Motor Fuel - General Information and Setup

Setup

General Information

The *General Info* area is used to define several fields used throughout the program based on the state in which the reports are filed. This area is used to set up the list of Schedules, Fuel Types, Origins, and Modes of Transportation. This configuration screen is the key to generating the schedules for the Motor Fuel reports. The setup is located at *Motor Fuel / Setup / General Info*. To add an entry, double-click in an open field and begin typing. Once all of the entries have been made, select **Save**.
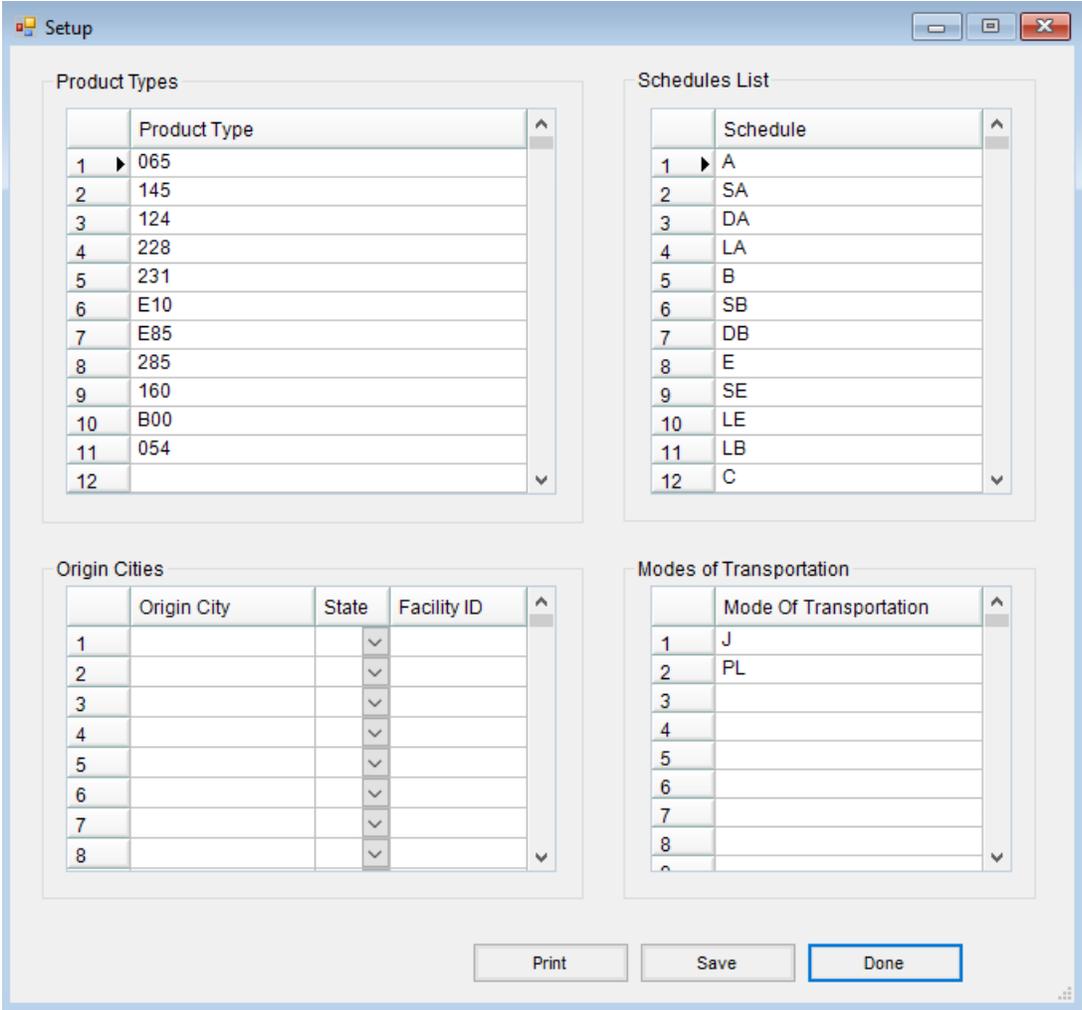
- **Product Types** – The *Product Types* area is used for the 3-digit Uniformity Code that was predefined above.

  Note: The Product Type is not used in the State of Minnesota.

- **Origin Cities** – Origin Cities are the cities or terminals where the fuel originates. These cities will be used during the purchasing process in Agvance Accounting.

Note: If an Origin City is used on a purchase but is not included in this list, it may cause issues in reporting.

- **Schedules List** – The *Schedules List* area is where all Schedules for every type of transaction are added. The type of Schedule that the Product should be included on is selected while creating an Invoice. If reporting to multiple states, set up the appropriate combinations (i.e., ND7/MT3).

