

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>

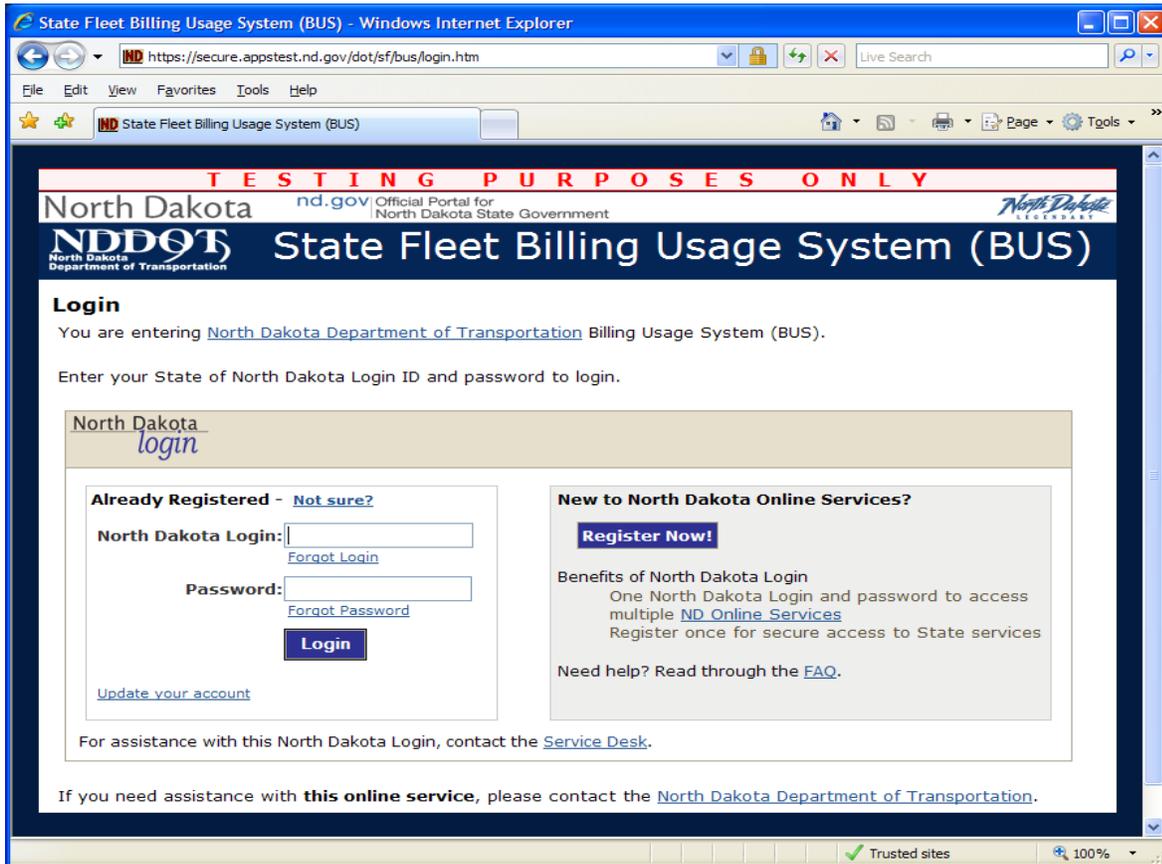
Or externally at: <https://secure.appstest.nd.gov/dot/sf/bus/private/main.htm>

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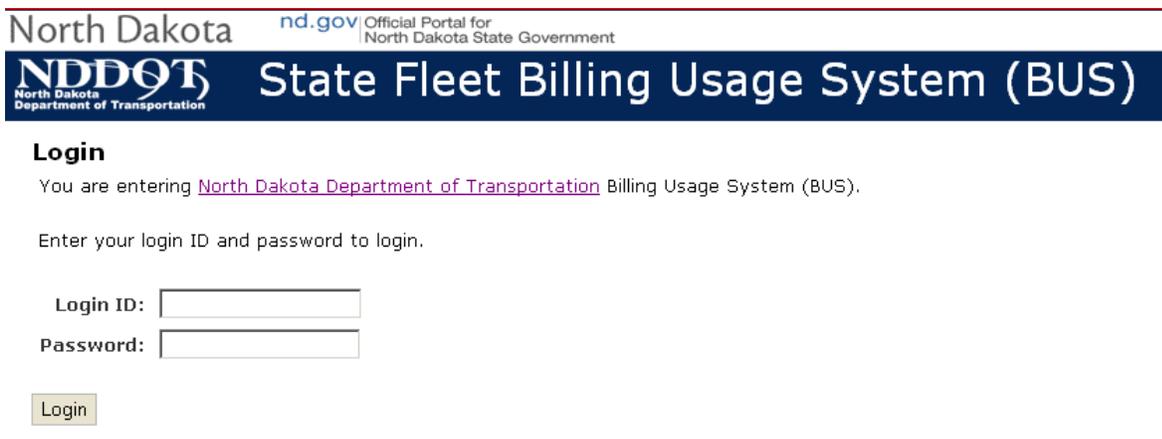
LOGGING INTO THE APPLICATION -

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.

TESTING PURPOSES ONLY

North Dakota nd.gov Official Portal for North Dakota State Government

NDDOT State Fleet Billing Usage System (BUS)
North Dakota Department of Transportation

Main Menu User: Carol Jorgenson [Logout](#)

Main Menu

Search **Misc.**

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[Usage](#) [Monthly Usage](#)
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Billing

[Vehicle Usage](#)
[Bill Preview](#)
[Bill History](#)
[Vehicle Report](#)
[Unsubmitted Vehicles](#)
[Current Adjustments](#)

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 Questions or Comments? [Email NDDOT](#)

Select the vehicle for which you want to enter usage and click on the EDIT USAGE link.

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NDDOT State Fleet Billing Usage System (BU)
North Dakota Department of Transportation

Main Menu

Vehicle Usage

Vehicles Assigned to Parks & Recreation Department

Search Criteria

Location:

55 vehicles found.

Vehicle	Description	Usage	Amount	Status	Action
03046	2004 TAURUS 4DR SEDAN	12	\$3.60	Submitted	Edit Usage View Vehicle
03069	2004 TAURUS 4DR SEDAN	325	\$97.50	Submitted	Edit Usage View Vehicle
03104	2005 STRATUS 4 DR SEDAN	550	\$165.00	Submitted	Edit Usage View Vehicle
03203	2005 STRATUS 4 DR SEDAN	200	\$60.00	Submitted	Edit Usage View Vehicle
03632	2007 MALIBU 4DR SEDAN				Edit Usage View Vehicle
06413	1999 5TN EXT CAB 4X4 SB				Edit Usage View Vehicle
06501	2001 7TN REG CAB 4X4 W/ PLOW PKG	1,691	\$1,268.25	Submitted	Edit Usage View Vehicle



State Fleet Billing Usage System (BUS)

[Main Menu](#)

Edit Vehicle Usage

- Vehicle No. 03069 - 2004 TAURUS 4DR SEDAN
- Month Begin Meter: 45,675
- Billing Month: 7/2009

Enter Usage

*Doc No:	<input type="text" value="M75000JUL09"/>	*Day:	<input type="text"/>	*Begin Meter:	<input type="text" value="45675"/>	*End Meter:	<input type="text"/>	
Driver Name:	<input type="text"/> (Ex. Doe John M - no punctuation please)							
*Business Unit:	<input type="text" value="Parks & Recreation Department (75000)"/>	Dept ID:	<input type="text"/>					
Project ID:	<input type="text"/>	Activity ID:	<input type="text"/>	Resource Type:	<input type="text"/>	Resource Category:	<input type="text"/>	
Comments:	<input type="text"/>					*Usage Month:	<input type="text" value="07/2009"/>	<input type="checkbox"/> Review

Copy info to next entry

*Required

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.

