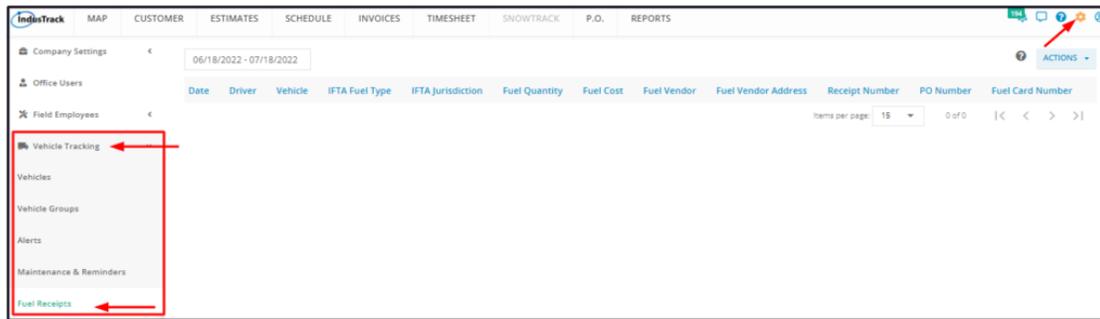


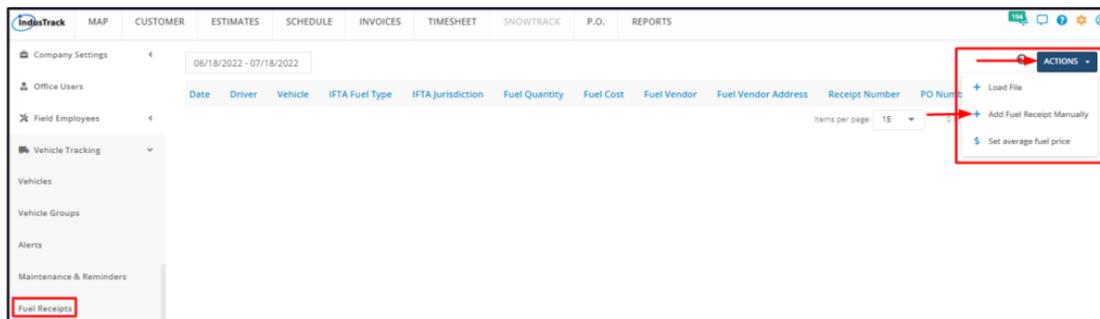
Set up and Manage Fuel Receipts Logs

To record fuel receipts go to **Settings > Vehicle Tracking > Fuel Receipts**.



Manually Log a Fuel Receipt

From the Fuel Receipts page, go to the **Actions** button and select **+ Add Fuel Receipt Manually** from the drop-down.



Fill in the details on the **Add Fuel Receipt** window. Items with (*) are required.

Date*

- Enter the date when the fuel was purchased using this format MM/DD/YY.
 - Alternatively, click the calendar icon and use the date picker.

Add Fuel Receipt

Date*

Driver*

Vehicle*

Fuel Type*

State*

Fuel in Gallons/Liters*

Cost*

Vendor

Address

Receipt Number

PO Number

Fuel Card Number

07/12/2022

July 2022

Please fill out this field.

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear Today

Receipt Number

PO Number

Fuel Card Number

CANCEL SAVE

Driver*

- Select the name of the employee who was driving the vehicle at the time when the fuel was purchased.
- If you have a long list, use the search bar to quickly find the correct employee.

Add Fuel Receipt

Date*

Driver*

Vehicle*

Fuel Type*

State*

Fuel in Gallons/Liters*

Cost*

Vendor

Address

Receipt Number

PO Number

Fuel Card Number

07/12/2022

Peter Richards +1 X ^

Search

Peter Richards

Dylan Frost

Aron Piper

Charles Brown

Steven Newsome

Willie Butler

Jorje Will

Fuel Card Number

CANCEL SAVE

Vehicle*

- Select the specific vehicle.
- If you have a long list, use the search bar to quickly find the correct vehicle, using either its [Name or ID number](#).

