



# FLEET MANAGEMENT-TXFS

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Property Manager

Texas A&M Forest Service





#### INFORMATION REPORTED TO THE STATE

- One odometer reading per month to be reported to the state.
  - Very last day of the month
- Maintenance:
  - PM Summary
    - Commercial
    - Internal
  - Repair Summary
    - Commercial
    - Internal
- Fuel Entries
  - Hit-by-hit Transactions
  - Consolidated Fuel

#### PREPARING



Monthly reminder emails to Fuel Bill Coordinators



Monthly odometer reading checks



Monthly recons to FAMIS & Origami

#### BATCH UPLOADING TO TXFS

#### • Helpful Tips

- Check spelling
- Use sub-totals for maintenance
- Verify calendar year
- Convert to CSV file to upload

# TEMPLATES FOR TXFS: END OF MONTH ODOMETERS

A	В	С	J	K	L
AGENCY	Equipment ID	EOM METER 1 VALUE	молтн	YEAR	COMMENT
-	<b>*</b>	-	-	-	
576000	5760001596854	269	9	2024	
576000	5760001596854	269	10	2024	
576000	5760001596854	1681	11	2024	
576000	5760001596866	1	9	2024	
576000	5760001596866	1	10	2024	
576000	5760001596866	1	11	2024	
576000	5760001596867	1	9	2024	
576000	5760001596867	1	10	2024	
576000	5760001596867	1	11	2024	
576000	576000730325	27075	9	2024	
576000	576000730325	27075	10	2024	
576000	576000730325	27075	11	2024	
576000	576001068758	144521	9	2024	
576000	576001068758	144779	10	2024	
576000	576001068758	145263	11	2024	
576000	576001068764	114706	9	2024	
576000	576001068764	115113	10	2024	
576000	576001068764	115452	11	2024	
576000	576001068765	98295	9	2024	
576000	576001068765	99134	10	2024	
576000	576001068765	99134	11	2024	
576000	576001068768	100500	9	2024	
576000	576001068768	100521	10	2024	
576000	576001068768	100545	11	2024	
576000	576001068769	100718	9	2024	
576000	576001068769	100968	10	2024	

# CONVERTING TO CSV FILE: END OF MONTH ODOMETERS

Α	В	С	D	E	F	G	Н	1	J	K	L	
AGENCY	Equipmen	EOM METE	EOM METE	METER 1 P	METER 2 P	NUMBER (	NUMBER (	NUMBER (	MONTH	YEAR	COMMENT	
576000	5.76E+12	269							9	2024		
576000	5.76E+12	269							10	2024		
576000	5.76E+12	1681							11	2024		
576000	5.76E+12	1							9	2024		
576000	5.76E+12	1							10	2024		
576000	5.76E+12	1							11	2024		
576000	5.76E+12	1							9	2024		
576000	5.76E+12	1							10	2024		
576000	5.76E+12	1							11	2024		
576000	5.76E+11	27075							9	2024		
576000	5.76E+11	27075							10	2024		
576000	5.76E+11	27075							11	2024		
576000	5.76E+11	144521							9	2024		
576000	5.76E+11	144779							10	2024		
576000	5.76E+11	145263							11	2024		
576000	5.76E+11	114706							9	2024		
576000	5.76E+11	115113							10	2024		
576000	5.76E+11	115452							11	2024		
576000	5.76E+11	98295							9	2024		
576000	5.76E+11	99134							10	2024		
576000	5.76E+11	99134							11	2024		
576000	5.76E+11	100500							9	2024		
576000	5.76E+11	100521							10	2024		
576000	5.76E+11	100545							11	2024		
576000	5.76E+11	100718							9	2024		
576000	5.76E+11	100968							10	2024		
576000	5.76E+11	101299							11	2024		

- Login to TxFS: <u>https://txfs.ovfm.state.tx.us/fleet/Kernel/w\_login.jsp</u>
- Select the down arrow next to Fleet Management
  - Select: System
     Fleet Management
     Fleet Management
     System
- On Tools Bar- Select Import Runner



- Select Imports Tab
- Select "End of Month Odometer reading (inserts)"
- Select Import Log tab