T E S T I N G P U R P O S E S O N L Y

Edit Vehicle Usage

- Vehicle No. 03069 - 2004 TAURUS 4DR SEDAN
- Month Begin Meter: 45,675
- Billing Month: 7/2009

Enter Usage

*Doc No: *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: Review

Copy info to next entry

*Required

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

T E S T I N G P U R P O S E S O N L Y

Edit Vehicle Usage

- Vehicle No. 03069 - 2004 TAURUS 4DR SEDAN
- Month Begin Meter: 45,675
- Billing Month: 7/2009

Enter Usage

*Doc No: *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: Review

Copy info to next entry

Entered Usage

Row	Activity	Doc No	Driver	Begin Meter	End Meter	Usage	Dept ID	Proj ID	Act ID	Res Type	Res Cat	Business Unit	Action
1	07/19/2009	M75000JUL09		45,675	46,000	325						75000	Edit Copy Delete

*Required

Check the review box, the vehicle will flag for later review. This will be covered in another section.

Main Menu

Edit Vehicle Usage

- Vehicle No. 06413 - 1999 5TN EXT CAB 4X4 SB
- Month Begin Meter: 44,627
- Billing Month: 7/2009

Enter Usage

*Doc No: *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: Review

Copy info to next entry

*Required

Click on the button and you will get back to the VEHICLE USAGE page.

Click on the at the top of the table.

Main Menu

Vehicle Usage

Vehicles Assigned to Parks & Recreation Department

Search Criteria

Location:

55 vehicles found.

Vehicle	Description	Usage	Amount	Status	Action
03046	2004 TAURUS 4DR SEDAN	12	\$3.60	Submitted	Edit Usage View Vehicle
03069	2004 TAURUS 4DR SEDAN	325	\$97.50	Submitted	Edit Usage View Vehicle
03104	2005 STRATUS 4 DR SEDAN	550	\$165.00	Submitted	Edit Usage View Vehicle
03203	2005 STRATUS 4 DR SEDAN	200	\$60.00	Submitted	Edit Usage View Vehicle
03632	2007 MALIBU 4DR SEDAN				Edit Usage View Vehicle
06413	1999 5TN EXT CAB 4X4 SB				Edit Usage View Vehicle
06501	2001 7TN REG CAB 4X4 W/ PLOW PKG	1,691	\$1,268.25	Submitted	Edit Usage View Vehicle

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North Dakota Department of Transportation

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Add Vehicle Usage

- Billing Month: 7/2009

Enter Usage

*Vehicle No: *Doc No: M75000JUL09 *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Parks & Recreation Department (75000) Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: 07/2009 Review

Copy info to next entry

*Required

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.

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[Main Menu](#)

- You must correct the following error(s) before proceeding:**
- Row 1: Begin Meter is greater than the month begin meter.

Add Vehicle Usage

- Billing Month: 7/2009

Enter Usage

*Vehicle No: *Doc No: M75000JUL09 *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Parks & Recreation Department (75000) Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: 07/2009 Review

Copy info to next entry

Entered Usage

Row	Vehicle	Activity	Doc No	Driver	Begin Meter	End Meter	Usage	Dept ID	Proj ID	Act ID	Res Type	Res Cat	Business Unit	Action
1	03203	07/19/2009	M75000JUL09	Willie Wonka	57,100	57,200	100						75000	Edit Copy Delete

*Required

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.

T E S T I N G P U R P O

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[Main Menu](#)

You must correct the following error(s) before proceeding:

- Vehicle 09849 was not assigned to your agency on 06/1/2009.

Edit Vehicle Usage

- Vehicle No. 09849 - 78 SA FLATBED DUMP W/SIDES
- Month Begin Meter: 603
- Billing Month: 7/2009

Enter Usage

*Doc No: *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: Review

Copy info to next entry

*Required

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.)

T E S T I N G P U R P O S E S

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[Main Menu](#)

Edit Vehicle Usage

- Vehicle No. 06628 - 2001 3TN EXT CAB 4X4
- Month Begin Meter: 91,058
- Billing Month: 8/2009

Enter Usage

*Doc No: *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month:

Copy info to next entry



*Required

Usage may also be entered clicking on VIEW VEHICLE link from the Vehicle Usage page.

T E S T I N G P

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Vehicle Usage

Vehicles Assigned to Parks & Recreation Department

Search Criteria

Location:

55 vehicles found.

Vehicle	Description	Usage	Amount	Status	Action
03046	2004 TAURUS 4DR SEDAN	12	\$3.60	Submitted	Edit Usage View Vehicle
03069	2004 TAURUS 4DR SEDAN	325	\$97.50	Submitted	Edit Usage View Vehicle
03104	2005 STRATUS 4 DR SEDAN	550	\$165.00	Submitted	Edit Usage View Vehicle
03203	2005 STRATUS 4 DR SEDAN	200	\$60.00	Submitted	Edit Usage View Vehicle
03632	2007 MALIBU 4DR SEDAN				Edit Usage View Vehicle
06413	1999 5TN EXT CAB 4X4 SB				Edit Usage View Vehicle
06501	2001 7TN REG CAB 4X4 W/ PLOW PKG	1,691	\$1,268.25	Submitted	Edit Usage View Vehicle

Click on the USAGE tab.



State Fleet Billing Usage Syst

[Main Menu](#)

View Vehicle Details

03632 - 2007 MALIBU 4DR SEDAN

Vehicle Details | **Usage** | **Bill Adjustment**

Assigned Business Unit: Parks & Recreation Department (75000)
 Location:
 Last Billed Meter:
 Current Meter: 1,112
 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: 06/15/2009
 Last Billing Date: 06/17/2009

[Return](#)

From this screen click the ADD USAGE link, to go back to the EDIT VEHICLE USAGE screen.



State Fleet Billing Usage System

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View Vehicle Details

03632 - 2007 MALIBU 4DR SEDAN

Vehicle Details | **Usage** | **Bill Adjustment**

Search Criteria

Usage Month: (mm/yyyy) Thru: (mm/yyyy)

[Clear](#) [Search](#)

Search Results

0 vehicles found.

[Add Usage](#)

[Return](#)

State Fleet Billing Usage System (BUS)

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Edit Vehicle Usage

- Vehicle No. 03069 - 2004 TAURUS 4DR SEDAN
- Month Begin Meter: 45,675
- Billing Month: 7/2009

Enter Usage

*Doc No: *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: Review

Copy info to next entry

Entered Usage

Row	Activity	Doc No	Driver	Begin Meter	End Meter	Usage	Dept ID	Proj ID	Act ID	Res Type	Res Cat	Business Unit	Action
1	07/19/2009	M75000JUL09		45,675	46,000	325						75000	Edit Copy Delete

*Required

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.

State Fleet Billing Usage System (BUS)

[Main Menu](#)

Edit Vehicle Usage

- Vehicle No. 06501 - 2001 7TN REG CAB 4X4 W/ PLOW PKG
- Month Begin Meter: 33,261
- Billing Month: 7/2009

Enter Usage

*Doc No: *Day: *Begin Meter: *End Meter:

Driver Name: (Ex. Doe John M - no punctuation please)

*Business Unit: Dept ID:

Project ID: Activity ID: Resource Type: Resource Category:

Comments: *Usage Month: Review

Copy info to next entry

*Required

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

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State Fleet Billing Usage System (BUS)

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Main Menu

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Billing

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- [Vehicle Report](#)
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BILL PREVIEW shows all unbilled information that has been added since the last billing.

T E S T I N G P U R

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State Fleet Billing Usage System (BUS)

Main Menu

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.

