYWHERE 32 (TRIAL VERSION).....	6
HOW TO GET HELP FROM RBS	7
WHAT'S INCLUDED WITH YOUR PURCHASE	7
BASIC INFORMATION BEFORE STARTING	8
FREQUENTLY USED TERMS.....	8
USING THE GOCHART ONLINE HELP	9
CONVENTIONS USED IN ONLINE HELP.....	9
OTHER VERY IMPORTANT THINGS TO REMEMBER	10
GETTING STARTED	11
CREATING LOCATIONS WHEN USING PROPHECY	13
RELEASE 2000.2	14
FEATURE UPGRADES	14
OPERATIONS SCHEDULE & DISPATCH SUPPORT	14
ACCOUNTING SUPPORT	15
SALES REPORTS	16
SECURITY	17
HOW TO USE 2000.2 FEATURE UPGRADES	18
<i>CUSTOMER TYPE</i>	18
<i>CUSTOMER LABELS</i>	18
<i>CUSTOMER NOTES</i>	18
<i>BATCH PAY.....</i>	19
<i>IS ADDITIONAL COST COMPONENT</i>	19
RELEASE 2000.4	20
REPORTS	20
SECURITY	21
DIARY & SCHEDULING	22
MISCELLANEOUS.....	22
TIP: MAKE ALL TIME AND PICK UP CHANGES IN THE POINTS SCREEN.....	22
TIP: SPEED UP AVAILABILITY DISPLAYS	23
RESERVED ACCOUNT NUMBERS	23
MULTI-ITINERARY	23

REPORT APPENDIX.....	24
<i>RECEIPT REPORTS:</i>	24
<i>ACCOUNTING REPORTS:</i>	24
REVENUE - RECEIPTS - RECEIVABLES.....	30
ACCOUNTING REPORTS	30
TODAY'S RECEIPTS.....	31
RECEIPT DETAIL REPORT	32
ACCOUNTING PAST DUE DEPOSITS AND BALANCES REPORT	33
AGED ACCOUNTS RECEIVABLES REPORT	34
ACCOUNTING CUSTOMER STATEMENTS REPORT	35
DEFERRED CASH REPORT	36
ACCOUNTING LIABILITIES REPORT	36
ACCOUNTING REFUNDS REPORT	37
ACCOUNTING CUSTOMER STATEMENTS REPORT	38
CHART OF ACCOUNTS REPORTS.....	39
<i>TIPS REPORT</i>	39
<i>NON-CHARTER REVENUE</i>	39
SALES REPORTS.....	40
CHARTER SUMMARY REPORT	41
DAILY SALES TOTALS.....	42
SALES WITH CHARTER DETAIL	43
CUSTOMER SALES SUMMARY.....	44
BOOKINGS BY SALESPERSON	44
SCHEDULE AND DISPATCH REPORTS.....	45
DAILY DIARY/SCHEDULE REPORT	46
DRIVERS ORDERS & BATCH DRIVERS ORDERS	47
SCHEDULE DRIVERS DIARY	48
1COACH REQUIREMENTS.....	49
CLEANING SCHEDULE	49
DRIVERS BID	49
CHARTER CONFIRMATION REPORT	50
MANAGEMENT REPORTS.....	51
REVENUE PER BUS	51
UTILIZATION SUMMARY	51
COACH REQUIREMENTS CALENDAR.....	51
ANTICIPATED REVENUES REPORT	52
CHARTER SPECIFIC REPORTS.....	53
CONFIRMATIONS	54
QUOTE.....	55
CHARTER RECEIPT / INVOICE.....	56
DRIVERS ORDERS	57

GOCHART LICENSE AGREEMENT

The GOCHART 2000 application is distributed with a copy of Sybase SQLAnywhere Runtime Engine and components (Copyright 1997 Sybase Inc.) RBS will be solely responsible for support services, upgrades, and technical assistance for this product.

Relational Bus Systems (RBS) warrants the physical diskette(s) and physical documentation to be free of defects in materials and workmanship for a period of thirty days from the purchase date. If RBS receives notification within the warranty period of defects in materials or workmanship, and such notification is determined by RBS to be correct, RBS will replace the defective diskette(s) or documentation. **DO NOT RETURN ANY PRODUCT UNTIL YOU HAVE CALLED RBS AND OBTAINED A RETURN AUTHORIZATION NUMBER.**

The entire and exclusive liability and remedy for breach of this Limited Warranty shall be limited to the replacement of defective disks or documentation and shall not include or extend to any claim for or right to recover any other damages, including but not limited to, loss of profit, data, or use of software, or special, incidental, or consequential damages or other similar claims, even if RBS or Borland has been specifically advised of the possibility of such damages. In no event will RBS's or Borland's liability for any damages to you or any other person ever exceeds the lower of suggested list price or actual price paid for the license to use the software, regardless of any form of the claim.

You have secured a license for GOCHART for a specific number of users and that number has been imbedded in the system. You will be restricted from exceeding this number. The program is not copy protected and you can make copies of the program for backing up your source disks. In fact we encourage you to do this. A single user copy of GOCHART is meant to run on one machine only in your organization. Multi-user versions are intended to operate on a single network, to the limit of the number of licensed users. For information about securing a site license for GOCHART to run multiple copies of the program in your organization please contact us.

RBS TOLL FREE SUPPORT 1-800-448-7001 9:00am to 5:00pm EST.
RBS FAX FOR SUPPORT 1-607-264-8070
E-mail: bill@rbs2000.com
Website: rbs2000.com

INSTALLATION

INSTALLING PROPHECY WITH GOCHART 2000

If you have purchased or are evaluation Prophecy with **GoChart 2000**, it can be installed first. **GoChart 2000** has built in functionality to work directly with Prophecy Transportation Software's Prophecy Mileage Software. The Prophecy installation is separate from GoChart on an included CD ROM from Prophecy Transportation Software.

To begin this install insert the Prophecy CD ROM CD drive. The installation program will then begin. If it does not, from your Start Menu select run and type in setup.exe. After entering your serial number, select single or local installation.

FOR INSTALLATION PROBLEMS PLEASE CALL RBS AT 800-448-7001

You have support from both RBS and Prophecy Transportation Software for Prophecy. For information about routing and mileage calculation logic: please call Prophecy Transportation Software directly at 800-776-6706.

INSTALLING CHART2000 (SINGLE USER & EVALUATION COPIES)

The next step is to install **RBS GoChart 2000**. If you are unsure of any of the steps involved, please call RBS for assistance. You will need an installation password to install. Please check your CD label.

To Install **RBS GoChart 2000** insert the RBS2000 CD in your CD ROM. Select **GoChart 2000 Evaluation Install** when the menu appears. Select **Prophecy** or **Non-Prophecy Installation**. Please contact RBS for an installation password.

To launch **GoChart 2000** double click on the **GoChart 2000** icon in the **RBS GoChart 2000** folder on your desktop. The default user name is Charter and the default password is 2000. If you encounter any launch errors, check your user name and password. If problem persists, contact RBS Technical Support.

