Motor Pool Billing and Usage System (BUS) Training

We will be training in our test environment which can be found internally at:
https://secure.intranetappstest.nd.gov/dot/sf/bus/login.htm

Or externally at: https://secure.appstest.nd.gov/dot/sf/bus/private/main.htm

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LOGGING INTO THE APPLICATION -

If you have an Active Directory account, you will use that for your login userid and password.

Logon Screen - Outside the Firewall: If you don’t have an Active Directory account, you will need to register once for a secure access account to State services (click the Register Now button shown below).

Logon Screen - Inside the Firewall:
BILLING SECTION -

TO ENTER USAGE: Click on the VEHICLE USAGE link under the BILLING section of the main menu.

Select the vehicle for which you want to enter usage and click on the EDIT USAGE link.
The required entry fields for this page are: DAY and END METER. By using this screen the Doc # and beginning meter autofill. The other fields are optional.

Check the COPY INFO TO NEXT ENTRY checkbox to continue entering usage for this vehicle.
Click on the ADD after each usage.

The submitted usage appears at the bottom of the page. Add another usage for this vehicle.

Check the review box, the vehicle will flag for later review. This will be covered in another section.
Click on the **Return** button and you will get back to the VEHICLE USAGE page.

Click on the **Add Vehicle Usage** at the top of the table.

### Vehicle Usage

**Vehicles Assigned to Parks & Recreation Department**

<table>
<thead>
<tr>
<th>Location</th>
<th>Add Vehicle Usage</th>
</tr>
</thead>
</table>

55 vehicles found.

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Description</th>
<th>Usage</th>
<th>Amount</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>03045</td>
<td>2004 Taurus 4DR SEDAN</td>
<td>12</td>
<td>$3.60</td>
<td>$3.60</td>
<td>Edit Usage, View Vehicle</td>
</tr>
<tr>
<td>03069</td>
<td>2004 Taurus 4DR SEDAN</td>
<td>325</td>
<td>$97.50</td>
<td>Submitted</td>
<td>Edit Usage, View Vehicle</td>
</tr>
<tr>
<td>03104</td>
<td>2005 Status 4 DR SEDAN</td>
<td>550</td>
<td>$16.50</td>
<td>Submitted</td>
<td>Edit Usage, View Vehicle</td>
</tr>
<tr>
<td>03203</td>
<td>2005 Status 4 DR SEDAN</td>
<td>200</td>
<td>$60.00</td>
<td>Submitted</td>
<td>Edit Usage, View Vehicle</td>
</tr>
<tr>
<td>03632</td>
<td>2007 Malibu 4DR SEDAN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06413</td>
<td>1999 STN EXT CAB 4X4 SB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06501</td>
<td>2001 STN REG CAB 4X4 W/ FLOW PKG</td>
<td>1,691</td>
<td>$1,268.25</td>
<td>Submitted</td>
<td>Edit Usage, View Vehicle</td>
</tr>
</tbody>
</table>
On this screen, the vehicle number, day, and ending Meter (beginning meter will default to the last entry as soon as you put in the vehicle number) must be entered. If you clear out the beginning meter and enter another meter you will get the following error when you click on the ADD button.

To correct click on the EDIT link in the yellow highlighted line, fix the error, and click the UPDATE button.
The following error will appear if the vehicle was transferred to you mid-month. If the vehicle was not assigned to the agency on the day the usage was entered.

If an odometer is entered and it exceeds the current usage threshold, the following screen will appear. If the usage is correct click OK if not click Cancel and enter the correct ending meter. (The thresholds can be found under Fleet Rates in the Main Menu.)
Usage may also be entered clicking on VIEW VEHICLE link from the Vehicle Usage page.

Click on the USAGE tab.
From this screen click the ADD USAGE link, to go back to the EDIT VEHICLE USAGE screen.
If another agency uses a vehicle assigned to your agency, you may bill that agency by changing the Business Unit and adding a comment about the usage. See below.

This usage will be billed to the other agency and will show up in their BILL PREVIEW TOTAL CURRENT CHARGES in blue as you will see in the next section.

Click MAIN MENU at the top left of the screen.
BILL PREVIEW:

From the main menu, click on the BILL PREVIEW link.

BILL PREVIEW shows all unbilled information that has been added since the last billing.

### Bill Preview

Parks & Recreation Department for 7/2009

This is not an actual Bill. The amounts displayed are based on current information only which may be incomplete.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
<td></td>
<td>$2,357.36</td>
</tr>
<tr>
<td>Total current usage charges</td>
<td>$12,706.31</td>
<td>15063.91</td>
</tr>
<tr>
<td>Total operating</td>
<td>$7,994.18</td>
<td></td>
</tr>
<tr>
<td>Total depreciation</td>
<td>$3,515.85</td>
<td></td>
</tr>
<tr>
<td>Total replacement</td>
<td>$1,205.52</td>
<td></td>
</tr>
<tr>
<td>Total miscellaneous</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Total current adjustments</td>
<td>$1,173.22</td>
<td>$16,237.14</td>
</tr>
<tr>
<td>Current Balance</td>
<td></td>
<td>$16,237.14</td>
</tr>
</tbody>
</table>
Click on the PREVIOUS BALANCE link, which will show all unpaid billings. Note that this link will not be displayed if there isn’t a previous balance.

Click on the RETURN button to go back to the Bill Preview page.

Click on the TOTAL CURRENT USAGES CHARGES link next for a look at that information.
Click on the VIEW link to see the details of the usage entry.

From the View Usage Details page, you may Delete or Edit the entry.

Below is a usage charge that has been entered by another agency.

Click on the RETURN button to go back to the Bill Preview page.

