





House Bill 938

House Bill 938 mandates State Agencies maintain accurate Fleet data in MAGIC.

This law prohibits the Bureau of Fleet Management from approving vehicle purchase requests for any agency that has not maintained accurate Fleet data in MAGIC.

2



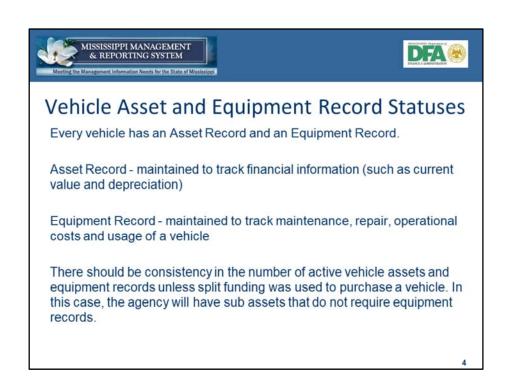


Required Fleet Data

The Office of Purchasing, Travel, and Fleet Management (OPTFM) has determined the following Fleet Management data elements must be accurate in MAGIC:

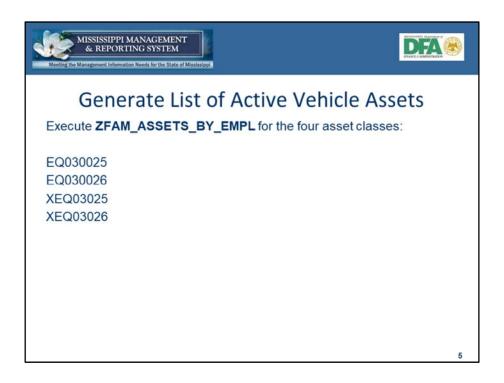
- Asset and Equipment record statuses
- 2. Fuel, Maintenance, and Repair data of vehicles
- 3. Vehicle Mileage
- 4. Assignment type of vehicles and Driver Assignments
- 5. County field on the Vehicle Asset Record

3



The asset record is created automatically from the PO.

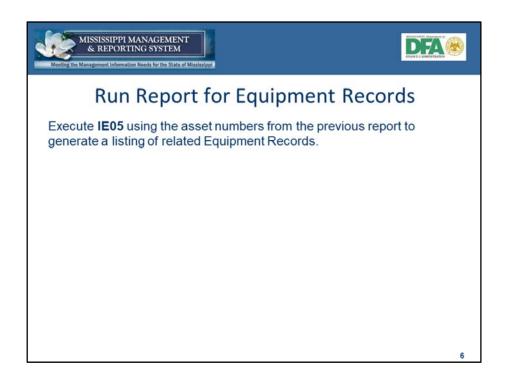
The equipment record shell is created automatically from the asset if the class is a vehicle. The shell must be manually completed by the agency's Fleet Coordinator.



We execute this report for the four asset classes: OFA and CAFR vehicles and undercover vehicles.

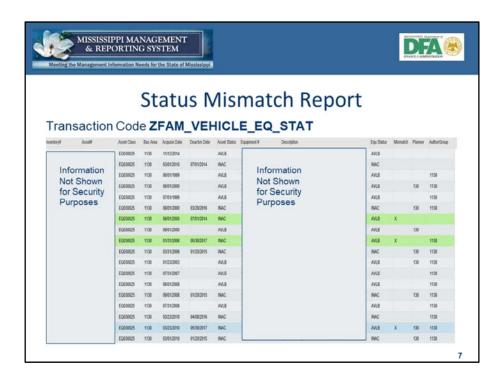
This report will display all active vehicle asset records. Export the report and review for accuracy.

The asset numbers can be copied and used to find equipment record shells that need to be completed using transaction IE05.



Copy and paste the asset numbers from the Assets by Employee report to get a list of Equipment records. If the shell has not been completed, use the New Vehicle job aid to complete the setup.

