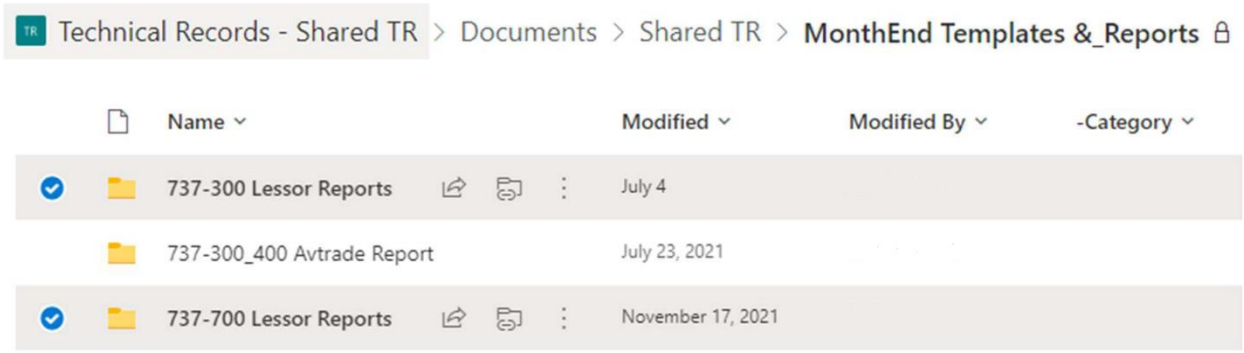
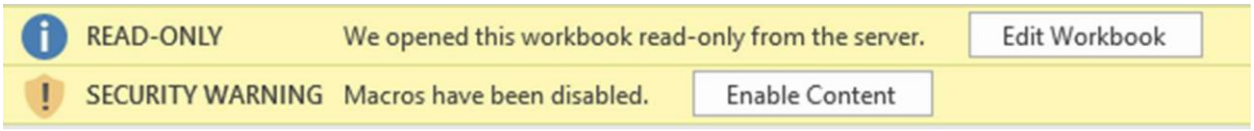
Working with the Lessor Report Files

Because they use macros for time entry and new page generation, the lessor report files **will not work** on SharePoint. In order to perform updates, you will need to download the relevant file to your own computer, edit and save it in Excel, and then re-upload to the appropriate SharePoint folder.

All lessor reports can be found under **Shared TR > MonthEnd Templates & Reports**, and then in folders according to their AC type:



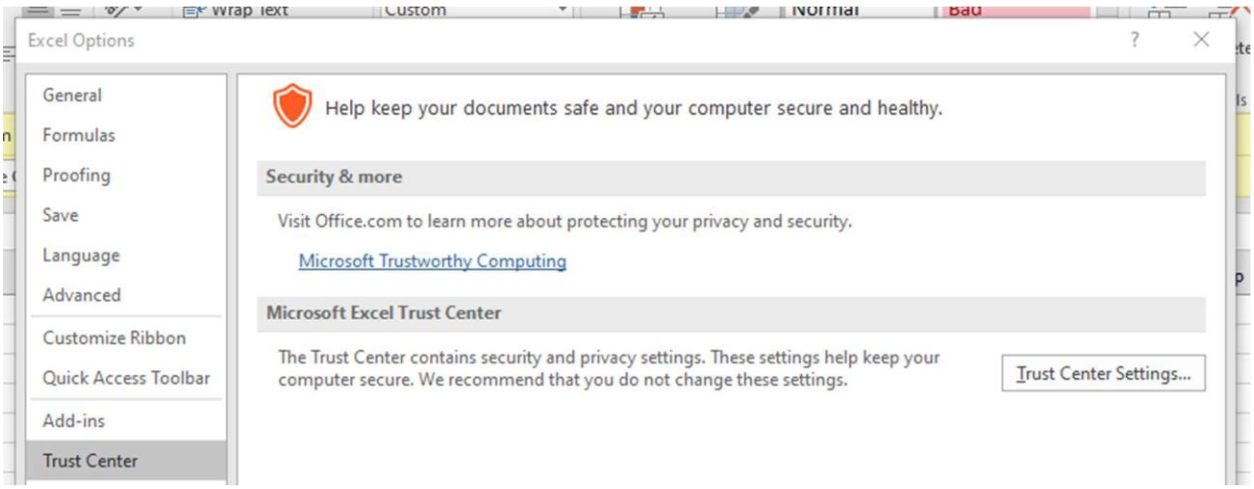
The following alerts may appear when opening the reports in Excel:



