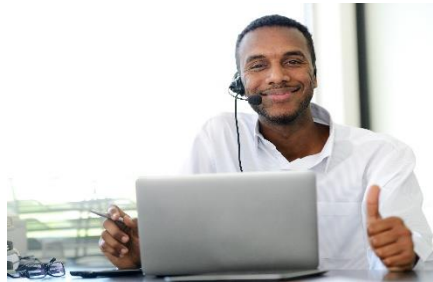


TruckersBooks Software

Use it from your home office



Use it while on the road



EASY TO USE CUSTOMIZED FOR
TRUCKERS BOOKKEEPING SOFTWARE
DESIGNED TO MAKE IT EASY FOR
TRUCKERS TO ENTER INCOMES AND
EXPENSES AND HAVE THE SOFTWARE
CREATE A SET OF OPERATING RESULT
FINANCIALS, THAT ALLOW TRUCKERS
TO ALWAYS KNOW THEIR NUMBERS
WITHOUT HAVING TO CALL THEIR
ACCOUNTANT OR BOOKKEEPER

GETTING STARTED

BUSINESS SETUP PAGE		USER GUIDE & TUTORIAL
Software Licensed for Use to	SOFTWARE USER DEMO MASTER	
IMPORTANT REMINDER		
<p>Before you begin entering your business income and expense information, save a copy for use as your working copy. Keep this as your system master with nothing entered and make a copy each month for your new work month. As you make copies for each new business month, name the new copy</p>		
the month name. (Jan, Feb, March etc)		
NEXT UPDATE THE ▶ Work Month ▶ Year-end ▶ Exchange Rate ▶ Load Profit % ▶ GST Filing Frequency		
Business Information to update		
Enter Your Current Work Month	Jan - Dec	
Enter Business Year-end	31-Dec-14	
US Dollar Exchange Rate	1.26	
Set Load Profit Analysis Expense Allocation Percentage	1%	
YOUR GST # IS YOUR SOFTWARE LICENSE NUMBER	1234 54789 RT0001	
YOUR GST-HST FILING FREQUENCY	ANNUAL	
GST/HST Base Province	BRITISH COLUMBIA	
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This is the business information setup worksheet in the system.

Here you will edit the work month to tell the system the business month for the financial reports

Next you will edit the business year for the bookkeeping reports

Next if you run US loads, edit the exchange rate field to allow the system to calculate and report your US expenses in US and Canadian funds on the reports

Next is the Load Profit report management if you do back hauls and want to know your potential profit on a backhaul load before agreeing to pickup the load

That is all you have to do when starting a new month

SYSTEM MENU

31 Dec 14	SOFTWARE USER DEMO MASTER	Business Rules
Table of Worksheets in this Workbook. Click the Worksheet Needed Link to go To that Worksheet		
The purpose of the menu is to make it easy for you to go to any worksheet in the workbook by clicking the worksheet name.		
How to Use This System Menu		CLICK THE MENU NAME LINK TO GO TO THE WORKSHEET
INCOMES ▶	Canadian and US Funds Income Entry Worksheet	
IFTA INFO ▶	Driver Trip Report-Miles and Fuel DataCapture	
DIESEL ▶	Diesel Fuel Purchase Report - Non IFTA Operation	
MEALS ▶	Meals and Entertainment Expense Details	
DRIVER EXP	Subcontractors and Driver service Expense Record	DRIVER SETTLEMENT
EXPENSE ▶	Home office Expense- Accountant will allocate Write-Off-%	
EXPENSE ▶	Auto Expense - Accountant will allocate Write-Off-%	
REPORT ▶	Profit or Loss Summary & Analysis Report	
REPORT ▶	US/Canadian Profit/Loss (P&L) Statement	Printer-Ready P&L Version
ANALYSIS ▶	Load Profit Decision Analysis Report	Prorate Registration info
REPORT ▶	Cash Flow Printable Report	
BANKING ▶	Bank Deposits and Owner Drawings Recording	
REPORT ▶	Assets - Loans and Liabilities Recording	Operating Analysis
REPORT ▶	Documents Management For Tax Audit Compliance	
REPORT ▶	IFTA Summary and TRIP SUMMARY	MONTH END BOOKKEEPER REPORT
REPORT ▶	GST/HST Estimated Status Report	
REPORT ▶	SUMMARY OF GST-HST PAID LEDGER REPORT	
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This menu allows you to navigate to any worksheet or report in the system by simply clicking the worksheet or report name

