



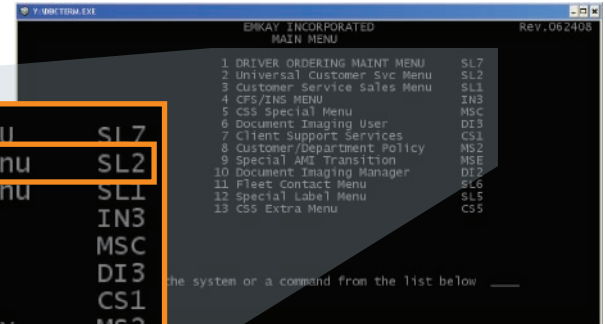
HOW TO VIEW BILLING HISTORY INFORMATION

HOW TO VIEW BILLING HISTORY INFORMATION

- 1** From the main menu, **SELECT** “**UNIVERSAL CUSTOMER SVC MENU SL2**”.

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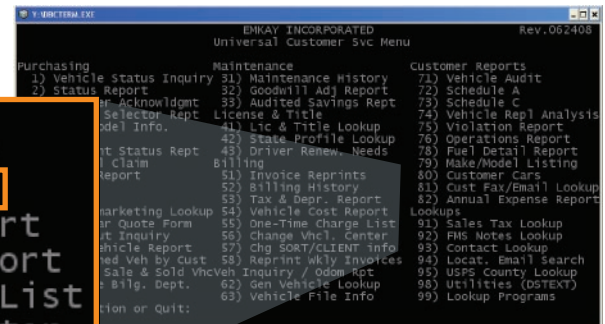
1 DRIVER ORDERING MAINT MENU SL7
2 Universal Customer Svc Menu SL2
3 Customer Service Sales Menu SL1
4 CFS/INS MENU IN3
5 CSS Special Menu MSC
6 Document Imaging User DI3
7 Client Support Services CS1
8 Customer/Department Policy MS2
9 Special AMI Transition MSE
  
```



- 2** Then, **SELECT** option **52** “**BILLING HISTORY**”.

```

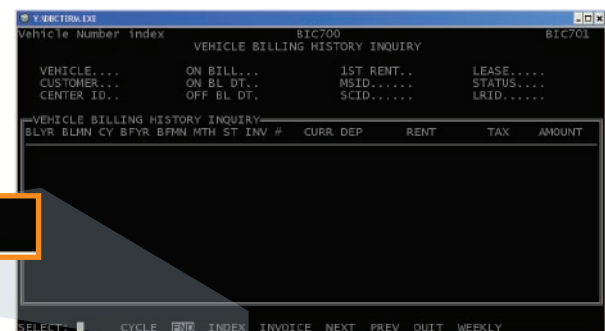
Billing
51) Invoice Reprints
52) Billing History
53) Tax & Depr. Report
54) Vehicle Cost Report
55) One-Time Charge List
56) Change Vhcl. Center
57) Chg SORT/CLIENT info
  
```



- 3** Next use the **RIGHT ARROW KEY** until “**FIND**” is highlighted and press **<ENTER>**.

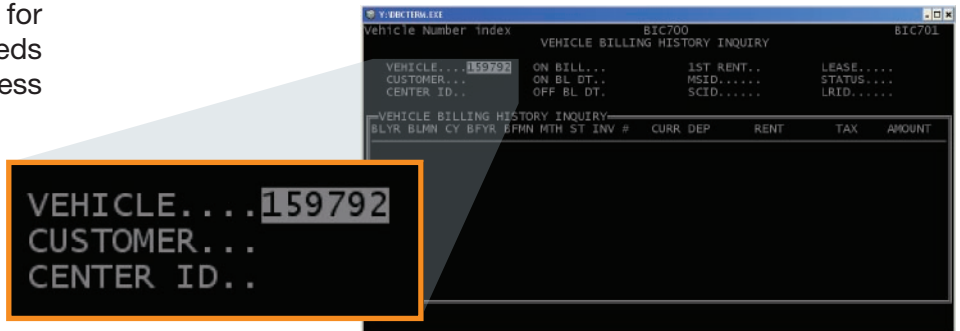
```

