

Express Edition
User Manual

Automation Solutions for oil & gas, defense and aviation applications



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Using This Publication

The *FuelsManager Defense Express Edition User Manual* describes the basics of working with FuelsManager Defense Version 6.0, including set up, menus, queries, and reports. It also provides detailed steps and procedures required for using the Web Accounting application at Regional and Local sites.

Before reading this publication, you should become familiar with the operation of Microsoft Windows. This manual is intended for Site Administrators and Local Administrators. For additional information about the FuelsManager Defense application, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.

Windows Terminology

The FuelsManager Defense user interface is based upon the Microsoft Windows Graphical User Interface (GUI) standard and is SAA-compliant (System Application Architecture standard for open systems). All top-level menus, dialog boxes and mouse-driven interfaces adhere to the published standards for Microsoft Windows. This manual uses the terms described in the following tables when describing operator actions and windows elements for step-by-step instructions.

Actions in Windows

Actions	Description
Point	To move the mouse pointer until it rests on the item of choice.
Click	To quickly press and release the mouse button once.
Double-click	To quickly press and release the mouse button twice in succession.
Drag	To hold down the mouse button while moving an object across the computer screen.
Release	To quit holding down the mouse button after dragging an item.
Select	To pick an item on a menu, button or to highlight text or graphics usually via a single click. Selecting does not initiate an action.
Choose	To pick an item to carry out an action. Often needed to select an item before choosing it (usually via a double-click).

Window Elements

Elements	Description
Program Icon	Provides a pop-up menu, which allows window modification.
Title Bar	Shows the title of the application, document or FuelsManager graphic window.
Menu Bar	Lists of available menus. Most applications have a File menu, Edit menu, and a Help menu, as well as menus unique to the application.
Menu	A menu contains a list of commands or actions performed by the operator. Also referred to as a pop-up/drop-down menu.
Dialog Box	A movable window that is displayed on screen in response to the user selecting a menu option. It provides the current status and available options for a particular feature in the application.
Window	A scrollable viewing area on screen. May refer to the entire application in a window.
Window Title	The Window title can be the name of an application, document, group, directory or file depending on the type of window in which it appears.
Close Button	Use this button to close the window or application.
Maximize Button	Use this button to enlarge the application window so that it fills the entire desktop.
Minimize Button	Use this button to reduce the application window to an icon at the bottom of the screen.
Restore Button	This button can restore an application window to its previous size and location.
Window Border	The Window border is the outside edge of a window. The user can change the window size by dragging the border in or out on each side of a window.

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1 Introduction

Administrator Types

There are two types of Administrator accounts in the FuelsManager Defense Accounting system: a Site Administrator and a Local Administrator.

Site Administrator

A Site Administrator maintains the Administrator user account, creates and maintain sites, and configures security policies for site-level users. When logged in as a Site Administrator, the Ledger, Upload, and Query options are not available; however, a Site Administrator at a regional location can log on as a Local Administrator to access these options.

Local Administrator

The Local Administrator handles administrative tasks such as the following:

- Editing data for the site.
- Entering users and assigning them to appropriate groups of users with similar security privileges.
- Defining security policies and configuring settings for passwords and user accounts.
- Defining equipment and equipment types.
- Entering and maintaining all other Reference Table data, including customers, employees, contracts, and products.
- Defining contracts used with Shipment transactions.

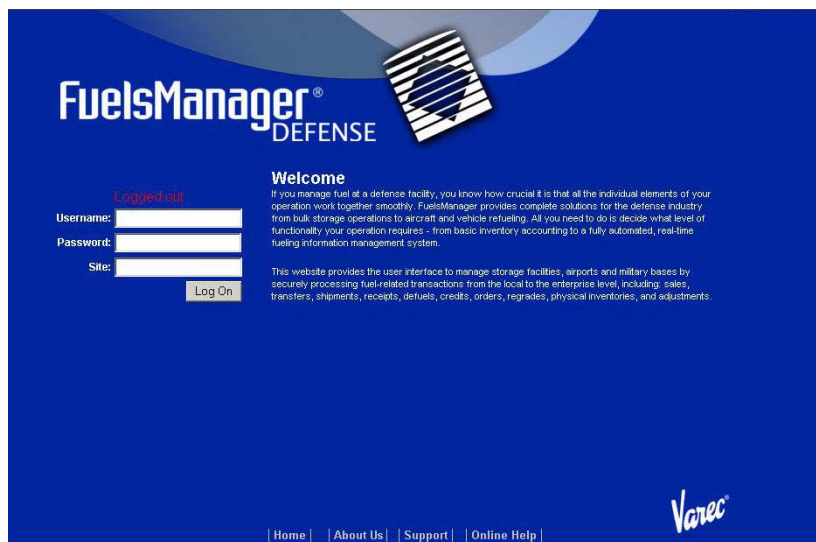
Local Administrators also have the same rights that all other users do and can access and perform all tasks described in this section. DoD policy is that Local Administrators use two separate accounts when working with FuelsManager Defense. Use one account strictly for administrative duties such as defining security policies. The second account should be used for performing daily duties, such as uploading files or posting transactions.

Getting Started

Before you can access any FuelsManager Defense Accounting data, the Local Administrator must log on to configure the site. The Local Administrator has the permissions needed to add users to predefined groups at the site as well as set up the database. A Local Administrator is a user account that is assigned to a group that has all rights. For more information, see the “User Security: Local Administrators” section.

Before logging on, make sure that your workstation has a compatible Web browser and that you are connected to the Internet or to the FuelsManager Defense network server. Accept the Department of Defense notice before you log on to the Accounting application.

Logging on



1. From the FuelsManager Defense application, click Module, and then click Accounting.
2. Enter your Username.
3. Enter your personnel Password. The characters appear as dots.
4. Enter the DODAAC.

5. Click Log On. The system logs you on to the FuelsManager Defense Accounting application and displays the FuelsManager Defense home page and main menu.

If you are logging on as the initial Local Administrator, get the user name and password from the Site Administrator who added your site. The system prompts you to change your password after you log in for the first time and stores the last 24 passwords that you have used. Select a different password each time the system prompts you to change it.

Changing passwords

The system prompts you to change your password after you log in for the first time. Use this procedure to reset or unlock passwords after the initial password change. The system stores the last 24 passwords that you have used. Select a different password each time the system prompts you to change it.

Note Passwords for user accounts must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or \$.

The default Admin password must be changed to a non-keyboard pattern, 15-character strong password that contains at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or \$. The same password cannot be used on any other operating system.

1. From the main menu, click Reference Tables, and then click Change Password.
2. Type the Old Password.
3. Type the new password in the New Password and Confirm New Password fields.
4. Click Save, and then click Close.

Main Menu

The main menu appears at the top of the Web site. This menu remains static or in the same location regardless of the option you are accessing. The Logout option on the right is always available for both Site and Local Administrator accounts. The Reference Tables option is available if you are logged on as a Site Administrator.



The Ledger, Upload, Reference Tables, and Query options are available if you are logged on as the Local Administrator.



2 Configuring Regional Sites

This section describes how to configure users, sites, and security policies for Regional Sites. A Regional Site processes accounting data for the Regional Site and for other Local Sites. The Site Administrator account is used to maintain Regional Sites and password security policies. This is the only user account that can configure sites as Regional Sites or associate Local Sites with Regional Sites.

User Security: Regional

Regional users can manage multiple sites and perform account management tasks without having to log on and log off from each site. Regional users can access the Regional Site and all Local Sites associated with that site. These users can also upload transactions and process error files for all Local Sites.

User accounts

You must create a unique user account, which includes a user name and a password, for each user who accesses the FuelsManager Defense system. Users cannot access the applications unless a valid account has been created for them. Strong security settings must be enabled for FuelsManager Defense. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or \$. All user account settings are established per JTF-GNO Communication Tasking Order 06-02, with the additional requirement that passwords be set to expire every 60 days.

DoD policy is that administrators use two separate accounts when working with FuelsManager Defense. Use one account strictly for administrative duties such as defining security policies. The second account should be used for performing daily duties, such as uploading files or posting transactions.


Setting user passwords

Use this procedure to change the Site Administrator user password. FuelsManager Defense includes an option for enabling rules for strong passwords. If these rules are enabled, passwords must contain at least one number, one lower-case letter, one upper-case letter, and one nonalphanumeric character such as &, (, +, or \$. For more information, see the "Security Policies: Regional" section.

1. From the main menu, click Reference Tables, and then click Users. The Administrator account appears in the User Name list.
2. In the Users list, click Edit.
3. Type the password in the Password and Confirm New Password fields. The password appears as dots.
4. Click Save, and then click Close.

Sites: Regional

The Site Administrator creates new sites and assigns a single administrative user to that site. Regional Sites process accounting data for both Regional Sites and for Local Sites. Local Sites can be associated with one Regional Site only; however, Regional Sites can have multiple Local Sites associated with the site.

		Users		Sites		Security Policies		Change Password	
Sites									
	Site ID	Description	Volume Units	Temperature Units	Density Units	Volume Precision	Temperature Precision	Density Precision	
	FP1000	SITE1000	U.S. Gallons	Degrees Fahrenheit	Degrees API	0	0	0	

Regional Site field descriptions

The table below lists the Regional Site field descriptions found on the Sites page.

Field	Description
Site ID (DODAAC)	Unique identifier for the site.
Description	Describes the site.
Volume Units	Engineering units for the volume data for this site. Note You can override this value on a product-by-product basis. For more information, see the “Products” section.
Volume Precision	Number of decimal places to show for the volume data for this site. Note You can override this value on a product-by-product basis. For more information, see the “Products” section.

Table 2-1: Regional Site field descriptions

Field	Description
Temperature Units	Engineering units to use when displaying the temperature data for this site.
Temperature Precision	Number of decimal places to show when displaying temperature data for this site.
Density Units	Engineering units to be used when displaying density data for this site. Note You can override this value on a product-by-product basis. For more information, see the “Products” section.
Density Precision	Number of decimal places to show when displaying density data for this site. Note You can override this value on a product-by-product basis. For more information, see the “Products” section.
Admin Username	User name for the Site Administrator. Available when adding a new site.
Admin Password	Password for the Site Administrator. Available when adding a new site.
Verify Password	Verify password. Available when adding a new site.
Regional Site	Enables or disables a Regional Site. If enabled, the Associate Local Sites button is available.

Table 2-1: Regional Site field descriptions (continued)

Adding Regional Sites

Use this procedure to add a Regional Site. You must be logged on as the Site Administrator to complete this procedure.

1. From the main menu, click Reference Tables, and then click Sites. A list of current sites appears.
2. Click Add New Site. The Sites page appears.
3. Enter the Site ID (DODAAC) and Description.
4. Select the drop-down arrow next to Volume Units and select a volume measurement.
5. If needed, enter the Volume Precision.

6. Select the drop-down arrow next to Temperature Units and select a temperature measurement.
7. If needed, enter the Temperature Precision.
8. Select the drop-down arrow next to Density Units and select a density measurement.
9. If needed, enter the Density Precision.
10. Type the Admin Username.
11. Type the password in the Admin Password and Verify Password fields.
12. Select the Regional Site check box. The Associate Local Sites button becomes available.
13. Do you want to associate this Regional Site with one or more Local Sites?
 - If yes, see the “Associating Regional and Local Sites” section.
 - If no, go to Step 14.
14. Click Add. The system adds the Regional Site to the database.
15. Click Close.

Associating Regional and Local Sites

Use this procedure to associate a Regional Site with one or more Local Sites.

1. From the main menu, click Reference Tables, and then click Sites. The list of current sites appears.
2. In the Sites list, select a site, and then click Edit. The Sites page appears.
3. Click Associate Local Sites. The Regional Sites page appears.
4. In the Available Local Sites list, select the Local Site or sites to associate with the Regional Site.
5. Click Assign. The sites move to the Associated Local Sites list.
6. Click Submit. The Sites page appears.
7. Click Save, and then click Close.

Disassociating Regional and Local Sites

Use this procedure to disassociate one or more Local Sites from a Regional Site. The Regional Site must be enabled to complete this procedure.

1. From the main menu, click Reference Tables, and then click Sites. The list of current sites appears.
2. In the Sites list, select a site, and then click Edit. The Sites page appears.
3. Click Associate Local Sites. The Regional Sites page appears.
4. In the Associated Local Sites list, select the Local Site to disassociate from the Regional Site.
5. Click Remove. The site moves to the Available Local Sites list.
6. Click Submit. The Sites page appears.
7. Click Save, and then click Close.

Editing Regional Sites

Use this procedure to edit a Regional Site.

1. From the main menu, click Reference Tables, and then click Sites. The list of current sites appears.
2. In the Sites list, click Edit. The Sites page appears.
3. Edit the units and precision for Volume, Temperature, and Density.
4. Click Save, and then click Close.

Deleting Regional Sites

Use this procedure to delete a Regional Site. You can also use this procedure to delete a Local Site.

1. From the main menu, click Reference Tables, and then click Sites. The list of current sites appears.
2. In the Sites list, click Edit. The Sites page appears.
3. Click Delete. A message prompt appears.
4. Click OK. The Sites list appears.

Changing a Regional Site to a Local Site

Use this procedure to change a site from a Regional Site to a Local Site.

1. From the main menu, click Reference Tables, and then click Sites. The Sites list appears.
2. In the Sites list, select a site and click Edit. The Sites page appears.
3. Clear the Regional Site check box.
4. Click Save, and then click Close.

Security Policies: Regional

In FuelsManager Defense, you must set security policies to control the following:

- Maximum time that a password is in effect (60 days)
- Maximum number of failed log in attempts (3)
- Strong password requirements (selected)

Configuring security policies for the Site Administrator

Use this procedure to configure security policies for Regional Sites.

1. From the main menu, click Reference Tables, and then click Security Policies. The Security Policies settings appear.
2. Click Change Settings. The Settings page appears.
3. Set the Maximum Password Age in days to 60. This number represents the maximum number of days that a password is in effect.
4. Set the Account Lockout Threshold to 3. This number represents the maximum number of consecutive failed login attempts that a user can have before being denied access to the system.
5. Select Required Strong Passwords. The system applies the settings for following strong passwords. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or \$.
6. Click Save, and then click Close.

Changing the Site Administrator password

Use this procedure to change the Site Administrator password.

1. From the main menu, click Reference Tables, and then click Change Password.
2. Type the Old Password.
3. Type the new password in the New Password and Confirm New Password fields.
4. Click Save, and then click Close.

3 Configuring the Database

FuelsManager Defense Database

This section outlines the steps necessary to set up your local FuelsManager Defense database so you can begin using FuelsManager Defense Accounting. These steps assume that your site has already been created in the FuelsManager Defense database. If you do not have a user name, password and site name, contact the Site Administrator. The table below lists the required steps and refers to sections where you can find detailed information about each step.

Step	Reference
Add user accounts, including passwords, to the site.	"Adding user accounts" on page 14
Assign user accounts to functional groups.	"Assigning users to groups" on page 16
Set security policies for passwords and log in attempts.	"Configuring security policies" on page 17
Define the products used by your Local Site.	"Adding new products" on page 20
Create customer accounts for AFSS and MAFSS customers.	"Adding customer accounts" on page 27
Define the site, engineering units, and data precision required at your local FuelsManager Defense facility.	"Editing local sites" on page 30
Add employees to the database.	"Adding employees" on page 33
Add equipment and equipment types to the database.	"Adding equipment records" on page 23 and "Adding equipment type records" on page 25
Create contracts used to generate documents for fuel shipments.	"Adding new contracts" on page 34

Table 3-1: Database tasks

User Security: Local Administrators

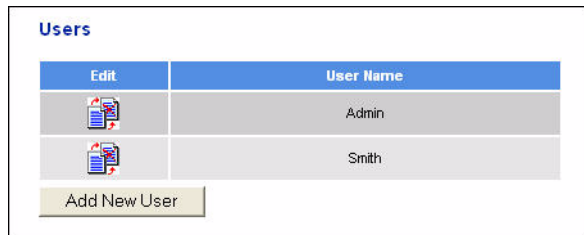
Before users can access the system and do their work, you must complete the following security tasks:

- Configure security policies for user passwords.
- Create user accounts so that staff members can access the system.
- Assign users to functional groups.

