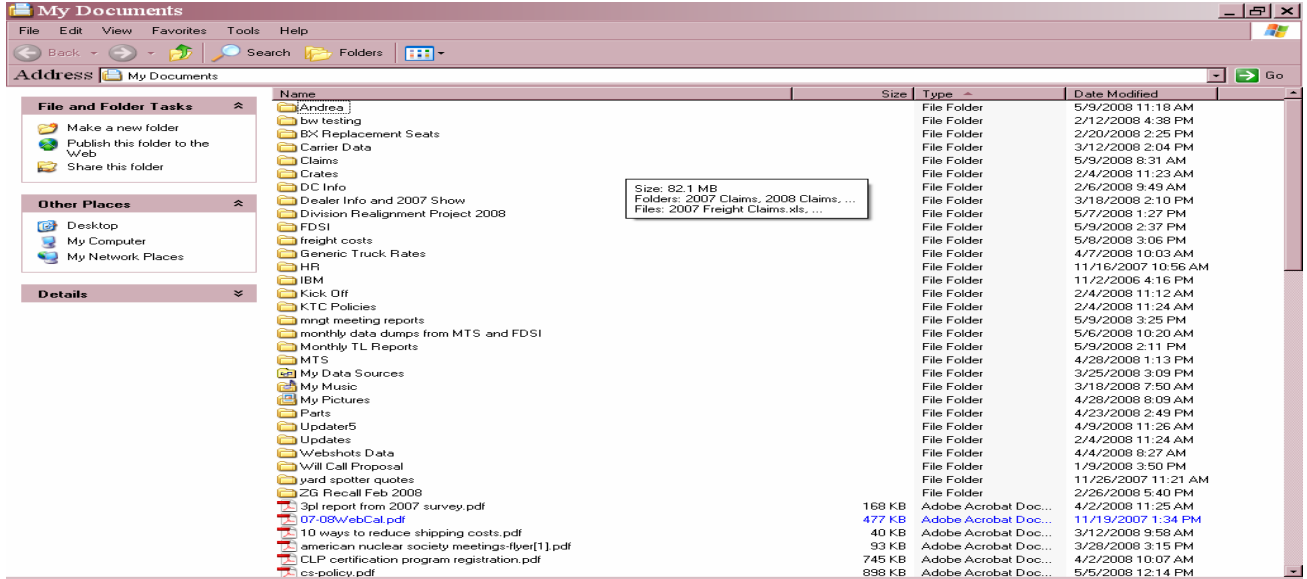
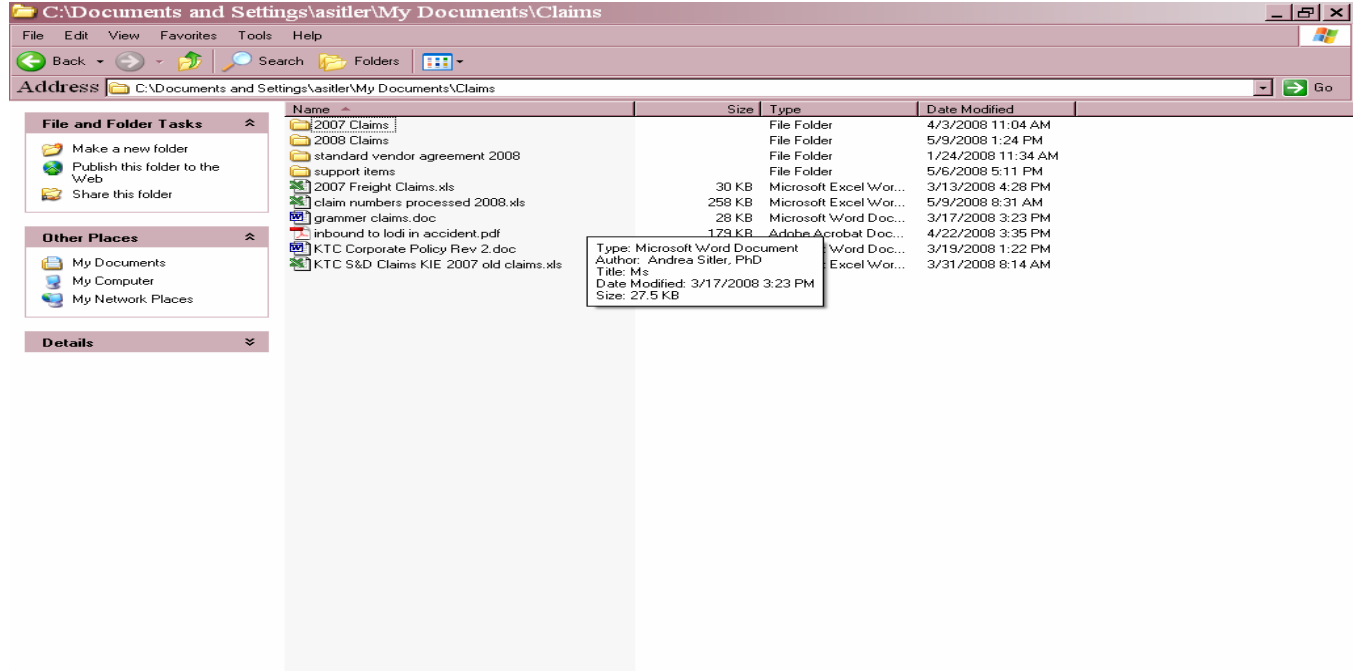


TRUCKLOAD REPORT (data received monthly by the 5th from onsite coordinators)



Go to MONTHLY TL REPORTS file. Open TL Report for the appropriate year. Cut and paste special the information from the coordinators. Report will self calculate and feed multiple other reports. DO NOT CHANGE FOLDERS. Enter NDC information on NDC page. It will fill in NDC chart at bottom of Division page as well as other reports. For new year save blank report and change year (yyyy TL Report). Change year on NDC report from yyyy to current year.

WG CLAIMS – found in Claims folder (many workbooks)



Claims Monthly Report – found in Claims folder, yyyy Claims folder, vendor claims_mmmmyyyy.xls. Monthly workbook titled: vendor claims_mmmmyyyy.xls. Will name with month only in future.

Document Number	Dealer Name	Dealer Code	Document Date	Date Claim Processed at Home Office	Total Claim	Vendor (Claim Filed Against)	Type of Claim	Carrier
65280	N/A		3/28/2008	4/13/2008	\$0.00		damage	
4082343	N/A				\$420.03		damage	
5170	ZIMMERER KUBOTA & EQUIPMENT, INC.	79995	1/5/2008	4/29/2008	\$287.78		damage	
53495	ZIMMERER KUBOTA & EQUIPMENT, INC.	80001	3/27/2008	4/29/2008	\$3.89		short	N/A
102169009	ZIMMERER KUBOTA & EQUIPMENT, INC.	80000	12/28/2007	4/1/2008	\$206.20		damage	Fed Ex
40921	YORK COUNTY KUBOTA, LLC	72665	3/6/2008	4/29/2008	\$48.69		damage	Fed Ex
60657	WOODSTOCK EQUIPMENT CO.	72415	1/16/2007	4/30/2008	\$645.56		damage	Williams
60661	WOODSTOCK EQUIPMENT CO.	72415	3/24/2008	4/29/2008	\$523.01		damage	Williams
3082298	Woods Equipment Co.		3/4/2008	4/1/2008	\$15.05		short	YELLOW
36403	VANDAM TRACTOR & IMPLEMENT CO.	72201	1/16/2008	4/1/2008	\$64.31		short	Williams
36490	VANDAM TRACTOR & IMPLEMENT CO.	72201	3/3/2008	4/29/2008	\$18.39		short	Williams
8101	VINCHESTER EQUIPMENT CO.	72155	4/4/2008	4/30/2008	\$509.76	KBT	short	yellow
84110	VINCHESTER EQUIPMENT CO.	72155	2/1/2008	3/18/2008	\$925.56	KBT	damage	N/A
60662	VILSON TRACTOR, INC.	72075	12/17/2007	4/30/2008	\$316.25	KBT	damage	N/A
102076863-6	VILSON TRACTOR, INC.	72075	9/6/2008	4/1/2008	\$972.92		damage	CRANE TRANSPORT
3082299	WICKHAM TRACTOR CO.	71210			\$63.47		short	Landstar TLC
47877	WHITE'S FARM SUPPLY, INC.	71172	3/12/2008	4/28/2008	\$391.52		short	N/A
47878	WHITE'S FARM SUPPLY, INC.	71172	4/1/2008	4/30/2008	\$68.08	KBT	damage	N/A
63027	WHITE'S FARM SUPPLY, INC.	71172	2/29/2008	4/29/2008	\$28.87		short	yellow
4082354	WHITE'S FARM SUPPLY, INC.	71172			\$217.42		short	Bpo Logistics
87988	WAVELEY HALL FARM & TRACTOR, INC.	69857	3/10/2008	4/1/2008	\$72.45		damage	Williams
42102	WARREN COUNTY KUBOTA, LLC	69708	3/5/2008	4/30/2008	\$35.00	KBT	short	N/A
63071	VALDORFF FARM EQUIPMENT, INC.	69630	3/2/2008	4/30/2008	\$115.00	KBT	short	N/A
41051	W. N. COOPER & SON, INC.	21400	3/19/2008	4/29/2008	\$51.42		damage	Williams
5082383	TOWNE EQUIPMENT SALES, INC.	66650	4/28/2008	4/1/2008	\$401.77		Short	Fed Ex
102168679	W.A. VIRMANI & SONS, INC.	69475	1/23/2008	4/1/2008	\$56.07		Damage	Yellow
102168134	VICTORIA OLIVER COMPANY, INC.	69300	12/26/2008	4/1/2008	\$465.43		Damage	Fed Ex
102216560	VICTORIA OLIVER COMPANY, INC.	69300	3/14/2008	4/1/2008	\$1,329.98		Damage	Fed Ex
82063	VALLE IMPLEMENT	69256	3/10/2008	4/29/2008	\$550.00		damage	N/A
69411	VALLEY KUBOTA, INC.	69246	2/13/2008	4/30/2008	\$64.00		short	N/A

To fill out begin with:

Use data from Kubota Wholegoods Damage and Shortage Reports which will arrive almost daily. Scan reports for all items needs to document claim, validity of claim, correct labor hours (non-excessive) and a completed report. If all is fine; put in pile to process. If items missing, go to Claims folder, Support Items and open Wholegoods D&S Discrepancy Report

Wholegoods Damage & Shortage Discrepancy Report											
1											
2											
3	5/12/2008										
4											
5	Claim Number: 43312										
6	Dealer Number: 11209										
7	Dealer Name: H & R AGRI-POWER										
8											
9	From: Dr. Andrea Sittler, Corporate Logistics Manager										
10											
11	The attached Wholegoods Damage and Shortage Claim can not be processed for the following reasons:										
12											
13	Delivery receipt missing with shortage noted.										
14	Delivery receipt missing with damage noted.										
15	Pictures missing / claim over \$100										
16	Warranty issue not claim. Please re-file as warranty.										
17	Carrier name missing on claim.										
18	Part must be returned for credit / claims approval.										
19	Labor incorrect. Adjusted amount: \$										
20	Labor removed. Installation only paid on damage claims. Look up										
21	time for parts may be approved on shortage claims.										
22	No copy of Wholegoods Invoice.										
23	Claim not filled out completely.										

Fill in claim number from off D&S Report and dealer number (name will auto populate). Check off needed items. Make any notes necessary for clarity. Record claim number on monthly report on returned claims page along with brief reason for return. Print Discrepancy Report, staple to claim and return to division via interoffice mail envelope. You may wish to make copy of front page for your own records. If so, make file to keep these in and refer to as dealers call in.

When you have time: look up the manufacture of the main part. Do this by using ME2M in SAP. Write this on the claim in red and circle. This is who the claim will be filed against 99% of the time. Next look up each part using ME1M in SAP. Record the dealer net price next to each item. This is the price you will use to file a claim. If this is a carrier claim; no look up is need for there will be no price adjustment. If determined a carrier claim, contact the proper onsite rep. immediately for processing. Time is of the essence in a carrier claim. Scan and email them all the needed documents so that they may begin processing the claim. Mail them the hard copies. If found at end of month processing, simply mail all carrier claims to proper onsite rep. at that time.

Sort the claims by manufacture and begin entering them on the vendor claim_mmmyyy.xls sheet by following the fields. Enter the dealer number and the name will auto populate. **DO NOT ERASE OR MOVE ANY ROWS.** These are linked to many sheets and will scramble all the formulas. When you are done for the month; be sure to clear all unused rows. Colored rows auto populate the colored tabs in the workbook. Once filled, you may wish to make static so that you can sort the

NOTE: How to Process a Claim and a Payment begins on Page 38.

Microsoft Excel - vendor claims_apr2008.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

75% Arial 10 B I U %

Reply with Changes... Egd Review...

K23 KBT

	A	B	C	D	E	Q	R	S	T
	Document Number	Dealer Name	Dealer Code	Document Date	Date Claim Processed at Home Office	Difference from Claim Filed	Date of Check/CM or Respons	Pays Until Paid	Age of Claim When Processed at Home Office
1									
2	65280	#N/A		3/25/2008	4/13/2008	\$0.00	4/15/2008	2	19
3	4082343	#N/A				(\$420.03)		39580	1
4	51770	ZIMMERER KUBOTA & EQUIPMENT, INC.	73995	1/15/2008	4/29/2008	(\$287.79)		13	105
5	53495	ZIMMERER KUBOTA & EQUIPMENT, INC.	80001	3/27/2008	4/29/2008	(\$3.89)		13	35
6	102169009	ZIMMERER KUBOTA & EQUIPMENT, INC.	80000	12/28/2007	4/1/2008	\$1.98	1/16/2008	(87)	106
7	40921	YORK COUNTY KUBOTA, LLC	72685	3/6/2008	4/29/2008	(\$449.59)		13	54
8	60857	WOODSTOCK EQUIPMENT CO.	72415	11/18/2007	4/29/2008	(\$645.56)		12	168
9	60861	WOODSTOCK EQUIPMENT CO.	72415	3/24/2008	4/29/2008	(\$523.01)		13	38
10	3082298	Woods Equipment Co.		3/4/2008	4/1/2008	\$0.00	4/1/2008	(10)	38
311		Schweissguth		4/1/2008	4/2/2008	(164.01)		40	38
312	Grand Total	Ttl # of Claims		242				2481.654167	37.428571
313									
314			AVG Age When Processed at Home Office	AVG Product Received vs. Date Claim Filed					
315									
316		Damage Shortage							
317									
318									
319									
320									
321									

24 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

- KBT
- YTD Analysis Sheet - found in Claims folder, yyyy Claims folder, YTD analysis sheet...
- found in Claims folder, yyyy Claims folder, vendor claims_mmmyyyy.xls
- found in Claims folder, yyyy Claims folder, vendor claims_mmmyyyy.xls

AGE OF CLAIM COUNT

0-15	47
16-30	61
31-60	90
61-90	25
91-365	19
>365	1

(based on data processed vs. date paperwork filed out)

Warn Industries / WB / Western Integrated / Summary / consolidation sheet / keysheet / claims returned / mngt meeting / YTD /

Draw AutoShapes

Ready

NUM

1:50 PM

Division counts are also manual. Beginning with cell X315 fill in the counts of damage type items for each division. The total and shortage fill in automatically. Sort by division in Column Z (Y and Z auto populate from dealer number). Count the damage type and insert total. Repeat. Be sure to un-sort before final save so that all data is calculated on linked workbooks.

Microsoft Excel - vendor claims_apr2008.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

Y315 =COUNTIF(\$Z\$2:\$Z\$310,X315)

Document Number	Dealer Name	Dealer Code	Document Date	Date Claim Processed at Home Office	Comments	Adtl Comments	Dealer State
65280	#N/A		3/25/2008	4/13/2008	forgot to log before sending back to DW		#N/A
4082343	#N/A						#N/A
51778	ZIMMERER KUBOTA & EQUIPMENT, INC.	79395	1/15/2008	4/23/2008	BATTERY		TX
53495	ZIMMERER KUBOTA & EQUIPMENT, INC.	80001	3/27/2008	4/23/2008	hardware		TX
102169009	ZIMMERER KUBOTA & EQUIPMENT, INC.	80000	12/28/2007	4/12/08	filled by FDSI on site	Renee	TX
4092	YORK COUNTY KUBOTA LLC	72665	3/6/2008	4/29/2008			SC
69657	WOODSTOCK EQUIPMENT CO.	72415	1/16/2007	4/30/2008	CARRIER DMG; POOR SECUREMENT		VA
6968	WOODSTOCK EQUIPMENT CO.	72415	3/24/2008	4/29/2008	Seat		VA
3082298	Woods Equipment Co.		3/4/2008	4/11/08	filled by FDSI on site	filled by FDSI with n	CA
	Schweissguth		4/1/2008	4/2/2008	filled by FDSI on site		
Grand Total	Total # of Claims		242				

Count of Claims by Division

Division	Total # Claims
Northern	71
Southeast	79
Central	50
Western	36
NDC	0

Damage Shortage

AVG Age When Processed at Home Office

AVG Product Received vs. Date Claim Filed

1 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

71

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+H twice.

Options

1 of 24 - Clipboard

Item collected.

Start And... Pro... ven... C:\... d&s... 1:51 PM

It is important that you use the drop boxes whenever possible. Be sure to fill in FULL model as well as S/N when available.

