

IFTA User Guide

I. Overview

IFTA is a multijurisdictional agreement among the Canadian provinces and most American states which allows licensee to report and to pay motor fuel use taxes to a base jurisdiction for distribution to other member jurisdictions in which the licensee traveled and incurred motor fuel use tax liability.

II. IFTA Computations

- State and total mileage information are based on 'Events' data reported by the HOS App.
- Total mileage is computed based on the odometer readings obtained through vbus data device that is connected to the HOS App.

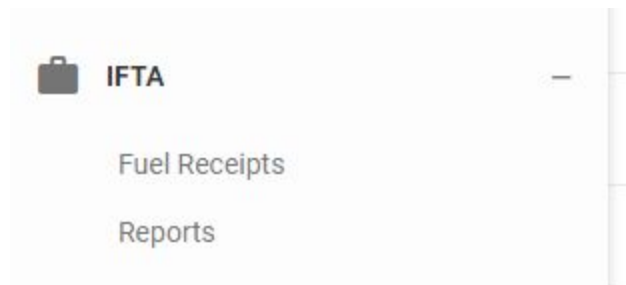
III. IFTA Tax Rate

IFTA Rates are updated quarterly and loaded as soon as they are available from the IFTA site at <https://www.iftach.org/>.

IV. Guide to IFTA Report

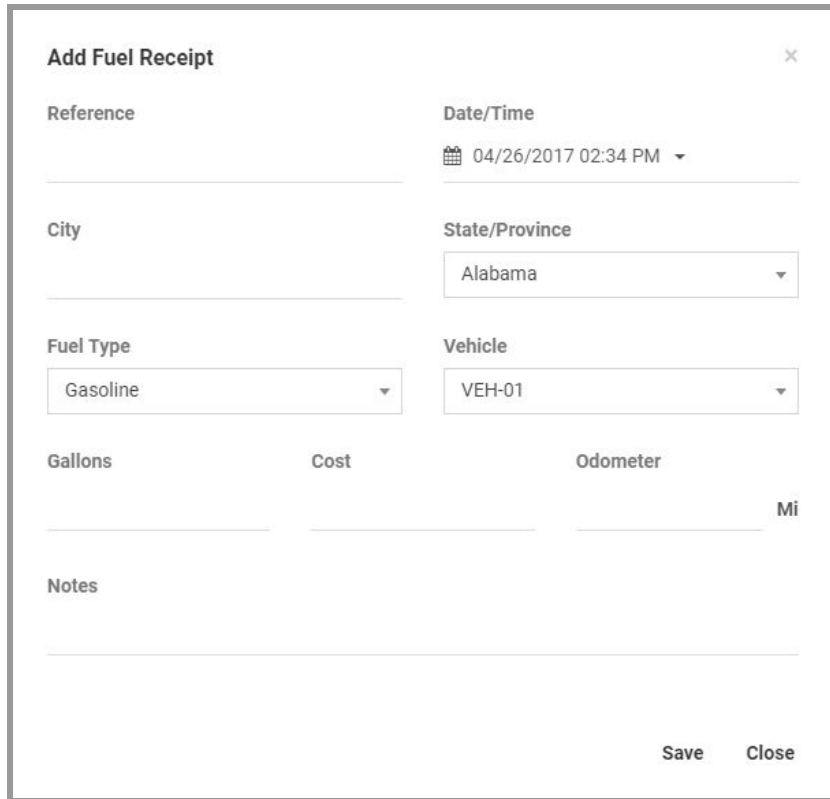
A. How to Open IFTA Report

1. Login to the Portal.
2. Click Fuel Receipts or Reports tab under IFTA.



B. How to Add Fuel Receipt

1. Click the  button then an Add Fuel Receipt dialog will appear.



The dialog box is titled "Add Fuel Receipt" and contains the following fields:

- Reference**: A text input field.
- Date/Time**: A date and time picker showing "04/26/2017 02:34 PM".
- City**: A text input field.
- State/Province**: A dropdown menu with "Alabama" selected.
- Fuel Type**: A dropdown menu with "Gasoline" selected.
- Vehicle**: A dropdown menu with "VEH-01" selected.
- Gallons**: A text input field.
- Cost**: A text input field.
- Odometer**: A text input field.
- Notes**: A text area.

