MSWIN HELP AND MANUAL

Custom Software Solutions
Transportation Management Software

Mileage and Fuel Tax Help Document
TMS MSWIN 32
Transportation Management Software

by BJ Exum

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1   File Maintenance

1.1   File Maintenance

File Maintenance
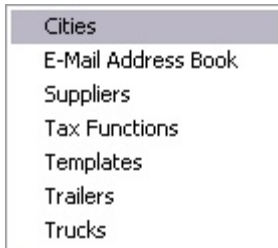
Files to be maintained are Trucks, Trailers, Cities, Suppliers, Templates and State Tax Functions. These can be added and edited "on the fly" from within the Trips and Miles screen (with the exception of Tax Functions) but can only be deleted from within the File Maintenance Menu. Note: A truck, city or supplier should never be deleted unless it was entered wrong and has never been used. Reports involving deleted pieces of information would no longer be available.

1.2   Truck/Trailers File
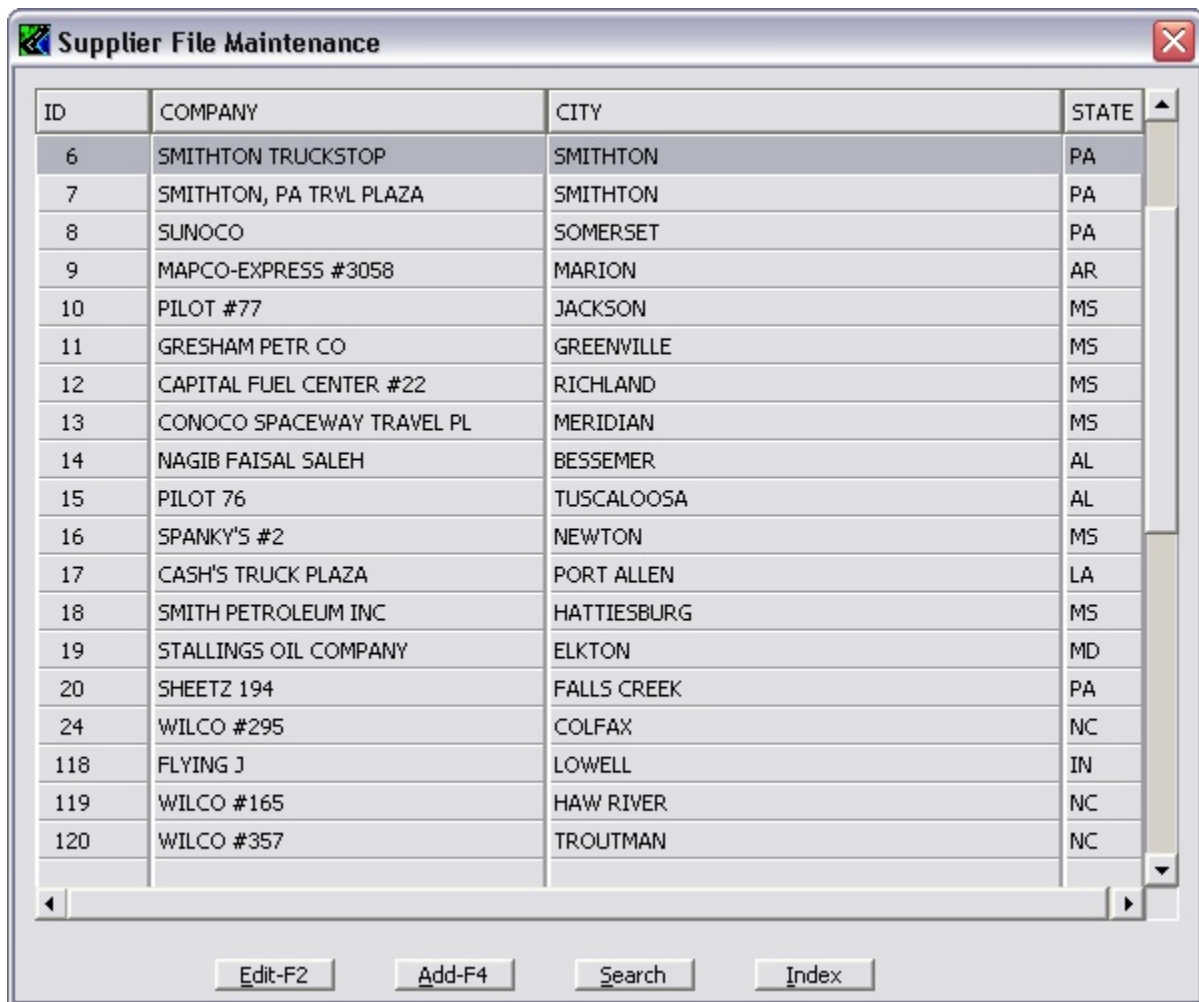
Trucks/Trailers File Maintenance*

Available information in the truck(and trailer) file in Mileage and Fuel Tax are self-explanatory. If other modules share the truck(trailer) file, those modules may require information not available in this program. To