Ohio Motor Fuel

Last Modified on 03/05/2025 8:28 am CST

General information regarding Motor Fuel can be found **here**.

- Products will need to be set up as Motor Fuel Products before the Motor Fuel Tax screens described in this specification will be available.
- Reconciliation can only happen within the current fiscal year. Linking to a prior year to reconcile is not available.
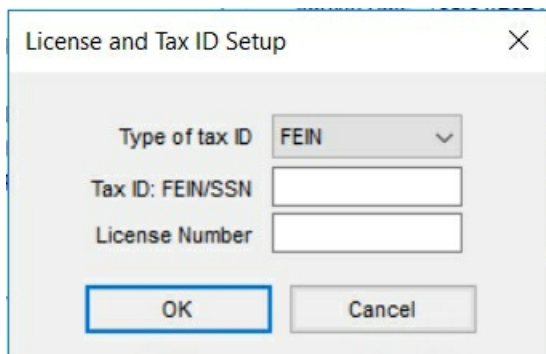
Ohio Motor Fuel reporting is available at *Accounting / Motor Fuel / Reports / Ohio*.

State of Ohio Setup

At *Motor Fuel / Reports / Ohio*, there are specific setups unique to the State of Ohio. Company Licenses, Customer Licenses, Tax Rate Setup, and EDI Setup information are set up in this area.

- **Company Licenses** – The *License and Tax ID Setup* window is where Company License Number Information is set up. Enter the *License Number*, select the *Type of tax ID*, and enter the *Tax ID: FEIN/SSN*. When finished, select **OK** to save.
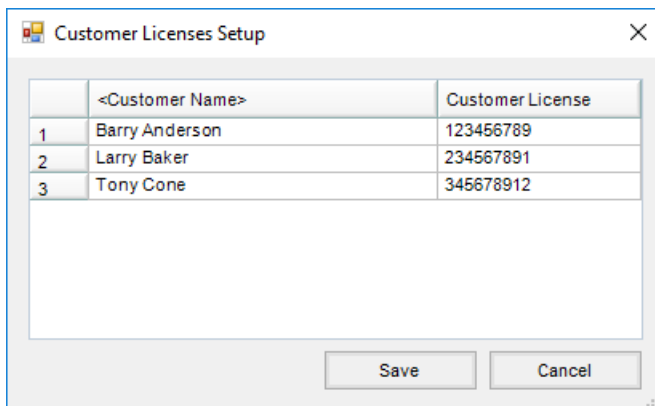
- **Customer Licenses** – The *Customer Licenses Setup* window is used to set up license numbers for Customers. Double-click *<Customer Name>* then choose the Customers from the *Select Customers* window. Select **Done** to add the Customers to the list. Enter the *Customer License* for each of the Customers and select **Save** when finished.
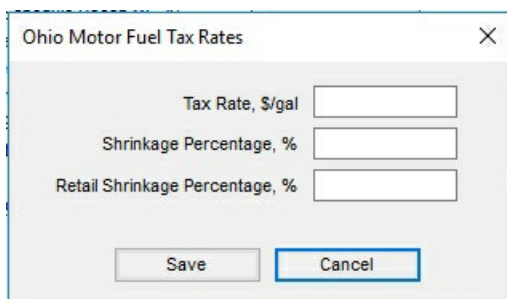
- **Tax Rates Setup** – The Ohio *Tax Rates* window is used to set up tax rates for use on Motor Fuel Tax reports. These fields can be edited since rates and percentages are subject to change.

- **Bulk/Retail Products**– The Ohio *Bulk/Retail Products* window is used to choose either Bulk or Retail for specific products used on Motor Fuel Tax reports.

- **XML Setup** – The *XML Setup* window is used to input information for filing Motor Fuel Tax reports electronically. All Ohio Motor fuel tax taxpayers must file and pay electronically.

  - Select the *Filing Amended Return* checkbox to file an amended return. Amended Returns must be filed in the same manner as the original return and if filed electronically should provide all schedule detail records.

