

Tank Location Setup

Last Modified on 11/25/2025 11:03 am EST

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
2	1	AVON
2	2	BROWNSBURG
2	3	INDIANAPOLIS
2	4	CARMEL

Location Description

AVON PROPANE PLANT

Address1

234 ANYWHERE ST

Address2

City

AVON

☐ Rural

County

Township

School District

State

IN

Zipcode

46123-

Phone

(800)783-6560

Is This a Reporting Location?

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 at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Tank Location*, 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 District* 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**.