

Rental Leasing Services

Subject:	Fuel – Entering Fuel Purchases Into RentWorks
Procedure No.	CO 0202 - 0207
Distribution:	Branch Managers, CSC’s, DM’s, GM, Traffic, Reservations, Risk Dept, Sales, Accounting, Training Dept. & President
Date:	January 31, 2007
Company Wide Implementation Date:	February 1, 2007
Replaces Procedure:	New
Other References:	CO 0201-1005, Fuel Options Process
Purpose	<p>To Communicate:</p> <ul style="list-style-type: none"> • How to Use the Repair Order Screen to Record the Location’s Fuel Purchased • Associate Responsibilities • The Frequency of Balancing the Repair Order Screen’s Fuel Report to the Location’s On-Line Fuel Bill • Out of Balance - What Happens When A Location’s Fuel Report Does Not Balance It’s On-Line Fuel Bill • Examples of Completed Repair Order Screens for Gas – New Fleet and Gas - Shuttle

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Select the Repair Order Screen from the Fleet Folder on the Main Menu

LR	Total	CVFK	CTCJ	SVFK	SRCA	STCJ	SYCJ	SUMI	SUMM	SLMA	SLMI	TYCI	TPMJ	RPMJ	RUCE	RL
Prep'd	34	0	2	0	1	1	1	1	0	2	0	0	0	0	0	0
Un Prep'd	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserved	3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
VIP Res	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Due Back	22	0	8	0	4	2	0	0	1	0	1	0	0	0	0	0
Balance	54	0	10	0	5	2	1	1	1	2	1	0	0	0	0	0

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How to use the Repair Order screen to Record the Location's Fuel Purchased

- Click on the "Add a Record" Icon

The cursor will automatically start in the "Unit #" field

- Type in the Vehicle's Unit # - Hit the Tab Key

Repair Orders

General

Repair Order ID: 45707 Product: Vehicles Unit #: 26621

Shop Name: JUST TIRES OF LAUREL Create

Repair Type: CU-Cleanup & Recondition

Loc. Out: LR Date Out: 02/06/2007 11.09 Odom. Out: 23,891

Loc. In: LR Date In: 02/07/2007 11.09 Odom. In: 0

Repair Summary: CU-Cleanup & Recondition Problems Status In:

Notes:

Total Parts Cost: 0.00 Total Labor Cost: 0.00

The Lookup screen below will appear.

- Select the Unit

Lookup

Search By: Unit# License# VIN

Product: Vehicles

Unit#: 47016

Product	Unit #	Year	Make	Model	License #	VIN #
Vehicles	47016	2007	FORD	ESCAP2	811M748	1FMYU02ZKA42132
Vehicles	47017	2007	FORD	ESCAP2	811M749	1FMYU02Z77KA42131
Vehicles	47018	2007	FORD	ESCAP2	837M300	1FMYU02Z27KA42120
Vehicles	47019	2007	FORD	ESCAP2	837M301	1FMYU02Z47KA42135
Vehicles	47020	2007	FORD	ESCAP2	837M302	1FMYU02Z67KA42136
Vehicles	47021	2007	FORD	ESCAP2	837M315	1FMYU02Z27KA59788
Vehicles	47023	2007	FORD	ESCAP2	837M317	1FMYU02Z77KA59771
Vehicles	47024	2007	FORD	ESCAP2	837M318	1FMYU02Z47KA59775
Vehicles	47025	2007	FORD	ESCAP2	837M319	1FMYU02ZX7KA59781
Vehicles	47026	2007	FORD	ESCAP2	837M331	1FMYU02Z87KA59780
Vehicles	47027	2007	FORD	ESCAP2	837M332	1FMYU02Z37KA59783

OK Cancel

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Once the Unit is selected, the Repair Orders Screen will return.

- In the “Shop Name” field - Click on the Binoculars to get to this Lookup screen
- Choose the selection “All” in the “Company Type” field
- In the “Name Begins” field – type in word “Gas” - then Tab out of the field
- Choose one of the following options:
 - Gas – and your Location’s Code
 - Gas – New Fleet (If you are fuelling “New Fleet” Additions)
 - Gas – Shuttle (For Vehicles Shuttled in from another Location)
(Gas Shuttle is not shown in the window below, however you will see it as you scroll down within the look-up window)

Lookup

Company Type: All Name Begins: GAS Direct Bill Companies Only

A/R#: Phone:

Green rows indicate (C)orporate local companies with associated sales rep.