INSTALLING NETWORKED CHART2000

To install GoChart 2000 on a server, you will be given special installation instructions from RBS. Installing networked GoChart requires knowledge of TCP/IP configuration, user administration and basic network management. If unsure about the configuration of your local network, ask RBS or contact your computer technician or network administrator.

GENERAL INFORMATION

TECHNICAL SUPPORT ISSUES

If you encounter any problems while either running or configuring **GoChart 2000**, please call RBS at 1-800-448-7001 for assistance and to report these problems. We greatly appreciate this.

USA TOLL FREE	1-800-448-7001
VOICE	1-607-264-9300
FAX	1-607-264-8070
EMAIL:	support@rbs2000.com

GENERAL USAGE NOTES

The normal Login for RBS GoChart is the user name Charter and the password 2000.

SYBASE SQLANYWHERE 5.0

This version of **RBS GoChart 2000** is released using Sybase's SQL Anywhere 5.0.5 Runtime Engine. The advantages of this engine are it's speed, scalability, and it's more efficient use of memory. Currently this engine uses an ODBC driver as well as the Borland Database Engine, if you experience problems with any other ODBC or BDE data sources, please contact RBS for assistance.

PC ANYWHERE 32 (TRIAL VERSION)

It is required that you have a working copy of PC Anywhere on your system so that RBS can support and update your system. There is a trial version of pcAnywhere on your **GoChart 2000** evaluation CD. It is a 30-day trial of Symantec's pc ANYWHERE 32. We can typically use the 30-day trial version for the evaluation period. After 30 days you will have to purchase a copy from a local computer store, from mail order, or directly from Symantec.

HOW TO GET HELP FROM RBS

We have purchased too many programs over the past 10 years that come with an encyclopedia of documentation that try to explain how to use an unusable application. Nobody ever reads this stuff and few people ever understand it.

We have provided extensive on screen help that is context sensitive to where you are when you click the HELP button.

By giving you a tutorial work space which will be removed when you reinitialize the system to start working for "real," you need not fear doing something wrong or "breaking" the system.

Our toll-free support line is open from 9:00am to 5:00pm EST and when you get stuck you can simply give us a call. Having someone on the other end of the phone who is familiar with GOCHART 2000 can be worth 1000 pages of inscrutable technical documentation. When we first install your system we like to have an online orientation training session via PC Anywhere to get you started.

Finally, we have designed and built GOCHART 2000 with the help of people in Charter Companies just like yours. Because of this we like to think that for the most part GOCHART 2000 will do things the same way you are used to doing them on paper. This makes the program intuitive to anybody who is in the habit of creating Charter Quotes, Confirming Charter, Printing Confirmations, Managing Charter Receivables, and Scheduling Bus Moves. Because of the intuitive nature of GOCHART 2000 we feel that you will find it easy to learn and a very useful tool in your business.

FOR HELP CALL 1-800-448-7001
1-607-264-9300
FAX 1-607-264-8070

WHAT'S INCLUDED WITH YOUR PURCHASE

Purchase price includes:

- Unlimited access to toll-free support line for 90 days. After 90 days, extended support is 15% of the total value of your system.
- Remote diagnostics and support via modem or internet using your licensed copy of Symantec's PC Anywhere.
- Up to 4 hours of custom programming time to modify your confirmation, quote, and drivers orders.

BASIC INFORMATION BEFORE STARTING

FREQUENTLY USED TERMS

As in any application, there is specific terminology that you must become familiar with in order to understand how to better use the product.

The following will explain the terms and conventions used throughout help. It will also explain how to maneuver through the RBS2000 system.

Terms used throughout the Help:

Main Desktop Screen - the initial Charters screen

Headings - the words on the initial Charters screen Bookings, Quotes, Templates, Line Runs, Diary/Scheduling, Utilities, Help

Topics - the words beneath the headings

Pointer - the arrow which appears on the computer terminal screen

Mouse - the device used to move the pointer over the screen

Right Mouse Button - the right button on a mouse

Left Mouse Button - the left button on a mouse

Click - push a button on a mouse

Double Click - push a button on a mouse twice quickly

Highlight - what happens when either the pointer is placed on an area or when one of the mouse buttons is clicked.

Pop up - a different screen or topic which appears after a mouse button is clicked.

Pull down - a list of options which appears when the down arrow is clicked on.

Scroll - move the screen to view information. Click the up and down arrows or the left and right arrows on the screen.

Drag - move an object from one area on the screen to another. Move the pointer to an object. Single click the right mouse button to highlight. Click and keep the left mouse button pressed down. Move the mouse. Drop - let go of the object after dragging it.

USING THE GOCHART ONLINE HELP

CONVENTIONS USED IN ONLINE HELP

Purple words indicate screen headings.

Blue words are used for actions involving the mouse.

Click and **double click** refer to **clicking** the left mouse button.

Green Words are used for term descriptions. **Click** on these to pop up a definition of the term.

To best familiarize yourself with **HELP** there is a movie which shows where and how **HELP** is used. To get to the movie **click HELP** on the **Charters** screen, **click CONTENTS** , **double click** the **MY FIRST TIME** button, **click** where it says, **CLICK HERE** to see an animated movie of how **HELP** works.

Help is available throughout the **GoChart 2000** system. There is a general **Help** reached from the **Main Desktop** screen, as well as, **Help** buttons available in each topic area.

The **Help** available from the **Main Desktop** screen is broken out into categories:

The Contents categories is structured to look exactly like the system. It starts out with **Getting Started - Setting Up Your System**. This will explain how to set up your **Company**, as well as, your **Customers, Drivers, Rates, Buses, Cost Components, Charter Types, Locations, Rate Adjustments**, and the **Prophesy Mileage** program. The **Main Topics** area discusses **Charters, Quotes, Templates, Line Runs, Reports, Diary/Scheduling, and Utilities**, while the **Screen Topics** area provides detailed information on the **Charter Main, Cost Calculator, Cost/Miles, Receipts, Itinerary, Points, and Summary** screens.

The **Topic Area Help** contains the following information:

My First Time: Information about data input conventions and mouse operations

How Do I: Describes how to do various operations from where you are.

More Info: More information about the current topic.

Show: Shows a "movie" of the current function.

When the movie is playing a Control box pops up with the following buttons:

Play

Rew

FF

Exit

A **Green** progress line also appears. This shows how much of the movie has been viewed.

Click on the **Play** button to start the movie.
The **Play** changes to a **Pause** button.
The **Green** progress line changes to **Red** when the movie is paused.
Click the **Pause** button to stop the movie temporarily.
Click the **Play** button to resume viewing the movie.
Click on the **Rew** button to start the movie over.
Click on the **FF** button to speed up the movie.
Click the **Exit** button to leave the movie and return to Help.

The Controls can be repositioned on the screen by **clicking** on the shaded area at the top of the box. Keep the mouse button pressed down and move the mouse, the box will move. Let go of the mouse to drop the Control box into the new position.

Tell: Gives a brief description of what the movie shows.

The **Back** button and the **Print** button are on the top of each screen in **Help**.

