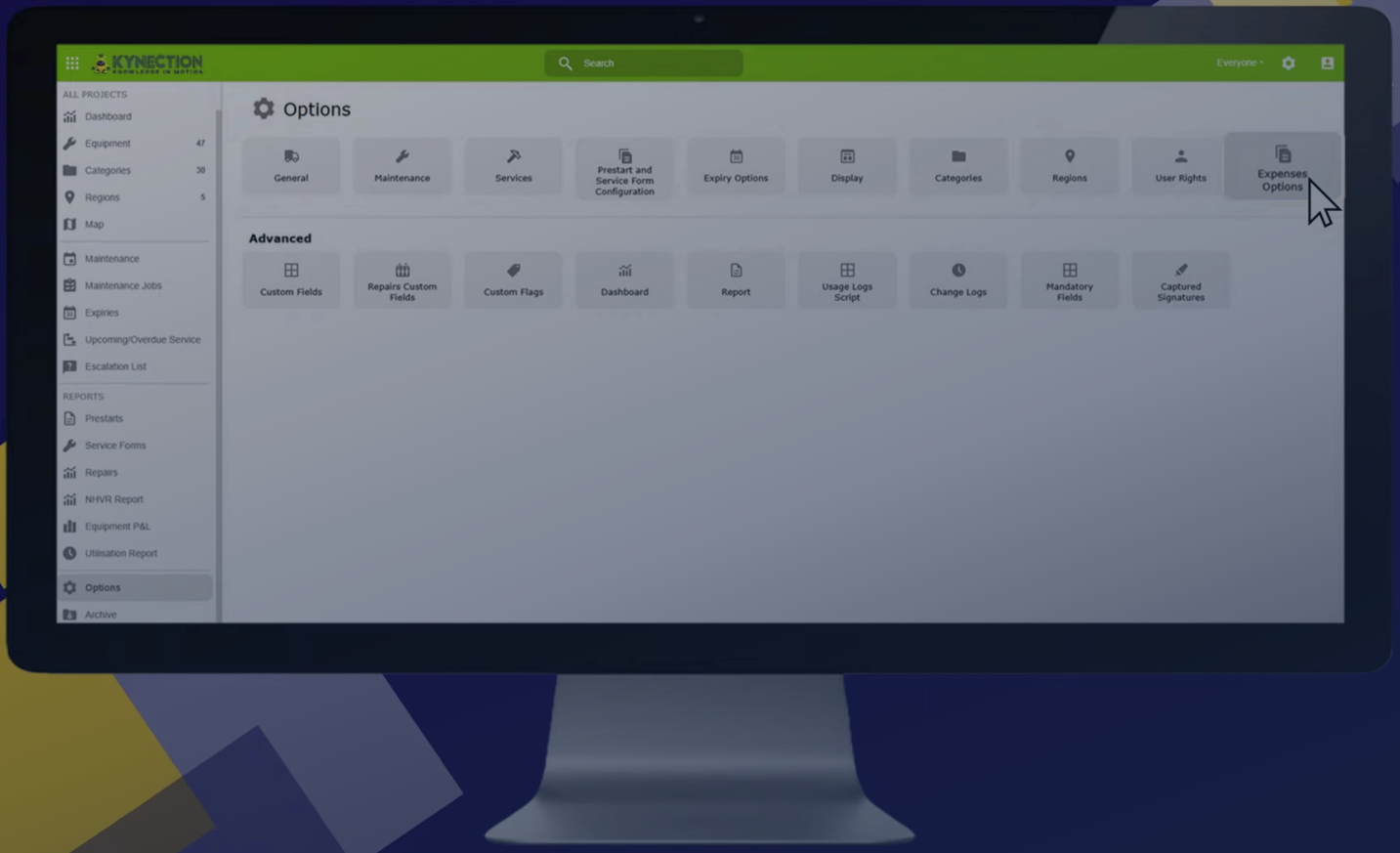




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • ASSET MANAGEMENT (GEAR) • PART 12 OF THE MAINTENANCE MODULE

Fleet Compliance and *Financial Reporting*

The reporting side of the module: repair graphs, the NHVR compliance report and utilisation analysis, then the admin-only setup of recurring expenses against equipment and categories.

