



CABCHARGE TAXI MANAGEMENT SYSTEM (CTMS)

streamline your taxi travel expenditure



Cabcharge Taxi Management System (CTMS)

Introduction

The Cabcharge Taxi Management System (CTMS) is a Windows based application for computerised maintenance and control of taxi travel expenditure, complimentary to all Cabcharge account holders on request. CTMS enables the consolidation of all departmental Cabcharge accounts into one general account and provides detailed records of all taxi travel expenses.

CTMS Benefits

- Electronic records of **FASTCARD**, eTICKET and Account Coded Docket distribution and use.
- Decrease use and storage of paper records with electronic processing of Cabcharge statements of account.
- Improved monitoring of cost centre, sub-code and individual usage helps to reduce fraud and increase control over taxi travel expenses.
- Detailed reporting and easy analysis of transaction data allows for efficient payment processing.
- Rapid verification of details for billing to cost centres or geographical locations.

Brief Overview of CTMS

Steps

- 1) **Set Up** CTMS with cost centres, sub-codes, cardholder and employee details.
- 2) **Record** eTICKET and/or Account Coded Docket (Docket) distribution.
- 3) **Assign** individual cardholders to a cost centre and/or sub-code.
- 4) **Download** the periodic statement of account* (28 days from due date of last statement).
- 5) **Allocate** transaction details to cost centres by the click of a button.
- 6) **Generate** summary and cost centre reports.

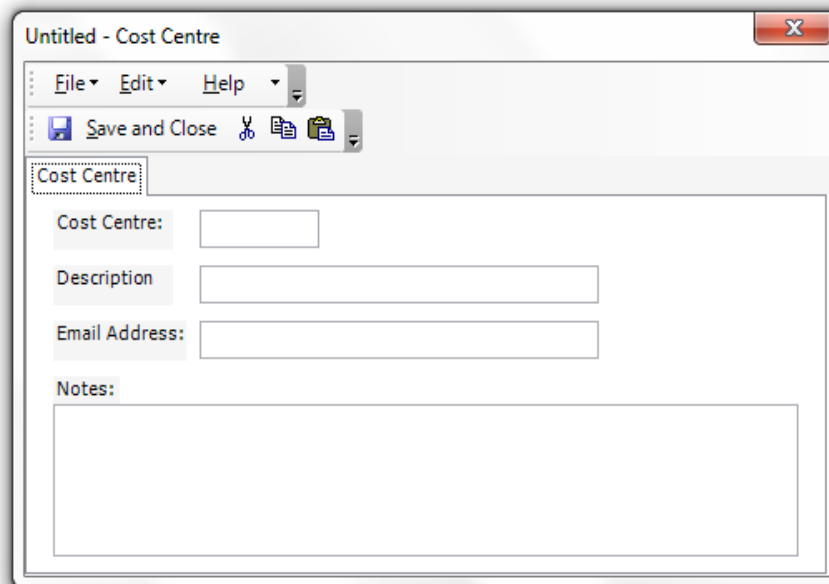


*The is statement provides the transaction number, fare amount, taxi number, taxi network, date and time of the trip.

