



5.0 User Guide

C/S Vehicle Fuel Tracking



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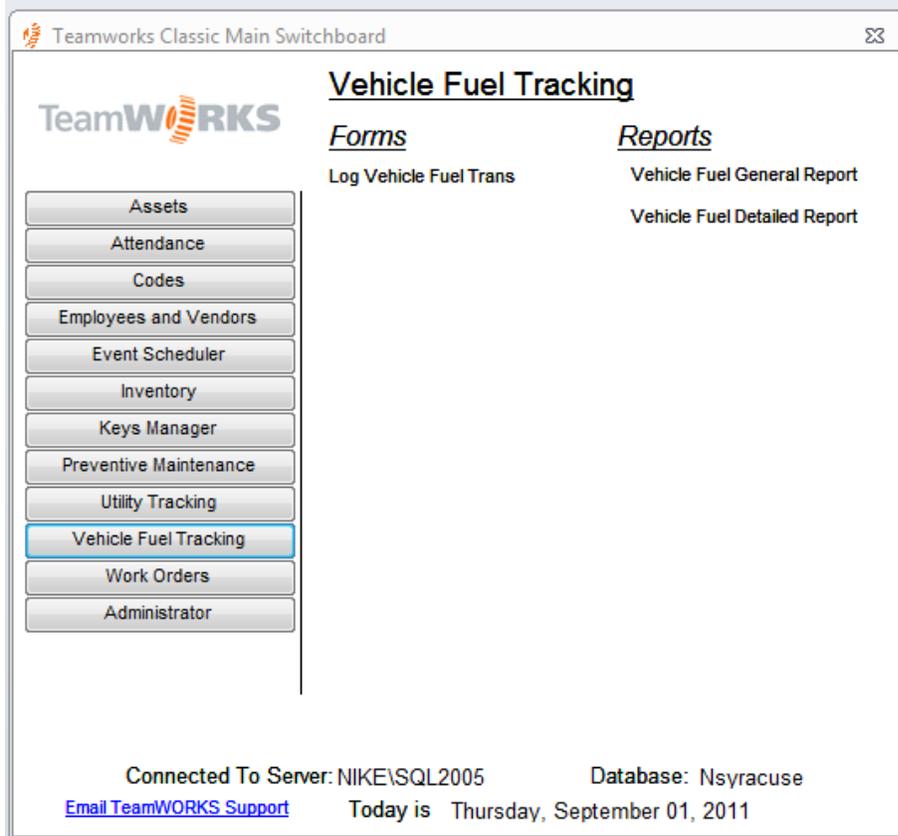
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Vehicle Fuel Tracking

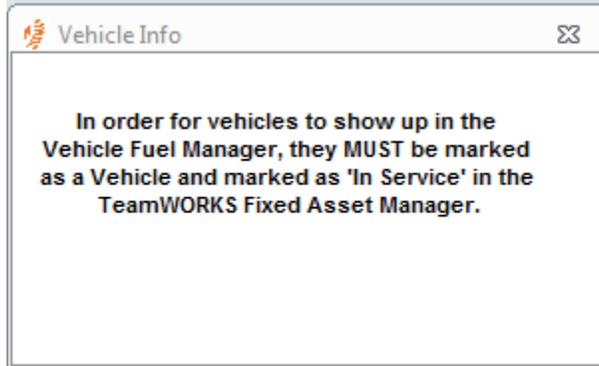
The Vehicle Fuel Tracking Module allows you to keep track of fuel costs and consumption for any of your vehicles or lawn equipment using gasoline or diesel fuel.



