

# PETRO-DATA

## END OF MONTH CHECKLIST

### *TABLE OF CONTENTS*

1. [Overview of Month End Procedures](#)
2. [Accounts Receivable](#)
  - a. [Verify All Batches Are Posted](#)
  - b. [Create and Post Finance Charges](#)
  - c. [Print Customer Statements](#)
  - d. [Print Reports](#)
  - e. [Release Entries to GL Link](#)
  - f. [Reindex](#)
  - g. [Close Period](#)
3. [Jobber Inventory](#)
  - a. [Verify All Sales Invoice Batches Are Posted](#)
  - b. [Verify all BOL Batches Are Posted and Matched to Purchase Invoices](#)
  - c. [Release Entries to GL Link](#)
  - d. [Reindex](#)
  - e. [Close Period](#)
4. [Accounts Payable](#)
  - a. [Print Open Invoice Report and Check Register](#)
  - b. [Release Entries to GL Link](#)
  - c. [Reindex](#)
  - d. [Close Period](#)
5. [General Ledger](#)
  - a. [Recurring Entries](#)
  - b. [Add Journal Entries](#)
  - c. [General Ledger Link Files](#)
  - d. [General Ledger Reports](#)
  - e. [General Ledger Close](#)
6. [Fuel Tax Reporting](#)
7. [Bank Reconciliation](#)

## OVERVIEW OF MONTH END PROCEDURES

### Accounts Receivable

*Do not update payments or sales for the 'next month' until current month is closed.*

1. Run Batch Status Report to verify all Sales Invoices are Posted
  - a. *Jobber, Sales Invoice Entry, Batch Status Report*
2. Create and Post Finance Charges
  - a. *Accounts Receivable, Finance Charges, Calculate Finance Charges*
  - b. *Accounts Receivable, Finance Charges, Finance Charge Report*
  - c. *Accounts Receivable, Finance Charges, Update Finance Charges*
3. Print Customer Statements
  - a. *Accounts Receivable, Reports, Open Item Statements, Print Statements*
4. Print Reports
  - a. *Accounts Receivable, Reports, Short Aged Trial Balance*
  - b. *Accounts Receivable, Reports, Sales Tax Reports, Summary Sales Tax Report*
5. Prepost and Release entries to GL Link File
  - a. *Accounts Receivable, Release to General Ledger, Prepost Report*
  - b. *Accounts Receivable, Release to General Ledger, Release to Link Files*
6. Reindex. All users must exit the system.
  - a. *Accounts Receivable, Reindex Files*
7. Close Period in Accounts Receivable
  - a. *Accounts Receivable, Close Period*

### Jobber Inventory

*You may input BOLs and print invoices for 'next month' but **do not** update the batches until the Jobber and AR modules are closed for the current month.*

1. Run Batch Status Report to verify all Sales Invoices are Posted
  - a. *Jobber, Sales Invoice Entry, Batch Status Report*
2. Verify all BOL Batches are Posted and Matched to Purchase Invoices
  - a. *Jobber, Fuel Bill of Ladings, PrePost Report*
3. Prepost and Update transactions to GL Link File
  - a. *Jobber, Release to General Ledger, PrePost Report*
  - b. *Jobber, Release to General Ledger, Release to Link Files*
4. Reindex. All users must exit the system.
  - a. *Jobber, Reindex Data Files*
5. Close Period in Jobber Inventory
  - a. *Jobber, End of Month*

Once Accounts Receivable and Jobber modules are closed for current month, you may enter and update cash receipts, BOLs and sales invoice in the new month, even if other modules are not closed.

## **Accounts Payable**

*AP is the only module that closes by Date. Invoices and checks may be created for the next month even if the current month is not closed.*

1. Print Open Invoice Report and Check Register (with EFTs) for the month
  - a. *Accounts Payable, Reports Menu, Invoice Status Report*
  - b. *Accounts Payable, Reports Menu, Check Register*
2. Prepost and Release GL transactions to the GL Link File
  - a. *Accounts Payable, Release to General Ledger, PrePost Report*
  - b. *Accounts Payable, Release to General Ledger, Update to Link Files*
3. Reindex. All users must exit the system.
  - a. *Accounts Payable, Index Data Files*
4. Close Period in Accounts Payable
  - a. *Accounts Payable, Close Period*

## **General Ledger**

*GL can remain open until you are ready to add next month data to the system.*

1. Create and Post Journal Entries
  - a. *General Ledger, Programs, General Ledger, Transactions, Generate Recurring Entries*
  - b. *General Ledger, Programs, General Ledger, Transactions, Add Journal Entries*
2. Release and Post All Module GL Link Files
  - a. *General Ledger Link, Check and Fix Files*
  - b. *General Ledger Link, GL Link Report*
  - c. *General Ledger Link, Update General Ledger*
3. Print General Ledger Reports
  - a. *General Ledger, Programs, General Ledger, Reports, Trial Balance*
  - b. *General Ledger, Programs, General Ledger, Reports, General Ledger*
  - c. *General Ledger, Programs, General Ledger, Reports, Balance Sheet*
  - d. *General Ledger, Programs, General Ledger, Reports, Income Statement*
4. Close Period in General Ledger
  - a. *General Ledger, Programs, System Manager, Transactions, Reindex Application Files*
  - b. *General Ledger, Programs, General Ledger, Transactions, Close Period*

## **Federal and State Fuel Tax Reporting**

*Petro-Data supports federal tax reports plus many state reporting requirements.*

1. Calculate and print federal and state tax schedules.
  - a. *Jobber, Fuel Tax Reporting, Fuel Tax Calculate*
  - b. *Jobber, Fuel Tax Reporting, Texas Tax Module, Calculate Texas Taxes*
  - c. *Jobber, Fuel Tax Reporting, Other State Module, Calculate and Create*

## **Bank Reconciliation**

*An optional activity, bank reconciliation can be processed after Accounts Payable is closed.*

1. Bank Reconciliation
  - a. *Accounts Payable, Bank Reconciliation, Reconcile Bank Account*
  - b. *Accounts Payable, Bank Reconciliation, Enter Deposits/Misc Charges*
  - c. *Accounts Payable, Bank Reconciliation, Bank Detail Report*
  - d. *Accounts Payable, Bank Reconciliation, Remove Cleared Items*
  - e. *Accounts Payable, Bank Reconciliation, Verify Balance Forward*

# ACCOUNTS RECEIVABLE

All invoices and payments must be entered and updated at this point.

<p><b><i>Step 1 - Verify all Sales Invoice Batches are Posted</i></b>  <i>Jobber, Sales Invoice Entry, Batch Status Report</i></p> <ol style="list-style-type: none"> <li>1. Enter today's date.</li> <li>2. Choose option 1 for All Unposted Batches</li> </ol> <p>Sample report with Unposted Batches.</p> <p>If any batches are on the report, stop and correct these batches.</p>	<div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p>Enter today's date 02/01/2018 <span style="color: red; font-weight: bold;">1</span></p> <p>Option: 1=All unposted batches 2=Detail for one batch <span style="color: red; font-weight: bold;">2</span></p> <p>Enter a batch number for detail report <input style="width: 50px;" type="text"/></p> <p>Is everything ok? (Y/N/P=Printer/Q=Quit) Y</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Date: 03/05/2019 <span style="float: right;">Petro-Data Inc.</span>              Time: 13:54:23 <span style="float: right;">Batch Status Report 02/01/2018</span></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Batch No.</th> <th style="text-align: left;">Type</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>20150220</td> <td>SALES INVOICE</td> <td style="text-align: right;">30545.14</td> </tr> <tr> <td>20150331</td> <td>SALES INVOICE</td> <td style="text-align: right;">38485.83</td> </tr> <tr> <td>20150416</td> <td>SALES INVOICE</td> <td style="text-align: right;">913.82</td> </tr> </tbody> </table> </div>	Batch No.	Type	Total	20150220	SALES INVOICE	30545.14	20150331	SALES INVOICE	38485.83	20150416	SALES INVOICE	913.82
Batch No.	Type	Total											
20150220	SALES INVOICE	30545.14											
20150331	SALES INVOICE	38485.83											
20150416	SALES INVOICE	913.82											
<p><b><i>Step 2 - Post Finance Charges</i></b>  <i>Accounts Receivable, Finance Charges, Calculate Finance Charges</i></p> <ol style="list-style-type: none"> <li>1. Run this option only if you apply Finance Charges to your customers.</li> <li>2. Enter 'Y' to acknowledge the Finance Charge Disclaimer.</li> <li>3. Select the output type for the report.</li> </ol>	<div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px;"> <p style="text-align: center;">Petro-Data Inc. *** Calculate Finance Charges *** 03/01</p> <p>Output to: P=Printer F=Text File Q=Quit <input style="width: 15px;" type="text" value="P"/></p> </div>												

1. Choose either Due Date or Invoice Date for the calculation.
2. Enter the Finance Date charge date.
3. Enter the Finance Charge percent.
4. Enter the number of Grace days.
5. Enter a Minimum Finance Charge, if any.
6. Enter the Minimum Balance to charge, if any.
7. Enter the End of Month Transaction Date.
8. Enter the Due Date for the finance charge to be paid.
9. Create a Batch number.
10. You can add additional criteria for creating the finance charge, if necessary.
11. Apply Open Credits to the customer balance before calculating the finance charge. If 'N', finance charges are created for only positive charges.

Press Enter if all criteria is correct. You will return to the Petro-Data menu when the calculation is complete.

