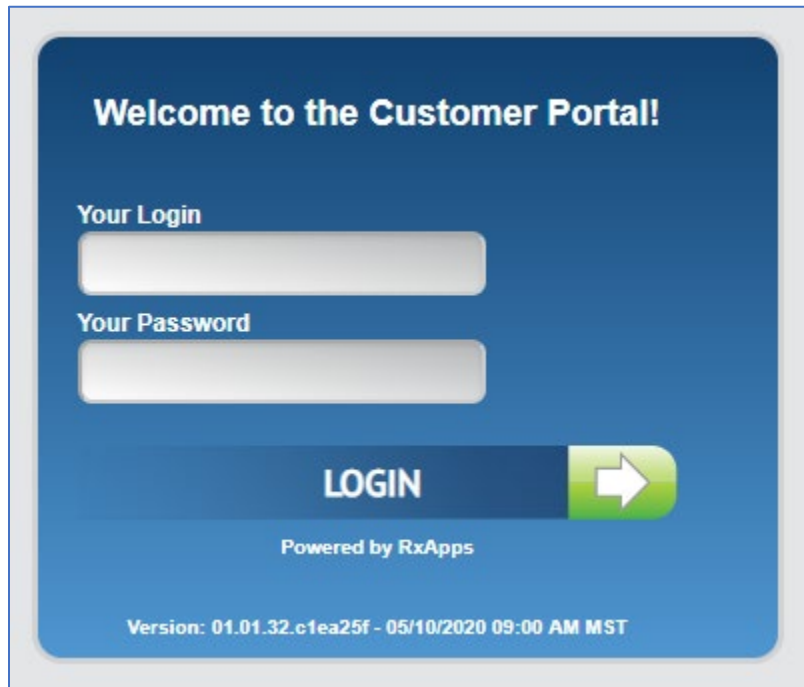


## How to Prepare a pre-IFTA Report from Viewfuel

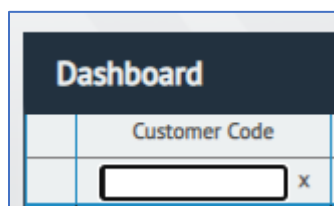
Purpose: To generate the report of diesel transactions made at a specified date range to help prepare for IFTA.

1. Go and log on to Viewfuel



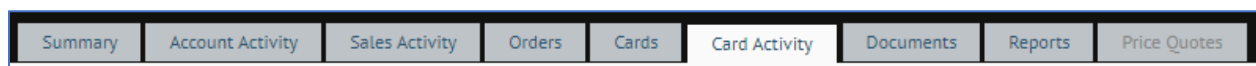
The screenshot shows a login page with a blue background. At the top, it says "Welcome to the Customer Portal!". Below that are two input fields: "Your Login" and "Your Password". A large green "LOGIN" button with a white arrow is positioned below the password field. Underneath the button, it says "Powered by RxApps". At the bottom, there is a version string: "Version: 01.01.32.c1ea25f - 05/10/2020 09:00 AM MST".

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



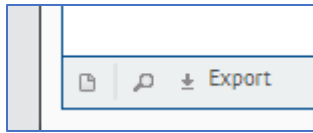
The screenshot shows a "Dashboard" header. Below it is a table with a single row labeled "Customer Code". The cell contains an empty text input field with a small "x" icon to its right.

3. Click on the account number
4. Click on the "Card Activity" tab

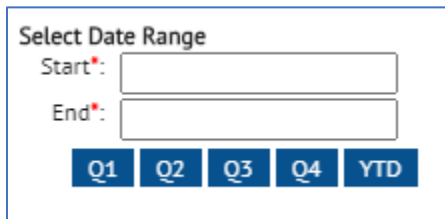


The screenshot shows a horizontal navigation bar with several tabs: "Summary", "Account Activity", "Sales Activity", "Orders", "Cards", "Card Activity", "Documents", "Reports", and "Price Quotes". The "Card Activity" tab is highlighted with a white background and a dark border.

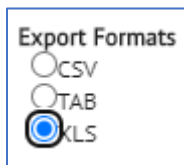
5. Scroll down and click on the “Export” button



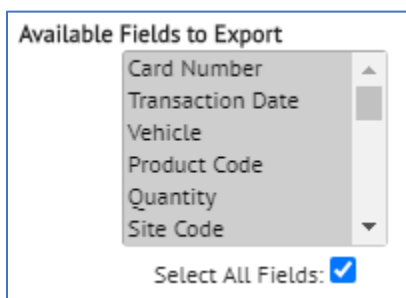
6. Under the “Select Date Range” section, click on the button that corresponds to the desired quarter that the diesel transactions were made. Otherwise, type or select the starting and ending dates in the appropriate text fields.

