

IFTA Manual Fuel Entry

IFTA Manager allows for manual fuel entry. Sometimes the fuel wasn't purchased on the company fuel card or your company has a yard fuel system without an import function.

The good news is entering fuel is easy! This video will cover the "how to" if the trip doesn't exist yet and is going to be entered at a later date. To learn a quick way to enter fuel as you are adding or editing a trip, view our video that covers adding a Manual Trip. Click on Operations and select Fuel Transactions. Select Yes from the pop up box. In the fuel browser screen click on F4 to add a new fuel purchase.

Enter an invoice number. If it is yard fuel, you can combine the truck number and the date as a reference. Enter the card number if the purchase was made on a credit card or leave blank. This is for reference only. Enter the transaction date and time. The date is important!

Enter the supplier. Note the cream colored box. If you press F1 you will see a list of previously entered suppliers.

Highlight your supplier and click OK. If your supplier doesn't appear on the list, you can press F4 to add that supplier "on the fly".

The driver number and driver name are not necessary, but can be entered for reference purposes. The truck number is necessary. Again, note the cream colored box, which means you can press F1 for a list of your trucks. If, by some reason, the truck is not in the list,

you can press F4 to add the truck. Enter a fee or discount, if applicable. Enter your gallons and total fuel charges. Fuel type can be D for diesel. Click OK and you are done!