



HOS | REPORTER PLUS

FUEL RECEIPTS

VERSION 4.3.1

USER MANUAL

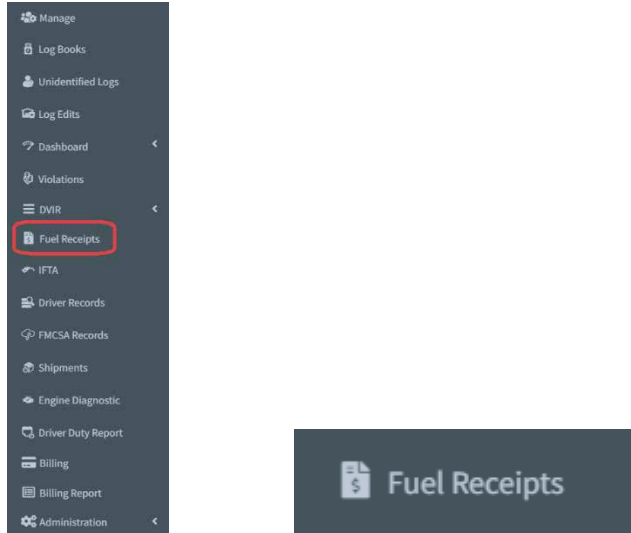
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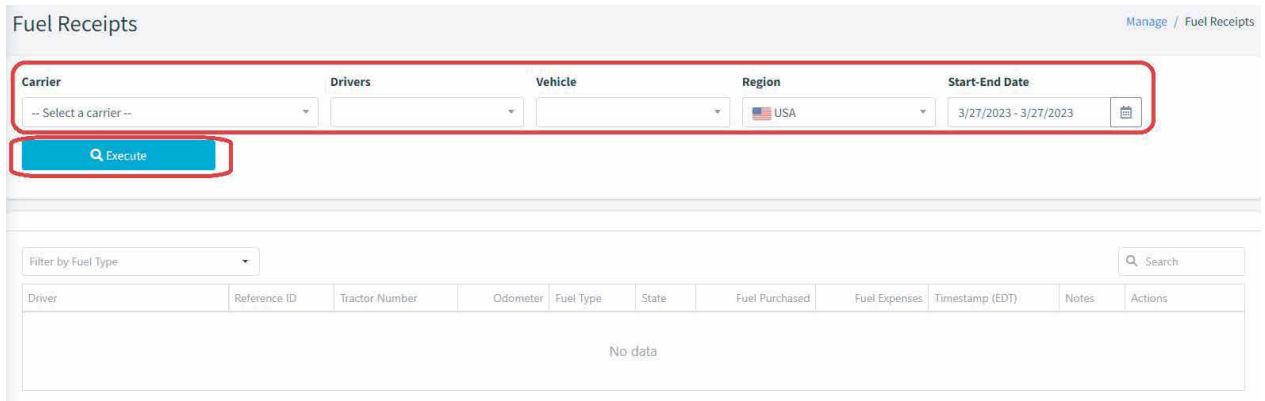
What's new in Fuel Receipts version 4.3.1?

Fuel Receipts

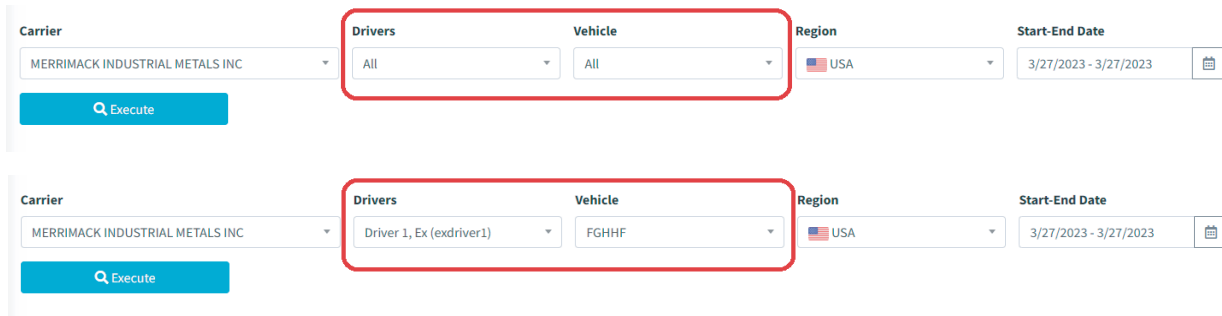
A new menu is displayed with the link to fuel receipts clicking on it.



