**ZFuel**

**Upload**

**ZFUEL**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Upload fuel data to PC.

Not Applicable

**Website Application:**

**Note(s):**

* **Before stocking fuel**, it is important to know current:
* Quantity; and
* Moving price
* **Common Errors:**
* Usage of wrong DOT number;
* Quantity incorrect;
* Price incorrect

**Note:** The above errors can be easily corrected if discovered promptly; however, when neglected due to the high volume of product movement, it can be a more tasking procedure to correct.

1. Open Transaction **ZFUEL**
2. *Automated Fuel Application* window opens
   1. <*Click*> **Upload button** 
3. *Automated Fuel Application; Import File Options for The Fuel Interface* window opens
4. <*Select>* Load the file from your PC
5. <*Click*> Browse button 
6. <*Double-Click*> on the desired “.txt” file located on the Client C (Generally V: drive)
7. <*Click*> 
8. <*Click*> 
9. Review the following data:
10. Number of Records Successful – the number of fuel records placed in the table for processing (THE FUEL IS NOT YET POSTED).
11. Number of Top-Off Records – the number of top-off fuel records that were consolidated and set in the schedule for processing.
12. The number of records from the file that already exists in the system – the amount of fuel records that have already been posted successfully and did not need to be placed in the table for processing because they would be duplicates.
13. <*Click*> **Exit icon** A picture containing clipart

    Description automatically generated

Updated

12-10-2019