



REPORTS MODULE GUIDEBOOK



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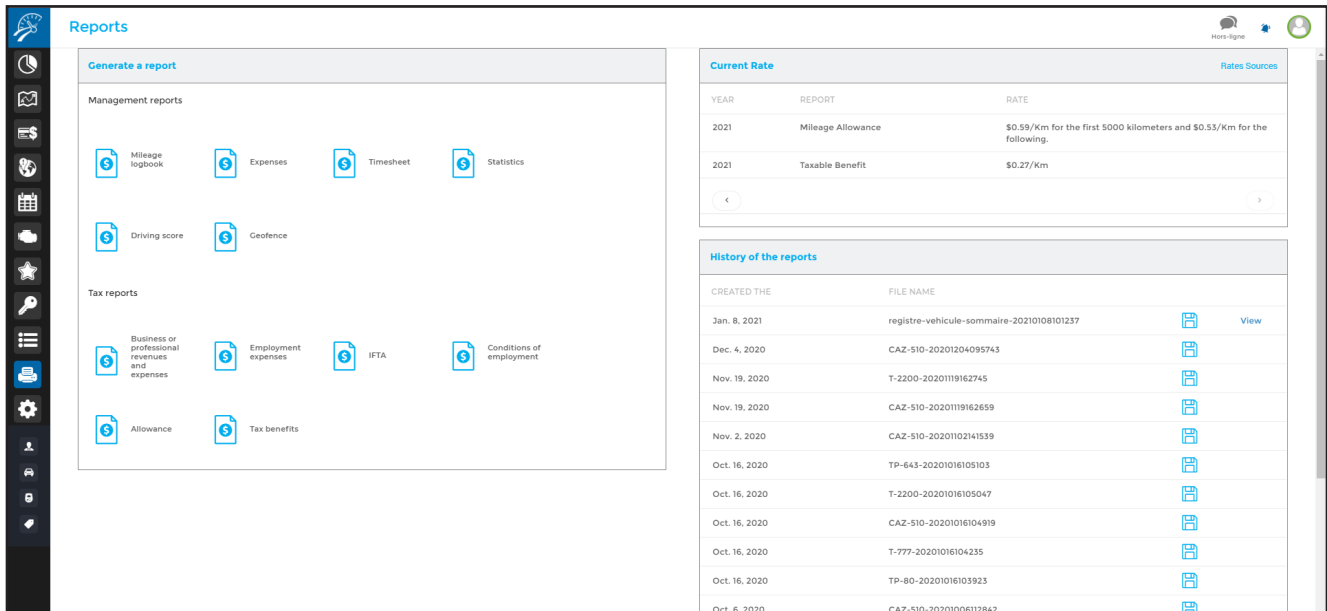
**APPLICATION
OF THE
PRESENT
GUIDE**

Your account has been set-up according to your plan as well as accesses granted you by the administrator of the account (if applicable).

the information contained in this guide is general in nature and certain section may not apply to you.

1. Introduction

The Reports Module allows you to generate reports, both Management and Tax reports, at any time.






Management reports consist of the following: mileage logbook, expenses, timesheet, statistics, driving score and geofence.

Tax reports include various reports relative to: business revenues & expenses, employment expenses & conditions, IFTA, allowance and tax benefits.

This module contains the latest rate to calculate both mileage allowance and taxable benefits (from 2008 – today).

Current Rate		Rates Sources
YEAR	REPORT	RATE
2021	Mileage Allowance	\$0.59/Km for the first 5000 kilometers and \$0.53/Km for the following.
2021	Taxable Benefit	\$0.27/Km

By using the section History of the reports, you can view and upload all created reports.

History of the reports			
CREATED THE	FILE NAME		
Jan. 11, 2021	Expenses-details-20210111133722		View
Jan. 8, 2021	registre-vehicule-sommaire-20210108101237		View
Dec. 4, 2020	CAZ-510-20201204085743		







IMPORTANT NOTE: Report history is saved for a limited time period. It is strongly recommended to either print or save said reports to your computer.

1.1 Creating a new report

To create a new report, click on the type of report desired in the section to the left and enter information required (ex: period, vehicle, driver, etc.) in the pop-up window.

Generate a report

Management reports

-  Mileage logbook
-  Expenses
-  Timesheet
-  Statistics
-  Driving score
-  Geofence

Tax reports

You can generate both detailed and summary reports. Detailed reports will show all available information whereas summary reports are more general.

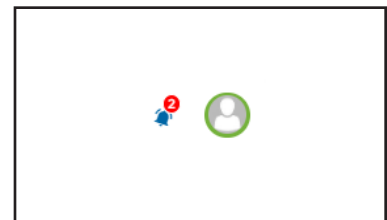
Reports can be displayed for printing or uploaded to be saved on your computer.

NOTE: Reports are generated by information contained in your account. Odotrack is not responsible for results. It is strongly recommended to verify all information with your accountant or fiscal specialist before printing.

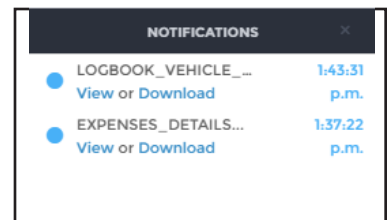
1.2 Viewing a report

Two “views” exist to consult your report once it is created.

For reports created during an active session, click on the notification button at the top right of your screen.



All newly created reports will appear. You can click on **View** to display or **Download** to save to your computer (depending on the report).



You can also display or download already created reports by using the History Tab.

History of the reports			
CREATED THE	FILE NAME		
Jan. 11, 2021	Logbook-vehicle-detailed-20210111134331		View
Jan. 11, 2021	Expenses-details-20210111133722		View
Jan. 8, 2021	registre-vehicle-completive-202101081012377		View

Downloaded reports will appear on the toolbar at the bottom left of your screen. Open the PDF file by clicking directly on it.



The downloaded file will open in a separate window thereby allowing you to print or save it to your computer.

IMPORTANT NOTE: Report history is saved for a limited time period. It is strongly recommended to either print or save said reports to your computer.

2.2. Management Reports_

The Management reports section consists of 6 reporting categories:

- Mileage logbook
- Expenses
- Timesheet
- Statistics
- Driver score
- Geofence

2.1 Mileage logbook_____

The Mileage logbook is the report that shows distances travelled (kilometers or miles), both professional and personal.

