

# Enter Mileage

Last Modified on 03/06/2024 5:39 pm  
CST

Record mileage for trips made for business purposes on the Mileage page. If you have set up vehicles on the **Large Inventory** page, you can assign mileage to a particular vehicle.

The screenshot shows the 'Expenses' page with the 'Mileage' tab selected. The page has a search bar, a 'Filters (1)' button, and an 'Export' button. A '+ Add Mileage' button is in the top right. The 'Date Period' is set to '01/01/2023 - 09/30/2023'. The table below has columns for Date, Vehicle, Origin, Destination, Purpose, and Miles. It contains three entries:

Date	Vehicle	Origin	Destination	Purpose	Miles
01/03/2023	Buick	Home	Wal Mart	Food Expense	30.00
01/30/2023	Buick	Home	Costco	Supplies	14.00
01/31/2023	Buick	Home			111.00

At the bottom, it says 'Display 25 records Showing 1 to 3 of 3 entries.' and has 'Previous', '1', and 'Next' navigation buttons.

1. From the menu to the left click **Accounting**, then **Expenses**.
2. Select the **Mileage** tab.
3. From this screen you can search and filter to look for mileage that has already been entered.
  - **Search:** Start entering in any data found on the invoice(s) you're looking for to automatically filter the search results
  - **Filters**
    - Date or Date Range: When mileage was incurred. Select a date or date range on the calendar
    - Vehicle: If multiple vehicles have been added you can select mileage associated with a specific vehicle
    - Origin: If you have multiple origin points
    - Purpose: Reason for incurring mileage
    - Miles: Number of miles per entry
  - **Export:** Export data to an Excel or CSV File. Only the data currently being populated based on the selected filters and columns will be exported

## Add Mileage

1. From the menu to the left click **Accounting**, then **Expenses**.
2. Select the **Mileage** tab.
3. Click  in the top right corner. The **Add Mileage** screen opens.

## Add Mileage

Date*	Vehicle*	Origin	Destination
7/30/23 	Select 	Enter	Enter
Miles*	Purpose	Round Trip <input checked="" type="checkbox"/>	
Enter	Enter		
Cancel	Save & Add Mileage	Save & Add New Expense	Save

4. Fill out all necessary fields for the mileage being entered.
  - **Date:** Date mileage was incurred
  - **Origin:** Where you trip began. If the option is not available in the drop down, type it in and it will show for all future mileage entries.
  - **Destination:** Where you drove to. If the option is not available in the drop down, type it in and it will show for all future mileage entries.
  - **Miles:** How many miles between origin and destination
  - **Purpose:** What was the purpose of the trip (i.e. buying groceries, taking children to park, etc.). If the option is not available in the drop down, type it in and it will show for all future mileage entries.
5. **Round Trip:** Select **Yes** to take distance between origin and destination then double it if it was a complete round trip.
6. Click **Save** to save the mileage and return to the Expenses screen. Click **Save & Add Next Mileage** to save the mileage and enter additional mileage. Click **Save & Add New Expense** to save the mileage and enter a new expense.