

PETRO - DATA, INC.

**THE
COMPLETE
JOBBER**

USER MANUAL

**INTEGRATED ACCOUNTING SYSTEM
FOR PETROLEUM MARKETERS**



Table of Contents

Getting Started.....	<u>8</u>
JOBBER.....	<u>10</u>
Master File Maintenance.....	<u>10</u>
Locations.....	<u>11</u>
Location Maintenance.....	<u>12</u>
Location Report.....	<u>19</u>
Fuel Types.....	<u>21</u>
Fuel Type Maintenance.....	<u>22</u>
Fuel Type Report.....	<u>24</u>
Departments.....	<u>25</u>
Department Maintenance.....	<u>26</u>
Department Report.....	<u>29</u>
Categories.....	<u>30</u>
Category Maintenance.....	<u>31</u>
Category Report.....	<u>32</u>
Territory.....	<u>33</u>
Territory Maintenance.....	<u>34</u>
Territory Report.....	<u>35</u>
Salesmen.....	<u>36</u>
Salesman Maintenance.....	<u>37</u>
Salesman Report.....	<u>38</u>
Drivers.....	<u>39</u>
Driver Maintenance.....	<u>40</u>
Driver Report.....	<u>41</u>
Industry.....	<u>42</u>
Industry Maintenance.....	<u>43</u>
Industry Report.....	<u>44</u>
Inventory.....	<u>45</u>
Inventory Maintenance.....	<u>46</u>
Full Inventory Report.....	<u>56</u>
Short Inventory Report.....	<u>58</u>
Inventory Inquiry.....	<u>60</u>
Recalculate Committed Qty.....	<u>62</u>
Change Prices.....	<u>63</u>
Change Item Numbers.....	<u>65</u>
Enter New Item Numbers.....	<u>66</u>
New Item Number Report.....	<u>67</u>
Post New Item Numbers to Inventory and History Files.....	<u>68</u>

Clear File With New Numbers and Start Over.	69
Final Step - Reindex Data Files.	70
Fuel Taxes.	71
Fuel Tax Maintenance	72
Fuel Tax File List	75
Tax Authority Add.	76
Tax Authority List	81
Tax Authority Update	82
Future Tax Rate Update.	84
Browse and Enter New Fuel Tax Rates.	84
Browse and Enter New Sales Tax Rates.	85
Update New Rates.	86
Discontinue Using Old Rates.	88
Freight Files.	89
Define Freight Rates.	90
Define Freight Values.	91
Freight Rate Report.	93
Fuel Tax Exemptions.	94
Add Change Delete Exemptions.	95
Exemption Report.	96
Special Prices.	97
Special Price Maintenance.	98
Special Price List.	106
Daily Fuel Price Report.	108
Add Customer Racks.	111
Duplicate or Change Prices.	114
Increase/Decrease Prices	115
Change an Item.	116
Copy Salesman Number to File.	117
Copy and Delete Prices.	118
Browse Markups.	120
Mass Change for Other Charge.	121
Index Special Prices.	122
Install Program.	123
Special Sales Invoice Charges.	125
Add, Change or Delete a Special Billing Charge.	126
Special Billing Charge Report.	129
Reindex Special Billing Charge File.	130
Delete Special Charges.	131
Comments.	132
Add, Change or Delete Comments.	133
Comment Report.	134

Trucks.	135
Truck Maintenance.	136
Truck Report.	141
Cities.	142
City Maintenance.	143
City Report.	144
Terminals.	145
Add, Chg, Delete Terminals.	146
Terminal Report.	148
Add Vendors.	149
Print Vendor List.	153
Purchase Invoice Charges.	155
Add Special Purchase Charges.	156
Special Charge and Credit Report.	159
Reindex Special Charges.	160
Rack Prices	161
Vendor Racks.	162
Input Rack Prices.	165
Rack Price Report.	167
Daily Fuel Price Report.	169
Add Customer Racks.	175
Duplicate Rack Prices.	178
Browse Rack Prices.	180
Detail Avg Report.	181
Reindex Racks.	183
Delete Duplicate Prices.	184
DTN/Supplier Import.	185
DTN Process Flow:.	185
DTN Cross Reference.	186
Change Cross Reference.	187
Report.	190
Browse Cross Reference.	191
Send Changes to Rack.	193
Import DTN Racks.	194
Rack Price Report.	196
Import Transactions.	199
DTN Install.	200
Index DTN Files.	201
XML Cross Reference.	202
XML Cross Reference Maintenance.	203
Cross Reference Report.	206
Browse and Fix Cross Reference.	207

Send Changes to Rack.	208
Import Install.	209
Restore Import File.	210
Browse and Fix.	211
DTN Product Codes.	211
AP Header File.	211
AP Line Item File.	212
Misc Items and Taxes.	213
Keeper File.	214
All Export Files.	216
DTN Definition File.	217
Last Credit Card Import File.	218
Fuel Bill of Lading.	221
BOL Billing.	223
Enter Bill of Ladings.	224
Calculate Invoices.	245
Other Charges.	258
Other Charges Maintenance.	259
Other Charges Report.	261
BOL Inquiry.	262
Reindex Files.	263
PrePost Report.	264
BOL Update.	269
Restore BOLS.	276
BOL Inquiry.	280
Profit Report.	282
Vendor/Item Report	284
Customer/Item Report	288
Reindex BOL Files.	292
BOL Install Program	293
Browse and Fix	298
Import BOLS	304
Import BOLS.	305
Assign BOLS.	308
Calculate Invoices.	316
Browse Cross Reference Files.	325
DTN Vendor ID.	325
Carrier File.	325
Terminal File.	325
Item File.	326
Original DTN BOL Data.	327
Reindex Files.	327

Install Program.....	<u>327</u>
Sales Invoice Entry.	<u>329</u>
Enter Invoices.	<u>329</u>
Prepost Report.	<u>336</u>
Invoice Update.....	<u>338</u>
Reindex Invoices.	<u>341</u>
Print Invoices.....	<u>342</u>
Restore Invoices.....	<u>344</u>
Batch Status Report.	<u>346</u>
Invoice Report.	<u>348</u>
Invoice No. Audit.....	<u>352</u>
Starting Invoice.	<u>354</u>
Change Invoice Data.	<u>355</u>
Recurring Invoices.....	<u>358</u>
Add or Change Recurring Invoices.	<u>359</u>
Recurring Report.	<u>364</u>
Generate Recurring Invoices.	<u>367</u>
Index Files.	<u>371</u>
Browse and Fix.	<u>372</u>
Purchases.	<u>373</u>
Invoice Entry.	<u>373</u>
Prepost Report.	<u>380</u>
Purchase Update.....	<u>382</u>
Restore Purchases.	<u>384</u>
Purchase Reindex.....	<u>385</u>
Posted Report.....	<u>386</u>
Fuel Report.....	<u>390</u>
Batch Status Report.	<u>391</u>
Purchase Install.	<u>393</u>
Purchase vs Sales	<u>395</u>
BOL Comparison.....	<u>397</u>
Pending Report.....	<u>399</u>
Sales Analysis Generator.....	<u>401</u>
Summary Sales Analysis.	<u>401</u>
Detail Sales Analysis.	<u>406</u>
Fuel Tax Reporting.	<u>410</u>
Fuel Tax Calculate.....	<u>411</u>
Fuel Tax Report.	<u>413</u>
Federal Refund.....	<u>414</u>
Texas Tax Module.....	<u>418</u>
Calculate Texas Taxes.....	<u>420</u>
Print/Make Electronic Files	<u>421</u>

Browse and Fix	425
1 - Customer File.....	426
2 - Customer Ship To File.....	427
3 - Vendor File.....	428
4 - Location File.....	429
5 - Truck File.....	430
6 - Browse Sales by Customer (No recalc).....	431
7 - Browse Purchases by Vendor (No recalc).....	433
8 - Terminal File.....	435
9 - Browse Bol File (truck number, etc).....	436
10 - Browse Sales Invoices to Fix Truck No..	437
11 - Browse Sales Invoices to Fix State Exemptions..	438
12 - Browse Bio Diesel Blends.....	439
Create Other Parties Import File.....	440
Transporter Report.....	443
Install Program.....	444
Other State Module.....	446
Sales Audit Report.....	447
Purchase Audit Report.....	451
Florida Sales Tax Audit Report.....	453
Reindex Data Files.....	456
End of Month.....	458
Utility Programs	462
Change Dates/Batches.....	462
Fix Update/Restore Log.....	465
Print Update Reports.....	466
EOM Status Report.....	467
Delete Old Reports.....	468
Fix Tools.....	469
FTP Jobs.....	470
Release to General Ledger.....	473
PrePost Report.....	474
Release to Link Files.....	477
Fix Out of Balance.....	478
Distribution Report.....	482
GL Sales Analysis.....	484
Define Detail Accounts.....	486
Business Status.....	488
Appendix: Additional Criteria.....	493

Getting Started

Petro-Data, Inc provides Integrated Software Systems for Petroleum Distributors and Propane Distributors since 1985. The Complete Jobber is a full complement of software and related services including:

- Fuel Jobber Software
- Fuel Delivery Software
- Fuel Price Software
- Fuel Tax Reporting
- Cardlock Software
- Oil and TBA Software
- Download Fuel
- Supplier Data
- Credit Card Software
- EFT Entry
- Propane Software
- Customer EFTs
- POS Interface

The image shows a screenshot of the Petro-Data Main Menu. At the top, there is a light blue header bar with the text "Petro-Data Main Menu" in a dark blue font. Below this, the menu items are listed under the heading "PETRO-DATA, INC". The items are: Jobber Inventory, Accounts Receivable, Accounts Payable, Payroll, General Ledger, and General Ledger Link.

PETRO-DATA, INC
• Jobber Inventory
• Accounts Receivable
• Accounts Payable
• Payroll
• General Ledger
• General Ledger Link

Menus and Options

It's recommended you use the ENTER key to move from field to field on the screens. This ensures that all edits are processed to ensure accurate data.

At the bottom of most menu items, there are Option Buttons that will allow you to add, change or delete data from the system. Two navigation buttons, Next & Previous (Prev), can be used to display data by scrolling forward or backward through the setup table. These option buttons may vary depending on the allowed processes.

Menu Option Buttons

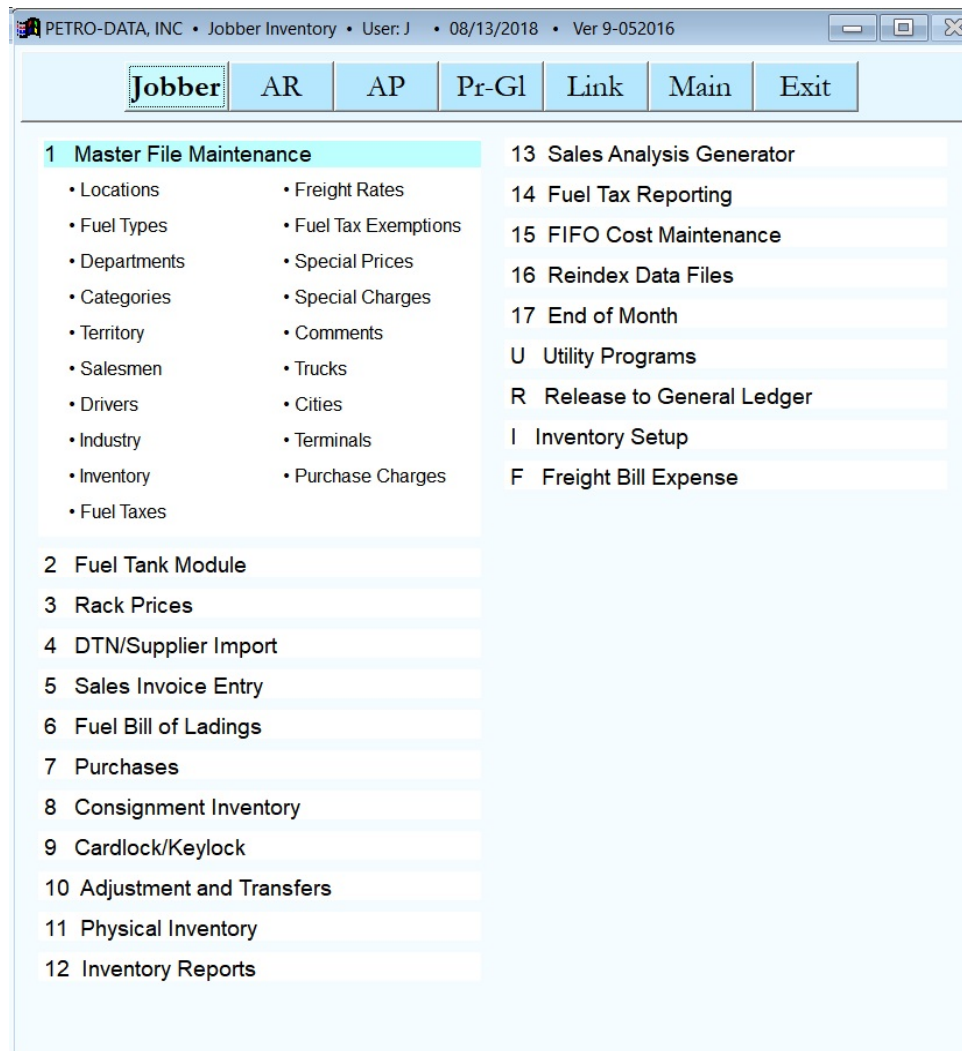
- <Edit>** The Edit button will allow you to change the value in a field. Use the TAB key to navigate to the field to be changed.
- <New>** The New button is used to add new data to the system.
- <Next>** The Next button will scroll forward to the next record.
- <Prev>** The Previous button will scroll backward to the previous record.
- <Print>** The Print button will print the displayed record.
- <Delete>** The Delete button will delete the current record that is displayed. A popup box with '*Are You Sure You Want to Delete This Record? (Y or N)?*' displays. Click the **Y** button to delete the record or the **N** button to cancel the delete.
- <Duplicate>** The Duplicate button will to add another new record based on the values of the record that is currently displayed. A popup box with 'Record not found. Do you want to add it?' will usually display. Click 'Y' to create a new record or 'N' to cancel adding new data. Use the TAB key to make any needed changes.
- <Exit>** The Exit button will close the current screen.

JOBBER

Master File Maintenance

Jobber, Master File Maintenance

Master Files, such as inventory items and tanks, must be entered before processing can begin. There are many files required to process purchases and sales of fuel and lubes and to maintain all the information needed for tax and management reports.



Locations

Jobber, Master File Maintenance, Locations

Location Codes define a warehouse or location where fuel or other inventory is stored. This includes at least one main location (a bulk plant) where warehouse inventory and in-house tanks are located, one location to represent the terminals, and a location for each consignment customer. Inventory is tracked at each of these locations.

The location record serves two purposes. It allows on-hand inventory tracking at more than one location and, if you are linked to the General Ledger, it defines some of the General Ledger account numbers used to record sales, purchases, and other transactions to the General Ledger.

Location records must be set up even if you are not linked to the General Ledger.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add/Change Locations						
Location Report						
Quit to Previous Menu						

Location Maintenance

Jobber, Master File Maintenance, Locations, 1 - Add/Change Locations

The Location file record has two types of data: GL ACCOUNTS and CONSIGNMENT/TAX DATA.

GL Accounts

For each location, you will define the General Ledger account numbers that will be used for transactions for each type of process.

Location

The location code may be from 1 to 6 characters, however shorter is better. Be sure to create location records for the two defaults entered in the initial Inventory Install (usually 1 and 9). Enter a description such as Bulk Plant, Terminal, or store name for Consignment or Cardlock locations.

EFT Bank

- In the Sales Invoice Entry Module, this Bank account is used for the cash or check payment amount of a Cash Sale.
- In the Purchases Entry Module, this Bank account is used for a Charge invoice and is also used in AP when the invoice is paid. It is also used if the invoice is paid with a manual check in the Purchase module.

A/R

In the Sales Invoice Entry Module, the AR account is debited when charge invoices are updated. It is the account that is credited in AR when the invoice is paid.

Credit Card

In the Sales Invoice Entry Module, the Credit Card account is used for the Credit Card payments for a Cash Sale.

GL Intercompany

In the Sales Invoice Entry Module, if an invoice is coded as Intercompany instead of cash or charge, this account is debited instead of the AR account.

GL Sales Tax

In the Sales Invoice Entry Module, if sales tax is accrued, this account is credited.

GL Freight

There is no provision in the standard Sales Invoice Entry Module to use an account for freight charges. Enter a Freight Income or Freight Expense account in this field. If you do not charge Freight, enter a suspense account in this field.

GL Discounts Taken

There is no provision in the standard Sales Invoice Entry Module to use an account for discounts. Enter an account for discounts in this field. If you do offer discounts, enter a suspense account in this field.

GL Acct. Payable

In the Purchases Entry Module, this account is credited when Charge or EFT invoices are updated.

GL Pending AP

In the BOL Module or the Purchase Entry Module, this account is used to credit the estimated invoice amount when a BOL or Receipt is updated. When the Purchase invoice is updated, the exact amount is debited.

GL Est Fuel Tax

In the BOL Module or the Purchase Entry Module, this account is used to debit the estimated fuel tax amount (prepaid tax). When the Purchase invoice is updated, the exact amount is credited.

GL Purchase Disc

In the Sales Invoice Entry Module, if an amount is entered in the T - Discount Taken field, this account is debited.

In the Purchases Entry Module, this account is debited if an amount is entered in one of the discount fields.

GL Purchase Frt

In the Purchases Entry Module, this account is debited if an amount is entered in the Freight field.

GL Purch Sales Tax

In the Purchases Entry Module, this account is debited if sales tax is paid on a purchase and the amount entered in the Tax field.

GL Accounts		Consignment /Tax Data	
Location:	1	Main Office	
Eft Bank	10200-100	Cash in Bank - Jobber	
Bank	10200-100	Cash in Bank - Jobber	
GL Acct. Rec.	11000-100	Accounts Receivable - Jobber	
GL Credit Card:	11100-100	Credit Cards - Jobber	
GL Intercompany:	70700-100	Intercompany Fuel Expense	
GL Sales Tax:	20400-100	Sales Tax Collected - Jobber	
GL Freight:	43040-100	Sales Misc - Freight, Drums, etc.	
GL Discounts:	43100-100	Discounts - Sales and Prompt Pay	
GL Disc Taken:	43100-100	Discounts - Sales and Prompt Pay	
GL Acct. Payable:	20500-100	Accounts Payable - Jobber	
GL Pending AP:	20750-100	Pending Accounts Payable	
GL Est Fuel Tax:	20850-100	Pending Fuel Tax	
GL Purchase Disc:	13100-100	Inventory - Jobber	
GL Purchase Frt:	53100-100	Freight Expense	
GL Purch. Sales Tax	20400-100	Sales Tax Collected - Jobber	

Consignment/Tax Data

The Consignment/Tax tab is used only when commissions are calculated. Click on the Consignment/Tax Data Tab and enter tax numbers for state tax reporting and other information needed for Consignment processing and Commissions. Consignment data must be set up by location.

If you delete data from the Consignment page, you will also delete your location setup.

The screenshot shows a software window titled "Location File Maintenance" with two tabs: "GL Accounts" and "Consignment/Tax Data". The "Consignment/Tax Data" tab is active. The form contains the following fields:

Location:	1	Main Office	
Cust. No:	BLUE	BLUE FARM	Ship To:
State:	FL	City Id: SA	SAN ANTONIO
Fed EIN:		State EIN:	Zone:

Consignment

GL Commis:	75200-100	Payroll Salary Expense
GL Frt Rever:	-	Not Found
GL Amort:	-	
GL Bank Crd:	11100-300	Store 2 - Credit Cards
GL Over/Short:	-	Not Found
Comm. Item:		Not Found

Gas Gal:	0.01000	Die Gal:	0.00000	Last Report:	//
Amort Gal:	0.0150	CC Fee:	0.000000	Misc Fee/Gal:	0.00000
Pump Read:		Vendor:		Terminal:	

Buttons: Edit, Next, Prev, Print, Delete, Exit

Type

Enter the type: Consignment or In-House, such as a Bulk Plant.

Customer Number and Ship To

Enter the Consignment customer number and the Ship To code. If this is not a consignment location, leave these two fields blank.

State

Enter the State abbreviation where this Bulk Plant or consignment is located. This field is used as a Origin or Destination state for fuel tax reporting. Do NOT leave this field blank.

City ID

If you are using freight calculations, enter a valid City ID (from City File Maintenance) to be used as Origin or Destination in the calculation.

Federal EIN

Enter your company's Federal tax ID number.

State EIN

Enter your company's State Tax ID number. This number is used in State Tax reports. Do not leave this field blank.

Zone

Enter the zone where this consignment is located. This is a user defined code and is used if you have many consignments and you need to print reports by area or ZONE. If this is not required, leave this field blank.

Consignment Section - For Custom Calculations Only

Consignments calculations usually require custom programming. The information in this section of the record is used to calculate and create journal entries when consignment reports are updated.

If this is a Consignment Location, other files must also be set up in order for the consignment module to work properly. See the Consignment section of The Complete Jobber documentation and the appendix for a checklist of the files needed.

Depending on your installation and custom programs, the following GL accounts and other information might be needed when consignment reports are updated:

GL Commission

Enter the GL Account for Commission Paid, if applicable.

GL Freight Revenue

Enter the GL Account for Freight Revenue, if applicable.

GL Amortization

Enter the GL Account for Amortization Income, if applicable.

GL Bank Card

Enter the GL Account for Bank Cards, if applicable.

GL Over/Short

Enter the GL Account for the Over/Short amount on the consignment report, if applicable.

Commission Item

Enter the Commission Item code from Inventory File Maintenance used for commission billing. Only one inventory item can be set up per location for commission calculations.

Gas Gallon

Enter the Gasoline Freight per gallon to add to COST (.01 is 1 cent).

Diesel Gallon

Enter the Diesel Freight per gallon to add to COST (.01 is 1 cent).

Last Report

The date of the last report displays. This field is updated when a consignment report is entered. If an error is made (bad report date), enter the correct information.

Amortization Gallon

Enter the Amortization per gallon to add to Cost, if applicable (.01 is 1 cent).

Credit Card Fee

Enter the Credit Card fee to subtract from the commission (.01 is 1 cent).

Miscellaneous Fee per Gallon

Enter any other Fee Per Gallon to add to COST, if applicable (.01 is 1 cent).

Pump Readings

Enter the **Y** if you are entering PUMP readings. Enter **N** if you are entering Console readings.

Vendor

Enter a Vendor for rack prices.

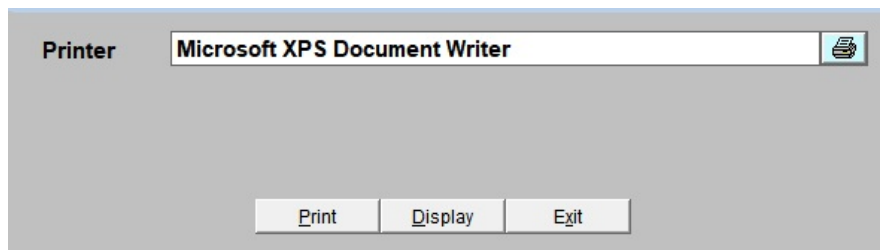
Terminal

Enter a Terminal for rack prices.

Location Report

Jobber, Master File Maintenance, Locations, 2 - Location Report

The Location Report is a listing of all locations (bulk plant, consignment, cardlock, terminal, etc...) and the GL accounts entered in the location setup.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 07/30/2018
Time: 08:09:42

PETRO-DATA, INC
Location Report 07/30/2018

Page No.
1

LOCATION 1		Main Office	
AR	11000-100	BANK	10200-100
SALES TAX	20400-100	GL CREDIT CARD	11100-100
DISCNT TAKEN	43100-100		
FREIGHT	43040-100	DISCOUNT	43100-100
AP	20500-100	AP DISCOUNT	13100-100
PENDING AP	20750-100	PENDING FUEL TAXS	20850-100
AP FREIGHT	53100-100	AP SLS TAX	20400-100
EFT ACCOUNT	10200-100		

LOCATION 9		Terminal	
AR	11000-100	BANK	10200-100
SALES TAX	20400-100	GL CREDIT CARD	11100-100
DISCNT TAKEN	20700-100		
FREIGHT	43040-100	DISCOUNT	43030-100
AP	20500-100	AP DISCOUNT	13100-100
PENDING AP	20750-100	PENDING FUEL TAXS	20850-100
AP FREIGHT	72600-100	AP SLS TAX	20400-100
EFT ACCOUNT	10200-100		

LOCATION 3		Consignment and Keylock	
AR	11000-100	BANK	10200-100
SALES TAX	20400-100	GL CREDIT CARD	11100-100
DISCNT TAKEN	20700-100		
FREIGHT	70700-100	DISCOUNT	43030-100
AP	20500-100	AP DISCOUNT	20500-100
PENDING AP	20750-100	PENDING FUEL TAXS	20850-100
AP FREIGHT	72600-100	AP SLS TAX	20400-100
EFT ACCOUNT	10200-100		

Location Report

Fuel Types

Jobber, Master File Maintenance, Fuel Types

Fuel Types are codes that identify the different products picked up at the terminal. Typical examples include Unleaded (UNL), Ethanol (E87) and Clear Diesel (ULS)

Each fuel inventory record will be assigned one Fuel Type. Fuel Types are used primarily by the Rack Price Module to display the rack prices for every vendor by type of fuel. Use the abbreviations you are most familiar with when setting up these codes.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Change Delete Fuel Types						
Fuel Type Report						
Quit						

Fuel Type Maintenance

Jobber, Master File Maintenance, Fuel Types, Add Change Delete Fuel Types

Fuel Type Code

Enter a three character Fuel Type Code. For example, you can use UNL, REG or RUL for Unleaded. Use the abbreviations most familiar to you. If the code is not found, the message 'Record Not Found, Do You Want to Add It? (Y/N)' displays. Enter N to quit without adding, or Y to add the record.

Description

Enter a description of the fuel. You can enter up to 15 characters.

Freight Type

Enter G for gasoline, D for Diesel, or O for other. This field is sometimes used in conjunction with calculating Freight or may be printed on some reports.

Category

This is a value you define and is used in the Dealer Sales Report by Month to categorize the fuel types. All unleaded fuel types (reformulated, conventional, etc.) could have the same fuel category and therefore would add together into one column on a report.

Comment Code

Enter the Comment Code number which applies to this fuel type. Unlike the fuel warning, the comment will print only once on the invoice even if all three grades of gasoline are purchased. The comment must be entered in Comment File Maintenance. As an example, Comment Code 1 could be a reformulated gasoline message. All gasoline fuel type records would be assigned Comment Code 1. The reformulated message would print on any invoices with gasoline sales.

Sort Code

For older versions of the software, this is a value you define to control how data is sorted on the Rack Price Report. In newer versions of the software, the sort field in the Tank Record performs that function so setup is not required.

Consignment Type

This is a value you define only if you have custom programming.

Fuel Warning 1

This is a message you define to print Hazard Warning when handling this product. You can key a warning up to 57 characters. This message will print on the invoice, below the fuel item, when this fuel type is sold.

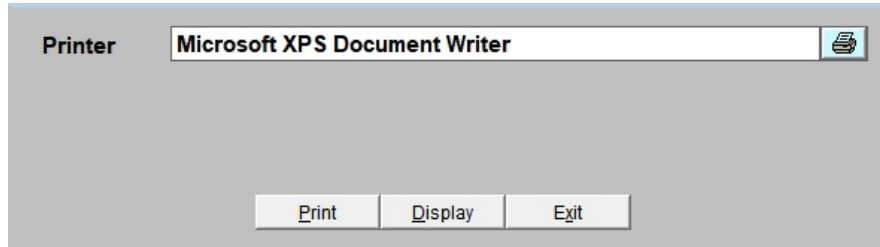
Fuel Warning 2-6

You can create an additional 4 lines of warnings for the fuel type. Each line will allow up to 57 characters. Normally, no more than one line is needed.

Fuel Type Report

Jobber, Master File Maintenance, Fuel Type Report

The Fuel Type report lists all fuel types from the setup table.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 07/30/2018	PETRO-DATA, INC	Page No.
Time: 13:12:25	Fuel Type Report 07/30/2018	1
Fuel Type Description	Tax Type	Comment Code
UNL UNLEADED 3, UN 1203, PG II		GS
PLU PLUS 3, UN 1203, PG II		GS
SNL PREMIUM 3, UN 1203, PG II		GS
LSD LOW SULPHER DIE 3, NA 1993, PG III		

Fuel Type Report

Departments

Jobber, Master File Maintenance, Departments

A Department Number is assigned to each inventory item for reporting purposes (See Inventory Item File Maintenance). Location records must be set up Before Department records.

Department records contain the General Ledger account numbers for inventory, sales and cost of sales and shrinkage. Creation of GL accounts must be set up first in the Chart of Accounts and is normally done as part of the initial system installation.

One Department record is needed for each sales account in General Ledger. For example, you would create 4 Departments if sales are divided into Fuel Sales, Oil Sales, Grease Sales, and TBA Sales. Department is a numeric field so you could start with Department 1 and continue sequentially (1 - Fuel, 2 - Oil, 3 - Grease, 4 - TBA). Department 9999 is normally reserved for non-stock items and miscellaneous charges.

If you have multiple locations, you must set up Department records for each Location and Department combination. If you have 4 departments and 2 locations, you will create 8 Department records. You can use the Duplicate button option to more easily set up Department records if they have identical General Ledger account numbers.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Change Delete Departments						
Department Report						
Quit						

Department Maintenance

Jobber, Master File Maintenance, Departments, Add Change Delete Departments

Location or (Q-Quit)

Enter a Location number and the description displays. Enter Q to exit this page.

Department No

The Department Number can be up to a four-digit numeric field with 9999 reserved for manual items and other charges. If the department exists, you may display the record and will be able to change some of the fields. If the Location/Department setup does not exist, you will be prompted to add the new data. Enter 'Y' to add or 'N' to start over.

Description

Type a Description for the department. This description is used on reports by department. (Ex: Fuel, Oil, Grease)

If you are not linked to the General Ledger, the GL accounts in the following fields do not apply and can be left blank. Press <enter> through the GL account fields. These GL accounts are used for Sales and Purchases.

GL Inventory

Petro-Data maintains a **perpetual** inventory system. This means that amounts are updated immediately for sales and purchases. When you purchase an inventory item, the GL inventory account is increased (debited). When you sell the item, the GL inventory account is reduced (credited).

GL Sales

The Sales Account is credited when you sell the item. The sales amount is always the gross amount of the sale without tax.

GL Cost of Sales

Since this is a perpetual inventory system, Inventory is credited and Cost of Sales is debited when an item is sold. The cost for fuel comes from either the Rack Price Module (fuel sold from the terminal), the FIFO record (fuel sold from the Bulk Plant or warehouse inventory) or Last Cost from the inventory item record if there is no FIFO record.

GL Discount Sales

The Sales Discount Account file is no longer used. You may enter a sales discount account or a suspense account.

GL Discount Purchases

The Purchase Discount Account is no longer used. You may enter a purchase discount account or a suspense account.

GL Inventory Shrink

The system calculates Inventory Shrink when it compares your actual inventory of fuel (stickings) to the amount in Petro Data. This account is used in the Physical Inventory and Count section when shrinkage is calculated and GL entries created for fuel and warehouse inventory. You can use the cost of sales account or create a separate shrinkage account.

GL Tax Expense on Shrinkage

This account is also used in the Physical Inventory and Count section when shrinkage is calculated and GL entries created for fuel inventory. This could be the cost of sales account or a separate shrinkage account.

The screenshot shows a window titled "Department File Maintenance" with a standard Windows interface (minimize, maximize, close buttons). The window contains a form with the following fields:

- Location: 1
- Department No.: 2
- Description: FUEL

Below these fields is a table of GL accounts:

GI Inventory	13110-100	Inventory - Fuel
GI Sales	43000-100	Fuel Sales - Jobber
GI Cost of Sales	53000-100	Cost of Sales Fuel - Jobber
GI Discount-Sales	43100-100	Discounts - Sales and Prompt Pay
GI Discount Purchases	13110-100	Inventory - Fuel
GI Inventory Shrink	13100-100	Inventory - Jobber
GI Tax Expense on Shrink	91000-200	Store 1 Sales Tax Paid
GI Handling Fees	-	Not Found

At the bottom of the window, there is a row of buttons: Edit, New, Next, Prev, Duplicate, Delete, and Exit.

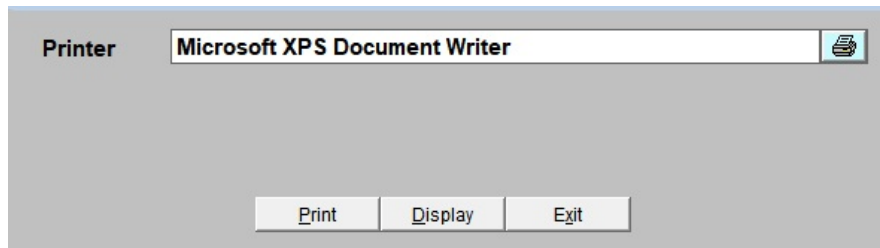
Journal Entries Created from Location Setup

- When a Sales Invoice is updated, the following GL entries are made:
 - Credit Sales Accounts; Debit Accounts Receivable/Bank
 - Debit Cost of Sales; Credit Inventory
- When a Non-Fuel Purchase is updated, the following GL entries are made:
 - Credit Accounts Payable; Debit Inventory/Freight/Discounts
- When a Fuel Purchase is entered through a BOL, the following GL entries are made:
 - Debit Inventory (without taxes)
 - Credit Pending Accounts Payable (GL # from Location File)
 - Debit Pending Fuel Tax Payable (GL # from Location File)
- When the AP invoice is entered, these GL entries are made:
 - Debit Pending Accounts Payable; Credit Pending Fuel Tax Payable
 - Debit Prepaid Taxes, Discount, Cost Adjustments, Other Fees; Credit Accounts Payable

Department Report

Jobber, Master File Maintenance, Departments, Department Report

The Department Report is a listing of all departments in the file. Some of the GL accounts print on the report.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Loc	Dept	Description	Glinven	Glsales	Glcost	Glsrink	Gltaxexp
		Date: 07/30/2018		PETRO-DATA, INC			Page No.
		Time: 13:48:31		Department File Report07/30/2018			1
1	1	OIL	13100-100	43010-100	53010-100	13100-100	13100-100
1	2	FUEL	13110-100	43000-100	53000-100	13100-100	91000-200
1	3	GREASE	13120-100	43020-100	53020-100	13100-100	-
1	4	BATTERIES	13120-100	43020-100	53020-100	13100-100	-
2	1	OIL	13100-100	43010-100	53010-100	13100-100	13100-100
2	2	GASOLINE	13110-100	43000-100	53000-100	13100-100	-
2	3	GREASE	13120-100	43020-100	53020-100	13100-100	-
3	1	OIL	13100-100	43010-100	53010-100	13100-100	-
3	2	GASOLINE	13110-100	43000-100	53000-100	13100-100	-
3	3	GREASE	13120-100	43020-100	53020-100	13100-100	-
5	1	OIL	13100-100	43010-100	53010-100	13100-100	-
5	2	GASOLINE	13110-100	43000-100	53000-100	13100-100	-
5	3	GREASE	13120-100	43020-100	53020-100	13100-100	-
9	1	OIL	13100-100	43010-100	53010-100	13100-100	13100-100
9	2	GASOLINE	13110-100	43000-100	53000-100	13100-100	-
9	3	GREASE	13120-100	43020-100	53020-100	13100-100	-

Department Report

Categories

Jobber, Master File Maintenance, Categories

Categories are used to group inventory items into smaller or different divisions than the Department. The Category Number is a four-digit numeric field that you will create. The Category field is used for reports. Category setup is optional.

Category Setup Examples:

- Department 1 is defined as “Oil”. You can create Category 1 for Drums, Category 2 for Pails, etc....
- You could categorize oil by weight (10W40, 10W30, etc).
- You could categorize by fuel type (Gas, Diesel, etc...).

The Sales Analysis Report Generator has a Category option so that you can see sales and profitability by Category. Count sheets, price lists, reorder reports may all be sorted by Category. You can also use the Selection Criteria to print only one specific category.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Change Delete Categories						
Category Report						
Quit						

Category Maintenance

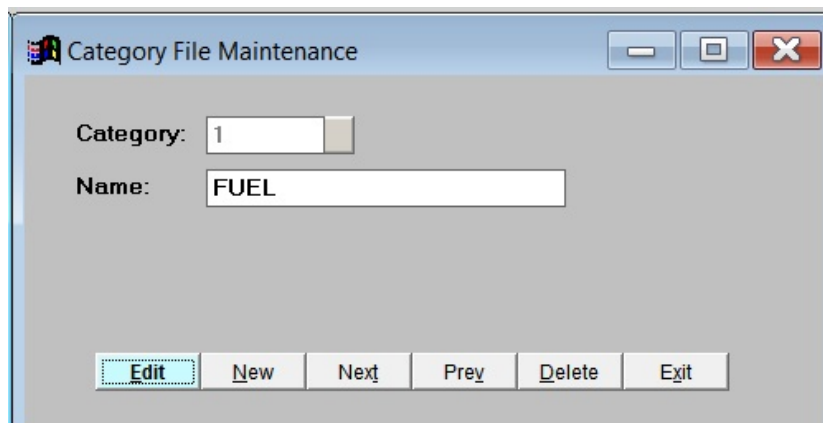
Jobber, Master File Maintenance, Categories, Add Change Delete Categories

Category Number

Enter a Category Number (up to 4 digits - numeric). If the Category does not exist, the blank description field displays.

Name

Enter a Description for the Category. This description prints on reports that have a Category sort option.

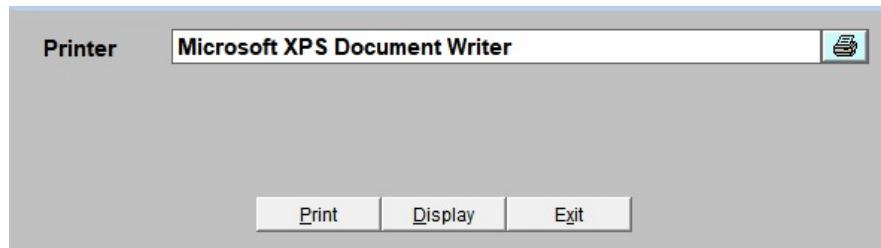


The screenshot shows a window titled "Category File Maintenance". It features a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains two input fields: "Category:" with the value "1" and "Name:" with the value "FUEL". At the bottom of the window, there is a row of buttons: "Edit", "New", "Next", "Prey", "Delete", and "Exit".

Category Report

Jobber, Master File Maintenance, Categories, Category Report

The Category Report is a listing of all categories in the file.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 07/30/2018	PETRO-DATA, INC	Page No.
Time: 14:01:19	Category File Report 07/30/2018	1
Category Code	Description	
1	FUEL	
2	OIL	
3	GREASE	
4	ANTIFREEZE	
5	BATTERIES	

Category File Report

Territory

Jobber, Master File Maintenance, Territory

Territory Codes are used to report sales by geographical areas. Each Customer in the Accounts Receivable Master File is assigned a Territory Code. This Code can be up to six characters. Letter abbreviations may be used to describe the Territories and for easier reference. Accounts Receivable reports and the Sales Analysis Generator may be printed by Territory. You should create at least one Territory record.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Change Delete Territory						
Territory Report						
Quit						

Territory Maintenance

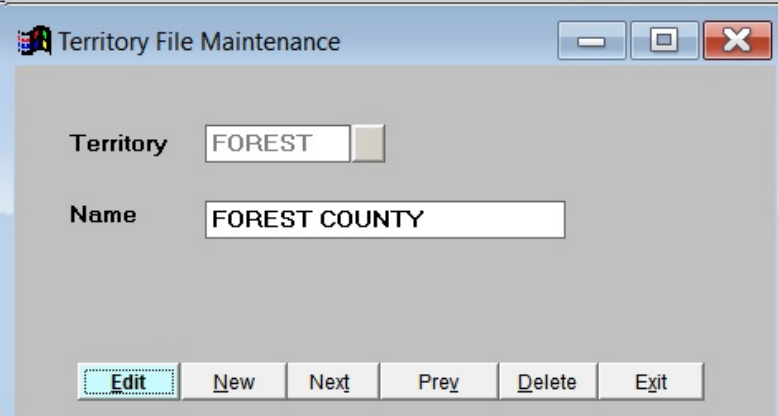
Jobber, Master File Maintenance, Territory, Add Change Delete Territory

Territory Number

Enter a Territory Number (up to six characters). If this territory exists, 'This Territory Already Exists, Do You Want to Inquire? (Y/N)' displays. Enter Y to display or N to enter another code. If the Territory number does not exist, the blank description field displays.

Description

Enter a Description of the Territory. This description is used on reports.

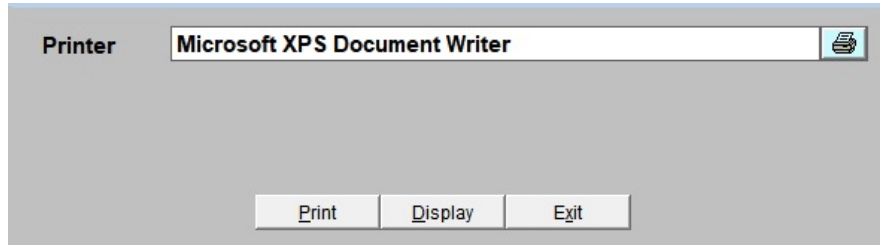


The screenshot shows a window titled "Territory File Maintenance" with standard Windows window controls (minimize, maximize, close). The window contains two input fields: "Territory" with the value "FOREST" and "Name" with the value "FOREST COUNTY". Below the input fields is a row of six buttons: "Edit", "New", "Next", "Prey", "Delete", and "Exit".

Territory Report

Jobber, Master File Maintenance, Territory, Territory Report

The Territory Report is a listing of all territories in the file.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 07/30/2018	PETRO-DATA, INC	Page No.
Time: 15:14:10	Territory Report 07/30/2018	1
Territory Code Description		
CYP	Cypress	
FOREST	FOREST COUNTY	
PINE	PINE PARISH	
SAL	SAL COUNTY	

Territory Report

Salesmen

Jobber, Master File Maintenance, Salesmen

Salesman Codes are used to report sales and profitability by salesman. Each Customer in the Accounts Receivable Master File is assigned a Salesman Code. This Code can be up to six characters. Letter abbreviations (such as the salesman initials) may be used to describe the Salesman and for easy reference. Accounts Receivable reports and the Sales Analysis Generator may be printed by Salesman. Create at least one Salesman record (for example H for House Accounts).

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Change Delete Salesmen						
Salesman Report						
Quit						

Salesman Maintenance

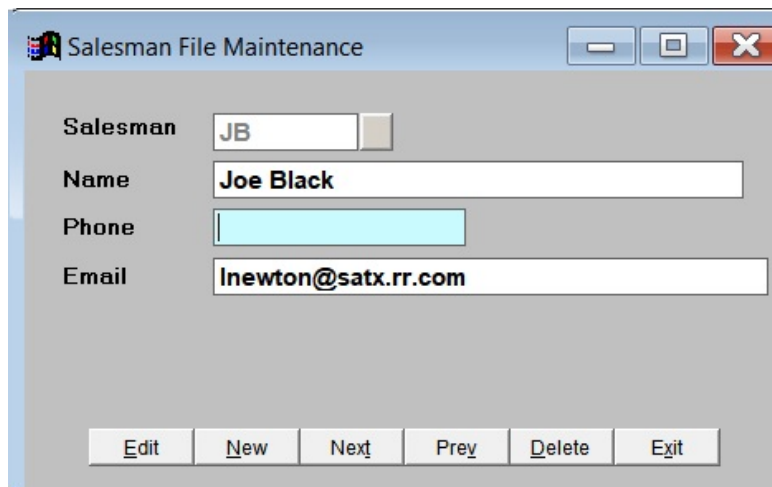
Jobber, Master File Maintenance, Salesmen, Add Change Delete Salesmen

Salesman Number

Enter a Salesman Number (up to six characters). If this salesman exists, 'This Salesman Already Exists, Do You Want to Inquire? (Y/N)' displays. Enter Y to display the record or N to enter another Salesman number. If the salesman number does not exist, the blank Salesman Name field displays.

Salesman Name

Enter the Salesman's Name.



The screenshot shows a window titled "Salesman File Maintenance" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a form with the following fields:

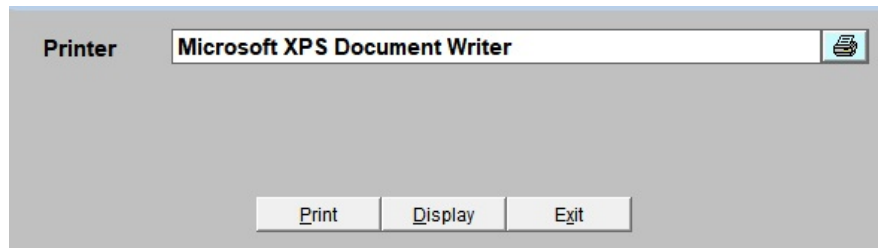
- Salesman:** A text box containing "JB".
- Name:** A text box containing "Joe Black".
- Phone:** An empty text box.
- Email:** A text box containing "lnewton@satx.rr.com".

At the bottom of the window, there is a row of six buttons: **Edit**, **New**, **Next**, **Prey**, **Delete**, and **Exit**.

Salesman Report

Jobber, Master File Maintenance, Salesmen, Salesmen Report

The Salesman Report is a listing of all sales persons.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 07/30/2018	PETRO-DATA, INC	Page No.
Time: 15:25:28	Salesman Report 07/30/2018	1
Salesman Code	Description	
BW	BILL WILLIAMS	
DG	DON GARNER	
JB	Joe Black	
PM	PETE MACY	

Salesman Report

Drivers

Jobber, Master File Maintenance, Drivers

Driver Codes are used to report loads by driver for BOL Reports, sales and profitability. This setup is Optional. This number can be put on each invoice and/or BOL. The Sales Analysis Generator can be printed by Driver and there is a profitability report by driver in the Bill of Lading module. Letter abbreviations (such as the driver's initials) may be used to describe the Driver and for easy reference. If you are calculating driver commissions, you must enter the correct driver number on each Bill of Lading.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Change Delete Drivers						
Driver Report						
Quit						

Driver Maintenance

Jobber, Master File Maintenance, Drivers, Add Change Delete Drivers

Driver

Enter a Driver Number (up to six characters). This could be the driver's initials.

Name

Enter the driver name.

Crate (Commission Rate)

Commission rate is used in custom commission reports. Leave blank or enter a commission rate (.2000 is 20 percent or 20 cents).

Ctype (Commission Type)

Enter F to calculate commission based on freight.

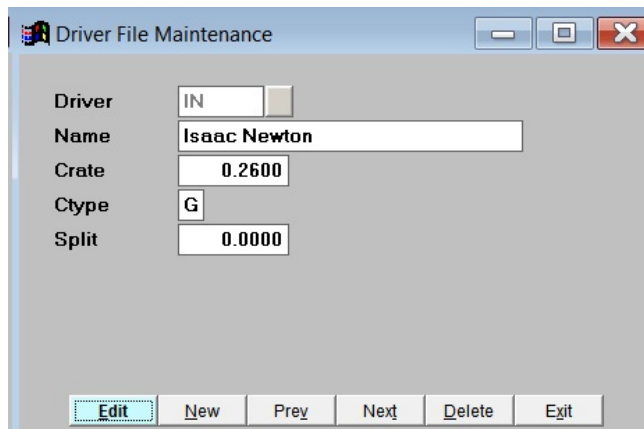
Enter G to calculate commission based on gallons.

Leave blank for no commission calculation.

Split (Split Load Bonus)

Leave blank for no commission calculation.

Enter the amount of commission paid for each additional trip on a split load.



The screenshot shows a window titled "Driver File Maintenance" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a form with the following fields and values:

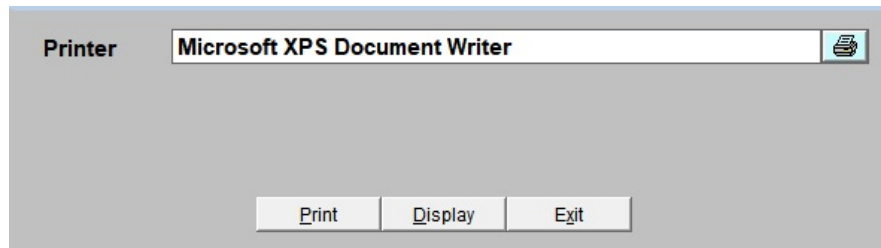
Driver	IN
Name	Isaac Newton
Crate	0.2600
Ctype	G
Split	0.0000

At the bottom of the window, there is a row of buttons: "Edit" (highlighted with a dotted border), "New", "Prey", "Next", "Delete", and "Exit".

Driver Report

Jobber, Master File Maintenance, Salesmen, Driver Report

The Driver Report is a listing of all drivers.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Driver Code	Description	Comm Rate	Comm Type
AF	Adolf Flores	0.2300	G
BOB	BOB JONES	10.0000	F
BP	Bob Price	0.2500	G
COAST	Coastal	0.0000	
CT	Clifton Thompson	0.0000	G
DR	Dave Rannison	0.2200	G

Date: 07/30/2018
Time: 15:40:03

PETRO-DATA, INC
Driver Report 07/30/2018

Page No.
1

Driver Report

Industry

Jobber, Master File Maintenance, Industry

Industry Codes are used to report sales and profitability by Industry. Each Customer in the Accounts Receivable Master File is assigned an Industry Code. This Code may be up to six characters. Letter abbreviations may be used for easier reference. Reports in Accounts Receivable and the Sales Analysis Report Generator may be run by Industry. Examples of Industries include Service Stations, Farmers, Ranchers, Wholesalers, Contractors, Government, etc.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Change Delete Industries						
Industry Report						
Quit						

Industry Maintenance

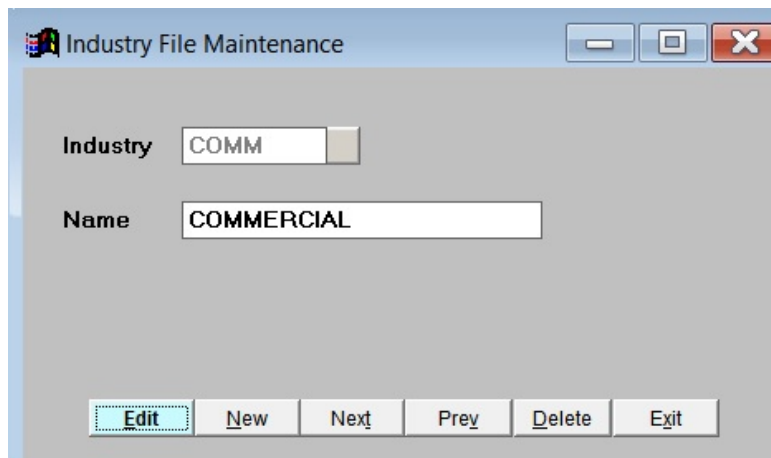
Jobber, Master File Maintenance, Add Change Delete Industries

Industry ID

Enter an Industry Number (up to six characters). A short name for the industry would be appropriate, like GOV for Government, CONST for Construction companies, etc. If the number does not exist, the blank Industry Name field displays.

Industry Name

Enter a Description of the Industry. This description will print on reports printed by industry.

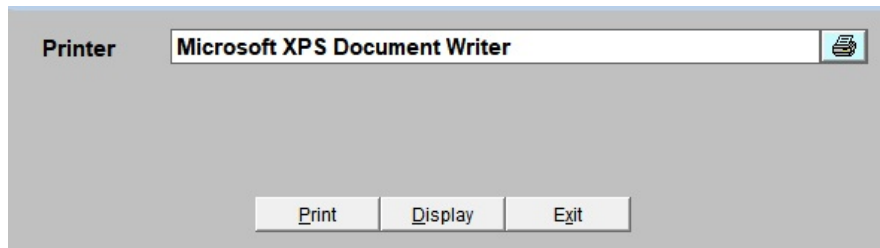


The screenshot shows a window titled "Industry File Maintenance" with standard Windows window controls (minimize, maximize, close). The window contains two input fields: "Industry" with the value "COMM" and "Name" with the value "COMMERCIAL". At the bottom, there is a row of buttons: "Edit", "New", "Next", "Prey", "Delete", and "Exit". The "Edit" button is highlighted with a dashed border.

Industry Report

Jobber, Master File Maintenance, Industry, Industry Report

The Industry Report is a listing of all industries in the file.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 07/30/2018	PETRO-DATA, INC	Page No.
Time: 15:45:46	Industry Report 07/30/2018	1
Industry Code	Description	
COMM	COMMERCIAL	
CONS	CONSUMER	
CONSIG	CONSIGNMENT	
DEALER	DEALERS	
FARM	FARM AND RANCH	
FEDS	FEDERAL GOVERNMENT	
GOV	GOVERNMENT	
RET	RETAILERS	
STORES	C STORE/SERVICE STATIONS	

Industry Report

Inventory

Jobber, Master File Maintenance, Inventory

Inventory records contain all the information needed to purchase, sell and track individual inventory items. Each Inventory Record is identified by Location Number and Item Number. An Inventory Record will be needed for each item in each location. To streamline data entry, set the item up in one location and use the 'DUPLICATE' option to add item records for as many additional locations as needed. Change only those fields which might be different for other locations such as prices or reorder points.

There are three types of Inventory Items:

- ▶ Stock Items have inventory and cost of sales entries. Each item that will be on a sales invoice or a purchase invoice must be set up in this menu.
- ▶ Non-Stock items are items that are sold but not normally kept in stock. This may include items such as feeds or other miscellaneous charges that are sold seldomly. It's recommended that you create an inventory item named MISC or ONETIME for these type items. During the Sales Invoice entry, it will prompt for Cost.
- ▶ Miscellaneous items such as labor, freight, rent, and delivery fee can be set up for easier data entry and reporting. If you are linked to the General Ledger, separate GL account numbers for each miscellaneous item record for accurate income and expense tracking.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
1 Inventory Add and Change						
2 Full Inventory Report						
3 Short Inventory Report						
4 Inventory Inquiry						
5 Recalculate Committed Qty						
6 Change Prices						
7 Change Item Numbers						
8 Quit						

Inventory Maintenance

Jobber, Master File Maintenance, Inventory, Inventory Add and Change

Location

Enter a Location number (Q to Quit). The Location number should have already been set up in the Location File. If the Location is found, the description displays. Use F2 to lookup values in the Location table..

Item Number

The Item number can be up to 12 characters (numbers and letters). Remember, it's the person doing invoicing that will have to enter these codes every day. Make the codes as short and descriptive as possible. Be consistent for the same item packaged in several different ways. For example, a particular Brand of 10W30 oil could be B1030C12 or B1030CQ for a case of 12 quarts and B1030D for drum, B1030P for pail and B1030B for bulk. If this number already exists, 'Record Already Exists, Do You Want to Inquire? (Y/N)' displays. You can use F2 to lookup items for inquiry.

Description

Enter the full description of the inventory item. The description may be up to 30 characters. For example, B1030C12 could be Branded 10W30. This description will print on the invoice. This is a good place to enter the octane rating for fuel (Unleaded Gasoline 87 Octane). It is not necessary to enter the package description in this field. There is another field for the package description which will also print on the invoice. You may also quit at this option if you do not wish to add this item. Be sure to delete the unwanted record before proceeding to add another one.

Hold

Enter Y or N to designate a Hold on this inventory item.

Stock

Valid codes are Y, N, M, S and I.

- **Y** - Use 'Y' if this is an inventory item which is stocked in the warehouse, in tanks, or is sold from the terminal.
- **N** - Use 'N' if this is an inventory item which is not stocked but must be special ordered. There is no processing difference between a stock and a non-stock item.
- **M** - Use 'M' if this is not an inventory item but a miscellaneous charge such as labor, freight, delivery fee, etc. If you are linked to the General Ledger, enter the GL Account Number to which this charge or credit will be distributed. Department 9999 is automatically entered in the Department Number field for all miscellaneous items. Miscellaneous items have no cost of sales and may be eliminated from profit reports.
- **S** - Use 'S' if this is a miscellaneous inventory item with an associated cost.
- **I** - this inventory is Inactive

Other Description

A secondary optional description.

UPC Code

You can enter the standard UPC code for this inventory item.

Misc GL

GL Account to be used for miscellaneous items.

Dept. No

Enter a valid Department number. You can use F2 to look departments created in the set up tables. For Stock Code M, use department 9999. If you are using the 'mirror image' feature, the department number will be pre-populated. All stock and non-stock items must have a valid department number for reporting and, if you are linked to the GL, for GL distribution of purchases and sales.

Category

Enter a Category number. Use F2 to lookup the setup table. This is an optional field used to group and subtotal inventory items for sales analysis reports, inventory count sheets and other reports.

Pack Kind - Package Description

Enter the Description of the package. For example, a 55 gallon drum could be DRUM. This field prints on the sales invoice. Be consistent as this field is also used for Inventory Count Sheets sorted by Package Kind.

Packfactor

Enter the Package Factor such as the number of gallons or units in the package. For example, enter 55.00 for 55 Gallons in a DRUM where DRUM is the Package Kind but Gallon is the pricing unit. If you are pricing by the Package Kind instead of the Gallon, the Packfactor would be 1 and the cost and price fields would have the cost and price for the whole Drum.

Package Unit of Measure (UOM)

Enter a short description of the package unit of measure (up to 5 characters). There is no validation for this field so it's important that you are consistent in your inventory items. Examples could include Drum, Case, Gal etc...

Package Weight

Enter a weight per unit package. This is an optional field, it is useful in calculating total weight of merchandise ordered from your supplier.

Subfactor

Enter the number of physical units in the package. This number is used to track on-hand broken cases. Examples are 12 quarts to a Case, 55 gallons to a Drum, and 10 tubes to a Pack.

When an on-hand count is 5.11, this means there are 5 cases and 11 sellable units. When a unit is sold from a broken case, the cost and price are calculated by the system.

(See Note 3 at the beginning of the 'Inventory File Maintenance' section).

Package Sub Unit of Measure (UOM)

Enter a short description of the subfactor unit. For Example: If the subfactor is 12 quarts, the Sub Unit should be QT. If the subfactor is 10 tubes, the Sub Unit should be Tube. If the subfactor is 5 or 55 gallons, the Sub Unit should be Gal. There could also be LB for pounds, or EACH for filters, etc.

Decimals

Enter the number of decimals for pricing (2,3,4,5). Usually fuel is 4 or 5 decimal places (.68250) and warehouse items are 2 decimal places (5.25). If you are pricing grease by the pound, you may want to use more than 2 decimal places on grease items.

Sequence No

In the standard version, this is a number (no letters or characters). Enter a number to be used to sort inventory items for printing on the Inventory Count Sheets and on some other reports. This is an OPTIONAL field and may even be used for only some items.

One way to use this field would be to number the items in the order that they are stored in the warehouse so that counting would be efficient (count sheets may be printed by Sequence number). The chances of missing an item would be reduced. New Installations may want to leave this field blank at first. After you have entered all of your inventory, print count sheets and take them out to your warehouse. Based on your warehouse, record a sequence numbers on the count sheet. Go back into inventory and enter the sequence numbers.

Since count sheets are usually printed by Department, the same sequence numbers could be used in each department. Leave space between the numbers to add future items. Reports sorted by sequence number should be in numeric order (1,5,9,10,15,20). If your reports do not sort correctly, call Customer Support.

Retail Unit of Measure (UOM)

Enter a description of the selling unit of measure. This description is used on some reports.

Vendor

Enter the Vendor code from Accounts Payable for the supplier of this product. Use F2 to lookup valid vendors. If you have multiple vendors for this product, enter the most commonly used one as a default. The vendor name displays at the bottom of the screen along with 'Confirm and Press Enter Key'. The vendor code does not have to be valid, but if you are linked to Accounts Payable, it is best to have a valid code.

Vendor Factor

Enter the number of Vendor units per package. The vendor factor and the packfactor are usually the same.

Vendor Unit of Measure (UOM)

Enter the Vendor Unit of measure. This is the unit of measure which the Vendor uses to price items. It will usually be gallons or pounds. If you are buying and selling by the package instead of the gallon, the Vendor Unit will be case, drum or gallon.

Fuel Type

If this is a fuel item, a valid fuel type MUST be entered in the record. Use F2 to lookup valid . This field is key in processing rack prices. Otherwise leave this field blank.

Tax Type

Enter the Fuel Tax Type for this item from the Tax Code File. Fuel items which have Federal, State, and sometimes Local taxes must have a fuel Tax Type. For example, the Tax Type for gasoline might be GAS. There are tax codes set up with this Tax Type. Every inventory item with GAS as the Tax Type will be sold with all taxes coded GAS (unless the customer is exempt). In some cases where fees on tires and batteries are passed on to the customer, a Tax Type can be set up and used. Leave this field blank if the only tax collected on this item is sales tax.

Blend Code

Enter N if this is not a blended item. Enter B if this product is the result of blending. Enter C for component if this product is used to create a blended item. The blend will be noted in invoicing, the cost will be calculated, and the component tanks relieved. (Ex. you sell midgrade but only have unleaded and super tanked fuel at the bulk plant.)

Misc Code

This field is required if the Inventory Item is type Miscellaneous. These items always have stock code M. This field is used in Special Pricing and Special Charges when lines are added for things like freight and surcharge. (Frt Types: FD, FK, FG -freight gas , FDS, FKS, FGS - surcharge, and others as needed.) For non-Miscellaneous items, this field may be left blank.

Tanked

N - if this item is not stored in a tank. Non-tanked items could be fuel direct from the terminal or a miscellaneous item. These items will list on Inventory Count Sheets and count corrections will be handled through the Physical Inventory Count program.
Y - if this item is stored in a tank. The on-hand quantity will be tracked through the Fuel Tank Module.

Enter the default tank number for this item. F2 to lookup. (Tank codes may be numbers like 1, 2, 3, etc. or letters like UNL, PLU, SNL, etc.). The default tank number displays in sales invoice and purchase invoice entry. For new installations, since the tanks are not set up yet, when the message 'Tank Number Not Found, Press Enter to Reenter or C to Continue' enter C to continue. If a valid tank number is entered, the description of the fuel in that tank number is displayed. Make sure that it matches the item you are setting up.

Oil may be shown as tanked or not (even though it may be in a tank). If you have it as a tanked item, inventory will be maintained in the Tank Module and count will be entered in the Tank Module instead on a count sheet.

Terminal

Enter the default Terminal ID for this fuel item. This terminal field and the supplier field must be a valid vendor/terminal set up in the Terminal Master File. The default terminal number displays on a sales invoice when the item is sold directly from the terminal. If this is not a fuel item, leave this field blank.

Reorder Point

This is an OPTIONAL field. It works with the Maximum Level and Order Quantity on the 'Reorder Report'. Enter the minimum stock level allowed for this item in package units (cases, drums, etc.).

Max Level

This is an OPTIONAL field. It works with the Reorder Point and Order Quantity on the 'Reorder Report'. Enter the maximum stock level allowed for this item in package units (cases, drums, etc.). When the stock level falls below the Reorder Point, the quantity needed to bring the inventory level up to this Maximum Level will be calculated when the 'Reorder Report' is run.

Order Quantity

This is an OPTIONAL field. It works with the Reorder Point and Maximum Level on the 'Reorder Report' to calculate the reorder quantity. Enter the quantity in package units (cases, drums, etc.) normally ordered from the vendor in a single order.

On Hand

This field displays the current on-hand quantity in package units (cases, drums, etc.) for the item. This field is increased when purchases are updated, decreased when sales are updated and adjusted when inventory count sheets are posted.

Pending

This field displays the current on-order quantity and is only used in conjunction with the Purchase Order program which is not part of the standard package. Unless you have the Purchase Order program, this field should be 0 for all items.

Sales Tax

Enter N if sales tax is never calculated on this item, or Y if sales tax is calculated on this item. (Note: There is also a sales tax exempt field in the AR customer record which determines when sales tax is not calculated on taxable items.)

Lst Cost

Enter the last purchase cost of this item. This field is updated when purchase invoices are posted if the update was set in the Purchase Install. This field is used to calculate sales prices using the markups entered in fields 32-36.

When setting up a new item, enter the same cost as Vendor Cost. If this is a fuel item, leave this field blank until you assign cost to your beginning inventory. Cost should not include tax or freight.

Ven Cost

Enter the purchase cost of this item. Some versions have a special custom definition of this field. When setting up a new item, enter the last cost or average cost. If this is a fuel item, leave this field blank until you assign cost to your beginning inventory. Cost should not include tax or freight.

Type Code

Enter the inventory type code. You will define these codes during installation setup. Examples include TK-Tank, DR-Drum, etc...

Tax Code

This is a special tax code used by some states.

Price Code

This code, along with the five markup fields and the Last Cost field, will determine the five selling prices. Each customer record in AR has a price code default (1-5). If there is no special price set up for the customer and item, the price calculated from the default price code displays in the sales invoice.

- P** Percent Markup will markup Last Cost a specific percentage to arrive at each price. For example, if the last cost is 1.09 and the markup is 10.00 (10%), the price calculation would be: $1.09 \times 10\% = .11$ and $1.09 + .11 = 1.20$.
- D** Dollar Markup will markup Last Cost a specific amount of dollars or cents to arrive at each price. For example, if the last cost is 1.09 and the markup is .20 (20 cents), the price calculation would be: $1.09 + .20 = 1.29$.
- M** Manual Markup will bypass any price calculation and you will input all prices manually. You enter the price and it does not change until you go into the item and change it.
- R** For Retail Markup, Last Cost is divided by the markup and multiplied by 100 to arrive at each price. For example, if the last cost is 1.09 and the Retail Markup is 60.00 (60%), the price calculation would be: $1.09 \text{ divided by } 60 = .0182 \times 100 = 1.82$.

Markup1/Price1 (Mk/P1)

The first field (Mk) is the markup and the second field is the price (P1).

There are three ways to use the automatic pricing in conjunction with the Price Code in the previous field:

- a. If you selected Price Code **M**, you will only enter the price in P1 field. Press <enter> through Markup1 and leave it at zero. The price can be zero and you will enter the priced in either the BOL or the Sales Invoice.
- b. If you selected Price Codes **D**, **P**, or **R** and want the system to calculate the price, enter the markup percent (.10 would be 10 cents, 10.00 would be 10%). The system will calculate the price as Last Cost * Markup percent. and display it in the Price field.
- c. If you selected Price Code **D**, **P**, or **R** and are using a price book and do not want to change the price, enter a 0 in the Markup field and enter your price in the Price field. The system will calculate the markup based on your price and the cost and will display it in the Markup field.

To change the price at a later date, enter 0 for markup again and enter the new price. An option to recalculate the price on the inventory item screen displays anytime the cost is changed. When a markup percent or dollar amount is entered, an immediate calculation takes place using the Last Cost and the price field is updated. The prices may also be recalculated when Purchases are updated. A 'yes' or 'no' question displays during the preparation for updating the Purchase.

This automatic pricing feature saves time when costs change, by automatically recalculating the prices at your request. Please read the section on Special Pricing before deciding how to define your five price levels.

Markup2/Price2

(Mk/P2) Same as above.

Markup3/Price3

(Mk/P3) Same as above.

Markup4/Price4

(Mk/P4) Same as above.

Markup5/Price5

(Mk/P5) Same as above.

Price Chart

There is a special feature for price levels by CATEGORY. Contact Customer Service for more information. An example of a pricing structure could be: 1 Cash, 2 Contractors, 3 Retailers, 4 Wholesalers, 5 Government. These price level definitions must be consistent for ALL inventory items including fuel.

Additional Option Buttons

Blank Box

There is a blank box between the Exit and Sales buttons. There are 3 options in this field that you can use: R - Recalculate Prices, P-Enter Inventory Balances or C-Fix Purchase History. These are special options for displaying and correcting inventory information. Use them only with the assistance of Customer Service.

Sales

The Sales button will display Sales History for this item.

FIFO

The FIFO button will display Purchase History for this item

Audit

This button will display the audit history.

AP Purch

This button will display Purchase history of this inventory item.

Duplicating Inventory Items

To help rapidly create inventory items, you can use the Duplicate button. Inquire on a similar existing inventory item and click the Duplicate button. All the data will be brought forward into the new record eliminating the need for re-typing all the same information.

For example, if you are adding a case item with 12 quarts, inquire on an existing cased item with 12 quarts, and then click Duplicate. All of the fields from the previous record will display automatically. You will have the opportunity to change any field as you <enter> through each field. This feature will help new installations who are entering many items, and older installations who can't remember what all of the fields are supposed to be.

Broken Cases

It is not necessary to set up a second inventory item for inventory sold out of broken-case units. A unit from a broken case would be sold using the case item number and selling quantity .01 (for one unit, like aquart). Using the Subfactor field, the computer calculates the cost and price of a unit by converting the number of units entered by the operator (.01 or .02, etc) to a percent which is displayed in the Net Quantity field of the invoice.

The screenshot shows the 'Inventory File Maintenance' window with the following data:

Location	1	Item	DIESUR	
Description	DIESEL SURCHARGE		Hold	N
Other Descr		Stock	M	
Misc GI	13000-200	Store 1 - Inventory	UPC Code	
		Dept No	9999	Category 1

Pack Kind	DESCRIPT	Packfactor	1.00	Pack UOM	
Weight	0.00	Subfactor	100.00	Sub UOM	
Decimals	6	Sequence No		Ret UOM	
Vendor		Venfactor	1.00	Ven UOM	
Fuel Type		Tax Type		Blend Code	N
Misc Code	FDS	Tanked	N	Terminal	

Reorder Pt	0	Max Level	0	Order Qty	0
On Hand	0.00	Pending	0	Sale Tax:	N
Lst Cost	2.100000	Ven Cost	2.000000		
Type Code		Tax Code:			

Price Code	P	Mk1/Pr1	10.0000	2.310000	Mk2/Pr2	4.00000	2.184000
		Mk3/Pr3	4.00000	2.184000	Mk4/Pr4	4.00000	2.184000
Invoice Sort		Mk5/Pr5	4.00000	2.184000	Price Chart		

Buttons: Edit, New, Next, Prev, Delete, Duplicate, Exit, Sales, Eifo, Audit, AP Purch

Fuel Inventory Item - Bulk Plant Location

Full Inventory Report

Jobber, Master File Maintenance, Inventory, 2 Full Inventory Report

This report prints all of the fields on the inventory item record screen.

Report Options:

Output to:

- S** - display the report on the screen.
- P** - print to a printer and select the desired printer.
- F** - print to a Text File and enter the full directory path and desired file name.
- Q** - return to the menu.

Enter The Date

The current system date displays. Press *enter* to accept the current date or enter a date of your choice. This date has no affect on the report.

Input Selection Criteria?

You can enter additional criteria for this report based on the fields in the Inventory Master file.

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

- Press '**Y**' to print or display the report.
- Press '**P**' to change to a different printer or print option.
- Press '**N**' or '**Q**' to quit without printing.

Date: 07/31/2018
Time: 14:17:28

PETRO-DATA, INC
Inventory item report on 07/31/2018

Page No.
1

1. Location 1	2. Item	BLEND3						
3. Descrip	BLEND 80,0,20	4. Stock?	N	GL Acct				
5. Dept No	2	6. Category	0					
7. Package Descr.	GAL	8. Packfactor	1.00	9. Pack UOM	GAL			
10. Package Weight	0.00	11. Sub Factor	1.00	12. Sub UOM	GAL			
13. No. Decimals	4	14. Sequence No		15. Ret UOM	GAL			
16. Supplier	UBRAND	17. Ven. Factor	1.00	18. Ven UOM	GAL			
19. Fuel Type	BL3	20. Tank? (Y/N)	N	21. Terminal	CC			
22. Blend Code	N	23. Tax Type		24. State Code				
25. Code								
26. Reorder Pt	0	27. Max Level	0	28. Order Qty	0			
On Hand	0.00	29. Ven Cost	0.0000	30. Salestax?	N			
On Order	0.00	Lst Cost	0.6700					
31. Price Code(P/D/M)	D	32. Mk/P1	0.0200	0.6900	33. Mk/P2	0.0300	0.7000	
34. Mk/P3	0.0400	0.7100	35. Mk/P4	0.0500	0.7200	36. Mk/P5	0.0600	0.7300

Full Inventory Report

Short Inventory Report

Jobber, Master File Maintenance, Inventory, 3 Short Inventory Report

This Inventory report prints the most important fields and is much shorter than the full screen version.

Report Options:

Output to:

- S** - display the report on the screen.
- P** - print to a printer and select the desired printer.
- F** - print to a Text File and enter the full directory path and desired file name.
- Q** - return to the menu.

Enter The Location

Enter the Location number to print or leave BLANK for items at ALL locations.

Sort options

Choose how you want the report sorted. Options are Sequence Number, Package Kind, Description, Department, Location & Item Number or Location & Item Description.

Input Selection Criteria?

You can enter additional criteria for this report based on the fields in the Inventory Master file.

Create Excel File

Select Y to create an excel file. A file will be written to directory \cur\ and named invshort.xls.

UPC Report

Select Y to include the UPC number assigned on the inventory setup.

UPC Only?

Select Y to include only those inventory items that have a UPC Code.

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

- Press '**Y**' to print or display the report.
- Press '**P**' to change to a different printer or print option.
- Press '**N**' or '**Q**' to quit without printing.

Date: 07/31/2018
 Time: 14:31:53

PETRO-DATA, INC
 Inventory Report on 07/31/2018

Page No.
 9

LOC Cat	Item Pt	Order	Qty	Descrip Pack OnHand	VFac Price	PFactor Cost	Dept Seq	Supplier Allocated
9	USP			UNBRANDED PREMIUM			1	OIL
0	NOT FOUND			GALLON	1.00	1.00		CIT
0		0		0.00		0.01	0.90	0.00
9	URU			UNBRANDED RFG UNLEADED			1	OIL
0	NOT FOUND			GALLON	1.00	1.00		XON
0		0		0.00		0.01	0.75	0.00
9	URM			UNBRANDED RFG MID GRADE			1	OIL
0	NOT FOUND			GALLON	1.00	1.00		XON
0		0		0.00		0.01	0.78	0.00
9	URS			UNBRANDED RFG PREMIUM			1	OIL
0	NOT FOUND			GALLON	1.00	1.00		XON
0		0		0.00		0.01	0.85	0.00
9	SUPERFUND			SUPERFUND			2	GASOLINE
0	NOT FOUND				1.00	1.00		
0		0		0.00		0.00	0.09	0.00
9	CRCRD			CREDIT CARD			2	GASOLINE
0	NOT FOUND				1.00	1.00		
0		0		0.00		0.00	0.00	0.00
9	LSD			LOW SULPHUR DIESEL			2	GASOLINE
1	FUEL			GAL	1.00	1.00		BRAND
****		****		0.00		0.69	0.69	0.00
9	UNL			UNLEADED GASOLINE			2	GASOLINE
1	FUEL			GAL	1.00	1.00	11	BRAND
****		0		11899.00		1.89	0.00	21000.00
9	PLU			UNLEADED PLUS			2	GASOLINE
1	FUEL			GAL	1.00	1.00		BRAND

Short Inventory Report

Inventory Inquiry

Jobber, Master File Maintenance, Inventory, Inventory Inquiry

The Inventory Inquiry screen is a quick way to see how many of a particular item or group of items you have available for sale. There are various search options.

1 Search by Item number

Enter an item number to display or press <enter> for all items sorted by item code. The search will display all items with the exact item number entered plus items which begin with the number entered at all locations. (For example, 110 055 will display 110 055 and 110 055BULK. See the sample screen below.)

2 Search by Department number

Enter the department number of items to display or press <enter> to display all items in all departments. The search will display all items with the matching department number in field 5 of the item record.

3 Search by Description

Enter an item description or part of a description of items to display. The search will begin with items with descriptions similar to the partial description entered.

4 Search by Vendor

Enter a vendorr code. All items with the requested supplier code in field 16 will display.

S Start Search

Enter S to start the search.

Clear Options

Enter C to clear the search option and select a different one. In the most current version, the 'clear' is done automatically when each search is complete.

Forward

Enter F to display the next page of items.

Backward

Enter B to display the previous page of items.

Quit

Enter Q to Quit back to the Inventory File Maintenance submenu.

Inquiry Columns

On-Hand quantity is the number of packages in inventory since the last update. Quantities sold on invoices that have not been updated have not been deducted from the On-Hand Quantity. They are included in the Pending Quantity.

Pending Quantity is the number of packages purchased but not updated minus the number of packages sold but not updated.

Available Quantity is the number of packages available for sale (On-Hand quantity minus Pending quantity).

For example, if item B1040Q (Branded 10W40 Oil in quarts) showed On-Hand 25, Pending -10, and Available 15, it means you had 25 cases on-hand after the last updates of purchases and invoices; there are invoices in the unposted file for 10 cases (-10), so you have 15 cases available for sale (25 - 10 = 15). If Pending is showing a positive number, then you probably have some on an unposted purchase. For example, if On-Hand showed 25 cases, Pending showed 8, and Available showed 33, you could have 8 on a purchase (25 + 8 = 33), or you could have 10 on an unposted purchase and 2 on an unposted sales invoice (10 - 2 = +8). One way or the other, you have 33 available for sale.

If the pending and available quantities look incorrect, run the next option on the menu Recalculate Committed Units. If invoices are deleted, the pending units do not get corrected. It is probably a good idea to recalculate regularly, even every time you intend to do an inquiry.

Inventory Inquiry Screen							
Search Option:		1 Item #	2 Dept	3 Descr	4 Vendor		
LOC	ITEM	DESCRIP	VENDOR	ONHAND	PENDING	AVAIL	
9	RPLU	REFORMULATED PLUS	BRAND	0	0	0	
9	RSNL	REFORUMULATED SUPER	BRAND	0	0	0	
1	SNL	EXTRA UNLEADED GASOLINE	EXXON	810	0	810	
1	UNL	UNLEADED GASOLINE	BRAND	1705	38960	-37255	
1	PLU	PLUS UNLEADED	EXXON	1800	0	1800	
1	LSD	DIESEL 2-ON HWY-LOW SULPH	EXXON	3800	0	3800	
1	HSD	DIESEL 2-OFF HWY-HIGH SUL	DIASHA	5000	600	4400	
1	DYE	DYED DIESEL	CIT	0	500	-500	
1	FLX	FLEX DIESEL	XON	0	0	0	
1	KER	KEROSENE	XON	0	0	0	
11	LSD	DIESEL	XON	0	0	0	
12	LSD	DIESEL	XON	0	0	0	
13	LSD	LOW SULPHER DSL	CIT	0	0	0	
1	PLS	LOW SULPHUR DIESEL		0	0	0	
F FORWARD		B BACKWARD	Q QUIT				

Recalculate Committed Qty

Jobber, Master File Maintenance, Inventory, 5-Recalculate Committed Qty

This process counts the inventory items purchased or sold on invoices and receipts which have not been updated but have been entered or in Pre-Post status. The quantity is listed in the 'Pending' column of the Inventory Inquiry screen. In order to keep the Committed Units and the Available for sale accurate, run this option frequently.

