

**MOTOR VEHICLE INFORMATION MANAGEMENT SYSTEM
(MOVIMS)**

INPUT FIELDS AND PROCEDURES

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5. GROUPING AND NUMBERING MOTOR VEHICLES	7	A. Purpose	
A. General	7	1.01 This section contains a description of the input fields, column numbers, and input data requirements for the Motor Vehicle Information Management System (MOVIMS).	
B. Motor Vehicle Groups	7	B. System Description	
C. Motor Vehicle Identification Numbers	8	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 supervision and staff as a tool for controlling costs. Reports will be available on the following:	
Tables		(a) Individual vehicles	
A—Administrative Input Forms	4	(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

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

BSP/MANUAL	TITLE
720-610-100	Motor Vehicle Information Management System (MOVIMS), General Description

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	I	IDIØT
l	L	LØLLIPØP
O	Ø	ØUT
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.

TABLE A
ADMINISTRATIVE INPUT FORMS

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 update existing administrative data for a foreman.
12	Foreman Supervisor 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 level manager.
14	4th Level Data	Fig. 16	Fig. 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

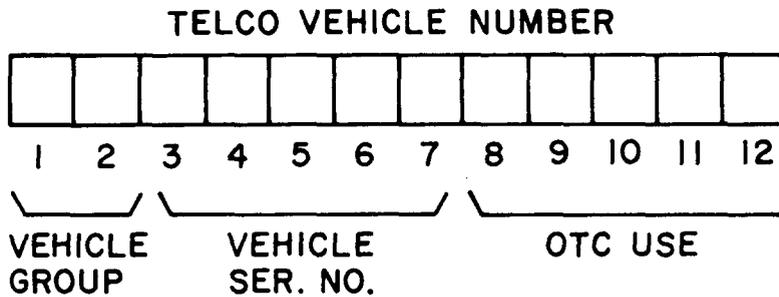
TABLE B

OPERATIONAL INPUT FORMS

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 Form 02.
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.
18	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.

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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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.

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.

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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.

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.	42	All trucks equipped with aerial lifts specially designed to place aerial cable, eg, Telsta, Servilift, and Constructor I plant placers.
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.	60	Trucks having a GVW of 11,001 pounds and over. Not included in this group are any vehicles identified in any other group.
13	Vehicles under 4500 pounds GVW. Included in this group are subcompact pickup trucks, Cushman scooters, etc.	70	Trucks equipped with derricks, and derrick/diggers. Not included in this group are high pressure earth boring machines, eg, Sterling high pressure diggers.
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 with power ladders and aerial lifts.	80	Supply and Equipment delivery trucks 11,001 pounds GVW and above. Included are supply vehicles with power equipment such as winches and tailgates.
22	Vehicles equipped with power ladders and aerial lifts up to 11,000 pounds GVW except those designed to place aerial cable.	82	Truck-Tractors (fifth wheel type)
		90	Intermediate and full size cars and station wagons irrespective of vehicle use.
		91	Compact cars and station wagons irrespective of vehicle use.
		93	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.

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

MAKE	ABBREVIATION	INCLUDES
American Motors	AMER	Concord Gremlin Hornet Matador Rebel
Auto car	AUTO	
Brockway	BRKY	
Buick	BUIK	Apollo
Cadillac	CAD	
Checker	CHEK	
Chevrolet	CHEV	Chevette Nova Vega Chevy Van Malibu
Chrysler	CHRY	
Cushman	CUSH	
Diamond T	DIAT	
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

TABLE D (Contd)

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

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

TABLE E
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
07	Outside Plant Forces
12	Motor Equipment Forces
14	Assignment and Test Bureau Forces
19	Cable Splicing Forces
20	Toll Test Center Forces
22	Supplies Forces at Western Electric Company (WE) Distributing House
24	Exchange Test Center Forces

SAMPLE

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.)

