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## CUSTOMER GUIDE: Fuel Records

### Overview

FLEETMATE enables you to log each fuel purchase. This will enable you to monitor fuel economy for each vehicle in your fleet. It will also give you fuel consumption and cost information to help you track your fuel usage and cost. Further, entering fuel log records will automatically increase the odometer value on the vehicle in which the fuel was dispensed.

This document will discuss how to record fuel purchases.

### Entering a Fuel Log Record

A Fuel Log is maintained for each vehicle in your fleet. The first step in this process is to select the necessary vehicle. Click a vehicle record in the Vehicle pane of the main window to select a vehicle.

Existing fuel log records will be listed under the Fuel Log topic tab in the Activity Pane of the main window. If a different topic tab is currently active, click the Fuel Log tab to select it.

Right-click in the Fuel Log list area, and then choose Add Fuel Record... from the popup menu. A new Fuel Log record will appear.

Click the Calendar button to set the date field to the date of the fuel purchase and then press the [Tab] key. The Last Odometer field will contain the ending odometer value of the last fuel log record entered. If the value is correct, press the [Tab] key. Otherwise, adjust the Last Odometer field as necessary then press [Tab].

In the Odometer Now field enter the odometer value on the vehicle at the time of the fuel purchase, then press [Tab]. This will cause the system to calculate the distance traveled, and will advance your cursor to the Gallons (or Litres) field. Enter the quantity of fuel dispensed.

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### Entering a Fuel Log Record

**Edit Existing Fuel Record - Tag No: K598473 Veh No: 941-5 2009 Ford E-250**

Date: 04/05/2014 Last Odometer: 10500 Odometer Now: 10750 Miles: 250

Gallons: 14  From Inventory Brand/Company: Exxon

Tot Cost: 54.5  Business Dealer/Location: Local Dealer

Acct: Unknown State/Prov: MD - Maryland

Driver: E00000 Type/Grade: 93


Comments: Sample fuel record.

Created: 04/05/2014 10:27:36 PM by: admin Last Edit: 04/05/2014 10:28:27 PM by: admin

OK Cancel

Fuel Record Window

Enter the Total Cost of the fuel purchase, the Dealer, the Account (if necessary), State, and the fuel Type/Grade.

 If you know the Cost/Gal but do not know the Total Cost, click this button to enter the Cost/Gal. FLEETMATE will calculate the Total Cost for you.

Select the Driver that was operating the vehicle at the time of the fuel purchase and press [Tab]. If you have one or more personnel records with the Vehicle Operator box checked, those employee IDs will appear in this droplist.

Click OK to save the record, or click Cancel to abandon it.

### Issuing Fuel From Inventory

If the fuel was dispensed from your inventory, check the From Inventory box. In this case the Brand field will change to **Inventory ID**. This represents the Stock Number(s) you are using for fleet fuel. Select the Inventory ID from the list of available options. If the fuel was dispensed from your inventory, the Total Cost will be automatically calculated for you using the Selling Price on the inventory record, times the quantity of gallons dispensed. The Type/Grade and Dealer fields are disabled when fuel is dispensed from inventory.

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#### Additional Information

**i** When Adding Fuel Log records a Save and Enter Next button will appear on the window. You can use this button to enter several consecutive Fuel Log records for the same vehicle without closing the Fuel Log window and repeating the Add function. This can save time if you need to enter two or more Fuel Log records for the same vehicle. When finished, click the Cancel button to close the window.

The Save and Enter Next button does not appear when editing an existing Fuel Log records.

The default fuel Type/Grade value for any vehicle may be set individually for each vehicle by using the Engine/Body tab of the Details window for a vehicle. The Fuel Type/Grade droplist field can be set to the type of fuel (or Octane) the vehicle uses on a routine basis. This value will then be used as a default as you enter Fuel Log records. If you do not use this feature, the value last used will be offered as a default.

