**ZFuel**

**Overview**

**ZFUEL**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Overview

Not Applicable

**Website Application(s):**

**Note(s):**

Purpose: The Fuel Interface Application provides an automated distribution technique for recording the quantity and type of material dispensed from a fuel station/truck, and data about the equipment receiving the product.

How: FuelMaster, Go Energies, or another application creates a “.txt” file with a specified format structure that is capable of being uploaded into SAP.

Access: Application access is only available on request, and file format verification is required before advancing. For further information email: [Kevin.Harrison@dpi.nc.gov](mailto:Kevin.Harrison@dpi.nc.gov)

Upload Data is uploaded, SAP validates the information, consolidates

Mechanics: top – off postings (multiple fuel quantities close together with the same odometer reading) and ensures no duplication of records.

Note: Loading data does not issue the fuel from inventory or create measurement documents; these functions occur when the fuel records are posted.

Quality Uploaded fuel data records should be reviewed before posting.

Assurance: Accounts having errors must be corrected before the system will allow posting to occur.

Note: Majority of common mistakes relate to meter readings; they can be corrected from within the Fuel Application.

Visual

Synopsis:

Updated

12-11-2019