You can choose to create a report by vehicle, driver, favorite or province/state by selecting the option desired in the pop-up window.

The screenshot shows a 'CREATE A REPORT' dialog box for a 'MILEAGE LOGBOOK' report. The dialog is titled 'CREATE A REPORT' and has a close button (X) in the top right corner. On the left, under 'MILEAGE LOGBOOK', there are five radio button options: 'By vehicle' (selected), 'By driver', 'By favourite', and 'By province / state'. The main area contains a 'Description' section: 'Description: A report highlighting the total mileage (miles or kilometers) of personal or business travel by vehicle.' Below this are fields for 'Period' (set to 'Last month'), 'Start Date' (2020-12-01), and 'End Date' (2020-12-31). There are also input fields for '4 vehicles' and '4 drivers'. A checkbox 'Include trips without drivers' is checked. The 'Report View' section has 'Detailed' selected over 'Summary'. The 'Type' dropdown is set to 'All'. There are checkboxes for 'Show total hours in decimal' (unchecked) and 'Show the time in the Trip's dates' (checked). The 'Format' dropdown is set to 'PDF'. At the bottom, there is a yellow warning bar: 'Are you being audited? Caution, do not display columns Time and Stop in the report.' and two buttons: 'Create' and 'Cancel'.

Fill in the required fields and click **Create**.

NOTE: Should you be audited, we strongly recommend that you do not show times within the dates of trips (which includes: time of departure, arrival time, duration of trip, length of stop) since this information is not required. To activate this display option, it can be done through the Configuration Module, Contacts Sections, Settings tab.

2.2 Expenses

The Expenses report contains a listing of all expenses captured in the account using the criteria selected. You can download this report in PDF or Excel.

CREATE A REPORT ×

EXPENSES

Expenses
 Expense Statement
 Employment expenses
 Attachment

Description
A monthly report that breaks down the expenses by motor vehicle type and expense categories.

Period * **Start Date** * **End Date** *
 Last month < 2020-12-01 2020-12-31 >

Report View *
 Detailed Summary

Format *

Please note that some differences may arise between this report and the tax reports.

You can choose to create an expenses report, an expense statement, an employment expenses report or an attachment report.

Rapport de dépenses

ODO50 - Hyundai Elantra 2012														
Detailed Report of Motor Vehicle Expenses														
01/01/2020 to 31/12/2020														
January														
Date	Payment method	Business Expense	Fuel & oil	Interest	Insurance	Licence and registration	Maintenance & repairs	Leasing	Parking fees	Business Insurance	Other expenses	Driver	Details	Total
01/15/2020	Credit	49.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
01/20/2020	Credit	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	Petro-Can
01/29/2020	Credit	19.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
01/29/2020	Cash	46.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
01/29/2020	Credit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
01/29/2020	Credit	17.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
01/29/2020	Credit	32.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
01/31/2020	Express	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
Total January		219.72	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00		\$ 222.72
April														
04/22/2020	Credit	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	V. Odtrack	
Total April		0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00		\$ 60.00
June														

11/01/21 2:00 Page 1 of 7

The Expenses report consists of a detail of expenses related to a motor vehicle. This report is in form of a table by vehicle each sorted by month.

Expense Statement

The Expense statement includes the calculation of all deductible amounts relating to a motor vehicle.

This calculation includes all automobile expenses which are deductible according to your percentage of business use (i.e.: fuel, repairs & maintenance, insurance, etc.) as well as all automobile expenses which are 100% deductible (i.e.: cost of Odotrack, parking, etc.).

For information purposes only, at the bottom of the report is relevant information allowing you to calculate the capital cost allowance (CCA) that can be obtained when purchasing a vehicle, that is, the cost of acquisition, the year the vehicle was acquired as well as the disposal cost should the vehicle have been sold within the year.

odo track		Motor Vehicle Expenses Report	
ODO50 - Hyundai Elantra 2012		From 01/01/2020 To 31/12/2020	
Expenses		Total	
Fuel		\$ 409.81	
Oil		\$ 55.00	
Leasing		\$ 0.00	
Maintenance & repairs		\$ 120.00	
Insurance		\$ 0.00	
Licence & registration		\$ 27.00	
Interests		\$ 0.00	
Other expenses			
Total expenses		\$ 611.81	
Personal rate	1,848.19 km personal		\$ 285.46
	3,707.79 total		
Subtotal (before amortization)		\$ 326.35	
Parking fees		\$ 3.00	
Business insurance		\$ 0.00	
Odotrack		\$ 0.00	
Other business expenses		\$ 0.00	
Subtotal 100% business expenses		\$ 3.00	
Total business expenses (before amortization)		\$ 329.35	
Acquisition (2012):	\$ 24,000.00		
Disposition (---):	\$ 0.00		
11/01/21 2:04 <small>This report was produced with the customer information. ODOTRACK is not responsible for the results.</small> Page 1 of 4			

NOTE: The Expense statement does not include the calculation of capital cost allowance (CCA) when purchasing a vehicle. It is strongly recommended to verify this with your accountant or fiscal specialist.

Employment expenses

The Employment expenses report includes all automobile expenses which are deductible according to your percentage of business use (i.e.: fuel, repairs & maintenance, insurance, etc.) as well as all automobile expenses which are 100% deductible (i.e.: cost of Odotrack, parking, etc.) as well as employment expenses (i.e.: legal fees, advertising, meal & entertainment expenses, etc.).

This report is displayed in chart form for each vehicle and is sorted by month and driver.

