

PETRO-DATA

END OF MONTH CHECKLIST

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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. All Users must exit Petro-Data and Reindex
 - 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 in 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
 - a. *Jobber, Fuel Bill of Ladings, PrePost Report*
3. Enter Tank Readings and print Monthly Tank Report
 - a. *Jobber, Fuel Tank Module, Tank Stickings*
 - b. *Jobber, Fuel Tank Module, Monthly Tank Report*
4. Print Count Sheets, count and post the count
 - a. *Jobber, Physical Inventory, Print Count Sheets*
 - b. *Jobber, Physical Inventory, Input Count Sheets*
5. Print an Inventory Valuation Report
 - a. *Jobber, Inventory Reports, Inventory Valuation*
6. 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*
7. All Users must exit Petro-Data and Reindex
 - a. *Jobber, Reindex Data Files*
8. 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. Checks may be printed 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. All Users must exit Petro-Data and Reindex
 - 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. Release all 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*
2. 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*
3. Print Financial Statements
 - 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><i>Step 1 - Verify all Sales Invoice Batches are Posted</i> <i>Jobber, Sales Invoice Entry, Batch Status Report</i></p> <ol style="list-style-type: none"> 1. Enter today's date. 2. Choose option 1 for All Unposted Batches <p>Sample report with Unposted Batches.</p> <p>If any batches are on the report, stop and correct these batches.</p>	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Enter today's date 02/01/2018 1</p> <p>Option: 1=All unposted batches 2=Detail for one batch 2</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> <table border="1" style="width: 100%; border-collapse: collapse; font-family: monospace;"> <tr> <td style="width: 30%;">Date: 03/05/2019</td> <td style="width: 30%;">Petro-Data Inc.</td> <td style="width: 40%;"></td> </tr> <tr> <td>Time: 13:54:23</td> <td>Batch Status Report</td> <td>02/01/2018</td> </tr> <tr> <td style="text-align: left;">Batch No.</td> <td style="text-align: left;">Type</td> <td style="text-align: right;">Total</td> </tr> <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> </table>	Date: 03/05/2019	Petro-Data Inc.		Time: 13:54:23	Batch Status Report	02/01/2018	Batch No.	Type	Total	20150220	SALES INVOICE	30545.14	20150331	SALES INVOICE	38485.83	20150416	SALES INVOICE	913.82
Date: 03/05/2019	Petro-Data Inc.																		
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<p><i>Step 2 - Post Finance Charges</i> <i>Accounts Receivable, Finance Charges, Calculate Finance Charges</i></p> <ol style="list-style-type: none"> 1. Run this option only if you apply Finance Charges to your customers. 2. Enter 'Y' to acknowledge the Finance Charge Disclaimer. 3. Select the output type for the report. 	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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: 10px;" 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

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
12505	01/01/15	01/31/15	03/02/15	30	16030.80	79.06
12103	12/13/14	01/12/15	02/11/15	30	15139.41	74.66
123A03	12/13/14	01/12/15	02/11/15	30	4078.50	20.11
111	02/07/15	02/07/15	03/09/15	30	1000.00	4.93
194	12/24/14	01/23/15	02/22/15	30	100.00	0.49
1123	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
0180612	06/12/18	06/22/18	07/22/18	30	500.00	2.47
1	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
11	06/27/18	06/27/18	07/27/18	30	5.00	0.02
12	06/28/18	07/08/18	08/07/18	30	208.24	1.03
17	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 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) 2

Updating Batch File

Total Updated Finance Charge 289.99 3
Write Down the Total and Press C to Continue

Step 3 - Print Customer Statements

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.