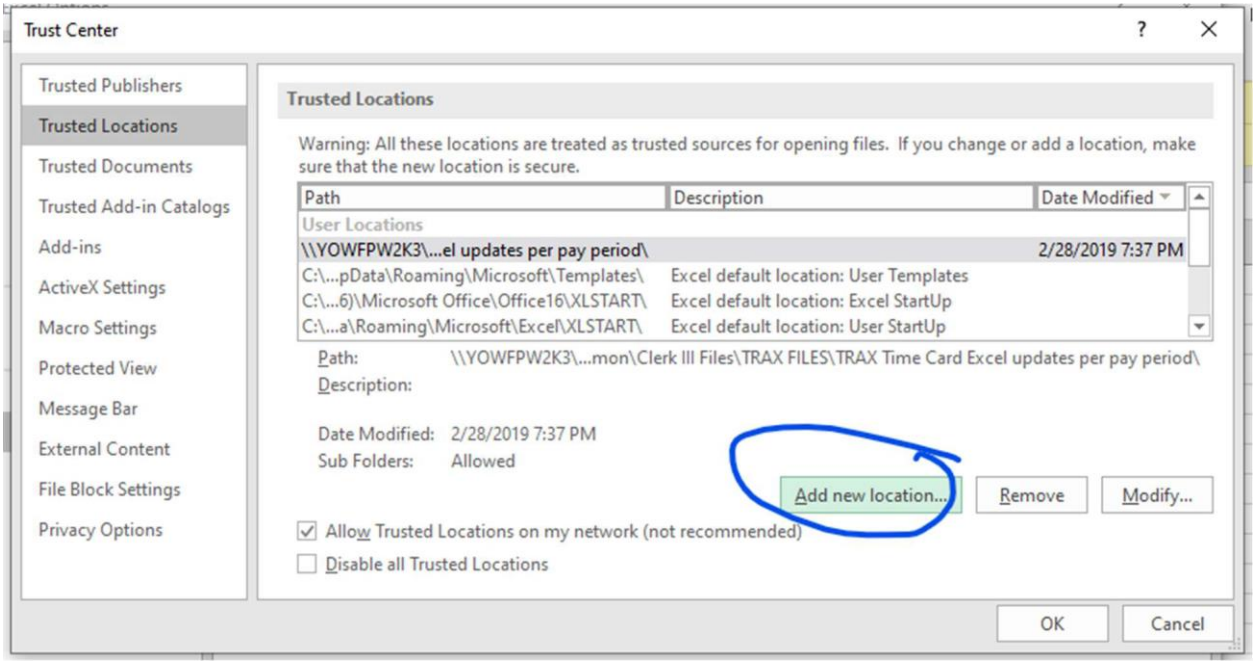
Click on Edit Workbook and Enable Content to update the report.