Transaction	Amount	Balance
Previous Balance		\$2,357.36
Total current usage charges	\$12,706.55	15063.91
Total operating	\$7,984.18	
Total depreciation	\$3,515.85	
Total replacement	\$1,206.52	
Total miscellaneous	\$0.00	
Total current adjustments	\$1,173.23	\$16,237.14
Current Balance		\$16,237.14

[Return](#) [Export](#)

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.

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State Fleet Billing

[Main Menu](#)

Previous Balance

Parks & Recreation Department for 7/2009

Activity	Transaction	Amount	Balance
06/24/2009	Billed	1,318.24	1,318.24
06/24/2009	Billed	1,318.24	2,636.48
06/24/2009	Billed	0.00	1,946.48
06/24/2009	Billed	-690.00	1,946.48

[Return](#)

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.

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State Fleet Billing Usage System (BU)

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Total Current Usage Charges

Parks & Recreation Department for 7/2009

Vehicle	Activity	Project ID	Dept ID	Begin Meter	End Meter	Usage	Amount	Error	Action
03632	06/23/2009			409	450	41	12.30		View
06630	06/22/2009			79,451	80,001	550	308.00		View
06630	06/22/2009			80,001	80,050	49	27.45		View
06829	06/16/2009			7,536	7,600	64	35.84		View
07744	06/21/2009			6,076	6,576	500	280.00		View
09849	06/20/2009			603	605	2	130.00		View
						Total Miles:	1,204	\$663.59	
						Total Hours:	2	\$130.00	

[Return](#)

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.

T E S T I N G

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NDDOT North Dakota Department of Transportation **State Fleet Billing Usage System**

[Main Menu](#)

View Usage Details

06630 - 2003 3T EXT CAB 4X2

Vehicle Usage

Business Unit: Parks & Recreation Department
Activity: 06/22/2009
Driver:
Department ID:
Meter: 79,451 - 80,001
Usage: 550 @ \$0.56 = \$308.00
Document No: M75000JUL09
Project Id:
Activity Id:
Resource Type:
Resource Category:
Review: No
Billed Amount: \$308.00 - Pending Next Billing
Entered: 06/24/2009 by Carol J Jorgenson, Parks & Recreation Department
Comments: Just driving!

[Return](#) [Delete](#) [Edit](#)

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

T E S T I N G

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NDDOT North Dakota Department of Transportation **State Fleet Billing Usage System (B**

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Total Current Usage Charges

Main Research Center for 7/2009

Vehicle	Activity	Project ID	Dept ID	Begin Meter	End Meter	Usage	Amount	Error	Action
* 03104	06/23/2009			56,217	57,000	783	234.90		View
						Total Miles:	783	\$234.90	
						Total Hours:	0	\$0.00	

*Entered by other agency, district or the Motor Pool.

[Return](#)

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.



State Fleet Billing Usage System

[Main Menu](#)

Total Current Adjustments

Transportation, Department Of (Fargo) for 7/2009

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

Activity	Vehicle	Reason	Usage Difference	Rate	Amount	Action
06/24/2009	06037	Incorrect Business Unit	(1,000)	0.95	(950.00)	View
06/24/2009	06343	Billed In Error	(45)	0.56	25.21	View
Total:			(1,045)		(\$924.79)	

[Return](#)

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

View Usage Adjustment

Current Usage

Vehicle: 08874 - 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: \$268.80 on 06/24/2009

Adjustment Header

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

Requested Adjustment

Requested By: Carol J Jorgenson

Doc No.	Driver	Begin Meter	End Meter	Usage	Dept ID	Project ID	Activity ID	Resource Type	Resource Category	Business Unit
				0	1050					80100

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 Rehborg - (701) 328-8565

Doc No.	Driver	Begin Meter	End Meter	Usage	Dept ID	Project ID	Activity ID	Resource Type	Resource Category	Business Unit
				0	1050					80100

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

Business Unit	Oper	Depr	Repl	Misc	Total
Parks & Recreation Department (75000)	(184.80)	(84.00)	0.00	0.00	(\$268.80)
Transportation, Department Of (80100)	184.80	84.00	0.00	0.00	\$268.80

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

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NDDOT North Dakota Department of Transportation **State Fleet Billing Usage System (BUS)**

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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.

Transaction	Amount	Balance
Previous Balance		\$2,357.36
Total current usage charges		\$12,706.55 15063.91
Total operating	\$7,984.18	
Total depreciation	\$3,515.85	
Total replacement	\$1,206.52	
Total miscellaneous	\$0.00	
Total current adjustments		\$1,173.23 \$16,237.14
Current Balance		\$16,237.14

[Return](#) [Export](#)

Now click on the [Export](#) button.

TESTING PURPOSES ONLY

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Bill Preview - Export Transactions

Activity	Transaction	Vehicle No.	Document No.	Dept. ID	Project ID	Act ID	Resource Type	Resource Category	Begin Meter	End Meter	Usage	Oper.	Dep.	Repl.	Misc.	Amount
06/16/2009	Usage	06829	M75000JUL09						7,536	7,600	64	19.84	16.00			35.84
06/20/2009	Usage	09849	M75000JUL09						603	605	2	76.00	20.00	34.00		130.00
06/21/2009	Usage	07744	M75000JUL09						6,076	6,576	500	155.00	125.00			280.00
06/22/2009	Usage	06630	M75000JUL09						80,001	80,050	49	18.87	8.58			27.45
06/22/2009	Usage	06630	M75000JUL09						79,451	80,001	550	211.75	96.25			308.00
06/23/2009	Usage	03632	M75000JUL09						409	450	41	7.38	4.51	0.41		12.30

Export options: [CSV](#) | [Excel](#) | [XML](#)

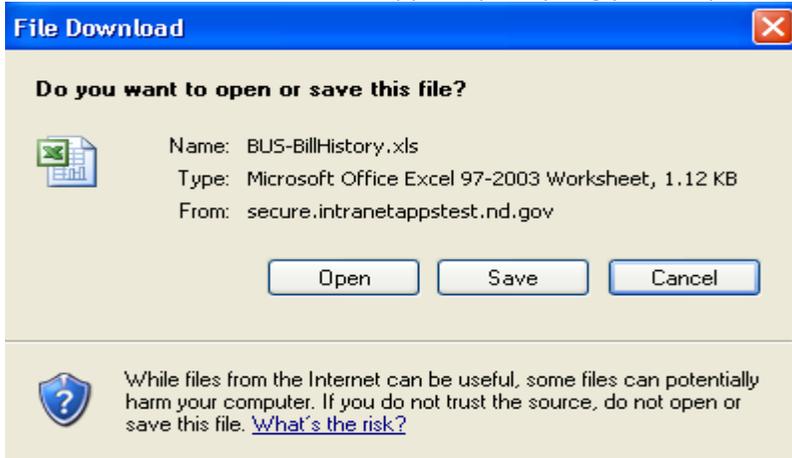
[Return](#)

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.

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Misc.

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Billing

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This will bring you to the BILL HISTORY screen (as shown below). Select the billing month of the bill you would like to view.

T E S T I N G

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NDDOT North Dakota Department of Transportation **State Fleet Billing Usage System**

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Bill History

Parks & Recreation Department

Payments and adjustments are for the selected billing month only.

Billing Month:

After selecting the billing month, click on the button to see the bill for that month.

Bill History

Parks & Recreation Department

Payments and adjustments are for the selected billing month only.

