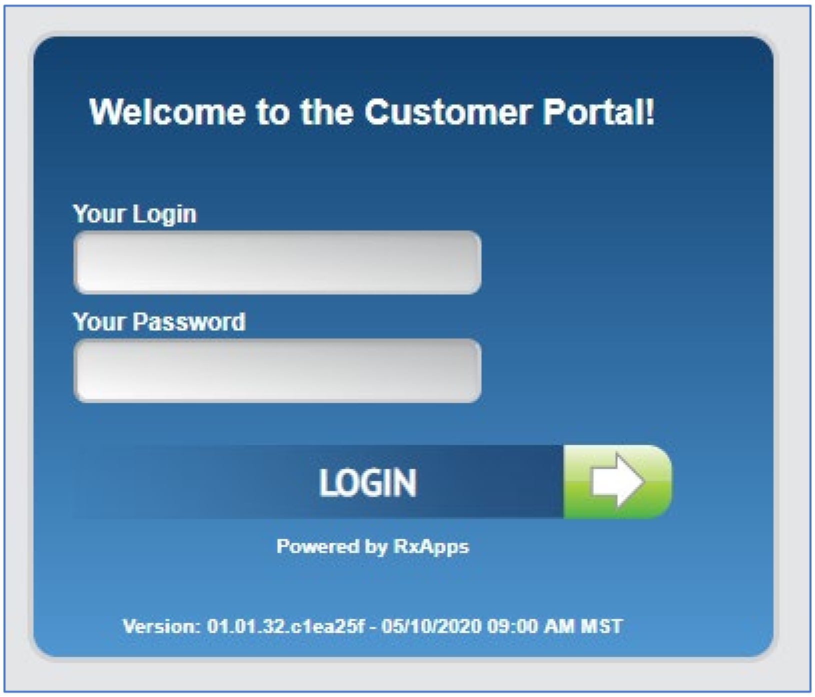
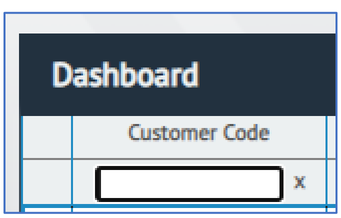
How to Prepare a pre-IFTA Report from Viewfuel

Purpose: To generate the report of diesel transactions made at a specified date range to help prepare for IFTA.

1. Go and log on to Viewfuel

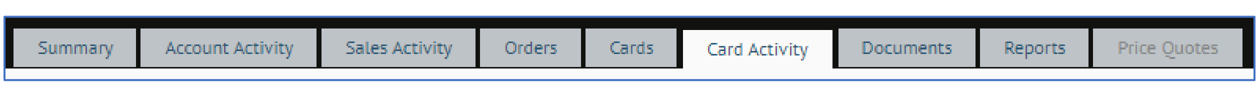


2. In the Customer Code text field, type in the account number then press Enter

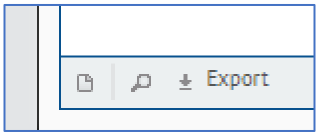


3. Click on the account number

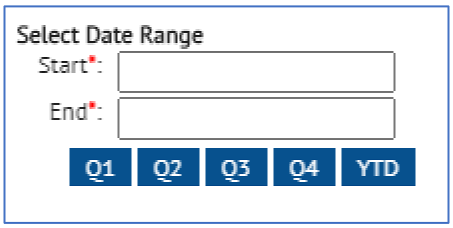
4. Click on the "Card Activity" tab



5. Scroll down and click on the “Export” button

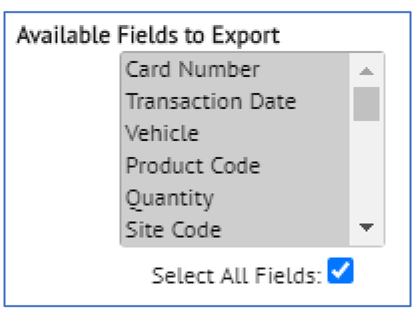


6. Under the “Select Date Range” section, click on the button that corresponds to the desired quarter that the diesel transactions were made. Otherwise, type or select the starting and ending dates in the appropriate text fields.



