Throughput Report: Upload Instructions

Throughput Report Data Format Required Fields:

- Bill of Lading: Numeric Field
- Facility ID: 8 characters in length (Format *##-#####*, Example: 99-99999)
- Tank-Sequence: 3 characters in length (Format 999, Example: 001)
- Manifold: Tank (Y/N)
- Date of Delivery: Format (mm/dd/yyyy, Example: 01/01/2017)
- Gallons Delivered: Round to the nearest whole number. (Please **do not use** Commas or Decimal Points)
- Product Delivered: Select substance from the dropdown list.

To upload the Throughput Gallons Report, click the 'Upload Throughput Report' button and follow the steps indicated below. *If* there are "zero" gallons to report, select the 'No Deliveries to Report' button, and confirm so on the next page.

1. Click the Dropdown list for Statement Period.
   o The list will display the Statement Periods, beginning with the oldest.   Complete the oldest reporting statement period before completing the current reporting period.
   o If there are missing statement periods to report, please contact the Fund.

2. Click the "Choose file…" button to upload the report.
   o The report will have the file extension (.csv)

3. Click upload to run the report.

4. All errors with the file will be displayed on the screen.
   o Hard Errors (Red) – Fix and upload updated file into FBS.
   o Soft Errors (Yellow) – Fix or select the "Continue" button and upload into FBS.
      ▪ The common cause for this type of error is that the Substance is a derivative of main product (Gasoline entered in for Gasohol)
   o No Errors – Wait for confirmation.

5. Clicking the "Cancel" button will erase all data from the form; you will be returned to the Landing Page.

Possible Errors by Field:

- ***FILE SELECTION:***
  - ==Error Message==:
    - "No file chosen"
    - "Please select a .CSV file"
  - ==Resolution== – Select a valid .CSV file to upload into the system.

- ***Facility ID***
  - ==Error Message==:
    - "No active tanks found for this facility"
    - "Please enter a valid Facility ID"
    - "Facility ID does not exist"
  - ==Resolution== – Verify Facility ID.

- ***Bill of Lading***
  - ==Error Message==:
    - "Bill of Lading is blank"
  - ==Resolution== – Enter the Bill of Lading number

- ***Tank – Sequence***
  - ==Error Message==:
    - "Tank Sequence does not exist"
    - "Tank Status is inactive"
  - ==Resolution== – Verify Facility ID and Tank Sequence #

- ***Product***
  - ==Error Message==:
    - "Substance is invalid"
  - ==Resolution== – Verify Facility ID, Tank ID and Substance

  - ==Warning Message==:
    - "Substance does not match tank record"
  - ==Resolution== – This is a Warning Message. Ignore if you do not know the valid substance.

- ***Delivery Date***
  - o ==Error Message==:
    - ▪ "Date must be between MM/DD/YYYY and MM/DD/YYYY"
    - ▪ "Delivery Date is invalid"
  - o ==Resolution== – Verify that the date is in the correct format and the correct Statement Period.

- ***Throughput (Gal.)***
  - o ==Error Message==:
    - ▪ "Gallons exceed tank capacity"
    - ▪ "Throughput value is invalid"
  - o ==Resolution== – Verify Capacity and number of gallons dispensed for the Tank Sequence #.

Other Helpful Hints

** Save the file 1st as an Excel File

then do a Save AS

Change the Save As Type to   CSV (Comma Delimited) *.Csv

A popup will occur that says :

Some Features in your workbook might be lost if you save it as a CSV

Do you Want to Keep using that Format ?

Click YES

once it's save   X out of the spreadsheet, if it asks to save the spreadsheet – say Don't Save

Now you have a CSV that you can upload

Changing the Format of the Tank Sequence Number to Include Leading Zeroes

Highlight the entire column

Right Click – Click on Format Cells

Click on Custom

Then Under where it says   Type:

Change "General" to 000 (3 zeroes) and Click OK

You have now changed the Tank Sequence Number to have Leading Zeroes.

 ** Follow the instructions above to save as an EXCEL file 1st, then a CSV file

Changing the Format of the Delivery Date to Include Leading Zeroes

Highlight the entire column

Right Click – Click on Format Cells

Click on Custom

Then Under where it says   Type:

Change "General" to MM/DD/YYYY and Click OK

You have now changed the Tank Sequence Number to have Leading Zeroes.

** Follow the instructions above to save as an EXCEL file 1st, then a CSV file

Make sure that there are no commas in the number of gallons delivered.

Make sure that there are no blank lines on the worksheet.