

## COURSE SYLLABUS AND KEY NOTES

### FM 8

### EQUIPMENT TIMESHEETS

#### New Definitions

OLD TERM (State)	NEW TERM (FleetFocus M5)
Tag Number	Unit Number
Vehicle	Unit

#### Module Discussion(s)

The Equipment Time Sheet module describes the processing flow and how to enter data on an equipment time sheet in the M5 system.

The Equipment Time Sheet frame allows you to store meter usages by unit and charge these usages to the account (a speedchart in PeopleSoft) for which the unit was used as part of the billing process. The accounts entered on the time sheets are the expense accounts that will be charged for the unit's use on a project or job.

## Course Lesson 1: Processing Equipment Time Sheets

### Topic Discussion

In the processing equipment time sheets lesson you will learn about the process flows of the equipment time sheet functionality in M5 and enter applicable data on the time sheet for billing processing.

Within the Equipment Time Sheet frame, meter usage data is entered manually for each unit that has been allocated to a specific project.

Field personnel will continue to complete equipment time sheets using paper forms. Once complete, these forms are sent to TDOT headquarters. The TDOT clerks will manually key the information into the Equipment Time Sheet frame. This information will be used for tracking and reporting purposes.

### Topic Learning Activities

1. *Understanding the Process Flow*
2. *Entering Data on the Time Sheet*