

# **TRANSPORT PRO**

## Fuel Tax Reporting With ProMiles<sup>®</sup> FuelTaxOnline

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## Overview

Transport Pro offers integration with ProMiles for processing fuel taxes. At its root, fuel tax is based on the miles you run in a state, and the fuel purchased in various states. Transport Pro assists you in this process by calculating state-to-state mileage in ProMiles, using the dispatch records entered in Transport Pro. Secondly, Transport Pro can download fuel purchases from most major fuel card providers, which not only helps with settlements, but also inputs purchases directly into the Fuel & Mileage Report needed for fuel tax purposes.

If you would like to setup your ProMiles account with Transport Pro, please contact your Transport Pro customer service representative.

This document outlines the typical flow of managing your dispatch records, purchased fuel, reporting from Transport Pro, and transferring the data to ProMiles.

## State Mileage – Dispatch Records

It is imperative that companies report the proper state mileage for both loaded and unloaded miles in each state. Transport Pro's integration with the ProMiles Prime system will save tremendous amounts of time when calculating state mileage versus manual trip sheets. However, to calculate accurate state-to-state mileage, it is important for dispatchers to properly enter loads and corresponding dispatch records. The reported miles are only as good as the data entered by users.

Tips for entering loads and dispatches:

- **Load Entry**
  - Use zip codes for each pickup and delivery location if available. Zip codes will provide a more accurate mileage calculation than just the city and state.
  - If the load has multiple stops, be sure to enter each stop. Transport Pro will calculate the trip miles to and from each stop, which can drastically effect mileage reporting.
- **Dispatch**
  - Transport Pro reports mileage based on the delivery date of the load. Be certain to enter the correct delivery date for each dispatch record.
  - When dispatching a driver on a multi-stop load, be sure the correct stops are selected for the dispatch.
  - If splitting a load on multiple trucks, be certain to select the appropriate pickup and delivery points for the dispatch.
  - Empty moves are just as important as loaded moves. Transport Pro attempts to make a logical connection between loads, and warns users if a load is dispatched out of order. Dispatchers should always ensure empty moves are properly entered.

## Dispatch Continuity Report

When you get ready to process the Fuel & Mileage Report in preparation for your FuelTaxOnline entry, you should review the Dispatch Continuity Report. Transport Pro recommends you review this report on a weekly basis to make certain dispatchers are entering dispatch records correctly. If you wait until the end of a quarter to clean up mistakes, it could take hours to adjust the dispatch records.

The Dispatch Continuity Report can be found under the Load Management menu, under Reports. There are several different filters you can use to analyze dispatches. For example, you can search by terminal, dispatcher or even equipment. Dispatchers can review and correct their driver dispatches by running the report and entering their Dispatcher name.

When preparing for Fuel Tax, Transport Pro analyzes all drivers and dispatches. Again, the state mileage reporting is based on the delivery date of the dispatch record. To review the dispatches for the quarter, set the Delivery Date filter option to the start and end of the quarter that needs to be reported. Clicking Search will produce a list of equipment that contain dispatch continuity problems. This is typically due to dispatches entered out of order or missing empty move records, but it could also be missing state miles due to bad city names or zip codes.

### Dispatch Continuity Report

Terminal	--	
Driver Type	- Select -	
Tractor		
Pickup Date	From: 2015-04-01 31 To: 2015-06-30 31	
Delivery Date	From: 31 To: 31	
Driver Dispatcher		
Dispatch Group	- Select -	
Report Type	Tractor Based	
<input type="button" value="Get Report"/> <input type="button" value="Clear"/> <input type="button" value="Save Search"/>		

#### Report Results

[Printable Report](#)

Driver	Tractor	Trailer	Continuity Issues	Manage
Adrian Peters	1000	1000	2	
Roger Smith	2000	1003	4	
Ryan Jones	10096	2000T	6	
Ryan Klockner	1006	1004	11	
Jim Smith	1008	1010	2	

To review and correct the problems, click on the Manage icon for each row. When you click the Manage icon, a small popup window will open and show a list of the dispatch records. The system will highlight the suspected problems in red text.

