LABOR RELATIONS

UNITED STATES POSTAL SERVICE

RECEIVED
JAN 24 2024

January 22, 2024

Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King St, STE 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7020 3160 0002 0328 0310

Dear Ivan:

As a matter of general interest, the Postal Service is working to modernize its vehicle asset management software. Fleet Operations plans to transition from the current system, Solution for Enterprise Asset Management (SEAM), to a system called, Fleet Management Information System (FMIS).

The FMIS uses an AssetWorks' commercial off-the-shelf (COTS) Fleet Focus software, platform. The FMIS is intended to provide a more efficient and effective operation by integrating with recently deployed telematics. The communication between the telematics and FMIS allows for the integration of vehicle defect and vehicle utilization reporting, which is anticipated to improve safety, increase productivity, and reduce costs.

A proof of concept was conducted locally at the Anaheim, California Processing and Distribution Center (P&DC). A relaunch of the FMIS is scheduled to "go live" on January 29, at the Anaheim, CA P&DC, including additional functionality to include consignment inventory.

If testing of the FMIS, with the consignment inventory, at the Anaheim, CA P&DC is successful, eleven additional sites are scheduled to "go live" on February 20. Full implementation of FMIS nationwide is tentatively scheduled to be completed by the end of August.

Enclosed on compact disc (CD) are the following FMIS reference documents:

- FMIS deployment schedule
- Labor Wedge Quick guide v23.0
- EDGE for M5 – Technician User Guide 23.0
- Physical Inventory Management Quick Guide v23.0
- Edge for M5 – Storekeeper User Guide 23.0
- Core Processing Overview Quick Guide v23.0

If there are any questions, please contact Robert Ocasio at 813-382-0689.

Sincerely,

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosure

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4101
WWW.USPS.COM

(CA2024-011)

AssetWORKS

Core Processing Overview

Reference Guide

Version 23.0.x | March 2023

Overview and Summary

The idea of tracking core credits has been existence in the fleet world for some time. However, the way that core credits are tracked and issued varies greatly among our fleet customers. The result of core tracking is to receive a credit from the vendor when returning a part that contains a core.

Core parts are identified by the vendor along with the potential value of the credit. It comes down to two questions. What does a core credit consist of and how can it be done in a fleet software package? The core credit itself is never definitive. Our clients are not guaranteed a core credit once it is returned to the vendor.

There are two main factors that determine if the full value of the core credit will be honored. The first is the condition of the core when it's returned. The second is that it's returned in a timely manner. One important piece to this functionality is to remember that the core charge and credit have no monetary value unless it is charged out with the work order part issue transaction or until the core credit has been applied using the Core Claim functionality.

The core value is tracked throughout the part's life with every transaction in the Part Journal table. This will allow our clients to report on all parts with cores and what the potential core value is. But money is NOT part of the process unless the core charge is issued to the work order or the credit has been entered for that charge. There are two main areas of core processing functionality in M5.

First is the ability to track the issuing and cost of parts with cores for reporting purposes. Second is to capture the data for the core itself that needs to be returned to the vendor for credit.

Once the vendor receives the core and issues the credit a work order credit transaction is done to assign it to the entity billed on the work order.

1. Functionality

Currently, M5 has 2 fields on the part_inv_loc table that pertain to cores.

They are **core charge** and **core tracking Y/N**. These fields are used to identify parts that have a core charge.

There are four main transactions that will record data in regard to parts with cores. They are receipts, transfers, issues and return to vendor.

The part can be either stock or non-stock. It is important to remember that even though we are tracking the core charge there is no physical money to be held until the credit comes in from the vendor (see more below about core tracking).

The core charge as it exists on these transactions is simply a potential core credit to be used for reporting purposes only. The secondary part of this functionality is the ability to track the actual core itself once it is removed from a unit. This is called core tracking.

2. Configuration

Part Main and Inventory Location Manager contain the fields called core charge and core flag. They can be updated from the Part Main record or at the inventory location level. The functionality for core tracking will use both fields to identify parts with a core and their charge. There are no limitations on the whether the part is stock or non-stock, either can have a core.

System Flags

There are two system flags to support the new core tracking functionality. They are:

5208 – “Use Core Tracking? (Y/N)” - This flag when set to "Y" will add Core transactions to the Core Tracking Frame. When this flag is set to "N" it will not add core transactions to the Core Tracking Frame.

5209 – “Add Core Charge to part issue extended cost? (Y/N)” - This flag when set to "Y" will add Core Charge to the extended line cost for Part Issues.

3. Part with Core Purchased

When a part with a core charge is ordered by placing it on a purchase order, the core charge is a new column on the PO with the value indicated on the part inventory location record. If the part does not exist in inventory yet and is being created as part of the purchase order process, then the core charge can be entered when creating the part or it can be entered on the row in the Purchase Order Main screen.

A core charge from the part inventory location record can be changed by the user if needed while adding the row to the Purchase Order screen. The part with the core transaction will be stored in the part journal for reporting of parts with core purchases.

4. Part with Core Received in Inventory

Parts that have core charges will show the core cost on the packing slip or invoice sent by the vendor. If the part with a core is being received using an M5 generated purchase order the core charge amount will be the value from the Part Inventory Location Manager. The core charge can be changed if needed during the receipt process using a new column in the part receipt frame (or part issue for non-stock parts). The core charge will be stored in the part journal when the receipt transaction is posted.

5. Part with Core Issued from Inventory

When a part with a core is issued, M5 identifies it as having a core and creates a row in the new Core tracking screen. The Core tracking stores parts with cores in various statuses:

- **Cancelled** – The core is destroyed; the core credit is not applicable or the part with the core has been returned.
- **Waiting** – This is the default status that starts the core tracking process.
- **Sent to vendor** – The core has been returned to vendor.
- **Transferred** – The core is transferred to another inventory location.
- **Finalized** – The full or partial credit has been applied to the work order.

When a part with a core is issued using Work Order Main or Part Issue, the new field called core cost can only be changed or added while the part is being issued. Selecting the check box on the part issue row called charge core will charge the core amount to the total extended cost of the part.

Once the part issue is saved the core charge can no longer be modified. If the core charge needs to be changed, then it should be done from the Core Tracking Screen after the part has been issued. The Core Tracking Screen will show the transaction in a status of “waiting” along with the work order/unit details related to the core. The user can review and adjust the core charge on the transaction and submit the core return memo report to a particular vendor using the print icon. Once the claim credit has been received, the status of the core in the Core Tracking screen can be changed to “finalized”.

Work Order Main allows the user to print a part tag which can be used during the Core Tracking process. The part tag can be printed by selecting the print tag check box on the part issue row then by clicking the print part tag icon. The part tag contains information such as work order number, unit number and date part was issued. It prints in large font on a regular 8.5’’ x 11’’ paper that can be attached to the part for labeling purposes.

6. Part with Core Transfers

When a part with a core is transferred from one location to another, the core charge from the receiving location will be used on the Part Transfer screen. If the part being transferred is not on inventory at the receiving location (as either stock or non-stock) then the core charge from the shipping location will be used. The core charge will be displayed as a column on the Part Transfer Request screen only and can be changed by the user if necessary.

Once the transfer is received at the receiving location, the core charge will be part of the receipt transaction in the part journal. This process is used to transfer parts with cores – not just the cores themselves. If the core is transferred the receiving location must be entered. The transfer of the core is done automatically. The location being sent the core does not have to manually receive the core. It will appear on the Core Tracking screen for that location along with a note indicating where it came from.

7. Part Returns with Core Charge

The core charge will follow thru to the return process as a transaction in the part journal when a part with a core is returned from a unit, department, component, work order or stock inventory. The core charge will be a negative amount which is the same as the part cost during a part return. If there is a Core Tracking record for this part it will be updated to a status of “cancelled”.

This will be the case for part returns from stock to the vendor as well as part returns that have been issued. The only process that deals with part returns that will not have a core charge associated to it is negative receipts. This negative receipt process is designed to return obsolete stock parts to any vendor at any price therefore core charge cannot be determined.

AssetWORKS

FleetFocus EDGE for M5 - Storekeeper

User Guide

Version 23.0.x | April 2023

Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by e-mail, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone:	1-610-225-8300
E-mail:	M5Support@AssetWorks.com
Web Site:	Community.AssetWorks.com

The support web site can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

FleetFocus EDGE for M5 - Storekeeper - User Guide

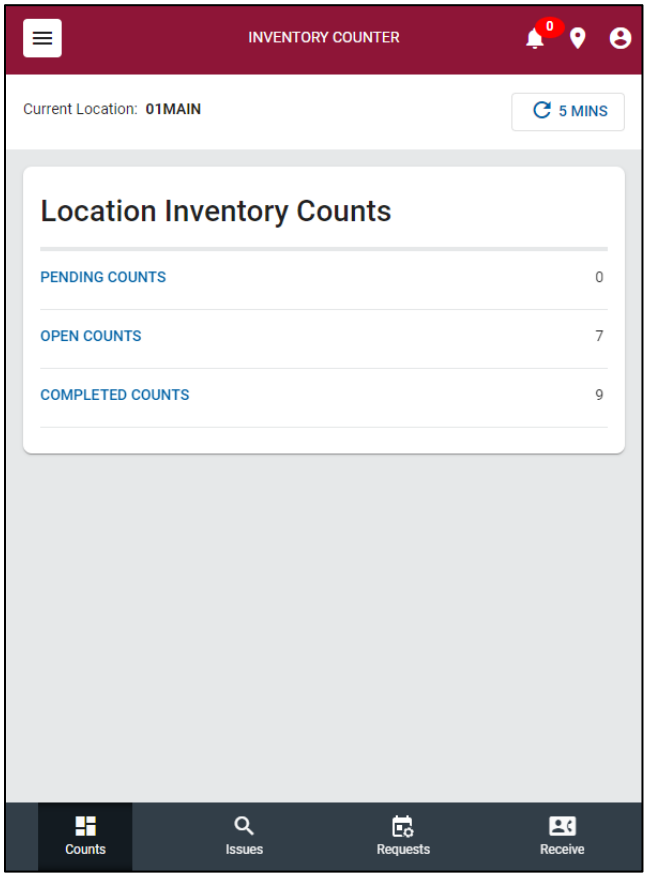
Version 23.0.x

April 2023

Contents

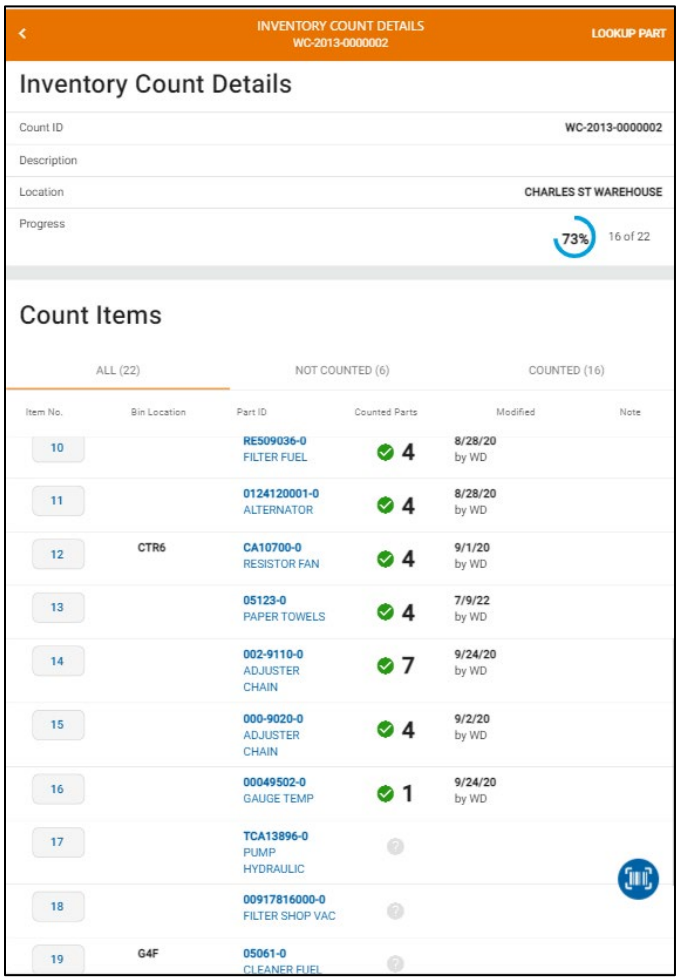
Inventory Counter

An important aspect of any shop is to keep inventory stocked and counted. Inventory Counter allows Counters to count inventory while the Storekeeper tracks progress by pending, open, and completed counts. Counts are displayed based on current location.

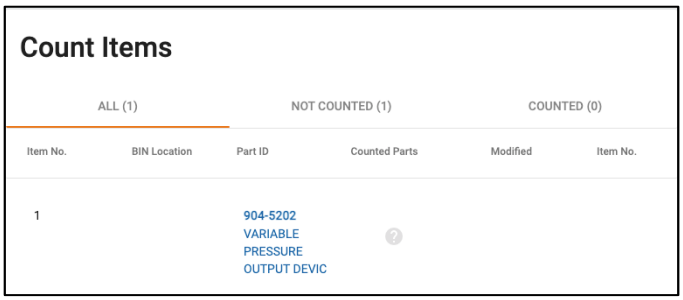


My Inventory Counts – Pending Counts

Pending counts have not been started by any Counter. Select a Count ID to display an Inventory Count Details screen with each item that needs to be counted. The Inventory Count Details screen displays different tabs can be selected (All, Not Counted, Counted) which displays the current count totals of each item.

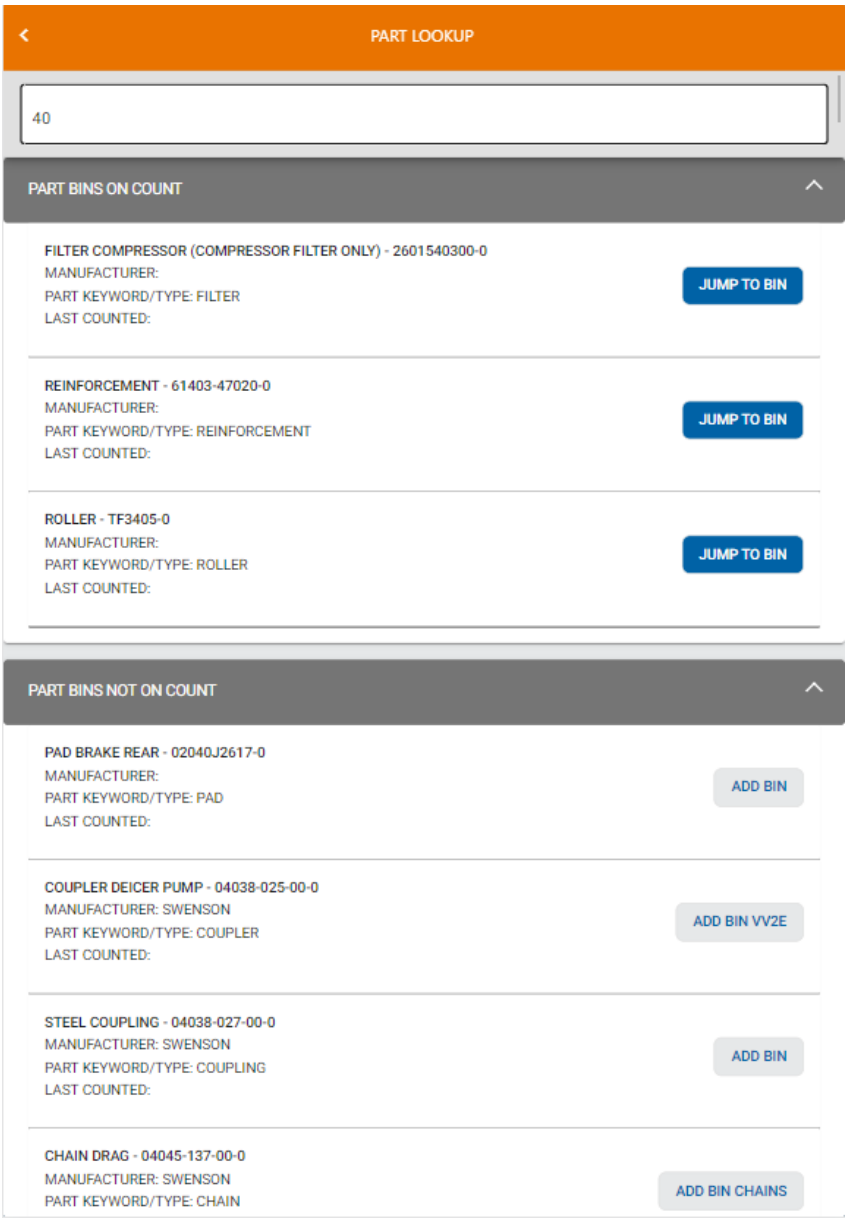


Items are organized by Item Number which is created from the initial count setup in M5. Before an item is counted, a “?” icon is displayed:

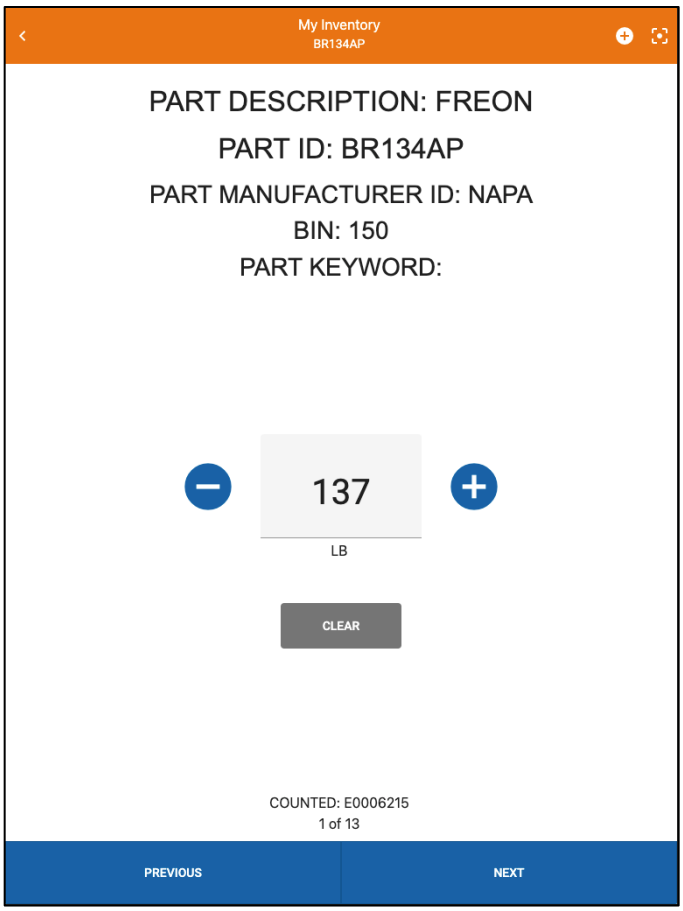


After the item has been viewed and a count is added, the item will have a green checkmark next to the total count. The Counter can tap Lookup Part on the top right of the screen to search and add an item to the count adhoc.

Tap the blue scan button in the middle of the screen to scan a part number or bin number. If the result is unique, it jumps to that line and displays a popup to enter a quantity. If there are multiple results, the Park Lookup screen displays to select a part.

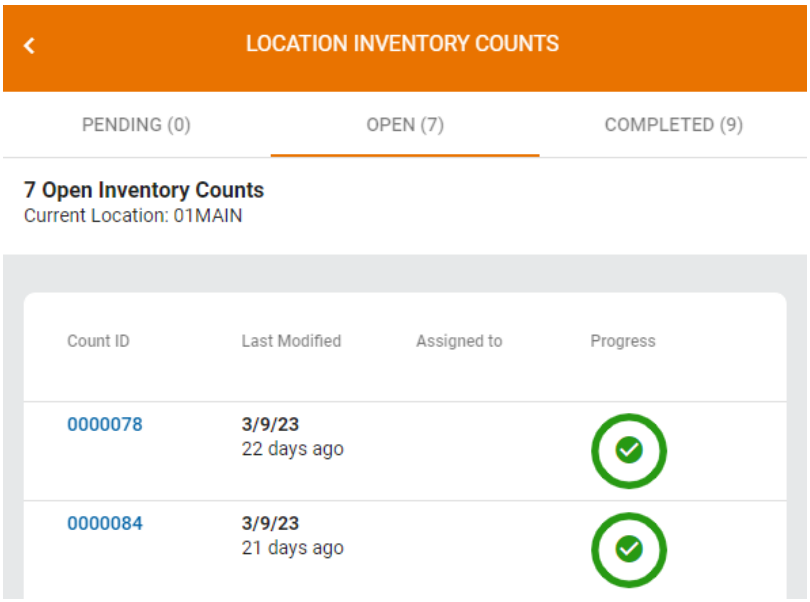


Selecting a Part ID will display an Item Detail screen which shows more information about an item, including a picture if available. Item quantities are based on the item settings so a quantity could be by each item, weight, box, or if it is a liquid, it could be by gallon. The Counter can use the (-) or the (+) button to enter the numbers or tap on the field and insert the number using the keyboard or Speech to Text feature on their device. The Clear button will zero out the number. At the bottom of the view is their employee number, item number, and total items in the count so the Counter knows what line item they are on and how many are left. The Next and Previous button will take them through the list or the back button at the top left of the view can be used to go back to the list page. The scan button at the top right will also navigate to the item that is scanned if it is included in the count.



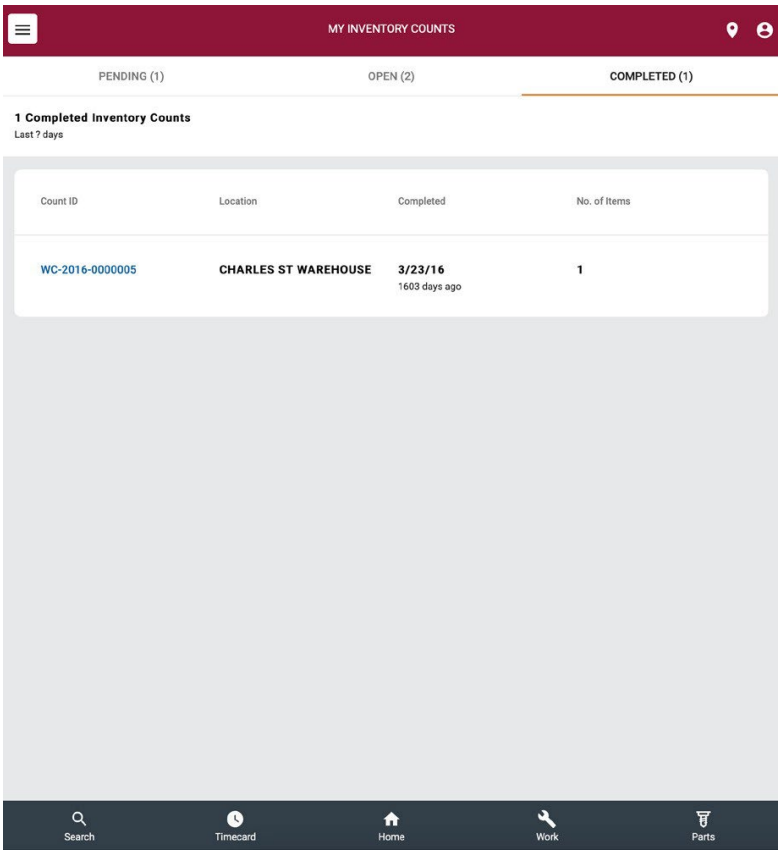
My Inventory Counts – Open Counts

Open Counts are counts that have been started by a Counter, but not yet completed. Count progress can be seen in the far right column. The percentage shows the Counter how much of the count has been completed and the number of items next to it. The circle will eventually complete and turn green when at 100%.



My Inventory Counts – Completed Counts

Completed Counts are counts that have been completed by a Counter. The date the count was completed and the number of items are recorded on the table. The Counter can view the count but cannot alter the information.

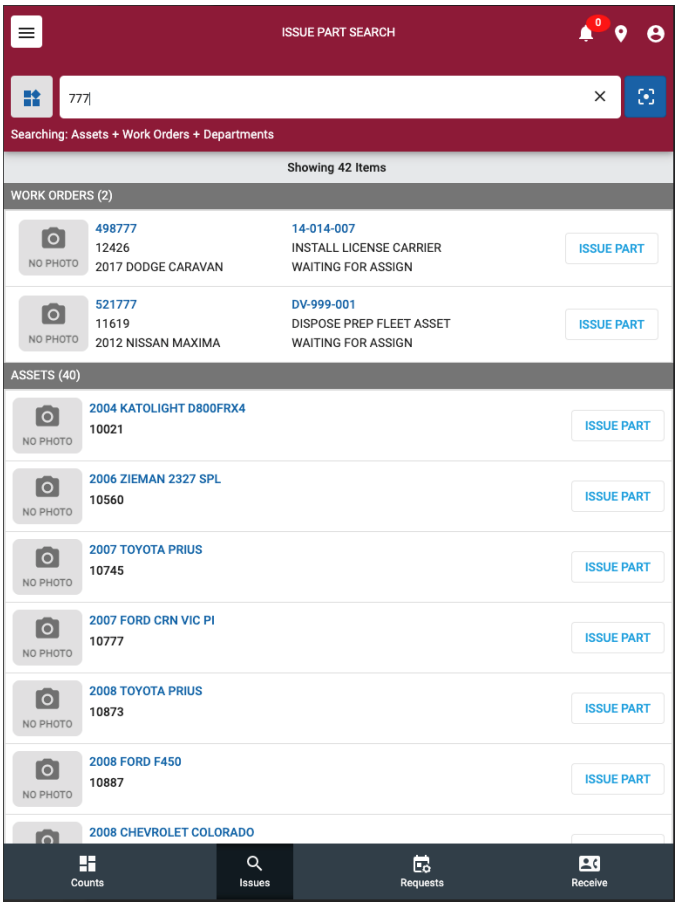


Issue Part Search

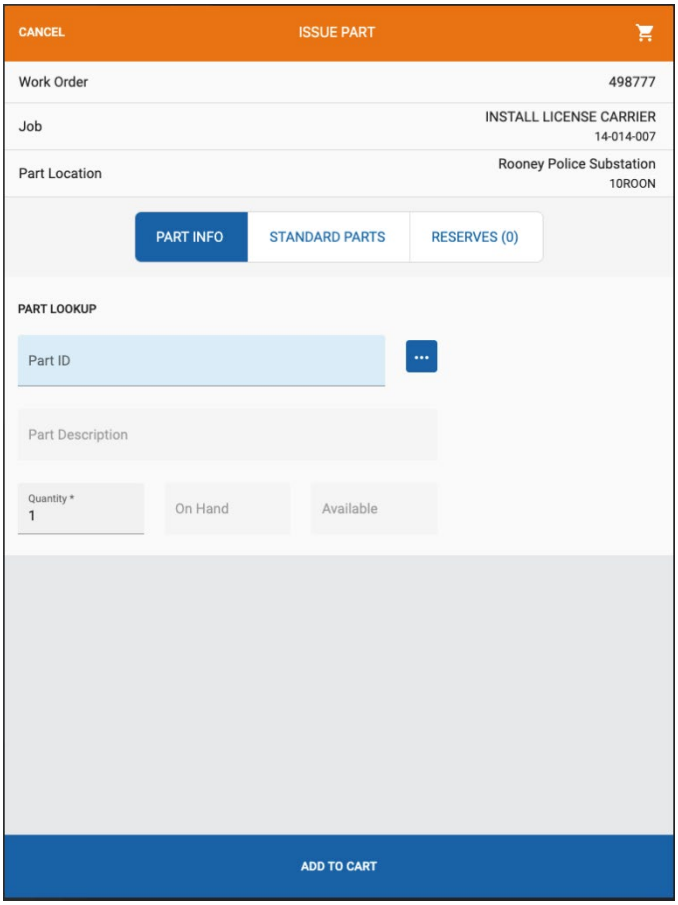
The Issue Part Search screen allows a Storekeeper to issue a part on the fly to an Asset, Work Order, or Department. Tapping the icon allows the Storekeeper to filter what they want to search for by Exact Search or filter by Asset, Work Order or Department.

Note: EDGE Settings **Parts.Asset.CanIssue** and **Parts.Department.CanIssue** control whether parts can be issued for assets or departments.

Tap the Scan button to the right of the Search bar to scan a barcode. The Storekeeper can also tap the Work Order ID, Asset ID, Department ID, or Job Code for further details.



Tapping the Issue button to the right of an item displays an Issue Part screen where parts can be issued. See the *EDGE – Technician User Guide* for more information about this process.



Part Requests

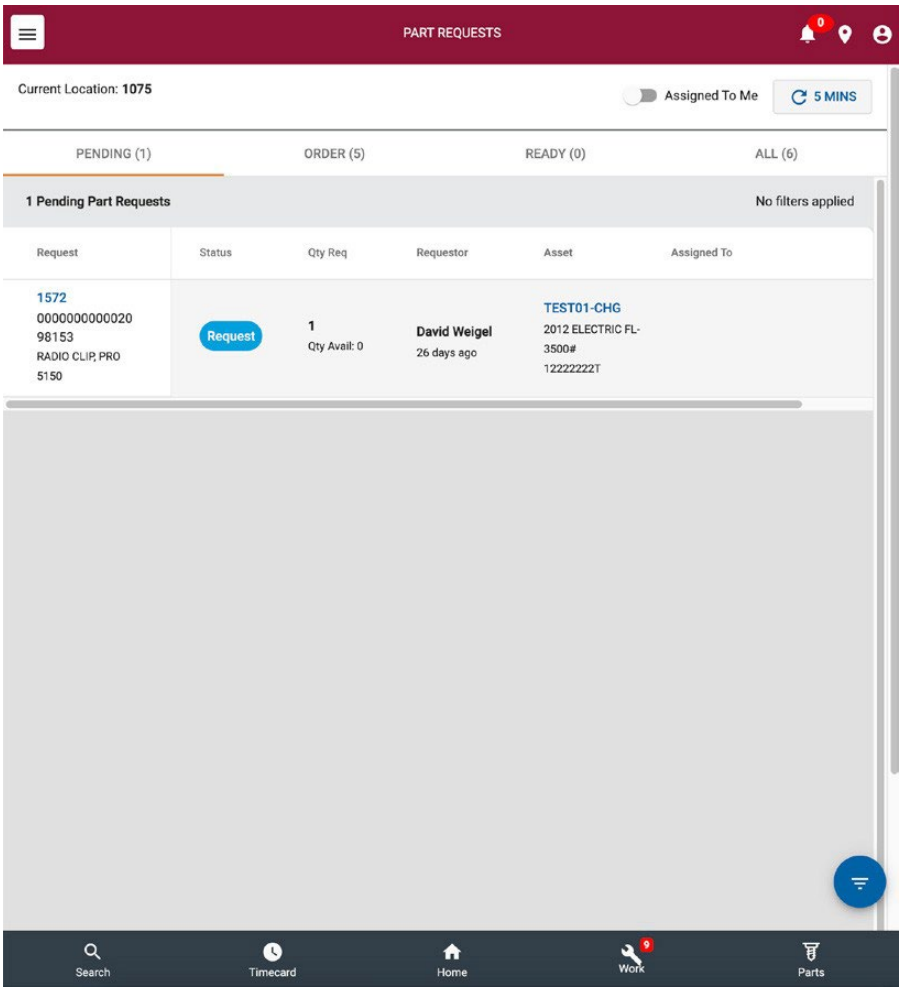
Part Requests can be one of four statuses:

Pending - These are requests where the Storekeeper needs to make a decision.

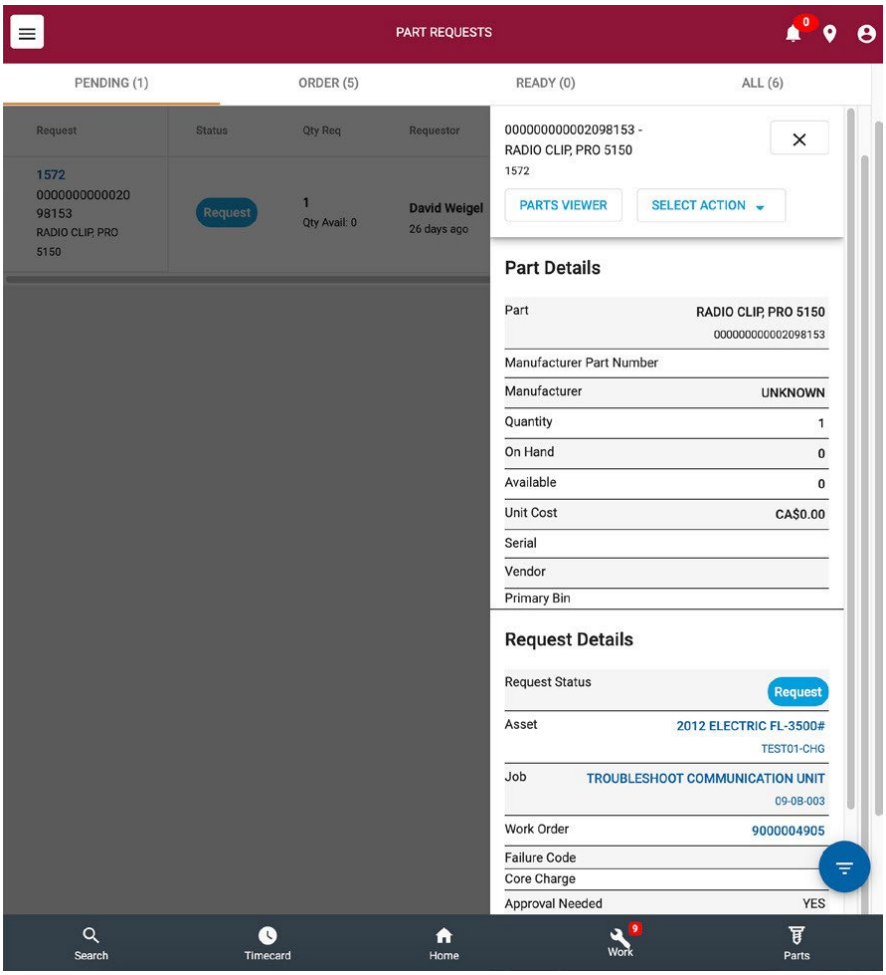
Order - These are requests that have been ordered.

Ready - These requests are in stock and are ready to be picked up.

All - This is every part request that exists at the Storekeeper's location.



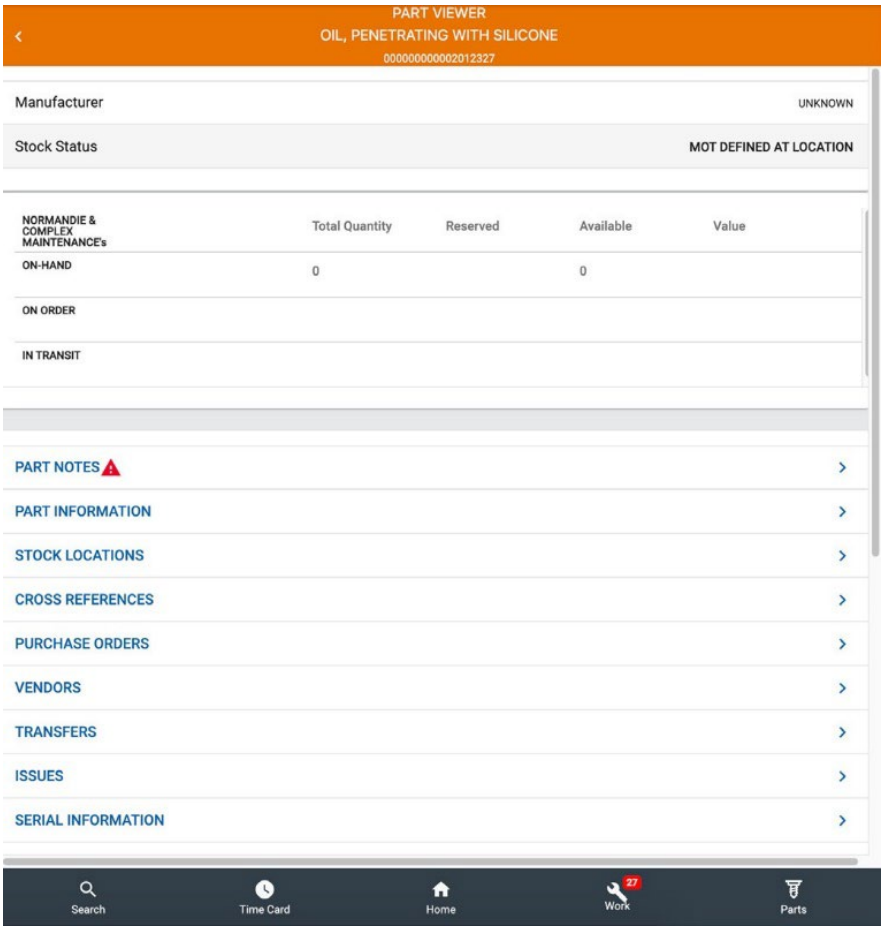
By tapping the Request ID, the Storekeeper can open a panel that contains more information about the request as well as act on the request itself:



On the top of this panel there are 2 buttons: Parts Viewer and Select Action. Each button is described in more detail below.

