IFTA Reconciliation
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IFTA Reconciliation

Keys to IFTA Reporting using OneView

The combination of the incoming data in OneView, the available reports and the ability to upload fuel records allows managers to easily maintain proper IFTA records for reporting.

The keys to maintaining IFTA records are:

1. Ensure that fuel records are accurately uploaded into OneView either through the tablet or through the fuel upload template in OneView.
2. Ensure that your vehicles have Fleet Manager or Fleet Manager w/ Diagnostics installed and are online reporting miles.
3. Ensure that your IFTA reporting is accurate.

There are reports and fuel purchase tracking in OneView to help you report your IFTA records making IFTA compliance easy.

1. **Ensure that fuel records are uploaded into OneView**

In the Reports tab, there are multiple reports to export the IFTA related data.

Use the **Fuel Purchases Template** to upload your fuel card data into OneView. Copy and paste the required data directly from your fuel card csv. This allows OneView to calculate your taxable fuel difference.

If you’d like to see more details of your fuel purchases, run the **Fuel Purchase Summary Report** to see how many gallons were purchased in each state by each asset and the total costs.

The **Fuel Purchase History Report** will show you the purchase details of every fuel record in the time frame in OneView. This report shows the vehicle relative location to the fuel purchase record which can show discrepancies in purchases. In other words, if the fuel purchase was made and the truck assigned to that purchase was 200 miles away at that time, you can find those occurrences with this report. Any receipts loaded into the system are clickable links in this report.

Admins can **edit the fuel purchase** from the driver’s event history tab, the vehicle’s event history tab, or the Event Feed dashboard module.

2. **Fleet Manager or Fleet Manager w/ Diagnostics installed and online reporting miles.**

The mileage data recorded by your vehicles is only going to be accurate if the devices are installed and working correctly. In order to ensure that this is the case there are reports and alarms that should be viewed regularly.
The **Offline Asset Report** will show a list of any assets that are currently not reporting. Use this as a list of assets/devices that need to be fixed to ensure good miles data.

There is also a **Vehicle Offline Alarm** that you can use to notify if a vehicle stops reporting.

The **System Notification History Report** shows a list of any system alarms that are currently present on your assets. Review this on a regular basis to ensure that there isn’t something wrong with the devices tracking miles on your vehicles.

### 3. Ensure Proper and Accurate IFTA Reporting

The **IFTA Reconciliation Report** combines your fuel purchase data with the odometer and mileage data received back from your assets to calculate your state miles, fuel used, fuel purchased, and taxable fuel difference. It shows each vehicle’s totals as well as a full summary of each state’s totals at the end of the report.

Use the **State Mileage Report** to see the total miles driven per state. If you ever want to see the trip by trip miles that each vehicle has driven, use the **State Mileage Details Report**.

Between the **State Mileage Report** and the **IFTA Reconciliation Report** you should be able to fill out your IFTA forms.

**Audits**

When having your IFTA reports audited, many of the same reports you use to manage fuel purchases and state miles on a day to day basis are useful.

**Before the audit:**

- Run the **Fuel Purchase History Report** to make sure that fuel purchases are accurately being recorded on the correct vehicle and at the correct location. Any irregularities can be checked against the vehicle’s location history.
- Run the **State Mileage Report** and the **IFTA Reconciliation Report** and make sure the numbers make sense.

**During the audit:**

- Use the **State Mileage Details Report** for a trip by trip break down of each assets miles in each state for the auditor.
- Use the **Fuel Purchase History Report** to detail every fuel purchase made for the auditor.
- Use the **IFTA Reconciliation Report** to show the taxable difference for the auditor.

**Additional Useful Information**

Compare the **Fuel Purchase History Report** with the **Vehicle Location History** when you see a discrepancy in the vehicle relative distance to purchase.
Fuel Purchases Template
From the Admin menu Upload tab, download the Fuel Purchases template, match up the columns from your fuel card csv or excel report, and copy and paste into the Fuel Purchases Template. After entering the required data (designated by an *) in the template, save and upload into OneView.

* = Required field

Reports
IFTA Reconciliation Report
OneView will calculate your taxable fuel difference in the IFTA Reconciliation Report. It also includes the miles traveled, fuel purchased, and fuel used in each state. There is a state totals summary at the end of the report (see next page)
State Mileage Report

This report shows vehicle miles in each state in a simple table with state totals at the bottom of each column.
State Mileage Details Report

The report breaks down the state miles by trip and by individual vehicle, including totals for each asset’s state miles.

