

# Equipment

Category: Equipment | Created: March 26, 2026 | Updated: September 01, 2026

## Equipment Management

Main Menu -> Files -> Equipment

Click the New button or the open folder icon on an existing record on the [Start Screen](#) to open the Equipment detail screen.

The screenshot shows a software window titled "Equipment Information". At the top, there are input fields for "Equip ID" (503), "Desc" (Kenworth ED 502), "Vehicle Type" (P), "Fuel Type" (Diesel), and "MPG" (7.50). A small icon with a red "X" and the word "ACTIVE" are on the right. Below these is a tabbed interface with tabs for "Vehicle Info", "License Info", "Expenses", "Notes", "Fuel Miles", "Fuel Purchases", and "Custom Fields". The "Vehicle Info" tab is active, showing fields for "Make" (Kenworth), "Model Year" (2020), "Model" (MN8200), "VIN #" (8038038400304), "Axles" (3), and "Type" (End Dump). To the right of these are fields for "Tare Weight" (16), "Gross Weight" (0), "Tank Capacity" (96), "In Service" (10/20/2020), and "Out of Service". Further right is a "Fuel Cards" section with a table. The table has two columns: "Type" and "Card Number". The first row shows "Gas Gopher" and "7979279". The second row is empty. At the bottom of the window is a row of buttons: "New", "Delete" (in red), "Find", "Image", "Print", and "Done".

| Type       | Card Number |
|------------|-------------|
| Gas Gopher | 7979279     |
|            |             |

Equip ID - A unique identifier for this piece of equipment. Maybe both alphabetic and numbers combined.

Desc - Description of equipment

Vehicle Type - P = Power unit T = Trailer

Fuel Type - Diesel, Gasoline, or Propane

MPG - this can be a calculated figure if you use both the Fuel Miles and Fuel Purchases tabs.

Active - Click the button to toggle the Active status. Inactive items will not appear in Equipment dropdowns.

Make, Year, Model, VIN#, Axels, Weights, Capacity and Service dates are all optional

Type - Select from the dropdown of [Equipment Types](#).

Fuel Cards - If the fuel card stays with the truck, then use this list to identify the Fuel Account and Card Number

| Vehicle Info                         | License Info | Expenses | Notes | Fuel Miles | Fuel Purchases | Custom Fields |
|--------------------------------------|--------------|----------|-------|------------|----------------|---------------|
| <b>License Plate #</b> 692772        |              |          |       |            |                |               |
| <b>License Expiration</b> 12/31/2026 |              |          |       |            |                |               |
| <b>Title #</b> 79792722              |              |          |       |            |                |               |

License Info - Record the License Plate #, expiration date, and title#.

| Vehicle Info                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | License Info | Expenses    | Notes | Fuel Miles   | Fuel Purchases                          | Custom Fields |      |          |         |    |      |           |                                                                                               |     |        |  |          |                                         |                                                                                               |     |             |  |          |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|-------|--------------|-----------------------------------------|---------------|------|----------|---------|----|------|-----------|-----------------------------------------------------------------------------------------------|-----|--------|--|----------|-----------------------------------------|-----------------------------------------------------------------------------------------------|-----|-------------|--|----------|-------------------------------------|
| <table border="1"><thead><tr><th>Date</th><th>Odom/Hrs</th><th>Expense</th><th>PM</th><th>Cost</th><th>Reference</th></tr></thead><tbody><tr><td> 1/17/2017</td><td>0.0</td><td>Repair</td><td></td><td>\$595.32</td><td>6253 - 1/17/2017 - Western states Truck</td></tr><tr><td> 5/18/2016</td><td>0.0</td><td>Maintenance</td><td></td><td>\$250.00</td><td>8888 - 5/18/2016 - E&amp;A Truck Repair</td></tr></tbody></table> |              |             |       |              |                                         |               | Date | Odom/Hrs | Expense | PM | Cost | Reference |  1/17/2017 | 0.0 | Repair |  | \$595.32 | 6253 - 1/17/2017 - Western states Truck |  5/18/2016 | 0.0 | Maintenance |  | \$250.00 | 8888 - 5/18/2016 - E&A Truck Repair |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Odom/Hrs     | Expense     | PM    | Cost         | Reference                               |               |      |          |         |    |      |           |                                                                                               |     |        |  |          |                                         |                                                                                               |     |             |  |          |                                     |
|  1/17/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.0          | Repair      |       | \$595.32     | 6253 - 1/17/2017 - Western states Truck |               |      |          |         |    |      |           |                                                                                               |     |        |  |          |                                         |                                                                                               |     |             |  |          |                                     |
|  5/18/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.0          | Maintenance |       | \$250.00     | 8888 - 5/18/2016 - E&A Truck Repair     |               |      |          |         |    |      |           |                                                                                               |     |        |  |          |                                         |                                                                                               |     |             |  |          |                                     |
| <div><div><div><div>Date: 5/18/2016</div><div>Odom/Hrs: <input type="text"/></div><div>Exp Type: Maintenance</div><div>State: <input type="text"/></div><div>Gals/Liters: <input type="text"/></div><div>Cost: \$250.00</div><div>Comments: 8888 - 5/18/2016 - E&amp;A Truck Repair</div></div><div><div>Delete</div><div>OK</div></div></div></div>                                                                                                                                                                                                                                                   |              |             |       |              |                                         |               |      |          |         |    |      |           |                                                                                               |     |        |  |          |                                         |                                                                                               |     |             |  |          |                                     |
| <b>Add Expense</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |             |       | <b>Total</b> | \$845.32                                |               |      |          |         |    |      |           |                                                                                               |     |        |  |          |                                         |                                                                                               |     |             |  |          |                                     |

