



# Quick Reference Card

## Comparing IFTA, Distance and BR Mileage Reports

### OVERVIEW

**IFTA Distance Report:** This report is used for purposes of the International Fuel Tax Agreement (IFTA). It simplifies the Reporting of Fuel Use and the Payment of Fuel Taxes by motor carriers that operate in more than one jurisdiction.

**Distance Report:** This Report Provides Information about the Distance travelled by Date, by State/Province and by Asset. It is used by companies to pay their drivers for mileage purposes.

**BR Driver Hours and Mileage report:** This report provides information on each driver and the amount of time they spent working, driving, on duty and total mileage driven over a given time period.

### RUNNING THE IFTA DISTANCE REPORT

You will need to have Fleet Trackers Installed in your asset (ie. Vehicle) in order to receive information in this report.

- The report is grouped by Branch and then by State/Province.
- Each Truck has information on IFTA Distance KM/MI, Non- IFTA Distance KM/MI, Total Taxable Distance KM/MI and Fuel Economy.
- This report is ready to be exported and used for IFTA purposes.

#### Steps:

1. Starting from the main toolbar select, **Reports / Operations**

2. From the left side select **Reports/Fleet/IFTA Distance Report**
3. Select your **Assets or Asset Types** you would like to see in this report
4. Select your **Start Date** and **End Date** for the report period.
5. Click **Get Data**

Asset	IFTA Distance (mi)	IFTA Distance (km)	Non-IFTA Distance (mi)	Non-IFTA Distance (km)	Total Taxable Distance (mi)	Total Taxable Distance (km)	Fuel Economy (L/100 KM)	Fuel Economy (mpg)
<b>Branch: Transportation ABC Inc.</b>								
* Province/State: New York								
Truck 4	94	99	0	0	94	99	0.1/100 km	0 mpg
<b>State Total:</b>	<b>94</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>99</b>		

### RUNNING THE DISTANCE REPORT

You will need to have Fleet Trackers Installed in your vehicle in order to receive accurate information in this report.

- This report is more detailed than the IFTA Distance Report but provides similar information.
- It reports on the mileage driven per Asset by date and by Province/State.
- It also Includes information on Vehicle Types, Resources, Public and Private Roads Distance Travelled, Toll Roads Distance Travelled, Starting and Ending Odometer, Branch Association and Total Distance Travelled.

#### Steps:

1. Starting from the main toolbar select, **Reports / Operations**
2. From the left side select **Reports/Fleet/Distance Report**
3. On the left hand side select your **Assets or Asset Types** you would like to see in this report
4. Select your **Start Date** and **End Date** for the report period.



# Quick Reference Card

5. Select your **Work Hours**
6. Click **Get Data**

[Distance](#)

Drag a column header here to group by that column

Person/Date	Date	Asset	Asset Type	Vehicle Type	Resource/Driver	System/Ch	PTD/Ch	Public Road Distance (mi)	Private Road Distance (mi)	Total Road Distance (mi)	Total Distance (mi)	Public Road Distance (mi)	Private Road Distance (mi)	Total Road Distance (mi)
MI	2017-09-07	Truck 4	Technicians	Truck		Byline		23.5	0	0	23.52	23.4	0	23.4
MI	2017-09-08	Truck 4	Technicians	Truck				67.7	0	4.5	72.21	40	0	40
DN	2017-09-01	Truck 4	Technicians	Truck	Jenna Meas	187766		17.1	0	0	17.13	18.6	0	18.6
DN	2017-09-02	Truck 4	Technicians	Truck	Jenna Meas	187766		23.5	0	0	23.51	14.6	0	14.6

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Note: The IFTA Distance Report and the Distance Report can be printed and exported by clicking Print/Export located in the top right hand corner.

## Running the BR Driver Hours and Mileage Report

This report is available in the Big Road admin portal and the motor carrier's Drivers will need to be actively using Big Road on a mobile device.

- This Report Provides information on each Driver specified over the time period.
- Columns in this report include information on Driver Number, Deactivated Status, Days Worked, Driving time, On Duty Time, Total Time Worked, and Total Mileage travelled for the specified time period.
- This report also includes information about exceptions or missing information on particular logs.

### Steps:

1. Starting from the main toolbar select, **Fleet/Big Road**
2. Select the **Reports** Tab
3. Click the **Create Driver Hours and Mileage Report** button.
4. Type a name for the report in the *Report Title* field

5. Select **Miles or KM**
6. Select a **Start Date** and **End Date**
7. Select the **Drivers** you want to display in this report
8. Click **Create Report**

**Big Road** Dashboard Drivers Trucks Reports Fleet FC Transportation Inc.

**Reports**

**Driver Hours & Mileage Report**  
Driver hours & mileage reports use the record of duty status and the truck mileage information from the daily logs to calculate hours worked and miles driven.

Create Driver Hours & Mileage Report

**Saved Reports**

CREATED	TYPE	TITLE	CREATED BY	STATUS
Jan 18, 2018 at 2:46pm	Driver Hours & Mileage	Driver Hours & Mileage Report (Dec 2017)	FC Transportation Inc.	Ready (View Report)
Dec 12, 2017 at 3:21pm	Driver Hours & Mileage	Driver Hours & Mileage Report (Nov 2017)	FC Transportation Inc.	Ready (View Report)
Dec 11, 2017 at 7:12pm	Driver Hours & Mileage	Driver Hours & Mileage Report (Nov 2017)	FC Transportation Inc.	Ready (View Report)
Nov 29, 2017 at 4:03pm	Driver Hours & Mileage	Driver Hours & Mileage Report (Oct 2017)	FC Transportation Inc.	Ready (View Report)
Aug 10, 2017 at 3:41pm	Driver Hours & Mileage	Driver Hours & Mileage Report (Jul 2017)	David Hayden	Ready (View Report)

**Big Road** Dashboard Drivers Trucks Reports Fleet FC Transportation Inc.

**Driver Hours & Mileage Report**

Driver hours & mileage from Nov 1, 2017 through Nov 30, 2017 (30 days)  
Report title: Driver Hours & Mileage Report (Nov 2017)  
Date created: Mon Dec 11, 2017  
Created by: FC Transportation Inc.  
Units: Miles

View Excel Spreadsheet (XLS)

DRIVER	DRIVER / EMP. NUMBER	DEACTIVATED	DAYS WORKED	ON DUTY DRIVING	ON DUTY NOT DRIVING	TOTAL	MILEAGE (MILES)
CC Driver			1	0:00	0:02	0:02	0
Corinna Tsapos			7	1:57	67:54	69:51	1067
David Hayden			0	0:00	0:00	0:00	0

Exceptions  
The driver CC Driver had an unsigned log on Nov 27, 2017.

Note: The BR Driver Hours and Mileage Report can be exported by selecting **View Excel Spreadsheet** button located above the report.

## LEARN MORE ABOUT IMPORTING POIS

To learn more about **Reports**, click the button from the Quick Access toolbar located in the top left hand corner of the application and perform a keyword search. Alternatively you may also reference the QRC for [Working with Reports](#)