Working with Fuel Receipts

Overview

BigRoad users can add **Fuel Receipts** for their fuel purchases. This functionality allows drivers and administrators to keep track of all fuel purchases for their fleet. Fuel receipts are accessible from the **More** button of the *Navigation Bar* located at the bottom of the BigRoad mobile App. Similarly, Fuel receipts are also accessible from the *Navigation Panel* of the BigRoad web App.

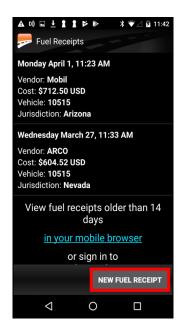## Access Fuel Receipts from the BigRoad Mobile App

1. Log in to the BigRoad Mobile App.
2. Tap the **More** button from the bottom Navigation Bar of the Dashboard screen.
3. Tap **Fuel Tracking** to access Fuel Receipts.

Note: To review fuel receipts older than 14 days, the user will be directed to the BigRoad Web application.

Add Fuel Receipts from the Mobile App

When selecting **Fuel Tracking**, the *Fuel Receipts* screen displays. This screen allows users to **Add** all fuel receipts for the last 14 days. All added fuel receipts are synced to the BigRoad web application administrators to review.

1. From the *Fuel Receipts* screen, tap the **New Fuel Receipt** button at the bottom right hand side.
2. On the Record Fuel Receipts screen, enter all the necessary information in the required fields.
3. To attach an image of the fuel receipt, tap the **Camera** button to take a picture of the receipt using the mobile device,
4. Alternatively, if the fuel receipt image is already saved in the mobile device, tap the **Gallery** button to access a saved image.
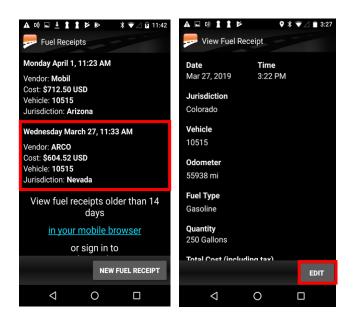5. Tap the **Save** button to save the Fuel Receipt.

View, Edit & Delete Fuel Receipts from the Mobile App

The *Fuel Receipts* screen also allows BigRoad Mobile users to **View, Edit** or **Delete** existing Fuel receipts, as necessary. Selecting an existing Fuel Receipt from the available list, allows the driver to **view** the full (read only) receipt on the *View Fuel Receipt* screen.

1. To view an existing Fuel Receipt, on the *Fuel Receipt* screen select a Fuel Receipt from the available list.
2. To edit an existing Fuel Receipt, on the Fuel Receipt screen select a Fuel Receipt from the available list.
3. Tap the **Edit** button from the bottom of the *View Fuel Receipt* screen.
4. Edit all the fields, as necessary.
5. To save the edits, Tap the **Save** button.
6. To cancel the edits, tap the **Cancel** button.
7. To Delete an existing Fuel Receipt, on the Fuel Receipt screen select a Fuel Receipt from the available list.
8. Tap the **Edit** button from the bottom of the *View Fuel Receipt* screen.
9. Tap the **Delete** button from the bottom of the *Edit Fuel Receipt* screen to permanently delete a receipt
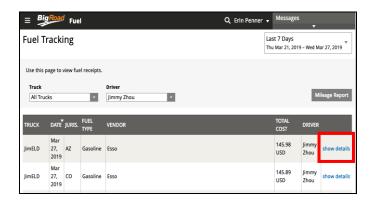
Access Fuel Receipts from the Web Application

1. Log in to Fleet Complete or BigRoad.
2. For Fleet Complete users, from the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel.

   ☰ Track
3. Click the **BigRoad** menu item.
4. For BigRoad users, click the Navigation Panel from the BigRoad Dashboard.
5. Select the **Fuel** Menu item.

Fuel Tracking from the Web App

Fuel Receipts entered Drivers are also accessible from the **Fuel** Tracking section of the web application. This screen lists all Fuel Receipts entered in the last 7 days, by default. The list can be filtered by Date, Trucks, and/or Drivers. Once a Fuel Receipt is selected from the list, the details of the receipt displays.

*Note: On the web application, a **User** who is not a driver will have access to all fuel receipts for all Trucks and Drivers, whereas, a Driver will only have access to fuel receipts entered by them using the mobile app.*
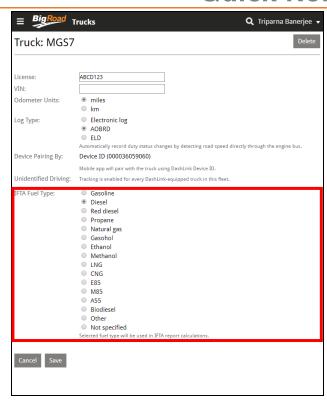

Add A Fuel Type

For the purpose of filing IFTA reports, BigRoad users are required to report on the amount Fuel Type used for a certain amount of Distance The **BigRoad Web Application** allows users to track what **IFTA Fuel Type** a Truck uses.

This feature is accessible from the **Trucks** section of the application. Once the Fuel Type is updated for each truck, the information is displayed on the profile page of each Truck.
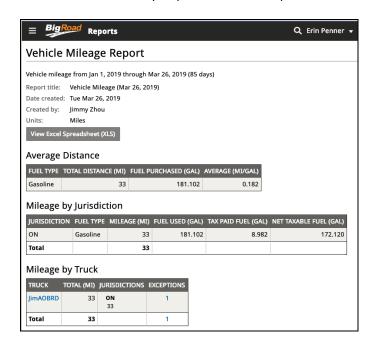
1. Click the **Trucks** menu item from the BigRoad Navigation Panel
2. From the available list of Trucks, select a Truck to add an **IFTA Fuel Type** for
3. Click the **Edit** button on the Trucks profile page
4. On the Truck's editing page, select the appropriate option from the **IFTA Fuel Type** section. For example: Diesel
5. Click the **Save** button

Quick Reference Card

2. Alternatively, select **Reports** from the BigRoad Navigation Panel and then click Vehicle Mileage Report
3. Follow the necessary steps to Create the Report

The Vehicle Mileage Report (Updated)

For **BigRoad direct customers** only, the **Vehicle Mileage Report** includes all the fuel receipts entered by Drivers. The report shows the Fuel Type used by Jurisdiction to provide fleets with the **Net Taxable Fuel** amount they need to file their IFTA returns. The **Average Distance** section in the report displays the miles/gallon or kms/litre for the fleet, for each fuel type, which is required for the IFTA reporting. The **Mileage by Jurisdiction** section has been improved to include the fuel information and show users the amount of fuel used for each fuel type, in each jurisdiction. It also uses the fuel receipt information to report on how much fuel they paid tax on in each jurisdiction and how much fuel they owe/or are owed taxes on in each jurisdiction.

Note: A warning is displayed before generating the Vehicle Mileage Report to users as a reminder to add Fuel Type for all their Trucks.

1. Click the **Mileage Report** button from the Fuel Tracking screen.