Fuel Tax

J. J. Keller® ENCOMPASS

Table of Contents

Setup

Vehicle Management > Setup

There are a number of settings the user should consider with regard to trip tracking - i.e., start and end odometers with each line entry, tracking costs associated with temporary permits or fuel, etc. These settings are adjusted by going to **Vehicle Management > Setup.** There are a few areas in Setup that should be addressed.

Company Level Listing

The first is at **(1)Vehicle Management > (2)Setup > (3)Company Level Listing.**
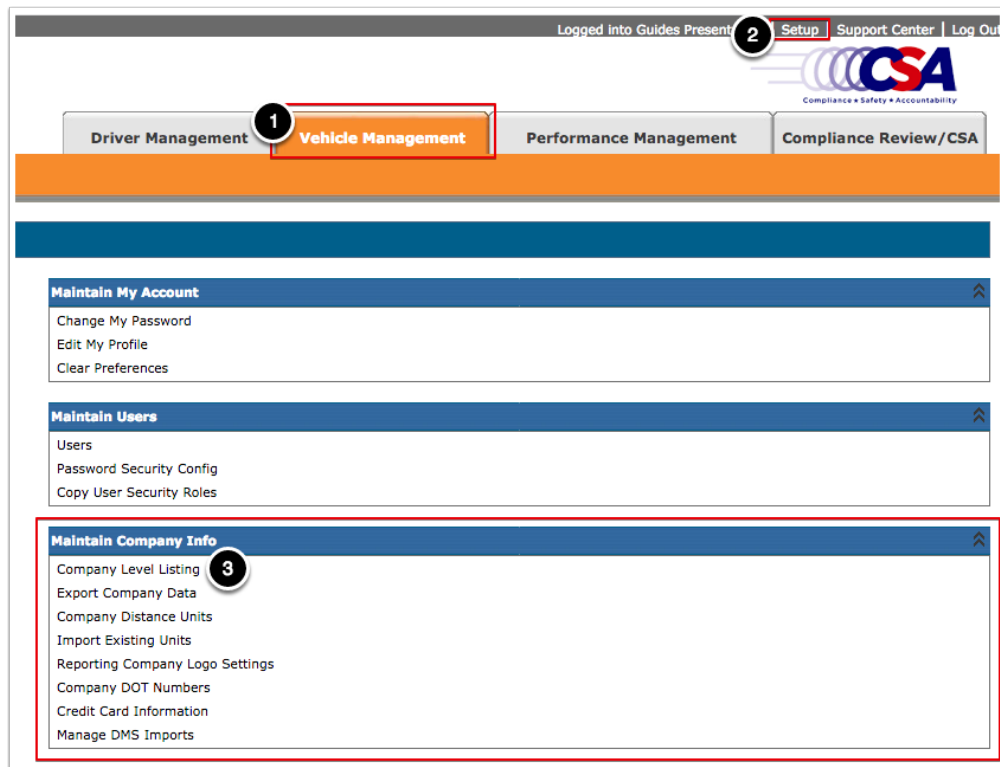
Once here, click on **Edit Rules** next to the company name.

Scrolling down, there are **two** areas of interest: **Fuel Tax Rules** and **Select the states that the unit reports mileage to.**


If all vehicles of the appropriate vehicle types (more to come on this later) should be included in IFTA reporting, the **Is IFTA Reportable** box should be checked. Additionally, the vehicles that are IFTA reportable should be **included in Fleet MPG**. Therefore, either **both** boxes should be checked, or **neither**.

If any vehicles in the fleet travel through **Kentucky, New York, New Mexico,** or **Oregon**, then the respective check boxes should be selected under the header **Select the states that the unit reports mileage to.** This is due to the requirement to submit a mileage form separate from IFTA to those states.

Setup

The next area in setup that should be reviewed is the box titled **Maintain Fuel Tax Info**. The following will go through each of the areas within this section.
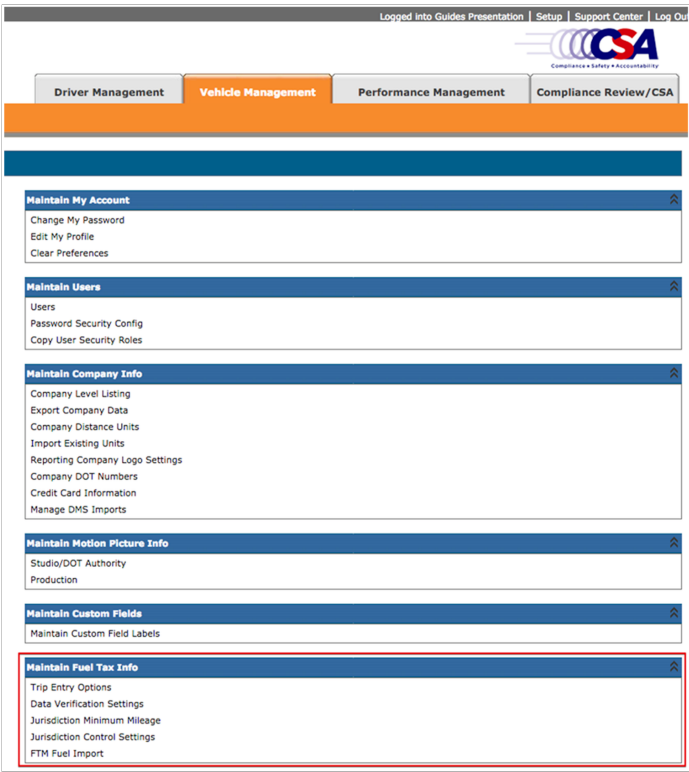
Trip Entry Options

Trip Entry Options allows the user to change certain input settings when adding a trip in Encompass.

