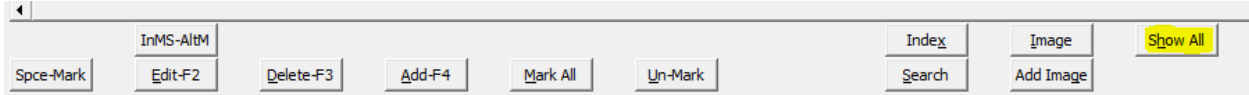


## FUEL TRANSACTIONS BROWSER

By default when you open the fuel transactions browser it is set to only show UNCOMMITTED transactions. These are transactions that have not been committed to a trip. To see all transactions you need to hit the SHOW ALL button at the bottom of the screen.



The CO column stands for COMMITTED, if there is an asterisk the fuel transaction has been committed to a trip, if it is blank the fuel transaction is uncommitted.

View/Edit Fuel Card Transactions

D	CARDCOMP	CO	DATEIMP	TRANDATE	TRANTIME
	COMD_TSDIT	*	02/22/22	01/11/22	4400
	COMD_TSDIT		02/22/22	01/12/22	5500
	COMD_TSDIT		02/22/22	01/12/22	6600
	COMD_TSDIT	*	02/22/22	01/24/22	3300
	COMD_TSDIT	*	02/22/22	01/12/22	7700
	COMD_TSDIT	*	02/22/22	01/17/22	3300
	COMD_TSDIT	*	02/22/22	01/13/22	6600
	COMD_TSDIT	*	02/22/22	01/10/22	3300
	COMD_TSDIT		02/22/22	01/15/22	4400
	COMD_TSDIT		02/22/22	01/17/22	2200
	COMD_TSDIT	*	02/22/22	01/17/22	2200
	COMD_TSDIT	*	02/22/22	01/17/22	2200
	COMD_TSDIT		02/22/22	01/18/22	4400
	COMD_TSDIT		02/22/22	01/26/22	5500
	COMD_TSDIT		02/22/22	01/31/22	2200
	COMD_TSDIT		02/22/22	01/19/22	6600
	COMD_TSDIT		02/22/22	01/19/22	6600
	COMD_TSDIT	*	02/22/22	01/20/22	5500
	COMD_TSDIT		02/22/22	01/21/22	5500
	COMD_TSDIT	*	02/22/22	01/22/22	0000
	COMD_TSDIT	*	02/22/22	01/30/22	0000

Make sure you always run the Uncommitted Transaction Report found on the report menu, after downloading trips and before you run your IFTA reports for filing. If you do indeed have uncommitted fuel you need to edit the fuel transaction and check why it did not attach to a trip as you imported. It could be an improper date or truck number. After you fix the fuel transaction you can then go to the trip it belongs on and use the GET FUEL function to add it to the trip. Hit the GET FUEL button, the fuel transaction will be on the pop up. If you have an asterisk (\*) in the far left column like the example below, your record is marked and ready for you to hit OK. If no asterisk, then click the MARK button and then press OK.

1086216 AD 01/01/22 01/15/22 646119.3 649662.7 / 2201 1531.98 3543.4 2.3 225 // OMNI-IVG

108621670 **Trip Detail** [X]

Master Trip Information

Trip 109048220131 Truck 109048 Reference #

Beginning Date 01/01/22 Beginning Miles 0.0

Ending Date 01/31/22 Ending Miles 1872.0

Reporting Date 01/22 (MM/YY) Total Miles 1872.0

Buttons: Ok, Cancel, Next, Last

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108562445 **Fuel Card Stops** [X]

Fuel Options

Total Gals: 35.11 Cost \$122.88 MPG: 53.32

Trck	City	St	Pur Date	Invoice #	ST	PDATE	Company	FCOST	St, City	INVO
109048	NOWATA	OK	01/10/22	86043	TX	01/17	FLYING J #726	122.88	TX, DALLAS	82086

Buttons: Mark, OK, Cancel

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10814119 Add Edit Up Add Edit

108114119 Delete Dn Delete Adjust

108114119 Add Edit Delete **Get Fuel**

108099146