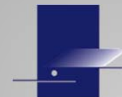


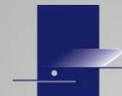
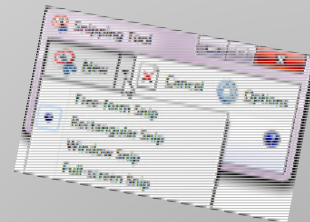
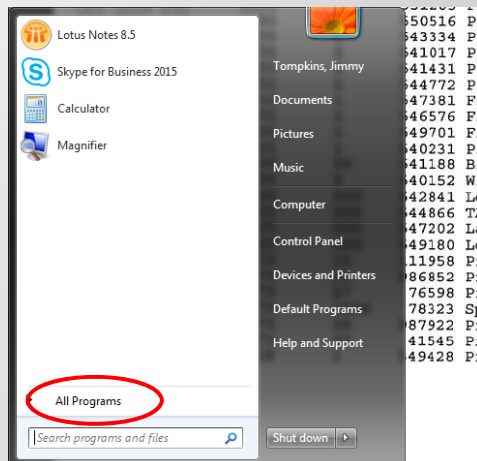
# Tips & Tools For Auditors

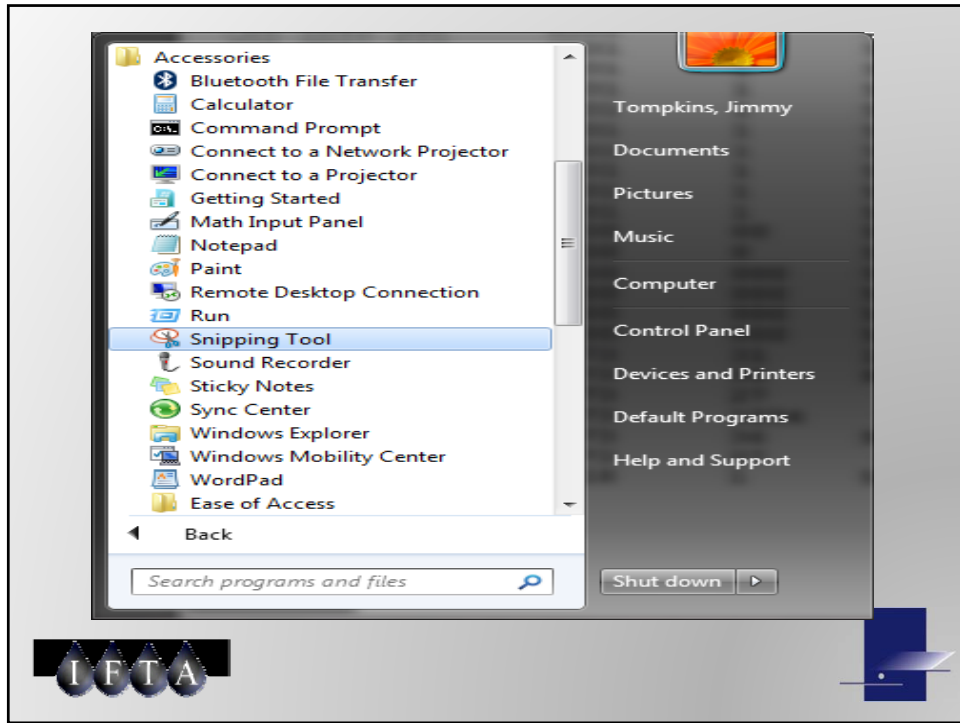


Jimmy Tompkins (AL) – IFTA AC



# Snipping Tool





A screenshot of a fuel report spreadsheet. The spreadsheet has the following columns: Card, Unit, Driver, Trip#, Mileage, T/S, City, State, Diesel Gallons, Diesel Total, Refeer Gallons, Refeer Total, Decmt, Rebate\*, Cash Advance, Misc Total, and Tran Total. The data rows show fuel transactions for various drivers and locations, including trips to Friends TN, Columbia TN, Tallapo GA, Hayti MO, Lawrence MO, Frankli KY, Lincoln AL, Lebanon TN, Jackson TN, Leavenworth KS, Lincoln AL, Leavenworth KS, Frankli KY, Lawrence MO, Hayti MO, Corveta TN, Rip Be Elm IL, Villa R GA, Maubeta IN, Wm Wm Wm MO, Lamar Lamar MO, Condon MO, Tompkins GA, Dalphur KY, Paducah KY, Corinth TN, Jackson TN, Memphis TN, and Oak Gro KY.



