



## SPECIAL UPGRADE BULLETIN – DOS CSS USERS ONLY

### Overview

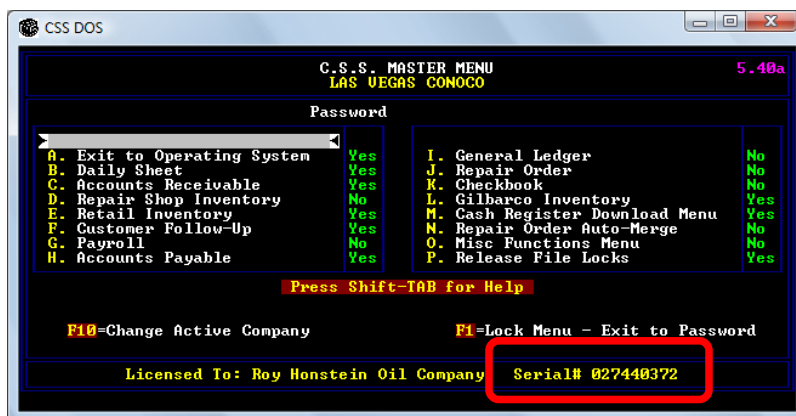
Because of the changes made to the gasoline sales tax and gasoline state excise tax rates effective July 1, 2010 1201AM it is necessary to change the CSS setup for fuel. The Board of Equalization has frequently asked questions at:

<http://www.boe.ca.gov/sutax/gasswapfaq.htm>

If selling both diesel and gasoline a CSS program update is required to enable a gasoline sales tax rate and a diesel sales tax rate. If you are current on your annual CSS Maintenance and Support Agreement this update will be provided at no charge. The update can be downloaded from:

[www.cherrysystems.com](http://www.cherrysystems.com).

This update requires a password. It is recommended that a day or two before this update is downloaded, you request the password via e-mail to: [Randy@cherrycstore.com](mailto:Randy@cherrycstore.com). You **must include your CSS serial number** which can be found at the upper top left hand corner of the main CSS menu. An e-mail reply will be sent with the password and any special instructions to download the update.



If you are not current on maintenance please call CSS Linda Baum at 978-433-2489 extension 4 to determine the amount due and make the payment. Cherry Systems cannot provide any CSS program updates unless you are current on maintenance.

**The update can be downloaded and installed now.** If it is done now the diesel sales tax rate must be immediately entered before integrating and processing a day in the Daily Sheet. Go to the last page to read the instructions. Only do the other steps below after the CSS Daily Sheet has been closed through midnight June 30.

## For customers selling gasoline only and not updating the CSS programs.

If selling gasoline only and not updating the CSS programs the following must be done to have all accounting records and fuel margins reported correctly:

1. At midnight June 30 (i.e. July 1 at 1201 AM), close the POS (Nucleus, G-Site, Ruby) day. Or if closed at your usual time (e.g. 9 pm) close again and combine both reports into one CSS Daily Sheet.
2. At midnight June 30, print and save the tank monitor inventory report. This is the basis for paying the motor vehicle fuel storage tax to the BOE. This is also needed to do the Daily Sheet.
3. Process the CSS Daily Sheet to June 30 midnight **before** executing the next steps and perform your normal month end closing processes in the Daily Sheet during the close.
4. From the Daily Sheet System menu
  - H. File Maintenance
  - B. Edit Fuel Products

The screenshot shows the CSS DOS program interface. At the top, it displays 'CSS DOS' and 'Mode is: CHANGE'. The 'Fuel Product#' is set to [1]. The interface is divided into several sections:

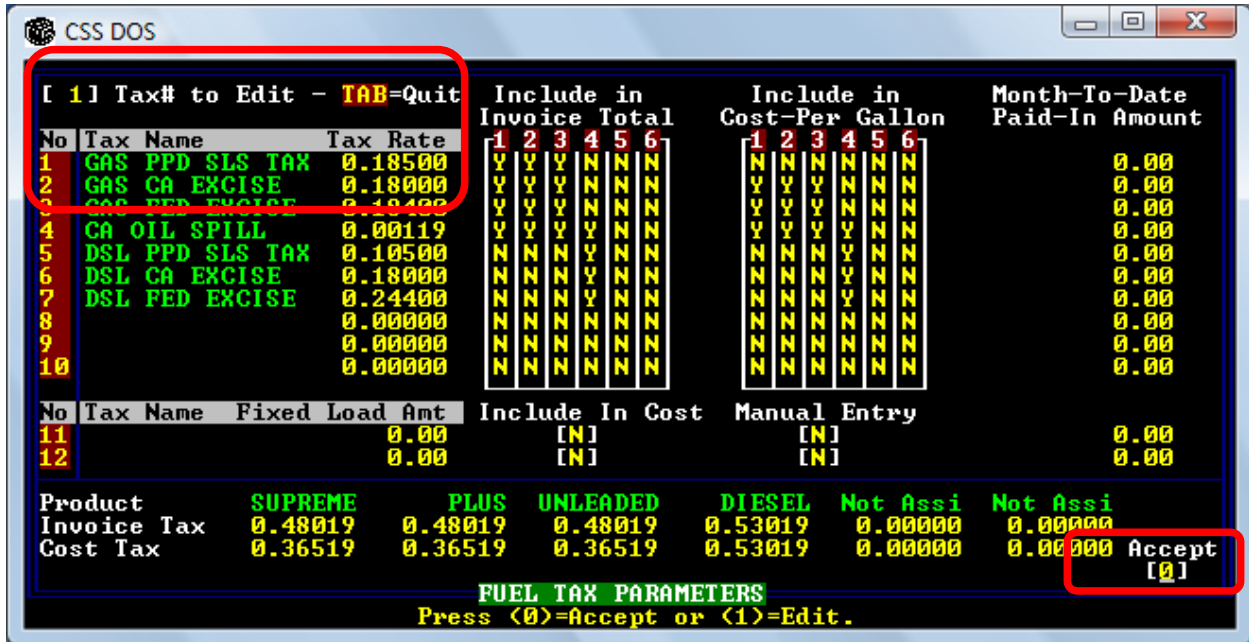
- Function Keys:** F1=Add, F2=Change, F3=Delete
- Subject to St. Sales Tax:** [N]
- Piggy Back Tank:** [N]
- Tank Chart No:** [1] BMT 10K 8'x 27'
- Piggy Back Tank Chart No:** [0]
- Fuel Product Name:** SUPREME
- Summary Data:**
  - Mtd SELF Sales: 8017.040
  - Mtd FULL Sales: 0.000
  - Mtd MINI Sales: 0.000
  - Mtd SELF Profit: 474.364
  - Mtd FULL Profit: 0.000
  - Mtd MINI Profit: 0.000
  - Mtd SELF Gallons: 2762.090
  - Mtd FULL Gallons: 0.000
  - Mtd MINI Gallons: 0.000
  - Mtd Purchase Unit-Gross: 2967.000
  - Mtd Purchase Unit-Net: 2983.000
  - Mtd Purchase \$-Invoiced: 8122.849
  - Mtd Purchase \$-Net: 8122.849
  - Mtd State Excise Tax: 0.000
  - Mtd Cost of Goods: 7542.676
- Tank Inventory Data:**
  - Tank Open Inventory: 1910
  - Gross Volume in Ground: 2115
  - Net Volume in Ground: 2124
- Unit Costs (highlighted in red):**
  - Last Unit Cost (W/Tax): 2.73730
  - Avg. Unit Cost (W/Tax): 2.72849
  - Last Unit Cost (Base): 2.73730
- Navigation:** TAB=Cancel Input, [ ] [ ] G/L Interface [ ]
- Instructions:** Press <0> to accept or <1> to edit or <2> to reject.

