Motor Fuel - General Information and Setup

Last Modified on 08/09/2024 9:39 am CDT

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 Type			^		Schedule	^
1	065				1	A	-
, ,	145			_	2	SA	_
2	124			_	2	DA	_
4	228				4	LA	_
5	231				5	В	_
5	E10				6	SB	_
7	E85				7	DB	_
3	285				8	E	
9	160				9	SE	
	1				40	LE.	
10	B00				10	LC	
10 11	B00 054				10	LB	
10 11 12	054			~	10 11 12	LE LB C	~
10 11 12 igin C	Dities	State	Facility ID	~	10 11 12 Modes o	Transportation	~
10 11 12 igin C	Dities Origin City	State	Facility ID	•	10 11 12 Modes o	LE LB C f Transportation Mode Of Transportation J	
10 11 12 igin C	Dities Origin City	State	Facility ID	~	10 11 12 Modes o	LE LB C of Transportation Mode Of Transportation J PL	· ·
10 11 12 gin C	Dities Origin City	State	Facility ID	~	10 11 12 Modes o	r Transportation Mode Of Transportation J PL	
10 11 12 gin C	Dities Origin City	State	Facility ID	~	10 11 12 Modes 0 1 2 3 4	Transportation Mode Of Transportation J PL	
10 11 12 gin C	Dities Origin City	State	Facility ID	~	10 11 12 Modes 0 1 2 3 4 5	Transportation Mode Of Transportation J PL	
10 11 12 igin C 1 2 3 3 4 5 5 3	Dities Origin City	State	Facility ID	~	10 11 12 Modes 0 1 2 3 4 5 6	Transportation Mode Of Transportation J PL	
10 11 12 igin C 1 2 3 4 5 5 6 7	B00 054 Cities Origin City	State	Facility ID		10 11 12 Modes o 1 2 3 4 5 6 7	Transportation Mode Of Transportation J PL	
10 11 12 igin C 1 2 3 4 5 5 7 7 3	B00 054 Cities Origin City	State	Facility ID		10 11 12 Modes o 1 2 3 4 5 6 7 8	r Transportation f Transportation Mode Of Transportation J PL	

- 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.

