

King County Metro Commuter Vans Monthly Reporting Tips (Excel)

This document covers the basics for completing the Excel report forms. Consult the Program Manual, Terms and Conditions or an Accounting Rideshare Services Representative 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.

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 (GIN)
- ✓ 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 brief explanation for maintenance shuttle, driver training & 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. Please contact your assigned Accounting Representative if there has been a change in your route or Round Trip Mileage.

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 cared number for participants paying their fare with an ORCA Business Passport, Monthly Metro Vanpool Pass, or online payment.
- ✓ 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 for each rider
- ✓ Enter the dollar amounts for each type of fare payment

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

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ACCEPTED FOR FARE PAYMENT

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">○ ORCA Business Passport○ Monthly Metro Vanpool Passes○ Online Payment (www.orcacard.com) | <ul style="list-style-type: none">○ Vouchers○ Cash / Personal Checks○ Special Promotions and Incentives |
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ORCA Business Passport—comprehensive, annual transportation pass program for employers, typically loaded onto an employer-provided ORCA card.

Monthly Metro Vanpool Passes—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.

Online Payment—Riders can pay their fare and any other vanpool fees online at www.orcacard.com. Riders need a registered ORCA card and can pay either with a Visa or MasterCard.

Vouchers—applied directly towards monthly fares.

Cash / Personal Checks (Net Fare)—Participants may also provide their bookkeeper with personal cash or check, payable to the bookkeeper.

Special Promotions and Incentives—Occasionally, employers or other organizations offer special promotions and incentives that may be valid towards a monthly fare.

GO BACK TO THE MONTHLY REPORT TAB REVENUE SECTION

- ✓ Enter \$25 late fee if the report will not be received 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

Thank you for being a King County Metro commuter vanpooler! Need help or have questions about your KC Metro commuter van monthly report? Call us at 206-625-4500.



kingcounty.gov/metrovans
206-625-4500