The screenshot shows the 'Add Fuel Receipt' form with the following fields and values:

- Date*: 07/12/2022
- Driver*: Peter Richards
- Vehicle*: Ford Raptor 1 (highlighted with a red box and arrow)
- Fuel Type*: (empty)
- State*: (empty)
- Fuel in Gallons/Liters*: (empty)
- Cost*: (empty)
- Vendor: (empty)
- Address: (empty)
- Receipt Number: (empty)
- PO Number: (empty)
- Fuel Card Number: (empty)

The dropdown menu for Vehicle* is open, showing a search bar and the following options:

- mu-X 1
- Ford Raptor 1
- Tow Truck 3
- Cargo Van 1
- Cargo Van 2

Buttons at the bottom: CANCEL, SAVE

Fuel Type*

- Select the IFTA Fuel Type.

The screenshot shows the 'Add Fuel Receipt' form with the following fields and values:

- Date*: 07/12/2022
- Driver*: Peter Richards
- Vehicle*: mu-X 1
- Fuel Type*: Gasoline (highlighted with a red box and arrow)
- State*: (empty)
- Fuel in Gallons/Liters*: (empty)
- Cost*: (empty)
- Vendor: (empty)
- Address: (empty)
- Receipt Number: (empty)
- PO Number: (empty)
- Fuel Card Number: (empty)

The dropdown menu for Fuel Type* is open, showing a search bar and the following options:

- A55
- Diesel
- E85
- Ethanol
- Gasoline
- Gasohol
- Liquified Natural Gas

State*

- Select the IFTA Jurisdiction where the fuel was bought.

The screenshot shows the 'Add Fuel Receipt' form with the following fields filled: Date* (07/12/2022), Driver* (Peter Richards), Vehicle* (mu-X 1), Fuel Type* (Gasoline), and State* (Minnesota). The State* field is highlighted with a red box, and the dropdown menu is open, showing a list of states with 'Minnesota' selected and checked. A red arrow points to the 'Minnesota' option in the dropdown.

Fuel in Gallons/Liters*

- Key in the number of gallons/liters of fuel purchased, as it appears on the invoice or receipt.

The screenshot shows the 'Add Fuel Receipt' form with the following fields filled: Date* (07/12/2022), Driver* (Peter Richards), Vehicle* (mu-X 1), Fuel Type* (Gasoline), and State* (Minnesota). The 'Fuel in Gallons/Liters*' field is highlighted with a red box, and a red arrow points to it. The form also shows empty fields for Cost*, Vendor, Address, Receipt Number, PO Number, and Fuel Card Number. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Cost

- Key in the total cost of the fuel purchase as it appears on the invoice/receipt.

The screenshot shows a form titled "Add Fuel Receipt" with a close button (X) in the top right corner. The form contains several input fields, each with a label and a value. A red box highlights the "Cost*" field, which contains the value "Cost". A red arrow points to the "Cost*" label. The other fields and their values are: Date* (07/12/2022), Driver* (Peter Richards), Vehicle* (mu-X 1), Fuel Type* (Gasoline), State* (Minnesota), Fuel in Gallons/Liters* (12), Vendor (Vendor), Address (Address), Receipt Number (Receipt Number), PO Number (PO Number), and Fuel Card Number (Fuel Card Number). At the bottom right, there are "CANCEL" and "SAVE" buttons.

Vendor

- Key in the provider/gas station/supplier from where the fuel was purchased.

The screenshot shows the same "Add Fuel Receipt" form. In this version, the "Vendor" field is highlighted with a red box, and its value is "Vendor". A red arrow points to the "Vendor" label. The other fields and their values are: Date* (07/12/2022), Driver* (Peter Richards), Vehicle* (mu-X 1), Fuel Type* (Gasoline), State* (Minnesota), Fuel in Gallons/Liters* (12), Cost* (55.80), Address (Address), Receipt Number (Receipt Number), PO Number (PO Number), and Fuel Card Number (Fuel Card Number). At the bottom right, there are "CANCEL" and "SAVE" buttons.

Address

- Key in the provider's address where the fuel was purchased.

