

---

# Volume 2: Fuel Management

---

<b>Introduction.....</b>	<b>2-5</b>
Purpose.....	2-5
<b>Testing Procedures .....</b>	<b>2-6</b>
Purpose.....	2-6
In Class.....	2-6
<b>File Maintenance.....</b>	<b>2-7</b>
Purpose.....	2-7
Fuel Management Maintenance Sheets.....	2-7
Procedures for Viewing File Maintenance Data .....	2-8
Fuel Terminals.....	2-9
Fuel Tanks .....	2-9
Change Product In Tank.....	2-10
Fuel Carriers.....	2-11
Freight Rates By Product .....	2-11
Freight Source-Destination .....	2-12
Product Costing.....	2-12
Purchase Contracts.....	2-13
Cost Layers.....	2-13
Tank Charts .....	2-13
<b>Data Entry.....</b>	<b>2-15</b>
Introduction .....	2-15
Movement Entry.....	2-16
Bill of Lading.....	2-18
Delivery.....	2-23
Movement Status.....	2-28
Purpose.....	2-28
Freight Entry .....	2-29
Invoicing .....	2-31
Adding Non-Fuel Items To An Invoice .....	2-34
Deleting Non-Fuel Products From an Invoice .....	2-35
Finalizing a Fuel Movement .....	2-35

Printing the Invoice .....	2-36
Specifying Print Criteria .....	2-37
<b>Beginning Inventory Values .....</b>	<b>2-39</b>
Steps for All Wholesale Products .....	2-39
Listing Beginning Quantities and Costs .....	2-39
Steps for Wholesale Non-Fuel Products .....	2-40
Steps for All Fuel Products .....	2-41
<b>End of Period Processing.....</b>	<b>2-43</b>
Cost Layers.....	2-43
<b>Reports.....</b>	<b>2-45</b>
Fuel Management Reports .....	2-45
<b>Simple Table Listing Reports.....</b>	<b>2-49</b>
Actual Inch Readings .....	2-49
Terminal Codes .....	2-50
Tank Listings.....	2-51
Contract Listings .....	2-51
Terminals and Freight Codes .....	2-52
Freight Rates/Product Class .....	2-53
<b>Simple Reports.....</b>	<b>2-54</b>
Product Costing.....	2-54
Product Cost Sheet.....	2-56
Supplier Purchase Reports .....	2-59
Bill of Lading Activity Report.....	2-62
Truck and Driver Report.....	2-66
Driver Units Report.....	2-69
Delivery Log .....	2-72
Internal Deliveries.....	2-74
Tank Loss Analysis Report .....	2-77
<b>Complex Reports.....</b>	<b>2-79</b>
Fuel Inventory .....	2-79
Inventory Reconciliation.....	2-84
Movement Journal.....	2-87
Recommended Dispatch.....	2-91
Purchase Cost Layers .....	2-99
Remaining Cost Layers .....	2-103
Update DTN Fuel Prices .....	2-105
Daily Inventory Over/Short.....	2-105
<b>Fuel Management Checklist.....</b>	<b>2-109</b>





## Introduction

### **Purpose**

*Volume 2 of ExecuTrak Operations* includes all the information you need to test ExecuTrak's Fuel Management Module. This volume also serves as your guide for system operations once you go on-line. The major areas of this volume include:

- ◆ Testing Procedures
- ◆ File Maintenance
- ◆ Data Entry
- ◆ Reporting
- ◆ End of Period Processing
- ◆ History Processing.

## Testing Procedures

### ***Purpose***

This training session can devote only a limited amount of class time to testing each module. You will complete the bulk of testing for the fuel management module on-site. The areas you will test include:

- ◆ File Maintenance (page 2-6)
- ◆ Data Entry (page 2-15)
- ◆ Reports (page 2-45)
- ◆ End of Period Processing (page 2-43).

Testing each module is a multi-step process. For example, the process for testing Fuel Management's File Maintenance function contains seven steps. Complete each of these steps in sequential order. Even if you complete several steps in class, you should review them before continuing to test when you return to your company.

### ***In Class***

During class you will review and discuss the following Fuel Management functions:

- ◆ File Maintenance
  - Fuel terminals, tanks and charts
  - Freight codes, carriers, and rates
  - Product costing
  - Purchase contracts
- ◆ Data Entry
  - Fuel movements
  - Beginning inventory values
  - Cost layers
- ◆ Reports
  - Unbilled liabilities
  - Fuel movement journal
  - Aged detail
  - Fuel movement
  - Tax schedules
- ◆ End of Period Processing
- ◆ History Processing.

## File Maintenance

### **Purpose**

Fuel Management's File Maintenance program maintains the information about your fuel operations at each profit center where you inventory or sell fuel.

You provided information regarding your fuel operations to FACTOR on the fuel management maintenance sheets, and FACTOR staff input that information into your system. Consult the table below and review the listing of maintenance sheets.

### **Fuel Management Maintenance Sheets**

<b>FM-01</b>	Purchase Contracts
<b>FM-02</b>	Fuel Terminals
<b>FM-03</b>	Fuel Costs
<b>FM-04</b>	Freight Rate Codes
<b>FM-05</b>	Terminal-Destination
<b>FM-06</b>	Fuel Carriers
<b>FM-07</b>	Fuel Tanks
<b>FM-08</b>	Tank Charts

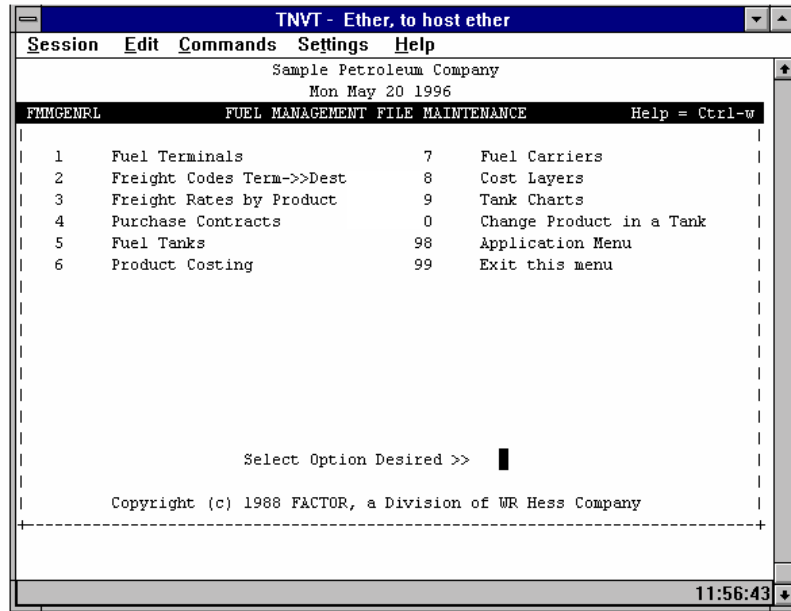
The File Maintenance Section of this volume reviews the information you learned during the *Introduction to ExecuTrak* training session. Each file maintenance summary includes the step you must complete to test the function. You must complete seven steps to test Fuel Management's File Maintenance Program. The following symbol indicates a step:



When you finish testing a step, record it on the checklist on page 2-109.

Study Figure 2-1. Notice that each maintenance sheet corresponds to a menu option.

Figure 2-1: Fuel Management's File Maintenance Menu



During testing, if you encounter inaccurate or missing data from any of these areas, use the instructions for completing fuel management maintenance sheets in “Chapter 5: Fuel Management” of *The Introduction to ExecuTrak User’s Guide*.

**Procedures for Viewing File Maintenance Data**

As part of the testing process, use the following procedures to review the data stored in each of the file maintenance tables:

1. Select the file maintenance menu option for the data to review.
2. Select Find from the ring menu. The cursor appears in the first field on that screen.
3. Press the Esc. key. The first record in the table appears on the screen. Review the information.
4. Select Next from the ring menu (press “N” or key return). The next record in the table appears on the screen. Review the record. *Note:* To edit data, choose Select from the ring menu, then choose Change. The system allows you to edit the data for the currently displayed record.

5. Repeat step 4 until you have viewed all the records.
6. Select Exit from the ring menu to return to the previous menu.

Each of the following headings corresponds to one of Fuel Management's File Maintenance menu options.

### **Fuel Terminals**

Maintenance Sheet  
FM-02



Step 1 of 7

The Fuel Terminals menu selection maintains the information that defines the terminals and vendors where you purchase fuel products. When you record fuel purchases, the fuel terminal table provides the default information.

To add a new fuel terminal or change an existing one, see instructions for completing Maintenance Sheet FM-02 in the *Introduction to ExecuTrak User's Guide*. Perform this procedure as necessary.

- ◆ Verify that you established all necessary fuel terminals.
- ◆ Verify that you established each product you purchase from each vendor for each terminal.
- ◆ Verify that you assigned the correct use group, terms, and net/gross billing method for each vendor.

### **Fuel Tanks**

Maintenance Sheet  
FM-07

The Fuel Tanks Table maintains the data that describes the physical attributes of each tank where you store fuel at your profit centers. This data includes each tank's capacity and the product you store in each tank.

To add new tank data or change existing data, see instructions for completing Maintenance Sheet FM-07 in the *Introduction to ExecuTrak User's Guide*. Perform this procedure as necessary.



Step 2 of 7

- ♦ Verify that you defined each fuel tank at each profit center where you store or inventory fuel.
- ♦ Verify the dimensions of each tank. If you use tank charts, verify the accuracy of each chart.

### ***Change Product In Tank***

Use the change product in tank menu option when you store a product in a tank that is assigned in the system to store a different product. Use the following steps to assign a new product to a tank.

#### **Step 1**

1. Select Change from the ring menu.
2. Enter the profit center number where the tank is located.
3. Enter the number of the tank you are reassigning.
4. Enter the product code for the product the tank currently stores.
5. Enter the product code for the new product the tank will store.
6. Enter the date this change takes effect.

#### **Step 2**

You should also access Fuel Movement from Fuel Management's Data Entry menu; record one fuel movement to move the old product from the tank; record another fuel movement to move the new product into the tank.

## Fuel Carriers

Maintenance Sheet  
FM-06



Step 3 of 7

On Maintenance Sheet FM-06, you defined fuel carriers and specified if each carrier was an internal or external carrier. You must first create a carrier as a vendor. You established your company as an *internal vendor* if you deliver fuel to your profit centers and customers. An *external vendor* is a company, other than your own, that delivers fuel to your profit centers and customers.

To add a new fuel carrier or modify an existing one, see the instructions for completing Maintenance Sheet FM-06 in the *Introduction to ExecuTrak User's Guide*. Perform this procedure as necessary.

- ♦ Verify that you established each fuel carrier, including yourself as a carrier if you haul fuel to your profit centers. *Remember:* You must first establish carriers as vendors. See “Chapter 6: Accounts Payable” in the *Introduction to ExecuTrak User's Guide*.

## Freight Rates By Product

Maintenance Sheet  
FM-04

The Freight Rates by Product menu selection, sometimes referred to as Freight Rate Code, maintains the Freight Rates Table. This table records the amount you charge for delivery of a specific product and the amount a vendor charges you for delivery of a specific product.

When you record a transaction, the system uses the information in this table, along with the information in the Freight Source and Destination Table to record freight charges on the purchase and delivery of fuel.

To add a new Freight Rate Code or update an existing code, see instructions for completing Maintenance Sheet FM-04 in the *Introduction to ExecuTrak User's Guide*. Perform this procedure as necessary.



Step 4 of 7

- ♦ Verify that you created all necessary freight rate codes and that you associated each code with the correct product class. *Remember:* You define product classes through Wholesale and Inventory. See “Chapter 4: Wholesale & Inventory” in the *Introduction to ExecuTrak User’s Guide*.

### **Freight Source-Destination**

Maintenance Sheet  
FM-05

On Maintenance Sheet FM-05, you established freight codes to identify each possible source-destination combination for dispatch and delivery of fuel. This menu selection maintains the Freight Source and Destination Table.

To create a new source-destination combination, see the instructions for completing Maintenance Sheet FM-04 in the *Introduction to ExecuTrak User’s Guide*. Perform this procedure as necessary.



Step 5 of 7

- ♦ Verify that you established each possible source-destination combination.

### **Product Costing**

Maintenance Sheet  
FM-03

Use the Product Costing menu selection on a daily basis to enter daily supplier fuel costs. When you post bills of lading, the system defaults to the product costs you enter through this menu option.

To enter new product cost information and associate it with terminals, vendors, and products or to change existing product cost information, see instructions for completing Maintenance Sheet FM-03 in the *Introduction to ExecuTrak User’s Guide*.



Step 6 of 7

- ◆ Select one terminal, and at that terminal, choose one vendor. Enter the “rack” cost for each product you purchase from the vendor.

As part of going live, you will enter the “rack” costs for products purchased from each vendor at all terminals.

### **Purchase Contracts**

Maintenance Sheet  
FM-01

The Purchase Contract Table stores data regarding any purchase contracts or agreements for fuel purchases. The Contract Listing Report uses the data in this table to monitor the status of contracts and track fuel allocations.

To enter information for a new purchase contract or change existing information, see instructions for completing Maintenance Sheet FM-01 in the *Introduction to ExecuTrak User's Guide*. Perform this procedure as necessary.

- ◆ Verify that you established all purchase contracts.



Step 7 of 7

### **Cost Layers**

You must run cost layers from Fuel Management's End of Period Processing Menu (page 2-43). During system installation, remove the Cost Layers Menu option from the File Maintenance Menu.

### **Tank Charts**

Maintenance Sheet  
FM-08

You created tank charts for tanks whose volume you cannot calculate. These tanks include:

- ◆ Fiberglass or fiberglass lined tanks
- ◆ Tanks that are bubbled on the end
- ◆ Other irregular tanks.

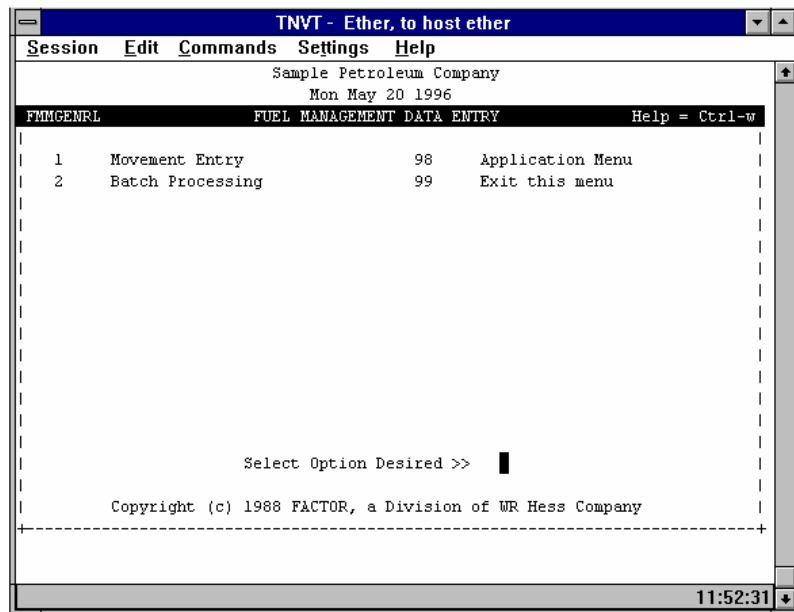
To create new tank charts or modify existing ones, see instructions for completing Maintenance Sheet FM-08 in the *Introduction to ExecuTrak User's Guide*. Perform this procedure as necessary.

## Data Entry

### Introduction

*Figure 2-2: Fuel Management Data Entry Menu*

When you select Data Entry from Fuel Management's Main Menu, the system displays the data entry menu. This menu presents you with one option: Movement Entry. See Figure 2-2.



The data entry section of this volume includes step by step instructions for entering fuel movements. In addition this section lists the four steps you must complete to test Fuel Management's Data Entry Program.



Four Steps for Data Entry Testing

Data entry testing consists of four steps:

- ◆ Enter one fuel movement for each supplier (page 2-16).
- ◆ Enter one fuel movement for each product-destination combination (page 2-16).
- ◆ Establish beginning cost layers (Beginning Inventory Values page 2-39).
- ◆ Update Cost Layers (page 2-43.)

When you finish testing a step, record it on the checklist on page 2-109.

## Movement Entry

Movement entry allows you to record bills of lading and receipt of fuel products. The movement entry process includes four steps.

- ◆ Movement Control
- ◆ Bill of Lading
- ◆ Delivery
- ◆ Freight Entry.



Step 1 of 4

Enter at least one fuel movement for each supplier-product combination. For example, you have two suppliers. Supplier One delivers five products, and Supplier Two delivers three products. Enter one fuel movement for each product you receive from each vendor. In this scenario, you have eight supplier-product combinations.



Step 2 of 4

Enter at least one fuel movement for each product/source-destination combination. *Remember:* You can pick up fuel from a profit center or terminal and deliver it to a profit center or customer. This results in four possible combinations for each product.

When you select Movement Entry from Fuel Management's Data Entry Menu the system displays the screen in Figure 2-3.

Figure 2-3:  
Movement Control

Notice that the ring menu in Figure 2-3, presents you with the four following options:

**New:** Create a new fuel movement.

**Find:** Locate a specific fuel movement.

**Change:** Edit an existing fuel movement.

**Exit:** Return to the Data Entry menu.

Each of the following headings corresponds to a field on the Movement Control screen.

**Movement  
Number**

Enter a movement number in this field or key return for the system to generate and assign a new movement number.

**Dispatch Flag**

If you do not use ExecuTrak's Fuel Dispatch Module, the system enters "C" in this field.

If you use ExecuTrak's Fuel Dispatch Module, the system enters "D" in this field. You must change the "D" to a "C."

**Carrier Number  
and Name**

**Ctrl-F**

Enter the number of the carrier delivering this fuel. When you enter the number, ExecuTrak displays the carrier name. Any number you enter must exist in the Carrier Master Table. (See Fuel Carriers on page 2-11.)

System Parameter 1065 allows you to specify a commonly used carrier number. The movement entry program will display the carrier number you specify in this parameter but allows you to override it if necessary.

**Trailer Number**

The trailer number is user defined at the time of data entry. Use up to 10 alpha-numeric characters to identify the trailer.

**Owner and  
Comparts**

These fields are currently non-functioning.

**Driver**

The Driver Number is user defined at the time of data entry. Use a whole number between 0 and 2,147,483,647 to identify the driver. If you use ExecuTrak's Payroll Module, you can enter the driver's employee number, and the system retrieves the driver's name from the Payroll Master Table.

**Printed on Journal**

The system uses this information internally.

When you finish entering data on this screen, key return or press Escape. The system prompts:

Data OK? Yes No Print

**Yes:** Accept the data and proceed to the Bill of Lading Data Entry Screen.

**No:** Return to the current screen and edit the data. If you select No the system allows you to "Update" or "Exit."

- Choose Update to change the data on the Movement Control Screen.
- Choose Exit to return to the Data OK? prompt.

**Print:** Print the data on the Movement Control Screen.

**Bill of Lading**

When you accept the data you enter through Fuel Movement Control, the system displays the Bill of Lading Screen (Figure 2-4). You can enter two types of Bills of Lading:

- ◆ Bill of Lading from an external source
- ◆ Bill of Lading from an internal source.

*Note:* If the bill of lading came through the Fuel Dispatch module and you did not actually pick up the fuel, enter zero gallons for the product.

Figure 2-4: Bill of Lading

Notice that the ring menu presents you with six options:

**Add:** Add a new bill of lading to the fuel movement you created on the Movement Control Screen.

**Next and Previous:** Scroll through the bills of lading currently attached to this fuel movement.

**Change:** Edit the data currently displayed on the Bill of Lading Screen. After you have stored a fuel movement, the system does not allow you to change a bill of lading if it is associated with an external delivery.

**Delete:** The Delete option functions during initial entry, but is non-functioning during change/update.



**Exit:** Proceed to the Delivery Screen.

### Creating an External Bill of Lading

Create an external bill of lading for any fuel you purchase from a supplier. Each of the following headings corresponds to a field on the Bill of Lading Screen:

### Movement Number

The system automatically enters the movement number from the Movement Control Screen for this fuel movement.

<b>I/E</b>	Enter "E" to designate External. The fuel in this movement was picked up at a terminal (external source).
<b>Pick Up Date</b>	Enter the date you picked up the fuel.
<b>Bill of Lading</b>	Enter the bill of lading number.
<b>Terminal Number</b> 	Enter the terminal number where you picked up the fuel. Any terminal number you enter here must exist in the Terminal Master Table.  System parameter 1066 allows you to specify a default (commonly used) terminal number. The movement entry program will display the terminal number you specify in this parameter but allows you to override the terminal if necessary. If you do not enter a terminal number
<b>Vendor Code</b> 	Enter the code of the vendor from whom you purchased this fuel.  System parameter 1067 lets you specify a default (commonly used) vendor number. The movement entry program will display the vendor number you enter in this parameter but allows you to override the vendor if necessary.
<b>Product</b>	Enter the product code. Any product code you enter here must exist in the Inventory Master Table and in the Fuel Terminals Table. <i>Remember:</i> The Fuel Terminals Table associates terminals with vendors and products.
<b>Gross</b>	Enter the gross units of the product.
<b>Net</b>	Enter the net units of the product.
<b>Cost</b>	The system uses data stored in the Fuel Costs Table to enter the product's default unit cost. However, you can override this cost if necessary.

<b>Tax Use</b>	<p>The system uses data stored in the Fuel Terminal Table to enter the product's default tax use group in this field.</p> <p>At the bottom of the screen, the system displays the individual tax codes associated with this use group. Use Ctrl-T to view the taxes. Use Ctrl-N to view the next tax code lines and Ctrl-P to view the previous tax code lines. <i>Note:</i> The system displays tax codes only when you enter information in this field.</p>
<b>Loc</b> (Location)	External bills of lading do not require an entry in this field.
<b>N/G</b>	The system uses data in the Fuel Terminal Table to enter a default value in this field. This value specifies if the vendor bills on net (N) or gross (G) gallons.
<b>Tax Rate</b>	<p>ExecuTrak displays the total tax rate, regardless if the taxes are charged or not.</p> <p>When you finish adding information for this bill of lading, press Escape. The system presents you with two options:</p> <p><b>Add:</b> Add another bill of lading to this fuel movement</p> <p><b>Exit:</b> Proceed to the Delivery Screen.</p>
<b>Creating an Internal Bill of Lading</b>	Creating an internal bill of lading is similar to creating an external bill of lading. Use an internal bill of lading for any fuel you pick up from one of your warehouses or profit centers. Each of the following headings corresponds to a field on the Bill of Lading Screen:
<b>Movement Number</b>	The system automatically enters the movement number from the Movement Control Screen for this fuel movement.
<b>I/E</b>	Enter "I" to designate Internal. The fuel in this movement was picked up at one of your warehouses or profit centers (internal source).
<b>Pick Up Date</b>	Enter the date you picked up the fuel.
<b>Bill of Lading</b>	Enter the bill of lading number or delivery ticket number.

**Terminal Number**



Enter the profit center number where you picked up the fuel.

**Vendor Code**

Leave this field empty and key return.

**Product**

Enter the product code. Any product code you enter here must exist in the Inventory Master Table.

**Gross**

Enter the gross units of the product.

