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# MOTOR VEHICLE INFORMATION MANAGEMENT SYSTEM (MOVIMS)

# INPUT FIELDS AND PROCEDURES

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5.	VEHICLES	7	<b>1.01</b> This section contains a description of the input fields, column numbers, and input data
	A. General	7	requirements for the Motor Vehicle Information Management System (MOVIMS).
	B. Motor Vehicle Groups	7	B. System Description
	C. Motor Vehicle Identification Numbers		
Tabl		8.	<ul><li>1.02 The MOVIMS is a computerized system for accumulating and measuring vehicle administrative and expense data. It will produce a series of printouts that can be used by line</li></ul>
			supervision and staff as a tool for controlling costs.
	A—Administrative Input Forms	4	Reports will be available on the following:
	B—Operational Input Forms	5	(a) Individual vehicles
	C—Vehicle Numbering Plan	6	(b) Vehicle groups

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- (c) Vehicles and vehicle groups by location
- (d) Total fleet.
- 1.03 This system uses inputs prepared from the following:
  - (a) Vehicle manufacturer information
  - (b) Company and contractor repair tickets
  - (c) Fleet maintenance work orders
  - (d) Odometer readings
  - (e) Gas and oil purchases and disbursements (in-house or outside)
  - (f) Vehicle, garage, supervisor, and company administrative information
  - (g) Vouchers.

The responsibility for completing, entering, and changing the forms will be determined by the Data Base Administrator (DBA) in each company.

- **1.04** Each company will have a DBA, who will be responsible for the following:
  - (a) All form design (using the fields and columns in this section)
  - (b) Creation of all codes and identification numbers to be used with the fields in this section
  - (c) Loading the data base with all administrative and vehicle data
  - (d) Determining all levels of responsibility within the company concerning MOVIMS.

#### C. References

BSP/MANUAL

**1.05** Related information is contained in the following BSP/Manuals:

,		
720-610-100	Motor Vehicle Informatio	n
	Management System (MOVIMS	5),
	General Description	

TITLE

720-610-102	Motor Vehicle Information Management System (MOVIMS), Standard Outputs
Manual	General Terminal Procedures for MOVIMS Users
Manual	MOVIMS Reference Manual for Data Base Administrators
Manual	Analysis Guide for MOVIMS Users

#### D. Flowchart

**1.06** Figure 1 is a general flowchart of MOVIMS.

#### 2. INPUT GUIDELINES

A. Form Design



The input forms displayed in this section are samples only. The field names and column numbers are loaded in the system and must be used as indicated. The layout of the input forms can be changed to meet the needs of the individual user, and local instructions must be produced to aid in their interpretation.

#### **B.** Symbols and Conventions

2.01 When inputs to MOVIMS are alphabetical (alpha) or numerical (numeric), it will be necessary to code certain characters to avoid keypunch errors. The following alphanumeric coding must be observed:

ALPHA	WRITTEN AS	EXAMPLE
i	Ι	IDIØT
1	$\mathbf{L}$	LØLLIPØP
0	Ø	ØUT
$\mathbf{Z}$	Z	ZERØ
	NUMERIC	WRITTEN AS
	ZERO	0
	ONE	1
	TWO	2

C. Codes



All codes used in this section are samples where indicated. They may be used as presented or the individual companies may alter them to meet their needs. If the codes used in your company are different from the codes in this section, the person who creates them is responsible for providing local instructions on their use.

#### 3. ADMINISTRATIVE INPUTS

3.01 These inputs contain administrative and cost data and are normally completed by the DBA and/or the motor vehicle staff. Table A contains the description and use of each MOVIMS **administrative** input form. It also contains the figure references for the sample layouts and data entries.

#### 4. OPERATIONAL INPUTS

4.01 These forms are used to enter repairs and services per vehicle or group of vehicles. They will be completed by the motor vehicle maintenance forces. Table B contains the description and use of each MOVIMS *operational* input form. It also contains figure references for the sample formats and data entries.

**Note:** The sample codes for MOVIMS are contained in Tables C through E. Tables F and G contain standard codes. When appropriate, these tables will be referenced in the data entry descriptions.

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#### TABLE A

#### ADMINISTRATIVE INPUT FORMS

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FORM NO.	TITLE	SAMPLE FORMAT	DATA ENTRIES	DESCRIPTION
00	Credit Card Data	_	_	This card will be used to enter universal credit card purchases of gas, oil, and other minor expenses. The major oil companies will send keypunched cards that can be entered into MOVIMS. There will be no local input for these purchases. Detailed information on this card is Section 720-610-104.
01	Vehicle Data-1	Fig. 2	Fig. 3	Used the first time a vehicle is entered into MOVIMS. Contains administrative data, and after initial entry will be used only to update existing data in system.
02	Vehicle Data-2	Fig. 4	Fig. 5	Contains additional administrative data for a vehicle. Also used to update data in the system and to <i>decrease</i> mileage entered on Form 06.
03	Vehicle Data-3	Fig. 6	Fig. 7	This form is entered when a company uses the Administrative Codes (AD-CODES). These codes may be used to enter additional administrative information not contained on Forms 01 and/or 02. The codes must be developed and loaded by the DBA.
04-08	See Table B	-	-	Operational Input Forms (OIF)
09	Garage Data-1	Fig. 8	Fig. 9	Used the first time a garage is entered into MOVIMS. Contains administrative and cost data for a garage. This form is used to transfer a garage to a new foreman and to enter rate changes.
10	See Table B	-		OIF
11	Foreman Data (1st Level)	Fig. 10	Fig. 11	Used to enter new or updata existing administrative data for a foreman.
12	Foreman Super- visor Data (2nd Level)	Fig 12	Fig. 13	Used to enter new or update existing administrative data for a foreman.
13	3rd Level Data	Fig. 14	Fig. 15	Used to enter new or change existing administrative data for a third <b>level</b> manager.
14	4th Level Data	Fig. 16	<b>F</b> ig. 17	Used to enter new or change existing administrative data for a fourth level manager.
15	Company Data	Fig. 18	Fig. 19	Enter new or change existing administrative data for a company.
16	See Table B	-	-	OIF
17	Garage Data-2	Fig. 34	Fig. 35	Used to enter new or update existing administrative data for a garage.
18	See Table B	-	-	OIF

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## TABLE B

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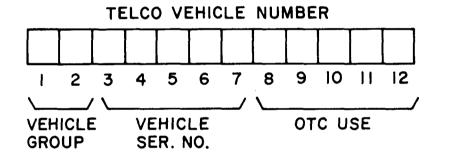
FORM NO.	TITLE	SAMPLE FORMAT	DATA ENTRIES	DESCRIPTION
04	Motor Vehicle Repair Order	Fig. 20	Fig. 21	This form will be completed when a company-owned vehicle requires maintenance or repair. A separate form is used for each vehicle, but up to three repairs per vehicle can be entered on each form.
05	Fleet Service Job Order	Fig. 22	Fig. 23	When the same type of maintenance or repair is performed on more than one vehicle, eg, washing, lubrication, etc, and the cost and/or hours per vehicle is known, use this form. The form can be completed by an outside contractor, and up to five vehicles can be entered on each form.
06	Quarterly Mileage Readings	Fig. 24	Fig. 25	This form is used to record vehicle mileage which is used by the system to compute all mileage to cost figures. On an update, this form can be used only to increase the mileage reading in the system.
				<i>Note:</i> To decrease the mileage entered in the system, use <b>Form 02</b> .
07	Vehicle Gas and Oil Disbursements	Fig. 26	Fig. 27	Used to enter <i>individual</i> vehicle gas and oil disbursements. Cost fields are completed only on outside purchases. Odometer reading is entered only for the last fill-up of each month.
08	Group Gas and Oil Disbursements	Fig. 28	Fig. 29	Used to enter vehicle <i>group</i> gas and oil disbursements.
10	Garage Gas and Oil Deliveries	Fig. 30	Fig. 31	Used to enter the total amount of gas and oil used by a garage during a report period. Can be entered daily, weekly, or monthly, depending on company policy. Amounts entered are from meter or stick readings.
16	Vehicle Group Expense Input	Fig. 32	Fig. 33	When the same type of maintenance or repair is performed on all vehicles in a group at a garage and only the total cost and/or hours is known, use this form. The cost will be prorated to each vehicle in the group. This form can be completed by an outside contractor, and only one group can be entered on each form.
	Garage Level Expense	Fig. 36	Fig. 37	When the same type of maintenance or repair is performed on all vehicles in a garage and only the total cost and/or hours is known, use this form. The cost will be prorated to each vehicle in the garage. Only one garage can be entered on each form.

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# TABLE C

# STANDARD BELL SYSTEM VEHICLE NUMBERING PLAN

## INPUT FIELD



Each vehicle must be uniquely identified within the first seven digits. Comptrollers are only required to process the first seven digits.

#### 5. GROUPING AND NUMBERING MOTOR VEHICLES

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#### A. General

5.01 This section establishes standard Motor Vehicle Groups and the construction of standard Motor Vehicle Identification Number codes for motor vehicles as a basis for: (1) distributing the costs of operating motor vehicles to accounting classifications and (2) accumulating data for motor vehicle administrative purposes. These group and number codes shall be used as labels on the physical vehicles as well as related accounting and administrative documents.

#### **B.** Motor Vehicle Groups

**5.02** Motor vehicles are classified into the following groups:

Group No.	Description	
10	Vehicles having a GVW between 4500 and 6500 pounds. Included in this group are pickup trucks, Broncos, Blazers, etc. Not included in this group are vans and Suburban type vehicles, and subcompact pickup trucks.	60
11	Vans and Suburban type vehicles having a GVW up to 6500 pounds. Not included in this group are any vehicles identified in any other group.	70
13	Vehicles under 4500 pounds GVW. Included in this group ar subcompact pickup trucks, Cushman scooters, etc.	80
20	Trucks having a GVW between 6501 and 11,000 pounds. Included are vans, suburban type vehicles and vehicles equipped with mechanical ladders. Not included in this group are vehicles equipped	82 90
22	with power ladders and aerial lifts. Vehicles equipped with power	91
•	ladders and aerial lifts up to 11,000 pounds GVW except those	93

designed to place aerial cable.

All trucks equipped with aerial ladders or buckets, having a GVW of 11,001 pounds, and over. Not included in this group are aerial lift trucks designed to place aerial cable, eg, Telsta, Servilift, and Constructor I plant placers.

