



**Division of Administration  
Fleet and Surplus Services**

M5 Implementation  
**UNIT MAIN** Standard Work

Owner	Approved By	Revision Date
<b>PURPOSE</b>	Enable Fleet Services staff to add and maintain/update units in M5	
<b>SCOPE</b>		
<b>DEFINITIONS</b>		
<b>EXPECTED OUTCOMES</b>		
<b>LINK TO DOCUMENTATION</b>	<a href="H:\SHARED\DOC\M5 procedures\Current approved procedures\TRAINING">H:\SHARED\DOC\M5 procedures\Current approved procedures\TRAINING</a>	

**PROCEDURE**

Add a  
New Unit

- Open the Unit Main screen.
  - Enter the new Unit number.  
Note: Unit numbers are assigned by Fleet Services (Susan Koosmann). Unused Unit numbers can be obtained from the new voyager cards file located at:  
H:\Sharedoc\replacement programs\2010 replacement program/new voyager cards

Add a New Unit

2. Under the Asset/Codes tab, the following information is required:
  - Serial Number: Enter the Unit VIN
  - MCC (Maintenance Class Code): Use the LOV to select one of the ARI codes
  - Activity code: The value entered in the Activity code field is agency-specific. If applicable and/or required by your agency, enter an Activity code, or use the LOV functionality.
  - Tech Spec Number: Use the LOV to select a Tech Spec Number
  - Billing code: The Billing textbox may be automatically populated by the system. IF not populated, enter a Billing code in the Billing Unit Code Maintenance screen, BUT YOU MUST FIRST enter the Unit successfully in Unit Main.
  - Asset Category: The system displays the Asset Category from the Tech Spec
  - Asset Class: The system displays the Asset Class from the Tech Spec

**Unit Main** (Version 2.4.0)

**Unit Information**

Unit: 9900  2000 CHEVROLET CC31403

Description: 2010 FORD F150 Status: Delivered - Prep for Service

Alternate Unit No.:  [More Unit Information](#)

**Asset/Codes** | Dept/Locations | Class | Meter/Accounting | License/Notes | GPS Location

Year / Manufacturer / Make / Model

2000 | GENERAL MOTORS CORP | CHEVROLET | CC31403

**Unit Codes**

Serial Number: 1234569

MCC: HB TRUCK, FULL SIZE PICKUP

Activity: 0170 BUILDING SERVICES

Tech Spec Number: 00008UL TRUCK, 1 TON W/ SERVICE BODY

Asset Category: HB12 TRUCK, 1TON W/SVC BDY

Asset Class:

Billing: 122

**Attachment**

Serial Number:

Tech Spec Number:

**Last Physical Inventory**

Unit Condition:  Rate 0 - 9

Last Inventory Date:

Last Verified By:

**Latest Transaction Dates**

Meter Date:

Work Order Date:

Fuel Issue Date:

Add a New Unit

3. Under the Dept/Locations tab, the following information is required:
  - Owning Department: Use the LOV to select an Owning Department  
Note: Owning Department codes are assigned by Fleet Services
  - Using Department: Use the LOV to select a Using Department  
Note: Using Department codes are assigned by Fleet Services
  - Parking location: The value entered in the Parking field is agency-specific. If applicable and/or required by your agency, enter a Location, or use the LOV functionality
  - Maintenance: Enter a Maintenance location or use the LOV functionality

**Unit Main** (Version 2.4.0)

*Unit Information*

Unit:	9900	<input type="button" value="Add New"/>	2000 CHEVROLET CC31403
Description:	2010 FORD F150	Status:	Delivered - Prep for Service
Alternate Unit No.:	<input type="text"/>		

[More Unit Information](#)

*Navigation:* All | Asset/Codes | **Dept/Locations** | Class | Meter/Accounting | License/Notes | GPS Location

*Department Information*

Owning:	0040	ACCOUNTING	Effective Date:	<input type="text"/>
Using:	0140	ARTS	Effective Date:	<input type="text"/>

*Unit Locations*

Parking:	BRDWY	BROADWAY SERVICE CENTER
Maintenance:	ADMIN	FLEET SERVICES ADMINISTRATION
Fueling:	AMERIG	AMERIGAS
Delivery:	BRDWY	BROADWAY SERVICE CENTER
Bin No:	<input type="text"/>	

