New Mexico Environment Department

Reconciling and Submitting Your Quarterly Fuel Report

In the CTFP

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November 6, 2026

Agenda

- The role of reconciliation in QFR
- Walk-through: How to reconcile transactions with business partners in CTFP-ARCS
- Walk-through: How to submit a completed QFR
- Important upcoming dates and deadlines
- Question and answer session

Passing obligation

CTFP allows *passing the credit/deficit generator status (obligation)* between business partners.

The obligation for a volume of fuel can be passed with sale of fuel if:

1. **Both parties agree to it** in a written contract, AND
2. The obligation transfer is included on the **product transfer document**, AND

3. The transfer happens **above the rack**

OR

3. A transfer below the rack is **for export**/ delivery to tribal lands

What is reconciliation?

- “Reconciliation” = making sure **when obligation is transferred,** fuel transactions you report align with what your business partner reports in QFR
  - Exports, exemptions, or other times when obligation passed above the rack
  - Eg. Gasoline sold to a business in Texas; diesel sold for use in freight; regional fuel marketer buys fuel with obligation

- “Business partner” = anyone you buy or sell fuel to, or any regulated party you include in a fuel transaction on ARCS
- Only liquid fuel reporters

Why does reconciliation matter?

- To ensure accurate credit and deficit accounting
- Happens before submitting QFR so all parties have a chance to enter fuel transactions first
  - Business partners who have not registered must do so
- If business partners do not **enter matching transactions** in their quarterly fuel report, neither can submit QFR

Transactions Requiring Reconciliation

- The ARCS system **automatically checks** for matching transactions.

Transactions must match:

- Business partner
- Transaction Date
- Transaction Type
- Volume
- Fuel Pathway

Seller Transaction Type	Buyer Transaction Type
Sold with obligation	Purchased with obligation
Position holder sale for export	Purchased below the rack for export
Position holder sale for delivery to tribal lands	Purchased below the rack for delivery to tribal lands

Reconciliation Process

Business Partner A

- Import of 1,000 gallons of fossil diesel → 0.2 deficits
- Sale with obligation of 1,000 gallons of fossil diesel to business partner B → -0.2 deficits

Net 0 for user

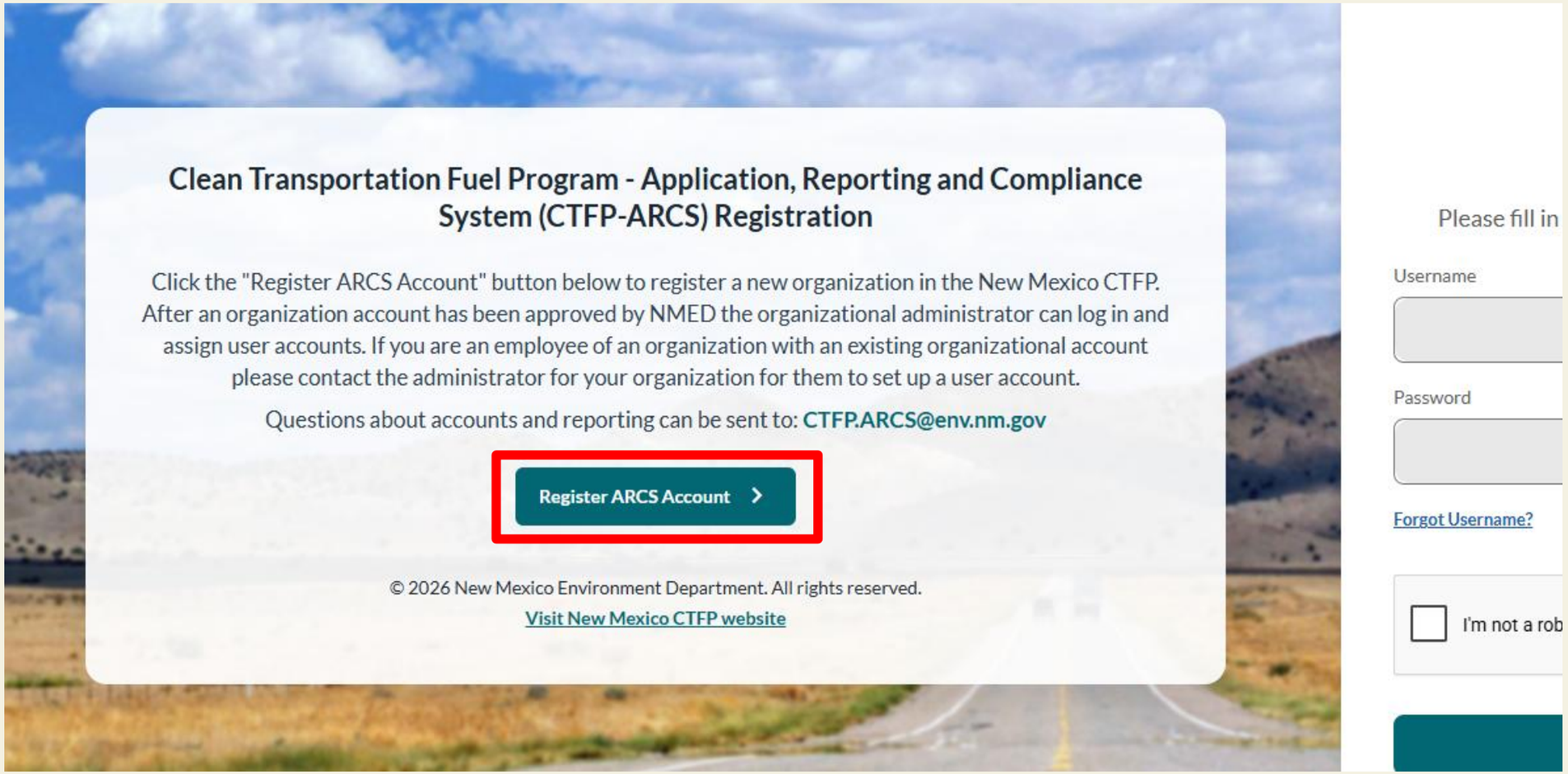
Business Partner B

- Purchase with obligation of 1,000 gallons of fossil diesel from Business partner A → 0.2 deficits
- Export of 1,000 gallons of fossil diesel → -0.2 deficits

Net 0 for user

Walk-through: Accessing QFR

- Register in the CTFP-ARCS system



- Log in using temporary password

Hi Reconciliation Example,

Congratulations! We are pleased to inform you that the registration invoice payment for your organization, **Reconciliation Participation Example**, has been processed and you are now registered as an organization in the CTFP-ARCS.

Login URL

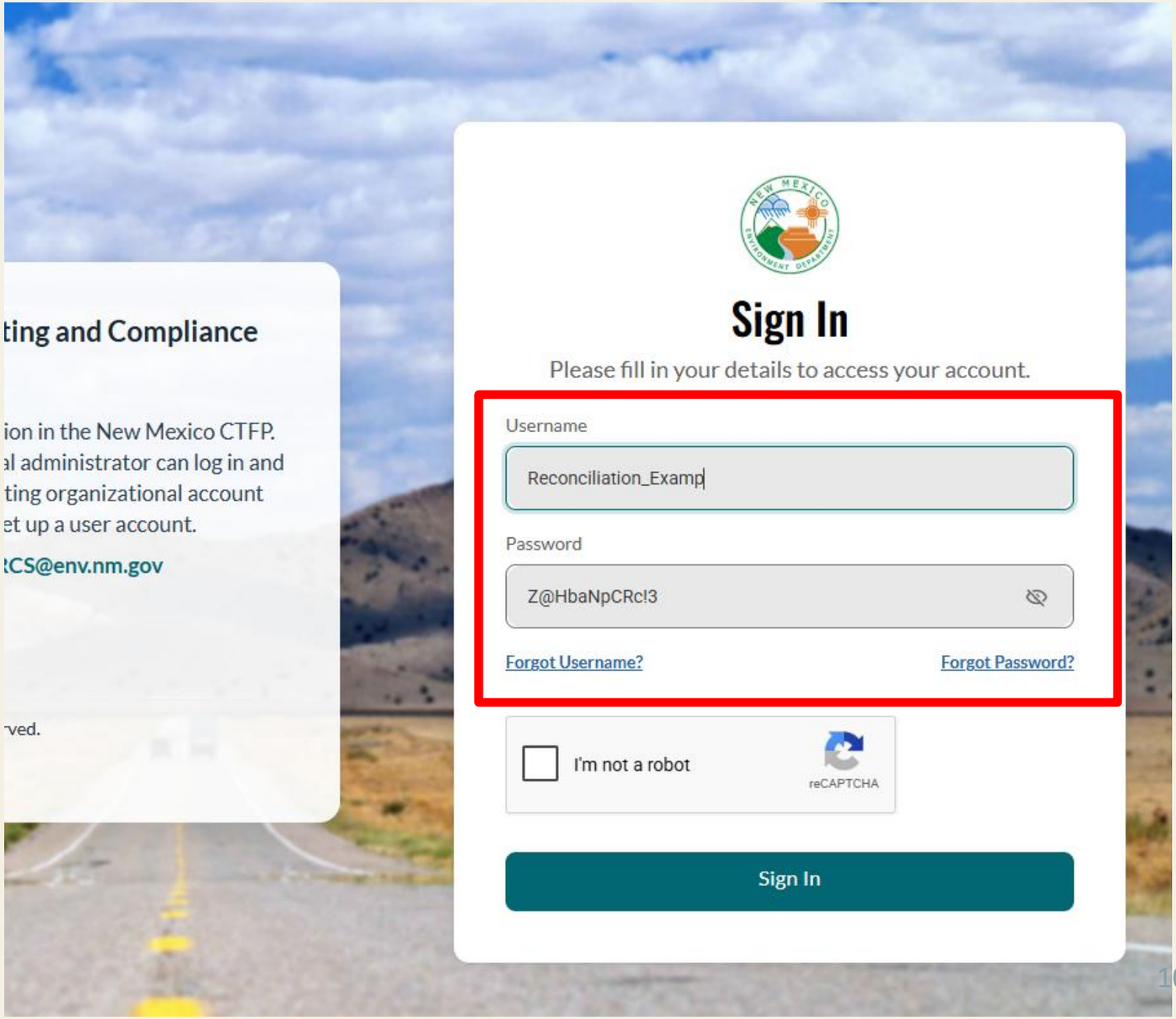
Temporary Login Credentials:

UserName: Reconciliation_Examp

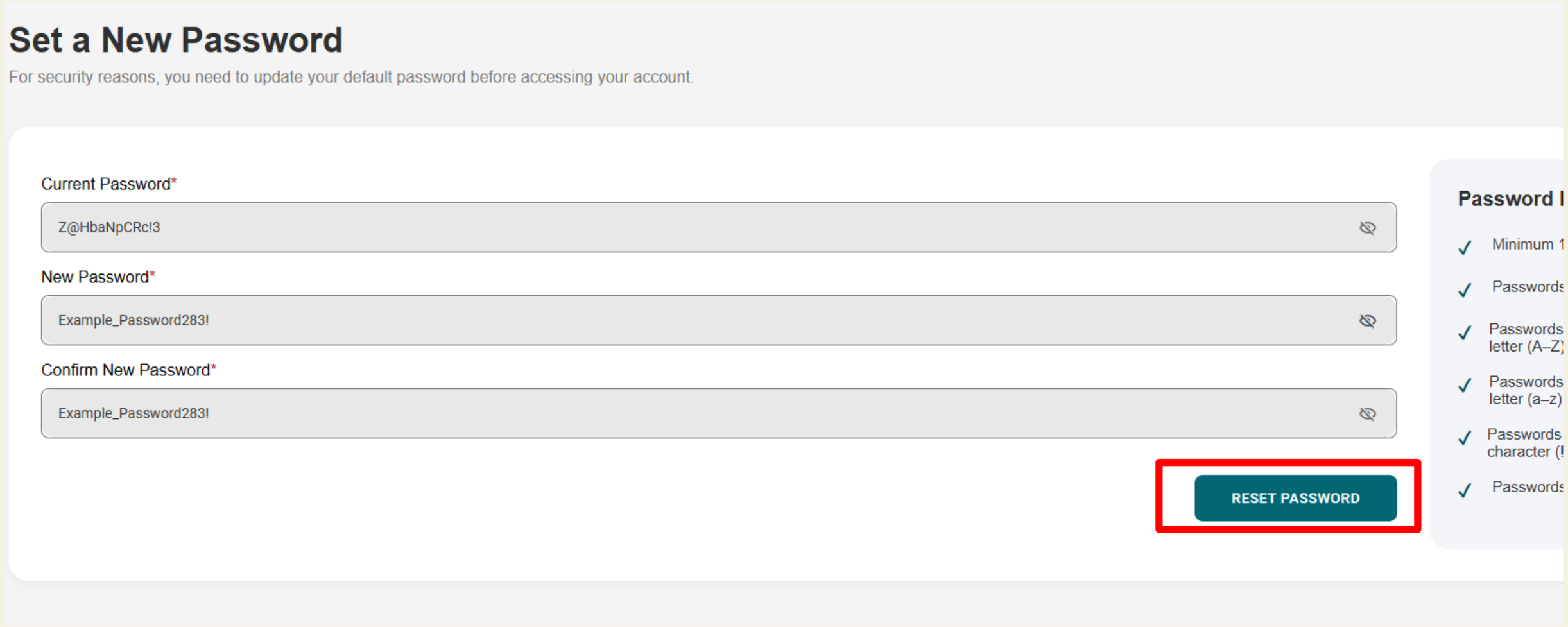
Password: Z@HbaNpCRc!3

Thanks,
CTFP-ARCS Support Team

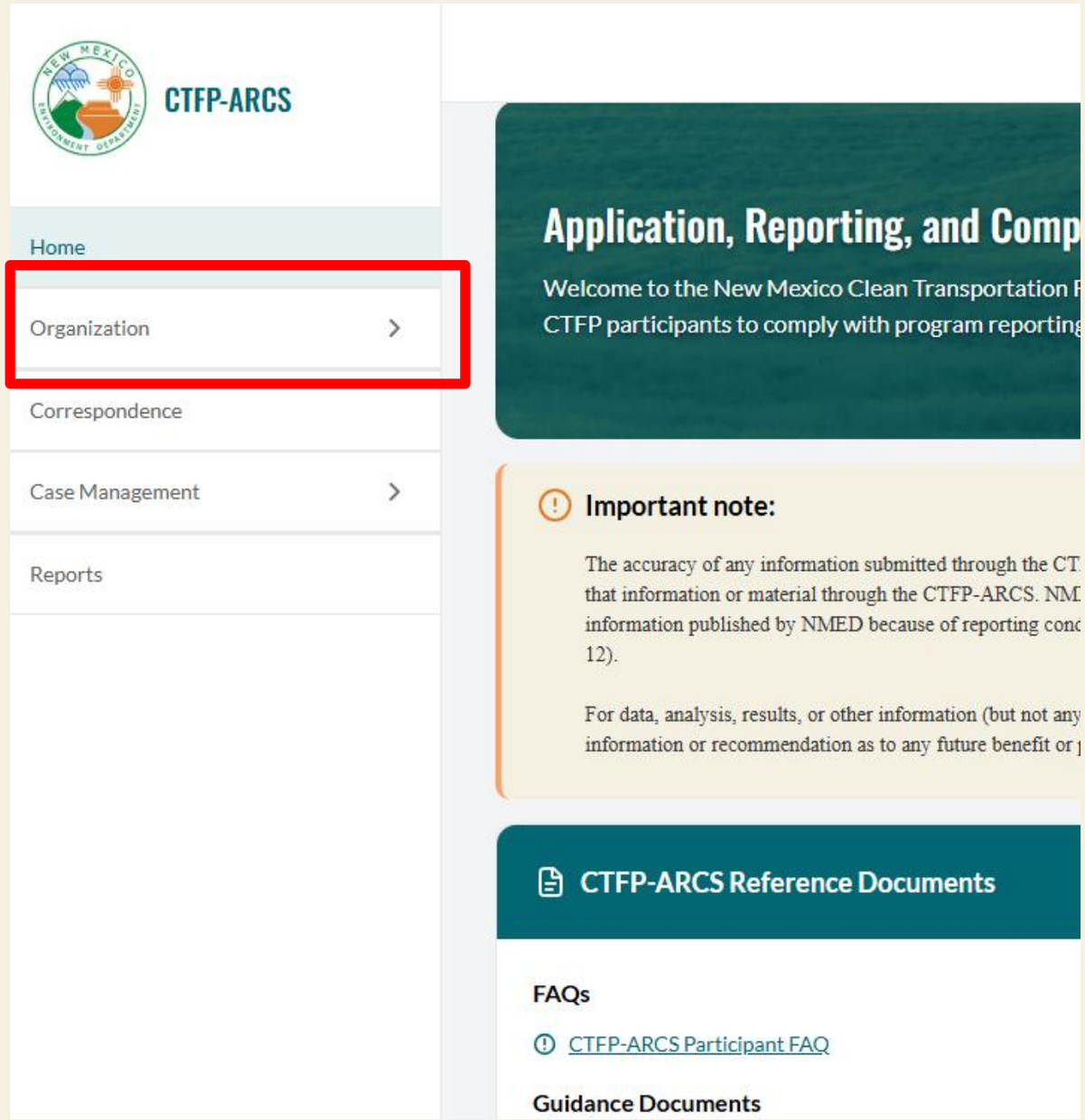
- Log in using temporary password



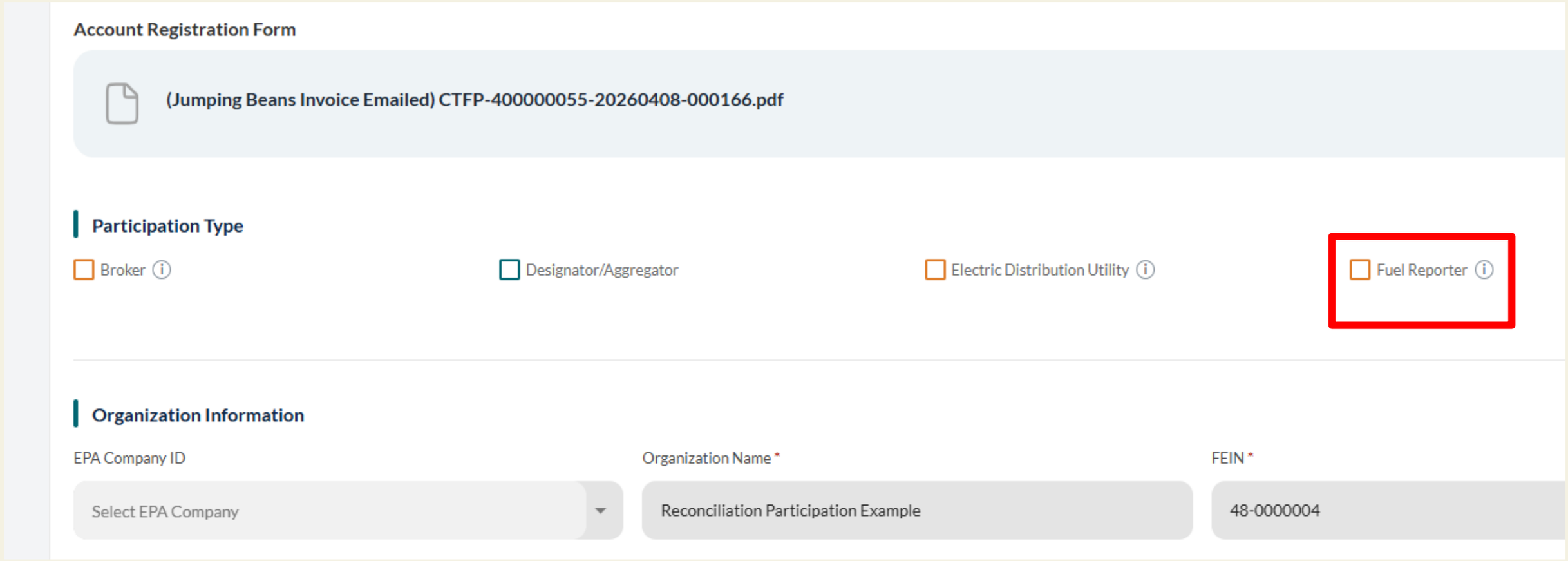
- You will be asked to reset your password