Select date for calculation: D=Due Date I=Invoice date  D **1**

Finance Charge Date - (duedate + grace days)=Delinquent days.  
 Enter Finance Charge Date 01/31/2018 **2**

Enter Finance Charge % 6.00 **3**  
 Enter grace days past due date 30 **4**  
 Enter Minimum Finance Charge 2.00 **5**  
 Minimum Balance to Charge 100.00 **6**

Enter EOM Transaction Date 01/31/2018 **7** Enter Due Date 02/28/2018 **8**

Enter a Batch Number 20180131 **9**

Input selection criteria? N **10**

Apply Open Credits before calculating charges? Y **11**

Is everything ok? (Y/N/Q=Quit) Y

**Review Finance Charges**  
*Accounts Receivable, Finance*  
*Charges, Finance Charge Report*

1. Enter today's date for the report date.
2. Choose a print format:
  - a. Print Journal
  - b. Print Customer Notice

Print Journal is for your records

Date: 02/01/2018	Petro-Data Inc.	Page No.
Time: 10:19:45	Finance Charge Journal on 02/01/2018	1
Cust #	Company Name	Fin Chg
BLUE	Blue Farm	197.87
PRODET	Montana Fuel Supplie	96.60
		294.47

Print Customer Notice can be mailed to your customer

Date: 02/01/2018		
From:	Petro-Data Inc. 11503 Jones Maltsberger Suite 108 San Antonio, Tx 78247 Telephone 210-545-4774	
To:	Blue Farm Main Offices 9234 South Way SAN ANTONIO, TX 78040	
Ref Number	Date	Finance Chg
-----	-----	-----
FC03	03/01/2019	197.87

## Two Optional Actions Prior to Update

### Delete a Finance Charge for One Customer

*Accounts Receivable, Finance Charges, Delete Charges*

1. Enter the Customer Number.
2. Verify the Finance Charge amount to be deleted .

### Print the detail of the Finance Charge Calculation

*Accounts Receivable, Finance Charges, Detail Audit Report*

1. Enter a report date.
2. Select a sort option for the report.

**Petro-Data Inc. \*\*\* Delete Finance Charges**

Enter customer number (Blank=Quit)

Customer:

Fin Charges:

Ready to Delete? (Y/N)  Y

Date: 02/01/2018		Petro-Data Inc.				
Time: 10:37:10		Finance Charge Audit 03/01/2019				
		Grace Days: 30 Fin Pct 0.060				
Custno: BLUE Blue Farm						
Inv No.	Inv Date	Due Date	Fin Date	Days	Balance	Fin Chg
0910	01/14/15	02/13/15	03/15/15	30	1840.00	9.07
09211	12/24/14	01/23/15	02/22/15	30	722.86	3.56
02505	01/01/15	01/31/15	03/02/15	30	16030.80	79.06
02103	12/13/14	01/12/15	02/11/15	30	15139.41	74.66
023A03	12/13/14	01/12/15	02/11/15	30	4078.50	20.11
0111	02/07/15	02/07/15	03/09/15	30	1000.00	4.93
0394	12/24/14	01/23/15	02/22/15	30	100.00	0.49
01123	01/14/15	11/15/14	12/15/14	30	50.00	0.25
050218	05/02/18	05/12/18	06/11/18	30	20.00	0.10
00180612	06/12/18	06/22/18	07/22/18	30	500.00	2.47
01	06/18/18	06/28/18	07/28/18	30	10.00	0.05
0622B	06/22/18	07/02/18	08/01/18	30	208.19	1.03
01	06/27/18	06/27/18	07/27/18	30	5.00	0.02
02	06/28/18	07/08/18	08/07/18	30	208.24	1.03
07	06/28/18	07/08/18	08/07/18	30	209.89	1.04
Subtotal						197.87

## Update Finance Charges

*Accounts Receivable, Finance Charges, Update Finance Charges*

1. Confirm the GL Link code. Press Enter.
2. Reply 'Y' for Backup message, if there are no errors.
3. Record the amount of the finance charge total and press 'C' to complete the update.

Everyone Must Leave Invoicing and Accounts Receivable to Run This Update

There are 2 Finance Charges for a Total of 96.60

Enter GL Link Code F2=Lookup Q=Quit 1

GL CODE FOR LOCATION 1

GL Fin Chg 60300-100 Finance Charges - Jobber

GL AR 11000-100 Accounts Receivable - Jobber

Is everything ok? (Y/N/Q=Quit)  Y

Backing Up the Customer File

Backing Up the Open Item File

Backing Up the Finance Charge File

Backing Up the Invoice Audit File

Backing Up the AR Batch File

Backing Up the AR Distribution File

Did the Files Backup Correctly? (Y/N)

Updating Batch File

Total Updated Finance Charge 289.99

Write Down the Total and Press C to Continue



### Step 3 - Print Customer Statements

Create Statements only if Customer File has Statements = Y.

*Accounts Receivable, Reports, BalFwd Statements, Calculate Statements*

1. Enter the Aging Due date which is the month end date
2. Select the date to use for Aging. You can choose either Due Date or Invoice Date.
3. Leave Customer No blank to create statements for all your customers.
4. Misc customer can be skipped.

If there are any out of balance messages, you must stop and fix the data.

Enter Aging Due Date 06/30/2019 1  
Select Date To Use For Aging: 1=Due Date 2=Inv Date 1 2  
Enter Cust. No. Blank= All 3  
Cardlock Option: 1=Print Detail 2=One Total Per Customer  
Cardlock Statement Date and Description / /  
Skip "MISC" Customer? (Y/N) Y 4  
Is everything ok? (Y/N/Q=Quit) Y

*Accounts Receivable, Reports,  
Open Item Statements, Print  
Statements*

Run this option twice: once for statements to be sent to your customer and once as your file copy.

5. Select the option to print or email statements.
6. Enter today's date for the report.
7. Select the PDF option when you run a second time to keep a file copy.
8. Select what statements you want to print.
9. Add additional selection criteria, if necessary.
10. Choose a sort option.
11. Select other printing options.  
You may choose more than one option here.
12. Enter any optional comments to print at the bottom of the statement.

Review all statements and ensure the data is correct.

The screenshot shows a software dialog box titled "Print" with a printer selection dropdown set to "Email File" (callout 1). Below this, there is a "Report Date" field containing "03/01/2018" (callout 2) and a "Create PDF" checkbox (callout 3). The "Select Statement Print Option" section contains radio buttons for "Print All Statements" (callout 4), "Individual Statement", "Print by Location Code", and "Start at Customer #". A "Selection Criteria" checkbox (callout 5) is followed by a "Sort Option" section with radio buttons for "Name" (callout 6), "Alpha Cust Id", "Numeric Cust Id", and "Zip Code". Below that, there are checkboxes for "Print Credit Balances" (callout 7), "Print Cash Receipts", "Summarize Cardlock", "Print Zero Balance", "Omit Total Page", and "Omit Email Cust". At the bottom, there is a text area labeled "Enter up to two Comments" (callout 8) with two empty lines for input.

## Step 4 - Reports

Printing of Reports is optional.

### Short Aged Balance Report

*Accounts Receivable, Reports, Short Aged Report*

1. Select your printer.
  2. Enter the period end date.
  3. Select the date on which aging is based.
  4. Confirm your AR Aging periods.
  5. Choose a Sort option
  6. Select one or more additional options.
- Click Print.

Printer: Microsoft XPS Document Writer

Aging Cutoff Date: 01/31/2018

Age on Which Date?  Due Date  Invoice Date

Aging Periods: 30 60 90 120

Sort Option:  Name  Alpha Cust Id  Numeric Cust Id  Alpha Sort

Delinquent List Only  Last Payment Info  Exclude Future Payments  
 Subtotal by Salesman  Omit Credit Cards  Show Unposted Invoices  
 Landscape Report  Create Excell File  
 Selection Criteria

### Invoice Report

*Accounts Receivable, Reports, Invoice Report*

1. Accept today's date for the report date.
  2. Enter the range of batches for the month or the calendar date range.
  3. Select the Current period.
  4. Select type Detail.
  5. Select All Modules.
  6. Select one or more additional options.
- Click Print.

Printer: Foxit Reader PDF Printer

Report Date: 07/02/2019

Batches  Dates Beg Date: 01/01/2018 Ending: 01/31/2018

Cust No: [Search]

Selection Criteria

Files:  Current  History  Both  
Type:  Detail  Summary  Batch Totals  
Module:  All  Invoicing  Misc AR  
Sort:  Invoice  Batch  Customer  Numeric Customer  
Other:  Subtotal by Salesman  Create Excel File  Print BOL  
 Include Misc Item  Print Cost and Profit  Omit Rounding Errors  
 Customer/Ship To Report  Shipto Name?

Edit Print Display Exit Save Opt

### Payment Balance Report

*Accounts Receivable, Reports, Payment Report*

1. Accept today's date for the report date.
  2. Enter the range of batches for the month or the calendar date range.
  3. Select the Current period.
  4. Select type Detail.
  5. Select All Modules.
  6. Choose a Sort option.
  7. Select one or more additional options.
- Click Print.

Printer: Foxit Reader PDF Printer  
Report Date: 07/02/2019 (1)  
Batches:  Batches  Dates  Selection Criteria  
Beg Date: 01/01/2018 Ending: 01/31/2018 (2)  
One Customer: [ ]  
One Bank Account: [ ]  
Files: (3)  Current  History  Both  
Type: (4)  Detail  Summary  
Module: (5)  All  Cash Receipts  Credit Card  
 Customer Drafts  Cash Sales  Omit Credit Cards  
Subtotal: (6)  Batch  Batch/Module  Date  Customer  No Sort  
Other: (7)  Subtotal by Bank  Create Excel File  Future Payments Only  
Buttons: Edit, Print, Display, Exit, Save Opt

### Summary Sales Tax Report

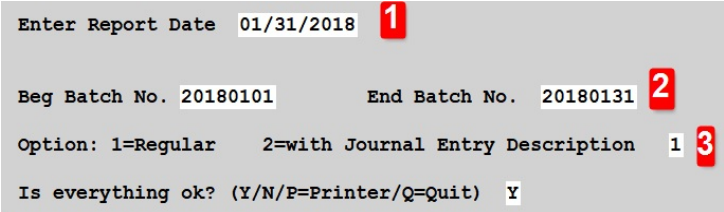
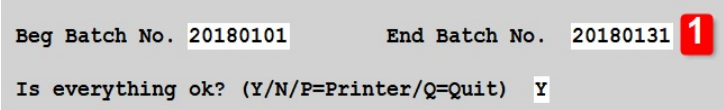
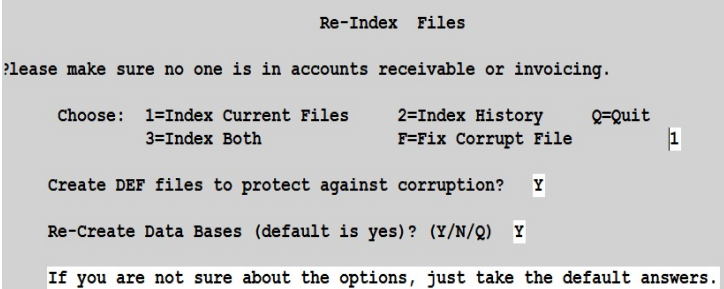
*Accounts Receivable, Reports, Sales Tax Report, Summary Sales Tax Report*

Select your printer.