View Trip Entry Options

Settings	Edit...	

Entry Options

Start/End Odometers	Yes
Trip Line Odometers	Yes
Display Prev. Date & Odometer	Yes
Trip Line Dates	Yes
Toll Distance	Yes
Unladen Distance	Yes
Axle/Weight On Mileage Listing	Yes
Display Additional Fuel Field	Yes

Listings

Fuel	Control
Mileage	Control
Trip Permit	Control

- **Start/End Odometers** - Enables/Disables fields to enter the start and end odometer readings for the entire trip.
- **Trip Line Odometers** - Enables/Disables the field to enter the odometer reading when they left the jurisdiction indicated on that trip line.
- **Display Prev. Date & Odometer** - Enables/Disables the date and ending odometer from the previous trip automatically filling in the date and start odometer of the current trip .
- **Trip Line Dates** must be set to **Yes** if manually entering in the trips or importing fuel from a fuel card.
- **Toll Distance** - Enables/Disables the field to enter **Toll Miles** for a jurisdiction on a trip line.
- **Unladen Distance** - This creates a checkbox on a trip line that, if it is checked, indicates that the mileage on that trip line was completed while unladen.
- **Axle/Weight On Mileage Listing** - Enables/Disables a field to enter number of axles and weight of the vehicle for an entered mileage listing.
- **Display Additional Fuel Field** - By default, each trip line has two fields for fuel to be entered. Having this set to **Yes** allows for three fields for fuel.
- If the user wants to add details for fuel purchases, trip permits, or mileage listings, the appropriate option at the bottom should be set to **Always.**

Data Verification Settings

Data Verification Settings are in place to help ensure the data that is entered is valid.

- **Jurisdiction to Jurisdiction Sequence** - Enables/Disables the enforcement of the jurisdictions entered on a fuel tax trip be in geographical order - i.e. Wisconsin, Illinois, Missouri (not Illinois, Wisconsin, Missouri).
- **Minimum Distance Between Jurisdictions** - Enables/Disables a minimum mileage that can occur between two jurisdictions. These minimum mileage settings can be edited in **Jurisdiction Minimum Mileage** settings found in the next section.
- **Begin/End Trip Dates** - Enables/Disables start and end dates automatically populating based on the trips that have already been entered immediately before or after. As a validation, this checks that trips are entered with sequential dates.
- **Begin/End Trip Odometers** - Enables/Disables the enforcement that the end odometer of a trip must be the start odometer of the next trip.
- **Minimum/Maximum MPG (or KPL)** - Enables/Disables an alert from Encompass if the miles per gallon falls outside of the minimum/maximum MPG parameters provided by the **Unit Type.**
- **Fuel Entered without Distance in Jurisdiction** - Enables/Disables the ability to have a trip line with no odometer reading or miles and only fuel.

Jurisdiction Minimum Mileage

Jurisdiction Minimum Mileage determines what the minimum distance can be between jurisdictions. The enablement/disablement of this setting is in the **Data Verification Settings > Minimum Distance Between Jurisdictions** (see the prior section).

- The **Minimum Mileage** can be edited; the **Default Minimum Mileage** cannot.

View Jurisdiction Minimum Mileage

Select Jurisdiction From: Alabama

Select Jurisdiction To:

Jurisdiction Minimum Mileage	Edit...			
From	To	Through	Min Mileage	Default Min Mileage
Alabama	Arkansas	Mississippi	126	126
Alabama	Arkansas	Tennessee	132	132
Alabama	Florida	Georgia	19	19
Alabama	Georgia	Florida	1	1
Alabama	Georgia	Tennessee	1	1
Alabama	Kentucky	Tennessee	124	124
Alabama	Louisiana	Mississippi	72	72
Alabama	Mississippi	Tennessee	1	1
Alabama	Missouri	Tennessee	146	146
Alabama	North Carolina	Georgia	70	70
Alabama	North Carolina	Tennessee	76	76
Alabama	South Carolina	Georgia	152	152
Alabama	Tennessee	Georgia	4	4
Alabama	Tennessee	Mississippi	20	20
Alabama	Virginia	Tennessee	155	155

Jurisdiction Control Settings

Jurisdiction Control Settings show what the tax rates are for a given jurisdiction and work month. Additionally, this area is where **Bulk Fuel** can be enabled. To enable **Bulk Fuel:**

- Select the appropriate jurisdiction from the drop down at the top, then select **Edit** next to the **Listings & Bulk Fuel Tax Status** heading.
- Check the box under **Bulk** next to the appropriate fuel type and select the tax status of the gallons/liters being reported from the drop down.
- Click **Save.**

FTM Fuel Import

In order for the import to work, the data file provided by the fuel card provider must meet these requirements:

- Fixed length **text** file. Excel spreadsheets, CSV files, or tab-delimited files will not work.
- All fuel purchases must be set to the same time zone in the file.
- Unit Codes must be identical between Encompass and the data file.
- Dates and times cannot include any punctuation (Ex: 08222018 = good, 08/22/2018 = bad).
- Data must include
  - Unit Code
  - Date of Purchase
  - Time of Purchase
  - City of Purchase
  - State of Purchase
- Unit number MUST be identified on each fuel transaction (only having the driver will not be sufficient).