Special Purpose vehicles such as those equipped with air compressors, TV or microwave towers, duct rodders, transformers, cranes, high pressure earth boring machines, eg, truck mounted Sterling high pressure diggers, and those vehicles specifically designed for pulling in underground cable eg, Mitey-Mite, and Cal-a-arm.

All trucks equipped with aerial lifts specially designed to place aerial cable, eg, Telsta, Servilift, and Constructor I plant placers.

Trucks having a GVW of 11,001 pounds and over. Not included in this group are any vehicles identified in any other group.

Trucks equipped with derricks, and derrick/diggers. Not included in this group are high pressure earth boring machines, eg, Sterling high pressure diggers.

Supply and Equipment delivery trucks 11,001 pounds GVW and above. Included are supply vehicles with power equipment such as winches and tailgates.

Truck-Tractors (fifth wheel type)

Intermediate and full size cars and station wagons irrespective of vehicle use.

Compact cars and station wagons irrespective of vehicle use.

Subcompact cars and station wagons irrespective of vehicle use.

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5.03 The above groupings should be established for motor vehicle accounting records which should be organized on a company-wide, operating

area, or state basis in a multi-state company, whichever corresponds to a clearance entity.

5.04 In the foregoing groupings for trucks, classifications are based upon truck types, equipment, and GVW, ie, the combined weight of the truck, equipment, and load. Uniformity in the assignment of vehicles to standard groups is mandatory. Therefore, the AT&TCo Support Services - Automotive Operations organization will periodically perform a review to determine which vehicles should be included in each of the motor vehicle groupings. This organization should be consulted for advice when there is a question with respect to the group number appropriate for a particular type of vehicle. Pertinent details about

the vehicle should be provided so that a proper group assignment can be made.

#### C. Motor Vehicle Identification Numbers

5.05 The basic numbering plan will identify each motor vehicle as to Motor Vehicle Group, and specific vehicle. Following is the composition of the standard format:

Characters 1-2 M.V. Group 3-7 Company assigned M.V. Serial Number

5.06 The digits for the Motor Vehicle Groups listed in 3.02 should always be sequenced in the first two positions of the number. The next five digits will be used to designate the specific vehicle. The combination of characters 1-7 should be unique for each vehicle in each company.

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TABLE D

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	MAKE	ABBREVIATION	INCLUDES
	American Motors	AMER	Concord Gremlin Hornet Matador Rebel
	Auto car	AUTO	
	Brockway	BRKY	
	Buick	BUIK	Apollo
	Cadillac	CAD	
ш	Checker	CHEK	
Ъ	Chevrolet	CHEV	Chevette Nova Vega Chevy Van
5	Chrysler	CHRY	Malibu
E	Cushman	CUSH	
SAM	Diamond T	DIAT	
S	Dodge	DØDG	Dart Demon Trademan Van Omni
	Ford	FØRD	Bronco Falcon Maverick Pinto Torino Econoline
	FWD	FWD	
	G.M.C. Truck	GMC	Vandura
	Imperial	IMP	

#### SAMPLE VEHICLE MAKE ABBREVIATIONS (For Use on Input Form 01)

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#### TABLE D (Contd)

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#### SAMPLE VEHICLE MAKE ABBREVIATIONS (For Use on Input Form 01)

	MAKE	ABBREVIATION	INCLUDES
	International Harvester	INTL	
	Jeep	JEEP	
ш	Kenworth	KENW	
	Lincoln	LINC	
	Mack	MACK	
٩.	Mercury	MERC	Comet
Σ	Oldsmobile	ØLDS	Omega
S A	Plymouth	PLYM	Duster Satellite Valiant
S	Pontiac	PØNT	Horizon Ventura
	Scout	SCØT	
	West Coaster	WECØ	
	White	WITE	

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#### TABLE E

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#### SAMPLE LABOR CLASS CODES (For Use on Input Form 02)

	CODE	LABOR CLASS
	02	Central Office Repair and Frame Forces
	03	Installation, Repair, and PBX Forces
	04	Buildings Maintenance Forces
	05	Buildings Service Forces
	06	Supplies Forces
<b>D</b>	07	Outside Plant Forces
Σ	12	Motor Equipment Forces
	14	Assignment and Test Bureau Forces
S A	19	Cable Splicing Forces
ပ	20	Toll Test Center Forces
	22	Supplies Forces at Western Electric Company (WE) Distributing House
	24	Exchange Test Center Forces

*Note:* This table identifies work force group (craft) to which vehicle is assigned. Local Accounting Instructions should be consulted to determine the specific Labor Class Codes to be used. (These codes may be replaced in the future by job function codes (JFC's) and responsibility codes.)

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#### TABLE F

#### CLASSIFICATION OF EXPENSE CHARGES TO THE 702 SUBACCOUNTS

702/FA SUBACCOUNTS	CHARGE TO THIS ACCOUNT
012/5210	Motor vehicle <i>Fuel</i> (gasoline, diesel oil, etc). Also includes labor.
013/5211	Lubrication services, labor, and material. Includes oil and oil filters.
114/5212	<i>Tires and Tubes</i> , including labor and material for repair and road services.
$214/521\mathrm{A}$	<i>Tire Chains</i> , including labor and material for installing, removing, and repairing.
115/5213	<i>Ordinary Repairs to Motor Vebicles,</i> including parts, labor, and towing charges for mechanical breakdown. (See Note 1.)
<b></b> 215/5214	Accident Repairs to Motor Vebicles includes towing, glass replacement, body and paint work, etc, when caused by accident.
<b>1</b> 315/5215	Repairs to Associated Equipment.
<b>2</b> 016/5216	<i>Vebicle Appearance</i> includes labor and material for washing, polishing, and painting when not caused by accident.
	<i>License and Inspection Fees</i> includes fees for license tags and State motor vehicle inspections.
<b>()</b> 021/5203	Miscellaneous.
053/5232	Repairs to Auxiliary Equipment, including trailers, tool carts, etc.
054/5233	Gasoline and Oil for Auxiliary Equipment.
666/None	Spare. (See Note 2.)
777/None	Spare. (See Note 2.)
888/None	Pre-MOVIMS Expenses.

- Note 1: Amounts paid for towing vehicles out of mud, snow, sand, etc, should be charged to the job or appropriate departmental expense or clearing account, not a 702 Account.
- Note 2: Spare accounts are available in MOVIMS. Local instructions will be issued if they are to be used.

#### TABLE G

#### MOVIMS

#### VEHICLE REPAIR CODES

#### 06 ENGINE

- $06 \quad 1 \quad \text{Tune-up} = \text{Inc. All Related Operations}$ 
  - 06 2 Muffler, Tail Pipe, Engine Pipe, Manifold, Brackets, and Related Parts
  - 06 3 Cooling System Incl. Belts, Hoses, Water Pump, Radiator, Fan
  - 06 4 Emission System and All Related Parts Incl. Air Pump, Catalytic Converter
  - 06 5 Engine Overhaul or Replace, Incl. Oil Leak Repair and Gaskets

#### 07 FUEL SYSTEM

- 07 1 Carburetor
- 07 2 Fuel Pump, Gas Lines, Fuel Filter
- 07 3 Gas Tank and Related Parts
- 07 4 Fuel Injectors (Diesel)
- 07 5 Air Cleaner, Throttle Control, Repair or Replace

#### 08 BODY and FRAME

- 08 1 Upholstery, Floor Mat, Glass, Regulator, Wipers
- 08 2 Sheet Metal, Fenders, Body, Doors, Hood, Bumpers, Chassis, Frame
- 08 3 Rust and Corrosion Repairs
- 08 4 Accessories Incl. Heater, Defroster, Air Conditioning
- 08 5 Body Repairs (Utility Body) Include Towing Hook

#### 09 SPECIAL EQUIPMENT

- 09 1 Aerial Lift, Ladders, Buckets and Related Parts
- 09 2 Dericks and Booms Incl. Hoses and Controls
- 09 3 Winch and Winch Winder
- 09 4 Digger and Derrick Drive Incl. Motors, etc.
- 09 5 Auxiliary Equipment, Tail Gates, Engine Generators, etc.

#### 10 MISCELLANEOUS

- 10 1 Open for OTC use
- 10 2 Open for OTC use
- 10 3 Open for OTC use
- 10 4 Open for OTC use
- 10 5 Open for OTC use
- Note: Vehicle Repair Sub-Codes 011 Through 095 must be used as specified in this table. Sub-Codes 101-105 may be altered to meet local requirements. However, it is strongly recommended that 102 be P. M. Inspections and 103 Tire & Tire Repairs. If the OTC sees a finer need for data such as 103 for New Tires & 104 for Tire Repairs, this is also acceptable. The use of a sub-code for "other repairs not included elsewhere" is discouraged as it is both possible and desirable to tie any type of repair to one of the predetermined sub-code categories.

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Page 13

01 AXLE FRONT (See Note)

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02

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02 5

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02 AXLE REAR

03 BRAKES

03 1 Adjust

04 DRIVE LINE

05 ELECTRICAL

02 1 Axle, Bearings, Seals

01 1 Front End Alignment, Wheel Bearing, Seals

01 3 Springs, Shackles, Torsion Bars, Shocks

01 2 Front Wheel - Repair or Replace

01 4 King Pins, Ball Joints, Tie Rods

3 Springs, Shackles, Shocks

03 3 Hand Brake - Adjust, Repair

04 1 Clutch - Adjust or Replace

04 5 PTO, Transfer Case, etc.

4 Brake Overhaul – Complete

4 Differential, Gears, Bearings

5 Steering and All Related Parts

2 Rear Wheel - Repair or Replace

03 2 Reline - Incl. All Related Operations

5 Brake Booster or Power Assists, Air Brakes

Switches, Electrical Controls, Horn, etc.