Imports Import Detail Import Log									
Target Table Actions v									
Import Config Name	Target Table Name								
Consolidated Fuel Transactions Inserts	EQUIPMENT_FUELING								
Consolidated Repair Order (Inserts)	EQUIPMENT_REPAIR_SUMMARY								
End of Month Odometer reading (inserts)	EQUIPMENT_ODOMETER_MONTH								

- Right- click inside the Target Table (middle of the page)
  - Select Manage Files
  - File Browser will open
    - Right-click inside file browser window
    - Select Make Directory
      - Directory Name: MM.YY
         Make
    - Ok

vindow	Sort Find
I Inload File	
Make Directory	
Delete selected	
Download Selected	

Import new Data Manage Files

- In File Browser window, click on new directory MM.YY (blue hyperlink)
  - Right-click inside file browser window
  - Select Upload File
  - Select Choose Files
    - Locate your <u>End of Month</u>CSV file
    - Upload
  - Close File Browser
- Right-click inside the Target Table (middle of the page)
  - Select Import new Data
    - Select blue hyperlink for directory MM.YY
    - Select EOM- MM.YY to MM.YY file that was uploaded in directory
    - Ok

File Browser												
/fm	sdata	a/12191/10-2021										
		Name		Date Modified								
	0	-		null								
		EOM - 06-21 to 08-21.csv	64798	10/27/2021 15:40:30								

Upload File
Make Directory
Delete selected
Download Selected

Import new Data
Manage Files
Sort
Find
Copy rows to clipboard (CSV)
Copy all to clipboard (CSV)

• A box will open as the upload begins – Do not close box – Wait until it changes from Please Wait...

to Done	Please wait	Done
	Actions V	Actions v
	Import Running:	Import Summary:
	Import: "End of Month Odometer reading (inserts)"	Import: "End of Month Odometer reading (inserts)"
	Start Time: 10/27/2021 15:42:47	Start Time: 10/27/2021 15:42:47
	Records Processed: 1000	Records Processed: 1611
	Records Imported: 0	Records Imported: 1520
	Errors: 0	Errors: 91
	Finish Time:	Finish Time: 10/27/2021 15:42:52

- Once upload is completed you will get a pop up that says, "Would you like to view the error file?"
  - Check this file to see what errors were given and what needs to be worked and re-uploaded

А	В	С	E	F	G	Н	1	J	К
Agency	Equipment ID	Activity Name	Vendor	Labor Costs	Material Costs	Misc. Costs	Month	Year	Comment
576000	576001093434	PM SUMMARY	COMMERCIAL			62	9	2024	SA Annual State Inspection, SA State Re
576000	576001106422	PM SUMMARY	COMMERCIAL	39.98	38.98	51.98	9	2024	PM D Service, oil change
576000	576001119610	PM SUMMARY	COMMERCIAL	7	7.5	2	9	2024	SA Annual State Inspection, SA State Re
576000	576001119621	PM SUMMARY	COMMERCIAL	140	1042.23	20	9	2024	SA Tire Replacement
576000	576001135002	PM SUMMARY	COMMERCIAL			64.97	9	2024	PM D Service, oil change
576000	576001135006	PM SUMMARY	COMMERCIAL	52.35	35.7	8.9	9	2024	PM D Service, oil change
576000	576001148207	PM SUMMARY	COMMERCIAL	83	385.86	14.44	9	2024	SA Tire Replacement, windshield wiper
576000	576001148210	PM SUMMARY	COMMERCIAL	740	734.43		9	2024	Air filter, water pump replacement
576000	576001148222	PM SUMMARY	COMMERCIAL	32.42	17.5	51.98	9	2024	PM D Service, oil change
576000	576001173343	PM SUMMARY	COMMERCIAL		234.48		9	2024	PM D Service, oil change
576000	576001173492	PM SUMMARY	COMMERCIAL			64.07	9	2024	PM D Service, oil change
576000	576001173503	PM SUMMARY	COMMERCIAL	80	675.96		9	2024	SA Tire Replacement
576000	576001173513	PM SUMMARY	COMMERCIAL	47	187.51	24.5	9	2024	SA State Registration, SA Annual State
576000	576001180076	PM SUMMARY	COMMERCIAL			1789.95	9	2024	SA Tire Replacement
576000	576001180077	PM SUMMARY	COMMERCIAL	169.96	51.7	4.6	9	2024	PM D Service, oil change