Once a data file meeting these requirements is received from the fuel card provider, a schema specific to the fuel import file must be established via **Vehicle Management** > **Maintain Fuel Tax Info** > **FTM Fuel Import** > **Add New...**
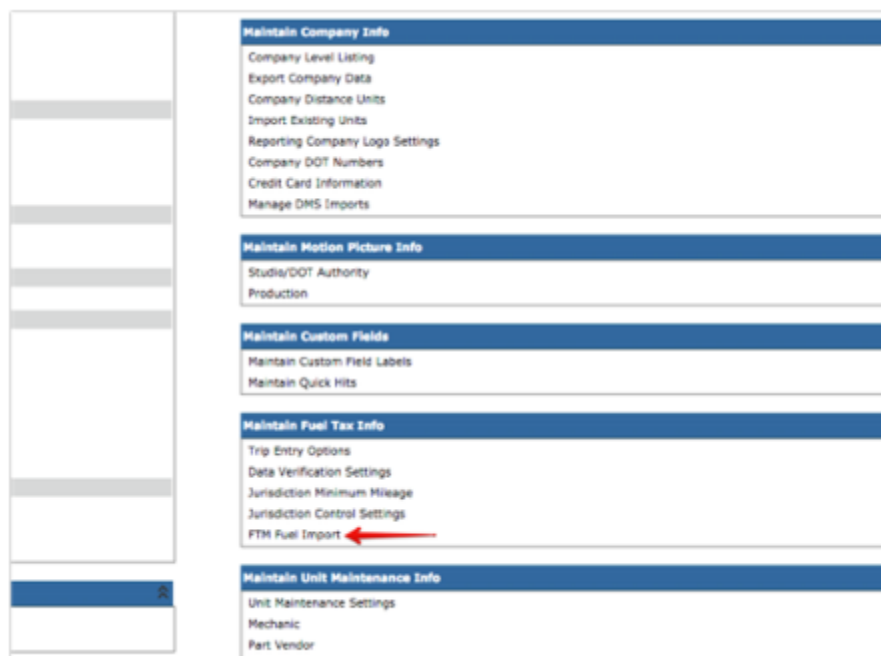
After obtaining the import file and creating the schema, or for help setting up the import, contact Encompass Client Services at 1-800-327-1342.

Vehicle Management > Units

In order for Encompass to properly track trips and report out data, the Units must be set up correctly. First, the Unit must be considered a Commercial Motor Vehicle, or CMV, in Encompass. This is done by the **Unit Type** field in the Unit file.

To classify the unit as a CMV, one of the following Unit Types must be selected:

- EH - Equipment Hauler
- RT - Road Tractor
- TK - Truck
- TK - Truck (single)
- TR - Tractor
- TT - Truck Tractor
- W - Wrecker

When one of these Unit Types are selected, a number of fields become required on the unit file. They are indicated in red.

- IFTA Base Jurisdiction - Where main business location is located
- Distance Unit - miles or kilometers
- Fuel Type - i.e., Diesel, Gas, etc.
- # of Axles
- Unladen Weight - Weight of ONLY the vehicle
- Gross Weight - Weight of the vehicle PLUS trailer
- Combined Gross Weight - Weight of the vehicle PLUS fully-loaded trailer, i.e., maximum weight

Note: Above the Save button on this screen, there are two options for **Fuel Tax Entry** which applies only to users that are manually entering in their trips. The settings here apply to this vehicle only. If these settings should be applied to the entire company, please see pages 6 and 7.

Once these pieces of data are complete on the unit file, click **Save**.

Once the vehicle information is saved, there are additional areas to look at. While in the **View Unit** screen, scroll down to the **Rule Information** section.

> This section only needs to be edited if particular units operate differently than what is set in the Company Level settings.


The check boxes **Is IFTA Reportable** and **Is Included in Fleet MPG** are the same as the ones found in **Setup > Company Level Listing > Edit Rules** (see page 5). NOTE: This setting at the vehicle level supersedes the settings at the company level. This means that if the check boxes for **Is IFTA Reportable** and **Is Included in Fleet MPG** are checked at the company level, but unchecked at the vehicle level, that particular vehicle will NOT be included in IFTA or Fleet MPG.

