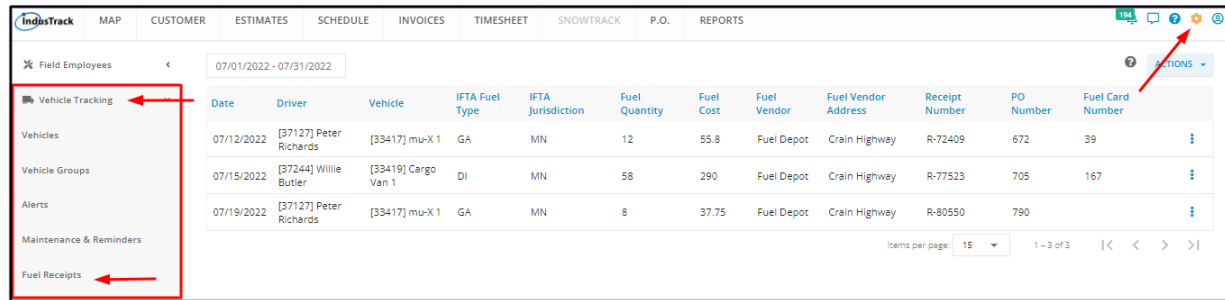


# Vehicle Fuel Receipts Log

Record the details of fuel purchases for each of the vehicles. This will help in tracking oil and gasoline costs and in the generation of complete reports. To access the fuel receipts log, go to **Settings > Vehicle Tracking > Fuel Receipts**.

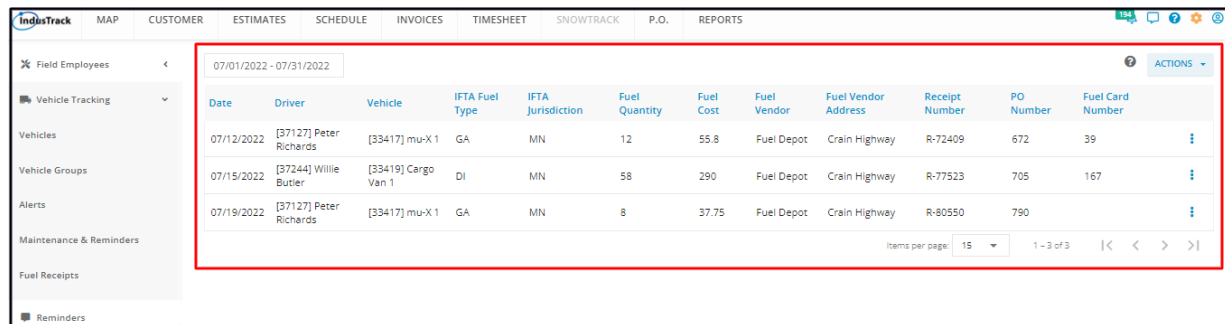


IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS	134	?	⚙️	🔍
Field Employees < 07/01/2022 - 07/31/2022													
Vehicle Tracking													
Vehicles													
Vehicle Groups													
Alerts													
Maintenance & Reminders													
Fuel Receipts													
Reminders													

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number	ACTIONS
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	167	⋮
07/19/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	8	37.75	Fuel Depot	Crain Highway	R-80550	790		⋮

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## The Fuel Receipts Logs



IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS	134	?	⚙️	🔍
Field Employees < 07/01/2022 - 07/31/2022													
Vehicle Tracking													
Vehicles													
Vehicle Groups													
Alerts													
Maintenance & Reminders													
Fuel Receipts													
Reminders													

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number	ACTIONS
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	167	⋮
07/19/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	8	37.75	Fuel Depot	Crain Highway	R-80550	790		⋮

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The Fuel receipts page defaults to the **Fuel Receipts Logs** table. The table lists the fuel receipts that have been logged into the IndusTrack system. The table has 13 columns. Details are based on what has been entered into the record.

- Date
- Driver
- Vehicle
- IFTA Fuel Type
- IFTA Jurisdiction
- Fuel Quantity
- Fuel Cost
- Fuel Vendor
- Fuel Vendor Address
- Receipt No.
- PO Number
- Fuel Card Number
- Actions button – This is used to edit or delete a record.

## Using the Fuel Receipts Logs Table

Over time, it is expected that you will have a number of fuel receipts logged into the system. With the Fuel Receipts table, you can pull up logs for a specific date or a date range.

To set the date or date range of the logs to be pulled, use either the date field or the date picker.

To use the date field, key in the date or date range and apply. As you key in the dates on the field, the selection will be displayed on the picker. The corresponding logs that match the date or the date range will be displayed on the table.

07/01/2022 - 07/31/2022

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number
Today						55.8	Fuel Depot	Crain Highway	R-72409	672	39
This Week						290	Fuel Depot	Crain Highway	R-77523	705	167
Last Week						37.75	Fuel Depot	Crain Highway	R-80550	790	
This Month											
Last Month											
This Quarter											
Last Quarter											
Custom Range											

APPLY CANCEL

To use the **date picker**, click on the date field. Select the date or date range from the picker. The picker provides multiple options to choose from.