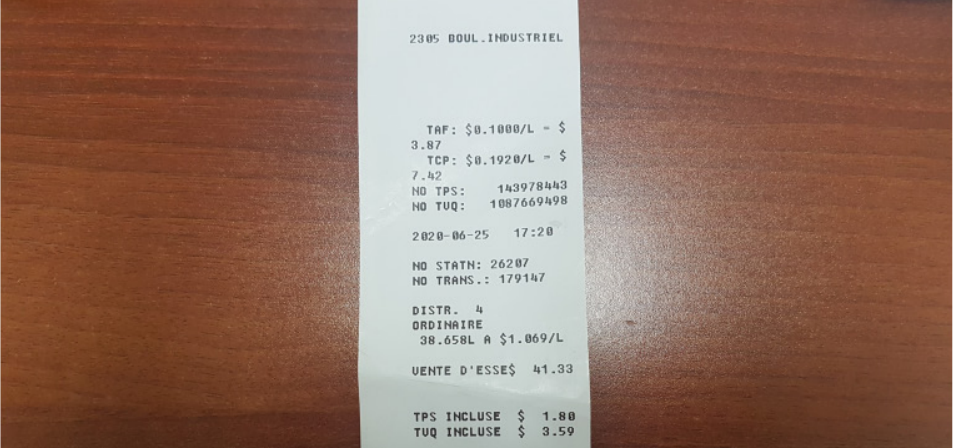
odo track		Detailed Report of Motor Vehicle and Employment Expenses																
ODO50 - Hyundai Elantra 2012		From 01/01/2020 To 31/12/2020																
January 2020	Date	Vehicle expenses								Employment expenses						Total		
		According to the percentage of business use							100 %									
Paid by		Fuel and oil	Interest	Insurance	Licence and registration	Maintenance and repairs	Leasing	Parking fees	Business insurance	Other expenses	Accounting & legal fees	Advertising & Promotion	Lunch fees, drinks & representing fees	Lodging	Supplies	Other employment fees	Details	
Driver: VJ Odotrack																		
01/15/2020	Credit	\$ 49.57	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
01/20/2020	Credit	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	Petro-Can
01/29/2020	Cash	\$ 46.35	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
01/29/2020	Credit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
01/29/2020	Credit	\$ 17.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
01/29/2020	Credit	\$ 19.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
01/29/2020	Credit	\$ 32.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
01/31/2020	Express	\$ 5.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Total V. Odotrack		219.72	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 222.72
Total January 2020		219.72	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 222.72

Attachment

The attachment report allows you to view all attachments included in your expenses.

Date	Payment method	Description	Amount	Driver
25/06/20 12:00 AM		ODO50 - Hyundai	41.33 \$	V. Odotrack

Attachment



2.3 Timesheet

Set-up & activation

To have access to timesheet reporting, you must have an Odotrack Platinum Plan. Afterwards, this option must be activated in your account, in the Configuration Module, section Devices, Features tab.

ID: 800007688 IMEI: 357766097936376 x

Details

General

Notifications

Features

Events

Activate Features

Active Features

Vehicle Selection ⓘ

Driver Selection ⓘ

Timesheet (Punch In/Out) ⓘ

When a timesheet is created via the controller or the mobile application and the latter is closed less than 5 minutes later, then the timesheet will be deleted.

Splitting	Punch in	Punch out
Split at	3 km	3 km
Number of Trips	2	2
Max. pause	15 min.	15 min.

On split, adjust time of the time period.

For any questions or further information, we ask you to contact your Odotrack representative or contact our customer service department by email at info@odotack.com or by telephone at 514-388-7734 for the Montreal region or toll free at 1-877-388-0810.

Timesheet report

Timesheet reports can be both detailed or a summary. They can be created in PDF or Excel.

CREATE A REPORT ✕

Timesheet - Timesheet

Description
A timesheet report that breaks down in and out times of per employee, their trips during this period including distance, time in motion and time stopped.

Period * **Start Date** * **End Date** *

Last month < 2020-12-01 2020-12-31 >

4 drivers *

Report View *

Detailed Summary

Show total hours in decimal

Format *

PDF v

Create Cancel

Detailed Timesheet						
From 01/12/2020 To 31/12/2020						
Week 49	Start		End	Note	Trips	Schedule
	Start	End			Distance	Time
Odo Track						
Mo 12/07/2020	06:56:30 AM	06:35:32 PM	17h35 = Fin voy aff Inklus / Pas de fragmentation		5.85	00:11:33 14:13:25 14:24:58
	05:23:59 PM	05:35:32 PM	1980 Rue Michelin, Laval, QC H7L 5C2, Canada	1583 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	5.85	00:11:33 14:13:25 14:24:58
	Total Mon. 07-12				5.85	00:11:33 14:13:25 14:24:58
Tue 12/08/2020	11:07:12 AM	06:36:08 PM			9.03	00:26:52 20:12:36 20:39:28
	11:07:12 AM	11:07:12 AM			0.00	00:00:00 06:04:17 06:04:17
	05:11:29 PM	05:23:12 PM	1980 Rue Michelin, Laval, QC H7L 5C2, Canada	3045 Boulevard de Carrefour, Laval, QC HTT 1C7, Canada	3.59	00:11:43 01:12:56 01:24:39
	06:36:08 PM	06:51:17 PM			5.44	00:15:09 12:55:23 13:10:32
	Total Tue. 08-12				9.03	00:26:52 20:12:36 20:39:28
We 12/09/2020	09:19:14 AM	06:37:43 PM			7.48	00:18:48 22:12:17 22:31:05
	09:19:14 AM	09:19:14 AM			0.00	00:00:00 08:41:44 08:41:44
	06:00:58 PM	06:10:32 PM	1970 Rue Michelin, Laval, QC H7L 5C2, Canada	1150 Boulevard de l'Avenir, Laval, QC H7N 6L2, Canada	4.25	00:09:34 00:27:11 00:36:45
	06:37:43 PM	06:45:57 PM			3.23	00:09:14 13:03:22 13:12:36
	Total Wed. 09-12				7.48	00:18:48 22:12:17 22:31:05
Thu 12/10/2020	08:21:25 AM	01:03:20 PM			19.06	00:57:14 22:32:51 23:30:05
	08:21:25 AM	08:21:25 AM			0.00	00:00:00 04:14:28 04:14:28
	12:35:53 PM	12:54:24 PM	1980 Rue Michelin, Laval, QC H7L 5C2, Canada	5027 Boulevard des Laurentides, Laval, QC H7K 2J7, Canada	5.22	00:18:31 00:08:56 00:27:27
	01:03:20 PM	01:14:03 PM			5.29	00:10:43 04:09:25 04:20:08
	05:23:28 PM	05:39:10 PM	1980 Rue Michelin, Laval, QC H7L 5C2, Canada	1035 Boulevard des Laurentides, Laval, QC H7G 3G8, Canada	6.87	00:15:42 00:25:26 00:41:08
	06:04:36 PM	06:16:54 PM			1.68	00:12:18 13:34:36 13:46:54
	Total Thu. 10-12				19.06	00:57:14 22:32:51 23:30:05
Fri 12/11/2020	03:00:45 PM	05:44:21 PM			5.77	00:15:17 47:48:42 48:03:59
	03:00:45 PM	03:00:45 PM			0.00	00:00:00 02:28:19 02:28:19
	05:29:04 PM	05:44:21 PM	1980 Rue Michelin, Laval, QC H7L 5C2, Canada	1583 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	5.77	00:15:17 45:20:23 45:35:40

The Detailed Timesheet report allows you to view all details, sorted by week, related to an employee's travel.