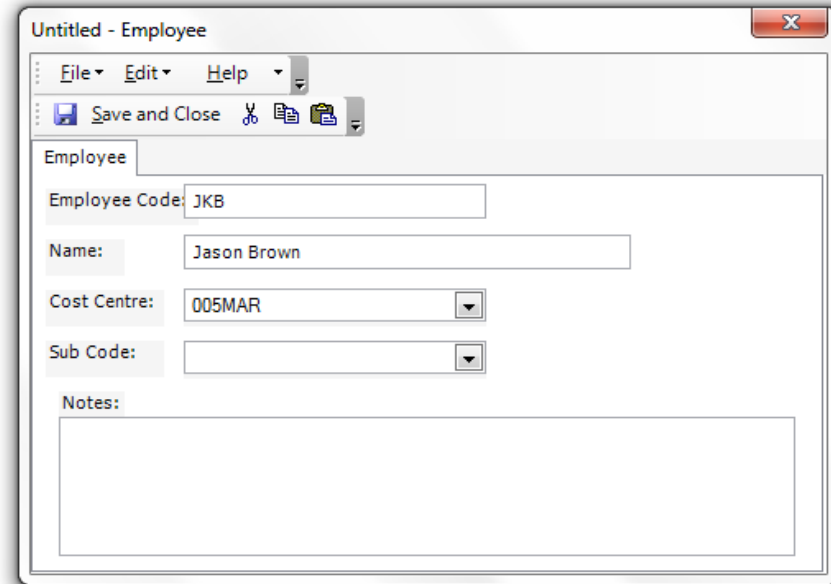
Set Up

Create

- Cost centres with respective email addresses
- Sub-codes
- Cardholder details
- Employee profiles - employees may be associated with cost centres and/or sub-codes



The screenshot shows a software window titled "Untitled - Cost Centre". It features a menu bar with "File", "Edit", and "Help" options. Below the menu is a toolbar with icons for "Save and Close", a scissors icon, a document icon, and a folder icon. The main area is titled "Cost Centre" and contains four input fields: "Cost Centre:", "Description", "Email Address:", and "Notes:". The "Notes:" field is a larger text area at the bottom.



The screenshot shows a software window titled "Untitled - Employee". It features a menu bar with "File", "Edit", and "Help" options. Below the menu is a toolbar with icons for "Save and Close", a scissors icon, a document icon, and a folder icon. The main area is titled "Employee" and contains five input fields: "Employee Code:" (with the value "JKB"), "Name:" (with the value "Jason Brown"), "Cost Centre:" (a dropdown menu with the value "005MAR"), "Sub Code:" (a dropdown menu), and "Notes:". The "Notes:" field is a larger text area at the bottom.

Record Distribution

Record eTICKET/Docket Distribution

Assign eTICKETS/Dockets at the point of issue or distribution. Record details including cost centre, sub-code and employee code.

Add relevant trip notes as required.

Distribute eTICKETS/Dockets:

- In multiple packs of 50
- In blocks of required quantity; or
- Individually

eTICKET Pack

Issue Date: 18/11/2013

Quantity: 10

Start Number: 11701 11710

Cost Centre: 004IT

Sub Code: 0042 SO

Employee: TEH

Untitled - eTICKET Pack

File Edit Help

Save and Close

eTICKET Pack

Issue Date: 18/11/2013

Quantity: 50

Start Number: 12751 12800

Cost Centre: 001CC

Sub Code:

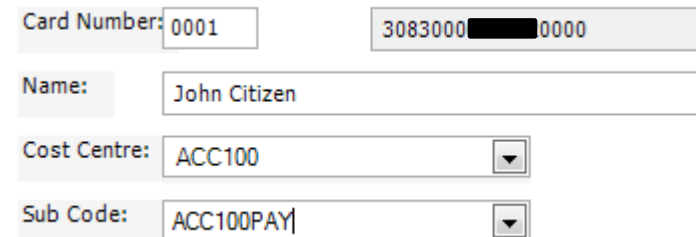
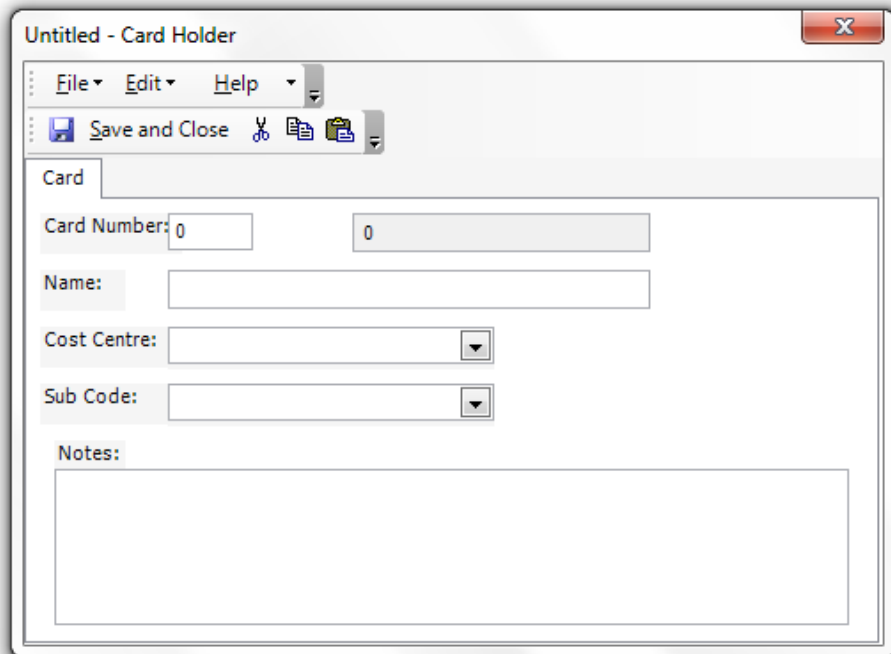
Employee:

Notes:

Assign

Assign Cardholders

- Assign individual cardholders to a cost centre and/or sub-code*.
- Modify cardholder information associated with card.
- Add relevant cardholder notes as required.



* Cost centre and sub-code assignment is optional.

Download and Update Data

Download Periodic Statement of Account

Cabcharge processes eTICKET, Docket and Cabcharge Card transactions and prepares periodic statements of account available for download in data format.

The statements include the fare amount, taxi number, taxi network, date, time, pick-up and drop-off location.

| This Period | |
|---------------------|---------|
| Debit Adjustment: | 0.00 |
| Credit Adjustment: | 2167.00 |
| Liquidated Damages: | 0.00 |
| Current Charges: | 3370.45 |
| Service Fee: | 337.05 |
| Current Due: | 3707.50 |

| Balances | |
|------------------|---------|
| Opening Balance: | 3816.07 |
| Paid: | 3816.07 |
| Current Due: | 3707.50 |
| Closing Amount: | 1540.50 |

| Outstanding | |
|-------------|----------|
| Overdue: | -2167.00 |

| Statement Information | |
|------------------------------------|------|
| Period: | 1311 |
| Transaction Count: | 169 |
| [REDACTED] - COMMUNICATIONS CENTRE | |
| ATTN [REDACTED] | |
| 9-13 O'RIORDAN ST | |
| ALEXANDRIA NSW | |
| 2015 | |

| Dates | | | |
|-----------------|----------|-------|-----------|
| Statement Date: | 11/11/13 | From: | 14 Oct 13 |
| Due Date: | 09/12/13 | To: | 10 Nov 13 |

Summary Manual EFTPOS eTICKET International

Allocate Transaction Details

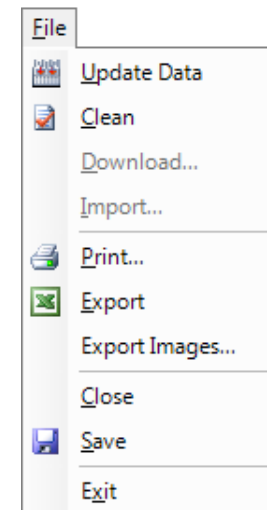
Download the statement data and select 'Update Data' to allocate transaction details to cost centres, sub-codes and employees.



Statement Data

If you have registered use the link below to download your data. Alternatively you can use the Download menu item on the File menu.

[Download Statement Data](#)



Reports

Generate Cost Centre Reports

- Generate summary and cost centre reports.
- Email reports and data to cost centre managers for verification and payment.



