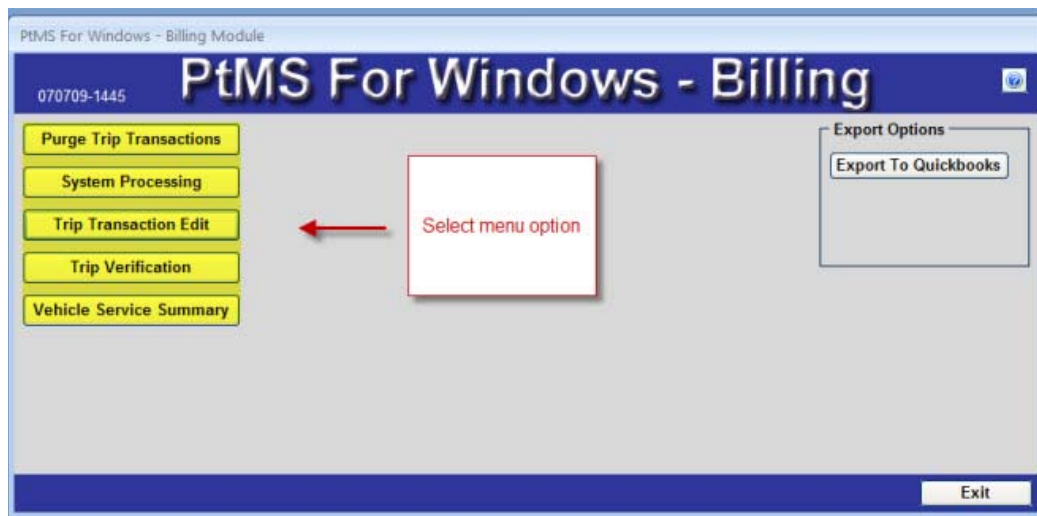


PtMS for Windows Help: Billing

The PtMS Billing module is designed to assist the user with the tasks of recording, verifying and reporting on completed transportation services. To open the PtMS Billing module select "Billing" from the PtMS Menu. This will display the following menu of Billing options:

Each menu option is listed below. Click on the menu link to review detailed information on each topic:

[System Processing](#)
[Purge Trip Transactions](#)
[Trip Verification](#)
[Trip Transaction Edit](#)
[Vehicle Service Summary](#)