3 CHAPTERS

1 MIN 49 SEC

MAINTENANCE

WEB USERS • ADMINISTRATORS

FEATURE GUIDE • 1 MIN 49 SEC

What this feature covers

Three stages, nine steps: the reporting shortcuts, adding a recurring expense, and the frequency and time frame rules that decide when expenses are actually generated.

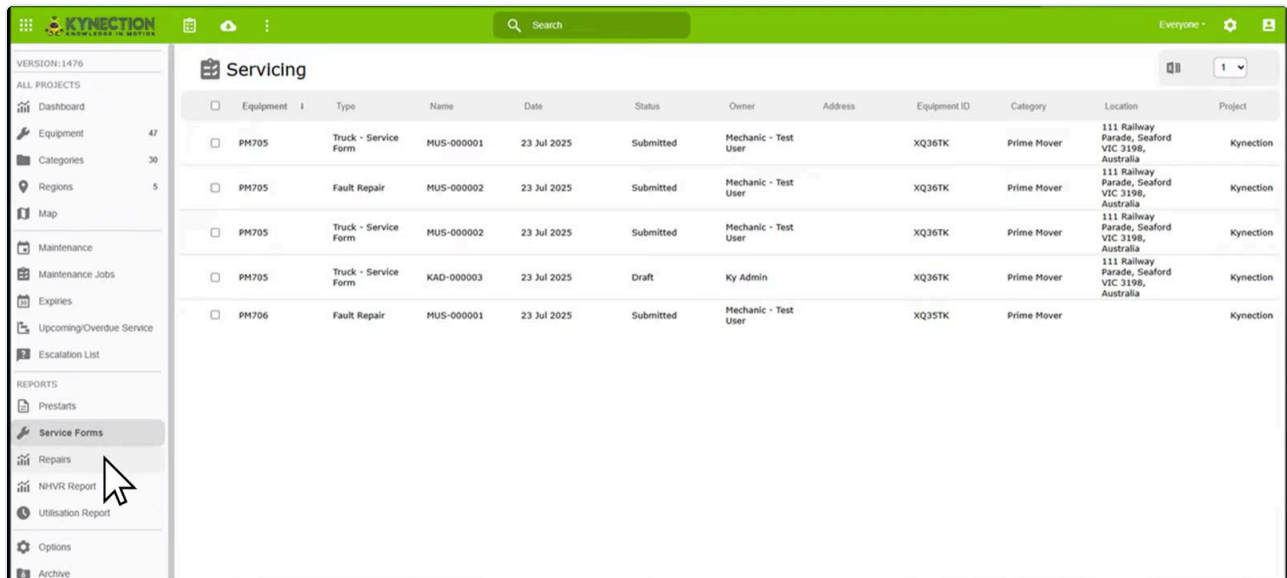
CH 01	Reporting and compliance	00:00–00:25
	Three reports: repairs with graphs, NHVR for compliance, and utilisation for usage patterns.	
CH 02	Add a recurring expense	00:25–00:52
	Recurring expenses live under the options menu and can attach to equipment or to categories, never both.	
CH 03	Frequency and time frame	00:52–01:49
	The start and end dates decide how many expenses get generated, and for which assets.	

- **Admin only.** Everything relating to expenses and adding services is strictly an admin task.
- **Parent cascades to child.** If a parent category is chosen for a recurring expense, its child categories are processed along with it, so you do not need to select multiple levels.
- **Time frame is a hard boundary.** Expenses are only created during the specified start and end period. The system keeps generating monthly until the end date is reached.

READ AS Screens are captured from the walkthrough video on this page at the timestamp shown on each step. Values such as equipment codes, job numbers and dates are demonstration data.

Reporting and compliance

Three reports: repairs with graphs, NHVR for compliance, and utilisation for usage patterns.