CYCLE FND INDEX
  
```



HOW TO VIEW BILLING HISTORY INFORMATION

- 4** Input the **VEHICLE NUMBER** for the unit the billing information needs to be viewed for and press **<ENTER>**.



Vehicle Number Index BIC700 BIC701

VEHICLE BILLING HISTORY INQUIRY

VEHICLE...	ON BILL...	1ST RENT..	LEASE....
CUSTOMER...	ON BL DT..	MSID.....	STATUS....
CENTER ID..	OFF BL DT..	SCID.....	LRID.....

VEHICLE BILLING HISTORY INQUIRY

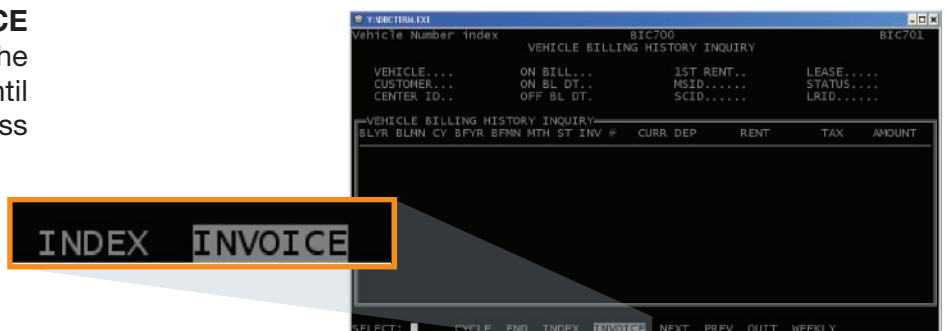
BL YR	BL MN	CY	BF YR	BF MN	MTH	ST	INV #	CURR DEP	RENT	TAX	AMOUNT
-------	-------	----	-------	-------	-----	----	-------	----------	------	-----	--------

VEHICLE... 159792

CUSTOMER...

CENTER ID..

- 5** Alternatively, if only the **INVOICE NUMBER** is available, use the **RIGHT ARROW KEY** until **"INVOICE"** is highlighted and press **<ENTER>**.



Vehicle Number Index BIC700 BIC701

VEHICLE BILLING HISTORY INQUIRY

VEHICLE...	ON BILL...	1ST RENT..	LEASE....
CUSTOMER...	ON BL DT..	MSID.....	STATUS....
CENTER ID..	OFF BL DT..	SCID.....	LRID.....

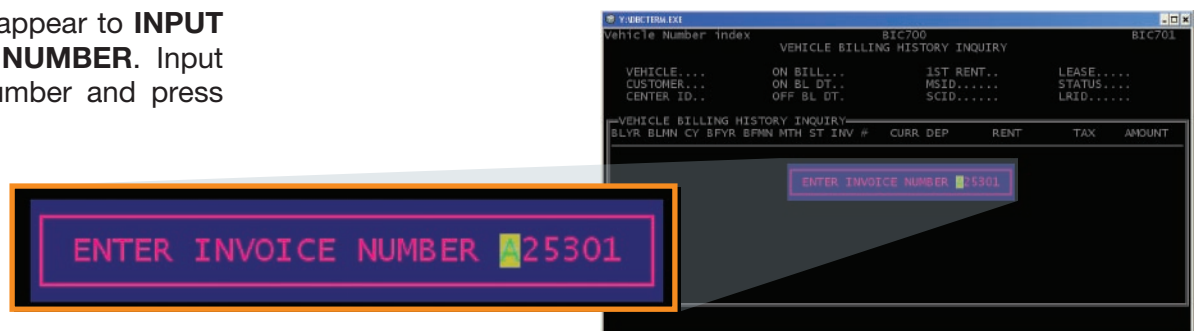
VEHICLE BILLING HISTORY INQUIRY

BL YR	BL MN	CY	BF YR	BF MN	MTH	ST	INV #	CURR DEP	RENT	TAX	AMOUNT
-------	-------	----	-------	-------	-----	----	-------	----------	------	-----	--------

INDEX INVOICE

