

# Oregon Motor Fuel

Last Modified on 08/09/2024 3:46 pm CDT

General information regarding Motor Fuel can be found [here](#).

Agvance makes the following assumptions as the documents are created in Agvance Motor Fuel:

- Reconciliation can only happen within the current fiscal year. Linking to a prior year to reconcile is not available.
- When setting up the Schedules, the state abbreviation must precede the Schedule number (i.e. Oregon Schedule 5 needs to be set up as OR5).
- If multiple Schedules have the same number (i.e. Schedule 1 and Schedule 1H), the Schedule with no letter following the number must have an R entered after the number (i.e. Oregon Schedule 1 is setup as OR1R)

## Definitions

### Product Codes

Oregon is a Uniformity State and must conform to the requirements set by the Uniformity States. Since the program must have the ability to report to Uniformity States, the Product Types used will be the Uniformity Fuel Codes listed below:

INT04	Product Description	Product Category
065	Gasoline	1 – Gasoline
E10	Gasoline Eth-Blended	2 – Gasoline Eth-Blended
125	Aviation Gasoline	3 – Aviation Gasoline
130	Jet Fuel	4 – Jet Fuel
160	Diesel - Undyed	5 – Diesel - Undyed
	Compressed Natural Gas (CNG)	6 – Compressed Natural Gas
E00	Ethanol (100%)	8 – Ethanol
E99	Ethanol (99% Denatured Alcohol)	8 – Ethanol
E85	Gasoline Eth-Blended Flex	10 – Gasoline Eth-Blended Flex
170	Biodiesel - Undyed (non-UCO)	11 – Biodiesel Blend - Undyed
171	Biodiesel - Dyed (non-UCO)	12 – Biodiesel Blend - Dyed
228	Diesel - Dyed	13 – Diesel - Dyed
	Liquid Natural Gas (LNG)	14 – LNG
122	All Other Blending Components	17 – Blending Components
B20	Used Cooking Oil - Undyed (20%)	19 – Used Cooking Oil - Undyed

D20	Used Cooking Oil - Dyed (20%)	20 – Used Cooking Oil - Dyed
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## Schedules

The Schedule Codes must be set up in the *Schedules List* area on the *General Info* screen in the Motor Fuel module.

**Note:** Schedules ORINT02 and ORINT03 are not currently supported.

- **1** – Gallons received, (state) tax paid
- **10** – Gallons delivered to diplomats in city and county jurisdiction
- **10AC** – Tax-exempt sales in city jurisdiction
- **10AD** – Tax-exempt sales in county jurisdiction
- **10D** – Gallons delivered to diplomats (state)
- **10T** – Gallons delivered to Indian tribes or enrolled tribal members
- **1H** – Gallons received, county or city tax paid
- **2** – Gallons received from licensed dealers, tax unpaid
- **3** – Gallons imported direct to customer
- **4** – Gallons imported into tax-free storage
- **5** – Gallons delivered, tax collected
- **5LO** – Fuel distributor subject to local option taxes
- **6** – Gallons delivered to licensed dealers, tax not collected
- **7** – Gallons exported
- **7E** – Gallons sold for export, originating city and/or county tax paid
- **8** – Gallons delivered to US Government, tax-exempt
- **INT01** – Product Transfer Disbursement
- **INT02** – Product Transfer Receipt
- **INT03** – Ending Inventory
- **INT04** – In-State Refinery Production

## Modes of Transportation

- **J** – Truck
- **R** – Rail
- **B** – Barge
- **PL** – Pipeline
- **S** – Ship (ocean marine vessel)
- **RT** – Removal from Terminal (other than by truck or rail)

# State of Oregon Setup

Setup specific to Oregon can be found at *Motor Fuel / Reports / Oregon*.

Oregon Reports

Create Excel files for

- Motor Vehicle Fuel and Aircraft Fuel Dealer Tax Report\*
- Use Fuel Seller Tax Report
- EDI File

Files Folder

File Name for Motor Vehicle Fuel Dealer Tax Report

File Name for Use Fuel Seller Tax Report

Report Dates

Starting Date: 07/01/2024

Ending Date: 07/31/2024

Fiscal Month: 3

Buttons: EDI Setup, Tax Rates Setup, Setup Facility IDs, Company Licenses, OK, Cancel

## Facility IDs

Select **Setup Facility IDs** to enter the facility information.

	<Location ID>	Location Name	Facility ID
1	FPER	Pratum Co-op Energy - PC Energy Retail	L0113223F
2	FPEC	Pratum Co-op Energy - PC Energy Cardlock	L0113223F
3	FMO	Pratum Co-op Energy - Main Office	L0113223F
4	CFN	Pacific Pride Remote Sales	9999
5	FPDX	Pratum Co-op Energy - Portland Storage	L0090305G
6	FSS	Pratum Co-op Energy - Santiam Station	L0109892F

Buttons: Save, Cancel

Double-click on Location ID and a new line displays. Choose the Location ID from the drop-down, and the Location Name automatically populates. Enter the corresponding *Facility ID* and select **Save**.

## Company Licenses

Choose **Company Licenses** to choose the *Type of tax ID* and enter the *Tax ID: FEIN/SSN* and *License Number*.

License and Tax ID Setup

Type of tax ID: FEIN

Tax ID: FEIN/SSN: [ ]

License Number: [ ]

OK Cancel

## EDI Setup

The *EDI Setup* area gives the ability to establish information about the business that will be transferred along with the tax reports that are filed using EDI.