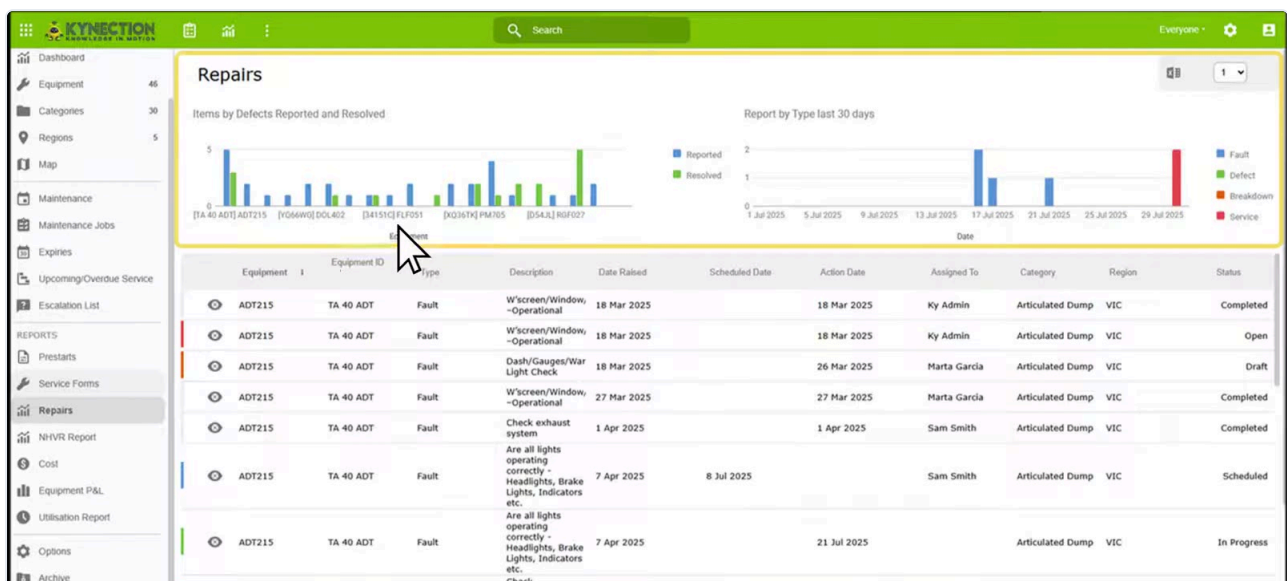


STEP 1 • 00:02 IN THE VIDEO

Reach the service form shortcut

The service form shortcut offers a streamlined way to manage your service forms, listing equipment, type, name, date, status, owner and location.

CHAPTER 01 • STEP 1 OF 4



STEP 2 • 00:06 IN THE VIDEO

Visualise repairs with graphs

There is a shortcut for easy access to all your repairs, featuring reporting graphs for enhanced visualisation. Click the equipment to initiate the job.

CHAPTER 01 • STEP 2 OF 4

Reporting and compliance

VERSION: 1476
ALL PROJECTS
Dashboard
Equipment 47
Categories 30
Regions 5
Map
Maintenance
Maintenance Jobs
Expires
Upcoming/Overdue Service
Escalation List
REPORTS
Prestarts
Service Forms
Repairs
NHVR Report
Utilisation Report
Options
Archive

1 May 2025 - 31 Jul 2025
NHVR Report

Kynection DEMO TRANSPORT FROM **1 May 2025** TO **31 Jul 2025**

NUMBER OF TRUCKS			NUMBER OF TRAILERS			DAILY VEHICLE CHECKS			FAULT REPORTS / REPAIRS			SERVICES (A,B,C)		
Total No. in Scheme	Total No. on Register	+/- Units	Total No. in Scheme	Total No. on Register	+/- Units	Total daily checks done & signed off	Total daily checks done & not signed off	NCRs raised?	No. of Faults Reported	No. of Faults closed out	No. of Faults not closed out	No. of services done	No. of services done when due	No. of services not done when due
2	2	0	0	0	0	4	0	NO	2	1	1	0	0	0
Remarks:			Remarks:			Remarks:			Remarks:			Remarks:		