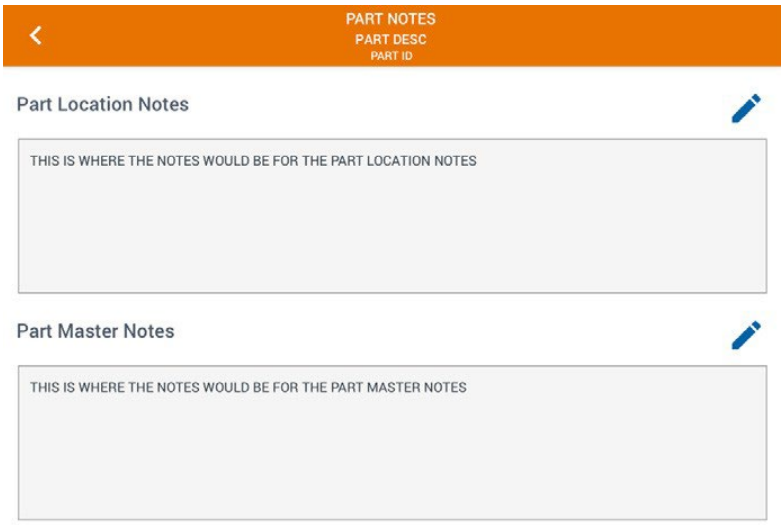
Parts Viewer

Parts Viewer goes to a more detailed view that contains information about the part. This is only accessible if the part was requested with a Part ID and not a comment.



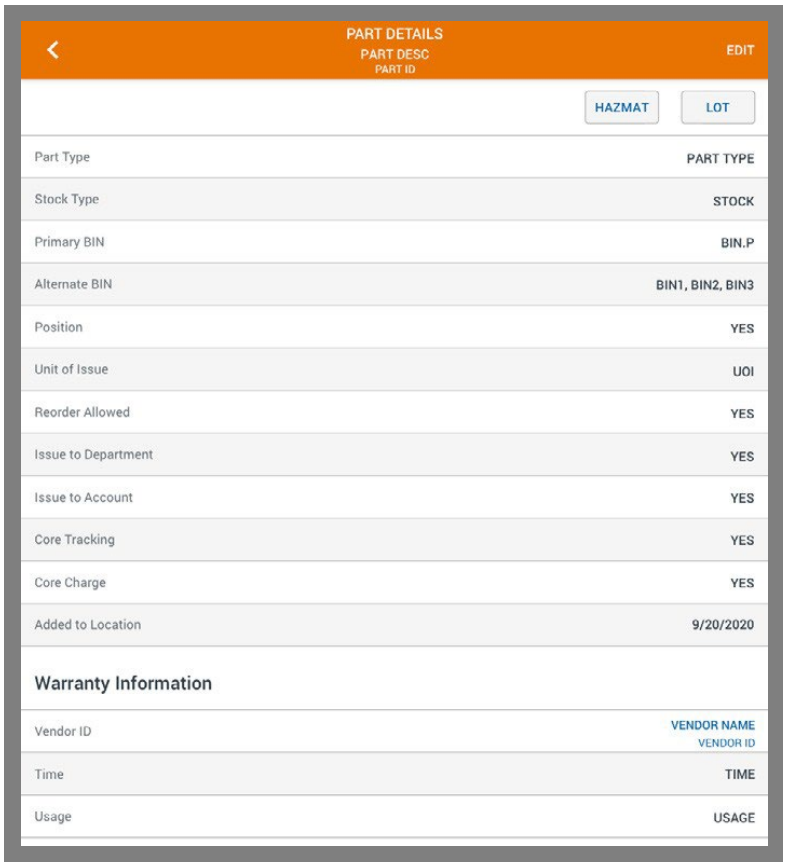
Part Notes

Part Notes allows for a Location or Part Manager to put information on a part for a Storekeeper to read when looking for more details. A notification will appear on the prior screen when notes are present.



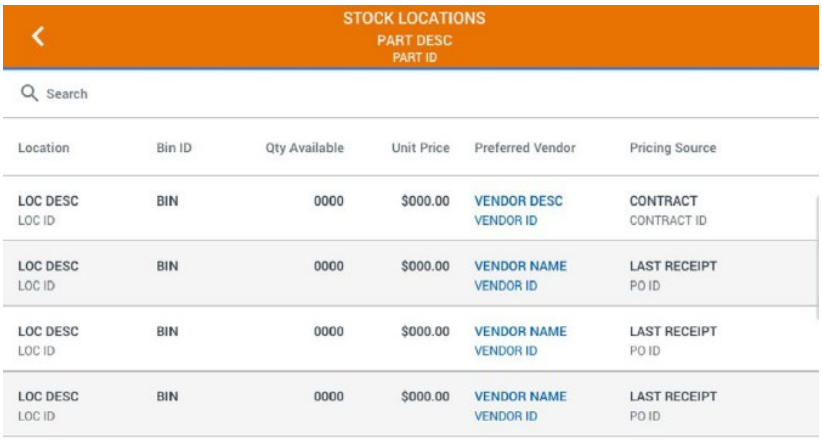
Part Information

Part Details shows information about the part such as Part Type, Unit of Measure, Manufacturer, and Warranty information. Based on the Storekeeper's settings, they will be able to edit the part details.



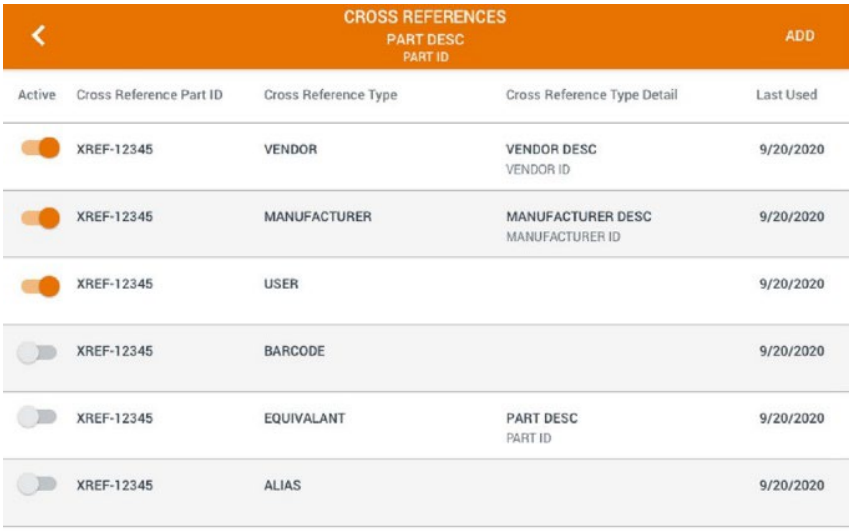
Stock Locations

This view will show all locations that the part is stocked based on the Storekeeper's location and location group. Tapping the vendor name will open a side panel with more information about that vendor.



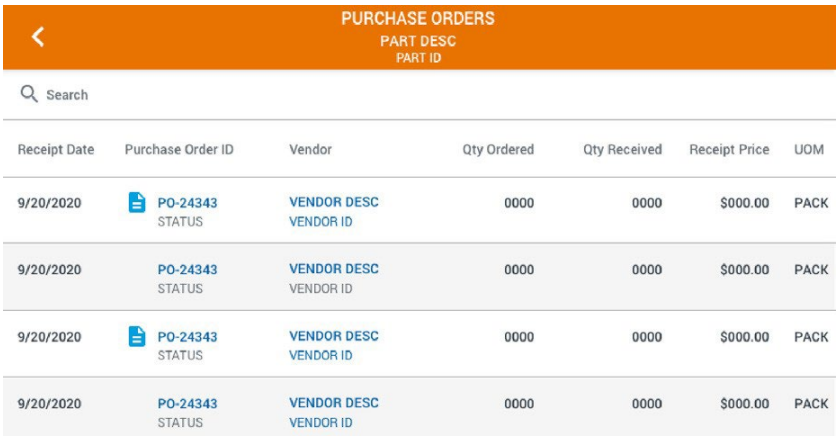
Cross References

This view captures any cross references that exist for the part. If the Storekeeper has access, they can deactivate/activate/add cross references.



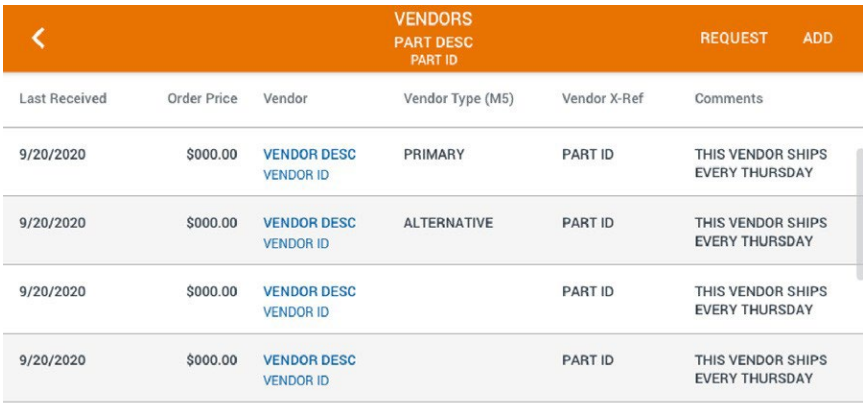
Purchase Orders

Any purchase order that the part is on will show up in this table which is sorted by the receipt date by default. If there is a PO it will show the status and allow the Storekeeper to view the PO. The Vendor information is also accessible from this table.



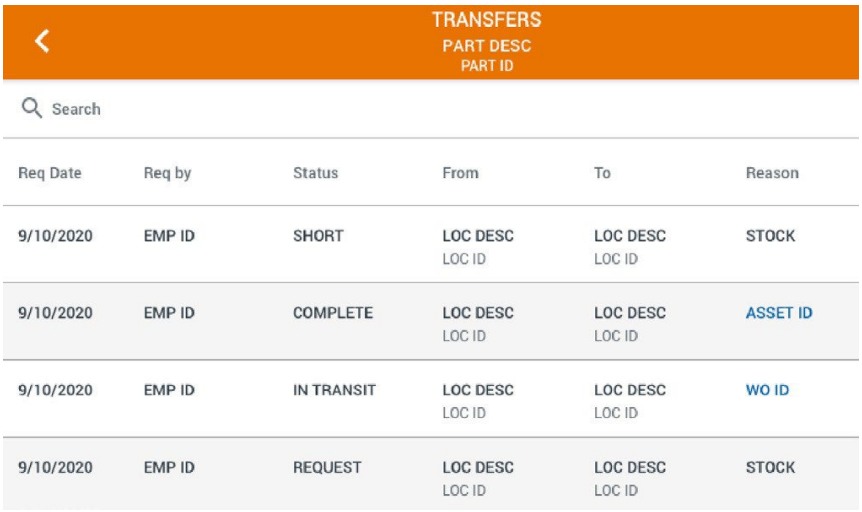
Vendors

This table will show the preferred vendors for the part and is sorted by last receipt date. The order price, vendor details, cross references and comments can be found on the table as well. The Storekeeper based on rights can also Add or Request to have a Vendor added. Vendor information is also accessible from this table.



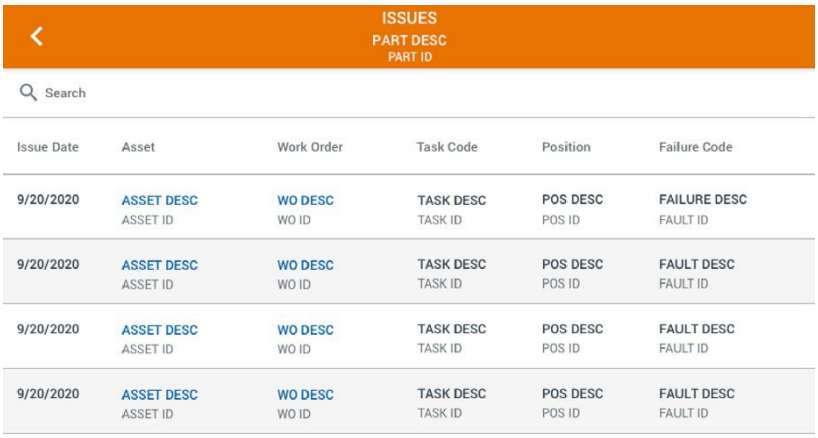
Transfers

The Transfers screen shows all the transfers forthe part and sorted by request date. The Storekeeper can see the status of a transfer as well as the locations from its origin and destination. If the reason is a Work Order or an Asset, the Storekeeper will be able to follow a link for more information.



Issues

Any part issue for the part will show up in this table which is sorted by the issue date by default. From this table the Storekeeper can view the Asset Details and the Work Order it was issued to as well as position and failure code if required.

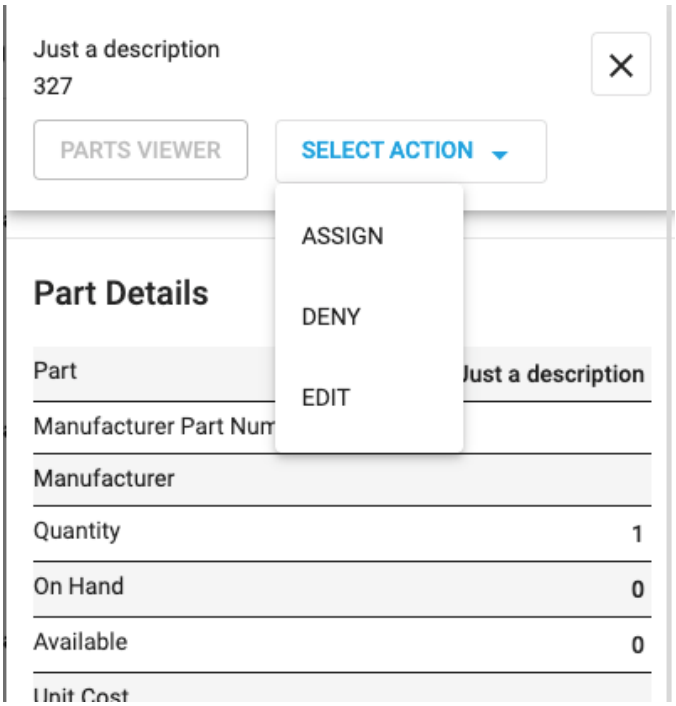


Serial Information

If the part is serialized the serial information for the part can be found on this screen. The parts are sorted by serial number and the Storekeeper can also see the status, vendor information, and when it was received. The tabs across the top of the view break these parts into what is in inventory, what is installed, and parts that could be in transfer.

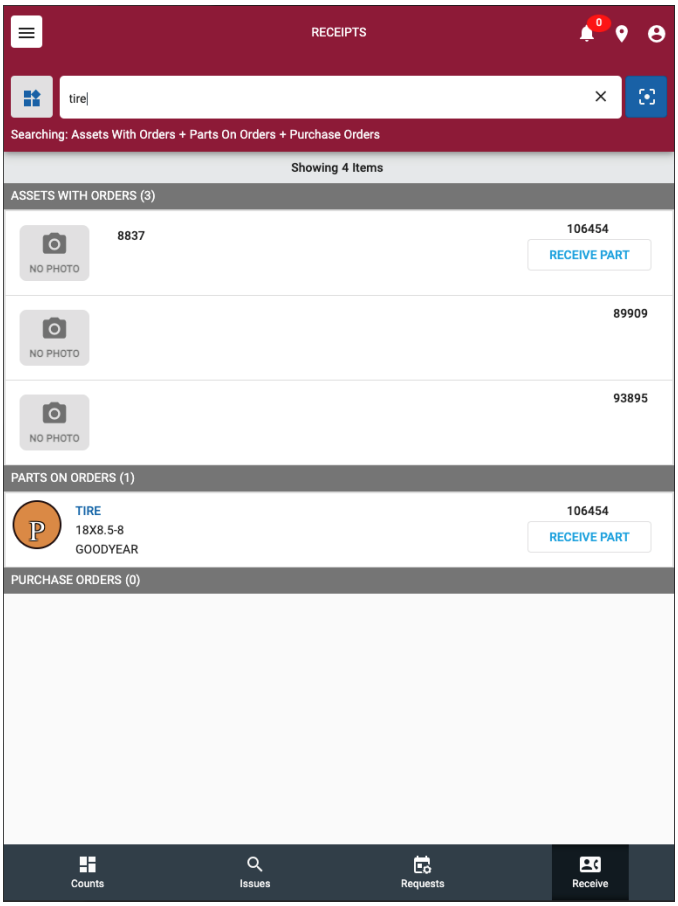
Select Action

Actions will vary based on in the status of the Part Request. For example, if the request is Pending, the Part Request can be assigned, denied, or edited.



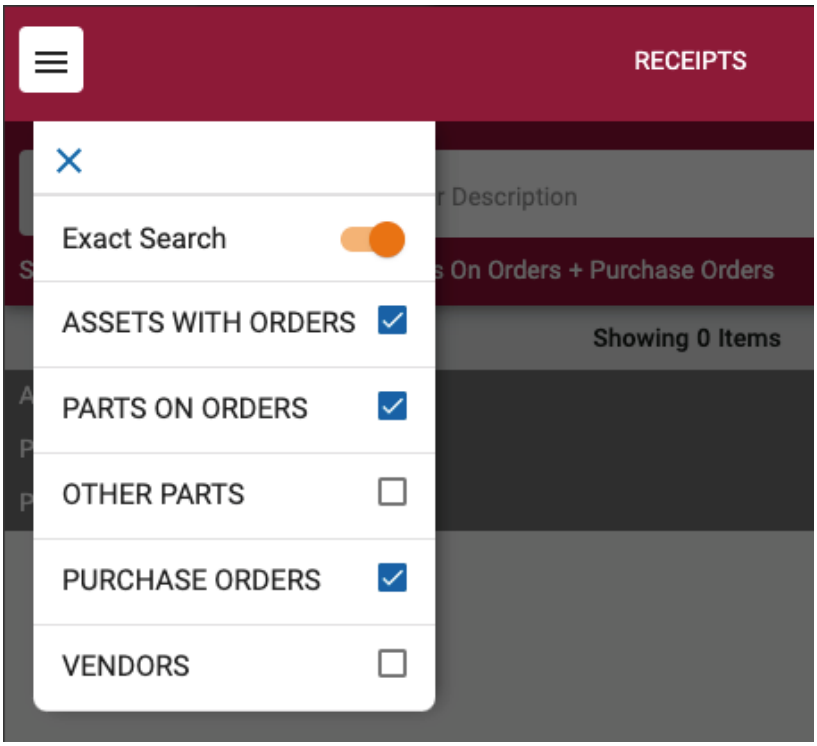
Part Receipts

When receiving a part, the Storekeeper can use the Receipts screen to either search for or scan a part to receive it. The items ready to be received will display a Receive Part button that will allow the Storekeeper to go to the PO and update the quantity received.



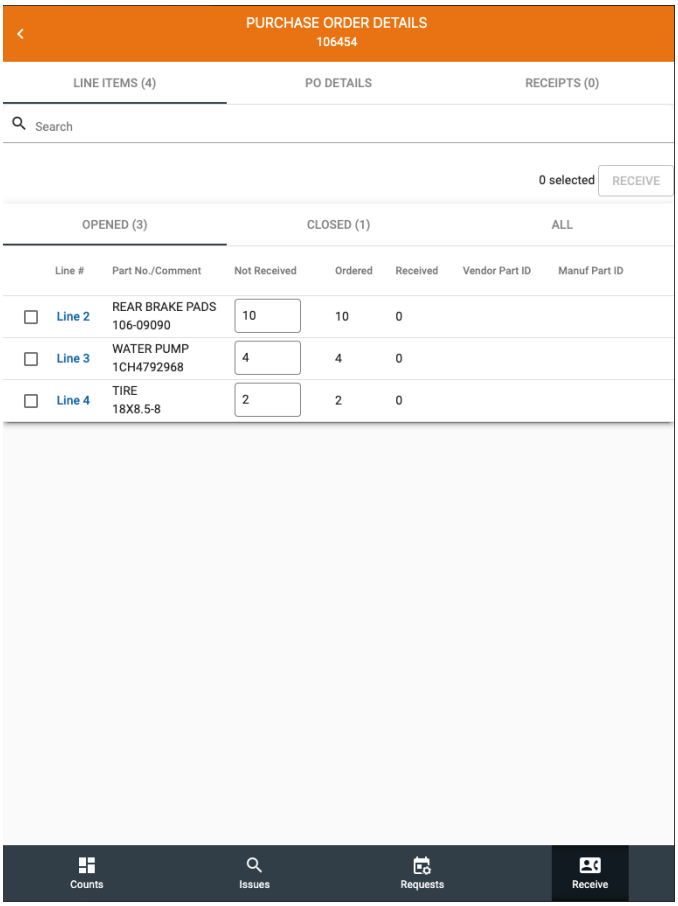
Tap the icon to limit or expand what data is searched or filtered:

- **Exact Search** – Parts with an exact match are returned in the search results.
- **Assets with Orders** – Assets that match the search criteria that have parts on a PO and that have not yet been received.
- **Parts on Orders** – Parts that match the search criteria that are on a PO and that have not yet been received.
- **Other Parts** – Parts that match the search criteria that are not on a PO.
- **Purchase Orders** – Open Purchase Orders that match the search criteria.
- **Vendors** – Vendors that match the search criteria.

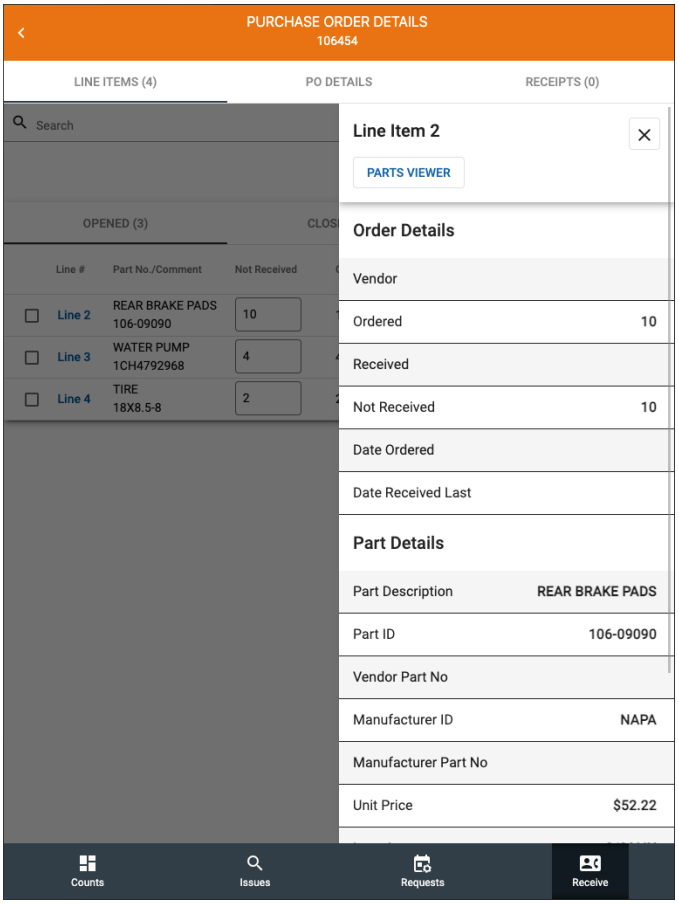


Purchase Order Details

Tapping the Receive Part button opens the Purchase Order. If the Receive Part button was on a part, the part will be selected when the Purchase Order is opened. On the Purchase Order, the Storekeeper can select multiple rows from the table and tap the Receive button to receive them. The Storekeeper can also update the quantity received on each line before tapping Receive. The tabs across the top will show more information about the Purchase Order and allow the Storekeeper to add/view receipts.

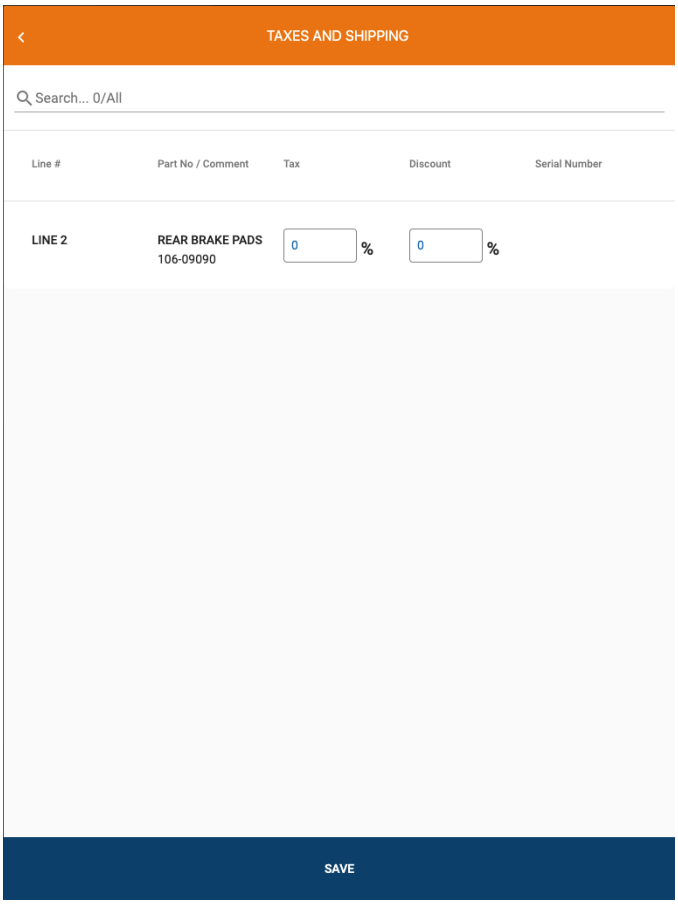


Tapping the Line number opens a side panel with more information about the specific line. The Storekeeper can also access the Parts viewer from the side panel for more information about the part. See the Parts Viewer section for more details.

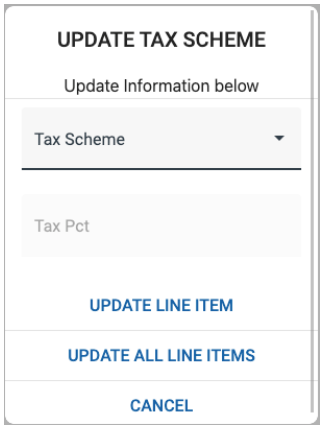


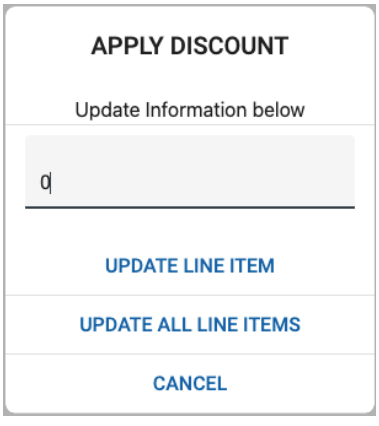
Taxes and Discounts

Once the Storekeeper has received one or multiple parts, taxes and discounts must be calculated:



This information can be entered line by line or all at once by tapping the Tax / Discount fields and selecting Update All Line Items.



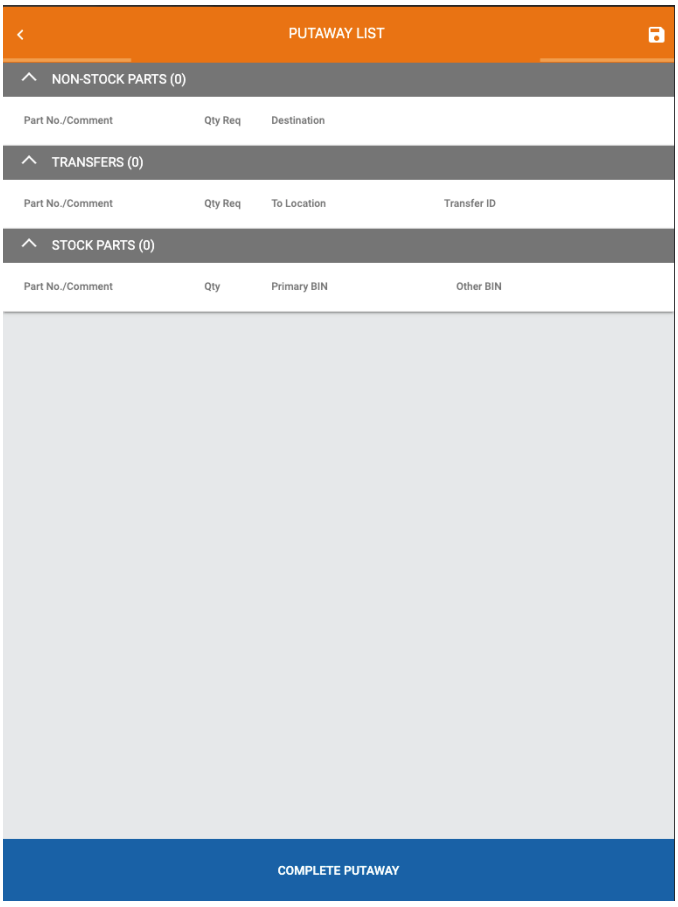


Putaway List

When the taxes and discounts are applied and saved, a Putaway List is generated. This will break the received parts into sections:

- **Non-Stock Parts** – These parts have a destination like a WO or Asset and can be issued from this screen.
- **Transfers** – These are parts that are to be transferred to another location.
- **Stock Parts** – This section will show a list that will allow the Storekeeper to check off parts that have been put away along with the primary and alternate BINs

If the Storekeeper has parts to receive on multiple POs, they can tap the icon in the upper right corner to save the list and return to it at a later date. Once the Storekeeper taps Complete Putaway, the list will no longer be saved because it has been completed.



AssetWORKS

FleetFocus EDGE for M5 – Technician

User Guide

Version 23.0.x | April 2023

Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by e-mail, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone:	1-610-225-8300
E-mail:	M5Support@AssetWorks.com
Web Site:	Community.AssetWorks.com

The support web site can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the web site, contact Customer Support by calling the number above.

FleetFocus EDGE for M5 – Technician - User Guide

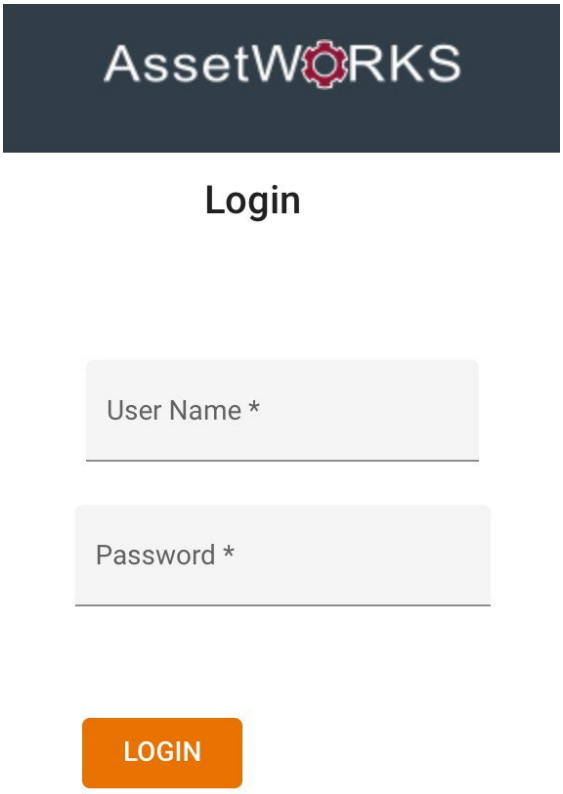
Version 23.0.x

April 2023

Contents

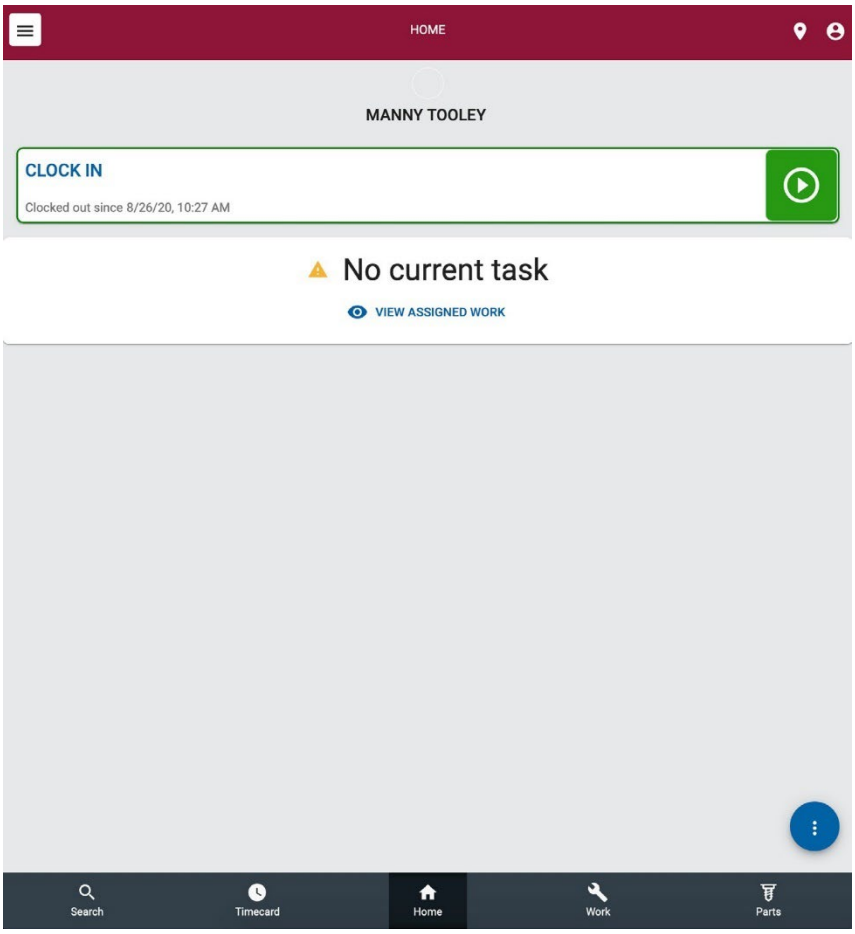
Login

A Technician must log into their account by entering a username and password:



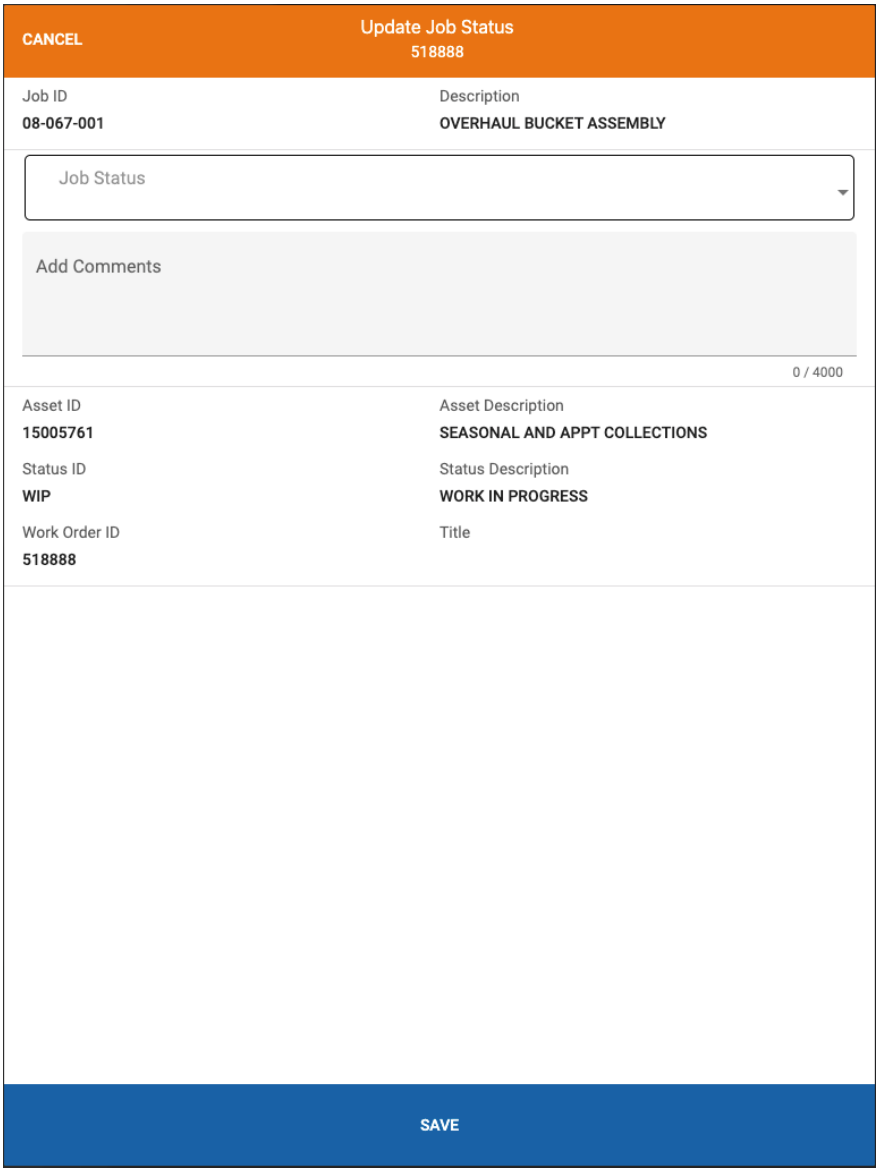
Clock In

Once logged in, the Technician can clock in to begin working on Work Orders:



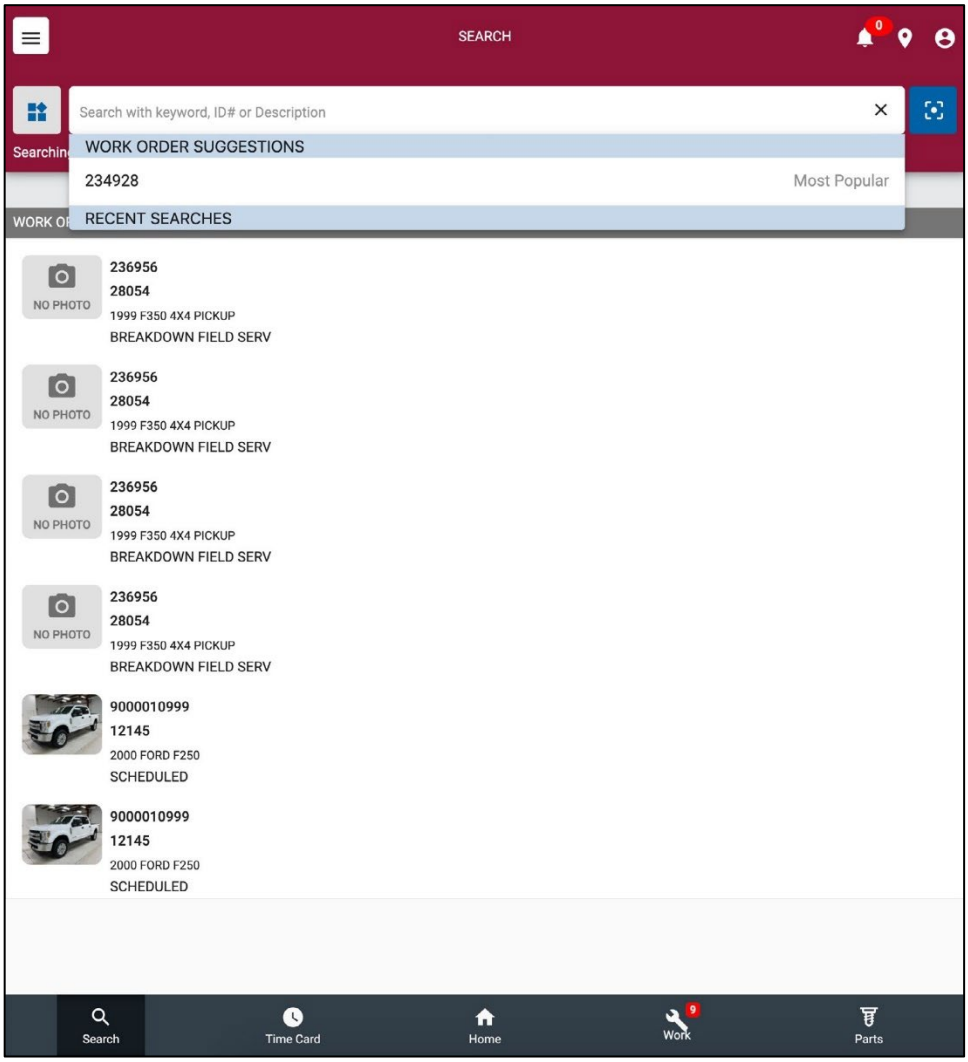
Clock In is an optional feature that can be enabled or disabled in the EDGE settings. When the feature is enabled, the Technician will be automatically clocked in when they start their first job.