The screenshot shows a web form titled "Add Fuel Receipt" with a close button (X) in the top right corner. The form contains several input fields, each with a red asterisk indicating it is required. The fields and their values are: Date* (07/12/2022), Driver* (Peter Richards), Vehicle* (mu-X 1), Fuel Type* (Gasoline), State* (Minnesota), Fuel in Gallons/Liters* (12), Cost* (55.80), Vendor (Fuel Depot), Address (Address), Receipt Number (Receipt Number), PO Number (PO Number), and Fuel Card Number (Fuel Card Number). A red box highlights the "Address" field, and a red arrow points to it from the left. At the bottom right of the form are "CANCEL" and "SAVE" buttons.

Receipt Number

- Copy from the receipt or invoice.

This screenshot is identical to the one above, showing the "Add Fuel Receipt" form. In this version, the "Receipt Number" field is highlighted with a red box, and a red arrow points to it from the left. The "Address" field now contains the text "Crain Highway". All other fields and values remain the same as in the previous screenshot.

PO Number

- Key in the Purchase Order Number issued by your company for the fuel purchase.

The screenshot shows a form titled "Add Fuel Receipt" with the following fields and values:

Date*	07/12/2022
Driver*	Peter Richards
Vehicle*	mu-X 1
Fuel Type*	Gasoline
State*	Minnesota
Fuel in Gallons/Liters*	12
Cost*	55.80
Vendor	Fuel Depot
Address	Crain Highway
Receipt Number	R-72409
PO Number	PO Number
Fuel Card Number	Fuel Card Number

A red box highlights the "PO Number" field, and a red arrow points to it from the left. The "CANCEL" and "SAVE" buttons are at the bottom right.

Fuel Card Number

- Key in the fuel card number, if one was used.

The screenshot shows the same "Add Fuel Receipt" form with the following fields and values:

Date*	07/12/2022
Driver*	Peter Richards
Vehicle*	mu-X 1
Fuel Type*	Gasoline
State*	Minnesota
Fuel in Gallons/Liters*	12
Cost*	55.80
Vendor	Fuel Depot
Address	Crain Highway
Receipt Number	R-72409
PO Number	672
Fuel Card Number	Fuel Card Number

A red box highlights the "Fuel Card Number" field, and a red arrow points to it from the left. The "CANCEL" and "SAVE" buttons are at the bottom right.

Save the log. This will be added to the [Fuel Receipts list](#).

The screenshot shows the IndisTrack interface with a fuel record list. The date range is 07/01/2022 - 07/31/2022. A single record is highlighted with a red box:

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number
07/12/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	12	55.8	Fuel Depot	Crain Highway	R-72409	672	39

Edit the Fuel Record

Find the fuel record to be updated from the list. Click the 3-dot menu and select **Edit**.

The screenshot shows the IndisTrack interface with a fuel record list. The date range is 06/19/2022 - 07/19/2022. The 3-dot menu for the first record is open, with 'Edit' and 'Delete' options highlighted by red arrows.

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number
07/12/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	12	55.8	Fuel Depot	Crain Highway	R-72409	672	39
07/15/2022	[37244] Willie Butler	[33419] Cargo Van 1	DI	MN	58	290	Fuel Depot	Crain Highway	R-77523	705	71
07/19/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	8	37.75	Fuel Depot	Crain Highway	R-80550	790	39

Edit the details as may be needed. Once done, Save the changes.

Delete the Fuel Record

Find the fuel record to be deleted from the list. Click the 3-dot menu and select **Delete**.

The screenshot shows the IndisTrack interface with a fuel record list. The date range is 06/19/2022 - 07/19/2022. The 3-dot menu for the first record is open, with 'Delete' highlighted by a red arrow.

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number
07/12/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	12	55.8	Fuel Depot	Crain Highway	R-72409	672	39
07/15/2022	[37244] Willie Butler	[33419] Cargo Van 1	DI	MN	58	290	Fuel Depot	Crain Highway	R-77523	705	71
07/19/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	8	37.75	Fuel Depot	Crain Highway	R-80550	790	39