Change each gasoline fuel product to add 17.3 cents to the Last Unit Cost (W/Tax) and Avg. Unit Cost (W/Tax). If excise tax is included in the base cost of fuel (Chevron invoices usually do this) then also add 17.3 cents to the Last Unit Cost (Base). Press 0 to accept and save the change.

After doing the last gasoline product press Tab to exit to the Master File Maintenance menu.

From the Master File Maintenance menu:

W. Edit Fuel Cost Parameters



Enter the Tax # for the gasoline excise tax and change the rate from .180 to .353. Press the Enter key until the cursor stops at the Accept prompt at the bottom right of the screen. Enter 0 to accept. Verify this rate on the fuel invoice for the first fuel delivery after June 30.

Enter the Tax # for the gasoline prepaid sales tax and change the rate from .185 to .055. Press the Enter key until the cursor stops at the Accept prompt at the bottom right of the screen. Enter 0 to accept. Verify this rate on the fuel invoice for the first fuel delivery after June 30.

After doing the final tax press Tab to exit to the Master File Maintenance menu.

From the Master File Maintenance menu:

L. Edit Miscellaneous Items

Miscellaneous Information	
Mtd Bank Drafts	0.000
Mtd Deposits Bank #1	52033.120
Mtd Deposits Bank #2	0.000
Mtd Estimated Expenses	0.000
Mtd Sales Tax-1	934.150
Mtd Gasoline Sales Tax	0.000
Mtd State Diesel Tax	0.000
Mtd Federal Diesel tax	0.000
Current A/R Balance	32130.620
Mtd A/R Customer Charges	217.620
Mtd A/R Customer Payments	0.000
Mtd A/R Employee Charges	0.000
Mtd A/R Employee Payments	0.000
Mtd Cash Short	27.780
Mtd Cash Over	8.590
Mtd Days Processed	14.000
Sales Tax Rate 1	7.562
Gasoline Sales Tax Rate	2.250
State Diesel Tax Rate	0.000
Federal Diesel Tax Rate	0.000
State Excise Tax Rate	0.000
Daily Recurring Expense	0.000
Daily Rent	0.000
# Days Open This Month	30.000
Mtd Outdoor Gallons	0.000
Mtd Outdoor Sales	0.000
Sales Tax Rate-2	0.000
Mtd Sales Tax-2	0.000
3rd Product Blend%	0.000
Product 5 Blend%	0.000
Product 6 Blend%	0.000

Enter State Gasoline Sales Tax Rate <i.e. 5.000>

Change the Gasoline Sales Tax Rate. The rate is going from 8.25% plus applicable district taxes to 2.25% plus applicable district taxes. Enter 0 to accept and save at the top right of the screen.

## For customers updating the CSS programs.

If selling gasoline or both gasoline and diesel and updating the CSS programs, the following must be done to have all accounting records and fuel margins reported correctly:

1. At midnight June 30 (i.e. July 1 at 1201 AM), close the POS (Nucleus, G-Site, Ruby) day. Or if closed at your usual time (e.g. 9 pm) close again and combine both reports into one CSS Daily Sheet.
2. At midnight June 30, print and save the tank monitor inventory report. This is the basis for paying the motor vehicle fuel storage tax to the BOE. This is also needed to do the Daily Sheet.
3. Process the CSS Daily Sheet to June 30 midnight **before** executing the next steps and perform your normal month end closing processes in the Daily Sheet during the close.
4. Install the program updates if not already done.
5. From the Daily Sheet System menu
  - H. File Maintenance
  - B. Edit Fuel Products

The screenshot shows a DOS-style window titled 'CSS DOS'. The interface is a text-based menu for editing fuel product data. At the top, it shows 'F1=Add F2=Change F3=Delete' and 'Mode is: CHANGE'. The 'Fuel Product# [1]' is selected. The main display area shows various fields for 'SUPREME' fuel, including sales, profit, gallons, and unit costs. A red box highlights the unit cost information: 'Last Unit Cost (W/Tax) 2.73730', 'Avg. Unit Cost (W/Tax) 2.72849', and 'Last Unit Cost (Base) 2.73730'. Another red box highlights the 'G/L Interface [ ]' option at the bottom. The prompt 'Press <0> to accept or <1> to edit or <2> to reject.' is at the very bottom.

