	Manual Fuel Issue	**ZFE2**

Use this procedure to record gas, oil, and DEF consumption for vehicles.

Basic Commands	
Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

HINT:

Striking key F4 followed by F2 can be used to enter the current date in the date fields.

1. From the **SAP R/3 System Easy Access** screen or from your favorites, enter or select transaction code **ZFE2**.
2. Click or press **Enter**. The **Manual Fuel issue Entry** screen displays.
3. Enter or select by using the matchcode dropdown, data for the following required fields:
   - **Posting Date** (use actual fueling date)
   - **Date of Issue** (use actual fueling date)

   If you cannot use actual fueling date because the fiscal period has closed, use the first day of the current month.

   - **Station** (Ex. Plant 6049 is Station 64900)
   - **Control Total-Fuel** (enter total of all fuel issues. You must enter "0" or a specific quantity).
   - **Control Total-Oil** (enter total of all oil and DEF issues. You must enter "0" or a specific quantity).
4. Click or hit Enter. The **Manual Fuel Issue List Editing Entry** screen displays.
5. Enter data for each of the following fields:
   - **Inventory number** – Equipment inventory number
   - **Fuel** – Enter **D** for diesel; **U** for unleaded
   - **Gallons** – Enter amount of fuel to the nearest tenth.
   - **Meter** – Enter odometer reading

   If oil or DEF was issued to the vehicle you may also enter:
   - **Lube** – Enter **04** (15W40 Oil for Buses) 159000049
      OR **45** (DEF Gallons) 159000098
      OR **46** (DEF Package) 159000099
   - **QTY** – Enter number of units of oil (QT) or DEF (GAL/PKG)
6. Press Enter at the completion of each line (or at the conclusion of the last line) to see if SAP reports any in-line errors.

NOTE: If any line errors exist please consult error list at the end of this document.

Manual Fuel Issue

ZFE2

Use this procedure to record gas and oil consumption for vehicles.

Basic Commands	
Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

HINT:

Striking key F4 followed by F2 can be used to enter the current date in the date fields.

8.   Continue entering the information for each vehicle

9.   Click 🕐 . A dialog message displays.

If the line items total to the amount entered in **Control Total-Fuel** and the **Control Total-Oil** fields in **Step 3**, a dialog message will display indicating that the Goods Movement transaction and the Measurement Document updates were successful.

9.   Click 🏠 to exit the transaction.

NOTE 1: You can do DEF or Oil only lines. If you have both DEF and oil, then you will have to do more than one line. Lines without fuel do not require mileage.

NOTE 2: Meter readings must be entered in accordance with the odometer rollover. If the rollover is set for 100,000 miles BSIP will not accept readings over 100,000 miles. This can be corrected by contacting the helpdesk, but you should first ensure that the vehicle's odometer actually shows over 100,000 miles.

Common ZFE2 Errors

1. Measurement reading is over the tolerance

Cause: You have tried to advance the mileage on the vehicle by more miles than one tank of fuel (or two) could have possibly carried the vehicle or you have entered a reading in the 100,000's or 200,000's when the vehicle is listed as having an odometer rollover at 100,000 miles.

Solution 1: Vehicle over tolerance by 99,xxx miles or 199,xxx miles**.** Odometer with rollover at 100k or 200k. Remove the leading 1 or 2 from the mileage and retry.

Solution 2: Confirm the mileage of the vehicle, if still over tolerance because it was fueled in another location in between then email helpdesk or issue a measurement document with IK11 to correct the mileage.

2. The reading is below the last reading taken

Cause: Current Mileage in the system is greater than the mileage you have attempted to enter

Solution: Confirm the mileage of the vehicle; If the true mileage is really below the last reading in the system email the helpdesk to reverse the incorrectly entered mileage

3. Review upper range limit

Cause: Occurs when entering more fuel than the capacity of the vehicle

Solution: Check for typo, and assure that it is a reasonable amount of fuel for the vehicle in one fueling. If it is, email the helpdesk

4. The standing order is not set to released

Cause: The standing fuel order for the vehicle is technically completed, usually done when maintenance plans are suspended (For Sale/Sold vehicles as well as wrecked, cannibalized, and vehicles available for transfer)

Solution: Confirm the vehicle number and determine the vehicle status, this vehicle should not be fueled because its maintenance plans are most likely not active.

5. The fuel entered is outside the range allowed for this vehicle

Cause: Wrong fuel type entered, bus number typo

Solution: Correct fuel type, confirm vehicle number

6. Counter reading must be less than counter overflow reading

Cause: 100k mile odometer vehicles in the system when a reading over 100,000 miles is entered (Rare error because it is often pre-empted by one of the above errors). Error is received AFTER the fuel is issued to the vehicle

Solution: This one is tricky because the fuel movement goes through, but the odometer is not changed. **Do not re-enter fuel for the vehicle from the same fuel sheet. Consult help desk.**