

Importing Fuel and Trips

Importing your ELD state and mile data into IFTA Manager is very easy. The examples we will use here are with OmniTrac's IVG and XRS data. But first, we will tell you what goes on behind the scenes. Quite simply, the TMS Digital techs have setup programs that work at night while you are asleep to download all of your ELD transactions and save them in a folder on your network. All you have to do to import them is open IFTA Manager, click on the Trip Data Import menu, and select the ELD transactions that you want to pull in. Depending on what type of ELD you have, or if you have multiples as in this example, you will simply select each one, individually. You will see an option to import it for a month, a date range or quarterly. You will then see a pop up box where you can specify the month, or date range or quarter that you want to import. Click ok, then you will see a confirmation regarding the date you chose.

Same as with trips your TMS Digital techs have setup fuel downloads to happen after hours. Equally as easy, is importing your downloaded fuel into IFTA Manager. IFTA Manager can import from a variety of fuel cards. We also can import your yard fuel if you save the transactions in an Excel or CSV file.

The example we will use here will be for Comdata. All you have to do to import them is open IFTA Manager, click on the Fuel Card Import menu, and select the fuel card that you want to import. In this example we only have one fuel card, but you can have multiples. Select your fuel file and click Open. You will see it scroll by as it imports, it will then return you to your opening screen. Your TMS Techs can also setup a small program file that will import all the fuel transactions at once, just with a click of a button.

Once you have imported your fuel, you can view it in the fuel browser. If it's highlighted in red it is alerting you that information was missing. You can press F2 to edit and correct the missing data. Enter your dispatcher initials and click OK to save.

Now that you have imported from your ELD the miles driven in each state and your fuel card transactions from your fuel card, IFTA Manager has matched them by date and the truck number to create trips. All that is left for you to do is run reports.