05 1 Lights, Bulbs, Lens, etc., Flashing-Rotating Lights, Instruments all,

04 2 Transmission Manual - Repair or Replace

04 3 Transmission Auto. - Repair or Replace

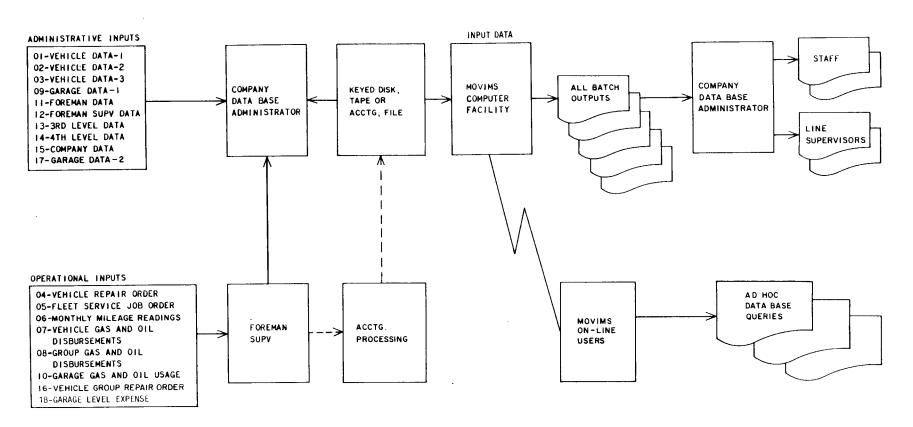
4 Flywheel, Drive Shaft, U Joints

2 Wiring, Ignition, Body, Lights

3 Starter System and All Related Parts

5 Battery - Incl. Hold Down and Cables

4 Alternator, Generator, Regulator Systems

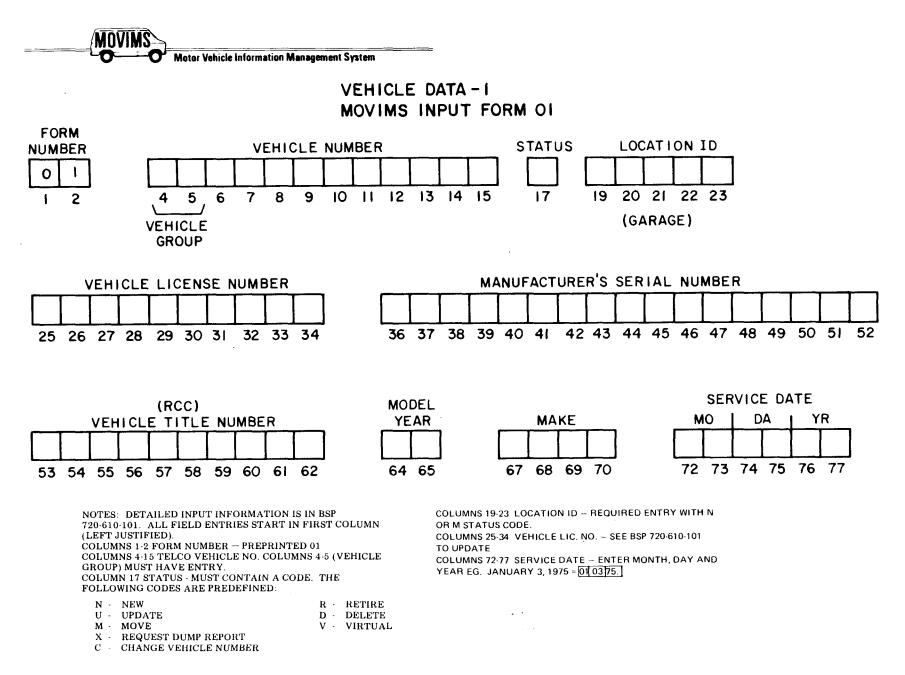




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Fig. 2-MOVIMS Input Form 01

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F O R M GF	TELCO VEHICLE NUMBER			LOC'N ID		VEHICLE LICENSE NUMBER	VEHICLE ID Number		RCC	(TITLE)	)	Y E A R		MAKE		M	SV DAT	E	2	
1284	5 6 7 8 9 10 1 1 12 13 14 1	5 10 1	7	19 20 21 22	3	25 26 27 28 29 30 31 32 33 34	36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 5	53	54 55 56	57 58 59 6	0 81 62	64	65 10	67 88 86	707	172	73 74 7	5767	77 92 92	Ĵ.
01	· • • • • • • • • • • •					+++++++		L,	+ + +	• • • •	<b>, ,  </b>			L		L	-+-+	+ +	1,	<u> </u>

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	DA	ATA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NUMBER	1-2	Preprinted 01.
TELCO VEHICLE NUMBER	4-15	Enter telco vehicle number. See Table C for example. This is a unique set of numbers assigned to each vehicle in the company fleet. They will be established by the DBA. Table D contains examples of vehicle group codes.
STATUS	17	Enter one of following status codes:
		N - NEW. Used the first time a vehicle is entered into the system.
		U - UPDATE. This code is used when changing information on this form.
		Note 1: If the vehicle license number is being changed, the old license number must be entered in the VEHICLE TITLE NO. columns (53-62). This will not affect the title number, but will enable the system to verify that the correct vehicle is having its license number changed.
		<i>Note 2:</i> Do not use status code "U" to change telco vehicle number or location ID. (See status code "C".)
		M - MOVE. Move a vehicle to a different garage.
		X - Produces Dump Report, which contains all data for indicated vehicle.
		<i>Note 3:</i> Location ID field must contain the new location when "M" status code is used.
		C - CHANGE (Note 4). Change a Telco Vehicle No.

Fig. 3—Data Entries for Form 01 (Sheet 1 of 2)

F O R VEHICL M GRP, NUMBER	E 🌅 🕇	LOC'N ID	VEHICLE LICENSE NUMBER	VEHICLE ID Number	RCC (TITLE)	Y E A R	MAKE	SVC DATE MO_DA_YR
1 2 2 4 5 6 7 8 9 10	1 12 13 14 15 18 17 1	19 20 21 22 23	26 28 27 28 29 30 31 32 33 34	38 37 38 38 40 41 42 43 44 45 46 47 48 49 50 51 5	2 53 54 55 56 57 56 59 60 6	62 68 64 65 68	67 68 68 70 7	72 73 74 76 76 77 77 78
01							B	I <sub>↓↓↓↓</sub> ↓ <sub>↓</sub>

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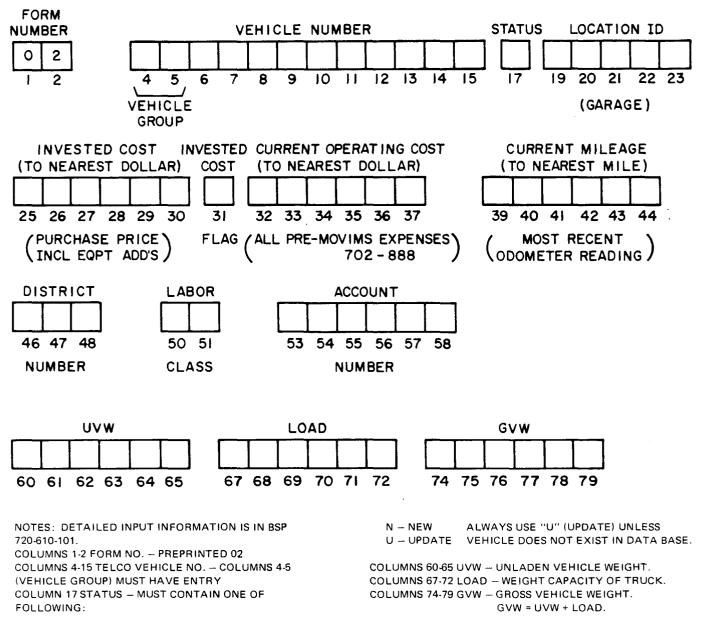
	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
STATUS (Cont)		Note 4: When a change (C) status is used, columns 4 through 15 must contain the new number and columns 36 through 47 must contain the old number. The Location ID must contain the Garage Location, even if it will not change. The Vehicle License No. can be changed at the same time by entering the old license number in columns 53 through 62 and the new one in columns 25 through 34. No other information can be changed with this card.
LOCATION ID	19-23	Enter identification code for location where vehicle is parked or garaged. Entry required only on new (N), change (C), and move (M) status codes. Location IDs will be established by the DBA for each garage in the company.
VEHICLE LICENSE NO.	25-34	Enter the vehicle license number, starting in column 25. Leave unused columns blank. For update procedure, see status code "U" (Note 1) and "C" (Note 4).
VEHICLE ID NO.	36-51	Enter the vehicle serial number as stamped on the production plate by the manufacturer. Start in column 36 and leave unused columns blank.
RESPONSIBILITY CODE CHARGED (RCC) (Title Field)	53-62	Enter the Responsibility Code Charged (RCC) of the work force to which the vehicle is assigned.
MODEL YEAR	64-65	Enter last two digits of model year of the vehicle.
MAKE	67-70	Enter abbreviated name for vehicle make, eg, $F \emptyset RD$ , CHEV. (See Table E.)
SERVICE DATE	72-77	Enter date vehicle was put into service.
		EXAMPLE: January 4, 1975 would be entered:
		MO DA YR 1 72 73 74 75 76 77 7
		<u>0,10,475</u>

Fig. 3—Data Entries for Form 01 (Sheet 2 of 2)

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MOVINS Motor Vehicle Information Management System

# VEHICLE DATA-2 MOVIMS INPUT FORM 02





F C R F GRP, F GRP,	S A U U ID	INVST'D & CURRENT COST # COST	CURRENT I MILEAGE S T	L B C NO.	UVW	LDAD GVW
1 2 3 4 5 6 7 8 8 10 11 12 13 14 11	17 38 19 20 2 1 22 23	HAS 2027 2020 30 30 30 30 30 30 30 30 30 30 30 30 30	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	80 51 58 53 54 55 58 57 58	<b>\$1 60 6</b> 1 62 63 64 65 86	87 99 99 70 71 72 78 74 76 79 77 79 79 99
02						

	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 02.
TELCO VEHICLE NO.	4-15	Enter telco vehicle number. (See Table C.)
STATUS	17	Enter one of following status codes:
		N - NEW. Used the first time a vehicle is entered into the system.
		U - UPDATE. Used to change information on this form.
LOCATION ID	19-23	Enter location ID. (Entry required only when status code is "N".)
INVESTED COST	25-30	Enter the purchase price (to nearest dollar) of the vehicle. Start in column 25.
		<i>Rule:</i> If options are added that increase the invested cost, eg, generator, winch, etc, reenter Form 02 with a "U" status code, an "X" in the COST FLAG field, and enter dollars in this field.
INVESTED COST FLAG	31	Enter an "X" in this field if you want to add dollars to the invested cost; otherwise, leave blank. Enter the dollars to be added in invested cost field.
CURRENT OPERATING COST	32-37	Enter all expenses for this vehicle prior to entering it into MOVIMS. Start in column 32.
CURRENT MILEAGE	39-44	Enter the most recent odometer reading (to nearest mile). Start in column 39, exclude 10th of a mile.
		<i>Note:</i> If the last recorded mileage entered on Form 06 was too <i>bigb</i> , enter the correct mileage in this field with a "U" status code.