SELECT: | CYCLE FND INDEX INVOICE NEXT PREV QUIT WEEKLY

- 6** A prompt will appear to **INPUT** the **INVOICE NUMBER**. Input the invoice number and press **<ENTER>**.



Vehicle Number Index BIC700 BIC701

VEHICLE BILLING HISTORY INQUIRY

VEHICLE...	ON BILL...	1ST RENT..	LEASE....
CUSTOMER...	ON BL DT..	MSID.....	STATUS....
CENTER ID..	OFF BL DT..	SCID.....	LRID.....

VEHICLE BILLING HISTORY INQUIRY

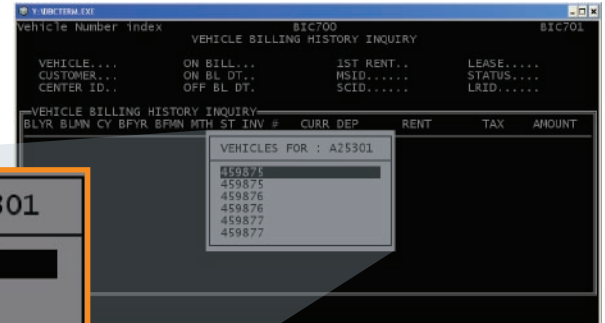
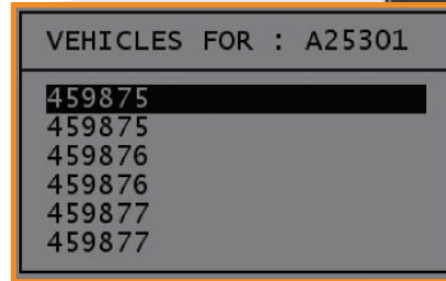
BL YR	BL MN	CY	BF YR	BF MN	MTH	ST	INV #	CURR DEP	RENT	TAX	AMOUNT
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ENTER INVOICE NUMBER 25301

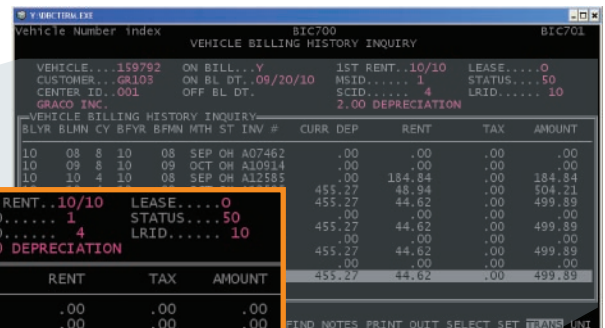
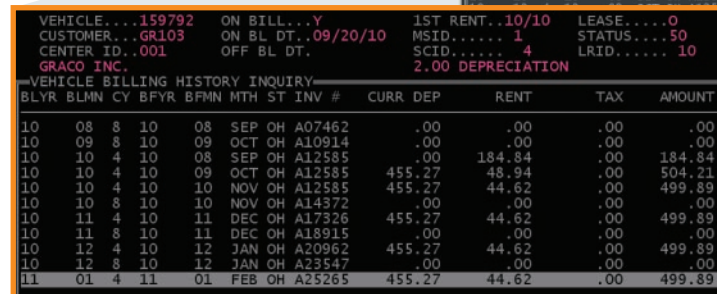
ENTER INVOICE NUMBER 25301

HOW TO VIEW BILLING HISTORY INFORMATION

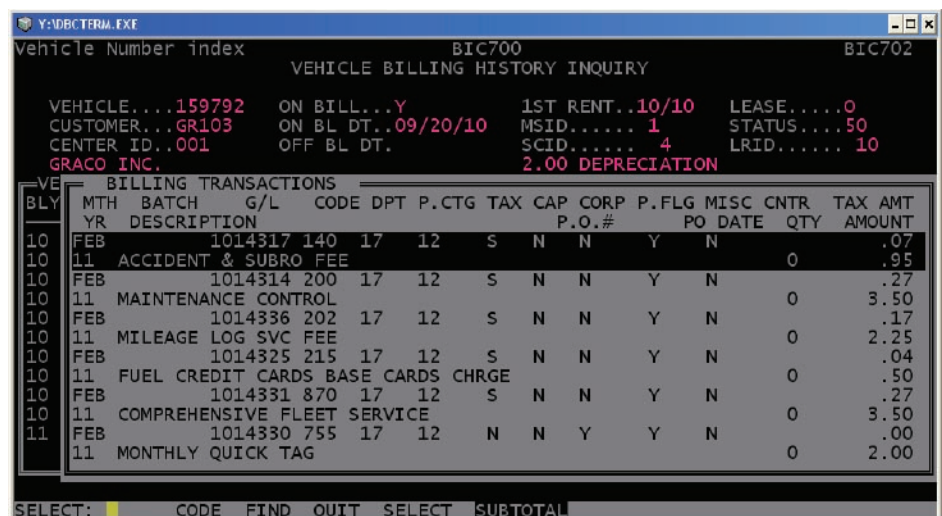
7 A box will pop up showing a list of the **VEHICLES** that were billed on that invoice. **SELECT** the desired vehicle and press **<ENTER>**.



8 When the vehicle has been located, the **BILLING INFORMATION** for the specified vehicle, the **CURRENT DEPRECIATION**, **RENT**, **TAX** and **TOTAL AMOUNT BILLED** will be shown.



9 Scroll **UP** or **DOWN** to find the **DESIRED INVOICE**. Press **<ENTER>** to view in detail what was billed for a given month:



NOTES