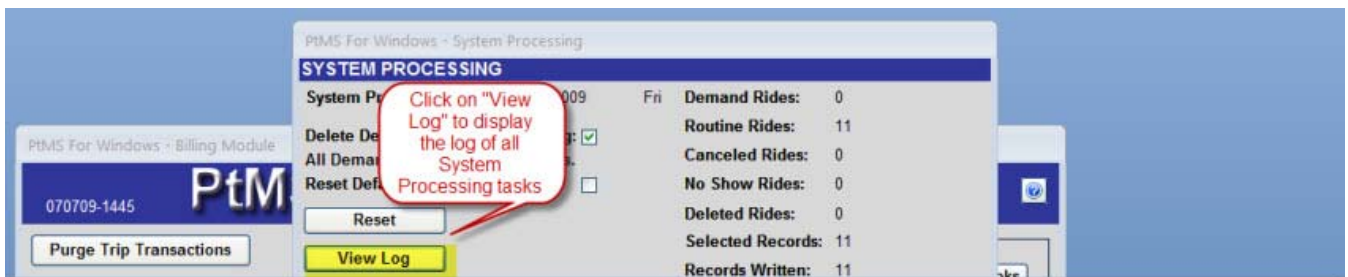
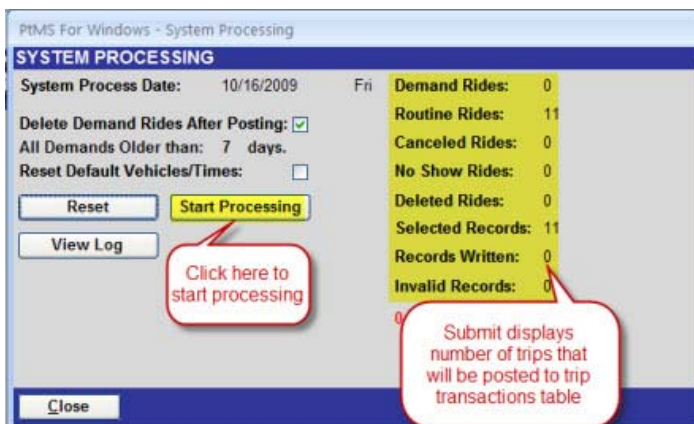
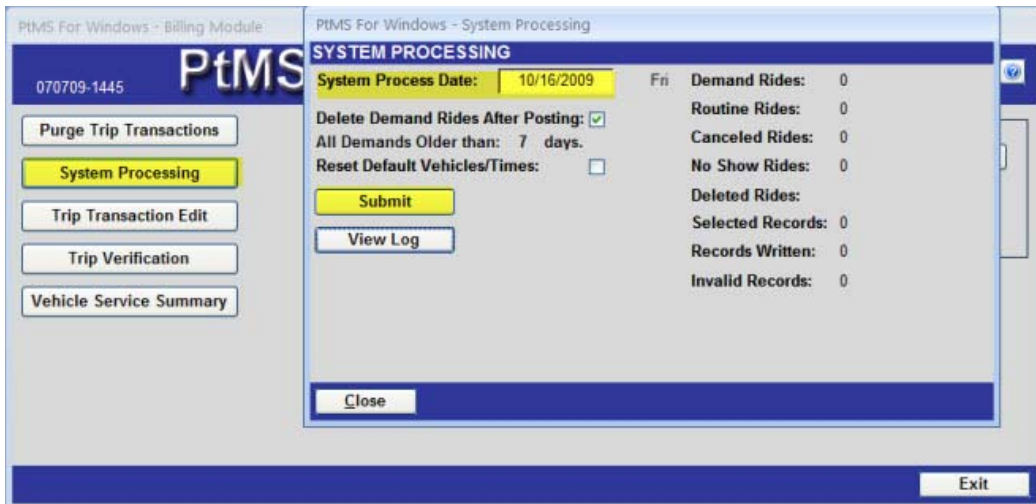
System Processing

System Processing transfers a copy of a completed daily schedule from the PtMS schedule table to the trip transactions table. The trip transactions table is a complete record of the trip history scheduled in PtMS. It includes all completed, cancelled and no show trips. The trip transactions table is used to produce most billing reports, contract reports, and performance monitoring reports.

System Processing can be performed with other users in PtMS and generally take 1-2 minutes to complete. Generally, it should only be performed once for a schedule date. It is recommended that it be completed at the end of the schedule date or the beginning of the next day.

To complete System Processing follow these steps:

1. **Select System Processing from the menu**
2. **Enter the schedule date to process**
3. **Click on Submit to review the number of trips to be posted**
4. **Click on Start Processing to complete the task**