Click the **Back** button to return to the previous page. In some instances it is not possible to go any further back, when this occurs, **click** the **X** in the upper right hand corner of the **Help** screen to return to the previous screen.

Click the **Print** button to print the page.

OTHER VERY IMPORTANT THINGS TO REMEMBER

To maintain data integrity the GoChart 2000 system is table driven. When creating new charters, quotes, or line runs, it is important to check before creating a Customer or Location so as not to create a duplicate. Most of the boxes or fields where you can type information (Date, Time, Customer, Location, Bus Type, and Cost Component) will show you more information or are selected by double clicking rather than typing the information into the boxes provided. **When in doubt double click on a data entry field to get a list of available options.**

To save information when creating or changing charters, be sure to click the OK button.

We believe that the best way to learn is by doing, therefore, our product was built to allow you to start working IMMEDIATELY. We suggest you poke around in the system, create some Charters, insert some locations and customers. If you need more specific information while working, simply click on the HELP button within the system to get the answers you need. If you get really stuck, call us at 800-448-7001 for support or to arrange for an online training session.

GETTING STARTED

Follow these easy step by step instructions to create a SIMPLE charter.

Click on **Create New** under **Bookings** on the **Main Desktop** screen or **press Ctrl-C**.

Double Click Chartering Party box to pull up list of previous customers.
(Remember, you must select for the customer wanted from the list, do not type the customer name into the box.) At first this might seem tedious, but by doing this you only have to "type in" the customer information once in order to use it over and over again.

Select the customer by using the up and down arrows located on the right of the screen or using the type and find feature..

Customers can be ordered, or sorted, by any of the options in the list box, upper left hand corner.

To perform a search **click** on the down arrow next to the list box, to view a list of possible options.

Select an option by **clicking** on it. The option will be highlighted.

Click on the **Order By** box.

The Customers are now Sorted by whichever option was picked in the **List** box.

Search for a specific Customer by entering Search Information in the **Search** Box.

Example: Customer Ordered by Name
Find the Customer "Joe Smith" by entering Joe in the Search Box.

The Customer List is now viewed with "Joe Smith" appearing as the first entry.

Note: *Be exact when entering search criteria or inserting new customer, Joe Smith is not the same as Joseph Smith.*

Click Insert if the customer does not exist in the list.

Double click on **Party Name** to choose the chartering party.

Double Click in the **Move Information** box. The **Move** screen pops up.

Double click on Pickup. The **Location** screen will pop up. This screen functions the same way the **Customer** screen. Perform the same steps to find and insert new locations as were done for finding and inserting customers. **Double click** on the Location needed. **Double click** on Destination. **Double click** on the Location needed.

Enter the **Live Miles** or use the **Prophesy Mileage** button. If Maintain Historical Mileage is checked in Company Setup **Double Click** on the box next to Live Miles and Pickup Miles to get historical mileage which contains the mileage from previous charters for the same Pickup and Destination.

Double Click on Departure Date , Return Date , Spot Time , Depart Time, and Rtn Time to pull up list of dates and times. Choose options by **clicking** on them. **Click OK** button to accept.

Click in the Bus Type box. The **Bus Types** screen pops up. This screen functions the same way the **Customer** screen. Perform the same steps to find and insert new bus types as were done for finding and inserting customers. Select the type wanted and **click OK** button to accept.

When all information in **Move** is completed **click OK** button to accept.

Click OK button on **Main** screen.

The **Cost Calculator** screen pops up.

Click OK button on **Cost Calculator** screen to accept.

The **Summary** screen pops up.

Click OK button on **Summary** screen to finish creating this simple charter.
(remember, if you do not click OK button the charter will not be saved)

CONGRATULATIONS! You just created a SIMPLE charter.

As you noticed, each screen you went to had a HELP button associated with it. This HELP button gives more detailed instructions about the specific screen topic.

CREATING LOCATIONS WHEN USING PROPHECY

When a location is used in creating a charter, the Prophecy database searches the United States Zip Codes first. If the zip code is not present, or a Canadian postal code is found, then the scan is done based on the state, or province, and city.

An exact spelling match must exist between the city, state, and or 5 digit zip code. Certain abbreviations within city name must be used in order for the system to find a match. These are listed below:

Saint must be spelled **St**
North must be spelled **N**
Fort must be spelled **Ft**
South must be spelled **S**
Mount must be spelled **Mt**
East must be spelled **E**
West must be spelled **W**

State codes must be **UPPER CASE**. Upper and lower case distinctions are ignored for the city names.

Zip codes must be in five-digit format.

There must be no blank spaces at the beginning of a city name. All other spaces within the city name are optional, except for those spaces that are part of a city name. For example, the city name San Francisco must contain a space.

Canadian Province Codes:

AB Alberta
BC British Columbia
MB Manitoba
NB New Brunswick
NF Newfoundland
NS Nova Scotia
NT Northwest Territories
ON Ontario
PE Prince Edward
PQ Quebec
SK Saskatchewan
YT Yukon Territories

RELEASE 2000.2

FEATURE UPGRADES

- Mark charter on Main open charter list to indicate customer has been called to confirm. Right click on charter and select Mark Charter.
- Categorization of customers by type with label and report printing.
Corporate, school, retail, etc.
User definable Customer Type Table in Lookup Tables.
- Customer note field with alert on customer list. The Customer Field will be highlighted green on the customer list, for customers with a note. Right click to view note.
- Store credit card in customer file; point and click use of credit cards in customer database at time of booking. Credit card reconciliation report.
- Mark in itinerary for lines to show up only on drivers' orders, not customer paperwork (^), and mark for lines to show up only on customer paperwork and not drivers' orders(-).

OPERATIONS SCHEDULE & DISPATCH SUPPORT

- Right click to color mark charter on dispatch board that driver has been called to confirm work. Destination turns red.
- Ability to run schedule and dispatch reports from dispatch board.
- New Report: **Cleaning Schedule** shows arrive and depart time at garage for each coach for a week in advance, for scheduling cleaning crews.
- New Report: **Coach Requirements** – graphic representation of daily coach requirements by coach type. Notice: if On-Duty and Off-Duty Time are in schedule lines in bar, they represent Pickup and Drop off.
- New Report: **Driver Bid Sheet**. For companies who post jobs for drivers to bid on.
- **Charter Confirmation Report**: A dispatch like report that shows outstanding balances on a charter. The idea behind this report is to alert the dispatcher of charters not paid in full by non-billed customers, so they do not send out a coach or to alert driver to get payment.

ACCOUNTING SUPPORT

- **Batch Payment:** Now offers option to pay oldest invoices first or select from a list of open invoices to pay.
- **Is Additional cost components:** When checked as “is additional” in Cost/Mile screen, they show up “below the line” on the invoice.
- **RECEIPTS REPORTS:**
 - Separate out and subtotal “real” receipts (cash, credit card and checks) from other receipts and refunds.
 - Categorize receipts based on departed and future charters.
 - Nest and subtotal batch payment by charters paid. Total check or credit card for easier reconciliation.
 - Detail receipts audit trail report. All customers or one customer, money received over a date range.
- New report: **Refund Voucher** that can be used as a check requisition when a refund is issued.
- **Aged Receivables and Refund Report:** Modified collection logic to speed up report collection of closed charters.
- **Charter Summary Report:** add sort engine to group by charter number, depart date, or customer.
- **Chart of Accounts Report Detail:** richer detail provided.
- **Tips/Gratuity Report:** Driver gratuities applied by driver over date with richer data provided in report.