Note: When an invoice is deleted, this field is not automatically updated. Running the Recalculate option will update the 'available' quantity.

Recalculate Preparation:

Before recalculating, clean up the sales invoice and purchase files.

Delete any old invoices.

Call Petro-Data for help if you are not sure how to clean up these files.

Enter Y to begin recalculating.

Enter N to return to the Inventory File Maintenance Submenu.

If there are any problems, error messages will display on the screen. Make note of any messages displayed on the screen.

A committed out-of-balance report will display on the screen with the item numbers, new committed amounts, and old committed amounts. Only corrected items will be listed.

The report is for information only. Press <enter> and the Inventory File Maintenance submenu displays.

Change Prices

Jobber, Master File Maintenance, Inventory, 6 - Change Prices

The Inventory Price File Maintenance is a streamlined way to change prices on inventory items easily. It is especially helpful if you are using Price Code M (manual).

Location

Enter the Location number for the item to be changed or press F2 and select from the lookup screen. Press Q to return to the menu. When a valid location is entered or selected, the location description displays.

Item

Enter the Item number for the item to be changed or press F2 and select from the lookup screen. Press Q to return to the location field.

When a valid item number is entered or selected from the lookup, the following screen displays:

```

      PETRO-DATA, INC ***** Inventory Price File Maintenance *****
Loc   Item          Cost      Frt/Gal  Act Cost  OK? (Cst/Prc/Yes/Quit)  Y
  1   PLU           1.7728    0.0000   0.9048
      PLUS UNLEADED
      Main Office
31. Price Code (P/D/M) D   32. Mk/P10.00000   1.77280  33. Mk/P20.00000   1.77280
34. Mk/P30.00000   1.77280  35. Mk/P40.00000   1.77280  36. Mk/P50.00000   1.77280
```

Maintenance Options

- C - Input a new cost and freight per gallon at the top. The new actual cost is calculated and displayed.
- P - Input new prices or markups starting at field 31.
 - If the Price Code is P and new prices are entered, new markup percents are calculated and displayed.
 - If the Price Code is P and new markups are entered, new prices are calculated and displayed.
 - If the Price Code is D and new prices are entered, new markup dollar amounts are calculated and displayed. If the Price Code is D and new markups are entered, new prices are calculated and displayed.
 - If the Price Code is M, enter new prices, no calculations are done.
- Y - Save all changes. The system saves the changes and goes back to the Location number prompt.
- Q - Cancel the changes. All price and cost data that was not saved will be canceled. The original price and cost data will remain with the record. The system will return to the Location number prompt.

```

      PETRO-DATA, INC ***** Inventory Price File Maintenance *****
Loc   Item          Cost      Frt/Gal   Act Cost  OK? (Cst/Prc/Yes/Quit)  P
1     PLU            1.7728    0.0000    1.7728
      PLUS UNLEADED
      Main Office
31. Price Code(P/D/M) D    32. Mk/P10.00000    1.77280  33. Mk/P20.00000    1.77280
34. Mk/P30.00000    1.77280  35. Mk/P40.00000    1.77280  36. Mk/P50.00000    1.77280

```

Option for Price Change

Change Item Numbers

Jobber, Master File Maintenance, Inventory, 7 - Change Item Numbers

This feature will change the Item Number of an item in inventory. It also has the option to change history records (such as sales analysis records) to the new item number.

Caution: Do not use this option without checking with Customer Support first.

If you are a new installation and no transactions have been posted to the items, it is safe to use this option. Be sure to enter N to the question about changing sales analysis data.

Processing:

Before beginning this process, please ask all users to exit the inventory system. Make sure you have a good backup of the inventory files. There is an automatic backup during the update so the files may be restored if necessary.

Changing inventory numbers is processed by Location and is a four step process.

1. Enter the new item numbers. You may enter multiple inventory item changes. This data is stored in a temporary table.
2. Print the new item report for review and confirmation of changes requested.
3. Post the new item numbers to inventory. This process reads the records from Step 1, the temporary table.
4. Reindex Current and History files before resuming normal processing.

No item numbers will be changed until the 'Post' option is run. Corrections can be made from Step 1 until the new item numbers are POSTED. The best time to post the changes is after month-end processing has been completed and before any invoices for the new month are entered.

Enter New Item Numbers

Jobber, Master File Maintenance, Inventory, 7-Change Item Numbers, 1-Enter New Item Numbers

Enter the location number and choose Y to continue or Q to Quit

Enter the old item number from inventory setup or Q to Quit

Respond 'Y' to message at the bottom of the page to add the record to this temporary table

```
PETRO-DATA, INC ***** Input New Inventory Numbers *****  
  
Old item number          BLEND3          BLEND 80,0,20  
New item number  
  
OK? (Y/N/Q)  
  
Entry for new item number not found. Do you want to add one? (Y/N) Y
```

OK? (Y/N/C)

Enter Y to accept the entries in the temporary table.

Enter C to change the New Item Number.

If you re-enter the same item number that has already been written to the work table and has not been processed, you will be prompted with the following message. You may change the new item number by responding with a 'Y'. You will not be able to delete the old item number using Step 1. This can only be done with Option 4 - Clear File with New Item Numbers and Start Over.

```
Entry for new item number found. Do you want to inquire? (Y/N)
```

After you have keyed all the item numbers you want to change, exit with 'Q'.

New Item Number Report

Jobber, Master File Maintenance, Inventory, 7-Change Item Numbers, 2-New Item Number Report

The New Item Number Report is a listing of all unposted item number changes in the file. Review this report carefully. You can delete all entries and start over (Option 4) or change a new item number on one of the data rows you entered.

Report Options:

Output to:

- S - display the report on the screen.
- P - print to a printer and select the desired printer.
- F - print to a Text File and enter the full directory path and desired file name.
- Q - return to the menu.

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

- Press 'Y' to print or display the report.
- Press 'P' to change to a different printer or print option.
- Press 'N' or 'Q' to quit without printing.

Date: 08/01/2018	PETRO-DATA, INC	Page No
Time: 10:54:18	Change Inventory Report	1
Old Item	New Item	Description
BLEND3	BLEND3	BLEND 80,0,20

Change Inventory Report

Post New Item Numbers to Inventory and History Files

Jobber, Master File Maintenance, Inventory, 7-Change Item Numbers, 3-Post New Numbers to Inventory and History Files

This option posts the new item numbers to the existing inventory records and changes all history records to the new number. The best time to post is AFTER month-end has been completed and BEFORE invoices are entered for the new month. If there are unposted invoices in the file, manually change the lines to the new item number before the invoice is updated.

If you changed Fuel items, additional files such as the tank file will be updated. It is especially important that the changes be made after month-end has been run.

If you have been using these item numbers for awhile and want the history files changed (for Sales Analysis purposes), the task is more complicated and the update requires a password. Everyone must be out of the system for this update as the system will need exclusive use of the inventory and audit files (both Current and History).

If you are a new installation, the system only has to change the number in the item file, the FIFO file and the inventory audit file, if you entered a beginning inventory count.

- Do You Want to Change All of Your Sales Analysis Files?
 - Enter 'N' if you do not want to change the item numbers on previously updated transactions or are a new installation.
- Please Enter the Password
 - Petro-Data will supply you with the Password to change the History files.
- Did You Change Any Fuel Inventory Item Numbers? (Y/N)
 - Enter 'Y' if any of the items to change were Fuel. If you changed any Fuel inventory items, there are more files to be updated, such as the Tank File.
- Are you Ready to Post the New Numbers?
 - Enter 'Y' to start the update or 'N' to cancel the update.
 - Enter 'Y' if you want to change the item numbers on previously updated transactions and the Sales Analysis File.

Reindex the files after the Post has completed. See instructions below.

Clear File With New Numbers and Start Over

Jobber, Master File Maintenance, Inventory, 7-Change Item Numbers, 4 - Clear File with New Numbers and Start Over

This option will delete all item number changes that were entered in Option 1 - Enter New Item Numbers and have not been posted. This option allows you to delete all of the entries at once. To delete individual records, use Option 1. It will not delete the actual inventory record or any item number changes that have already been posted.

- Are you sure you want to delete all the new item numbers?
 - Enter N to cancel the delete and return to the menu.
 - Enter Y to continue deleting the new item numbers list.
- Enter the password to proceed.
 - Password is 'DELETE'
- Enter Q to Quit without deleting the new item numbers list and return to the menu.

Final Step - Reindex Data Files

Jobber, Master File Maintenance, 16 Reindex Data Files

Run Option 16 - Reindex Data Files after the post has completed.

- Note 1:** The data files that will be affected by the change are backed up before updating begins. You **MUST** check with Customer Support before posting these changes. There could be changes made to your inventory and audit files so having more than one backup is recommended. Each item number displays as the system changes the necessary files. After the process is finished, be sure to reindex the files.
- Note 2:** Unposted invoices are **NOT** changed. You must manually make any changes to inventory items on these invoices.
- Note 3:** There is **NO RESTORE** on the menu for this update. If there is a problem or you need the backup files restored, call Customer Support **IMMEDIATELY**. Do not allow anyone back into the system.

If History Files will be changed, the screen also displays that it is working on the history files.

Press the Enter Key to return to the menu and be sure to reindex the current and history files before allowing anyone back into inventory.

You will return to the submenu when you quit or clear the file.

Run the 'New Item Number Report' to ensure that all item numbers have been deleted.

Fuel Taxes

Jobber, Master File Maintenance, Fuel Taxes

The Fuel Tax File defines all of the taxes on fuel (including sales tax on dyed diesel for some states). The taxes you collect, report and pay to the designated taxing authorities - Federal, State, County and Other - are calculated and stored in detail based on the records in this file. Tax Rate changes are made here.

The Petro-Data system is set up to handle taxes separately (similar to accounting for sales tax). Inventory, fuel sales, cost of sales and profit are all booked without taxes. Fuel Taxes are usually accrued when fuel is purchased and coded to a prepaid account in the GL. Taxes collected on fuel sales are either sent to an accrual account to offset the taxes paid on the fuel when it was purchased or sent to a payable account. More information about this is given with the GL field descriptions (GL Tax Paid, GL Tax Collected) for the tax record.

There are two master files in this module.

1. Fuel Tax Records - Define each tax charged and the current rate.
2. Tax Authority Records - Group the tax codes by jurisdiction so each customer may be assigned a single code.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
1 Fuel Tax Add and Change						
2 Fuel Tax File List						
3 Tax Authority Add						
4 Tax Authority List						
5 Tax Authority Update						
6 Future Tax Rate Update						
7 Quit						

Fuel Tax Maintenance

Jobber, Master File Maintenance, Fuel Tax, Fuel Tax Add and Change

Fuel Tax

Enter a numeric tax code up to a length of four. It's recommended to use a sequential number beginning with 1. Use the F2 key or magnifying glass to display existing codes or to identify the next available number for new fuel tax code setup.

'Record not found. Do you want to add it?'

'Y' to add

'N' to start again without adding.

Tax Description

Enter a brief but complete description of this tax (ex. Federal Gasoline).

Include in the description:

1. Level of jurisdiction - Federal, State (or the name of the State, especially if you buy and sell in multiple States), County (the name of the County), or other (the name of the other taxing entity) in the description. For example, in Florida where there are county taxes, one such tax code might have a description like 'Alachua County Gas'.
2. Type of fuel - gas, diesel, kerosene, ethanol, biodiesel, etc...

Tax Type

Enter the Tax Type from the displayed options.

F - Federal - a fuel tax imposed by the Federal Government

S - State - a fuel tax imposed by a State Government

C - City - a fuel tax imposed by a City Government

N - County - a fuel tax imposed by a County Government

For States with unusual tax requirements, contact Customer Support.

Product Type

You can define a product type for this fuel tax code (GAS, DIE, etc). The codes at the bottom of the screen are only examples. This value of this field must match the 'TAX TYPE' field in the inventory item record.

Tax Calculation

'U' - the taxes are calculated as cents per gallon using field Tax Rate.

'P' - the taxes are calculated as a percentage of the dollar subtotal using field Tax Rate.

Charge Net/Billed

Enter N if this fuel tax is charged on the net gallons.

Enter G if this fuel tax is charged on gross gallons.

Tax Rate

For 'U' records, enter the fuel tax rate per gallon or unit. (20.0000 is 20 cents)

For 'P' records, enter the percentage rate. (4 percent would be 4.0000).

State

If this is a State tax (Tax Type is S), enter the two-character State abbreviation where this rate applies (TX, FL, LA, etc). If this is a Federal tax, leave the field blank.

City ID

Leave blank in the standard version unless you have a custom version that requires a City ID in the Tax Code field.

Fuel Taxable

Enter N if this item is not taxed by other fuel taxes.

Enter Y for the rare exception where other fuel taxes are charged on this tax.

Sales Taxable

Enter N if this item is not taxed by sales tax.

Enter Y for the rare exception where sales tax is charged on this tax.

GL Tax Paid

If your fuel vendor will collect and pay the taxes, enter a the GL account for Prepaid Taxes.

If you will pay the taxing authority directly, enter the appropriate payable account. Leave this blank if you are not linked to the General Ledger.

This General Ledger account is debited when purchase invoices are updated and vendors have billed this Fuel Tax (such as Federal). This account could be an inventory, a prepaid tax account, or a Cost of Sales account. If maintained properly, this account could also be the prepaid taxes on unsold fuel (fuel inventory).

GL Tax Collected

If your fuel vendor will collect and pay the taxes, enter a the GL account for Prepaid Taxes. If you will pay the taxing authority directly, enter the appropriate payable account for taxes billed from Sales. Leave this blank if you are not linked to the General Ledger.

This General Ledger account is credited when sales invoices are updated and this tax is charged to the customer on the invoice. This is usually either the same account as 'GL Tax Paid' or could be a payable account if taxes are not paid to the vendor but collected and paid monthly or quarterly.

****General Ledger Note:** If you set up Prepaid taxes to go directly to cost of sales and the Collected taxes to go to sales, any refund for taxes prepaid on exempt sales must go against the cost of sales.

Prepaid? (Y/N)

Enter Y if this fuel tax is billed by the vendor on the purchase invoice.
Enter N if this tax is reported and paid on fuel sold but not on fuel purchased.

Billed Net/Gross

Enter N if this fuel tax is charged on the net gallons.
Enter G if this fuel tax is charged on gross gallons.

License Number

This field is used in Florida for the County Code in tax reports. Leave this blank if this code is a Federal or State tax code or if this field is not needed for your tax reports.
For Florida, enter your fuel tax license number, license year (last two numbers) and two-character permit type code, if needed.

License Year

If Florida, enter the 4 digit year of your license. This field is optional.

Permit Type

If Florida, enter a 2 character permit type. This field is optional.

Tax Category

Create or enter a tax category code that can be used for tax reporting (Ex: MFT, UST, EIF, POL). The code can be up to 6 characters. This field is optional.

User Code

Create or enter a tax user code. This code can be up to 2 characters. Taxes are printed by UserCode on the sales invoice. All taxes with the same UserCode will be combined (both gallons and amount) to a single line on the sales invoice. The User Description field is printed on the invoice.

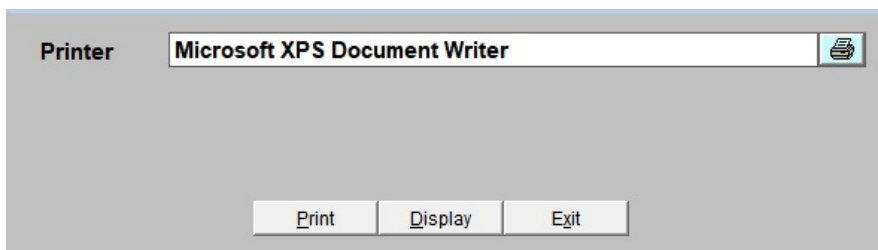
Sort Code

The sort code controls the order of printing detail lines on a Sales Invoice. This applies to both inventory items and taxes.

Fuel Tax File List

Jobber, Master File Maintenance, Fuel Taxes Fuel Tax File List

The Fuel Tax File List is a listing of all tax code records. The report could be used to verify the information entered in each record or to find the next available tax code number. This is not a report of tax gallons or dollars. See the Fuel Tax Report Module for those.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 08/01/2018	PETRO-DATA, INC	Page No.			
Time: 16:02:04	Fuel Tax File Report 08/01/2018	1			
Code	Description	Type	Prod	Tax Form Type	Tax
F Tax.?	S Tax.?	Gl Tax Paid	Gl Tax Col	Prepaid?	Net/Billed
1	FEDERAL GASOLINE	Federal	GAS	U	18.3000
N	N	20810-100	20800-100	Y	N
User Code 1					
2	STATE GASOLINE	State	GAS	U	20.0000
N	N	22021-	22021-	Y	G
User Code 2					

Fuel Tax Report

Tax Authority Add

Jobber, Master File Maintenance, Fuel Taxes, Tax Authority Add

Tax Authorities define all the sales and fuel tax codes applicable in a specific geographical area. Every Federal, State, County, City, MTA or Other sales or fuel tax for the area must be included in this Tax Authority record so that a sale or purchase made in that area will calculate all the appropriate taxes.

There are some areas where each county may have a separate tax rate for sales tax and/or different tax rates for fuel and oil. If you are required to collect taxes for multiple counties, a tax authority code must be set up for each one. The federal and state fuel taxes would be identical but the county and other taxes could be different. You can have as many Tax Authorities as is required.

There are some areas where each county may have a separate tax rate for sales tax and/or different tax rates for fuel and oil. If you are required to collect taxes for multiple counties, a tax authority code must be set up for each one. The federal and state fuel taxes would be identical but the county and other taxes could be different.

If you are in one of the states that has only state and federal fuel taxes and you are only responsible for the sales taxes in your particular city or county, then create only ONE tax authority code.

Every customer record must have a Tax Authority Code so the system can bill taxes correctly during Sales Invoice Entry. Tax exemptions (sales tax and fuel tax) are defined on the tax screen in the customer record.

Every Terminal record must have a tax authority so that the prepaid taxes billed by the vendor can be accrued when the BOL is entered and brought into the Vendor's invoice in Purchase Entry.

There is a COPY option to make setting tax authorities easier. Copy from a similar tax authority and then replace the old county codes with the new ones.

Sales Tax Codes

Before creating a Tax Authority, set up all Sales Tax Codes in Accounts Receivable using menu option Tax Files, Sales Tax. There are five possible sales tax codes in the Tax Authority record (City, State, County, MTA, and Other). Create any appropriate sales tax records in this menu option. Each sales tax will have a separate code, however you can set up a single tax code in the sales tax file with a combined rate.

Fuel Tax Codes

Before creating a Tax Authority, all of the fuel tax codes (Federal, State, County, Local, etc.) must be set up individually in Fuel Tax File Maintenance. The number of fuel tax codes is unlimited since some states have county fuel taxes and other fees on fuel.

Tax Rates Changes

When tax rates change, enter the new rate in Fuel Tax Add and Change. Select the tax codes that need to be changed and make the appropriate rate changes. In order for the new rate to be reflected in each tax authority record, run Tax Authority Update on the same submenu. Verify the changes by entering a dummy invoice or checking a customer record in Accounts Receivable. The tax screen will reflect the tax codes with the new rates. Sales tax rates are changed in AR first and then corrected in the Tax Authority.

See option 'FUTURE TAX RATE UPDATE' to enter rate changes ahead of time. This version also has an effective date so that the invoice date determines the rates used.

Authority Code

Create or enter a Tax Authority Code of up to 6 digits or characters. Use abbreviated state, county or city names to help identify the specific tax. An example could be TEXAS if all cities and counties in the state are taxed the same. Another example could be TXSA1 where the taxes are different for the SA area in the state. F2 will display existing authorities. Type Q to quit.

When a NEW Tax Authority code is added, the system will show message *'Tax authority code not found. Do you want to add it? (Y/N)' displays.* Choose 'Y' to continue the setup or 'N' to cancel the process.

Description

Enter a 20 character description of the taxing authority.

State Code

Enter a 2-character abbreviation for the state for this authority (TX, FL, LA, etc.).

OK? (Y/N)

Verify the tax authority name. Enter 'Y' to continue or 'N' to start over.

If you choose 'Y', you will need to complete all tax setup. You will not be able to Quit in the middle of setup.

Note: The next step is to enter the tax codes for this authority, READ THE PROMPTS CAREFULLY AT THE BOTTOM OF THE SCREEN for each line. Tax codes will be entered in a certain order. Sales tax codes which are set up in Accounts Receivable are entered first, then the fuel tax codes are entered.

City Sales Tax Code

Enter 0 (zero) for No City Sales Tax. Press F2 to select a City Sales Tax Code from the lookup. If the code does not match the tax type, 'Taxing Authority Does Not Match, Press Enter'. Press Enter and select the correct tax code. The Description displays on the screen above when a valid sales tax code is selected. At the OK Prompt, enter Y to continue or N to enter a different tax code.

County Sales Tax Code

Enter 0 (zero) for No County Tax or select the appropriate County Sales Tax Code using the F2 lookup.

State Sales Tax Code

Enter 0 (zero) for No State Sales Tax or select the appropriate State Sales Tax Code using the F2 lookup.

MTA Sales Tax Code

Enter 0 (zero) for No MTA Sales Tax or select the appropriate MTA Sales Tax Code using the F2 lookup.

Other Sales Tax Code

Enter 0 (zero) for No Other Sales Tax or select the appropriate Other Sales Tax Code using the F2 lookup.

Fuel Tax Codes

The number of fuel tax codes is unlimited since some states have county fuel taxes and other fees on fuel. Enter the codes one at a time until all tax codes applying to this Tax Authority record have been entered.

Federal Fuel Taxes should be in ALL tax authorities. These should be the first entries you add after Sales Tax. They do not have to be entered in code number order. The order may be changed by the computer when you exit the record.

Note: The program will not alert you to duplicate tax codes. Once completed, use the scan option to verify the codes.

Enter Fuel Tax Codes

The first fuel tax code should be on line 6. Enter all Federal Fuel Taxes. Respond 'Y' on message 'Is everything OK'. The description will be updated as each code is enter.

After all federal taxes have been entered, continue entering state, county or city fuel tax codes until all the fuel, oil, grease, battery, and miscellaneous tax codes which apply to this taxing authority are entered.

When one screen is full, use the 'S' scan option to continue to a new screen to add more.

Enter Q to Quit when all are entered.

Delete a Tax Authority

To delete a Tax Authority, select the option to Delete and enter 'A' to delete All Rows.

You may not delete an individual Sales Tax record but you can add, change or delete the fuel tax setup.

Change a Tax Authority

Enter the Tax Authority you wish to change. Respond with 'Y' to inquire.

State

Change the State or press enter to keep the current value.

Enter Line Number to Change

Enter the line number that you want to change.

Enter the correct code or 0 for no tax code if sales tax.

Delete

Select option D - Delete

Enter the line number of the fuel tax to be deleted.

If you select the option to delete all rows, the Tax Authority will be deleted.

Add a Line

Select option A - Add Line

Add a new row if required.

Scan to the next screen if there is no room to add on the current screen.

Copy

You can copy one Tax Authority to a create a new tax authority.

Inquire on any existing tax authority.

Enter C to copy this Tax Authority record to a new Tax Authority.

Enter the New Tax Authority Name

Enter a Description for the new Tax Authority.

OK? (Y/N).

Enter N to change. Enter Y to continue.

The record is created and displayed.

Add, change, or delete tax code lines as needed for the new Tax Authority.

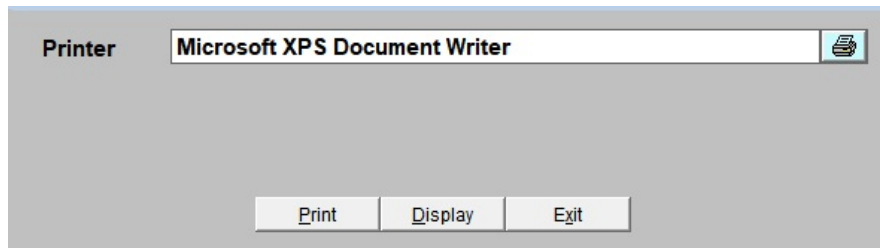
Quit

Enter Q to Quit.

Tax Authority List

Jobber, Master File Maintenance, Fuel Taxes, Tax Authority List

The Tax Authority List shows all Tax Authority records in the file. Use it to verify the accuracy of the tax codes in each Tax Authority.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 08/01/2018	PETRO-DATA, INC	Page No.			
Time: 17:56:28	Tax Authority Report 08/01/2018	1			
Authcode 1					
Tax Code	Description	Tax Rate	Prod Type	Tax Type	Category
0	NONE	0.0000	ALL	City	Sales Tax
30	OK Garfield	0.3500	ALL		Sales Tax
6	Ms Sales Tax 6.0	6.0000	ALL		Sales Tax
0	NONE	0.0000	ALL		Sales Tax
0	NONE	0.0000	ALL	Other	Sales Tax
1	FEDERAL GASOLINE	18.3000	GAS	Federal	Fuel Tax
2	STATE GASOLINE	20.0000	GAS	State	Fuel Tax

Tax Authority File Report

Tax Authority Update

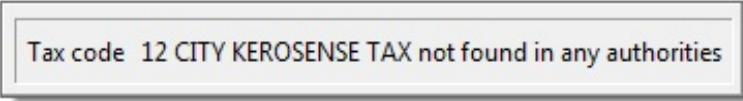
Jobber, Master File Maintenance, Fuel Taxes, Tax Authority Update

After creating, changing or deleting a Tax Authority, this option must be run or the tax changes will not be reflected in invoicing and purchasing. This process will update fuel tax rates in the Customer files and the sales tax rates in Accounts Receivable.

Note: Sales and purchases in the unposted file will not be affected by the tax change unless you edit the line items. Be sure that all BOLs and sales invoices have been entered before making the tax changes. The invoices and BOLs do not have to be updated. The update will not change the taxes.

See 'FUTURE TAX RATE UPDATE' for tax rate changes with effective dates if you are downloading BOLs and entering invoices for two months at a time.

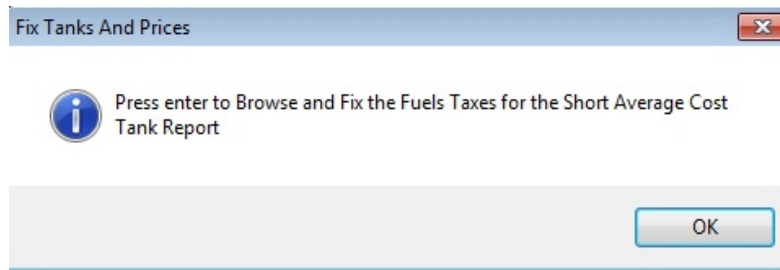
If tax codes exist in your tax file that are not in any of the tax authorities, this message will display in the upper right corner of the screen. It is informational only. Press <enter> to continue. If there are more, a message will display for each.

A screenshot of a rectangular message box with a thin border. The text inside the box reads: "Tax code 12 CITY KEROSENSE TAX not found in any authorities".

Tax code 12 CITY KEROSENSE TAX not found in any authorities

If you get an error message like 'file access denied', make sure everyone is out of the system and run it again.

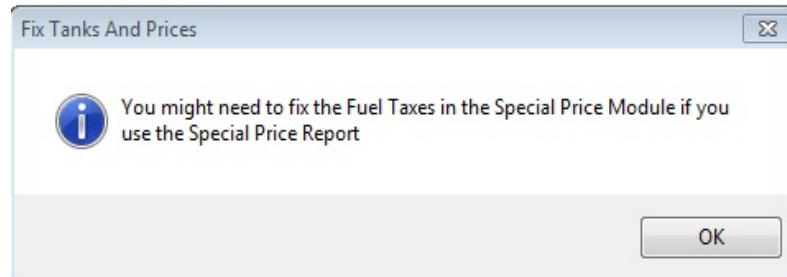
Total tax amounts must be adjusted in consignment tanks in some cases - for commission calculations. The rank record displays so you can correct the total fuel tax amount. If you do not use this feature, or when fuel taxes have been updated, press Ctrl W to exit .



Artank				
	Loc	Tankno	Item	Fueltax
▶	3	UNL	UNL	
	3	PLU	PLU	
	3	SNL	SNL	
	5	UNL	UNL	
	5	PLU	PLU	
	5	SUP	SUP	
	5	LSD	LSD	
	1	SNL	SNL	0.0000
	1	UNL	UNL	0.0000

Update the table and press CTRL-W to save.

In some versions of the Special Price Report, taxes are retrieved from the customer tax authority. The taxes have to be corrected manually in the Special Price File. Taxes in the Special Price file are for reporting only - if you send customers their full price for the day. If you are not sure, call Petro-Data support.



The menu returns after this final message.

Future Tax Rate Update

Jobber, Master File Maintenance, Fuel Taxes, Future Tax Rate Update

This feature allows you to enter a tax rate change that is effective on a specific date. Invoices or BOLs entered with a date prior to the effective date will use the old rate. Invoices or BOLs entered on or after the effective date will use the new rate.

After you follow the process of changing your rates, we highly recommend that you test them by entering a test invoice with an old date and a new date. Then make sure the invoices calculated the tax rates correctly. You can delete the invoices or cancel the invoice calculate program when you are done. Don't forget to double check your BOLs and Purchases the same way.

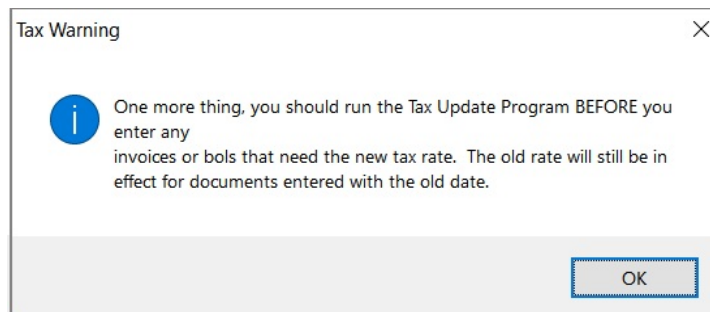
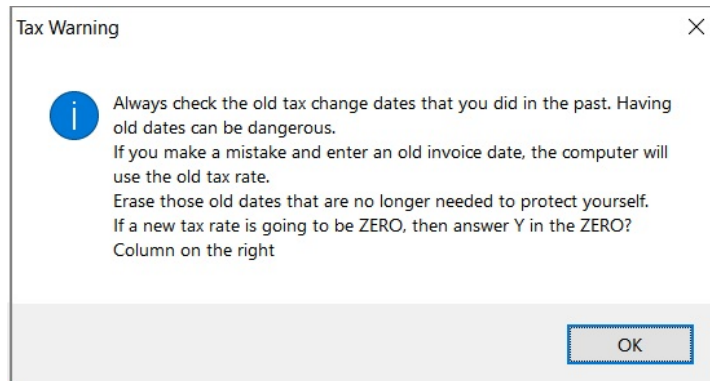
Process:

- Enter the new fuel or sales tax rate with the future effective date
- Run the Update New Rates program
- Continue entering BOLs as needed

Browse and Enter New Fuel Tax Rates

Jobber, Master File Maintenance, Fuel Taxes, Future Tax Rate Update, 1. Browse and Enter New Fuel Tax Rates

When you select this option, you will receive these warning and reminder messages. As the message states, remove any old date changes from the file.



New Fuel Tax Rates - <Ctrl W>=Quit						
Taxcode	Name	Current Rate	New Rate	Eff Date	Old Rate	Zero?
1	FEDERAL GASOLINE	18.200000	0.000000	08/01/2018	18.300000	
2	STATE GASOLINE	20.000000	0.000000	//	0.000000	
3	FEDERAL DIESEL	24.300000	26.000000	12/21/2018	0.000000	
4	STATE LSD TAX	20.000000	0.000000	//		
5	STATE HSD TAX	20.000000	0.000000	02/01/2019	0.000000	Y
6	FL STATE GASOLINE TAX	7.000000	0.000000	//		
7	FEDERAL PROPANE	20.000000	0.000000	//		

- 1 All current rates will be displayed from the setup tables.
- 2 In the New Rate column, enter only the rates that need to be changed. Rates with zero 'New Rate' will remain at 'Current Rate'.
- 3 Enter the effective date of the change.
- 4 To zero out a rate, enter a Zero in the New Rate column and 'Y' in column titled 'Zero?'

After you have entered all changes, press CTRL-W to save the data. The system will display a message with the number of rows that will be changed to zero.

On the date of the effective date of the new tax rates or a few days before, run the Update New Rates option.

If you want to enter rates for taxes that are effective in the future but there is no current rate in the system, you must enter a Zero rate in the tax tables first. Please be sure to run the Tax Authority update after you enter the new zero rates. After that, you can set up the new rate with it's future effective date.

Browse and Enter New Sales Tax Rates

Jobber, Master File Maintenance, Fuel Taxes, Future Tax Rate Update, 2. Browse and Enter New Sales Tax Rates

The same Tax Warnings display as shown above.

Use the same procedures as fuel tax changes to enter the changes for sales taxes.

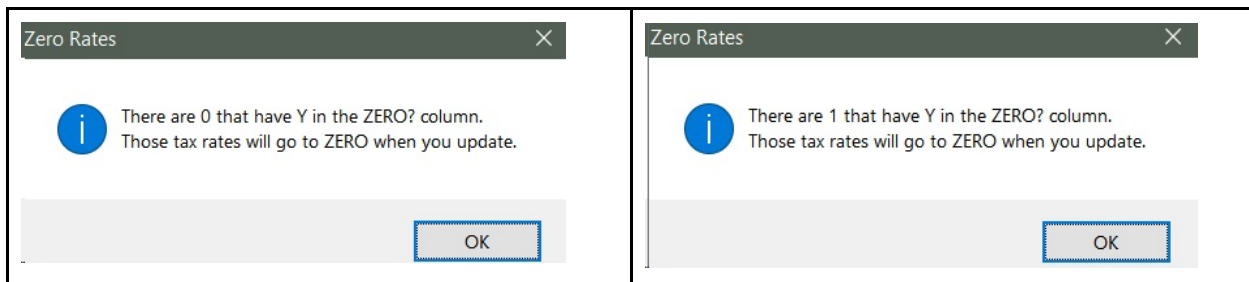
Update New Rates

Jobber, Master File Maintenance, Fuel Taxes, Future Tax Rate Update, 3. Update New Rates

On the new date or a few days before, run the Update New Rates program. This program will:

1. Update the fuel tax setup tables with the new rates
2. Find any invoices or BOLs with dates greater than or equal to the new effective date and update the tax rates using the new rate percent. All transaction with a date prior to the new effective date will not be affected.

Based on your input, the system will count the number of tax rows you will make Zero and display that number. If no Zero fuel tax rate changes, the number displayed in the message will be Zero.



If this is not correct, you have the opportunity to cancel the update and correct the data.

The Update program will start with this message:

```
PETRO-DATA, INC *** Update Future Tax Rates *** 08/02/2018
```

```
If possible, try to enter all batches for the previous period.  
If not, the computer will still use the old rate for old documents  
Do not use the update program twice in a row without calling Petro-Data.
```

```
Ready to update tax files and tax authority files? (Y/N)
```

Enter 'Y' to start the update.

Enter 'N' to cancel the update. You can change the setup data and run this option again after your newest changes.

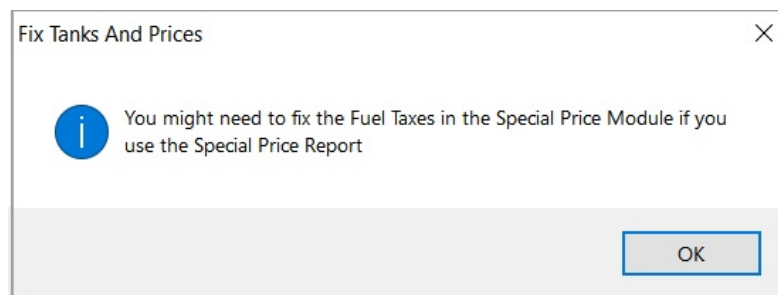
As the system processes all taxes changes, you may receive messages about tax setup records that are not assigned to any Tax Authority. Please review these messages and fix the tax authority setup if it is appropriate.

Sample Message:

A rectangular message box with a thin border. The text inside reads: "Tax code 15 STATE LUBE/OIL TAX not found in any authorities".

Tax code 15 STATE LUBE/OIL TAX not found in any authorities

When the process is complete, the following message displays. Please check the setup in Special Price Module (*Jobber, File Maintenance, Special Prices*) and check for any needed changes due to the tax change.



After all processing is complete, a final message will display.

As stated in the above message, do not run the Update Rates program a second time. If you determine that the rates are wrong, please call Petro-Data for support.

Discontinue Using Old Rates

Jobber, Master File Maintenance, Fuel Taxes, Future Tax Rate Update, 4. Discontinue Using Old Rates (Precautionary)

This option clears the flag that the system uses as the trigger to check for rates in the Future Rate table. Once the flag is cleared, the system uses the rates in the tax table and no longer checks for a future rate record. You will still be able to view your rate changes in this menu even after the flag is cleared.

You may want to clear the flag one month after the newest effective date.

```
Petro-Data Inc. *** Change Future Tax Rates ***

You are going to set a flag which insures that the system ignores the old taxrates
regardless of the date entered.

Do you want to disable the old tax rates? (Y/N)
```

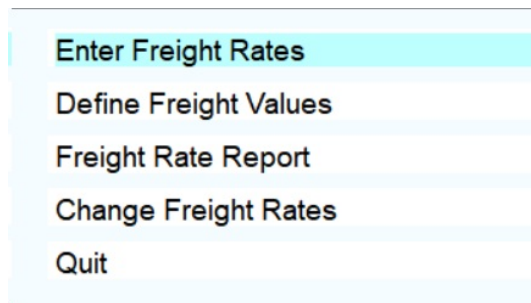
Enter 'Y' to start the update to remove the flag.

Enter 'N' to cancel this program. You may run it at a later date if you wish.

Freight Files

Jobber, File Maintenance, Freight Files

These menus will enable you to create freight charges.



Define Freight Rates

Jobber, File Maintenance, Freight Files, Enter Freight Rates

Create freight charges by Schedule. Schedules are created in the Freight Module.

Schedule	301	From Carrier TR	
Prod Type	FUEL	Mile Incre. 10	
Miles	10	Gas Rate 5.000000	Die Rate 5.000000

Schedule	Prod Type	Miles	Gas Rate	Die Rate	
▶ 301	FUEL	10	5.0000	5.00000	
301	FUEL	20	5.00000	5.00000	
301	FUEL	30	5.00000	5.00000	
301	FUEL	40	5.00000	5.00000	
301	FUEL	50	7.00000	7.00000	
301	FUEL	60	7.00000	7.00000	

Schedule

Enter the schedule ID. Use F2 to get a list of valid schedules

Product Type

Product Type will default from the schedule setup.

Mile Increment

Enter the number of miles to increment for the freight charge.

Miles, Gas Rate, Diesel Rate

Based on the number of Increment Miles, enter the Gas and Diesel Rate for each increment.

The amount entered should be pennies per gallon. A value of 5 is 5 cents per gallon. A value of 1.3 is 1.3 cents per gallon.

Buttons:

New	Inquire or Add a rates for a new schedule
Delete	Delete the existing record for the schedule
Duplicate	Duplicate the values for a new schedule

Define Freight Values

Jobber, File Maintenance, Freight Files, Define Freight Values

Define the Freight default values. These values are used in various freight calculations.

```
Petro-Data Inc. ***** Input Freight Constants *****

Minimum gallons for gasoline      8500      Minimum diesel      7500
Minimum for mixed loads          8000
Diesel Taxtypes      ULS  ULS  B5C  B3C  B2C  B1C
Tax types for Dyed   ULD  B5D  B3D  B2D  Monthly Gallons Allowed      0
Enter tax types for:  Kerosene  KER      Propane
Input insurance factor for common carrier (ex: .0407)  0.000000
Input freight surcharge (ex: .020 is 2 percent )      500.000000
Input insurance factor for your transport              0.000000
Input insurance factor for bobtail deliveries          0.000000
Are city IDs used for customers actual city? (Y/N)  Y
Is everything OK? (Y/N/Q)  
```

Minimum Gallons for Gasoline

Enter the minimum gasoline gallons to bill for freight

Minimum Diesel

Enter the minimum diesel gallons to bill for freight

Minimum for Mixed Loads

Enter the minimum mixed load gallons to bill for freight

Diesel Tax Types

Enter the tax types for Clear Diesel. Use the tax type field in the Inventory setup screen for your clear diesel fuel.

Tax Types for Dyed

Enter the tax types for Dyed Diesel. Use the tax type field in the Inventory setup screen for your dyed diesel fuel.

Kerosene Tax Type

Enter the tax types for Kerosene. Use the tax type field in the Inventory setup screen for Kerosene.

Propane Tax Type

Enter the tax types for Propane. Use the tax type field in the Inventory setup screen for Propane.

Insurance Factor for Common Carrier

If you are calculating freight and an insurance factor is included on freight invoices, enter the per gallon rate. Example: .0407 would be 4.07 cents per gallon.

Freight Surcharge

If you are calculating freight and a surcharge is included on freight invoices, enter the per gallon rate. Example: .020 would be 2 cents per gallon.

Insurance Factor for Your Transport

If you are calculating freight and an insurance factor is included on freight invoices, enter the per gallon rate. Example: .0407 would be 4+ cents per gallon.

Insurance Factor for Bobtail

If you are calculating freight and an insurance factor is included on freight invoices, enter the per gallon rate. Example: .0407 would be 4+ cents per gallon.

Are City Ids used for Customer Actual City

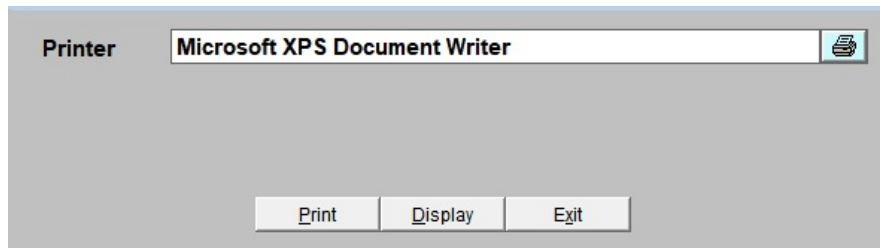
Y - Create a City ID based on actual city of your customer. Add this City ID to Customer Setup.

N - If you want to use one city ID that could include several nearby cities and don't need the actual customer city for the freight charges.

Freight Rate Report

Jobber, File Maintenance, Freight Files, Freight Rate Report

This report prints all the freight records.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

From City	to City	Miles	Gas	Die	Ker	Pro	Fac
DELDAL CADDO MILLS	10005 Fort Worth	36					
	Common Carrier		3.52000	3.91000	0.0000	0.0000	0.0000
	Transport		3.52000	3.91000	0.0000	0.0000	0.0000
	Bobtail/Other		3.52000	3.91000	0.0000	0.0000	0.0000
DELDAL CADDO MILLS	10008 Fort Worth	25					
	Common Carrier		2.93000	3.24000	0.0000	0.0000	0.0000
	Transport		2.93000	3.24000	0.0000	0.0000	0.0000
	Bobtail/Other		2.93000	3.24000	0.0000	0.0000	0.0000

Fuel Tax Exemptions

Jobber, Master File Maintenance, Fuel Tax Exemptions

The Fuel Tax Exemptions are codes that are assigned to a tax code in a customer's tax authority to exempt them from that particular tax. The exemption defines the reason the company is exempt from the tax.

Examples of exemption codes could be Off Road, Permit Holders/Bonded or Municipalities and Government entities. The exemption codes should match the various exemption categories which are reported on fuel tax return forms. The same code can be used for both Federal and State taxes. If a customer is exempt from several taxes for the same reason (such as Bonded), the same exemption code may be used for all exempt taxes. It is not necessary to set up separate exemption codes for Federal and State taxes.

How They Are Used

In the Customer Setup in Accounts Receivable, all fuel taxes which apply to the customer are displayed. Next to each tax description is a 'Ex Code' column. If the customer is exempt from the tax, an exemption code number will display with its description. When a taxed item is sold on an invoice, the taxes display in the tax screen. If there is no exemption code, the tax is calculated and displayed in the box and charged on the invoice. If there is an exemption code, the tax will not be calculated or charged. If the customer is exempt sometimes and not other times, the tax exemption code may be added or removed when the invoice is entered. The change will be for this invoice only and does not affect future invoices for the customer.

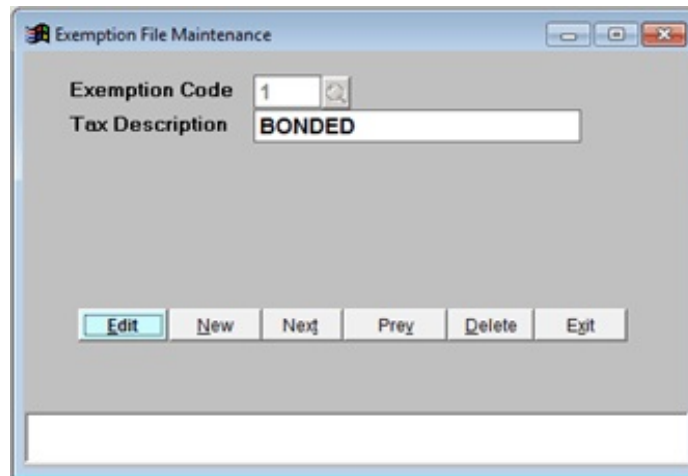
Add Change Delete Exemptions

Exemption Report

Quit

Add Change Delete Exemptions

Jobber, File Maintenance, Fuel Tax Exemptions, Add Change Delete Exemptions



Exemption Code

Exemption codes are numeric and must begin with 1. Enter a new exemption code number or click the magnifying glass or F2 to lookup.

Tax Description.

Type a short but accurate description of the exemption. This description will print on Fuel Tax Sales Audit reports for exempt sales.

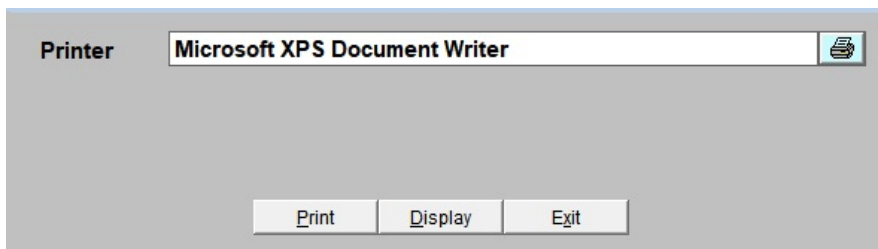
OPTION BUTTONS

- <Edit> Click on the description field and change it. Or press E or click the Edit button.
- <New> Click on New to enter another record.
- <Next> Click on Next to display the next record.
- <Prey> Click on Previous to display the previous record.
- <Delete> Click to Delete to delete this record.
A popup box with *'Do You Want to Delete This Record?'* displays.
Click the Y button to delete the record or the N button to proceed without deleting.
- <Exit> Click on Exit to quit file maintenance.

Exemption Report

Jobber, File Maintenance, Fuel Tax Exemptions, Exemption Report

The Exemption Report is a list of all exemption codes in the file.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 11/14/2018	Petro-Data Inc.
Time: 07:29:00	Exemption File Report 11/14/2018
Tax Code	Description
1	SIGNED STATEMENT
10	SIGNED STATEMENT
11	SIGNED STATEMENT
12	SIGNED STATEMENT
2	PERMIT HOLDERS
3	FEDERAL GOVT
4	PUBLIC SCHOOL
5	EXEMPT COOPS
6	OFF ROAD EQUIP-LINE 19
7	NO ETHANOL CREDIT

Fuel Tax Exemption Report

Special Prices

Jobber, File Maintenance, Special Prices

Special Pricing provides a way to assign to a particular customer a different price from the standard price level that is set up for non-fuel inventory items. Amounts or Markups are entered in the Mk/Price fields (1-5) of the inventory item. You can also define a Profit per Gallon by customer and also define a freight charge for that customer. Special prices must be created for each customer.

For example, a customer could be given a bid price or a certain markup from a rack price. After rack prices for the day have been entered or imported, the Special Price Report for fuel may be used to quote prices based on the special setup.

There is a Special Price Install Program which must be run before any Special Price Records are entered.

To test a special price, do the following:

- Set up a special price record.
- Manually calculate what should be the price.
- Enter an invoice for the customer and bill the item in the special price record.
- Compare the price you calculated with the price the computer calculates.

Special Prices

- Special Price Add/Change
- Special Price List
- Daily Fuel Price Report
- Add Customer Racks
- Duplicate/Change Prices
- Index Special Prices
- Install Program
- Quit

Special Price Maintenance

Jobber, File Maintenance, Special Prices, 1 Special Price Add and Change

Special Price File Maintenance

Location: 9 Terminal: Terminal View All

Custno: PM1 Petro-Market #1

Shipto:

Item: E87 Fuel Type: UNL

Price Type: U Racktype: N Tax Type: GAS

Spec Code:

Price Origin: T Billcode: N

Vendor: BRAND Terminal: SA Fixed Terminal: Y

Profit/Gal: 0.03000 Exp Date: / /

Frnt Type: C Frnt Rate: 300.00000 Other: 0.00000 Fuel Tax: 0.36800

Code 1: Code 2: Zone:

No Quote: No Tax:

Line Item Charges

Bill Frt?	<input checked="" type="checkbox"/> Y	Frnt (G/N)	<input type="checkbox"/> G	Loc	1	Item	GASFRT	FG
Bill Frt Adj?	<input type="checkbox"/> N			Loc		Item		
Bill Other 1?	<input type="checkbox"/> N	Oth Chg 1	0.000000	Loc		Item		
Bill Other 2?	<input type="checkbox"/> N	Oth Chg 2	0.000000	Loc		Item		

Tot Markup: 0.03000

Edit New Next Prev Delete Duplicate Exit

View All Button

Click this button to quickly view existing data in this special price setup table. You can select a record for edit from this view.

Location Number (Q-Quit)

Enter a valid location number (warehouse or terminal). If the customer received one price when the fuel is delivered from the terminal and another when the fuel is delivered directly from the terminal, two special price records will have to be set up.

Note 1: The Special Price Install question 'Special Prices for different locations' must be 'Y'. If 'N', a Location must be entered but it is not used in the price calculation.

Customer

Enter a Customer Number or use the F2 key to look valid customer numbers.

Customer Ship To

If this price is not based on a Ship To address, leave the field blank. If the price is specific to a Ship To location, enter the code here. You can use the F2 key to lookup Ship To information for each customer.

If the Special Price Install, if 'Special Prices based on ship to code?' is 'N', this field is skipped.

Item

Enter the Inventory Item code for this special price. You can use the F2 key look inventory item setup. If the inventory item exists in the table, all setup information will display. If a special price record does not exist, the following message displays:

Record Not Found. Do You Want to Add it?

Enter **Y** to add the record.

Enter **N** to start over without adding the record.

Price Type

There are five special price options. Enter one of the following Price Types:

C No Price	This special price will be zero.
F Flat Price	A flat rate will be charged using the amount in this setup.
U Markup Cost from Price	Use the price from Markup Price 1 in inventory setup.
D Markdown from Price	Use the Price 1 values found in inventory setup for this item.
N Don't sell to this customer	A message 'Do Not Sell to This Customer' will display when an attempt is made to sell the item to the customer listed in this setup.

Note: The MarkUp fields at the bottom of this screen will require different responses depending on which code is entered in Price Type.

Rack Type

The Rack Type will be defaulted from inventory setup for the item.

Tax Type

The Tax Type will be defaulted from inventory setup for the item.

Spec Code

F=Floor Pricing

- This code is for pricing when the net rack price goes below a minimum 'Floor' price.
- Enter a minimum rack price for the floor limit.
- Enter the additional markup to be added to the rack + markup.
- The price will then be Rack + markup + floor markup.

O=Use Rack with One Percent

- This code is used if customer prices are calculated after the One Percent discount is applied.
- These customer's special price records can be coded with O.

Price Origin

This field is for Fuel items only. Enter the origin for the price. For non fuel items, leave this field blank.

I In-House - delivered from in-house tanks.

T Terminal - delivered from a terminal.

B Both - special price applies when delivered from in-house tanks or terminals.

Bill Code

Bill the customer based on either Gross or Net.

Vendor/Terminal

This field is for Fuel items only. If this is not a fuel item or the special price only applies to fuel delivered from in-house tanks, leave this field blank.

- If the special price applies to all vendors and all terminals, enter ALL in both fields.
- If the special price applies to one vendor and all terminals, enter the specific Vendor ID and ALL in the Terminal field.
- If the special price applies to one vendor and one terminal, enter the specific Vendor ID and specific terminal.

The rack cost used will be from the vendor/terminal entered on the sales invoice.

Note: If you specify One Vendor and All terminals, the Daily Fuel Report sent to customers will show prices for this criteria. Customer Rack Setup will be ignored in this situation. It may be best to enter All Vendors/All Terminals and then define vendor and terminal in the Daily Fuel Report.

Fixed Terminal

Y - only special prices for items in a Customer Rack will print

N - prices for the vendor and terminal specified on special setup will print

Profit/Gal

If the Price Type is 'U' (MarkUp), enter the amount of markup in dollars and cents. For example, .01 is 1 cents over the price designated by the 'Price Origin' field.

If the Price Type is 'D' (MarkDown), the price will be a markdown from Price 1 in the inventory item setup. Enter the amount of the markdown in dollars and cents. For example,, 1.00 would deduct \$1.00 from the price.

If the Price Type is 'F' (Flat Price), the price per unit (gallons or package) will be whatever is entered in this field.

Expiration Date

Enter the expiration date of this quoted price.

Freight Calculation for Sales Invoices

This section applies only if 'Freight calc in invoice' is set to 'Y' in the Inventory Installation Program. Freight, Adjustments, and Other charges may be calculated and automatically billed to the customer as separate line items on the invoice or calculated and added to the per-gallon price of the fuel.

Freight Type

Enter one of the following Freight Type Codes:

- T** Use the Freight Table in Freight Rate File Maintenance to calculate freight per gallon based on origin and destination cities.
- R** Use the Freight rate entered in this record to calculate freight per gallon.
- C** Enter a Flat freight charge in the BOL to include on the invoice.

Frt Rate

- For Freight Type T** - this field is skipped
- For Freight Type R** - enter the Freight per Gallon (ex. 0.0025).
- For Freight Type C** - the amount here is zero. Enter the amount of the charge on the BOL (ex. 20.00)

Other

Enter an 'Other' amount per gallon to add to the price or leave blank for none. Examples of other charges could be a Reimbursement Fee, Freight Surcharge, etc.

Fuel Tax

Enter the total fuel excise tax amount per gallon to be charged to the customer after all exemptions are applied. For example, 0.384000 would be 38.4 cents per gallon. This field is only used in the Special Price Report for fuel when the markup data is printed. It is not used in any calculations.

Code 1

This is a four-character user-defined code for reports printed in the Special Price Module such as the Special Price Report for Fuel. For example, you might put BP for Bulk Plant prices or TERM for terminal direct delivery prices in Report Code 1.

Report Code 2

The Report Codes are used to group price reports. You define the four-character codes. One example might be to group the report by salesman.

Zone

This is a code you create for grouping items on reports.

No Quote

Y - This customer will not get a price quotation.

No Tax

Y - The price quotation will not include fuel taxes.

Line Item Charges

Miscellaneous items must be added in Inventory Setup for any Line Item Charges. This includes Freight Gas, Freight Diesel, Freight Surcharge or any other special charge. Each item must have a unique code in the 'Misc Code' field in inventory setup. Suggested codes are displayed at the bottom of the inventory setup screen. If 'Misc Code' is blank, the charge will not be created for the sales invoice.

Bill Frt

Y Bill freight as a separate line item on the invoice. The freight per gallon will be calculated and a line item with gross gallons and freight per gallon will be added to the invoice.

N Freight charge will not be created.

Frt (G/N)

Bill freight on Gross Gallons

Bill freight on Net Gallons

Location

Enter the Location number of the Freight charge item as set up in the inventory record.

Item

Enter the Item from the inventory record. For example, this would be FRTGAS for Gasoline Freight.

Bill Freight Adjustment

Y To bill a freight adjustment line item, such as a surcharge, on the invoice. The freight adjustment per gallon will be calculated and a line item with gross gallons and freight adjustment per gallon will be added to the invoice using the location and item number entered on this line.

N Freight adjustment will not be created.

Location

Enter the Location number of the Freight Adjustment item as set up in the inventory file.

Item

Enter the Item number for Freight Adjustment (ex, GRTGASSUR). The item description displays.

Other charges are per-gallon charges that will be added to the markup or added as a separate line item to the invoice. One example could be Debt Recovery. The rules are the same as freight and surcharges.

Bill Other 1

Y To bill the Other charge as a line item on the invoice.

N o include the Other charge in the price of the fuel.

Oth Chg 1

Enter the rate per gallon (1 cent is .0100).

Location

Enter the Location number of the Other charge item as set up in the inventory file.

Item

Enter the Item number for the Other charge (ex, DEBT).

Note: The code in the 'Misc Code' field displays next to the item. If this is BLANK, it will NOT work.. Go back to inventory file and enter a code. Return to the special price record and <enter> through the 'Frt Code' line. The code should display.

Bill Other 2

Enter **N** to include the Other charge in the price of the fuel.

Enter **Y** to bill the Other charge as a line item on the invoice.

Oth Chg 1

Enter the rate per gallon (1 cent is .0100).

Location

Enter the Location number of the Other charge item as set up in the inventory file.

Item

Enter the Item number for the Other charge (ex, DEBT).

Note: The code in the 'Misc Code' field displays next to the item. If this is BLANK, it will

NOT work.. Go back to inventory file and enter a code. Return to the special price record and <enter> through the 'Frt Code' line. The code should display.

Total Markup

The total markup will display at the bottom. The total is derived from the data you entered in the setup.

Special Price Setup Duplication Feature

The Duplicate Default feature is an easy way to enter the same special prices for multiple customers.

- Inquire on the customer and item you will use as your model.
- Click the 'Duplicate' button.
- Enter a new Customer Number and press Enter.
- Continue this process as required.

Special Price List

Jobber, File Maintenance, Special Prices, 2 Special Price List

The Special Price List is a list of all special price records in the file. This report lists flat prices, markup or markdown amount and vendor/terminal.

Enter Special Price File Report Options:

Output to: S=Screen P=Printer F=Text File Q=Quit

Enter The Date

The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

Enter Customer Number / Blank for All.

Enter customer number to print or leave blank to print the complete report.

Show Customer Racks?

Y/N Include Customer racks on the listing.

Show Other Charges?

Y/N Include Other Charges on the listing.

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

Y - print the report using the selected printer or screen.

P - change to a different printer or print option,.

N or **Q** - quit without printing.

Date: 09/24/2018
Time: 14:58:01

Petro-Data Inc.
Special Price File Report 09/24/2018

Page No.
1

Cust No	Loc	Item	Description	Price	Markup	Freight
Inventory item not found				0.00000	0.00000	

Handi Stop 31						
11031	9	UNL	UNLEADED GASOLINE	0.00000	0.02000	0.01245
Ven/Trm			Frnt Item GASFRT Loc 1	Code FG	Rate	0.01245

Sugarland Fuel Services						
37058	9	SNL	SUPER UNLEADED	0.00000	0.02000	0.02160
Ven/Trm			Frnt Item GASFRT Loc 1	Code FG	Rate	0.02160
37058	9	UNL	UNLEADED GASOLINE	0.00000	0.02000	0.02160
Ven/Trm			Frnt Item GASFRT Loc 1	Code FG	Rate	0.02160

Acme Construction						
ACME	1	110 055	MOTOR OIL	4.00000	0.01000	
ACME	1	111 005	HYDRAULIC OIL - 5 GAL	1.80000	0.00000	
ACME	9	HSD	HIGH SULPHUR DIESEL	0.00000	0.06580	0.01580
Ven/Trm			Frnt Item DIEFRT Loc 1	Code FD	Rate	0.01580
			Adj Item DIESUR Loc 1	Code FDS		

Special Price File Report

Daily Fuel Price Report

Jobber, File Maintenance, Special Prices, Daily Fuel Price Report

The Daily Fuel Price Report prints the report of special pricing for fuel prices only. The Rack Prices must be updated before you run this report. Customer quotes may be printed from this option. If the Special Price setup has 'Y' in Fixed Terminal, all terminal prices will print. If this field is N, only prices from the last terminal will print.

This menu option is also available in the Rack Prices menu.

Special Price Report

Printer: Email File

Calculate Prices Show Errors Freight Surcharge: 28.0000

Rack Date: 09/24/2018 Cut Off Hour: 18

Price Date: 09/24/2018 Best Prices: 3

Sort Option: Customer by Fuel Type Vendor and Terminal

Customer Quotes Cust No: [] []

Total Price Only Report Code: []

Show Other Charges Show Special Charges

Vendor: [] [] Terminal: [] []

Buttons: Edit, Print, Display, Exit, Save Opt

In the Printer selection, choose one of these options as the output type:

- Display** *Display the report to the computer screen*
- Printer** *Send the report to the printer*
- File** *Print the report as a Text file to the directory listed*
- PDF File** *Print the report as a PDF file to the directory listed*
- Email** *Send the report as an email to the customer(s)*

If you are using the TIME programs - where the effective time of the fuel prices is entered or imported with the prices, the following message displays.

Calculate Prices

Check this box to update a price table with updated prices for the date you enter in the field 'Price Date'. This is used when you print the Daily Fuel Price Report. You can also re-print data from a previous date.

Show Errors

Show any errors that the program finds. One example of an error message would be a missing Tax Authority.

Freight Surcharge

Enter the standard freight surcharge percent. This percent will print on the report.

Rack Date

Enter the date of the rack price that will be used for this report.

Cutoff Hour

Enter the hour of the rack price. The system will use both Rack date and Cutoff Hour to determine which rack price to use.

Price Date

Enter the date that will be written to the price table and used for reporting. Since this data will be stored by price date, you can report on this data at a later date.

Best Prices

If the vendor has more than one terminal, the number of prices entered will be printed on the report.

Sort Option

Choose either Customer by Fuel Type or Vendor & Terminal

Customer Quotes

Check this box if you only want to generate a report of special prices for your customers. If you select one customer, the customer name and address will be printed in the report header. Leave the box un-checked to create a report for all customers. If this field is unchecked, only a general report for your use will print.

Total Price Only

Check this box to show total prices only. If you leave the box unchecked, the report will print a second line showing the detail of some of the prices, such as Other Charges.

Report Code

Enter the report code that was entered in the special price setup in field Report Code 1. All customers configured with code will be printed. Leave this field blank to print a report for all customers.

Show Other Charges

Show other charges that were added in the Special Price setup in field Other 1. It will include any setup from the Special Charges setup.

Show Special Charges

Show other charges that were created in the menu option Special Charges.

Vendor

Enter a specific vendor or leave this blank to print price setup for all vendors.

Terminal

Enter a specific vendor's terminal or leave this blank to print price setup for all vendors.

Date: 10/02/2018		Petro-Data Inc.				Page 1			
Time: 06:52:21		Special Price Report							
		Rack Date: 09/30/2018 Price Date: 10/02/2018							
Customer	BLUE	Blue Farm	SAN ANTONIO TX 78040						
Vendor	Terminal Name	Item	Rack Cost	Markup	Freight	PrcNoTx	Fuel Tax	PrcTax	
BRAND	SAN ANTONIO	UNLEADED	3.46680	0.0900	1.280000	3.126900	0.383000	3.509900	
					Fr/SurChg	1.000000	28.0000%	0.280000	
Customer	BLUE	Blue Farm	BLUE FARM				SAN ANTONIO TX 78040		
Vendor	Terminal Name	Item	Rack Cost	Markup	Freight	PrcNoTx	Fuel Tax	PrcTax	
BULK	SAN ANTONIO	UNLEADED	2.21638	0.1000	0.019584	1.876484	0.383000	2.259484	
Org/Dest	SA	SA	0	Schedule	Fr/SurChg	0.015300	28.0000%	0.004284	

Daily Fuel Price Report

Add Customer Racks

Jobber, File Maintenance, Special Prices, 4 Add Customer Racks

This menu option allows you to define what fuel types should be included on customer reports. It is used when daily rack prices are emailed or printed and sent to customers. By Customer, enter the vendors and terminals to be included on the customer price list.

This menu option is also available in the Rack Prices menu.

Vendor	Terminal	Item	Del
BRAND	SA	HSD	
BRAND	SA	LSD	
BRAND	SA	PLU	
BRAND	SA	PLUE	
BRAND	SA	PRO	
BRAND	SA	SNL	
BRAND	SA	SNLE	
BRAND	SA	UNL	
BRAND	SA	UNLE	

Customer Number

Enter the customer number for this rack definition. You can also set up a record for customer number DEFA to create a default record. The default record can be used to copy the same setup to multiple customers.

Ship To

Enter the Shipto number if the prices are for a specific shipping location. Leave it blank for all shipping locations.

If the record does not exist, a message is displayed.

Record not found. Do you want to add it?

Y to add

N to not add this record.

Report Code

Enter your pre-defined report code to select only customers with this code that is assigned in the Customer setup.

Vendor

Enter a specific vendor number to include on the customer price list. Leave this blank to print all vendors.

Terminal

Enter a terminal number if the rack prices are for a specific terminal. Leave this blank to add the prices for all terminals for the vendor.

Click <Ok> to add the record.

The Vendor and Terminal fields become blank so that more racks may be added if needed.

OPTION BUTTONS

- <New>** Start a new Customer Rack Price Record.
- <Add Rack>** Add more Racks to this Customer Rack Price record.
- <Duplicate>** Copy this record to another customer.
- <Delete Rack>** Delete a Rack from this Customer Rack Price Record.
Enter the Vendor and Terminal to delete.
'Are you sure you want to delete?'
 Y will delete all records for the rack from this record.
 N to not delete.
- <Exit/Save>** Save the data and exit out of Add Customer Racks.

Duplicate or Change Prices

Jobber, File Maintenance, Special Prices, 5 Duplicate/Change Prices

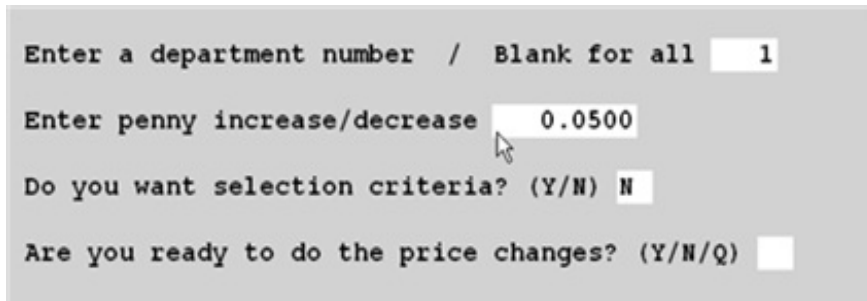
The Automatic Price Increase/Decrease selection increases or decreases all of the selected special prices in the Special Price file by the amount entered. The changes may be done by Department and/or by Selection Criteria. Use this option when changes are standard and affect more customers than could be changed efficiently record by record, or if special prices need to be changed before an actual cost increase comes into effect.

There is no automatic printout with changes. Print a price report before and after running this program to verify the price changes.

```
Petro Test *** Price File Changes ***  
  
1. Increase/Decrease Prices  
2. Change an Item  
3. Copy Salesman Number to File  
4. Copy and Delete Prices  
5. Browse Markups  
6. Mass Change for Other Charge  
Q. Quit  
  
Select 
```

Increase/Decrease Prices

Jobber, File Maintenance, Special Prices, 5 Duplicate/Change Prices, 1 Increase/Decrease Prices



```
Enter a department number / Blank for all 
Enter penny increase/decrease 
Do you want selection criteria? (Y/N) 
Are you ready to do the price changes? (Y/N/Q) 
```

Enter a Department Number / Blank for All

Enter the Inventory Department number of the items in the Special Price file to be increased or decreased. Press Enter.

Enter Penny Increase/Decrease

Enter a 'cents amount up to four decimal places (0.0000) to be used in the price update. Enter a price decrease by using a minus sign (-) before the amount. The following message appears at the bottom of the screen to further define this field:

Enter Negative for Decrease. 1 Penny Increase is .01, 1 Penny Decrease is -.01

Do You Want Selection Criteria (Y/N)

Enter **Y** if additional criteria is needed to select the special prices to be changed. For example, you could choose to limit the change to a certain customer or a specific item. Enter **N** if Selection Criteria is not needed.

Are You Ready To Do The Price Changes? (Y/N/Q)

View the selected options, enter **Y** to proceed with the price changes. Enter **N** to reenter any of the selection options. Enter **Q** to quit without making any price changes.

Change an Item

Jobber, File Maintenance, Special Prices, 5 Duplicate/Change Prices, 2 Change an Item

This option is used to change item numbers in the special price file for items that were changed using the special option in Inventory File Maintenance to renumber items OR to add a new item for all customers who already have special prices set up. Call Petro-Data for assistance before using this option.

```
Demo Company ***Change/Add Special Price *** 08/01/2007
C=Change an Item   A=Add by Duplicating an Item  C
Enter existing item in price file to change or dupe 110 055
Enter existing NEW item in price file to change or dupe
Ready to fix the file? (Y/N/Q=Quit) 
```

Copy Salesman Number to File

Jobber, File Maintenance, Special Prices, 5 Duplicate/Change Prices, 3 Copy Sales Number to File

This option will place the salesman number currently in the Customer's file in the special price record field 'Report Code 1'.

```
Demo Company ***Fix Salesman In Price File *** 08/01/2007
This program puts the salesman for every customer in report code 1.
Ready to fix the file? (Y/N) 
```

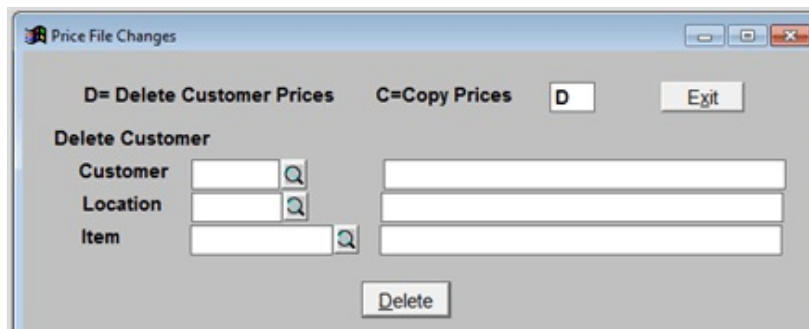
Copy and Delete Prices

Jobber, File Maintenance, Special Prices, 5 Duplicate/Change Prices, 4 Copy and Delete Prices

This option allows you to Delete all Special Price records for a specific customer OR Copy all Special Price records from one customer to another.



Choose the DELETE or COPY Option



To delete the special prices, enter the customer, location and item. Click Delete.

Price File Changes

D= Delete Customer Prices C=Copy Prices C Exit

Copy from Custom

Customer [] [Q] []
Location [] [Q] []
Item [] [Q] []

Copy to Customer

Customer [] [Q] []

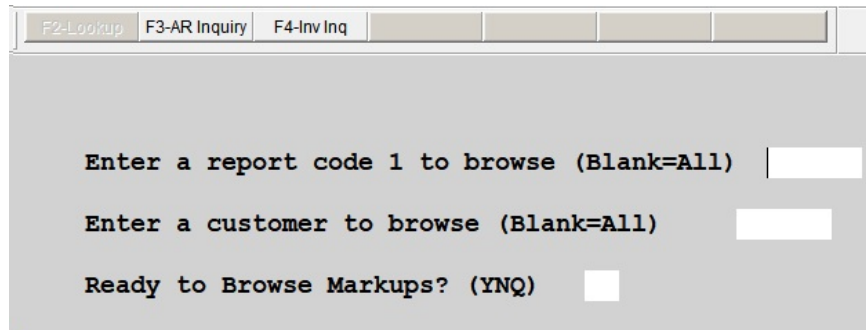
Copy

To copy all special price records from one customer to another, first enter the customer, location and item to be copied from. Then enter the customer number where the data will be copied to. Click Copy.

Browse Markups

Jobber, File Maintenance, Special Prices, 5 Duplicate/Change Prices, 5 Browse Markups

This menu option will display the Profit/Gal and flat freight amounts for all special price records.



F2-Lookup F3-AR Inquiry F4-Inv Inq

Enter a report code 1 to browse (Blank=All)

Enter a customer to browse (Blank=All)

Ready to Browse Markups? (YNQ)

Report Code 1

Enter a report code you added in the setup or leave this blank for all special price items.

Customer

Enter a specific customer or leave this blank for all customers.

Ready to Browse?

Yes, No or Quit.

Mass Change for Other Charge

Jobber, File Maintenance, Special Prices, 5 Duplicate/Change Prices, 6 Mass Change for Other Charge

Use this option to perform a change to pricing for all Line Item Other Charge setup in Special Prices.

```
Petro Test ***Change Other Charge In Price File *** 03/21/2019
This program changes the other code charge that adds to the price
Enter a Report Code 1 to fix (blank for all) 
Enter new charge (Ex: .025000) 0.000000
Ready to fix the file? (Y/N) 
```

Report Code 1

Enter a Report Code that matches the codes entered on Special Price setup.

New charge

Enter the amount to change. This will be added or subtracted, if a negative amount, to the charge per gallon for Bil Other 1 and Bill Other 2 fields.

Ready to Fix the File?

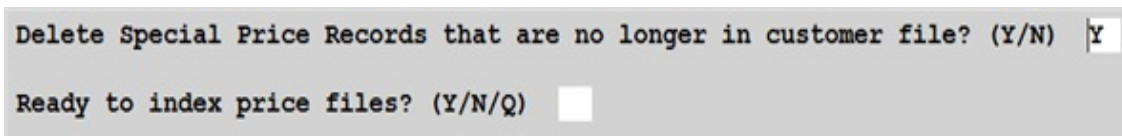
Y - Continue with the change

N - Edit the data entered

Index Special Prices

Jobber, File Maintenance, Special Prices, 6 Index Special Prices

This option recreates the index file which is used to streamline the data entry process. This feature also allows you to delete any special price records for customers who have been deleted out of your customer file.

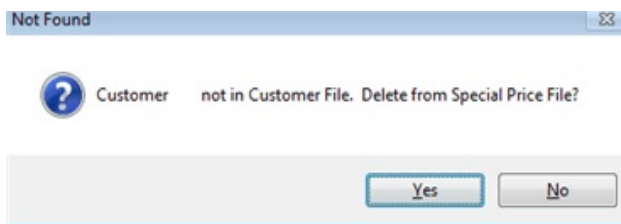


Ready to index price files? (Y/N/Q)

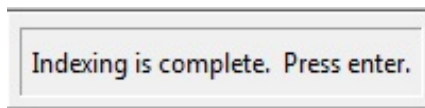
Y to proceed with indexing.

N to quit without indexing.

Q to quit without indexing.



Informational message about special price records deleted for customers who do not exist in the customer master.



Install Program

Jobber, File Maintenance, Special Prices, 7 Install Program

The Special Price Install Program must be run before any special price records are added. Everyone must be out of Special Price File Maintenance. Please contact Petro-Data if you need help choosing any of the options.

Please enter the Password 'INSTALL' or Blank to Quit.

```
***** Special Pricing Install Program *****02/28/2013

1. Special prices based on ship to code?          Y
2. Special prices for different locations?         Y
3. Special prices by fuel type (not item)?        N
4. Default Authority for Bulk Plant?              TEXAS
5. Detail Quote Report Name                       ARPRICE3
6. Summary Quote Report Name                      ARPRICE2
7. Regular Detail Report

Is everything OK? (Y/N/Q) 
```

1. Special prices based on ship-to code?

- Y - if ANY customer has one special price for the billing address or one shipping address and a DIFFERENT special price for another shipping address.
- N - if all special prices are by customer, NOT customer ship-to codes.

2. Special prices for different locations?

- Y - if you have different special prices for the same customer and item if sold from a different location. For example, if the product is delivered from the Bulk Plant they have one price, and if it is delivered from the Terminal, the price is different.
- N - if the same special price applies for the same customer and item at every location.

3. Special prices by fuel type (not item)?

- Y - if Jobber is in Texas. This option will be skipped if option 1 is N.
- N - if customer does not need to compute the estimated load fee to be calculated in the BOL program.

4. Default Authority for Bulk Plant?

You can enter a default Tax Authority for this inventory item or leave it blank. If you leave it blank, the tax authority will be controlled by the customer setup.

5. Default Vendor and Terminal for Prices 1-5

You can enter a default Vendor and terminal or leave it blank.

6. Detail Customer Quote Report

This report and it's format is provided by Petro-Data.

7. Summary Customer Quote Report

This report and it's format is provided by Petro-Data.

8. Regular Detail Report

This report and it's format is provided by Petro-Data.

9. Customer Quote: 1=Total Only 2-Detail

The most common choice is 2 for a detailed price report. When you run the report, you may choose to print totals only.

10. Rounding for prices (4, 5, 6)

Enter your rounding preference for the customer price quote report. Most common rounding is set to 6.

Is Everything OK? (Y/N/Q)

Enter **Y** to accept the answers, **N** to change them, or **Q** to quit without making or saving any changes. If you have made changes and the changes are correct, you **MUST** enter **Y** to save them. The following message displays:

Inventory must reset itself. You will be returned to the BASE directory.

Press <enter> to return to your desktop.

Special Sales Invoice Charges

Jobber, Master File Maintenance, Special Charges

This option allows you to set up a single billing item (charge or credit) when a particular item is purchased. The charge can be set up for either one specific customer or all customers.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Chg Delete Special Charges						
Special Charge Report						
Reindex Special Charges						
Delete Special Charges						
Quit						

Add, Change or Delete a Special Billing Charge

Jobber, Master File Maintenance, Special Charges, Add Chg Delete Special Charges

This option is used to create a Special Sales Invoice charge to be billed to your customer. A common example is the Oil Spill Recovery Fee that is added to the sales invoice.

Customer	ALL	All Customers
Ship To	ALL	All Shiptos
Charge ID	OILSP87	
Sold Item	E87	Regular E10
Fueltype	E87	Taxtype GAS
Vendor		Terminal
Location		Bill Type
Special Charge Item		
Item Loc	1	Terminal
Charge Item	OILSPILLGAS	Oil Spill Recovery - Gasol
Billing Rate	0.001929	Rate Type G

Buttons: Edit, New, Next, Prev, Delete, Exit

Customer

Enter the customer number, You can use **F2** or click on the magnifying glass to lookup your customer list. You can also enter 'ALL' if this record will apply to ALL customers.

Ship To

Enter a ship to code or 'ALL' if this record will apply to ALL customer ship-to addresses. Use the F2 or click the magnifying glass to lookup specific Ship-to ID numbers.

Charge ID

Enter a unique Charge ID code to identify the actual charge. For example, in the example above, a charge for OILSP87 will be charged to all customers when they purchase E87 gas.

Record not found. Do you want to add it?

<Yes> to add the record.

<No> to start over without adding the record.

The next 3 fields will determine if the charge should be added to the sales invoice. At least one field must be keyed but you can enter data in all three fields. It's very important that you review your fuel inventory setup to know what values to enter.