Creating a Trusted Folder

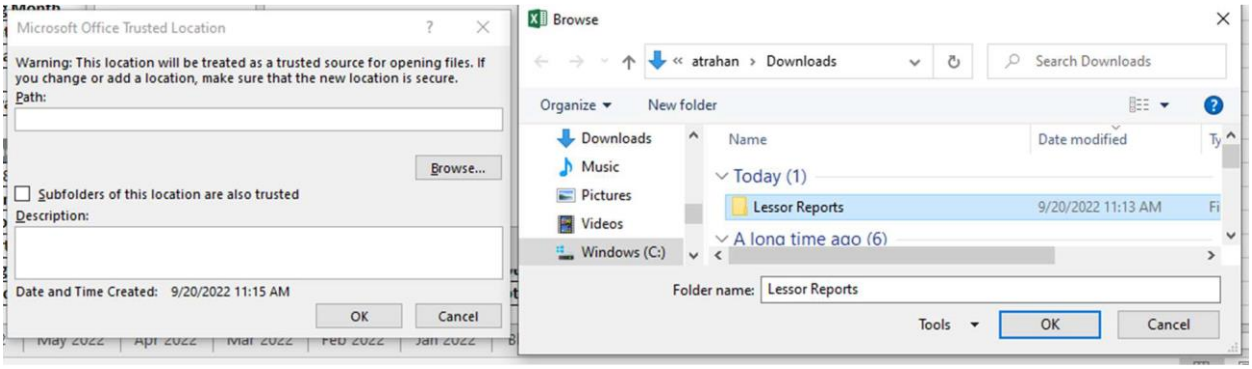
Macros are always disabled by default because of the potential for malicious code from outside sources. **If your security settings allow,** you may be able to designate a trusted folder on your computer; any document opened from this folder will have macros enabled by default. From the File menu, click on Options at the bottom left, then select Trust Center in the window that pops up and click the Trust Center Settings button.



From Trust Center Settings, go to Trusted Locations and select **Add new location** at the bottom.



From the new window that pops up, select Browse and navigate to the folder you wish to use for your Lessor Report downloads.



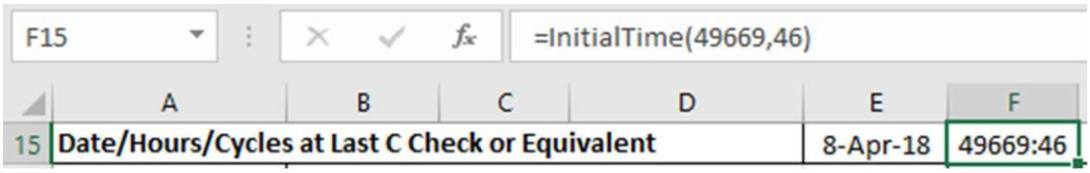
Click OK on all windows, and the selected folder will now be considered a trusted location for the purposes of running macros.

Only open safe files from Canadian North SharePoint from this trusted location. If your security settings do not allow you to do this or IT advises you not to, do not use trusted locations and just enable macros manually.

Inputting Times

Excel will calculate times over 10,000 hours, but it will not allow input of times over 10,000 hours. To get around this, the lessor reports include a custom function to be used when entering any times >10,000 hours (eg. when correcting a time or entering a new component). Times <10,000 hours can be entered as normal (format h:mm).

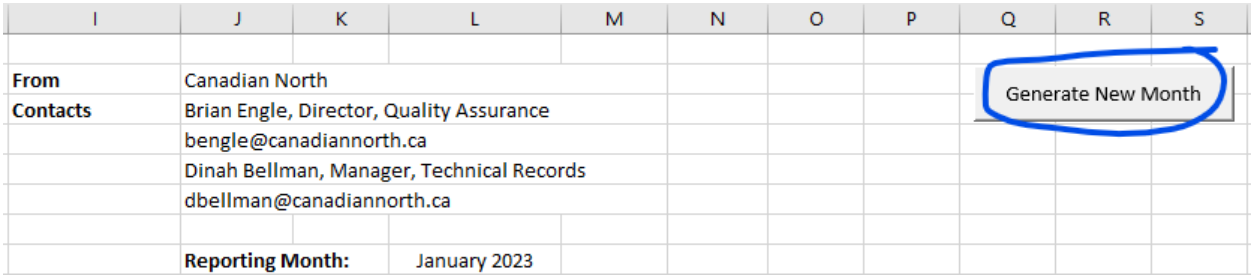
The formula to input large times is **=InitialTime(h,m)**, where *h* is the total hours and *m* is the total minutes. See below for an example in action:



Remember to separate the values with a **comma**, not a **colon**; Excel will interpret the colon as attempting to express a cell range, and you will get some funky results.