Cost Centre Summary Report
 Account: 00647-
 - COMMUNICATIONS CENTRE

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| Cost Centre Summary | | | | |
|--------------------------------------|--------------|----------------|---------------|---------------|
| Description | Transactions | Fare | GST | Fee |
| Unallocated | 54 | 2697.45 | 245.22 | 269.74 |
| 001CC - 011-Call Centre | 7 | 153.20 | 13.93 | 15.32 |
| 003EL - 003-Executive Level | 4 | 328.50 | 29.86 | 32.85 |
| 004IT - 004-Information & Technology | 1 | 35.60 | 3.24 | 3.56 |
| 007TTA - 077-Taxi Training Australia | 3 | 155.70 | 14.15 | 15.57 |
| Grand Total | 69 | 3370.45 | 306.40 | 337.04 |



Cost Centre Report
 Account: 00647-
 - COMMUNICATIONS CENTRE - Cost Centre [001CC - 011-Call Centre]

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| DOMESTIC ETICKET TRANSACTIONS | | | |
|---|----------|-------------------|--------|
| eTicket Number | Sequence | Date/Time | Amount |
| 3083062980412715451 | 24578 | 00:41:34 07/11/13 | 23.00 |
| CITY To ANNANDALE Taxi:T094 RRN:043793 COMBINED COMMUNICATIONS | | | |
| Employee:JHB Jason Brown Notes: | | | |
| 3083067470412715524 | 24585 | 09:06:02 18/10/13 | 24.00 |
| SUBURBS To SUBURBS Taxi:T669 RRN:034621 SILVER SERVICE TAXIS | | | |
| Employee:JHB Jason Brown Notes: | | | |
| 3083067190412715544 | 24587 | 08:28:50 31/10/13 | 21.70 |
| SUBURBS To BEACONSFIELD Taxi:T5220 RRN:037554 COMBINED COMMUNICATIONS | | | |
| Employee:JHB Jason Brown Notes: | | | |

Monitor Usage by Columns

Sort and/or filter data by columns to monitor usage – fare*, destination, date, employee** etc.

* Fare (sort from most expensive fare)

| Transactions | | | | | | | | | | |
|---------------------|-------|--------|----------|----------|-------------|--------------|-------|---------------|--|--|
| eTICKET No | Dock | Fare | Date | Time | From | To | Taxi | Merchant | | |
| 3083062020412718682 | 24901 | 119.70 | 17/10/13 | 10:35:11 | HOME | OFFICE | T1302 | SILVER SERVIC | | |
| 3083069610412718675 | 24900 | 111.80 | 17/10/13 | 15:43:23 | CASTLE HILL | BEACONSFIELD | T429 | SILVER SERVIC | | |
| 3083069590412718646 | 24897 | 98.70 | 15/10/13 | 10:15:53 | CITY | MILLER | T8155 | COMBINED COM | | |
| 3083069000412718653 | 24898 | 96.00 | 15/10/13 | 14:52:39 | MILLER | BEACONSFIELD | T4494 | SOUTHERN DIS | | |
| 3083069330412718696 | 24902 | 35.60 | 21/10/13 | 00:29:57 | OFFICE | KOGARAH WES | T040 | SILVER SERVIC | | |
| 3083063640412718785 | 24911 | 35.40 | 03/11/13 | 04:22:44 | SUBURBS | HOME | T5885 | COMBINED COM | | |

