
Volume 4 - Retail Sales

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Introduction

Volume 4 of ExecuTrak Operations contains the information you need to test ExecuTrak's Retail Sales 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

Testing Procedures

Purpose

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

- ◆ File Maintenance (page 4-5)
- ◆ Data Entry (page 4-18)
- ◆ Reports (page 4-46).

Testing each module includes multiple steps. For example, the process for testing Retail Sales File Maintenance contains six 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 Retail Sales Module functions:

- ◆ File Maintenance
 - Pump classes, pump meters, and fuel pumps
 - Retail profit center master
 - C-store inventory
 - C-store periods
- ◆ Data Entry
 - Shift report purchases
 - Shift report entry and processing
 - Accounts receivable distribution
- ◆ Reports
 - Inventory Listing
 - Fuel Profit Analysis
 - Draft Register
 - C-Store Inventory Reconciliation
 - Fuel Inventory Reconciliation
 - Retail Period Profit Analysis.

File Maintenance

Purpose

Retail Sales File Maintenance maintains the basic information about your retail profit centers.

You provided information regarding your retail sales and retail profit centers to FACTOR on the retail 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

| | |
|--------------|-------------------|
| RS-02 | Pump Class |
| RS-03 | Fuel Pumps |
| RS-04 | C-Store Inventory |
| RS-05 | C-Store Period |

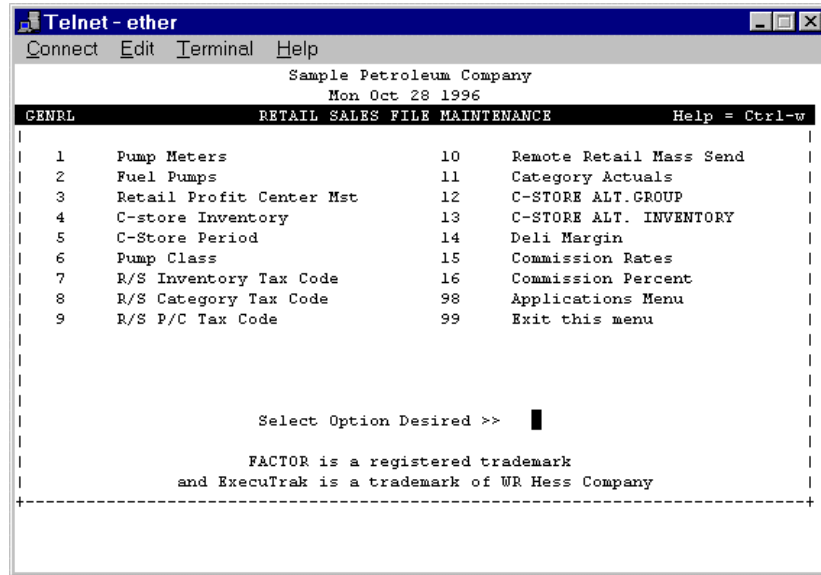
The File Maintenance section of this volume reviews the information you learned during the Introduction to ExecuTrak training session. Each file maintenance summary includes the step you must complete to test the function. You must complete six steps to test Retail Sales File Maintenance. The following symbol indicates a step:



When you finish testing a step, record it on the checklist on page 4-98.

Study Figure 4-1. Notice that each maintenance sheet corresponds to a menu option.

Figure 4-1: Retail Sales File Maintenance Menu



The menu also lists several options that do not correspond with a retail sales maintenance sheet. These options include:

- ◆ Pump Meters
- ◆ Retail Profit Center Master
- ◆ Category Actuals
- ◆ Deli Margin
- ◆ Commission Rates
- ◆ Commission Percent

This section of *Volume 4* provides you with detailed maintenance instructions for those menu options you did not discuss during Introduction to ExecuTrak.

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.

Viewing File Maintenance Data

3. Press the Escape key, and the screen displays the first record. Review the information.
4. Select Next from the ring menu (press “N” or key return). The system displays the next record. Review the record.
Note: To edit a record, 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 the Retail Sales File Maintenance menu options.

Pump Meters



Step 1 of 6

FACTOR staff establishes pump meters during initial setup of your database.

Review the process for establishing pump meters.

Fuel Pumps

Maintenance Sheet
RS-03

Select Fuel Pumps from the File Maintenance Main Menu to maintain information about the fuel pumps at your retail profit centers. During setup you defined each type of fuel pump at a company wide level. Sample pump classes include SS (self service) or FS (full service).