Sold Item

Enter the Inventory Item that applies to this Special Charge when it's purchased. When a sales invoice is created based on the item sold, the charge will be added to the Sales Invoice. When you enter the inventory item, Fuel Type and Tax Type will be populated using the values in your inventory setup.

Fuel Type

If you want to add a charge based on Fuel Type, enter the value here. For example, the Oil Spill Recover Fee is .001929/gallon for Gas. If inventory setup has Fuel Type GAS for E87, E89 and E93, you can enter GAS in this field. Entering Item Sold inventory number is not required. Caution: Any inventory item with fuel type GAS will trigger the creation of this charge.

Tax Type

If you want to add a charge based on Tax Type, enter the value here. For example, the Oil Spill Recover Fee is .001929/gallon for Gas. If inventory setup has Tax Type GAS for E87, E89 and E93, you can enter GAS in this field. Entering Item Sold inventory number is not required. Caution: Any inventory item with tax type GAS will trigger the creation of this charge.

Vendor

Enter a Vendor code IF this record applies only to a specific vendor. Leave this field blank to create the charge for all vendors.

Terminal

Enter a Terminal code IF this record applies only to a specific terminal. Leave this field blank to create the charge for all terminals for the vendor.

Special Charge Item Section describes the line item charge on the invoice.

You must first set up the charge description in the Inventory Master under Jobber, File Maintenance.

Item Location

Enter the Location Number for the charge.

Charge Item

Enter the Charge Item Number from the inventory file. You can use F2 or the lookup function in this field to check the data in inventory setup.

Billing Rate

Enter the Billing Rate which will be used to bill this charge. For example: .02 is 2 cents or .05 is a credit of 5 cents. The next field identifies whether the charge is based on gallons or is a flat dollar amount.

Rate Type

G = Gallons (charged on number of gallons)

D = Dollar (charge a flat dollar amount)

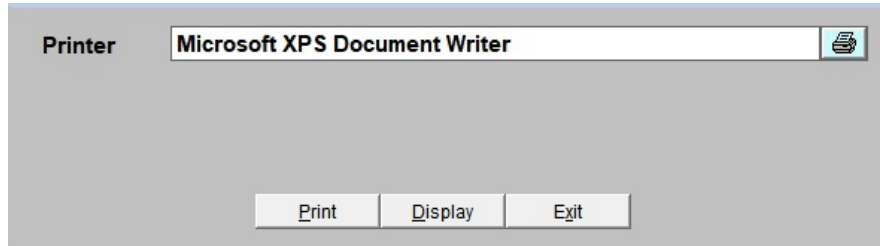
F = Flat Rate

Click on Exit to quit file maintenance.

Special Billing Charge Report

Jobber, Master File Maintenance, Special Charges, Special Charge Report

This is a listing of all Special Billing Charge records in the file.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Cust No	Shipto	Chg. Id	Vendor Term	Inv Item	Chg Item	Typ	Rate
ALL	ALL	BAK					0.000000
ALL	ALL	RMD		RMD	ED	G	-0.045000
ALL	ALL	RSP		RSP	ED	G	-0.045000
ALL	ALL	RUN		RUN	ED	G	-0.045000
ALL	ALL	OILSPILL		LSD	OILSPILL	G	0.001900

Special Charge File Report

Reindex Special Billing Charge File

Jobber, Master File Maintenance, Special Charges, Reindex Special Charges

This option recreates the index file. Reindex when the file seems to be missing records or does not print in order. Everyone must be out of the Special Billing Charge File. The process takes only a few seconds.

When the reindex is finished. Press Enter to go back to the menu.

Delete Special Charges

Jobber, Master File Maintenance, Special Charges, Delete Special Charges

```
Petro-Data Inc. *** Delete Billing Charges Maintenance ***  
Enter a Charge Item Number |   
Ready to backup and delete? (Y/N/Q) 
```

Charge Item Number

Enter the Charge Item number to be deleted

Ready to backup and Delete?

Y - Yes to delete the charge item

N - No to change the charge item listed

Q - Quit

Comments

Jobber, Master File Maintenance, Comments

The Comment File contains messages and information which can be printed on invoices. The comment code can be up to two numbers or letters. Each comment setup has a short description and up to 6 lines of information. The number of messages that can print on an invoice depends on your invoice. Manual comments and messages can also be added in invoice entry.

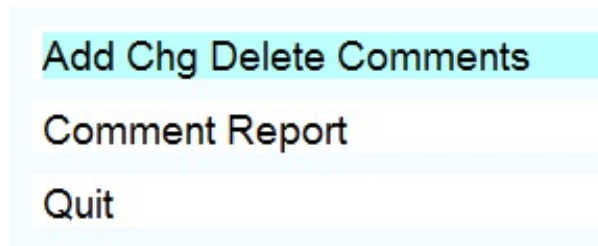
Comment codes can be tied to fuel types (such as the dyed diesel message) and will print on every invoice where that type of fuel is sold. Others can be tied to customer records and will print on invoices created for that customer. They can also be manually brought into specific invoices by code number as the invoice is being entered. Except for manual comments, all others must be entered in this Comment File.

Some comment examples include:

“Please Call About Our Oil Specials in October”

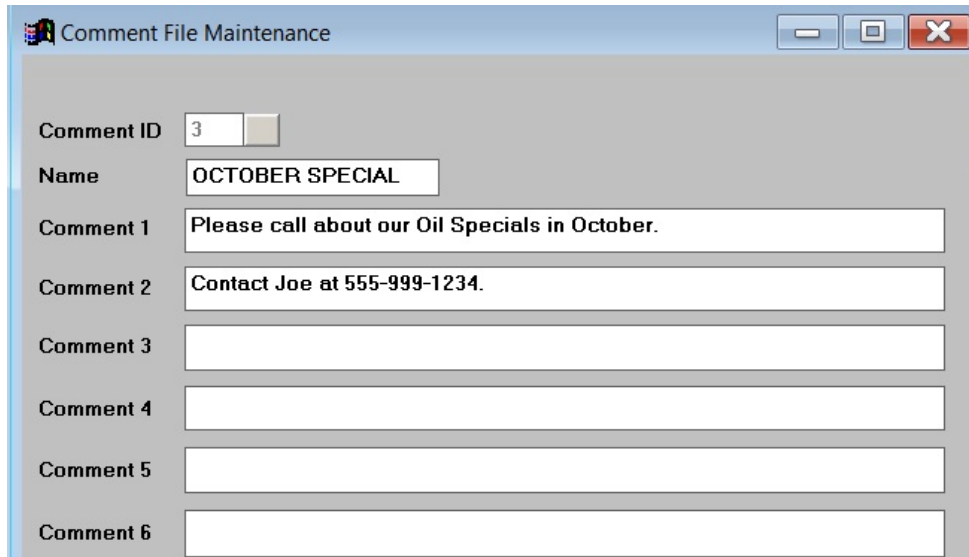
“Dyed Diesel Fuel - non-taxable use only”

“Your Account is Past Due, Please Send Payment Immediately”



Add, Change or Delete Comments

Jobber, Master File Maintenance, Comments, Add Chg Delete Comments



Comment File Maintenance

Comment ID 3

Name OCTOBER SPECIAL

Comment 1 Please call about our Oil Specials in October.

Comment 2 Contact Joe at 555-999-1234.

Comment 3

Comment 4

Comment 5

Comment 6

Comment ID

Enter a comment code to add or display. A code is one or two numbers (0-99) or letters (A-Z) or a combination (D2). Magnifying glass or F2 to lookup existing comments.

Name

Enter a short name which would describe the contents of the comment in a Lookup screen. (Ex. 'Dyed Diesel' for the message about off-highway, tax exempt use.) The short name does not print on the invoice.

Comment 1

Type the first line of the comment of 50 characters or less. When you have filled one line, press <enter> at an appropriate break in the text and continue the comment on the second comment line. The comment will print exactly as entered. You may use upper and lower case as well as characters such as an asterisk (*) to separate comments or make them stand out when printed on the invoice.

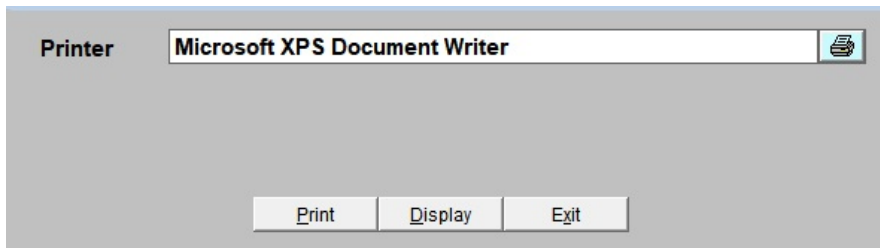
Comment 2-6

Type up to 50 characters for each line. Do not skip a line in the middle of a message. When a blank line is encountered, the comment is considered complete. Any text entered after a blank line will not print on the invoice.

Comment Report

Jobber, Master File Maintenance, Comments, Comment Report

The Comment Report is a list of all the Comment records in the file.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 09/26/2018	Petro-Data Inc.	Page No.
Time: 16:02:26	Comment File Report 09/26/2018	1
Code	Descr	Comment
1	ANTIFREEZE	We are running a special on Antifreeze. This special will only last till the end of July.
2	CHRISTMAS	Happy Holidays from the Staff of Petro-Data Inc.
3	OCTOBER SPE	Please call about our Oil Specials in October. Contact Joe at 555-999-1234.

Comment Report

Trucks

Jobber, Master File Maintenance, Trucks

Create a record for each Common Carrier and each of your company trucks. If you don't need to track all trucks separately, you can create one truck to represent all of them. Tax ID codes are entered in this record for Fuel Tax Reporting.

How Truck Setup is Used

A Truck number can be entered on each Bill of Lading to track who transported the fuel from the terminal or the vendor. Many states require Carrier Reports if your company transport fuel.

Fuel Manifest Reports can be run to track loads by each truck and driver. Truck numbers can also be entered on Sales Invoices. Carriers are also required on Fuel Tax Reports whether it is your own trucks or Common Carriers. Tax ID numbers are entered in this record.

Freight Calculations

Freight rates can be set up by common carrier, transport or bobtail. A code in the Truck File determines which type of truck picked up and delivered the fuel. If you are linked to the General Ledger, in-house truck records will have a Freight income GL account. Common carrier truck records will have a pending freight GL account. These accounts are used if you are using the freight calculations in the BOL module and adding it to fuel cost.

Add Chg Delete Trucks

Truck Report

Quit

Truck Maintenance

Jobber, File Maintenance, Trucks, Add Chg Delete Trucks

Truck Number

Enter a truck code. The truck number can be up to six characters - like a short name or abbreviation (MTC - My Transport Company). It can also be a number. View existing truck records by clicking the magnifying glass or pressing F2.

The screenshot shows a software window titled "Truck File Maintenance". The form contains the following fields and values:

Truck:	1		
Name:	TRANSPORT 1		
Frt Company:	MY OIL COMPANY, INC.		
Truck FEIN:	59-1234597	Fax No.:	
Truck Code:	T	Tran. Mode:	J
Model Year:	2005	Make:	FORD
Model:		License:	
Email:			
Rate Schedule:	301	SurCharge %:	
Gas Minimum:	7000	Diesel Minimum:	8000
Billing Code:		Vendor No.:	
GI Frt. Income:	60600-	Freight Income:	
GI Pend. Frt.:	-		

At the bottom of the window, there are buttons for "Edit", "New", "Prev", "Next", "Delete", and "Exit".

Name

Enter a description for the truck.

Frt Company

Enter the name of the freight company. You can use the same value as you entered for 'Name'.

Truck FEIN

Enter the Tax ID required by your State fuel tax reports. In Texas, it is your Texas Taxpayer number or the common carrier's number. You can also look up this number on the State of Texas Comptroller's website. The address is:
<https://comptroller.texas.gov/taxes/fuels/motor-fuels-transporters-search.php>

Fax Number

Enter the fax number of the Common Carrier. This can be used in a custom feature for faxing load requests to common carriers. This is not a required field.

Truck Code

This code is the type of carrier or truck. Some freight calculations use this to get the correct freight rate. Values are:

- C** = Common Carrier
- T** = Transport
- B** = Bobtail
- P** = Customer Pickup

Depending on the truck code, there are some fields that are required to be entered.

COMMON CARRIER**Company Name**

Enter the transportation company name. (Ex. Mission Transport).

FEIN

Enter the carrier's TAX ID number for tax purposes, if needed. In some States, this is their Federal number, in other States, it is their State ID number.

GL Pending Freight

Leave this blank if you are NOT calculating freight in the BOL module and adding it to inventory cost. This GL number is used ONLY for COMMON CARRIERS and only if you are calculating freight in the BOL module and adding the freight to the rack price increasing the value of the fuel inventory. This account will be credited when BOLs are updated.

TRANSPORT**Company Name**

Enter your company name.

FEIN

Enter your FEIN number for tax purposes, if needed. The State of Florida requires this information.

Transportation Mode

Enter the Federal Transportation Mode for this truck (J is for truck).

GL Freight Income

Leave blank if you are NOT calculating freight in the BOL module and adding it to inventory cost. This GL number is used ONLY for your company-owned TRANSPORT and BOBTAIL trucks (Truck type T or B) and only if you are calculating freight in the BOL module and adding the freight to the rack price increasing the value of the fuel inventory.

BOBTAIL

Company Name

Enter your company name.

FEIN

Enter your FEIN number for tax purposes, if needed. The State of Florida requires this information.

GL Freight Income

Leave this blank if you are NOT calculating freight in the BOL module and adding it to inventory cost. This GL number is used ONLY for your company-owned TRANSPORT and BOBTAIL trucks (Truck type T or B) and only if you are calculating freight in the BOL module and adding the freight to the rack price increasing the value of the fuel inventory.

CUSTOMER PICKUP

Enter P to use when a customer picks up their own fuel at the bulk plant.

Company Name

Enter your company name.

FEIN

Enter your FEIN number for tax purposes, if needed.

Tax Code

Enter 'J' if the truck belongs to a jobber from whom you purchase fuel.

Tran. Mode

Enter the Federal Transportation Mode code for this truck or barge, etc. J is the value for a Truck. This field is Optional.

Model Year

Enter the Model Year of the truck. This is usually entered for Transports and Bobtails only. This field is Optional.

Make

Enter the Make of the truck. This is usually entered for Transports and Bobtails only. This field is Optional.

Model

Enter the Model of the truck. This is usually entered for Transports and Bobtails only. This field is Optional.

License

Enter the License Plate number of the truck. This is usually entered for Transports and Bobtails only. This field is Optional.

Email

Enter the Email address of the Common Carrier. This field is Optional.

Tax Authority

This option is used for select customers only who have special programs that use this field. For those special customers, select the Tax Authority for deliveries by this truck.

The following fields are used when Freight and Surcharge are calculated in BOL and/or Invoicing.

Rate Schedule

Enter a Freight schedule code if applicable. Leave this field blank or type "NONE" if there is no freight schedule for this truck.

SurCharge%

Enter the surcharge percent to use to calculate freight surcharge when this truck number is used.

Gas Minimum

Enter the Minimum gallons of Gasoline to bill freight. If they buy less than this, freight will be calculated on these gallons.

Diesel Minimum

Enter the Minimum gallons of Diesel to bill freight. If they buy less than this, freight will be calculated on these gallons.

Billing Code

Select whether billing will be at Gross or Net.

Vendor Number

Enter the vendor number that is always associated with this truck.

GL Freight Income

Select the GL account for freight income. This field is **not** open for update if the Truck is a Common Carrier (code C).

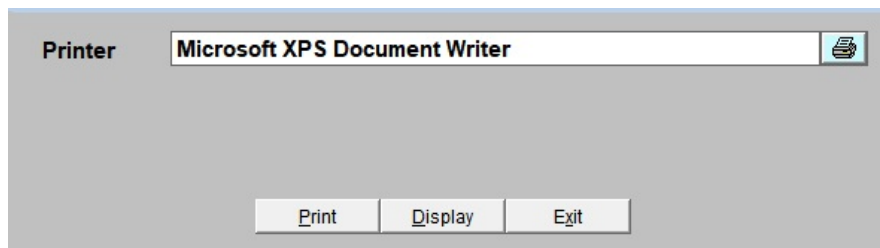
GL Pending Freight

Select the GL account for pending freight expense.

Truck Report

Jobber, File Maintenance, Trucks, Truck Report

Print this report to list and verify all trucks in the file and to use as a reference when entering BOLs.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 09/27/2018	Petro-Data Inc.	Page No.		
Time: 07:02:37	Truck File Report 09/27/2018	1		
Truck Number	Description	Code	Rate/Mile	Carrier No.
1	TRANSPORT 1	T	0.0000	59-1487255
14	JOE PATTY	T	0.0000	59-1487255
15	WILLIE ROBINSON	T	0.0000	59-1487255

Truck File Report

Cities

Jobber, File Maintenance, Cities

City Maintenance is part of the freight calculation feature. City codes must be entered in the Customer Setup, Location Setup and Terminal Setup for the system to determine the origin (Terminal) and destination (customer or location) of the fuel.

If you are calculating freight based on origin and destination, the following setup must be entered:

- Assign a city code (up to 6 characters) for each city where you pick up fuel and each city where you deliver fuel.
- In Freight Rate File Maintenance, you will enter the freight for each origin city to destination city.

Note 1: There are some installation options that may need to be changed if you begin using this module after your initial setup. Please call Petro-Data for assistance.

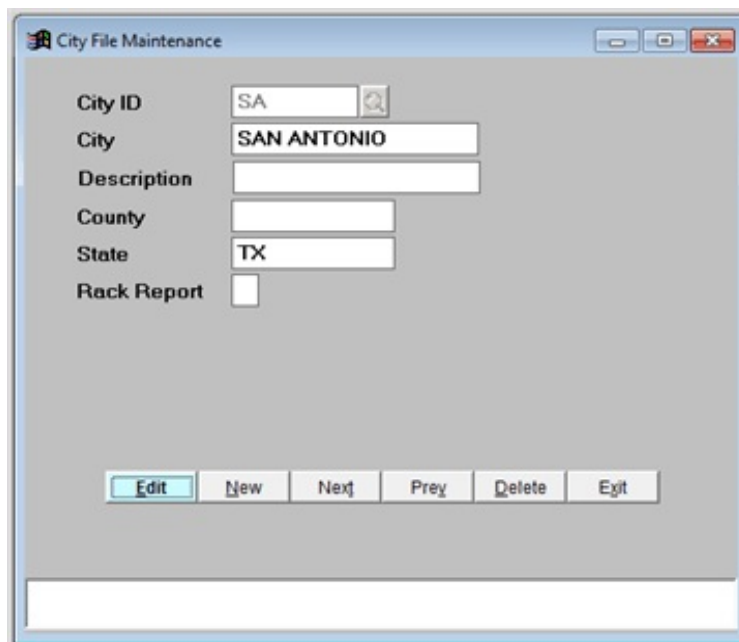
Add Chg Delete Cities

City Report

Quit

City Maintenance

Jobber, File Maintenance, Cities, Add Chg Delete Cities



City File Maintenance

City ID SA

City SAN ANTONIO

Description

County

State TX

Rack Report

Edit New Next Prey Delete Exit

City ID

Enter up to a 6-Character ID for the City.

City

Enter the City name.

County

Enter County name (if known - optional).

State

Enter the 2-Character abbreviation for the STATE.

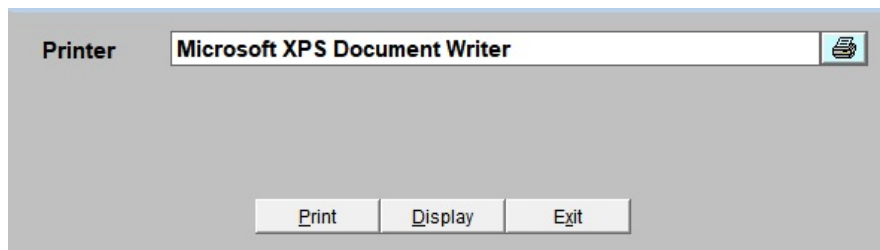
Rack Report

Do you want this city as a destination on the rack report? (Y/N)

City Report

Jobber, File Maintenance, Cities, City Report

Print this report to list all of the City ID codes in the file. City ID codes are listed in alphabetical order.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Terminals

Jobber, Master File Maintenance, Terminals

The Terminal File contains a code and description for each vendor and terminal where you purchase fuel. You will enter fuel prices for each vendor and terminal. These rack prices are entered manually or downloaded from either DTN or your fuel vendor.

Sales and transfers are recorded from in-house tanks or from fuel picked up at the terminal. By using the terminal code, the system records the cost of the fuel using the rack price for that particular terminal. You may assign numeric or alpha-numeric codes (EX: SA could be San Antonio).

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Add Chg Delete Terminals						
Terminal Report						
Add Vendors						
Print Vendor List						
Quit						

Add, Chg, Delete Terminals

Jobber, Master File Maintenance, Terminals, Add Chg Delete Terminals

Vendor

Enter the vendor code of the fuel supplier. Click on the Magnifying glass or press <F2> to lookup. Vendor codes are created in the Accounts Payable module. There is a shortcut link to Vendor Setup in this sub-menu.

Terminal Code

Enter a Terminal code for this terminal. The terminal code is a one-to-three character code which identifies a particular terminal. (Ex: SA for San Antonio)

Description

Enter the description of the terminal code. This description should define the Terminal. For example, San Antonio for SA or Three Rivers for TR.

City of Origin

Enter the appropriate city code if you are calculating freight otherwise leave blank.

State of Origin

Enter the Two-character State Abbreviation (TX, MS, FL, etc.) where this terminal is located. This is important for State fuel tax reports. Origin state on tax reports comes from this field.

Tax Authority

Enter the Tax Authority Code which governs what taxes are charged and collected at this terminal location. If the terminal is out of state but is authorized to charge taxes from your state, enter the Tax Authority for the taxes that are charged.

Note: The Tax authority can be changed in BOL entry if taxes from a different state are charged.

License Number

Enter the IRS designated Terminal Locator number that identifies the terminal. (Ex. 1TX7432109)

Use Time

Enter 'Y' if this vendor changes rack prices at a time other than midnight. If yes, enter the Hour in military time (18 = 6pm), the Minute (usually 0) and A/P/M (M for military time or 24 hour clock). Although 6p is the default, the Rack Price program does allow for special rack price changes for any time of the day.

Jobber Code

Enter the Dealer Code for jobbers who sell wholesale fuel to you. This data is used in some state tax reports.

Pull Freight

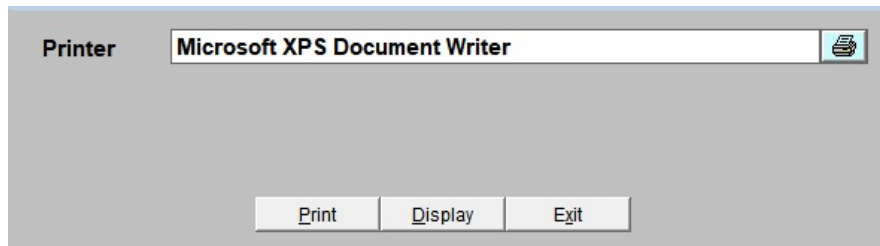
Special code for some special installations. Contact Petro-Data if you require special codes.

Vendor:	BRAND	Brand Fuels
Terminal:	SA	
Description	SAN ANTONIO	
Tax Authority	TEXAS	TEXAS
City Id:	SA	
City	SAN ANTONIO	
State:	TX	Zip:
IRS License No	12345	State License No. 67890
Use Time?	Y	Hour 18 Min 00 A/P/M M
Jobber Code	<input type="checkbox"/>	Pull Freight: <input type="checkbox"/>
Export Authority	<input type="checkbox"/>	
Zone 1		Zone 2 Zone 3
<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Next"/> <input type="button" value="Prey"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>		

Terminal Report

Jobber, Master File Maintenance, Terminals, Terminal Report

The Terminal Report lists all terminals in the system.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

Date: 08/03/2018	PETRO-DATA, INC			Page No.	
Time: 11:02:29	Terminal Report 08/03/2018			1	
Vendor	Terminal	City Id	Description	State	Auth Code
BRAND	CC	CC	CORPUS CHRISTI	FL	HILLS
UBRAND	CC	CC	CORPUS CHRISTI	FL	HILLS
UBRAND	SA	SA	SAN ANTONIO	FL	HILLS

Terminal Report

Add Vendors

Jobber, Master File Maintenance, Terminals, Add Vendors

Use this option to add, change or delete vendors.

To view the setup for an existing vendor, click the lookup button or the F2 key. A list of all vendors will display. Scroll down to select the vendor to be view. You can also enter the first one or two characters of the vendor number and then click the lookup button. The system will position the cursor on the vendor record that comes closest to the characters entered. Doing this can help you scroll through the vendor file more quickly. This is especially convenient if you have a large number of vendors.

Vendor

The vendor ID is a six character (letters or numbers) field. Special characters (spaces, dashes, asterisk, etc..) are not allowed as part of the ID but can be included in the actual vendor name.

It's recommended that you make the ID something easy to remember. You could choose to abbreviate the vendor name as the ID. For example, AT&T would be ATT, Oil Incorporated would be OILINC, etc... A person's name could be coded with abbreviated last and names like SMIJOH for John Smith. Use the shortest possible code for your fuel vendors since you will be using them frequently.

To add a Vendor, enter the vendor ID and press the <Enter> key. If the code does not exist, a message box displays asking if you wish to Add it. Reply Y to add or N to re-enter the vendor ID.

Company

Enter the complete company name.

Address 1

Enter Address 1 of the billing address. There are two lines for the address. If this vendor gets a 1099 Interest, enter the street address on address1 and leave the second address line blank.

Fed ID

Vendor's federal tax identification number.

Fuel Vendor's State Tax ID number must be entered here. This is used in State tax modules for Texas, Florida, and Illinois.

Address 2

Enter Address 2, if appropriate, of the billing address.

1099 Type

If this Vendor will receive a 1099 at the end of the year, enter the type of 1099 to be issued. Choose: I=Interest, R=Rent, or M=Miscellaneous.

Since reporting forms change from year-to-year, all of these codes may not be currently used. The most recent software will have the capability to print the current 1099 forms. For further information, call Customer Support.

City

Enter the name of the city.

Phone

This is an optional field. Enter the area code and phone number for this vendor.

State

Enter the two-character abbreviation for the State.

Zip

Enter the zip code. You can enter only the first 5 digits or the full Zip+4 code. If you key Zip+4, you must key the dash between the Zip code and the 4 digit segment.

Phone 2

This is an optional field. Enter the secondary area code and phone number for this vendor.

Contact

This is an optional field. Enter the person to contact to order from this vendor.

Fax

This is an optional field. Enter the fax area code and phone number for this vendor.

Title

This is an optional field. Enter the title of the contact person.

Vendor Type

This is an optional field. This is a user defined value. You may key a short code that describes the vendor or the type of merchandise purchased.

Email

This is an optional field. Enter the email address of the vendor. Some email addresses can be quite lengthy. To expand the field, double click the field and the field will display in a larger window. Enter the full email address here.

Code

This is an optional field. This is a user defined value. You may key a 2 character code for this vendor. This field can be used in reports.

Buyer Code

This is an optional field. This is a user defined value. You may enter 2 character code for the person who orders from this vendor. For example: initials JS for John Smith.

Terms Description

This is an optional field. This is a user defined data. Enter the terms extended to you by this vendor in the long field. For example: Net 10, or 1% in 12 days.

Tax

This is an optional field. Enter the sales tax percent used by this vendor.

Discount %

This is an optional field. Enter the percent discount from the Terms field or leave 0 if no discount is extended. For example: for 1% in 10 days, the discount % is 1.
DO NOT enter a discount percent for fuel vendors.

Priority

This field is for a Default Payment Priority code. The valid numbers for payment priority are 0-9. Standard priority is normally a value of '2'.

0 - vendor is on payment hold.

1 - pay on the next check run, invoice is automatically approved for payment.

2 - Invoices will be posted to the vendor file and will be approved for payment and paid at a later time.

3 - 9 are lower priorities or can be used to place invoices on different check runs.

Code **M** is for invoices that have already been paid with a manual check.

Net Due Days

Enter the number of days until the invoice is due. For example, if terms are Net 30, enter 30 as the days value. Do not leave this field 0. It is used in Purchasing and in Post 'Enter Payables' to calculate the due date based on the invoice date. If this field is 0, the due date will be the same as the invoice date. This feature is important for the Cash Requirements Report.

Payment Discount Days

Enter the number of days until the invoice is due if the discount is to be taken or leave 0 if no discount is extended. For example: for 1% in 10 days, enter 10.

Default Expense Account

Enter the expense account that is used most frequently for this vendor's invoices. It will automatically create a distribution record in 'Enter Payables'. This account is not used for purchases of fuel and oil which are entered through the Fuel Inventory Module. You may leave this field blank.

Acct. Num

Enter your account number with this vendor.

Import ID

If you import invoices into the system, enter the vendor import ID.

Notes

Enter any optional notes about this vendor. These notes are for reference only.

Vendor Balances**Credit Limit**

Enter the maximum unpaid balance this vendor will allow. If your terms are cash only, or you don't wish to track your remaining credit, enter zero.

The remaining fields on the Vendor Master File are calculated and maintained by the system after processing begins.

Print Vendor List

Jobber, Master File Maintenance, Terminals, Print Vendor List

Print a vendor list.

Report Options:

Output to:

S to print the report on the screen.

P to print to the printer and select the desired printer.

F to print to a Text File and enter the full path and desired file name.

Q to return to the menu without printing.

Detail or Short Report

D - Detail report is a full list of vendor data

S - Short report prints only vendor ID, name, phone, available credit limit, YTD purchases amount and payable balance.

Sort by:

1 - Vendor ID

2 - Numeric Vendor ID will convert ID that are numeric from character to number

3 - Vendor Name

Input Selection Criteria

Enter **Y** or **N** to select additional criteria for selecting vendors.

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

To print the report using the selected printer or screen, press **Y**. To change to a different printer or print option, press **P**. To quit without printing enter **N** or **Q**.

Date: 10/02/2018	Petro-Data Inc.					Page No.
Time: 13:20:11	Vendor File Report 10/02/2018					1
Vendor Name	Contact		Title			
Address1	Address2		City/St			
Telephone	Type	Buyer	Prior.	Tax Code	Terms	Open Debit
Credit	L.P.Date	L.P.Amt	YTD Pur	YTD Pay.	YTD Disc	Balance
SELE	Branded Oil Company		Joe		Sales Manganer	
1234	Loop				Houston TX	
	FUEL	2	0.000	Net 10		0.00
20000	02/24/11	1000.00	62759	4470	88888888	58874.30

UBRAND	Unbranded Oil Company		Bob		Corpus Christi TX	
2345	Highway East				Corpus Christi TX	
		2	0.000	Net 10		0.00
0	/ /	0.00	12655	773	88888888	11882.90

Detail Vendor Report

Date: 10/02/2018	Petro-Data Inc.					Page No.
Time: 13:13:24	Vendor File Report 10/02/2018					1
Vendor Number	Vendor Name	Telephone	Credit Avail	Debit Memo	YTD Purchase	Balance
sele	Branded Oil Company		-38874	0.00	62759	58874.30

UBRAND	Unbranded Oil Company		-11882	0.00	12655	11882.90

ACME	Acme Grocers		0	0.00	120	0.00

Vendor Short Report

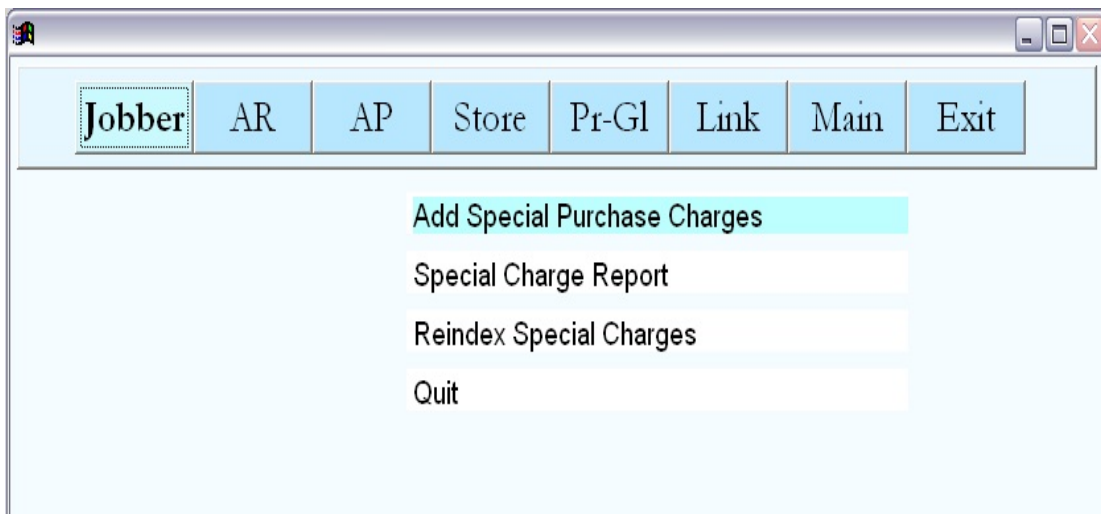
Purchase Invoice Charges

Jobber, Master File Maintenance, Purchase Charges

This option will add a charge or credit during Purchases Invoice Entry. If your fuel vendor always includes a standard charge, this option will create it for you so it does not have to be added manually.

One common example is to create the Oil Spill Recovery Fee that most vendors include on their invoices. Using the option for Special Charges, you can also pass this charge to your customers on Sales Invoice created from the BOL.

Another example could be a Tax Allowance that reduces the invoice you pay to your fuel vendor but is not passed on to your customer.



Add Special Purchase Charges

Jobber, File Maintenance, Purchase Charges, Add Special Purchase Charges

This option is used to create the special charge records that are added by the system to your Purchase Invoice.

Vendor

Enter the Vendor number. You can use **F2** or the magnifying glass to lookup all your valid vendors. You also have the option to enter **ALL** if this record will apply to ALL vendors.

Charge ID

Enter a unique Charge ID number for the special Purchase charge. This code identifies the charge. For example, Oil Spill Recovery could be SPLE87 for Oil Spill for E87 fuel.

Record not found. Do you want to add it?

<**Yes**> to add the record.

<**No**> to start over without adding the record

Sold Item

Enter your inventory item sold on which the Purchase Charge will apply. For example, if the special charge item is an Ethanol credit, the Sold Item might be Unleaded Ethanol. You will need a record for each item to which the charge applies.

Fuel Type

The Fuel Type automatically displays from the inventory item record if applicable.

Tax Type

The Tax Type automatically displays from the inventory item record if applicable.

Terminal

Enter a Terminal code if this charge applies to a specific terminal.

Bill Type

Enter **F** if the billing is by fuel type or leave it blank.

Special Charge Item Section

Item Location

Enter the inventory location that the miscellaneous purchase charge is set up in.

Charge Item

Enter the item code for the miscellaneous purchase charge item.

Billing Rate

Enter the billing rate for the miscellaneous purchase charge item. This amount can also be a negative number for a credit on your fuel invoice.

Rate Type

G = The rate will be charged per gallon.

D = The rate will be charged per dollar.

F = The rate will be a flat rate.

In the example below, a special charge will be created for Federal Oil Spill at a rate of .0019 per gallon.

The screenshot shows a software window titled "Purchase Charges and Credits". The window contains several input fields and sections:

- Vendor:** BRAND (text box), Brand Fuels (text box)
- Charge ID:** 1 (text box)
- Sold Item:** (empty text box)
- Fueltype:** (empty text box)
- Taxtype:** (empty text box)
- Terminal:** (radio button selected)
- Bill Type:** (empty text box)
- Special Charge Item Section:**
 - Item Loc:** 9 (text box)
 - Charge Item:** OILSPILL (text box), FEDERAL OIL SPILL (text box)
 - Billing Rate:** 0.001900 (text box)
 - Rate Type:** G (text box)

At the bottom of the window, there are buttons for Edit, New, Next, Prev, Delete, and Exit.

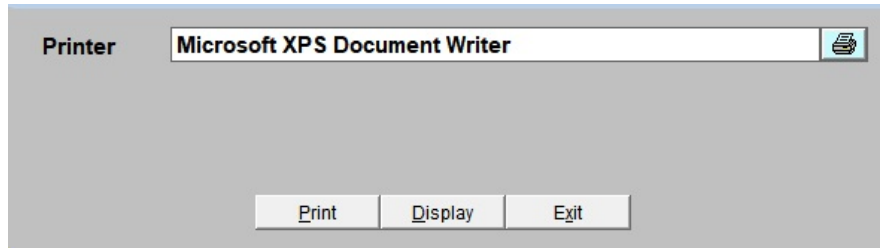
In this example, you can credit a credit charge for Tax Allowance. This credit will be created on your fuel invoice. Note that the Billing Rate is a negative number that will credit the credit.

Special Charge Item	
Item Loc	1 <input type="button" value="Q"/>
Charge Item	TAXALLOW <input type="button" value="Q"/>
Billing Rate	-0.003500
Terminal	State Tax Allowance
Rate Type	G

Special Charge and Credit Report

Jobber, File Maintenance, Purchase Charges, Special Charge Report

The report will show all purchase charges and credits that are set up.



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.

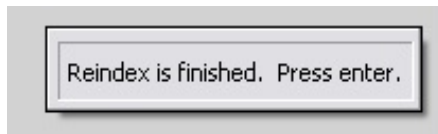
Date: 08/03/2018	PETRO-DATA, INC					Page No.	
Time: 16:29:56	Purchase Charge File Report 08/03/2018					1	
Vendor	Chg. Id	Item	Fuel Type	Tax Type	Chg Item	Typ	Rate
BRAND	1				OILSPILL	G	0.001900
BRAND	BRAGAS			GAS	SUPERFUND	G	0.019050

Purchase Charges and Credits Report

Reindex Special Charges

Jobber, File Maintenance, Purchase Charges, Reindex Special Charges

The program works behind the scenes and does not display any activity on the screen while it is working. When the program has finished re-indexing it will display the following message in the upper right hand corner of the screen.



Press the enter key to return to the Purchase Charge submenu.

Rack Prices

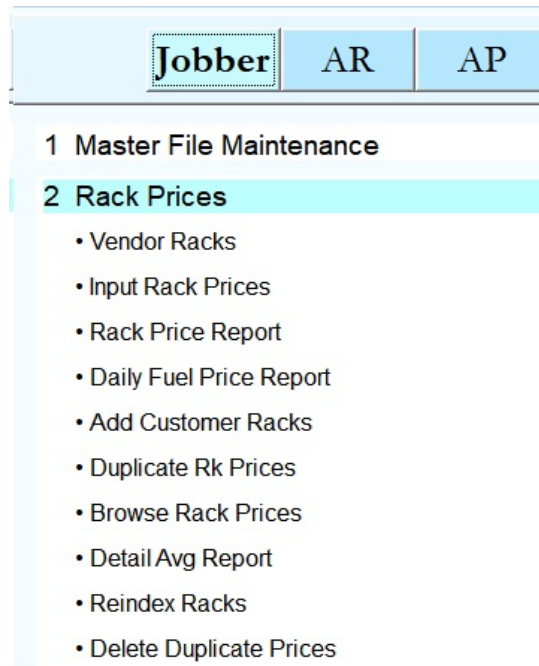
Jobber, Rack Prices

A Vendor Rack Price Record must be set up for every vendor who sells you fuel and for every terminal where you pick up fuel.

Vendor rack prices for fuel should be updated daily. Rack prices can be manually updated or can be updated via a download file from either the fuel vendor a subscription based service company, such as DTN.

Rack prices serve 2 very important functions:

1. The rack price is used to calculate cost of sales. The Vendor's Terminal rack cost for the day is used on customer invoices for fuel delivered from the terminal. Rack cost for fuel transferred to in house tanks or other locations is stored in cost fifo records at the receiving location.
2. The rack price is used to verify vendor invoice pricing. Rack prices need to be input daily before invoices, purchases, or fuel manifests are entered. One record must be input for each day of the year including Saturday and Sunday if fuel is picked up from the terminal on weekends.



Vendor Racks

Jobber, Rack Prices, Vendor Racks

A Vendor Rack Price record must be entered for every vendor who sells you fuel or whose rack prices you wish to track. The record also defines the various charges and credits which are added to the Rack Price to arrive at the Net Price.

Inventory item numbers for fuel, superfund and credit card credit fees must already be set up in the Inventory Master File. They are Stock type M items (Miscellaneous).

Rack File Maintenance

Vendor: BRAND

Brand Fuels: _____

Terminal: SA

SAN ANTONIO

City Id: SA

Superfund: _____

Super Rate: 0.000000

OthChg Item: CRCRD

OthChg Rate: 0.00000

Disc Item: ONEPERCENT

Disc Rate: -1.00000 P

Last Date: 09/30/2018

Rack Items		Item	Type	Super	Oth	Dis	Low
Item 1		UNL		Y	Y	Y	N
Item 2		PLU		Y	Y	Y	Y
Item 3		HSD		Y	Y	Y	Y
Item 4		SNL		Y	Y	Y	Y
Item 5		LSD		Y	Y	Y	Y
Item 6		PRO		N	N	N	Y
Item 7		UNLE		Y	Y	Y	N
Item 8		PLUE		Y	Y	Y	N
Item 9		SNLE					N
Item 10							
Item 11							
Item 12							
Item 13							
Item 14							
Item 15							
Item 16							
Item 17							
Item 18							
Item 19							
Item 20							
Item 21							
Item 22							
Item 23							
Item 24							

Vendor

Enter a Vendor Code or select from lookup. Use the F2 key or magnifying glass icon to looking existing vendors. After a valid Code is entered, the vendor name will display.

Terminal

Enter a Terminal Code or select from the lookup. The terminal description will display. If the record does not exist, it will display.

Record Not Found. Do You Want To Add It? (Y/N).

'Y' to add the record.

'N' to return to the 'Vendor' field to reenter the terminal or quit.

City ID

Enter or confirm the city ID for this terminal.

Superfund Item

Enter the Inventory Item Number (Loc 1, Stock=M) for Superfund. For example, 'SF' is a short, easy item number to use for Superfund.

Superfund Rate

Enter Pennies per Gallon charge for Superfund. (Ex: .0035 per gallon where 1.0 = 1 cent). If Superfund is listed as a separate line item on the Vendor invoice, it is not necessary to enter it here unless it is included in the rack price. If fuel manifests are input in the Bill of Lading Module, the computer will calculate and create a line item for superfund on the invoice automatically.

Other Charge Item

Enter the Inventory Item Number (Loc 1, Stock=M) for the Other Charge. (EX. CC is a short, easy item number to use for Credit Card.) The same rules apply to other charges as applied to Superfund.

Other Charge Rate

Enter Pennies per Gallon for Other Charge to add or deduct from gross rack price. Use a negative sign to deduct the amount from the rack price. (Ex: 1.0 is 1 cent per gallon.)

Disc Item

In the 'Other' field enter code P if the charge is calculated as a percent of the price (Ex: for - 1.00% discount). Enter code D if the charge is a straight dollar amount.

Disc Rate

Enter pennies per gallon or the percent. (Ex: 1.00 is 1 percent or 1 dollar).

Last Date

This is the date of the last rack prices entered. If a bad date was entered in Rack Price Entry by mistake, it can be corrected here. The program uses this date to bring forward the previous day's prices into a new record. If it is a future date, prices are not brought forward.

Rack Items

Up to 24 Fuel Items may be entered for this vendor/terminal. Input the items in the order that they print on the rack price report you receive from the vendor. If you import prices, the order does not matter.

Item 1-24

Enter the inventory item number from the inventory master file. The item must be set up in Inventory at the terminal location.

Type

The fuel type from the inventory item record displays in the 'Type' field automatically. Verify the accuracy of the fuel type. If it is incorrect, enter the correct Type and make a note to correct the 'fuel type' field in the inventory item record.

Super

'Y' if Superfund applies to this item
'N' if Superfund does not apply.

Oth

'Y' if Other Charge applies to this item
'N' if Other Charge does not apply.

Disc

'Y' if Discount applies to this item
'N' if Discount does not apply.

Low

'N' Eliminate this item from the 'Low Price Report' that prints along with the Rack Price Report.
'Y' Include this on the Low Price Report. A blank value will also include the item.
'X' Omit this item from the Rack Price Import.

Input Rack Prices

Jobber, Rack Prices, Input Rack Prices

You can enter vendor daily rack prices for each type of fuel in each terminal. Rack Prices must be entered or downloaded each day fuel is purchased or sold. BOL cost comes from Rack Prices and in some cases, cost on sales invoices also comes from rack prices. Enter the rack prices as received from your vendor taking into consideration the superfund, credit card offset, and any other surcharge or credit to arrive at the net price. You must verify the net price on every line entered. The net rack price is used to calculate cost of sales for any fuel delivered from the terminal on that date. The fuel manifests for that day also capture the cost from the rack price. In Purchasing, when the vendor invoices are entered, the rack price is displayed for comparison with the vendor's bill.

On a daily basis, enter the day's rack prices and the effective date & time. Print the Rack Price report, if needed.

To remove an item, remove it from the vendor rack. Then delete today's or tomorrow's rack and re-add it. When you add a day, it will only bring in items from the vendor rack.

Fuel Item	Type	Gross Cost	Superfund	OthChg	Discnt	Net Cost
UNL	UNL	1.800000	0.000000	0.000000	-1.000000	1.782000
PLU	PLU	1.900000	0.000000	0.000000	-1.000000	1.881000
HSD	HSD	2.000000	0.000000	0.000000	-1.000000	1.980000
SNL	SNL	2.100000	0.000000	0.000000	-1.000000	2.079000
LSD	LSD	1.800000	0.000000	0.000000	-1.000000	1.782000
PRO	PRO	1.800000	0.000000	0.000000	0.000000	1.800000
UNLE	ENL	1.800000	0.000000	0.000000	-1.000000	1.782000
PLUE	EPL	1.900000	0.000000	0.000000	-1.000000	1.881000
SNLE	ESL	2.000000	0.000000	0.000000	0.000000	2.000000

Vendor

Enter the Vendor Code for a Fuel vendor or select from the lookup (F2 or magnifying glass icon). It must be set up in the AP vendor file and the Terminal and Vendor Rack records.

Terminal

Enter the Terminal Code or select from the lookup. If the Vendor/Terminal is not found, an error message 'Rack Lookup not found. You must enter a good value in this field'.

Rack Date

The current system date appears as a default. Enter the date and time of the rack prices to be entered.

Rack Prices not found. Do you want to add them?

'Y' to add the record

'N' to enter a different vendor/rack, date or time

If prices exist for that date and time, they will display on the screen. If you are adding prices for the day, prices from the previous day or the last day entered will be brought forward into the record. If prices display with all zeros, there are no previous prices for this vendor/terminal OR the 'last date' in the Vendor Rack file is a future date.

Rack Price Report

Jobber, Rack Prices, Rack Price Report

The rack price report lists all the rack prices by Day, Vendor and Terminal for each type of fuel. This allows easy comparison of prices when giving quotes to customers. The Low Rack Report is a second report that prints the best prices for the day for the vendor and terminal.

Printer	Select a printer or accept the default window printer.
Rack Date	Enter the Date (or click the calendar and select the date) and time of the Rack Prices to be printed on the report.
Range of Dates	Check this option to print prices for a range of dates. Enter 'End Date' and time. You may leave the time blank and prices for all times within the dates selected will print. Note: This is a good way to find rack price records that might have been added in error.
Customer Report	Check this option to print prices for a specific customer. If this field is checked, enter the customer number.
Gross Price	Check if you want Gross Prices to print on the report.
Oil Spill	Check if you have an amount in this field and want it to print.
Other Charge	Check if you have an amount in this field and want it to print.
Discount	Check if you have an amount in this field and want it to print.
Net Price	Check if you want the Net Prices to print on the report (Net = Gross - Oil Spill - Other Charge - Discount).
Ignore Low=I	
Omit Low Price Rpt	Do not print the Low Rack Report
Report Code	Print vendors and terminals for a Report Code

OTHER OPTIONS

Omit Zeroes	Check to print only items with prices. Leave off any racks with 0.00 price.
Vendor	Enter a vendor code to print only prices for ONE vendor. Leave this blank to print all vendors.
Terminal	Enter a terminal to print only prices for ONE vendor and terminal. Leave this blank to print all terminals by vendor.
Copies	Enter the number of copies to print. Default will be 1.

<i>Date: 10/02/2018</i>		Petro-Data Inc.					<i>Page 1</i>	
<i>Time: 15:00:20</i>		Rack Price Report						
		Rack Date: 09/30/2018 to 10/01/2018						
Vendor	Terminal Name	Date	Time	Item	Rack Price	Oth Chg.	Discount	Net Price
BRAND	SAN ANTONIO	09/30/2018	1800	UNL	1.800000	0.000000	-0.018000	1.782000
BRAND	SAN ANTONIO	09/30/2018	1800	UNLE	1.800000	0.000000	-0.018000	1.782000
BRAND	SAN ANTONIO	09/30/2018	1800	PLU	1.900000	0.000000	-0.019000	1.881000
BRAND	SAN ANTONIO	09/30/2018	1800	PLUE	1.900000	0.000000	-0.019000	1.881000

Rack Price Report

<i>Date: 10/02/2018</i>		Petro-Data Inc.					<i>Page 1</i>	
<i>Time: 15:02:06</i>		Rack Price Report						
		Low Rack Report						
Vendor	Terminal Name	Date	Time	Item	Rack Price	Oth Chg.	Discount	Net Price
BRAND	SAN ANTONIO	09/30/2018	1800	HSD	2.000000	0.000000	-0.020000	1.980000
BRAND	SAN ANTONIO	09/30/2018	1800	LSD	1.800000	0.000000	-0.018000	1.782000
BRAND	SAN ANTONIO	09/30/2018	1800	PLU	1.900000	0.000000	-0.019000	1.881000
UBRAND	SAN ANTONIO	09/30/2018	0000	PLU	6.000000	0.000000	0.000000	6.000000

Low Rack Report

Daily Fuel Price Report

Jobber, Rack Prices, Daily Fuel Price Report

The Daily Fuel Price Report will print either a Customer Quotation report or a report of all Special Prices. The customer quotation report can be emailed directly to your customers with either detail information or just a total amount by fuel type. The Special Price report is formatted for your internal use.

The Rack Prices must be updated before you run this report. If the Special Price setup has 'Y' in Fixed Terminal, the special price for the fuel will print for all terminal prices will print even though a Customer Rack is not set for all terminals. If this field is N, only prices from the specified terminal will print.

This menu option is also available in the File Maintenance, Special Prices menu.

Special Price Report

Printer: Email File

Calculate Prices Show Errors Freight Surcharge: 28.0000

Rack Date: 09/24/2018 Cut Off Hour: 18

Price Date: 09/24/2018 Best Prices: 3

Sort Option: Customer by Fuel Type Vendor and Terminal

Customer Quotes Cust No: [] []

Total Price Only Report Code: []

(Show Other Charges) Show Special Charges

Vendor: [] [] Terminal: [] []

Buttons: Edit, Print, Display, Exit, Save Opt

In the Printer selection, choose one of these options as the output type:

- Display** *Display the report to the computer screen*
- Printer** *Send the report to the printer*
- File** *Print the report as a Text file to the directory listed*
- PDF File** *Print the report as a PDF file to the directory listed*
- Email** *Send the report as an email to the customer(s)*

Calculate Prices

Check this box to update a price table with updated prices for the date you enter in the field 'Price Date'. This is used when you print the Daily Fuel Price Report. You can also re-print data from a previous date.

Show Errors

Print any errors that the program finds on the non-customer report. These errors will never print on the Customer Quote report. Examples of error message would be a missing Tax Authority or a missing rack price and the item is included in Customer Rack setup.

Freight Surcharge

Enter the standard freight surcharge percent. This percent will print on the report but is not included in the prices.

Rack Date

Enter the date of the rack price that will be used for this report.

Cutoff Hour

Enter the hour of the rack price. The system will use both Rack date and Cutoff Hour to determine which rack price to use.

Price Date

Enter the date that will be written to the price table and used for reporting. Since this data will be stored by price date, you can report on this data at a later date. To select prices for a date in the past, uncheck 'Calculate Prices' and enter the date that was previously calculated.

Best Prices

If the vendor has more than one terminal, the system will print the best of the number of prices entered. If you only have one terminal, enter a Zero.

Sort Option

Choose either Customer by Fuel Type or Vendor & Terminal

Customer Quotes

Check this box if you only want a report for a single customer. If you select one customer, the customer name and address will be printed in the report header.

Leave the box un-checked to create a report for all customers. If this field is unchecked, only a general report title will print on the report.

Total Price Only

Check this box to show total prices only. If you leave the box unchecked, the report will print a second line showing the detail of some of the prices, such as Other Charges.

Report Code

Enter the report code that was entered in the special price setup in field Report Code 1. All customers configured with code will be printed. Leave this field blank to print a report for all customers.

Show Other Charges

Show other charges that were added in the Special Price setup in field Other 1. It will include any setup from the Special Charges setup.

Show Special Charges

Show other charges that were created in the menu option Special Charges.

<i>Date: 10/02/2018</i>		Petro-Data Inc.				<i>Page 1</i>		
<i>Time: 06:52:21</i>		Special Price Report						
		Rack Date: 09/30/2018 Price Date: 10/02/2018						
Customer	BLUE	Blue Farm		SAN ANTONIO TX 78040				
Vendor	Terminal Name	Item	Rack Cost	Markup	Freight	PrcNoTx	Fuel Tax	PrcTax
BRAND	SAN ANTONIO	UNLEADED	3.46680	0.0900	1.280000	3.126900	0.383000	3.509900
					Fr/SurChg	1.000000	28.0000%	0.280000
Customer	BLUE	Blue Farm		BLUE FARM		SAN ANTONIO TX 78040		
Vendor	Terminal Name	Item	Rack Cost	Markup	Freight	PrcNoTx	Fuel Tax	PrcTax
BULK	SAN ANTONIO	UNLEADED	2.21638	0.1000	0.019584	1.876484	0.383000	2.259484
Org/Dest	SA	SA	0	Schedule	Fr/SurChg	0.015300	28.0000%	0.004284

Calculated Daily Fuel Price Report

Petro-Data Inc. 11503 Jones Maltsberger Suite 108 San Antonio, Tx 78247		Fuel Price Quotation			Prices effective for dates: 03/31/2019 6:00PM 03/31/2019 5:59PM			
Customer: BLUE 1 BLUE FARM 1234 STREET SAN ANTONIO TX 78040								
Vendor	Terminal Name	Item	Rack Cost	Markup	Freight	PrcNoTx	Fuel Tax	PrcTax
BULK	SAN ANTONIO	UNL	2.483000	0.1000	0.000000	2.056929	0.383000	2.439929
BRAND	SAN ANTONIO	SNL	2.673000	0.0500	0.018960	2.275889	0.383000	2.658889

Customer Quotation with Detail

Petro-Data Inc. 11503 Jones Maltsberger Suite 108 San Antonio, Tx 78247		Fuel Price Quotation		Prices effective for dates: 03/30/2019 6:00PM 03/31/2019 5:59PM	
Customer: BLUE 1 BLUE FARM 1234 STREET SAN ANTONIO TX 78040					
Vendor	Terminal Name	Product	Price		
BULK	SAN ANTONIO	UNLEADED E87	2.483000		
BRAND	SAN ANTONIO	SUPER UNLEADED	2.673000		

Customer Quotation - Total Price

Report Fields

Rack Cost	Actual Rack Price + Markup + Tax
Markup	Markup from Special Price setup
Freight	Freight from Special Price setup
Price No Tax	Actual Rack Price + Markup + Freight
Fuel Tax	Taxes from the Tax Authority for the terminal
Price with Tax	Actual Rack Price + Markup + Tax + Freight

Possible Errors When Creating this Report:

Message: Cust 'Acme' Rack Cost not found for Ven 'Exxon' Trn 'SA' itm 'UNL' 1/1/2018. Continue?
Fix: There is Customer Rack setup for this customer (ACME), Vendor (EXXON), Terminal (SA) and item (UNL). There is no rack price for the Date, Vendor, Terminal & Item. If this is not a concern, continue Calculating. Otherwise, you should either fix the Customer Rack setup or update the Rack Price.

Message: There are no records that meet the criteria.
Fix: <ol style="list-style-type: none">1. Verify that there are rack prices for the date and item requested.2. Make sure Special Price setup exists for the customer and the item.3. In Special Price setup the No Quote field should be blank.

Add Customer Racks

Jobber, Rack Prices, Add Customer Racks

This menu option allows you to define what fuel items should be included on each customer's report. It is used when daily prices are emailed or printed and sent to customers. By Customer, enter the vendor(s) and terminal(s) to be included on the customer price quote.

If you have only one terminal and want to send the same items, but not all items, to all your customers, you could use the No Quote field in Special Setup to control what items are included in the Customer Quote Report. This would be done instead of creating a Customer Rack.

This menu option is also available in the File Maintenance, Special Prices menu.

Vendor	Terminal	Item	Del
BRAND	SA	HSD	
BRAND	SA	LSD	
BRAND	SA	PLU	
BRAND	SA	PLUE	
BRAND	SA	PRO	
BRAND	SA	SNL	
BRAND	SA	SNLE	
BRAND	SA	UNL	
BRAND	SA	UNLE	

Customer Number

Enter the customer number for this rack definition. You can also set up a record for customer number DEFA to create a default record. The default record can be used to copy the same setup to multiple customers.

Ship To

Enter the Shipto number if the prices are for a specific shipping location. Leave it blank for all shipping locations.

If the record does not exist, a message is displayed.

Record not found. Do you want to add it?

Y to add

N to not add this record.

Report Code

Enter your pre-defined report code to select only customers with this code that is assigned in the Customer setup.

Vendor

Enter a specific vendor number to include on the customer price list. Leave this blank to print all vendors.

Terminal

Enter a terminal number if the rack prices are for a specific terminal. Leave this blank to add the prices for all terminals for the vendor.

Click **<Ok>** to add the record.

The Vendor and Terminal fields become blank so that more racks may be added if needed.

OPTION BUTTONS

- <New>** Start a new Customer Rack Price Record.
- <Add Rack>** Add more Racks to this Customer Rack Price record.
- <Duplicate>** Copy this record to another customer or use it to create a DEFA (Default Record).
- <Delete Rack>** Delete a Rack from this Customer Rack Price Record.
Enter the Vendor and Terminal to delete.
'Are you sure you want to delete?'
 Y will delete all records for the rack from this record.
 N to not delete.
- <Exit/Save>** Save the data and exit out of Add Customer Racks.

Duplicate Rack Prices

Jobber, Rack Prices, Duplicate Rk Prices

Duplicate rack prices from an existing record. Use this option to create prices for Saturday and Sunday based on the Friday price list. This function can also be performed from the Input Rack Price menu.

An instruction page will display when you select this option.

1. If you have rack prices for multiple times in the same day for a vendor, you must duplicate each one.
2. If all vendors have a time of 1800, enter time of 1800 for each day and vendor.
3. If you want a cuto-off time of midnight for weekend prices, enter the time as 0000 instead of 1800.

Key 'C' to continue.

```
Petro-Data Inc. ** Duplicate Rack Prices ** 10/02/2018
Enter the date and time duplicate    09/30/2018 Time: 1800
Create records with new date and time 10/02/2018 Time: 1800
Enter vendor to duplicate (Blank=All)
Enter new vendor to create
Ready to create new rack prices? (Y/N/Q=Quit)
```

Enter the date and time to duplicate

Enter the starting date and time that you'll use for this duplication. The date and time must already exist in the rack price table.

Create records with new date and time

Enter the date and time for the new data that will be created.

Enter vendor to duplicate (Blank=All)

Enter the vendor number whose data you will use for this copy. If you want to duplicate the rack prices for all vendors, leave this blank.

Enter new vendor to create

If you will copy data to only one vendor, enter the vendor here. Leave this blank to copy all vendors.

Ready to create new rack prices?

Y - proceed with the duplication

N - do not create the new data. You are able to change your data before trying again.

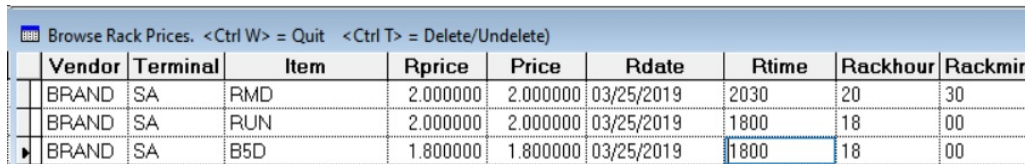
After the data is duplicated, a message will display asking if you want to duplicate another date. Reply Y or N.

To verify the process completed normally, print a rack price report.

Browse Rack Prices

Jobber, Rack Prices, Browse Rack Prices

This option allows you to change the time in Rack Price table. There are 3 fields that represent the time: Hour & Minute, Hour Only and Minute. If you change the time, you must ensure that the change is reflected in all three fields accordingly.



	Vendor	Terminal	Item	Rprice	Price	Rdate	Rtime	Rackhour	Rackmin
	BRAND	SA	RMD	2.000000	2.000000	03/25/2019	2030	20	30
	BRAND	SA	RUN	2.000000	2.000000	03/25/2019	1800	18	00
▶	BRAND	SA	B5D	1.800000	1.800000	03/25/2019	1800	18	00

Rtime

Hour and minute in military time.

Rackhour

Hour in military time that matches the hour in Rtime.

Rackmin

Minute that matches the minutes in Rtime.

Detail Avg Report

Jobber, Rack Prices, Detail Average Report

Detail Average Report is a report of prices for a range of dates with the objective of finding the AVERAGE rack cost over a specific period of time for a specific Vendor and Rack. This report is used for figuring a price for some Cardlock customers where the price is based on an average cost over a period of time. There is no time cutoff on the current report.

```
Display report on screen
Enter date range 10/01/2017 10/01/2018
Enter Vendor and Terminal (Blank=All)
Enter the Report Date 10/03/2018
Use compressed print? (Y/N) Y
Option: 1=Net rack prices 2=Gross rack prices 3=Both 1
Create Excel Spreadsheet? (Y/N) Y
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Output to:

Enter S to print the report on the screen. Enter P to print to the printer and select the desired printer. Enter F to print to a Text File and enter the full path and desired file name. Enter Q to return to the menu without printing.

Enter Date Range

Enter a beginning and ending date for this report.

Enter Vendor and Terminal

Enter a specific vendor and terminal. Leave these fields blank if you want to compute average cost for all vendors.

Enter The Report Date

The current system date displays. Press enter to accept the date or enter a report date. This date has no affect on the report.

Use Compressed Print

The default value is 'Y' since this report includes all fuel types. If you have a small number of fuel types, you can select 'N' to compressed print.

Option

Compute average cost for the following price fields.

- 1 - Net rack price only
- 2 - Gross rack price only
- 3 - Both Net and Gross price

Create Excel Spreadsheet

Date: 10/03/2018	Petro-Data Inc.								Page No.				
Time: 07:15:46	Rack Average Report (Net Only) 10/03/2018								1				
BRAND HOUSTON													
RACK DATE	HR	ENL	UNL	EPL	PLU	ESL	SNL	HSD	LSD	PRO		RMD	RSP
09/30/2018	12	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
01/01/2018	08	-.001800	1.483200	-.001800	1.730700	0.000000	-.001800	-.001800	-.001800	0.000000	0.000000	0.000000	0.000000
01/01/2018	18	1.780200	1.780200	1.879200	1.879200	2.000000	2.077200	1.978200	1.780200	1.800000	0.000000	0.000000	0.000000
01/02/2018	18	1.780200	1.780200	1.879200	1.879200	2.000000	2.077200	1.978200	1.780200	1.800000	0.000000	0.000000	0.000000
01/03/2018	18	1.780200	1.780200	1.879200	1.879200	2.000000	2.077200	1.978200	1.780200	1.800000	0.000000	0.000000	0.000000

Detail Average Report

Enter 'Y' if you want to create an excel worksheet of this data. The excel worksheet will be written to the REPORTS directory as rackcost.xls.

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

To print the report using the selected printer or screen, press Y. To change to a different printer or print option, press P. To quit without printing enter N or Q.

Reindex Racks

Jobber, Rack Prices, Reindex Racks

This option creates new index files for the Rack Prices. Choose the option to Reindex if prices seem to be missing or any other time. While it may not always resolve the issues, it is a good place to start.

Delete Duplicate Prices

Jobber, Rack Prices, Delete Duplicate Prices

This option removes duplicate prices for the same Vendor/Terminal/Item/Date and Time.

Confirmation message displays;

This process takes a few minutes. Ready to delete duplicates? (YN)

Y Proceed with deleting duplicates. When the process is complete, message displays:

'All duplicates have been deleted. Press enter.'

N Do NOT delete duplicates. Confirmation message displays:

'Process was cancelled. Press enter.'

DTN/Supplier Import

This module is for importing data from either DTN or your suppliers. Data to be imported includes rack prices or credit cards. DTN is a subscription based service. Some vendors also offer comma delimited files that can be imported into Petro-Data. This normally requires custom programming.

DTN Process Flow:

- Update Cross Reference file
 - Map DTN vendor, terminal and item to Petro-Data setup.
- Import Rack Price
 - Select option to download the file via FTP. File will be downloaded to \DTNRACK\EXPORT.CSV.
 - If data exists and you want to overwrite it, choose Option 'O' to Overwrite All. If you prefer to keep your data and not use DTN data, choose to Keep Original.
- Browse the data at the end to ensure prices are correct.
- If all prices look correct, send prices to the Rack table.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
1	Master File Maintenance					
2	Fuel Tank Module					
3	Rack Prices					
4	DTN/Supplier Import					
	• DTN Cross Reference	• Index DTN Files				
	• Import Rack Prices	• XML Cross Reference				
	• Rack Price Report	• Import Install				
	• Import Transactions	• Restore Import File				
	• DTN Install	• Browse and Fix				
13	Sales Analysis Generator					
14	Fuel Tax Reporting					
15	FIFO Cost Maintenance					
16	Reindex Data Files					
17	End of Month					
U	Utility Programs					
R	Release to General Ledger					
I	Inventory Setup					
F	Freight Bill Expense					

DTN Cross Reference

Jobber, DTN/Supplier Import, DTN Cross Reference

DTN has their own values for vendors, terminals, and products. You must map their values to the setup data you defined in Petro-Data. This is done with the Cross Reference file.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Change Cross Reference						
Report						
Browse Cross Reference						
Send Changes to Rack						
Quit						

Change Cross Reference

Jobber, DTN/Supplier Import, DTN Cross Reference, Change Cross Reference

You will enter the DTN values and assign them to Petro-Data inventory item. This should be done for each vendor, terminal and product. The DTN data values must be provided to you from DTN. You could review a file provided by them for your company to ensure values match exactly.

Example Mapping:

	<u>DTN</u>	<u>Petro-Data Setup</u>
Vendor	BrandFuels	Brand
Terminal	SanAntonio	SA
Product	CONV87 UNLEADED	E87

```
Petro-Data Inc. ***** Add, Change, Delete DTN Cross Ref *****

1. DTN Vendor No.          
2. DTN Terminal ID        Term Name
3. Item Desc
4. Brand Code
5. Petro-Data Vendor No.
6. Petro-Data Terminal
7. Petro-Data Item Number
8. Sort Code
9. Low Price Code
10. Superfund             Cr Crd             Other
```

DTN Vendor No

Use the F2 key to look up the DTN vendor. If the DTN vendor does not exist in the DTN setup table, key the DTN vendor name in this field. Vendor name must be entered **exactly** as it appears in the DTN data. Enter 'Q' to Quit this menu option.

DTN Terminal ID

Use the F2 key to look up the DTN vendor and terminal. If the DTN vendor and terminal does not exist, key the DTN terminal in this field. Terminal name must be entered **exactly** as it appears in the DTN data.

Item Desc

Use the F2 key to look up the DTN item number. If the DTN item number does not exist, key the DTN item number in this field. Item name must be entered **exactly** as it appears in the DTN data.

Brand Code

B - Branded Item

U - Unbranded Item

If the record does not exist, a message will ask you to Add, Re-Enter or Lookup the Data. Choose the appropriate action.



Re-Enter erases the values you have keyed so far so you will have to start over.

Lookup will display current setup. You have the option to select existing setup to edit.

Petro-Data Vendor No.

Enter the Petro-Data fuel supplier vendor number. This is the value you created in Accounts Payable Vendor setup.

Petro-Data Terminal

Enter the Petro-Data terminal. This was the value you created in Jobber, File Maintenance, Terminals.

Petro-Data Item Number

Enter the fuel inventory item. This was the value you created in Jobber, File Maintenance, Inventory.

Sort Code

Sort Code is a user-defined number for sorting on reports. Use Sort Code 99 for any DTN data you do not want to import into Petro-Data.

Low Price Code

To exclude this item from the Low Cost Report report, enter 'N'.

Leave this field blank for this item to be included in the Low Cost Report.

Superfund, Cr Crd, Other

Enter any per gallon additions or credits to the rack prices for superfund, credit card or other (other is usually deducting the 1% discount - enter -1.00 and 'P' in the single character field at the end of the line.

FUNCTIONS

Change Data Mapping

You can change the mapping for most fields EXCEPT for Vendor, Terminal and Product ID's. If these fields are incorrect, delete the record and set it up correctly. To change other fields, enter the line number that you want changed and press Enter. Change or key the data.

Delete Data Mapping

Select D to delete the record that is displayed on the screen. Message will display:

'Are you sure you want to delete this record? (Y/N)

'Y' to delete and 'No' to keep the existing data.

C - Continue

Select C to continue to a blank record to add a new ID or display an existing one.

F - Forward to next record

Select F to display the next record in the file. If you reach the end of the file, a message will display allowing you to 'Return to the first record'.

B - Backwards to next record

Select B to display the previous record. If you reach the beginning of the file, a message will display allowing you to 'Return to last record'.

Report

Jobber, DTN/Supplier Import, DTN Cross Reference, Report

Print a report of data cross reference data in the system.

Output to:

S - display the report on the screen.

P - print to a printer and select the desired printer.

F - print to a Text File and enter the full directory path and desired file name.

Q - return to the menu.

Enter the Date

Accept the default of today's date.

Everything OK?

Enter 'Y'.

Vendor	Term ID	Item Desc Item	Brand Type Sort Code
A	B	C	U
PM1 SA		UNL	0
ATLAS		HSD	U
ATLOIL MAG		HSD	4
ATLAS		HSD	U
			99
ATLAS		LSL	U
ATLOIL MAG		LSL	5

DTN Cross Reference

Browse Cross Reference

Jobber, DTN/Supplier Import, DTN Cross Reference, Browse Cross Reference

This option allows you to view the setup in the cross reference file. You can search by either a Petro Data vendor or by DTN vendor name. Adds or Changes to the setup are done in the 'Change Cross Reference' menu option.

Petro-Data Vendor

Enter your Petro-Data vendor. Use the F2 key or lookup button to select a valid vendor from the AP Vendor Setup table. You can click the Show button now if you only want data by Petro-Data vendor.

DTN Vendor

Enter the DTN vendor. Use the F2 key or lookup button to select a valid DTN vendor. Click the Show button to view the data for the DTN vendor. Filling in the Petro-Data vendor is not required if you only want to search by DTN vendor.

Sort Option

Choose one: DTN Vendor or Petro-Data

Show Deleted?

Show previously deleted rows of data.

Show Exceptions

All	Show all data in the cross reference table.
Active Only	Omits data but that do not have a vendor assigned
99 Current Date	Select sort code 99 (skip import) where the date matches the latest rack date.
Active Old Date	Omits data but that do not have a vendor assigned and the dates are prior to the current rack date.

Purge Records with Old Prices

Purge data with old prices. This option is useful to resolve unusual problems during rack imports. This may require adding back some data on the next rack import.

Buttons

- New** Click New to start a new search.
- Show** Enter one or both of the vendor values (Petro-Data and/or DTN). Click Show to retrieve a list of cross referenced data.
- Exit** Exit this menu option

Petro-Data Vendor DTN Vendor

Sort Option: DTN Vendor Your Vendor Show Deleted?
Show Exceptions: All Active Only 99 Current Date Active Old Date
 Purge Records with Old Prices
Your Vendor Your Terminal Your Item Season

DTN Vendor Name	DTN Terminal Name	DTN Item Description	-Cd	Low Price	-Rack Date	Vendor	-Term	Item	▲
ATLAS OIL COMPANY CONTRA	EHST MAGELLAN	RLF	99	1.436300	09/29/2015				
ATLAS OIL COMPANY CONTRA	EHST MAGELLAN	RLP	99	1.436300	09/29/2015				
ATLAS OIL COMPANY CONTRA	EHST MAGELLAN	RLS	99	1.436300	09/29/2015				
ATLAS OIL COMPANY CONTRA	MOT	HSD	99	1.436300	09/29/2015	BRAND	SA	UNL	
ATLAS OIL COMPANY CONTRA	MOT	LSD	99	1.436300	09/29/2015				
ATLAS OIL COMPANY CONTRA	SOHS XOM	RLF	1	1.403500	09/29/2015	ATLOIL	EXX	RLF	
ATLAS OIL COMPANY CONTRA	SOHS XOM	RLP	2	1.541800	09/29/2015	ATLOIL	EXX	RLP	
ATLAS OIL COMPANY CONTRA	SOHS XOM	RLS	3	1.714500	09/29/2015	ATLOIL	EXX	RLS	
BRAND	SA	DIESEL 2-OFF HWY-HIGH SULPHUR	99	2.030800	11/05/2018				
BRAND	SA	UNLEADED GASOLINE	99	2.030800	12/17/2018				
BRAND	SA	CONV 87 UNLEADED OCTANE	1	2.030800	11/05/2018	BRAND	SA	E87	
CITGO	2811	ULTRA LOW SULFUR #2 LED BIO 5% DYED	99	0.000000	10/05/2015				
CITGO	ASTN FLINTHILLS	LSD	5	1.582900	09/11/2015	CITGO	AUS	LSD	
CITGO	ASTN FLINTHILLS	RLF	1	1.506310	09/11/2015	CITGO	AUS	RLF	
CITGO	ASTN FLINTHILLS	RLP	2	1.683510	09/11/2015	CITGO	AUS	RLP	

When you click on a line in the display grid, the associated Vendor, Terminal, Petro-Data item and Season will display. You can change the data for this record by entering new data in these fields. A lookup option is provided to ensure you enter valid data.

The field 'Season' is an information field only. If there is no vendor assigned to the cross reference data, these fields will remain blank.

Send Changes to Rack

Jobber, DTN/Supplier Import, DTN Cross Reference, Send Changes to Rack

After the cross reference file has been updated and new prices have been imported, choose this option to update the rack table.

When you select this option, there is no option to cancel the request.

This system takes the superfund and other charges in your rack file and it copies them to your DTN cross reference file. Press enter.

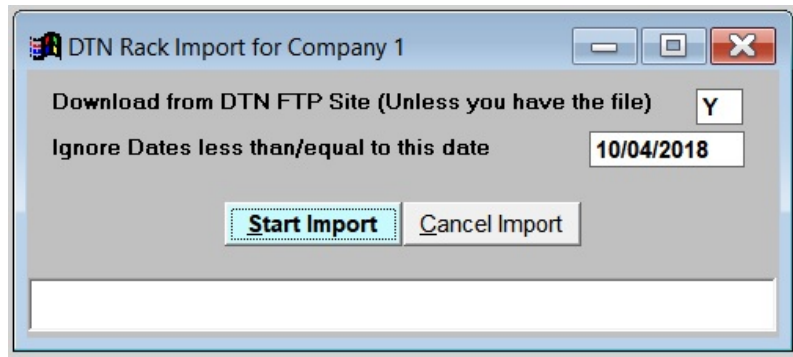
Press Enter to complete the update.

Import DTN Racks

Jobber, DTN/Supplier Import, Import Rack Prices

This process will download rack price data from the DTN site to your system. A file with price updates will be written to \DTNRACK\export.csv.

The following menu displays:



Download from DTN FTP Site

Y The **FIRST** time that you are attempting to download the file for the day.

N You **PREVIOUSLY** ran the import and the file was downloaded. You are now re-running the import and you have verified file 'export.csv' is still in the DTNRACK directory.

If you wish to re-run the import and the file is not in the directory, you can restore the file with menu option 'Restore Import File' in the DTN/Supplier Import module.

Ignore Dates less than or equal to this date

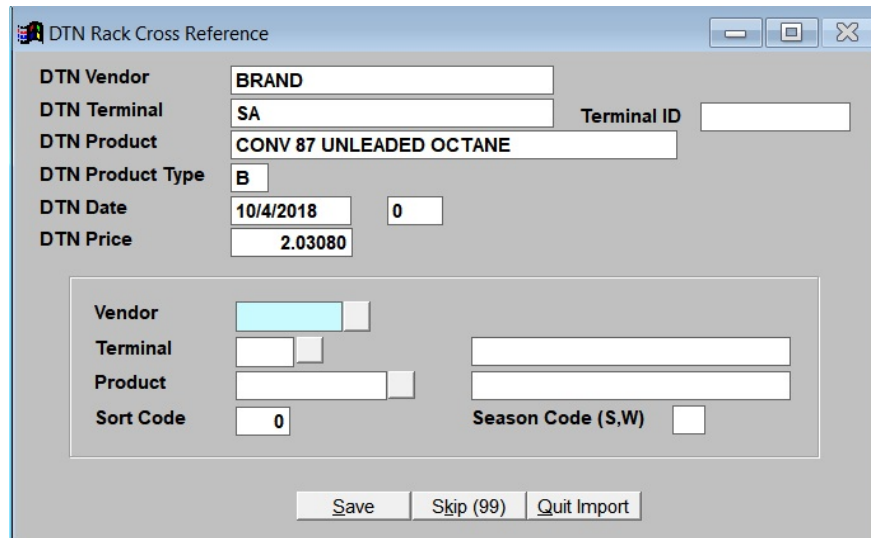
The system will default this date to 5 days prior to the current date. If there are any rack price transactions on or before this date, the system will skip processing them. This is important if you entered a BOL using these prices. Transactions in the import file dated after this date will be added to the system.

Start Import Begin importing data

Cancel Import Cancel this process

Continue with Import and Processing

The system compares the data in the DTN rack price file to the setup in the Petro-Data DTN Cross Reference file. The system matches by Vendor, Terminal and Product. If the system does not find a match, it will display the information to you in a window.



The screenshot shows a window titled "DTN Rack Cross Reference". It contains several input fields and buttons. The fields are:

- DTN Vendor: BRAND
- DTN Terminal: SA
- DTN Product: CONV 87 UNLEADED OCTANE
- DTN Product Type: B
- DTN Date: 10/4/2018
- DTN Price: 2.03080
- Terminal ID: (empty)
- Vendor: (lookup field)
- Terminal: (lookup field)
- Product: (lookup field)
- Sort Code: 0
- Season Code (S,W): (empty)

At the bottom, there are three buttons: Save, Skip (99), and Quit Import.

If this is a fuel product that should be added to your Rack Price table, select a Petro-Data vendor, terminal and product using the lookup function. You need to assign a Sort Code that is used in various reports. Once this information has been entered, click **Save**.

If this is a product that you do not sell and it does not need to be updated in Petro-Data, click the **Skip** button. Basic DTN information will be added to the system for this product. Assigning Petro-Data values is not required. It will be assigned a Sort Code of 99, which indicates the item was skipped for processing.

If you need to stop the import for any reason, click **Quit Import**. You can start the import again at a later time but should answer 'N' to the *Download FTP* option. The file has been downloaded once. Even though you quit the import, the DTN file will remain in the DTNRACK directory.

The program may give you a message that it is finding Duplicate records. Answer A and the system will delete all of the duplicates.

Rack Price Report

Jobber, DTN/Supplier Import, Rack Price Report

The screenshot shows a software window titled "Rack Price Report" with the following fields and options:

- Printer:** Microsoft XPS Document Writer
- Rack Date:** 11/01/2018
- End Date:** 11/01/2018
- Cut Off Time:** [] []
- End Time:** [] []
- Range of Dates**
- Customer Report**
- Gross Price** **Oil Spill** **Other Chg** **Discount** **Net Price**
- Ignore Low=I** **Omit Low Price Report** **Report Code** []
- Other Options**
- Omit Zeroes** **Vendor** [] **Terminal** [] **Copies** [1]

Buttons at the bottom: Edit, Print, Display, Exit, Save Opt

Enter the Rack Price Report Display Options:

S = Print the report on the screen.

P = Send directly to the printer and select the desired printer.

F = Save to a Text File (Enter the full path and desired file name.)

Q = Return to the menu without printing.

Rack Date

Enter the Date of the Rack Prices to be printed on the report. Reports may be run for previous Rack Prices by entering the desired date.

Cut Off Time

Enter the time that will be used to select the date you request.

Range of Dates

Check this box if you to print a report of multiple dates. Leave this unchecked if you will select one date only.

End Date

Enter the end date of rack data to be selected. If you are requesting one day only, rack date and end date will be the same.

End Time

Enter the ending time that will be used to select the date you request.

Customer Report

Check this box to select the rack prices for one customer. Leave this unchecked to select all customers.

Gross Price

Check this box to print the Gross Rack Price.

Oil Spill

Check this box to print the Oil Spill Charge.

Other Chg

Check this box to print Other Charges.

Discount

Check this box to print the Discount.

Net Price

Check this box to print the Net Rack Price.

Ignore Low = 1

Do not print the highest price on the Low Price Report.

Omit Low Price Report

A Low Price Report is always printed with the Rack Price Report. Check this box to skip printing this report.

Report Code

Enter the user defined report code.

Other Options**Omit Zeroes**

Check this box if you do not to print items with a zero cost in the rack.

Vendor

Enter your fuel vendor to print rack prices for this vendor only. Leave this blank so print prices from all fuel vendors.

Copies

Enter the number of copies of the report.

Date: 04/18/2008
Time: 10:14:34

Petro-Data Demo
Rack Price Report (Rack Only) 04/18/2008

Page No.
1

VENDOR	LOC	UNL	PLU	SNL	HSD	LSD
Effective Date and Time 11/21/2005 1800						
BRAND	SA	2.159000	2.259000	2.359000	2.059000	2.149000

□

Low Rack Cost Report for 04/18/2008

Fuel Type	Vendor	Terminal	Gross Rack	Net Rack
HSD	BRAND	SA	2.059000	2.059000
LSD	BRAND	SA	2.149000	2.149000
PLU	BRAND	SA	2.259000	2.259000
SNL	BRAND	SA	2.359000	2.359000
UNL	BRAND	SA	2.159000	2.159000

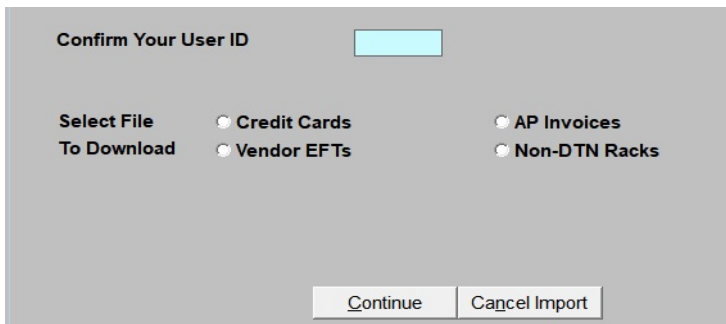
Rack Price Report

Import Transactions

Jobber, DTN/Supplier Import, Import Transactions

This process will import data to your system. Special configuration by Petro-Data staff is required to define the directory and file name that will be used for the import.

Copy the file to the directory specified by Petro-Data staff. Select the menu option. The following screen displays:



Confirm You User ID

Enter your User ID

Select File to Download

Check one of the following:

Credit Cards

Vendor EFTs

AP Invoices

Non-DTN Racks

Continue Begin importing data

Cancel Import Cancel this process

If the import program finds that data in the import file already has been updated in the system, you will be prompted to select an action:

Y - Delete the original data that already exists in the system. You will be prompted for each duplicate found.

N - Delete the data record being imported now. You will be prompted for each duplicate found.

A - Delete all duplicates in the data being imported. You will only answer one time and will **not** be prompted for each duplicate.

DTN Install

Jobber, DTN/Supplier Import, DTN Install

If you subscribe to the DTN service, Petro-Data support staff will enter all necessary requirements for the installation process.

Index DTN Files

Jobber, Import Rack Prices, Index DTN Files

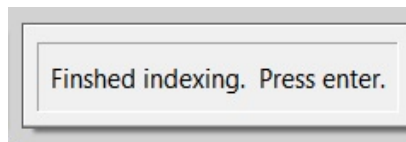
Occasionally, the structure and index of the data files may need to be checked. Petro-Data support staff will direct you to run this job.

The program works behind the scenes and does not display any activity on the screen while it is working.

Ready to Reindex Files Y/N

Respond Yes or No

When the program has finished re-indexing it will display the following message in the upper right hand corner of the screen.



XML Cross Reference

Jobber, XML Cross Reference, XML Cross Reference

The rack price data you receive from vendor file is specific to your supplier's system. They use their own codes for terminal and fuel type. You must enter data in the Cross Reference file to map their data to Petro-Data setup.

1. Add, Change, Delete a Vendor/Terminal File
2. Cross Reference Report
3. Browse and Fix Cross Reference File
- F. Send Rack Changes to Cross Ref. File
- Q. Quit to Menu

Select an Option

XML Cross Reference Maintenance

Jobber, DTN/Supplier Import, XML Cross Reference, Add Change Delete a vendor/Terminal File

You will enter the vendor values and assign them to Petro-Data inventory item. The data values must be provided to you from your vendor. You could review a file provided by them for your company to ensure values match exactly.

1.	Vendor		
2.	Terminal ID		
3.	Product ID		
4.	Product Name		
5.	Petro-Data Vendor No.		
6.	Petro-Data Terminal		
7.	Petro-Data Item Number		
8.	Sort Code		
9.	Low Price Code		
10.	Superfund	Cr Crd	Other

Vendor

Use the F2 key to look up the vendor. If the vendor does not exist in the AP Vendor setup table, key the vendor name in this field. Vendor name must be entered **exactly** as it appears in the vendor's data. Enter 'Q' to Quit this menu option.

Terminal ID

Use the F2 key to look up the vendor and terminal. If the vendor and terminal does not exist, key the terminal in this field. Terminal name must be entered **exactly** as it appears in the vendor's data.

Product ID

Use the F2 key to look up the item number. If the item number does not exist, key the item number in this field. Item name must be entered **exactly** as it appears in the vendor's data.

If the record does not exist, a message will ask you to Add, Re-Enter or Lookup the Data. Choose the appropriate action.

Record not found.	A=Add	N=Reenter	L=Lookup
-------------------	-------	-----------	----------

Re-Enter erases the values you have keyed so far so you will have to start over.

Lookup will display current setup. You have the option to select existing setup to edit.

Product Name

Product name will display. If this is a new item, enter the product description.

Petro-Data Vendor No.

Enter the Petro-Data fuel supplier vendor number. You must have previously created this number in Accounts Payable Vendor setup.

Petro-Data Terminal

Enter the Petro-Data terminal. This was the value you created in Jobber, File Maintenance, Terminals.

Petro-Data Item Number

Enter the fuel inventory item. Use the F2 key to view valid values from Inventory Master you created in Jobber, File Maintenance. You will be prompted if an invalid value is entered. It's not recommended that you continue with an invalid value.

Sort Code

Sort Code is a user-defined number for sorting on reports. Use Sort Code 99 for any DTN data you do not want to import into Petro-Data.

Low Price Code

To exclude this item from the Low Cost Report report, enter 'N'.
Leave this field blank for this item to be included in the Low Cost Report.

Superfund, Cr Crd, Other

Enter any per gallon additions or credits to the rack prices for superfund, credit card or other (other is usually deducting the 1% discount - enter -1.00 and 'P' in the single character field at the end of the line.

FUNCTIONS

Change Data Mapping

You can change the mapping for most fields EXCEPT for Vendor, Terminal and Product ID's. If these fields are incorrect, delete the record and set it up correctly. To change other fields, enter the line number that you want changed and press Enter. Change or key the data.

Delete Data Mapping

Select D to delete the record that is displayed on the screen. Message will display:

'Are you sure you want to delete this record? (Y/N)

'Y' to delete and 'No' to keep the existing data.

C - Continue

Select C to continue to a blank record to add a new ID or display an existing one.

F - Forward to next record

Select F to display the next record in the file. If you reach the end of the file, a message will display allowing you to 'Return to the first record'.

B - Backwards to next record

Select B to display the previous record. If you reach the beginning of the file, a message will display allowing you to 'Return to last record'.

Cross Reference Report

Jobber, XML Cross Reference, Cross Reference, Report

Print a report of data cross reference data in the system.

Output to:

S - display the report on the screen.

P - print to a printer and select the desired printer.

F - print to a Text File and enter the full directory path and desired file name.

Q - return to the menu.

Enter the Date

Accept the default of today's date.

Everything OK?

Enter 'Y'.

Date: 12/17/2018	Petro-Data Inc.	Page No.		
Time: 13:39:04	Cross Reference Report 12/17/2018	1		
Vendor	Terminal	Item	Description	Srt Cd
BRAN		UNL		0
BRAND	SA	UNL		

Cross Reference Report

Browse and Fix Cross Reference

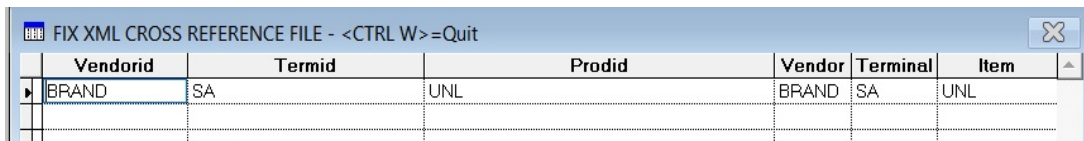
Jobber, XML Cross Reference, Browse and Fix Cross Reference

This option allows you to view or change the setup in the cross reference file.

