



**Mileage tracker**



# Don't miss a trip with QuickBooks Mileage Tracker

Business mileage can add up to serious tax savings. Automatically track your mileage with our mobile app and categorise your trip as business or personal with a quick swipe. So when it's tax time, you'll have a detailed log of all the business miles you can deduct.

# How to track mileage in QuickBooks Online

## First turn on Mileage Tracker in the QuickBooks app

- Go to the menu and select Mileage
- Choose Auto Tracking
- Toggle Auto Tracking on

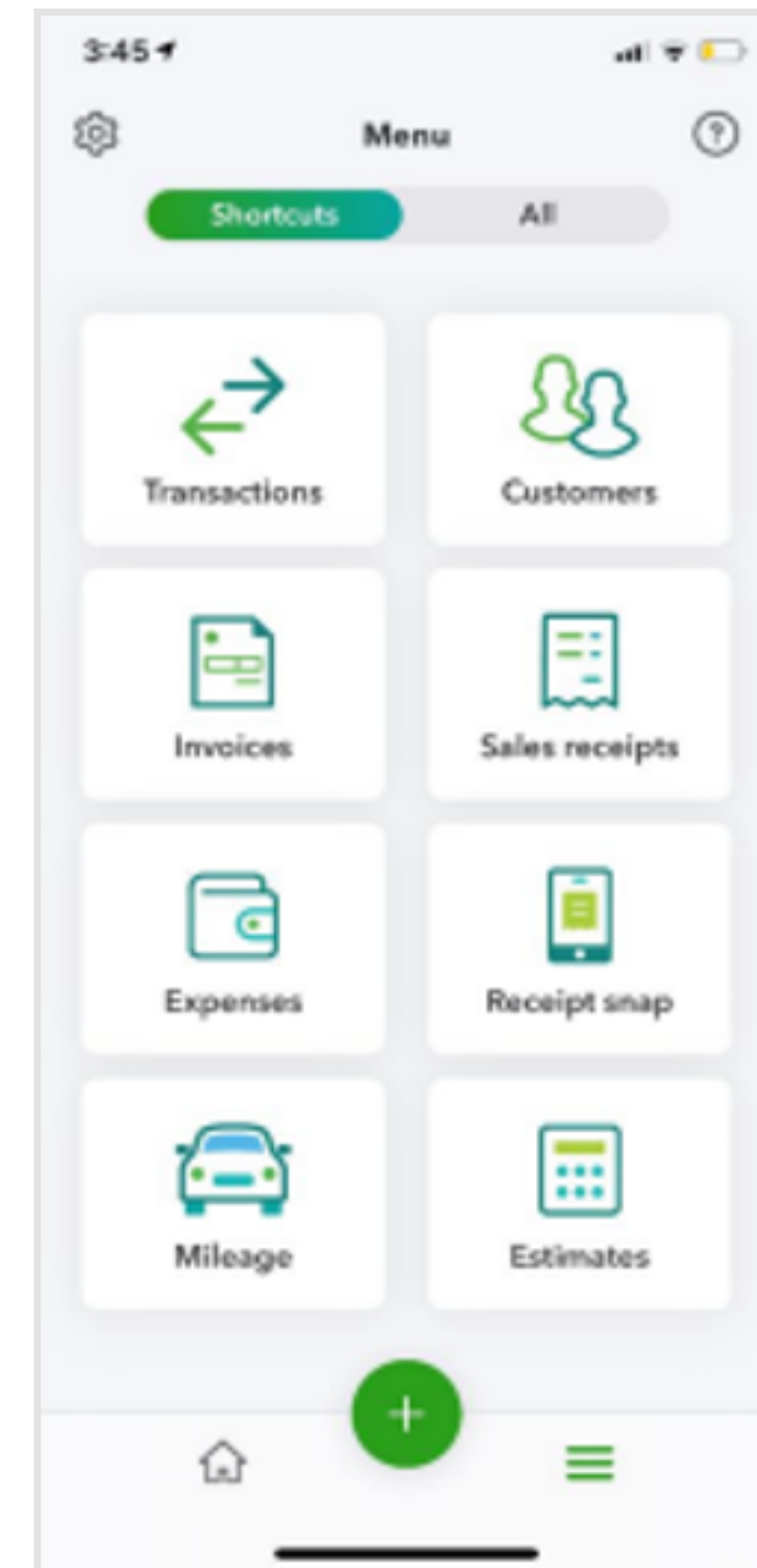
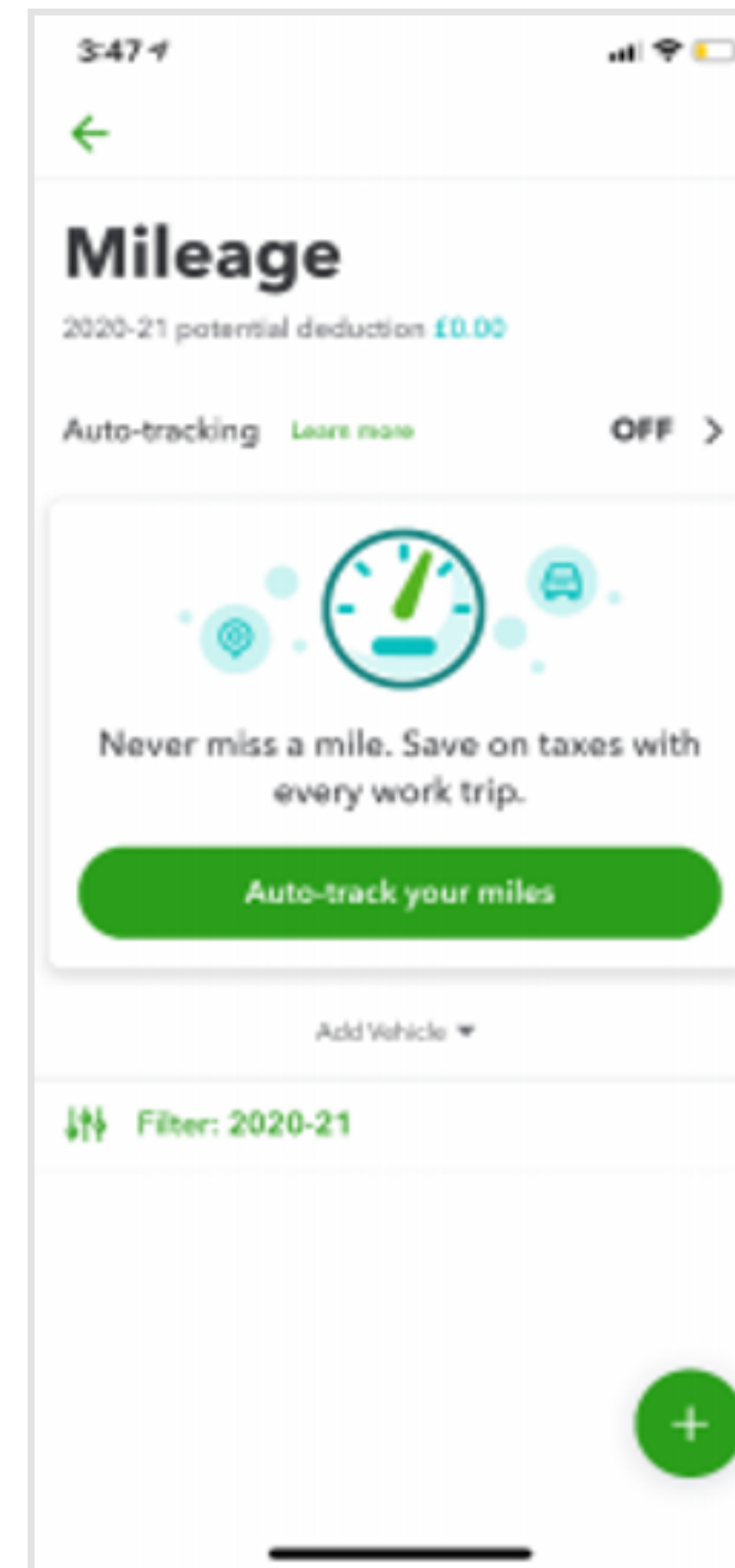
## Make sure your phone is set to the right permissions.