Clicking on the link will show a filter and then click on the execute button and the list of fuel receipts will be shown depending on what was selected in the filter.



When the Carrier is selected in the filter, you can select all the drivers and vehicles or just one of them.



In the case of being a MOA, the filter changes from Carrier to Home Base and the user can select a home base or all home bases.

Home Base: All | Drivers: All | Vehicle: All | Region: USA | Start-End Date: 3/27/2023 - 3/27/2023

Home Base: Moa HB | Drivers: All | Vehicle: All | Region: USA | Start-End Date: 3/27/2023 - 3/27/2023

In the filter, the dropdown Region is to see the fuel receipt in miles/gallons or in km/liter depending on the region that is selected. For the USA it will be miles/gallon and for Canada it will be km/liters.

Carrier: MERRIMACK INDUSTRIAL METALS INC | Drivers: All | Vehicle: All | Region: USA | Start-End Date: 3/27/2023 - 3/27/2023

Carrier: MERRIMACK INDUSTRIAL METALS INC | Drivers: All | Vehicle: All | Region: Canada | Start-End Date: 3/27/2023 - 3/27/2023

Fuel Receipt List

When the execute button is clicked, the list of fuel receipts with their most relevant information will be displayed.

[+ New](#)

Filter by Fuel Type: ▼ Search

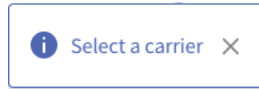
Driver	Reference ID	Tractor Number	Odometer	Fuel Type	State	Fuel Purchased	Fuel Expenses	Timestamp (EDT)	Notes	Actions
Driver 1, Ex (exdriver1)	Ref 1	FGHHF		Gasoline	Arkansas	1057 Gallons	40.00 CAD	03/20/2023 11:00:00	Note 1	
Driver 1, Ex (exdriver1)	Ref 2	FGHHF		Gasohol	California	26 Gallons	30.00 USD	03/20/2023 14:57:00	Note 2	
Driver 1, Ex (exdriver1)	5655	FGHHF	150 Miles	Diesel	Florida	500 Gallons	1000.00 USD	03/04/2023 16:04:11	Test	
dadad, dddddd (dadadad)	Ref 68	FGHHF		CNG	Arizona	100 Gallons	300.00 USD	03/22/2023 11:08:00	Note 4	
Driver 1, Ex (exdriver1)	412	FGHHF		Gasoline	Missouri	53 Gallons	30.00 USD	03/24/2023 11:49:00	Note Fuel	
Driver 1, Ex (exdriver1)	llckl	FGHHF		Gasoline	British Columbia	66 Gallons	1212.00 USD	03/24/2023 14:59:00	Note 5	
				Gasoline	Florida	50 Gallons	0.00 USD	03/25/2023 07:28:17		

This list can be filtered by fuel type, which makes it easier to access the information in the table.

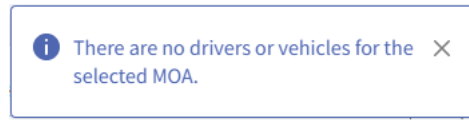
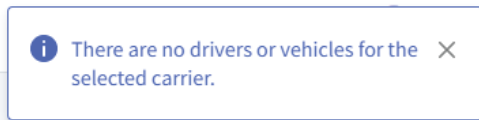