06/20/2022 - 07/20/2022

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number
Today						55.8	Fuel Depot	Crain Highway	R-72409	672	39
This Week						290	Fuel Depot	Crain Highway	R-77523	705	167
Last Week						37.75	Fuel Depot	Crain Highway	R-80550	790	
This Month											
Last Month											
This Quarter											
Last Quarter											
Custom Range											

APPLY CANCEL

- Using the current date as the reference point, you have the option to select either:
  - Today
  - This week
  - Last Week
  - This Month
  - Last Month
  - This Quarter
  - Last Quarter
- Select and click an option and the corresponding logs that match the date will be displayed on the table.

06/20/2022 - 07/20/2022

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number
Today						55.8	Fuel Depot	Crain Highway	R-72409	672	39
This Week						290	Fuel Depot	Crain Highway	R-77523	705	167
Last Week						37.75	Fuel Depot	Crain Highway	R-80550	790	
This Month											
Last Month											
This Quarter											
Last Quarter											
Custom Range											

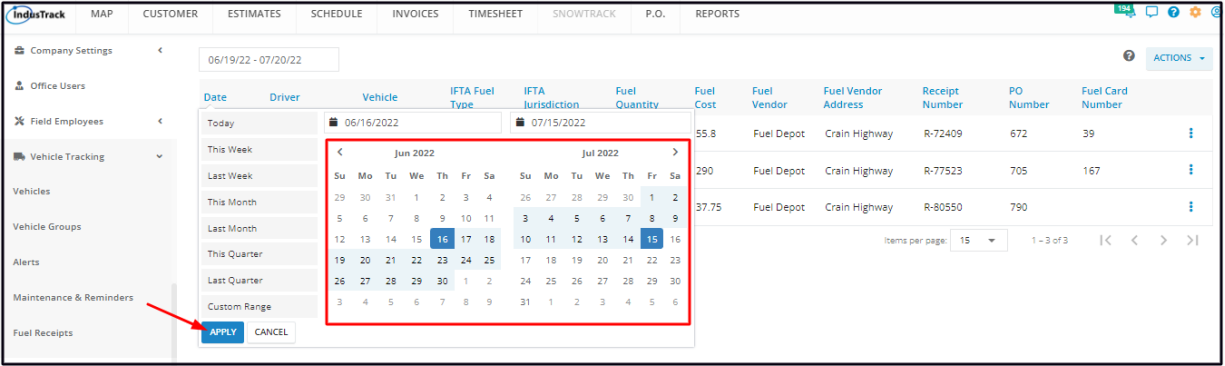
APPLY CANCEL

07/10/2022 - 07/16/2022

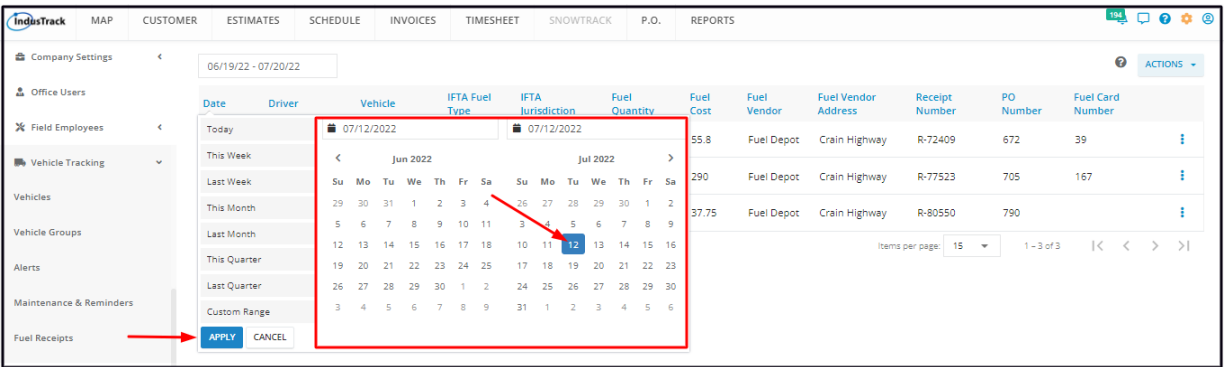
Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number
07/12/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	12	55.8	Fuel Depot	Crain Highway	R-72409	672	39
07/15/2022	[37244] Willie Butler	[33419] Cargo Van 1	DI	MN	58	290	Fuel Depot	Crain Highway	R-77523	705	167