When they clock out for the day, the system will prompt them to update the Work Accomplished Code (WAC) or Job Status if they are on a Job. They will also have the opportunity to add comments:



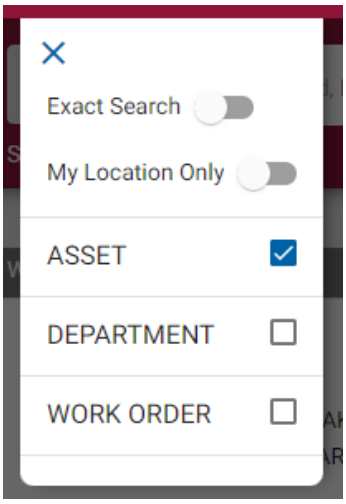
Search

The Search section uses several criteria to find an Asset, Department, or Work Order. Examples include Asset description or ID, license plate, department ID, department name, and Work Order ID.



Smart search shows suggested Work Orders based on the user's assigned work or recent searches. Search results that match the criteria entered will be displayed and the Technician can tap of the item to get more details.

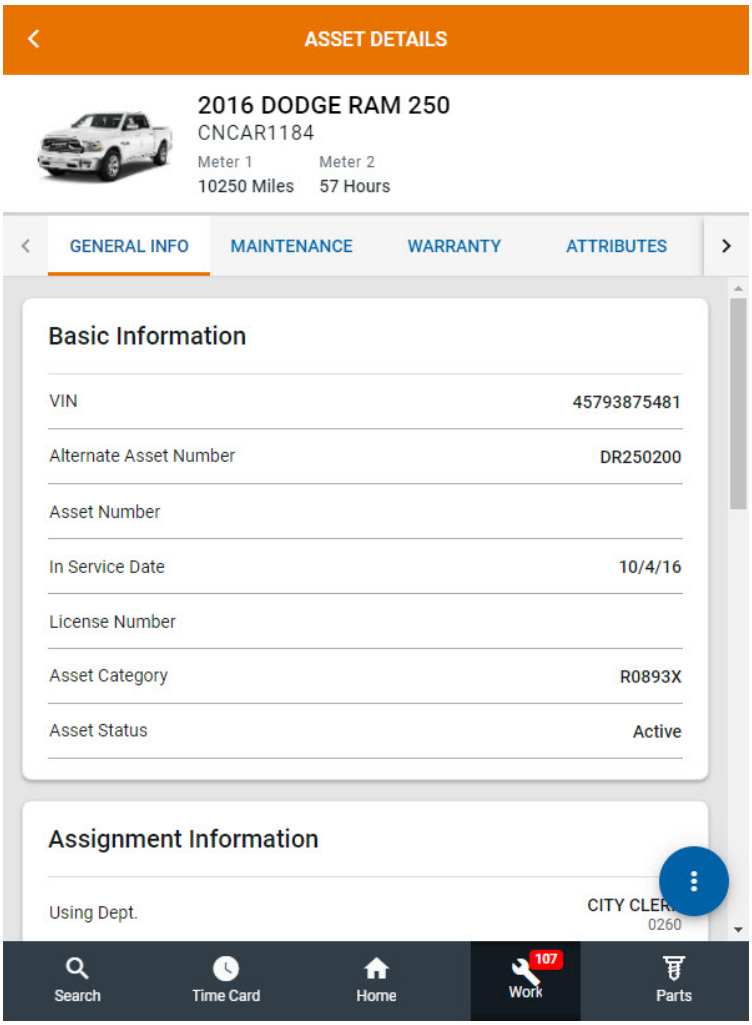
Tapping the icon will display the following menu with additional search options:



- **Exact Search** - only returns results that directly match the user input.
- **My Location Only** - only returns results that are relative to the user's current location settings.
- The user can limit their search to Asset, Department, Work Order, or a combination by tapping the checkboxes.

Asset Details

Tapping an Asset from a search result (or a Work Order/Job) will display the Asset Details screen:



The Asset Details screen displays several tabs of information about the asset:

General Info

The General Info tab displays Basic Information (ex. VIN, Asset Number, License Number), Assignment Information (ex. Using and Owning Departments, Maintenance and Parking Locations), Codes, and Operator Information.

Maintenance

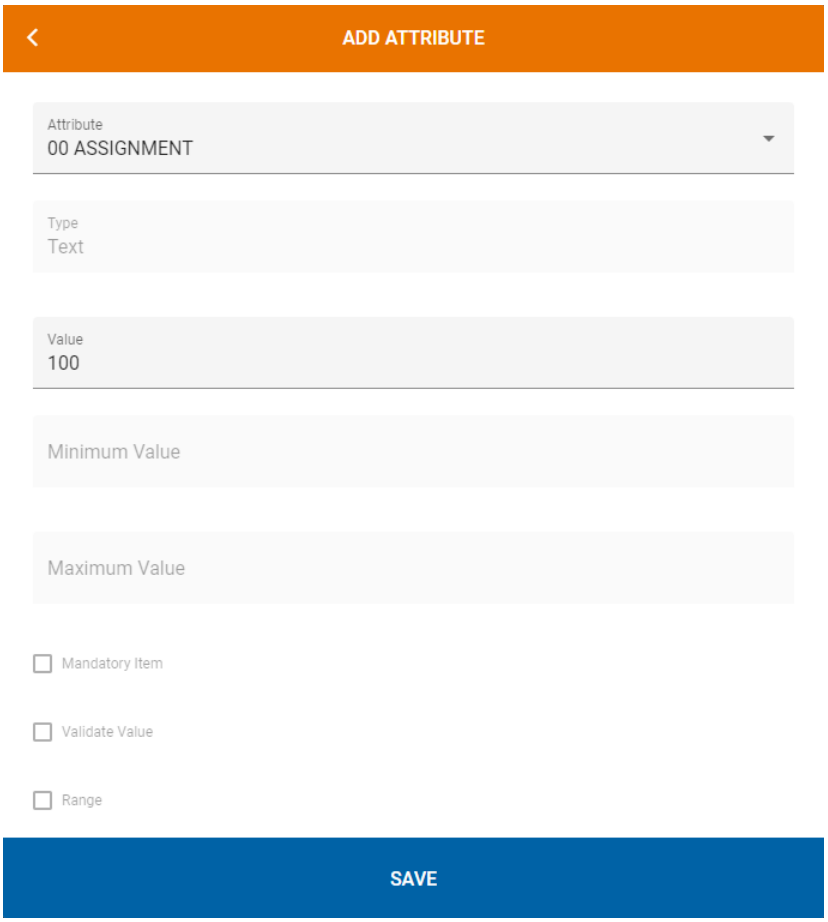
The Maintenance tab displays PM Service information and any Standard Job Schedules.

Warranty

The Warranty tab displays warranty information for the asset, component, and part, if applicable.

Attributes

The Attributes tab displays attributes assigned to the asset. Attribute values can be edited by tapping , and new attributes can be added by tapping . When adding a new attribute, the Add Attribute screen displays:



Select an attribute and fill in any required information about the attribute, which may include type, value (including minimum and maximum values), and whether the attribute is mandatory, requires validation, or is a range. When finished, tap **Save** to add the attribute to the asset.

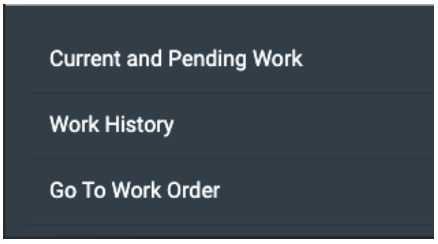
Notes

The Notes tab displays asset, work order, and customer notes.

Attachments

The Attachments tab displays any attachments uploaded for the asset.

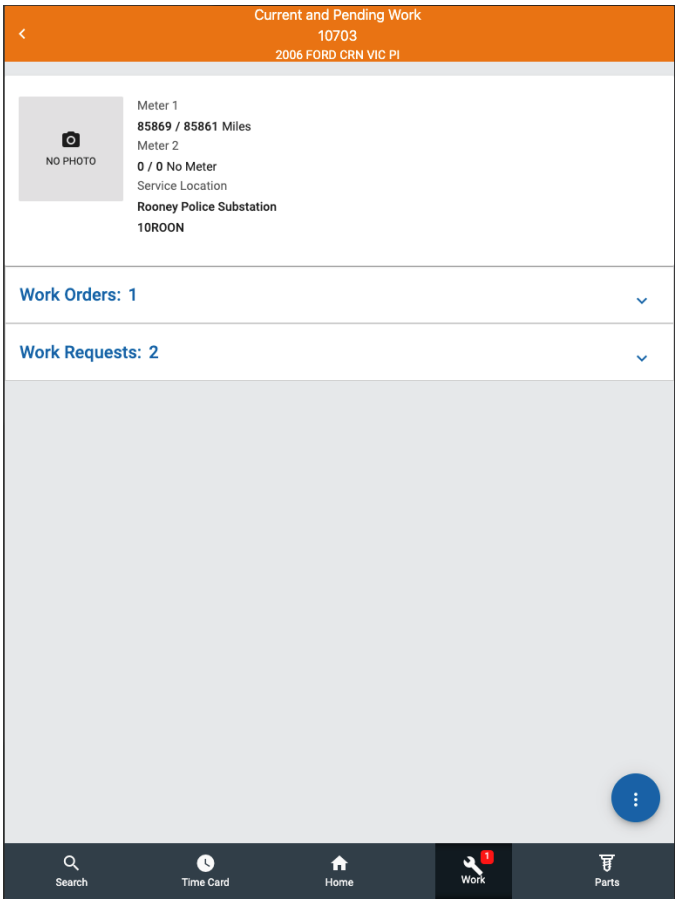
At the bottom right of the screen there is an Ellipsis icon with additional options:



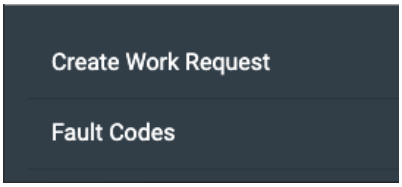
Each option is described below.

Current and Pending Work

The Current and Pending Work screen shows any open Work Orders and Work Requests for the Asset. The screen also shows meter readings, the Service Location, and an image if provided:



At the bottom right of the screen there is an Ellipsis icon with additional options:

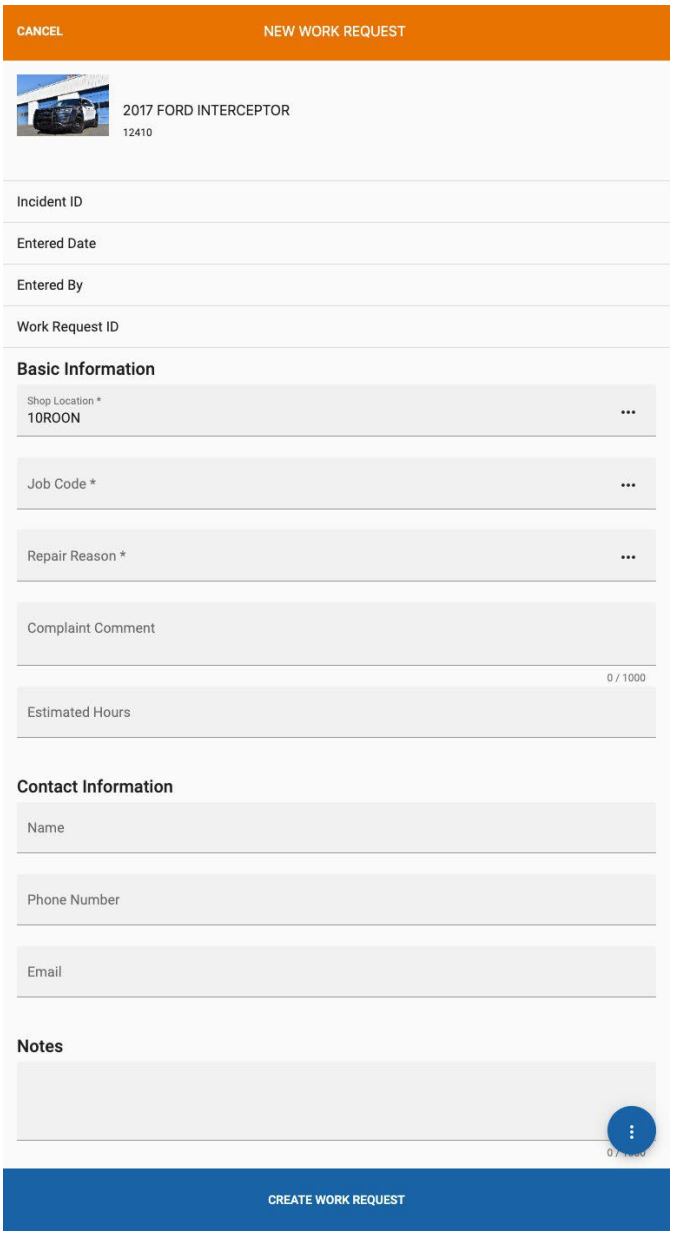


⚠ If M5 is set to have only have one Work Order for an Asset at a location and there is an open Work Order, then the user will not be able to create a new Work Order. If there is no open Work Order or if the settings allow for multiple Work Orders, the Technician has the option to create a new Work Order. Other options include:

- **Create Work Request** - See the Create Work Request section.
- **Fault Codes** - Select Fault Codes to view any fault codes associated with the Asset.

Create Work Request

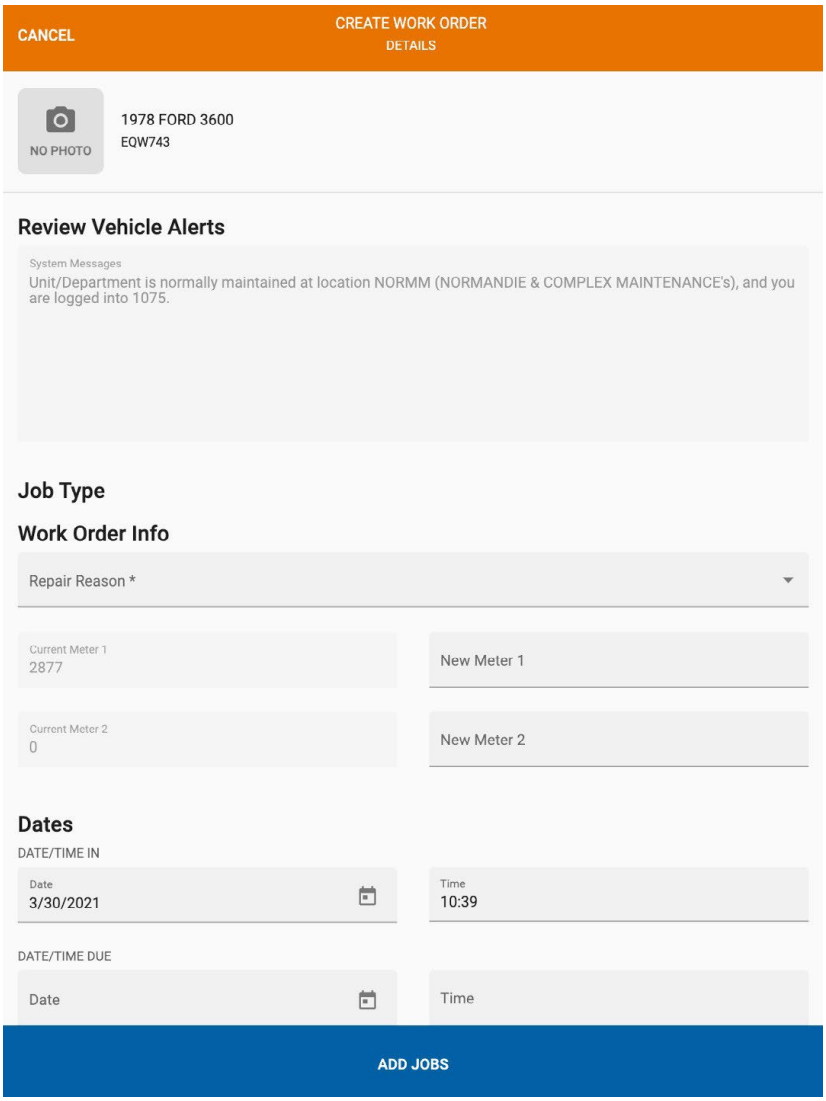
Select Create Work Request to create a new Work Request. The following screen will display:



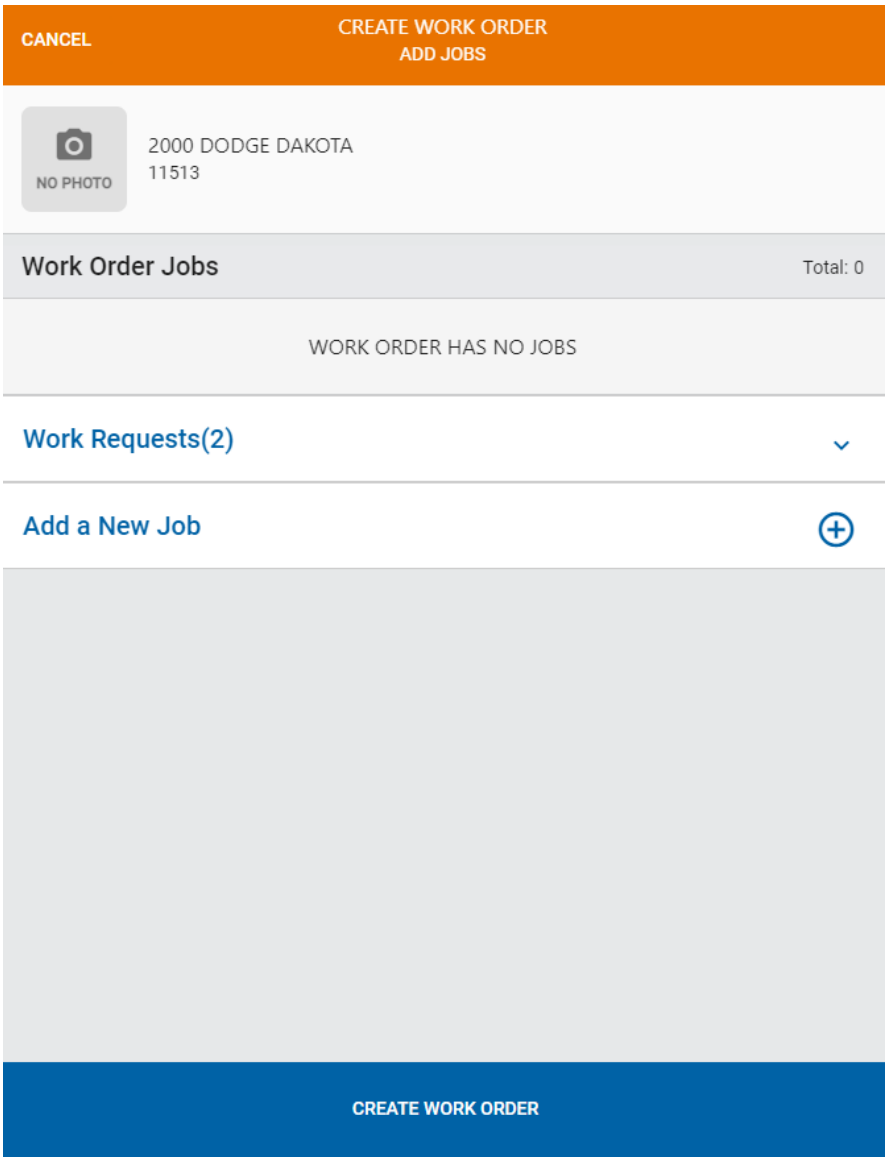
Fill in the required fields and tap Create Work Request to create the request. The user can add a photo or attach a file using the Ellipsis icon .

Create Work Order

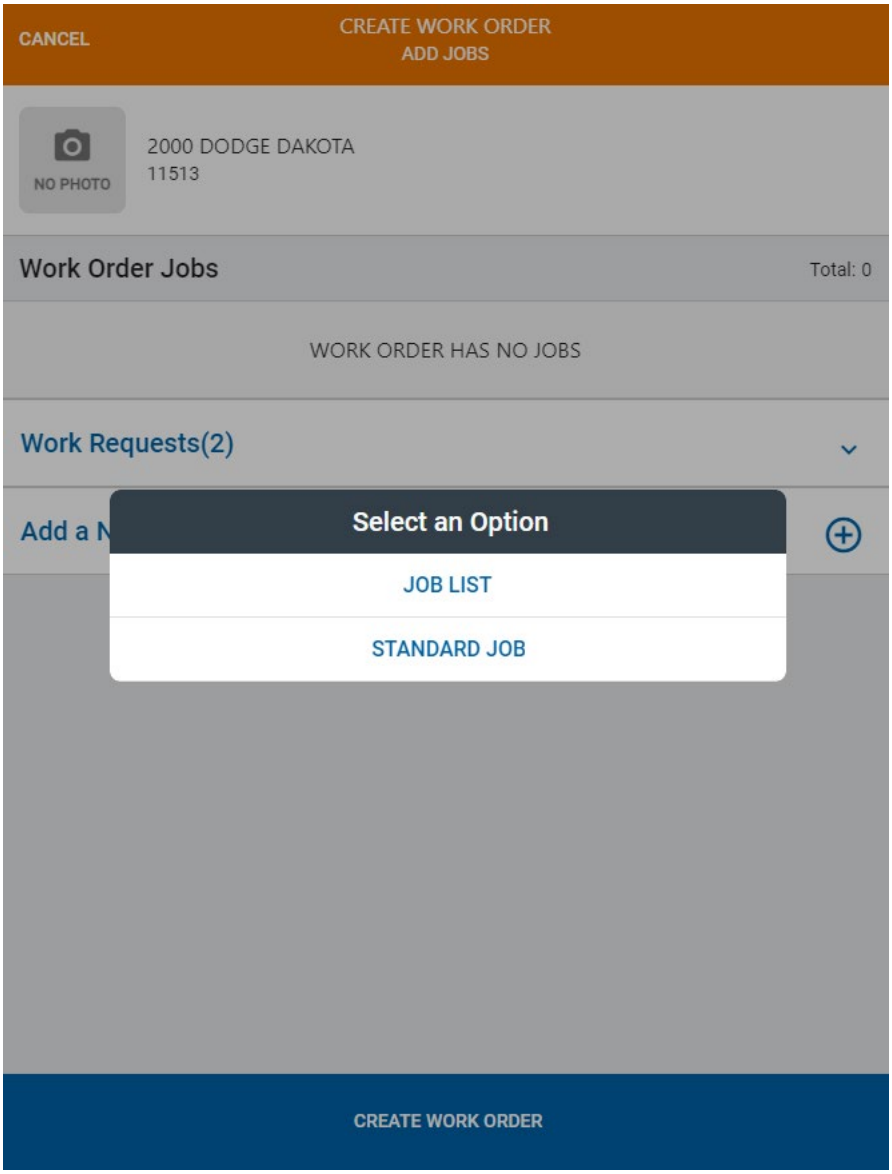
Select Create Work Order to create a new Work Order. The following screen will display:



The user will see any system messages for the selected Asset/Department at the top of the screen. Under Work Order Info, select a Repair Reason and enter any additional information. When finished, tap **Add Jobs** to add a job to the Work Order:

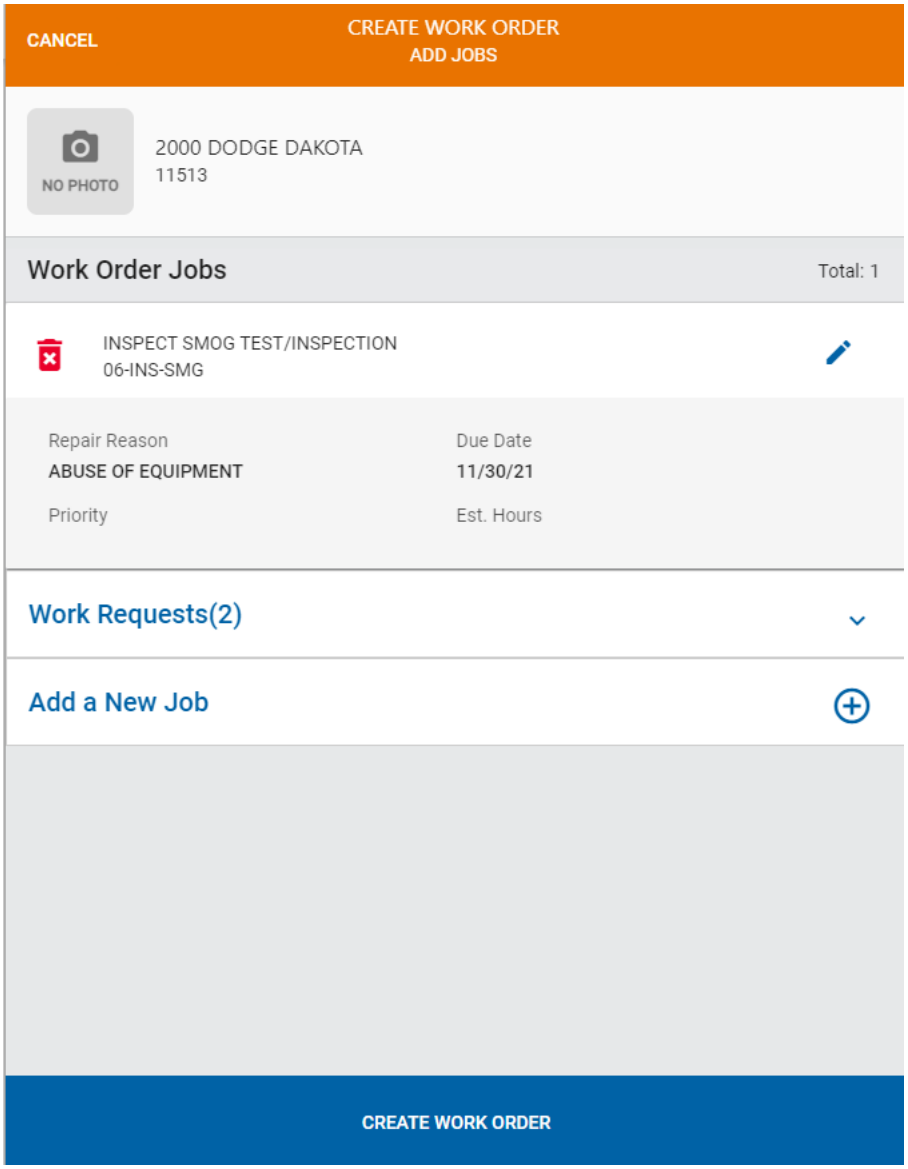

CANCEL
CREATE WORK ORDER
ADD JOBS
NO PHOTO
2000 DODGE DAKOTA
11513
Work Order Jobs
Total: 0
WORK ORDER HAS NO JOBS
Work Requests(2)
Add a New Job
CREATE WORK ORDER

On the Add Jobs screen, jobs can be added based on a **Work Request** (this will not be displayed if no Work Requests exist), or to add a new job, tap **Add a New Job**. There are 2 options to select from:



- **Job List** - To select a job from a job list, the Technician will be prompted to select the work accomplished, the system, the assembly or component, and a job reason to add the job to the Work Order (this will be slightly different based on M5).
- **Standard Job** - The Technician can select any standard job and enter a job reason to add the job to the Work Order.

Once jobs are selected, they will appear in the Work Order Jobs area:



Jobs can be removed from the list by tapping the red trash can icon. When finished adding jobs, tap Create Work Order to create the Work Order. The Work Order will be assigned to the user who created it by default. After creating the Work Order the user will be taken to the Assigned Work view.

Work History

See the Work History section described in Work Order Details.

Create Work Order/Go To Work Order

If there is no an open Work Order for the Asset/Department **Create Work Order** will be displayed in the menu. Go to the Create Work Order section for more information. If there is an open Work Order, **Go To Work Order** will be displayed in the menu; this option will open Work Order Details.

My Timecard

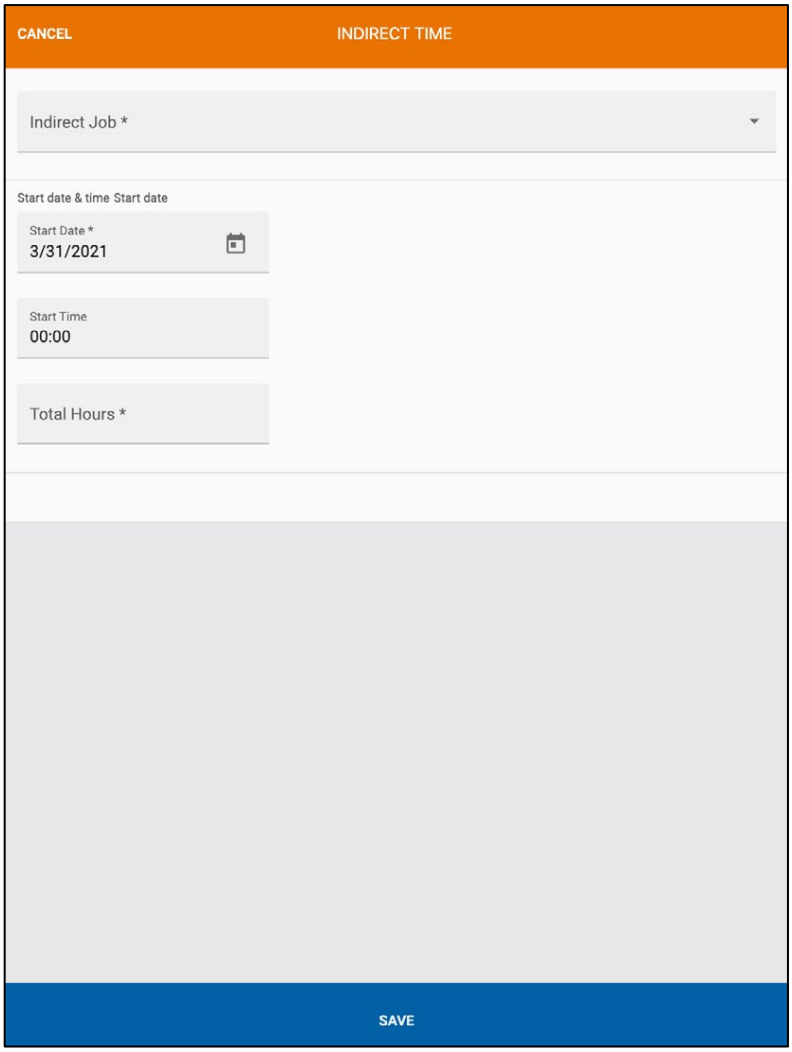
The Timecard section is where labor postings can be viewed and maintained:

Time entries can be viewed by day, week, or month and are listed according to Job name and ID as well as the time entered for each Job. The user can swipe left or right on a tablet to view different time spans. Tapping the right arrow next to an entry will display a Timecard Details screen with more information about the entry.

At the bottom right of the screen there is an Ellipsis icon with an option to add indirect time.

Add Indirect Time

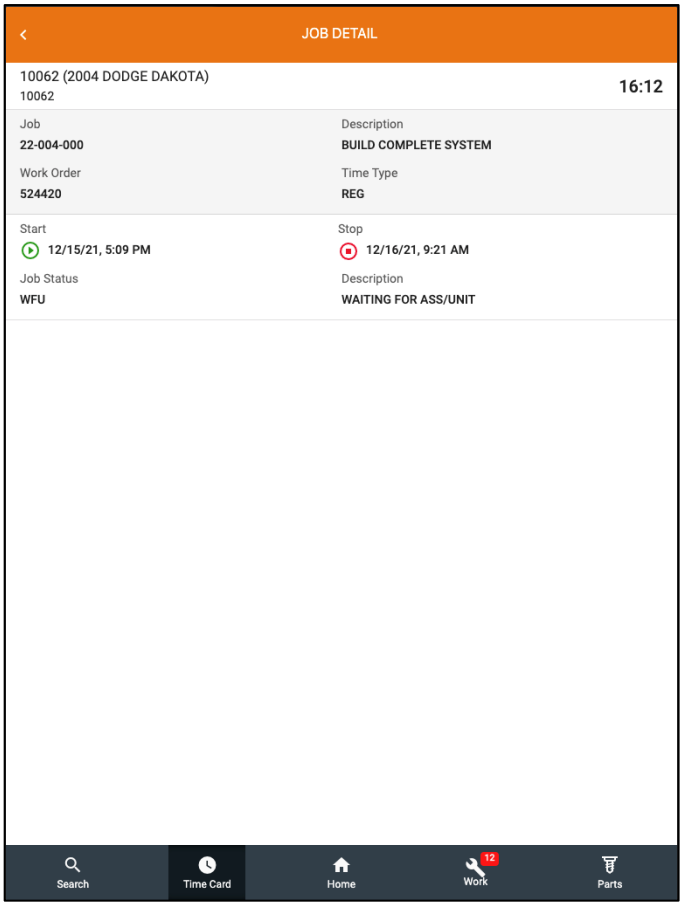
Select Add Indirect Time to add an indirect time entry. The following screen will display:



The following fields are required: Indirect Job, Start Date, and Total Hours. If the Start Time is known, that can be entered. When finished, select Save to save the time entry.