A screenshot of the "Select Date Range" section. It features two text input fields labeled "Start:" and "End:". Below these fields are five buttons labeled "Q1", "Q2", "Q3", "Q4", and "YTD".

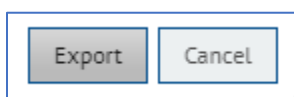
7. Under the “Export Formats” section, click on the XLS radio button.

A screenshot of the "Export Formats" section. It contains three radio buttons labeled "CSV", "TAB", and "XLS". The "XLS" radio button is selected, indicated by a blue circle.

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

A screenshot of the "Available Fields to Export" section. It shows a list of fields: "Card Number", "Transaction Date", "Vehicle", "Product Code", "Quantity", and "Site Code". Below the list is a checkbox labeled "Select All Fields:" which is checked.

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

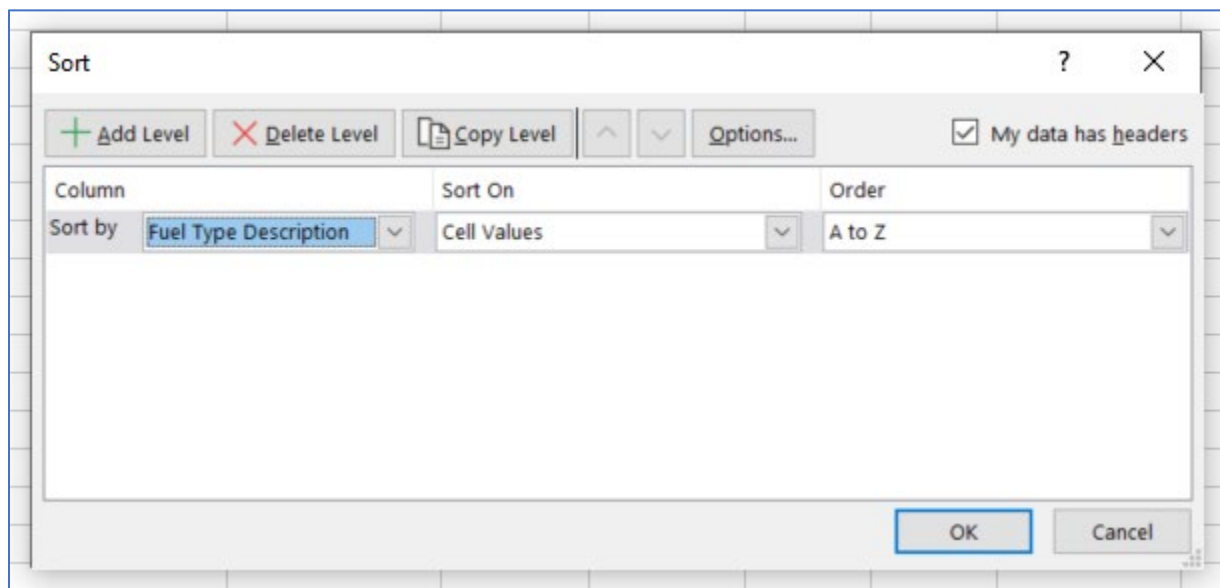


10. Open the downloaded .xls file that shows all the transactions and expand all the columns.

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

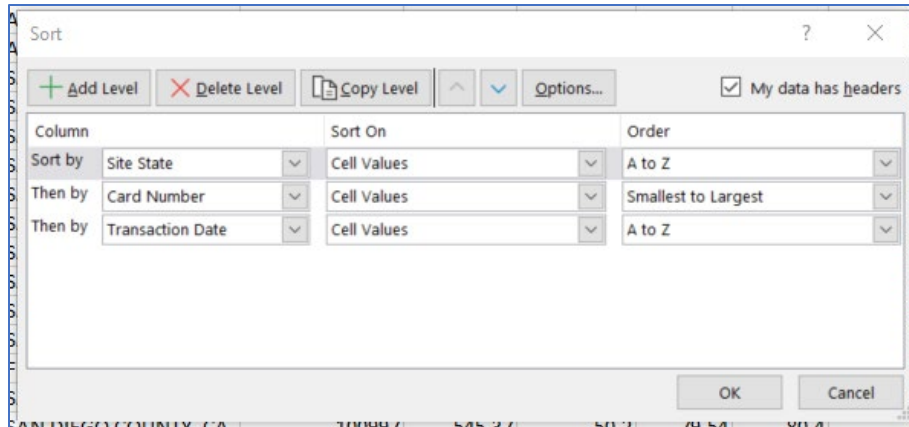
12. Highlight all the filled cells and sort the transactions by Column Q: Fuel Type Description



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