The Fuel Pumps menu selection allows you to define individual pumps at specific profit centers. As part of the process, you assign the pump to a pump class and define the product sold from the pump.



Step 2 of 6

To edit data for fuel pumps or add new fuel pumps, see instructions for completing maintenance sheet RS-03 in the *User's Guide*.

Access the Fuel Pumps Table and verify that you:

- ◆ Established necessary fuel pumps at all retail profit centers that account for fuel sales by shift
- ◆ Set the posted price for each pump to the last reading prior to testing
- ◆ Set the current meter readings for dollars and gallons to the last readings prior to testing.

Retail Profit Center Master

The Retail Profit Center Master menu selection allows you to access the following tables. *Note:* The information in parentheses directs you to the appropriate volume of *ExecuTrak Operations* for maintenance instructions.

- ◆ Profit Center Master Table (*Volume 1*)
- ◆ General Ledger Master Table (*Volume 8*)
- ◆ Fuel Tank Table (*Volume 3*)
- ◆ Pump Meter Table (4-7)
- ◆ Fuel Pump Table (4-7)
- ◆ A/R Transaction Type Table (*Volume 6*)
- ◆ Inventory Location Table (*Volume 3*)
- ◆ Wholesale Inventory Table (*Volume 3*)
- ◆ C-Store Period Table (4-9).

Additionally, you can copy information for one profit center and use that data to establish a new profit center or update an existing profit center. The data you can copy includes:

- ◆ General Ledger Master Table
- ◆ Accounts Receivable Transaction Type Table
- ◆ Wholesale Inventory Table
- ◆ C-Store Period Table.



Step 3 of 6

Perform the following procedures:

- ◆ Use Select Profit Center to create a new retail profit center.
- ◆ Use Rework Profit Center to edit data for an existing profit center.
- ◆ If you use StoreTrak, use Setup TMI Codes to cross-code profit center information for StoreTrak.

C-Store Inventory

Maintenance Sheet
RS-04



Step 4 of 6

C-Store Inventory identifies the various categories you created for tracking the sale of retail products. Sample C-store inventory codes include BEER, CIGS, DELI, etc. To create new C-store inventory codes or edit data for existing codes, see instructions for completing Maintenance Sheet RS-04 in the *User's Guide*.

Access the C-Store Inventory Table and verify that you:

- ◆ Established all necessary retail categories
- ◆ Correctly assigned general ledger account numbers for inventory, sales, and cost of goods for each merchandise (M) or deli (D) type category
- ◆ Assigned a general ledger expense number for inventory, sales, and cost of goods for any expense (E) type category.

C-Store Period

Maintenance Sheet
RS-05



Step 5 of 6

After creating C-Store Inventory, you must assign the inventory codes to your retail profit centers and to a general ledger accounting period. To establish C-Store Periods see instructions for completing Maintenance Sheet RS-05 in the *User's Guide*.

Access the C-Store Periods Table and verify that you established a C-store period for each C-store category at each profit center for the testing month. If you will enter comparative data, verify that you established a C-store period for each C-store category at each profit center for the prior periods.

Pump Class

Maintenance Sheet
RS-02



Step 6 of 6

Defining pump classes is the first step in establishing fuel pumps at your retail profit centers. Sample pump classes include FS (full services), SS (self service), etc. To add a new pump class or edit data for an existing pump class, see instructions for completing Maintenance Sheet RS-02 in the *User's Guide*.

Access the pump class table and verify that you created all necessary pump classes at a company wide level.

Category Actuals

Purpose

Select Category Actuals to enter the actual cost value of deli type C-store inventory categories each time you take an actual inventory at a retail profit center. ExecuTrak uses this information when calculating profit and loss for a retail profit center.



Frequency

Enter category actuals after each actual inventory at a retail profit center.

When you select Category Actuals from the Retail Sales File Maintenance Menu, the system displays the screen in Figure 4-2.

