**ZFuel**

**Posting**

**ZFUEL\_POST**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Record fuel, oil, and Diesel Exhaust Fluid (DEF) consumption for equipment/inventory items

Not Applicable

**Website Application:**

**Note(s):**

* This step is optional; NCDPI is automatically posting all valid fuel transactions by a nightly batch job. Pending transactions are automatically re-validated during this process.
* It is possible that records validated successfully at one point in the day may fail validation at posting if other entries have been made. If that were to occur, they would still appear on the ZFUEL error list next time it is reviewed (assuming you use a broad date range).

1. Open Transaction **ZFUEL\_POST**
2. *Post Batch Fuel Issues* window opens
   1. Plant Field – Input four-digit plant code (i.e., Alamance = 6001)
   2. Created Date Field – Input date fuel record was uploaded into the Fuel Application.
   3. Created Date Field – Input date fuel record was uploaded into the Fuel Application.
   4. <*Click*> **Execute icon** ![A picture containing clipart

      Description automatically generated]()
   5. <*Click*> **Immediate button** 
   6. <*Click*> **Save icon** 
   7. <*Click*> **Exit icon** A picture containing clipart

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Updated

12-10-2019