Day 2 Accrual Process Outline / Instructions
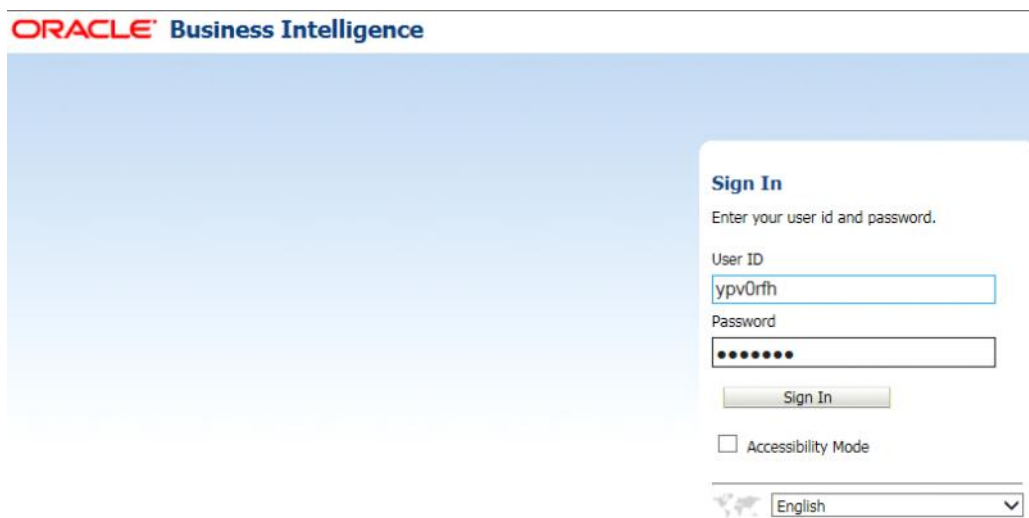
Wednesday, August 22, 2018   8:08 AM
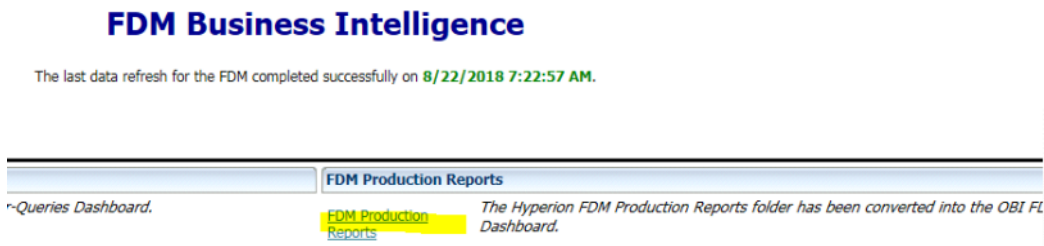
- ## **<mark>Download FDM Fuel Expense Report</mark>**

Navigate to FDM OBI Website

https://fdm-obi.inside.ups.com/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FFDM%2F_portal%2FFDM&page=FDM%20Master%20Dashboard
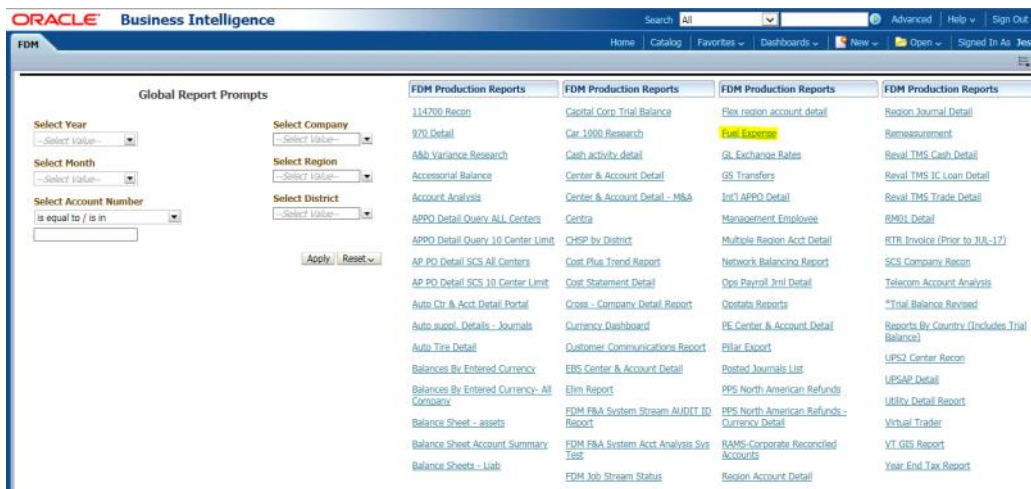
Login using ADID protocol

