

Fleet Business Benefits

Better cost information: Better control of maintenance costs due to preventive maintenance. Standing WO will be created for each fleet/ equipment record to capture total costs for the life time of the vehicle.

Standardized business process: Standardization of task lists results in consistent job performance, which leads to increased job efficiency and safety. Regular Preventive Maintenance tasks lists for fleet vehicles will be copied from the Edmonds website for each maintenance interval ensuring all required PM is completed.

Integrated business process: Fully integrated fleet asset accounting and financial system will provide automated, real-time financial postings.

Increased data integrity and reduced double entry of data in multiple systems: Centralized Master Data will ensure data integrity and reduce data entry duplication. Identified key fields on the Asset master and Equipment master record are synchronized automatically in FBMS.

**Overview**

The Financial and Business Management System (FBMS) supports the management of DOI's fleet and equipment including acquisition; cost allocations, accruals; and revenue maintenance and repair. The system will support the management of planned, corrective and deferred maintenance while offering an enterprise view of the activities. The system will be fully integrated with financial and asset accounting to provide automated, real-time financial postings. Standing Work Orders (WO) will be created for each fleet/equipment record to capture total cost for the life time of the vehicle. Individual WO will be created to manage and report on the cost and completion of Preventive and Corrective Maintenance.

Key Features

- Fleet Master Data Maintenance:** The equipment master record holds all the data pertaining to DOI fleet and heavy equipment such as description, license number, ownership, use, serial number, model number, and manufacturer. The Equipment record is attached/installed into a Functional location record identifying the location of the Equipment. The Functional location number is shown in the Equipment record. This record linking feature supports better tracking and maintenance upkeep of the equipment. The naming of the Functional location record typically includes a Bureau identifier, Region, State, and Office. Data maintenance of the Functional location will be centralized and handled by the FBMS Fleet O&M team. Some of the equipment master data is also contained in the asset master record and will be synchronized between the two record types.
- Financial Related Fleet Processes:** FBMS will enable the bureaus to track and manage fleet cost allocations, accruals, and revenue. The WO serves as a cost collector for all fleet-related costs. A standing WO will be established for each vehicle/equipment. Costs collected against these WO are periodically settled to the appropriate cost structures. Labor costs (for in-house maintenance) and charge card purchases for fuel and maintenance will post to the WO. As required, the system will calculate fleet fixed ownership, utilization rates, and under-utilization charges using the customized Utilization program.
- Fleet Utilization Reporting:** FBMS will provide a standard utilization entry screen for all bureaus. Select fleet data will be pre-populated in the input screen, including fleet card fuel purchases. For bureaus using a Working Capital Fund (WCF), the calculated costs for use of the vehicle or equipment will be expensed to a bureau fund and revenue will be posted to the WCF. Bureaus not using a WCF will record utilization for statistical reporting only.
- Maintenance Planning:** Maintenance plans will be set up in FBMS to track the scheduled maintenance work and inspection tasks that should be performed on a vehicle. Once scheduled, WO will be automatically created either on a time basis (e.g., every 3 months) or condition basis (e.g., every 3,000 miles). The system will provide functionality, visibility, management, and reporting of a job in progress or one that has been completed.
- Bulk Fuel Management:** The system will calculate inventory levels as monthly fuel purchases are input into FBMS by the bureaus. An inventory balance report will be available for monthly reconciliation of inventory immediately after the monthly utilization batch process runs and when tank levels are checked at the bulk fuel locations. Fuel costs will be reallocated to the vehicle's standing WO to ensure all vehicle maintenance and operating costs are captured and can be reported. Fuel costs will be charged at a moving average price based on the bulk fuel purchases.
- License Plate Accountability and Control:** Equipment master records will be created for license plates to track and manage their status and assignment within the bureau. FBMS will track the movement of license plates when received, stored, issued, lost, destroyed, or replaced. External numbering will be used to reflect the actual license plate number. The system will maintain accountability and control of US Government license plates in a central repository.
- Environmental, Greening & Recycling Management:** DOI is mandated by Executive Order and other regulatory guidance to prevent waste, recycle, reuse, and acquire environmentally friendly products. FBMS will capture the information necessary to produce the reports required by Congress and other Federal agencies regarding greening requirements.

Please visit the FBMS website for further information: <http://www.myinterior.doi.net/fbms/>