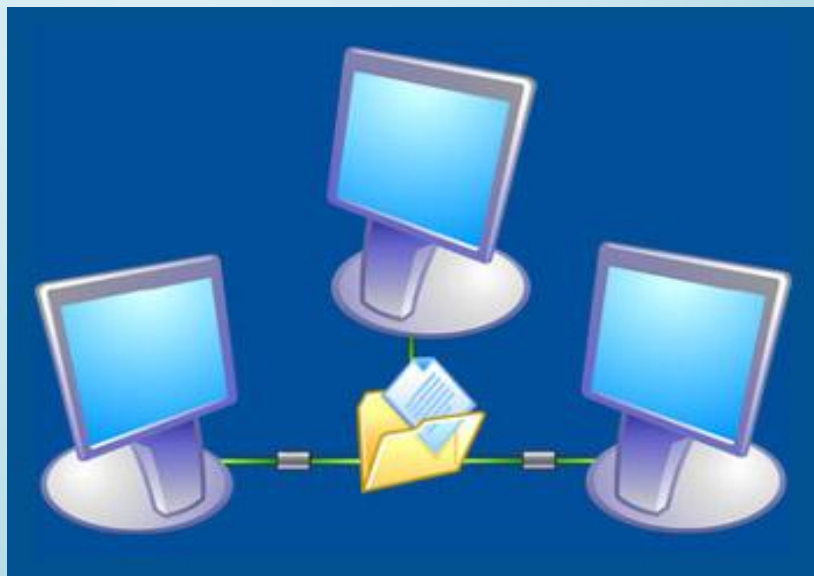




U.S. General Services Administration
Office of Travel, Motor Vehicle, and Card Services

Drive-Thru's FTP Monthly Mileage Upload Tool User Manual



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Background on FTP

FTP - What is it?

File Transfer Protocol (FTP) is an electronic method of transferring data instantaneously from one database to another. You can set up a reusable template for all of your GSA vehicles, and then you can send the vehicle mileages directly into our database with a click of your mouse.

Who uses FTP and why?

Typically, customers with centralized reporting systems are our primary clients. This type of reporting method is designed for those customers who have hundreds to thousands of vehicles. With such large amounts of data to record each month, FTP allows our customers to simply update previous months' templates with current months-end mileage tallies, and then send the updated data as a large file directly into our database. However, FTP is not for everyone. If your fleet consists of less than one hundred vehicles, then our other reporting methods such as Mileage Express and Dial-A-Mile may be preferable for you and your department's billing needs. Feel free to contact us to discuss whether or not FTP is a suitable option.

How many versions are available?

There are only two options for new users. You can either email your properly formatted FTP file to us each month or utilize the latest innovation in the FTP reporting process— Drive Thru's Monthly Mileage Upload Tool. The former WS FTP software previously sent out to customers is no longer available, and is only utilized by a few customers.

How can I access FTP and when can I begin using it?

Once you have contacted us and have agreed to begin reporting mileages via FTP, we will send you any resources you may need. Once registered, you can begin using FTP immediately. You can opt to email your properly formatted mileage files to us for processing each month or take advantage of the latest enhancement to the FTP process, Drive-Thru's Monthly Mileage Upload Tool, where you can upload the files yourself and view the results in real-time. Continue reading if you'd like to learn more about this enhancement!



Introducing Drive-Thru's FTP Monthly Mileage Upload Tool

The FTP Monthly Mileage Upload Tool is the latest enhancement to the FTP mileage reporting process. Instead of e-mailing mileage files to GSA every month, users can now upload mileage files using the Java-based tool in [GSA Fleet's Drive-Thru](#), and then view the results in real-time.

While the tool is not meant to be used in place of other automated reporting options (e.g. DESC/GORP), both existing and new FTP customers will be available to reap its benefits, including those who have experienced difficulties with the WS FTP program in the past. Customers who find their needs have changed and are looking for a more efficient way of reporting their mileages other than using Mileage Express or Dial-A-Mile can also take advantage of FTP.

Aside from its convenient placement within [GSA Fleet's Drive-Thru](#), where an array of Agency fleet data can be queried, the Monthly Mileage Upload Tool offers the following benefits to its users:

- Enables users to upload mileage files 24/7 and view the results in real-time.
- Alerts users to invalid/questionable entries, so they may make corrections and avoid rejected records (rejected records that remain uncorrected by month-end result in estimate mileage readings).
- Allows users to more easily track discrepancies between mileages they reported and what FMS may have estimated as a result of invalid/questionable entries that were left uncorrected.
- Provides access for up to three (3) agency personnel to view the confirmation and exception reports.

The new FTP Monthly Mileage Upload Tool is designed to be an efficient and robust mileage reporting option—enabling users to spend less time reporting their mileages and more time managing their fleet.

Please reference the steps described in this User Manual for instructional guidance. If you have any questions, please free to contact us at 494mileage@gsa.gov.



Section One: Customer Set-up / Registration Process

Send an email to 494mileage@gsa.gov if you are interested in taking advantage of the enhanced FTP process for submitting monthly mileages. If you are a new customer to the FTP reporting process, please indicate so. *Even if you are an established FTP customer, you will still need to register.* Included in the email should be:

- a. The filename currently used when sending FTP reports to 494mileage@gsa.gov **OR** a request for a filename to be setup if you are a new user.
- b. A confirmation that your email address can be assigned as the current, primary POC for submitting your monthly mileage report (this can be modified later if someone else takes over the responsibility). Additionally, up to two (2) secondary users can be listed, and cc:ed in the email, if they also wish to receive confirmation of the uploaded files and view the results.
- c. The customer # and access code that you use to log-in to [GSA Fleet Drive-Thru](#) if one is available to you **OR** a request to have one sent to you. If you currently do not have a customer # and access code, you will need to provide GSA with a valid GSA tag number for validation.

You will get a response with any requested information, as well as a confirmation that the information provided was acceptable.



Section Two: Formatting Your File

(If you are an existing FTP customer and are aware of how to format your file, please skip to “Section Three: Uploading Your File”)

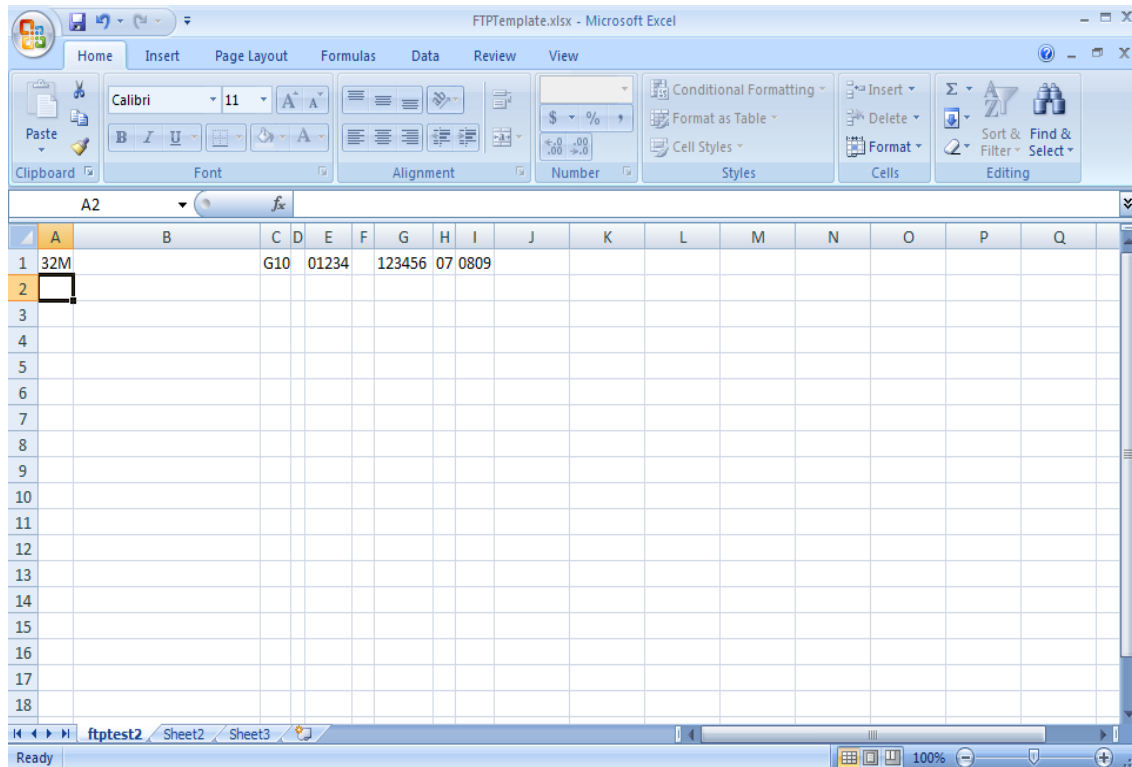
Note: the steps described in this section are not the only way to properly format an FTP file. If need be, please discuss how this can be done most efficiently with your IT and/or centralized billing support staff. Please refer to Appendix A for the precise technical requirements of formatting an FTP file.

