

This document contains the record layout for the Fleet Information System interface file that is used to add or change Vehicle data which includes the Assignment, Acquisition, Disposition and Procurement Funding data.

An addition of a Vehicle record can be accomplished by setting the Add/Change Indicator to 'A' and populating the required and conditional fields with the appropriate data. Optional fields should also be populated as needed.

To change an existing Vehicle record and any of the associated Assignment, Acquisition, Disposition and Procurement Funding data, the Add/Change Indicator should be set to 'C'. All required and conditional fields must be populated as appropriate and will be updated if the data is valid. All optional fields will be updated as supplied on the submitted interface file.

If an interface record is submitted with invalid data, the record will be rejected. Required fields must be populated. Conditional fields must be populated if the required condition is met. Date fields must be spaces when a value for a date field is not sent. All other numeric fields must be zero filled and should include no formatting such as commas or decimal points. For example, if the Total Length of a numeric field is 7 and the Decimal Places are 2, the amount 525.50 should be 0052550.

DATA TYPES: AN - Alpha-Numeric; N - Numeric

DATE FORMAT: YYYYMMDD

* See information about codes and permitted values at: <http://www.oa.mo.gov/gsfm/tablevalues.htm>

Attribute	Required/ Optional/ Conditional	Explanation	Data Type	Total Length	Decimal Places	Start Position	End Position
Add/Change Indicator	R	This will be A to add a record or C to change a record.	AN	1	0	1	1
Vehicle Identification Number (VIN)	R	The number stamped or engraved on the unit by the manufacturer.	AN	17	0	2	18
Incorrect VIN	O	Required if changing the VIN. This will be the VIN that is currently in the system. If you need to change a VIN, provide the new VIN in the VIN field.	AN	17	0	19	35
Title Number	C	Required if Confidential Plate Indicator is N or blank. The Missouri official title number.	AN	8	0	36	43
Vehicle Year	R	Four Digit year as listed on manufacturer's statement of origin.	AN	4	0	44	47
Make *	R	Make of the vehicle.	AN	30	0	48	77
Model *	C	Required if Confidential Plate Indicator is N or blank. Model of the vehicle.	AN	30	0	78	107
Body Style *	O	Body Style of Vehicle.	AN	30	0	108	137
Color	O	Exterior color of the vehicle.	AN	30	0	138	167
Category *	R	Two-character code for vehicle category.	AN	2	0	168	169

Attribute	Required/ Optional/ Conditional	Explanation	Data Type	Total Length	Decimal Places	Start Position	End Position
Sub Category *	R	Two-character code for vehicle subcategory.	AN	2	0	170	171
Passenger Capacity	O	Total number of passengers the vehicle is designed to carry including the driver.	AN	3	0	172	174
Odometer Type	O	(M) miles, (H) hours.	AN	1	0	175	175
Gross Vehicle Weight Rating (GVWR)	C	Required if not a trailer. Gross Vehicle Weight Rating as listed on the manufacturer's statement of origin.	N	6	0	176	181
Engine Size	O	Size of the vehicle engine as listed on the manufacturer's statement of origin.	AN	15	0	182	196
Drive Type *	C	Required if not a trailer. Must be a valid drive type.	AN	20	0	197	216
Warranty Miles	O	The warranty miles provided with the vehicle.	N	6	0	217	222
Warranty Months	O	The warranty months provided with the vehicle.	N	3	0	223	225
Tire Specs	O	The tire specifications for the vehicle.	AN	20	0	226	245
Transmission Type	O	M for manual, A for automatic.	AN	1	0	246	246
Fuel Configuration *	C	Required if not a trailer. Must be a valid Fuel Configuration code.	AN	15	0	247	261
Alternate Fuel Vehicle (AFV) Indicator	C	Required if not a trailer. Y or N. Y indicates the vehicle is considered an alternative fuel vehicle under the Dept. of Natural Resources (DNR) reporting guidelines.	AN	1	0	262	262
DNR Classification *	C	Required if not a trailer. Classification as defined by the DNR Energy Center.	AN	2	0	263	264
DNR Exempt Indicator	C	Required if not a trailer. Y or N.	AN	1	0	265	265
Corporate Average Fuel Economy (Café) Rating	O	Weighted values of average city and highway fuel economy test results established by the EPA.	N	4	2	266	269
AFV Conversion Indicator	C	Required if not a trailer. Y or N. Y if the vehicle was converted to an AFV.	AN	1	0	270	270
AFV Date Converted	C	Required if the AFV Conversion Indicator = Y.	N	8	0	271	278
Agency	R	SAM II Agency Number where the vehicle is permanently assigned.	AN	3	0	279	281