Timecard Details

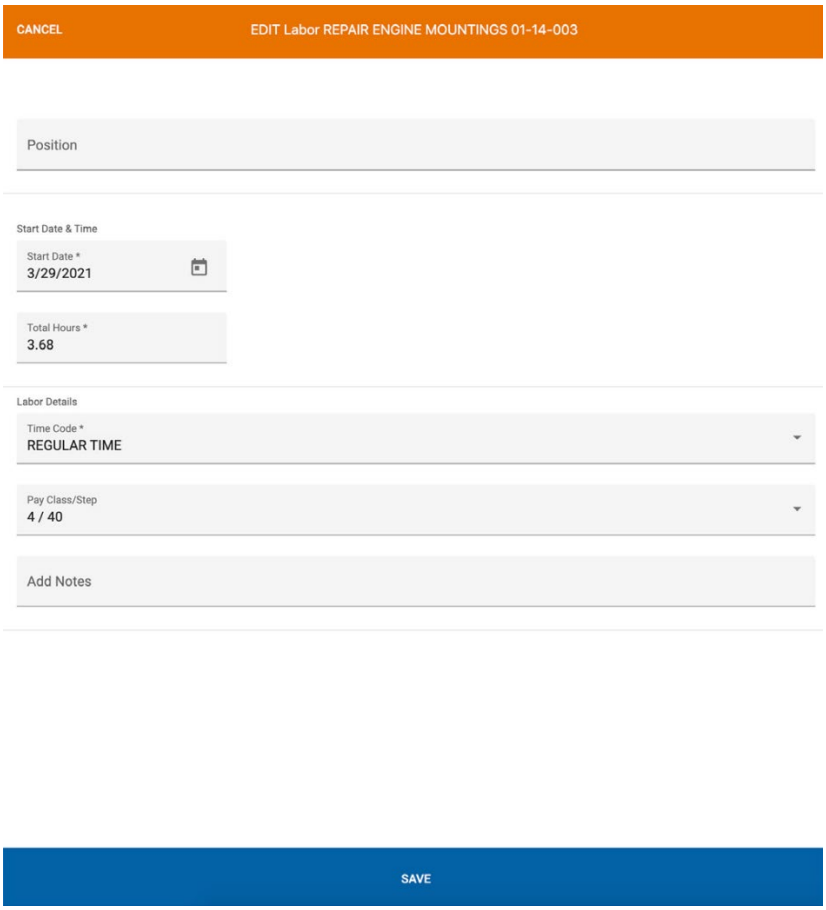
Timecard Details displays additional information about the time entry, including the Job name, ID, Description, Start and Stop Times, and any comments:



The Technician can edit their labor posting by selecting the pencil icon on the top left of the screen:

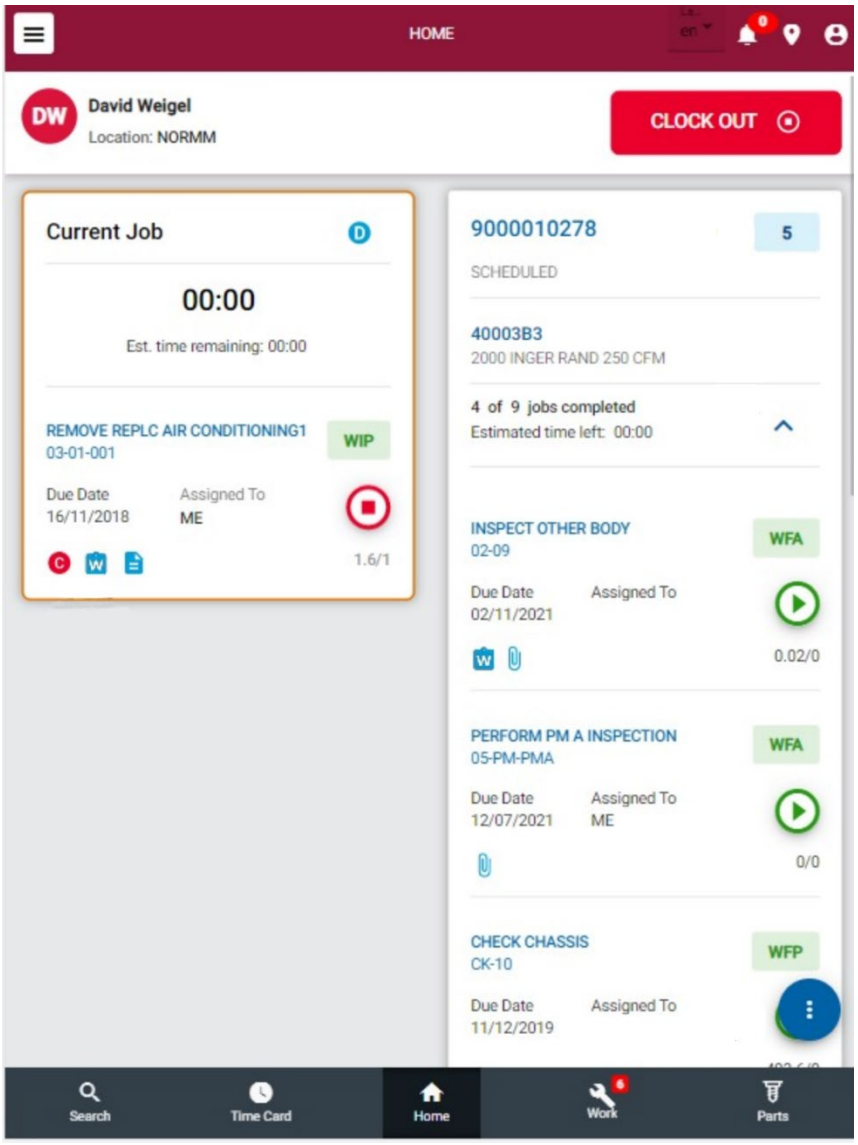
Edit Timecard Details

In Edit mode, all fields on the time entry are editable and can be modified. Select Save once all changes are made. This is only available if the user has access.



Home

Once clocked in, the Technician will be taken to the Home screen:



The Home screen includes the following areas:

Name / Location - The top of the screen displays the user's name and location. The location is selected using the Location icon.

Clock In/Clock Out – If the feature is enabled, a button will appear and display the status on the Home page.

Current Job - If the user is on a Job, the number displayed is how long theyhave been on that job and if there is an estimate it will show the time left. D is for Direct and I is for Indirect. Other icons underneath the job give additional information:

Work Order – The right side of the Home page displays the Work Order Title, Number and Priority. This link will open Work Order Details.

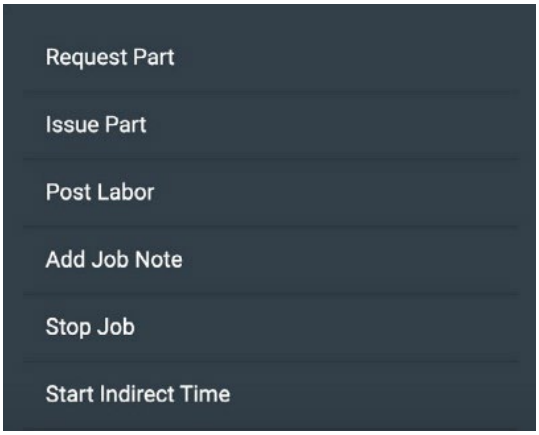
Start/Stop button – This will start/stop the current Job.

Asset Name / ID - Asset Name and ID. Link will open Asset Details.

Job - Displays the Job Name and Number. This link will open Job Details.

Bottom Navigation – Allows the user to quickly move through the app.

An Ellipsis icon displays on the bottom right side of the screen with additional options. These options change depending what screen you are viewing. The Home screen has the following options:

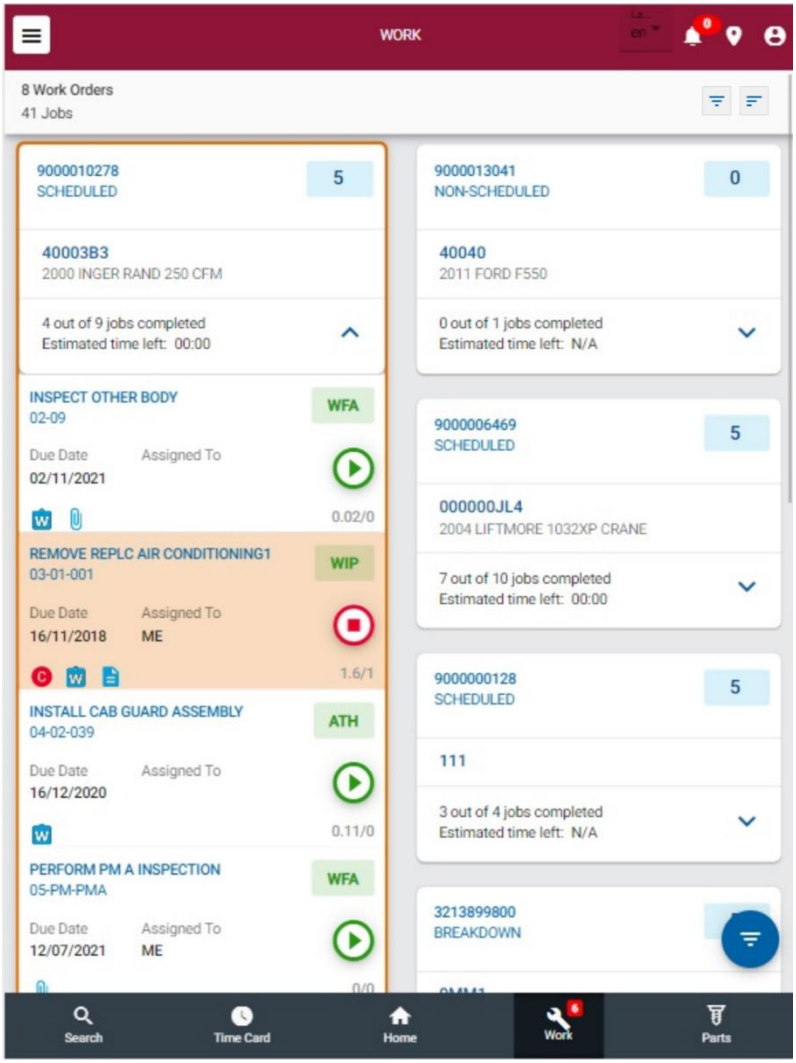


These options will appear based on what capabilities the user has set in M5.

These options are described in the following sections of the document: Request Part, Issue Part, Post Labor, Add Job Note, Stop Job (selecting this will stop the job the Technician is working on), Start Indirect Time.

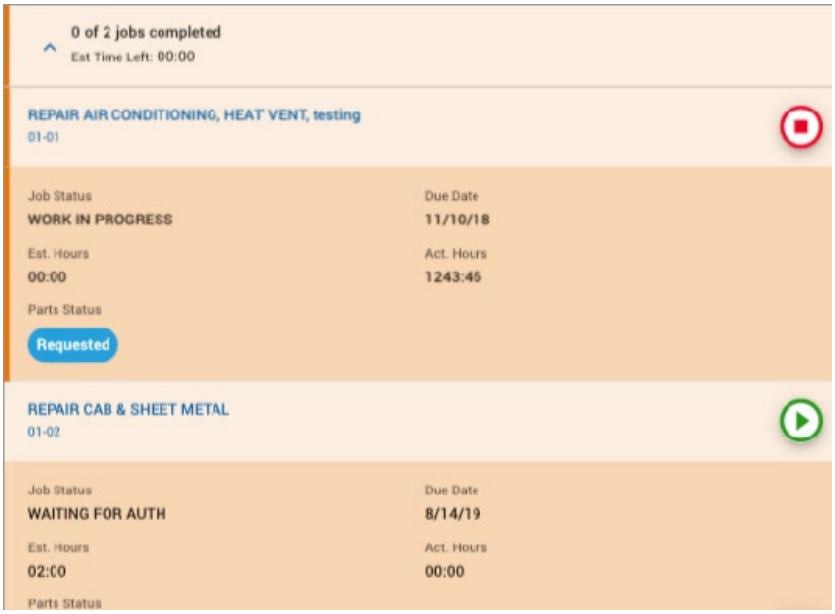
Assigned Work

The Work section shows any Work Orders and Jobs that have been assigned to the Technician:



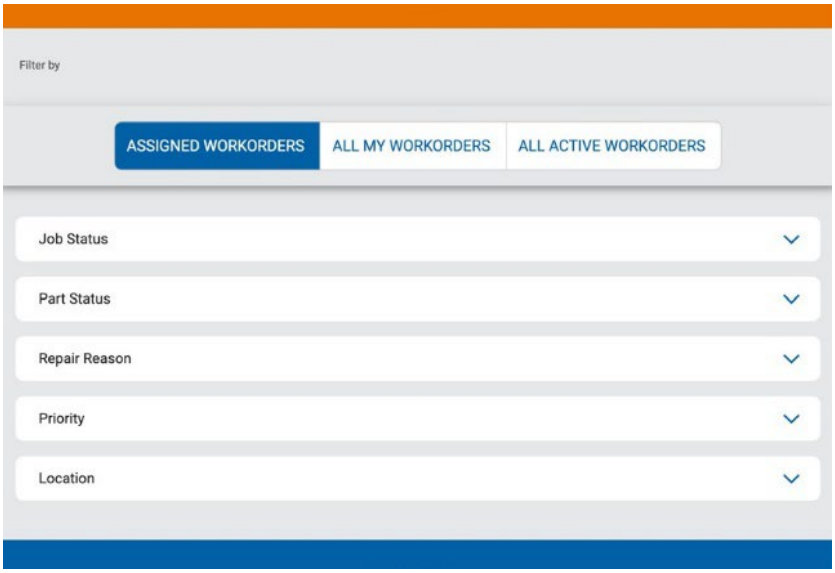
The top of the screen shows the number of assigned Work Orders/Jobs and if any filters or sorts have been applied.

The highlighted section is the Work Order Card – this is what the Technician is currently working on. Tapping the Work Order ID will open the Work Order Details and tapping the right arrow will open Asset Details . One Work Order may have multiple Jobs/ associated with it (i.e. 1 of 2 jobs completed) – tap the down arrow to view all Jobs on the Work Order:



The Job the Technician is currently working on will have a status of “Work in Progress.” To stop working on a job, tap the red Stop button; however, if using Real-Time labor, the Technician can tap the green Play button to start a new job without stopping the current Job. The Technician will be prompted to update the WAC or Job Status before moving onto the new Job.

The bottom right of the Work screen displays a Filter button where the Technician can refine the list of assigned Work Orders, all their Work Orders, or all Active Work Orders, as well as additional filters to view by job status, part status, priority, etc.



Assigned Work Orders – Only Work Orders/Jobs that have been assigned to the Technician will appear.

All My Work Orders – Any Job that the Technician has worked on and not completed will appear.

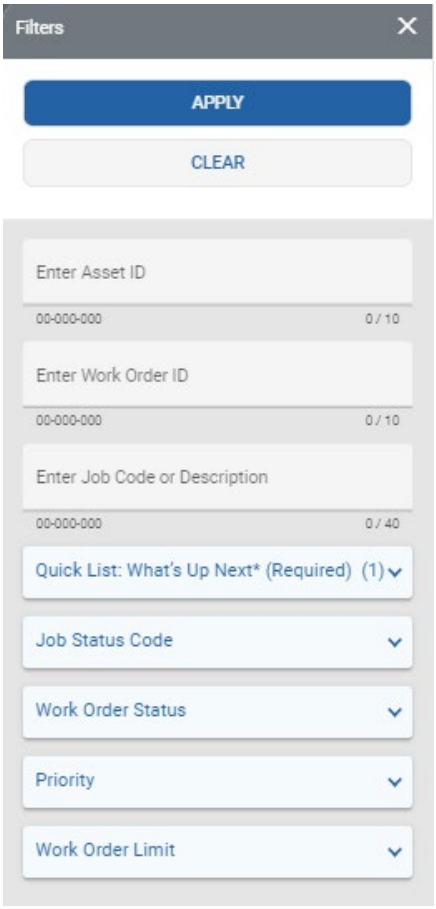
All Active Work Orders – This will show all active Work Orders at the Technician's current location.

All other filters are dynamic and will only show information that can be filtered based on the list of Work Orders in Assigned Work.

Filtering and Sorting

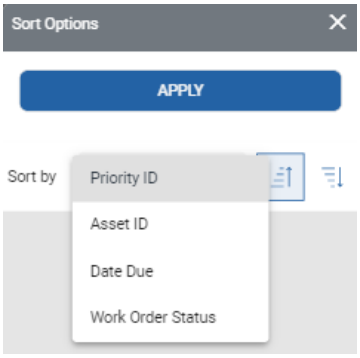
The top right corner has two buttons for filtering and sorting the data that displays on the Work screen. When data is filtered or sorted, the information is saved for each user. When a user logs out and logs back in, the last used filter or sort is applied to the data on the screen.

Tap the filter button to display a side panel with filtering options:



Data can be filtered by exact Asset ID, Work Order ID, Job Code or Description. Other filters include Quick List options, Job Status Code, Work Order Status, Priority, and Work Order Limit.

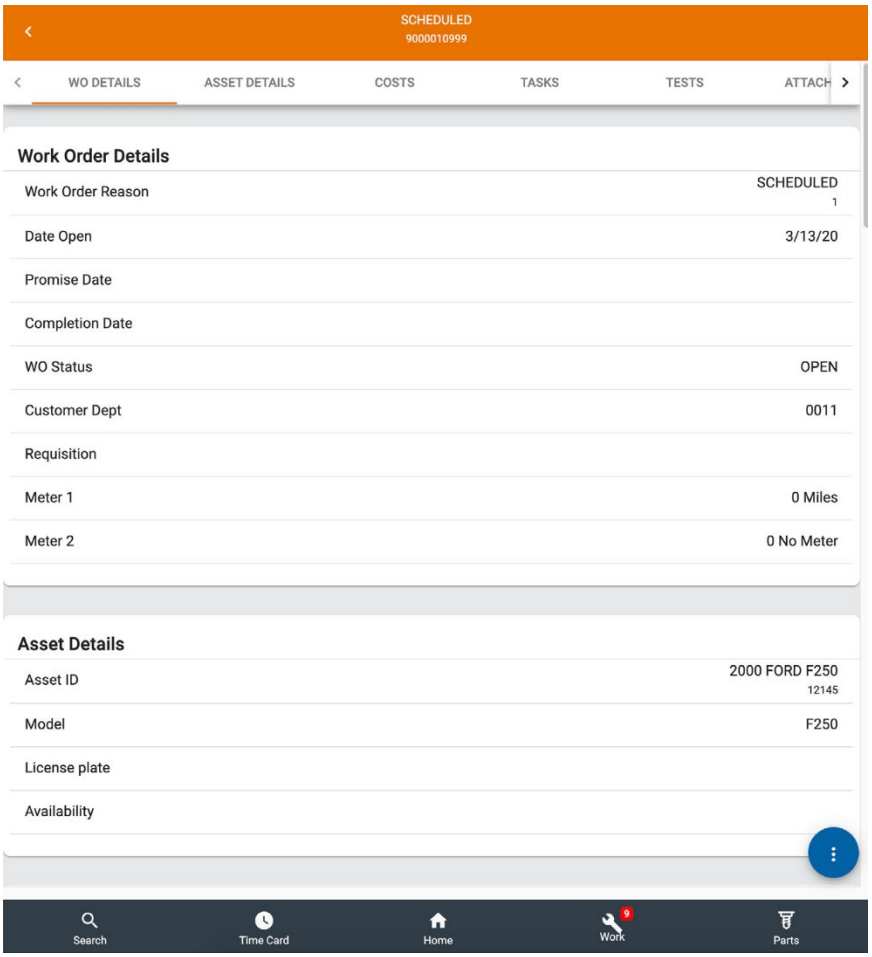
Tap the sorting button to display a side panel with sorting options:



Data can be sorted by Priority ID, Asset ID, Date Due, or Work Order Status, in ascending or descending order.

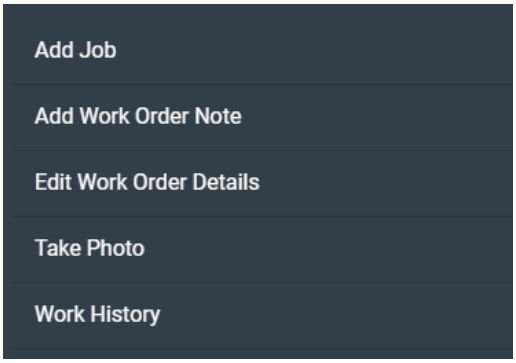
Work Order Details

Selecting a Work Order ID will open a Work Order Details page:



This page displays more detail about the Work Order and is split into several different tabs. The Technician can scroll through the pages or tap the sections in the top bar. Using these links will quickly allow the Technician to navigate to the corresponding section on the page.

At the bottom right of the screen there is an Ellipsis icon with additional options:



 These options can be modified through User Roles settings in M5.

Each option is described below.

Add Job

Select Add Job to add a job to a Work Order. There are 4 options to select from: Job List, Standard Jobs, Enter Whole Job Code, and Work Requests.

- **Job List** - To select a job from a job list, the Technician will be prompted to select the work accomplished, the system, the assembly or component, and a job reason.
- **Standard Jobs** - Standard Jobs allows the Technician to select any standard job and enter a job reason to add the job to the Work Order.
- **Enter Whole Job Code** – Enter Whole Job Code allows the Technical to entire an entire job code at once with a keyboard or scanner.
- **Work Requests** - A Work Request can be added to a Work Order by tapping the plus sign icon next to the Work Request, then tapping Add To Work Order. Work Requests will only appear if there are Work Requests for the Asset/Department.

Add Work Order Note

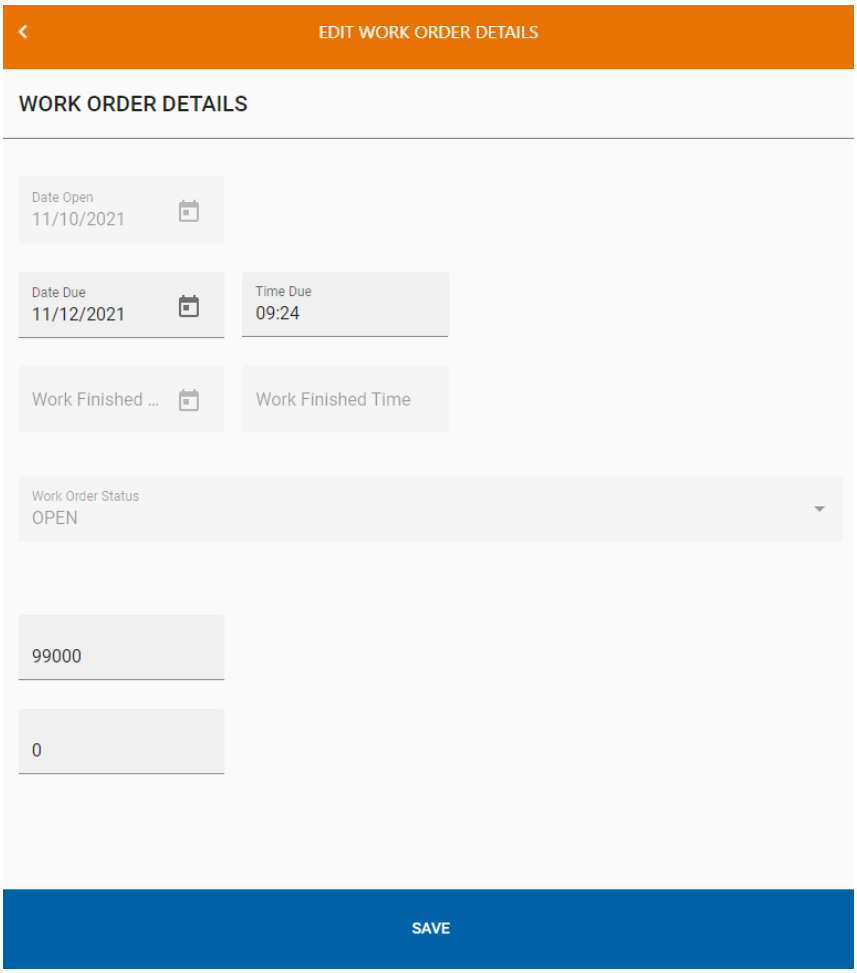
Select Add Work Order Note to add a note to the Work Order. For M5 users, there are two choices when adding a note: Locked, which means the note cannot be edited once added, or Exception, which is required when a WO/Job/Request has exceeded its standard rates/charges.

Complete

Select Complete to finish a Work Order by entering a date and time the work was completed. This is only available once all jobs have been updated to a DONE status.

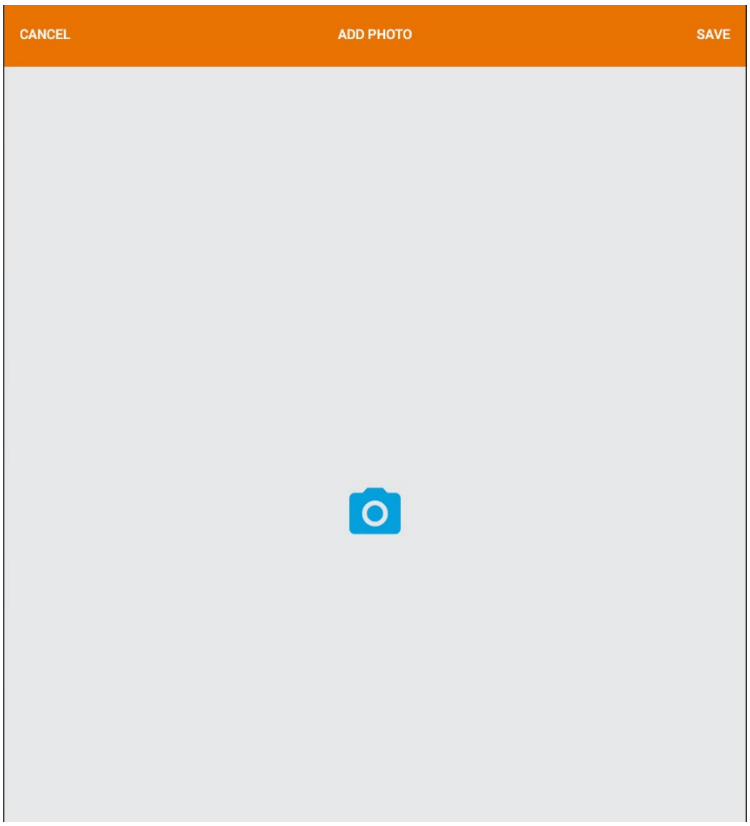
Edit Work Order Details

Select Edit Work Order Details to edit certain Work Order Information like the date and time due:

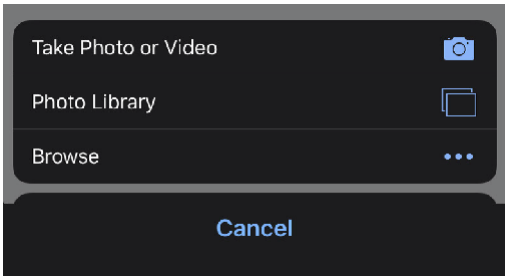


Take Photo

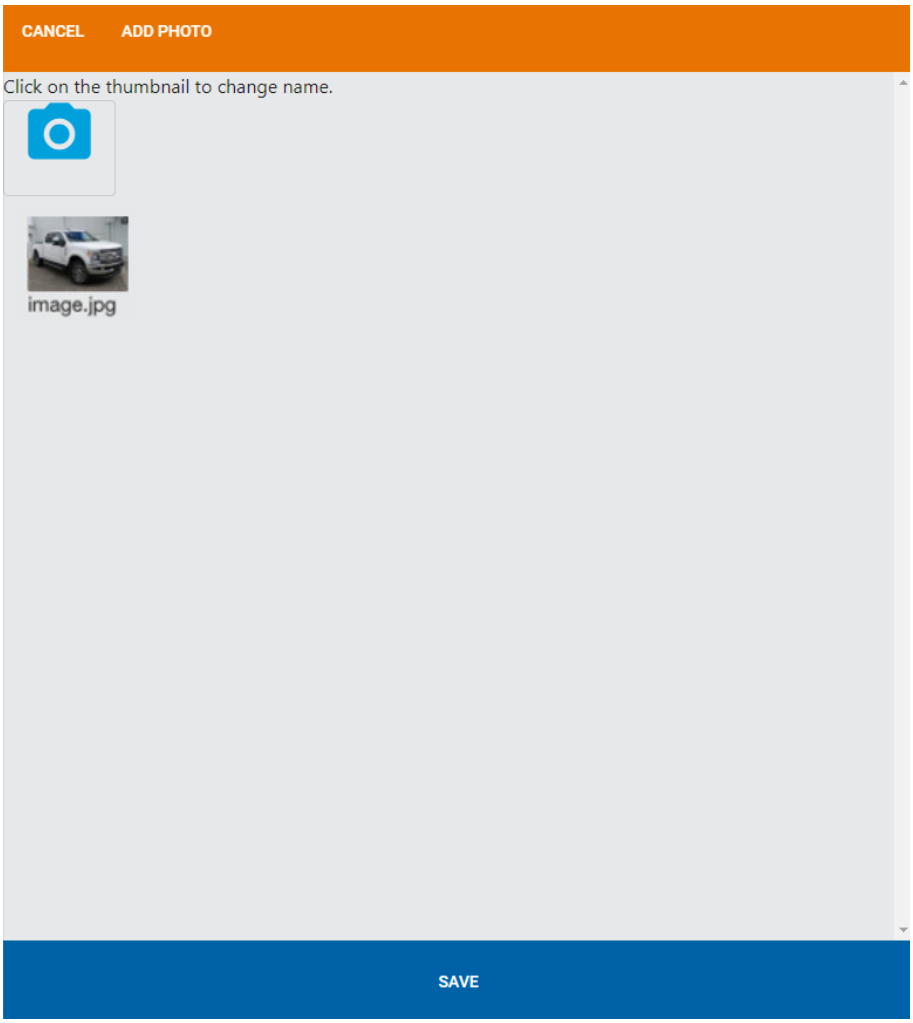
Select Take Photo to take a photo of an item. The following screen will display:

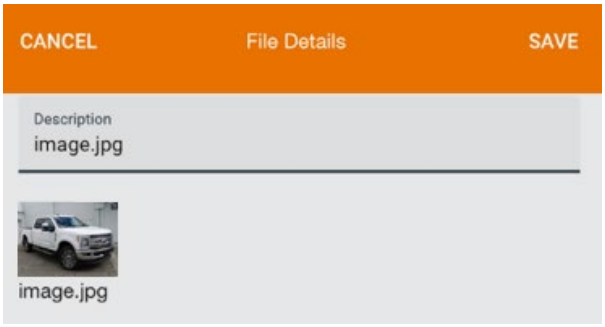


Tap the camera icon to access the photo menu:



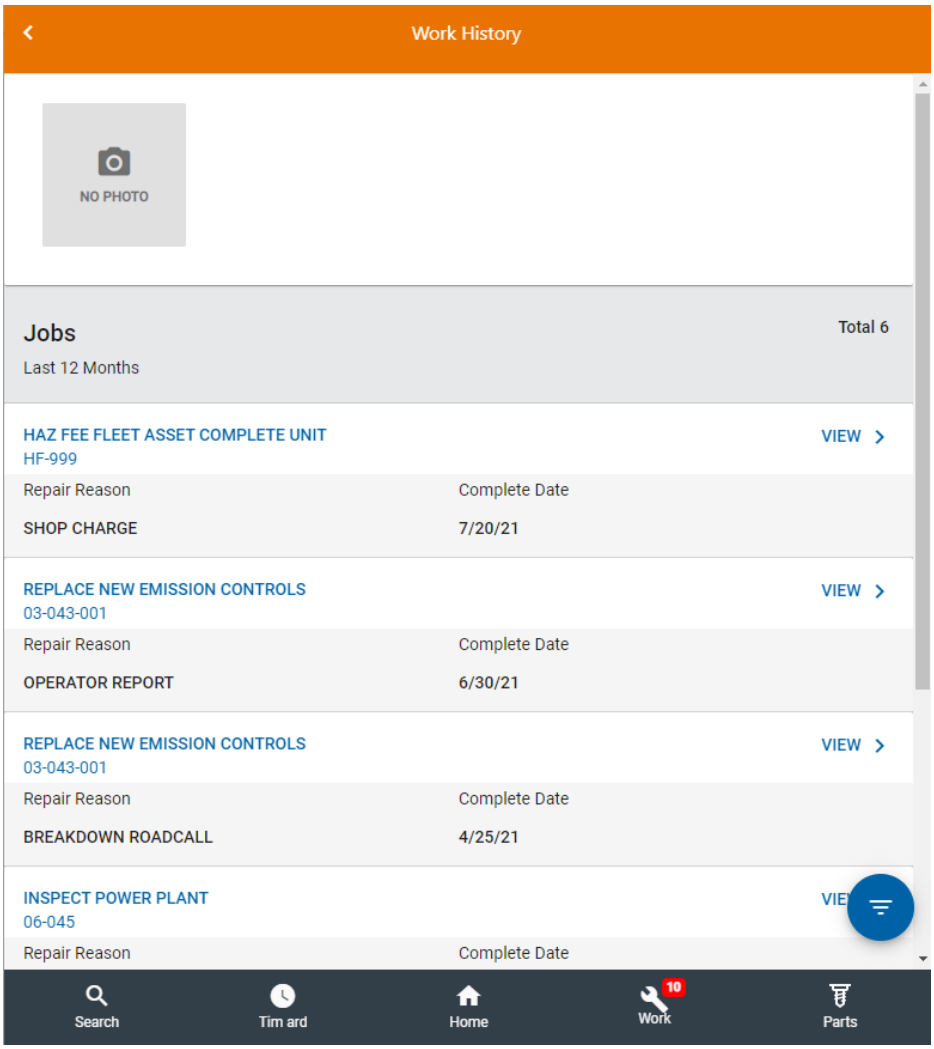
Options are to take a photo or video, select a photo from the device's photo library, or browse for a photo. Once a photo is selected, the photo name can be updated by tapping the thumbnail and typing a new name in the Description area:


CANCEL
ADD PHOTO
Click on the thumbnail to change name.
image.jpg
SAVE

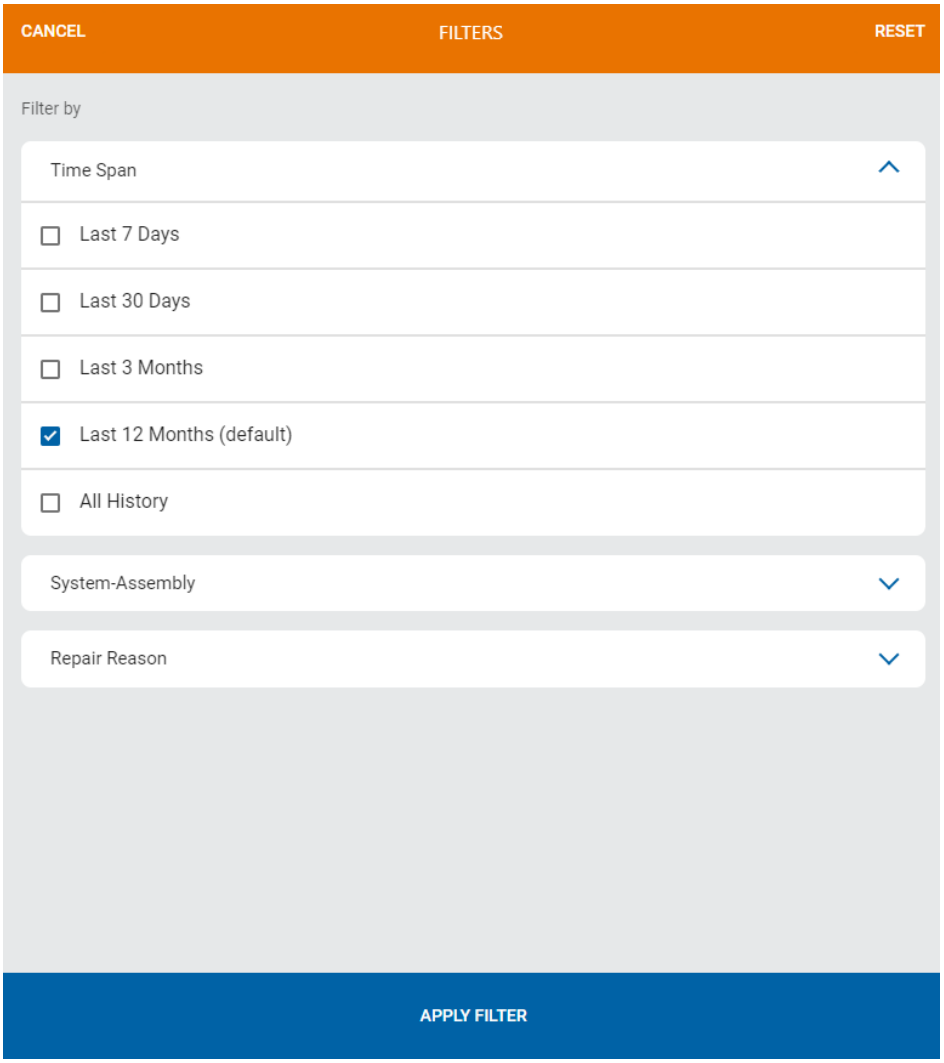

CANCEL
File Details
SAVE
Description
image.jpg
image.jpg

Work History

Work History shows all Jobs that have been completed over the life of the Asset over a specified timeframe:

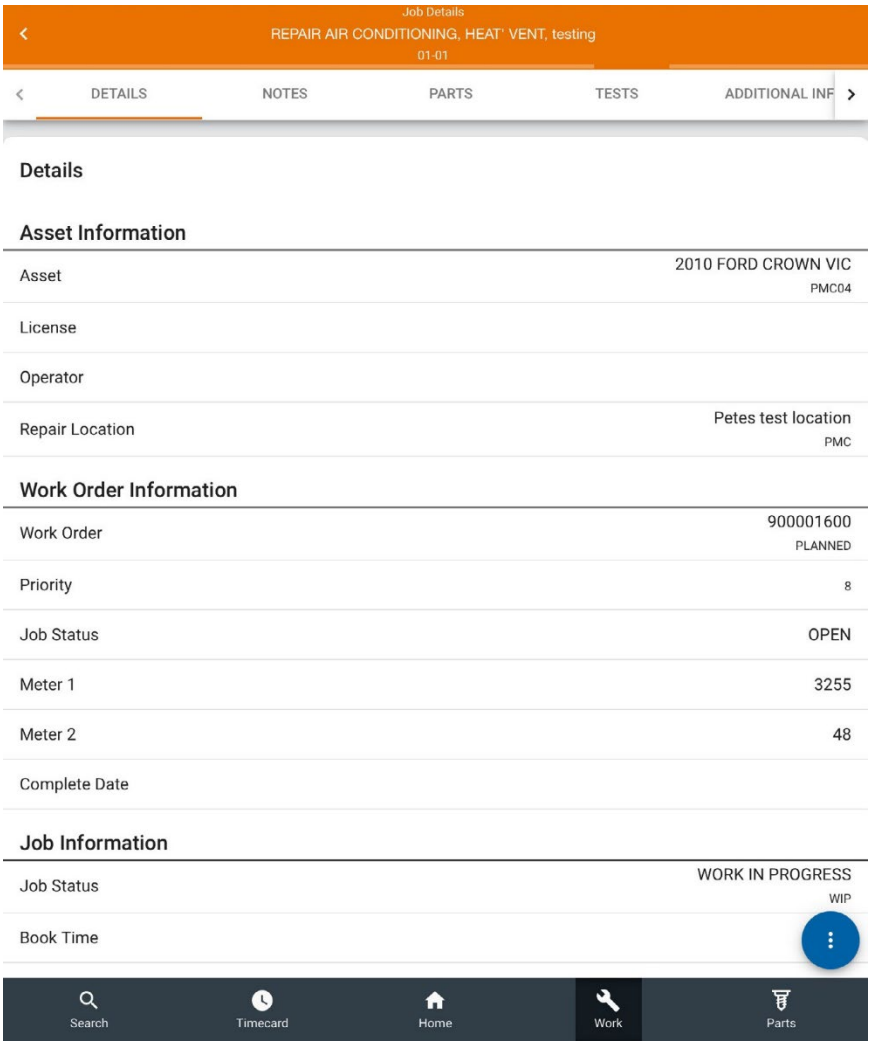


The Filter button on the right side of the screen displays a Filter page where the data can be filtered by Time Span, System-Assembly, or Repair Reason:



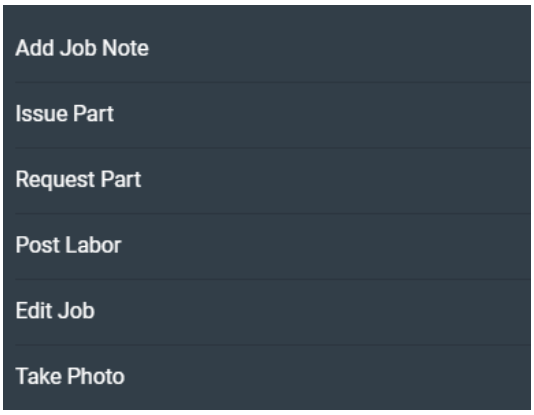
Job Details

Selecting a Job ID will open a Job Details page:



This page displays more detail about the Job in several different sections: Details, Notes, Parts, Tests, Additional Information, and Attachments. The user can scroll the page or tap the sections in the top bar. Using these links will quickly navigate the user to the corresponding section on the page.