On iOS

- Set your phone's location permissions to Always.
- Enable Motion and Fitness permissions for the most accurate trip tracking

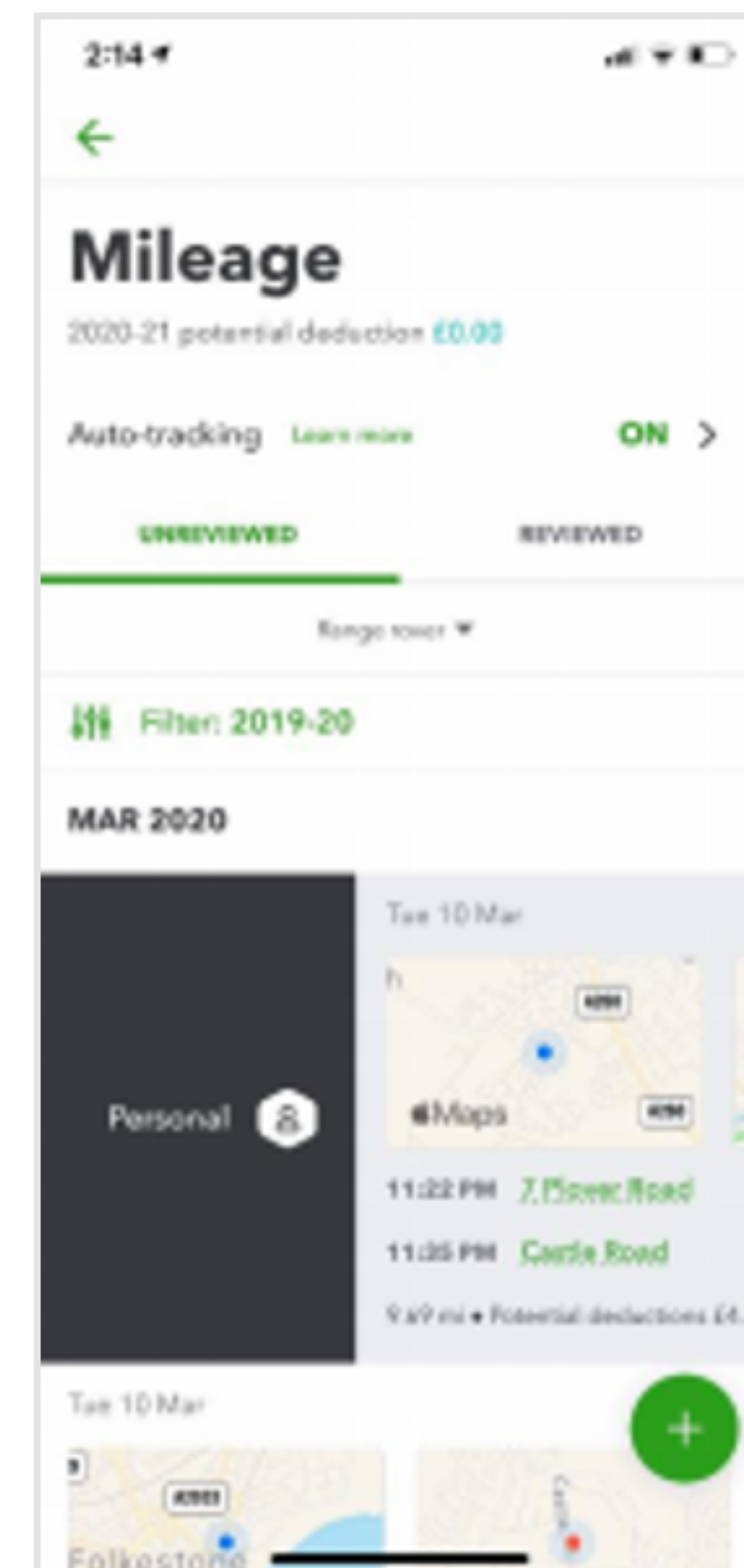
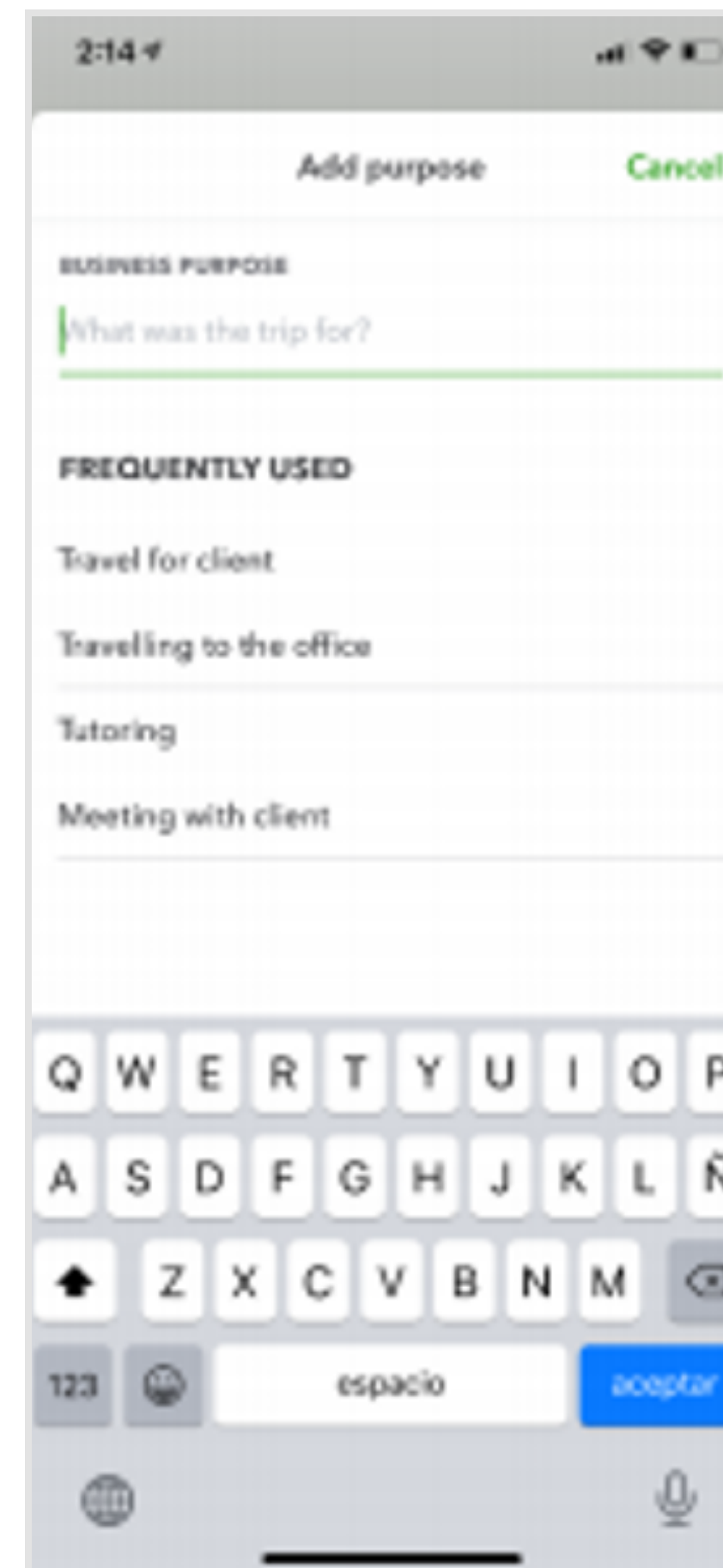
On Android

