GSA Fleet Drive-thru

USER MANUAL

February 2009

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1 Introduction

1.1 Overview

The General Services Administration (GSA) provides the GSA Fleet Drive-thru application to help track and manage its fleet operation.

You can use GSA Fleet Drive-thru to:

- Request accident data via CRASH (Collision, Repair, Accident and System History).

  CRASH gives you immediate access to your GSA Fleet vehicle accident data. You can use this data to identify accident trends, reduce costs and identify risks. Select from more than 50 available data fields (e.g. accident type, repair cost, and party at fault).

- Update your vehicle data via Customer-Driven Data (CDD) Module.

  Customer-Driven Data helps with year-end Federal Automotive Statistical Tool (FAST) reporting by allowing you to verify or modify the exemptions for law enforcement and emergency responder vehicles. You may also key in and store the physical garage address of your vehicles for purposes of processing 701 waiver requests and for mapping a vehicle's location relative to fueling stations and repair shops. CDD is used in conjunction with the CDD "Multi-Vehicle Edit Template" in Reports Carryout. You can easily identify your existing fleet vehicle and provide garage address information for multiple vehicles at one time.

- Report vehicle mileages via Mileage Express.

  Mileage Express allows you to enter your vehicle mileages directly into GSA's Fleet Management System (FMS) database.

- Generate a report via Reports Carryout.

  Reports Carryout allows you to manage data in a variety of reporting options. You can generate reports on screen or by e-mail, in Excel or text, allowing you to easily view and analyze your vehicle-related data.

The **Agency Incurred Expense (AIE)** report allows a user to download a preformatted spreadsheet that displays all the bill backs that have been applied to the agency. The monthly report is generated at agency level and then sorted by BOAC.

Customer-Driven Data (CDD) allows an agency to download a pre-formatted template displaying data on their existing vehicle inventory, make updates to the data and send back the template to GSA Fleet, who performs a bulk upload of the changes. The template fields include vehicle tag number, reporting organization, garage address, city, state, zip, law enforcement and emergency/emergency responder vehicles. Among other advantages, updating these fields allows the agency to more easily identify vehicles that are eligible for 701 waivers.

The **Fuel Use Report** allows Agency Fleet Managers the ability to monitor fuel use down to the vehicle and transaction level. Managers also have the ability to look at summary data by vehicle and by reporting level.

The **FAST Data Center** provides reports on your vehicle inventory, acquisition, disposal, expenses and fuel consumption. It is pre-formatted to meet Federal Automotive Statistical Tool (FAST) specifications so a downloaded report can be uploaded into the Department of Energy's FAST system.

Inventory Reports can be generated at various levels within your agency, from an agency-wide perspective, down to an individual vehicle tag number. You may customize your report by selecting the specific fields you need, or you may select a pre-formatted report to review inventory and/or for processing into the Federal Automotive Statistical Tool (FAST).

- Enter payment information via Speed Pay.

  Speed Pay allows you to enter or update payment information for your vehicle.

- Research and analyze billing information using Web Bill.

  Web Bill allows you to research and analyze billing information related to the leasing of government vehicles.

1.2 Purpose

The purpose of this document is to provide step-by-step instructions on how to use the GSA Fleet Drive-thru application.

1.3 Audience

This document is written for GSA Fleet Drive-thru application users who are responsible for reporting and tracking vehicle mileage, and generating vehicle reports.

2 Starting GSA Fleet Drive-thru

To start the GSA Fleet Drive-thru application, do the following:

1. Open an internet browser application (preferably Internet Explorer (I.E.)) and type in the GSA Fleet Drive-thru web address: **http://drivethru.fss.gsa.gov**.

Application Access

Click on the picture to visit gsa.gov/fleetdrivethru

Application Access Mouse over for a brief description of each application

Mouse over to stop and read What's New

Figure 1. GSA Fleet Drive-thru Home Page

2. There are two ways to access the drive-thru application (see Figure 1.):

- Click on the "Application Access" Icon in the top left hand corner below the GSA logo.
- Click on an application name located on the bottom left hand side of your screen underneath the red "Application Access" column.

3. Enter your customer number in the **Customer Number** field.

Your customer number consists of 15 alphanumeric characters.

4. Enter your access code in the **Access Code** field.

Your access code consists of 4 alphanumeric characters with the first character being alphabetic.
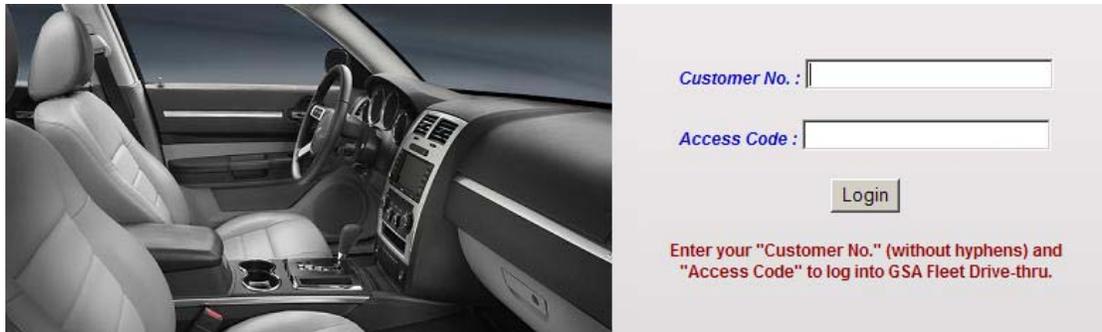
Figure 2. Log in Screen

Note: If you do not know your customer number and/or access code, contact your Fleet Service Representative (FSR). If you type the wrong customer number and/or access code three or more times, the system will "lock up" and displays the message, **Permission denied; contact servicing FMC**. If you do not know who your local FSR or Fleet Management Center (FMC) is, view the "Contact Us" section located on the bottom right column of the home page or on the menu bar above the customer number and access code fields. You will find the GSA Fleet Technical Support Team contact information. They will be happy to assist you.