Driver	Reference ID	Tractor Number	Odometer	Fuel Type	State	Fuel Purchased	Fuel Expenses	Timestamp (EDT)	Notes	Actions
Driver 1. Ex (exdriver1)	Ref 1	FGHHF		Gasoline	Arkansas	1057 Gallons	40.00 CAD	03/20/2023 11:00:00	Note 1	
Driver 1. Ex (exdriver1)	Ref 2	FGHHF		Gasohol	California	26 Gallons	30.00 USD	03/20/2023 14:57:00	Note 2	
Driver 1. Ex (exdriver1)	5655	FGHHF	150 Miles	Diesel	Florida	500 Gallons	1000.00 USD	03/04/2023 16:04:11	Test	
dadad. dddddd (adadad)	Ref 68	FGHHF		CNG	Arizona	100 Gallons	300.00 USD	03/22/2023 11:08:00	Note 4	
Driver 1. Ex (exdriver1)	412	FGHHF		Gasoline	Missouri	53 Gallons	30.00 USD	03/24/2023 11:49:00	Note Fuel	
Driver 1. Ex (exdriver1)	lckd	FGHHF		Gasoline	British Columbia	66 Gallons	1212.00 USD	03/24/2023 14:59:00	Note 5	
				Gasoline	Florida	50 Gallons	0.00 USD	03/25/2023 07:28:17		

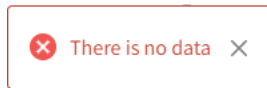
If there is no selected carrier, a message will be displayed specifying it.



If the selected carrier or MOA has neither drivers nor vehicles, the fuel receipt list will not be displayed and a message will be displayed specifying that there are no drivers or vehicles for the carrier.

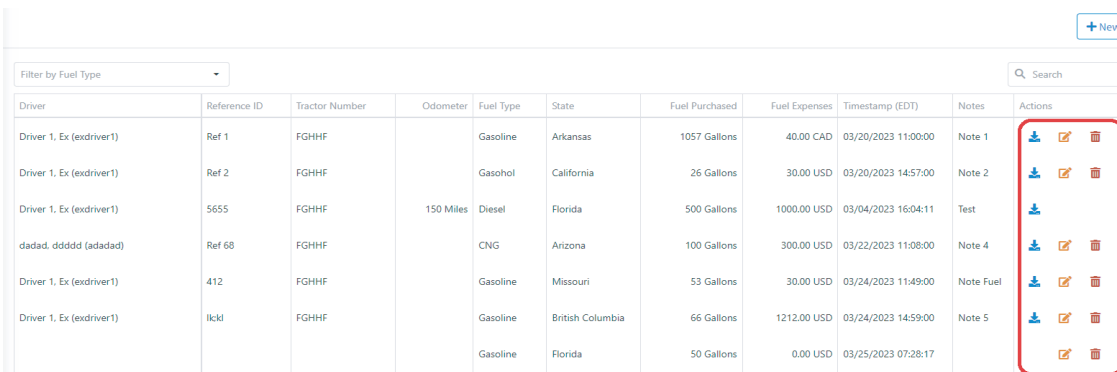


If no fuel receipt is found with the search criteria selected in the filter, a message will be displayed specifying it.



The fuel receipts that were created from the app cannot be edited or deleted in the portal, so the edit and delete buttons will not be shown in the list of fuel receipts.

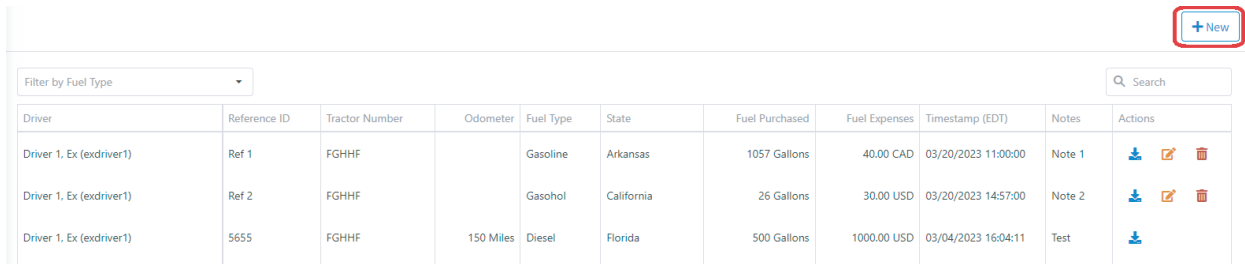
There are also fuel receipts that the file cannot be downloaded, since they are exported from older applications that did not have this functionality before. The user can edit them and add a new file if they wish.