The Claim Numbers Processed yyyy.xls will auto fill with select data from these monthly sheets as a quick reference guide when a dealer calls in or any one asks for data on a select claim. To use, open the spreadsheet, using auto filter find the claim number given.

C:\Documents and Settings\asiter\My Documents\Claims

File Edit View Favorites Tools Help

Back Search Folders

Address C:\Documents and Settings\asiter\My Documents\Claims

Go

File and Folder Tasks

- Make a new folder
- Publish this folder to the Web
- Share this folder

Other Places

- My Documents
- My Computer
- My Network Places

Details

Name	Size	Type	Date Modified
2007 Claims		File Folder	4/3/2008 11:04 AM
2008 Claims		File Folder	5/12/2008 1:25 PM
standard vendor agreement 2008		File Folder	1/24/2008 11:34 AM
support items		File Folder	5/6/2008 5:11 PM
2007 Freight Claims.xls	30 KB	Microsoft Excel Wor...	3/13/2008 4:28 PM
claim numbers processed 2008.xls	258 KB	Microsoft Excel Wor...	5/9/2008 8:31 AM
greenmt claims.doc	29 KB	Microsoft Word Doc...	3/17/2008 3:23 PM
inbound	179 KB	Adobe Acrobat Doc...	4/22/2008 3:35 PM
KTC C	62 KB	Microsoft Word Doc...	3/19/2008 1:22 PM
KTC S	92 KB	Microsoft Excel Wor...	3/31/2008 8:14 AM

Type: Microsoft Excel Worksheet
Author: Andrea Siley, PhD
Date Modified: 5/9/2008 8:31 AM
Size: 257 KB

Using DATE PROCESSED AT H/O column, you can determine which monthly sheet contains the claim data. Be sure to always date the claim with the month in which you are working. Claims are to be processed by all claims received by the 15th of the month are worked that month and so forth. Should you run late, either use the next month or back date the claim for the last day of the month otherwise you will not be able to determine which month the claim is in by using this sheet. (e.g. 4/30/08 would be April's claims sheet).

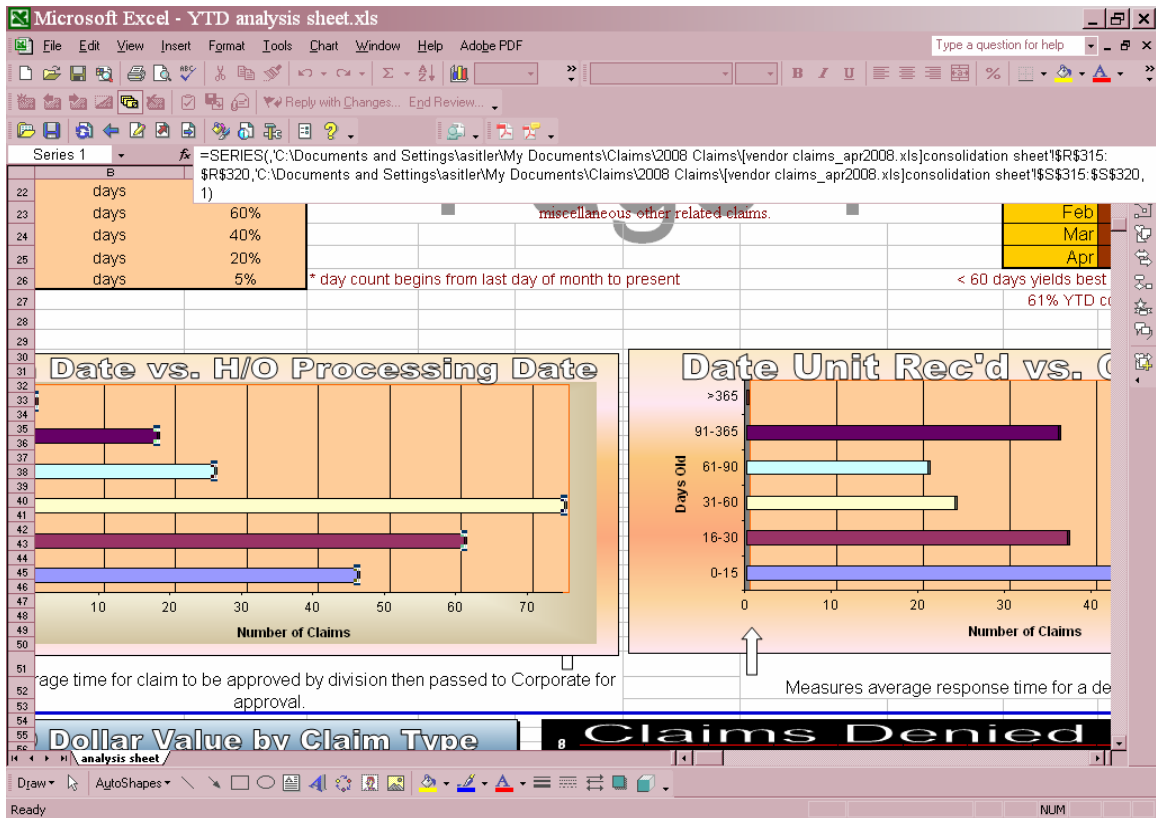
Document Number	Dealer Code	Date Claim Processed at Home Office	Model	S/N Model 2
65	69261	66650	4/26/2008	b1331 la703a
66	102207689	65072	4/12/2008	0 M1431
67	60527	24900	3/31/2008	16241 G2160
68	49926	52964	4/1/2008	0 V4258
69	61309	65730	4/29/2008	11412 gck54-23z
70	53495	65730	4/29/2008	11413 gck54-23z
71	69057	65335	4/30/2008	60289 I-3940HS-11
72	9815	67100	4/29/2008	18079 RTV1100CV
73	4082355	14200	1/0/1900	0
74	53743	53150	4/28/2008	a5269 la1353
75	72123	63145	4/28/2008	0 E1136
76	84415	62125	4/30/2008	0
77	filed by Steve	0	4/2/2008	0 BX2751
78	42625	60915	4/29/2008	10465 ZG327P-60
79	42626	60915	4/29/2008	10499 ZG327P-60
80	89119	60915	4/2/2008	15262 ZD326
81	89120a	60915	4/2/2008	10278 ZG327
82	89120b	60915	4/2/2008	10465 ZG327
83	89120c	60915	4/2/2008	10499 ZG327
84	3082282	0	4/11/2008	0 ALR8869A
85	102078930	58525	4/12/2008	0
86	65205	58370	4/29/2008	11975 ZD331P-60
87	65206	58370	4/29/2008	15307 ZD326S-60
88	4082348	57550	1/0/1900	0
89	51707	17230	4/29/2008	14514 ZD326P-60
90				0

YTD Analysis Sheet - found in Claims folder, yyyy Claims folder, YTD analysis sheet.xls

(Comments under graphs are written in as to relevance of that month) This report is distributed to: Wholegoods Dist Mngrs at each Division, Director of Product Resources, National Purchasing Manager and National Distribution Manager each month along with additional comments in the email for recommendations, items of interest, call to actions, etc...

NOTE: This sheet is populated from many sources. Most sources draw their information from the monthly sheets. Use the data on this sheet to provide the analysis and pertinent data sheet (word.doc) that accompanies the Management Report.

The two graphs shown below are one of the few items on this report that reflect monthly data and not YTD.



Source data much be edited to reflect current month. To edit: highlight graphs ONLY. Choose Edit, Replace. Type in last month (mmmyyyy) then this month (mmmyyyy) Select Replace All and your source data is edited or edit in the formula bar.

YTD Dollar Value by Claim – fed by attached sheet “ds division count feeder”. That sheet is fed by each monthly claim sheet so linked. To save memory; you may wish to change to static data once month is passed. (e.g. remove link and just show count)

Claims Denied by H/O – fed by YTD.xls. (this workbook explained later)

Data under chart is hand entered reflecting that month’s numbers.

Claims Against KTC – fed by monthly sheet; summary page where count is carried over from previous months and that month’s number is calculated. Be sure to add the current month and edit link in chart to reflect the current month.

Microsoft Excel - vendor claims_may2008.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

70% Arial 12 B I U

Reply with Changes... End Review...

A17

	A	B	C	D	E	J	L	M	N	O	P	Q	R	S	T
	Claim Type			Total Value of Claim		Dealer No	Parts Total	Freight	Labor Total	Total Claim	# of Claims	Avg Cost of Claim	Avg Age of Claim When Filed		Org
14						10982	\$0.00	\$0.00	\$0.00	\$0.00	0				
15	Other		0	\$0.00		10985	\$0.00	\$0.00	\$0.00	\$0.00	0				Drop Shipped
16						10990	\$0.00	\$0.00	\$0.00	\$0.00	0				W914 - Northern
17						11030	\$0.00	\$0.00	\$0.00	\$0.00	0				KBT Direct - WSE
18	KTC Claims					11031	\$0.00	\$0.00	\$0.00	\$0.00	0				W924-Northern
19	Jan	\$3,042.21				11032	\$0.00	\$0.00	\$0.00	\$0.00	0				Grand Total
20	Feb	\$666.63				11110	\$0.00	\$0.00	\$0.00	\$0.00	0				
21	Mar	#VALUE!				11115	\$0.00	\$0.00	\$0.00	\$0.00	0				
22	Apr	\$0.00				11116	\$0.00	\$0.00	\$0.00	\$0.00	0				
23						11117	\$0.00	\$0.00	\$0.00	\$0.00	0				
24						11118	\$0.00	\$0.00	\$0.00	\$0.00	0				
25						11176	\$0.00	\$0.00	\$0.00	\$0.00	0				
26						11199	\$0.00	\$0.00	\$0.00	\$0.00	0				
27						11209	\$0.00	\$0.00	\$0.00	\$0.00	0				
28						11222	\$0.00	\$0.00	\$0.00	\$0.00	0				

KIE / KMA / Kvernland / MTS / Milco / OTR / RAD / Taylor / Titan / Toyoshima / Warn Industries / WB / Western Integrated / Summary / consolidation sheet / keysheet

Draw AutoShapes

Ready

NUM

Start An... Pro... Ch... clai... YT... ve... 10:18 AM

Top 12 Items Named in Claims by Dollar Value – fed from YTD.xls sheet. (this is actually a workbook with multiple sheets)

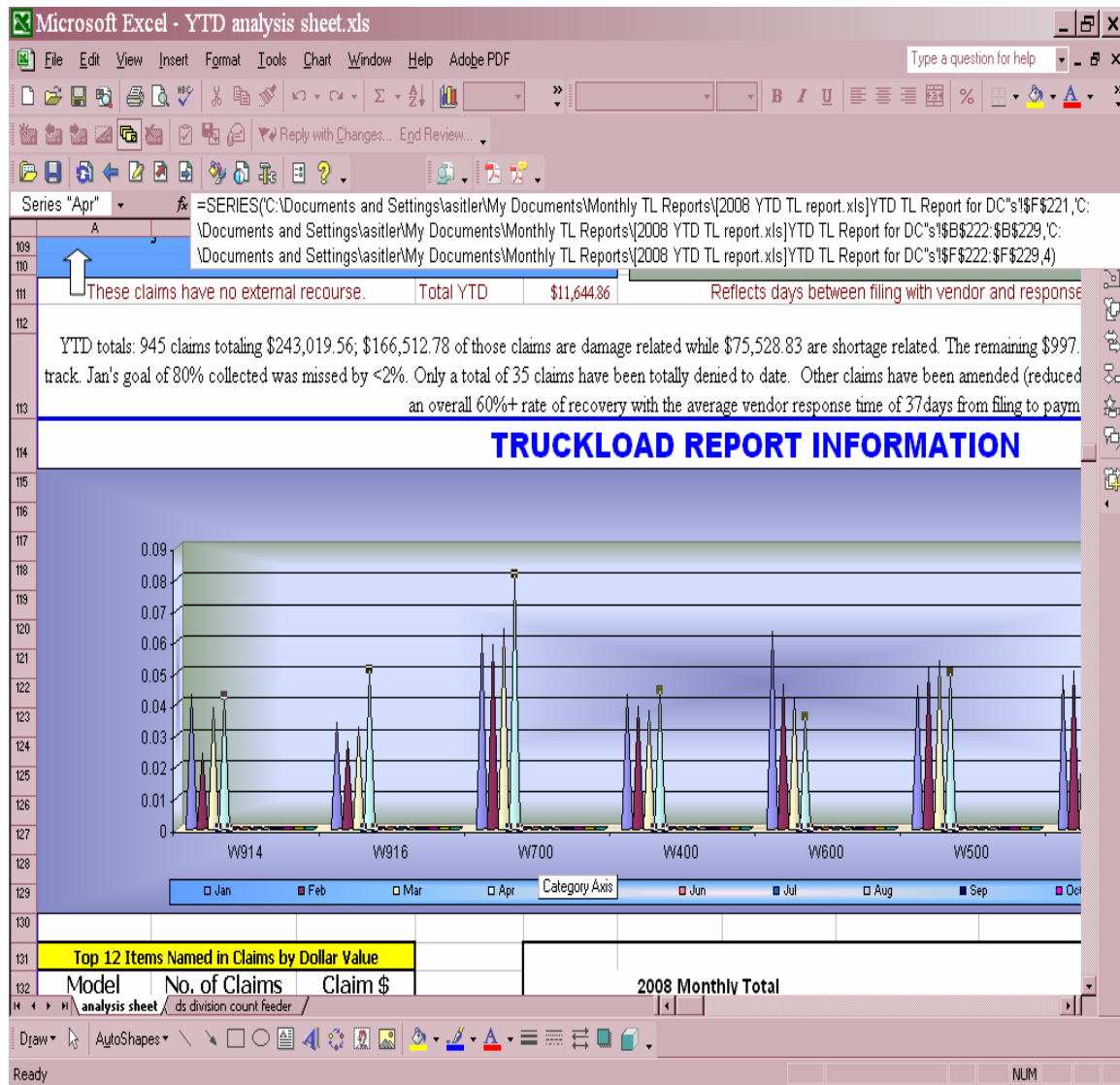
TL Report – 2008 Monthly Total fed or cut paste from yyyy TL Report with data for current month. Be sure to paste special. Same for NDC.

5 Highest and 5 Lowest Claim \$ are fed from Monthly vendor claims sheet. Edit source data to reflect current month.

Vendor Comparison is fed from “Claim Goals yyyy” sheet. (explained later)

Inbound Container and all Container Related Reports / Graphs – fed by Inbound Container.xls Which is received monthly from: Mitsuyoshi Nakano
nakano@marubeni-trans.com

Should remain in same format so just save new data each month.



YTD Top Vendor Claim Dollars to Recovered Dollars Ratio is fed from “ClaimGoals yyyy.xls”.

Microsoft Excel - YTD analysis sheet.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF Type a question for help

75% Tahoma 14 B I U %

Reply with Changes... End Review...

B188 =claims goals 2008.xls for mngr report'D48

182		MARUBENI TRANSPORT SERVICES CORP.	MILSCO MANUFACTURING CO.	SAFETY CAB INC.	TENGCO	WARN INDUSTRIES	MILSCO MANUFACTURING CO.	OTR WHEEL ENGINEERING, INC	SEATS INCORPORATED	TITAN WHEEL INTERNATIONAL INC.	WERK-BRAU CO., INC	MICHIGAN SEATS INC.	RAD TECHNOLOGIES INC.	SWEETSTER JENKINS EQUIP.	TOYOSHIMA SPECIAL STEEL USA	WESTERN INTEGRATED TECHNOLOGY
185	Outside vendor reimbursement is averaging 44.7% YTD. This is calculated by totaling the vendor's claims YTD vs. the dollars recovered YTD per vendor. Through these numbers should show improvement. Claims are generally denied or reduced due to lack of documentation (damage / shortage noted on BOL), late filing (>60 day															
186	YTD Top Vendor Claim Dollars to Recovered Dollars Ratio															
187	VENDOR	AMERICAN-IOWA MANUFACTURING INC	BRADCO DIVISION OF ATI INC.	CURTIS TRACTOR CAB INC	EXIDE TECHNOLOGIES	FASSE VALVES	FEMCO INC.	FIREBIRD FIBERGLASS								
188	Claim Dollars YTD	\$318.73	\$130.55	\$10,096.20	\$287.78	\$328.90	\$266.46	\$1,297.64								
189	Recovered YTD	\$0.00	\$0.00	\$4,348.89	\$287.78	\$0.00	\$193.16	\$720.00								
190	YTD Ratio	0.00%	0.00%	43.07%	100.00%	0.00%	49.97%	55.49%								
191	VENDOR	GRAMMER INCORPORATED	KVERNELAND MODENA S.P.A	MILSCO MANUFACTURING CO.	OTR WHEEL ENGINEERING, INC	RAD TECHNOLOGIES INC.	WERK-BRAU CO., INC	WESTERN INTEGRATED TECHNOLOGY								
192	Claim Dollars YTD	\$2,256.85	\$48.20	\$996.75	\$207.77	\$1,894.16	\$1,443.30	\$82.23								
193	Recovered YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$1,608.76	\$1,348.05	\$82.23								
194	YTD Ratio	0.00%	0.00%	0.00%	0.00%	84.93%	93.40%	100.01%								
195	VENDOR	KBT	KUBOTA INDUSTRIAL EQUIPMENT CORPORATION	KUBOTA MANUF. CO. OF AM.				FDSI MANAGEMENT GROUP	MARUBENI TRANSPORT SERVICES CORP.							
196	Claim Dollars YTD	\$49,812.96	\$15,259.64	\$47,372.13				\$99,831.18	\$6,828.17							
197	Recovered YTD	\$40,615.27	\$8,836.16	\$36,761.37				\$50,656.13	\$3,776.48							
198	YTD Ratio	81.54%	57.91%	77.60%				50.74%	55.31%							
		FDSI direct filed														

analysis sheet / carrier feeder / ds division count feeder /

Draw AutoShapes

Ready NUM

Start

10:45 AM

TL Shipped vs. Claims Filed – fed from YTD.xls.