Oregon EDI Setup

Taxpayer's Legal Business Name: Software Solutions Company

Taxpayer's Physical Address

Address 1: 123 Any Street

Address 2: [ ]

City: Hometown

State: OR Zip: [ ] Country: US

Taxpayer's Mailing Address if different than physical

Address 1: [ ]

Address 2: [ ]

City: [ ]

State: [ ] Zip: [ ] Country: [ ]

General Contact Person Information

Name: [ ]

Phone Number: [ ]

E-Mail Address: [ ]

EDI Contact Person Information

Name: [ ]

Phone Number: [ ]

E-Mail Address: [ ]

Use Customer ID instead of Account Number Usage Indicator: Production Data EDI File Name: [ ]

Facility ID: <Tank> [ ] Customer ShipTo: [ ] <Customer> [ ]

Save Cancel

## Tax Rates Setup

Choose **Tax Rates Setup** to enter the *Special Fuels Tax Rate \$/ga* and *Credit %*.

Oregon Motor Fuel Tax Rates

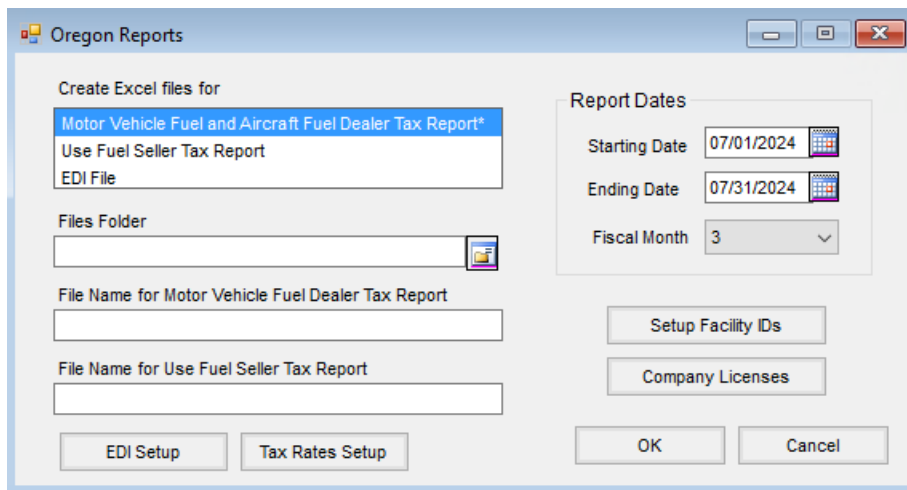
Special Fuels Tax Rate: [ ] \$/ga

Credit: [ ] %

Save Cancel

## Reports

The *Oregon Reports* window is found at *Motor Fuel / Reports / Oregon*.



Reports can be selected to run based on the specified *Report Dates* and *Fiscal Month* selected. Enter the path where the reports are to be saved, and enter a file name for each report.

## Create Excel Files

When the *Oregon Reports* window is initially opened, the Motor Vehicle Fuel and Aircraft Fuel Dealer Tax report is highlighted, indicating this report will be created. To run both reports, select the Use Fuel Seller Tax report to highlight it in blue. To deselect a report, choose the report and the report will not be created.

## Report Dates

The *Starting Date*, *Ending Date*, and *Fiscal Month* default in as the previous month. These may be manually entered but must agree (i.e. if July is Fiscal Month 11 and the *Starting Date* is selected as 07/01/2024 and the *Ending Date* as 07/31/2024 with the *Fiscal Month* set to 1, no data displays on the report).

**Note:** In order for the previous month defaulting to work, confirm the previous Fiscal Month has been closed.

## Excel Files Folder

This is where the file will be stored. Either type in the path or choose the **Browse** button to the right. A *Browse for Files* window will open, giving the ability to select a place to store the files.

**Note:** The path entered defaults the next time the *Oregon Reports* window is opened. This allows the files to easily be stored in one place.

## File Name for Reports

Choose file names for the reports by typing in the field. It is recommended to use a standard format such as *MotorFuel Gas Month Year.csv* and *UseFuelSeller Month Year.csv* and only switch the month/year in order to have consistency with file names.

**Note:** The .csv does not have to appear at the end of the file name. It is a helpful reminder because it indicates how the file is stored. In order to upload these files to the state of Oregon, they must first be saved as .xlsx files. Including

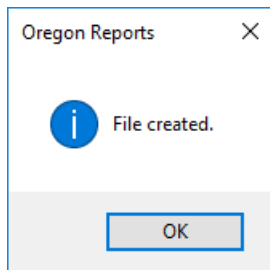
.csv in the file name in the *Oregon Reports* window indicates to first save the files as .xlsx before uploading the files to the state of Oregon.

## How to Save Files as .xlsx in Excel

After these reports are created, they may be opened in Excel. Once a report is opened in Excel, go to *File / Save As*. A drop-down will be populated with *CSV (Comma delimited) (\*.csv)*. From the drop-down, choose *Excel Workbook (\*.xlsx)*. The reports are now ready to be uploaded to the State of Oregon.

## Creating Excel Files

After all the information in the *Oregon Reports* window has been entered correctly, select **OK** to generate the reports. The *File created* message displays for each file created.



Select **OK** to close the window. Open the files located in the path specified in the *Excel Files Folder* area. To finish the process, complete the steps specified in the *How to Save Files as .xlsx* in Excel section above.