SALES REPORTS

- **Daily Sales Totals:** There are 3 different views of this report. We use the following logic to create these reports.
 - All of these reports record the total amount of the charter cost based on the departure date of the first move.

NB: This is true even for multi-move charters that have costs applied to moves 2 through x.

- Refunds: there has been great debate if refunds should be reflected on these reports on the day it was made or on the departure date of the charter. We have decided that it has to be on the departure day so that the Summary and detail reports balance.

If you want to make an adjusting entry to revenue for a particular day based on refunds, you should run the Refund Report for that day.

– Daily Sales Totals – Views:

Summary: totals sales per day based on the departure date of the first charter move; also showing refunds issued for moves departing on that date. Totals are sub-grouped by charter type.

Detail: similar to summary but with line item detail for each charter.

NB: We plan to implement an additional data element to this report in October '99: "date of last change made to charter."

G/L view: Similar to detail view with charter detail, but with total paid to date against charters and a net balance due for charters departing on that date, subtotaled by charter type.

- **Booking by Sales Person Report:** Richer data in detail report. Analysis by charter type summary.

SECURITY

Implement master password security:

- User interface to create changeable master password and user definable options. Lock out based on departure or return date. Number of days after to lock.
- Master password will lock users from opening closed charters or making changes to open charters after a user defined number of days after departure or return.
- Users will be able to receive money, write in itinerary, and close charters post departure without the password.
- Users without the password will be restricted to access to all accounting reports.

HOW TO USE 2000.2 FEATURE UPGRADES

CUSTOMER TYPE

UTILITIES - Look up Tables:

Customer type.

A user de

Under Look up Tables, Select Customers – Double Select a customer:
In the upper right, there is a pull down where you can “tag”
customer with a type.

The print option on Customer List allows you to select a
customer type or all customers.

CUSTOMER LABELS

REPORTS - Management Reports:

Customer labels: There
is a query engine that allows you to select one customer type or all customers with sort
selection options. The output of this process is printed to 3 wide 10 down laser labels
(AVERY 5160) for direct mail purposes.

CUSTOMER NOTES

UTILITIES - Look up Tables:

Customer Notes Customers: Select a Customer:

Note Button: 40-character customer note. Can be entered,
changed or viewed by selecting this button or by right clicking on
the selected customer when on the list and selecting view note.

**If a customer has a note in their file the customer name on the
customer list will be highlighted green. Right click to view
note.**

CREDIT CARDS

We have added the requirement that credit card numbers are stored in association with each customer. This allows us to properly store credit card information for reference and reporting.

UTILITIES - Look up Tables – Customers

Select a customer:

Creditcard button. This brings up a data entry screen to enter credit card information.

Click the

Select ca

Note:

You do no

When receiving payment on a credit card you can add a credit card “on the fly” from the receipts screen.

BATCH PAY

Accounting Reports:

Batch Payments:

Select customer; Select create payment, enter amount to be applied to batch payment and payment type.

Select payment method: Oldest invoice first, auto applied.

Select invoices to pay. Presents you with a list of all outstanding invoices for that customer. Left click in the pay box to include charter in payment. Notice the system tells how much is left to apply as invoices are selected.

NB: If an amount greater than the total owed is posted a credit will be issued to the next charter on the list.

If an amount less than the total owed is made, a partial payment will be made against last invoice selected.

IS ADDITIONAL COST COMPONENT

When adding a cost component to a charter in the cost/mile screen, you can mark that component as an Additional Cost (over and above the originally quoted price. Note this can also be a reduction in original cost by adding a negative additional cost.) By checking the Is Additional check box on the cost component form. When an additional cost item is added to a charter, it is broken out separately on the invoice.

RELEASE 2000.4

Following is a summary of changes in this latest release of GoChart 2000.

Among the feature updates listed below, there have been a number of structural additions that will improve speed and stability.

REPORTS

- Revised weekly spreadsheet (more space and information) option to sort by Bus Type or not.
- Revised Daily Requirements Graph. Now includes graphical representation of Spot and Return Time (hash marks in the box) and Driver On Duty and Off Duty Times (the beginning and end of box.)
- Utilization Summary: modified so that you can look backwards historically.
- Batch Drivers Orders: Ability to print orders for one dispatch garage or all. Exclude Line Runs when printing.

TIP: Drivers Diary Detail: This report has been modified to show the "Points Grid". Many customers in metropolitan areas who have high volume short haul work where a driver may have 4 or more runs a day use this instead of the one page/order Drivers Orders.

- Customer List and Labels. Added to the list of Query options to sort by billed or non-billed.
- Fixed Sales reports by booked date logic.

New Report:

- Reports
- Management Reports
- Coach Requirements Calendar

There is one page for each month in the date range requested that shows the number of moves each day for each Bus Type and a total for the day.

- On Credit Report separated credits on Departed and future charters for easier reconciliation with Aged Receivables Report. (Aged receivables does not reflect credit balances but money owed on all departed charters.

SECURITY

We have implemented a master password security feature that limits access to most accounting, sales and receipts reports and the ability to make changes to departed charters or cancel charters without the master password.

To configure security:

- Utilities
- Security Set up

The program is shipped with no password, which effectively means password security is turned off. If you decide you do not want security or want to disable it the password just needs to be blank.

Number of days before password is required to make changes to a charter. There is an option box that when checked, password is required the number of days after the departure of the first move or the return of the last move. This is determined if count from departure is checked. If blank, it counts from return date.

To make changes to charter main, cost/mile, cost calculator and points on changes that have departed longer ago than the specified number of days you need to have the master password. The concept is that changes that impact already reported revenue are controlled.

Password is not required to receive payments against a charter and closed it or to write to the itinerary.

Password is required to issue a refund.

Cancelled charters: Password required to cancelled charter check box in Security Set Up. If this is checked, the password is required to cancel any charter regardless of departure or return date. If left unchecked, only departed charters based on the number of days and depart/return rules for changes in security set up, require a password.

Single Log in Required: if checked, in Security Set Up, once you use the password once you will not be prompted to use it again until you leave and re-enter GoChart 2000 or if you use the Security Log Out option in Utilities.

Invoiced charters: On the Main List of Charters there are 3 flags:

- PD = Paid in Full
- IN = Invoice printed
- CN = Confirmation printed

If a charter has been stamped or already invoiced "IN", you need the password to modify regardless of departure date.

