HOS | REPORTER PLUS

FUEL RECEIPTS

VERSION 4.3.1

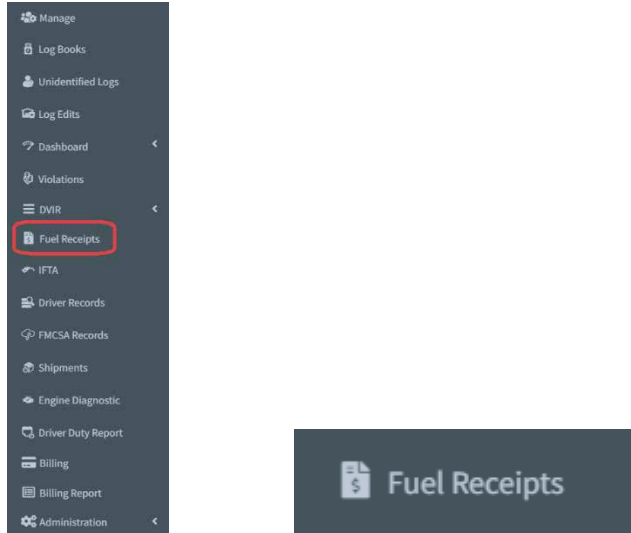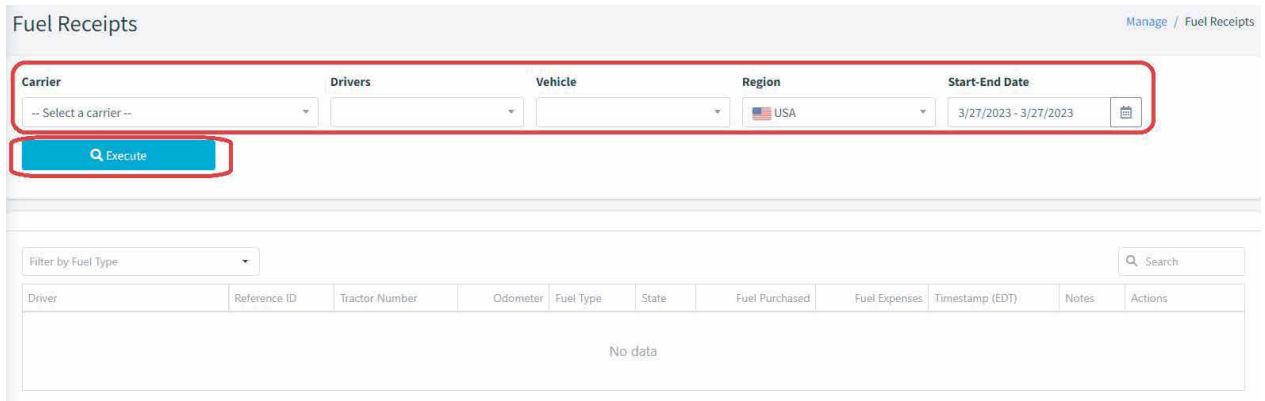## USER MANUAL

Contents

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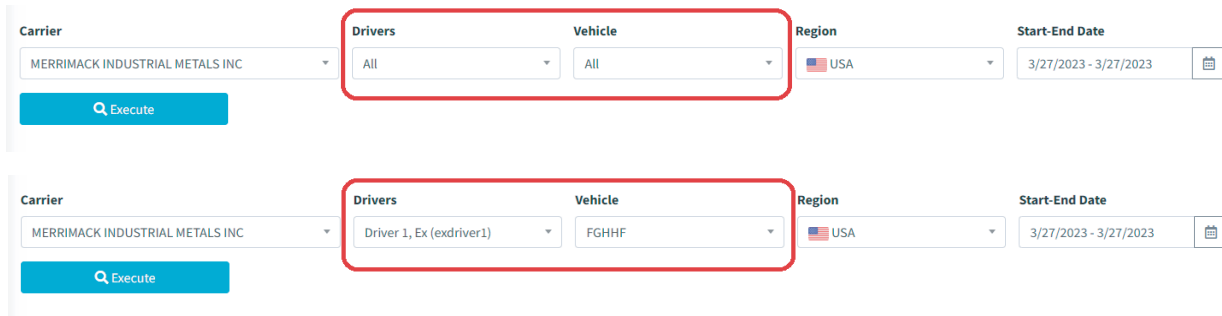
In the case of being a MOA, the filter changes from Carrier to Home Base and the user can select a home base or all home bases.