- **Modes of Transportation** – The following Modes of Transportation are used by Uniformity:

  - **J** – Truck
  - **R** – Rail
  - **B** – Barge
  - **S** – Ship
  - **GS** – Gas Station
  - **PL** – Pipeline
  - **BA** – Book adjustment
  - **RT** – Removal from Terminal (other than by truck or rail) for sale or consumption
  - **ST** – Stationary transfer

Setup Motor Fuel Products

Configuring Motor Fuel Products

The *Setup Motor Fuel Products* screen is used to classify each Motor Fuel Product. The screen is located at *Motor Fuel / Setup / Motor Fuel Products.* The Products in the *Product Codes* drop-down list are the Products that were set up in the *General Info* setup area.

For Uniformity States, specify the Product Type the Product is grouped with on the Tax Return (ex. several types of diesel), each with their own Product Code, are reported together as Diesel (Type 160) on the return even though on the supporting Schedules of Disbursement and Receipt, they are reported separately by their Product Code.

Note: When setting up Motor Fuel Products, the *Product Type* column is not used in Montana.

Add-on Codes are set up at *Hub / Setup / Item Group*. Use the *Add Item Group* window to set up Item Groups for additional fuel taxes.

Setup Motor Fuel Products

	<Product Name>	Product Code	Add on Code	Dept ID	Prod ID	Product Type
1	Highway Diesel	160	DTax	1	HwyDsl	160
2	Home Heat #2 Diesel	Dyed Diesel	DNTxHH	2	HH2Dsl	
3	Ruby Diesel	Dyed Diesel		2	RubyDsl	Dyed Diesel
4	Midgrade Gas	065	GNTXAg	5	Midgrade	065
5	Premium Unleaded Gas	Gasoline	GNTXCn	5	PrmUnlGas	
6	Unleaded Gas	065	GTax	5	UnlGas	065
7	Kerosene			10	Krsne	
8	Ethanol/Alcohol	Alcohol		5	EthAlc	
9	Red #1 Diesel	Dyed Diesel		2	Red1Dsl	1-K

Print   Save   Cancel

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

2. The *Select Products* window opens to select the Motor Fuel Products to add. Once the Products are selected, choose **Done**. The *Product Name*, *Dept ID*, and *Prod ID* are filled in the grid.

   Note: Multiple Products can be selected from this window, but remember to add a code to every Product that is chosen.

3. Once the Product has been entered, select the Product Code and the Add-on Code (if necessary). Continue these steps until all of the Motor Fuel Products the company reports have been set up.

4. Select **Save** to save the list. Optionally **Print** the list for future reference.

Creating a Sales Invoice

Use the Sales Invoice when billing a Customer for a Motor Fuel Product.

Note: Other Products can be invoiced along with a fuel Invoice.

This removes the Product from inventory, updates the Customer's A/R, captures the cost of Products for margin computation, posts a Journal Entry, and specifies on which Schedule the Motor Fuel Products are to be included if applicable, the taxes paid on an Invoice, the destination of the fuel Products, and the Mode of Transportation.

1. Follow the normal process for **adding an Invoice**.

   Note: The *Invoice Date* must be in the correct liability period being billed. If outside the liability period, it will be excluded on Motor Fuel reports.

2. Set prices for the Motor Fuel Products by double-clicking in the *Unit $* column for each Product.

3. Go to the *MFT Details* tab to choose the Motor Fuel information to be applied to the Motor Fuel Products on the Invoice.

4. On this tab, choose the *Addon Code*, *Schedule*, *Mode of Transportation*, and *Tax/Fee Type*. The Add-On Code will set the Schedule, if applicable, and the Motor Fuel taxes that are to be paid with the sale. If the taxes are not charged as a separate line item on the Invoice, the *Schedule*, *Origin/Destination City*, *Mode of Transportation*, and *Tax/Fee Type* will need to be selected. Optionally use an *Addon Code* or just enter the necessary information when invoicing.

   Kansas, Missouri, Montana, Oklahoma, Wisconsin: The *Tax/Fee Type* is not used.

   Minnesota: For Minnesota, fuel sales used in the PDA-49E calculations require the *Tax/Fee Type* to be utilized. The Undyed Fuel sales which are non-taxable will require the *Tax/Fee Type* to be set to the option of *Both Free*. For the Undyed Fuel sales which are taxable, the *Tax/Fee Type* is to be left blank.

5. The *Origin* and *Destination City/State* can be changed if different from what defaults in from the Customer information.

6. Back on the *Invoice* tab, set the taxable or nontaxable reasons for Products if necessary. To set the Product to taxable, check the *Tax* column for that Product. To set the Product to tax-exempt, right-click the *Tax* box and choose the reason for exemption.