** Employee

| Transactions | | | | | | | | | | |
|---------------------|-------|--------|----------|----------|-------------|--------------|-------|-------------|-----|--|
| eTICKET No | Doc | Fare | Date | Time | From | To | Tax | Cost Ce | Em | |
| 3083069180412718638 | 24896 | 22.00 | 14/10/13 | 15:23:06 | SUBURBS | OFFICE | T5845 | 003EL - 003 | JG | |
| 3083069590412718646 | 24897 | 98.70 | 15/10/13 | 10:15:53 | CITY | MILLER | T8155 | 003EL - 003 | JG | |
| 3083069000412718653 | 24898 | 96.00 | 15/10/13 | 14:52:39 | MILLER | BEACONSFIELD | T4494 | 003EL - 003 | JG | |
| 3083069610412718675 | 24900 | 111.80 | 17/10/13 | 15:43:23 | CASTLE HILL | BEACONSFIELD | T429 | 003EL - 003 | JG | |
| 3083062980412715451 | 24578 | 23.00 | 07/11/13 | 00:41:34 | CITY | ANNANDALE | T094 | 001CC - 011 | JHB | |
| 3083067470412715524 | 24585 | 24.00 | 18/10/13 | 09:06:02 | SUBURBS | SUBURBS | T669 | 001CC - 011 | JHB | |
| 3083067190412715544 | 24587 | 21.70 | 31/10/13 | 08:28:50 | SUBURBS | BEACONSFIELD | T5220 | 001CC - 011 | JHB | |

Excel - Monitor Employee Usage (Suburb & Fare)

| Seq | Fare | Date | Time | From | To | Taxi | Merchant | Cost Centre | Employee | Notes |
|-------|-------|----------|----------|---------|--------------|-------|-------------|-------------|------------|-------------|
| 10940 | 54.35 | 25/04/13 | 01:43:39 | SUBURBS | AUBURN | T1410 | COMBINED | 001CC | 935 | 0115 |
| 10675 | 59.50 | 09/04/13 | 23:46:24 | SUBURBS | AUBURN | T1867 | COMBINED | 001CC | 935 | 23320 T1867 |
| 10935 | 61.40 | 24/04/13 | 01:28:33 | SUBURBS | AUBURN | T1867 | COMBINED | 001CC | 935 | |
| 11064 | 60.70 | 01/05/13 | 23:16:07 | SUBURBS | AUBURN | T1867 | COMBINED | 001CC | 935 | 2250 T |
| 10987 | 54.20 | 27/04/13 | 03:29:57 | SUBURBS | AUBURN | T3744 | COMBINED | 001CC | 935 | 0305T 3744 |
| 10967 | 53.75 | 25/04/13 | 23:32:46 | OFFICE | AUBURN | T4250 | COMBINED | 001CC | 935 | 2305 T 4250 |
| 11014 | 56.80 | 28/04/13 | 23:43:31 | SUBURBS | AUBURN | T5183 | COMBINED | 001CC | 935 | 2320 |
| | | | | | | | | | 935 | 7 |
| 10975 | 25.00 | 26/04/13 | 07:55:52 | OFFICE | ASHFIELD | T3483 | COMBINED | 001CC | 702 | 0535 T 3483 |
| 11020 | 26.90 | 29/04/13 | 05:01:39 | SUBURBS | ASHFIELD | T3755 | COMBINED | 001CC | 702 | 0450 |
| 10737 | 26.00 | 13/04/13 | 05:48:12 | SUBURBS | ASHFIELD | T3963 | COMBINED | 001CC | 702 | 0535 T3963 |
| 10863 | 21.70 | 20/04/13 | 06:17:05 | OFFICE | ASHFIELD | T4535 | SILVER SERV | 001CC | 702 | 0505 T4535 |
| 10769 | 24.70 | 14/04/13 | 23:32:08 | OFFICE | ASHFIELD | T5122 | SILVER SERV | 001CC | 702 | 2320 T |
| | | | | | | | | | 702 | 5 |
| 10781 | 29.40 | 15/04/13 | 05:39:07 | HOME | BEACONSFIELD | T2198 | COMBINED | 001CC | 950 | 0518 T |
| 10647 | 30.30 | 08/04/13 | 05:55:06 | HOME | BEACONSFIELD | T3264 | SILVER SERV | 001CC | 950 | 0525 T3264 |
| 10560 | 29.60 | 04/04/13 | 05:50:55 | SUBURBS | BEACONSFIELD | T3581 | SILVER SERV | 001CC | 950 | 0530 T3581 |
| 10834 | 31.70 | 18/04/13 | 05:59:00 | CHIFLEY | BEACONSFIELD | T390 | COMBINED | 001CC | 950 | 0515 T |
| 10797 | 28.90 | 16/04/13 | 06:48:04 | CHIFLEY | BEACONSFIELD | T390 | COMBINED | 001CC | 950 | 0520 T |
| 10764 | 36.00 | 14/04/13 | 05:51:46 | SUBURBS | BEACONSFIELD | T4440 | SILVER SERV | 001CC | 950 | 0530 T4440 |
| 10664 | 31.10 | 09/04/13 | 06:07:43 | HOME | OFFICE | T5134 | SILVER SERV | 001CC | 950 | 0525 T 5134 |
| | | | | | | | | | 950 | 8 |