1. Enter a report date.
2. Choose Current file option.
3. Select data by either date or batch, depending on your installation.
4. Enter the date or batch range.
5. Enter one state or leave this blank for all states.

Enter report date: 02/01/2018 (1)  
File option: 1=Current 2=History 3=Both (2)  
Type of range: 1=Date 2=Batch no. (3)  
Enter date range: [ ]  
Enter batch range: 20180101 20180131 (4)  
Enter a state (Blank for All): [ ] (5)  
Is everything ok? (Y/N/P=Printer/Q=Quit) Y

You may also print any other desired reports..

<p><b>Step 5 - Release to General Ledger</b></p> <p><b>Prepost Report</b>  <i>Accounts Receivable, Release to General Ledger, PrePost Report</i></p> <ol style="list-style-type: none"> <li>1. Enter a report date.</li> <li>2. Enter beginning and ending batch numbers for the current month.</li> <li>3. Choose option 1 - Regular</li> <li>4. Ensure Grand Total for All Batches is zero at the bottom of the report. If it's not zero, stop and call Petro-Data Support.</li> </ol>	
<p><b>Release to Link Files</b>  <i>Accounts Receivable, Release to General Ledger, Release to Link Files</i></p> <ol style="list-style-type: none"> <li>1. Enter beginning and ending batch numbers for the current month.</li> </ol>	
<p><b>Step 6 - Reindex</b>  <i>Accounts Receivable, Reindex Files</i></p> <p>All users must exit Petro-Data completely and return to their Desktop.</p> <ol style="list-style-type: none"> <li>2. Accept the defaults: <ol style="list-style-type: none"> <li>a. 1 - Current</li> <li>b. Y - Create DEF files</li> <li>c. Y - Re-create Data Bases</li> </ol> </li> <li>3. Press Enter</li> </ol>	

## Step 7 - Close Period

### *Accounts Receivable, Close Period*

1. Verify the current month date.
2. Verify month and year to close.
3. Check the fiscal period.
4. If statements were printed, reply 'Y'. If not, exit and print them now.
5. If reports were printed, reply 'Y'. If not, exit and print them now.
6. Answer appropriately if this is year end.
7. Check that there are no errors and Finish the Update. If there are errors listed, Cancel the Update.

Verify the Closing Period Date	01/31/2018	1		
Closing Month is	01	Closing Year is	2018	2
Current Fiscal Period is	01	3		
Have statements been printed? (Y/N)	Y	4		
Have monthly cash receipt/invoice registers been printed? (Y/N)	Y	5		
Is this the Year End? (Y/N)	N	6		
Is Everything OK? (Y/N/Q)	Y			

## JOBBER INVENTORY

### *Step 1 - Verify all Sales Invoice Batches are Posted*

If this was done for AR Close, this step may be skipped.

### *Jobber, Sales Invoice Entry, Batch Status Report*

1. Enter today's date.
2. Choose option 1 for All Unposted Batches

If any batches are on the report, stop and correct these batches.

```
Enter today's date 02/01/2018 1
Option: 1=All unposted batches 2=Detail for one batch 1 2
Enter a batch number for detail report
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

**Step 2 - Verify all BOL Batches are Posted & Matched to Purchase Jobber, Fuel Bill of Ladings, PrePost Report**

1. Enter today's date
2. Choose option Batch Range
3. Enter the oldest batch and last current month batch.
4. Select Current Month files
5. Select Pending AP
6. Select Print by BOL Report

Sample report with Unposted BOLs with 'BOL Report' option.

On the BOL Report, totals are listed at the bottom of the report for EST AP, Estimated Tax, Inventory, etc. These totals are used to balance the Pending AP in the General Ledger at month end.

If any batches are on the report, stop and correct these batches.

The screenshot shows a web-based form for generating a BOL Report. The fields and options are as follows:

- Report date:** 03/01/2019 (Callout 1)
- Range:** One Batch, Batch Range (selected), Date Range (Callout 2)
- Beg Batch:** 20180101, **Ending:** 20180131 (Callout 3)
- Files:** Current (selected), History, Both (Callout 4)
- Select:** Unposted, All BOLS in Range, Pending AP (selected), AP Invoice, No AR Inv., No Frt Bill (Callout 5)
- Selection Criteria:** (checkbox)
- Print:** Errors Only, BOL Report (selected), Blend Only, Both
- Summary On:** (checkbox), **Show Taxes:** (checkbox), **Override Gallons with AR Invoice:** (checkbox)

Date: 08/09/2019		Petro-Data Inc.		Page No.								
Time: 12:10:56		BOL Report		1								
Batch Range: 20190101 to 99999999												
Batch	Manifest #	Term	Vendor	Item	BOL Date	Net Gal	Gross Gal	Rack Cost	Rec? AP?	Est Inv	Est Tax	Est AP
20190614	19061401	SA	BRAND	ES7	06/14/2019	5000.00	5000.00			9500.00	1910.00	11410.00
Invoice: Cust PHL Inv No. #2052						5000.00	5000.00	1.9000	P	N Calculated		
Freight: 0.000000 0.00 SurChg 5.00						0.00	0.00	0.00				
Load Fee						5.45	Other	0.00				
-----												
Gross Rec		5000.00	Gross Delv		5000.00	Net Rec		5000.00	Net Delv		5000.00	
Est AP		11410.00	Est Tax		1910.00	Est Inv		9500.00				

**BOL Report**

Gross Rec	5000.00	Gross Delv	5000.00	Net Rec	5000.00	Net Delv	5000.00
Est AP	11410.00	Est Tax	1910.00	Est Inv	9500.00		

**BOL Report Totals**



### Step 3 - Release to General Ledger

#### Prepost Report

*Jobber, Release to General Ledger, PrePost Report*

1. Enter a report date.
2. Enter beginning and ending batch numbers for the current month.
3. Choose option 1 - Regular
4. Choose a Type for your installation.
5. Ensure Grand Total for All Batches is zero at the bottom of the report. If it's not zero, stop and call Petro-Data Support.

```
Enter today's date 02/01/2018 1
Enter batch range 20180101 20180131 2
Option: 1=Regular 2=with Journal Entry Description 1 3
Type: 1 = Invoicing 2 = Transfers 3 = All 3 4
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

### Release to Link Files

*Jobber, Release to General Ledger, Release to Link Files*

1. Choose to update by Batch
2. Enter beginning and ending batch numbers for the current month.
3. Choose a Type for your installation.

```
Update by: B = Batchno A = All B 1
Enter batch range 20180101 20180131 2
Type: 1 = Invoicing 2 = Transfers 3 = All 3 3
Is everything ok? (Y/N/Q=Quit) Y
```

### Step 4 - Reindex

*Jobber, Reindex Data Files*

All users must exit Petro-Data completely and return to their Desktop.

1. Accept the defaults:
  - a. 1 - Current
  - b. Y - Create DEF files
  - c. Y - Re-create Data Bases
2. Press Enter

```
Re-Index Files
Please make sure no one is in accounts receivable or invoicing.
Choose: 1=Index Current Files 2=Index History Q=Quit
        3=Index Both F=Fix Corrupt File 1
Create DEF files to protect against corruption? Y
Re-Create Data Bases (default is yes)? (Y/N/Q) Y
If you are not sure about the options, just take the default answers.
```

## Step 5 - Close the Period

*Jobber, End of Month*

1. Verify the current month date.
2. Verify month and year to close.
3. Check the fiscal period.
4. If you verified there are no unposted Invoice or Purchase batches, reply 'Y'. If not, exit and check it now.
5. If an Inventory Valuation report was printed, reply 'Y'. If not, exit and print it now.
6. You can choose to clear the on-hand balances at the terminal.
7. Answer appropriately if this is year end.

Check that there are no errors and Finish the Update. If there are errors listed, Cancel the Update.

After the closing process is complete, print another Monthly Tank Report to make sure Ending Readings have moved to Beginning Balance and sales, purchases and transfers are zero.

Verify the Closing Period Date 01/31/2018 **1**

Closing Month is 01 Closing Year is 2018 **2**

Current Fiscal Period is 01 **3**

Did you check for unposted Invoice or Purchases Batches? (Y/N) Y **4**

Have you run your Inventory Valuation report? (Y/N) Y **5**

Clear the on hand balances at the terminal location? Y **6**

Is this the Year End? (Y/N) N **7**

Is Everything OK? (Y/N/Q) Y

## ACCOUNTS PAYABLE

### Step 1 - Print Reports

#### Invoice Status Report

*Accounts Payable, Reports Menu,  
Invoice Status Report*

1. Select Open Invoices.
2. Subtotal by Vendor.
3. Vendor is blank to check all vendors.
4. No additional criteria should be required.
5. Print Stores Only should be No.
6. Enter the period end date.
7. You may create an Excel sheet of this report if needed.
8. Choose your Sort.
9. Prompt payment discount is not required for this report.
10. Display Vendor Terms is not required for this report.
11. Show BOL/Taxes is not required for this report.