YTD Claims vs. Transportation Dollars – fed from attached carrier sheet. This sheet is fed in multiple stages including feeds from the YTD expenditure by carrier.xls in the MTS FDSI data dump file under the year. (see Feeder Reports for more explanation)

Microsoft Excel - YTD analysis sheet.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

100%

Arial 10

B I U

Reply with Changes... End Review...

B4 =INDEX('C:\Documents and Settings\asitler\My Documents\monthly data dumps from MTS and FDSI\2008\YTD expenditure by carrier.xls\weight!\$O:\$O,MATCH(A4,'C:\Documents and Settings\asitler\My Documents\monthly data dumps from MTS and FDSI\2008\YTD expenditure by carrier.xls\weight!\$B:\$B,D))

TOP Carriers For KTC TL Freight

CARRIER	Weight	Miles	TOTAL COST FOR LOADS HAULED	YTD \$ Value Claims
AAA COOPER TRANSPORTATION	400	0	\$115.81	\$0.00
ACE DORAN HAULING & RIGGING COMPANY	727,281	0	\$76,774.54	\$262.90
ADMIRAL MERCHANTS MOTOR FREIGHT	1,840,431	0	\$247,378.32	\$1,474.01
AIR CAPITOL DELIVERY & WAREHOUSE	84,456	4,410	\$9,322.29	\$0.00
ALL CONNECT LOGISTICS SERVICES	9,264	0	\$19,898.87	\$0.00
ALLEN LUND CO.	458,642	25,478	\$51,134.04	\$0.00
AVERITT EXPRESS	118,998	0	\$24,801.47	\$1,279.04
B.A.H. EXPRESS, INC.	360,138	44,077	\$80,915.61	\$1,279.04
C. H. ROBINSON	731,351	0	\$74,453.95	\$0.00
C.E.I. TRANSPORT	32,872	0	\$10,823.83	\$0.00
C.L. SERVICES	660,014	30,654	\$61,895.38	\$0.00
CENTRAL FREIGHT LINES	619,987	0	\$64,598.51	\$1,066.48
CENTRAL OREGON TRUCK LOGISTICS	153,142	0	\$79,748.44	\$864.98
CHEETAH TRANSPORTATION	3,001,786	0	\$417,583.26	\$703.67
COLONIAL FREIGHT SYSTEMS	350,189	0	\$92,044.57	\$0.00
COMMODITY TRANSPORTERS	602,292	0	\$62,150.71	\$0.00
COVENANT TRANSPORT	10,310	0	\$2,405.91	\$0.00
CRANE TRANSPORT	2,893,000	0	\$158,443.71	\$1,013.38
CRST FLATBEDS	3,981,753	0	\$215,789.45	\$0.00
CRST	0	0	\$387,596.35	\$2,037.73
DALLAS & MAVIS SPECIALIZED CARRIER				

Click an item to paste:

400

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+H twice.

Options

1 of 24 - Clipboard
Item collected.

analysis sheet carrier feeder ds division count feeder

Draw AutoShapes

Ready

Start

10:30 AM

Average Claim Age by Division is fed from YTD sheet.

Microsoft Excel - YTD analysis sheet.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

75% Tahoma 12 B I U

Reply with Changes... End Review...

J215 =LARGE(C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\common issues.xls)YTD Sheet!\$C\$2:\$C\$24,2)

Western YTD Count of Claims by Division Shortage

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov

Common Claims by Issue

Issue	No. of Claims	\$ Value of Claims	% of Claims	%s Overall
roof / hood	39	\$16,242.18	6.80%	
seat	52	\$10,909.18	4.57%	
tire	41	\$5,216.81	2.18%	
glass	21	\$4,290.51	1.80%	
CARRIER DMG; POOL	7	\$3,611.59	1.51%	
Fender	13	\$3,245.74	1.36%	
packing	16	\$2,839.80	1.19%	
Hardware	42	\$2,838.58	1.19%	
crate	8	\$2,209.16	0.93%	
Not Concealed	3	\$2,021.52	0.85%	
shipped with damage	5	\$1,330.53	0.56%	
valve	6	\$1,139.29	0.48%	
mishandling by wareh	4	\$1,107.68	0.46%	
Pick Up Shop - Oh re	7	\$1,051.00	0.44%	
2 of 1	13	\$785.60	0.33%	
tail gate scratched	4	\$698.44	0.29%	
OTHER	5	\$519.79	0.22%	

Dealer Name

#N/A

JRG TRACTOR, INC.

HERS EQUIPMENT, INC.

TE VISTA COOP

H TRACTOR COMPANY

Dealer Name

FARM MACHINERY CO.

LANE MFG CO., INC.

D HARVESTING COMPANY

D EQUIPMENT COMPANY

TRACTOR AND EQUIPMENT INC.

ware top our claims list followed by seat damage. Missing manuals and tire damage tie for 3rd. Packaging / crating remains a noted is

e risen this month in claim causes. These issue and others will be reviewed during my division visits at end of month.

analysis sheet / carrier feeder / ds division count feeder /

Draw AutoShapes

Ready

Start

8 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

- \$16,242.18
- roof / hood
- seat 52 \$10,909.18 4.57%
- tire 41 \$5,216.81 2.19%
- glass 21 \$4,290.51 1.80%
- roof / hood 39 \$16,242.18 6.81%
- roof / hood 39 \$16,242.18 6.81% 4.12%
- roof / hood 39 \$16,242.18 6.81% 4.12% seat 52 \$10,909.18 4.57% 5.50%

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+C twice.

Options

8 of 24 - Clipboard

Item collected.

10:39 AM

Division Breakdown – fed from a multitude of sources

Column C – fed from other cells in same sheet

Column D – fed from YTD.xls workbook

Column E – fed from YTD Cost by Division.xls in MTS FDSI data dump file / yyyy

Column F – fed from YTD.xls

Column G – calculation

Column H – fed from YTD.xls

Microsoft Excel - YTD analysis sheet.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

75% Tahoma 16 B I U

Reply with Changes... End Review...

D31 =[{YTD.xls}YTD Dealer Division Claim Age!N65

	A	B	C	D	E	F	G
26	<8	days	5%	* day count begins from last day of month to present			
27							
28							
29		Division Breakdown	No. of Claims Filed	No. of Loads Hauled	Total Cost of Loads Hauled	Total Value of Claims Filed	Claim \$ vs. Cost of Loads Hauled
30		YTD Total	946	30,094	\$27,937,827.46	\$133,088.67	0.48%
31		Southeast	288	7,399	\$2,993,824.76	\$53,513.11	1.79%
32		Northern	307	6,862	\$4,447,414.34	\$37,176.84	0.84%
33		Central	222	7,347	\$6,331,725.86	\$31,485.35	0.50%
34		Western	98	2,998	\$1,692,861.15	\$10,913.38	0.64%
35		Undisclosed	31	5,488	\$12,472,001.35		Unnamed Carrier
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							

analysis sheet carrier feeder ds division count feeder

Draw AutoShapes

Ready

Start

22 of 24 - Clipboard

Item collected.

11:00 AM

22 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

- 7,399
- No. of Claims Filed
No. of Loads Hauled
Total Cost of Loads ...
- Overview of Claims Type
Cost Damage \$165,290.68
Short \$76,719.36 TOTAL ...
- 288 133 154
- YTD Count of Claims by
Division Division Total #
Claims Damage Claims Sh...
- \$0.00
- YTD Top Vendor Claim
Dollars to Recovered Dollars
Ratio VENDOR AMERICAN...

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+C twice.

Options

Oldest Claims When Processed / Filed Reports – fed from month sheets. Edit source data to reflect current month.

Microsoft Excel - YTD analysis sheet.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF Type a question for help

75% Arial 14 B I U

Reply with Changes... End Review...

D217 =INDEX([vendor claims_mar2008.xls]consolidation sheet!\$B\$2:\$B\$157,MATCH(C217,[vendor claims_mar2008.xls]consolidation sheet!\$C\$2:\$C\$157,0))

Shortage

Does not consider traffic volume.

Oldest Claims When Processed - Top 5 Dealers			Common Claims	
Age of Claim	Dealer No.	Dealer Name	Issue	No. of Claims
39503	0	#N/A	Hardware	40
427	52182	PITTSBURG TRACTOR, INC.	seat	14
342	51115	GRAY BROTHERS EQUIPMENT, INC.	manual	12
239	46035	MONTE VISTA COOP	tire	12
128	45545	MID SOUTH TRACTOR COMPANY	roof / hood	9
(represents date of claim filed vs. H/O Processing date)			Fender	8
			CARRIER DMG, POOR SECUREM	6
Oldest Claims When Filed - Top 5 Dealers			crate	3
			packing	3
311	18800	CASCADE FARM MACHINERY CO.	Not Concealed	3
285	43980	MC FARLANE MFG CO., INC.	2 of 1	2
284	54855	RHODE ISLAND HARVESTING COMPANY	glass	2
256	14700	BERCHTOLD EQUIPMENT COMPANY	misloading by warehouse personnel	2
253	26130	EVERGREEN TRACTOR AND EQUIPMENT INC	Pick Up Shop - Oh repair shop	2
(represents date of product receipt vs. date of claim filing)			tail gate scratched	2
			valve	2
			BATTERY	1

Top models named in claims are the ZD331LP, L39 and L42. Missing hardware top our claims list followed by seat damage. Missing manuals and tire damage tie for hood damage. Poor securement issues have risen this month in claim causes. These issue and others will be reviewed during my div

Q1 2007 vs. Q1 2008

analysis sheet / carrier feeder / ds division count feeder

Draw AutoShapes

Ready NUM

YTD Aging of Outstanding Claims – fed from monthly sheet. Edit link to reflect current month. Be sure to last month's numbers in claim formula.
(e.g. +'[vendor claims_mar2008.xls]consolidation sheet'!\$S\$173)

Microsoft Excel - vendor claims_may2008.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF Type a question for help

75% Arial 12 B I U %

Reply with Changes... Egd Review...

S324 =SUMPRODUCT((O\$2:O\$310="pending")*(S\$2:S\$310<16))+C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_jan2008.xls]consolidation sheet!\$S\$253+C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_feb2008.xls]consolidation sheet!\$S\$325

Document Number	Dealer Name	Dealer Code	Document Date	Processed at Home Office	Amount	Difference from Claim Filed	Check/CM or Respons	Pays Until Paid	When Processed at Home Office	Received or Ship Date if Not Given	vs. Claim Filed
1											
2	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
3	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
4	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
5	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
6	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
7	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
8	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
9	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
10	#N/A		5/12/2008	5/12/2008		\$0.00		0	0		-
319							91-365	0		91-365	0
320							>365	21		>365	0
321							(based on date processed vs. date paperwork filled out)			Average Age is	Days
322											
323							YTD AGING OF CLAIM				Issi
324							0-15	273			2 of
325							16-30	1			BAT
326							31-60	12			CAI
327							61-90	34			crat
328							91-365	72			Fer
329							> 365	0			filli
330							(from time of filing to payment rec'd)				gla:
331											ma
332											mir
333							days to receive claim \$\$\$				mis
334							of claim when filed				OTI
335											pac
336											pack
337											DiC

KIE / KMA / Kverneland / MTS / Misco / OTR / RAD / Taylor / Titan / Toyoshima / Warn Industries / WB / Western Intergrated / Summary / consolidation sheet / keysheet

Draw AutoShapes

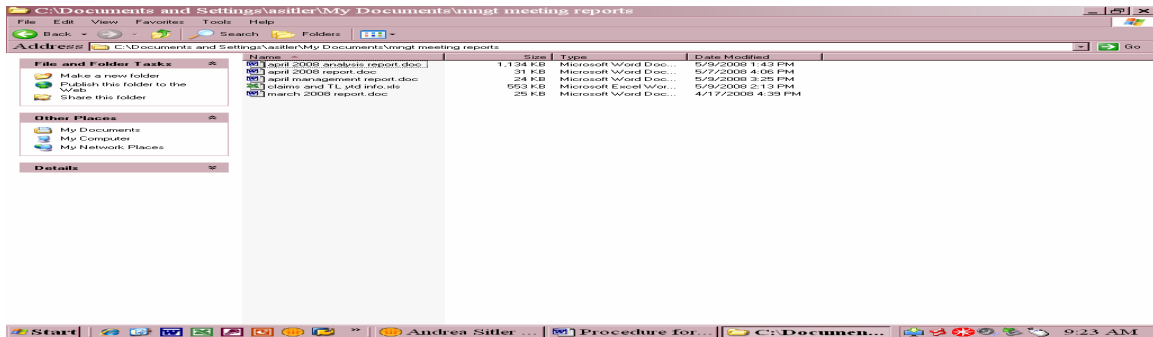
Ready NUM

Start An... Pro... C:\... clai... YT... ve... 10:20 AM

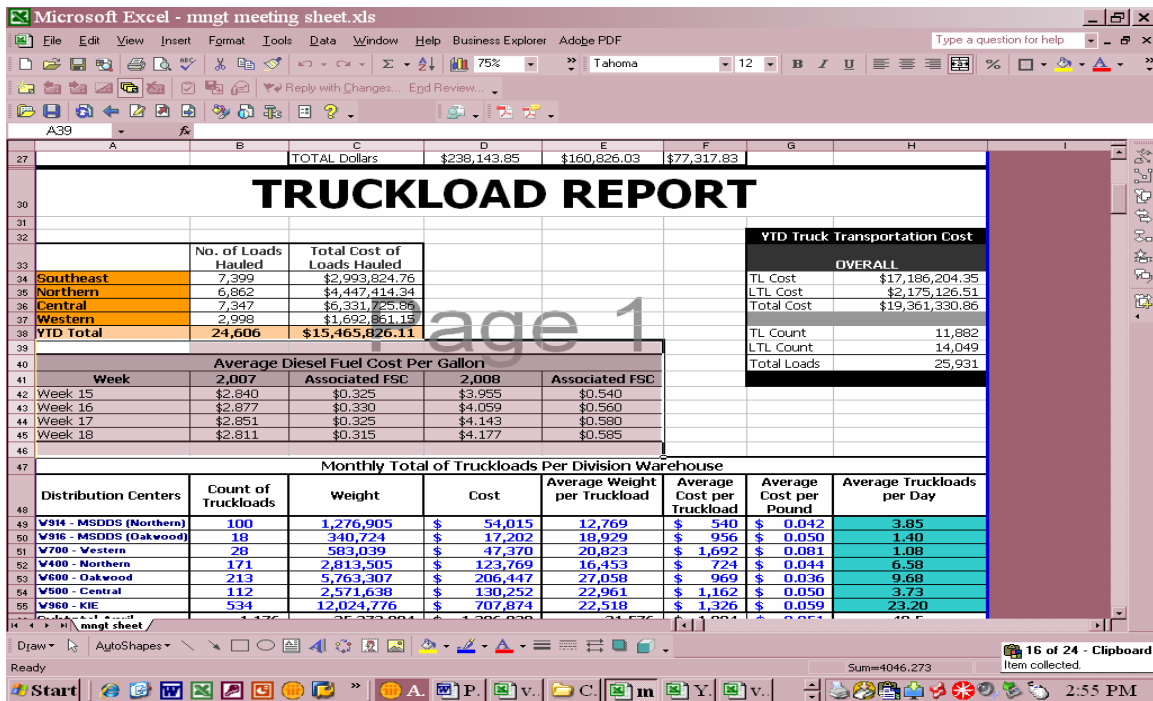
NOTE: for report to populate accurately, all connecting reports may have to be opened. This can be a large number of workbooks open at one time. Be sure to update all workbooks in the appropriate order. (months first) Depending on your memory and system; there may be memory issues. You may have to edit completed months by changing the data into static links. Do not edit links that have to update based on claims being paid or daily counts.

Monthly Management Report

Each month a management report is created as well as an explanation sheet (word doc) which is kept in the MNGT MEETING REPORTS folder. This report is fed by the yyyy TL Report.xls, sheets within the workbook, YTD cost by division.xls and monthly sheets. This completed report is forwarded to Director of Product Resources, National Distribution Manager and their administrative assistant.



The fuel report section comes from the EIA [Energy Information Administration] online (<http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>) and stored in MTS FDSI dump file folder under “weekly fuel cost guide.xls”. Update it monthly from the web (using text export option). Then cut paste in the new info and add the corresponding week count for the month. Be sure to use the US average price for Diesel No. 2 and not the Ultra Low Pricing. Using the same week from this year and last fill out the chart. Use the KTC fuel Chart Table.xls (in same folder) to find the associated FSC. This info will also be used in the 3PL analysis later described.

