Posting Fuel Invoices

Create and Post Fuel Invoices

1. Return to **Fuel**, then **Deliveries**, and open the completed delivery date or range.
2. Filter by fuel type, brand, and/or route when helpful.
3. Confirm delivered gallons, the related ticket information, and any exception notes. Correct supported data issues before billing.
4. Select the completed deliveries and **Mark as Checked**. If invoice creation fails, use **Retry invoice**; undoing a check-in is in the **More** menu.
5. Open **Billing**, then **Invoices**.
6. Filter by the correct date, fuel, and the fuel-sales invoice subtype configured by your company.
7. Open an individual invoice when detailed review is needed; otherwise select the verified group for bulk processing.
8. Use **Post Selected** to post the approved group. Posting recalculates each invoice first and refuses any invoice dated after today. Emails send automatically; you only need to print the ones you mail.
9. Confirm the invoices and payments appear as expected after posting.

- Printing runs as a background job with a progress dialog and downloads one combined PDF.
- The **Email** and **Mail** columns on the invoice list show who still needs a bill. Filter them by needs, sent, or optional.
- Inactive taxes and surcharges never print on a ticket or reach an invoice. Truck tickets and invoices calculate tax the same way.
- A posted fuel invoice can be rolled back past a stop that has no gallons and no load.

> **Automatic fuel payments:** When an account is configured for automatic fuel payment, its stored payment method may be charged as the fuel invoice is posted. Existing account credit may reduce the amount charged. Release or collect any card hold left from preauthorization. Verify the company's payment configuration and confirm the result after posting.

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