PTD New Invoices or Open Invoices (P/O)  1

Subtotal by: 1=Vendor 2=AP GL Account 3=Store 4=Vendor/Store 1 2

Enter a vendor. (Blank=All)  3

Input selection criteria?  N 4 Print stores only?  N 5

Enter the Cutoff Date 01/31/2018 6 Create Spreadsheet?  N 7

Sort by: 1=Date 2=Invoice number 1 8

Show prompt payment discount? (Y/N)  N 9 Display Vendor Terms? (Y/N)  N 10

Show BOLs/Fuel Taxes on Fuel Invoices?  N 11

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y

### Summary Check Register Report

*Accounts Payable, Reports Menu,  
Check Register*

Print this report if you print checks  
from AP.

1. Select the Summary Report.
2. Select Both computer and manual checks.
3. Sort by Vendor.
4. Leave Vendor blank to check all vendors.
5. Select 'R' for Current Range of Dates.
6. Choose 'D' for Date Range.
7. Enter the date range for the current month.
8. GL Checking account should be blank to check all accounts.
9. You may create an Excel sheet of this report if needed.
10. 'N' to include EFTs in the report.
11. You may choose 'Y' to print EFTs separately on the report.
12. Enter 'N' for EFTs Only.

D=Detail Register   S=Summary Register   G=GL Dist   S **1**

Check Type:   C=Computer   M=Manual   B=Both   V=Voids   A=All   B **2**

Sort: B=Batch   C=Check # **3**   V=Vendor   V Enter Vendor / Blank=All **4**

C=Current   R=Current Range of Dates   H=History   B=Both R **5**

D=Date Range   B=Batch Range   D **6**   Date range   01/01/2018   01/31/2018 **7**

Enter GL Checking Account   or   Blank for All   - **8**

Create Excel Spreadsheet   N **9**   Omit Efts (only show checks)   N **10**

Separate EFT deposits? (Y/N)   Y **11**   EFTs Only?   N **12**

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y

## Step 2 - Release to General Ledger

### Prepost Report

*Accounts Payable, Release to General Ledger, PrePost Report*

1. Select Option 1 - Regular.
2. Choose your Sort.
3. Choose 2 for a Range of Batches.
4. Enter the beginning and ending batch numbers for the current month. Never use 0 as the beginning batch number.
5. Enter today's date for the report.

Ensure Grand Total for All Batches is zero at the bottom of the report. If it's not zero, stop and call Petro-Data Support.

```
Option: 1=Regular 2=with Detail Descriptions 3=Summary 1 1
Sort Option: 1=Batch No. 2= Account Number 1 2
Batch Option: 1=One Batch 2=Range of Batch Numbers 2 3
Enter Batch Number
Enter batch range 20180101 20180131 4
Enter a Report Date 02/01/2018 5
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

### Update Link Files

*Accounts Payable, Release to General Ledger, Update to Link Files*

1. Select B to update by Batch Number.
2. Enter the beginning and ending batch numbers.

If there are unreleased previous month batches, include them in the range or release them separately.

```
Update by Batchno or All (B/A) B 1
Enter a Range of Batch No. to Update 20180101 20180131 2
Ready to release transactions to GL link file? (Y/N/P=Printer/Q=Quit) Y
```

### Step 3 - Reindex Data Files

*Accounts Payable, Index Data Files*

1. Choose Option 1 to Index Current Files.