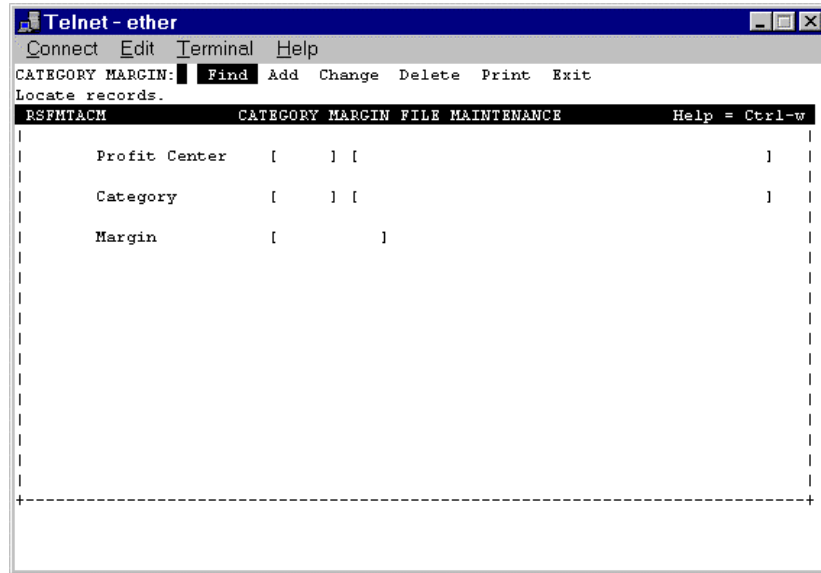
Figure 4-2: Category Actuals File Maintenance

```

Telnet - ether
Connect Edit Terminal Help
CATEGORY ACTUALS CODES: Find Add Change Delete Print Exit
Locate records.
RSFCCNT      CATEGORY ACTUALS FILE MAINTENANCE      Help = Ctrl-w
-----
Profit Center [  ] [
Category      [  ] [
Count Date   [      ]
Measurement  [      ]
Actual Amount [      ]
    
```

| | |
|------------------------|---|
| | Each of the following headings refers to a field on the Category Actuals File Maintenance Screen. |
| Profit Center | Enter the number of the profit center for which you need to enter actual inventory. |
| Category | Enter the C-store inventory code. This category must be a <i>deli type</i> category. (See instructions for completing Maintenance Sheet RS-04 in the <i>User's Guide</i> .) |
| Count Date | Enter the date of the inventory count. |
| Measurement | Make no entry. ExecuTrak enters "None" in this field |
| Actual Amount | Enter the actual dollar cost amount. |
| Category Margin | |
| Purpose | <p>Since you cannot use a formula or markup percentage to calculate the actual retail value of deli type C-store inventory, you must define the profit margin for the category. ExecuTrak uses this percentage when reporting the cost, the margin, and the markup for sales of deli type C-store inventory.</p> <p>For example, you define the deli margin for FDEL (fountain/deli) at .50. For \$50 of FDEL sales, ExecuTrak reports the cost of the sales as \$25, the margin as 50 percent, and the markup as 100 percent.</p> <p>When you select <u>Deli Margin</u> from the <u>File Maintenance Menu</u>, the system displays the screen in Figure 4-3.</p> |

Figure 4-3: Category Margin File Maintenance



Enter data in the following fields to define the deli margin:

Profit Center

Enter the number of the profit center for which you need to establish a deli margin.

Category

Enter the C-store category for which you need to establish a deli margin. The category you enter here must be defined as a deli type category. (See instructions for completing Maintenance Sheet RS-04 in the *User's Guide*.)

Margin

Enter the margin as the percentage of sales that equals cost. For example, if 50 percent of your deli sales equals the cost, enter .50 in this field.

Commission Rates

Purpose

Use Commission Rates to define the amount of the commission of fuel products for consigned stations. Use this selection if you pay a cents-per-gallon commission on fuel sales. If you pay a percentage of total fuel sales, use the Commission Percent option.

When you enter retail shift reports, ExecuTrak calculates the commission rates and displays a commission rates summary. In addition, the report posts the calculated commission to the appropriate general ledger account.

Figure 4-4:
Commission File
Maintenance

When you select Commission Rates from the Retail Sales File Maintenance Menu, the system displays the screen in Figure 4-4.

```

Telnet - ether
Connect Edit Terminal Help
COMMISSION CODES: Find Add Change Delete Print Exit
Locate records.
BSFCOMM          COMMISSION FILE MAINTENANCE          Help = Ctrl-w
|
| Profit Center  [          ] [          ]
| Product Code   [          ] [          ]
| Rate per Gallon [          ]
| Gen. Led. Account [          ] [          ]
|
|-----|

```

Each of the following headings corresponds to a field on the Commission Rates Screen.

Profit Center

Enter the profit center number where you pay commissions on fuel sales. *Remember*, this profit center must be defined as a consigned station.

Product Code

Enter the product code of the fuel product for which you pay a commission on sales. You must establish a commission rate for each fuel product.

Rate Per Gallon

Enter the cents per gallon you pay for the sale of this product.