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

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

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

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

Fuel Receipt List

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

+ New

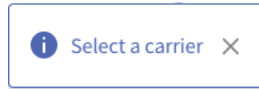Filter by Fuel Type   🔍 Search

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, ddddd (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)	lk:kl	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.


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.
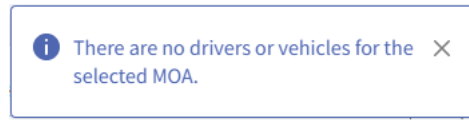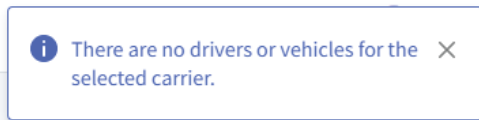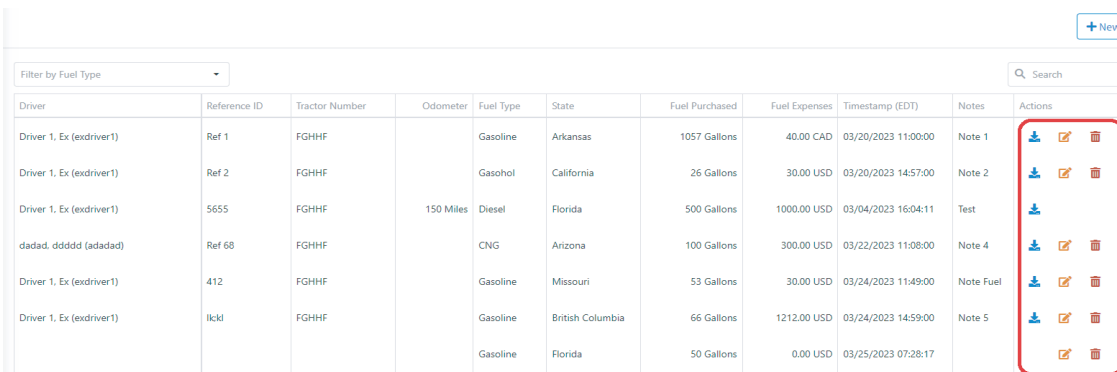

If no fuel receipt is found with the search criteria selected in the filter, a message will be displayed specifying it.
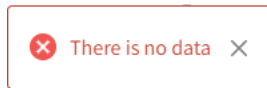
The fuel receipts that were created from the app cannot be edited or deleted in the portal, so the edit and delete buttons will not be shown in the list of fuel receipts.
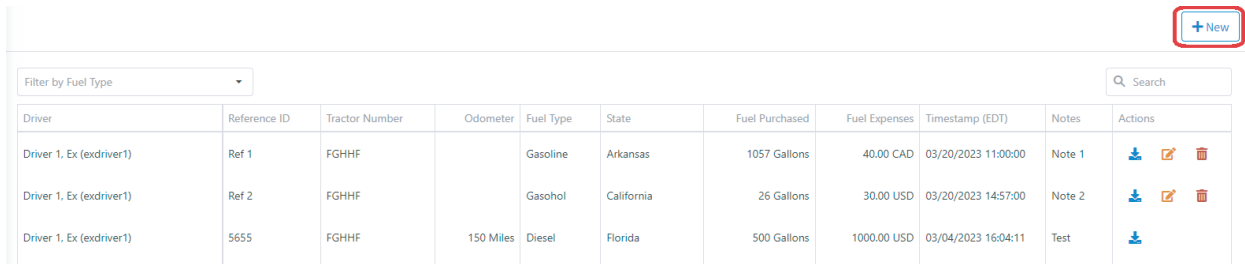
There are also fuel receipts that the file cannot be downloaded, since they are exported from older applications that did not have this functionality before. The user can edit them and add a new file if they wish.
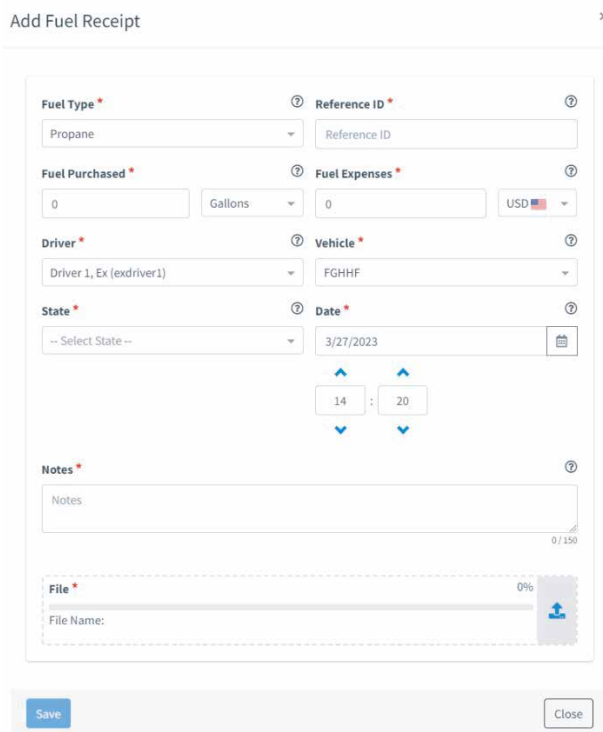
Add and Edit Fuel Receipt