At the bottom right of the screen there is an Ellipsis icon with additional options:



These options can be modified through User Roles settings in M5.

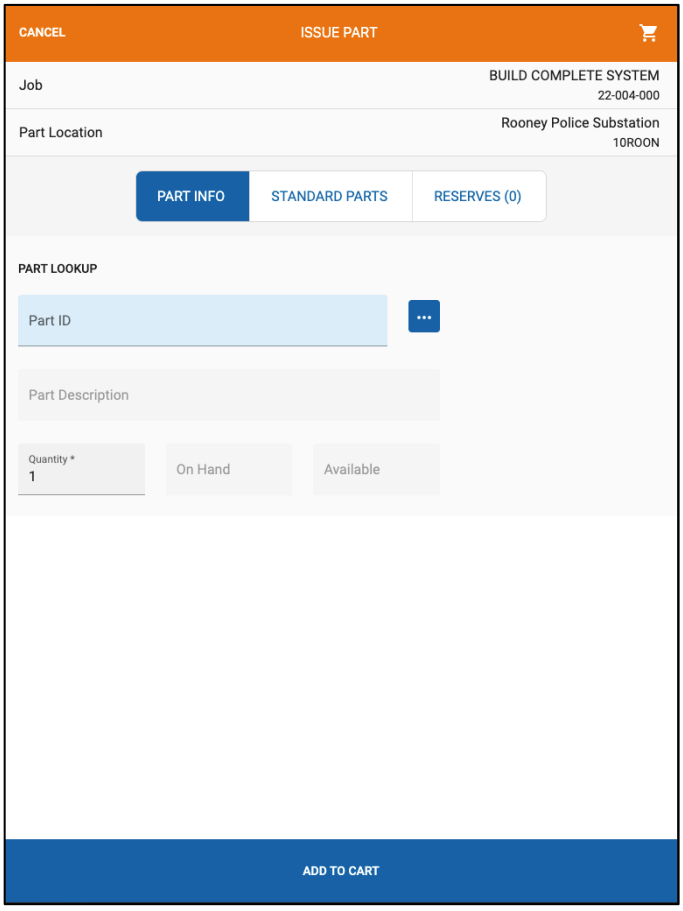
Each option is described below.

Add Job Note

Select Add Note to add a note to the Job. See the Add Note section described in Work Order Details – Additional Options.

Issue Part

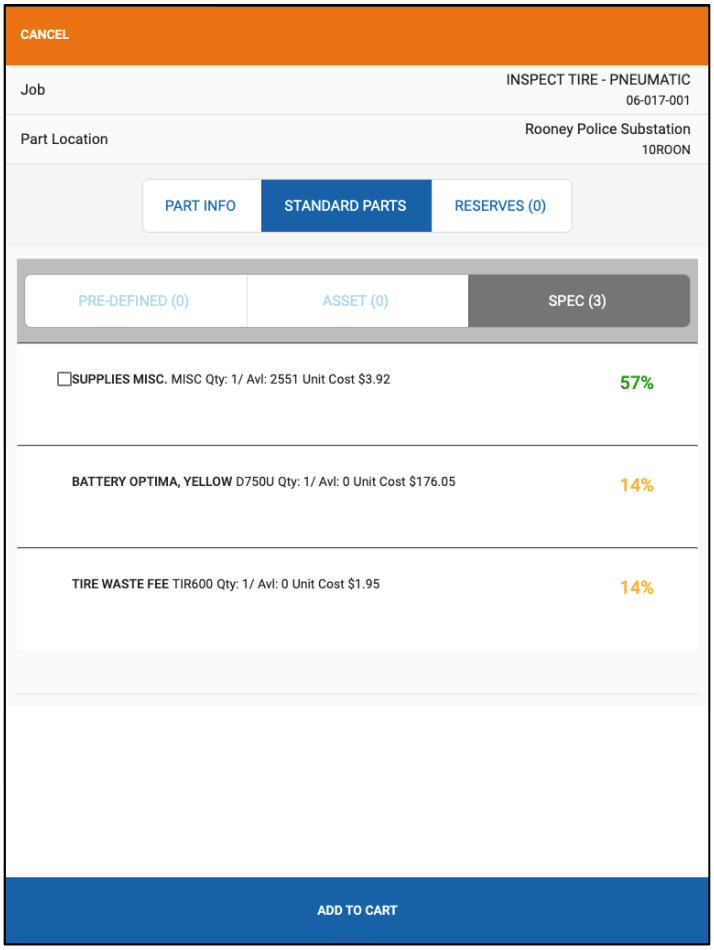
Select Issue Part to open a new screen to issue a part:



Based on the user's settings, the Technician may see a view to select the location the part is being issued from.

The screen defaults to Part Info to search for a part. Parts can be searched by Part ID or tap the ellipsis icon to the right of the field to search by description, Part ID, cross-reference, or BIN.

If there are **Standard Parts** for the Job, a number greater than 0 will display and you can select the appropriate part to add to the Part Cart. Standard Parts displays parts that are most associated or used with a specific Asset. **Reserves** will be available if there are reserved parts for the Asset. The user will only be able to select parts that have an available quantity.



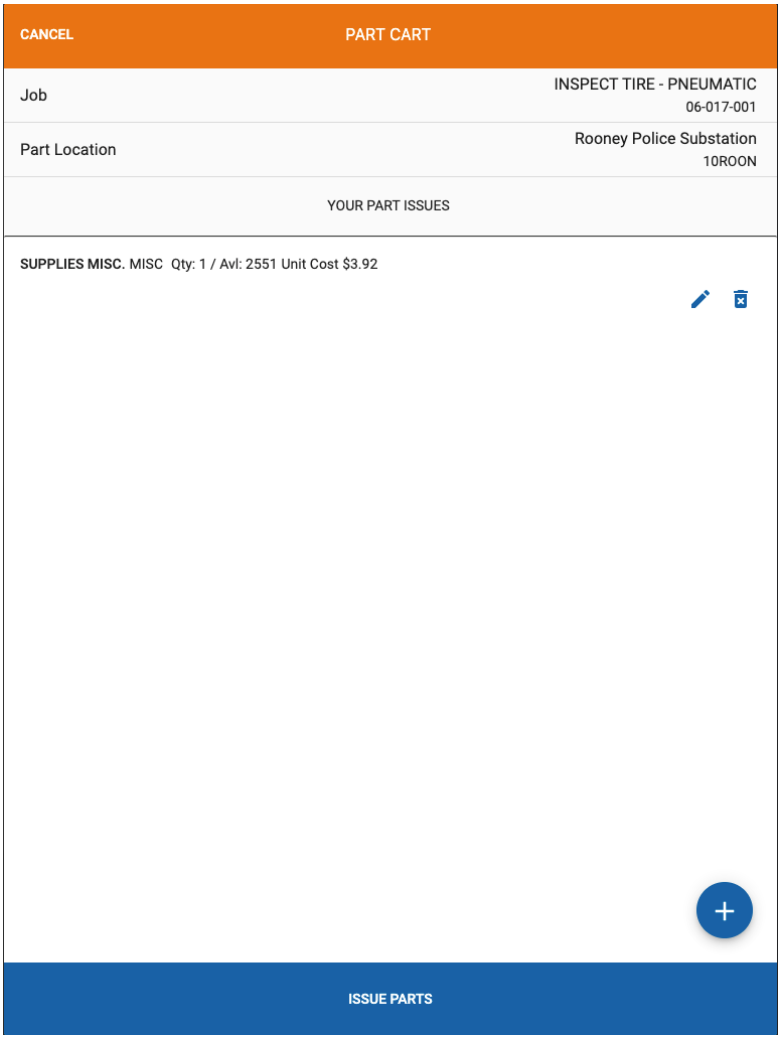
- **Pre-defined** – Displays parts that have been pre-defined for this job. The percentage will vary based on how many times the part has been used for this job.
- **Asset** – Displays parts that have been used on this Asset for the job. The percentage will vary based on how many times the part has been used on this Asset for the job.
- **Spec** - Displays parts that have been used for Assets that share the same Tech Spec for the job. The percentage will vary based on how many times the part has been used for this job and the Asset's that within the same Tech Spec.

Once a part is selected, the On Hand and Available fields will be populated.

Enter the quantity to be issued. Under Part Details, select a Position Code and a Failure Code.

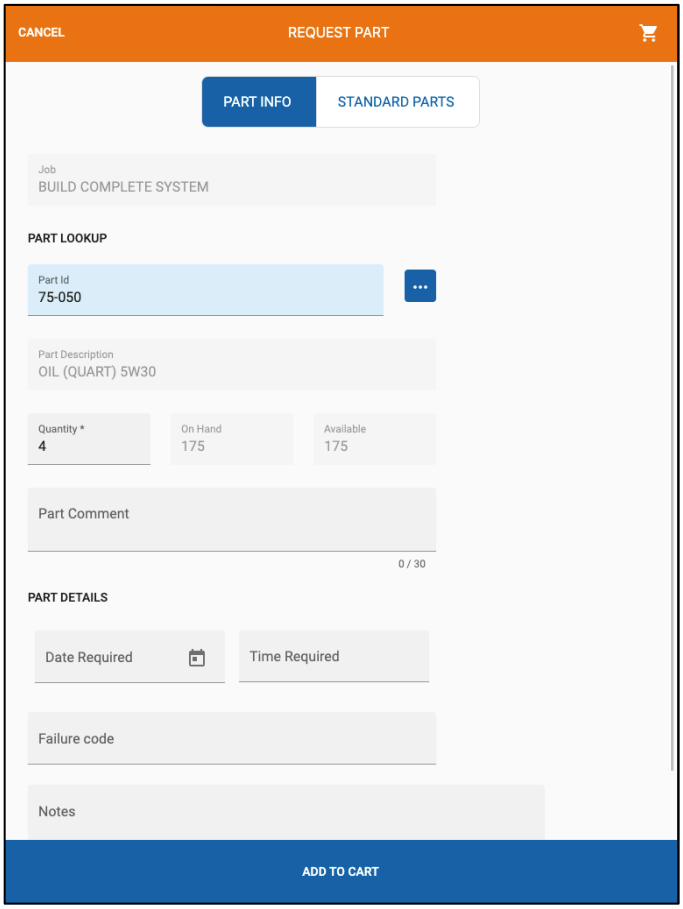
Select Add to Cart to add the part to the Part Cart.

In the Part Cart view, you can edit the part being issued, remove a part, or add another part. Tapping Submit will submit the part to be issued.



Request Part

Select Request Part to open a new screen to request a part:



Parts can also be added by comment and do not need to have a Part ID associated with the request.

The screen defaults to Part Info to search for a part. If there are Standard Parts for the Job, a number greater than 0 will display and you can select the appropriate part to add to the Part Cart. Standard Parts displays parts that are most associated or used with a specific Asset. If the number is greater than 0 in the sections outlined below, the link will be active and the user can view/select the parts.

- **Pre-defined** – Displays parts that have been pre-defined for this job. The percentage will vary based on how many times the part has been used for this job.
- **Asset** – Displays parts that have been used on this Asset for the job. The percentage will vary based on how many times the part has been used on this Asset for the job.
- **Spec** - Displays parts that have been used for Assets that share the same Tech Spec for the job. The percentage will vary based on how many times the part has been used for this job and the Asset's that within the same Tech Spec.

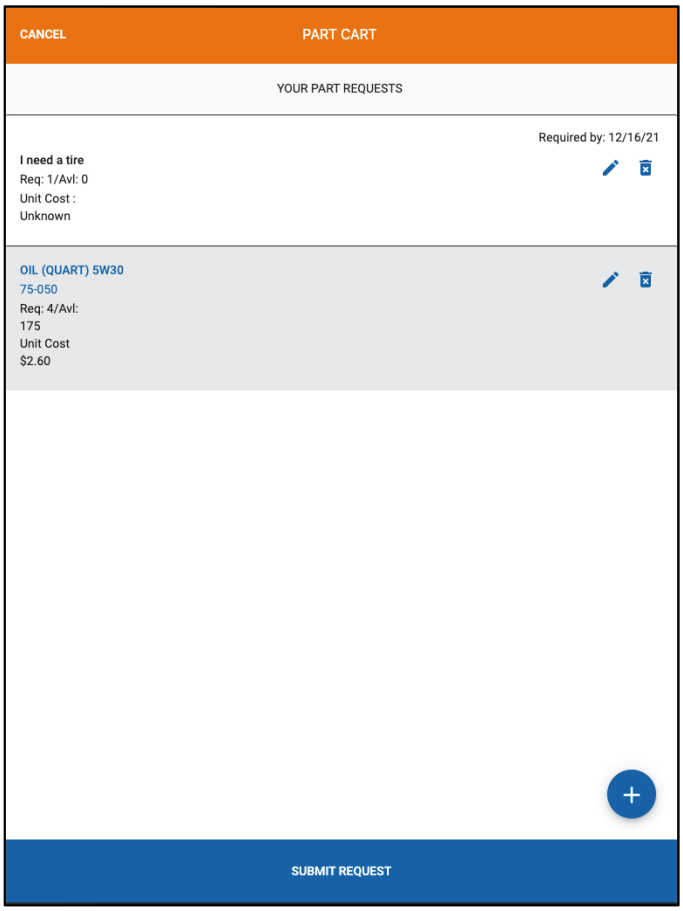
Parts can be searched by Part ID or tap the ellipsis icon to the right of the field to search by description, Part ID, cross-reference, or BIN.

Once a part is selected, the On Hand and Available fields will be populated.

Enter the quantity to be ordered, as well as the Date Required, Time Required, and any notes if applicable.

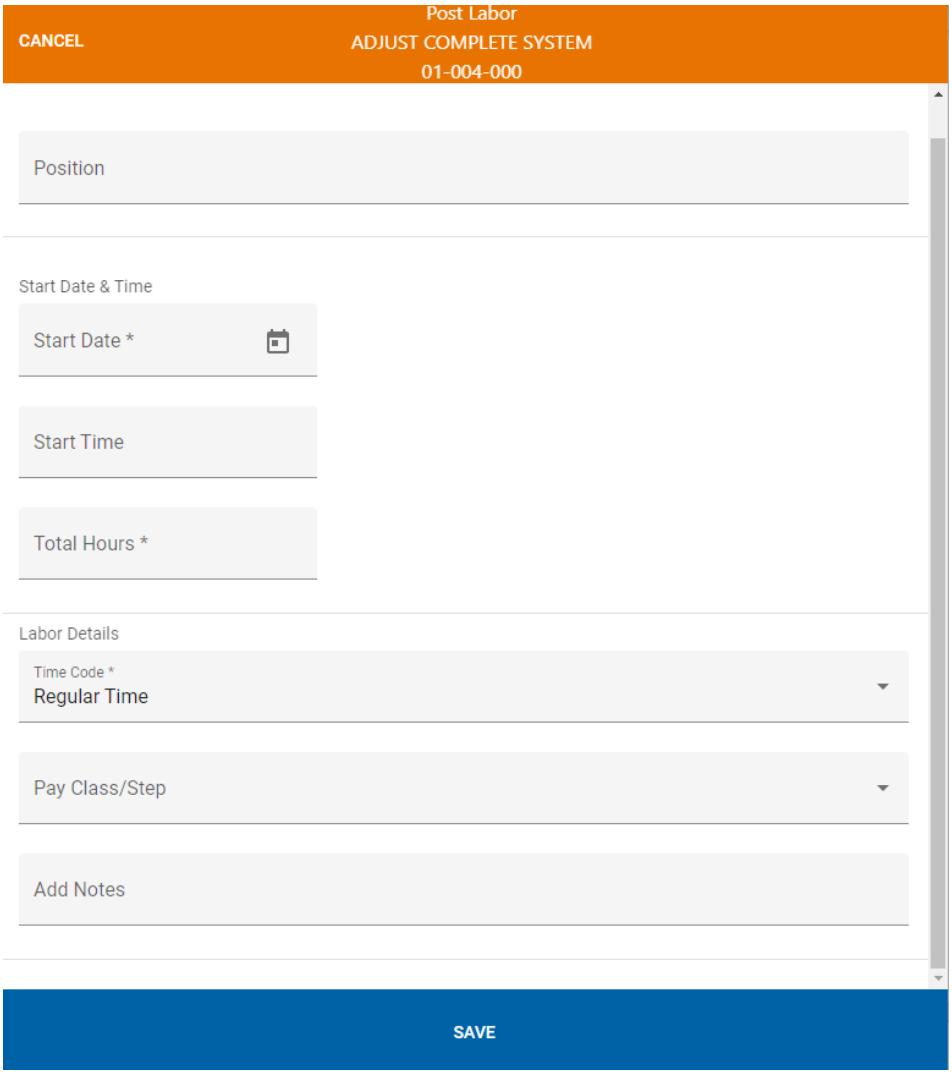
Select Add to Cart to add the part to the Part Cart.

In the Part Cart view, you can edit the part being requested, remove a part, or add another part. Tapping the blue hyperlink on the Part ID will take the user to the Part Viewer, but if the part was requested using a comment there will not be a hyperlink to the Part Viewer. Tapping Submit will submit the part request.



Post Labor

Select Post Labor to post time for the job:



Enter a Start Date and Total Hours, as well as a Time Code (ex. Regular Time). Other fields that can be entered include Position, Start Time, Pay Class/Step, and Notes. The user will not be able to enter any data that conflicts with the base product. For example, adding time before the WO/Job creation date will cause an error.

Edit Job

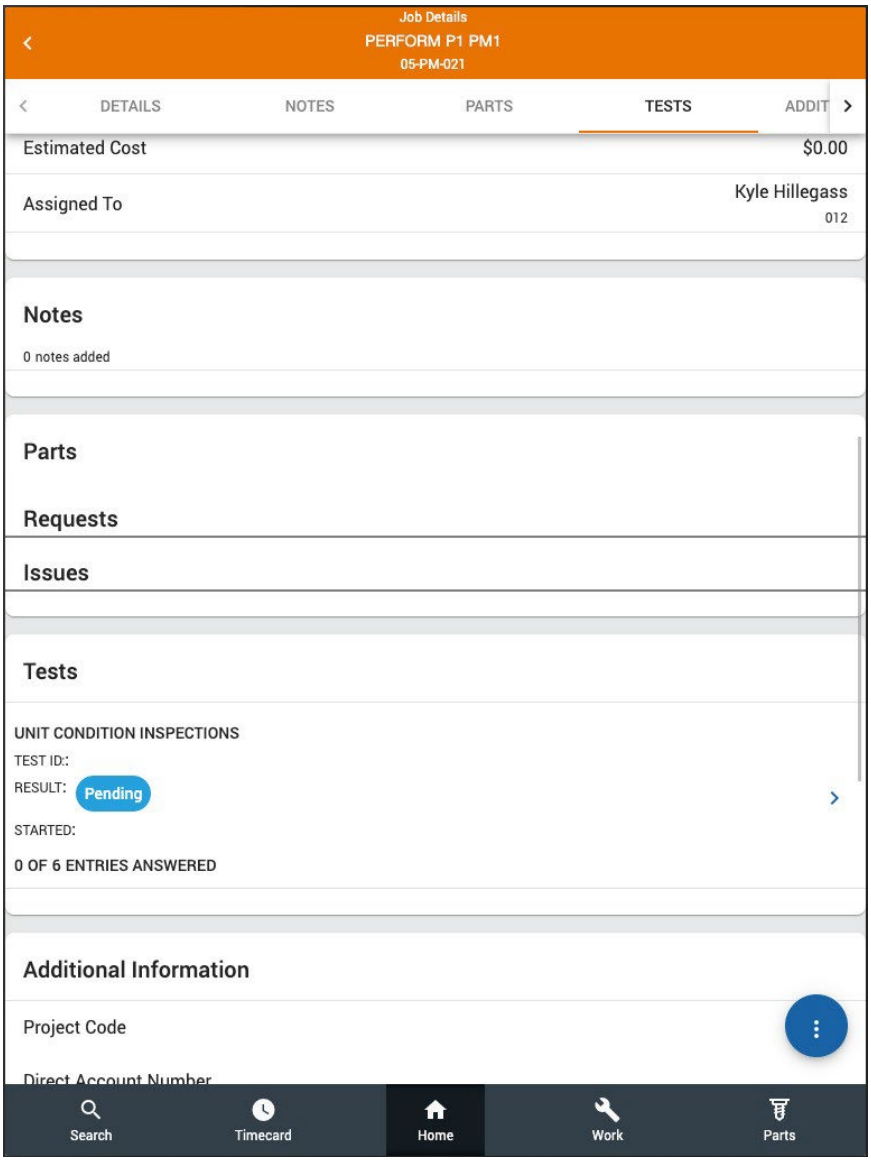
Select Edit Job to modify a Job Status, Job Reason, or Priority.

Take Photo

See the Take Photo section described in Work Order Details – Additional Options.

Job Tests

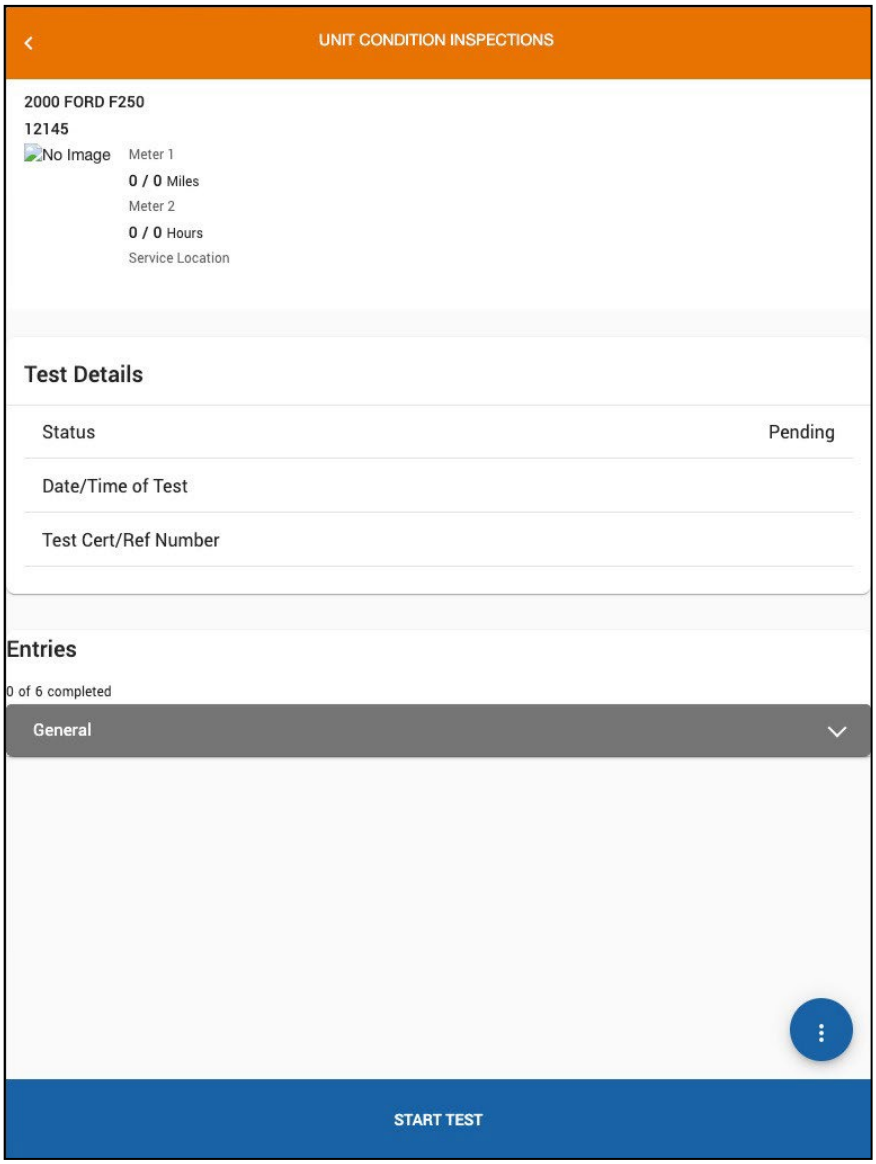
If a Job has a test, the test can be found on the Job Details screen in the Test section:



Tap the right arrow next to the test to access the test. Once started, the Tests section will be updated to show the status, date and time the test was started, as well as the test progress.

Test Details

When a test is accessed, the details page shows the Asset and entries that need to be completed. The test will display based on how it is configured in M5.



In this example, tap General to see the entries:

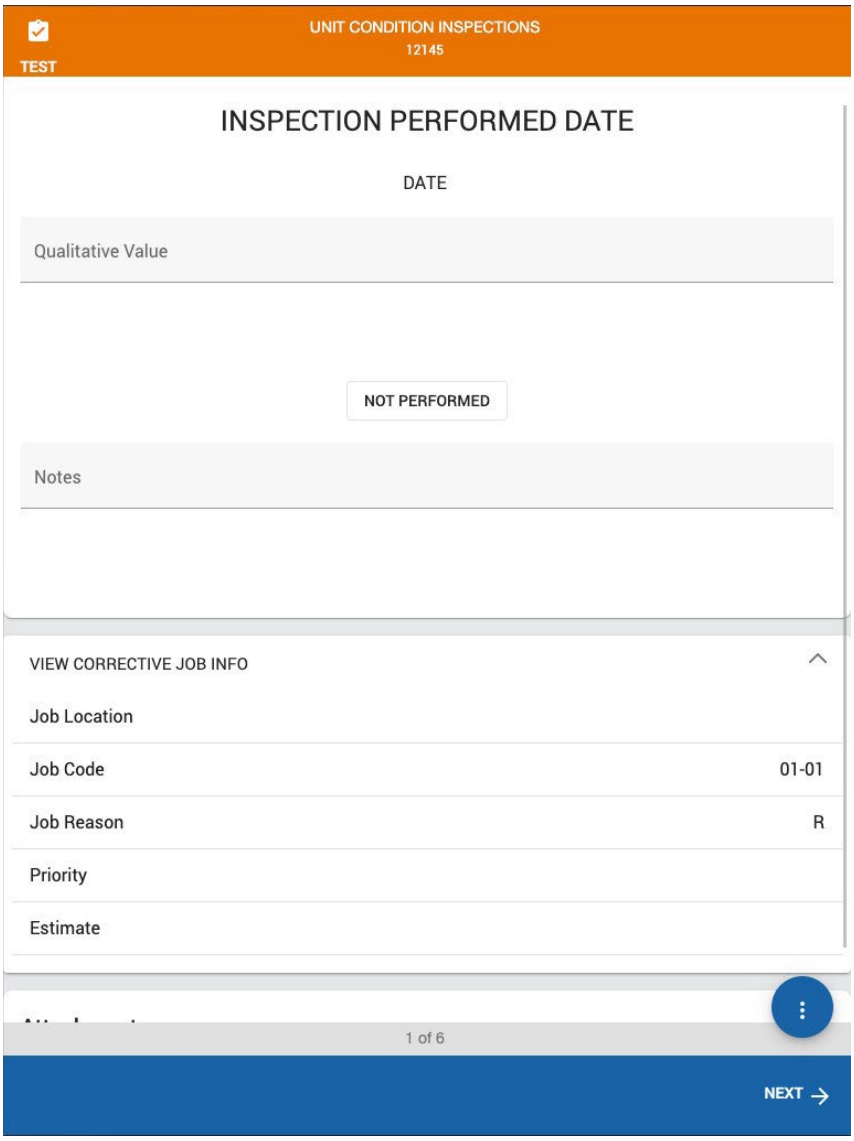
The icon next to each entry will change to show the status of each test item.

Using Test Suite Maintenance in M5, test entries can be grouped logically based on location, vehicle, or asset types.

To start a test, tap Start Test or tap an individual test from the list.

Working on a Test

When working on a test, certain data will need to be filled out or completed to satisfy the test requirements. In the below example the field is looking for a value, which is the date:



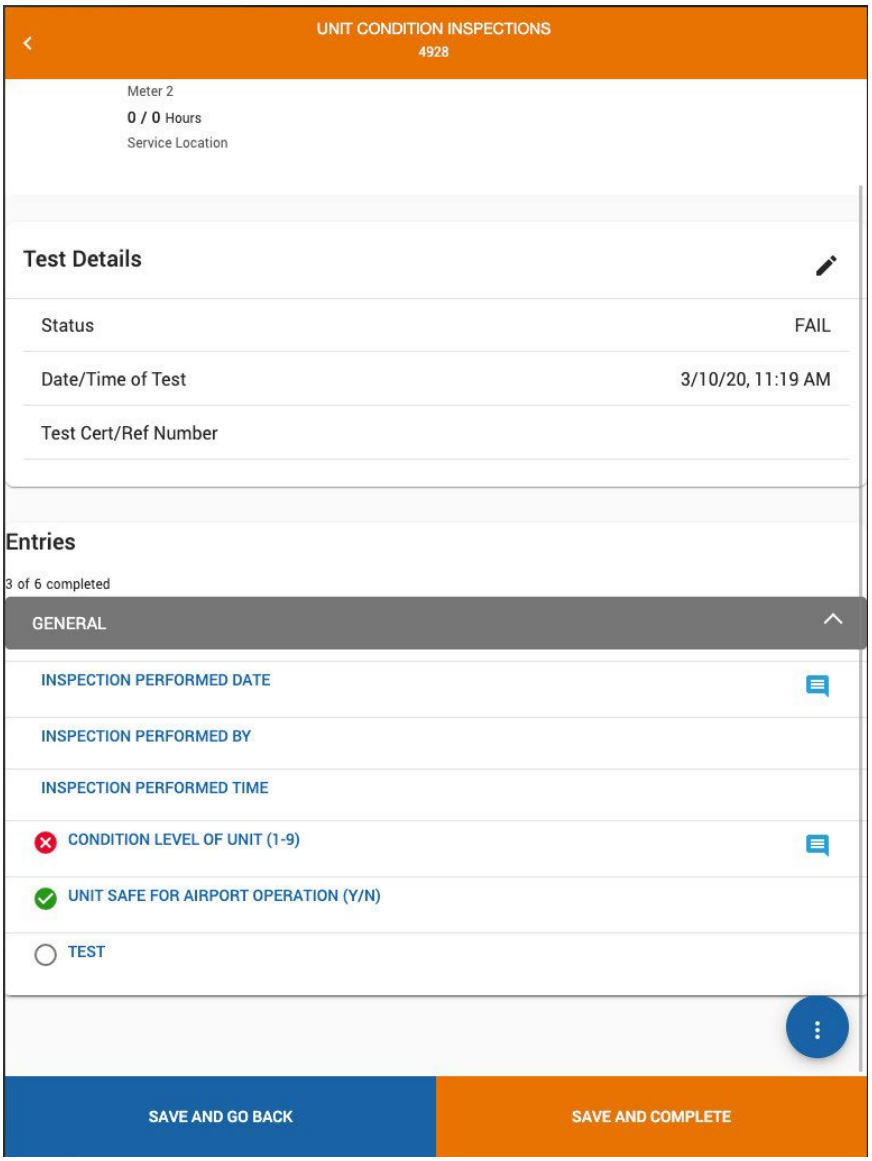
If a field is marked as “Not Required” the Technician will see a “Not Performed” button which will allow them to record that it was not done and skip the item. Notes can be added to provide additional information.

If there is a test failure, the View Corrective Job Info section will show the corrective job that will be created as a Work Request once the Work Order is completed.

Tapping the Ellipsis icon will give the Technician the option to take a photo.