1. Select the option to print or email statements.
2. Enter today's date for the report.
3. Select the PDF option when you run a second time to keep a file copy.
4. Select what statements you want to print.
5. Add additional selection criteria, if necessary.
6. Choose a sort option.
7. Select other printing options. You may choose more than one option here.
8. 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 interface for printing customer statements. At the top, there is a 'Printer' dropdown menu set to 'Email File' with a printer icon and a red '1' callout. Below this is a 'Report Date' field containing '03/01/2018' and a 'Create PDF' checkbox with a red '3' callout. A section titled 'Select Statement Print Option' contains four radio buttons: 'Print All Statements' (with a red '4' callout), 'Print by Location Code', 'Individual Statement', and 'Start at Customer #'. Below this is a 'Selection Criteria' checkbox with a red '5' callout. A 'Sort Option' section includes radio buttons for 'Name', 'Alpha Cust Id', 'Numeric Cust Id', and 'Zip Code', with a red '6' callout. A 'Printing Options' section includes checkboxes for 'Print Credit Balances', 'Print Cash Receipts', 'Summarize Cardlock', 'Print Zero Balance', 'Omit Total Page', and 'Omit Email Cust', with a red '7' callout. At the bottom, there is a text area labeled 'Enter up to two Comments' with a red '8' callout and two empty input lines.

Step 4 - Reports

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 **1**

Aging Cutoff Date: 01/31/2018 **2**

Age on Which Date? Due Date Invoice Date **3**

Aging Periods: 30 60 90 120 **4**

Sort Option: Name Alpha Cust Id Numeric Cust Id Alpha Sort **5**

Delinquent List Only Last Payment Info Exclude Future Payments
 Subtotal by Salesman Omit Credit Cards Show Unposted Invoices
 Landscape Report Create Excell File **6**
 Selection Criteria

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 1 **2**

Type of range: 1=Date 2=Batch no. 2 **3**

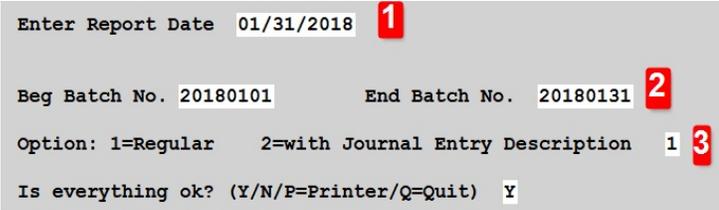
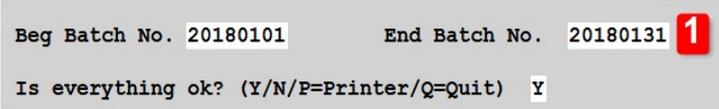
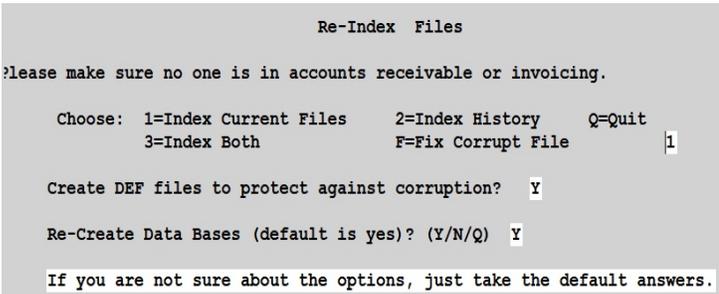
Enter date range

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 such as Detail Aged Report, Payment Report or Invoice Report.

<p>Step 5 - Release to General Ledger</p> <p>Prepost Report <i>Accounts Receivable, Release to General Ledger, PrePost Report</i></p> <ol style="list-style-type: none"> 1. Enter a report date. 2. Enter beginning and ending batch numbers for the current month. 3. Choose option 1 - Regular 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. 	 <p>Enter Report Date 01/31/2018 1</p> <p>Beg Batch No. 20180101 End Batch No. 20180131 2</p> <p>Option: 1=Regular 2=with Journal Entry Description 1 3</p> <p>Is everything ok? (Y/N/P=Printer/Q=Quit) Y</p>
<p>Release to Link Files <i>Accounts Receivable, Release to General Ledger, Release to Link Files</i></p> <ol style="list-style-type: none"> 1. Enter beginning and ending batch numbers for the current month. 	 <p>Beg Batch No. 20180101 End Batch No. 20180131 1</p> <p>Is everything ok? (Y/N/P=Printer/Q=Quit) Y</p>
<p>Step 6 - Reindex <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"> 2. Accept the defaults: <ol style="list-style-type: none"> a. 1 - Current b. Y - Create DEF files c. Y - Re-create Data Bases 3. Press Enter 	 <p>Re-Index Files</p> <p>Please make sure no one is in accounts receivable or invoicing.</p> <p>Choose: 1=Index Current Files 2=Index History Q=Quit 3=Index Both F=Fix Corrupt File 1</p> <p>Create DEF files to protect against corruption? Y</p> <p>Re-Create Data Bases (default is yes)? (Y/N/Q) Y</p> <p>If you are not sure about the options, just take the default answers.</p>

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
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.