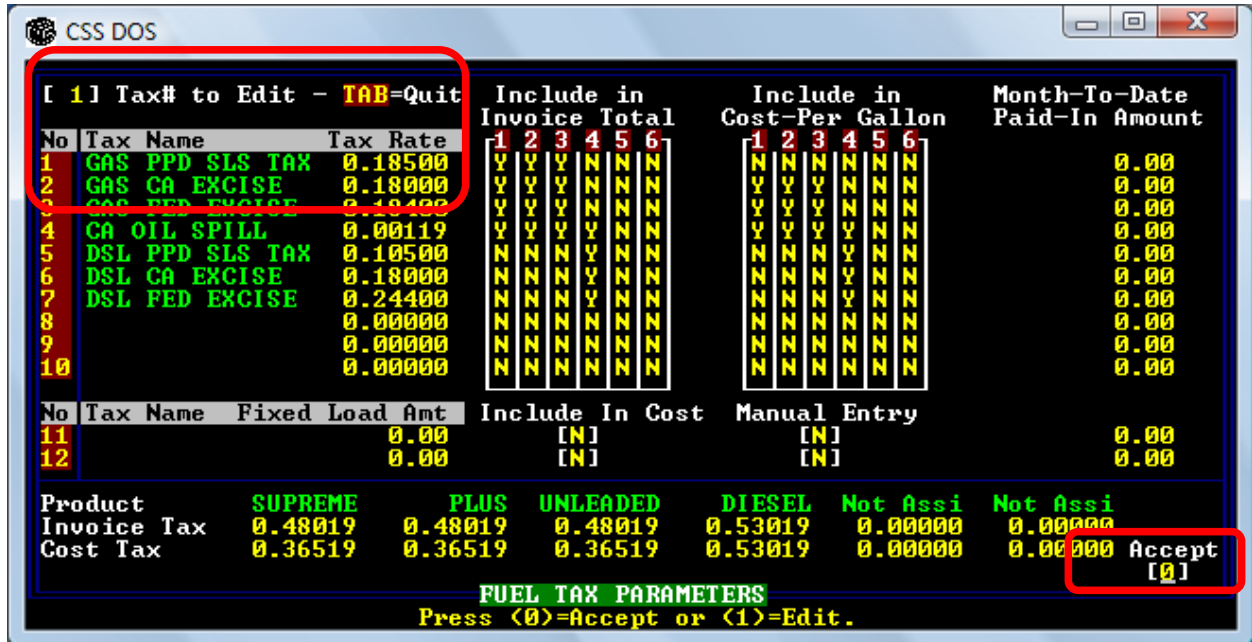
Field	Value
Subject to St. Sales Tax	[N]
Piggy Back Tank	[N]
Tank Chart No	[1] BMI 10K 8'x 27'
Piggy Back Tank Chart No	[0]
Fuel Product Name	SUPREME
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Mtd State Excise Tax	0.000
Mtd Cost of Goods	7542.676
Tank Open Inventory	1910
Gross Volume in Ground	2115
Net Volume in Ground	2121
Last Unit Cost (W/Tax)	2.73730
Avg. Unit Cost (W/Tax)	2.72849
Last Unit Cost (Base)	2.73730

Change each gasoline fuel product to add 17.3 cents to the Last Unit Cost (W/Tax) and Avg. Unit Cost (W/Tax). If excise tax is included in the base cost of fuel (Chevron invoices usually do this) then also add 17.3 cents to the Last Unit Cost (Base). Press 0 to accept and save the change.