7. Under the “Export Formats” section, click on the XLS radio button.

8. Under the “Available Fields to Export” section, check the Select All Fields checkbox.

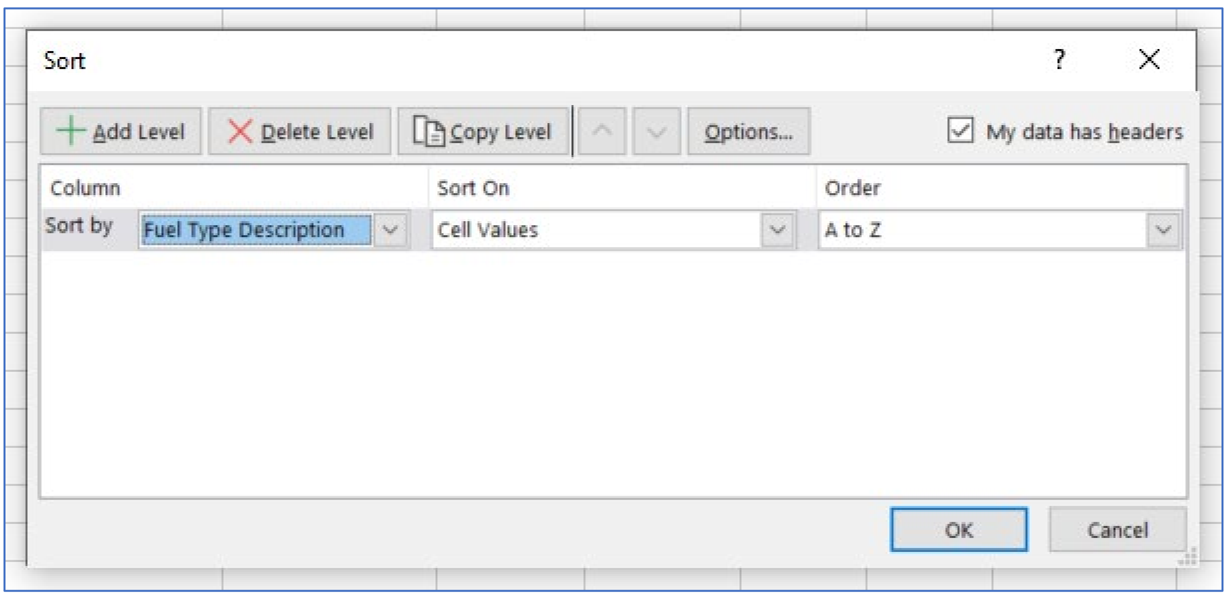


9. On the bottom-right of the pop-up screen, click on the “Export” button

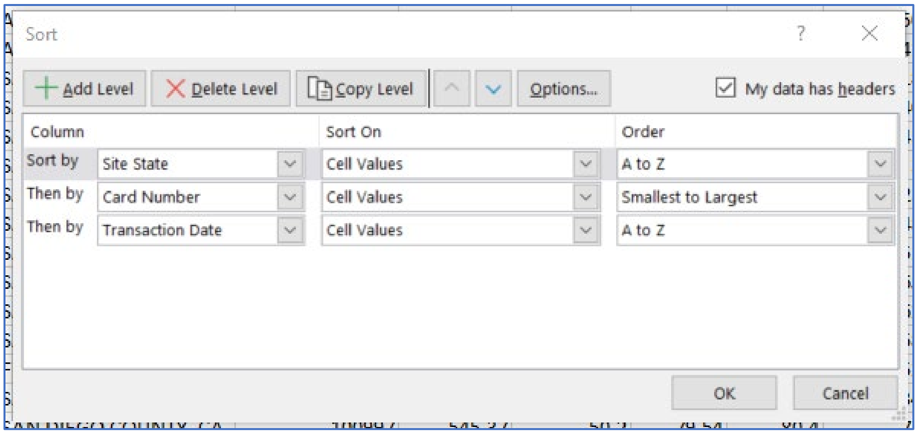
10. Open the downloaded .xls file that shows all the transactions and expand all the columns.

11. Delete the following columns:
    a. F = Site Code
    b. H-K = Posted, Pump Code, Fuel Type, and Original Site
    c. M = Keyboard
    d. O = Odometer
    e. V = Misc Tax
    f. Y = MPG
    g. AA-AF = Card Holder Name, Charge Code, Street, City, State Code, Zip

12. Highlight all the filled cells and sort the transactions by Column Q: Fuel Type Description



13. Delete the rows that does not have “DSL” and “DFB” under Column Q: Fuel Type Description.
14. Highlight all the filled cells and sort the transactions by the following:
    a. Column F: Site State
    b. Column A: Card Number
    c. Column B: Transaction Date



15. Save the file in the following format:

    a. [numbered quarter] + Year + “preIFTA-Report” + [company name]
    b. Example: 2ndQuarter-2021-preIFTA-Report-EnergieFuelGroup