DIARY & SCHEDULING

- Added check box “Show Closed” that brings closed charters onto the schedule board.
- Added Charters Check Box so that Line Runs and Charters check boxes can be simultaneously active so that you can see either the charters only for that day (with charters checked and line runs unchecked) line runs only (line runs checked charters unchecked) or both on one board (both checked.)
- The Depart Today box is checked as the default when you go into scheduling, so that you only see work going out today. To see work out or returning uncheck this box. **The default setting when you enter scheduling, the default is checked, depart today.**
- When in Diary view of Scheduling Board you can enter and change a charter by double clicking on it.
- Sped up the whole scheduling process in multi-garage environment.
- The Dispatcher can now overbook buses and drivers in the Scheduling Module. That is to say you can now schedule conflicts. The system asks you if you want to change times giving you a chance to resolve conflicts. If you say no it asks if you want to schedule the conflict anyway.

MISCELLANEOUS

- Points Screen: we display the contents of the customer note if there is one. This makes it easier to know if there are any special requirements to be put in the Driver’s On Duty or Pick up notes.
- Credit Cards: you can now have the same card and card number associated with different customers.

TIP: MAKE ALL TIME AND PICK UP CHANGES IN THE POINTS SCREEN

You can change Vehicle Type and number of vehicles in Main without deleting additional points of scheduling information.

IMPORTANT:

You can now change first pick up (origin) and last drop off (destination) in the points screen. You can also add miles to the first pick up leg (between garage and origin.) **By changing miles and pick up/destination in Points, you do not remove Scheduled Driver and Bus information and additional points**, which does happen if you make changes in the main screen.

TIP: SPEED UP AVAILABILITY DISPLAYS

If a customer calls to inquire about availability the quickest way to get this information is by going to the date requested via the diary.

RESERVED ACCOUNT NUMBERS

1111.11 - 6666.66 Reserved, unused.

NEW: 7777.77 Reserved for fuel surcharge

If you do not have line item detail on your invoice or confirmation, we can customize these to reflect a separate line showing fuel surcharge and total cost.

8888.88 Non-charter revenue

When cost components associated with this account number are used, they show up on the non-charter revenue report under the accounting reports menu.

9999.99 Tips or Driver Gratuity

When cost components associated with this number are used, they show up on the tips report under Accounting Reports sorted by driver.

MULTI-ITINERARY

There is now the capability to have a different or separate itinerary for each move on a charter.

To do this: select the Itinerary Tab. When you first come into this area, you are writing the itinerary for the first move of the charter. (Write a line in here for testing. Make sure this is a multi-move charter.)

Above the itinerary text area block is a summary of Move 1 with a pull down arrow that shows other moves on a charter. Select the second move by double clicking on it. Notice that the text block is now blank, this is the itinerary for the second move. Put in some data for the second move.

Itinerary for all moves prints on the confirmation and invoice.

Move specific itinerary prints on driver's orders. Run the reports to see this behavior.

TIP: The itinerary text area is a Windows compatible text area or "notepad". You can cut and paste text from any Windows word processor e-mail or other program. If you want all moves to have the contents of the first move's itinerary, you can copy it from Move 1 and paste it to subsequent moves without retyping.

REPORT APPENDIX

RECEIPT REPORTS:

- Today's Receipts:** Report shows daily receipts by pay type. This can be very useful in balancing the day's receipts.
- Detail Report:** Shows daily receipts by pay type for a date range. It is possible to select a specific type.
- Daily Credit Card Report:** Date range. Report can be used as an audit trail report to reconcile daily or monthly credit card transaction.
- Details by Date:** All customers or one customer. By choosing one customer, you can audit deposits made on behalf of a single customer over a date range.

ACCOUNTING REPORTS:

- Past Due Deposits:** Report contains all charters where deposits are past due, for the purpose of accounts receivable. The charters are grouped by customer to make it easier to perform collection calls.
- Past Due Balances:** Report contains all charters where balances are past due, for the purpose of accounts receivable.
- Aged Accounts Receivables:** Report is for all charters that have not been paid in full and have departed within a specified date range.
- Receivables Detail:** List for each customer of the charter detail making up their aged receivable balance. Note: This detail report includes charters with credits. To balance to aged receivables you need to include the contents of the credit report.
- Deferred Cash Report:** Report of money received prior to departure for departures by date. Total daily sales less deferred cash = net change to receivables for the day.
- Liability/Prepaid Charters:** Is a report of all charters that have not yet departed for which a payment has been received.
- Credits:** List of charters with credit balances.

Refunds:	A report of all refunds issued over a date range based on departure date or date refund issued.
Customer History:	List of all work for a selected customer grouped by open-closed and cancelled charters. The summary version shows customer balances due.
Customer Statements:	All unpaid departed charters by customer. Statements can be run as a batch job where a statement for every customer with open balance is printed. Can be run for one selected customer.
Chart of Account Reports:	Detail and summary. Cost components can be coded by the user to mirror a G/L Chart of Accounts. These reports compile the information by account number.
Tips Report:	Reserved Chart of Accounts number 9999.99 when used for gratuity, this report tells how much is due for driver over a date range.
Non-Charter Revenue:	Reserved Chart of Accounts number 8888.88. When associated with non-charter revenue cost component items are presented on this report.

SALES REPORTS:

Charter Summary Report:	<p>This report is an overview of charter sales revenue that can be based on a number of criteria:</p> <ul style="list-style-type: none"> • include open only or historical data • based on departure or return date • based on charter or move detail • sort or group by chartering party departure date • select specific charter type
Daily Sales Totals:	Report shows the Daily Sales over a date range with the option to Include Charters and Line Runs based on the Depart Date, Return Date, or Book Date.
Sales With Charter Detail:	Is a linear report by Charter Type listing the Date, Charter number, Customer name, Origin/Destination and Cost within a date range.
Customer Sales Summary:	A ranked list of customer sales activity (highest to lowest dollar amounts) for a date range.

Bookings by Sales Person: Presents a detailed list and summary of revenue produced by sales person grouped by charter type. Can be based on departure date, return date, date booked.

SCHEDULE/DISPATCH REPORTS:

This suite of reports can be accessed from two places. The reports menu and from inside the schedule and dispatch board.

Daily Diary/Schedule: Report lists the open and closed charters, by garage, for each day. This is the master list of departing charters, an on paper representation of the dispatch board. It can be printed before drivers and coaches are assigned and used as a worksheet for the dispatcher. Then printed again after driver and coaches are scheduled, posted or held by the duty officer as a snapshot of the day's activity. This is a report we expect to modify to your expectations.

Drivers Orders: Drivers orders can be run for a single charter and can include the Prophecy mileage and routing instructions. This is a batch process that can be run for a date range after drivers and coaches have been assigned. It produces a driver sheet for each bus and driver in the date range. This is a report we expect to modify to your expectations.

Batch Drivers Orders: Allows the printing of all the Drivers Orders without prophecy within a date range.

Drivers Diary: Summary and detail. This is a more condensed version of drivers' orders. Rather than one driver sheet for each move, it produces one sheet for each driver with the work they have for the date range. (NB: many of our customers who operate in a metropolitan area where a driver might have 4 or 5 trips/day use this report.

These reports can also be produced and given to a driver for him to "sign-off" on his upcoming work.