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	<i>Lubrication</i> 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.
214/521A	<i>Tire Chains</i> , including labor and material for installing, removing, and repairing.
115/5213	<i>Ordinary Repairs to Motor Vehicles</i> , including parts, labor, and towing charges for mechanical breakdown. (See Note 1.)
215/5214	<i>Accident Repairs to Motor Vehicles</i> includes towing, glass replacement, body and paint work, etc, when caused by accident.
315/5215	<i>Repairs to Associated Equipment</i> .
016/5216	<i>Vehicle Appearance</i> includes labor and material for washing, polishing, and painting when not caused by accident.
020/5218	<i>License and Inspection Fees</i> includes fees for license tags and State motor vehicle inspections.
021/5203	<i>Miscellaneous</i> .
053/5232	<i>Repairs to Auxiliary Equipment</i> , including trailers, tool carts, etc.
054/5233	<i>Gasoline and Oil for Auxiliary Equipment</i> .
666/None	Spare. (See Note 2.)
777/None	Spare. (See Note 2.)
888/None	<i>Pre-MOVIMS Expenses</i> .

SAMPLE

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

<u>01 AXLE FRONT</u> (See Note)	<u>06 ENGINE</u>
01 1 Front End Alignment, Wheel Bearing, Seals	06 1 Tune-up — Inc. All Related Operations
01 2 Front Wheel — Repair or Replace	06 2 Muffler, Tail Pipe, Engine Pipe, Manifold, Brackets, and Related Parts
01 3 Springs, Shackles, Torsion Bars, Shocks	06 3 Cooling System — Incl. Belts, Hoses, Water Pump, Radiator, Fan
01 4 King Pins, Ball Joints, Tie Rods	06 4 Emission System and All Related Parts Incl. Air Pump, Catalytic Converter
01 5 Steering and All Related Parts	06 5 Engine Overhaul or Replace, Incl. Oil Leak Repair and Gaskets
<u>02 AXLE REAR</u>	<u>07 FUEL SYSTEM</u>
02 1 Axle, Bearings, Seals	07 1 Carburetor
02 2 Rear Wheel — Repair or Replace	07 2 Fuel Pump, Gas Lines, Fuel Filter
02 3 Springs, Shackles, Shocks	07 3 Gas Tank and Related Parts
02 4 Differential, Gears, Bearings	07 4 Fuel Injectors (Diesel)
02 5	07 5 Air Cleaner, Throttle Control, Repair or Replace
<u>03 BRAKES</u>	<u>08 BODY and FRAME</u>
03 1 Adjust	08 1 Upholstery, Floor Mat, Glass, Regulator, Wipers
03 2 Reline — Incl. All Related Operations	08 2 Sheet Metal, Fenders, Body, Doors, Hood, Bumpers, Chassis, Frame
03 3 Hand Brake — Adjust, Repair	08 3 Rust and Corrosion Repairs
03 4 Brake Overhaul — Complete	08 4 Accessories — Incl. Heater, Defroster, Air Conditioning
03 5 Brake Booster or Power Assists, Air Brakes	08 5 Body Repairs (Utility Body) Include Towing Hook
<u>04 DRIVE LINE</u>	<u>09 SPECIAL EQUIPMENT</u>
04 1 Clutch — Adjust or Replace	09 1 Aerial Lift, Ladders, Buckets and Related Parts
04 2 Transmission Manual — Repair or Replace	09 2 Dericks and Booms — Incl. Hoses and Controls
04 3 Transmission Auto. — Repair or Replace	09 3 Winch and Winch Winder
04 4 Flywheel, Drive Shaft, U Joints	09 4 Digger and Derrick Drive — Incl. Motors, etc.
04 5 PTO, Transfer Case, etc.	09 5 Auxiliary Equipment, Tail Gates, Engine Generators, etc.
<u>05 ELECTRICAL</u>	<u>10 MISCELLANEOUS</u>
05 1 Lights, Bulbs, Lens, etc., Flashing-Rotating Lights, Instruments all, Switches, Electrical Controls, Horn, etc.	10 1 Open for OTC use
05 2 Wiring, Ignition, Body, Lights	10 2 Open for OTC use
05 3 Starter System and All Related Parts	10 3 Open for OTC use
05 4 Alternator, Generator, Regulator Systems	10 4 Open for OTC use
05 5 Battery — Incl. Hold Down and Cables	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.