Click on the TOTAL CURRENT ADJUSTMENTS link. This will show adjustments that have not been billed.
Total Current Adjustments

Transportation, Department Of (Fargo) for 7/2009

The amounts displayed are based on current information only which may be incomplete.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Vehicle</th>
<th>Reason</th>
<th>Usage Difference</th>
<th>Rate</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/24/2009 06037</td>
<td>Incorrect Business Unit</td>
<td>(1,000)</td>
<td>0.95</td>
<td>(950.00)</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>06/24/2009 06343</td>
<td>Billed In Error</td>
<td>(45)</td>
<td>0.56</td>
<td>25.21</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>

Total: (1,045) ($924.79)

Click on the VIEW link to see the details of the adjustment (example shown below).

View Usage Adjustment

Current Usage

- Vehicle: 09874 - 2002 3TN EXT CAB 4X4
- Business Unit: Parks & Recreation Department (75000)
- Activity: 06/15/2009 [View Usage]

Meter: 45,520 - 46,000
Usage: 480 Rate: 0.56 Oper: 0.38 Depr: 0.18 Repl: 0.00
Billed: $259.60 on 06/24/2009

Adjustment Header

- Status: Approved
- Reason: Incorrect Business Unit
- Contact Name: Rob Reihman
- Telephone: (701) 328-1472
- Email:

Requested Adjustment

Requested By: Carol J Jorgenson

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>Driver</th>
<th>Begin Meter</th>
<th>End Meter</th>
<th>Usage</th>
<th>Dept ID</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Resource Type</th>
<th>Resource Category</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1950</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80100</td>
<td></td>
</tr>
</tbody>
</table>

Comments: should have been billed to DOT as they used the car all month.

Original Usage: 45,520 - 46,000 | 480
Usage Difference: (480)

Actual Adjustment

Requested By: Robin J Reihman - (701) 928-8565

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>Driver</th>
<th>Begin Meter</th>
<th>End Meter</th>
<th>Usage</th>
<th>Dept ID</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Resource Type</th>
<th>Resource Category</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1950</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80100</td>
<td></td>
</tr>
</tbody>
</table>

Comments: should have been billed to DOT as they used the car all month.

Original Usage: 45,520 - 46,000 | 480
Usage Difference: (480)

Business Unit Net Cost Summary

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Oper</th>
<th>Depr</th>
<th>Repl</th>
<th>Misc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks &amp; Recreation Department (75000)</td>
<td>(194.80)</td>
<td>(34.00)</td>
<td>0.00</td>
<td>0.00</td>
<td>($256.00)</td>
</tr>
<tr>
<td>Transportation, Department Of (80100)</td>
<td>194.80</td>
<td>64.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$366.80</td>
</tr>
</tbody>
</table>
Click on the RETURN button to go back to the Bill Preview page.

Bill Preview
Parks & Recreation Department for 7/2009

This is not an actual Bill. The amounts displayed are based on current information only which may be incomplete.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
<td>$2,357.86</td>
<td></td>
</tr>
<tr>
<td>Total Current Usage Charges</td>
<td>$12,706.88</td>
<td>$18,063.91</td>
</tr>
<tr>
<td>Total Operating</td>
<td>$7,994.18</td>
<td></td>
</tr>
<tr>
<td>Total Depreciation</td>
<td>$3,515.65</td>
<td></td>
</tr>
<tr>
<td>Total Replacement</td>
<td>$1,205.52</td>
<td></td>
</tr>
<tr>
<td>Total Miscellaneous</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Total Current Adjustments</td>
<td>$1,173.28</td>
<td>$16,237.14</td>
</tr>
</tbody>
</table>

Current Balance $16,237.14

Now click on the Export button.

Bill Preview - Export Transactions

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>06/16/2009</td>
<td>Usage</td>
<td>MTS000131L09</td>
<td></td>
<td></td>
<td>7,756</td>
<td>7,600</td>
<td>15.04</td>
<td>56.00</td>
<td></td>
<td></td>
<td>15.04</td>
</tr>
<tr>
<td>06/20/2009</td>
<td>Usage</td>
<td>MTS000131L09</td>
<td></td>
<td></td>
<td>603</td>
<td>625</td>
<td>76.00</td>
<td>34.00</td>
<td></td>
<td></td>
<td>130.00</td>
</tr>
<tr>
<td>06/22/2009</td>
<td>Usage</td>
<td>MTS000131L09</td>
<td></td>
<td></td>
<td>6,076</td>
<td>6,576</td>
<td>500</td>
<td>129.00</td>
<td>129.00</td>
<td>288.00</td>
<td></td>
</tr>
<tr>
<td>06/22/2009</td>
<td>Usage</td>
<td>MTS000131L09</td>
<td></td>
<td></td>
<td>10,001</td>
<td>10,000</td>
<td>49</td>
<td>10.07</td>
<td>0.50</td>
<td></td>
<td>27.45</td>
</tr>
<tr>
<td>06/22/2009</td>
<td>Usage</td>
<td>MTS000131L09</td>
<td></td>
<td></td>
<td>79,451</td>
<td>80.00</td>
<td>550</td>
<td>111.75</td>
<td>56.25</td>
<td>308.00</td>
<td></td>
</tr>
<tr>
<td>06/23/2009</td>
<td>Usage</td>
<td>MTS000131L09</td>
<td></td>
<td></td>
<td>403</td>
<td>450</td>
<td>7.38</td>
<td>4.51</td>
<td>0.41</td>
<td></td>
<td>12.30</td>
</tr>
</tbody>
</table>

Export options: CSV | Excel | XML

You may sort this information by any of the column headers and can export it to one of the three export formats for your own office use.

Select the method of export:
Export options: CSV | Excel | XML
The File Download window will appear, prompting you to open, save, or cancel as needed.

Return to the MAIN MENU.

BILL HISTORY:

This will be the agency's bill. We will no longer send out a hard copy of the bill.

Click on the BILL HISTORY link from under the BILLING section of the Main Menu.