**Net**

Enter the net units of the product. For an internal source, the gross and net units must be the same amount.

**Cost**

The system displays the FIFO inventory cost. However, you can override this cost if necessary.

**Tax Use**

The system uses data stored in the Profit Center Master Table to display the product's default tax use group.

At the bottom of the screen, the system displays the individual tax codes associated with this use group. Use Ctrl-T to view the taxes. Use Ctrl-N to view the next tax code lines and Ctrl-P to view the previous tax code lines. *Note:* The system displays tax codes only when you enter information in this field.

**Loc**  
(Location)

Enter the tank number to designate the inventory location where you obtained the fuel. The tank number must exist in the Fuel Tank Table.

**N/G**

The system enters a default value in this field. System Parameter 1002 specifies if the profit center bills on net (N) or gross (G) gallons.

**Tax Rate**

ExecuTrak displays the total tax rate, regardless if the taxes are charged or not.

When you finish adding information for this bill of lading, press Escape. The system presents you with two options:

**Add:** Add another bill of lading to this fuel movement

**Exit:** Go to the Delivery Screen.

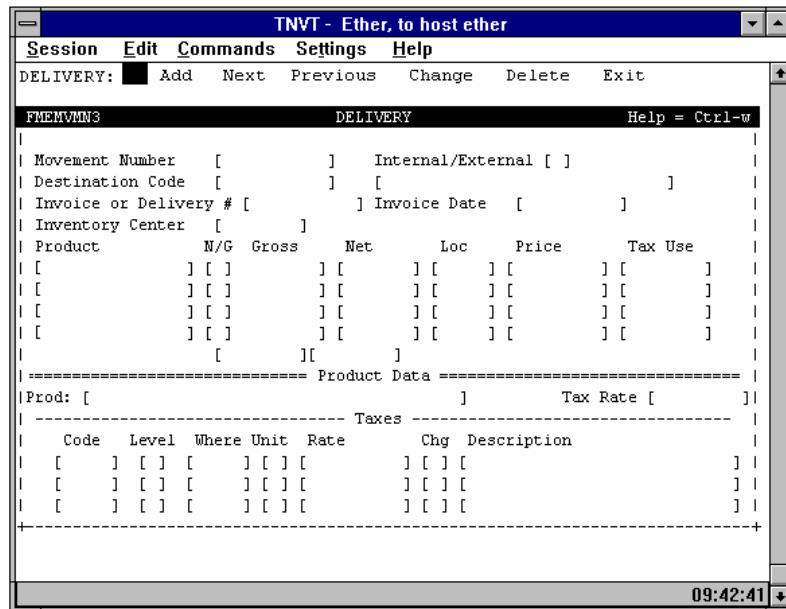
**Delivery**

**Introduction**


Once you finish adding bill's of lading, the system displays the Delivery Screen (Figure 2-5).


As with bill's of lading, you must specify whether a fuel delivery is internal or external. When you deliver fuel to one of your warehouses or profit centers, the delivery is internal. When you deliver fuel to a customer, the delivery is external.

*Figure 2-5:  
Movement Entry  
Delivery Screen*



Notice that the ring menu provides you with six options:

	<p><b>Add:</b> Add new deliveries to the current fuel movement.</p> <p><b>Next and Previous:</b> Scroll through the deliveries attached to the current fuel movement.</p> <p><b>Change:</b> Edit the data currently displayed on the screen.</p> <p><b>Delete:</b> This menu option functions during initial input but is non-functioning during update on internal fuel movements.</p> <p><b>Exit:</b> Proceed to the Movement Status Screen.</p>
<p><b>Recording an External Delivery</b></p>	<p>Create an external delivery for fuel you deliver to a customer. Each of the following headings corresponds to a field on the Delivery Screen.</p>
<p><b>Movement Number</b></p>	<p>The system retrieves the movement number from the previous screen and enters it in this field.</p>
<p><b>Internal/External</b></p>	<p>Enter "E" to designate that this is an external delivery.</p>
<p><b>Destination Code</b></p>	<p>Since this is an external delivery, enter the customer number.</p>
	
<p><b>Invoice or Delivery Number</b></p>	<p>Enter the accounts receivable invoice number or the delivery ticket number. If you make no entry and key return, the system assigns the next available invoice number.</p> <p>At this point, if you have entered several bills of lading for this fuel movement, the system displays a window that allows you to select any combination of bills of lading to specify how you delivered the products. To select a bill of lading, enter the number that appears to the left of the bill of lading number. The system marks the bill of lading by placing an "x" to the left of the selection.</p> <p>When you have selected the appropriate bills of lading, enter "00" to exit this window.</p>

<b>Invoice Date</b>	Enter the date on the invoice.
<b>Inventory Center</b>	Enter the number of the profit center to receive credit for this sale.
	
<b>Product</b>	Enter the product number for the product you delivered.
<b>N/G</b>	<p>The system retrieves the default billing method (net or gross) from the customer master.</p> <p>If you defined this product as an open blend, the system opens a window and allows you to enter the amount of each product in the blend.</p>
<b>Gross</b>	The system displays the gross gallons you entered from the bill of lading.
<b>Net</b>	The system displays the net gallons you entered from the bill of lading.
<b>Location</b>	Enter the tank number from which you pulled the product. For a direct drop, enter a “dummy” tank number.
<b>Price</b>	<p>The system should display the price you charge the customer for this product.</p> <p>In the Accounts Receivable Master Record, you assigned a pricing level to the customer for this product. If the system displays an incorrect price, select <u>Customer Maintenance</u> from the <u>Accounts Receivable File Maintenance Menu</u>. Find the customer record, and on the second screen, enter the correct code in the Normal Pricing Code Field.</p> <p>For more information on pricing see “Chapter 9” in the <i>Introduction to ExecuTrak User’s Guide</i>.</p>

**Tax Use**

The system displays the Tax Use Group that you assigned to this customer.

The bottom of the screen displays all tax codes associated with this use group. You can override the group if necessary. Any use group/tax class must be attached to the customer master.

If you press Ctrl-T while your cursor is on a line item, the system allows you to enter comment lines to print on the invoice.

**Esc.**

After you list all products to deliver to this customer, press Escape.

**Add**

Choose Add to add another delivery to this fuel movement.

**Exit**

Choose Exit, to proceed to the Movement Status Screen.

**Recording an  
Internal Delivery**

Create an internal delivery for fuel you deliver to one of your warehouses or profit centers. Each of the following headings corresponds to a field on the Delivery Screen.

**Movement  
Number**

The system retrieves the movement number from the previous screen and enters it in this field.

**Internal/External**

Enter "I" to designate that this is an internal delivery.


**Destination Code**

Since this is an internal delivery, enter the profit center number.



**Invoice or  
Delivery Number**

Enter the accounts receivable invoice number or the delivery ticket number in this field. If you make no entry and key return, the system assigns the next available invoice number.

	<p>At this point, if you have entered several bills of lading for this fuel movement, the system opens a window and allows you to select any combination of bills of lading to specify how you delivered the products to this destination. To select a bill of lading, enter the number that appears to the left of the bill of lading number. The system marks the bill of lading by placing an “x” to the left of the selection.</p> <p>When you have selected the appropriate bills of lading, enter “00” to exit this window.</p>
<b>Invoice Date</b>	Enter the date on the invoice.
<b>Inventory Center</b>	Enter the profit center number you entered in the Destination Code field.
	
<b>Product</b>	Enter the product number for the product you delivered.
<b>N/G</b>	<p>The system enters a default value in this field. System Parameter 1002 specifies if the profit center receives on net (N) or gross (G) gallons.</p> <p>If you defined this product as an open blend, the system opens a window and allows you to enter the amount of each product in the blend.</p>
<b>Gross</b>	The system displays the gross gallons. If this is a split load, enter the amount you delivered to this profit center.
<b>Net</b>	The system displays the net gallons. If this is a split load, the system calculates net gallons automatically.
<b>Location</b>	Enter the tank number at this profit center where you delivered the fuel. Any tank number you enter in this field must be linked to this profit center through the <u>Fuel Tanks</u> option on <u>Fuel Management’s File Maintenance Menu</u> .
<b>Price</b>	The system displays the weighted average cost for an internal delivery to a profit center.

**Tax Use**



The system displays the tax use group attached to the profit center. The bottom of the screen displays the tax codes associated with this use group.

**Esc.**

After you list all products to deliver to this location, press Escape.

**Add**

Choose Add to add another delivery to this Fuel Movement

**Exit**

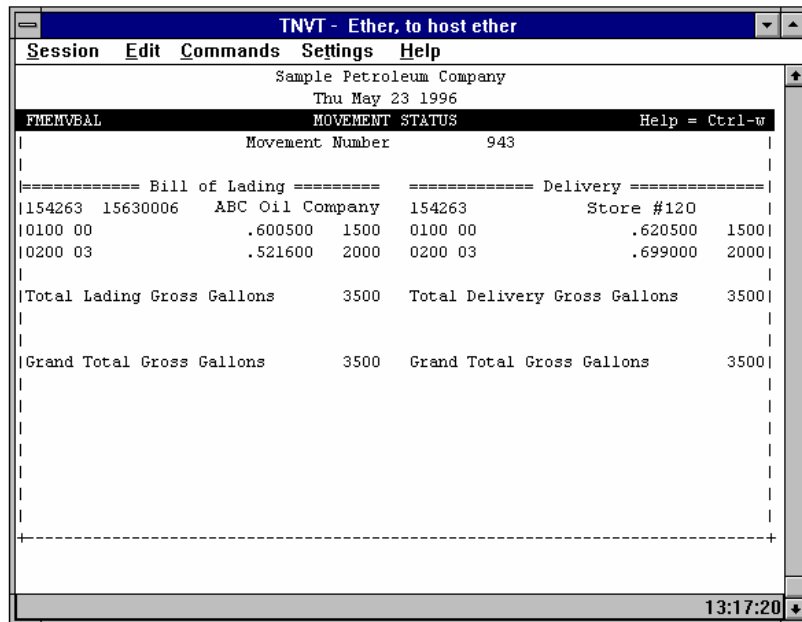
Choose Exit, to proceed to the Movement Status Screen

**Movement Status**

**Purpose**

When you exit the delivery screen, the system displays the Movement Status Screen (Figure 2-6).

*Figure 2-6:  
Movement Status*



Carefully review the information on this screen for any errors.

*Note:* If the total gross gallons you entered through the Bill of Lading Screen does not equal the total gross gallons you entered through the Delivery Screen, the system displays an error message.

**If the System Displays an Error Message**

If the system displays an error message, press Escape. The menu gives you two options:

- ◆ Throw Away
- ◆ Change

**Throw Away**

If you select Throw Away, the system discards the fuel movement and returns you to the Movement Control Screen to reenter all information.

**Change**

If you select Change, the ring menu lets you choose one of the following options:

- ◆ Movement Control
- ◆ Bill of Lading
- ◆ Delivery.

Select the screen to return to.

**If the System Does Not Display an Error Message**

If the information on the Movement Status Screen is correct, and the system does not display an error message, press Escape. The system displays the Freight Entry Screen.

***Freight Entry***

The next step in the fuel movement process is Freight Entry.

**Use Highest Freight Rate**

You can choose to use the highest freight rates from the deliveries on a fuel movement. For example: You deliver gas to Customer #1 and diesel to Customer #2. ExecuTrak looks at the delivery rates for both gas and diesel to Customer #1 and to Customer #2. In this example, Customer #2 was farthest away and the rates for both products were higher for Customer #2. ExecuTrak will use the higher freight rates for both Customer #1 and Customer #2.

To activate this feature, set System Parameter #1060 to “Y”. The default setting for this parameter is N. During Movement Entry, the screen will display a message informing the data entry operator that this feature is active. The message appears directly above the total amounts and reads “Parm #1060 is set to use the highest freight rate from all deliveries on this movement.”



After reviewing the information on this screen for errors, press Escape. The screen prompts:

Data OK? Yes No Print

**Yes:** Accept the data.

**No:** Return to freight entry and make changes.

**Print:** Print the information displayed on this screen.

If you delivered part or all the fuel in this movement to an external source, the system displays the invoicing screen.

### Internal Deliveries

If you delivered all the fuel listed on this movement to an internal source (s) and do not need to create an invoice, the system displays the Store Menu to allow you to finalize the fuel movement. See Finalizing a Fuel Movement on page 2-35.

### Invoicing

#### Purpose

The Invoicing Screen displays invoices for each of the external deliveries in the fuel movement. The system automatically creates invoices but allows you to change certain information if necessary.

The ring menu presents you with the following options:

**Next/Previous:** Scroll through the invoices.

**Change:** Edit information on the displayed invoice. *Note:* You can change information only in certain fields.

**Exit:** Finalize the fuel movement.

Each of the following headings corresponds to a field on the Invoicing Screen. *Note:* The system generates an invoice for each customer in the fuel movement.

#### Invoice Number

The system retrieves the invoice number from the delivery entry screen and does not allow you to change it.

Note: When System Parameter 4036 is set to “Y”, the Fuel Movement Entry program’s processor makes separate entries to the Accounts Receivable Payment table when it notices an invoice terms code that differs from the terms code used for deferred taxes for an invoice with different due dates. The program creates an entry for each unique due date.

Additionally, if System Parameter 4037 is set to “Y”, the program also verifies that the invoice terms code is not defined with a number of payments that is greater than 1. This is necessary because you cannot use multiple payments for fuel products.

If the terms codes are different, the program creates individual records in the Accounts Receivable Payment table. There will be one record for each unique due date. For example, in some situations some taxes are deferred and some are not. Furthermore, deferred taxes can have different due dates. This might create a situation where you have one tax that is deferred until one date, a second tax that is deferred until another date, and a third tax with the same due date as the product date. The Accounts Receivable Payment table will contain three separate records for the invoice.

For more information, see the *Multiple Due Dates User’s Guide*.

**Invoice Date**

The system retrieves the invoice date from the delivery entry screen and does not allow you to change it.

**Customer Number**

The system inserts the customer number from the Movement Entry Screen and does not allow you to change this information.

**Profit Center**

The system retrieves the “inventory center” from the delivery section.

**Shift Link**

The system assigns the shift link number and uses this data internally.

**Salesman Code**

The system retrieves the salesman code from the customer master record.

<b>Print Status</b>	Enter Y to print an invoice. Enter N if you do not need to print an invoice.
<b>Payment Type</b>	The system retrieves the payment type for this customer from the Customer Master Table. You cannot change this information.
<b>Terms of Sale</b>	The system uses the Customer Master Table to retrieve the terms of sale for this customer. You cannot change the information in this field.
<b>P.O. Number</b>	If you listed a default purchase order number for this customer in the master record, the system displays it in this field. You can use the default purchase order number, enter a new purchase order number, or leave the field empty.
<b>Release Number</b>	If necessary, enter a release number for the purchase order number in the previous field. System Parameter 1054 specifies if the system should use release numbers when using a standard purchase order number.
<b>“Bill To” Code</b>	The system displays the customer’s address. You cannot change this information.
<b>“Ship To” Code</b>	If you delivered the product to an address different from the address in the Bill To Code field, enter the delivery address here. The address in this field is for product deliveries only. The invoice will be sent to the address under Bill To Code.
<b>Product, Description, Quantity, Price, Extension</b>	<p>The bottom part of the invoicing screen lists the product, description, quantity, price, extension, and individual taxes for items listed. You can review the information on this screen, but the system does not allow you to make changes.</p> <p>When you finish reviewing this information, press Escape.</p> <p>At this point, you have three options. You can:</p> <ul style="list-style-type: none"> <li>◆ Add non-fuel products to an invoice</li> <li>◆ Delete non-fuel products from an invoice</li> <li>◆ Finalize the invoice.</li> </ul>

### **Adding Non-Fuel Items To An Invoice**

Use the following procedures to add non-fuel items to an invoice.

1. Use the Next and Previous commands to display the invoice to change.
2. Select Change from the ring menu.
3. From the ring menu, select Add. The system displays the inventory information screen.

Each of the following headings corresponds to a field on the Inventory Information screen.

**Part Number**



Enter the part number (product code) for the non-fuel product to add to this invoice.

**Description**

The system displays the product's description.

**Quantity on Hand**

The system retrieves the quantity of this product on hand and enters the amount in this field.

**Unit Price**

The system inserts the base inventory price.

**Units Sold**

Enter the number of units sold. *Note:* Use the selling unit of measure for this product. If the selling unit of measure is "quart," enter the number of quarts. If the selling unit of measure is "case," enter the number of cases.

**Location**

The system displays the storage location for this product.

**Sale Price**

The system uses the formula code attached to this product and the level code attached to this customer to calculate the sale price. You can override the price here if necessary.

**Use Group**



The system displays the Use Group attached to this customer for this tax class. You can override the Use Group if necessary.

<b>Total</b>	The system displays the total price.
<b>Cores</b>	The system displays the quantity and price for any core product attached to the product you are invoicing.
<b>Pricing</b>	The system displays the quantity, unit of measure, and line total for the sale of this product.
<b>Ctrl-T</b>	<p>Use Ctrl-T to enter any text comments for this product. The comments you enter print on the invoice.</p> <ol style="list-style-type: none"> <li>4. If the information on this screen is correct, press Esc. and select Yes.</li> <li>5. The system displays another inventory information screen. Press Ctrl-C to exit the inventory information screen and return to the invoicing screen.</li> </ol>

### ***Deleting Non-Fuel Products From an Invoice***

Use the following procedures to delete non-fuel products from an invoice.

1. From the Invoicing Screen, use Next and Previous to display the invoice to change.
2. Select Change from the ring menu, then select Delete from the next ring menu.
3. The system displays the Invoice Line Delete Screen. This screen displays all non-fuel products attached to this invoice.
4. To delete a product, enter the line number of the product.

The system returns to the Invoicing Screen. To delete another product, repeat these steps

### ***Finalizing a Fuel Movement***

Once you make all necessary changes to any invoices attached to the fuel movement, you are ready to finalize the movement.

Select Exit from the Invoicing Screen's ring menu.

The system displays the store menu with the following options:

**Store:** Generate invoices and store the movement. The system automatically posts the information to the general ledger and updates inventory.

**Throw Away:** Discard this fuel movement.

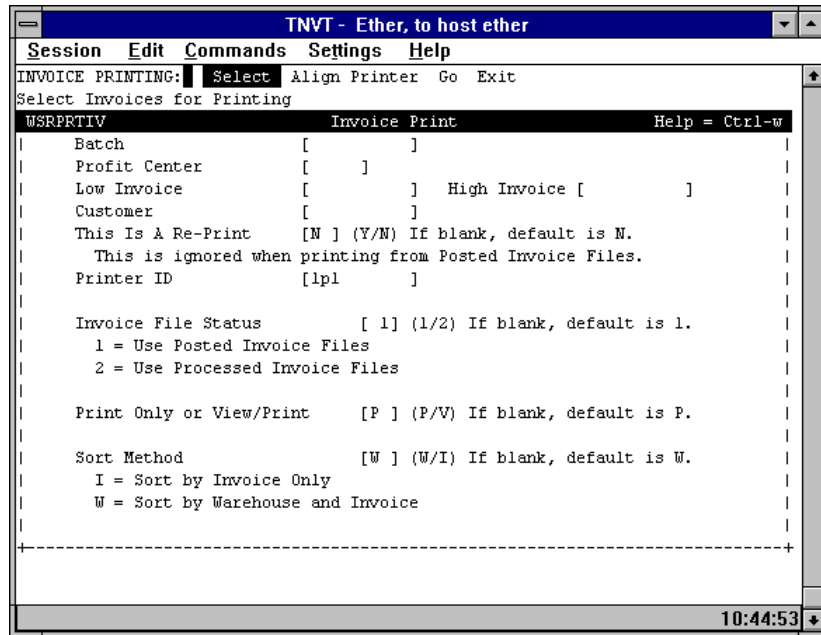
**Change:** Edit the fuel movement.

### Printing the Invoice



Printing invoices is the second step in the invoicing process. Use this option to print invoices you create through Invoice Entry and through Movement Entry. When you select Invoice Print from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 2-8. Enter data in the fields on this screen to specify which invoices to print.

Figure 2-8: Invoice Print Screen



**Invoice Print  
Menu Options**

Review the ring menu options on the sample screen:

**Select:** Specify criteria for the invoices to print.

**Align Printer:** Adjust the position of the invoice forms in the printer.

**Go:** Print the invoices.

**Exit:** Return to the Reports Menu.

**Specifying Print  
Criteria**

As with most report criteria screens, you can use operators in the Invoice Print fields to specify the data to print. See *Volume I* for a list of operators. Invoice Print includes the following fields for specifying print criteria:

- |                    |                       |
|--------------------|-----------------------|
| ◆ Batch            | ◆ Printer ID          |
| ◆ Profit center    | ◆ Invoice file status |
| ◆ Low/high invoice | ◆ View/print          |
| ◆ Customer         | ◆ Sort method.        |
| ◆ Re-print         |                       |

Each of the following headings corresponds to an Invoice Print field.

**Batch**

Enter the number of the batch to print. Leave this field empty and key return to print all un-printed batches.

**Profit Center**

To print invoices for a specific profit center or range of profit centers, enter the profit center number or use operators to specify the range.

**Low and High Invoice**

The system uses the Low and High invoice fields to print a range of invoice numbers.

To print only one invoice, enter the same invoice number in both fields. To print a range of invoices, enter the beginning invoice number in the Low Invoice field and the ending Invoice Number in the High Invoice field. The High Invoice Number defaults to the number you enter in the Low field.

This feature proves useful when you need to reprint a lost or damaged invoice.

**Customer**

Enter a customer number to print invoices for a specific customer or leave this field empty and key return to select un-printed invoices for all customers.

**Reprint**

Enter Y to reprint an invoice.

Enter N if this is the first time you printed this invoice.

**Printer ID**

Enter the Printer ID for the printer you use to print invoices (lp1, lpØ, etc.)

**Invoice File Status**

Enter 1 to print unprocessed invoices.

Enter 2 to print previously processed invoices.

**View/Print**

Enter P to send invoices directly to the printer.

Enter V to view invoices before you print them.

**Sort Method**

Enter I to sort only by invoice.

Enter W to sort by warehouse then invoice.

## Beginning Inventory Values



Step 3 of 4

### **Steps for All Wholesale Products**

### **Listing Beginning Quantities and Costs**

The third step in testing Fuel Management Data Entry is to establish beginning cost layers for fuel products. During testing you will review the process for establishing beginning cost layers. Prior to going live, you will enter beginning cost layers. This process is part of going live and a procedure you should need to use only once.

To setup beginning inventory values for all wholesale products, both fuel and non-fuel, follow these steps:

1. Login as: ssfactor
2. At the password prompt, enter the appropriate password.
3. At the "\$" prompt type: chdb your database name
4. At the "\$" prompt type: r wspbegin
5. Select Add from the ring menu.
  - Enter the profit center number.
  - Enter the product code number.
  - Inventory Date: Enter the last day of the previous month.
  - Secondary Location: enter the tank number for a fuel product or the warehouse location for a non-fuel product.
  - Cost Per Unit: enter the cost per unit of the listed product.
  - Quantity: Enter the quantity of the product.

