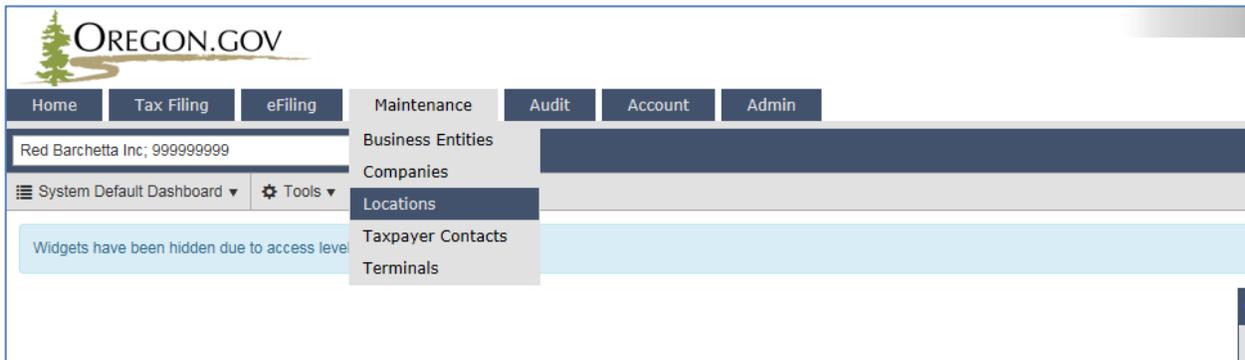


CREATING LOCATIONS

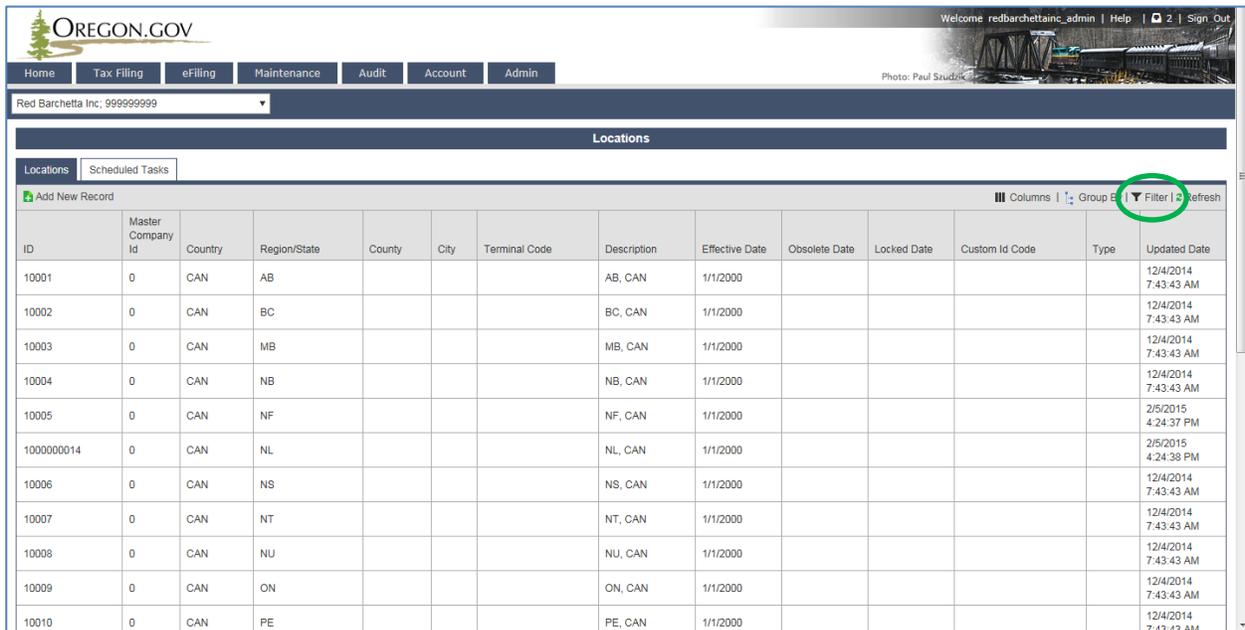
In the Reporting tutorials, mention is made of the Origin and Destination of fuel. These are known as Locations.

