REPORTS

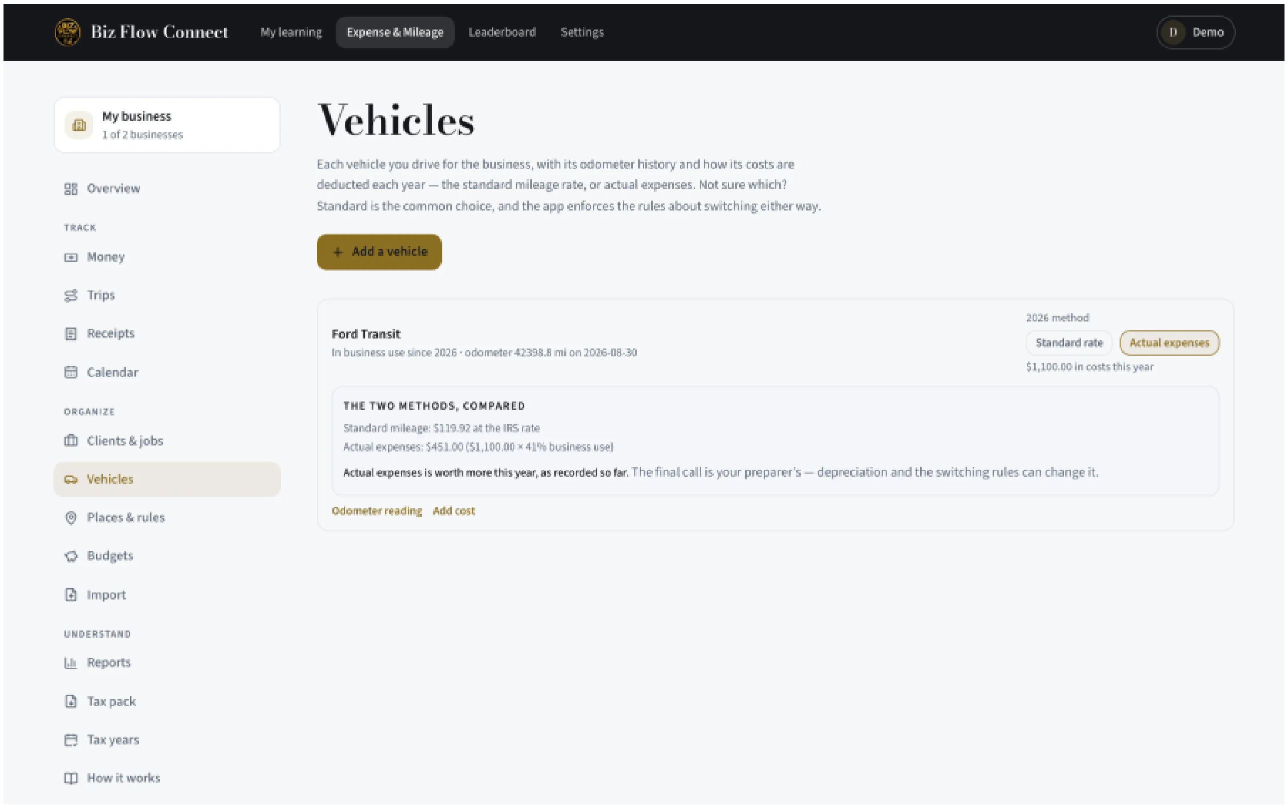
# Add vehicles and choose mileage rates

Add each vehicle you drive for the business, choose its deduction method, and record the odometer readings that make the year provable.

https://bizflowconnection.net/guides/add-vehicles-and-mileage-rates

## 1. Add the vehicle

Open "Vehicles" from the More tab (or the web’s Vehicles page). Give it a name you will recognize in a list and today’s odometer reading, then tap "Add vehicle". That day-one reading is what makes the year-end reconciliation possible.




## 2. Choose its method for the year

Tap "Method ›" on the vehicle and pick "Standard mileage" — a flat IRS rate per business mile — or "Actual expenses", the business share of real running costs. Standard is the common choice.

TIP

The IRS has rules about switching methods, and the app enforces them. If a method is closed to a vehicle, the app tells you exactly why instead of letting the year file wrong.

## 3. Record the year’s boundary readings

Tap "Record ›" next to "Year odometer readings" and enter the odometer on 1 January and 31 December (either one alone is fine until you have both). These two numbers are what prove the year’s total mileage.

## 4. Put the vehicle on your trips

Pick the vehicle on the trip form when you record or confirm a drive. The tax pack then shows total miles, business miles, and the business-use percentage per vehicle — the details the forms ask for.

## 5. Rates are built in

The IRS standard mileage rates are loaded on the server, and each trip is valued at the rate in force on that trip’s own date — including years where the rate changed mid-year. You never type a rate.