Dispatches														
Dispatch ID	Load ID	Load Terminal	Driver	Tractor	Trailer	Origin	Destination	Pickup	Delivered	Move Miles	Fuel Miles	State Miles	Manage	
1592	Empty		Jim Smith	1008	1010	Brentwood, TN	Nashville, TN	06/17/2015 12:00	06/24/2015 00:00	33	33	21	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></d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The dispatch records can be edited using the Manage icons, or you can add empty moves as needed using the “Add Empty Before This Load” link. If you see missing state miles, this means the system could not properly calculate the trip miles from the ProMiles system. This is typically due to a misspelling in one or more of the city names on the dispatch. Edit the dispatch record, check the city names and zip codes, and then click Save. When you close the dispatch window the state miles will be recalculated based on your changes.




## Fuel Purchases

The second set of items needed to calculate fuel tax are the fuel purchases incurred each quarter. Transport Pro integrates with most major fuel card providers and will download your fuel purchases each day. The transactions are not only pushed to the Settlements system, but are also entered into the Fuel Ticket system. The Fuel Ticket management menu is located under the Drivers/Equip menu. Using this module, you can review the fuel tickets downloaded from your fuel card provider as well as cash tickets entered on behalf of the driver.




## Cash Fuel Tickets

If your drivers turn in fuel purchase receipts, you will need to enter those fuel purchases manually into Transport Pro. Click on the Drivers/Equip menu and navigate to the Fuel Tickets sub menu. In addition to searching and reviewing fuel tickets, you can add new tickets by clicking Add Fuel Ticket. From this screen you can enter the cash tickets you receive from drivers, and assign the appropriate gallons, price, fueling location, and the correct tractor and driver.

### Edit Fuel Ticket

 Save Record
  Save And Add New
  Cancel

Fuel Ticket Information			
Status	Pending	Driver	<input type="text"/>
Purchase Date	<input type="text"/>	Tractor	<input type="text"/>
Report Date	<input type="text"/>	Internal Comments	<div></div>
Gallons of Fuel	<input type="text"/>		
Price per Gallon	<input type="text"/>		
Total Fuel Price	<input type="text"/>		
Fuel Stop	<input type="text"/>	Recent Fuelings	
Invoice Type	Cash		
Station	<input type="text"/>		
City	<input type="text"/>		
State	- Select -		

 Save Record
  Save And Add New
  Cancel









### Enter Cash Fuel Tickets

## Transport Pro Fuel & Mileage Report

The Fuel & Mileage Report in Transport Pro is the tool required to summarize all of the state mileage and fuel purchases in the ProMiles FuelTaxOnline system. Once you have reviewed the Dispatch Continuity Report, and have entered all of your fuel purchases, you are ready to run the Fuel & Mileage Report. The report can be found under the Drivers/Equip menu, under the Reports menu. As with most Transport Pro reports, users are presented with several different ways to filter the report data. The Fuel & Mileage Report is typically used for summarizing all equipment transactions, but it is possible to filter the report by state or specific tractor.

For Fuel Tax reporting, you need to determine if you are going to report your Fuel Tax per tractor or simply combine all equipment. Owner Operator companies will most likely want to break down fuel tax by unit, whereas company truck organizations may choose to report all fuel tax together. If you ultimately want to break out the fuel tax per tractor, choose Report Type: Tractor State Summary. This will produce a report that lists the mileage and fuel purchased by each tractor in each state.

## Fuel & Mileage Report

Action Date Range	2014-04-01  to 2015-06-30 
Entered Date Range	<input type="text"/>  to <input type="text"/> 
State	-- 
Tractor	<input type="text"/> 
Mileage Status	All 
Report Type	Tractor State Summary 
<p>This installation utilizes an outside vendor for state-to-state mileage calculations based solely on the dispatch records entered in Transport Pro. These miles are calculated when a dispatch record is DELIVERED, and the miles are dated as the DELIVERY DATE on the dispatch. If you are using this report for Fuel Tax purposes, please review the <a href="#">Dispatch Continuity Report</a> to ensure your dispatch records are complete for the time period you are reviewing.</p>	
<input type="button" value="Get Report"/> <input type="button" value="Clear"/> <input type="button" value="Save Search"/>	

If you choose to report all miles and fuel purchases together, you can run the report using Report Type: State Summary. This will summarize all mileage and fuel purchases by state. The results of the report by unit will look similar to the screen shot below. You can see that each tractor along with its current owner is listed on the report with a breakdown of data by state. The loaded and unloaded miles along with the fuel purchases will be entered into ProMiles FuelTaxOnline. Transport Pro recommends printing this report so you may cross off units as you enter them into ProMiles FuelTaxOnline.