You will need the FTP Template for this section. This document will be sent to you upon registration, or can be sent to you if you email 494mileage.@gsa.gov and request it.



FTPTemplate.xlsx

Open the FTP Template.xlsx file.



Turn the CAPS LOCK on to ensure all letters entered are capitalized. Read over the following formatting requirements:

Column A: “32M”

Column C: Vehicle Class (ex: G10, G11)

Column E: Vehicle Tag (5 characters ex: 0583H, 0485K, 00349)

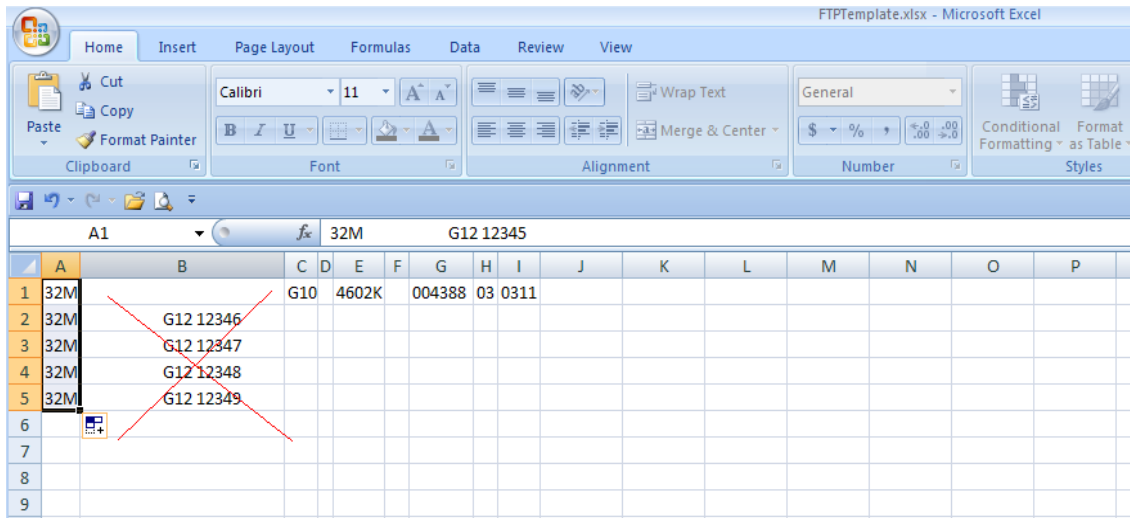
Column G: Reporting Mileage (Must contain ONLY 6 numbers, ex: if mileage is 452 it must contain leading zeros and read 000452)

Column H: Region (2 numbers, ex: 02, 09)

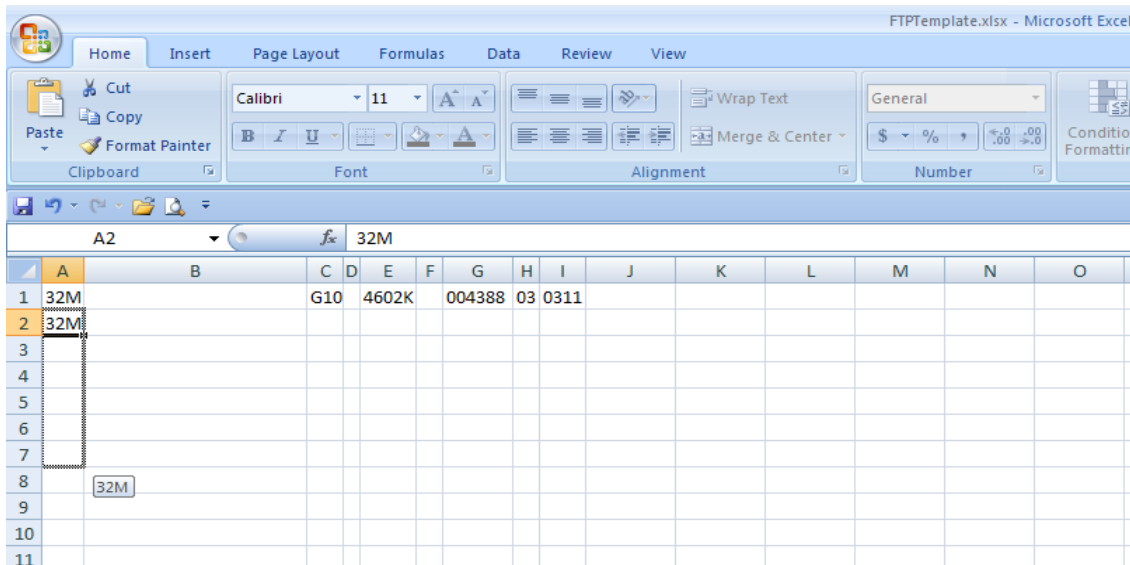
Column I: Current Month/Year (MMYY format , ex: 0809)

Note: You will only be allowed to enter data into Columns A, C, E, G, H, and I. You will not be allowed to select any other cells outside of these columns.

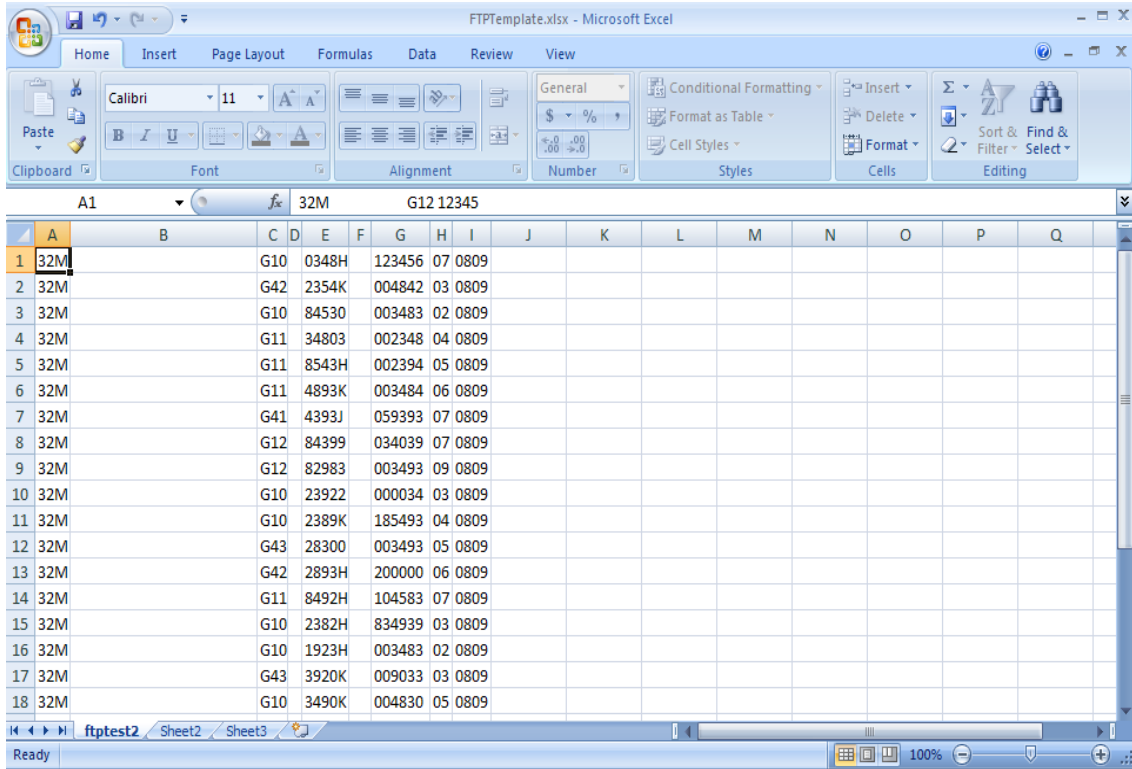
Start by entering your records over the example record in Row 1 and continue downward. **Be careful** with dragging the “32M” in Column A downward as it will also drag the entire data in Row 1 if it also appears highlighted.



