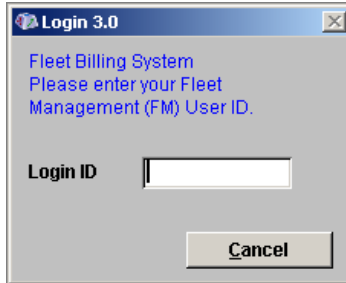


Flagship Fleet Management, LLC.

Fleet Billing



The billing module consists of a separate database that stores all information for Maintenance, fuel, usage and other user defined billing items. All data that can be used from your fleet management system is transferred into the billing module. Other billing items are loaded from a standard file format or can be entered directly. Entering data directly into the Multi Billing system requires the purchase of the billing entry system. The back-end is a standard, however, the billing output can be custom tailored to your unique specifications.

Fleet Billing System - [Billing Processing]

File Edit Rate Management

Billing Month: 11/30/2004 Bill Month: 12/30/2004

Department: [Dropdown]

Agency Billing

Dept	UseMiles	UseFee	Fuel Gals	Fuel Fee	WO Fee	OtherFee	TotalFee
423000	3008	\$1,282.79	0	\$0.00	\$0.00	\$0.00	\$1,282.79
435000	0	\$0.00	398.7	\$775.55	\$0.00	\$0.00	\$775.55
438000	2093	\$618.94	0	\$0.00	\$0.00	\$0.00	\$618.94
440000	123808	\$58,370.5	18.6	\$35.34	\$2,823.50	\$75.00	\$61,304.41
442000	2650	\$907.92	0	\$0.00	\$0.00	\$0.00	\$907.92
459000	10326	\$4,643.34	0	\$0.00	\$50.00	\$0.00	\$4,693.34
471000	78840	\$34,484.7	0	\$0.00	\$3,183.78	\$0.00	\$37,668.57
543000	638	\$202.08	0	\$0.00	\$0.00	\$0.00	\$202.08
575000	4012	\$1,085.87	0	\$0.00	\$0.00	\$0.00	\$1,085.87
580100	10094	\$4,500.59	0	\$0.00	\$514.56	\$25.00	\$5,040.15
580200	10687	\$4,427.38	0	\$0.00	\$0.00	\$88.00	\$4,515.38
580220	2028	\$564.48	0	\$0.00	\$0.00	\$0.00	\$564.48
580300	8020	\$3,784.42	45.3	\$95.08	\$738.43	\$0.00	\$4,617.93
580320	1104	\$451.39	0	\$0.00	\$0.00	(\$26.00)	\$425.39
580400	2116	\$1,113.48	0	\$0.00	\$0.00	\$0.00	\$1,113.48
580500	74894	\$29,484.9	0	\$0.00	\$940.30	\$0.00	\$30,425.22
580700	11229	\$8,977.43	0	\$0.00	\$492.17	\$0.00	\$9,469.60
580800	13110	\$4,276.72	0	\$0.00	\$0.00	\$0.00	\$4,276.72

STATE OF OREGON
 Department of Administrative Services
 155 Cottage St NE U90
 Salem, OR 97301-3972
 Tel: (503) 378-2307 EXT 226 Fax: (503) 378-6646

DAS

Misc. Debits

Load Billing

Reports

Create Files

Print Billing

PREVIEW Current Department

PRINT Current Department

eMail Invoices

SMFS Excel file



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 Jeff Steinmetz
 949-388-0795

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Fleet Billing

Billing Entry

Other billing items that are not tracked in your main fleet management system can be maintained in the other billing item module.

The billing entry module allows any department connected to your WAN the ability to enter miscellaneous billing information. The screen can be customized to the specific entry need of the data being loaded. This makes it easier to enter the data making it more accurate.

Multi Billing Entry - [Bill Processing]

File Edit View Insert Format Records Tools Window Help

Billing Month: 11/1/99
Department: 0010 - DEPARTMENT DIRECTOR

Type	Licence	Date	Description	Cost
Cell Phone	0010	12/16/99	Cell phone charges for ADELA WMLCOXSON	\$40.00

Charge Type: Cell Phone
License: 0010
Operator: 148C -A
Ref: 295

Description: Cell phone charges for ADELA WMLCOXSON 12/16/99 to 12/16/99

Rental Fee: \$10.00
Air Time Fee: \$20.00
Roaming Fee: \$10.00

Date Out: 12/16/99
Date In: 12/16/99

Ser. Date: 12/16/99
Cell Phone Num.: (602) 332-6280
Account Num: 454sds544

Total Cost: \$40.00

Total for Dept: 0010 \$40.00

Reports



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Fleet Billing

Rate Management

Out of the box the billing system can maintain special rates by different organizational units. Additional mark-up's can be added to Work Orders, Fuel and monthly/short term equipment assignments.