#### **TEMPLATES FOR TXFS: REPAIRS-COMMERCIAL**

#### **CONVERTING TO CSV FILE: REPAIRS- COMMERCIAL**

A	В	С	D	E	F	G	Н	I.	J	K	L	M	N	0	P	Q	R
Agency	Equipmen	Activity Na	Downtime	Vendor	Labor Cos	Material C	Misc. Cost	Month	Year	Comment							
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL		62	9	2024	SA Annual	State Insp	ection, SA	State Regis	stration			
576000	5.76E+11	PM SUMM	ARY	COMMERC	39.98	38.98	51.98	9	2024	PM D Servi	ce, oil cha	inge					
576000	5.76E+11	PM SUMM	ARY	COMMERC	7	7.5	2	9	2024	SA Annual	State Insp	ection, SA	State Regis	stration			
576000	5.76E+11	PM SUMM	ARY	COMMERC	140	1042.23	20	9	2024	SA Tire Rep	olacement						
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL		64.97	9	2024	PM D Servi	ce, oil cha	inge					
576000	5.76E+11	PM SUMM	ARY	COMMERC	52.35	35.7	8.9	9	2024	PM D Servi	ce, oil cha	inge					
576000	5.76E+11	PM SUMM	ARY	COMMERC	83	385.86	14.44	9	2024	SA Tire Rep	olacement	, windshie	ld wipers				
576000	5.76E+11	PM SUMM	ARY	COMMERC	740	734.43		9	2024	Air filter, w	ater pump	o replacem	nent				
576000	5.76E+11	PM SUMM	ARY	COMMERC	32.42	17.5	51.98	9	2024	PM D Servi	ce, oil cha	inge					
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL	234.48		9	2024	PM D Servi	ce, oil cha	inge					
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL		64.07	9	2024	PM D Servi	ce, oil cha	nge					
576000	5.76E+11	PM SUMM	ARY	COMMERC	80	675.96		9	2024	SA Tire Rep	olacement						
576000	5.76E+11	PM SUMM	ARY	COMMERC	47	187.51	24.5	9	2024	SA State Re	egistration	, SA Annua	al State Ins	pection, SA	Tire Repla	cement	
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL		1789.95	9	2024	SA Tire Rep	olacement						
576000	5.76E+11	PM SUMM	ARY	COMMERC	169.96	51.7	4.6	9	2024	PM D Servi	ce, oil cha	inge					
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL		62	9	2024	SA Annual	State Insp	ection, SA	State Regis	stration			
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL		62	9	2024	SA Annual	State Insp	ection, SA	State Regis	stration			
576000	5.76E+11	PM SUMM	ARY	COMMERCI	AL		114.77	9	2024	PM D Servi	ce, oil cha	nge, air fil	ter, SA Ann	ual State I	nspection,	SA State Re	gistration

- Login to TxFS: <u>https://txfs.ovfm.state.tx.us/fleet/Kernel/w\_login.jsp</u>
- Select the down arrow next to Fleet Management
  - Select: System
     AgleAssets
     Fleet Management
     Fleet Management
     System
- On Tools Bar- Select Import Runner



- Select Imports Tab
- Select "Consolidation Repair Order (Inserts)"
- Select Import Log tab



Imports Import Detail Import Log								
Target Table Actions v								
Import Config Name	Target Table Name							
Consolidated Fuel Transactions Inserts	EQUIPMENT_FUELING							
Consolidated Repair Order (Inserts)	EQUIPMENT_REPAIR_SUMMARY							
End of Month Odometer reading (inserts)	EQUIPMENT_ODOMETER_MONTH							
Equipment Purchase Import	EQUIPMENT_INVENTORY							
Equipment Update Batch	EQUIPMENT_INVENTORY							
Hit-by-hit Fuel Transactions (Inserts)	EQUIPMENT_FUELING							

- Right- click inside the Target Table (middle of the page)
  - Select Manage Files

Import new Data	
Manage Files	
Sort 😡	
Find	

- In File Browser window, click on new directory MM.YY (blue hyperlink)
  - Right-click inside file browser window
  - Select Upload File
  - Select Choose Files
    - Locate your <u>Commercial</u> CSV file
    - Upload
  - Close File Browser
- Right-click inside the Target Table (middle of the page)
  - Select Import new Data
    - Select blue hyperlink for directory MM.YY
    - Select Commercial Repairs- MM.YY to MM.YY file that was uploaded in directory
    - Ok
- File Browser