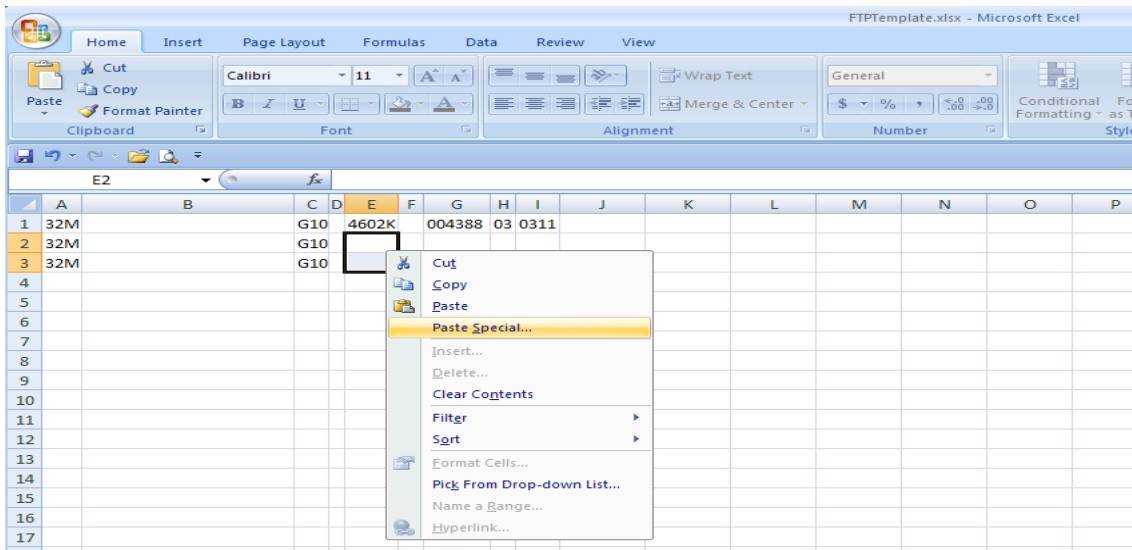
Make sure only the “32M” is dragged down.



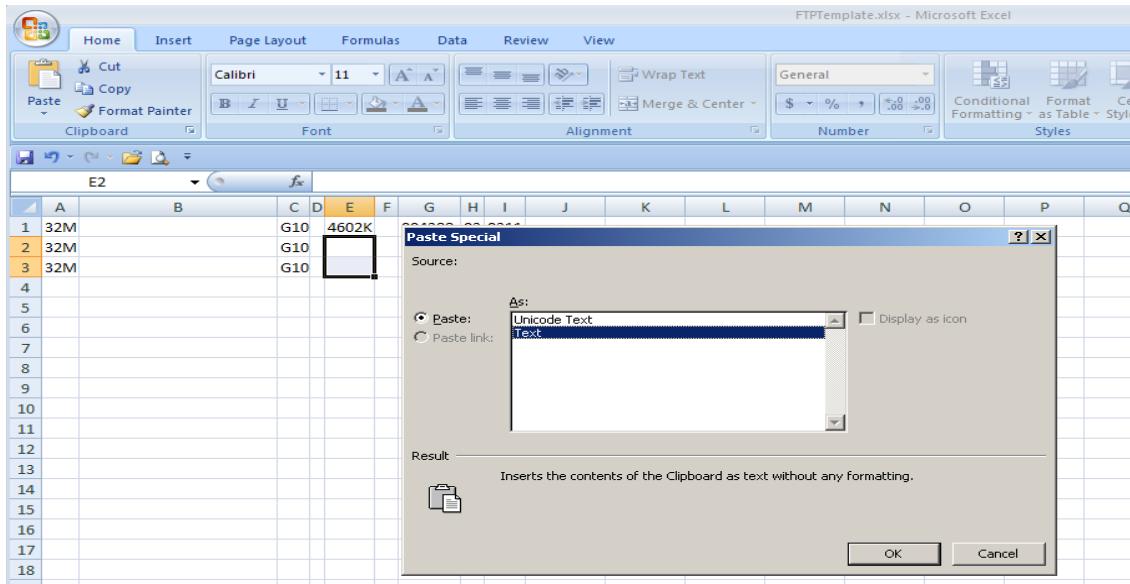
Next highlight “Text” and click “OK”. This will ensure the pasted figures are in the correct format.



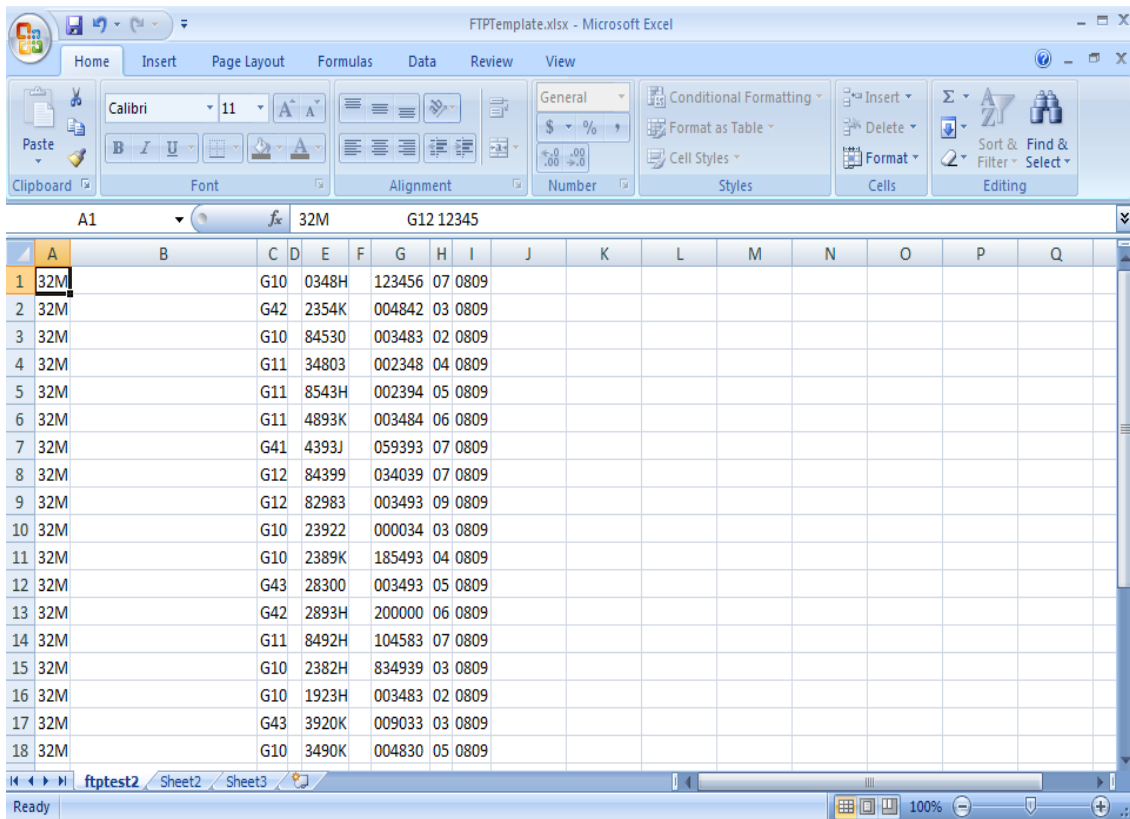
If you cut/paste any data into the spreadsheet, right click where you'd like to paste the copied data and select "Paste Special..."