edit truck information select 'Trucks' from the File Maintenance menu. A list of truck ID's and descriptions will display. Use the buttons along the bottom for adding and editing.

The only information vital to the Mileage and Fuel Tax program, in addition to ID and description, would be the fleet number. Several reports are available by fleet number.

*You will only see trailers if you have trailer id's turned on in system configuration.

1.3   Supplier File

Supplier File Maintenance

Supplier File Maintenance

ID	COMPANY	CITY	STATE
6	SMITHTON TRUCKSTOP	SMITHTON	PA
7	SMITHTON, PA TRVL PLAZA	SMITHTON	PA
8	SUNOCO	SOMERSET	PA
9	MAPCO-EXPRESS #3058	MARION	AR
10	PILOT #77	JACKSON	MS
11	GRESHAM PETR CO	GREENVILLE	MS
12	CAPITAL FUEL CENTER #22	RICHLAND	MS
13	CONOCO SPACEWAY TRAVEL PL	MERIDIAN	MS
14	NAGIB FAISAL SALEH	BESSEMER	AL
15	PILOT 76	TUSCALOOSA	AL
16	SPANKY'S #2	NEWTON	MS
17	CASH'S TRUCK PLAZA	PORT ALLEN	LA
18	SMITH PETROLEUM INC	HATTIESBURG	MS
19	STALLINGS OIL COMPANY	ELKTON	MD
20	SHEETZ 194	FALLS CREEK	PA
24	WILCO #295	COLFAX	NC
118	FLYING J	LOWELL	IN
119	WILCO #165	HAW RIVER	NC
120	WILCO #357	TROUTMAN	NC

