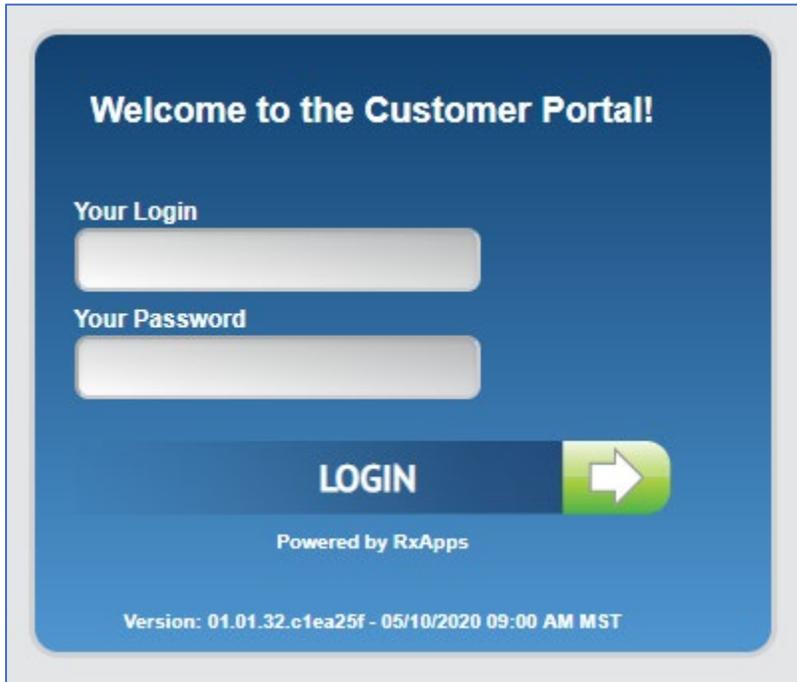


How to Prepare a pre-IFTA Report from Viewfuel

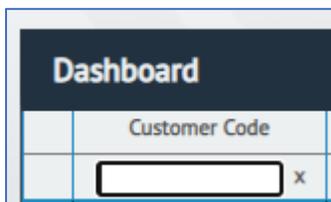
Purpose: To generate the report of diesel transactions made at a specified date range to help prepare for IFTA.

1. Go and log on to Viewfuel



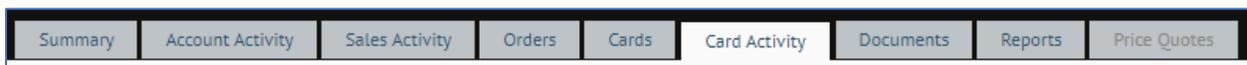
The screenshot shows the 'Welcome to the Customer Portal!' login page. It features a dark blue header with the title. Below the header are two input fields: 'Your Login' and 'Your Password'. A prominent 'LOGIN' button with a green arrow is positioned below the password field. The page also includes the text 'Powered by RxApps' and a version string at the bottom: '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



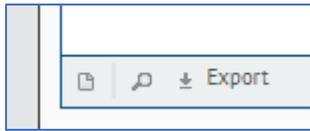
The screenshot shows the 'Dashboard' interface. At the top, there is a 'Customer Code' label above a text input field. To the right of the input field is a small 'x' icon. The dashboard has a dark header and a light background.

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

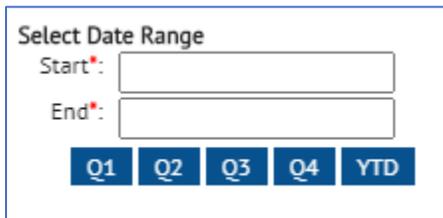


The screenshot shows a horizontal navigation bar with several tabs. The tabs are: 'Summary', 'Account Activity', 'Sales Activity', 'Orders', 'Cards', 'Card Activity', 'Documents', 'Reports', and 'Price Quotes'. The 'Card Activity' tab is highlighted with a white background, while the others have a dark background.

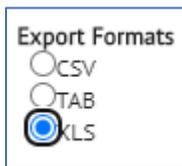
5. Scroll down and click on the “Export” button



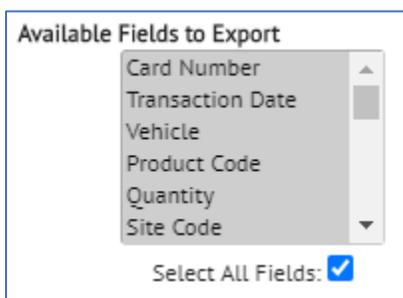
6. Under the “Select Date Range” section, click on the button that corresponds to the desired quarter that the diesel transactions were made. Otherwise, type or select the starting and ending dates in the appropriate text fields.

