Bookkeepers

Your work is greatly appreciated! As the bookkeeper you are responsible to submit the monthly reports and payments to Ben Franklin Transit by the 5th of each month. This includes the on-line reporting for vehicle mileage and ridership and the fares report which is completed in MS-Excel.

You will be able to log into on-line reporting anytime during the month to enter data. If your on-line report is not yet submitted and the deadline is approaching, you may receive a reminder email for the Vanpool office.

Additional drivers/riders can be added as a reporter to assist with completing monthly reports when the primary bookkeeper is absent.

On-line Reporting for mileage and Ridership

Access to reporting is through the website https://bft.rideproweb.com

The website is also a ride matching service providing bookkeepers an easy way to search for new Vanpool members.

Payments and Payment Record

Each month bookkeepers will prepare a payment record and inform the riders of their payment amount due. This is to be done prior to the 1st of the month so the riders will be able to submit their payments in a timely manner.

Riders can make their payments by check or on-line at https://www.bft.org/services/vanpool/

Checks can be mailed to:
Ben Franklin Transit
Att. Vanpool
1000 Columbia Park Trail
Richland, WA 99352

Cash payments are only accepted at the Vanpool office and not to be taken by the bookkeeper.

Important Tips

Saving your Work

Entries are not saved when you type them. They are saved when you “submit” or “save” the page or click the “next” button to move to the next page. If you make a change, then navigate to another function without saving, or close your web browser, the change will be lost.

Signing out

You are signed in until you click on “sign out” or close ALL tabs in the web browser. If you close one tab while another is running, you will still be signed in.

Back Function

Use the back function to navigate to previous pages.

Responsive Website

The site is a responsive site meaning it will adjust to the size of screen it is being viewed on. It is designed so you can complete the work on a smart phone, tablet, or a PC.

Roster Changes

Any changes to the roster and the route can only be done by BFT Vanpool staff members. Immediately contact BFT to make changes and corrections. All riders must complete a Vanpool agreement and submit to BFT before being added to a roster.
Routes Changes

The system creates a map for each group’s route and uses it to calculate the data for the National Transit Database and fares calculation. Any changes in the group’s route must be communicated to BFT immediately so the most accurate data is reported.

1. Log onto https://bft.rideproweb.com
2. Click **SIGN IN** and enter **Username (e-mail address)** and **Password**

3. Once logged in, you should see the system asking you to review and confirm your van route and roster.
   * If you do not see this review, click on **Monthly Reporting** to see the menu and select **Review Route and Roster**.
- Once reviewed, click the “I confirm that all of the information above is correct about this route” then click **SUBMIT**. BFT must be contacted immediately so changes and corrections can be made before submitting report.
- This will take you to the ridership calendar for the current month

4. Select a day
5. Each day will have the roster with information of who **Rode In/Out** and who **Drove In/Out**
   a. Click who **Rode IN** and who **Rode Out**
   b. Click who **Drove IN** and who **Drove Out**
   c. Click **Save Ridership**
      Once the ridership has been updated for a specific day that day will turn green on the calendar.

6. Click the blue arrow below to enter **Non-Commute Trips**
   (fuel transactions, maintenance trips, washing the van, etc.)

7. Click **Add Trip**
8. Enter the **Vehicle**, **Trip Purpose**, **Start Date**, **End Date**, **Start Odometer** and **End Odometer**

9. Click **Save**.

10. Click the blue arrow  to go to the Vehicles page.

11. Click **Edit** beside the entry for the vehicle you ended the month with.

   Confirm the dates and enter the ending odometer reading for the month. Click Save to close the form.
12. Click the blue arrow ➡️ to go to the submitting page.
13. Check either that “the same vehicle was used” or “multiple vehicles were used”
14. Click “I confirm that my vanpool roster is correct...”
15. Click **SUBMIT**

*You will NOT be able to submit the report until all days worked are entered, the van’s mileages and Non-Commute miles are entered and correct.*
Monthly Fares Report

Ben Franklin Transit must receive a copy of the fares report each month by the 5th. This is the only record BFT will have of the expected payment amounts and method of payment by each rider. A copy of the Vanpool Logsheet – Fares can be found at https://www.bft.org/assets/1/6/vplogfares.xls Once the Logsheet is completed it should be sent to the BFT Vanpool Coordinator assigned to your group; either Vicky Pacheco, vpacheco@bft.org or Gladys Diaz, gdiaz@bft.org. It can additionally be sent to vanpool@bft.org. The process of submitting a fares report will be replaced when BFT begins using the fares calculation and collection portion of the RidePro software.

Example of Fares Logsheet

![Example of Fares Logsheet](image-url)