Rate Groups

A	DAS & OSU Owned Vehicles
B	Consolidated Agency Owned Vehicle:

Rate Code: A
Rate: DAS & OSU Owned Vehicles
Description:

Company rate group assignmnets

CO	CO Desc	Rat
AS	ADMIN SVCS - A RATE	A
OS	OSU - A RATE	
DAS	DEPT ADMIN SVCS - B RATE	
OSU	OSU - B RATE	
FAC	DAS FACILITIES - B RATE	B
DPSST	DPSST - B RATE	B
AVI	DEPT OF AVIATION - B RATE	

Company Code:
Rate Group Assignment:

Rate Group Detail

Work Orders | Fuel | Usage

Bill Work Orders
Check the box to bill all workorders, unless work class in JOB_MAIN = "9". Otherwise standard billing rules apply.

Vehicle Labor Rate
The standard hourly shop rate charged to work orders.

Part Mark-up Percentage
Base cost plus mark-up percentage. The base cost for the work entered into Fleet Anywhere. If Zero the rates set in Fleet Manager apply.

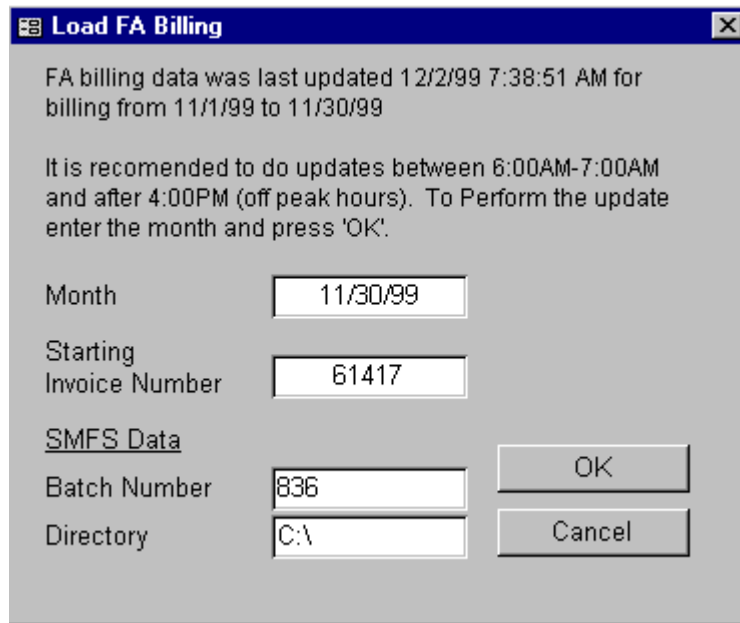
Commercial Repair Mark-up Percentage
Base cost plus mark-up percentage. The base cost for the work entered into Fleet Anywhere.



Flagship Fleet Management, LLC. *Fleet Billing*

Monthly Billing Load

The load process grabs data from your fleet management system and loads it into the billing system. The load process is modified to deal with the customers specific billing requirements. The finished custom reports can be printed, merged to a word document, and/or sent via Email. Most sites require an external data interface to outside accounting systems. This data is also created at the time the data is loaded.



Load FA Billing

FA billing data was last updated 12/2/99 7:38:51 AM for billing from 11/1/99 to 11/30/99

It is recommended to do updates between 6:00AM-7:00AM and after 4:00PM (off peak hours). To Perform the update enter the month and press 'OK'.

Month

Starting Invoice Number

SMFS Data

Batch Number

Directory

Billing load process

The first step in the billing process the Multi Billing is to remove any prior load for the current month. Then the system will load billable Work Orders, Fuel, Usage and Other/Miscellaneous fees by department for the selected month. Each item must meet certain criteria to be considered a billable.

Work Orders

All works that are billed will be a direct bill to the department. Outside agencies are not responsible for vehicle maintenance unless it is damage in operation –or – abuse. Work orders that are to be billed to an agency will need to be assigned a repair reason code that identifies the WO as billable to the department.

Fuel

The price per unit charge for fuel is set in the fuel center of the fleet management system. Fuel is billed directly to the department that purchases the fuel. Fuel that is loaded in a prior billing cycle will not be loaded twice. The billing system will scan the row identification code from the



Flagship Fleet Management, LLC.

Fleet Billing

fleet management system to determine if the fuel record has already been loaded. Car washes can be loaded via the fuel interface.