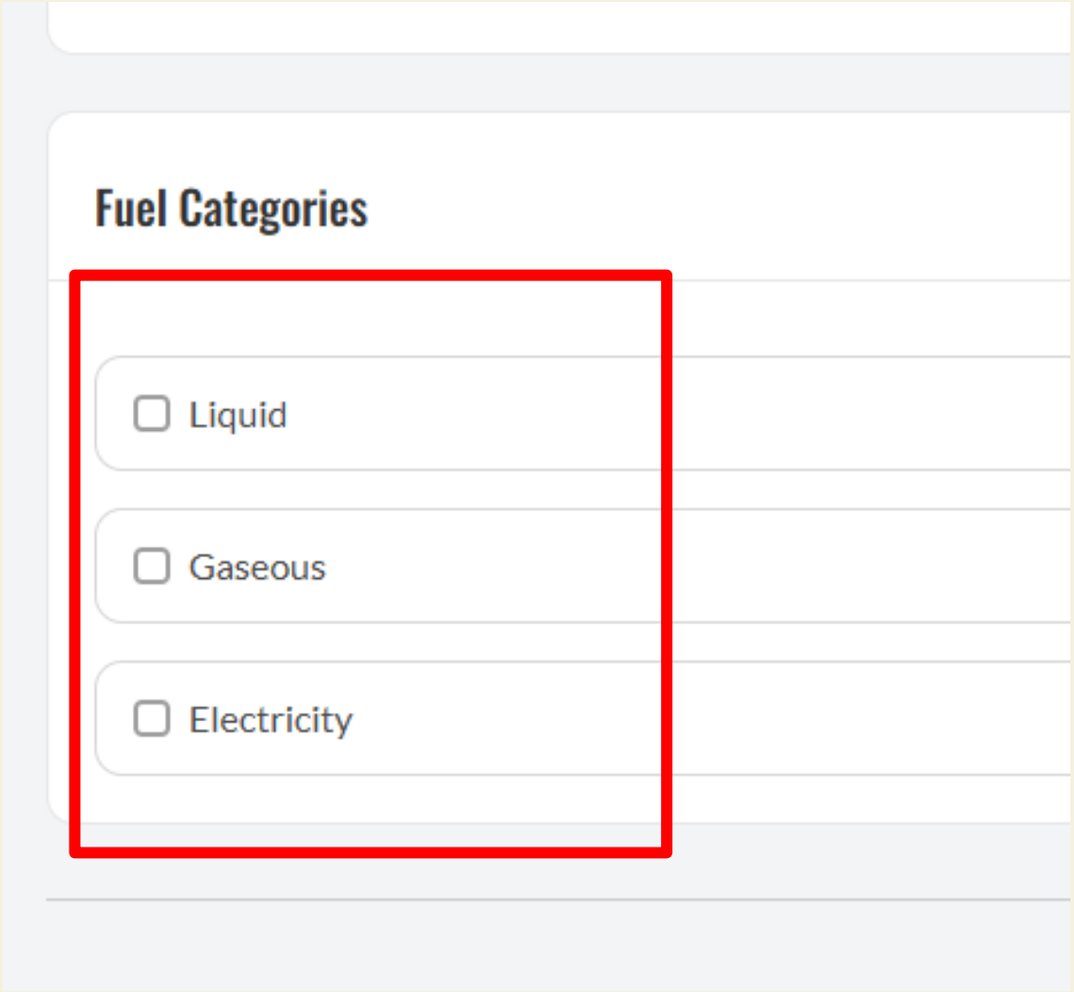
- You will need to select a participation type



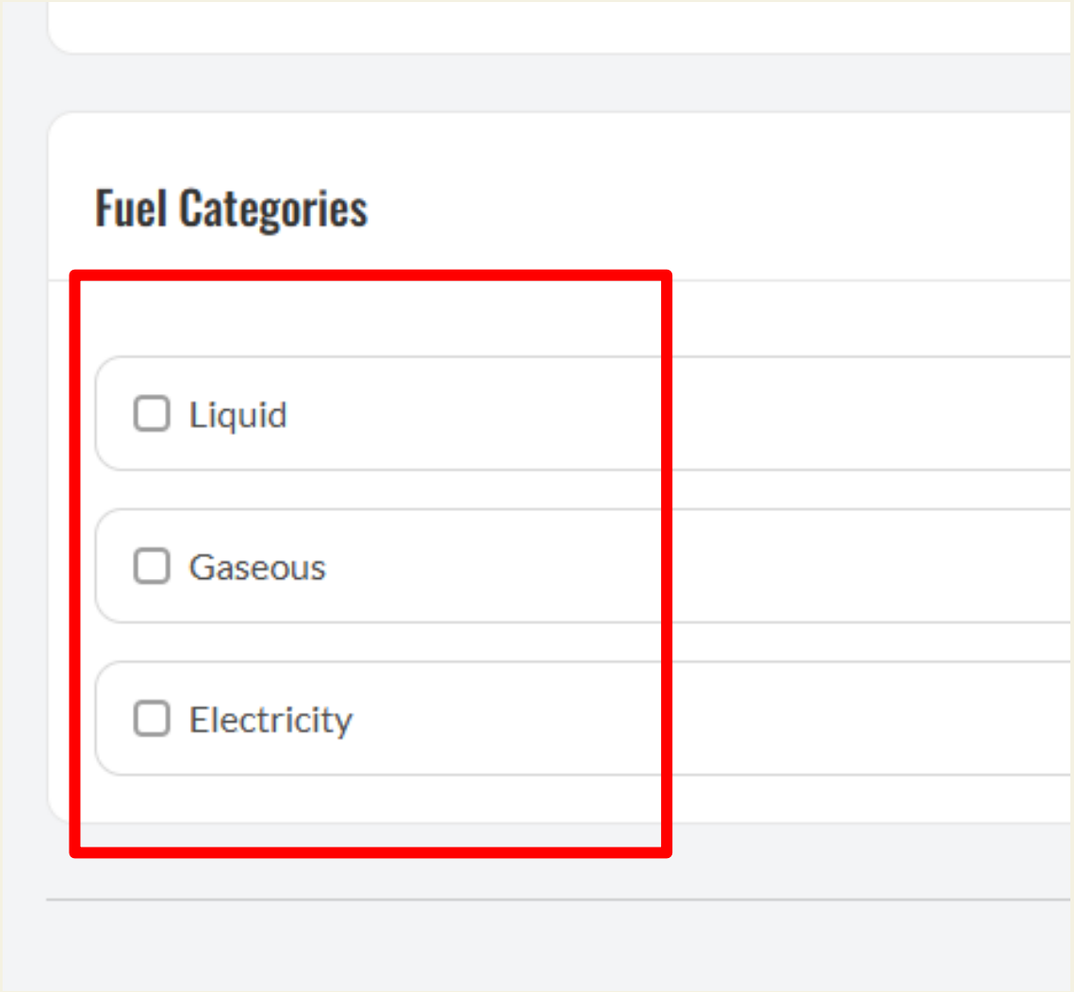
- You will need to select a participation type

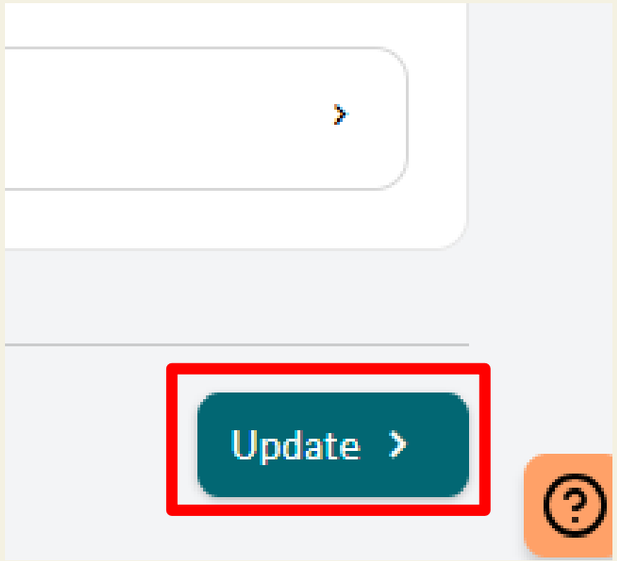


- You will need to select what fuels you will be dealing in

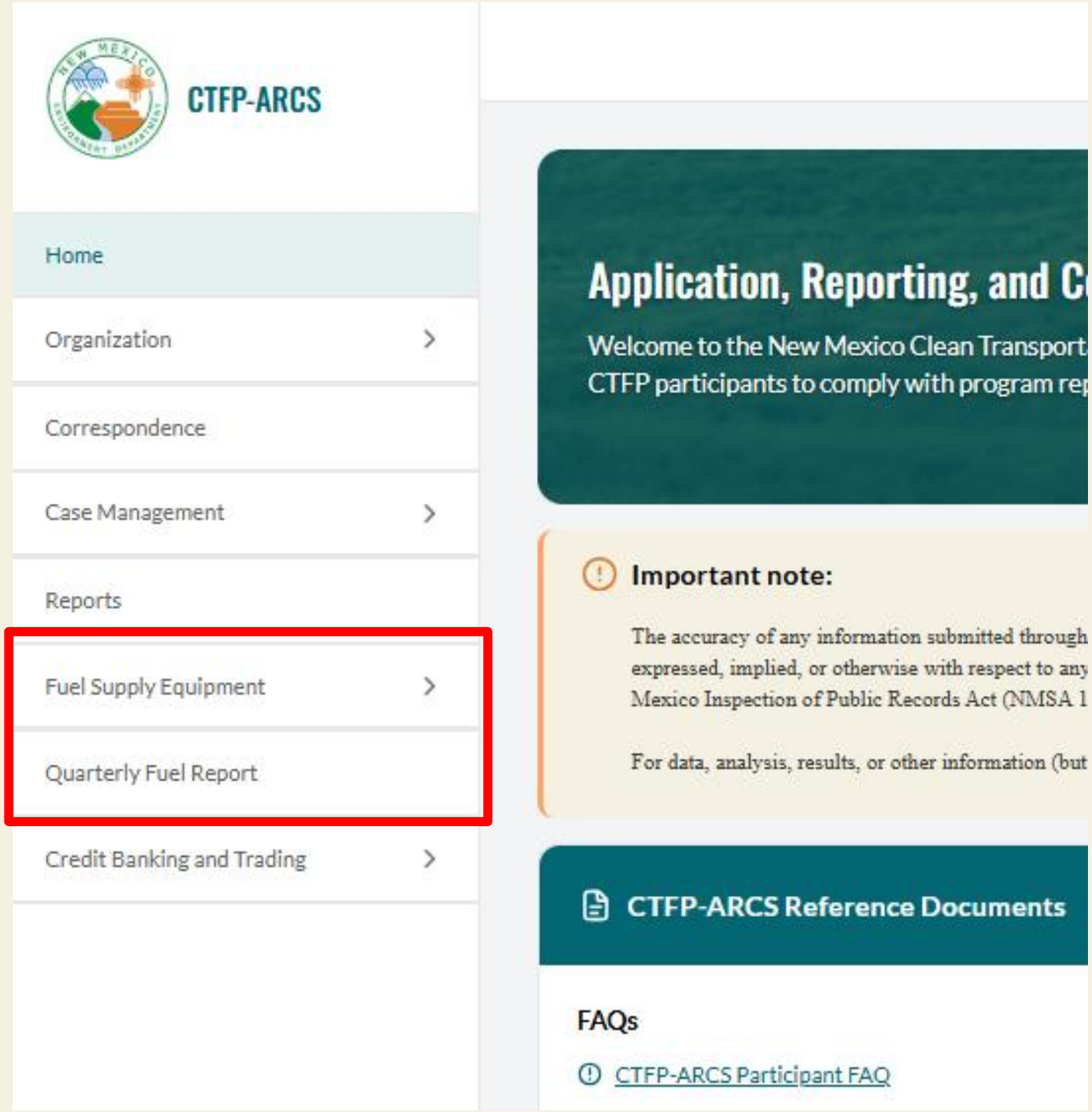


- Select "Update"

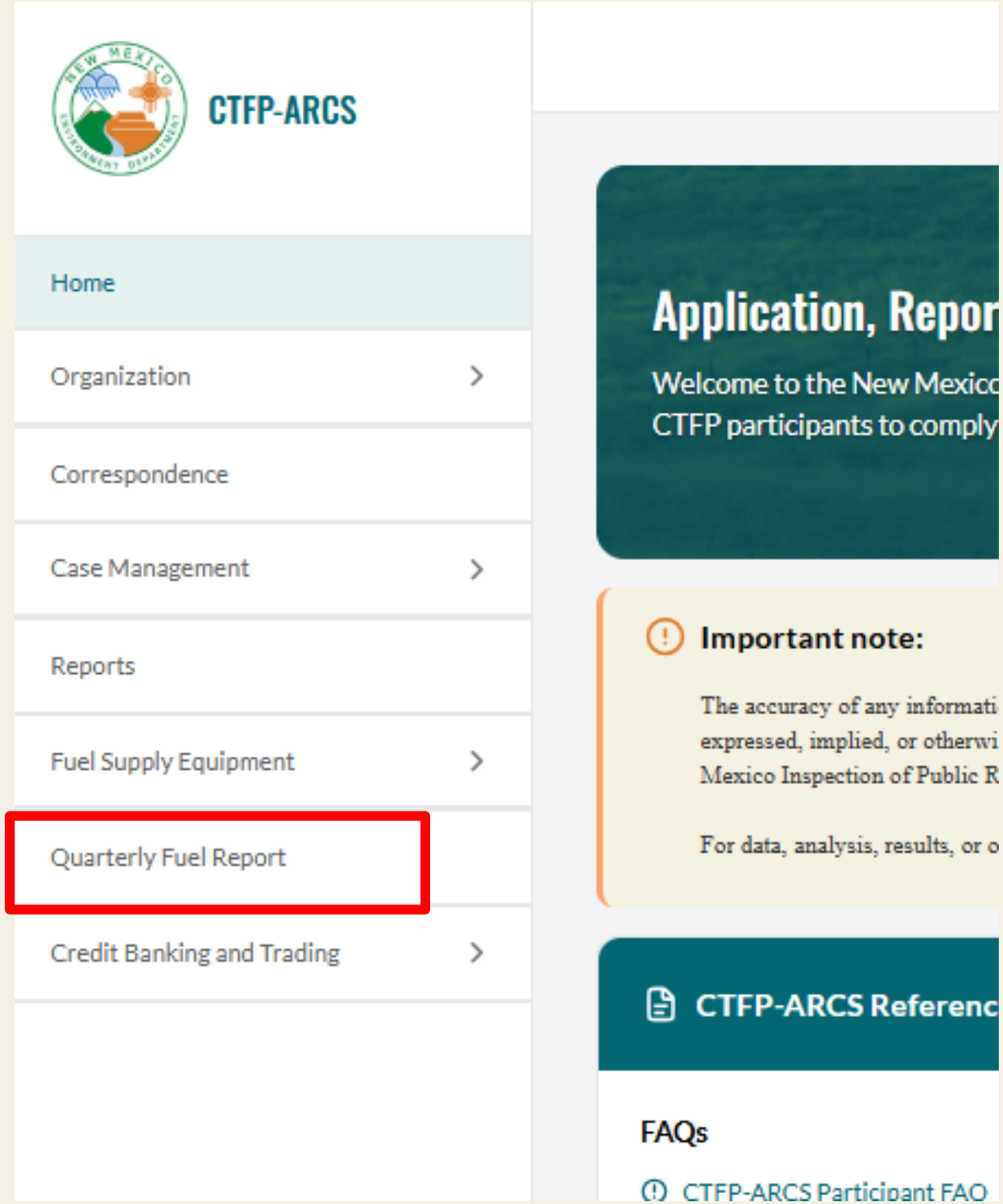




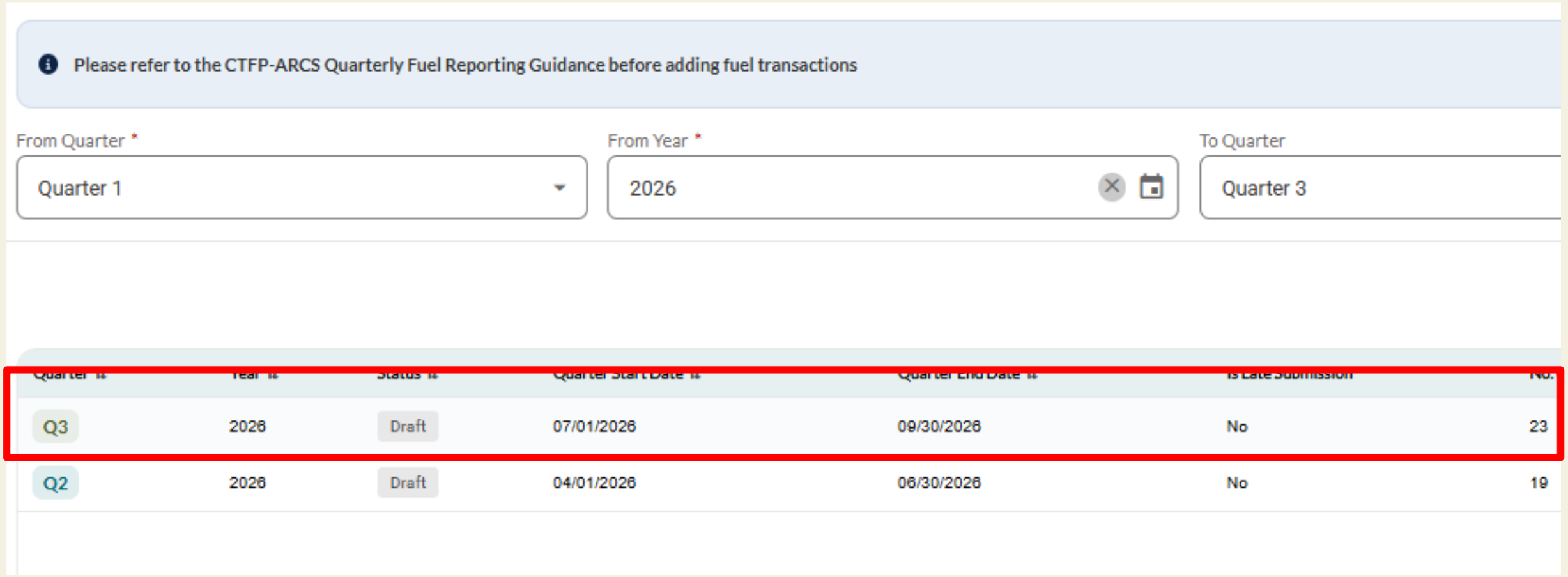
- Participation will be approved, FSE & QFR will appear