Manually Adding Fuel Tax Trips and Listings

Adding Fuel Tax Trip

From the **Fuel Tax** tab in **Vehicle Management**, find the unit the trip should be added to. This can be done by entering in the unit code or VIN in the search box on the left, or by clicking on **All Active Units** and finding the desired unit. Click on the unit code, and then click **Add New...**
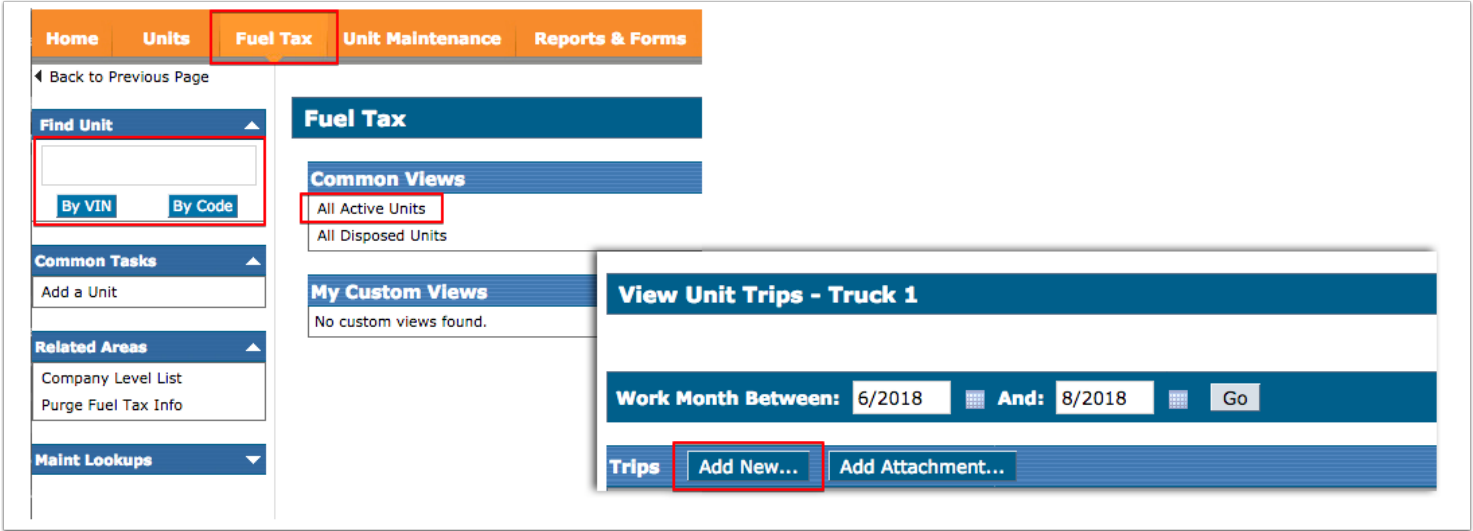
Add a Trip

Add Trip - Truck 1

Shaded Fields are Required

| Edit Listings | Save | Cancel | Save & Add New |

Trip Information

Work Month	8/2018
Trip Number		Generate Trip Number
Odometer Start	
Odometer End	
Trip Incomplete	☐

Miles	0
Gallons	0
MPG	0.00

Under **Trip Information** (all fields marked in Red are required):

- **Work Month** is the month in which the trip occurs.
- **Trip Number** needs to be unique. **Generate Trip Number** can also be used to have the system create one.
- **Odometer Start** will show the previous odometer reading if this option is enabled in **Trip Entry Options**. If not, enter the starting odometer reading.
- Enter the **Ending Odometer.**
- **Trip Incomplete** check box is used when data has been entered but not the entire trip. This tells the system to not verify the data until that box is unchecked.
- **Miles, Gallons,** and **MPG** are automatically calculated based on the information entered in the trip lines below.

Adding the **trip lines:**

- Select the appropriate **State/Province** code from the drop down menu in which the mileage was traveled.
- If the setting was enabled in the settings, the **Date** will automatically fill, otherwise enter the date in which the mileage occurred
- Enter the **Odometer** reading as it was when the vehicle started driving in that jurisdiction. **Nontoll** miles will automatically populate. If there are any **Toll** miles, those would be entered in the next column. The **Total** will then be automatically calculated.
- If the mileage was done while empty, or unladen, check the box under **E** to indicate this.
- **Fuel:** Any fuel purchased in the jurisdiction can be entered under **Fuel #1**, **Fuel #2**, and **Fuel #3**. See the **Fuel Codes** directly above the entry grid (1). The system defaults to **Gallons/Liters Receipted** (GR/LR), but there are a number of other fuel codes that can be used. Each fuel code will contain **two letters;** first **G** or **L** depending on the unit of measurement being used (gallons or liters) and second, the type of fuel being purchased:
    - **R - Receipted:** Should be used if there is proof of purchase, i.e. a receipt.
    - **N - Non Receipted:** Should be used if there is no proof of purchase, i.e. no receipt (**Note:** Any fuel labeled as Non Receipted will NOT be included for IFTA tax credits but will be used to calculate Fleet MPG).
    - **P - Tax Paid Bulk:** Should be used for bulk fuel in which tax was already paid (**Note:** Any fuel labeled as Tax Paid Bulk will be included for IFTA tax credit).
    - **T - Tax Not Paid Bulk:** Should be used for bulk fuel in which tax has not been paid.
    - **B - Bulk:** This one isn't suggested for use - it is shorthand and will automatically change to P (Tax Paid Bulk) or T (Tax Not Paid Bulk) once the trip is saved. Use either P or T instead.
    - **F - Reefer:** Should be used if fuel is Reefer fuel and subject to rebate (**Note:** This would not be used for IFTA as Reefer fuel isn't subject to IFTA, but would be used for tracking purposes instead).
    - **Note:** This field is only for the amount of fuel purchased. See the following pages for instructions on how to add more detail regarding the fuel purchase.