User accounts

You must create a unique user account, which includes a user name and a password, for each user who accesses the FuelsManager Defense system. Users cannot access the applications unless a valid account has been created for them. Strong security settings must be enabled for FuelsManager Defense. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or \$. All user account settings are established per JTF-GNO Communication Tasking Order 06-02, with the additional requirement that passwords be set to expire every 60 days.

DoD policy is that administrators use two separate accounts when working with FuelsManager Defense. Use one account strictly for administrative duties such as defining security policies. The second account should be used for performing daily duties, such as uploading files or posting transactions.



Adding user accounts

Use this procedure to add new users in the Accounting application.

1. From the main menu, click Reference Tables, and then click Users.
2. Click Add New User.
3. Type the User Name. The name can include up to 30 characters.

4. Type the password in the Password and Confirm New Password fields. The password appears as dots.
5. Click Add, and then click Close. The system adds the user to the database.

Setting user passwords

Use this procedure to change user passwords in the Accounting application.

1. From the main menu, click Reference Tables, and then click Users. The list of existing users appears.
2. In the Users list, select a user and click Edit.
3. Type the password in the Password and Confirm New Password fields. The password appears as dots.
4. Click Save, and then click Close.

Deleting users

Use this procedure to delete users from the Accounting application.

Note The Local Administrator must delete user accounts for personnel no longer assigned to the site (PCS).

1. From the main menu, click Reference Tables, and then click Users. The list of existing users appears.
2. In the Users list, select a user and click Edit.
3. Click Delete. A message prompt appears.
4. Click OK.

Enabling and disabling users

Use this procedure to enable or disable a user account in the Accounting application.












Note The Local Administrator must disable user accounts for personnel going TDY.

1. From the main menu, click Reference Tables, and then click Users. The list of existing users appears.
2. In the Users list, select a user and click Edit.
3. If enabling a user, type the password in the Password and Confirm New Password fields. The password appears as dots.
4. As needed, select or clear the Disabled check box.

- Click Save, and then click Close.

Groups

After you create user accounts, you assign them to predefined functional groups such as “Accounting” or “Dispatch.” Some users may belong to one or more groups; however, a user must be assigned to at least one group to use the application. A message prompt appears if a valid user who is not a member of any group tries to log on to the Accounting application. A group should reflect a practical division of responsibilities among the people who use the FuelsManager Defense system. For more information, see the “Permissions” section. Maintain a list of personnel (users) with the specific permissions (groups) assigned per their duties.

Groups	
Edit	Group Name
	Accounting
	Administrator
	COR
	Dispatch
	Equipment Status
	Inflights
	Maintenance
	Personnel
	Quality Assurance
	Training
	Trans Upload

Assigning users to groups

Use this procedure to assign users to groups.

- From the main menu, click Reference Tables, and then click Groups. The list of predefined groups appears.
- Click Edit next to the Group Name. A list of available users for that group appears.

3. In the Available Users list, select the user, and then click Assign. The user moves to the Assigned Users list for that group.
4. Click Submit. The system updates the database and returns to the Groups list.

Removing users from groups

Use this procedure to remove users from groups.

1. From the main menu, click Reference Tables, and then click Groups. The list of predefined groups appears.
2. Click Edit next to the Group Name. A list of available users for that group appears.
3. In the Assigned Users list, select the user, and then click Remove. The user moves to the Available Users list for that group.
4. Click Submit. The system updates the database and returns to the Groups list.

Security policies

In FuelsManager Defense, you must set security policies to control the following:

- Maximum time that a password is in effect (60 days)
- Maximum number of failed log in attempts (3)
- Strong password requirements (selected)

Configuring security policies

Use this procedure to configure security policies in the Accounting application.

1. From the main menu, click Reference Tables, and then click Security Policies. The Security Policies settings appear.
2. Click Change Settings. The Settings page appears.
3. Set the Maximum Password Age in days to 60. This number represents the maximum number of days that a password is in effect.
4. Set the Account Lockout Threshold to 3. This number represents the maximum number of consecutive failed login attempts that a user can have before being denied access to the system.
5. Select Required Strong Passwords. The system applies the settings for following strong passwords. Passwords must have a minimum of nine characters and contain at least two numbers, two lower-

case letters, two upper-case letters, and two nonalphanumeric characters such as &, (, +, or \$.

6. Click Save, and then click Close.

Reference Tables

In addition to managing users, groups, and security policies, you use the reference tables to define products, customer accounts, and contracts and to configure the units for the site. Typically these items are configured only once.

Products

Use the Products submenu command to define the products available for each individual site. Users with the appropriate permissions can add, edit, or delete products for a site. For more information, see the “Product field descriptions” section.

Product field descriptions

Field	Description
Product ID	Name by which the fuel is known; also the national stock number (NSN).
Grade	A unique three-digit code that identifies the product across the entire enterprise.
Description	A description of the product.
Aviation (check box)	If selected, identifies the product as an aviation fuel. This is used to distinguish between aviation and ground fuels.
Volume Units	Engineering units to be used when displaying the volume data for this product.
Volume Precision	Number of decimal places to be shown when displaying volume data for this product.
Temperature Units	Engineering units to be used when displaying the temperature for this product.

Table 3-2: Product field descriptions

Field	Description
Temperature Precision	Number of decimal places to be shown when displaying temperature data for the product.
Density Units	Engineering units to be used when displaying the density data for this product.
Density Precision	Number of decimal places to be shown when displaying density data for this product.
Price	Dollar figure per unit of volume for this product (for example, 1.5 with volume units of U.S. Gallon means \$1.50 / per gallon).
Capitalize	Determines whether the transactions are processed to the Fuels Enterprise Server hub. Also generates the automated End of Month (EOM) close out routine.
Volume Correction Major Group	Defines the volume correction technique, based on international standards such as American Petroleum Institute (API), to be used in the calculation of standard density and standard volume. Since the volume of the product in a tank varies with the temperature and density, a correction technique is needed to correct for variations in temperature and density of the product. The goal is to calculate a Volume Correction Factor (VCF) and to use this factor to calculate standard volumes from measured volumes.
Minor Group	Corresponding volume correction method for the technique or standard.
Inflight Conversion Factor	Defines the pounds (lbs) per gallon conversion factor used by tankers. Converts pounds entered in Inflight transactions to gallons. Required for Inflight transactions. Examples: JP5 = 6.8, JP8 = 6.7.

Table 3-2: Product field descriptions (continued)

* Product ID:	<input type="text"/>	* Grade:	<input type="text"/>
Description:	<input type="text"/>	Aviation:	<input type="checkbox"/>
Volume Units:	<input type="text"/>	Volume Precision:	<input type="text"/>
Temperature Units:	<input type="text"/>	Temperature Precision:	<input type="text"/>
Density Units:	<input type="text"/>	Density Precision:	<input type="text"/>
Price:	<input type="text"/>	Capitalize:	<input type="checkbox"/>
Volume Correction Major Group:	<input type="text"/>	Minor Group:	<input type="text"/>
Inflight Conversion Factor:	<input type="text"/>		
* Indicates required information		# Indicates information that MAY be required	
<input type="button" value="Add"/>		<input type="button" value="Close"/>	

Adding new products

1. From the main menu, click Reference Tables, and then click Products. A list of current products appears.
2. Click Add New Product. The Products page appears.
3. Enter the Product ID, Grade, Description, Aviation (check), Volume Units, Volume Precision, Temperature Units, Temperature Precision, Density Units, Density Precision, Price, Volume Correction Major Group, and Minor Group.
4. Select the Aviation check box if the product is to be used for aviation. Leave this field blank for ground fuel.
5. Select the Capitalize check box if the product is capitalized.
6. If needed, enter the Inflight Conversion Factor. This factor is required for processing Inflight transactions.
7. Click Add. The system adds the new product to the database.

Editing existing products

1. From the main menu, click Reference Tables. A list of current products appears by default.
2. Click the Edit icon next to the product you want to edit.
3. As needed, edit the product.
4. Click Save. The system saves the changes in the database.

Deleting existing products

1. From the main menu, click Reference Tables, and then click products. A list of current products appears by default.
2. Select the Edit icon next to the product you want to delete. The Products page appears.
3. Click Delete. A message prompt appears.
4. Click OK. The system deletes the product.

Equipment

Use the Equipment submenu command to create and maintain vehicles and equipment used to support the fueling service.

Equipment field descriptions

Field	Description
Equipment ID	Identifies the equipment piece.
Equipment Type	Designates groups of similar or identical equipment pieces that are used for one purpose. Required when adding a new equipment type.
Reference Code	Reference code for the equipment piece. This must be unique to this record.
Description	Describes the equipment piece.
Volume	Indicates the current volume contained.
Grade	The three-digit product grade used.
Issue Pt. Num	Identifies the issue point number, which is the last two digits of the registration ID for the service vehicle.
Additive	This option designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
Fueling State	Displays what the equipment is used for (refueling or defueling).

Table 3-3: Equipment field descriptions

Field	Description
In Service	Displays the equipment service status: in service (selected), or out of service (cleared).
Return to Service Date	Displays the projected return to service date.
Facility ID	Identifies the facility where the equipment is stored.
Attached to Facility ID	Identifies the equipment attached to another piece of equipment or to a facility.
DLA Equipment ID	Identifies the equipment ID for the DLA.
Real/Personal List Property	Indicates the equipment property type, for example, real or personal. Available when you add or edit a status record. Click the drop-down arrow to display the list of choices.
Real Property Record ID	Identifies the record for the real property equipment types.
Attached to Real Property	Indicates whether the equipment is attached to real property.
IMP Eligible	Indicates whether the equipment is IMP eligible, for example, yes or no. Click the drop-down arrow to display the list of choices.
Sustaining Activity	Indicates the activity maintaining the property or equipment.
Rated GPM	Identifies gallons per minute that the equipment piece is rated for by the manufacturer.
Actual GPM	Identifies actual gallons per minute.
Cathodic Protection	Indicates whether the equipment includes cathodic protection, for example, yes or no. Click the drop-down arrow to display the list of choices.
Manufacture Date	Identifies the date the equipment piece was manufactured.
Installation Date	Identifies the installation date.
Inspection Date	Identifies the date the equipment piece was inspected.

Table 3-3: Equipment field descriptions

Field	Description
Calibration Date	Identifies the date the equipment piece was calibrated.
Memo	Specifies any additional information that is relevant to the record.

Table 3-3: Equipment field descriptions

Adding equipment records

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Equipment. The Equipment list appears.
2. Click Add New Equipment. The Equipment page appears.
3. Enter the Equipment ID (required).
4. Click the drop-down arrow to select the equipment type. The system enters the defaults set by the equipment type's settings and attributes.
5. Enter the Volume and then click the drop-down arrow to select the Grade (required).
6. If needed, select the Additive flag. This option designates a truck, hydrant, or aircraft that requires a fuel additive. For example, this can be either a +100 vehicle or a vehicle that requires +100 fuel service.
7. Click the drop-down arrow next to Fueling State and set whether this is a refuel or defuel unit.
8. If needed, select In Service and enter the Return to Service Date.
9. Enter the Facility ID, Attached to Facility ID, and DLA Equipment ID.
10. Click the drop-down arrow next to Real/Personal List Property and select the property designation. Options include Real and Personal.
11. Enter the Real Property Record ID, Attached to Real Property, and Sustaining Activity settings.
12. Click the drop-down arrows next to IMP Eligible and Cathodic Protection and select the appropriate designations. Options include Yes and No.
13. Enter the rated and actual gallons per minute (GPM).
14. Enter the Manufacture Date, Installation Date, Inspection Date, Calibration Date, and Memo.
15. Click Add, and then click Close. The system adds the equipment record to the database.

Editing equipment records

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Equipment. The Equipment list appears.
2. Select an equipment record and click Edit. The Equipment page appears.
3. Edit the record as needed.
4. Click Save, and then click Close. The system updates the database and the Equipment page appears.

Deleting equipment records

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Equipment. The Equipment list appears.
2. Select an equipment record and click Edit. The Equipment page appears.
3. Click Delete. A message prompt appears.
4. Click OK. The system deletes the record from the database and the Equipment list appears.

Equipment types

Use the Equipment Types submenu command to create groups of similar or identical equipment pieces.

Equipment type field descriptions

Field	Description
Eq. Type Name	Identifies the equipment type. Required when adding an equipment type.
Description	Describes the equipment type.
Capacity	Indicates the storage capacity for the equipment type.
Safe Fill	Indicates the safe fill or buffer amount for the equipment type; defines the maximum safe level to which the tank can be filled.
Make	Identifies the make for the equipment type.

Table 3-4: Equipment type field descriptions

Field	Description
Model	Identifies the model for the equipment type.
Year	Identifies the year for the equipment type.
Attributes	Identifies the equipment type attributes. Includes four options: Aircraft, Hydrant, System, and Vehicle.

Table 3-4: Equipment type field descriptions (continued)

Adding equipment type records

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Equipment Types. The Equipment Types list appears.
2. Click Add New Equipment Type. The Equipment Types page appears.
3. Enter the Equipment Type Name (required) and Description.
4. Enter the Capacity, Safe Fill, Make, Model, and Year for vehicles to assign to this equipment type. Use these fields only if the data is consistent throughout all the equipment pieces of the type.
5. Select the equipment type attributes.
6. Click Add, and then click Close. The system updates the database and the Equipment Types list appears.

Editing equipment type records

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Equipment Types. The Equipment Types list appears.
2. Select an equipment type record and click Edit. The Equipment Types page appears.
3. Edit the record as needed.
4. Click Save, and then click Close. The system updates the database and the Equipment Types page appears.

Deleting equipment records

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Equipment Types. The Equipment Types list appears.
2. Select an equipment type record and click Edit. The Equipment Types page appears.
3. Click Delete. A message prompt appears.
4. Click OK. The system deletes the record from the database and the Equipment Types list appears.

Customer accounts

Use the Customer Accounts submenu command to keep records of billing information for AFSS or MAFSS Customers. When a FuelsManager Defense Accounting user uploads an AFSS or MAFSS file, the system compares the incoming Registration IDs with this table. If the system finds a match, the system uses the corresponding customer account as the billing information.

AFSS or MAFSS transactions that do not have matching records in this table use the billing data from the file. Customer accounts are only used for AFSS or MAFSS customers.

Customer account field descriptions

Field	Description
Registration ID	Registration ID for the customer account.
Model	Identifies the model.
Grade	Product represented by a three-digit code.
APC	Account Processing Code (APC), used by Army (STANFINS) for aviation and ground issues.
DODAAC	Account code.
Supp DODAAC	Supplemental account code.
Activity	Requesting activity.
Doc Number	Document number.

Table 3-5: Customer account field descriptions

Field	Description
Signal Code	One position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.
Fund Code	Two-character code that is assigned by the Service Activity to indicate that funds are available to pay the fuel charge.

Table 3-5: Customer account field descriptions (continued)

Adding customer accounts

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Cust Accts. A list of current accounts appears by default.
2. Click Add New Customer Account.
3. Enter the Registration ID. This must match the registration IDs that will be included in any corresponding AFSS or MAFSS transactions for this customer.
4. Complete the remaining fields.
5. Click Add. The system adds the customer to the Customer Accounts table and prompts you to enter a new record.
6. Enter a new account or click Close to return to the list of accounts.

Editing customer accounts

1. From the FuelsManager Defense main menu, click Reference Tables, and then click Cust Accts. A list of current accounts appears by default.
2. Find the customer account record you want to edit and click the corresponding Edit icon.
3. Make the necessary changes and click Save. The system updates the information in the Customer Accounts table and returns to the list of accounts.

Deleting customer accounts

1. From the main menu, click Reference Tables, and then click Cust Accts. A list of current accounts appears by default.
2. Find the customer account record you want to delete and click the corresponding Edit icon.
3. Click Delete. A message prompt appears.
4. Click OK. The system deletes the record from the Customer Accounts table and returns to the list of accounts.


Undeleting transactions

The Undelete Reference table includes a check box that you can select to show deleted transactions in your ledgers, making them available to undelete.

1. From the main menu, click Reference Tables, and then click Undelete. The Undelete page for viewing mode appears.
2. Select or clear the Undelete check box, and then click Set Viewing Status. To undelete a transaction, make sure this check box is selected.
3. Edit the transaction you want to undelete and click the Undelete button.