Main Menu

Search
Vehicle Usage Adjustment

Fleet Rates Monthly Usage Frequently Asked Questions (FAQ)

Billing
Vehicle Usage Bill Preview Bill History Vehicle Report Unsubmitted Vehicles Current Adjustments
This will bring you to the BILL HISTORY screen (as shown below). Select the billing month of the bill you would like to view.

From the above screen, click on the Previous Balance link to view any outstanding balances (see example below). Generally, the information displayed will be the previous month’s bill.
Bill History - Previous Balance

Parks & Recreation Department for 6/2009

<table>
<thead>
<tr>
<th>Activity</th>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/24/2009</td>
<td>Billed</td>
<td>1,318.24</td>
<td>1,318.24</td>
</tr>
<tr>
<td>06/24/2009</td>
<td>Billed</td>
<td>1,318.24</td>
<td>2,636.48</td>
</tr>
<tr>
<td>06/24/2009</td>
<td>Billed</td>
<td>0.00</td>
<td>1,946.48</td>
</tr>
<tr>
<td>06/24/2009</td>
<td>Billed</td>
<td>-690.00</td>
<td>1,946.48</td>
</tr>
<tr>
<td>06/24/2009</td>
<td>Billed</td>
<td>41.81</td>
<td>1,988.29</td>
</tr>
<tr>
<td>06/24/2009</td>
<td>Billed</td>
<td>0.00</td>
<td>1,946.48</td>
</tr>
<tr>
<td>06/25/2009</td>
<td>Billed</td>
<td>13.96</td>
<td>2,002.27</td>
</tr>
<tr>
<td>06/25/2009</td>
<td>Billed</td>
<td>0.00</td>
<td>1,988.29</td>
</tr>
<tr>
<td>06/25/2009</td>
<td>Payment Received</td>
<td>1,161.48</td>
<td>840.79</td>
</tr>
<tr>
<td>06/25/2009</td>
<td>Payment Received</td>
<td>1,161.48</td>
<td>-320.69</td>
</tr>
<tr>
<td>06/26/2009</td>
<td>Payment Received</td>
<td>1,261.48</td>
<td>-1,582.17</td>
</tr>
<tr>
<td>06/26/2009</td>
<td>Payment Received</td>
<td>1,261.48</td>
<td>-2,843.65</td>
</tr>
<tr>
<td>06/26/2009</td>
<td>Payment Received</td>
<td>1,261.48</td>
<td>-4,105.13</td>
</tr>
</tbody>
</table>

Click on the RETURN button to go back to the BILL HISTORY page.

Bill History

Parks & Recreation Department

Payments and adjustments are for the selected billing month only.

Billing Month: 6/2009  Refresh

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Previous Balance</strong></td>
<td></td>
<td>-$4,105.13</td>
</tr>
<tr>
<td><strong>Total current usage charges</strong></td>
<td>$3,174.27</td>
<td>-$930.85</td>
</tr>
<tr>
<td>Total operating</td>
<td>$2,136.64</td>
<td></td>
</tr>
<tr>
<td>Total depreciation</td>
<td>$999.01</td>
<td></td>
</tr>
<tr>
<td>Total replacement</td>
<td>$38.62</td>
<td></td>
</tr>
<tr>
<td>Total miscellaneous</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total payments received</strong></td>
<td>($6,107.40)</td>
<td>-$7,038.25</td>
</tr>
<tr>
<td>Current Balance</td>
<td>($7,038.26)</td>
<td></td>
</tr>
</tbody>
</table>

Click on the Total current usage charges link to see each individual usage entry which makes up the bill (see example below).
To Request an Adjustment:

In order to request an adjustment, the usage must be billed. In the table above select the vehicle that needs an adjustment and click on VIEW.

View Usage Details
06125 - 2003 COMP UTIL 4X2

Vehicle Usage

Business Unit: Transportation, Department Of
Activity: 06/02/2009
Driver: John Elway
Department ID: 1050
Meter: 64,000 - 64,250
Usage: 250 @ $0.62 = $237.50
Document No: M801003JUL09
Project Id:
Activity Id:
Resource Type:
Resource Category:
Review: No
Billed Amount: $237.50 on 06/26/2009
Entered: 06/25/2009 by Terry Slocomb, Transportation, Department Of
Comments:

Click Adjust button.
Add Usage Adjustment - Add Contact

Current Usage

Vehicle: 06125 - 2003 COMP UTIL 4X2
Business Unit: Transportation, Department Of (80100)
Activity: 06/02/2009
Driver: John Elway
Entered: 06/25/2009 by Terry Slocomb, Transportation, Department Of
Meter: 64,000 - 64,250
Billed: 06/25/2009
Usage: 250 @ $0.62 = $237.50

Adjustment Info

*Reason: [drop-down menu]
*Contact First: [field] MI: [field] *Last: [field]
*Telephone: [field] (2223334444) Ext: [field]
Email: [field]

Cancel  Continue

*Required

Select a reason for the adjustment from the drop-down menu. Enter the contact information for the person who is requesting the adjustment.