Step 2 - Verify all BOL Batches are Posted
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 or BOLs with errors.

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

```

Time: 14:01:40                                BOL Pre-Posting Errors Only
                                                Batch Range: 20181201 to 20181299

BOL 18120301  batch 20181203 has confirmed invoices that have not been created.
*** BAD ERROR. Rack prices are wrong on BOL 18120301  item UNL
Bol Net/Gross Price 2.100000 2.100000  Rack 1.800000 1.800000
BOL 1234      batch 20181204 has confirmed invoices that have not been created.
BOL 18121001  batch 20181210 has confirmed invoices that have not been created.
*** BAD ERROR. Rack prices are wrong on BOL 18121001  item UNL
Bol Net/Gross Price 2.100000 2.100000  Rack 1.800000 1.800000
BOL 18122401  batch 20181224 has confirmed invoices that have not been created.
*** BAD ERROR. Rack prices are wrong on BOL 18122401  item UNL
Bol Net/Gross Price 2.100000 2.100000  Rack 1.800000 1.800000
BOL 18122402  batch 20181224 has confirmed invoices that have not been created.
    
```

Step 3 - Enter Tank Readings
Jobber, Fuel Tank Module, Tank Stickings

1. Choose Option 1 to enter All.
2. Verify the date of the tank reading
3. Choose Option 1 to enter Gallons
4. Select your option to enter decimals

Choose: 1 = All 2 = by Location 3 = Active only
 4 = by Tank 5 = Consignment only 6 = Consign EOM 1 **1**

Enter date for end of day tank readings 01/31/2018 **2**

Choose stick reading option: 1 = Gallons 2 = Inches 1 **3**

Enter decimals? (Y/N) Y **4**

Ready to input tank stickings? (Y/N/Q=Quit) Y

1. Either Select Option A to enter data for every line on the page or key the specific line number you want to update.
2. Reply 'Y' if the data you entered is correct.
3. Enter 'Q' to quit the entry.

Tank Sticking Date for Inventory 01/31/2018

Ln	Loc	Description	Tank No	Inches	Gallons	Book Inv	Shrink	OK?
1				0.000	0.00	0.00	0.00	
2 1		DIESEL 2-ON HWY-LOW LSD		36.000	3800.00	3978.00	-178.00	
3 1		PLUS UNLEADED PLU		16.000	1800.00	2024.00	-224.00	
4 1		PROPANE GASOLINE PRO		55.000	5700.00	6000.00	-300.00	
5 1		EXTRA UNLEADED GASO SNL		7.900	810.00	976.00	-166.00	
6 1		DYED DIESEL ULD		0.000	0.00	0.00	0.00	
7 1		UNLEADED GASOLINE UNL		20.000	2200.00	-1264.00	3464.00	
8 3		SUPER UNLEADED UN12 SNL		1000.000	0.00	4000.00	-4000.00	
9 3		UNLEADED GASOLINE U UNL		1500.000	0.00	25000.00	-25000.00	
10 5		LOW SULFUR #2 DIESE LSD		29.000	3100.00	3000.00	100.00	
11 5		SUPER UNLEADED RFG SUP		19.000	2100.00	2111.00	-11.00	
12 5		UNLEADED RFG 87 OCT UNL		17.000	1900.00	2084.00	-184.00	

Enter field # to change A = Input All Q = Quit **1**
 S = Scan to next screen R = Print report D = Delete

Print the Monthly Tank Report
Jobber, Fuel Tank Module, Monthly Tank Report

1. Enter today's date.
2. Enter the month end date.
3. Enter a location or leave this blank for All Locations.
4. Choose your Sort option.
5. Choose the option to show gallons only or gallons and dollars.

