

Vehicle Operation Entry and Change

Entering and logging vehicle expenses and mileage

This is one of the special features of Appak, which allows you to keep track of vehicle expenses such as fuel consumption and mileage. There are two ways to get to this screen, as follows:

1. Through entering an invoice
2. Through Appak- Accounts Payable Menu Operations <F7>.

Entering through an invoice

1. Go to Appak –Accounts Payable Menus and go in as you would enter or edit an invoice.
2. Once in the Appak –invoices, enter the invoice or gasoline receipt. Save the invoice/receipt.
3. Push <F3> - vehicles to get to the vehicle record screen. (See illustration)
4. Push <F10> to enter a new VIN# of the vehicle and push <Enter> key to get to each column. If you already have a VIN number entered and want to change or edit it, push <F8> to change the VIN#.

Note: you can also get your mileage computation in this screen by pushing <F7>

APPAP - INVOICES Company NGC 02/25/2001 Opd 1

Entry # 0 >> starting a new entry << Last Entry Number

Account PETROL Petrol Purchases, non-Farmers Tms 002112.000000
Notes

Invoice # Description Auto Fuel

Issued 02/25/2001
Received 02/25/2001
Due 02/27/2001

Full Invoice Amount 15.00
Ledger Control Account 2112.0103
Discount Amount 0.00

Discount Available Until

Distribution: Account / Amount

1)	6150.0000	15.00
2)		
3)		
4)		
5)		

Purchase Order #

"SAVE MODE" -- Normal Save
Select to Pay
Ex Post Facto

Your choice? N

ESC=Close, F3=Vehicles, F7=Accounts Scan, F8=checks, F10=Save.

APPAP - VEHICLE RECORDS

VIN	Tag	Decal	Make	Model	Year	Purchased	Price	Odometer
1FDLE40S7VH826853	A30VUC	06961255	FORD	V90	1997	05/29/1999	35700	52922
1FTDE14Y1GH474046	QT126L	06777429	FORD	E150	1986	06/01/1995	1200	86000
1J4FF48S1YL150516	A78KUW		JEEP	CHERO	2000	08/05/2000	25600	45
1J4FJ28S1SL615323	A78KUW	01483738	JEEP	CHERO	1995	06/20/1999	12000	39323
1J4G258S4XC725910	X592140	11267470	JEEP	GRAND	1999	05/19/1999	26000	18
1J2CWC7722ET068273	RHL76Q	06777428	JEEP	WGNR	1984	11/01/1993	9000	92000
1J2CWF0R687909							0	0
FORDV90				1997			0	0

ADD VEHICLE

Enter the new VIN? 1JFDLE40S7VH82683

ESC=Cancel.

ESC=Close, F3=Vehicles, F7=Accounts Scan, F8=checks, F10=New.

5. Enter the following information:

- Vehicle's license plate or tag number
- Decal
- Make, model and year
- Date the vehicle was purchased
- Price and Odometer

Note: If you don't have all the information about the vehicle, you can leave it blank for now. Though we recommend that at least enter the name of the vehicle to distinguish it from the rest of the vehicles entered.

APPAPK - VEHICLE RECORDS									
VIN	Tag	Decal	Make	Model	Year	Purchased	Price	Odometer	
1FTDE14Y1GHA74046	QTI26L	06777429	FORD	E150	1986	06/01/1995	1200	86000	
Date	Tickle	√ Ilk	Entry#	Miles	Ga's	Amount	Detail		
02/25/2001			8468	0	0.00	15.00	PETROL		
06/11/1999		SAL	0	0	0.00	0.00	sold to jackson		
05/15/1999		REP	6320	0	0.00	232.19	repair outof town		
05/14/1999		GAS	6319	154973	17.64	22.20	PETROL-trip eaa		
05/04/1999		GAS	6285	154441	16.91	22.98	FARMERS		
04/28/1999		GAS	6284	154242	19.12	26.75	PETROL		
04/22/1999							FARMERS		
04/07/1999							FARMERS		
03/31/1999							FARMERS		
03/25/1999							PETROL		
03/17/1999							causeway-carbrepair		
03/13/1999							car wash		
03/13/1999							petrol		

ADD INCIDENT	
Enter date of the incident	02/25/2001
ESC=Cancel.	