There are 4 choices for why an adjustment may be needed:

- Incorrect Meter – If the entered ending meter was over/understated.
- Incorrect Business Unit – The agency was billed for usage which belongs to another agency.
- Shared Usage – If an agency shared a vehicle with another agency and one agency was billed for the entire usage.
- Billed in Error – If the agency was billed for usage not used by the agency.
Add Usage Adjustment - Add Contact

Current Usage

Vehicle: 06125 - 2003 COMP UTIL 4X2
Business Unit: Transportation, Department Of (80100)
Activity: 06/02/2009
Driver: John Elway
Entered: 06/25/2009 by Terry Slocomb, Transportation, Department Of
Meter: 64,000 - 64,250
Billed: 06/26/2009
Usage: 250 @ $0.62 = $155.00

Adjustment Info

*Reason: Incorrect Business Unit
*Contact First: Vanilla
*Telephone: 1112223333 (2223334444) Ext:
Email: bean@test.gov

Cancel  Continue

Click Continue

Add Usage Adjustment

Current Usage

Vehicle: 06125 - 2003 COMP UTIL 4X2
Business Unit: Transportation, Department Of (80100)
Activity: 06/02/2009
Driver: John Elway
Document No: M00100X100
Meter: 64,000 - 64,250
Usage: 250 @ $0.62 = $155.00
Entered: 06/25/2009 by Terry Slocomb, Transportation, Department Of
Billed: 06/26/2009

Info

Reason: Incorrect Business Unit
Contact: Vanilla Bean
Telephone: (111) 222-3333 Ext:
Email: bean@test.gov

Edit

Adjusted Usage

Only enter information that is not correct in the Current Usage.

Dec No:  
Begin Meter:  
End Meter:  
Driver Name:  
Business Unit:  
Project ID:  
Activity ID:  
Resource Type:  
Resource Category:  
Comments:  

Add

If adjusting the meter both begin and end meter must be entered.

Enter the correct information in the adjusted usage section.

**Notice: only enter information which is incorrect under the Current Usage section.
After the new information is entered, click **Add**. Notice the Adjustment Request below.

### Add Usage Adjustment

**Current Usage**

- **Vehicle**: 06125 - 2003 COMP UTIL 4X2
- **Business Unit**: Transportation, Department Of (61100)
- **Activity**: 06/22/2006
- **Driver**: John Elway
- **Document No**: M6110001009
- **Meter**: 64,000 - 64,250
- **Usage**: 250 @ $0.62 = $237.50
- **Entered**: 06/25/2006 by Terry Slocomb, Transportation, Department Of
- **Billed**: 06/26/2006

**Info**

- **Reason**: Incorrect Business Unit
- **Contact**: Vanilla Bean
- **Telephone**: (111) 222-3333 Ext:
- **Email**: bean@test.gov

**Adjusted Usage**

Only enter information that is not correct in the Current Usage.

- **Doc No**: 
- **Begin Meter**: 
- **End Meter**: 
- **Driver Name**: (Ex. Doe John M - no punctuation please)
- **Business Unit**: 
- **Dept ID**: 
- **Activity ID**: 
- **Resource Type**: 
- **Resource Category**: 
- **Comments**: Parks & Rec borrowed this vehicle for the day

**Add**

### Adjustment Request

<table>
<thead>
<tr>
<th>Doc No</th>
<th>Driver</th>
<th>Begin Meter</th>
<th>End Meter</th>
<th>Usage</th>
<th>Dept ID</th>
<th>Proj ID</th>
<th>Act ID</th>
<th>Res Type</th>
<th>Res Cat</th>
<th>Business Unit</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75000</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Return**  **Submit To Fleet**

If everything looks correct, click **Submit To Fleet**.

If an error is noticed, click either **Edit** or **Delete**.
After the button is clicked, it will bring up the View Usage Details page.

**View Usage Details**

06125 - 2003 COMP UTIL 4X2

<table>
<thead>
<tr>
<th><strong>Vehicle Usage</strong></th>
<th><strong>Usage Adjustment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong> Transportation, Department Of</td>
<td></td>
</tr>
<tr>
<td><strong>Activity:</strong> 06/02/2009</td>
<td></td>
</tr>
<tr>
<td><strong>Driver:</strong> John Elway</td>
<td></td>
</tr>
<tr>
<td><strong>Department ID:</strong> 1050</td>
<td></td>
</tr>
<tr>
<td><strong>Meter:</strong> 64,000 - 64,250</td>
<td></td>
</tr>
<tr>
<td><strong>Usage:</strong> 250 @ $0.52 = $237.50</td>
<td></td>
</tr>
<tr>
<td><strong>Document No:</strong> M80100JUL09</td>
<td></td>
</tr>
<tr>
<td><strong>Project Id:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Activity Id:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Resource Type:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Resource Category:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Review:</strong> No</td>
<td></td>
</tr>
<tr>
<td><strong>Billed Amount:</strong> $237.50 on 06/26/2009</td>
<td></td>
</tr>
<tr>
<td><strong>Entered:</strong> 06/25/2009 by Terry Slocomb, Transportation, Department Of</td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
</tr>
</tbody>
</table>

To see the adjustment, click **Usage Adjustment** to view the adjustment which was requested as well as the status of the requested adjustment.

Click on the RETURN button to go back to the BILL HISTORY page.
**Bill History**

**Parks & Recreation Department**

Payments and adjustments are for the selected billing month only.

Billing Month: 6/2009  

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous Balance</td>
<td>-$4,105.13</td>
</tr>
<tr>
<td><strong>Total current usage charges</strong></td>
<td>$3,174.27</td>
<td>-$930.85</td>
</tr>
<tr>
<td>Total operating</td>
<td>$2,136.64</td>
<td></td>
</tr>
<tr>
<td>Total depreciation</td>
<td>$999.01</td>
<td></td>
</tr>
<tr>
<td>Total replacement</td>
<td>$38.62</td>
<td></td>
</tr>
<tr>
<td>Total miscellaneous</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total payments received</strong></td>
<td>($6,107.40)</td>
<td>-$7,038.25</td>
</tr>
<tr>
<td>Current Balance</td>
<td>($7,038.26)</td>
<td></td>
</tr>
</tbody>
</table>

Return  
Export

Click on the **Total payments received** link to see the payments that have been received.

Click on the RETURN button to go back to the Bill History screen and then click the Export button.

The Bill History – Export Transactions screen will appear showing all of the data to be exported. This is the same screen as you saw earlier in Bill Preview.
From under the Main Menu’s BILLING section, click on the VEHICLE REPORT link.