Sites: Local

A location may have either a Site Administrator or a Local Administrator. The Site Administrator creates new sites and assigns a single administrative user to that site. This user, the Local Administrator, subsequently creates all the reference table data used by local users and FuelsManager Defense Base Level Application. Before you modify sites information, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.

Users	Groups	Products	Cust. Accounts	Undelete	Sites	Security Policies	Change Password	
Contracts								
Sites								
Edit	Site ID	Description	Volume Units	Temperature Units	Density Units	Volume Precision	Temperature Precision	Density Precision
	FP5518	RAF MILDENHALL	U.S. Gallons	Degrees Fahrenheit	Degrees API	0	0	0

Site field descriptions

Field	Description
Site ID (DODAAC)	Unique identifier for the site.
Description	Describes the site.
Volume Units	Engineering units for the volume data for this site. Note You can override this value on a product-by-product basis. For more information, see the “Products” section.
Volume Precision	Number of decimal places to show for the volume data for this site. Note You can override this value on a product-by-product basis. For more information, see the “Products” section.
Temperature Units	Engineering units to use when displaying the temperature data for this site.
Temperature Precision	Number of decimal places to show when displaying temperature data for this site.
Density Units	Engineering units to be used when displaying the density data for this site. Note You can override this value on a product-by-product basis. For more information, see the “Products” section.
Density Precision	Number of decimal places to be shown when displaying density data for this product.
Configure Email	Not required for end-of-month reporting. Leave blank.
Email Server	Not required for end-of-month reporting. Leave blank.
Email User ID	Not required for end-of-month reporting. Leave blank.
Email Password	Not required for end-of-month reporting. Leave blank.
Email From Address	Not required for end-of-month reporting. Leave blank.

Table 3-6: Site field descriptions

Field	Description
Email Sender Name	Not required for end-of-month reporting. Leave blank.
Regional Site	Indicates whether this is a Regional site. Not required for end-of-month reporting. Leave blank.

Table 3-6: Site field descriptions (continued)

Editing local sites

The Local Administrator uses the Sites reference table to define system-wide defaults for that particular location. When selecting this link, the only site available to the Local Administrator is the local site. The Local Administrator can edit the configuration of that particular site only.

1. From the main menu, click Reference Tables, and then click Sites. A list of current sites appears.
2. Click the Edit icon next to the site name that you want to modify.
3. Modify the site to contain the correct units and precision for volume, temperature, and density. The Configure Email options are not required for end-of-month reporting. Leave these fields blank. For more information, see the “End of Month (EOM) process” section.
4. Click Save. The system adds the changes to the database.

Creating new sites

The Local Administrator cannot create a new site; however, the Site Administrator can create a new site. For more information, see the “Adding Regional Sites” section.

Employees

The Local Administrator uses the Employees reference table to manage all employees assigned to the site, including the Responsible Officer. The Local Administrator can add, edit, or delete employees.

Employee field descriptions

Field	Description
Employee ID	Employee's unique identification number. Do not use the employee's Social Security Number. Required to add new employees.
Title	Employee's title.
Last Name	Employee's last name.
First Name	Employee's first name.
Middle Name	Employee's middle name.
Date of Birth	Employee's date of birth.
Address	Employee's street address.
City	Employee's city.
State	Employee's state.
Zip	Employee's zip code or postal code.
Country	Employee's country.
Email	Employee's email address.
Phone 1	Employee's primary phone number.
Phone 2	Any secondary phone number, such as a cell phone.
Responsible Officer	Designates the employee as a responsible officer. Select this option for those employees who are required to receive the End-of-Month report.
Supervisor	Employee's supervisor.
Date of Supervision	Date the employee began reporting to the supervisor.
Department	Department to which the employee is assigned.
Date Assigned	Date the employee was assigned to the department.

Table 3-7: Employee field descriptions

Field	Description
Labor Rate 1	Labor rate amount assigned to the employee.
Labor Rate 2	Second labor rate amount assigned to the employee.
Labor Rate 3	Third labor rate amount assigned to the employee.
Labor Rate 4	Fourth labor rate amount assigned to the employee.
Shift	Employee's work shift. Click the drop-down arrow to display the list of choices.
Designation	Employee's personnel designation. Available when you add or edit a personnel record. Click the drop-down arrow to display the list of choices.
Specialty	<p>Indicates the employee's Military Occupation Specialty (MOS), according to the Branch of Service.</p> <p>Air Force Uses AFSC Air Force Speciality Codes, which are alphanumeric codes that identify an Air Force Specialty. Officer codes include four characters and enlisted personnel have five characters.</p> <p>Navy Uses Naval Ratings, designators that describe an officer's profession, and the Navy Enlisted Classification System (NEC).</p> <p>Army Uses the US Army Military Occupational Specialty (MOS), which is system of categorizing career fields.</p> <p>Marine Corps Uses a system of jobs organized into occupational fields.</p>

Table 3-7: Employee field descriptions (continued)

Adding employees

1. From the main menu, click Reference Tables, and then click Employees. The Employees list appears.
2. Click Add New Employee. The Employees page appears.
3. Enter the Employee ID (which must be a unique identifier and is required) and Title. Do not use the employee's Social Security number.
4. Enter the last, first, and middle names; then enter the employee's Date of Birth.
5. If needed, enter the employee's address, including the City, State, Zip code, and Country. To prevent problems with disclosing personal information, use the site address or leave these fields blank.
6. Enter the Email address. You must complete this field for those employees who are required to receive the End-of-Month report.
7. If needed, enter primary and secondary phone numbers.
8. Select the Responsible Officer check box if this employee is designated as a responsible officer. If selected, the employee is placed on the responsible officer list and receives the End of Month (EOM) Report. For more information, see the "Configuring email for responsible officers" section.
9. Select the appropriate supervisor and the date of supervision; then enter the department and select the date that the employee was assigned to the department.
10. If needed, enter the rates for the labor cost (not a required entry).
11. Click the drop-down arrow next to Shift and select a shift code.
12. Click the drop-down arrow next to Designation and select the personnel designation. Options include Officer, Enlisted, Contractor, and Foreign.
13. Enter the Speciality, which is the employee's area of expertise.
14. Click Add, and then click Close. The system adds the employee to the database.

Editing employees

1. From the main menu, click Reference Tables, and then click Employees. The Employees list appears.
2. Select an employee and click Edit. The Employees page appears.
3. Edit the record as needed.
4. Click Save, and then click Close. The system updates the database and the Employees list appears.

Deleting employees

1. From the main menu, click Reference Tables, and then click Employees. The Employees list appears.
2. Select an employee and click Edit. The Employees page appears.
3. Click Delete. A message prompt appears.
4. Click OK. The system deletes the record from the database and the Employees list appears.

Contracts

The Contracts table stores the data that is required to produce shipping documents generated in the Shipment transaction. You use the Shipment transaction to generate DD Form 1348-7 (DoD Milspets Single Line Item Requisition/Release/Receipt Document), which records shipments. For more information about generating shipping documents, see the “Shipment” and “Processing Fuel Shipments” sections.

Note The Contracts table is used only by locations that are required to generate shipping documents

To maintain the Contracts table, you must complete the following tasks:

- Add a new contract to the table.
- Add line items to the contract.
- Add routing entries to the contract.
- Edit an existing contract as needed.
- Delete contracts that are no longer needed.

Adding new contracts

1. From the main menu, click Reference Tables, and then click Contracts. The Contracts table appears.
2. Click Add New Contracts. The Contracts page, which includes Contract Line Items and Routing Entries tables, appears.
3. Enter the contract information. An asterisk * marks the fields that are required to add the contract. For specific field descriptions, see the “Contract field descriptions” section.
4. Do you want to add line items to the contract?

- If yes, go to the “Adding contract line items” procedure.
 - If no, click Add.
5. Add another contract, or click Close. The system adds the contract(s) to the Contracts table.

Adding contract line items

Line items are specific products and amounts added to the contract.

1. In the Contract Line Items section, type the contract line item number.
2. Click the drop-down arrow next to Grade and select a fuel grade.
3. Enter the amount that is authorized for the item and the Unit Price.
4. Do you want to add additional line items?
 - If yes, click Add Line Items and repeat steps 1 through 3.
 - If no, go to the “Adding routing entries” procedure.

Adding routing entries

Routing entries represent the location from which the product is shipped.

1. In the Routing Entries section, complete any fields needed to record the routing entry number.
2. Do you want to add additional routing entries?
 - If yes, click Add Routing Entry. A row appears in the Routing Entries table.
 - If no, click Add (if you have not already added the contract) or click Close.

Editing contracts

1. From the main menu, click Reference Tables, and then click Contracts. The Contracts table appears.
2. Locate the contract to edit and click the Edit icon. The Contracts page appears.
3. As needed, edit the contract information.
4. Go to the Contract Line Items section and add or delete line items as needed. To delete a line item, click the X button.

5. Go to the Routing Entries section and add or delete routing entries as needed. To delete a routing entry, click the X button.
6. Click Save, and then click Close.

Deleting contracts

Use this procedure to delete contracts that are no longer needed. You cannot delete contracts that are associated with active transactions. The Delete button appears dimmed and is unavailable if the contract is linked to a transaction that is in use.

1. From the main menu, click Reference Tables, and then click Contracts. The Contracts table appears.
2. Locate the contract to delete and click the Edit icon. The Contracts page appears.
3. Verify that this is the contract to delete, and then click Delete. A message prompt appears.
4. Click OK. The Contracts table appears.

Contract field descriptions

Field	Description	Data required
Contract	Identifies the contract. Can include up to seven alphanumeric characters, no spaces. Required to generate shipping documents in the Shipment transaction. Note DFSP shipments do not require contracts.	Required
Customer Name	Identifies the customer. Can include up to 50 characters.	Required
Start Date	Starting date for the contract. Format is mmddyyyy. Examples: 11/19/2005, 01/06/2006, 10/07/2006.	Required
End Date	End date for the contract. Format is mmddyyyy. Examples: 11/19/2005, 01/06/2006, 10/07/2007.	Required
Address 1:	Customer's address. Can include up to 50 characters.	Not Required
Address 2:	Supplemental address information.	Not Required
Address 3:	Supplemental address information.	Not Required

Table 3–8: Contract field descriptions

Field	Description	Data required
City	Name of the city.	Not Required
State	Name of the state.	Not Required
Zip	Zip code.	Not Required
Point of Contact	Name of the contact person.	Required
Phone	Customer phone number.	Not Required
Email	Customer email address.	Not Required
Seller DODAAC	Account code from which the fuel is requisitioned. Defaults to the site name.	Required
Supp DODAAC	Supplemental account code number of the buyer.	Not Required
RID (Routing Instruction Notes)	Codes used on Route Orders to identify conditions and stipulations required. Can include up to three characters.	Not Required
Customer DODAAC	Account code number for the customer. Includes six alphanumeric characters.	Required
Attention To	Person to whom the contract is addressed.	Not Required
RIC From	Route Identification Code. Can include up to 10 characters.	Not Required
Additional Info	Lists additional information that appears on the shipping document. Can include up to 1000 characters. Appears as an asterisk * on the Contracts table.	Not Required
Notes	Lists comments that appear on the contract. Can include up to 1000 characters.	Not Required

Table 3-8: Contract field descriptions (continued)

Contract Line Items and Routing Entries field descriptions

Field	Description	Data required
CLIN	Contract Line Item Number that corresponds to the grade of fuel on the contract. Required to generate shipping documents in the Shipments transaction. Note DFSP shipments do not require contracts.	Required
Grade	Grade of fuel represented by a three-character code. Must be defined in the Products table.	Required
Amt Auth	Amount authorized.	Not Required
Unit Price	Per unit price.	Not Required
RTORD	Shipping instructions issued by the Military Surface Deployment and Distribution Command Operations Center or Theater Commander that specify the mode of transportation, carrier(s) to move the shipment, rate, minimum shipment weight, tariff or tender authority, and any pertinent Routing Instruction Notes. This number appears in the Route Order field on DD Form 1348-7. Click the drop-down arrow to select a Route Order Number (stored in the Contracts table). Note You must select a Contract before you select the routing information.	Required
DFSP Name	Name of DFSP.	Not Required
Address	DFSP address.	Not Required
Address 2	Supplemental address information.	Not Required
City	Name of the city.	Not Required
State	Name of the state.	Not Required
Zip	Identifies the zip code.	Not Required
POC Name	Point of contact name.	Not Required
POC Phone	Point of contact phone number.	Not Required

Table 3-9: Contract Line Items and Routing Entries fields

4 Processing Accounting Transactions

Daily Transaction Processing

This section describes the sequence of steps necessary to process daily accounting transactions. The table below lists the required steps in sequential order and refers to sections where you can find detailed information about each step.

Step	Action	Reference
1	Enter daily transactions.	“Adding new transactions” on page 43 IAW DESC Policy and Procedures
2	Upload any AFSS/MAFSS transactions on a daily basis.	“Importing AFSS and MAFSS files” on page 91 “Uploading AFSS or MAFSS files into Accounting” on page 92
3	Review daily transactions for accuracy and completeness by grade.	“Viewing transactions for a specific day” on page 41 “Viewing ledgers” on page 41
4	Review daily ledger totals by grade for accuracy.	“Viewing transactions for a specific day” on page 41
5	Create the ACCOUNT.SND file.	“Creating ACCOUNT.SND files” on page 92
6	Upload the ACCOUNT.SND file to the Fuels Enterprise Server (FES).	“Creating ACCOUNT.SND files” on page 92
7	Review the FES ledger (by product) and compare it to the FuelsManager Defense ledger.	“FES Seller” in the <i>FuelsManager Defense Dispatch and Fuels Accounting User Manual</i>
8	Review the FES reject table if the ledgers are not identical.	“FES Seller” in the <i>FuelsManager Defense Dispatch and Fuels Accounting User Manual</i>
9	Upload the FES error file (.err) into FuelsManager Defense if rejects or errors appear in the table.	“Upload error transactions to Accounting” on page 95
10	Correct all transactions that are in error.	“Editing transactions” on page 42 “Deleting existing transactions” on page 42

Table 4-1: Daily transaction processing

Step	Action	Reference
11	Repeat steps 5 through 9 until there no longer are any rejected transactions. If you need assistance with clearing a reject, contact the Help Desk.	“Editing transactions” on page 42 “Creating ACCOUNT.SND files” on page 92 “Upload error transactions to Accounting” on page 95
12	If both ledgers are identical, daily transaction processing is complete.	“Viewing ledgers” on page 41 “FES Seller” in the <i>FuelsManager Defense Dispatch and Fuels Accounting User Manual</i>

Table 4-1: Daily transaction processing (continued)

Ledger Transactions

The Ledger table displays product transactions by individual day and transaction type. The ledger defaults to show the current month and the first product entered in the Products table. Each product in the database has its own monthly ledger. Each row in a ledger represents a day, each column represents a transaction type (such as Sale, Request, or Receive), and each cell displays the quantity of product used on the corresponding date and transaction type.

For example, to see how much product was used for Sales transactions on the 17th, find the row for that date and the Sale column and look at the intersecting cell. That cell shows you the total sales for the product for that day.

Product Code: JP8 Reconciliation(EOM) Printer-Friendly Ledger

Ledger Date: March 2006 Add Transaction:

Date	Req. Book	Request	Receive	Sale	Defuel	Regrade	Shipment	Determine	Book Inventory	Physical Inventory	Daily Gain/Loss	Running Gain/Loss	Inflight	Comm
03/01/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/02/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/03/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/04/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/05/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/06/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/07/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/08/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/09/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/10/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/11/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/12/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/13/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/14/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/15/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0
03/16/2006	0	0	0	0	0	0	0	0	0	N/A		0	0	0

Viewing ledgers

- From the FuelsManager Defense main menu, click Ledger. The default ledger appears.

The ledger defaults to the current month and year and to the same product each time you open it.

Viewing months

- From the Ledger table, select a new month and year in the Ledger Date list boxes.
- Click Refresh. The page refreshes with the selected month and year.

Viewing products

- From the Ledger table, select a product in the Product Code list box.
- Click Refresh. The web page displays the ledger for that product.

Viewing transactions for a specific day

The ledger provides a view of the current month's transactions broken down by day. You can view a more detailed list of transactions for a day.