ANNUAL ROADWORTHY INSPECTIONS COMPLETED			INTERCEPTS / BREACHES / INFRINGEMENTS			NON-CONFORMANCE REPORTS			ANNUAL INTERNAL REVIEWS			TRAINING / INDUCTION OF NEW CASUALS, LABOUR HIRE, CONTRACTORS		
No. Due	No. Completed	Not completed when due	No. of intercepts	No. of breaches / defects	No. of infringements	NCR's raised	NCR's closed out	NCR's not closed out	Due date of Annual Review	Date completed	Review not done?	No. of new staff employed	No. of staff trained	No. of staff not trained
0	0	0	0	0	0	0	0	0				0		
Remarks:			Remarks:			Remarks:			Remarks:			Remarks:		

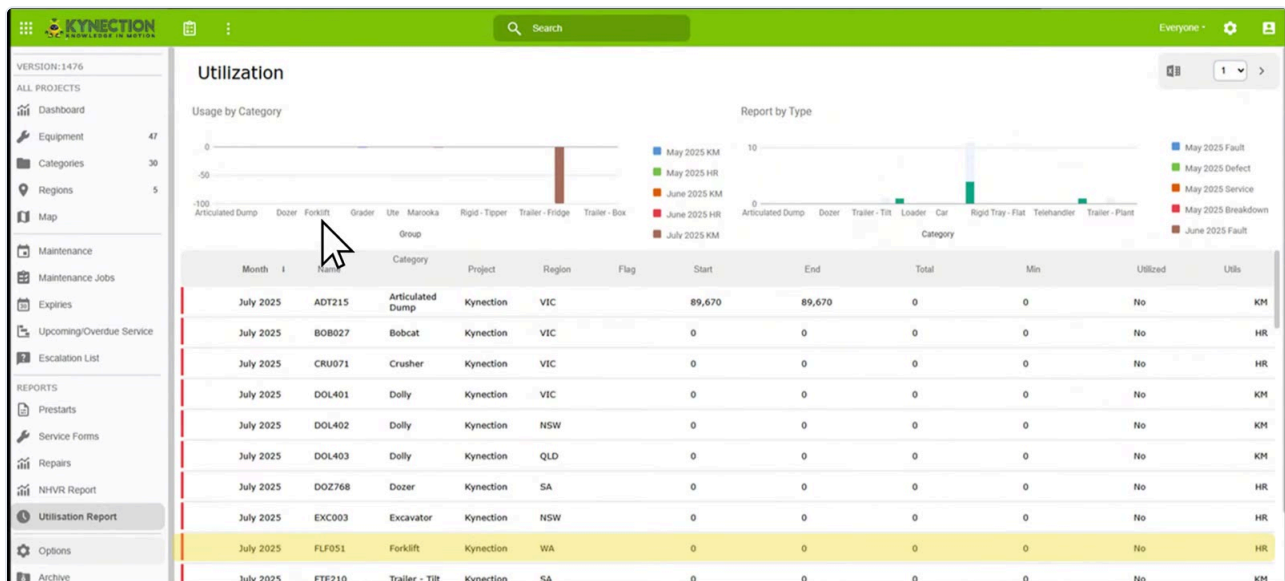
Reviewed by: **Kv Admin** Signed: Date: **2025-07-30**

STEP 3 • 00:14 IN THE VIDEO

Generate the NHVR report

Generate the NHVR report to maintain compliance and monitor vehicle performance, which is critical for operational integrity. It covers trucks and trailers on register, daily vehicle checks, fault reports, services and annual reviews.

