GEORGIA FUEL TAX REPORTING

You always run the Master 'Fuel Tax Calculate' first. This program creates a file that will be used for the state's tax data. Each state tax module will also have it's own state-specific calculation process. All tax and audit reports are printed from information from this calculated file. These reports report both taxable and non-taxable transactions. The file is replaced with new data every time the Calculate is run.

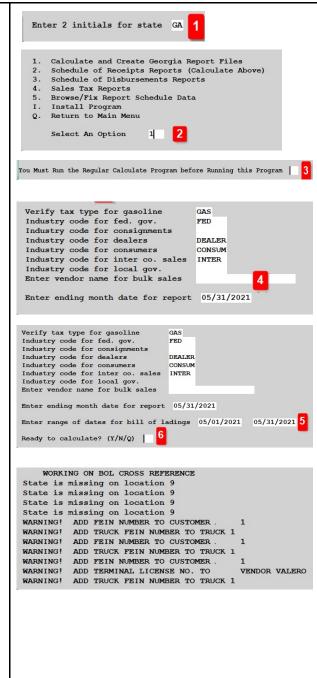|	
Step 1 - Fuel Tax Calculate *Jobber, Fuel Tax Reporting, Fuel Tax Calculate* 1. Select '3' for both Current and History. 2. Enter today's date. 3. Select '1' for Range of Dates. 4. Enter the current month date range. 5. Select 'Y' for Detail Sales Tax Report. 6. Select 'Y' to view the report.	Display report on screen Search files: 1 = Current 2 = History 3 = Both 3 **1** Enter report date 02/01/2018 **2** Select range: 1 Dates 2 Batchs 3 Both 1 **3** Enter date range 01/01/2018 01/31/2018 Enter batch range **4** Calculate for the detail sales tax report? (Y/N) Y **5** Is everything ok? (Y/N/P=Printer/Q=Quit) Y

Report Sample
 	
The reports prints Taxable, Non-Taxable and Total gallons by tax code. It also prints the total tax by tax code.
	Time: 12:24:16 Fuel Tax Report from 12/01/2018 to 12/31/2018 1
	                    Date Range: 12/01/2018 to 12/31/2018
	
	Tax Code 1 Federal Gasoline Tax 18.4000 Product Type GAS
	
	                    Tax Gal Ntx Gal Tot Gal Tax Col/Pd Tax Calc
	Sales Basis 55149.0 0.0 55149.0 10147.41 10147.42
	Receipts Basis 55149.0 0.0 55149.0 10147.41
	
	Tax Code 2 Federal Diesel Tax 24.4000 Product Type DIE
	
	                    Tax Gal Ntx Gal Tot Gal Tax Col/Pd Tax Calc
	Sales Basis 1194.0 0.0 1194.0 291.34 291.34
	Receipts Basis 1194.0 0.0 1194.0 291.34
	
	Tax Code 8 Texas Gasoline Tax 20.0000 Product Type GAS
	
	                    Tax Gal Ntx Gal Tot Gal Tax Col/Pd Tax Calc
	Sales Basis 55149.0 0.0 55149.0 11029.80 11029.80
	Receipts Basis 55149.0 0.0 55149.0 11029.80

Step 2 - Calculate Georgia Taxes
Jobber, Fuel Tax Reporting, Other State Module, Calculate and Create Georgia Report Files

1. Enter 'GA' for the state.
2. Select Option 1 to Calculate and Create Georgia tax reports.
3. Press Enter to confirm you ran the Federal Calculate.
4. Confirm the industry codes are correct. Enter the end month date at the bottom. Press Enter.
5. Enter the current month date range.
6. Enter 'Y' to calculate the tax data. Press Enter.

If any errors or warnings appear on the screen, review them carefully.
If corrections to your setup data is required, fix the setup and re-run this menu option until no errors are displayed.

Enter 2 initials for state GA **1**

1. Calculate and Create Georgia Report Files
2. Schedule of Receipts Reports (Calculate Above)
3. Schedule of Disbursements Reports
4. Sales Tax Reports
5. Browse/Fix Report Schedule Data
I. Install Program
Q. Return to Main Menu

Select An Option   1 **2**

You Must Run the Regular Calculate Program before Running this Program | **3**

Verify tax type for gasoline   GAS
Industry code for fed. gov.   FED
Industry code for consignments
Industry code for dealers   DEALER
Industry code for consumers   CONSUM
Industry code for inter co. sales   INTER
Industry code for local gov.
Enter vendor name for bulk sales   **4**