Coach Requirements:

Daily Graph: A graphical representation of one day's coach requirements. This can be very useful in

determining which drivers and coaches can do two or three runs a day and how they match up with the work. Once a driver and coach have been assigned their name and numbers are displayed in the bar. The beginning and end of the bar represent driver on-duty and off-duty times. Lines inside the bar represent customer pick up and drop off times.

Weekly Spreadsheet: A text overview of requirements for each day of the week.

Cleaning Schedule: This is a report that shows the arrivals and departures for each assigned coach for a week time span. This report can be very useful in scheduling cleaning crews.

Drivers Bid: Some of our customers post a sheet for drivers to select or bid in advance of scheduling. Some of these customers have the charter price on this sheet because the drivers get paid a percentage of the cost and some do not show charter price. This is a report that we can customize to your specifications.

Confirmation Report: Some of our customers use this report as a fail-safe report so that the dispatcher can question if a work order should be filled if a non-billed customer has not paid in full or to instruct a driver to receive payment at pick up.

MANAGEMENT REPORTS:

Revenue Per Bus: This report shows utilization for each coach over a date range. The number of moves it makes, total revenue, and revenue/day.

Anticipated Revenues: Report gives the expected income from today through a given date in the future. It includes all past due amounts plus anything due within the date range.

Customer labels: 3 wide x 11 down laser labels. Select by customer type, sort by zip code, customer name or customer type.

Utilization Summary: Number of departing, out and returning moves for each day separated by charter work and line runs.

Requirements Calendar: Summary of coach requirements for each day of a selected month, grouped by vehicle type and grouped by dispatch garage.

CHARTER SPECIFIC REPORTS:

The following reports are run from the print button on the charter summary screen.

Quote: Is a summary of information sent to the customer about a charter quote. We expect to customize this report to your specifications, as part of the initial set up of your system.

Confirmation: This is a summary of information sent to the customer when a quote is confirmed. This has a space where both the operator and customer can sign the confirmation so that it can act as a contract. We expect to customize this report to your specifications as part of the initial set up of your system.

Charter Receipt/Invoice: Can be sent to a customer anytime to remind them of balances due. It can also be sent after the return of a charter to invoice for additional charges not in the initial charter confirmation.

Drivers Orders: Drivers orders for a single charter. Can be printed with or without Prophecy routing instructions.

BATCH PROCESSES:

Batch Payments: When a large check is presented by a customer to pay for multiple charters, this feature lets you apply payment to either oldest invoice first or to a user selected list of charters. (Note: when batch payment is used, applied payments are nested together by check number on the various receipts' reports for easier reconciliation.)

Batch Confirmations: Allows the printing of all the charter confirmations within a date range based on date booked or departure date.

Batch Drivers Orders: Allows the printing of all the Drivers Orders without prophecy within a date range.

REVENUE - RECEIPTS - RECEIVABLES **ACCOUNTING REPORTS**

RBS GoChart 2000 has over 50 different reports that allow you to manage the “income side” of your General Ledger.

Many reports can be sorted using different criteria or based on depart-return or date booked at the time the report is run.

Following are examples of the main reports in this series.

TODAY'S RECEIPTS

The **Today's Receipts** report shows daily receipts by pay type. This can be very useful in balancing the day's receipts.

From the **Main Desktop** screen highlight **Reports**, highlight **Receipt Reports**, click on **Today's Receipts**.

If receipts have been issued for the day the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.

Click in the box next to **Copies** to select the # of copies to print.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

Click Print button to print.

Click Cancel button to return to the **Main Desktop** screen without printing.

RECEIPT DETAIL REPORT

The **Detail Report** shows daily receipts by pay type for a date range. It is possible to select a specific type.

From the **Main Desktop** screen highlight **Reports**, highlight **Receipt Reports**, click on **Date Detail**.

The **Detail Receipt Report** screen will pop up. Select type of receipt, it defaults to all types. Specify the date range. The **Date Range** screen pops up.

Double Click in the **From:** and **To:** date boxes to change the dates.

Click Preview button to view the report on the screen before printing to paper.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**. **Click Print** button to print. **Click Cancel** button to return to the preview without printing. **Click the Close** button to return to the **Date Range** screen without printing.

Click in the circle next to **All** or **Pages** in the Range box.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Details by Date: All customers or one customer. By choosing one customer, you can audit deposits made on behalf of a single customer over a date range.

ACCOUNTING PAST DUE DEPOSITS AND BALANCES REPORT

The **Past Due Deposits** report contains all charters where deposits are past due, for the purpose of accounts receivable. The charters are grouped by customer to make it easier to perform collection calls.

From the **Main Desktop** screen highlight **Reports**, highlight **Accounting Reports**, click on **Past Due Deposits**.

The **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the box next to **Copies** to select the # of copies to print.

Click Print button to print.

Click Cancel button to return to the **Main Desktop** screen without printing.

AGED ACCOUNTS RECEIVABLES REPORT

The **Accounting Receivables** report is for all charters that have not been paid in full and have a departure within a specified date range.

From the **Main Desktop** screen highlight **Reports**, highlight **Accounting Reports**, click on **Receivables**.

The **Receivables Aging Report Setup** screen will pop up.

Double Click in **Cutoff Date** box to select date.

Click Preview button to view the report on the screen before printing to paper.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size and Source**, and **Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the Close button to return to the **Receivables Aging Report Setup** screen without printing.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click Print button to print a paper copy, the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click the Close button to return to the **Main Desktop** screen without printing.

ACCOUNTING CUSTOMER STATEMENTS REPORT

The **Customer Statements** report is a report of all unpaid charters by customer.

From the **Main Desktop** screen highlight **Reports**, highlight **Accounting Reports**, click on **Customer Statements**.

The **Account Statement** screen pops up.

Double Click in the **Customer** box to pop up a list of customers.

Double Click on **Party Name** to select.

Double Click in the **From:** and **To:** date boxes to change the dates.

Click Preview button to view the report on the screen before printing to paper.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Account Statement** screen without printing.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click Print button to print a paper copy, the **report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Statements can be run as a batch job where a statement for every customer with open balance is printed. Can be run for one selected customer. The all or condensed option provides charter-by-charter detail of the summary balances on the Aged Receivables Report.

DEFERRED CASH REPORT

Report of money received prior to departure for departures by date.

Total daily sales less deferred cash = net change to receivables for the day.

ACCOUNTING LIABILITIES REPORT

The **Accounting Liabilities Report** is a report of all charters that have not yet departed for which a payment has been received.

From the **Main Desktop** screen highlight **Reports**, highlight **Accounting Reports**, click on **Liabilities**.

The **Prepaid Charters Report Setup** screen will pop up.

Double Click in **Cutoff Date** box to select date.