Attribute	Required/ Optional/ Conditional	Explanation	Data Type	Total Length	Decimal Places	Start Position	End Position
Organization	R	SAM II Organization Number where the vehicle is permanently assigned.	AN	4	0	282	285
Reporting Organization	O	SAM II Organization Number to be used for reporting.	AN	4	0	286	289
Assignment City	O	City name where vehicle is permanently assigned. If the Assignment City is not provided, it will default to the preferred city for the Assignment Zip Code.	AN	24	0	290	313
Assignment County	O	County name where vehicle is permanently assigned. If the Assignment County is not provided, it will default to the County for the Assignment Zip Code.	AN	20	0	314	333
Assignment Zip Code	C	Required if Confidential Plate Indicator is N or blank. Five-digit zip code where vehicle is permanently assigned.	AN	5	0	334	338
Assignment Zip Extension	O	Four-digit zip code extension.	AN	4	0	339	342
Assignment Notes	O	A 254-character field for extra documentation.	AN	254	0	343	596
Acquisition Date	R	Date new vehicle was acquired. For transferred vehicles, date the vehicle was delivered.	N	8	0	597	604
Acquisition Method *	R	Two-character code that indicates the Acquisition Method.	AN	2	0	605	606
Acquisition Source Name	O	Name of dealer, State Agency Name, or other as appropriate.	AN	30	0	607	636
Acquisition Source City	O	City where the vehicle was acquired.	AN	24	0	637	660
Acquisition Cost	R	Vehicle purchase price. Does not include components and/or add-ons after acquisition.	N	9	2	661	669
Acquisition Odometer Reading	C	Required if not a trailer (Category Code 14). Vehicle odometer reading (miles or hours) at the time of acquisition.	N	9	2	670	678

Attribute	Required/ Optional/ Conditional	Explanation	Data Type	Total Length	Decimal Places	Start Position	End Position
Primary Assignment *	R	Two-character code that indicates the Primary Assignment of the vehicle. If the Primary Purpose is "02" or "05", the Primary Assignment must = "03". If the Primary Purpose is "03", the Primary Assignment must = "02" or "03". If the Primary Purpose is "04", the Primary Assignment must = "01" or "02".	AN	2	0	679	680
Assignment Name	C	Required if Confidential Plate Indicator is N or blank. Name of pool, individual or work unit.	AN	30	0	681	710
Commute Indicator	O	E, R, N or blank. If blank, it will default to "N" which means the vehicle is not used for commuting. "E" is for Exempt commuting and "R" for reportable commuting. This should be R if vehicle is subject to IRS fringe benefit reporting.	AN	1	0	711	711
Primary Purpose *	R	Two-character code that indicates the primary purpose of the vehicle.	AN	2	0	712	713
Secondary Purpose *	C	Required two-character code if Primary Purpose code is "02"(Task Specific Vehicle) or "03" (Special Purpose Vehicle).	AN	2	0	714	715
Vehicle Status *	R	Two-character code that indicates the status of the vehicle. The status code "01" - Initial Entry is not permitted.	AN	2	0	716	717
Assignment Date	R	Date the vehicle was assigned.	N	8	0	718	725
In Service Date	R	Date the vehicle was placed in service and available for use.	N	8	0	726	733
Out of Service Date	C	Required if vehicle status = "Inactive - Permanent" (code "03") or "Inactive - Temporary" (code "04").	N	8	0	734	741

