

## **King County Metro Vanpool/Vanshare Excel Monthly Report Form Basics**

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This document covers the basics for completing the Excel report forms. Consult the Program Manual, Terms and Conditions or an Accounting Rideshare Services Specialist for specific program policies and questions related to reporting for your vanpool group. Use of these forms requires familiarity with and confidence using basic Excel functions like copy, cut, paste, insert, delete, clear, formatting, saving and printing.

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### **START IN THE MONTHLY REPORT TAB MILEAGE SECTION**

- Select the reporting period
- Select the year
- Select the van size
- Select the work schedule
- Enter the group's assigned van number
- Enter the group identification number
- Enter the loaner van number for all loaner vans used during month
- Enter the odometer readings for the group's assigned van
  - Enter the ending odometer from when the van stopped on the last day of the previous month
  - Enter the beginning odometer - this is the same as the ending odometer from last month's report
- Enter the ending and beginning odometer readings for all loaner vans used during the month
- Enter the round trip miles
- Enter the number of working days
- Enter the number of miles and a brief explanation for maintenance shuttle, driver training and other miles.

**Use actual odometer readings, rounded to the nearest whole number. Do not estimate.**

### **IN THE MONTHLY REPORT TAB REVENUE SECTION**

- Enter the fixed rate from the fare schedule. If the round trip miles have changed from last month, enter the new round trip miles and fixed rate.

### **CLICK ON THE RIDERSHIP REPORT TAB**

Enter the following information for everyone:

- Enter an "x" for each role authorized participant role.
  - Enter the last name
  - Enter the first name
  - Enter the 8-digit ORCA card number for participants paying their fare with an annual Business Passport or Monthly Metro Vanpool Pass
  - Enter the participant's employer name. Include name of subsidy provider if different from the employer.
  - Enter an "x" if the participant rode last month
  - Enter the date started for a new participant – mm/dd/yy date format
  - Enter the date when a participant left – mm/dd/yy date format
  - Enter the monthly fare
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- Enter the dollar amounts for each type of fare payment

**Enter all dollar amounts in US currency – dollars and cents – only two decimals.**

<b>Accepted For Fare Payment</b>
<ul style="list-style-type: none"><li>○ Annual Business Passport</li><li>○ Monthly Metro Vanpool Passes</li><li>○ Vouchers</li><li>○ Cash Subsidy</li><li>○ Cash / Personal Checks</li><li>○ Special Promotions and Incentives</li><li>○ Annual Business Passport</li></ul>
<p><u>Business Passport</u> - comprehensive, annual transportation pass program for employers, typically loaded onto an employer-provided ORCA card.</p> <p><u>Monthly Metro Vanpool Passes</u> -the only monthly pass accepted as payment towards a monthly fare. Once purchased, the pass is loaded onto an individual's ORCA card or onto an employer-provided ORCA card.</p> <p><u>Vouchers</u> - applied directly towards monthly fares.</p> <p><u>Cash Subsidy</u> - obtain cash subsidy from employer at the first of the month. Give to bookkeeper along with any additional fare that may be owed.</p> <p><u>Cash / Personal Checks (Net Fare)</u> - Participants may also provide their bookkeeper with personal cash or check, payable to the bookkeeper.</p> <p><u>Special Promotions and Incentives</u> - Occasionally, employers or other organizations offer special promotions and incentives that may be valid towards a monthly fare.</p>

When inserting, deleting, cutting, copying or pasting a row in the Ridership Section, make sure to include the Net Fare column in the selection.

### **GO BACK TO THE MONTHLY REPORT TAB REVENUE SECTION**

- Enter \$25 late fee if the report will not be postmarked by the 10th of the month and an extension was not authorized
- Enter Monthly Report Adjustment if applicable – month and year of the adjustment – date format mmm-yy and the dollar amount
- Consult assigned Accounting Rideshare Services Representative for use of “Other”

### **IN THE MONTHLY REPORT TAB EXPENDITURES SECTION**

- Enter dollar amount for bank charges, if applicable
- Enter the date – date format mm/dd/yy, round trip miles and number of carpools, if applicable

### **COMMENTS/PREPARED BY/DATE SECTION**

- Enter any comments of requests
- Enter the name of bookkeeper completing the report
- Enter the date – date format mm/dd/yy