



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 ELMS** – 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

Cancel

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



File Upload (*.csv only)

Upload File Path

Choose File

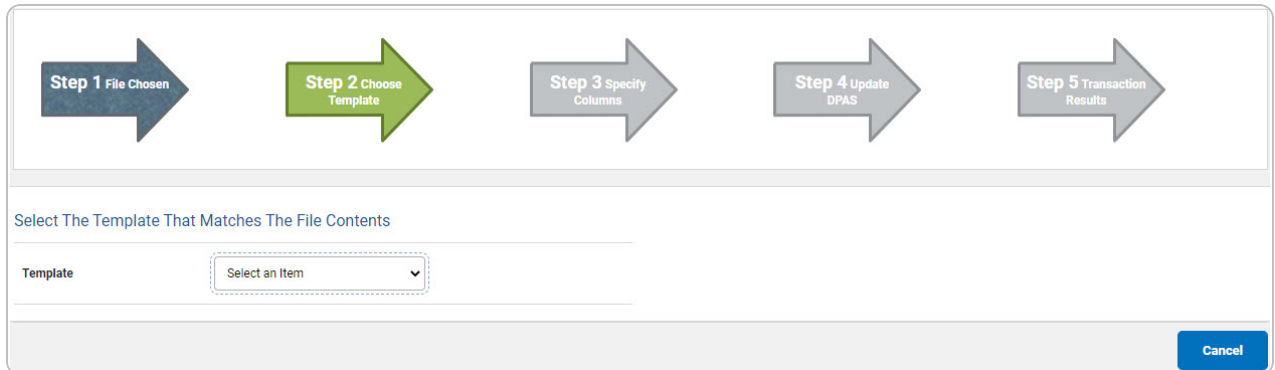
No file chosen





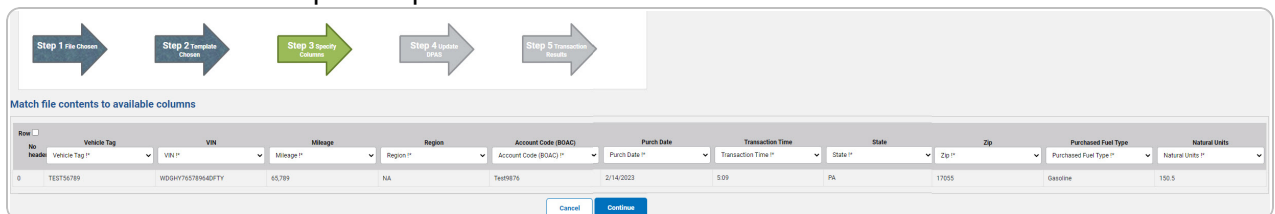
Help Reference Guide

1. Select **Choose File** 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 **Open**. *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	TEST36789	WDDH78789ADFTY	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).

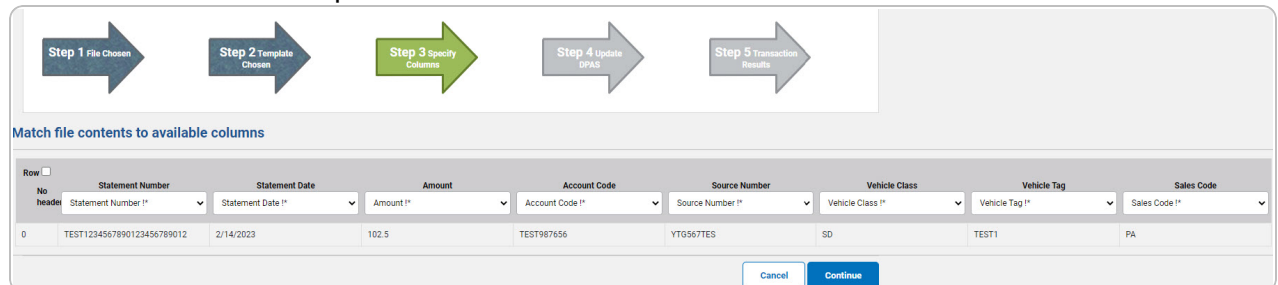




Help Reference Guide

- 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



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	YTG567TES	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 **Continue**. *The file upload starts validating.*
If the validation fails:

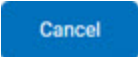




Help Reference Guide

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 ELMS.

D. Return to Step 1.



If the validation passes:

The Update ELMS step appears.




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

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

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

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

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.

< < 1 of 1 > >		Find Next
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.