BROKER STATEMENT

BROKER STATEMENT DATA CAPTURE and AUDIT SUMMARY REPORT					BROKER STATEMENT GST-HST DEDUCTIONS - & - REFUNDABLE ITC REPORT						
ENTER INCOME, DEDUCTIONS AND KILOMETERS FROM BROKER STATEMENT					HOW TO USE THIS SHEET						
					WEEK ENDING	WEEK ENDING	WEEK ENDING	WEEK ENDING	WEEK ENDING	TOTAL	
					-1	-2	3	4		DEDUCTIONS	
TOTAL INCOMES FROM BROKER STATEMENT					WEEK ENDING	WEEK ENDING	WEEK ENDING	WEEK ENDING	WEEK ENDING	TOTALS	INCOME-PER
					-1	-2	-3	-4	-5		EMPTY KL
DEDUCTIONS					WEEK ENDING	WEEK ENDING	WEEK ENDING	WEEK ENDING	WEEK ENDING		
ENTER WEEK ENDING DATE										TOTAL	DEDUCTIONS
FUEL -NO GST	CANADIAN FUNDS \$										
FUEL GST IN	FUEL - CANADIAN FUNDS										
FUEL	US \$\$\$ FUNDS										
GAL	US FUEL GALLONS										EMPTY KL PERCENTAGE
FUEL FROM BULK STORAGE											
FUEL TAX											
TOTAL EMPTY KILOMETERS-MILES											
LOADED MILES - KILOMETER											
T-CHECK ADVANCE	US FUNDS				WEEK -1	WEEK -2	WEEK -3	WEEK -4	WEEK -5	TOTALS	INCOME PER LOADED KL
T-CHECK ADVANCE	CDN FUNDS										
HOLDBACK - ESCROW											
INSURANCE											
LICENSING											
PERMITS											



If you receive a broker settlement report from your Carrier company, this statement will make it easy for you to transfer all incomes and deductions from the Carrier statement and allow the system to create financial result reports

*Easy to use, just enter the numbers from your Carrier Broker statement
No totaling or calculations to do.
The system does it all for you*

Broker Statement Summary Report

DEDUCTIONS FROM BROKER STATEMENT					\$ -
TOTAL GST-HST DEDUCTIONS					\$ -
TOTAL DEDUCTIONS FROM BROKER STATEMENT					\$ -
% OF GROSS	GROSS TRUCK INCOME	GROSS INCOME Paid to TRUCKER	Gross Income Required	Gross Pay Audit Result +/-	DRIVER NET PAY
80%	-	-	\$0	\$ -	Gross Pay Audit
CURRENCY CONVERSION REIMBURSEMENT FUNDS TO DRIVER ▶					
INCOME PER LOADED KILOMETERS					
TOTAL LOADED KILOMETERS					
TOTAL ALL KILOMETERS TRAVELED THIS REPORT					
SUMMARY					
TOTAL INCOME TO DRIVER		\$ -	INCOME PER KILOMETER		
TOTAL DEDUCTIONS		\$ -	COST - DEDUCTIONS PER KL		
TOTAL EMPTY KILOMETERS		0	DRIVER EARNINGS PER KL		
NET PAYMENT TO DRIVER		\$ -	INCOME/LOSS FROM EMPTY KILOMETERS		



When you enter information into the Broker Statement, the system creates an informative summary to give you a picture analysis of your business from brokers statement activities

All information on the summary is created automatically from the information you entered

INCOME DATA ENTRY FOR US AND CANADIAN FUNDS

WS-MENU SOFTWARE USER DEMO MASTER		BRITISH COLUMBIA	WS-MENU Business Analysis	1234 54789 RT0001	Back to Income Data Entry Main	USER GUIDE & TUTORIAL
USA Income Data Capture/Report		US Income	CANADIAN INCOME INFORMATION DATA CAPTURE SECTION		INCOME SUMMARY REPORT	
Enter Income Source and amount in US Funds	Enter US Funds Income Below	Click Below and Go To Spreadsheets	TO ENTER GST/HST INCLUDED INCOME	CANADIAN FUNDS INCOME SOURCE	ENTER INCOME THAT DO NOT INCLUDE GST/HST	Total Canadian Funds Income
	US FUNDS INCOME		CLICK THIS AREA		GST EXCLUDED	SUMMARY
		Cdn Sheet	Enter this information if you need to keep track only			
			CLICKING THIS IMAGE			
		REMEMBER NO CALCULATIONS NEEDED				
		WSIB PAID	RECAPTURED TO INCOME			
		TOTAL GST/HST INCLUDED INCOME ▶				\$ -
Total US Funds Income		\$ -	Total Canadian Funds Income			\$ -
Operating Expense	\$ -	Total Operating Expense			\$ -	
Gross Operating and/or Pre tax Profit	\$ -	GROSS OPERATING AND/OR PRE TAX PROFIT			\$ -	