1 Highway Diesel 160 DTax 1 HwyDsl 160 2 Home Heat #2 Diesel Dyed Diesel DNTxHH 2 HH2Dsl 100 3 Ruby Diesel Dyed Diesel DNTxHH 2 RubyDsl Dyed Diesel 4 Midgrade Gas 065 GNTXAg 5 Midgrade 065 5 Premium Unleaded Gas Gasoline GNTXCn 5 PrmUnlGas 065 6 Unleaded Gas 065 GTax 5 UnlGas 065 7 Kerosene V V 10 Krsne 8 Ethanol/Alcohol Alcohol V 5 EthAlc 9 Red #1 Diesel Dyed Diesel V V 2 Red1Dsl 1-K	I 160 V I V I Dyed Diesel V Gas V Gas V I V I V Gas V I	Highway Diesel160DTax1HwyDsl160Home Heat #2 DieselDyed DieselDNTxHH2HH2DslDyed DieselRuby DieselDyed Diesel2RubyDslDyed Diesel2Midgrade Gas065GNTXAg5Midgrade065Premium Unleaded GasGasolineGNTXCn5PrmUnlGasUnleaded Gas065GTax5UnlGas065Kerosene10KrsneEthanol/AlcoholAlcohol5EthAlcRed #1 DieselDyed Diesel2Red1Dsl		<product name=""></product>	Product Code		Add on Cod	le	Dept ID	Prod ID	Product Type	
2 Home Heat #2 Diesel Dyed Diesel DNTxHH 2 HH2Dsl 3 Ruby Diesel Dyed Diesel D 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 V GNTXCn 5 UnlGas 065 8 Ethanol/Alcohol Alcohol V 5 EthAlc V 9 Red #1 Diesel Dyed Diesel V V 2 Red1Dsl 1-K	I Dyed Diesel de 065 Gas 065 S 065 S	Home Heat #2 DieselDyed DieselDNTxHH2HH2DslDyed DieselRuby DieselDyed DieselV2RubyDslDyed DieselVMidgrade Gas065VGNTXAg5Midgrade065VPremium Unleaded GasGasolineVGNTXCn5PrmUnlGasVUnleaded Gas065VGTax5UnlGas065VKeroseneVV10KrsneVVEthanol/AlcoholAlcoholVV2Red1Dsl1-KRed #1 DieselDyed DieselVV2Red1Dsl1-K	1	Highway Diesel	160	\sim	DTax	\sim	1	HwyDsI	160	~
Ruby Diesel Dyed Diesel Premu Premus RubyDsl Dyed Diesel Dyed Diesel Midgrade Gas 065 GNTXAg 5 Midgrade 065 Premium Unleaded Gas Gasoline GNTXCn 5 PremUnlGas 065 Unleaded Gas 065 GTax 5 UnlGas 065 Kerosene GTax 5 UnlGas 065 Ethanol/Alcohol Alcohol 5 EthAlc	sl Dyed Diesel de 065 Gas 065 s 065 sl 1-K v	Ruby DieselDyed DieselV2RubyDslDyed DieselVMidgrade Gas065GNTXAg5Midgrade065VPremium Unleaded GasGasolineGNTXCn5PrmUnlGas065VUnleaded Gas065GTax5UnlGas065VKeroseneVV10KrsneVVEthanol/AlcoholAlcoholV5EthAlcVRed #1 DieselDyed DieselVV2Red1Dsl1-K	2	Home Heat #2 Diesel	Dyed Diesel	\sim	DNTxHH	\sim	2	HH2Dsl		\sim
Midgrade Gas 065 GNTXAg 5 Midgrade 065 Premium Unleaded Gas Gasoline GNTXCn 5 PrmUnlGas 665 Unleaded Gas 065 GTax 5 UnlGas 065 Kerosene GTax 5 UnlGas 065 Ethanol/Alcohol Alcohol 5 EthAlc 6 Red #1 Diesel Dyed Diesel 2 Red1Dsl 1-K	de 065 Gas 065 6 065 8 065 9 065 065 9 065 065 065 065 065 065 065 065 065 065	Midgrade Gas065GNTXAg5Midgrade0654Premium Unleaded GasGasolineGNTXCn5PrmUnlGas4Unleaded Gas065GTax5UnlGas0654Kerosene10Krsne44Ethanol/AlcoholAlcohol5EthAlc4Red #1 DieselDyed Diesel2Red1Dsl1-K	3	Ruby Diesel	Dyed Diesel	\sim		\sim	2	RubyDsI	Dyed Diesel	\sim
5 Premium Unleaded Gas Gasoline GNTXCn 5 PrmUnlGas 6 Unleaded Gas 065 GTax 5 UnlGas 065 7 Kerosene GTax 5 UnlGas 065 8 Ethanol/Alcohol Alcohol 5 EthAlc 9 Red #1 Diesel Dyed Diesel 2 Red1Dsl 1-K	Gas	Premium Unleaded GasGasolineGNTXCn5PrmUnlGasUnleaded Gas065GTax5UnlGas0654Kerosene10Krsne44Ethanol/AlcoholAlcohol5EthAlc4Red #1 DieselDyed Diesel2Red1Dsl1-K	ŧ.	Midgrade Gas	065	\sim	GNTXAg	\sim	5	Midgrade	065	\sim
G 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	s 065 ~ ~ si 1-K ~	Unleaded Gas065GTax5UnlGas0654Kerosene10KrsneEthanol/AlcoholAlcohol5EthAlcRed #1 DieselDyed Diesel2Red1Dsl1-K	5	Premium Unleaded Gas	Gasoline	\sim	GNTXCn	\sim	5	PrmUnIGas		\sim
Kerosene V 10 Krsne 8 Ethanol/Alcohol Alcohol V 5 EthAlc 9 Red #1 Diesel Dyed Diesel V V 2 Red1Dsl 1-K	sl 1-K v	KeroseneV10KrsneEthanol/AlcoholAlcoholSEthAlcRed #1 DieselDyed DieselV2Red1Dsl1-K	6	Unleaded Gas	065	\sim	GTax	\sim	5	UnlGas	065	\sim
B Ethanol/Alcohol Alcohol 5 EthAlc a Red #1 Diesel Dyed Diesel 2 Red1Dsl 1-K	si 1-K v	Ethanol/Alcohol Alcohol 5 EthAlc Red #1 Diesel Dyed Diesel 2 Red1Dsl 1-K	7	Kerosene		\sim		\sim	10	Krsne		\sim
P Red #1 Diesel Dyed Diesel V 2 Red1Dsl 1-K	sl 1-K 🗸	Red #1 Diesel V 2 Red1Dsl 1-K		Ethanol/Alcohol	Alcohol	\sim		\sim	5	EthAlc		\sim
			5		1							