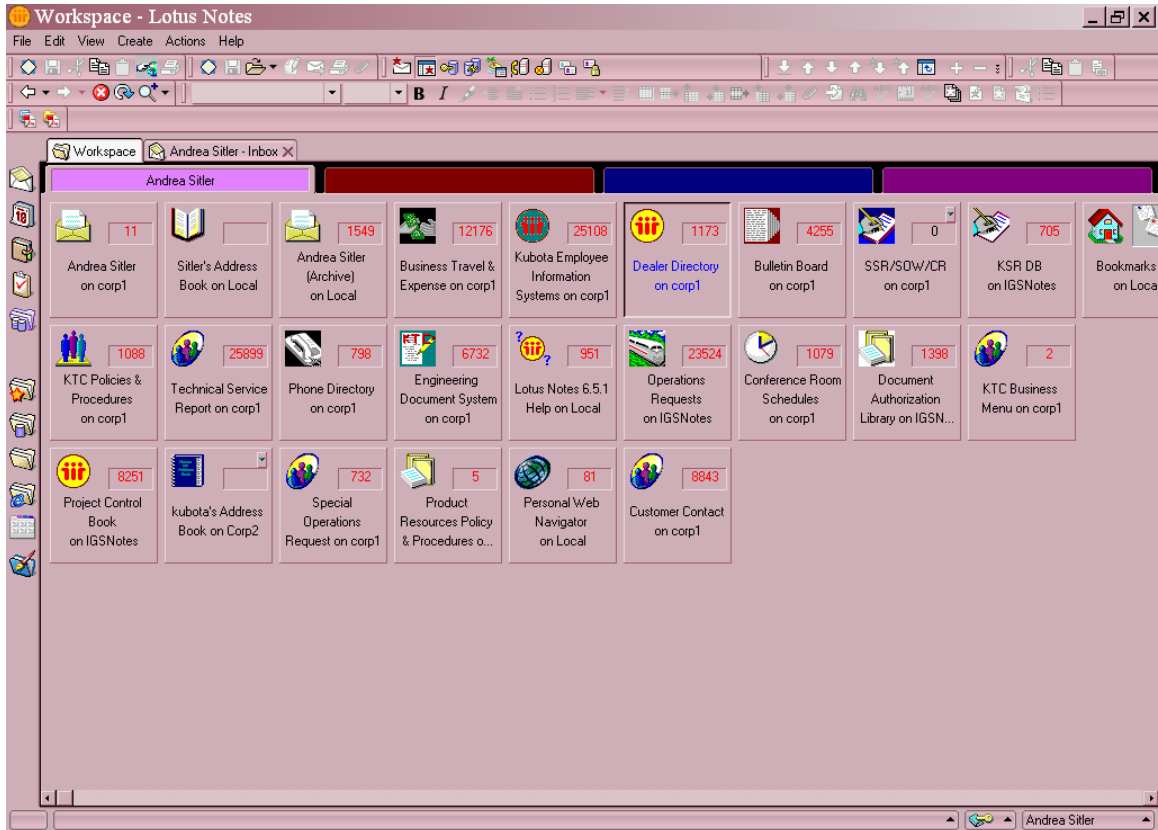


TRUCKLOAD REPORT									
		TOTAL Dollars		\$238,143.85	\$160,826.03	\$77,317.83			
		No. of Loads Hauled		Total Cost of Loads Hauled		YTD Truck Transportation Cost			
		Southeast		7,399	\$2,993,824.76	OVERALL			
		Northern		6,962	\$4,447,414.34	TL Cost \$17,186,204.35			
		Central		7,347	\$6,331,825.86	LTL Cost \$2,175,126.51			
		Western		2,998	\$1,692,861.15	Total Cost \$19,361,330.86			
		YTD Total		24,606	\$15,465,826.11	TL Count 11,882			
						LTL Count 14,049			
						Total Loads 25,931			
		Average Diesel Fuel Cost Per Gallon		2,007	Associated FSC 2,008	Associated FSC			
		Week 15		\$2.840	\$0.325	\$3.955	\$0.540		
		Week 16		\$2.877	\$0.330	\$4.059	\$0.560		
		Week 17		\$2.851	\$0.325	\$4.143	\$0.580		
		Week 18		\$2.811	\$0.315	\$4.177	\$0.585		
Monthly Total of Truckloads Per Division Warehouse									
Distribution Centers		Count of Truckloads	Weight	Cost	Average Weight per Truckload	Average Cost per Truckload	Average Cost per Pound	Average Truckloads per Day	
V914 - MSDOS (Northern)		100	1,276,905	\$ 54,015	12,769	\$ 540	\$ 0.042	3.85	
V916 - MSDOS (Oakwood)		18	340,724	\$ 17,202	18,929	\$ 956	\$ 0.050	1.40	
V700 - Western		28	583,039	\$ 47,370	20,823	\$ 1,692	\$ 0.081	1.08	
V400 - Northern		171	2,813,505	\$ 123,769	16,453	\$ 724	\$ 0.044	6.58	
V600 - Oakwood		213	5,763,307	\$ 206,447	27,058	\$ 969	\$ 0.036	9.68	
V500 - Central		112	2,571,638	\$ 130,252	22,961	\$ 1,162	\$ 0.050	3.73	
V960 - KIE		534	12,024,776	\$ 707,874	22,518	\$ 1,326	\$ 0.059	23.20	

FEEDER REPORTS

-Dealer List (dealer info folder)

Update regularly from Lotus Notes export [Dealer Directory]



-YTD expenditure by carrier.xls (FDSI MTS Data Dump Folder)

This workbook has 5 pages.

TOTAL COST is the total we paid that carrier for the month noted. Info comes from the monthly data dumps received from FDSI and MTS. (more on this later in 3PL reports).

TOTAL CLAIMS is the total claims in which the carrier hauled a load irregardless of fault. It comes from the monthly claims sheets.

TOTAL MILES, PIECES and WEIGHT is the miles/pieces/weight this carrier hauled per the 3PL reports by month. (mileage is captured for TL moves only)

-**YTD.xls** (Claims Folder) – each cell is fed by monthly sheet. Copy from previous month and change file name to current month's name.

Microsoft Excel - YTD.xls

Formula bar: =SUMIF(C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_jan2008.xls]Summary1\$J:\$J,A3,C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_jan2008.xls]Summary1\$O:\$O)

		Total Cost of Claims Filed								
Dealer No.	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
24153	Southeast	\$0.00	\$0.00	\$60.00	\$0.00					
25598	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
63100	Southeast	\$158.69	\$0.00	\$0.00	\$0.00					
37982	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
67135	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
25595	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
45875	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
52905	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
47498	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
18554	Southeast	\$0.00	\$0.00	\$0.00	\$54.10					
31420	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
25730	Southeast	\$0.00	\$0.00	\$283.72	\$0.00					
34195	Southeast	\$0.00	\$171.40	\$171.40	\$0.00					
59100	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
22000	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
18988	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
18760	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
26102	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
18765	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
14795	Southeast	\$0.00	\$0.00	\$0.00	\$0.00					
65335	Southeast	\$0.00	\$0.00	\$86.92	\$136.89					
20006	Southeast	\$324.67	\$0.00	\$0.00	\$0.00					

YTD Dealer Division - Claim Age

-**Common Issues.xls** (Claims Folder)

This workbook has 3 sheets. The YTD sheet is fed by the Common Issue sheet and the Model Sheet. Each of those sheets are fed by the monthly claims report workbook.

-**Claim Goals yyyy.xls** (in Claims Folder / yyyy) Copy from previous month and change file name to current month's name.

Microsoft Excel - claims goals 2008.xls

Formula bar: =IF(ISERROR(SUMIF(C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_may2008.xls]Summary1\$AF:\$AF,\$A3,C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_may2008.xls]Summary1\$AI:\$AI)),"-",SUMIF(C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_may2008.xls]Summary1\$AF:\$AF,\$A3,C:\Documents and Settings\asitler\My Documents\Claims\2008 Claims\vendor claims_may2008.xls]Summary1\$AI:\$AI))

VENDOR	Feb-08	Mar-08	Mar-08	Apr-08	Apr-08	May-08	May-08
	%	Claim \$	Recovered \$	%	Claim \$	Recovered \$	%
AMERICAN-IOWA MANUFACTURING INC	-	\$0.00	\$0.00	-	\$0.00	\$0.00	-
ATTACHMENTS INTERNATIONAL, INC.	-	\$0.00	\$0.00	-	\$0.00	\$0.00	-
BRADCO DIVISION OF ATI INC.	-	\$0.00	\$0.00	-	\$0.00	\$0.00	-
CARLISLE TIRE & WHEEL	-	\$0.00	\$0.00	-	\$0.00	\$0.00	-
CURTIS TRACTOR CAB INC	14.39%	\$112.88	\$0.00	0.00%	\$162.93	\$0.00	0.00%
EXIDE TECHNOLOGIES	100.00%	\$0.00	\$0.00	-	\$0.00	\$0.00	-
FASSE VALVES	-	\$0.00	\$0.00	-	\$0.00	\$0.00	-
FDSI MANAGEMENT GROUP	46.29%	\$43,370.54	\$38,120.71	87.90%	\$43,917.34	\$8,497.09	19.35%
FEMCO INC.	-	\$0.00	\$0.00	-	\$0.00	\$0.00	-
FIREBIRD	-			-			-

Monthly Goal Vendor Claims

YTD Cost by Division Workbook (FDSI MTS Data Dump Folder)

NOTE: This is a very memory intense workbook that feeds that Management Report and YTD Analysis Sheet. Be sure this is full updated before using the final version of those sheets for submittal.

The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - YTD cost by division.xls". The address bar indicates the file path: "C:\Documents and Settings\asitler\My Documents\monthly data dumps from MTS and FDSI\2008\COMBINED April 08.xls". The spreadsheet is open to "Sheet3" and displays data for "Transportation Cost by Division".

Receiving Dealer No.	Division	Jan / Feb	Mar	Apr	May	
1171	GRAND TOTAL	\$9,647,068.85	\$0.00	\$1,726,430.99	\$1,098,501.51	\$0.00
1172	Rec Dealer Cost	\$4,823,534.43	\$4,823,534.43	\$1,726,430.99	\$1,098,501.51	\$0.00
1173	Total Transportation Cost	\$7,322,231.49	\$7,322,231.49	\$3,975,339.72	\$1,717,699.93	\$0.00
1174	Non Dealer Related Cost	\$2,498,697.06	\$2,498,697.06	\$2,248,908.74	\$619,198.42	\$0.00
1175	Dealer Related Ratio Spend	65.88%	65.88%	43.43%	63.95%	-
1176						
1177	TL Cost	\$6,934,828.00	\$6,934,828.00	\$1,918,301.60	\$1,398,246.75	
1178	LTL Cost	\$387,403.48	\$387,403.48	\$1,080,866.36	\$319,453.18	
1179	TL Weight	84,380,563	84,380,563	23,356,721	37,051,049	
1180	LTL Weight	2,061,698	2,061,698	11,992,175	12,668,046	
1181	Total Wt Shipped	86,442,261	86,442,261	35,348,896	49,719,095	
1182	Avg Per Lb. - ALL	\$0.1143	\$0.0000	\$0.0739	\$0.0296	-
1183	TL Ratio Spend	94.71%	94.71%	48.26%	81.40%	-
1184	LTL Ratio Spend	5.29%	5.29%	27.19%	18.60%	-
1185	OUTBOUND					
1186	Total Cost	\$5,520,389.43	\$5,520,389.43	\$2,975,059.11	\$1,313,050.62	
1187	Total Weight	63,297,051	63,297,051	32,686,885	39,737,586	
1188	Avg Per Lb. - ALL	\$0.0872	\$0.0872	\$0.0910	\$0.0330	-
1189	TL Avg Per Mile	\$6.54	\$6.54	\$10.77	\$5.05	
1190	TL Avg Per LB	\$0.0845	\$0.0845	\$0.0834	\$0.0351	
1191	TL Avg Per Piece	\$294.06	\$294.06	\$167.31	\$30.90	
1192	LTL Avg Per Lb	\$0.1918	\$0.1918	\$0.2291	\$0.0257	
1193	LTL Avg Per Piece	\$54.32	\$54.32	\$46.75	\$14.47	
1194	INBOUND					
1195	Total Cost	\$212,250.40	\$212,250.40	\$46,084.14	\$4,827.11	
1196	Total Weight	2,449,396	2,449,396	441,402	297,390	
1197	Avg Per Lb. - ALL	\$0.0867	\$0.0867	\$0.1044	\$0.0162	-

The spreadsheet also shows a "Clipboard" task pane on the right with the text "1 of 24 - Clipboard" and "Item collected." The status bar at the bottom indicates the time is 3:46 PM.

Each cell fills from the monthly claim sheet or the 3PL report. 3PL report data generally has to be linked or filled in each month due to inconsistency of report format. (explained later)

To calculate the data for the Inbound, Outbound and Stock as well as TL / LTL differences you much make multiple sheets on the monthly 3PL report and sort accordingly.

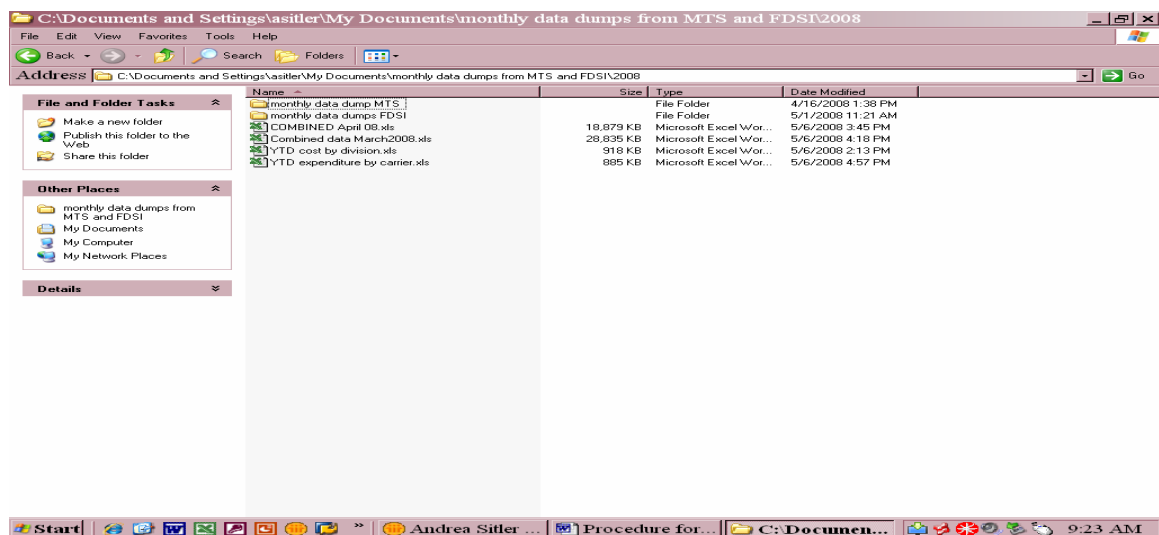
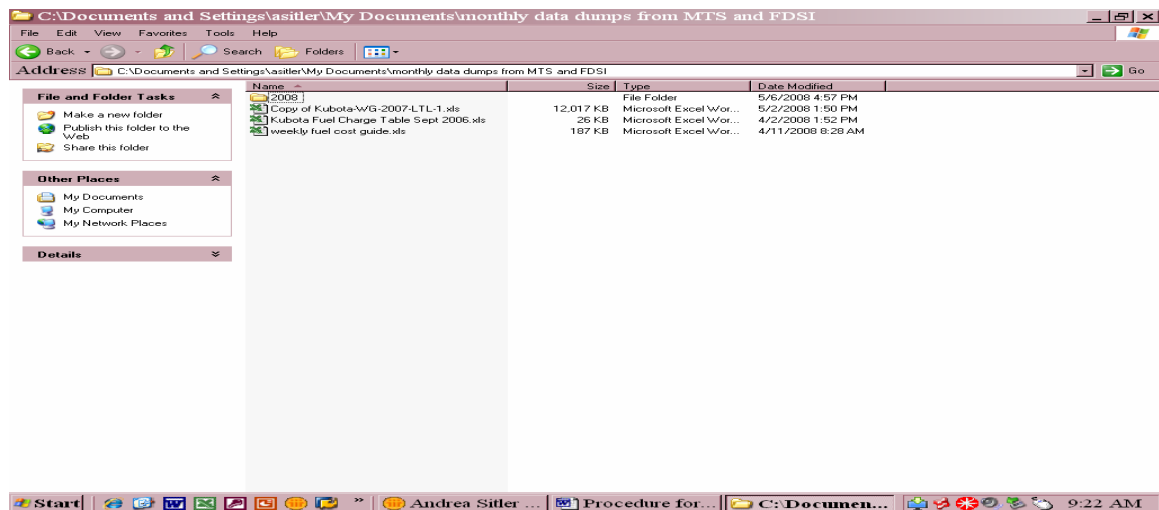
Outbound – all Division Warehouses (W---) to a Dealer (-----W)

Inbound – all Vendor / Dealer (-----W) to Division Warehouse (W---)

Stock Transfer – all Division Warehouse (W---) to Division Warehouse (W---) moves.

Exception: Be sure to leave out KMA (W911) since this is a vendor and not a stock transfer. W911 can be included in the Inbound moves.