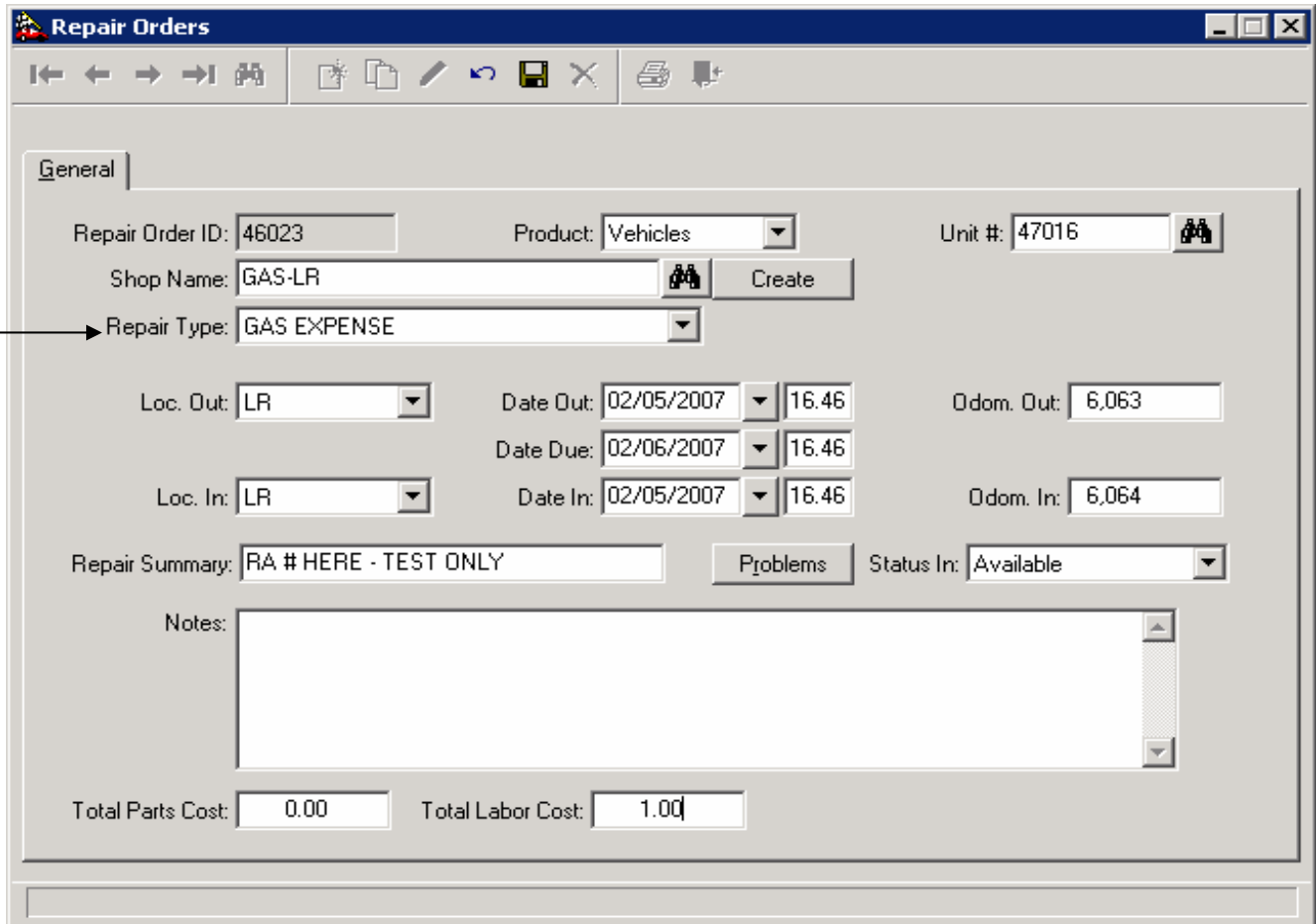
Company	Type	City	Company Address	Billing Phone#	A/R#
GAS-BFK	V				
GAS-BHA	V				
GAS-BSS	V				
GAS-GB	V				
GAS-HGR	V				
GAS-LR	V				
GAS-MM	V				
GAS-NAN	V				
GAS-NBR	V				
GAS-NBU	V				
GAS-NCC	V				
GAS-NEW FLEET	V				
GAS-NFK	V				

OK Cancel

Once the Shop Name Option is selected, the Repair Orders Screen will return.

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- In the “Repair Type” field, Click on the drop down arrow to select “Gas Expense”

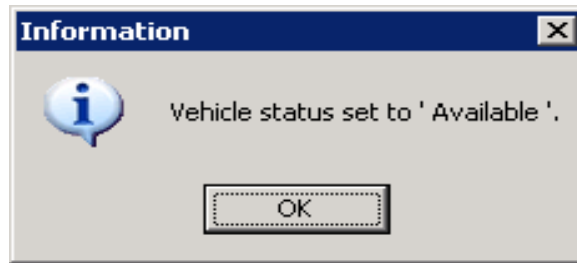


The screenshot shows the 'Repair Orders' software interface. The 'General' tab is active. The 'Repair Order ID' is 46023, 'Product' is Vehicles, and 'Unit #' is 47016. The 'Shop Name' is GAS-LR. The 'Repair Type' is GAS EXPENSE, indicated by an arrow. Other fields include 'Loc. Out' (LR), 'Date Out' (02/05/2007), 'Odom. Out' (6,063), 'Date Due' (02/06/2007), 'Loc. In' (LR), 'Date In' (02/05/2007), 'Odom. In' (6,064), 'Repair Summary' (RA # HERE - TEST ONLY), and 'Status In' (Available). The 'Notes' field is empty. At the bottom, 'Total Parts Cost' is 0.00 and 'Total Labor Cost' is 1.00.