THE INCOME INFO WORKSHEET

Enter incomes here that were not previously entered on the Broker Statement system worksheet

Enter Incomes in US Funds

Enter Incomes in Canadian Funds that did not include GST.
Usually applicable to Truckers who are classified ZERO rated

GST/HST INCLUDED INCOME INFORMATION WORKSHEET

ENTER GST-HST INCLUDED INCOMES FROM THE INVOICE BOTTOM-LINE IN PROVINCE COLUMN									USER GUIDE & TUTORIAL
ON	BC	MB	NB	NS	PEI	SK	AB	NL	
ONTARIO	BRITISH COLUMBIA	MANITOBA	NEW BRUNSWICK	NOVA SCOTIA	PRINCE EDWARD (PEI)	SASKATCHEWAN	ALBERTA	NEW FOUNDLAND	
CLICK HERE TO GO BACK TO INCOME ENRTY WORKSHEET									



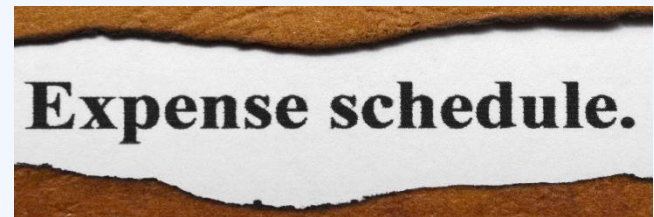
THIS IS THE INCOME INFORMATION DATA ENTRY WORKSHEET.

If you earned incomes with GST/HST included, report that income on this worksheet to allow the system to calculate your refundable GST and place the amount on the GST-Net-File report included in the system.

This way if you decided to do your own GST/HST filings, you simply print the report and copy the data to the CRA online form.

THIS IS A PARTIAL VIEW OF THE CANADIAN FUNDS EXPENSE WORKSHEET

No GST Included Expense		Canadian Funds Operating Expense Information Spreadsheet										WS-MENU		USER GUIDE & TUTORIAL		Support Upload		TOTAL EXPENCE		\$0					
To navigate to each expense category column in the spreadsheet, select the expense from the chart-of-account list bar, click the expense and the system will take to the expense column																									
Out of Home Province Expense		SOFTWARE USER DEMO MASTER										Business Expense		For the Month of		Jan - Dec		Business Year Ending		31-Dec-14		GST/HST Number		1234 54789 RT0001	
Support Upload		GST/HST FILING FREQUENCY			ANNUAL			Total Kilometer in Cda This Month			0.0			Total Kilometers Everywhere this month			0.0								
BROKER STATEMENT To Enter your business expense, go to the type of expense you wish to enter column and enter each expense from the invoice or other source document.																									
SPREADSHEET MENU																									
		1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17								
		Cell/Office Phone	TRUCK	LICENCE	TRUCK	POSTAGE	IFTA/FUEL TAX	IFTA/FUEL &	FAX-COMP	TRUCK	TIRES &	PARTS &	TRUCK	TOLLS WGT	OFFICE	BANK & INT	TRUCK STP								
Chart-Acc List		Phone Cards	INSURANCE	PERMITS	PARKING	COURIER	SERVICE	HVUT TAX	SRV-INTRNET	REPAIRS	REPAIRS	SUPLIES	WASH	& SCALES	SUPPLIES	CHARGES	MISC EXP								
Copyright © 2015 TruckersBooks Software. All Rights Reserved																									
1- Phone/Services																									
2- Diesel Fuel																									
3- Truck Ins																									
4- License/Permits																									
5- Truck Parking																									
6- Postage																									
7- IFTA Services																									
8- IFTA-Tax																									
9- Fax-Internet																									
10- Truck Repair																									
11- Tires																									
12- Truck Parts																									
13- Truck Wash																									
14- Tolls-Scales																									
15- Office Supplies																									
16- Bank Charges																									
17- Truck Stop Exp																									
18- Meals & Ent																									
19- Motels																									
BROKER STATEMENT		US-8-CDN Funds Income			GST-HST Collected on Incomes			GST-HST-Prov-Calculate			Cdn Funds Spreadsheet-1		No GST Paid Exp		US Funds-Spreadsheet-2		Diesel-Fuel								



Expense schedule.