Summary Time Sheet												
From 01/12/2020 To 31/12/2020												
Actual	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Total	Dist.	Time	Time	Time
Odo Track	6.00	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06
Total	6.00	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06	19.06

2.4 Statistics

The Statistics Report allows you to view statistics related to vehicle usage.

Two reports are available: the Statistics report and the High speed report.

CREATE A REPORT ✕

STATISTICS

Description
A report highlighting statistics on vehicles use.

Statistics High speed

Period * **Start Date** * **End Date** *

Last month < 2020-12-01 2020-12-31 >


4 vehicles *

Report View *

Detailed


Statistics report

In this report, you can view the daily total of distance travelled, number of trips, number of favorites, the duration of the trip, the duration of the stop, as well as the percentage of business versus personal usage. This report is sorted by week for each vehicle.

															Statistics Report		
															From 01/01/2020 To 31/12/2020		
ODO50 - Hyundai																	
Week 0	Sun.		Mon.		Tue.		Wed.		Thu.		Fri.		Sat.		Total		
Informations	Buss.	Perso	Buss.	Perso	Buss.	Perso	Buss.	Perso	Buss.	Perso	Buss.	Perso	Buss.	Perso	Buss.	Perso	Total
Distance (km)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.8	0.0	6.9	0.0	0.0	0.0	11.7	0.0	11.7
No. of trips (unit.)	0	0	0	0	0	0	0	0	2	0	3	0	0	0	5	0	5
No. of favourites	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Move time (hr.)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.4	0.0	0.0	0.0	0.8	0.0	0.8
Elapsed time (hr.)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.4	0.0	66.2	0.0	0.0	0.0	88.6	0.0	88.6
Distance (%)	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	100.0 %	0.0 %	100.0 %	0.0 %	0.0 %	0.0 %	100.0 %	0.0 %	100.0 %
Use time (%)	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	1.5 %	0.0 %	1.8 %	0.0 %	0.0 %	0.0 %	0.5 %	0.0 %	0.5 %
Known destination	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	33.3 %	0.0 %	0.0 %	0.0 %	20.0 %	0.0 %	20.0 %
Distance (km)	0.0	0.0	15.4	0.0	17.2	0.0	12.2	0.0	10.8	4.0	12.3	0.0	0.0	0.0	67.9	4.0	71.9
No. of trips (unit.)	0	0	3	0	3	0	2	0	3	1	2	0	0	0	13	1	14
No. of favourites	0	0	1	0	1	0	1	0	3	0	1	0	0	0	7	0	7
Move time (hr.)	0.0	0.0	0.6	0.0	0.7	0.0	0.7	0.0	0.5	0.2	0.5	0.0	0.0	0.0	3.0	0.2	3.2
Elapsed time (hr.)	0.0	0.0	23.4	0.0	23.3	0.0	23.3	0.0	9.6	13.7	71.5	0.0	0.0	0.0	151.1	13.7	164.7
Distance (%)	0.0 %	0.0 %	100.0 %	0.0 %	100.0 %	0.0 %	100.0 %	0.0 %	73.0 %	27.0 %	100.0 %	0.0 %	0.0 %	0.0 %	94.4 %	5.6 %	100.0 %
Use time (%)	0.0 %	0.0 %	2.6 %	0.0 %	3.0 %	0.0 %	2.7 %	0.0 %	2.2 %	1.0 %	1.9 %	0.0 %	0.0 %	0.0 %	1.8 %	0.1 %	1.9 %
Known destination	0.0 %	0.0 %	33.3 %	0.0 %	33.3 %	0.0 %	50.0 %	0.0 %	100.0 %	0.0 %	50.0 %	0.0 %	0.0 %	0.0 %	53.8 %	0.0 %	50.0 %
Distance (km)	0.0	0.0	18.5	0.0	12.3	0.0	24.0	0.0	44.2	0.0	21.1	0.0	9.5	3.3	129.6	3.3	132.9

High speed report

The detailed high speed report allows you to view trip details for which the driver exceeded a selected speed (ex: speed over 120 km/h). This report is sorted by week for each driver.

															Complete High Speed Report		
															From 01/01/2020 To 31/12/2020		
Driver: Jean Dit																	
Week 2	From	To	Type	Distance	Time	Vehicle	Details	Speed (km/h)									
								Avg.	Max.								
01/16/2020 08:14:22 PM	3320 Avenue des Grandes Tourelles, Boisbriand, QC J7H 0A2, Canada	1587, rue de Gascogne, Laval, QC, H7N 6C7	Business	16.84	0h 21	ODO70 - Honda Civic 2012	Maison	57	108								
Total week 2									57	108							
Week 29	From	To	Type	Distance	Time	Vehicle	Details	Speed (km/h)									
								Avg.	Max.								
07/23/2020 10:21:25 AM	2366 Rue des Grisons, Laval, QC H7M 5Y8, Canada	399 QC-323, Montebello, QC J0V 1L0, Canada	Business	116.69	1h 14	ODO70 - Honda Civic 2012		94	120								
07/23/2020 02:45:53 PM	Unnamed Road, Papineauville, QC J0V 1R0, Canada	2358 Rue des Grisons, Laval, QC H7M 5Y7, Canada	Business	120.29	2h 2	ODO70 - Honda Civic 2012		77	121								
Total week 29									86	121							
Week 31	From	To	Type	Distance	Time	Vehicle	Details	Speed (km/h)									
								Avg.	Max.								
08/08/2020 11:26:12 AM	1587, rue de Gascogne, Laval, QC, H7N 6C7	12 Rue Bergevin, Salaberry-de-Valleyfield, QC J6T 4H7, Canada	Personal	76.79	1h 9	ODO70 - Honda Civic 2012		72	116								
08/08/2020 03:41:08 PM	12 Rue Bergevin, Salaberry-de-Valleyfield, QC J6T 4H7, Canada	1587, rue de Gascogne, Laval, QC, H7N 6C7	Personal	76.98	1h 2	ODO70 - Honda Civic 2012	Maison 1	77	110								
Total week 31									74	116							
Week 49	From	To	Type	Distance	Time	Vehicle	Details	Speed (km/h)									
								Avg.	Max.								
12/06/2020 03:50:08 PM	Unnamed Road, Boisbriand, QC J7H 1M9, Canada	1583 Rue de Gascogne, Laval, QC H7N 6C7, Canada	Business	16.51	0h 24	ODO70 - Honda Civic 2012		56	116								
Total week 49									56	116							