5. Click **Log In**. The system displays the GSA Fleet Drive-thru Main Menu (Figure 3) on your screen.

Figure 3. GSA Fleet Drive-thru Main Menu

Note: Once you log into one of the subsystems there is a help button on the bottom of every screen.

6. Select the task that you would like to perform:

Figure 4. Main Menu List

If you want to…

Enter your mileage: Click **Mileage Express** on the menu, and see Section 5, "Reporting your Vehicle Mileage with Mileage Express."

Generate reports (Fast Data Center, Fuel Use, and Inventory) and upload your Customer-Driven Data template (multi-vehicle edit): Click **Reports Carryout** on the menu, and see Section 6, "Generating Reports with Reports Carryout."

Enter payment information: Click on **Speed Pay** on the menu, and see Section 7, "Paying Your Vehicle Bills with Speed Pay."

Analyze accident data: Click **CRASH** on the menu, and see Section 3, "Accessing your Vehicle Accident Report"

Verify and Modify vehicle data that would help with year-end FAST reporting: Click **Customer-Driven Data** on the menu, and see Section 4, "Verify and Modify Vehicle Information"

Research and analyze GSA bills: click **Web Bill** on the menu, and see Section 8, "Researching and Analyzing your GSA bill with Web Bill."

Locate your **Fleet Management Center** (FMC): click **FMC** on the menu.

Locate your **Fleet Service Representative** (FSR): click **FSR** on the menu.

View the current User's Guide: Click **Guides** on the menu.

Figure 5. Navigation Task Bar Screen

Note: Once you click to access one of the applications you will be able to navigate to all applications without logging out.

3   CRASH: Accessing your Vehicle Accident Report

Access the CRASH subsystem to analyze your vehicle accident report. CRASH allows you to select the data you would like to see in your accident report.

To generate an accident report:

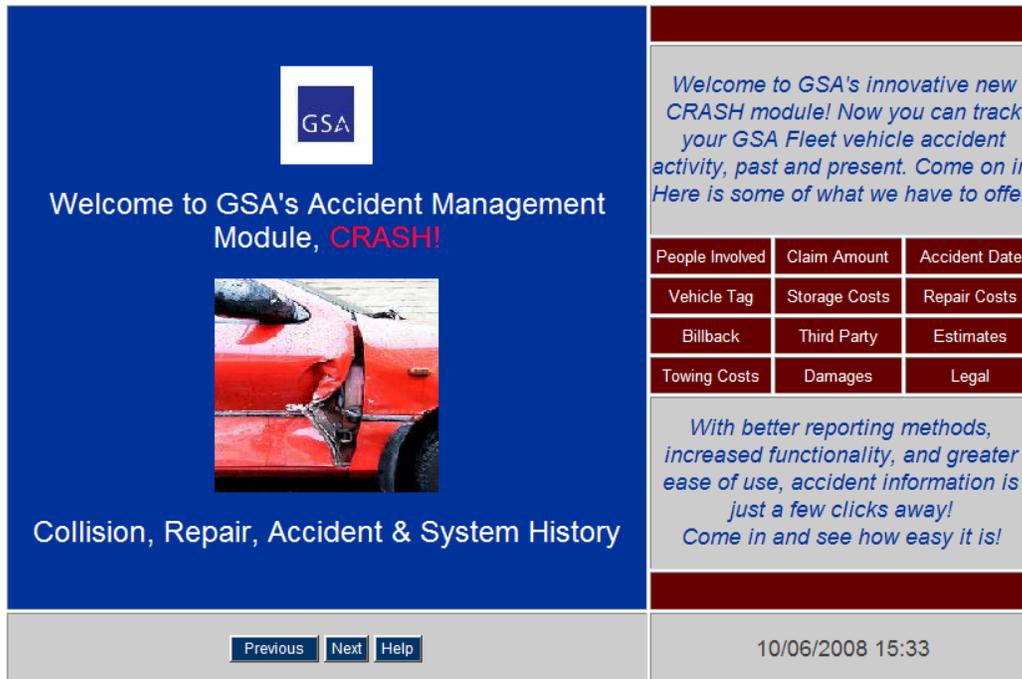1. Click **CRASH** from the Main Menu (Figure 3). The system displays the window below:

Figure 6. CRASH Introduction Page

2. Click **Next**. The system displays the Select Report Options screen below:

Figure 7. CRASH Criteria Selections and Report Output Screen

3. Select the type of report you would like to generate by choosing one of these options as described below:

Option	Description
Your Customer No.	Reports Carryout automatically displays the customer number you used to gain access into GSA Fleet Drive-thru, and generates a vehicle inventory report based on this number.
Another Customer No.	By selecting **Another Customer No.**, you can generate a vehicle inventory report for any particular customer number, as long as it is within your agency.
	You must also enter the customer number in the indicated field.
BOAC	The Billed Office Address Code (**BOAC**) is a six-character code assigned by GSA Finance to identify the address to be billed for services you receive. The first two digits represent your agency code.
	If you select the BOAC number option, you can generate a vehicle inventory report for any BOAC number within your agency.
	You must also enter the last four characters of the BOAC in the indicated field.
Agency	This is the "whole picture" option. By selecting **Agency**, you can generate a report for your entire agency.
Bureau	By selecting **Bureau**, you can generate a report for a particular bureau.
Tag	Vehicle Class and Tag number
History of All Accidents	Displays all accidents that occurred.
Status of only "Open" Accidents	Only displays open accident cases
Any date	Enter the **date** of your choice.
Specific date range:	Enter a **specific date range** for any given day, month or year.

4. Report Output allows you to indicate how you would like to receive the report:

Figure 8. CRASH Report Output Screen

Note: The system displays your e-mail address and fax number that is stored in GSA Fleet's database. You may change the fields as needed for purpose of receiving the report. It does not update or change the record on file.

- **E-mail:** Your e-mail report is sent in Excel format (.csv).

- **Fax:** Use this option to receive your vehicle report via fax.   If your inventory report includes 200 or more vehicles, you must use the E-mail option.

- **On Screen:** Populates an on screen report in Excel format (.csv).

Note: If you have a large agency and is requesting a report for the entire agency via e-mail the e-mail may not arrive until the next business day. Some large files are not produce until the next business day. Try selecting the "on screen" option and your file may populate within minutes.