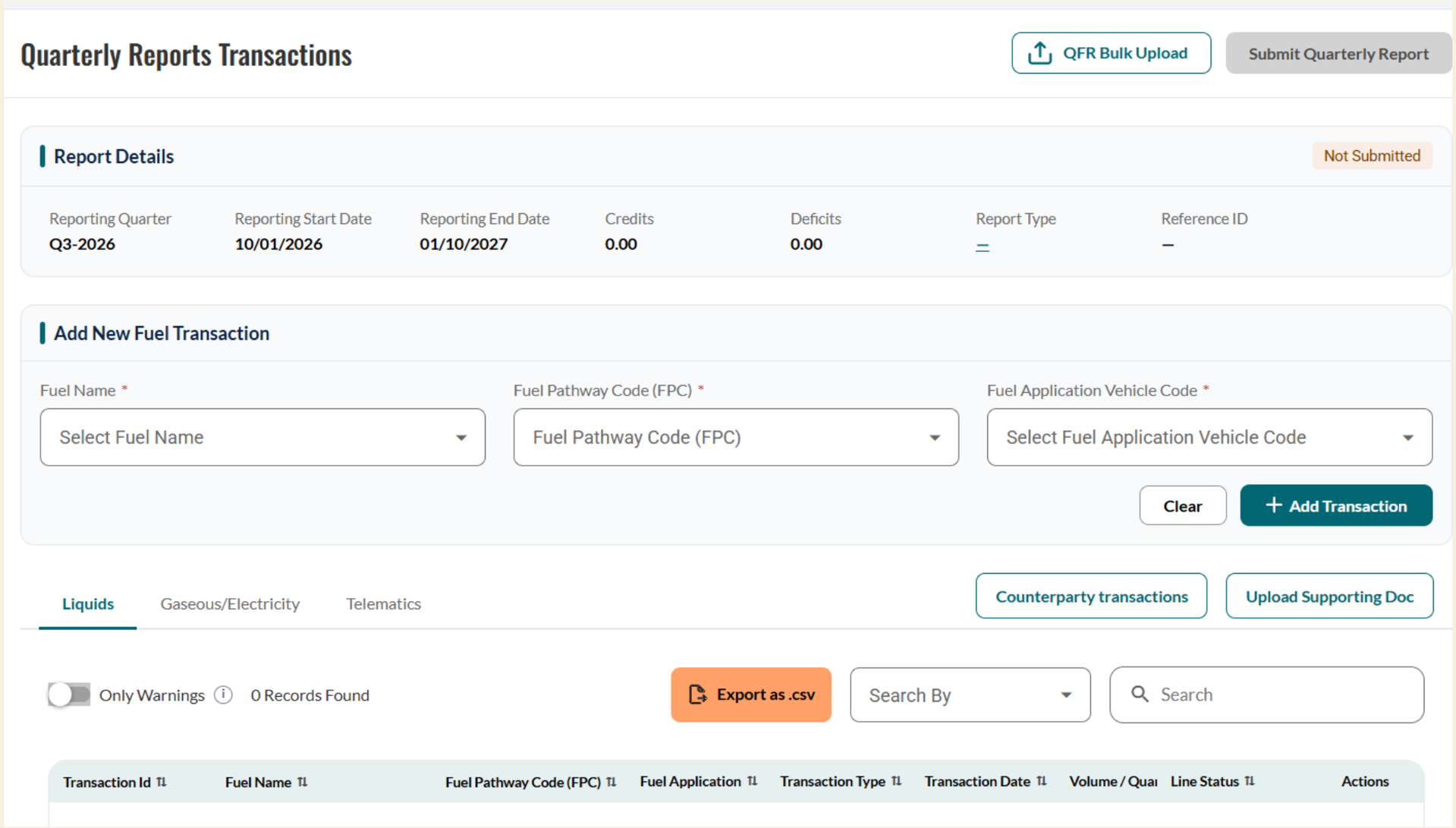
- Quarterly Fuel Reporting found here:



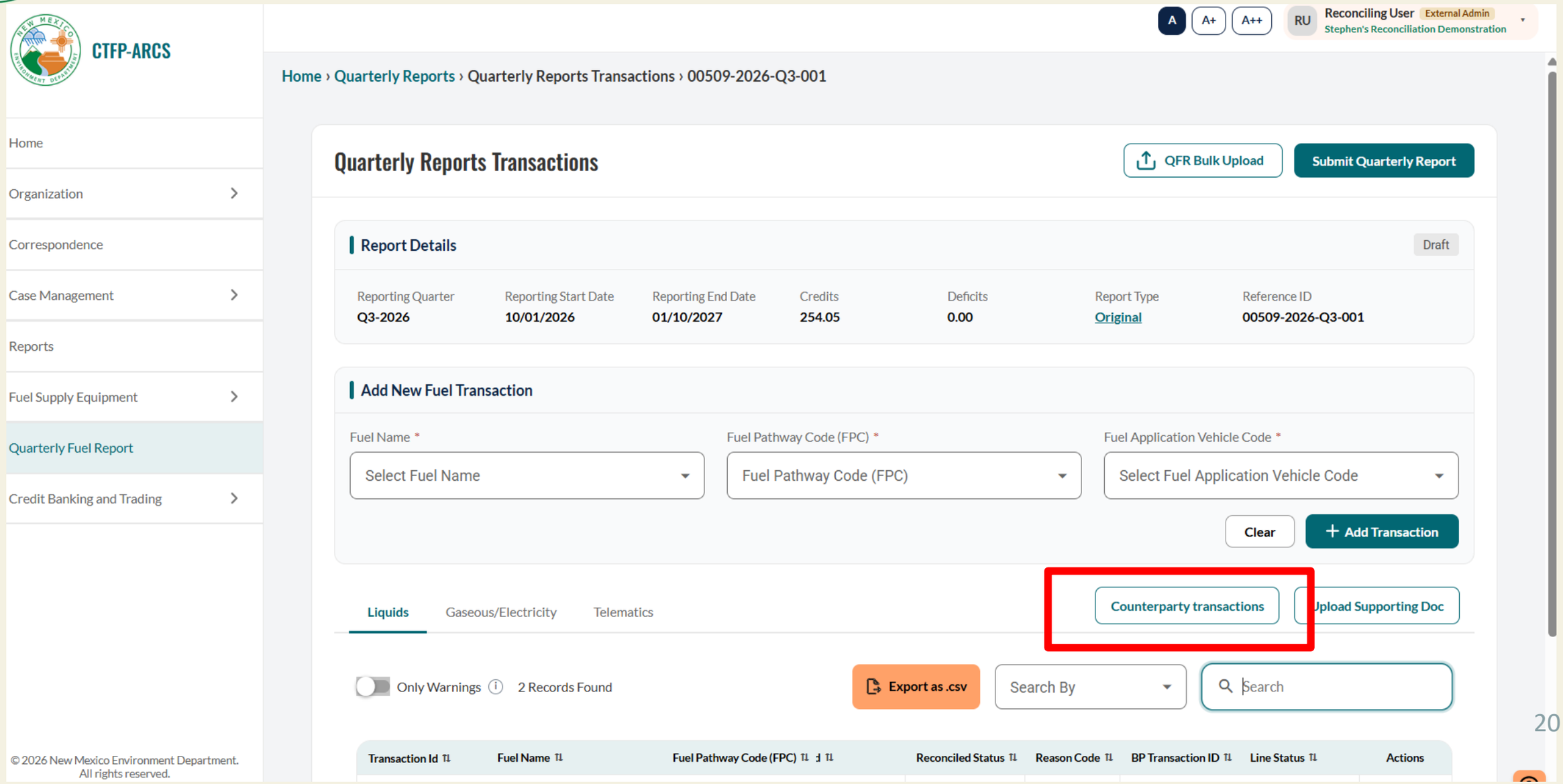
- Select open reporting quarter



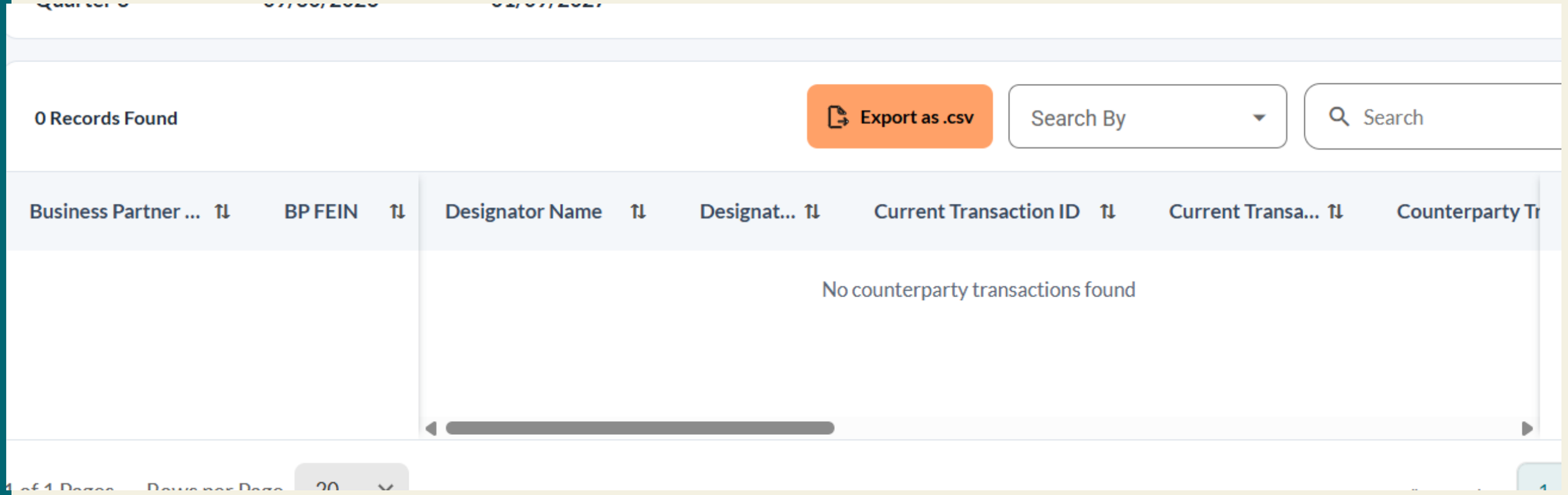
Walk-through: Reconciling a transaction



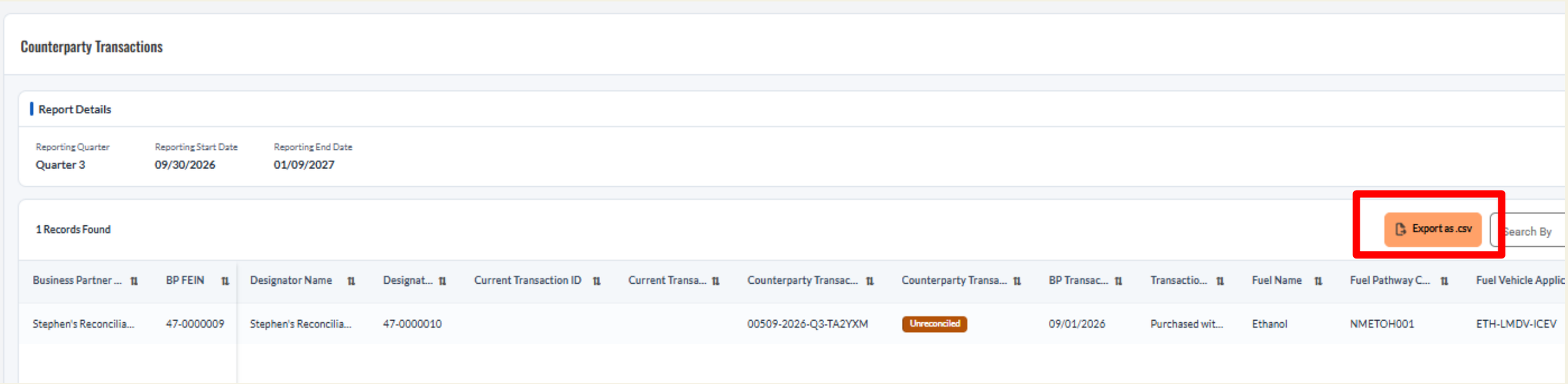
- You can see counterparty transactions here



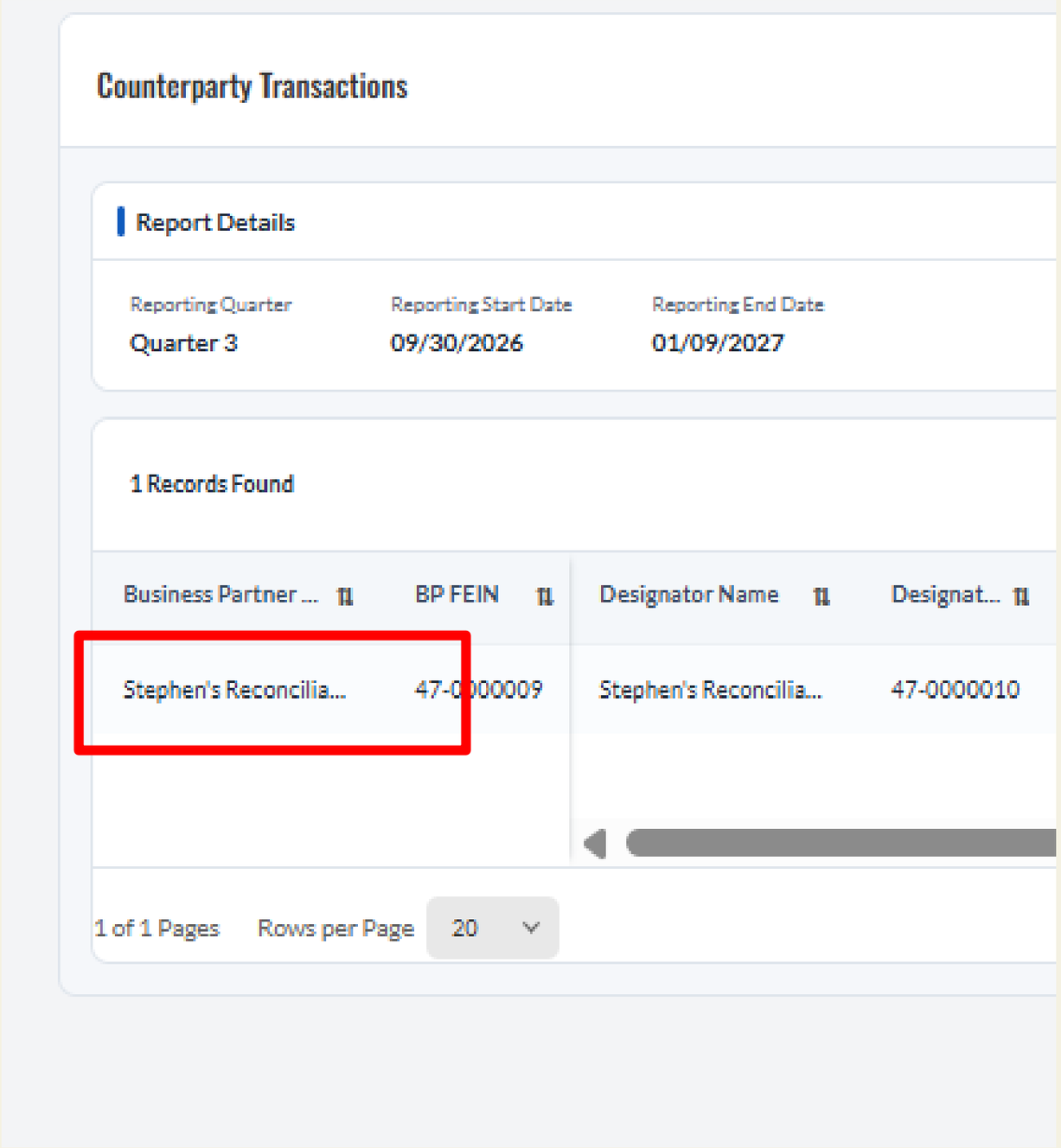
- This user does not have any counterparty transactions:



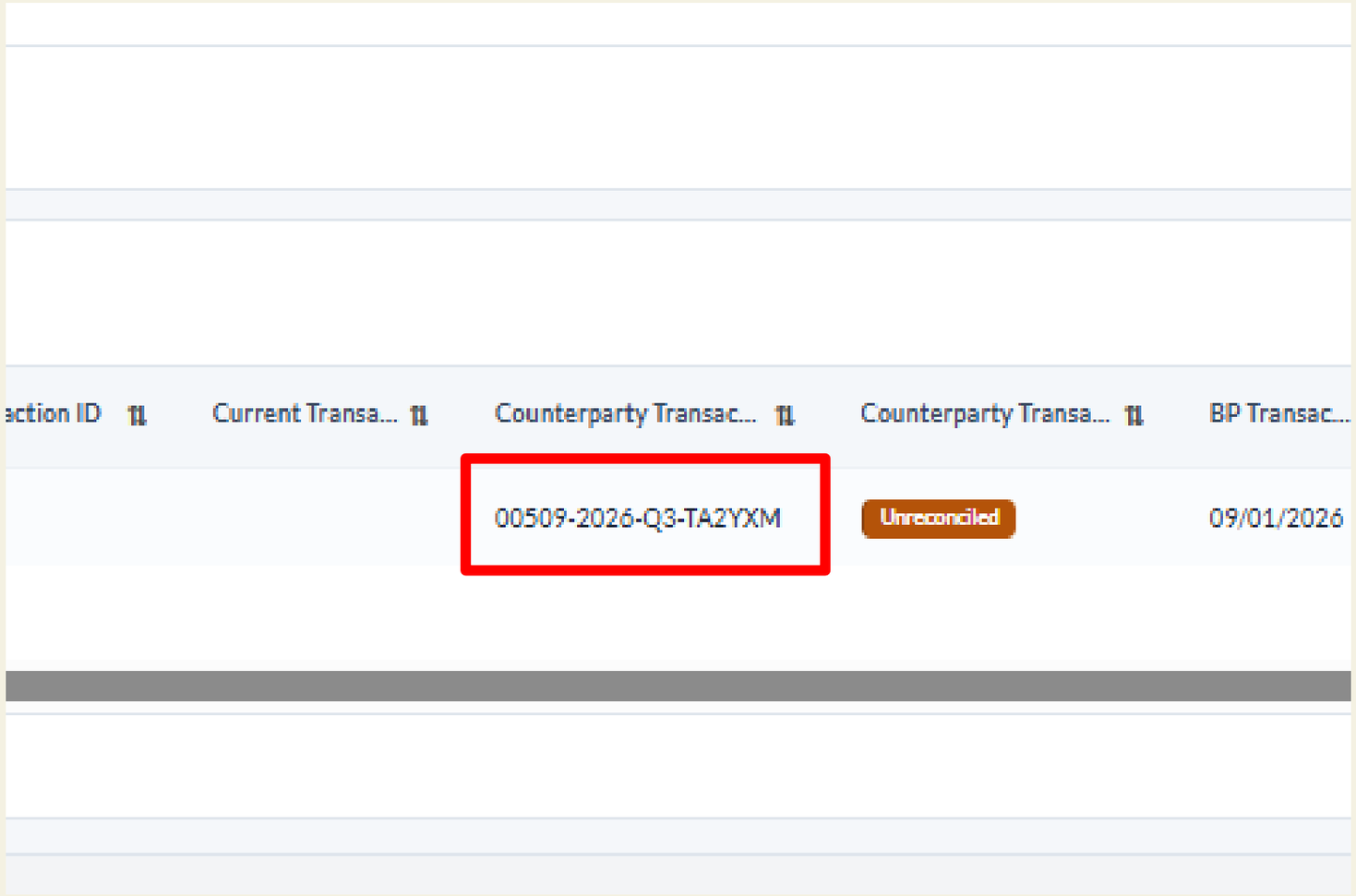
- Counterparty transactions can be downloaded here:



