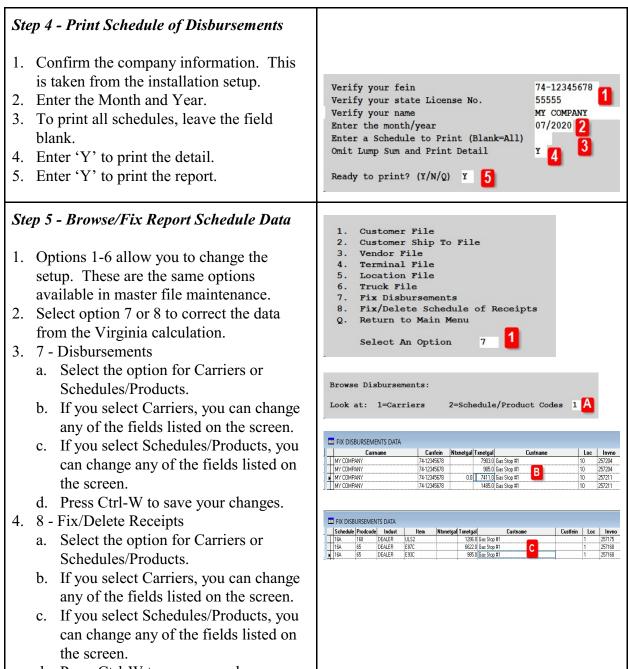# VIRGINIA FUEL TAX REPORTING

To be able to create the State Fuel Tax Report, you always run the main 'Fuel Tax Calculate' first. Each state tax module has it's own state-specific calculation process. All tax and audit reports are printed from information from this master calculated file. These reports contain both taxable and non-taxable transactions. The file is replaced with new data every time the 'Fuel Tax 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**

<u>Report Sample</u>
 	
 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 Virginia Taxes
Jobber, Fuel Tax Reporting, Other State Module, Calculate and Create Virginia Report Files

1. Press Enter to confirm that you ran the initial tax calculation from the previous step.
2. Enter the current month date.
3. Enter the date range for the current month.
4. Enter 'Y' to begin the calculate.
5. Review any errors.

```
1.   Calculate and Create Virginia Report Files
2.   Schedule of Receipts
3.   Schedule of Disbursements
4.   Create Excel File for Virginia
5.   Browse/Fix Report Schedule Data
I.   Install Program
Q.   Return to Main Menu

     Select An Option        Q
```

```
Enter vendor name for bulk sales    CHEVRON          3

Enter range of dates for bill of ladings  07/01/2020   07/31/2020  4

Ready to calculate Alabama Taxes? (Y/N/Q)  Y  5
```

```
Enter ending month date for report  07/31/2020  2

Enter range of dates for bill of ladings  07/01/2020   07/31/2020  3

Ready to calculate? (Y/N/Q)  Y  4
```

```
Read the screen and press enter. (Q=Quit)  |  5
```

Step 3 - Print Schedule of Receipts

1. Confirm the company information. This is taken from the installation setup data.
2. Enter the Month and Year.
3. Enter 'Y' to print the report.

```
Verify your Fein                     74-12345678  1
Verify your state registration No.   55555
Verify your name                     MY COMPANY
Enter the month/year                 07/2020  2

Ready to print? (Y/N/Q)  Y  3
```

Step 4 - Print Schedule of Disbursements

1. Confirm the company information. This is taken from the installation setup.
2. Enter the Month and Year.
3. To print all schedules, leave the field blank.
4. Enter 'Y' to print the detail.
5. Enter 'Y' to print the report.

```
Verify your fein                           74-12345678  1
Verify your state License No.              55555
Verify your name                           MY COMPANY
Enter the month/year                       07/2020   2
Enter a Schedule to Print (Blank=All)             3
Omit Lump Sum and Print Detail             Y   4

Ready to print? (Y/N/Q)   Y   5
```