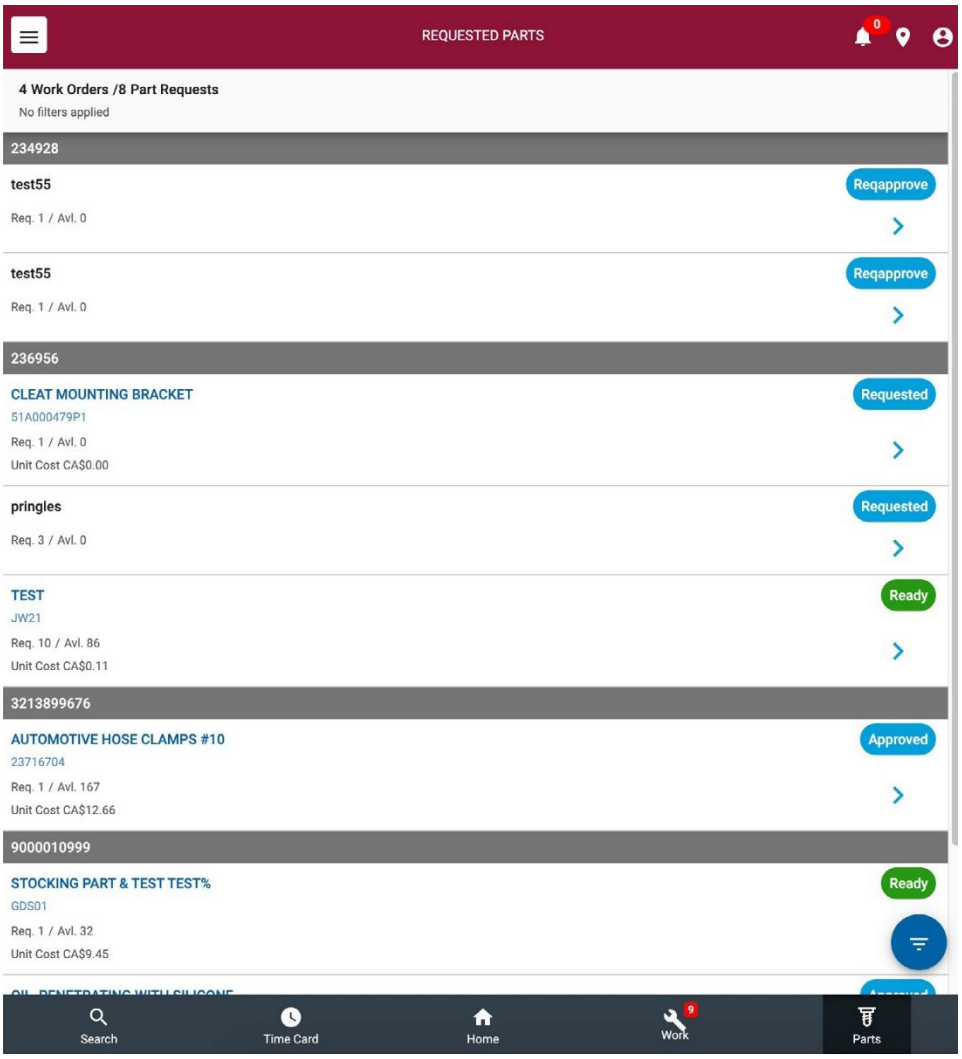
Saving and Completing a Test

The Test Details section will show if the test passed or failed. The date/time the test was started is also recorded. A Notes icon will display next to any test entries that have notes. To save the test and go back to the job, tap Save and Go Back. To complete the test, tap Save and Complete.



Part Requests

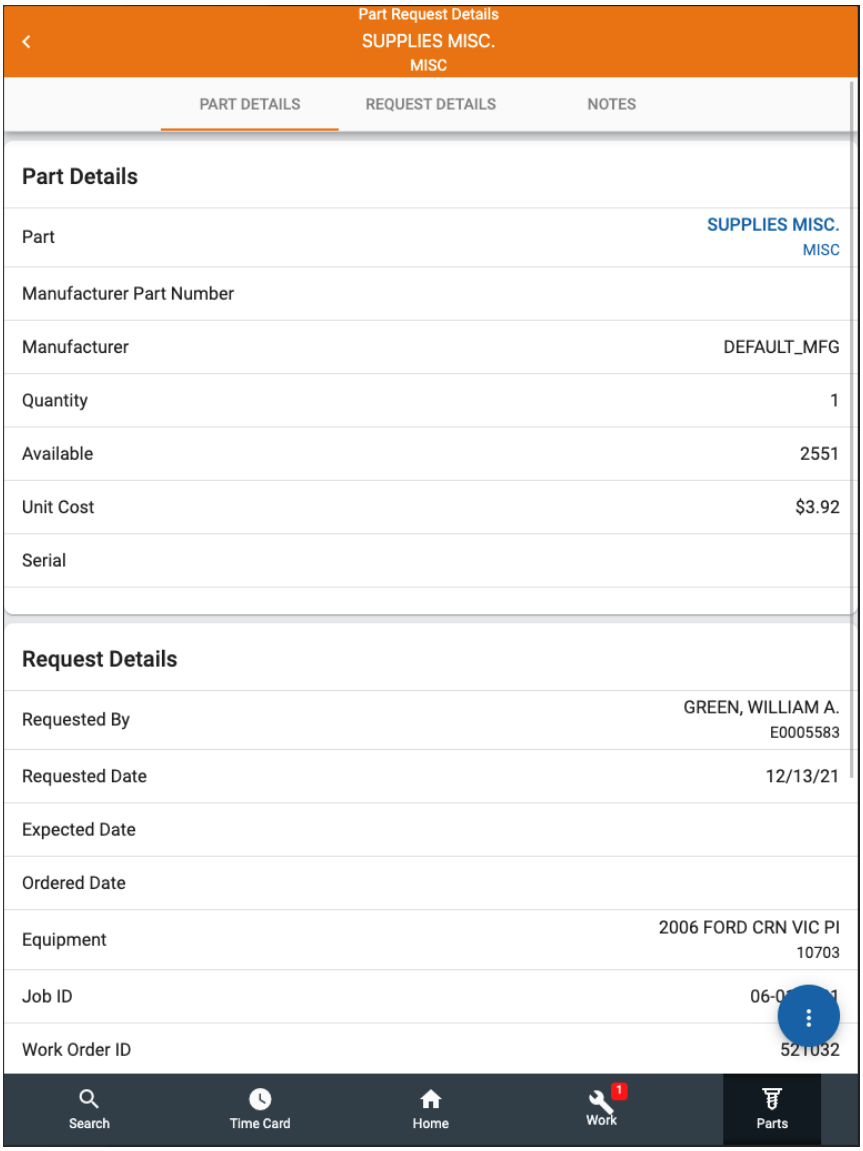
The Parts Requests section shows any open Part Requests that have been created. They are grouped by the Work Order ID and status:



The top of the screen shows the number of Part Requests for all Assigned Work and if any filters have been applied. Each Part Request displays a Part ID, the number requested, and the unit cost if available. Tapping the Part ID will open a Part Viewer screen with more detailed information about the part. Tapping the right arrow will open a Part Request Details screen with more detailed information about the Part Request.

Part Request Details

The Part Request Details screen displays the Part name and ID as well as the following sections:

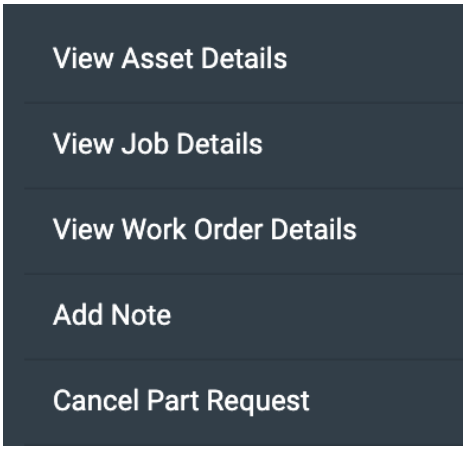


Part Details – more information about the part, like the name, manufacturer, quantity, and quantity available. If the part is requested using a Part ID, the user will be able to access the Part Viewer by tapping the blue hyperlink. If the part is requested using a comment, the hyperlink is not available.

Request Details – more information about the request, like who made the request, the requested date, and the expected and ordered dates.

Notes – any notes about the request.

At the bottom right of the screen there is an Ellipsis icon with additional options:



Each option is described below.

- **View Asset Details** - Select to view the Asset Details.
- **View Job Details** - Select to view the Job Details.
- **View Work Order Details** - Select to view the Work Order Details.
- **Add Note** - Select Add Note to add a note to the Parts Request. See the Add Note section described in Work Order Details – Additional Options.
- **Cancel Part Request** - Select Cancel Part Request to cancel the request.

AssetWORKS

Labor Wedge

Quick Guide

Version 23.0.x | March 2023

Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone: 1-610-225-8300

Email: M5Support@AssetWorks.com

Website: https://community.assetworks.com/hc/en-us

The support website can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

Labor Wedge - Quick Guide

Version 23.0.x

March 2023

Contents

Overview

The Labor Wedge allows for the viewing and recording of real time labor information as your employees are performing and completing work order tasks.

Setup

For use of Test Suites within Labor Wedge, processing is configured by system flag 5162 – “Test Suites Affect Labor Wedge” upon completion of a job on a work order.

If the System Flag is set to 1, Labor Wedge will complete the job without checking the test suites for the job

If the System Flag is set to 2 and the job has test suites where no results have been entered or the results are incomplete, and the mechanic changes the job status to DON, the screen will display a warning but let the mechanic change the job status to DON and save the change

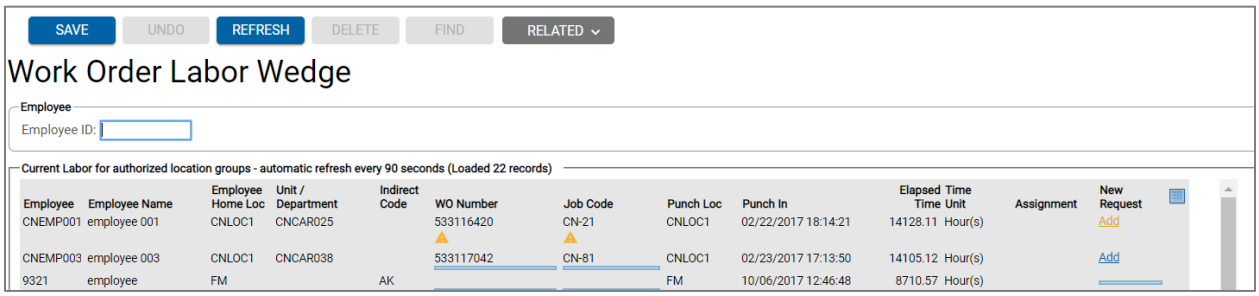
If the System Flag is set to 3, the frame will not allow the mechanic to change the job status to DON and will force the entry of test suite data. A message appears to let the mechanic know there is an open Test Suite on the job.

If the System Flag is set to 4, the screen will give a warning message to the user when they log onto a job associated open test suite in the very beginning of the process. As the mechanic is completing the job, based on the revised System Flag 5162, they will not be allowed to change the job status to DON and save the change until the Test Suites results have been entered and the Test Suites have been stamped completed.

Also, if the mechanic adds a job to the work order through the Labor Wedge screen and the job has an associated Test Suite, they will also get the message alerting them that there is an open Test Suite.

When the mechanic returns to the Labor Wedge screen to update the status of the job, they will be able to click on the Test Suites icon to view the Test Suites and update the test results.

Depending on how flag 5150 is set as to what view of LABOR WEDGE will be displayed. The screen shot below shows Labor Wedge when the flag is set to Y.

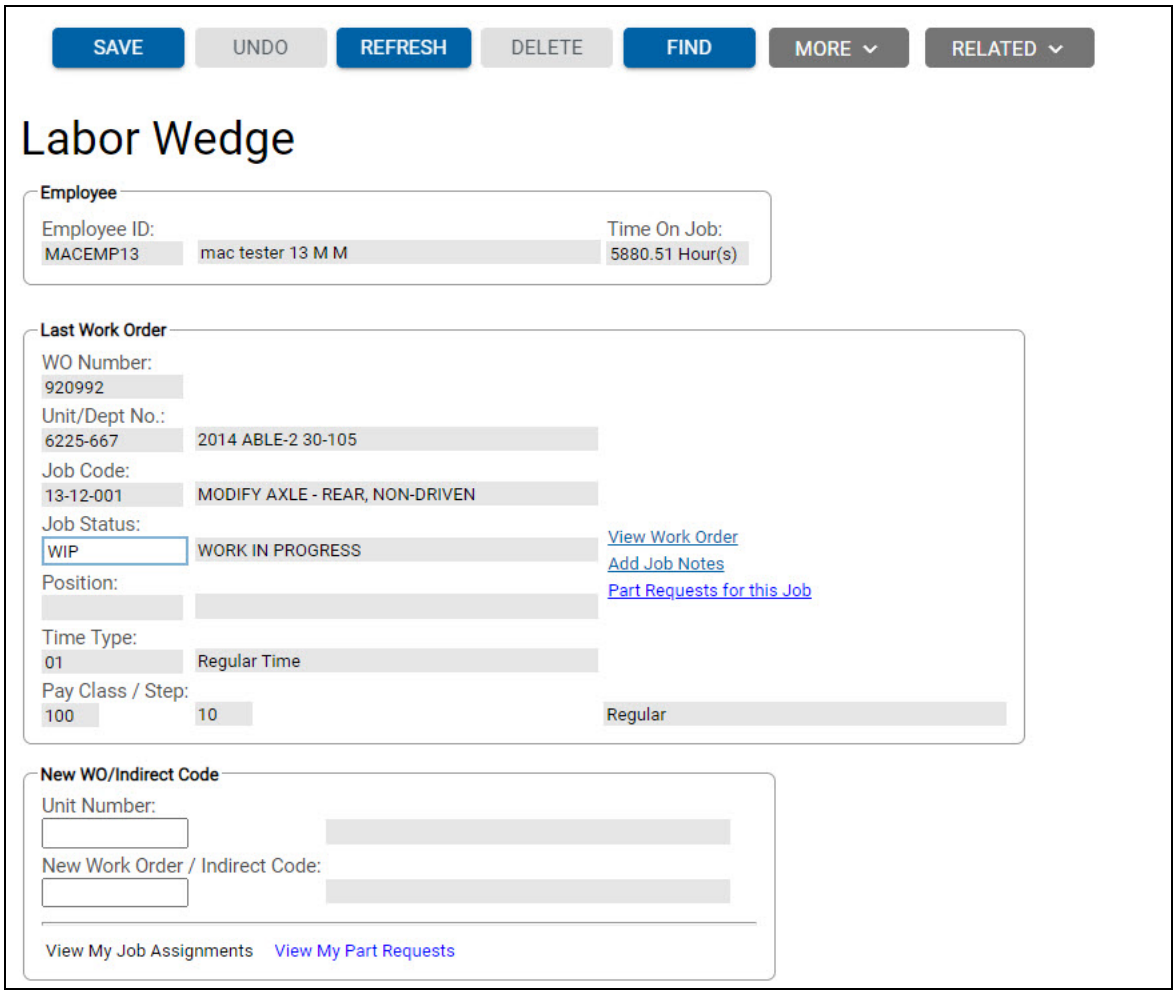


Punching into a Work Order Job or Indirect Account

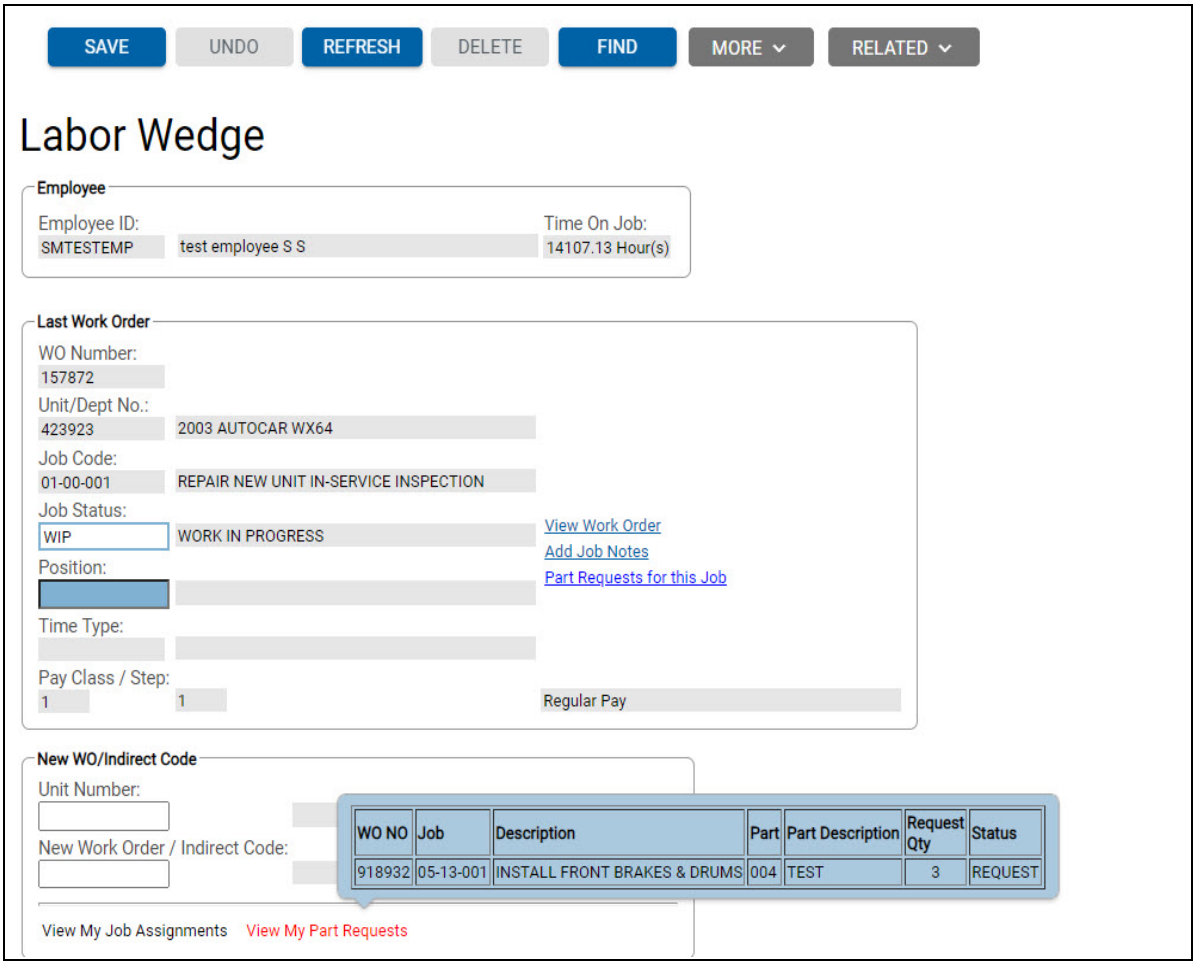
1. Open the Labor Wedge frame.

2. If flag 5150 is set to Y, then either double-click on your ID or enter an employee ID in the *Employee ID* field. Press Tab. Or scan an employee ID. If System Flag 5009 is set to Yes, an employee pin number will be required. The default is No.

3. If the employee is currently logged into a job, the *Last WO/Job* field displays the work order number and job code, and the cursor moves to the *Status* field.



4. Enter the downtime status for the last job and work order in the *Status* field. Press Tab. Or scan the downtime status. If flag 5237 is set to Y to display employee assignments from LABOR WEDGE and, if the View My Job Assignments hyperlink is available, the user can hover over the hyperlink to view any jobs assigned to them as shown below. To go on to any of the assigned jobs, click on the Add hyperlink.



5. If the employee is not currently logged into a job, the cursor moves to the New Work Order/Indirect Account section where you can enter the new Work Order/Indirect Account number or Unit Number.
6. Enter or scan a work order number or indirect account code or unit number in the New Work Order/Indirect Account field. Press Tab.
7. The system checks the Union-changing or Pay-changing field on the Indirect Account frame. If either field is set to "Y" and the Work order required? Indirect Account frame field is set to "Y", the necessary Relief Information fields can be accessed for user entry. If applicable, enter the union, class, step, work order, and job information.

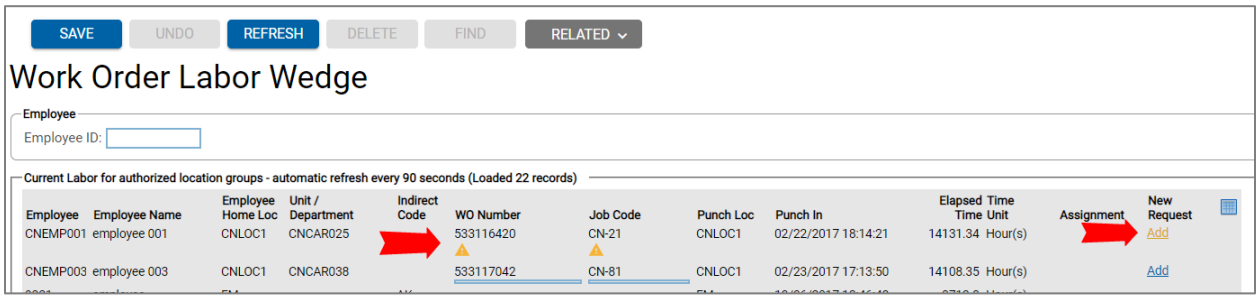
8. If you entered a work order in step 5, the cursor moves to the Job field. Enter or scan a job code (do not use the separating dashes) in the Job field. Press Tab.
9. From the File menu, select Save to save the labor information.
10. The downtime status automatically changes to WIP (work in progress). When you want to change the status because you are waiting for parts or logging off for the day, for example, you must log back into Labor Wedge frame, enter the employee ID and then enter a new downtime status. The work order or indirect account charge time is posted to the direct or indirect labor table.

Using Part Requests in Labor Wedge

There are several ways a Technician can create a part request from the Labor Wedge screen. If current labor is displayed, the screen is shown below. In order to use the functionality there is required configuration.

The use of the new Part Request screens in M5 requires a review of system flags and role privileges. System flag 5292 “Allow Part Requests on Labor Wedge? (Y/N)” controls whether users can see the part request hyperlinks and icons on Labor Wedge. If system flag 5150 – “Display CURRENT LABOR information on LABORWEDGE (Y/N)” is Y, and system 5292 is also Y, then part request icons will display for each row that exists on Labor Wedge.

Images have been added next to the work order and job code that means part requests are in various statuses. The icons can be clicked which will launch a display screen showing the part request details. A new column has been added to the right called “new request” with a hyperlink that allows a user to create a new part request with the row’s details such as employee number, work order and job code.

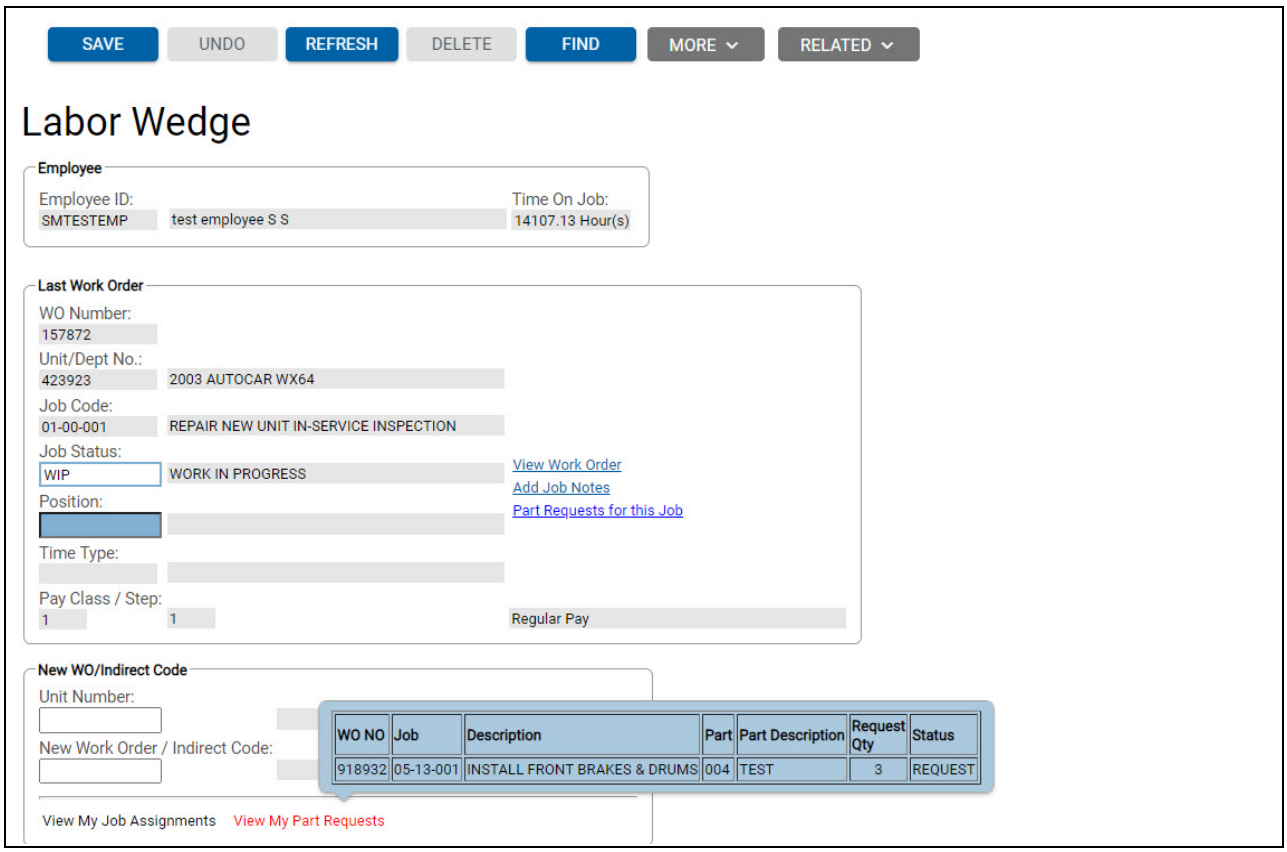


The green dot next to a work order means there are requests in READY status. If it is on the job, it means the job has a part request in READY status.

The yellow exclamation icon next work a work order means there are parts in REQUEST, ORDERED, IN-REQ, and APPROVED status. If it is on the job, it means the job has for that work order has the same.

The red stop sign means there are part requests for the work order/job that are in REQ-APPROVE status. Only authorized users (based on the new privilege mentioned above) can approve a part request.

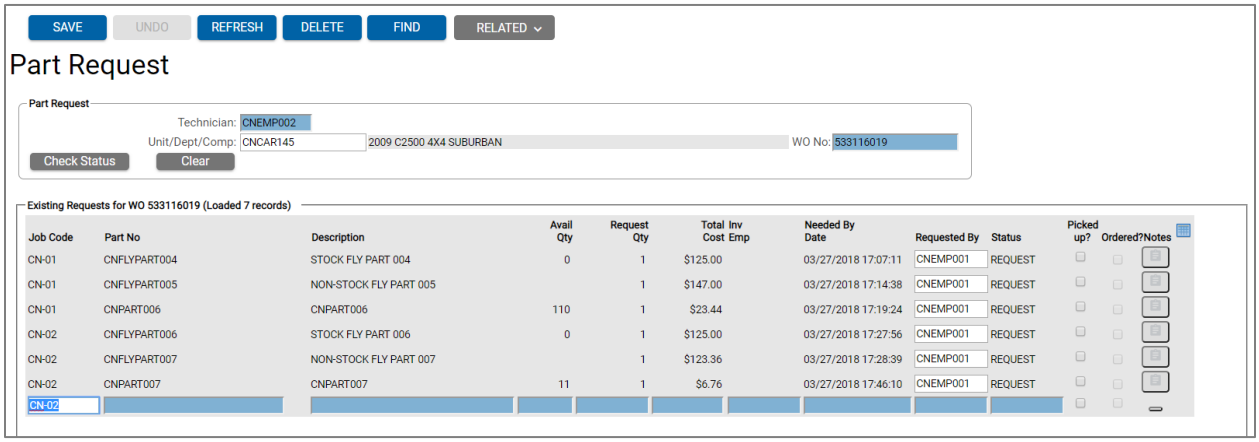
If the employee double clicks the row, the process of signing off and on and job brings up the next screen.



The various colors (green, yellow and red) are also used to display the status of related part requests as shown in new part request hyperlinks on this screen.

To create a part request for the job the employee is logged into, then they need to click the “part requests for this job” located next to the job code.

The hyperlink launches Part Request Screen. Creating the part request in this manner (vs. the menu) will pre-populate the Technician ID, work order number and job code so there are less key strokes. The Technician can see any existing part requests on the Part Request Screen along with the status.



The Part Request screen is used to submit part requests to be handled by the personnel controlling inventory in a parts room setting. It is a means of communication that parts are needed for a specific Technician/Work Order/Job code along with a need by date. The Technician will enter the information for parts needed into the Part Request screen. Part number is not required and the part description can be entered instead, along with a request qty. The part number LOV supports 3 types of LOV searches and they are: search for parts issued to any unit with the same tech spec and job code combination, a list of standard parts if they exist for the job (standard job tech spec) and the part catalog by location search

The location where the parts are being requested will default to the inventory location associated to the job location. A note can be entered for the request. Once saved, the request will be routed to the Part Request Handling screen (new).

All existing part requests for the work order and job are displayed at the bottom of the Part Request screen regardless of the Technician that submitted the request. This is helpful in case a Technician is out and another Technician has taken over the work order/job.

If a mistake occurs, the Technician is allowed to cancel the request by clicking the existing row at the bottom of the screen and clicking the delete icon as long as the request is in REQUEST status.

The Technician will save the part request and the form does not clear allowing the Technician to quickly enter a request for a new part for the same work order and job.

A part request will have several statuses. They are:

1. REQUEST – new request created
2. ORDERED – part had to be ordered using part requisition or purchase order
3. REQ APPROVE – requires supervisor approval
4. IN-REQ – the part request has been made into a part requisition
5. APPROVED – supervisor approved part request
6. READY – parts person has changed the status to ready which will alert the Technician the parts are ready for pickup
7. CANCELLED – either the Technician, Supervisor, or Parts Person can cancel the request
8. CLOSED – The part has been issued

The “view my part requests” hyperlink is a hover table that when the user hovers the cursor over it, shows all requests for all work orders/jobs for the specific employee logged in that are not in CANCELLED or CLOSED status.

Punching an Employee Out of the System

1. Open the Labor Wedge frame.
2. Enter an employee ID in the *Employee ID* field. Press Tab. Or scan an employee ID.
3. Enter the status for the last job and work order in the *Status* field. Press Tab. Or scan the status. Or, if you are still working on a job, enter the job status your company requires when you log out for the day.
4. The *New Work Order/Indirect Account* field is highlighted.
5. Enter "BYE" (without the quotes).
6. From the File menu, select <Save> to save the labor information.

Adjusting Labor Charges

You can adjust a specific labor charge transaction for erroneous information. By adjusting the time, you do not actually alter the original transaction, but post an adjustment transaction with the same code to the charge table. Charge transactions can be of positive or negative duration.

1. Enter the work date time period that you would like to display.
2. Highlight the row you want to adjust.
3. Double click on the row. The entry's start time, time type, and informational code are entered on the Labor Time Card table field. The Labor Time Card status line displays the selected charge transaction's original duration. For example, "Time on received line was 2.50".
4. Change or add information where needed.
5. If necessary, repeat steps 1-4.
6. To save the adjustment, select Save from the File menu.

System Flags

1200	Add new job to Labor Wedge
1212	Time before WO open for labor charges
1213	Validate pay class on labor charges?
2005	Refresh interval for Current Labor
2046	Employee password required for laborwedge (0,1,2)?
2140	Enable enhanced warranty exclusions? (Y/N)
5001	Adopting 3-charg SYSTEM code/10-char JOB code?
5003	Capture Time Type / Pay Class / Step on Labor Entry
5009	Use employee PIN on LaborWedge
5016	Use Position Code on WO? (N-No, Y-Yes, A-Advanced)
5150	Display CURRENT LABOR information on LABORWEDGE (Y/N)
5162	Test suites affect Labor Wedge in four different ways -- 1), 2), 3) and 4).
5216	Display Warranty Violations on Labor Wedge and Touchscreen?
5233	Assignment of Employee by Resource Type? (Y/N)
5236	Use the parking spot concept? (Y/N)
5237	Display Employee Assignment link from Labor Wedge? (Y/N)
5292	Allow Part Requests on Labor Wedge?(Y/N)
5301	Job Note Ready Only? (Y/N)
5305	Create note when a labor wedge transaction is modified by another person? (Y/N)
5354	Allow completing work order from labor wedge? (Y/N)
5444	Allowed to enter jobs for any location on Labor Wedge? (Y/N)
5495	Make Job Notes Mandatory (Y/N)?

AssetWORKS

Physical Inventory Management

Quick Guide

Version 23.0.x | March 2023

Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone: 1-610-225-8300

Email: M5Support@AssetWorks.com

Website: Community.AssetWorks.com

The support website can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

Physical Inventory Management - Quick Guide

Version 23.0.x

March 2023

Contents

Summary

This quick guide is intended to provide an overview of the M5 Physical Inventory Process. Controlling the accuracy of parts inventory is a very important system function. Organizations have several options available to identify and track the parts that will be included in physical inventories:

- Cycle Counts
- ABC Classifications
- Part Specific Data

In addition to the available methods for conducting the inventory process, this guide will cover the system settings, data setup, and workflow required for the module.

System Settings:

- System Flags
- Role Privileges

Data Setup:

- Cycle Count Codes
- ABC Class Codes
- Part Inventory Parameters

Workflow

- Physical Inventory Manager
- Create Count Sheet
- Enter Count
- Variance Report
- Adjust Count

1. System Settings

Various settings will have a direct impact on functionality and how the system will behave in certain scenarios.

For the Physical Inventory Module, the primary system settings that will drive functionality are system flags and role privileges.

System Flags

2020 – Close-part Inventory (Y) or Open-part Inventory (N) – This flag indicates whether the Physical Inventory process will be performed using an Open or Closed parts room scenario, i.e. will the user allow parts to be issued and processed while the Physical Inventory process is going on?

5038 – Update ABC Class codes to the Part Inventory Location frame? (Y/N) – If the user sets the flag to Yes, then the ABC Class codes will be updated at the location level by the running of the PINVMM process (via EOP) following the Physical Inventory count.

5059 – Upload Physical Inventory Count? – This flag indicates if a remote processing device will be used to upload data from handhelds in the physical inventory process.

5132 – Physical Inventory Count Sheet line items (9 to 20) – Choose the amount of line items per page for a Physical Inventory count sheet. Value range is between 9 and 20 inclusive.

Role Privileges

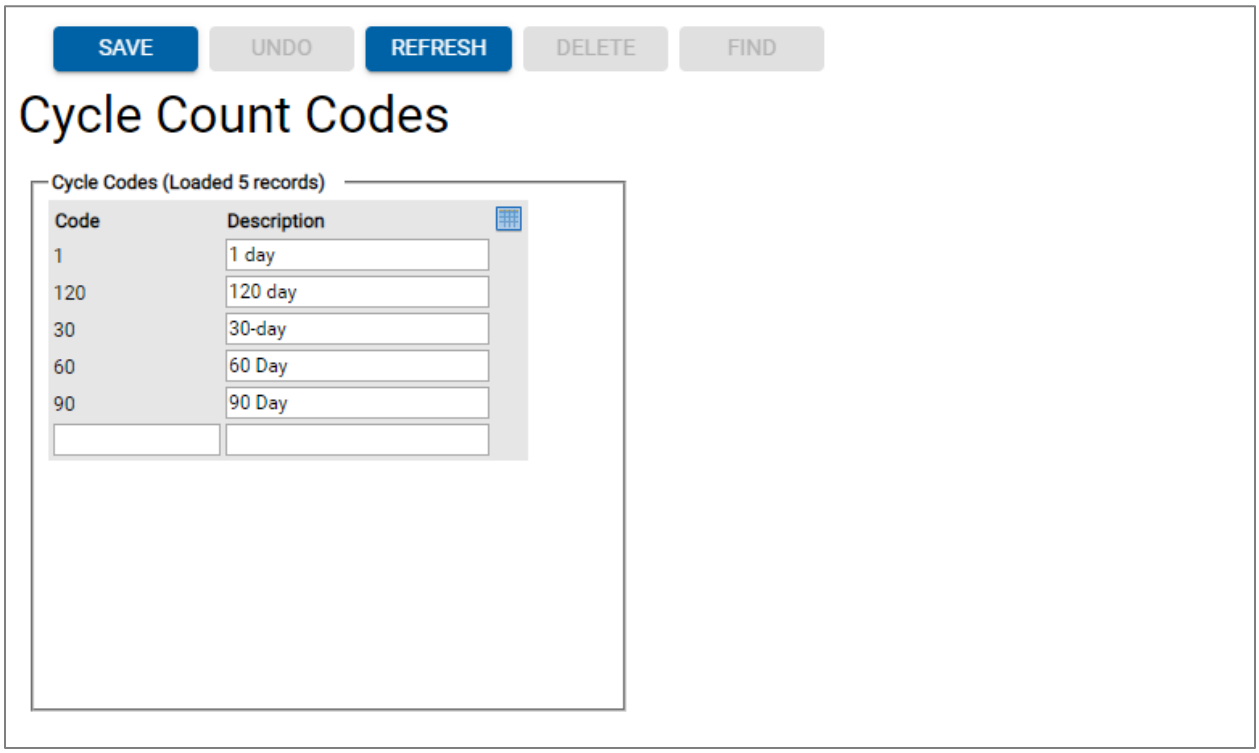
INV CYCLEDATE SPREAD – Allows a user to spread physical inventory cycle count dates.