/fmsdata/12191/10-21								
		Name	Size	Date Modified				
	0	<u></u>		null				
Q		Commercial Repairs - 06-21 to 08-21.csv	20514	10/31/2021 22:00:25				

Upload File
Make Directory
Delete selected
Download Selected

Import new Data
Manage Files
Sort
Find
Copy rows to clipboard (CSV
Copy all to clipboard (CSV)

• A box will open as the upload begins – Do not close box – Wait until it changes from Please Wait...

to Done	Please wait	Done
	Actions v	Actions v
	Import Running:	 Import Summary:
	Import: "Consolidated Repair Order (Inserts)"	Import: "Consolidated Repair Order (Inser
	Start Time: 10/31/2021 22:02:34	Start Time: 10/31/2021 22:02:34
	Records Processed: 208	Records Processed: 209
	Records Imported: 0	Records Imported: 208
	Errors: 0	Errors: 1
	Finish Time:	Finish Time: 10/31/2021 22:02:40

- Once upload is completed you will get a pop up that says, "Would you like to view the error file?"
  - Check this file to see what errors were given and what needs to be worked and re-uploaded

Α	В	С	E	F	G	Н	1	J	К
Agency	Equipment ID	Activity Name	Vendor	Labor Costs	<b>Material Costs</b>	Misc. Costs	Month	Year	Comment
576000	576000730325	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001068765	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001068768	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001068770	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001106384	PM SUMMERY	INTERNAL	35	30.37		9	2024	PM D Service, oil change, air filter
576000	576001106405	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001106409	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001106418	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001106422	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001106427	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001106446	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001119610	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001119611	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection
576000	576001119612	PM SUMMERY	INTERNAL	17.5			9	2024	SA Monthly Vehicle Inspection

#### **TEMPLATES FOR TXFS: REPAIRS- INTERNAL**

#### **CONVERTING TO CSV FILE: REPAIRS- INTERNAL**

А	В	C	D	E	F	G	н	1	J	ĸ	L	M	
Agency	Equipmen	Activity Na	Downtime	Vendor	Labor Cos	Material C	Misc. Cost	Month	Year	Comment			
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	35	30.37		9	2024	PM D Servi	ce, oil cha	nge, air filt	ter
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthly	y Vehicle I	nspection	
576000	5.76E+11	PM SUMM	ERY	INTERNAL	17.5			9	2024	SA Monthl	y Vehicle I	nspection	

- Login to TxFS: <u>https://txfs.ovfm.state.tx.us/fleet/Kernel/w\_login.jsp</u>
- Select the down arrow next to Fleet Management
  - Select: System
     Fleet Management
     Fleet Management
     System
- On Tools Bar- Select Import Runner



- Select Imports Tab
- Select "Consolidation Repair Order (Inserts)"



_	mports Import Detail Import Log								
Γ	Target Table Actions v								
	Import Config Name	Target Table Name							
	Consolidated Fuel Transactions Inserts	EQUIPMENT_FUELING							
•	Consolidated Repair Order (Inserts)	EQUIPMENT_REPAIR_SUMMARY							
	End of Month Odometer reading (inserts)	EQUIPMENT_ODOMETER_MONTH							
	Equipment Purchase Import	EQUIPMENT_INVENTORY							
	Equipment Update Batch	EQUIPMENT_INVENTORY							
	Hit-by-hit Fuel Transactions (Inserts)	EQUIPMENT_FUELING							

- Right- click inside the Target Table( middle of the page)
  - Select Manage Files

Import new Data					
Manage Files					
Sort 🖓					
Find					

- In File Browser window, click on new directory MM.YY (blue hyperlink)
  - Right-click inside file browser window
  - Select Upload File
  - Select Choose Files
    - Locate your <u>Internal</u> CSV file
    - Upload
  - Close File Browser
- Right-click inside the Target Table (middle of the page)
  - Select Import new Data
    - Select blue hyperlink for directory MM.YY
    - Select Internal Repairs- MM.YY to MM.YY file that was uploaded in directory
    - Ok

Upl	oad File
Ma	ke Directory
Del	ete selected
Dov	wnload Selected

	Manage Files
)	Sort
	Find
	Copy rows to clipboard (CSV
	Copy all to clipboard (CSV)

. .