Edit-F2   Add-F4   Search   Index

Suppliers may be referenced by ID, Company Name or State then Company Name or State and City. Referencing in these ways determines how the list will appear and on which piece of information is used for search function.
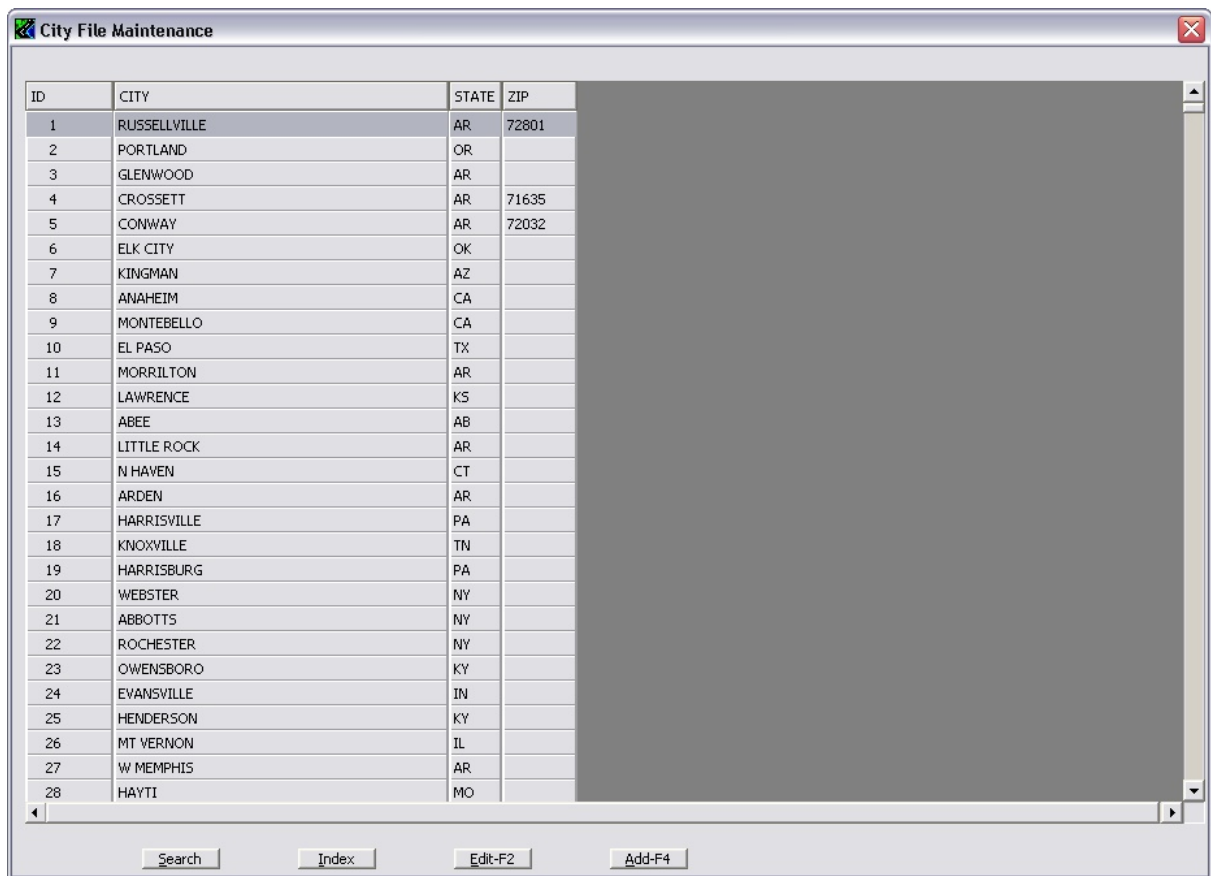
This additional option allows the user to display and search in the most practical way. The choices are: ID number, Company Name, or State and Company Name or State and City. ID number is a key field to the system, but not very practical to the user. Company name or State and Company name would be the better options here.

Use the buttons at the bottom of the screen to add and edit.

Information is self explanatory, and only needs to be a detailed as your state requires, however a company, city and state will be required for each record.

## 1.4   Cities File

City File Maintenance

The purpose for editing this file would be to correct discrepancies in spelling between mileagers and users. Cities may be referenced by ID Number or State and City Name.

After choosing the display order a list of cities will show. City, state and zip code are the only pieces of information for this record. Zip code may be entered, but is not required by the system.

1.5   Templates File

Templates File Maintenance*
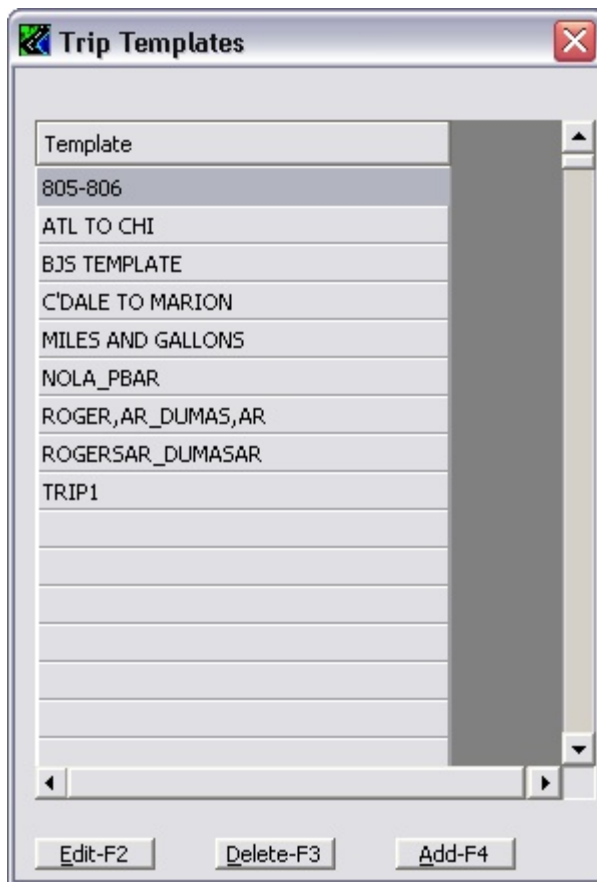
Templates are usually entered from the Trips and Miles section. Templates are used for trips that are repeated often. This can save a great deal of time, especially for complicated trips with multiple stops. Templates can be edited and added from here if desired.