5. Click **Next** to go to the selection screen in Figure 9 below:

Figure 9. CRASH Selection Screen

6. Select the fields that you would like to appear in your report.

7. Click **Submit** to submit your report request.

8. The system displays the message below to confirm that you are ready to generate your report. Click **OK** to confirm your selection.

Figure 10. Confirmation Message

The following message will display when the **E-mail** or **Fax** option is selected.

Figure 11. Report Message Screen

9. Click **Back** to exit the message window and go back to the previous screen.

   Remember: Once you log in you will be able to navigate to all applications (See Figure 5)

10. Click **Log off** on the top right hand corner to exit the application.

4   Customer-Driven Data: Verify and Modify Vehicle Information

Use the Customer-Driven Data (CDD) module to help with year-end FAST reporting. CDD can also be used to verify or modify the exemptions for law enforcement and emergency responder vehicles. Key in and store the physical garage address of your vehicles for processing 701 waiver requests* and for mapping a vehicle's location relative to fueling stations and repair shops. CDD is used in conjunction with the "Multi-Vehicle Edit Template" in Reports Carryout.

To begin verifying and/or modifying your vehicle data:

1. Click **Customer-Driven Data** from the Main Menu (Figure 3). The system displays the window below:

Figure 12. Customer-Driven Data Screen

2. The Customer-Driven Data screen above (Figure 12) contains several fields which you can enter your vehicle information:

To…	Then…
Look for a specific vehicle tag number	Click **Inquire** (enter your class and tag)
Display the previous vehicle tag number	Click **Previous** (if you have multiple tags)
Display the next vehicle tag number	Click **Next** (if you have multiple tags)
Clear all data entered in the fields	Click **Clear**
Store your changes in the database	Click **Update**
Obtain a description of the fields	Click **Help**

Field…	Description…
Vehicle Tag	The license plate number of the vehicle.
Law Enforcement	Indicator denoting whether or not the vehicle meets EPAct requirements to receive a waiver for law enforcement purposes.
Emergency/Emergency Responder	Indicator denoting whether or not the vehicle meets EPAct requirements to receive a waiver for Emergency/Emergency Responder purposes.
Reporting Organization	Customer defined field that can be used to create a reporting level separate from the standard GSA Agency, Bureau and BOAC. Reporting organization entered should reflect the reporting organization used for FAST purposes.
Garage Address, City, State, Zip	Location, City, two letters State and Zip Code in which the vehicle(s) operated.

3. Confirm all data before clicking **Update**.

4. Click **Log off** on the top right hand corner to exit the application.

5   Mileage Express: Reporting your Vehicle Mileage

Use the Mileage Express subsystem to report vehicle mileage. You must report vehicle mileage once a month on or before the last business day of the month.

To report your vehicle mileage, do the following:

1. Click **Mileage Express** from the Main Menu (Figure 3). The system displays the window below:

Figure 13. Vehicle Mileage Reporting Screen

2. The Vehicle Mileage Reporting Screen above (Figure 13) contains several questions you will need to answer:

Question/Field…	Explanation…
Do you want to receive an E-mail reminder to enter vehicle mileage?	Indicate whether you want to be reminded to enter your vehicle mileage by selecting **Yes** or **No** in the field. The system electronically sends out a monthly reminder on the 21st of each month.
Verify your e-mail address:	The window shows the E-mail address included in the database for you. To change this address, highlight the address in the data field, and type the correct one. (Note that your E-mail address cannot be more than 50 characters.)
Please enter a license tag to start with a particular vehicle, or leave the field blank.	Enter the license plate tag. Note that all leased government vehicles begin with the letter G.

3. Click **Next** to display the vehicle mileage report. Figure 14 shows an example.

Figure 14. Updating Your Vehicle Information

Field Name	Description
Tag No.	The license plate number of the vehicle.
Fund Code:	The Fund Code (FC) is a grouping feature for GSA billing statements; it is used for your record-keeping purposes only. (For example, if you have 200 vehicles, you can have them grouped according to offices and totaled within that grouping on your billing statement.)
Acct. No. 1:	A field you can use to further identify your vehicle record. This field is for in-house use only. Some agencies use this field to help identify where the vehicle is located or what account they will bill internally.
Acct. No. 2:	A second field available to customers to identify vehicles.
Previous Mileage	The previous month odometer reading for a particular vehicle.
Ending Mileage	The odometer reading entered during the current month.
Status Indicator	The status of the account record.

To…	Then…
Display the previous page	Click **Previous** (if you have multiple pages)
Display the next report page	Click **Next** (if you have multiple pages)
Store your changes in the database	Click **Update**
Clear the mileage before selecting update	Click **Refresh**
Obtain a description of the fields	Click **Help**

4. Confirm all mileages before clicking **Update**.

5. Click **Log off** on the top right hand corner to exit the application.

6   Reports Carryout: Generating Reports

You can use the Reports Carryout subsystem to manage data in a variety of reporting options. The Reports Carryout application lets you create reports over the Internet for vehicles associated with your customer number, your BOAC, your agency, and by your agency indicator. Some reports even allow you to generate a report for a specific tag. The reports are provided in .csv or text (.txt) format, which can be opened in MS Word or MS Excel, or other text-based applications. You also have the option to have your report appear on screen in Excel format. Please note that smaller reports should appear within 30 seconds and large reports can take up to a half and hours and sometimes 24hours depending on your agency firewall security.

To generate a report for one of Reports Carryout Subsystems:

1. Click the **Reports Carryout** option from the task bar (Figure 5) or use the Main Menu screen (Figure 3). The system displays the window below:

Figure 15. Reports Carryout Main Menu

2. Select which subsystem you would like to access and then Click **Next**.

6.1   Agency Incurred Expense (AIE)

Upload the AIE report to download a spreadsheet that displays all the bill-backs that have been applied to the agency.

1. Click the **AIE Report for Fiscal Year** option from Reports Carryout Main Menu screen (Figure 15).

Figure 16. AIE Option on Main Menu

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2. Select the report **Year** and **Month** by using the pull down selection box shown in Figure 16.