```
Choose: 1=Index Current Files 2=Sort history Q=Quit 1 1
3=Index Both F=Fix Corrupt Files
Ready to Index Files? (Y/N/Q) Y
```

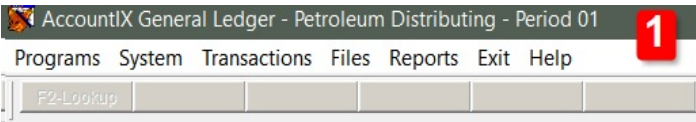
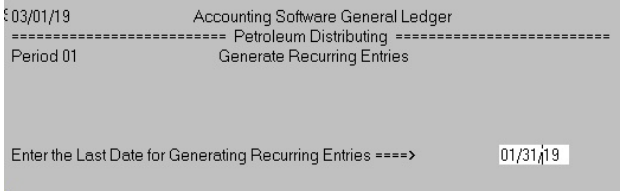
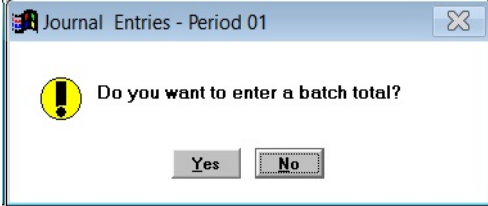
## Step 4 - Close Period

### *Accounts Payable, Close Period*

1. Verify the current month date.
2. Verify month and year to close.
3. Check the fiscal period.
4. If this is not Year End, choose 'N' to reset vendor balances. If this is Year End, choose 'Y'.
5. If this is not Year End, choose 'N' to zero 1099 balances. If this is Year End, choose 'Y'.
6. If you checked the Invoice Status report, answer 'Y'. If you did not do this, answer 'N' and do this now.
7. Check that there are no errors and Finish the Update. If there are errors listed, Cancel the Update.

Verify the Closing Period Date (Cutoff Date)	01/31/2018	1		
Closing Month is	01	Closing Year is	2018	2
Current Fiscal Period is	01	3		
Do you want to reset all YTD amounts in the Vendor File ? (Y/N)	N	4		
Do you want to move 1099 totals and clear current 1099	N	5		
Have you printed a current AP Status Report? (Y/N)	Y	6		
Is Everything OK? (Y/N/Q)	Y			

## GENERAL LEDGER

<p><b>Step 1- Verify GL Period End Date</b>  <i>General Ledger, General Ledger</i></p> <ol style="list-style-type: none"> <li>1. Verify the period is correct.</li> <li>2. Click the Exit button. Choose to exit VisionPoint.</li> <li>3. Sign-on again to Petro-Data.</li> </ol>	
<p><b>Step 2 - Post Recurring Entries</b>  <i>General Ledger, Transactions, Generate Recurring Entries</i>            Run this option only if you have created Recurring journals.</p> <p>Select 'Y' to Generate Recurring.</p> <p>Enter the month end date using format MM/DD/YY.</p>	
<p><b>Step 3 - Add Journals</b>  <i>General Ledger, Transactions, Add Journal Entries</i></p> <p>Create any manual journals you need. Journals can be posted at any time during the month.</p> <p>You have the option to create a batch total record. Batch totals are not required.</p> <p>If you enter a batch total, the system will ensure that the amount of your journals match this total.</p>	

1. Verify the period.
2. Click 'New' to add a new journal entry.

Petro-Data, Inc

---

Period 01 **1** Add Journal Entries

Entry Number =>                      Date ==>                      Auto Reverse?=====>

Entry Desc. ==>                      Reference ==>                      Balance ==>

Account	Account Name	Description	Amount

**2**

New    Quit

**Journal Header**

1. Verify or enter the system date for the journal.
2. Enter 'Y' if this is an auto-reversing journal.
3. Enter a journal description.
4. Enter a journal reference number.
5. Press Enter
6. Click Add to add the journal detail.

Petro-Data, Inc

---

Period 01 Add Journal Entries

Entry Number => 10342                      Date ==> 02/03/18 **1**                      Auto Reverse?=====> N **2**

Entry Desc. ==> Misc Journal **3**

Reference ==> 1 **4**                      Balance ==> \$0.00

Account	Account Name	Description	Amount

**6**

Header    Add    Cancel

1. Enter the account number. You can press F2 to lookup valid accounts.
2. Enter the detailed line description.
3. Enter the amount.

Add all lines required for this journal. Press Enter to end the data entry.

4. When all journal lines have been entered, make sure the balance is Zero.
5. Click Save.

Petro-Data, Inc

---

Period 01 Add Journal Entries

Entry Number => 10342                      Date ==> 02/03/18                      Auto Reverse?=====> N

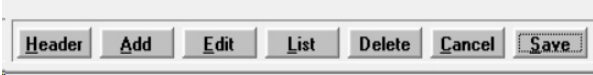
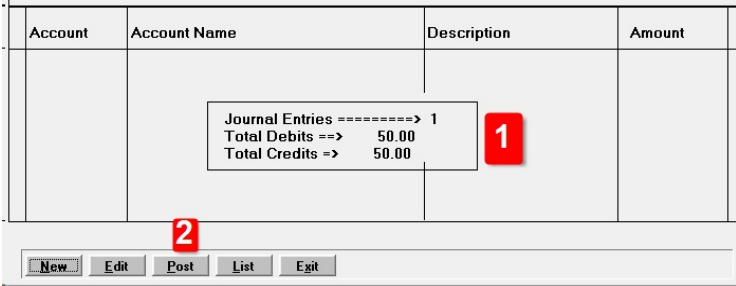

Entry Desc. ==> Misc Journal

Reference ==> 1                      Balance ==> **4** \$0.00

Account <b>1</b>	Account Name	Description <b>2</b>	Amount <b>3</b>
10200-100	Cash in Bank - Jobber	Deposit	50.00
11000-100	Accounts Receivable - Jobber	Deposit	-50.00

Header    Add    Edit    List    Delete    Cancel    Save **5**



<p>Other available functions are:</p> <p>Header    Change the header totals or dates</p> <p>Add        Add a new journal entry</p> <p>Edit        Edit the current journal entry</p> <p>List        Print the current journal entry</p> <p>Delete     Delete the current journal entry</p> <p>Cancel     Cancel this batch</p> <p>Save        Save the journal</p>	
<ol style="list-style-type: none"> <li>1. On Save, a summary of the journal amounts will display.</li> <li>2. Click 'Post' to update the General Ledger.</li> </ol>	
<p>Click Yes to confirm the entries to be posted. When you click Yes, the journal will be updated.</p> <p>Click No to cancel the update.</p>	
<p>Other available functions are:</p> <p>New        Add more jouranls</p> <p>Edit        Edit the journal before Post.</p> <p>Post        Post the selected journals</p> <p>List        Print the selected journals</p> <p>Exit        Quit without posting</p>	

If you entered journals and exited the system, you can return to the General Ledger menu to post them.

*General Ledger, Transactions, Post Journal Entries*

Journal Entry list will display.

1. Click the Select button.
2. Use the Arrow Up/Down keys to position your cursor on the journal to be posted. Press the Space Bar to select the journal.
3. In the 'Post' column, the value of 'Yes' will display. This signifies that you have selected this journal for posting.
4. Press Enter after you have selected all journals that you want to post. Click the Post button at the bottom of the screen.

Period 02		Post Journal Entries				
Total Unposted Entries =====>		2		Total Selected Entries =====>		0
Post	Entry	Date	Description	Reference	Bal	
No	10343	06/05/19	Bank Fees Feb 2019		Y	
No	10344	06/05/19	Misc Office Repair		Y	

1

Period 02		Post Journal Entries				
Total Unposted Entries =====>		2		Total Selected Entries =====>		1
Post	Entry	Date	Description	Reference	Bal	
No	10343	06/05/19	Bank Fees Feb 2019		Y	
> Yes	10344	06/05/19	Misc Office Repair		Y <	

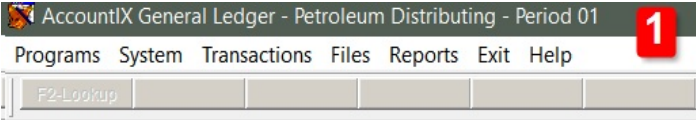
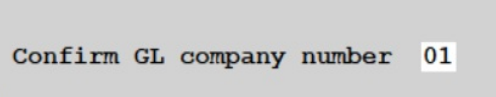

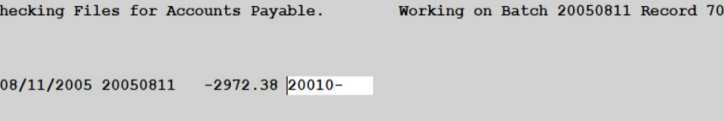
3

2

Period 02		Post Journal Entries				
Total Unposted Entries =====>		2		Total Selected Entries =====>		1
Post	Entry	Date	Description	Reference	Bal	
No	10343	06/05/19	Bank Fees Feb 2019		Y	
Yes	10344	06/05/19	Misc Office Repair		Y	

4

## GENERAL LEDGER LINK FILES

<p><b>Step 1- Verify GL Period End Date</b> <i>General Ledger, General Ledger</i></p> <ol style="list-style-type: none"> <li>1. Verify the period is correct.</li> <li>2. Click the Exit button. Choose to exit VisionPoint.</li> <li>3. Sign-on again to Petro-Data.</li> </ol>											
<p><b>Step 2 - Check and Fix Link Files</b> <i>General Ledger Link, Check and Fix Files</i></p> <p>Verify or choose your company number.</p> <ol style="list-style-type: none"> <li>1. Enter the current month posting date.</li> <li>2. Key a 'Y' on the modules to be posted to the General Ledger.</li> <li>3. Choose Option 'B' for a Range of Batches.</li> <li>4. Enter the beginning and ending batch numbers</li> </ol>	  <p>Select the Link Files to Check</p> <table border="1"> <tr><td>Accounts Payables</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Inventory</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Accounts Receivable</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Retail Accounting</td><td><input type="checkbox"/></td></tr> <tr><td>Payroll</td><td><input type="checkbox"/></td></tr> </table> <p>Option: B Range of Batch (Numeric Only) Blank for All <input type="checkbox"/> B <b>3</b></p> <p>Begin Batch No. 20180101 End Batch No. 20180131 <b>4</b></p> <p>Is Everything OK? (Y/N/Q) <input checked="" type="checkbox"/></p>	Accounts Payables	<input checked="" type="checkbox"/>	Inventory	<input checked="" type="checkbox"/>	Accounts Receivable	<input checked="" type="checkbox"/>	Retail Accounting	<input type="checkbox"/>	Payroll	<input type="checkbox"/>
Accounts Payables	<input checked="" type="checkbox"/>										
Inventory	<input checked="" type="checkbox"/>										
Accounts Receivable	<input checked="" type="checkbox"/>										
Retail Accounting	<input type="checkbox"/>										
Payroll	<input type="checkbox"/>										
<p>If the system returns to the menu, there were no errors and you can proceed to the next step.</p> <p>If there are errors, they will display on the screen. Make the appropriate correction. Enter 'Y' at the bottom of the screen to confirm each correction.</p> <p>Enter 'C' after all corrections are made.</p>	<p>Example Error:</p> 										

## GL Link Report

*General Ledger Link, GL Link Report*

1. Enter today's date.
2. Leave Modules blank to print all.
3. Choose Option 3 to print All.
4. Choose 'N' to print Detail.
5. Choose your Sort option.

Verify the Grand Total is Zero.

Enter Report Date (Post Date for Summary) 02/01/2018 **1**

Enter a Module ID or Leave Blank for All (IN, AR, AP, CS, PR ,AS)  **2**

Print Option: 1=Range of Batch 2=One Batch 3=All Q=Quit 3 **3**

Enter a Batch Number

Enter a Range of Batch Numbers

Print Detail Descriptions in A/P and P/R? (Y/N) N **4**

Sort by: 1=Batch Number 2=Account Number 1 **5**

Is Everything OK? (Y/N/P=Printer/Q=Quit) Y

## Sample Link Report

Date: 05/26/2019 Petro Data Page No.  
Time: 16:00:26 GL Link Report on 03/31/2019 1

Module	Batch #	Gl Date	Gl Acct	Gl Descr	GL Amount
AP	19990507	05/07/2003	20500-100	Accounts Payable - Jobber	-100.00
				JE Descr: AP from AP Post	Batch 19990507
AP	19990507	05/07/2003	70700-100	Intercompany Fuel Expense	100.00
				JE Descr: Inv 129112 Ven BRAND-MISC	Batch 19990507
				Subtotal for Batch 19990507	0.00

### Step 3 - Update General Ledger

*General Ledger Link, Update General Ledger*

Post the journals and update the General Ledger.

1. Enter the current month end date.
2. Enter the fiscal year.
3. Key 'Y' next the modules to be posted to the GL.
4. Select posting option of All or By Batch. It's recommended you post All Batches.
  - a. If you selected to post by Range of Batches, enter 1 to 99999999 to ensure all batches are selected.
5. Enter the beginning and end date batch numbers.
6. Choose 'N' to print the Transfer Audit Trail.

Print or Save the journal file.

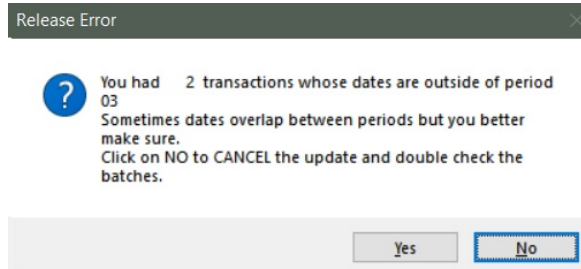
Enter period end date for period 01 (F2=Lookup F8=Quit) 01/31/2018 **1**  
Verify fiscal year 2018 **2** Period Dates: 05/01/2018 05/31/2018

Update from Accounts Payables?	Y	p:\cur\fgl\apgltr01
Update from Accounts Receivables?	Y	p:\cur\fgl\argltr01
Update from Inventory?	Y <b>3</b>	p:\cur\fgl\ingltr01
Update from Payroll?	N	p:\cur\fgl\prgltr01
Update from C Store Accounting?	N	p:\cur\fgl\csgltr01
Update from Fixed Assets?	N	

Update option: B = Range of Batch Number A = Update All B **4**  
Beg Batch No. 20180101 End Batch No. 20180131 **5**  
Do You Want to Print the GL Transfer Report (Audit Trail)? (Y/N) N **6**  
Is Everything OK? (Y/N/Q) Y

During the Update, there may be dates in the detail transactions that are outside the current period. The batch number is related to current month. This may occur when you enter invoices or purchases from a prior month into the current month. Normally, there should never be more than a few of these records and it may be okay.

Call Petro-Data for help before continuing the update if there the number is more than expected.



Verify that the file backup was good. No error messages will be listed on the screen.

If the backup is good, enter 'Y' and press Enter.

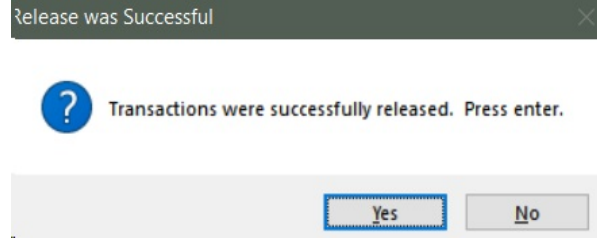
If there are any errors, enter 'N' to cancel the update. Call Petro-Data Support for assistance.