Tractor ID	State	Owner	Loaded Miles	Unloaded Miles	Total Miles	Gallons Purchased	Fuel Total
1000	AL	Mark Peters	141	0	141	0.00	\$0.00
1000	KY	Mark Peters	232	232	464	0.00	\$0.00
1000	OH	Mark Peters	293	210	503	0.00	\$0.00
1000	TN	Mark Peters	121	47	168	0.00	\$0.00
2000	AL	Ryan Jones	377	0	377	0.00	\$0.00
2000	AR	Ryan Jones	0	284	284	0.00	\$0.00
2000	CO	Ryan Jones	0	181	181	0.00	\$0.00
2000	GA	Ryan Jones	120	109	229	0.00	\$0.00
2000	KS	Ryan Jones	0	388	388	0.00	\$0.00
2000	MS	Ryan Jones	236	0	236	0.00	\$0.00
2000	OK	Ryan Jones	0	242	242	0.00	\$0.00
2000	TN	Ryan Jones	24	147	171	150.00	\$538.50
1006	IL	Don Rogers	215	0	215	0.00	\$0.00
1006	IN	Don Rogers	77	0	77	0.00	\$0.00
1006	KY	Don Rogers	52	0	52	0.00	\$0.00
1006	TN	Don Rogers	68	0	68	100.00	\$379.00
1008	AL	Jim Smith	302	0	302	0.00	\$0.00
1008	GA	Jim Smith	116	0	116	0.00	\$0.00
1008	MS	Jim Smith	118	0	118	0.00	\$0.00
1008	TN	Jim Smith	12	21	33	500.00	\$1,645.00
104	IN	Bruce Lee	0	0	0	215.36	\$760.00
104	KY	Bruce Lee	232	326	558	0.00	\$0.00
104	OH	Bruce Lee	248	498	746	0.00	\$0.00
104	TN	Bruce Lee	55	47	102	100.00	\$255.00
Current Page Total			3,039	2,732	5,771	1,065.36	3,577.50

## ProMiles FuelTaxOnline

Once you have your Fuel & Mileage Report generated from Transport Pro, you have to enter that information directly into ProMiles. This is a manual process, but ProMiles makes the data entry easy and the reporting even easier. You need to contact ProMiles to establish your FuelTaxOnline account.

### *Miles and Fuel Entry*

Log in to your ProMiles FuelTaxOnline account.

[ProMiles.com](#) / eAccounts

## eAccount Login

Please login to your e-Account below.

Username:

Password:

Login Area:

Remember me! ☐

By logging in, I accept the [Terms and Conditions of Use](#)

Once logged in, click Fuel Tax in the top menu of the ProMiles web portal.

**ProMilesOnline** >>>>>

[Home](#) [Truck Routing](#) [Fuel Tax](#) [Truckers Places](#) [My Data](#)

>>>>> **Welcome to the new ProMilesOnline, Kenneth Kloeppel**

**Messages**

**Quick Miles and Fuel Cost**

Origin

Stop 1

Stop 2

Route Method

MPG

☐ Reduce Toll

☐ Border Open

☐ Use Kilometers

**Daily Diesel Averages**

Sample Date	6/30/2015
<b>DOE National</b>	<b>\$2.8590</b>
<b>USA</b>	<b>\$2.7741</b>
<b>CAN</b>	<b>\$3.5051</b>
Alabama	\$2.7578
Alaska	\$2.7741
Alberta	\$3.2089
Arizona	\$2.6828
Arkansas	\$2.7727
British Col.	\$3.7727
California	\$3.0276



If this is your first time using the ProMiles FuelTaxOnline system, you need to setup your units (tractors). In addition, you also need to set up any new units added to your fleet this quarter. If you are reporting fuel tax for each truck in your fleet, you need to set up an equipment record for each tractor.