Some examples of fuel Type/Grade values might be:

- 87, 91, or 93 Octane
- Diesel
- Bio-Diesel
- 10% Ethanol
- LP/CNG

### Information Regarding DEF (Urea)

Do not record DEF (Diesel Exhaust Fluid) as fuel. It is not fuel. It is introduced into the diesel exhaust system, reducing NO<sub>x</sub> catalytically (using ammonia NH<sub>3</sub>) into water (H<sub>2</sub>O) and nitrogen (N<sub>2</sub>), both of which are harmless to the environment. DEF should be entered as a fluid on a work order in FLEETMATE, just as you would with motor oil, engine coolant, or windshield washer fluid.

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### Editing a Fuel Log Record

Existing fuel log records will be listed under the Fuel Log topic tab in the Activity pane of the main window. If a different topic tab is currently active, click the Fuel Log topic tab to select it.

Double-click on the Fuel Log record you wish to edit, or right-click on the Fuel Log record, and then choose Edit Fuel Record... from the popup menu. The existing Fuel Log record will appear.

You may now edit the Fuel Log record as necessary. Click OK to save your changes, or click Cancel to discard your changes and close the window.

### Deleting a Fuel Log Record

Right-click on the Fuel Log record you wish to delete, and then choose Delete Fuel Record from the popup menu. If you have Delete Confirmation activated, the system will ask if you are sure you want to delete this record. Click either the Yes or No button. If you do not have Delete Confirmation activated, the record will be immediately deleted from your database. There is no undo function.

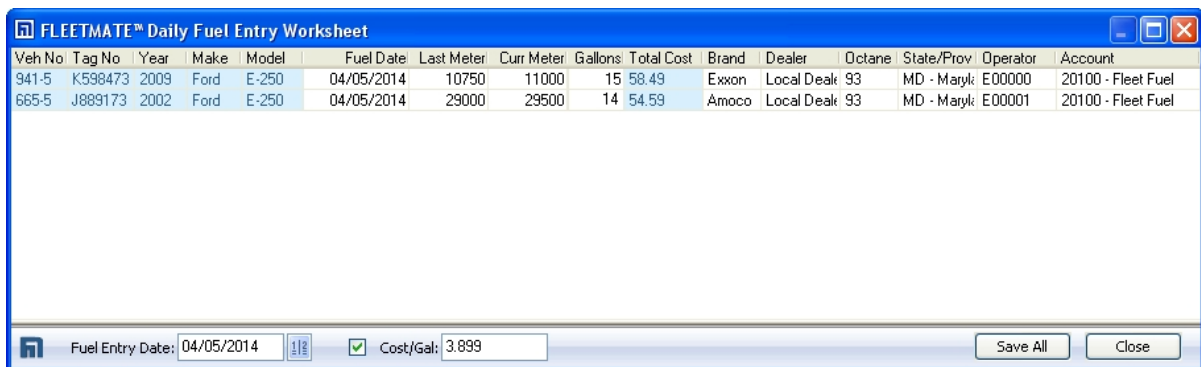
**i** Note that if you delete a Fuel Log record that involved fuel from your inventory, the quantity of fuel originally recorded as dispensed will be returned to inventory using a credit transaction.

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### Entering Fuel Records for the Same Day for Multiple Vehicles

Use the Vehicle | Daily Fuel Entry Worksheet... option to enter fuel data for a specific date for multiple vehicles using one window. This menu option is only activated if two or more vehicles are selected, or highlighted. To use this feature, follow the steps below:

1. Select two (2) or more vehicle records by dragging through consecutive vehicles, or by holding your [Ctrl] key while clicking on individual vehicle records.
2. Right-Click your mouse.
3. Select the Daily Fuel Entry Worksheet... menu option from the popup menu.



Daily Fuel Entry Worksheet Dialog

This window will resemble a worksheet. Select the Fuel Date using the date field at the bottom of the window. The dialog only supports one date. If the fuel cost per Cost/Gal was the same for all vehicles, set the Cost/Gal and FLEETMATE will calculate the fuel purchase cost. Otherwise, enter the Total Cost of each fuel transaction manually.

Enter the Current Meter, Gallons and Total Cost for each vehicle row. The remaining columns per row feature droplists of known values to make entry easier.

Once all values have been entered, click Save All to save your new fuel records, or click Close to close the window without adding your fuel records.