rd Activity

Drivers by TRANSTAR/IMA Service Corp. Page: 1

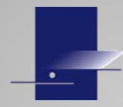
Card Unit#	Driver#	Trip#	Mileage	Name	City	ST	T/S Inv.	Diesel Gallons	Diesel Total	Diesel PPG	Reefer Gallons	Reefer Total	Decmt	Rebate*	Advance	Cash	Misc	Tran Total
13 0024 000	2775	1234	952573	Sold U Friends				183.541	708.28	1.859	00.000	0.00	0.00	0.00	0.00	0.00	0.00	708.28
19 0034 020	0265	90618	906182	Love's McCalla AL			00008117	185.354	401.00	1.639	00.000	0.00	0.00	0.00	0.00	0.00	0.00	401.00
13 0034 020	0265	90473	904731	Love's Columbi TN			00008163	181.254	494.06	1.629	00.000	0.00	0.00	0.00	0.00	0.00	0.00	494.06
26 0034 020	0265	90775	907759	Love's Columbi TN			00009541	187.748	700.11	1.729	00.000	0.00	0.00	0.00	0.00	0.00	0.00	700.11
25 0043 188	6606	0	545944	Torch Tuskege AL			00009541	150.349	342.00	1.729	00.000	0.00	0.00	0.00	0.00	0.00	0.00	342.00
27 0043 188	6606	9	546755	Pilot Tallapo GA			00009383	153.347	382.00	1.799	00.000	0.00	0.00	0.00	0.00	0.00	0.00	382.00
18 0043 188	6606	9	543349	Pilot Tallapo GA			00007358	156.057	599.14	1.839	00.000	0.00	0.00	0.00	0.00	0.00	0.00	599.14
06 0043 188	6606	188	542009	Pilot Hayti MO			00005165	184.848	310.00	1.659	00.000	0.00	0.00	0.00	0.00	0.00	0.00	310.00
21 0043 188	6606	9	544907	Pilot Hayti MO			00004609	80.437	300.75	1.739	00.000	0.00	0.00	0.00	0.00	0.00	0.00	300.75
11 0043 188	6606	9	541305	Love's Matthew MO			00004598	144.887	320.00	1.708	00.000	0.00	0.00	0.00	0.00	0.00	0.00	320.00
25 0037 436	6043	1	940021	Heartl Poplar MO			32918013	110.058	413.52	1.708	00.000	0.00	0.00	0.00	0.00	0.00	0.00	413.52
18 0037 436	6043	1	937413	Sold U Friends TN			00000745	216.311	856.38	1.959	00.000	0.00	0.00	0.00	0.00	0.00	0.00	856.38
04 0038 531	5056	0	700553	Love's McCalla AL			00000745	132.928	482.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	482.00
26 0038 531	5056	0	706521	Love's Falkvil AL			00000488	149.880	349.88	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	349.88
05 0038 531	5056	0	705088	Love's Calvert KY			00001659	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
27 0038 531	5056	0	707355	Love's Matthew MO			00000958	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
13 0038 531	5056	0	703340	Love's Columbi TN			00000590	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
19 0042 534	6973	534	553443	Love's Calvert KY			00000345	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
19 0042 534	6973	534	552151	Love's Calvert KY			00000345	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
05 0042 534	6973	498	550558	Pilot Lebanon TN			00004800	133.898	492.29	1.839	00.000	0.00	0.00	0.00	0.00	0.00	0.00	492.29
11 0041 540	4531	1	544013	Pilot Lincoln AL			00005237	146.023	511.34	1.639	00.000	0.00	0.00	0.00	0.00	0.00	0.00	511.34
28 0041 540	4531	1	553203	Pilot Legrang GA			00007639	132.046	586.77	1.639	00.000	0.00	0.00	0.00	0.00	0.00	0.00	586.77
28 0041 540	4531	1	550516	Pilot Frankli KY			00004195	157.013	596.49	1.799	00.000	0.00	0.00	0.00	0.00	0.00	0.00	596.49
04 0041 540	4531	1	543017	Pilot Hayti MO			00000918	146.020	511.33	1.639	00.000	0.00	0.00	0.00	0.00	0.00	0.00	511.33
05 0041 540	4531	1	543433	Pilot Hayti MO			00000416	91.017	333.03	1.659	00.000	0.00	0.00	0.00	0.00	0.00	0.00	333.03
19 0041 540	4531	1	547382	Flying Pearl MS			00000198	146.025	517.19	1.679	00.000	0.00	0.00	0.00	0.00	0.00	0.00	517.19
17 0041 540	4531	1	546576	Flying Pearl MS			00000250	146.025	517.19	1.679	00.000	0.00	0.00	0.00	0.00	0.00	0.00	517.19
24 0041 540	4531	1	549701	Flying Pearl MS			00000967	146.024	544.58	1.679	00.000	0.00	0.00	0.00	0.00	0.00	0.00	544.58
04 0041 540	4531	1	540231	Pilot Corners TN			00000267	143.020	520.41	1.819	00.000	0.00	0.00	0.00	0.00	0.00	0.00	520.41
06 0040 604	8330	0	541188	Big Re Pine Bl AR			00002169	163.088	589.72	1.679	00.000	0.00	0.00	0.00	0.00	0.00	0.00	589.72
03 0040 604	8330	0	540152	Wilco Villa R GA			16674440	165.538	610.40	1.689	00.000	0.00	0.00	0.00	0.00	0.00	0.00	610.40
18 0040 604	8330	000	542841	Love's Hasbata IN			00004857	163.000	578.50	1.549	00.000	0.00	0.00	0.00	0.00	0.00	0.00	578.50
24 0040 604	8330	000	544866	TA Me Mr Vern MO			0702484	158.016	584.50	1.699	00.000	0.00	0.00	0.00	0.00	0.00	0.00	584.50
20 0036 839	8873	35	986854	Pilot Lebanon TN			00000324	137.023	520.51	1.799	00.000	0.00	0.00	0.00	0.00	0.00	0.00	520.51
20 0036 839	8873	31	111958	Pilot Temple GA			00004849	147.842	561.45	1.799	00.000	0.00	0.00	0.00	0.00	0.00	0.00	561.45
05 0036 839	8873	37	76598	Pilot Bulphur KY			00000249	170.098	682.20	1.799	00.000	0.00	0.00	0.00	0.00	0.00	0.00	682.20
13 0036 839	8873	1234	78321	Sprint Corinth MS			15719874	212.876	764.01	1.589	00.000	0.00	0.00	0.00	0.00	0.00	0.00	764.01
28 0036 839	8873	36	987922	Pilot Jackson TN			00004293	107.544	397.81	1.659	00.000	0.00	0.00	0.00	0.00	0.00	0.00	397.81
19 0036 839	8873	27	41540	Pilot Memphis TN			00000957	0.000	0.00	0.000	00.000	0.00	0.00	0.00	0.00	0.00	0.00	41.50
05 0044 982	0218	1	549428	Pilot Oak Gro KY			00004932	172.587	631.50	1.659	00.000	0.00	0.00	0.00	0.00	0.00	0.00	631.50