REQUEST RECEIVED SALES DEFUEL REGRADE SHIPMENT DETERMINE ADJUST INFLIGHT GFRSALE GRCOMM																
Edit	Type	Buy DDAAC	Sell DDAAC	Tail/Buro/Reg. Number	Grade	Quantity	Time	Date	Date Com	Trans Mode	UC	UI	Supp DDAAC/JON/JONO/JONPCN	Sig Code	Fund Code	BO
	ADJUST		FP5518		JP8	2999392	0132	04/04/2005				U.S. Gallons				
	DEFUEL	FP5518	FP5518	73001652	JP8	247	0516	04/04/2005			A	U.S. Gallons		A	SC	SOI
	DEFUEL	FP5518	FP5518	68005795	JP8	256	0516	04/04/2005			A	U.S. Gallons		A	SC	SOI
	DEFUEL	FP5518	FP5518	60000313	JP8	750	1008	04/04/2005			A	U.S. Gallons		A	30	AFE
	DEFUEL	FP5518	FP5518	58000128	JP8	37	1234	04/04/2005			A	U.S. Gallons		A	30	AFE
	DEFUEL	FP5518	FP5518	58000128	JP8	4377	1320	04/04/2005			A	U.S. Gallons		A	30	AFE
	DEFUEL	FP5518	FP5518	73001649	JP8	108	2232	04/04/2005			A	U.S. Gallons		A	SC	SOI
	INFLIGHT	FP4418	FP5518	95000106	JP8	10833	1431	04/04/2005			I	U.S. Gallons		A	68	AMP

- From the appropriate product ledger, locate the date you want to view and click it. The web page refreshes and displays a table of transactions that occurred on that day.

Editing transactions

1. From the Ledger table, click the date of the transaction. The web page refreshes and displays the day's transactions.
2. Find the transaction you want to edit and click the corresponding Edit icon. The transaction appears in editable form.
3. Make the changes that are necessary. For more information, see the "Transaction Types" section.
4. Click Save and then click Close.

Deleting existing transactions

You can delete transactions from the ledger. This can be useful if you have duplicate transaction entries made by two different people or if a transaction was entered in error.

1. From the Ledger table, click the date of the transaction.
2. Locate the transaction in the table and click the Edit icon next to the transaction. The transaction appears in editable form.
3. Click Delete. A message prompt appears.
4. Click OK. The system returns to the previous view and deletes the transaction.

Sorting and filtering transactions

When viewing transactions for a single day, you can modify the order of the list and sort it by field. From the single day transactions, click one of the following column headings to resort the list:

- Transaction type
- Buyer's DODAAC
- Seller's DODAAC
- Tail/Registration Number
- Quantity
- Time

Sorting transactions based on field descriptions

Follow the steps to view transactions from a single day

1. Click the column heading you want to sort. The page refreshes and displays the list in ascending order based on the column heading.
2. Click the column heading again to change the sort order to Descending. Click the column heading to change the order to Ascending.

Filtering the transactions by type

Transactions can be filtered to show only a particular transaction type using the pre-defined filters found at the top of the single day transaction page.

1. Follow the steps to view transactions from a single day.
2. Click the transaction type above the list of transactions. The web page refreshes with the list of transactions of the type you selected.

Adding new transactions

Many of your transactions are automatically entered from the Dispatch application (see the *FuelsManager Defense Dispatch and Fuels Accounting User Manual*) or through the Upload feature. You can also add new transactions from the ledger or single day transactions listing. For more information, see the “Importing AFSS and MAFSS files” section.

You can add a transaction while viewing either the ledger or the single day transaction pages. The control to add a transaction is located above the list of transactions on the left side of the window.

1. From the Ledger table or single day listing, locate the Add Transaction list box and select the transaction type you want to enter. The Add Transaction form appears.
2. Enter the required information for the transaction. See the “Transaction Types” section for specific field information and requirements.
3. Click Add. The system adds the transaction to the ledger.

Transaction Types

There are 11 different types of transactions in FuelsManager Defense. Each of these can be viewed, created, edited, and deleted in Accounting. The available types of transactions are listed as follows:

- Sale – Records the sale of product to a consumer.
- Defuel – Records the return of fuel from a consumer for credit.
- Request – Records a request for fuel from an off-site supplier through ports.
- Receive – Records the receipt of fuel from an off-site supplier.
- Regrade – Records a change of product type, typically a downgrade or additive.
- Reissue – Records the secondary sale of product from a consumers inventory. The units of issue are determined by the configuration of the local site.
- Inflight – Records fuel that is transferred during inflight refueling. The units of issue are determined by the configuration of the local site.
- Adjust – Records the physical inventory of the fuel.
- Shipment – Records the transfer of fuel from one site to another.
- Determine – Records gains and losses.
- Commercial – Records fuel that is purchased off site.

Sale and Defuel

Sale and Defuel transactions represent sales and defuels of product to or from a customer. Use Sales to record issue (or refuel) transactions and Defuels to record defuel (or credit) transactions.

Type:	SALE	* Grade:	JP8
Unit of Issue:	U.S. Gallons	* Quantity:	1587
* Buyer's DODAAC:	FP4800	# Supp DODAAC:	
* Date: (i.e., MM/DD/YYYY)	06/22/2006	* Time:	14:47:53
* Signal Code:	A	# Fund Code:	30
* Report Designator:	001	* Trans. Mode:	9 (LOCAL)
* Tail Number:	03004041 <small>Insert</small>	CardNum:	
* MDS:	F022A	* Seller DODAAC:	FP5518
* BOS:	ACC	* UC:	A
Mat. Code:		Doc. Num:	
Carrier Code:		Activity:	VFA125
Iss Pt:	RU	Iss Pt Num:	83
Serial:	01		
Aviation:	<input checked="" type="checkbox"/>	Capitalize:	<input checked="" type="checkbox"/>

This window shows an example of an Air Force Sale transaction.

Type:	SALE	* Grade:	JP5
Unit of Issue:	U.S. Gallons	* Quantity:	1109
* Buyer's DODAAC:	R09485	# Supp DODAAC:	
* Date: (i.e., MM/DD/YYYY)	06/22/2006	* Time:	14:54:50
* Signal Code:	A	# Fund Code:	7B
* TEC:	AMAF	* Trans. Mode:	9 (LOCAL)
* Bufo Number:	164060 <small>Insert</small>	CardNum:	
* MDS:	FA18C	* Seller DODAAC:	FP5518
* BOS:	USN	* UC:	A
Mat. Code:		Doc. Num:	
Carrier Code:		Activity:	VFA125
Iss Pt:	RU	Iss Pt Num:	83
Serial:	01		
Aviation:	<input checked="" type="checkbox"/>	Capitalize:	<input type="checkbox"/>

This window shows an example of a Navy Sale transaction.

Type:	SALE	* Grade:	JP8
Unit of Issue:	U.S. Gallons	* Quantity:	125
* Buyer's DODAAC:	W33RQ3	# Supp DODAAC:	
* Date: (i.e., MM/DD/YYYY)	06/22/2006	* Time:	14:54:50
* Signal Code:	A	# Fund Code:	61
* APC:	A359	* Trans. Mode:	9 (LOCAL)
* Tail Number:	8524749 <small>Insert</small>	CardNum:	
* MDS:	UH60	* Seller DODAAC:	FP5518
* BOS:	USA	* UC:	A
Mgt. Code:		Doc. Num:	
Carrier Code:		Activity:	
Iss Pt:	RU	Iss Pt Num:	83
Serial:	01		
Aviation:	<input checked="" type="checkbox"/>	Capitalize:	<input checked="" type="checkbox"/>

This window shows an example of an Army Sale transaction.

Sale and Defuel transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Sale/Defuel)
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
Grade	Product represented by a three-character code authorized to be sold by the selling Defense Fuels Supply Points (DFSPs).	Required	Select from drop-down menu
Quantity	Amount of fuel issued/ defueled.	Required	DD Form 1898 or ADC Receipt
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC.	Required	See DD Form 1896, Line 5 Army customers – positions 15–20 Navy customers – positions 1–6 Air Force customers – positions 11–16 Non-DoD customers – positions 9–14

Table 4–2: *Sale and Defuel transactions field descriptions*

Field	Description	Data required	Source
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used. Can start with any letter.	Conditional see Description	See DD Form 1898, Line 3 Army customers – positions 1-6 Navy customers – positions 1-6 Air Force customers – positions 1-6 Non-DoD customers – Not applicable
Date	Date the fuel was issued/ defueled. Defaults to current date.	Required	Auto populated
Time	Time the fuel was issued/ defueled. Defaults to current time.	Required	Auto populated
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	See DD Form 1896, Line 3 Army customers – position 8 Navy customers – position 7 Air Force customers – position 7 Non-DoD customers – position 7
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	See DD Form 1896, Line 3 Army customers – positions 10-11 Navy customers – positions 8-9 Air Force customers – positions 8-9 Non-DoD customers – positions 8-9
Report Designator/ APC/TEC	The Sub Account for the airwing/squadron. Report Designator – Used by the Air Force. APC – Used by the Army (if JOPCN is used in the Supp DODAAC field, leave this field blank). TEC – Used by the Navy/Marine Corps.	Required	Army customers (APC) – See DD Form 1896, Line 1 positions 15-20 Navy customers (TEC) – See DESC Web site Air Force customers (Rpt Des) – See DD Form 1896, Line 1 positions 4-7 Non-DoD customers – Not applicable
Trans. Mode	Means of issuing/defueling the fuel. Used for Sale and Defuel transactions. Always use 9 (Local).	Required	Assigned by Accounting for all Sales and Credits

Table 4-2: Sale and Defuel transactions field descriptions (continued)

Field	Description	Data required	Source
Tail Number/BUNO Number/Reg. Number	<p>Identification number of the receiving/defueled aircraft.</p> <p>Navy/Marine Corps use six digits (also referred to as a Bureau Number).</p> <p>Army uses four digits.</p> <p>Air Force uses eight digits.</p> <p>To search for the identification number, type the first three or four numbers in the field, and then click the Insert link. A window with a list of numbers opens. Next to Registration ID, click the drop-down arrow, select a number, and then click Load.</p> <p>Note If the Tail Number/BUNO Number/Reg. Number field is left blank, only the first 500 identification numbers appear in the list.</p>	Required	<p>See DD Form 1896</p> <p>Army customers – Line 5, positions 7-13</p> <p>Navy customers – Line 1, positions 6-11</p> <p>Air Force customers – Line 5, positions 1-8</p> <p>Non-DoD customers – Line 5, positions 1-8</p>
Card Number	Credit card number for the aircraft or unit.	Not Required	Acquired by ADC Systems for sites equipped with ADC
MDS	Mission Design Series or Type Model Series for Navy customers (type of aircraft).	Required	<p>See DD Form 1896</p> <p>Army customers – Line 5, positions 1-5</p> <p>Navy customers – Line 1, positions 13-18</p> <p>Air Force customers – Line 3, positions 10-15</p> <p>Non-DoD customers – Line 3, positions 10-15</p>
Seller DODAAC	Account code of activity from which the fuel is requisitioned.	Required	Auto populated
BOS	Branch of Service.	Required	<p>See DD Form 1896, Line 1</p> <p>Army customers – positions 1-3</p> <p>Navy customers – positions 1-3</p> <p>Air Force customers – positions 1-3</p> <p>Non-DoD customers – positions 1-3</p>

Table 4-2: Sale and Defuel transactions field descriptions (continued)

Field	Description	Data required	Source
UC	Use Code (transaction identifier).	Required	<p>Army customers Use A for all aviation Sales/Credit Use 1 for all ground fuel Sales/Credits</p> <p>Navy customers Use A for all aviation Sales/Credits Use 1 for all ground fuel Sales/Credits</p> <p>Note Navy Base Level DFSPs issuing fuel to Navy Ships enter the MILSTRIP Document Number from Block 6 of DD Form 1149, with a Use Code of S.</p> <p>Air Force customers Use A for all Home Station Air Force, Army, Navy, and Non-DoD customers for aviation Sales/Credits Use 1, 4, 5, 8 for all ground fuel Sales/Credits</p>
Mgt. Code	Provides unique management data or identifies the need for special processing of transactions.	Not Required	Currently not required for Sale/Credit transactions
Doc. Num	Document Number assigned by the FES. This field is required if the Use Code is S selling to Navy ships. For use Code S, valid DODAACs are as follows: Buyer's DODAAC: M, N, R, V, T, W, and Z. Seller DODAAC: M, N, R, S, U, and V.	Conditional	<p>Assigned by the FES hub after transactions have posted on the online Ledgers</p> <p>Note Navy Base Level DFSPs issuing fuel to Navy Ships enter the MILSTRIP Document Number from Block 6 of the DD Form 1149 with a Use Code of S.</p>
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Conditional see Description	<p>Not required for Sale/Credit transactions</p> <p>Note Intermediate DFSPs that use commercial carriers to transport fuel sold to non-capitalized customers must enter the Carrier Code for those commercial carriers. You can enter Carrier Codes in the Routing Instructions.</p>
Activity	Requesting Activity.	Not Required	Optional entry; generally used to record squadron designators, such as VFA125, 1FTRWNG, and 505th Med Grp
Issue Pt	Issue point code that represents Refueling Unit (RU) or a Hydrant (RH).	Automatic (Not editable)	This number is assigned by the system when the Dispatch transaction is sent to Accounting. This is not a required field for the FES.

Table 4-2: Sale and Defuel transactions field descriptions (continued)

Field	Description	Data required	Source
Issue Pt Num	Last two numbers of the issuing truck/hydrant. Sometimes used to note when a truck has been issued more than 99 times in one day. In this case the code is the 1st letter of the Issue Pt (issue point) and the last digit of the issuing truck (original Issue Pt Num).	Automatic (Not editable)	This number is assigned by the system when the Dispatch transaction is sent to Accounting. This is not a required field for the FES.
Serial	Truck specific two-digit number that increments when the truck is used for a fueling service.	Automatic (Not editable)	This number is assigned by the system when the Dispatch transaction is sent to Accounting. This is not a required field for the FES.
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-2: Sale and Defuel transactions field descriptions (continued)

Request

Use Request transactions to record a request for fuel from an off-site supplier. Entering a request activates an order for product. This window shows an example of a Request transaction.

Type:	REQUEST	Contract:	<input type="text"/>
CLIN:	<input type="text"/>	Order Number:	<input type="text"/>
AMDT Suffix:	<input type="text"/>	Action Code:	<input type="text"/>
Date: (i.e., MM/DD/YYYY)	03/29/2006	Grade:	JP8 <input type="button" value="v"/>
Quantity:	<input type="text"/>	Doc. Num.:	<input type="text"/>
BOS:	<input type="text"/>	Batch/Cargo:	<input type="text"/>
Signal Code:	A <input type="button" value="v"/>	Fund Code:	<input type="text"/>
Mgt. Code:	<input type="text"/>	Buyer's DoDAAC:	FP5518
Carrier Code:	<input type="text"/>	Seller DoDAAC:	<input type="text"/>
Supp DoDAAC:	<input type="text"/>		

The Request feature is currently being developed and currently does not order fuel at this time. There are currently no field requirements.

Request transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Request). Currently not supported by the Fuels Enterprise Server (FES).
Contract	Last seven characters of the contract number.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
CLIN	Identifies the five-digit Contract Line Item Number.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Order Number	Four-digit alphanumeric number unique to each request.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
AMDT Suffix	Also known as Delivery Order Amendment Suffix, which is a two-digit control number that is assigned to a delivery order to ensure that all changes/ amendments are accounted for.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Action Code	Identifies the code used to handle the transaction: C= Change R=Reverse Post A=Add	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 4-3: Request transaction field descriptions

Field	Description	Data required	Source
Date	Date the request was made. Defaults to current date.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Grade	Product represented by a three-character code authorized to be sold by the tanker.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Quantity	Amount of fuel requested.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Doc. Num	14-digit MILSTRIP Document Number used to track Requests/Shipments/Receipts.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
BOS	Branch of Service for activity requesting fuel.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Batch/Cargo	An eight-character Government Bill of Lading identifier used by Defense Fuels Supply Points (DFSPs) for truck shipments. Required if Trans Mode is W, 2, 8, V, A, or Z. Not required for Trans modes Local (9) or Gov Truck (I).	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Signal Code	One-character code that signals which DODAAC is to receive the bill. Valid signal codes are A, B, C, D, J, K, L, M, W, and X.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Mgt Code	Provides unique management data or identifies the need for special processing of transactions.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 4-3: Request transaction field descriptions (continued)

Field	Description	Data required	Source
Seller DODAAC	The Department of Defense Activity Address Code (DoDAAC) of the activity shipping the fuel to the requestor.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 4-3: Request transaction field descriptions (continued)

Receive

Use Receive transactions to record the receipts for fuel from an off-site supplier. There are two types of Receive transactions:

- Transfer receipts
- Contract receipts

Use transfers to document shipments of government-owned product from one DFSP to another. Use contracts to document product delivery from a commercial contract.