To run a list of all beginning quantities and costs you just entered, use the following steps:

1. At the "\$" prompt type: **chdb your database name**
2. At the "\$" prompt type: **dbaccess**

3. Choose Query-Language.
4. Key return to select the FACTOR database.
5. Choose New.
6. Type the following script exactly as it appears, using the underscore key where shown:

```
select
ivch_prft_ctr,ivh_product,ivch_gl_date,ivch_new_avg_cost,
ivch_old_qty_oh
from inv_header,inv_cost_hist
where ivh_link=ivch_prodlnk
order by 1,2
```

7. After typing the script, press Escape
8. Choose Output.
9. Choose Printer.
10. Logout and log back in as yourself.

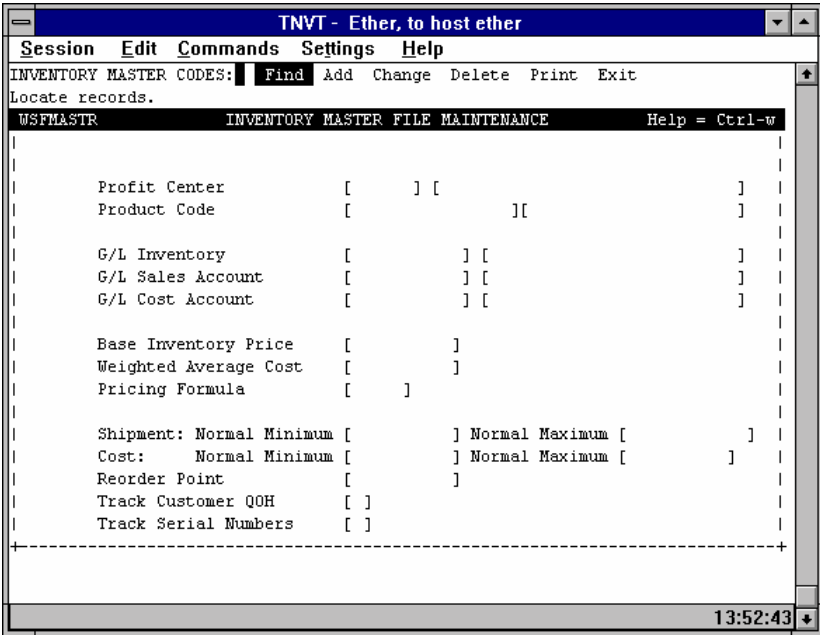
**Steps for  
Wholesale Non-  
Fuel Products**

**Item Count  
Inventory (Non-  
Fuel)**

To setup beginning inventory values for all wholesale non-fuel products:

1. From Wholesale & Inventory's File Maintenance Menu, select Inventory Master. The system displays the following screen:

Figure 2-9: Inventory Master Screen



Fuel Management

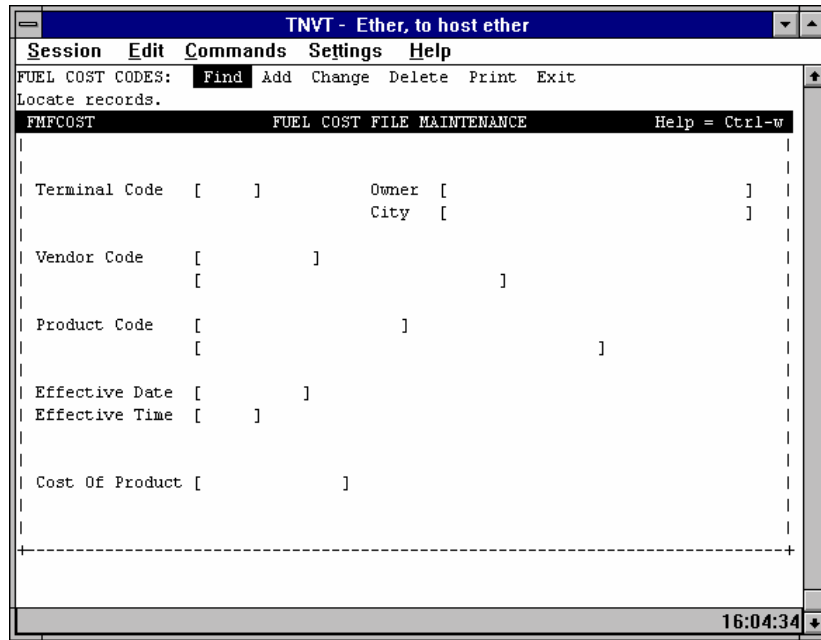
2. Select Change from the ring menu.
  - Enter beginning costs under Weighted Average Cost.
  - Enter beginning costs under Base Inventory Price.
3. You must change the Weighted Average Cost and/or Base Inventory Price for each profit center where these products are inventoried.

**Steps for All Fuel Products**

Complete the following steps for all fuel products:

1. Select Product Costing from Fuel Management's File Maintenance Menu. The system displays the following screen.

Figure 2-10: Product Costing Screen

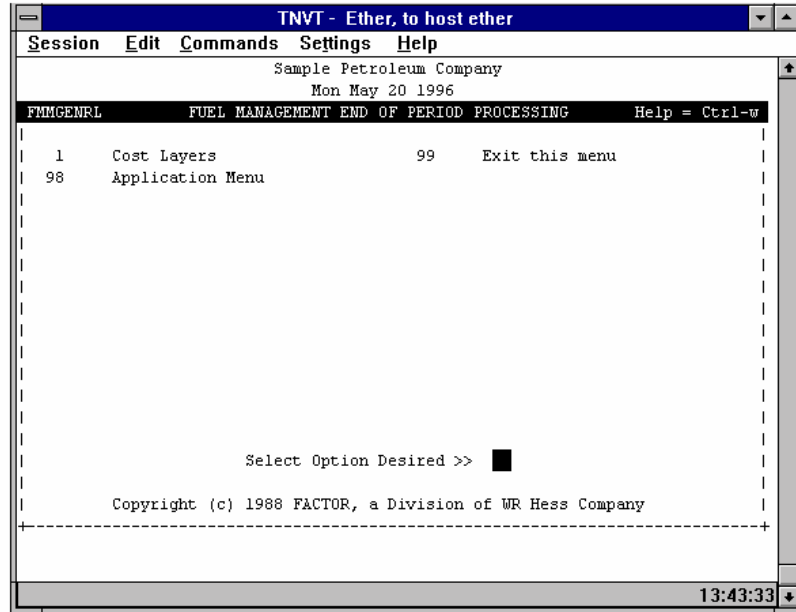


2. Select Add from the ring menu.
3. Enter a value for each fuel product at each terminal.
4. Enter the amount of the product from the rack plus any other cost built into the product.

## End of Period Processing

*Figure 2-11: Fuel Management End of Period Processing Screen*

When you select End of Period Processing from Fuel Management's Main Menu the system displays the screen in Figure 2-11.



Fuel Management

As you can see, other than exiting, this menu presents you with only one option: Cost Layers.

### Cost Layers

#### Purpose



Frequency



Testing

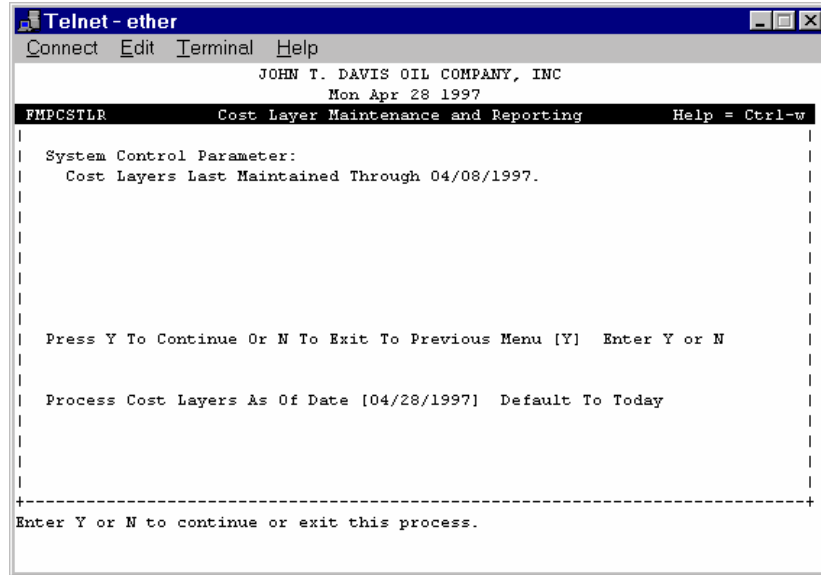
Step 4 of 4

When you run cost layers, ExecuTrak creates tables that layer fuel cost information for all fuel you purchased throughout the month. The system creates these layers by using the FIFO costing system. Update cost layers on a daily basis.

The fourth and final step for testing the Fuel Management's Data Entry Program is to update cost layers. Print and review the Cost Layer's report to verify the accuracy of the fuel costs you entered through Beginning Inventory Values.

When you select Cost Layers from Fuel Management's End of Period Processing Menu the system displays the screen in Figure 2-12.

Figure 2-12: Fuel Management Cost Layers



The cost layers program allows you to enter information into three fields. Each of the following headings corresponds to a field on the Cost Layers Screen.

**Continue/Exit**

In this field enter “Y” to continue; enter “N” to abort running cost layers and return to the End of Period Processing Menu.

**Process Cost Layers As Of Date**

Enter a date in this field to define up to which day the system should process cost layers. This date defaults to the current date.

Once you make the appropriate entries in this field, the system runs cost layers for the period you specified.

## Reports

### **Fuel Management Reports**

Fuel Management’s reporting program provides you with 23 useful reports. These reports range in complexity from simple table listings to detailed analyses and forecasts. Review the following table for the classification of each Fuel Management report.

<b>Table Listings</b>	<b>Simple Reports</b>	<b>Complex Reports</b>
Actual Inch Readings	Product Costing	Fuel Inventory
Terminal Codes	Product Cost Sheet	Inventory Reconciliation
Tank Listing	Bill of Lading Activity	Movement Journal
Contract Listing	Truck and Driver Report	Recommended Dispatch
Terminals and Freight Codes	Supplier Purchase Report	Purchase Cost Layers
Freight Rate/Product Class	Driver Units	Remaining Cost Layers
	Delivery Log	Update DTN Fuel Prices
	Internal Deliveries	Daily Inventory Over/Short

Fuel Management

This section of *Volume 2* discusses each of the fuel management reports and identifies the reports you need to print and verify during ExecuTrak database testing.

For each report this volume provides you with sample report criteria and sort option screens, as well as sample reports and an explanation of the information presented on each report.

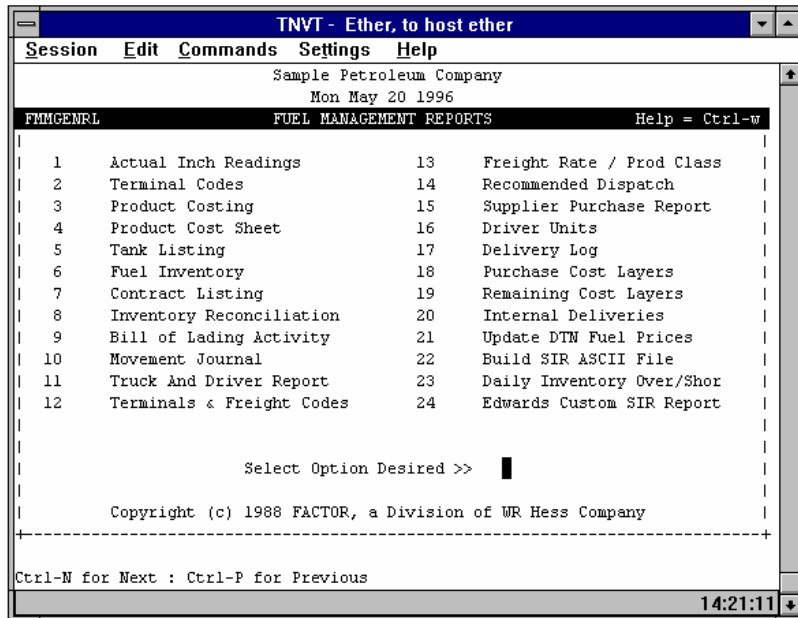
**Some ExecuTrak™ reports serve a dual function. They update the information in your database and report the information you specify. The majority of reports, however, only report information and make no changes to your database. This distinction is important because it determines the frequency with which you should generate certain reports. The following fuel management reports only present information; You can generate them as often as necessary.**

Bill of Lading Activity	Contract Listing	Driver Units
Freight Rates/Prod Class	Internal Deliveries	Inventory Reconciliation
Movement Journal	Product Costing	Purchase Cost Layer
Remaining Cost Layers	Supplier Purchase	Tank Listing
Terminal Codes	Terminal & Freight Codes	Truck and Driver

**Accessing Fuel Management's Reports Menu**

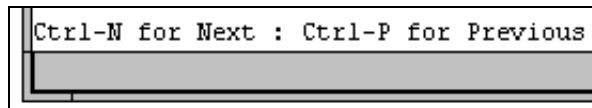
*Figure 2-13: Fuel Management's Reports Menu*

When you select Reports from Fuel Management's Main Menu, the system displays the screen in Figure 2-13:



**Ctrl-N and Ctrl-P**

At the bottom of the screen, notice the prompt:



This message lets you know that the Reports Menu contains more options than it can display on the screen at one time.

To select a report, enter the number of the menu option.

**Specifying Report Criteria**

Whenever you select a report, the system first displays a report criteria screen. This screen allows you to specify information to include on the report by entering criteria and/or operators in the available fields. See Figure 2-14 for a list of operators. If you make no entry in a criteria field, the system selects all.

**Report Sort Options**

For example, one criterion for a report is Profit Center. If you enter the number of one profit center in the field, the system reports data for only that profit center. If you enter a range of profit centers (e.g. 100:500) the system reports data for each profit center within the range. If you enter no information in the Profit Center field, the system reports data for **all** profit centers.

Once you enter the report criteria, many reports allow you to specify how to sort the data on the report. If a report allows you to specify sort order, the system presents the sort option screen. If the system does not allow you to specify sort order, it takes you through the print routine.

For more information regarding printing reports, see “Printing Reports” in *Volume 1 of ExecuTrak Operations*.

**Testing Fuel Management Reports**

The final step for testing the Fuel Management module is to print and review the data on several reports:



Step 1 of 3



Step 2 of 3



Step 3 of 3

- ◆ Print the following reports to verify the accuracy of each fuel movement you entered through Data Entry.
  - Fuel Inventory (page 2-79)
  - Inventory Reconciliation (page 2-86)
  - Movement Journal (page 2-87)
  - Purchase Cost Layers (page 2-100)
  - Remaining Cost layers (page 2-103).
  
- ◆ Print the following reports to verify the accuracy of account balances, unbilled liabilities, inventory taxes, and external freight charges.
  - Unbilled Liabilities (see *Volume 3: Wholesale & Inventory*)
  - Fuel Movement Journal (see *Volume 8: General Ledger*)
  
- ◆ Print the following reports to verify the accuracy of all sales entries:
  - Aged Period Report (see *Volume 6: Accounts Receivable*)
  - Tax Schedule Work Sheet (see *Volume 9: Tax Control System*)

Figure 2-14: Print Operators

<p><b>=</b> <b>Equal To</b></p>	<p>Use the <i>equal to</i> operator in any field type. This operator retrieves all selections equal to the number or text you enter:                  =10                 Retrieves all selections equal to 10                  =Smith             etrieves all selections that contain “Smith” in the field.</p>
<p><b>&lt;&gt;</b> <b>Not Equal To</b></p>	<p>Use the <i>not equal to</i> operator in any field. This operator excludes any record containing the number or text you enter:                  &lt;&gt;10                 Retrieves all selections except number 10                  &lt;&gt;Smith             Retrieves all selections except those containing the phrase “Smith”.</p>
<p><b>&lt;</b> <b>Less Than</b></p>	<p>Use the <i>less than</i> operator in all fields. This operator retrieves all records less than the number or alphabetical character that you enter:                  &lt;100                 etrieves all records less than 100                  &lt;M                   Retrieves all records beginning with the letters “A” through “L”.</p>
<p><b>&gt;</b> <b>Greater Than</b></p>	<p>Use the <i>greater than</i> operator in all fields. This operator retrieves all records greater than the number or alphabetical character that you enter:                  &gt;100                 Retrieves all records less than 100                  &gt;M                   Retrieves all records beginning with the letters “N” through “Z”.</p>
<p><b>&gt;=</b> <b>Greater Than or Equal To</b></p>	<p>Use the <i>greater than or equal to</i> operator in all fields. This operator retrieves all records that are equal to or greater than the number or alphabetical characters you enter:                  &gt;=100                Retrieves all records equal to or greater than 100                  &gt;=M                   Retrieves all records beginning with the letters “M” through “Z”.</p>
<p><b>&lt;=</b> <b>Less Than or Equal To</b></p>	<p>Use the <i>less than or equal to</i> operator in any field. This operator retrieves all records that are less than or equal to the number or alphabetical character that you enter.                  &lt;=100                Retrieves all records equal to or less than 100.                  &lt;=M                   Retrieves all records beginning with the letters “A” through “M”.</p>
<p><b>:</b> <b>Range</b></p>	<p>Use the <i>range</i> operator (colon) in any field. This operator retrieves all records that fall within the range you enter:                  100:500             Retrieves all records that contain a number between 100 and 500.                  070196:073196     (Date Field) Retrieves all records that fall in July 1996.</p>
<p><b> </b> <b>Alternation</b></p>	<p>Use the <i>alternation</i> operator (the pipe symbol located above the back slash on the keyboard) in any field. This operator retrieves all fields that are either one or the other of the two you enter:                  Smith Jones        Retrieves all selections that contain either “Smith” or “Jones” in the name.                  100   500           Retrieves all records that contain either 100 or 500.</p>
<p><b>All Entries for a Field</b></p>	<p>If you do not enter criteria in a field (leave it blank and key return) the system chooses all entries for that field.</p>

## Simple Table Listing Reports

The reports in this section list information you entered previously through Data Entry or File Maintenance. Fuel Management provides you with six table listing reports, including:

- ◆ Actual Inch Readings
- ◆ Terminal Codes
- ◆ Tank Listings
- ◆ Contract Listings
- ◆ Terminals and Freight Codes
- ◆ Freight Rate/Product Class.

These reports prove useful tools for editing data stored in fuel management tables.

### **Actual Inch Readings**

#### **Report Criteria**

Select Actual Inch Readings from Fuel Management’s Reports Menu to access the Actual Inch Reading Report. This report provides you with fuel tank inch readings at retail profit centers. Run the Actual Inch Reading Report as necessary to reconcile fuel inventories.

The system allows you to use the following criteria to specify which data to report:

- ◆ Profit center number
- ◆ Product code
- ◆ Product class
- ◆ Reading dates.

#### **Sort Options**

You cannot specify sort order for the data. The report organizes information by, profit center, reading date, product code, and location, respectively.

**Information Included on the Report**

The Actual Inch Reading Report presents the following information:

- ◆ Profit center number and name
- ◆ Reading date
- ◆ Product code and description
- ◆ Tank number
- ◆ Inch reading
- ◆ Actual units.

The report also subtotals actual units by date for each profit center and totals overall actual units.

***Terminal Codes***

**Purpose**

Select Terminal Codes from Fuel Management's Reports Menu to access the Terminal Codes Report. This report provides you with a listing of the information contained in the Fuel Terminal and Terminal Purchasing Tables. You previously entered this data through Fuel Management File Maintenance.

**Report Criteria**

Use the following criteria to specify which information to include on the report:

- ◆ Terminal number
- ◆ City code.

**Sort Options**

This report sorts data by terminal number and does not allow you to specify any sort criteria.

**Information Included on the Report**

The Terminal Codes Report presents the following information:

- ◆ Terminal number and name
- ◆ City code and name
- ◆ Special instructions.

**Tank Listings**

**Purpose**

Select Tank Listing from Fuel Management’s Reports Menu to access the Tank Listing Report. This report provides you with a listing of data in the Fuel Tanks Table. You created fuel tanks through Fuel Management File Maintenance.

**Report Criteria**

Use the following criteria to specify which information to include on the report:

- ◆ Profit center
- ◆ Tank code
- ◆ Effective date.

**Sort Options**

The report sorts data by profit center and tank number, respectively and does not allow you to specify any sort options.

**Information Included on the Report**

The Tank Listing Report includes the following information:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>◆ Profit center number and name</li> <li>◆ Tank number</li> <li>◆ Length in inches</li> <li>◆ Diameter in inches</li> <li>◆ Capacity</li> <li>◆ Direction</li> </ul> | <ul style="list-style-type: none"> <li>◆ Linked to tank number</li> <li>◆ Install date</li> <li>◆ Last test date</li> <li>◆ Tank type</li> <li>◆ Checking method</li> <li>◆ Tank product code and name.</li> </ul> |
|---|--|

**Contract Listings**

**Purpose**

During setup, you established purchase contracts. This report provides you with a listing of purchase amounts for any contracts established in the system. Select Contract Listing from Fuel Management’s Reports Menu to access the Contract Listing Report.

**Report Criteria**

Use the following criteria to specify which information to include on the report:

- ◆ Vendor number
- ◆ Product code
- ◆ Contract start date
- ◆ Contract end date.

**Sort Options**

The report sorts data by vendor number, product code, and ending date, respectively and does not allow you to specify any sort criteria.

**Information Included on the Report**

This report includes the following information:

- ◆ Vendor number and name
- ◆ Product code and description
- ◆ Contract units
- ◆ Units purchased
- ◆ Contract type
- ◆ Contract start and end dates.

***Terminals and Freight Codes***

**Purpose**

During setup, you established a freight source-destination combination for each possible source-destination where you dispatch and deliver fuel. The Terminals and Freight Codes Report provides you with a listing of the data stored in the Freight Source and Destination Table. Select Terminals & Freight Codes from Fuel Management's Reports Menu to access the Terminals and Freight Codes Report.

**Report Criteria**

The system allows you only one criterion for this report: Destination Range.

**Sort Options**

The report sorts data by destination, type and origin, respectively and does not allow you to specify any sort criteria.

**Information Included on the Report**

The Terminals and Freight Codes Report presents the following information:

- ◆ Destination code
- ◆ Destination name and city
- ◆ Origin and type
- ◆ Freight code.

***Freight Rates/Product Class***

**Purpose**

The Freight Rates/Product Class Table provides you with a listing of the data stored in the Freight Rates Table. Select Freight Rate/Prod Class from Fuel Management’s Reports Menu to access the Freight Rates/Product Class Report.

**Report Criteria**

Use the following criteria to specify which information to include on the report:

- ◆ Product class
- ◆ Freight code.

**Sort Options**

The report sorts data by product class and freight codes, respectively and does not allow you to specify any sort options.

**Information Included on the Report**

The Freight Rate/Product Class Report includes the following information:

- ◆ Product class
- ◆ Class description
- ◆ Freight code
- ◆ Freight description
- ◆ Delivery and purchase freight rate per unit.

## Simple Reports

### Purpose

Fuel Management provides you with eight simple reports. These reports are termed *simple* in that they list transaction history for activities such as fuel purchases and delivery and perform simple calculations (i.e. subtotals and totals).

The reports in this section include:

- ◆ Product Costing
- ◆ Product Cost Sheet
- ◆ Bill of Lading Activity
- ◆ Truck and Driver Report
- ◆ Supplier Purchase Reports
- ◆ Driver Units
- ◆ Delivery Log
- ◆ Internal Deliveries.