Driver	Reference ID	Tractor Number	Odometer	Fuel Type	State	Fuel Purchased	Fuel Expenses	Timestamp (EDT)	Notes	Actions
Driver 1. Ex (exdriver1)	Ref 1	FGHHF		Gasoline	Arkansas	1057 Gallons	40.00 CAD	03/20/2023 11:00:00	Note 1	
Driver 1. Ex (exdriver1)	Ref 2	FGHHF		Gasohol	California	26 Gallons	30.00 USD	03/20/2023 14:57:00	Note 2	
Driver 1. Ex (exdriver1)	5655	FGHHF	150 Miles	Diesel	Florida	500 Gallons	1000.00 USD	03/04/2023 16:04:11	Test	
dadad. dddddd (adadad)	Ref 68	FGHHF		CNG	Arizona	100 Gallons	300.00 USD	03/22/2023 11:08:00	Note 4	
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Driver 1. Ex (exdriver1)	lckd	FGHHF		Gasoline	British Columbia	66 Gallons	1212.00 USD	03/24/2023 14:59:00	Note 5	
				Gasoline	Florida	50 Gallons	0.00 USD	03/25/2023 07:28:17		

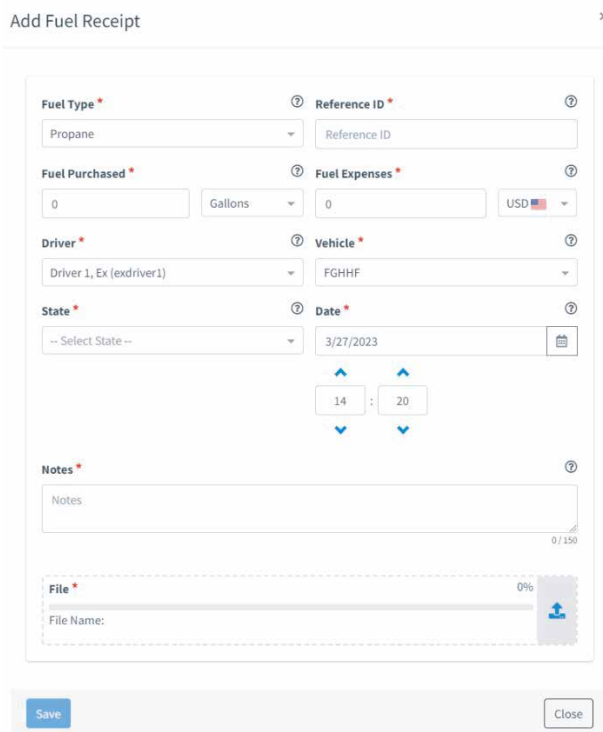
Add and Edit Fuel Receipt

To add a new fuel receipt if you are working in carrier mode, the add button will be shown if you have selected a carrier and if you are working in MOA mode it is shown whenever the moa is selected.



Driver	Reference ID	Tractor Number	Odometer	Fuel Type	State	Fuel Purchased	Fuel Expenses	Timestamp (EDT)	Notes	Actions
Driver 1, Ex (exdriver1)	Ref 1	FGHHF		Gasoline	Arkansas	1057 Gallons	40.00 CAD	03/20/2023 11:00:00	Note 1	
Driver 1, Ex (exdriver1)	Ref 2	FGHHF		Gasohol	California	26 Gallons	30.00 USD	03/20/2023 14:57:00	Note 2	
Driver 1, Ex (exdriver1)	5655	FGHHF	150 Miles	Diesel	Florida	500 Gallons	1000.00 USD	03/04/2023 16:04:11	Test	

A form will be displayed to enter the fuel receipt information and upload the fuel receipt image.



Add Fuel Receipt x

Fuel Type * ?

Propane v

Reference ID * ?

Reference ID input

Fuel Purchased * ?

0 input Gallons v

Fuel Expenses * ?

0 input USD v

Driver * ?

Driver 1, Ex (exdriver1) v

Vehicle * ?

FGHHF v

State * ?

-- Select State -- v

Date * ?

3/27/2023 calendar icon

14 : 20 up/down arrows

Notes * ?

