

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 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**.
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. Emails send automatically; you only need to print the ones you mail.
9. Confirm the invoices and payments appear as expected after posting.

“ **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. Verify the company's payment configuration and confirm the result after posting.

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