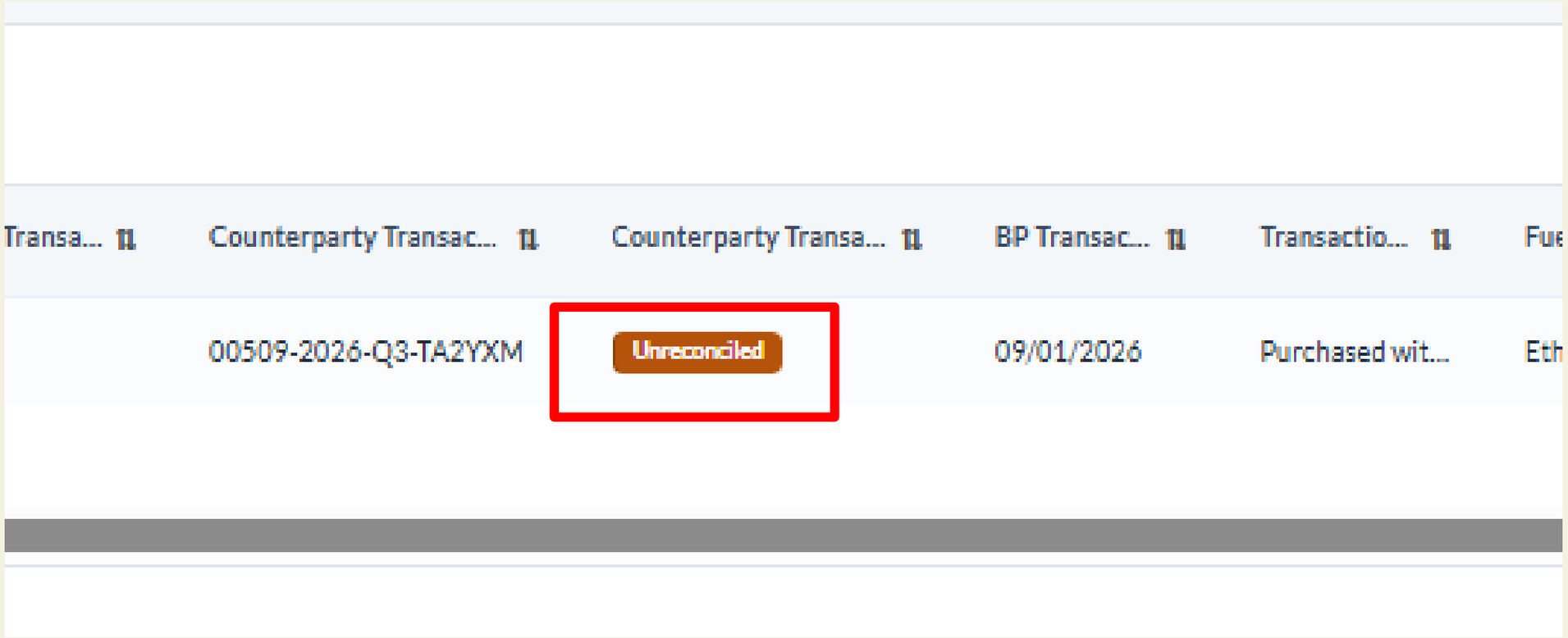
- Counterparty name and FEIN will appear here:



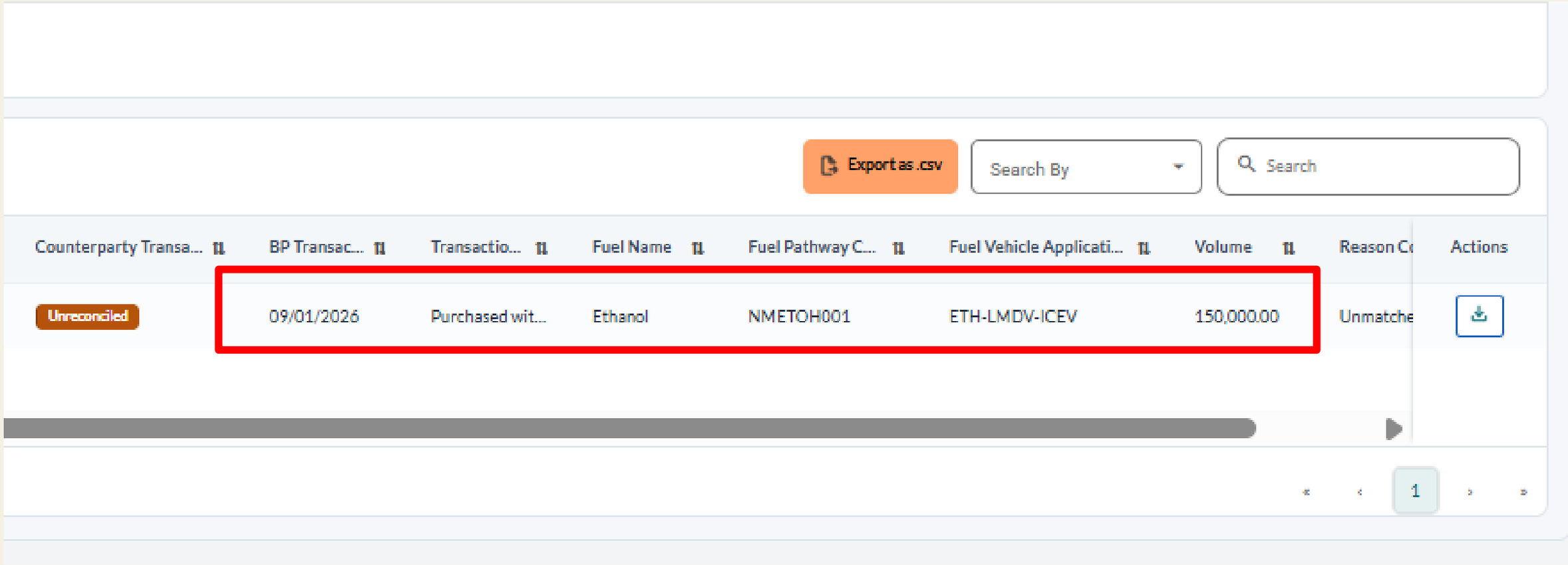
- Counterparty Transaction ID will appear here:



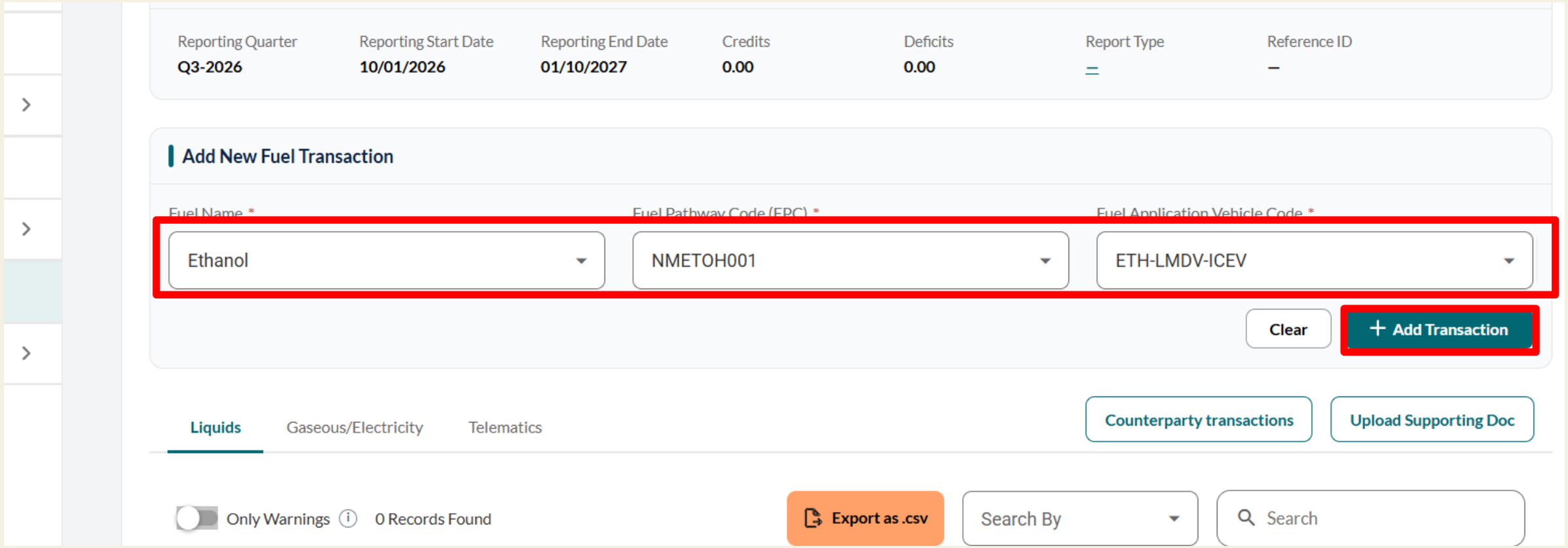
- Reconciliation status will appear here:



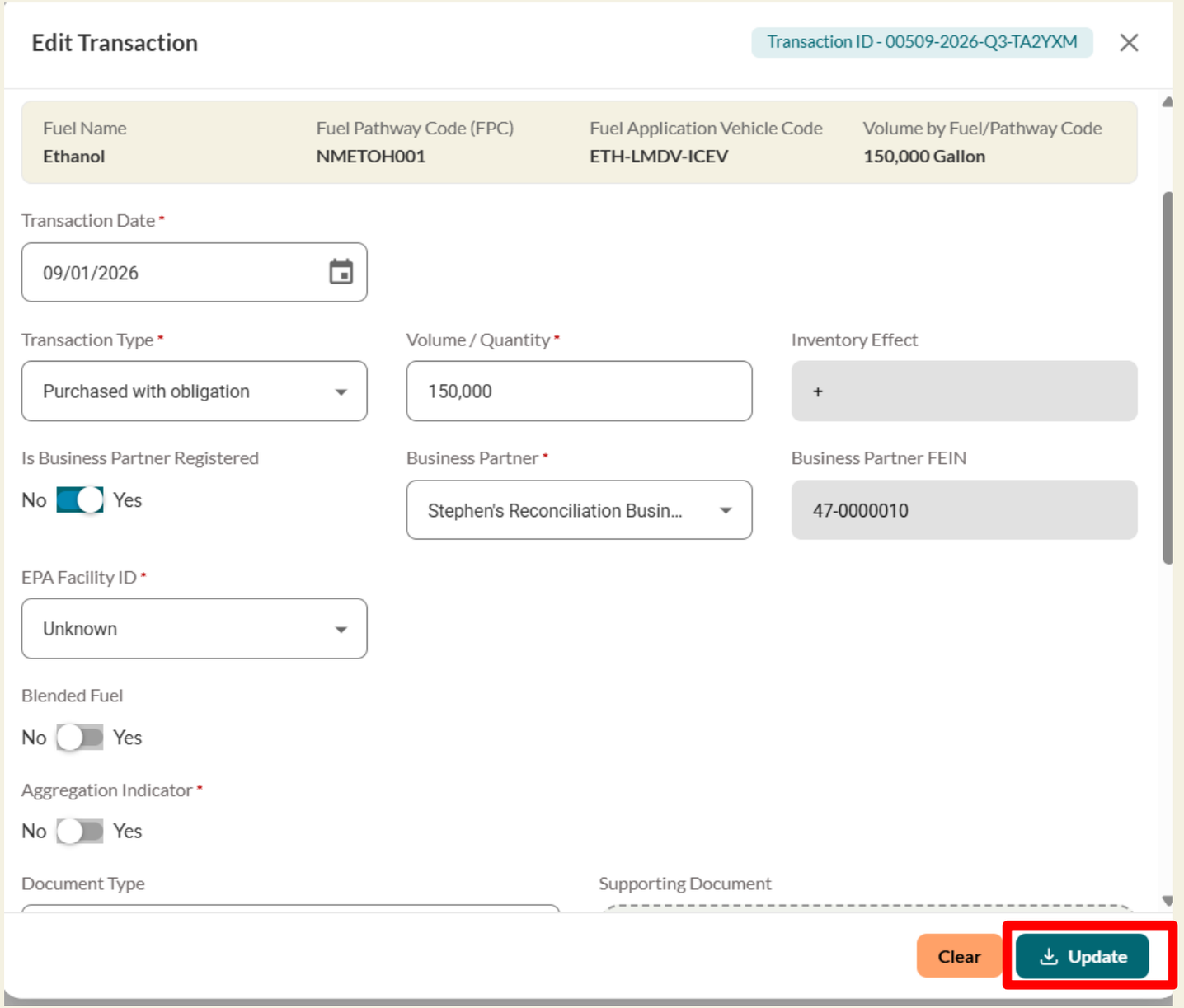
- Transaction details will appear here:



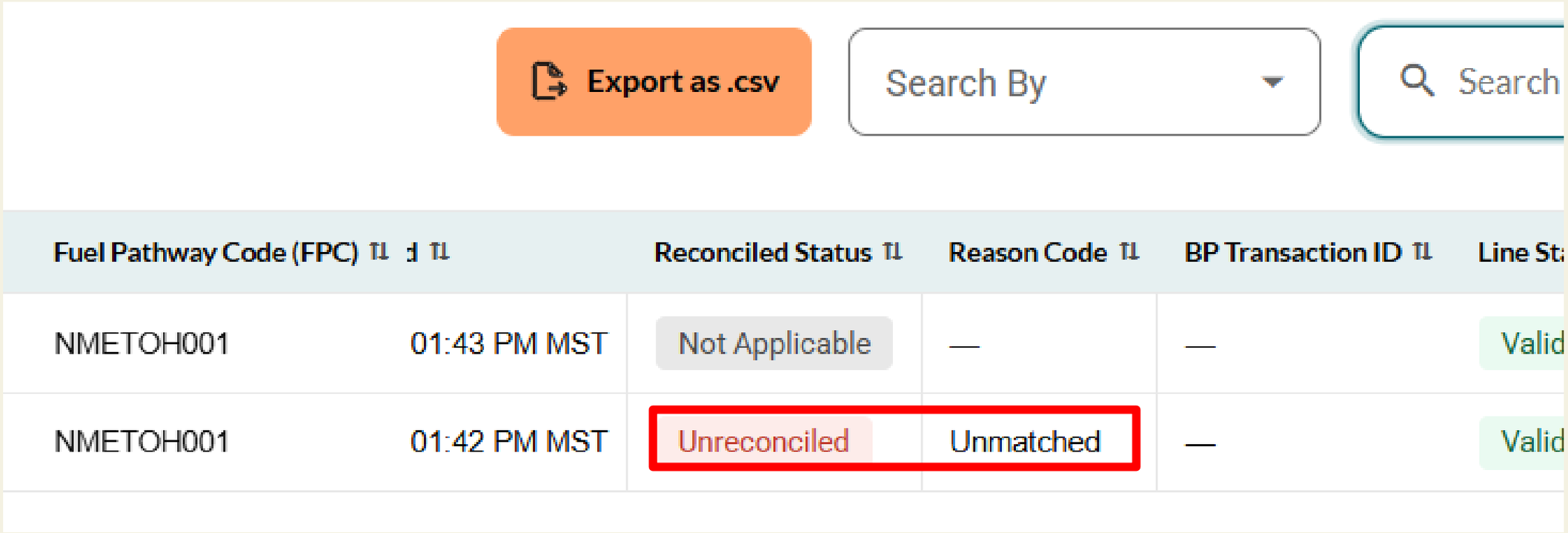
- You may enter transactions



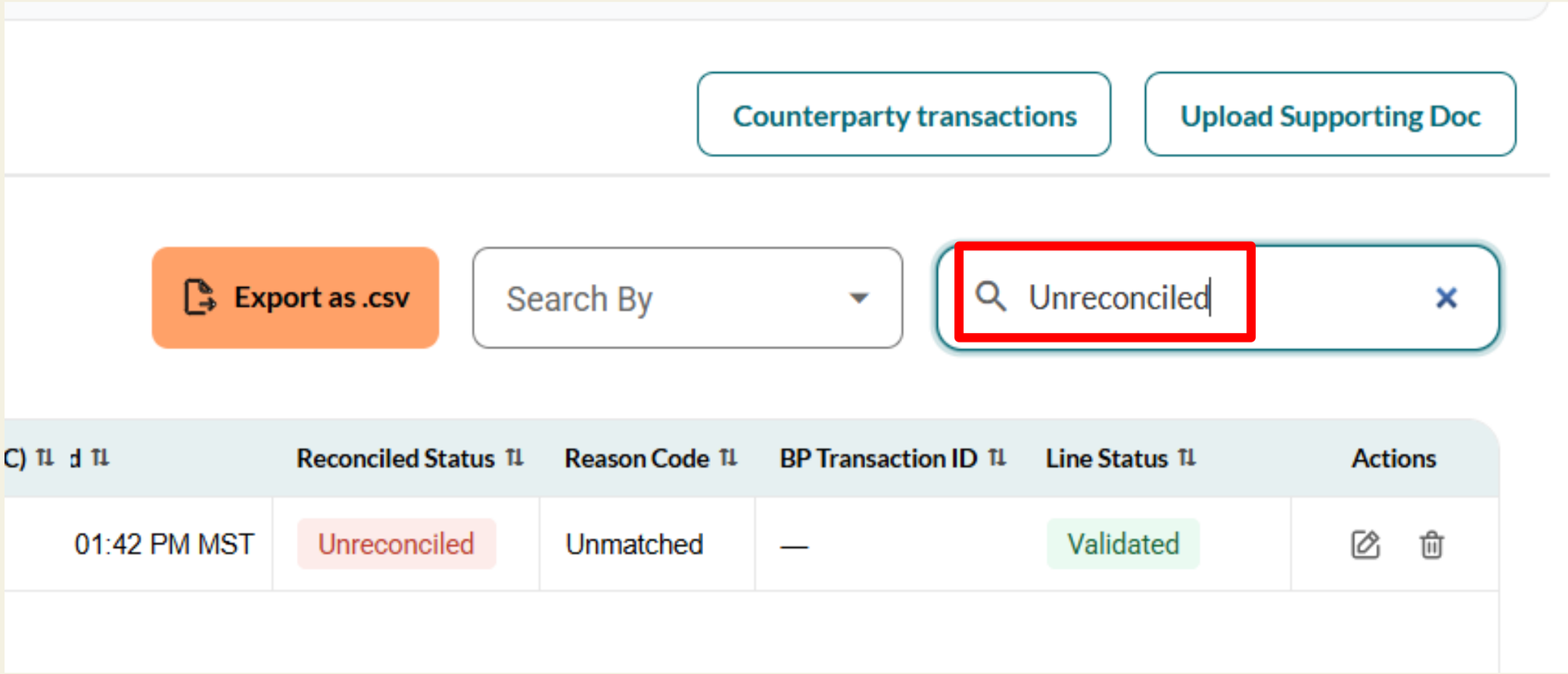
- You may enter transactions



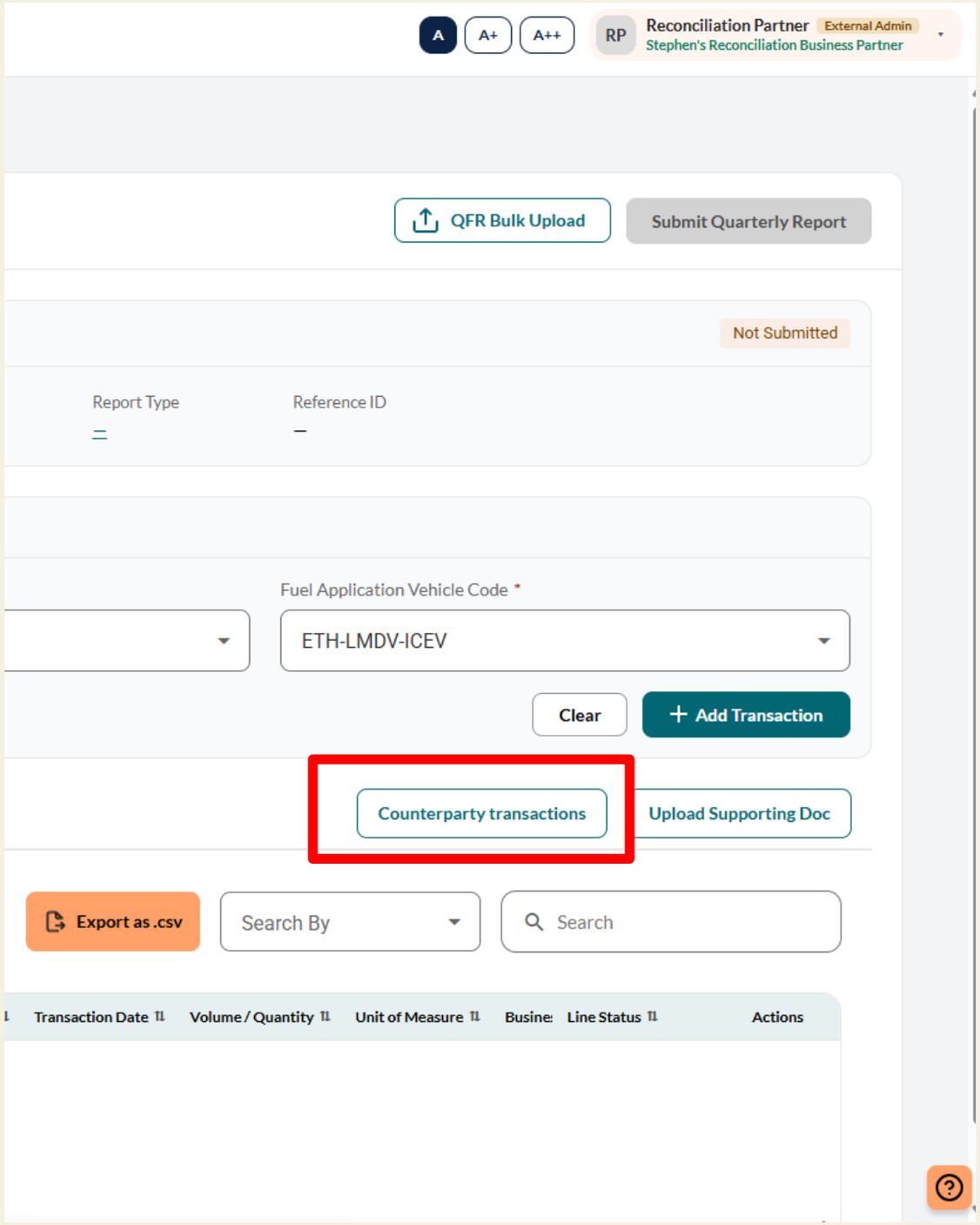
- Reconciliation status appears here:



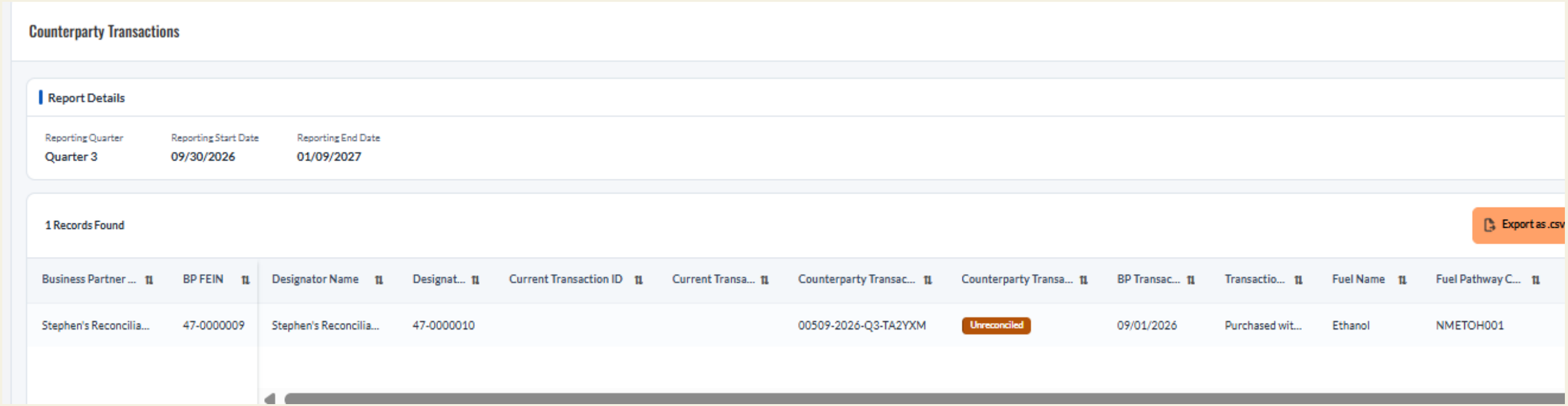
- You can filter for unreconciled transactions here:



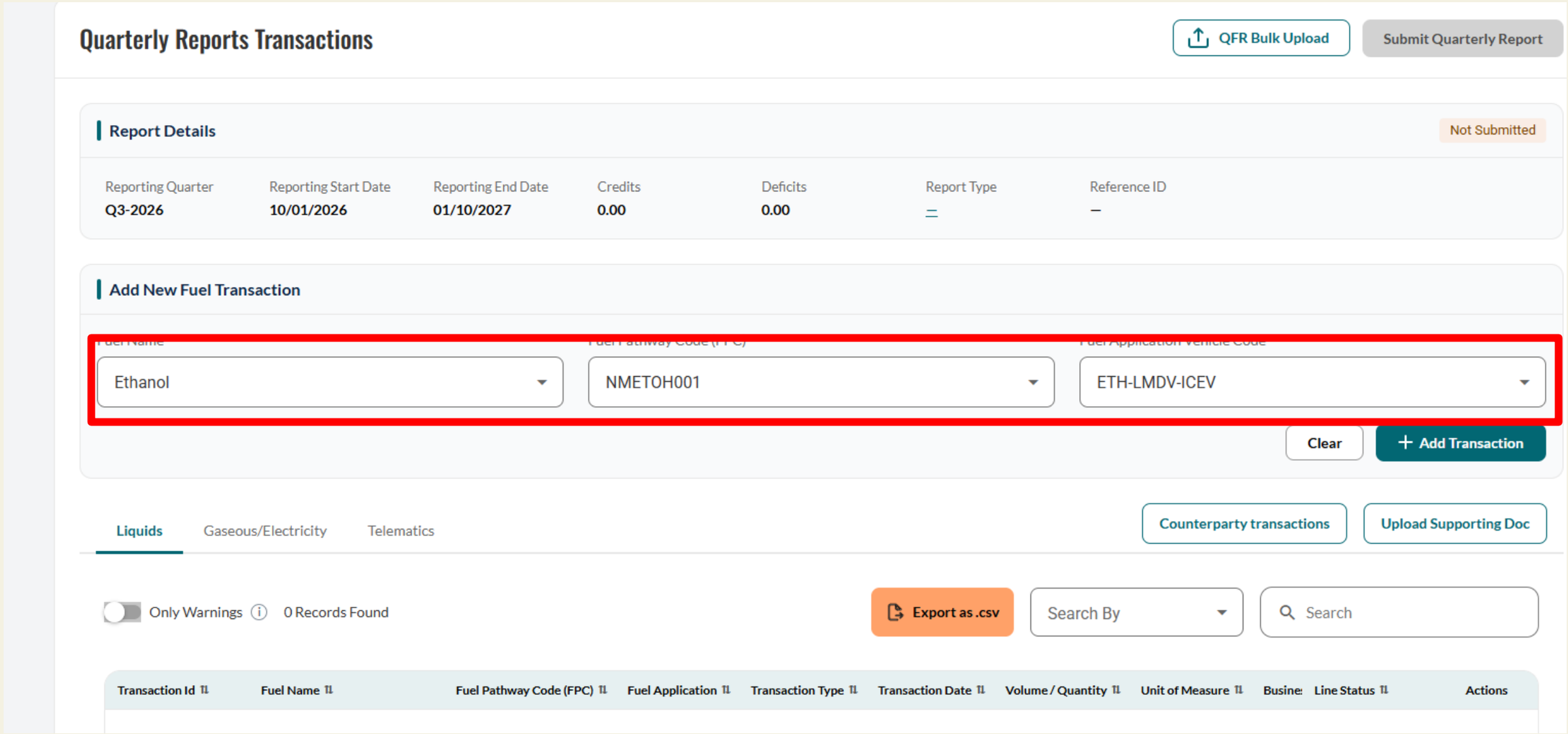
- This is what your business partner will see:



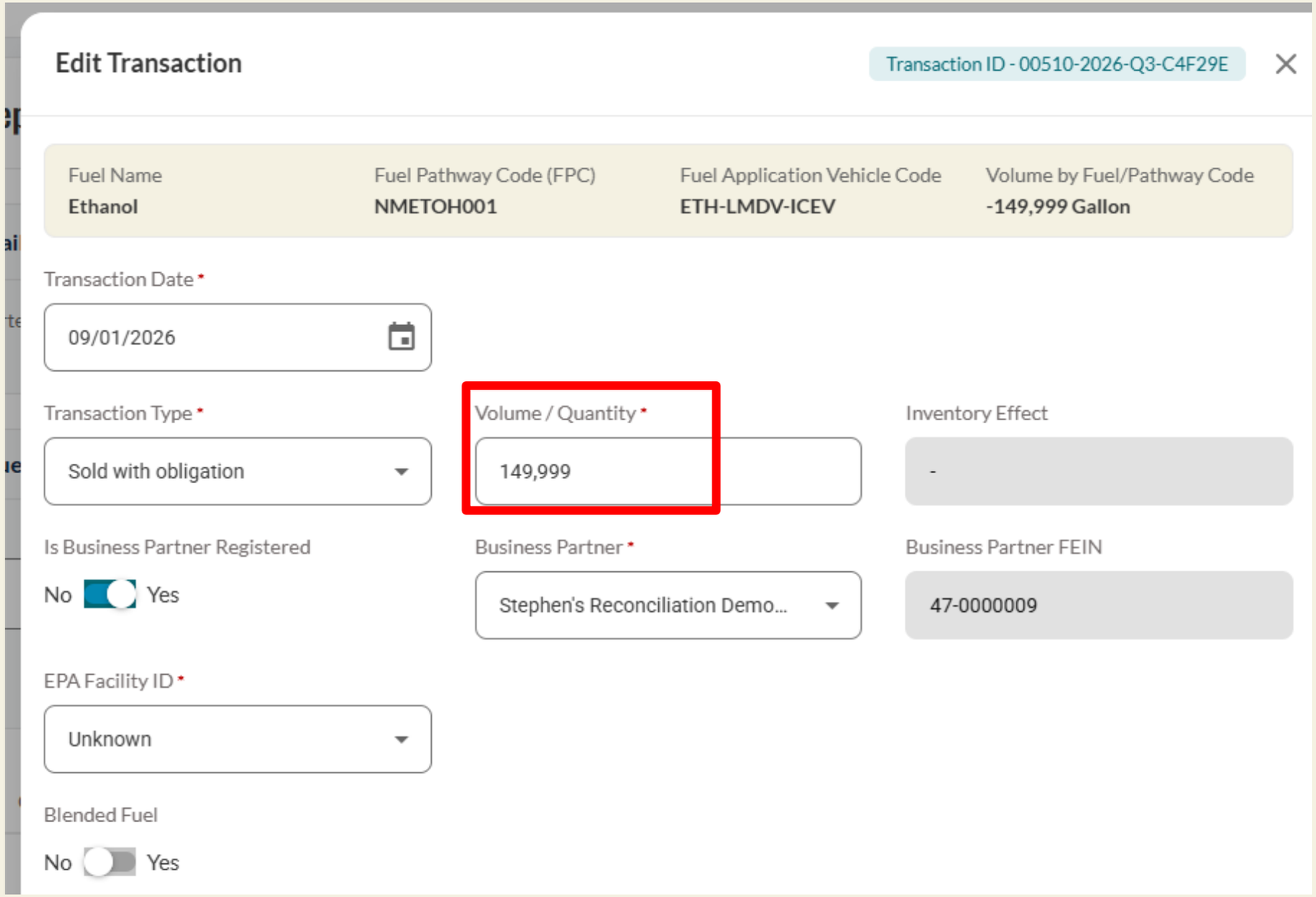
- The transaction will appear in "Counterparty transactions"



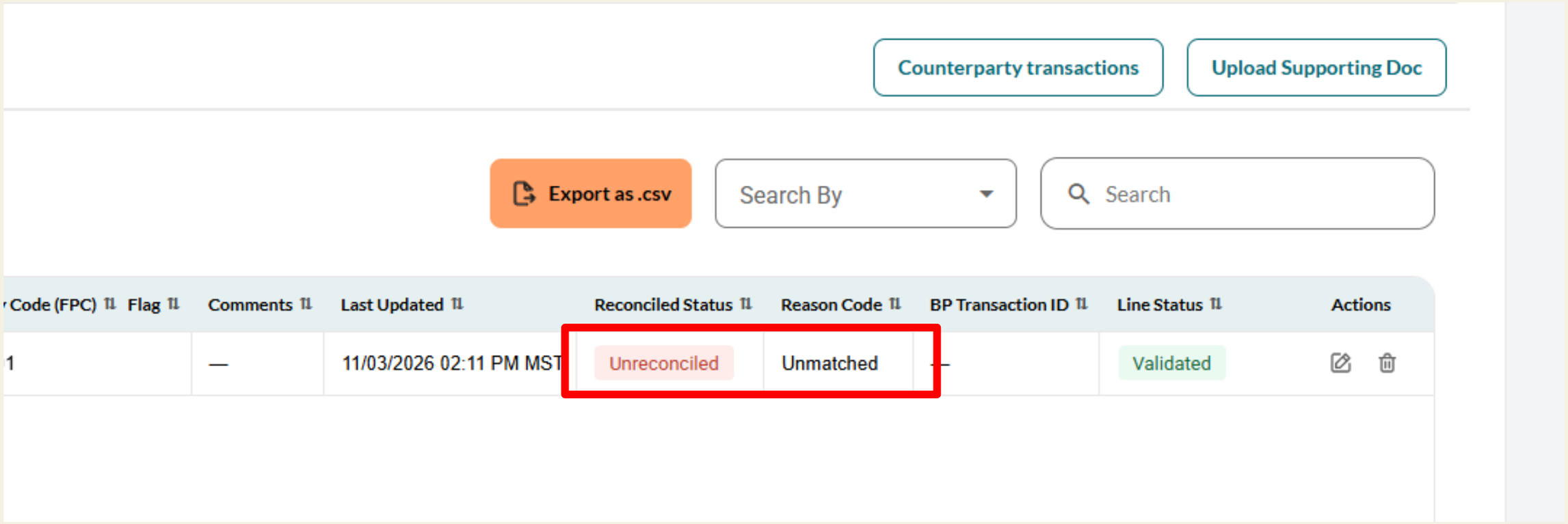
- The partner will enter their side of the transaction details:



- Transaction details will need to match exactly



- Even a 1-gallon discrepancy will prevent reconciliation



- Reconciliation occurs for each transaction
- Reconciliation does **NOT** occur for each fuel pathway code (FPC)

RP Sold Obligated Amount Difference = RP Sold with Obligation - BP Purchased with Obligation

RP Purchased Obligated Amount Difference = RP Purchased with Obligation - BP Sold with Obligation

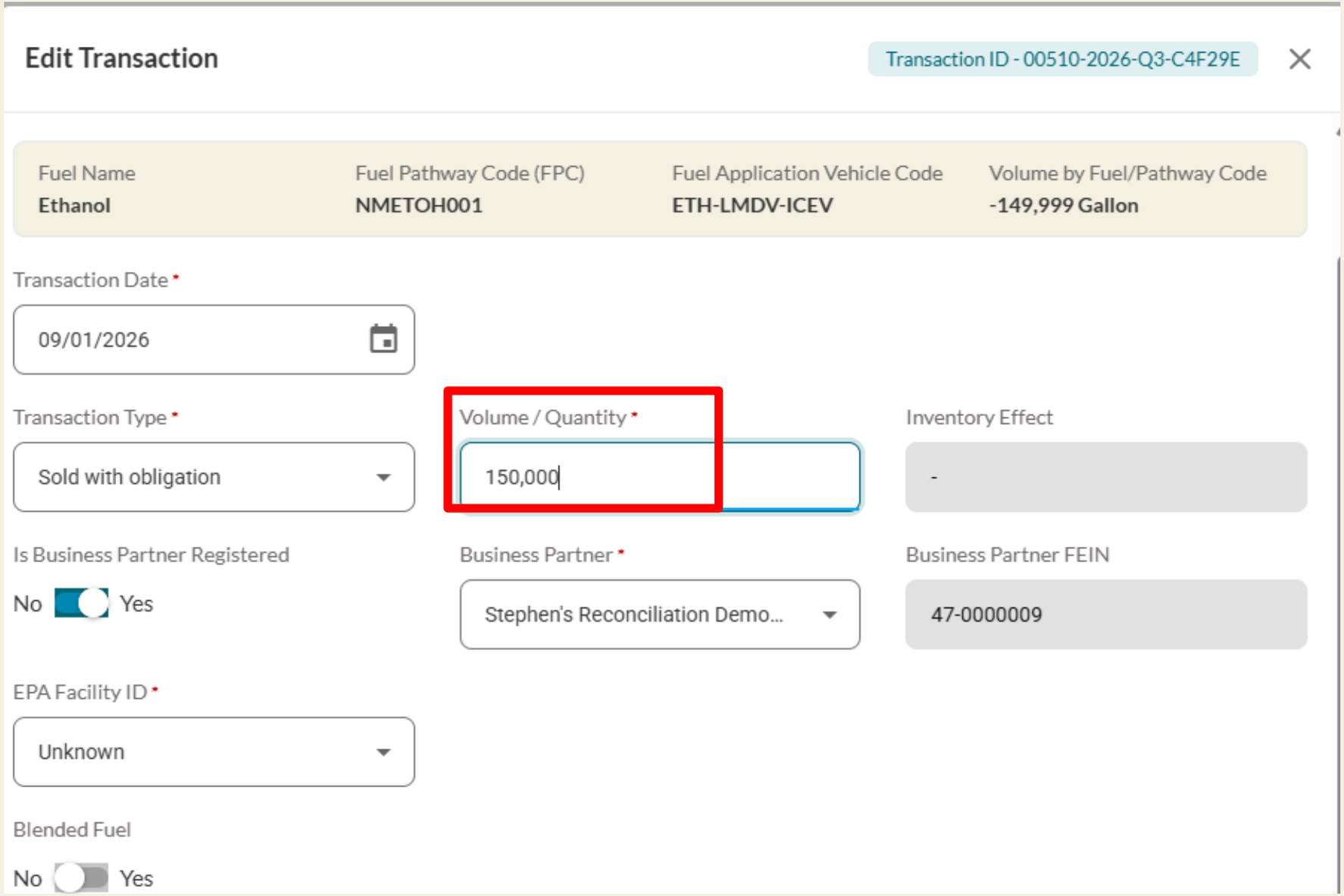
RP Sold without Obligated Amount Difference = RP Sold without Obligation - BP Purchased without Obligation