Enter ending month date for report   05/31/2021

Verify tax type for gasoline   GAS
Industry code for fed. gov.   FED
Industry code for consignments
Industry code for dealers   DEALER
Industry code for consumers   CONSUM
Industry code for inter co. sales   INTER
Industry code for local gov.
Enter vendor name for bulk sales

Enter ending month date for report   05/31/2021

Enter range of dates for bill of ladings 05/01/2021   05/31/2021 **5**

Ready to calculate? (Y/N/Q) | **6**

     WORKING ON BOL CROSS REFERENCE
State is missing on location 9
State is missing on location 9
State is missing on location 9
State is missing on location 9
WARNING! ADD FEIN NUMBER TO CUSTOMER .   1
WARNING! ADD TRUCK FEIN NUMBER TO TRUCK 1
WARNING! ADD FEIN NUMBER TO CUSTOMER .   1
WARNING! ADD TRUCK FEIN NUMBER TO TRUCK 1
WARNING! ADD FEIN NUMBER TO CUSTOMER .   1
WARNING! ADD TERMINAL LICENSE NO. TO   VENDOR VALERO
WARNING! ADD TRUCK FEIN NUMBER TO TRUCK 1

Step 3 - Print Schedule of Receipts
Jobber, Fuel Tax Reporting, Other State Module, Schedule of Receipts Reports

1. Confirm your Federal ID number is correct. This is taken from the Install Program.
2. Confirm your license number. This is taken from the Install Program.
3. Confirm your company name. This is taken from the Install Program.
4. Enter the month and year.
5. Select the option to total by either vendor or Terminal.
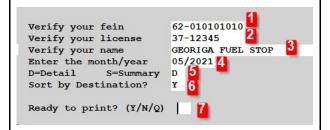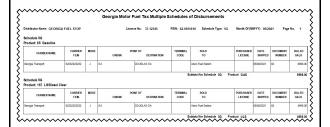
Print the report. This data is used for state filing.

```
Verify your fein       62-010101010   1
Verify your license    37-12345       2
Verify your name       GEORIGA FUEL STOP   3
Enter the month/year   05/2021   4
1=Total by Vendor      2=Total by Terminal  1  5
```

Georgia Motor Fuel Tax Multiple Schedules of Receipts

Distributor Name: GEORIGA FUEL STOP   License No.: 37-12345   FEIN: 62-010101010   Schedule Type: 2   Month Of (MM-YY) 05/2021   Page No. 1

Schedule 2
Product: 65 Gasoline

CARRIER NAME	CARRIER FEIN	MODE	ORIGIN	POINT OF DESTINATION	ACQUIRED FROM	SUPPLIERS GA LICENSE NO.	DATE RECEIVED	DOCUMENT NUMBER	BILLED GALS
Georgia Transport	62232323232	J	ALBANDY GA	DOUGLAS GA	Valero		05/2021	MULTIPLE	9998.00
						Subtotal for Schedule 2	Product GAS		9998.00

Schedule 2
Product: 167 LS/Diesel Clear

CARRIER NAME	CARRIER FEIN	MODE	ORIGIN	POINT OF DESTINATION	ACQUIRED FROM	SUPPLIERS GA LICENSE NO.	DATE RECEIVED	DOCUMENT NUMBER	BILLED GALS
Georgia Transport	62232323232	J	ALBANDY GA	DOUGLAS GA	Valero		05/2021	MULTIPLE	4995.00
						Subtotal for Schedule 2	Product ULS		4995.00

Step 4 - Print Schedule of Disbursements
Jobber, Fuel Tax Reporting, Other State Module, Schedule of Disbursement Reports

1. Confirm your Federal ID number is correct. This is taken from the Install Program.
2. Confirm your license number. This is taken from the Install Program.
3. Confirm your company name. This is taken from the Install Program.
4. Enter the month and year.
5. Select the option for a Detail or Summary report.
6. Select the option Y/N to print by destination.
7. Enter 'Y' to print or display the report.