Both transfer and contract receipts are maintained as Receive transactions. There are differences in the data requirements, however, as described in the “Receive transaction field descriptions” section. This window shows a sample of a Contract receipt.

Type:	RECEIVE	* Grade:	JP8
Unit of Issue:	U.S. Gallons	* Quantity:	
* Date: (i.e. - MM/DD/YYYY)	03/29/2006	* Time:	12:25:54
# Seller DODAAC:		# Date Commence: (i.e. - MM/DD/YYYY)	03/29/2006
# Ship No.:		# Order Number:	
# Batch/Cargo:		* Trans. Mode:	9 (LOCAL)
# Carrier Code:		* Buyer's DODAAC:	FP5510
# Doc Num.:		# Final Flag:	
# Contract:		CLIN:	
SIOATH:			
Aviation:	<input checked="" type="checkbox"/>	Capitalize:	<input checked="" type="checkbox"/>

Receive transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Required	Auto populated (Receive)
Grade	Grade of fuel represented by a three-character code.	Required	DD Form 250, Block 16 DD Form 250-1, Block 23 DD Form 1348-7, Block 1
Unit of Issue	Unit of measurement for the product.	Required	Auto populated (U.S. Gallons)
Quantity	Amount of fuel received.	Required	DD Form 250, Block 17 DD Form 250-1, Block 25 DD Form 1348-7, Block 5
Date	Date the fuel receipt was completed.	Required	DD Form 250, Block 6 DD Form 250-1, Block 27 DD Form 1348-7, Block 11
Time	Time the fuel receipt was completed. Defaults to current time.	Required	Auto populated to the current time.
Seller DODAAC	Account code of activity from which the fuel is shipped. Required only for transfer receipts.	Conditional see Description	DD Form 250, Block 9 or Block 11 DD Form 250-1, Block 9 DD Form 1348-7, Block 13a
Date Commence	Start date of the receipt. Required if Trans Mode is W, 2, 8, V, or Z.	Conditional see Description	DD Form 1348-7, Block 10

Table 4-4: Receive transaction field descriptions

Field	Description	Data required	Source
Ship. No.	Identifies the shipment number. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 2
Order Number	Identifies the shipment order number. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 1 DD Form 250-1, Block 10
Batch/Cargo	An eight-character Government Bill of Lading identifier used by Defense Fuels Supply Points (DFSPs) for truck shipments. Required if Trans Mode is W, 2, 8, V, A, or Z. Not required for Trans modes Local (9) or Gov Truck (I).	Conditional see Description	DD Form 250, Block 4 DD Form 250-1, Block 12 (if Bill of Lading is used) or Block 14 (if Cargo Number is used) Section II; DD Form 1348-7, Block 9
Trans Mode	Means of delivering the fuel, such as pipeline or truck. Select from the drop-down menu.	Required	DD Form 250, Block 16 DD Form 250-1, Block 15 DD Form 1348-7, Block 8
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Conditional see Description	DD Form 250, Block 9 or Block 11 DD Form 250-1, Block 9 DD Form 1348-7, Block 25
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) of the activity receiving the fuel.	Automatic (Not editable)	DD Form 250, Block 13 DD Form 250-1, Block 11 DD Form 1348-7, Block 13b
Doc Num	Identifies the document number that assists in tracking the shipment and receipt. This must match the corresponding Doc Num on the shipment. Format is Seller DODAAC plus Julian date plus 4-character serial number. Example: FP48006201J801. Required only for transfer receipts.	Conditional see Description	DD Form 250, Block 16 DD Form 250-1, Block 13 DD Form 1348-7, Block 6

Table 4-4: Receive transaction field descriptions (continued)

Field	Description	Data required	Source
Final Flag	Final Flag indicates whether a Receive transaction is the final entry against a specific order number. Required only for contract receipts.	Conditional see Source	Select Yes if the receipt is the last receipt against the order number. For a “blanket order,” one order number is assigned for all shipments made for that month. After the final shipment is received against that order number, select Yes on the last receipt only. Select No if there are more receipts for the order number forthcoming.
Contract	Number that identifies different products on a specific contract. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 1 DD Form 250-1, Block 6
CLIN	Contract Line Item Number that consists of the site location code for the receiving activity plus the product number on a contract. Required only for contract receipts.	Conditional see Description	DD Form 250, Block 15 DD Form 250-1, Block 22
SIOATH	Source Identification Ordering Authorization. Used to identify activities authorized to requisition bulk fuel directly from designated suppliers.	Not Required	See Description
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Select the check box if the product is an aviation fuel; leave it blank if the product is a ground fuel.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.

Table 4-4: Receive transaction field descriptions (continued)

Field	Description	Data required	Source
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-4: Receive transaction field descriptions (continued)

Regrade

Use Regrade transactions to record a change of product type or move product from one storage inventory to another. This window shows an example of a Regrade transaction.

Note Obtain authorization from the Defense Energy Support Center (DESC) before you complete this type of transaction.

Type: REGRADE Unit of Issue: U.S. Gallons

* Date: (i.e., MM/DD/YYYY) 11/21/2006 * Time: 12:59:39

* Grade From: JP8 * Grade To: JP8

* Quantity: * Type ID Change:

* Mat. Code: B Capitalize:

Memo:

DESC

* Indicates required information

Regrade transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Regrade)
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
Date	Date of fuel grade change. Defaults to current date.	Required	Auto populated
Time	Time of fuel grade change. Defaults to current time.	Required	Auto populated
Grade From	The grade of fuel that is currently selected.	Required	Select from drop-down menu
Grade To	The grade of fuel to which you are changing.	Required	Select from drop-down menu
Quantity	Amount of fuel affected by the grade change.	Required	See Description
Type ID Change	Specifies the type of condition or identity change to the product. Click the drop-down arrow to display the list of choices.	Required	A = Additive injection (injecting additive into a product) D = Downgrade (product does not meet intended specifications but can meet the specifications of a lower fuel grade, for example, JP5 to F76) R = Regrade (product that meets the specifications of two or more grades of fuel and is redesignated from one to another, for example DL1 to DL2)
Mgt. Code	Specifies whether this transaction is an identity change, condition change, or both.	Required	Use Management Code B in conjunction with Downgrades, Regrades, and Additive injections.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.

Table 4-5: *Regrade transaction field descriptions*

Field	Description	Data required	Source
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-5: Regrade transaction field descriptions (continued)

Reissue

Use the Reissue transaction to record the secondary sale of product from a consumer’s inventory. The units of issue are determined by the configuration of the local site. This window shows an example of a Reissue transaction.

Type:	REISSUE	* Grade:	DL2
* Date: (d, m, - MM/DD/YYYY)	03/29/2006	* Time:	12:27:27
* From BOS:		From ORG Code:	
* From UC:		From Shop:	
Unit of Issue:	U.S. Gallons	VIMS:	
* BOS:		* Non-Ftr ORG:	
* UC:		Shop Code:	
* Buyer's DODAAC:		* Iss Pt Num:	
* Quantity:		* Serial Num:	
* Signal Code:	A	* Req. Number:	
Supp DODAAC:		* Fund Code:	
Aviation:	<input type="checkbox"/>	Capitalize:	<input checked="" type="checkbox"/>

Reissue transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Reissue). Currently not supported by the Fuels Enterprise Server (FES).
Grade	Product represented by a three-character code authorized to be sold by the Selling activity.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Date	Date the fuel was issued/credited. Defaults to current time.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Time	Time the fuel was issued/credited. Defaults to current time.	Required	Currently not supported by the Fuels Enterprise Server (FES).
From BOS	Branch of Service for the purchase location.	Required	Currently not supported by the Fuels Enterprise Server (FES).
From ORG Code	Organization code for the purchase location.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
From UC Code	Use Code (transaction identifier).	Required	Currently not supported by the Fuels Enterprise Server (FES).
From Shop	A two-position code used in conjunction with the civil engineer's work order number. Reflects the issuer's shop code.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Currently not supported by the Fuels Enterprise Server (FES).
VIMS	Vehicle Integrated Management System.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
BOS	Branch of Service for the activity purchasing the fuel.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Non-Fly Org	Organization code for Air Force ground and aviation equipment. Required for Air Force transactions.	Conditional see Description	Currently not supported by the Fuels Enterprise Server (FES).
UC	Use Code (transaction identifier).	Required	Currently not supported by the Fuels Enterprise Server (FES).
Shop Code	Two-position code used in conjunction with the civil engineer's work order number.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 4-6: Reissue transaction field descriptions

Field	Description	Data required	Source
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC of the receiving aircraft airwing/ squadron/activity.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Iss. Pt. Num.	Last two characters relative to the registration number for the issuing vehicle or service station pump number.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Quantity	Amount of fuel issued.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Serial Num	The serial number of issues that have been serviced from the same Iss Pt Num or service station pump.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Reg. Number	Registration Number of the vehicle/equipment issuing the fuel.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used.	Conditional see Description	Currently not supported by the Fuels Enterprise Server (FES).
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	Currently not supported by the Fuels Enterprise Server (FES).
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Currently not supported by the Fuels Enterprise Server (FES).
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 4-6: Reissue transaction field descriptions (continued)

Field	Description	Data required	Source
Memo	Any additional information that is relevant to the transaction.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Not Required	Currently not supported by the Fuels Enterprise Server (FES).

Table 4-6: Reissue transaction field descriptions (continued)

Inflight

Use Inflight transactions to record fuel that is transferred during inflight refueling. The units of issue are determined by the configuration of the local site. This window shows an example of an Inflight transaction.

Type:	INFLIGHT	* Grade:	JP8
* Date: (i.e., MM/DD/YYYY)	01/23/2007	* Time:	14:05:10
* UIC:		Unit of Issue:	Pounds
* Seller DODAAC:	FP4608	* Tanker Supp:	
* From BOS:		* Tanker MDS:	
* From ORG Code:		* Tanker Tail:	
* From Sig Code:	A	* From Fund Code:	
* Buyer's DODAAC:	FP4608	* Supp DODAAC:	
* BOS:		* MDS:	
* Report Desig:		* Tail Number:	
* Signal Code:	A	* Fund Code:	
* Mission Number:		* Serial Num:	
* Quantity (Lbs):		* Gallons:	0
Aviation:	<input checked="" type="checkbox"/>	Capitalize:	<input checked="" type="checkbox"/>

Inflight transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Inflight)
Grade	Product represented by a three-character code authorized to be sold by the tanker.	Required	Select from drop-down menu
Date	Date the fuel was issued/ jettisoned.	Required	DD Form 791, Block 3a
Time	Time the fuel was issued/ jettisoned.	Required	DD Form 791, Block 3b
UC	Use Code (transaction identifier).	Required	Use I for Inflight transaction from tanker to other aircraft; use T for tankers that jettison the fuel
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
Seller DODAAC	Account code of activity from which the fuel is requisitioned. Can start with any letter.	Required	DD Form 791, Block 2
Tanker Supp	Supplemental account code number of the tanker airwing/ squadron. This code is required when the Signal Code is other than A.	Conditional see Description	DD Form 791, Block 2
From BOS	Branch of Service of the tanker airwing/squadron.	Required	DD Form 791, Block 2
Tanker MDS	Mission Design Series (type of aircraft).	Required	DD Form 791, Block 4
From ORG Code	Organization Code of the tanker airwing/squadron.	Required	DD Form 791, Block 2
Tanker Tail	Eight-digit tail number of the issuing tanker.	Required	DD Form 791, Block 5
From Sig Code	Signal Code of the issuing aircraft. One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	DD Form 791, Block 2
From Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	DD Form 791, Block 2

Table 4-7: Inflight transaction field descriptions

Field	Description	Data required	Source
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC of the receiving aircraft airwing/squadron/activity. Can start with any letter.	Required	DD Form 791, Block 7e
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used. Can start with any letter.	Conditional see Description	DD Form 791, Block 7e
BOS	Branch of Service of the receiving aircraft airwing/squadron.	Required	DD Form 791, Block 7a
MDS	Mission Design Series or Type Model Series for Navy customers (type of aircraft).	Required	DD Form 791, Block 7b
Report Designator/ APC/TEC	The Sub Account for the airwing/squadron. Report Designator - Used by the Air Force. APC - Used by the Army (if JOPCN is used in the Supp DODAAC field, leave this field blank). TEC - Used by the Navy/Marine Corps.	Required	DD Form 791, Block 7e
Tail Number/ BUNO Number	Identification number of the receiving/defueled aircraft. Navy/Marine Corps use six digits (also referred to as a Bureau Number). Army uses four digits. Air Force uses eight digits.	Required	DD Form 791, Block 7c
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	DD Form 791, Block 7e

Table 4-7: Inflight transaction field descriptions (continued)

Field	Description	Data required	Source
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	DD Form 791, Block 7e
Mission Number	Mission number for the tanker operation. Not required at the FES. Can include up to 20 characters.	Conditional see Description	For local use in the Fuels Management facility.
Serial Number	The serial number of issues that have been serviced from that tanker. Not required at the FES.	Conditional see Description	For local use in the Fuels Management facility.
Quantity (Lbs)	Amount of fuel issued/jettisoned in pounds.	Required	DD Form 791, Block 7f (1)
Gallons	Amount of fuel issued/jettisoned in gallons. This is the quantity in pounds (lbs) multiplied by the conversion factor, for example, JP5 = 6.8, JP8 = 6.7.	Automatic (Not editable)	DD Form 791, Block 7f (2)
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-7: Inflight transaction field descriptions (continued)

Adjust

Use Adjust transactions to record the physical inventory of the fuel. This window shows an example of an Adjust transaction.

Note One Adjustment per day per grade of capitalized product can be created and processed to the FES hub.

The screenshot shows a web-based form for creating an Adjust transaction. The form contains the following fields and values:

- Type: ADJUST
- Grade: JP8 (selected from a dropdown menu)
- Quantity: (empty text box)
- Date: 04/01/2005
- Seller DODAAC: FP5518
- Aviation:
- Capitalize:
- Unit of Issue: U.S. Gallons
- Time: 11:30:14
- Memo: (empty text area)

At the bottom of the form are two buttons: "Add" and "Close". A legend indicates that an asterisk (*) denotes required information.

Adjust transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Adjust)
Grade	Product represented by a three-character code authorized to be sold by the selling DFSP.	Required	Select from drop-down menu
Quantity	Amount of total on-hand inventory.	Required	Obtain from FuelsManager Summary Report or DESC Form 700
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
Date	Date the transaction occurs. Defaults to the current date.	Required	Auto populated
Time	Time the transaction occurs. Defaults to the current time.	Required	Auto populated
Seller DODAAC	Account code of activity from which the fuel is requisitioned.	Required	Auto populated

Table 4-8: Adjust transaction field descriptions

Field	Description	Data required	Source
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-8: *Adjust transaction field descriptions (continued)*

Adjusting transactions on End of Month

Entering or editing the Adjust transaction on the last day of the month automatically updates the Determine transaction.

Reversing and updating Adjust transactions

You can reverse/update an Adjust transaction in the same manner as reversing other transactions. Reversing the Adjust transaction creates a Reverse transaction and a new transaction with the updated information. For more information, see the “Reversing and updating transactions” section.

If the Adjust transaction that you are reversing is the End of Month transaction and if the Determine transaction has already been sent to DESC, then you cannot reverse post the Adjust transaction until the Determine transaction has been reversed.

Shipment

Use the Shipment transaction to record the transfer of fuel from one site to another. You also use the Shipment transaction to generate DD Form 1348-7 (DoD Milspets Single Line Item Requisition/Release/Receipt Document), which records tank truck, rail car, and pipeline shipments. For more information, see the “Contracts” and “End of Month (EOM) process” sections. This window shows an example of a Shipment transaction.