**ProMilesOnline**

Truck Routing Fuel Tax Fuel Management Truckers Places My Data

2nd Quarter 2015

All Units  
[+Add Unit](#)  
Deactivated

You have no trucks. [Add one.](#)

Run Reports Manage Fuel Settings Manage Fleets

## ProMiles Fuel Tax

Welcome to ProMiles Fuel Tax, the premier online fuel tax application for truckers.

### Getting Started

- Make sure that your [company information](#) is up to date.
- Select a unit to the left or [add more units](#)
- Use the [Fuel Manager](#) to enter, import, and edit fuel purchases.
- [Run reports](#) to submit to the state or to analyze your data.

### Tax Rate Information

- **Final** tax rates are available for Quarter 1 of 2015
- **Non final** tax rates are available for Quarter 2 of 2015

Clicking on the Add Unit link will open a popup window, where you enter the information regarding the unit. The unit number at the top of the form is the only required entry, but Transport Pro recommends you complete the information regarding weight, truck type and dates of service, as they may be used in your Fuel Tax calculation.

## Truck Editor



New Unit ID:

Specs

Operations

Accounts

Comments

VIN#:

Year:

Type:

Make:

Color:

Fuel:

Axles:

Height: Feet:  Inches:

Gross Weight:  (in pounds)

Unladen Weight:  (in pounds)

Close

Save

After you have set up your fleet, you're ready to begin entering the mileage and fuel information from Transport Pro. In the left navigation menu of ProMiles Fuel Tax, click the Unit number for which you wish to enter the current trip miles and fuel purchases.

**ProMilesOnline**

Truck Routing Fuel Tax Fuel Management Truckers Places My Data

2nd Quarter 2015

Run Reports Manage Fuel Settings Manage Fleets Lock Quarter/Month

**Unit 1000** Edit Truck

Trip Records Fuel Purchases Reports

+ Add Trip Total Miles: 0 Total Gallons: 0 MPG: 0  
Add/Spread Odometers

Trip ID	Origin	Destination	Start	End	Proc Month	Start Odo	End Odo	Dist.	Gal.
No trips have been entered for this truck for this quarter. Add some!									

All Units +Add Unit Show Deactivated

Unit: 1000 Unit: 1020 Unit: 1025

Click on the Add Trip button to begin a new trip. You do not need to enter each trip/load a tractor took in a given quarter, but rather the state mileage totals for all trips as calculated from your Transport Pro dispatch records. In addition, you can either authorize ProMiles to download fuel purchases from your fuel provider, or you can use the fuel summary from Transport Pro, included in the Fuel & Mileage report. Here are a few items you will need to manage the data:

- **Trip ID**
  - While not required, you may want to get creative with your Trip IDs in ProMiles so that you can easily reference which trip is for which quarter or month, depending on how often you enter trips into ProMiles.
- **Trip Date**
  - The trip date will need to be logical according to when you are running your Fuel & Mileage Report. For example, if you decide to enter trips and fuel at the end of each month, you may want your date to be the last day of the month. If you are only going to do it quarterly, then you may want it to be the last day of the quarter.
  - In either case, make sure you set the trip date within the quarter you are reporting.
- **Trip Origin & Destination**
  - These are required fields in the ProMiles system, but you may set the values to be the same. For example, Nashville, TN to Nashville, TN

Trip Records

Fuel Purchases

Reports

[+ Add Trip](#)

Total Miles: 0

Total Gallons: 0

MPG: 0

[Add/Spread Odometers](#)

Trip Info

State Mileage

Fuel Purchases

GPS Map

Audit Trail

Unit ID 1000

Trip ID

Q2

Trip Start Date

06/30/2015

Driver

Trip End Date

06/30/2015

Trailer

Starting Odometer

Origin

Ending Odometer

Destination

☒ Update end odometer automatically as I enter trips ☐ Fuel only trip

Validate and Save

Cancel

Once you set your base Trip information, click on the State Mileage tab to enter the loaded and empty miles for each state for this unit from the Transport Pro Fuel & Mileage Report. You must enter the distance in each state, NOT the odometer readings. Keep in mind, you may see a red line in the ProMiles system when state miles are entered in a non-adjacent order. You must order the entries so this does not occur.