Notes input

0 / 150

File * 0%

File Name: input upload icon

Save

Close

Everything that appears with * is mandatory, that is, it cannot be empty, otherwise a message will be displayed specifying the error.

The state field can only choose the states that are available in the IFTA (58 states between the USA and Canada).

Add Fuel Receipt

Fuel Type * Propane Reference ID * Reference ID
This field is required.

Fuel Purchased * Fuel Expenses *
0 Gallons 0 USD
This field is required. Only numbers without decimals. This field is required.

Driver * Driver 1, Ex (exdriver1) Vehicle * FGHHF

State * -- Select State -- Date * 3/27/2023
This field is required.

Notes *
Notes
This field is required. 0 / 150

File * 0%
File Name:

Save Close

When the file type is uploaded, a preview of the fuel receipt that will be sent by the server will be displayed.

Add Fuel Receipt

Fuel Type * Propane Reference ID * Reference ID


Fuel Purchased * Fuel Expenses *
0 Gallons 0 USD

Driver * Driver 1, Ex (exdriver1) Vehicle * FGHHF

State * -- Select State -- Date * 3/27/2023

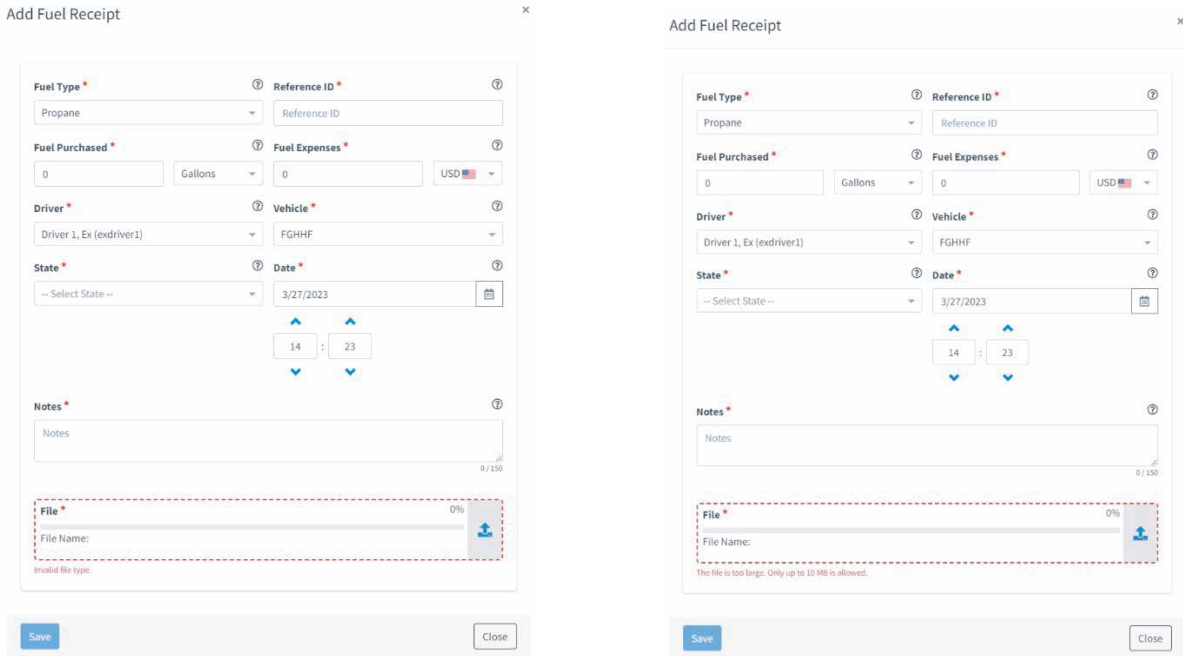
Notes *
Notes
0 / 150

File * 100%
File Name: receipt.jpg

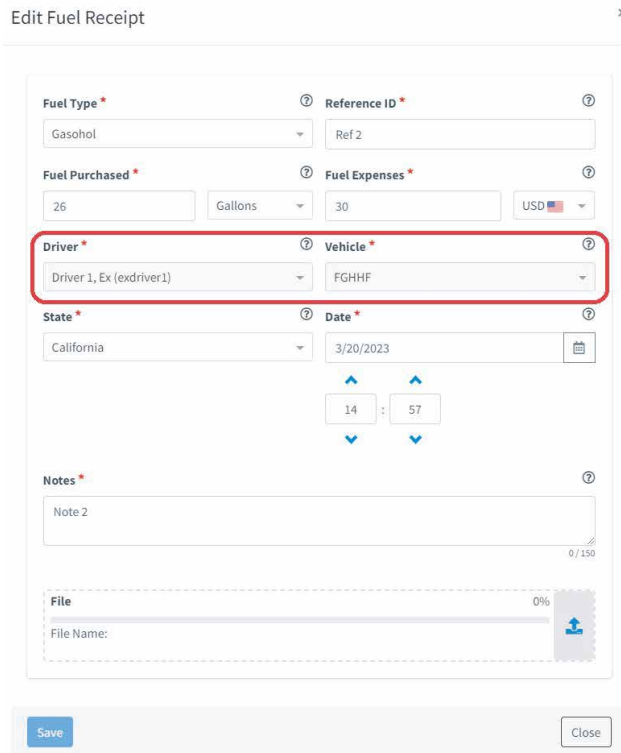


Save Close