```
The browse fix program will let you change the Cross Reference file.  
You also have the ability to mess it up if you are not careful.  
Choose: 1=Look Only    2=Look and Fix  1
```

Option

- 1 - Look Only
- 2 - Look and Fix the Data



Vendorid	Termid	Prodid	Vendor	Terminal	Item
BRAND	SA	UNL	BRAND	SA	UNL

The following fields are available to view or update:

VendorID	Vendor ID from the vendor's data file
TermID	Terminal ID from the vendor's data file
ProdID	Product ID from the vendor's data file
Vendor	Vendor ID from the Petro-Data system
Terminal	Terminal ID from the Petro-Data system
Item	Item ID from the Petro-Data system

After viewing or updating the data, press CTL-W to exit back to the menu.

Send Changes to Rack

Jobber, XML Cross Reference, Send Rack Changes to Cross Reference File

After the cross reference file has been updated and new prices have been imported, choose this option to update the rack table.

When you select this option, there is no option to cancel the request.

```
This system takes the superfund and other charges in your rack file  
and it copies them to your DTN cross reference file. Press enter. 
```

Press Enter to complete the update.

Import Install

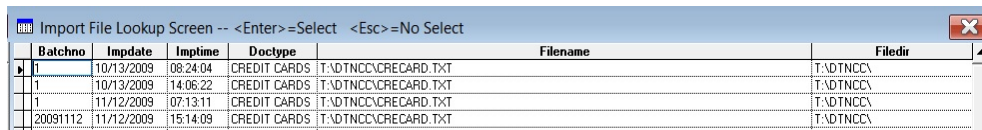
Jobber, DTN/Supplier Import, Import Install

Petro-Data support staff will enter all necessary requirements for the installation setup.

Restore Import File

Jobber, DTN/Supplier Import, Restore Import File

After an import file is processed, the file is moved to a backup directory. If directed by Petro-Data, you can restore the import file and process it again. Both DTN and non-DTN files can be restored.



Batchno	Impdate	ImpTime	Doctype	Filename	FileDir
1	10/13/2009	08:24:04	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC\
1	10/13/2009	14:06:22	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC\
1	11/12/2009	07:13:11	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC\
20091112	11/12/2009	15:14:09	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC\

Click the file you want to restore and then press Enter.

```
You have selected:
Vendor      DTN
Rack Date
Time

You have selected file  T:\DTNRACK\EXPORT.CSV

Ready to restore the file back to the IMPORT directory? (Y/N) 
```

Confirm the file to be restored. Key 'Y' to continue or 'N' to cancel the request. After the file has been restored, data can be edited and updated again.

Browse and Fix

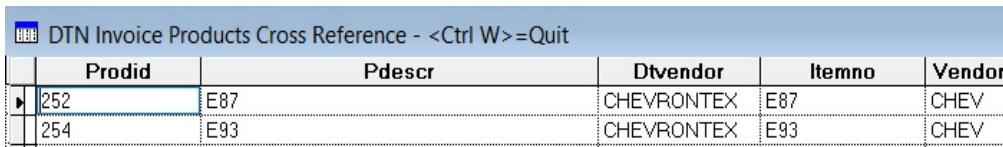
Jobber, DTN/Supplier Import, Browse and Fix

This menu gives you the ability to view or update the DTN mapping data.

DTN Product Codes

Jobber, DTN/Supplier Import, Browse and Fix, AP Product Codes

View or change the mapping of inventory items from the DTN values to those in Petro-Data setup. The Petro-Data inventory setup menu is *Jobber, File Maintenance, Inventory*.



DTN Invoice Products Cross Reference - <Ctrl W>=Quit

Prodid	Pdescr	Dtvendor	Itemno	Vendor
252	E87	CHEVRONTEX	E87	CHEV
254	E93	CHEVRONTEX	E93	CHEV

AP Header File

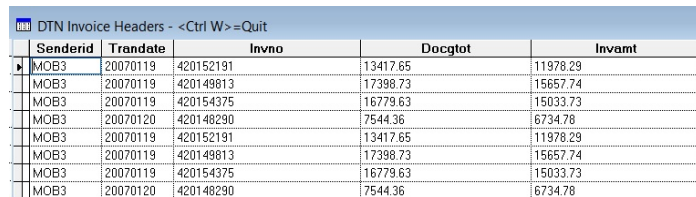
Jobber, DTN/Supplier Import, Browse and Fix

View or change the invoice header file information that was downloaded from DTN.

Choose how you would like to view and sort the data:

1 By Date

2 By Vendor



DTN Invoice Headers - <Ctrl W>=Quit

Senderid	Trandate	Invno	Docgtot	Invamt
MOB3	20070119	420152191	13417.65	11978.29
MOB3	20070119	420149813	17398.73	15657.74
MOB3	20070119	420154375	16779.63	15033.73
MOB3	20070120	420148290	7544.36	6734.78
MOB3	20070119	420152191	13417.65	11978.29
MOB3	20070119	420149813	17398.73	15657.74
MOB3	20070119	420154375	16779.63	15033.73
MOB3	20070120	420148290	7544.36	6734.78

Press CTRL-W to save your changes and exit the menu.

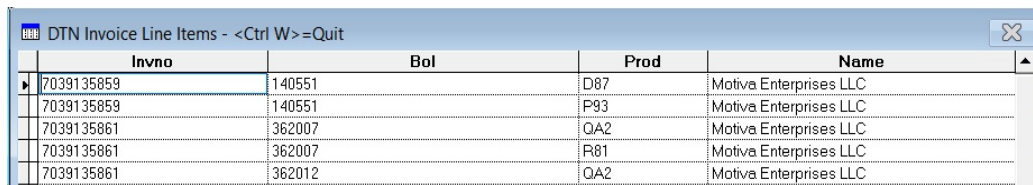
AP Line Item File

Jobber, DTN/Supplier Import, Browse and Fix, AP Line Item File

View or change the invoice detail line file information that was downloaded from DTN.

First, choose the data you want to view/change:

- 1 All Data
- 2 Saved Data



	Invno	Bol	Prod	Name
▶	7039135859	140551	D87	Motiva Enterprises LLC
	7039135859	140551	P93	Motiva Enterprises LLC
	7039135861	362007	QA2	Motiva Enterprises LLC
	7039135861	362007	R81	Motiva Enterprises LLC
	7039135861	362012	QA2	Motiva Enterprises LLC

Press CTRL-W to save your changes and exit the menu.

Misc Items and Taxes

Jobber, DTN/Supplier Import, Browse and Fix, Misc Items and Taxes

View or change DTN tax and miscellaneous data.

DTN Misc Items/Taxes for AP Invoices Cross Reference - <Ctrl W>=Quit									
Vendor	Description	Dtrate	TxCode	Rate	Defrate	Discrate	Type	Loc	Miscitem
BRAND	Fed Ethanol Blend Cr	.051			0.00	0.000000	M	1	ED
BRAND	FEDERAL EXCISE TAX	.184	1		0.00	0.000000	F	1	
BRAND	ENV. DELIVERY FEE -	.0			0.00	0.000000	M	1	DF
BRAND	STATE PRODUCT TAX- TX	.2			0.00	0.000000	S	1	

Keeper File

Jobber, DTN/Supplier Import, Browse and Fix, Keeper File

The Keeper file contains invoices that are being held and will be processed later. You can view, change or delete this data.

Choose what you need to do:

- 1 - Browse and Delete Headers
- 2 - Browse Lines
- 3 - Purge by Date

Rectype	Dtntranno	Version	Trandate	Trantime	Invno	Invdate	Doctype	Vendname
BEGIN	439210047	D1.2	20150301	1618	420152191	20150301	PR	EXXONMOBIL OIL CORPORATION
BEGIN	439270005	D1.2	20150301	1712	420149813	20150301	PR	EXXONMOBIL OIL CORPORATION
BEGIN	439500018	D1.2	20150301	2016	420154375	20150301	PR	EXXONMOBIL OIL CORPORATION

Browse and Delete Headers

View the invoice headers in the Keeper file.

Invoice	Invdate	Vendor Name	Total
651861005	20181008	CHEVRON	21557.01
651862651	20181008	CHEVRON	22071.46
651863819	20181008	CHEVRON	21520.70
34494107	20181009	ExxonMobil Oil Corporation	21936.30

When you exit the screen, you will be prompted whether to delete the data in the Keeper file. Answer Y/N as appropriate.

Browse Detail Line Data

View invoice detail data in the Keeper file.

Invoice	Bol	Item	Net	Vendor	Shipdate
647770311	741056	CT RU RFG 10.0% VOC1	6376.0	CHEVRON	20160911
647770311	741056	CT ULS TX-B0-B5 DF2	1871.0	CHEVRON	20160911

When you exit the screen, you will be prompted whether to delete the data in the Keeper file. Answer Y/N as appropriate.

Purge Data by Date

Purge the Keeper file data based on a date.

```
1=Browse and Delete Headers      2=Browse Lines
3=Purge by Date                  Q=Quit 3
Enter beg and ending dates to purge 01/01/2018      01/31/2018

Ready to purge? (Y/N/Q)
```

Enter a beginning and ending date range for data to be deleted.

Enter 'Y' to purge the data.

Enter 'N' to change the dates.

Enter 'Q' to Quit.

All Export Files

Jobber, DTN/Supplier Import, Browse and Fix, All Export Files

View information about all files downloaded from DTN. DTN files include Rack Price, Credit Card and Invoice downloads.

Browse Imported Files - <Ctrl W>=Quit				
	Tfilename	Trandate	Doctype	Batchno
	T:\DTNCC\CRECARD.TXT	04/27/2005	CREDIT CARDS	20091112
	T:\DTNRACK\EXPORT.CSV	02/14/2010	RACK PRICES	
	T:\DTNCC\CRECARD.TXT	04/27/2005	CREDIT CARDS	1
	T:\DTNRACK\EXPORT.CSV	02/15/2010	RACK PRICES	

DTN Definition File

Jobber, DTN/Supplier Import, Browse and Fix, DTN Definition File

Browse Definition File - <Ctrl W>=Quit									
	Jobtype	Dtnvendor	Vendor	FTP?	Cclink	Disc?	Taxallow	BolCost?	Maindir
▶	RACK	BRANDINC	BRAND	Y	1				P:\DTNRACK\
	CC	BRND	BRAND	Y	1	N			P:\DTNCC\

Last Credit Card Import File

Jobber, DTN/Supplier Import, Browse and Fix, Last CC Import File

This menu option will display the detail lines items from the last credit card file that was downloaded. If the file has not been processed, you may change some of the data.

	Vendor	Dealerid	Batchdate	Descr	Batchno	Grossamt	Netamt
▶	PHILLI	0000701909	02/24/2015	DISCOVER	111111111	36.71	35.69
	PHILLI	0000701909	02/24/2015	AMEX	111111111	86.78	84.31
	PHILLI	0000701909	02/24/2015	MASTERCARDFLEET	111111111	223.21	218.35
	PHILLI	0000701909	02/24/2015	CONOCO	111111111	209.11	209.11

Fuel Bill of Lading

Jobber, Fuel Bill of Ladings

Entering a Fuel Manifest (BOL) includes information about where, when, and how much fuel was purchased from your vendor. This program also requires information about where the fuel was delivered.

The Fuel Bill of Lading Entry module is much more than just an entry point for Fuel Manifests (BOL). There are many audit and profitability reports that can be run using this data to assist with tax reports and to help find fuel discrepancies.

Automatic BOL Billing from fuel manifest entry will automatically create a Sales Invoice as you enter the Fuel Manifest. If you manually bill your direct deliveries, you will enter the Sales Invoice first and the BOL second. The system will display any discrepancies between the Sales Invoice and the BOL. You will need to correct the data before the information can be updated.

Unlike the other modules, you can still view BOLs even after they are updated. The system marks them posted. Unless you are using the Freight Billing Module, the BOLs remain in the Current file for 90 days after the vendor invoice is entered.

Basic information for BOLs:

- Header Record
 - BOL/Manifest number
 - Vendor, Terminal and Tax Authority
 - Date and time pulled from the terminal/distributor
 - Driver and/or Truck (optional in some cases)
- Received From Information
 - Item, Gross Gallons and Net Gallons
 - Blend information, if needed
- Delivered To Information
 - Transferred To Tanks (T)
 - Bulk Plant - BP Location #, Tank, Gross and Net gallons transferred
 - Consignment - Consignment Location #, Tank, Gross and Net gallons transferred
 - Cardlock - Location #, Tank, Gross and Net gallons transferred
 - C-Store - Store #, Tank #, date, shift, Gross and Net gallons transferred
- Invoiced Directly to Customer (I)
 - Sales Invoice Number, Item
 - Must calculate to create invoices
- Transferred to Company Owned Retail Store (S)
 - Must be using Petro-Data C-Store module

- Bridge master files must be set up
- Store Location Number and tank number

BOL Billing

Jobber, Fuel Bill of Ladings, BOL Billing

BOL Billing combines recording a BOL and creating an invoice at the same time. As the BOL is entered, code 'I' is selected to indicate that the BOL should be billed to a customer. The system will automatically prompt you for invoice information. Jobbers who do the majority of their sales as direct deliveries from the terminal will benefit most from this module.

After all line items and all BOLs are entered, you will process the option to 'Calculate Sales Invoices from BOL'. This will create all invoices to be printed.

Enter Bill of Ladings

Calculate Invoices

Other Charges

BOL Inquiry

Reindex Files

Install Program

Quit

Enter Bill of Ladings

Jobber, Fuel Bill of Ladings, BOL Billing, Enter Bill of Ladings

Send Report to	HP Deskjet F300 Series
Default Bol Date	08/03/2018
Bol batch number	20180803
Verify terminal location	9
Freight surcharge percent	1.0000

Send Report To

The system will pre-populate your Windows default printer here. This field can't be changed but you will be able to change print options later.

Default BOL Date

This date will be used on all BOLs in this batch. The system will pre-populate today's date but can be changed to actual BOL delivery date.

BOL Batch Number

You will create a unique number for this session. Many users use a date format as the batch number in format YYYYMMDD. This batch can represent one day's activity.

Terminal Location

Confirm the default terminal location. This is defaulted from System Install parameters.

Freight Surcharge

Confirm or update the freight surcharge, if any, for today. The system will remember the last freight surcharge you entered until you change it again. The surcharge percent is applied to the freight charge.

Click BOL Input.

BOL Input

BOL Header information.

BOL Number

Enter the vendor's manifest number from the BOL document. If a BOL has been previously entered, press **F2** or the magnifying glass to find it.

If the BOL does not exist, enter **Y** to add it. If the BOL has already been entered, the following message displays:

BOL found. Inquire? Y Yes N No

You may view a BOL that has already been updated but you will not be able to change it. If the BOL was updated in the current month and the vendor purchase invoice has not been created, you may restore it, make any corrections necessary and update it again. If the vendor purchase invoice has been created, the following message displays:

BOL has already been posted to inventory. Press N to reenter.

If the Sales Invoice was created, **do not change the line items**. You may change the Vendor/Terminal so the tax reports will be correct or so that it will pull into a vendor purchase invoice. If the line items were wrong, you should create a new BOL for the changes.

Vendor

Enter the fuel vendor code. Vendor codes are created in Accounts Payable.

Terminal

Enter the terminal ID code where the fuel was loaded. The default terminal should display automatically. This was defined in the initial Installation. If it does not, select a terminal from the **F2** lookup.

Tax Authority

The tax authority code for the terminal will display. The tax authority code is defined in Terminal Maintenance. The tax codes displayed in BOL entry are marked prepaid in Tax File Maintenance. If any error message displays, do NOT continue. Valid taxes are needed for successful processing.

If appropriate, you can change the Tax Authority:

If fuel was delivered to a location with a different tax jurisdiction (state, county, etc)

If fuel was delivered from a terminal that bills taxes for multiple states.

If fuel was delivered in a State that charges Local Option taxes.

BOL Date and Time

Enter the BOL Date, Hour and Minute. The time should be entered in military time.

It is important to enter the date and time the fuel was picked up from the terminal because the Rack Prices for this date will be used for the fuel cost.

If Time programs are being used and this terminal changes prices other than at midnight, enter the time the fuel was picked up as noted on the Fuel Manifest.

Driver

The BOL Install options will control whether this field is open for entry. Enter the driver who delivered the load. Driver codes are set up in Driver File Maintenance.

Truck

Enter the carrier or truck number that loaded the fuel. The Truck description will display under the Truck ID field. Truck codes are set up in Truck File Maintenance. This field tracks the carrier information for many State Motor Fuels Carrier reports.

FrtGal

This field defines billing at either Gross or Net. This field will be automatically populated from field Billing Code in Truck File Maintenance.

Surcharge

The Surcharge percent is populated from the BOL header.

Net/Gr

This value is taken from initial BOL Install field 'Input Default'. The value can be manually changed.

- N** if your vendor bills you based on Net gallons received.
- G** if your vendor bills you based on Gross gallons received.

Terminal Location

The default location should display automatically and is taken from the initial BOL Install. This field cannot be changed. If the terminal location is not found, a message displays at the bottom of the screen. Please contact Support to resolve this error.

Buttons

- OK** Click on OK if all header information is correct.
You can use the tab key to return to any header field and change the data before pressing OK.
- Cancel** Clear all fields and start over

LINE ITEM ENTRY

Enter the detail items from the fuel manifest.

The screenshot shows the 'Bol Input' window with the following fields and values:

- Bol: 18080301
- Vendor: BRAND
- Terminal: SA
- AuthCode: TEXAS
- Batch: 20181007
- Bol Date: 08/03/2018
- Hour/Min: 18 00
- Driver: [Empty]
- Truck Id: 1
- FrtGal: G
- SurChg: 10.00
- Net/Gr: N
- Term Loc: 9
- Ship To: TRANSPORT 1
- Item: UNL
- BI: N
- Gross Rec: 100.00
- Net Rec: 100.00
- Bc Cd: N I
- Inv/Loc: [Empty]
- Cust/Tank: [Empty]
- Gross Delv: [Empty]
- Net Delv: [Empty]
- Date Time: 08/03/2018
- 0000
- Special?: [Empty]
- GroRack: 1.800000
- NetRack: 1.800000
- Authority: TEXAS
- Tax Type: GAS
- Tax Rate: 0.000000

Tax Code	Description	Tax Rate	PPd	Tax Amount
2	STATE GASOLIN	20.000000	Y	20.0000
1	FEDERAL GASO	18.200000	Y	18.2000
9	FEDERAL GAS	0.000000	N	0.0000

Item

Enter the fuel item that was loaded. Use the **F2** key or the magnifying glass to lookup your inventory item list.

After the item number is entered, the system checks the **Rack Price** based on the vendor, terminal, date, time and item you entered. If no record is found, the following message displays:

Rack Prices not found for Vendor 'x', Terminal 'x', Item 'x', Date 'x'

If there is no Rack Price for this date, quit the BOL entry and delete it. Go to the Rack Price Module and update the rack prices for the appropriate date.

After the fuel item is entered, rack price information displays on the screen. You can enter a special price for this BOL. Select 'Y' in the 'Special?' field and enter the Special Gross and Net price. After the special price is entered, continue entering the remaining fields.

The screenshot shows the 'Bol Input' window with the following fields and values:

- Item: UNL
- BI: N
- Gross Rec: [Empty]
- Net Rec: [Empty]
- Bc Cd: [Empty]
- Inv/Loc: [Empty]
- Cust/Tank: [Empty]
- Gross Delv: [Empty]
- Net Delv: [Empty]
- Date Time: 08/03/2018
- 0000
- Special?: Y
- GroRack: 1.900000
- NetRack: 1.900000

Blend Code (BI)

This field is open for entry only if ‘Splash Blending’ was set up as ‘Y’ to the Inventory Install. Splash Blending is created when two or more fuels are combined, such as Regular added to Premium to create Plus gasoline.

If splash blending was not set up in initial installation, this will default to ‘N’ and cannot be changed.

Enter **B** if this product was used to splash blend or leave blank or ‘N’ for no splash blend.
** More information on Splash Blending is documented at the end of this section.

Blended Item

This field displays only if you have entered **B** in the Blend Code field. Enter the Blended Product item.code. For example, a blended item could be PLU for Plus when unleaded and premium are blended together.

Gross Received

Enter the Total Gross gallons loaded at the terminal for this item. Split loads will be handled in the Invoice section.

Net Received

Enter the Total Net gallons loaded at the terminal for this item. Split loads will be handled in the Invoice section.

Bc

This is the Billing Code. The value is pre-populated from the BOL install setup but can be changed. Options are:

- N - Bill the customer using Net gallons
- G - Bill the customer using Gross gallons

After the Bill Code (Bc) is updated, the system will display taxes to be paid to the vendor. Verify that the displayed taxes are for the correct Purchase Tax Authority. Taxes for the Sales will come from the customer tax authority.

If taxes are listed which are not prepaid, the tax structure must be corrected in the Tax Codes section.

Cd

This is the Delivery Code. Based on your entry here, you will enter data in support of this code. The default option for this field was entered in the initial BOL Install. Options are:

- I - Invoice to Customer.
- T - Transfer to a Tank
- S - Transfer to a C Store tank

I - INVOICE TO CUSTOMER

Fuel Received			
Fuel Item	Description	Gross Rec	Net Rec
UNL	UNLEADED GASOLINE	100.00	100.00

PO Number Cust Auth TEXAS

Delivered To:							
Add?	Y	InvNo	ADD	PrOv	Y	N/Gr	N
Gross	100.00	Net	100.00				
Cust	PM1	Petro-Market #1	Ship To				
Rack Plus	2.803000	Tax Rate	0.383000	Sell Price	3.186000	Bill?	Y

Invoice Number

The BOL Billing Install program defines if the invoice number will be the same as the BOL number or will be assigned the next available sequence number. If a sequential number is defined, the system will automatically display 'ADD' as the invoice number.

You can also enter an existing dispatch ticket or other unique invoice number to use in the invoice calculate program.

PrOv

This field is not used.

Nt/Gr

Bill based on Net or Gross gallons.

Gross

The system will automatically enter the Gross gallons from the BOL. You can accept this or change the gallons, such as for a Split Load, to be billed.

Net

The system will automatically enter the Net gallons from the BOL. You can accept this or change the gallons, such as for a Split Load, to be billed.

Cust

Enter the Customer to be billed. The customer name will display.

Ship To

Enter a Ship To code. If a customer has more than one Ship To code in Customer setup, you must select one for this invoice. This field can be left blank if they have one or no Ship To locations.

The taxes to be charged on this sale will display at this point. Carefully review the taxes and make sure they are correct.

Rack Plus

Rack price plus calculated markup will display on the screen. Calculated markup is defined in Special Prices maintenance.

Tax Rate

Total tax rate per gallon, based on tax authority, will be displayed.

Sell Price

Pricing information is retrieved from the Special Price File or the Inventory Price Levels. The system calculates and enters the price. Sell price is Rack Plus + Tax Rate. You can over-ride the Sell Price.

Bill

- Y** - Invoice will be created in Calculate Invoice program. Keep this default value unless you will manually create the sales invoice.
- X** - Invoice has already been created and will not recalculate. You can't change this value from this screen once the invoice has been created.

In Browse & Fix, the field for Bill is titled 'Confirm'.

Price and Rack Section

Data in this section will be populated from either Special Price setup or from the Inventory setup. Inventory pricing is used when there is no Special Price setup.

Customer with Special Price setup for this fuel item:

The screenshot shows a software window titled "Input BOL Delivery -Type C". It contains several sections for data entry:

- Fuel Received:** Fuel Item: UNL, Description: UNLEADED GASOLINE, Gross Rec: 100.00, Net Rec: 100.00. PO Number and Cust Auth (TEXAS) are also visible.
- Delivered To:** Add? (Y), InvNo (ADD), PrOv (Y), N/Gr (N), Gross (100.00), Net (100.00). Cust (PM1), Ship To (Petro-Market #1), Rack Plus (2.803000), Tax Rate (0.383000), Sell Price (3.186000), Bill? (Y).
- Price and Rack:** A table with columns: Rk Type (U), Cost (1.900000), Profit (0.783000), Ty (MR), SpFrt (Y), Frt Gal (0.100000), Adj Gal (0.020000), FrLn (N), SlsTx (4). Below this are Vendor (BRAND), Terminal (SA), Rack Date (08/03/2018), Time (0000), SpecRk (Y), Gross Price (1.900000), and Net Rack (1.900000).

Buttons at the bottom include Edit, Exit, Shipto, and Taxes.

Rk Type

Price Type from the Special Price setup for this customer and item. This field cannot be changed.

Cost

Gross rack price for this vendor and terminal. This field cannot be changed.

Profit

Total Markup from the Special Price setup for this customer and item. You are able to change the profit. Rack Plus and Sell Price will automatically update.

Ty

This field cannot be changed.

SpFrt

Enter 'Y' if you want to include a special freight charge for this BOL.

Frt Gal/Flat Frt

The data for this field depends on setup for Special Prices.

C Flat Charge - Field title changes to Flat Frt. Enter a flat dollar amount of the special freight charge.

R Rate/Gal - Field title is Frt Gal. Enter a rate per gallon of the special freight charge.

T Freight Table - Field title is Frt Gal. Enter a rate per gallon of the special freight charge.

Blank - Field title is Frt Gal. Enter a rate per gallon of the special freight charge.

Adj Gal

Enter a rate adjustment in this field.

FrLn**SlsTx**

Enter a Sales Tax code. Sales tax codes are set up in Account Receivable.

Vendor

Shows the vendor from BOL entry.

Terminal

Shows the terminal from BOL entry.

Rack Date

Shows date of the rack price that was selected by the system.

Time

Shows time of the rack price that was selected by the system.

SpecRk**Gross Price**

Gross price from the rack for this date.

Net Price

Net price from the rack for this date.

Customer with no Special Price setup for this fuel item.
Pricing is taken from inventory setup.

Inventory Setup screen:

Price Code	D	Mk1/Pr1	0.0800	0.844000	Mk2/Pr2	0.10000	0.864000
		Mk3/Pr3	0.12000	0.884000	Mk4/Pr4	0.14000	0.904000
Invoice Sort		Mk5/Pr5	0.16000	0.924000	Price Chart		

BOL Entry screen:

Price and Rack									
Markup 1	Markup 2	Markup 3	Markup 4	Markup 5	Markup	SpFrt	Frt Gal	Adj Gal	FrLn
0.0800	0.1000	0.1200	0.1400	0.1600	0.080000		0.000000	0.000000	
								SlsTx	
Vendor	Terminal	Rack Date	Time	SpecRk	Gross Price	Net Rack			
BRAND	SA	08/03/2018	0000		1.900000	1.900000			

Markup prices 1-5 in BOL entry are taken from inventory setup and cannot be changed here. Markup price can be changed. Special Freight can be added as a cost per gallon.

Input BOL Delivery - Type C

Authority **TEXAS** Tax Type **GAS** Tax Rate **38.300000**

TxCode	Description	ExCd	Tax Rate
2	STATE GASOLINE		20.000000
1	FEDERAL GASOLINE		18.200000
9	FEDERAL GAS LUST FUN		0.100000

Add? Y InvNo **18008030** PrOv N/Gr **N** Gross **100.00** Net **100.00**

Cust **PM1** **Petro-Market #1** Ship To **1** **Petro-Market #1**

Rack Plus **1.880000** Tax Rate **0.383000** Sell Price **2.263000** Bill? Y

Price and Rack

Markup 1	Markup 2	Markup 3	Markup 4	Markup 5	Markup	SpFrt	Frt Gal	Adj Gal	FrLn
0.0800	0.1000	0.1200	0.1400	0.1600	0.080000		0.000000	0.000000	

SlsTx

Vendor	Terminal	Rack Date	Time	SpecRk	Gross Price	Net Rack
BRAND	SA	08/03/2018	0000		1.800000	1.800000

After all data is entered, you the following options are available:

- <OK>** Save the data and proceed with the next detail item received on the BOL.
- <TAX>** Edit the tax data shown at the top of the invoice before saving the data.
- <EDIT>** Change any of the invoice data
- <EXIT>** Exit the page
- <SHIP TO>** Change the Ship To Information on the invoice
- <TAXES>** Edit the tax data. This is the same as the Tax button at the top right.

At this point, one invoice line has been entered and saved. You will be returned to the line item page. You may continue entering additional items or key 'Q' in the item field to exit.

Item	BI	Gross Rec	Net Rec	Bc	Cd	Inv/Loc	Cust/Tank	Gross Delv	Net Delv	Ok
										Invoice
										Taxes
										Freight

Edit Ln	Add Ln	New Bol	Next	Prev	Delete	Exit	Load Fee	Other Chg	Header	Batchno
---------	--------	---------	------	------	--------	------	----------	-----------	--------	---------

Die Gals	0.00	Total Gals	100.00	Load Fee	0.00	Other	0.00	Oth Sls	
----------	------	------------	--------	----------	------	-------	------	---------	--

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
UNL	N	100.00	100.00	18081501	PM1		50.00	50.00	2.047000

If you are entering a Split Load, you will enter the item number and TAB to the Invoice entry page. On the invoice page, you will enter Gross and Net Gallons delivered and the second customer number.

Note: More information on Split Loads is documented at the end of this section.

After you click OK, there are option buttons that are now available to you.

Bol	180080301	Vendor	BRAND	Terminal	SA	AuthCode	TEXAS	Batch	20180803						
Bol Date	08/03/2018	Hour/Min	08	Driver		Truck Id	1	FrtGal	G	SurChg	1.00%	Net/Gr	N	Term Loc	9
TRANSPORT 1															

Item	BI	Gross Rec	Net Rec	Bc	Cd	Inv/Loc	Cust/Tank	Gross Delv	Net Delv	Ok
JNL	N	100.00	100.00	N	I	18008030	PM1	100.00	100.00	Invoice
Ship To 1										Taxes
										Freight

Edit Ln	Add Ln	New Bol	Next	Prev	Delete	Exit	Load Fee	Other Chg	Header	Batchno
---------	--------	---------	------	------	--------	------	----------	-----------	--------	---------

Die Gals	0.00	Total Gals	100.00	Load Fee	1.70	Other	0.00	Oth Sls	0.00
----------	------	------------	--------	----------	------	-------	------	---------	------

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
UNL	N	100.00	100.00	18008030	PM1	1	100.00	100.00	1.905250

Button Options at the Bottom

- <Edit Ln> Change the 'Delivered To' information.
- <Add Ln> Add a new detail line for this invoice.
- <New BOL> Add a new BOL to the batch
- <Next > Display the next detail line during BOL/Invoice inquiry
- <Prev> Display the next detail line during BOL/Invoice inquiry
- <Delete> Delete one or all lines from this invoice
- <Exit> Exit current screen.

- <Load Fee> Enter or change Texas Load Fee for this BOL
Inclusion of this fee is configured in Customer setup.
- <Other Chg> Select Other Freight Charges to add to this BOL
- <Header> Make changes to the BOL Header Record
- <Batch No> Change the batch number on this BOL

Button Options on the Right

- <OK> Line item is complete. Accept this line entry.
- <Invoice> Display Invoice data screen - limited changes may be made. See Example above 'Invoice Popup Screen'
- <Taxes> Show Purchase Taxes to be charged.
- <Freight> Show Purchase Freight to be charged. Fields you can edit:
Special Mile - Change the Y/N value and update the miles for the

calculation

Change the Y/N
Freight and

BOL	180080301	Item	UNL	Gross	100.00	OK
From	SA	Sched	301	Ins Rate	0.000000	
To	FOREST	SpFrt	N	Surchg	1.0000%	Ins Dol
SpMile	N	Frt Rate	0.011800	Sur Rate	0.000118	Oth Frt
Miles	80	Frt Dol	1.18	Sur Dol	0.01	Total Frt
						1.19

Special Freight -
value and update the
Surcharge Rates.

T - TRANSFER to a Bulk Plant or Consignment Tank

Bol	180080302	Vendor	BRAND	Terminal	SA	AuthCode	TEXAS	Batch	20180803																																																		
Bol Date	08/03/2018	Hour/Min	08	Driver		Truck Id	1	FrtGal	G																																																		
						SurChg	1.00%	Net/Gr	N																																																		
						Term Loc	9																																																				
TRANSPORT 1																																																											
Item	UNL	BI	N	Gross Rec	50.00	Net Rec	50.00	Bc Cd	N T																																																		
Inv/Loc		Cust/Tank	UNL	Gross Delv	50.00	Net Delv	50.00																																																				
Date Time	08/03/2018		0000	Special?		GroRack	1.800000	NetRack	1.800000																																																		
<table border="1"> <tr> <td>Die Gals</td><td>0.00</td> <td>Total Gals</td><td>0.00</td> <td>Load Fee</td><td>0.00</td> <td>Other</td><td>0.00</td> <td>Oth Sls</td><td></td> </tr> </table>										Die Gals	0.00	Total Gals	0.00	Load Fee	0.00	Other	0.00	Oth Sls																																									
Die Gals	0.00	Total Gals	0.00	Load Fee	0.00	Other	0.00	Oth Sls																																																			
<table border="1"> <tr> <td>BOL</td><td>180080302</td> <td>Item</td><td>UNL</td> <td>Gross</td><td>50.00</td> <td colspan="4"></td> </tr> <tr> <td>From</td><td>SA</td> <td>Sched</td><td>301</td> <td>Ins Rate</td><td>0.000000</td> <td colspan="4"></td> </tr> <tr> <td>To</td><td>SA</td> <td>SpFrt?</td><td>N</td> <td>Surchg</td><td>1.0000%</td> <td>Ins Dol</td><td>0.00</td> <td colspan="2"></td> </tr> <tr> <td>SpMile</td><td>N</td> <td>Frt Rate</td><td>0.011200</td> <td>Sur Rate</td><td>0.000112</td> <td>Oth Frt</td><td>0.000000</td> <td colspan="2"></td> </tr> <tr> <td>Miles</td><td>20</td> <td>Frt Dol</td><td>0.56</td> <td>Sur Dol</td><td>0.01</td> <td>Total Frt</td><td>0.57</td> <td colspan="2"></td> </tr> </table>										BOL	180080302	Item	UNL	Gross	50.00					From	SA	Sched	301	Ins Rate	0.000000					To	SA	SpFrt?	N	Surchg	1.0000%	Ins Dol	0.00			SpMile	N	Frt Rate	0.011200	Sur Rate	0.000112	Oth Frt	0.000000			Miles	20	Frt Dol	0.56	Sur Dol	0.01	Total Frt	0.57		
BOL	180080302	Item	UNL	Gross	50.00																																																						
From	SA	Sched	301	Ins Rate	0.000000																																																						
To	SA	SpFrt?	N	Surchg	1.0000%	Ins Dol	0.00																																																				
SpMile	N	Frt Rate	0.011200	Sur Rate	0.000112	Oth Frt	0.000000																																																				
Miles	20	Frt Dol	0.56	Sur Dol	0.01	Total Frt	0.57																																																				

Inv/Loc

Enter the Location Number that accepted the fuel. Press **F2** or click the Magnifying glass to lookup the location setup table.

Cust/Tank

Enter the Tank Number where the fuel was dropped. Press **F2** or click the Magnifying glass to lookup the tank setup table.. If item and tank type do not match:

Item will be changed to tank item XXX when updating. OK? (Y/N).

- Y** You purchased one fuel, such as premium, and it all did not fit in the premium tank. You dropped the rest into the Plus tank and the rest of the premium will be sold as Plus. The FIFO record will show plus received in but it would be at the premium price.
- N** You have entered an incorrect tank number and need to enter the correct one. Use **F2** or click Magnifying glass to lookup tank information.

Gross Deliv

Enter the gross gallons of this product delivered into this location and tank.

Net Delv

Enter the net gallons of this product delivered into this location and tank.

S - C STORE transfer to a C Store Location and Tank.

Fuel Item	Description	Gross Rec	Net Rec
UNL		7601.00	7482.00

C Store Loc

Tank No.

Report Date Shift

Gross Net

Enter the location number that accepted the delivery

C Store Loc

Enter the store number where the fuel was delivered. Press F2 or click Magnifying glass to lookup the setup values.

Tax Authority N for gas not found for Store N. Press Enter
Store not found in company Bridge File. Press Enter

These messages indicate that there is something missing in the CStore set up on the Fuel Inventory side. Quit the BOL and check the Bridge File. Correct the CStore errors and return to the BOL and add a line.

Tank Number

Enter the tank number where the fuel was dropped. Press F2 or click the magnifying glass to lookup tank information.

Tank N in Store N not found. Press Enter L Lookup.

Report Date

System will auto-populate today's date.

Shift

Shift is defaulted to 1.

Gross

Edit Gross Gallons delivered to the store if necessary.

Net

Edit Net Gallons delivered to the store if necessary.

OK

Y if the information is correct.

N to change the store number or tank.

Freight screen will display if you have freight calculation set up.

When all line items for one BOL have been entered, the following screen displays:

The screenshot shows the 'Bol Input' window with the following data:

Header Information:

- Bol: 246425
- Vendor: SHELL
- Terminal: HOU
- AuthCode: TEXAS
- Batch: 20110310
- Bol Date: 03/10/2011
- Hour/Min: 8
- Driver: [Empty]
- Truck Id: 3
- FrtGal: G
- SurChg: 30.00
- Net/Gr: N
- Term Loc: 9

Item Summary:

Item	BI	Gross Rec	Net Rec	Bc	Cd	Inv/Loc	Cust/Tank	Gross Delv	Net Delv
SNL	N	3000.00	3000.00	N	I	ADD	37058	3000.00	3000.00

Summary Totals:

- Die Gals: 0.00
- Total Gals: 7872.00
- Load Fee: 15.00
- Other: 0.00
- Oth Sis: 150.00

Line Item Table:

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
SNL	N	3000.00	3000.00	ADD	37058		3000.00	3000.00	3.521200
UNL	N	5000.00	4872.00	ADD	37058		5000.00	4872.00	3.070000

BLENDING ITEM EXAMPLE

Unleaded and Super are blended into Plus and dropped into the Plus tank at location 1. During data entry, you are prompted for the location and item of the blended item.

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 16 Min: 08 A/P: M									
BOL No.05170701		Vendor BRAND		Branded Oil Company		Date05/17/2007		Bill Gr N	
Term Loc 9		Term name SA		Auth TEXAS		Driver		Truck COAST OK?Y	
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	UNL	B 3250.00	3201.00	Lc 1	Tk PLU	3250.00	3201.00	Y	
2	SNL	B 1750.00	1739.00	Lc 1	Tk PLU	1750.00	1739.00	Y	

Blend Loc 9 Blend Item PLU OK? Y
UNLEADED PLUS

Use the Terminal location and the item number of the final product, in this case Plus. After the tank number is entered, the following message might display:

Item will be changed to tank item PLU when updating. OK? (Y/N)

Note: Part of the fuel could be delivered as UNL for example and the rest used in the blend. The screen would look like this:

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 16 Min: 08 A/P: M									
BOL No.05170701		Vendor BRAND		Branded Oil Company		Date05/17/2007		Bill Gr N	
Term Loc 9		Term name SA		Auth TEXAS		Driver		Truck COAST OK?Y	
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	UNL	5750.00	5699.00	Lc 1	Tk UNL	2500.00	2478.00	Y	
2	UNL	B		Lc 1	Tk PLU	3250.00	3221.00	Y	
3	SNL	B 1750.00	1701.00	Lc 1	Tk PLU	1750.00	1701.00	Y	

SPLIT LOAD EXAMPLE

Split loads can be between two customers or between a customer and the bulk plant or between a customer and a consignment location.

On the BOL Line Detail, always enter the Total Gross and Net Gallons Received. The split will be entered in the Invoice screen. If you enter Total Gross or Net incorrectly, you will need to delete the batch and begin again.

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 05 Min: 25 A/P: M									
BOL No.05170702		Vendor BRAND		Branded oil Company		Date05/17/2007		Bill Gr N	
Term Loc 9		Term name SA		Auth TEXAS		Driver		Truck COAST OK?Y	
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	LSD	7500.00	7425.00	Lc	1	Tk LSD	5000.00	4950.00	Y
2	LSD			Lc	3	Tk LSD	2500.00	2475.00	Y

Split load between the bulk plant (Loc 1) and a consignment (Loc 3)

Delivered To:

Add?	<input checked="" type="checkbox"/>	Invoice No.	ADD	Nt/Gr	<input checked="" type="checkbox"/>	Gross	2500.00	Net	2475.00
Cust	BLUE	Blue Farm	Ship To						
Rack Plus	2.466088	Tax Rate	0.400000	Sell Price	2.866088	Bill?	<input checked="" type="checkbox"/>	<input type="button" value="OK"/>	

Popup Screen for split load invoiced to a customer

The total Gross and Net gallons displays. Edit them and enter only the gallons that were delivered and will be invoiced to this customer.

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 05 Min: 25 A/P: M									
BOL No. 05170702		Vendor BRAND Branded Oil Company			Date 05/17/2007		Bill Gr N		
Term Loc 9		Term name SA	Auth TEXAS	Driver	Truck COAST		OK? Y		
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	LSD	7500.00	7425.00	Lc 1	Tk LSD	5000.00	4950.00 Y		
2	LSD			Inv ADD	Cs BLUE	2500.00	2475.00 Y		

BOL screen for split load between the bulk plant and a customer

The item must be the same for the plant and the customer.

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 05 Min: 25 A/P: M									
BOL No. 05170702		Vendor BRAND Branded Oil Company			Date 05/17/2007		Bill Gr N		
Term Loc 9		Term name SA	Auth TEXAS	Driver	Truck COAST		OK? Y		
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	LSD	7500.00	7425.00	Inv ADD	Cs KATENT	5000.00	4950.00 Y		
2	LSD			Inv ADD	Cs BLUE	2500.00	2475.00 Y		

BOL screen for split load between two customers

Calculate Invoices

Jobber, Fuel Bill of Ladings, BOL Billing, Calculate Invoices

This menu option will create a sales invoice for the customer who received the fuel.

Calculate Invoices

Send Report to: HP Deskjet F300 Series

Enter beginning invoice number

Verify User ID 1

Comment code for invoice

Enter BOL batch number 20190321

Enter date 03/30/2019

Enter new Inv. Batch No. 20190321

Verify freight surcharge 20.0000

Print Detail? (Y/N) N

Create Invoices Edit Printers Exit Reassign

Bols Found

There are 1 BOL records to be billed.

OK

Send Report To:

The default windows printer will be listed. You can change your choice of printers by click the 'Printers' button at the bottom of the screen.

Enter beginning invoice number

Enter a specific invoice number or leave this blank to have this system Auto Generate one. Auto Generate assigns the next available invoice number from the Sales Invoice Entry file. Invoice numbers are assigned in sequential order.

Verify User ID

The user ID of the person logged on to this computer displays.

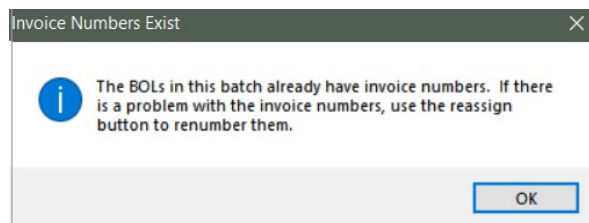
Comment code for invoice

This comment will print on all the invoices generated for this batch. Enter a code or select from the lookup. Leave this blank for no comment messages on the invoice.

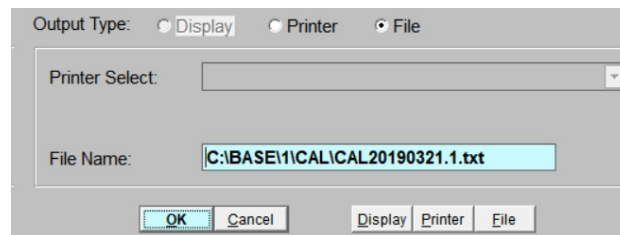
Enter BOL batch number

Enter the BOL batch to use in generating invoices. Use the lookup function to find available BOL batches. If the system finds BOL batches for which invoices have not been created, a message box will appear showing the number of BOLs. If the system does not find any valid BOLs, no invoices will be created.

If you have previously calculated the invoice for this batch and either cancelled the process or deleted an un-posted invoice and reset the 'Bill Code' using the Browse & Fix menu, a message will display:



Press OK to keep the existing invoice numbers originally assigned. You can use the 'Reassign' button to generate the invoices with a new invoice number.



The system will write an audit file to your local directory. Click OK to acknowledge this.

Enter Date

Enter the date for the invoices. The system will default today's date but this can be changed to agree with BOL date.

Enter new Invoice Batch No

A Sales Invoice batch number will be automatically displayed that matches the BOL batch. You can override this value if needed.

Verify freight surcharge

The freight surcharge will be populated from the header screen. This value can be changed, if needed.

Print Detail

- 'Y' Print all line items in detail on the calculate report
- 'N' Print less detail on the calculate report

Click Create Invoices.

```
Date: 03/30/2019          Petro-Data Inc.          Page No.
Time: 07:34:52          Calculate Sales Invoice Register  1
                          Bol Batch: 20190321

Invno  54449    Cust No  PMI    Petro-Market #1    Order No. 54449
BOL    Item      Net      Gross  Cost    Price  F Tax  Inv Tot  Profit
GrossGal E87      10000.00 10000.00 2.000000  2.03  3830.00 24130.00 0.030000 NET
LOADFEE      1.00    1.00 0.000000          0.00   0.00   0.00          NET
Invoice Total      24130.00
```

The Calculate Invoice report will display. Review the report and make sure the data is correct. Verify gallons are correct and review the column for Profit.

The system will check the difference between Gross and Net gallons. If there is a difference of more than 10%, a warning message will print on this report. Check Gross & Net and verify they were entered correctly. If there is an error in the gallons, cancel and correct the data. If the gallons are correct, continue the process.

Sample Warning Message:

*** Possible error with gross and net gallons in BOL 123456 Custno PMI

Click Exit on the report screen. Click on View Errors. If there are no errors, you can click on Finish Update. If there are errors, cancel the update and make the appropriate correction.

BUTTONS:

Create Invoices

Create the sales invoice from information in the BOL.

Reassign

Erase assigned invoice numbers and assign new ones. Use this option only if the 'Create Invoices' was run and **cancelled** and no invoices for these BOLs are in the unposted sales invoice file. This can also be used if an unposted sales invoice was deleted and the 'Bill' code for BOL was reset with Browse and Fix.

Other Charges

Jobber, Fuel Bill of Ladings, BOL Billing, Other Charges

Set up Other Freight Charges for split loads, demurrage and other like charges. The items have to be setup in the inventory file maintenance as type Miscellaneous first. They don't need any special code designation.

```
1 Add, change or delete a Other Charges
2 Other Charges Report
Q Return to Main Menu
```

```
Make a selection | Q
```

Other Charges Maintenance

Jobber, Fuel Bill of Ladings, BOL Billing, Other Charges

Use this option to add, change or delete other freight charges.

Product Loc	<input type="text" value="1"/>				
Product Code	<input type="text" value="FRT"/>				
Product Descr	<input type="text" value="Freight"/>				
TranType	<input type="text" value="S"/>				
Prod Type	<input type="text" value="FUEL"/>				
Charge Amt	<input type="text" value="250.0000"/>	Charge UOM	<input type="text" value="E"/>		
Driver Amt	<input type="text" value="50.00"/>	Driver UOM	<input type="text" value="E"/>		
Pay Driver?	<input type="text"/>	Sell Code	<input type="text" value="F"/>		
User Code	<input type="text"/>				

Product Location

Enter the location number. Use F2 to view all valid locations

Product Code

Enter a valid inventory item number. Use F2 to view all item numbers for the location.

Product Description

Inventory description will populate from the product code.

Transaction Type

Valid types:

- S - Sell to Customer
- P - Purchase Cost
- B - Both

Product Type

Enter a product category. There is no setup table for this value.

Charge Amount

Enter the amount of the miscellaneous charge

Charge UOM

Enter a Charge unit of measure type

E - Each

G - Gallons

Driver Amount

Enter the driver pay for this charge.

Driver UOM

Enter a driver pay unit of measure type

E - Each

G - Gallons

Pay Driver

D - Pay driver pay for this charge.

Blank - Do not pay the driver

Sell Code

User defined code for reporting

User Code

S - Split Load

Blank - No split load

Other Charges Report

Jobber, Fuel Bill of Ladings, BOL Billing, Other Charges Report

This report lists all the items in the Other Charges setup table.

Date: 03/31/2019
Time: 16:54:59

Petro-Data Inc.
Other Charges Report 03/31/2019

Page No.
1

Type	Loc	Charge Code	Chg Amt	Drv Pay
FUEL	1	110 055	0.00	0.00
FUEL	1	FRT	425.00	75.00

BOL Inquiry

Jobber, Fuel Bill of Ladings, BOL Billing, BOL Inquiry

This is the same option that is found in *Fuel Bill of Ladings, BOL Inquiry*. The option is placed here for convenience.

[Link to BOL Inquiry documentation](#)

Reindex Files

Jobber, Fuel Bill of Ladings, BOL Billing, BOL Inquiry

This is the same option that is found in *Fuel Bill of Ladings, Reindex BOL Files*. The option is placed here for convenience.

[Link to Reindex BOL Files documentation](#)

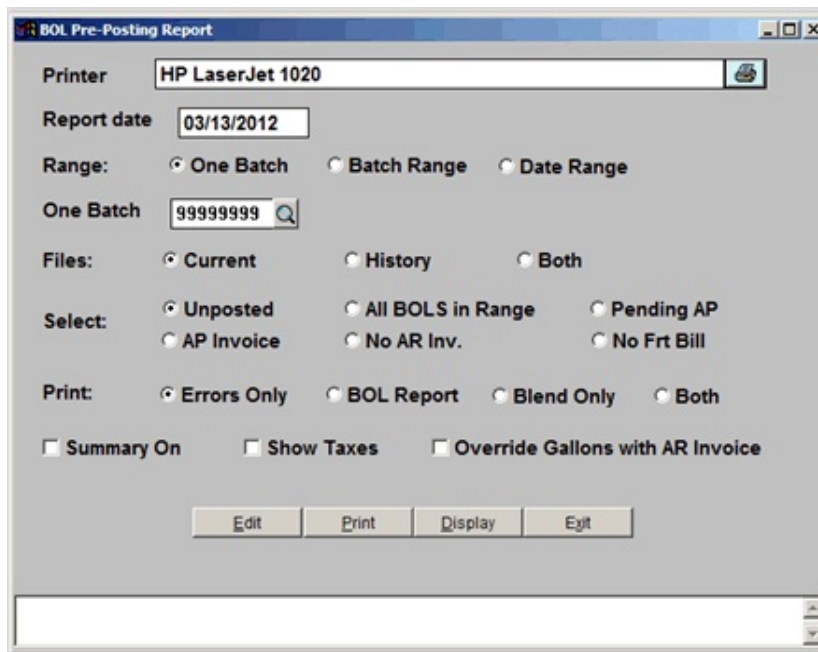
PrePost Report

Jobber, Fuel Bill of Ladings, PrePost Report

This report is a proofing report for unposted manifests. It also can serve as a management report of posted and unposted manifests from both Current and History.

Manifests stay in the Current file for 90 days before they are moved to History unless the vendor invoice has not been entered OR the freight bill has not been entered.

All unposted manifests remain in the current file. The following is a list of the BOL Reports which may be printed using this option and various criteria:



The screenshot shows a dialog box titled "BOL Pre-Posting Report". It contains the following fields and options:

- Printer: HP LaserJet 1020
- Report date: 03/13/2012
- Range: One Batch, Batch Range, Date Range
- One Batch: 99999999
- Files: Current, History, Both
- Select: Unposted, All BOLS in Range, Pending AP, AP Invoice, No AR Inv., No Frt Bill
- Print: Errors Only, BOL Report, Blend Only, Both
- Summary On: Show Taxes: Override Gallons with AR Invoice:
- Buttons: Edit, Print, Display, Exit

Report Options:

Printer Default printer displays.
Report Date Today's Date displays.

Range:

One Batch Print or display one batch. Enter the Batch number or click F2 or the Magnifying Glass to select the batch number.

Batch Range Enter Beginning and Ending batch numbers.

Date Range Enter Beginning and Ending dates. To print only one date, enter the same date in both fields.

Files:

Current BOLs from the current file. This could be up to 3 months of data.

History BOLs from the history file.

Both BOLs from both Current and History. This is a good choice if you are not sure if the batch is in Current or History.

Select:

Unposted BOLs that have not been updated. Use this option prior to updating to check for errors.

All BOLS in Range All posted and unposted BOLS in the selected range of dates or batches.

Pending AP BOLS that the VENDOR invoice has not been entered. Always run this option at the end of the month for all batches to verify the estimated/pending AP and tax amounts.

AP Invoice BOLS that have been invoiced to the Vendor. Vendor invoice number prints.

No AR Invoice BOLS that have been transferred to tanks instead of billed to a customer.

No Freight Bill BOLS for which a Freight Bill has not been entered.

Selection Criteria

Check this box to select additional criteria more specific report choices within the batches or dates. For example, a Fuel Manifest Reconciliation Report of a certain Vendor or Terminal, or a specific fuel item could be printed.

Print:

- | | |
|--------------------|--|
| Errors Only | Print errors on the screen only. All errors must be corrected before a batch of manifests is updated. |
| BOL Report | Print the standard format. It lists the BOL header information as well as the line items. Both the received and the delivered information are printed. Totals and a gallon reconciliation print at the bottom. Receipt and sale mismatches also print on each BOL. |
| Blend Only | Print the Blend Report only. This applies only if you splash blend fuel. The blended item is listed with cost calculated from the weighted average of the cost of the components. |
| Both | Print both the Fuel Manifest Reconciliation Report and the Blend Reconciliation Report. |

Other Options:

- | | |
|---|--|
| Summary On | Print Summary totals only |
| Show Taxes | Report taxes in detail for each BOL. |
| Override Gallons with AR Invoice | Change gallons delivered on BOL to gallons billed on customer invoice, if different. |

BUTTONS:

- <**E**dit> Change a report options starting with the first option.
- <**P**rint> Print the report with the selected options.
- <**D**isplay> Display the report on the screen..
- <**E**xit> Exit the Report without printing or displaying.

Batch	Manifest #	Term	Vendor	Item	BOL Date	Net Gal	Gross Gal	Rack Cost	Rec?	AP?	Est Inv	Est Tax	Est AP
20180926	926		SA	BRAND	09/26/2018	10000.00	10000.00				19000.00	3820.00	22820.00
BOL 926 Batch 20180926 has confirmed invoices that have not been created. *** Invoice 54414 not found in current or unposted invoice file for line below Invoice: Cust PMI Inv No. 54414 10000.00 10000.00 1.9000 N N Not Calculated													

Pre-Posting Detail Report - Errors Only

Batch	Manifest #	Term	Vendor	Item	BOL Date	Net Gal	Gross Gal	Rack Cost	Rec?	AP?	Est Inv	Est Tax	Est AP
0181031	1031		BEL	PES	10/31/2018	10000.00	10000.00	G			19000.00	5980.00	24980.00
BOL 1031 Batch 20181031 has confirmed invoices that have not been created. *** Invoice 48 not found in current or unposted invoice file for line below Invoice: Cust CASCIT Inv No. 48 10000.00 10000.00 1.9000 N N Not Calculated													
0181031	1031		BEL	PES	10/31/2018	8000.00	8000.00	G			16000.00	5848.00	21848.00
BOL 1031 Batch 20181031 has confirmed invoices that have not been created. ***ULS is a tanked item. the location is not a terminal. *** Invoice 48 not found in current or unposted invoice file for line below Invoice: Cust CASCIT Inv No. 48 8000.00 8000.00 2.0000 N N Not Calculated													

Gross Rec	18000.00	Gross Delv	18000.00	Net Rec	18000.00	Net Delv	18000.00						
Est AP	46828.00	Est Tax	11828.00	Est Inv	35000.00								

BOL Pre-Posting Report - Detail with Blends

The above reports are the BOL Pre-Post Reports printed using the 'unposted' option and requesting both the BOL report and the Blend report.

Date: 11/15/2018
Time: 10:16:17

Satraj
BOL SUMMARY REPORT
Batch Range: 20181015 to 20181115

Page No.
1

BOL	Vendor	Trm	BOL Date	Batch No.	Ap Invoice
1029	PES	BEL	10/30/2018	20181030	
1031	PES	BEL	10/31/2018	20181031	

BOL Pre-Posting Report - Summary

BOL Update

Jobber, Fuel Bill of Ladings, BOL Update

The BOL Update Program main function is to post the Bill of Lading information into inventory. You must have created the Invoice from the BOL Billing menu.

The update program does the following:

- Increase Inventory and Tank on-hand balances.
- Send all transfers (in-house or consignment) to the Inventory Audit File using rack price or rack + other costs (as selected in the BOL Install Program) as cost.
- Send receipt transactions to the FIFO File.
- Mark each line item in the updated manifests with code P meaning that it has been posted to inventory.

If you are using the CStore package with this company, transfers are sent to the retail purchases file with cost which includes rack price + taxes. In some cases, it adds freight and other cost to be used in sales updates, among other things.

All of the transaction update processing can take place while everyone is still working. All of the reports print or display so you can review them for errors.

Only ONE person should update BOLs at a time. When you select 'Continue Update', the master files and all other files are updated.

If any part of the update fails, the entire update is canceled. After the problem is resolved, the update may be started over WITHOUT restoring.

Program Options:

Enter batch number

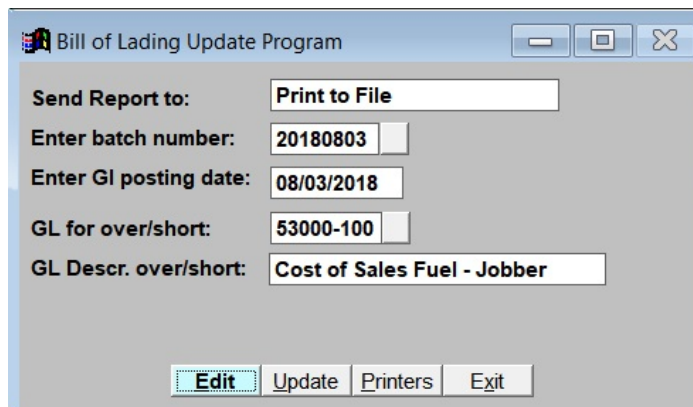
Enter the batch number to update or select from the lookup.

Enter GL posting date:

Enter the date of the batch. (Example. Batch 20120220, date 02/20/2012)

GL for over/short:

This account comes from the BOL install. If other costs such as Texas Delivery Fee are prorated into the cost per gallon of fuel, any pennies left over will go to this account - usually a fuel cost of sales account.



Bill of Lading Update Program

Send Report to: Print to File

Enter batch number: 20180803

Enter GI posting date: 08/03/2018

GL for over/short: 53000-100

GL Descr. over/short: Cost of Sales Fuel - Jobber

Edit Update Printers Exit

BUTTONS:

- <Edit> Allows you to change the batch number, GL posting date, or GL for over/short.
- <Update> Takes you to the next step of the update process.
- <Printers> The default printer displays, change it using this button.
- <Exit> Quits the update screen without beginning the update.

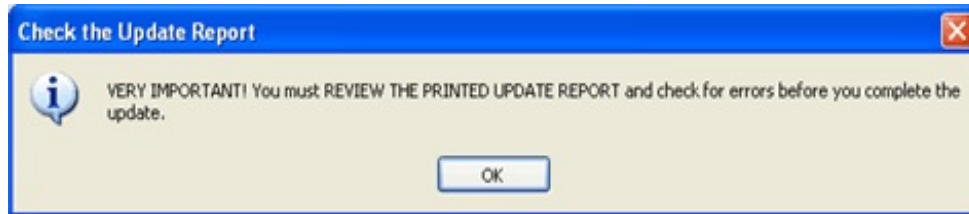
Update Processing Sequence Overview:

1. After selecting the batch, press <Update>. The first phase of the update prints all of the update reports. An 'Update Status' screen displays the progress of the update and further instructions.
2. Press <View Errors> to see if there are any errors that need to be corrected. This option DOES NOT catch every error. You MUST review the reports for other errors or discrepancies.
3. Review all update reports. Make sure the GL Proof is zero. Look for incorrect profit percentages on each line item and any other printed error messages. If there are errors, press <Cancel Update>.
4. If there are no errors on the screen and the printed update reports are correct, press <Continue Update>. NO ONE HAS TO GET OUT FOR THE UPDATE. This phase should only take a moment.
5. To exit, press <Return to Menu>.

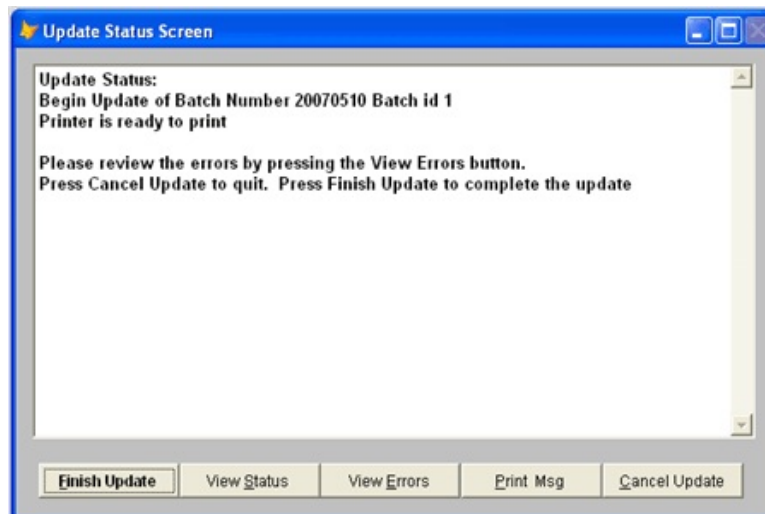
Each batch is given a unique Batch ID so even if the same batch number is used, each updated batch is still assigned a unique number and is recorded in the system.

At various times during an update or a restore, the progress of the program displays on the upper right corner of your screen. Some examples of program messages include 'Start Update' or 'Open data files'.

The update reports print BEFORE the update is complete. Check the reports looking for errors, profit percentages and ZERO proof before continuing.



When you press <OK>, the following screen displays.



Update Options:

<View Errors>

The error screen displays. Do NOT continue with update until ALL errors are resolved. These errors are usually not found in the preposting 'Errors Only' option. They are only found during the update.

<Print Msg>

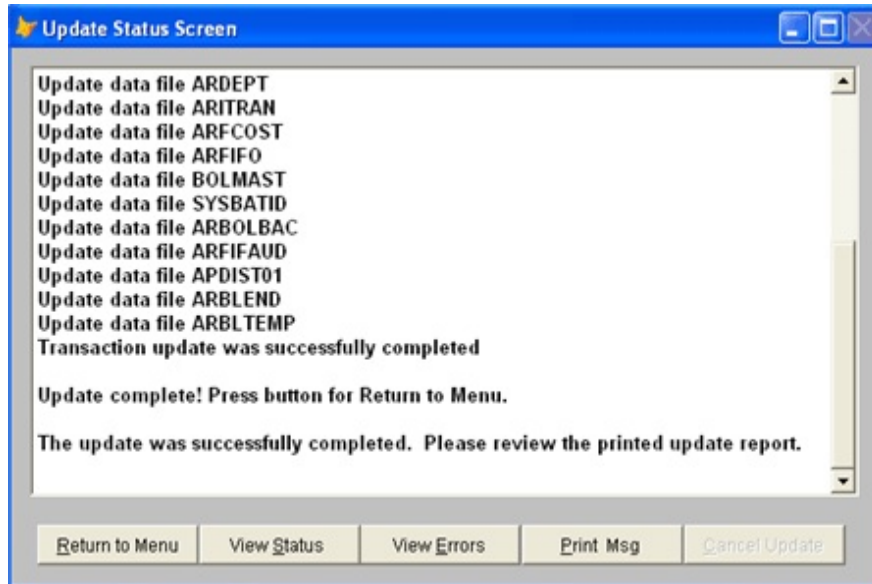
Print error messages before cancelling the update, if necessary.

<Cancel Update>

If errors are found, cancel the update.

<Continue Update>

If NO errors are found, continue the update.



Scroll down the View Status screen and look for the statement:

The update was successfully completed...

The following update reports print:

Fuel Manifest Receipt Update - lists each line item, with destination, gallons, estimated cost, and if invoiced to a customer - selling price and total profit.

Blend Update Journal - prints the components, cost and weighted average cost of the blended items.

General Ledger Bill of Lading Report - lists GL entries created by the update if you are using GL. Checking to make sure the PROOF in ZERO is a very important part of updating.

Date: 11/15/2018
 Time: 10:46:56

Satraj
 Fuel Manifest Receipt Update
 Batch: 20181031 Batch Id. 1

Page No.
 1

Batch	Bol No	Vendor	Date	Truck	Item	RecQty	Est Tax	Loc/ Inv #	Tank/ Cust	Gallons Billed	Est/Inv Cost	Subtotal	Sell Price	Total Profit
*** BOL 1031 item E93 has confirmed invoices that have not been created														
20181031	1031	PES	10/31/2018	ORBIT	E93	10000G	5980.00	48	CASCIT	10000	1.90000	19000.00	1.9000	0.00
*** BIG ERROR on BOL 1031 Terminal location has TANKS. This is not a terminal location!														
*** BOL 1031 item ULS has confirmed invoices that have not been created														
20181031	1031	PES	10/31/2018	ORBIT	ULS	8000G	5848.00	48	CASCIT	8000	2.00000	16000.00	2.0000	0.00
Totals for 1031		Est Ap	46828.00	Est Inv	35000.00	Est Tax	11828.00	Inv Cost	35000.00	Est Prof	0.00			
Grand Totals		Est Ap	46828.00	Est Inv	35000.00	Est Tax	11828.00	Inv Cost	35000.00	Est Prof	0.00			

Date: 11/15/2018
 Time: 10:46:56

Satraj
 General Ledger Bill of Lading Report
 Batch: 20181031 Batch Id. 1

Page No.
 2

Bol	Account	Gldate	Type	GL Description	Amount
	GL PROOF				0.00

Date: 05/11/2007
Time: 15:23:53

Demo Company
Fuel Manifest Receipt Update
Batch: 20070510 Batch Id. 1

Page No.
2

Blend Update Journal

Batch No.	Term	Blend Item	Bol Date	Net Gal	Loc/Inv	Tank/Cust	Bill Qty	Pur Cost	Subtotal	Sell Price	Tot Profit
20070510	9	PLU	05/10/2007	1986	3 PLU	1986	2.476600	4918.53	0.0000		
								4918.53	0.00	0.00	

Fuel Manifest Receipt Update Report and Blend Update Journal- Batch 20070510

Date: 05/11/2007 Time: 15:23:53		Demo Company General Ledger Bill of Lading Report Batch: 20070510 Batch Id. 1				Page No. 3
Bol	Account	Gldate	Type	Gl Description	Amount	
051007	13110-100	05/10/2007	INV	Inventory - Fuel	20659.56	
051007	20750-100	05/10/2007	EST AP	Pending Accounts Payable	-22214.91	
051007	20850-100	05/10/2007	EST TAX	Pending Fuel Tax	1555.35	
0510071	13100-100	05/10/2007	INV	Inventory - Jobber	0.00	
0510071	13110-100	05/10/2007	INV	Inventory - Fuel	17895.68	
0510071	20750-100	05/10/2007	EST AP	Pending Accounts Payable	-18893.68	
0510071	20850-100	05/10/2007	EST TAX	Pending Fuel Tax	998.00	
0510072	13110-100	05/10/2007	INV	Inventory - Fuel	19185.61	
0510072	20750-100	05/10/2007	EST AP	Pending Accounts Payable	-20663.05	
0510072	20850-100	05/10/2007	EST TAX	Pending Fuel Tax	1477.44	
	GL PROOF				0.00	

General Ledger Bill of Lading Report - Batch 20070510

Restore BOLS

Jobber, Fuel Bill of Ladings, Restore BOLS

Restoring is the process of undoing an update either for an one invoice, one BOL or for an entire batch. Restore can be run after other processing has been completed. A restore can be done anytime during the CURRENT MONTH ONLY except under the following circumstances:

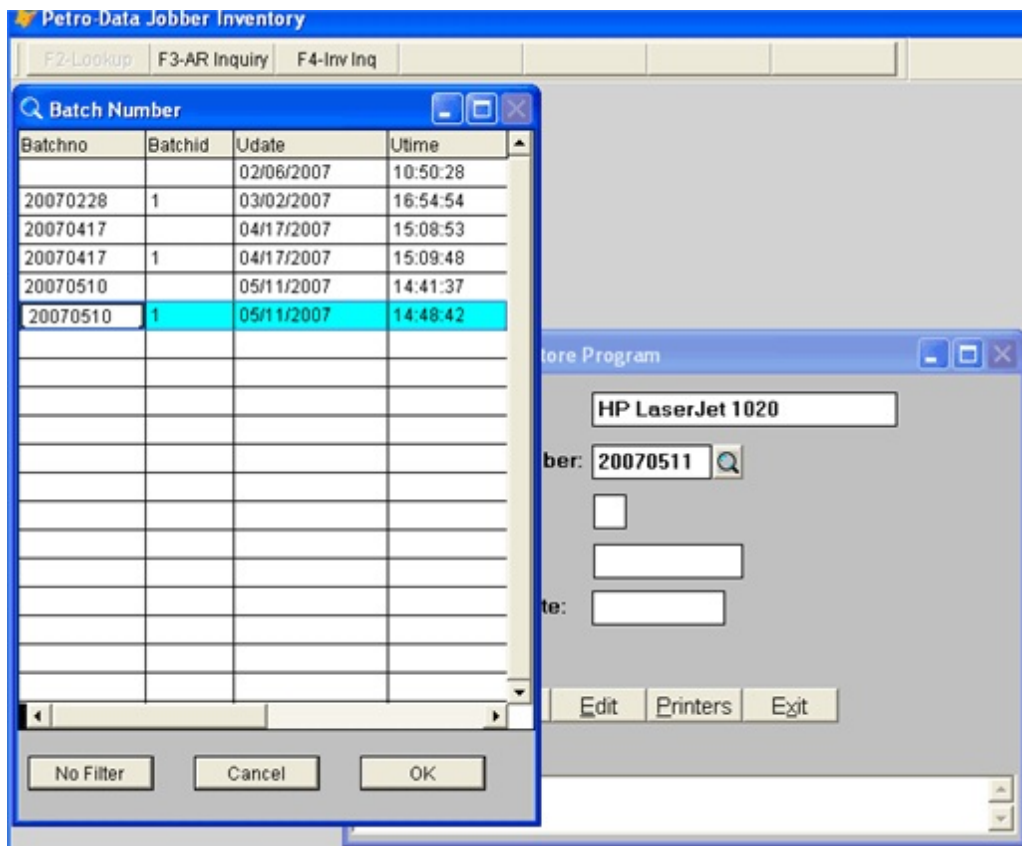
DO NOT RESTORE IF:

1. AR and/or Inventory Month-End has been run and invoice is in history.
2. Purchase Invoice has been updated and PAID or EFT entered.
3. Distribution has already been released.

A unique Batch ID is assigned by the computer when the update is done. It prints on the update reports and is listed on the restore lookup screen along with the date and time the update was done.

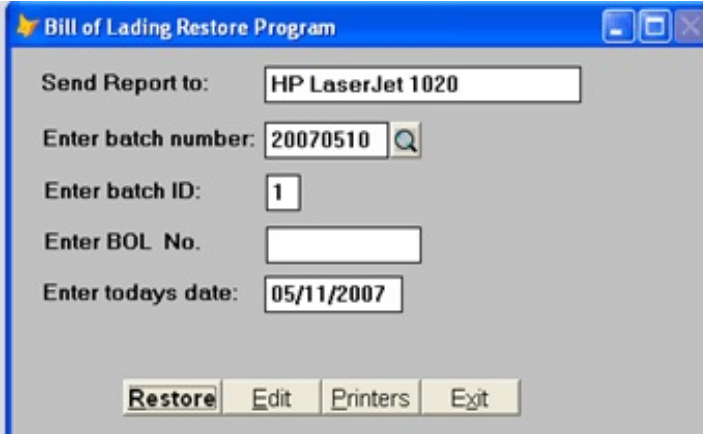
Click on the magnifying glass (or press F2) to see the updated batches and select one to restore.

The Batch will have a BATCHID if it has been updated. The date and time of the update are listed. Printed update reports have the batchid at the top of the report and the time stamped on the top left.



If only one BOL is wrong, do not restore the entire batch. Restore only the incorrect BOL.

After selecting the batch, the batch ID displays on the page.



Bill of Lading Restore Program

Send Report to: HP LaserJet 1020

Enter batch number: 20070510

Enter batch ID: 1

Enter BOL No.

Enter todays date: 05/11/2007

Restore Edit Printers Exit

'Enter BOL number' to be restored or leave it blank to restore the entire batch.

<**R**estore> takes you to the next step of the restore process.

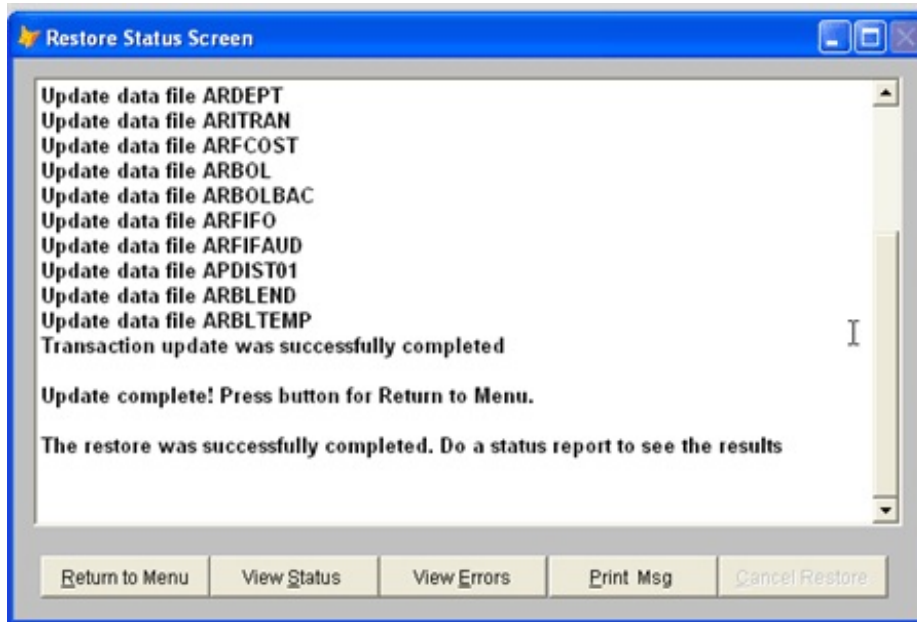
<**E**dit> allows you to select another batch or BOL to restore.

<**P**rinters> The default printer displays, change it using this button.

<**E**xit> Quits the restore screen without beginning the restore.

Select <Restore> to continue.

If no errors occur, the following 'View Status' screen displays.



<**View Errors**>.

The error screen displays. Do NOT continue with restore if errors display.

<**Print Msg**>

Print error messages before cancelling the restore.

<**Cancel Restore**>

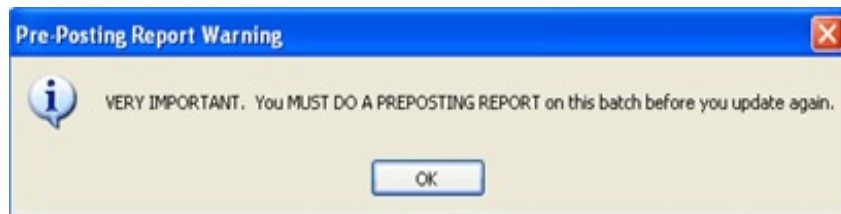
If errors are listed, cancel the restore.

<**Continue Restore**>

If NO errors are listed, continue the restore.

Look for the message '*The restore was successfully completed...*' before proceeding.

<**Return to Menu**> displays the following message:



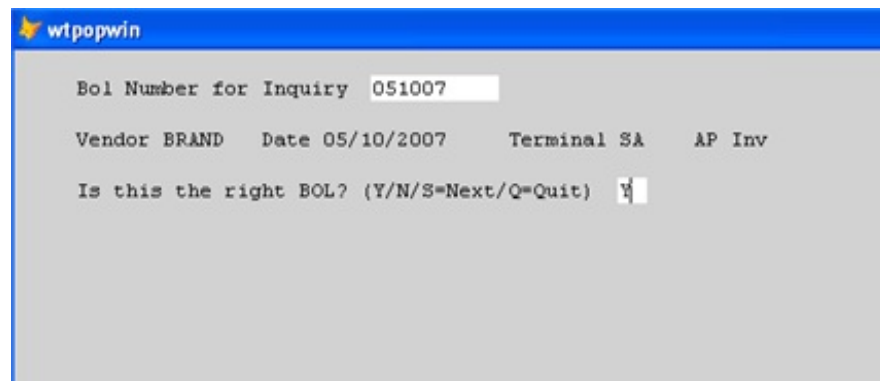
After correcting the BOLs, be sure to print a PrePost Report before updating again. If you delete the BOL, no preposting or update is required.

BOL Inquiry

Jobber, Fuel Bill of Ladings, BOL Inquiry

The BOL Inquiry program allows you to display updated BOLs including manifests that have already been sent to history.

The following popup screen displays:



The screenshot shows a window titled 'wtpopwin' with a blue header bar. The main area is gray and contains the following text:

```
Bol Number for Inquiry  051007
Vendor BRAND   Date 05/10/2007   Terminal SA   AP Inv
Is this the right BOL? (Y/N/S=Next/Q=Quit)  Y
```

BOL Number for Inquiry - Enter the manifest number.

The first record in the file displays.

Is this the right BOL?

Y - display this BOL

N - this is not the correct BOL - enter another BOL number

S - display the NEXT BOL with the same number - continue until the message 'There are no more BOLs.' displays.

Q - QUIT the BOL Inquiry program

H - Change Header is allowed in this Inquiry program.

T - Change Time is also allowed, however, cost has already been updated.

If an attempt is made to change the line items, the following message displays:

'You cannot change line items on an inquiry. Press <Enter>.'

Petro-Data Jobber Inventory

F2-Lookup F4-Invoice Inq

Demo Company *** Input BOLs *** 05/16/2007
Hour: 15 Min: 16 A/P: M

BOL No.	Vendor BRAND	Branded Oil Company	Date	05/10/2007	Bill Gr N
Term Loc 9	Term name SA	Auth TEXAS	Driver	Truck 1	OK?

Ln Item	Gross Rec	Net Rec	Inv	Delivered to	Gross Del	Net Del
1 UNL	7500.00	7463.00	Inv 54060	Cs KATENT	2500.00	2488.00
2 UNL			Lc 1	Tk UNL	3800.00	3781.00
3 UNL	B		Lc 3	Tk PLU	1200.00	1194.00
4 SNL	B 1000.00	990.00	Lc 3	Tk PLU	800.00	792.00
5 SNL			Lc 3	Tk SNL	200.00	198.00

Enter Field # to Chg S = Scan H = Chg Header L = Load Fee
A = Add line T=Time D = Delete B = Chg batch no Q = Quit
Diesel 0.00 Tot Gal 8453.00 Other Frt 0.00 Load Fee 0.00

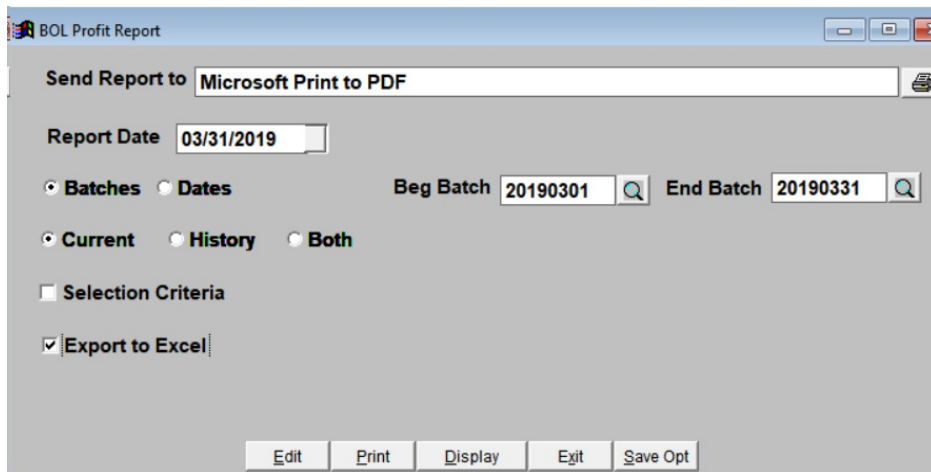
Q - Quit this BOL.

Enter another BOL for Inquiry or **Q** to quit.

Profit Report

Jobber, Fuel Bill of Ladings, Profit Report

This report prints line items which have been delivered and invoiced to customers. If freight is not calculated in the Bill of Lading module, this report just compares the rack cost of the line item to the selling price. Profit per gallon and total profit are printed for each line item. Totals for the entire BOL are also printed. The Bill of Lading Profit Report arrives at the net profit for each BOL by taking the selling price and subtracting the rack cost and the estimated freight (if applicable).



The screenshot shows a software window titled "BOL Profit Report". At the top, there is a "Send Report to" dropdown menu set to "Microsoft Print to PDF". Below this is a "Report Date" field containing "03/31/2019". There are two radio button options: "Batches" (selected) and "Dates". To the right of these are "Beg Batch" and "End Batch" input fields, both containing "20190301" and "20190331" respectively, with search icons. Below these are three radio button options: "Current" (selected), "History", and "Both". There is a checkbox for "Selection Criteria" which is unchecked, and a checked checkbox for "Export to Excel". At the bottom of the window, there are five buttons: "Edit", "Print", "Display", "Exit", and "Save Opt".

Report Date

Today's date will default. This date has no effect on the report.

Report Range

Select either **Batch** Range or **Date** Range.

Enter a range of either dates or batch numbers.

Select Period

Current to print data from the Current File

History to print data from the History File

Both if the selected range is both current and history.

Input Selection Criteria

Enter Y to narrow or filter the report using one of the fields from the BOL table.

Export to Excel

Select this checkbox if you want the data exported to an Excel worksheet.

Batch	BOL No.	Vendor	BOL Date	Truck	Item	Net Rec	Inv No.	Cust No.	Qty Sold	Rack Cost	Freight Gal	Sell Price	Profit Gal	Total Profit
Date: 04/05/2019			Petro-Data Inc.			Page No.								
Time: 09:03:51			Bol Profitability Report on 04/05/2019			1								
			Date Range: 01/01/2001 to 04/05/2019											
20050833	268989	SHELL	01/07/2015	BRAND	LSD	1006	142685	LARCO	1006	1.7283	0.0123	1.7506	0.0100	10
20050833	268989	SHELL	01/07/2015	BRAND	UNL	7672	142685	LARCO	7672	1.7911	0.0123	1.8134	0.0100	76
Totals for 268989		Gross	8818	Net Rec	8678	Billed	8678		15479.98	106.73	15673.50			86.78
20050833	269022	SHELL	01/07/2015	COAST	LSD	1599	142689	NEWCO	1599	1.7271	0.0135	1.7556	0.0150	23
20050833	269022	SHELL	01/07/2015	COAST	SNL	1002	142689	NEWCO	1002	1.9099	0.0135	1.9384	0.0150	15
20050833	269022	SHELL	01/07/2015	COAST	UNL	6097	142689	NEWCO	6097	1.7899	0.0135	1.8184	0.0150	91
Totals for 269022		Gross	8836	Net Rec	8698	Billed	8698		15588.37	117.42	15836.26			130.47

Vendor/Item Report

Jobber, Fuel Bill of Ladings, Vendor/Item Report

This report shows the number of gallons of each type of fuel purchased from each Vendor. It subtotals by item, gasoline and diesel, by Vendor, and prints grand totals. During times when you are under allocation from your vendors, this report will help you to determine how much fuel you have left on your allocation. This report also comes in handy in determining whether you have met vendor fuel quotas.

The screenshot shows a terminal window titled "Petro-Data Jobber Inventory". The menu bar includes "F2-Lookup", "F3", "F4", "F5", "F6", "F7-Start Over", and "F8-Quit". The main display area contains the following text:

```
Demo Company ***** BOL Report by Vendor and Item *****
Display report on screen
Enter Today's Date 05/15/2007
Report Range: D = Dates    B = Batches  B
Enter batch range 20050932 20050932    Date range
Select files: 1=Current    2=History    3=Both 1
Input selection criteria? N
Please verify the tax types for diesel  LSD    HSD    KER    [ ]
Is everything ok? (Y/N/P=Printer/Q=Quit) [ ]
```

Printer

Enter **S** to print the report on the screen.

Enter **P** to print to the printer and select the desired printer.

Enter **F** to print to a Text File and enter the full path and desired file name.

Enter **Q** to return to the menu without printing.

Enter Today's Date

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

Report Range:

D to enter a range of dates.

B to enter a range of batch numbers.

Enter Batch Range/Date Range:

Enter a range of either dates or batch numbers.

Select Files:

1 = **Current** to print data from the Current File

2 = **History** to print data from the History File

3 = **Both** if the selected range is both current and history.

Input Selection Criteria?

Enter **Y** if additional criteria is needed to select the BOL data. For example, you could choose to limit the change to a certain vendor or a specific item.

Enter **N** if Selection Criteria is not needed.

Please Verify the Tax Types for Diesel

Enter or verify the diesel tax types. The diesel tax types are set up in the Rack Price Module under *Freight Constants*. You can enter a value that is not listed in Freight Constants, if appropriate. In this case, consider updating the Freight Constants to include this value.

Summary Only

Y - Print the report at a summary level

N - Print the report in detail

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

Y - Print the report using the selected printer or screen

N - Change the requirements selected above

P - Change to a different printer or print option

Q - Quit

Date: 04/05/2019
Time: 09:06:03

Petro-Data Inc.

Page No.

Bill of Lading Report by Supplier and Item 04/05/2019 7
Date Range: 01/01/2001 to 04/05/2019

Vendor	Terminal	Item	BOL Date	BOL No.	Gasoline		Diesel	
					Net	Gross	Net	Gross
CGF	A30	ULS	05/13/2011	66851	0.00	0.00	7478.00	7499.00
CGF	A30	ULS	05/16/2011	67161	0.00	0.00	7480.00	7500.00
CGF	A30	ULS	05/17/2011	67281	0.00	0.00	7479.00	7503.00
CGF	A30	ULS	05/17/2011	67285	0.00	0.00	3986.00	4000.00
CGF	A30	ULS	05/17/2011	67286	0.00	0.00	6978.00	7001.00
CGF	A30	ULS	05/18/2011	67469	0.00	0.00	2988.00	3000.00
CGF	A30	ULS	05/20/2011	67678	0.00	0.00	3981.00	4000.00
CGF	A30	ULS	05/23/2011	67912	0.00	0.00	7464.00	7500.00
CGF	A30	ULS	05/23/2011	67942	0.00	0.00	7362.00	7402.00
CGF	A30	ULS	05/23/2011	67910	0.00	0.00	2986.00	3000.00
CGF	A30	ULS	05/24/2011	68035	0.00	0.00	4079.00	4100.00
CGF	A30	ULS	05/24/2011	68062	0.00	0.00	7454.00	7500.00
CGF	A30	ULS	05/24/2011	68013	0.00	0.00	7460.00	7499.00
CGF	A30	ULS	05/25/2011	68519	0.00	0.00	4975.00	5000.00
CGF	A30	ULS	05/25/2011	68231	0.00	0.00	3477.00	3500.00
CGF	AWC	ULS	05/15/2011	74220	0.00	0.00	1520.00	1520.00
CGF	A30	ULS	05/31/2011	68780	0.00	0.00	2881.00	2900.00
CGF	OKC	ULS	05/27/2011	1223597	0.00	0.00	3987.00	4001.00
CGF	A30	ULS	06/01/2011	68869	0.00	0.00	7435.00	7500.00
CGF	A30	ULS	06/01/2011	68904	0.00	0.00	7348.00	7400.00
CGF	A30	ULS	06/01/2011	68912	0.00	0.00	7447.00	7500.00
CGF	A30	ULS	06/01/2011	68945	0.00	0.00	2480.00	2500.00
CGF	A30	ULS	06/01/2011	68915	0.00	0.00	6952.00	7001.00
CGF	A30	ULS	06/02/2011	69009	0.00	0.00	3474.00	3500.00
CGF	A30	ULS	06/02/2011	69014	0.00	0.00	1787.00	1800.00
CGF	A30	ULS	06/02/2011	69035	0.00	0.00	7443.00	7500.00
CGF	A30	ULS	06/02/2011	69080	0.00	0.00	5950.00	6000.00
Item Subtotals for ULS					0.00	0.00	718227.00	717911.00

Vendor Item Report - Detail

Date: 04/05/2019 Petro-Data Inc. Page No.
 Time: 09:15:53
 Bill of Lading Report by Supplier and Item 04/05/2019 1
 Date Range: 01/01/2001 to 04/05/2019


Vendor	Gasoline		Diesel	
	Net Gallons	Gross Gallons	Net Gallons	Gross Gallons
	500.00	500.00	0.00	0.00
Subtotal	500.00	500.00	0.00	0.00
BRAND	72015.00	72015.00	0.00	0.00
BRAND	4400.00	4700.00	0.00	0.00
BRAND	17000.00	17200.00	0.00	0.00
BRAND	0.00	0.00	0.00	0.00
BRAND	2900.00	3000.00	0.00	0.00
BRAND	22500.00	22500.00	0.00	0.00
BRAND	113612.00	114701.00	0.00	0.00
Subtotal	232427.00	234116.00	0.00	0.00
CGF	84288.00	83669.00	0.00	0.00
CGF	1024.00	1001.00	0.00	0.00
CGF	0.00	0.00	0.00	0.00
CGF	51939.00	51946.00	0.00	0.00
CGF	606094.00	605940.00	0.00	0.00
CGF	0.00	0.00	718227.00	717911.00
Subtotal	743345.00	742556.00	718227.00	717911.00

Vendor Item Report - Summary

Customer/Item Report

Jobber, Fuel Bill of Ladings, Customer/Item Report

This is a report similar to the Vendor/Item report but sorted by customer and item.



The screenshot shows a terminal window titled "Petro Data Jobber Inventory". The window has a menu bar with options: F2-Lookup, F3, F4, F5, F6, F7-Start Over, and F8-Quit. The main display area contains the following text:

```

Demo Company ***** BOL Report by Customer by Item *****
Display report on screen
Enter Today's Date 05/15/2007
Report Range: D = Dates B = Batches B
Enter batch range 20050932 20050932 Date range
Select files: 1=Current 2=History 3=Both 1
Input selection criteria? N Print gross gallons? (Y/N) N
Subtotal by: 1=Customer by Item 2=Vendor by Customer 1
Is everything ok? (Y/N/P=Printer/Q=Quit) |

```

Enter Today's Date

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

Report Range:

Enter **D** to enter a range of dates.

Enter **B** to enter a range of batch numbers.

Enter Batch Range/Date Range:

Enter a range of either dates or batch numbers.

Select Files:

1 = Current to print data from the Current File

2 = History to print data from the History File

3 = Both if the selected range is both current and history.

Input Selection Criteria?

Enter **Y** if additional criteria is needed to select the BOL data. For example, you could choose to limit the change to a certain customer or a specific item. Enter **N** if Selection Criteria is not needed.

Print gross gallons? (Y/N)

Enter **Y** to show gross gallons instead of net on the report.

Subtotal By:

1 = Customer by Item

2 = Vendor by Customer

Print Customer Address

Y - Print the customer's address on the report

N - Customer address will not print

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

To print the report using the selected printer or screen, press **Y**. To change to a different printer or print option, press **P**. To quit without printing enter **N** or **Q**.

Date: 04/05/2019

Petro-Data Inc.

Page No.

Time: 09:24:11

Bill of Lading Report by Customer by Item on 04/05/2019

1

Date Range: 01/01/2001 to 04/05/2019

Customer Item	Vendor	Term	Status	BOL Date	BOL No.	Net Gal	Cost	Total
	BRAND		Unpost	11/29/2018	11012018	0	0.0000	0.00
Item Subtotals for						0		0.00
E87	BRAND	SA	Unpost	06/14/2018	1	10	1.8000	18.00
Item Subtotals for E87						10		18.00
HSD	BRAND	SA	Posted	06/06/2017	914000	458	3.6396	1666.93
HSD	BRAND	SA	Posted	12/10/2010	916000	400	0.6200	248.00
Item Subtotals for HSD						858		1914.93

Reindex BOL Files

Jobber, Fuel Bill of Ladings, Reindex BOL Files

Normally, everyone must be out of ONLY the BOL module to run this reindex. This option recreates the BOL index file and removes records that have been marked for deletion. Reindex if the BOL file seems to be missing records or is out of order.

```
Standby while the BOL files are indexed...  
Finished reindexing! Press <Enter> to return to menu
```

If you get an error 1705 or any other file sharing error, get everyone out of Petro-Data and try again.

BOL Install Program

Jobber, Fuel Bill of Ladings, BOL Install Program

Before any processing may be done in the BOL module, the install program must be run to customize the variables for your company. Each of the fields are explained below. Some options may be changed at any time during regular processing and some must be changed at the end of the month. If you have any questions about any of the items, call customer support. If you are not sure if you need a specific feature, or you do not understand what the feature does, accept the default.

PLEASE ENTER THE PASSWORD OR BLANKS TO QUIT

The password is **Install**.



Petro-Data Jobber Inventory

***** BOL Install Program *****05/15/2007

1. Use net cost (rack+super+credit card)?	N
2. Subtract one percent from inventory cost?	N
3. Calculate load fee	N
4. Pro rate load fee to inventory cost?	N
5. Calculate freight during BOL input?	N
6. Add freight per gallon to inventory cost?	N
7. Calculate freight by miles only?	N
8. Input special rack prices?	N
9. Input split fees for driver report?	N
10. Use C Store bridge?	N
11. Input default (N=Net G=Gross)	N
12. Input default (T=Transfer I=Invoice)	I
13. Use truck number in BOLs?	Y
14. Use driver in BOLs?	N
15. Calculate net gallons on fuel sold on invoice?	N
16. Input GL number for BOL over/short?	53040-100
17. Send purchase cost adjustments to GL Cost of Sales?	Y
18. Auto Generate Invoices in BOL entry?	N

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

1. Use Net Cost (Rack+Super+Credit Card)?

Default is N. If you want the fuel cost to include other cost as set up in the Rack Price record, enter Y. You must also answer Yes to this question if you want freight and superfund added to the cost of the fuel. The BOL update report will list the additional cost and the calculated net cost per gallon. When the vendor invoice is entered in Purchasing, the additional cost that came from the rack price module will already be included in the price per gallon. There could be small rounding differences which will have to be adjusted before the invoice will balance.

2. Subtract One Percent From Inventory Cost?

Default is N. This option will be skipped if option 1 is N. To deduct the discount percent allowed by the vendor vendor for prompt payment from the rack price when the BOLs are updated to inventory and the fifo file, enter Y. It must be set up in the Rack Price Master File. When the vendor invoice is entered in Purchasing, the discount will already be accounted for, enter the NET invoice amount after discount as the invoice total.

3. Calculate Load Fee?

Default is N. This option will be skipped if option 1 is N. If you want the estimated load fee (per Texas load fee schedule) to be calculated in the BOL program, enter Y. This must be Y to prorate the load fee into the cost. Fee Calculation schedule:

0-2,500 gallons	= 1.70
2,500-5,000	= 3.45
5,000-8,000 gallons	= 5.45
8,000-10,000 gallons	= 6.95
> 10,000 gallons	= 6.90 + 7.5 per 5,000 gallons

4. Pro Rate Load Fee to Inventory Cost?

Default is N. This option will be skipped if option 1 is N. If you want the estimated load fee (per Texas load fee schedule) to be included in the fuel cost when the BOLs are updated to inventory and the fifo file, enter Y. When the invoice is entered in Purchasing, the load fee will be included in the rack price and will not be added as a separate line item.

(Note: Freight is an advanced feature with many possibilities. Call Customer Support to discuss your needs before making any changes.)

5. Calculate Freight During BOL Input?

Default is N. If you want freight cost calculated during BOL input, enter Y. City Code and Freight Rate files (in Rack Price Module and in Customer File Maintenance) must be completed before this feature is activated. There are also items in the Fuel Inventory Install Program which must be activated to use this feature in BOL.

6. Add Freight per Gallon to Inventory Cost?

Default is **N**. If you want the freight to be included in the fuel cost when the BOLs are updated to inventory and the fifo file, enter **Y**. The feature in #4 must be set to **Y** to make the calculation. The GL entries for the BOL update will send a credit to the pending freight account (which is in the truck file) for common carriers. If the load was taken by in-house trucks, the credit will go to the freight income account entered in the truck file for in-house trucks. The pending AP and pending tax entries will remain the same.

7. Calculate Freight by Miles only?

Default is **N**. Instead of calculating freight based on origin and destination cities, freight can be calculated by miles only, enter **Y**. Miles and rates per mile must be set up in Freight Rate File Maintenance; however, you may add new rates to the table while in BOL entry. The feature in #4 must be set to **Y**.

8. Input Special Rack Prices?

Default is **N**. If your vendor gives you special prices, different from the ones you receive across the DTN, enter **Y**. If this feature is activated, when the fuel item is entered, the rack price is displayed with *Special? Y/N* question. Entering **Y** will allow you to override the displayed price with a special one.

9. Input Split Fees for Driver Report?

Default is **N**. If you are tracking driver loads for commission purposes, this option will allow you to enter split fees for split loads, enter **Y**.

10. Use C Store Bridge?

Default is **N**. If you own Convenience Stores in the same corporation as the Jobber, and you are running the Petro Data retail package, *The Complete C-Store*, enter **Y**. This feature allows you to enter BOLs and transfer fuel to the store location in the Retail module in one step. If you are not using the C-Store package or your stores are in a different company, accept the default **N**. The C-Store bridge cross-reference information and GL accounts must be set up in Master File Maintenance, Location File Maintenance, C-Store Bridge Item and Bridge Location File Maintenance.

11. Input Default (N Net G Gross).

If you transfer fuel to your stores, or consignments at Net, enter **N**. If you transfer it at Gross, enter **G**. In BOL entry, this default displays after you select the transaction type (customer invoice, transfer, etc.). It is a data entry efficiency default. It allows you to press *enter* to accept the default instead of having to type in **N** or **G** each time.

12. Input Default (T Transfer I Invoice).

In BOL entry, if most of your purchases are transferred into your bulk plant or consignment tanks,

enter **T**. If you invoice most of your purchases to customers, enter **I**. This feature is a data entry efficiency default. It allows you to press *enter* to accept the default instead of having to type in T or I each time.

13. Use truck number in BOLs?

Default is **N**. However, most State tax reports require Carrier information so the truck number must be included on the BOL. Enter **Y**. Carriers must be set up in Truck File maintenance.

14. Use driver in BOLs?

Default is **N**. If you are tracking driver loads for commission or scheduling, enter **Y**. There are reports on the BOL menu which report by driver. Drivers must be set up in Driver File Maintenance.

15. Calculate net gallons on fuel sold on invoice?

Default is **N**. This option is for reporting only. It forces the gross and net billed to match the gross and net received even if different gallons were billed.

16. Input GL number for over/short?

If freight, loadfee, and other costs are prorated into the per gallon cost of the item, there are rounding amounts that must be put somewhere. This account should be a cost of sales account (fuel over/short or discount). In most cases, this account will not be used.

17. Send purchase cost adjustments to GL Cost of Sales?

Default is **N** so adjustments will be sent to Inventory. If you transfer most of your receipts to bulk plant or consignment tanks, leave the option **N**. If you do mostly direct deliveries, enter **Y**. If the rack price is wrong when the BOL is updated and a correction is made when the vendor invoice is entered in purchasing, the inventory correction will go to inventory or cost of sales based on this option.

18. Auto Generate Invoices in BOL entry?

Default is **N**. This feature is a special feature and requires additional programs. Contact Petro-Data for more information.

IS EVERYTHING OK? (Y/N/Q)

Enter **Y** if all of the questions have been answered correctly and you want the options saved. Enter **N** to change one or more. During the edit process, your previous selections will remain. Press *enter* through the correct ones and change the incorrect ones. Enter **Q TO EXIT WITHOUT SAVING!** If you quit, all of the options will remain unchanged (the way they were before you selected the install option).

The following message displays on the screen, indicating that you will be taken all the way out of the Petro-Data software. This is to insure that all programs needed for the selected options will be in place during processing. If anyone else was in Petro-Data while this install was being run, they will have to exit out of Petro-Data and go back in before all of the appropriate programs will be activated.

The system must reset. You will be Returned to the Desktop.

Browse and Fix

Jobber, Fuel Bill of Ladings, Browse and Fix

This menu function will allow limited data changes to a BOL. The BOL may be unposted or posted.

When to Use this Option:

1. The Pre-Post Report messages states 'confirmed invoices have not been created' but and the AP invoice does exist, the BOL can be updated to correct this error. Freight Amounts may be changed also.
2. Customer number may be changed.
3. Cost on Consignment BOLs may be changed.
4. Truck and/or Driver information may be changed.
5. Invoice number may be changed.
6. BOL data may be moved from History to Current.

```
Demo *** BROWSE AND FIX BOLS *** 03/14/2012

1=No AP/Frt invoice      2=Fix Customer    3=Consignment    4=Truck/Driver
5=Auto Fix AP Inv        6=Move from History  Q=Quit          1
1=Range of Batch         2=One Bol         3=One Vendor    2

Enter a BOL 12345

Ready to Inquire on BOLS? (Y/N/Q) |
```

1 - NO AP/FREIGHT INVOICE

This option should be used carefully and with the supervision of Petro-Data Customer Support. Use only if the following conditions apply:

1. The PrePost messages states there is no invoice but the invoice has been entered and updated (see Instruction 1 below before trying to correct the data)
2. A message states this is a duplicate BOL and you have verified it's not duplicate data (see Instruction 2 below before trying to correct the data)
3. This option can also be used if the FREIGHT bill has been entered OR there is no freight bill for a BOL.

Instructions 1 - Print AP distribution report, batch 0-99999999, one INVOICE, both Current and History. Enter the BOL number as the invoice. Also, print an AP distribution report using the criteria for the vendor's invoice number. Between the two reports, the Pending AP account and the Pending Tax account should net to zero.

Instructions 2 - Print a BOL Preposting/Manifest Reconciliation report for ALL BOLs, Date Range (the date of the BOL in question). Print ALL vendors in case the BOL was entered with the wrong vendor. Look for the same gross and net gallons on more than one BOL.

IMPORTANT! Duplicate BOLs can affect Tax Reports and Tank Inventory. It is vitally important that duplicates be caught and corrected.

NOTE - Look for BOLs that might have been entered with a SPACE before the first number. This is a common mistake. On the report, it will look like the computer allowed a duplicate to be entered, but that will not happen unless the first BOL has already gone to history. Notice the second BOL below - it begins with a space.

BOL 123456
BOL 123456

Select an Option:

- 1 - **Range of Batch** to display a range of batch numbers to fix.
- 2 - **One BOL** to display and fix a specific BOL
- 3 - **One Vendor** to display and fix BOLs for a single Vendor.

Enter the range of batches, BOL number or Vendor number to display.

Select option:

- 1 - **Browse Empty AP Inv** to check for BOLs that do not have an associated sales invoice.

2 - Browse All to display all BOLs

Ready to check BOLS? (Y/N/Q)

Fix BOL AP Status (CTRL-W to Quit)									
	Bol	Vendor	Boldate	Itemno	Net	AP Inv.	Fr Bill?	Conf	
▶	913000	BRAND	09/01/2005	HSD	2900.00		Y	Y	
	913000	BRAND	09/01/2005	UNL	2900.00		Y	Y	
	913000	BRAND	09/01/2005	PLU	3900.00		Y		
	916000	BRAND	09/01/2005	HSD	400.00				
	916000	BRAND	09/01/2005	UNL	500.00				
	918000	BRAND	09/01/2005	PLU	700.00				
	914000	BRAND	09/01/2005	HSD	1100.00			Y	

The system will display BOLs that have no Sales Invoice number. Enter the sales invoice number in the column 'AP Inv'. If you are certain there is no invoice, return to BOL Billing and run the Calculate Invoice option to have the system create one. Once you have entered an appropriate invoice number, it will no longer display on this screen.

Press <CTRL> W to Quit and Save.

Reprint the Preposting to verify that the BOLs are no longer on the report.

2 - Fix Customers

Use this option if the BOL was billed to the wrong customer. An additional BOL is not necessary. Fix the customer and invoice number on the original BOL using this option. If the sales invoice was created, you may need to update the customer invoice also.

1 = Range of Batch to display a range of batch numbers to fix.

2 = One BOL to display and fix a specific BOL

3 = One Vendor to display and fix BOLs for a single Vendor.

Enter the range of batches, BOL number or Vendor number to display.

Ready to check BOLS? (Y/N/Q)

Fix BOL Customer (CTRL-W to Quit)									
	Bol	Vendor	Boldate	Itemno	Net	Cust No.	Ship To	Inv. No.	Sellprice
▶	051007	BRAND	05/10/2007	UNL	7463.00	KATENT		54060	2.450500
	051007	BRAND	05/10/2007	UNL					0.000000
	051007	BRAND	05/10/2007	UNL					0.000000
	051007	BRAND	05/10/2007	SNL	990.00				0.000000
	051007	BRAND	05/10/2007	SNL					0.000000

Edit the customer code and CTRL W to quit and save changes.

3 - Consignment

Ready to check BOLS? (Y/N/Q)

Enter a BOL to fix (Q=Quit)

Fix BOL Cost (CTRL-W to Quit)							
	Bol	Vendor	Boldate	Itemno	Net	Location	Rackprice
▶	051007	BRAND	05/10/2007	SNL	990.00	3	2.546200
	051007	BRAND	05/10/2007	SNL		3	2.546200
	051007	BRAND	05/10/2007	UNL	7463.00		2.430500
	051007	BRAND	05/10/2007	UNL		1	2.430500
	051007	BRAND	05/10/2007	UNL		3	2.430500

Fix the Rack price on the BOL.

CTRL W to Quit and save the changes.

Enter another BOL number or Q to quit.

4 - Truck/Driver

- 1 = **Range of Batch** to display a range of batch numbers to fix.
- 2 = **One BOL** to display and fix a specific BOL
- 3 = **One Vendor** to display and fix BOLs for a single Vendor.

Ready to check BOLS? (Y/N/Q)

Fix BOL Fields (CTRL-W to Quit)												
	Bol	Vendor	Boldate	Itemno	Custno	Loc	Confirm	Gross	Truckno	Driver	Frtgal	Other
▶	121899	KOCH	11/24/2006	ULS	WOODY2			2201.00	24	JC	0.021209	0.00
	121900	SHELL	11/24/2006	PRE	WOODY2			1010.00	24	JC	0.017964	0.00
	121900	SHELL	11/24/2006	UNL	WOODY2			5599.00	24	JC	0.025274	0.00
	121911	KOCH	11/24/2006	ULS		075		2007.00	24	JC	0.027839	0.00
	121912	SHELL	11/24/2006	PRE		075		1200.00	24	JC	0.023261	0.00
	121912	SHELL	11/24/2006	UNL		075		5599.00	24	JC	0.032697	0.00
	121920	KOCH	11/24/2006	UNL		035		6682.00	30	BP	0.020300	60.00
	121920	KOCH	11/24/2006	UNL		037			30	BP	0.020303	0.00

Correct the Truck or Driver.

You can also change the Confirm code to 'X' if a sales invoice exists for this BOL. A value of 'Y' means that an invoice should be created.

Select 5 = Auto Fix AP Invoice

Use this option only at the direction of Customer Support. The system will match Sales Invoices to BOLs.

Ready to match the AP purchases with BOLs?

6 - Move from History

Use this option to move a BOL either from Current to History or from History to Current. BOLs that move from Current to History should be those that are not truly current month data. You can move a BOL from History to Current so you can match a freight invoice.

Enter BOL in history file

Enter Vendor

Ready to search? (Y/N/Q)

Ready to check BOLS? (Y/N/Q)

7 - Freight

Use this option to update the freight charges on a BOL.

1 = Range of Batch to display a range of batch numbers to fix.

2 = One BOL to display and fix a specific BOL

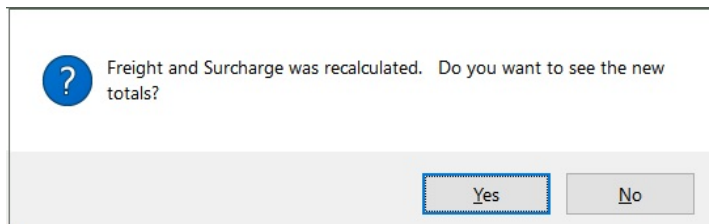
3 = One Vendor to display and fix BOLs for a single Vendor.

Choose **Current** or **History**

Ready to check BOLS? (Y/N/Q)

Fix BOL Fields (CTRL-W to Quit)																
Bol	Vendor	Boldate	Itemno	Custno	Loc	Truckno	Bgross	Bsurchg	Minfrt	Frtrate	Freight	Fueladj	Other	Othersale	Frtbill	Frtamt
121899	KOCH	11/24/2006	ULS	WOODY2		24	2201.00			0.021200	46.66	0.00	0.00			46.66
121900	SHELL	11/24/2006	PRE	WOODY2		24	1010.00			0.018000	0.00	0.00	0.00			18.18
121900	SHELL	11/24/2006	UNL	WOODY2		24	5599.00			0.018000	166.73	0.00	0.00			141.36
121911	KOCH	11/24/2006	ULS		075	24	2007.00			0.027800	55.79	0.00	0.00			55.79
121912	SHELL	11/24/2006	PRE		075	24	1200.00			0.023300	0.00	0.00	0.00			27.96
121912	SHELL	11/24/2006	UNL		075	24	5599.00			0.023300	158.42	0.00	0.00			182.94
121920	KOCH	11/24/2006	UNL		035	30	2901.00			0.016300	141.52	0.00	60.00			58.85
121920	KOCH	11/24/2006	UNL		037	30	3701.00			0.016300	0.00	0.00	0.00			75.08
121920	KOCH	11/24/2006	UNL		020	30	2080.00			0.016300	0.00	0.00	0.00			42.26
121921	SHELL	11/24/2006	PRE	WOODYS		32	1000.00			0.019500	0.00	0.00	0.00			19.50

After the charges are updated, system will display the following message:



Choose 'Y' to re-display the original screen again.

Choose 'N' to exit.

7 - Freight

Use this option to delete an unposted BOL. All fields are required to find the BOL to delete.

Enter the BOL

Enter the Vendor

Enter the Batch Number

Ready to Delete (Y/N/Q)

Import BOLS

Jobber, Fuel Bill of Ladings, Import BOLS

This module is for importing and processing BOLS from a third party providers such as DTN.

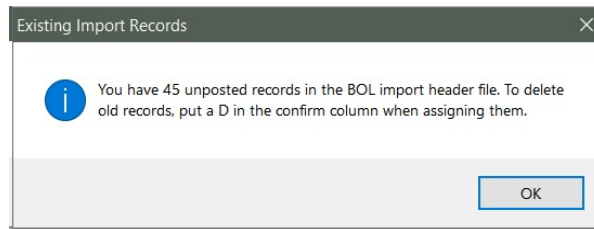
Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Import BOLS						
Assign BOLS						
Calculate Invoices						
Add, Chg, Delete Other Charges						
Browse Cross Reference Files						
Reindex Files						
Install Program						
Quit						

Import BOLS

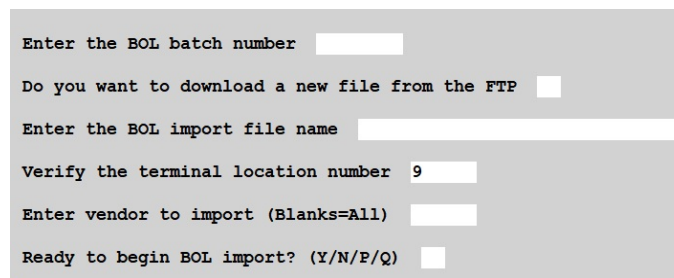
Jobber, Fuel Bill of Ladings, Import BOLS, Import BOLS

If there are unposted records found from a previous import, the system will notify you with a message. In a later screen, you'll have the option to either keep or delete older or duplicate data when you perform the Assign BOL process.

Click OK on the message box.



The file import screen will display.

A screenshot of a file import screen with a light gray background. It contains several input fields and checkboxes:

- "Enter the BOL batch number" followed by a white text input field.
- "Do you want to download a new file from the FTP" followed by a white checkbox.
- "Enter the BOL import file name" followed by a wide white text input field.
- "Verify the terminal location number 9" followed by a white text input field containing the number "9".
- "Enter vendor to import (Blanks=All)" followed by a white text input field.
- "Ready to begin BOL import? (Y/N/P/Q)" followed by a white checkbox.

Enter the BOL batch number

Enter a batch number that will be created for this data file that will be downloaded from your provider. As with BOL Billing, you can use the date as the batch number (YYYYMMDD).

Do you want to download a new file from the FTP

Enter 'Y' to start the download from DTN or your fuel vendor.

Enter the BOL import file name

The system will automatically populate this value based on the batch number you entered and the directory specified in the installation options.

Verify the terminal location number

The system will automatically populate the terminal based on the value specified in the Inventory Installation options. Change this only if it's not correct for this batch.

Enter vendor to import (Blanks=All)

This field should be left blank. Enter a vendor only if instructed to do so by Petro-Data support staff.

Ready to begin BOL import? (Y/N/P/Q)

- Y** Start the import
- N** Go back and change any of the values entered
- P** Start the import
- Q** Quit

```
Enter the BOL batch number 20180301
Do you want to download a new file from the FTP Y
Enter the BOL import file name T:\DTNBOL\20180301.BOL
Verify the terminal location number 9
Enter vendor to import (Blanks=All)
Ready to begin BOL import? (Y/N/P/Q) Y
```

Completed BOL Import Example

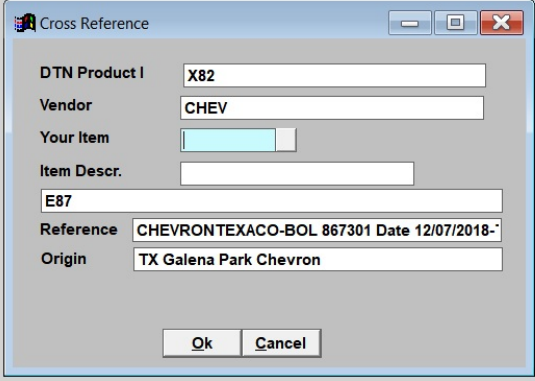
If there are multiple lines assigned to a single BOL, the data will display on the screen. Review the data. Any duplicates can be deleted when you Assign BOLs to the data.

Vendor	Bol	Prodesc	Net
BRAND	1284267	E87	1006.0
BRAND	1284267	E87	1706.0
BRAND	1284267	E87	3309.0
BRAND	1284267	ULS	2005.0

Press CTRL-W to exit this screen

The system will read the imported data and verify there is an exact match in the Cross Reference table. The Cross Reference table maps the DTN product code to a Petro-Data inventory item code. If it does not find a match, you will be prompted to add the cross reference mapping data.

Assign Cross Reference Information.



DTN Product I	X82
Vendor	CHEV
Your Item	
Item Descr.	E87
Reference	CHEVRONTEXACO-BOL 867301 Date 12/07/2018-
Origin	TX Galena Park Chevron

Ok Cancel

There is a Lookup function for 'Your Item'. This lookup will display all valid inventory items in Petro-Data.

After all items are added to the Cross Reference, type 'C' to continue and return the BOL Import menu.

Assign BOLS

Jobber, Fuel Bill of Ladings, Import BOLS, Assign BOLS

In this menu option, you will assign a customer and Ship To location, if needed, to each imported BOLS. You can manually assign an invoice numbers or use the default value of 'ADD' to have the system assign the invoice number.

Verify the Surcharge percent amount. Change the default value if required. Type 'Y' to continue.

Enter surcharge percent (Ex: 20 = 20%) 10.00

Ready to continue (Y/N/Q) Y

The BOL Import Summary screen will display show all newly imported data.

Bol~	Bol Date~	Vendor~	Term	Truckno	Driver	Hr	Min	AMP	N/G	Inv/Loc	Cust/Tank~	Ship To	Conf~	Pur	TermLoc
1284267	12/07/2018	CHEV	FH	UPT		09	09	M	N					N	1
867301	12/07/2018	CHEV	GP	UPT		38	38	M	N					N	1
867311	12/07/2018	CHEV	GP	UPT		58	58	M	N					N	1
867332	12/07/2018	CHEV	GP	UPT		55	55	M	N					N	1
867400	12/08/2018	CHEV	GP	UPT		43	43	M	N					N	1
867444	12/08/2018	CHEV	GP	PE		01	01	M	N					N	1
867477	12/08/2018	CHEV	GP	UPT		41	41	M	N					N	1
867495	12/08/2018	CHEV	GP	UPT		03	03	M	N					N	1
867521	12/08/2018	CHEV	GP	PE		46	46	M	N					N	1
867526	12/08/2018	CHEV	GP	PE		06	06	M	N					N	1
3024040	12/07/2018	EXXON	KM	PE		26	26	M	N					N	1
3024422	12/08/2018	EXXON	KM	PE		55	55	M	N					N	1
550937	12/07/2018	EXXON	EMN	UPT		56	56	M	N					N	1
1373188	12/08/2018	SHELL	UMO	UPT		09	09	M	N					N	1

This can be changed by manually entering a new value.

Original BOL number from the imported data. This field cannot be changed.

Truck

Truck number from the imported data. This field can be updated using the lookup function. Valid values are displayed from Petro-Data Truck setup.

Driver

Driver from the imported data. This field can be updated using the lookup function. Valid values are displayed from Petro-Data Driver setup.

Batch No

The batch number assigned during the download from the DTN site. This can be changed by manually entering a new value.

End Time

End Time from the imported data. This field cannot be changed.

Tax Authority

Tax Authority is populated from Petro-Data terminal setup.

Gas Gals

Total Gasoline gallons from the imported data. This field cannot be changed.

Die Gals

Total Diesel gallons from the imported data. This field cannot be changed.

Tot Gals

Total gallons from the imported data. This field cannot be changed.

Terminal

Terminal is assigned by cross-referencing the DTN Terminal name with Petro-Data terminal setup. This field can be updated using the lookup function. Valid values are displayed from Petro-Data Terminal setup.

Frt Schedule

A Freight schedule can be assigned using the lookup function. Valid values are displayed from Petro-Data setup.

SurCharge

Surcharge value is from the initial you entered when you clicked the Assign button. This can be changed by manually entering a new value.

Additional Fields in the BOL Data Grid

Hr & Min

Time from the BOL data. You can change the hours or minutes by entering a new value in the grid.

AMP

Time type of AM, PM or Military Time.

N/G

Net or Gross delivery option.

InvLoc

Invoice number that will display after you assign the BOL.

Cust & Ship To

Customer number and Ship To information that will display after you assign the BOL.

Confirmed

Confirmed Flag is updated to 'Y' after you assign the BOL.

Pur

Net or Gross for Purchase invoice. The default value will be same as the Net/Gross delivery option.

TermLoc

Location number is taken from inventory setup.

Functions

Assign

Assign all lines in a BOL to a customer and create an invoice number.

Line Screen

Displays rack price, special rack prices, taxes and selling price for each line item in the BOL. In this option, you can also select to Split a load or enter a PO number on each BOL.

From here, click BOLs to return to the main Assign screen.

Other Chg

Add Other Charges to the BOL. Other Charge setup is created with menu option 'Add,Chg,Delete Other Charges'. On this screen, you will enter the amount for each charge.

Update Time

Update the time on the BOL data with current date & time. Rack price will be updated based on the new date and time.

ASSIGN FUNCTION

Highlight a line for the BOL and click the Assign button.

Auto Assign BOL

Bol Number	Bol Date	Vendor	Terminal
867301	12/07/2018	CHEV	GP

Gas Gals: 2289.00 Die Gals: 0.00

Type: I Net/Gross: N Invoice Type:

Invoice No.: ADD

Customer:

Ship To:

Ok Cancel

Transfer Type: I=Invoice T=Transfer S=C Store

BOL Number

BOL number from the import file is displayed and cannot be changed.

BOL Date

BOL date from the import file is displayed and cannot be changed.

Vendor

Vendor from the import file is displayed and cannot be changed.

Terminal

Terminal from the import file is displayed and cannot be changed here.

Gas Gallons

Net Gasoline Gallons number from the import file is displayed and cannot be changed.

Diesel Gallons

Net Diesel Gallons number from the import file is displayed and cannot be changed.

Type

Select an invoice type:

- I Invoice
- T Transfer
- C C-Store

Net/Gross

Delivery is based on Net or Gross

Invoice Type

- A Add an invoice
- F Find an existing Dispatch Ticket

Invoice Number

Invoice number will default based on BOL Billing installation options. The default value will be 'ADD' or the BOL number. This can be changed to a specific invoice number if appropriate.

Customer

Enter the customer number. Use the Lookup function to get a list of your customers.

Ship To

Enter the Ship To number. Use the Lookup function to get a list of customer Ship To locations.

After the BOL is assigned, the value of column 'Confirmed' will change to 'Y'. Repeat the assignment process for all rows in the screen.

LINE SCREEN FUNCTION

More detailed information for Billing and Delivery is displayed for this BOL. Highlight a line for the BOL and click the Line Screen button.

The screenshot shows a software window titled "BOL Delivery Input". It contains several input fields and a table. The "Billing and Delivery" section includes fields for Type (I), Nt/Gr (N), Invoice No. (ADD), Cust, Ship To, Gross (1705.00), Net (1706.00), RackPlus, Tax Rate, and Sell Price (0.000000). There is a "Blend?" checkbox. Below this is a section for Vendor (CHEV), Trm (FH), Rack Date, Time, SpRk (N), Gross Rack (1.533000), Net Rack (1.533000), Bill Frt, and Markup. A "Sched" section includes fields for To, SpMi, SpFrt, Rate, and SurRate. A row of buttons includes Edit, Next, Prey, Delete, Exit, BOLS, Split, Other Chg, and PO Num. At the bottom is a table with columns: Bol, Boldate, Vendor, Term, Fuel Item, BI, Invloc, Custank, Ship To, Price, Gross Delv, and Net Delv. The first row is highlighted in cyan.

Bol	Boldate	Vendor	Term	Fuel Item	BI	Invloc	Custank	Ship To	Price	Gross Delv	Net Delv
1284267	12/07/2018	CHEV	FH	E87		ADD			0.000000	1705.00	1706.00
1373188	12/08/2018	SHELL	UMQ	ULS					0.000000	7000.00	6946.00
1373238	12/08/2018	SHELL	UMQ	ULS					0.000000	7600.00	7542.00
1373244	12/08/2018	SHELL	UMQ	ULS					0.000000	7600.00	7551.00
3024040	12/07/2018	EXXON	KM	E93					0.000000	1000.00	997.00
3024422	12/08/2018	EXXON	KM	E93					0.000000	1000.00	1001.00
550937	12/07/2018	EXXON	EMN	E93					0.000000	1030.00	1025.00

Type

Select an invoice type:

- I Invoice
- T Transfer
- C C-Store

Net/Gross

Delivery is based on Net or Gross

Invoice Number

- A Add an invoice
- F Find an existing Dispatch Ticket

Customer

Enter the customer number. Use the Lookup function to get a list of your customers

Ship To

Enter the Ship To number. Use the Lookup function to get a list of customer Ship To locations.

Gross

Gross gallons delivered.

Net

Net gallons delivered.

RackPlus

Gross rack price plus Markup.

Tax Rate

Tax rate using the Tax Authority in customer setup.

Sell Price

RackPlus plus Tax Rate.

Blend?

- Y A Blended product
- N Not a blended product

Vendor

Vendor from the imported data.

Terminal

Terminal from the imported data.

Rack Date

Rack date based on BOL date in the imported data.

Time

Rate time based on BOL date in the imported data.

Special Rack (Y/N)

Special Rack Price for the customer.

Gross Rack

System will retrieve Gross Price from the rack price table.

Net Rack

System will retrieve Net Price from the rack price table.

Bill Freight

System will retrieve this value from the Inventory Installation opitnos

Markup

System retrieves markup from Special Price table.

Schedule

Freight schedule information

To

Destination for freight schedules

Special Miles (Y/N)

Special freight miles indicator.

Special Freight (Y/N)

Enter 'Y' to record a special freight charge.

Rate

Enter the Special Freight amount.

Freight Surcharge

Surcharge is taken from the amount you entered when you first selected the Assign function.

Line Screen Function Buttons

Edit

Allows you to edit or change more information from the BOL import data. Fields you can change are Invoice Type, Net/Gross, Invoice number, Customer, Ship To, Gross Gallons, Net Gallons, Rack Plus, Sell Price, Special Rack (Y/N), Markup, Special Freight Miles and Special Freight (Y/N).

Next

Display Next BOL from the grid.

Prev

Display the Previous BOL from the grid.

Delete

Delete the currently selected BOL.

Exit

All Assignments and changes are complete. Exit to the Main Menu.
At Exit, the system will ask to run the BOL update.

BOLs

Return to the initial Assign screen.

Split

Split the BOL delivery between multiple customers.

Add the additional customers on a new line with the appropriate gross and net gallons.

On the original customer, reduce the amount of Gross and Net gallons to the DIFF field is zero at the end.

Click the FIX button to adjust Total Net and Gross gallons so that it will agree to the detail.

Other Chg

Add an Other Charge to this BOL. Other Charges include Split Fees, Pump Fees and Stop Offs

PO Number

Add a PO Number to this BOL

Calculate Invoices

Jobber, Fuel Bill of Ladings, Import BOLs, Calculate Invoices

This process is the same one used in calculating invoices in the BOL Billing menu option.

[Link to Calculate Invoices Documentation](#)

Browse Cross Reference Files

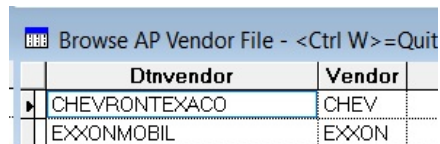
Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File

View or change the DTN mapping setup data.

DTN Vendor ID

Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File, AP Vendor ID

View or change the mapping of DTN vendor names to Petro-Data Vendors. Vendors are created in *AP, File Maintenance, Vendors*.

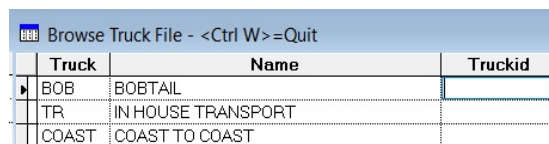


	Dtnvendor	Vendor
▶	CHEVRONTXACO	CHEV
	EXXONMOBIL	EXXON

Carrier File

Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File, Carrier File

View or change the mapping of DTN carrier companies to Petro-Data carriers. Carriers and trucks are created in *Jobber, File Maintenance, Trucks*.

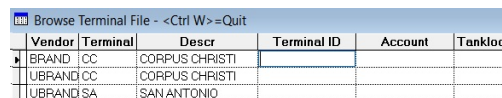


	Truck	Name	Truckid
▶	BOB	BOBTAIL	
	TR	IN HOUSE TRANSPORT	
	COAST	COAST TO COAST	

Terminal File

Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File, Terminal File

View or change the mapping of DTN terminals to Petro-Data Terminals. Vendors are created in *Jobber, File Maintenance, Terminals*.



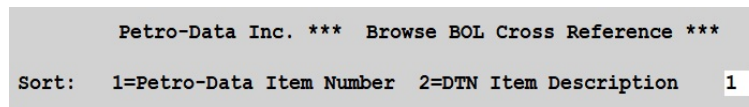
Vendor	Terminal	Descr	Terminal ID	Account	Tankloc
▶	BRAND CC	CORPUS CHRISTI			
	UBRAND CC	CORPUS CHRISTI			
	UBRAND SA	SAN ANTONIO			

Item File

Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File, Item File

View or change the mapping of DTN terminals to Petro-Data Terminals. Vendors are created in *Jobber, File Maintenance, Inventory*.

First, choose to view the data by either the Petro-Data value or the DTN value.



Next, view or update the inventory mapping.

Vendor	Prodid	Pdescr	Itemno	Terminal	Stock
CHEV	937	B5ULS	ULS		Y
CHEV	P23	CT PU C 10.0%	E93		
CHEV	P27	CT PU C 10.0% 7.8	E93		Y

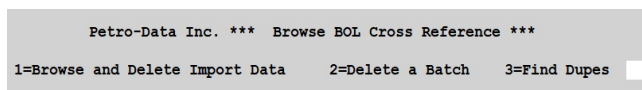
Browse/Delete BOL Import Records

Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File, Browse/Delete BOL Import Records

View, change or delete the imported BOL data.

Choose one option:

- 1 Browse, change or delete the imported data. If you want to delete data, an instruction message will display that you will key 'D' in the Confirm column.
- 2 Delete an imported batch
- 3 Find any duplicates in the imported batch



Instructi



In this browse, put D in the confirm field to delete a BOL from the import files. Orphaned BOL line items will also be deleted.

onal message for deleting data rows.

OK

The data from the imported batch will display. You can change the data in this table or type 'D' in the Confirm column to delete the row.

Browse BOL File (Confirm=D TO Delete <Ctrl W>=Quit)						
	Bol	Vendor	Terminal	Boldate	Batchno	Confirm
	162167	SHELL	DAL	06/20/2015	88888888	Y
▶	278018	SHELL	DAL	06/20/2015	88888888	Y
	278018	SHELL	DAL	06/20/2015	88888888	Y
	278052	SHELL	DAL	06/20/2015	88888888	Y
	278052	SHELL	DAL	06/20/2015	88888888	Y

Press CTRL-W to save your changes and exit.

Original DTN BOL Data

Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File, Original DTN Bol Data

This menu option will allow you to

Customer File

Jobber, Fuel Bill of Ladings, Import BOLs, Browse Cross Reference File, Customer File

Reindex Files

Jobber, Fuel Bill of Ladings, Import BOLs, Reindex Files

Install Program

Jobber, Fuel Bill of Ladings, Import BOLs, Install Program

Sales Invoice Entry

The Sales Invoice Entry Module is where customer sales invoices are entered and processed. Invoices created by BOL Billing can be viewed in this menu option. Counter invoices and after-the-fact invoices can also be entered here.

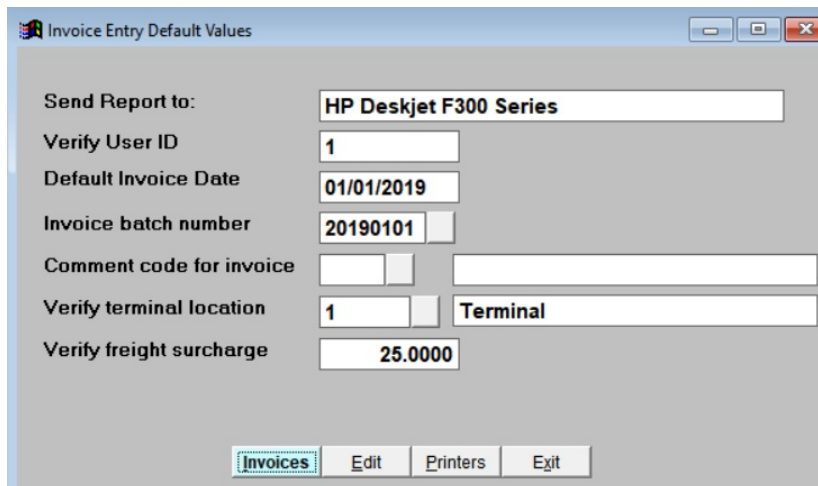
Menu options in this module include a Batch Status Report, Posted Invoice Report, Invoice Number Audit Report and a complete Recurring Invoices functionality.

There is a special option correct cost on updated invoices. When commissions are calculated based on profit, this is necessary to make occasional corrections to cost. There is also an option to Restore updated invoices or batches, with restrictions, noted in this documentation.

Enter Invoices

If an invoice is not Updated, you can Edit the data or Delete the entire invoice.

Enter Batch Header Information



Send Report to:	HP Deskjet F300 Series
Verify User ID	1
Default Invoice Date	01/01/2019
Invoice batch number	20190101
Comment code for invoice	
Verify terminal location	1 Terminal
Verify freight surcharge	25.0000

Invoices Edit Printers Exit

User ID

The User ID is picked up from the user login and is stored with the batch number on each invoice. Two operators can be entering invoices/dispatch tickets in the same batch and can prepost and print separately.

Default Invoice Date

This will be the date of the invoices unless changed by the operator on the header record during data entry.

Invoice Batch Number

This will be the batch number attached to the invoices/dispatch tickets entered in this session.

Comment Code For Invoice

Enter a comment code or select from the lookup. This information will print on every invoice entered during this session.

Verify Terminal Location

The default Terminal location displays. This usually does not have to be changed unless you have multiple bulk plants that have direct deliveries and you wish to keep the sales separate.

Verify Freight Surcharge

If you are calculating freight and adding freight surcharge to invoices, this option displays. Enter the surcharge percent.

Click the Invoices button.

Invoice Header Information

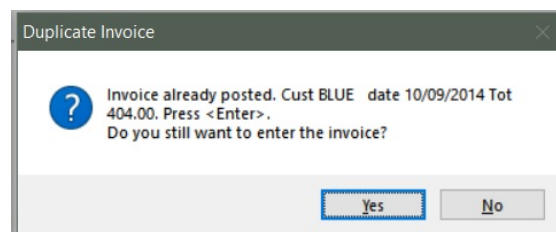
Invno

Enter the Invoice number to add or to inquire. F2 or Magnifying glass icon to display existing invoices

A Add New Invoice and auto-assign the next sequence number.

Q Quit

If the invoice number has already been posted or updated, the following message display:



You should rarely enter a duplicate invoice. If this is a correction, add a letter to the end of the invoice number to make it unique. There may be situations where a duplicate invoice number is needed. Call Customer Support for assistance.

Invoice Type

1 Charge

This invoice will be posted to the customer account.

2 Cash (Cash, Check or Credit Card)

This invoice is a Cash sale. The invoice is marked 'Paid' and payment details must be entered before exiting the invoice. Dispatch tickets must start out as Charge invoices. They may be changed when the invoice is completed after the delivery.

Customer Number

Enter the customer number. Use F2 or click the icon button to look up valid customers.

Invno:	62004	Inv Type	1	Charge	Cust No.	PM1	
Bill To				Ship To			
PO Num		Ship Code		Ship Name	Petro-Market #1		
Bill Name	Petro-Market #1			Ship Addr1	486 FOREST ROAD		
Bill Addr1	486 FOREST ROAD			Ship Addr2	PO BOX 876		
Bill Addr2	PO BOX 876			Ship Addr3	FOREST CITY, TX 78001		
Bill Addr3	FOREST CITY, TX 78001						
Taxes				Terms and Delivery			
Tax Exempt?	N	Tax Rate	8.60000	Inv Date	01/01/2019	Ship Date	01/01/2019
Tx Auth	TEXAS	TEXAS		Terms	3	COD	
City	1	6.1000	City Sales Tax 6.0	Due Date	01/01/2019	Batch No.	20190101
Cnty	8	0.5000	County Tax .5	FOB		User Id	1
State	3	1.0000	State Sales Tax 1.0	Ship Via	1		
MTA	3	1.0000	State Sales Tax 1.0	Truck	1	TRANSPORT 1	
SurChg					20.000		
Salesman	JB			Driver			
Comment1				Terr	FOREST	Indust	STORES
Balance	532006.20	Limit	99999.00	Last Payment	10/08/2018		
<input type="button" value="Lines"/> <input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Next"/> <input type="button" value="Prev"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/> <input type="button" value="Comments"/>							

The system will retrieve and display customer information. Review the data and make any required changes.

Bill To

Customer name, address & PO number is displayed from Customer setup. You can change the billing address here but any permanent changes should be made in Customer Setup.

Ship To

You can enter a Ship To number if the customer has more than one location. The address can be changed where but any permanent changes should be made in Customer Setup.

Taxes

Tax Authority and taxes are retrieved from Customer Setup. You are able to change the Tax Authority if it's appropriate.

Terms and Delivery

You can update any of these fields, if appropriate.

Invoice Date	The invoice date is displayed. Change it if necessary.
Ship Date	Change the ship date if different from invoice date.
Terms	The terms from the Customer file are displayed. Edit if necessary.
Due Date	The invoice date and terms are used to calculate the due date.
FOB	These fields are only used on some custom invoices.
Ship Via	These fields are only used on some custom invoices.
Truck	Enter the truck number that made this delivery or select from the lookup. Most State fuel tax reports require the transporter number for purchases and deliveries.
Surcharge	The surcharger percent is shown from the Header.

Other Customer Information

System will display Salesman, Driver, Comment, Territory and Industry from the Customer setup.

To enter invoice details, click the Lines button.

Invoice Detail Lines

Invoice 62004 01/01/2019 Customer PM1 Petro-Market #1 Ship To

Loc 1 Item UNL UNLEADED GASOLINE Tank UNL

Pack Kind	Gross	N/G	Net Gal	Price	Tax Dol	Stx	Total
BULK	10000.00	N	10000.00	2.000000	3830.00	Y	20000.00

Enter Y if this item is subject to sales tax. N if not.

Authority TEXAS Tax Type GAS Tax Rate 38.300000

TxCd	Description	ExCd	Tax Rate	Tax Amount
2	STATE GASOLINE		20.000000	2000.0000
1	FEDERAL GASOLINE		18.200000	1820.0000

Location

Enter the location.

Item

Enter the inventory item. Use F2 to review the list of valid inventory setup. Item MISC may also be entered as an item number for an occasional miscellaneous charge. A description of the charge and a General Ledger Income account number must be entered.

Tank

Tank will display based on inventory setup.

Pack Kind

Pack Kind will display based on inventory setup.

Gross

Enter the gross gallons or other gross quantity.

N/G

Billing for Net or Gross will be retrieved from the Installation setup table.

Net

Net quantity will default from the Gross field. Update this if appropriate.

Price

Price will be retrieved from the Rack table based on date and time.

Tax Dollars

The system will calculate Tax amount based on the Tax Authority.

Stx

Verify or change the Sales Tax status of this item. If the Sales Tax field was left blank in Inventory setup, the item is treated as Taxable regardless of Customer Setup. If the customer setup was marked as Tax Exempt and the inventory item is not blank, the system will use customer setup and default it to 'N'. If the customer is not tax exempt, the system will use the Inventory item setup.

Total

The total is calculated as Gallons times price. This total includes fuel taxes but not sales tax. Sales tax will be computed after the line item is completely entered.

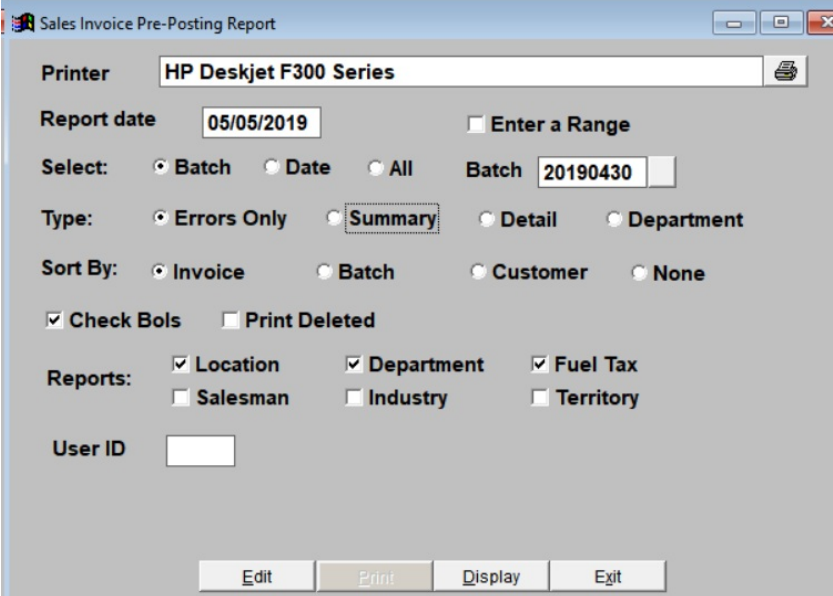
Function Buttons:

- Edit** Select the line to be changed by clicking on it. The line will turn blue to show that it has been selected. Then click the EDIT.
- Add Ln** Add another line item to this invoice.
- New Inv** After all lines for the current invoice are entered, you can add a new invoice.
- Next** Display the next page of line items on the current.
- Prev** Display the previous page of line items on the current.
- Delete** Delete a line or all lines on the current invoice.
- Print** Print this invoice to the printer.
- Exit** Exit the invoice entry program to the menu.
- Payment** If this is a Cash invoice, go to the payment screen and enter the payment. Enter a payment reference. For cash invoices, The payment reference can be the invoice. Enter the amount paid in either the 'Cash' or 'CrCard' field.
- Header** Go back to the Header screen to display or make changes such as date, batch, truck, etc. If you change the customer number, you must edit all line items to update any change in taxes.
- Email** Send invoice by email to customer. Email address must be set up in Customer file and/or 'Customer Send File'.

Prepost Report

Jobber, Sales Invoice Entry, Prepost Report

After entering a batch of sales invoices, ALWAYS print a Pre-Posting Report on the screen with 'Totals and Errors Only' to identify any errors and verify totals. Correct errors and rerun the pre-posting. Once no errors display and the totals are correct, you may print a summary or detail report if needed. Note that the update will print reports very similar to these for your files.



The screenshot shows a window titled "Sales Invoice Pre-Posting Report". It contains the following fields and options:

- Printer:** HP Deskjet F300 Series
- Report date:** 05/05/2019, with an **Enter a Range** checkbox.
- Select:** Radio buttons for **Batch** (selected), **Date**, and **All**. A **Batch** text box contains the value 20190430.
- Type:** Radio buttons for **Errors Only**, **Summary** (selected), **Detail**, and **Department**.
- Sort By:** Radio buttons for **Invoice** (selected), **Batch**, **Customer**, and **None**.
- Check Bols** and **Print Deleted**.
- Reports:** A grid of checkboxes: **Location**, **Department**, **Fuel Tax**, **Salesman**, **Industry**, and **Territory**.
- User ID:** An empty text box.
- Buttons at the bottom: **Edit**, **Print**, **Display**, and **Exit**.

Report Date

Today's date will default. This is for information only.

Enter a Range

Select this checkbox if you want to a range of values. Values include dates, batches or both.

Select

You can select to Prepost by Date, Batch or Both (All). The most common selection is to Prepost by Batch.

Batch/Date

The the single or range of batches or dates, depending on your selection. If you chose All, the system will prepost all unposted information.

Type

Errors Only Prints only errors and batch totals (charge, cash, cc, sales, tax, etc)
Summary Prints one line per invoice with subtotal, tax and total.
Detail Prints each line item on every invoice.
Department Prints a summary by department (gallons, dollars, profit)

Sort

Invoice Number
Batch Number
Customer Number
None

Check BOLs?

Select this option to also check the data in the invoice to the original BOL.

Print Deleted Invoices

Enter N to list only invoices to be updated.
Enter Y to includes deleted invoices and user id's on the report.

Reports

If type 'Detail' was selected, additional reports may be run.
Reports can be run by Location, Department, Fuel Tax, Salesman, Industry or Territory.
Note: Print a sample on the screen to determine their usefulness to you.