File Browser

/fmsdata/12191/10-21							
	Name	Size	Date Modified				
	D		null				
0	Commercial Repairs - 06-21 to 08-21.csv	20514	10/31/2021 22:00:25				
0	Fuel - 06-21 to 08-21.csv	252473	10/28/2021 15:51:21				
Q	Internal Repairs - 06-21 to 08-21.csv	6953	10/31/2021 22:01:19				

• A box will open as the upload begins – Do not close box – Wait until it changes from Please Wait...

Please wait		Done
Actions v		Actions v
Import Running:		Import Summary:
Import: "Consolidated Repair Order (Inserts)"		Import: "Consolidated Repair Order (Inserts)
Start Time: 10/31/2021 22:09:59		Start Time: 10/31/2021 22:09:59
Records Processed: 86		Records Processed: 87
Records Imported: 0		Records Imported: 87
Errors: 0		Errors: 0
Finish Time:		Finish Time: 10/31/2021 22:10:03
	Please wait Actions ▼ Import Running: Import: "Consolidated Repair Order (Inserts)" Start Time: 10/31/2021 22:09:59 Records Processed: 86 Records Imported: 0 Errors: 0 Finish Time:	Please wait Actions ▼ Import Running: Import: "Consolidated Repair Order (Inserts)" Start Time: 10/31/2021 22:09:59 Records Processed: 86 Records Imported: 0 Errors: 0 Finish Time:

- Once upload is completed you will get a pop up that says, "Would you like to view the error file?"
  - Check this file to see what errors were given and what needs to be worked and re-uploaded

# TEMPLATES FOR TXFS: HIT-BY-HIT FUEL

Α	В	С	D	E	F	Н
AGEN	EQUIPMENT ID 🔻	TRANSACTION DAT	PRODUCT COL	QUANTI	TOTAL CO 🔻	VENDOR 💌
576000	576001394607	11/29/2024	DSL	35.26	107.87	COMMERCIAL
576000	576001594706	11/27/2024	DSL	31.58	97.89	COMMERCIAL
576000	576001569500	11/26/2024	DSL	14.93	44.78	COMMERCIAL
576000	576001442871	11/26/2024	DSL	73.49	276.25	COMMERCIAL
576000	576001180083	11/26/2024	DSL	101.64	299.76	COMMERCIAL
576000	576001594710	11/26/2024	DSL	33.12	100	COMMERCIAL
576000	576001394571	11/26/2024	DSL	30.5	90.25	COMMERCIAL
576000	576001180187	11/26/2024	DSL	80.14	248.38	COMMERCIAL
576000	576001093434	11/25/2024	DSL	30.41	90	COMMERCIAL
576000	576001443153	11/25/2024	DSL	21.39	62.01	COMMERCIAL
576000	576001148210	11/25/2024	DSL	19.45	58.93	COMMERCIAL
576000	576001594710	11/25/2024	DSL	33.34	100	COMMERCIAL
576000	576001375860	11/24/2024	DSL	22.6	66.66	COMMERCIAL
576000	576001180171	11/23/2024	DSL	37.48	112.42	COMMERCIAL

Α	В	С	D	E	F	
AGENCY	EQUIPMENT ID	TRANSACTION D	PRODUCT	QUANTITY	TOTAL CO	OD
576000	5.76001E+11	11/29/2024	DSL	35.26	107.87	
576000	5.76002E+11	11/27/2024	DSL	31.58	97.89	
<b>576000</b>	5.76002E+11	11/26/2024	DSL	14.93	44.78	
576000	5.76001E+11	11/26/2024	DSL	73.49	276.25	
576000	5.76001E+11	11/26/2024	DSL	101.64	299.76	
576000	5.76002E+11	11/26/2024	DSL	33.12	100	
576000	5.76001E+11	11/26/2024	DSL	30.5	90.25	
576000	5.76001E+11	11/26/2024	DSL	80.14	248.38	
576000	5.76001E+11	11/25/2024	DSL	30.41	90	
576000	5.76001E+11	11/25/2024	DSL	21.39	62.01	
576000	5.76001E+11	11/25/2024	DSL	19.45	58.93	
576000	5.76002E+11	11/25/2024	DSL	33.34	100	
576000	5.76001E+11	11/24/2024	DSL	22.6	66.66	
576000	5.76001E+11	11/23/2024	DSL	37.48	112.42	
576000	5.76009E+11	11/22/2024	DSL	166.86	483.727	
576000	5.76001E+11	11/22/2024	DSL	33.47	101.4	
576000	5.76001E+11	11/22/2024	DSL	65.17	192.2	
576000	5.76001E+11	11/22/2024	DSL	44.28	130.61	