3PL REPORTS (MTS FDSI Data Dump Folder)

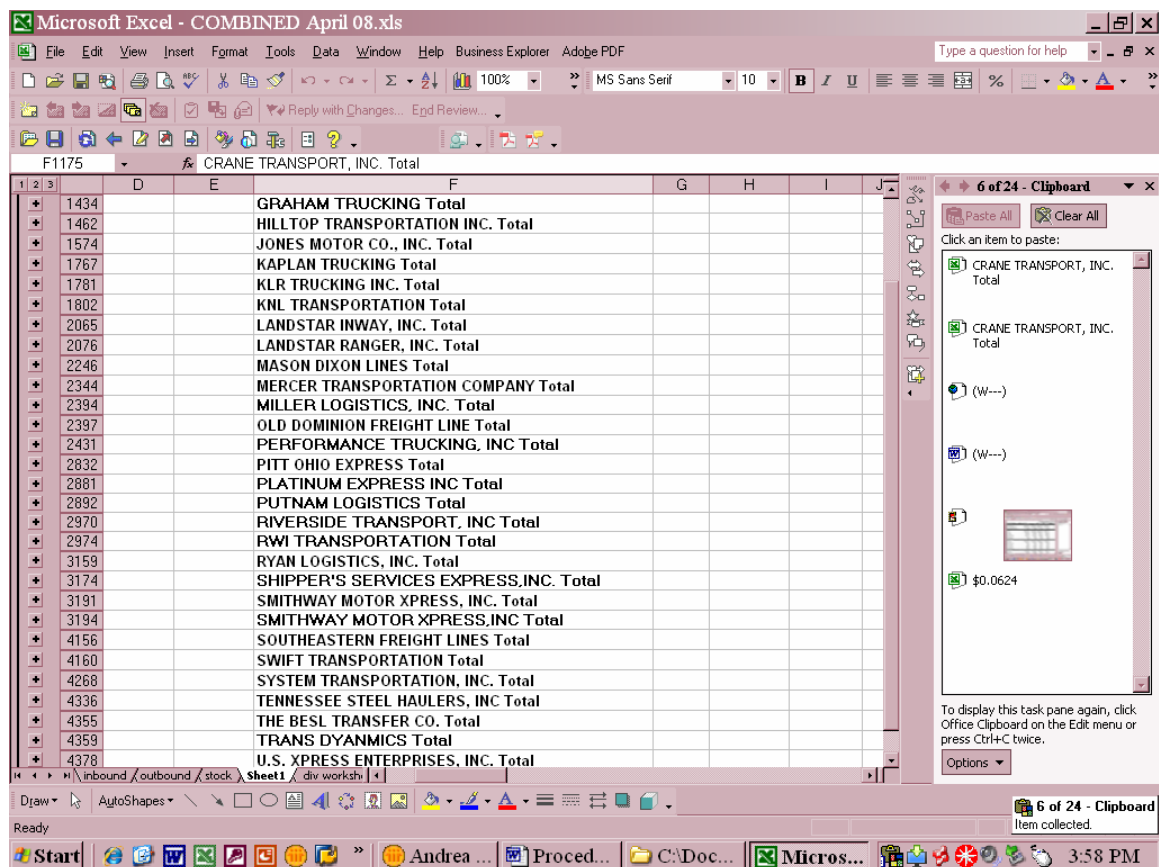


Each month Steve from FDSI and Aya from MTS send you a large file of ALL transactions that were billed that month. This is the data dump. You combine these two files into one file and audit the 3PLs for the month. Be sure to line up the columns correctly. Each call them something different but the data contained in them are the same. MTS uses Julian dating (yyyy/mm/dd) while FDSI uses mm/dd/yyyy dating system. This is the only “fly in the ointment”.

Save the file with that month’s name in the MTS FDSI data dump Folder / yyyy.

Using this file you will check for proper FSC, type of move, pricing, calculate rate per mile, total pieces, total weight, total miles, carrier reports, TL/LTL information and so forth. This data is then used to fill the related reports as noted above.

These are VERY large files and take up much memory. Some of the data may be obtained with the use of a Pivot Chart thereby saving memory.



A stock sheet, inbound sheet, outbound sheet and the Division Worksheet is created as well as a carrier overview. Keep the initial data in a sheet named raw.

Using the 1st cleaned sheet; you calculate FSC charged vs. FSC allowed, average FSC per mile, average cost per mile, Total Cost for Load. **DO THIS BEFORE USING THE DATA IN THE MULTIPLE PAGES.** (instructions below)

To create the other sheets; sort by stop number. Using 0 for MTS and 1 for FDSI remove the other loads and cut, paste onto a sheet. This is the data that will be used for the rest of the reports. The total on this line is the total cost for the entire load. Copy this data onto its own sheet.

How to: Using Data Filter – auto filter turn on the filter.

Microsoft Excel - COMBINED April 08.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

Sort... 100% MS Sans Serif 10 B I U %

Filter AutoFilter

Subtotals...

Validation...

Text to Columns...

F1175 CRANE TRANS

	A	B	C	D	E	F	G	H	I	J
310					AVER					
323					B.A.H. EXPRESS, INC. Total					
356					C. H. ROBINSON Total					
358					C.E.I. TRANSPORT Total					
385					C.H. Robinson Worldwide, Inc. Total					
403					C.L. SERVICES Total					
905					CENTRAL FREIGHT LINES Total					
910					CENTRAL OREGON TRUCK LOGISTICS, INC. Total					
982					CHEETAH TRANSPORTATION Total					
1010					CHEETAH TRANSPORTATION LLC Total					
1017					COLONIAL FREIGHT SYSTEMS, INC. Total					
1023					COMMODITY TRANSPORTERS Total					
1031					Total					
1083					CRANE TRANSPORT INC. Total					
1175					CRANE TRANSPORT, INC. Total					
1283					CRST, INC. Total					
1294					CV TRANSPORT, INC. Total					
1310					Total					
1323					DART TRANSPORT, INC. Total					
1325					DEPENDABLE HIGHWAY EXPRESS Total					
1343					DIRECT FREIGHT CORPORATION Total					
1347					EDI - FEDEX EAST Total					
1350					FDSI PRE PAID Total					
1417					FEDEX FREIGHT WEST Total					
1427					GOSSELIN EXPRESS Total					
1434					GRAHAM TRUCKING Total					
1462					HILLTOP TRANSPORTATION INC. Total					
1574					JONES MOTOR CO., INC. Total					
1767					KAPLAN TRUCKING Total					

7 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

CRANE TRANSPORT, INC. Total

CRANE TRANSPORT, INC. Total

(W---)

(W---)

\$0.0624

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+C twice.

Options

Ready

NUM

Start Andrea ... Proced... C:\Doc... Micros... 4:03 PM

Choose in Column A (MTS or KUBTRA) For MTS you will sort by 0; for KUBTRA sort by 1 in the stop column. Then go to Stop Column and choose as needed. Copy / Paste as

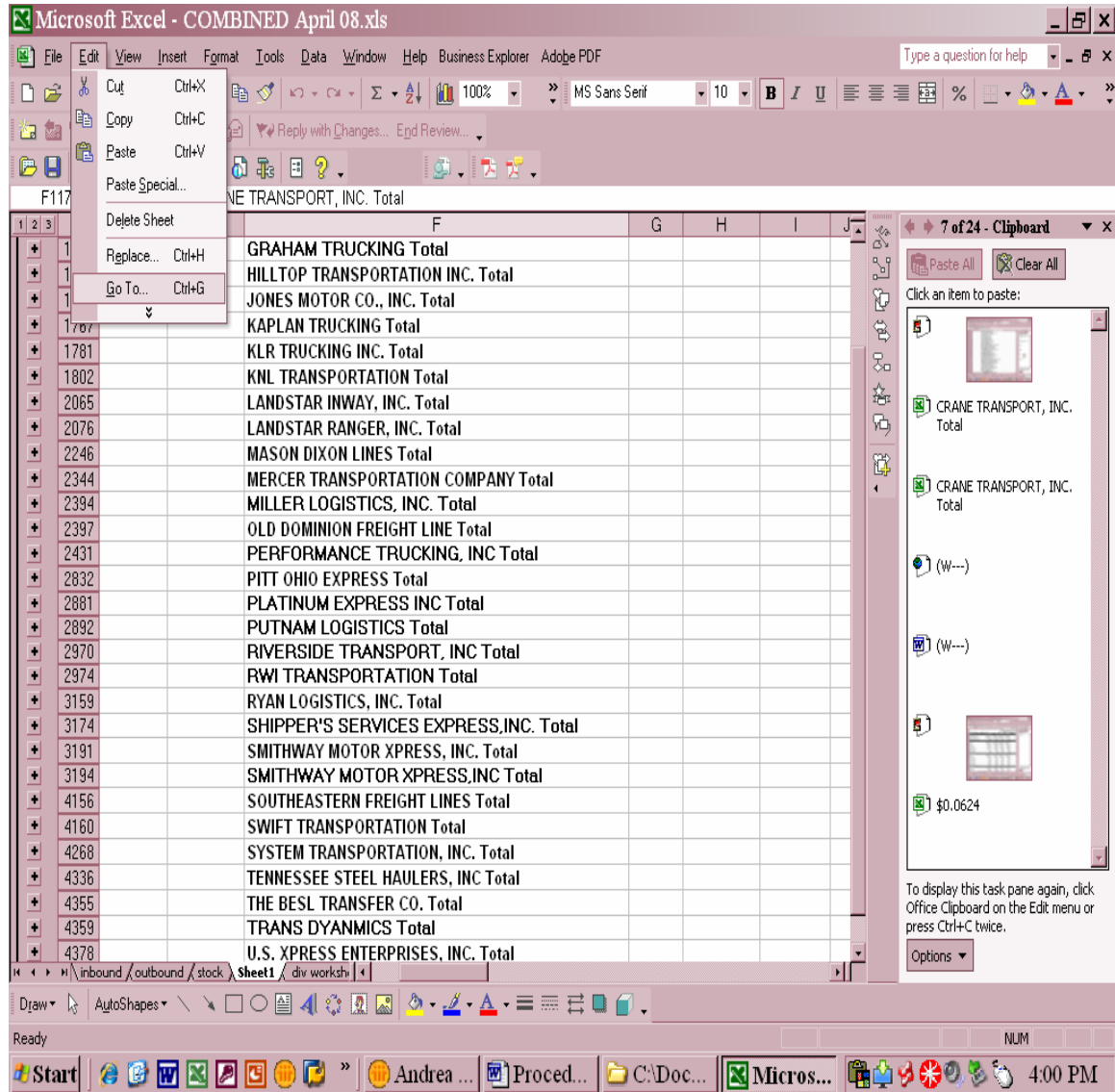
below onto new sheet with data from each 3PL to form one worksheet to use for the rest of the reports.

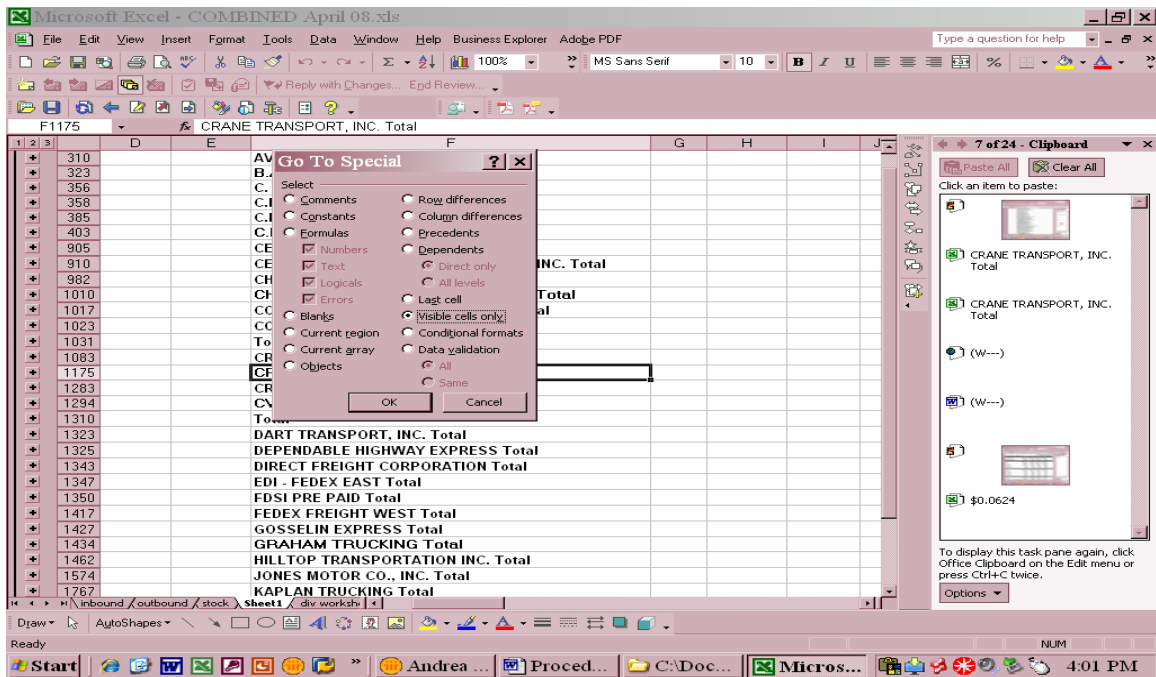
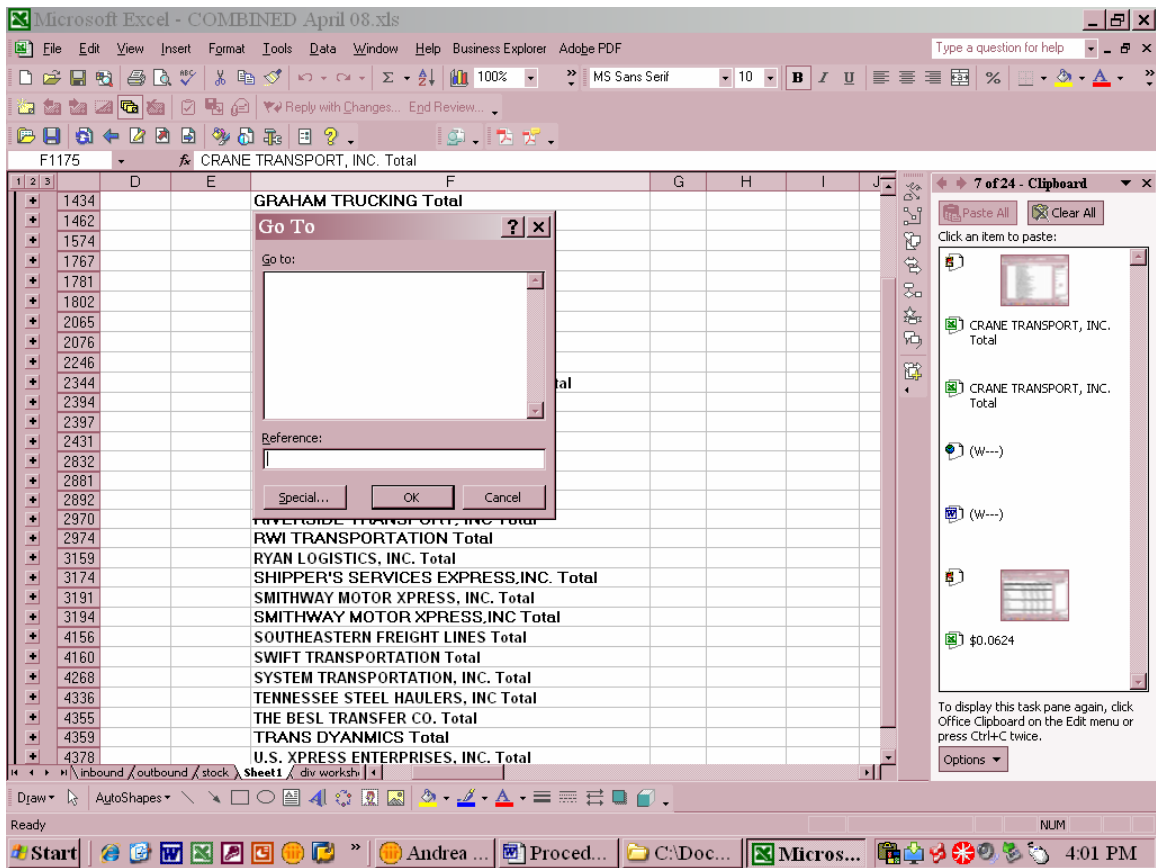
Using that data: Filter according to the designation outlined above for Inbound, Outbound and Stock. (origin and destination columns) Use the Custom Filter settings as such:

The screenshot shows a Microsoft Excel spreadsheet titled "COMBINED April 08.xls". A "Custom AutoFilter" dialog box is open, showing the "OriginCode" column with a filter set to "begins with W". The spreadsheet data is as follows:

	B	H	I	K	L	N	O	P	Q	R	W	X	Y		
	CARRIER.Type						Final Rate	TOTAL COST	LineHaulC		FSC	StopCl	AccCl	MiscCl	tbtTr
1	CARRIER.Type														
4634	LTL							\$17.80	\$17.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4635	LTL							\$19.44	\$19.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4636	LTL							\$19.44	\$19.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4637	LTL							\$30.99	\$30.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4638	LTL							\$74.78	\$74.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4639	LTL							\$21.26	\$21.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4640	TL							\$391.02	\$244.03	\$1.99	\$145.00	\$0.00	\$0.00	\$0.00	Van
4641	LTL							\$25.46	\$25.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4642	LTL							\$23.31	\$23.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4643	LTL							\$16.20	\$16.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4644	TL							\$332.18	\$265.57	\$1.61	\$65.00	\$0.00	\$0.00	\$0.00	Flatb
4645	LTL							\$16.20	\$16.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4646	LTL	W300	21354	196	1.00		#DIV/0!	\$16.20	\$16.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4647	TL	W500	41555	12295	3.549	0.00	\$0.79	\$433.87	\$301.95	\$1.92	\$130.00	\$0.00	\$0.00	\$0.00	Flatb
4648	TL	W800	33805	18886	34.294	0.00	\$0.55	\$160.90	\$158.87	\$2.03	\$0.00	\$0.00	\$0.00	\$0.00	Flatb
4649	TL	W800	72680	20908	2.756	0.00	\$0.63	\$474.71	\$408.02	\$1.69	\$65.00	\$0.00	\$0.00	\$0.00	Flatb
4650	TL	W800	48489	18563	25.219	0.00	\$1.14	\$249.76	\$118.31	\$1.45	\$130.00	\$0.00	\$0.00	\$0.00	Flatb
4651	TL	W800	69875	16105	2.890	0.00	\$0.61	\$547.30	\$480.65	\$1.65	\$65.00	\$0.00	\$0.00	\$0.00	Flatb
4652	LTL	W300	72275	126	1.00		#DIV/0!	\$16.20	\$16.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4653	LTL	W600	63062	1411	3.00		#DIV/0!	\$21.64	\$21.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4654	LTL	91100ST	300	1530	6.00		#DIV/0!	\$17.05	\$17.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4655	LTL	W300	39945	88	1.00		#DIV/0!	\$16.20	\$16.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4656	LTL	W300	9999	117	1.00		#DIV/0!	\$14.70	\$14.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4657	LTL	W300	24120	101	1.00		#DIV/0!	\$16.20	\$16.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4658	LTL	W700	61900	368	1.00		#DIV/0!	\$19.44	\$19.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL
4659	LTL	W700	61900	368	1.00		#DIV/0!	\$19.44	\$19.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	LTL

Once filtered use: Edit – Go to – Special – Visible Cells Only - OK





Then highlight the information making sure the criteria needed is visible and copy.
Paste this data onto the appropriate sheet.