Step 5 - Browse/Fix Report Schedule Data

1. Options 1-6 allow you to change the setup. These are the same options available in master file maintenance.
2. Select option 7 or 8 to correct the data from the Virginia calculation.
3. 7 - Disbursements
   a. Select the option for Carriers or Schedules/Products.
   b. If you select Carriers, you can change any of the fields listed on the screen.
   c. If you select Schedules/Products, you can change any of the fields listed on the screen.
   d. Press Ctrl-W to save your changes.
4. 8 - Fix/Delete Receipts
   a. Select the option for Carriers or Schedules/Products.
   b. If you select Carriers, you can change any of the fields listed on the screen.
   c. If you select Schedules/Products, you can change any of the fields listed on the screen.
   d. Press Ctrl-W to save your changes.

```
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        7    1
```

```
Browse Disbursements:

Look at:  1=Carriers      2=Schedule/Product Codes   1  A
```

FIX DISBURSEMENTS DATA

Carrname	Carrfein	Ntxnetgal	Txnetgal	Custname	Loc	Invno
MY COMPANY	74-12345678		7903.0	Gas Stop #1	10	257204
MY COMPANY	74-12345678		985.0	Gas Stop #1	10	257204
MY COMPANY	74-12345678	0.0	7411.0	Gas Stop #1	10	257211
MY COMPANY	74-12345678		1485.0	Gas Stop #1	10	257211

FIX DISBURSEMENTS DATA

Schedule	Prodcode	Indust	Item	Ntxnetgal	Txnetgal	Custname	Custfein	Loc	Invno
16A	160	DEALER	ULS2		1286.0	Gas Stop #1		1	257175
16A	65	DEALER	E87C		6622.0	Gas Stop #1		1	257168
16A	65	DEALER	E93C		985.0	Gas Stop #1		1	257168

Step 6 - Create Excel File for Virginia
Jobber, Fuel Tax Reporting, Other State Module, Print/Make Electronic Files

1. Schedules to Print should be blank.
2. Confirm your Federal ID number and company name.
3. Enter the current month and year.
4. Choose the Summary print option. You can also select 'D' by day if you wish.
5. Enter the month end date.
6. Select the appropriate option for Biodiesel fuel.
7. Select the appropriate option for Propane.

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

Enter schedule to print (blank for all) [____] **1**

Your fein   12399999999 **2**
Your name   PETRO-DATA, INC   Enter month/year 01/2018 **3**

Option: S=Summary by Customer   D=Detail by document   T=Detail on Sales Only S **4**

Default date for summary? 01/31/2018 **5**   Show BioDiesel Details? (Y/N) N **6**

                                              Omit Propane? (Y/N) N **7**

Ready to print (Y/N/Q) Y

```
                                                          Page:        1
                        Form:  06-146      b.  Fuel

                        a. Gasoline Fuel

TEXAS SCHEDULE OF GALLONS REMOVED             c.  Taxpayer number     d.  Filing Period
FROM IRS REGISTERED TERMINAL -                    17499999999             11/2018
TEXAS TAX PAID
e. TaxPayer name
    PETRO-DATA, INC
==================================================================================================
Transporter Name:                             Transporter Taxpayer No.:
Seller Name:      Brand Fuels                  Seller Taxpayer No.:       749999999
Product    Mode   Date Removed   Shipping doc. Terminal Ctrl. #    Invoice Gal.
GAS        J_     11/30/2018      SUM          T73TX0001              32100.00
--------------------------------------------------------------------------------
Transporter Name: COAST TO COAST               Transporter Taxpayer No.:  59-1211777
Seller Name:      Brand Fuels                  Seller Taxpayer No.:       749999999
Product    Mode   Date Removed   Shipping doc. Terminal Ctrl. #    Invoice Gal.
GAS        M      06/14/2018      JIM1         T73TX0001                450.00
--------------------------------------------------------------------------------
Transporter Name: MY OIL COMPANY, INC.         Transporter Taxpayer No.:  59-1487255
Seller Name:      Brand Fuels                  Seller Taxpayer No.:       749999999
Product    Mode   Date Removed   Shipping doc. Terminal Ctrl. #    Invoice Gal.
GAS        J_     11/30/2018      SUM          T73TX0001              26599.00
--------------------------------------------------------------------------------
Total Invoiced Gallons              Total Invoiced Gallons
     All Pages         59149.00      This Page Only              59149.00
Electronic file: \TEXASTAX\GSTAXPD.TXT       Schedule is GTP
```

Fuel Tax Report *Jobber, Fuel Tax Reporting, Fuel Tax Report* This is an optional 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 (If Needed)

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.

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.

```
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
```

```
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
```