

Transurban Invoice Manager (TIM) User Instructions

Importing Multiple Invoice Files

- From the Main screen, select the Manage Invoices button.
- The Manage Invoices screen will be shown, displaying a list of all imported invoices.
- Select the Import button.
- A pop-up window will then be shown enabling you to navigate to the directory on your computer that contains the invoice data files.
- Select the file to be imported. If you wish to import multiple files from within the same directory, hold down [CTRL] and use your mouse to click on each of the files to be imported.
- After selecting all required files, select Open.
- The application will proceed to import each of the selected files in turn. A status window will be displayed showing the name of the file currently being imported, the instance of the file (ie. File X of Y) and an estimation of the remaining time to import the current file.
- Invalid files and/or invoices that have already been imported will result in an error message being displayed.
- If an error occurs or the Cancel button is clicked, you will be prompted to determine whether to import any remaining invoices.
- Once the selected invoices have been imported (without cancelling), a message will be displayed indicating the number of invoices that were successfully imported. Click OK to continue.
- The invoices that were imported successfully will appear in the list on the Manage Invoices screen.
- Select Close to close the Manage Invoices screen and return to the Main screen.

Archiving Selected Invoice Files

Archiving allows you to clean up the application database by removing invoices that are no longer required and backing up the necessary details of the invoices so that they can be re-imported again in the future (if required).

- From the Main screen, select the Manage Invoices button.
- The Manage Invoices screen will be shown, displaying a list of all imported invoices.
- Select the invoices to be archived and click the Archive button.
- The application will prompt you to confirm that you would like the selected files to be archived. Click Yes.
- All invoice, trip and fee information for each of the selected invoices will be output to an archive file located in the CityLink Invoice Analysis Tool\Archives\ directory.
- Once the selected invoices have been archived (without canceling), a message will be displayed indicating how many invoices were successfully archived.

Deleting Selected Invoice Files

Deleting allows you clean up the application database by permanently removing invoices that are no longer required. Unlike Archiving, Deleting will not output the invoice details to a file. Deleting invoices should only be done if you will not require the invoice information in the future or you have the original invoices and are able to re-import the original invoices if required in the future.

- From the Main screen, select the Manage Invoices button.
- The Manage Invoices screen will be shown, displaying a list of all imported invoices.
- Select the invoices to be deleted and click the Delete button.
- The application will prompt you to confirm that you would like the selected files to be deleted.

Click Yes.

- All invoice, trip and fee information for each of the selected invoices will be deleted from the database.
- Once the selected invoices have been deleted, the list will be updated showing that the selected invoices are no longer in the list.

Report Type

Select your report type:

Summary

The Summary Report will produce a report based on the selected criteria. Changes to the Business Hours and Advanced Business Hours section will NOT affect the Summary Report.

This will provide a summary report with the following columns: Account Number, e-TAG Serial Number, LPN (Licence plate number), State, Fleet ID, Trips, Tolls, Fees, Total GST, Total.

If the selected Report Output type is "Create Excel File", then the report will also include:

- a bar graph of the Total Trips, Tolls, Fees and GST.

Weekday

This will provide a summary weekday report with the following columns: Account Number, e-TAG serial number, LPN (Licence plate number), State, Fleet ID, Year, Month, Trips and Tolls for 7 days of the week, Total Trips, Total Fees, GST for each day of the week and total GST, Grand Total.

If the selected Report Output type is "Create Excel File", then the report will also include:

- a summary table of the Total Tolls and Fees by day of the week;
- a bar graph of the Total Tolls and Fees by day of the week;
- a Detailed Trip Report listing all trips and fees for the report with the following columns: Account Number, e-TAG Serial Number, LPN (Licence plate number), State, Fleet ID, Trips, Toll Road, Gantry Start, Gantry End, Start Date, Start Time, End Date, End Time, Tolls, Fees, GST.

Business Hours

This will provide a report with the following columns: Account Number, e-Tag Serial Number, LPN (Licence plate Number), State, Fleet ID, Business Trips, Business Tolls, Business Fees, Non Business Trips, Non Business Tolls, Non Business Fees, Total Trips, Total Tolls, Total Fees, GST Business Hours, GST Non-Business Hours, Total GST, Grand Total.

If the selected Report Output type is "Create Excel File", then the report will also include:

- a summary table of the Total Business & Non-Business Tolls, Fees & GST;
- a bar graph of the Total Business & Non-Business Tolls, Fees & GST;
- a pie chart of the Total Business & Non-Business Tolls & Fees.
- A Detailed Business Trips report listing all trips in the defined business hours with the following columns: Account Number, e-TAG Serial Number, LPN (Licence plate number), State, Fleet ID, Business Trips, Toll Road, Gantry Start, Gantry End, Start Date, Start Time, End Date, End Time, Business Tolls, Business Fees, Business GST.
- A Detailed Non-Business Trips report listing all trips outside the defined business hours with the following columns: Account Number, e-TAG Serial Number, LPN (Licence plate number), State, Fleet ID, Non-Business Trips, Toll Road, Gantry Start, Gantry End, Start Date, Start Time, End Date, End Time, Non-Business Tolls, Non-Business Fees, Non-Business GST.