To edit a template, type in the Code Name, or press F1 to view the list of existing templates. Highlight the template record and press ENTER.

To add a template from this screen, click the add button and type in a NEW unique Template Name. add the points that will be on this trip and calculate. If necessary, you can edit loaded, empty and toll miles under the state breakdown.

*Templates must be turned on in system setup.

1.6 Fuel Tax Functions

State Fuel Tax Functions

Fuel Tax Functions, when properly initialized, provide a means to calculate dollar amounts for taxes owed to each state or over payment of taxes for a particular state. These functions are extremely flexible and will allow the user to customize each state according to fuel tax formulas used in that state. These tax functions are used in the fuel tax reports only and must be initialized to get the pertinent information needed to file tax forms.

*NOTE it is the responsibility of the user to maintain these formulas when state regulations change. TMS does not provide updates for state tax formula changes.

If using the newest IFTA forms, these functions may be obsolete as formulas are included on those forms.

From the File Maintenance Menu select 'Fuel Tax Functions'. Select a state for which to edit the tax functions.

Predefined Variables
The following are predefined variables that can be used when initializing tax functions:

A   Total Miles all States (whole)

B   Total purchased Gallons all States (whole)

C   Total Miles for selected State (whole)

D   Total purchased Gallons for selected State (whole)

E   Average MPG = A/B   (2 decimal Places)

F   Used or Consumed (C/E)   (whole)

G   Used or Consumed via Ratio (C/A) * B (Ratio to 4 decimal places)

H   Over Under purchase D - F (whole)

I   Over Under purchase D - G (whole)

J   Total Miles for selected State

The available mathematical operators are

+   addition

-    subtraction

*   multiplication

/   Division

( )   order

Used/Consumed Calculation

If it is desired that the fuel tax reports print the amount of fuel that was used (also referred to as consumed), select how this is to be done. Currently there are two available ways to compute the amount of fuel that was used in a state:

1) F = (Total Miles Traveled in State) divided by (Average MPG for all operations)

2) G = ((Total Miles Traveled in State) divided by (Total Miles All States)) times the (Total Gallons all States). (G is also known as ratio).

MS will prompt the user to select one of these two ways or leave blank so that no calculation is performed. For convenience, these calculations (as well as others) have been given letter representations.

Fuel Tax Function

This Function will return the dollar amount owed to the state (or the refund if fuel was over purchased). Note that most states will ask for the (amount used - amount purchased) multiplied by the appropriate tax rate. Note, however, that some states have different tax rates for filing as opposed to purchasing. In this case the user will need to use a different kind of formula; for example:

(Used * Filing Tax Rate) - (Purchased * Purchased Tax Rate) which translates into:

(F * .17) - (D * .15)

F is the Used calculation and where C represents the amount of fuel that was purchased in the current state.

Mileage Tax Function

Some states have an additional mileage tax (also called road tax, or highway use tax). This will commonly be the number of miles traveled in a state (C) multiplied by the applicable rate, such as two cents per mile, i.e.

C * .02

3rd Structure Tax Function

The 3rd structure tax function is for any further taxes that a state may require

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