Navigate to "FDM Production Reports"

Navigate to "Fuel Expense"

Download the time period corresponding with the closeout period

- Select 2 for Company Field
- Select 07 for Region Field
- Leave Center Field blank
- Click apply
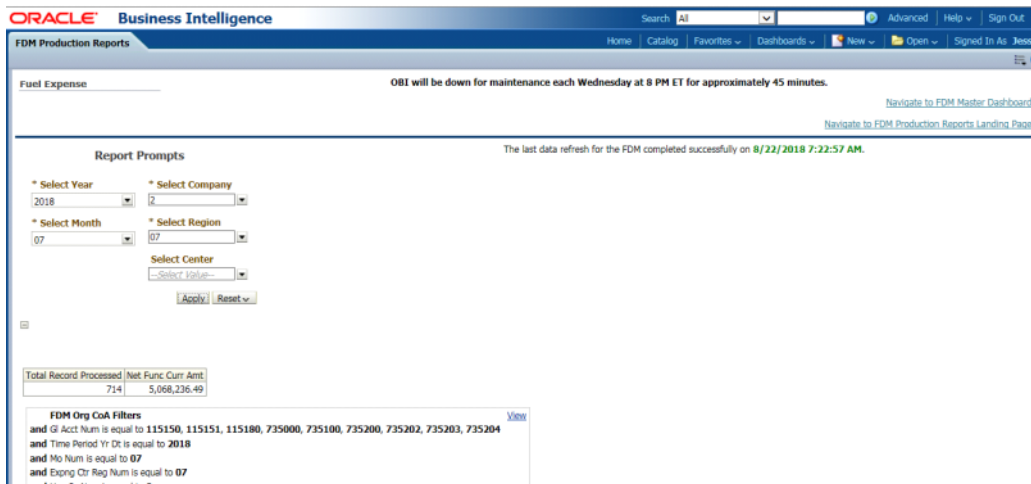
Download File and save to Day 2 Accrual Folder (will need a copy of the records)

- I name the file Fuel Expense Day 2 700.xlsx to keep things organized
- Refer to Figure 1 below for column fields and a snapshot of the file.

