

Fleet On-Line Agency Billing Review

Go to <https://www.biznet.ct.gov/Fleet Apps> and log in. You should see a screen that looks something like this. The links associated with your authorized roles will be enabled (blue underlined). Select the Agency Billing Review link. If this link is not enabled, please see the instructions for applying for Fleet Web Application Roles.



DAS State Of Connecticut
Department of Administrative Services
Fleet Administration

Current User: donna.camillone@ct.gov [Log Out](#)

Fleet Utilization System Entrance

Please select a system role or click [here](#) to apply for a new one.

Agency Mileage Data Entry [Agency Billing Review](#)

Home Garaged - No Personal Utilization Commuting Home to Office

[DAS Fleet Employee](#) State Auditor

The Department of Administrative Services - Fleet Administration. [Review our Privacy Policy.](#)
Need to contact us? Send e-mail to [DAS Fleet Administration.](#)
All State [disclaimers and permissions](#) apply.

This will take you to the new Agency Billing Review page (see next page).

This is the new Agency Billing Review page. When you first log in, you will only see the billing month/year agency dropdown boxes:

Step 1: Select the billing month and year you wish to review.
 Step 2: Select the agency you wish to review. If you are only authorized for one agency, that agency will automatically populate.

Use the "Show Single Vehicle" button to find a single vehicle. Click the button again to show all vehicles.

Your monthly invoice number displays here.

Your total monthly invoice charge displays here.

You can sort your vehicle information by any column with an underlined header. By default, the vehicles are sorted by plate number. Columns appear only if you have charges in that category. For example in this page we see the Hours and Days columns because one or more of the D (daily) rentals had charges for hours and days. If you only had M (monthly lease) charges you would only see the Month column displayed

Use the "Show n Per Page" drop down list to select the number of vehicles to show per page.

Click the [Details](#) link to see the page with all of the details for a charge. See example details reports: Monthly Lease and Daily rentals.

You can select reports from the "Select a Report" dropdown list. Once a report is selected the GO>> button will turn green. Click the GO>> button to run the report. Reports include:

- **Itemized Charges** (One line per vehicle with information from this page view)
- **Billing Table Data Dump** (output of the detail charges in Excel Format for data analysis)

Once the billing information is sent to CoreCT, the Transfer Invoice button will become active. Click the button to print the one page Transfer Invoice. This replaces the old paper bill. Use this invoice to enter any appropriate account coding, sign the document as approval to pay, and keep a signed copy on file for audit purposes.

State Of Connecticut
 Department of Administrative Services
 Fleet Administration

Current User: donna.camillone@ct.gov System Role: Agency Billing Review Roles Log Out

Agency Billing Review

May, 2010 DAS23557 DAS/BUS OFFICE Select a Report: GO>>

<< Return Show Single Vehicle Transfer Invoice

MAY 2010 DAS/BUS OFFICE
 INVOICE NUMBER: 21005-20101512 INVOICE TOTAL: \$391.00

M = Monthly Lease D = Daily Rental Show 10 Per Page

Click Column Headings to Sort

| Type | Vehicle ID | Plate | Description | Driver | Month | Hours | Days | Subtotal |
|---------------------------|------------|--------|-------------|---------------|--------|-------|-------|----------|
| Details D | 18481 | 5-7760 | 2007 FOCUS | QUINCY COLE | 0.00 | 0.00 | 29.00 | 29.00 |
| Details D | 18697 | 5-7906 | 2007 CIVIC | PAUL FELIX | 0.00 | 28.00 | 0.00 | 28.00 |
| Details M | 19052 | 5-8201 | 2008 FOCUS | PROPERTY MGMT | 334.00 | 0.00 | 0.00 | 334.00 |

The Department of Administrative Services - Fleet Administration. [Review our Privacy Policy.](#)
 Need to contact us? Send e-mail to [DAS Fleet Administration](#).
 All State [disclaimers and permissions](#) apply.

Local intranet 100%

**Monthly Lease Line Item Detail
Transfer Invoice 21005-20101512
May 2010 DAS/BUS OFFICE**

Vehicle ID: 19052
License Plate: 5-8201
Stock Number: None
Description: SILVER 2008 FORD FOCUS
Driver: PROPERTY MGMT
From Date: 5/1/2010
To Date: 5/31/2010
Days Billed: 31
Rate per Month: \$334.00
Total: \$334.00

**Daily Rental Line Item Detail
Transfer Invoice 21005-20101512
May 2010 DAS/BUS OFFICE**

| | |
|-----------------------------------|-----------------------|
| Dispatch Location: | BUCKINGHAM Motor Pool |
| Vehicle ID: | 18481 |
| License Plate: | 5-7760 |
| Description: | GOLD 2007 FORD FOCUS |
| Driver: | QUINCY COLE |
| Date/Time Expected Pickup | 5/24/2010 8:00 AM |
| Date/Time Out: | 5/24/2010 8:00 AM |
| Date/Time Expected Return: | 5/24/2010 2:00 PM |
| Date/Time In: | 5/24/2010 2:30 PM |
| Hours Billed: | 0.00 |
| Rate per Hour: | \$6.00 |
| Hours Charge: | \$0.00 |
| Days Billed: | 1.00 |
| Rate per Day | \$29.00 |
| Days Charge: | \$29.00 |
| No Show Charge: | \$0.00 |
| Cancellation Charge: | \$0.00 |
| Total: | \$29.00 |