- Click Preview** button to view the report on the screen before printing to paper.
- Click** the printer icon to print the report.
- The **Print Preview** screen will pop up.
- Click** in box next to **Copies** to select the # of copies to print.
- Click** in circle next **All**, **Current Page**, or **Pages**, to print the selection.
- When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.
- Click Printer Setup** button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.
- Click Print** button to print.
- Click Cancel** button to return to the preview without printing.
- Click** the **Close** button to return to the **Receivables Aging Report Setup** screen without printing.
- Click** Cancel button to return to the **Main Desktop** screen without printing.
- Click Print** button to print a paper copy, the **Report Destination** screen will pop up.
- Click** in the circle next to **Screen** to preview the report on the screen before printing to paper.
- Click Print** button. The report will pop up on the screen.
- Click** the printer icon to print the report.

ACCOUNTING REFUNDS REPORT

The **Accounting Receivables** report is for all charters that have not been paid in full and have a departure within a specified date range.

From the **Main Desktop** screen highlight **Reports**, highlight **Accounting Reports**, click on **Receivables**.

The **Date Range** screen pops up.

Double Click in the **From:** and **To:** date boxes to change the dates.

Click Preview button to view the report on the screen before printing to paper.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size and Source**, and **Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Date Range** screen without printing.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click Print button to print a paper copy, the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

ACCOUNTING CUSTOMER STATEMENTS REPORT

The **Customer Statements** report is a report of all unpaid charters by customer.

From the **Main Desktop** screen highlight **Reports**, highlight **Accounting Reports**, click on **Customer Statements**.

The **Account Statement** screen pops up.

Double Click in the **Customer** box to pop up a list of customers.

Double Click on **Party Name** to select.

Double Click in the **From:** and **To:** date boxes to change the dates.

Click Preview button to view the report on the screen before printing to paper.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the Close button to return to the **Account Statement** screen without printing.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click Print button to print a paper copy, the **report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Statements can be run as a batch job where a statement for every customer with open balance is printed. Can be run for one selected customer. The all or condensed option provides charter-by-charter detail of the summary balances on the Aged Receivables Report.

CHART OF ACCOUNTS REPORTS

Detail and Summary. Cost components can be coded by the user to mirror a General Ledger Chart of Accounts. These reports compile the information by account number.

TIPS REPORT

Reserved chart of accounts number 9999.99 when used for gratuity, this report tells how much is due for each driver over a date range.

NON-CHARTER REVENUE

Reserved chart of accounts number 8888.88, when associated with non-charter revenue cost component items are presented on this report.

SALES REPORTS

The suite of sales reports can be used to manage your net change to earned income and in conjunction with receipts reports, net change to your accounts receivable.

The bookings by sales person report can be used to gauge performance or pay incentives.

CHARTER SUMMARY REPORT

The **Charter Summary Report** is a financial and mileage summary for each bus used in all charters over a date range listing both opened and closed charters. It details Bus Usage, Mileage, and Cost.

This report can include one or more of the following: **In House, Sub-Contract, Charters, and Line Runs.**

From the **Main Desktop** screen highlight **Reports**, **click** on **Charter Summary**.

The **Charter Summary Report** screen pops up.

Click Cancel button to return to the **Main Desktop** screen without printing.

Double Click in the **From:** and **Thru:** date boxes to change the dates. **Click** in boxes next to **Include In House, Include Sub-Contract, Include Charters,** and **Include Line Runs,** to have these contained in the report. **Click OK** button to accept.

If there are charters scheduled for these dates the **Report Destination** screen will pop up. **Click** in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All, Current Page,** or **Pages,** to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer

Properties, Paper Size and Source, and **Orientation.**

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties, Paper Size and Source,** and **Orientation.** **Click** in the box next to **Copies** to select the # of copies to print. **Click Print** button to print. **Click Cancel** button to return to the **Main Desktop** screen without printing.

DAILY SALES TOTALS

The **Daily Sales Totals** report shows the Daily Sales over a date range with the option to Include Charters and Line Runs based on the Depart Date, Return Date, or Book Date.

From the **Main Desktop** screen highlight **Reports**, highlight **Sales**, click on **Daily Sales Totals**.

The **Daily Sales Totals** screen pops up.

Click Cancel button to return to the **Main Desktop** screen without printing.

Double Click in the **From:** and **Thru:** date boxes to change the dates.

Click in the boxes next to **Include Charters and Include Line Runs** to have these contained in the report.

Click in the circles next to **Depart Date, Return Date, and Book Date** to determine what date the report should be based on.

There are 3 different views of the daily sales data:

Summary

Detail

G/L view – shows net balances due

Click OK button to accept.

If there are charters scheduled for these dates the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All, Current Page, or Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties, Paper Size, Source, and Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

SALES WITH CHARTER DETAIL

The **Sales With Charter Detail** is a linear report by Charter Type listing the Date, Charter number, Customer name, Origin/Destination and Cost within a date range.

From the **Main Desktop** screen highlight **Reports**, highlight **Sales**, click on **Sales With Charter Details**.

The **Sales With Charter Details** screen pops up.

Click Cancel button to return to the **Main Desktop** screen without printing.

Double Click in the **From:** and **Thru:** date boxes to change the dates.

Click in the boxes next to **Include Charters and Include Line Runs** to have these contained in the report.

Click in the circles next to **Depart Date, Return Date, and Book Date** to determine what date the report should be based on.

Click OK button to accept.

If there are charters scheduled for these dates the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All, Current Page, or Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties, Paper Size, Source, and Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

CUSTOMER SALES SUMMARY

A ranked list of customer sales activity (highest to lowest dollar amounts) for a date range.

BOOKINGS BY SALESPERSON

Presents a detailed list and summary of revenue produced by sales person grouped by charter type. Can be based on departure date, return date, date booked.

SCHEDULE AND DISPATCH REPORTS

This suite of reports provides the person responsible for matching up available resources (vehicles and drivers) with the work in the most efficient way possible. Any improvements in utilization efficiency fall right to the bottom line and can be reason enough alone for automation.

This is one of GoChart 2000 strongest suites providing pre-planning reports, easy to use interface to assign buses and drivers including advanced features like assignment of relief and shared driving responsibilities. It provides the “paperwork” for the driver and summary information for the dispatch duty officer.

DAILY DIARY/SCHEDULE REPORT

The **Daily Diary/Schedule** report lists the open and closed charters, by garage, for each day. This is a useful tool for checking to see if buses and drivers are scheduled or to supply customers with a history of their charters.

From the **Main Desktop** screen highlight **Reports**, highlight **Schedule/Dispatch**, click on **Daily Diary/Schedule**.

The **Diary Report** screen pops up.

Double Click in the **From:** and **To:** date boxes to change the dates.

The option of reporting on **All**, specific **Garages**, **Customers**, and **Drivers**, or a combination of the three, is available.

Click on the arrows next to **Garage**, **Customer**, and **Driver** to pop up lists for each.

Highlight choice and **click** on it to select.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click Print button to print a paper copy, the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

DRIVERS ORDERS & BATCH DRIVERS ORDERS

Batch Drivers Orders allows the printing of all the Drivers Orders based on departure date without prophesy within a date range.

From the **Main Desktop** screen highlight **Reports**, highlight **Schedule/Dispatch**, click on **Batch Drivers Orders**.

The **Batch Drivers Orders** screen pops up.

Double Click in the **From:** and **To:** date boxes to change the dates.