Print the report. This data is used for state filing.

```
Verify your fein       62-010101010   1
Verify your license    37-12345       2
Verify your name       GEORIGA FUEL STOP   3
Enter the month/year   05/2021  4
D=Detail      S=Summary   D   5
Sort by Destination?     Y   6

Ready to print? (Y/N/Q)      7
```

Georgia Motor Fuel Tax Multiple Schedules of Disbursements

Distributor Name: GEORIGA FUEL STOP   License No.: 37-12345   FEIN: 62-010101010   Schedule Type: 5G   Month Of (MM-YY) 05/2021   Page No. 1

Schedule 5G
Product: 65 Gasoline

CARRIER NAME	CARRIER FEIN	MODE	ORIGIN	POINT OF DESTINATION	TERMINAL CODE	SOLD TO	PURCHASER LICENSE	DATE SHIPPED	DOCUMENT NUMBER	BILLED GALS
Georgia Transport	62232323232	J	GA	DOUGLAS GA		Able's Fuel Station		05/06/2021	82	9998.00
						Subtotal for Schedule 5G	Product GAS			9998.00

Schedule 5G
Product: 167 LS/Diesel Clear

CARRIER NAME	CARRIER FEIN	MODE	ORIGIN	POINT OF DESTINATION	TERMINAL CODE	SOLD TO	PURCHASER LICENSE	DATE SHIPPED	DOCUMENT NUMBER	BILLED GALS
Georgia Transport	62232323232	J	GA	DOUGLAS GA		Able's Fuel Station		05/06/2021	82	4995.00
						Subtotal for Schedule 5G	Product ULS			4995.00

Step 5 - Browse and Fix Use this option if any of the calculated data needs to be corrected. Once you enter a correction, **do not re-calculate** otherwise all manual changes will be lost. Options 1-6 allow you to change the system setup. These are the same options available in Master File Maintenance.	1. Customer File 2. Customer Ship To File 3. Vendor File 4. Terminal File 5. Location File 6. Truck File 7. Fix Disbursements 8. Fix/Delete Schedule of Receipts Q. Return to Main Menu Select An Option
Option 7 - Fix Disbursements (Sales) 1. Choose what product types should be included. 2. Choose to look at Origins, Scheudls or FEINs. 3. Choose to browse only transactions with schedule numbers (Y) or all transactions (N). 4. Enter Y if the options selected are correct. Fields you can change include: 1. Schedule 2. Invoice Date 3. Industry 4. Item 5. Non taxable net gallons 6. Taxable net gallons Press Ctrl-W to Save & Exit.	Select An Option 7 Enter product type (Blank=All) Look at: 1=Origins/Carriers 2=Schedule/Product Codes 3=Fein 2 Only browse transactions with schedule numbers? (Y/N) N Ready? (Y/N) Y **FIX DISBURSEMENTS DATA** | Schedule	Prodtype	Code	Invdate	Indust	Item	Ntxnetgal	Txnetgal	Custname	From	To	Loc	Invno
---	---	---	---	---	---	---	---	---	---	---	---	---
5G	GAS	15	05/06/2021	CONSUM	87E		9998.0	Abe's Fuel Station	GA	GA	9	82
5G	ULS	16	05/06/2021	CONSUM	DC		4995.0	Abe's Fuel Station	GA	GA	9	82	

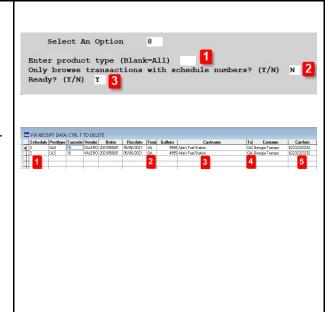## Option 8 - Fix Receipts (BOL Data)
1. Choose what product types should be included.
2. Choose to browse only transactions with schedule numbers (Y) or all transactions (N).
3. Enter Y if the options selected are correct.

Fields you can change include:
1. Schedule
2. From state
3. Customer
4. To state
5. Truck FEIN

Press Ctrl-W to Save & Exit.

```
        Select An Option        8

Enter product type (Blank=All)     [1]
Only browse transactions with schedule numbers? (Y/N)  N  [2]
Ready? (Y/N)   Y  [3]
```

FIX RECEIPT DATA: CTRL T TO DELETE

Schedule	Prodtype	Taxcode	Vendor	Bolno	Recdate	From	Gallons	Custname	To	Carname	Canfein
2	GAS	15	VALERO	2021050601	05/06/2021	GA	9998	Abe's Fuel Station	GA	Georgia Transpo	62232323232
2	ULS	16	VALERO	2021050601	05/06/2021	GA	4995	Abe's Fuel Station	GA	Georgia Transpo	62232323232