- **Validate MF Balances** – Ohio requires a *Physical Beginning* and *Physical Ending Inventory*. Select **Validate MF Balances** to open a window for validating the motor fuel balances per fuel code. Select *Fiscal Month*, *From* and *To Date Range* (Do NOT use Calendar icons). Click **Apply** to populate the grid below. Make sure the correct month is displayed in the *Calendar Month to Start Inventory Validation from* drop-down.
  - **Fuel Code** – Populated with the *Fuel Codes* that are setup in the *General Info* area in the *Motor Fuel* module.
  - **Beginning Balance** – Populated from the last validated *Ending Balance*.
    - Enter correct *Beginning Balance* for each *Fuel Code*.
    - If within current year, there should not be issues.
    - If in Month 1 and *Beginning Balances* are correct, then use *BY* for *Fiscal Month*.
    - Select **Save**.
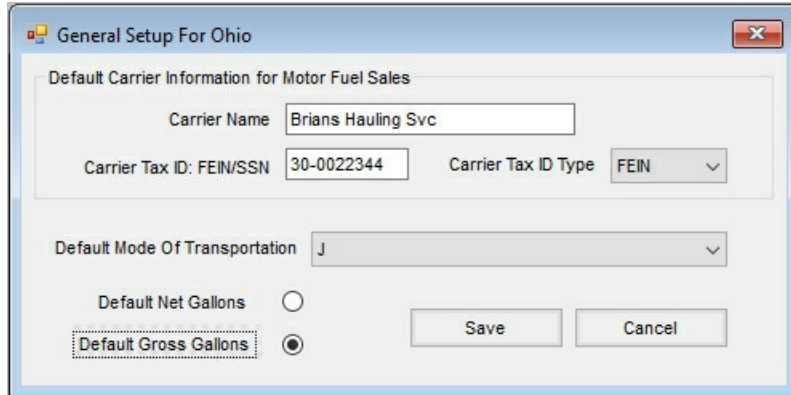
  - **Calculated Beginning Balance** – Beginning of Year balance +/- the transactions that have occurred throughout the year prior to the *From Date* (*From Date* minus 1). The transactions should include Purchase Invoices, Sales Invoices, and Inventory Adjustments. Look at the following dates to determine the transaction date: purinvdt.pidtmfbilloflad (Purchase Invoice), invoice.invdate (Sales Invoice), and invadj.date (Inventory Adjustment).
  - **Ending Balance** – Beginning of Year balance +/- transactions that have occurred throughout the year up through the *To Date*. The transactions should include Purchase Invoices, Sales Invoices, and Inventory Adjustments. Look at the following dates to determine the transaction date: purinvdt.pidtmfbilloflad (Purchase Invoice), invoice.invdate (Sales Invoice), and invadj.date (Inventory Adjustment).

Setup Uniformity States Defaults

General Setup for Ohio is found at *Motor Fuel / Setup / Setup Uniformity State Defaults.*

Gasoline Schedule Recap (MF-2A)

Header Information

- **Name**
- **FEIN** – From License Setup
- **Month/Year** – From OH Reports window

Untaxed Receipts

- **Line 1** – Total gallons from *Schedule 2* for Product Code 065
- **Line 2** – Total gallons from *Schedule 3* for Product Code 065
- **Line 3** – **Line 1** plus **Line 2**

Credits

- **Line 4** – Total gallons from *Schedule 6* for Product Code 065
- **Line 5** – Total gallons from *Schedule 7* for Product Code 065
- **Line 6** – Total gallons from *Schedule 8* for Product Code 065
- **Line 7** – Total gallons from *Schedule 10B* for Product Code 065
- **Line 8** – *Line 4* plus *Line 5* plus *Line 6* plus *Line 7*

Taxable Gallons

- **Line 9** – *Line 3* minus *Line 8*

Reconciliation Report

- **Line 1** – Copy *Line 9* from above
- **Line 2** – From *Motor Fuel EOM Table.* Total for Product Code 065. See *Physical Inventory Balances* section in this document.
- **Line 3** – Total gallons from *Schedule 1* for Product Code 065
- **Line 4** – *Line 1* plus *Line 2* plus *Line 3*
- **Line 5** – From *Calculated Ending Balance* for Product Code 065. See *Physical Inventory Balances* section in this document.
- **Line 6** – Total gallons from *Schedule 5* for Product Code 065
- **Line 7** – *Line 5* plus *Line 6*
- **Line 8** – *Line 7* minus *Line 4*

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MF 2A
Rev. 12/08

Gasoline Schedule Recap
(All Gallons Must Be Reported Gross)

Name____Software Solutions Company_____

FEIN _____ Month/Year____June, 2024_____

Calculation of Taxable Gallons

Untaxed Receipts

1. Receipts from other Ohio dealers(Schedule 2)	1.	
2. Imported into Ohio(Schedule 3)	2.	
3. Total untaxed receipts(add lines 1 and 2)	3.	

