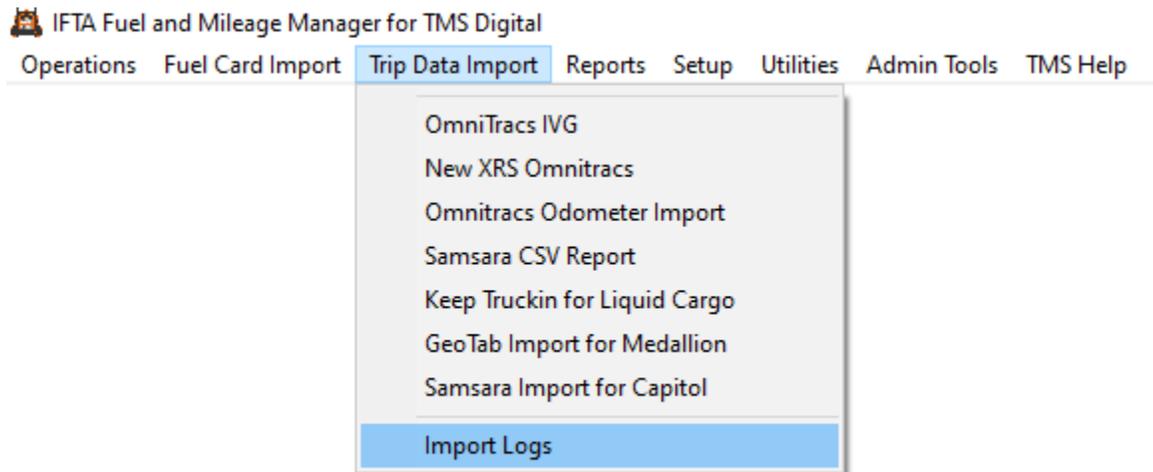


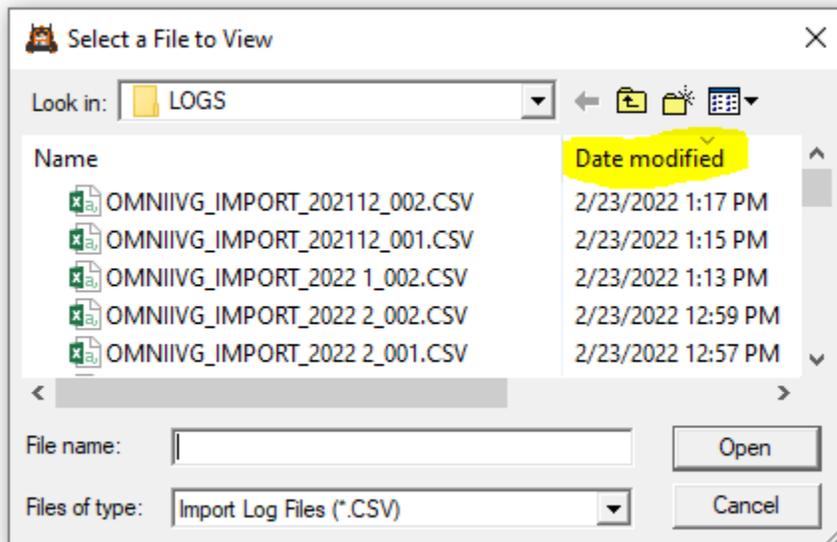
IFTA Manager Tips

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.



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



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	3.0 (0.0 %)
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 % - EDIT 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.

