

To set up vehicles and rates, go to the "magnifier".						0	© 7 B
	Tell me w	vhat you want to d	lo. Quickly ac	cess actions, page	s, reports, docu	imentation, and	apps and consulting services.
	ob Journ	nal Continia	a Users				2
Type "Mileage Rates" and choose "Mileage Rates".	TELL M	IE WHAT YOU W	/ANT TO DO				$ \ \ \ \ \ \ \ \ \ \ \ \ \$
	mileag	ge					
	Go to	Pages and Tasl	ks				Show all (4)
	> M	lileage					icte
		lileage Rates					ists
	> M	lileage Inbox					ists
		Demonts and A	t t.				
	60 10	Reports and A	naiysis				
You can see all Mileage Rates setup and the start	4	MILE, Specifie	os the date a	t which the rate			
date for these.	•	will star	rt to be appl	ied.			
		Press C	trl+F1 to lea	rn more	Delete	📌 Setup	🖩 Recalculate Mileage
						NEW MILEA	STARTING
		START	DATE ~	VEHICLI	E CODE	YEAR	DISTANCE
		1/1/20	15 l	Open Menu	IAL CAR	€.	0
		1/1/20	15	PERSON			20,000
		1/1/20	16	PERSON			20.000
		1/1/20	15	PRIVATE	CAR	Ø	0
To create a new Mileage Rate, choose " New " in the							
navigation menu.	\leftarrow	MILEAGE RAT	res Work	DATE: 1/28/202	1		
		🔎 Search	+ New	🐯 Edit List	📋 Delete	📌 Setup	🖩 Recalculate Mileage
			C	reate a new entry.		NEW	
		START	DATE ↓	VEHICL	E CODE	MILEA YEAR	STARTING DISTANCE
		1/1/20	16	: PRIVATE	E CAR		20,000
		1/1/20	16	PRIVAT	E CAR	V	0
		1/1/20	16	PERSON	NAL CAR		20,000
		1/1/20	16	PERSON	NAL CAR	×	0
		1/1/20		PRIVAT			-
Click on the navigation menu item New.	4	MII FAGE RAT	ESIWORK	DATE: 1/28/2021			
			Lopwork	1			
		🔎 Search	+ New	🐺 Edit List	前 Delete	📌 Setup	🖩 Recalculate Mileage
						NEW MILEA	STARTING
		START	DATE ↓	VEHICLE	ECODE	YEAR	DISTANCE
		4 14 19 5	6	0000077	CAD		0
		1/1/201	6	PRIVATE	CAR		20,000
		1/1/201	6	PERSON	AL CAR		20,000
		1/1/201	6	PERSON	AL CAR		0
	L	1/1/201	5	DRI\/ATE	CAR		20.000



Type in a date or use the calendar to define the start date of the new mileage rate.

STAF	RT DA'	TE↓			VEH	ICLE	CODE	NEW MILEA YEAR	STARTING DISTANCE	RATE
									0	
•		Janu	ary 2	020		•	AR		20,000	
Su	Mo	Tu	We	Th	Fr	Sa	AR		0	
		- [1	2	3	4	_ CAR		20,000	
5	6	7	8	9	10	11	CAR		0	
12	13	14	15	16	17	18	AR		20.000	
19	20	21	22	23	24	25			20,000	
26	27	28	29	30	31		AR	✓	0	
					-		_ CAR		20,000	
Tod	ау				D	one	CAR		0	
								-		

Select the vehicle the new rates should be valid for.			NEW MILEA	STARTING	
	START DATE ↓	VEHICLE CODE	YEAR	DISTANCE	RATE
	1/1/2020			0	
	1/1/2016	PRIVATE CAR		20,000	
	1/1/2016	PRIVATE CAR		0	
	1/1/2016	PERSONAL CAR		20,000	
	1/1/2016	PERSONAL CAR		0	
	1/1/2015	PRIVATE CAR		20,000	
	1/1/2015	PRIVATE CAR		0	
	1/1/2015	PERSONAL CAR		20,000	
	1/1/2015	PERSONAL CAR		0	

You will see a list of vehicles to choose from. Here you can also create new vehicles if wanted.