```
Date: 05/05/2019                Petro-Data Inc.                Page No.
Time: 15:39:44                Invoice Pre-posting Errors 05/05/2019    1
                                For Batch Number 20190430

Invoice 62016   *** City ID   not found

Invoice Totals - Batch 20190430

          SUBTOTAL    FUEL TAX    SLSTAX    FREIGHT    DISCOUNT    TOTAL
LINE ITEM TOTALS          8094.65    1915.00    695.31     0.00     0.00    10704.96

CHARGE TOT    10704.96  CASH TOT          0.00  CRD CARD          0.00  TOT INVOICE    10704.96
          TAXABLE    8085.00  NONTAXABLE          9.65  TOT SALES      8094.65

FUEL TAX TOTALS:  FEDERAL    915.00  STATE    1000.00
          COUNTY    0.00    CITY      0.00
```

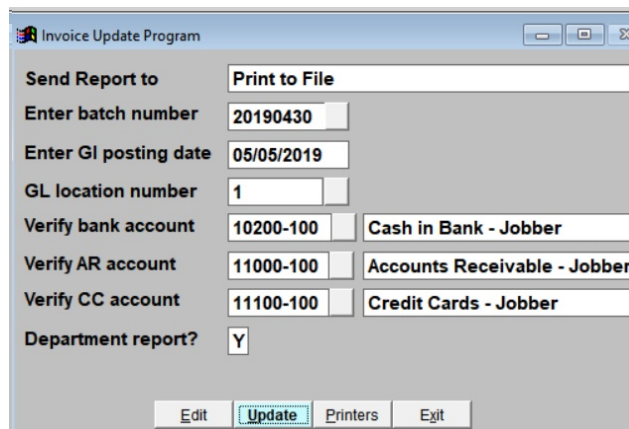
Invoice Update

Jobber, Sales Entry, Invoice Update

The invoice update program posts the transactions to the customer file, reduces inventory, creates sales audit transactions and a GL journal entry.

While you run an Invoice Update, all other users can still be working in Petro-Data. However, only ONE person may update at a time.

When you select 'Continue Update', the master files and all other files are updated. If any part of the update fails, the entire update is canceled. After the problem is resolved, the update may be started over without restoring the invoice.



The screenshot shows a window titled "Invoice Update Program" with the following fields and buttons:

Send Report to	Print to File	
Enter batch number	20190430	
Enter GI posting date	05/05/2019	
GL location number	1	
Verify bank account	10200-100	Cash in Bank - Jobber
Verify AR account	11000-100	Accounts Receivable - Jobber
Verify CC account	11100-100	Credit Cards - Jobber
Department report?	Y	

Buttons at the bottom: Edit, Update, Printers, Exit.

Enter Batch Number

Enter the batch number to be updated.

Enter GL Posting Date

Enter the GL Posting Date. If your batch numbers represent a date, it's recommended to make posting date the same as the batch date.

GL Location Number

Enter the GL Location number.

Verify Bank Account

Verify the correct GL account number for the bank.

Verify AR Account

Verify the correct GL account number for Accounts Receivable.

Verify CC Account

Verify the correct GL account number for Credit Cards, if this was a credit card cash transaction.

Department Report?

Enter 'Y' to print by department number.

Update Processing Overview:

- The first phase of the update prints the Update Report. Review the report and ensure GL Proof is Zero. Also check that profit percentages or amounts are correct. Click Exit.
- Press <View Errors> to see if there are any errors that need to be corrected. This option DOES NOT catch every error. You MUST review the reports for others.
- Review all Error Screen. If there are errors, press <Cancel Update>.
- When there are no errors on the screen and the printed update reports are correct, press <Continue Update>.

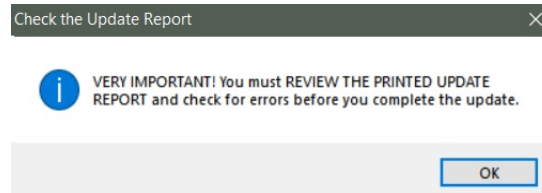
Update Report

Invno	Custno	Cust name	Type	Subtot	Discount	Freight	Taxable	Sales Tax	Fuel Tax	Inv Tot
62018	PMI	Petro-Market #1	Charge	8094.65	0.00	0.00	0.00	695.31	1915.00	10704.96
				8094.65	0.00	0.00	0.00	695.31	1915.00	10704.96
Tx Sales	8085.00	Fuel Tax	1915.00	Charge Tot	10704.96					
Ntx Sales	9.65	Sales Tax	695.31	Cash	0.00					
Tot Sales	8094.65	Tot Tax	2610.31	Inter Tot	0.00					
				Inv Tot	10704.96					

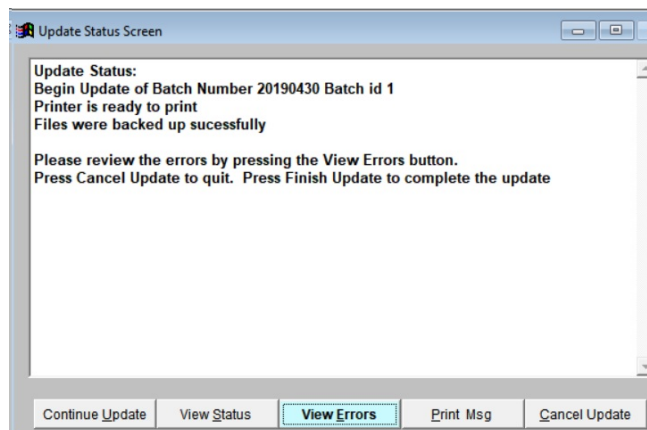
Account	GLDate	Description	Amount
11000-100	05/05/2019	A/R Charge Total	10704.96
Accounts Receivable - Jobber			
13100-100	05/05/2019	REDUCE INVENTORY FOR	-9359.26
Inventory - Jobber			
20400-100	05/05/2019	Sales Tax	-695.31
Sales Tax Collected - Jobber			
20810-100	05/05/2019	Federal Fuel Taxes	-910.00
Federal Gasoline Tax AP			
20825-100	05/05/2019	Federal Fuel Taxes	-5.00
Federal Fuel LUST Tax			
22021-	05/05/2019	State Fuel Taxes	-1000.00
State Sales Tax AP			
43000-100	05/05/2019	MISC SALE - OILSPILL	-9.65
Fuel Sales - Jobber			
43010-100	05/05/2019	SALES FOR OIL	-8085.00
Oil Sales Jobber			
53010-100	05/05/2019	COST OF SALES FOR OI	9359.26
Cost of Sales Oil - Jobber			
		GL Proof	0.00

View Errors

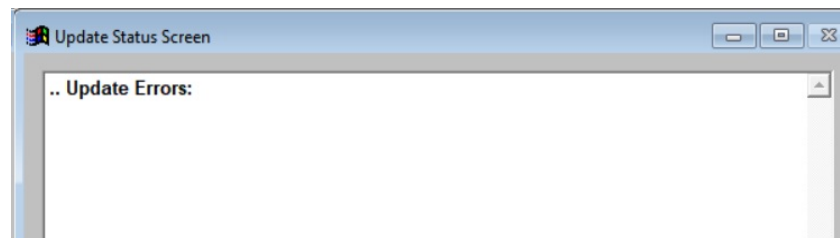
Reminder Message to check for errors. Click OK.



From the Update Status screen, click View Errors



The desired situation is No Errors listed:



Click Continue Update.

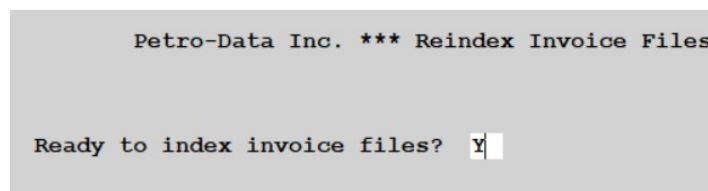
Click Return to Menu.

If any errors are listed, click Cancel Update. Review the invoice and make any necessary corrections. After the invoice is corrected, process the Invoice Update again.

Reindex Invoices

Jobber, Sales Invoice Entry, Reindex Invoices

This option recreates the index files used in Sales Invoice Entry. Everyone must be out of the Sales Invoice Entry module to run this option. Users can remain in other menu options when you Reindex. Run this anytime you are having trouble with the invoice file such as out-of-balances invoices. If system reports a corrupted file, you will get an 'Error 15' which will require the utility program 'Fix File' to be run.



Enter 'Y' to begin the Reindex.

Enter 'N' to cancel the Reindex.

Print Invoices

Jobber, Sales Invoice Entry, Print Invoices

This option allows you to print or email sales invoices. You can print all or selected invoices in a single batch. This applies to all invoices created by the BOL Billing program or manually entered in Sales Invoice entry. Both posted and unposted invoices can be printed.

Print Invoices

Select Printer: HP Deskjet F300 Series

User Id: Copies:

Invoice Type: Unposted Unprinted Confirmed Posted

Sort Option: None Invoice No. Alpha Cust Numeric Cust

Input Your Selections Below:

Batch number: Invoice Number:

Invoice Date: Invoice Range:

Customer: Date Range:

Selection? (Y/N)

Edit Print Display Exit

User ID

Enter your user ID or leave this blank.

Copies

Enter the number of copies you want to print.

Invoice Type

- Unposted Select this for any un-posted batches.
- Unprinted Select this to print any invoices that have never been printed before.
- Confirmed Select invoices that have been confirmed. The ability to confirm invoices entered by delivery staff is a special installation feature.
- Posted Select this for any posted batches.

Sort Option

Select the option to sort your invoices by invoice number, alphabetic customer ID, numeric customer ID or choose no sort. The option for No Sort will print invoices in the order in which they were entered.

Input Selections

You can enter one, many or all fields to define which invoice you want to print.

Batch Number	Select one batch number. You can use the batch lookup feature only for un-posted batches.
Invoice Number	Enter the invoice number
Invoice Date	Enter the invoice date.
Invoice Range	This can be a single invoice number in both fields or a multi-range range.
Customer	Enter a specific customer or leave this blank for all customers.
Date Range	This can be a single invoice date in both fields or a multi-day range.

Selection?

Enter 'Y' to select additional criteria.

Restore Invoices

Jobber, Sales Invoice Entry, Restore Invoices

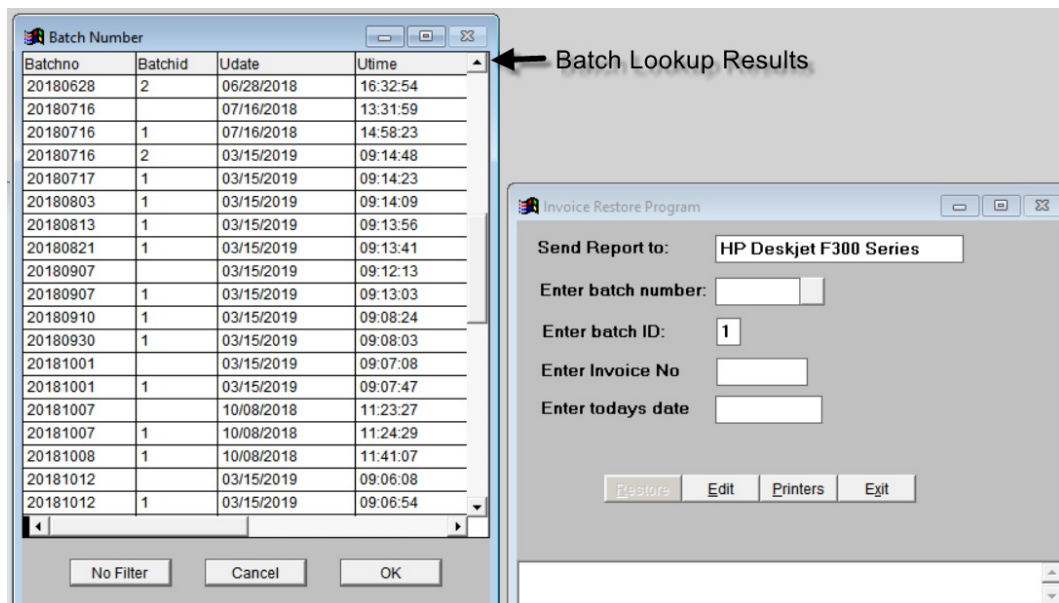
Restoring an invoice is the process of undoing an update either for an individual invoice or for an entire batch. A restore can be done anytime during the current month except under the following circumstances.

Do Not Restore If:

1. AR and/or Inventory Month-End has been run and the invoice has been moved to history.
2. The invoice has been Paid. You may do a negative cash receipt to unpay the invoice.
3. The distribution has already been released.

A restore can be run after other processing has been completed. A unique batch ID is assigned by the system when the update is done. It prints on the update reports and is listed on the restore lookup screen along with the date and time the update was done.

If GL transactions have already been released, no GL entries will be created by the second update.



Enter Batch Number

Click on the magnifying glass (or press F2) to see the updated batches and select one batch to restore. When you click the lookup function, a popup list will appear on the left side.

Enter Batch ID

This field will be populated when you select a batch from the lookup list. If Batch ID is blank in the lookup list, the batch has not been updated and is not eligible for restore.

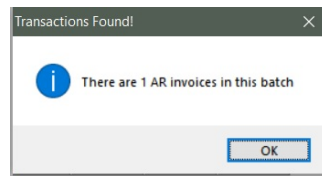
Invoice Number

Enter a specific invoice number or leave this blank to restore all invoices in the batch. If only one invoice is wrong, do not restore the entire batch. Restore only the incorrect invoice.

Enter Today's Date

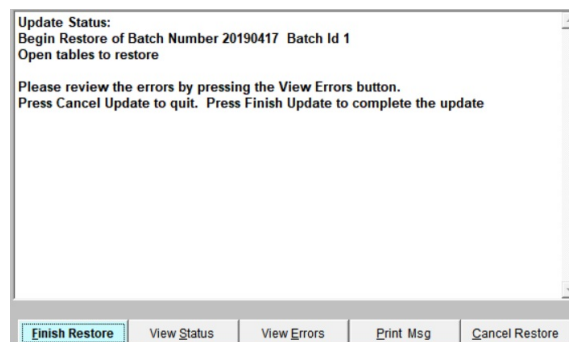
Enter today's date. This is for informational purposes only.

After you select the batch and enter the invoice number (or press enter to select all invoices in the batch), you should receive a confirmation message on invoices in the batch.



Click Restore.

A batch status screen will display.



Click the View Errors button. Ensure there are no errors with this restore.

If there were **no** errors, click the Finish Restore.

You can now correct the invoice and re-update it.

If there **were** errors, click the button to Cancel Restore. If you need help to determine why there were errors in the restore, please contact Petro-Data support.

Batch Status Report

Jobber, Sales Invoice Entry, Batch Status Report

This option lists all unposted batches from the following modules: Sales Invoice Entry, BOL Entry and Purchases Entry. It can print detail for All batches or for only One batch (a sales invoice batch only). The system will also check all updated files for an out-of-balance condition.

It is important especially at month end to make sure all transactions for the month have been updated.

```
Display report on screen
Enter today's date 05/06/2019
Option: 1=All unposted batches    2=Detail for one batch 1
Enter a batch number for detail report 
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Enter today's date

The system date displays. This date has no effect on the report.

Option

Enter 1 to print All unposted batches.

Enter 2 to print Detail for one batch of Sales Invoices

Note: If there is ever doubt whether a batch of sales invoices updated successfully, print the 'Detail for One Batch' option. If you have any questions about the data on the report, please contact Petro-Data support.

The report will be sorted by type (Sales Invoice, Purchase, BOL, Credit Card, EFT, Customer Drafts) and then by batch number. A grand total of all amounts will be printed at the bottom of the report.

Sample Report:

Batch No.	Type	Total
20181116	CREDIT CARDS	1.00
20181120	CREDIT CARDS	4470.00
20181128	CREDIT CARDS	-2.00
20190103	CREDIT CARDS	10319.00
20190423	CREDIT CARDS	0.00
99999999	CREDIT CARDS	3808.78
Totals		42878.08
	EFTs	2000.00
20190313	EFTs	13885.00
20190417	EFTs	23029.50
Totals		38914.50
20190422	DRAFTS	698435.56
Totals		698435.56

Invoice Report

Jobber, Sales Invoice Entry, Batch Status Report

This report will print all Posted Invoices. You can print or display an posted invoices in detail for Current, History or both. check the profit on a batch among other things.

The screenshot shows a software window for configuring an invoice report. At the top, the printer is set to 'Microsoft XPS Document Writer' and the report date is '05/06/2019'. Below this, there are radio buttons for 'Batches' and 'Dates', with 'Dates' selected. The 'Beg Date' is '01/01/2018' and the 'Ending' date is '01/31/2018'. There are two empty text boxes for 'Cust No'. A 'Selection Criteria' checkbox is present. The 'Files' section has radio buttons for 'Current', 'History', and 'Both', with 'Both' selected. The 'Type' section has radio buttons for 'Detail', 'Summary', and 'Batch Totals', with 'Detail' selected. The 'Module' section has checkboxes for 'All' (checked), 'Invoicing', and 'Misc AR'. The 'Sort' section has radio buttons for 'Invoice', 'Batch', 'Customer', and 'Numeric Customer', with 'Invoice' selected. The 'Other' section has several checkboxes: 'Subtotal by Salesman', 'Create Excel File', 'Print BOL', 'Include Misc Item', 'Print Cost and Profit', 'Omit Rounding Errors', 'Customer/Ship To Report', and 'Shipto Name?'. At the bottom, there are buttons for 'Edit', 'Print', 'Display', 'Exit', and 'Save Opt'.

Batches or Dates

Select the option retrieve data by either Batches or Dates.

Beginning & Ending

Depending on the above selection, enter either beginning and ending batch numbers or dates.

Customer Number

Enter a specific customer umber or leave this blank to report all customers.

Selection Criteria

Enter 'Y' to select additional criteria.

Files

Current	Select data from only the Current month
History	Select data from only the Historical months.
Both	Select data from both Current and History.

Type

Detail	Print all detail by batch and invoice number
Summary	Summarize the data by batch and invoice number
Batch Totals	Show batch totals only

Module

All	Print all invoices
Invoicing	Print fuel invoices only
Misc AR	Print miscellaneous invoices only

Sort

Choose to sort by Invoice Number, Batch Number, Alphabetic Customer Number or Numeric Customer Number.

Other

There are other option you can select for this report for the Detail and Summary reports. These options are not valid for the Batch Total report.

Subtotal by Salesman	Include a subtotal for each batch by Sales person
Include Misc Item	This option has been superceded by the Module option
Customer/Ship To Report	Include Customer and Ship To information
Create Excel File	Output the results to an Excel worksheet
Print cost and Profit	Include Cost and Profit
Print BOL	Print the BOL number for fuel invoices
Omit Rounding Errors	Fix rounding errors
Ship To Name	Include the Ship To name

Detail Report - Detail by Batch and Invoice Number

Batch	Invoice Number	Invoice Date	Customer	Subtotal	Fuel Tax	Sis Tax	Discount	Inv Total				
20050902	145551	01/22/2015	PM1	1066.58	0.00	0.00	0.00	13327.96				
Location	Tank/Tm	Item	Quantity	Price	Subtotal	FRate	FueITx	Sbx?	Total	Cost	CostDol	Profit
9	LSD	LSD	434.40	2.4553	1066.58	.444000	192.87	N	1259.45	1.569839	681.94	384.84
9	UNL	UNL	262.93	2.5752	677.09	.384000	100.97	N	778.06	1.722225	452.82	224.27
9	SUP	SNL	141.58	2.5752	364.59	.384000	54.36	N	418.95	1.755223	248.50	116.09
9	SUP	SNL	310.10	2.6746	829.40	.384000	119.08	N	948.48	1.755800	544.47	284.93
9	UNL	UNL	3470.80	2.475	8590.23	.384000	1332.79	N	9923.02	1.806300	6269.31	2320.92
Batch	Invoice Number	Invoice Date	Customer	Subtotal	Fuel Tax	Sis Tax	Discount	Inv Total				
20050902	145552	01/23/2015	PM1	746.45	0.00	0.00	0.00	18546.96				
Location	Tank/Tm	Item	Quantity	Price	Subtotal	FRate	FueITx	Sbx?	Total	Cost	CostDol	Profit
9	LSD	LSD	295.90	2.5226	746.45	.444000	131.38	N	877.83	1.623000	480.25	266.20
9	UNL	UNL	457.28	2.6818	1226.34	.384000	175.60	N	1401.94	1.806320	825.98	400.36
9	SUP	SNL	246.23	2.6818	660.34	.384000	94.54	N	754.88	1.755764	432.31	228.03
9	SUP	SNL	455.30	2.7882	1269.47	.384000	174.84	N	1444.31	1.755800	799.42	470.05
9	UNL	UNL	4728.90	2.5909	12252.10	.384000	1815.90	N	14068.00	1.767459	8358.14	3893.96

Summary Report - Summary Data by Batch and Invoice Number

Batch Number	Invoice Number	Invoice Date	Customer Number	Company Name	Subtotal	Fuel Tax	Discount	Sales Tax	Invoice Total			
20050902	145551	01/22/15	PM1	Petro-Market #1	11527.89	1800.07	0.00	0.00	13327.96			
20050902	145552	01/23/15	PM1	Petro-Market #1	16154.70	2392.26	0.00	0.00	18546.96			
20050902	145553	01/24/15	PM1	Petro-Market #1	14115.71	2073.71	0.00	0.00	16189.42			
20050902	145554	01/25/15	PM1	Petro-Market #1	13675.59	1998.60	0.00	0.00	15674.19			
20050902	145555	01/26/15	PM1	Petro-Market #1	15483.41	2261.42	0.00	0.00	17744.83			
20050902	145556	01/27/15	PM1	Petro-Market #1	10533.28	1556.69	0.00	0.00	12089.97			
20050902	145557	01/28/15	PM1	Petro-Market #1	8838.60	1325.98	0.00	0.00	10164.58			
20050902	146248	01/29/15	PM1	Petro-Market #1	11139.20	1699.48	0.00	0.00	12838.68			
20050902	146250	01/30/15	PM1	Petro-Market #1	14131.19	2160.11	0.00	0.00	16291.30			
20050902	146251	01/31/15	PM1	Petro-Market #1	11686.34	1781.92	0.00	0.00	13468.26			
20050902	146253	02/01/15	PM1	Petro-Market #1	12503.51	1900.44	0.00	0.00	14403.95			
20050902	146255	02/02/15	PM1	Petro-Market #1	9040.41	1373.47	0.00	0.00	10413.88			
20050902	146257	02/03/15	PM1	Petro-Market #1	8190.16	1259.75	0.00	0.00	9449.91			
20050902	146265	02/04/15	PM1	Petro-Market #1	8780.47	1396.29	0.00	0.00	10176.76			
20050902	146823	02/05/15	PM1	Petro-Market #1	9617.61	1533.69	0.00	0.00	11151.30			
20050902	146824	02/06/15	PM1	Petro-Market #1	15197.00	2490.34	0.00	0.00	17687.34			
20050902	146825	02/07/15	PM1	Petro-Market #1	12410.66	2054.12	0.00	0.00	14464.78			
20050902	146826	02/08/15	PM1	Petro-Market #1	13486.90	2239.93	0.00	0.00	15726.83			
20050902	146827	02/09/15	PM1	Petro-Market #1	10567.32	1797.33	0.00	0.00	12364.65			
20050902	146828	02/10/15	PM1	Petro-Market #1	12211.54	2112.87	0.00	0.00	14324.41			
20050902	146829	02/11/15	PM1	Petro-Market #1	14129.43	2433.56	0.00	0.00	16562.99			
Subtotal for Batch		Subtotal	253,420.92	Fuel Tax	39,642.03	Sales Tax	0.00	Tot Sales	293,062.95	InterCorr		
20050902		Cred Crd	0.00	Cash	0.00	Discounts	0.00	Total Ar	293,062.95	0.00		
Grand Totals		Subtotal	253,420.92	Fuel Tax	39,642.03	Sales Tax	0.00	Tot Sales	293,062.95			
		Cred Crd	0.00	Cash	0.00	Discounts	0.00	Total Ar	293,062.95			
		Taxable	0.00	NonTaxable	253,420.92			InterComp	0.00			
Total Misc AR		Subtotal	0.00	Sales Tax	0.00	Taxable	0.00	NonTaxable	0.00			

Batch Totals - Show summarized amounts by batch number only

Totals for Batch		20050902		
Subtotal	253,420.92	Total Ar	293,062.95	
Sales Tax	0.00	Cash Sales	0.00	
Fuel Tax	39,642.03	Intercompany	0.00	
Discounts	0.00	Cash	0.00	
Freight	0.00	Cred Crd	0.00	
Total Sales	293,062.95	Total Chg	293,062.95	
Taxable	0.00	NonTaxable	253,420.92	
Grand Totals				
Subtotal	253,420.92	Total Ar	293,062.95	
Sales Tax	0.00	Cash Sales	0.00	
Fuel Tax	39,642.03	Intercompany	0.00	
Discounts	0.00	Cash	0.00	
Freight	0.00	Cred Crd	0.00	
Total Sales	293,062.95	Total Chg	293,062.95	
Taxable	0.00	NonTaxable	253,420.92	

Invoice No. Audit

Jobber, Sales Invoice Entry, Invoice No. Audit

The Invoice Number Audit is a listing of all invoice numbers within a specified range and their status. It is most commonly used to list information about deleted or skipped invoice numbers.

```
Display report on screen
Enter today's date 07/31/2015
Search: C=Current   H=History   B=Both  B
Enter date range 01/01/2015 12/31/2015
Print Deleted/Changed Only? (Y/N) N
Enter range of valid invoice numbers 54350 54400
Show invoice total and userid? N
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Today's Date

The system will default today's date. It will be printed on the report for information only.

Search

C = Current Search and print data from the Current File only
H = History Search and print data from the History File only
B = Both Search both current and history

Enter Date Range

Enter beginning and ending dates to search.

Print Deleted/Changed Only? (Y/N)

Y Print Deleted or Changed invoices
N Print all invoices in the specified range

Enter range of valid invoice numbers

Enter beginning and ending invoice numbers.
In this range, there is a limit of 1999 invoices to search.

Show invoice total and userid?

Y Show the invoice total prior to deletion and the user ID of the operator who deleted it
N Show only the invoice number and invoice status

Sample Report

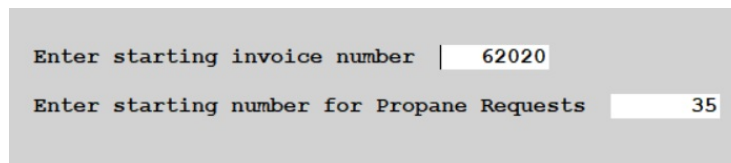
Inv No.	Inv Date	CustNo	Status	Userid	Date	Time	Computer
54350	02/17/2015	BLUE	Deleted		06/28/2018	16:32:18	Petro-Data Inc.
							54351 02/20/2015 BLUE
54352	*** Missing						54353 *** Missing
54354	03/03/2015	PM1	Deleted		03/15/2019	09:36:41	Petro-Data Inc.
							54355 03/31/2015 PM3
54356	03/31/2015	BLUE					54357 03/31/2015 BLUE Deleted
03/15/2019	09:40:58	Petro-Data Inc.					
54358	04/16/2015	BLUE					54359 04/24/2015 PM1
54360	06/21/2015	BLUE	Deleted	LMN			Petro-Data Inc.
							54361 *** Missing
54362	*** Missing						54363 08/26/2015 BLUE
54364	08/27/2015	BLUE					54365 08/28/2015 PM1 Deleted
03/15/2019	07:01:17	Petro-Data Inc.					
54366	11/10/2015	BLUE					54367 *** Missing
54368	*** Missing						54369 *** Missing
54370	*** Missing						54371 *** Missing
54372	*** Missing						54373 *** Missing
54374	*** Missing						54375 *** Missing
54376	*** Missing						54377 *** Missing
54378	*** Missing						54379 *** Missing
54380	*** Missing						54381 *** Missing
54382	*** Missing						54383 *** Missing
54384	*** Missing						54385 *** Missing
54386	*** Missing						54387 *** Missing
54388	*** Missing						54389 *** Missing
54390	*** Missing						54391 *** Missing
54392	*** Missing						54393 *** Missing
54394	*** Missing						54395 *** Missing
54396	*** Missing						54397 *** Missing
54398	*** Missing						54399 *** Missing
54400	*** Missing						

Starting Invoice

Jobber, Sales Invoice Entry, Starting Invoice

This option is used to set the next invoice number to be used for a sales invoice. This number will be used by the system when you enter 'A' in the invoice number field. The system will keep incrementing this number for each new sales invoice. You can use the 'A' option in either manual sales invoice entry or in BOL Billing.

You may start invoice numbers with whatever number you choose. Normally this number does not need maintenance however, if someone manually enters an invoice number instead of using the 'Add' option, you could receive a 'duplicate invoice number' error message. To correct the problem, do a lookup in invoice entry to find the next number to be used and correct the starting invoice number in this option.



Enter starting invoice number | 62020

Enter starting number for Propane Requests | 35

Enter the starting invoice number

Enter the next number to be used for your sales invoices

Enter starting number for Propane requests

Enter the next number to be used for your propane requests

Change Invoice Data

Jobber, Sales Invoice Entry, Change Invoice Data

The main use of this option is to change cost on updated invoices which may not be restored. This is especially useful when you calculate commissions and realize the original cost is not correct.

The difference in cost is displayed on the screen in case accounting wants to make a journal entry between inventory and cost of sales.

There is an option to cancel invoices; however, you must make sure that the invoice is removed from inventory as well as accounts receivable. Journal entries are created for cancelled invoices.

```
Petro-Data Inc. *** Invoice Change or Cancel ***
Display report on screen

Enter GL Posting Date   03/19/2019
Search which files?    1=Current  2=History  1
Enter invoice number   62003
Enter batch number
Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter GL Posting Date

The system date will default on the screen. Enter the date to be used for the GL entries to be created, if any.

Search Files

- 1 Search in the Current Month files
- 2 Search in the History files

Enter Invoice Number

Enter the invoice number you want to change

Enter Batch Number

Enter the batch number of invoices to be changed

Petro-Data Inc. *** Invoice Change or Cancel ***

Transaction File	No. Records	Amount	Record ID
Open Item File	1	27124.74	286
Sales Line Items	4	27124.74	286
Inventory Audit File	4		286
Distribution File	10	0.00	286

Inv ID	Inv No.	Cust No	Inv Date	Batch No.	Inv Total
286	62003	PM1	03/18/2019	20190318	27124.74

C=Change date/batch	D=Delete Invoice	Q=Quit
L=Line items/Chg Cost	G=Gl distribution	P=Print

Information for the invoice will display. A list of change functions is listed at the bottom of the screen.

C - Change date/batch

Change the invoice date and/or batch number on an invoice or batch after it is updated. The changes are made in the file that is used in the Sales Analysis Generator.

D - Delete Invoice

This option is not functional in this program.

Note: If the invoice is in the Current file and has not been paid, use the restore option to restore the updated invoice and then delete it from the unposted file.

L - Line items/Change Cost

Use this option to change the cost on invoice line items. The Sales Analysis file will be updated with the new cost for reports but GL will not be updated. Change the 'COST' and 'ACTCOST' fields to the correct amount. In most cases, both should be the same for both of these fields.

Invno	Item	Gallons	Subtotal	Batchno	Invdte	Cost	Actcost
62003	UNL	10000.000	23170.00	20190318	03/18/2019	2.100000	2.100000
62003	LOADFEE	1.000	5.45	20190318	03/18/2019	0.000000	0.000000
62003	OILSPILL	10000.000	19.29	20190318	03/18/2019	0.000000	0.000000
62003	SUPERFUND	10000.000	100.00	20190318	03/18/2019	0.000000	0.000000

Press <Ctrl> <W> to exit the window and save the changes. A total cost difference amount will display.

```
Cost Chg      1000.00

C=Change date/batch   D=Delete Invoice   Q=Quit
L=Line items/Chg Cost G=Gl distribution   P=Print  |
```

Press Enter. A new prompt will appear (highlighted in yellow) to confirm the change to cost.

```
Cost Chg      1000.00

Change cost for this invoice? (Y/N) |
C=Change date/batch   D=Delete Invoice   Q=Quit
L=Line items/Chg Cost G=Gl distribution   P=Print  Q
```

Respond with Y/N to the new prompt to 'Change cost for this invoice? (Y/N)'.

G - GL Distribution

The distribution of the invoice displays. No changes are allowed.

P - Print

Print function has been disabled.

Q - Quit

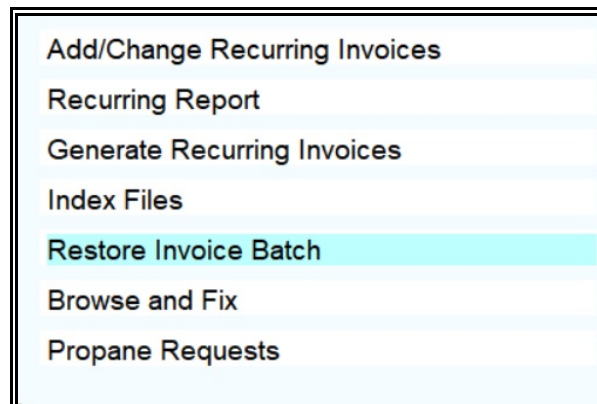
Exit the program.

Recurring Invoices

Jobber, Sales Invoice Entry, Recurring Invoices

Recurring Invoices are periodic billings for things like monthly rentals (gas tanks, rent, etc.). This applies to recurring invoices for fuel related items or miscellaneous items. Recurring invoice items must be set up in the inventory file before setting up in the Recurring Invoice file.

Billing cycles may be monthly, quarterly, semiannual, annual, or number of days. A record is set up for each invoice to be generated. When it is time to create the billing for a specific cycle, invoices are generated, printed, and updated.



Add or Change Recurring Invoices

Jobber, Sales Invoice Entry, Recurring Invoices, Add/Change Recurring Invoices

Use this menu option to add, change or inquire on recurring invoices.

Recurring Invoice/Tank File Maintenance

Billing Data

Other Data

Cust No: PM1 Petro-Market #1 **Recurring Lookup**

Ship to: 486 FOREST ROAD FOREST CITY TX

Id No: NETWORK Org Date: / / Active: A Status: C Bill Type: X

Loc: 1 Item: EXXON FEES NETWORK ACCESS FEES

Bill Cycle: M Bill Freq: 1 Max Bill: 0 Next Date: 02/28/2007

Bill Qty: 1.00 Bill Amt: 50.00 Bill Cnt: 25 Last Bill: 01/28/2007

PO Num: NETWORK FEES Taxable: N Salesman: JB

Descr: Terms: 1 Comment:

Serial No: Tank Size: Deposit:

Route: EXXON Seq. Num: Keep Full: Y

Notes:

Edit New Next Prev Delete Exit

Recurring Lookup

Click this button, highlighted in yellow, to see a list of existing Recurring Invoice setup. You can select any of the records to view or change the details of the setup.

Customer Number

Enter a customer number or select from the lookup. The customer name will display.

Ship To

Enter a ship to code if needed or select from lookup. Press <Enter> if no Ship To is required.

Location

Enter the location number of the billing item or select from the lookup.

Item

Enter the item number to be used on the invoice or select from the lookup. The item description displays.

ID Number

Enter an ID number to uniquely identify this setup record. If this customer has more than one recurring invoices, this number should distinguish each record.

Record not found. Do you want to add it?

Y - Add the record

N - Start over or change data before adding.

Org Date

This field was designed to track the original date of tank installation. It's not required for other types of recurring invoices. It may be used to keep track of the original setup date of other types of invoices.

Active

A Active setup

I Inactive setup

Status

Enter the status or location of the tank or other equipment for reporting purposes. This field can be left blank if it's not applicable.

I In-House

R Repair

C Customer

Bill Type

P Propane Rental

R Other Rental types

S A Recurring Sale

L A Loan

User Defined Enter any single letter or number representing a billing type. You can use any letter other than the ones listed above. For example, A for Accounting, E for Equipment, or O for Other. There is no setup file for this field so you must keep track of your own list of codes.

Location

Enter the location that matches the inventory item.

Item

Enter the inventory item. Use the lookup function to view valid choices.

Bill Cycle

M Monthly

Q Quarterly

S Semiannual

A Annual

D Days - every X number of days (defined in 'Bill Frequency')

Bill Freq

Enter the number of times the invoice will be generated for the Bill Cycle. For example, enter 1 if once a month, once a quarter, or once annually.

If the Billing Cycle is 'D' (Days), enter number of days between each billing.

Max Bill

Maximum number of billings allowed (like for a loan payoff or contract). Enter 0 for unlimited or an ongoing perpetual invoice.

Next Date

For first time setup, enter the first scheduled billing date.

Bill Qty

Enter the quantity of the item to be billed on this invoice (usually 1).

Bill Amt

Enter the amount to bill in dollars and cents (60.50).

Bill Cnt

The Bill Count is the number of times this billing record has been generated. For first time setup, leave this blank. The system will add to this number each time it is generated.

Last Bill

The last date this billing record was generated. For first time setup, leave this blank. The system will generate this date when they are created.

PO Num

Enter a Purchase Order Number to print on the invoice, if required.

Taxable

Is this item taxable for Sales Tax? Enter 'Y' to charge tax or 'N' for no tax.

Salesman

Enter the code for the sales representative for this billing. The lookup function is available to show valid choices.

Descr

Enter any description of the PO number or terms.

Terms

Select the terms that apply to this billing. Lookup function is available to show valid choices.

Comment

Enter a comment code if a comment should be printed on every invoice.

Serial No

Enter the Serial Number for the tank or other equipment item on this billing record. Leave this blank if it's not applicable.

Tank Size

Enter a Tank Size or other description of the item. Leave this blank if it's not applicable.

Deposit

If the tank or other equipment required a money deposit, enter the amount here. This is only for reference.

Route

Enter a Route number for reports or delivery scheduling. Leave this blank if it's not applicable.

Seq Num

Enter a Sequence number for reports. This field can be left blank.

Keep Full

For tank setup, you can enter a 'Y' to designate that the tank should be kept full. If this does not apply, enter 'N' or leave it blank.

Notes

Type unlimited notes or special information about this record. Press the <TAB> to exit the note field. You may add more notes to this field at any time.

Other Data Setup

Recurring Invoice/Tank File Maintenance

Billing Data

Other Data

Cust No: PM1 Petro-Market #1 Serial No:

Manufact Make

Model Year

Supplier Pur Date //

Avg Sales Avg Sales Override

Seasonal Avg Seasonal Override

Deg Factor Qty Delivered

Last Sale //

Safety Inspection

Test Date // Service Man

Start Pressure End Pressure Time Hold

Paint Gauge Valve Lockup Pigtails Fittings System Ok

Edit New Prev Next Exit

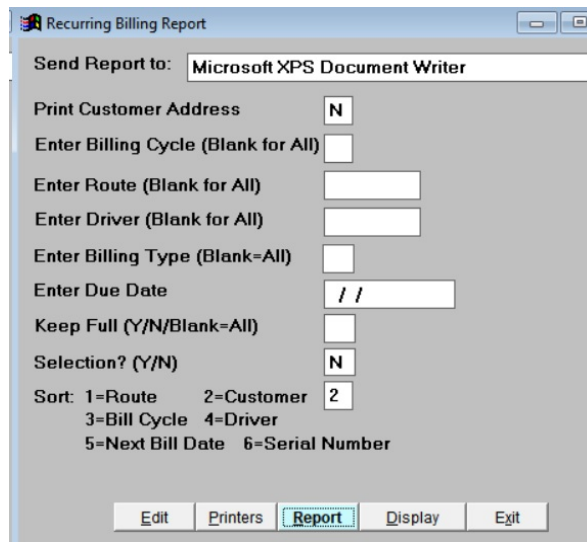
The data fields in the Other Data tab are provided for tanks or equipment. All the fields are optional and to be used for reference only.

Recurring Report

Jobber, Sales Invoice Entry, Recurring Invoices, Add/Change Recurring Invoices

This report lists records in the Recurring invoice file. There are several listing options as well as Selection Criteria.

This report can be used to review invoices that will be generated. There is also a report in the 'Generate Invoices' option which will allow you to verify the billing before invoices are created.



The screenshot shows a dialog box titled "Recurring Billing Report". At the top, there is a "Send Report to:" field with the text "Microsoft XPS Document Writer". Below this are several options, each with a corresponding input field or button:

- Print Customer Address: N
- Enter Billing Cycle (Blank for All):
- Enter Route (Blank for All):
- Enter Driver (Blank for All):
- Enter Billing Type (Blank=All):
- Enter Due Date: / /
- Keep Full (Y/N/Blank=All):
- Selection? (Y/N): N
- Sort: 1=Route 2=Customer 3=Bill Cycle 4=Driver 5=Next Bill Date 6=Serial Number. The input field contains the number "2".

At the bottom of the dialog box, there are five buttons: "Edit", "Printers", "Report", "Display", and "Exit". The "Report" button is highlighted with a blue border.

Send Report to

The Windows default printer displays. It may be changed with the <Printers> button at the bottom of the screen.

Print Customer Address

Enter 'Y' to print the address or 'N' for a shorter report without customer addresses.

Enter Billing Cycle

To print a specific Billing Cycle, enter the code (M, Q, S, A, D). Leave this blank to print all billing cycles.

Enter Route

To print a specific Route, enter your code here or leave this blank to print all routes.

Enter Driver

Enter a specific driver number or leave this blank to select all.

Enter Billing Type

Enter the Billing type or leave this blank to select all.

P - Propane Rental

R - Other Rental

S - Sale

Enter Due Date

Enter the next billing Due Date to print only customers who will receive an invoice next time invoices are generated.

Keep Full

Enter 'Y' to select tank rental invoice where the tank is noted to be kept full.

Enter 'N' to select tank rental invoice where the tank is **not** noted to be kept full.

Leave this blank to select all data.

Selection? (Y/N)

Enter N to print the report as is.

Enter Y and select further criteria.

Sort by

Select a Sort option:

1 - Route

2 - Customer

3 - Billing Cycle

4 - Driver

5 - Next Bill Date

6 - Serial Number

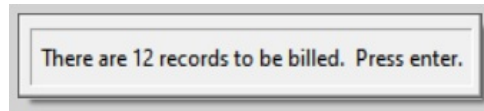
Recurring Invoice Report

Date: 05/07/2019		Petro-Data Inc.		Page No.					
Time: 10:19:51		Recurring Invoices		1					
Cust #	Id Num.	Shipto	Loc	Item Type	Cycle	Bill Amt	Due Date/ Tank Size	Lst Date Serial No.	Org Date
						0.00	/ /	/ /	/ /
ACME	5		1	TANKRENT P	M	200.00	02/28/2007 33-1	01/31/2007 F170217	/ /
ACME CONSTRUCTION									
ACME	6		1	TANKRENT P	M	20.00	02/28/2007 33-1	01/31/2007 F186399	/ /
ACME CONSTRUCTION									
Comments: Serial: 12341231111. The key to the gate is hidden behind the mailbox.									
ACME	1								

Generate Recurring Invoices

Jobber, Sales Invoice Entry, Recurring Invoices, Add/Change Recurring Invoices

As required by the Billing Cycle, create the invoices. After you click the menu item, the system will compute the number of invoices to be billed and display it in a message box.



Press Enter.

Send Report to: HP Deskjet F300 Series
Enter due date: 05/07/2019
Enter beginning invoice number: []
Verify User ID: 1
Comment code for invoice: []
Enter invoice batch number: 20190507
Enter invoice date: 05/07/2019

Create Invoices Edit Printers Exit

Invoice option: Blank=Auto Assign or Enter a beginning invoice number

Send Report to

The Windows default printer displays. It may be changed by clicking on the <Printers> button at the bottom of the screen.

Enter due date

Recurring invoices will be created for all data whose Nextdate is less than or equal to Due Date.

Enter beginning invoice number

A = Auto Assign or enter a beginning invoice number.

Caution: If you enter a beginning invoice number, make sure no one is entering invoices in Sales Invoice entry using the 'A' option until recurring invoices have been created **or** use a number that is in a completely different sequence from the regular invoices.

Verify User ID

Accept or change the User ID. This ID will be attached to all invoices in the batch.

Comment code for invoice

Enter the code for the message to be printed on the invoice. Use the lookup function to view available comments. Comment Codes are created in the Master File Maintenance menu.

Enter invoice batch number

Enter a batch number for these invoices. You may consider using a different batch number than your normal daily work so you can easily identify them.

Enter invoice date

Enter the invoice date for the invoice.

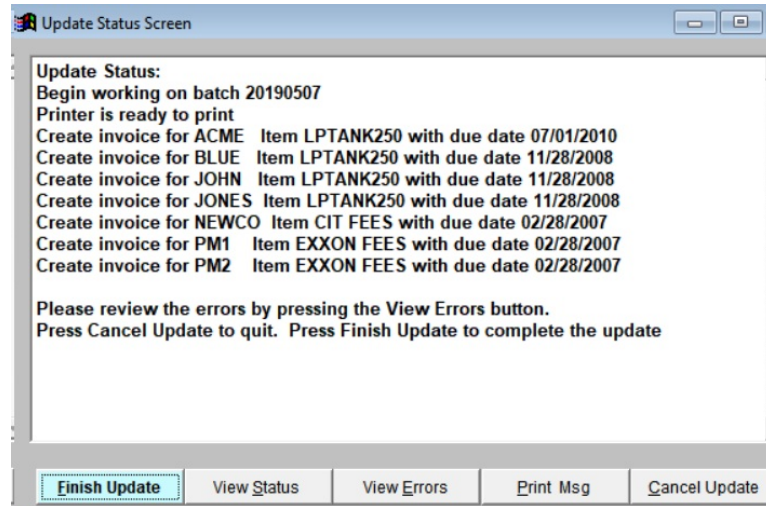
Click *Create Invoices* to proceed.

If errors are found, a pop-up box will appear. Correct the error and begin again. A Recurring Invoices Register will print the information for these invoices. You must check the register and ensure the data is correct. Verify totals and use whatever balancing procedures you have used in the past to make sure the generated invoices will be correct.

The system will display an Update Status Screen. Click View Errors and make sure no errors are listed.

If there are no errors, click *Finish Update*.

If errors exist, click *Cancel Update* and make the appropriate corrections. After the data is corrected, click Create Invoices again.



Click Exit to exit.

Recurring Invoice Register

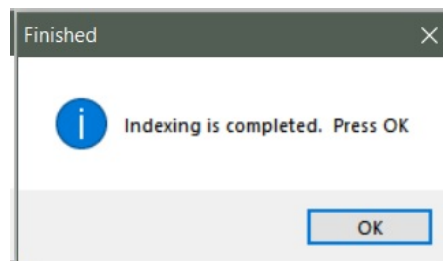
Date: 05/07/2019		Petro-Data Inc.		Page No.		
Time: 09:55:16		Create Recurring Invoices Register		1		
		Recurring Invoice Batch: 20190507				
Custno	Shipto	Item	Due Date	Code	Bill Qty	Bill Amt
ACME		LPTANK250	07/01/2010	A	1.00	80.00
	ALLEN, ELDA M P O BOX 3692 MIDLAND					
ACME		TANKRENT	05/10/2007	M	1.00	30.00
	Acme Construction Main Offices Castroville					
ACME		TANKRENT	02/28/2007	M	1.00	200.00
	ACME CONSTRUCTION 6701 SEYMOUR HWY WICHITA FALLS					
ACME		TANKRENT	02/28/2007	M	1.00	20.00
	ACME CONSTRUCTION 6701 SEYMOUR HWY WICHITA FALLS					
BLUE		LPTANK250	11/28/2008	M	1.00	8.00
	ALDERMAN, CHUCK/CHRISTINE 2369 COUNTY RD C2651 STANTON					
BLUE		TANKRENT	04/01/2011	M	1.00	60.00
	Blue Farm Main Offices SAN ANTONIO					
JOHN		LPTANK250	11/28/2008	M	1.00	8.00
	ALVAREZ, YURIDIA/RAUL 1707 CHERRY LN MIDLAND					
JONES		LPTANK250	11/28/2008	M	1.00	8.00
	AMMERMAN, DORIS 3306 S COUNTY RD 1068 MIDLAND					

Index Files

Jobber, Sales Invoice Entry, Recurring Invoices, Index Files

From time to time, Petro-Data may ask you to click this option. Some errors you encounter can be fixed by re-indexing the system. The program works behind the scenes and does not display any activity on the screen while it is working.

Index completion message.



Browse and Fix

Jobber, Sales Invoice Entry, Recurring Invoices, Browse and Fix

Browse and Fix is a utility program that will help you view or change a limited number of fields in your recurring invoice setup.

Sort by: 1=Customer 2=Serial No. 1

Select how you will Sort the data to be viewed:

- 1 - Customer number
- 2 - Serial number of the equipment

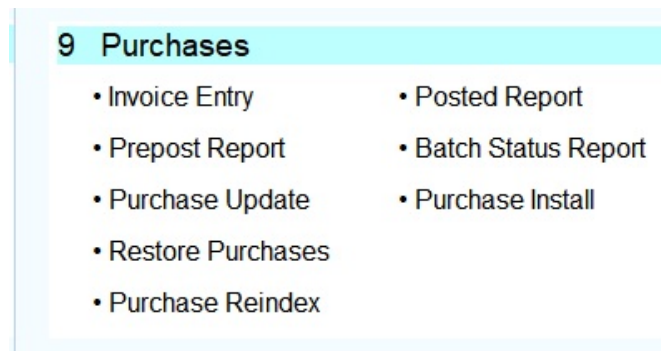
Cust #	Company	Location	Item No.	ID Number	Serial No.
ACME	ALLEN, ELDA M	1	LPTANK250	41369	41369
ACME	Acme Construction	1	TANKRENT	1	121111
ACME	ACME CONSTRUCTION	1	TANKRENT	5	F170217
ACME	ACME CONSTRUCTION	1	TANKRENT	6	F186399
BLUE	ALDERMAN, CHUCK/CHRISTINE	1	LPTANK250	46566	46566
BLUE	Blue Farm	1	TANKRENT	BLUE1	J1234567
JOHN	ALVAREZ, YURIDIA/PAUL	1	LPTANK250	55634	55634
JONES	AMMERMAN, DORIS	1	LPTANK250	37521	37521
JONES	JONES FARM AND RANCH	1	TANKRENT	1	524961
NEWCO	ELIM GAS STATION CORPORATION	1	OIL FEES	SHOPPER	
PM1	Petro-Market #1			1	
PM1	Petro Market 1	1	EXXON FEES	NETWORK	
PM2	Petro Market 2	1	EXXON FEES	SHOPPER	

On this screen, you can change any of the fields displayed. Press CTRL-W to save and exit the screen. If you need to change any other data, use the Add/Change Recurring Invoice option.

Purchases

Jobber, Purchases

Fuel vendor invoices are entered in the Purchasing Module. Vendor invoices are matched to the Bill of Lading. The fuel costs in the BOL should match the fuel cost on the vendor invoice. Costs between the BOL and the invoice must be reconciled, updated or corrected. In some cases, you may need to restore the BOL to correct the data.



Invoice Entry

Jobber, Purchases, Invoice Entry

Purchase invoices for Fuel or other inventory are entered in this program. You will be prompted to match the BOL to the invoice.

Line items you enter in Invoice Entry should match the fuel items in the BOL. Updating the invoice adjusts differences in inventory and sends the invoice to Accounts Payable for payment.

Discounts, freight and taxes on purchase invoices are handled several different ways. More information is given in the 'header record' section of this document.

Initial Batch Information

Default Purchase Date	<input type="text" value="11/29/2018"/>
Purchase Batch Number	<input type="text" value="20181129"/>
Verify GI Location	<input type="text" value="1"/>
Confirm GL Accounts?	<input type="text" value="N"/>
<input type="button" value="Pur Input"/> <input type="button" value="Edit"/> <input type="button" value="Exit"/>	

Default Purchase Date

Enter the date to be used on all purchases in the batch. You may change this date on individual invoices as you enter them.

Purchase Batch Number

Enter the Batch Number for your purchase invoices.

Verify GL Location

Enter the default location number for the default GL accounts (bank, AP, pending AP, etc.). The GL accounts display on the header record of each invoice and can be changed.

Confirm GL Accounts?

Enter N to accept the default bank GL number on every receipt.

Enter Y to confirm or change the bank account on every receipt.

The bank GL account is attached to the invoice when it updates to AP.

Purchase Header Information

Inv No.	123456	Vendor	BRAND	Brand Fuels			
Pur Date	11/29/2018	Reference	FUEL	Tran Type 4 EFT			
Check Payment		Check No	0	Check Date	/ /	Check Amt	0.00
Terms for Payment and Discounts		Priority:	M	Terms:		Due Date:	11/29/2018
		Disc Date	11/29/2018	Disc Percent	2.00	Disc Amt:	0.00
Invoice Totals		GI Accounts					
Subtotal:	2184.95	AP GL	20500-100	Accounts Payable - Jobber			
Discount:	100.00	EFT GL	10200-100	Cash in Bank - Jobber			
Inv Total	2084.95	Discount GI	13100-100	Inventory - Jobber			
Batch No.							
Lines Edit New Next Prev Delete Exit							
20181129							

Invoice Number

Enter invoice number from the vendor's invoice statement. You can use F2 Lookup to inquire on previously keyed invoices. If this is a new invoice number, click 'Yes', to Add this new invoice.

Vendor

Enter the vendor ID. You can use the F2 Lookup to view a list of all valid vendors.

Purchase Date

The Purchase Date will automatically default from the first screen. Update the date so it matches the invoice.

Reference

The value 'FUEL' will automatically be entered. If you are entering an invoice for non-fuel items for your fuel vendor, change the value to something other than Fuel. You can use MISC or some word that describes the item being keyed.

Transaction Type

The value EFT will automatically default into the field. You can change the transaction type as follows:

- 1 INVOICE - An Invoice creates an Accounts Payable Open Item.
- 2 PD CHK - Paid with Check (UPS COD, etc.) and creates an AP Paid Item. The priority code is not relevant. Enter the check number and check amount when prompted. A check register record will be created in Accounts Payable.
- 3 PD CSH - Paid with Cash (UPS COD, etc.) and creates an AP Paid Item. Be sure to enter the Petty Cash Account Number instead of the Bank Account Number in the GL Account Number section.
- 4 EFT - Electronic Funds Transfer and creates an AP Open Item. It will be selected when you create a Vendor EFT and is coded like a manual check so it will not be included on any check printing run.
- 5 INTERCOMPANY - Creates an invoice that credits an account other than Accounts Payable. No Open Item is created. The message 'Verify intercompany account to be used instead of Accounts Payable' displays. Enter or verify the General Ledger account number to be used.
- 6 INSTALLMENTS - Creates a payable in installments. Separate open invoice records are created for each installment due date and amount. Enter installment data when prompted or select I to display the installment window.

Check Data

If you selected Transaction Type of 2 - Paid Check, enter the appropriate data for **Check Number**, **Check Date** and **Check Amount**.

Payment Priority

M For EFT payments
2 Regular Schedule for Approve to Pay in AP when payment is to be made
You can use any other number from 1 to 9 to mark payment priority.

Terms

The terms description, if any, from the vendor master file will display. This field is only for reference. The Due Date and Discount date determine the cash requirements information in Accounts Payable.

Due Date

Due Date is calculated as Invoice Date + 'Net Day' field in the AP Vendor file. If Net Day is zero or blank, the invoice date will be the default in this field. You can also manually enter any desired due date.

Discount Date

Discount Date is calculated as Invoice Date + 'Discount Day' field in the AP Vendor file. If Discount Day is zero or blank, the invoice date will be the default in this field. You can also manually enter any desired due date.

The accuracy of this date is important because the system will not automatically approve the discount if the payment is made after the due date. It may however, be manually approved in AP approve to pay.

Discount Percent

The discount from the vendor master file displays, if any. The discount amount will be calculated on the invoice total - including all line items, and displayed after the invoice subtotal is calculated.

This method of discounting will not work if the total invoice amount is not discounted (such as fuel invoices).

Discount Amount

This discount amount you enter here will be deducted from the invoice during the EFT or AP Payment Approval process. If a discount percent was entered, the calculated discount displays for verification only. The discount is calculated as Subtotal times Discount %.

Do **NOT** enter a discount here if it has already been entered in one of the other discount fields.

NOTE: Discounts can be handled one of three ways (use only ONE):

1. If calculated, the amount will be stored as a memo in AP and allowed if the payment is made by the discount due date. GL distribution for discount is created when payment is made if discount is taken.
2. If an amount is manually entered in the 'Discount Amount' field, it also will be stored as a memo in AP and allowed if the payment is made by the discount due date. GL distribution is also created when payment is made.
3. If a percent is manually entered in the 'Discount' field, the discount is taken when the purchase is updated and the NET invoice amount ('Inv Tot') is sent to AP Open Item file. GL distribution for discount is created when purchase is updated.

Subtotal

Enter the subtotal (invoice total + discounts).

Discount

Enter the discount amount from the invoice. This amount will reduce inventory costs to offset the purchase cost of the fuel.

Invoice Total

Enter the Total Amount of the Invoice. This amount will post to Accounts Payable.

GL Accounts

Verify the GL Accounts for AP, Cash and Discounts.

Click on Lines. Reply 'Y' to add a BOL to this invoice.

Purchase Detail Line Information

Add a BOL to the Purchase Invoice.

Bol	Vendor	Trm	Boldate	Itemno	Net	Gross	Purcost	Use
0910	BRAND	SA	09/10/2018	UNL	1000.00	1000.00	1.782000	

Use the Lookup function in the BOL field and select the BOL that is related to this purchase invoice. After you select the BOL, Click Exit/Save. The detail BOL data will be added to the purchase invoice screen.

Location	Item Purchased	Purchase Qty	Purchase Cost	Subtotal	Tax Dol	Total
9	UNLEADED GASOLINE	1000.00	1.782000	1782.00	382.00	2164.00
1	SUPERFUND	1000.00	0.019050	19.05	0.00	19.05
9	FEDERAL OIL SPILL	1000.00	0.001900	1.90	0.00	1.90

Line Totals	Net Qty	Gross	Ln Total	Diff
	3000.00	3000.00	2184.95	0.00

Vendor Totals	Subtotal	Discount	Total	Payment	Check No.	Balance
	2184.95	100.00	2084.95	0.00	0.00	2084.95

The BOL totals should match the vendor invoice totals. If they don't match, you will see the difference the field DIFF. If the totals don't match, review the BOL and invoice to the vendor invoice document.

Possible reasons for a difference include:

1. Cost per gallon is incorrect.
 - a. Select the line and click the 'Edit' button. Change the cost to agree to the invoice.
2. Taxes are different from what was captured as prepaid on the BOL.
 - a. Tax setup and the Tax Authority have been incorrect. Please check the Tax Authority setup in Jobber, File Maintenance, Fuel Taxes. A restore of the BOL may be required to fix taxes.
3. Other charges such as tax credits, superfund are missing.
 - a. Click the 'Add Line' button to add the missing charges to the invoice.
4. Invoice Total or Discount was entered incorrectly.
 - a. Click the 'Chg Totals' button and verify and/or make corrections to the amounts you entered from the invoice.
5. Gallons are incorrect.
 - a. Delete the invoice, restore the BOL and correct it. In some cases, adding a line with the extra gallons is okay. Call Customer Support for help.

In some cases, you may be out less than \$1. This could be due to rounding. You have the option to click the FIX button. The difference will be added to the Discount field.

When Difference is Zero, you can Pre-Post and Update the invoice.

Prepost Report

Jobber, Purchases, PrePost Report

Select the batch to Pre-Post. Keep the defaults of Errors Only and Print Order of Invoice Number. Click Display. The Pre-Post edit report will display. Make sure there are no errors listed. If there are errors, return to the invoice and make the appropriate correction.

Date: 11/30/2018
Time: 15:44:29

Petro-Data Inc.
Purchase Pre-Post Report
Batch: 20181129

Inventory Subtotal 1802.95
Fuel Tax Totals 382.00
Discounts 0.00

Pre-Post Errors Only

If you would like
Pre-Post, click
Detail Report.

Date: 11/30/2018
Time: 15:46:06

Petro-Data Inc.
Purchase Pre-Post Report
Batch: 20181129

Page No
1

Batch	20181129	Ref No	123456	Vendor	BRAND	Rec Date	11/30/2018	Inv Date	11/30/2018	
Subtotal	2184.95	Discount		0.00	Freight	0.00	Taxes	0.00	Inv Total	2184.95
Loc	Item No.	Description	Type	Rec Qty	Bill Qty	Cost	Discnt	Ext	Err	
9	UNL	UNLEADED GASOLINE	I	1000	1000	1.7820	0.00	2164.00		
		Fed 182.00 State		200.00	County	0.00	City	0.00		
1	SUPERFUND	SUPERFUND	I	1000	1000	0.0190	0.00	19.05		
9	OILSPILL	FEDERAL OIL SPILL	I	1000	1000	0.0019	0.00	1.90		
AP Pend	2164.00	Tax Pend	382.00	Inv Tot for Disc and Extension			0.00	2184.95		
Tax Tot	Fed	182.00	State	200.00	County	0.00	City	0.00		
Estimated AP	2164.00	Inventory Subtotal						1802.95		
Estimated Tax	382.00	Fuel Tax Totals						382.00		
		Discounts						0.00		
		Total Vendor Invoices						2184.95		
		Gallons Received						1000.00		

to see all details of the
the option to Print

Pre-Post Detail Report

If you have no errors, proceed to the Update.

Purchase Update

Jobber, Purchases, Purchase Update

Send Report to

Enter batch number

Enter GL posting date

Automatic price changes? (Y/N)

Change last cost on receipts? (Y/N)

Change last cost from invoices? (Y/N)

Send Report To

Default is Print to File. A copy of the update report will be written to your Reports directory.

Enter Batch Number

Enter the batch number to be updated.

Enter GL Posting Date

Enter the GL posting date. You can enter the date of the invoice or some other date that is relevant to the current month.

Automatic price changes (Y/N)

Accept the default of 'Y'.

Change last cost on receipts (Y/N)

Accept the default of 'Y'.

Change last cost from invoices (Y/N)

Accept the default of 'Y'.

Click Update.

Check the report and make sure there are no errors. The GL Proof at the bottom should be zero.

Date: 11/30/2018 Petro-Data Inc.
 Time: 15:53:36 GL Journal for Purchase Update
 Batch: 20181129 Batch Id. 1

Account	GL Date	Description	Amount
20810-100	11/30/2018	Fuel Taxes 123456	182.00
Federal Gasoline Tax AP			
22021-	11/30/2018	Fuel Taxes 123456	200.00
State Sales Tax AP			
20750-100	11/30/2018	Remove Est. A/P-123456	2164.00
Pending Accounts Payable			
20850-100	11/30/2018	Remove Est. Fuel Tax -123456	-382.00
Pending Fuel Tax			
53000-100	11/30/2018	SUPERFUND	19.05
Cost of Sales Fuel - Jobber			
43000-100	11/30/2018	FEDERAL OIL SPILL	1.50
Fuel Sales - Jobber			
20500-100	11/30/2018	Accounts payable 123456	-2184.95
Accounts Payable - Jobber			
		Proof	0.00

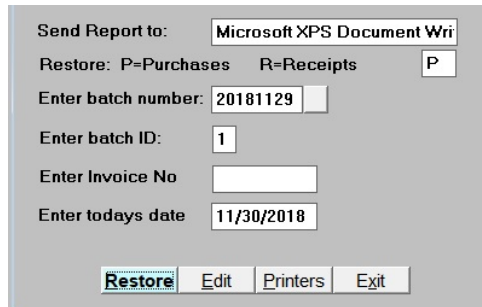
Click Exit from the Report screen.

Click View Errors. If there are errors listed, Cancel the Update. Return to the purchase invoice and make the appropriate changes.

If there are no errors, click on Finish Update and Return to Menu.

Restore Purchases

Jobber, Purchases, Restore Purchases



Send Report to: Microsoft XPS Document Wri
Restore: P=Purchases R=Receipts P
Enter batch number: 20181129
Enter batch ID: 1
Enter Invoice No:
Enter todays date: 11/30/2018
Restore Edit Printers Exit

Restore Type

Enter 'P' to restore a Purchase Invoice.

Enter batch number

Use the Lookup function and select the batch you want to restore.

Enter batch ID

The batch ID is a system generated number. It will populate automatically when you select the batch number.

Enter Invoice No

If you have a specific invoice number you want to restore, enter it here. Leave this blank to restore all invoices for the batch.

Enter todays date

The system will default to today's date.

Click the Restore button.

Click View Errors. If there errors listed, click Cancel Restore and call Petro-Data support.

If there are no errors, click Finish Update and Return to Menu.

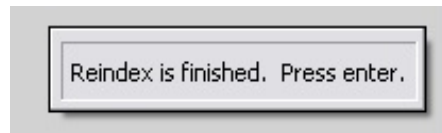
Purchase Reindex

Jobber, Purchases, Purchase Reindex

From time to time, Petro-Data may ask you to click this option. Some errors you encounter can be fixed by re-indexing the system. The program works behind the scenes and does not display any activity on the screen while it is working.

Key in 'Y' when prompted - *Ready to re-index purchase files?*

When the program has finished re-indexing it will display the following message in the upper right hand corner of the screen.



Press the enter key to return to the Jobber menu.

Posted Report

Jobber, Purchases, Posted Report

This option is a reporting option for posted purchase invoices. The report can be printed with detail or summarized by department.

```
Petro-Data Inc. ***** Posted Purchase Report *****

Display report on screen

1=Current      2=History      3=Both  1

Range:  1=Batch Numbers      2=Dates      3=One Invoice  1

Enter batch range 20181101  20181130  Date range

Enter an Invoice Number

Sort: 1=Invoice      2=Item  1          1=Detail  2=Summary by Department  1

Print Fuel Items Only? (Y/N)  N

Input selection criteria? N

Enter the Report Date  11/30/2018

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

Output To

S to display the report on screen.

P to print to a printer.

F to write to a Text File. You will enter the full path and file name.

Q to return to the menu without printing.

Select Data

1 - Select purchases from the Current Month only.

2 - Select purchases from Historical data only.

B - Select purchases from both Current and History.

Range

1 - Enter a range of beginning and ending batch numbers.

2 - Enter a range of beginning and ending dates.

3 - Enter a single invoice number.

Sort Option

1 - Sort and subtotal the report by Invoice.

2 - Sort and subtotal the report by Item.

Report Format Option

- 1 - Print Detail Report with line items.
- 2 - Print Summary by Department with departmental totals only.

Print Fuel Items Only? (Y/N)

- Enter **Y** to print only Fuel purchases.
- Enter **N** to print all purchased items including miscellaneous purchases.

Input Selection Criteria?

- Enter **Y** if additional criteria is needed to select the Purchases data. For example, you could choose to limit the change to a certain vendor or a specific item. Enter **N** if Selection Criteria is not needed.

Enter the Report Date

- Today's date displays. It has no effect on the data in the report.

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

- Y** to print the report using the selected options and printer or screen.
- N** to change a selected report option.
- P** to change to a different printer or print option.
- Q** to quit without printing.

Date: 12/02/2018 Petro-Data Inc. Page No.
 Time: 07:07:10 Posted Purchase Register on 11/30/2018 1
 Batch Range: 20180601 to 20181130

Batch	20181113	Inv No	181113IN	Vendor	BRAND	Rec Dte	11/13/18	Inv Dte	11/13/18	AP	2192.95
Loc Item No	Rec No	Description	Rec Qty	Cost	Discnt	Tax	Ext				
9	E87	20181113 87 UNLEADED EHTANL	1000	1.8000	0.00	382.00	2182.00				
		Federal 182.00 State 200.00 County 0.00 City 0.00									
1	SUPERFUND	181113IN SUPERFUND	1000	0.0190	0.00	0.00	19.05				
9	OILSPILL	181113IN FEDERAL OIL SPILL	1000	0.0019	0.00	0.00	1.90				
Total Gallons, Taxes and Grand Total			3000			382.00	2202.95				
Taxes=> Fed 182.00 State 200.00 County 0.00 City 0.00											

Totals for Batch 20181113Subtotal			1820.95	Fuel Tax	382.00	Total	2202.95				

Batch	20180815	Inv No	J11	Vendor	BRAND	Rec Dte	08/15/18	Inv Dte	08/15/18	AP	0.00
Loc Item No	Rec No	Description	Rec Qty	Cost	Discnt	Tax	Ext				
1	113 052	J11 MOLY GREASE	5	0.8800	0.00	0.00	231.00				
Total Gallons, Taxes and Grand Total			5			0.00	231.00				
Batch	20180815	Inv No	J13	Vendor	BRAND	Rec Dte	08/15/18	Inv Dte	08/15/18	AP	0.00
Loc Item No	Rec No	Description	Rec Qty	Cost	Discnt	Tax	Ext				
1	113 052	J13 MOLY GREASE	5	0.8800	0.00	0.00	231.00				
Total Gallons, Taxes and Grand Total			5			0.00	231.00				

Totals for Batch 20180815Subtotal			462.00	Fuel Tax	0.00	Total	462.00				

Detail Purchase Report

Date: 12/02/2018
Time: 07:20:57

Petro-Data Inc.
Summary by Department on 11/30/2018
Batch Range: 20180601 to 20181130

Page No.
1

Dept No	Description	Gallons	Dollars
1	OIL	0	0.00
2	FUEL	1000	1800.00
3	GREASE	525	462.00
4	BATTERIES	0	0.00
Department Grand Totals		1525	2262.00

Summary by Department

Fuel Report

Jobber, Purchases, Fuel Report

Batch Status Report

Jobber, Purchases, Batch Status Report

This Report shows unposted and posted batch totals for a specific batch or for all batches. It includes distribution and line items

```
Petro-Data Inc. *** Purchase Batch Status Report ***
Display report on screen
Enter Todays Date 11/30/2018
Option: 1=All Batches 2=Detail for One Batch 1
Enter batch
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Output To

S to display the report on screen.

P to print to a printer.

F to write to a Text File. You will enter the full path and file name.

Q to return to the menu without printing.

Enter Todays Date

Today's date displays. It has no effect on the data in the report.

Option

1 - print all batches

2 - print detail for one batch

Enter Batch

Enter the batch number if selected the option one batch only

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

Y to print the report using the selected options and printer or screen.

N to change a selected report option.

P to change to a different printer or print option.

Q to quit without printing.

Date: 12/02/2018						
Purchase batch status report for batch						
Unposted Purchase Files						
Receipt Header Records	Cnt	0	Est AP	0.00	Est Inv	0.00
Receipt Items	Cnt	204			Est Inv	33246.82
Invoice Headers	Cnt	0	Act AP	0.00	Act INV	0.00
Invoice Lines	Cnt	0			Est Inv	0.00
Posted Purchase Files						
A/P Invoices	Cnt	1	AP Tot	0.00	Paid amt	0.00
Posted line items	Cnt	1	AP Tot	0.00	Line Tot	0.00
Inventory Audit File	CNT	0	Fifo Tot	0.00	Inv Tot	0.00
Fifo Cost File	Cnt	52	Fifo Tot	490816.49		
AP distribution	Cnt	0	Proof	0.00		
GL Link File	Cnt	0	Deb	0.00	Cre	0.00

Batch Status Report

Purchase Install

Jobber, Purchases Purchase Install

This Purchase Install Program sets the default values and choices for your company. The password for this option is INSTALL.

```
***** Purchase Install Program *****

Enter default location for with GL numbers          1
Confirm Bank Account on every purchase? (Y/N)      N
Do you want to change last cost from receipts? (Y/N) Y
Do you want automatic price changes? (Y/N)         Y
Do you want to change last cost from invoices? (Y/N) Y
Use vendor cost on non fuel purchases? (Y/N)       N

Is everything OK? (Y/N/Q) 
```

The first two questions are defaults for the beginning of 'Input Vendor Invoices':

Enter default location for GL numbers

This is usually the terminal location. The determining factor is usually the bank account GL number needed for purchases.

Confirm Bank Account on every purchase? (Y/N)

The most common values is N to not confirm the bank account number on every purchase.

Enter Y to confirm the bank account every time.

Note: The Bank account GL number is tied to the invoice as it updates to Accounts Payable. An incorrect bank account could keep the invoice from being paid.

The next three questions are defaults for the 'Purchases Update Program':

Do you want to change last cost from receipts?

Y to post new last cost amounts in the inventory file from any receipts being updated in the batch.

N to leave the existing cost in the last cost field in inventory.

Do you want automatic price changes? (Y/N)

Y to recalculate the five prices in the inventory file using the new last cost from receipts or invoices being updated in the batch, and the markup data in the item records. Old and New prices will print on the update report.

N to leave selling prices the way they are until you manually change them.

Do you want to change last cost from invoices? (Y/N)

Y to post new last cost amounts in the inventory file from any invoices being updated in the batch. This keeps your inventory valuation accurate and any update that has no fifo will have an accurate cost.

N to leave the existing cost in the last cost field in inventory.

Use vendor cost on non fuel purchases? (Y/N)

N - this is a special feature used for non-fuel purchases. It requires other special options such as a variable in Inventory File Maintenance which uses the Vendor Cost field for calculating prices and the Last Cost field for the inventory valuation and cost.

Y ONLY if instructed to by Petro-Data Software Support.

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

Y to print the report using the selected options and printer or screen.

N to change a selected report option.

Q to quit without printing

Note: As in most install programs, different answers to variables make the software run differently, so you must be returned to the desktop to begin running Petro-Data from the login.

Purchase vs Sales

Jobber, Purchases, Purchase vs. Sales

This report shows number of gallons differences between Sales Invoices and Purchases Invoices. Report ARPURINV will be written to the CUR\ directory automatically

```
***** Compare Purchase Gallons to Sales ***** V1.0

Display report on screen
Enter Today's Date 01/02/2019
Report Range: D = Dates B = Batches D
Enter batch range Date range 12/01/2018 12/31/2018
Select files: 1=Current 2=History 3=Both 3
Enter a tax type (Blank=All)
1=Show Sales Diff 2=Pur Diff 3=All Diffs 4=Show All? 4
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Today's Date

Accept today's date. This date will print on the report for information only.

Report Range

- D - Select by a range of Dates
- B - Select by a range of Batch Numbers

After making the range type, enter your range of values, either dates or batch numbers.

Select Files

- 1 - Current Month data only
- 2 - Historical data only
- 3 - Select both Current and Historical data.

Enter Tax Type

Enter a fuel tax type. Fuel Tax Types are defined in Jobber, Master File Maintenance, Inventory Maintenance. The field on this page is Tax Type.

Difference Type

1 - Show Sales Diff

Show differences between Sales Invoices and BOLs

2 - Show Purchase Differences

Show differences between Purchase Invoices and BOLs

3 - Show All Differences

Show all differences between BOLs, Sales Invoices and Purchase Invoices

4 - Show All

Show all totals and quantities for BOLs, Sales Invoices, and Purchases

Date: 05/10/2019		Petro-Data Inc.										Page No.
Time: 14:01:34		Compare BOL Cost 05/10/2019										1
Date range: 09/01/2018 to 12/31/2018												
Bol Number	Bol Date	Item	Vendor/Trm	Cust	InvNo	PInvno	BolCost	SlsCost	PurCost	SlsDiff	PurDiff	
							BolQty	SlsQty	PurQty			
12345		E87	/	PM1	12345		0.00	10859.00	0.00	-10859.00	-10859.00	
							0.00	6000.00	0.00			
18101201		UNL	/	PM1	54419		0.00	1882.00	0.00	-1882.00	-1882.00	
							0.00	1000.00	0.00			
18090701	09/07/18	UNL	UBRAND/SA	PM1	54412	1234567	50000.00	50250.00	0.00	-250.00	-50250.00	
							10000.00	10000.00	0.00			
0910	09/10/18	UNL	BRAND /SA	PM1	54411	123456	1782.00	1800.00	1782.00	-18.00	-18.00	
							1000.00	1000.00	1000.00			

Option 1 - Sales Difference

Date: 05/10/2019		Petro-Data Inc.										Page No.
Time: 14:01:34		Compare BOL Cost 05/10/2019										1
Date range: 09/01/2018 to 12/31/2018												
Bol Number	Bol Date	Item	Vendor/Trm	Cust	InvNo	PInvno	BolCost	SlsCost	PurCost	SlsDiff	PurDiff	
							BolQty	SlsQty	PurQty			
12345		E87	/	PM1	12345		0.00	10859.00	0.00	-10859.00	-10859.00	
							0.00	6000.00	0.00			
18101201		UNL	/	PM1	54419		0.00	1882.00	0.00	-1882.00	-1882.00	
							0.00	1000.00	0.00			
18090701	09/07/18	UNL	UBRAND/SA	PM1	54412	1234567	50000.00	50250.00	0.00	-250.00	-50250.00	
							10000.00	10000.00	0.00			
0910	09/10/18	UNL	BRAND /SA	PM1	54411	123456	1782.00	1800.00	1782.00	-18.00	-18.00	
							1000.00	1000.00	1000.00			

Option 2 - Purchase Difference

BOL Comparison

Jobber, Fuel Bill of Ladings, BOL Comparison

This report cross-references and lists each updated BOL compared to the sales invoice and the purchase invoice for each item. This includes both posted and unposted data. Discrepancies are listed in a separate column. Blends will keep the report from having zero discrepancies because the sale or transfer of the blended item is not listed.

The screenshot shows a configuration dialog box for the BOL Comparison report. It features a printer selection dropdown set to 'HP Deskjet F300 Series'. The 'Range' section has three radio buttons: 'One Batch', 'Batch Range', and 'Date Range', with 'Date Range' selected. Below this, 'Beg Date' is set to '01/01/2011' and 'Ending' is set to '06/30/2011'. The 'Files' section has three radio buttons: 'Current', 'History', and 'Both', with 'Both' selected. The 'Select' section has four radio buttons: 'Show Sales Diff', 'Pur Diffs', 'All Diffs', and 'All BOLs', with 'All Diffs' selected. There are two checkboxes: 'Selection Criteria' and 'Export to Excel', both of which are unchecked. At the bottom, there are five buttons: 'Edit', 'Print', 'Display', 'Exit', and 'Save Opt'.

Report Range

- One Batch
- A Range of Batch Numbers
- A Range of Dates

Enter Batch Range or Date Range

Enter a range of either dates or batch numbers, pending on option above.

Files

- Current to print data from the Current File
- History to print data from the History File
- Both to print data from both current and history.

Select Difference Type

- Sales Diff Sales Invoice does not match the BOL. The Sales Difference is not zero.
- Pur Diff Purchase Invoice does not match the BOL. The Purchase Difference is not zero.
- All Diffs Show both Sales and Purchase differences.
- All BOLs List all BOLs.

Input Selection Criteria?

- Enter Y Select additional criteria is needed to select the sales and receipts data. For example, you could choose to limit the change to a specific item.
- Enter N Selection Criteria is not needed.

Export to Excel

You can choose to write the report to an excel file. File to be written is

Date: 05/15/2019		Petro-Data Inc.							Page No.		
Time: 10:13:34		Compare BOL Cost 05/15/2019							1		
Date range: 03/01/2019 to 05/15/2019											
Bol Number	Bol Date	Item	Vendor/Trm	Cust	InvNo	FInvno	BolCost BolQty	SlsCost SlsQty	PurCost PurQty	SlsDiff	PurDiff
19031801	03/18/19	UNL	BRAND /SA	PM1	62003	19031802	20000.00 10000.00	21000.00 10000.00	24000.00 10000.00	-1000.00	3000.00
19041702	04/17/19	E87	BRAND /SA	PM1	62002	19041702	19000.00 10000.00	0.00 0.00	19000.00 10000.00	19000.00	19000.00
19042901	04/29/19	UNL	BRAND /SA	1	UNL	3365650	19000.00 10000.00	19650.00 10000.00	0.00 0.00	-650.00	-19650.00
Totals:											
Gallons:	BOL Qty	30,000.00	Sales Qty	20,000.00	Pur Qty	20,000.00	Qty Diff			0.00	
Dollars:	BOL Cost	58,000.00	Sales Cost	40,650.00	Pur Cost	43,000.00					

Pending Report

Jobber, Purchases, Pending Report

This option will provide two reports. The Pending Receipts report will show estimated AP totals from Receipts or BOLs that have not been invoiced by the vendor. The Pending GL Audit report will display purchases that have not been updated in the GL.

1=Pending Receipts Report

2=Pending GL Audit Report

Q=Quit

Report Option

1 - Pending Receipts

2 - Pending GL Audit

AP Diff 91433.34

Tax Diff -11598.00

Pending Diff 0.00

Press C to Continue (M)

Batchno	Pinvno	Purdate	Invcde	Bolestap	Purestap	Apdiff	Bolestax	Purestax	Taxdiff
20110525	68167	05/25/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20110525	68169RE	05/25/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20110526	68223	05/25/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20110526	68225	05/25/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20110526	68231	05/25/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20110526	68232	05/25/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20110527	1223597	05/27/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20110527	1223638	05/27/2011	Y	0.00	0.00	0.00	0.00	0.00	0.00
20180619	180619			923.04	10649.90	-9726.86	-255.60	-1968.80	1713.20
20180628	J1	06/28/2018	X	235.00	0.00	235.00	-56.80	0.00	-56.80
20180907	1234567			53820.00	10649.90	43170.10	-3820.00	-1968.80	-1851.20
20180910	123456	11/30/2018	X	2164.00	0.00	2164.00	-382.00	0.00	-382.00
20181113	181113IN	11/13/2018	Y	2182.00	2182.00	0.00	-382.00	-382.00	0.00
20190318	19031802	03/18/2019	Y	23820.00	23820.00	0.00	-3820.00	-3820.00	0.00
20190417	19041702	04/17/2019	Y	22820.00	22820.00	0.00	-3820.00	-3820.00	0.00
20190429	3365650	04/29/2019	Y	22820.00	22820.00	0.00	-3820.00	-3820.00	0.00

Date: 05/08/2019
 Time: 07:06:27

Petro-Data Inc.
 AP Pending Report

Page No.
 11

Type	Rec Num	Rec Date	Vendor	Item	Rec Qty	Unit Cost	Est Inv	Est Tax
Rec	J081601	08/16/18	BRAND	ANTIFREEZE	50.00	3.50	175.00	0.00
Rec	18090701	09/07/18	BRAND	UNL	10000.00	5.00	50000.00	3820.00
Rec	0910	09/10/18	BRAND	UNL	1000.00	1.782	1782.00	382.00
Rec	18122101	12/21/18	BRAND	XD15W-40-CS	50.00	7.4816	1496.32	0.00
Rec	19042901	04/29/19	BRAND	UNL	10000.00	1.90	19000.00	3820.00
Rec	914000	08/29/02	BRAND	HSD	1100.00	0.71	682.00	267.30
Rec	914000	08/29/02	BRAND	UNL	1400.00	0.7137	882.00	211.40
Rec	913000	02/01/96	BRAND	HSD	4000.00	0.5947	2074.00	0.00
Rec	913000	02/01/96	BRAND	SNL	3000.00	0.79983	2151.00	552.00
Rec	913000	02/01/96	BRAND	UNL	4500.00	0.7071	2830.50	828.00
Rec	913000	08/29/02	BRAND	HSD	2900.00	0.6815	0.00	0.00
Rec	913000	08/29/02	BRAND	PLU	3900.00	0.6721	0.00	588.90
Rec	913000	08/29/02	BRAND	UNL	2900.00	0.6916	0.00	437.90
Rec	913000	08/21/02	BRAND	HSD	2900.00	0.544	0.00	704.70
Rec	913000	08/21/02	BRAND	PLU	3900.00	0.6558	0.00	588.90
Rec	913000	08/21/02	BRAND	UNL	2900.00	0.6236	0.00	437.90
Rec	914000	08/21/02	BRAND	HSD	1100.00	0.5524	682.00	267.30
Rec	914000	08/21/02	BRAND	PLU	1900.00	0.6561	1216.00	286.90
Rec	914000	08/21/02	BRAND	SNL	2900.00	0.7016	1885.00	437.90
Rec	914000	08/21/02	BRAND	UNL	1400.00	0.6396	882.00	211.40
Rec	913000	08/21/02	BRAND	HSD	2900.00	0.5635	0.00	704.70
Rec	913000	08/21/02	BRAND	PLU	3900.00	0.6725	0.00	588.90
Rec	913000	08/21/02	BRAND	UNL	2900.00	0.6403	0.00	437.90
Rec	913000	02/01/96	BRAND	HSD	4000.00	0.5185	2074.00	0.00
Rec	913000	02/01/96	BRAND	SNL	3000.00	0.717	2151.00	552.00
Rec	913000	02/01/96	BRAND	UNL	4500.00	0.629	2830.50	828.00
Subtotals for module PUR								
		Est Inv	1483901.49	Est Tax	83219.70	Est Ap	1567121.19	
Grand Totals:								
		Est Inv	3532356.82	Est Tax	280150.84	Est Ap	3812507.66	

Sales Analysis Generator

Summary Sales Analysis

Jobber, Sales Analysis Generator, Summary Sales Analysis

The Summary Sales Analysis Report is a report which compiles sales in units, dollars and cost with many options for subtotals and grand totals. The subtotal and grand total options will depend on the setup data in Jobber and Customers. Reports may be printed with or without profit.

The only way to completely understand this powerful tool is to experiment with the different options. This report can be used to calculate commissions if careful attention is paid to correct cost when sales invoices are updated.