*Operator*

Operator:	<input type="text"/>	Name:	<input type="text"/>
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Add a New Unit

4. Under the Class tab, no information is required:
  - Class code 1 – Reserved for future use
  - Class code 2 – Class 2 is used to track whether tax is billed on a Unit or not. If applicable and/or required by your agency, use the LOV functionality to select a value. The table below shows the choices available for Class 2.
  - Class code 3 – Class 3 is used for reporting purposes. If applicable and/or required by your agency, use the LOV functionality to select a value. The table below shows the choices available for Class 3.
  - Class code 4 – Reserved for future use
  - Class code 5 – Reserved for future use

Class2	Description	Class3	Description
UP	UNMARKED POLICE	UN	MNSCU
UM	UNMARKED PLATES	SD	SCHOOL DISTRICTS
SC	SUMMER CAR	PS	POLICE/SHERIFF
RP	REPLACEMENT POOL	LB	LEGISLATIVE BRANCH
PT	POLITICAL SUB TAX	JB	JUDICIAL BRANCH
ND	DECALS EXEMPT	EB	EXECUTIVE BRANCH
MP	MARKED POLICE	CO	COUNTIES
HS	HUMAN SERVICES CREDIT	CI	CITIES

Add a New Unit

5. IF entering a new Unit, the following information is required in the Meter/Accounting tab.

In the *Acquisition Meter Information* section enter:

- Primary Meter
- Acquisition Date

In the *In-Service Meter Information* section enter:

- Primary Meter
- In-Service Date

**Unit Main** (Version 2.4.0)

**Unit Information**

Unit: 9900  2000 CHEVROLET CC31403

Description: 2010 FORD F150 Status: Active Unit

Alternate Unit No.:  [More Unit Information](#)

**Meter/Accounting** (Selected Tab)

**Primary Meter Information**

Type: MILE Reading: 123 Date: 01/27/2010 LTD Usage: 0

**Secondary Meter Information**

Type:  Reading: 0 Date: 01/27/2010 LTD Usage: 0

**Acquisition Meter Information**

Primary Meter: 123 Acquisition Date: 01/27/2010

Secondary Meter: 0 Arrival Date: 01/27/2010

**In-Service Meter Information**

Primary Meter: 123 In-Service Date: 01/27/2010

Secondary Meter: 0

**Basic Account Information**

Requisition Number:  Manufacture Date:  Markup Scheme:

PO Number:  Purchase Price:  Tax Exemption:

NOTE: The Primary Meter is updated by the Fuel Interface

LTD Usage = *Primary Meter Information* Reading - *Acquired Meter Information* Primary Reading

Add a New Unit

6. Under the License/Notes tab, the following information is required:
  - License: Enter the Unit license number into the License field
  - Expiration Date: For leased Units, enter lease expiration date into the Expiration Date field  
For unmarked Units, expiration date entered into the Expiration Date field must be March of the following year
  - State: Enter the state into the State field (MN)
  - Country: The default value displayed is not USA. The value must be USA.
  - Type: Enter the license type into the Type field (required value is either "LIC" or "A")
  - Description: The system displays the value entered in the Type field in the Description field.
  - Title Number: Title Numbers are state-assigned
  - Asset Number: Asset Numbers are state-assigned

**Unit Main** (Version 2.4.0)

Unit Information

Unit: 9900  2000 CHEVROLET CC31403

Description: 2010 FORD F150 Status: Active Unit

Alternate Unit No.:  [More Unit Information](#)

All Asset/Codes Dept/Locations Class Meter/Accounting **License/Notes** GPS Location

9900 License / Permit Information: (Record 1 of 1)

License	Expiration Date	State	Country	Weight	Fee	Type	Description
EA-9900	02.01.2011	MN	USA		\$0.00	LIC	user defined

Title Number:  Asset Number:

Unit Notes

Unit WO Notes

Customer Notes

NOTES

1. For EB license plates, the value entered in the Type field must be "LIC".
2. For unmarked license plates, the value entered in the Type field must be "A".
3. The License/Permit Information contains may contain old license records. DO NOT DELETE ANY RECORDS IN THE LICENSE/PERMIT INFORMATION SECTION.

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