In the system, certain Locations are accessible to all reporters. These locations include terminals, retail locations and other widely known entities. The system houses all such locations for all states. To view a specific state, the view must be filtered.

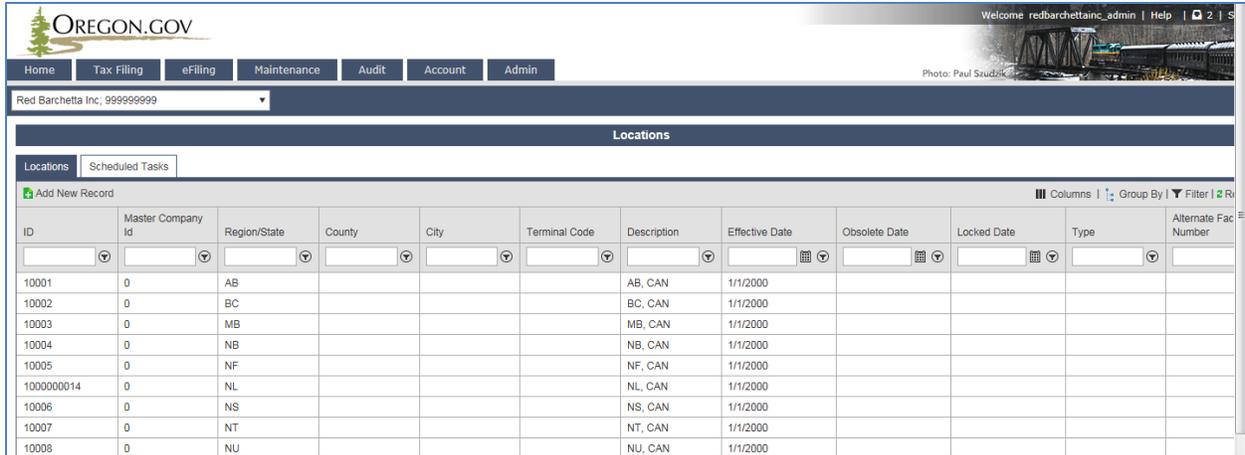
Select the Maintenance tab at the top of the screen and then select Locations.



The following screen is displayed:



To filter out other states, click on the Filter icon at the top right of the list (in green circle above). The column headers will now contain input boxes.