```
Petro-Data Inc. *** Sales Analysis Generator *** 12/04/2018

Display report on screen

Enter todays date 12/04/2018

1. Salesman  2. Driver      3. Territory  4. Industry  5. Customer
6. Location  7. Department  8. GL code   9. Category 10. Item
Select field number for Grand Totals 6      Sort:  1 Numeric  2 Alpha  2
Select field number for Subtotals 10      Sort:  1 Numeric  2 Alpha  2

C Current files  H History files  B Both B

Select range:  1 Dates  2 Batches  3 Both 1
Date range 01/01/2015 12/31/2018  Batch range

Print misc items? N      Selection criteria? N

Profit option:  1 Gm%  2 Roi%  3 Profit/Gal  4 No profit 3
Cost option:  1 Gross cost  2 Net cost  3 Recalc Rack 1

Include freight per gallon in cost of sales? (Y/N) N
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Define Report Criteria

Output To

- S - display the report on the screen.
- P - print to a printer and select the desired printer.
- F - print to a Text File and enter the full directory path and desired file name.
- Q - return to the menu.

Enter Todays Date

The current system date will be automatically displayed. Press enter to accept the date or enter a report date. This date has no affect on the data for the report.

Define Subtotals and Grand Totals

Defining subtotals and grand totals is dependent on what you need from the report. There are 10 choices you can select for your totals on the report. The data is captured from your setup when invoices are updated. Some of these choices depend on your setup values. There is also the ability to sort the data (numerically or alphabetically) for the subtotals and grand total.

1. Salesman
 - a. Salesman data is defined in the Jobber File Maintenance module. A salesman is assigned to each customer.
2. Driver
 - a. Driver data is defined in the Jobber File Maintenance module. In the initial setup, you defined whether you will include drivers when you enter the Bill of Lading. This field can be selected for totaling if you do enter driver information in the BOL.
3. Territory
 - a. Territory data is defined in the Jobber File Maintenance module. Territories are assigned to each customer.
4. Industry
 - a. Industry data is defined in the Jobber File Maintenance module. Industries are assigned to each customer.
5. Customer
 - a. Customer data is defined in the Accounts Receivable module.
6. Location
 - a. Location data is defined in the Jobber File Maintenance module. Locations are assigned to inventory items.
7. Department
 - a. Department data is defined in the Jobber File Maintenance module. Departments are assigned to inventory items.

8. GL Code
 - a. GL Codes are created in the General Ledger module. They are assigned to each inventory item.
9. Category
 - a. Category data is defined in the Jobber File Maintenance module. Categories are assigned to each customer.
10. Item
 - a. The Item number is based on your inventory setup. Inventory items include fuel and other miscellaneous sales items.

Current or History

- C** Include Current Period dates or batches only
- H** Include Historical Period dates or batches only (not current data)
- B** Include both Current and History dates and batches

Select Range

- 1** Enter a range of Dates
- 2** Enter a range of Batches
- 3** Enter a range of Dates AND a range of Batches

Print misc items?

- Y** Include miscellaneous inventory items assigned to department 9999 and stock code M. This may distort the overall profit percent because these items do not have a direct cost.
- N** Exclude miscellaneous inventory items such as freight, surcharges, load fees, credit card fees, etc. from the report. Grand total profit amounts will be more accurate if miscellaneous items are excluded.

Selection Criteria?

- N** Print the report without additional criteria.
- Y** Select additional criteria to narrow the report to specific customers, department, items, etc.

Profit Option

- 1** Print the profit in GM% (Gross Margin percent) format.
Gross margin is (Total Sales - Cost of Goods)/Total Sales
- 2** Print the profit in ROI% (Return on Investment percent) format.
- 3** Print the profit in Profit/Gal (Profit per Gallon or unit) format.
- 4** Print without Cost or Profit calculation. This is a good option to use if you have to send the report to a customer.

Cost Option

- 1 Use Gross Cost from Rack Price setup
- 2 Use Net Cost from Rack Price setup
- 3 Recalculate the rack prices before printing the report.

Include freight per gallon in cost of sales? (Y/N)

- N Print the report without freight costs.
- Y Include freight calculated in the BOL module but NOT included in the price of the fuel. Also, if freight is entered in the freight bill module and attached to BOLs, it can be included in the cost for reporting purposes only, for profit calculation.

Report Columns Definitions

- Units Total gallons or other quantity
- Sales in Dollars Total sales are summarized by inventory item
- Cost of Sales Net Cost * Units
- Profit Dollars Sales less Cost of Sales
- Gross Margin Profit Dollars/Sales in Dollars

Date: 12/04/2018		Petro-Data Inc.					Page No.	
Time: 05:55:46		Sales Analysis - (BY LOC AND ITEM)					1	
		Date Range: 01/01/2015 to 11/30/2018						
LOC	1	Main Office	Units	Sales in Dollars	Cost of Sales	Profit Dollars	GM Percent	
ITEM	GASFRT	GASOLINE FREIGHT	7000.00	161.00	0.00	161.00	100.00	
ITEM	GASSUR	GASOLINE SURCHARGE	7000.00	48.30	0.00	48.30	100.00	
ITEM	MISC	MISCELLANEOUS CHARGES	1.00	74.42	0.00	74.42	100.00	
ITEM	UNL	UNLEADED GASOLINE	3495.00	6347.92	6107.32	240.60	3.79	
Totals for Main Office			17496.00	6631.64	6107.32	524.32	7.91	
Line count is 4								
LOC	9	Terminal	Units	Sales in Dollars	Cost of Sales	Profit Dollars	GM Percent	
ITEM	DIEFRT		122538.00	2835.73	0.00	2835.73	100.00	
ITEM	ES7	87 UNLEADED EHTANL	1000.00	2300.00	1800.00	500.00	21.74	
ITEM	GASFRT		1209785.00	23533.52	0.00	23533.52	100.00	
ITEM	LOADFEE	LOADING FEE	165.00	6118.85	0.00	6118.85	100.00	
ITEM	LSL	LOW SULPHUR DIESEL	128176.60	272100.29	265150.23	6950.06	2.55	
ITEM	MISC		47.00	3875.64	0.00	3875.64	100.00	
ITEM	OILSPILL	FEDERAL OIL SPILL	-5.00	-0.50	0.00	-0.50	100.00	
ITEM	SNL	SUPER UNLEADED	104192.34	241466.26	229842.47	11623.79	4.81	
ITEM	UNL	UNLEADED GASOLINE	1185899.35	2583784.43	2510666.94	73117.49	2.83	
Totals for Terminal			2751798.30	3136014.22	3007459.64	128554.58	4.10	
Line count is 9								
Grand Totals			2769294.30	3142645.86	3013566.96	129078.90	4.1100	
Total Unique Customers Reported in this time frame: 10								

Summary Sales Analysis
Subtotal by Item, Grand Total by Location

Date: 12/08/2018 Time: 07:27:52		Petro-Data Inc. SALES ANALYSIS REPORT BY CUSTNO AND ITEM Date Range: 01/01/2015 to 12/31/2018 - Omit Misc					Page No. 1	
CUSTNO	ITEM NO.	DOLLARS	GAL/UNIT	COST	PROFIT	PROFIT%	PROF/GAL	
ACME	UNL	13.08	5.00	8.72	4.36	0.3300%	0.872000	
Acme Construction SUBTOTAL CUSTOMER		13.08	5.00	8.72	4.36	0.3300%	0.872000	
BLUE	UNL	1047.26	790.00	1398.91	-351.65	-0.3400%	-0.445100	
Blue Farm SUBTOTAL CUSTOMER		1047.26	790.00	1398.91	-351.65	-0.3400%	-0.445127	
KATCO	LSL	14617.53	6925.00	14442.47	175.06	0.0100%	0.025300	
KATCO	SNL	23182.78	10618.00	23242.59	-59.81	0.0000%	-0.005600	
KATCO	UNL	414351.89	196540.00	413620.28	731.61	0.0000%	0.003700	
Katco Inc. SUBTOTAL CUSTOMER		452152.20	214083.00	451305.34	846.86	0.0000%	0.003956	

***Summary Sales Analysis
Profit per Gallon Option***

Detail Sales Analysis

Jobber, Sales Analysis Generator, Detail Sales Analysis

The Detail Sales Analysis prints transactions for each customer of sales, cost and profit. The transactions can be printed with Detail by customer or Summarized by customer. The Sort option will sort and total these transactions. The sort and total options will depend on the setup data in Jobber and Customers. Reports may be printed with or without profit. Grand Totals will be printed at the end of the report.

The screenshot shows the 'Detail Sales Analysis' window. At the top, the title bar reads 'Detail Sales Analysis'. Below the title bar, there is a 'Send Report to' dropdown menu set to 'Screen / Display'. The 'Report Date' is set to '12/06/2018'. There are three radio button options: 'Detail' (selected), 'Summary', and 'Both'. Below these are 'Current', 'History', and 'Both' radio buttons. The 'Batches' and 'Dates' radio buttons are also present. The 'Beg Date' is '01/01/2015' and the 'End Date' is '12/31/2018'. The 'Sort By' dropdown is set to '7' and 'Customer by Item'. There are two empty text boxes for 'Cust No.'. Under 'Selection Criteria', there are radio buttons for 'Cost' (selected), 'Actual Cost', and 'Rack Calc'. There are also radio buttons for 'Rack Type' set to 'Gross', and 'Net (1%)'. Under 'Subtotal', there are radio buttons for 'Show Profit' (selected), 'Sales Only', 'Frt Sold/Profit', 'Fuel Tax', 'Bol Freight', and 'No Dollars'. There are checkboxes for 'Include Misc Items', 'Show Customer Name', 'Show Address', 'Export to Excel', and 'Paid Only'. At the bottom, there are buttons for 'Edit', 'Print', 'Display' (highlighted), 'Exit', and 'Save Opt'.

Detail/Summary

Print detail transactions by date or summarize the transactions by the Sort option selected.

Current/History/Both

Print data from current month, prior months history or all data (Both) in the system.

Batches/Dates

Select to print by a range of batch numbers or a range of dates.

Sort By

There are many ways to sort the data. Choose the option that matches how you want to see the data.

Customer Number

Enter one customer to print their data or leave this blank to print all customers.

Selection Criteria

Enter **Y** if additional criteria is needed to select the Sales data. For example, you could choose to limit the change to a certain vendor or a specific item. Enter **N** if Selection Criteria is not needed.

Cost Options

Cost	Cost charged to the customer
Actual cost	Cost plus Discount (1% defined in BOL Install Program)
Rack Calc	Recalculate the rack price before printing the report

Rack Type

Gross	Use Gross Cost from the racks
Net (1%)	Use Net Cost from the racks

Subtotals

Show Profit	Show Profit
Sales Only	Print Sales Only
Frt Sold/Profit	Print Freight and Profit Cost + Freight - Profit/Gal. Unless you use the Freight Bill module, this may show a negative profit on the report.
Fuel Tax	Print fuel taxes
BOL Freight	Print freight calculated in the BOL
No Dollars	Print gallons or units and omit the dollars

Other Options

Include Misc Items	Check this to include miscellaneous inventory items assigned to department 9999 and stock code 'M'. These items have no direct cost so may distort overall profit percent.
Show Customer Name	Print customer name if sort options include the Customer field
Show Address	Print customer address if sort options include the Customer field
Export to Excel	Export the data to an Excel worksheet
Paid Only	Only print sales invoices that have been paid

Report Columns Definitions

Product	Inventory Item
Price	Rack Price or manually entered price
Dollars	Price * Qty
Qty	Gallons or other quantity
Net Cost	Sales Price less taxes or Net Rack price
Profit	Sales Price less Net Cost * Qty
Prof %	Profit / Dollars
Prof Gal	Profit / Qty

Date: 12/10/2018		Petro-Data Inc.		Page No.							
Time: 11:14:12		SALES ANALYSIS REPORT BY CUSTNO AND ITEM		1							
		Date Range: 01/01/2015 to 12/31/2018 - Omit Misc									
CUSTNO	ITEM NO.	INVOICE	DATE	PRODUCT	PRICE	DOLLARS	QUANTITY	NET COST	PROFIT	PROF %	PROF GAL
ACME	UNL	J7RB	06/28/2018	UNL	2.616	13.08	5.00	1.74400	4.36	0.330%	0.872000
SUBTOTAL ITEM UNLEADED GASOLINE						13.08	5.00	8.72	4.36	0.330%	0.872000
SUBTOTAL FOR CUSTOMER Acme Construction						13.08	5.00	8.72	4.36	0.330%	0.872000
BLUE	UNL	20180612	06/12/2018	UNL	0.98	490.00	500.00	1.74400	-382.00	-0.780%	-0.764000
BLUE	UNL	0622B	06/22/2018	UNL	1.8779	187.79	100.00	1.81580	6.21	0.030%	0.062100
BLUE	UNL	J1	06/28/2018	UNL	0.1146	0.00	0.00000	0.00	0.000%	0.114600	
BLUE	UNL	J2	06/28/2018	UNL	1.8779	140.84	75.00	1.81580	4.65	0.030%	0.062100
BLUE	UNL	J2	06/28/2018	UNL	1.88	47.00	25.00	1.80000	2.00	0.040%	0.080000
BLUE	UNL	J7	06/28/2018	UNL	1.8779	187.79	100.00	1.81580	6.21	0.030%	0.062100
BLUE	UNL	J7CR	06/28/2018	UNL	0.616	-6.16	-10.00	1.74400	11.28	-1.830%	-1.128000
SUBTOTAL ITEM UNLEADED GASOLINE						1047.26	790.00	1398.91	-351.65	-0.340%	-0.445127
SUBTOTAL FOR CUSTOMER Blue Farm						1047.26	790.00	1398.91	-351.65	-0.340%	-0.445127
KATCO	LSD	145590	01/25/2015	LSD	2.2314	3534.54	1584.00	2.22140	15.84	0.000%	0.010000
KATCO	LSD	145897	01/31/2015	LSD	2.0861	3702.83	1775.00	2.07610	17.75	0.000%	0.010000
KATCO	LSD	146154	02/02/2015	LSD	2.0373	2018.96	991.00	1.95750	79.08	0.040%	0.079800
KATCO	LSD	146464	02/06/2015	LSD	2.0705	3283.81	1586.00	1.97940	144.48	0.040%	0.091100
KATCO	LSD	146836	02/10/2015	LSD	2.1005	2077.39	989.00	2.18350	-82.09	-0.040%	-0.083000
SUBTOTAL ITEM DIESEL 2-ON HWY-LOW SULPHUR						14617.53	6925.00	14442.47	175.06	0.010%	0.025279

GRAND TOTALS:											
DOLLARS	3105998.90	GALLONS	1422763.30	COST	3013566.96						
PROFIT	92431.94	PROF%/GAL	0.0300%	0.06496							

Cost, Gross Rack, Subtotal Show Profit

Date: 05/21/2019 Time: 05:53:55		Petro-Data Inc. SALES ANALYSIS REPORT BY CUSTINO AND ITEM Date Range: 01/01/2013 to 12/31/2018 - Omit Misc							Page No. 1	
CUSTINO	ITEM NO.	INVOICE	DATE	PRODUCT	PRICE	DOLLARS	QUANTITY	TAXES	LINE TOTAL	
ACME	UNL	J7RB	06/28/2018	UNL	2.616	13.08	5.00	1.92	15.00	
SUBTOTAL ITEM UNLEADED GASOLINE						13.08	5.00	1.92	15.00	
SUBTOTAL FOR CUSTOMER Acme Construction						13.08	5.00	1.92	15.00	
BLUE	111 055	CASH	02/26/2016	111 055	1.79	98.45	55.00	0.00	98.45	
BLUE	111 055	54378	02/27/2017	111 055	1.79	5414.75	3025.00	0.00	5414.75	
BLUE	111 055	54380	03/22/2017	111 055	1.79	98.45	55.00	0.00	98.45	
BLUE	111 055	88	11/30/2017	111 055	1.79	71.60	40.00	0.00	71.60	
SUBTOTAL ITEM HYDRAULIC OIL						5683.25	3175.00	0.00	5683.25	
BLUE	PLU	54397	10/20/2017	PLU	2.07	249.64	120.60	46.19	295.83	
BLUE	PLU	54397	10/20/2017	PLU	2.07	166.43	80.40	30.79	197.22	
SUBTOTAL ITEM PLUS UNLEADED						416.07	201.00	76.98	493.05	

Cost, Gross Rack, Subtotal Sales Only

Date: 05/21/2019 Time: 06:05:41		Petro-Data Inc. SALES ANALYSIS REPORT BY CUSTINO AND ITEM Date Range: 01/01/2013 to 12/31/2018 - Omit Misc							Page No. 1			
CUSTINO	ITEM NO.	INVOICE	DATE	PRODUCT	PRICE	DOLLARS	QUANTITY	COST/GAL	FRT DOL	PROFIT	PROF GAL	
ACME	UNL	J7RB	06/28/2018	UNL	2.616	13.08	5.00	1.74400	0.00	4.36	0.87200	
SUBTOTAL ITEM UNLEADED GASOLINE						13.08	5.00	8.72	0.00	4.36	0.8720	
SUBTOTAL FOR CUSTOMER Acme Construction						13.08	5.00	8.72	0.00	4.36	0.8720	
BLUE	111 055	CASH	02/26/2016	111 055	1.79	98.45	55.00	1.70000	1.43	3.52	0.09000	
BLUE	111 055	54378	02/27/2017	111 055	1.79	5414.75	3025.00	1.70000	78.65	193.60	0.09000	
BLUE	111 055	54380	03/22/2017	111 055	1.79	98.45	55.00	1.70000	1.43	3.52	0.09000	
BLUE	111 055	88	11/30/2017	111 055	1.79	71.60	40.00	1.70000	0.96	2.64	0.09000	
SUBTOTAL ITEM HYDRAULIC OIL						5683.25	3175.00	5397.50	82.47	203.28	0.0900	

Cost, Gross Rack, Subtotal Frt Sold/Profit

Date: 05/21/2019 Time: 06:00:27		Petro-Data Inc. SALES ANALYSIS REPORT BY CUSTINO AND ITEM Date Range: 01/01/2013 to 12/31/2018 - Omit Misc							Page No. 1		
CUSTINO	ITEM NO.	INVOICE	DATE	PRODUCT	PRICE	DOLLARS	QUANTITY	COST/GAL	PROFIT	FUEL TAX	
ACME	UNL	J7RB	06/28/2018	UNL	2.616	13.08	5.00	1.74400	4.36	1.92	
SUBTOTAL ITEM UNLEADED GASOLINE						13.08	5.00	8.72	4.36	1.92	
SUBTOTAL FOR CUSTOMER Acme Construction						13.08	5.00	8.72	4.36	1.92	
BLUE	111 055	CASH	02/26/2016	111 055	1.79	98.45	55.00	1.70000	4.95	0.00	
BLUE	111 055	54378	02/27/2017	111 055	1.79	5414.75	3025.00	1.70000	272.25	0.00	
BLUE	111 055	54380	03/22/2017	111 055	1.79	98.45	55.00	1.70000	4.95	0.00	
BLUE	111 055	88	11/30/2017	111 055	1.79	71.60	40.00	1.70000	3.60	0.00	
SUBTOTAL ITEM HYDRAULIC OIL						5683.25	3175.00	5397.50	285.75	0.00	
BLUE	PLU	54397	10/20/2017	PLU	2.07	249.64	120.60	1.88000	22.91	46.19	
BLUE	PLU	54397	10/20/2017	PLU	2.07	166.43	80.40	1.06682	80.66	30.79	
SUBTOTAL ITEM PLUS UNLEADED						416.07	201.00	312.50	103.57	76.98	

Cost, Gross Rack, Subtotal Fuel Tax

Date: 05/21/2019 Time: 06:07:59		Petro-Data Inc. SALES ANALYSIS REPORT BY CUSTNO AND ITEM Date Range: 01/01/2013 to 12/31/2018 - Omit Misc							Page No. 4		
CUSTNO	ITEM NO.	INVOICE	DATE	PRODUCT	PRICE	DOLLARS	QUANTITY	COST/GAL	BOL NO.	FRT EXP	PROFIT
PML	111 055	54406	01/18/2018	111 055	2.21	121.55	55.00	1.70000		0.00	28.05
PML	111 055	54409	05/31/2018	111 055	2.21	607.75	275.00	1.70000		0.00	140.25
SUBTOTAL ITEM HYDRAULIC OIL							729.30	330.00	561.00	0.00	168.30
PML	E87	54426	11/02/2018	E87	2.00	2000.00	1000.00	1.80000	2018110201	0.00	200.00
PML	E87	54425	11/13/2018	E87	2.30	2300.00	1000.00	1.80000	20181113	0.00	500.00
PML	E87	54442	12/12/2018	E87	2.351	235102.35	100001.00	1.80000	18121201	0.00	55100.55
PML	E87	54443	12/13/2018	E87	2.318	23180.00	10000.00	1.81800	18121301	0.00	5000.00
PML	E87	12345	12/13/2018	E87	1.735	8675.00	5000.00	1.81180	12345	0.00	-384.00
PML	E87	DISPAT01	12/19/2018	E87	2.117	10585.00	5000.00	1.75330		0.00	1818.50
SUBTOTAL ITEM Regular E10							281842.35	122001.00	219607.30	0.00	62235.05

Cost, Gross Rack, Subtotal BOL & Freight

Date: 05/21/2019 Time: 06:10:11		Petro-Data Inc. SALES ANALYSIS REPORT BY CUSTNO AND ITEM Date Range: 01/01/2013 to 12/31/2018 - Omit Misc						
CUSTNO	ITEM NO.	INVOICE	DATE	PRODUCT	QUANTITY			
ACHE	UNL	J7RB	06/28/2018	UNL	5.00			
SUBTOTAL ITEM UNLEADED GASOLINE							5.00	
SUBTOTAL FOR CUSTOMER Acme Construction							5.00	
BLUE	111 055	CASH	02/26/2016	111 055	55.00			
BLUE	111 055	54378	02/27/2017	111 055	3025.00			
BLUE	111 055	54380	03/22/2017	111 055	55.00			
BLUE	111 055	88	11/30/2017	111 055	40.00			
SUBTOTAL ITEM HYDRAULIC OIL							3175.00	
BLUE	PLU	54397	10/20/2017	PLU	120.60			
BLUE	PLU	54397	10/20/2017	PLU	80.40			
SUBTOTAL ITEM PLUS UNLEADED							201.00	
BLUE	UNL	54076	10/09/2014	UNL	1000.00			
BLUE	UNL	54348	02/15/2015	UNL	10.00			
BLUE	UNL	54351	02/20/2015	UNL	500.00			
BLUE	UNL	54356	03/31/2015	UNL	5005.00			
BLUE	UNL	54356	03/31/2015	UNL	5005.00			

Subtotal No Dollars

Fuel Tax Reporting

The Fuel Tax Report Module is a series of programs which extract fuel tax information from updated invoices, BOLs and purchases for a specified period of time. Tax audit reports can be printed for your records. Some state tax reports will also create files that can be imported into state tax software.

You will always begin with a master 'Fuel Tax Calculate'. This program creates a file with each state's tax data. Each state tax module will also have it's own state-specific calculation process. All tax and audit reports are printed from information in this calculated file. These reports audit both taxable and non-taxable transactions. The file is replaced with new data every time the Calculate is run.

14 Fuel Tax Reporting

- Fuel Tax Calculate
- Fuel Tax Report
- Federal Refund
- Texas Tax Module
- Other State Module
- Sales Audit Report
- Purchase Audit Report
- Sales Tax Audit Report
- Fuel Tax Summary

Fuel Tax Calculate

Fuel Tax Reporting, Fuel Tax Calculate

This program gathers data for the standard Fuel Tax Report by Tax Code and detailed audit reports on both fuel sales and receipts. Run this program before you begin printing audit reports. A temporary file is created which does not get overwritten until another calculate is run.

```
Petro-Data Inc. ***** Calculate Fuel Tax Totals *****  
Display report on screen  
Search files: 1 = Current 2 = History 3 = Both 3  
Enter report date 01/01/2019  
Select range: 1 Dates 2 Batches 3 Both 2  
Enter date range Enter batch range 20181201 20018121  
Calculate for the detail sales tax report? (Y/N) N  
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Search Files

Enter 1 for Current Files.

Enter 2 for History Files.

Enter 3 for Both Current and History Files.

Report Date

Today's date will default.

Select Range

Choose to process data either by date, by batch numbers or by both.

Enter Range

Enter the appropriate values for dates and/or batch numbers depending on your choice for Range.

Calculate for Detail Sales Tax Report

Enter 'Y' only if you will calculate tax reports for Florida. If you do not need to file data with Florida, enter 'N'.

The program will display each calculation step:

Create Tax Calculation Records
Get Exemption Codes
Get Taxable and Non Taxable Sales from Detail File
Get Taxable and Nontaxable Purchases from Posted Purchase File
Get Taxable and Nontaxable Purchases from Unposted File
Ending Time is 10:15:31

Computer is Finished Gathering Fuel Tax Totals. Print Report? (Y/N)

Enter 'Y' to print the standard report

Enter 'N' to skip the print.

This is the same report that may be reprinted using the option 'Fuel Tax Report'.

Date: 04/22/2008		Petro-Data Demo				Page No.	
Time: 16:42:04		Fuel Tax Report from 09/01/2005 to 09/30/2005				1	
		Date Range: 09/01/2005 to 09/30/2005					
Tax Code 1	FEDERAL GASOLINE		18.3000	Product Type GAS			
	Tax Gal	Ntx Gal	Tot Gal	Tax Col/Pd	Tax Calc		
Sales Basis	1284791.7	0.0	1284791.7	236401.72	235116.88		
Receipts Basis	237084.0	0.0	237084.0	43623.47			
<hr/>							
Tax Code 2	STATE GASOLINE		20.0000	Product Type GAS			
	Tax Gal	Ntx Gal	Tot Gal	Tax Col/Pd	Tax Calc		
Sales Basis	1284791.7	0.0	1284791.7	256958.34	256958.34		
Receipts Basis	230084.0	0.0	230084.0	46016.80			

Fuel Tax Report

Fuel Tax Reporting, Fuel Tax Report

This option reprints the report based on the most recent Fuel Tax Calculation program. Once the calculation program has been run, as many reports as needed may be printed based on the calculation criteria. This report prints fuel tax totals on both sales and receipts.

```
Petro-Data Inc. ***** Standard Fuel Tax Report - All Codes *****  
Display report on screen  
Fuel tax report is printed based on the most recent fuel calculation  
Omit Codes with Zero Taxes? (Y/N)   
Is everything ok? (Y/N/P=Printer/Q=Quit) 
```

Omit Codes with Zero Taxes

‘Y’ omit zero tax codes.

‘N’ print all tax codes regardless of the amount.

```
Date: 03/28/2019          Petro-Data Inc.          Page No.  
Time: 07:43:07          Fuel Tax Report from 01/01/2015 to 01/31/2015  1  
                        Date Range: 01/01/2015 to 01/31/2015
```

Tax Code 1	FEDERAL GASOLINE	18.3 - U	Product Type GAS		
	Tax Gal	Ntx Gal	Tot Gal	Tax Col/Pd	Tax Calc
Sales Basis	604896.2	0.0	604896.2	111300.95	110696.00
Receipts Basis	171592.0	0.0	171592.0	31572.93	

Tax Code 2	STATE GASOLINE	20.0 - U	Product Type GAS		
	Tax Gal	Ntx Gal	Tot Gal	Tax Col/Pd	Tax Calc
Sales Basis	604896.2	0.0	604896.2	120979.24	120979.24
Receipts Basis	171592.0	0.0	171592.0	34318.40	

Federal Refund

Fuel Tax Reporting, Federal Refund

The calculate program must be run before this option. If you file quarterly, calculate for the quarter and then run the Federal Claim for Refund Report. The 'New Format' prints like the Federal form. The 'Detail Report' has an option for a wide report. Gasoline and Diesel reports must be printed separately.

There are two formats available for printing in Petro-Data.

```
Which report do you want? 1=New Format 2=Detail Report
```

1 - New Format

Print the most recent Federal Format. If the format has changed very recently, the change may not yet be programmed and installed on your system. Please contact Petro-Data Support if need further information.

```
Petro-Data Inc. ***** Federal Claim for Refund Report *****
Display report on screen

Select range: 1 = Date      2 = Batch 1
Enter Beginning and Ending Batch numbers 0      0
Enter Beginning and Ending Dates 01/01/2015 03/31/2015
Print Summary Report Only? N
Enter Federal tax codes 1
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Select Range

Choose to select by either Dates or Batch numbers.

Enter Batch Numbers or Dates

Enter the appropriate values for dates and/or batch numbers depending on your choice for Range.

Print Summary Only

Select 'N' to print detail and summary reports.

Select 'Y' to print the Summary report only.

Enter Federal Tax Codes

Enter the federal tax codes for this report. Use the F2 lookup feature to help you select all federal codes. You will need to print separate reports for Diesel and Gasoline.

Date Range:	09/01/2005 to 09/30/2005	Page	1	
Vendor	PETRO-DATA INC.	FIN/SSN	1-75111110	
Taxpayer Number	Name	K	D	Gallons
123456781	Blue Farm			200.00
121991111	Jones Farm and Ranch			1200.00
678121111	Lou's Gasoline Station			2200.00
Total Gallons				3600.00

Federal Claim for Refund - Gasoline

Note: Diesel and Kerosene reports would have an 'X' in either the 'K' or 'D' column.

2 Detail Report Format

Print detail information with customer and invoice detail. This report is usually run by date within the calculated period. If you keep your batch numbers and dates the same, you could run it either with batches or dates and get the same results.

```
Petro-Data Inc. ***** Federal Claim for Refund Report *****
Display report on screen
Select range: 1 = Date      2 = Batch  1
Enter date range 01/01/2015 03/31/2015
Enter batch range
Enter Federal tax codes  1      [ ]      [ ]      [ ]
Input selection criteria? N
Option: 1=Summary      2=Fed Format with Detail      3=Detail Wide Paper 2
Print both lines of address for the customer? (Y/N)  N
Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Select Range

Choose to select by either Dates or Batch numbers.

Enter Batch Numbers or Dates

Enter the appropriate values for dates and/or batch numbers depending on your choice for Range.

Enter Federal Tax Codes

Enter the federal tax codes for this report. Use the F2 lookup feature to help you select all federal codes. You will need to print separate reports for Diesel and Gasoline.

Input Selection Criteria

You have the option to select additional criteria, if required.

Option

- 1 - Summary prints total gallons by customer.
- 1- Federal Format with Detail prints the Old Federal Format and gives you each invoice for each customer
- 2- Detail Wide Paper prints on 15" wide paper for dot-matrix printers only.

Print Address for Customer

Enter 'Y' to print the address and Federal Tax ID number from the Customer Master File.
Enter 'N' to print only one address line.

Date: 05/21/2008	PETRO-DATA INC. FEIN # 1-75111110	Page No.			
Time: 11:22:26	Claim for Refund of Excise Taxes - Sales Information	1			
	Date Range: 05/01/2008 to 05/31/2008				
Name:	Blue Farm				
Address:	Main Offices SAN ANTONIO TX 78040				
Telephone:	512/783-1234				
	EIN 123456781	# of Gallons 200.00			
Batch No	Date	Cust No	Inv No.	Item	Nontax Gal
0920	05/03/2008	BLUE	909	UNL	100.00
0920	05/03/2008	BLUE	909	BLEND1	100.00
Name:	Jones Farm and Ranch				
Address:	Suite 2000 San Antonio TX 78222				
Telephone:	512-399-9999				
	EIN 121991111				# of Gallons 1200.00
Batch No	Date	Cust No	Inv No.	Item	Nontax Gal
0920	05/03/2008	JONES	911	UNL	600.00
0920	05/03/2008	JONES	911	BLEND1	600.00

Texas Tax Module

Fuel Tax Reporting, Texas Tax Module

The Texas State Fuel Tax Module conforms to the reporting requirements in place in 2008 with all recent updates. It is your responsibility to know the tax laws and to test the accuracy of the reports provided in this module. Printing the reports also creates files which may be imported into the Texas Fuels Tax Electronic Filing software. You can check the status of Texas Filings in the Texas Electronic software and select all the reports that have been filed by your company.

The main Fuel Tax Calculate must be run before Calculating for Texas State Tax reports.

General Information and Setup:

1. The correct setup of the files is key to preparing correct reports.
2. Tax data is stored when invoices and BOLs are updated.
3. Corrections can be made to tax data before importing it into the Texas Electronic software.
4. Schedules are created based on Exemption Codes entered in the Texas Tax Install program
5. Exemption File Setup
 - a. Tax exemptions in Texas are the following: Signed Statement, License Holders, US Governments, Public Schools or Transportation Companies, Non-profit Electric/Telephone Coops, Aviation fuel dealers.
6. Customer File Setup
 - a. 'State' must have TX or state where fuel is delivered. Use the Ship-To if fuel is delivered in TX but customer billing address is out of state.
 - b. 'St No' must have the customer's Texas Tax ID Number
 - c. 'Ex Code' in Customer Taxes tab should have an accurate exemption code on each tax the customer is not required to pay.
7. Customer Ship-to File
 - a. 'State' must have TX or state where fuel is normally delivered.
8. Vendor File
 - a. 'Fed ID' must have correct Texas Taxpayer ID
9. Terminal File
 - a. 'State' must have TX or state where terminal is located
 - b. 'License Number' must have the terminal locator code (such as T-75-TX-1234) if this is a federally licensed terminal. If not, it must be Blank. Look on the Texas Taxes website for a list of Texas terminals.
10. Truck File
 - a. 'Truck FEIN' must have the Texas Tax ID of the common carrier or your Tax ID for company trucks and transports.
 - b. 'Tran Mode' must be 'J_' for transports and bobtails. There is a different code for barges and other modes of transportation.

11. Location File
 - a. 'State' must have TX or the state where the bulk plant or consignment is physically located.
 - b. 'State EIN' must have your Texas Tax ID since you own the fuel.
12. Bill of Lading Entry
 - a. Origin State comes from Terminal File Setup
 - b. Destination State comes from Customer, Customer Ship-To, or Location file
 - c. Taxes (prepaid or not) come from the Tax Authority Setup.
13. Sales Invoice Entry
 - a. Origin State comes from the Location or Terminal File setup
 - b. Destination State comes from Customer or Customer Ship-To file setup
 - c. Taxes and exemptions come from Customer or Customer Ship-To Tax Authority
14. Import Schedules
 - a. Import numbers are entered during BOL entry.
15. Diversions must be entered manually into the Texas Motor Fuels Tax program.
16. Tax Id Numbers are used in import files (not customer names). These numbers match the numbers in the 'Other Party' file of the Texas Electronic Motor Fuels Tax software.

TIP: When correcting schedules, make all of your master file changes first, recalculate both the regular and State, and then make any other changes that were not corrected. After that, you can reprint the reports only.

Calculate Texas Taxes

Fuel Tax Reporting, Texas Tax Module, Calculate Texas Taxes

This option extracts Texas data from the file created in the main Fuel Calculate. It uses information in the Texas Install program to create the required schedules including purchase, sales, and import/exports.

Normal Processing of State Fuel Tax Data:

1. Calculate Texas Fuel Taxes after you have calculated on the Main Menu.
2. Print schedules in Summary to create the Electronic Files.
3. Import schedules into Texas Electronic Filing software.
4. If errors occur, browse and fix data. Reprint the schedules. Import into Texas Electronic Filing software again.

The Main Calculate Fuel Taxes should be run before processing Texas Taxes. Press Ent to acknowledge this message.

```
Petro-Data Inc. *** Calculate for Texas State Report ***
You Must Run the Regular Calculate Program before Running this Program
```

Enter the range of dates for Texas Tax Calculation.

```
Enter range of dates for bill of ladings 01/01/2019 01/31/2019
Ready to calculate? (Y/N/Q) Y
```

Nothing prints from this program unless errors are found or data, such as carriers or tax id numbers, is missing. When this Calculate is complete, you are returned to the Texas menu.

Error messages that display during the calculate must be analyzed and corrected if necessary before the final schedules are printed for import.

Sample Error Message

```
Petro-Data Inc. *** Calculate for Texas State Report ***
Working on sales
Warning! Add terminal DAL Vendor SHELL on invoice 145368
SALES. Invoice 145368 Terminal DALloc 9 missing ORG state.
Warning! Add terminal DAL Vendor SHELL on invoice 145368
SALES. Invoice 145368 Terminal DALloc 9 missing ORG state.
```

See the **Browse and Fix Section** for trouble-shooting error messages and instructions whether a recalculate is needed.

Print/Make Electronic Files

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

This option prints the required purchase, sales, and import and export schedules.

NOTE: When you run this option, the system will create the schedules in import file format regardless of your choice of output (display, printer, etc...). Each time you run this option, the previous import file is overwritten. Be sure to print in Summary before importing the schedules to your Texas Electronic Filing software.

```
Enter schedule to print (blank for all) 
Your fein      1749999999
Your name      PETRO-DATA, INC      Enter month/year  01/2019

Option:  S=Summary by Customer   D=Detail by document   T=Detail on Sales Only  S
Default date for summary?  01/31/2019      Show BioDiesel Details? (Y/N)  N
                                                Omit Propane? (Y/N)  Y

Ready to print (Y/N/Q)  Y
```

Enter schedule to print (blank for all)

Enter a specific schedule or leave blank to print all schedules. The F2 Lookup function will show you a list of all valid schedules. The import file will be created only for the schedules you select.

Your FEIN

Enter your federal ID number.

Your Name

Enter your company name.

Enter Month/Year

Enter the two digit month and four digit year for the report.

Option

S - Summary by Customer

Print the Summary report when all of your corrections have been made and you are ready to import the data into the State Electronic software.

D - Detail for each Document

Print the Detail report if you had errors in the calculate and need to make corrections. You may also want a detail copy for your files.

Default Date for Summary

Enter the date for the Summary report, if Summary option was selected.

Show Biodiesel Details

Enter 'Y' to include Biodiesel details.

Enter 'N' to omit Biodiesel.

Omit Propane

Enter 'Y' to include Propane details.

Enter 'N' to omit Propane.

Important Notes:

1. The import files are recreated each time you print or display the schedules. If you made corrections in the Browse Sales by Customer or Browse Purchases by Vendor, you should **only reprint** the schedules to create new import files which include the corrections.
2. If necessary, be sure to reprint the schedules in detail for your records. If you go back later and recalculate, your corrections **will not** be reflected in the new calculated report.
3. Before you import into the State Electronic Software, print this report using the **Summary** option. Summary report prints by Carrier, Terminal, and Tax Type. Exempt Sales Schedules will summarize by Carrier, Terminal, Tax Type and Customer.

Form: 06-146		b. Fuel		Page: 1	
a. Gasoline Fuel					
TEXAS SCHEDULE OF GALLONS REMOVED FROM IRS REGISTERED TERMINAL - TEXAS TAX PAID			c. Taxpayer number 1749988771		d. Filing Period 05/2008
e. TaxPayer name PETRO-DATA DEMO COMPANY					
=====					
Transporter Name:	FUEL TRANSPORTERS, INC.		Transporter Taxpayer No.: 16456789101		
Seller Name:	Shell		Seller Taxpayer No.:		
Product	Mode	Date Removed	Shipping doc.	Terminal Ctrl. #	Invoice Gal.
GAS	J_		SUM	T75TX2662	40576.00

Transporter Name:	COASTAL CARRIERS		Transporter Taxpayer No.: 1921211777		
Seller Name:	Shell		Seller Taxpayer No.:		
Product	Mode	Date Removed	Shipping doc.	Terminal Ctrl. #	Invoice Gal.
GAS	J_		SUM	T75TX2662	411533.00

Total Invoiced Gallons		Total Invoiced Gallons			
All Pages 452109.09		This Page Only		452109.00	
Electronic file: \cur\finv\GSTAXPD.TXT			Schedule is GTP		

Schedule GTP
Texas Schedule of Gallons Removed from IRS Registered Terminal

The electronic import file names are printed at the bottom of each report. In some cases, the drive letter is not printed. As shown on the above report, the file name and location are \cur\finv\GSTAXPD.TXT. The schedule code is GTP.

When you are ready to import to Texas Electronic software, the files will be found in:

DRIVE:\cur\finv\file.txt

DRIVE is your network drive like 'P' or 'C'

finv the Jobber Inventory directory. This could also be 'ginv' or 'hinv' depending on your installation.

file.txt The specific schedule name, like gastaxpd.txt in the above example.

List of Schedule Codes and Names available in Petro-Data

Schedule	Name	Title1	Title2
GEE	Gasoline Gallons Sold Tax Free to Exempt Entities	TEXAS SCHEDULE OF GALLONS SOLD	TAX-FREE TO EXEMPT ENTITIES (Item 17)
DEE	Diesel Gallons Sold Tax Free to Exempt Entities	TEXAS SCHEDULE OF GALLONS SOLD	TAX-FREE TO EXEMPT ENTITIES (Item 17)
GAV	Gasoline Gallons Sold Tax Free to Aviation Dealers	TEXAS SCHEDULE OF TAX FREE	SALES TO AVIATION FUEL DEALERS
DAV	Diesel Gallons Sold Tax Free to Aviation Dealers	TEXAS SCHEDULE OF TAX FREE	SALES TO AVIATION FUEL DEALERS
DSS	Dyed Diesel Sold on Signed Statement	TEXAS SCHEDULE OF TAX FREE SALES OF DYED	DIESEL FUEL SOLD ON A SIGNED STATEMENT
DFD	Dyed Diesel Sold Tax Free to Permit Holders	TEXAS SCHEDULE OF GALLONS OF DYED DIESEL FUEL	SOLD TAX-FREE TO LICENSE HOLDERS OR REMOVED
GTP	Gasoline Removed from Terminal Texas Tax Paid	TEXAS SCHEDULE OF GALLONS REMOVED	FROM IRS REGISTERED TERMINAL -
DTP	Diesel Removed from Terminal Texas Tax Paid	TEXAS SCHEDULE OF GALLONS REMOVED	FROM IRS REGISTERED TERMINAL -
DDF	Dyed Diesel Purchased Tax Free from Other License Holder	TEXAS SCHEDULE OF DYED DIESEL FUEL	PURCHASED TAX-FREE FROM OTHER
DDI	Gallons Imported Tax-Free	TEXAS SCHEDULE OF GALLONS	IMPORTED TAX-FREE
GDI	Gallons Imported Tax-Free	TEXAS SCHEDULE OF GALLONS	IMPORTED TAX-FREE
DIP	Gallons Imported Tax-Paid	TEXAS SCHEDULE OF GALLONS	IMPORTED TAX-PAID
GIP	Gallons Imported Tax-Paid	TEXAS SCHEDULE OF GALLONS	IMPORTED TAX-PAID
SZZ	Other Exemptions	TEXAS SCHEDULE OF GALLONS	SOLD WITH OTHER EXEMPTIONS
DET	Diesel Sold Tax Free for Export	TEXAS SCHEDULE OF GALLONS SOL	TAX-FREE FOR EXPORT
GET	Gasoline Sold Tax Free for Export	TEXAS SCHEDULE OF GALLONS SOL	TAX-FREE FOR EXPORT
DGE	Diesel Exported	TEXAS SCHEDULE OF	GALLONS EXPORTED
GGE	Gasoline Exported	TEXAS SCHEDULE OF	GALLONS EXPORTED

Any entry with a blank Schedule Code will not appear on any schedule.

Schedule SZZ are transactions that cannot be classified. For example, transactions that have to be entered in the tax reports but do not require schedules, such as Dyed diesel fuel sold with tax. Call customer support for assistance analyzing and fixing these transactions.

If Import and Export schedules print and you do not import or export fuel to other states, the State code in either the Terminal file or the Customer file is missing the value of TX.

Browse and Fix

Fuel Tax Reporting, Texas Tax Module, Browse and Fix

To make mass changes to the Customer file, Ship-To file, Vendor file, Truck file or Terminal file, use these menu options.

To navigate within the Browse & Fix windows, use the tab key, the arrow keys or the enter key to move across the columns. Use the Page Up/Page Down keys to move up or down a page at a time, or the up and down arrow keys to move up or down one line at a time. If you prefer, the mouse can be used on the slide bars or to click on a cell. Press <Ctrl> <W> to exit the window and save the changes. The <ESC> key may also be used to exit a window if no changes were made.

If a transactions is on the wrong schedule because of the wrong exemption code, correct the schedule code using the appropriate 'Browse' menu. The message should display on the screen that the schedules are being reassigned.

```
1. Customer File
2. Customer Ship To File
3. Vendor File
4. Location File
5. Truck File
6. Browse Sales by Customer (No recalc)
7. Browse Purchases by Vendor (No recalc)
8. Terminal File
9. Browse Bol File (truck number, etc.)
10. Browse Sales Invoices to Fix Truck No.
11. Browse Sales Invoices to Fix State Exemptions
12. Browse Bio Diesel Blends
Q. Return to Main Menu

Select An Option   Q
```

Options 1, 2, 3, 4, 5, and 8 are Setup Maintenance options and make permanent changes to master files. Future sales and purchases will reflect these changes. If you Re-Calculate, some but not all of changes will be reflected in the schedule data. For example, a change to Tax ID Number will be reflected in a re-calculate but changing Exemption Codes will not be reflected. Exemption codes are stored during a BOL or Sales invoice so setup changes will have no impact.

Options 6 and 7 are temporary changes to State Tax Schedules only. **Do Not Recalculate** or you will lose the changes. These options are used to change, remove, or add data to the schedule codes.

For both of these cases, you must reprint the schedules to recreate the import files.

1 - Customer File

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Customer File

Use this option to enter a Federal ID Number or a State Tax Number. 'Registered' means there is a maximum number of gallons they may purchased in one month. Any changes made here will be a permanent change in the customer setup file. Press <Ctrl> W to save the changes and exit.

Recalculate the Texas Taxes and reprint the schedules. Any State numbers added in file maintenance will be added to the transactions on the report.

	Fed Fein	State No.	Registered	Company
				Handi Stop 31
				Sugarland Fuel Services
	987811111	DD12345789	N	Acme Construction
	123456781	AG432116111	Y	Blue Farm
	678121111	AG431112211		BULK PLANT
	580860615	9043019	Y	CARTERS PEANUT FARMS

2 - Customer Ship To File

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Customer Ship To File

If an exempt customer has a Ship-to address, the Ship-to address record must also have the Tax ID number in the setup. If a customer is listed more than once, the customer has more than one Ship-To record. Column 'DEP NO' is the State Tax ID Number. Any changes made here will be a permanent change in the customer setup file. Press <Ctrl> W to save the changes and exit.

Recalculate the Texas Taxes and reprint the schedules. Any State numbers added in file maintenance will be added to the transactions on the report.

Important Notes:

1. All Ship-To addresses must have the State ID number and all exemption codes that apply to the customer at this address.
2. If a customer's billing address is out of the State of Texas, you must set up a Ship-To record with a TX address. Otherwise, all sales to this customer will appear on the export schedule. After setting up the Ship-To address, you may use it as the default ship-to address for invoicing by entering it on the first screen of the AR Customer Record in File Maintenance in the 'Ship To' field. A portion of the address line will display.

	FEIN	DEP NO	Company
			ACME CONTRUCTION
			ACME CONTRUCTION
		AG432116111	BLUE FARM
	123456781	AG432116111	Blue Farm
▶		AG432116111	BLUE FARM
		AG432116111	BLUE FARM

3 - Vendor File

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Vendor File

The Vendor 'FEIN' field must contain the supplier's State ID Number. It is usually an 11-digit number with no dashes or spaces. Any changes made here will be a permanent change in Accounts Payable setup. Press <Ctrl> W to save the changes and exit.

Recalculate the Texas Taxes and reprint the schedules. Any Tax ID numbers added in file maintenance will be added to the transactions on the report.

FEIN	Company	Vendno
	Acme Grocers	ACME
749999999	Brand Fuels	BRAND
	CINGULAR WIRELESS	CELLPH
	CHEVRON	CGF
	Chevron	CHEV
	Citgo	CITGO
749876543	COASTAL TRANSPORT CO., INC.	COAST
	Conoco	CONOCO
	City Electric Co.	ELECT
741234567	Exxon Mobil	EXXON

4 - Location File

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Location File

If you get error messages during the Texas Tax calculation that there is 'No DEP Number in the Location' record, use this browse to correct the problem. The number is usually your company tax ID number.

This number and the 'State' field are used to determine the DESTINATION of the purchased fuel and the ORIGIN of fuel sold from the bulk plant. All locations records including consignment and cardlock must have your State ID number in the 'Registration Number' field. Also, the 'State' code must represent where the location is, whether in Texas or in another state. Any changes made here will be a permanent change in Location setup. Press <Ctrl> W to save the changes and exit.

Recalculate the Texas Taxes and reprint the schedules. Any Tax ID numbers added in file maintenance will be added to the transactions on the report.

Recalculate will **not** fix the 'State' code. Correct the schedule codes in 'Browse Sales' or 'Browse Purchases' option.

REG NO.	State	Dstoreno	Storename
AG123123111	TX	1	Main Office
	FL	9	Terminal
AG123123111	TX	3	Consignment and Keylock
	FL	4	Remote Location
	FL	5	Cardlock Location
	FL	7	Commission Consignment Station
AG123123111	TX	12	Main Office
AG123123111	TX	13	Main Office
AG123123111	TX	11	Main Office
AG123123111	TX	6	Main Office

5 - Truck File

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Truck File

The 'FEIN' numbers in the truck file is the carrier's Texas Tax ID number whether they are company transports and bobtails or common carriers.

Enter the State-assigned carrier number in the FEIN field of the browse window. Enter your company State tax number for your trucks and the Transport Company's Tax ID for Common Carriers. Any changes made here will be a permanent change in Truck setup. Press <Ctrl> W to save the changes and exit.

Recalculate the Texas Taxes and reprint the schedules. Any Tax ID numbers added in file maintenance will be added to the transactions on the report.

FEIN	Truck	Name
59-1468811	BOB	BOBTAIL
59-1219911	TR	IN HOUSE TRANSPORT
59-1211777	COAST	COAST TO COAST
59-1211882	TRANSP	TRANSPORT 2
59-1487255	1	TRANSPORT 1
59-1487255	2	TANKWAGON 1
56-0816291	3	TEXAS TRANSEASTERN
58-1455492	4	TRANSPORT SOUTH (TAMPA)
59-1487255	14	JOE PATTY
59-1487255	15	WILLIE ROBINSON

6 - Browse Sales by Customer (No recal)

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Browse Sales by Customer

If you make changes using this option, **do not recalculate**. Fixes made in this browse program are not permanent. They will correct printed schedules and the import file. You must reprint the schedules to recreate the Electronic files with the corrections.

This browse option allows you to remove transactions from schedules, add transactions to schedules, move them from one schedule to another, change origin or destination cities, and add or change State ID numbers.

Choose the option that will be most efficiently serve your purpose. All Schedules is the most used if the corrections need to be made on transactions that are already on schedules.

```

Browse: 1=All Transactions  2=Exemptions Only  3=All Schedules  
Enter Tax Type (Blank for All) 
Browse: C=Customer Name    V=Vendor Name    B=Bulk PLant  C 
    
```

- 1 - All Transactions This will display all transactions for the calculated period whether they are on a schedule or not. If a transactions needs to be on a schedule, find the transaction and type in the schedule code.
- 2 - Exemptions Only Transactions with exemptions only will print. If a transaction is not on a schedule, but has an exemption code, find the transaction and type in the schedule code.
- 3 = All Schedules This is the most used option. It only displays transactions that are already on schedules. Schedules codes may be changed or removed, tax ID numbers may be added as well as other changes.

Any changes made here are temporary. They will only correct printed schedules and the import file. Press <Ctrl> W to save the changes and exit.

Sched	Custname	Customer	Item	Ex	Org	Dest	CarrNum	Term Lic	TaxPd
	BLUE FARM	AG2222221	GAS	0	SA	TX		LICENSE BRAD	Y
	BLUE FARM	AG2222221	GAS	0	SA	TX		LICENSE BRAD	Y
	BLUE FARM	AG2222221	GAS	0	SA	TX		LICENSE BRAD	Y
	CONSIGNMENT ACCOUNT	FED2222	GAS		SA	TX		LICENSE BRAD	Y
	CONSIGNMENT ACCOUNT	FED2222	GAS		SA	TX		LICENSE BRAD	N
	CONSIGNMENT ACCOUNT	FED2222	GAS		SA	TX		LICENSE BRAD	N
GEE	BLUE FARM	AG2222221	GAS	2	SA	TX		LICENSE BRAD	N
GEE	BLUE FARM	AG2222221	GAS	2	SA	TX		LICENSE BRAD	N
GEE	BLUE FARM	AG2222221	GAS	2	SA	TX		LICENSE BRAD	Y
GGE	ACME COMPANY	1111	GAS	3	TX	LA		7212345678	N

How To Remove transactions from a schedule:

The schedule ID is in the first column (SCHED) of the browse window. The three character code determines to which schedule the transaction will be attached. Use the space bar or delete key to make the schedule field blank or enter 'NO' and the transaction will not be on any of the schedules.

How To Change transactions to another schedule:

Enter the correct three-character schedule code in the first column (SCHED) of the browse window. The three-character code determines to which schedule the transaction will be attached.

How To Add customer or carrier State Tax Numbers:

It is best to correct them in the Master File browses and recalculate the State Taxes. However if it only involves one or two transactions, fix them here and reprint the reports. Don't forget to fix them later in the master files for future transactions.

How To Fix import or export schedules:

- If all taxes were paid on the transactions, use the delete key or the space bar to remove the 'schedule' code.
- If the transaction is an exempt sale, change the schedule code to the correct one. You may also change the origin or destination state.

Important Notes:

1. Do not remove a transaction from all schedules unless it was **not** an exempt sale (State taxes were paid).
2. Changing an exemption code number in the browse **will not** change the transaction to a different schedule. You must change the schedule code.
3. Exemption codes must be corrected in the Customer File in Accounts Receivable if future transactions are to be on the correct schedule.

7 - Browse Purchases by Vendor (No recalc)

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Customer File

If you make changes using this option, **do not recalculate**. Fixes made in this browse program are not permanent. They will correct printed schedules and the import file. You must reprint the schedules to recreate the Electronic files with the corrections.

This option is similar to the Browse Sales by Customer. Changes are allowed to the Schedule, Origin and Destination States and Carrier ID number.

Any changes made here are temporary. They will only correct printed schedules and the import file. Press <Ctrl> W to save the changes and exit.

Fix Purchase Data: <CTRL T>=Delete <CTRL W>=Quit										
Schedule	Bolno	Recdate	Origin	Dest	Carrier	VenFein	Term Lic	Vendor	Item	TaxPd
DTP	278018	09/20/2005	TX	TX	15912118523		T75TX2662	SHELL	LSD	Y
GIP	022508	02/25/2008	SA	TX	59-1487255	12345678903	LICENSE BRAD	BRAND	GAS	Y
GIP	12345	08/06/2007	SA	TX		12345678903		BRAND	GAS	Y
GIP	666666	08/01/2007	SA	TX		12345678903		BRAND	GAS	Y
GIP	913000	09/01/2005	SA	TX	15912118523	12345678903		BRAND	GAS	Y
GIP	914000	09/01/2005	SA	TX	17523456781	12345678903	LICENSE BRAD	BRAND	GAS	Y
GIP	914000	09/01/2005	SA	TX	17523456781	12345678903		BRAND	GAS	Y
GIP	916000	09/01/2005	SA	TX	15912118523	12345678903		BRAND	GAS	Y
GTP	268989	08/02/2005	TX	TX	15912118523		T75TX2662	SHELL	GAS	Y
GTP	269022	08/02/2005	TX	TX	15912118523		T75TX2662	SHELL	GAS	Y
GTP	269022	08/02/2005	TX	TX	15912118523		T75TX2662	SHELL	GAS	Y

How To Remove transactions from a schedule:

The schedule ID is in the first column (SCHED) of the browse window. The three character code determines to which schedule the transaction will be attached. Use the space bar or delete key to make the schedule field blank or enter 'NO' and the transaction will not be on any of the schedules.

How To Change transactions to another schedule:

Enter the correct three-character schedule code in the first column (SCHED) of the browse window. The three-character code determines to which schedule the transaction will be attached.

How To Add customer or carrier State Tax Numbers:

It is best to correct them in the Master File browses and recalculate the State Taxes. However if it only involves one or two transactions, fix them here and reprint the reports. Don't forget to fix them later in the master files for future transactions.

How To Fix import or export schedules:

- If all taxes were paid on the transactions, use the delete key or the space bar to remove the 'schedule' code.
- If the transaction is an exempt sale, change the schedule code to the correct one. You may also change the origin or destination state.

Important Notes:

1. Check to make sure that the STATE field in Terminal File Maintenance has TX so that future transactions will be correct.
2. Fuel purchased and sold in other States should have no schedule codes in the 'Schedule' field.

8 - Terminal File

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Customer File

This option allows you to change the 'State' field which determines the ORIGIN of the fuel. If this field is anything but TX in Terminal setup (including blank), the system will report the fuel as an Import.

There should be a Terminal Locator Code in the 'License' field for all actual terminals. Terminal records for other distributors should have blank license numbers.

Changing the License Number **will** fix transactions if the Texas calculate is run again. However, changing the State code **will not** remove the transactions from an import or export schedule. That will have to be done in option 5 or 6. Any changes made here will be a permanent change in Terminal setup. Press <Ctrl> W to save the changes and exit.

Recalculate the Texas Taxes and reprint the schedules. Any Tax ID numbers added in file maintenance will be added to the transactions on the report.

Terminal	Vendor	State	License	Spic
CC	BRAND	TX	99000999	
HOU	BRAND	TX	71-12345678	
SA	BRAND	TX		
FTW	CHEV	FL		
FTW	CHEVRO	FL		
ARL	CITGO	TX		
FTW	CITGO	TX		

9 - Browse Bol File (truck number, etc)

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Browse Bol File

This option allows you to add or change the Truck or Carrier in the BOL that transported the fuel. The Carrier Tax ID is in Truck File Maintenance and is needed for all fuel transported in the state of Texas.

```

1=Current      2=History  1
Range of Dates:  Beg  09/01/2005      End  09/30/2005
Ready to Browse Bol File? (Y/N/Q)  Y
    
```

- 1 - Current BOLs remain in the current file for 90 days unless you are using the freight billing module.
- 2 - History For BOLs over 90 days old.

Note: If you do not find the BOLs in Current, try History and visa/versa.

Any changes made here will be a permanent changes. Press <Ctrl> W to save the changes and exit.

Recalculate BOTH the Regular **and** the Texas Taxes and reprint the schedules. The truck number must be retrieved from the BOL file which requires the first recalculate.

FDX BOL DATA						
Bol	Boldate	Vendor	Terminal	Itemno	Truckno	
913000	09/01/2005	BRAND	SA	HSD	COAST	
913000	09/01/2005	BRAND	SA	UNL	COAST	
913000	09/01/2005	BRAND	SA	PLU	COAST	
916000	09/01/2005	BRAND	SA	HSD	COAST	
916000	09/01/2005	BRAND	SA	UNL	COAST	
917000	09/01/2005	CHEM1	SA	HSD	COAST	
917000	09/01/2005	CHEM1	SA	HSD	COAST	
918000	09/01/2005	BRAND	SA	PLU	COAST	
914000	09/01/2005	BRAND	SA	HSD	BOB	
914000	09/01/2005	BRAND	SA	HSD	BOB	
914000	09/01/2005	BRAND	SA	UNL	BOB	
914000	09/01/2005	BRAND	SA	UNL	BOB	
914000	09/01/2005	BRAND	SA	PLU	BOB	
914000	09/01/2005	BRAND	SA	PLU	BOB	
914000	09/01/2005	BRAND	SA	SNL	BOB	

10 - Browse Sales Invoices to Fix Truck No.

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Browse Sales Invoices to Fix Truck No.

This option allows you to add or change the truck or carrier in the Sales Invoice that transported the fuel. The carrier tax ID is in Truck File Maintenance and is needed for all fuel transported in the state of Texas.

```

1=Current      2=History  2
Range of Dates: Beg  09/01/2005      End  09/30/2005
Ready to Browse Sales File? (Y/N/Q)  Y
    
```

- 1 - Current to browse Current month invoices.
- 2 - History to browse invoices from Previous months.

Any changes made here will be a permanent changes. Press <Ctrl> W to save the changes and exit.

Recalculate BOTH the Regular **and** the Texas Taxes and reprint the schedules. The truck number must be retrieved from the Invoice Audit file which requires the first recalculate.

FIX SALES DATA - <Ctrl W>=Quit						
	Invno	Invdte	Custno	Loc	Item	Truckno
▶	145368	09/01/2005	NEWCO	9	UNL	COAST
	145368	09/01/2005	NEWCO	9	LSD	COAST
	145434	09/02/2005	NEWCO	9	SNL	COAST
	145434	09/02/2005	NEWCO	9	UNL	COAST
	145434	09/02/2005	NEWCO	9	LSD	COAST
	145518	09/03/2005	NEWCO	9	SNL	COAST
	145518	09/03/2005	NEWCO	9	LSD	COAST
	145610	09/04/2005	NEWCO	9	UNL	COAST
	145730	09/06/2005	NEWCO	9	UNL	COAST
	145730	09/06/2005	NEWCO	9	LSD	COAST
	145990	09/09/2005	NEWCO	9	LSD	COAST
	145990	09/09/2005	NEWCO	9	UNL	COAST

11 - Browse Sales Invoices to Fix State Exemptions

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Browse Sales Invoices to Fix State Exemptions

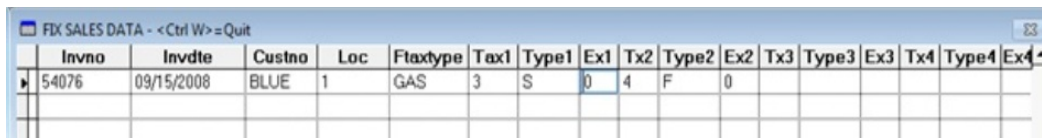
This option allows you to change State Exemption Codes on Sales Transactions for specific customers. Make sure the correct exemption code is in the customer file for future transactions.

```
1=Current      2=History  2
Range of Dates: Beg 09/01/2005      End 09/30/2005
Customer BLUE
Ready to Browse Sales File? (Y/N/Q) Y
```

- 1 - Current to browse Current month invoices.
- 2 - History to browse invoices from Previous months.

Any changes made here will be a permanent changes. Press <Ctrl> W to save the changes and exit.

Recalculate BOTH the Regular **and** the Texas Taxes and reprint the schedules. The truck number must be retrieved from the Invoice Audit file which requires the first recalculate.



Invno	Invdte	Custno	Loc	Ftaxtype	Tax1	Type1	Ex1	Tx2	Type2	Ex2	Tx3	Type3	Ex3	Tx4	Type4	Ex4
54076	09/15/2008	BLUE	1	GAS	3	S	0	4	F	0						

12 - Browse Bio Diesel Blends

Fuel Tax Reporting, Texas Tax Module, Browse and Fix, Browse Bio Diesel Blends

This option allows you to change gallons reported on Bio Diesel Blends.

Browse: 1=Bio Diesel Sales 2=Bio Diesel Purchases

Choose:

1 - Bio Diesel Sales

2 - Bio Diesel Purchases

Any changes made here are temporary. They will only correct printed schedules and the import file.
Press <Ctrl> W to save the changes and exit.

Create Other Parties Import File

Fuel Tax Reporting, Texas Tax Module, Create Other Parties Import File

This program can be used to create the Other Party file to import into the Texas Electronic Filing software. It is most beneficial when you are just getting started. This program is Optional.

Customers, vendors and carriers may be added manually to the Texas Electronic Filing Software Other Party File at any time. The first time you begin using the State of Texas Electronic Filing software, all customers who buy State Tax Exempt fuel will need to be set up in the 'Other Party' file. Use the 'All' option. This program will extract all customers from your Customer Master File with tax numbers in the 'St No' field of the Tax Screen.

```
Petro-Data Inc. ***** Import Customers and Carriers *****  
This routine will create file OTHPARTY.DBF. When you go to the  
State of Texas software to import.  
Customers: 1=All 2=As of origin date 3=Edit Last File Only 
```

1 - All

This option should be used only the first time you create this file. Select 'Y' to Import All Carriers, 'Y' to Create the file and 'Y' to Browse the file.

```
All customers  
Import Carriers? (Y/N)   
Ready to create? (Y/N/Q)   
Do you want to browse/fix this file? 
```

Always Browse the file to see what you will be importing. Make sure that every customer has a correct State ID number.

Edit Other Parties. <Ctrl W> = Quit <Ctrl T> = Delete/Undelete)			
	Company	Ftaxexno1	Taxpayer Type
	DB Oil Company	1234566667	TP
	COASTAL CARRIERS	15912118523	TP
	TRANSPORT FUELS, INC.	17498765432	TP
	BOBTAIL	17523456781	TP
	IN HOUSE TRANSPORT	17523456781	TP
	EAGLE TRANSPORT CO., INC.	56-0816291	TP

To navigate within the browse/fix window, use the tab key or the mouse.

<Ctrl> T - To delete or undelete an entry

<Ctrl> W - To save changes and quit the window

In this example, 'Name' is marked for deletion (notice the black line next to the company name) and will not be on the import file.

2 - As of origin date

When you add a customer in Customer File Maintenance, enter a date in the Origin field ('Org Date'). This option will only import customers with origin dates on or after the one entered in this option.

For example, all customers who were set up prior to 07/01/2008 have already been added to the 'Other Party' File. Enter 07/01/2008 here to include everyone from July 1, 2008 through the current date.

Carrier Note:

Transporter/Carrier tax ID numbers are required on most tax schedules. They will need to be in the Other Party file. If you import carriers using this program, only do it **once**. The Truck File is used to get the Carrier names and State Tax ID numbers. If you begin using a different carrier, enter them manually in the Texas Electronic Software Other Party File.

```

Petro-Data Demo ***** Import Customers and Carriers *****

This routine will create file OTHPARTY.DBF. When you go to the
State of Texas software to import.

Customers: 1=All 2=As of origin date 3=Edit Last File Only 2
Enter an orgdate for customers 07/01/2008
Import Carriers? (Y/N) N
Ready to create? (Y/N/Q) |

```

3 - Edit Last File Only

This option will display the file that was created and edited previously. This is a good option to use to see the file **after** corrections have been made before import. It can also be used to view the data if the import process had errors.

If you get error messages trying to import, create the file again and browse and fix it until the file imports without errors.

```
Customers: 1=All 2=As of origin date 3=Edit Last File Only 3
All customers
Import Carriers? (Y/N) N
Ready to create? (Y/N/Q) Y
Do you want to browse/fix this file? Y
```

Important Note:

Any corrections made in this browse and fix program must be corrected in the appropriate master file (customer file, truck file). The browse/fix only fixes the import file.

Importing the Other Party File

In the Texas Motor Fuels ETF Data Entry System:

'Other Party' icon

'Import' icon

Browse and select or

Enter the drive, folders and 'File Name' as displayed on your screen

(ex. f:\cur\finv\OTHPARTY.TXT).

'Save' the file. Error messages will display if data does not meet the test criteria.

'Delete' transactions or correct them. Be sure to make the corrections in Petro-Data, too.

Transporter Report

Fuel Tax Reporting, Texas Tax Module, Transporter Report

This option prints the import and export schedules required for the Transporter report.

To get all of the gallons transported by your trucks, use the sales analysis generator and selection criteria to get just your trucks. You can print the schedules to get the gallons of fuel picked up from the terminal.

```
Verify your fein          17499999999
Verify your name         PETRO-DATA, INC
Enter the month/year     01/2005

Omit Propane from the report? (Y/N)  Y
Ready to print (Y/N/Q)  Y
```

Install Program

Fuel Tax Reporting, Texas Tax Module, Install Program

This option must be run before trying to calculate taxes. It defines tax exempt codes and tax types which put the transactions on the correct schedules.

Exemption Codes

These codes play an important part in creating accurate schedules. They must already be defined in Exemption File Maintenance. The codes defined in this install program must be the ones set up in the Customer Files.

Using the install screen below, if a customer has exemption code 1 on the Clear Diesel State tax code in his customer record tax screen, his purchases are going to be exempt from State Clear Diesel Tax and they will appear on the Permit Holder schedule.

Tax Types

Tax Types are already linked to tax codes and fuel items. Tax Types entered in the install record **must be** in a State Fuel Tax Code in Tax Code File Maintenance or the error message 'Tax type not found in fuel tax code file' will display.

Each tax type listed on the install screen has a unique Texas State fuel code (see Fuel Type Master File). Tax types must be left blank for items you do not sell.

```
***** Texas Fuel Tax Install Program *****03/28/2019
Enter your State Taxpayer Number 17499999999 Bulk ID
Enter your taxpayer name PETRO-DATA, INC
Enter exemption codes for the various types of exempt customers below:
Oth. Permit Holders 5 EXEMPT COOPS
Oth. Permit Holders #2 7 NO ETHANOL CREDIT
Aviation Fuel Dealers
Public Schools 2 PERMIT HOLDERS
Signed Statements 3 FEDERAL GOVT
Signed Statements #2 6 OFF ROAD EQUIP-LINE 19
Off Highway Equipment 12 SIGNED STATEMENT
Federal Government 1 SIGNED STATEMENT
Co-Ops
Fire Departments 1 SIGNED STATEMENT
EMS Department
Other Exempt Entities
Enter industry code for other distributors (deferred taxes)
Enter tax types for the following
Dyed Diesels HSD Clr Diesels LSD GAS
Dyed Kerosene KER Clr Ker KER
Gasoline GAS Gasohol (3)
Av gas Jet fuel GAS Propane PRO
E=Edit Data Q=Quit and Save
```

- Enter your Texas Taxpayer number and name.
- Enter the Location ID number of your Bulk Plant, if applicable.
- Enter the Exemption Codes for exempt types of customers that you sell to or leave blank.
- If you allow your customers to defer their state taxes, enter the special industry code you used in their customer file to designate them as a Ddeferred Tax Customers.
- Enter the Tax Types for fuel that you sell. Leave the tax type blank if you do not sell that particular type of fuel.

Select E=Edit Data to change any of the displayed fields.

Select Q=Quit and Save to quit the program and save the changes.

Default truck number	<input type="text" value="1"/>	Tax Dir	<input type="text" value="\TEXASTAX\"/>
Enter the Bio Diesel tax type and the percent that is not diesel (5,2,etc)			
Bio Clr 1	<input type="text" value="B5C"/>	Percent Bio	<input type="text" value="5"/>
Bio Clr 3	<input type="text"/>	Percent Bio	<input type="text" value="0"/>
Bio Clr 2	<input type="text"/>	Percent Bio	<input type="text" value="0"/>
Bio Clr 4	<input type="text"/>	Percent Bio	<input type="text" value="0"/>
Bio Dye 1	<input type="text" value="B5D"/>	Percent Bio	<input type="text" value="5"/>
Bio Dye 3	<input type="text"/>	Percent Bio	<input type="text" value="0"/>
Bio Dye 2	<input type="text"/>	Percent Bio	<input type="text" value="0"/>
Bio Dye 4	<input type="text"/>	Percent Bio	<input type="text" value="0"/>
E=Edit Data		Q=Quit and Save <input type="text" value="Q"/>	

- The default truck number displays on each customer invoice in sales invoice entry. You may override it with a different code. Enter the carrier used most often as the default.
- Enter the directory where Texas Tax reports will be written.
- Enter the BioDiesel inventory codes and the BioDiesel percent.

Select E=Edit Data to change any of the displayed fields.

Select Q=Quit and Save to quit the program and save the changes.

Other State Module

Fuel Tax Reporting, Other State Module

Petro-Data supports tax reporting for the following states:

AL	Alabama
CT	Connecticut
FL	Florida
GA	Georgia
IL	Illinois
IN	Indiana
KY	Kentucky
LA	Louisiana
PA	Pennsylvania
OK	Oklahoma
TN	Tennessee
WI	Wisconsin

State reporting requirements vary from state to state. Based on your installation, documents for states in which you do business will be provided as part of the installation process.

Sales Audit Report

Fuel Tax Reporting, Sales Tax Audit

The Fuel Sales Audit report lists all taxable and not-taxable (exempt) sales by customer. There is a wide range of options to select from to meet your individual needs.

Fuel Tax Calculate must be run FIRST to create a file with the data for the range of dates or batches you need for the Sales Audit. These reports can be run at any time for any period of time. The data is retrieved from the invoice line items in current and/or history when the 'Fuel Tax Calculate' is run. A temporary file is created when the 'Calculate' is run and remains until another calculate is done. All audit reports are printed from the temporary calculate file.

```
Option:      A = All           T = a Taxtype       L = Location 
            P = a Prodtype    C = a Taxcode
            _____

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

Enter a State (blank for all)       Input selection criteria?  N

Customer subtotals?  Y      Print customer address?(Y/N)  Y      Cust AlphaSort? 

1=Detail  2=Summary Totals  3=Show Purchase   1      Show Effective Tax Rate 

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

The most common option is 'C a Taxcode'. The tax code numbers are found on the summary report that prints in the Calculate option. Other options include:

- A - Print all transactions in the file
- T - Print a specific tax type
- P - Print a product type
- L - Print one location

Enter Choice

- 1 - print non taxable sales only (exempt sales)
- 2 - print taxable sales only.
- 3 - print both taxable and non taxable.

All reports have a column for taxable and a column for non-taxable. Print the reports you will need.

State

Leave this blank for all states or enter a specific state abbreviation.

Input Selection Criteria?

- Y - enter additional selection criteria
- N - print the entire report

Customer subtotals?

- Y - include a subtotal for each customer
- N - do not print any customer totals

Print customer address? (Y/N)

- Y - print Customer address and tax number on the report
- N - print only Customer name on the report (this will be a much shorter report)

Report option

- 1 - Detail Report - lists each customer invoice
- 2 - Summary Totals - lists only totals by customer.
- 3 - Show Purchases - include purchase information

Effective Tax Rate

- Y - print the effective tax rate
- N - do not print the effective tax rate

Sort by Taxcode and Date only

- Y - sort by taxcode and date only
- N - do not sort by taxcode and date only (sort by customer only)

Show Sales Dollars

- Y - print sales dollars
- N - do not print sales dollars

Create Excel File

- Y - create an excel worksheet of this data
- N - do not create a worksheet

Send Purchase Info to Spreadsheet

- Y - create an excel worksheet for purchase information
- N - do not create a purchase worksheet

Suggestions:

- Print taxable sales using the Summary option if you need it.
- Print non-taxable using the Detail option.
- If you the print Summary report and if there are problems, print the detail report to analyze and find the error.
- Make detailed notes of the reports you need to file your tax returns. Include the options used when printing the reports. Put these notes with your End-of-Month Checklists.
- The information on these reports is backup for State reporting modules that might be included in your version of Petro-Data's software.

Date: 09/30/2005		Petro-Data Demo		Page No.								
Time: 09:21:32		Fuel Tax Sales Audit Report		1								
		Date Range: 09/01/2005 to 09/30/2005										
TAX CODE	1	FEDERAL GASOLINE		Tax Rate	0.1840	Product Type	GAS					
Batch No	Date	Inv No.	Loc	Cust No	Item	Ex Code	Gross Gal	Net Gal	CD	Ntx Gal	Tx Gal	Tax Amt
20050905	09/01/2005	145368	9	NEWCO	UNL		3100.00	3041.00		0.00	3041.00	559.54
20050906	09/02/2005	145434	9	NEWCO	SNL		1200.00	1181.00		0.00	1181.00	217.30
20050906	09/02/2005	145434	9	NEWCO	UNL		6000.00	5885.00		0.00	5885.00	1082.84
20050907	09/03/2005	145518	9	NEWCO	SNL		4700.00	4621.00		0.00	4621.00	850.26
20050907	09/04/2005	145610	9	NEWCO	UNL		8600.00	8442.00		0.00	8442.00	1553.33
20050909	09/06/2005	145730	9	NEWCO	UNL		7701.00	7560.00		0.00	7560.00	1391.04
20050932	09/09/2005	145990	9	NEWCO	UNL		7600.00	7459.00	N	0.00	7459.00	1372.46
20050932	09/08/2005	145991	9	NEWCO	UNL		7800.00	7679.00	N	0.00	7679.00	1412.94
20050932	09/10/2005	145992	9	NEWCO	SNL		1100.00	1083.00	N	0.00	1083.00	199.27
20050932	09/10/2005	145992	9	NEWCO	UNL		6100.00	5999.00	N	0.00	5999.00	1103.82
20050932	09/11/2005	145993	9	NEWCO	SNL		1600.00	1575.00	N	0.00	1575.00	289.80
20050932	09/11/2005	145993	9	NEWCO	UNL		6000.00	5892.00	N	0.00	5892.00	1084.13
20050933	09/13/2005	146203	9	NEWCO	SNL		1600.00	1572.00	N	0.00	1572.00	289.25
20050933	09/13/2005	146203	9	NEWCO	UNL		7200.00	7083.00	N	0.00	7083.00	1303.27
20050934	09/14/2005	146333	9	NEWCO	SNL		1000.00	986.00	N	0.00	986.00	181.42
20050934	09/14/2005	146333	9	NEWCO	UNL		6100.00	5997.00	N	0.00	5997.00	1103.45
20050935	09/15/2005	146426	9	NEWCO	UNL		5700.00	5605.00	N	0.00	5605.00	1031.32
20050936	09/16/2005	146636	9	NEWCO	SNL		1100.00	1084.00	N	0.00	1084.00	199.46
20050936	09/16/2005	146636	9	NEWCO	UNL		6100.00	6008.00	N	0.00	6008.00	1105.47
20050936	09/17/2005	146637	9	NEWCO	SNL		1000.00	985.00	N	0.00	985.00	181.24
20050936	09/17/2005	146637	9	NEWCO	UNL		6200.00	6101.00	N	0.00	6101.00	1122.58
20050936	09/18/2005	146638	9	NEWCO	SNL		1000.00	976.00	N	0.00	976.00	179.58
20050936	09/18/2005	146638	9	NEWCO	UNL		6200.00	6079.00	N	0.00	6079.00	1118.54
20050938	09/20/2005	146781	9	NEWCO	UNL		7601.00	7482.00	N	0.00	7482.00	1376.69
Subtot for Newco Limited							112302.00	110375.00		0.00	110375.00	
Address		555 INDUSTRIAL ROAD		State ID								
City/State		BELTWAY CITY TX 78001		Phone:		210-223-8762						

Purchase Audit Report

Fuel Tax Reporting, Purchase Audit Report

The Fuel Purchase Audit report lists all purchases both taxable and non-taxable (exempt) by Vendor and Terminal. There is a wide range of report options to select from to print the audit detail you need.