Fig. 5—Data Entries for Form 02 (Sheet 1 of 2)

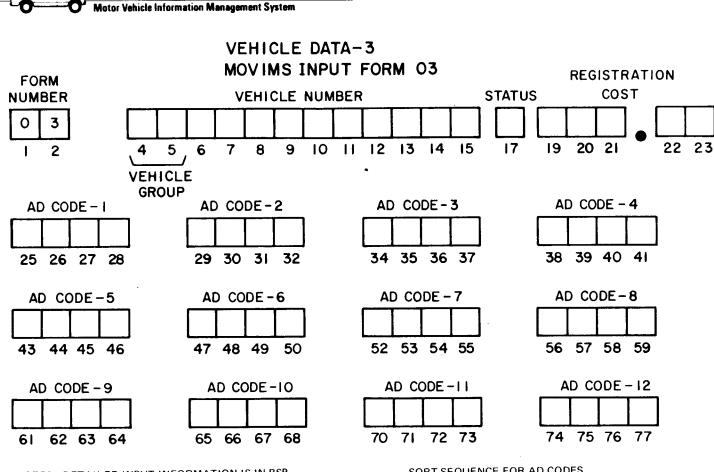
:

A VE	ELCO ST HICLE A JMBER U S	LOC'N ID	INVST'D COST F	CURRENT OP Cost	CURRENT MILEAGE	D I S T	LABCL	ACCT NO.	UAM	LOAD	GVW
12345878	8 10 11 12 13 14 15 38 17	19 20 21 22 23	25 26 27 28 29 30 31	32 33 34 35 38 37	39 40 41 42 43 4	4 48 47	18 48 50 51	53 54 55 58 57 58	00 6 1 62 63 64 65	87 68 68 70 71 72 78	74 75 76 77 76 78
02						Π.,			I , , , , , ]	I , , , , , I	

-

	DAI	A ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
DISTRICT	46-48	Enter district to which vehicle is assigned.
LABOR CLASS	50-51	Enter code for labor class of craft group to which vehicle is assigned. (See Table G.)
		<i>Note:</i> For vehicles other than craft, use ACCOUNT NO. field (columns 53-58).
ACCOUNT	53-58	Enter major account to which use of this vehicle is charged.
UVW	60-65	Unladen vehicle weight.
LOAD	67-72	Weight capacity of truck.
GVW	74-79	Gross vehicle weight. $GVW = Load + VUW$ .

Fig. 5—Data Entries for Form 02 (Sheet 2 of 2)



NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. ALL FIELD ENTRIES START IN FIRST COLUMN (LEFT JUSTIFIED). THIS FORM IS ONLY COMPLETED WHEN AD-CODES ARE IN USE.

COLUMNS 1-2 FORM NO. -- PREPRINTED 03

COLUMNS 4-15 TELCO VEHICLE NO. - COLUMNS 4-5 (VEHICLE GROUP) MUST HAVE ENTRY.

COLUMN 17 STATUS - MUST CONTAIN ONE OF FOLLOWING:

N - NEW

U - UPDATE

SORT SEQUENCE FOR AD CODES

- SPECIAL CHARACTERS (1)
- ALPHABETICAL (2)
- (3) NUMERIC.

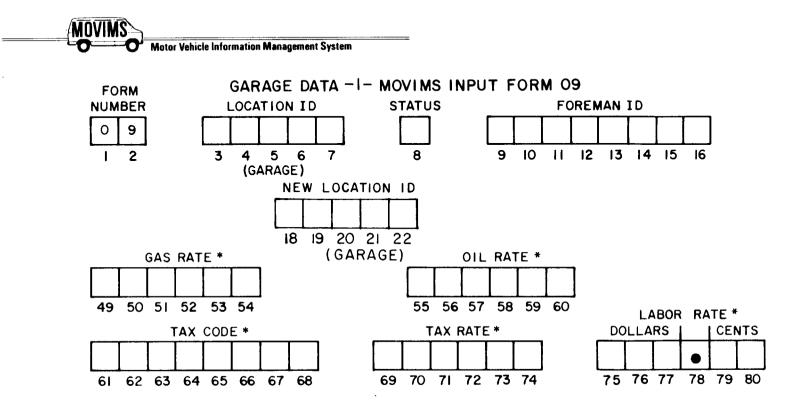
BE CONSISTENT - 25K WILL SORT BEFORE 8,000, AND **WILL SORT BEFORE 2. (SEE EXAMPLE ON FIGURE 7)** 

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F O R VEHICLE R GRP GRP	STATUS	REG		AD CODE 1	AD CODE 2	AD CODE 3	AD CODE 4	AD CODE 5	AD CODE 6	AD CODE 7	AD CODE 8	AD CODE 9	AD CODE 10	AD CODE 11	AD CODE 12	
1 2 # 4 5 6 7 8 8 10 11 12 13 14 15	5 17	18 18 20 21 2	2 23 24	25 26 27 28	29 30 31 32	34 35 36 3	38 39 40 41	42 43 44 45 4	8 47 48 49 50	9 52 53 54 58	56 57 58 58 9	61 62 63 6	65 66 67 68	70 71 72 73	74 75 76 77	7. 7. 6
03		<u></u>		+ + +								1,,,				

	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 03.
TELCO VEHICLE NO.	4-15	Enter telco vehicle number. (See Table C.)
STATUS	17	Enter one of following status codes:
		N - NEW. This code is used when entering a new VEHICLE CODE into the system.
		U - UPDATE. This code is used to change a VEHICLE CODE that is in the system.
REGISTRATION COST	19-23	Optional field. Can be entered with a new vehicle (status "N") or changed by using a status of "U."
AD CODE 1 through 12 (Administrative Codes)	25-77	These fields are variable and optional. Use only as directed by DBA. Always left-justified.
		<i>Note 1:</i> If AD CODES are not used, this form is not needed.
	<b>E</b>	<ul> <li>Note 2: Sort sequence for AD CODES:</li> <li>(1) Special characters (Blank, +, -,/, *)</li> <li>(2) Alphabetical (A - Z)</li> <li>(3) Numerical. (1 - 9)</li> </ul>
		This sequence must be considered when assigning values in the AD CODE fields.
		Values in the AD CODE herds.Example: If 80008000is entered in theAD CODE field and $2$ $5$ K $4$ for anothervehicle, the larger (25K) will appear first. Finally,if an F 350F $3$ $5$ $0$ are entered,
		the F350 will list first. These codes must be assigned in a consistent manner.



NOTES: DETAILED INPUT INFORMATION IS IN 720-610-101. COLUMNS 1-2 FORM NO. – PREPRINTED 09

COLUMNS 3-7 LOCATION ID – REQUIRED ENTRY ON N OR M STATUS CODES.

COLUMN 8 STATUS – MUST CONTAIN ONE OF FOLLOWING : N – NEW

U - UPDATE

D – DELETE (CAUTION: SEE SUPERVISOR. THIS CODE REMOVES ALL ASSOCIATED DATA FROM THE SYSTEM)

M – MOVE

COLUMNS 9-16 FOREMAN ID – REQUIRED ENTRY WITH N OR M STAUS CODE. COLUMNS 18-22 – ENTER NEW LOCATION I.D. COLUMNS 49-54 GAS RATE – ENTER EXACT PRICE PER GALLON FOR GARAGE. (MAXIMUM OF 3 DECIMAL PLACES) eq. \$.45 = .45

\$.65 9/10 = .659

COLUMNS 55-60 OIL RATE - SAME RULES APPLY AS IN GAS RATE

COLUMNS 61-68 TAX CODE – LEAVE BLANK UNLESS LOCAL TAX ON VEHICLES.

COLUMNS 75-77 LABOR RATE – ENTER LABOR RATE FOR GARAGE. DOLLARS IN COLUMNS 75-77, LEAVE UNUSED DOLLAR COLUMNS BLANK. DECIMAL IS PREPRINTED. IF DOLLARS ENTERED COLUMNS 79-80 MUST HAVE ENTRY. VALID ENTRY FOR CENTS ARE 00 TO 09 AND 10 TO 99. \*WHERE MECHANIZED INPUT IS PROVIDED, THESE FIELDS SHOULD BE KEPT "0".

	FORM	LOC'N Id	ST ATUS	FOREMAN ID		NEW Loc'n Id																			GAS Ate				OIL					X De				'AX ATE		L I	LABO RAT	)R E	
- F	2	3 4 5 8 7	1	8 10 11 12 13 14 15	1647	18 19 20 21 2	2		5.5		ШĽ.		<u> </u>	1	22	22		τ.	3	ς,	23	5	49	50 5	152	53 5	i4 50	56	575	3 58 6	10 6 1	82 6	3 64	66 6	6 67 6	10 00	707	1 72	73 74	75 78	777	3	-
Γ	9		Π		. 📖																						Τ		,												0		Γ
- H	+-+	++++	+	* * * * * * *	+ + +	<u>► + + + +</u>		 		++		 • •		-		- <b>h</b> -	+···+		4			-	• •	+	+	+ +	· ·	+ +	+-	+ +		+ +	+		++	_	+ +	++		$\rightarrow$	+++	+	+

	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 09.
LOCATION ID	3-7	Enter location identification code for garage. Blanks may be on either side of code, but not within it.
STATUS	8	Enter one of the following:
		N - NEW. Used to enter a new garage.
		U - UPDATE. Used to change all fields except FOREMAN ID.
		D - DELETE. This code removes a garage from the system, including all data for vehicles assigned to that garage. The vehicles must be moved to a new location prior to entry of this status code.
		M - MOVE. This code is used only to assign a garage to a different foreman.
FOREMAN ID	9-16	Enter foreman ID. This identifies the foreman responsible for this garage. This field is required only with a new (N) or move (M) status code.
NEW LOCATION ID	18-22	Enter New Location I.D. when a garage is being moved to a new foreman. The Foreman ID must also be entered.
BLANK	23-48	These columns are blank, no entries.