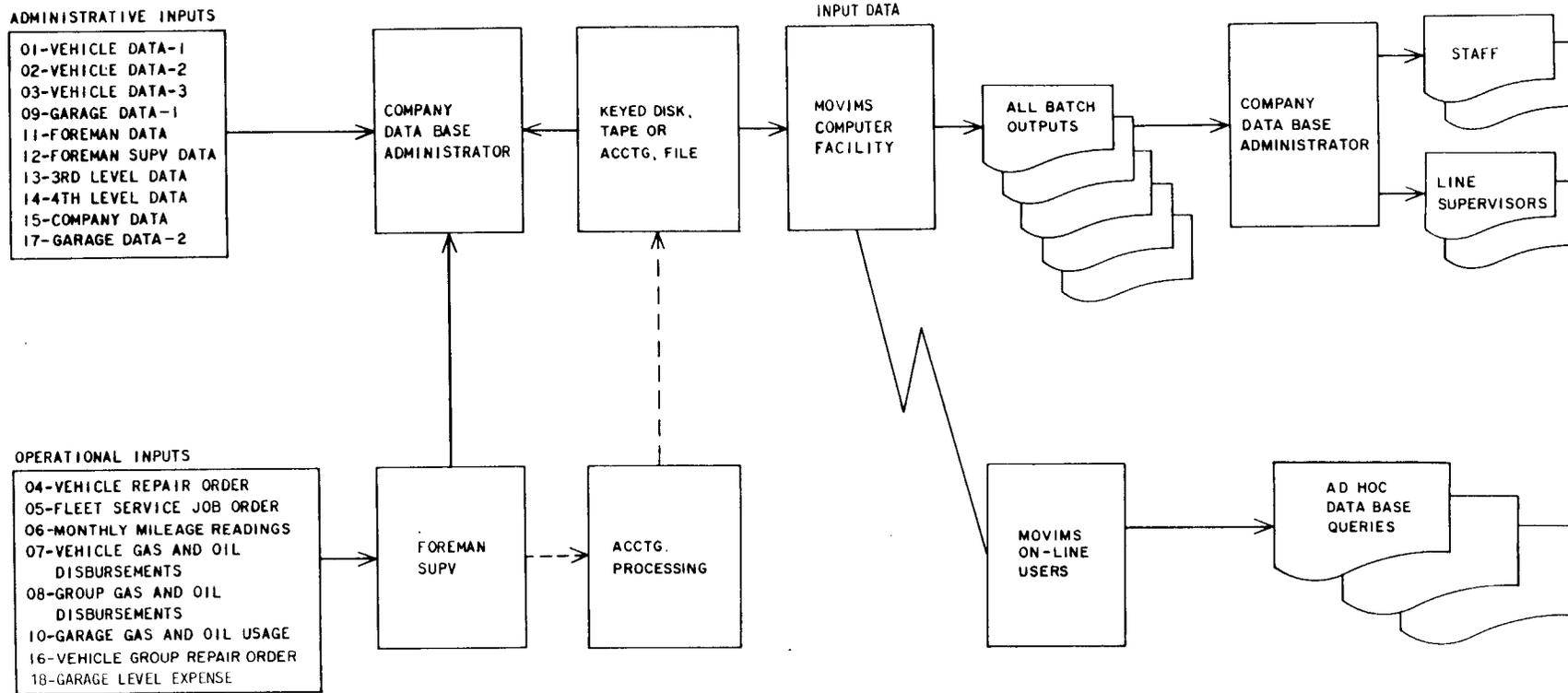


Fig. 1—General Flowchart—MOVIMS



Motor Vehicle Information Management System

VEHICLE DATA-2
MOVIMS INPUT FORM 02

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NOTES: DETAILED INPUT INFORMATION IS IN BSP
720-610-101.
COLUMNS 1-2 FORM NO. - PREPRINTED 02
COLUMNS 4-15 TELCO VEHICLE NO. - COLUMNS 4-5
(VEHICLE GROUP) MUST HAVE ENTRY
COLUMN 17 STATUS - MUST CONTAIN ONE OF
FOLLOWING:

N - NEW ALWAYS USE "U" (UPDATE) UNLESS
U - UPDATE VEHICLE DOES NOT EXIST IN DATA BASE.

COLUMNS 60-65 UVW - UNLADEN VEHICLE WEIGHT.
COLUMNS 67-72 LOAD - WEIGHT CAPACITY OF TRUCK.
COLUMNS 74-79 GVW - GROSS VEHICLE WEIGHT.
GVW = UVW + LOAD.

Fig. 4—MOVIMS Input Form 02



Motor Vehicle Information Management System

VEHICLE DATA-3 MOVIMS INPUT FORM 03

FORM NUMBER		VEHICLE NUMBER										STATUS	REGISTRATION COST						
0	3																		
1	2	4	5	6	7	8	9	10	11	12	13	14	15	17	19	20	21	22	23
		VEHICLE GROUP																	
AD CODE - 1				AD CODE - 2				AD CODE - 3				AD CODE - 4							
25	26	27	28	29	30	31	32	34	35	36	37	38	39	40	41				
AD CODE - 5				AD CODE - 6				AD CODE - 7				AD CODE - 8							
43	44	45	46	47	48	49	50	52	53	54	55	56	57	58	59				
AD CODE - 9				AD CODE - 10				AD CODE - 11				AD CODE - 12							
61	62	63	64	65	66	67	68	70	71	72	73	74	75	76	77				

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

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

BE CONSISTENT - 25K WILL SORT BEFORE 8,000, AND #9 WILL SORT BEFORE 2. (SEE EXAMPLE ON FIGURE 7)

Fig. 6—MOVIMS Input Form 03



Motor Vehicle Information Management System

GARAGE DATA -I- MOVIMS INPUT FORM 09

FORM NUMBER		LOCATION ID					STATUS	FOREMAN ID											
0	9																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
		(GARAGE)																	
NEW LOCATION ID																			
18 19 20 21 22																			
(GARAGE)																			
GAS RATE *						OIL RATE *													
49	50	51	52	53	54	55	56	57	58	59	60								
TAX CODE *								TAX RATE *				LABOR RATE *							
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
														DOLLARS		●	CENTS		

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 STATUS 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)
 eg. \$.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".

Fig. 8—MOVIMS Input Form 09



FOREMAN DATA (1ST LEVEL)
MOVIMS INPUT FORM II

FORM
NUMBER

1	1
---	---

1 2

FOREMAN ID

--	--	--	--	--	--	--	--

4 5 6 7 8 9 10 11

FOREMAN SUPERVISOR ID

STATUS

--

13

FOREMAN STREET

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

FOREMAN CITY

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55

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

FORM #	FOREMAN ID								S T A T U S	FOREMAN STREET												FOREMAN CITY																																		
	1	2	3	4	5	6	7	8		9	10	11	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	46	47	48	49	50	51	52	53	54	55	
11																																																								

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

FORM #	FOREMAN SUPV ID				STATUS	FOREMAN SUPERVISOR STREET												FOREMAN SUPERVISOR CITY																																																																	
	1	2	3	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	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
12																																																																																			

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

FORM NO.	3RD ID				STATUS	3RD STREET														3RD CITY																																		
	1	2	3	4		5	6	7	8	9	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	46	47	48	49	50	51			
13																																																						

FIELD NAME	DATA ENTRIES	
	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

FORM #	COMPANY ID	STATUS	COMPANY NAME	
1 2 3 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 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100				
15				