Figure 1. Fuel Expense Report and Column Fields

Month	Year	Gl Hdr Name	Region	District	Account	Net Func	Stat Net Us	Exp. per Gl.	Inv Num	Inv Dt	Vndr	Po Num	Delvr To	Gl Jrnl Batch Desc Txt	Gl Jrnl Line Desc Txt	AIS Fuel	Vndr Inv
07	2018	2084369000 Fuel USD	07	64	735000	20,848.64	8,502.00	2.45						Spreadsheet A 2084369000 73964735	07-64-4319-BOL-466914-06/27/2018-8502.0	OBZG1	
07	2018	2084369000 Fuel USD	07	64	735000	17,455.85	6,501.00	2.69						Spreadsheet A 2084369000 73964735	07-64-4944-BOL-131177-06/26/2018-6501.0	MUSG1	
07	2018	2084369000 Fuel USD	07	64	735000	35,479.74	13,382.00	2.65						Spreadsheet A 2084369000 73964735	07-64-4959-BOL-131155-06/26/2018-13382.0	GRRG1	
07	2018	2084369010 Fuel USD	07	64	735000	22,211.16	8,500.00	2.61						Spreadsheet A 2084369010 73965138	07-64-4319-BOL-366747-06/05/2018-8500.0	OBZG1	
07	2018	2084369010 Fuel USD	07	64	735000	16,934.87	6,804.00	2.49						Spreadsheet A 2084369010 73965138	07-64-4450-BOL-172062-06/27/2018-6804.0	YOU01	
07	2018	2084369010 Fuel USD	07	64	735000	20,578.77	8,398.00	2.45						Spreadsheet A 2084369010 73965138	07-64-4466-BOL-279806-06/27/2018-8398.0	NPHG1	
07	2018	2084369010 Fuel USD	07	64	735000	21,596.01	8,500.00	2.54						Spreadsheet A 2084369010 73965138	07-64-4851-BOL-514208-06/25/2018-8500.0	FLTG1	
07	2018	2084369030 Fuel USD	07	64	735000	16,296.44	6,500.00	2.51						Spreadsheet A 2084369030 73965982	07-64-4431-BOL-270141-06/28/2018-6500.0	AKR01	
07	2018	2084369040 Fuel USD	07	64	735000	15,815.29	6,300.00	2.51						Spreadsheet A 2084369040 73966376	07-64-4412-BOL-172865-07/02/2018-6300.0	CLE01	
07	2018	2084369040 Fuel USD	07	64	735000	33,860.72	12,498.00	2.71						Spreadsheet A 2084369040 73966376	07-64-4882-BOL-574286-06/29/2018-12498.0	LANG1	
07	2018	2084369060 Fuel USD	07	64	735000	21,376.84	8,501.00	2.51						Spreadsheet A 2084369060 73967159	07-64-4329-BOL-467636-07/05/2018-8501.0	COLG1	
07	2018	2084369070 Fuel USD	07	64	735000	36,406.14	13,349.00	2.73						Spreadsheet A 2084369070 73967549	07-64-4959-BOL-131755-07/03/2018-13349.0	GRRG1	
07	2018	2084369080 Fuel USD	07	64	735000	21,780.16	8,502.00	2.56						Spreadsheet A 2084369080 73969728	07-64-4413-BOL-172971-07/03/2018-8502.0	HIG01	
07	2018	2084369080 Fuel USD	07	64	735000	17,940.35	7,000.00	2.56						Spreadsheet A 2084369080 73969728	07-64-4584-BOL-446381-07/09/2018-7000.0	FING1	
07	2018	2084369080 Fuel USD	07	64	735000	21,752.62	7,941.00	2.74						Spreadsheet A 2084369080 73969728	07-64-4806-BOL-580393-06/18/2018-7941.0	PTHG1	
07	2018	2084369080 Fuel USD	07	64	735000	21,533.77	8,000.00	2.69						Spreadsheet A 2084369080 73969728	07-64-4851-BOL-515306-07/05/2018-8000.0	FLTG1	
07	2018	2084369080 Fuel USD	07	64	735000	16,620.43	6,199.00	2.68						Spreadsheet A 2084369080 73969728	07-64-4857-BOL-582601-06/27/2018-6199.0	LIVG1	
07	2018	2084369080 Fuel USD	07	64	735000	33,479.23	12,152.00	2.76						Spreadsheet A 2084369080 73969728	07-64-4873-BOL-344586-06/22/2018-12152.0	SAGG1	
07	2018	2084369120 Fuel USD	07	64	735000	21,584.65	8,500.00	2.54						Spreadsheet A 2084369120 73970459	07-64-4414-BOL-174277-07/11/2018-8500.0	MID01	
07	2018	2084369120 Fuel USD	07	64	735000	22,032.88	8,499.00	2.59						Spreadsheet A 2084369120 73970459	07-64-4902-BOL-200541-06/29/2018-8499.0	STJG1	
07	2018	2084369120 Fuel USD	07	64	735000	35,728.12	13,382.00	2.67						Spreadsheet A 2084369120 73970459	07-64-4959-BOL-132510-07/12/2018-13382.0	GRRG1	
07	2018	2084369130 Fuel USD	07	64	735000	21,890.29	8,610.00	2.54						Spreadsheet A 2084369130 74331507	07-64-4329-BOL-468206-07/11/2018-8610.0	COLG1	
07	2018	2084369130 Fuel USD	07	64	735000	37,261.52	13,155.00	2.83						Spreadsheet A 2084369130 74331507	07-64-4873-BOL-348387-06/01/2018-13155.0	SAGG1	
07	2018	2084369140 Fuel USD	07	64	735000	6,935.76	2,501.00	2.77						Spreadsheet A 2084369140 74333924	07-64-4329-BOL-365373-05/22/2018-2501.0	COLG1	
07	2018	2084369140 Fuel USD	07	64	735000	15,838.88	6,001.00	2.64						Spreadsheet A 2084369140 74333924	07-64-4329-BOL-365373-05/22/2018-6001.0	COLG1	
07	2018	2084369140 Fuel USD	07	64	735000	24,008.51	8,998.00	2.67						Spreadsheet A 2084369140 74333924	07-64-4802-BOL-585575-07/10/2018-8998.0	WOOG1	
07	2018	2084369140 Fuel USD	07	64	735000	31,941.14	11,922.00	2.68						Spreadsheet A 2084369140 74333924	07-64-4802-BOL-587192-07/17/2018-11922.0	WOOG1	
07	2018	2084369140 Fuel USD	07	64	735000	35,461.57	13,200.00	2.69						Spreadsheet A 2084369140 74333924	07-64-4803-BOL-585328-07/09/2018-13200.0	MADG1	
07	2018	2084369140 Fuel USD	07	64	735000	21,112.25	7,995.00	2.64						Spreadsheet A 2084369140 74333924	07-64-4806-BOL-586332-07/13/2018-7995.0	PTHG1	
07	2018	2084369140 Fuel USD	07	64	735000	20,920.11	7,798.00	2.68						Spreadsheet A 2084369140 74333924	07-64-4857-BOL-587108-07/17/2018-7798.0	LIVG1	