Usage

There are two categories of usage that are billed; Motor Pool and Permanently assigned vehicles. Motor Pool vehicles are short-term rentals; permanently assigned vehicles are long term rentals. The rental class determines rates for a specific equipment unit.

Reservation/Motor Pool Module

As vehicles are dispatched and returned a usage ticket will be automatically created. The motor pool time tracking will default to 24/7 if a location calendar is not set-up for the dispatch location that is dispatching the vehicle. Each dispatch location that will not be using a 24/7 calendar to figure time will need to have a specific calendar set-up for the dispatch location.

PA's – Permanently Assigned

Full Month

PA vehicles will be charged at the monthly rate plus mileage charge. As determined by the rental call of the vehicle. If the start and/or end date of the PA vehicle assignment falls within the current billing month, use the Partial month computation. The use ticket for all full month permanently assigned vehicles is created during the month end process within the fleet management system.

Partial Month

PA vehicles that have not been assigned for the entire month will be billed based on the number of days the equipment was assigned.

Number of days assigned is determined in two possible scenarios:

- 1) The number of days is determined based on the date the vehicle is assigned and the end of the billing month which ever date is greater.
- 2) The beginning of the billing month and ending date of the assignment.



Flagship Fleet Management, LLC.
Fleet Billing

Reports and Interfaces

The billing system provides many 'canned' exception reports to give you the tools you need to identify data problems.

We can provide the interface to your mainframe accounting system. All accounting systems have the means to import transaction information in a text format. We understand how to make the connection.

Billing Report	Description
Agency Permanently Assigned Vehicles List	All Permanently Assigned Vehicles by Department. Data pulled from SQL server on a monthly basis.
Billing Adjustments	Billing Adjustments
Billing Summary	Summary listing by department for management review
Depreciation Schedule	Detail listing of vehicle depreciation for the selected month.
Depreciation Schedule - Purchased	Detail listing of vehicle purchases for the selected month.
Depreciation Schedule - Sold\Totalled	Detail listing of vehicle sales and totalled vehicles for the selected month.
Entry Review	Review list of All entered items. Data pulled from SQL server.
Fuel Purchases	Detail listing of fuel purchases by department. Data pulled from local billing run for current billing month.
Fuel Purchases	Detail listing of fuel purchases by department. Data pulled from SQL server.
High Mile	Listing of all usage
High Mile Eq Sort	List of all vehicles that of over the specified number of miles. Sorted by Equipment number.
High Mile EQ Sort PA Only	List of all vehicles that of over the specified number of miles. Sorted by Equipment number.
Invoice Summary	Summary page by department to show what is due for the month. Data pulled from local billing run for current billing month.
Invoice Summary	Summary page by department to show what is due for the month. Data pulled from SQL server.
Mile Out-of-Balance	Detail listing of vehicles that have meter that are billed out-of-balance of what was actually driven
Miles Update	List of all use records where the billing system applied an update to the start/end meter.
Monthly Invoice Summary	Monthly Invoice Summary
Monthly Transaction Summary	Monthly Transaction Summary
Monthly Vehicle Summary	Count of all vehicles in active status at the time billing is run.
Monthly Vehicle Summary Detail	Listing of all the equipment that make up the summary report.
Motor Pool - PV Report	List of PV vehicle rentals for the selected month.
Multi PA	Listing of all PA vehicles that have multiple usage tickets.
Negative Miles	List of all usage that have negative miles



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 Jeff Steinmetz
 949-388-0795

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Billing Report	Description
New PA Rates	Listing of all system generated PA Rates for new equipment added since last billing run.
No Miles	List of all usage that does not show any miles
No Miles (Export Version)	List of all usage that does not show any miles
Other Services	List by department of other charges. Data pulled from local billing run for current billing month.
Other Services	List by department of other charges. Data pulled from SQL server.
PA In POOL	List of all PAs that show up as pool
PA w/o Operator	List of all PAs that do not show an operator
Plate Changes	All plate changes during the last billing month
Shop Services	Detail listing of shop services by department.
Shop Services - Invalid AcctID	List of work orders that do not have a valid department code in the account ID field
Shop Services - Zero Dollars	List of work orders that have zero dollars assigned them
Summary Compare	Comparison report to show the difference fees between production and proposed billing
Use Summary Compare	Comparison by department of use totals from bill and Use Summary.
Vehicle Summary	Detail listing of vehicles usage and fees by department.
Work Order Reservation Assign	List of Work Orders that were assigned to a motor pool reservation.