Attribute	Required/ Optional/ Conditional	Explanation	Data Type	Total Length	Decimal Places	Start Position	End Position
License Number 1	C	Required if Confidential Plate Indicator is N or blank. The Missouri official license plate number for the vehicle. License number submitted should include all of the characters on the actual plate without a dash (for example, 100036M)	AN	7	0	742	748
License Number 2	O	Alternate license plate used on same vehicle. License number submitted should include all of the characters on the actual plate without a dash (for example, 100036M)	AN	7	0	749	755
Inventory Number	R	The number assigned to the vehicle by the agency.	AN	16	0	756	771
Fuel Card Number	O	Fuel card number for the vehicle.	AN	25	0	772	796
Procurement Funding Source 1	C	Required if Acquisition Cost is greater than 0.	AN	4	0	797	800
Procurement Funding Source 2	C	Required if Procurement Funding Amount 2 > 0.	AN	4	0	801	804
Procurement Funding Source 3	C	Required if Procurement Funding Amount 3 > 0.	AN	4	0	805	808
Procurement Funding Source 4	C	Required if Procurement Funding Amount 4 > 0.	AN	4	0	809	812
Procurement Funding Source 5	C	Required if Procurement Funding Amount 5 > 0.	AN	4	0	813	816
Procurement Funding Source 6	C	Required if Procurement Funding Amount 6 > 0.	AN	4	0	817	820
Procurement Funding Amount 1	C	Required if Acquisition Cost is greater than 0. The sum of Funding Amounts 1-6 must equal the Acquisition Cost.	N	9	2	821	829
Procurement Funding Amount 2	C	Required if Procurement Funding Source 2 > spaces.	N	9	2	830	838
Procurement Funding Amount 3	C	Required if Procurement Funding Source 3 > spaces.	N	9	2	839	847
Procurement Funding Amount 4	C	Required if Procurement Funding Source 4 > spaces.	N	9	2	848	856
Procurement Funding Amount 5	C	Required if Procurement Funding Source 5 > spaces.	N	9	2	857	865

Attribute	Required/ Optional/ Conditional	Explanation	Data Type	Total Length	Decimal Places	Start Position	End Position
Procurement Funding Amount 6	C	Required if Procurement Funding Source 6 > spaces.	N	9	2	866	874
Disposal Method *	C	Required if Vehicle status = "Surplused" (code "05") or "Sold" (code "06").	AN	2	0	875	876
Disposal Date	C	Required if Vehicle status = "Sold" (code "06").	N	8	0	877	884
Surplus Date	C	Required if Vehicle Status = "Surplused" (code "05").	N	8	0	885	892
Disposal Odometer Reading	C	Required if there is a disposal date. Vehicle odometer reading (miles or hours) at time of disposal.	N	9	2	893	901
Net Disposal Proceeds	C	Required if Vehicle status = "Sold" (code "06").	N	9	2	902	910
Contact Last Name	C	Required if any Contact data is provided.	AN	20	0	911	930
Contact First Name	O		AN	20	0	931	950
Contact Address 1	O		AN	30	0	951	980
Contact Address 2	O		AN	30	0	981	1010
Contact City	O		AN	24	0	1011	1034
Contact State	O		AN	2	0	1035	1036
Contact Zip Code	O		AN	5	0	1037	1041
Contact Zip Extension	O		AN	4	0	1042	1045
Contact E-Mail	C	Required if any Contact data is provided.	AN	50	0	1046	1095
Contact Area Code	C	Required if any Contact data is provided.	AN	3	0	1096	1098
Contact Phone Number	C	Required if any Contact data is provided.	AN	8	0	1099	1106
Contact FAX Number	O		AN	8	0	1107	1114
Confidential Plate Indicator	O	Y, N or blank. If blank, it will default to N.	AN	1	0	1115	1115
Filler	R	Spaces	AN	85	0	1116	1200