Billing Month:

Transaction		Amount	Balance
Previous Balance			-\$4,105.13
Total current usage charges		\$3,174.27	-\$930.86
Total operating	\$2,136.64		
Total depreciation	\$999.01		
Total replacement	\$38.62		
Total miscellaneous	\$0.00		
Total payments received		(\$6,107.40)	-\$7,038.26
Current Balance			(\$7,038.26)

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

Activity	Transaction	Amount	Balance
06/24/2009	Billed	1,318.24	1,318.24
06/24/2009	Billed	1,318.24	2,636.48
06/24/2009	Billed	0.00	1,946.48
06/24/2009	Billed	-690.00	1,946.48
06/24/2009	Billed	41.81	1,988.29
06/24/2009	Billed	0.00	1,946.48
06/25/2009	Billed	13.98	2,002.27
06/25/2009	Billed	0.00	1,988.29
06/25/2009	Payment Received	1,161.48	840.79
06/25/2009	Payment Received	1,161.48	-320.69
06/26/2009	Payment Received	1,261.48	-1,582.17
06/26/2009	Payment Received	1,261.48	-2,843.65
06/26/2009	Payment Received	1,261.48	-4,105.13

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:

Transaction	Amount	Balance
Previous Balance		-\$4,105.13
Total current usage charges		\$3,174.27
 Total operating	\$2,136.64	
Total depreciation	\$999.01	
Total replacement	\$38.62	
Total miscellaneous	\$0.00	
Total payments received		(\$6,107.40)
Current Balance		(\$7,038.26)

Click on the [Total current usage charges](#) link to see each individual usage entry which makes up the bill (see example below).

Bill History - Usage Charges

Parks & Recreation Department for 6/2009

Vehicle	Activity	Project ID	Dept ID	Begin Meter	End Meter	Usage	Amount	Action
03069	06/15/2009			49,856	51,254	1,398	419.40	View
06569	06/23/2009		2110	54,290	55,100	810	453.60	View
06630	06/24/2009		2070	78,317	79,451	1,134	635.04	View
06636	06/15/2009		2040	30,887	30,951	64	35.84	View
07600	06/24/2009		2040	35,475	36,000	525	393.75	View
08446	06/24/2009		2010	52,504	53,000	496	372.00	View
08874	06/15/2009		2150	45,520	46,000	480	268.80	View
Total Miles:						4,907	\$2,578.43	
Total Hours:						0	\$0.00	

[Return](#)

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: M80100JUL09
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:

[Return](#)

[Adjust](#)

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: 06/26/2009

Usage: 250 @ \$0.62 = \$237.50

Adjustment Info

***Reason:**

***Contact First:** **MI:** ***Last:**

***Telephone:** (2223334444) **Ext:**

Email:

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.

Adjustment Info

***Reason:**

***Contact First:** ***Last:**

***Telephone:** (3334444) **Ext:**

Email:

The dropdown menu for the Reason field is open, showing the following options:

- Incorrect Meter
- Incorrect Business Unit
- Shared Usage
- Billed in Error

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 = \$237.50

Adjustment Info

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

Cancel

Continue

Continue

Click

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: M80100JUL09
Meter: 64,000 - 64,250
Usage: 250 @ \$0.62 = \$237.50
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

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

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:**
Project ID: **Activity ID:** **Resource Type:** **Resource Category:**
Comments:

Add

Enter the correct information in the adjusted usage section.

**Notice: only enter information which is incorrect under the Current Usage section.

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:**

Project ID: **Activity ID:** **Resource Type:** **Resource Category:**

Comments:

Add

After the new information is entered, click . Notice the Adjustment Request below.

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: M80100JUL09
Meter: 64,000 - 64,250
Usage: 250 @ \$0.62 = \$237.50
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.

Doc No: **Begin Meter:** **End Meter:**

Driver Name: (Ex. Doe John M - no punctuation please)

Business Unit: **Dept ID:**

Project ID: **Activity ID:** **Resource Type:** **Resource Category:**

Comments:

Add

Adjustment Request

Doc No	Driver	Begin Meter	End Meter	Usage	Dept ID	Proj ID	Act ID	Res Type	Res Cat	Business Unit	Action
		0	0	0						75000	Edit Delete

Return

Submit To Fleet

Submit To Fleet

If everything looks correct, click 
If an error is noticed, click either [Edit](#) or [Delete](#).

After the [Submit To Fleet](#) button is clicked, it will bring up the View Usage Details page.

View Usage Details

06125 - 2003 COMP UTIL 4X2

[Vehicle Usage](#)

[Usage Adjustment](#)

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: M80100JUL09
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:

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

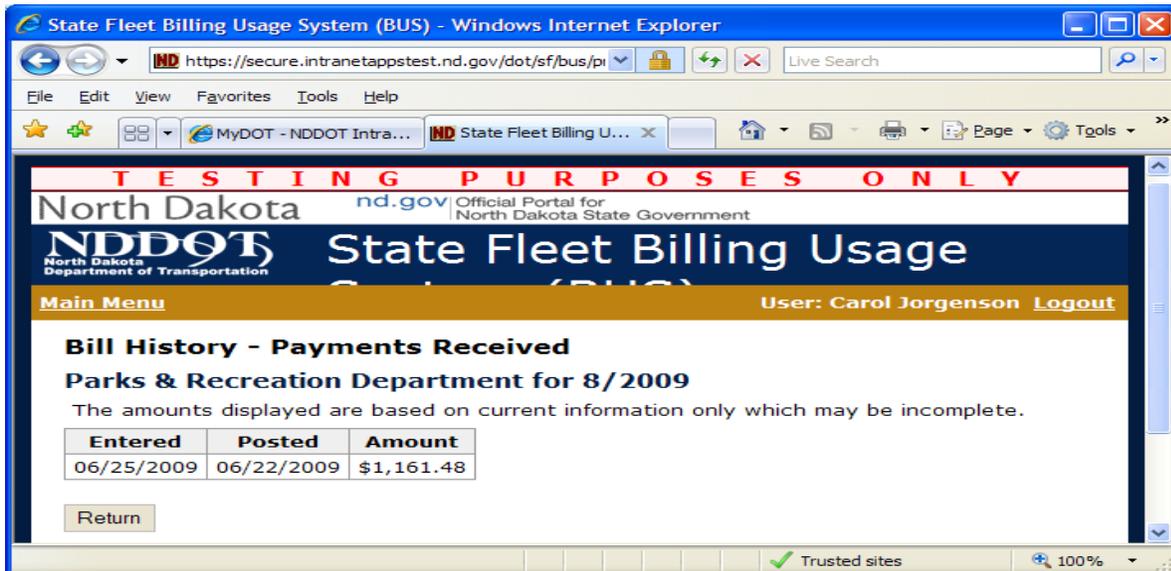
Parks & Recreation Department

Payments and adjustments are for the selected billing month only.

Billing Month:

Transaction		Amount	Balance
		Previous Balance	-\$4,105.13
Total current usage charges		\$3,174.27	-\$930.86
Total operating	\$2,136.64		
Total depreciation	\$999.01		
Total replacement	\$38.62		
Total miscellaneous	\$0.00		
Total payments received		(\$6,107.40)	-\$7,038.26
		Current Balance	(\$7,038.26)

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 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.

Bill History - Export Transactions

Activity	Transaction	Vehicle No.	Document No.	Dept. ID	Project ID	Act ID	Resource Type	Resource Category	Begin Meter	End Meter	Usage	Oper.	Dep.	Repl.	Misc.	Amount
06/15/2009	Usage	06636	M75000JUL09	2040					30,887	30,951	64	11.20			24.64	35.84
06/15/2009	Usage	03069	M75000JUL09						49,856	51,254	1,398	251.64	153.78	13.98		419.40
06/15/2009	Usage	08874	M75000JUL09	2150					45,520	46,000	480	184.80	84.00			268.80
06/15/2009	Usage	06636	M75000JUL09	2040					30,887	31,951	1,064	409.64	186.20			595.84
06/23/2009	Usage	06569	M75000JUL09	2110					54,290	55,100	810	311.85	141.75			453.60
06/24/2009	Usage	08446	M75000JUL09	2010					52,504	53,000	496	257.92	114.08			372.00
06/24/2009	Usage	07600	M75000JUL09	2040					35,475	36,000	525	273.00	120.75			393.75
06/24/2009	Usage	06630	M75000JUL09	2070					78,317	79,451	1,134	436.59	198.45			635.04

Export options: [CSV](#) | [Excel](#) | [XML](#)

VEHICLE REPORT:

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

Search Criteria

Location: All

Click on the SEARCH button to activate the search.