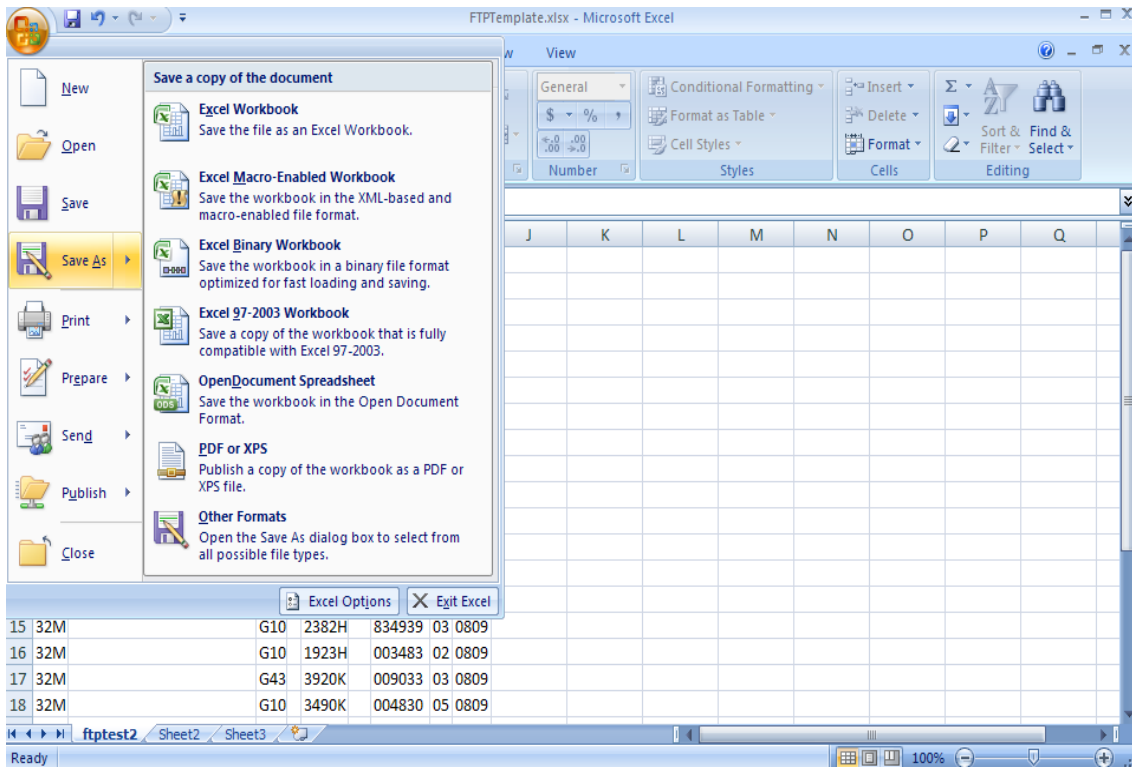


Next, highlight "Text" and click "OK". This will ensure the pasted figures are in the correct format.

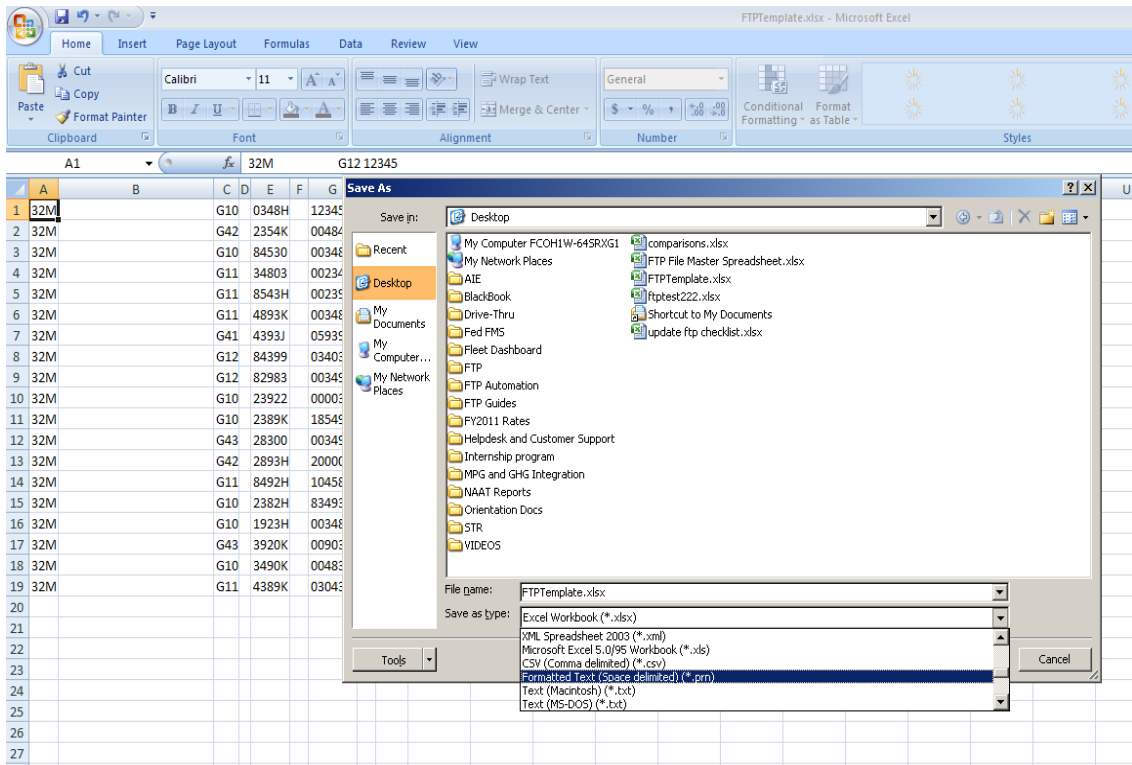


When you are finished entering your records, you're ready to save the file. Click the large circle on the top left corner of the document (or "file" for previous versions of MS Excel) and scroll over "Save As".

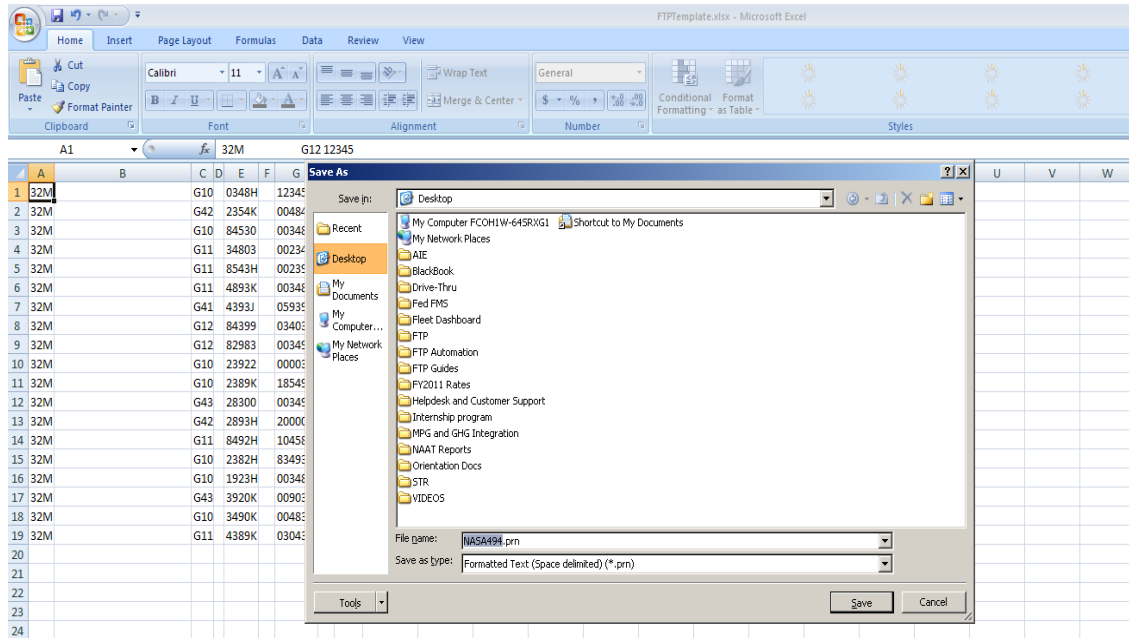




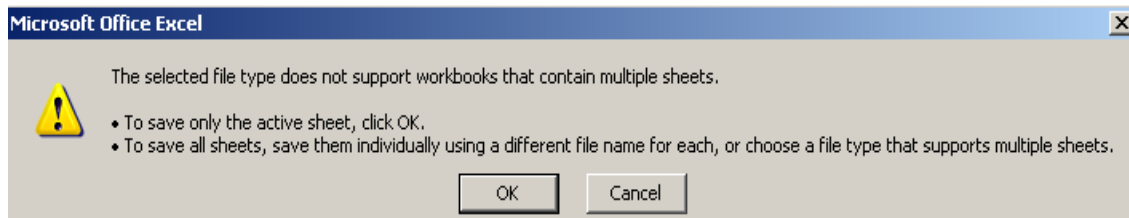
Select “Save As” and a box will appear. Next to “Save as type” select “Formatted Text (Space delimited) (*.prn)” to save your 494 mileage as a .prn file.



