

## MILEAGE AND FUEL TAX REPORTING

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Mileage and Fuel Tax allows for a wide variety of reporting. Some reports are simple listings, while others give calculated totals, as well as state, truck and fleet breakdowns. These reports have been designed to be extremely flexible in selecting and narrowing output to specific user needs. The History Reports on the bottom half of the menu use the files that have been purged to history and not the current data files. From the Main Menu, select Reports and from the menu select the type of report to be generated as listed below. Each type of report has specific attributes to help narrow the reported data. Select the desired attributes and fill in all ranges that are required. Mileage and Fuel Tax will verify the data and once verified as correct, the report will print. Most reports have one option in common: Actual Date (which is date specific) Reporting Date (which includes month only). These dates are specified on each trip as the entry is made. If you receive an error while running a report, more than likely, there has been a data entry error. To find out if your data is correct, go to the Utilities section and run the Check Valid State Codes report.

### Detailed Trip Audits

Date Range-Inclusive
Trip # or Trip Range
Truck #-Inclusive
Fleet #
Date Range-Exclusive
Truck#-Exclusive

These reports will give a hard copy of the information entered in Trips and Miles. This is a way to verify entry, as well as keeping a record of daily work. This report can be run by date range, truck range, trip number range, or a combination of these. Ranges may be inclusive (include the range) or exclusive (exclude the range).

## Miles and Gallons Reports

- State and Fleet
- State
- State and Truck
- Truck

These reports will give total miles, gallons and cost for select criteria. Reports may be run by state, fleet, truck or a combination of these.

## Fuel Purchases Reports

- State and Fleet
- State and Truck
- Truck and State
- Supplier
- State and Supplier
- Supplier Summary

These reports will give detailed printouts of fuel purchase information and relevant totals for selected attributes. These reports may be run by state, truck, fleet, supplier or a combination.

## State Tax Reports

- Main Truck and State
- State
- State and Fleet
- State, Fleet and Truck

These reports will give various tax information using tax functions initialized for each state. These reports are vital for quarterly tax reporting. Reports are ran in a number of ways depending on the requirements of your state.

## Charge Back Report

This report aids in charging back owner/operators for their IFTA taxes.

## Fuel Supplier Listings Reports

Supplier ID

State, City Company Name

These reports will give detailed listings of fuel supplier information and relevant totals for selected attributes. Report may list in order of supplier ID, or by state and city.

## Truck Listing Reports

Unit #

Serial #

License #

Fleet #

These reports will give information on individual or a selected range of trucks. This report may be run by unit number, serial number, license number or fleet.

## Tax function Report

This report will give a listing of all of your tax functions that are set up and it will run automatically with no attribute choices.