rd Activity

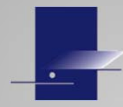
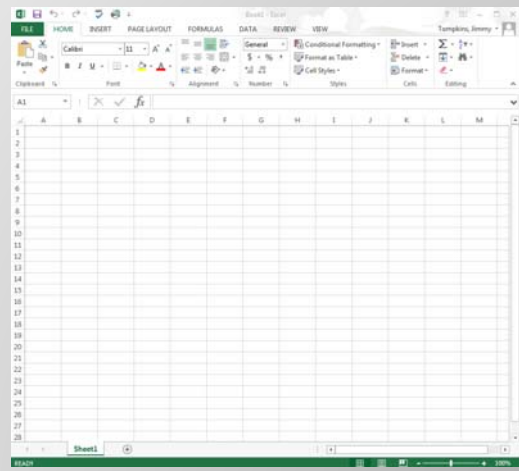
Drivers by TRANSTAR/IMA Service Corp. Page: 1

Card Unit#	Driver#	Trip#	Mileage	Name	City	ST	T/S Inv.	Diesel Gallons	Diesel Total	Diesel PPG	Reefer Gallons	Reefer Total	Decmt	Rebate*	Advance	Cash	Misc	Tran Total
13 0024 000	2775	1234	952573	Sold U Friends				183.541	708.28	1.859	00.000	0.00	0.00	0.00	0.00	0.00	0.00	708.28
19 0034 020	0265	90618	906182	Love's McCalla AL			00008117	185.354	401.00	1.639	00.000	0.00	0.00	0.00	0.00	0.00	0.00	401.00
13 0034 020	0265	90473	904731	Love's Columbi TN			00008163	181.254	494.06	1.629	00.000	0.00	0.00	0.00	0.00	0.00	0.00	494.06
26 0034 020	0265	90775	907759	Love's Columbi TN			00009541	187.748	700.11	1.729	00.000	0.00	0.00	0.00	0.00	0.00	0.00	700.11
25 0043 188	6606	0	545944	Torch Tuskege AL			00009541	150.349	342.00	1.729	00.000	0.00	0.00	0.00	0.00	0.00	0.00	342.00
27 0043 188	6606	9	546755	Pilot Tallapo GA			00009383	153.347	382.00	1.799	00.000	0.00	0.00	0.00	0.00	0.00	0.00	382.00
18 0043 188	6606	9	543349	Pilot Tallapo GA			00007358	156.057	599.14	1.839	00.000	0.00	0.00	0.00	0.00	0.00	0.00	599.14
06 0043 188	6606	188	542009	Pilot Hayti MO			00005165	184.848	310.00	1.659	00.000	0.00	0.00	0.00	0.00	0.00	0.00	310.00
21 0043 188	6606	9	544907	Pilot Hayti MO			00004609	80.437	300.75	1.739	00.000	0.00	0.00	0.00	0.00	0.00	0.00	300.75
11 0043 188	6606	9	541305	Love's Matthew MO			00004598	144.887	320.00	1.708	00.000	0.00	0.00	0.00	0.00	0.00	0.00	320.00
25 0037 436	6043	1	940021	Heartl Poplar MO			32918013	110.058	413.52	1.708	00.000	0.00	0.00	0.00	0.00	0.00	0.00	413.52
18 0037 436	6043	1	937413	Sold U Friends TN			00000745	216.311	856.38	1.959	00.000	0.00	0.00	0.00	0.00	0.00	0.00	856.38
04 0038 531	5056	0	700553	Love's McCalla AL			00000745	132.928	482.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	482.00
26 0038 531	5056	0	706521	Love's Falkvil AL			00000488	149.880	349.88	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	349.88
05 0038 531	5056	0	705088	Love's Calvert KY			00001659	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
27 0038 531	5056	0	707355	Love's Matthew MO			00000958	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
13 0038 531	5056	0	703340	Love's Columbi TN			00000590	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
19 0042 534	6973	534	553443	Love's Calvert KY			00000345	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
19 0042 534	6973	534	552151	Love's Calvert KY			00000345	149.880	329.00	1.599	00.000	0.00	0.00	0.00	0.00	0.00	0.00	329.00
05 0042 534	6973	498	550558	Pilot Lebanon TN			00004800	133.898	492.29	1.839	00.000	0.00	0.00	0.00	0.00	0.00	0.00	492.29
11 0041 540	4531	1	544013	Pilot Lincoln AL			00005237	146.023	511.34	1.639	00.000	0.00	0.00	0.00	0.00	0.00	0.00	511.34
28 0041 540	4531	1	553203	Pilot Legrang GA			00007639	132.046	586.77	1.639	00.000	0.00	0.00	0.00	0.00	0.00	0.00	586.77
28 0041 540	4531	1	550516	Pilot Frankli KY			00004195	157.013	596.49	1.799	00.000	0.00	0.00	0.00	0.00	0.00	0.00	596.49
04 0041 540	4531	1	543017	Pilot Hayti MO			00000918	146.020	511.33	1								

