

## Preparing Work Orders and Purchase Requisitions for WCF Maintenance and Repairs

When maintenance or repairs are performed on Interior equipment, the fleet card or a Purchase Requisition (PR) should be used. The fleet card can be used for work up to \$3000. For work over \$3000 or when a Purchase Order is required, a PR must be used.

The Working Capital Fund (WCF) can be used to pay for most, but not all, maintenance and repairs on BLM equipment. The Fleet Management Handbook should be consulted to determine the allowable services that the WCF can be used for. In most cases, preventive maintenance and routine repairs for non-special use equipment can be charged to the WCF.

Other exceptions are for WCF equipment that has been replaced, referred to as holdovers. If the charges incurred are for a holdover, remember that the WCF will only pay for fuel, windshield repair, oil changes and sampling, and vehicle detailing at disposal. All other charges must be paid for by the benefiting activity.

### Work Order Preparation

When maintenance or repairs are required, either through a Preventive Maintenance Notification generated by FBMS or a deficiency noted by the operator, an FBMS Work Order (WO) must be initiated via the following path:

FBMS > Property > Fleet > Maintenance > Work Order > Create Order.

Select Order Type ME01. ME01 is for repair work, such as tire replacement, brake work, or other WCF authorized repairs or any work performed by vendors, such as Annual Inspections.

Note: The IN01 type WO is only used to do workload and time management in maintenance shop operations. If your office is not using FBMS to manage mechanic's work, do not use the IN01 WO.

Order type PM01 is generated as a result of a PM Notification generated by the Preventive Maintenance intervals loaded into FBMS.

**NOTE:** When **several** types of work or warranty work is required, the **ME01** WO is used

EQUIPMENT field: Enter the Equipment Number of the asset requiring work.

Press: ENTER

HEADER/DESCRIPTION                      Enter the plate number and a brief description of the work being performed. A more detailed breakdown of work can be entered on the OPERATIONS tab. For example, "I425275, Oil Change," or "I277329, Replace cutting edges."

Complete the Fund Coding: Select MENU > Go To > Assignments > Funds Management

In the Fund field, Enter: XXXL4525RV

In the Functional Area field, Enter: L93100000.120000

After all information has been populated on the WO, Select: RELEASE, then SAVE.

Record the number of the WO generated by FBMS for future use in allocating fleet card charges and initiating a PR. Write the WO number on any invoices or estimates for use in re-allocation.

When work is required that is not an authorized WCF repair, i.e., collision damage or repairs required because of equipment neglect or abuse, a WO is not required and the work must be paid for by the benefitting activity. A PR will generally be required. If this work has been settled with a fleet card, the charge must be re-allocated to a benefitting activity within 30 days of the transaction or before the end of the FY, whichever is sooner.

If both WCF authorized and non-authorized work is to be performed, a WO is required, differentiating the work between the WCF and non-WCF work on different lines on the Operations Tab of the WO.

When a WO is generated, an FBMS Notification is automatically generated. Notifications can be displayed using FBMS > Property > Fleet > Maintenance > Notifications > Display Notifications and select the Functional Location (FL) for the office.

### FLEET CARD USE

- If the required work costs less than \$50 and is settled with the fleet card, a WO is not required unless the work required is for preventive maintenance (PM). Then, when the WO is closed, the date and usage for the PM will automatically be recorded in FBMS. Use order type ME01.
- If the required work exceeds the micro purchase limit of \$3000 or cannot be settled with a fleet card, but is a valid WCF transaction, a PR will need to be generated.
- When the work is settled with a fleet card, the WO number must be referenced in order to re-allocate the charge using the Charge Card re-allocation process.
- During monthly utilization reporting, the non-fuel charges are deleted from the utilization reporting screen. Then, the Administrator for the Fleet Cards in each office will use the "Allocating Cost to New MAC" screen in the Charge Card Re-Allocation process to enter the maintenance WO number in place of the Standing Work Order number. Please refer to the attached Power Point slide show for more detailed directions.
- The fleet card must only be used for authorized WCF purchases for the vehicle the card is assigned to.
- When a WO is generated, the number should be written on any invoices that will need to be re-allocated by the Charge Card process or by PR.

When the vehicle/equipment maintenance or repair has been completed, the WO status can be changed by pulling up the WO and following the path below:

Menu > Order > Functions > Complete > and Select "Complete (Technically)."

**\*\*Do not select "Complete (Business)."**

The WO should only be technically closed after all charges (CC and labor) have been re-allocated.