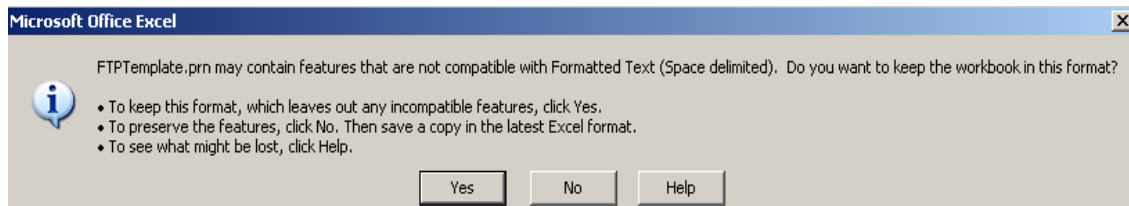
Now it is time to rename the file. Next to “File name” change the text from “FTPTemplate.prn” to your approved filename that was established upon registration (NASA494, HUDD494, etc) to indicate that the file corresponds to your Agency’s mileage file. If you do not know your filename, contact us at 494mileage@gsa.gov.



Save the file to somewhere where you’ll remember on your computer. Once you select “Save” two boxes will appear. The first appears like this. Click “OK”.



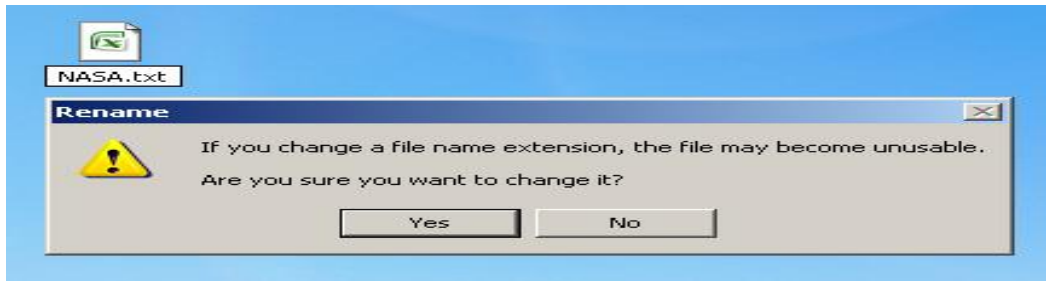
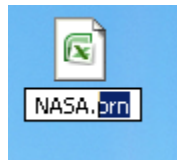
The second appears like this. Click “Yes”.



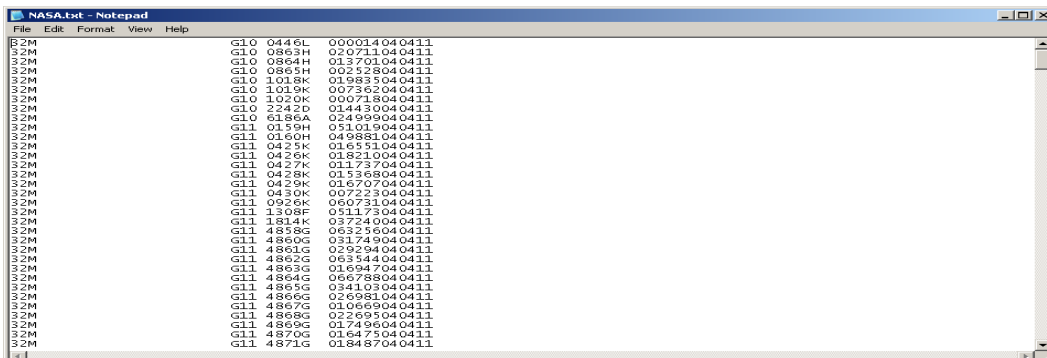
Next, locate the file in the folder or on the desktop where it was saved, right-click it, and select “Rename”.



Highlight the “pm” and simply type “txt” to change your file back to a text file and click “Yes” when the Rename dialogue box appears.



Final Result: A properly formatted FTP File. *You can confirm the formatting requirements of your file by cross-referencing Appendix A of this manual.* Now you will be able to log-in to FTP Monthly Mileage Upload Tool via [GSA Fleet Drive-Thru](#), submit your mileage file, and view the results of the upload in real-time.





Section Three: Uploading Your File

First, please go to: <http://drivethru.fas.gsa.gov/drivethru/drivethru/>. Under ‘Applications Access’ in the bottom-left corner, click on ‘FTP Monthly Mileage Upload Tool’.

GSA Fleet Drive-thru
General Services Administration

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GSA FLEET DRIVE-THRU
Real Time Vehicle Data
The Key to Driving Your Mission
Analyzing Your Reports

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Applications Access	What's New	Vehicle Operator Orientation Videos
<ul style="list-style-type: none">• CRASH• Customer-Driven Data• GSA Replacement Vehicles• Mileage Express• Reports Carryout• Speed Pay• Web Bill• Defensive Driving Course• FTP Monthly Mileage Upload Tool <p>Choose an Application to Login</p>	<p>Upload Monthly Mileage via FTP</p> <p>*** Coming Soon ***</p> <p>July 1, 2011</p>	<p>Information about operating, maintaining and managing your GSA Fleet Vehicle.</p>  <p>Click the icon above to access the orientation videos</p>

Next, enter your Customer Number and Access Code and click ‘Login’ for access to GSA Fleet Drive-thru.



Customer No. :

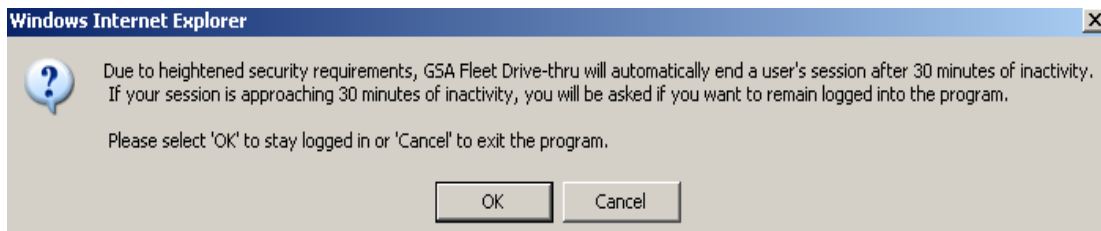
Access Code :

Login

Enter your "Customer No." (without hyphens) and "Access Code" to log into GSA Fleet Drive-thru.

Applications Access	What's New	Contact Us
<ul style="list-style-type: none">• CRASH• Customer-Driven Data• GSA Replacement Vehicles• Mileage Express• Reports Carryout• Speed Pay• Web Bill• Defensive Driving Course• FTP Monthly Mileage Upload Tool <p>Choose an Application to Login</p>	<p>Upload Monthly Mileage via FTP</p> <p>*** Coming Soon ***</p> <p>July 1, 2011</p>	<p>Hours of Operation:</p> <p>8:00 a.m. – 7:00 p.m. Eastern Time</p> <p>Contact Us:</p> <p>By Phone (Toll free):</p> <p>1-866-472-6711</p> <p>By Email: gsadrivethruhelp@gsa.gov</p>

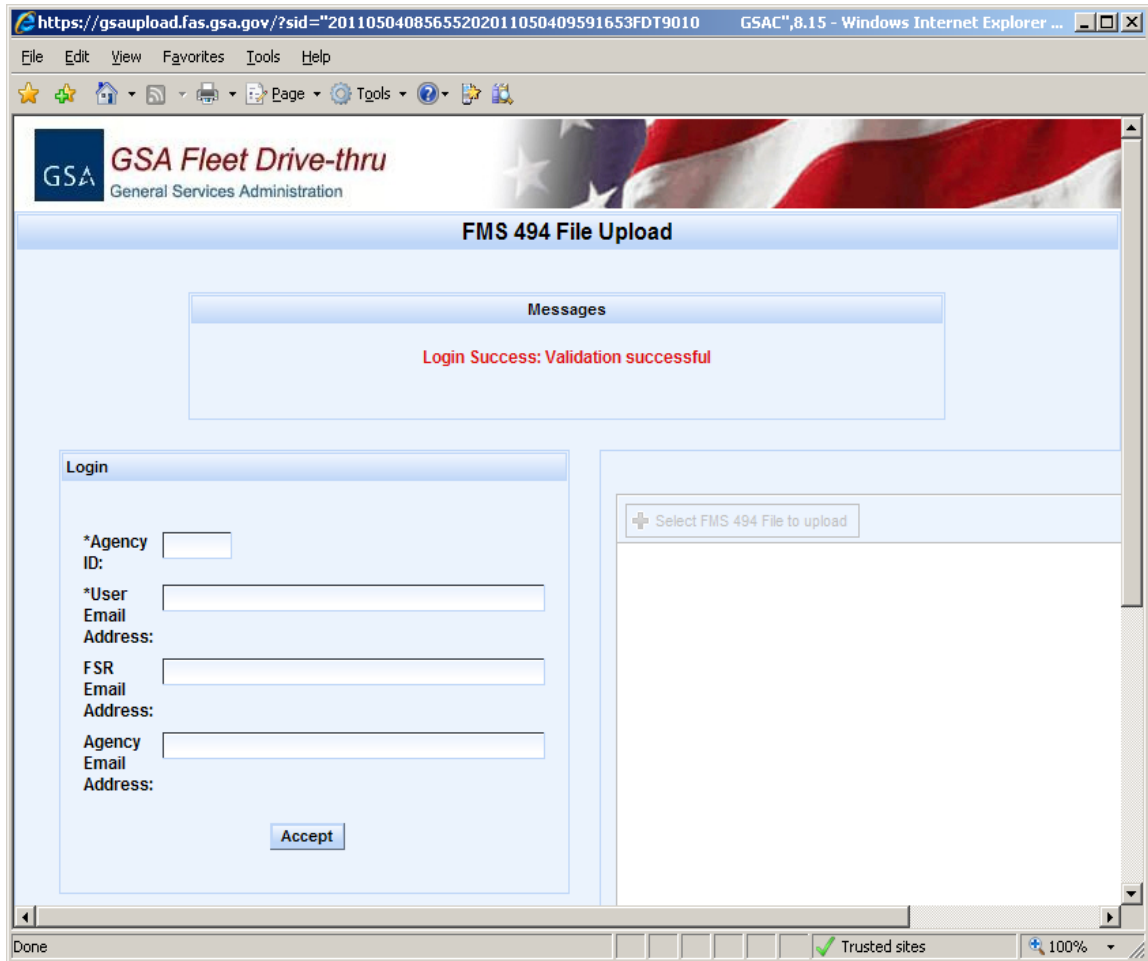
Click 'Yes' when the following dialogue box appears.