**Main Menu**

**Search**
- Vehicle
- Usage
- Adjustment

**Misc.**
- Fleet Rates
- Monthly Usage
- Frequently Asked Questions (FAQ)

**Billing**
- Vehicle Usage
- Bill Preview
- Bill History
- Vehicle Report
- Unsubmitted Vehicles
- Current Adjustments

In the Vehicle Report screen if the agency has several locations, a specific location can be selected using the drop-down list (see the example below).

**Vehicle Report**

**Vehicles Assigned to Human Services**

Click on the SEARCH button to activate the search.
From this screen, the Vehicle Details page can be seen when you click on the View link on the right hand side of the vehicle list.

This list is similar to the vehicle turn around document for collecting ending odometer. Click on Printer Friendly at the top or bottom of the table.

After the Printer Friendly button has been clicked, a new screen will appear informing you that the Vehicle Report is being generated.
The amount of the wait time depends upon how many vehicles were selected for printing.

After the report is generated, it will appear in an Adobe format and can be printed or saved.

Return to the MAIN MENU.
UNSUBMITTED VEHICLES:

This is the listing of vehicles that have zero usage.

From the main menu, click on the UNSUBMITTED VEHICLES link in the Billing section.

The screen will default to current usage month/year and will display a listing of the unsubmitted vehicles which includes vehicles with zero usage and in error entries.
To search for vehicles for review uncheck zero usage and with errors, then check MARKED FOR REVIEW.

A click on a VIEW link will take you to the View Vehicle Details page shown on the following page.
From this page, view the vehicle details. Click on the Usage tab to search for this vehicle’s previous usage, add/edit usage or click on the Bill Adjustment tab to view information if there has been any billed adjustment made. Click on the RETURN button to go back to the Search Vehicle page. Scroll to the bottom of the page and click the EXPORT button.
From here you may sort on the headings or export to 3 different formats (as seen previously).

Export Vehicles

<table>
<thead>
<tr>
<th>Vehicle No.</th>
<th>Description</th>
<th>Vehicle Group</th>
<th>Last Usage</th>
<th>Location</th>
<th>Rate</th>
<th>Ending Meter</th>
<th>FYTD Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>06413</td>
<td>1999 STN EXT CAB 4X4 SB</td>
<td>3</td>
<td>06/24/2009</td>
<td></td>
<td>$0.73</td>
<td>45,000</td>
<td>2,055</td>
</tr>
<tr>
<td>05569</td>
<td>2001 STN EXT CAB 4X4</td>
<td>3</td>
<td>06/23/2009</td>
<td></td>
<td>$0.73</td>
<td>56,105</td>
<td>6,625</td>
</tr>
<tr>
<td>05522</td>
<td>2003 3T EXT CAB 4X2</td>
<td>3</td>
<td>05/25/2009</td>
<td></td>
<td>$0.73</td>
<td>93,250</td>
<td>3,217</td>
</tr>
</tbody>
</table>

Export options: CSV | Excel | XML

To return to the Main Menu, click on the MAIN MENU link located at the top left of the page.

**CURRENT ADJUSTMENTS:** This link will be used to review the status of a pending adjustment.

Click the CURRENT ADJUSTMENTS link located under the BILLING section of the Main Menu.

**Main Menu**

**Search**
- Vehicle
- Usage
- Adjustment

**Misc.**
- Fleet Rates
- Monthly Usage
- Frequently Asked Questions (FAQ)

**Billing**
- Vehicle Usage
- Bill Preview
- Bill History
- Vehicle Report
- Unsubmitted Vehicles
- Current Adjustments

After clicking the link, the Adjustments page (shown below) will display all of the adjustments that are still in the approval process. From here, view the status of the current adjustment.
Adjustments
2 adjustments found.

<table>
<thead>
<tr>
<th>Entered</th>
<th>By</th>
<th>Vehicle No.</th>
<th>Reason</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/29/2009</td>
<td>Carol J Jorgenson</td>
<td>03069</td>
<td>Incorrect Meter</td>
<td>Pending Fleet</td>
<td>View</td>
</tr>
<tr>
<td>06/30/2009</td>
<td>Carol J Jorgenson</td>
<td>07600</td>
<td>Incorrect Meter</td>
<td>Pending Fleet</td>
<td>View</td>
</tr>
</tbody>
</table>

The adjustment request can be viewed by clicking the View link.

View Usage Adjustment

Current Usage

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>03069 - 2004 TAURUS 4DR SEDAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Parks &amp; Recreation Department (7500)</td>
</tr>
</tbody>
</table>
| Activity | 06/15/2009
| Meter   | 49,856 - 51,254 |
| Usage   | 1,398 Kwh: 0.30 Degr: 0.01 Read: 0.01 Open: 0.13 |
| Billed  | $419.40 on 06/25/2009 |

Adjustment Header

<table>
<thead>
<tr>
<th>Status</th>
<th>Pending Fleet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Incorrect Meter</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Djon Tester</td>
</tr>
<tr>
<td>Telephone</td>
<td>(701) 328-3250</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Requested Adjustment

Requested By: Carol J Jorgenson

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>Driver</th>
<th>Begin Meter</th>
<th>End Meter</th>
<th>Usage</th>
<th>Dept ID</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Resource Type</th>
<th>Resource Category</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>49,856</td>
<td>51,005</td>
<td>1,149</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Original Usage: 49,856 - 51,254
Usage Difference: (248)

To view the original usage, click on the View Usage link.