Credits

4. Sold without tax to other Ohio dealers(Schedule 6)	4.	
5. Exported out of Ohio(Schedule 7)	5.	
6. Sold to the U.S. government(Schedule 8)	6.	
7. Sold to propel aircraft(Schedule 10B)	7.	
8. Total credits(add lines 4, 5, 6 and 7)	8.	

Taxable Gallons

9. Taxable gallons(line 3 less line 8) (enter on line 1 of MF-2)	9.	

Reconciliation Report

1. Taxable gallons(line 9, above)	1.	
2. Physical beginning inventory(bulk storage only)	2.	
3. Tax paid fuel receipts(Schedule 1)	3.	
4. Total fuel available(add lines 1, 2 and 3)	4.	
5. Physical ending inventory(bulk storage only)	5.	
6. Fuel distributed or used taxable(Schedule 5)	6.	
7. Fuel accounted for(add lines 5 and 6)	7.	
8. Gain/loss (line 7 less line 4)	8.	

Low Sulfur Dyed Diesel Fuel Schedule Recap (MF-2B)

Header Information

- **Name**
- **FEIN** – From License Setup
- **Month/Year** – From OH Reports window

Untaxed Receipts

- **Line 1** - From *Motor Fuel EOM* Table. Total for Product Code 227. See *Physical Inventory Balances* section in this document.
- **Line 2** – Total gallons from *Schedule 2* for Product Code 227
- **Line 3** – Total gallons from *Schedule 3* for Product Code 227
- **Line 4** – *Line 1* plus *Line 2* plus *Line 3*

Credits

- **Line 5** – Total gallons from *Schedule 6* for Product Code 227
- **Line 6** – Total gallons from *Schedule 7* for Product Code 227
- **Line 7** – Total gallons from *Schedule 8* for Product Code 227
- **Line 8** – Total gallons from *Schedule 10* for Product Code 227
- **Line 9** – Total gallons from *Schedule 10B* for Product Code 227
- **Line 10** – From *Calculated Ending Balance* for Product Code 227. See *Physical Inventory Balances* section in this document.
- **Line 11** – *Line 5* plus *Line 6* plus *Line 7* plus *Line 8* plus *Line 9* plus *Line 10*

Gallons to Account For

- **Line 12** – *Line 4* minus *Line 11*
- **Line 13** – Total gallons from *Schedule 5* for Product Code 227
- **Line 14** – *Line 13* minus *Line 12*

Low Sulfur Dyed Diesel Fuel Schedule Recap
(All Gallons Must Be Reported Gross)

Name _____ Software Solutions Company _____

FEIN _____ Month/Year _____ June, 2024 _____

Untaxed Receipts

1. Physical beginning inventory	1.	
2. Receipts from other Ohio dealers(Schedule 2)	2.	
3. Imported into Ohio(Schedule 3)	3.	
4. Total untaxed receipts(add lines 1, 2 and 3)	4.	

Credits

5. Sold without tax to other Ohio dealers(Schedule 6)	5.	
6. Exported out of Ohio(Schedule 7)	6.	
7. Sold to the U.S. government(Schedule 8)	7.	
8. Sold or used for other nontaxable purpose(Schedule 10)	8.	
9. Sold to propel aircraft(Schedule 10B)	9.	
10. Physical ending inventory	10.	
11. Total credits(add lines 5, 6, 7, 8, 9 and 10)	11.	

Gallons to Account for

12. Accountable gallons (line 4 less line 11)	12.	
13. Fuel distributed or used taxable(Schedule 5) (enter on line 2 of MF-2)	13.	
14. Gain/loss (line 13 less line 12)	14.	