RP Purchased without Obligated Amount Difference = RP Purchased without Obligation - BP Sold without Obligation

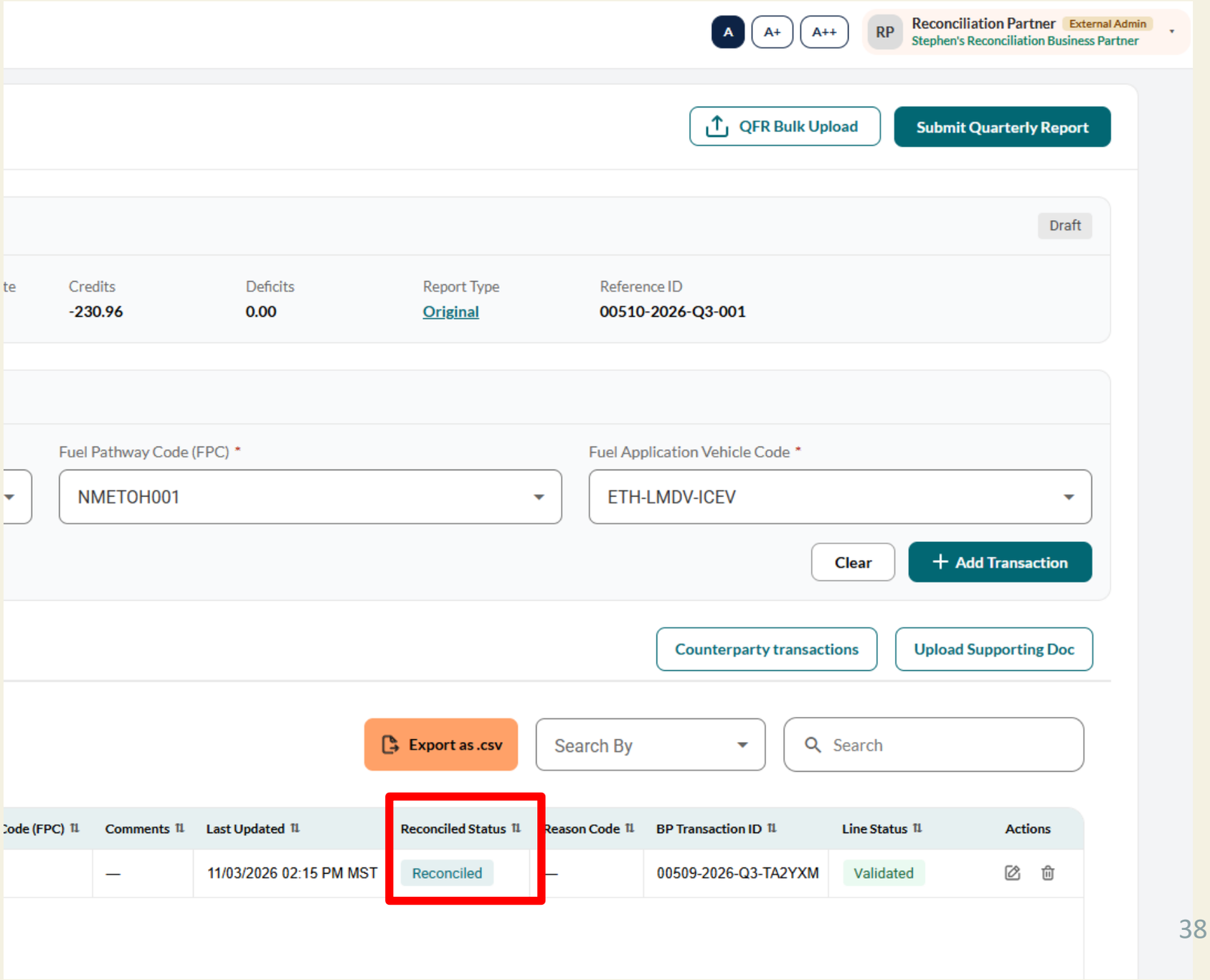
RP Purchased Below the Rack Amount Difference = RP Position Holder Sale for Export - BP Purchased Below the Rack for Export

Year	Quarter	Business Partner	Fuel Name	Amount "Units"	FPC	RP Sold with Obligation	BP Purchased with Obligation	RP Sold Obligated Amount Difference	RP Purchased with Obligation	BP Sold with Obligation	RP Purchased Obligated Amount Difference	R

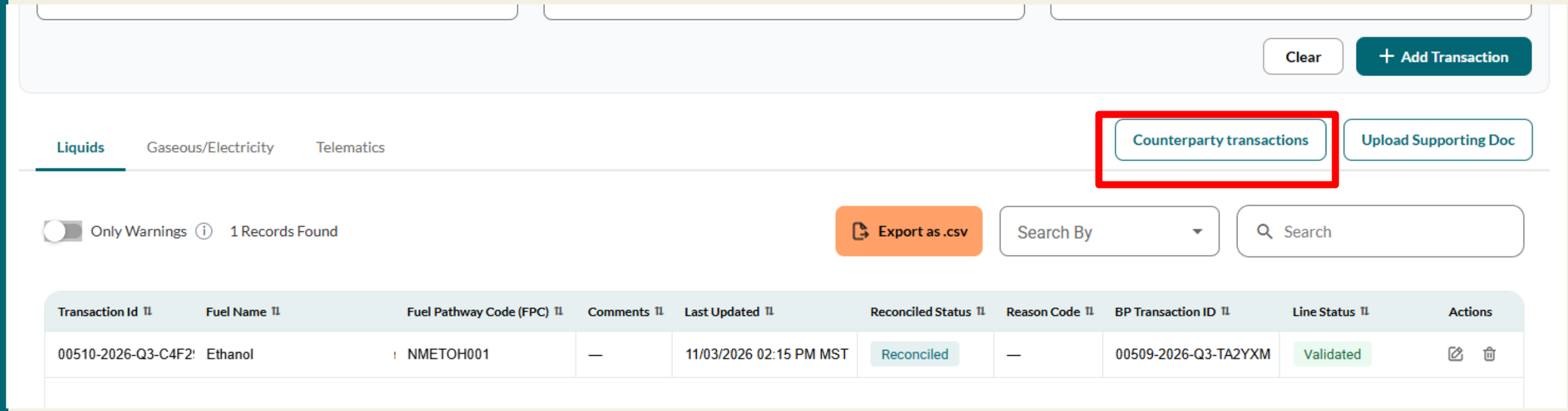
- Correcting volume will allow reconciliation



- Reconciliation status updates immediately



- Counterparty transactions will also update



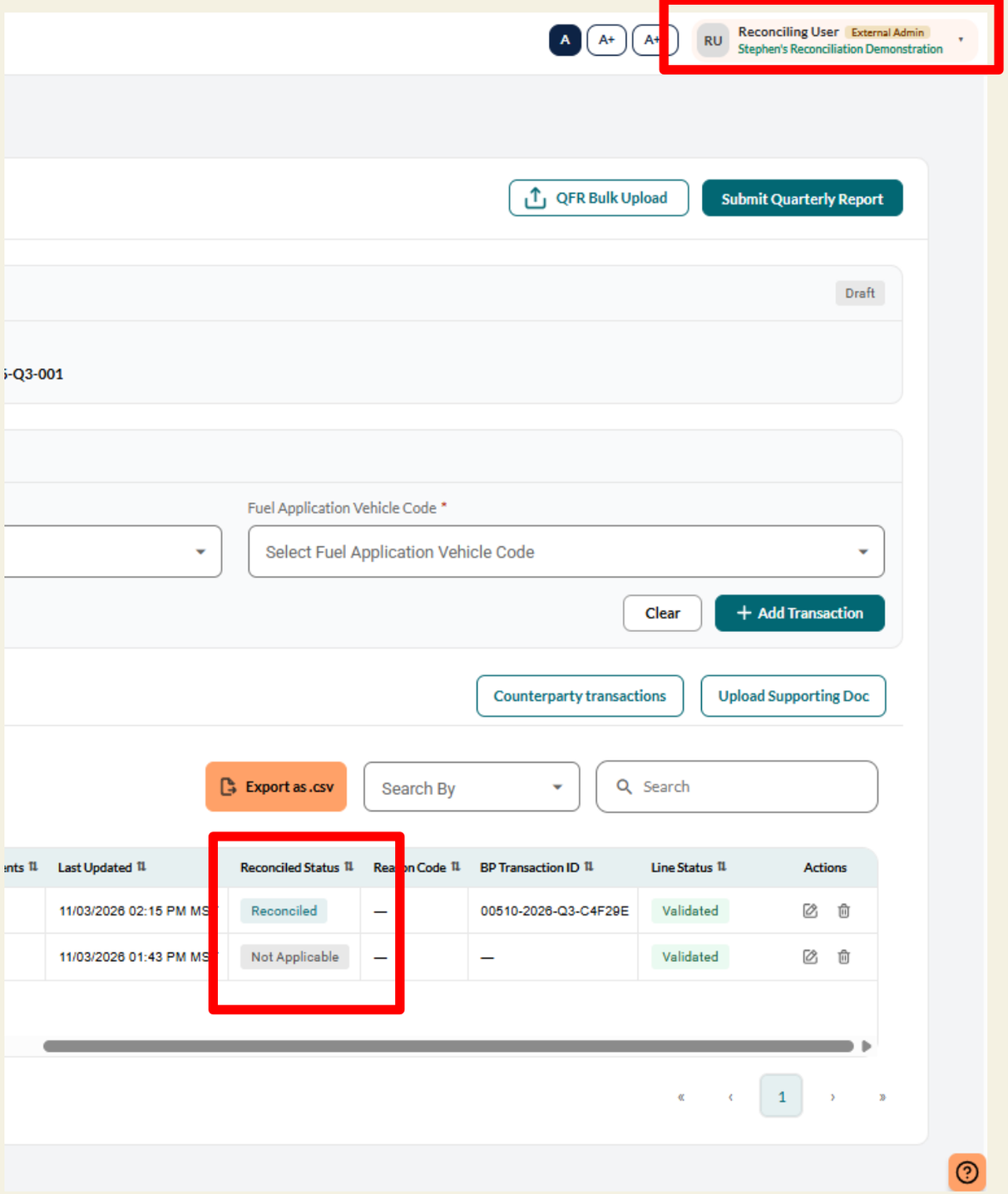
- Counterparty transactions will also update

Reporting End Date
01/09/2027

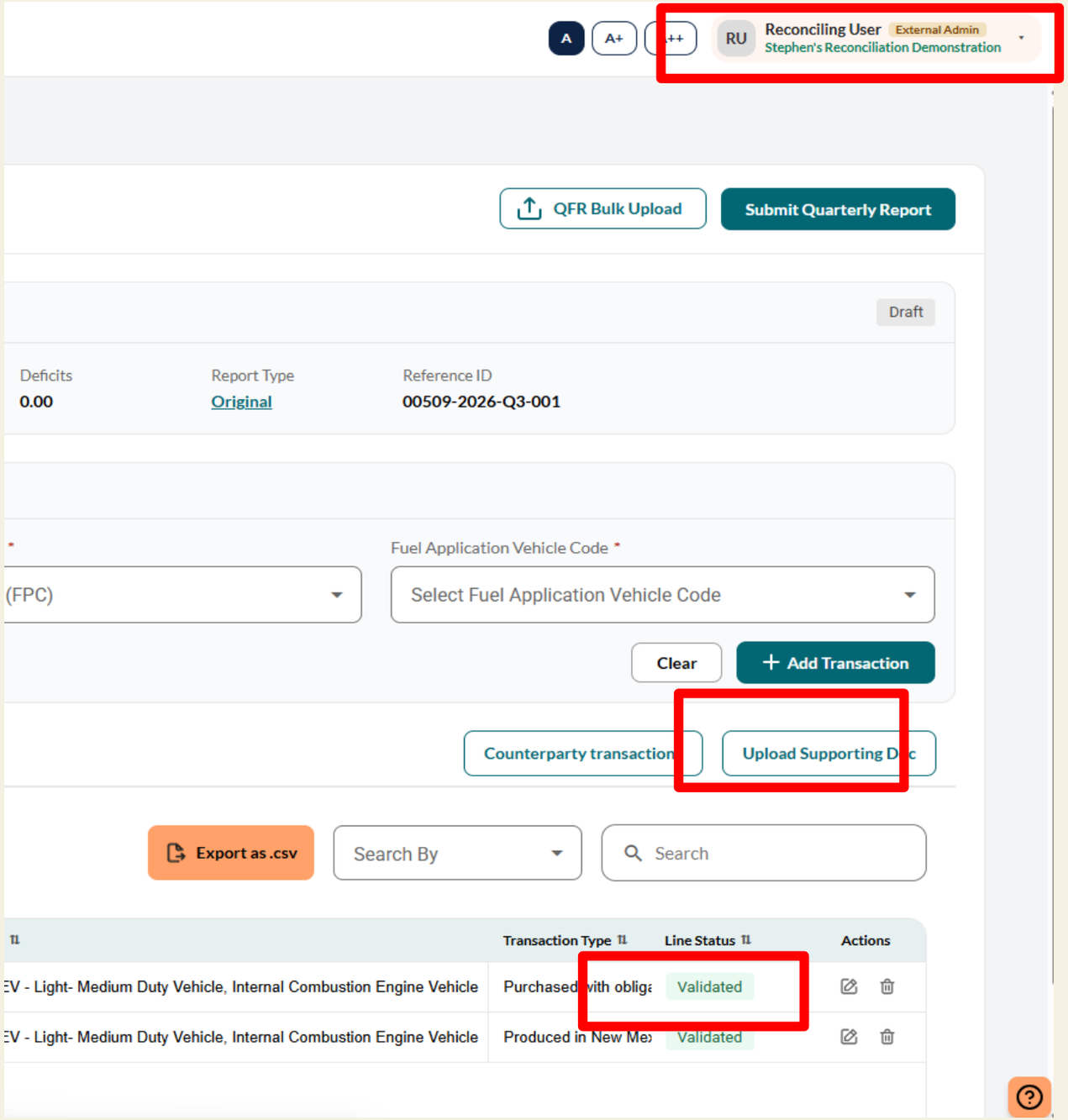
Export as .csv | Search By

esignator Name	Designat...	Current Transaction ID	Current Transa...	Counterparty Transac...	Counterparty Transa...	BP Transac...
ephen's Reconcilia...	47-0000010	00510-2026-Q3-C4F29E	Reconciled	00509-2026-Q3-TA2YXM	Reconciled	09/01/2026

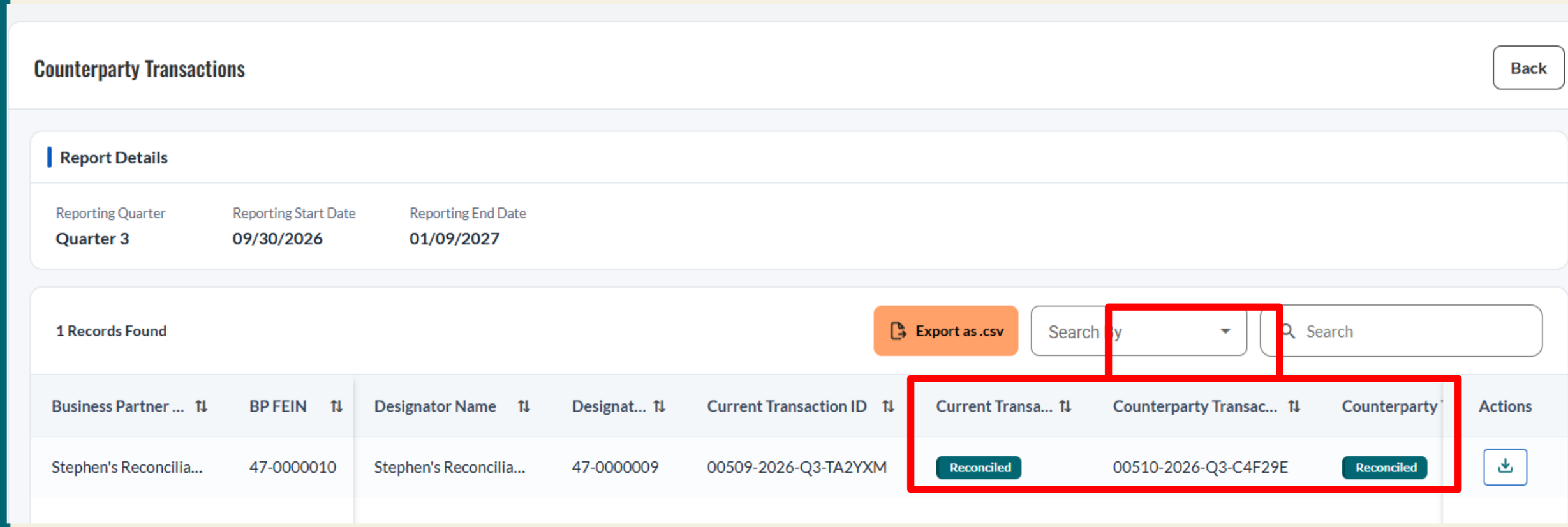
- Transaction will reconcile for initial user immediately