Manually Adding Fuel Tax Trips and Listings

- If additional lines are needed, click **Ins** toward the right to insert a new line. If a line needs to be removed, click **Del** to remove the line.
- Click **Save** to finish, or **Save & Add New** to save the information and display a blank *Add Trip* screen.

When saved, the data is verified per the settings in **Data Verification Settings** under Setup. Any errors will show up in Red.

Adding Fuel Receipt to Fuel Tax Trip

Once fuel has been added to a fuel tax trip, details about the purchase can be added. To do this, click **Edit Listings** at either the top or the bottom of the **Edit Trip** page.

Add Fuel Listing

Each field for the fuel listing is *required*.

- **Date** - Enter the date of the purchase or use the calendar next to the field to select the date of purchase
- **Vendor Name** - Enter the name of the fuel vendor
- **City** - Enter the city where the fuel purchase occurred
- **Cost** - Enter the *total cost* of the fuel purchase (NOT the price per gallon/liter)
- **Invoice #** - Enter the invoice number from the fuel receipt

Once these details have been entered, click **Save.**

Adding Trip Permit Listings

Temporary permits that have been purchased can be added to the trip. Many jurisdictions allow you to deduct the miles operated under, or the taxes paid on, a temporary permit or allow you to take credit for fuel purchases while operating under the permit.

To add this to the fuel tax trip in Encompass, click **Edit Listings** at either the top or the bottom of the **Edit Trip** page.

Trip Permit Listings

Trip Permit Listings										
Line #	State	Miles	Date	Permit Cost	Receipt #	Tax Fuel	Tax Mileage		Apply Fuel	Apply Mileage
1	WI	50							☐	☐
2	IL	50							☐	☐
3	IA	80							☐	☐
4	WI	20							☐	☐

There will be a line for each trip line from the trip entry screen.

- **Date** - Enter the date or use the calendar next to the field
- **Permit Cost** - Enter the fee charged by the jurisdiction for the trip permit
- **Receipt #** - Enter the receipt number for the trip permit
- **Tax Fuel** - Applies to the jurisdictional fuel tax paid on the trip permit. If a specific tax was not paid, do not enter a value in this field
- **Tax Mileage** - Applies to jurisdictional mileage tax paid on the trip permit. If a specific tax was not paid, do not enter a value in this field
- **Apply Fuel** - Choose this if the trip permit enabled operations that are assessed a fuel tax
- **Apply Mileage** - Choose this if the trip permit enabled operations that are assessed a mileage tax

Once the details are entered, click **Save.**

Add Mileage Listings

Mileage listings may be required to be sent with tax reports in some jurisdictions. To add the mileage listing to a fuel tax trip, click **Edit Listings** at either the top or the bottom of the **Edit Trip** page.

Mileage Listings

Mileage Listings									
Line #	State	Miles	Date	Entry City	Exit City	Highways		Axles	Gross Weight
1	WI	50							
2	IL	50							
3	IA	80							
4	WI	20							

Edit Trip Lines Save Cancel

There will be a line for each trip line from the trip entry screen.

- **Date** - The trip line date is displayed. If this date is not correct, enter the new date or use the calendar next to the field
- **Entry City** - Enter the city closest to the entry point of the trip line jurisdiction
- **Exit City** - Enter the city closest to the exit point of the trip line jurisdiction
- **Highways** - Enter the major highways operated on in the jurisdiction
- **Number of Passengers** - Enter the total number of passengers for this trip line (Displayed only if the vehicle type for this unit is **Charter Bus**, or **Non Charter Bus**)
- **Axles** - Enter the total number of axles in the combination for this trip line
- **Gross Weight** - Enter the combined gross weight for the unit on this trip line (maximum weight of vehicle with truck and trailer fully loaded)

Once the details are entered, click **Save.**

Fuel Tax Trips and Fuel Purchases from Keller Mobile

Fuel Tax Trips and Fuel Purchases in Encompass Submitted from Keller Mobile

When Keller Mobile and the ELD is used with Encompass, fuel tax trips can automatically be generated from the GPS data that the ELD collects. When Encompass generates a trip from Keller Mobile, the trip will look like the image below.

- The trip number will always be in the format **YYYYMMDD-1** (see image below).
- Trips do not show up in Encompass in real time, nor when the driver submits their logs. Instead, this process runs overnight for Encompass to show the previous day(s).

While trips don't show up immediately when the driver submits their logs, the information is sent to Encompass from Keller Mobile. If fuel tax data is missing for a unit, the first thing to check is whether or not the driver is/was connected to the ELD and whether or not they have internet connection.

Click on the trip number to see the trip details. Additionally, if the driver entered a fuel receipt with all necessary and correct information, the fuel will show up on the trip under **Fuel Listings**.