This section of *Volume 2* discusses each of these reports.

## Product Costing

### Purpose

Select Product Costing from Fuel Management's Reports Menu to print the Product Costing Report. This report provides you with a listing of fuel costs based on terminals and vendors. Run the Product Costing Report as needed to view fuel product costs for specific terminals and vendors.

Notice that in Figure 2-15: Product Costing Report Criteria Screen, the system allows you to use the following criteria to specify the information to include in the report:

### Report Criteria

- ◆ Vendor number
- ◆ Product code
- ◆ Terminal number
- ◆ Effective dates.

The criteria on this sample screen are set to create a report that lists product costs at Terminal 51 on August 1, 1996.

Once you enter the report criteria, the system presents the sort options screen (see Figure 2-16: Product Costing Report Sort Options Screen). The system allows you to sort data on the report in one of two ways.

## Sort Options

*Figure 2-15: Product Costing Report Criteria Screen*

- ◆ First by vendor then by terminal
- ◆ First by terminal then by vendor.

*Figure 2-16: Product Costing Report Sort Options Screen*

See Figure 2-17 for a report sorted by terminal-vendor. Since one of the report criteria for this report was terminal 51, this report lists vendors at terminal 51 only.

Figure 2-17: Product Costing Report

Product Code		Product Description	Effective Date	Effective Time	Cost Per Unit
FMRPCOST Run Date 09/24/96 Run Time 13:46 Sample Petroleum Company Fuel Management Product Costing Page 1 Sorted By Terminal Number and Vendor Number					
TERMINAL: 51 HARPER					
VENDOR: 15630006 Vendor # 15630006					
00		PLUS GAS	08/03/95	00:01	.600500
01		PLUS GASOLINE	08/03/95	00:01	.554500
02		UNLEADED GASOLINE	08/03/95	00:01	.523600
03		LOW SULFUR DIESEL	08/03/95	00:01	.521600
07		HIGH SULFUR DIESEL	08/03/95	00:01	.506400
VENDOR: 40180006 Vendor # 40180006					
00		PLUS GAS	08/03/95	00:01	.599800
02		UNLEADED GASOLINE	08/03/95	00:01	.524800
03		LOW SULFUR DIESEL	08/03/95	00:01	.515000
07		HIGH SULFUR DIESEL	08/03/95	00:01	.519800
VENDOR: 40520003 Vendor # 40520003					
00		PLUS GAS	08/03/95	00:01	.593300
01		PLUS GASOLINE	08/03/95	00:01	.548300
02		UNLEADED GASOLINE	08/03/95	00:01	.523900
03		LOW SULFUR DIESEL	08/03/95	00:01	.510800
07		HIGH SULFUR DIESEL	08/03/95	00:01	.497800
VENDOR: 46040036 Vendor # 46040036					
00		PLUS GAS	08/03/95	00:01	.589300
02		UNLEADED GASOLINE	08/03/95	00:01	.514300
03		LOW SULFUR DIESEL	08/03/95	00:01	.508300
04		KEROSENE	08/03/95	00:01	.548300
07		HIGH SULFUR DIESEL	08/03/95	00:01	.499800
VENDOR: 57290011 Vendor # 57290011					
00		PLUS GAS	08/03/95	00:01	.599800
02		UNLEADED GASOLINE	08/03/95	00:01	.524800
03		LOW SULFUR DIESEL	08/03/95	00:01	.516800
07		HIGH SULFUR DIESEL	08/03/95	00:01	.520300
VENDOR: 66710004 Vendor # 66710004					
00		PLUS GAS	08/03/95	00:01	.649800
01		PLUS GASOLINE	08/03/95	00:01	.584800
02		UNLEADED GASOLINE	08/03/95	00:01	.534800
03		LOW SULFUR DIESEL	08/03/95	00:01	.514800
07		HIGH SULFUR DIESEL	08/03/95	00:01	.518300

**Product Costing Report Information**

This report provides you with the following information:

- ◆ Terminal number
- ◆ Vendor number and name
- ◆ Product code and description
- ◆ Effective date
- ◆ Effective time
- ◆ Cost per unit for each product.

**Product Cost Sheet**

Select Product Cost Sheet from Fuel Management's Reports Menu to print The Product Cost Sheet. This report provides you with a comparative listing of fuel closing costs for a particular date. Run the Product Cost Sheet as needed to review current fuel product costs.

**Report Criteria**

The system allows you to use the following criteria to specify the information to include on the report:

- ◆ Vendor number
- ◆ Terminal number
- ◆ Effective date
- ◆ Up to six separate product codes.

*Figure 2-18: Product Cost Sheet Criteria*

```

TNYT - Ether, to host ether
Session Edit Commands Settings Help
REPORT PARAMETERS: Last Default New Exit
Set up new parameters for report
FMR COSTS Product Cost Sheet Help = Ctrl-w

Wild card characters ("*", "?")
are not allowed in any of the
Product Code fields and Product
Code 1 cannot be blank.

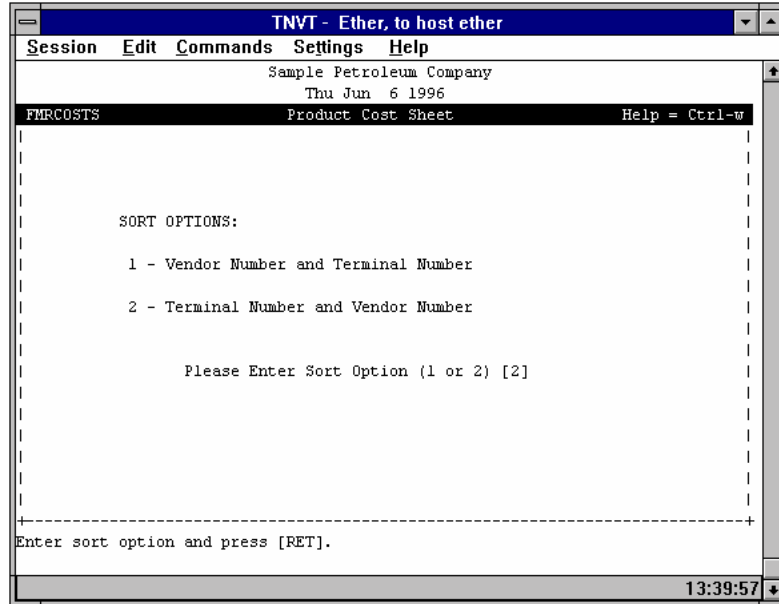
Vendor Number [ ] Product Code 1 [01 ]
Terminal Number [50:60 ] Product Code 2 [02 ]
Effective Date [080196 ] Product Code 3 [ ]
If you enter a date, it Product Code 4 [ ]
must be a single date. Product Code 5 [ ]
"|" and ":" operators are Product Code 6 [ ]
not allowed. The only
valid operator is "-".
If you leave the date
blank, the date will
default to today.

Enter the Product Code for the second column of the report.
Use Query-by-example to select ... press ESC when done.
13:38:28

```

In Figure 2-18: Product Cost Sheet Criteria, the criteria request product costs for products 01 and 02 for all vendors at terminal numbers 50 through 60 on August, 1 1996. See Figure 2-20 for a sample report.

Figure 2-19: Product Cost Sheet Sort Options



Sort Options

The system allows you to sort information on this report in one of two ways:

- ◆ First by vendor then by terminal
- ◆ First by terminal then by vendor.

Figure 2-20: Product Cost Sheet

Vendor Number	Vendor Name	01 PLUS GASOLINE Cost	02 UNLEADED GASOLIN Cost	- NOT USED - Cost	- NOT USED - Cost	- NOT USED - Cost	- NOT USED - Cost
FMR COSTS							
Run Date 09/24/96		Sample Petroleum Company				Page 1	
Run Time 13:54		Fuel Management					
Product Cost Sheet							
Sorted By Terminal Number and Vendor Number							
Closing Costs On File For 08/03/95							
TERMINAL: 51 HARPER							
15630006	Vendor #	156	.554500	.523600			
40180006	Vendor #	401	.553800	.524800			
40520003	Vendor #	405	.548300	.523900			
46040036	Vendor #	460	.574800	.514300			
57290011	Vendor #	572		.524800			
66710004	Vendor #	667	.584800	.534800			
TERMINAL: 55 FALWELL							
40180006	Vendor #	401	.556300	.526300			
TERMINAL: 56 CAIRO							
29740014	Vendor #	297	.545800	.515800			

Information Presented on the Report

The Product Cost Sheet provides you with the following information:

- ◆ Vendor number and name
- ◆ Terminal number and owner
- ◆ Effective date
- ◆ Product codes and descriptions
- ◆ Closing costs on effective date.

### ***Supplier Purchase Reports***

Select Supplier Purchase Report from Fuel Management's Reports Menu to print the Supplier Purchase Report. This report provides you with a listing of fuel products and the suppliers and terminals where you purchased the products.

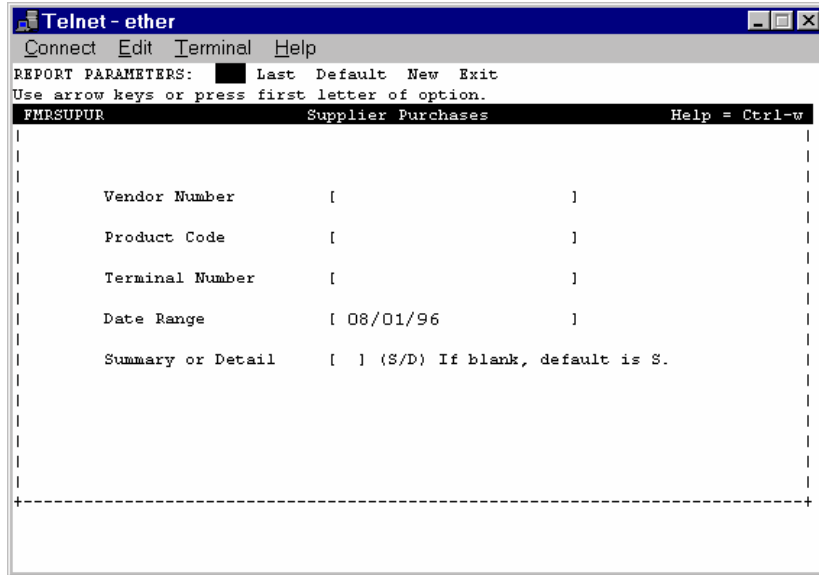
#### **Report Criteria**

Use the following criteria to specify which information to include on the report:

- ◆ Vendor number
- ◆ Terminal number
- ◆ Product code
- ◆ Date range
- ◆ Summary or detail.

Review Figure 2-21; notice that the Date Range field is set to list fuel purchases for August 1, 1996. By leaving the Product Code and Vendor Number fields empty, the system lists all fuel products purchased from suppliers on August 1, 1996.

Figure 2-21: Supplier Purchase Report Criteria Screen



**Sort Options**

The system does not provide you with any sort options for this report. The report sorts information by vendor, terminal, product code, and date, respectively.

Figure 2-22: Supplier Purchase Report

FMRSUPUR		Sample Petroleum Company			Page	1
Run Date 09/24/96		Fuel Management				
Run Time 13:57		Supplier Purchases				
Sorted By Vendor, Terminal, Product Code And Date						
	Product Code	Product Description	Net Units	Gross Units		
VENDOR: 29740014	Vendor # 29740014					
TERMINAL: 56	CAIRO					
	03	LOW SULFUR DIESEL	7,856.0	8,000.0		
	07	HIGH SULFUR DIESEL	7,892.0	7,999.0		
		TERMINAL 56 TOTAL	15,748.0	15,999.0		
VENDOR 29740014 SUMMARY	03	LOW SULFUR DIESEL	7,856.0	8,000.0		
	07	HIGH SULFUR DIESEL	7,892.0	7,999.0		
		VENDOR 29740014 TOTAL	15,748.0	15,999.0		
VENDOR: 40180006	Vendor # 40180006					
TERMINAL: 55	FALWELL					
	02	UNLEADED GASOLINE	1,280.0	1,300.0		
	03	LOW SULFUR DIESEL	4,841.0	4,900.0		
	07	HIGH SULFUR DIESEL	4,789.0	4,850.0		
		TERMINAL 55 TOTAL	10,910.0	11,050.0		
VENDOR 40180006 SUMMARY	02	UNLEADED GASOLINE	1,280.0	1,300.0		
	03	LOW SULFUR DIESEL	4,841.0	4,900.0		
	07	HIGH SULFUR DIESEL	4,789.0	4,850.0		
		VENDOR 40180006 TOTAL	10,910.0	11,050.0		
VENDOR: 46040036	Vendor # 46040036					
TERMINAL: 51	HARPER					
	03	LOW SULFUR DIESEL	1,185.0	1,198.0		
	07	HIGH SULFUR DIESEL	3,261.0	3,298.0		
		TERMINAL 51 TOTAL	4,446.0	4,496.0		
VENDOR 46040036 SUMMARY	03	LOW SULFUR DIESEL	1,185.0	1,198.0		
	07	HIGH SULFUR DIESEL	3,261.0	3,298.0		
		VENDOR 46040036 TOTAL	4,446.0	4,496.0		
VENDOR: 66710004	Vendor # 66710004					
TERMINAL: 51	HARPER					
	00	PLUS GAS	5,202.0	5,308.0		
	01	PLUS GASOLINE	4,608.0	4,704.0		
	02	UNLEADED GASOLINE	15,793.0	16,110.0		
	03	LOW SULFUR DIESEL	1,190.0	1,199.0		
		TERMINAL 51 TOTAL	26,793.0	27,321.0		
VENDOR 66710004 SUMMARY	00	PLUS GAS	5,202.0	5,308.0		
	01	PLUS GASOLINE	4,608.0	4,704.0		
	02	UNLEADED GASOLINE	15,793.0	16,110.0		
	03	LOW SULFUR DIESEL	1,190.0	1,199.0		
		VENDOR 66710004 TOTAL	26,793.0	27,321.0		
** FINAL SUMMARY **	00	PLUS GAS	5,202.0	5,308.0		
	01	PLUS GASOLINE	4,608.0	4,704.0		
	02	UNLEADED GASOLINE	17,073.0	17,410.0		
	03	LOW SULFUR DIESEL	15,072.0	15,297.0		
	05	NO. 3 "YOUNG" THIS IS CHANGED	28,024.0	28,591.0		
	07	HIGH SULFUR DIESEL	15,942.0	16,147.0		
		** FINAL TOTAL **	57,897.0	58,866.0		

### Information Provided on the Report

The information provided on this report includes:

- ◆ Product code and description
- ◆ Net units
- ◆ Gross units
- ◆ Terminal code and owner.

Notice that for each vendor/terminal, the report subtotals both net and gross amounts of each product.

At the end of the report, to the right of the “\*\*Final Summary\*\*” heading, the report itemizes net and gross amounts for each product.

The final two lines of the report total net and gross product purchase amounts.

### Bill of Lading Activity Report

#### Purpose

The second step in recording fuel movements through Fuel Management’s Data Entry program is to create a bill of lading. The Bill of Lading Activity Report provides you with a listing of the transaction information you entered on a bill of lading.

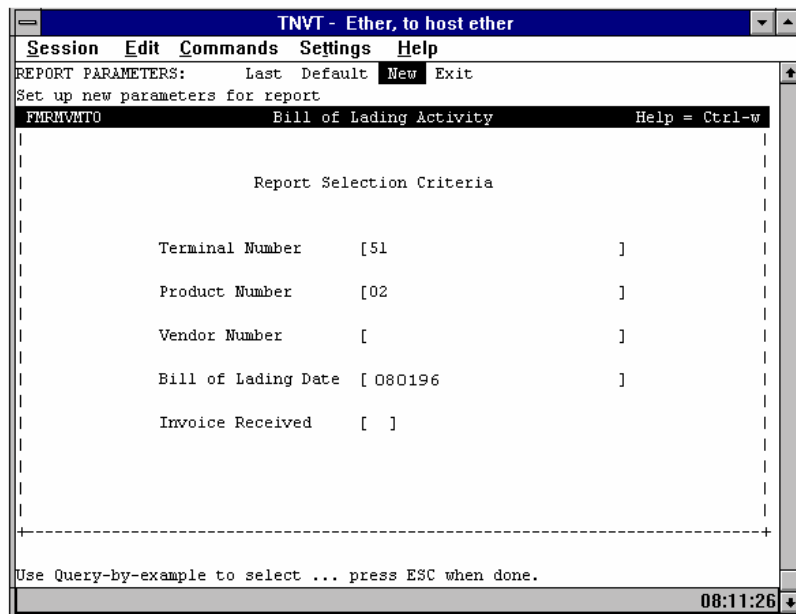


Frequency

Run the Bill of Lading Activity Report as needed to document either all bill of lading activity or outstanding bills of lading.

When you select Bill of Lading Activity from Fuel Management’s Reports Menu, the system displays the screen in Figure 2-23.

Figure 2-23: Bill of Lading Activity Report Criteria



**Sort Options**

Use the following criteria to specify which information to include on the report:

- ◆ Terminal number
- ◆ Product number
- ◆ Vendor number
- ◆ Bill of lading number
- ◆ Bill of lading date
- ◆ Invoice received.

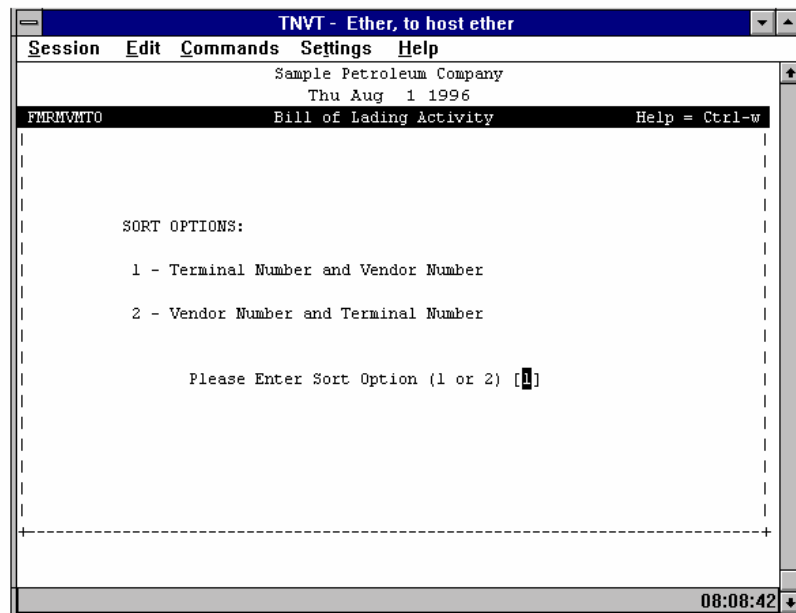
Notice that in this example, the criteria specify any bill of lading that lists product number 02 at terminal 51 on August 3, 1995.

Once you enter selection criteria for the report, the system displays the sort options screen, you can sort data in one of two ways:

- ◆ First by terminal then by vendor
- ◆ First by vendor and then by terminal.

See Figure 2-24: Bill of Lading Activity Report Sort Options.

*Figure 2-24: Bill of Lading Activity Report Sort Options*



According to the criteria you specify, the Bill of Lading Activity Report Includes:

- ◆ Terminal number and name
- ◆ Profit center number and name
- ◆ Vendor number and name
- ◆ Bill of lading number.

Review the sample report in Figure 2-25.

Figure 2-25: Bill of Lading Activity Report

FMRMVT0		Sample Petroleum Company				Page		1	
Run Date 09/24/96		Fuel Management							
Run Time 13:58		Bill of Lading Activity							
Bill of Lading Date	Movement Number	Bill of Lading Open/Closed	Bill of Lading Tax/Freight Basis	Gross Units	Net Units	Cost/Tax Freight Per Unit	Cost Extension	Tax/Freight/Total Extension	
TERMINAL NUMBER: 51 HARPER									
VENDOR NUMBER: 66710004 Vendor # 66710004									
BILL OF LADING NUMBER: 25776									
PRODUCT NUMBER: 02 UNLEADED GASOLINE									
08/03/95		0-210	Closed	Net		5,088	0.5348	2,721.06	
CARRIER: 15040056 Vendor # 15040056									
TAX CODE: ALEGN S AL Net									
TAX CODE: FDEGY F US Net									
TAX CODE: SF18Y S AL Net									
								814.08	
								936.19	
								15.58	
PRODUCT NUMBER: 02 UNLEADED GASOLINE TOTAL								2,721.06	1,765.85
									4,486.91*
BILL OF LADING NUMBER: 25776 TOTAL									
								2,721.06	1,765.85
									4,486.91*
BILL OF LADING NUMBER: 25777									
PRODUCT NUMBER: 02 UNLEADED GASOLINE									
08/03/95		0-207	Closed	Net		2,656	0.5348	1,420.43	
Cost Adjustment									
CARRIER: 15040056 Vendor # 15040056									
TAX CODE: ALEGN S AL Net									
TAX CODE: FDEGY F US Net									
TAX CODE: SF18Y S AL Net									
								424.96	
								488.70	
								7.91	
PRODUCT NUMBER: 02 UNLEADED GASOLINE TOTAL								1,407.15	921.57
									2,328.72*
BILL OF LADING NUMBER: 25777 TOTAL									
								1,407.15	921.57
									2,328.72*
BILL OF LADING NUMBER: 25806									
PRODUCT NUMBER: 02 UNLEADED GASOLINE									
08/03/95		0-209	Closed	Net		2,638	0.5348	1,410.80	
CARRIER: 15040056 Vendor # 15040056									
TAX CODE: ALEGN S AL Net									
TAX CODE: FDEGY F US Net									
TAX CODE: SF18Y S AL Net									
								422.08	
								485.39	
								7.98	
PRODUCT NUMBER: 02 UNLEADED GASOLINE TOTAL								1,410.80	915.45
									2,326.25*
BILL OF LADING NUMBER: 25806 TOTAL									
								1,410.80	915.45
									2,326.25*
BILL OF LADING NUMBER: 257681									
PRODUCT NUMBER: 02 UNLEADED GASOLINE									
08/03/95		0-255	Closed	Net		785	0.5348	419.82	
CARRIER: 15040056 Vendor # 15040056									
TAX CODE: ALEGN S AL Net									
TAX CODE: FDEGY F US Net									
TAX CODE: SF2Y S AL Net									
								125.60	
								144.44	
								3.00	
* Denotes Cost + Taxes + Freight									
PRODUCT NUMBER: 02 UNLEADED GASOLINE TOTAL								419.82	273.04
									692.86*
BILL OF LADING NUMBER: 257681 TOTAL									
								419.82	273.04
									692.86*
BILL OF LADING NUMBER: 260552									
PRODUCT NUMBER: 02 UNLEADED GASOLINE									
08/03/95		0-256	Closed	Net		2,547	0.5348	1,362.14	
Cost Adjustment									
CARRIER: 15040056 Vendor # 15040056									
TAX CODE: ALEGN S AL Net									
TAX CODE: FDEGY F US Net									
TAX CODE: SF6Y S AL Net									
								407.52	
								468.65	
								9.00	
PRODUCT NUMBER: 02 UNLEADED GASOLINE TOTAL								1,368.51	885.17
									2,253.68*
BILL OF LADING NUMBER: 260552 TOTAL									
								1,368.51	885.17
									2,253.68*
VENDOR NUMBER: 66710004 Vendor # 66710004 TOTAL									
								7,327.34	4,761.08
									12,088.42*
TERMINAL NUMBER: 51 HARPER TOTAL									
								7,327.34	4,761.08
									12,088.42*
FINAL TOTAL									
								7,327.34	4,761.08
									12,088.42*
* Denotes Cost + Taxes + Freight									

Fuel Management

**Information Included on the Report**

This report provides you with the following information.