Fig. 9—Data Entries for Form 09 (Sheet 1 of 2)

FORM#	ID FOC'N	S T FOREM/ T U S	IN NEI LOC IC			GAS RATE	OIL RATE	TAX CODE	TAX Rate	LABOR Rate
1 2	34567	8 9 10 1 1 12 13 1	4 15 18 19 18 19 20	I 21 22 22 22 22 22 22 22 22 22 22 22 22		50 51 52 53 54 5	5 56 57 58 59 80	81 62 63 64 66 66 67 68	60 70 71 72 73 74	75 78 77 78 78 80
09										•

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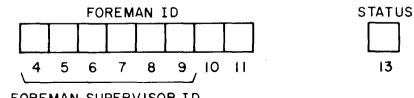
	DATA ENTRIES		
FIELD NAME	COLUMN NO.	DESCRIPTION	
GAS RATE	49-54	Enter exact price per gallon at garage entered in LOCATION ID. (Up to 3 decimal places.)	
		EXAMPLES:	
		\$.45/gal	
		8495051 52 53 54 5	
		++++++++++5++	
		\$.65-9/10 gal	
		8495051 52 53 54 5	
		<u>+++++6+5+9</u> +	
		Note: The decimal is necessary only if amount is cents.	
OIL RATE	55-60	Enter exact price per quart. Same rules apply as in columns 49-54.	
TAX CODE	61-68	If local taxes are applied to vehicles, enter appropriate code. Leave blank if not applicable.	
TAX RATE	69-74	Enter appropriate tax rate for affected area. Leave blank if not applicable.	
LABOR RATE	75-80	Enter loaded hourly wage rate paid in the company area where garage is located. Enter to nearest cent (decimal is preprinted).	

Fig. 9—Data Entries for Form 09 (Sheet 2 of 2)

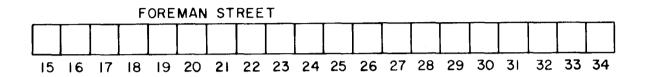


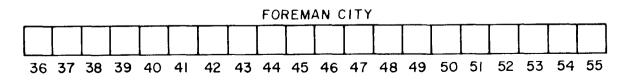






FOREMAN SUPERVISOR ID





NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101.

COLUMNS 1-2 FORM NO. - PREPRINTED 11

COLUMNS 4-11 FOREMAN ID – ENTER FOREMAN

IDENTIFICATION CODE, COLUMNS 4-9 MUST CONTAIN

FOREMAN SUPERVISOR ID.

COLUMN 13 STATUS -- MUST CONTAIN ONE OF FOLLOWING:

- N NEW
- U UPDATE
- D DELETE

Fig. 10-MOVIMS Input Form 11

F O R H ID ID	S T FOREMAN T STREET	FOREMAN CITY	
1224687891011	13 34 15 16 17 18 19 20 21 22 23 24 25 28 27 28 29 30 31 32 33 34	26 36 37 38 38 40 41 42 43 44 45 48 47 48 49 50 51 52 53	
			<u>, , , , , , , , , , , , , , , , , , , </u>

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DATA ENTRIES			
FIELD NAME	COLUMN NO.	DESCRIPTION	
FORM NO.	1-2	Preprinted 11.	
FOREMAN ID	4-11	Enter foreman ID—8 characters. First 6 characters must be foreman supervisor ID.	
STATUS	13	Enter one of the following:	
		N - NEW. Enter new foreman to system.	
		U - UPDATE. Used to change foreman address.	
		D - DELETE. Used to remove a foreman from the system. The garage must be moved or deleted before entering this status code.	
FOREMAN STREET	15-34	Enter street name of the foreman's office.	
FOREMAN CITY	36-55	Enter name of city where foreman's office is located.	

#### Fig. 11—Data Entries for Form 11

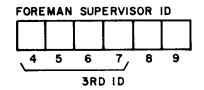
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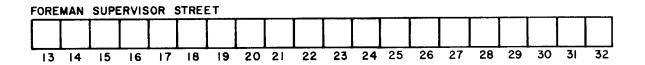


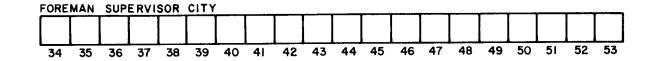
FOREMAN SUPERVISOR DATA (2ND LEVEL) MOVIMS INPUT FORM 12











NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. COLUMNS 1-2 FORM NO. – PREPRINTED 12 COLUMNS 4-9 FOREMAN SUPERVISOR ID – REQUIRED ENTRY, COLUMNS 4-7 MUST CONTAIN 3RD LEVEL ID. COLUMN 11 STATUS – MUST CONTAIN ONE OF FOLLOWING: N - NEWU - UPDATED - DELETE

Fig. 12—MOVIMS Input Form 12

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F D R SUPV T ID S	FOREMAN Supervisor Street	FOREMAN SUPERVISOR CITY	
1 2 8 4 5 6 7 8 9 10 11 12 13	14 15 18 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32	2 34 35 38 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53	
12	-++++++++++++++++		

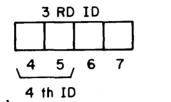
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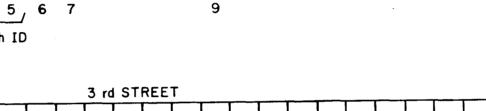
DATA ENTRIES			
FIELD NAME	COLUMN NO.	DESCRIPTION	
FORM NO.	1-2	Preprinted 12.	
FOREMAN SUPERVISOR ID	4-9	Enter foreman supervisor ID—6 characters. First 4 characters are third level ID.	
STATUS	11	Enter one of the following:	
		N - NEW. Enter new foreman supervisor to system.	
		U - UPDATE. Change foreman supervisor address in system.	
		D - DELETE. Used to delete foreman supervisor from the system. The foreman must be deleted before this code is entered.	
FOREMAN SUPERVISOR STREET	13-32	Enter street location of foreman supervisor's office.	
FOREMAN SUPERVISOR CITY	34-53	Enter city location of foreman supervisor.	
		•	

#### Fig. 13—Data Entries for Form 12

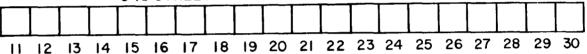


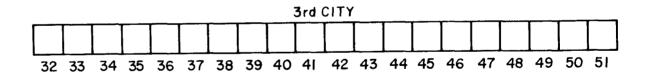






STATUS





NOTES: DETAILED INPUT INFORMATION AS IN BSP 720-610-010 COLUMNS 1-2 FORM NO. - PREPRINTED 13 COLUMNS 4-7 3RD LEVEL ID - REQUIRED ENTRY. COLUMNS 4-5 MUST CONTAIN 4TH LEVEL ID. COLUMN 9 STATUS - MUST CONTAIN ONE OF FOLLOWING: N - NEW U - UPDATE

D – DELETE

Fig. 14-MOVIMS Input Form 13

F O R ID V S	3RD Street	3RD CITY	
1234587#9811121	3 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	£1 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 48 50 5	1 52 53834 58 58 57 588 58 80 80 8 1 62 83 8 4 80 68 6 7 80 108 7 17 7 17 17 17 17 17 17 17 17 17 17 17
13	+++++++++++++++++++++++++++++++++++++++		

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	TA ENTRIES	
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 13.
3rd ID	4-7	Enter - identification code for third level management—4 characters. First 2 characters must be fourth level ID.
STATUS	9	Enter one of the following:
		N - NEW. Enter new 3rd level to system.
		U - UPDATE. Change data for 3rd level address in system.
		D - DELETE. Used to delete a 3rd level from the system. The foreman supervisors must be deleted prior to entering this code.
3rd STREET	11-30	Enter street name where 3rd level is located.
3rd CITY	32-51	Enter city name where 3rd level is located.

# Fig. 15—Data Entries for Form 13

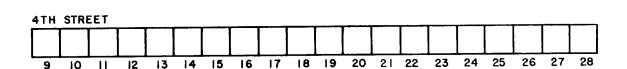


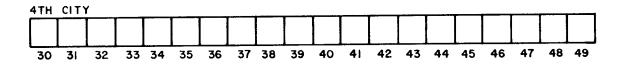
# 4TH LEVEL DATA MOVIMS INPUT FORM 14











NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. COLUMNS 1-2 FORM NO. – PREPRINTED 14 COLUMNS 4-5 4TH LEVEL ID – REQUIRED ENTRY. COLUMN 4 MUST CONTAIN COMPANY ID. COLUMN 7 STATUS – MUST CONTAIN ONE OF FOLLOWING: N – NEW U – UPDATE D – DELETE

Fig. 16-MOVIMS Input Form 14

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F ATH I ATH ATH STREET	4TH City	
1 2 3 4 5 8 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 28 27 28 2	30 31 32 33 34 35 38 37 38 38 40 41 42 43 44 45 46 47 48	
14		

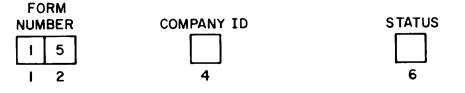
1 <sup>1</sup> 2

DATA ENTRIES			
FIELD NAME	COLUMN NO.	DESCRIPTION	
FORM NO.	1-2	Preprinted 14.	
4th ID	4-5	Enter 2-digit identification code for 4th level management. First character must be company ID.	
STATUS	7	Enter one of the following:	
		N - NEW. Enter new 4th level to system.	
		U - UPDATE. Change address for 4th level presently in system.	
		D - DELETE. Used to delete 4th level from the system. The 3rd levels must be deleted before entering this code.	
4th STREET	9-28	Enter street name where 4th level is located.	
4th CITY	30-49	Enter city name where 4th level is located.	