Enter report date 02/01/2018 **1**

Enter end of month cutoff date for last count 01/31/2018 **2**

Enter location. Blank=All (Q=Quit) **3**

Sort by: 1 = Location 2 = Item 1 **4**

1 = In House tanks 2 = Consignment 3 = All 3 **5**

Show gallons only (omit dollars)? (Y/N) Y **6**

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

Verify that the tank data is correct.

Step 4 - Inventory Count Sheets

Print Count Sheets

Jobber, Physical Inventory, Print Count Sheets

1. Enter today's date.
2. Select options for data to print on the count sheet.
3. Click on Create New File
4. Enter one location or leave blank for All Locations.
5. You can choose additional selection criteria.
6. Choose your Sort option.
7. Print the report. Verify totals to your inventory.

Report Date: 03/01/2019 **1**

Show On Hand Show Last Cost Excel? **2** **3**

Omit Catg/Shrink Lines per Page: 0

Location: **4**

Selection Criteria **5**

Sort Option:

Dept/Catg/Descr Package Kind Alpha Description Sequence No. **6**

Dept/Catg/Packind Numeric Item Dept/Num Item Dept/Descr

Alpha Item Num Dept/Alpha Item Category/Packind

Input Count Sheets

Jobber, Physical Inventory, Input Count Sheets

1. Enter the inventory counts according to the page number of the count sheet your printed in the previous step.
2. Enter Y or N for Last Cost option
3. Click Start.
4. Enter the count from your inventory.
5. Click Exit when you have entered all data.

Page No.: 1 **1** Confirm Zero Cost? N **3**

Last Cost? N **2** Subfactor: 55.00

Page	Line	Location	Item Number	Count	Zero?	On Hand	Item Description	Pack Kind	Last Cost
N	001	1	111 055			12.00	HYDRAULIC OIL	DRUM	1.7000
	001	1	111 005			33.00	HYDRAULIC OIL - 5 GAL	5 PAIL	1.8000
	001	1	110 055			78.00	MOTOR OIL	DRUM	2.0000

Step 5 - Print Inventory Valuation Report

Jobber, Inventory Reports, Inventory Valuation

1. Enter today's date.
2. Enter a location or leave blank for All Locations.
3. Choose your cost information: Last, FIFO or Average.
4. Choose one or more report options (Shrink, Summary, Create Excel, etc..)
5. Choose your Sort criteria
6. Choose additional sort or selection criteria.

Verify that the information on the report is correct.

Step 6 - 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.

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

Step 7 - 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 8 - 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*

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.
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 **4**

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.

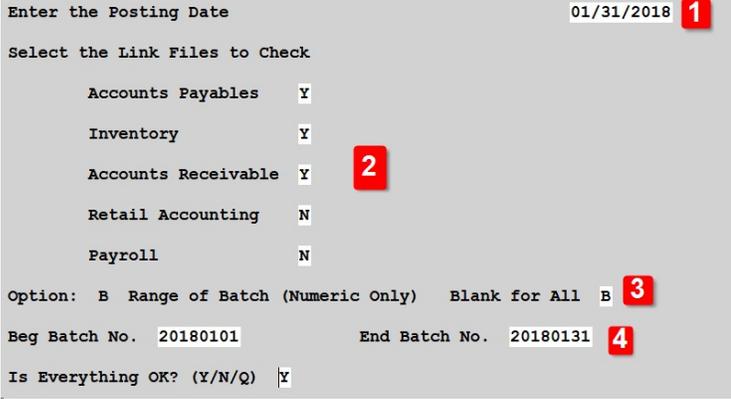
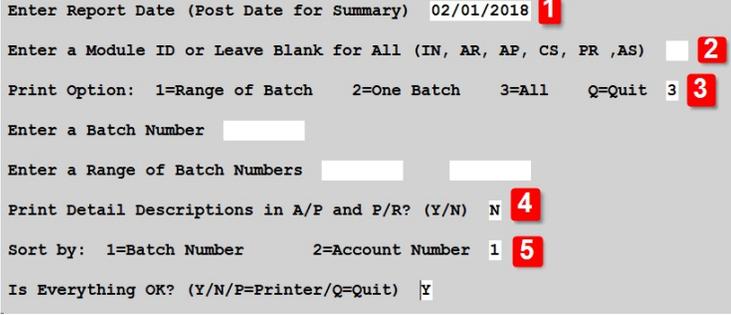
Choose: 1=Index Current Files 2=Sort history Q=Quit **1**
 3=Index Both F=Fix Corrupt Files
 Ready to Index Files? (Y/N/Q) Y