The uploaded file must be of image type only and the size must only be 10 MB. Otherwise, an error message is displayed specifying it.



If the fuel receipt is going to be edited, it is not necessary to re-upload a new file, in case of uploading it, it will be replaced by the one that already exists. The driver and vehicle with which the fuel receipt was created cannot be modified in the edition, so these fields will be disabled.

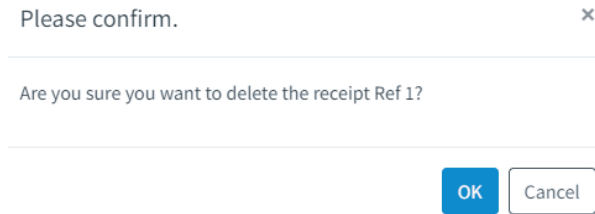


If a fuel receipt is going to be added and there are no drivers or vehicles for that carrier or MOA, a message will be displayed specifying it and it will not be allowed to add it.



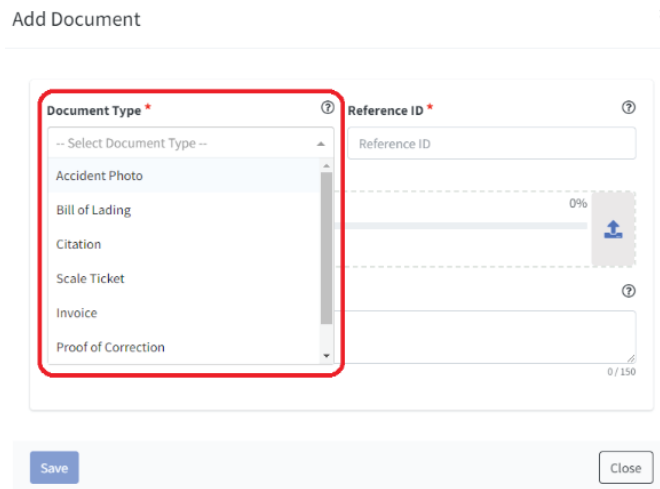
Delete Fuel Receipt

To delete a fuel receipt, all you have to do is press the delete button and a confirmation message is displayed whether or not the user wants to delete the fuel receipt.



Driver (Upload Document)

In the driver where documents are uploaded, the option to upload fuel receipt was removed, since a new menu was created for this.



Role Permissions

In the permissions, when a role is created, a new permission was added that corresponds to giving permissions or not to the user who is going to use the web.