The screenshot shows an "Add Invoice #1200933 Customer (239873) 1 of 1" window with tabs: Invoice, Analysis, Tax, Additional Info, Source Tickets, Booking Recap, MFT Details.

	ID 239873 ▾ ?	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	Larry Baker		0.00	2262.63	0.00	25000

Invoice Date 07/12/2024
Due Date 08/15/2024
Price By Products
Price Default Individual
Terms N15

	<Product Name>	Quantity	Inv U	Level	Status	<Unit $>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod
1 ▶	#1 Dyed Diesel	150.000	Gal	List		3.14	Gal	471.00	1	100.0000	471.00	☑	DsID00	1Dyed
2	#2 Dyed Diesel	200.000	Gal	List		3.57	Gal	714.00	1	100.0000	714.00	☐	DsID00	2Dyed
3	Silver Unleaded Gasol...	100.000	Gal	List		3.78	Gal	378.00	1	100.0000	378.00	☑	Gaso00	Silver
4	Map (11-52-0)	4000.000	Lbs	List		400.00	Tons	800.00	1	100.0000	800.00	☐	DFrt00	10154.

Edit Tax Exempt Code For Product #2 Dyed Diesel   ✕

Tax Exempt Codes [▾]

OK   Cancel

Prod ID ▾ [   ]   Bar Code [   ]

Extra Charges   Discount Programs
Manuf Billing
Apply Rollups

Print Method
1. No Roll up   Preview

Apply To All Customers

Subtotal	2363.00
Prepay $ Used	0.00
Sales Tax	65.81
Amount Due	2428.81	☐ COD

Cancel   <Back   Next>   Save

7. Set the Sales Tax to the correct percentage if applicable.

8. Choose **Save** when finished.

Creating a Purchase Invoice

Add a Purchase Invoice when an invoice has been received for a Motor Fuel Product that has already been delivered.

This creates an unpaid AP Bill for the Vendor, updates the Product cost, makes a Journal Entry, and records the Origin/Destination of the fuel, Schedule, Mode of Transportation, and Net/Gross Gallons if necessary.

1. Follow the normal process for **adding a Purchase Invoice**.

   Note: The *Invoice Date* must be in the same liability period in which the fuel was received. If the receipt was entered on 4/30, the *Invoice Date* must be in the same liability period. If not entering the receipt in the April liability period, enter the date on the Purchase Invoice from the Vendor. If a Purchase Receipt was entered in the current reporting month and it does not include the Purchase Invoice in the same liability period, there will be issues with inventory numbers. The report will include the Receipt in inventory numbers and will include the Receipt in inventory counts but there will be a Purchase Invoice to support it.

2. The *$ Total* should reflect the cost of the fuel and Federal Excise Tax for the load of fuel.

3. Make sure the fuel carrier is selected as the Estimated Freight Vendor. The freight can be entered as *$/Unit* or

Total $*. The *$/Unit option only allows three-decimal accuracy. The *Total $* option allows a more accurate number to be posted to the Estimated Freight Liability Account.

4. Columns related to MFT may be hidden. Right-click the header column of the *Product* grid and select *Choose Columns* or *Choose Columns Alphabetically* then check the columns related to Motor Fuel.

5. Choose the *Origin City/State, Destination City/State, Mode of Transportation, Bill of Lading Date, Net Gallons, Gross Gallons, Seller License, Tax/Fee Type,* and *Receipts Schedule*.

   Missouri, Montana, & Oklahoma: The *Seller License* and *Tax/Fee Type* are not used in Montana or Oklahoma.

   Kansas: The *Tax/Fee Type* is not used in Kansas.

   Minnesota: Minnesota reports are not based on the Motor Fuel Schedules but are based on the Origin and Destination States. If the purchase needs to be reported to another state, the Schedule will need to be selected for the export/import state and the Mode of Transportation.

6. Select **Save** to save the document and create an unpaid Bill for the Vendor.

7. If valuing the State Motor Fuel Tax into the cost of the Product, after entering the Purchase Invoice for the fuel, a purchase needs entered for the dollar amount of the State MFT. Enter the *$/Unit* charged for the State MFT.

The purchase should be made to the State with the Product just purchased at a zero quantity. Enter the *$/Unit* charged for the State MFT. Since this will be an overestimate of the amount being paid to the State because of the credit that can be received, at the end of the month, enter a credit Bill for the difference.

Preview Purchases

Preview Purchases are used to review purchases for the liability period being reported.

The utility loads the selected date range of Purchase Invoices containing a Motor Fuel Product. It brings in the information Agvance uses to create the Schedules and the information which can be edited.