State Fleet Billing Usage System (BUS) - Windows Internet Explorer

https://secure.intranetappstest.nd.gov/dot/sf/bus/private/vehide/view/vehideReport.htm

File Edit View Favorites Tools Help

MyDOT - NDDOT Intranet Ho... State Fleet Billing Usage ...

Vehicle Report

Vehicles Assigned to Transportation, Department Of (Bismarck)
122 vehicles found.

Printer Friendly

Vehicle	Description	Last Meter	Group	Rate	Location	Action
06125	2003 COMP UTIL 4X2	64,000	13	\$0.62	BISMARCK CONSTRUCTION	View
06127	2003 COMP UTIL 4X2	47,014	13	\$0.62	BISMARCK CONSTRUCTION	View
06128	2003 COMP UTIL 4X2	65,593	13	\$0.62	BISMARCK CONSTRUCTION	View
06129	2003 COMP UTIL 4X2	75,175	13	\$0.62	BISMARCK CONSTRUCTION	View
06149	2003 COMP UTIL 4X4	34,502	13	\$0.62		View
06165	2003 COMP UTIL 4X2	22,187	13	\$0.62	BISMARCK CONSTRUCTION	View
06173	2004 COMP UTIL 4X4	34,006	13	\$0.62	BISMARCK CONSTRUCTION	View
06177	2004 COMP UTIL 4X4	62,153	13	\$0.62	BISMARCK CONSTRUCTION	View
06178	2004 COMP UTIL 4X4	46,717	13	\$0.62	BISMARCK CONSTRUCTION	View
06179	2004 COMP UTIL 4X4	34,582	13	\$0.62	BISMARCK CONSTRUCTION	View
06327	2007 5TN EXT CAB 4X4 SB FFV	401	3	\$0.73	BISMARCK CONSTRUCTION	View
06328	2007 5TN EXT CAB 4X4 SB FFV	378	3	\$0.73	BISMARCK CONSTRUCTION	View
06341	2007 5TN EXT CAB 4X4 SB FFV	258	3	\$0.73	BISMARCK CONSTRUCTION	View
06342	2007 5TN EXT CAB 4X4 SB FFV	253	3	\$0.73	BISMARCK CONSTRUCTION	View
06343	2007 5TN EXT CAB 4X4 SB FFV	0	3	\$0.73	BISMARCK CONSTRUCTION	View
06344	2007 5TN EXT CAB 4X4 SB FFV	253	3	\$0.73	BISMARCK CONSTRUCTION	View
06445	2006 6000 CARGO VAN AWD	20,053	3	\$0.73	BISMARCK RADIO	View
06449	2006 6000 CARGO VAN AWD	8,531	3	\$0.73	BISMARCK RADIO	View
06460	1999 7TN REG CAB 4X2	47,117	4	\$0.83	BISMARCK CONSTRUCTION	View
06597	2000 1TN CREW CAB 4X2 DRW	0	4	\$0.83	BISMARCK MAINTENANCE	View

Trusted sites 100%

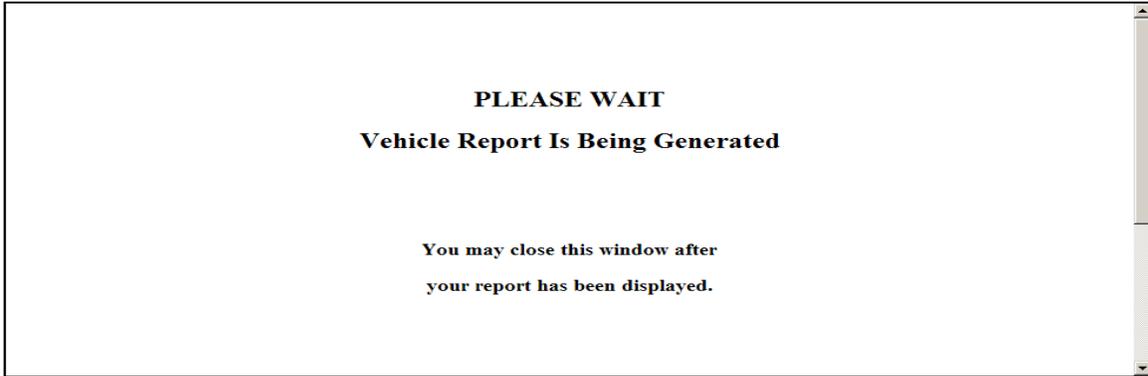
From this screen, the Vehicle Details page can be seen when you click on the [View](#) link on the right hand side of the vehicle list.

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.

Vehicle Report



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.

Vehicle Report

06/28/2009 06:47 PM Page: 1

State of North Dakota Department of Transportation
State Fleet Services
Vehicle Report (Doc No: M32500JUL09)
Human Services (32500)

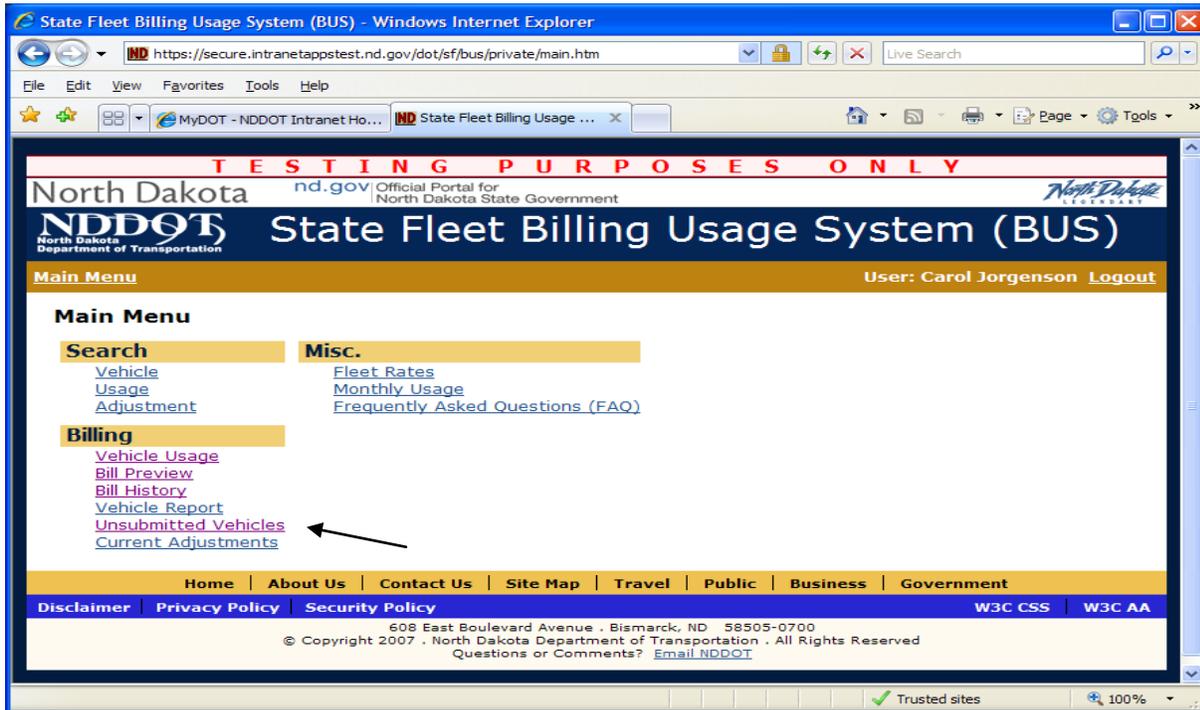
Vehicle	Description	Last Meter	Current Meter	Dept. ID	Comments
BISMARCK HIGHWAY PATROL					
03001	2004 TAURUS 4DR SEDAN	41,729	_____	_____	_____
03003	2004 TAURUS 4DR SEDAN	62,021	_____	_____	_____
03012	2004 TAURUS 4DR SEDAN	68,329	_____	_____	_____
03014	2004 TAURUS 4DR SEDAN	67,889	_____	_____	_____
03020	2004 TAURUS 4DR SEDAN	61,455	_____	_____	_____
03027	2004 TAURUS 4DR SEDAN	64,440	_____	_____	_____
03029	2004 TAURUS 4DR SEDAN	59,021	_____	_____	_____
03068	2004 TAURUS 4DR SEDAN	53,912	_____	_____	_____
03102	2005 STRATUS 4 DR SEDAN	46,918	_____	_____	_____
03106	2005 STRATUS 4 DR SEDAN	64,766	_____	_____	_____

