IFTA Manager Tips

IMPORT LOG

After you import your trips it is always a good idea to look at the Import log. On the Trip Import menu is a direct link to the folder that stores the logs.

🙇 IFTA Fuel and Mileage Manag	jer for TMS Digital				
Operations Fuel Card Import	Trip Data Import	Reports Se	etup Utilities	Admin Tools	TMS Help
	OmniTracs I New XRS On Omnitracs O Samsara CSV Keep Truckir GeoTab Imp Samsara Imp	/G nnitracs)dometer Imp / Report n for Liquid Ca ort for Medall port for Capito	oort argo lion ol		
	Import Logs				

You will always want to pick the latest one. I do this by clicking on Date Modified to pull it to the top

🙇 Select a File to View	×
Look in: LOGS	- ← 🗈 💣 📰-
Name	Date modified
OMNIIVG_IMPORT_202112_002.CSV	2/23/2022 1:17 PM
OMNIIVG_IMPORT_202112_001.CSV	2/23/2022 1:15 PM
OMNIIVG_IMPORT_2022 1_002.CSV	2/23/2022 1:13 PM
CMNIIVG_IMPORT_2022 2_002.CSV	2/23/2022 12:59 PM
B OMNIIVG_IMPORT_2022 2_001.CSV	2/23/2022 12:57 PM 🗸
<	>
File name:	Open
Files of type: Import Log Files (*.CSV)	Cancel

At this point you want to RIGHT CLICK the file you want to open.

You can also always go directly to the file in windows file explorer and navigate to this folder.

> TMS > IFMM > LOGS

You will want to pay attention to anything that was adjusted. Usually it is a small amount due to rounding, and that is normal (example highlighted in yellow). Blue line is showing us no change was made as the miles matched exactly. If the adjustment is OVER the user defined percent you have set up, you are notified that an edit of that trip is necessary.

-					
	Trip	Truck	Odometer	State Miles	Miles Warning
	103117220331	103117	14	14	
	103123220331	103123	18828	18825	<mark>3.0(0.0%)</mark>
	103133220331	103133	9734	9734	
	104107220331	104107	9993	9995	-2.0 (0.0 %)
	107001220331	107001	4106	4104	2.0 (0.0%)
	107002220331	107002	2480	2481	-1.0 (0.0 %)
	109038220331	109038	5899	5898	1.0 (0.0%)
	109083220331	109083	619	619	
	109091220331	109091	688	688	
	121021220331	121021	13237	13237	
	121023220331	121023	12338	8490	Adjustment Over 5 % EDIT OF TRIP NEEDED/NECESSARY
	121031220331	121031	9336	7906	Adjustment Over 5 % - SQLT OF TRIP NEEDED/NECESSARY
	121032220331	121032	12334	12334	
	121034220331	121034	8207	8211	-4.0 (0.0%)
	145047220331	145047	1640	1641	-1.0 (-0.1%)
	145219220331	145219	11915	11916	-1.0 (0.0 %)
	147152220331	147152	18497	9179	Adjustment Over 5 % - EDIT OF TRIP NEEDED/NECESSARY
	147181220331	147181	1815	1815	
	147190220331	147190	2536	1163	Adjustment Over 5 % - EDIT OF TRIP NEEDED/NECESSARY
	147196220331	147196	4510	4510	
	147227220331	147227	1898	1896	2.0 (0.1%)
	147229220331	147229	1918	1918	
	147242220331	147242	8405	8404	1.0 (0.0%)
	147249220331	147249	4126	4128	-2.0 (0.0 %)
	147250220331	147250	5411	5409	2.0 (0.0%)
	147252220331	147252	8471	8473	-2.0 (0.0 %)
	147254220331	147254	5	5	
	147256220331	147256	17485	17	Adjustment Over 5 % - EDIT OF TRIP NEEDED/NECESSARY
	147257220331	147257	10263	10261	2.0 (0.0%)
	147259220331	147259	2949	2950	-1.0 (0.0 %)
	147262220331	147262	12531	12530	1.0 (0.0%)

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.

•									
	InMS-AltM					Inde <u>x</u>	<u>I</u> mage	S <u>h</u> ow All	
Spce-Mark	Edit-F2	Delete-F3	Add-F4	<u>M</u> ark All	<u>U</u> n-Mark	<u>S</u> earch	Add Ima <u>q</u> e		

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.

8	Kiew/Edit Fuel Card Transactions								
D	CARDCOMP	со	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.

108621670 01/01/22 01/15/22	2 646119.3 6496	52.7 2	201 1	531.98		3543.4	2.3	225	///0	MNI-IVG	
108621670 🙇 Trip Detail											×
108618889 Master Trip Information 108618889 Trip 109048720131 108618889 Ending Date 01/7 108562445 Ending Date 01/7 108562445 Last Trip 10856245 Last Trip	01/22 31/22 22 (MM/YY)	10904	18	×	Ref	erence # 72.0	Beginning M Ending M Total Mi	files 0.0 les 1872.0 les 1872.0	Qk Cancel Next	Last	
Fuel Options	Ch.	a. I.a	Dete	•			l otal Gials: 38	5.11 Cost \$122.88	MPG: 53.32		
M Irck	City	St P	Pur Date	Invoice #	ST	PDATE	Company	FCOST	St, City	INVO	
	NOWATA		01/10/22	00043	TX	01/17	FLYING J #726	122.88	TX,DALLAS	82086	4
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Mark OK Cance	a				-						-
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108114119				•	4						•
108114119 Add Ed	lit Up	Add	Edit								
108099146 Delete	Dn	Delete	e Adjust				Add	Edit Delet	Get Fuel		

Check Valid States Utility

This is an easy to run utility that checks for errors in the records, most importantly in the trip and fuel records. If an error is found, such as an invalid or missing state, the report will tell you what trip number to check and fix.

POST/UNPOST TRIPS

When you have completed your IFTA filing you might want to start with a clean Trips browser for next quarter. We have a "post completed trips" utility. This files the trips out of your immediate view. You can use the show all button at any time to view the posted trips. If you need to edit any of the trips you can use the UNpost utility.

You can choose any of these methods

						×
?	Mark Trips	as Posted				
	Monthly	Quarterly	Date Range	Single Trip	Cancel	

Here is an example of by Quarter

🙇 Quarterly Mark Trips as Posted	×
Quarter 4 Year 2021	
<u> </u>	OK Cancel

Change to ALL (Exact is the default)

🗸 Post Trip		×
Include ALL Trips in the Date Range or Only Trips with Exact Start and End Dates? (A- All, E - Exact)	A	
	OK	Cancel

A reminder message pops up. Remember, In order to actually edit any of these trips you will need to UNPOST

8	Trips that are Posted can NOT be Edited. They can be Viewed Using the Show All Button on the Trip Browser Screen. Are you Sure you Want to Do This?	×
	Yes No	

You get a pop up when the utility is complete!

SUMMARY

Bottom Line, before you file your IFTA you should always make sure you:

- Review the import log for issues
- Review the Uncommitted Fuel Transactions Report
- Review the Check Valid States utility