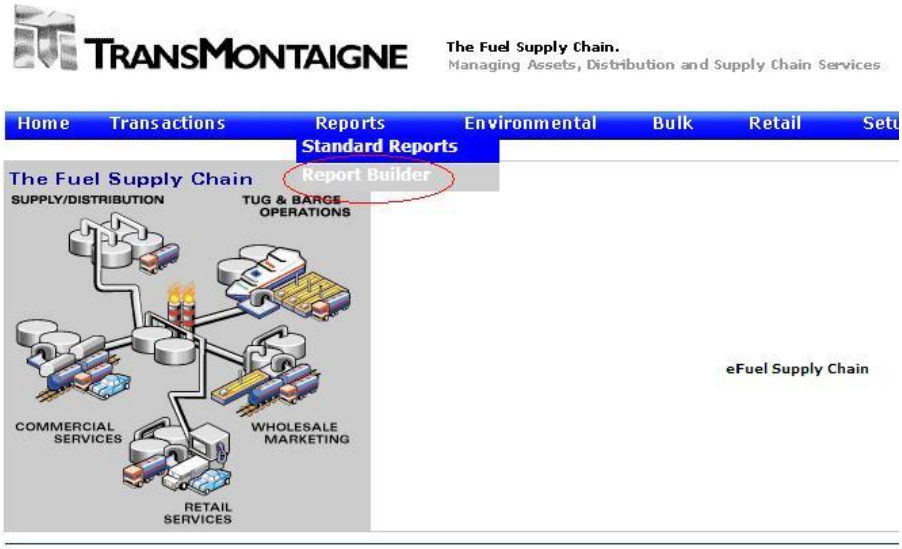
How to Build the CSV file from the TransMontaigne Database for Fuel Batching into TxFS

These procedures are intended to teach users how to create a report from the TransMontaigne website to be used as the input file for fuel batching into the Texas Fleet Systems database.

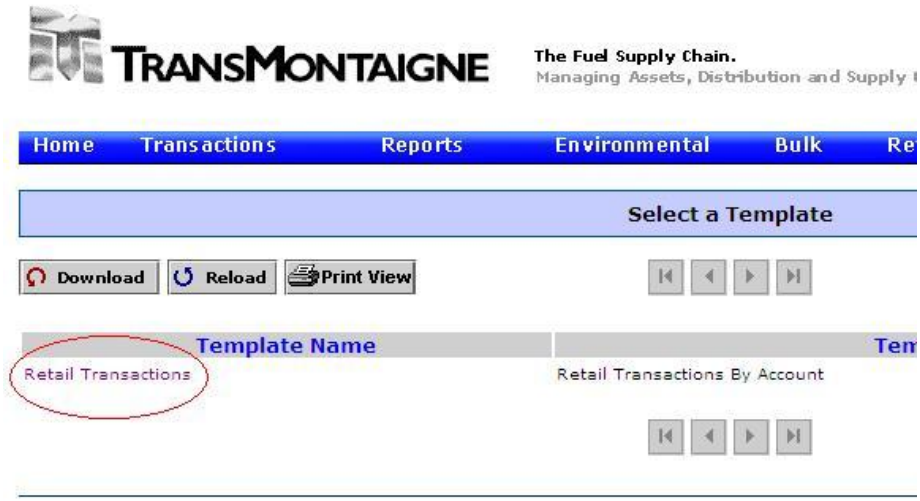
1. http://www.transmontaigne.com/es/ - Log on to TransMontaigne.