The summary report indicates only the total kilometers travelled which exceeded the speed selected. It is sorted by month.

odo track		Summary High Speed Report						
		From 01/01/2020 To 31/12/2020						
Month	Driver	Vehicle	km Business	km Personal	(%) Business	Nbr	Speed (km/h)	
							Avg.	Max.
January 2020	Jean Dit	ODO70 - Honda Civic 2012	16.84	0.00	100.00 %	1	57	108
July 2020	Jean Dit	ODO70 - Honda Civic 2012	116.69	0.00	100.00 %	2	86	121
August 2020	Jean Dit	ODO70 - Honda Civic 2012	0.00	76.79	0.00 %	2	75	116
December 2020	Jean Dit	ODO70 - Honda Civic 2012	16.51	0.00	100.00 %	2	52	116
December 2020	VJ Odotrack	ODOmobile - Valérie Android car	0.00	9.21	0.00 %	1	63	108
December 2020	Odo Track	ODO50 - Hyundai Elantra 2012	0.00	14.00	0.00 %	3	54	116

2.5 Driving score

Activation

To have access to Driving scores reporting, this function must be activated in your account by the Odotrack technical department.

For any questions or further information, we ask you to contact your Odotrack representative or contact our customer service department by email at info@odotack.com or by telephone at 514-388-7734 for the Montreal region or toll free at 1-877-388-0810.

Driver score

This report allows you to view all trips where driver behaviour was flagged (i.e.: rapid acceleration, rough braking, speeding, harsh course, fatigue driving, high RPM and rough terrain) either in summary or detailed format both sorted by week.

Two reports are available: the first being a detailed logbook score and the second a drivers ranking.

CREATE A REPORT
✕

DRIVING SCORE

Logbook score

Drivers ranking

Description

A report highlighting the total mileage travel with the driving score of the driver.

Period * **Start Date** * **End Date** *

Last month < 📅 2020-12-01 📅 2020-12-31 >

👤 4 drivers *

Create
Cancel

Logbook score

The logbook score is displayed by selected time frame, sorted by week, for each driver and vehicle and includes the driver's score.

odotrack		DRIVING SCORE - LOGBOOK SCORE								
		Jan. 01 2020 to Dec. 31 2021								
Jean Dit		ODO50 - Hyundai Elantra 2012								
Start	Destination	Distance	Rapid acceleration	Rough braking	Speeding	Harsh course	Fatigue driving	High RPM	Rough terrain	Total
week of Oct. 04 2020 to Oct. 10 2020										
10/06/2020 07:57:11 AM	1970 Rue Michelin, Laval, QC H7L 5C2, Canada	8.00	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Average Jean Dit with ODO50 - Hyundai Elantra 2012			10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Jean Dit		ODO70 - Honda Civic 2012								
Start	Destination	Distance	Rapid acceleration	Rough braking	Speeding	Harsh course	Fatigue driving	High RPM	Rough terrain	Total
week of Dec. 29 2020 to Jan. 04 2020										
01/02/2020 02:30:47 PM	790 Place de Chaumont, Laval, QC H7N 5V8, Canada	3.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/02/2020 02:54:54 PM	1583 Rue de Gascogne, Laval, QC H7N 6C7, Canada	2.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/03/2020 01:16:07 PM	De L'avenir / Saint-Martin [43248], Laval, QC H7S 2N4, Canada	3.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/03/2020 01:29:28 PM	1150 Boulevard de l'Avenir, Laval, QC H7N 6L2, Canada	1.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/03/2020 02:04:55 PM	1805 Boulevard Saint-Martin O, Laval, QC H7S 1N2, Canada	1.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/03/2020 02:14:31 PM	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	3.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
week of Jan. 05 2020 to Jan. 11 2020										
01/06/2020 07:53:20 AM	odotrack	6.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/06/2020 05:13:27 PM	De La Concorde / 12e Avenue [41328], Laval, QC H7N 5T1, Canada	8.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/06/2020 05:53:28 PM	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	2.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/07/2020 07:54:33 AM	odotrack	6.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/07/2020 05:10:48 PM	128 Avenue Laval, Laval, QC H7N 3V7, Canada	7.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/07/2020 05:51:22 PM	1583 Rue de Gascogne, Laval, QC H7N 6C7, Canada	6.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
01/08/2020 07:53:41 AM	odotrack	6.00	10.0	10.0	?	10.0	10.0	10.0	10.0	10.0
This report was produced with the customer information. ODOTRACK is not responsible for the results.										
V2 Jan. 12 2021 09:26 AM		1/77							Printed by VJ Odotrack	

Drivers ranking

The drivers ranking report displays, for all drivers, their recognition stats for the selected timeframe.

odotrack		DRIVING SCORE - LOGBOOK SCORE								
		Jan. 01 2020 to Dec. 31 2021								
Jean Dit		ODO50 - Hyundai Elantra 2012								
Start	Destination	Distance	Rapid acceleration	Rough braking	Speeding	Harsh course	Fatigue driving	High RPM	Rough terrain	Total
week of Oct. 04 2020 to Oct. 10 2020										
10/06/2020 07:57:11 AM	1970 Rue Michelin, Laval, QC H7L 5C2, Canada	8.00	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Average Jean Dit with ODO50 - Hyundai Elantra 2012			10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

2.6 Geofence

Set-up

To be able to generate a geofencing report you must first create geofencing zones by using the Rules Module. This module must be activated by the Odotrack technical department.