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.

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).

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

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.
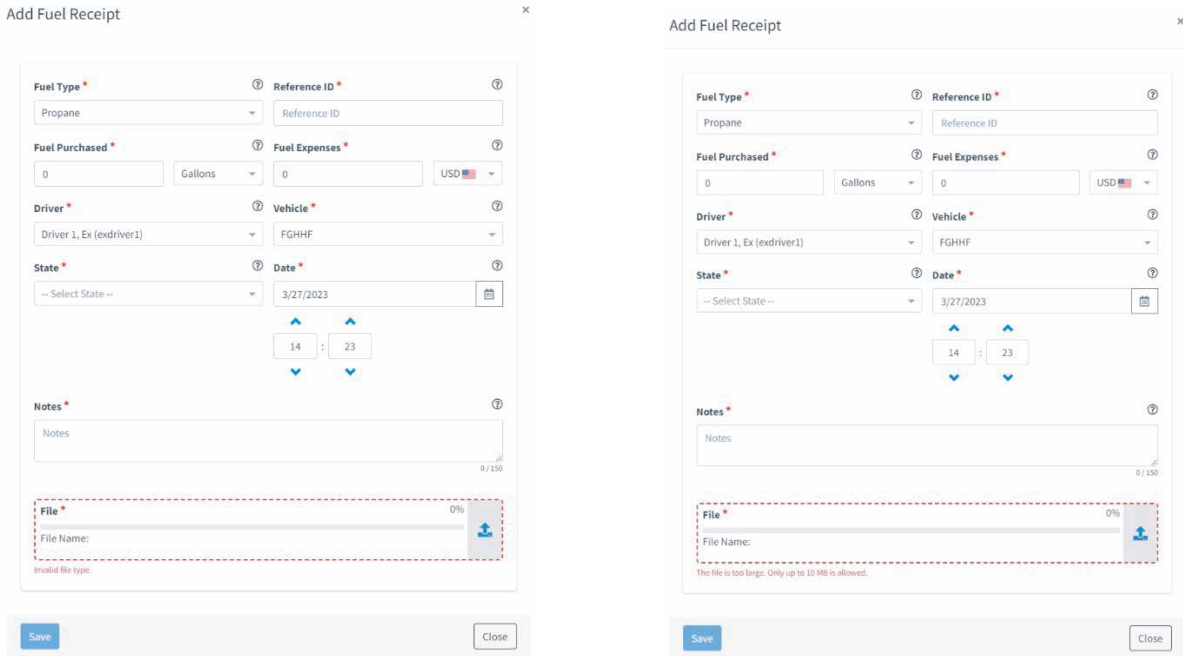
If the fuel receipt is going to be edited, it is not necessary to re-upload a new file, in case of uploading it, it will be replaced by the one that already exists. The driver and vehicle with which the fuel receipt was created cannot be modified in the edition, so these fields will be disabled.
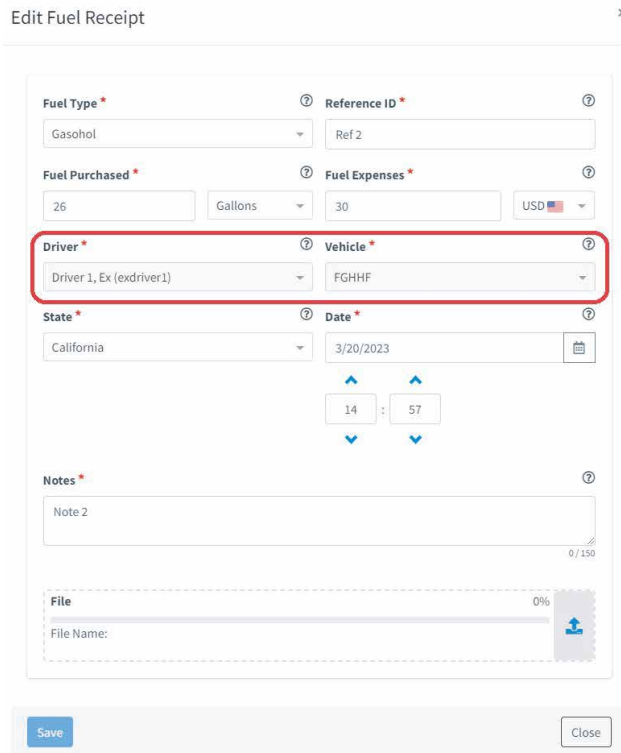
If a fuel receipt is going to be added and there are no drivers or vehicles for that carrier or MOA, a message will be displayed specifying it and it will not be allowed to add it.