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) X

GENERAL LEDGER LINK FILES

<p>Step 1- Verify GL Period End Date <i>General Ledger, General Ledger</i></p> <ol style="list-style-type: none"> 1. Verify the period is correct. 2. Click the Exit button. Choose to exit VisionPoint. 3. Sign-on again to Petro-Data. 	
<p>Step 2 - Check and Fix Link Files <i>General Ledger Link, Check and Fix Files</i></p> <p>Choose your company number.</p> <ol style="list-style-type: none"> 1. Enter the current month posting date. 2. Key a 'Y' on the modules to be posted to the General Ledger. 3. Choose Option 'B' for a Range of Batches. 4. Enter the beginning and ending batch numbers. 	
<p>GL Link Report <i>General Ledger Link, GL Link Report</i></p> <ol style="list-style-type: none"> 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. <p>Verify the Grand Total is Zero.</p>	

Step 3 - Update General Ledger

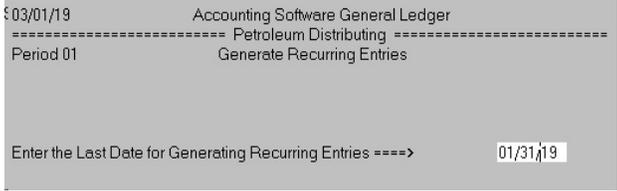
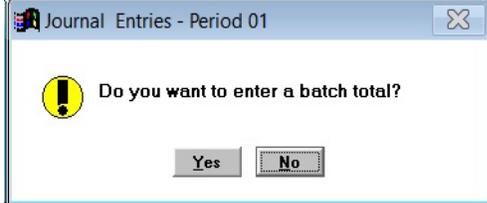
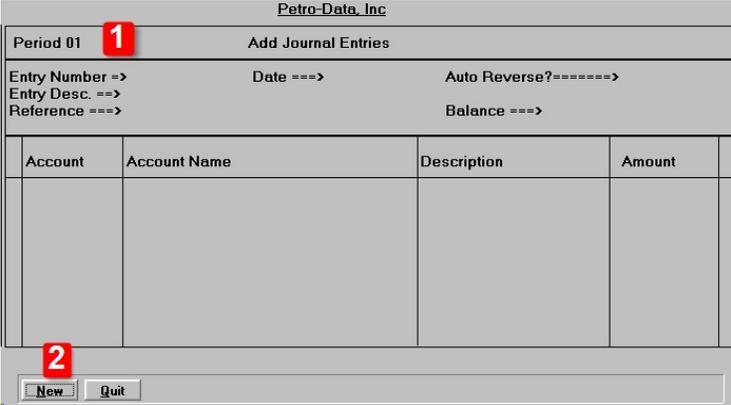
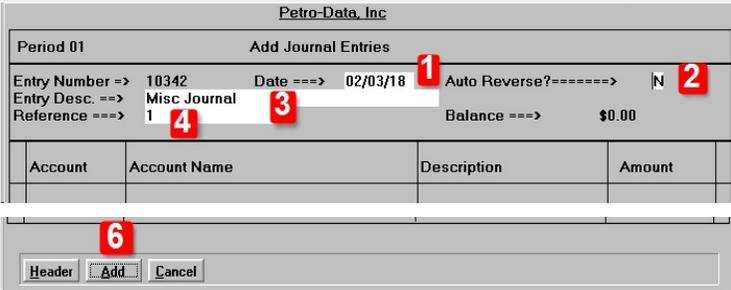
*General Ledger Link, Update
General Ledger*

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. Choose Option 'B' to update by batch number.
5. Enter the beginning and end date batch numbers.
6. Choose 'N' to print the Audit Trail.