Once a time has been input with InitialTime, Excel will treat it as an ordinary time value and calculate with it as normal. If you're getting a #VALUE error in a formula, check to make sure that any large values being referenced were correctly input using InitialTime, rather than being typed directly into the cell.

Updating Lessor Reports

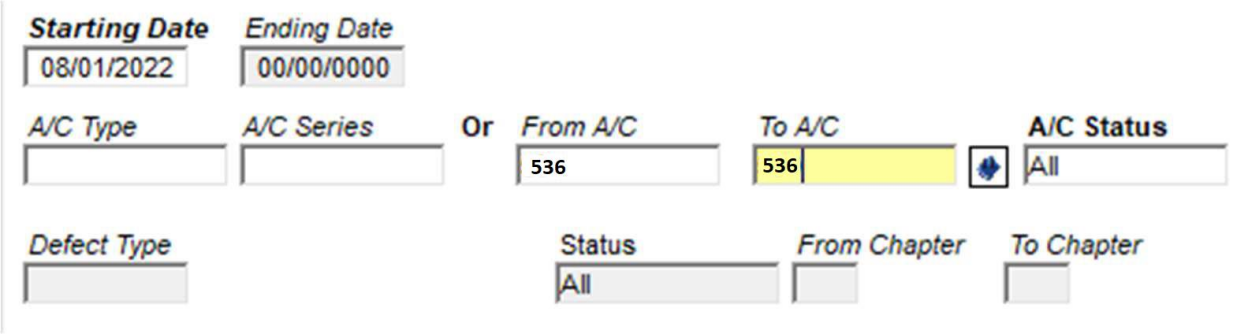


Each Lessor Report sheet contains a Generate New Month button, located to the far right outside of the print area, Regardless of what sheet you are on when you press it, this button will always create a new sheet for the month following the latest month in the workbook (eg. If you press the button on the March sheet, but the most recent sheet is August, the button will make a new sheet for September.

Only the new information for each month needs to be updated; the rest will be auto-filled by the spreadsheet. See the following for what needs updating in each section. For the purposes of this section, any reference to "the month" (eg. first day of the month, last day of the month) refers to the reporting month, not the month in which you are updating the report. For most examples, the reporting month will be the month of February.

Updating the Aircraft

Update the highlighted cells using the **A/C Summary** report, found under Reliability > Print > A/C Defects Reliability Print; search by starting date (the first of the month) and AC tail number.



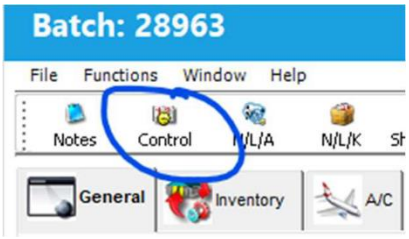
Enter the monthly times and cycles (underlined blue), then check the spreadsheet's calculations against the total values (underlined green).

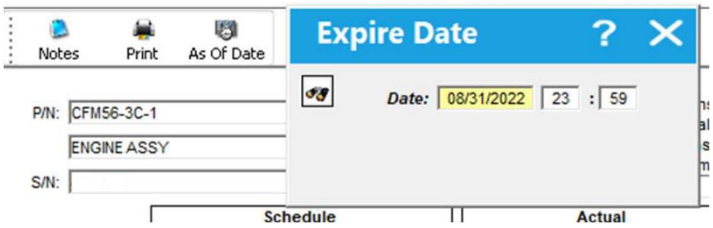
A/C	A/C S/N	A/C Total Time	A/C Total Cycles	Flight Hours	Block Hours	Cycles
536	25942	54022 : 18	37009	93 : 28	116 : 35	130

Updating the Engines

Most of our leased planes have the same engines they were sent to us with; however, others have been swapped out with different engines. **For the purposes of the lessor reports, we track the engines with the plane on which they were originally received.** Currently, if a plane has its original engines, its spreadsheet is set to auto-fill the engine times/cycles per month with the airframe times/cycles per month; if it does not, check the Current Location of the engine and enter the times/cycles according to the AC Summary Report for the plane on which they are installed.