#### Fig. 17—Data Entries for Form 14



# COMPANY DATA MOVIMS INPUT FORM 15





NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. COLUMNS 1-2 FORM NO. – PREPRINTED 15 COLUMN 4 COMPANY ID – REQUIRED ENTRY COLUMN 6 STATUS – MUST CONTAIN ONE OF FOLLOWING: N – NEW U – UPDATE

D - DELETE



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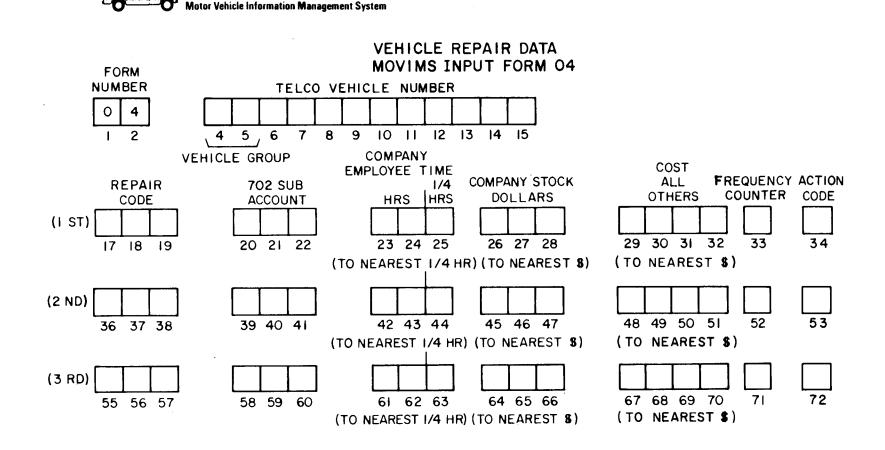
D D I COMPANY R I T NAME	
1 2 4 4 8 6 2 6 1 0 10 11 12 13 14 15 16 17 18 16 20 2 122 224 25 24 24 25 24 25 24 25 24 25 24 24 25 25 25 25 25 25 25 25 25 25 25 25 25	

:

DATA ENTRIES			
FIELD NAME	COLUMN NO.	DESCRIPTION	
FORM NO.	1-2	Preprinted 15.	
COMPANY ID	4	Enter 1-digit company identification code.	
STATUS	6	Enter one of the following:	
		N - NEW. Add new company to system.	
		U - UPDATE. Change company name in the system.	
		D - DELETE. Used to delete a company from the system. All 4th levels must be deleted prior to entering this code.	
COMPANY NAME	8-27	Enter name of company.	

#### Fig. 19—Data Entries for Form 15

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NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. ALL ENTRIES START IN FIRST COLUMN OF EACH FIELD EXCEPT COLUMNS 23-25. COLUMNS 1-2 FORM NO. – PREPRINTED 04 COLUMNS 4-15 TELCO VEHICLE NO. – COLUMNS 4-5 (VEHICLE GROUP) MUST HAVE ENTRY COLUMNS 23-24 CO. EMPLOYEE TIME (HOURS) – VALID ENTRIES ARE 1 THROUGH 9 IN COLUMN 24 AND 10 THROUGH 99 IN COLUMNS 23 AND 24. IF EITHER OF THESE COLUMNS HAVE AN ENTRY COLUMN 25 MUST HAVE AN ENTRY. COLUMN 25 CO. EMPLOYEE TIME (1/4 HRS) – ENTER ONE OF FOLLOWING:

 $0-\mbox{ZERO}$  -- WHEN ENTRY IN COLUMNS 23 AND/OR 24 AND NO QUARTER HOURS.

- 1 1/4 HR.
- 2 1/2 HR.

3 - 3/4 HR.

COLUMN 34 ACTION CODE - TO USE AS INSTRUCTED BY SUPERVISOR

Fig. 20-MOVIMS Input Form 04

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	1ST					2ND						3RD					
F TELCO R VEHICLE M SRP, NUMBER	REP Code	702 SUB ACCT	CO EMP TIME	CO STK \$	COST ALL OTHERS	REP CODE	702 Sub Acct	CO EMP TIME	CO Stk \$	COST ALL OTHERS	F C I O N	REP CODE	702 SUB ACCT	CO EMP TIME	CO STK \$	COST ALL OTHERS	F T C I N
1 2 8 4 5 6 7 8 9 10 11 12 13 14 15	17 18 19	20 21 22	23 24 25	26 27 28	29 30 31 32 33 34	36 36 37 36	39 40 41	42 43 44	45 46 47	48 49 50 51	52 53 54	55 56 57	58 58 60	61 62 63	64 65 64	67 88 88 70	
04	I	Ľ,	L		Γ	<b>.</b>		L, .	Ι, .			Ι.,	Ι,,	Ι,,	I.,.,	L	<u>│                                    </u>

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	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 04.
TELCO VEHICLE NO.	4-15	Enter vehicle number.
REPAIR CODE	17-19 36-38 55-57	Enter valid 3-digit repair code from Table I.
702 SUBACCOUNT	20-22 39-41 58-60	Enter appropriate 3-digit 702 subaccount expense code from Table H.
COMPANY EMPLOYEE TIME	23-25	Enter labor hours of company employee only. If available, include time spent by employee diagnosing problem. Detailed instructions are on form.
COMPANY STOCK DOLLARS	26-28 45-47 64-66	Enter cost (rounded to nearest dollar) of parts used from company stock. EXAMPLE: 526[27]282 \$26. = 452.6
		<i>Rule:</i> If parts from stock are supplied to outside contractor, enter here and they should not appear on contractor's bill.
COST ALL OTHERS	29-32 48-51 67-70	Enter cost (rounded to nearest dollar) of all outside dollars, including parts and labor.

Fig. 21-Data Entries for Form 04 (Sheet 1 of 2)

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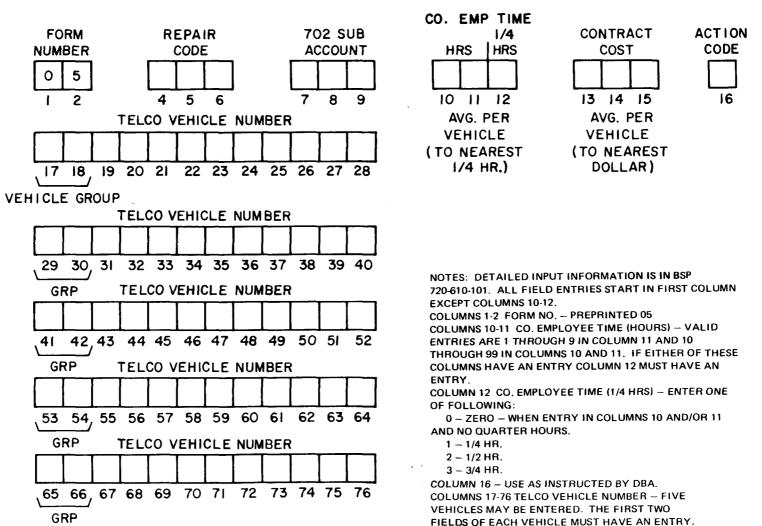
1ST	21		3RD	
F TELCO REP R VEHICLE CODE	702     C0     C0     C0ST     F     C     RI       SUB     EMP     STK     ALL     C     I     C       ACCT     TIME     \$     OTHERS     C     I     C		REP 702 CO CO COST SUB EMP STK ALL CODE ACCT TIME 9 OTHERS	F C I D
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 10 17 18 1	19 20 2 1 22 23 24 25 26 27 28 29 30 3 1 32 33 34 36 36 3	38 38 40 41 42 43 44 45 46 47 48 48 50 51 52 53 8	55 56 57 58 58 90 6 1 62 63 64 65 66 67 68 69 70	071 72 72 74 74 75 70 77 78 78 78 88
04		╻└╾╻└╾╻└╸╷└╸╻╺╵╵		

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	DA	
FIELD NAME	COLUMN NO.	DESCRIPTION
FREQUENCY COUNTER	33 52 71	Enter "X" in this column when money and/or labor hours are to be entered against the vehicle but a repair frequency is not to be charged. This can identify multiple billing or multiple instances of labor effort for the same repair.
ACTION CODES	34 53 72	Leave blank unless instructed otherwise by your DBA.

Fig. 21—Data Entries for Form 04 (Sheet 2 of 2)





# FLEET SERVICE JOB ORDER-MOVIMS INPUT FORM 05

Fig. 22-MOVIMS Input Form 05

	FORM#	REP CODE	702 SUB ACCT	CO EMP TIME	CONT Cost	A C T I O N	GRP	TELCO VEHICLE NUMBER		GRP	TELC VEHIC NUMB	ίE	GRP	TEL VEHI NUM	CLE	GRP	TEL VEHI Nume	CLE	GRP	۷	TELCO EHICLE IUMBER			
- Г	1 2 3	4 5 6	7 8 9	10 11 12	13 14 1	5 16	17 18 19 20	21222324	25 26 27 26	29 30 3	3 1 32 33 34 3	5 36 37 38 38	104142	43 44 45 46	47 48 49 50 51	52 53 54	55 56 57 58	59 80 61 82 63	64 85 88	67 98 9	70 71 72	73 74 75 78	Sec. is.	
ļ	05	Γ.	L					++++	++++	Γ.,	+ + + +	+ + + + +	Ι,	• • • • •	+ + + +	Т.,	-+ + + +	++++		++	+ + + +	+ + + -	• •	

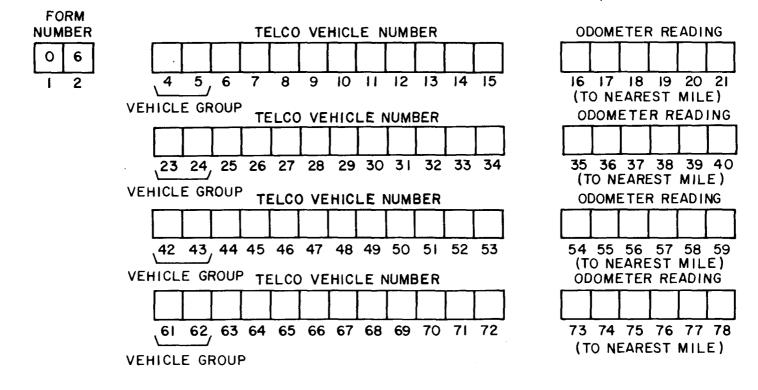
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	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 05.
REPAIR CODE	4-6	Enter valid 3-digit repair code from Table G.
702 SUBACCOUNT	7-9	Enter appropriate 3-digit 702 subaccount code from Table H.
COMPANY EMPLOYEE HOURS	10-12	If company employee performed work, enter the average hour (to nearest quarter) per vehicle.
CONTRACT COST	13-15	If work performed by outside contractor, enter average cost (rounded to nearest dollar) per vehicle.
ACTION CODE	16	Leave blank unless instructed by DBA.
TELCO VEHICLE NO.	17-28 29-40 41-52 53-64 65-76	Enter telco vehicle numbers. Note: List individual vehicles being serviced. If service is to be reported by vehicle groups, use Form 16 (one for each group).
	!	

### Fig. 23—Data Entries for Form 05



## QUARTERLY MILEAGE READINGS MOVIMS INPUT FORM 06



NOTES: DETAILED INPUT INFORMATION IS IN BSP 710-610-101. THIS FORM CAN ONLY BE USED TO INCREASE MILEAGE TO DECREASE USE FORM 02. THIS FORM MUST BE COMPLETED QUARTERLY FOR EACH VEHICLE BUT CAN ALSO BE COMPLETED AT SHORTER INTERVALS. FOUR DIFFERENT VEHICLES MAY BE ENTERED ON THIS FORM. COLUMNS 1-2 FORM NO. – PREPRINTED 06

COLUMNS 4-15 TELCO VEHICLE NO. – (4 FIELDS) EACH FIELD USED MUST HAVE AN ENTRY IN FIRST TWO COLUMNS (VEHICLE GROUP). COLUMNS 16-21 ODOMETER READING – ENTER CURRENT

ODOMETER READING ROUNDED TO NEAREST MILE (NO TENTHS).