Next, click 'FTP Monthly Mileage Upload Tool' to activate the Application's web service.



This will open the FTP Monthly Mileage Upload Tool.



Notice there are two required fields (designated with an asterisk *) that you'll need to fill out in order for the Application to validate your user credentials— Agency ID (Filename) and User Email Address.

The screenshot displays the 'GSA Fleet Drive-thru' interface for 'FMS 494 File Upload'. At the top left is the GSA logo and 'General Services Administration'. A message box at the top center reads 'Login Success: Validation successful'. Below this is a 'Login' form with the following fields and annotations:

- *Agency ID: ← Enter Your Designated Filename (Required)
- *User Email Address: ← Enter Your Email Address (Required)
- FSR Email Address: ← Enter Your FSR's Email Address If/When Applicable (Optional)
- Agency Email Address: ← Enter Secondary POC Email Address If/When Applicable (Optional)

Below the form is an 'Accept' button. To the right of the form is a file upload area with a '+ Select FMS 494 File to upload' button.

The FSR Email Address field is optional and can be used if/when you'd like to share the results of your file upload with your FSR at GSA. Or it can be used interchangeably as a carbon copy to someone else in your Agency to inform him or her of the results of your upload. The same goes for Agency Email Address field, which is also optional.

Once you've entered the required (and any other optional) information click on 'Accept' so the Application can verify you are a valid user.



FMS 494 File Upload

Messages

Login Success: Validation successful

Login

*Agency ID:
*User Email Address:
FSR Email Address:
Agency Email Address:

Accept

+ Select FMS 494 File to upload

At this point you have two options: you can re-set who you'd like to receive the emails following your file upload by clicking on "Initialize" or you can continue on to upload your file by choosing "Select FMS 494 File to upload."



FMS 494 File Upload

Messages

Login

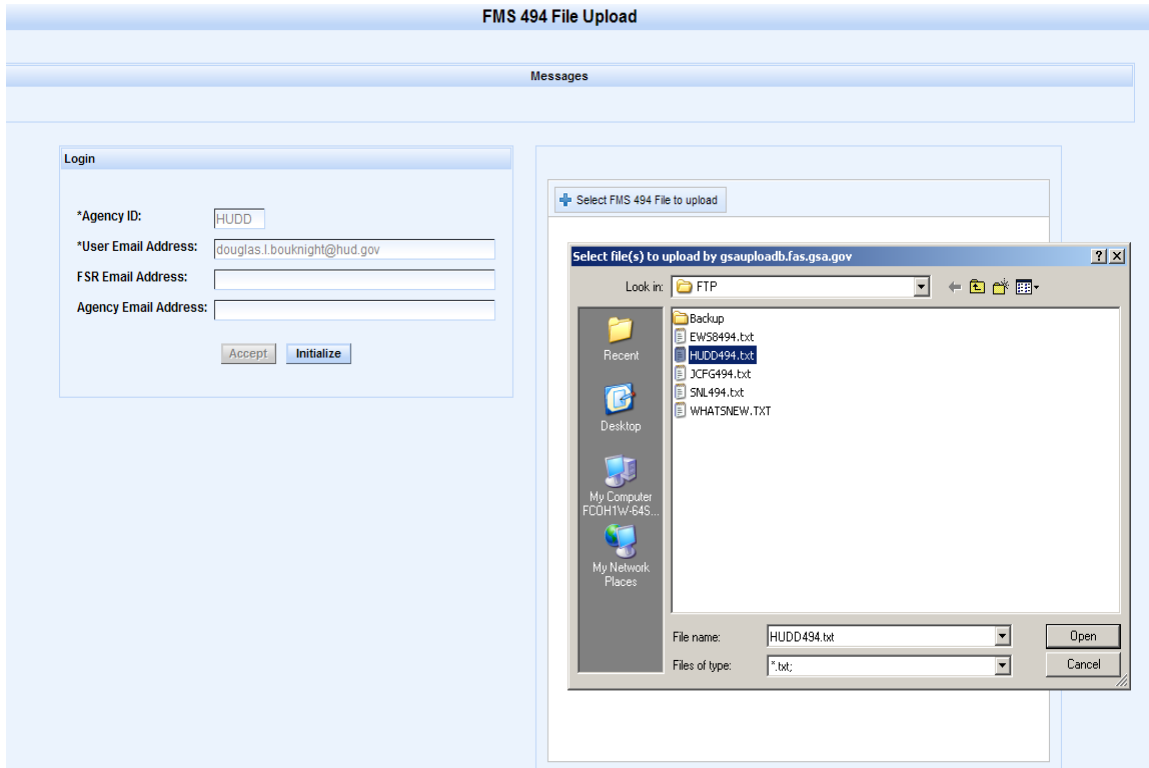
*Agency ID:
*User Email Address:
FSR Email Address:
Agency Email Address:

Accept

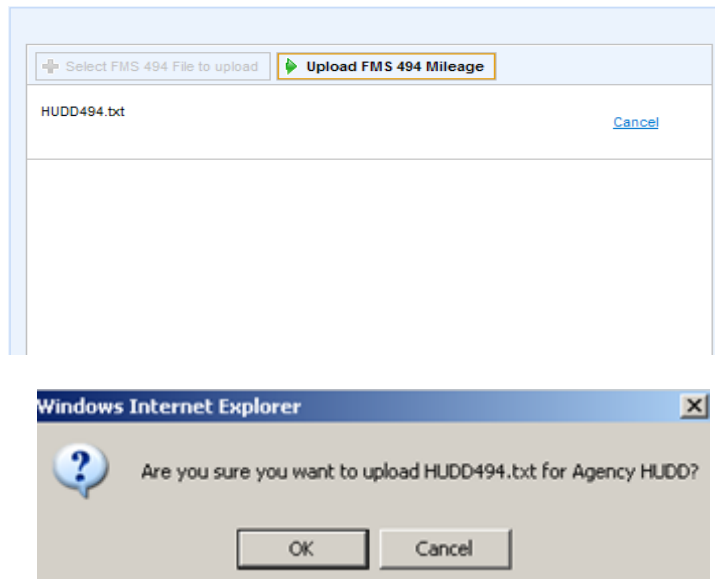
Initialize

+ Select FMS 494 File to upload

Once you decide to select the FMS 494 file to upload, a dialogue box appears. You must then locate your current month's mileage file on your computer. Once located, double click to load.



Click on “Upload FMS 494 Mileage,” button and then “OK” to initiate the upload process.



Depending on the size of your file it may take anywhere from 15-30 seconds.

The screenshot displays a web interface for file upload. On the left, a 'Login' section contains several input fields: '*Agency ID:' with the value 'HUDD', '*User Email Address:' with 'david.munn@gsa.gov', 'FSR Email Address:', and 'Agency Email Address:'. Below these fields are two buttons: 'Accept' and 'Initialize'. On the right, there is a file upload area with a button 'Select FMS 494 File to upload'. Below this, the file 'HUDD494.txt' is shown with a progress bar and the status 'uploading'. A clock icon is visible below the progress bar.

