

Upload a GSA Fleet File

Overview

The Maintenance and Utilization module General Services Administration (GSA) Fleet Upload process provides the ability to insert new records for the GSA Fleet via a browser upload. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.

The process consists of a five step sequence:

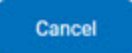
1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > GSA Fleet > GSA Fleet Upload page

Procedures

Upload a GSA Fleet File

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select in the Upload File Path field. *The Windows **Choose File to Upload** pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select . *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use to select the desired file Template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

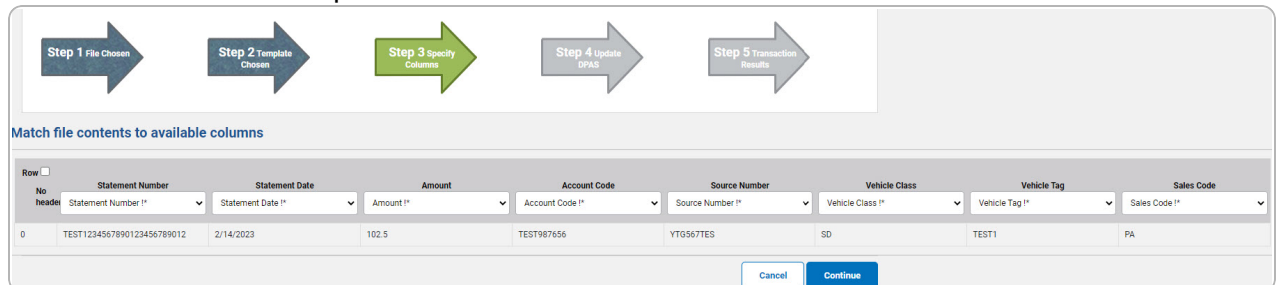
For GSA Fuel Consumption Upload

Row	Vehicle Tag	VIN	Mileage	Region	Account Code (BOAC)	Purch Date	Transaction Time	State	Zip	Purchased Fuel Type	Natural Units
0	TEST34789	WDGHH785789ADFTY	65,789	NA	Test9876	2/14/2023	5:09	PA	17055	Gasoline	150.5

- A. Click to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*
- B. Use to select the correct column indicator for the Vehicle Tag.
- C. Use to select the correct column indicator for the VIN = Vehicle Identification Number.
- D. Use to select the correct column indicator for the Mileage.
- E. Use to select the correct column indicator for the Region.
- F. Use to select the correct column indicator for the Account Code (BOAC).

- G.** Use ▼ to select the correct column indicator for the Purch Date = Purchase Date.
- H.** Use ▼ to select the correct column indicator for the Transaction Time.
- I.** Use ▼ to select the correct column indicator for the State.
- J.** Use ▼ to select the correct column indicator for the Zip = ZIP Cd.
- K.** Use ▼ to select the correct column indicator for the Purchased Fuel Type.
- L.** Use ▼ to select the correct column indicator for the Natural Units.

For GSA Vehicle Cost Upload




Step 1 File Chosen → Step 2 Template Chosen → **Step 3 Specify Columns** → Step 4 Update DPAS → Step 5 Transaction Results






Match file contents to available columns


Row	Statement Number	Statement Date	Amount	Account Code	Source Number	Vehicle Class	Vehicle Tag	Sales Code
No header	Statement Number 1*	Statement Date 1*	Amount 1*	Account Code 1*	Source Number 1*	Vehicle Class 1*	Vehicle Tag 1*	Sales Code 1*
0	TEST1234567890123456789012	2/14/2023	102.5	TEST987656	YT0567TES	SD	TEST1	PA

Cancel Continue

- A.** Click to select the Row. *Only select if the .csv file does NOT have a header row listing the column contents.*
 - B.** Use ▼ to select the correct column indicator for the Statement Number.
 - C.** Use ▼ to select the correct column indicator for the Statement Date.
 - D.** Use ▼ to select the correct column indicator for the Amount.
 - E.** Use ▼ to select the correct column indicator for the Account Code.
 - F.** Use ▼ to select the correct column indicator for the Source Number.
 - G.** Use ▼ to select the correct column indicator for the Vehicle Class.
 - H.** Use ▼ to select the correct column indicator for the Vehicle Tag.
 - I.** Use ▼ to select the correct column indicator for the Sales Code.
5. Select . *The file upload starts validating.*
If the validation fails:

A. The following symbols specify the error for the individual cell:

-  — Error
-  — Invalid Data Type
-  — Data not found in Look up
-  — Value Required
-  — Max Length of field exceeded. Max Length: x

B. Select  twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of DPAS.

D. Return to Step 1.


If the validation passes:

The Update DPAS step appears.





Click Update to finalize and check for upload errors

6. Select . *The file is finalized, checked for errors, and the Transaction Results step appears.*


Transaction Status

Status	Action Required	Details								
Success		<table border="0"> <tr> <td>Template</td> <td>GSA Fuel Consumption Upload</td> </tr> <tr> <td>Successful</td> <td>True</td> </tr> <tr> <td>Duration</td> <td>00:00:00.2630368</td> </tr> <tr> <td>Err Count</td> <td>0</td> </tr> </table>	Template	GSA Fuel Consumption Upload	Successful	True	Duration	00:00:00.2630368	Err Count	0
Template	GSA Fuel Consumption Upload									
Successful	True									
Duration	00:00:00.2630368									
Err Count	0									

*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of DPAS.

B. Select . *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

- A. Select [Print](#) to print a report of the transaction. The **Print a File Upload** page appears.

Status	Details	
Success	Template	GSA Fuel Consumption Upload
	Successful	True
	Duration	00:00:00.2630368
	Err Count	0

[Search Criteria](#)

- B. Select [Search Criteria](#). The **File Upload** page appears.