#### CONVERTING TO CSV FILE: HIT-BY-HIT FUEL

- Login to TxFS: <u>https://txfs.ovfm.state.tx.us/fleet/Kernel/w\_login.jsp</u>
- Select the down arrow next to Fleet Management
  - Select: System
     AgleAssets
     Fleet Management
     Fleet Man
     Resources
     System
- On Tools Bar- Select Import Runner



- Select Imports Tab
- Select "Hit-by-hit Fuel Transactions (Inserts)"
- Select Import Log tab

Imports Import Detail Import Log

Imports Import Detail Import Log				
Target Table Actions v				
Import Config Name	Target Table Name			
Consolidated Fuel Transactions Inserts	EQUIPMENT_FUELING			
Consolidated Repair Order (Inserts)	EQUIPMENT_REPAIR_SUMMARY			
End of Month Odometer reading (inserts)	EQUIPMENT_ODOMETER_MONTH			
Equipment Purchase Import	EQUIPMENT_INVENTORY			
Equipment Update Batch	EQUIPMENT_INVENTORY			
Hit-by-hit Fuel Transactions (Inserts)				

- Right- click inside the Target Table (middle of the page)
  - Select Manage Files

Import new Da	ata
Manage Files	N
Sort	3
Find	

- In File Browser window, click on new directory MM.YY (blue hyperlink)
  - Right-click inside file browser window
  - Select Upload File
  - Select Choose Files
    - Locate your <u>Fuel</u> CSV file
    - Upload
  - Close File Browser
- Right-click inside the Target Table (middle of the page)
  - Select Import new Data
    - Select blue hyperlink for directory MM.YY
    - Select **Fuel- MM.YY to MM.YY** file that was uploaded in directory
    - Ok

U	Ipload File
N	lake Directory
C	elete selected
C	ownload Selected



File Browser



to Done

• A box will open as the upload begins – Do not close box – Wait until it changes from Please Wait...

Please wait	Done
tions <b>v</b>	Actions v
mport Running:	import Summary:
port: "Hit-by-hit Fuel Transactions (Inserts)"	Import: "Hit-by-hit Fuel Transactions (Inserts
t Time: 10/28/2021 15:52:32	Start Time: 10/28/2021 15:52:32
ords Processed: 999	Records Processed: 4141
ords Imported: 0	Records Imported: 4119
rs: 0	Errors: 22
h Time:	Finish Time: 10/28/2021 15:54:40

- Once upload is completed you will get a pop up that says, "Would you like to view the error file?"
  - Check this file to see what errors were given and what needs to be worked and re-uploaded.

### **COMMON ERROR MESSAGES**

- Cannot save because there is a duplicate record
  - Multiple Odometer readings for one month
  - Multiple fuel entries with the same data
- Equipment not found
- Target not found (check spelling.. I misspelt Summary & had this error)
- Fuel type capacity exceeded
- Fuel 'DSL' not allowed for vehicle or Fuel 'GAS' not allowed for vehicle
  - Wrong fuel type for that vehicle
- ORA-00001: unique constraint (FLEET\_TXCPA.UK\_6COLS) violated
  - Same transaction previously uploaded
- Equipment not found
  - Asset not found in TxFS



#### RESOURCES

- <u>TxFS OVFM Portal</u>
- TxFS Contacts: Caleb North & Nicklaus Watson
  - <u>Caleb.North@cpa.texas.gov</u>
  - <u>Nicklaus.Watson@cpa.texas.g</u> <u>ov</u>
- Due Dates
  - 1<sup>st</sup> Quarter (September November)- Due January 31<sup>st</sup>
  - 2<sup>nd</sup> Quarter (December-February)- Due April 30<sup>th</sup>
  - 3<sup>rd</sup> Quarter (March- May)-Due July 31st
  - 4<sup>th</sup> Quarter (June- August)-Due October 31st



# QUESTIONS