

Oregon Motor Fuel

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

- The user is only able to reconcile within the current fiscal year and is not allowed to link to a prior year to reconcile.
- When setting up the schedules, the state abbreviation must precede the schedule number (i.e. Oregon Schedule 5 needs to be setup 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)

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, along with which reports support which schedules.

Use Fuel Seller Tax Report

Product Type	Product Description
054	Propane
061	Natural Gasoline
072	Kerosene - Dyed
092	Undefined Products
100	Transmix
122	All Other Blending Components
142	Kerosene - Undyed
160	Diesel - Undyed
170	Biodiesel - Undyed (non UCO)

Product Type	Product Description
171	Biodiesel - Dyed (non UCO)
175	Residual Fuel Oil
224	Compressed Natural Gas (CNG)
225	Liquid Natural Gas (LNG)
228	Diesel - Dyed

Motor Vehicle Fuel and Aircraft Dealer Tax Report

Product Type	Product Description
065	Gasoline
125	Aviation Gasoline
130	Jet Fuel
E00	Ethanol (100%)
E10	Gasoline Eth-Blended
E85	Gasoline Eth-Blended Flex
E99	Ethanol (99% Denatured Alcohol)

Schedules

The Schedule Codes must be setup in the Schedules List area on the General Info screen in the Motor Fuel module. Below are the tax reports and their corresponding schedules.

Use Fuel Seller Tax Report

Schedule Code	Schedule Description
OR2	Schedule of Receipts
OR5BLK	Schedule of Disbursements - Bulk (Taxable)
OR5CRD	Schedule of Disbursements - Cardlock (Taxable)
OR6BLK	Schedule of Disbursements - Bulk (Ex-Tax)
OR6CRD	Schedule of Disbursements - Cardlock (Ex-Tax)
OR6RTL	Schedule of Disbursements - Retail Ex-Tax
ORINT01	Inventory
ORINT02*	Retail Station Operations - Closing Reading
ORINT03*	Retail Station Operations - Opening Reading

Note: Schedules ORINT02 and ORINT03 are not currently supported.

Motor Vehicle Fuel and Aircraft Dealer Tax Report

Schedule Code	Schedule Description
OR1R	Gallons received (state) tax-paid
OR1H	Gallons received - county or city tax paid
OR2	Gallons received from licensed dealers tax-unpaid
OR3	Gallons imported direct to customer
OR4	Gallons imported into tax-free storage

OR5R Schedule Code	Gallons delivered tax collected Schedule Description
OR5LO	Fuel distributor subject to local option taxes
OR6	Gallons delivered to licensed dealers tax not collected
OR7R	Gallons exported
OR7E	Gallons sold for export - originating city and/or county tax paid
OR8	Gallons delivered to U.S. Government tax-exempt
OR10AC	Tax exempt sales in city jurisdiction
OR10AD	Tax exempt sales in county jurisdiction
OR10R	Gallons delivered to other tax-exempt entities (diplomats)
OR10D	Gallons delivered to diplomats
ORINT01	Product Transfer Disbursement
ORINT02	Product Transfer Receipt
ORINT03	Ending Inventory

Setup General Motor Fuel Information

The General Info area, found at Motor Fuel / Setup / General Info, defines several fields used throughout the program based on the state in which the reports are filed. The area is used to setup the list of Product Types, Schedules List, Origin Cities, and Modes of Transportation for generating the Motor Fuel schedules. To add an entry to an area on the Setup screen, double-click in an open field and begin typing. Once all of the entries have been made, click **Save**.

Product Types

	Product Type
1	E10
2	065
3	054
4	061
5	065
6	072
7	092
8	100
9	122
10	170
11	171
12	E85

Schedules List

	Schedule
1	OR1R
2	OR1H
3	OR2
4	OR3
5	OR4
6	OR5R
7	OR5LO
8	OR6
9	OR7R
10	OR7E
11	OR8
12	OR10R

Origin Cities

	Origin City	State
1	Portland	OR
2	Vancouver	WA
3	Silverton	OR
4	Salem	OR
5	Lebanon	OR
6	Mill City	OR
7	Hubbard	OR
8	Cardlock	OR

Modes of Transportation

	Mode Of Transportation
1	J
2	R
3	B
4	PL
5	S
6	RT
7	
8	
9	

Print Save Done

Product Types

The *Product Types* area is used for the 3-digit Uniformity Code that is defined under the Product Codes section of this document.