- Set your phone's location permissions to Always.
- Set Physical Activity to Allow.



# How to categorise your mileage after a trip

- Select Mileage and the trip you want to categorise
- Swipe right to categorise it as a personal trip, or left for a business trip.
- If it's a business trip, add a purpose for the trip and select the vehicle used.
- Save



# How to edit your vehicle information

**If you need to add or edit a vehicle, you can do it in the app or in QuickBooks Online.**

On QuickBooks Online

- Select Mileage
- Select the down-arrow next to Add Trip
- Select Edit Vehicle
- Enter the information, then Save

In the QuickBooks mobile app

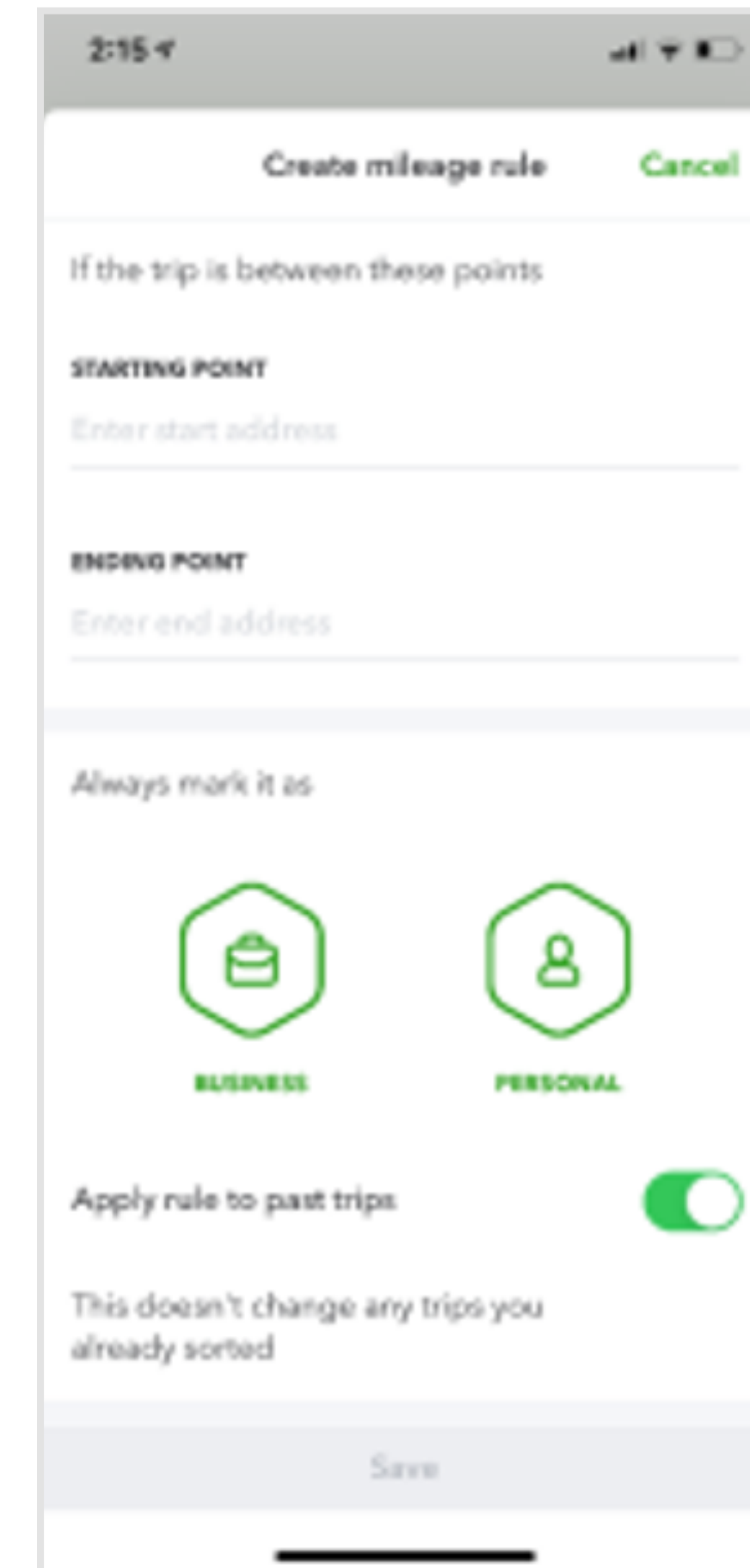
- Select Settings
- Select Manage Vehicles
- Select Edit Vehicle
- Enter the information, then Save

# How to create a rule to save time

You can auto-sort your trips and save time by creating a rule to automatically classify trips as personal or business.

Once created, you can apply the rule to trips you've already taken.