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.

Search Vehicle

Search Criteria

Vehicle No: Vehicle Group:
 Doc/Reservation No:
 Project ID: Department ID:
 Usage Start: 07/07/2009 (mm/dd/yyyy) Thru: 07/31/2009 (mm/dd/yyyy)
 Zero Usage With Errors Marked For Review

Clear Search

Search Results

48 vehicles found.

[Select All](#) | [Deselect All](#)

Select	Vehicle No.	Description	Vehicle Group	Last Activity	Action
<input type="checkbox"/>	03069	2004 TAURUS 4DR SEDAN	02		View
<input type="checkbox"/>	U3203	2005 STRATUS 4 DR SEDAN	02	06/14/2009	View
<input type="checkbox"/>	03632	2007 MALIBU 4DR SEDAN	02	06/15/2009	View
<input type="checkbox"/>	06413	1999 STN EXT CAB 4X4 SB	03	06/14/2009	View

To search for vehicles for review uncheck zero usage and with errors, then check MARKED FOR REVIEW.

Search Vehicle

Search Criteria

Vehicle No: Vehicle Group:
 Doc/Reservation No:
 Project ID: Department ID:
 Usage Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)
 Zero Usage With Errors Marked For Review

Clear Search

Search Results

3 vehicles found.

[Select All](#) | [Deselect All](#)

Select	Vehicle No.	Description	Vehicle Group	Last Activity	Action
<input type="checkbox"/>	06413	1999 STN EXT CAB 4X4 SB	03	06/24/2009	View
<input type="checkbox"/>	06569	2001 STN EXT CAB 4X4	03	06/23/2009	View
<input type="checkbox"/>	06622	2003 3T EXT CAB 4X2	03	06/25/2009	View

Return Export

A click on a VIEW link will take you to the View Vehicle Details page shown on the following page.

Main Menu

View Vehicle Details

06622 - 2003 3T EXT CAB 4X2

Vehicle Details Usage Bill Adjustment

Assigned Business Unit: Parks & Recreation Department (75000)
 Location:
 Last Billed Meter:
 Current Meter: 93,250
 FYTD Usage:
 Group: 3 - Light Pickup/Cargo Van/ 1/2 ton SUV
 Total Rate: \$0.725 Oper: 0.375 Depr: 0.175 Repl: 0.175 Misc: 0.000
 Last Usage Date: 06/25/2009
 Last Billing Date:

Return

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.

Main Menu

Search Vehicle

Search Criteria

Vehicle No: Vehicle Group:
 Doc/Reservation No:
 Project ID: Department ID:
 Usage Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)
 Zero Usage With Errors Marked For Review

Clear Search

Search Results

3 vehicles found.

[Select All](#) | [Deselect All](#)

Select	Vehicle No.	Description	Vehicle Group	Last Activity	Action
<input type="checkbox"/>	06413	1999 5TN EXT CAB 4X4 SB	03	06/24/2009	View
<input type="checkbox"/>	06569	2001 5TN EXT CAB 4X4	03	06/23/2009	View
<input type="checkbox"/>	06622	2003 3T EXT CAB 4X2	03	06/25/2009	View

Return Export



From here you may sort on the headings or export to 3 different formats (as seen previously).

T E S T I N G P U R P O S E

North Dakota nd.gov Official Portal for North Dakota State Government

NDDOT North Dakota Department of Transportation

State Fleet Billing Usage System (BUS)

Main Menu

Export Vehicles

Vehicle No.	Description	Vehicle Group	Last Usage	Location	Rate	Ending Meter	FYTD Mileage
06413	1999 5TN EXT CAB 4X4 SB	3	06/24/2009		\$0.73	45,000	2,055
06569	2001 5TN EXT CAB 4X4	3	06/23/2009		\$0.73	56,105	6,625
06622	2003 3T EXT CAB 4X2	3	06/25/2009		\$0.73	93,250	3,217

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.

Entered	By	Vehicle No.	Reason	Status	Action
06/29/2009	Carol J Jorgenson	03069	Incorrect Meter	Pending Fleet	View
06/30/2009	Carol J Jorgenson	07600	Incorrect Meter	Pending Fleet	View

The adjustment request can be viewed by clicking the [View](#) link.

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

Requested Adjustment

Requested By: Carol J Jorgenson

Doc No.	Driver	Begin Meter	End Meter	Usage	Dept ID	Project ID	Activity ID	Resource Type	Resource Category	Business Unit
		49,856	51,005	1,149						
Comments:										
Original Usage:		49,856	51,254	1,398						
Usage Difference:				(249)						

To view the original usage, click on the [View Usage](#) link.

View Usage Details

03069 - 2004 TAURUS 4DR SEDAN

Vehicle Usage | **Usage Adjustment**

Business Unit: Parks & Recreation Department
Activity: 06/15/2009
Driver: Bob Builder
Department ID:
Meter: 49,856 - 51,254
Usage: 1,398 @ \$0.30 = \$419.40
Document No: M75000JUL09
Project Id:
Activity Id:
Resource Type:
Resource Category:
Review: No
Billed Amount: \$419.40 on 06/25/2009
Entered: 06/25/2009 by Terry Slocomb, Transportation, Department Of
Comments:

To view the usage adjustment, click on the **Usage Adjustment** tab.

View Usage Details

03069 - 2004 TAURUS 4DR SEDAN

Vehicle Usage		Usage Adjustment						
Entered	Entered By	Requested By	Begin OD	End OD	Usage	Cost	Status	Action
06/29/2009	Carol J Jorgenson	Dion Tester	49856	51005	1149	1149	Pending Fleet	View
Add Adjustment								

If another adjustment is needed for the same usage, click the [Add Adjustment](#) link.

This will start the process for the 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.

Current Usage

Vehicle: 03069 - 2004 TAURUS 4DR SEDAN
Business Unit: Parks & Recreation Department (75000)
Activity: 06/15/2009
Driver: Bob Builder
Document No: M75000JUL09
Meter: 49,856 - 51,254
Usage: 1,398 @ \$0.30 = \$419.40
Entered: 06/25/2009 by Terry Slocomb, Transportation, Department Of
Billed: 06/25/2009

Info

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

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

Vehicle Usage

Usage Adjustment

Entered	Entered By	Requested By	Begin OD	End OD	Usage	Cost	Status	Action
06/29/2009	Carol J Jorgenson	Dion Tester	49856	51005	1149	1149	Pending Fleet	View
06/30/2009	Carol J Jorgenson	Vanilla Bean	0	0	0	0	Unsubmitted	View

[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

Doc No.	Driver	Begin Meter	End Meter	Usage	Dept ID	Project ID	Activity ID	Resource Type	Resource Category	Business Unit
Original Usage:		49,856	51,254	1,398						

[Return](#) [Edit](#) [Delete](#)

From here, it would be best to click on [Delete](#) 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

[Return](#)

[Delete](#)

[Delete](#)

Click [Delete](#) on the above confirmation page.