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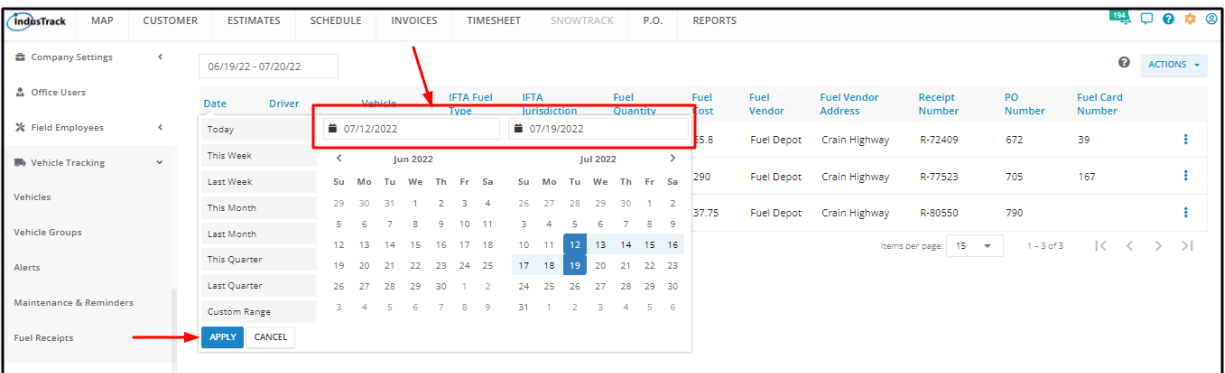
- To select a custom date range, pick the **Start and End dates** from the calendars. Apply the date range and the corresponding logs that match the date range will be displayed on the table.



- To select a **single day in the past**, pick the specific date as the **Start and End dates** from the calendars. Apply the date and the corresponding logs that match the date will be displayed on the table.

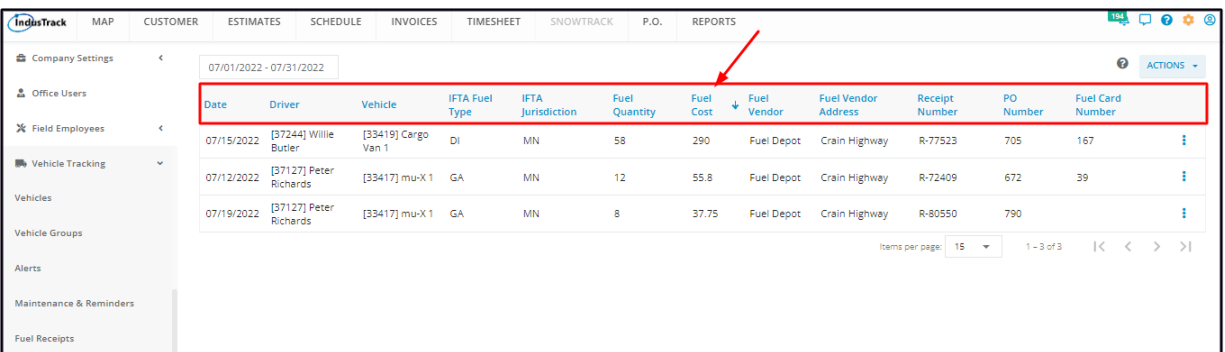


- Another option is to use the date fields on the picker. Key in the start and end dates on the fields and apply the date range and the corresponding logs that match the date will be displayed on the table.



## Sort the Fuel Receipts Logs list

Click on the column header to sort the list according to the preferred field.



## List Per Page

Select the number of fuel receipt logs to be displayed per page. Options to choose from are 15, 25, and 50. Use the Previous and Next buttons to move from one page to another (if there is more than one page).

	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS	
Company Settings		07/01/2022 - 07/31/2022								ACTIONS
Office Users										
Field Employees										
Vehicle Tracking										
Vehicles										
Vehicle Groups										
Alerts										
Maintenance & Reminders										
Fuel Receipts										

Date	Driver	Vehicle	IFTA Fuel Type	IFTA Jurisdiction	Fuel Quantity	Fuel Cost	Fuel Vendor	Fuel Vendor Address	Receipt Number	PO Number	Fuel Card Number	
07/15/2022	[37244] Willie Butler	[33419] Cargo Van 1	DI	MN	58	290	Fuel Depot	Crain Highway	R-77523	705	167	
07/12/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	12	55.8	Fuel Depot	Crain Highway	R-72409	672	39	
07/19/2022	[37127] Peter Richards	[33417] mu-X 1	GA	MN	8	37.75	Fuel Depot	Crain Highway	R-80550	790		

Items per page: 15
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**Actions Button**

Use this button to manually add a fuel receipt, upload a file and set an average fuel price.

	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS	
Company Settings		07/01/2022 - 07/31/2022								ACTIONS
Office Users										
Field Employees										
Vehicle Tracking										
Vehicles										
Vehicle Groups										
Alerts										
Maintenance & Reminders										
Fuel Receipts										

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

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+ Load File  
+ Add Fuel Receipt Manually  
\$ Set average fuel price

