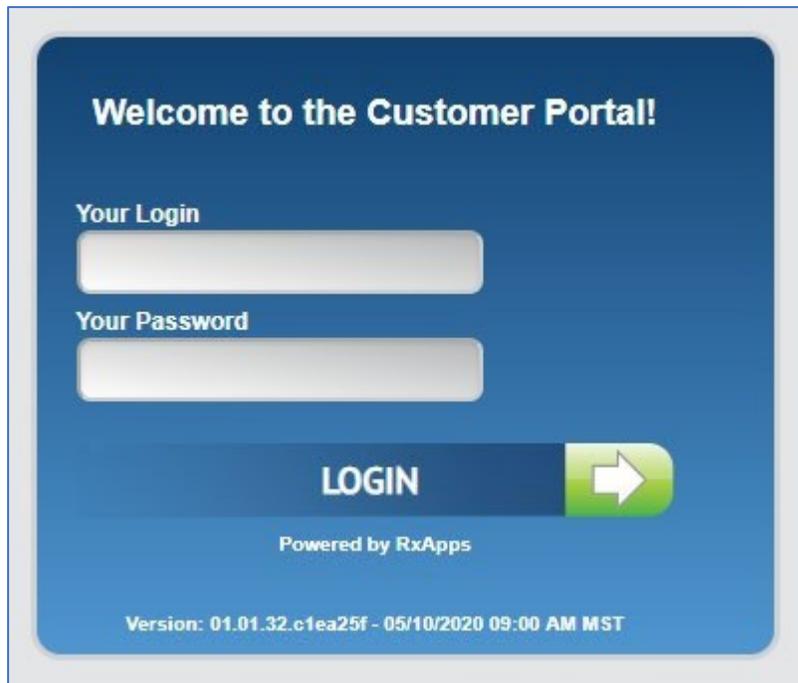


## How to Prepare a pre-IFTA Report from Viewfuel

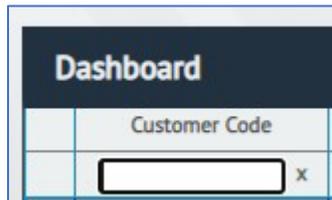
Purpose: To generate the report of diesel transactions made at a specified date range to help prepare for IFTA.

1. Go and log on to Viewfuel



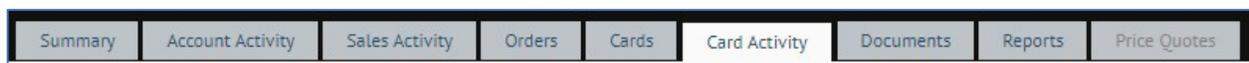
The screenshot shows a login page with a dark blue background. At the top, it says "Welcome to the Customer Portal!". Below that, there are two input fields: "Your Login" and "Your Password". A large "LOGIN" button with a green arrow is positioned below the password field. At the bottom, it says "Powered by RxApps" and "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



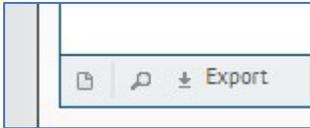
The screenshot shows a "Dashboard" header. Below it, there is a "Customer Code" label above a text input field. The input field has a small "x" icon on the right side.

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

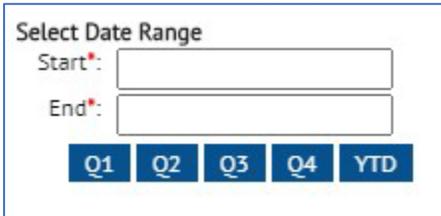


The screenshot shows a horizontal navigation bar with several tabs: "Summary", "Account Activity", "Sales Activity", "Orders", "Cards", "Card Activity", "Documents", "Reports", and "Price Quotes".

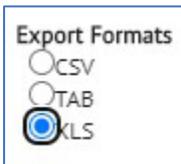
5. Scroll down and click on the "Export" button



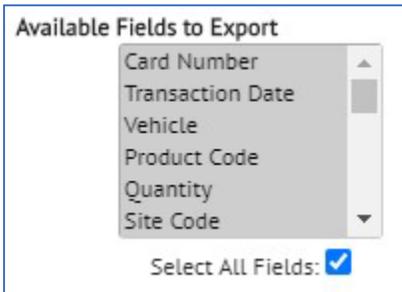
- Under the “Select Date Range” section, click on the button that corresponds to the desired quarter that the diesel transactions were made. Otherwise, type or select the starting and ending dates in the appropriate text fields.