```
Backing up SYSDATA file
Backing up GLACNT file
Backing up GLDIST file

Backing up AP Link File
Backing up PR Link File
Backing up AR Link File
Backing up IN Link File
Backing up CS Link File
Backing up GLSUSPEN file

Did The Computer Backup Your GL Files Without Errors? (Y/N) 
```

Successful Update message.



# GENERAL LEDGER REPORTS

<p><b>Trial Balance Report</b>  <i>General Ledger, Programs,                  General Ledger, Reports, Trial                  Balance</i></p> <p>Select your output type: Display,                  Printer or File.</p> <p>1. Order By:               Account                  2. Report For:           Company                  3. Summary Acct Only: No                  4. Report Type:         No                  5. Balance Option:      Yes</p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">                     Option Grid - Trial Balance:                     <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Printer Selected</td> <td>Display on Screen</td> <td></td> </tr> <tr> <td>Order By</td> <td>Account number/Sequence number</td> <td style="text-align: right;">A <b>1</b></td> </tr> <tr> <td>Report For</td> <td>Single dept/Range/Company</td> <td style="text-align: right;">C <b>2</b></td> </tr> <tr> <td>Summary Acct Only</td> <td>Y/N</td> <td style="text-align: right;">N <b>3</b></td> </tr> <tr> <td>Report type</td> <td>Show Ending Balances? Y/N</td> <td style="text-align: right;">N <b>4</b></td> </tr> <tr> <td>Balance Option</td> <td>Omit Zero Balances? Y/N</td> <td style="text-align: right;">Y <b>5</b></td> </tr> </table> </div>	Printer Selected	Display on Screen		Order By	Account number/Sequence number	A <b>1</b>	Report For	Single dept/Range/Company	C <b>2</b>	Summary Acct Only	Y/N	N <b>3</b>	Report type	Show Ending Balances? Y/N	N <b>4</b>	Balance Option	Omit Zero Balances? Y/N	Y <b>5</b>
Printer Selected	Display on Screen																		
Order By	Account number/Sequence number	A <b>1</b>																	
Report For	Single dept/Range/Company	C <b>2</b>																	
Summary Acct Only	Y/N	N <b>3</b>																	
Report type	Show Ending Balances? Y/N	N <b>4</b>																	
Balance Option	Omit Zero Balances? Y/N	Y <b>5</b>																	
<p><b>Report Sample</b>                  Do not show Ending Balance</p>	<div style="border: 1px solid black; padding: 5px;"> <pre> Date: 03/04/19      Trial Balance for Petro-Data, Inc      Page  1                    Period  1, This Year                Last Seq. #: 10342               Current                Current               Debit                  Credit ----- 10000-100  Cash in Bank                          0.00      0.00 10200-100  Cash in Bank - Jobber                100.00     0.00 10200-200  Store 1 - Cash In Bank                 0.00     0.00 10200-300  Store 2 - Cash in Bank                 0.00     0.00 10200-400  Store 3 - Cash in Bank                 0.00     0.00                     </pre> </div>																		
<p><b>Report Sample</b>                  Show Ending Balance</p>	<div style="border: 1px solid black; padding: 5px;"> <pre> Date: 05/27/19      Trial Balance for Petro Data      Page  1                    Period  1, This Year                Last Seq. #: 10365               Current                End Bal               Activity                 ----- ----- 10000-100  Cash in Bank                          0.00      -5,491.00 10200-100  Cash in Bank - Jobber                -11,400.00 -1,165,318.12 10200-200  Store 1 - Cash In Bank                 -400.00     -393.00 10200-300  Store 2 - Cash in Bank                 0.00       7,032.00 10200-400  Store 3 - Cash in Bank                 0.00       100.00 10200-500  Store 4 - Cash in Bank                 0.00      -74,154.40 11000-00   Accounts Receivable                          0.00     318,160.71 11000-100  Accounts Receivable - Jobber           0.00     321,024.61 11000-200  Store 1 - Accounts Receivable          0.00     -2,962.90                     </pre> </div>																		

## General Ledger Report

*General Ledger, Programs,  
General Ledger, Reports, General  
Ledger*

Select your output type: Display,  
Printer or File.

1. Report Scope: **Company**
2. Data to Use: **This Year**
3. Select By: **Period**
4. Starting Period: **Period #**
5. Ending Period: **Period #**
6. Include: **No**

Report Scope	Type/Account/Dept/Company	C	1
Data to use	This Year/Last Year/All	T	2
Select by	Date/Period/All	P	3
Starting Period		01	4
Ending Period		01	5
Include	(accounts without activity) Y/N	N	6

Report Sample showing current  
month amounts and balances by  
account.

A file will be written to directory  
`\cur\glreport\`.

Date: 03/04/19		General Ledger for Petro-Data, Inc			Page
		This Year	Last Year	Seq. #:	1
Entry Date	Period Description	Reference	Debit Amount	Credit Amount	Balance Forward
<b>Acct: 10200-100 (Cash in Bank - Jobber)</b>					
Beginning Balance					0.00
10104	Per 02 This Yr		100.00		100.00
	12/22/12 ENTRY				
10106	Per 02 This Yr	REF	100.00		200.00
	09/19/13 DESCR				
10309	Per 02 This Yr	Ref	200.00		400.00
	12/16/13 Journal Entry				
10114	Per 02 This Yr	ref	100.00		500.00
	03/13/14 journal entry				
10127	Per 02 This Yr	Ref.		1,000.00	-500.00



**Balance Sheet Report**

*General Ledger, Programs,  
General Ledger, Reports, Balance  
Sheet*

Select your output type: Display,  
Printer or File.

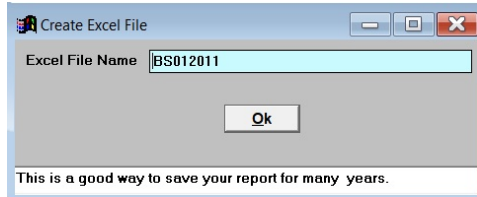
- 1. Order By: **Company**
- 2. Level of Detail: **This Year**
- 3. Report For: **All**
- 4. Summary Acct Only: **No**
- 5. Which Year: **This**
- 6. Which Period: **{Period#}**
- 7. Period Comparison: **No**
- 8. Budget Comparison: **No**
- 9. Zero Balances: **Yes**

Printer Selected	Display on Screen		
Order By	Account number/Sequence number	A	1
Level of Detail	Summary/Detail	D	2
Report For	Single dept/Range/Company	C	3
Summary Acct Only	Y/N	N	4
Which Year	This/Last	T	5
Which Period		1	6
Period Comparison	Y/N	N	7
Budget Comparison	Yes/No	N	8
Zero Balances	Yes/No	Y	9

Report Sample showing balances  
by account.

Date: 03/04/19	Petro-Data, Inc	Page 1
This Year Period 1	Balance Sheet	Last Seq. #: 10342
Balance		
===== Assets =====		
Cash in Bank		-5,491.00
Cash in Bank - Jobber		-1,153,818.12
Store 1 - Cash in Bank		7.00
Store 2 - Cash in Bank		7,032.00
Store 3 - Cash in Bank		100.00
Store 4 - Cash in Bank		-74,154.40
Accounts Receivable		319,160.71
Accounts Receivable - Jobber		321,024.61
Store 1 - Accounts Receivable		-2,962.90

System will automatically export  
the report to an XLS file. The file  
will be written to \cur\glreport\.



**Income Statement Report**  
*General Ledger, Programs,  
 General Ledger, Reports, Income  
 Statement*

Select your output type: Display,  
 Printer or File.

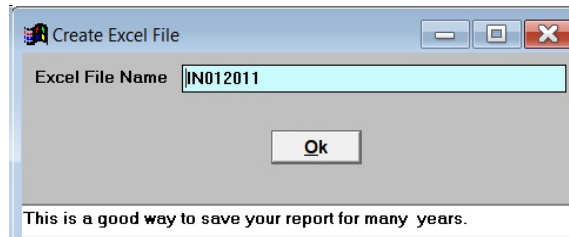
1. Order By:            **Company**
2. Level of Detail:   **This Year**
3. Report For:        **All**
4. Summary Acct Only: **No**
5. Which Year:        **This**
6. Which Period:     **{Period#}**
7. Period Comparison: **No**
8. Budget Comparison: **No**
9. Zero Balances:    **Yes**

Printer Selected	Display on Screen		
Order By	Account number/Sequence number	A	<b>1</b>
Level of Detail	Summary/Detail	D	<b>2</b>
Report For	Single dept/Range/Company	C	<b>3</b>
Summary Acct Only	Y/N	N	<b>4</b>
Which Year	This/Last	T	<b>5</b>
Which Period		1	<b>6</b>
Period Comparison	Y/N	N	<b>7</b>
Budget Comparison	Yes/No	N	<b>8</b>
Zero Balances	Yes/No	Y	<b>9</b>

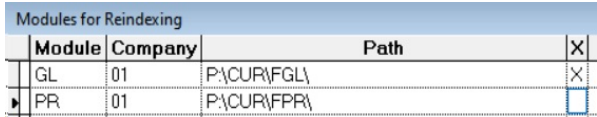
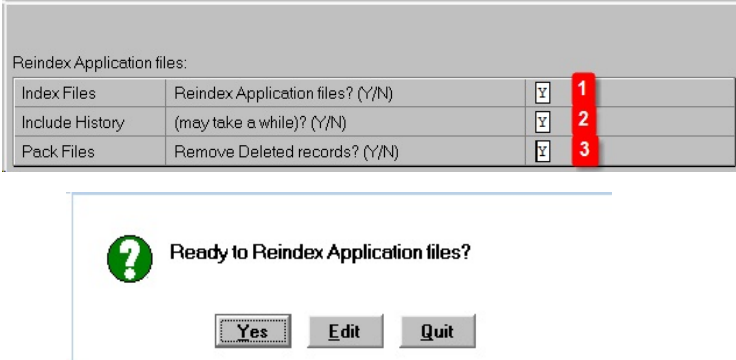

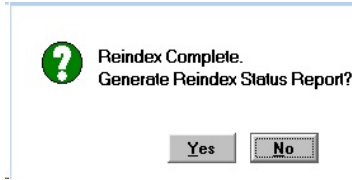

Report Sample showing Current  
 Month and Year-to-Date balances  
 by account.

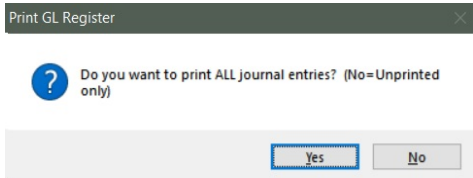
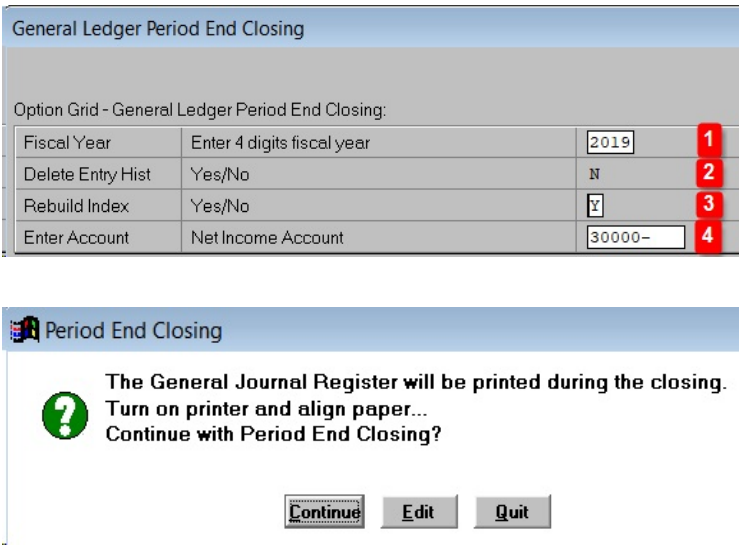
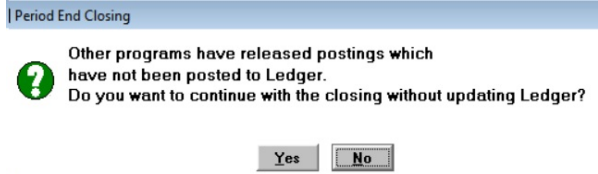
Date: 03/04/19	Petro-Data, Inc	Page 1
	Income Statement	Last Seq. #: 10342
	Period 1, This Year	
	PTD Post %Sales	YTD Post %Sales
	=====	=====
===== Sales =====		
Sales		
Store 1 - Fuel Sales	1,000.00 0.4	1,000.00 0.4
Store 2 - Fuel Sales	1,625.00 0.6	1,625.00 0.6
Store 3 - Fuel Sales	0.00 N/A	0.00 N/A