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State Excise Tax Rate	0.000
Daily Recurring Expense	0.000
Daily Rent	0.000
# Days Open This Month	30.000
Mtd Outdoor Gallons	0.000
Mtd Outdoor Sales	0.000
Sales Tax Rate-2	0.000
Mtd Sales Tax-2	0.000
3rd Product Blend%	0.000
Product 5 Blend%	0.000
Product 6 Blend%	0.000

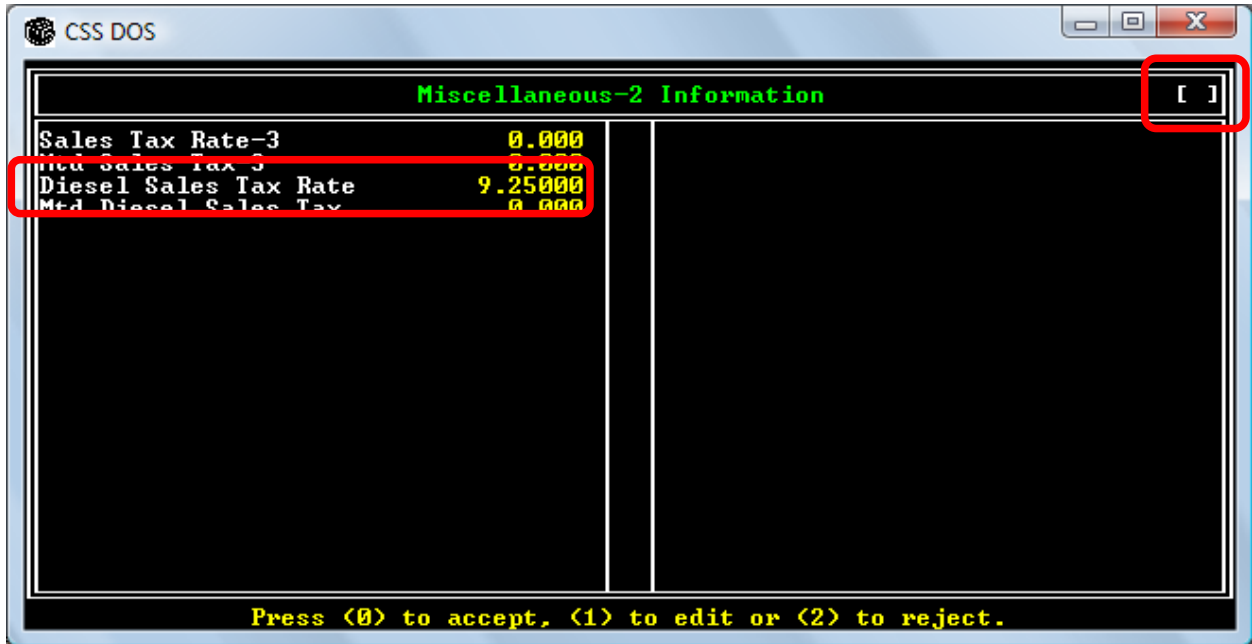
Enter State Gasoline Sales Tax Rate <i.e. 5.000>

Change the Gasoline Sales Tax Rate. The rate is going from 8.25% plus applicable district taxes to 2.25% plus applicable district taxes. Enter 0 to accept and save at the top right of the screen.

After doing the final tax press Tab to exit to the Master File Maintenance menu.

From the Master File Maintenance menu:

0. Edit Miscellaneous #2



Enter your Diesel Sales Tax Rate (8.25% plus applicable district taxes). This rate has not yet changed but the program update cannot automatically enter this data and it must be done manually if you are selling diesel. Enter 0 to accept and save at the top right of the screen.

### Motor Vehicle Fuel Storage Tax Payment.

Unless advised differently by your accountant or you are using the accounting interfaces in a non-standard method:

If using the General Ledger program and integrating the month end Daily Sheet data into the General Ledger module then debit the motor vehicle fuel storage tax to fuel COGS.