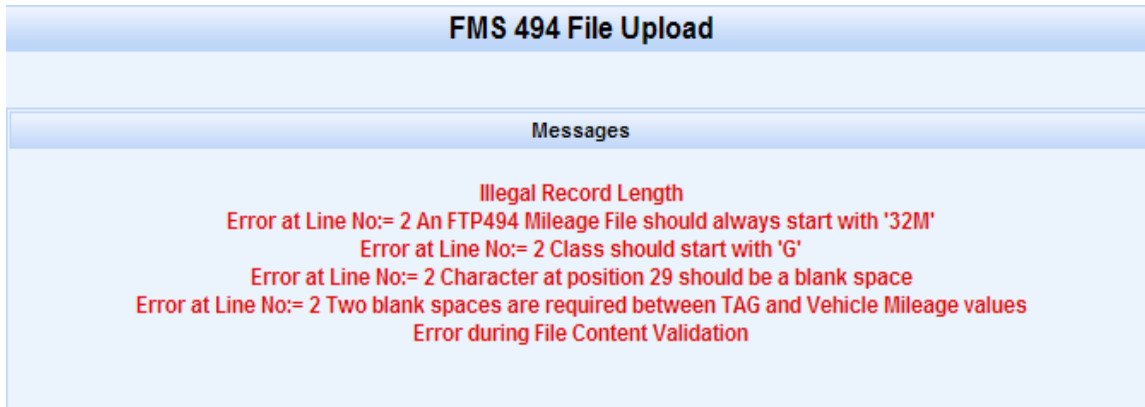
When the clock icon disappears, the file has either been rejected or uploaded successfully *based on the format and credentials of the file, rather than the content*. To verify if your file was successfully submitted to our system read what is displayed under the ‘Messages’ box.

There are generally three (3) different outcomes that occur and can be read under the ‘Messages’ box following an upload. These outcomes are numbered and described below:

- (1) The upload below did not successfully transmit to our system due to an ‘Invalid Directory Path’. This error simply means you have not yet been registered for the current reporting month. You will only have to conduct the initial registration and will not have to repeat this process each month, but if this error does occur, please email us at 494mileage@gsa.gov and have us create your file’s Directory Path.

The screenshot shows the 'FMS 494 File Upload' interface. At the top, there is a header 'FMS 494 File Upload'. Below it, there is a section titled 'Messages'. The message content is: 'Invalid Directory Path...Please correct agency-id and retry and if the same error recurs, contact Central office Failure: File Transfer Failed'.

(2) For this particular case, the uploaded file was rejected by our system due to the errors seen below. While the specific errors may vary, when this occurs, there are *formatting* issues with the file that was selected for the upload. You should refer to the resources mentioned earlier under “Section Two: Formatting Your File” to make sure your file is structured correctly.



FMS 494 File Upload

Messages

Illegal Record Length
Error at Line No:= 2 An FTP494 Mileage File should always start with '32M'
Error at Line No:= 2 Class should start with 'G'
Error at Line No:= 2 Character at position 29 should be a blank space
Error at Line No:= 2 Two blank spaces are required between TAG and Vehicle Mileage values
Error during File Content Validation

(3) In the last scenario, the file was successfully uploaded based on the *format* but there still remain errors with the *content* of what was reported. Due to the complex nature of system-to-system reporting as well as the possibility of user error, this is almost always the case. To view what our system accepted and rejected based on the *content* of your file upload, please check your email.



FMS 494 File Upload

Messages

File Uploaded with error records... To view these exceptions, please check your email. You will be able to correct these records and re-upload for processing.

If any other errors occur with the upload that are not described in this section, please contact us at 494mileage@gsa.gov and we will be happy to assist you. Once your file has successfully uploaded, you can view the results in real-time. This functionality is explored further in ‘Section Four: Viewing the Results of Your Upload.’



Section Four: Viewing the Results of Your Upload

As stated earlier, an indication that your upload was successful will be displayed under the 'Message' box of the FMS 494 Upload Application. More detailed results will also be sent to you in your email (as well as any others carbon copied) immediately following the upload. The email will be sent from 494mileage@gsa.gov, and we strongly encourage you to view the results

FMS 494 File Upload

Messages

File Uploaded with error records... To view these exceptions, please check your email. You will be able to correct these records and re-upload for processing.

By checking your email you will get a summary of the uploaded file. It will display the customer number you used to login, the month/year, and an indication that the successful records can be verified the following morning after the file runs through our nightly cycle. Additionally, the email will provide statistics about the number of total records that the uploaded file contained, the number of records that were valid and will be accepted by our system, and the number of records that are invalid and will not be processed as reported. A sample email can be seen bellow:

494mileage@gsa.gov	To	[Your email—used to upload a file]
05/03/2011 02:58 PM	cc	494mileage@gsa.gov
Please respond to	Sub	HUDD [Sample filename]-Upload of FMS494 records...
494mileage@gsa.gov	ject	

Dear GSA Fleet Customer,

Customer Number: 11-11-00-863055-001 [Customer No. used upon login]

Your MAY 2011 494 file upload has been set for processing. After it goes through the nightly cycle, it can be verified tomorrow morning.

Here are the results of your uploaded file:

113 out of 178 records have been identified as valid, and will be processed by our System as reported.

65 record(s) will not be processed by our System as reported.

This upload contains records that have been and/or will be rejected by our System. To view these exceptions please open the attachment of this email. You can correct these records and re-upload the file again for processing. Alternatively, your Agency can opt to use Mileage Express, Dial-A-Mile, or any other reporting option before the last business day of the month to resubmit the corrected records.

If you have any questions, please contact us at 494mileage@gsa.gov.



HUDD-494ErrorFile.csv

Thank you.

By opening the attachment you will be able to view the records that were rejected by our system. This report is also known as error file or the exception report. In this case, 65/178 records were rejected as reported. As mentioned earlier, this is due to the *content* of the records rather than the layout of any particular record or the *format* of the entire file. These errors can be quite common, especially amongst first-time users.

The exception report contains the reported region (*Column A*), class (*Column B*), tag (*Column C*), and end-mileage (*Column D*) for each rejected record. It also lists the error message (*Column E*) as well as describes each error in more detail and suggests a course of action to take to reconcile the rejection (*Column F*).

Region	Class	Tag	End-mileage	Error message	Note
11	G10	0141A	20998	MILEAGE ALREADY REPORTED AS 20998	on 06/02/2011 via FTP
8	G10	0293K	7749	SAME MILEAGE AS PREVIOUS MONTH	Reconcile end mileage so reported mileage > previous month's billed
8	G10	0379K	13374	SAME MILEAGE AS PREVIOUS MONTH	Reconcile end mileage so reported mileage > previous month's billed
2	G10	0522G	8714	SAME MILEAGE AS PREVIOUS MONTH	Reconcile end mileage so reported mileage > previous month's billed
2	G10	0566G	5567	MILEAGE ALREADY REPORTED AS 5567	on 06/02/2011 via FTP
3	G10	0646H	61303	MILEAGE NOT WITHIN 9999	Reconcile end mileage by comparing with previous month's billed. Difference must not be greater than 9999. Contact FSR if necessary
5	G10	0646K	11126	MILEAGE ALREADY REPORTED AS 11126	on 06/02/2011 via FTP
1	G10	0716G	33794	VEHICLE NOT ASSIGNED	Remove this record from report
10	G10	0753G	33453	MILEAGE ALREADY REPORTED AS 33453	on 06/02/2011 via FTP
11	G10	4557D	33772	MILEAGE ALREADY REPORTED AS 33772	on 06/14/2011 via INITIAL ASSIGN
3	G10	4608K	3315	MILEAGE ALREADY REPORTED AS 3315	on 06/02/2011 via FTP
5	G10	5237K	6813	MILEAGE ALREADY REPORTED AS 6813	on 06/02/2011 via FTP
10	G10	5303H	23301	MILEAGE ALREADY REPORTED AS 23301	on 06/02/2011 via FTP
10	G10	5304H	27171	MILEAGE ALREADY REPORTED AS 27171	on 06/02/2011 via FTP
3	G10	5761L	495	MILEAGE ALREADY REPORTED AS 495	on 06/02/2011 via FTP
5	G10	5875L	3696	MILEAGE ALREADY REPORTED AS 3696	on 06/02/2011 via FTP
9	G10	5882F	39194	VEHICLE NOT ASSIGNED	Remove this record from report
5	G10	5887L	1252	MILEAGE ALREADY REPORTED AS 1252	on 06/02/2011 via FTP
9	G10	6162K	2647	MILEAGE ALREADY REPORTED AS 2647	on 06/02/2011 via FTP
7	G11	0917K	64015	MILEAGE NOT WITHIN 9999	Reconcile end mileage by comparing with previous month's billed. Difference must not be greater than 9999. Contact FSR if necessary
4	G11	1346F	33818	VEHICLE NOT ASSIGNED	Remove this record from report
3	G11	1405K	3536	MILEAGE ALREADY REPORTED AS 3536	on 06/02/2011 via FTP
8	G11	6157G	16087	MILEAGE ALREADY REPORTED AS 17002	on 06/01/2011 via MILEAGE EXPRESS
5	G11	6844F	36875	MILEAGE ALREADY REPORTED AS 36875	on 06/02/2011 via FTP
5	G11	6845F	19668	MILEAGE ALREADY REPORTED AS 19668	on 06/02/2011 via FTP
7	G11	7746G	33774	MILEAGE ALREADY REPORTED AS 33774	on 06/02/2011 via FTP