### **PR preparation:**

When a PR is used to pay for maintenance or repairs, the WO number must be recorded on the Accounting Info line of the Item Detail (see details below).

**NOTE:** Do not use the following instructions for the acquisition of mobile equipment or attachments. Different instructions are issued for this process.



- QUANTITY Each line should be "1."
- UNIT OF MEASURE Enter "AU."
- PRICE Enter from the estimate, work order, or invoice.
- UPC Select from the categories below:
  - J02300000 - for WCF vehicles, including heavy trucks, trailers, and fire trucks,
  - J0240000 - for WCF agricultural tractors and seed drills
  - J0380000 - for all WCF construction equipment and forklifts
  - J0990000 - for non-WCF funded repairs or repairs on Special Use or non-WCF equipment.
- **NOTE:** You should be using only one line for each repair. If the line is going to have more than one line of funding, either through multiple account assignments or distribution by percentage, using WCF funding and benefitting activity funding, you will not be able to use the first three UPCs. You will have to use more than one line item to pay for the repair.
  - First, decide if only part of the repair will be funded by WCF. If so, you will need to use more than one line. If not, use UPC J0990000 and proceed.
  - Then, decide how much of the cost of the repair will be WCF funded.
  - Create the first line for WCF funding using one of the above UPCs and proceed with these instructions. Enter the cost amount to be charged to the WCF.
  - Create additional lines, entering the cost amount charged to those Functional Areas. You may use a distribution by percentage for each line if necessary.
- Select the Line Item being worked on and select the ITEM DETAIL icon. Many of the fields will already be populated.
- COST CENTER For WCF funding, enter the Cost Center from the Organization tab in the Equipment Master Record (EMR). For non-WCF funding, enter the appropriate Cost Center.
- FUNCTIONAL AREA (FA) Use L93100000.120000 for WCF vehicle repairs. For non-WCF funded repairs, enter the benefitting activity FA.
- WBS When using a benefitting activity charge code, enter the WBS if required. Do not enter the WCF WBS for the equipment.
- ORDER Enter the WO number for WCF charges. For non-WCF funding, do not enter a WO number.
- Go To the DELIVERY ADDRESS TAB
  - Enter the date the work can *start* on the "Delivery Date/ POP from" field. Also enter a completion date, usually the end of the FY, 9/30/20XX.
  - DELIVERY ADDRESS CODE If you don't know your delivery address code, select the search box to the right of the cell. When the search window comes up, enter your city in the City field and enter "ME01" in the Address Group cell. This is not a typo; FBMS really does use the same abbreviation code for different things. Select "Start Search." Select the address that most closely identifies your location. Record this number for future use.

- Select the BACK button.
- Select the SUBMIT PR button.
- Record the PR number in the equipment historical file and on any estimates or invoices.

### **Completion of work using a Service Entry Sheet (SES) transaction.**

After a Purchase Order has been issued and the work completed, the vendor should submit an invoice. Although the BLM Receiving Officer or other employee may sign the invoice from the vendor, the initiation of the PO will cause FBMS to require a SES transaction so that the vendor can be paid.

FBMS Workflow should send a Service Entry Sheet (SES) notification and an email notification to the person listed as the COT/R on the PR.

The COT/R should open FBMS > MY TASKS > In Box, and open the documents and complete the SES. For POs with multiple funding lines, a separate SES must be done for each line for the amount of that line. The amounts must add up to the amount of the invoice.

If changes must be made to the funding, a new PR must be created to modify the lines.

Should additional material or work be required relating to the original WO, These transactions can be charged to the WO number using re-allocation or a new PR, as long as the WO is still open.

If the WO has been completed and additional charges need to be made against the WO, it can be re-opened by reversing the steps to close it.

### **Ratification of Previously Performed Services**

- When the cost of a service exceeds the micro-purchase authority of the Fleet Card, \$3,000, a PR must be initiated to ratify the purchase. Consult your acquisition official for instructions for completing this PR. **DO NOT** break the purchase into smaller amounts to side step Federal Acquisition Regulations. This is a violation of Federal law.

### **Re-allocation of Charge Card charges for WCF expenses**

- All non-fuel charges on fleet cards and WCF charges less than \$3000 on integrated cards can be re-allocated using the charge card re-allocation process.
- Refer to the FBMS Charge Card training and the Power Point presentation on charge card re-allocation on the Property Management website, <http://nbcweb.blm.gov> > Property and Support > Property > Fleet Management > FBMS > Charge Card Re-Allocation.