SSI Ņ SECTION 720-610-101

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F O R H G	TELCO VEHICLE NUMBER	ODOMETER READING	GRP,	TELCO VEHICLE NUMBER	ODOMETER READING	GF	TELCO VEHICLE NUMBER	ODOMETER READING		GRP	TELCO VEHICLE NUMBER	ODOMETER Reading	
1234	5 6 7 8 9 10 11 12 13 14 15	18 17 18 19 20 21	2 23 24 25 26	627 28 29 30 31 32 33 34	35 38 37 38 38 40	1 42	43 44 45 46 47 48 49 50 5 1 52 53	54 55 58 57 58 59	8.3	61 62 63	4 95 86 67 88 99 70 71	72 73 74 75 78 77	72200
06	······································			++++++	<b>,,,</b> , <b>,</b>			+++++			+++++++	. [	

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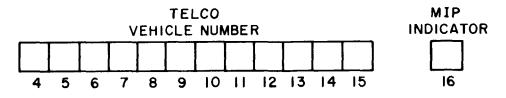
	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 06.
TELCO VEHICLE NO.	4-15 23-34 42-53 61-72	Enter telco vehicle number. (See Table C.)
	16-21 35-40 54-59 73-78	Enter current odometer reading (to nearest mile). This amount must be greater than or equal to the entry for the previous reporting period. If not, use form 02 to enter current reading with a "U" status code.

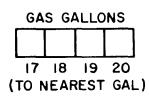
# Fig. 25—Data Entries for Form 06

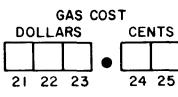


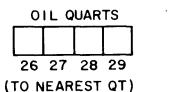
# VEHICLE GAS AND OIL DISBURSEMENTS MOVIMS INPUT FORM 07

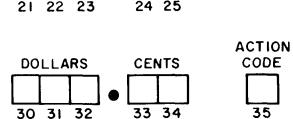












NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. THE COST FIELDS ARE ONLY USED FOR OUTSIDE PURCHASES OF GAS AND/OR OIL, IN-HOUSE COST IS IN SYSTEM.

COLUMNS 1-2 FORM NO. -- PREPRINTED 07 COLUMNS 4-15 TELCO VEHICLE NO. -- COLUMNS 4-5 (VEHICLE GROUP) MUST HAVE ENTRY COLUMN 16 MIP INDICATOR -- FOR MIP PROCESSING ONLY, LEAVE BLANK. COLUMNS 21-23 GAS COST (DOLLARS) – ONLY ENTERED FOR OUTSIDE PURCHASES. ENTER DOLLAR AMOUNT AND LEAVE UNUSED COLUMNS BLANK. COLUMNS 24-25 GAS COST (CENTS) – THIS FIELD MUST HAVE ENTRY IF COLUMNS 21-23 HAVE AN ENTRY. ENTER TWO ZEROES IF NO CENTS AND AN EVEN DOLLAR ENTRY. COLUMNS 26-34 OIL QUARTS AND COST – SAME PROCEDURE AS GASOLINE. COLUMN 35 ACTION CODE – USE TO BE DETAILED LATER. LEAVE BLANK.

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FORM	TELCO VEHICLE GRP, NUMBER	H I GA GA				.	ACTION																			
1 2 4	4 5 6 7 8 9 10 11 12 13 14 15	16 17 18	19 20 21 22 23	24 25 26 27	28 29 30 31 32 33	34 3	35 90	57.00	33 47 4	1243	4	4614744	0.50	51 52 6	3945	56 97	58 38	60 6 1	2 #36	4 45 6	67 84	<b>169</b> 70	21 72	7年7年7	16 77	78 79 60
07		Π.,	<u>+</u> ]++	, , I , ,		T,			••	¥ †		++-	+++	++	++	++	<b>⊢+-</b> +	+++	-+-+	++	++	++	f- †- 1		+-+-+	44

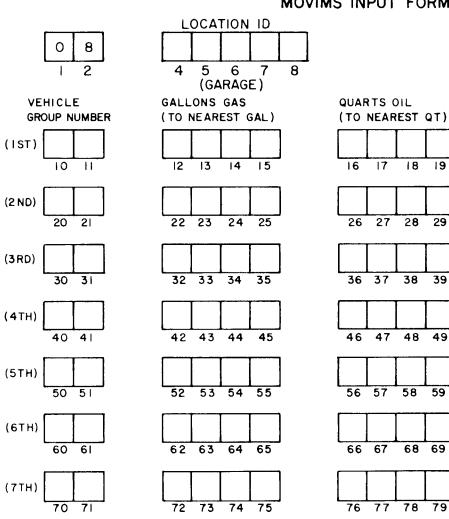
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	DAI	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 07.
TELCO VEHICLE NO.	4-15	Enter telco vehicle number. (See Table C.)
MIP INDICATOR	16	For MIP (MOVIMS Interface Program) Processing only. This field should be left blank.
		<i>Note:</i> If company uses universal credit card, each vehicle will have its own credit card with vehicle number and issue number.
GAS GALLONS	17-20	Enter gallons (rounded to nearest gallon) pumped into vehicle.
GAS COST	21-25	Enter total cost of gas purchased out-of-house. If gasoline obtained in-house, leave this field blank.
OIL QUARTS	26-29	Enter amount of oil (to nearest quart).
OIL COST	30-34	Enter cost of oil (dollars and cents).
ACTION CODE	35	Use of this field to be outlined at a later date. For now, this field should be left blank.

Fig. 27—Data Entries for Form 07





## GROUP GAS AND OIL DISBURSEMENTS MOVIMS INPUT FORM 08

NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. SEVEN GROUPS OF VEHICLES MAY BE ENTERED ON THIS FORM COLUMNS 1-2 FORM NO. - PREPRINTED 08 COLUMNS 4-8 LOCATION ID - REQUIRED ENTRY COLUMNS 10-11 GROUP NO. - ENTER FIRST TWO CHARACTERS OF VEHICLE NUMBER FOR EACH GROUP RECEIVING GAS AND/OR OIL. SEVEN DIFFERENT GROUPS MAY BE ENTERED.

# SSI **,**2 SECTION 720-610-101

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Fig. 28-MOVIMS Input Form 08

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## SECTION 720-610-101

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	1ST			2 <b>ND</b>			3RD			47H			57H			STH			7 T H			
F D D D D D	980. <b>*</b>	GAS GALS	OIL QTS	GRP #	GAS Gals	OIL QTS	GRP #	GAS Gals	OIL QTS	G000 #	GAS GALS	OIL QTS	997 P #	GAS Gals	OIL QTS	GRP #	GAS Gals	OIL QTS	GRP #	GAS Gals	OIL QTS	
1284587	8 8 10 11	12 13 14 15	16 17 18 19	20 21	22 23 24 25	26 27 28 29	30 31	32 33 34 35	36 37 38 39	40 41	42 43 44 45	48 47 48 49	5051	52 53 54 55	56 57 58 59	60 6 1	62 63 64 65	88 67 68 69	70 71	72 73 74 75	78 77 78 7	
08	, II ,	I.,.,.	[ <b>, , ,</b>	L,			L.	L		Ľ,	$\lfloor + + + - + - + - + - + + - + + + + + + $		L	$L_{+++}$	L,,,,	L.,	<u>, , ,</u>		L,		└╷╷╷	Ц

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DA	TA ENTRIES
COLUMN NO.	DESCRIPTION
1-2	Preprinted 08.
4-8	Enter garage identification code.
$ \begin{array}{c} 10-11\\ 20-21\\ 30-31\\ 40-41\\ 50-51\\ 60-61\\ 70-71\\ \end{array} $	Enter group numbers (2-digit) of vehicle being serviced.
12-1522-2532-3542-4552-5562-6572-75	Enter total gallons (to nearest gallon) disbursed to the group of vehicles identified in the GROUP NUMBER field.
16-1926-2936-3946-4956-5966-6976-79	Enter total quarts of oil (to nearest quart) disbursed to the group of vehicles identified in the GROUP NUMBER field.
	COLUMN NO.           1-2           4-8           10-11           20-21           30-31           40-41           50-51           60-61           70-71           12-15           22-25           32-35           42-45           52-55           62-65           72-75           16-19           26-29           36-39           46-49           56-59           66-69

### Fig. 29—Data Entries for Form 08



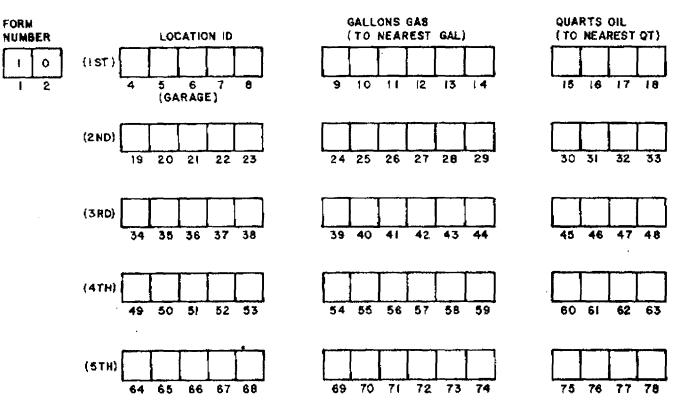
 $(x, y) \mapsto (x, y) \mapsto (x, y)$ 

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GARAGE GAS AND OIL DELIVERIES MOVIMS INPUT FORM 10

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NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. GAS AND OLL USAGE FOR FIVE GARAGES MAY BE ENTERED ON THIS FORM. COLUMNS 1-2 FORM NO - PREPRINTED 10 COLUMNS 4-8 LOCATION ID - REQUIRED FIELD FOR EACH GARAGE ENTERED.