CHAPTER 01 • STEP 3 OF 4



STEP 4 • 00:22 IN THE VIDEO

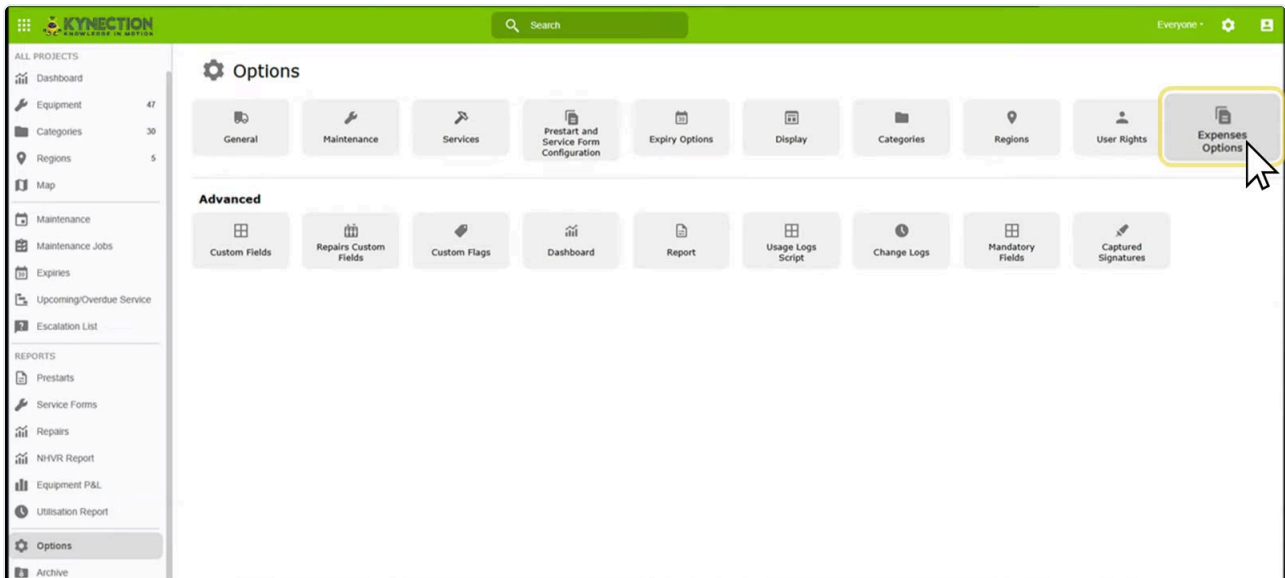
Create a utilisation report

Create a utilisation report to analyse equipment usage patterns, supporting data-driven decisions.

CHAPTER 01 • STEP 4 OF 4

Add a recurring expense

Recurring expenses live under the options menu and can attach to equipment or to categories, never both.

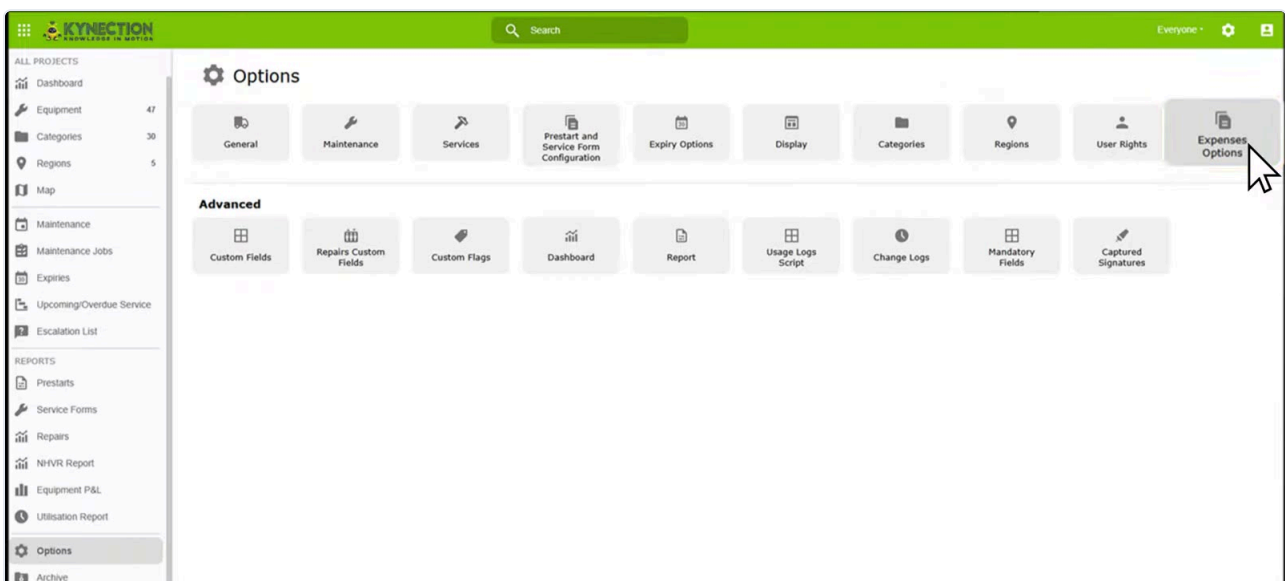


STEP 1 • 00:30 IN THE VIDEO

Open expense options

To access recurring expenses, navigate to the expense options found within the **Options** menu. The items relating to expenses and adding services are strictly admin-only tasks.