te	Card	Unit#	Driver#	Trip#	Mileage	T/S Name	City	ST
/13	0024	000	2775	1234	952573	Sold U	Friends	TN
/19	0034	020	0265	90618	906182	Love's	McCalla	AL
/13	0034	020	0265	90473	904731	Love's	Columbi	TN
/26	0034	020	0265	90775	907759	Love's	Columbi	TN
/25	0043	188	6606	0	545944	Torch	Tuskege	AL
/27	0043	188	6606	9	546755	Pilot	Tallapo	GA
/18	0043	188	6606	9	543349	Pilot	Tallapo	GA
/06	0043	188	6606	188	540009	Pilot	Hayti	MO
/21	0043	188	6606	9	544907	Pilot	Hayti	MO
/11	0043	188	6606	9	541305	Love's	Matthew	MO
/25	0037	436	6043	1	940021	Heartl	Poplar	MO
/18	0037	436	6043	0	937413	Sold U	Friends	TN
/04	0038	531	9056	0	700053	Love's	McCalla	AL
/26	0038	531	9056	0	706521	Love's	Falkvil	AL
/05	0038	531	9056	0	700688	Love's	Calvert	KY
/27	0038	531	9056	0	707355	Love's	Matthew	MO
/13	0038	531	9056	0	703340	Love's	Columbi	TN



# Excel Tips



Latitude	Longitude	State	City	Route	Miles	Toll	Meter
34.775000	-87.599000	AL	LAKEVIEW HIGHLANDS	AL-184	0.0	0.0	0.0
34.781000	-87.622000	AL	LAKEVIEW	AL-133	5.8	0.0	5.8
00.000000	00.000000	AL	LAKEVIEW	AL/TN Border	28.2	0.0	34.0
35.013000	-87.976000	TN	STOUT	TN-69	3.5	0.0	37.5
35.174000	-88.229000	TN	MADDOX	TN-69	19.6	0.0	57.1
35.527000	-88.774000	TN	ROY	US-45	49.3	0.0	106.4
36.071000	-89.351000	TN	DYERSBURG	I-155	55.9	0.0	162.3
00.000000	00.000000	TN	DYERSBURG	TN/MO Border	16.1	0.0	178.4
36.155000	-89.671000	MO	INDIAN MOUND	I-155	4.2	0.0	182.6
36.816000	-89.532000	MO	DOGWOOD	I-55	51.4	0.0	234.0
37.496000	-89.941000	MO	SEDGEWICKVILLE	MO-72	60.7	0.0	294.7
37.699000	-90.393000	MO	SVENITE	US-67	34.1	0.0	328.8
37.435000	-90.383000	MO	CENTRAL	MO-C	22.8	0.0	351.6
37.554000	-90.262000	MO	JUNCTION CITY	MO-72	17.0	0.0	368.6
37.232000	-89.563000	MO	SCOTT CITY	I-55	51.8	0.0	420.4
36.586000	-89.570000	MO	LILBOURN	I-55	46.3	0.0	466.7
00.000000	00.000000	MO	LILBOURN	MO/AR Border	46.0	0.0	512.7
35.912000	-89.881000	AR	BURTON	I-55	7.0	0.0	519.7
00.000000	00.000000	AR	BURTON	AR/TN Border	67.3	0.0	587.0
35.118000	-90.027000	TN	MEMPHIS	I-240	4.9	0.0	591.9
35.089000	-89.871000	TN	MEMPHIS	I-240	12.5	0.0	604.4
35.037000	-89.915000	TN	CAPLEVILLE	US-78	7.4	0.0	611.8
00.000000	00.000000	TN	CAPLEVILLE	TN/MS Border	3.2	0.0	615.0
34.557000	-89.143000	MS	MYRTLE	US-78	55.7	0.0	670.7
34.326000	-88.213000	MS	BOUNDS CROSSROADS	MS-23	69.5	0.0	740.2
00.000000	00.000000	MS	BOUNDS CROSSROADS	MS/AL Border	8.2	0.0	748.4
34.440000	-88.132000	AL	RED BAY	AL-24	3.0	0.0	751.4
34.416000	-87.579000	AL	OAK GROVE	AL-243	38.5	0.0	789.9

