Manual Trips and Miles Entry

From the Operations Menu, select Trips & Miles. You will see a Screen/browser similar to this listing your trips. (Remember most screens and browsers are customizable!)

Mileage/Fuel Tax Trip Records

Trip Options

D	TRIP	REF	TRUCK	BDATE	EDATE	BEGMILES	ENDMILES	NUMPOINTS
	2290000	1-963225-A	229	05/22/15	05/22/15	0	1990	2
	2290001	1-963227-A	229	07/13/15	07/13/15	0	730	2
	2290002	1-963227-A	229	05/14/15	05/14/15	0	1020	2
	2290003	1-963227-A	229	05/14/15	05/14/15	0	705	2
	2290004	1-963227-A	229	05/14/15	05/14/15	0	705	2
	2290005	1-963227-A	229	05/14/15	05/14/15	0	705	2
	2290006	1-963227-A	229	05/14/15	05/14/15	0	705	2
	3120000	H-963234-A	312	04/27/16	04/27/16	0	97	1
	3120001	H-963235-A	312	04/27/16	04/27/16	0	123	2
	3120002	H-963236-A	312	05/02/16	05/02/16	0	42	2
	11970000	1- 50151-A	1197	05/24/13	08/29/13	1	200	2
	11970001	1-963219-A	1197	10/28/14	10/28/14	200	400	2
	11970002	H- 50042-A	1197	05/06/14	09/26/14	0	2081	1
	24110000	1-963230-A	2411	04/13/16	04/13/16	0	1447	2
	24110001	O-963228-A	2411	07/17/15	07/17/15	0	3942	2
	24110002	1-963232-A	2411	04/13/16	04/13/16	0	102	2
	24110003	1-963233-A	2411	04/18/16	04/18/16	0	1863	2
	24110004	H-963231-A	2411	04/13/16	04/13/16	0	1990	2
	24110005	1-963233-A	2411	04/18/16	04/18/16	0	1863	2
	24110006	1-963232-A	2411	04/13/16	04/13/16	0	102	2
	24110007	1-963230-A	2411	04/13/16	04/13/16	0	1447	2
	29990000	1- 50134-A	2999	08/26/11	04/13/10	0	822	2

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Click on add and if you do not have Templates activated this screen will appear

Trip - Each trip will have a unique number ranging between 1 and 99,999,999. Tab past the trip number to automatically fill in the next numerical sequence.
Truck - Enter the truck ID or press F1 for a selection box. To add a new truck on the fly press F1 to bring up the 'Truck on File' selection box and press F4 to add a new truck.
Reference #- This 9-character field may be used for any reference number meaningful to you. Manifest number or bill of lading number would be most common. You may also leave this field blank.
Beginning Date - This field defaults to the system date or you may change this to the beginning date of the trip if different.
Ending Date- The ending date defaults to the same date as
the beginning date. Correct the date or press ENTER to accept the default.
Note: after filling in the beginning and ending date for the trip the reporting date will automatically fill in depending on how you have it set up in system configuration.
Reporting month-Most reports have an option to print by actual
dates OR by reporting month. The reporting month is the month in which all trip

information will be included when generating reports with that option. Enter a month and year or press ENTER to accept as is. This is important for trips that may overlap months and especially quarters.

Depending on your setup you might also see this vehicles "Last Trip" information and Beginning Miles, otherwise enter the beginning and ending miles as reported to you from the driver.

Beginning Miles - Odometer reading at the start of a trip. Again, depending on your setup the Beginning Miles field will default to the Ending Miles from the current truck's last trip, or be set to zero. Press ENTER or type in the odometer reading at the beginning of this trip.

Ending Miles - Enter the odometer reading at the end of the trip. The system will not allow the Ending Miles field to be less than the Beginning Miles field. Ending Miles can be left 0 or the same as the Beginning Miles field. The End Miles will be automatically filled in with the total miles of the trip when the trip is saved.

Total Miles - Total miles of trip. The Total Miles field is calculated by the system by subtracting the beginning miles from the ending miles. Note that Total Miles is verified against the mileage totals for entered state mileages. If Total Miles does not match the total of all state miles, a message displays "Totals Unmatched."

Add your points in the point section on the lower left hand side of the trip. If you have a Mileager such as PcMiler hit the calculate button and the state breakdown section in the middle lower part of the trip will be filled in automatically. If you do not have a Mileager program skip this section and just manually fill in the state breakdown.

If you are linked to the fuel card program. Click on the get fuel button and choose the fuel that matches this trip. If you are not linked to the fuel card program, click add and enter your fuel information manually.