Add Role

Carrier *

Name *

Permission List *

- CARRIER INFO
 - CARRIER_FULL
 - CARRIER_VIEW
- ASSET
 - ASSET_FULL
 - ASSET_VIEW
- UNIDENTIFIED LOGS
 - UNIDENTIFIED_LOGS_ACCESS
 - UNIDENTIFIED_LOGS_ASSIGN_TO_DRIVER
 - UNIDENTIFIED_LOGS_REMARK
- VIOLATION
 - VIOLATION_ACCESS
- IFTA
 - IFTA_ACCESS
- SHIPMENT
 - SHIPMENTS_FULL
 - SHIPMENTS_VIEW
- CLIENT USER FULL
 - CLIENT_USERS_FULL
- HOME BASE
 - HOMEBASE_FULL
 - HOMEBASE_VIEW
- NOTIFICATION
 - NOTIFICATION_FULL
 - NOTIFICATION_VIEW
- LOG EDITS
 - LOG_EDITS_ACCESS
- DVIR
 - DVIR_ACCESS
- DRIVER RECORD
 - DRIVER_RECORDS_ACCESS
- ENGINE DIAGNOSTIC
 - ENGINE_DIAGNOSTIC_ACCESS
- DRIVER
 - DRIVER_FULL
 - DRIVER_VIEW
- LOGBOOK
 - LOGBOOK_ACCESS
 - LOGBOOK_EDIT
 - LOGBOOK_EDIT_REMARK
 - LOGBOOK_EXPORT
- DASHBOARD
 - DASHBOARD_ACCESS
- FUEL RECEIPT
 - FUEL_RECEIPT_ACCESS
- FMCSA
 - FMCSA_RECORDS_ACCESS
- DRIVER DUTY RECORDS
 - DRIVER_DUTY_RECORDS_ACCESS

Save Close

▼ FUEL RECEIPT
 FUEL_RECEIPT_ACCESS

Assets

The asset form changed. Now the properties of the vehicle will no longer be searched by VIN if it is a tractor, a new field will only be added where the user can select the fuel type of the asset.

By default, Other will be shown as fuel type, but the list contains all the fuel types that will be used later with IFTA, so if the user leaves Other selected, IFTA will not work.

Asset

Asset Type *

Asset Subtype *

Number *

VIN *

Fuel Type Primary *

Plate

Registration State *

Home Base *

Custom DVIR Template

Description

ECM Identifier

Additional ECM Identifier

Active

Save Close

Asset

Asset Type *

Asset Subtype *

Number *

VIN *

Fuel Type Primary *

Plate

Home Base *

Gasohol

Propane

LNG

CNG

Ethanol

ECM Identifier

Additional ECM Identifier

Active

Save Close

This is the list of fuel types that will be used for the asset.

- Gasoline
- Diesel
- Gasohol
- Propane
- LNG
- CNG
- Ethanol
- Methanol
- E-85
- M-85
- A55
- Biodiesel
- Other

IFTA

In the IFTA the region was added, and thus be able to have the IFTA in miles/gallons and kms/liters. If USA is selected it will display in miles/gallons and if Canada is selected it will display in kms/liters.

IFTA Manage / IFTA

Year: 2023 | Quarter: None | Month: January | **Region: USA** | Home Base: All | Vehicle: FGDGDF Execute

IFTA Manage / IFTA

Year: 2023 | Quarter: None | Month: January | **Region: Canada** | Home Base: All | Vehicle: FGDGDF Execute

All the data in the tables and the report will change depending on the region that is selected.

Total IFTA Miles	Total Non-IFTA Miles	Total Miles	Total Gallons	Average Miles / Gallon	Total Tax Due
4379.5	0	4379.5	0	0.00	\$0.00

+ Add Jurisdiction
ReCalculate
Download

Jurisdiction	Total Miles	Taxable Miles	MPG	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Rate	Tax (Credit) Due	Actions
FL	4379.5	4379.5	0.00	0	0	0	0	\$0.00	🗑

Total IFTA Kms	Total Non-IFTA Kms	Total Kms	Total Liters	Average Kms / Liter	Total Tax Due
7048.1	0	7048.1	0	0.00	\$0.00

Jurisdiction	Total Kms	Taxable Kms	KPL	Taxable Liters	Tax Paid Liters	Net Taxable Liters	Tax Rate	Tax (Credit) Due	Actions
FL	7048.1	7048.1	0.00	0	0	0	0	\$0.00	

Enhanced IFTA

In the Enhanced IFTA the possibility was given to have the IDTA report in kms/liters and in miles/gallons depending on the region selected. Also, the user will be able to insert the adjustments and calculate the distances in kms.