At the bottom right, there are "Save" and "Close" buttons.

Note: A warning message will be displayed, if there's no existing equipment, stating that the driver should create an equipment in order to proceed.

2. Type the Reference Number of the receipt.

Reference

3. Select a date and time.

Date/Time

04/26/2017 02:40 PM

4. Select a city and a state/province.

City

State/Province

Alabama

5. Select a fuel type.

Fuel Type

Gasoline ▼

6. Select a vehicle.

Vehicle

VEH-01 ▼

7. Type the number of gallons filled on the vehicle, the price per gallon of the fuel, and the mileage acquired by the vehicle.

Gallons	Cost	Odometer	Mi

8. Type a note on the note field provided.

Notes

9. Click the

Save

 button to save the fuel receipt inputted.

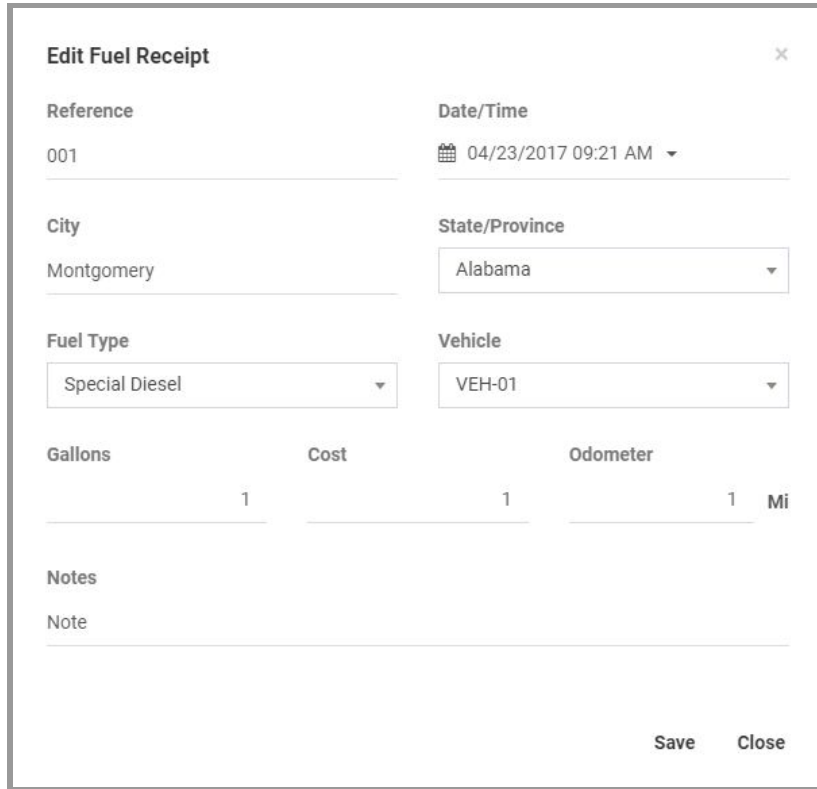
10. Click the

Close

 button to close the dialog and cancel the saving of a fuel receipt.

C. How to Edit Fuel Receipt

1. Click the  icon then a Edit Fuel dialog will then appear.



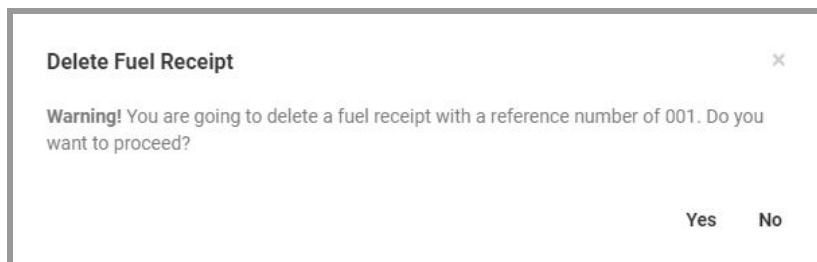
The 'Edit Fuel Receipt' dialog box contains the following fields and controls:

- Reference:** Text input field with value '001'.
- Date/Time:** Date picker showing '04/23/2017 09:21 AM'.
- City:** Text input field with value 'Montgomery'.
- State/Province:** Dropdown menu showing 'Alabama'.
- Fuel Type:** Dropdown menu showing 'Special Diesel'.
- Vehicle:** Dropdown menu showing 'VEH-01'.
- Gallons:** Text input field with value '1'.
- Cost:** Text input field with value '1'.
- Odometer:** Text input field with value '1'.
- Notes:** Text area with placeholder 'Note'.
- Buttons:** 'Save' and 'Close' buttons at the bottom right.