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



Motor Vehicle Information Management System

VEHICLE REPAIR DATA
MOVIMS INPUT FORM 04

FORM NUMBER		TELCO VEHICLE NUMBER										COMPANY EMPLOYEE TIME			COMPANY STOCK			COST ALL OTHERS				FREQUENCY COUNTER	ACTION CODE			
		VEHICLE GROUP		702 SUB ACCOUNT		HRS		HRS		DOLLARS		DOLLARS		DOLLARS		DOLLARS		COUNTER	CODE							
								1/4																		
		REPAIR CODE																								
(1 ST)	0	4																								
	1	2	4	5	6	7	8	9	10	11	12	13	14	15	23	24	25	26	27	28	29	30	31	32	33	34

FORM #	1ST																	2ND																	3RD																																																																
	TELCO VEHICLE NUMBER																	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 C I O N	REP CODE	702 SUB ACCT	CO EMP TIME	CO STK \$	COST ALL OTHERS	F C I O N																																																																
1	2	3	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	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
04																																																																																																			

DATA 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: $\frac{\begin{array}{ c c c } \hline 5 & 2 & 6 \\ \hline \end{array}}{100} = \$26.$
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)

SECTION 720-610-101

FORM #	1ST																2ND																3RD																																																
	TELCO VEHICLE NUMBER																REP CODE	702 SUB ACCT	CO EMP TIME	CO STK \$	COST ALL OTHERS	ACTION	REP CODE	702 SUB ACCT	CO EMP TIME	CO STK \$	COST ALL OTHERS	ACTION	REP CODE	702 SUB ACCT	CO EMP TIME	CO STK \$	COST ALL OTHERS	ACTION																																															
04	GRP	1	2	3	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	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

DATA ENTRIES		
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)



Motor Vehicle Information Management System

FLEET SERVICE JOB ORDER—MOVIMS INPUT FORM 05

FORM NUMBER		REPAIR CODE			702 SUB ACCOUNT			CO. EMP TIME			CONTRACT COST			ACTION CODE
0	5							HRS	1/4 HRS					
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16
TELCO VEHICLE NUMBER														
17	18	19	20	21	22	23	24	25	26	27	28			
VEHICLE GROUP														
TELCO VEHICLE NUMBER														
29	30	31	32	33	34	35	36	37	38	39	40			
GRP TELCO VEHICLE NUMBER														
41	42	43	44	45	46	47	48	49	50	51	52			
GRP TELCO VEHICLE NUMBER														
53	54	55	56	57	58	59	60	61	62	63	64			
GRP TELCO VEHICLE NUMBER														
65	66	67	68	69	70	71	72	73	74	75	76			
GRP														

CO. EMP TIME
HRS | 1/4 HRS
AVG. PER VEHICLE (TO NEAREST 1/4 HR.)

CONTRACT COST
AVG. PER VEHICLE (TO NEAREST DOLLAR)

ACTION CODE

NOTES: DETAILED INPUT INFORMATION IS IN BSP 720-610-101. ALL FIELD ENTRIES START IN FIRST COLUMN EXCEPT COLUMNS 10-12.

COLUMNS 1-2 FORM NO. - PREPRINTED 05

COLUMNS 10-11 CO. EMPLOYEE TIME (HOURS) - VALID ENTRIES ARE 1 THROUGH 9 IN COLUMN 11 AND 10 THROUGH 99 IN COLUMNS 10 AND 11. IF EITHER OF THESE COLUMNS HAVE AN ENTRY COLUMN 12 MUST HAVE AN ENTRY.

COLUMN 12 CO. EMPLOYEE TIME (1/4 HRS) - ENTER ONE OF FOLLOWING:

- 0 - ZERO - WHEN ENTRY IN COLUMNS 10 AND/OR 11 AND NO QUARTER HOURS.
- 1 - 1/4 HR.
- 2 - 1/2 HR.
- 3 - 3/4 HR.

COLUMN 16 - USE AS INSTRUCTED BY DBA.