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

voice	Analysis	Тах	Addition	al Info	Sour	ce Tickets	Bool	king Recap) MFT De	tails					
c	Drigin City	Bozem	an			Origin St	tate N	IT V	Mode of t	ranspo	rtation				
Destin	ation City	Billings				Dest. St	tate N	ит 🗸	J		\sim			A	pply Add-Ons
	Produc	t Name					Addor	n Code		Sche	dule		Tax/Fee type	e	
1	#1 Dye	d Diesel							~	MT5A		~			
2	#2 Dye	d Diesel							~	MT5A		~	1		
3	SilverU	nleaded	Gasoline	90%					~	MT5A		\sim]		
4	Map (11	1-52-0)							~	MT5A		\sim	1		
<															>
< Extra Ch	harges	Discou	nt Program	ns					Ap	ply To A	~ Il Customers		Subtota Prepay \$ Used Sales Tav		> 2363.00 0.00 65.81
< Extra Cr Apply R	harges Rollups Print Metho	Discou	nt Program	ns					Ap	ply To A	√ Il Customers		Subtota Prepay \$ Used Sales Tax Amount Due		2363.00 0.00 65.81 2428.81 □ c

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.

	\dd In	nvoice	#120	0933 Ci	ustome	r (239873) 1	1 of 1											
Ir	voice	Ana	lysis	Тах	Additi	ional Info	Source T	Tickets	Booking	Recap	IFT Deta	ils						
	Split	ID	2398	73	~ ?	Grain Bal	ances	Reg	gular	PrePay	у	UAC	Cre	dit Limit	Invoice	Date	07/12/2024	4
	Cus	tomer	Larry	Baker				0.	00	2262.6	3	0.00	2	5000	Due	Date	08/15/2024	4
	Fie	eld ID			?										Pric	e By	Products	\sim
	Tio	ckets													Price De	fault	Individual	\sim
	<comr< th=""><th>ments></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>~</th><th> д Те</th><th>rms</th><th>N15</th><th>\sim</th></comr<>	ments>												~	д Те	rms	N15	\sim
	CProduct Names Ousentity Inv II Level Status clinit S> Bill II Total Solit c% Your Share Tay Dent ID Prod I																	
		<pro< th=""><th>duct</th><th>Vame></th><th></th><th>Quantity</th><th>Inv U</th><th>Level</th><th>Status</th><th><unit \$=""></unit></th><th>Bill U</th><th>Total</th><th>Split</th><th><%></th><th>Your Share</th><th>Тах</th><th>Dept ID</th><th>Prod I</th></pro<>	duct	Vame>		Quantity	Inv U	Level	Status	<unit \$=""></unit>	Bill U	Total	Split	<%>	Your Share	Тах	Dept ID	Prod I
	1 🕨	#1 Dy	/ed D	iesel		150.000	Gal	List		3.14	Gal	471.00	1	100.0000	471.00	\checkmark	DsID00	1Dyed
	2	#2 Dy	ed D	iesel		200.000	Gal	List		3.57	Gal	714.00	1	100.0000	714.00		DsID00	2Dyed
	3	Silve	runie	adedG	asol	100.000	Gal	List		3.78	Gal	378.00	1	100.0000	378.00		Gaso00	Silver
	4	Мар	(11-5)	2-0)		4000.000	Lbs	List		400.00	lons	800.00	1	100.0000	800.00		DFrt00	10154.
	Edit Tax Exempt Code For Product #2 Dyed Diesel × Tax Exempt Codes																	
	c																	>
	Prod	ID	~									Bar (Code					
	Extra (Apply	Charge Rollups Print N	s s lethoo	Discou Mar	nt Progr nuf Billin	ams g					App	ly To All Custo	mers	Pre	Subtotal epay \$ Used Sales Tax mount Due		2363.00 0.00 65.81 2428.81	
2		1. No	Roll u	р					~	Preview			Cance	*	Back	Next	Þ	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.