A	B	C	D	E	F	G	H
34.775	-87.599	AL	LAKEVIEW	AL-184	0	0	0
34.781	-87.622	AL	LAKEVIEW	AL-133	5.8	0	5.8
0	0	AL	LAKEVIEW	AL/TN Bor	28.2	0	34
35.013	-87.976	TN	STOUT	TN-69	3.5	0	37.5
35.174	-88.229	TN	MADDOX	TN-69	19.6	0	57.1
35.527	-88.774	TN	ROY	US-45	49.3	0	106.4
36.071	-89.351	TN	DYERSBUR	I-155	55.9	0	162.3
0	0	TN	DYERSBUR	TN/MO Bc	16.1	0	178.4
36.155	-89.671	MO	INDIAN M	I-155	4.2	0	182.6
36.816	-89.532	MO	DOGWOOD	I-55	51.4	0	234
37.496	-89.941	MO	SEDGEWIC	MO-72	60.7	0	294.7
37.699	-90.393	MO	SVENITE	US-67	34.1	0	328.8
37.435	-90.383	MO	CENTRAL	MO-C	22.8	0	351.6
37.554	-90.262	MO	JUNCTION	MO-72	17	0	368.6
37.232	-89.563	MO	SCOTT CIT	I-55	51.8	0	420.4
36.586	-89.57	MO	LILBOURN	I-55	46.3	0	466.7
0	0	MO	LILBOURN	MO/AR Bc	46	0	512.7
35.912	-89.881	AR	BURTON	I-55	7	0	519.7
0	0	AR	BURTON	AR/TN Bo	67.3	0	587
35.118	-90.027	TN	MEMPHIS	I-240	4.9	0	591.9
35.089	-89.871	TN	MEMPHIS	I-240	12.5	0	604.4
35.037	-89.915	TN	CAPLEVILL	US-78	7.4	0	611.8
0	0	TN	CAPLEVILL	TN/MS Bo	3.2	0	615
34.557	-89.143	MS	MYRTLE	US-78	55.7	0	670.7
34.326	-88.213	MS	BOUNDS C	MS-23	69.5	0	740.2
0	0	MS	BOUNDS C	MS/AL Bo	8.2	0	748.4
34.44	-88.132	AL	RED BAY	AL-24	3	0	751.4
34.416	-87.579	AL	OAK GROV	AL-243	38.5	0	789.9



	A	B	C	D	E
2	34.775	-87.599		=concatenate(A2,"",-87.599)	
3	34.781	-87.622			
4	35.013	-87.976			
5	35.174	-88.229			
6	35.527	-88.774			
7	36.071	-89.351			
8	36.155	-89.671			
9	36.816	-89.532			
10	37.496	-89.941			

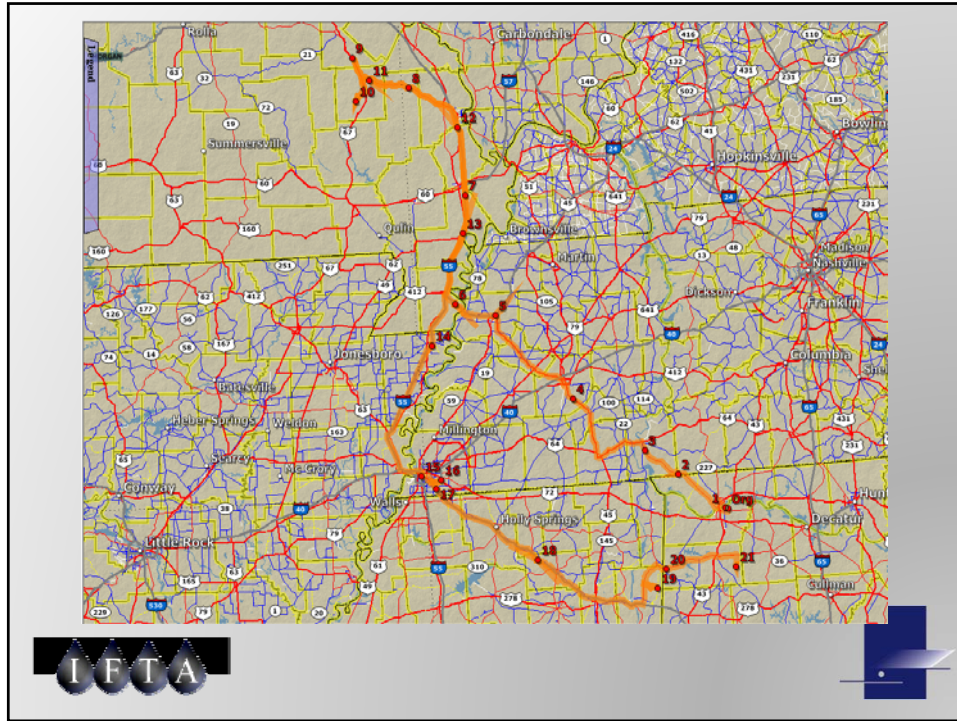
  

	A	B	C	D	E
2	34.775	-87.599		34.775:-87.599	
3	34.781	-87.622		34.781:-87.622	
4	35.013	-87.976		35.013:-87.976	
5	35.174	-88.229		35.174:-88.229	
6	35.527	-88.774		35.527:-88.774	
7	36.071	-89.351		36.071:-89.351	
8	36.155	-89.671		36.155:-89.671	
9	36.816	-89.532		36.816:-89.532	
10	37.496	-89.941		37.496:-89.941	