COLUMNS 17-76 TELCO VEHICLE NUMBER - FIVE VEHICLES MAY BE ENTERED. THE FIRST TWO FIELDS OF EACH VEHICLE MUST HAVE AN ENTRY.

ISS 2, SECTION 720-610-101

Fig. 22—MOVIMS Input Form 05



Motor Vehicle Information Management System

QUARTERLY MILEAGE READINGS MOVIMS INPUT FORM 06

FORM
NUMBER

0	6
1	2

TELCO VEHICLE NUMBER												ODOMETER READING					
												16	17	18	19	20	21
VEHICLE GROUP												(TO NEAREST MILE)					
TELCO VEHICLE NUMBER												ODOMETER READING					
												35	36	37	38	39	40
VEHICLE GROUP												(TO NEAREST MILE)					
TELCO VEHICLE NUMBER												ODOMETER READING					
												54	55	56	57	58	59
VEHICLE GROUP												(TO NEAREST MILE)					
TELCO VEHICLE NUMBER												ODOMETER READING					
												73	74	75	76	77	78
VEHICLE GROUP												(TO NEAREST MILE)					

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).

Fig. 24—MOVIMS Input Form 06



VEHICLE GAS AND OIL DISBURSEMENTS MOVIMS INPUT FORM 07

FORM
NUMBER

0	7
---	---

1 2

TELCO
VEHICLE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4 5 6 7 8 9 10 11 12 13 14 15

MIP
INDICATOR

--

16

GAS GALLONS

--	--	--	--

17 18 19 20
(TO NEAREST GAL)

GAS COST

DOLLARS			•	CENTS	

21 22 23 24 25

OIL QUARTS

--	--	--	--

26 27 28 29
(TO NEAREST QT)

OIL COST

DOLLARS			•	CENTS	

30 31 32 33 34

ACTION
CODE

--

35

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.

Fig. 26—MOVIMS Input Form 07

SECTION 720-610-101

FORM #	TELCO VEHICLE NUMBER															MIP	GAS GALS	GAS COST \$ ¢	OIL QTS	OIL COSTS ¢	ACTION CODE																																																											
	GRP	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	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76
07																																																																																

DATA 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

SECTION 720-610-101

FORM #	1ST				2ND				3RD				4TH				5TH				6TH				7TH																																																						
	LOC'N ID	GRP #	GAS GALS	OIL QTS																																																																											
1	2	3	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	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
08																																																																															

DATA ENTRIES		
FIELD NAME	COLUMN NO.	DESCRIPTION
FORM NO.	1-2	Preprinted 08.
LOCATION ID (GARAGE)	4-8	Enter garage identification code.
GROUP NUMBER	10-11	Enter group numbers (2-digit) of vehicle being serviced.
	20-21	
	30-31	
	40-41	
	50-51	
	60-61	
	70-71	
GALLONS GAS	12-15	Enter total gallons (to nearest gallon) disbursed to the group of vehicles identified in the GROUP NUMBER field.
	22-25	
	32-35	
	42-45	
	52-55	
	62-65	
QUARTS OIL	72-75	Enter total quarts of oil (to nearest quart) disbursed to the group of vehicles identified in the GROUP NUMBER field.
	16-19	
	26-29	
	36-39	
	46-49	
	56-59	
66-69		
76-79		

Fig. 29—Data Entries for Form 08



GARAGE GAS AND OIL DELIVERIES MOVIMS INPUT FORM 10

FORM NUMBER	LOCATION ID	GALLONS GAS (TO NEAREST GAL)	QUARTS OIL (TO NEAREST QT)																																		
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">0</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> </table>	1	0	1	2	(1ST) <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> </table> (GARAGE)						4	5	6	7	8	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td></tr> </table>							9	10	11	12	13	14	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td></tr> </table>					15	16	17	18
1	0																																				
1	2																																				
4	5	6	7	8																																	
9	10	11	12	13	14																																
15	16	17	18																																		
	(2ND) <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td></tr> </table>						19	20	21	22	23	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td></tr> </table>							24	25	26	27	28	29	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td style="text-align: center;">32</td><td style="text-align: center;">33</td></tr> </table>					30	31	32	33				
19	20	21	22	23																																	
24	25	26	27	28	29																																
30	31	32	33																																		
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75	76	77	78																																		

