

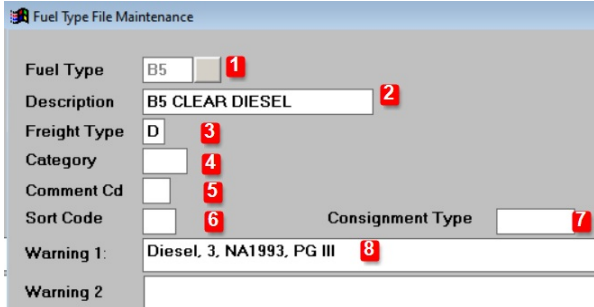
Add a New Fuel Item

The following instructions are for setting up a new fuel item in inventory. The example below will cover Bio-diesel setup but the instructions apply to any new fuel item.

Before adding the new item, determine tax requirements (Federal, State, Local) for the new fuel type. Review all steps and address any setup required for your installation.

Process

- Add the Inventory Item
- Add Tax Setup for the fuel type
- Add the new tax to a Tax Authority
- Run Tax Authority Update
- Update Vendor Racks
- Optional steps for Freight Values, Tax Reporting and Tank Setup.

<p>Step 1 <i>Jobber, Master File Maintenance, Fuel Types, Add Change Delete Fuel Types</i></p> <p>Perform this step if a new fuel type setup is needed.</p>	
<ol style="list-style-type: none"> 1. Enter the new fuel type. Fuel type is alpha-numeric and 1-3 characters. 2. Enter the description of the fuel type. 3. Enter the Freight type from the list at the bottom of the screen. 4. Enter a user-defined category code. This is optional. 5. Enter a comment code that will print on sales invoices. This is optional. 6. Enter a sort code for the Rack Price Report. This is optional. 7. Enter a consignment type. This is optional. 8. Enter up to 6 lines for the product description that will print on the sales invoice. 	

Step 2

Jobber, Master File Maintenance, Fuel Taxes, Fuel Tax Add and Change

Perform this step if new fuel tax setup is needed. You may be required to set up both Federal and State tax definitions. If the fuel is tax exempt, you will need to create at least one setup with zero tax.

1. Add a 2 digit numeric code. You can use the next available number from the setup.
2. Enter the description of the tax.
3. Enter the tax type.
4. Enter the product type. This has to be the same Tax Type from the inventory item setup.
5. Enter the tax calculation code.
6. Enter the Charge code of N - Net Gallons Received or B - Billed Gallons.
7. Enter the appropriate tax rate.
8. Enter the state code if this is a state tax.
9. Enter the City ID if this is a city tax.
10. Enter 'Y' if the fuel tax is subject to tax.
11. Enter 'Y' if the fuel is subject to sales tax.
12. Enter the GL Code for Tax Paid. This account is tax paid to either the fuel vendor or taxing authority.
13. Enter the GL Code for Tax Collected. This account is tax collected from your customer. Typically, this account is the same as Tax Paid.
14. Enter 'Y' if the taxes are prepaid (paid to the vendor instead of a tax authority). The GL account code you entered above should reflect this choice.
15. Enter the code for billing - N - Net or G - Gross.
16. Enter the license number if it's required by your state.
17. Enter the license year if it's required by your state.

The screenshot shows a software interface for setting up a fuel tax. The form contains the following fields and values, with red callout numbers indicating the steps:

Fuel Tax	89	1
Tax Description	Bio-Diesel 5%	2
Tax Type	F	3
Product Type	B5C	4
Tax Calculation	U	5
Charge Net / Billed	N	6
Tax Rate	24.400000	7
State		8
City Id		9
Fuel Taxable	N	10
Sales Taxable	N	11
GL Tax Paid	20810-100	12
Federal Gasoline Tax AP		
GL Tax Collected	20810-100	13
Federal Gasoline Tax AP		
Prepaid:	Y	14
Billed Net / Gross	N	15
License Number		16
License Year		17
Permit Type		18
Tax Category		19
Usercode	89	20
User Description	Bio-Diesel Tax	21
Sort Code	89	22

At the bottom of the form are buttons: Edit, New, Next, Prev, Delete, Exit.

18. Enter the permit code if it's required by your state.
19. Enter the tax category you defined for reporting.
20. Enter the code used to summarize taxes on the sales invoice. If you list each tax on the invoice, this number should be unique.
21. Enter the description of the code that will be printed on the sales invoice.
22. Enter the code used to sort taxes printed on the sales invoice.