Kerosene Fuel Schedule Recap (MF-2C)

Header Information

- **Name**
- **FEIN** – From License Setup
- **Month/Year** – From OH Reports window

Untaxed Receipts

- **Line 1** – From *Motor Fuel EOM* Table. Total for Product Code 142. See *Physical Inventory Balances* section in this document.
- **Line 2** – Total gallons from *Schedule 2* for Product Code 142
- **Line 3** – Total gallons from *Schedule 3* for Product Code 142
- **Line 4** – *Line 1* plus *Line 2* plus *Line 3*

Credits

- **Line 5** – Total gallons from *Schedule 6* for Product Code 142

- **Line 6** – Total gallons from *Schedule 7* for Product Code 142
- **Line 7** – Total gallons from *Schedule 8* for Product Code 142
- **Line 8** – Total gallons from *Schedule 10* for Product Code 142
- **Line 9** – Total gallons from *Schedule 10B* for Product Code 142
- **Line 10** - From *Calculated Ending Balance* for Product Code 142. See *Physical Inventory Balances* section in this document.
- **Line 11** – *Line 5* plus *Line 6* plus *Line 7* plus *Line 8* plus *Line 9* plus *Line 10*

Gallons to Account For

- **Line 12** – *Line 4* minus *Line 11*
- **Line 13** – Total gallons from *Schedule 1* for Product Code 142
- **Line 14** – *Line 12* plus *Line 13*
- **Line 15** – Total gallons from *Schedule 5* for Product Code 142
- **Line 16** – *Line 15* minus *Line 13*
- **Line 17** – *Line 15* minus *Line 14*

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MF 2C
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Kerosene Fuel Schedule Recap
(All Gallons Must Be Reported Gross)

Name _____ Software Solutions Company

FEIN _____ Month/Year_____ June, 2024 _____

Untaxed Receipts

1. Physical beginning inventory	1.	
2. Receipts from other Ohio dealers(Schedule 2)	2.	
3. Imported into Ohio(Schedule 3)	3.	
4. Total untaxed receipts(add lines 1, 2 and 3)	4.	

Credits

5. Sold without tax to other Ohio dealers(Schedule 6)	5.	
6. Exported out of Ohio(Schedule 7)	6.	
7. Sold to the U.S. government(Schedule 8)	7.	
8. Sold or used for other nontaxable purposes(Schedule 10)	8.	
9. Sold to propel aircraft(Schedule 10B)	9.	
10. Physical ending inventory	10.	
11. Total credits(add lines 5, 6, 7, 8, 9 and 10)	11.	

Gallons To Account For

12. Accountable gallons (line 4 less line 11)	12.	
13. Tax paid kerosene fuel receipts(Schedule 1)	13.	
14. Total fuel to account for(add lines 12 and 13)	14.	
15. Fuel distributed or used taxable(Schedule 5)	15.	
16. Taxable gallons(line 15 less line 13) (enter on line 3 of MF-2)	16.	
17. Gain/loss (line 15 less line 14)	17.	

Clear Diesel Fuel Schedule Recap (MF-2D)

Header Information

- **Name**
- **FEIN** – From License Setup
- **Month/Year** – From *OH Reports* window

Untaxed Receipts

- **Line 1** - From *Motor Fuel EOM* Table. Total for Product Code 160. See *Physical Inventory Balances* section in this document.
- **Line 2** - Total gallons from *Schedule 2* for Product Code 160
- **Line 3** - Total gallons from *Schedule 3* for Product Code 160
- **Line 4** – *Line 1* plus *Line 2* plus *Line 3*

Credits

- **Line 5** - Total gallons from *Schedule 6* for Product Code 160
- **Line 6** - Total gallons from *Schedule 7* for Product Code 160
- **Line 7** - Total gallons from *Schedule* 8 for Product Code 160
- **Line 8** - Total gallons from *Schedule 10B* for Product Code 160
- **Line 9** – From *Calculated Ending Balance* for Product Code 160. See *Physical Inventory Balances* section in this document.
- **Line 10** – *Line 5* plus *Line 6* plus *Line 7* plus *Line 8* plus *Line 9*