Selecting Business Hours under Report Type enables you to tailor the Business Hours section of the program.

Excel reports are automatically formatted to be in landscape orientation and to fit 1 page wide. When printed, table column headers will be repeated at the start of each new page.

Report Range

By Date

Enter the *From* and *To* date range (dd/mm/yyyy). The screen will default to the current Fringe Benefits Tax year. You can override this text by simply typing over it.

By Invoice

Enter the *From* and *To* invoice number range. If reporting for a single invoice, enter the invoice number in the *From* text box only. For a range of invoices, the following rules apply:

- Both invoice numbers must be numeric, or both must be alphanumeric. You cannot have one numeric and the other alphanumeric.
- If the invoice numbers are numeric, the *To* invoice number must be greater than the *From* invoice number.
- If the invoice numbers are alphanumeric, they must both start with the same letters and the number part of the *To* invoice number must be greater than the number part of the *From* invoice number.

Valid examples of an invoice number:

- 123456789
- TRANSURBAN
- Trans12345

Invalid examples of an invoice number:

- 12345abcdef
- Trans123abc
- Abc123Abc

Please note that changing the Report Range WILL affect the Summary report.

Setting Business Hours

Setting business hours is only required where you have selected the Business Hours report.

Set Business Hours by entering the Day From, Time From and Day To, Time To information. To save the information entered click Set Default.

An Advanced Business Hours screen is also available. Click the Set Advanced button.

Please note that changing the Advanced Business Hours does NOT affect the Summary Report.

Selection Criteria

Use the four Selection Criteria of Account ID, Fleet ID, License Plate Number and e-TAG Serial Number to filter the information that will appear in the report selected.

For each Selection Criteria you can:

- Select the List button, this lists all the available data for that criteria
- Select the Select All or Select None button to select and deselect ALL items.
- You can also select and deselect individual items by clicking on the tick box.

- Once items have been selected, you can use the Free Text Box to delete items.

Sort Criteria

Select the Primary sort criteria:

Account ID's

Will sort the data numerically by Account ID's

Fleet ID's

Will sort the data numerically by Fleet ID's

LPN (License Plate Number)

Will sort the data alphabetically by License Plate Number

e-TAG Serial Number

Will sort the data numerically by e-TAG Serial Number

Report Format

Select your report format:

Create File (CSV)

Will create a CSV file and prompt you for a directory and filename to save the report.

Create Excel File (XLS)

Will prompt you for a directory and filename to save the report as and create an Excel file in the selected location.

Create Excel File and Open

As above and opens the report for viewing.

Preview Only

Will provide you with a preview of the report format within the application, without saving the report to a file. The format shown here is similar to how the report will appear in CSV format.

Create Report

After you have specified your report criteria, click on the Create Report button to generate the report. Note that reports in Excel format will generally take longer than CSV. If generating an Excel report is taking too long and you wish to cancel the process, you can click on the cancel button. You can then refine your report criteria to reduce the amount of data being processed.

Save Profile

Profiles allow you to save your settings so that similar reports can be easily generated in the future.

- Before saving the profile, select the required Report Type, Report Output, Selection Criteria, Sort Criteria, Report Range and, if appropriate, Business Hours.
- Select the Save Profile button.
- If you have a current profile open, a message will appear that asks you if you would like to save changes to the current profile or create a new profile. Click Yes to overwrite the current profile or click No to create a new profile.
- If creating a new profile, a pop up screen will appear enabling you to type in the name for the profile.
- Enter a name for the profile that will help you remember the profile and its settings (eg Bill Smith Victoria)
- Select the OK button.
- Your profile will now be saved. To view the list of profiles or select the profile in the future, refer to the Select Profile instructions.

Select Profile

Selecting a Profile allows you to restore settings that were previously saved about a particular report.

- Select the Select Profile button.
- A pop-up screen will appear listing all of the profiles that have been previously saved within the application.
- Each profile will list the Profile Description, Report Type, Date From and Date To, to assist you in recognising the profile you wish to use.
- Click on the profile that you wish to use. This will place a tick in the box next to the profile. Click OK to use the selected profile.
- The selected profile will now be loaded into the application so that all saved settings for the Report Type, Report Output, Selection Criteria, Sort Criteria, Date Range and, if appropriate, Business Hours will be displayed.