Sometimes there are dates that are outside the period. There should never be more than a few and it may be okay. Call Petro-Data for help before continuing the update if there are many.

```
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 3 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
```

GENERAL LEDGER

<p>Step 1 - Post Recurring Entries <i>General Ledger, Transactions, Generate Recurring Entries</i></p> <p>Select 'Y' to Generate Recurring.</p> <p>Enter the month end date using format MM/DD/YY.</p>	
<p>Step 2 - Add Journals <i>General Ledger, Transactions, Add Journal Entries</i></p> <p>Click 'No' to skip adding a batch total.</p>	
<ol style="list-style-type: none"> 1. Verify the period. 2. Click 'New' to add a new journal entry. 	
<ol style="list-style-type: none"> 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. 	

GENERAL LEDGER REPORTS

<p>Trial Balance Report <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="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">Option Grid - Trial Balance:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Printer Selected</td><td>Display on Screen</td><td></td><td></td></tr> <tr><td>Order By</td><td>Account number/Sequence number</td><td style="text-align: center;">A</td><td style="text-align: center;">1</td></tr> <tr><td>Report For</td><td>Single dept/Range/Company</td><td style="text-align: center;">C</td><td style="text-align: center;">2</td></tr> <tr><td>Summary Acct Only</td><td>Y/N</td><td style="text-align: center;">N</td><td style="text-align: center;">3</td></tr> <tr><td>Report type</td><td>Show Ending Balances? Y/N</td><td style="text-align: center;">N</td><td style="text-align: center;">4</td></tr> <tr><td>Balance Option</td><td>Omit Zero Balances? Y/N</td><td style="text-align: center;">Y</td><td style="text-align: center;">5</td></tr> </table>	Printer Selected	Display on Screen			Order By	Account number/Sequence number	A	1	Report For	Single dept/Range/Company	C	2	Summary Acct Only	Y/N	N	3	Report type	Show Ending Balances? Y/N	N	4	Balance Option	Omit Zero Balances? Y/N	Y	5												
Printer Selected	Display on Screen																																				
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Report type	Show Ending Balances? Y/N	N	4																																		
Balance Option	Omit Zero Balances? Y/N	Y	5																																		
<p>Report Sample showing current month amounts by account.</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-family: monospace; font-size: 0.8em;"> <tr> <td style="width: 20%;">Date: 03/04/19</td> <td style="width: 50%;">Trial Balance for Petro-Data, Inc</td> <td style="width: 10%;">Page 1</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Period 1, This Year</td> <td style="text-align: right;">Last Seq. #: 10342</td> <td></td> </tr> <tr> <td style="text-align: left;">Acct. #</td> <td style="text-align: left;">Account Description</td> <td style="text-align: right;">Current Debit</td> <td style="text-align: right;">Current Credit</td> </tr> <tr> <td>=====</td> <td>=====</td> <td>=====</td> <td>=====</td> </tr> <tr> <td>10000-100</td> <td>Cash in Bank</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>10200-100</td> <td>Cash in Bank - Jobber</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>10200-200</td> <td>Store 1 - Cash In Bank</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>10200-300</td> <td>Store 2 - Cash in Bank</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>10200-400</td> <td>Store 3 - Cash in Bank</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>	Date: 03/04/19	Trial Balance for Petro-Data, Inc	Page 1			Period 1, This Year	Last Seq. #: 10342		Acct. #	Account Description	Current Debit	Current 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
Date: 03/04/19	Trial Balance for Petro-Data, Inc	Page 1																																			
	Period 1, This Year	Last Seq. #: 10342																																			
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10200-300	Store 2 - Cash in Bank	0.00	0.00																																		
10200-400	Store 3 - Cash in Bank	0.00	0.00																																		
<p>General Ledger Report <i>General Ledger, Programs, General Ledger, Reports, General Ledger</i></p> <p>Select your output type: Display, Printer or File.</p> <p>1. Report Scope: Company 2. Data to Use: This Year 3. Select By: All 4. Include: No</p>	<div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">Option Grid - General Ledger:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Printer Selected</td><td>Display on Screen</td><td></td><td></td></tr> <tr><td>Report Scope</td><td>Type/Account/Dept/Company</td><td style="text-align: center;">C</td><td style="text-align: center;">1</td></tr> <tr><td>Data to use</td><td>This Year/Last Year/All</td><td style="text-align: center;">T</td><td style="text-align: center;">2</td></tr> <tr><td>Select by</td><td>Date/Period/All</td><td style="text-align: center;">A</td><td style="text-align: center;">3</td></tr> <tr><td>Include</td><td>(accounts without activity) Y/N</td><td style="text-align: center;">N</td><td style="text-align: center;">4</td></tr> </table>	Printer Selected	Display on Screen			Report Scope	Type/Account/Dept/Company	C	1	Data to use	This Year/Last Year/All	T	2	Select by	Date/Period/All	A	3	Include	(accounts without activity) Y/N	N	4																
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Select by	Date/Period/All	A	3																																		
Include	(accounts without activity) Y/N	N	4																																		

