



MISSISSIPPI MANAGEMENT  
& REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

# Fleet Data Clean-up MAGPPA Presentation

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## 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.



## 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:

1. 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

## Vehicle Asset and Equipment Record Statuses

Every vehicle has an Asset Record and an Equipment Record.


Asset Record - maintained to track financial information (such as current value and depreciation)

Equipment Record - maintained to track maintenance, repair, operational costs and usage of a vehicle

There should be consistency in the number of active vehicle assets and equipment records unless split funding was used to purchase a vehicle. In this case, the agency will have sub assets that do not require equipment records.


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.



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## Generate List of Active Vehicle Assets

Execute **ZFAM\_ASSETS\_BY\_EMPL** for the four asset classes:

- EQ030025
- EQ030026
- XEQ03025
- XEQ03026

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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.



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## Run Report for Equipment Records

Execute **IE05** using the asset numbers from the previous report to generate a listing of related Equipment Records.

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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).

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### Status Mismatch Report

Transaction Code **ZFAM\_VEHICLE\_EQ\_STAT**

Inventory#	Asset#	Asset Class	Res Area	Acqstn Date	Deactn Date	Asset Status	Equipment #	Description	Eqp Status	Mismatch	Planner	AuthorGroup
		EQ030025	1130	11/12/2014		AVL.B			AVL.B			
		EQ030025	1130	03/01/2010	07/01/2014	INAC			INAC			
		EQ030025	1130	06/01/1999		AVL.B			AVL.B			1130
		EQ030025	1130	08/01/2000		AVL.B			AVL.B		130	1130
		EQ030025	1130	07/01/1999		AVL.B			AVL.B			1130
		EQ030025	1130	08/01/2000	03/29/2016	INAC			INAC		130	1130
		EQ030025	1130	08/01/2000	07/01/2014	INAC			AVL.B	X		
		EQ030025	1130	08/01/2000		AVL.B			AVL.B		130	
		EQ030025	1130	01/31/2006	05/30/2017	INAC			AVL.B	X		1130
		EQ030025	1130	03/31/2008	01/20/2015	INAC			INAC		130	1130
		EQ030025	1130	01/23/2003		AVL.B			AVL.B		130	1130
		EQ030025	1130	07/31/2007		AVL.B			AVL.B			1130
		EQ030025	1130	06/01/2008		AVL.B			AVL.B			1130
		EQ030025	1130	08/01/2008	01/20/2015	INAC			INAC		130	1130
		EQ030025	1130	07/31/2009		AVL.B			AVL.B			1130
		EQ030025	1130	03/23/2010	04/08/2016	INAC			INAC			1130
		EQ030025	1130	03/23/2010	05/30/2017	INAC			AVL.B	X	130	1130
		EQ030025	1130	03/01/2010	01/20/2015	INAC			INAC		130	1130

Information Not Shown for Security Purposes

Information Not Shown for Security Purposes

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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 IE02. 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 IE02.



## Fuel, Maintenance, and Repairs


For summary fuel, maintenance, and repairs of active Equipment Records run BI report, **Mississippi State Auditors Report – Vehicle**.

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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).





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## Fuel, Maintenance, and Repairs

For detail listing of Historical Orders for your agency's vehicles run the Display PM Orders (**IW39**)

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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.

## Fuel, Maintenance, and Repairs

To view measurement documents for a specific vehicle execute transaction **IK17** (display) or **IK18** (change).

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

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## Fuel, Maintenance, and Repairs

### FuelMan Error Report – ZPMFMI\_FUELMANLOGGER

**FUELMAN: Logger**

Menu | Back | Exit | Cancel | System | Details | Delete | Select All | Deselect All | Sort in Ascending Order | Sort in Descending Order | Set Filter | Delete Filter | Local File

UUID Object ID	Line No.	Equipment	Pl. plant	Inventory no.	Transaction Code	Srv Type	Srv Date	Vendor Name	Field	Msg typ	Error Text
8ECCE80500	FUEL-4065	3,789			ODO. READING(K11)	FUEL	11/29/2016		E		Odometer reading outside dal
8ECCE80500	FUEL-4065	184			ODO. READING(K11)	FUEL	12/09/2016		E		Odometer reading outside 30
8ECCE80500	FUEL-4065	50			ODO. READING(K11)	FUEL	11/16/2016		E		Odometer reading outside dal
8ECCE80500	FUEL-4065	47			ODO. READING(K11)	FUEL	11/18/2016		E		Odometer reading outside dal
02000600000	FUEL-4065	99			ODO. READING(K11)	FUEL	12/27/2016		E		Odometer reading outside 30
02000600000	FUEL-4065	243			ODO. READING(K11)	FUEL	11/03/2016		E		Odometer reading outside dal
8ECCE80000	FUEL-4065	4,536			ODO. READING(K11)	FUEL	02/18/2017		E		Odometer reading outside 30
8ECCE80000	FUEL-4065	4,536			ODO. READING(K11)	TBA	02/15/2017		E		Odometer reading outside dal
8ECCE80500	FUEL-4065	52			ODO. READING(K11)	FUEL	11/18/2016		E		Odometer reading outside 30
02000600000	FUEL-4065	2,726			ODO. READING(K11)	FUEL	12/30/2016		E		Odometer reading outside 30

Information Not Shown for Security Purposes

Information Not Shown for Security Purposes

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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 and Correct Odometer Entries

Execute **IE36** for active vehicle records and add "Primary Counter Reading" field to view odometers.

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.

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## Execute IK18 to Reverse Erroneous Entries

Reverse entries that have Counter Readings out of order.

Which counter reading is out of order?

52,000.0  
52,250.0  
49,000.0  
52,500.0

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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.

## Assignment Type and Driver Assignments

Vehicles must be assigned either as a Commute, Non-Commute (Pool), or Law Enforcement Vehicle.

Commute and Law Enforcement vehicles must have a valid driver assignment.

Driver assignments should only be requested for a maximum period of one year.

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.

## County Field on the Asset Record

County is now a required field on the Vehicle Asset Record. Run the **ZFAM\_ASSETS\_BY\_EMPL** report to view the county assignments for active Vehicle Records.

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.



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





## Questions?