

Monthly Motor Fuel Process

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Motor Fuel Reporting Generation

Every state can be different; however, there are some things that need done in most reporting situations.

Review All Sales

1. Go to *Accounting / Motor Fuel / Reports / Preview Sales*.
2. Check *Show Only Motor Fuel Products*.
3. Set the appropriate filters:
 - o Required:
 - Date range or fiscal month
Note: Most states prefer reporting by date range. Be sure to verify based on the state.
 - o Optional:
 - **Destination or Origin State** – If selling in multiple states, this makes it easier to verify sales by state.
 - **Show Only Product Types** – This shows all of one Product Type in the grid to simplify setting Schedules.
 - **Show Only Schedule Type** – Review all sales set to a particular Schedule.
 - **Location** – View only sales from a specified Location.
 - **Customer** – Review sales for a specified Customer.
 - **Product** – Review sales of a particular Product.
4. Choose **Apply**.
5. Default options:
 - o **Default Net Gallons to Actual** – Selecting this button populates the *Net Gallons* column with actual gallons sold.
 - o **Default Gross Gallons to Actual** – This button will populate the *Gross Gallons* column with actual gallons sold.
 - o **Default Carrier** – Gives the ability to select a Carrier from the drop-down and have it populated on all sales in the grid.
6. The following line item information can be edited in the grid:
 - o Origin City and Origin St
 - o Dest City and Dest St
 - o MOT (set by state)
 - o Schedule (right-click in the column to *Copy Down Information*)
 - o Tax/Fee Type (IL, MN sales)

- Description for DD-1O (IL sales)

7. Be sure to **Save**.

Review All Purchases

Go to *Accounting / Motor Fuel / Reports / Preview Purchases*.

1. Set the appropriate filters:

- Required:

- Date range or fiscal month

Note: Most states prefer reporting by date range. Be sure to verify based on the state.

- Optional:

- **Destination or Origin State** – If selling in multiple states, this makes it easier to verify purchases by state.
- **Show Only Product Types** – This shows all of one Product Type in the grid to simplify setting Schedules.
- **Show Only Schedule Type** – Review all purchases set to a particular Schedule.
- **Search for a specific transaction** – Find a transaction by *Ticket Number* or *Invoice Number*.

2. Choose **Apply**.

3. Default options:

- **Default Net Gallons to Actual** – Use this only if *Net Gallons* is not set on the Purchase Invoice. Selecting this button populates the *Net Gallons* column with actual gallons sold.
- **Default Gross Gallons to Actual** – Use this only if *Gross Gallons* is not set on the Purchase Invoice. This button will populate the *Gross Gallons* column with actual gallons sold.
- **Default Carrier** – Gives the ability to select a Carrier from the drop-down and have it populated on all sales in the grid.

4. The following line item information can be edited in the grid:

- Origin City and Origin St
- Dest City and Dest St
- Seller Lic. #
- MOT (set by state)
- Tax/Fee Type
- Schedule (right-click in the column to *Copy Down Information*)
- BOL Date (must match Vendor ship date)
- Carrier (if not populated on Purchase Invoice)

Process

1. Verify purchased gallons.

- a. Run the appropriate state's Schedule of Receipts found at *Accounting / Motor Fuel / Reports*.
- b. Run the Product Purchase History report (*Accounting Reports / Inventory / Purchase*) for the month's date range, consolidating across Locations with *Show Detail* unchecked.
- c. Compare the gallons on the two reports. If all matches, move on to Step 2. If there are differences:
 - i. Run the Product Purchase History with details.
 - ii. Compare line-by-line to locate missing purchases.

Note: Make sure the Product purchased is in the *Motor Fuel Product grid (Motor Fuel / Setup / Motor Fuel Products)*, and verify the proper Schedule is on the purchase.

2. Verify sales gallons.

- a. Run the appropriate state's Schedule of Disbursements found at *Accounting / Motor Fuel / Reports*.
- b. Run the Sales Analysis (*Accounting Reports / Accounts Receivable / Sales*) for the month's date range, sorting by *Product Only* with *Show Detail* unchecked.
- c. Compare the gallons on the two reports. If all matches, move on to Step 3. If there are differences:
 - i. Run the Sales Analysis with details.
 - ii. Compare line-by-line to locate missing sales.

Note: Make sure the Product sold is in the *Motor Fuel Product grid (Motor Fuel / Setup / Motor Fuel Products)*, and verify the proper Schedule is on the sale.

3. Some states require inventory balances. If the state has a *Validate MF Balances*, actual inventory must be entered by Product Type.

1. Enter the *Date Range*.
2. Verify the *Fiscal Month* is correct.
3. Verify the *Calendar Month to Start Inventory Validation From* is the prior month.
4. Enter the balances in the *Ending Balance* column.
5. Select **Save**.
6. Run the state reports to ensure gallon variances are reasonable.

Filing is now ready to be initiated.