Excel - Monitor Employee Usage (Taxi)

| Seq | Fare | Date | Time | From | To | Taxi | Merchant | Cost Centre | Employee | Notes |
|-------|-------|----------|----------|---------|--------------|--------------|----------|-------------|------------|------------|
| 10630 | 31.80 | 07/04/13 | 22:06:02 | SUBURBS | SUBURBS | T1299 | COMBINED | 001CC | 951 | 2130 T1299 |
| 11030 | 32.00 | 29/04/13 | 22:08:56 | SUBURBS | BEACONSFIELD | T1299 | COMBINED | 001CC | 951 | 2130 T1299 |
| 10871 | 32.80 | 21/04/13 | 00:48:20 | SUBURBS | SUBURBS | T1299 | COMBINED | 001CC | 951 | 0035 T1299 |
| 10921 | 30.10 | 23/04/13 | 17:49:38 | SUBURBS | SUBURBS | T1299 | COMBINED | 001CC | 951 | 1730 |
| 10884 | 31.80 | 21/04/13 | 22:05:44 | SUBURBS | BEACONSFIELD | T1299 | COMBINED | 001CC | 951 | 2130 T1299 |
| | | | | | | T1299 | 5 | | 951 | |
| 10655 | 30.50 | 08/04/13 | 23:16:46 | SUBURBS | COOGEE | T1867 | COMBINED | 001CC | 948 | 2305 T1867 |
| 11031 | 30.00 | 29/04/13 | 23:16:11 | SUBURBS | MOORE PARK | T1867 | COMBINED | 001CC | 948 | 2305 T1867 |
| 10839 | 30.70 | 18/04/13 | 23:21:33 | SUBURBS | COOGEE | T1867 | COMBINED | 001CC | 948 | 2305 T1867 |
| 10719 | 30.50 | 11/04/13 | 23:18:48 | SUBURBS | UNI OF NSW | T1867 | COMBINED | 001CC | 948 | 2305 T |
| 10802 | 30.50 | 15/04/13 | 23:22:10 | SUBURBS | COOGEE | T1867 | COMBINED | 001CC | 948 | 2305 T |
| 10912 | 30.60 | 22/04/13 | 23:17:45 | SUBURBS | COOGEE | T1867 | COMBINED | 001CC | 948 | 2305 |
| 10966 | 30.60 | 25/04/13 | 23:16:13 | SUBURBS | COOGEE | T1867 | COMBINED | 001CC | 948 | 2305 T1867 |
| 10581 | 30.50 | 04/04/13 | 23:16:31 | SUBURBS | COOGEE | T1867 | COMBINED | 001CC | 948 | 2305 T1867 |
| | | | | | | T1867 | 8 | | 948 | |
| 10923 | 25.60 | 24/04/13 | 00:13:57 | SUBURBS | ANNANDALE | T1867 | COMBINED | 001CC | 912 | 0005 T1867 |
| 10840 | 25.60 | 19/04/13 | 00:13:54 | SUBURBS | ANNANDALE | T1867 | COMBINED | 001CC | 912 | 0005 T1867 |
| 10717 | 25.60 | 12/04/13 | 00:20:10 | SUBURBS | ANNANDALE | T1867 | COMBINED | 001CC | 912 | 0005 T |
| 10582 | 25.60 | 05/04/13 | 00:13:54 | SUBURBS | ANNANDALE | T1867 | COMBINED | 001CC | 912 | 0005 T1867 |
| 10546 | 25.60 | 04/04/13 | 00:11:58 | SUBURBS | ANNANDALE | T1867 | COMBINED | 001CC | 912 | 0005 T1867 |
| 10810 | 25.70 | 17/04/13 | 00:13:12 | SUBURBS | ANNANDALE | T1867 | COMBINED | 001CC | 912 | 0005 T |
| | | | | | | T1867 | 6 | | 912 | |