Type:	SHIPMENT	Contract:	<input type="button" value="Insert"/>
CLIN:	<input type="button" value="Insert"/>	# Order Number:	<input type="text"/>
* Seller DoDAAC:	FP5518	# Buyer's DODAAC:	<input type="text"/>
# Supp. DODAAC:	<input type="text"/>	# Ship No.:	<input type="text"/>
Action Code:	<input type="text"/>	* Quantity:	<input type="text"/>
# Date Commence: (i.e. - MM/DD/YYYY)	03/29/2006	* Trans. Mode:	9 (LOCAL) <input type="button" value="v"/>
* Grade:	JP8 <input type="button" value="v"/>	RIC Code:	<input type="text"/>
# Batch/Cargo:	<input type="text"/>	Mgt. Code:	<input type="text"/>
* Date: (i.e. - MM/DD/YYYY)	03/29/2006	* Time:	12:29:36
Final Code:	<input type="text"/>	# Carrier Code:	<input type="text"/>
* Doc. Num.:	Automated	Unit of Issue:	U.S. Gallons
Quantity Determination Method:	<input type="button" value="v"/>	RTORD:	<input type="button" value="Insert"/>
Aviation:	<input checked="" type="checkbox"/>	Capitalize:	<input checked="" type="checkbox"/>

Shipment field descriptions

Field	Description	Data required	Source
Type	The type of transaction.	Automatic (Not editable)	Auto populated (Shipment)
Contract	Identifies a specific contract. Click the Contracts link to display a browser that lists contracts entered in the Reference Tables, Contracts table. Required only for contract shipments.	Conditional see Source	Contract shipments DD Form 250, Block 1 or DD Form 250-1, Block 6 Transfer shipments W (Com Barge) – See DD Form 250-1, Block 6 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 6 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 1 K (Rail) – See DD Form 250, Block 1 A (Truck) – See DD Form 250, Block 1

Table 4-9: Shipment transaction field descriptions

Field	Description	Data required	Source
CLIN	Identifies a specific contract line item number that corresponds to the grade of fuel on the contract or SIOATH. Required to generate shipping documents. Required only for contract shipments.	Conditional see Source	Contract shipments DD Form 250, Block 15 or DD Form 250-1, Block 22 Transfer shipments W (Com Barge) – See DD Form 250-1, Block 22 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 22 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 15 K (Rail) – See DD Form 250, Block 15 A (Truck) – See DD Form 250, Block 15
Order Number	Identifies the shipment order number. Can include up to four alphanumeric characters. Enter an order number for contract shipments.	Conditional see Source	Contract shipments DD Form 250, Block 1 or DD Form 250-1, Block 10 Transfer shipments W (Com Barge) – See DD Form 250-1, Block 10 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 10 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 1 K (Rail) – See DD Form 250, Block 1 A (Truck) – See DD Form 250, Block 1
Seller DODAAC	Account code of activity from which the fuel is shipped. Required only for transfer shipments.	Conditional see Source	Contract shipments DD Form 250 or DD Form 250-1, Block 9 Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 13a 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 7 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 9 or DD Form 1348-7, Block 13a W (Com Barge) – See DD Form 250-1, Block 9 K (Rail) – See DD Form 250, Block 9 A (Truck) – See DD Form 250, Blocks 9 or 11

Table 4-9: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) of the activity receiving the fuel.	Required	Contract shipments DD Form 250, Block 13 or DD Form 250-1, Block 11 Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 13b 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 11 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 13 or DD Form 1348-7, Block 13b W (Com Barge) – See DD Form 250-1, Block 11 K (Rail) – See DD Form 250, Block 13 A (Truck) – See DD Form 250, Block 13
Supp. DODAAC	Supplemental account code number of the activity receiving the fuel.	Conditional see Source	Assigned by the FES hub
Ship No.	Identifies the shipment number. Enter an order number for contract shipments.	Conditional see Source	Contract shipments DD Form 250, Block 2 Transfer shipments B (Motor) or 8 (Pipeline) – See DD Form 250, Block 2 K (Rail) – See DD Form 250, Block 2 A (Truck) – See DD Form 250, Block 2
Action Code	Identifies the code to handle the transaction: C = Change R = Reverse Post A = Add	Not Required	Assigned by the FES hub
Quantity	Quantity of product shipped. Note You can enter quantities for seals in the Fuel Load Entries section. The system calculates the sum of the Net Quantity (U.S. Gallons) for seals and adds the total here. This amount appears as “Calculated” until you save the transaction.	Required	Contract shipments DD Form 250, Block 17 or DD Form 250-1, Block 25 Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 5 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 25 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 17 or DD Form 1348-7, Block 5 W (Com Barge) – See DD Form 250-1, Block 25 K (Rail) – See DD Form 250, Block 17 A (Truck) – See DD Form 250, Block 17

Table 4-9: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Date Commence	Start date of the receipt. Required if Trans. Mode is W, 2, 8, V, or Z or if the shipment is expected to exceed 24 hours.	Conditional see Description	Contract shipments DD Form 250, Block 6 or DD Form 250-1, Block 25 Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 10
Trans. Mode	Means of delivering the fuel, such as pipeline or truck. Select from the drop-down menu.	Required	Contract shipments DD Form 250, Block 16 or DD Form 250-1, Block 15 Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 8 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 16 or DD Form 1348-7, Block 8 W (Com Barge) – See DD Form 250-1, Block 15 K (Rail) – See DD Form 250, Block 16 A (Truck) – See DD Form 250, Block 16
Grade	Product represented by a three-character code authorized to be sold by the Seller and received by the Buyer.	Required	Contract shipments DD Form 250, Block 16 or DD Form 250-1, Block 23 Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 1 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 23 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 16 or DD Form 1348-7, Block 1 W (Com Barge) – See DD Form 250-1, Block 23 K (Rail) – See DD Form 250, Block 16 A (Truck) – See DD Form 250, Block 16
RIC Code	Routing Identification Code.	Not Required	Assigned by the FES hub

Table 4-9: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Batch/Cargo	An eight-character Government Bill of Lading identifier used by Defense Fuels Supply Points (DFSPs) for truck shipments. Required if Trans Mode is W, 2, 8, V, A, or Z. Not required for Trans modes Local (9) or Gov Truck (I).	Conditional see Source	Contract shipments DD Form 250, Block 4 or DD Form 250-1, Block 12 (if using Bill of Lading) or Block 14 (if using Cargo Number) Transfer shipments 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 12 (if using Bill of Lading) or Block 14 (if using Cargo Number) B (Motor) or 8 (Pipeline) – See DD Form 250, Block 4 or DD Form 1348-7, Block 9 W (Com Barge) – See DD Form 250-1, Block 12 (if using Bill of Lading) or Block 14 (if using Cargo Number) A (Truck) – See DD Form 250, Block 4
Mgt. Code	Identifies the Management Code.	Not Required	Assigned by the FES hub
Date	Date the transaction occurs. Format is mmddyyyy. Example: 11/02/2006.	Required	Contract shipments DD Form 250, Block 3 or DD Form 250-1, Block 27 Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 7, date shown on form is MMMDDYYYY. 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 27 B (Motor) or 8 (Pipeline) – See DD Form 250, Block 3 or DD Form 1348-7, Block 7 W (Com Barge) – See DD Form 250-1, Block 27 K (Rail) – See DD Form 250, Block 3 A (Truck) – See DD Form 250, Block 3
Time	Time the transaction occurs. Format is 11:10:07.	Required	Defaults to current system time
Final Code	Identifies the last sequential shipment against a document number or delivery order.	Not Required	Leave blank

Table 4-9: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
Carrier Code	Four character alphanumeric code that identifies the transport company assigned by the Defense Fuel Supply Point (DFSP). Also known as a Standard Carrier Alpha Code (SCAC). Required only if Trans Mode is W or A.	Conditional see Source	<p>Contract shipments DD Form 250, Block 11 (if different from Block 9) or DD Form 250-1, Block 7</p> <p>Transfer shipments 2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 9 (if different from Block 7)</p> <p>B (Motor) or 8 (Pipeline) – See DD Form 250, Block 11 (if different from Block 9) or DD Form 1348-7, Block 25 (if applicable)</p> <p>W (Com Barge) – See DD Form 250-1, Block 9 (if different from Block 7)</p> <p>A (Truck) – See DD Form 250, Block 11 (if different from Block 9)</p>
Doc. Number	Identifies the document number that assists in tracking the shipment. If left blank, the system automatically assigns a document number. Required only for transfer shipments.	Conditional see Source	<p>Contract shipments DD Form 250, Block 16 or DD Form 250-1, Block 13</p> <p>Transfer shipments 9 (Local) or I (Gov Truck) – DD Form 1348-7, Block 6</p> <p>2 (Gov Barge), V (Seavan), or Z (MSC Tanker) – See DD Form 250-1, Block 13</p> <p>B (Motor) or 8 (Pipeline) – See DD Form 1348-7, Block 6</p> <p>W (Com Barge) – See DD Form 250-1, Block 13</p>
Unit of Issue	Unit of measurement for the product.	Required	Auto populated (U.S. Gallons)
Quantity Determination Method	The process or methodology used to determine the volumetric quantity for a fuel inventory, sale, return for credit, shipment, receipt, regrade or other fuel movement event or accounting transaction for such an event.	Not Required	<p>The accepted practices for measurements and calibrations made to determine quantity are in accordance with the most recent edition of the API Manual of Petroleum Measurement Standards (MPMS). Options are as follows:</p> <ul style="list-style-type: none"> • Temperature Compensating Meters • Non-Temperature Compensating Meters • Weight Conversion • Conveyance Tank Gauge • Shipping Tank Gauge <p>DD Form 1348-7, Block 4</p>

Table 4-9: Shipment transaction field descriptions (continued)

Field	Description	Data required	Source
RTORD (Route Order)	Shipping instructions issued by the Military Surface Deployment and Distribution Command Operations Center or Theater Commander that specify the mode of transportation, carrier(s) to move the shipment, rate, minimum shipment weight, tariff, or tender authority.	Conditional see Source	The Route Order Number is created in the Contracts database. You must select a valid contract before you select the Route Order Number. The Route Order Number then appears in the Route Order field on DD Form 1348-7.
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-9: Shipment transaction field descriptions (continued)

Fuel Load Entries and Shipping Release field descriptions

Fuel load entries are required only if you are using the DD Form 1348-7 (DoD Milspets Single Line Item Requisition/Release/Receipt Document).

Field	Description	Data required	Source
Fuel Load			
Truck Number	Indicates the number of the truck delivering the fuel. Can include up to 10 digits.	Required	See Description
Seal/Meter Number	Identifies the seal or meter number. Can include up to 20 alphanumeric characters.	Required	See Description
Seal Location	Identifies the seal location. Click the drop-down arrow to display the list of choices.	Required	See Description
Gross Quantity (U.S. Gallons)	The uncorrected amount in U.S. gallons for the specific fuel load entry.	Required	If temperature compensating meters are used, enter the quantity registered off the meter.
Observed Density (Degrees API)	The observed density measured in degrees API.	Required	See Description
Observed Temperature (Degrees Fahrenheit)	The observed temperature measured in degrees Fahrenheit.	Required	If temperature compensating meters are used as the Quantity Determination Method, enter 60 degrees F here.
Net Quantity (U.S. Gallons)	The correct amount in U.S. Gallons.	Required	Calculated by FuelsManager Defense
Gross Weight (lb)	The weight in pounds (lb).	Required	Calculated by FuelsManager Defense
Shipping Release			
Tank Number	Identifies the tank number. Prints in block J of DD Form 1348-7. Can include up to 20 alphanumeric characters.	Required	See Description

Table 4-10: Fuel Load Entries and Shipping Release field descriptions

Field	Description	Data required	Source
Density (Degrees API)	Identifies the density in degrees API.	Required	Acquired from laboratory test results
Flash Point (Degrees Fahrenheit)	Identifies the point at which the fuel can ignite, in degrees Fahrenheit. Varies according to the fuel grade.	Required	Acquired from laboratory test results
Visual	Represents the visual inspection of the product and identifies what the product looks like. Examples: Cloudy, clear, bright.	Required	Acquired from laboratory test results
FSII	The fuel system icing inhibitor (FSII) lowers the freeze point of free water found in turbine fuels or in fuel systems. Varies according to the fuel grade.	Required	Acquired from laboratory test results
Conductivity	Conductivity of a fuel (such as JP8 or JP5) is a measure of its electrical conductance.	Required	Acquired from laboratory test results

Table 4-10: Fuel Load Entries and Shipping Release field descriptions (continued)

Processing fuel shipments

Use the Shipment transaction to generate DD Form 1348-7, which records tank truck, rail car, and pipeline shipments. For more information about the Shipment transaction, see the “Shipment” section.

To process fuel shipments, you must complete the following tasks:

- Add a Shipment transaction that includes a fuel load.
- Add shipping release information to a Shipment transaction.
- Save and print a shipping document.
- Edit or delete fuel shipments as needed.

Adding Shipment transactions

1. From the FuelsManager Defense main menu, click Ledger.
2. Click the drop-down arrow next to Add Transaction and select Shipment. The Shipment page, which includes Fuel Load Entries and Shipping Release Information tables, appears.
3. Enter the shipment information. An asterisk * marks the fields that are required to add the shipment. For specific field descriptions, see the “Shipment field descriptions” section.
4. Do you want to add a fuel load to the shipment?
 - If yes, go to the “Adding fuel loads” procedure.
 - If no, click Add.

Adding fuel loads

The system calculates the shipment quantity as the sum of the net quantity of the fuel loads. You can add more than one fuel load per shipment. You can also enter multiple seal numbers per single fuel load entry.

Note You must use the same truck number for all seals entered on a fuel load.

1. In the Fuel Load Entries section, click Add Fuel Load. A row appears in the Fuel Load table. The Net Quantity (U.S. Gallons) and Gross Weight (lb) fields display as “Calculated” and are disabled. The Quantity field for the Shipment transaction changes to “Calculated.”
2. Type the Truck Number and Seal/Meter Number.
3. Click the drop-down arrow next to Seal Location and select a location.
4. Type the Gross Quantity (in gallons), the Observed Density, and the Observed Temperature.
5. Do one of the following:
 - To add additional seal numbers to this fuel load, click Add Fuel Load. Type the Seal/Meter Number. Use the same truck number for all seals entered on this fuel load.
 - To add another fuel load, click Add Fuel Load and repeat steps 2 through 4.
6. Go to the “Adding shipping release information” procedure.

Adding shipping release information

Only one shipping release entry is required per transaction.

1. In the Shipping Release Info. section, click Add Shipping Release Info. A row appears in the Shipping Release Info. table.
2. Type the Tank Number, Density, Flash Point, Visual, FSII, and Conductivity.
3. Do you want to print the shipping document?
 - If yes, go to the “Saving and printing a shipping document” procedure.
 - If no, click Save and then click Close.

Saving and printing shipping documents

1. In the Shipment transaction, click Save and Print Shipping Document. A browser window opens.
2. Do one of the following:
 - Select File -> Print to print the document locally.
 - Select File -> Send to email the report.

Editing fuel shipments

1. From the FuelsManager Defense main menu, click Ledger.
2. In the Ledger table, click the date of the transaction. The Ledger page appears.
3. Locate the Shipment transaction to edit and click the Edit icon. The Shipment transaction page appears.
4. As needed, modify the shipment.
5. Go to the Fuel Load Entries section and add, modify, or delete line items as needed. To delete a fuel load entry, click the X button.
6. Go to the Shipping Release Info. section and add, modify, or delete the shipping information.
7. Click Save, and then click Close.

Deleting fuel shipments

1. From the FuelsManager Defense main menu, click Ledger.
2. In the Ledger table, click the date of the transaction. The Ledger page appears.
3. Locate the Shipment transaction to delete and click the Edit icon. The Shipment transaction page appears.

4. Verify that this the shipment to delete, and then click Delete. A message prompt appears.
5. Click OK. The Ledger page appears.

Determine

Use Determine transactions to record gains and losses. This window shows an example of a Determine transaction.

Note Only one Determine transaction of the same type can be processed to the FES hub per day per grade of capitalized product.