Store 4 - Fuel Sales	0.00 N/A	0.00 N/A
Store 1 - Beer and Wine S	0.00 N/A	0.00 N/A
Store 2 - Beer and Wine S	20.00 0.0	20.00 0.0

System will automatically export  
 the report to an XLS file. The file  
 will be written to \cur\glreport\.



## GENERAL LEDGER CLOSE

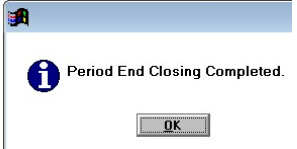
<p><b>Step 1 - Reindex Files</b>  <i>General Ledger, Programs, System Manager, Transactions, Reindex Application Files</i></p> <p>All users must completely exit Petro-Data.</p> <p>Confirm your applications.          Press Enter.</p>	 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4">Modules for Reindexing</th> </tr> <tr> <th>Module</th> <th>Company</th> <th>Path</th> <th></th> </tr> </thead> <tbody> <tr> <td>GL</td> <td>01</td> <td>P:\CUR\FGL\</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>PR</td> <td>01</td> <td>P:\CUR\FPR\</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Modules for Reindexing				Module	Company	Path		GL	01	P:\CUR\FGL\	<input checked="" type="checkbox"/>	PR	01	P:\CUR\FPR\	<input checked="" type="checkbox"/>
Modules for Reindexing																	
Module	Company	Path															
GL	01	P:\CUR\FGL\	<input checked="" type="checkbox"/>														
PR	01	P:\CUR\FPR\	<input checked="" type="checkbox"/>														
<p>1. Index Files:       <b>Yes</b>          2. Include History: <b>Yes</b>          3. Pack Files:       <b>Yes</b></p> <p>Click Yes to Reindex.</p>	 <p>Reindex Application files:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Index Files</td> <td>Reindex Application files? (Y/N)</td> <td><input checked="" type="checkbox"/></td> <td style="background-color: red; color: white; text-align: center;">1</td> </tr> <tr> <td>Include History</td> <td>(may take a while)? (Y/N)</td> <td><input checked="" type="checkbox"/></td> <td style="background-color: red; color: white; text-align: center;">2</td> </tr> <tr> <td>Pack Files</td> <td>Remove Deleted records? (Y/N)</td> <td><input checked="" type="checkbox"/></td> <td style="background-color: red; color: white; text-align: center;">3</td> </tr> </tbody> </table> <p style="text-align: center;">  <b>Ready to Reindex Application files?</b>  <input type="button" value="Yes"/> <input type="button" value="Edit"/> <input type="button" value="Quit"/> </p>	Index Files	Reindex Application files? (Y/N)	<input checked="" type="checkbox"/>	1	Include History	(may take a while)? (Y/N)	<input checked="" type="checkbox"/>	2	Pack Files	Remove Deleted records? (Y/N)	<input checked="" type="checkbox"/>	3				
Index Files	Reindex Application files? (Y/N)	<input checked="" type="checkbox"/>	1														
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Pack Files	Remove Deleted records? (Y/N)	<input checked="" type="checkbox"/>	3														
<p>After the reindex is complete, click <b>No</b> to generate a status report.</p>	 <p style="text-align: center;">  <b>Reindex Complete.</b>  <b>Generate Reindex Status Report?</b>  <input type="button" value="Yes"/> <input type="button" value="No"/> </p>																

<p><b>Close the Period</b>  <i>General Ledger, Programs,  General Ledger, Transactions,  Close Period</i></p>	
<p>The system will ask you if you want to print the journal register.</p> <p>Click Yes if you want a report of all detairnals.</p>	
<p>If you replied 'No' to print All journals,</p>	
<ol style="list-style-type: none"> <li>1. Enter the current fiscal year.</li> <li>2. Delete Entry Hist will default to No.</li> <li>3. Rebuild Index is Yes.</li> <li>4. Enter your Net Income account number.</li> </ol> <p>The system will print the General Journal Register.  Click Continue.</p>	
<p>If you are late in closing GL and have already released journals for a future month, press Ok to this message.</p>	

**Period Close is Complete.**

Note that the period has advanced to the next month.

General Ledger Period End Closing		
Period 02	Petroleum Distributin	03/04/19
Post Net Income		<==== Completed
Print General Journal Register		<==== Completed
Clear Journal Entry History File		<==== Cancelled
Update Account File Previous Balances		<==== Completed
Update Journal Entry History & Clear Current File		<==== Completed
Reindex Files		<==== Completed
Update System File		<==== Completed



## FUEL TAX REPORTING FEDERAL AND STATE

<p><b><i>Step 1 - Fuel Tax Calculate</i></b> <i>Jobber, Fuel Tax Reporting, Fuel Tax Calculate</i></p> <ol style="list-style-type: none"> <li>1. Select '3' for both Current and History.</li> <li>2. Enter today's date.</li> <li>3. Select '1' for Range of Dates.</li> <li>4. Enter the current month date range.</li> <li>5. Select 'Y' for Detail Sales Tax Report.</li> </ol>	<div style="background-color: #f0f0f0; padding: 5px;"> <p>Display report on screen</p> <p>Search files: 1 = Current    2 = History    3 = Both <b>3</b> <span style="border: 1px solid red; padding: 0 2px;">1</span></p> <p>Enter report date 02/01/2018 <span style="border: 1px solid red; padding: 0 2px;">2</span></p> <p>Select range: 1 Dates    2 Batches    3 Both <b>1</b> <span style="border: 1px solid red; padding: 0 2px;">3</span></p> <p>Enter date range 01/01/2018    01/31/2018 Enter batch range <b>4</b></p> <p>Calculate for the detail sales tax report? (Y/N) <b>Y</b> <span style="border: 1px solid red; padding: 0 2px;">5</span></p> <p>Is everything ok? (Y/N/P=Printer/Q=Quit) <b>Y</b></p> </div>																																																
<p>Detail Report sample.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Time: 12:24:16    Fuel Tax Report from 12/01/2018 to 12/31/2018    1 Date Range: 12/01/2018 to 12/31/2018</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Tax Code 1</td> <td style="width: 45%;">Federal Gasoline Tax</td> <td style="width: 15%;">18.4000</td> <td style="width: 25%;">Product Type GAS</td> </tr> <tr> <td></td> <td style="text-align: center;">Tax Gal    Ntx Gal    Tot Gal    Tax Col/Pd    Tax Calc</td> <td></td> <td></td> </tr> <tr> <td>Sales Basis</td> <td style="text-align: right;">55149.0    0.0    55149.0    10147.41    10147.42</td> <td></td> <td></td> </tr> <tr> <td>Receipts Basis</td> <td style="text-align: right;">55149.0    0.0    55149.0    10147.41    10147.42</td> <td></td> <td></td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Tax Code 2</td> <td style="width: 45%;">Federal Diesel Tax</td> <td style="width: 15%;">24.4000</td> <td style="width: 25%;">Product Type DIE</td> </tr> <tr> <td></td> <td style="text-align: center;">Tax Gal    Ntx Gal    Tot Gal    Tax Col/Pd    Tax Calc</td> <td></td> <td></td> </tr> <tr> <td>Sales Basis</td> <td style="text-align: right;">1194.0    0.0    1194.0    291.34    291.34</td> <td></td> <td></td> </tr> <tr> <td>Receipts Basis</td> <td style="text-align: right;">1194.0    0.0    1194.0    291.34    291.34</td> <td></td> <td></td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Tax Code 8</td> <td style="width: 45%;">Texas Gasoline Tax</td> <td style="width: 15%;">20.0000</td> <td style="width: 25%;">Product Type GAS</td> </tr> <tr> <td></td> <td style="text-align: center;">Tax Gal    Ntx Gal    Tot Gal    Tax Col/Pd    Tax Calc</td> <td></td> <td></td> </tr> <tr> <td>Sales Basis</td> <td style="text-align: right;">55149.0    0.0    55149.0    11029.80    11029.80</td> <td></td> <td></td> </tr> <tr> <td>Receipts Basis</td> <td style="text-align: right;">55149.0    0.0    55149.0    11029.80    11029.80</td> <td></td> <td></td> </tr> </table> </div>	Tax Code 1	Federal Gasoline Tax	18.4000	Product Type GAS		Tax Gal    Ntx Gal    Tot Gal    Tax Col/Pd    Tax Calc			Sales Basis	55149.0    0.0    55149.0    10147.41    10147.42			Receipts Basis	55149.0    0.0    55149.0    10147.41    10147.42			Tax Code 2	Federal Diesel Tax	24.4000	Product Type DIE		Tax Gal    Ntx Gal    Tot Gal    Tax Col/Pd    Tax Calc			Sales Basis	1194.0    0.0    1194.0    291.34    291.34			Receipts Basis	1194.0    0.0    1194.0    291.34    291.34			Tax Code 8	Texas Gasoline Tax	20.0000	Product Type GAS		Tax Gal    Ntx Gal    Tot Gal    Tax Col/Pd    Tax Calc			Sales Basis	55149.0    0.0    55149.0    11029.80    11029.80			Receipts Basis	55149.0    0.0    55149.0    11029.80    11029.80		