View Usage Details

03069 - 2004 TAURUS 4DR SEDAN

Vehicle Usage

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Parks &amp; Recreation Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>06/15/2009</td>
</tr>
<tr>
<td>Driver</td>
<td>Bob Builder</td>
</tr>
<tr>
<td>Department ID</td>
<td></td>
</tr>
<tr>
<td>Meter</td>
<td>49,856 - 51,254</td>
</tr>
<tr>
<td>Usage</td>
<td>1,398 @ $0.30 = $419.40</td>
</tr>
<tr>
<td>Document No.</td>
<td>M7500QJUL09</td>
</tr>
<tr>
<td>Project ID</td>
<td></td>
</tr>
<tr>
<td>Activity Id</td>
<td></td>
</tr>
<tr>
<td>Resource Type</td>
<td></td>
</tr>
<tr>
<td>Resource Category</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>No</td>
</tr>
<tr>
<td>Billed Amount</td>
<td>$419.40 on 06/25/2009</td>
</tr>
<tr>
<td>Entered</td>
<td>06/25/2009 by Terry Slocomb, Transportation, Department Of</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

To view the usage adjustment, click on the Usage Adjustment tab.
If another adjustment is needed for the same usage, click the Add Adjustment link.

This will start the process for adding an adjustment, which was covered in the Bill History portion of this manual.

After the adjustment info portion has been filled out, the following screen will appear, because there was already an adjustment entered for the same usage.

Add Usage Adjustment
Another adjustment is already pending for this usage transaction.
Please contact your State Fleet manager.

If another adjustment is needed, the State Fleet manager should be contacted as they will be able to make changes to the adjustment request.

If this is the wrong vehicle or usage transaction, click the button to go back and find the correct vehicle or usage.

After clicking the button you will advance to an updated View Usage Details page.
View Usage Details

03069 - 2004 TAURUS 4DR SEDAN

<table>
<thead>
<tr>
<th>Entered</th>
<th>Entered By</th>
<th>Requested By</th>
<th>Begin OD</th>
<th>End OD</th>
<th>Usage</th>
<th>Cost</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/29/2009</td>
<td>Carol J Jorgenson</td>
<td>Dion Tester</td>
<td>49956</td>
<td>51005</td>
<td>1149</td>
<td>1149</td>
<td>Pending Fleet</td>
<td>View</td>
</tr>
<tr>
<td>06/30/2009</td>
<td>Carol J Jorgenson</td>
<td>Vanilla Bean</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unsubmitted</td>
<td>View</td>
</tr>
</tbody>
</table>

Add Adjustment

Upon viewing this page, click on View to see what options are presented since there has already been an adjustment entered for this usage.

View Usage Adjustment

Current Usage

- **Vehicle**: 03069 - 2004 TAURUS 4DR SEDAN
- **Business Unit**: Parks & Recreation Department (75000)
- **Activity**: 06/15/2009 View Usage
- **Meter**: 49,856 - 51,254
- **Usage**: 1,398 Rate: 0.30 Depr: 0.11 Repl: 0.01 Oper: 0.18
- **Billed**: $419.40 on 06/25/2009

Adjustment Header

- **Status**: Unsubmitted
- **Reason**: Incorrect Business Unit
- **Contact Name**: Vanilla Bean
- **Telephone**: (111) 222-3333
- **Email**: bean@test.gov

Requested Adjustment

Requested By: Carol J Jorgenson

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>Driver</th>
<th>Begin Meter</th>
<th>End Meter</th>
<th>Usage</th>
<th>Dept ID</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Resource Type</th>
<th>Resource Category</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Usage</td>
<td>49,856</td>
<td>51,254</td>
<td>1,398</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return Edit Delete

Delete

From here, it would be best to click on View to simply get rid of the extra adjustment.
Delete Usage Adjustment Confirmation

The following usage adjustment is about to be deleted.

Vehicle: 03069
Status: Unsubmitted
Reason: Incorrect Business Unit
Contact Name: Vanilla Bean

[Delete]

Click on the above confirmation page.

View Usage Details

03069 - 2004 Taurus 4DR Sedan

<table>
<thead>
<tr>
<th>Entered</th>
<th>Entered By</th>
<th>Requested By</th>
<th>Begin OD</th>
<th>End OD</th>
<th>Usage</th>
<th>Cost</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/29/2009</td>
<td>Carol J Jorgenson</td>
<td>Dion Tester</td>
<td>49356</td>
<td>51006</td>
<td>1149</td>
<td>1149</td>
<td>Pending Fleet</td>
<td>View</td>
</tr>
</tbody>
</table>

[Add Adjustment]

SEARCH SECTION -

SEARCH VEHICLE:

From the Main Menu, click on VEHICLE link located under the SEARCH section.

Main Menu

Search

- Vehicle
- Usage
- Adjustment

Misc.

- Fleet Rates
- Monthly Usage
- Frequently Asked Questions (FAQ)

Billing

- Vehicle Usage
- Bill Preview
- Bill History
- Vehicle Report
- Unsubmitted Vehicles
- Current Adjustments
In the Search Vehicle screen (shown below), you can enter the following search criteria into the fields:
- Vehicle number (include beginning zero) i.e. 01234
- Vehicle group
- Project information (if any was entered)
- Department ID
- Date range of specific usage

If you don’t know any of the data fields, click on and all of the vehicles assigned to your agency will be displayed.

In this example, a search is being done on the vehicle group field...the group number was entered and then the search button was hit. Below is an example of the results from the search:
Click on the View link.

**View Vehicle Details**

**03001 - 2004 TAURUS 4DR SEDAN**

- **Assigned Business Unit:** Human Services (32500)
- **Location:** BISMARCK HIGHWAY PATROL
- **Last Billed Meter:**
  - **Current Meter:** 41,720
- **FYTD Usage:**
  - **Group:** 2 - Sedan/Wagon
  - **Total Rate:** $0.300 Oper: 0.010 Depr: 0.180 Repl: 0.110 Misc: 0.000

The View Vehicle Details screen will be displayed (as shown above) with the specific information for the selected vehicle.