Fig. 30-MOVIMS Input Form 10

	187			200			360			4YH			5TH			_
	LOC'H Io	BAS Cals	GIL QTS	TD FOC.M	BAS BALS	OIL RTR	TD FOC.N	GAS GALS	QIL QTS	LOC'N IO.	645 GHL 3	OIL QTS	10 10C.N	EXS EALS	ars.	
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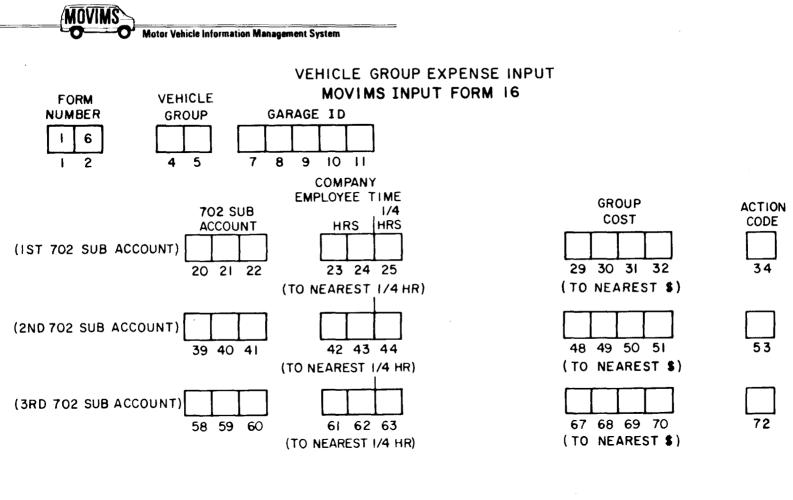
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	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 10.
LOCATION ID	4-8	
	19-23	
	34-38	
	49-53	
	64-78	Enter location ID code for each garage location.
GALLON GAS	9-14	
	24-39	
	39-44	
	54-59	
	69-74	Enter gallons (to nearest gallon) that have been pumped into storage tank. This can be daily, weekly, or quarterly-based on local instructions.
QUARTS OIL	15-18	
	30-33	
	45-48	
	60-63	
	75-78	Enter quarts (to nearest quart) of oil delivered.
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Fig. 31-Data Entries for Form 10

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NOTES: ALL ENTRIES START IN FIRST COLUMN OF EACH FIELD EXCEPT COLUMNS 23-25. COLUMNS 1-2 FORM NO - PREPRINTED 16 COLUMNS 4-5 VEHICLE GROUP COLUMNS 23-24 CO. EMPLOYEE TIME (HOURS) - VALID ENTRIES ARE 0 THROUGH 9 IN COLUMN 24 AND 01 THROUGH 99 IN COLUMNS 23 AND 24. IF EITHER OF THESE COLUMNS HAVE AN ENTRY COLUMN 25 MUST HAVE AN ENTRY EVEN IF IT'S AN 0; COLUMN 25 CO. EMPLOYEE TIME (1/4 HRS) - ENTER ONE OF FOLLOWING:

 $0-\mbox{ZERO}$  — WHEN ENTRY IN COLUMNS 23 AND/OR 24 AND NO QUARTER HOURS

$$1 - 1/4$$
 HR.

2 – 1/2 HR. 3 – 3/4 HR.

COLUMN 34 ACTION CODE -- TO USE AS INSTRUCTED BY SUPERVISOR ISS 2, SECTION 720-610-101

	FORM#		GRF #	(	SARA ID	GE								70 Su Aci	8	E	io Mp			0U 0S1			A C T I O N				5	102 108 108	6	CO Imp Ime			GRO CD:			A C T I O N				s	02 108 108		CO Emp Ime			GRO CO			ACTION						
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	16		+	L,	++	+		4	4	•		4		+	+	-+	+	-	+	+	+			्	4	<u>.</u>	L	-+-	L	-+-	<b>.</b> +		+-+	-+-				4	-4-	L	-+		++	33333	<b>,</b> ,	+ +	-+-			4	•	+	4	Ļ	

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	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 16.
VEHICLE GROUP	4-5	Enter vehicle group.
GARAGE ID	7-11	Enter garage ID.
702 SUBACCOUNT	20-22 39-41 58-60	Enter appropriate 3-digit 702 subaccount expense code from Table H.
		<i>Note:</i> When fleet service is performed on a group of vehicles, enter the appropriate number. (See data base administrator and/or local instructions.) Labor and/or dollars entered will be for all vehicles in the group. A separate form is required for each vehicle group.
COMPANY EMPLOYEE TIME	23-25 42-44 61-63	Enter labor hours of company employee only. If available, include time spent by employee diagnosing problem. Detailed instructions are on form.

### Fig. 33—Data Entries for Form 16 (Sheet 1 of 2)

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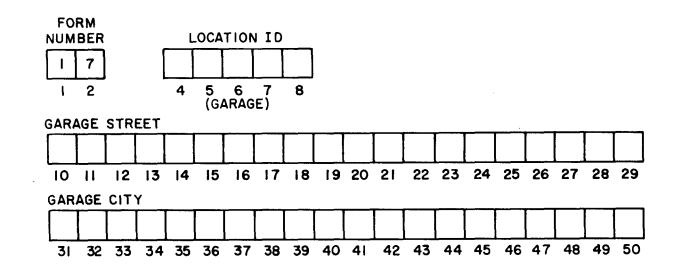
		(	GRP #	GAR							70 SU AC	6	E	io Mp Me		GR Ci	OUI	P		ACTION				702 SUE ACC	1	CO Emp Tim	, E			(	GRO COS			A CTION				S	02 U8 CT		CO Emp Ime				ROUF OST		A CT I DN								
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	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
GROUP COST	29-32 48-51 67-70	Enter cost (rounded to nearest dollar) of all outside part purchases.
	07-70	EXAMPLE: 28 29 30 31 32 33
		\$26. = 0 2 6
ACTION CODE	34 53 72	Leave the field blank unless instructed otherwise by the system administrator.

### Fig. 33—Data Entries for Form 16 (Sheet 2 of 2)



## GARAGE DATA-2-MOVIMS INPUT FORM 17



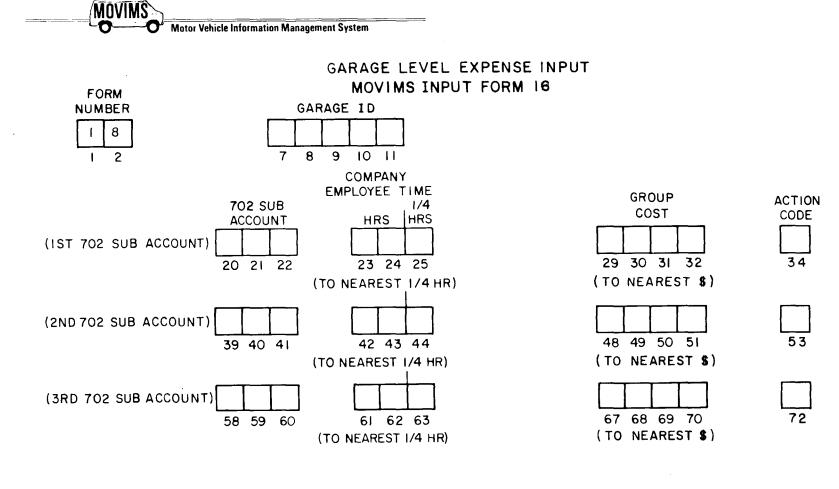
NOTES: DETAILED INPUT INFORMATION IS IN 720-610-101. COLUMNS 1-2 FORM NO. – PREPRINTED 17 COLUMNS 4-8 LOCATION ID – REQUIRED ENTRY.

Fig. 34—MOVIMS Input Form 17

F D R LOC'N ID	GARAGE STREET	GARAGE City																								
12345678310111	2 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	3 1 32 33 34 35 36 37 38 39 40 4 1 42 43 44 45 46 47 48 48 50	1			8		22	06	훞	1	3	8	1	1	2.3	₹.8	1	11	1	Z.	2	ĉ į	2	<b>S</b>	1
17					89.94														20.0							
	<del> </del>	<del> </del>		 ~			-		-		-				_									 	-	1

<u></u>	DA	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 17.
LOCATION ID	4-8	Enter location identification code for garage. Blanks may be on either side of code, but not within it.
GARAGE STREET	10-29	Enter street name for garage indicated in LOCATION ID.
GARAGE CITY	31-50	Enter name of city where garage is located.
		<i>Note:</i> The 17 card is considered an update card, so no status is needed. It should not be input in the same run as its related Garage is established.

# Fig. 35—Data Entries for Form 17



NOTES: ALL ENTRIES START IN FIRST COLUMN OFCEACH FIELD EXCEPT COLUMNS 23-25.CCOLUMNS 1-2 FORM NO - PREPRINTED 18COLUMNS 7-11 GARAGE IDCOLUMNS 2-24 CO. EMPLOYEE TIME (HOURS) - VALIDENTRIES ARE 0 THROUGH 9 IN COLUMN 24 AND 01THROUGH 99 IN COLUMNS 23 AND 24. IF EITHER OFTHESE COLUMNS HAVE AN ENTRY COLUMN 25 MUSTCHAVE AN ENTRY EVEN IF IT'S A 0.

COLUMN 25 CO. EMPLOYEE TIME (1/4 HRS) – ENTER ONE OF FOLLOWING:

SECTION 720-610-101

0- ZERO - WHEN ENTRY IN COLUMNS 23 AND/OR 24 AND NO QUARTER HOURS.

- 1 1/4 HR.
- 2 1/2 HR.
- 3 3/4 HR.

COLUMN 34 ACTION CODE – TO USE AS INSTRUCTED BY SUPERVISOR

Fig. 36—MOVIMS Input Form 18

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ſ	F DR M#					RAG ID	E							SL	)2 )9 CT	C El TI				ARAC OST	SE .		ACTION			s	02 UB CCT					GAF CO	RAGE		ACTION			70 SL AC	8	CO EMP TIME				ARAGE		A C T I D N						
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	DAI	TA ENTRIES
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 18.
GARAGE ID	7-11	Enter garage ID.
702 SUBACCOUNT	20-22 39-41 58-60	Enter appropriate 3-digit 702 subaccount expense code from Table H.
COMPANY EMPLOYEE TIME	23-25 42-44 61-63	Enter labor hours of company employee only. If available, include time spent by employee diagnosing problem. Detailed instructions are on form.
GARAGE COST	29-32 48-51 67-70	Enter cost (rounded to nearest dollar) of parts used from company stock.
		EXAMPLE: 28 29 30 31 32 33
		\$26. = 0 2 6
ACTION CODE	34 53 72	Leave the field blank unless instructed otherwise by the system administrator.

Fig. 37—Data Entries for Form 18