

BIODIESEL - SETUP INSTRUCTIONS

Important - if your State bills the same tax rates for biodiesel blends as for regular diesel, you do NOT have to set up new tax codes. Use the tax type for clear and dyed diesel for your biodiesel items. You DO have to set up fuel types, inventory items, etc. Do items 4, 5, 6, and 9.

(To use this checklist to set up any other new fuel item, disregard the word 'biodiesel' and replace with 'gas' or 'diesel' or 'kerosene', etc.)

Files - new or changed - overview:

1. Fuel Tax Codes - add codes for Federal, state, county
 2. Tax Authorities - add new codes to tax authorities and run the update
 3. Customer Files - add exemptions on Tax screen
 4. Fuel Types - add same as tax codes - enter required blend wording for printing on invoices
 5. Inventory Items - add same codes - use the new tax codes and fuel types
 6. Rack Price Files - add items to racks that sell biodiesel
 7. Freight Constants - add the new tax types
 8. State Tax install programs - add the new tax types
- Additional Files if you use Special Prices
9. Special Price Records - duplicate regular diesel records to new diesel items.

Suggestion: Use codes like B3C (biodiesel 3% clear) or B5D (biodiesel 5% dyed). If one terminal is blending 3% and another is blending 5%, because of the tax rate differences, you will have to set up separate tax codes, and because of price differences, you will have to set up separate fuel types and inventory items for each. You can use the same code for the Tax Type, the Fuel Type and the Inventory item if you want to.

1. Fuel Tax Codes - *Jobber, Master File Maintenance, Fuel Taxes, Fuel Tax Add and Change.*

(Display the tax codes for regular diesel to see how they are set up. Set up the new codes the same way, with different descriptions, tax types and possibly tax rates.)

Add a record with the 3-character tax type (B2C, B5C, or B2D, B5D - dyed) for each Federal and State tax using the applicable tax rates. Federal rates are currently the same, but the state rate in Texas is different based on the percentage of diesel in the blend. You must have separate codes for clear and dyed diesel and separate codes for each blend percent (1%, 2%, 5%).

2. Tax Authorities - same menu , *Tax Authority Add*
Display a tax authority. Scroll to the last screen where you can Add tax codes. Add the new codes to the record. Repeat for each tax authority where biodiesel will be sold.
Update Tax Authorities - same menu, Tax Authority Update
This option updates tax authorities in the customer file with the new codes.
3. Customer Files - *AR, Customers, Add Customers, Taxes*
Customers who are exempt from diesel tax, federal or state, must have an exemption code on the new tax codes. In the case of Farmers where you might have too many to code, call Petro-Data for assistance.
4. Fuel Types - *Jobber, Master File Maintenance, Fuel Types, Add Change Delete Fuel Types.*

(Display the Fuel Type codes for regular clear and dyed diesel to see how they are set up. Set up the new codes the same way, including the hazzard message, add the blend message.)

Add a new Fuel Type for each item (you can use the same code as the tax type - B1C, B5D, etc).

Enter the required blend wording along with the hazard message for diesel in the message lines. This will print on the customer invoice right below the item description. OR you could put the message in the 'Comment File' and put the comment number in the 'Comment Cd' field of the fuel type record like the diesel messages. These 'comments' will print at the bottom of the invoice instead of right under the item.

5. Inventory Items - *Jobber, Master File Maintenance, Inventory, Inventory Add and Change.*

(Inventory has a 'Duplicate' option which makes new item set up easier.)

Display an existing Clear Diesel item first and use the 'Duplicate' option to create the clear diesel biodiesel records. Change the Description, Tax Type and Fuel Type.

Display an existing Dyed Diesel item and 'Duplicate' to create the dyed biodiesel records. Change the Description, Tax Type and Fuel Type. Be sure to duplicate to the terminal location and all locations where biodiesel will be stored.)

Tanks. Tank File Maintenance will be required if biodiesel will be sold out of tanks that were formerly regular diesel.

Set up NEW tank records. Do NOT change the item numbers in existing tanks. Transfer fuel from existing tanks to the new tanks, to zero the inventory. This will create fifo records for biodiesel. The program will change the diesel to biodiesel. (Call Software Support for assistance, if necessary.)

Do NOT set up new tank records IF most of the fuel in the tank will be diesel and only occasionally biodiesel will be dumped into it and sold as diesel. The program will change the item to the tanked item during the BOL update.

(If you use Petro-Data's Retail Module, do NOT make any changes on the store tanks. Call for assistance adding new Bridge Cross Reference records to allow biodiesel to be transferred to the store tanks.)

6. Rack Price Files - *Jobber, Rack Prices, Vendor Racks.*

Display Vendor/Terminals which will be selling biodiesel. Add the new products to the records. Rack prices can now be entered for biodiesel.

If previous days prices have already been entered and you need biodiesel on them, you will have to delete the rack prices for that date in Input Rack Prices, and add it back in. The biodiesel will come in to the new record. Be sure to check all the prices and make sure they are correct for the day.

7. Freight Constants - *Jobber, Master File Maintenance, Freight Rates, Define Freight Values. (Or*

Input Tax Types for Diesel - enter B2C, B5D, etc. If there is not enough room, call or email Petro-Data for an update.

Input Tax Types for Dyed - enter B5D, etc. Enter through the rest of the record.

8. State Tax Module - *Jobber, Fuel Tax Reporting, State Tax Module, Install Program*

Install Program - TEXAS - after 'Quit and Save' a screen for biodiesel tax types displays. Enter the new tax types in one of the fields for clear or dyed. Enter the percentage of biodiesel (1%, 2%, 5%). If you do not have the second screen, call or email Petro-Data for a program update.

Install Program - Other States - If your State does not require you to report only the diesel portion of the biodiesel, enter the new tax types in the spaces provided for clear and dyed biodiesel. If there aren't enough spaces, call or email Petro-Data for an update.

9. Special Prices - *Jobber, Master File Maintenance, Special Prices, Special Price Add and Change.*

(Special Prices has a 'Duplicate' option which makes new record set up easier.)

Display an existing record for Clear Diesel for the customer. Select 'Duplicate' and enter the new biodiesel item. Make any other changes necessary (there might not be any changes necessary). Repeat the process for Dyed Diesel for this customer, if applicable. If you have a large number of customers with special prices, call or email Petro-Data for assistance.

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