As you can see, there are a number of different reasons as to why a record can be kicked out by our system. And, depending on the specific error message, there are different actions you should take to remedy the rejected record (seen under Note in Column F). The next section describes these errors in more detail, and offers suggestions as to how you can go about fixing them in order to avoid auto-estimations at the end of the month for tags not successfully reported.



Section Five: Reconciling Rejected Records

The following is a comprehensive list of the error messages you may encounter, explanations of those errors, as well the actions you should take to prevent these errors from continuing in future reporting months:

Error Message	Explanation	Suggested Action
INVALID-CHECK REGION/CLASS/TAG	The reported class, tag, and/or region combination does not exist in our database	Contact FSR to request tag look-up in URSA, then reconcile region/class/tag
VEHICLE NOT ASSIGNED	Vehicle is not in active status, most likely in disposal/storage	Remove this record from report/template
CUSTOMER NOT FOUND	Customer record for this vehicle is missing / does not exist on our end	Remove this record from report/template
MILEAGE ALREADY REPORTED	Mileage has already been reported for the current month and was accepted by our system	Remove this record from report
SAME MILEAGE AS PREVIOUS MONTH	Reported mileage is the same as mileage recorded for previous month	Reconcile end mileage so reported mileage > previous month's billed, contact FSR if necessary
MILEAGE NOT WITHIN 9999	Increase in miles allowed when subtracting previous billed from most recent reported= 9999. In other words, the difference must not be greater than 9999 between any two months	Reconcile end mileage by comparing with previous billed, contact FSR if necessary
END MILES ZEROES	Reported mileage equals "000000"	Reconcile end mileage so > "000000"
Other/Questions	Varies	Contact 494mileage@gsa.gov with error message or problem

Some of these errors are very easy to fix, and are nothing to fret over. For instance the VEHICLE NOT ASSIGNED, CUSTOMER NOT FOUND, and MILEAGE ALREADY REPORTED errors simply imply that these records can be removed from the file you upload for the current month. These records can also be removed for subsequent months barring these conditions do not change. In most cases the VEHICLE NOT ASSIGNED and CUSTOMER NOT FOUND can be removed from your template/centralized system altogether.

For the MILEAGE ALREADY REPORTED error, check to see if this record is being reported consistently by someone else in your Agency through Mileage Express or Dial-A-Mile, or if the mileages for this record are being reported by DESC/GORP, another automated reporting option. You may request that he/she discontinue reporting the vehicle in question as our system only accepts the first valid reported mileage per vehicle per month, regardless of reporting method used.

Errors regarding specific reported mileages (SAME AS PREVIOUS MONTH, MILEAGE NOT WITHIN 9999, END MILES ZERO) can be easy to fix by verifying the accuracy of reporting through internal processes, actually checking the odometer reading of the vehicle in question, and/or contacting your GSA Fleet Service Representative (FSR) for assistance and further explanation.

The INVALID-CHECK REGION/CLASS/TAG error occurs when the reported combination of region, class, tag do not correlate to the stored information in our system. When this error occurs, it requires a look-up on our end to confirm the vehicle's region/class/tag. Our experience indicates that the region is usually the culprit. If you do not know the correct value for these errors, please contact your FSR and provide him or her with the list of records that were rejected due to this error.

Depending on the number of error records in the exception report as well as the specific errors found in the file, you can reconcile these records and re-upload for processing on the same day as the original file was loaded, or any day up until the last business day of the month. This will ensure there are no discrepancies between what is reported and what is billed, as auto-generated mileage estimations are calculated for records that are not accepted by our system on the last day of the month. However, if this not possible, simply make these corrections for future months.

Once these errors are reconciled, you should not experience them in subsequent months. While there is no limit to how many times you can re-upload a file, mileages cannot change once they have been successfully updated in our system. The initial hump to fix these errors may take the most time and effort, but once completed, you will ultimately be rewarded with the satisfaction in knowing that what is reported is being reflected accurately on your Fleet bill(s).



Section Six: Re-Uploading Corrected Records

If/when the records on the exception report have been refined, please re-submit these records for processing by following the steps detailed in “Section 3: Uploading Your File.” You can incorporate the corrections back onto the original file/template and re-process the entire file again, or you can re-upload the corrected records only. Alternatively, you can use Mileage Express, Dial-A-Mile, and when applicable, DESC/GORP, to re-report these mileages. Whichever method you use, please keep in mind the cut-off date for reporting mileages, which is the last business day of the month.



Appendix A: FTP Mileage File Technical Requirements & Resources

Character Position:

1-3 = 32M
26-28 = Class (ex: G10, G41)
30-34 = Tag (5177F, 00421G)
37-42 = Mileage (must be 6 characters, 600 would be 000600)
45-48 = MMY Y (should be current month and year, ex= 0611)

Accepted File Types:

Via Drive-Thru's Monthly Mileage Upload Tool: Text (.txt) only
Via Email: Text (.txt) or Formatted Text Space Delimited (.prn)

Additional Resources:

The 'FTP Reference Guide' can be downloaded from the following site and can be a useful resource in structuring an FTP Mileage File, particularly using MS Word as a means to count character spacing:

<http://www.gsa.gov/portal/content/104227>



Appendix B: Drive-Thru's FTP Monthly Mileage Upload Tool FAQs

Q: I am a current FTP user. Do I still need to register if I'm interested in using Drive-Thru's FTP Monthly Mileage Upload Tool?

A: Yes. Both existing and new FTP users will need to register to take advantage of this solution. To do so, please email david.munn@gsa.gov or 494mileage@gsa.gov.

Q: What is the date and time availability for using Drive-Thru's Monthly Mileage Upload Tool?

A: Registered customers can access and upload files using Drive-Thru's Monthly Mileage Upload Tool 24 hours a day, 7 days a week. However, uploaded files will only run through our system's nightly cycle and be processed for billing on weekdays, excluding Federal Holidays and periodic system maintenance periods. When a file is uploaded during a weekend, Federal Holiday, or periodic system maintenance period, it will be processed the following business day.

Q: What is the exact deadline for uploading an FTP file each month?

A: Your FTP file needs to be uploaded by 3:30pm (EST) on the last working weekday of the reporting month. However, please try to send your FTP file before the last business day of the month as this will allow for any corrections to be made with formatting issues and/or specific mileage/class/tag entries found on the exception report(s).

Q: What happens if I do not reconcile and re-report any of the rejected records found on the exception report?

A: As with any other reporting method, if vehicles go un-reported, the odometer reading for those vehicles will be subject to estimations at the end of the month by using a formula that calculates driving frequency for each vehicle. However, not all error records found on the exception report require re-reporting, so you should refer to Section Five of this manual for the recommended course of action.

Q: What happens if I re-upload my file, with or without changes?

A: Without changes, you will receive the same exact confirmation and exception report as you did for the first upload. The re-reported records will be rejected and not interfere with the first uploaded file. When changes *are* made, only the reconciled entries derived from the original exception report for the month will be processed.

Q: What if I accidentally uploaded a file that contains the wrong mileage entries? Can GSA stop it from processing?

A: If it is too late in the day or if the mileage entries are deemed valid by our, they will be processed as reported. Only when you discover you uploaded the wrong file on the same day as it was uploaded will we be able to stop it from processing in our nightly cycle. Contact us at 494mileage@gsa.gov if/when this occurs.