Trip Info

State Mileage

Fuel Purchases

GPS Map

Audit Trail

Enter state and province travel. Select if travel is in Miles or Kilometers, and in distances or odometer readings. You can also [run a trip](#) for approximate mileages.

Trip In: Miles

I am entering: Distance

☒ Check for state adjacency errors

	State	Dist in Miles	Odometer	Toll Miles	Route Taken	Weight	Permit	Empty	Off Road
⚙	AL	302.0	0	0.0		⬆	None	<input type="checkbox"/> Empty	<input type="checkbox"/> Off Road
⚙	GA	116.0	0	0.0		⬆	None	<input type="checkbox"/> Empty	<input type="checkbox"/> Off Road
!	MS	118.0	0	0.0		⬆	None	<input type="checkbox"/> Empty	<input type="checkbox"/> Off Road
⚙	TN	12.0	0	0.0		⬆	None	<input type="checkbox"/> Empty	<input type="checkbox"/> Off Road
⚙	TN	33.0	0	0.0		⬆	None	<input checked="" type="checkbox"/> Empty	<input type="checkbox"/> Off Road

Add Row

Next, enter the fuel purchases for each state. Click on the Fuel Purchases tab. Enter the total fuel gallons and total purchase price for each state.

<a href="#">Trip Info</a> <a href="#">State Mileage</a> <a href="#">Fuel Purchases</a> <a href="#">GPS Map</a> <a href="#">Audit Trail</a>									
	State	Date	Amount		Station	City	Invoice	Cost	Type
	TN	06/30/201	76.0	gal				2.75	Tax Paid
	GA	06/30/201	38.2	gal				2.90	Tax Paid
			0	gal				0	Tax Paid
<input type="button" value="Add Row"/>									

Finally, double check all of your data entry points and click the Validate And Save button. Assuming your state miles line up, you will be taken back to the summary screen for the Unit showing the newly entered trip, along with the total miles, total gallons, and MPG. At this point you may also want to use the Lock Unit Trips option to make sure someone cannot inadvertently edit the trips you have entered.

## Unit 1000 [Edit Truck](#)

Lock Unit Trips

<a href="#">Trip Records</a> <a href="#">Fuel Purchases</a> <a href="#">Reports</a>									
<input type="button" value="+ Add Trip"/>		<b>Total Miles: 581.0</b>		<b>Total Gallons: 114.2</b>		<b>MPG: 5.1</b>			
<a href="#">Add/Spread Odometers</a>									
	Trip ID	Origin	Destination	Start	End	Proc Month	Start Odo	End Odo	Dist. Gal.
	Q2	Nashville, TN	Nashville, TN	06/30/2015	06/30/2015	JUN 2015	0	0	581 114.2

## Fuel Tax Reporting

Once you have entered all of the units and trips for the given quarter, you are ready to create the fuel tax reports. From the FuelTaxOnline portal, click Run Reports. From the Reports page you can run the IFTA fuel tax reports, along with many other fleet reports. For more information regarding configuration or options for ProMiles FuelTaxOnline Reports, please contact ProMiles directly.

**ProMilesOnline** [Sign Out] [Terms and Conditions]

Truck Routing Fuel Tax Fuel Management Truckers Places My Data

**2nd Quarter 2015** [v]

+Add Unit Show Deactivated

Unit: 1000  
Unit: 1020  
Unit: 1025

Run Reports Manage Fuel Settings Manage Fleets Lock Quarter/Month

**Run Reports** Report Queue

**Select Report**

- Audit Detail Report
- Error Report
- Equipment List Report
- Fuel and Mile Tax Summary
- Fuel Report
- IFTA, Base State (Official)
- IFTA (Generic)
- IFTA Tax Rates
- IRP Summary
- Jurisdiction Report
- Mile Tax Rates
- Mile Tax Return (Official)
- MPG/KPL Report
- Reefer Report
- State & Province Summary

**Report Options**

**Report Description**  
Select a report to begin.

**Time and Units**

**Select Report Time Period**  
**2nd Quarter 2015** [v]

**Select Units for this Report**  
All Units [v]

☐ Email me when report is processed

**Email:** [Text Field]

Run Report