Gallons to Account For

- **Line 11** – *Line 4* minus *Line 10*
- **Line 12** - Total gallons from *Schedule 1* for Product Code 160
- **Line 13** – *Line 11* plus *Line 12*
- **Line 14** - Total gallons from *Schedule 5* for Product Code 160
- **Line 15** – *Line 14* minus *Line 12*
- **Line 16** – *Line 14* minus *Line 13*

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Rev. 12/08

Clear Diesel Fuel Schedule Recap
(All Gallons Must Be Reported Gross)

Name _____ Software Solutions Company _____

FEIN _____ Month/Year ____ June, 2024 _____

Untaxed Receipts

1. Physical beginning inventory	1.
2. Receipts from other Ohio dealers(Schedule 2)	2.
3. Imported into Ohio(Schedule 3)	3.
4. Total untaxed receipts(add lines 1, 2 and 3)	4.

Credits

5. Sold without tax to other Ohio dealers(Schedule 6)	5.
6. Exported out of Ohio(Schedule 7)	6.
7. Sold to the U.S. government(Schedule 8)	7.
8. Sold to propel aircraft(Schedule 10B)	8.
9. Physical gallons in ending inventory	9.
10. Total credits(add lines 5, 6, 7, 8 and 9)	10.

Gallons To Account For

11. Accountable gallons (line 4 less line 10)	11.
12. Tax paid diesel fuel receipts(Schedule 1)	12.
13. Total fuel to account for(add lines 11 and 12)	13.
14. Fuel distributed or used taxable(Schedule 5)	14.
15. Taxable gallons(line 14 less line 12) (enter on line 4 of MF-2)	15.
16. Gain/loss (line 14 less line 13)	16.

High Sulfur Dyed Diesel Fuel Schedule Recap (MF-2G)

Header Information

- **Name**
- **FEIN** – From License Setup
- **Month/Year** – From *OH Reports* window

Untaxed Receipts

- **Line 1** - From *Motor Fuel EOM* Table. Total for Product Code 226. See *Physical Inventory Balances* section in this document.
- **Line 2** – Total gallons from *Schedule 2* for Product Code 226
- **Line 3** – Total gallons from *Schedule 3* for Product Code 226
- **Line 4** – *Line 1* plus *Line 2* plus *Line 3*

Credits

- **Line 5** – Total gallons from *Schedule 6* for Product Code 226
- **Line 6** – Total gallons from *Schedule 7* for Product Code 226
- **Line 7** – Total gallons from *Schedule 8* for Product Code 226
- **Line 8** – Total gallons from *Schedule 10* for Product Code 226
- **Line 9** – Total gallons from *Schedule 10B* for Product Code 226
- **Line 10** - From *Calculated Ending Balance* for Product Code 226. See *Physical Inventory Balances* section in this document.
- **Line 11** – *Line 5* plus *Line 6* plus *Line 7* plus *Line 8* plus *Line 9* plus *Line 10*

Gallons to Account For

- **Line 12** – *Line 4* minus *Line 11*
- **Line 13** - Total gallons from *Schedule 5* for Product Code 226
- **Line 14** – *Line 13* minus *Line 12*

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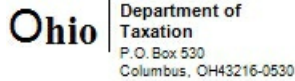
MF 2G
Rev. 12/08

High-Sulfur Dyed Diesel Fuel Schedule Recap
(All Gallons Must Be Reported Gross)

Name ____ Software Solutions Company ____

FEIN _____ Month/Year ____ June, 2024 _____

Untaxed Receipts

1. Physical beginning inventory	1.
2. Receipts from other Ohio dealers(from MF 2-1, Schedule 2)	2.
3. Imported into Ohio(from MF 2-1, Schedule 3)	3.
4. Total untaxed receipts(add lines 1, 2 and 3)	4.

Credits

5. Sold without tax to other Ohio dealers(from MF 2-2, Schedule 6)	5.
6. Exported out of Ohio(from MF 2-2, Schedule 7)	6.
7. Sold to the U.S. government(from MF 2-2, Schedule 8)	7.
8. Sold or used for other nontaxable purposes(from MF 2-2, Schedule 10)	8.
9. Sold to propel aircraft(from MF 2-2, Schedule 10B)	9.
10. Physical ending inventory	10.
11. Total credits(add lines 5, 6, 7, 8, 9 and 10)	11.