**I F T A**

Trip			Route			State
	Name	Address	City, State/Prov.	Zip Code	County	Miles
	ORG		34.774997-87.599000			
1			34.780993-87.622000			5.4
2			35.012994-87.976000			31.0
3			35.173995-88.229000			19.6
4			35.526996-88.774000			56.0
5			36.070994-89.351000			65.8
6			36.154999-89.671000			20.1
7			36.815993-89.532000			50.5
8			37.495996-89.941000			60.0
9			37.699000-90.393001			36.1
10			37.434992-90.383000			22.7
11			37.553993-90.262000			17.1
12			37.231993-89.563000			53.3
13			36.585999-89.570001			49.1
14			35.911997-89.881000			59.7
15			35.117994-90.027000			71.4
16			35.088995-89.871000			11.3
17			35.036993-89.915000			12.2
18			34.556994-89.143000			59.7
19			34.325999-88.213000			71.8
20			34.439992-88.132000			24.2
21			34.415992-87.579000			40.1
22			Totals			837.1
23						

**I F T A**



Page 2 from Unit 619 2Q 2008 Trip Report.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open... Ctrl+O

Create

Save Ctrl+S

Save As... Shift+Ctrl+S

Save As Other...

Send File...

Get Documents Signed...

Revert

Close Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

1 C:\...\Page 2 from Unit ...08 Trip Report.pdf

2 C:\...\Unit 619 2Q 2008 Trip Report.pdf

3 C:\Users\...\IFTAAudit -January 2017.pdf

4 C:\Users\...\Scenarios Manual.pdf

5 C:\Users\...\Scenarios General.pdf

Exit Ctrl+Q

Microsoft Word

Spreadsheet

Microsoft PowerPoint Presentation

Image

HTML Web Page

Reduced Size PDF...

Certified PDF...

Reader Extended PDF

Optimized PDF...

Archivable PDF (PDF/Δ)

Press-Ready PDF (PDF/Δ)

More Options

Microsoft Excel Workbook

XML Spreadsheet 2003

Page 2 of 17

				0.0			
				526.1			
				State			
				Miles			
		29.123760	90.194550	LA	11.4		
		29.301980	90.234950	LA	13.0		
		29.468180	90.324330	LA	10.3		
		29.579790	90.413650	LA	14.2		
		29.704220	90.568980	LA	0.1		
		29.704790	90.568310	LA	13.4		
6	04/01/08	+US 90 LA 1, LA	0.3 SE	29.704790	90.568310	LA	13.4
7	04/01/08	Vallier, St Charles, LA	1.4 S	29.852170	90.447830	LA	6.2
8	04/01/08	Ellington, St Charles, LA	0.4 E	29.905400	90.373620	LA	10.0
9	04/01/08	Pricetown, Jefferson, LA	0.2 S	29.910830	90.209210	LA	9.7
10	04/01/08	Jackson Avenue Gretna Ferry, Orl	0.2 S	29.921940	90.072410	LA	9.8
11	04/01/08	East Gentilly, Orleans, LA	0.8 S	30.013400	89.992360	LA	8.4
12	04/01/08	*I 10 W X248, LA	0.9 NE	30.089700	89.910800	LA	16.9
13	04/01/08	*I 10 W X266, LA	0.2 SW	30.285750	89.751460	LA	13.2
						MS	3.0

IFTA

Jurisdiction	Distance	AL	AR	CT	DC	DE	FL	GA	IL	IN	KY	LA	MA	MD	ME
AL															
AR															
CT															
DC															
DE		3,040	290	1,349		88	2,434	3,194		292		541	799	860	84
FL															
GA															
IL															
IN															
KY															
LA															
MA															
MD															
ME															

I F T A

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Cut Copy Paste Format Painter

Clipboard Font Alignment

SUM : X ✓ fx =transpose(

	A	B	G	H	K	L	M	N
1								
2		Jurisdiction	Distance					
3		AL	anspose(					
4		AR						
5		CT						
6		DC						
7		DE						
8		FL						
9		GA						
10		IL						
11		IN						
12		KY						
13		LA						
14		MA						
15		MD						
16		ME						
17								
18								

I F T A



	AL	AR	CT	DC	DE	FL	GA	IL	IN	KY	LA	MA	MD	ME
Jurisdiction	3,040	290	1,349	0	88	2,434	3,194	0	292	0	541	799	860	84

Jurisdiction	Distance
AL	3,040
AR	290
CT	1,349
DC	0
DE	88
FL	2,434
GA	3,194
IL	0
IN	292
KY	0
LA	541
MA	799
MD	860
ME	84

I F T A

Microsoft Excel interface showing the 'Create PivotTable' dialog box. The dialog is configured with the following settings:

- Table/Range:** C:\ISB522\F551
- Location:** C:\ISF553
- Existing Worksheet:** Selected

The background data table is as follows:

Date	Vendor	Location	Jurisdiction	Dollars
01/22/13	Vendor	Winfield	AL	27,000
01/22/13	Vendor	Steele	AL	100,720
01/27/13	Vendor	McCalla	AL	75,001
02/02/13	Vendor	McCalla	AL	119,170
02/11/13	Vendor	Brewton	AL	60,678
02/07/13	Vendor	Fort Myers	FL	46,793
02/08/13	Vendor	Marianna	FL	50,345
03/15/13	Vendor	Denham Springs	LA	60,193
03/29/13	Vendor	Meridian	MS	125,011
01/02/13	Vendor	New Freedom	PA	36,066
01/24/13	Vendor	Hamburg	PA	50,315
02/05/13	Vendor	Kutztown	PA	47,708
01/03/13	Vendor	Fair Play	SC	79,905
01/10/13	Vendor	St. George	SC	85,395
02/08/13	Vendor	St. George	SC	50,000
03/08/13	Vendor	Walterboro	SC	76,299
03/12/13	Vendor	St. George	SC	78,082
03/21/13	Vendor	Fair Play	SC	73,581
03/23/13	Vendor	Fair Play	SC	107,466
01/09/13	Vendor	ML Jackson	VA	127,410
01/23/13	Vendor	ML Jackson	VA	153,518
01/25/13	Vendor	ML Jackson	VA	133,943
02/03/13	Vendor	ML Jackson	VA	125,839
02/05/13	Vendor	ML Jackson	VA	50,085
02/12/13	Vendor	ML Jackson	VA	61,732
03/10/13	Vendor	ML Jackson	VA	130,335
03/17/13	Vendor	ML Jackson	VA	137,095
03/20/13	Vendor	Ruther Glen	VA	114,960
03/31/13	Vendor	ML Jackson	VA	91,785


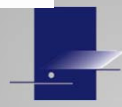
I F T A

Sum of Gallons	
Jurisdiction	Total
AL	382.576
FL	97.138
LA	60.193
MS	125.011
PA	134.089
SC	550.688
VA	1126.591
<b>Grand Total</b>	<b>2476.286</b>

### PivotTable Fields

Choose fields to add to report:

- Date
- Vendor
- Location
- Jurisdiction
- Gallons


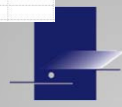
Date	Vendor	Location	Jurisdiction	Gallons
01/02/13	Vendor	New Freedom	PA	36.066
01/03/13	Vendor	Fair Play	SC	79.905
01/09/13	Vendor	Mt. Jackson	VA	127.410
01/10/13	Vendor	St. George	SC	85.395
01/22/13	Vendor	Winfield	AL	27.001
01/22/13	Vendor	Steele	AL	100.726
01/23/13	Vendor	Mt. Jackson	VA	153.618
01/24/13	Vendor	Hamburg	PA	50.315
01/25/13	Vendor	Mt. Jackson	VA	133.943
01/27/13	Vendor	McCalla	AL	75.001
02/02/13	Vendor	McCalla	AL	119.170
02/03/13	Vendor	Mt. Jackson	VA	125.939
02/05/13	Vendor	Kutztown	PA	47.708
02/05/13	Vendor	Mt. Jackson	VA	50.065
02/06/13	Vendor	St. George	SC	50.000
02/07/13	Vendor	Fort Myers	FL	46.793
02/08/13	Vendor	Marianna	FL	50.345
02/11/13	Vendor	Brewton	AL	60.678
02/12/13	Vendor	Mt. Jackson	VA	61.732
03/06/13	Vendor	Wallerboro	SC	76.299
03/10/13	Vendor	Mt. Jackson	VA	130.335
03/12/13	Vendor	St. George	SC	78.062
03/15/13	Vendor	Denham Springs	LA	60.193
03/17/13	Vendor	Mt. Jackson	VA	137.095
03/20/13	Vendor	Ruther Glen	VA	114.969
03/21/13	Vendor	Fair Play	SC	73.561
03/23/13	Vendor	Fair Play	SC	107.466
03/29/13	Vendor	Meridian	MS	125.011
03/31/13	Vendor	Mt. Jackson	VA	91.765

Sort

My data has headers

Column: Jurisdiction    Sort On: Values    Order: A to Z

Then by: Date    Values    Oldest to Newest

The screenshot shows an Excel spreadsheet with columns B through J. The data includes Date, Vendor, Location, Jurisdiction, and Gallons. A Subtotal dialog box is open, showing the following settings:

- At each change in: Jurisdiction
- Use function: Sum
- Add subtotal to: Gallons (checked)
- Replace current subtotals:
- Page break between groups:
- Summary below data:

The data table below shows the raw data from the spreadsheet:

Date	Vendor	Location	Jurisdiction	Gallons
01/22/13	Vendor	Winfield	AL	27.001
01/22/13	Vendor	Steele	AL	100.726
01/27/13	Vendor	McCalla	AL	75.001
02/02/13	Vendor	McCalla	AL	119.170
02/11/13	Vendor	Brewton	AL	60.678
02/07/13	Vendor	Fort Myers	FL	46.793
02/08/13	Vendor	Marianna	FL	50.345
03/15/13	Vendor	Denham Springs	LA	60.193
03/29/13	Vendor	Meridian	MS	125.011
01/02/13	Vendor	New Freedom	PA	36.066
01/24/13	Vendor	Hamburg	PA	50.315
02/05/13	Vendor	Kutztown	PA	47.708
01/03/13	Vendor	Fair Play	SC	79.905
01/10/13	Vendor	St. George	SC	85.395
02/06/13	Vendor	St. George	SC	50.000
03/06/13	Vendor	Walterboro	SC	76.299
03/12/13	Vendor	St. George	SC	78.062
03/21/13	Vendor	Fair Play	SC	73.561
03/23/13	Vendor	Fair Play	SC	107.466
01/09/13	Vendor	Mt. Jackson	VA	127.410
01/23/13	Vendor	Mt. Jackson	VA	153.618
01/25/13	Vendor	Mt. Jackson	VA	133.943
02/03/13	Vendor	Mt. Jackson	VA	125.639
02/05/13	Vendor	Mt. Jackson	VA	50.065
02/12/13	Vendor	Mt. Jackson	VA	61.732
03/10/13	Vendor	Mt. Jackson	VA	130.335
03/17/13	Vendor	Mt. Jackson	VA	137.095
03/20/13	Vendor	Ruther Glen	VA	114.969
03/31/13	Vendor	Mt. Jackson	VA	91.785

Date	Vendor	Location	Jurisdiction	Gallons
01/22/13	Vendor	Winfield	AL	27.001
01/22/13	Vendor	Steele	AL	100.726
01/27/13	Vendor	McCalla	AL	75.001
02/02/13	Vendor	McCalla	AL	119.170
02/11/13	Vendor	Brewton	AL	60.678
			<b>AL Total</b>	<b>382.576</b>
02/07/13	Vendor	Fort Myers	FL	46.793
02/08/13	Vendor	Marianna	FL	50.345
			<b>FL Total</b>	<b>97.138</b>
03/15/13	Vendor	Denham Springs	LA	60.193
			<b>LA Total</b>	<b>60.193</b>
03/29/13	Vendor	Meridian	MS	125.011
			<b>MS Total</b>	<b>125.011</b>
01/02/13	Vendor	New Freedom	PA	36.066
01/24/13	Vendor	Hamburg	PA	50.315
02/05/13	Vendor	Kutztown	PA	47.708
			<b>PA Total</b>	<b>134.089</b>
01/03/13	Vendor	Fair Play	SC	79.905
01/10/13	Vendor	St. George	SC	85.395
02/06/13	Vendor	St. George	SC	50.000
03/06/13	Vendor	Walterboro	SC	76.299
03/12/13	Vendor	St. George	SC	78.062
03/21/13	Vendor	Fair Play	SC	73.561
03/23/13	Vendor	Fair Play	SC	107.466
			<b>SC Total</b>	<b>550.688</b>
01/09/13	Vendor	Mt. Jackson	VA	127.410
01/23/13	Vendor	Mt. Jackson	VA	153.618
01/25/13	Vendor	Mt. Jackson	VA	133.943
02/03/13	Vendor	Mt. Jackson	VA	125.639
02/05/13	Vendor	Mt. Jackson	VA	50.065
02/12/13	Vendor	Mt. Jackson	VA	61.732
03/10/13	Vendor	Mt. Jackson	VA	130.335
03/17/13	Vendor	Mt. Jackson	VA	137.095
03/20/13	Vendor	Ruther Glen	VA	114.969
03/31/13	Vendor	Mt. Jackson	VA	91.785
			<b>VA Total</b>	<b>1,126.591</b>
			<b>Grand Total</b>	<b>2,476.286</b>

### Excel Shortcut Cheat Sheet

**Ctrl combination shortcut keys**

- Ctrl + 0 Hides the selected columns
- Ctrl + 1 Displays 'Format Cells' dialog box
- Ctrl + 2 Applies or removes bold formatting (also Ctrl + B)
- Ctrl + 3 Applies or removes italic formatting (also Ctrl + I)
- Ctrl + 4 Applies or removes underlining (also Ctrl + U)
- Ctrl + 5 Applies or removes strikethrough
- Ctrl + 6 Alternates between hiding and displaying objects
- Ctrl + 7 Displays or hides the outline symbols
- Ctrl + 8 Hides selected rows
- Ctrl + 9 Selects entire worksheet
- Ctrl + A Copies selected cells
- Ctrl + C Uses Fill Down command to copy the contents and the format of the topmost cell of a selected range into the cells below
- Ctrl + D Displays Find and Replace dialog box, with Find tab selected
- Ctrl + E Displays Find and Replace dialog box, with Replace tab selected
- Ctrl + H Displays Insert Hyperlink dialog box for new hyperlinks or Edit Hyperlink dialog box for selected existing hyperlinks
- Ctrl + X

**Function key shortcuts (cont'd)**

- ALT + SHIFT + F1 Inserts a new worksheet
- F2 Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off
- Ctrl + F2 Displays the print preview area
- F3 Displays the Paste Name dialog box
- SHIFT + F3 Displays the Insert Function dialog box
- F4 Repeats the last command or action. When a cell reference is selected in a formula, F4 cycles through all the various combinations of absolute and relative references
- Ctrl + F4 Closes the selected workbook window
- ALT + F4 Closes Excel
- F5 Displays the Go To dialog box (also Ctrl + G)
- F6 Restores the window size of the selected workbook window
- Ctrl + F6 Switches between the worksheet, ribbon, task pane, and Zoom controls in a worksheet that has been split. F6 includes the split panes when switching between panes and the ribbon area
- F8

