**ZFuel**

**Review and Corrections**

**ZFUEL**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Review processed file for any discrepancies.

Not Applicable

**Website Application:**

**Note(s):**

* **Common Codes**

1. Passed (the record was validated, and can be posted)
2. Failed (record failed validation and cannot be posted)

**05** Posted (inventory issue posted and measuring document created)

**06** Reversed (inventory issue canceled via ZFE2\_CR)

**10** Posted w/ errors (Usually a timestamp error prevents odometer update)

1. Open Transaction **ZFUEL**
2. *Automated Fuel Application* window opens
   1. <*Click*> **Retrieve button** 
3. *Automated Fuel Application; Fuel Record Search* window opens
4. Plant Field – Input four-digit plant code (i.e., Alamance = 6001)
5. Fuel Record Status Filed – Input “03”
6. Created On Field(s)
   1. Left Col. - Current date minus one year
   2. Right Col. - Current date
7. <*Click*> Search button A picture containing screenshot

   Description automatically generated
8. *Automated Fuel Application; Fuel Record Search* window opens
9. View Field - <*Click*> on the field’s down arrow; choose from the list “DPI Default” (See note(s))
10. <*Click*> Anywhere on the line of a failed record.
11. Input corrected data in the appropriate field(s) to correct the error.
12. <*Click*> **Save & Validate button** 
13. <*Click*> Back button   
    The status value updates to “02.”
14. Repeat Steps 5 – 8 as necessary
15. <*Click*> **Exit icon** A picture containing clipart

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**Important**

**All** unposted transactions for a vehicle must make sense before any of them validates, this may mean that you view all the transactions for that vehicle for a period, revise one or more odometer entries for the problem vehicle, and then click back through all admissions with errors to validate them. This is especially true if you have lots of outstanding entries for the same vehicle. They must ALL make sense.

Updated

12-10-2019