Report Sample showing current month amounts and balances by account.

Date: 03/04/19		General Ledger for Petro-Data, Inc		Page 1	
		This Year Last Seq. #: 10342			
Entry Date	Period Description	Reference	Debit Amount	Credit Amount	Balance Forward

Acct: 10200-100 (Cash in Bank - Jobber)					
=====					
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.

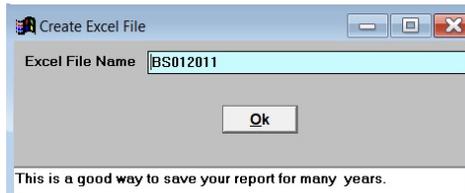
1. Order By: Company
2. Level of Detail: This Year
3. Report For: All
4. Summary Acct Only: No
5. Which Year: This
6. Which Period: {Period#}
7. Period Comparison: No
8. Budget Comparison: No
9. Zero Balances: Yes

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			318,160.71		
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.

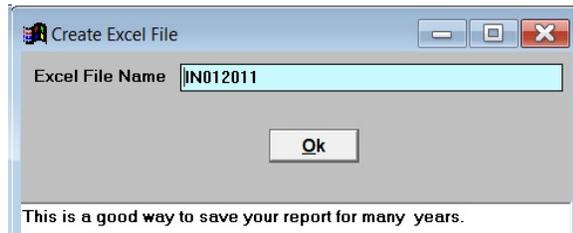
1. Order By: Company
2. Level of Detail: This Year
3. Report For: All
4. Summary Acct Only: No
5. Which Year: This
6. Which Period: {Period#}
7. Period Comparison: No
8. Budget Comparison: No
9. Zero Balances: Yes

Printer Selected	Display on Screen		
Order By	Account number/Sequence number	A	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

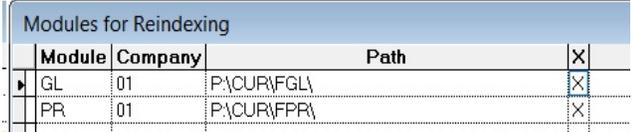
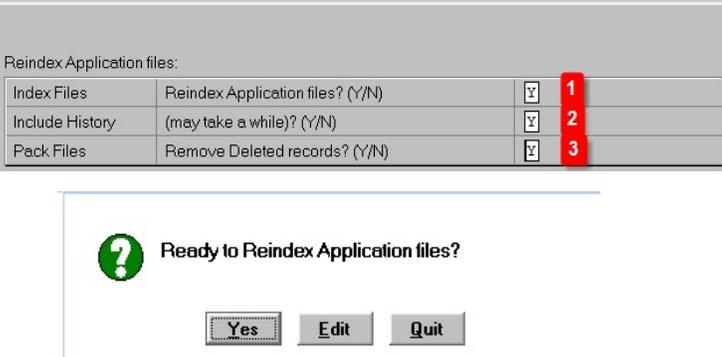
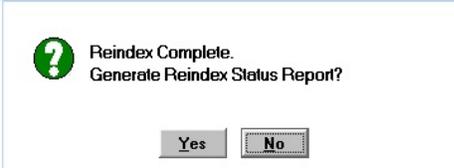
Report Sample showing Current
Month and Year-to-Date balances
by account.