To make sure that all wanted details are accurate or have been added for the fuel purchase, the detail can be reviewed by clicking on **Edit** next to the **Trip Line Information** heading. Then, on the following screen, click **Edit Listing** on either the top or the bottom of the page. Enter in any missing information on the Fuel Listings line, and click **Save.**

Entering Fuel in Keller Mobile & Assigning Fuel Receipts in Encompass

To enter a fuel receipt in the mobile app, go to **Menu > Enter Fuel Receipt**.
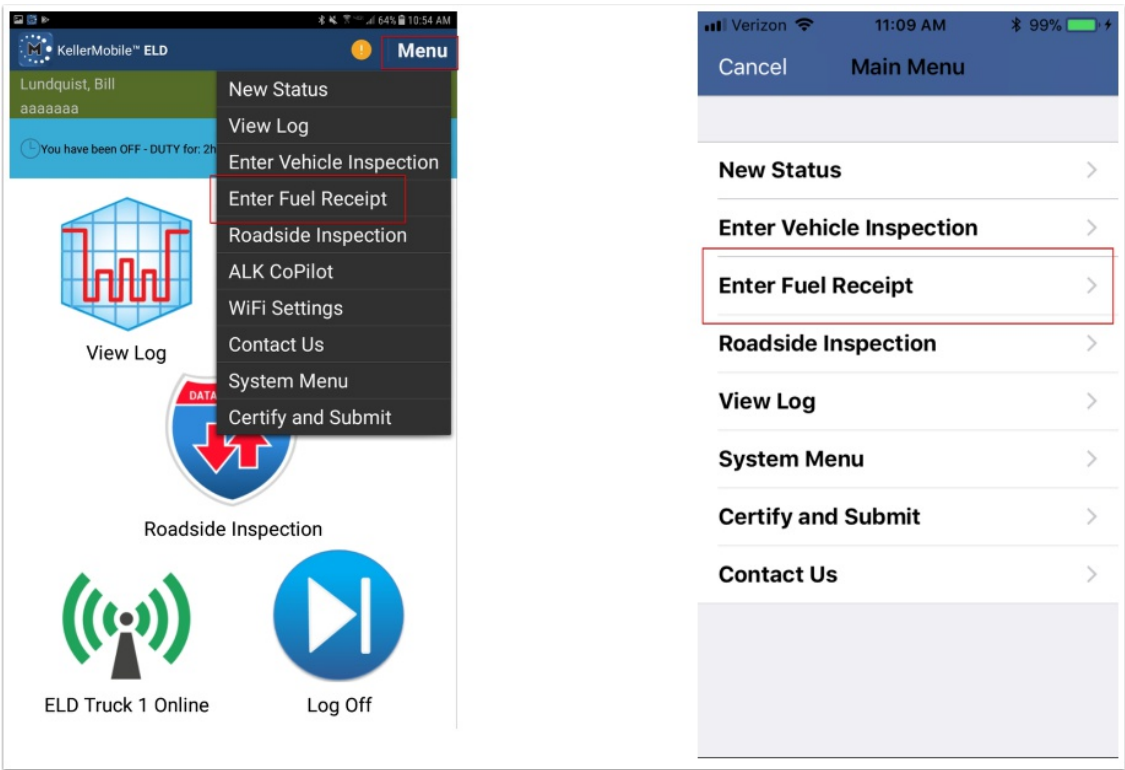
Fuel Tax Trips and Fuel Purchases from Keller Mobile

This screen will display any existing fuel purchases that have not been submitted to Encompass yet. This screen is also where a new fuel receipt can be added.

On Android™ devices, select **Add New** on the left hand side to add a new fuel receipt; on iPhone® and iPad® devices, select the **Plus Sign** on the upper right hand side.
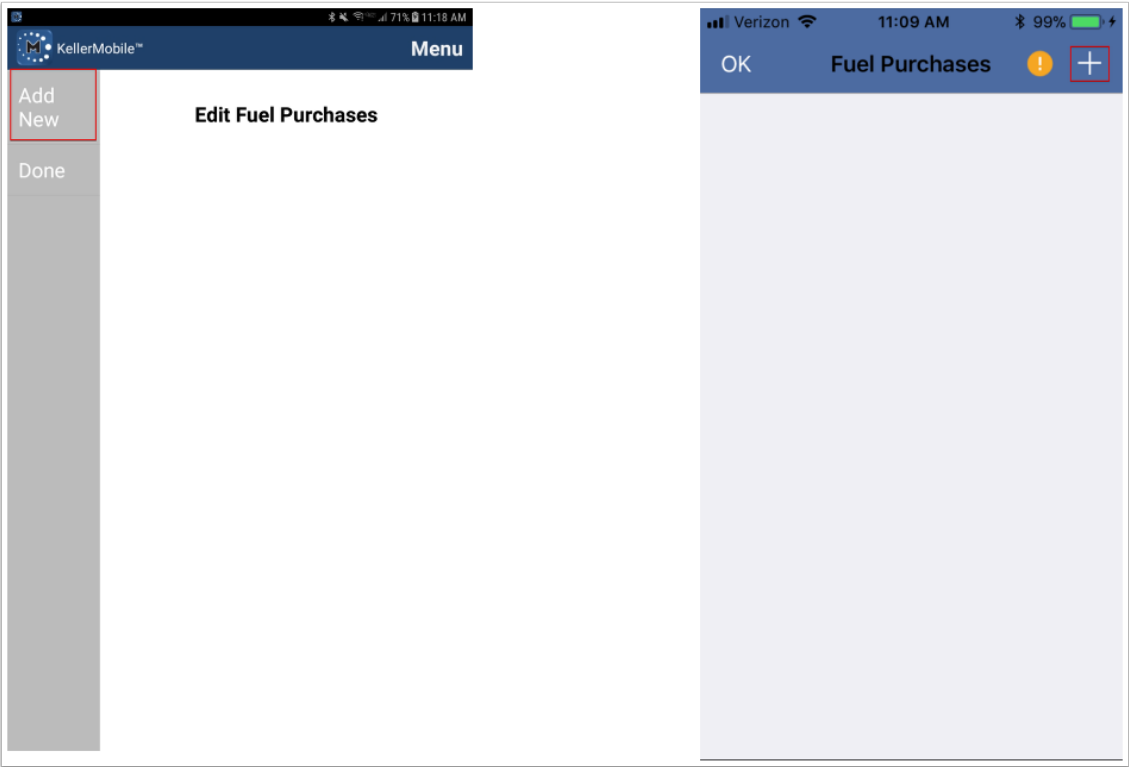
Enter the **amount of fuel** that was purchased. If the value should be in liters as opposed to gallons, tap on **Gallons** and change it to **Liters**.

