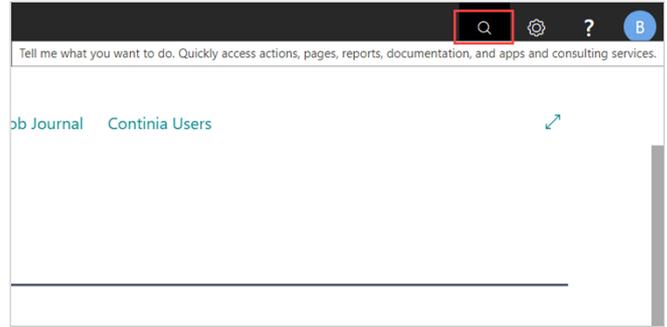
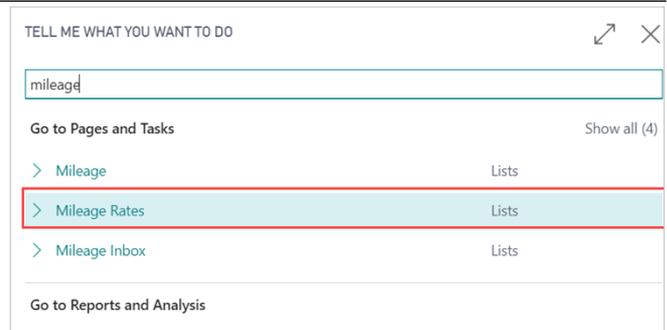


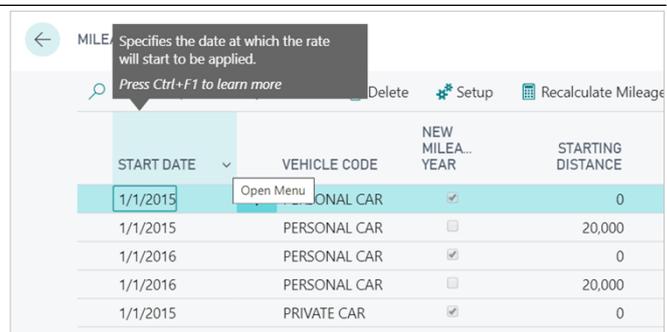
To set up vehicles and rates, go to the "magnifier".



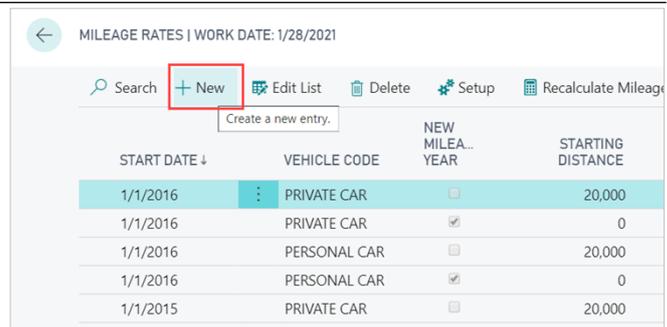
Type "Mileage Rates" and choose "Mileage Rates".



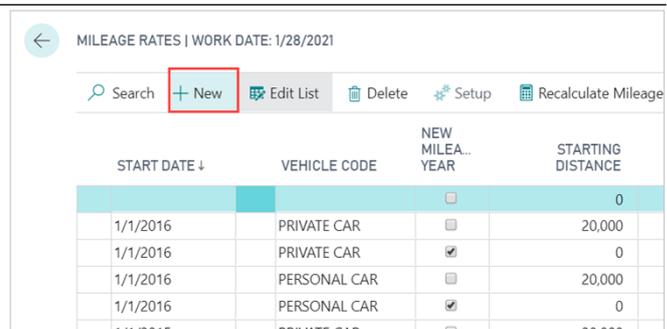
You can see all Mileage Rates setup and the start date for these.



To create a new Mileage Rate, choose "New" in the navigation menu.



Click on the navigation menu item **New**.



In the cell "Rate ID", you must define a code to identify the rate.

The purpose of using different Rate ID's is to assure that it is easy to see the sum per ID in the Mileage Reimbursement Page.

VEHICLE CODE	NEW MILEA... YEAR	STARTING DISTANCE	RATE (LCY)	RATE ID
PERSONAL CAR	<input checked="" type="checkbox"/>	0	0.25	
PRIVATE CAR				
PRIVATE CAR				
PERSONAL CAR				HIGH High Rate
PERSONAL CAR				LOW Low Rate
PRIVATE CAR				
PRIVATE CAR	<input checked="" type="checkbox"/>	0	0.58	HIGH
PERSONAL CAR	<input type="checkbox"/>	20,000	0.54	LOW
PERSONAL CAR	<input checked="" type="checkbox"/>	0	0.58	HIGH

If you need to create a different rate, when sum of mileages are above a certain distance, you create a new line with the same start date and a start distance. This rate will then take effect if total sum of distances has been reached for a user.

As an example a different rate is here set up when total sum of mileages is above 20.000 km. The balance of mileages are calculated for each expense user.

START DATE ↓	VEHICLE CODE	NEW MILEA... YEAR	STARTING DISTANCE	RATE (LCY)
1/1/2020	PERSONAL CAR	<input checked="" type="checkbox"/>	0	0
1/1/2016	PRIVATE CAR	<input type="checkbox"/>	20,000	0
1/1/2016	PRIVATE CAR	<input checked="" type="checkbox"/>	0	0
1/1/2016	PERSONAL CAR	<input type="checkbox"/>	20,000	0
1/1/2016	PERSONAL CAR	<input checked="" type="checkbox"/>	0	0
1/1/2015	PRIVATE CAR	<input type="checkbox"/>	20,000	0
1/1/2015	PRIVATE CAR	<input checked="" type="checkbox"/>	0	0
1/1/2015	PERSONAL CAR	<input type="checkbox"/>	20,000	0
1/1/2015	PERSONAL CAR	<input checked="" type="checkbox"/>	0	0

Once you have created your new Mileage Rates you must define where mileages should be posted. To define this, go to the navigation menu "Setup".

Search + New Edit List Delete **Setup** Recalculate Mileage Rate

view or edit posting setup.

START DATE ↓	VEHICLE CODE	NEW MILEA... YEAR	STARTING DISTANCE	RAT
1/1/2020	PERSONAL CAR	<input checked="" type="checkbox"/>	0	
1/1/2016	PRIVATE CAR	<input type="checkbox"/>	20,000	
1/1/2016	PRIVATE CAR	<input checked="" type="checkbox"/>	0	
1/1/2016	PERSONAL CAR	<input type="checkbox"/>	20,000	
1/1/2016	PERSONAL CAR	<input checked="" type="checkbox"/>	0	
1/1/2015	PRIVATE CAR	<input type="checkbox"/>	20,000	
1/1/2015	PRIVATE CAR	<input checked="" type="checkbox"/>	0	
1/1/2015	PERSONAL CAR	<input type="checkbox"/>	20,000	

Here you define the account number in the column "Posting Account No."

Now this account is automatically added to this vehicle type. You can set up different posting for each vehicle type if you want to, or you can choose the same account No.

EXPENSE POSTING SETUP | WORK DATE: 1/28/2021

Search + New Edit List Delete Show Attached Open in Excel

EMPLOYEE NO.	EMPLOYEE GROUP	POSTING ACCOUNT TYPE	POSTING ACCOUNT NO.	GEN. PROD. POSTING GROUP	GEN. BUS. POSTING GROUP
		G/L Acct.	8270		