For any questions or further information, we ask you to contact your Odotrack representative or contact our customer service department by email at info@odotrack.com or by telephone at 514-388-7734 for the Montreal region or toll free at 1-877-388-0810.

Geofence report

This report allows you to generate a report based on vehicle activity in each zone that you have previously created by using the Rules Module.

You can then view each vehicle as it enters and exits each zone.

Zone	Entering	Exiting	Duration
189 - TEST - ODOTRACK	29/09/2020 08:00:22	29/09/2020 17:13:28	09:13:06
518 - Maison	29/09/2020 17:26:51	30/09/2020 07:49:40	14:22:49
189 - TEST - ODOTRACK	30/09/2020 07:58:53	30/09/2020 17:19:42	09:20:49
518 - Maison	30/09/2020 17:27:37	01/10/2020 07:56:19	14:28:42
189 - TEST - ODOTRACK	01/10/2020 08:06:24	01/10/2020 17:19:44	09:13:20
189 - TEST - ODOTRACK	02/10/2020 12:26:59	02/10/2020 17:24:26	04:57:27
518 - Maison	02/10/2020 17:31:38	02/10/2020 17:33:24	00:01:46
518 - Maison	05/10/2020 07:51:24	05/10/2020 07:52:45	00:01:21
518 - Maison	06/10/2020 17:31:07	07/10/2020 07:58:23	14:27:16
189 - TEST - ODOTRACK	07/10/2020 08:04:59	07/10/2020 17:28:07	09:23:08
518 - Maison	07/10/2020 17:37:02	08/10/2020 07:53:12	14:16:10
189 - TEST - ODOTRACK	08/10/2020 07:59:33	08/10/2020 17:06:04	09:06:31
518 - Maison	08/10/2020 17:57:32	09/10/2020 07:52:25	13:54:53
189 - TEST - ODOTRACK	09/10/2020 07:59:06	09/10/2020 12:03:21	04:04:15
189 - TEST - ODOTRACK	09/10/2020 12:58:54	09/10/2020 17:14:42	04:15:48
518 - Maison	09/10/2020 18:09:05	10/10/2020 18:20:46	24:11:41
518 - Maison	10/10/2020 21:43:51	11/10/2020 12:20:51	14:37:00
518 - Maison	11/10/2020 15:00:27	13/10/2020 07:54:14	04:53:47
189 - TEST - ODOTRACK	13/10/2020 08:02:01	13/10/2020 17:08:14	09:06:13
189 - TEST - ODOTRACK	14/10/2020 08:00:37	14/10/2020 17:22:47	09:22:10
518 - Maison	14/10/2020 17:31:24	15/10/2020 07:48:00	14:16:36
189 - TEST - ODOTRACK	15/10/2020 07:54:47	15/10/2020 17:12:42	09:17:55
518 - Maison	15/10/2020 17:22:41	16/10/2020 07:54:24	14:31:43
189 - TEST - ODOTRACK	16/10/2020 08:02:36	16/10/2020 17:17:52	09:15:16
518 - Maison	16/10/2020 17:26:14	17/10/2020 14:17:29	20:51:15
518 - Maison	19/10/2020 07:52:17	19/10/2020 07:54:22	00:02:05
189 - TEST - ODOTRACK	19/10/2020 08:01:12	19/10/2020 17:11:17	09:10:05
518 - Maison	19/10/2020 17:23:05	20/10/2020 07:54:24	14:31:19
189 - TEST - ODOTRACK	20/10/2020 08:01:52	20/10/2020 17:26:13	09:24:21
518 - Maison	20/10/2020 17:34:59	21/10/2020 07:49:47	14:14:48
522 - Laval	20/10/2020 17:34:59	21/10/2020 07:49:47	14:14:48
518 - Maison	21/10/2020 07:49:52	21/10/2020 07:53:14	00:03:22
189 - TEST - ODOTRACK	21/10/2020 08:00:47	21/10/2020 17:19:26	09:18:39
518 - Maison	21/10/2020 17:28:43	22/10/2020 07:53:46	14:25:03
522 - Laval	21/10/2020 17:28:43	22/10/2020 07:53:46	14:25:03
189 - TEST - ODOTRACK	22/10/2020 17:32:01	22/10/2020 17:33:08	00:01:07
518 - Maison	23/10/2020 07:50:04	23/10/2020 07:52:36	00:02:32
189 - TEST - ODOTRACK	26/10/2020 17:07:35	26/10/2020 17:09:46	00:02:11
518 - Maison	27/10/2020 07:48:27	27/10/2020 07:52:27	00:04:00
518 - Maison	28/10/2020 07:47:52	28/10/2020 07:50:45	00:02:53
189 - TEST - ODOTRACK	28/10/2020 17:23:18	28/10/2020 17:24:28	00:01:10

3. Tax Reports

The Tax Reports section allows you to generate reports and forms required by Governmental Authorities, both Provincial and Federal.

6 Categories are comprised within this section:

- Business or professional revenues and expenses
- Employment expenses
- IFTA
- Conditions of employment
- Allowance
- Tax benefits

3.1 Business revenues & expenses

Professional or business forms, related to income and expenses, are intended for use by individuals that are either professionals, own & operate a business (including work remunerated on commission) as either a sole proprietor or as a member of a partnership.

Two forms are available:

- Business or professional Income & Expenses (TP-80 Quebec)
- Statement of Business or Professional Activities (T2125 Federal)

3.2 Employment expenses

These forms are intended for salaried or commissioned employees that request an automobile deduction.