Note: The value entered here should not contain decimals. Gallons/Liters should be rounded to the nearest whole number.

Enter the two state abbreviation of the state in which the fuel was purchased (ex: WI)

If Keller Mobile is connected to the ELD, the **Vehicle Number** should automatically populate the tractor number. If the ELD is **disconnected** from the Keller Mobile™ app, this field should be blank in which the driver will need to enter in the Vehicle Number. **Important**: If the driver needs to manually enter in the vehicle number, it must match exactly what the vehicle number is, otherwise it will come into Encompass as an **Unassigned Fuel Purchase** (see page 35 of this guide on how to handle these).

Press OK.

Select the appropriate **purchase type.**

- **With Receipt** should be selected if there is proof of purchase, i.e. a receipt
- **Without Receipt** should be selected if there is no proof of purchase, i.e. no receipt
- **Bulk** should be selected for bulk fuel in which the tax has already been paid
- **Tax Not Paid Bulk** should be selected for bulk fuel in which the tax has not yet been paid
- **Reefer** should be selected if the purchase was for reefer fuel

If the driver is entering in the fuel purchase some time after the purchase has been made, they can change the date and time here to reflect when the purchase was actually made. If the driver is entering the fuel receipt at the time of purchase, the date and time will accurately reflect the time of purchase.

Press OK.
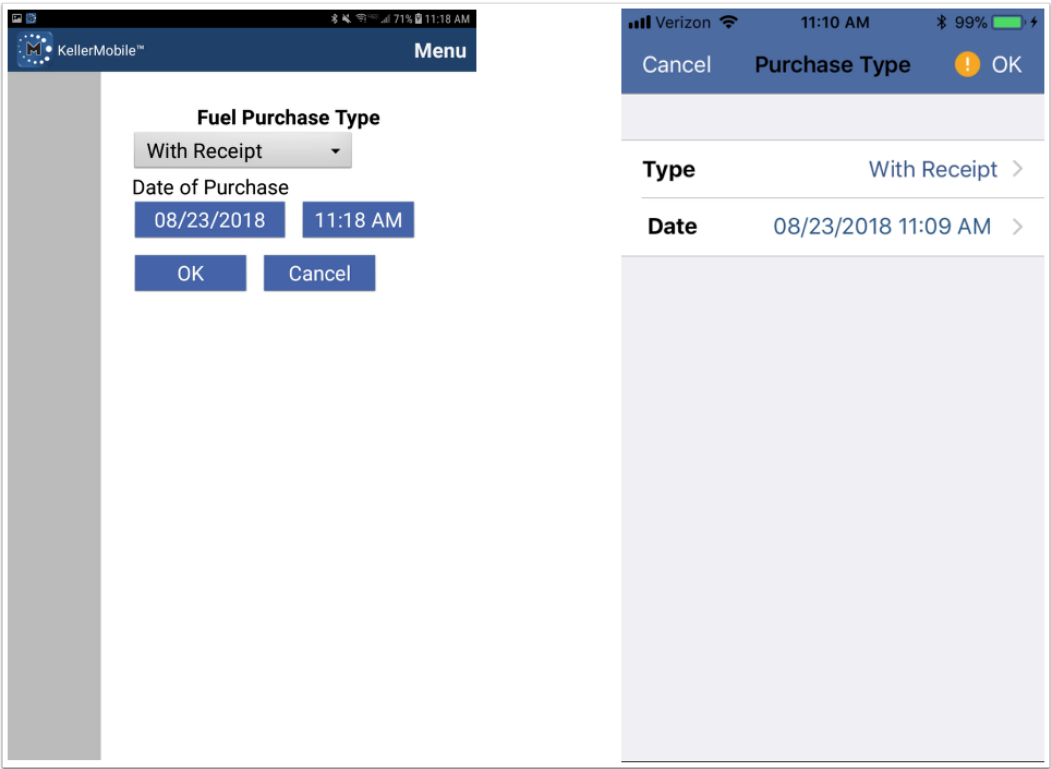
Enter the **Purchase Price**. This price should be the full amount of the purchase, not the price per gallon/liter.

Enter in the **Fuel Vendor.**

Enter the **Invoice Number**. This would be the transaction identifier on the receipt.

Press **OK** to save the purchase.

Once saved, the fuel purchase will remain in the Keller Mobile™ app until the next time the driver logs out and submits their logs, at which time the fuel purchase will be sent to Encompass.