THIS IS YOUR EASY TO USE WORKSHEET FOR ENTERING YOUR CANADIAN FUNDS EXPENSES IN THE CUSTOMIZED COLUMNS PROVIDED

We have also included an easy navigation menu on the left of the worksheet for use in easily navigating to any expense field.

This way, you can click on any expense in the menu and the system will place your cursor there to begin entering without having to scroll and search for an expense

view this worksheet online. Use the link below

<http://www.truckersbooks.ca/wrksheet1.pdf>

THIS IS A PARTIAL VIEW OF THE US FUNDS EXPENSE WORKSHEET

WS-MENU	TruckersBooks © US FUNDS BUSINESS OPERATING EXPENSE SPREADSHEET																
Support Upload	SOFTWARE USER DEMO MASTER					Total US Miles This Month	0	Total Miles Everywhere	0.0	For the Month of	Jan - Dec						
USER GUIDE & TUTORIAL	To Enter your business expense, go to the type of expense you wish to enter column and enter each expense from the invoice or other source document.																
BROKER STATEMENT	To navigate to each expense category column in the spreadsheet, select the expense from the chart-of-account list bar, click the expense and the system will take to to the expense col																
	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
	Cell/Office Phone	TRUCK	LICENCE	TRUCK	POSTAGE	FUEL TAX	FUEL &	FAX-COMP	TRUCK	TIRES &	PARTS &	TRUCK	TOLLS WGT	OFFICE	BANK & INT	TRUCK STP	
Chart-Acc List	Phone Cards	INSURANCE	PERMITS	PARKING	COURIER	SERVICE	HVUT TAX	SRV-INTRNET	REPAIRS	REPAIRS	SUPLIES	WASH	& SCALES	SUPPLIES	CHARGES	MISC EXP	
Copyright © 2015 TruckersBooks Software. All Rights Reserved																	
1- Phone/Service																	
2- Diesel Fuel IFTA																	
2A-DIESEL FUEL																	
3- Truck Insurance																	
4- License/Permits																	
5- Truck Parking																	
6- Postage																	
7- IFTA Services																	
8- IFTA-HVUT Tax																	
9- Fax-Internet																	
10- Truck Repair																	
11- Tires																	
12- Truck Parts																	
13- Truck Wash																	
14- Tolls-Scales																	
15- Office Supplies																	
16- Bank Charges																	
17- Truck Stop Exp																	
18- Meals & Ent																	
19- Motels																	
... BROKER STATEMENT US-&-CDN Funds Income GST-HST Collected on Incomes GST-HST-Prov-Calculate Cdn Funds Spreadsheet-1 No GST Paid Exp US Funds-Spreadsheet-2																	



The user procedures are similar. Just enter your expenses in the expense columns provided

Use the navigation menu to go to any expense in the worksheet

Just click the expense name and the system will put your cursor in the column ready for you to enter the expense amounts

View this worksheet Online
Use the link below

<http://www.truckersbooks.ca/USwrksheet2.pdf>

THE DIESEL FUEL EXPENSE WORKSHEET

SOFTWARE USER DEMO MASTER		WS-MENU		1234 54789 RT0001			
				Bus Yr End	31-Dec-14		
Canadian Fuel Purchase IN CDN Funds			USA Fuel Purchase In U.S. Funds		Fuel Summary In Canadian Funds		
Amount Paid CDN Funds GST/HST PAID INCLUDED	Amount Paid CDN Funds GST/HST - NO GST/HST Paid EXCLUDED	Total Fuel Purchases Paid In Canadian Funds	To get Kl/Ltr info Enter Total Fuel Litres this column	FUEL PURCHASES Paid IN United States Funds	Total US Funds Fuel Purchased In CDN Funds	Total Fuel Everywhere in Canadian Funds	Misc Fuel Related GST/HST from Broker Statement
COLUMN (1)	COLUMN (2)	COLUMN (3)					
GST IN? - YES	GST IN? - NO	↓ ▾		US FUNDS			
					\$	-	-
					\$	-	-
					\$	-	-
					\$	-	-
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					\$	-	-
					\$	-	-
					\$	-	-