3. Click **Submit.** The system will populate a preformatted Excel spreadsheet.

Below is a list of the following fields that consist in the spreadsheet:

Option	Description
BOAC	The Billed Office Address Code (BOAC) is a six-character code assigned by GSA Finance to identify the address to be billed for services you receive. The first two digits represent your agency code.
	If you select the BOAC number option, you can generate a vehicle inventory report for any BOAC number within your agency.
	You must also enter the last four characters of the BOAC in the indicated field.
Region	The GSA Fleet region where the vehicle is assigned.
FMC and Sub FMC	Represents the location of your Fleet Management Center (FMC)
Class and Tag	The License Plate number of the vehicle
Trans Date	The date when the repair is completed
Repair Details	Describes the type of repair
Details 1, 2, 3 and 4	Detail regarding the Repair
Sales Code	See Appendix for a list of Sales Codes
<mark>**Cost Acct**</mark>	
Fund Code:	The Fund Code (FC) is a grouping feature for GSA billing statements; it is used for your record-keeping purposes only. (For example, if you have 200 vehicles, you can have them grouped according to offices and totaled within that grouping on your billing statement.)
Acct. No. 1:	A main account number that you assign to help identify your vehicle record. This field is for in-house use only. Some agencies use this field to help identify where the vehicle is located or what account they will bill internally.
Acct. No. 2:	The secondary account number that you can use to identify your vehicle record. This field is for in-house use only.
Amount Billed Back	Cost of the repair
Billback Date	The date the billback is processed.
FSR	Fleet Service Representative Name
FSR Phone	Fleet Service Representative Telephone Number

6.2 Customer-Driven Data (CDD)

Use the Customer-Driven Data (CDD) template to make multi-vehicle edits. CDD allows you to identify your existing fleet vehicle and provide garage address information for multiple vehicles at one time.

To upload the CDD Template:

1. Click the **Customer-Driven Data** option from Reports Carryout Main Menu screen (Figure 5). The system displays the window below:

Figure 17. Customer-Driven Data (multi-vehicle edit template)

2. Click **Next**. The system displays the Select Report Options screen (Figure 18).

Customer-Driven Data

Figure 18. Customer-Driven Data Report Output Screen

Note: Once your report is generated you may add rows to the template as needed. DO NOT DELETE, ADD OR RE-ARRANGE COLUMNS.

- o Add or make changes to any of the fields
- o Save the file as an Excel spreadsheet
- o E-mail the file to GSA Fleet's Drive-thru Help Desk at gsadrivethruhelp@gsa.gov
- o Make sure you include your full name and telephone number in the e-mail.

3. Select the type of report you would like to generate by choosing one of these options as described below:

Option	Description
Your Customer No.	Reports Carryout automatically displays the customer number you used to gain access into GSA Fleet Drive-thru, and generates a vehicle inventory report based on this number.
Another Customer No.	By selecting **Another Customer No.**, you can generate a vehicle inventory report for any particular customer number, as long as it is within your agency.
	You must also enter the customer number in the indicated field.
Tag	Vehicle Class and Tag number
BOAC	The Billed Office Address Code (**BOAC**) is a six-character code assigned by GSA Finance to identify the address to be billed for services you receive. The first two digits represent your agency code.
	If you select the BOAC number option, you can generate a vehicle inventory report for any BOAC number within your agency.
	You must also enter the last four characters of the BOAC in the indicated field.
Agency Code	This is the "whole picture" option. By selecting **Agency**, you can generate a report for your entire agency.
Agency Indicator	This is a new field specifically used by Navy, Marine and Corp of Engineers. GSA code, created at Agency's request, for a specific sub-agency level.
Bureau	By selecting **Bureau**, you can generate a report for a particular bureau.

4. Report Output allows you to indicate how you would like to receive the report:

   On Screen: Populates an on screen report in Excel format (.csv).

   E-mail: Your e-mail report is sent via Excel format or in text format (.txt) and can be opened in almost any application. When you receive your report in text format, you will also receive a set of instructions on how to open the file in Microsoft Excel (recommended application).

5. Click **Submit** to request your report.

6.3 Fuel Use Report

The Fuel Use Report application is available to monitor fuel use down to the vehicle and transaction level. It also provides reports showing summary data by vehicle and by reporting level. Due to privacy and security concerns GSA will only provide access information to the headquarters-level agency fleet manager. This individual is then able to set policy on control of that access. If you would like to receive a report from the Fuel Use Report, please contact your headquarters-level agency fleet manager. Step by step instructions for this application are available in the HELP button within the application.

Figure 19. Fuel Use Report

Fuel Use Report

6.4 GSA Fleet FAST Data Center

To generate and view your FAST report, follow these steps:

1. Click the **GSA Fleet FAST Data Center** option from Reports Carryout Main Menu screen and select Next. The system displays the window below:

Figure 20. GSA Fleet FAST Data Center

2. Select one of the reporting levels shown on figure 21 (agency, bureau code, agency indicator, BOAC, and customer no.)

Fast Data Center

Figure 21. GSA Fleet FAST Data Center Report Criteria Selections

A typical FAST Data Center report provides aggregated data for a particular reporting level, such as for an Agency or a BOAC. There may be cases where an agency would like to get a more detailed breakdown for a particular reporting level. By checking one or more boxes under Display in Spreadsheet, a user will break down the selected Reporting Level into sub-Reporting Levels. For example, if the User selects BOAC as the reporting level and Customer Number to Display in Spreadsheet, the report would provide the data for the BOAC broken out additionally by Customer Number.

Potential Uses:

- To be able to identify a particular Agency Indicator or BOAC that needs to be excluded or reported separately from Agency data.

- To be able to break down an Agency with one report and send off reports to Fleet managers at different levels. This eliminates the need in most cases to run individual reports for every BOAC in an Agency

3. Select which reporting level you would like displayed in your report (optional).

   Note: You may only display the reporting levels available for Section I and Section III reports. This feature is NOT available for Section II.

4. Select whether the data you want to receive is "Domestic" (default), "Foreign" or "Combined" (both domestic and foreign).

