



IFTA Workflow in Depot

An IFTA return is filed every quarter. Current rules allow 30 days after the quarter ends to submit your return. See the help site for more information.

1. Setup your fleet BEFORE the IFTA quarterly reporting period if you want to use the IFTA report for filing. Keep paper records for all vehicles not setup. See [Setup Your Fleet](#).

IMPORTANT NOTE:

If your fleet is setup for IFTA during a reporting period - data will be missing from the report - from the beginning of the quarter to the date you assigned the IFTA tax service to your vehicles.

For example: If your fleet is setup on February 1st, distance (mileage) data from January 1-31 will be missing and cannot be added to your January – March IFTA report in Depot. The following quarter will be complete.



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2. Ensure all fuel transactions for your vehicles are entered in Depot. See [Add Fuel Transactions](#).

You can allow your drivers to add fuel transactions from the Ehubo, or your staff can enter transactions manually, or you can upload fuel card transactions from your fuel provider. Alternatively, if you use ComData, you can arrange to have fuel card transactions automatically added into Depot.

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3. Complete the process to file your quarterly return for IFTA. See [Quarterly Report Process](#)

Setup Your Fleet for IFTA

You must have the Client Administrator role in Depot to complete the following two functions. You can enter multiple IFTA state licenses based on your reporting requirements, and locations where vehicles are based.

1. Enter IFTA licenses registered with your organization.
 - 1.) Click , **Administration > My Organization**.
 - 2.) Click the **Manage IFTA Licenses** link.
 - 3.) Click **Add New IFTA License**.
 - a. In Base Jurisdiction, select the state you are adding from the list.
 - b. Enter the license number in the blank field.
 - c. Click **Update IFTA Licenses**.
2. Assign the IFTA license for each vehicle.
 - 1.) Click , **Administration > Vehicles / Assets**.
 - 2.) Click a vehicle name from the Manage Vehicle list.
 - 3.) Click the **Manage Tax Services** link.
 - a. Check the **IFTA tax** box.

You can also check the IRP and Weight-mileage tax boxes, if applicable to the specific vehicle.
 - b. From the IFTA License dropdown list, select the state license applicable to where the vehicle, not the organization, is based.
 - c. Click **Update Tax Services** to save.

Add Fuel Transactions to Depot

Although you can use any method to add fuel transactions to Depot, watch for duplicates if your driver adds transactions and you upload a bulk report.

Allow drivers to add fuel transactions

The in-cab device feature allowing drivers to add fuel transactions can be enabled or disabled based on your plan. Contact EROAD for details.

1. From the Ehubo, press **Fuel**.
2. Enter the gallons purchased, and press **Enter**.

The entry is automatically sent to the Fuel Transaction Management report in Depot as diesel fuel and calculated into the IFTA data.

Upload a bulk transaction list from a fuel provider

1. Click **Reports**, under Fuel, click **Fuel Transaction Management**.
2. From the upper right, click the **Fuel Record Upload** button.
3. In the Add New Transactions page, drag and drop a CSV or Excel file of your transactions. Ensure the file headings are correctly named, and in the order displayed on the Add New Transactions page.

Enter single fuel transactions into Depot

Administrators can upload fuel transactions in real-time or retrospectively.

1. Click **Reports**, under Fuel, click **Fuel Transaction Management**.
2. From the upper right, click the **New Fuel Transaction** button.
3. In the Add Fuel Transaction popup, enter the fuel and data information. Items with an (*) asterisk require input for tax reports.

Quarterly IFTA Return Process


1. Before you begin, ensure all fuel transactions are entered or uploaded.

Refer to Add Fuel Transactions for help. Also, check to ensure all IFTA-qualified vehicles with an Ehubo are included in the IFTA tab. If a vehicle is not listed, ensure the IFTA tax is checked – refer to [Setup Your Fleet](#).

2. Review your IFTA mileage and fuel data for the quarter.


EROAD automatically records and processes distance and fuel information for each vehicle and trip during the reporting period.

To use IFTA data in Depot:

1. If the reporting period is over, click **TAX**, from the IFTA tab. Go to the **IFTA Fleet Summary Report** button. Otherwise, the report is always available to view by clicking Reports, under Tax, click IFTA Fleet Summary.
2. From the upper options, click **By Vehicle/Show Details**.
3. The IFTA Fleet Summary provides the required summaries for compliance and to help in your review. (This is NOT the same report as found under *Reports > Fleet, Fleet Summary*.) A link to the  (IFTA Fuel Trip Record) summarizes all fuel, mpg, and trip information for each vehicle per month. From the *IFTA Fleet Summary*, validate your data for the quarter as follows:

Analyze your distance data

Accurate distance, location and state crossing information is compiled and can be viewed.

- 1.) Review the distance travelled, and IFTA mileage for each vehicle.
- 2.) Click the  link or the vehicle name to review all IFTA-related trips.
 - To review a specific trip in more detail, click the date link on a specific trip to open the *Daily Activity Report* for that trip.

Analyze your fuel data

You are required to provide accurate fuel transaction information for IFTA. Verify all fuel is entered and no duplicates exist.

- 1.) Review the mpg for each vehicle.
 - If the mpg value is in red, it reflects an unusually high or low mpg based on a 4-8 mpg average. This can occur if there are missing fuel transactions, duplicates, or incorrect values entered. Validate and resolve before filing.
- 2.) Validate and resolve red mpg values before filing. Click the red mpg link to go to the *Fuel Transaction* report for that vehicle. You can review all fuel transactions in one place.

3. Prepare and file your return

All data you require for filing a quarterly return is summarized in the IFTA Tax tab. The headings in the report coincide with the quarterly IFTA tax return information so you can easily transfer the information to paper or use your base jurisdiction's online web system to file your return using the data from Depot. Download a CSV file of your IFTA data for your records and to assist in filling out your quarterly IFTA return.

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