Excel - Monitor Manual eTICKET Usage

| Docket/Seq. No | Fare | Merchant | Cost Centre | Employee | Notes |
|----------------|---------------|-------------------------|-------------|------------|------------|
| 0010481 | 89.90 | COMBINED COMMUNICATIONS | 001CC | 918 | 2115 T1299 |
| 0010484 | 89.40 | COMBINED COMMUNICATIONS | 001CC | 918 | 0708 T1299 |
| 0010620 | 189.50 | COMBINED COMMUNICATIONS | 001CC | 918 | 0708 T1299 |
| 0010695 | 89.60 | COMBINED COMMUNICATIONS | 001CC | 918 | 1730 T1299 |
| | | | | 918 | 4 |
| 0010547 | 17.50 | COMBINED COMMUNICATIONS | 001CC | 932 | 0120 T1271 |
| 0010601 | 37.50 | COMBINED COMMUNICATIONS | 001CC | 932 | 0320 T1271 |
| 0010718 | 17.50 | COMBINED COMMUNICATIONS | 001CC | 932 | 0120 T |
| | | | | 932 | 3 |
| 0002906 | 28.00 | COMBINED COMMUNICATIONS | 001CC | 036 | |
| 0003100 | 28.00 | COMBINED COMMUNICATIONS | 001CC | 036 | |
| 0003122 | 28.00 | COMBINED COMMUNICATIONS | 001CC | 036 | |
| 0003140 | 28.00 | COMBINED COMMUNICATIONS | 001CC | 036 | |
| 0003157 | 28.00 | COMBINED COMMUNICATIONS | 001CC | 036 | |
| 0003239 | 88.00 | COMBINED COMMUNICATIONS | 001CC | 036 | |
| 0003257 | 28.00 | COMBINED COMMUNICATIONS | 001CC | 036 | |
| | | | | 036 | 7 |

System Requirements

System Requirements and Third Party Software

| | |
|------------------|---|
| Processor | Pentium 233 MHz or higher processor; Pentium III recommended. |
| Operating System | Microsoft Windows 2000 Service Pack 3 or later, or Windows XP or later (recommended). |
| Memory | 64 MB RAM (minimum); 256 MB RAM (recommended). |
| .Net Framework | Version 2.0. This is a free download and can be obtained from Microsoft. |
| Disk Space | 50 MB, including 1 MB of available space on the hard disk that contains the operating system. Hard-disk space usage varies depending up the volume of transactions. |
| Monitor | Super VGA (800 x 600) or higher resolution with 256 colours. |
| Disk Drive | CD-ROM drive. |
| Pointing Device | Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device. |

| | |
|-----------------|--|
| Adobe Reader | Adobe Reader is required to view and print statements and reports. This is a free download from www.adobe.com . |
| Microsoft Excel | In order to view Excel data exported from TMS Microsoft Excel is required. |

NOTES

- *To ensure optimum operating efficiency, CTMS should be installed locally and managed by a single CTMS administrator.*
- *It is recommended the TMS data folder be saved on a secure network, allowing for data back-up and information sharing.*

Contact Us

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For further information, visit:

www.cabcharge.com.au/ctmsinfo
www.cabcharge.com.au/pdf/ctms-pp.pdf

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Available to all Cabcharge Account holders on request