The calculations for total engine times should be checked against the P/N Inventory Controls found in TRAX. Go to **Inventory > Query > Inventory Query**, search for the engine SN, and Select or double-click the engine assembly. In the Batch tab that pops up, click the control button in the top bar.

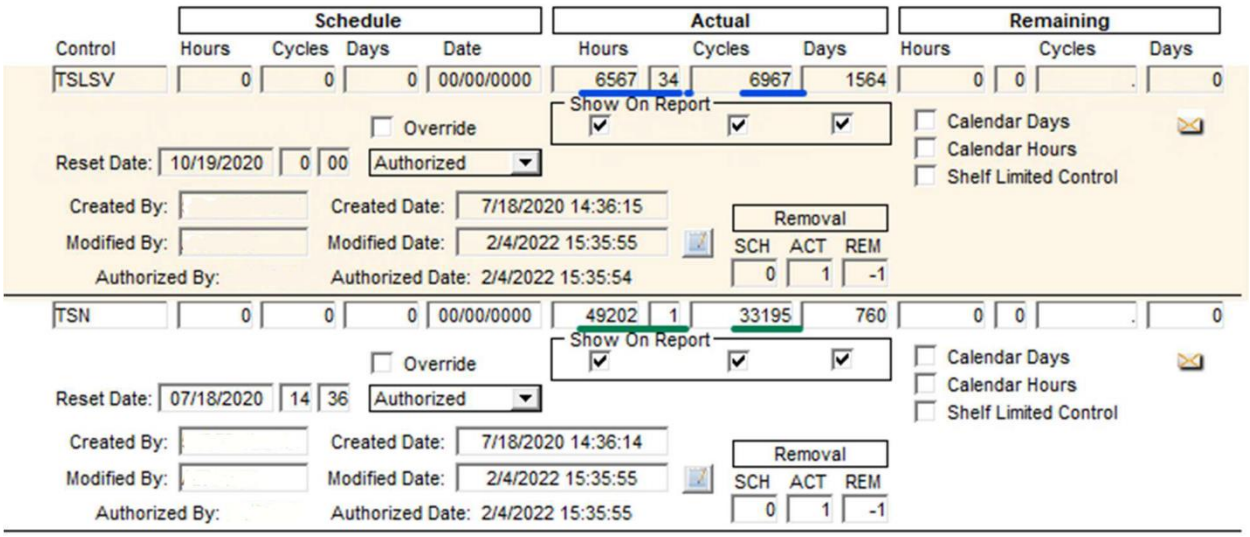




P/N Inventory Control will appear. **The times that appear will be as of the moment you opened the tab.** To get the correct numbers for the lessor reports, select As Of Date from the top bar and input the last day of the month.

You will know you are looking at the "As Of" dates instead of the current dates if there is a red bar at the top of the report, as below:

Compare the spreadsheet's calculations to the engine's TSN and TSLSV values as provided in the adjusted report, as below:



Control	Schedule Hours	Schedule Cycles	Schedule Days	Schedule Date	Actual Hours	Actual Cycles	Actual Days	Remaining Hours	Remaining Cycles	Remaining Days
TSLSV	0	0	0	00/00/0000	6567	34	6967	1564	0	0
TSN	0	0	0	00/00/0000	49202	1	33195	760	0	0

