**Fuel**

**Issue**

**ZFE2**

 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):**

* **Step 2 -** If the fiscal period has closed, use the first day of the current month.
* **Step 2** - Station number is based on the LEA’s plant number

**Formula:**

**Digit Value**

1 = 6

2 = 3rd of Plant #

3 = 4th of Plant #

4 = 0

5 = 0

(i.e., Alamance,

Plant =6001

Station = 60100)

**Exception:**

Plant 6100 = 69950

1. Open Transaction **ZFE2**
2. *Manual Fuel Issue Entry – By (User)* window opens
	1. Posting Date Field – Input Actual fueling date; format ##/##/####
	2. Date of Issue Field – Input Actual fueling date; format ##/##/####
	3. Station Field – Input five-digit number (See Note(s))
	4. Control Total-Fuel Field – Input TD-18B; total fuel dispensed
	5. Control Total Oil Field – Input TD-18B; Total combination of oil and Diesel Exhaust Fluid (DEF) dispensed.
	6. <*Enter*>
	7. Inventory Field – (Required) Input number assigned to vehicle, equipment, or school using fuel. (i.e., Plant 6001, Bus 0140 = 6100-0140)
	8. Fuel Type Field – (Optional) If fuel dispensed; input appropriate code.
		1. D = Diesel
		2. U = Unleaded
	9. Gallons Field – (Optional) Input volume of fuel dispensed.
	(Enter to the nearest tenth)
	10. Lube Type Field – (Optional) If lube(s) dispensed; input appropriate code.

 Code Item DOT #

 04 Oil 15W40 159000049

 45 DEF (Gal) 159000098

 46 DEF (Pkg) 159000099

* 1. Quantity Field – (Optional) Input number of units of oil (qt) or DEF (Gal/Pkg) dispensed.
	2. Meter Field – (Required/Optional) Input odometer at time of fueling.
	(Required if fuel dispensed)
	3. <*Enter*> at the completion of each line. This allows SAP to verify input. Repeat as needed for additional entries.
1. <*Click*> **Process Entries icon** 
2. <*Click*> **Exit icon** 

Updated

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