START DATE↓	VEHI	CLE CODE	NEW MILEA YEAR	STARTING DISTANCE	RATE
1/1/2020		\sim		0	
1/1/2016					
1/1/2016		CODE		DESCRIPTION	
1/1/2016		COMPANY C	AR	Company Car	
1/1/2016		PERSONAL O	CAR	Personal Car	
1/1/2015		PRIVATE CAP	{	Private Car	
1/1/2015	+	New			Select
1/1/2015	PERS	JNAL CAN		20,000	Jeleet
1/1/2015	PERSO	ONAL CAR		0	

You must remember to tick the "**New Mileage Year**" off.

This specifies whether a new financial year starts for the mileage calculation. From that the "**Start Date**", the mileage balance of users, will be cleared and will start from distance 0.

START DATE ↓	VEHICLE CODE	NEW MILEA YEAR	STARTING DISTANCE	RATE
1/1/2020	PERSONAL CAR 🗸 🗸		0	
1/1/2016	PRIVATE CAR		20,000	
1/1/2016	PRIVATE CAR	V	0	
1/1/2016	PERSONAL CAR		20,000	
1/1/2016	PERSONAL CAR		0	
1/1/2015	PRIVATE CAR		20,000	
1/1/2015	PRIVATE CAR	•	0	
1/1/2015	PERSONAL CAR		20,000	
1/1/2015	PERSONAL CAR		0	

You add the value rate in the cell "**Rate**". This is the amount that will be refunded to the user per unit of measure (kilometer or mile). The unit of measure is specified in the Expense Management Setup, under the fast tab Mileage.

VEHICLE CODE	NEW MILEA YEAR	STARTING DISTANCE	RATE (LCY)	RATE ID
PERSONAL CAR 🗸 🗸		0	0.00	
PRIVATE CAR		20,000	0.19	LOW
PRIVATE CAR		0	0.23	HIGH
PERSONAL CAR		20,000	0.19	LOW
PERSONAL CAR		0	0.23	HIGH
PRIVATE CAR		20,000	0.54	LOW
PRIVATE CAR	•	0	0.58	HIGH
PERSONAL CAR		20,000	0.54	LOW
PERSONAL CAR		0	0.58	HIGH



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	MILEA YEAR	STARTIN	1G CE	RATE (LCY)	RATE ID
PERSONAL CAR			0	0.25	~
PRIVATE CAR					
PRIVATE CAR	RATE ID	D	ESCRIPTION	4	
PERSONAL CAR	HIGH	H	ligh Rate		
PERSONAL CAR	LOW	L	ow Rate		
PRIVATE CAR	+ New Sele	ct record "LOW"			Select from full list
PRIVATE CAR			0	0.58	нісн
PERSONAL CAR		20,0	00	0.54	LOW
PERSONAL CAR			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.

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**".

START DATE ↓		VEHICLE CODE	NEW MILEA YEAR	STARTING DISTANCE	RATE (LI
1/1/2020	= :	PERSONAL CAR		0	C
1/1/2016		PRIVATE CAR		20,000	C
1/1/2016		PRIVATE CAR		0	C
1/1/2016		PERSONAL CAR		20,000	C
1/1/2016		PERSONAL CAR		0	C
1/1/2015		PRIVATE CAR		20,000	C
1/1/2015		PRIVATE CAR		0	C
1/1/2015		PERSONAL CAR		20,000	C
1/1/2015		PERSONAL CAR		0	C
			-		

Search + New	🞲 Edit List 📋 Delete	🖌 Setup	Recalculate Mile	age Rate
		NEW	view or edit posting setup.	
START DATE↓	VEHICLE CODE	MILEA YEAR	STARTING DISTANCE	RAT
1/1/2020	PERSONAL CAR		0	
1/1/2016	PRIVATE CAR		20,000	
1/1/2016	PRIVATE CAR		0	
1/1/2016	PERSONAL CAR		20,000	
1/1/2016	PERSONAL CAR		0	
1/1/2015	PRIVATE CAR		20,000	
1/1/2015	PRIVATE CAR		0	
1/1/2015	DERSONIAL CAR		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.

🐯 Edit List 前 Delete Show Attached 💶 Open in Excel POSTING POSTING GEN. PROD. GEN. BUS. EMPLOYEE EMPLOYEE GROUP ACCOUNT TYPE ACCOUNT NO. POSTING GROUP POSTING GROUP NO. G/L Accol 🔻 8270

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