General Ledger Account

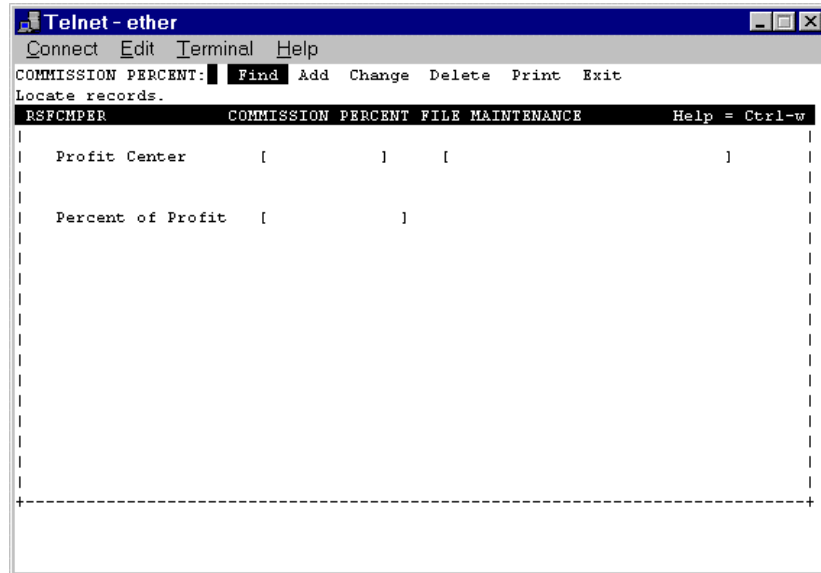
Enter the number of the general ledger account to which you post commissions.

Commission Percent

Use Commission Percent to define the amount of the sales commission of fuel products for consigned stations. Use this selection if you base the commission on a percentage of the total profit on fuel sales. If you pay a cents-per-gallon commission on fuel sales, use Commission Rates.

*Figure 4-5:
Commission Percent
File Maintenance*

When you enter retail shift reports, ExecuTrak displays a commissions summary screen. In addition, the system posts the commission to the appropriate general ledger accounts.



Each of the following headings corresponds to a field on the Commission Percents File Maintenance Screen.

Profit Center

Enter the number of the profit center for which you need to establish a commission percent.

Percent of Profit

Enter the percentage amount to use when calculating the commission. ExecuTrak multiplies this amount by the total **profit** on sales for all fuel products at the profit center.

C-Store Alternate Group

C-Store Alternate Inventory functions in much the same way as C-Store Inventory. Use this menu selection to establish C-store alternate inventory groups for items normally not considered C-store inventory. For example, create a C-store alternate inventory group for a car wash or video machine.

When you select C-Store Alternate Group from the Retail Sales File Maintenance Menu, the system displays the screen in Figure 4-6.

Figure 4-6: C-Store Alternate Group File Maintenance

```

Telnet - ether
Connect Edit Terminal Help
PURCHASE GROUP CODES: Find Add Change Delete Print Exit
Locate records.
RFGROUP ALTERNATE PURCHASE GROUP FILE MAINTENANCE Help = Ctrl-w

Group Number [ ]
Group Description [ ]
Group Category [ ][ ]
Minimum Margin [ ]
Maximum Margin [ ]
  
```

Each of the following headings corresponds to a field on the Alternate Purchase Group File Maintenance Screen.

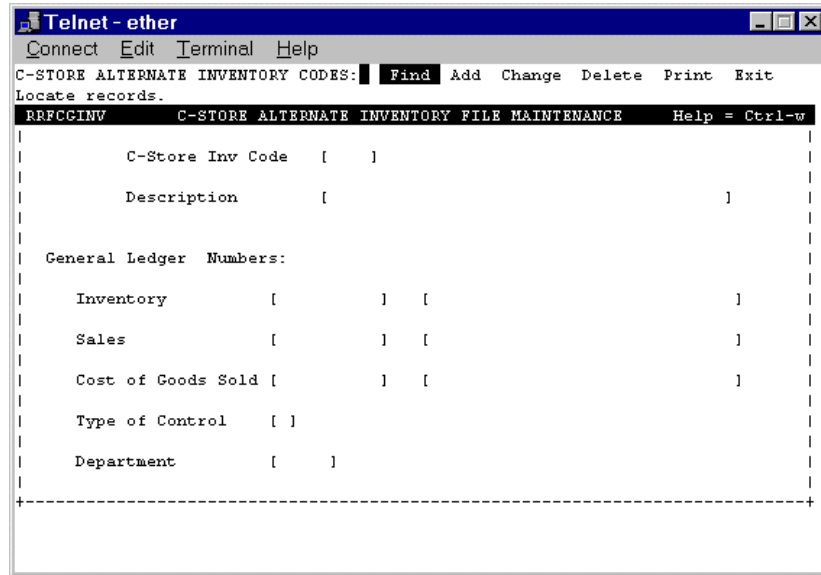
| | |
|--------------------------|--|
| Group Number | Enter a two-digit number to identify this group. |
| Group Description | Enter a description of the group. |
| Group Category | Enter a group category. |
| Minimum Margin | Enter the lowest profit margin to accept without an override. |
| Maximum Margin | Enter the highest profit margin to accept without an override. |