- ◆ Product code and description
- ◆ Bill of lading date
- ◆ Status and basis
- ◆ Movement number
- ◆ Gross and net units
- ◆ Cost per unit
- ◆ Cost extension
- ◆ Carrier number and name
- ◆ Cost adjustment quantity, rate, and extension
- ◆ Freight rate and extension
- ◆ Freight adjustment quantity, rate, and extension
- ◆ Tax adjustment quantity, rate, and extension.

The Bill of Lading Activity Report subtotals cost, freight, and taxes for each terminal and/or profit center.

***Truck and Driver Report***

**Purpose**

The Truck and Driver Report provides you with a listing of fuel and freight amounts for carriers, trailers, and drivers. For this report, the system uses gross units to calculate freight amounts.

**Report Criteria**

When you select Truck and Driver Report from Fuel Management's Reports Menu the system displays the screen in Figure 2-26.

**Figure 2-26: Truck and Driver Report Criteria**

```

TNVT - Ether, to host ether
Session Edit Commands Settings Help
REPORT PARAMETERS: Last Default New Exit
Set up new parameters for report
FMRTRUCK Truck And Driver Report Help = Ctrl-w

Effective Date(s) [080596:080996 ]
Carrier [ ]
Tractor [ ]
Driver [ ]
Product [02 ]

Enter the Product(s) to appear on the report.
Use Query-by-example to select ... press ESC when done.
11:15:02

```

Specify which information to include on the report by using the following criteria:

- ◆ Effective dates
- ◆ Carrier
- ◆ Tractor
- ◆ Driver
- ◆ Product.

In this example, the criteria specify that the report should include only data for Product 02 for the first week in August 1996.

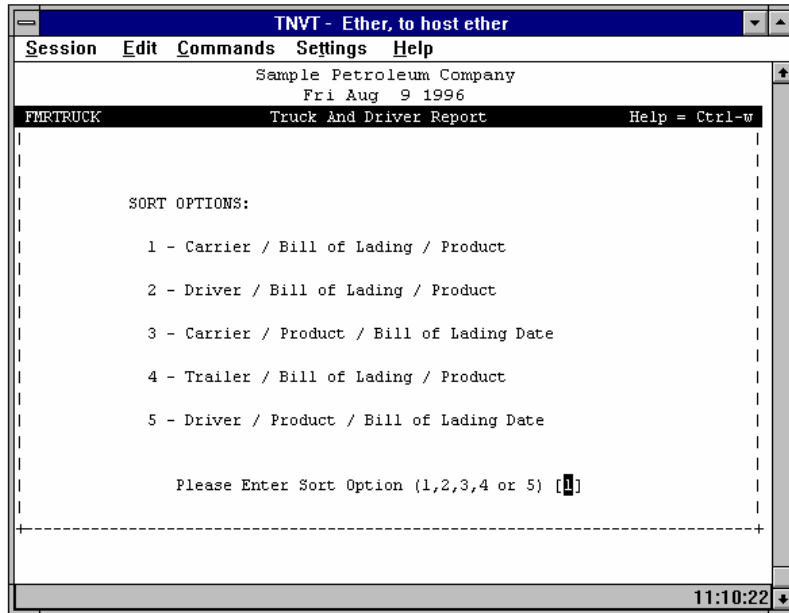
### Sort Options

Once you enter the report criteria, the system allows you to sort data in one of five ways:

- ◆ By carrier, bill of lading, and product, respectively
- ◆ By driver, bill of lading, and product, respectively
- ◆ By carrier, product, and bill of lading, respectively
- ◆ By trailer, bill of lading, and product, respectively
- ◆ By driver, product, and bill of lading, respectively.

See Figure 2-27. In this example, the report sorts data by using the first method.

Figure 2-27: Truck and Driver Report Sort Options



The Truck and Driver Report presents the following information:

- ◆ Carrier, driver, or trailer number and name
- ◆ Bill of lading number and date
- ◆ Product number and date
- ◆ Terminal number
- ◆ Movement number
- ◆ Gross and net units
- ◆ Freight rate and amount
- ◆ Freight in and out rates and extended amounts by driver.

Figure 2-28: Truck and Driver Report

B/L Number		B/L Date	Product Code	Product Description	Term. No.	Movement Number	Invoice Number	Gross Units	Net Units	*** Freight Rate	In *** Amount	*** Freight Rate	Out *** Amount
FMRTRUCK													
Run Date 09/21/99													
Run Time 11:36													
Sample Petroleum Company													
Fuel Management													
Truck And Driver Report													
Sorted by Driver / Bill of Lading / Product													
Page 1													
DRIVER: NONE													
1	05/20/99	180		UNLEADED-8	11	1958	3202	400	400	.00000	.00	.00000	.00
	05/21/99					1959	3203	4,000	4,000	.00000	.00	.00000	.00
						1960	3204	100	100	.00000	.00	.00000	.00
						1961	3205	400	400	.00000	.00	.00000	.00
							3206	600	600	.00000	.00	.00000	.00
							3207	700	700	.00000	.00	.00000	.00
	05/21/99	TM120		TAX MOD 93	11	1959	99002	1,000	1,000	.00000	.00	.00000	.00
	05/20/99	TM130		TAX MOD 91	11	1958	2913	1,200	1,200	.00000	.00	.00000	.00
	05/21/99					1960	2925	7,200	7,200	.00000	.00	.00000	.00
	05/21/99	TM180		TAX MOD 87	11	1959	99002	1,500	1,500	.00000	.00	.00000	.00
196701	05/26/99	180		UNLEADED-8	11	1967	196701	5,000	4,800	.02300	115.00	.02300	115.00
196801	05/26/99	180		UNLEADED-8	11	1968	196801	5,000	4,800	.02300	115.00	.02300	115.00
197301	05/27/99	180		UNLEADED-8	11	1973	197301	5,000	4,800	.02300	115.00	.02300	115.00
197302	05/27/99	180		UNLEADED-8	11	1973	197304	5,000	4,800	.02300	115.00	.02300	115.00
197801	05/27/99	180		UNLEADED-8	11	1978	197801	5,000	4,800	.02300	115.00	.02300	115.00
197802	05/27/99	180		UNLEADED-8	11	1978	197802	5,000	4,800	.02300	115.00	.02300	115.00
197803	05/27/99	180		UNLEADED-8	11	1978	197803	5,000	4,800	.02300	115.00	.02300	115.00
198001	05/28/99	180		UNLEADED-8	11	1980	198001	5,000	4,800	.00000	.00	.00000	.00
198101	05/28/99	180		UNLEADED-8	11	1981	3225	5,000	4,800	.01620	81.00	.01620	81.00
Total For DRIVER: NONE								62,100	60,300		886.00		886.00
Grand Total								62,100	60,300		886.00		886.00

The Truck & Driver Report totals freight amounts by carrier, driver, or trailer, depending upon your report specifications. The report also totals both gross and net unit columns. The report sub-totals the Freight In and Out amounts for each carrier and totals these amounts for all carriers listed on the report.

### Driver Units Report

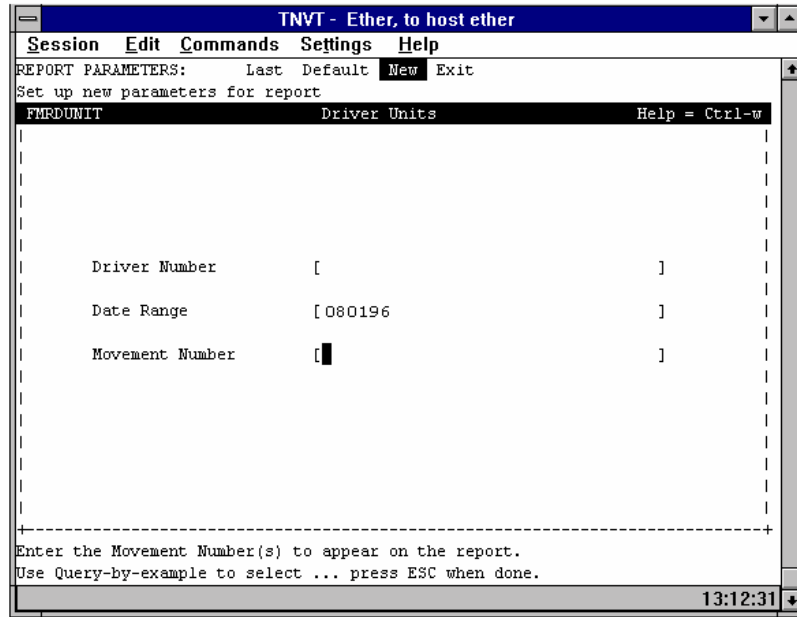
#### Purpose

The Driver Unit Report lists fuel deliveries by drivers to profit centers and customers. This report proves useful for monitoring and documenting driver and delivery information.

#### Report Criteria

When you select Driver Units from Fuel Management's Reports Menu, the system displays the screen in Figure 2-29.

Figure 2-29: Driver Units Report Criteria



Use the following criteria to specify information to include on the report:

- ◆ Driver number
- ◆ Date range
- ◆ Movement number.

**Sort Options**

You cannot specify sort options for the Driver Units Report. This report sorts data by driver, date, vendor, terminal/profit center, product, and profit center/customer, respectively.

Review the sample report in Figure 2-30.

Figure 2-30: Driver Units Report

FMRDUNIT		Sample Petroleum Company				Page		1
Run Date 09/24/96		Fuel Management						
Run Time 14:00		Driver Units						
		Sorted By Driver, Date and Vendor						
		For Delivery Dates 08/03/1995 Thru 08/03/1995						
Product Code	Product Name	Customer Number	And Name OR Profit Center Number And Name	Movement Number	BOL Number	Billed Units		
DRIVER: 0								
DATE: 08/03/1995								
VENDOR: INTERNAL								
PROFIT CENTER: 1 JIFFYMART # 1								
05	NO. 3 "YOUNG" This is changed	12040023	Customer # 12040023	208	1002	2,500.0		
VENDOR: 29740014 Vendor # 29740014								
TERMINAL: 56 CAIRO TUSCALOOSA								
02	UNLEADED GASOLINE	52430001	Customer # 52430001	250	52497	595.0		
03	LOW SULFUR DIESEL	9180080	Customer # 9180080	248	52503	4,945.0		
03	LOW SULFUR DIESEL	23630010	Customer # 23630010	251	52373	6,722.0		
03	LOW SULFUR DIESEL	40520002	Customer # 40520002	252	52314	1,963.0		
07	HIGH SULFUR DIESEL	1	JIFFYMART # 1	253	52371	2,182.0		
07	HIGH SULFUR DIESEL	12180042	Customer # 12180042	254	52306	1,160.0		
07	HIGH SULFUR DIESEL	40520002	Customer # 40520002	254	52306	1,216.0		
07	HIGH SULFUR DIESEL	52430001	Customer # 52430001	249	52508	987.0		
07	HIGH SULFUR DIESEL	66460039	Customer # 66460039	254	52306	2,440.0		
VENDOR: 40180006 Vendor # 40180006								
TERMINAL: 55 FALWELL OXFORD								
00	PLUS GAS	1	JIFFYMART # 1	225	6252	1,866.0		
00	PLUS GAS	4490021	Customer # 4490021	232	6220	495.0		
00	PLUS GAS	9430031	Customer # 9430031	232	6220	280.0		
02	UNLEADED GASOLINE	74490037	Customer # 74490037	232	6220	1,172.0		
03	LOW SULFUR DIESEL	7	JIFFYMART # 7	218	6257	3,950.0		
03	LOW SULFUR DIESEL	4460011	Customer # 4460011	232	6220	983.0		
03	LOW SULFUR DIESEL	15740005	Customer # 15740005	228	6212	4,742.0		
03	LOW SULFUR DIESEL	74490006	Customer # 74490006	232	6220	400.0		
07	HIGH SULFUR DIESEL	185	JIFFYMART # 185	217	6258	1,481.0		
07	HIGH SULFUR DIESEL	9630101	Customer # 9630101	235	6214	3,933.0		
07	HIGH SULFUR DIESEL	74490004	Customer # 74490004	235	6214	301.0		
07	HIGH SULFUR DIESEL	74490037	Customer # 74490037	232	6221	988.0		
VENDOR: 46120026 Vendor # 46120026								
TERMINAL: 57 RALSTON DORAVILLE								
04	KEROSENE	4570011	Customer # 4570011	222	17782	7,372.0		
VENDOR: 66710004 Vendor # 66710004								
TERMINAL: 51 HARPER BIRMINGHAM								
00	PLUS GAS	155	JIFFYMART # 155	207	25777	2,453.0		
00	PLUS GAS	175	JIFFYMART # 175	210	25776	1,573.0		
00	PLUS GAS	185	JIFFYMART # 185	209	25806	1,275.0		
01	PLUS GASOLINE	5	JIFFYMART # 5	210	25776	1,178.0		
01	PLUS GASOLINE	185	JIFFYMART # 185	209	25806	2,348.0		
01	PLUS GASOLINE	26630007	Customer # 26630007	210	25776	981.0		
02	UNLEADED GASOLINE	5	JIFFYMART # 5	210	25776	2,152.0		
02	UNLEADED GASOLINE	10	JIFFYMART # 10	255	257681	785.0		
02	UNLEADED GASOLINE	155	JIFFYMART # 155	207	25777	2,656.0		
02	UNLEADED GASOLINE	175	JIFFYMART # 175	210	25776	2,936.0		
02	UNLEADED GASOLINE	185	JIFFYMART # 185	209	25806	2,638.0		
03	LOW SULFUR DIESEL	135	JIFFYMART # 135	255	25768	7,117.0		
03	LOW SULFUR DIESEL	155	JIFFYMART # 155	207	25777	3,954.0		
03	LOW SULFUR DIESEL	185	JIFFYMART # 185	209	25806	2,666.0		
DRIVER TOTAL							121,249.0	
DRIVER: 9636								
DATE: 08/03/1995								
VENDOR: 40180006 Vendor # 40180006								
TERMINAL: 55 FALWELL OXFORD								
03	LOW SULFUR DIESEL	12040078	Customer # 12040078	233	6245	1,185.0		
07	HIGH SULFUR DIESEL	12040078	Customer # 12040078	233	6244	800.0		
07	HIGH SULFUR DIESEL	43040047	Customer # 43040047	233	6244	345.0		
DRIVER TOTAL							2,330.0	
FINAL TOTAL							123,579.0	

As you can see, this report organizes and lists data by driver. For each driver, the report includes.

- ◆ Driver code
- ◆ Delivery date
- ◆ Vendor number and name
- ◆ Terminal or profit center number, name, and city.

For each terminal or profit center listed for a driver, the report also lists the following information:

- ◆ Product code and name
- ◆ Customer or profit center code and name
- ◆ Movement number
- ◆ Bill of lading number
- ◆ Billed units.

The Driver Units Report subtotals billed units for each driver and totals billed units for all drivers.

### Delivery Log

#### Purpose

The Delivery Log Report proves useful for monitoring and documenting delivery information and inventory reconciliation. This log reports delivery amounts for customers or profit centers, drivers, and movements.



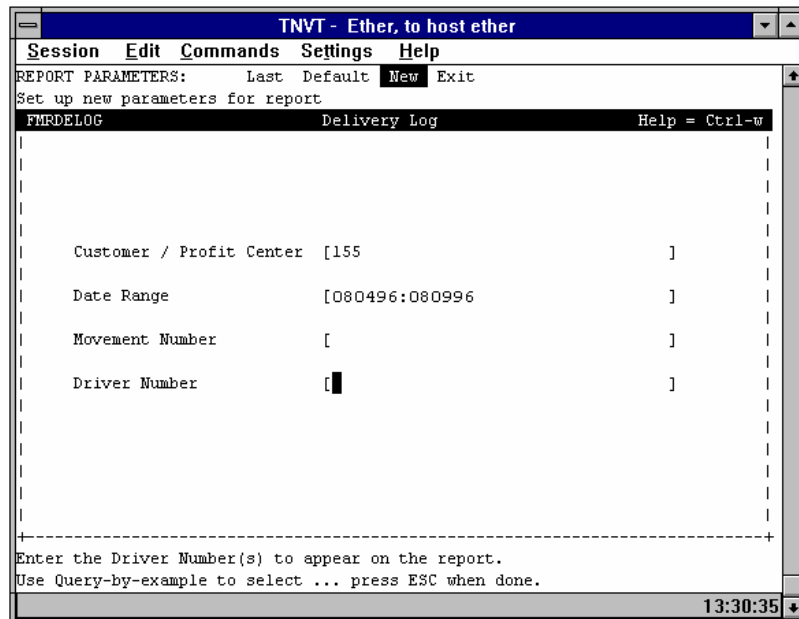
Frequency

Run the Delivery Log as needed to monitor and document fuel delivery information.

#### Report Criteria

When you select Delivery Log from Fuel Management's Reports Menu, the system displays the screen in Figure 2-31.

Figure 2-31: Delivery Log Criteria



Use the following criteria to specify the information to include on the report:

- ◆ Customer or profit center number
- ◆ Date range
- ◆ Movement number
- ◆ Driver number.

The criteria in this example are set to report delivery data for profit center 155 for the first week in August 1995.

### Sort Options

You cannot specify sort options for this report. The Delivery Log Report sorts data by customer or profit center, date, product, vendor, and terminal, respectively.

Review the sample report in Figure 2-32.

**Figure 2-32: Delivery Log Report**

FMRDELOG		SAMPLE OIL COMPANY				Page		1
Run Date 12/17/97		Fuel Management						
Run Time 09:39		Delivery Log						
		Sorted By Customer, Date and Product						
		For Delivery Dates 11/21/1997 Thru 11/21/1997						
Driver Number And Name	Movement Number	BOL Number	Billed Units	Product Cost	Freight Units	Total Freight	Total Cost	
CUSTOMER: 103 JIFFY MART #103 (PROFIT CENTER)								
DATE: 11/21/1997								
PRODUCT: 120 ULTRA - 93 OCTANE								
VENDOR: 4630019 SAMPLE VENDOUR #4630019								
TERMINAL: 11 SAMPLE TERMINAL #11								
	112197	1	100.0	0.00	100.0	0.00	0.00	
PRODUCT: 130 SUPER N/L - 91 OCTANE								
VENDOR: 4630019 SAMPLE VENDOUR #4630019								
TERMINAL: SAMPLE TERMINAL #11								
	112197	1	100.0	0.00	100.0	0.00	0.00	
VENDOR: 57290009 SAMPLE VENDOUR #5729009								
TERMINAL: 13 SAMPLE TERMINAL #13								
	1800	1	500.0	0.00	500.0	0.00	0.00	
CUSTOMER TOTALS 103 JIFFY MART #103 (PROFIT CENTER)								
			700.0	0.00	700.0	0.00	0.00	
Product Code	Description							
120	ULTRA - 93 OCTANE		100.0	0.00	100.0	0.00	0.00	
130	SUPER N/L - 91 OCTANE		600.0	0.00	600.0	0.00	0.00	
CUSTOMER: 29040006 SAMPLE CUSTOMER #29040006								
DATE: 11/21/1997								
PRODUCT: 130 SUPER N/L - 91 OCTANE								
VENDOR: 23040024 SAMPLE VENDOR #23040024								
TERMINAL: 22 SAMPLE TERMINAL #22								
	112097	1	2,000.0	0.00	2,000.0	0.00	0.00	
CUSTOMER TOTALS 29040006 SAMPLE CUSTOMER #29040006								
			2,000.0	0.00	2,000.0	0.00	0.00	
Product Code	Description							
130	SUPER N/L - 91 OCTANE		2,000.0	0.00	2,000.0	0.00	0.00	
FINAL TOTALS								
			2,700.0	0.00	2,700.0	0.00	0.00	
Product Code	Description							
120	ULTRA - 93 OCTANE		100.0	0.00	100.0	0.00	0.00	
130	SUPER N/L - 91 OCTANE		2,600.0	0.00	2,600.0	0.00	0.00	

Notice that this report groups data beneath each profit center/customer. For each customer or profit center, the report then organizes data by date.

Below each date, the report organizes products and the vendor and terminal for each.

For each delivery from the terminal or profit center, the reports lists the following data:

- |                          |                                |
|--------------------------|--------------------------------|
| ◆ Driver number and name | ◆ Total cost                   |
| ◆ Movement number        | ◆ Total freight                |
| ◆ Bill of lading number  | ◆ Cost plus freight extension. |
| ◆ Billed units           |                                |

For each customer or profit center, the report subtotals:

- ◆ Billed units
- ◆ Total cost
- ◆ Total freight
- ◆ Cost plus freight extension.

The report also totals each of these for all listed customers or profit centers.

The report also lists individual product totals after the totals for the destination and individual product totals after the final report totals.

### ***Internal Deliveries***

#### **Purpose**

The Internal Deliveries Report lists internal fuel deliveries to profit centers.

When you select Internal Deliveries from Fuel Management's Reports Menu, the system displays the screen in Figure 2-33.

**Figure 2-33: Internal Deliveries Report Criteria**

```

TNVT - Ether, to host ether
Session Edit Commands Settings Help
REPORT PARAMETERS: Last Default New Exit
Set up new parameters for report
FMRINDEL Internal Deliveries Help = Ctrl-w

Profit Center [ ]
Product [02 ]
Date [080196 ]
Detail Or Summary By Product [ ] (D or S) Default is D.

Enter the date range for the report. Example: 100191:013191.
Use Query-by-example to select ... press ESC when done.
13:38:04

```

### Selection Criteria

Use the following criteria to specify data to include on the report:

- ◆ Profit center
- ◆ Product
- ◆ Date
- ◆ Detail or summary by product.

In this example, criteria are set to report data for product 02 on August 1, 1996.

### Sort Options

You cannot specify sort options. The Internal Deliveries Report sorts data by profit center, product code, date, and location, respectively.

Review the sample report in Figure 2-34.