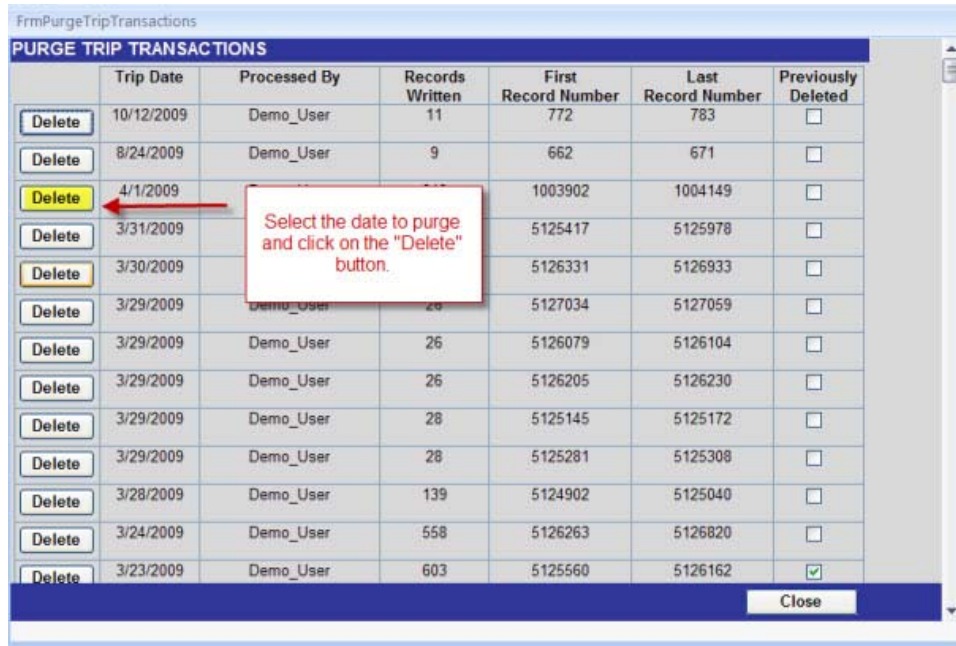
ID	SysProcDateSubmitted	SysProcDate	SysProcUser	SysProcRecordsWritten	SysProcFirstRecord	SysProcLastRecord	SysProcDeleted
13	3/24/2009 4:18:35 PM	3/23/2009	Demo_User	603	5125560	5126162	-1
14	3/24/2009 8:09:08 PM	3/24/2009	Demo_User	558	5126263	5126820	0
15	3/29/2009 4:00:59 PM	3/28/2009	Demo_User	139	5124902	5125040	0
16	3/29/2009 5:02:00 PM	3/29/2009	Demo_User	28	5125145	5125172	0
17	3/30/2009 7:46:02 AM	3/29/2009	Demo_User	28	5125281	5125308	0
18	3/30/2009 8:49:00 PM	3/31/2009	Demo_User	562	5125417	5125978	0
19	3/30/2009 11:40:28 PM	3/29/2009	Demo_User	26	5126079	5126104	0
20	3/30/2009 11:50:30 PM	3/29/2009	Demo_User	26	5126205	5126230	0
21	3/31/2009 12:45:50 AM	3/30/2009	Demo_User	603	5126331	5126933	0
22	3/31/2009 9:13:19 AM	3/29/2009	Demo_User	26	5127034	5127059	0
23	4/2/2009 9:34:09 AM	4/1/2009	Demo_User	248	1003902	1004149	0
24	8/25/2009 7:12:31 PM	8/24/2009	Demo_User	9	662	671	0
25	10/14/2009 9:45:58 PM	10/12/2009	Demo_User	11	772	783	0
26	10/18/2009 9:50:41 AM	10/16/2009	Demo_User	11	883	894	0

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Purge Trip Transactions

If a user posts a schedule date a second time by mistake (even after PtMS warns the user that this date has already been posted), the second set of posted trips can be removed from the trip transactions table by following these steps:

1. Select "Purge Trip Transactions" from the menu
2. Select the date to purge
3. Click on the Delete button



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Trip Verification

[Return to top](#)

Trip Transaction Edit

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Vehicle Service Summary

The Vehicle Service Summary tracks vehicle statistics as a unit. A vehicle can be a vehicle, or a route or tour in PtMS. Trip and performance statistics for a vehicle day or day segment are record in a Vehicle Service Summary record. The driver performing these services is also linked to the Vehicle Service Summary record.

PtMS For Windows - Billing Module

070709-1445 **PtM**

Purge Trip Transactions

System Processing

Trip Transaction Edit

Trip Verification

Vehicle Service Summary

PtMS For Windows - Vehicle Service Summary

VEHICLE SERVICE SUMMARY

Date Filter: Vehicle Filter:

Tripdate: 4/1/2008 Trip VSS:

Vehicle: A01 Actual Vehicle: A01 Provider: ABC WC/Lift Vehicle:

Driver ID: A01 Name:

Trips: + Start Time: 08:30 Start Mile:

Ambulatory Trips: + Stop Time: 11:30 Stop Mile:

Wheelchair Trips: + Unpaid Break Hrs: Total Miles: +

Dead Head Hours: 1.98 Total Hours: +

Dead Head Miles:

Gallons: Price Per Gallon: OilCost:

Breakdowns: Breakdown Hours:

Fares: Tickets:

Service Hours: Service Miles:

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