The data in the far right column is the type of vehicle used to haul the load. This is used in the Management Report and YTD analysis report. Be sure to edit the flatbed only to read flatbed/Stepdeck. There should be van, flatbed/Stepdeck, spvan, rail and possibly LTL. No other designations in this column. Count each type using the countif function.

Microsoft Excel - COMBINED April 08.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

MS Sans Serif 10 B I U

Reply with Changes... End Review...

Z6649 =COUNTIF(Z2:Z6646,AA6649)

	Q	R	W	X	Y	Z	AA	AB	AC
	LineHaulC	FSC	StopCl	AccCl	MiscCl	tbTracing_1.Typ	Series		
6639	\$34.04	\$0.00	\$0.00	\$0.00	\$0.00	LTL			
6640	\$210.49	\$2.10	\$0.00	\$0.00	\$0.00	Van			
6641	\$22.83	\$0.00	\$0.00	\$0.00	\$0.00	LTL			
6642	\$20.28	\$0.00	\$0.00	\$0.00	\$0.00	LTL			
6643	\$20.28	\$0.00	\$0.00	\$0.00	\$0.00	LTL			
6644	\$103.21	\$0.00	\$0.00	\$0.00	\$0.00	LTL			
6645	\$73.53	\$0.00	\$0.00	\$0.00	\$0.00	LTL			
6646	\$20.28	\$0.00	\$0.00	\$0.00	\$0.00	LTL			
6647									
6648									
6649	TL					777 Van			
6650	LTL					1330 Flatbed/Stepdeck			
6651						53 spvan			
6652						1 Rail			
6653									
6654									
6655									
6656									
6657									
6658									
6659									
6660									
6661									
6662									
6663									
6664									
6665									

16 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

- 777
- \$4,900.07
- Using the 1st cleaned sheet; you calculate FSC charged vs. FSC allowed, average ...
- YTD expenditure by carrier.xls
- YTD Cost by Division Workbook
- \$1,085,311.91
- TL LTL Total

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+C twice.

Options

16 of 24 - Clipboard

Item collected.

Ready

Start Andrea ... Proced... C:\Doc... Micros...

4:30 PM

Then go to the directional sheets.

Using the formulas in the highlighted area; calculate the sheet.

Microsoft Excel - COMBINED April 08.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

100% Arial 10 B I U

Reply with Changes... End Review...

A5422

	A	B	C	D	E	F	G	H	I
1	CARRIER.Type	OriginCode	DestCode	Wt	Pcs	Miles	Final Rate Per Mile	TOTAL COST FOR LOAD	LineHaulChg
5414	TL	W914	55095	26420	58	303.00	\$0.76	\$230.51	\$163.73
5415	LTL	W700	36700	117	1	1.00	#DIV/0!	\$20.28	\$20.28
5416	LTL	W700	72380	1273	1	1.00	#DIV/0!	\$34.04	\$34.04
5417	TL	W400	14600	14169	41	390.00	\$0.55	\$212.59	\$210.49
5418	LTL	W700	67930	670	1	1.00	#DIV/0!	\$22.83	\$22.83
5419	LTL	W700	11110	270	1	1.00	#DIV/0!	\$20.28	\$20.28
5420	LTL	W700	49910	336	1	1.00	#DIV/0!	\$20.28	\$20.28
5421	LTL	W700	35912	879	2	1.00	#DIV/0!	\$73.53	\$73.53
5422						215112			
5423									
5424									
5425				30,889,420	\$0.03514	\$5.0453			\$1,085,311.91 T
5426				8,848,166	\$0.02574				\$227,738.71 L
5427				39,737,586	\$0.03304				\$1,313,050.62
5428									
5429					35,127	\$30.89680			
5430					15,738	\$14.47063			
5431					50,865	\$25.81442			
5432									
5433									
5434									
5435									
5436									
5437									
5438									
5439									
5440									

8 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

215112 30,889,420
\$0.03514 \$5.0453
\$1,085,311.91 TL 8,84...

CRANE TRANSPORT, INC.
Total

CRANE TRANSPORT, INC.
Total

(W---)

(W---)

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+C twice.

Options

outbound / stock / Sheet1 / div worksheet / Kube

Draw AutoShapes

Ready

Sum=82418191.56

8 of 24 - Clipboard
Item collected.

Start Andrea ... Proced... C:\Doc... Micros... 4:14 PM

For TL / LTL Calculations: (reading across and down)

Microsoft Excel - COMBINED April 08.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF Type a question for help

100% MS Sans Serif 10 B I U

Reply with Changes... End Review...

15425 =SUMIF(\$A:\$A,\$J5425,H2:H5421)

	B	C	D	E	F	G	H	I	J	K
	OriginCode	DestCode	Wt	Pcs	Miles	Final Rate Per Mile	TOTAL COST FOR LOAD	LineHaulChg	FSC	StopChg
5414	W914	55095	26420	58	303.00	\$0.76	\$230.51	\$163.73	\$1.78	\$65.00
5415	W700	36700	117	1	1.00	#DIV/0!	\$20.28	\$20.28	\$0.00	\$0.00
5416	W700	72380	1273	1	1.00	#DIV/0!	\$34.04	\$34.04	\$0.00	\$0.00
5417	W400	14600	14169	41	390.00	\$0.55	\$212.59	\$210.49	\$2.10	\$0.00
5418	W700	67930	670	1	1.00	#DIV/0!	\$22.83	\$22.83	\$0.00	\$0.00
5419	W700	11110	270	1	1.00	#DIV/0!	\$20.28	\$20.28	\$0.00	\$0.00
5420	W700	49910	336	1	1.00	#DIV/0!	\$20.28	\$20.28	\$0.00	\$0.00
5421	W700	35912	879	2	2.00	#DIV/0!	\$73.53	\$73.53	\$0.00	\$0.00
5422					215112					
5423										
5424										
5425	TL		30,889.420	\$0.03514	\$5.0453			\$1,085,311.91	TL	
5426	LTL		8,848.166	\$0.02574				\$227,738.71	LTL	
5427	Total		39,737.586	\$0.03304				\$1,313,050.62	Total	
5428										
5429		TL		35,127	\$30.89680					
5430		LTL		15,738	\$14.47063					
5431		Total		50,865	\$25.81442					
5432										
5433										
5434										
5435										
5436										
5437										
5438										
5439										
5440										

11 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

- \$1,085,311.91
- TL LTL Total
- \$1,085,311.91
- 215112 30,889,420
\$0.03514 \$5.0453
\$1,085,311.91 TL 8,84...
- CRANE TRANSPORT, INC.
Total
- CRANE TRANSPORT, INC.
Total

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+H twice.

Options

11 of 24 - Clipboard
Item collected.

outbound / stock / Sheet1 / div worksheet / Kube

Draw AutoShapes

Ready

Start Andrea ... Proced... C:\Doc... Micros... 4:16 PM

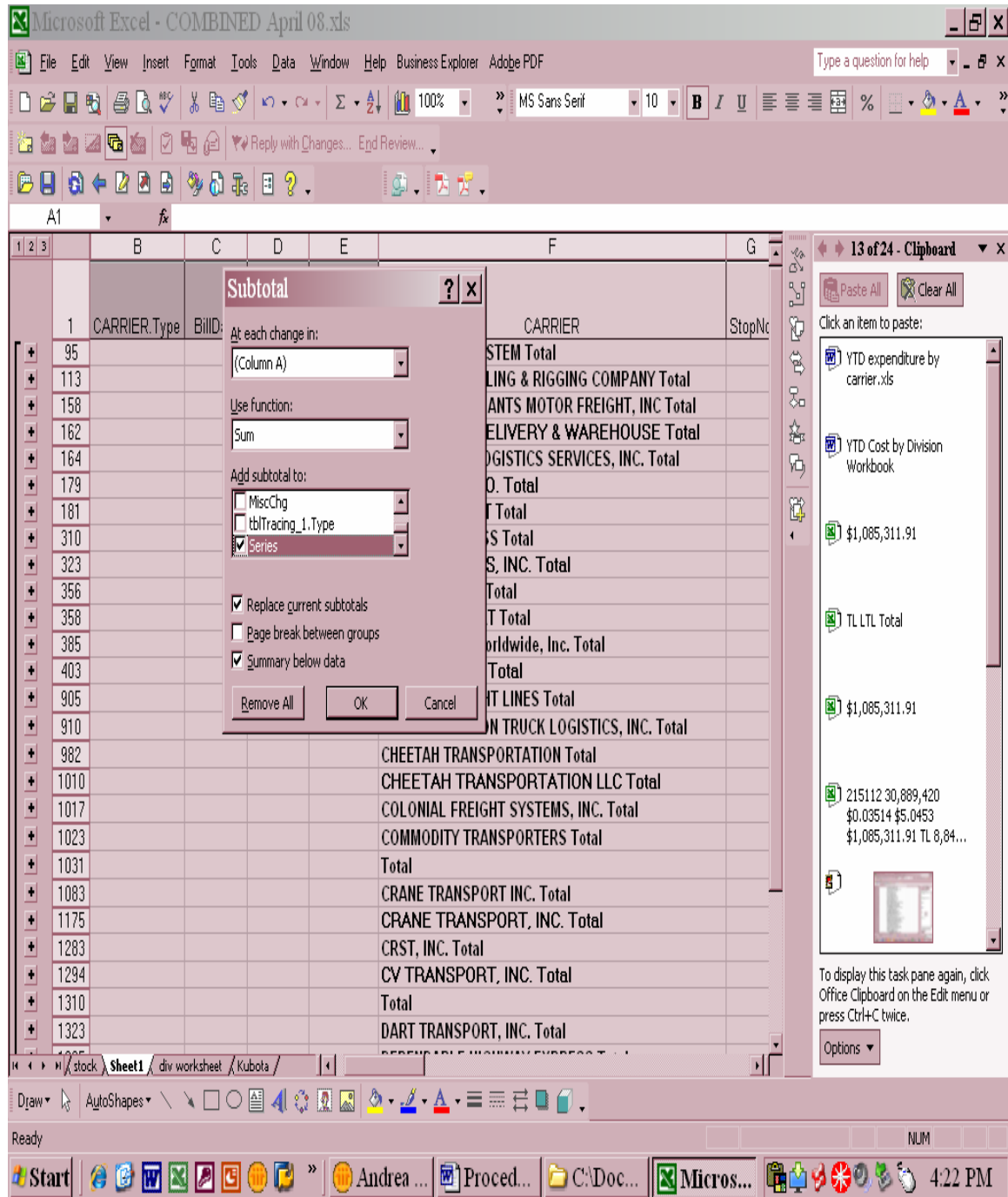
Then inset or link these values into the **YTD expenditure by carrier.xls** and **YTD Cost by Division Workbook** on the cost by division sheet in the appropriate month column under the appropriate freight direction.

The carrier information page used to feed the same workbooks as immediately above is easily figured by a sort by carrier. (Data – sort – Carrier)

The screenshot shows a Microsoft Excel 2003 window titled 'COMBINED April 08.xls'. The active sheet is 'Sheet1' with columns labeled B through G. Column B is 'CARRIER.Type', column C is 'BillID', column F is 'CARRIER', and column G is 'StopNo'. A 'Sort' dialog box is open, showing 'Sort by' as 'CARRIER' with 'Ascending' selected. The 'Then by' and 'Then by' fields are empty. The 'My list has' section has 'Header row' selected. The 'Clipboard' task pane on the right shows a list of items to paste, including 'YTD expenditure by carrier.xls', 'YTD Cost by Division Workbook', and various numerical values. The status bar at the bottom shows 'Ready' and the time '4:21 PM'.

1	2	3	B	C	D	E	F	G
1			CARRIER.Type	BillID			CARRIER	StopNo
95							STEM Total	
113							LING & RIGGING COMPANY Total	
158							ANTS MOTOR FREIGHT, INC Total	
162							DELIVERY & WAREHOUSE Total	
164							LOGISTICS SERVICES, INC. Total	
179							D. Total	
181							Total	
310							S Total	
323							S, INC. Total	
356							Total	
358							T Total	
385							orldwide, Inc. Total	
403							Total	
905							T LINES Total	
910							CENTRAL OREGON TRUCK LOGISTICS, INC. Total	
982							CHEETAH TRANSPORTATION Total	
1010							CHEETAH TRANSPORTATION LLC Total	
1017							COLONIAL FREIGHT SYSTEMS, INC. Total	
1023							COMMODITY TRANSPORTERS Total	
1031							Total	
1083							CRANE TRANSPORT INC. Total	
1175							CRANE TRANSPORT, INC. Total	
1283							CRST, INC. Total	
1294							CV TRANSPORT, INC. Total	
1310							Total	
1323							DART TRANSPORT, INC. Total	

Then using Data - Subtotal:



Subtotal the following columns: weight, piece, miles, Total Cost for Load (column you calculate with SUM formula), Line Haul Charge, FSC, Stop Charge, Acc Charge, Misc Charge. This data will also be used in the various reports.

Using the raw data; you can calculate the average number of stops per load.

Using the 1st cleaned sheet; you calculate FSC charged vs. FSC allowed, average FSC per mile, average cost per mile, Total Cost for Load. **DO THIS BEFORE USING THE DATA IN THE MULTIPLE PAGES.**

Total Cost of Load: (sum all load variable data)

Microsoft Excel - COMBINED April 08.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

100% MS Sans Serif 10 B I U

Reply with Changes... Egd Review...

P2 =Q2+R2+W2+X2+Y2

	L	N	O	P	Q	R	W	X	Y	Z
	Pc	Miles	Final Rate Per Mile	TOTAL COST FOR LOAD	LineHaulC hg	FSC	StopCl	AccCl	MiscCl	tbtTracing_1.Typ
2	8	2822	\$1.74	\$4,900.07	3583.94	1171.13	145	0	0	van BX
3	8	1034	\$2.37	\$2,453.54	1912.9	475.64	65	0	0	van BX
4	14	2798	\$1.80	\$5,047.22	3554.73	1427.49	65	0	0	van BX
5	8	1282	\$2.27	\$2,903.88	1705.06	653.82	545	0	0	van BX
6	16	521	\$1.93	\$1,005.53	739.82	265.71	0	0	0	van BX
7	8	744	\$1.91	\$1,421.04	1041.6	379.44	0	0	0	van BX
8	8	823	\$1.91	\$1,571.93	1152.2	419.73	0	0	0	van BX
9	8	530	\$1.87	\$991.10	720.8	270.3	0	0	0	van BX
10	8	974	\$2.39	\$2,327.86	1801.9	525.96	0	0	0	van BX
11	8	1118	\$2.45	\$2,737.02	2068.3	603.72	65	0	0	van BX
12	8	1050	\$2.39	\$2,509.50	1942.5	567	0	0	0	van BX
13	16	1082	\$2.39	\$2,585.98	2001.7	584.28	0	0	0	van BX
14	16	1362	\$2.50	\$3,400.18	2519.7	735.48	145	0	0	van BX
15	16	1127	\$2.23	\$2,513.05	1453.83	614.22	445	0	0	van BX
16	9	657	\$3.44	\$2,262.07	1782	335.07	145	0	0	spVan RTV
17	9	1027	\$3.45	\$3,540.77	2772	523.77	245	0	0	spVan RTV
18	9	875	\$2.99	\$2,616.50	2079	472.5	65	0	0	spVan RTV
19	9	876	\$3.05	\$2,670.76	2079	446.76	145	0	0	spVan RTV
20	9	655	\$3.15	\$2,063.05	1584	334.05	145	0	0	spVan RTV
21	9	802	\$3.43	\$2,751.02	2277	409.02	65	0	0	spVan RTV
22	8	850	\$3.11	\$2,646.50	2068	433.5	145	0	0	spVan RTV
23	9	911	\$2.81	\$2,559.94	2068	491.94	0	0	0	spVan RTV
24	9	851	\$3.97	\$3,376.54	2772	459.54	145	0	0	spVan RTV
25	5	1598	\$2.00	\$3,197.18	2317.1	735.08	145	0	0	spVan RTV
26	5	728	\$2.04	\$1,484.52	990.08	349.44	145	0	0	van RTV
27	5	894	\$1.96	\$1,754.66	1233.72	455.94	65	0	0	van RTV
28	5	740	\$2.00	\$1,478.40	1036	377.4	65	0	0	van RTV

15 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

- \$4,900.07
- Using the 1st cleaned sheet; you calculate FSC charged vs. FSC allowed, average ...
- YTD expenditure by carrier.xls
- YTD Cost by Division Workbook
- \$1,085,311.91
- TL LTL Total
- \$1,085,311.91

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+C twice.