2. Go to the top left and select Report Builder icon.

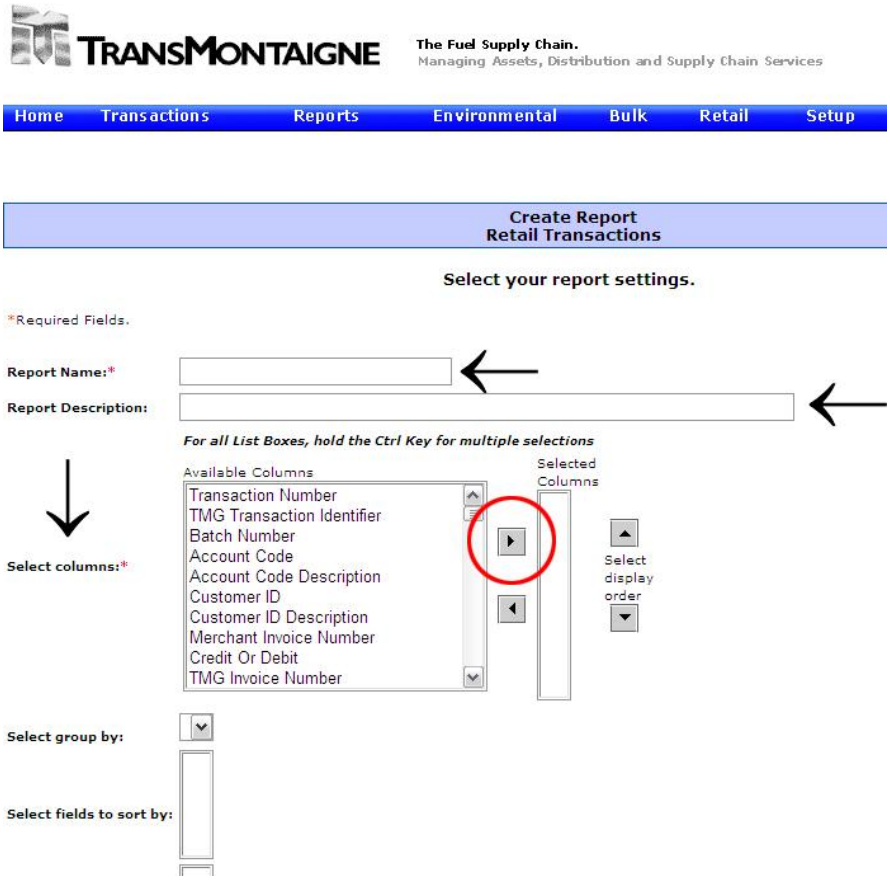


3. Select the Create New Report icon.

4. Under Template Name, select Retail Transactions.



5. From here you will need to name the report you would like to build. In the example I have set a name and description for the report.



Under the select columns window, select all the information you would like to pull each month. After all the information is selected, click on the right arrow which is circled in red.

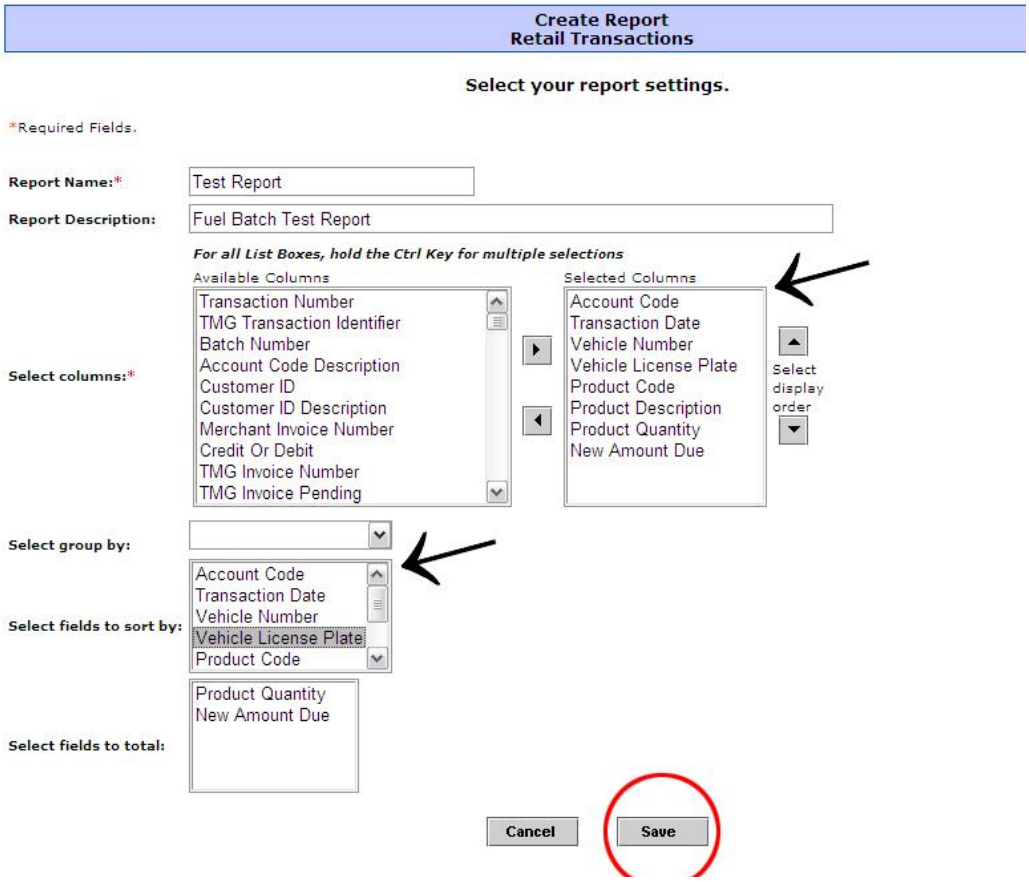
Reminder: For fuel batching in TxFS, the required file information consists of:

1. Agency
2. Equipment ID
3. Transaction Date
4. Product Code
5. Quantity
6. Total Cost
7. Odometer Value
8. Vendor
9. Internal Tank Name
10. Comment.