MOBILE – PHYS INVTRY – Allows a user to perform physical inventory activities via a mobile device.

UPDATE PART INVENTORY – Allows the user to update part inventory.

2. Data Setup

Cycle Count Codes



The Physical Inventory has a selection criterion called "Cycle Count Date". This selects all parts whose next physical inventory count date falls on the Monday that is earlier than the present date plus five days. (Essentially, it is assumed that users will run their cycle counts once per week.)

A column exists on part_inv_loc for the last cycle count date (lt_cycle_dt). It can be the date the part was last counted as part of a cycle count, but it is primarily used as the baseline from which to calculate the next cycle count date for the part.

For parts that are part of a cycle (cycle_count_days > 0), the next_phy_dt function uses lt_cycle_dt, not lt_phy_dt to get the next PI cycle count date.

You will need the following authorization to utilize the functionality that allows the setting of the baseline date/next PI count date on the ABC Class frame: **INV CYCLEDATE SPREAD**.

To create a code, enter a unique code in the Code field along with a description for the code. Typically, these codes will be measured in terms of days.

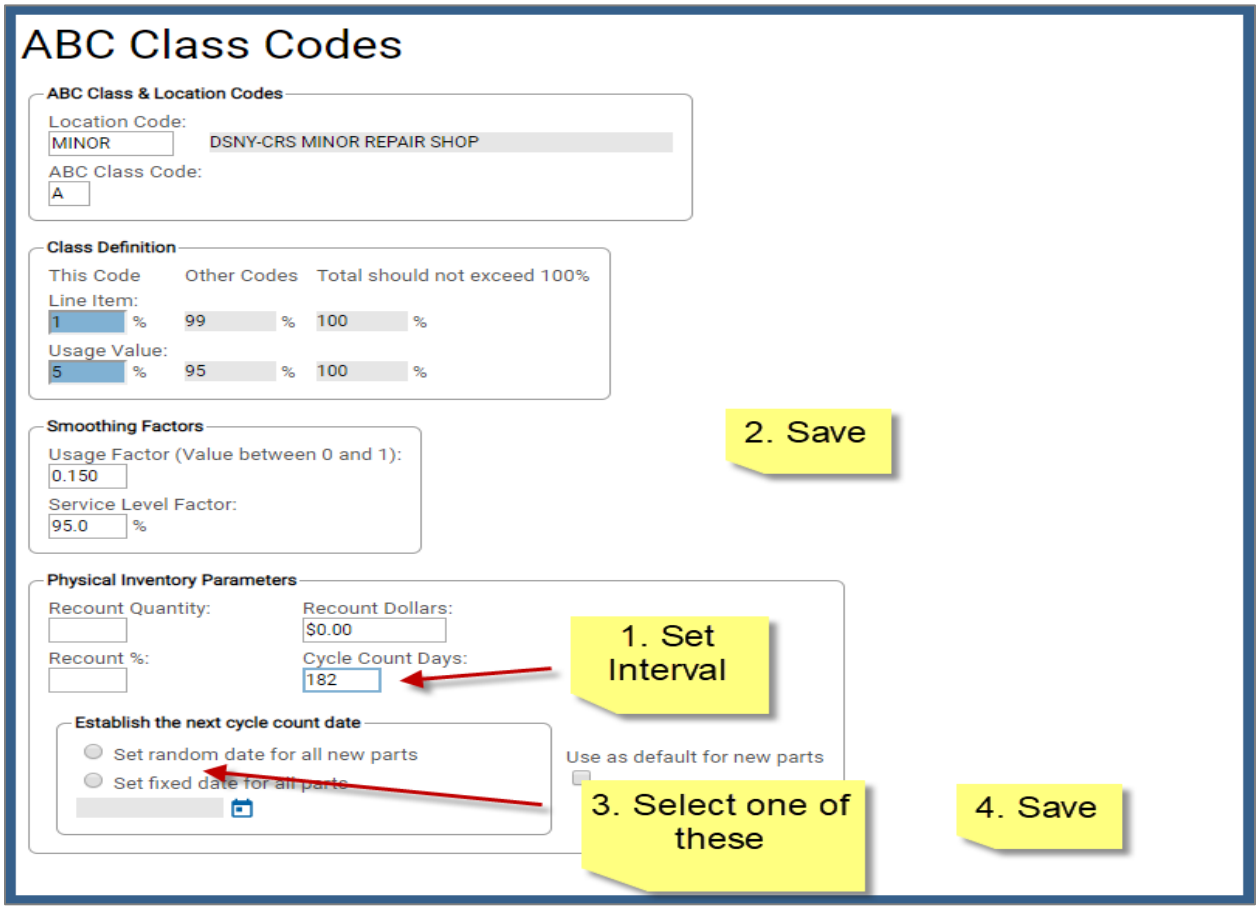
For example:

90	**90-Day Count**
120	**120-Day Count**

When finished, click the Save button.

ABC Class Codes

The ABC Classes must be configured for every part that you want included in the weekly cycles. Each part must be assigned to an ABC Class and the ABC Class code requires some configuration.



1. Set the cycle interval:
    a. If you want each part at this location that is a class “A” part counted every 6 months, then set the interval to 182 as shown in the example.
    b. If you want each part counted once a year, then set the interval to 365. You can use any interval.
2. Save settings.
3. There are two options here, but the “set random date for all new parts” must be selected when you are initially creating a cycle.
4. Save settings:
    a. After saving, the radio button selected will revert back to being unchecked. This save will set the initial cycle date (column lt_cycle_dt on table PART_INV_LOC) on all the parts at this location (“MINOR”) in this class (“A”).
    b. It will disperse the dates across all parts evenly over the length of the interval.
    c. So, let’s assume you have 156 stock class “A” parts at this location and the interval is 365 days. There’s 52 weeks a year, so 3 parts will be slotted into each week randomly, 52 times 3 and that accounts for all 156 parts.
5. Do this one time for all inventory locations and classes that you want to activate cycles for.
6. Setting a fixed date for all parts:
    a. If you select the "Establish fixed date for all parts in this class" option will prompt the user for a specific date to set all parts in the specified location and class, regardless of whether the part has a "next count date" or not.
    b. User must enter a future Monday. You always enter the next PI cycle count date you want to set for all of these parts.
    c. Using this option will cause all the parts to be selected on the same week as the date you just entered.
    d. Using this option does not create evenly dispersed cycles throughout the year.

More on ABC Class Codes

ABC Class codes are user-defined inventory movement codes assigned to stock parts used to indicate slow, medium, and fast-moving parts for the purpose of reordering those parts, specifically this pertains to ‘automatic’ reordering. If you are using the ‘manual’ reordering option, ABC Class Codes will not need to be setup unless you want to use them to help control Physical Inventory Counting.

ABC Class Codes are setup at the inventory location level, meaning each location designated as an inventory location will have its own set of ABC Class Codes.

M5 supports up to 36 ABC Class Codes, but for the purposes of this example, we will use just three: A, B, and C.

Create a New ABC Class Code

Type in a valid inventory location in the Location Code field. Enter in a code, for example A, B, or C. This field has a limit of one character.

Traditionally, an ‘A’ part would indicate the most important parts, the high value parts. In a traditional model ‘A’ parts account for a large portion of the overall value but a small percentage of the total count of stock parts moved out of inventory.

Ultimately, it is up to the organization to decide how they wish to implement the ABC Class Codes and which codes will indicate which type of value to the organization.

Class Definition Section:

The values entered in this section will designate the importance of each ABC Class Code for the inventory location.

- **Line Item** – This value is based on count. It will reflect the percentage of all parts being moved, i.e. transferred or issued, out of inventory for the location.
- **Usage Value** – This value represents the percentage of the total amount of money spent on the parts moved out of inventory, i.e. everything issued or transferred at the inventory location.

Here is an example of ABC Class Coding with A parts as the highest value parts:

- ‘A’ Parts – 20% (Line Item) of parts moved for 70% (Usage Value) of the total value of the parts moved.
- ‘B’ Parts – 30% (Line Item) of parts moved for 25% (Usage Value) of the total value of the parts moved.
- ‘C’ Parts – 50% (Line Item) of parts moved for 5% (Usage Value) of the total value of the parts moved.

Another example of ABC Class Coding with A parts as the most frequently moved parts:

- ‘A’ Parts – 70% (Line Item) of parts moved for 10% (Usage Value) of the total value of the parts moved.
- ‘B’ Parts – 20% (Line Item) of parts moved for 25% (Usage Value) of the total value of the parts moved.

- ‘C’ Parts – 10% (Line Item) of parts moved for 65% (Usage Value) of the total value of the parts moved.

There should be an inverse relationship between the Line Item and Usage Values at the high and low ends, and your middle codes, i.e. ‘B’ parts in this example, should have values much closer to each other.

NOTE: These values for both Line Item and Usage Value for all ABC Codes MUST add up to 100%.

Smoothing Factors Section:

The ABC Class also has two “smoothing” factors that will be factored into the automatic reorder calculation.

- **Usage Factor** – This value how much the calculated usage can bend the forecast. As an example, a part is order exactly ten times a month for two years. The forecasted usage for next month will also be to use ten parts. But what should the forecasted usage be if zero parts are used for the month? If the usage factor is 10%, then the forecasted usage will be bent 10% towards the actual usage.

- **Service Level Factor** – When a part is needed, what percentage of the time should it be in stock? Parts of the highest importance should have higher service levels. For example, ‘A’ parts might be expected to be in stock 95% of the time when one is needed. There is a cost associated with establishing high service levels in that more parts needing to be on the shelf “just in case”, will drive up inventory costs.

Physical Inventory Parameters Section:

Physical Inventory Parameters can also be setup for ABC Class Codes that will be associated with parts that are designated with the ABC Class Code.

- **Recount Quantity** – if a count is off by this number, it triggers a recount.

- **Recount Percentage** – if a count is off by this percentage, it triggers a recount.

- **Recount Dollars** – if a count is off by this amount of money, it triggers a recount.

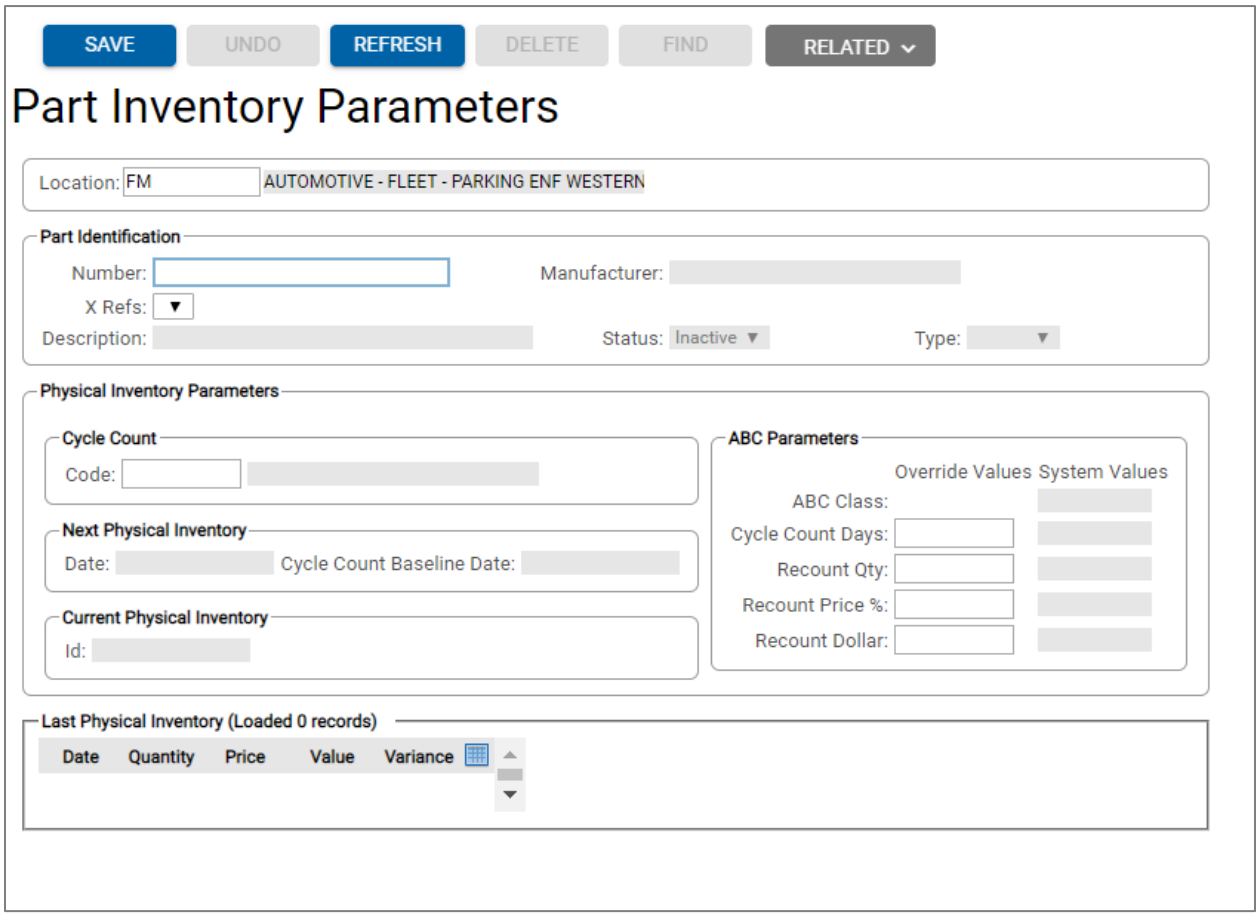
- **Cycle Count Days** – selects the parts to be counted based on a particular number of days since the last part was counted. For example, a 7 in this field would mean that if a part has not been counted for 7 days it would be included in the next count.

These values will carry over to the Part Inventory Parameters frame for individual parts designated with the ABC Class Code.

Establish Next Cycle Count Date:

- **Set Random Date for All New Parts** – click this radio button to set a random cycle count date for new parts.
- **Set Fixed Date for All Parts** – click this radio button to set a fix date for the next cycle count
- **Use as Default for New Parts** – check this box to use these physical inventory parameters for new parts with this ABC Class Code at this location.

Part Inventory Parameters



The Part Inventory Parameters frame allows you to view and modify the Physical Inventory parameters for a particular part. These parameters determine how parts are counted during a physical inventory.

To view or modify the parameters for a specific part, start by entering the inventory location of the part in the Location field at the top of the frame.

Part Identification:

- **Part Number** - Enter the part number from Part Main here; the part must be a valid part at the inventory location selected. You can also double click in the field to select a part from the list of values (LOV).
- **X Refs** - This field will populate automatically with any cross references for the part.
- **Description** - Read-only, description will populate automatically with the value from Part Main.
- **Manufacturer** - Read-only, Part Manufacturer will populate automatically with the value from Part Main.
- **Status** - Active/Inactive, read-only value from Part Main.
- **Type** - New/Used/Rebuilt, read-only value from Part Main.

Physical Inventory Parameters:

- **Cycle Count** - A Cycle Count is one method for collecting physical inventory counts. Cycle Count Codes determine how often a physical inventory count is performed on a specific part. Enter a code or double click in the field to select one from the list of values (LOV).
- **Next Physical Inventory Date** - Date of the next scheduled physical inventory, read-only.
- **Cycle Count Baseline Date** - Used as the baseline to schedule future counts.
- **Current Physical Inventory ID** - If the part is currently part of an existing Physical Inventory, that ID will display in this field.

ABC Parameters:

ABC Class codes are user-defined inventory movement codes assigned to stock parts used to indicate slow, medium, and fast-moving parts for the purpose of reordering those parts, specifically this pertains to ‘automatic’ reordering.

If you are using the ‘manual’ reordering option, ABC Class Codes will not need to be setup unless you want to use them to help control Physical Inventory Counting.

The System Values will populate automatically if the part has valid ABC Class Code assigned on the Part Inventory Location Manager frame (Reorder tab). You can enter Override Values if necessary.

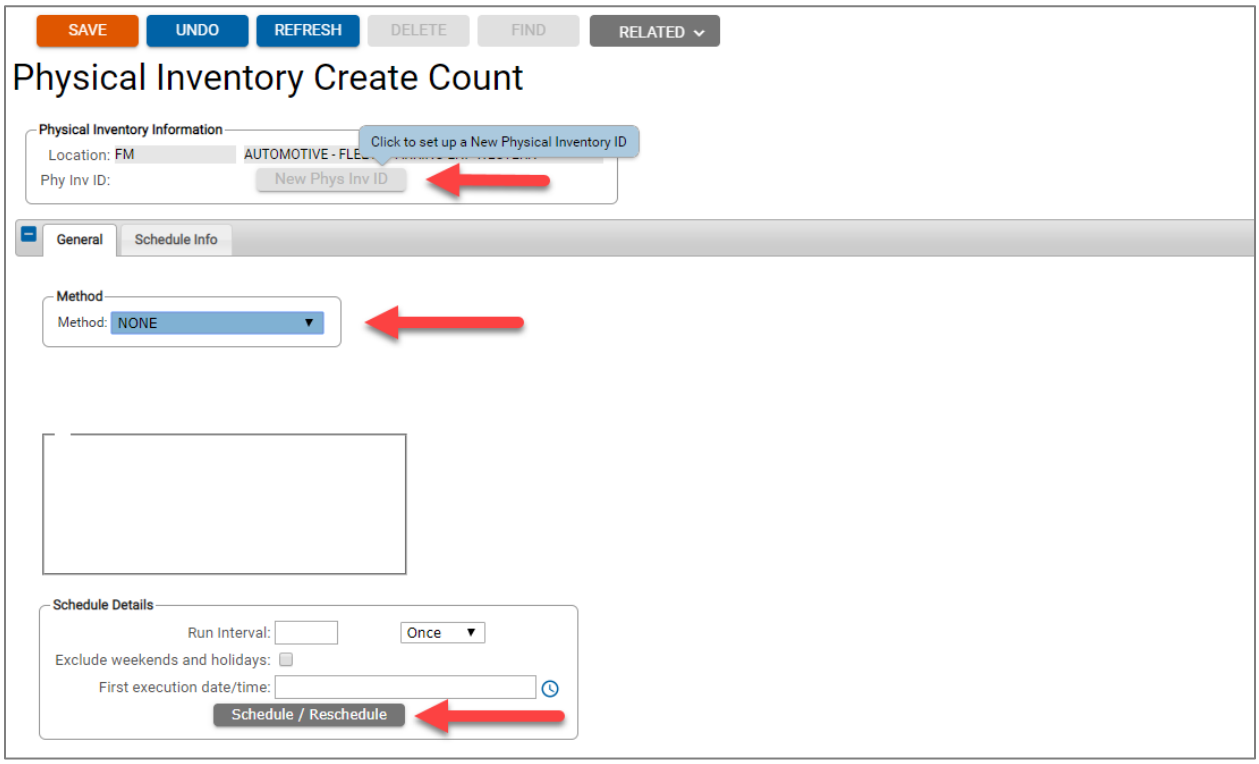
For a more in-depth explanation of ABC Codes, see ABC Class Codes section above.

Last Physical Inventory:

This section will display the data from previous Physical Inventories involving the part. Each record lists the Date, Quantity, Price, Value, and Variance for the part.

3. Workflow

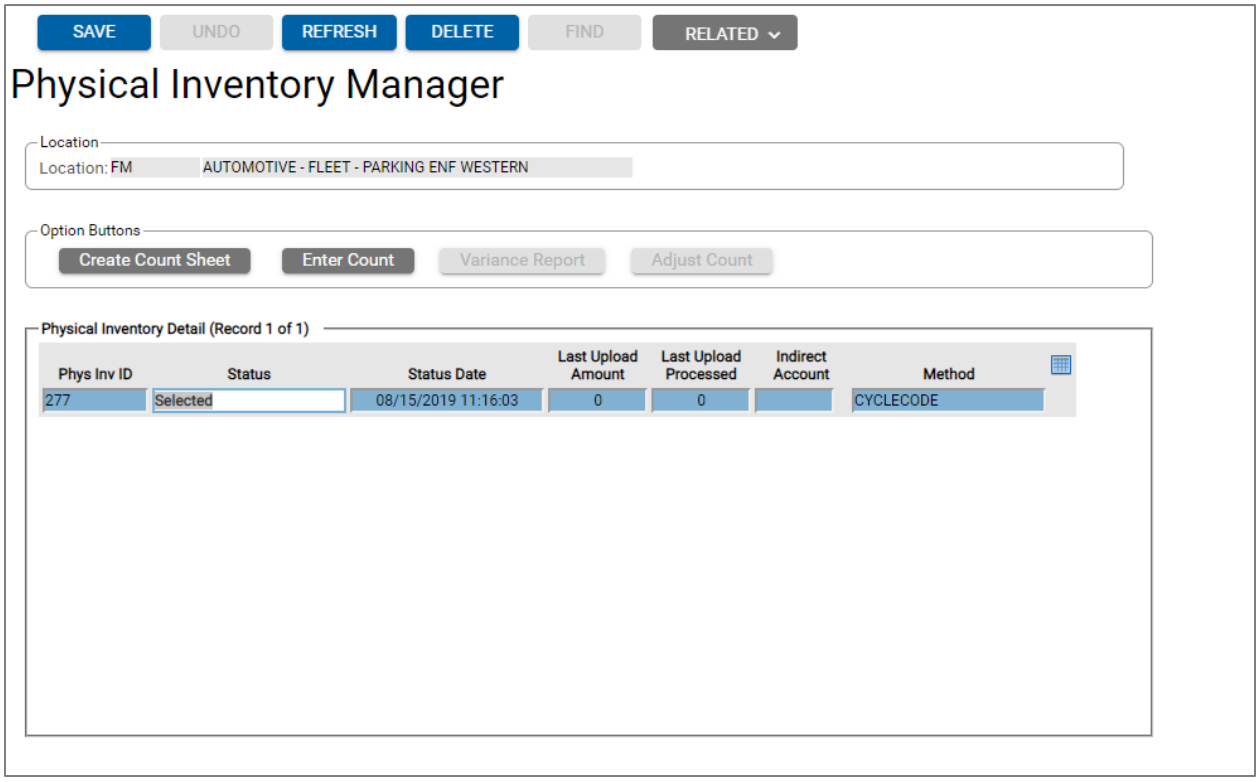
Create Count



Location	The location where the physical inventory will be conducted.
New Phys Inv ID Button	Click this button to create a new physical inventory.
Method	The different methods to conducting the physical inventory are: bin, cycle count days, ATA system, ATA component, cycle code, part number, seasonal, unit cost, and value amount.
Options	Depending on what method chosen the options to select are all, specific and range. If the options for specific and range are selected, the range or specific selections must be entered as the next step.
Reselect Flag	Reselect parts are counted within cycle? If cycle counting is being used, if this flag is set, the parts will be included in this count.
Count Sheet Sort by:	The count sheets can be sorted by bin or part number.

Counts	After the user saves, the count information will be displayed which shows part line count, part item count and value of the inventory to be counted.
Run Interval	Enter a value if using options other than ‘once.’
Exclude Weekends and Holidays	Check this box to exclude weekends and holidays in the count.
First Execution Date/Time	Date/Time of first execution
Schedule/Reschedule	Click this button to schedule the physical inventory.

Physical Inventory Manager



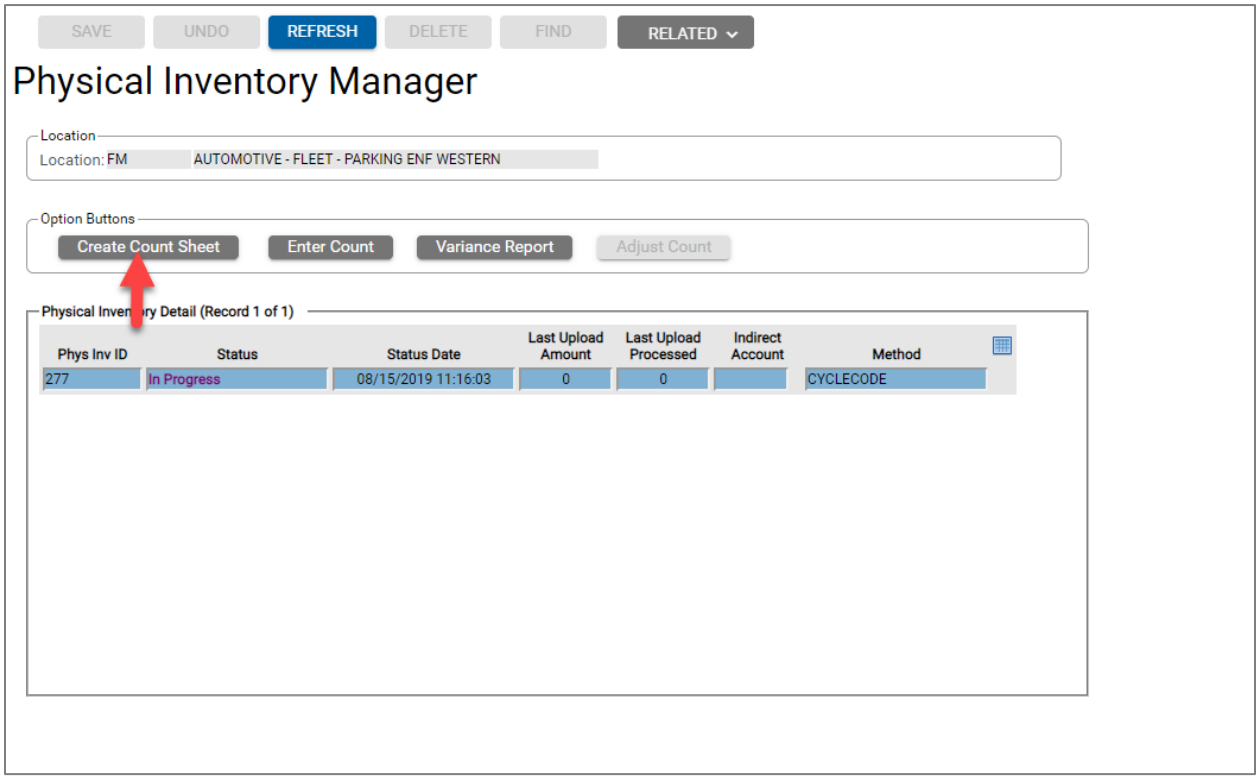
This is where you create the count sheets, enter counts, print the variance reports, and make the inventory adjustments.

Inventory Statuses:

- **In Progress** – ready to create the count sheet.
- **Counted** – after the counts have been entered
- **Variance Printed** – after the variance report is printed
- **Variance Print (Recount)** – the variance report was run again to do a recount

Click in the row that contains the physical inventory to begin processed. This activates the option buttons.

Create Count Sheet



The first step in the physical inventory process is to create the count sheet. Click the Create Count Sheet button to generate the report, sample below.

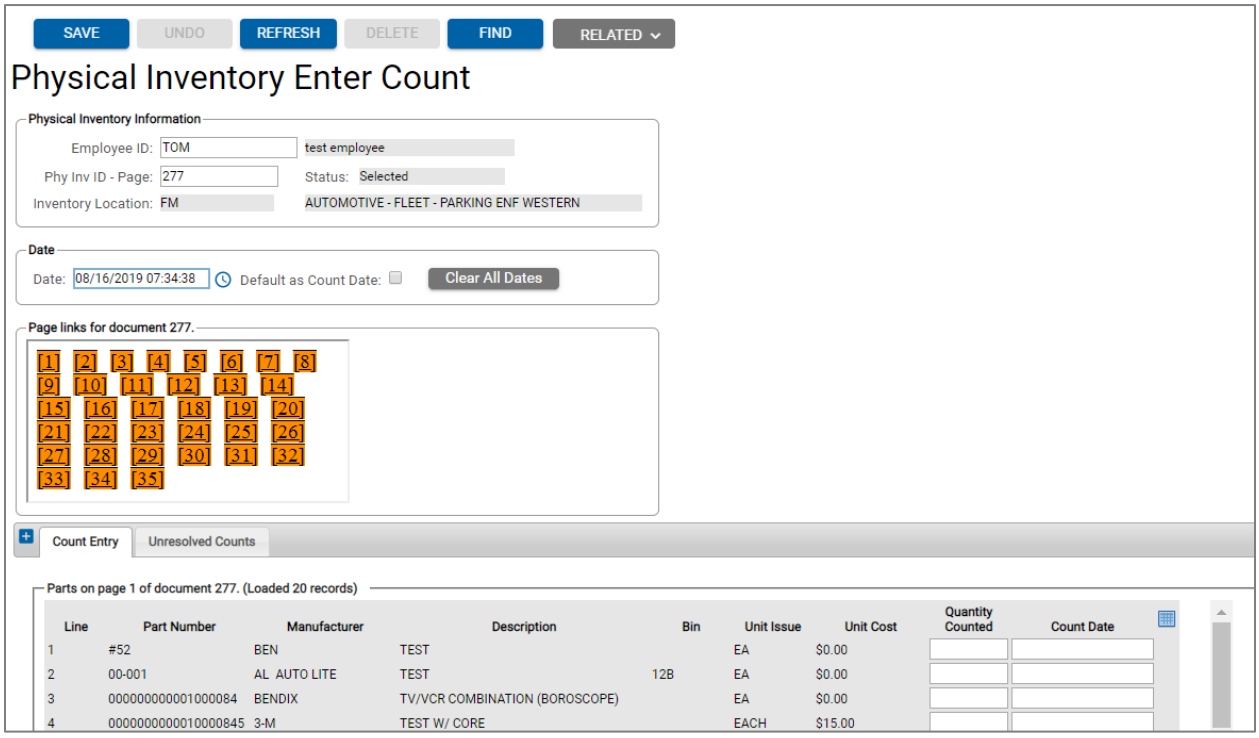
Physical Inventory Count Sheet

Fleet Services

Report Printed: 08/15/2019 11:18:25 By User:

LINE NO.	PART NO.	PART DESCRIPTION	BIN	Units	COUNT
DOCUMENT NO: 277-1		**COUNT: NEW**			
LOCATION: FM					
1	**#52**	TEST		EA	
Alternate Bins:					
2	**00-001**	TEST	12B	EACH	
Alternate Bins:					
3	**000000000001000084**	TV/VCR COMBINATION (BOROSCOPE)		EA	
Alternate Bins:					
4	**0000000000010000845**	TEST W/ CORE		EACH	
Alternate Bins:					
5	**000000000001002955**	BOLT HEATER, RIGID, 460V, 0.5K		EA	
Alternate Bins:					
6	**0001PART**	0001 STOCK PART		EACH	

Enter Count

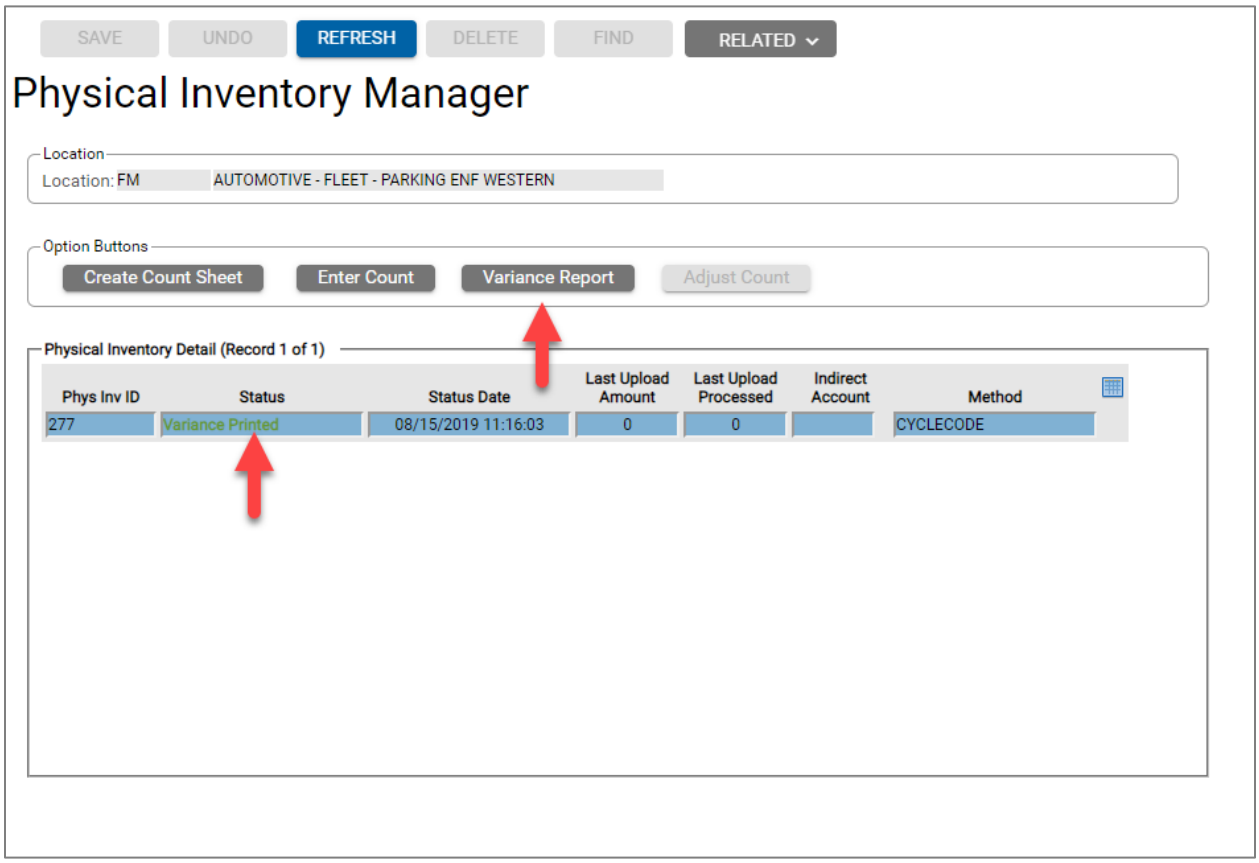


Orange indicates pages to be counted and Cyan (greenish-blue) indicated pages that have already been counted.

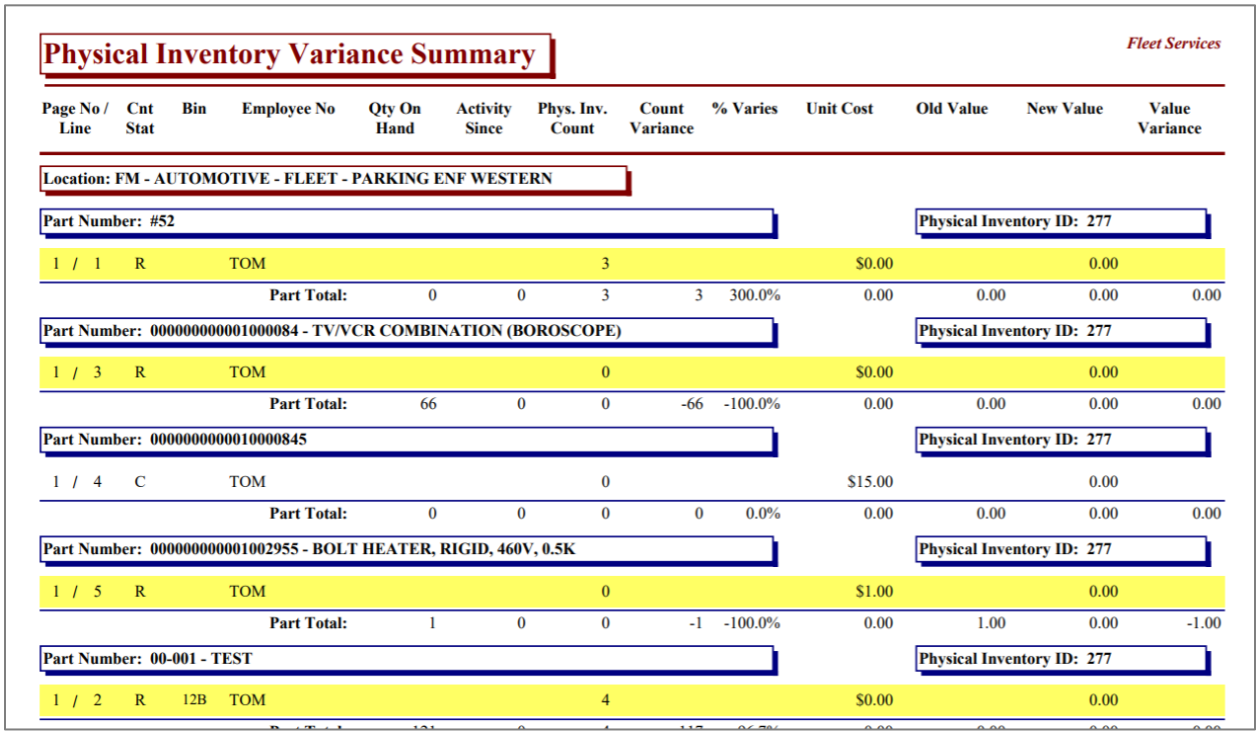
After entering the counts, the status will change to: *Counted*.