C-Store Alternate Inventory

Purpose C-Store Alternate Inventory serves much the same purpose of C-Store Inventory. Use C-Store Alternate Inventory to specify general ledger accounts to update for the sale of C-store alternate inventory.

When you select C-Store Alternate Inventory from the Retail Sales File Maintenance Menu, the system displays the screen in Figure 4-7.

Figure 4-7: C-Store Alternate Inventory File Maintenance



Each of the following headings corresponds to a field on the C-Store Alternate Inventory File Maintenance Screen.

C-Store Inventory Code

Enter a unique C-Store Inventory Code to identify this category. Use up to four alpha-numeric characters.

Description

Enter a description of the C-store inventory code. Use up to 40 alpha-numeric characters.

G/L Inventory

Enter the general ledger account number for your cost of goods account.

G/L Sales

Enter the general ledger sales account to update for the sale of items in this category.

G/L Cost of Goods Sold

Enter the general ledger account to update for purchases of items in this category.

Type of Control

Choose one of the four following types of inventory control:

- M Merchandise
- N Non-Merchandise
- D Deli
- E Expense.

Department

Enter a unique department number for sales of items in this category.

StoreTrak File Maintenance Functions

The File Maintenance Menu lists four options for use with the FACTOR StoreTrak system. These menu options include:

- ◆ Remote Retail Mass Send
- ◆ Retail Sales Inventory Tax Code
- ◆ Retail Sales Category Tax Code
- ◆ Retail Sales Profit Center Tax Code

Consult the StoreTrak documentation for file maintenance instructions for these menu options.

Data Entry

Purpose

Retail Sales Data Entry allows you to perform the following processes with regard to sales at your retail profit centers.

- ◆ Enter and process purchases of C-store and unit non-fuel inventory items
- ◆ Enter and process shift report information
- ◆ Distribute customer in-store charges to the appropriate general ledger accounts.

This section of *Volume 4* provides you with detailed data entry instructions for ExecuTrak's Retail Sales Module.

Data Entry Testing

The data entry section of this volume also contains the steps you must complete to test the Retail Sales Module's Data Entry program. Data entry testing consists of four steps:

- ◆ Shift Report Purchases (4-18)
- ◆ Shift Report Entry (4-24)
- ◆ Process Shift Reports (4-38)
- ◆ Accounts Receivable Distribution (4-40).

When you finish testing a step, record it on the checklist on page 4-98.

Shift Report Purchases

Purpose

Use the Shift Report Purchases menu option to enter all retail profit center purchases of non-fuel products from vendors. ExecuTrak uses this purchase information to update C-store inventory for the profit center, accounts payable, and other general ledger accounts.

The system allows you to enter multiple purchases for a shift and stores purchase information in a batch. ExecuTrak references batches by the date and shift number you enter in the header information (see Figure 4-8). The system stores shift purchase information in a holding table until you process shift reports. Prior to processing shift reports, the system allows you to add new purchases to the batch or to change, edit, or delete invoices in the batch.

**Frequency****Shift 99**

Step 1 of 4

Figure 4-8: Shift Purchases Entry Header

Enter shift report purchases as needed to record the purchase of non-fuel item count and C-store inventory. Normally, you will enter purchases on a daily basis. You must enter purchases before entering and processing the shift report that reflects the purchase. If you post purchases **after** you process the shift report, the report will not reflect the purchases.

ExecuTrak's shift 99 function allows you to enter shift report purchases not related to a shift report. For example, if you enter shift report purchases with a shift number of 1, you must create a corresponding shift report. However, if you specify shift number 99 in the header information, ExecuTrak allows you to process the purchases without creating a corresponding shift report.

Use shift 99 to establish C-store inventory for profit centers at system startup.