CHAPTER 02 • STEP 1 OF 3



STEP 2 • 00:39 IN THE VIDEO

Add the expense

Expenses can be added against equipment, ensuring better financial management and oversight. Use the plus icon in the top toolbar to add a new recurring expense.

CHAPTER 02 • STEP 2 OF 3

Add a recurring expense

Revenue

Enable Revenue
No Yes

Expense Categories

Configure Expense Categories
Select Expense Categories to be displayed for the Expense Report
Configure R&M Expense

Recurring Expenses

Expense	Start Date	End Date	Expense Category	Amount	Currency	Frequency	Categories	Equipment
---------	------------	----------	------------------	--------	----------	-----------	------------	-----------

STEP 3 • 00:48 IN THE VIDEO

Choose equipment or categories

Recurring expenses can be configured against either categories or specific equipment. If the categories field is chosen the equipment field is hidden, and vice versa. Both fields return if the selection is removed.

CHAPTER 02 • STEP 3 OF 3

Frequency and time frame

The start and end dates decide how many expenses get generated, and for which assets.

Recurring Expense

Description: Monthly subscription

Start Date: 01/08/2025

Expense Category: Service Expense

Currency: [Field]

Equipment: [Field]

Amount: 40

End Date: 31/08/2026

Frequency: [Dropdown menu open showing options: None, Everyday, Every week, Every 2 weeks, **Every month**, Every 3 months, Every 6 months, Every year, Custom...]

If parent category is chosen, its child categories are processed along with the parent category

STEP 1 · 01:05 IN THE VIDEO

Set the frequency

The system generates an expense according to the configured frequency, drawing from the equipment or categories specified within the designated start and end periods. Frequency options run from every day through to every year and custom.

CHAPTER 03 · STEP 1 OF 2

Recurring Expense

Description: Monthly subscription

Start Date: 01/08/2025

Expense Category: Service Expense

Currency: [Field]

Equipment: [Field]

Amount: 40

End Date: 31/08/2026

Frequency: Every month

Categories: Camera - Hardware (Jimi)

If parent category is chosen, its child categories are processed along with the parent category

STEP 2 · 01:35 IN THE VIDEO

Understand what gets generated

An expense is generated for each piece of equipment in the selected category or its child categories. Based on the start date, an expense is created every month for all equipment until today's date or the end date. If the end date is not reached, the system keeps generating new expenses monthly.

Where to go next

This guide covers one part of the web module. The rest of the maintenance module is in the knowledge base.

BACK TO PART 11

Set up and configure services

<https://www.kynection.com.au/knowledge-base/asset-management/part-11-setting-up-and-configuring-service-with-kynection-maintenance-module/>

ASSET MANAGEMENT KNOWLEDGE BASE

Every guide in the maintenance module, mobile and web

<https://www.kynection.com.au/knowledge-base/asset-management/>

MORE IN THIS MODULE

PART 07 Master equipment management (module overview)

</knowledge-base/asset-management/part-7-master-equipment-management-with-kynection-maintenance-module/>

PART 08 Configure expenses and revenue

</knowledge-base/asset-management/part-8-configuring-expenses-and-revenue-with-kynection-maintenance-module/>

PART 09 Execute and complete repair jobs

</knowledge-base/asset-management/part-9-executing-and-completing-repair-jobs-with-kynection-maintenance-module/>

PART 10 Navigate and manage the equipment dashboard

</knowledge-base/asset-management/part-10-navigating-and-managing-the-equipment-dashboard-in-kynection-maintenance-module/>

PART 11 Set up and configure services

</knowledge-base/asset-management/part-11-setting-up-and-configuring-service-with-kynection-maintenance-module/>