Variance Report

After entering the count, click the Variance Report button. The status will change to *Variance Printed*.



Sample output



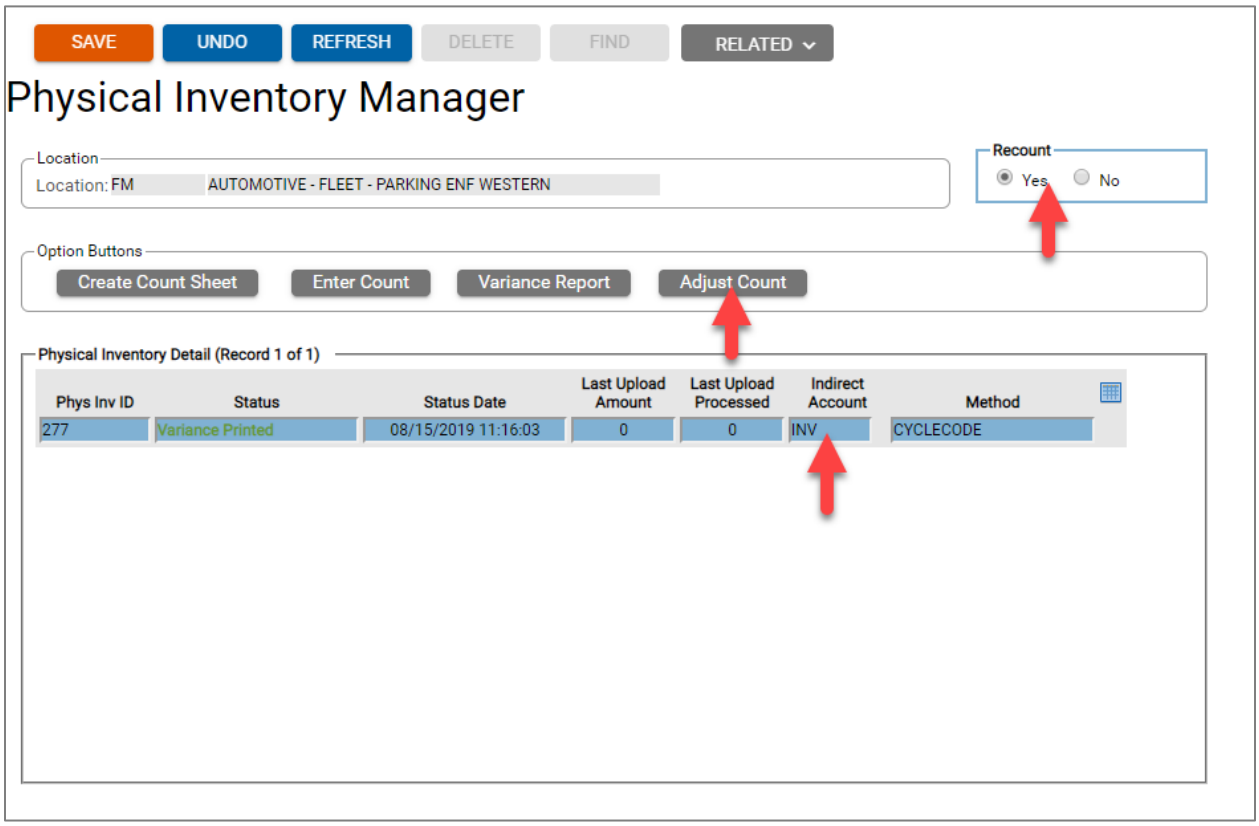
Physical Inventory Variance Summary

Fleet Services

Page No / Line	Cnt Stat	Bin	Employee No	Qty On Hand	Activity Since	Phys. Inv. Count	Count Variance	% Varies	Unit Cost	Old Value	New Value	Value Variance
Location: FM - AUTOMOTIVE - FLEET - PARKING ENF WESTERN												
Part Number: #52										**Physical Inventory ID: 277**		
1 / 1	R		TOM			3			$0.00		0.00	
			Part Total:	0	0	3	3	300.0%	0.00	0.00	0.00	0.00
Part Number: 000000000001000084 - TV/VCR COMBINATION (BOROSCOPE)										**Physical Inventory ID: 277**		
1 / 3	R		TOM			0			$0.00		0.00	
			Part Total:	66	0	0	-66	-100.0%	0.00	0.00	0.00	0.00
Part Number: 0000000000010000845										**Physical Inventory ID: 277**		
1 / 4	C		TOM			0			$15.00		0.00	
			Part Total:	0	0	0	0	0.0%	0.00	0.00	0.00	0.00
Part Number: 000000000001002955 - BOLT HEATER, RIGID, 460V, 0.5K										**Physical Inventory ID: 277**		
1 / 5	R		TOM			0			$1.00		0.00	
			Part Total:	1	0	0	-1	-100.0%	0.00	1.00	0.00	-1.00
Part Number: 00-001 - TEST										**Physical Inventory ID: 277**		
1 / 2	R	12B	TOM			4			$0.00		0.00	

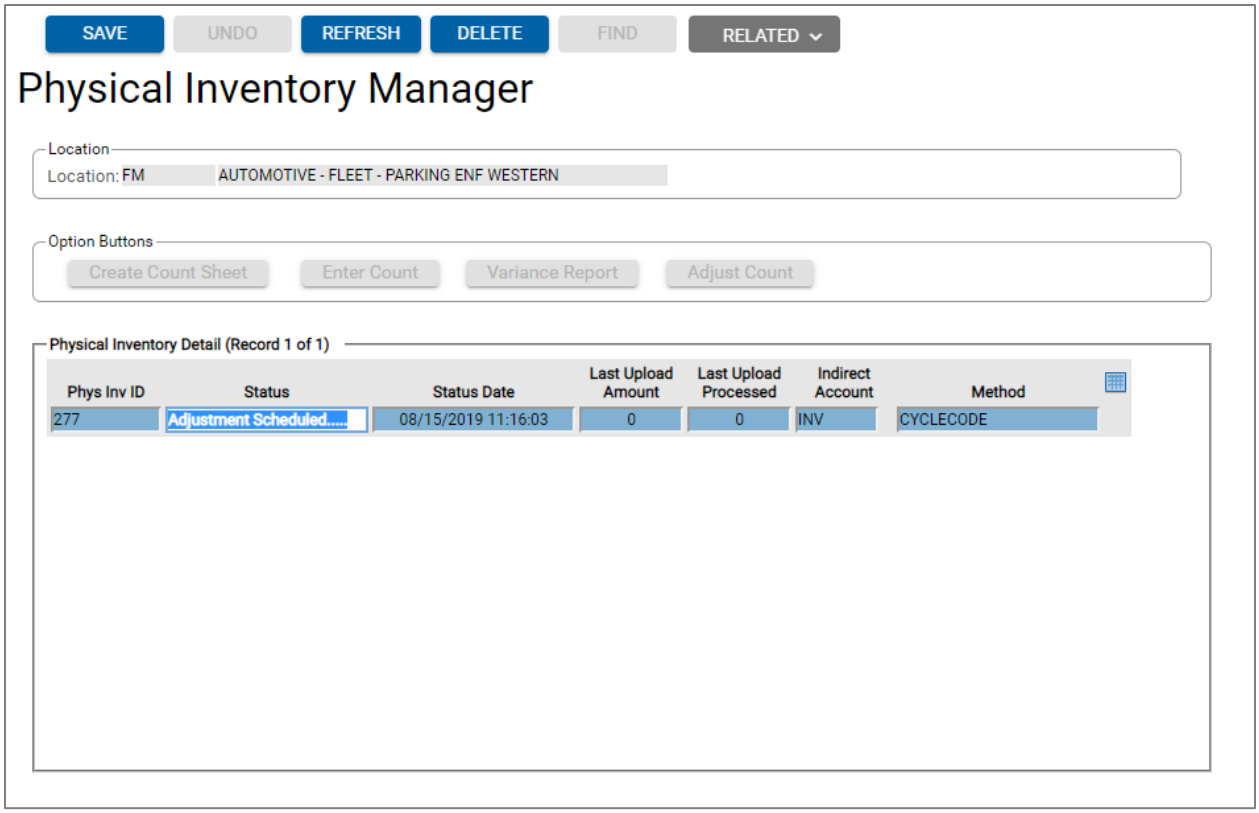
Adjust Inventory

Enter a valid Indirect Account code to make the Adjust Count button active.



You can also enter an indirect account code and select 'Yes' from the recount section to perform a recount. This allows you to start from the beginning with creating a count sheet.

Click the Adjust Count button after you have finished adjusting the counts. The status will change to *Adjustment Scheduled* then *In Progress (Recount #).*


SAVE
UNDO
REFRESH
DELETE
FIND
RELATED
Physical Inventory Manager
Location
Location: FM
AUTOMOTIVE - FLEET - PARKING ENF WESTERN
Option Buttons
Create Count Sheet
Enter Count
Variance Report
Adjust Count
Physical Inventory Detail (Record 1 of 1)
Phys Inv ID
Status
Status Date
Last Upload Amount
Last Upload Processed
Indirect Account
Method
277
Adjustment Scheduled.....
08/15/2019 11:16:03
0
0
INV
CYCLECODE

Viewing Results

You can use the following three screens to view the physical inventory results:

- Part Inventory Parameters
- Part Journal Query
- Part Inventory Location Manager

Segment	Territory	VMF	COUNT OF EMPLOYEES	Date of Go-Live	Date of Training	
P 1	WP 4	928 - ANAHEIM VMF	22	11/6/2023		
P 1.1	WP 4	928 - ANAHEIM VMF	22	1/29/2024		
1	WP 4	901 - LOS ANGELES VMF	53	2/20/2024	2/12/2024	
1	WP 8	921 - SAN DIEGO VMF	50	2/20/2024	2/12/2024	
1	WP 8	923 - HESPERIA AUX-OF SAN BERNARDINO	4	2/20/2024	2/12/2024	
1	WP 8	924 - SAN BERNARDINO VMF	38	2/20/2024	2/12/2024	
1	WP 8	919 - CHULA VISTA		2/20/2024	2/12/2024	
1	WP 8	968 - HONOLULU VMF	22	2/20/2024	2/12/2024	
1	WP 4	927 - SANTA ANA (HUNTINGTON BEACH) VMF	27	2/20/2024	2/12/2024	
1	WP 4	905 - TORRANCE VMF	12	2/20/2024	2/12/2024	
1	WP 4	916 - POMONA VMF	15	2/20/2024	2/12/2024	
1	WP 4	929 - MISSION VIEJO (S. COUNTIES) VMF	17	2/20/2024	2/12/2024	
1	WP 4	911 - PASADENA VMF	16	2/20/2024	2/12/2024	
1	WP 4	917 - LA PUENTE VMF	21	2/20/2024	2/12/2024	
2	WP 1	981 - SEATTLE VMF	23	3/11/2024	3/4/2024	
2	WP 1	983 - FEDERAL WAY BMC AUX-OF SEATTLE	3	3/11/2024	3/4/2024	
2	WP 1	984 - TACOMA VMF	22	3/11/2024	3/4/2024	
2	WP 1	985 - LYNWOOD (NORTH) VMF	17	3/11/2024	3/4/2024	
2	WP 1	992 - SPOKANE VMF	13	3/11/2024	3/4/2024	
2	WP 1	993 - PASCO AUX-OF SPOKANE	3	3/11/2024	3/4/2024	
2	WP 1	996 - ANCHORAGE VMF	8	3/11/2024	3/4/2024	
2	WP 1	997 - FAIRBANKS AUX-OF ANCHORAGE	2	3/11/2024	3/4/2024	
2	WP 2	591 - BILLINGS VMF	3	3/11/2024	3/4/2024	
2	WP 2	802 - DENVER VMF	27	3/11/2024	3/4/2024	
2	WP 2	806 - DENVER SPRUCE VMF	24	3/11/2024	3/4/2024	
2	WP 2	809 - COLORADO SPRINGS VMF	15	3/11/2024	3/4/2024	
2	WP 2	815 - GRAND JUNCTION AUX-OF DENVER SPRU	4	3/11/2024	3/4/2024	
2	WP 2	837 - BOISE VMF	10	3/11/2024	3/4/2024	
2	WP 2	972 - PORTLAND, OR VMF	34	3/11/2024	3/4/2024	
2	WP 2	973 - SALEM VMF	9	3/11/2024	3/4/2024	
2	WP 2	974 - EUGENE VMF	10	3/11/2024	3/4/2024	

2	WP 3	841 - SALT LAKE CITY VMF	12	3/11/2024	3/4/2024	
2	WP 3	842 - SOUTH JORDAN VMF	19	3/11/2024	3/4/2024	
2	WP 3	844 - OGDEN AUX-OF SALT LAKE CITY	9	3/11/2024	3/4/2024	
2	WP 3	850 - PHOENIX VMF	63	3/11/2024	3/4/2024	
2	WP 3	857 - TUCSON VMF	17	3/11/2024	3/4/2024	
2	WP 3	871 - ALBUQUERQUE VMF	19	3/11/2024	3/4/2024	
2	WP 3	891 - LAS VEGAS VMF	32	3/11/2024	3/4/2024	
2	WP 3	895 - RENO VMF	10	3/11/2024	3/4/2024	
2	WP 5	914 - VAN NUYS VMF	21	3/11/2024	3/4/2024	
2	WP 5	915 - SANTA CLARITA VMF	12	3/11/2024	3/4/2024	
2	WP 5	931 - SANTA BARBARA VMF	13	3/11/2024	3/4/2024	
2	WP 5	933 - BAKERSFIELD VMF	12	3/11/2024	3/4/2024	
2	WP 5	934 - SAN LUIS OBISPO AUX-OF SANTA BARBAR	2	3/11/2024	3/4/2024	
2	WP 5	937 - FRESNO VMF	18	3/11/2024	3/4/2024	
2	WP 6	941 - SAN FRANCISCO VMF	19	3/11/2024	3/4/2024	
2	WP 6	944 - SAN MATEO VMF	15	3/11/2024	3/4/2024	
2	WP 6	949 - NORTH BAY VMF	11	3/11/2024	3/4/2024	
2	WP 6	952 - STOCKTON VMF	16	3/11/2024	3/4/2024	
2	WP 6	957 - W.SACRAMENTO VMF	20	3/11/2024	3/4/2024	
2	WP 6	958 - SACRAMENTO VMF	21	3/11/2024	3/4/2024	
2	WP 6	960 - REDDING AUX-OF SACRAMENTO	7	3/11/2024	3/4/2024	
2	WP 7	946 - OAKLAND VMF	24	3/11/2024	3/4/2024	
2	WP 7	947 - HAYWARD VMF	12	3/11/2024	3/4/2024	
2	WP 7	948 - WALNUT CREEK (EAST) VMF	8	3/11/2024	3/4/2024	
2	WP 7	951 - SAN JOSE VMF	31	3/11/2024	3/4/2024	
3	SO 2	321 - DAYTONA BEACH AUX-OF MID-FLORIDA	8	4/8/2024		
3	SO 2	322 - JACKSONVILLE VMF	32	4/8/2024		
3	SO 2	323 - TALLAHASEE AUX-OF JACKSONVILLE	5	4/8/2024		
3	SO 2	324 - PANAMA CITY AUX-OF PENSACOLA	4	4/8/2024		
3	SO 2	325 - PENSACOLA VMF	10	4/8/2024		
3	SO 2	326 - GAINESVILLE AUX-OF JACKSONVILLE	10	4/8/2024		
3	SO 2	328 - ORLANDO VMF	18	4/8/2024		
3	SO 2	329 - MELBOURNE VMF	13	4/8/2024		
3	SO 2	332 - MID-FLORIDA VMF	21	4/8/2024		

3	SO 2	336 - TAMPA VMF	24	4/8/2024		
3	SO 2	337 - SAINT PETERSBURG VMF	13	4/8/2024		
3	SO 2	338 - LAKELAND VMF	13	4/8/2024		
3	SO 2	339 - FORT MYERS VMF	17	4/8/2024		
3	SO 2	342 - SARASOTA VMF	15	4/8/2024		
3	SO 2	346 - CLEARWATER VMF	10	4/8/2024		
3	SO 3	007 - PONCE AUX-OF SAN JUAN	5	4/8/2024		
3	SO 3	009 - SAN JUAN VMF	19	4/8/2024		
3	SO 3	331 - MIAMI VMF	44	4/8/2024		
3	SO 3	333 - FORT LAUDERDALE VMF	32	4/8/2024		
3	SO 3	334 - WEST PALM BEACH VMF	25	4/8/2024		
3	SO 3	349 - FT PIERCE AUX-OF WEST PALM	9	4/8/2024		
3	SO 4	395 - GULFPORT AUX-OF NEW ORLEANS	8	4/8/2024		
3	SO 4	701 - NEW ORLEANS VMF	27	4/8/2024		
3	SO 4	702 - GRETNA AUX-OF NEW ORLEANS	8	4/8/2024		
3	SO 4	705 - LAFAYETTE VMF AUX-OF BATON ROUGE	7	4/8/2024		
3	SO 4	706 - LAKE CHARLES AUX-OF BATON ROUGE	4	4/8/2024		
3	SO 4	708 - BATON ROUGE VMF	12	4/8/2024		
3	SO 4	711 - SHREVEPORT VMF	16	4/8/2024		
3	SO 4	713 - ALEXANDRIA, LA AUX-OF SHREVEPORT	5	4/8/2024		
3	SO 4	722 - LITTLE ROCK VMF	20	4/8/2024		
3	SO 4	731 - OKLAHOMA CITY VMF	24	4/8/2024		
3	SO 4	735 - LAWTON AUX-OF OKLAHOMA CITY	3	4/8/2024		
3	SO 4	741 - TULSA VMF	22	4/8/2024		
3	SO 4	755 - TEXARKANA AUX-OF SHREVEPORT	7	4/8/2024		
3	SO 7	782 - SAN ANTONIO VMF	37	4/8/2024		
3	SO 7	787 - AUSTIN VMF	19	4/8/2024		
3	SO 7	791 - AMARILLO AUX-OF LUBBOCK	5	4/8/2024		
3	SO 7	794 - LUBBOCK VMF	8	4/8/2024		
3	SO 7	797 - ODESSA AUX-OF LUBBOCK	4	4/8/2024		
3	SO 7	799 - EL PASO VMF	14	4/8/2024		
3	SO 8	771 - HOUSTON VMF	35	4/8/2024		
3	SO 8	772 - HOUSTON (PARK PLACE) VMF	21	4/8/2024		
3	SO 8	776 - HOUSTON (GREENS NORTH) VMF	24	4/8/2024		

3	SO 8	777 - BEAUMONT AUX-OF HOUSTON	8	4/8/2024		
3	SO 8	778 - HOUSTON (BEAR CREEK) VMF	21	4/8/2024		
3	SO 8	784 - CORPUS CHRISTI VMF	12	4/8/2024		
3	SO 8	785 - MCALLEN VMF	11	4/8/2024		
4	SO 1	288 - ASHEVILLE AUX-OF GREENVILLE	6	4/29/2024		
4	SO 1	292 - COLUMBIA, SC VMF	14	4/29/2024		
4	SO 1	293 - SPARTANBURG AUX-OF GREENVILLE	4	4/29/2024		
4	SO 1	294 - CHARLESTON, SC VMF	12	4/29/2024		
4	SO 1	295 - FLORENCE VMF AUX-OF COLUMBIA	5	4/29/2024		
4	SO 1	296 - GREENVILLE VMF	11	4/29/2024		
4	SO 1	301 - NORTH METRO VMF	30	4/29/2024		
4	SO 1	302 - ATHENS AUX-OF NORTH METRO	6	4/29/2024		
4	SO 1	303 - ATLANTA (BROADVIEW) AUX-OF NORTH M	8	4/29/2024		
4	SO 1	304 - MARIETTA VMF	25	4/29/2024		
4	SO 1	305 - NORCROSS VMF	11	4/29/2024		
4	SO 1	306 - ATLANTA VMF	38	4/29/2024		
4	SO 1	307 - ATLANTA (BMC) AUX-OF ATLANTA	3	4/29/2024		
4	SO 1	308 - DECATUR AUX-OF ATLANTA	9	4/29/2024		
4	SO 1	309 - WEST END AUX-OF ATLANTA	6	4/29/2024		
4	SO 1	312 - MACON VMF	8	4/29/2024		
4	SO 1	314 - SAVANNAH VMF	8	4/29/2024		
4	SO 1	315 - WAYCROSS AUX-OF SAVANNAH	3	4/29/2024		
4	SO 1	316 - AUGUSTA AUX-OF COLUMBIA	8	4/29/2024		
4	SO 1	317 - ALBANY AUX-OF MACON	6	4/29/2024		
4	SO 1	319 - COLUMBUS, GA AUX-OF MACON	6	4/29/2024		
4	SO 5	352 - BIRMINGHAM VMF	19	4/29/2024		
4	SO 5	356 - FLORENCE AUX-OF HUNTSVILLE	3	4/29/2024		
4	SO 5	358 - HUNTSVILLE VMF	11	4/29/2024		
4	SO 5	361 - MONTGOMERY VMF	11	4/29/2024		
4	SO 5	363 - DOTHAN AUX-OF MONTGOMERY	3	4/29/2024		
4	SO 5	366 - MOBILE VMF	11	4/29/2024		
4	SO 5	372 - NASHVILLE VMF	32	4/29/2024		
4	SO 5	374 - CHATTANOOGA VMF	11	4/29/2024		
4	SO 5	376 - JOHNSON CITY AUX-OF KNOXVILLE	7	4/29/2024		

4	SO 5	379 - KNOXVILLE VMF	15	4/29/2024		
4	SO 5	382 - MEMPHIS VMF	22	4/29/2024		
4	SO 5	383 - MEMPHIS (BMC) AUX-OF MEMPHIS	2	4/29/2024		
4	SO 5	387 - MEMPHIS (WHITE STATION) AUX-OF MEM	8	4/29/2024		
4	SO 5	392 - JACKSON VMF	10	4/29/2024		
4	SO 5	421 - BOWLING GREEN AUX-OF NASHVILLE	3	4/29/2024		
4	SO 6	750 - COPPELL (NORTH TEXAS) VMF	12	4/29/2024		
4	SO 6	751 - DALLAS VMF	31	4/29/2024		
4	SO 6	753 - DALLAS (SPRING VALLEY) VMF	14	4/29/2024		
4	SO 6	754 - GARLAND VMF	16	4/29/2024		
4	SO 6	757 - TYLER VMF	9	4/29/2024		
4	SO 6	761 - FORT WORTH VMF	27	4/29/2024		
4	SO 6	762 - ARLINGTON VMF	9	4/29/2024		
4	SO 6	763 - WICHITA FALLS AUX-OF FORT WORTH	3	4/29/2024		
4	SO 6	767 - WACO AUX-OF FORT WORTH	8	4/29/2024		
4	SO 6	769 - SAN ANGELO AUX-OF FORT WORTH	2	4/29/2024		
4	SO 6	796 - ABILENE AUX-OF FORT WORTH	3	4/29/2024		
5	AT 1	011 - SPRINGFIELD, MA VMF	22	5/20/2024		
5	AT 1	012 - PITTSFIELD AUX-OF SPRINGFIELD	3	5/20/2024		
5	AT 1	016 - WORCESTER VMF	15	5/20/2024		
5	AT 1	017 - FRAMINGHAM VMF	12	5/20/2024		
5	AT 1	019 - LYNN VMF	19	5/20/2024		
5	AT 1	021 - CHELSEA AUX-OF BOSTON	3	5/20/2024		
5	AT 1	022 - BOSTON VMF	39	5/20/2024		
5	AT 1	023 - BROCKTON VMF	21	5/20/2024		
5	AT 1	027 - FALL RIVER VMF	13	5/20/2024		
5	AT 1	029 - PROVIDENCE VMF	26	5/20/2024		
5	AT 5	106 - WESTCHESTER VMF	30	5/20/2024		
5	AT 5	122 - ALBANY VMF	26	5/20/2024		
5	AT 5	132 - SYRACUSE VMF	21	5/20/2024		
5	AT 5	135 - UTICA AUX-OF ALBANY	5	5/20/2024		
5	AT 5	139 - BINGHAMTON AUX-OF SYRACUSE	5	5/20/2024		
5	AT 5	142 - BUFFALO VMF	30	5/20/2024		
5	AT 5	146 - ROCHESTER VMF	25	5/20/2024		

5	AT 5	149 - ELMIRA AUX-OF ROCHESTER	4	5/20/2024		
5	AT 7	202 - WASHINGTON, DC VMF	29	5/20/2024		
5	AT 7	204 - RIVERDALE AUX-OF LARGO2	8	5/20/2024		
5	AT 7	205 - CAPITAL HEIGHTS (LARGO2) VMF	13	5/20/2024		
5	AT 7	207 - CAPITOL HEIGHTS AUX-OF LARGO2	10	5/20/2024		
5	AT 7	208 - SUBURBAN VMF	27	5/20/2024		
5	AT 7	212 - BALTIMORE VMF	26	5/20/2024		
5	AT 7	213 - BALTIMORE (HALETHORPE) VMF	14	5/20/2024		
5	AT 7	214 - BALTIMORE PARKVILLE VMF	10	5/20/2024		
5	AT 7	215 - COLUMBIA, MD VMF	18	5/20/2024		
5	AT 8	201 - DULLES VMF	21	5/20/2024		
5	AT 8	221 - NORTHERN VIRGINIA VMF	16	5/20/2024		
5	AT 8	223 - ALEXANDRIA AUX-OF NORTHERN VA	3	5/20/2024		
5	AT 8	229 - CHARLOTTESVILLE VMF	10	5/20/2024		
5	AT 8	232 - RICHMOND VMF	24	5/20/2024		
5	AT 8	235 - NORFOLK VMF	31	5/20/2024		
5	AT 8	236 - HAMPTON VMF	11	5/20/2024		
5	AT 8	240 - ROANOKE VMF	11	5/20/2024		
5	AT 8	245 - LYNCHBURG AUX-OF ROANOKE	3	5/20/2024		
5	AT 8	271 - WINSTON SALEM VMF	13	5/20/2024		
5	AT 8	274 - GREENSBORO VMF	19	5/20/2024		
5	AT 8	276 - RALEIGH VMF	34	5/20/2024		
5	AT 8	282 - CHARLOTTE VMF	25	5/20/2024		
5	AT 8	283 - FAYETTEVILLE VMF	18	5/20/2024		
5	AT 8	284 - WILMINGTON AUX-OF FAYETTEVILLE	6	5/20/2024		
5	AT 8	286 - HICKORY AUX-OF CHARLOTTE	4	5/20/2024		
6	AT 2	031 - MANCHESTER VMF	28	6/10/2024		
6	AT 2	041 - PORTLAND, ME VMF	23	6/10/2024		
6	AT 2	061 - HARTFORD VMF	36	6/10/2024		
6	AT 2	065 - NEW HAVEN VMF	26	6/10/2024		
6	AT 2	067 - WATERBURY VMF	16	6/10/2024		
6	AT 2	069 - STAMFORD VMF	18	6/10/2024		
6	AT 3	072 - KEARNY VMF	18	6/10/2024		
6	AT 3	075 - PATERSON VMF	14	6/10/2024		

6	AT 3	076 - HACKENSACK VMF	12	6/10/2024		
6	AT 3	081 - BELLMAWR VMF	32	6/10/2024		
6	AT 3	086 - TRENTON VMF	25	6/10/2024		
6	AT 3	087 - LAKEWOOD VMF	18	6/10/2024		
6	AT 3	089 - EDISON VMF	29	6/10/2024		
6	AT 4	101 - NEW YORK VMF	49	6/10/2024		
6	AT 4	102 - NEW YORK (F.D.R.) AUX-OF NEW YORK	14	6/10/2024		
6	AT 4	103 - STATEN ISLAND VMF	11	6/10/2024		
6	AT 4	112 - BROOKLYN VMF	27	6/10/2024		
6	AT 4	114 - QUEENS VMF	40	6/10/2024		
6	AT 4	115 - WESTERN NASSAU VMF	26	6/10/2024		
6	AT 4	118 - HICKSVILLE VMF	44	6/10/2024		
6	AT 6	151 - WARRENDALE (BMC) AUX-OF PITTSBURG	4	6/10/2024		
6	AT 6	152 - PITTSBURGH VMF	31	6/10/2024		
6	AT 6	153 - WASHINGTON, PA VMF	8	6/10/2024		
6	AT 6	154 - PITTSBURGH (GREENTREE) AUX-OF PITTS	5	6/10/2024		
6	AT 6	155 - PITTSBURGH (PENN HILLS) AUX-OF PITTSE	7	6/10/2024		
6	AT 6	156 - PITTSBURGH (EAST LIBERTY) AUX-OF PITT	6	6/10/2024		
6	AT 6	159 - JOHNSTOWN AUX-OF WASHINGTON PA	5	6/10/2024		
6	AT 6	165 - ERIE VMF	12	6/10/2024		
6	AT 6	166 - ALTOONA AUX-OF WASHINGTON PA	6	6/10/2024		
6	AT 6	171 - HARRISBURG VMF	16	6/10/2024		
6	AT 6	176 - LANCASTER VMF	11	6/10/2024		
6	AT 6	177 - WILLIAMSPORT AUX-OF HARRISBURG	5	6/10/2024		
6	AT 6	181 - LEHIGH VALLEY VMF	13	6/10/2024		
6	AT 6	185 - SCRANTON VMF	11	6/10/2024		
6	AT 6	191 - PHILADELPHIA VMF	25	6/10/2024		
6	AT 6	192 - PHILADELPHIA (BMC) AUX-OF PHILADELP	4	6/10/2024		
6	AT 6	193 - SOUTHEASTERN VMF	20	6/10/2024		
6	AT 6	194 - HUNT.PK/GERMANTOWN VMF	13	6/10/2024		
6	AT 6	196 - READING AUX-OF LANCASTER	7	6/10/2024		
6	AT 6	198 - WILMINGTON, DE VMF	18	6/10/2024		
6	AT 6	260 - WHEELING AUX-OF WASHINGTON PA	5	6/10/2024		
7	CE 1	253 - CHARLESTON, WV VMF	11	7/15/2024		

7	CE 1	257 - HUNTINGTON AUX-OF CHARLESTON	6	7/15/2024		
7	CE 1	263 - CLARKSBURG AUX-OF CHARLESTON	7	7/15/2024		
7	CE 1	402 - LOUISVILLE VMF	26	7/15/2024		
7	CE 1	405 - LEXINGTON VMF	15	7/15/2024		
7	CE 1	LONDON AUX-OF-LEXINGTON		7/15/2024		
7	CE 1	462 - INDIANAPOLIS VMF	33	7/15/2024		
7	CE 1	463 - INDIANAPOLIS (NORA) VMF	9	7/15/2024		
7	CE 1	464 - GARY VMF	12	7/15/2024		
7	CE 1	466 - SOUTH BEND VMF	10	7/15/2024		
7	CE 1	468 - FORT WAYNE VMF	9	7/15/2024		
7	CE 1	473 - MUNCIE AUX-OF INDIANAPOLIS	5	7/15/2024		
7	CE 1	477 - EVANSVILLE VMF	11	7/15/2024		
7	CE 1	479 - LAFAYETTE AUX-OF INDIANAPOLIS	3	7/15/2024		
7	CE 3	482 - DETROIT VMF	20	7/15/2024		
7	CE 3	483 - PONTIAC VMF	17	7/15/2024		
7	CE 3	484 - DEARBORN VMF	10	7/15/2024		
7	CE 3	485 - FLINT VMF	14	7/15/2024		
7	CE 3	486 - SAGINAW VMF	10	7/15/2024		
7	CE 3	487 - LIVONIA VMF	6	7/15/2024		
7	CE 3	488 - ROYAL OAK VMF	26	7/15/2024		
7	CE 3	489 - LANSING VMF	8	7/15/2024		
7	CE 3	490 - KALAMAZOO VMF	10	7/15/2024		
7	CE 3	491 - ANN ARBOR VMF	8	7/15/2024		
7	CE 3	494 - MUSKEGON AUX-OF GRAND RAPIDS	4	7/15/2024		
7	CE 3	495 - GRAND RAPIDS VMF	19	7/15/2024		
7	CE 5	551 - SAINT PAUL VMF	32	7/15/2024		
7	CE 5	552 - BLOOMINGTON AUX-OF MINNEAPOLIS	8	7/15/2024		
7	CE 5	554 - MINNEAPOLIS VMF	42	7/15/2024		
7	CE 5	558 - DULUTH AUX-OF MINNEAPOLIS	6	7/15/2024		
7	CE 5	571 - SIOUX FALLS VMF	3	7/15/2024		
7	CE 6	601 - CAROL STREAM VMF	32	7/15/2024		
7	CE 6	602 - EVANSTON VMF	6	7/15/2024		
7	CE 6	609 - CHICAGO (WESTERN AVE) VMF	13	7/15/2024		
7	CE 6	611 - ROCKFORD VMF	11	7/15/2024		

7	CE 6	612 - CHICAGO VMF	46	7/15/2024		
8	CE 2	161 - NEW CASTLE AUX-OF YOUNGSTOWN	5	8/12/2024		
8	CE 2	436 - TOLEDO VMF	20	8/12/2024		
8	CE 2	441 - CLEVELAND VMF	21	8/12/2024		
8	CE 2	442 - SHAKER HEIGHTS VMF	16	8/12/2024		
8	CE 2	443 - AKRON VMF	19	8/12/2024		
8	CE 2	444 - WARREN AUX-OF YOUNGSTOWN	4	8/12/2024		
8	CE 2	445 - YOUNGSTOWN VMF	11	8/12/2024		
8	CE 2	446 - PARMA VMF	22	8/12/2024		
8	CE 2	447 - CANTON VMF	11	8/12/2024		
8	CE 2	449 - MANSFIELD AUX-OF AKRON	6	8/12/2024		
8	CE 2	603 - FOREST PK (BMC) VMF	13	8/12/2024		
8	CE 2	605 - AURORA VMF	17	8/12/2024		
8	CE 2	608 - BEDFORD PARK VMF	24	8/12/2024		
8	CE 2	616 - PEORIA VMF	13	8/12/2024		
8	CE 2	618 - CHAMPAIGN VMF	10	8/12/2024		
8	CE 2	627 - SPRINGFIELD, IL VMF	12	8/12/2024		
8	CE 4	503 - DES MOINES VMF	13	8/12/2024		
8	CE 4	511 - SIOUX CITY AUX-OF DES MOINES	3	8/12/2024		
8	CE 4	524 - CEDAR RAPIDS VMF	13	8/12/2024		
8	CE 4	532 - MILWAUKEE VMF	39	8/12/2024		
8	CE 4	537 - MADISON VMF	20	8/12/2024		
8	CE 4	543 - GREEN BAY VMF	14	8/12/2024		
8	CE 4	681 - OMAHA VMF	29	8/12/2024		
8	CE 4	685 - LINCOLN AUX-OF OMAHA	4	8/12/2024		
8	CE 7	623 - QUINCY VMF	4	8/12/2024		
8	CE 7	632 - ST LOUIS SOUTH COUNTY VMF	32	8/12/2024		
8	CE 7	633 - ST LOUIS WEST COUNTY VMF	39	8/12/2024		
8	CE 7	641 - KANSAS CITY VMF	28	8/12/2024		
8	CE 7	662 - SHAWNEE MISSION VMF	16	8/12/2024		
8	CE 7	666 - TOPEKA VMF	7	8/12/2024		
8	CE 7	672 - WICHITA VMF	12	8/12/2024		
8	CE 8	432 - COLUMBUS, OH VMF	37	8/12/2024		
8	CE 8	451 - CINCINNATI (NORWOOD) VMF	9	8/12/2024		

8	CE 8	452 - CINCINNATI VMF	30	8/12/2024		
8	CE 8	453 - SHARONVILLE VMF	7	8/12/2024		
8	CE 8	454 - DAYTON VMF	22	8/12/2024		