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

FORM NO.	1ST			2ND			3RD			4TH			5TH		
	LOC'N ID	GAS GALS	OIL QTS	LOC'N ID	GAS GALS	OIL QTS	LOC'N ID	GAS GALS	OIL QTS	LOC'N ID	GAS GALS	OIL QTS	LOC'N ID	GAS GALS	OIL QTS
10	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

DATA 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.

Fig. 31—Data Entries for Form 10



Motor Vehicle Information Management System

VEHICLE GROUP EXPENSE INPUT MOVIMS INPUT FORM 16

<p>FORM NUMBER</p> <table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">6</td> </tr> </table> <p style="text-align: center;">1 2</p>	1	6	<p>VEHICLE GROUP</p> <table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p style="text-align: center;">4 5</p>			<p>GARAGE ID</p> <table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p style="text-align: center;">7 8 9 10 11</p>						<p>COMPANY EMPLOYEE TIME</p> <table border="0" style="margin: auto;"> <tr> <td colspan="2"></td> <td style="text-align: center;">1/4</td> </tr> <tr> <td style="text-align: center;">702 SUB ACCOUNT</td> <td style="text-align: center;">HRS</td> <td style="text-align: center;">HRS</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">20 21 22</td> <td style="text-align: center;">23 24 25</td> <td></td> </tr> </table> <p style="text-align: center;">(TO NEAREST 1/4 HR)</p>			1/4	702 SUB ACCOUNT	HRS	HRS				20 21 22	23 24 25		<p>GROUP COST</p> <table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p style="text-align: center;">29 30 31 32</p> <p style="text-align: center;">(TO NEAREST \$)</p>					<p>ACTION CODE</p> <table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p style="text-align: center;">34</p>	
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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 - 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. 32—MOVIMS Input Form 16

FORM #	GRP #	GARAGE ID	702 SUB ACCT			CO EMP TIME			GROUP COST			ACTION	702 SUB ACCT			CO EMP TIME			GROUP COST			ACTION
			1	2	3	4	5	6	7	8	9		10	11	12	13	14	15	16	17	18	
16																						

DATA 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. 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)

FORM #	LOC'N ID	GARAGE STREET	GARAGE CITY	
	1 2 3 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 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80			
17				

DATA 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



GARAGE LEVEL EXPENSE INPUT
MOVIMS INPUT FORM 16

<p>FORM NUMBER</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">8</td> </tr> <tr> <td style="font-size: 8px;">1</td> <td style="font-size: 8px;">2</td> </tr> </table>	1	8	1	2	<p>GARAGE ID</p> <table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="font-size: 8px;">7</td> <td style="font-size: 8px;">8</td> <td style="font-size: 8px;">9</td> <td style="font-size: 8px;">10</td> <td style="font-size: 8px;">11</td> </tr> </table>						7	8	9	10	11											
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	<p>COMPANY EMPLOYEE TIME</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td colspan="2"></td> <td style="font-size: 8px;">1/4</td> </tr> <tr> <td style="font-size: 8px;">702 SUB ACCOUNT</td> <td style="font-size: 8px;">HRS</td> <td style="font-size: 8px;">HRS</td> </tr> </table>			1/4	702 SUB ACCOUNT	HRS	HRS	<p>GROUP COST</p>	<p>ACTION CODE</p>																	
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58	59	60																								
61	62	63																								
67	68	69	70																							
72																										

NOTES: ALL ENTRIES START IN FIRST COLUMN OF EACH FIELD EXCEPT COLUMNS 23-25.
 COLUMNS 1-2 FORM NO - PREPRINTED 18
 COLUMNS 7-11 GARAGE ID
 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 A 0.

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 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