Schedules List

The Schedules List area is where all Schedules for every type of transaction are added. The type of Schedule on which the product should be included is selected while creating an Invoice.

Origin Cities

Origin Cities are the cities or terminals where your fuel originates. Destination Cities may also be entered in this field. These cities will be used during the purchasing and sales processes in Agvance Accounting.

Modes of Transportation

The Modes of Transportation area is used to setup the various modes of transportation used to carry the motor fuel. The Mode of Transportation used in transporting the fuel is selected while creating an Invoice or Purchase Invoice. The modes of transportation below are used by Uniformity.

Mode Code	Definition / Description
J	Truck
R	Rail
B	Barge
PL	Pipeline
S	Ship (ocean marine vessel)
RT	Removal from Terminal (other than by truck or rail)

Setup Motor Fuel Products

The Setup Motor Fuel Products screen, found at Motor Fuel / Setup / Motor Fuel Products, is used to classify each Motor Fuel product. The Product Code dropdown list includes the products setup in the General Info area.

Note: The Product Type column in the Setup Motor Fuel Products window is not used in Oregon. Add on Codes are established at Hub / Setup / Item Group.

	<Product Name>	Prod ID	Product Code	Dept ID	Add on Code	Product Type
1	ULSD-B5 On Road Diesel	41000	170	FMODSL	DsIFMO	
2	ULSD-Dyed B5 Off Road Diesel	41001	171	FMODSL	DsIFMO	
3	Dyed #1 Stove Oil	41004	175	FMODSL	DsIFMO	
4	ULSD-B5 On Road Diesel	41000	170	FPEC DL	DsIPEC	
5	ULSD-Dyed B5 Off Road Diesel	41001	171	FPEC DL	DsIPEC	
6	E-10 Unleaded Regular Gas	40003	E10	FPEC GA	GasPEC	
7	Non-Ethanol Unleaded Premium Gas	40004	065	FPEC GA	GasPEC	
8	ULSD-B5 On Road Diesel	41000	170	FPER DL	DsIPER	
9	ULSD-Dyed B5 Off Road Diesel	41001	171	FPER DL	DsIPER	
10	ULSD-B5 On Road Diesel	41000	170	FSSD SL	DsIFSS	
11	ULSD-Dyed B5 Off Road Diesel	41001	171	FSSD SL	DsIFSS	
12	Regular Diesel #2	19	160	CFND IE	DsIPEC	
13	Preimum Diesel #2	20	160	CFND IE	DsIPEC	
14	Diesel #1	21	160	CFND IE	DsIPEC	
15	Diesel Off Road	32	228	CFND IE	DsIPEC	
16	Ultra Low Sulfur Diesel Off-Road	33	228	CFND IE	DsIPEC	
17	Bio-diesel Off-Road	34	171	CFND IE	DsIPEC	
18	Ultra Low Sulfur Bio-diesel blend Off-...	35	171	CFND IE	DsIPEC	