If the **Tractor Number** is missing or entered incorrectly when the driver is entering the fuel receipt in Keller Mobile, it will come into Encompass as an **Unassigned Fuel Purchase**. The unassigned fuel purchases will show as an alert on the **Vehicle Management** home page. To assign the fuel purchase, click on the alert.

The following screen will show any unassigned fuel purchases and their details. Click on the **Unit Code** to assign the fuel purchase to a trip.

First, the appropriate unit must be selected. Click on the **Select Unit** button.

Enter the correct unit code in the **Selected Unit Code** field, or, click on the magnifying glass to the right of the text box to select the correct unit. When the magnifying glass is clicked, a new window will be opened. Click on the appropriate **Unit Code** in the far left column. If this list is long, the user can also search by typing the unit code in the **Filter Unit Code** box and clicking **Go**. Once the correct unit is entered in the **Selected Unit Code** field, click **Save**.

Next, the correct fuel tax trip needs to be selected. Click **Select Trip** under **Trip Selection.**

If the trip number is known, it can be entered in the **Selected Trip Number** field. Otherwise, click on the magnifying glass like in the previous step to select the appropriate trip. Once the correct trip number is in the **Selected Trip Number** field, click **Save**.

Finally, the appropriate trip line for the designated trip needs to be selected. This will determine which jurisdiction the fuel is associated with on the trip. Click **Select Trip Line** trip line selection.

Click on the magnifying glass to the right of the **Selected Jurisdiction** box. In the new window, select the appropriate trip line that the fuel purchase should be associated with. Once the **Selected Jurisdiction** box has the correct two character jurisdiction code, click **Save.**

The user should then receive the following confirmation that the fuel purchase has been assigned.

To confirm that the fuel has been assigned to the appropriate trip, go to **Vehicle Management > Fuel Tax.** Either search for the unit on the left hand side, or click on **All Active Units.** Click on the correct unit number to see the list of trips for the unit. In the **Gal** column, the associated trip should now display the total gallons including what was just added. If the trip number is clicked to go into the details of the trip, the fuel purchase can also be seen under **Fuel Listings.**

Reporting

Commonly Used Reports

To find these reports, go to **Vehicle Management > Reports & Forms.**
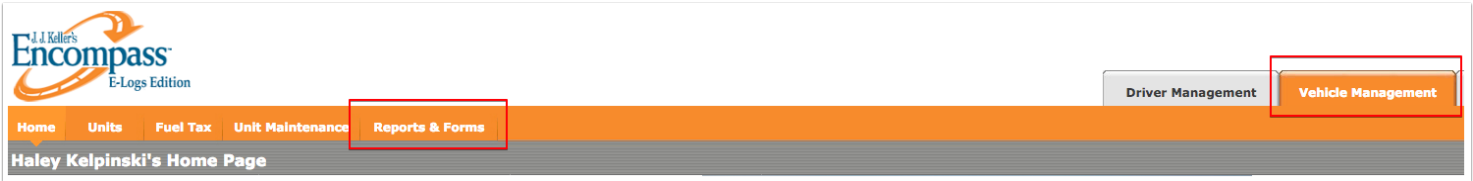
The reports and forms specific to fuel tax will be found on the right side under **Fuel Tax Reports** and **Fuel Tax Forms.**

Reporting

For more information as to what each of these reports provide, click **Show Report Descriptions** on the left hand side. This will add descriptions beneath each title of the report or form.

Listed below are the more commonly used reports and forms

Unit Tax Report - calculates the fuel and/or mileage taxes that are due for the jurisdiction or jurisdictions in which the unit traveled, according to the sort and selection options the user chooses. This is used to tell what taxes are due for each unit instead of the overall company.

IRP Mileage Report - summarizes the distances traveled in each jurisdiction and calculates the percentage of operations in each jurisdiction according to the sort and selection options the user selects. This information is needed to complete the International Registration Plan (IRP) Schedule B. Usually, this report is run for the Schedule B mileage year of July 1 through June 30 of the preceding registration year (this will include disposed units).

IFTA Tax Report - calculates the fuel taxes that are due on the International Fuel Tax Agreement (IFTA) tax report, according to the sort and selection options chosen (this report includes disposed units)

IFTA Form - This form is used to submit IFTA. Either print out this report or copy the information into anew form online for the state (this report includes disposed units).

IFTA Audit Report - This report can be used when going through an IFTA Audit. The report provides the unit code, company name, trip number, start and end odometer, start and end latitudes and longitudes, End City/State, miles, and the Jurisdiction (this report includes disposed units).

Mileage Form - This form generates the actual mileage tax report for the jurisdictions that require one, according to the sort and selection the user has chosen. These jurisdictions are New York, New Mexico, Kentucky, and Oregon (this report includes disposed units).

Fuel Listings - This report lists the fuel purchases that have fuel receipts entered. If fuel is added but no receipt entered for it, it would not show in this report.

State & Province Tax Report - This report calculates the fuel and/or mileage taxes that are due for the jurisdictions according to the sort and selection options you have chosen.

Trip Information Report - This report lists each individual trip. This includes the miles in each state and fuel if entered.

Unit Mileage Report - This report summarizes the total distance and fuel purchase information, and calculates the miles per gallon for the unit. Summary information is also listed for reporting levels and the company.