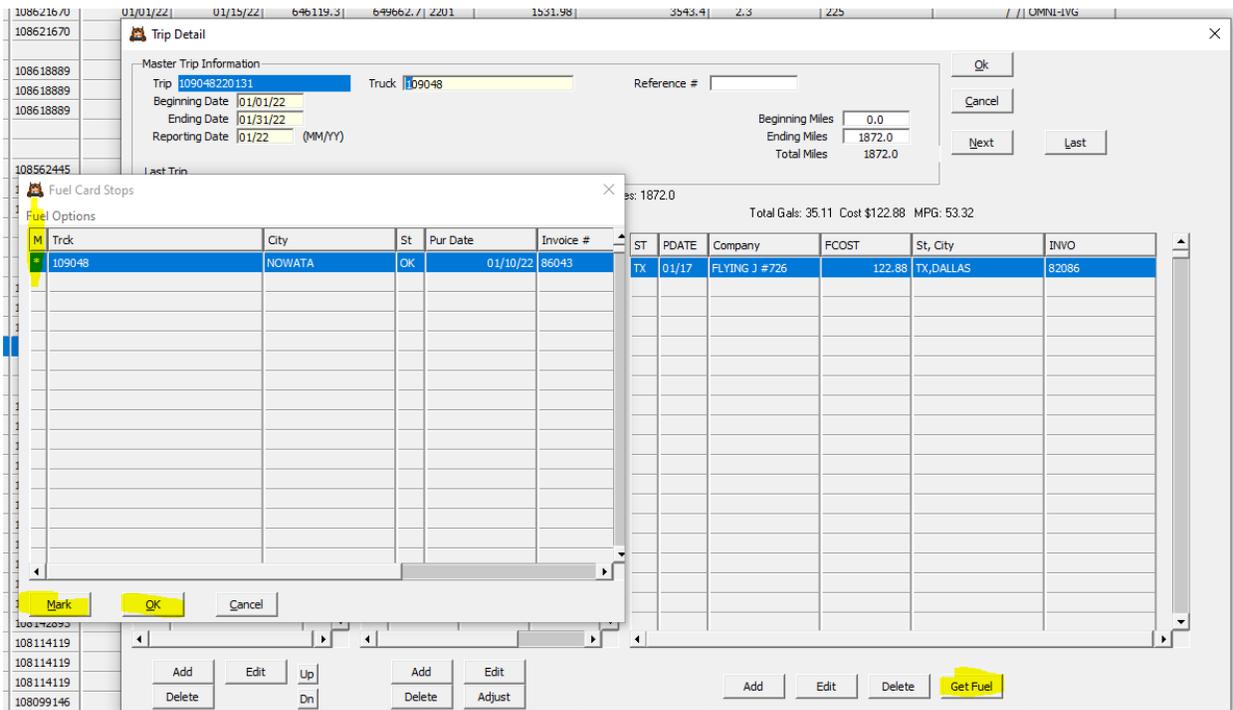


The CO column stands for COMMITTED, if there is an asterisk the fuel transaction has been committed to a trip, if it is blank the fuel transaction is uncommitted.

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.



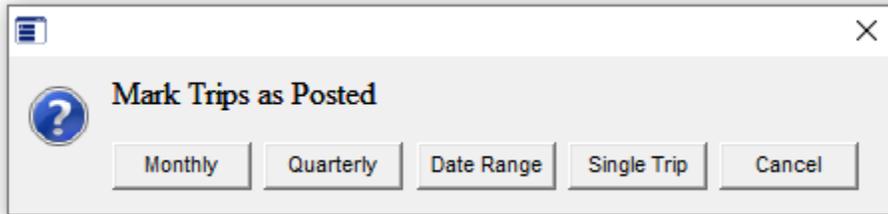
Check Valid States Utility

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.

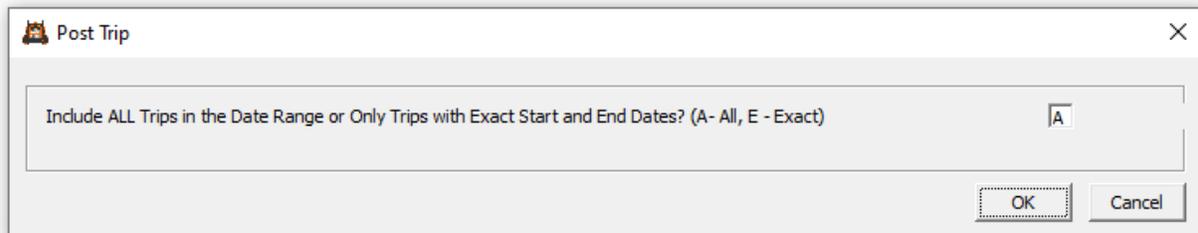
You can choose any of these methods



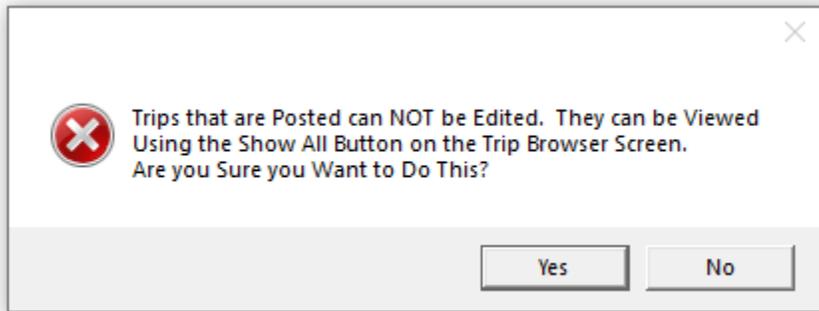
Here is an example of by Quarter



Change to ALL (Exact is the default)



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



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