How to record Fuel Consumption

This guide covers how to record Fuel Consumption in both the General Ledger New Entry and retroactively in the General Ledger Browse/Modify/Reconcile modules. It will also show you how to access the Fuel Consumption report (the last section of this guide).

If you need to retroactively enter Fuel Consumption, please read the entire guide to learn about the letter codes and how to properly enter Fuel Consumption as these remain the same, regardless of which method/module is being used.

*** Please note that in order to record Fuel Consumption, the District GL Code must have the associated State Code of A3410.4 (i.e. your District Code of 400.001 “Gas,” must have the associated State Code of A3410.4). ***

To record Fuel Consumption in the General Ledger New Entry menu:

01. Log onto District Finance.
02. Click on the New Entry button.
03. Begin entering information into the fields as normal.

*** Please note that to learn more about using the General Ledger New Entry, please refer to our “How to use the General Ledger New Entry Menu” guide.

04. When you enter the District Code (see note above) a new button will appear that reads “Energy Consumption;” click on this button and the follow menu will appear:
05. The *Energy Consumption* button will be replaced with a field next to the label, “*Fuel Consumption;*” enter in the type of *Fuel/Energy* and amount in this field using the following *letter codes:*

a. *C* – for Coal  
b. *D* – for Diesel  
c. *E* – for Electric  
d. *F* – for Fuel Oil  
e. *G* – for Gasoline  
f. *N* – for Natural Gas  
g. *P* – for Propane  
h. *W* – for Water

*** Please note that the correct way to enter in *Fuel Consumption* is to enter the *letter code* first and then the amount without any spacing (i.e. 450 Gallons of Diesel should be recorded as D450). You should not enter “gallons” or other types of quantity and you should always round to the nearest whole number; do not enter in decimals or fractions. ***

06. Complete the transaction as normal; when the transaction is posted, the *Fuel Consumption* will be recorded as well.

To retroactively record *Fuel Consumption* in the General Ledger Browse/Modify/Reconcile menu:

01. Log onto District Finance.  
02. Click on the *GL Browse/Modify/Reconcile* button.  
03. Find the transaction you wish to record *Fuel Consumption* against and highlight it.  
04. Click on the *Modify* tab.  
05. Click on the *Unlock* tab.  
06. Click on the *Zoom* tab and the following menu will appear:
07. In the field below the **Fuel Consumption** label, enter in the **Fuel/Energy** and amount (in the above example “W2319” has been entered).

08. Click on the **Save** button.

09. Click on the **Close** button.

10. Click on the **Exit** tab.

11. Click on the **Utilities** tab.

12. Click on the **Repair Budget** button.

13. Click on the **Repair Account Balances** button.

**How to access the Fuel Consumption report:**

01. Log onto District Finance.

02. Click on the **CPA Reports/AUD/Other** button; the following menu will appear:
03. Click on the **State/AUD tab** and the menu will appear as follows:

04. Click on the **Fuel Consumption** button to produce the report.