Figure 2-34: Internal Deliveries Report

FMRINDEL		Sample Petroleum Company					Page		1
Run Date 09/24/96		Fuel Management							
Run Time 14:02		Internal Deliveries							
Sorted By Profit Center, Product Code and Date									
Detail Report For Delivery Dates 10/01/1995 Thru 10/10/1995									
Product Code	Product Description	Delivery Date	Location	Net Units	Gross Units	Billed Units	Movement Number	Delivery Number	
PROFIT CENTER: 1 JIFFYMART # 1									
03	LOW SULFUR DIESEL	10/07/95	4	8,921.0	9,000.0	8,921.0	859	88051	
03	LOW SULFUR DIESEL	10/09/95	4	2,480.0	2,500.0	2,480.0	824	88532	
	PRODUCT TOTALS			11,401.0	11,500.0	11,401.0			
PROFIT CENTER: 3 JIFFYMART # 3									
00	PLUS GAS	10/05/95	1	1,587.0	1,603.0	1,587.0	799	35324	
	PRODUCT TOTALS			1,587.0	1,603.0	1,587.0			
02	UNLEADED GASOLINE	10/05/95	03	4,957.0	5,019.0	4,957.0	799	35324	
	PRODUCT TOTALS			4,957.0	5,019.0	4,957.0			
PROFIT CENTER: 5 JIFFYMART # 5									
02	UNLEADED GASOLINE	10/05/95	3	2,354.0	2,384.0	2,354.0	799	35323	
	PRODUCT TOTALS			2,354.0	2,384.0	2,354.0			
PROFIT CENTER: 6 JIFFYMART # 6									
03	LOW SULFUR DIESEL	10/03/95	4	4,413.0	4,460.0	4,413.0	790	40291	
03	LOW SULFUR DIESEL	10/06/95	4	2,474.0	2,499.0	2,474.0	806	35302	
	PRODUCT TOTALS			6,887.0	6,959.0	6,887.0			
PROFIT CENTER: 7 JIFFYMART # 7									
01	PLUS GASOLINE	10/06/95	2	1,581.0	1,602.0	1,581.0	808	35325	
	PRODUCT TOTALS			1,581.0	1,602.0	1,581.0			
02	UNLEADED GASOLINE	10/06/95	3	3,647.0	3,698.0	3,647.0	808	35325	
	PRODUCT TOTALS			3,647.0	3,698.0	3,647.0			
03	LOW SULFUR DIESEL	10/06/95	4	3,673.0	3,699.0	3,673.0	808	35325	
	PRODUCT TOTALS			3,673.0	3,699.0	3,673.0			
PROFIT CENTER: 10 JIFFYMART # 10									
01	PLUS GASOLINE	10/06/95	1	499.0	503.0	499.0	856	32614	
	PRODUCT TOTALS			499.0	503.0	499.0			
03	LOW SULFUR DIESEL	10/02/95	3	7,883.0	8,000.0	7,883.0	818	32661	
03	LOW SULFUR DIESEL	10/06/95	3	7,121.0	7,200.0	7,121.0	855	32613	
	PRODUCT TOTALS			15,004.0	15,200.0	15,004.0			
FINAL TOTALS									
				65,630.0	66,268.0	65,630.0			

Notice that this report groups data by profit center. Beneath each profit center, the report lists the following information:

- ◆ Product code and name
- ◆ Delivery date and location (listed only on detailed reports)
- ◆ Net, gross, and billed units
- ◆ Movement and delivery numbers (listed only on detailed reports).

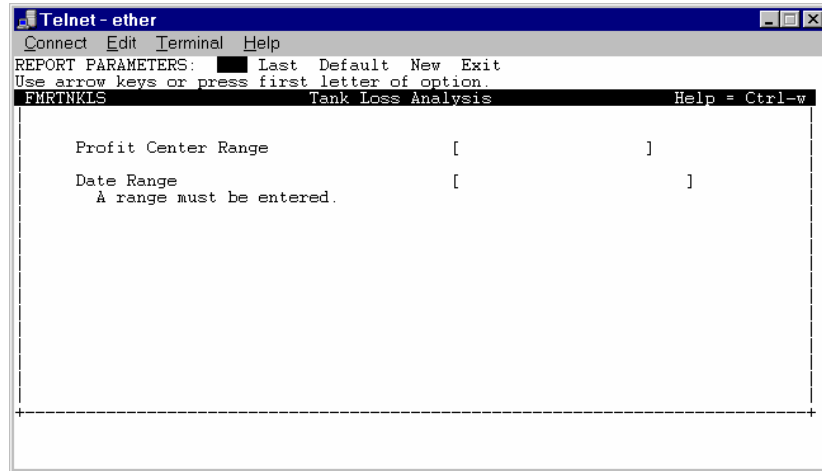
The report subtotals net, gross, and billed units for each profit center and totals each of the units for the entire report.

## Tank Loss Analysis Report

### Purpose

The Tank Loss Analysis Report provides you with a comparison of fuel sales, fuel deliveries, and actual fuel inventory. This report is a useful tool for EPA reporting.

When you select Tank Loss Analysis from the Fuel Management Reports Menu, the system displays the following screen.



### Selection Criteria

Use the following criteria to specify the data to include on the report:

- ◆ Profit Center Range
- ◆ Date Range.

### Sort Options

The report organizes data by profit center and product, respectively and does not allow you to specify alternative sort options.

Review the following sample report.

Figure 2-35: Tank Loss Analysis Report

SAMPLE PETROLEUM COMPANY												
Fuel Management												
Tank Loss Analysis												
Date Range: 01/01/1997 Thru 01/15/1997												
DATE	--- GALS DELIVERED ---		GALLONS	ENDING INVENTORY		ACTUAL	---DAILY ADJ.---		---- MTD ADJ ----		AVG DAILY	DAYS INV.
	GROSS	NET	SOLD	GROSS	NET	INV.	GROSS	NET	GROSS	NET	SALES	REMAINING
PROFIT CENTER: 100      SAMPLE PETROLEUM COMPANY PROFIT CENTER 100 TANK NUMBER: 130      PRODUCT CODE: 130 SUPER N/L - 91 OCTANE TANK ID:                      TANK CAPACITY: 11,977												
BEGIN						2,218						
01/01	0	0	358	1,859	1,859	2,854	994	994	994	994	358	8.0
01/02	1,000	1,005	427	3,427	3,432	2,431	-996	-1,001	-2	-7	392	6.2
01/03	0	0	325	2,106	2,106	2,111	5	5	3	-2	370	5.7
01/04	1,000	1,002	568	2,543	2,545	2,538	-5	-7	-2	-9	420	6.0
01/05	0	0	517	2,021	2,021	2,025	5	5	3	-4	439	4.6
01/06	0	0	494	1,532	1,532	2,524	992	992	995	988	448	5.6
01/07	1,001	1,015	309	3,216	3,230	2,209	-1,007	-1,021	-12	-33	428	5.2
01/08	1,000	1,010	458	2,751	2,761	2,751	-0	-10	-12	-43	432	6.4
01/09	0	0	336	2,415	2,415	2,420	5	5	-7	-38	421	5.7
01/10	0	0	398	2,022	2,022	2,034	12	12	5	-26	419	4.9
01/11	1,000	1,017	398	2,636	2,653	2,635	-1	-18	4	-44	417	6.3
01/12	1,000	1,024	451	3,184	3,208	3,187	3	-21	7	-65	420	7.6
01/13	0	0	252	2,935	2,935	2,937	2	2	9	-63	407	7.2
01/14	800	815	417	3,320	3,335	3,325	5	-10	14	-73	408	8.2
01/15	0	0	358	2,967	2,967	2,969	2	2	16	-71	404	7.3
TOTAL SALES:	6,065.80		SALES X 1% + 130:	190.66			MTD GROSS ADJ:		15.92	MTD NET ADJ:	-71.08	

Notice that this report group data by profit center and tank number. The report lists the following information for each tank

- Characteristics, including tank ID and capacity.
- Date
- Net and gross gallons delivered (This amount can also reflect gallons transferred.)
- Gallons sold (The gallons sold reflect wholesale, retail, and/or transfers. The report totals the sales for each product.)
- Net and gross beginning inventory (The beginning inventory equals the prior day's actual inventory.)
- Actual inventory (ExecuTrak uses stick readings to determine the actual inventory. If the actual inventory does not exist, the system uses the book inventory.)
- Net and gross daily adjustment
- Month-to-Date adjustment
- Average daily sales
- Days inventory remaining.

## Complex Reports

### Purpose

Fuel Management provides you with eight complex reports. These reports are classified complex for a variety of reasons.

- ◆ Amount of data presented
- ◆ Detailed analyses of data
- ◆ Tracking and forecasting sales, demand, and inventory levels.

The reports in this section include:

- ◆ Fuel Inventory
- ◆ Inventory Reconciliation
- ◆ Movement Journal
- ◆ Recommended Dispatch
- ◆ Purchase Cost Layers
- ◆ Remaining Cost Layers
- ◆ Update DTN Fuel Prices
- ◆ Daily Inventory Over/Short

### *Fuel Inventory*

### Purpose

The Fuel Inventory Report provides you with a list of actual and estimated fuel inventory amounts. The report details fuel inventory information, beginning on the first day of the period specified by the ending date entered.

If you changed a product in a tank during the reporting period, the Fuel Inventory Report lists both the old and new products. If you have tied tanks, the report also combines and lists data for the tanks.

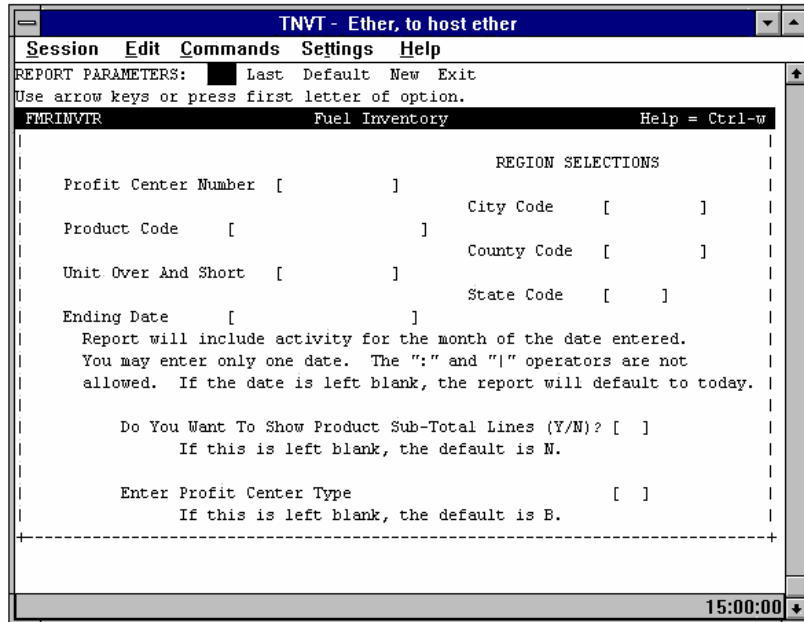
The report does not list profit centers with a report frequency type of “C” (for closed) in the profit center master.



**Figure 2-36: Fuel Inventory Report Criteria**

You should run the Fuel Inventory Report on both a weekly and monthly basis. Weekly Fuel Inventory Reports prove useful for monitoring actual and estimated fuel transactions and inventory Levels. The month end Fuel Inventory Report documents actual fuel transactions and inventory levels for the month.

When you select Fuel Inventory from Fuel Management's Reports Menu, the System displays the screen in Figure 2-36.



Use the following criteria to specify data to include on the report:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◆ Profit center number</li> <li>◆ Product code</li> <li>◆ Unit over and short<br/><i>(reports only data for the entered amount)</i></li> <li>◆ Ending date</li> </ul> | <ul style="list-style-type: none"> <li>◆ City code</li> <li>◆ County code</li> <li>◆ State code.</li> </ul> |
|--|---|

**Additional Criteria**

The report also allows you to subtotal products and specify the types of profit centers to include--(W)holesale, (R)etail, or (B)oth.

Sort Options

You cannot specify sort options for this report. The Fuel Inventory Report sorts data by profit center, product, and tank respectively.

Review the sample report in Figure 2-37.

Sample Petroleum Company												
Fuel Management											Page 1	
Fuel Inventory											Start Date 08/01/95	
											End Date 08/31/95	
All Units Are Shown At Net												
===== BEYOND LATEST SALES INFORMATION =====												
Beginning	M-T-D	Purchased	M-T-D	Ending	Actual	Unit	Estimated	Purchase	Projected	Adjusted	Over	
* Unit	Units	Units In	Actual	Unit	* Unit	And	Unit	Units In	Units	Actual	And	
Inventory	Purchased	Route	Sold	Inventory	Inventory	Short	Sales	Route	08/31/95	Units	Short	
PROFIT CENTER: 155 JIFFYMART # 155 (RETAIL)												
ACTUAL SALES THRU: 08/31/95												
PRODUCT: 00 PLUS GAS												
TANK: 1												
5,815*	33,953	0	34,434	5,334	6,182	847	0	0	5,334	6,182	847	
PRODUCT: 02 UNLEADED GASOLINE												
TANK: 3												
8,521*	73,138	0	74,364	7,295	8,446	1,151	0	0	7,295	8,446	1,151	
PRODUCT: 03 LOW SULFUR DIESEL												
TANK: 4												
6,870*	57,429	0	59,683	4,616	5,345	729	0	0	4,616	5,345	729	
-----												
CENTER	21,206	164,520	0	168,480	17,246	2,726	0	0	17,246	19,973	2,726	
=====												
FINAL	21,206	164,520	0	168,480	17,246	2,726	0	0	17,246	19,973	2,726	

\* An asterisk (\*) following the number denotes an ACTUAL value was not found, a BOOK value was used instead.  
# Neither an ACTUAL or BOOK value was found, zero was substituted.

Sample Petroleum Company												
Fuel Management											Page 2	
Fuel Inventory											Start Date 08/01/95	
											End Date 08/31/95	
All Units Are Shown At Net												
===== BEYOND LATEST SALES INFORMATION =====												
Beginning	M-T-D	Purchased	M-T-D	Ending	Actual	Unit	Estimated	Purchase	Projected	Adjusted	Over	
* Unit	Units	Units In	Actual	Unit	* Unit	And	Unit	Units In	Units	Actual	And	
Inventory	Purchased	Route	Sold	Inventory	Inventory	Short	Sales	Route	08/31/95	Units	Short	
FINAL PRODUCT SUMMARY												
PRODUCT: 00 PLUS GAS												
5,815	33,953	0	34,434	5,334	6,182	847	0	0	5,334	6,182	847	
PRODUCT: 02 UNLEADED GASOLINE												
8,521	73,138	0	74,364	7,295	8,446	1,151	0	0	7,295	8,446	1,151	
PRODUCT: 03 LOW SULFUR DIESEL												
6,870	57,429	0	59,683	4,616	5,345	729	0	0	4,616	5,345	729	

\* An asterisk (\*) following the number denotes an ACTUAL value was not found, a BOOK value was used instead.  
# Neither an ACTUAL or BOOK value was found, zero was substituted.

Figure 2-37: Fuel Inventory Report

**Information Included on the Report**

The fuel inventory report organizes data by profit center. Beneath each profit center, the report lists products and tanks. For each product listed at a profit center, the report details the following information.

- ◆ Beginning unit inventory
- ◆ M-T-D actual units purchased
- ◆ M-T-D actual units sold
- ◆ Ending unit inventory
- ◆ Actual unit inventory
- ◆ Unit over and short
- ◆ Beyond latest sales information.

Notice that the report lists data by profit center. For each product listed at a profit center, the report lists the tanks where that fuel product is stored and for each fuel product, the report lists the following information.

**Beginning Unit Inventory**

On the sample report, notice that the system uses the book quantity as the beginning unit inventory. This amount denotes the number of units of the product in inventory at the beginning of the period. The beginning unit inventory for one month equals the Adjusted Actual Units for the previous month if an actual was found.

**M-T-D Actual Units Purchased**

The amount in this column represents the actual number of units you bought of this product since the beginning of the period. The system retrieves this data from fuel movements you entered for the period.

**Purchased Units In Route**

The amount (if any) in this column identifies any fuel purchases that have been dispatched, but not yet entered through fuel management.

**M-T-D Actual Units Sold**

The amount in this column represents the actual number of units of this product you have sold since the beginning of the period. The system retrieves this information from wholesale and retail sales data entered through their respective modules.

**Ending Unit Inventory**

To calculate the ending unit inventory, the system totals the beginning unit inventory MTD actual units purchased, and purchased units in route, then subtracts the MTD actual units sold.

**Actual Unit Inventory**

The amount in this column represents the actual number of units you have in inventory. This figure comes from the stick readings you entered through retail sales entry or inventory count single or mass entry (see Wholesale and Inventory File Maintenance).

**Unit Over and Short**

To calculate the unit over and short, the report subtracts the ending unit inventory from the actual unit inventory

**Beyond Latest Sales Information**

**Estimated Unit Sales**

ExecuTrak maintains the average daily sales of each product by profit center. It uses this data to project the volume of sales through the end of the period. If the report spans the entire period, estimated unit sales equal zero.

**Purchase Units In Route**

The amount (if any) in this column identifies any dispatched fuel purchases that have yet to be entered through fuel management.

**Projected Units**

The amount in this column represents the projected book inventory valuation at the end of the period. ExecuTrak adds the book inventory of the last sales information to the purchase units in route then subtracts the projected sales (estimated unit sales) to calculate the projected book inventory.

**Adjusted Actual Units**

The amount in this column represents the projected inventory on hand at the end of the period.

**Over and Short**

The amount in this column represents the projected inventory over and short at the end of a period.

**Product Summary**

The final page of the report summarizes the same product data for each listed profit center.

## Inventory Reconciliation

### Purpose

ExecuTrak provides you with two Inventory Reconciliation Reports. Both reports present identical information. However, Fuel Management's report includes data for only fuel products, whereas Wholesale & Inventory's report includes data for all inventory products. Information on this report includes:

- ◆ Perpetual book inventory
- ◆ Book periodically adjusted to actual inventory
- ◆ Actual inventory.



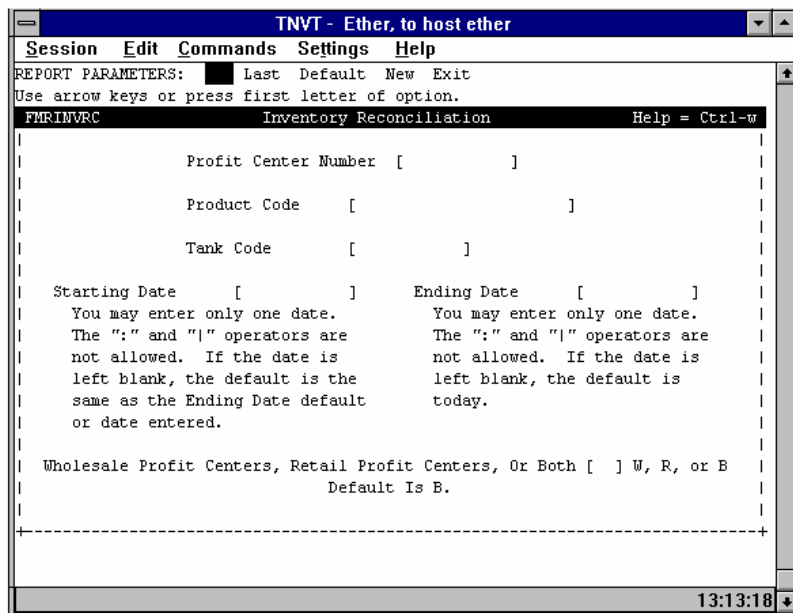
### Frequency

Run the Inventory Reconciliation Report as needed to document perpetual book, book periodically adjusted to actual, and actual inventory amounts for the month.

### Report Criteria

When you select Inventory Reconciliation from Fuel Management's Reports Menu, the system displays the screen in Figure 2-38.

**Figure 2-38:**  
*Inventory Reconciliation Report Criteria*



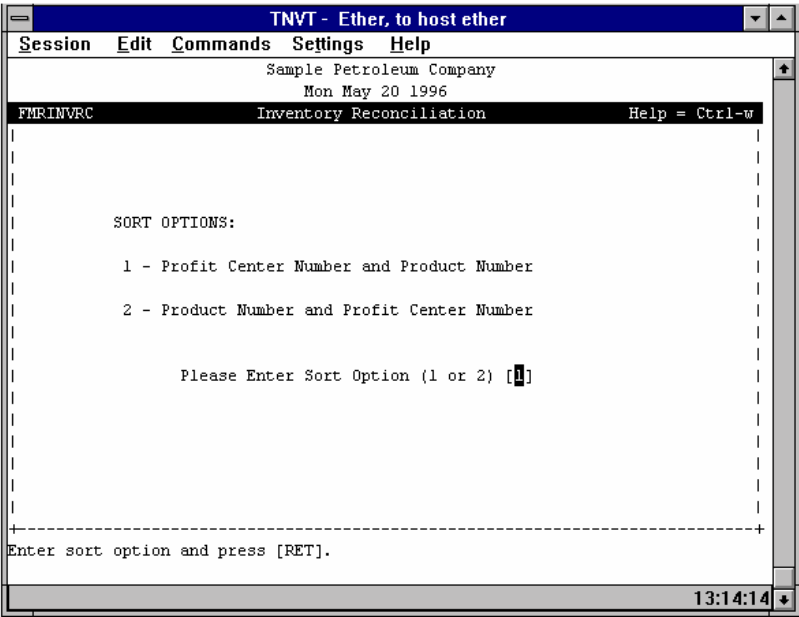
Use the following criteria to specify data to include on the report:

- ◆ Profit center number
- ◆ Product code
- ◆ Tank code
- ◆ Starting and ending dates.

**Sort Options**

*Figure 2-39:  
Inventory  
Reconciliation Report  
Sort Options*

When you enter the report criteria, the system displays the screen in Figure 2-39.



The system allows you to use one of two methods to sort data:

- ◆ First by profit center then by product
- ◆ First by product then by profit center.

Review the sample report in Figure 2-40.