2. Update details in the dialog.
3. Click the '**Save**' button to save the updated details.
4. Click the '**Close**' button to close the dialog and cancel the updating of the fuel receipt.

D. How to Delete Fuel receipt

1. Click the  icon on the Fuel Receipt dialog, a delete receipt dialog will then appear.



The 'Delete Fuel Receipt' dialog box contains the following elements:

- Title:** 'Delete Fuel Receipt'.
- Warning:** 'Warning! You are going to delete a fuel receipt with a reference number of 001. Do you want to proceed?'.
- Buttons:** 'Yes' and 'No' buttons at the bottom right.

2. Click the '**Yes**' button to delete the selected fuel receipt.
3. Click the '**No**' button to close the dialog and cancel deletion of the selected fuel receipt.

E. How to Generate IFTA Report



1. Click the button in the report page. A dialog will then display,

A dialog box titled "IFTA Report" with a close button (X) in the top right corner. It contains a dropdown menu for "Gasoline", three radio buttons for "Month", "Quarter", and "Year" (with "Month" selected), and two dropdown menus for "January" and "2017". Below these are two sections: "Document Type" with radio buttons for "PDF" (selected) and "Excel", and "Unit" with radio buttons for "Gallons" (selected) and "Liters". At the bottom right are "Export" and "Close" buttons.

2. Select a Fuel Type in the fuel type dropdown.
NOTE : You must select a fuel type for the report.

A dropdown menu showing a list of fuel types. The current selection is "Gasoline". The list includes "Gasoline", "Special Diesel", "Gasohol", "Propane", "LNG", and "CNG".

3. Select a date range of record you wanted to generate. There are three options:

■ By Month

Month

Quarter

Year

January

2017

■ By Quarter

Month

Quarter

Year

1st Quarter

2017

■ By Year

Month

Quarter

Year

2017

4. Select below on which document type to export: **PDF** or **Excel**

Document Type

- ☒ PDF
- ☐ Excel

5. Select below on which unit of measurement to be used: **Gallons** or **Liters**

Unit

- ☒ Gallons
- ☐ Liters

6. Click

Export

 button to export the data based on the selected range.

7. Sample data for report below

- Check the computations based on the samples below:

Sample Fuel Receipts

Fuel Receipt ✕									
Reference Number	Date/Time	State	Fuel Type	Vehicle Used	Total Gallons	Price/Gallons	Total Mileage	Notes	Actions
5623	2017-02-09 07:44 AM	CO	Gasoline	Truck 10	560	\$ 56.78	1002	test 3	✎ ✕
	2017-02-08 12:57 PM	AB	Gasoline	Truck 12	100	\$ 56.2	800	testing 5	✎ ✕
56900	2017-02-08 12:45 PM	AB	Gasoline	Truck 12	450	\$ 25.75	459	test 3	✎ ✕
	2017-02-08 12:22 PM	LA	Gasoline	Truck 12	250	\$ 25	250	test 1	✎ ✕
12345	2017-02-07 12:38 PM	IL	Gasoline	Truck 12	250	\$ 25	480	test 2	✎ ✕

Given:

AB : 2280

IL : 450

Total Miles = 2730

CO : 560

AB : 450 + 100

LA : 250

IL : 250

Total Gallons = 1610

Average MPG = 2730 / 1610
= 1.69 or 1.7

Taxable Gallons (per state):

AB : 2280 / 1.7 = **1341.17**

IL : 450 / 1.7 = **264.7**

Taxable Paid

AB : 450 + 150 = **550**

IL : **250**

Net Taxable Gallons

AB : 1342 - 550 = **792**

IL : 265 - 250 = **15**

Total Due

AB : 792 * 0.13 = **102.96**

IL : 15 * 0.0 = **0**

Notes:

- Average Miles/Gallon (**MPG**) = total miles / total gallons
- Total Gallons = sum of all (fuel) gallons utilized by the drivers in that certain period of time regardless of the state. (via fuel receipt)
- The values displayed in the report depend on the recorded events with an acquired state with an equivalent Fuel Receipt created