Information such as odometer value, vendor, internal tank name and agency will not be available through this report builder. This information is added after the database extraction completes.

Select how you would like your report to be sorted with the Select Fields to Sort By window.

Select the Save icon.
(See Below)

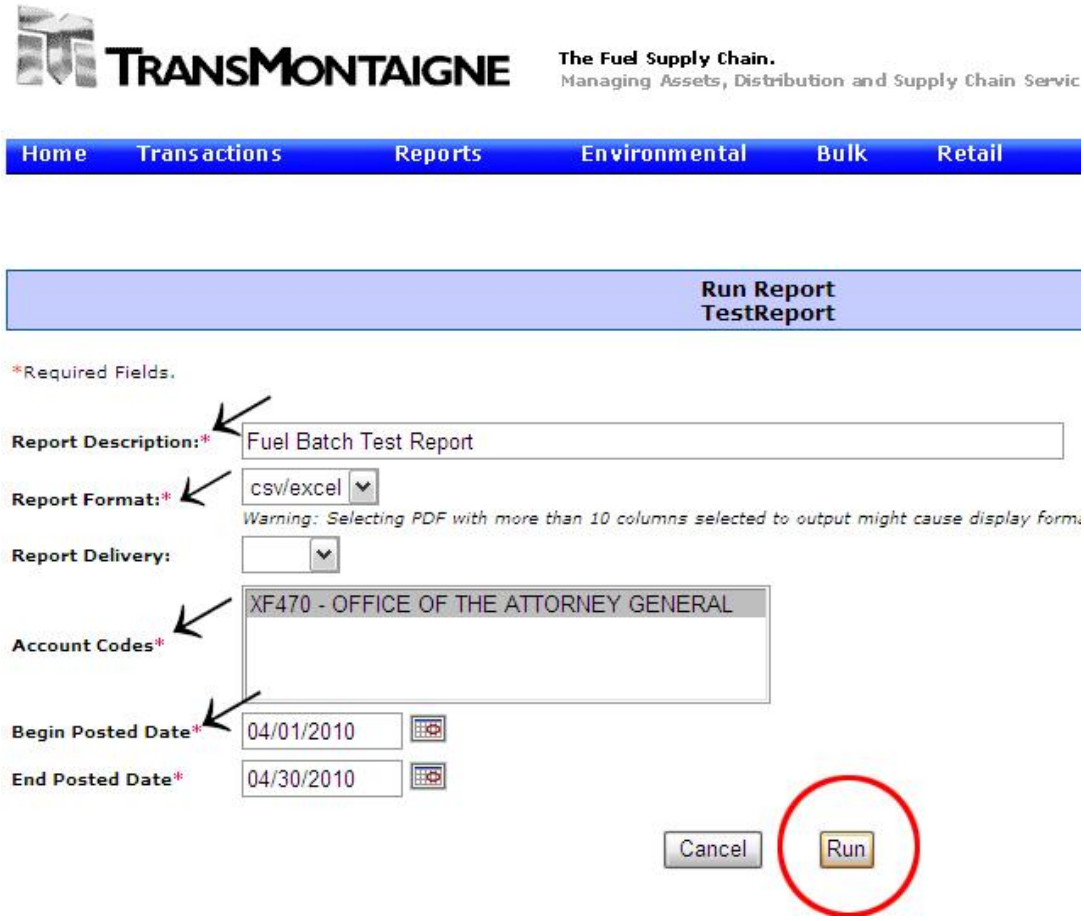


Important note: Include Controlled Spend Misc. #2 in the list of selected columns. This is for agencies that provided Comdata their equipment IDs pursuant to the campaign by Comdata at OVFM's urging in the summer and fall of 2010 to get agencies to send Comdata (Amber Dorton) their equipment IDs for inclusion in the fuel transaction record – to avoid the additional effort of translating license plate number or VINs to the Equipment ID.

Below in this procedure there is direction about how to use Excel's CONCATENATE function to build the equipment ID, which is obviously not necessary if you get equipment IDs in the data extracted from the TMG database.

6. After saving you will be taken back to a screen which shows your new saved report. Select the Run Now icon.

7. After selecting Run Now, a screen will come up were you will need to fill in additional information. Write a description of your report, select a report format, select your agency account code and set a date in which you would like to pull data.
   Example: You would like to enter the fuel for the month of April 2010.
   In the Begin Posted Date select 4/1/2010.
   In the End Posted Date select 4/30/2010.
   Select the Run icon.
   (See Below)



A window will appear that states it is processing your request. This may take several minutes.