Options

15 of 24 - Clipboard
Item collected.

Ready

Start Andrea ... Proced... C:\Doc... Micros... 4:26 PM

Final Rate Per Mile: (cost per mile with all factors considered)

This is not the contract price. Contract price is Line Haul Cost / miles

FSC Auditing: (highlighted area)

Microsoft Excel - COMBINED April 08.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF Type a question for help

100% Arial 10 B I U

Reply with Changes... Egd Review...

R1 FSC

	O	P	Q	R	S	T	U	V	W	X	Y	Z
	Final Rate Per Mile	TOTAL COST FOR LOAD	LineHaulC hg	FSC	FSC per Mi	Auth KTC FSC	DIF	Total Dif for FSC Auth vs. Chrgd	StopCl	AccCl	MiscCl	tblTracing_1.Typ
6621	#DIV/0!	\$13.20	\$13.20	\$0.00	#DIV/0!	8282.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6622	\$0.71	\$278.13	\$211.14	\$1.99	0.01	8283.37	(\$8,283.36)	#DIV/0!	\$65.00	\$0.00	\$0.00	Flatbed/Stepdeck
6623	#DIV/0!	\$13.20	\$13.20	\$0.00	#DIV/0!	8287.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6624	#DIV/0!	\$13.20	\$13.20	\$0.00	#DIV/0!	8288.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6625	\$0.74	\$492.80	\$361.26	\$1.54	0.00	8289.37	(\$8,289.37)	#DIV/0!	\$130.00	\$0.00	\$0.00	Flatbed/Stepdeck
6626	#DIV/0!	\$20.28	\$20.28	\$0.00	#DIV/0!	8292.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6627	#DIV/0!	\$20.28	\$20.28	\$0.00	#DIV/0!	8293.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6628	\$0.54	\$491.74	\$490.27	\$1.47	0.00	8294.37	(\$8,294.37)	#DIV/0!	\$0.00	\$0.00	\$0.00	Flatbed/Stepdeck
6629	#DIV/0!	\$19.50	\$19.50	\$0.00	#DIV/0!	8295.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6630	#DIV/0!	\$13.20	\$13.20	\$0.00	#DIV/0!	8296.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6631	#DIV/0!	\$13.20	\$13.20	\$0.00	#DIV/0!	8297.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6632	#DIV/0!	\$115.11	\$115.11	\$0.00	#DIV/0!	8298.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6633	#DIV/0!	\$25.68	\$25.68	\$0.00	#DIV/0!	8299.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6634	#DIV/0!	\$19.50	\$19.50	\$0.00	#DIV/0!	8300.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6635	\$0.65	\$398.99	\$332.37	\$1.62	0.00	8301.37	(\$8,301.37)	#DIV/0!	\$65.00	\$0.00	\$0.00	Flatbed/Stepdeck
6636	#DIV/0!	\$49.87	\$49.87	\$0.00	#DIV/0!	8303.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6637	\$0.76	\$230.51	\$163.73	\$1.78	0.01	8304.37	(\$8,304.36)	#DIV/0!	\$65.00	\$0.00	\$0.00	Van
6638	#DIV/0!	\$20.28	\$20.28	\$0.00	#DIV/0!	8306.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6639	#DIV/0!	\$34.04	\$34.04	\$0.00	#DIV/0!	8307.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6640	\$0.55	\$212.59	\$210.49	\$2.10	0.01	8308.37	(\$8,308.36)	#DIV/0!	\$0.00	\$0.00	\$0.00	Van
6641	#DIV/0!	\$22.83	\$22.83	\$0.00	#DIV/0!	8310.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6642	#DIV/0!	\$20.28	\$20.28	\$0.00	#DIV/0!	8311.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6643	#DIV/0!	\$20.28	\$20.28	\$0.00	#DIV/0!	8312.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6644	#DIV/0!	\$103.21	\$103.21	\$0.00	#DIV/0!	8313.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL
6645	#DIV/0!	\$73.53	\$73.53	\$0.00	#DIV/0!	8314.37	#DIV/0!	#DIV/0!	\$0.00	\$0.00	\$0.00	LTL

Draw AutoShapes

Ready

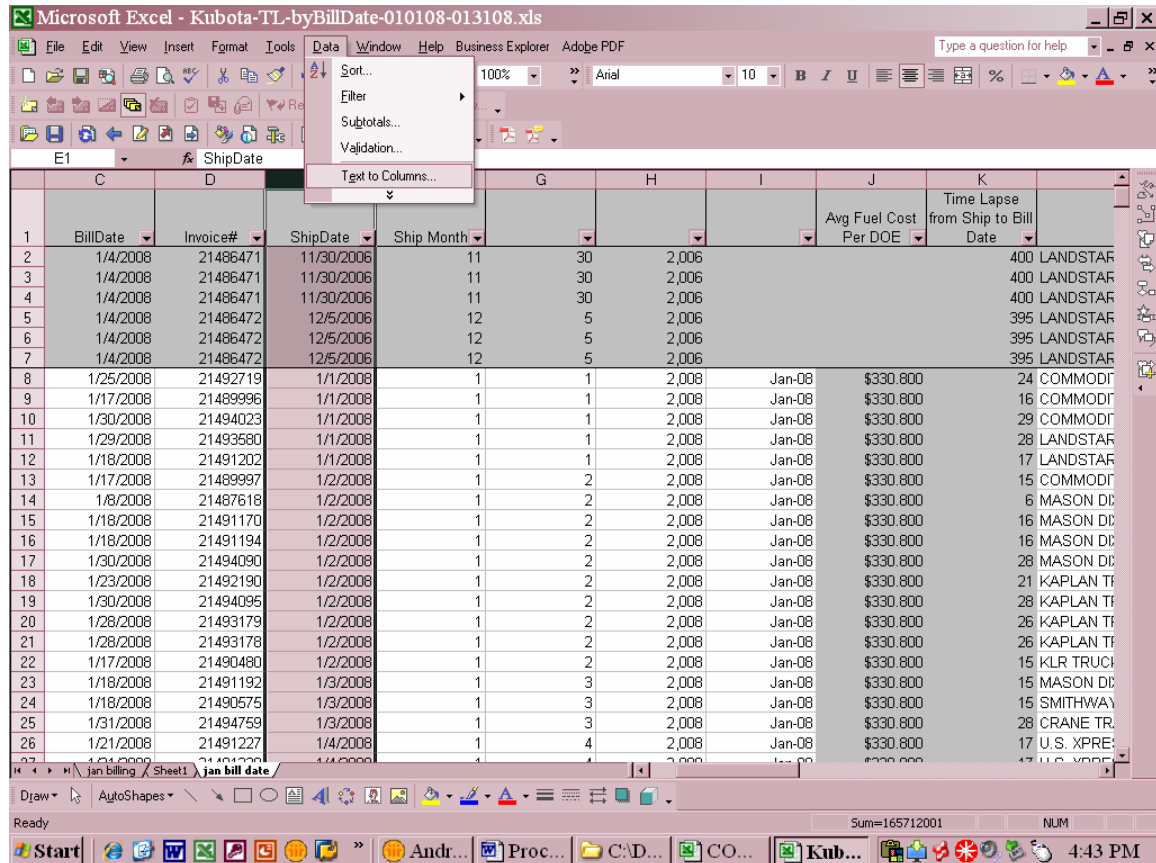
Start Andrea ... Proced... C:\Doc... Micros...

NUM 4:35 PM

Using the FSC column divide by miles to calculate the FSC per Mile rate. This will only be applicable on TL moves. Div/0 error will occur on all other or loads missing mileage information. Using the ship date, locate that week on the “weekly fuel cost guide.xls” (see above if you need to find and update). Find the average cost of Diesel for that week in the US (if we go regional, then regional data must be used for this calculation). Locate that cost on the KTC Authorized Fuel Surcharge Chart and insert that data in the Auth KTC FSC column. DIF Column is the difference. Total Dif for FSC Auth vs. Charged is the Dif multiplied by the miles. Any variance should be questioned. This process can be automated by separating the ship date into mm dd yyyy columns, assigning the appropriate week and then writing a cross reference look up formula to populate the fuel cost column. This in turn, through a formula, will populate the Auth KTC FSC column.

HOW:

Using Data - Text to Columns: separate the date. You will have to convert MTS's date before this will work but FDSI's works fine.



Be sure you have 3 blank columns next to the date otherwise the data will overwrite your existing data. Choosing other: /; separate the columns.

Then looking at the date (you can sort to make this easier) name the I column with the date the fuel chart.xls is to "look" at for reference. Using a week number is the best. Then using the formula in the next column, you can auto populate the cost.

Microsoft Excel - Kubota-TL-byBillDate-010108-013108.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

100% Arial 10 B I U

Reply with Changes... End Review...

J9 =INDEX('C:\Documents and Settings\asitler\My Documents\monthly data dumps from MTS and FDSI\2008\monthly data dumps FDSI\avg fuel cost.xls>Data 1!\$P\$202:\$P\$213,MATCH(19,'C:\Documents and Settings\asitler\My Documents\monthly data dumps from MTS and FDSI\2008\monthly data dumps FDSI\avg fuel cost.xls>Data 1!\$B\$202:\$B\$213,0))

	BillDate	Invoice#	ShipDate	Ship Month		Week/Month	Avg Fuel Cost Per DOE	from Ship to Bill Date	
1	1/4/2008	21486471	11/30/2006	11	30	2,006		400	LANDSTAR
2	1/4/2008	21486471	11/30/2006	11	30	2,006		400	LANDSTAR
3	1/4/2008	21486471	11/30/2006	11	30	2,006		400	LANDSTAR
4	1/4/2008	21486471	11/30/2006	11	30	2,006		400	LANDSTAR
5	1/4/2008	21486472	12/5/2006	12	5	2,006		395	LANDSTAR
6	1/4/2008	21486472	12/5/2006	12	5	2,006		395	LANDSTAR
7	1/4/2008	21486472	12/5/2006	12	5	2,006		395	LANDSTAR
8	1/25/2008	21492719	1/1/2008	1	1	2,008	Jan-08	\$330.800	24 COMMODI
9	1/17/2008	21489996	1/1/2008	1	1	2,008	Jan-08	\$330.800	16 COMMODI
10	1/30/2008	21494023	1/1/2008	1	1	2,008	Jan-08	\$330.800	29 COMMODI
11	1/29/2008	21493580	1/1/2008	1	1	2,008	Jan-08	\$330.800	28 LANDSTAR
12	1/18/2008	21491202	1/1/2008	1	1	2,008	Jan-08	\$330.800	17 LANDSTAR
13	1/17/2008	21489997	1/2/2008	1	2	2,008	Jan-08	\$330.800	15 COMMODI
14	1/8/2008	21487618	1/2/2008	1	2	2,008	Jan-08	\$330.800	6 MASON DC
15	1/18/2008	21491170	1/2/2008	1	2	2,008	Jan-08	\$330.800	16 MASON DC
16	1/18/2008	21491194	1/2/2008	1	2	2,008	Jan-08	\$330.800	16 MASON DC
17	1/30/2008	21494090	1/2/2008	1	2	2,008	Jan-08	\$330.800	28 MASON DC
18	1/23/2008	21492190	1/2/2008	1	2	2,008	Jan-08	\$330.800	21 KAPLAN TI
19	1/30/2008	21494095	1/2/2008	1	2	2,008	Jan-08	\$330.800	28 KAPLAN TI
20	1/28/2008	21493179	1/2/2008	1	2	2,008	Jan-08	\$330.800	26 KAPLAN TI
21	1/28/2008	21493178	1/2/2008	1	2	2,008	Jan-08	\$330.800	26 KAPLAN TI
22	1/17/2008	21490480	1/2/2008	1	2	2,008	Jan-08	\$330.800	15 KLR TRUC
23	1/18/2008	21491192	1/3/2008	1	3	2,008	Jan-08	\$330.800	15 MASON DC
24	1/18/2008	21490575	1/3/2008	1	3	2,008	Jan-08	\$330.800	15 SMITHWA
25	1/31/2008	21494759	1/3/2008	1	3	2,008	Jan-08	\$330.800	28 CRANE TR
26	1/21/2008	21491227	1/4/2008	1	4	2,008	Jan-08	\$330.800	17 U.S. XPRE
27	1/24/2008	21491228	1/4/2008	1	4	2,008	Jan-08	\$330.800	17 U.S. XPRE

22 of 24 - Clipboard
Item collected.

Ready

Start Andr... Proc... C:\D... CO... Kub... 4:46 PM

This number than has to be viewed as \$3.00800 per gallon and used as reference for the KTC fuel surcharge chart. This is done manually after you sort by cost.

You can now audit your 3PLs for compliance.

NOTE: 9999 is a black hole. These numbers are not to be considered on the Management Report but do use this data on the YTD Analysis Report. This is the amount of transportation cost that can not be attributed to a direct due to lack of information. On the YTD Analysis Report –

Microsoft Excel - YTD analysis sheet.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

75% Tahoma 12 B I U

Reply with Changes... End Review...

J239 Rec Dealer Cost

	H	I	J	K	L	M	N
232	tail gate scratched	4	\$698.44	0.29%			
233	OTHER	5	\$519.79	0.22%			
Missing manuals and tire damage tie for 3rd. Packaging / crating remains a noted issue tied to fender / hood damage. Poor others will be reviewed during my division visits at end of month.							
235							
236			YTD Truck Transportation Cost				
237	Avg TL's per Day		OVERALL				
238	3.8		Recouped Dealer Frt Cost	\$4,484,803.11	TL %	39.48%	
239	14		Rec Dealer Cost	\$12,472,001.35	LTL %	46.68%	
240	8.8		Non Dealer Related Cost	\$7,865,501.28	TL Cost	\$17,186,204.35	
241	6.6		Total Transportation Cost	\$20,337,502.63	LTL Cost	\$2,175,126.51	
242	9.7		Dealer Related Ratio Spend	61.33%	TL Weight	229,168,895	
243	6.1		Total Loads Haul	30,094	LTL Weight	28,783,617	
244	23.2		TL Count - ALL	11,882	Total Wt Shipped	257,952,512	
245	0.10		LTL Count - ALL	14,049	Avg Per Lb. - ALL	\$0.05	
246			Wt. Avg. TL	19,287	TL Ratio Spend	84.50%	
247	59.6		Wt. Avg. LTL	2,049	LTL Ratio Spend	10.70%	

analysis sheet carrier feeder ds division count feeder

Draw AutoShapes

Ready

Start Andrea Sittle... Procedure f... Microsoft ... 4:53 PM

24 of 24 - Clipboard

Paste All Clear All

Click an item to paste:

Rec Dealer Cost

\$330.800

ShipDate Ship Month Avg Fuel Cost Per DOE 11/30/2006 11 30 2,006

"weekly fuel cost guide.xls".

FSC FSC per Mile Auth KTC FSC DIF Total Dif for FSC Auth vs. Chrgd StopChg ...

\$0.71

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+C twice.

Options

24 of 24 - Clipboard Item collected.

Dealer Cost is calculated by any move in which a dealer is referenced. Non Dealer is not dealer related in any way. The Recouped dealer frt cost is a YTD number from accounting which should become available in BW. That number is compared to the Dealer Cost figure to see how much of what could have been recovered actually was recovered. In this example: KTC falls short 3x over. All this data is auto populated from linked reports except for the Recouped Dealer Frt Cost.

Microsoft Excel - YTD analysis sheet.xls

File Edit View Insert Format Tools Data Window Help Business Explorer Adobe PDF

Type a question for help

75% Tahoma 16 B I U

Reply with Changes... Egd Review...