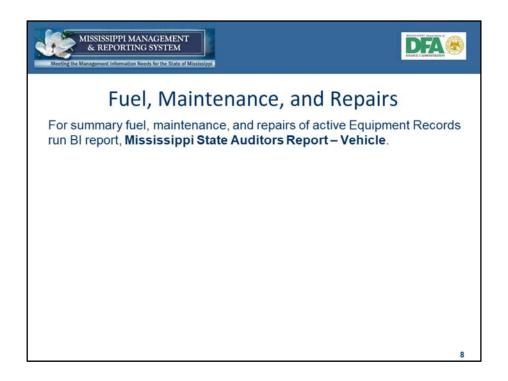
Complete measuring points setup (IE02), give inventory number to FuelMan, and post initial odometer reading (IK11).



The report displays the asset records and corresponding equipment records. The mismatch records are highlighted in Green.

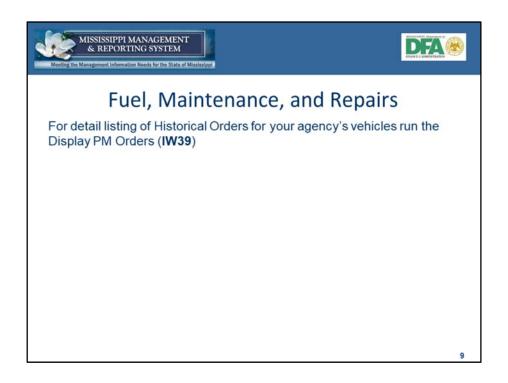
If the asset record is active and the equipment record is inactive, reactivate the equipment record using transaction IEO2. Do not complete this step for sub assets.

If the asset record is inactive and the equipment record is active, deactivate the equipment record using transaction IEO2.

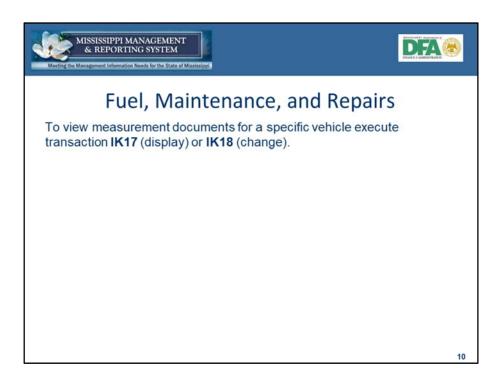


This report displays vehicle descriptions and summary cost information for active equipment records. This report is updated nightly by a batch process.

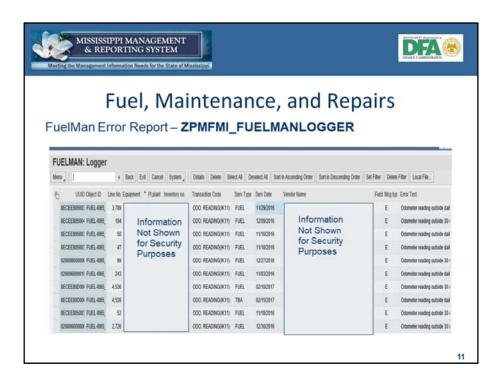
For vehicles missing repair, maintenance, and fuel cost, make sure the FuelMan card has been linked to the Inventory number. Also, review postings in IW39 (maintenance orders report) and IK18 (odometer and fuel postings report).



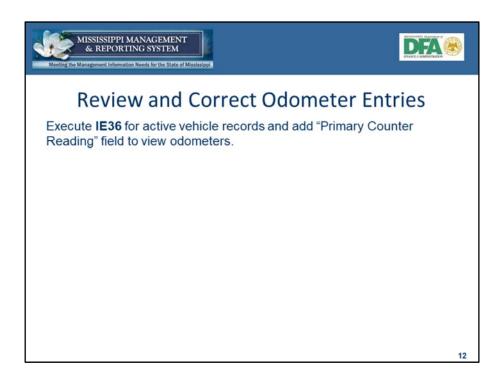
This report can be executed for an agency or by vehicle. FuelMan entries automatically creates Historical orders for vehicles if the New Vehicle setup steps have been completed. Maintenance and repairs that are not paid with a FuelMan card should be manually entered into MAGIC using transaction IW61.