- Transaction will reconcile for initial user immediately

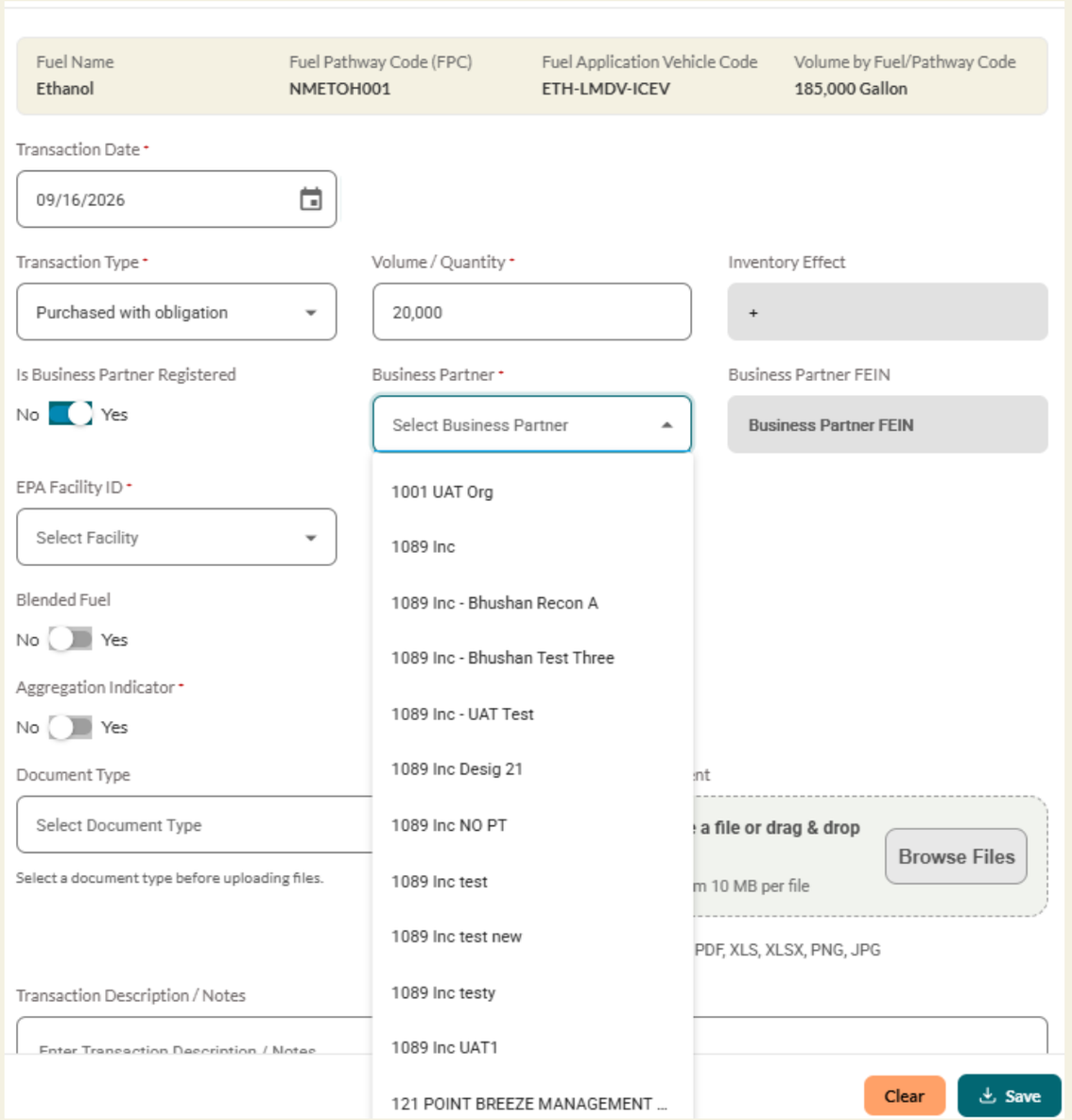


- Status will update in their counterparty screen as well

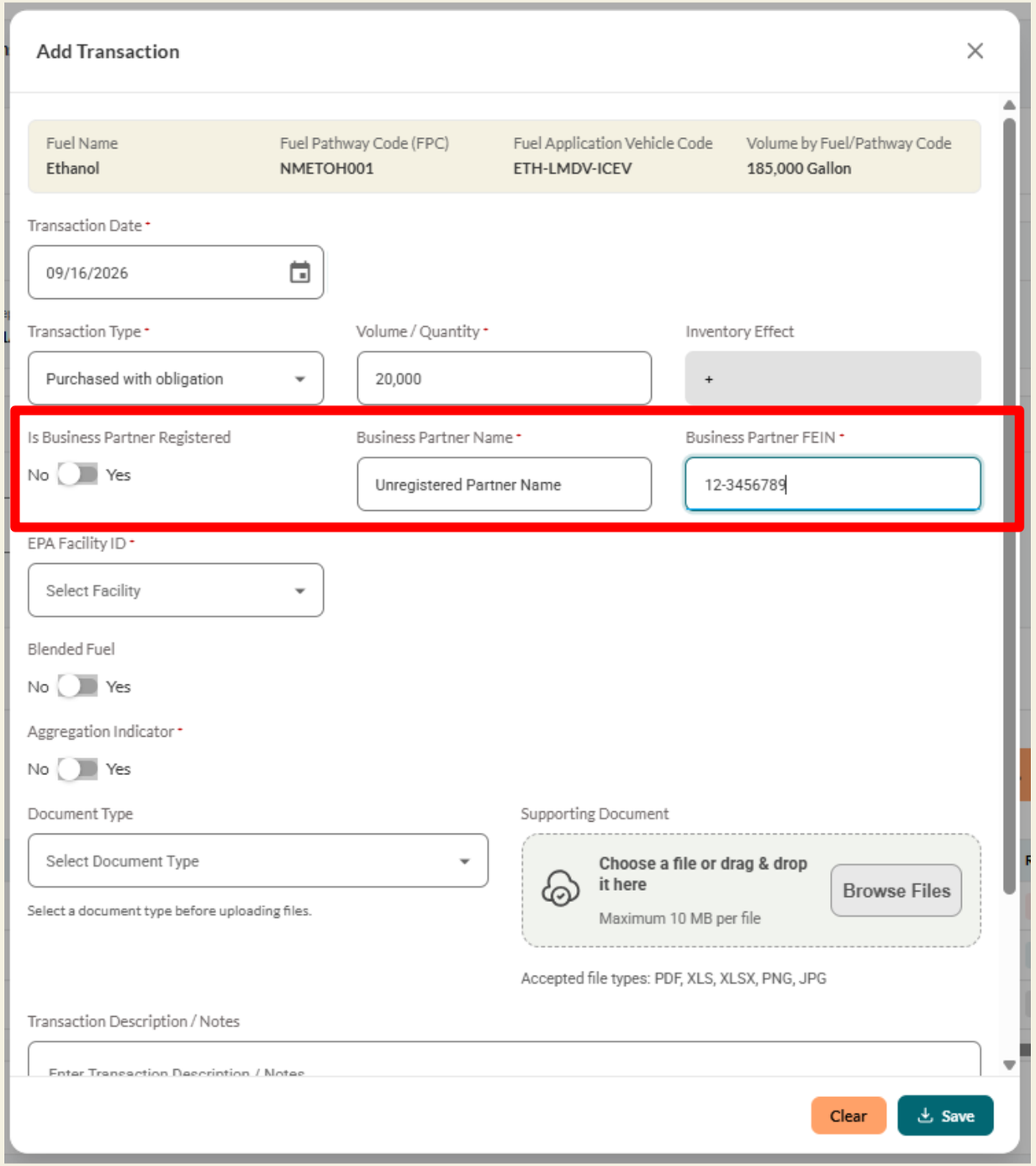


Walk-through: unregistered business partner

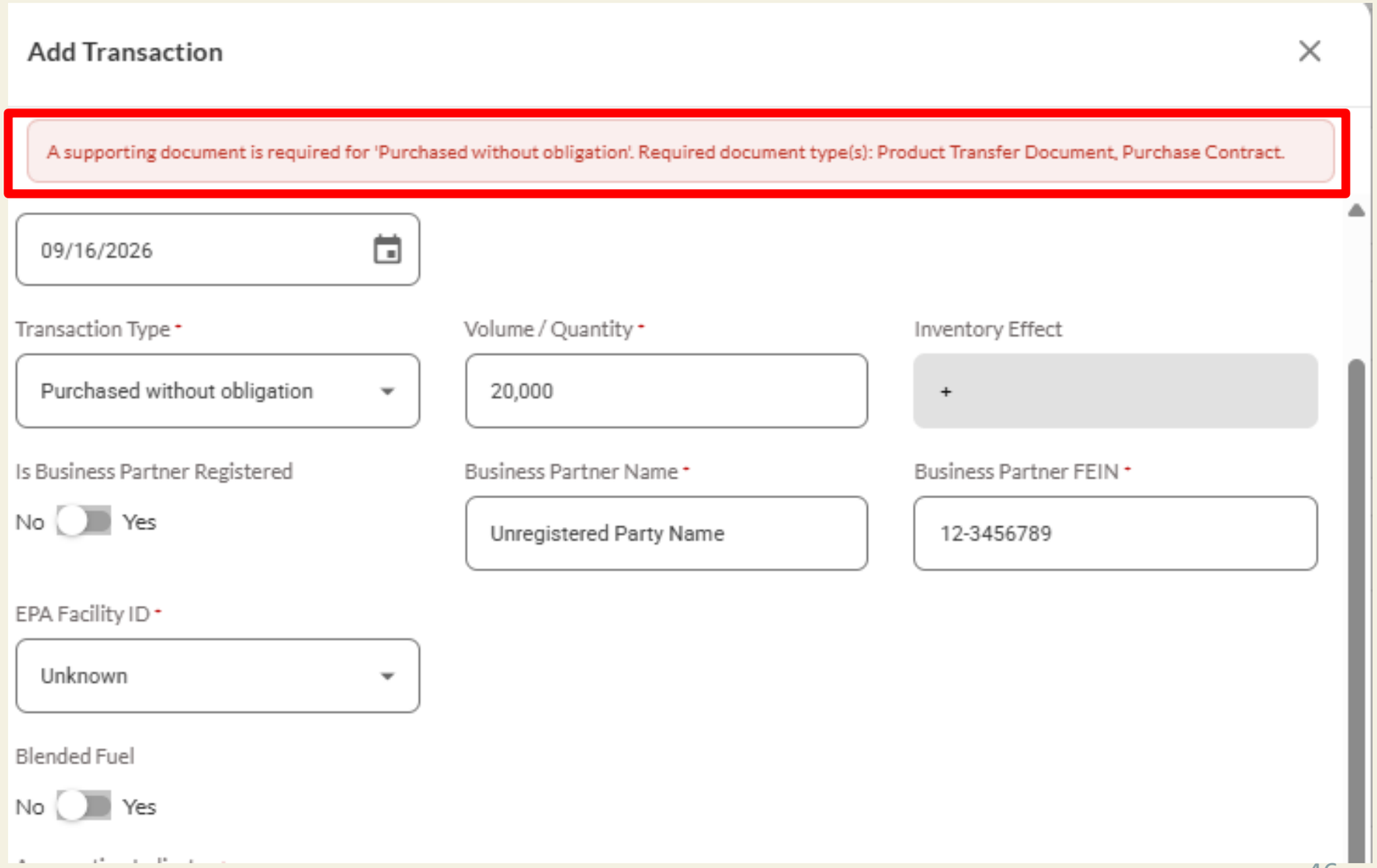
- Your business partner may not be registered



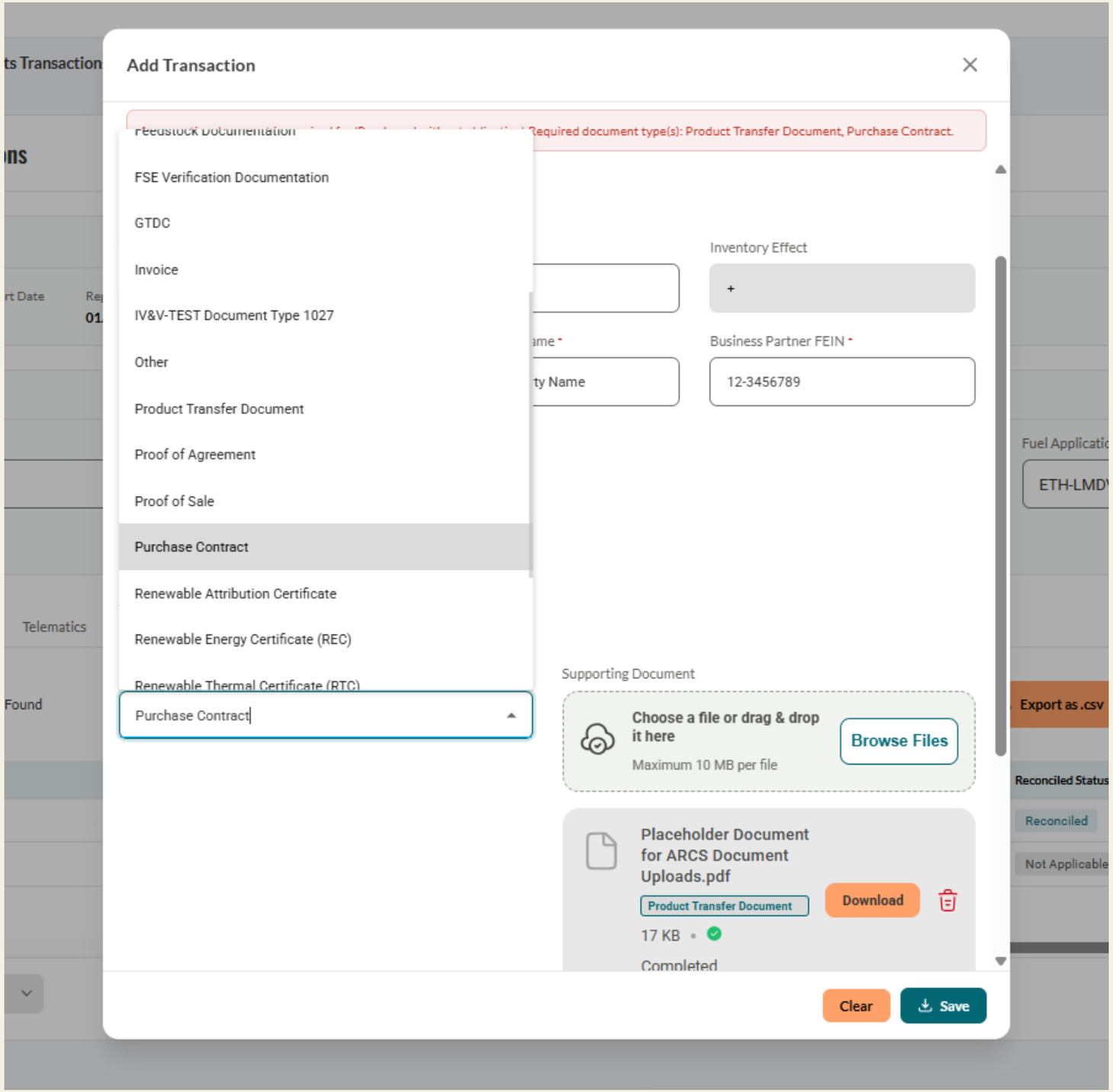
- You will enter your partner's name and FEIN



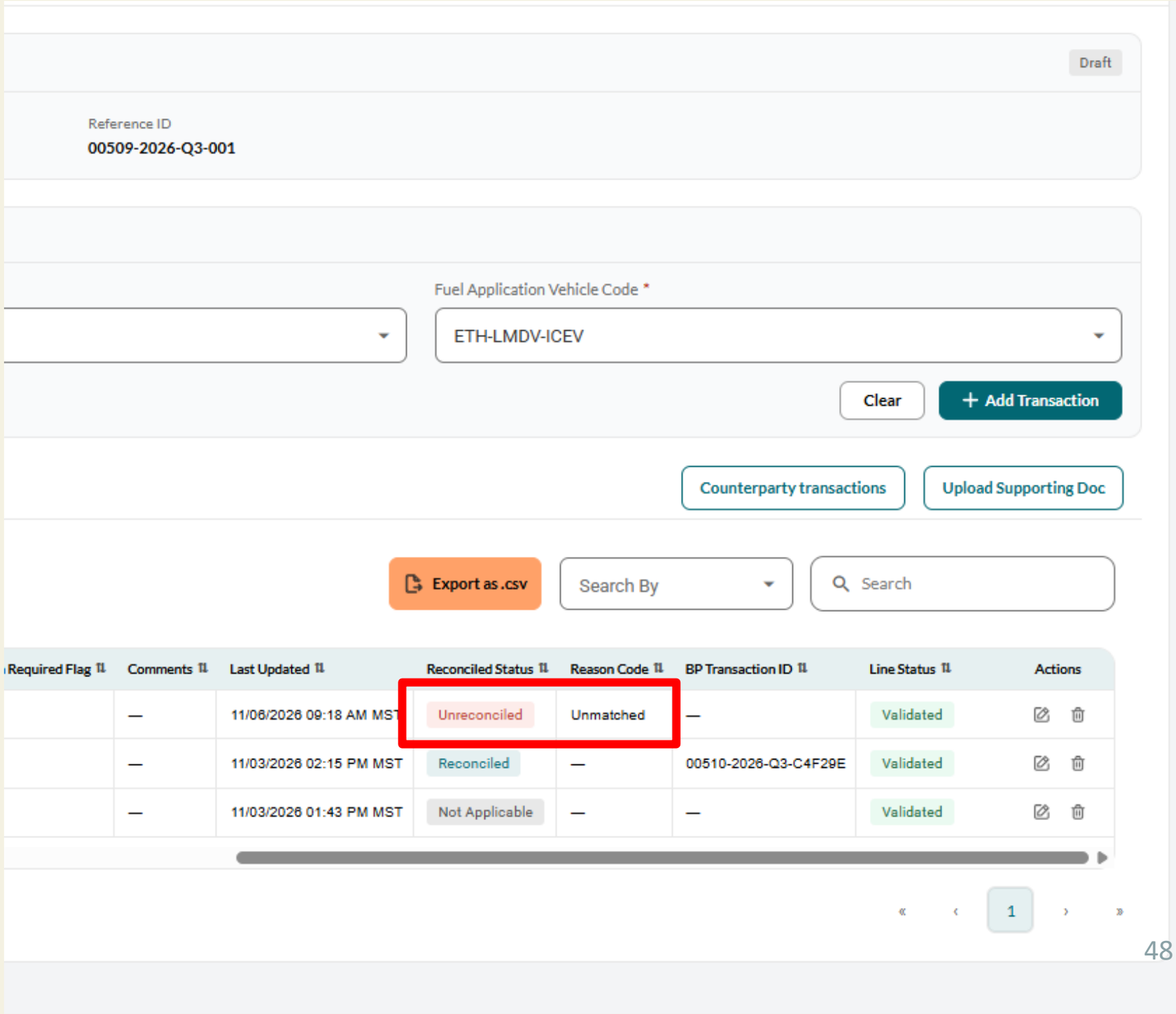
- You may be asked to provide supporting documentation



- Supporting document requirements: [20.2.92.506(B) NMAC]