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

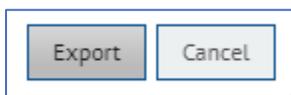
7. Under the “Export Formats” section, click on the XLS radio button.

A screenshot of a form titled "Export Formats". It has three radio button options: "CSV", "TAB", and "XLS". The "XLS" option is selected.

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

A screenshot of a form titled "Available Fields to Export". It has 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

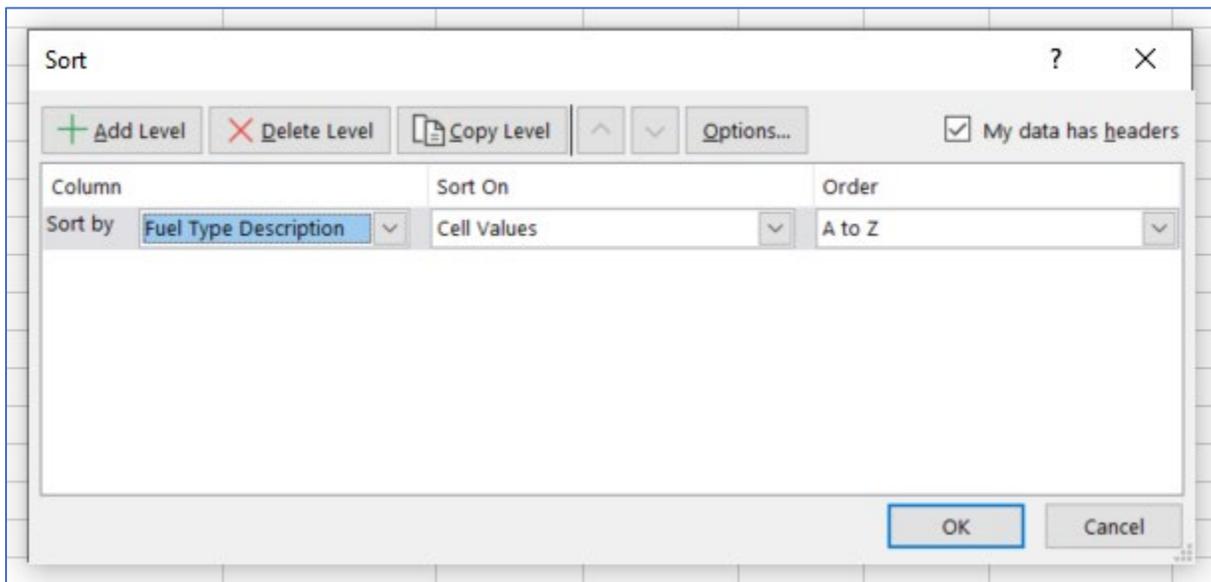


10. Open the downloaded .xls file that shows all the transactions and expand all the columns.

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

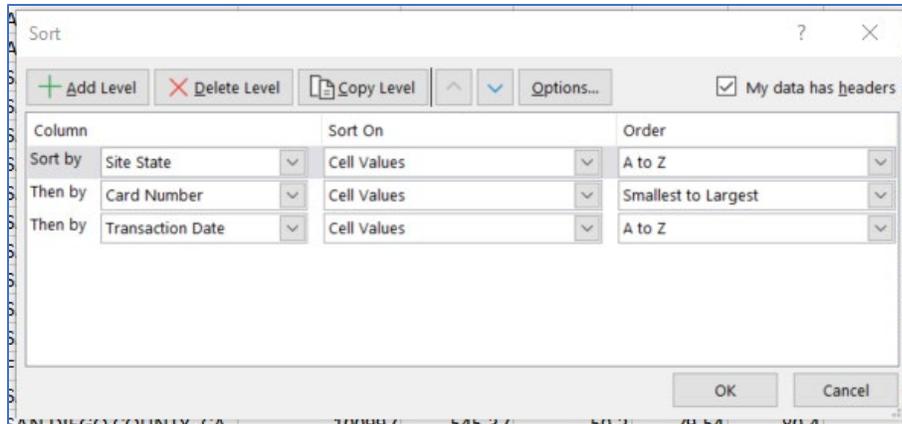
12. Highlight all the filled cells and sort the transactions by Column Q: Fuel Type Description



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