Gallons To Account For

12. Accountable gallons (line 4 less line 11)	12.
13. Fuel distributed or used taxable(from MF 2-2, Schedule 5) **(report fuel on Miscellaneous Liquid Petroleum Fuel Schedule Recap, MF 2F)**	13.
14. Gain/loss (line 13 less line 12)	14.

Schedule of Disbursements Report over 800 Gallons

To meet *Requirements #5*, for the Ohio Schedule of Disbursements, a separate report detailing the individual transactions for customer who purchased more than 800 gallons of diesel fuel on *Schedule 5*. To meet *Requirement #6*, a separate report detailing the individual transactions for customers who purchased more than 800 gallons of gasoline on *Schedule 5*. To meet *Requirement #7*, a separate report detailing the individual transactions for customer who purchased more than 800 gallons of fuel on *Schedule 10*. The report should include the following:

Header Information

- Customer Name
- Customer Address
- Customer City
- Customer State
- Customer Zip
- Customer SSN/FEIN

Invoice Detail

- Department ID / Product ID
- Product Name
- Gross Gallons
- Gross gallons subtotal per customer
- Grand Total from all customer subtotals

Licensed Dealer's Monthly Ohio Motor Fuel Tax Report (MF 2)

Dealer Name	CNFCOMP.COMPNAME
FEIN	From *License Setup* window
Month/Year	From *OH Report* window
Street	CNFCOMP.ADDRESS
City	CNFCOMP.CITY
State	CNFCOMP.STATE
ZIP	CNFCOMP.ZIP
Check here to cancel account	From *MF 2 Report Setup* window
Effective	From *MF 2 Report Setup* window
Check here if address is new	From *MF 2 Report Setup* window

User Information for Ohio Tax Return

☐ Late Filing

Late Charge Rate, %
Minimum Late Charge, $
Late Fee Daily Interest Rate, %

Cancel Account ☐
Effective date __/__/____ 🗓
Check here if address is new ☐

OK   Cancel

Transfer Totals from Fuel Schedule Recaps

- **Line 1** – From *Gasoline Schedule Recap (MF 2A) line 9*
- **Line 2** – From *Low Sulfur Dyed Diesel Schedule Recap (MF 2B) line 13*
- **Line 3** – From *Kerosene Schedule Recap (MF 2C) line 16*
- **Line 4** – From *Clear Diesel Schedule Recap (MF 2D) line 15*
- **Line 5** – Intentionally left blank
- **Line 6** – From *Miscellaneous Fuels Schedule Recap (MF 2F) line 8*
- **Line 7** – Add L*ines 1* through *6*
- **Line 8** – Multiply *Line 7* by the *Shrinkage Rate* from *Tax Rates Setup* window
- **Line 9** – Multiply *Gallons Sold to Retailers* by *Retailer Shrinkage Percentage* both from the *Report Setup* window
- **Line 10** – *Line 7* plus *Line 9* minus *Line 8*
- **Line 11** – Multiply *Line 10* by *Tax Rate* from *Tax Rate Setup* window
- **Line 12** - Intentionally left blank
- **Line 13** - Intentionally left blank
- **Line 14** – Copy from *Line 11*
- **Line 15** – *Penalty Rate* from *Tax Rate Setup* window multiplied by *Line 14* or *Interest Minimum* from *Tax Rate Setup* window, whichever is greater
- **Line 16** – *Interest Rate* from *Tax Rate Setup* window multiplied by *Line 14*
- **Line 17** – *Line 14* plus *Line 15* plus *Line 16*

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Electronic File

Requirements

1. ASCII – Fixed Field Length – No header or trailer
2. File Name: EDI (month) ASC (optional)
3. Character Fields Left Justified and Numerical Fields Right Justified
4. For lump sum totals, i.e., various, use FEIN "111111111" and name "VARIOUS"
5. Do not use a dash in the FEIN field (NNNNNNNNN format)
6. N = Numerical with no commas, integer – right justified; C = Character left justified