Fuel Tax 89 **1**

Tax Description Bio-Diesel 5% **2**

Tax Type F **3** Product Type B5C **4**

Tax Calculation U **5** Charge Net / Billed N **6**

Tax Rate 24.400000 **7** State **8** City Id **9**

Fuel Taxable N **10** Sales Taxable N **11**

GI Tax Paid 20810-100 **12** Federal Gasoline Tax AP

GI Tax Collected 20810-100 **13** Federal Gasoline Tax AP

Prepaid: Y **14** Billed Net / Gross N **15**

License Number **16** License Year **17** Permit Type **18**

Tax Category **19**

Usercode 89 **20** User Description Bio-Diesel Tax **21**

Sort Code 89 **22**

Edit New Next Prev Delete Exit

Step 3

Jobber, Master File Maintenance, Fuel Taxes, Tax Authority Add

For new fuel taxes created, add the tax to all Tax Authorities where the new product will be sold.

1. Enter the Tax Authority. Use F2 to view existing setup or enter a new code.
2. If the tax authority already exists, enter 'Y' to inquire on it.
3. Press Enter until the detail tax codes are displayed.
4. If the page is full (12 codes display), enter 'S' to scan to the next page before adding a new code.
5. Enter 'A' to add the new fuel tax.
6. Add the new fuel code. Press Enter. Enter 'Y' for OK.

Authority Code TEXAS **1** TEXAS TX

Ln #	Tax #	Type	Description	Prod Type	Tax Amt	Calc Type
1	1	S	CITY SALES TAX 6.0	ALL	6.1000	
2	8	S	COUNTY TAX .5	ALL	0.5000	
3	3	S	STATE SALES TAX 1.0	ALL	1.0000	
4	3	S	STATE SALES TAX 1.0	ALL	1.0000	3
5	0	S	NONE	ALL	0.0000	U
6	3	F	FEDERAL DIESEL	DIE	26.0000	U
7	79	F	FEDERAL ETHANOL	ETH	18.3000	U
8	2	F	STATE GASOLINE	GAS	22.0000	U
9	1	F	FEDERAL GASOLINE	GAS	18.2000	U
10	9	F	FEDERAL GAS LUST FUN	GAS	0.1000	U
11	5	S	STATE HSD TAX	HSD	20.0000	U
12	4	F	STATE LSD TAX	LSD	20.0000	U

Enter line # to chg A - Add line Q - Quit
D - Delete S - Scan C - Copy S **4**

Authority Code TEXAS TEXAS TX

Ln #	Tax #	Type	Description	Prod Type	Tax Amt	Calc Type
13	14		STATE LUBE/OIL TAX	OIL	4.0000	U
14	89	6	Bio-Diesel 5%	B5C	24.4000	U

Repeat this for all appropriate tax authorities. Enter 'Q' to quit after all new tax codes are added.

Step 4

Jobber, Master File Maintenance, Fuel Taxes, Tax Authority Update

Update the customer tax setup data with changes to the tax authority.

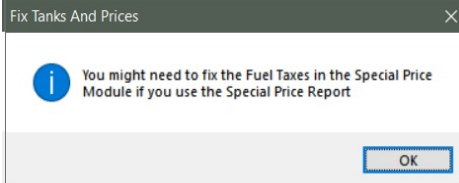
Enter 'Y' to start the update.

You may get messages that existing tax codes are not assigned to tax authorities. Press enter on these messages.

If needed, you may need to review all tax authorities if codes are missing.

This program will insert fuel tax changes into the tax authority file.
Any past sales transactions will not be effected.
Please get everyone out of the Jobber System
Are you ready? (Y/N)

When the update completes, a message will display to check Special Price setup.



Step 5

Jobber, Rack Prices, Vendor Racks

Add the new fuel item to the vendor racks.
You may also need to create a new vendor rack.

1. Add the new fuel item to each vendor and terminal from which the product will be sold.
2. If this is a new rack for a vendor or terminal, add them here.

Item	Item	Type	Super	Oth	Dis	Low
Item 1	RMD	RMD				
Item 2	RUN	RUN				
Item 3	B5D	B5D				
Item 4	ULS	ULS				
Item 5	ULD	ULD				
Item 6	SNL	SNL				
Item 7	UNL	UNL				
Item 8	E87	E87				
Item 9	E93	E93		Y		
Item 10	ULS	ULS				
Item 11	E89	E89		Y		
Item 12	B5C	B5C				
Item 13	ULS2	ULS				
Item 14						
Item 15						
Item 16						
Item 17						
Item 18						

Step 6

Jobber, Master File Maintenance, Freight Files, Define Freight Values

If you are adding a Diesel or Bio-Diesel inventory item, you will need to define this item in Freight Value file.

If you are adding a new Gas or Ethanol product, this step is not required.

1. Add the new diesel item to the Diesel Tax type list.
2. Add the new dyed diesel tax type to the Tax Types for Dyed list.