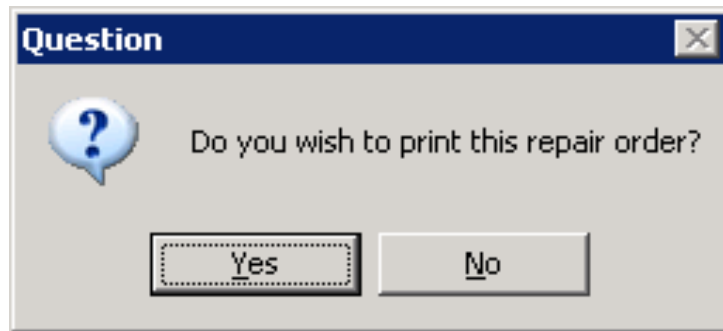
- Complete the additional fields with the following information:
 1. “Loc. Out” and “Loc. In” will be your location’s code.
 2. Date In: - Type in today’s date and the time will be the same as the time in the “Date Out” field (The date you place in the Date In field - will override the date appearing in the Date Due field, so you will not need to change the Date Due field)
 3. Odom In – Type in the vehicle’s current mileage
 4. Repair Summary – Type in the Rental Agreement Number - If the vehicle was Shuttled in – type in the location you received the vehicle from.
 5. Status In: - Choose the appropriate status for the vehicle – Most often, after the prep and fuel, the vehicles’ status would be “Available”
 6. Total Parts Cost – Leave blank
 7. Total Labor Cost – Place the fuel amount from your Gas Station’s receipt in the Total Labor Cost field

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- Click on the save icon – this message will appear:



- Choose "Yes" to set the vehicle's status to "Available"



- You may choose "No" to the print option

The Repair Order is completed

Associate Responsibilities	<p>Each CSC and Manager has the responsibility for entering fueled vehicles accurately and timely into the Repair Order screen.</p> <p>As with any Associate job performance objective, the company's Performance Management process should be followed for employee's who fail to meet the vehicle fuelling responsibilities. This includes coaching, a verbal warning, written warning(s), etc.</p>
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<p>The Frequency of Balancing the Repair Order Screen's Fuel Report to the Location's On-Line Fuel Bill</p>	<p>The Repair Order Fuel Report is to be matched "weekly" to the On-Line Fuel Bill to ensure the monthly bill will be in-balance.</p> <p>When pulling the Repair Order Fuel Report:</p> <ul style="list-style-type: none"> • Specify your "Starting and Ending Dates" • In the Repair Type field select "Gas Expense". • Select "All Repair Orders" • Select "Date Due/Date In" • Sort by either "Repair Shop or Vehicle" <p>The report can be accessed by choosing the following from the Main Menu:</p> <ul style="list-style-type: none"> • Click on Reports • Click on Fleet Reports • Click on Maintenance • Click on Repair Orders <p>Sample fuel report shown below.</p>
<p>Out of Balance Fuel Bills</p>	<p>Monthly Fuel Bills that are out of balance will be covered by the locations' Customer Service Incentive (CSI) program.</p>

Repair Order Report										
02/05/07		Repair Order Report							Page 1	
17:00:10		Date Range: 02/05/07 to 02/05/07 Product: Vehicles								
							All Repair Orders Sorted By: Repair Shop			
							Location: LR			
RO #	Product	Unit	----Out-----		-----In/Due-----		Repair Summary	Total Parts	Total Labor	Total
			Date	Time	Date	Time				

Repair Shop: GAS-NBR										
45964	Vehicles	66268	02/05/07	10:34	In: 02/05/07	10:34	GAS EXPENSE	0.00	8.75	8.75
Subtotals for GAS-NBR								0.00	8.75	8.75
Grand Totals								0.00	8.75	8.75

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Example of the Repair Order screen completed for...Gas – New Fleet

The screenshot shows the 'Repair Orders' application window. The 'General' tab is active. The form contains the following data:

Repair Order ID:	45704	Product:	Vehicles	Unit #:	47016
Shop Name:	GAS-NEW FLEET	Repair Type:	GAS EXPENSE	Loc. Out:	LR
				Date Out:	02/05/2007 17.35
				Odom. Out:	6.061
				Loc. In:	LR
				Date In:	02/05/2007 17.35
				Odom. In:	6.062
Repair Summary:		Status In:	Available	Total Parts Cost:	0.00
Notes:					
		Total Labor Cost:	25.00		

Example of the Repair Order screen completed for...Gas – Shuttle

The screenshot shows the 'Repair Orders' application window. The 'General' tab is active. The form contains the following data:

Repair Order ID:	45704	Product:	Vehicles	Unit #:	47016
Shop Name:	GAS-SHUTTLE	Repair Type:	GAS EXPENSE	Loc. Out:	LR
				Date Out:	02/05/2007 17.35
				Odom. Out:	6.061
				Loc. In:	LR
				Date In:	02/05/2007 17.35
				Odom. In:	6.062
Repair Summary:	NBU	Status In:	Available	Total Parts Cost:	0.00
Notes:					
		Total Labor Cost:	25.00		

Enter company name of repair shop