Return to SEARCH VEHICLE screen.
The search results may be exported as seen in the previous section.

Click on **Select All** to include all vehicles in export or check the box on left side of vehicle if not all vehicles are wanted.

| ☑ | 08205 | 2003 MALIBU 4DR SEDAN | 02 |

Scroll down and click on the **Export** button.

The Export Vehicles screen will be displayed. This screen will show all of the information selected to be exported (as shown below).

**Export Vehicles**

<table>
<thead>
<tr>
<th>Vehicle No.</th>
<th>Description</th>
<th>Vehicle Group</th>
<th>Last Usage</th>
<th>Location</th>
<th>Rate</th>
<th>Ending Meter</th>
<th>FYTD Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>08205</td>
<td>2003 MALIBU 4DR SEDAN</td>
<td>2</td>
<td></td>
<td>0015</td>
<td>$0.30</td>
<td>57,984</td>
<td>0</td>
</tr>
</tbody>
</table>

Export options: ☐ CSV | ☑ Excel | ☑ XML

Next, click on the method of export wanted. This will display as we have seen prior sections.

Export options: ☐ CSV | ☑ Excel | ☑ XML

**SEARCH USAGE**: This will be used to search for vehicle usage.

From the main menu, click on the **USAGE** link.
Enter the desired search criteria.

Locate the correct vehicle usage and click on the VIEW USAGE link under the Action column.

In the search results section, the Details tab allows to sort by column heading, view vehicle usage and export the results of this search.

Locate the correct vehicle usage and click on the VIEW USAGE link under the Action column.
If an unbilled vehicle is selected, a screen similar to the one below will appear and which will allow you to edit or delete the usage on this vehicle.

If the vehicle has been billed, you will see an ADJUST button on this screen.

Click on the RETURN button to go back to the Search Usage page.
Click on the Summary tab of the Search Results section.

This page shows a summary of all of the usage for this vehicle. Click on the VIEW VEHICLE to display the View Vehicle Details page. Click on the EXPORT button.
From here you can choose from the three export options again.

Click on the MAIN MENU link located at the top left hand of the screen to return to the Main Menu.

SEARCH ADJUSTMENT:

Click on the ADJUSTMENT link under the SEARCH section of the Main Menu.

Main Menu

**Search**
- Vehicle
- Usage
- Adjustment

**Billing**
- Vehicle Usage
- Bill Preview
- Bill History
- Vehicle Report
- Unsubmitted Vehicles
- Current Adjustments

**Misc.**
- Fleet Rates
- Monthly Usage
- Frequently Asked Questions (FAQ)
Next, enter the search criteria needed or click on the button to bring up all adjustments.

Search options include:
- Vehicle number (include zero in front of number) i.e. 01224
- Usage date range
- Adjustment requested date range

**Search Results**
2 adjustments found.

<table>
<thead>
<tr>
<th>Requested</th>
<th>Vehicle No.</th>
<th>Description</th>
<th>Business Unit</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/29/2009</td>
<td>03652</td>
<td>2004 TAURUS 4DR SEDAN</td>
<td>Parks &amp; Recreation Department</td>
<td>Pending Fleet</td>
<td>View</td>
</tr>
<tr>
<td>06/30/2009</td>
<td>0750D</td>
<td>1997 1TN REG CAB 4X4 FIRE PUMPER</td>
<td>Parks &amp; Recreation Department</td>
<td>Pending Fleet</td>
<td>View</td>
</tr>
</tbody>
</table>

From the search results screen, the user can see that the status of the adjustment is at in the approval process. The approval process is as follows: Fleet, Accounts Receivable, Accounting Operations (only on meter changes).

To see the adjustment that was requested, simply click on the **View** link.

**View Usage Adjustment**

- **Current Usage**
  - Vehicle: 09068 - 2004 TAURUS 4DR SEDAN
  - Business Unit: Parks & Recreation Department (75000)
  - Activity: 06/15/2009
  - Adjusted meter: 49,856 - 51,254
  - Usage: 1,300 Rate: 0.50 Dep: 0.11 Adpt: 0.01 Oper: 0.18
  - Billed: $419.40 on 06/25/2009

- **Adjustment Header**
  - Status: Pending Fleet
  - Reason: Incorrect Meter
  - Contact Name: Dion Tester
  - Telephone: (701) 328-3250
  - Email:

- **Requested Adjustment**
  - Requested By: Carol Jorgenson

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>Driver</th>
<th>Begin Meter</th>
<th>End Meter</th>
<th>Usage</th>
<th>Dept ID</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>ResourceType</th>
<th>Resource Category</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>49,856</td>
<td>51,254</td>
<td>1,149</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Comments**:
- Original Usage: 49,856 - 51,254
- Usage Difference: 258

The View Usage Adjustment page provides all information in regards to the adjustment.

If you want to see the original usage entry, click on the **View Usage** link.
MISC. SECTION -

FLEET RATES:

Click on the FLEET RATES link located under the MISC. section of the Main Menu.

Main Menu

Search
- Vehicle
- Usage
- Adjustment

Misc.
- Fleet Rates
- Monthly Usage
- Frequently Asked Questions (FAQ)

Billing
- Vehicle Usage
- Bill Preview
- Bill History
- Vehicle Report
- Unsubmitted Vehicles
- Current Adjustments
After clicking on the FLEET RATES link, the Charge Rates screen will show the current charge rates for each vehicle group as of that date.