ROKER STATEMENT US-&-CDN Funds Income GST-HST Collected on Incomes GST-HST-Prov-Calculate Cdn Funds Spreadsheet-1 No GST Paid E

ENTER DIESEL FUEL WITH GST PAID ON THE FUEL OR WITH GST EXCLUDED

ALSO ENTER DIESEL FUEL EXPENSE IN US FUNDS WHERE YOU PURCHASED DIESEL FUEL IN THE US

This is a simple worksheet to use

If you purchased Diesel fuel with GST/HST included, enter the amounts in

COLUMN-1

If you purchased Diesel fuel that no GST/HST was charged on the purchase, enter the expense in

COLUMN-2.

If your fuel was purchased in the US in US Funds, enter the expense in

COLUMN-3

THIS IS YOUR DRIVER TRIP REPORT WORKSHEET

4	Support Upload Use this WORKSHEET if you operate out of Province and need a Trip Report for IFTA Compliance						For Non IFTA Trucking Click here						Go To MENU										
9	USER GUIDE & TUTORIAL			Enter US TRIP INFORMATION in Miles & Gallons			Enter Canadian TRIP info in Kilometers & Litres			Driver Name 0		T-Books Software											
10																							
11	Go To Cdn Fuel Info			Click Here for State Prov. Abbreviations		0.0 0.0		Canadian INFO		0.0		Date Format MM/DD/YY		State/Prov. Abbreviation		0.0 \$ -		Date Format DD/MM/YY		Click Here for Province Name Abbreviations		0.0 \$ -	
12	GO TO WBS MENU			TRIP Date	Trip Start City Abbreviation	Destination	Enter State Abbreviation	Enter US MILES TRAVELED	Miles on US Toll Road	Canadian Province of Travel	ENTER THE KILOMETERS TRAVELED	US Fuel Purchase Dates	State of Fuel Purchase	US-FUEL GALLONS Purchased	Amount Paid in US Funds	Date of Canadian Fuel Purchase	Province of Purchase Abbreviations	CANADIAN FUEL PURCHASE LITRES	Amount Paid in CANADIAN Funds				
14	START HERE ►																						
15	Go to US Fuel Info																						
16																							
17																							
18																							
19	TOTAL MILES																						
20	0.0																						
21	MILES IN KL																						
22	0.0																						
23																							
24	GAL - LITRS																						
25	0.0																						
26	TOTAL LITRES																						
27	0.0																						
28																							
29	TOTAL LITRES																						
30	0.0																						
31																							
32	GO TO US WBS																						
33																							
34	BROKER STATEMENT US-&CDN Funds Income GST-HST Collected on Incomes GST-HST-Prov-Calculate Cdn Funds Spreadsheet-1 No GST Paid Exp US Funds-Spreadsheet-2 Diesel-Fuel Driver-Trip-Repo																						

THIS WORKSHEET IS IDEAL FOR TRUCKERS RUNNING US AND NEED TO KEEP TRACK OF MILES AND FUEL PURCHASES FOR IFTA REPORTING

TO SEE A FULL VIEW OF THIS WORKSHEET [CLICK HERE](#)

TO VIEW ADDITIONAL WORKSHEETS IN THE SOFTWARE PROGRAM

OR USE THE LINK BELOW

<http://www.truckersbooks.ca/tbookswrksh.html>

CLICK THE IMAGE BELOW TO VIEW SAMPLE REPORTS



OR USE THE LINK BELOW

<http://truckersbooks.ca/reports.htm>



Thank You

Thank you for taking time to preview TruckersBooks Software Tutorial.

We hope you agree that the software is easy to use. Yet it includes some powerful features and benefits that will allow you to easily take control of the bookkeeping process and have professional financial reports each month, without having to call your accountant or bookkeeper.

As a user of the software, you can access live software bookkeeping support FREE, designed to help you master the bookkeeping process using the software and save money at the same time.



So get started managing your income and expense information and let your accountants or bookkeeper do the year-end tax preparation and filings. - Our support team looks forward to helping you master the bookkeeping process.



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