Two forms are available:

- Employment Expenses of salaried employees and employees who earn commissions (TP-59 Quebec)
- Statement of Employment Expenses (T777 Federal)

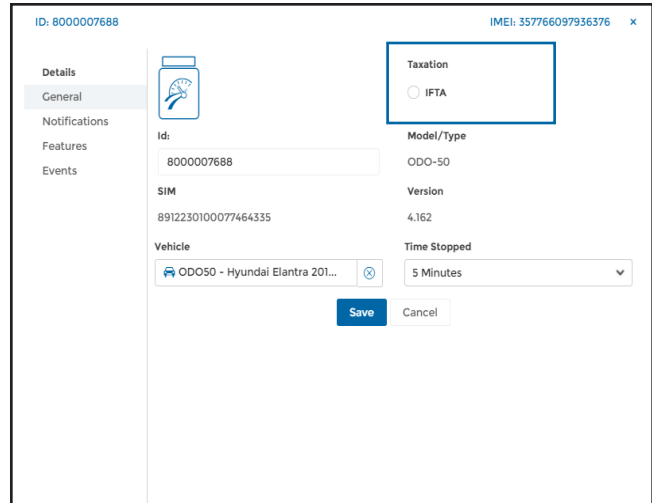
Please note that if you are an employee and you claim employment expenses, your employer must fill in and sign the following forms:

- General employment conditions (TP-64.3 Quebec)
- Declaration of Conditions of Employment (T2200 Federal)

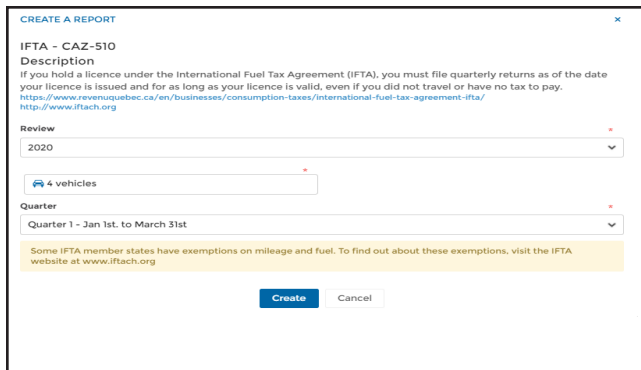
Refer to section 3.4 for more details.

3.3 IFTA

IFTA refers to the International Fuel Tax Agreement. This option must be activated in your account through the Configuration Module, Devices section, in the General tab.



The screenshot shows a configuration window for a device with ID 8000007688 and IMEI 357766097936376. The 'General' tab is active. In the 'Taxation' section, the 'IFTA' radio button is selected. Other fields include 'Model/Type' set to 'ODO-50', 'Version' set to '4.162', and 'Time Stopped' set to '5 Minutes'. There are 'Save' and 'Cancel' buttons at the bottom.



The screenshot shows a 'CREATE A REPORT' dialog box. The title is 'IFTA - CAZ-510'. The 'Description' field contains text about the IFTA agreement. The 'Review' field is set to '2020'. The 'Vehicles' field shows '4 vehicles'. The 'Quarter' field is set to 'Quarter 1 - Jan 1st. to March 31st'. There is a yellow warning box at the bottom with text about exemptions. 'Create' and 'Cancel' buttons are at the bottom.

This option allows you to indicate the province or state in which the trip has taken place. A split of the trip is created automatically when there is a change in province or state. This option is available in Canada and the USA.

In the reports module you will find quarterly declarations of the fuel tax (CAZ-510 Quebec).

3.4 Conditions of employment

If you are an employee and you claim employment expenses, your employer must fill in and sign the following forms:

- General Employment Conditions (TP-64.3 Quebec)
- Declaration of Conditions of Employment (T2200 Federal)

If you have more than one employer, each must fill in and sign a separate form.

3.5 Allowance

The allowance report allows you to view the calculation of the total monthly allowance that needs to be paid out to the employee that uses his personal vehicle for business purposes.

You can use the reasonable rate allowed by fiscal authorities (see Current Rate Section) or you can substitute your own rate.

To establish the rate to be used, go to the Configuration module, Vehicles Section, Taxation tab. You can then select the suggested government rate or personalize a rate.

Vehicles Add Delete Options

SUMMARY GENERAL OWNED RECORDINGS USER DEVICE ODOMETER **TAXATION**

Taxation

Tax benefit

Reasonable allowance

Custom rates Rates suggested by the government

Débuter les: 5000 premiers km

le: Jan 1,

\$0.49 / mi for the first

\$0.49 / mi for each additional mi

Business expenses


Employment expenses

Save Cancel

\$0.59/Km for the first 5000 kilometers and \$0.53/Km for the following.
The report will select the rate in effect at the time of the trip.



Once the rate is established, you can create an allowance report by using the Reports Module.



Mileage Allocation Report
From 01/01/2020 To 31/12/2020

Driver: VJ Odotrack
ODO50 - Hyundai Elantra 2012

Month 1	From	To	Business	Details
01/07/2020 05:50:46 PM	236 Boulevard Cartier O, Laval, QC H7N 2G3, Canada	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	3.45	
01/08/2020 07:51:53 AM	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	odotrack	5.88	Travail
01/15/2020 05:24:29 PM	1980, rue Michelin, Laval, QC, H7L 5C2	1587, rue de Gascogne, Laval, QC, H7N 6C7	6.36	Maison
01/20/2020 01:32:09 PM	1980 Rue Michelin, Laval, QC H7L 5C2, Canada	2376 Rue des Grisons, Laval, QC H7M 5Y8, Canada	5.05	Diner avec client - Signature documents
01/20/2020 01:42:52 PM	2376 Rue des Grisons, Laval, QC H7M 5Y8, Canada	1980 Rue Michelin, Laval, QC H7L 5C2, Canada	5.22	Diner avec client
01/20/2020 06:02:21 PM	odotrack	1167 Boulevard Saint-Martin O, Laval, QC H7S 1M8, Canada	4.24	
01/20/2020 06:20:36 PM	1167 Boulevard Saint-Martin O, Laval, QC H7S 1M8, Canada	1587, rue de Gascogne, Laval, QC, H7N 6C7	6.07	Maison
01/21/2020 07:52:54 AM	1587, rue de Gascogne, Laval, QC, H7N 6C7	odotrack	5.97	Travail
01/21/2020 05:19:44 PM	odotrack	1587, rue de Gascogne, Laval, QC, H7N 6C7	6.31	Maison
01/22/2020 06:17:57 PM	odotrack	1587, rue de Gascogne, Laval, QC, H7N 6C7	6.40	Maison
01/24/2020 07:51:56 AM	1587, rue de Gascogne, Laval, QC, H7N 6C7	odotrack	5.78	Travail
Total for Month 1			60.73	
Month 3	From	To	Business	Details
03/12/2020 07:51:08 AM	1587, rue de Gascogne, Laval, QC, H7N 6C7	1980, rue Michelin, Laval, QC	5.91	Bureau
Total for Month 3			5.91	
Total for ODO50 - Hyundai Elantra 2012			66.64	