Enhanced IFTA Manage / Enhanced IFTA

Year: 2023 | Quarter: None | Month: February | **Region: USA** | Carrier: MERRIMACK INDUSTRIAL METALS INC | Vehicle: RTYRHDFHFHDFGHDRD - FGHHF Execute

**** Miles Fields INCLUDE Toll Miles ****

TOTALS	Total Miles	Total Toll Miles	Tax Paid Gallons	MFG
	7401	0	0	0

[+ Adjustments](#) | [Exclude Toll Miles](#) | [Distance Calculator](#) | [Download IFTA Report](#)

State	Fuel Type	Tax Rate	SurChg Rate	Miles	Toll Miles	Gallons	Action
Alabama	Propane	0.29	0	0	0	0	
California	Propane	0.06	0	225	0	0	
Arizona	Propane	0	0	388	0	0	
New Mexico	Propane	0	0	174	0	0	
Texas	Propane	0	0	446	0	0	

Enhanced IFTA Manage / Enhanced IFTA

Year: 2023 | Quarter: None | Month: February | **Region: Canada** | Carrier: MERRIMACK INDUSTRIAL METALS INC | Vehicle: RTYRHDFHFHDFGHDRD - FGHHF Execute

**** Kilometers Fields INCLUDE Toll kilometres ****

TOTALS	Total Kms	Total Toll kms	Tax Paid Liters	KPL
	1984	0	0	0

[+ Adjustments](#) | [Exclude Toll Kms](#) | [Distance Calculator](#) | [Download IFTA Report](#)

State	Fuel Type	Tax Rate	SurChg Rate	Kilometers	Toll Kms	Liters	Action
Alabama	Propane	0.1045	0	0	0	0	
California	Propane	0.0217	0	362	0	0	
Arizona	Propane	0	0	624	0	0	
New Mexico	Propane	0	0	280	0	0	
Texas	Propane	0	0	718	0	0	

If the vehicle to be used in the IFTA does not have a correct fuel type, a message will be displayed specifying it and the user must change the fuel type of the asset to be able to execute the IFTA report.

✖

The fuel type for the selected vehicle cannot be used to calculate IFTA. Please modify the vehicle with the correct fuel type.

✕

IFTA and Fuel Receipt

When a fuel receipt is added, it automatically becomes an adjustment in IFTA, this adjustment cannot be deleted. This occurs for both IFTA and Enhanced IFTA.

Manage / Fuel Receipts

Carrier

Drivers

Vehicle

Region

Start-End Date

[Execute](#)

[+ New](#)

Filter by Fuel Type

Search

Driver	Reference ID	Tractor Number	Odometer	Fuel Type	State	Fuel Purchased	Fuel Expenses	Timestamp (EDT)	Notes	Actions
Driver 1, Ex (exdriver1)	Ref 34	FGHHF		Propane	Maine	30000 Gallons	6000.00 USD	02/09/2023 14:54:00	Note 1	Download Edit Delete
Driver 1, Ex (exdriver1)	Ref 22	FGHHF		LNG	Missouri	36 Gallons	62.00 USD	02/17/2023 14:56:00	Note 2	Download Edit Delete

Manage / Enhanced IFTA

Year

Quarter

Month

Region

Carrier

Vehicle

[Execute](#)

**** Miles Fields INCLUDE Toll Miles ****

TOTALS	Total Miles	Total Toll Miles	Tax Paid Gallons	MPG
	20704	0	0	0

[+ Adjustments](#) [Exclude Toll Miles](#) [Distance Calculator](#) [Download IFTA Report](#)

Search

State	Fuel Type	Tax Rate	SurChg Rate	Miles	Toll Miles	Gallons	Action
Maine	Propane	0.219	0	0	0	0	
Missouri	Propane	0.11	0	0	0	0	
Alabama	Propane	0.29	0	0	0	0	Delete
California	Propane	0.06	0	225	225	0	Delete
Arizona	Propane	0	0	388	388	0	Delete