- ◆ Enter at least one shift report purchase for each C-store category at each retail profit center.
- ◆ Print the Posted Purchases Report and verify input of purchases (page 4-63).

When you select Shift Report Purchases from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-8.

```

Telnet - ether
Connect Edit Terminal Help
Sample Petroleum Company
Wed Oct 30 1996
RSEPRCHO          SHIFT PURCHASES ENTRY HEADER          Help = Ctrl-w

Profit Center [  ] [
Report Date [   ] Shift Number [   ]

Latest Entered: Report Date [   ] Shift Number [   ]
Latest Processed: Report Date [   ] Shift Number [   ]

-----
Enter the Profit Center for this shift report
  
```

Specifying the Profit Center

Data you enter on this screen specifies to which profit center you want to post purchases. When you enter the profit center number in the first field, the system displays the profit center name in the field to the right.

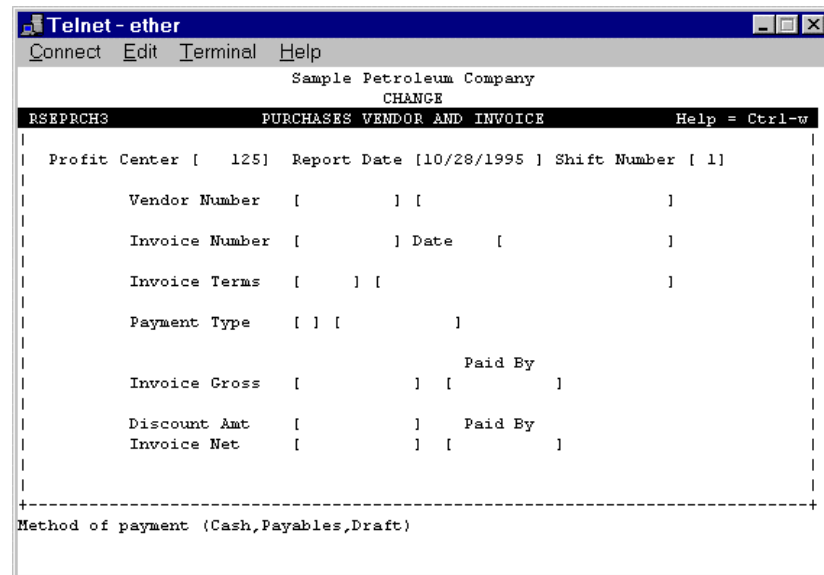
Notice that in the last two fields on this screen ExecuTrak displays the dates of the most recently entered and most recently processed shift reports. The date in the Report Date field identifies the date subsequent to the most recently processed shift report. You can override the report date if necessary; however, if the date falls out of sequence, the system displays a warning message that the shift is “unexpected.” Key return to continue.

Note: Any date you enter must reflect an open general ledger period, and you cannot enter a date that occurs prior to the most recent processing date.

Entering Multiple Purchases for a Shift

Figure 4-9: Purchases Vendor and Invoices

After you enter header information, the system displays the screen in Figure 4-9. This screen allows you to enter basic invoice information for the purchase.



The system displays the profit center number, report date, and shift number from the previous screen. If you previously entered purchase data for this date and shift at this profit center, the system displays the first invoice in the batch.

**Ring Menu
Options**

The ring menu presents you with the following five options:

Add: Enter a new purchase for the shift.

Previous: Display the previous purchase for the shift.

Next: Display the next purchase for the shift.

Change: Change the displayed purchase.

Delete: Delete the displayed purchase.

Summary: Display a summary of all purchases you entered for this shift.

**Adding a New
Shift Purchase**

Use the following procedures to add new purchases for a shift.

**Vendor Number
and Name**A rectangular button with a grey gradient and a black border, containing the text "Ctrl-F" in a bold, sans-serif font.

Select Add from the ring menu, and the cursor appears in the Vendor Number field. When you key return, the system displays the vendor name in the field to the right of the number. Also, the system retrieves the standard terms for this vendor from the Vendor Master Table and displays that information in the Terms field.

Invoice Number

Enter the vendor invoice number. *Note:* You can use the combination of invoice and vendor numbers only once.

Payment Type

Choose one of the three following options to specify the type of payment for this invoice:

Cash: Paid invoice with cash.

Payables: Post the invoice to accounts payable. ExecuTrak automatically posts the invoice to accounts payable. To pay the invoice, see instructions for Payment Selection in *Volume 5 of ExecuTrak Operations*.

