CHAPTER 3

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PARTS AND FUEL INVENTORY MANAGEMENT

1. PURPOSE. This chapter contains basic information about vehicle parts and bulk fuel inventory management, including ordering, receiving, issuing, adjusting, and transferring transactions.

2. VEHICLE PARTS MANAGEMENT.

a. Definition. Vehicle parts refer to all inventoried parts, controlled by each location, to support the maintenance activities of its fleet.

b. Quick Orders. Purchase orders in FleetFocus are created using the "Quick Orders" screen. "Quick Orders" are used to order and receive parts into inventory. They are not designed for transferring parts or adjusting inventories. Instructions for those tasks are included later in this chapter. Use the following instructions to complete a "Quick Order."

(1) Select "Data," "Purchasing," and "Quick Orders" from the dropdown menus.

(2) Click "Prepare for Insert" and enter "Location ID."

(3) Enter "Purchase Order ID." FleetFocus requires a unique purchase order number for each "Quick Order." For parts purchased by contract, use the appropriate delegation log. For parts purchased from commercial vendors or Supply Services Unit, use the invoice, receipt, or order number. For existing parts received into initial inventory, or when no unique number is available, use the Area number as a prefix, the calendar year, and a serialized number from a log as a suffix. For example, Valley Division would use the following format: 201-2003-001, 201-2003-002, and 201-2003-003.

(4) Enter "Vendor ID." Enter the first three letters of the vendor and click on the dropdown menu to help locate your vendor. If you have a new vendor that is not in FleetFocus, send an e-mail with the vendor's name, address, and phone number to the FleetFocus Coordinator at Fleet Operations Section (FOS) to have the information added to the system.

(5) Enter "Order Placed By" (employee ID) and "Order Header Type" (Q).

(6) Select "Comments" tab and enter appropriate comments.

(7) Select “Line Items” tab and enter “Part ID.” If you are receiving a part that is not in FleetFocus, or not authorized at your Area, contact the FleetFocus Coordinator at FOS to add or authorize the part.

(8) Enter “Price Type” (AG) and “Gross Unit Price” (unit price).

(9) Enter “Date Required” and “Quantity.”

(10) Check “Immediate Receipt” box and click “Process.” You must check the “Immediate Receipt” box to receive parts directly into inventory. If not, FleetFocus requires the completion of the “Receipts” screen in order to receive parts into inventory.

c. Receipts. The “Receipts” screen is used to complete the receipt of parts into inventory when they were not immediately received on a “Quick Order.” Use the following instructions to complete a “Receipt.”

(1) Select “Data,” “Parts Activity,” and “Receipts” from the dropdown menus.

(2) Click “Filter” and enter “Purchase Order ID.”

(3) Click “Get Data.”

(4) Click “Unlock” to open “Receipt” and enter “Quantity to Receive.”

(5) Enter “Receipt Date” (current date). Check the “Return to Vendor” box if the item was refused.

(6) Enter “Employee Receiving” (employee identification number) and click “Process.”

d. Direct Issues. The “Direct Issues” screen is used to issue vehicle parts, without work orders, to equipment units, departments, or accounts. Use the following instructions to complete a “Direct Issue.”

(1) Select “Data,” “Parts Activity,” and “Direct Issues” from the dropdown menus.

(2) Click “Prepare for Insert” and enter appropriate “Equipment ID,” “Department ID,” or “Account ID.”

(3) Enter “Part ID” and “Location ID.”

(4) Enter “Quantity” and click “Process.”

3. TRANSFER. The purpose of the "Transfer" screen is to request and process the transfer of vehicle parts from one inventory location to another. Transferring is a three step process including "Request Transfer," "Send Parts Out," and "Receive Parts In." The Area requesting the parts will initiate the transfer and complete the "Request Transfer" step. The Area sending the parts will complete the "Send Parts Out" step. Finally, the Area requesting and receiving the parts will complete the "Receive Parts In" step. However, FleetFocus will allow the transfer process to begin at "Send Parts Out." FleetFocus automatically adjusts inventory counts for each inventory location when the transfer process is complete. Use the following instructions to complete a parts "Transfer:"

a. Transfer Request.

(1) Select "Data," "Parts Activity," and "Transfers" from the dropdown menus.