8. Select View.

9. After selecting View you will be asked whether you would like to open or save the Excel file. Select Open.

10. After opening the Excel file you will see all the information you had requested from TransMontaigne. From here you can add, edit and move all information in order to make your csv. batch file.

	A	B	C	D	E	F
1	Account Codes:	'XF470'				
2	Begin Posted Dat	4/1/2010				
3	End Posted Date:	4/30/2010				
4	Account Code	Transaction Date	Vehicle Number	Product Description	Product Quantity	New Amount Due
5	XF470	3/30/2010	BK9S172	UNL REG 86/87 OC	10.23	25.67
6	XF470	3/30/2010	BK9S174	UNL REG 86/87 OC	14.6	36.08
7	XF470	3/30/2010	BK9T864	UNL REG 86/87 OC	21.94	55.99
8	XF470	3/30/2010	5	MISC FUEL	19.76	52.15
9	XF470	3/30/2010	106	UNL REG 86/87 OC	10.33	25.55
10	XF470	3/30/2010	1071237	UNL REG 86/87 OC	8.59	22.17
11	XF470	3/30/2010	1071237	VEHICLE WASH	1	5
12	XF470	3/30/2010	1071241	UNL REG 86/87 OC	8.08	20.27
13	XF470	3/30/2010	1071241	FUEL ADJUSTMENT	8.48	21.57
14	XF470	3/30/2010	1071241	OTHER MISCELLANEO	1	5
15	XF470	3/30/2010	108	UNL REG 86/87 OC	10.15	25.92
16	XF470	3/30/2010	111	UNL REG 86/87 OC	9.42	24.04
17	XF470	3/30/2010	119	UNL REG 86/87 OC	17.63	45.01
18	XF470	3/30/2010	126	UNL REG 86/87 OC	7.68	19.78
19	XF470	3/30/2010	128	UNL REG 86/87 OC	10.05	25.89
20	XF470	3/30/2010	129	UNL REG 86/87 OC	10.62	26.25
21	XF470	3/30/2010	234567	UNL REG 86/87 OC	12.01	30.13
22	XF470	3/30/2010	234567	OTHER MISCELLANEO	1	8

11. From here you can now manipulate into the batch format and layout required for the fuel hit by hit template. This involves grouping all license plate values together as qualified fuel and/or incidentals' transactions and deleting non-fuel records, which most commonly include work orders for maintenance or adjustments.

	A	B	C	D	E	F	G	H	I	J
1	AGENCY	EQUIPMENT ID	TRANSACTION DATE	PRODUCT CODE	QUANTITY	TOTAL COST	ODOMETER VALUE	VENDOR	INTERNAL TANK NAME	COMMENT
2										
3										
4										
5										
6										
7										

If you don't get Equipment IDs with your data:
These can be derived from the CONCATENATE or VLOOKUP function in Excel. Use CONCATENATE **if your equipment IDs are named according to your parent agency 6-digit number plus the license plate number (doesn't matter if it 6 or 7 digits long).**

If not, you will have to use VLOOKUP to populate the Equipment ID column. Call your IT help desk for help on this if you don't know how to do a VLOOKUP, but basically the VLOOKUP formula needs the following assured to work:

- Insert a blank column to get the results of the CONCATENANTE formula, which upon successful execution for all data rows is simply copied and pasted — with Paste Special… Values —within the same column.
- The lookup table only needs to be two columns wide, the first for license plate number and the 2nd for Equipment ID.
- Make sure all equipment IDs are force-set to text with a leading apostrophe. Tip: to get this, use concatenate of 1) an apostrophe entered in a single cell anyway (can be outside the data range), using absolute cell reference, and 2) the equipment ID as seen in the nearby column but which is most commonly formatted as a number without any decimal places.

– Note: if your equipment IDs are 12 digits but you know for a fact that a 7-digit license plate number is fully contained within its 12 digit string, for CONCATENANTE to produce good results you should at some point update your Equipment IDs to the full 13 digit string so that the concatenate formula will work in the future.

Additional Notes:

– Vendor is COMMERCIAL throughout all records.

– Make sure transaction date is m/d/yyyy / or mm/dd/yyyy

– Make sure there are no errant spaces, leading or trailing, in any of the cells.

– Odometer, internal tank, and comment columns are optional, but you must have columns labels in place for the batch to run successfully.

- Product code has to be translated to GAS, DSL, LPG, etc. per the corresponding tables in the Batch Specifications Document on the OVFM website
- Carwashes and incidentals — per the fuel product codes in TxFS — are vehicle-specific and should be batched but should be separate records.
- Maintenance transactions, if put on the Comdata card, can be sorted out and cut to another file for a separate batch import, using the consolidated repair order import.