TSLSV: Override; Reset Date: 10/19/2020 0 00 Authorized; Show On Report; Calendar Days; Calendar Hours; Shelf Limited Control; Created By: ; Created Date: 7/18/2020 14:36:15; Modified By: ; Modified Date: 2/4/2022 15:35:55; Authorized By: ; Authorized Date: 2/4/2022 15:35:54; Removal SCH 0 ACT 1 REM -1

TSN: Override; Reset Date: 07/18/2020 14 36 Authorized; Show On Report; Calendar Days; Calendar Hours; Shelf Limited Control; Created By: ; Created Date: 7/18/2020 14:36:14; Modified By: ; Modified Date: 2/4/2022 15:35:55; Authorized By: ; Authorized Date: 2/4/2022 15:35:55; Removal SCH 0 ACT 1 REM -1

Engine 1						
Engine Type	CFM56-3C1	Serial #	864926	Thrust Rating (lbs)		20K
Original Position	536 #1		Current Location	536 #1	Hours	Cycles
Total Hours & Cycles Since New As Of Last Report				31-Jul-22	49108:33	33065
Total Hours & Cycles Since New (Current Report)				31-Aug-22	49202:01	33195
	Hours & Cycles Flown During Month				93:28	130
	Hours & Cycles Since Last Shop Visit			28-Jun-16	6567:34	6967

Note that some engines (mainly those for the 700-series) may have these times labeled differently, eg. TSR (time since repair) instead of TSLSV (time since last shop visit).

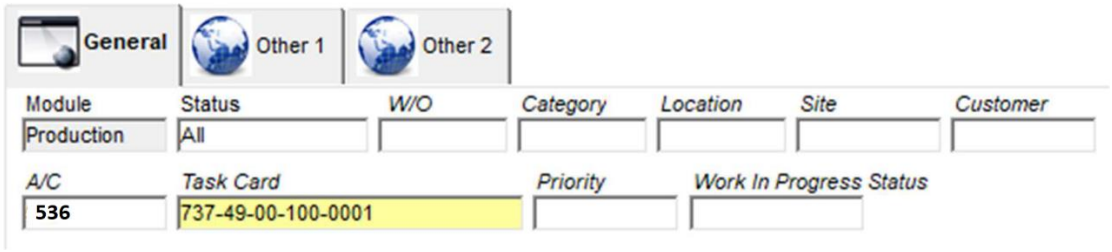
If any major discrepancies appear that cannot be traced to calculation errors, notify the Major Components department to have the hours reviewed in TRAX.

Updating the APU

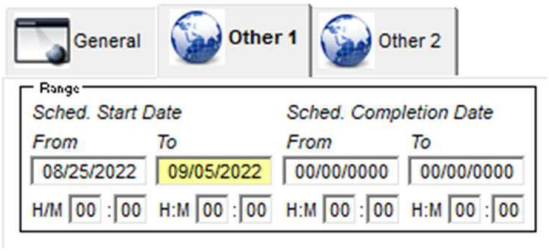
For the top section of the APU, enter and/or verify times as per the engines, above, using the information from P/N Inventory Control. If the APU is installed on a different A/C than it arrived on, this will be noted in the header.