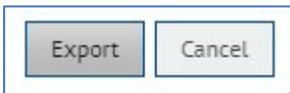
- Under the “Export Formats” section, click on the XLS radio button.



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



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

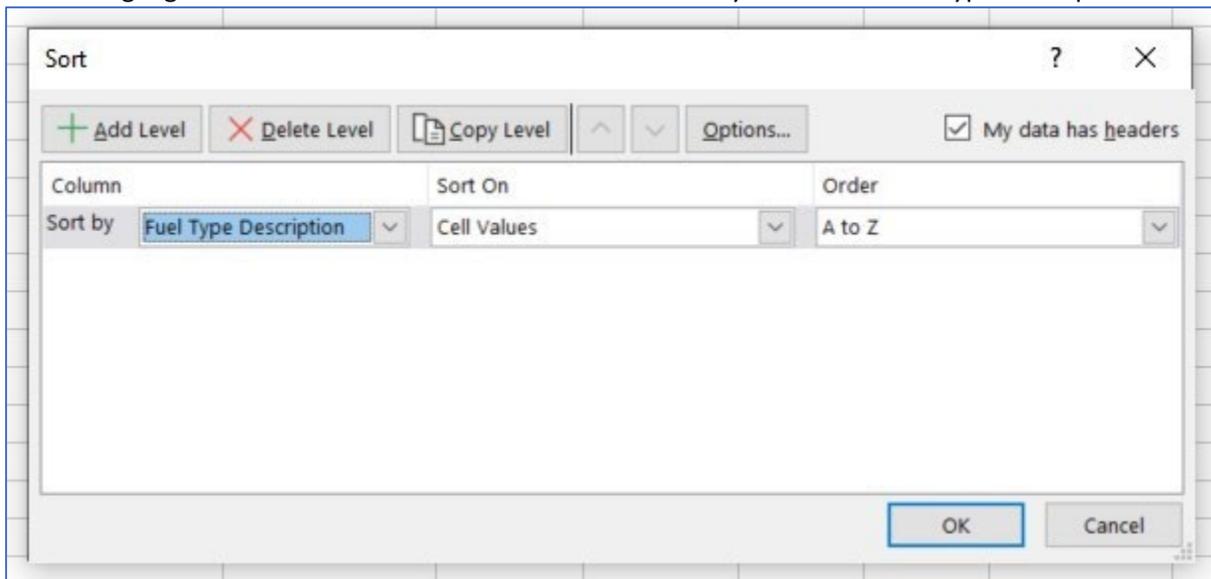


- Open the downloaded .xls file that shows all the transactions and expand all the columns.

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 = Network
- e. V = Misc Tax
- f. Y = MPG
- g. AA-AF = Card Holder Name, Charge Code, Street, City, State Code, Zip

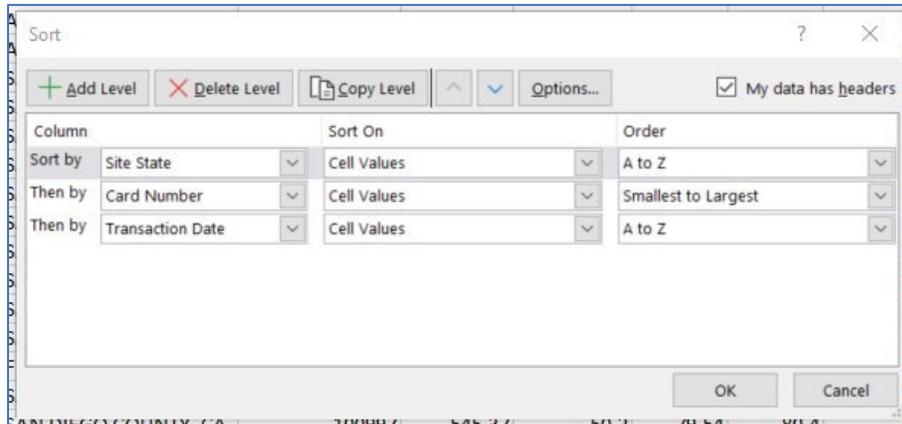
12. Highlight all the filled cells and sort the transactions by Column Q: Fuel Type Description



13. Delete the rows that does not have “DSL,” “DFB,” “UNL,” “UNL+”, or “SUP” 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