Click in the box to include Line Runs in the report.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click OK button to accept.

If there are charters scheduled for these dates the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the first report on the screen as all the reports are printing. Please note, this is not merely a preview screen, the reports **WILL PRINT** when this circle is checked and there is no way to stop them.

Click in the circle next to **Printer** to just print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties, Paper Size and Source, and Orientation**.

Click in the box next to **Copies** to select the # of copies to print.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click Print button to print.

SCHEDULE DRIVERS DIARY

The **Drivers Diary** prints a separate Diary Scheduling report for each driver showing all their charter orders for a specific date range.

From the **Main Desktop** screen highlight **Reports**, highlight **Schedule/Dispatch**, click on **Drivers Diary**.

The **Diary Report** screen pops up.

Double Click in the **From:** and **To:** date boxes to change the dates.

The option of reporting on **All**, specific **Garages**, **Customers**, and **Drivers**, or a combination of the three, is available.

Click on the arrows next to **Garage**, **Customer**, and **Driver** to pop up lists for each.

Highlight choice and **click** on it to select.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click Print button to print a paper copy.

Drivers Diary: Summary and detail. This is a more condensed version of drivers' orders. Rather than one driver sheet for each move, it produces one sheet for each driver with the work they have for the date range. (NB: many of our customers who operate in a metropolitan area where a driver might have 4 or 5 trips/day use this report.

These reports can also be produced and given to a driver for him to "sign-off" on his upcoming work.

COACH REQUIREMENTS

Daily graph: a graphical representation of one day's coach requirements. This can be very useful in determining which drivers and coaches can do two or three runs a day and how they match up with the work. Once a driver and coach have been assigned their name numbers are displayed in the bar. The beginning and end of the bar represent driver on-duty and off-duty times. Lines inside the bar represent customer pick up and drop off.

Weekly spreadsheet: A text overview of requirements for each day of the week.

CLEANING SCHEDULE

This is a report that shows the arrivals and departures for each assigned coach for a week time span. This report can be very useful in scheduling cleaning crews.

DRIVERS BID

Some of our customers post a sheet for drivers to select or bid in advance of scheduling. Some of these customers have the charter price on this sheet because the drivers get paid a percentage of the cost and some do not show charter price. This is a report that we can customize to your specifications.

CHARTER CONFIRMATION REPORT

Some of our customers use this report as a fail-safe report so that the dispatcher can question if a work order should be filled if a non-billed customer has not paid in full or to instruct a driver to receive payment at pick up.

MANAGEMENT REPORTS

This report suite provides the information you need to make decisions about increasing or decreasing fleet size to maximize profitability.

REVENUE PER BUS

This report shows utilization for each coach over a date range. The number of moves it makes, total revenue and revenue/day.

UTILIZATION SUMMARY

Number of departing, out and returning moves for each day, separated by charter work and line runs.

COACH REQUIREMENTS CALENDAR

Summary of coach requirements for each day of a selected month. Grouped by vehicle type and grouped by dispatch garage.

ANTICIPATED REVENUES REPORT

The **Anticipated Revenues** report gives the expected income from today through a given date in the future. It includes all past due amounts plus anything due within the date range.

From the **Main Desktop** screen highlight **Reports**, highlight **Accounting Reports**, click on **Anticipated Revenues**.

The **Anticipated Revenue** screen pops up.

Double Click in the **To:** date box to change the date.

Click Cancel button to return to the **Main Desktop** screen without printing.

Click OK button to print a paper copy, the **Report Destination** screen will pop up.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.

Click in the box next to **Copies** to select the # of copies to print. **Click Print** button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

CHARTER SPECIFIC REPORTS

These reports are printed from the charter summary screen and relate specifically to the charter selected.

We expect to customize these reports to your specifications and can set them up to hit your letterhead or even drop a copy of your logo on the report headings.

CONFIRMATIONS

A **Confirmation** is a summary of information sent to the customer when a quote is confirmed. This has a space where both the operator and customer can sign the confirmation so that it can act as a contract. Different confirmation terms and conditions are available for billed or corporate customers and retail customers.

On the **Summary** screen **click** the **Print** button. A list of reports pops up:

- Confirmation**
- Quote**
- Receipt/Invoice**
- Drivers Orders**
- Drivers Orders w/Prophecy**

Clicking on one of the reports pops up the **Report Destination** screen.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties, Paper Size, Source, and Orientation.**

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

Click in the box next to **Copies** to select the # of copies to print.

Click Print button to print.

Click Cancel button to return to the **Summary** screen without printing.

QUOTE

The **Quote** is a summary of information sent to the customer about a charter quote.

On the **Quotes Summary** screen **click** the **Print** button. A list of reports pops up:

- Confirmation**
- Quote**
- Receipt/Invoice**
- Drivers Orders**
- Drivers Orders w/Prophecy**

Clicking on one of the reports pops up the **Report Destination** screen.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All, Current Page, or Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties, Paper Size, Source, and Orientation**.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click in the box next to **Copies** to select the # of copies to print.

Click Print button to print.

Click Cancel button to return to the **Summary** screen without printing.

CHARTER RECEIPT / INVOICE

The **Charter Receipt/Invoice** can be sent to a customer anytime to remind them of balances due. It can also be sent after the return of a charter to invoice for additional charges not in the initial charter confirmation.

The **Receipt/Invoice** can be printed from the **Receipts** tab on the **Charter Summary** screen or directly from the **Summary** screen.

On the **Summary** screen **click** the **Print** button. A list of reports pops up:

- Confirmation**
- Quote**
- Receipt/Invoice**
- Drivers Orders**
- Drivers Orders w/Prophecy**

Clicking on one of the reports pops up the **Report Destination** screen.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All, Current Page, or Pages,** to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties, Paper Size, Source,** and **Orientation.**

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the **Close** button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.

Click in the circle next to **All** or **Pages** in the Range box.

DRIVERS ORDERS

The **Drivers Orders** are the orders for one specific charter.

On the **Summary** screen **click** the **Print** button. A list of reports pops up:

- Confirmation**
- Quote**
- Receipt/Invoice**
- Drivers Orders**
- Drivers Orders w/Prophecy**

Click on **Drivers Orders** or **Drivers Orders w/Prophecy** to print the report.

Clicking on one of the reports pops up the **Report Destination** screen.

Click in the circle next to **Screen** to preview the report on the screen before printing to paper.

Click Print button. The report will pop up on the screen.

Click the printer icon to print the report.

The **Print Preview** screen will pop up.

Click in box next to **Copies** to select the # of copies to print.

Click in circle next **All**, **Current Page**, or **Pages**, to print the selection.

When **Pages** is **clicked** the **From** and **To** boxes need to be filled in with the page numbers to print.

Click Printer Setup button to setup the printer **Properties**, **Paper Size**, **Source**, and **Orientation**.

Click in the box next to **Copies** to select the # of copies to print.

Click Print button to print.

Click Cancel button to return to the preview without printing.

Click the Close button to return to the **Main Desktop** screen without printing.

Click in the circle next to **Printer** to print a paper copy.