### Charge Rates for 06/28/2009

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
<th>Operating</th>
<th>Depreciation</th>
<th>Replacement</th>
<th>Misc.</th>
<th>Total</th>
<th>Meter Type</th>
<th>Meter threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mini Pass. Van</td>
<td>0.010</td>
<td>0.230</td>
<td>0.180</td>
<td>0.420</td>
<td>Mile</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sedan/Wagon</td>
<td>0.010</td>
<td>0.180</td>
<td>0.110</td>
<td>0.300</td>
<td>Mile</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Light Pickup/Cargo Van/ 1/2 ton SUV</td>
<td>0.385</td>
<td>0.175</td>
<td></td>
<td>0.560</td>
<td>Mile</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Heavy Pickup/Cargo Van / 3/4 SUV / Pass. Van</td>
<td>0.520</td>
<td>0.230</td>
<td></td>
<td>0.750</td>
<td>Mile</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Highway Patrol</td>
<td>0.340</td>
<td>0.110</td>
<td></td>
<td>0.450</td>
<td>Mile</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Game Enforcement/Special</td>
<td>0.580</td>
<td>0.520</td>
<td></td>
<td>1.100</td>
<td>Mile</td>
<td>5,000</td>
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</tr>
<tr>
<td>12</td>
<td>Facility Service Vehicle</td>
<td>0.310</td>
<td>0.250</td>
<td></td>
<td>0.560</td>
<td>Mile</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Compact Utility/All</td>
<td>0.600</td>
<td>0.230</td>
<td>0.120</td>
<td>0.950</td>
<td>Mile</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Miscellaneous Truck / Mid Size Bus</td>
<td>17.000</td>
<td>38.000</td>
<td>10.000</td>
<td>65.000</td>
<td>Hour</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Distributor</td>
<td>5.000</td>
<td>25.000</td>
<td>8.000</td>
<td>38.000</td>
<td>Hour</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Sign Truck</td>
<td>0.140</td>
<td>40.012</td>
<td>12.014</td>
<td>52.166</td>
<td>Hour</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Single Axle Truck/All</td>
<td>12.000</td>
<td>52.000</td>
<td>10.000</td>
<td>75.000</td>
<td>Hour</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Tandem Axle Truck/All</td>
<td>5.000</td>
<td>45.000</td>
<td>7.000</td>
<td>57.000</td>
<td>Hour</td>
<td>150</td>
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</tr>
<tr>
<td>23</td>
<td>Truck Tractor</td>
<td>90.000</td>
<td></td>
<td></td>
<td>90.000</td>
<td>Hour</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Rotary Snowplow</td>
<td>58.000</td>
<td>19.000</td>
<td></td>
<td>77.000</td>
<td>Hour</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Motor Coach</td>
<td>5.000</td>
<td>14.000</td>
<td>16.000</td>
<td>35.000</td>
<td>Hour</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Water Well Drill Truck</td>
<td>5.000</td>
<td>14.000</td>
<td>16.000</td>
<td>35.000</td>
<td>Hour</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Lineworker Truck</td>
<td>9.000</td>
<td>8.000</td>
<td>28.000</td>
<td>45.000</td>
<td>Hour</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Shuttle Bus</td>
<td>3.750</td>
<td>18.750</td>
<td>3.500</td>
<td>26.000</td>
<td>Hour</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Fuel Truck</td>
<td>3.250</td>
<td>5.000</td>
<td>0.750</td>
<td>9.000</td>
<td>Hour</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Drill Truck</td>
<td>45.000</td>
<td>5.000</td>
<td></td>
<td>50.000</td>
<td>Hour</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

Return to the Main Menu by clicking on the RETURN button at the bottom of the screen or by clicking on the MAIN MENU link located at the top left of the screen.

**MONTHLY USAGE:**

This is a report that will show you each month’s usage for the previous 12 months.

Click on the MONTHLY USAGE link under the Misc. section heading to advance to the Monthly Usage page as shown below.
Enter the month end date for the twelve month period for which you would like to see usage. Further define the search by specifying a location and/or vehicle group.

Click on the SEARCH button.

The results will be displayed in a table like the one below. Click a VIEW VEHICLE link.
You will see the View Vehicle Details page as we have seen before.

View Vehicle Details

03069 - 2004 TAURUS 4DR SEDAN

Assigned Business Unit: Parks & Recreation Department (75000)

Location:

Last Billed Meter: 43,855

Current Meter: 43,855

FYTD Usage:

Group: 2 - Sedan/Wagon

Total Rate: $0.300 Oper: 0.180 Depr: 0.110 Repl: 0.010 Misc: 0.000

Last Usage Date: 06/05/2009

Last Billing Date: 06/24/2009
At the Monthly Usage page, search by group to look at a particular group of vehicles.

Click on the MAIN MENU link at the top left of the screen to return to the Main Menu.

FAQ’S:

At the Main Menu click on Frequently Asked Question link under MISC.
State Fleet Billing Usage System (BUS) - FAQs

Adding Users to the BUS System
- How can I add an agency user to the system?
- How can I add a State Fleet, Finance, or System Admin user to BUS?

Adjustments
- How can I request a bill/usage adjustment?
- How can I adjust previous bills?
- How do I see where in the process my adjustment request is at?

Search Information
- How can I search for a vehicle's usage details?
- Can I search for a vehicle usage adjustment?
- Is there a listing of the vehicles assigned to my agency?

Submitting Entries
- Why can't I submit an entry?
- Can I tell if an entry has been submitted?
- How can I add vehicle usage information?
- If a vehicle has been loaned out to another agency, who submits the usage information?

Viewing Entries
- How can I view previous bills?
- How can I view the usage of a specific vehicle?
- How can I view my vehicles assigned to a specific location in my agency?
- How often does the Motor Pool reservation usage get transferred and how is it viewed?

Billing Information
- How will I receive my bill?
- How can I view the vehicle usage details?
- When and how can my agency preview the bill?
- How can I view past bill history for my agency?
- How do I know if all my vehicles have been submitted for billing?

Miscellaneous Information
- Where can I find the State Fleet rates?
- How can I download this information?
- Where can I find my turnaround document?
- How can I compare my agency's total vehicle usage this month against another month?