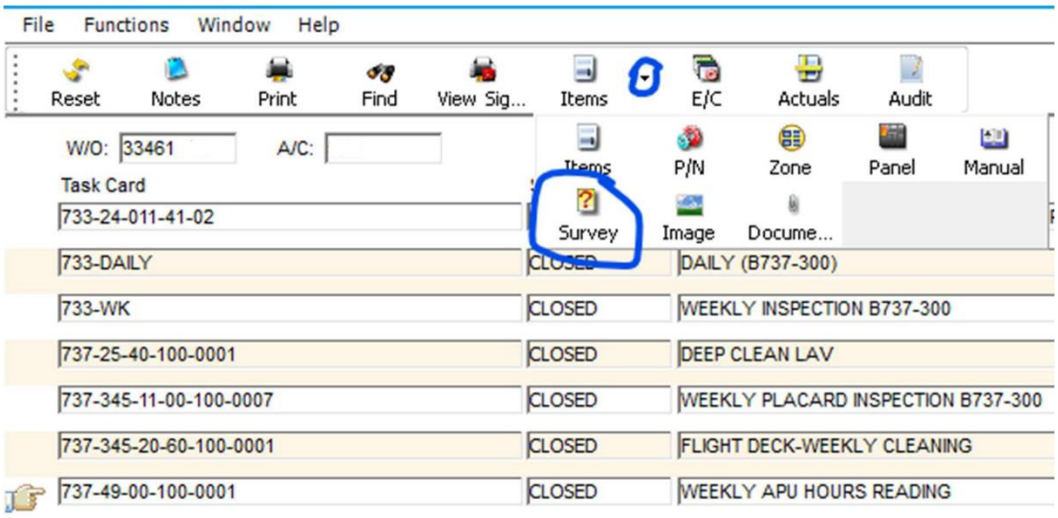
APU					
Manufacturer	Honeywell (Garrett)	Model	GTCP85-129H		
Original APU	P-10000	Current APU	P-10000	Hours	Cycles
Total Hours & Cycles Since New As Of Last Report			31-Jul-22	63051:19	62199
Total Hours & Cycles Since New (Current Report)			31-Aug-22	63144:47	62329
	Hours & Cycles Flown During Month			93:28	130

For the bottom section, you will need to find the most recent instance of the APU weekly meter check. Go to Production > Query > W/O Query and search for the task card **77-49-00-100-0001**, as well as the relevant A/C, setting Status to All.

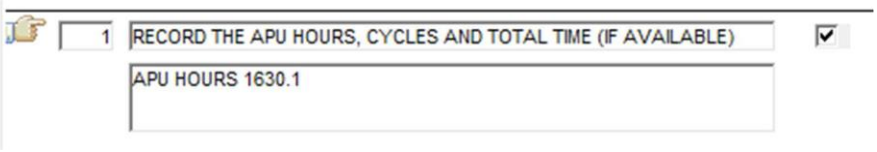


In the tab Other 1, input a date range roughly 5 days on either side of the month end. You are looking for the WO located closest to the end of the month that contains the APU meter check task card. Double-click on this WO and select Task Card from the top menu, then navigate to task card 737-49-00-100-0001 and select Survey from the drop-down (as below).





Input the WO, the date of the WO, and the total APU values into the lessor report as shown:



APU Meter Reading	WO 33461	
ACARS/HOBBS Meter Reading As Of Last Report	29-Jul-22	1350
ACARS/HOBBS Meter Reading Current Report	2-Sep-22	1630.1
ACARS/HOBBS Hours & Cycles During Month		280.1

The spreadsheet will then calculate the monthly total on its own. **Note that currently, only the 737-700s include cycles in their meter reports;** this value will be left blank on other planes.

Updating the Landing Gear

Currently all landing gear values are auto-calculated. Use P/N Inventory Control to confirm values, as per the engines; note that landing gear will typically use TSO (Time Since Overhaul) rather than TSLSV.

Updating the Next Major Inspection

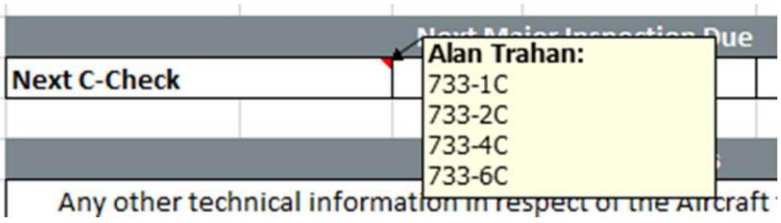
Planned inspections can be found using the Planning Query, found under Planning > Query > A/C Planning Query. From the top section ("Planning Elements"), select E/C.