(2) Click "Prepare for Insert." FleetFocus automatically assigns a transfer ID number.

(3) Enter "Description" and select "Request Transfer" from the "New Status" window.

(4) Enter "To Location ID," "From Location ID," and "Intended for Location ID."

(5) Select "Comments" tab and enter appropriate comments.

(6) Select "Parts" tab and enter "Part ID."

(7) Enter "Quantity" and click "Process."

b. Send Parts Out.

(1) Select "Data," "Parts Activity," and "Transfers" from the dropdown menus.

(2) Click "Filter," enter "Transfer ID," and click "Get Data."

(3) Click "Unlock" and select "Send Parts Out."

(4) Select "Parts List" tab and verify the "Part ID" and "Quantity" fields.

(5) Select "Basic Info" tab and click "Process."

c. Receive Parts In.

(1) Select "Data," "Parts Activity," and "Transfers" from the dropdown menus.

(2) Click “Filter,” enter “Transfer ID,” and click “Get Data.”

(3) Click “Unlock.”

(4) Select “Receive Parts In” and click “Process.”

4. <u>ADJUSTMENTS</u>. The purpose of the “Adjustments” screen is to make manual adjustments to parts inventories. You can reconcile inventory discrepancies by changing the quantity and unit price. Use the following instructions to complete an “Adjustment:”

a. Select “Data,” “Parts Activity,” and “Adjustments” from the dropdown menus.

b. Click “Prepare for Insert” and enter “Part ID.”

c. Enter “Location ID” and select appropriate “Action.”

d. Select appropriate “Adjustment Type” and enter the appropriate “Quantity,” “Unit Price,” or “Value” to adjust.

e. Enter appropriate “Comments” and click “Process.”

5. <u>BULK FUEL INVENTORY MANAGEMENT.</u>

a. <u>Definition</u>. FleetFocus tracks fuel inventories and transactions by individual locations. The system supports the issue of fuel from internal bulk fuel stations and external commercial fuel stations utilizing the Voyager Fleet Systems Inc. credit card. External fuel transactions from commercial fuel stations are collected and automatically posted to FleetFocus at FOS each week.

b. <u>Bulk Fuel Receipts</u>. The purpose of the “Fuel Receipts” screen is to receive fuel into individual bulk fuel tank inventories. Use the following instructions to complete a bulk “Fuel Receipt.”

(1) Select “Data,” “Fuel/Fluid Activity,” and “Receipts” from the dropdown menus.

(2) Click “Prepare for Insert” and enter “Tank ID.”

(3) Enter “Fuel/Fluid Type” (UL) and “Quantity Received.”

(4) Enter “Unit Price” and “Vendor ID.”

(5) Enter “Purchase Order ID” and click “Process.”

c. Internal Fuel Tickets. “Internal Fuel Tickets” are used to track internal bulk fuel transactions for each vehicle in the fleet. They also decrease fuel inventories from the appropriate internal bulk fuel station. Use the following instructions to complete an “Internal Fuel Ticket.”

(1) Select “Data,” “Equipment Activity,” “Fueling,” and “Internal Fuel Tickets” from the dropdown menus.

(2) Click “Prepare for Insert” and enter “Equipment ID.”

(3) Enter “Tank ID” and “Fluid Quantity.”

(4) Enter “Meter 1 Reading” (current odometer) and click “Process.”

d. Tank Readings. The “Tank Readings” screen is used to make manual adjustments to fuel inventories. Use the following instructions to complete a “Tank Reading.”

(1) Select “Data,” “Fuel/Fluid Activity,” and “Tank Readings” from the dropdown menus.

(2) Click “Prepare for Insert” and enter “Tank ID.”

(3) Enter “Date” and “Time.”

(4) Enter “Reading” (correct gallons) and click “Process.”

e. Transfer. The purpose of the “Transfer” screen is to record the transfer of fuel inventory between internal bulk fuel stations. Use the following instructions to complete a Transfer.

(1) Select “Data,” “Fuel/Fluid Activity,” and “Transfers” from the dropdown menus.

(2) Click “Prepare for Insert” and enter “Tank ID From” and “Tank ID To.”

(3) Enter “Date and Time” and select “Transfer Type” (Bulk).

(4) Enter “Quantity” and click “Process.”

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