These reports can be run at any time for any period of time. The data is retrieved from the BOL or purchase line items in current and/or history when the Fuel Tax Calculate' is run. Unless your history has been purged, these transactions remain in the file indefinitely. A temporary file is created when the 'Calculate' is run and remains until another calculate is done. All audit reports are printed from the temporary calculated file.

```
Option:  A = All           T = a Taxtype           L = Location | A
         C = a Taxcode     P = a Product Type
Enter choice:  1 = Non taxable    2 = Taxable    3 = Both | 3
Enter State (BLANK=All) |           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? |
Is everything ok? (Y/N/P=Printer/Q=Quit) | Y
```

Option

The most common option is 'C a Taxcode'. The tax code numbers are found on the summary report that prints in the Calculate option.

Other options include:

- A - print all transactions in the file
- T - print a specific tax type
- P - print a product type.
- C - print a tax code - fuel tax codes.
- L - print one location.

Enter choice

- 1 - print non taxable sales only (exempt sales).
- 2 - print taxable sales only.
- 3 - print both taxable and non taxable.

All reports have a column for taxable and a column for non-taxable. Print the reports you will need.

State

Leave this blank for all states or enter a specific state abbreviation

Input a selection criteria?

- N - print the entire report
- Y - use additional selection criteria

Only print summary by Vendor/Terminal

- N - to print each purchase or BOL in detail with totals by vendor and terminal
- Y - to print total gallons by Vendor and Terminal.

Show Gross or Show Batch

- 1 - print gross dollars
- 2 - print the batch number and not the gross dollars

Create Excel File

- Y - create an excel worksheet of this data
- N - do not create a worksheet

Suggestions:

- Print taxable purchases using the Summary option if you need it.
- Print non-taxable using the Detail option.
- If you the print Summary report and if there are problems, print the detail report to analyze and find the error.
- Make detailed notes of the reports you need to file your tax returns. Include the options used when printing the reports. Put these notes with your End-of-Month Checklists.
- The information on these reports is backup for State reporting modules that might be included in your version of Petro-Data's software.

Date: 09/30/2005		Petro-Data Demo				Page No.			
Time: 10:03:36		Fuel Tax Purchase Audit by Tax Code				1			
		Date Range: 09/01/2005 to 09/30/2005							
Tax Code 3	FEDERAL DIESEL			Product Type LSD					
Loc	Vendor	Term	Rec No.	Rec Date	Batch No.	Tax Gal	Ntx Gal	Tot Gal	Tax Paid
9	KOCH	FTW	601812	09/09/2005	20050932	7702	0	7702	1879.29
9	KOCH	FTW	602622	09/12/2005	20050931	7707	0	7707	1880.51
9	KOCH	FTW	605375	09/20/2005	88888888	7705	0	7705	1880.02
Terminal Totals for FTW						23114	0	23114	5639.82
9	KOCH	WAC	358477	09/13/2005	20050933	7720	0	7720	1883.68
9	KOCH	WAC	358862	09/15/2005	20050935	7715	0	7715	1882.46
9	KOCH	WAC	359157	09/16/2005	20050936	7631	0	7631	1861.96
Terminal Totals for WAC						23066	0	23066	5628.10
Vendor Totals for KOCH						46180	0	46180	11267.92
Name KOCH REFINING		Address		12345 Koch Drive					
City Waco		Phone		EIN 14107434574					

Florida Sales Tax Audit Report

Fuel Tax Reporting, Sales Tax Audit Report

The Sales Tax Audit Report prints a detail audit of sales tax activity. This report was written specifically for Petro-Data's Florida customers. The file is created in the Calculate program if the answer to 'Calculate Sales Tax Totals' is Y.

```

Input selection criteria? N

Subtotal: 1=Customer      2=Item      3=Date/Invoice      2

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

Date: 07/29/2008		Petro-Data Demo		Page No.					
Time: 13:33:31		Sales Tax Audit Report		1					
Batch Range: 09/01/2005 to 09/01/2005									
Exempt column is for items that are coded as taxable but the customer was exempt.									
NTaxable column is for items that are coded as nontaxable.									
Tax Code 1	SAN ANTONIO CITY TAX			Tax Rate	0.0113				
Inv No.	Cust No	Tax?	Date	Item	Tax?	Taxable	NTaxable	Exempt	Tot Sales
145368	NEWCO	Y	09/01/2005	DIEFRT	N	0.00	0.00	46.81	46.81
145345	PM2	Y	09/01/2005	DIEFRT	N	0.00	0.00	25.30	25.30
Subtot: DIESEL FREIGHT						0.00	0.00	72.11	72.11
145368	NEWCO	Y	09/01/2005	GASFRT	N	0.00	0.00	40.61	40.61
145345	PM2	Y	09/01/2005	GASFRT	N	0.00	0.00	166.90	166.90
145371	LARCO	Y	09/01/2005	GASFRT	N	0.00	0.00	139.32	139.32
145375	LARCO	Y	09/01/2005	GASFRT	N	0.00	0.00	139.04	139.04
145326	PM3	Y	09/01/2005	GASFRT	N	0.00	0.00	139.32	139.32
145337	PM4	Y	09/01/2005	GASFRT	N	0.00	0.00	58.95	58.95
145346	PM4	Y	09/01/2005	GASFRT	N	0.00	0.00	267.49	267.49
145365	PM4	Y	09/01/2005	GASFRT	N	0.00	0.00	115.28	115.28
145338	KATCO	Y	09/01/2005	GASFRT	N	0.00	0.00	56.33	56.33
145347	KATCO	Y	09/01/2005	GASFRT	N	0.00	0.00	85.12	85.12
Subtot: GASOLINE FREIGHT						0.00	0.00	1208.36	1208.36
145368	NEWCO	Y	09/01/2005	LOADFEE	N	0.00	30.00	0.00	30.00
145345	PM2	Y	09/01/2005	LOADFEE	N	0.00	40.00	0.00	40.00
145371	LARCO	Y	09/01/2005	LOADFEE	N	0.00	40.00	0.00	40.00
145375	LARCO	Y	09/01/2005	LOADFEE	N	0.00	40.00	0.00	40.00
145326	PM3	Y	09/01/2005	LOADFEE	N	0.00	40.00	0.00	40.00
145337	PM4	Y	09/01/2005	LOADFEE	N	0.00	20.00	0.00	20.00
145346	PM4	Y	09/01/2005	LOADFEE	N	0.00	40.00	0.00	40.00
145365	PM4	Y	09/01/2005	LOADFEE	N	0.00	40.00	0.00	40.00
145338	KATCO	Y	09/01/2005	LOADFEE	N	0.00	20.00	0.00	20.00
145347	KATCO	Y	09/01/2005	LOADFEE	N	0.00	20.00	0.00	20.00
Subtot: LOADING FEE						0.00	330.00	0.00	330.00

Fuel Tax Summary

Fuel Tax Reporting, Fuel Tax Summary

The Fuel Tax Summary Report prints summary sales information followed by summary purchase information for each tax code.

```
Option:  A = All      T = a Taxtype  C = a Taxcode A
Purchase totals option:  1 by Vendor    2 by Vendor/Terminal  1
Total by taxtype and product type? (Y/N)  |
Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Option

A - to print all

T - to print a specific tax type

Enter tax type: F = Federal S = State N = County C = City

C - to print one tax code.

Enter a Tax Code / Blank for all (1, 2, 5, 7)

Purchase totals option

1 by Vendor

2 by Vendor/Terminal

Total by tax type and product type?

Y = to print totals by tax type and product type

N = to print without subtotals.

Date: 07/29/2008
Time: 14:32:24

Petro-Data Demo
Fuel Tax Summary Report
Batch Range: 09/01/2005 to 09/30/2005

Page No.
1

FEDERAL DIESEL

Custno	Exemption	Gross Gal	Net Gal	CD	Ntx Gal	Tx Gal	Tax Amt
KATCO	No Exemption	7000.00	6925.00			6925.00	1689.70
Katco Inc.							

234 COMMERCIAL ROAD
PO BOX 233 PITTFFORD CITY TX 78121

214-253-8262 EIN

LARCO	No Exemption	4254.00	4202.00			4202.00	1025.28
Larco Enterprises							

234 COMMERCIAL ROAD
PO BOX 112 SAFIRE CITY TX 78121

214-253-8262 EIN

NEWCO	No Exemption	24500.00	24200.00			24200.00	5904.81
Newco Limited							

555 INDUSTRIAL ROAD

Reindex Data Files

Jobber, Reindex Data Files

Occasionally, the data in Petro-Data need to be re-indexed and re-sorted. An index is a small file that keeps the data in a specific order. The Reindex is a common utility that helps to maintain system performance. You may encounter some error messages such as 'file not found' or 'record out of range'. These messages can be corrected by running a Reindex.

All users should be out of the system for the Reindex to run correctly. You can run a Reindex at any time. Petro-Data support staff may ask you to run a Reindex to fix other messages.

```
Petro-Data Inc. *** Reindex Data Files *** 12/18/2018

Choose: 1=Index Current Files      2=Index History      Q=Quit
        3=Index Both                F=Fix Corrupt File  3

Index rack prices? Y/N  Y

Create DEF files to protect against corruption?  Y

Re-Create Data Bases? (Y/N/Q)  Y

If you are not sure about the options, just take the default answers.
```

Option

- 1 - Reindex the Current Month files only
- 2 - Index all Prior Month Historical files only
- 3 - Index both Current Month and Prior Month History
- F - Fix Corrupt File

Reindexing Historical may take longer depending on the size of your system.

Option F to Fix Corrupt File should be done when requested by Petro-Data support staff.

Index Rack Prices (Y/N)

It's recommended to accept the default of 'Y'.

Enter 'N' if you are certain the Rack Price tables are not an issue.

Create DEF files to protect against corruption

This option creates a file which can be retrieved by Petro-Data support staff when a file cannot be fixed.

It's recommended to accept the default of 'Y'. Enter 'N' when instructed by Support Staff.

Re-Create Data Bases (Y/N/Q)

It's recommended to accept the default of 'Y'.

Enter 'N' for a simple reindex when instructed by Support Staff.

As the system performs the re-index, a list of tables will display.

```
Petro-Data Jobber Inventory
F2-Lookup F3-AR Inquiry F4-Inv Inq

Validate Database INDATA:
Rebuilding structural index... Index rebuilt.
Indexing INVDETGL
Indexing CSJBITEM
Indexing ARCAT           Indexing ARCATPRC
Indexing ARTEERR
Indexing ARTKHEAD
Indexing ARTICK
Indexing ARCNT
Indexing PURHEAD
Indexing PURTRAN
Indexing PURLOAN
Indexing ARPURCUR
Indexing ARXEMPT
Indexing ARBLEND       Indexing ARBLTEMP
Indexing ARFIFAUD
Indexing ARFIFO
Indexing AROFIFO
Indexing ARTRANS
```

If you get error 1705, verify that no one is in the system and try the Reindex again.
The system will return to the Jobber menu when the Reindex finishes.

End of Month

There are individual end of month programs for Inventory, Accounts Receivables, Accounts Payable and General Ledger. The End of Month routine is run before you update any purchases or invoices for the new month. This program does the following:

1. Update Year to Date Inventory Totals for Quantity Sold in Units and dollars, purchases year to date for units and dollars, profit year to date. The 13 Period History is also updated for quantity and dollars.
2. Add the Monthly Sales Transactions to the Sales Analysis History File and clear the Current Sales Analysis File.
3. Add the Monthly Purchases to the Purchase History File and clear the current month Purchase File.
4. Add the Monthly Inventory Transactions to the Inventory Audit History file and clear the current month File.
5. Delete all FIFO records with 0 on-hand quantity.
6. Flag all pending receipts in the purchase file as being from the prior period. When the invoice is received, you will have a chance to update the GL with those totals only. In this way you do not get the periods mixed up in your General Ledger.
7. Reindex all data files.

Please use the 'End of Month Checklist' for the Jobber Module to make sure that all processes have been completed and all end-of-month reports run before running the 'End of Month Routine.

All Users must be out of Petro-Data when you run the End of Month option.

Jobber End of Month Checklist

- Make sure all current month batches have been updated. Run the following report:
 - 1 *Sales Invoice Entry, Batch Status Report*
 - 2 Choose the option for 'All Unposted Batches'
 - 3 This report should have no data. If any batches are listed on the report, review the data and update or delete the batches as appropriate.
- Make sure there are no Pending BOL batches.
 - 1 *Bill of Ladings, PrePost Report*
 - 2 Select the following options:
 - 1 Batch Range. Enter the Beginning Batch 00000000 and Ending Batch 99999999.
 - 2 Select Current Files
 - 3 Select Pending AP
 - 3 Selection Criteria is Unchecked
 - 4 Print Select is 'BOL Report only'
 - 5 Accept the rest of the defaults
 - 6 This report should have no data. If any batches are listed on the report, review the data and update or delete the batches as appropriate.
- Release the data to the General Ledger
 - 1 *Release to General Ledger, PrePost Report*
 - 2 Select the following options:
 - 1 Batch Range 00000000 - 99999999
 - 2 Select Option 1=Regular
 - 3 Select Type 3=All
 - 3 Make sure Grand Total Proof at bottom of report is Zero.
- Release the journal data to the Link File (if Proof was zero in the previous step).
 - 1 *Release to General Ledger, Release to Link Files*
 - 2 Select the following options:
 - 1 Update By A = All
 - 2 Select Type 3=All
- Reindex Data Files
 - 1 Select the following options:
 - 1 Option 1 - Index Current Month
 - 2 Select 'Y' to index rack prices
 - 3 Select 'Y' to Create DEF files
 - 4 Select 'Y' to re-create Data Bases.
- Select End of Month menu option
 - 1 Enter or verify the closing date
 - 2 Verify Closing Month, Year and Fiscal Period

- 3 Verify there are no unposted Invoice or Purchase batches. Reply 'Y'. If not, exit and check it now.
- 4 Enter 'Y' that an Inventory Valuation report was printed. This does not apply to Direct Billers.
- 5 Enter 'Y' to clear the on-hand balances at the terminal. This does not apply to Direct Billers.
- 6 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.

Month End Error Messages

Out of Balance Batch Message

‘Inventory closing is cancelled until you fix the link files. Press enter.’

Fix the out-of-balance batch. Select R - Release to General Ledger, then 1 - Release Inventory Totals to GL Link File, and then 3 - Fix Out of Balance Batch. (See the ‘Release to General Ledger’ section of this manual.)

Call Customer Support for help if you are unable to find the out-of-balance batch. There is a special password which will bypass the out of balance condition as a last resort, and allow you to close the module.

Bad or Blank GL Accounts Message

‘Inventory closing is cancelled until you fix the link files. Press enter.’

Fix the BAD GL Accounts - select R - Release to General Ledger, then 1 - Release Inventory Totals to GL Link File, and then 3 - Fix Out of Balance Batch. (See the ‘Release to General Ledger’ section of this manual.)

Call Customer Support for help if you are unable to find the out-of-balance batch. There is a special password which will bypass the out of balance condition as a last resort, and allow you to close the module.

Period Definitions not defined

‘Period definitions not defined, wrong period comes up, etc.’

If the message says that the periods are not defined, abort the closing and do the following:

Menu Select: From the Application Main Menu, select General Ledger Link Programs and then Define GL Fiscal Periods.

Detailed instructions can be found in the Overview section at the beginning of this manual.

If the period that displays is OLD, delete the old fiscal periods from the General Ledger Link Programs, Define GL Fiscal Periods option. Enter the old year and select <Delete>. Once everything has been released to the GL for a period, the period definitions are no longer needed.

Utility Programs

Petro-Data has included various utility programs that will help you to update data.

Change Dates/Batches

This utility will allow you to update dates or batch numbers for any module after the data has been updated. There are three ways to find and fix the data in the system.

1. You can change **Specific Transactions** based on a range of dates or a range of batches using the Detail Option. Each transaction list for the range must be changed one at a time.
2. You can change **All Transactions** from one batch number to another or one date to another using the Summary Option.
3. You can exclude a range of batch numbers looking for all other batch numbers in the system you need to change.

After making your change, we recommend you use the Detail Option to verify the date or batch number changed correctly.

<p>Select the following menu option:</p> <p><i>Jobber, Utility Programs, Change Dates/Batches</i></p>	<table border="1"> <thead> <tr> <th>Jobber</th> <th>AR</th> <th>AP</th> <th>Pr-Gl</th> <th>Link</th> <th>Main</th> <th>Exit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Master File Maintenance</td> <td></td> <td></td> <td>13</td> <td>Sales Analysis Generator</td> <td></td> </tr> <tr> <td>2</td> <td>Fuel Tank Module</td> <td></td> <td></td> <td>14</td> <td>Fuel Tax Reporting</td> <td></td> </tr> <tr> <td>3</td> <td>Rack Prices</td> <td></td> <td></td> <td>15</td> <td>FIFO Cost Maintenance</td> <td></td> </tr> <tr> <td>4</td> <td>DTN/Supplier Import</td> <td></td> <td></td> <td>16</td> <td>Reindex Data Files</td> <td></td> </tr> <tr> <td>5</td> <td>Sales Invoice Entry</td> <td></td> <td></td> <td>17</td> <td>End of Month</td> <td></td> </tr> <tr> <td>6</td> <td>Fuel Bill of Ladings</td> <td></td> <td></td> <td>U</td> <td>Utility Programs</td> <td></td> </tr> <tr> <td>7</td> <td>Purchases</td> <td></td> <td></td> <td></td> <td>• Change Dates/Batches</td> <td></td> </tr> <tr> <td>8</td> <td>Consignment Inventory</td> <td></td> <td></td> <td></td> <td>• Fix Update/Restore Log</td> <td></td> </tr> <tr> <td>9</td> <td>Cardlock/Keylock</td> <td></td> <td></td> <td></td> <td>• Print Update Reports</td> <td></td> </tr> <tr> <td>10</td> <td>Adjustment and Transfers</td> <td></td> <td></td> <td></td> <td>• EOM Status Report</td> <td></td> </tr> <tr> <td>11</td> <td>Physical Inventory</td> <td></td> <td></td> <td></td> <td>• Delete Old Reports</td> <td></td> </tr> <tr> <td>12</td> <td>Inventory Reports</td> <td></td> <td></td> <td></td> <td>• Fix Tools</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>• FTP Jobs</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>• Quit</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>R</td> <td>Release to General Ledger</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>I</td> <td>Inventory Setup</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>F</td> <td>Freight Bill Expense</td> <td></td> </tr> </tbody> </table>	Jobber	AR	AP	Pr-Gl	Link	Main	Exit	1	Master File Maintenance			13	Sales Analysis Generator		2	Fuel Tank Module			14	Fuel Tax Reporting		3	Rack Prices			15	FIFO Cost Maintenance		4	DTN/Supplier Import			16	Reindex Data Files		5	Sales Invoice Entry			17	End of Month		6	Fuel Bill of Ladings			U	Utility Programs		7	Purchases				• Change Dates/Batches		8	Consignment Inventory				• Fix Update/Restore Log		9	Cardlock/Keylock				• Print Update Reports		10	Adjustment and Transfers				• EOM Status Report		11	Physical Inventory				• Delete Old Reports		12	Inventory Reports				• Fix Tools							• FTP Jobs							• Quit						R	Release to General Ledger						I	Inventory Setup						F	Freight Bill Expense	
Jobber	AR	AP	Pr-Gl	Link	Main	Exit																																																																																																																									
1	Master File Maintenance			13	Sales Analysis Generator																																																																																																																										
2	Fuel Tank Module			14	Fuel Tax Reporting																																																																																																																										
3	Rack Prices			15	FIFO Cost Maintenance																																																																																																																										
4	DTN/Supplier Import			16	Reindex Data Files																																																																																																																										
5	Sales Invoice Entry			17	End of Month																																																																																																																										
6	Fuel Bill of Ladings			U	Utility Programs																																																																																																																										
7	Purchases				• Change Dates/Batches																																																																																																																										
8	Consignment Inventory				• Fix Update/Restore Log																																																																																																																										
9	Cardlock/Keylock				• Print Update Reports																																																																																																																										
10	Adjustment and Transfers				• EOM Status Report																																																																																																																										
11	Physical Inventory				• Delete Old Reports																																																																																																																										
12	Inventory Reports				• Fix Tools																																																																																																																										
					• FTP Jobs																																																																																																																										
					• Quit																																																																																																																										
				R	Release to General Ledger																																																																																																																										
				I	Inventory Setup																																																																																																																										
				F	Freight Bill Expense																																																																																																																										
<p>Press Enter to acknowledge the instructions.</p>																																																																																																																															

Change specific detail transactions:

1. Select option 1 to change specific transactions.
2. Choose the module where the data needs to be changed.
3. Choose Current, History or Unposted data.
4. Enter a document number, if appropriate for the module.
5. Enter a date range or a batch range.

1-Browse/Fix Detail 2=Summary (Change Whole Batches) 3=Find and Fix Q=Quit 1 **1**

Module: 1-Sales Invoice 2-Cash Receipt 3-Draft 4-Credit Card
 5-Cardlock 6-Misc AR Sale Q-Quit 2 **2**

Search: C=Current H=History U=Unposted C **3**

Enter any criteria below.

Document Number **4**

Date Greater Than Equal 02/01/2015 Date Less Than Equal 02/28/2015 **5**

Batch Greater Than Equal Batch Less Than Equal

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

You can change either the date or the batch number. All other fields can't be changed.

Press Ctrl-W to save and exit after the data is changed.

FIX DATES/BATCHES - <Ctrl W>=Quit

Ref1	Ref2	Amount	Orefdate	Obatchno	Module	Refdte	Batchno
D0912	PM3	20000.00	02/02/2015	20050912	CR	02/02/2015	20050912
CK0119	BLUE	1550.00	02/12/2015	20110119	CR	02/12/2015	20110119

Change all data in a Batch or Date Range:

1. Select option 2 to change all data in a batch or all data in a specific date range.
2. Choose the module where the data needs to be changed.
3. Choose Current, History or Unposted data.
4. Select the option to change Link Files if you have data that has not been posted to the GL.
5. Choose to change by Batch Number or Date.
6. Enter the old batch or old date.
7. Enter the new batch number or new date.

1-Browse/Fix Detail 2=Summary (Change Whole Batches) 3=Find and Fix Q=Quit 2 **1**

Module: 1-Invoice 2-Cash Receipt 3-Draft 4-Credit Card
 5-Cardlock 6-Misc Ar Sale Q-Quit 2 **2**

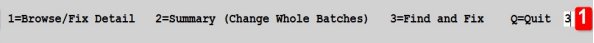
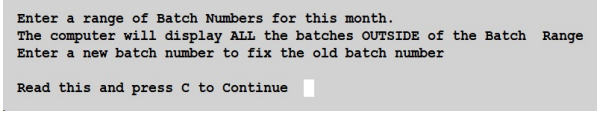
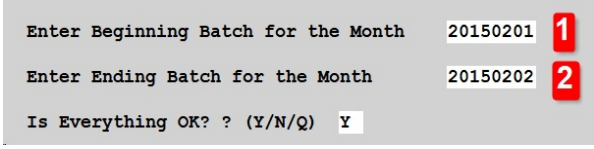
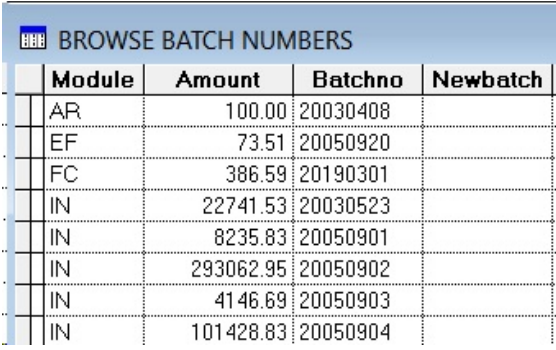
C=Current H=History U=Unposted C Fix Gl Link Files Too? (Y/N) Y **4**

Select Field to Change: B=Batch D=Date B **5**

Enter Old Batch 20150202 Enter New Batch 20150203 **7**

Enter Old Date / / **6** Enter New Date / / **7**

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

<p>Change all data Outside a Batch Range:</p> <ol style="list-style-type: none"> 1. Select option 3 to change all data outside a range of batch numbers. 2. Enter 'C' to acknowledge the message and continue. 3. 	 																																				
<ol style="list-style-type: none"> 1. Enter the beginning batch number to exclude. 2. Enter the ending batch number to exclude. <p>This beginning and ending range will be excluded from the data search.</p>																																					
<p>Enter the new batch number for each line that needs to be changed.</p> <p>This option applies to All Modules.</p> <p>Press Ctrl-W to save and exit.</p>	 <table border="1"> <thead> <tr> <th>Module</th> <th>Amount</th> <th>Batchno</th> <th>Newbatch</th> </tr> </thead> <tbody> <tr> <td>AR</td> <td>100.00</td> <td>20030408</td> <td></td> </tr> <tr> <td>EF</td> <td>73.51</td> <td>20050920</td> <td></td> </tr> <tr> <td>FC</td> <td>386.59</td> <td>20190301</td> <td></td> </tr> <tr> <td>IN</td> <td>22741.53</td> <td>20030523</td> <td></td> </tr> <tr> <td>IN</td> <td>8235.83</td> <td>20050901</td> <td></td> </tr> <tr> <td>IN</td> <td>293062.95</td> <td>20050902</td> <td></td> </tr> <tr> <td>IN</td> <td>4146.69</td> <td>20050903</td> <td></td> </tr> <tr> <td>IN</td> <td>101428.83</td> <td>20050904</td> <td></td> </tr> </tbody> </table>	Module	Amount	Batchno	Newbatch	AR	100.00	20030408		EF	73.51	20050920		FC	386.59	20190301		IN	22741.53	20030523		IN	8235.83	20050901		IN	293062.95	20050902		IN	4146.69	20050903		IN	101428.83	20050904	
Module	Amount	Batchno	Newbatch																																		
AR	100.00	20030408																																			
EF	73.51	20050920																																			
FC	386.59	20190301																																			
IN	22741.53	20030523																																			
IN	8235.83	20050901																																			
IN	293062.95	20050902																																			
IN	4146.69	20050903																																			
IN	101428.83	20050904																																			

When all changes have been made, display your batch or date range and verify that the data was changed correctly.

Fix Update/Restore Log

Petro-Data tracks all batch updates and restores. You are able to view the original log file from either of these processes.

Module: Comp No. Userid: Program: Descr:

Batch No. Batch Id: Date: Time: Successful:

Status Msg:
(Double Click to Open)

Error Msg:
(Double Click to Open)

CompNo	Module	Program ~	Descr	Update Date ~	Time	Batch No. ~	Batchid	Updated?
13	INV	pureod	Purchase Update	09/11/2018	12:58:55	20180904		N
13	INV	pureod	Purchase Update	09/11/2018	13:21:15	20180904		N
13	INV	pureod	Purchase Update	09/11/2018	13:28:21	20180904	1	Y
13	INV	pureod	Purchase Update	09/11/2018	13:32:25	20180904	2	Y
14	INV	Calculat	Calculate Invoices	03/15/2019	14:46:19	20190315		N
14	INV	Calculat	Calculate Invoices	03/15/2019	14:50:47	20190315		N
14	INV	Calculat	Calculate Invoices	03/15/2019	14:52:51	20190315		N
14	INV	arboleod	Bill of Lading Update	01/30/2019	15:44:12	20190129	1	Y
14	INV	arboleod	Bill of Lading Update	03/21/2019	13:10:15	20190321	1	Y
2	INV	Calculat	Calculate Invoices	03/18/2019	07:18:16	20190301		N
2	INV	Calculat	Calculate Invoices	03/18/2019	07:24:00	20190301		Y
2	INV	Calculat	Calculate Invoices	03/18/2019	11:05:35	20190301		Y
2	INV	Calculat	Calculate Invoices	03/18/2019	13:08:25	20190301		Y
2	INV	Calculat	Calculate Invoices	03/18/2019	13:12:24	20190301		Y
2	INV	Calculat	Calculate Invoices	03/18/2019	13:16:31	20190301		Y

Move your cursor to either the update or restore you want to view. Click Edit to view the log report.

Print Update Reports

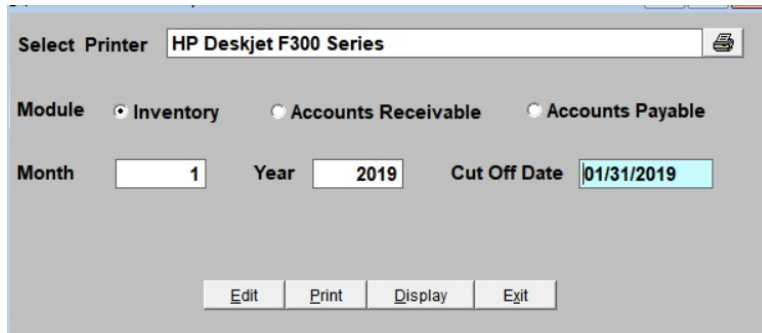
When you updates batches, a report log is automatically created. You can view the original update log for each of the Petro-Data modules in Jobber.

Filename	Dirdate	Dirtime	Status
p:\REPORTS\BOL\BOL20181211.TXT	12/11/2018	17:12:52	
p:\REPORTS\BOL\BOL20181212.TXT	12/12/2018	15:27:18	
p:\REPORTS\BOL\BOL20181213.TXT	12/13/2018	11:09:26	
p:\REPORTS\BOL\BOL20190129.TXT	01/30/2019	16:44:14	
p:\REPORTS\BOL\BOL20190201.TXT	02/04/2019	7:42:34	
p:\REPORTS\BOL\BOL20190221.TXT	02/21/2019	6:38:40	
p:\REPORTS\BOL\BOL20190227.TXT	02/27/2019	10:56:10	

Select the report you want to view and then click Display.

EOM Status Report

At any time during the module, you can verify the status of your modules.



The screenshot shows a dialog box titled "EOM Status Report". At the top, there is a "Select Printer" dropdown menu with "HP Deskjet F300 Series" selected. Below this, the "Module" section has three radio buttons: "Inventory" (selected), "Accounts Receivable", and "Accounts Payable". The "Month" field contains the number "1", the "Year" field contains "2019", and the "Cut Off Date" field contains "01/31/2019". At the bottom of the dialog, there are four buttons: "Edit", "Print", "Display", and "Exit".

Select the module you want to check.
Enter the Month, Year and Cut-Off Date of the Current Period.
Click Display.

Delete Old Reports

Report for various updates are automatically stored in a directory on your server or workstation. From time to time, you may want to purge old reports from the system to help maintain disk space.

We recommend you contact Petro-Data Support staff for help with this option.

Fix Tools

Occasionally, the Sales Inquiry and Purchase Inquiry functions may experience errors. Petro-Data has included a the ability to 'reset' these function keys. It's recommended that you only run these options at the request of Petro-Data Support.

```
1 Fix F3 Sales Inquiry
2 Fix F5 Purchase Inquiry
3 Fix Dealer Monthly Sales Report
4 Not Used
5 Not Used
Q Quit
```

Select

FTP Jobs

This menu option tracks the jobs that upload or download data in Petro-Data. Downloading data includes BOLs, Invoices or Credit Card data from either DTN or your fuel supplier.

The information in this screen will be entered with the help of Petro-Data Support staff.

Jobid:	<input type="text" value="DTNCC"/>	Jobdesc	<input type="text" value="DTNCC"/>
Servername:	<input type="text"/>		
Username:	<input type="text"/>		
Password:	<input type="text"/>		
Taskcode:	<input type="text" value="D"/>	Target Dir:	<input type="text" value="P:\DTNCC\"/>
Serverdir:	<input type="text" value="dtn_server.com"/>		
Targetfile:	<input type="text" value="cc.txt"/>		
Sourcefile:	<input type="text" value="creditcard.txt"/>	Rename:	<input type="text" value="Y"/>
Newname:	<input type="text" value="creditcard.sav"/>	Deletecode:	<input type="text" value="N"/>
Beforemeth:	<input type="text"/>	Dirlist:	<input type="checkbox"/>
Binarycode:	<input type="checkbox"/>	Aftermeth:	<input type="text"/>
Portnum:	<input type="text" value="21"/>	Showfile:	<input type="checkbox"/>
Jobtype:	<input type="text" value="CC"/>		
Filelist:	<input type="text"/>	Timeout:	<input type="text"/>
Passive:	<input type="checkbox"/>		
Filerr:	<input type="checkbox"/>	Sourced:	<input type="text"/>
Unixftp:	<input checked="" type="checkbox"/>		
Prefix:	<input type="text"/>	Compno:	<input type="text"/>
Ftpminutes:	<input type="text"/>		
<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Next"/> <input type="button" value="Prey"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>			

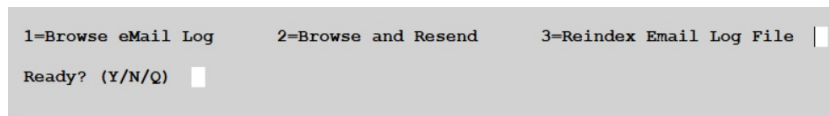
Email Log

Main, Utility Menu, Email Log

A recap of all email from Petro-Data are recorded in a log file. Emails are logged by batch number and module.

Modules:

CC Credit Cards
DRF Customer Drafts
INV Sales Invoices
RACK Rack Price Quotes



1-Browse eMail Log 2-Browse and Resend 3-Reindex Email Log File
Ready? (Y/N/Q)

Select an Option

1 - Browse eMail Log

View all prior email that have been sent.

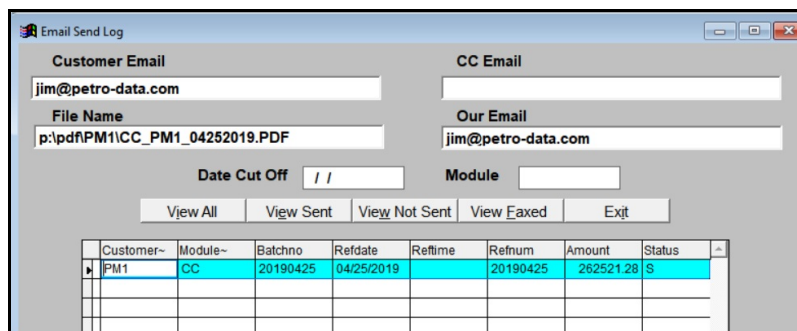
2 - Browse and Resend

View all prior emails that have been sent. You must enter the original batch number and the module from which the email was sent. There is a lookup function on batch numbers to assist you.

3 - Reindex Email Log File

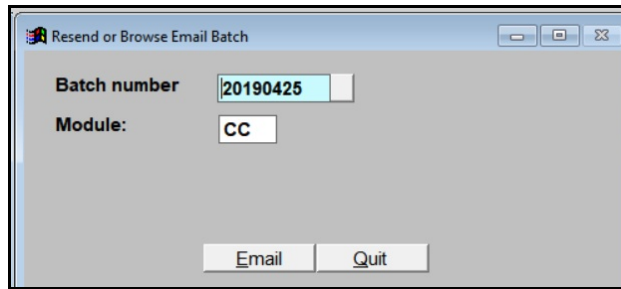
Reindex the email files if requested by Petro-Data Support.

A screen with all emails will be displayed.



Customer~	Module~	Batchno	Refdate	Reftime	Refnum	Amount	Status
PM1	CC	20190425	04/25/2019		20190425	262521.28	S

Option 1 - Browse



Option 2 - Browse and Resend

Enter the batch number. You can use the lookup function to get the batch numbers that were previously sent.

Release to General Ledger

This program sends journal entry transactions that have been created during updates to the GL LINK files. If you are not using the General Ledger application, this menu is not used.

In Petro-Data, you can have release files from multiple months and allows you to enter data in a new period even though the General Ledger could still be in a prior period.

There are two release options on the Jobber Inventory Release menu:

- Inventory Totals - Release updated data from Sales Invoices

- AP/Purchase Totals - Release updated data from BOLs and Purchases

Note: AP/Purchase totals may be released from EITHER Jobber Inventory or Accounts Payable Release menu.

PrePost Report

Release to General Ledger, PrePost Report

The Jobber Link File contains batches of GL transactions that have **not** been released to the GL Link File.

The Pre-posting report should always be run before releasing transactions to make sure the proofs are zero. A Grand Total Proof displays at the bottom of the report for all batches listed.

If there are batches that do not Proof to zero in the link file, the following message displays.

```
The distribution file is out of balance. <Enter> = Continue
```

There is a 'Fix Out of Balance' menu option to correct these batches. Use of this menu option is explained below.

Enter your release request in the following screen:

```
Petro Test *** Inventory Link File Report *** 03/27/2019
Display report on screen
Enter today's date 03/27/2019
Enter batch range 20190301 20190327
Option: 1=Regular    2=with Journal Entry Description  1
Type:  1 = Invoicing    2 = Transfers    3 = All  3
Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Today's Date

Today's date will default.

Enter Batch Range

Enter the range of batches to be pre-posted. The range can be specific for the month (20190301 to 20190327) or all inclusive like 0-99999999.

Option

- 1 Regular - This is the shorter report as shown below.
- 2 with Journal Entry Description - This includes a description like 'AR Charge from Invoicing' or 'Cost of sales for Gasoline' or 'Prepaid Fuel Taxes' below each line item.

Type

For Direct Billers, Type 1 Invoicing is recommended since Transfers do not apply. You can also choose type 3 for All.

Report using Option 1

Display Report Report									
Print		Save		Exit		Enlarge		Reduce	
Date:	01/26/2005	Petro Data Oil			Page No.				
Time:	11:21:33				Inventory Link File Report on 01/26/2005		1		
					Batch Range: 20040104 to 20040104				
Batch	Type	Account	GL Date	Description	Amount				
20040104	IN	11000-400	01/04/2004	STATION #1 ACCOUNTS RECEIVAB	35964.50				
20040104	IN	13110-100	01/04/2004	Inventory - Fuel	-26063.00				
20040104	IN	14000-100	01/04/2004	Prepaid Fuel Taxes	-90.00				
20040104	IN	20400-100	01/04/2004	Sales Tax Payable - Jobber	-4.50				
20040104	IN	20800-100	01/04/2004	State Fuel Taxes Collected	-4148.00				
20040104	IN	20800-100	01/04/2004	State Fuel Taxes Collected	-4012.00				
20040104	IN	43000-100	01/04/2004	Fuel Sales - Jobber	-27710.00				
20040104	IN	53000-100	01/04/2004	Cost of Sales Fuel - Jobber	26063.00				
Subtotal for Batch 20040104					0.00				
Grand Totals for All Batches					0.00				

Report using Option 2

Date:	10/26/2009	Petro-Data Demo			Page No.				
Time:	15:07:25				Inventory Link File Report on 10/26/2009		1		
					Batch Range: 20080923 to 20080923				
Batch	Type	Account	GL Date	Description	Amount				
20080923	CN	53000-100	11/28/2008	Cost of Sales Fuel - Jobber	0.00				
				JE Desc	Cost of Sales for GASOLINE				
Subtotal for Batch 20080923					0.00				
20080923	IN	11200-	09/24/2008	Account number not found in	4062.75				
				JE Desc	AR Charge from Invoicing				
20080923	IN	13110-100	09/24/2008	Inventory - Fuel	-3600.00				
				JE Desc	Cost of Sales for GASOLINE				
20080923	IN	20800-100	09/24/2008	State Fuel Taxes Collected	-1.00				
				JE Desc	Federal Fuel Taxes from Invoicing				
20080923	IN	22020-	09/24/2008	Account number not found in	-183.00				
				JE Desc	Federal Fuel Taxes from Invoicing				
20080923	IN	22021-	09/24/2008	Account number not found in	-200.00				
				JE Desc	State Fuel Taxes from Invoicing				
20080923	IN	43000-100	09/24/2008	Fuel Sales - Jobber	-3675.00				
				JE Desc	Sales for GASOLINE				
20080923	IN	50150-500	09/24/2008	Loading Fee	-3.75				

Release to Link Files

Release to General Ledger, Release to Link Files

This program releases totals to the General Ledger Link File in the General Ledger Module. When you are ready, you can post these link files directly to General Ledger by using selection 4 in the General Ledger Menu. This two step release gives you the advantage of being able to continue updating invoices and purchases even though General Ledger is still open in last month.

```
Petro Test *** Inventory Batch File GL Update *** 03/27/2019
Update by:  B = Batchno      A = All   B
Enter batch range 20190301 20190327
Type:  1 = Invoicing      2 = Transfers      3 = All   3
Is everything ok? (Y/N/Q=Quit) Y
```

Update by:

B - By Batch Number

A - All. Be sure to run a preposting report before updating ALL.

Enter batch range.

Enter the batch number to release. The range can be specific for the month (20190301 to 20190327) or all inclusive like 0-99999999.

Type:

1 Invoicing - releases only Sales Invoice update batches

2 Transfers - releases only Adjustment & Transfer batches

3 All - releases all types

A message displays with the number of records released.

```
4 Records were sent to the GL Link File. Press enter. 
```

If any error message displays, Stop and call Petro-Data Support immediately.

Fix Out of Balance

Release to General Ledger, Fix Out of Balance

If an out-of-balance batch is released, it can be corrected using this option. Bad or missing GL Accounts can also be corrected.

Before running this option, run a Distribution Report that you will use to help correct the batch data. The Distribution Report by Invoice will help you determine what account numbers and amounts will have to be added to the distribution file to make the batch balance. It could be a single invoice and amount or multiple invoices and amounts.

Process Example:

1. The Pre-Post Report identified batch 77777777 out of balance by .01.
2. Print the distribution report for batch 77777777 with the option of Subtotal by Invoice. Using this report, you can review the specific invoice number that is out of balance.
3. In a case where the out-of-balance is very minor (like .01), post the amount to Cost of Sales or to the inventory account. For non-minor errors or differences, you will need to determine the best method to correct the data.

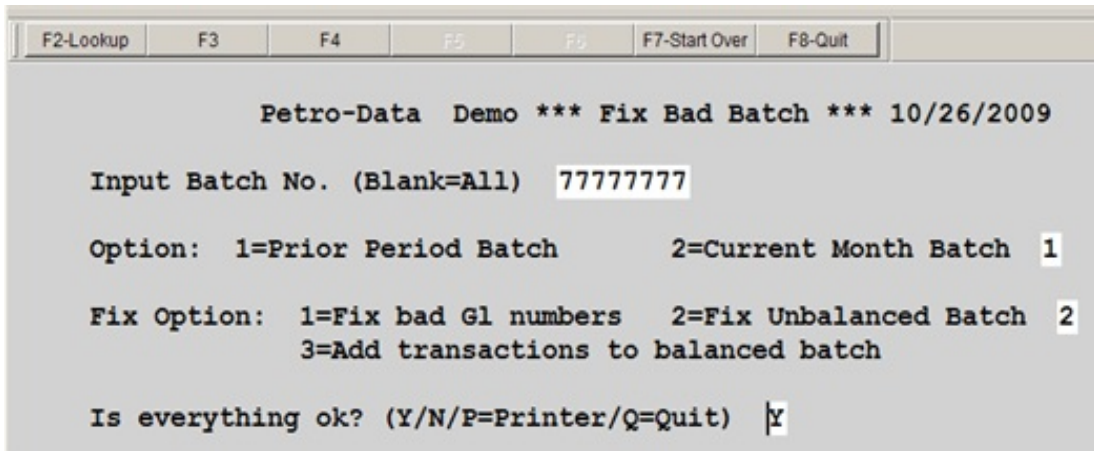
Note: You can't change amounts that was created during an update. You can only add data lines for an out-of-balance condition or change GL Accounts.

```
Petro-Data Demo *** Fix Bad Batch *** 10/26/2009

This program requires that you fix every invoice that is out of balance
You should have a distribution report by invoice (option 2) in hand before
using this program. Option: C=Continue Q=Quit |
```

If you have a Distribution Report, enter 'C'.

Enter 'Q' to stop and exit this menu option so you can create the report.



Input Batch

Enter a specific batch number from the Pre-Post report or leave this blank to check all batches.

Option

- 1 Prior Period
- 2 Current Period

Fix Option

The fix option selected depends on the error from the Pre-Post Report.

- 1** - Change GL Account Numbers
- 2** - Fix a Minor out-of-balance error
- 3** - Add a new transaction to correct an out-of-balance error of more than 1 penny.

Batch No.	Module	TranType	Invoice No.	GI Date	Account	GI Amount	Stat
77777777	IN	SLSTAX	724A03	07/28/2005	20400-100	-81.57	O
77777777	IN	DISCNT	724A03	07/28/2005	43100-100	2640.50	O
77777777	IN	ARCHG	724A03	07/28/2005	11000-100	9303.08	O
77777777	IN	COS	724A03	07/28/2005	53000-100	4275.00	O
77777777	IN	COS	724A03	07/28/2005	13110-100	-4275.00	O
77777777	IN	SALES	724A03	07/28/2005	43000-100	-5015.00	O
77777777	IN	STTAX	724A03	07/28/2005	20800-100	-375.00	O
77777777	IN	FEDTAX	724A03	07/28/2005	20800-100	-460.00	O
77777777	IN	COS	724A03	07/28/2005	53000-100	154500.00	O
77777777	IN	COS	724A03	07/28/2005	13110-100	-154500.00	O
77777777	IN	SALES	724A03	07/28/2005	43000-100	-4650.00	O
77777777	IN	FEDTAX	724A03	07/28/2005	20800-100	-732.00	O

Buttons: Add, Edit, Delete, Save, Proof 0.01

Options

Change a GL Account Number,

Enter the new GL number over the old number. Click Save.

Add a new record. Click the Add button.

Batch No.	Module	TranType	Invoice No.	GI Date	Account	GI Amount	Stat
77777777	IN	SLSTAX	724A03	07/28/2005	20400-100	-81.57	O
77777777	IN	DISCNT	724A03	07/28/2005	43100-100	2640.50	O
77777777	IN	ARCHG	724A03	07/28/2005	11000-100	9303.08	O
77777777	IN	COS	724A03	07/28/2005	53000-100	4275.00	O

Module	TranType	TranType Descr	Batch	Date
IN	COS	Cost of Sales for dept	77777777	07/28/200

GL Account	GI Description	GI Amount	New Proof
53000-100	Cost of Sales Fuel - Jobber	-0.01	0.00

Buttons: Edit, Delete, Save

Module:

IN for Jobber

Trantype:

STTAX	Add State Tax Amount
FEDTAX	Add Federal Tax Amount
CITAX	Add City Tax Amount
CNTAX	Add County Tax Amount
MISTAX	Add Miscellaneous Fuel Tax Amount
SLSTAX	Add Sales Tax
FRT	Add Freight Amount
DISCNT	Add Discount Amount
CASH	Add Cash Amount
CRCRD	Add Credit Card Amount
INTER	Add Intercompany Transfer Amount
MISC	Add Miscellaneous Amount
COS	Add Cost of Sales Amount
ADJINV	Add Inventory Adjustment Amount
TOINV	Add Transfer Inventory To Location Amount
FRINV	Add Transfer Inventory From Location Amount
TR	Add Inventory Adjustment Amount

Batch

Enter the batch number to which this new record will be added.

Date

Enter the date for this new record

GL Account

Enter the GL Account Number

GL Journal Amount

Enter the amount for this new record.

New Proof

The batch proof will display. This number must be Zero after all data is added.

Distribution Report

Release to General Ledger, Distribution Report

This option displays or prints distribution audit records in summary or detail. You can choose a specific account or all accounts. The report can list records in a specific module.

```
Petro-Data Inc. *** Inventory GL Distribution Report *** 03/27/2019

Display report on screen
Enter report date 03/27/2019
Select range: 1 Dates      2 Batches 2
Date range                               Batch range 00000000 99999999
1 = Current      2 = History      3 = All 1
Type: 1 = Invoicing      2 = Transfers
      3 = Consignment     4 = All 1
Subtotal by: 1 = Doc number      2 = GL account      3 = Batch no. 3
Enter an account number (Blank=All) -
Report Option: S=Summary Report      D=Detail Report D
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Range Type

Select the option to print by Date Range or by Batch Range

Date/Batch Range

Based on type, enter either the date or batch ranges.

Period Type

Choose Current, History or All

Module Type

- 1 - Invoicing** Search distribution from sales updates only
- 2 - Transfers** Search distribution from Trans & Adj updates
- 3 - Consignment** Search distribution from Consignment updates
- 4 - All** Search all distribution types

Subtotal

Choose how to print subtotals. Choices are Document Number, GL Account or Batch.

GL Account Number

Enter a specific account or leave this blank to print all account numbers.

Report Option

S - Summary Report One amount per account in the batch.

D - Detail Report Each transaction is listed with a total for each account.

Batch	Source Module	Tran Type	GL Acct	Amount	GL Description
20020925		ARCHG	11000-100	9955.15	Accounts Receivable - Jobber
20020925		COS	13100-100	-147.40	Inventory - Jobber
20020925		COS	13110-100	-7119.50	Inventory - Fuel
20020925		STTAX	20800-100	-2257.50	State Fuel Taxes Collected
20020925		SALES	43000-100	-7498.05	Fuel Sales - Jobber
20020925		SALES	43010-100	-149.60	Oil Sales Jobber
20020925		MISC	50150-500	-50.00	Loading Fee
20020925		COS	53000-100	7119.50	Cost of Sales Fuel - Jobber
20020925		COS	53010-100	147.40	Cost of Sales Oil - Jobber
			Subtotal	0.00	
			Grand Totals	0.00	

GL Sales Analysis

Release to General Ledger, GL Sales Analysis

This is a short Sales Analysis Report by Batch. The data on the report is based on distribution records.

```
Petro-Data Inc. *** Sales Analysis by Batch *** 03/27/2019
Display report on screen
Enter todays date 03/27/2019
C=Current files      H=History files      B=Both  C
Enter batch range 00000000 99999999
Report option: 1=Dollars by batch      2=Gl acct by batch 1
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Period

Choose Current, History or Both

Batch Range

Enter the batch range.

Report Option

- | | |
|----------------------|---|
| 1 - Dollars by Batch | Sales dollars are matched with cost dollars in summary by batch. |
| 2 - GL Acct by Batch | Sales, cost and other dollars are listed together in detail by account. |

Date:	10/27/2009	Petro-Data Demo	Page No.
Time:	10:18:18		
Summary Sales Analysis by Batch - 10/27/2009			1
Batch range: 20050901 to 20050999			
Batch	Sales	Cost	
20050901	-100.00	0.00	
20050902	253420.92	174534.68	
20050903	3830.64	0.00	
20050904	87015.89	85619.38	
20050905	155151.44	153176.12	
20050906	179071.11	179399.77	
20050907	187046.69	184119.41	
20050908	124825.30	122635.51	
20050909	120249.16	117971.25	
20050910	136118.07	133751.49	
20050911	157042.65	153951.93	

Dollars by Batch

Date:	10/27/2009	Petro-Data Demo	Page No.		
Time:	10:19:01				
Sales Analysis by Gl Acct - 10/27/2009			1		
Batch range: 20050901 to 20050999					
Batch	Gl account	Type	Amount	Other Gl	Other Amt
43000-100	Fuel	Sales - Jobber			
20050902	43000-100	SALES	17225.82	53000-100	11388.36
20050904	43000-100	SALES	2206.81	53000-100	2275.22
20050905	43000-100	SALES	9119.26	53000-100	9403.11
20050906	43000-100	SALES	21001.62	53000-100	21318.30
20050907	43000-100	SALES	16349.57	53000-100	16253.67
20050908	43000-100	SALES	20750.94	53000-100	20611.35
20050909	43000-100	SALES	5965.93	53000-100	5933.79
20050910	43000-100	SALES	3472.67	53000-100	3380.65
20050911	43000-100	SALES	5564.05	53000-100	5277.38
20050913	43000-100	SALES	5716.84	53000-100	5689.18
20050914	43000-100	SALES	2018.96	53000-100	2004.10
20050915	43000-100	SALES	5248.08	53000-100	5042.52
20050916	43000-100	SALES	2012.39	53000-100	1999.60

GL Acct by Batch

Define Detail Accounts

Release to General Ledger, Define Detail Accounts

Summary totals for each account and for each Batch are posted to the General Ledger. The detail distribution is saved in each module.

You have the option to choose to have specific accounts post in detail, instead of summary, to the General Ledger. You will use this menu option to define accounts to be posted in detail.

```
1 Add, Change or Delete a Detail GL Account
2 Detail GL Report
Q Quit to Main Menu

Make a Selection | Q
```

Add, Change or Delete a Detail GL Account

```
Petro-Data Inc. *** Maintain Detail GL Accounts for INV

1 GL Account (Q=Quit)      -
2 Description
```

Enter the GL Account Number that you want to post in detail to the General Ledger. You can use the F2 lookup function to show you a list of valid accounts from which you can choose.

Enter 'Y' to Add the new account number.

Enter 'N' to return without update.

```
This account number does not exist. Do you want to add it? (Y/N)
```

If you enter an account that already exists in the list, message displays.

```
This account number already exists. Do you want to inquire? (Y/N)
```

From Inquiry mode, you can enter a 'D' to delete the account so it posts in summary rather than detail.

```
Option:  D = Delete      Q = Quit/Continue | Q
```


Detail GL Report

Print a report of all GL Accounts that will post to the General Ledger in detail instead of summary.

Date: 03/27/2019	Petro-Data Inc.	Page No.
Time: 16:19:09	Detail GL Report for INV 03/27/2019	1
GL Account	Description	
10200-100	Cash in Bank - Jobber	
11000-100	Accounts Receivable - Jobber	
11000-200	Store 1 - Accounts Receivable	

Business Status

Release to General Ledger, Business Status

The Business Status Report compares Unreleased Distributions plus the GL Current Balance for certain accounts for integrated modules such as Accounts Receivable Customer Balances, Accounts Payable Open Items and Inventory Valuation. It is a real-time report. Every time a payment is posted, a check written or a batch of sales is updated, the link totals will change. The difference should continue to be zero indicating a balanced account in GL.

Getting Started:

1. Set up accounts in Option 3 - Add, Change, Delete Status Accounts
2. Check all link files in each module and GL Link programs for old, unreleased batches. If you do not plan to release them, call Customer Support to have them deleted or marked released. These batches will effect the integrity of the report.
3. Print the Business Status Report. If you have not balanced these accounts before, the first time might take some time or you might have to set up temporary over/short accounts for the differences until you have time to identify all differences.

```
1. Business Status Report
2. Link Status Report
3. Add, Change, Delete Status Accounts
4. Status Account Master File Report
5. Business Status Detail Report
6. Browse for Problems
Q. Quit to Main Menu

Select an Option | Q
```

1 - Business Status Report

After you have set up the accounts (Option 3), this report can be printed.

This option starts with the AR Trade GL Beginning Balance and then adds the transactions in the GL entry file and the entries in all link files. This balance is compared with the Customer Balance in Accounts Receivable. The difference is noted on the Business Status Report.

Print the report at least once a day. Differences are more easily found and corrected with only one day of processing to audit.

Enter the report date

The system date displays.

Include Shrink

Define if you want to include inventory shrink.

```

Date: 03/27/2019          Petro-Data Inc.          Page No.
Time: 16:26:21          Business Status Report for 03/27/2019      1

```

Bank and Cash	10000-100 CASH IN BANK	10200-100 First National	10200-200	10200-300 State Bank 2
GL Beg Balance	0.00	0.00	0.00	0.00
Journal Entries	-5491.00	-1153818.10	7.00	7032.00
Link Files	1191.67	-14343.34	4744.90	575.00
Unposted EFTs	0.00	-13885.00	0.00	0.00
Purchase Checks	0.00	0.00	0.00	0.00
Totals by Account	-4299.33	-1182046.44	4751.90	7607.00

Bank and Cash	11000-100 State Bank
GL Beg Balance	0.00
Journal Entries	321024.61
Link Files	680625.23
Unposted EFTs	0.00
Purchase Checks	0.00
Totals by Account	1001653.84

GL Total is -172333.03 for type CK

Note: The 'GL Total is' should be zero 0.00 if everything is in balance. The report sample above is only test data so balances on this example are not accurate.

2 - Link Status Report

The Link Status Report lists all batches in all link files, their origin, and amounts that might be effecting the Business Status Report difference. This is an easy way to see if any old batches are in the link files.

Enter the report date

The system date displays.

Batch No.	Tran Date	Source	ColTot	Bank Amt	AR Amt	CC Amt	AP Amt
20180806	07/31/2018	APDIST	0.00	-1000.00	0.00	1000.00	0.00
20180807	08/06/2018	APDIST	-2.00	0.00	0.00	-1.00	0.00
20180810	08/03/2018	APDIST	-200.00	0.00	0.00	-200.00	0.00
20181130	11/30/2018	APDIST	-10.00	0.00	0.00	-10.00	0.00
20181228	12/28/2018	APDIST	-100.00	0.00	0.00	-100.00	0.00
20190110	01/10/2019	APDIST	0.00	5.00	0.00	-5.00	0.00
20190201	02/01/2019	APDIST	-20.00	0.00	0.00	-20.00	0.00
20180907	09/07/2018	APDIST	0.00	0.00	0.00	0.00	0.00
20180910	09/10/2018	APDIST	0.00	0.00	0.00	0.00	0.00
20181113	11/13/2018	APDIST	0.00	0.00	0.00	0.00	0.00
20181211	12/11/2018	APDIST	0.00	0.00	0.00	0.00	0.00
20181212	12/12/2018	APDIST	0.00	0.00	0.00	0.00	0.00
20181213	12/13/2018	APDIST	0.00	0.00	0.00	0.00	0.00
20180807	08/07/2018	APDIST	2.00	0.00	0.00	1.00	0.00
20181128	11/28/2018	APDIST	100.00	100.00	0.00	0.00	0.00
20180806	08/06/2018	APDIST	0.00	-1000.00	0.00	1000.00	0.00
20180815	08/15/2018	APDIST	0.00	0.00	0.00	0.00	0.00

3 - Add, Change, Delete Status Accounts

These accounts will be included in the Business Status Report reconciliation.

```
Petro-Data Inc. ***** Add/Change/Delete Status Types *****  
  
1. Account                20800-100 State Fuel Taxes Collected  
2. Type (AR/AP/CK/CC/IN) AP  
3. Description            AP ACCOUNT
```

Account

Enter a GL account to be included in the reconciliation. Use the F2 key to select valid GL Accounts.

Type

- AR - Accounts Receivable
- AP - Accounts Payable
- CK - Checking Cash Accounts
- CC - Credit Card
- IN - Jobber Inventory

Description

The description will default from the GL Account number.

If the record exists, you may display it:

Enter field number to change	D = Delete	C = Continue
F = Forward to next record	B = Backwards to next record	C

- | | |
|-------------------------------------|--------------------------------------|
| Enter field number to change | Change the Type or Description. |
| D - Delete | Delete the displayed record. |
| C - Continue | Add another record or quit. |
| F - Forward to next record | Display the NEXT record in the file. |
| B - Backwards to next record | Display the record BEFORE this one. |

To Quit, select C and type Q in the 'Account' field.

4 - Status Account Master File Report

This is a list of accounts entered for the reconciliation in Option 3.

Enter the report date

The system date displays.

Date: 03/31/2005	Petro Data Oil	Page No.
Time: 16:57:36	Business Type Report 03/31/2005	1
Account	Short Descr.	Type
10000-	BANK	CK
10200-100	BANK	CK
11000-100	ACCTS RECEIVABL	AR
11100-100	CC	CC
20500-100	AP	AP

Appendix: Additional Criteria

File Maintenance, Inventory, Full Inventory Report File Maintenance, Inventory, Short Inventory Report

Inventory Master File

Field Description	Online Screen
LOCATION	Location
ITEM	Item
DESCRIPTION	Description
HOLD	Hold
STOCK	Stock
OTHER DESCRIPTION	Other Descr
UPC CODE	UPC Code
MISC GL	Misc GL
DEPT NO	Dept No
CATEGORY	Category
PACK KIND	Pack Kind
PACK FACTOR	Packfactor
PACK UOM	Sub UOM
WEIGHT	Weight
SUBFACTOR	Subfactor
SUB UOM	Sub UOM
DECIMALS	Decimals
SEQUENCE NO	Sequence No
RET UOM	Ret UOM
VENDOR	Vendor
VENFACTOR	Venfactor
VEN UOM	Ven UOM
FUEL TYPE	Fuel Type
TAX TYPE	Tax Type
BLEND CODE	Blend code
MISC CODE	Misc Code
TANKED	Tanked
TANK #	Tank Number
TERMINAL	Terminal
REORDER PT	Reorder Pt
MAX LEVEL	Max Level
ORDER QTY	Order Qty
ON HAND	On Hand
PENDING	Pending
SALE TAX	Sale Tax

Field Description	Online Screen
LST COST	Lst Cost
VEN COST	Ven Cost
HAND FEE	Not on Screen
TYPE CODE	Type Code
TAX CODE	Tax Code
ACTUAL COST	Lst Cost
PRICE CODE	Price Code
MK1	Mk1
PR1	Pr1
MK2	Mk2
PR2	Pr2
MK3	Mk3
PR3	Pr3
MK4	Mk4
PR4	Pr4
MK5	Mk5
PR5	Pr5
PRICE CHART	Price Chart
INVOICE SORT	Invoice Sort

**File Maintenance, Special Prices, Duplicate Change Prices, Increase/Decrease Prices
File Maintenance, Terminals, Print Vendor Report**

Vendor File

Field Description	Selection Field Name
VENDNO	Vendor Nbr
COMPANY	Company
CONTACT	Contact
TITLE	Title
ADDRESS1	Address1
ADDRESS2	Address2
CITY	City
STATE	State
ZIP	Zip
PHONE	Phone
CODE	Code
CTYPE	Code Type
BUYER	Buyer
PRIORITY	Priority
LPAYDATE	Last Payment Date
LRECDATE	Last Receipt Date
TAX	Tax
LIMIT	Limit
DEBIT	Debit
BALANCE	Balance
YTDPUR	YTD Purchase
YTDPAY	YTD Payments
YTDDIS	YTD Discounts
YTDRCRD	YTD Credit
YTD1099	YTD 1099 Balance
LAST1099	Last1099
LPAYAMT	Last Payment Amount
APRDIS	Aprdis
APRPAY	Aprpay
APRCRCRD	Aprrcrd
OPENPO	Open Purchase Order
TYP1099	Type 1099
DEFACCT	Default Expense Account
TAXPID	Fed Tax ID

Field Description	Selection Field Name
PTERMS	Payment Terms
PDISC	Discount Percent
PDAYS	Discount Days
PNET	Net Days
SIGNATURE	Signature
LASTCHECK	Last Check Nbr
APID	Unique AP Id

Sales Invoice Entry, Print Invoices

Sales Invoice

Field Description	Selection Field Name
CUSTNO	Customer Number
FOB	FOB
SALESMAN	Salesman
DRIVER	Driver
	PO Number
	Ship VIA
TERMSCODE	Terms Code
TERMTYPE	Term Type
TRANCODE	Transaction Code
TRTYPE	Transaction Type
TERR	Territory
INDUST	Industry
BATCHNO	Batch No
USER	User ID
	Confirm
TRUCKNO	Truck No
SHIPCODE	Ship Code
CITYID	City ID
FRCITYID	From City ID
	Tax Authority Code
	Code
BATCHID	Batch ID
MODULE	Module

Fuel Bill of Ladings, Vendor/Item Report
Fuel Bill of Ladings, Customer/Item Report
Fuel Bill of Ladings, Receipts vs Sales

Bill of Lading

Field Description	Selection Field Name
BOL	BOL Number
INVNO	Invoice number
INVHIST	Invoice History
LOC	Location
BOLMEMO	BOL Number Memo
ITEMNO	Item
FIXCODE	Fix Code
CHGITEM	Changed Item
TANKNO	Tank number
VENDOR	Vendor
RACKPRICE	Rack Price
NETCOST	Net Cost
OTHPRICE	Othprice
SPECRACK	Special Rack
NET	Net gallons
PURCOST	Purchase Cost
GROSS	Gross gallons
INVCOST	Invoice Cost
BOLDATE	BOL Date
TRUCKNO	Truck Nbr
TRUCKTYPE	Truck Type
SPLIT	Split Load
BATCHNO	Batch Nbr
PERCENT	Percent
CUSTNO	Customer Nbr
SHIPTO	Ship To
DESTCODE	Destination Code
BNET	BOL Net Gallons
BGROSS	BOL Gross Gallson
CODE	Add Code
TERMINAL	Terminal
TERMLOC	Terminal Location
TRTANKNO	Truck Tank Nbr

Field Description	Selection Field Name
CSAUTHCODE	Store Authority Code
CSTAXPER	Store Tax Percent
CSLOC	Store Location
CSTANK	Store Tank
CSDATE	Store Date
SHIFTNO	Shift Nbr
RECCODE	Receipt posted=p
INVCODE	Invoiced ?
PENDING	Pending
PINVNO	Invoice Unique ID
BILLCODE	Bill Code
PURCODE	Purchase Code
FREIGHT	Freight
CHGCODE	Change Code
TOID	To City ID
TOCITY	To City
FRID	From City ID
FRCITY	From City
FRTRATE	Freight Rate
TYPEFRT	Freight Type
SPECFRT	Special Freight Code
SPLITRATE	Split Rate
SPLITNO	Split Nbr
COMMRATE	Commission Rate
OTHERFRT	Other Freight
SPLITGAL	Split Gallson
OTHER	Other
LOADFEE	Load Fee
LOADGAL	Load Gallons
OTHGAL	Other Gallson
INSCHG	Insurance Charge
FUELADJ	Fuel Adjutment
MILES	Miles
SELLPRICE	Sell Price
OTHLNGAL	Other Gallons
BOLTOTGAL	BOL Total Gallons
BOLDIEGAL	BOL Diesel Gallons
BOLGASGAL	BOL Gasoline Gallons

Field Description	Selection Field Name
FRTGAL	Freight Gallons
SYSCODE	System Code
FUELTYPE	Fuel type
BLENDITEM	Blend Item
BLENDLOC	Blend Location
DRIVER	Driver
FTAXTYPE	Fuel Tax Type
AUTHCODE	Tax Authority Code
TANKTYPE	Tank Type
FCODE1	Fuel Tax Code 1
OTHTAX1	Othtax1
TAXTYPE1	Taxtype1
FCODE2	Fuel Tax Code 2
OTHTAX2	Othtax2
TAXTYPE2	Taxtype2
FCODE3	Fuel Tax Code 3
OTHTAX3	Othtax3
TAXTYPE3	Taxtype3
FCODE4	Fuel Tax Code 4
OTHTAX4	Othtax4
TAXTYPE4	Taxtype4
FCODE5	Fuel Tax Code 5
OTHTAX5	Othtax5
TAXTYPE5	Taxtype5
FCODE6	Fuel Tax Code 6
OTHTAX6	Othtax6
TAXTYPE6	Taxtype6
FCODE7	Fuel Tax Code 7
OTHTAX7	Othtax7
TAXTYPE7	Taxtype7
FCODE8	Fuel Tax Code 8
OTHTAX8	Othtax8
TAXTYPE8	Taxtype8
STATE	State
TRSTATE	Transport State
EST	Estimated
ESTFTAX	Estimated Federal Tax
ESTINV	Estimate Inventory

Field Description	Selection Field Name
PAID	Paid
FRTPOSTED	Freight Posted
FRTBILL	Freight Billed
SHIPCODE	Chip Code
ESTFRT	Estimated Freight
PERIOD	Period
CURRENT	Current
BOLNOFIX	BOL Fix
TRANSTYPE	Transaction type
BOLTYPE	BOL Type
YEAR	Year
APID	Unique AP Id
INVID	Invoice Unique ID
BOLID	BOL ID
ITEMID	Item ID
IMPORTNUM	Tax Import Number
SENT	Sent
BATCHID	Batch ID
ONETCOST	Old Net Cost
ORACKPRICE	Old Rack Price
OOTHPRICE	Old Other Rack
PURDATE	Purchase Date

Purchases, Posted Report
Purchases

Field Description	Selection Field Name
DSTORENO	Location Number
DVENDOR	Vendor
DRECNO	Receipt Number
RECNOFIX	Record Nbr Fix
BOL	BOL Nbr
PONUM	PO Number
DINVDATE	Invoice Date
DINVNO	Invoice Number
DRECDATE	Receipt Date
DITEM	Inventory Item
TRANTYPE	Transaction Type
DCATEGORY	Category
DDEPTNO	Department Number
PACKFACTOR	Pack Factor
DVENUOM	Vendor Unit of Measure
RECQTY	Receipt Quantity
NET	Net Gallons
GROSS	Gross Gallons
VENQTY	Invoice Quantity
PURCODE	Purchase Code
DRETUOM	DRET UOM
RETQTY	Ret Qty
DRECCOST	Receipt Cost
DVENCOST	Vendor Cost
ESTCOST	Estimated Cost
DISCNT	Discount
DISCUNIT	Discount Unit
DALLOW	Discount Allowance
LINETOTAL	Line total
DDESCR	Description
TANKNO	Tank Number
FREEQTY	Free Quantity
FCODE1	Fuel Tax Code 1
FCODE2	Fuel Tax Code 2
FCODE3	Fuel Tax Code 3

Field Description	Selection Field Name
FCODE4	Fuel Tax Code 4
FCODE5	Fuel Tax Code 5
FCODE6	Fuel Tax Code 6
FCODE7	Fuel Tax Code 7
FEDTAX	Federal Tax
STTAX	State Tax
OTHERTAX	Other Tax
OTHTAX1	Other Tax 1
TAXTYPE1	Tax Type 1
OTHTAX2	Other Tax 2
TAXTYPE2	Tax Type 2
OTHTAX3	Other Tax 3
TAXTYPE3	Tax Type 3
OTHTAX4	Other Tax 4
TAXTYPE4	Tax Type 4
OTHTAX5	Other Tax 5
TAXTYPE5	Tax Type 5
OTHTAX6	Other Tax 6
TAXTYPE6	Tax Type 6
OTHTAX7	Other Tax 7
TAXTYPE7	Tax Type 7
OTHTAX8	Other Tax 8
TAXTYPE8	Tax Type 8
SALESTAX	Sales Taxable Y/N
STAXRATE	State Tax Rate
SCODE1	State Tax Code 1
SCODE2	State Tax Code 2
SCODE3	State Tax Code 3
SCODE4	State Tax Code 4
SCODE5	State Tax Code 5
LINENO	Line Nbr
STATUS	Status
INVCODE	Invoice ?
RECCODE	Receipt Posted Y/N
PRIOR	Prior
BATCHNO	Batch Number
TERMINAL	Terminal
RACKVEND	rack Vendor

Field Description	Selection Field Name
FUELTYPE	Fuel Type
FTAXTYPE	Fuel Tax Type
PRODTYPE	Product Type
STATE	State Tax
TRSTATE	Transport State
MISCACCT	Misc GL Account
PERIOD	Period
APID	Unique AP ID
ITEMID	Item ID
YEAR	Year
TRUCKNO	Truck Nbr
BATCHID	Batch ID
MODULE	Module
BOLID	BOL ID
IMPORTNUM	Tax Import Number

Sales Analysis Generator, Summary Sales Analysis
Sales Analysis Generator, Detail Sales Analysis

Field Description	Selection Field Name
SALESMN	Salesman
DRIVER	Driver
TERR	Territory
INDUST	Industry
CUSTNO	Customer Number
LOC	Location
DEPTNO	Department number
GLCODE	User code?
CATEGORY	Category
ITEM	Item
SUPPLIER	Vendor
TANKNO	Tank number
FEDPERCENT	Federal Tax Percent
STPERCENT	Stpercent
OPERCENT1	Federal Tax Percent
OPERCENT2	State Tax Percent
OPERCENT3	Tax Percent 3
OPERCENT4	Tax Percent 4
OPERCENT5	Tax Percent 5
OPERCENT6	Tax Percent 6
OPERCENT7	Tax Percent 7
OPERCENT8	Tax Percent 8
GALLONS	Gallons
TAXRATE	Sales Tax Rate
INVNO	Invoice number
INVDTE	Invoice Date
ORDERNO	Order Number
SUBTOTAL	Subtotal
SALESTAX	Sales taxable (y/n)
FEDTAX	FedTax
STTAX	Sttax
OTHTAX1	Othtax1
TAXTYPE1	Taxtype1 (F/S)
OTHTAX2	Othtax2
TAXTYPE2	Taxtype2 (F/S)

Field Description	Selection Field Name
OTHTAX3	Othtax3
TAXTYPE3	Taxtype3 (F/S)
OTHTAX4	Othtax4
TAXTYPE4	Taxtype4 (F/S)
OTHTAX5	Othtax5
TAXTYPE5	Taxtype5 (F/S)
OTHTAX6	Othtax6
TAXTYPE6	Taxtype6 (F/S)
OTHTAX7	Othtax7
TAXTYPE7	Taxtype7 (F/S)
OTHTAX8	Othtax8
TAXTYPE8	Taxtype8 (F/S)
LINETOT	Line Total (Gross +Tax)
NET	Net gallons
GROSS	Gross gallons
GALCODE	Gallon Blend Code Y/N
COST	Vendor Cost
ACTCOST	Actual Cost
FRTCODE	Freight Code
FRTGAL	Freight Gallons
LOADGAL	Load Gallons
OTHERGAL	Other Gallons
UNITPR	Unit Price
QTYSHP	Quantity Shipped
SUBORD	Subord
PROFIT	Profit Dollars
FTAXCODE1	Federal Tax Code 1
FTAXCODE2	Federal Tax Code 2
FTAXCODE3	Federal Tax Code 3
FTAXCODE4	Federal Tax Code 4
FTAXCODE5	Federal Tax Code 5
FTAXCODE6	Federal Tax Code 6
FTAXCODE7	Federal Tax Code 7
FTAXCODE8	Federal Tax Code 8
FEXEMPT	Federal Tax Exempt
FEXCODE	Federal Exempt Code
STEXCODE	State Exempt Code
OEXCODE1	Other Exempt Code 1

Field Description	Selection Field Name
OEXCODE2	Other Exempt Code 2
OEXCODE3	Other Exempt Code 3
OEXCODE4	Other Exempt Code 4
OEXCODE5	Other Exempt Code 5
OEXCODE6	Other Exempt Code 6
OEXCODE7	Other Exempt Code 7
OEXCODE8	Other Exempt Code 8
BATCHNO	Batch Number
FIFOCODE	FIFO Code
FIFOBAL	FIFO Balance
FIFOTOTCOS	FIFO Total Cost of Sales
FUEL	Fuel (Y/N)
TERMINAL	Terminal
FUELTYPE	Fuel type
FTAXTYPE	Fuel tax type
BLCODE	Blend Code
TRTYPE	Transaction Type
BOL	BOL
FIFOBOL	FIFO BOL
TRANCODE	Transaction code
STATE	State
SHIPCODE	Ship To Code
CITYID	Cityid
PERIOD	Period
INVID	Invoice Unique ID
YEAR	Year
APID	Unique AP Id
ITEMID	Itemid
DISAMT	Disamt
TRUCKNO	Truck
BATCHID	Batch ID
MODULE	Module
CSLOC	Store Location
FRTAMT	Freight in dollars
BILLCODE	Bill Code (Y/N)
FRTPAID	Freight Paid
REFDOL	
FRTBATCH	Freight Batch

Field Description	Selection Field Name
FRTBILL	Freight Billed?
RACKHOUR	Rack Hour
RACKMIN	Rack Minute
AMPM	AM/PM
TIMEBASED	Time Based Y/N
BOLDATE	BOL Date
OVERRIDE	Override Freight Y/N
OLDCOST	Old Cost
CONTRACT	Contract Cost
SPECRACK	Special Rack Price Y/n
TYPECODE	Type Code
SHIPDATE	Ship Date
BLITEMID	Blend Item ID
DTEPAID	Date Paid
COMMPAID	Commission Paid
SFRGALCODE	Freight Surcharge Code

Fuel Tax Reporting, Federal Refund
Fuel Tax Reporting, Sales Tax Audit
ARSSALES

Fuel Tax Reporting, Purchase Audit Report
ARFPURCH

Report Options:

Output to:

S - display the report on the screen.

P - print to a printer and select the desired printer.

F - print to a Text File and enter the full directory path and desired file name.

Q - return to the menu.

Enter The Date

The current system date displays. Press *enter* to accept the current date or enter a date of your choice. This date has no affect on the report.

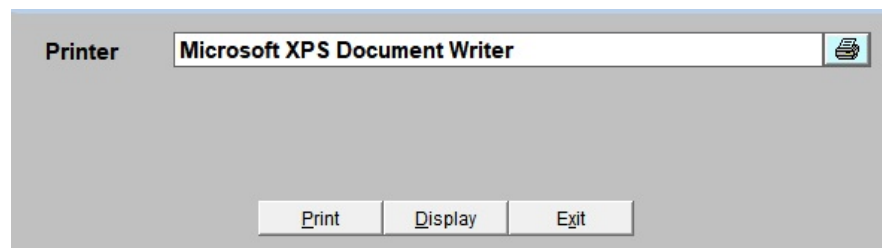
Is Everything Ok? (Y/N/P=Printer/Q=Quit)

Press '**Y**' to print or display the report.

Press '**P**' to change to a different printer or print option.

Press '**N**' or '**Q**' to quit without printing.

NEW FORMAT



Output to:

Print - Print the Report. Select the desired printer and click Print.

Display - Display the report on the screen.