Figure 2-40: Inventory Reconciliation Report

EMRINVRC		Sample Petroleum Company										Page 1	
Run Date 09/24/96		Fuel Management										Start Date 09/01/95	
Run Time 14:07		Inventory Reconciliation										End Date 09/02/95	
Wholesale And Retail Profit Centers, Incomplete Dispatches Included													
Sorted By Profit Center Number and Product Code													
Vendor /Shift Number	Vendor Name Or Sales	Trans- action Date	Movement Status	Bill Of Lading/ Invoice Number	Units In/Out	Gross /Net Basis	Inventory Change	Book Inventory	Periodic Inventory	Actual Inventory	Book Over/ Short	Periodic Over/ Short	
PROFIT CENTER: 135 JIFFYMART # 135													
PRODUCT: 00 PLUS GAS													
TANK: 2 BEGINNING ==>													
1	RTEL SALE	09/01/95	RETAIL		59	GROSS	-59	3,722	3,722	2,620			
1	RTEL SALE	09/01/95	RETAIL		36	GROSS	-36	3,663	3,663	2,620			
1	RTEL SALE	09/01/95	RETAIL		101	GROSS	-101	3,628	3,628	2,620			
1	RTEL SALE	09/01/95	RETAIL		9	GROSS	-9	3,527	3,527	2,620			
1	RTEL SALE	09/01/95	RETAIL		34	GROSS	-34	3,518	3,518	2,620			
1	RTEL SALE	09/01/95	RETAIL		30	GROSS	-30	3,484	3,484	2,620			
1	RTEL SALE	09/01/95	RETAIL		53	GROSS	-53	3,454	3,454	2,620			
1	RTEL SALE	09/01/95	RETAIL		19	GROSS	-19	3,402	3,402	2,620			
1	RTEL SALE	09/01/95	RETAIL		11	GROSS	-11	3,383	3,383	2,620			
1	RTEL SALE	09/01/95	RETAIL		17	GROSS	-17	3,372	3,372	2,620			
1	RTEL SALE	09/01/95	RETAIL		11	GROSS	-11	3,354	3,354	2,620			
1	RTEL SALE	09/01/95	RETAIL		11	GROSS	-11	3,343	3,343	2,620			
1	RTEL SALE	09/01/95	RETAIL		19	GROSS	-19	3,324	3,324	2,620			
1	RTEL SALE	09/01/95	RETAIL		59	GROSS	-59	3,265	3,265	2,620			
1	RTEL SALE	09/01/95	RETAIL		3	GROSS	-3	3,265	3,265	2,620			
1	RTEL SALE	09/01/95	RETAIL		19	GROSS	-19	3,244	3,244	2,620			
1	RTEL SALE	09/01/95	RETAIL		34	GROSS	-34	3,210	3,210	2,620	-589	-589	
1	RTEL SALE	09/02/95	RETAIL		86	GROSS	-86	3,123	2,534	2,198			
1	RTEL SALE	09/02/95	RETAIL		26	GROSS	-26	3,097	2,508	2,198			
1	RTEL SALE	09/02/95	RETAIL		69	GROSS	-69	3,028	2,439	2,198			
1	RTEL SALE	09/02/95	RETAIL		18	GROSS	-18	3,010	2,421	2,198			
1	RTEL SALE	09/02/95	RETAIL		31	GROSS	-31	2,979	2,389	2,198			
1	RTEL SALE	09/02/95	RETAIL		20	GROSS	-20	2,959	2,369	2,198			
1	RTEL SALE	09/02/95	RETAIL		38	GROSS	-38	2,920	2,331	2,198			
1	RTEL SALE	09/02/95	RETAIL		82	GROSS	-82	2,839	2,249	2,198			
1	RTEL SALE	09/02/95	RETAIL		16	GROSS	-16	2,823	2,233	2,198			
1	RTEL SALE	09/02/95	RETAIL		13	GROSS	-13	2,810	2,221	2,198			
1	RTEL SALE	09/02/95	RETAIL		44	GROSS	-44	2,766	2,177	2,198			
1	RTEL SALE	09/02/95	RETAIL		9	GROSS	-9	2,757	2,168	2,198			
1	RTEL SALE	09/02/95	RETAIL		6	GROSS	-6	2,752	2,162	2,198			
1	RTEL SALE	09/02/95	RETAIL		10	GROSS	-10	2,742	2,153	2,198			
1	RTEL SALE	09/02/95	RETAIL		40	GROSS	-40	2,702	2,112	2,198			
1	RTEL SALE	09/02/95	RETAIL		3	GROSS	-3	2,698	2,109	2,198	-500	89	
ENDING ==>							-1,024	2,698	2,109	2,198	-500	89	

\* An asterisk (\*) following the number indicates a BOOK rather than ACTUAL value.  
 # A pound sign (#) following the number indicates that the Actual Inventory was rolled forward from previous Actual.  
 @ An at sign (@) following the number indicates that the Beginning Count was not found, zero was substituted.

**Information Presented on the Report**

**Vendor/Shift Number**

**Vendor Name or Sales**

Each of the following headings corresponds to a data column on the Inventory Reconciliation Report.

For product purchases and deliveries, the report lists the vendor number. For sales transactions, the report lists the shift number when the transaction occurred.

For fuel purchases and deliveries, the report lists the name of the vendor from whom you purchased the product. For non-fuel products, the report lists the type of sales, i.e., wholesale or retail.

<b>Movement Status</b>	<p>This column details if the fuel movement is:</p> <ul style="list-style-type: none"> <li>◆ Completed</li> <li>◆ Dispatched</li> <li>◆ Retail</li> <li>◆ Wholesale</li> <li>◆ Manufactured</li> <li>◆ Transfer</li> <li>◆ Undefined</li> </ul>
<b>Bill of Lading Invoice</b>	<p>For fuel purchases and deliveries, this column lists the bill of lading number. The report makes no entry for non-fuel products.</p>
<b>Units In/Out</b>	<p>For purchases, this column reports the number of units “in,” and for sales this column lists the number of units “out.”</p>
<b>Gross/Net</b>	<p>This column reports if your sales and purchases are on gross or net units.</p>
<b>Inventory Change</b>	<p>Inventory Change specifies if the amount listed in the In/Out column increases or decreases your inventory level for the product. A negative number denotes an inventory decrease and a positive number denotes an inventory increase.</p>
<b>Book Inventory</b>	<p>This amount represents your book number of units.</p>
<b>Periodic Inventory</b>	<p>The Periodic Inventory amount represents the new inventory level after each transaction (period).</p>
<b>Actual Inventory</b>	<p>Actual Inventory denotes the actual number of units on hand. For fuel products this amount comes from stick readings. For non-fuel products this data comes from information you enter through inventory entry.</p>
<b>Book Over/Short</b>	<p>The Book Over/Short amount equals the difference between your actual and book inventory amounts.</p>
<b>Periodic Over/Short</b>	<p>The Periodic Over/Short amount represents the difference between one book over short amount and the next.</p>
<b><i>Movement Journal</i></b>	
<b>Purpose</b>	<p>The Movement Journal Report provides you with a detailed listing of all transactions you record on fuel movements.</p>



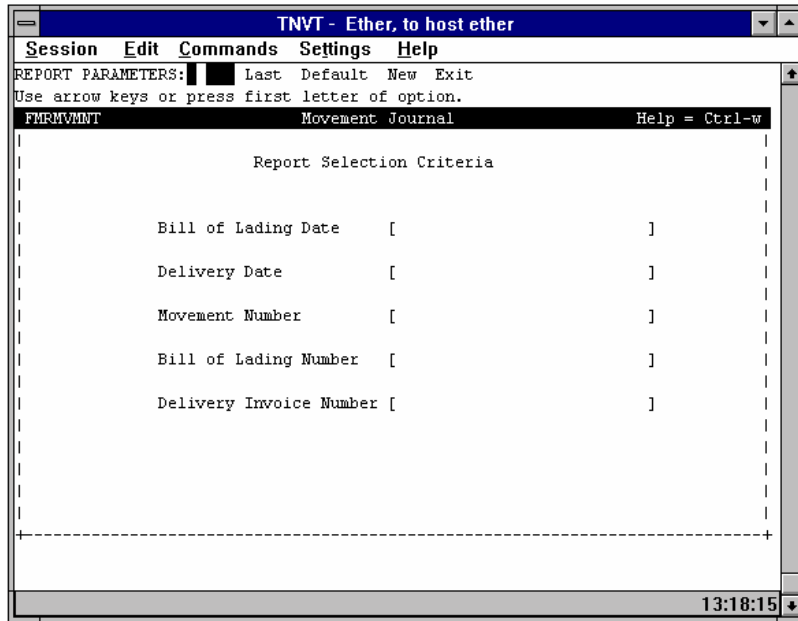
**Frequency**

**Report Criteria**

*Figure 2-41:  
Movement Journal  
Criteria Screen*

Run the Movement Journal as needed to maintain a record of fuel movements for the month.

When you select Movement Journal from Fuel Management's Reports Menu, the system displays the screen in Figure 2-41.



Use the following criteria to specify what information to include on the report:

- ◆ Bill of lading date
- ◆ Delivery date
- ◆ Movement number
- ◆ Bill of lading number
- ◆ Delivery invoice number.

**Sort Options**

You cannot specify sort options for the movement journal. The report organizes data by movement, section, bill of lading/delivery ticket, and line, respectively.

Review the sample report in Figure 2-42.

Figure 2-42: Movement Journal Report

FMRVMVMT		Sample Petroleum Company				Page 1				
Run Date 09/24/96		Fuel Management								
Run Time 14:08		Movement Journal								
***** L O A D I N G *****										
Bill of Lading Number	Date Loaded	Vendor Number	Vendor Name	Terminal Number	Terminal Description	Purchase Order Number	Carrier Name	Carrier Number	Tractor Number	Movement Driver Number
8614	10/03/95	40180006	Vendor # 40180006	55	FALWELL		15040056	Vendor # 9643		0-787
8616	10/03/95	40180006	Vendor # 40180006	55	FALWELL		15040056	Vendor # 9643		0-787
Bill of Lading Number	Bill of Lading Line	Product Number	Tax Code	Product or Tax Description	Gross Units	Net Units	Cost/Tax Per Unit	Invoice Number	Location	
8614	100 02			UNLEADED GASOLINE	1,000.00	988.00	0.5143	804862	3	
				Freight	1,000.00		0.0000			
				Surcharge			0.0000			
		ALSUP	ALEGN ALA.	EXCISE	.00	988.00	0.1600	N 804862	3	
		ALSUP	FDEGY	FEDERAL EXCI	.00	988.00	0.1840	Y 804862	3	
		ALSUP	SF2Y	STORAGE TANK	.00	988.00	3.0000	Y 804862	3	
BILL OF LADING TOTAL			851.00							
8616	100 07			HIGH SULFUR DIESEL	1,000.00	989.00	0.5238	804863	7	
				Freight	1,000.00		0.0000			
				Surcharge			0.0000			
		ALSUP	FDEDN FED.	EX DIES	.00	989.00	0.2440	N 804863	7	
		ALSUP	ALEDN ALA.	EX.-NO	.00	989.00	0.1700	N 804863	7	
		ALSUP	SF2Y	STORAGE TANK	.00	989.00	3.0000	Y 804863	7	
BILL OF LADING TOTAL			930.49							
LOADING TOTAL			1,781.49							
***** D E L I V E R Y *****										
Invoice Number	Date Delivered	Customer/ Profit Center Number	Customer or Profit Center Description	Inventory Center						
35289	10/03/95	26630007	Customer # 26630007	20						
352891	10/03/95	26630007	Customer # 26630007	20						
Invoice Number	Invoice line	Product Number	Tax Code	Product or Tax Description	Gross Units	Net Units	Price/Tax/ Freight Per Unit	Price/Tax/ Freight Extension	Price/ Tax/ Tank Freight or Basis Chg.	Freight Invoice
35289	100 07			HIGH SULFUR	1,000.00	989.00	0.5790	572.63	Net 7	
				Freight	1,000.00		0.0381	38.08		
				Surcharge			0.0000	0.00		
		BHAMPY	ALD8C	8% SALES TAX	.00	.00	0.0800	45.81	Dollar C	
		BHAMPY	ALD8Y	8% SALES TAX	.00	.00	0.0800	45.81	Dollar Y	
		BHAMPY	FDEDN FED.	EX DIES	.00	989.00	0.2440	241.32	Billed N	
		BHAMPY	ALEDN ALA.	EX.-NO	.00	989.00	0.1700	168.13	Billed N	
		BHAMPY	SF2N	STORAGE FUND	.00	989.00	0.0000	3.00	Actual N	
INVOICE TOTAL			656.52							
352891	100 02			UNLEADED GAS	1,000.00	988.00	0.6665	658.50	Net 3	
				Freight	1,000.00		0.0000	0.00		
				Surcharge			0.0000	0.00		
		BHAMPY	ALEGY ALA.	EXCISE	.00	988.00	0.1600	158.08	Billed Y	
		BHAMPY	FDEGY	FEDERAL EXCI	.00	988.00	0.1840	181.79	Billed Y	
		BHAMPY	ALEYL .01	GAS EXC	.00	988.00	0.0100	9.88	Billed Y	
		BHAMPY	ALE1C .01	EXCISE G	.00	988.00	0.0100	9.88	Billed C	
		BHAMPY	SF2N	STORAGE FUND	.00	988.00	0.0000	3.00	Actual N	
INVOICE TOTAL			1,008.25							
DELIVERY TOTAL			1,664.77							

Fuel Management

Notice that the movement journal organizes data into two sections:

- ◆ Loading Section
- ◆ Delivery Section.

**Loading Section**

The loading section of the movement journal reports data pertaining to where you picked up the fuel. For each bill of lading listed on the journal the report includes:

- ◆ Bill of lading number
- ◆ Date loaded
- ◆ Vendor number and name
- ◆ Terminal number and description
- ◆ Purchase order number
- ◆ Carrier number and name
- ◆ Tractor, driver, and movement number.

**Freight and Taxes**

For each listed product, the report details the freight amount and surcharge, as well as the carrier's invoice number. The Movement Journal also lists applicable taxes for each product you purchase from the vendor. Listed tax information includes:

- ◆ Use group and tax code
- ◆ Basis
- ◆ Rate of tax and charge flag.

The report calculates and totals the extended amounts for total cost and taxes for each bill of lading and totals all bills of lading.

**Delivery Section**

The delivery section of the Movement Journal reports where you delivered the products from the loading section. For each location the journal reports:

- ◆ Invoice number
- ◆ Date delivered
- ◆ Customer profit center number
- ◆ Customer or profit center description
- ◆ Inventory center.

For each product delivered to a customer, the journal reports:

- ◆ Gross and net units
- ◆ Price per unit
- ◆ Freight and surcharge
- ◆ Price, freight, and surcharge extended amounts
- ◆ Basis
- ◆ Tank where you delivered the fuel.

The report also lists applicable taxes for each product you deliver to a customer or profit center, including:

- ◆ Use group and tax code
- ◆ Rate
- ◆ Charge flag

The journal also totals the units and taxes for each listed invoice and totals all invoices.

### ***Recommended Dispatch***

#### **Purpose**

The Recommended Dispatch Report provides you with a tool for tracking fuel inventory, sales, and inventory depletion in order to report profit centers in need of fuel deliveries.

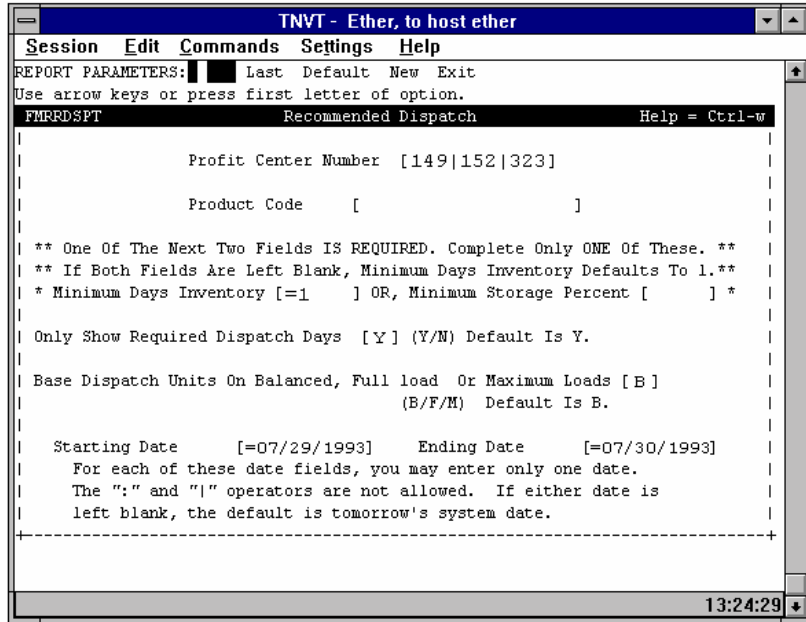


#### ***Frequency***

Run the Recommended Dispatch Report as needed.

When you select Recommended Dispatch from Fuel Management's Reports Menu, the system displays the screen in Figure 2-43.

**Figure 2-43:**  
**Recommended**  
**Dispatch Report**  
**Criteria**



Use the following criteria to specify the data to include on the report.

- ◆ Profit center number
- ◆ Product code
- ◆ Minimum days inventory or minimum storage percent
- ◆ Required dispatch days
- ◆ Basis for dispatch units
- ◆ Starting and ending dates.

Each of the following headings corresponds to one of the report criteria for the Recommended Dispatch Report.

**Profit Center Number**

Specify the profit center(s) to include on the report. In this example, the criteria for Profit Center uses the alternation operator to report data for profit centers 149, 152, and 323.

**Product Code**

Specify the products to include on the report. Since the criteria in this example includes no product codes, the system will report data for each fuel product at these three profit centers.

**Minimum Days Inventory**

Enter an inventory level in number of days to trigger a dispatch. For example, if you enter 1 in this field, ExecuTrak triggers a dispatch to that Profit Center whenever “1” day of sales will reduce the inventory of a product to zero or below.

If you specify Minimum Days Inventory as a report criterion, you cannot use Minimum Storage Percent as a criterion.

**Minimum Storage Percent**

Minimum Storage Percent functions similarly to Minimum Days Inventory. However, instead of specifying a number of days, specify a percentage of total storage for dispatching fuel to the profit center. For example, if you enter 10% in this field, ExecuTrak dispatches fuel when the tank reaches 10 percent of its total capacity.

If you use Minimum Storage Percent as a criterion for your report, you cannot use Minimum Days Inventory as a criterion.

The sample report in this section was created by using “1” in the Minimum Days Inventory Field.

**Only Show Required Dispatch**

The entry in this field specifies if the report should include a selected Profit Center, even if it does not require a load of fuel during the start and end dates. Choose one of the two following options:

- Y      Of the identified profit centers, print only locations that require a load of fuel during the specified dates.
- N      Include all requested profit centers on the report, even if a profit center will not require a load of fuel for the specified period.

If you make no entry in this field, the system defaults to Y.

**Base Dispatch Units on Balance, Full Load or Maximum Load**

The entry in this field specifies how ExecuTrak determines the quantity of fuel to dispatch to a profit center. Enter one of the three following options:

**B** Base the dispatch units on a balanced inventory. A balanced load brings the inventory of each product to a level where the sales-to-inventory ratio for each product equals 1 to 1. With this method, the inventory level for each product should reach 0 at the same time.

To balance a load, ExecuTrak considers the inventory of each product at the time of fuel dispatch and the daily sales for each product recorded in the daily index file.

**M** Fill each of the product tanks at the profit center to 100 percent capacity.

**F** When calculating the dispatch units the system considers truck/trailer capacity. Include delivery gallons to balance the inventory and to fill the truck. As a result of filling the truck, the inventory may not balance completely.

**Start Date**

The start date specifies the day you want to dispatch fuel. This should normally be the following day.

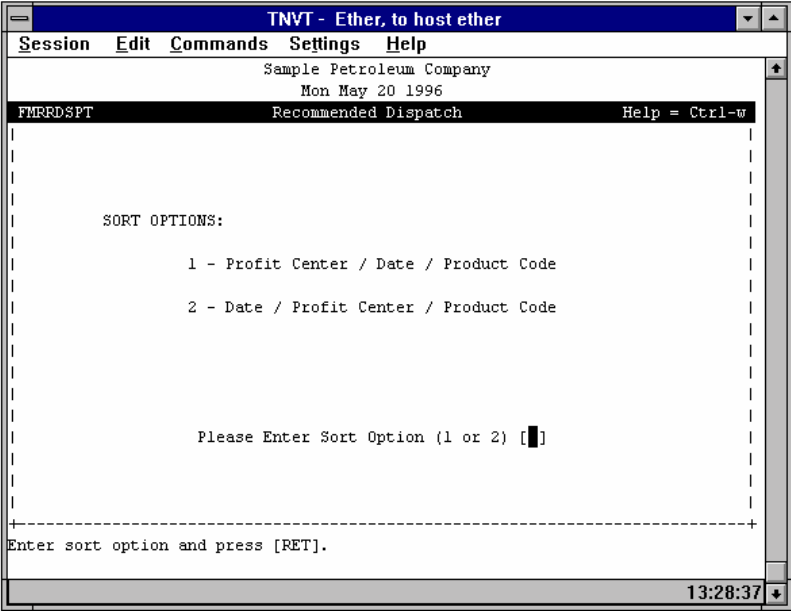
**End Date**

This date specifies when the system stops looking for locations that need fuel. If you make no entry in a date field, the system defaults to the following day.

**Sort Options**

Once you enter report criteria, the system displays the screen in Figure 2-44.

Figure 2-44:  
Recommended  
Dispatch Report Sort  
Options



Fuel Management

Use one of the following two options to specify how the report organizes data:

- ◆ Sort by profit center, date, and product code, respectively
- ◆ Sort by date, profit center, and product code, respectively.

The sample report in this section uses the second method to sort data.

Review the sample report in Figure 2-45.



	Each of the following headings corresponds to a data column on the Recommended Dispatch Report.
<b>Sales Thru</b>	The Sales Thru date identifies the last date you processed sales reports for this profit center.
<b>Date</b>	The date directly below a profit center name specifies the date the profit center needs fuel.  For each product listed for a profit center, the system reports the following data.
<b>Date Last Actual</b>	This date is the last date you entered tank readings into the system for this product at this profit center.
<b>Last Actual Units</b>	The amount in this field reports the actual units in the tank on the date of the last tank reading.
<b>Purchases-- Actual Units</b>	If the system contains fuel movements for this profit center on a date after the Date Last Actual, the system reports the total number of units in this column. In the sample Fuel Dispatch Report, notice that profit center 149 received fuel deliveries after the actual date of 07/25/93.
<b>Purchases-- Dispatch Units</b>	Data in this column reports if fuel has been dispatched, but not yet received.
<b>Sales--Actual Units</b>	If you enter a sales report dated later than the Date Last Actual, the system uses this column to report the total number of units from the sales report. This occurs if you enter a sales report on a day you didn't take tank readings <b>and</b> the sales report date is later than the Date Last Actual.
<b>Sales--Estimate Units</b>	ExecuTrak estimates future sales, beginning on the Date Last Actual. The system uses data stored in the Sales Index Table to estimate future sales. Data in the Sales Index Table consist of average sales by unit for each product, profit center, and day of the week. System Parameter 3002 specifies the number of weeks to use when averaging sales.

**Sales--Estimate  
For Day**

Once the system identifies the day of the week a profit center will need a load of fuel, it uses the sales index table to report average sales for each product on the following day. For example, the system determines that a profit center needs a load of fuel on Tuesday, in this column the system reports average daily sales for Wednesday.

**Estimated  
Inventory on  
Hand**

The amount in this column represents the anticipated inventory on hand on the reported delivery date.

**Estimated Days  
in Inventory**

The amount in this column represents the estimated number of days in inventory at the end of the day of dispatch. When the number in this column equals the number of days specified by the Minimum Days Inventory report criteria, the system flags the profit center for a delivery. Review the sample report on page 2-96. The Estimated Days in Inventory on 07/30/93 for Product 02 equals 1. This lets you know that on July 30 you need to dispatch a load of Product 02 to Profit Center 149.

**Tank Size**

The amount in this column represents the storage capacity in gallons for the tank.

**Percent Storage  
Used**

When specifying report criteria, if you use Minimum Storage Percent instead of Minimum Days Inventory, the amount in this column triggers the dispatch. This amount equals the tank's estimated inventory level on the dispatch date. On the sample Recommended Dispatch Report tank 3 at profit center 149 is at 25% storage capacity. The system calculates this percentage by dividing the estimated inventory header by the tank size.

**Delivery--  
Balanced Load**

When specifying report criteria, you can base the amount of delivery on one of three options:

- ◆ Balanced Load
- ◆ Full Load
- ◆ Maximum Load.

The option you choose determines the amount in this column. *See page 2-94.*

**Delivery--  
Maximum Load**

The amount in this column represents the estimated maximum number of gallons the tank can hold on the dispatch date.

### Purchase Cost Layers

#### Purpose

The Purchase Cost Layers Report provides you with a report of fuel sales, inventory, and purchase costs. The report uses the First In First Out (FIFO) method of inventory valuation to apply fuel sales against each of the purchase cost layers.