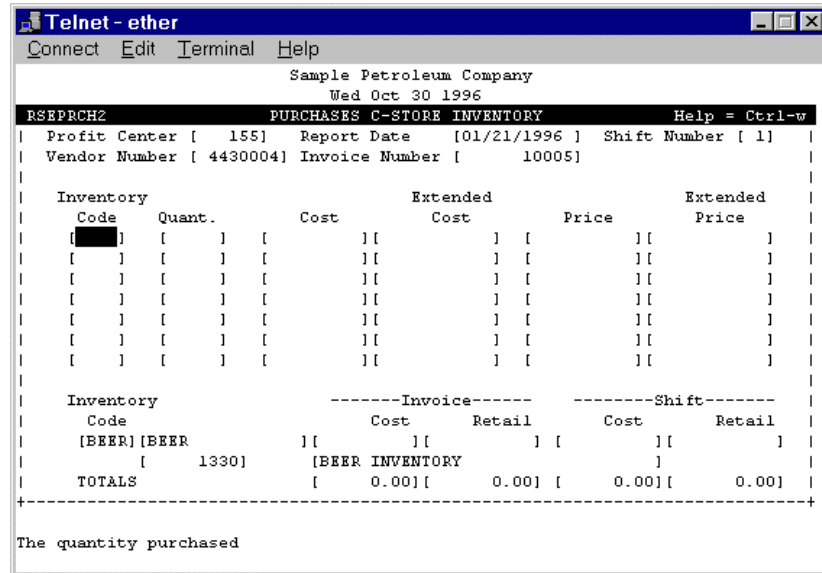
Draft: The store paid for the purchase by check.

Invoice Gross

Enter the gross amount of the invoice. When you key return, the system uses the terms to display the Paid By date, Discount Amount, and Invoice Net.

ExecuTrak then displays the screen in Figure 4-10.

*Figure 4-10:
Purchases C-Store
Inventory*



The system displays the following information from the Purchases Vendor and Invoice screen:

- ◆ Profit center number
- ◆ Vendor number
- ◆ Report date
- ◆ Invoice number
- ◆ Shift number.

Inventory Code



The cursor appears in the Inventory Code field. Enter the C-store inventory code for the items appearing on the invoice.

Quantity

Enter “1” as the quantity. (For C-store inventory, you will always enter “1” as the quantity.)

Cost

Enter the cost of the products listed on the invoice. This is the amount you will pay the vendor for the products.

Extended Cost

ExecuTrak displays the extended cost for the products.

Price

Enter the price of the products listed on the invoice. This is the retail value of the products. ExecuTrak adds this amount to the C-store inventory for this profit center.

Extended Price

ExecuTrak displays the extended price for the products. The cursor appears in the next Inventory Code field and allows you to enter products in a different C-store category listed on this invoice.

Notice the fields at the bottom of the screen. These fields display a running total of the data you enter in the cost and price fields for each C-store category purchase.

When you finish entering products, press Escape. The system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

After you accept the data, the system returns to the Purchases Vendor and Invoice Screen. Key return, and again the system prompts you to accept the data. After you accept the data, ExecuTrak displays the ring menu and lets you perform one of the following functions:

- ◆ Add another invoice
- ◆ Change an existing invoice
- ◆ Delete an invoice
- ◆ Display a summary of all purchases entered for this shift.

Storing Shift Purchases

When you finish entering invoices, select Summary from the ring menu, the system displays a screen that itemizes total purchases for each C-store category. Review the data and press Escape.

Store/Throw Away

The system prompts you to “Store” or “Throw Away.” Select Store to save the invoice information, or select Throw Away to discard the information.

System Parameters

ExecuTrak uses four system parameters to define how it posts purchases.

3006—Cash Account

System Parameter 3006 identifies the general ledger account to update with cash purchases. The system updates this account when you process shift reports.

3007—Draft Account

System Parameter 3007 identifies the general ledger account to update with draft purchases. The system updates this account when you process shift reports.

3008—Accounts Payable Account

System Parameter 3008 identifies the general ledger account to update with purchases made on account. The system updates this account when you process shift reports.

3102—Transfer Vendor

System Parameter 3102 identifies your transfer vendor number. When you post a purchase and enter your transfer vendor as the vendor number, ExecuTrak treats the purchase as a transfer.

Shift Report Entry

Purpose

Use Shift Report Entry to enter retail sales and general ledger transactions from retail profit center shift reports. When you enter shift reports, the system stores the data in a holding table until you process the reports (see page 4-38).



Frequency

Enter shift reports daily to record retail sales data.