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>Step 1 - Reindex Files <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"> <thead> <tr> <th colspan="4">Modules for Reindexing</th> </tr> <tr> <th>Module</th> <th>Company</th> <th>Path</th> <th><input checked="" type="checkbox"/></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	<input checked="" type="checkbox"/>	GL	01	P:\CUR\FGL\	<input checked="" type="checkbox"/>	PR	01	P:\CUR\FPR\	<input checked="" type="checkbox"/>
Modules for Reindexing																	
Module	Company	Path	<input checked="" type="checkbox"/>														
GL	01	P:\CUR\FGL\	<input checked="" type="checkbox"/>														
PR	01	P:\CUR\FPR\	<input checked="" type="checkbox"/>														
<p>1. Index Files: Yes 2. Include History: Yes 3. Pack Files: Yes</p> <p>Click Yes to Reindex.</p>	 <p>Reindex Application files:</p> <table border="1"> <tbody> <tr> <td>Index Files</td> <td>Reindex Application files? (Y/N)</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>Include History</td> <td>(may take a while)? (Y/N)</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>Pack Files</td> <td>Remove Deleted records? (Y/N)</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> </tbody> </table> <p>? Ready to Reindex Application files?</p> <p><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														
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														
<p>After the reindex is complete, click No to generate a status report.</p>	 <p>? Reindex Complete. Generate Reindex Status Report?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>																
<p>Close the Period <i>General Ledger, Programs, General Ledger, Transactions, Close Period</i></p>																	

1. Enter the current fiscal year.
2. Delete Entry Hist will default to No.
3. Rebuild Index is Yes.
4. Enter your Net Income account number.

Press Enter.
Click Continue.

General Ledger Period End Closing

Option Grid - General Ledger Period End Closing:

Fiscal Year	Enter 4 digits fiscal year	2019	1
Delete Entry Hist	Yes/No	N	2
Rebuild Index	Yes/No	Y	3
Enter Account	Net Income Account	30000-	4

Period End Closing

 **The General Journal Register will be printed during the closing. Turn on printer and align paper... Continue with Period End Closing?**

Period Close is Completed.

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

Period End Closing Completed.

FUEL TAX REPORTING FEDERAL AND STATE

<p><i>Step 1 - Fuel Tax Calculate</i> <i>Jobber, Fuel Tax Reporting, Fuel Tax Calculate</i></p> <ol style="list-style-type: none"> 1. Select '3' for both Current and History. 2. Enter today's date. 3. Select '1' for Range of Dates. 4. Enter the current month date range. 5. Select 'Y' for Detail Sales Tax Report. 	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Display report on screen</p> <p>Search files: 1 = Current 2 = History 3 = Both 1</p> <p>Enter report date 02/01/2018 2</p> <p>Select range: 1 Dates 2 Batches 3 Both 3</p> <p>Enter date range 01/01/2018 01/31/2018 Enter batch range 4</p> <p>Calculate for the detail sales tax report? (Y/N) Y 5</p> <p>Is everything ok? (Y/N/P=Printer/Q=Quit) Y</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; font-family: monospace;"> <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; font-family: monospace;"> <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; font-family: monospace;"> <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><i>Step 2 - Calculate Texas Taxes</i> <i>Jobber, Fuel Tax Reporting, Texas Tax Module, Calculate Texas Taxes</i></p> <ol style="list-style-type: none"> 1. Press Enter to confirm that you ran the initial tax calculation from the previous step. 2. Enter the current month date range. 3. Review any errors. 	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p style="text-align: center;">Petro-Data Inc. *** Calculate for Texas State Report *** 1</p> <p>You Must Run the Regular Calculate Program before Running this Program </p> <hr/> <p>Enter range of dates for bill of ladings 01/01/2018 01/31/2018 2</p> <hr/> <p>Read the screen for errors (if any) and press the enter key. 3</p> </div>																																																

Step 3 - Print/Make Electronic Files

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

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

Enter schedule to print (blank for all)

Your fein 11234567890 **1**
Your name PETRO-DATA LLC Enter month/year 01/2018 **2**

Option: S=Summary by Customer D=Detail by document T=Detail on Sales Only **S** **3**

Default date for summary? 01/31/2015 **4** Show BioDiesel Details? (Y/N) **N** **5**
Omit Propane? (Y/N) **Y** **6**

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.

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

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.

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