6. Once all information is entered, move your cursor to the vehicle you want, and push <F3>

- to go to the *vehicle records* screen. The invoice entry that you just entered previously will be seeded automatically. If not, press <F10> to create a new entry. Enter the date on the receipt, push <enter>. You will notice that the date is seeded. Push <enter> to move from one column to another. You can enter and modify the *entry number, miles, and gallon and amount*, and enter any additional information (up to 20 characters) under *detail column*. The information will be saved automatically when you get to the next line.

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03/17/1999							causeway-carbrepair		
03/13/1999							car wash		
03/13/1999							petrol		

ESC=Close, F6=Remove, F10=New.

7. If you want to remove any entry completely, push <F6> to delete that entry. Appak will ask you - if you want to erase the line forever. Push **Y**es to delete the entry or **N**o to cancel the deletion.

APPAPK - VEHICLE RECORDS									
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03/17/1999							causeway-carbrepair		
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03/13/1999							petrol		

REMOVE INCIDENT	
Erase the line forever (y/n)?	Y
ESC=Cancel.	

Through Appak- Accounts Payable Menu

Steps:

- Go to Appak- Accounts payable, push <F7> for *Operations menu*, and then choose **V**-vehicle maintenance.
- Push <F10> to create a new vehicle identification number (VIN#) for the vehicle (see illustration from previous page)
- Enter the VIN# of the vehicle and push <Enter> key. If you already have a VIN number entered and want to change or edit it, push <F8> to change the VIN#.
- Enter the following information:
 - Vehicle's license plate or tag number
 - Decal
 - Make, model and year
 - Date the vehicle was purchased

Note: You can also get your mileage computation in this screen by pushing <F7>(see illustration).

- Once all information is entered, move your cursor to the vehicle you want, and push <F3> to go to the *vehicle records screen*. Press <F10> to create a new entry. Enter the date on the receipt, push <ENTER>. You will notice that the date is seeded. Push <ENTER> to move from one column to another. You can enter and modify the *entry number, miles, and gallon and amount*, and enter any additional information (up to 20 characters) under *detail column*. The information will be saved automatically when you get to the next line.

APPAK - VEHICLE RECORDS									
VIN	Tag	Decal	Make	Model	Year	Purchased	Price	Odometer	
1FDLE40S7VHB26853	A30VUC	06961255	FORD	V90	1997	05/29/1999	35700	52922	
Fill Date	Odometer	Gallons		Distance		Mileage			
		This	Cumulative	This	Cumulative	This	Average		
02/17/2001	72519.0	17.92	224.43	0.0	1636.0	0.00	7.29		
02/17/2001	72519.0	29.78	206.51	353.0	1636.0	11.85	7.92		
02/12/2001	72166.0	38.12	176.73	0.0	1283.0	0.00	7.26		
02/12/2001	72166.0	1.68	138.61	269.0	1283.0	160.1	9.26		
01/24/2001	71897.0	39.53	136.93	0.0	1014.0	0.00	7.41		
01/24/2001	71897.0	5.96	97.40	326.0	1014.0	54.70	10.41		
01/22/2001	71571.0	7.36	91.44	0.0	688.0	0.00	7.52		
01/22/2001	71571.0	34.99	84.08	323.0	688.0	9.23	8.18		
01/11/2001	71248.0	37.89	49.09	0.0	365.0	0.00	7.44		
01/11/2001	71248.0	11.20	11.20	365.0	365.0	32.59	32.59		
12/28/2000	70883.0	40.05							

ESC=Close

- If you want to remove any entry completely, push <F6> to delete that entry. Appak will ask you - if you want to erase the line forever. Push Y=yes to delete the entry or N=no to cancel the deletion.