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.
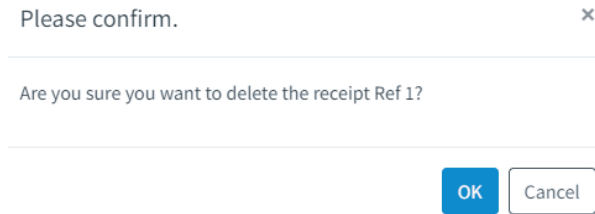
Driver (Upload Document)

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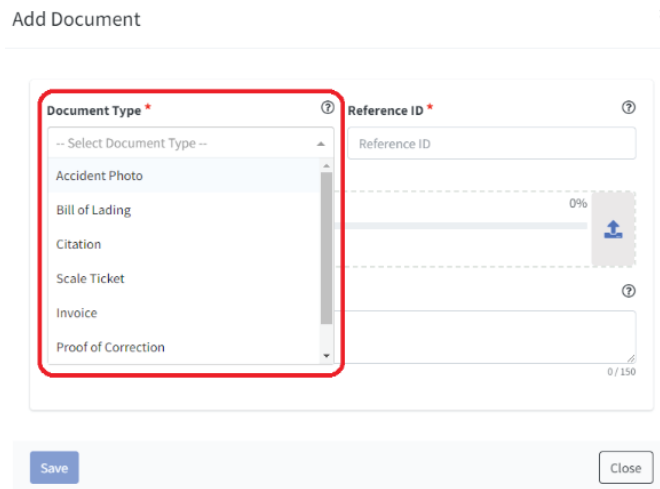
Role Permissions

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.

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.

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.

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

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

+ Add Jurisdiction   ↻ ReCalculate   ⬇ Download

Q Search

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	Quarter	Month	Region	Carrier	Vehicle	
2023	None	February	🇺🇸 USA	MERRIMACK INDUSTRIAL METALS INC	RTYRHDFHFHDFGHDRD - FGHHF	Q Execute

** Miles Fields INCLUDE Toll Miles **

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

+ Adjustments   Exclude Toll Miles   📖 Distance Calculator   📄 Download IFTA Report

Q Search

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	Quarter	Month	Region	Carrier	Vehicle	
2023	None	February	🇨🇦 Canada	MERRIMACK INDUSTRIAL METALS INC	RTYRHDFHFHDFGHDRD - FGHHF	Q 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

Q Search

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.

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.

Fuel Receipts

Manage / Fuel Receipts

Carrier	Drivers	Vehicle	Region	Start-End Date
MERRIMACK INDUSTRIAL METALS INC	All	All	USA	2/1/2023 - 2/28/2023

Q 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	⬇ ✎ 🗑
Driver 1, Ex (exdriver1)	Ref 22	FGHHF		LNG	Missouri	36 Gallons	62.00 USD	02/17/2023 14:56:00	Note 2	⬇ ✎ 🗑

Enhanced IFTA

Manage / Enhanced IFTA

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

** Miles Fields INCLUDE Toll Miles **		Total Miles	Total Toll Miles	Tax Paid Gallons	MPG
	TOTALS	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	🗑
California	Propane	0.06	0	225	225	0	🗑
Arizona	Propane	0	0	388	388	0	🗑