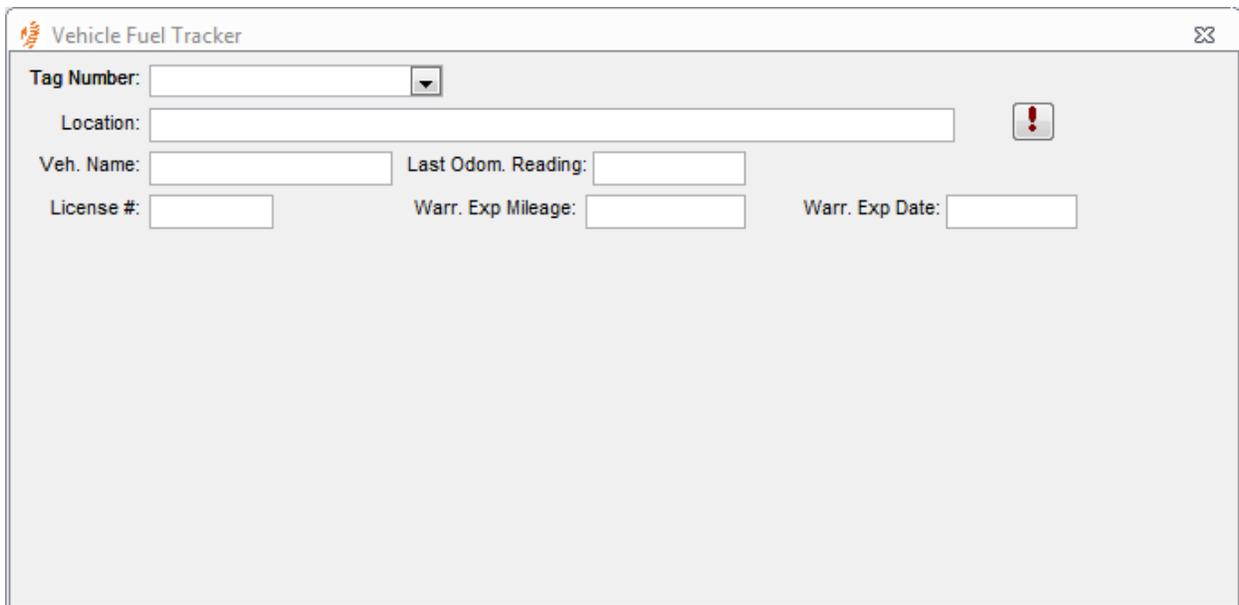
Forms

Log Vehicle Fuel Trans

* Note – vehicles must be marked in the Asset Manager form as Vehicles and must be marked as 'In Service' in the Vehicle Info Sub Form.



Clicking on the Log Vehicle Fuel Trans link will yield this form.



Tag Number – select from the drop down list or enter the vehicle asset tag number. All other fields will auto populate with the data this is in the Asset Manager for this vehicle.

Vehicle Fuel Tracker

Tag Number: 43

Location: NSCSD, MO

Veh. Name: Chrysler 1 ton ext van Last Odom. Reading:

License #: L-74314 Warr. Exp Mileage: 36000 Warr. Exp Date: 10/1/2005

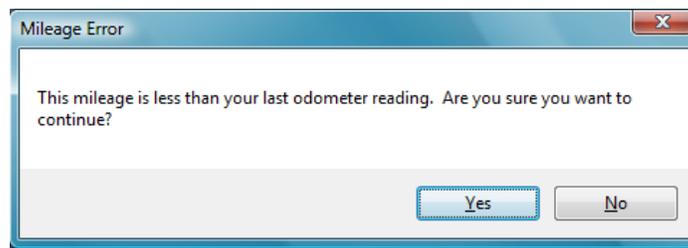
Date	Odometer Reading	Gallons	Cost/Gallon	Fuel Cost	Additional Costs	Total Cost
Project ID	Fuel Meter Reading	Notes			Paid From	Charged To
9/1/2011		0	\$0.0000	\$0.0000	0	\$0.0000
	0				2	1

Record: 1 of 1 No Filter Search

After selecting the Vehicle Asset **Tag Number**, all records for the selected vehicle will show in the Sub Form. Make sure you move to a New Record before entering data.