   - Domestic (CONUS)
   - Foreign (OCONUS) – Foreign data is not country specific. State will always appear as FO.
   - Combined (Both Domestic (CONUS) and Foreign (OCONUS))

5. Select a time period for your report - Annual, Year-To-Date, or Monthly. Annual reports are available starting in the middle of October for the previous fiscal year. Year-To-Date reports are updated in the middle of the month to include the prior month's data. Monthly reports are available in the middle of the following month.   Once created, Annual and Monthly reports will be available for several years and can be received through the FAST Data Center.

Annual Reports

Select the Fiscal Year but do not select a month. All reports are available for Annual Reports but *Section I* reports will not be available until October 15 after the end of the desired reporting period.

Year-to-Date

Select the Fiscal Year but do not select a month. *Section I* Year-to-Date reports are available year round. *Section II* reports is real-time data which consists of a snapshot of your inventory and cumulative reports on acquisitions, expenses and fuel consumption. *Section III* reports consist of the current year actual reports.

Monthly Reports

Select the Fiscal Year and the month. *Section I* reports are available on or about the 15th of the following month. For example, if you would like to receive a February report you will need to select January in the monthly pull down menu.

Annual or Monthly Report
Select what type of report you would like to receive.
Annual and Monthly Reports will be available on or about the 15th day after the end of the desired report period. (Oct 15th for an Annual Report, Jan 15th for a Dec Monthly Report).
Annual Reports (All reports available): Select the Previous Fiscal Year you wish to view.
YTD Reports (Actual reports available): Select the Current Fiscal Year. Do not select a month.
Monthly Reports (Actual reports available): Select the Fiscal Year and Month you wish to view.
Select Fiscal Year 2009 ▼   Select Month -Select- ▼

Figure 22. GSA Fleet FAST Data Center Annual/Monthly Report Selection

After selecting the Fiscal Year and/or month you are now ready to select a report.

6. Select the type of report you would like to receive (Section I, II or III).

Section	Data		FY 2009 Actuals A	FY 2010 Planned B	FY 2011 Projected C	FY 2012 Forecast D
I	Vehicle Data by Vehicle Model	Inventory	◉			
		Acquisitions	○	○	○	○
		Disposals		○	○	○
II	Vehicle Cost/Mileage Data by Vehicle Model		○			
III	Fuel Cost/Consumption by Fuel Type		○			
You can only select one report at a time						

Figure 23. GSA Fleet FAST Data Center Available Reports

Note: You can only select one report at a time.

Section I – Vehicle Data by Vehicle Model

Inventory   –   Actual
Acquisition –   Actual, Planned, Projected, Forecast
Disposal   –   Planned, Projected, Forecast

Section II – Vehicle Cost/Mileage Data by Vehicle Model

Inventory   –   Actual

Section III – Fuel Cost/Consumption by Fuel Type

Inventory   –   Actual

7. **Enter** your e-mail address field in the Report Output section shown in Figure 24 below.

8. **Select** which report format you would like to receive:

   - **Excel Format:** Your E-mail report is sent in Microsoft Excel format (.csv) and can be opened in almost any application.

   - **Text File:** Your E-mail report is sent in text format (.txt) and can be opened in almost any application.

Report Output	
You will receive the report by email:	**Choose your E-mail file format:**
Enter Email Address	◉ Excel ○ Text File
Reset Previous Submit Help	

Figure 24. GSA Fleet FAST Data Center Report Output Screen

9. Click **Submit** to request your report.

The system provides the following informational message, displaying the name of the requested report (which is also displayed in the subject line of the e-mail and the filename) your customer number and the E-mail address used:

FAST Report Message Screen

Your report will be sent for
(FASTI InvActuals 2008 for 70- - - -04080070704B815-
Domestic)
to robin.washington@gsa.gov

Back

Figure 25. GSA Fleet FAST Data Center Report Message Screen

Note: An e-mail will appear in your inbox from GSADRIVETHRUHELP@GSA.GOV

10. Click **Back** to exit the message window and go back to the previous screen.

6.5 Inventory Report (customize report)

To generate a vehicle report:

1. Click the **Inventory Report** option from Reports Carryout Main Menu screen (Figure 15) and select **Next**. The system displays the selection screen below:

Vehicle Inventory System		
Select the fields you would like displayed in your report		
Vehicle Information ☐		
☑ Vehicle Class & Tag	☐ Make (Manf Name)	☐ Std Item Number (SIN)
☐ VIN	☐ Model Name	☐ Fuel Type
☐ Vehicle Type	☐ Model Year	☐ Date Assigned
☐ Vehicle Color		
Customer Information ☐		
☐ Region	☐ Customer Address 1	☐ Customer Contact
☐ FMC	☐ Customer Address 2	☐ Customer Phone Number
☐ Sub FMC	☐ Customer Address 3	☐ Customer Fax Number
☐ BOAC	☐ Customer City	☐ Customer Email Address
☐ Serial	☐ Customer State	☐ Agency Indicator
☐ Customer Bureau Name	☐ Customer Zip	☐ Agency Bureau Code
Mileage Information ☐		
☐ Current Monthly Mileage	☐ Average Monthly Mileage	☐ Mileage Transaction Date
☐ Previous Month's Mileage	☐ Mileage Description	
Billing Information ☐		
☐ Acct. No. 1	☐ Fund Code	☐ Monthly Rate
☐ Acct. No. 2	☐ Equipment Code	☐ Mileage Rate
FSR Information ☐		
☐ FSR Email Address	☐ FSR Telephone Number	
☐ FSR Contact	☐ FSR Fax Number	
Other Information ☐		
☐ Garage Address 1	☐ Garaged City	☐ Covered (MSA)
☐ Garage Address 2	☐ Garaged State	☐ Law Enforcement Indicator
☐ Garage Address 3	☐ Garaged Zip	☐ Emergency/Emergency Responder
		☐ Reporting Organization
For technical support with GSA Fleet Drive-thru applications, please contact our GSA Fleet Technical Support Assistance Line at 1-(866) 472-6711.		
Press the clear button to erase your selection and choose again:		
Previous Clear Next Help		

Figure 26. Vehicle Inventory Customize Report Selection Screen

2. Select the fields that you would like to appear in your report.

3. Click **Next** to make selections how you would like to receive your report and to generate the report output. See page 30 after figure 28 for more detail on the report options/output screen.