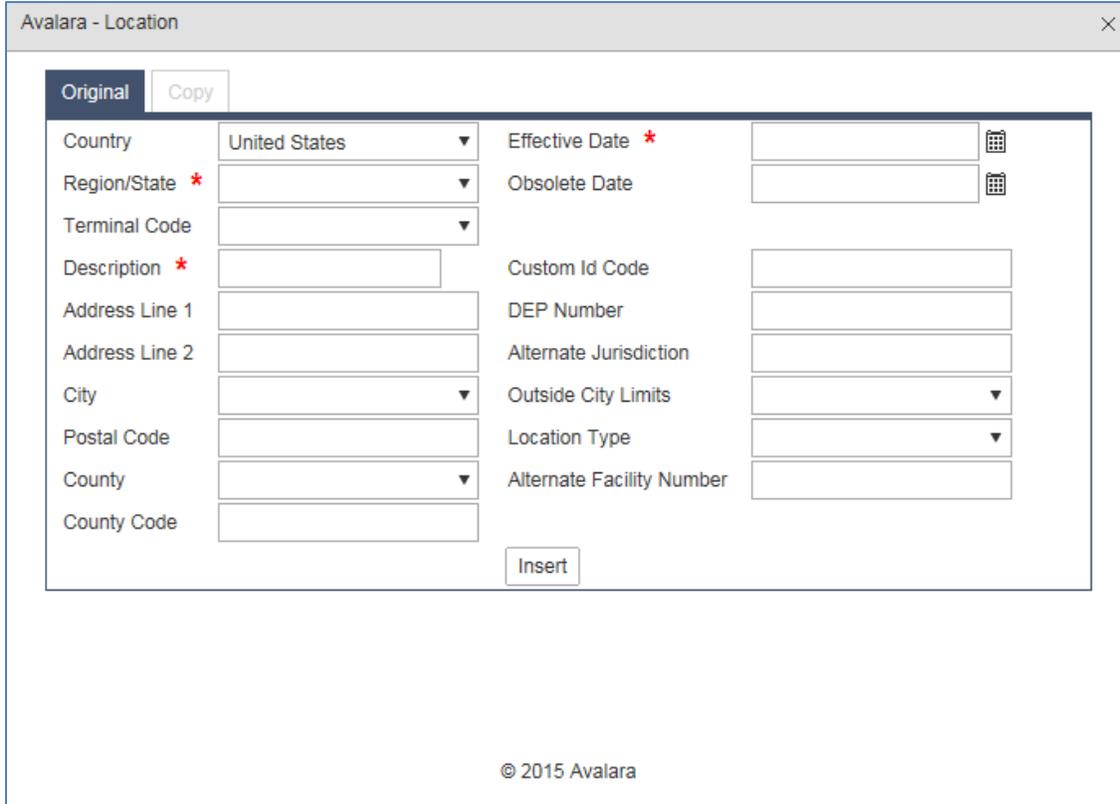


ID	Master Company Id	Region/State	County	City	Terminal Code	Description	Effective Date	Obsolete Date	Locked Date	Type	Alternate Facility Number
10001	0	AB				AB, CAN	1/1/2000				
10002	0	BC				BC, CAN	1/1/2000				
10003	0	MB				MB, CAN	1/1/2000				
10004	0	NB				NB, CAN	1/1/2000				
10005	0	NF				NF, CAN	1/1/2000				
100000014	0	NL				NL, CAN	1/1/2000				
10006	0	NS				NS, CAN	1/1/2000				
10007	0	NT				NT, CAN	1/1/2000				
10008	0	NU				NU, CAN	1/1/2000				

In the Region/State input box, type “OR”. Click the small, black funnel to the right of the box and from the box select “Equal To”. All Locations for Oregon are now displayed.

As mentioned, widely known locations are already in the system. These entities have a Master Company Id of zero. Locations entered by an individual reporter are given a unique Master Company Id that is only viewable to the reporter.

If you cannot locate a business record by filtering the screen contents, you will need to create the record. Click the “Add New record” selection at the top left of the location list. An entry screen appears:



Avalara - Location

Original | Copy

Country: United States | Effective Date: *

Region/State: * | Obsolete Date:

Terminal Code: | Custom Id Code:

Description: * | DEP Number:

Address Line 1: | Alternate Jurisdiction:

Address Line 2: | Outside City Limits:

City: | Location Type:

Postal Code: | Alternate Facility Number:

County: |

County Code: |

Insert

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Enter the following mandatory fields:

Region/State	Oregon – select from drop-down list or begin typing.
Description	Business name (your supplier or customer)
City	City name
County	County name
Effective date	Must be prior to beginning of report period being entered
Alternate Facility Number	ZIP Code of business location (your supplier or customer)

Once entry is complete, click the “Insert” button at the bottom of the entry screen.

The system will then display a red message indicating the record was inserted or there was an error.

The newly created record will appear at the top of the Locations screen.

This location record can now be found when manually entering a schedule that calls for an Origin or Destination. In the drop-down box, begin typing either the name or the Alternate Facility Number and the list will narrow down to the closest matching entries.