Column Name	Column Description
Month	
Year	
Gl Hdr Name	
Region	
District	
Account	
Net Func Curr Amt	
Stat Net Us Msrmt Qty	
Exp. per Gl.	
Inv Num	
Inv Dt	
Vndr Name	
Po Num	
Delvr To Loctn Cd	
Gl Jrnl Batch Desc Txt	
Gl Jrnl Line Desc Txt	
AIS Fuel Tank Location	
Vndr Inv Num	

- ## **FDM Data Query**

Filter individual table for current month fuel drops (A / P)

IN Filter Criterion

Gl Hdr Name	AIS Fuel Tank Location
2084369220 Fuel USD	"GRRG1"
2108APINV Other USD	Blank or Fuel Tank (Not OS)

Not IN Filter Criterion

Gl Hdr Name	AIS Fuel Tank Location
2108APINV Other USD	OSPUR
Reverses "0764 FUEL ACCRUAL UPS Fuel Accrual USD"12-JUL-2018 06:45:46	
2010ICSC Other USD	

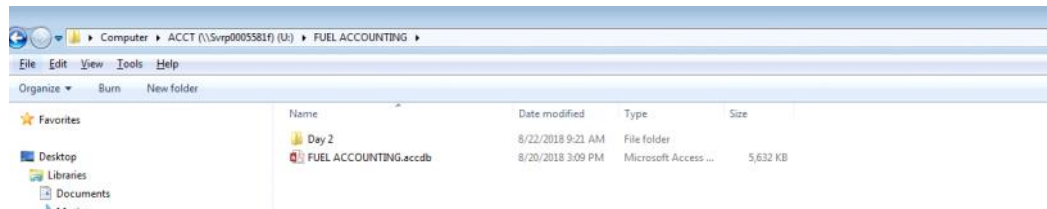## Filter individual table for reversing journal entrie

Gl Hdr Name	AIS Fuel Tank Location
Reverses "0764 FUEL ACCRUAL UPS Fuel Accrual USD"12-JUL-2018 06:45:46	All

Split, Sort by Tank, Date, BOL

Engine Options / Different Engine Instructions

- **Excel Steps (Power Query)**

  ○ Filter
  ○ Use File Fuel Expense Query
    ▪ File location (- <u>Fuel Expense</u>