6.6 Vehicle Inventory Report (preformatted)

To generate a vehicle report:

1. Click the **Vehicle Inventory Report** option from Reports Carryout Main Menu screen (Figure 15) and select **Next**. The system displays the selection screen below:

Figure 27. Vehicle Inventory System

2. Click **Next**. The system displays the Select Report Options/Output screen.

Figure 28. Inventory Report Options/Output Screen

Inventory Report (preformatted)

3. Report Output allows you to indicate how you would like to receive the report:

- **E-mail:** Your e-mail report is sent in Excel format (.csv) and can be opened in almost any application. When you receive your report, you also receive a set of instructions on how to open the file in Microsoft Excel (recommended application).

- **Fax**: Use this option to receive your vehicle report via fax. If your inventory report includes 200 or more vehicles, you must use the E-mail option.

- **On Screen:** Populates an on screen report in Excel format (.csv).

Note: The system displays your E-mail address and Fax number that is stored in GSA Fleet's database. You may change the fields as needed for purpose of receiving the report. It does not update/ change the record on file.

4. Select the type of report you would like to generate by choosing one of these options as described below:

Option	Description
Your Customer No.	Reports Carryout automatically displays the customer number you used to gain access into GSA Fleet Drive-thru, and generates a vehicle inventory report based on this number.
Another Customer No.	By selecting **Another Customer No.**, you can generate a vehicle inventory report for any particular customer number, as long as it is within your agency.
	You must also enter the customer number in the indicated field.
BOAC	The Billed Office Address Code (**BOAC**) is a six-character code assigned by GSA Finance to identify the address to be billed for services you receive. The first two digits represent your agency code.
	If you select the BOAC number option, you can generate a vehicle inventory report for any BOAC number within your agency.
	You must also enter the last four characters of the BOAC in the indicated field.
Agency	This is the "whole picture" option. By selecting **Agency**, you can generate a report for your entire agency.
Bureau	By selecting **Bureau**, you can generate a report for a particular bureau.
Fiscal Year	Click **Current**, for a snapshot of your fleet.
	Available in **Previous**, are two snapshots of your fleet: 9/30/02 and 9/30/03.

5. Click **Submit** to request your report.

The system provides the following informational message, displaying your customer number and the E-mail address or fax number used:

Report Message Screen

Your report will be sent for Customer no.:
04-02-00-1239A3-103
to: robin.washington@gsa.gov

Back

Figure 29. Report Message Screen

6. Click **Back** to exit the message window and go back to the previous screen.

> **Note:** If you have a large agency and are requesting a report for the entire agency via e-mail the e-mail may not arrive until the next business day. Some large files are not produce until the next business day. Try selecting the on screen option and your file may populate within minutes.

7   Speed Pay: Paying your GSA Vehicle Bill

If you are a customer of Defense Finance and Accounting System (DFAS), you can use the Speed Pay subsystem to pay your GSA vehicle monthly bills. You must enter accounting data assigned by your agency to the specific vehicle(s) for which you are responsible.

To pay your GSA bill, follow these steps:

1. Make sure you have the GSA Fleet Drive-thru Main Menu (Figure 3) displayed on your screen.

2. Click the **Speed Pay** option from the menu. The system displays the Speed Pay screen (Figure 30).

Figure 30. Speed Pay Main Menu

> **For All Customers:** Speed Pay allows customers to enter the accounting classification or other information that is assigned by your agency to the specific vehicle(s) for which you have responsibility. You may make changes to your information at any time during the month. However, the data in place when the monthly mileage is transmitted is the data that will attach to your billing. Any changes made after the monthly mileage has been transmitted will not be effective until the following month. All data can be viewed in Web Bill.

3. Chose which line of accounting you would like to update:

- **Monthly Mileages and Non-Accident Mileages Billings**
- **Accident Billings**

---

4. Select which method you would like to use to update your line of accounting. You may update by customer number or by vehicle tag number or use a combination of the two methods.

- **Update by customer number:** You may make a single data entry that will apply to all of the vehicles assigned to your customer number.

- **Update by vehicle tag number:** You may enter your data on a per vehicle basis.

- **Update by combination of customer and vehicle:** For example, if you have 25 vehicles with the same customer number, first choose Update by Customer and enter your data. It will apply to all 25 vehicles. But what if 5 of those vehicles need a different line of accounting? Then select Update by Vehicle. You'll see a list of your 25 vehicles with the data you have just entered. Click the vehicle tag number that needs the different data and make the necessary changes.

DoD Customers: Entering a valid Fiscal Station in your accounting classification string will generate an IPAC billing that will automatically transfer funds from your organization to the GSA Finance Center. A Form 2529 and an electronic billing will go directly to the pay station address. A courtesy copy of the Form 2529 will be sent to your BOAC address. If an invalid Fiscal Station is entered, GSA will generate a non-IPAC billing, consisting of a GSA Form 789 and a Form 2529 that will be sent to your BOAC address. You will need to certify the non-IPAC bill and forward everything to your finance office to initiate a payment to GSA as you are currently doing.

Non-DoD customers: Speed Pay is available to non-DoD customers, too. However, no IPAC billing will be generated by data entry. Any data you enter will be for your information only. Information can be entered in any field, will be transmitted with the monthly mileage and can be viewed in Web Bill, but no automatic funds transfer will be initiated.

5. If you chose to Click **By Customer Number**. The system displays the following Accounting Information screen (Figure 31).

Figure 31. Accounting Information Screen

Note: The asterisk symbol (*) next to a field indicates that the field is a required field; you must enter the appropriate data before your accounting information can be completed and processed.

If you need additional assistance other than what is provided in the spreadsheet below, contact your Data POC. You can find your Data POC by clicking on the link on the Accounting Information screen (Figure 31).