View Usage Details

03069 - 2004 TAURUS 4DR SEDAN

[Vehicle Usage](#) [Usage Adjustment](#)

Entered	Entered By	Requested By	Begin OD	End OD	Usage	Cost	Status	Action
06/29/2009	Carol J Jorgenson	Dion Tester	49856	51005	1149	1149	Pending Fleet	View
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

Search Vehicle

Search Criteria

Vehicle No: <input type="text"/>	Vehicle Group: <input type="text"/>
Doc/Reservation No: <input type="text"/>	
Project ID: <input type="text"/>	Department ID: <input type="text"/>
Usage Start: <input type="text"/>  (mm/dd/yyyy) Thru: <input type="text"/>  (mm/dd/yyyy)	

Zero Usage With Errors Marked For Review

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:

Search Vehicle

Search Criteria

Vehicle No:	<input type="text"/>	Vehicle Group:	<input type="text" value="02"/>
Doc/Reservation No:	<input type="text"/>	Department ID:	<input type="text"/>
Project ID:	<input type="text"/>	Usage Start:	<input type="text"/>  (mm/dd/yyyy) Thru: <input type="text"/>  (mm/dd/yyyy)

Zero Usage With Errors Marked For Review

Search Results

119 vehicles found.

[Select All](#) | [Deselect All](#)

Select	Vehicle No.	Description	Vehicle Group	Last Activity	Action
<input type="checkbox"/>	03001	2004 TAURUS 4DR SEDAN	02		View
<input type="checkbox"/>	03002	2004 TAURUS 4DR SEDAN	02		View
<input type="checkbox"/>	03003	2004 TAURUS 4DR SEDAN	02		View
<input type="checkbox"/>	03004	2004 TAURUS 4DR SEDAN	02		View
<input type="checkbox"/>	03006	2004 TAURUS 4DR SEDAN	02		View
<input type="checkbox"/>	03009	2004 TAURUS 4DR SEDAN	02		View
<input type="checkbox"/>	03011	2004 TAURUS 4DR SEDAN	02		View

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: 41,729
FYTD Usage:
Group: 2 - Sedan/Wagon
Total Rate: \$0.300 Oper: 0.010 Depr: 0.180 Repl: 0.110 Misc: 0.000
Last Usage Date:
Last Billing Date:

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.

<input checked="" type="checkbox"/>	08205	2003 MALIBU 4DR SEDAN	02	View
-------------------------------------	-------	-----------------------	----	----------------------

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

Vehicle No.	Description	Vehicle Group	Last Usage	Location	Rate	Ending Meter	FYTD Mileage
08205	2003 MALIBU 4DR SEDAN	2		0015	\$0.30	57,984	0

Export options: [CSV](#) | [Excel](#) | [XML](#)

[Return](#)

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.

T E S T I N G P U R P

North Dakota [nd.gov](#) Official Portal for North Dakota State Government

NDDOT State Fleet Billing Usage System (BUS)
North Dakota Department of Transportation

Main Menu

Search <ul style="list-style-type: none">Vehicle Usage Adjustment	Misc. <ul style="list-style-type: none">Fleet RatesMonthly UsageFrequently Asked Questions (FAQ)
Billing <ul style="list-style-type: none">Vehicle UsageBill PreviewBill HistoryVehicle ReportUnsubmitted VehiclesCurrent Adjustments	

From the main menu, click on the USAGE link.



State Fleet Billing Usage System

Main Menu

Search Usage

Search Criteria

Vehicle No: Vehicle Group:

Doc/Reservation No:

Project ID: Department ID:

Usage Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)

Billing Month Start: (mm/yyyy) Thru: (mm/yyyy)

With Errors Marked For Review

Enter the desired search criteria.



State Fleet Billing Usage System (BUS)

Main Menu

Search Usage

Search Criteria

Vehicle No: Vehicle Group:

Doc/Reservation No:

Project ID: Department ID:

Usage Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)

Billing Month Start: (mm/yyyy) Thru: (mm/yyyy)

With Errors Marked For Review

Search Results

3 usages found.

Vehicle	Activity	Business Unit	Driver	Begin Meter	End Meter	Usage	Billed	Action
06630	06/22/2009	Parks & Recreation Department (75000)		79,451	80,001	550		View Usage
06630	06/22/2009	Parks & Recreation Department (75000)		80,001	80,050	49		View Usage
06630	06/24/2009	Parks & Recreation Department (75000)		78,317	79,451	1,134	06/24/2009	View Usage

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.

T E S T I N G

North Dakota nd.gov Official Portal for North Dakota State Government

NDDOT North Dakota Department of Transportation **State Fleet Billing Usage System**

[Main Menu](#)

View Usage Details

06630 - 2003 3T EXT CAB 4X2

Vehicle Usage

Business Unit: Parks & Recreation Department
Activity: 06/22/2009
Driver:
Department ID:
Meter: 79,451 - 80,001
Usage: 550 @ \$0.56 = \$308.00
Document No: M75000JUL09
Project Id:
Activity Id:
Resource Type:
Resource Category:
Review: No
Billed Amount: \$308.00 - Pending Next Billing
Entered: 06/24/2009 by Carol J Jorgenson, Parks & Recreation Department
Comments: Just driving!

[Return](#) [Delete](#) [Edit](#)

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

T E S T I N G

North Dakota nd.gov Official Portal for North Dakota State Government

NDDOT North Dakota Department of Transportation **State Fleet Billing Usage System**

[Main Menu](#)

View Usage Details

06630 - 2003 3T EXT CAB 4X2

Vehicle Usage

Business Unit: Parks & Recreation Department
Activity: 06/24/2009
Driver:
Department ID: 2070
Meter: 78,317 - 79,451
Usage: 1,134 @ \$0.73 = \$635.04
Document No: M75000JUL09
Project Id:
Activity Id:
Resource Type:
Resource Category:
Review: No
Billed Amount: \$635.04 on 06/24/2009
Entered: 06/24/2009 by Carol J Jorgenson, Parks & Recreation Department
Comments:

[Return](#) [Adjust](#)

Click on the RETURN button to go back to the Search Usage page.

State Fleet Billing Usage System (BUS)

Main Menu

Search Usage

Search Criteria

Vehicle No: Vehicle Group:

Doc/Reservation No:

Project ID: Department ID:

Usage Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)

Billing Month Start: (mm/yyyy) Thru: (mm/yyyy)

With Errors Marked For Review

Search Results

3 usages found.

Vehicle	Activity	Business Unit	Driver	Begin Meter	End Meter	Usage	Billed	Action
06630	06/22/2009	Parks & Recreation Department (75000)		79,451	80,001	550		View Usage
06630	06/22/2009	Parks & Recreation Department (75000)		80,001	80,050	49		View Usage
06630	06/24/2009	Parks & Recreation Department (75000)		78,317	79,451	1,134	06/24/2009	View Usage

Click on the Summary tab of the Search Results section.

State Fleet Billing Usage System

Main Menu

Search Usage

Search Criteria

Vehicle No: Vehicle Group:

Doc/Reservation No:

Project ID: Department ID:

Usage Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)

Billing Month Start: (mm/yyyy) Thru: (mm/yyyy)

With Errors Marked For Review

Search Results

3 usages found.