This report list odometer, gallons of fuel, and fuel cost postings for vehicles.

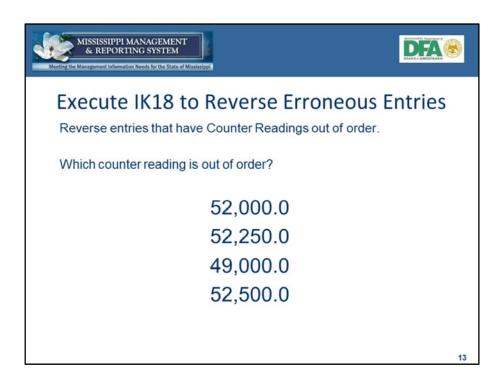


Check this report weekly to determine if driver's need to be notified of excessive failure to enter correct mileage when using FuelMan. Error messages can help you to determine if the odometer is outside of the acceptable range or there is not a linked equipment record to the fuel record.



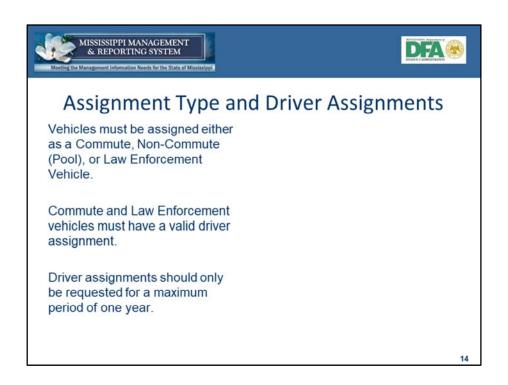
Review the odometers in the report. All odometers that are blank or over 1,000,000 miles should be corrected.

- If a vehicle has no reading, either an odometer reading is required or the Calculation method was not entered on the equipment record or you have not setup your vehicle with Fuelman. Follow the New Vehicle Setup job aid for instructions to post an initial odometer reading.
- If a vehicle has an odometer over 1,000,000 miles, it is likely an erroneous posting has been made.

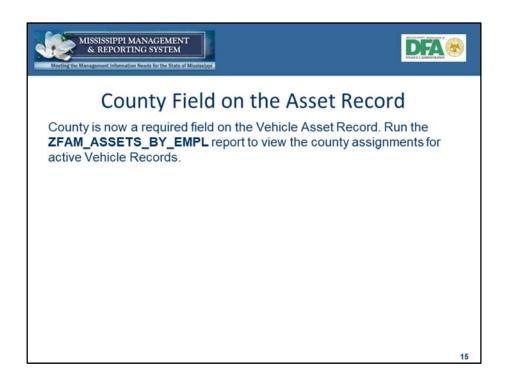


Review the odometers in the report. All odometers that are blank or over 1,000,000 miles should be corrected.

- If a vehicle has no reading, the either the initial odometer reading was never
 posted or the Calculation method was not entered on the equipment record..
 Follow the New Vehicle Setup job aid for instructions to post an initial odometer
 reading.
- If a vehicle has an odometer over 1,000,000 miles, it is likely an erroneous posting has been made.



Driver Assignments can be viewed on the Equipment record. A new report is being developed to display the active driver assignment for each vehicle at an agency.



In the past, Legislators have asked for a list of vehicles that operate in their districts. Now the County field has been made mandatory on the Asset record for assets that are in the Vehicle asset class.

Run the report to identify vehicles that need the County field added. Make the update using AS02.

MISSISPIPI MANAGEMENT & REPORTING SYSTEM the Management Information Needs for the State of Mississippi	DF.
Report Name	Report Description
ZFAM_ASSETS_BY_EMPL	List of active asset records
IE05	List of equipment records including equipment shells
IE36	List of completed equipment records with current odometer
IK18	List of measurement document postings (odometer and fuel)
IW39	List of maintenance orders
ZPMFMI_FUELMANLOGGER	List of FuelMan errors
ZFAM_VEHICLE_EQ_STAT	List of asset and equipment record statuses
Mississippi State Auditors Report – Vehicle	List of active equipment records with summary cost data

