

## Monthly Department of Labor Agencies Fleet Financial Report Instructions

**Purpose:** To communicate to agency and Departmental Leadership each agency's monthly and fiscal year costs, with individual vehicle financial summary for each month with accumulative fiscal year operational costs totals, to include further billing breakdown per vehicle by sales category (see tabs titled the excel format monthly financial report).

**Instructions:** To read/view monthly fleet financial reports

1. Summary Tab
  - a. Lines 2 & 3 depict agency name accumulated fiscal year total fleet cost and each month's total fleet cost within that same fiscal year that has been completed
2. Vehicle Summary Tab
  - a. Each line lists individual assigned to agency fleet by complete VIN and license plate numbers with vehicle contact POC government email address and location each vehicle is garaged per government address with zip code. Column E contains the accumulated fiscal year operational cost total, and the following columns (F, G, H, I etc.) contain each completed month of that same fiscal year total operational cost.
3. Vehicles by Sales Category Tab
  - a. Each line lists individual assigned to agency fleet by complete VIN and license plate numbers with vehicle contact POC government email address with **column D** as the **accumulated fiscal year operational cost total**. Column F is the latest completed month total operational cost of the same fiscal year with the next two columns depicting that same month's AFV surcharge and lease cost.
    1. The subsequent columns depict similar monthly AFV surcharge and lease cost totals for previous months within the same fiscal year.
    2. Immediately after the last vehicle entry in Column D is the grand total of the agency fleet's fiscal year operational costs as it accumulates throughout the fiscal year.
    3. All subsequent columns have their entire fleet costs depicted like Column D. Fiscal year, and monthly total are depicted in bold black texts.

4. Reference Utilization:

- a. Agency fleet managers should form a regular habit of utilizing these monthly financial reports and screen them against GSA's issued Vendor Customer Self Service (VCSS) and IPAC billing statements.
  1. IPAC statement depicts total charge amounts. It does not show itemized billings that accumulate to the totals depicted in the IPAC statement.
  2. VCSS statement depicts itemized billings per vehicle on each individual line under the assigned vehicle by G Tag license plate numbers and VIN.
- b. Timeline when AUTOS issues monthly fleet financials report - The monthly fleet financials report is an auto generated email on the 15<sup>th</sup> of each month by Net Digital Solutions. GSA issues IPAC and VCSS statements on average around the 5<sup>th</sup> of each month.