    ▪ **Query 1 - Fuel Expense Fuel Drops Current Month**

      □ Filter Rows - **Gl Hdr Name** - begins with 208 and 2108
        ◆ This filters the table for only fuel drops*****
      □ Filter Rows - AIS Fuel Tank Location
        ◆ Not equal to OSPUR
      □ Filter Rows - Delvr To Loctn Cd -
        ◆ Not equal to MIMAD4834******************** Needs

revision/better way…possibly
- □ **Extract** Date and BOL and Center from Gl Jrnl Line Desc Txt
- □ Set Index Protocol
- □ Filter Rows - "Last Month"
  - ◆ This will only give rows with dates that are in the previous month
    - ◇ (every month you do the accrual, you will always be looking at last month, so this will work).
- □ Sort Rows - this is needed for ease of comparing
  - ◆ Sort by:
    - ◇ AIS Fuel Tank Location
    - ◇ Date
    - ◇ BOL

- ▪ **Query 2 - Fuel Expense - Reversals**

  - □ Filter Rows - Gl Hdr Name - contains "0764 FUEL ACCRUAL"
  - □ Split Column - Gl Jrnl Line Desc Txt -

- ○ **Filtering**
  - ▪

Query for Ending Inventory CPG for Dallas (Due 11:00 ET).

• E Cars Data Download

Navigate to E Cars website:
http://auto.inside.ups.com/Auto/Apps/AIS/eCARS/ .

- Login using the following credentials - U: JESSE ; P: YPV0RFH (or your own credentials).

Click the drop drown arrow (as shown in yellow below).
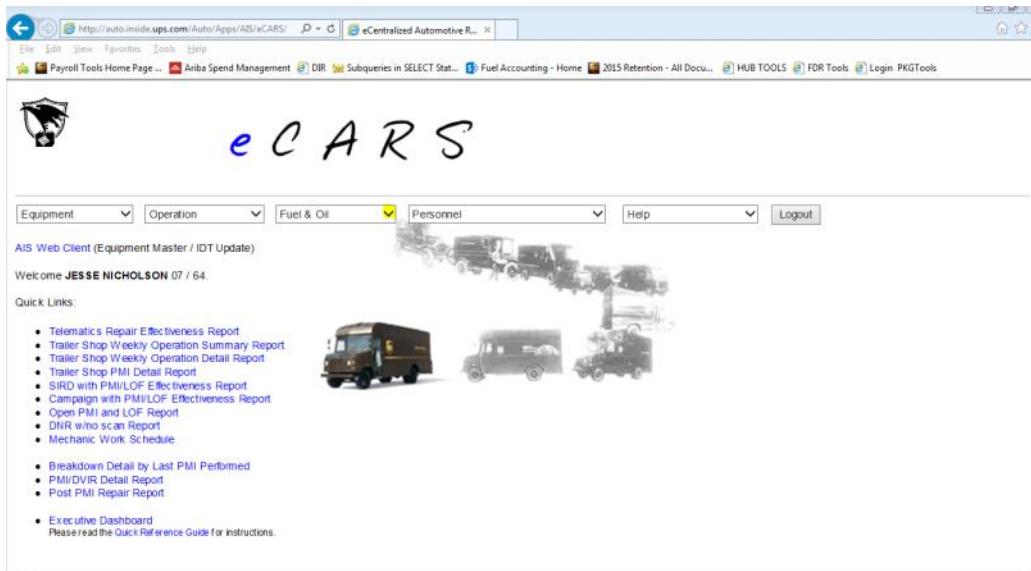
- Select "Fuel Drop Report"

Figure 2. E Cars Fuel Drop Report
- Lists all fuel drops inputted into the AIS system by fuel clerks