Vehicle	Description	Begin Meter	End Meter	Usage	Action
06630	2003 3T EXT CAB 4X2	78,317	80,050	1,733	View Vehicle

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.

NDDOT State Fleet Billing Usage System (BUS)

[Main Menu](#)

Export Transactions

Activity	Business Unit	Vehicle No.	Driver Name	Document No.	Dept. ID	Project ID	Act ID	Resource Type	Resource Category	Begin Meter	End Meter	Usage	Meter Type	Oper.	Dep.	Repl.	Misc.	Amount
06/22/2009	75000	06630								79451	80001	550	Mile	0.38	0.17	0.00	0.00	308
06/22/2009	75000	06630								80001	80050	49	Mile	0.38	0.17	0.00	0.00	27.45
06/24/2009	75000	06630			2070					78317	79451	1134	Mile	0.38	0.17	0.00	0.00	635.04

Export options: [CSV](#) | [Excel](#) | [XML](#)

[Return](#)

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 \(FAQ\)](#)

Search Adjustment

Search Criteria

Vehicle No:

Usage Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)

Requested Start: (mm/dd/yyyy) Thru: (mm/dd/yyyy)

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.

Requested	Vehicle No.	Description	Business Unit	Status	Action
06/29/2009	03069	2004 TAURUS 4DR SEDAN	Parks & Recreation Department	Pending Fleet	View
06/30/2009	07600	1997 1TN REG CAB 4X4 FIRE PUMPER	Parks & Recreation Department	Pending Fleet	View

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

Requested Adjustment

Requested By: Carol J Jorgenson

Doc No.	Driver	Begin Meter	End Meter	Usage	Dept ID	Project ID	Activity ID	Resource Type	Resource Category	Business Unit
		49,856	51,005	1,149						
Comments:										
Original Usage:		49,856	51,254	1,398						
Usage Difference:					(249)					

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.

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NDDOT North Dakota Department of Transportation **State Fleet Billing Usage Sys**

Main Menu

View Usage Details
03046 - 2004 TAURUS 4DR SEDAN

Vehicle Usage **Usage Adjustment**

Business Unit: Parks & Recreation Department
 Activity: 07/01/2009
 Driver: busagent1
 Department ID:
 Meter: 61,000 - 62,000
 Usage: 1,000 @ \$0.30 = \$300.00
 Document No: M75000AUG09
 Project Id:
 Activity Id:
 Resource Type:
 Resource Category:
 Review: No
 Billed Amount: \$300.00 on 07/01/2009
 Entered: 07/01/2009 by Carol J Jorgenson, Parks & Recreation Department
 Comments: almost done with training

[Return](#)

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

Group	Description	Operating	Depreciation	Replacement	Misc.	Total	Meter Type	Meter Threshold
1	Mini Pass. Van	0.010	0.230	0.180		0.420	Mile	5,000
2	Sedan/Wagon	0.010	0.180	0.110		0.300	Mile	5,000
3	Light Pickup/Cargo Van/ 1/2 ton SUV		0.385	0.175		0.560	Mile	4,000
4	HeavyPickup/Cargo Van / 3/4 SUV / Pass. Van		0.520	0.230		0.750	Mile	4,000
7	Highway Patrol		0.340	0.110		0.450	Mile	4,000
9	Game Enforcement/Special		0.580	0.520		1.100	Mile	5,000
12	Facility Service Vehicle		0.310	0.250		0.560	Mile	1,000
13	Compact Utility/All	0.600	0.230	0.120		0.950	Mile	4,000
18	Miscellaneous Truck / Mid Size Bus	17.000	38.000	10.000		65.000	Hour	100
19	Distributor	5.000	25.000	8.000		38.000	Hour	150
20	Sign Truck	0.140	40.012	12.014		52.166	Hour	150
21	Single Axle Truck/All	12.000	53.000	10.000		75.000	Hour	150
22	Tandem Axle Truck/All	5.000	45.000	7.000		57.000	Hour	150
23	Truck Tractor		90.000			90.000	Hour	100
24	Rotary Snowplow		58.000	19.000		77.000	Hour	50
26	Motor Coach	5.000	14.000	16.000		35.000	Hour	150
27	Water Well Drill Truck	5.000	14.000	16.000		35.000	Hour	100
29	Lineworker Truck	9.000	8.000	28.000		45.000	Hour	50
30	Shuttle Bus	3.750	18.750	3.500		26.000	Hour	250
31	Fuel Truck	3.250	5.000	0.750		9.000	Hour	250
32	Drill Truck		45.000	5.000		50.000	Hour	150

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.

[Main Menu](#)**Monthly Usage**

Search Criteria

*End Month: (mm/yyyy)

Location:

Vehicle Group:

[Main Menu](#)**Monthly Usage**

Search Criteria

*End Month: (mm/yyyy)

Location:

Vehicle Group:

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.



State Fleet Billing Usage System (BUS)

[Main Menu](#)

Monthly Usage

Search Criteria

*End Month: (mm/yyyy)

Location:

Vehicle Group:

11 vehicles found.

Business Unit	Location	Vehicle	Group	Current Meter	7/08	8/08	9/08	10/08	11/08	12/08	1/09	2/09	3/09	4/09	5/09	6/09	Total	Action
75000		03069	02	49,856												4,181	4,181	View Vehicle
75000		03632	02	450												41	41	View Vehicle
75000		06569	03	55,100												810	810	View Vehicle
75000		06630	03	80,050												1,733	1,733	View Vehicle
75000		06636	03	31,951												1,064	1,064	View Vehicle
75000		06829	12	7,600												64	64	View Vehicle
75000		07600	04	36,000												525	525	View Vehicle
75000		07744	12	6,576												500	500	View Vehicle
75000		08446	04	53,000												496	496	View Vehicle
75000		08874	03	46,000												480	480	View Vehicle
75000		09849	18	605												2	2	View Vehicle

You will see the View Vehicle Details page as we have seen before.



State Fleet Billing Usage System

[Main Menu](#)

View Vehicle Details

03069 - 2004 TAURUS 4DR SEDAN

Assigned Business Unit: Parks & Recreation Department (75000)
Location:
Last Billed Meter:
Current Meter: 49,856
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.

T E S T I N G P U R P O S E

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State Fleet Billing Usage System (BUS)

[Main Menu](#)

Monthly Usage

Search Criteria

*End Month: (mm/yyyy)

Business Unit:

Location:

Vehicle Group:

4 vehicles found.

Business Unit	Location	Vehicle	Group	Current Meter	7/08	8/08	9/08	10/08	11/08	12/08	1/09	2/09	3/09	4/09	5/09	6/09	Total	Action
75000		06569	03	55,100												810	810	View Vehicle
75000		06630	03	80,050												1,733	1,733	View Vehicle
75000		06636	03	31,951												1,064	1,064	View Vehicle
75000		08874	03	46,000												480	480	View Vehicle

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.

T E S T

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State Fleet Billing Usage Sy

[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 \(FAQ\)](#)

Windows Internet Explorer window titled "NDDOT - State Fleet Billing Usage System (BUS) - FAQs". The address bar shows the URL: <http://dev.dot.nd.gov/divisions/fleet/fleetbusinfo.htm>. The browser tabs include "MyDOT - NDDOT In...", "NDDOT - State ...", and "FASuite InfoCenter".

The page header features the North Dakota logo and the text "nd.gov Official Portal for North Dakota State Government". Below the header is a navigation menu with buttons for "Home", "About Us", "Careers", "Get Answers", and "Site Map". A secondary menu includes "Travel", "Public", "Business", and "Government", with a search box and a "GO" button.

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?
- How 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?

The footer contains a navigation bar with links for "Home", "About Us", "Contact Us", "Site Map", "Travel", "Public", "Business", and "Government".