Determine transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Determine)
Seller DODAAC	Account code of activity from which the fuel is requisitioned.	Required	Auto populated
Grade	Product represented by a three-character code authorized to be sold by the selling DFSP.	Required	Select from drop-down menu

Table 4-11: Determine transaction field descriptions

Field	Description	Data required	Source
Determine Type	Type of incident for the Gain/Loss. There are 10 codes: <ul style="list-style-type: none"> • A = Operating Gain/Loss • B = Spill • C = Disaster/Acts of God • D = Non-Recoverable Tank Bottoms • E = Operating Gain/Loss (Reconciliation Adjusted) • F = Reclamation Loss • G = Abandon Product • K = Slop • M = Recovered Spill • N = Tariff Deduction Loss <p>Note Codes A and E are available only at end of month.</p>	Required	Select from drop-down menu
Gain/Loss	Identifies the impact this transaction has on the inventory.	Required	Select from drop-down menu
Quantity	Amount of fuel to be adjusted.	Required	See Description
Date	Date the fuel was issued/defueled. Defaults to the current date.	Required	Auto populated
Time	Time the fuel was issued/defueled. Defaults to the current time.	Required	Auto populated
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.

Table 4-11: Determine transaction field descriptions (continued)

Field	Description	Data required	Source
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Fuels Enterprise Server (FES), a check mark appears in the check box. Note Transactions sent to the FES hub cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-11: Determine transaction field descriptions (continued)

Commercial

Use Commercial transactions to record fuel that is purchased off site. This transaction type generally will not be completed by the DoD. In most cases, the DoD carries the NLS/NMU product codes for ground fuel and NAA product code for aviation fuel. Then, a Sale and Credit transaction is generated to account for this type of transaction in which an entity must be reimbursed for a sale from a commercial location. This window shows an example of a Commercial transaction.

Note The (A) in the Field and Description columns represents the labels viewed under the aviation product code. The (G) in the Field and Description columns represents the labels viewed under a ground fuel product code. If the Grade is changed to Ground, then the field requirements change.

Type:	COMMERCIAL	Grade:	JP8
* Date: (i.e. - MM/DD/YYYY)	04/01/2005	* Time:	11:32:19
* Buyer's DoDAAC:	FP5518	Unit of Issue:	U.S. Gallons
TEX Code:		* BOS:	
Routing ID:		Report Desig:	
Purchase Loc:		Country Code:	
Rental Code:		* Quantity:	
* Tail Number:		Serial Number:	
* Extended Cost:		Supp DODAAC:	
* Signal Code:	A	* Fund Code:	
MDS:		Iss Pt Num:	
UC:			
Aviation:	<input checked="" type="checkbox"/>	Capitalize:	<input checked="" type="checkbox"/>
Memo:			

Commercial transaction field descriptions

Field	Description	Data required	Source
Type	The transaction type.	Automatic (Not editable)	Auto populated (Commercial)
Grade	Product represented by a three-character code authorized to be sold by the selling DFSP.	Required	Select from drop-down menu
Date	Date the fuel was issued/defueled. Defaults to the current date.	Required	Auto populated
Time	Time the fuel was issued/defueled. Defaults to the current time.	Required	Auto populated
Buyer's DODAAC	Department of Defense Activity Address Code (DODAAC) or Federal Activity Address Code (FEDAAC) or T-DODAAC of the receiving aircraft airwing/squadron/activity.	Required	See commercial sales receipt
Unit of Issue	Unit by which the product is measured.	Automatic (Not editable)	Auto populated (U.S. Gallons)
TEX Code	Transaction Exception Code.	Not Required	See Description

Table 4-12: Commercial transaction field descriptions

Field	Description	Data required	Source
BOS	Branch of Service.	Required	See commercial sales receipt
Routing ID	Three-character code that is assigned to each Defense Fuel Supply Point.	Not Required	See Description
Non-Fly ORG (G)/ Report Design (A)	Organization code for Air Force ground and aviation equipment.	Conditional see Description	See commercial sales receipt
Report Designator/ APC/TEC	The Sub Account for the airwing/squadron. Report Designator – Used by the Air Force. APC – Used by the Army (if JOPCN is used in the Supp DODAAC field, leave this field blank). TEC – Used by the Navy/Marine Corps.	Required	Army customers (APC) – See DD Form 1896, Line 1 positions 15–20 Navy customers (TEC) – See DESC Web site Air Force customers (Rpt Des) – Air Force Line of Accounting (AF LOA)
Vendor Code (G)/ Purchase Location (A)	Four-character code for off-site service stations (G). Four-character International Civil Aviation Organization (ICAO) code assigned to commercial airports.	Not Required	See Description
Country Code (A)	Three-character country code for aviation only, such as USA.	Not Required	See Description
Rental Code (G)	Rental Agreement Number (ground fuel only).	Not Required	See commercial sales receipt
Quantity	Amount of fuel issued/ defueled.	Required	See commercial sales receipt
Reg. Number (G)	Registration number of the vehicle/equipment (ground fuel only).	Required	See commercial sales receipt
Tail Number (A)	Identification number of the receiving/defueled aircraft. Navy/Marine Corps use 6–digits (also referred to as a Bureau Number). Army uses 7 digits. Air Force uses 8 digits (Aviation fuel only).	Required	See commercial sales receipt

Table 4-12: Commercial transaction field descriptions (continued)

Field	Description	Data required	Source
Sequence Number (G)/Serial Number (A)	Last four positions on the preprinted document.	Not Required	See commercial sales receipt
Extended Cost	Amount of fuel issued multiplied by price per unit.	Required	See commercial sales receipt
Supp. DODAAC	Supplemental account code number of the Buyer. This is required when the Signal Code is other than A. Also used by the Army and Navy/Marine Corps when Job Order Primary Control Numbers are used.	Conditional see Description	See commercial sales receipt
Signal Code	One-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X.	Required	See commercial sales receipt
Fund Code	Two-character code that is assigned by the responsible command or financial office.	Required	See commercial sales receipt
MDS (A)	Mission Design Series (type of aircraft – aviation fuels only)	Required	See commercial sales receipt
Issue Pt Num	Last two numbers of the issuing truck/hydrant. Sometimes used to note when a truck has been issued more than 99 times in one day. In this case the code is the 1st letter of the Issue Pt (issue point) and the last digit of the issuing truck (original Issue Number).	Not Required	See commercial sales receipt
UC	Use code (transaction identifier).	Required	<p>Army customers Use A for all aviation Sales/Credit Use 1 for all ground fuel Sales/Credits</p> <p>Navy customers Use A for all aviation Sales/Credits Use 1 for all ground fuel Sales/Credits</p> <p>Note Navy Base Level DFSPs issuing fuel to Navy Ships enter the MILSTRIP Document Number from Block 6 of the DD Form 1149 with a Use Code of S.</p>

Table 4-12: Commercial transaction field descriptions (continued)

Field	Description	Data required	Source
Aviation	Identifies the product as an aviation fuel. Used to distinguish between aviation and ground fuels. Not required for ground fuel sales or credits.	Conditional see Description	Auto populated from the Product table.
Capitalize	Determines whether the transactions are processed to the FES hub. It also generates the automated End of Month (EoM) close out routine. Required if fuel is capitalized by DESC.	Conditional see Description	The product is specified as Capitalized from the Product table.
Memo	Specifies any additional information that is relevant to the transaction.	Not Required	The memo field is for local use only. Information entered in this field will not be processed to the FES.
DESC	Identifies the status of the transaction. When the transaction has been sent to the Defense Energy Support Center (DESC), a check mark appears in the check box. Note Transactions sent to the DESC cannot be edited or deleted.	Automatic (Not editable)	Auto populated after the record(s) have been built into the Account transfer file. The field is not editable.

Table 4-12: Commercial transaction field descriptions (continued)

Query Utility

Use queries to investigate database issues, gather information about your site’s transactions, or locate a particular record. For example, you can run a query against your database to determine the number of transactions over 5000 gallons you processed in December. If you want to know when a specific truck was last used, you can run a query of your accounting databases for transactions, equipment, and employees.

Query operators and logic

The FuelsManager Defense Query utility uses standard query operators and logic, as defined in the “Query operators and logic” table.

Operator	Definition
<	Less than
<=	Less than or equal to
<>	Not equal to
=	Equal to
>	Greater than
>=	Greater than or equal to
IS BLANK	Equals blank
LIKE	Is like

Table 4-13: Query operators and logic

Building transactions queries

The Query page provides a step-by-step process for building a query. There are two types of queries that you can build: Transactions and Customer Accounts.

A Transactions query filters the transactions that are in the database. The filter can include any of the fields available in the Transaction tables.

Example 1: Query all transactions

1. From the main menu, click Query.
2. In Step 1, select Transactions from the Query table.

3. In Step 2, select the query results from the Available Fields list, and then click Assign. The fields move to the Selected Fields list.
 - To select multiple fields, press the Ctrl key while selecting each field.
 - Use the up and down arrows to arrange the field order.
4. In Step 3, enter the Query criteria. Select the Field and an Operator, and then enter the value.

For example, if you want to see all JP8 Transactions in your database, select Grade for the Criteria, equals (=) as the operator, and type JP8 in the Value field.

You can also query transaction check boxes (such as the DESC check box) by entering a value of 1 to query for a checked box, and 0 for an unchecked box.

5. Click Add Phrase. The system adds the phrase to the Filter Phrase window.

Use the (), AND, OR, and NOT buttons to apply multiple phrases to the filter, such as (Type = Sale AND Date > January 1, 2006 AND Date < January 2, 2006). This example returns only transactions that were SALES on the date of January 1, 2006.
6. Click Clear Last to remove the last phrase added to query filter phrase box. Click Clear All to remove all phrases in the query filter phrase box.
7. In Step 4, click Save to store the query. For more information, see the "Saving queries" section.
8. Click Submit to view the query results. For more information, see the "Working with query results" section.

Example 2: Using wildcard characters

1. From the main menu, click Query.
2. In Step 1, select Transactions from the Query table.
3. In Step 2, select the query results from the Available Fields list, and then click Assign. In this example, select Tail Number. The field moves to the Selected Fields list.
 - To select multiple fields, press the Ctrl key while selecting each field.
 - Use the up and down arrows to arrange the field order.
4. In Step 3, enter the Query criteria.

For example, if you want to see all tail numbers that begin with 8400, select Tail Number for the Criteria, enter like as the operator, and type 8400% in the Value field.

5. Click Add Phrase. The system adds the phrase to the Filter Phrase window.

This example returns tail numbers such as 8400105, 8400107, 8400126, and 8400135. You can also use the underscore _ as a wildcard character.

6. Click Clear Last to remove the last phrase added to query filter phrase box. Click Clear All to remove all phrases in the query filter phrase box.
7. In Step 4, click Save to store the query. For more information, see the "Saving queries" section.
8. Click Submit to view the query results. For more information, see the "Working with query results" section.

Building customer accounts queries

A customer accounts query filters the transactions that are in the database. The filter can include any of the fields available in the Transaction tables.

1. From the main menu, click Query.
2. In Step 1, select Customer Accounts from the Query table.
3. In Step 2, select the query results from the Available Fields list, and then click Assign. The fields move to the Selected Fields list.
 - To select multiple fields, press the Ctrl key while selecting each field.
 - Use the up and down arrows to arrange the field order.
4. In Step 3, enter the Query criteria. Select the Field and an Operator, and then enter the value.

For example, if you want to see all vehicles that use MUR records in your database, select Grade for the Criteria, equals (=) as the operator, and type MUR in the Value field.

5. Click Add Phrase. The system adds the phrase to the Filter Phrase window. Use the (), AND, OR, and NOT buttons to apply multiple phrases to the filter, such as AND (Signal Code) = 'A'. This example returns records that were marked as signal code A.

6. Click Clear Last to remove the last phrase added to query filter phrase box. Click Clear All to remove all phrases in the query filter phrase box.
7. In Step 4, click Save to store the query. For more information, see the “Saving queries” section.
8. Click Submit to view the query results. For more information, see the “Working with query results” section.

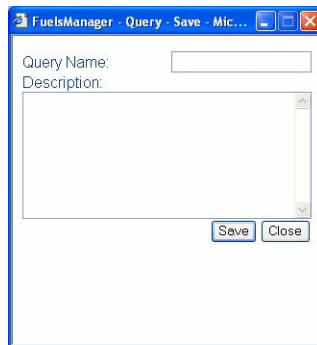
Working with query results

Use the Query Results page to view, download, and print query results.

1. In the Edit Column, click an icon to view a transaction. Click Close to return to the Query Results page.
2. Click the drop-down arrow next to Records per page to change the number of records listed.
3. Click the Printer Friendly Version link to print query results. The FuelsManager Defense Query Results page appears. Select File, Print and then follow the steps required for the Print command.
4. Click Download Results to download query results to the queryresults.csv file and display them in an Excel spreadsheet.
5. Save the Excel spreadsheet.

Saving queries

You can save a query for later use.

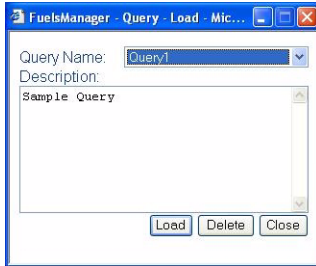


1. After you build your query, click Save. The Query Save dialog box appears.

2. Type an appropriate Query Name and Description.
3. Click Save. The window closes and saves your query. For more information, see the “Loading queries” section.

Loading queries

You can load any query that you have previously saved.



1. From the main menu, click Query.
2. Click and follow the load a saved query link.
3. Select the Query Name, and then Click Load. The system closes the window and displays the selected query on the Query page.

Examples

The “Common queries: Accounting” table lists the applications, criteria, and results for common queries.

Application	Query Results	Criteria
Accounting	Indicates all transactions on 8/10/2007 for DODAACs that begin with FP and do not have PAF for the Branch of Service (BOS).	[Date] = '8/10/2007' AND [Buyer's DODAAC] LIKE 'FP%' AND [BOS] <> 'PAF'

Table 4-14: Common queries: Accounting

Application	Query Results	Criteria
Accounting	Indicates all dates that are greater than or equal to 10/1/2006 and dates that are less than or equal to 10/31/2006, where the grade equals JP8 and the issue point equals HT.	[Date] >= '10/01/2006' AND [Date] <= '10/31/2006' AND [Grade] = 'JP8' AND [Iss Pt] = 'HT'
Accounting	Indicates the following: <ul style="list-style-type: none"> • MDS does not equal T and the type is equal to Sale. • Date is greater than or equal to 3/1/2006 and date is less than or equal to 3/31/2006. • Grade is not equal to DEL. • Buyers DODAAC is not equal to FP4620, FP6471, 470577, W68N9X, HQCWGP, TM5307, and FP2403. 	[MDS] <> 'T' AND [Type] = 'SALE' AND [Date] >= '03/01/2006' AND [Date] <= '03/31/2006' AND [Grade] <> 'DEL' AND [Buyer's DODAAC] <> 'FP4620' AND [Buyer's DODAAC] <> 'FP6471' AND [Buyer's DODAAC] <> '470577' AND [Buyer's DODAAC] <> 'W68N9X' AND [Buyer's DODAAC] <> 'HQCWGP' AND [Buyer's DODAAC] <> 'TM5307' AND [Buyer's DODAAC] <> 'FP2403'

Table 4-14: Common queries: Accounting

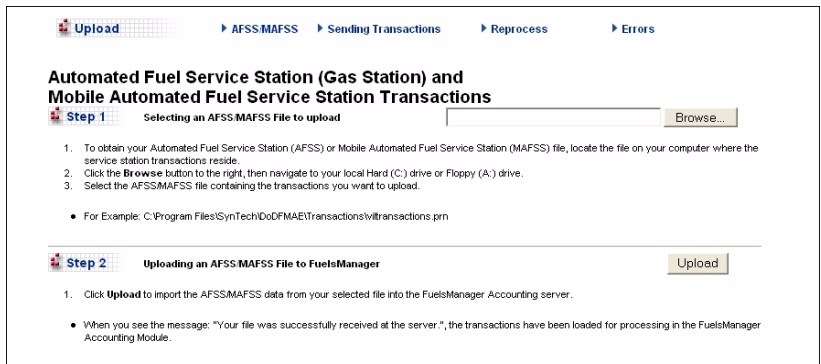
File Uploads

Importing AFSS and MAFSS files

If you use DESC standard service station software, you can import two types of files that you can upload into your FuelsManager Defense ledgers:

- AFSS (Automated Fuel Service Station)
- MAFSS (Mobile Automated Fuel Service Station)

If any Reg ID in the AFSS or MAFSS file matches a record in your Customer Accounts table, the system uses the Customer Accounts data to populate the appropriate Billing Information.