- Select the + sign at the bottom right-hand corner
- Select Create Rule
- Fill in the details and enable the rule to apply to past trips
- Save

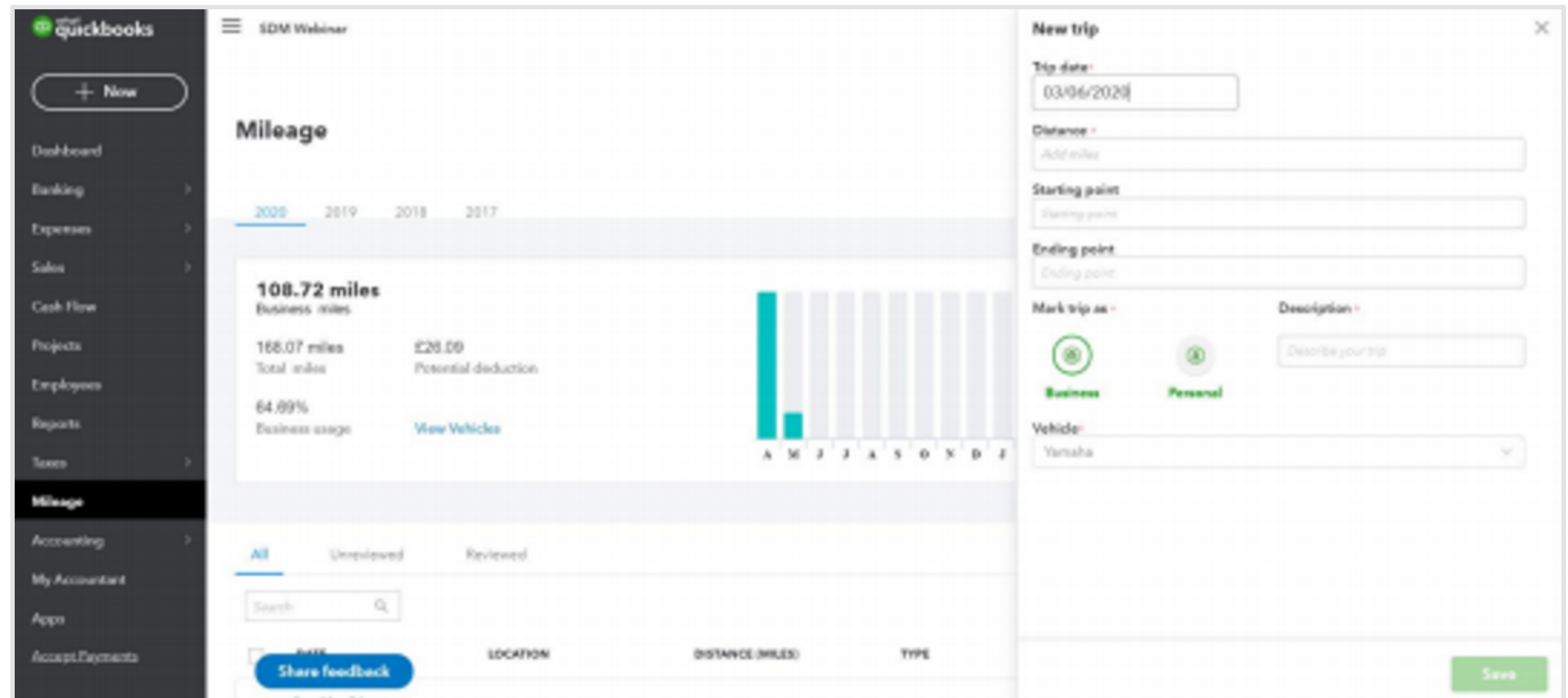


# How to track mileage manually

If you prefer to track your mileage manually, you can do so through the app or through QuickBooks Online.

## In QuickBooks Online:

- Select Mileage
- Select Add Trip
- Enter the trip date, start/end point, distance and the trip purpose
- Save



# How to track mileage manually

If you prefer to track your mileage manually, you can do so through the app or through QuickBooks Online.

## In the QBO mobile app

- Select the + sign
- Select Create Trip
- Enter trip details
- Save





# Export mileage

You can export your mileage from your QuickBooks Online.

- Select Mileage.
- Select Export.

## MILEAGE TRACKER

For further help, contact your accountant or our free support line on 0808 168 8175 (8AM - 7PM Monday to Friday) or contact a QuickBooks expert using chat messaging by clicking the help button in QuickBooks (8AM - 10PM Monday to Friday, and 8AM - 6PM Saturday and Sunday).

Thank you