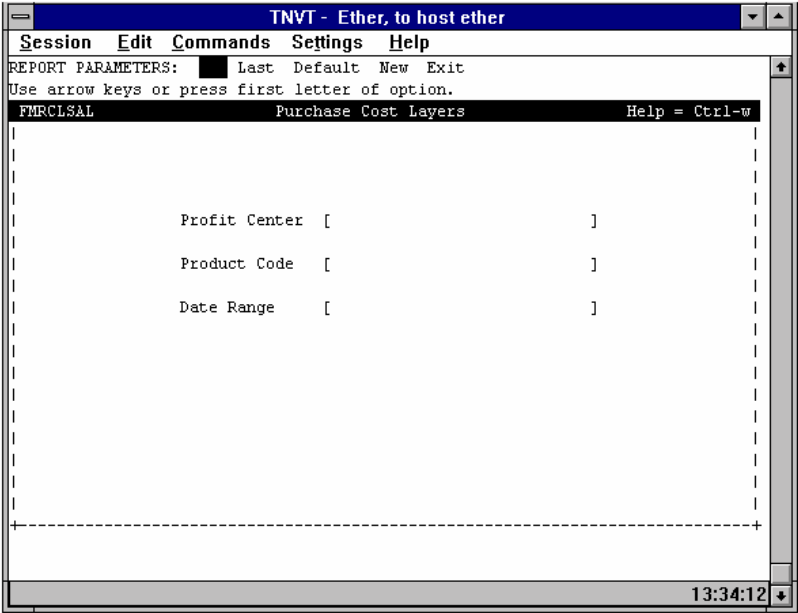


This report proves to be a valuable tool for analyzing the FIFO valuation of fuel inventory on a specific date. Run the Purchase Cost Layers report as needed.

#### Selection Criteria

When you select Purchase Cost Layers from Fuel Management's Reports Menu, the system displays the screen in Figure 2-46.

*Figure 2-46:  
Purchase Cost Layers  
Report Criteria*



Use the following criteria to specify data to include in the report:

- ◆ Profit Center
- ◆ Product Code
- ◆ Date Range.

#### Sort Options

The system does not allow you to specify sort options. The report organizes data by profit center, product, date, and movement, respectively.

Review the sample report in Figure 2-47.

Figure 2-47: Purchase Cost Layers Report

FMRLSAL		Sample Oil Co., Inc.				Page 1	
Run Date 08/04/93		Fuel Management					
Run Time 16:46		Purchase Cost Layers					
		Cost Layers Processed Thru 08/04/1993					
		Includes Purchases From 05/17/1993 Thru 06/30/1993					
		Includes Sales From 06/01/1993 Thru 06/30/1993					
Purchase Date	Purchase Layer	Movement Number	BOL Number	Original Units	Units Used	Cost Per Unit	Extension
PROFIT CENTER: 111		JEFFYMART # 111					
PRODUCT: 00 PNL		PRODUCT SALES: 7,697.6					
05/17/93	10110	10505	710710	2,344.0	63.8	0.72450085	46.22
05/25/93	10111	10585	682380	1,003.0	1,003.0	0.73649551	738.70
05/28/93	10112	10629	719130	298.0	298.0	0.71251678	212.33
05/31/93	10113	0	0	60.6	60.6	0.72119084	43.70
	10114	10639	682510	1,494.0	1,494.0	0.71250335	1,064.48
06/07/93	10115	10711	682700	995.0	995.0	0.69649749	693.02
06/10/93	10116	10748	71478	1,090.0	1,090.0	0.67800000	739.02
06/14/93	10117	10782	71486	1,087.0	1,087.0	0.67440368	733.08
06/17/93	10118	10813	71497	1,085.0	1,085.0	0.67190230	729.01
06/21/93	10119	10848	711523	298.0	298.0	0.68500000	204.13
06/24/93	10120	10888	714140	2,320.0	223.2	0.68590000	153.09
06/30/93	10121	0	0	-44.7	0.0	0.67890246	0.00
	10122	10957	171426	1,233.0	0.0	0.66700324	0.00
PRODUCT TOTALS & AVG. WT. COST				13,262.9	7,697.6	0.069590405	5,356.79
Product: 02 NoLead		PRODUCT SALES: 38,979.5					
05/28/93	10217	10629	719130	4,087.0	1,610.8	0.64750031	1,042.99
05/31/93	10218	0	0	389.1	389.1	0.64750096	251.94
	10219	10639	682510	3,739.0	3,739.0	0.64750067	2,421.01
06/04/93	10220	10692	682670	5,217.0	5,217.0	0.64900038	3,385.83
06/07/96	10221	10711	682700	4,229.0	4,229.0	0.63150035	2,670.61
06/10/93	10222	10748	71478	3,727.0	3,727.0	0.61300107	2,284.65
06/14/93	10223	10782	71486	3,848.0	3,848.0	0.60939896	2,344.97
06/17/93	10224	10813	71497	4,976.0	4,976.0	0.60690040	3,019.94
06/21/93	10225	10848	71523	4,368.0	4,368.0	0.61500000	2,686.32
06/24/93	10226	10888	714140	4,964.0	4,964.0	0.61590040	3,057.33
06/28/93	10227	10918	71539	2,974.0	1,911.7	0.60200067	1,150.84
06/30/93	10228	0	0	275.1	0.0	0.60200027	0.00
	10229	10957	171426	5,987.0	0.0	0.602000170	0.00
PRODUCT TOTALS & AVG. WT. COST				48,780.2	38,979.6	0.62382488	24,316.44
PROFIT CENTER TOTALS & AVG. WT. COST				62,043.1	46,677.2	0.62382488	29,673.23
				62,043.1	46,677.2	0.62382488	29,673.23

**Information Presented On The Report**

Beneath each profit center, the report organizes information by product. The sample report lists cost layers for 2 products at Profit Center 111. For each cost layer, the report lists the following data:

- ◆ Purchase date
- ◆ Purchase layer
- ◆ Movement number
- ◆ Bill of lading number
- ◆ Original units
- ◆ Units used
- ◆ Cost per unit
- ◆ Extension.

Each of the following headings corresponds to one of the data columns on the Purchase Cost Layers Report.

<b>Purchase Date</b>	The purchase date identifies when the fuel listed on the bill of lading was delivered to the profit center. Since this report is a FIFO report, it lists dates in chronological order. In the sample report, notice that the first five lines of detail are dated in May. These lines represent the ending inventory layers for May.
<b>Purchase Layers</b>	The system assigns the purchase layer number; the number has no meaning other than to identify the layer.
<b>Movement Number</b>	This number identifies the fuel movement that contains the bill of lading for this purchase.
<b>Bill Of Lading Number</b>	This number identifies the bill of lading for this purchase.
<b>Original Units</b>	This amount represents the total units of this product on the bill of lading. On the sample report bill of lading number 710710 listed 2,344 of premium nolead.
<b>Units Used</b>	<p>The numbers in this column represent the units used for calculating the cost layers in this report. On layer 10110 the sample report lists 2,344. However, profit center 111 sold all but 63.8 units.</p> <p>Those 63.8 units were still in the store's inventory at the beginning of June. Since the profit center did not sell these units in May, they represent part of May's ending FIFO inventory.</p> <p>Notice that of all the units listed on purchase layers 10111 through 10114, the amounts in the Original Units column equal the amounts in the Units Used column. This indicates that none of those units were sold in May and that the system "used" 100 percent of the original units to calculate this report. All of those units are also included in May's ending FIFO Inventory.</p> <p>The last three lines of premium nolead represent the ending FIFO inventory for June. Purchase Layer number 10120 lists 2,320 original units. The profit center sold 2096.8 units, leaving only 223.2 units. These units are part of June's ending FIFO inventory. Purchase layers 10115 through 10119 are also included in June's ending FIFO inventory.</p>

**Cost Per Unit**

The amount in this column corresponds to the cost per gallon the supplier charged on the bill of lading for this product at this profit center. This amount may consist of any of the following:

- ◆ Cost
- ◆ Cost + freight
- ◆ Cost + taxes
- ◆ Cost + freight + taxes.

System Parameter 1005 determines if the system should include freight charges when you create or update cost layers. System Parameter 1006 determines if the system should include taxes when you create or update cost layers.

**Extension**

This amount equals the number of gallons in the Units Used column multiplied by the Cost Per Unit

**Column Totals**

The report totals the Original Units, Units Used, Cost Per Unit, and Extension columns.

Notice on the sample report that the total of the Units Used column equals the product sales of 7,697.6 gallons.

**Weighted Average Cost**

The total of the Cost Per Unit column is the weighted average cost of all prices paid for a product. The system retrieves the weighted average cost from the Inventory Master Table and uses that amount to calculate the price of a product you pick up at an internal profit center and deliver to a customer.

**Product Over/Short**

For a FIFO file to accurately reflect inventory, it must include any over/short amounts at the end of each month when you take the actual inventory.

Layer number 10113 lists 60.6 positive gallons. This reflects an overage of 60.6 gallons for the month of May. The system uses the weighted average cost of this product to calculate the dollar amount for this overage.

Using this cost for the amount over does not change the unit average cost of the ending FIFO inventory. Because the ending June inventory was short, the gallon correction inserted in the FIFO Layers is a negative number of gallons.

### Remaining Cost Layers

**Purpose**

The Remaining Cost Layers Report, presents you with the cost of fuel products remaining in inventory at a specific date. Remaining Cost Layers uses the FIFO method of inventory valuation to report inventory values.

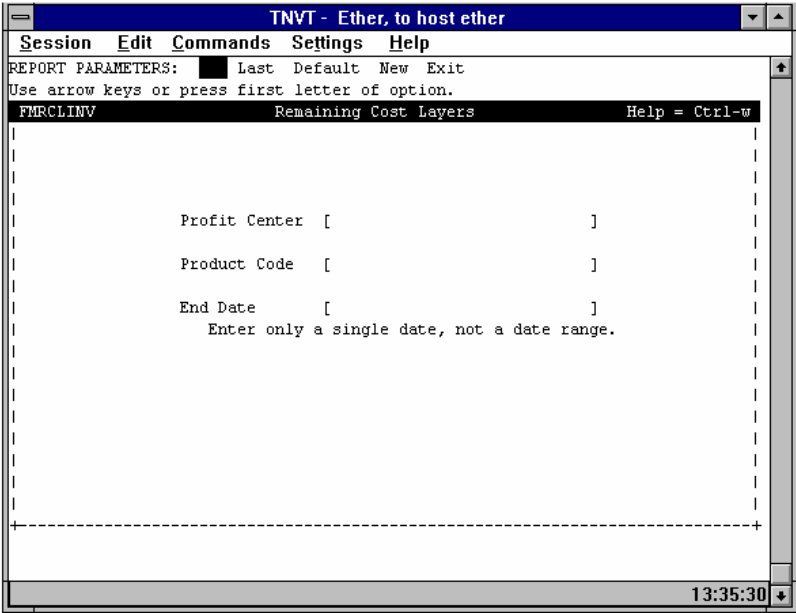


This report proves to be a valuable tool for analyzing the FIFO valuation of fuel inventory on a specific date. Run the Remaining Cost Layers report as needed to document fuel inventory valuation at the end of the month. The report does not list profit centers with a report frequency type of "C" (for closed) in the profit center master.

**Report Criteria**

When you select Remaining Cost Layers from Fuel Management's Reports Menu, the system displays the screen in Figure 2-48.

*Figure 2-48:  
Remaining Cost  
Layers Criteria  
Screen*



Use the following criteria to specify information to include on the report:

- ◆ Profit Center
- ◆ Product Code
- ◆ End Date.

**Sort Options**

You cannot specify sort options for Remaining Cost Layers. This report organizes data by profit center, product, date, and movement respectively.

Review the sample report in Figure 2-49.

*Figure 2-49: Remaining Cost Layers Report*

Sample Petroleum Company								Page
Fuel Management								
Remaining Cost Layers								
Cost Layers Processed Thru 05/07/1996								
Includes Purchases From 09/24/1995 Thru 09/30/1995								
Purchase Date	Purchase Layer	Movement Number	BOL Number	Original Units	Remaining Units	Cost Per Unit	Extension	
PROFIT CENTER: 155 JIFFYMART # 155								
PRODUCT: 00 PLUS GAS								
09/24/95	10032	686	40369	1,200.0	69.8	0.66980000	46.77	
09/25/95	10033	710	40362	2,270.0	2,270.0	0.66980176	1,520.45	
09/28/95	10034	744	35219	1,585.0	1,585.0	0.65729968	1,041.82	
09/29/95	10035	741	35263	1,776.0	1,776.0	0.65479730	1,162.92	
09/30/95	10036	0	0	314.5	314.5	0.66165218	208.11	
PRODUCT TOTALS & AVG. WT. COST				7,145.5	6,015.3	0.66165777	3,980.07	
PROFIT CENTER TOTALS & AVG. WT. COST				7,145.5	6,015.3	0.66165777	3,980.07	
FINAL TOTALS & AVG. WT. COST				7,145.5	6,015.3	0.66165777	3,980.07	

**Information Presented On The Report**

Beneath each profit center, the report organizes information by product. The sample report lists cost layers for one product at profit center 155. For each cost layer, the report lists the following data.

- ◆ Purchase date
- ◆ Purchase layer
- ◆ Movement number
- ◆ BOL number
- ◆ Original units
- ◆ Remaining units
- ◆ Cost per unit
- ◆ Extension

Each of the following headings corresponds to one of the data columns on the Remaining Cost Layers Report.

**Purchase Date**

The purchase date identifies when the fuel listed on the bill of lading was delivered to the profit center. Since the report is a FIFO report it lists dates in chronological order.

**Purchase Layers**

The system assigns the purchase layer number. The number has no purpose other than to identify the layer.

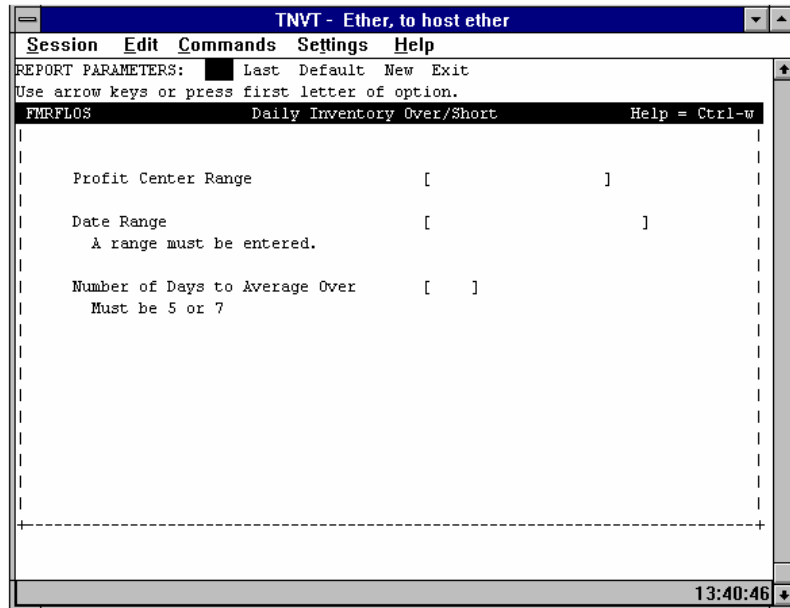
<b>Movement Number</b>	This number identifies the fuel movement that contains the bill of lading for this purchase.
<b>Bill of Lading Number</b>	This number identifies the bill of lading for this purchase.
<b>Original Units</b>	This amount represents the total units of this product listed on the bill of lading.
<b>Remaining Units</b>	This amount identifies the number of units (from a specific fuel purchase) remaining in inventory as of the date you specified in the report criteria.
<b>Cost Per Unit</b>	The amount in this column corresponds to the cost per unit the supplier charged on the bill of lading for this product at this profit center.
<b>Extension</b>	This amount equals the remaining units multiplied by the cost per unit.
<b>Totals and Subtotals</b>	The report subtotals the original units, remaining units, cost per unit, and extension columns for each product and totals this data for all products listed on the report.
<b>Weighted Average Cost</b>	The total of the cost per unit column equals the weighted average cost of all prices you paid for a product.
<b><i>Update DTN Fuel Prices</i></b>	
<b>Purpose</b>	This program reads an ASCII file created by a DTN database program. ExecuTrak uses the data in this file to update the fuel management cost table to reflect current fuel costs.
<b><i>Daily Inventory Over/Short</i></b>	
<b>Purpose</b>	The Daily Inventory Over/Short Report provides you with a listing of daily fuel inventory levels. This report proves to be a useful tool for tracking daily inventory of fuel products at your profit centers.



Run the Daily Inventory Over/Short report as needed to determine any discrepancies in inventory.

When you select Daily Inventory Over/Short from Fuel Management's Reports Menu, the system displays the screen in Figure 2-50.

**Figure 2-50: Daily Inventory Over/Short Report Criteria**



**Report Criteria**

Use the following criteria to specify data to include on the report.

- ◆ Profit center range
- ◆ Date range
- ◆ Number of days to average.

**Sort Options**

The Daily Inventory Over/Short Report sorts data by profit center then tank number and does not allow you to specify alternative sort options.

Review the sample report in Figure 2-51.

Figure 2-51: Daily Inventory Over/Short Report

FMRFLOS		Sample Petroleum Company							Page	1			
Run Date 08/21/96		Fuel Management											
Run Time 16:46		Daily Inventory Over/Short											
		Date Range: 09/01/1995 Thru 09/15/1995											
DATE	GALLONS OPENING STICK	-	UNITS OUT	+	UNITS IN	=	METERED INVENTORY BALANCE	-	GALLONS CLOSING STICK	=	DAILY + (-)	5 DAY AVERAGE	WATER
PROFIT CENTER:	155	JIFFYMART # 155											
TANK NUMBER:	1	PRODUCT CODE: 00 PLUS GAS											
TANK ID:		TANK CAPACITY: 10,000											
09/01/95	6,182		1,547		2,500		7,134		6,902		232		
09/02/95	6,902		1,373		0		5,529		5,480		49		
09/03/95	5,480		1,261		2,500		6,719		6,998		-279		
09/04/95	6,998		1,272		0		5,727		5,480		247		
09/05/95	5,480		928		1,602		6,154		6,347		-193	11	
09/06/95	6,347		889		0		5,458		6,380		-922		
09/07/95	6,380		1,068		2,303		7,614		6,708		907		
09/08/95	6,708		1,224		0		5,483		5,446		37		
09/09/95	5,446		1,151		0		4,295		4,270		25		
09/10/95	4,270		969		0		3,302		3,283		19	13	
09/11/95	3,283		848		2,701		5,135		5,076		59		
09/12/95	5,076		790		2,303		6,590		6,805		-215		
09/13/95	6,805		752		0		6,053		5,949		104		
09/14/95	5,949		1,009		1,603		6,543		6,479		65		
09/15/95	6,479		1,234		2,404		7,649		7,566		83	19	
			-----		-----				-----		-----		
			16,314		17,916						218		

Fuel Management

**Information Presented on the Report**

For each profit center, the report lists the tank number, ID, capacity, and product. The report then organizes data for each product by date. Each of the following headings corresponds to a data column on the Daily Inventory Over/Short Report.

**Gallons Opening Stick**

This amount represents the daily beginning inventory for the product. The system retrieves this data from the stick readings you enter through retail sales shift reports, wholesale and inventory counts, or StoreTrak.

**Units Out**

This amount reports the number of units you sold of this product for the day. ExecuTrak retrieves this data from historical sales records.

**Units In**

If you received a fuel delivery, ExecuTrak reports the total number of units you received. The system retrieves this data from fuel movements.

**Metered Inventory Balance**

To calculate the Metered Inventory Balance, the system adds the Gallons Opening Stick to the number of Units In and then subtracts the number of Units Out.

**Gallons Closing Stick**

This amount represents the daily closing inventory for this product at this profit center. On the sample report, notice that the Gallons Closing Stick amount for one day equals the Gallons Opening Stick amount for the next day.

**Daily + (-)**

The amount in this column equals the difference between the Metered Inventory Balance and the Gallons Closing Stick.

**Average**

ExecuTrak averages the daily over or short for five consecutive days to determine this amount.

**Water**

This reporting function is currently unavailable.

## Fuel Management Checklist

Complete the following checklist during your testing phase, and as you complete each area of testing, date and initial the item and make comments in the appropriate column. When you complete all checklists, please keep the originals for future reference and mail copies to FACTOR, WR Hess Company, P.O. Drawer G, Chickasha OK, 73023.

TOPICS	DATE/INIT.	COMMENTS
<b>FILE MAINTENANCE</b>		
<b>Step 1 of 7:</b> Fuel Terminals--Confirm that:		
♦ You established all necessary fuel terminals.		
♦ You listed each product that you purchase from each vendor at each terminal.		
♦ You assigned the correct use group, terms, and whether billed on net or gross to each vendor.		
<b>Step 2 of 7:</b> Fuel Tanks and Tank Charts--Confirm that:		
♦ You established necessary tanks at each profit center where fuel is inventoried or sold.		
♦ Check tank dimensions, or if you use tank charts, make sure that you correctly set up the chart.		
<b>Step 3 of 7:</b> Fuel Carriers--Verify that you established all necessary transport companies, including your own company if you transport your own fuel. <i>Remember</i> , you must first establish yourself as a vendor.		
<b>Step 4 of 7:</b> Freight Rates by Products--Verify that you attached all necessary fuel product classes to each freight code with the correct rates for freight in/out.		
<b>Step 5 of 7:</b> Freight Codes Terms--Destination: Make sure that you established all "from-to" combinations (i.e., terminal(s) to bulk plant(s), terminal(s) to fuel customers, etc.)		
<b>Step 6 of 7:</b> Product Costing--Enter an initial terminal "rack" cost for each vendor/product for at least one terminal. You can do this for your other terminals at a later time. Make sure you understand how to enter these costs correctly.		
<b>Step 7 of 7:</b> Purchase Contracts--Make sure that you correctly established all necessary purchase contracts (by month/year, etc.)		
<b>DATA ENTRY</b>		
<b>Step 1 of 3:</b> Movement Entry--Input a minimum of one movement for every supplier/product combination and destination/product combination at each profit center.		
<b>Step 2 of 3:</b> Establish beginning cost layers.		
<b>Step 3 of 3:</b> Cost Layers. After all inventories are entered, run cost layers in "update" mode through Fuel Management's End of Period Processing function.		

**Volume 2: Fuel Management**

TOPICS	DATE/INIT.	COMMENTS
<b>REPORTS</b>		
<b>Step 1 of 3:</b> Verify all fuel movement entries on the following reports from Fuel Management's Reports Menu.		
◆ Fuel Inventory		
◆ Inventory Reconciliation		
◆ Movement Journal		
◆ Purchase Cost Layers		
◆ Remaining Cost Layers		
<b>Step 2 of 3:</b> Verify account balances, unbilled liabilities, and inventory taxes and external freight charges on the following reports.		
◆ Unbilled Liabilities Report		
◆ Fuel Movement Journal		
<b>Step 3 of 3:</b> Verify all sales entries on the following reports.		
◆ Aged Period Report		
◆ Fuel Movement Journal		
◆ Tax Schedule Worksheets		
<i>Note:</i> FACTOR recommends that you manually prepare state tax reports for two to three months and compare the manual reports to the system-generated reports to verify their accuracy.		