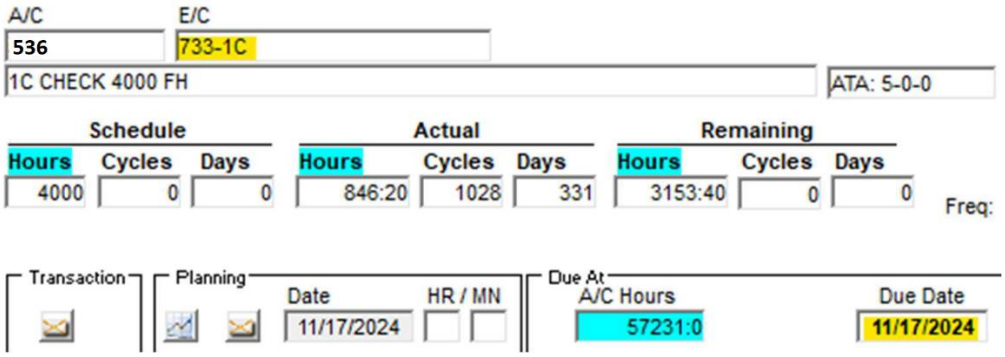
Skip over the next two sections and go to "From To Selection"; enter the AC.

Finally, go to "Planning Filters" and enter CHECK as the E/C Category.

Click FIND I the top bar. After a few seconds, a window will pop up saying "Planning Job Ready for Retrieval!" Click OK and a new tab will appear listing upcoming checks for this AC.

You are looking for the next upcoming C-Check for the AC. If you are not sure what counts as a C check, the spreadsheet includes a comment listing the different C-Check E/C names for that aircraft type.





Next Major Inspection Due		
Next C-Check	733-1C	November 17, 2024

Once you have found the next C-check, confirm that both the E/C name and the due date match what is in the spreadsheet already. Generally the E/C will be the same; due dates may or may not change monthly depending on how much the aircraft has flown.

Processing Major Component Changes

Whenever a major component is changed, its information will need to be updated accordingly in the spreadsheet. On the rare occasion that removal of the old component and installation of the new component do not take place in the same month (eg. during a longer LMV or HMV stay), the information can simply be updated in place, with the new component's info replacing that of the old; if not, however, both the times on the old component and those on the new component will need to be accounted for.

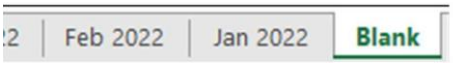
The spreadsheet contains a small comment block underneath the engines for recording information on removed components. The new component information must always go in the normal component block, even if it was only on for a tiny portion of the month; this is because the spreadsheet is set up to carry forward data from specific cells. Any new components must be put in the designated spot on the spreadsheet or it will attempt to calculate based on the removed component for the following month.

For removed components, record the part, serial number, date of removal, and times/cycles since new at the time of removal:

Assembly Changes
Engine 872541 removed Jan 14: TSN 52405:23 CSN 24635

Updating the Template

Any time major information is updated (such as a component PN/SN), the base template for that A/C will need to be updated in order for it to carry forward. The template is stored in a sheet to the far right labeled "Blank". Ideally this sheet should be kept hidden when not in use; if it does not appear, right click on any of the other sheet tabs and select "Unhide…", then select "Blank" from the list that pops up.



Certain formulas can also be edited from this template. For example, if a plane's engines are swapped out, you can clear the formulas from its monthly total cells so they no longer auto-populate with the A/C's monthly totals, and can be filled from the newly installed plane instead. **Use caution** when editing anything in the template, as changes made here will continue forward for each new month.

Anything not obviously modifiable from the template sheet is controlled by VBA modules. **Do not attempt to edit the VBA modules without at least making a backup**, and preferably having some prior knowledge of VBA. They have been commented and should be self-explanatory to anyone either familiar with VBA or comfortable with googling their programming questions.