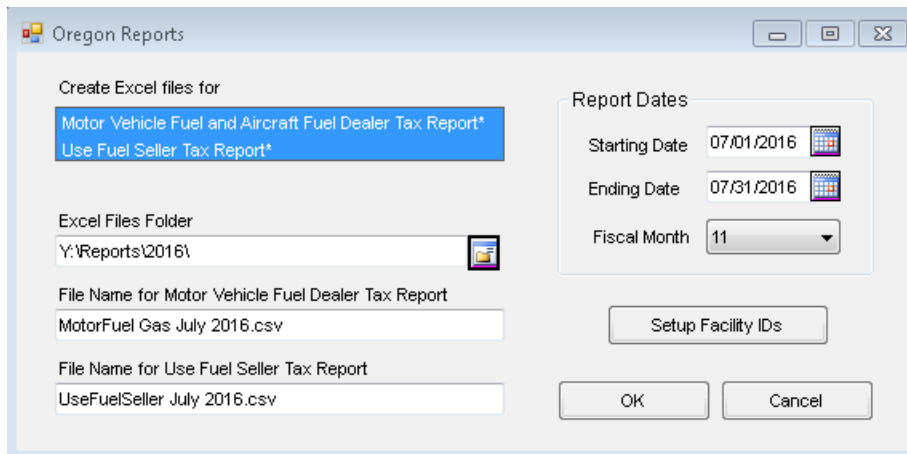
Print Save Cancel

1. Double-click an empty field in the *Product Name* column.

2. The Select Products window opens. Select the Motor Fuel product(s) to add, and click **Done**. The Product Name, Dept ID, and Prod ID are displayed in the grid.
Note: Multiple products may be selected from this window.
3. After the product has been entered in the Setup Motor Fuel Products window, select the Product Code.
A Product Code must be added to every product selected. Continue these steps until all Motor Fuel products the company reports are setup.
4. Select the correct Add on Code based on product location.
5. After all of the products have been setup, click **Save**. The list may also be printed for future reference.

State of Oregon Setup

In *Motor Fuel / Reports / Oregon*, setup for Facility IDs is available.



The screenshot shows a window titled "Oregon Reports" with standard Windows window controls (minimize, maximize, close). The window is divided into two main sections. On the left, under the heading "Create Excel files for", there are two blue buttons: "Motor Vehicle Fuel and Aircraft Fuel Dealer Tax Report*" and "Use Fuel Seller Tax Report*". Below these, the "Excel Files Folder" is set to "Y:\Reports\2016\" with a folder icon button. Further down, there are two text input fields: "File Name for Motor Vehicle Fuel Dealer Tax Report" containing "MotorFuel Gas July 2016.csv" and "File Name for Use Fuel Seller Tax Report" containing "UseFuelSeller July 2016.csv". On the right, the "Report Dates" section contains three fields: "Starting Date" (07/01/2016), "Ending Date" (07/31/2016), and "Fiscal Month" (11), each with a calendar icon. At the bottom right, there are three buttons: "Setup Facility IDs", "OK", and "Cancel".

Facility IDs

Click 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

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**.

How to Run a Report

The *Oregon Reports* window is found at *Motor Fuel / Reports / Oregon*. Reports can be selected to run based on the specified date range 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 for

Motor Vehicle Fuel and Aircraft Fuel Dealer Tax Report*
Use Fuel Seller Tax Report*

Excel Files Folder
Y:\Reports\2016\

File Name for Motor Vehicle Fuel Dealer Tax Report
MotorFuel Gas July 2016.csv

File Name for Use Fuel Seller Tax Report
UseFuelSeller July 2016.csv

Report Dates

Starting Date 07/01/2016
Ending Date 07/31/2016
Fiscal Month 11

Setup Facility IDs

OK Cancel

Create Excel Files for

When the *Oregon Reports* window is initially opened, the Motor Vehicle Fuel and Aircraft Fuel Dealer Tax Report is highlighted in blue, indicating that this report will be created. To run both reports, click on the Use Fuel Seller Tax Report to highlight in blue. To deselect a report, select 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 07/01/2016 and the Ending Date as 07/31/2016 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 indicates the location where the file will be stored. Either type in the path or click on the browse button to the right side of the textbox. A Browse for Files window will open, allowing you to select a place to store the files.

Note: The path entered defaults the next time the Oregon Reports window is open. 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.

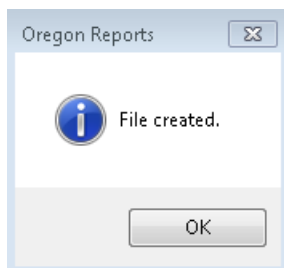
Note: The '.csv' does not have to appear at the end of the file name. It is a helpful reminder because it indicates how the file is stored. In order to upload these files to the state of Oregon, they must first be saved as .xlsx files. Including '.csv' in the file name in the *Oregon Reports* window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