

BUSINESS RULES PAGE

Tbooks Client Demo Master

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IMPORTANT REMINDER

Keep one copy of this TruckersBooks Bookkeeping Information Management system as the original with nothing entered and simply make a copy for each month and renaming the copy for the month you are about to begin working on.

This page is provided to allow you to easily update as required Business Information

Business Information to update Monthly

Current Work Month	March
Enter Business Year-end	25-Jan-2011
US Dollar Exchange Rate	0.9856

Set Load Profit Analysis Expense Allocation Percentage **0%**

Enter your GST/HST Number ▶ 123456RT0001

GST/HST Base Province **ALBERTA**

IFTA Compliance Information Management

If you operate out of Province	IFTA Account #	
and/or into the USA and is IFTA	New York HUT #	
registered you should	Kentucky KYU #	
enter the license number	New Mexico Tax ID #	
applicable to you and your	IRP Base State A/C #	
business in the area provided	Oregon File A/C #	
	Kansas DOR #	
ENTER DRIVER NAME BELOW	KCC ID #	
TO ALLOW THIS INFORMATION	Truck/Tractor Number	
TO BE REFLECTED ON THE	Truck Tractor Plate #	
DRIVER TRIP REPORT FORM	Keep in mind that you only have to enter	
▼ Driver Name ▼	these states and Province information if	
Santos	they apply to you. If not applicable leave BLANK	

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December 2, 2011

This worksheet allows you to **MANAGE - ADD OR CHANGE** all information needed by the system to manage your business-side of Trucking information and create meaningful reports. **(1)** Begin by setting the business month you are starting for each month workbook you create. **(2)** Set the business year end. **(3)** Set the US to Canadian Funds exchange rate. This rate will be used to convert the US funds information entered to Canadian funds for Canadian tax reporting purposes. **(4) Set a Load Profit expense** allocation rate of 3%-5% max. The load Profit percentage rate is used to allocate a percentage of all operating expense to the Load Profit Analysis report you generate when checking the profit you will earn on a load you are offered. **(5) Enter Your GST NUMBER** **(6) Enter your Province of business residence** to tell the system what GST/HST rate applies. **(7)** If you run out of province and need IFTA information **ENTER your IFTA number** and other applicable **FUEL TAX account numbers** **(8) ENTER Driver Name**