1. Navigate to *Motor Fuel / Reports / Preview Purchases*.
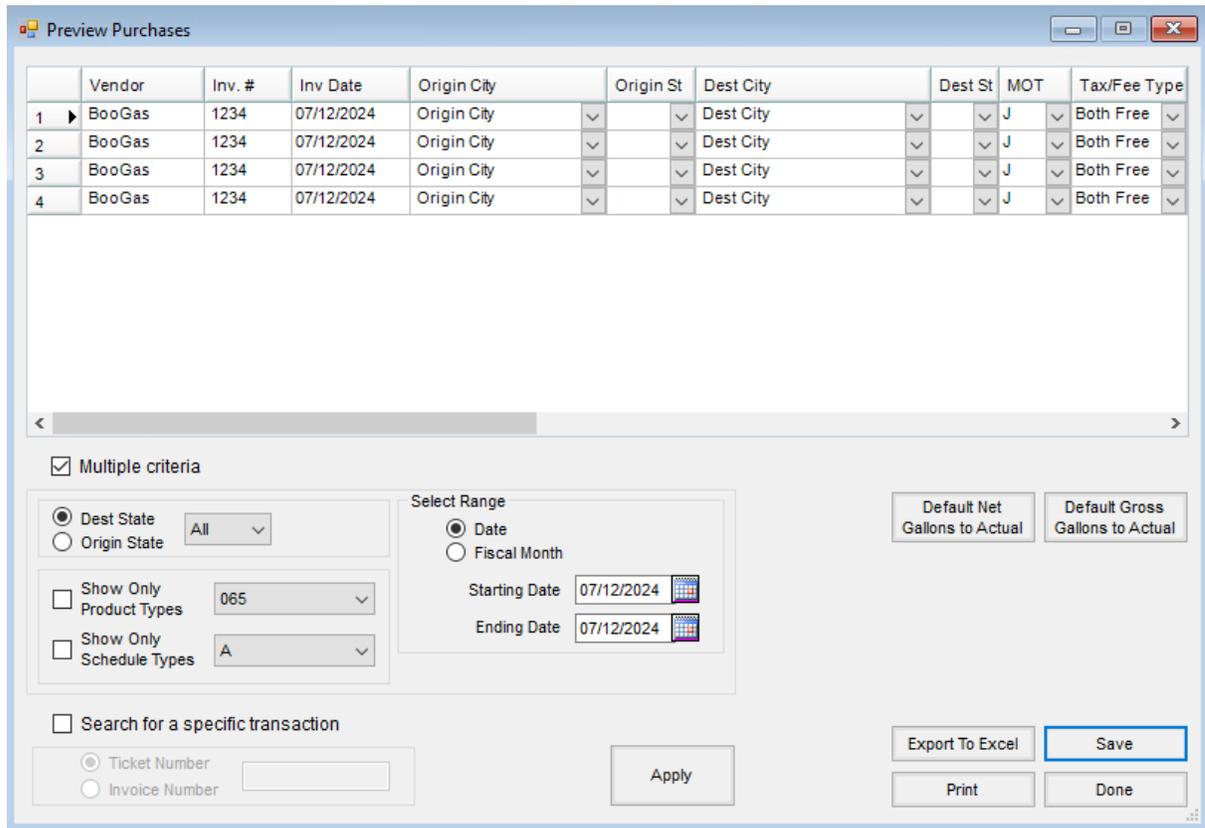
2. Select a liability period by changing the date range and choose **Apply**.
3. Review purchases to make sure the correct taxes paid, Origin/Destination City, MOT, Schedule, and Gross/Net Gallons were selected. If any are incorrect, they can be edited here. Upon making changes, select **Save**. When finished with this screen, choose **Done**.

    Note: The Carrier's license number comes from the FEIN on the Vendor's *1099/Payment Info* tab. If reports are showing a blank FEIN, check the Vendor's information in Agvance Accounting.

Preview Sales

This is used to review A/R Invoices for the liability period being reported and to check the selected Schedule, Destination Cities, or taxes paid.

The utility is used to review and correct information that will be used to create the Schedule of Disbursements and Receipts for the liability period indicated. It will load Invoices that contain a Motor Fuel Product for the selected date range and will bring in the information Agvance uses to create the Motor Fuel Schedules. It also gives the ability to edit some pieces of information.

1. Navigate to *Motor Fuel / Reports / Preview Sales*.

2. Select a liability period or date range of Invoices to review. Optionally filter by Product or Customer and choose **Apply**.

3. Review the sales to make sure the correct taxes paid, *Schedule*, *Origin*, or *Destination City* were selected.

4. Optionally set the *Carrier* or *Net/Gross Gallons* if there are any Invoices that will appear on an out-of-state Schedule.

5. If any items are incorrect, the information can be edited here. Upon making any changes, select**Save**.

6. When finished with this screen, choose **Done**.