# Features – Tracking Mileage

Did you know you can track your vehicle mileage in QuickBooks, and even bill the mileage back to your customers (sorry, not available in Simple Start or Mac versions)?

Here’s how:

1. Under the Company menu, select Enter Vehicle Mileage.
2. You will need to set up your vehicle by clicking on the drop down menu under vehicle, select new and enter the year, make and model of your business vehicle.
3. In the top menu bar, click on Mileage Rates, enter the effective date of 1/1/2010 and enter the mileage rate (.50 per mile for 2010). Click Close.

 You’re ready to record your mileage:

* Select the Vehicle from the drop down list
* Enter the dates of the trip
* Enter the odometer starting and ending, OR the total miles driven
* Identify the Customer: Job, Item, and class, if applicable
* Check the Billable box, if you are going to invoice the customer (Note: to bill a customer you will need to set up an item for mileage)
* In the notes section detail the purpose of the trip.

To bill the customer for mileage select the “Add Time/Costs…” button at the bottom of an invoice.  On the mileage tab select the mileage you want to bill for.  The default option transfers the activity notes to the invoice.  You can change this using the Options button for either the item description or both notes and description.

That’s it!  If you need help with this valuable QuickBooks feature, give us a call.