Date – this will default to today’s date. To change the date, you can do so by typing over the existing date in mm/dd/yy format or double click to select from a calendar

Odometer Reading – enter the current odometer reading from the vehicle. This number must be larger than the previous odometer reading, otherwise you will encounter a mileage error message. The value you enter here will update the ‘Last Odometer Reading’ in the Asset Manager form. If you are running PM’s based on miles driven, this will update your total miles driven since the last PM and will trigger your PM to generate if you have hit your X miles of interval.



If you select ‘Yes’, the system will accept your new reading so be cautious. Selecting ‘No’ will clear the odometer field allowing you to enter a new value.

Gallons – enter the total number of gallons pumped into the vehicle

Cost/Gallon – enter the fuel cost per gallon

Fuel Cost – this field will auto calculate based on the number of gallons entered and the cost per gallon entered.

Additional Costs – enter any additional costs incurred while filling up the vehicle.

Total Cost – this field will auto calculate by adding Fuel Cost and Additional Costs fields.

Project ID – if this fuel cost is being tied to a specific project, then you may select that project from the drop down list here

Fuel Meter Reading – you can enter the fuel level shown on the vehicle prior to fill up and enter it here. You can enter .5 for the tank being ½ full prior to fill up

Notes – enter any generic notes regarding this fill up in this box

Paid From – enter or select from the list the account this fuel transaction will be paid from

Charged To - enter or select from the list the account this fuel transaction will be charged to

Reports

General Vehicle Fuel Tracking Report

Dates – enter a date range for the specified Report. Leaving both fields blank will result in showing all vehicle fuel transactions since Day 1.

Include All Vehicles in Report – this defaults to being checked. Leaving it checked will show all vehicles on this report. Unchecking the box will allow you to select a single vehicle or Ctrl+click to select multiple vehicles on the report

Vehicle Selection – this field is grayed out when the “ Include All Vehicles in Report” check box is checked indicating all vehicles will show on the report. Uncheck the box to make a vehicle selection

Vehicle Fuel Usage Report							Teamworks Solutions, Inc Facility Management Software	
Date Range: 1/1/2009		— 1/31/2010						
Tag Number	Asset ID	Licence Number	Fuel Type	Name	Avg Cost/Gal	Gallons	Total Cost	
3666	310	3666	Regular Unleaded	Dept Vehicles	\$2.36	44.5	\$105.05	
Grand Total						44.50	\$105.05	

Detailed Vehicle Fuel Tracking Report

This report will show more detail from each transactions posted.

Detailed Vehicle Fuel Tracking Report

Dates

_____ through _____

Include All Vehicles in Report

Vehicle Selection

AssetTagNumber	Name
26	1/2 ton Chev Van
33	Short bus body
40	Snow plow and sander
41	Chrysler 1 ton ext van
42	Chrysler 1 ton ext van
43	Chrysler 1 ton ext van
44	Chrysler 1 ton ext van
45	Chrysler 1 ton ext van

(Only shows Vehicles In Service)

Preview **Cancel**

This report front will have the same options as the General Report

Detailed Vehicle Fuel Usage Report

Teamworks Solutions, Inc
Facility Management Software

Date Range: 1/1/2009 — 12/31/2009

Tag Number	Asset ID	Name	Licence Plate Number	Fuel Type	Record Date	Project ID	Fuel Meter Reading	Odometer Reading	Notes	Gallons	Cost/Gallon	FuelCost	Additional Cost	Total
3666	310	Dept Vehicles	3666	Regular Unleaded										
					12/1/2009		0	23864		15	\$2.33	\$35.00	0	\$35.00
					11/5/2009		0	23568		15	\$2.35	\$35.25	0	\$35.25
Summary for 'AssetTagNumber' = 3666 (2 detail records)														
		Average Cost/Gallon					\$2.34							
			Subtotals							30		\$70.25	\$0.00	\$70.25
Grand Total										30.00		\$70.25	\$0.00	\$70.25

Customer Support

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