Add A	A Purchase	Invoice										
<\ Inv Price	Vendor ID> Invoice # [voice Date [By \$/Unit Deceint Dir	BooGas 1234 07/12/202 \$Total	Boomer Gas Company Notes 24 Due Date 07/12/2024					Before After Pa	Regular 625.0 959.0 iscount iy By Te	00 00 erms	Prep	oay 0.00 0.00 sc Amt
	<p.0. #=""></p.0.>	Ticket#	<product name=""></product>	Origin City		Origi	in St	Dest City		Des	t St	Seller
1 ► 2			#1 Clear Diesel Silver Unleaded Gasoline 90%	Bozeman Bozeman	\sim	MT MT	\sim	Billings Billings	~	MT	~ ~	
< Freight			and the first						Tota	1		>
Freight	Vendor>	Ad	ual Total\$	ght		🗆 s	how	Fre / Lot#	ight/Add-ons: Discoun	s t		0.0
Crea	ate AR Invoi	ce	Print On Save	Cancel				An	nount Prepaid	1	_	0.00

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

🖳 Prev	iew Purchases													×
	Vendor	Inv. #	Inv Date	Origin City		Origin St	Dest	City	Des	t St	мот	•	Tax/Fee Ty	/pe
1 →	BooGas	1234	07/12/2024	Origin City	\sim	~	Dest	City	~	\sim	J	\sim	Both Free	\sim
2	BooGas	1234	07/12/2024	Origin City	\sim	\sim	Dest	City	~	\sim	J	\sim	Both Free	\sim
3	BooGas	1234	07/12/2024	Origin City	\sim	\sim	Dest	City	\sim	\sim	J	\sim	Both Free	\sim
4	BooGas	1234	07/12/2024	Origin City	\sim	\sim	Dest	City	\sim	\sim	J	\sim	Both Free	\sim
<	Multiple criteria			Select Range					Defaul	t Ne	et		Default Gross	>
Õ	Origin State	I ~		 Date Fiscal Month 				C	Gallons to	Ac	tual	G	allons to Actu	Jal
	Show Only	065	~	Starting Date	07/1	12/2024 🏢	1							
	Show Only Schedule Types	A	~	Ending Date	07/1	12/2024								
	Search for a sp	ecific trans	action					Γ	Event Tr		a a l	_	Sava	_
	Ticket Numbe	r				Anath			export it		Cei		Jave	
	O Invoice Numb	er				Арріу			Prin	ıt			Done	
														.::

- 2. Select a liability period by changing the date range and choose **Apply**.
- 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.

🖳 Prev	view Sales									×
	Inv. #	Location	Inv. Date	Product	Origin City	Origin S	Dest City	1	Dest St	Shi
1	1200933	00MAIN	07/12/2024	#1 Clear Diesel	Origin City		Dest City	_	~	
2	1200933	00MAIN	07/12/2024	Silver Unleaded Ga	Origin City	~	Dest City		~	`
3	1200933	00MAIN	07/12/2024	Roadmaster Clear	Origin City	~	Dest City		~	~
<										>
Criter	ia		Select I	Range		Defa	ault Net	Defa	ult Gros	s
	Dest State	All 🗸	Da	ite "		Galions	s to Actual	Gallon	IS TO ACT	uai
	Unqin State			voice # scal Month			~	Defa	ult Carri	er
	Show Only M	lotor	Startin	ng Date 07/12/2024						
	-uel Products Show Only	5	Endir	ng Date 07/12/2024						
L F	Product Type	s 065	~	-						
	Show Only Schedule Tvr	A	< customer	>						
			<product< td=""><td>⊳</td><td>Expo</td><td>ort To Excel</td><td></td><td></td><td></td><td></td></product<>	⊳	Expo	ort To Excel				
Loca	tion All		~	Apply		Print	Sa	ive	Don	e

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