Vehicle Payment System Field Description

Field Name	Description	Position
*Department	The department code is a two-digit code that identifies the military department or government entity receiving the appropriation. (Ex: 17=Navy/Marines; 21=Army; 57=Air Force; 97=Defense)	2 Numeric
*Fiscal Year	Designates the year funds are available for obligation, also referred to as "Period of Availability." (Ex: 2003, XXXX)	4 A/N
*Approp	Identifies the type of funds being used. Also called Basic Symbol. A list of all basic symbols/appropriation symbols can be found at *www.fms.treas.gov/fastbook*. The basic symbols pertaining to all agencies within the Department of Defense can be found on pages A23-A30.	4 Numeric
*Limit	The Limit/Subhead is a suffix to the approp/basic symbol that is used to 1) identify a subdivision of funds that restricts the amount or use for a certain purpose or 2) identify sub-elements within the account for management purposes.	4 A/N
*BCN OBAN ASN	Navy/Marines: The Bureau Control Number **(BCN)** is a code that usually identifies the unit identification code (UIC) of the shore activity, a budget project/allotment number, or a functional account number. The BCN can be the five-position UIC code, the two-position budget project code and the three-position allotment code, or the five-position functional account number (FAN).	0-5 Numeric
	Air Force: **OBAN**=The OAC/OBAN is inserted in this field. The first two positions is the Operating Agency Code (OAC) which identifies a major high-level organizational unit within the Air Force to which HQ USAF allocates funds. Positions 3-4 is the Operating Budget Account Number (OBAN) which is assigned by the operating agencies (MAJCOM's, POA's) to identify specific funding points. OBAN is also referred to as **Allotment Serial Number (ASN)** in some Air Force appropriations.	4 A/N
	Army: **ASN**= The Allotment Serial Number is a control number assigned by an Operating Agency to identify specific allotments or allowances of funds.	3-5 Numeric
Supplemental Accounting Data	This field will not take spaces. Use this field to input anything in your line of accounting that wasn't accounted for on the screen. Your Command may dictate what they want in this field. The Marines use this field to input an alternate document number.	1-60 A/N
*Fiscal Station	Referred to as Accounting and Disbursing Station Number (ADSN) (ex: 503000), Authorization Accounting Activity (AAA) (Ex: 068688, 007003); Fiscal Station Number (FSN) (Ex: 021212, 028113, 033181), and Fiscal Accounting Station Number (FASN). A six-digit number that identifies the Activity that is responsible for performing the official accounting and reporting for the funds cited. At this time, Navy also has a limited number of AAA's that begin with SA (Ex: SA7003 and SA7056)	6 Numeric
*Standard Doc No.	A unique Standard Document Number (SDN) is assigned to each transaction for identifying and tracking purposes. It is a critical element to all DFAS accounting systems. The SDN facilitates the timely and accurate recording of obligations and the matching up of the disbursements or collections associated with those obligations. **Also referred to as funding document #, obligation document #, MIPR #, MORD #, and MOD #.**	13-20 A/N

6. Click **Update** to submit the data to the database, and click **Exit** to exit the application.

   Note: If you would like to enter accounting data by vehicle, continue with the following steps.

7. If you decide to Click **Vehicle Tag Number** the system displays the Vehicle Payment System screen below. The Vehicle Payment System screen displays the Customer Number and lists all vehicles assigned to the customer number (Figure 32).

Vehicle Payment System (by vehicle tag)				
Customer Number: 04-02-00-1239A3-103				
Go to Page 1				Page: 1
Tag No.	Dept.	Fiscal Year	Approp.	Limit
G10-10805				
Go to Page 1				Date: 03/25/2004
Click Tag No. field to display accounting info.				

Figure 32. Vehicle Inventory for Customer Number Screen

8. Click the link for the Tag No. to display accounting information for each vehicle or to make changes as needed. Once your changes are made click "Update" (see Figure 31) and then click "Previous" to return to the list.

9. Click **Log off** on the top right hand corner to exit the application.

8   Web Bill: Researching and Analyzing your GSA Bill

Web Bill, developed by FSS Heartland Financial Systems division, allows you to research and analyze billing information related to the leasing of government vehicles through the Internet.

Since Web Bill contains historical data from 1998 forward, you can generate a variety of reports by tag number or BOAC for a wide range of dates. You can also download your billing information into an Excel spreadsheet or .PDF file to facilitate your reconciliation process.

To use Web Bill, do the following:

1. Make sure you have the GSA Fleet Drive-thru Main Menu (Figure 3) displayed on your screen.

    If the menu is not displayed, see Section 2, "Starting GSA Fleet Drive-thru."

2. Click the **Web Bill** option from the menu.

    The system displays the Web Bill home page (Figure 33).

Figure 33. Web Bill Home Page

3. Select the option that applies to you:

| First Time User | FAQ | Register | Log In |

Figure 34. Web Bill Home Page Task Bar

- **First Time User:** Click on the **"First Time User" link if this is your first time using Web Bill.** In order to access this GSA website, your browser must be configured with an Oracle J Initiator Plug-In, version 1.1.8.16. Please consult your technical support staff to verify that the correct plug-in has been loaded and/or to provide assistance with the installation of the plug-in. If you are using a high speed Internet connection, you may need to request a CD on the link provided on the First Time User page.

- **FAQ:** Click on the "FAQ" link to find Frequently Asked Questions (FAQs) such as general questions, plug-in questions, register and login questions and report questions.

- **Register:** **After clicking on First Time User, you will need to click on the "Register" link** for your next step to accessing Web Bill. Please note when registering for Web Bill, the system will automatically load Java Applet. If the system will not allow you to load this software you will not be able to use Web Bill; please contact your system administrator.

- **Log In:** Click the "Log In" link after completing First Time User and Registering for Web Bill.

4. Log off the web site when you are finished using it; then exit the GSA Fleet Drive-thru application.

For more information on using Web Bill, contact the following:

    E-mail: FSS.WebBill@gsa.gov
    Phone: (816) 926-7037
    Fax: (816) 823-1048

    General Services Administration
    Heartland Finance Center – 6BCDR
    1500 East Bannister Road – Room 2042
    Kansas City, MO 64131

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LIST OF FIGURES

ACRONYMS

The following is a list of acronyms used in this manual.