Uploading AFSS or MAFSS files into Accounting

- Export the AFSS file. For more information, see your AFSS documentation.
- In the Ledger table, click Upload.
- Click the Browse button. A Choose file dialog box appears.
- Navigate your directories, select the file you want to import, and then click Open. The Import File Name field displays the root and filename of the file you selected.
- Click Upload. The system uploads the file and adds the transactions to the appropriate ledgers. A message prompt appears: Your file was successfully received at the server.

Creating ACCOUNT.SND files

Use the Sending Transactions option to create the ACCOUNT.SND file, which includes daily accounting transactions and ledger totals. You then manually upload the file to Fuels Enterprise Server (FES).



- Review and verify your daily transactions and ledger totals.

2. From the Accounting main menu, click Upload. The upload window appears.
3. Click Sending Transactions, and then click Create ACCOUNT.SND. The system creates the file and a message confirmation appears: Do you want to save this file?
4. Click the Save button.
5. Select a location on the hard drive to save the file, and then click the Save button. Go to the "Uploading ACCOUNT.SND files using Eload" procedure.

Uploading ACCOUNT.SND files using Eload

1. From the Windows Start menu, select the Web browser.
2. Select the location of the FES Hub at <https://www.fes-hub.desc.dla.mil> and then press Enter.
3. Click the Fuels Customer & Inventory link. The Fuels Customer and Inventory Login page appears.

DEFENSE FAS ENTERPRISE SERVER

Home Customer Support Download DESC SOP SAAR Instructions/Forms Get Acrobat Reader

Fuels Customer and Inventory Login





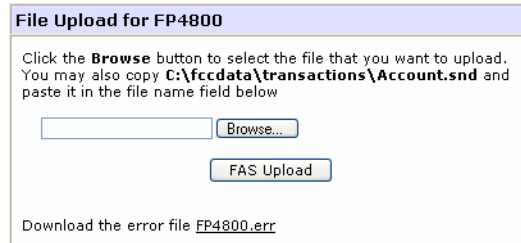
If you do not have a user account, click [here](#) to obtain the System Authorization and Access Request (SAAR) instructions and request forms at the DESC Web Interim Procedure Index page (Scroll down to DESC-DC-I-24, DESC AIS Access Request). Click [here](#) to find the "Get Acrobat Reader" if you do not have Acrobat Reader on your computer.

Please navigate to the General Information section on the DESC web site or click the link below:

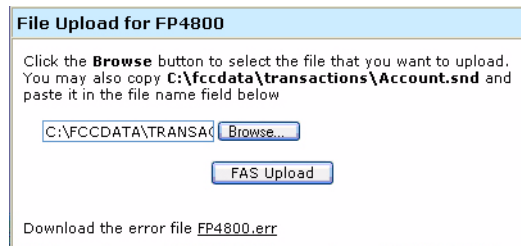
[General Information](#)

4. Enter your DODAAC.
5. Enter your User Name and Password and click Login. The main menu appears.

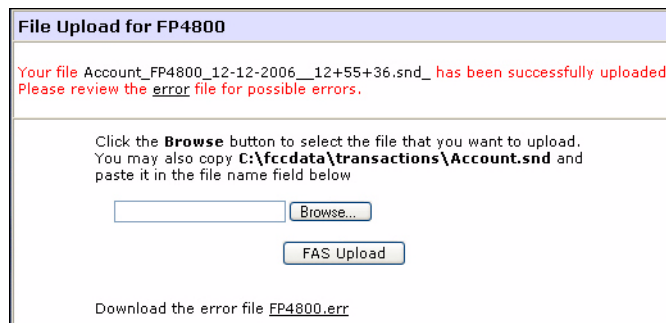
- From the main menu, click Eload. The File Upload dialog box appears.



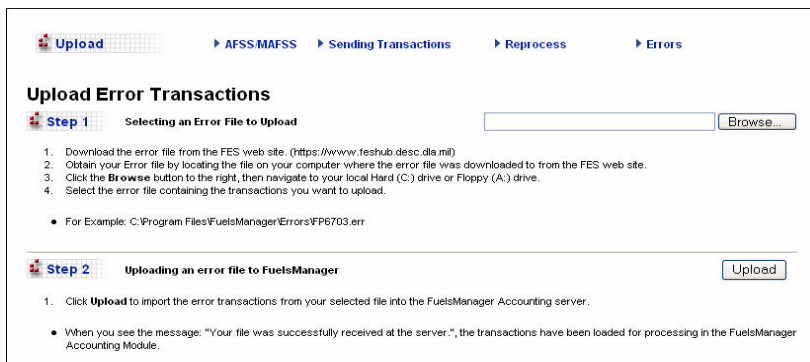
- Click the Browse button. A Choose File dialog box appears.
- Navigate to the directory where you saved the file, select the file to upload, and then click Open. The File Upload dialog box appears and includes the file name.



- Click the FAS Upload button. The system sends the file to FES and a confirmation message appears: Your file was successfully loaded.



Upload error transactions to Accounting



Upload ▶ AFSS/MAFSS ▶ Sending Transactions ▶ Reprocess ▶ Errors

Upload Error Transactions

Step 1 Selecting an Error File to Upload

1. Download the error file from the FES web site. (<https://www.feshub.desc.dla.mil>)
2. Obtain your Error file by locating the file on your computer where the error file was downloaded to from the FES web site.
3. Click the **Browse** button to the right, then navigate to your local Hard (C:) drive or Floppy (A:) drive.
4. Select the error file containing the transactions you want to upload.

- For Example: C:\Program Files\FuelsManager\Errors\FP6703.err

Step 2 Uploading an error file to FuelsManager

1. Click **Upload** to import the error transactions from your selected file into the FuelsManager Accounting server.

- When you see the message: "Your file was successfully received at the server.", the transactions have been loaded for processing in the FuelsManager Accounting Module.

You must upload the error file (.err) to the Accounting server so that you can identify and correct any errors from the ledger. Do not attempt to reverse or reverse/update error transactions. Use these options only when you must remove or replace a valid Fuels Enterprise Server hub transaction.

1. Obtain your error file and save it to a local directory.
2. From the Accounting main menu, click Upload, and then click Errors. The Upload Error Transactions window appears.
3. Click the Browse button and select the error file you want to upload.
4. Click Upload. A confirmation message appears: Your file was successfully received at the server.
5. Check your ledger for errors. The days that contain errors are shaded red. When you open those days, the transactions that are in error appear red.

DESC check box

Each transaction contains a DESC check box at the bottom of the page, next to the Memo field. This check box indicates whether the transactions were built into the ACCOUNT.SND file. After you send transactions to the Fuels Enterprise Server (FES), the DESC check boxes for these transactions are selected.

When the DESC check box is cleared, the transaction has not been sent to the DESC and you can edit it. If the check box is selected, you cannot edit or delete the transaction. You can, however, use the Reverse or

Reverse/ Update options if you need to cancel or change a transaction that has already been sent to the DESC.

Do not attempt to Reverse or Reverse/Update an error transaction. For information on correcting error transactions from the FES, see the “Reversing and updating transactions” section.

Reverse and Reverse/Update options

FuelsManager Defense provides options to correct transactions that have already been sent to the FES and have posted as valid transactions on the FES. When you open a transaction in Edit mode, the Reverse and Reverse/Update buttons appear at the bottom of the window.

Use Reverse and Reverse/Update only to remove or replace valid posted transactions that appear in your FES ledgers. Before you reverse and update transactions sent to the FES, you must first upload the error file to see if the transactions appear in the table as rejects or errors. Correct these errors rather than using the Reverse and Reverse/Update options. Repeat this step until there are no errors present. For more information, see the “Upload error transactions to Accounting” section.

Reversing transactions

You can reverse a transaction that has already been sent to the FES and has posted as a valid transaction on the FES. Reversing a transaction creates a transaction with the flags required to cancel the original transaction.

1. From the Ledger table, click the date of the transaction.
2. Find the transaction you want to reverse and click the corresponding Edit icon. The transaction appears in editable form.
3. Review the data and verify that this is the transaction you want to reverse.
4. Click Reverse. A confirmation message appears.
5. Are you sure you want to reverse this record?
 - If yes, click OK. The system creates the reverse post transaction and enters the reverse transaction to be sent to DESC the next time you upload to the FES.
 - If no, click Cancel. The system returns to the transaction with no reverse post action taken.

Reversing and updating transactions

You can reverse and update a transaction that has already been sent to the FES and has posted as a valid transaction on the FES. Like reversing, the Reverse/Update option creates a transaction with the flags required to cancel the original transaction. It also creates a new transaction so that you can enter the correct data.

This option is useful when you have sent a transaction to FES that posted as valid but has incorrect data. You can reverse this transaction and enter a corrected transaction.

1. From the Ledger table, click the date of the transaction.
2. Find the transaction you want to reverse and click the corresponding Edit icon. The transaction appears in editable form.
3. Review the data and verify that this is the transaction you want to reverse/update.
4. Click Reverse/Update. A confirmation message appears.
5. Are you sure you want to reverse this record and create a new record?
 - If yes, click OK. The system creates the reverse post transaction and prompts you to enter a corrected version of the transaction. Correct the transaction, and then click Save. The system creates a new transaction.
 - If no, click Cancel. The system returns to the original transaction with no reverse post action taken.

Reprocessing transactions

You can set transactions by product and date to be reprocessed in the next ACCOUNT.SND file.

1. From the Accounting main menu, click Upload, and then click Reprocess. The Reprocess Transactions window appears.
2. From the Available Products list, select the products to reprocess and click Assign. The products move to the Selected Products list.
3. Click Add Date to add a date to the transactions.
4. Click Reprocess.

End of Month (EOM) process

The End of Month (EOM) process is triggered by entering an Adjust transaction on the last day of the month. When you save the Adjust transaction, FuelsManager Defense sends an email to the designated responsible officers identified in either the Employees table or the Personnel application. A Determine transaction is automatically created that is sent with the ACCOUNT.SND file to the Fuels Enterprise Server (FES), along with the Adjust transaction.

Configuring email for responsible officers

1. From the main menu, click Reference Tables, and then click Employees. The Employees list appears.
2. Click Add New Employee. The Employees page appears.
3. Enter the Employee ID (which must be a unique identifier and is required) and Title. Do not use the employee's Social Security number.
4. Enter the last, first, and middle names.
5. Enter the Email address. You must complete this field for those employees who are required to receive the End-of-Month report.
6. Select the Responsible Officer check box if this employee is designated as a responsible officer. If selected, the employee is placed on the responsible officer list and receives the End of Month (EOM) Report.
7. Click Add, and then click Close. The system adds the employee to the database. In addition, create an entry for DESC, so that DESC employees will receive the EOM Report. This email address is descfii.reports@dla.mil.

The EOM Report is sent to any employee who meets these conditions: an email address is configured in the Employees table and the Responsible Officer check box is selected.

Entering EOM transactions and viewing the EOM report

End-of-Month Operating Gain/Loss Computation Report		
DoDAAC: FP6073		RIC: 12124
Grade: 9130-01-031-5816 Month/Year: Jan 2006		
0.000	+	Beginning Inventory (Previous month ending physical inventory)
1000.000	+	Receipts
2000.000	+	Credits(Defects)
1000.000	+	Adjustments(Regrades into this product ledger, Reclamation/Recovery, etc.)*
4000.000	=	Subtotal
1940.000	-	Sales
0.000	-	Shipments (Transfer to different DFSP)
1000.000	-	Adjustments(Regrades from this product ledger, negative adjustments, etc.)*
0.000	-	Determinable Losses (Fuel spill, theft, etc.)
1000.000	=	Book Inventory
0.000		Closing Physical Inventory
-1000.000		Gain or Loss (Physical - Book)
26.500	%	Gain/Loss Variance Percentage (Gain/Loss divided by Subtotal above)
0.250	%	Approved Allowance Factor (Ref DODM 4140.25)
Result: EOM Operating Gain/Loss Out of Tolerance		
MEMO: (Explain out-of-tolerance gain/loss variances)		
Not much business this month.		
Responsible Officer's Name/Title: Capt. Fisby		
Responsible Officer's Signature: _____		Date: _____
DESC Form 24		

1. Create an Adjust transaction for the last day of the month for a specific product, for example, JP8. After the Adjust transaction is saved, the EOM Report appears.

Note Only products that are capitalized generate an End of Month Report.

2. Enter any appropriate RIC entry or notes in the Memo (not required).
3. Enter the responsible officer's name and title, if you want it to appear on the printed report.
4. Click Close.

FuelsManager Defense sends the emails to any Responsible Officers identified in the Personnel application. FuelsManager also transfers the Gain/Loss Computation report to your email client and populates an email with report data. All EOM Reports are sent to the DESC. This EOM Process also auto generates the Determine transaction.

Opening and printing Reconciliation (EOM) reports

The End of Month Report provides a summary of all transactions performed at a site for a user-defined period, normally a calendar month. The site's activity is displayed in columns, simulating the mathematical formula used to obtain the monthly gain or loss.

1. From the Ledger table, click Reconciliation (EOM). A new browser opens and displays the report.
2. Click Show Printable Version. The page refreshes and updates the report with the information you entered.
3. On your Web browser, click File and click Print.

Printing ledgers

1. Click Printer Friendly Version in the upper-right hand corner of the page. A new window appears with the ledger information.
2. On your Web browser, click File and click Print. The Print Dialog box appears.
3. Select your desired print settings and click OK. The ledger prints.
4. Close the Printer Friendly Version of the Web browser.

A Permissions

Permissions Table

The table below lists the 11 functional groups and the associated operations for those groups. These permissions are applicable to the FuelsManager Defense Dispatch and Accounting applications.

The Contracting Officer Representative (COR) group is reserved for non-fuels personnel, such as contracting officers or supply commanders.

These permissions are the Role Based Access Controls in accordance with the DoD Instruction 8500.2, "Controls for MAC III Sensitive Systems" regulation.

Group	Read	Write	Configure	Operations
Administrator				
	X	X		Accounting
	X	X		Dispatch
	X	X		Equipment
	X	X	X	Maintenance
	X	X	X	Quality Control
	X	X		Scheduler
	X	X	X	Training
	X	X		Personnel
	X	X		Tank Inventory
	X	X		Reports
	X	X		Evacuate
	X	X	X	Site
	X	X	X	Security
Accounting				
	X	X		Accounting
	X			Equipment
	X			Tank Inventory

Table A-1: Permissions

Group	Read	Write	Configure	Operations
	X			Reports
	X			Scheduler
COR				
	X			Accounting
	X			Dispatch
	X			Equipment
	X			Maintenance
	X			Quality Control
	X			Scheduler
	X			Training
	X			Personnel
	X			Tank Inventory
	X			Reports
Dispatch				
	X	X		Dispatch
	X	X		Equipment
	X	X		Maintenance
	X	X		Quality Control
	X	X		Personnel
	X			Tank Inventory
	X			Reports
	X	X		Scheduler
	X	X		Evacuate
Equipment Status				
	X	X		Equipment
	X	X		Maintenance
	X	X		Quality Control
	X			Tank Inventory
	X			Scheduler
	X			Reports

Table A-1: Permissions (continued)

Group	Read	Write	Configure	Operations
Inflights				
	X	X		Inflights
	X			Accounting
Maintenance				
	X	X		Maintenance
	X	X		Quality Control
	X			Tank Inventory
	X			Scheduler
	X			Reports
Personnel				
	X	X		Personnel
	X			Scheduler
	X			Tank Inventory
	X			Reports
Quality Assurance				
	X	X		Maintenance
	X	X		Quality Control
	X	X		Scheduler
	X			Tank Inventory
	X			Reports
Training				
	X	X		Training
	X	X		Scheduler
	X			Tank Inventory
	X			Reports
Trans Upload				
	X	X		Accounting
	X			Tank Inventory
	X			Scheduler
	X			Reports

Table A-1: Permissions (continued)

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