B35 Undisclosed

19

20

21 GOAL

22 days 80%

23 days 60%

24 days 40%

25 days 20%

26 days 5%

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

analysis sheet carrier feeder ds division count feeder

Draw AutoShapes

Ready

Sum=12549103.96

24 of 24 - Clipboard Item collected

Start Andrea Sittle... Procedure f... Microsoft ... 4:57 PM

Claims reported include those filled on site by FDSI coordinators; claims received by Corporate, claims representative of Titan group claims, claims representative of the Pick-Up Shop in Ohio and miscellaneous other related claims.

* day count begins from last day of month to present

< 60 day

Page 1

Division Breakdown	No. of Claims Filed	No. of Loads Hauled	Total Cost of Loads Hauled	Total Value of Claims Filed	Claim \$ vs. Cost of Loads Hauled	Avg Age of Claim
YTD Total	946	30,094	\$27,937,827.46	\$133,088.67	0.48%	45
Southeast	288	7,399	\$2,993,824.76	\$53,513.11	1.79%	32
Northern	307	6,862	\$4,447,414.34	\$37,176.84	0.84%	42
Central	223	7,347	\$6,331,725.86	\$31,485.35	0.50%	48
Western	98	2,998	\$1,692,861.15	\$10,913.38	0.64%	60
Undisclosed	30	5,488	\$12,472,001.35		Unnamed Carrier	\$71,584.61

Date vs. H/O Processing Date

Date Unit Rec'd

> 365

91-365

61-90

The screenshot displays the 'YTD analysis sheet.xls' in Microsoft Excel. The main data is presented in a 3D bar chart showing transportation costs by carrier. The chart has a yellow background and a blue grid. The x-axis represents different carriers, and the y-axis represents the cost in dollars, ranging from 184 to 196. The chart shows that the highest cost is for the carrier 'Landstar', which is highlighted in red. Below the chart, a list of carriers is provided, including ACE DORAN HAULING & RIGGING COMPANY, B.A.H. EXPRESS, INC., C.H. ROBINSON, COLONIAL FREIGHT SYSTEMS, DALLAS & MAVIS SPECIALIZED CARRIER COMPANY, EXPRESS FREIGHT, KAPLAN LOGISTICS, KLR TRUCKING, OLD COMMON FREIGHT LINE, RIVERSIDE TRANSPORT, INC., SPECIALIZED TRANSPORTATION INC., U.S. Xpress ENTERPRISES, ADMIRAL MERCHANTS MOTOR FREIGHT, C.H. ROBINSON, COLONIAL FREIGHT SYSTEMS, DALLAS & MAVIS SPECIALIZED CARRIER COMPANY, EXPRESS FREIGHT, KLR TRUCKING, OLD COMMON FREIGHT LINE, RYAN LOGISTICS, SWIFT TRANSPORTATION, UPS FREIGHT, AIR CAPITAL DELIVERY & WAREHOUSE, C.E.I. TRANSPORT, COMMODITY TRANSPORTERS, DART TRANSPORT, GOSSEL EXPRESS, KNL TRANSPORTATION, PERFORMANCE TRUCKING, INC., SHIPPER'S SERVICES EXPRESS, INC., SYSTEM TRANSPORTATION, USF REDDAWAY, ALL CONNECT LOGISTICS, C.L. SERVICES, COVENANT TRANSPORT, DAYTON FREIGHT, GRAHAM TRUCKING, LANDSTAR INVA, PFT ORIO EXPRESS, SMITHWAY MOTOR, TENNESSEE STEEL, and VHT TRANSPORTATION.

Below the chart, a table lists the carriers and their corresponding costs. The table has two columns: 'Carrier' and 'Cost'. The carriers listed are: ACE DORAN HAULING & RIGGING COMPANY, B.A.H. EXPRESS, INC., C.H. ROBINSON, COLONIAL FREIGHT SYSTEMS, DALLAS & MAVIS SPECIALIZED CARRIER COMPANY, EXPRESS FREIGHT, KAPLAN LOGISTICS, KLR TRUCKING, OLD COMMON FREIGHT LINE, RIVERSIDE TRANSPORT, INC., SPECIALIZED TRANSPORTATION INC., U.S. Xpress ENTERPRISES, ADMIRAL MERCHANTS MOTOR FREIGHT, C.H. ROBINSON, COLONIAL FREIGHT SYSTEMS, DALLAS & MAVIS SPECIALIZED CARRIER COMPANY, EXPRESS FREIGHT, KLR TRUCKING, OLD COMMON FREIGHT LINE, RYAN LOGISTICS, SWIFT TRANSPORTATION, UPS FREIGHT, AIR CAPITAL DELIVERY & WAREHOUSE, C.E.I. TRANSPORT, COMMODITY TRANSPORTERS, DART TRANSPORT, GOSSEL EXPRESS, KNL TRANSPORTATION, PERFORMANCE TRUCKING, INC., SHIPPER'S SERVICES EXPRESS, INC., SYSTEM TRANSPORTATION, USF REDDAWAY, ALL CONNECT LOGISTICS, C.L. SERVICES, COVENANT TRANSPORT, DAYTON FREIGHT, GRAHAM TRUCKING, LANDSTAR INVA, PFT ORIO EXPRESS, SMITHWAY MOTOR, TENNESSEE STEEL, and VHT TRANSPORTATION.

The table shows that the highest cost is for the carrier 'Landstar', which is highlighted in red. The cost for Landstar is \$71,584.61. The table also shows that the highest claim percentage is for the carrier 'Landstar', which is 22.23%.

Below the table, a bar chart titled 'Claim Age by Division (Claim Date vs. H/O Processing Date)' shows the claim age by division. The chart has a green background and a blue grid. The x-axis represents different divisions, and the y-axis represents the claim age in days, ranging from 193 to 194. The chart shows that the highest claim age is for the division 'Landstar', which is highlighted in red.

The chart shows that the highest claim age is for the division 'Landstar', which is highlighted in red. The claim age for Landstar is 22.23 days.

The status bar at the bottom of the Excel window shows the sum of the data as 71584.6089 and the date and time as 24 of 24 - Clipboard Item opened. 4:58 PM.

PROCESSING A CLAIM

Once all information is gathered, compliance with the WG D&S Policy is assured and you approve the claim, the processing begins. The White Sheet will eventually go to A/R for credit to the dealer. The Yellow to the vendor for request of payment and the Pink is your file copy. If you deny a claim or it is KTC Absorbed; keep only the White Copy which is filed by Year and then by ending claim number. (ex: Claim # 62075 would be filed under 5)

For carrier related claims:

1. Do not re-price
2. Include copy of BOL
3. If MTS, load number is needed
4. Send to Aya Murray, Logistics Manager for MTS
5. Send to onsite coordinator for FDSI claims
6. These claims will then be tracked and handled through their home office by the Claims Manager (Rick Dimmitt)
7. Each month both 3PLs fill out a Vendor Claim Report excel sheet that is a running total for the year (YTD) with updates
8. These arrive by the 5th of the month with the TL reports and data dumps
 - a. Match this to the monthly claims
 - b. Note any changes
 - c. Add new claims into the current month's claim book

Note: use processed at H/O column as reference to which month the claim is listed so that you can find this claim for future reference

- i. Use this sheet and the Claims Filed in yyyy.xls as a cross reference by Serial Number to avoid duplicate filings. A dealer will often file a claim with FDSI and send one to corporate. This allows a cross check to avoid double payment on your behalf. It also allows for cross checking for a dealer who files the same claim twice believing it was lost, not processed, etc... due to comments made at division level.

For vendor claims (not sister companies):

1. Re-price items to dealer net pricing
2. Fill out appropriate sheet in monthly claim report being sure it calculates correctly.
3. Update the running total due at the bottom of the sheet
4. Print
5. Send yellow sheet and this printed sheet to the vendor

Note: When vendor has not paid in 60 days, review and send out reminder notice from same sheet without the center info. Just send letter and bottom of claim sheet information hiding the middle section.

For sister company claims (KMA, KIE):

Note: KBT is handled differently

1. Follow steps for vendor claims
2. Mail all data
3. Also fill out KMA or KIE workbook and email this to the appropriate party.
 - a. Currently: KIE – Wallace Dew / KMA – April Spradley
 - b. Workbooks names: KMA Claims yyyy.xls / KIE Claims yyyy.xls
 - i. Add page for new month and copy paste special from KMA / KIE sheet in monthly claim workbook
 - ii. Complete running tally on front page of workbook
 - iii. Save and email

For KBT:

KBT has its own workbook

The claim is handled as above plus the following:

1. Fill out the KBT Claims Book.xls
2. This is the template be sure to save with month in name BEFORE you fill out
3. Fill out each Claim # page
 - a. This auto populates the file sheet page
 - i. Formulas are in place including the hidden column
4. Print each page after filing it out and attach to the appropriate claim
5. Remove the White copy at this time ONLY and place to the side
 - a. You will make 2 copies of this sheet
 - b. One will go with claim and other is your file copy
6. All documents are passed on with KBT claims unlike the other claims where only the Yellow sheet is passed onto vendor
7. When all claims are entered you will copy paste special the file sheet page onto Art's workbook month as well as cover sheet page
8. Double check all math and calculations for accuracy
9. The cover letter and file sheet is printed
10. Place this on top of the pile of claims and pass to the National Distribution Manager for review and signature
11. Once approved; email the workbook to KBT Coordinator (Artisune Masuda)
12. Take the documents with coversheet and file sheet printed to his desk for his approval and processing
13. The KBT Coordinator will pass this onto Japan for final processing

PROCESSING PAYMENTS RECEIVED

Vendors may send in a check or a credit memo. Sister companies (KMA, KBT, KIE) will pay via internal memo.

Receiving a Check:

14. Match the check to the claim
15. Sign the check and note the GL account to be credited
 - d. Please credit 5375500-1040 for Implements
 - e. Please credit 5275500-0100 for tractors
 - i. You may use 1040 for all unless you have a total check for only tractors
 - f. Date the signature
16. Copy the check
17. Cross reference the check to the claims on the monthly sheet
18. Note the amount received and date for each claim paid
19. Mark claim as paid
20. For partial payment; follow same procedures
21. For non-payment / denial; mark as such and place \$0.00 in amount column as well as date of denial
22. If claim was filed with wrong vendor; mark refilled with full amount and date
23. Re-file the claim the next month with the new vendor noting in the comments section that this is a refill due to misfiling.....
24. Pass check and a copy of the invoice to A/R for processing
25. File your copy of claim and check by Vendor for that year in the gray filing cabinets

Credit Memo:

1. Follow all the steps above
2. Curtis (National Distribution Manager) has to sign this as well before passing to A/R

Internal Memo:

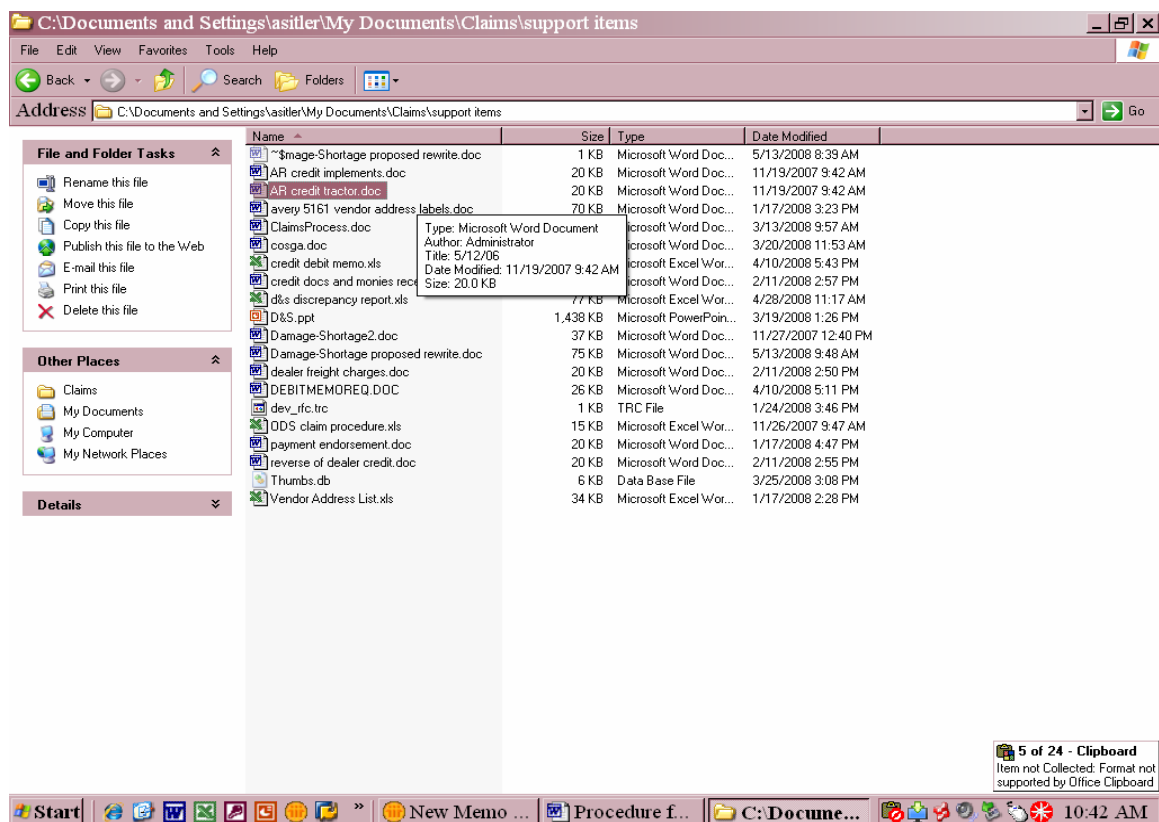
1. Follow steps as above
2. Will arrive in email on attached excel workbook
3. KBT will come to National Distribution Manager and a copy passed to you
 - a. KMA and KIE are internally processed
 - b. KBT's actually has to be passed to accounting; generally done by NDM

File all claim sheets in their appropriate vendor folder while awaiting payment. Hold the white claim's sheet until vendor payment is received then you will pass to A/R.

CREDITING THE DEALER

Once payment is received from vendor and you have processed the check; it is time to pay the dealer.

1. Remove the white copy from the file and divide into tractor and implement piles based on unit named in claim.
2. Using the AR Implement.doc or AR Tractor.doc you will prepare the claims to be passed to accounting.
 - a. These documents are found in the Claims Folder under the sub-folder Support Items.



3. The date is automatically set on the paperwork and you need one coversheet per pile.
4. These white sheets with the cover sheet then are placed in the A/R inbox after you paperclip them together.
5. Credit will normally appear on a dealer's account within 30 days
 - a. Joyce handles Western and Central Division Claims
 - b. Lisa Y. handles Southeastern Division Claims
 - c. Cora handles Northern Division Claims

CHARGING DEALERS SHIPPING or REVERSING A CLAIM

In the Support Folder are the Reverse of Dealer Claim.doc and Dealer Freight Charges.doc

The most general purpose workbook is the Credit Debit Memo.xls

The screenshot shows a Microsoft Excel spreadsheet titled "credit debit memo.xls". The spreadsheet is divided into columns A through M and rows 1 through 21. The following information is entered into the spreadsheet:

Row	Column	Content
1	C	CREDIT MEMO REQUEST
5	A	CREDIT TO:
5	D	46385
5	F	MORDT TRACTOR AND EQUIPMENT COMPANY
7	A	AMOUNT:
7	D	\$57.16
9	A	DESCRIPTION:
9	D	Claims Reimbursement
9	F	Invoice or Ref # 9006778665
11	A	KTC ACCT #
11	D	5375500-1040 (D&S Impl)
20	A	Attachments:
20	D	Yellow check# 03276505

The spreadsheet also shows a taskbar at the bottom with various application icons and a system clock displaying 10:48 AM.

1. This Workbook has a credit and a debit sheet
2. After selecting the correct sheet; insert the dealer number and the name auto populates (remember to update the dealer list and vendor list on a regular basis from Lotus Notes database so that this information is always current)
3. Insert the total amount to be credited or debited
4. Type a description with an invoice or other reference if applicable
5. Using the drop box; choose the proper GL code
6. Note your attachments
7. Date and signature are automatically set

Note: This is used when a payment is received via check from FDSI or MTS and needs to be applied to a dealer. This is used for claims reversal or charging a dealer shipping such as non-contiguous US dealers (Alaska, Hawaii, Guam, PR, etc...) or anytime a you need to issue a credit / debit through accounting.

LARGE CLAIMS

These are marine or trucking accident claims for large dollar amounts.

Remember our deductible varies but is generally \$10,000.

Maintain good file records.

You will receive photos and documents.

I generally keep these in e-format for quick reference.

Many times you will have to resend them over and over to various parties.

Be sure all data is consistent and complete.

Any large claims will require 1st right of equipment buy back by KTC.

MTS will file first notice through the proper Sealiner and Vericclaim upon approval

FDSI will file with carrier

KTC insurance claims are filed with AON

FINAL NOTES

Determining Vendor on Loaders, Buckets and other items that show as National Distribution in SAP

These will be KIE or KMA items 99% of the time

Implements are generally from KIE

Tractors are generally from KMA

KIE serial numbers begin with a letter

KMA serial numbers begin with a number

Remember nothing is 100%. Everything has an exception and the exceptions have exceptions. It is just like the English language.

Etc...

The National Distribution Manager has his own GL and dealer code Mt Airy (47010) and Farm Rite (26836) buy salvage (AS-IS) units. Beware of dealers so that such units do not appear on S&D claim forms.