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<p><b><i>Step 2 - Calculate Texas Taxes</i></b> <i>Jobber, Fuel Tax Reporting, Texas Tax Module, Calculate Texas Taxes</i></p> <ol style="list-style-type: none"> <li>1. Press Enter to confirm that you ran the initial tax calculation from the previous step.</li> <li>2. Enter the current month date range.</li> <li>3. Review any errors.</li> </ol>	<div style="background-color: #f0f0f0; padding: 5px;"> <p>Petro-Data Inc. *** Calculate for Texas State Report *** <span style="border: 1px solid red; padding: 0 2px;">1</span></p> <p>You Must Run the Regular Calculate Program before Running this Program <input type="checkbox"/></p> <p>Enter range of dates for bill of ladings 01/01/2018    01/31/2018 <span style="border: 1px solid red; padding: 0 2px;">2</span></p> <p>Read the screen for errors (if any) and press the enter key. <input type="checkbox"/> <span style="border: 1px solid red; padding: 0 2px;">3</span></p> </div>																																																

### Step 3 - Print/Make Electronic Files

*Jobber, Fuel Tax Reporting, Texas Tax Module, Print/Make Electronic Files*

1. Schedules to Print should be blank.
2. Confirm your Federal ID number and company name.
3. Enter the current month and year.
4. Choose the Summary print option
5. Enter the month end date.
6. Select the option for Biodiesel fuel.
7. Select the option for Propane.

Enter schedule to print (blank for all)  1

Your fein 1239999999 2  
Your name PETRO-DATA, INC Enter month/year 01/2018 3

Option: S=Summary by Customer D=Detail by document T=Detail on Sales Only S 4

Default date for summary? 01/31/2018 5 Show BioDiesel Details? (Y/N) N 6

Omit Propane? (Y/N) N 7

Ready to print (Y/N/Q) Y

## Step 4 - Print Other Tax Reports (If Needed)

### *Jobber, Fuel Tax Reporting, Federal Refund*

1. Select by Range of Dates
2. Enter the beginning and ending dates
3. Select 'N' for Summary Only.
4. Enter your Federal tax codes for Gasoline & Diesel. These are setup in Jobber, File Maintenance, Fuel Taxes.

### *Jobber, Fuel Tax Reporting, Sales Audit Report*

1. Choose 'T' for Tax Type (Federal, State) or 'C' for Tax Code (Individual tax codes).
2. Enter '3' for both taxable and non-taxable.
3. Leave State blank for all states or enter one state abbreviation.

Accept all other defaults.

Select range: 1 = Date 2 = Batch 1 **1**

Enter Beginning and Ending Batch numbers 0 0

Enter Beginning and Ending Dates 01/01/2018 01/31/2018 **2**

Print Summary Report Only? N **3**

Enter Federal tax codes 1 **4**

Is everything ok? (Y/N/P=Printer/Q=Quit) Y

---

Option: A = All T = a Taxtype L = Location T **1**  
P = a Prodtype C = a Taxcode

Tax Report Option

Tax type: F=Federal S=State N=County C=City S  
Ok? (Y/N)

Sort by Taxcode and Date only  Show Sales Dollars? N  
Create Excel File? N Send Purchase Info to Spreadsheet N  
Is everything ok? (Y/N/P=Printer/Q=Quit) Y

---

Option: A = All T = a Taxtype L = Location T **1**  
C = a Taxcode P = a Product Type

Enter choice: 1 = Non taxable 2 = Taxable 3 = Both **3 2**

Enter State (BLANK=All)  **3** Input selection criteria? N

Only print summary by Vendor/Terminal Y

Sort by Taxcode and Date only

1=Show Gross or 2=Show batch # 1 Create Excel File? N

Is everything ok? (Y/N/P=Printer/Q=Quit) Y



*Jobber, Fuel Tax Reporting,  
Purchase Audit Report*

1. Choose 'T' for Tax Type (Federal, State) or 'C' for Tax Code (Individual tax codes).
2. Enter '3' for both taxable and non-taxable.
3. Leave State blank for all states or enter one state abbreviation.

Accept all other defaults.

Option: A = All            T = a Taxtype            L = Location T **1**  
          C = a Taxcode        P = a Product Type

Enter choice: 1 = Non taxable    2 = Taxable    3 = Both **3**

Tax Report Option

Tax type: F=Federal   S=State   N=County   C=City F

Ok? (Y/N) Y

---

Option: A = All            T = a Taxtype            L = Location T **1**  
          C = a Taxcode        P = a Product Type

Enter choice: 1 = Non taxable    2 = Taxable    3 = Both **3** **2**

Enter State (BLANK=All)  **3**            Input selection criteria? N

Only print summary by Vendor/Terminal Y

Sort by Taxcode and Date only

1=Show Gross   or   2=Show batch # **1**            Create Excel File? N

Is everything ok? (Y/N/P=Printer/Q=Quit) Y

## BANK RECONCILIATION

Bank Reconciliation is an optional feature. Reconciliation can be done after Accounts Payable is closed.

### *Accounts Payable, Bank Reconciliation, Reconcile Bank Account*

1. Enter your GL Bank Account number.
2. Select a Sort option (such as Check Date).
3. Select 'Get New Transactions'.
4. Check the appropriate modules for the bank reconciliation (AP, PR, etc..) and enter the cut-off date for each.
5. Click Start.

1. Click the 'CLR' checkbox to mark deposits or checks that have cleared the bank.
2. As items are marked Cleared, the totals for Bank Balance, Open Amount, Chks Cleared and Deps Cleared will be updated by the system.
3. After all items are checked, click Exit/Save.

Bank Balance	Open Amt	Book Balance	Chks Cleared	Deps Cleared	Bank Statmnt	Diff
6,680.00	37,769.00	44,449.08	1,585.00	0.00	0.00	0.00

Check No.~	Check Date~	Source~	Company~	Description	Amount~	Clr	Type
0	00/00/00			Balance Forward for 10200-100	8265.00	<input checked="" type="checkbox"/>	B
940111	01/01/2015		A/R	Deposit from A/R - Batch 930111	10000.00	<input type="checkbox"/>	R
940923	01/01/2015		A/R	Deposit from A/R - Batch 940923	800.00	<input type="checkbox"/>	R
950308	01/01/2015		A/R	Deposit from A/R - Batch 950308	100.00	<input type="checkbox"/>	R

**Note:** Values in the Type field are C-Check & R-Receipt/Deposit. Transactions can be voided or deleted by enter codes V (Void) or D (Delete). The balance will be updated when you mark items voided or deleted.

*Accounts Payable, Bank Reconciliation, Enter Deposits/Misc Charges*

You may record missing deposit or bank charges from your statement to be included in the reconciliation. This is an optional step.

1. Create a transaction number.
2. Enter a description of the charge.
3. Enter the date.
4. Enter the amount.
5. Enter a transaction type (Add or Subtract from bank balance).
6. Enter the GL Bank Account number.

Note: Entries made here are not booked to GL. For Bank Charges, create an EFT. For Deposits, enter Misc Cash Receipt.

*Accounts Payable, Bank Reconciliation, Bank Detail Report*

It's recommended you print a detail report of the bank reconciliation for your records.

1. Select 'R' for Range of Dates.
2. Enter the beginning and ending dates for the month.
3. Select 'A' for all accounts.
4. Choose a Sort option.
5. Select 'A' to include all records.
6. You can choose to export the file to Excel.

*Accounts Payable, Bank Reconciliation, Remove Cleared Items*

Initialize the new period after the reconciliation is complete.

1. Enter the GL Bank Account number.
2. Enter the first day of the new month.  
Press Enter.
3. Select 'Y' to Post the balances.

Enter Checking Account to Clear/Blank=All/Q=Quit 10200-100 **1**

Account Description Cash in Bank - Jobber

Enter date for new Balance Forward Record 02/01/2018 **2**

Ready to Clear (Y/N/Q) Y

Bank Account	Bal Forward	Cleared Items	Open Items	Bank Balance
10200-100	22,717.85	0.00	21,731.23	44,449.08

Ready to Post New Bank Balances? (Y/N)  **3**

*Accounts Payable, Bank Reconciliation, Verify Balance Forward*

The Final Step is to verify the Balance Forward for the new month.

1. Enter the GL Bank Account number.
2. Verify or change the Balance Forward. This should agree with your reconciliation.
3. Enter the first day of the new month.

Enter Checking Account to Clear / Q=Quit 10200-100 **1**

Account Description Cash in Bank - Jobber

Enter or Verify Balance Forward 8,265.00 **2**

Enter the date for the beginning balance 02/01/2018 **3**

Ready to create new balance forward (Y/N/Q) Y