

ODOMETERS DESK AID

SFM ODOMETER and BILLING DESK AID

When does vehicle billing processing begin?

Vehicle billing processing occurs once a month, mid-month, according to the State Fleet Management (SFM) [deadline schedule](#). As a rule of thumb this will always be on the sixteenth of the month or shortly thereafter.

Fleet Coordinators (FC) should be on the lookout for emails from SFM Billing (dpa_sfmbilling@state.co.us) shortly ahead of the billing cycle reminding them to prepare for billing.

What is the purpose of billing?

SFM charges the agency for use of the state resources under its stewardship. The proceeds cover the cost of operating each vehicle based on pre-defined criteria. The operating costs always include mileage (as measured by odometers), insurance, registration expenses, fueling & maintenance, lease payments, telematics, and any related overhead or administrative expenses.

These expenses are divided into fixed rates (which are static), and variable rates (which may change month to month based on utilization or incidental expenses). The total cost of operating a vehicle may change.

What defines the billing period?

The billing period begins the 22nd of the preceding month and ends the 21st of the current month.

How does the process complete, from beginning to end?

1. SFM Billing sends reminder email
2. SFM begins the Odometer Review
3. SFM pulls an odometer report from telematics devices at 4:00 am for uploading into CARS
4. SFM posts all data to the [review Google Sheet](#) and sends an Upload Review mail to FCs inviting them to review data

5. FCs review odometers (and other data) for vehicles equipped with telematics before billing runs on "[Odometer Review](#)" date
6. FCs enter visual odometer readings for vehicles *not* equipped with telematics before billing runs on "[Odometer Review](#)" date
7. SFM makes final adjustments to odometer values in CARS
 - a. If FC has submitted an odometer reading that disagrees with telematics, this is adjusted in CARS for billing purposes and in MyGeotab to offset the incorrect reading moving forward.
 - b. If FCs do not submit any readings, it is assumed that the telematics device is correct.
8. SFM Accounting sends the CARS billing run to CORE, ending the process

What if I have vehicles that don't have telematics?

You must manually enter odometer readings for any of your agency's vehicles without telematics.

What if my telematics device is malfunctioning?

All inactive devices that SFM is able to detect are indicated on the [Odometer Upload Review](#). FCs have the responsibility of completing replacement requests!

Refer to the [Malfunctioning Telematics Device Guide](#) created by SFM and accessible on the helpdesk, website and Google Drive.

How can I change or adjust my uploaded odometer when the review begins?

Changes to odometers can be submitted using the [Odometer Upload Review Sheet](#) per asset. SFM has created separate filters for every cabinet for your convenience, and these are linked in the Upload Review email. You do not need a Google Account (only a web browser and an internet connected device).

Keep in mind that data is not available for review take. Ensure that all FCs must s

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