| Asset | Start Date | Start Location | End Location | Start Mileage | End Mileage | Total Mileage | Arkansas | Arkansas | Illinois | Illinois | Indiana | Indiana | Iowa | Iowa | Kansas | Kansas | Kentucky | Kentucky | Louisiana | Louisiana | Maine | Maine | Maryland | Maryland | Massachusetts | Massachusetts | Michigan | Michigan | Minnesota | Minnesota | Mississippi | Mississippi | Missouri | Missouri | Mississippi | Mississippi | Nebraska | Nebraska | New Hampshire | New Hampshire | New Jersey | New Jersey | New Mexico | New Mexico | New York | New York | North Carolina | North Carolina | North Dakota | North Dakota | Ohio | Ohio | Oklahoma | Oklahoma | Oregon | Oregon | Pennsylvania | Pennsylvania | Rhode Island | Rhode Island | South Carolina | South Carolina | South Dakota | South Dakota | Tennessee | Tennessee | Texas | Texas | Utah | Utah | Vermont | Vermont | Virginia | Virginia | Washington | Washington | West Virginia | West Virginia | Wisconsin | Wisconsin | Wyoming | Wyoming | Arkansas km | Arkansas km | Illinois km | Illinois km | Indiana km | Indiana km | Iowa km | Iowa km | Kansas km | Kansas km | Kentucky km | Kentucky km | Louisiana km | Louisiana km | Maine km | Maine km | Maryland km | Maryland km | Massachusetts km | Massachusetts km | Michigan km | Michigan km | Minnesota km | Minnesota km | Mississippi km | Mississippi km | Missouri km | Missouri km | Nebraska km | Nebraska km | New Hampshire km | New Hampshire km | New Jersey km | New Jersey km | New Mexico km | New Mexico km | New York km | New York km | North Carolina km | North Carolina km | North Dakota km | North Dakota km | Ohio km | Ohio km | Oklahoma km | Oklahoma km | Oregon km | Oregon km | Pennsylvania km | Pennsylvania km | Rhode Island km | Rhode Island km | South Carolina km | South Carolina km | South Dakota km | South Dakota km | Tennessee km | Tennessee km | Texas km | Texas km | Utah km | Utah km | Vermont km | Vermont km | Virginia km | Virginia km | Washington km | Washington km | West Virginia km | West Virginia km | Wisconsin km | Wisconsin km | Wyoming km | Wyoming km | Arkansas | Arkansas | Illinois | Illinois | Indiana | Indiana | Iowa | Iowa | Kansas | Kansas | Kentucky | Kentucky | Louisiana | Louisiana | Maine | Maine | Maryland | Maryland | Massachusetts | Massachusetts | Michigan | Michigan | Minnesota | Minnesota | Mississippi | Mississippi | Missouri | Missouri | Nebraska | Nebraska | New Hampshire | New Hampshire | New Jersey | New Jersey | New Mexico | New Mexico | New York | New York | North Carolina | North Carolina | North Dakota | North Dakota | Ohio | Ohio | Oklahoma | Oklahoma | Oregon | Oregon | Pennsylvania | Pennsylvania | Rhode Island | Rhode Island | South Carolina | South Carolina | South Dakota | South Dakota | Tennessee | Tennessee | Texas | Texas | Utah | Utah | Vermont | Vermont | Virginia | Virginia | Washington | Washington | West Virginia | West Virginia | Wisconsin | Wisconsin | Wyoming | Wyoming | Arkansas km | Arkansas km | Illinois km | Illinois km | Indiana km | Indiana km | Iowa km | Iowa km | Kansas km | Kansas km | Kentucky km | Kentucky km | Louisiana km | Louisiana km | Maine km | Maine km | Maryland km | Maryland km | Massachusetts km | Massachusetts km | Michigan km | Michigan km | Minnesota km | Minnesota km | Mississippi km | Mississippi km | Missouri km | Missouri km | Nebraska km | Nebraska km | New Hampshire km | New Hampshire km | New Jersey km | New Jersey km | New Mexico km | New Mexico km | New York km | New York km | North Carolina km | North Carolina km | North Dakota km | North Dakota km | Ohio km | Ohio km | Oklahoma km | Oklahoma km | Oregon km | Oregon km | Pennsylvania km | Pennsylvania km | Rhode Island km | Rhode Island km | South Carolina km | South Carolina km | South Dakota km | South Dakota km | Tennessee km | Tennessee km | Texas km | Texas km | Utah km | Utah km | Vermont km | Vermont km | Virginia km | Virginia km | Washington km | Washington km | West Virginia km | West Virginia km | Wisconsin km | Wisconsin km | Wyoming km | Wyoming km | 5
Fuel Purchase History Report
See the details of every individual fuel purchase details that have been uploaded into OneView, including from the POV app. The Vehicle Relative Location shows discrepancies between the where the vehicle was at the time of the recorded fuel purchase. (A common error that drivers make is to record the wrong time of the fuel purchase which records the wrong location for the fuel purchase, causing the IFTA reconciliation to be off.) Any inaccurate fuel record can be edited by Admin users.

Edit Fuel Purchase
Admin users can edit all fuel purchases through clicking on the fuel purchase event which can be found in the driver’s Event History tab, the vehicle’s Event History tab or the Event Feed dashboard module. Click on the fuel purchase and use the edit button.
Offline Asset Report
This report will show a list of any assets that are currently not reporting. Use this as a list of assets/devices that need to be fixed to ensure good miles data.

System Notification History Report
This report shows a list of any system alarms that are currently present on your assets. Review this on a regular basis to ensure that there isn’t something wrong with the devices tracking miles on your vehicles.

Alarms

Vehicle Offline Alarm
Use the Vehicle Offline Alarm to be notified of any vehicle that stops reporting data. Choose to be notified by email, text message or both.
Other

Vehicle History

Use the Location History tab on any vehicle’s data pages to compare the location of the vehicle at the time of any fuel purchase to verify the data of fuel purchases. This is a way to catch any errors in the fuel purchase records.