	Total
Business trips already done since 2020/01/01: 0 km	
0.590\$ per km for the first (5000 - 0) km :	66.64 \$ 39.32
0.530\$ per km exceed:	0.00 \$ 0.00
Total to pay	66.64 \$ 39.32

12/01/21 11:01
This report was produced with the customer information, ODOTRACK is not responsible for the results.
Page 1 of 40

NOTE: It is strongly recommended to save all your allowance reports so as to create a history of amounts paid out to the employee or amounts collected by the employer.



3.6 Tax Benefits

CREATE A REPORT

TAX BENEFITS

Tax Benefits
 Notice to the employer

Description
An automated table highlighting different tax and expense deductions available to an employee who has or uses a company vehicle for business purposes.
<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/f4130.html>
<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/in-253-v/>

Period * **Start Date** * **End Date** *

Last month < 2020-12-01 2020-12-31 >

4 drivers *

Current Rate *

\$0.27

Usage 10

Operating 11

The employee chooses the optional calculation method

Create **Cancel**

The taxable benefits report allows you to calculate the portion that must be added as employment revenue to the employee or shareholder when he uses a vehicle, for both business and personal reasons, that is owned by the company.

In this section you will find two options; the taxable benefit calculation as well as the notification letter to the employer.

Tax Benefits

The taxable benefits calculations comprised of two parts; the calculation of the standby charge for the year and the calculation of the operating expense benefit (operating cost).

For the operating expense benefit calculation, you can use the established governmental rates that you will find in the Current Rate section (fixed rate calculation) or the optional calculation (if the employee meets the required conditions).

In the sections Usage 10 & Operating 11, please indicate the amounts reimbursed by the employee to the employer, either in totality or in partial form, that are related to the right of use or right of operation (gas, repairs & maintenance, license, insurance etc.).

Should the employee have given written notice to his employer that he wishes to use the most advantageous calculation, that is between the fixed rate calculation and the optional calculation relative to operating expenses, please tick the box. The employee chooses the optional calculation method. For supplementary information please refer to the next section.

NOTE: Should you have some employees that gave written notice and others that did not, you must generate two separate reports so as this option is applicable only to those employees that gave the required notice.



Calculation of Taxable Benefit

From 01/01/2020 To 31/12/2020

Jean Dit

ODO70 - Honda Civic 2012

Basic data

Cost of automobile	\$ 17,000.00
Applicable rate	2.00 %
Number of days automobile was available to employee	366 d
Number of months (366 / 30)	12.00
Total number of kilometres driven during period	5,347.56
Total number of kilometres driven for personal use	1,344.81
Percentage of vehicle's usage for business purposes	74.85 %
The employee want to use the alternative method of calculating the operating expense benefit	Yes

Step 1: Calculation of standby charge

Simplified calculation

Cost of automobile	$17000.0 \times 12.0 \times 2\%$	\$ 4,080.00
Sum reimbursed by employee for standby charge	-	\$ 0.00
Standby charge benefit	=	\$ 4,080.00

Detailed calculation

Standby charge after reduction :

$4080.00 \times$	Reduction of standby charge :		\$ 274.29
	km personal	Number of days automobile was available to employee	
	1,344.81	/ (12.0 x 1 667)	
			\$ 0.00
			\$ 274.29

Step 2: Calculation of operating cost benefit

Basic calculation :		Optional calculation : [Ⓐ]	
km personal	1,344.81	Standby charge after reduction	\$ 274.29
Rate per km in effect	x 0.270	Sum reimbursed by employee for standby	+ 0.00
Total	\$ 363.10	Total	\$ 274.29
		Optional calculation (Total x 50%) :	\$ 137.14
		Total charge before adjustment	\$ 137.14
		Sum reimbursed by employee for vehicle operating expenses	- \$ 0.00
		Operating cost benefit	= \$ 137.14

Step 3: Calculation of total automobile taxable benefit

Standby charge benefit	\$ 274.29
Operating cost benefit	+ \$ 137.14
Calculation of Taxable Benefit	= \$ 411.43

[Ⓐ] Standby charge reduction is applicable only when kilometres for business purposes is greater than 50% and the kilometres for personal use is not more than 1,667 per 30-day period or a total of 20,004 kilometres a year.

Note: Calculations are performed based on formulas provided in Form RC18 from the Canada Revenue Agency. Please verify the applicable tax laws relevant to your situation. *** Also, please note that the employer must refund the GST-HST-QST on taxable benefits.

Notice to the employer

For the calculation of operating expenses, there are two methods available to you: the basic method (fixed rate calculation) and the simplified method (optional calculation) which consists of half of the standby charge.

To benefit from the simplified method, which can sometimes be very advantageous, two conditions must be respected:

1. The employee or shareholder uses the vehicle more than 50 % of the distance driven in the course of their office or employment;
2. The employee notifies the employer in writing before the end of the tax year of his intention to use this method.

For this method to be used in the calculation of taxable benefits, you must tick the box **The employee chooses the optional calculation method**.

CREATE A REPORT ✕

TAX BENEFITS

Tax Benefits
 Notice to the employer

Description
An automated table highlighting different tax and expense deductions available to an employee who has or uses a company vehicle for business purposes.
<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4130.html>
<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/in-253-v/>

Period * **Start Date** * **End Date** *

Last month ▼ < 📅 2020-12-01 📅 2020-12-31 >

*


Current Rate *

Usage 10

Operating 11

The employee chooses the optional calculation method

NOTE: Should you have some employees that gave written notice and others that did not, you must generate two separate reports so as this option is applicable only to those employees that gave the required notice.



For any questions or additional information, we invite you to contact your ODOTRACK representative directly or to contact our customer service.

CONTACT US
514-388-7734
1 877 388-0810
www.odotrack.com

V.1.1 07.21