**Fuel**

**Post-Receipt**

**ZMB20**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Verification of Fuel (Diesel or Unleaded) inventory quantities received correctly.

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 **ZMB20**
2. *Transaction History Report* window opens

**Required Selection Criteria Section**

* 1. Posting Date Field = Input date fuel received using MIGO.
  2. Material Field
     1. 159000054 = Diesel
     2. 159000055 = Unleaded
  3. Plant Field - Input four-digit plant code (i.e., Alamance =6001)

**Optional Selection Criteria to Further Restrict the Selection**

1. Movement Type Field – Input 971 (Receipt of bulk fuel)
2. <*Click* > **Execute icon** 
3. *Item Transaction History* window opens
4. Verify *(See note(s))*
   1. Balance Prior to Transaction
   2. Transaction Quantity
   3. Transaction Unit Price
   4. Total Transaction Value
5. <*Click*> **Exit icon** A picture containing clipart

   Description automatically generated (Twice)

Updated

12-09-2019