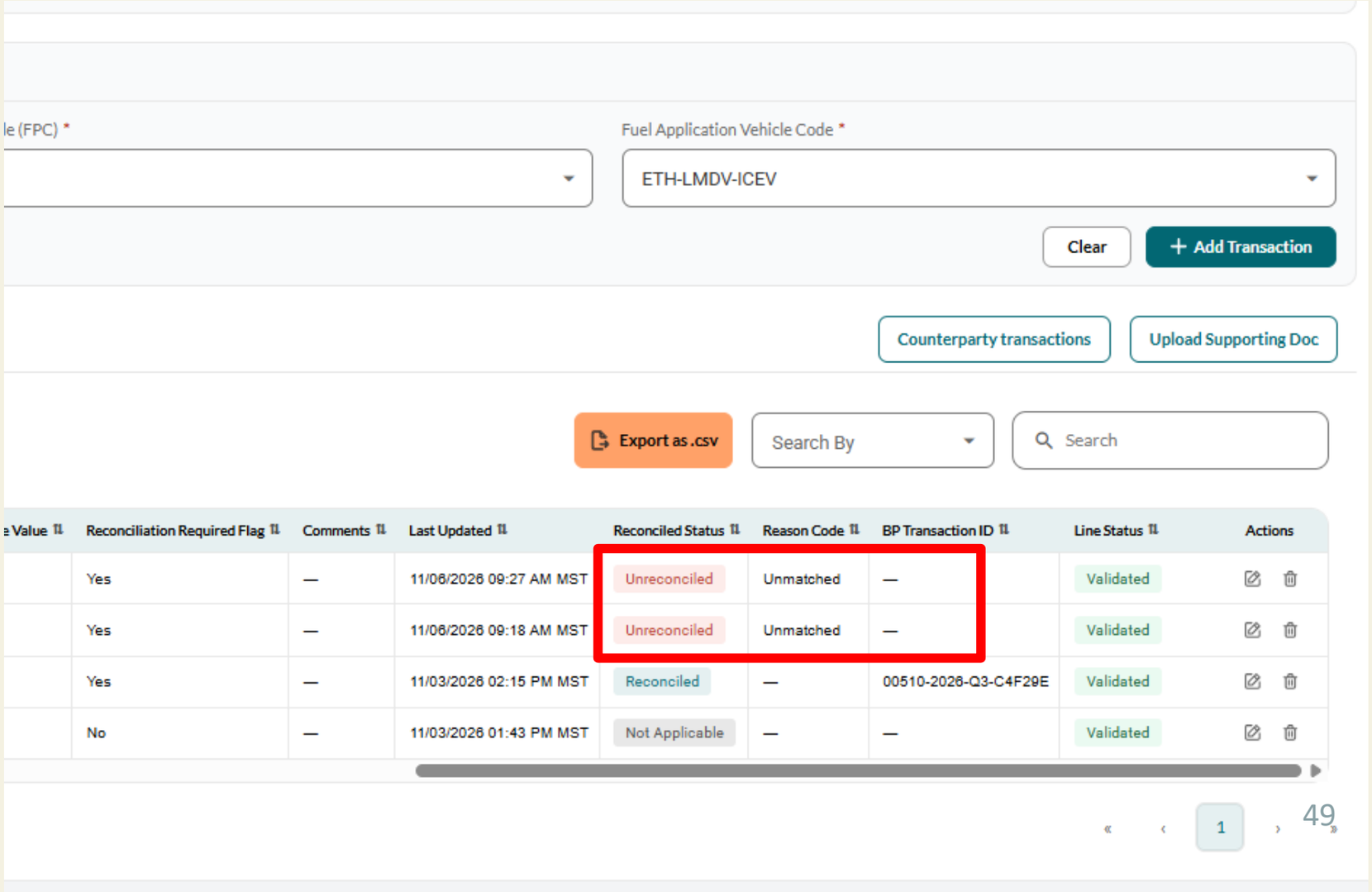


- You should contact your business partner, and encourage them to register

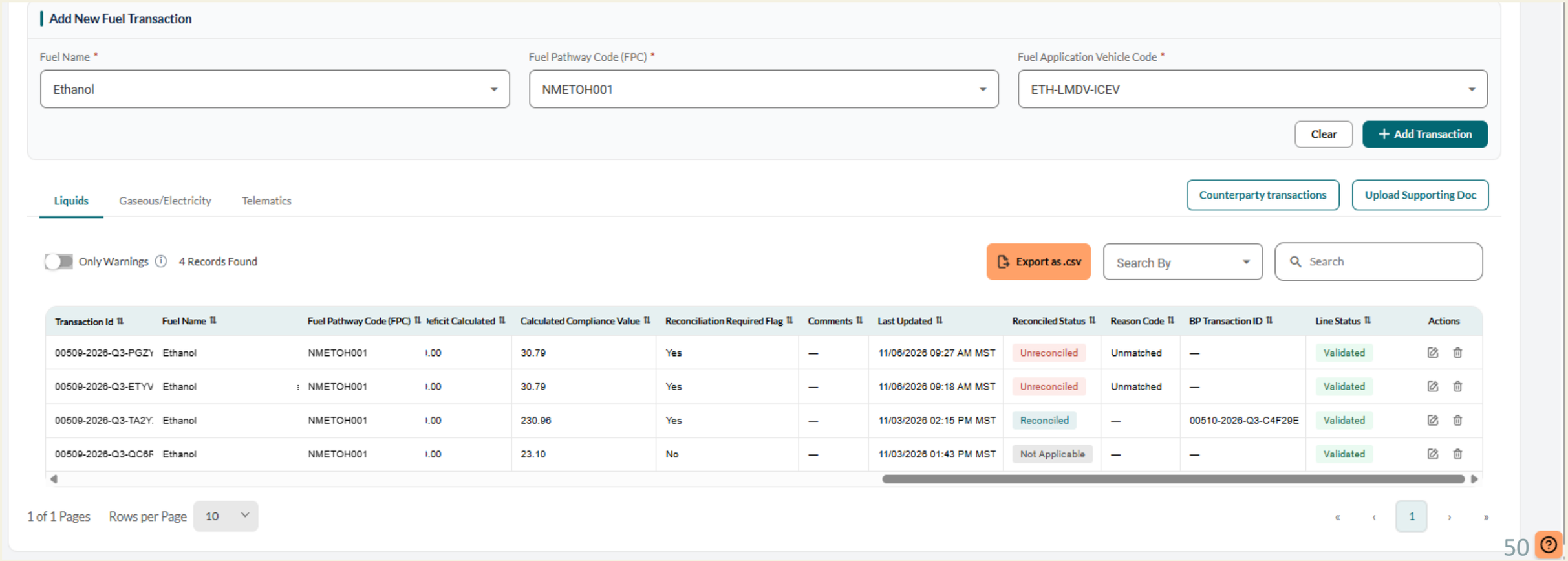


Walk-through: missing business partner transactions

- Your business partner may also be registered, but failing to enter their transactions:

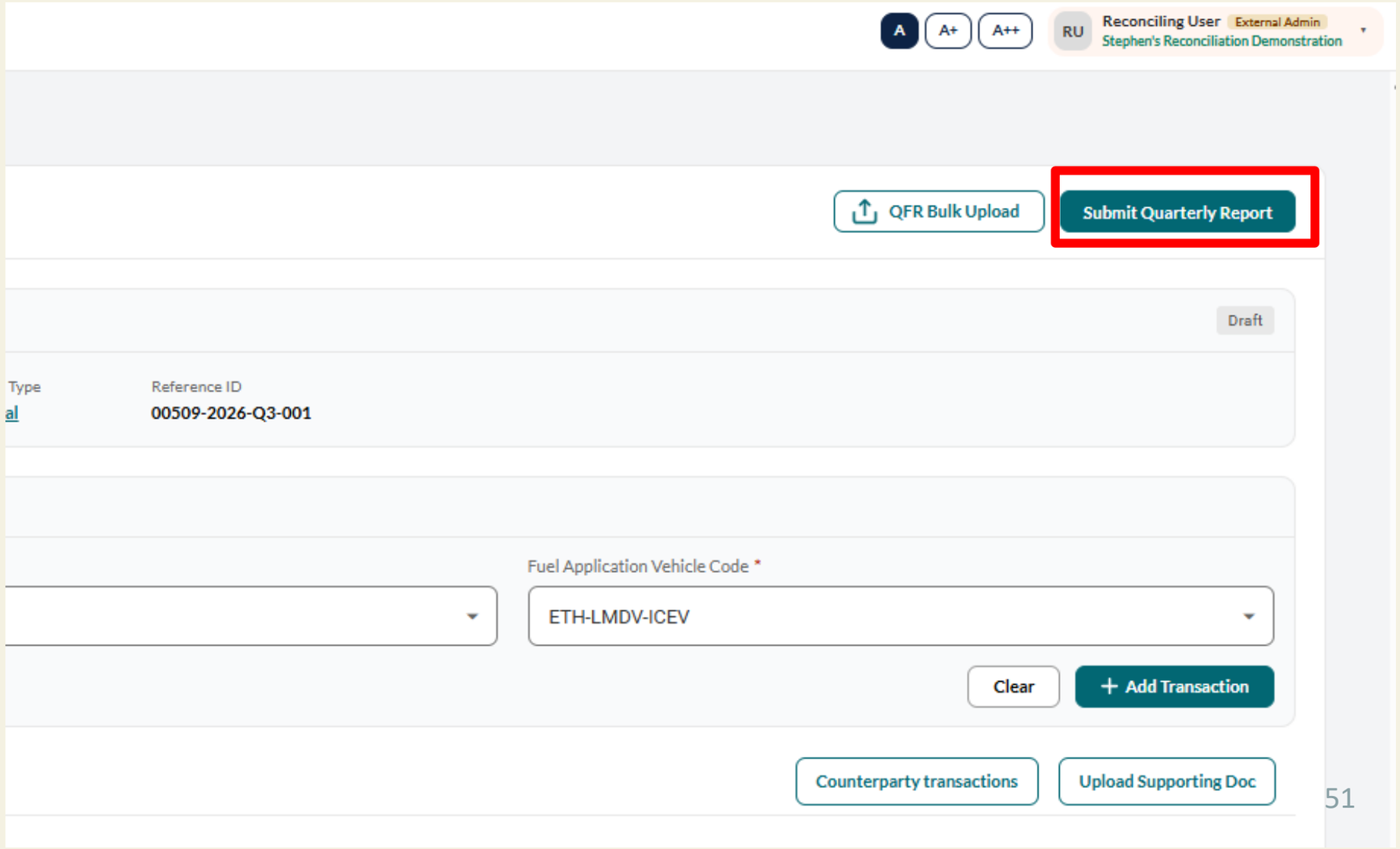


- You should contact NMED if your business partners have not reconciled near the end of the reporting period.

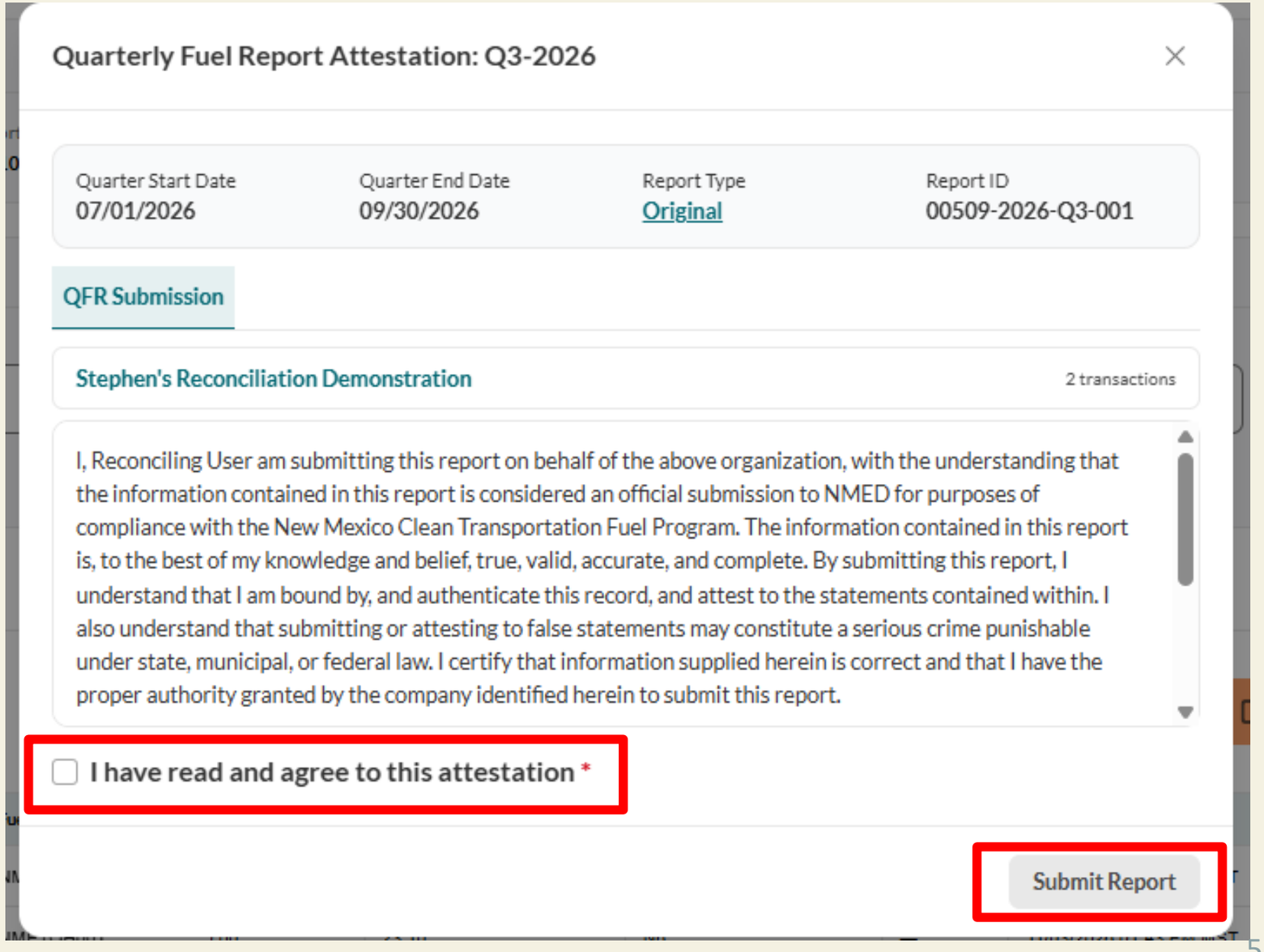


Walk-through: QFR submission

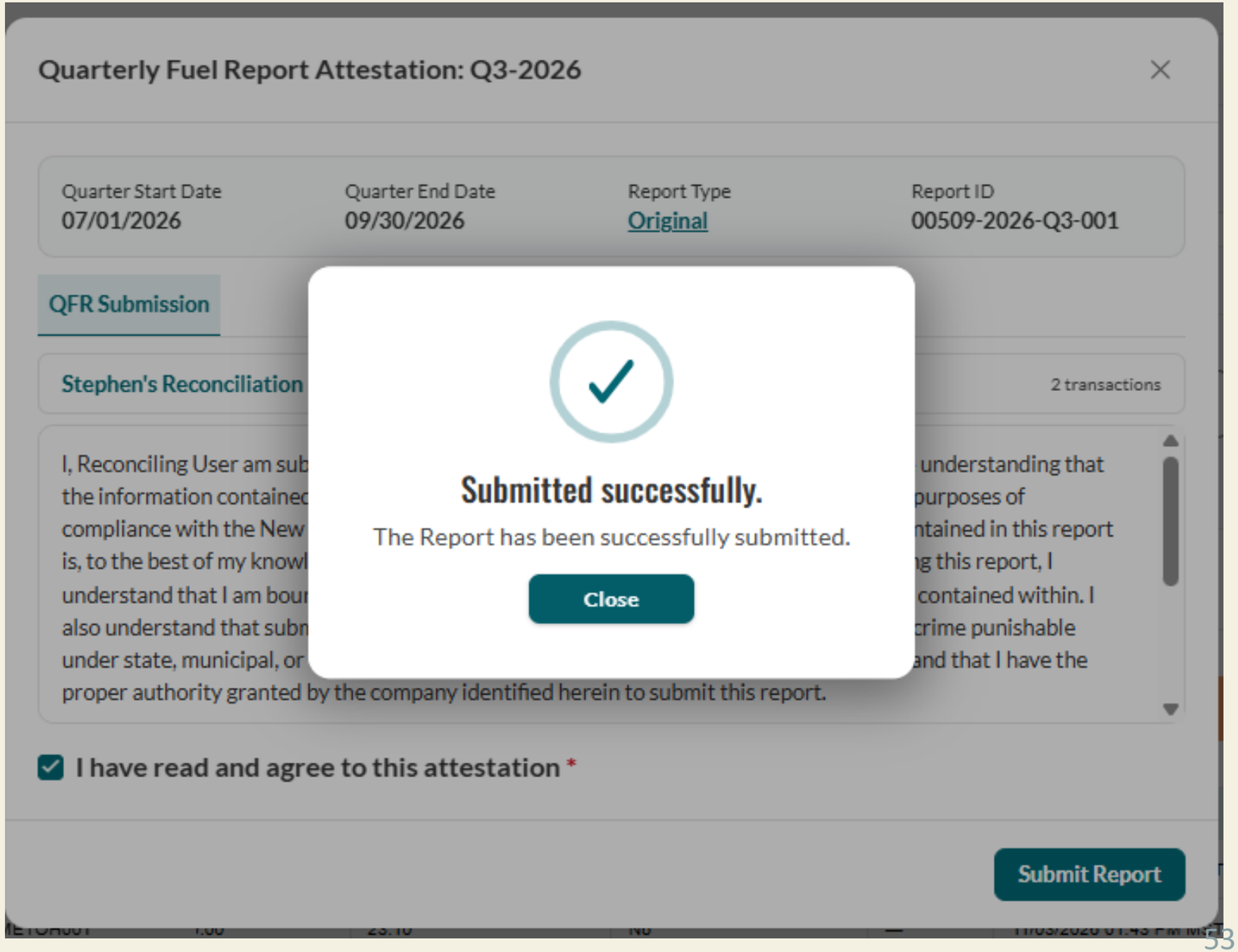
Once all transactions are entered and reconciled, an admin may select "Submit Quarterly Report"



- The admin will need to check an attestation statement, then submit



- Your report will be submitted for internal review!



- You can see the status of your report here:

Quarter	Year	Status	Report Type	Reference ID	Quarter Start Date
Q3	2026	Submitted	Original	00509-2026-Q3-001	07/01/2026
Q2	2026	Not Submitted	–	—	04/01/2026
Q1	2026	Not Submitted	–	—	01/01/2026

Deadline for applying for a temporary fuel pathway for use in Q3 reporting

November 14, 2026

Reconciled and finalized Q2 (April 1, 2026-June 30, 2026) report due in ARCS

November 23, 2026

Announcement of proposed per-credit/deficit fees

December 18, 2026

Public comment period on proposed fees; ongoing reconciliation for Q3

December 18-January 10, 2027

IMPLEMENTATION 2026-7

November 15, 2026

Midpoint for Q3 reporting and start of Q3 reconciliation

November 24-December 17, 2026

NMED audits the first quarter of CTFP reporting (Q2) to determine total credits and deficits

December 4, 2026

Launch of credit banking & trading module (CBT)

Start of reporting period for Q4 transactions

January 1, 2027

End of public comment period; reconciled and finalized Q3 QFRs due in ARCS

January 10, 2027

First program fee payment deadline for participants

By March 17, 2027

IMPLEMENTATION 2027

January 6, 2027

Webinar on estimated CTFP program costs/fees.

January 14, 2027

NMED announces final CTFP program costs and per-deficit/credit fees

By February 15, 2027

CTFP program fee invoices sent to participants; midpoint for Q4 reporting in ARCS

March 30, 2027

Deadline for reconciled and finalized Q4 QFRs

Questions?

CTFP emails:

CTFP@env.nm.gov

Sign up for our **CTFP GovDelivery listserv**:

https://public.govdelivery.com/accounts/NMED/subscriber/new

Our **website**:

https://www.env.nm.gov/climate-change-bureau/clean-fuel-program/

Thank you!



NMED Climate Change Bureau