Expenses - Record expenses for this equipment.

1. Expenses may be manually entered or updated from an [AP Bill](#), [Fuel Account Management](#) transaction or Manual Journal Entry.

Open Folder button - Opens the expense details screen for an existing expense.

Pencil button (right side) - Opens the expense transaction if originated from AP Bill, FAM or MJE.

Add Expense button - Opens a blank Expense Detail window for manual entry.

1. No other system transaction required.
2. Has no effect on the General ledger

| Vehicle Info                                                                      | License Info | Expenses | Notes      | Fuel Miles               | Fuel Purchases | Custom Fields |
|-----------------------------------------------------------------------------------|--------------|----------|------------|--------------------------|----------------|---------------|
|                                                                                   |              |          |            |                          |                |               |
|                                                                                   | Date         | Time     | User       | Note                     |                |               |
|  | 3/26/2026    | 9:24 AM  | paul.hwden | Note about this end dump |                |               |
|  | 3/26/2026    | 12:43 PM | paul.hwden |                          |                |               |

Notes - Click the Open Folder icon to enter a new Note or edit / delete an existing note.

| Vehicle Info                                                                        | License Info | Expenses | Notes    | Fuel Miles | Fuel Purchases | Custom Fields |             |
|-------------------------------------------------------------------------------------|--------------|----------|----------|------------|----------------|---------------|-------------|
|                                                                                     |              |          |          |            |                |               |             |
|                                                                                     | Job No.      | St       | Odometer | Date       | Non-Toll       | Toll          | State Total |
|  |              | WA       | 21220    | 03/26/26   | 220.00         | 0.00          | 220.00      |
|  |              | OR       | 21530    | 03/26/26   | 310.00         | 0.00          | 310.00      |
|  |              | CA       | 22100    | 03/26/26   | 570.00         | 0.00          | 570.00      |
|  |              |          |          |            | 0.00           | 0.00          | 0.00        |
|                                                                                     |              |          |          |            |                |               |             |
| <b>Totals</b>                                                                       |              |          |          |            | 1100.00        | 0.00          | 1100.00     |

Fuel Miles - In the event you need to report IFTA for interstate coverage, use this Fuel Miles tab to record miles in each state, and the Fuel Purchases tab to record gallons of fuel purchased in each state.

Job No. (Optional) - If you wish to associate these miles with a particular job.

Enter State, Odometer, Date, Non-Toll, and/or Toll for miles in each state.

State Total - System will add both Non-Toll and Toll miles for the total in that state.

| Vehicle Info                                                                                | License Info | Expenses | Notes | Fuel Miles | Fuel Purchases                        | Custom Fields |
|---------------------------------------------------------------------------------------------|--------------|----------|-------|------------|---------------------------------------|---------------|
| Date                                                                                        | Mileage      | Cost     | Units | State      | Reference                             |               |
|  2/23/2016 | 50,000.0     | \$275.00 | 92.3  | NY         | FAM #: 1011 - #02/23/2016# - 987654   |               |
|  2/3/2015  | 25,414.0     | \$145.00 | 84    | WA         | 65214 - 2/3/2015 - Phils Fuel Service |               |

Date

Odom/Hrs

Exp Type

State

Gals/Liters

Cost

Comments

Add Fuel

Total

\$420.00

Delete

OK

Fuel Purchases - Used in tandem with Fuel Miles to provide information for IFTA reporting.

1. See the Reports > Other Reports > State Fuel Miles and Purchases report to gather your IFTA reporting information.

Open Folder button - Opens the originating transaction for this fuel purchase. [Fuel Account Management](#), [AP Bills](#) or Manual Journal Entry.

Add Fuel button - Opens the Equipment Fuel Expense Detail window for manual entry. This has no effect on the General Ledger.

Custom Fields - [See this article for more information](#).