Fuel and Oil Drop Report

Region	District	Fuel Tank Location	Location Name	Fuel Type	Fuel Grade	Date	PO	BOL	Gallons Recvd
07	64	AKR01	AKRON	G	U	07/17/18	25590176	273084	7286
07	64	BATG1	BATTLCR - GAS	G	U	07/17/18	33308169	231397	6209
07	64	BATG1	BATTLCR - GAS	G	U	07/31/18	33478505	232056	6067
07	64	BRID2	BRILLIANT DSL	D	1	07/30/18	33452612	308902	7101
07	64	CANG1	CANTON GAS	G	U	07/02/18	12345	12345	5771
07	64	CANG1	CANTON GAS	G	U	07/13/18	49885	272931	5999
07	64	CANG1	CANTON GAS	G	U	07/26/18	02560859	103453	5800
07	64	CICD2	CICOTTE -DSL	D	1	07/10/18	04564817	0000025115	7503
07	64	CLED1	CLEVLAND DSL.	D	1	07/02/18	25549226	172865	6300
07	64	CLED1	CLEVLAND DSL.	D	1	07/30/18	25616892	123346	6501
07	64	CLE01	CLEVLAND GAS	G	U	07/20/18	25597701	176092	6098
07	64	COLD1	COLUMBUS DSL	D	1	07/03/18	07032018	369457	7503
07	64	COLD1	COLUMBUS DSL	D	1	07/09/18	07092018	369939	7502
07	64	COLD1	COLUMBUS DSL	D	1	07/10/18	07102018	360070	7500
07	64	COLD1	COLUMBUS DSL	D	1	07/12/18	07122018	360258	7502
07	64	COLD1	COLUMBUS DSL	D	1	07/16/18	07162018	360645	7513
07	64	COLD1	COLUMBUS DSL	D	1	07/18/18	07182018	360858	7513
07	64	COLD1	COLUMBUS DSL	D	1	07/19/18	07192018	065107	7507
07	64	COLD1	COLUMBUS DSL	D	1	07/23/18	07272018	065580	7475
07	64	COLD1	COLUMBUS DSL	D	1	07/24/18	56059993	361487	7504
07	64	COLD1	COLUMBUS DSL	D	1	07/27/18	07272018	361822	7500
07	64	COLD1	COLUMBUS DSL	D	1	07/31/18	07302018	066503	7497
07	64	COLG1	COLUMBUS GAS	G	U	07/05/18	07052018	467636	8501
07	64	COLG1	COLUMBUS GAS	G	U	07/10/18	07102018	468117	5500
07	64	COLG1	COLUMBUS GAS	G	U	07/19/18	07192018	065107	8502
07	64	COLG1	COLUMBUS GAS	G	U	07/26/18	07262018	066039	8105
07	64	COLL1	COLUMBUS LNG	L		07/02/18	362844	800224	6294
07	64	COLL1	COLUMBUS LNG	L		07/03/18	362845	800225	6257
07	64	COLL1	COLUMBUS LNG	L		07/05/18	362846	800226	6233

Copy Fuel Drop Report Table

Paste Fuel Drop Report Table into blank excel workbook.

Save Fuel Drop Report Table into *Day 2 Fuel Accrual Folder* (name file Fuel Drop Report Day 2 700)

Figure 3. Fuel Drop Report Table in Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Fuel and Oil Drop Report													
2	Region	District	Fuel Tank	Location N	Fuel Type	Fuel Grad	Date	PO	BOL	Gallons Recvd				
3														
4														
5	7	64	AKR01	AKRON	G	U	7/17/2018	25590176	273084	7286				
6	7	64	BATG1	BATTLCR -	G	U	7/17/2018	33308169	231397	6209				
7	7	64	BATG1	BATTLCR -	G	U	7/31/2018	33478505	232056	6067				
8	7	64	BRID2	BRILLIANT	D	1	7/30/2018	33452612	308902	7101				
9	7	64	CANG1	CANTON (	G	U	7/2/2018	12345	12345	5771				
10	7	64	CANG1	CANTON (	G	U	7/13/2018	49885	272931	5999				
11	7	64	CANG1	CANTON (	G	U	7/26/2018	2560859	103453	5800				
12	7	64	CICD2	CICOTTE-[	D	1	7/10/2018	4564817	25115	7503				
13	7	64	CLED1	CLEVLANE	D	1	7/2/2018	25549226	172865	6300				
14	7	64	CLED1	CLEVLANE	D	1	7/30/2018	25616892	123346	6501				
15	7	64	CLE01	CLEVLANE	G	U	7/20/2018	25597701	176092	6098				

Column Name	Column Description
Region	
District	
Fuel Tank Location	
Location Name	
Fuel Type	
Fuel Grade	
Date	
PO	
BOL	
Gallons Recvd	