Motor Fuel Dealers - Receipts

From	To	Length	Type	Schedule Column	Description / Data	Required
1	9	9	C		Your FEIN / From *License Setup* window	Yes
10	44	35	C		Your Name / CNFCOMP.COMPNAME	Yes
45	53	9	C	6	FEIN of Seller of Fuel / Vend1099.taxid for PurchInv.VendorID	Yes
54	88	35	C	5	Name of Seller of Fuel / VendProf.Name for PurchInv.VendorID	Yes
89	97	9	C	2	FEIN of Carrier / Vend1099.taxid for PurchInvDt.PiDtMFFreightVendID	Yes – unless unobtainable
98	132	35	C	1	Name of Carrier / VendProf.name for PurchInvDt.PiDtMFFreightVendID	Yes
133	134	2	C	3	Mode / PurchInvDt.MFMOT	Yes
135	159	25	C	4	Point of Origin / PurchInvDt.PiDtMFOrgCity space PurchInvDt.PiDtMFOrgSt	Yes – if Schedule 3
160	169	10	C	7	Date (YYYY/MM/DD Format) / PurchInvDt.PiDtMFBillofLad	Yes

170	184	15	C	8	Document Number / PurchInvDt.TickNum	Yes
185	198	14	N	10	Gross Gallons (NNNNNN Format) / PurchInvDt.PiDtMFGrossGal	Yes
199	201	3	C		Schedule Type / PurchInvDt.PiDtMFSched	Yes
202	204	3	C		Product Type / MFProds.ProdType for PurchInvDt.DeptID/PurchInvDt.ProdID	Yes
205	224	20	C		Other Product Type Description / Left 20 of Product.ProdName for PurchInvDt.DeptID/PurchInvDt.ProdID	optional
225	231	7	C		Period of Report (YYYY/MM Format) / from *OH Reports* window	Yes
232	235	4	C		Four Digit Terminal Code / blank	Not applicable
236	249	14	N		Net Gallons (NNNNNN Format) / PurchInvDt.PiDtMFNetGal	Optional
250	251	2	C		State of Origin (Use State Code) / PurchInvDt.PiDtMFOrgSt	Optional

Motor Fuel Dealers - Disbursements

From	To	Length	Type	Schedule Column	Description / Data	Required
1	9	9	C		Your FEIN / From *License Setup* window	Yes
10	44	35	C		Your Name / CNFCOMP.COMPNAME	Yes

45	53	9	C	7	FEIN of Purchaser of Fuel / *Customer License* from Setup	Yes – unless unobtainable
54	88	35	C	6	Name of Purchaser of Fuel / Grower.Growname1 + Grower.Growname2 for InvLi.CustID	Yes – use "Various" for lump sums
89	97	9	C	2	FEIN of Carrier / Invoice.MFCarrierFEIN	Yes – unless unobtainable
98	132	35	C	1	Name of Carrier / Invoice.MFCarrierName	Yes
133	134	2	C	3	Mode / Invoice.MFMOT	Yes
135	159	25	C	4	Point of Destination / Invoice.MFDestCity space Invoice.MFDestSt	Yes – except "Various"
160	169	10	C	8	Date (YYYY/MM/DD Format) / Invoice.InvDate	Yes – except "Various"
170	184	15	C	9	Document Number / Invoice.InvNum	Yes – except "Various"
185	198	14	N	11	Gross Gallons (NNNNNN Format) / InvLi.MFGrossGal	Yes
199	201	3	C		Schedule Type / InvLi.MFSched	Yes
202	204	3	C		Product Type / MFProds.ProdType for InvLi.DeptID/InvLi.ProdID	Yes
205	224	20	C		Other Product Type Description / Left 20 of Product.ProdName for InvLiDeptID/InvLi.ProdID	Optional
225	231	7	C		Period of Report (YYYY/MM Format) / from *OH Reports* window	Yes

232	235	4	C		Four Digit Terminal Code / blank	Not applicable
236	249	14	N		Net Gallons (NNNNNN Format) / InvLi.MFNetGal	Optional
250	251	2	C		State of Destination (Use State Code) / InvLi.MFDestSt	Yes if Schedule 7