

Tank Location Setup

Last Modified on 08/19/2022 10:29 am EDT

Tank Locations are used to track the location with which the tank is associated. The Tank Location is tied to the tank on the *Tank Information* window.

Div	Location	Location Name
1	1	AVON
1	2	BROWNSBURG
1	3	INDIANAPOLIS
1	4	CARMEL

Location Description	AVON PROPANE PLANT
Address1	234 ANYWHERE ST
Address2	
City	AVON <input type="checkbox"/> Rural
County	<input type="text"/>
Township	<input type="text"/>
School District	<input type="text"/>
State	IN
Zipcode	46123-
Phone	(800)783-6560
Is This a Reporting Location?	<input type="text"/> Yes (Y or N)

If your state taxes by point of origin, select the County, Township, and School Codes that apply.

1. On the *Tank Location Maintenance* window, select **Create** to enter a new tank location. Optionally select a Tank Location to make any necessary changes.
2. Enter the *Div* for the Tank Location.
3. In the *Location* field, enter a unique identifier. This can be up to four numeric characters.
4. Enter the *Location Name*.
5. Enter a *Location Description*.
6. In the *Address1* and *Address2* fields, enter the address.
7. Indicate the *City*, *State*, *Zipcode*, and *Phone* number.
 - a. If your state taxes by point of origin, select the County, Township, and School Codes that apply.
8. In the *Is This a Reporting Location?* field, enter Y if this location will be used for reporting purposes. Otherwise enter N.
9. Choose **Save**.