Minimum gallons for gasoline 8500 Minimum diesel 7500
Minimum for mixed loads 8000
Diesel Taxtypes ULS B1C B5C B3C B2C BIO
Tax types for Dyed ULD B5D B3D B2D Monthly Gallons Allowed 0
Enter tax types for: Kerosene KER Propane
Input insurance factor for common carrier (ex: .0407) 0.000000
Input freight surcharge (ex: .020 is 2 percent) 0.050000
Input insurance factor for your transport 0.000000
Input insurance factor for bobtail deliveries 0.000000
Are city IDs used for customers actual city? (Y/N) Y
Is everything OK? (Y/N/Q)

Step 7

Jobber, Fuel Tax Reporting, Texas Tax Module, Install
Jobber, Fuel Tax Reporting, Other State Module, Install

Add the fuel types to the Tax Reporting module.

The example shown is for the state of Texas.

Enter your State Taxpayer Number 17499999999 Bulk ID
Enter your taxpayer name PETRO-DATA, INC
Enter exemption codes for the various types of exempt customers below:
Oth. Permit Holders 5
Oth. Permit Holders #2 7
Aviation Fuel Dealers
Public Schools 2
Signed Statements 3
Signed Statements #2 6
Off Highway Equipment 12
Federal Government 1
Co-Ops
Fire Departments 1
EMS Department
Other Exempt Entities
Enter industry code for other distributors (deferred taxes)
Enter tax types for the following
Dyed Diesels Clr Diesels LSD GAS
Dyed Kerosene KER Clr Ker KER 1
Gasoline GAS Gasohol (3)
Av gas Jet fuel GAS Propane PRO
E-Edit Data Q-Quit and Save
Default truck number 1 Tax Dir \TEXASTAX\
Enter the Bio Diesel tax type and the percent that is not diesel (5,2,etc)
Bio Clr 1 B5C Percent Bio 5 Bio Clr 2 Percent Bio 0
Bio Clr 3 Percent Bio 0 Bio Clr 4 Percent Bio 0
Bio Dye 1 B5D Percent Bio 5 Bio Dye 2 Percent Bio 0
Bio Dye 3 Percent Bio 0 Bio Dye 4 Percent Bio 0
E-Edit Data Q-Quit and Save Q

Step 8

Jobber, Fuel Tank Module, Add Tanks

You may need to create new tank setup for the new fuel item. You can assign the new fuel item to an existing tank.

1. Enter the location.
2. Enter the tank ID.
3. Enter the tank type.
4. All other fields are optional.

Main Tank Data

Special Tank Data

Loc: 1
Tank No: B5D
Item:
Fuel Type: Sort Code:
Last Cost:
Model:

Bulk Plant
Tank Type: I
Tax Type:
Avg Cost:
Volume:

Special Tank

Manifold Code: N Manifolder Tank:
Blend Code:
Loc 1: Tank 1: Percent 1:
Loc 2: Tank 2: Percent 2:

Step 9

Jobber, Master File Maintenance, Inventory, Inventory Add and Change

Add the new fuel item to inventory setup. The easiest way to add new fuel items is to use the Duplicate button. Inquire on a similar fuel product and click the Duplicate button. Change data as needed.

1. Enter the location code.
2. Enter the new item number.
3. Enter a description for the fuel item.
4. Enter 'Y' for Stock.
5. Enter the appropriate values for packaging. Refer to existing setup for other fuel products.
6. Enter the Fuel Type and Tax Type.
7. Enter tank information if appropriate.
8. Enter any other data as required. Refer to existing setup for other fuel products.

Inventory File Maintenance

Location: 9
Description: Dyed 5% Bio-Diesel
Other Descr:
Misc GI:
Item: B5D
Hold: Stock: Y
UPC Code:
Dept No: 4
Category: 0

Pack Kind: GALLON
Weight: 0.00
Decimals: 6
Vendor:
Fuel Type: B5D
Misc Code:

Packfactor: 1.00
Subfactor: 100.00
Sequence No:
Venfactor: 1.00
Tax Type: B5D
Tanked: N

Reorder Pt: 0
On Hand: 0.00
Lst Cost: 0.000000
Type Code: TX

Max Level: 0
Pending: 0
Ven Cost: 0.000000
Tax Code: TX

Order Qty: 0
Sale Tax: N

Price Code	R	Mk1/Pr1	1.0178	0.000000	Mk2/Pr2	0.000000	0.000000
		Mk3/Pr3	0.000000	0.000000	Mk4/Pr4	0.000000	0.000000
Invoice Sort		Mk5/Pr5	0.000000	0.000000	Price Chart		

Edit New Next Prev Delete Duplicate Exit Sales Eifo Audit AP Purch