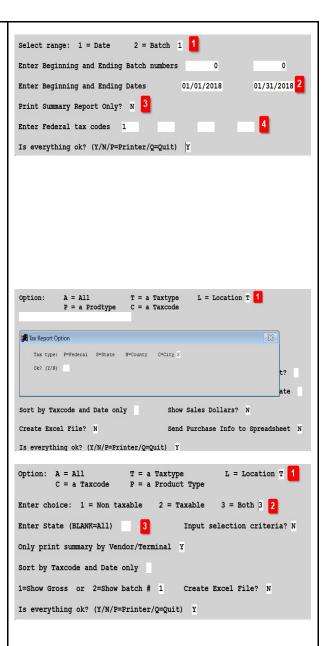|	
Fuel Tax Report *Jobber, Fuel Tax Reporting, Fuel Tax Report* This report prints fuel tax totals on both sales and receipts.	
Accept the report defaults. Press Enter on each option.	Fuel tax report is printed based on the most recent fuel calculation Omit Codes with Zero Taxes? (Y/N) Y Is everything ok? (Y/N/P=Printer/Q=Quit) Y

Report sample	<pre>Date: 10/16/2019 Petro-Data Inc. Page No.
	Time: 15:47:42 Fuel Tax Report from 01/01/2015 to 12/31/2018 1
	                         Date Range: 01/01/2015 to 12/31/2018
	
	Tax Code 1 FEDERAL GASOLINE 18.2 - U Product Type GAS
	
	                    Tax Gal Ntx Gal Tot Gal Tax Col/Pd Tax Calc
	Sales Basis 1495322.7 1700.0 1497022.7 274728.94 272148.73
	Receipts Basis 544415.0 0.0 544415.0 100036.89
	
	Tax Code 2 STATE GASOLINE 20.0 - U Product Type GAS
	
	                    Tax Gal Ntx Gal Tot Gal Tax Col/Pd Tax Calc
	Sales Basis 1496222.7 0.0 1496222.7 299244.54 299244.54
	Receipts Basis 543665.0 0.0 543665.0 108733.00</pre>

Step 4 - Print Other Tax Reports

Jobber, Fuel Tax Reporting, Federal Refund
1. Select by Range of Dates
2. Enter the beginning and ending dates
3. Select 'N' for Summary Only.
4. Enter your Federal tax codes for Gasoline & Diesel. These are setup in Jobber, File Maintenance, Fuel Taxes.

```
Select range:  1 = Date      2 = Batch  1  [1]

Enter Beginning and Ending Batch numbers      0           0

Enter Beginning and Ending Dates      01/01/2018      01/31/2018 [2]

Print Summary Report Only?  N  [3]

Enter Federal tax codes     1                        [4]

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Jobber, Fuel Tax Reporting, Sales Audit Report
1. Choose 'T' for Tax Type (Federal, State) or 'C' for Tax Code (Individual tax codes).
2. Enter '3' for both taxable and non-taxable.
3. Leave State blank for all states or enter one state abbreviation.

Accept all other defaults.

```
Option:    A = All        T = a Taxtype      L = Location T  [1]
           P = a Prodtype   C = a Taxcode
_____

  Tax Report Option                                    [X]

     Tax type: F=Federal  S=State   N=County   C=City S

     Ok? (Y/N)  [ ]                                      t? [ ]
                                                        ate [ ]

Sort by Taxcode and Date only  [ ]      Show Sales Dollars?  N

Create Excel File?  N              Send Purchase Info to Spreadsheet  N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

```
Option:  A = All        T = a Taxtype        L = Location T  [1]
         C = a Taxcode    P = a Product Type

Enter choice:  1 = Non taxable    2 = Taxable    3 = Both 3  [2]

Enter State (BLANK=All)  [ ]  [3]       Input selection criteria?  N

Only print summary by Vendor/Terminal  Y

Sort by Taxcode and Date only  [ ]

1=Show Gross  or  2=Show batch #  1     Create Excel File?  N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Jobber, Fuel Tax Reporting, Purchase Audit Report

1. Choose 'T' for Tax Type (Federal, State) or 'C' for Tax Code (Individual tax codes).
2. Enter '3' for both taxable and non-taxable.
3. Leave State blank for all states or enter one state abbreviation.

Accept all other defaults.

```
Option:  A = All          T = a Taxtype         L = Location T  1
         C = a Taxcode     P = a Product Type

Enter choice:  1 = Non taxable     2 = Taxable     3 = Both 3
```

```
Tax Report Option                                              ☒

   Tax type:  F=Federal   S=State    N=County    C=City F

   Ok? (Y/N)  Y
```

```
Option:  A = All          T = a Taxtype         L = Location T  1
         C = a Taxcode     P = a Product Type

Enter choice:  1 = Non taxable     2 = Taxable     3 = Both 3  2

Enter State (BLANK=All)            3          Input selection criteria? N

Only print summary by Vendor/Terminal  Y

Sort by Taxcode and Date only

1=Show Gross  or  2=Show batch #  1     Create Excel File?  N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```