Acronym	Description
AIE	Agency Incurred Expense
AAA	Authorization Accounting Activity
ADSN	Accounting and Disbursing Station Number
ASN	Allotment Serial Number
BCN	Bureau Control Number
BOAC	Billed Office Address Code
CDD	Customer-Driven Data
CRASH	Collision, Repair, Accident and System History
CONUS	Continental United States
DFAS	Defense Finance and Accounting System
DoD	Department of Defense
EPAct	Energy Policy Act
FAN	Functional Account Number
FASN	Fiscal Accounting Station Number
FAST	Federal Automotive Statistical Tool
FC	Fund Code
FMS	Fleet Management System
FSR	Fleet Service Representative
FSN	Fiscal Station Number
FSS	Federal Supply Service
GGE	Gasoline Gallon Equivalent
GSA	General Services Administration
HQ	Headquarters
LOA	Line of Accounting
OAC	Operating Agency Code
OBAN	Operating Budget Account Number
OCONUS	Outside Continental United States
SDN	Standard Document Number
UIC	Unit Identification Number
USAF	United States Air Force

HELPFUL DEFINITIONS

Acct. No 1 and 2	Customer input fields to identify vehicle records (Mileage Express allows the customer to input this data).
Agency Bureau Code	A four digit code which identifies the agency and bureau nationwide.
Agency Code	A two digit code which identifies the agency.
Agency Indicator	This is a new field specifically used by Navy, Marine and Corp of Engineers. GSA code, created at Agency's request, for a specific sub-agency level.
Average Monthly Mileage	The average mileage reported from the time the vehicle was assigned to your agency.
BOAC	Billing Office Address Code - A six-character code assigned by GSA to identify the billing address for vehicles. The first two digits represent agency code. The third character designates the geographic GSA region of the billing address. The last three characters are sequence numbers to prevent duplicate BOAC's.
Bureau Code	A two digit code which identifies the bureau.
Comm LSD Qty	Number of vehicles commercially leased by reporting agency, not applicable to GSA Fleet reporting.
Covered (MSA)	Identifies if the vehicle is located in the Metropolitan Statistical Area.
Current Monthly Mileage	The last reported mileage.
Date Assigned	The date the customer acquired the vehicle.
Emergency/Emergency Responder	Indicator denoting whether or not the vehicle meets Energy Policy Act (EPAct) requirements to receive a waiver for Emergency/Emergency Responder purposes.
Equipment Code	A four digit code which identifies the type of vehicle.
FMC and Sub FMC	Represents the location of your Fleet Management Center(FMC)
FSR Contact	Fleet Service Representative Name
FSR LID	Fleet Service Representative Log in Identification

HELPFUL DEFINITIONS
(continuation)

Fuel Cost	Enter the total cost for the specific type of fuel for the reporting fiscal year, including the portion of GSA Lease Cost attributable to fuel of the type.
Fuel Type	Indicates the type of fuel consumed. Reflects the intended primary fuel and the fuel configuration (i.e., bi-fuel [BI], dedicated [DE], flex-fuel [FF], hybrid [HY] etc.).
Fund Code	Customer input fields used to identify vehicle records. Also a grouping feature for GSA Billing statements (Mileage Express allows you to input this data)
Garage Address, City, State, Zip	Location where the vehicle is stationed (physically located).
GGE	GSA Fleet is NOT reporting fuel consumption in GGE (Gasoline Gallon Equivalent).
GSA LSD Qty	Number of GSA Fleet vehicles leased by the customer.
Law Enforcement	Indicator denoting whether or not the vehicle meets EPAct requirements to receive a waiver for law enforcement purposes.
Law Enforcement Indicator	Indicates whether or not the vehicle is being used as a security vehicle
Mileage Description	Displays how the mileage was submitted
Mileage Transaction Date	Displays the date the mileage was updated in the system
Natural Units	GSA Fleet is reporting fuel consumption in Natural Units. Natural Units reflect the method by which the fuel is consumed (i.e., by the gallons, hundred cubic feet, and kilowatt-hours). After entering the Natural Units and pressing tab, the conversion ratio to GGE is automatically calculated for you by the FAST system.
Non MSA	Indicator denoting whether or not the vehicle is located outside of a Metropolitan Statistical Area and thus eligible for a waiver.
Owned Age	Age of vehicles owned by reporting agency, not applicable to GSA Fleet reporting).
Owned Qty	Number of vehicles owned by reporting agency, not applicable to GSA Fleet reporting.
Previous Month's Mileage	Previous month's odometer reading

HELPFUL DEFINITIONS
(continuation)

Region	The GSA Fleet region where the vehicle is assigned.
Reporting Organization	Customer defined field that can be used to create a reporting level separate from the standard GSA Agency, Bureau and BOAC. Reporting organization entered should reflect the reporting organization used for FAST purposes.
Serial	This three digit code is used internally by the FMC's. This code is also useful to your finance office in identifying the account coding to charge for each vehicle.
State	Notes the state in which the fuel was purchased.
Std Item Number	Standard Item Number
Vehicle Class & Tag	The License Plate number of the vehicle
Vehicle Type	Reflects the specific type (i.e., sedan/station wagon, pickup, medium duty (MD), heavy duty (HD), emergency and special purpose [E&SP], etc.) and size (subcompact, compact, large, etc.) of available vehicles.

SALES CODES

CODE	DESCRIPTION
A8	Special Lease (short-term rental)
C1	Cross Service, Parts
C2	Cross Service, Labor
C3	Cross Service, Fuel
C4	Parking
D2	Dispatch Rental
M1	Complete Management Service
M2	Maintenance Management Service
M3	Inventory Management Service
P1	Driver Service (vehicle monitoring)
Q1	Shuttle/Taxi Service
T1	State Tags
U1	Unauthorized Repairs
U2	Unauthorized Credit Card Use
U3	Driver Abuse
V1	Installation/Removal of Equipment
V2	Vehicle Restoration
V3	Accident Repair
W1	Warranty Reimbursement (Output Only)
X1	Miscellaneous Service
X2	Miscellaneous (Labor)
V3	Vehicle Accident Damage
V4	Damage to turn-in-vehicle that will be sold