8. IFTA Report Column Definitions :

- (1) **State** - The location name where the vehicle was driven
- (2) **Fuel Type** - Values that will display here are the fuel type selected in the report settings.
- (3) **Total Miles** - Miles driven by the driver in a certain period of time regardless of the state (Odometer value reflected on the app)
- (4) **Taxable** - Total taxable miles, same as Total Miles column in most cases (except in Off Road)
- (5) **Taxable Gallons** - Taxable Miles/Average MPG
- (6) **Taxable Paid** - Amount of fuel for which taxes have already been paid on – via fuel receipt
- (7) **Net Taxable Gallons** - Difference between the fuel used (Taxable Gallons) and fuel purchased (Taxable Paid)
- (8) **Tax Rate** - Fuel tax rate for the corresponding jurisdiction –rates determined on a quarterly basis by the IFTA Org, rate utilized by the report is based on the quarter for which the report is created
- (9) **Total Due** - Net Taxable Gallons * Tax Rate

IFTA Report

Summary of fuel purchase, tax and odometer

Sample Logo

Your logo will appear here.

Period From: 1/11/2017 to 2/9/2017

Report generated: 2/9/2017 11:45 PM

Rates being utilized: Q1 2017

State	Fuel Type	Total Miles	Taxable	Taxable Gallons	Taxable Paid	Net Taxable Gallons	Tax Rate	Total Due
Alberta(AB)	Gasoline	2280.00	2280.00	1342	550	792	\$ 0.13	\$ 102.96
Illinois(IL)	Gasoline	450.00	450.00	265	250	15	\$ 0	\$ 0.00

- Other Sample Computations (events with On Road and Off Road)

1	AM	OnDuty					
2	06:00 AM	* PowerOn	4mi WNW Port Saint Lucie, FL	test	365		
3	06:15 AM	* Driving	4mi WNW Port Saint Lucie, FL	test	370		
4	06:56 AM	* OnDuty ND	4mi WNW Port Saint Lucie, FL	test	745		
5	06:56 AM	Remark	4mi WNW Port Saint Lucie, FL	Off Road	745		
6	07:30 AM	* Driving	4mi WNW Port Saint Lucie, FL	test	1089		
7	07:30 AM	Remark	4mi WNW Port Saint Lucie, FL	On Road	1089		
8	09:00 AM	* OffDuty	4mi WNW Port Saint Lucie, FL	test	2500		
9	09:25 AM	* PowerOff	4mi WNW Port Saint Lucie, FL	test	2845		
10	01:38 PM	Remark		Authenticate	0		
11	01:39 PM	Remark		Switched vehicle to vehicle AAA	0		
* = Edited Entries . IC = Inactive Changed . ICR = Inactive Change Requested . ICJ = Inactive Change Rejected							

Given:

Miles (per state)

FL : 2136

IN : 1450

Total Miles = 3586

Notes:

- To get **Total Miles** value, use formula: [(Power Off - Power On) - (On Road - Off Road)]
- Formulas used to get the other values are the same.

Gallons (per state)

FL : 500

IN : 500

Total Gallons = 1000

Average MPG = 3586 / 1000

= 3.586

Taxable Gallons (per state):

FL : 2136 / 3.586 = **596**

IN : 1450 / 3.586 = **405** (appro.)

Taxable Paid

FL : 500

IN : 500

Net Taxable Gallons

FL : 596 - 500 = **96**

IN : 405 - 500 = **-95**

Total Due

FL : 96 * 0.34 = **32.64**

IN : (-95) * 0.18 = **-17.10**

IFTA Report

Summary of fuel purchase, tax and
odometer

Sample Logo

Your logo will appear here.

Period From: 2/20/2017 to 2/26/2017

Report generated: 2/27/2017 06:08 AM

Rates being utilized: Q1 2017

State	Fuel Type	Total Miles	Taxable	Taxable Gallons	Taxable Paid	Net Taxable Gallons	Tax Rate	Total Due
Florida(FL)	Gasoline	2136.00	2136.00	596	500	96	0.34	32.64
Indiana(IN)	Gasoline	1450.00	1450.00	405	500	-95	0.18	-17.10