Step 2 of 4

- ◆ Input at least one shift report for each retail profit center.
- ◆ Print the Posted Shift Summary Report and verify input of shift reports (page 4-66).

When you select Shift Report Entry from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-11.

Figure 4-11: Shift Report Entry Header

Specifying the Profit Center

Data you enter on this screen specifies for which profit center you want to enter shift reports. When you enter the profit center number in the first field, the system displays the profit center name in the field to the right.

Notice that in the last two fields on this screen ExecuTrak displays the dates of the most recently entered and processed shift reports. The date in the Report Date field identifies the date subsequent to the most recently processed shift report. You can override the report date if necessary. However, if the date falls out of sequence, the system displays a warning message that the shift is “unexpected.” Key return to continue.

Note: Any date you enter must reflect an open general ledger period, and you cannot enter a date that occurs prior to the most recent processing date.

After you enter header information, the system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

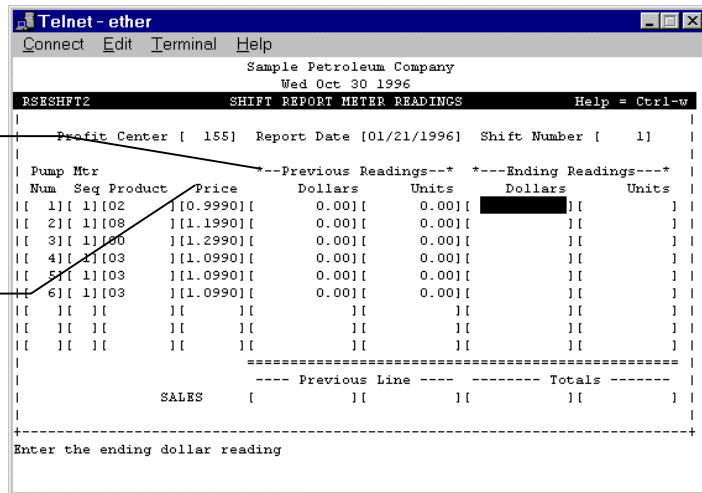
Print: Print the data displayed on the screen.

When you accept the data, the system displays the screen in Figure 4-12. *Note:* The system displays the meter reading screen only if you specified in the profit center master record that this retail profit center sells fuel.

Figure 4-12: Shift Report Meter Readings

Press F1 to edit the pump reading.

Press F2 to edit the pump price for the product.



The system displays the profit center number, report date, and shift number from the previous screen. ExecuTrak uses data in the Fuel Pumps Table to display fuel and pump information for this profit center (see page 4-7).

For each fuel pump, ExecuTrak displays the following information.

Pump Number

ExecuTrak displays the number for each pump at this location

Meter Sequence Number

You defined the meter sequence number through Fuel Pump File Maintenance. The Meter Sequence Number should always be "1."

Price

ExecuTrak displays the posted pump price from pump file maintenance. Press F2 to change the price for the fuel. The system automatically updates the posted price in pump file maintenance with the amount you enter here.

Previous Dollar Readings

Each time you enter new dollar readings through shift report entry, the system updates this number. If you enter meter readings, the system displays the last dollar meter reading for this pump. If you enter actual dollars sold, the system displays the last dollar amount in this field. Press F1 to change the previous dollar readings. The system automatically updates the readings in pump file maintenance with the reading you enter here.

Previous Unit Readings

Each time you enter new unit readings through shift report entry, the system updates this number. If you enter meter readings from retail shift reports, the system displays the last unit meter reading for this pump. If you enter actual units sold, the system displays the last unit amount sold for this pump. Press F1 to change the previous unit readings. The system automatically updates the readings in pump file maintenance with the reading you enter here.

When you establish a retail profit center, you define the “owner type.” This type designates how you enter fuel sales on retail shift reports. Review the screen in Figure 4-33. This sample profit center enters the total dollars and units sold.

ExecuTrak allows you to specify one of three methods for entering fuel sales on shift reports:

- ◆ Enter unit and dollar readings
- ◆ Enter unit readings
- ◆ Enter total units and/or dollars sold.

To change the method you use for entering fuel sales, see instructions for completing Maintenance Sheet SY-07 in the *User's Guide*.

Ending Readings Dollars

Enter the ending dollar readings from the shift report. Use the type of entry specified in the Profit Center Master Table for this profit center.

Ending Readings Units

Enter the ending unit readings from the shift report. Use the type of entry specified in the Profit Center Master Table for this profit center.

When you finish entering fuel sales, the system prompts:

Data OK? Yes No Print

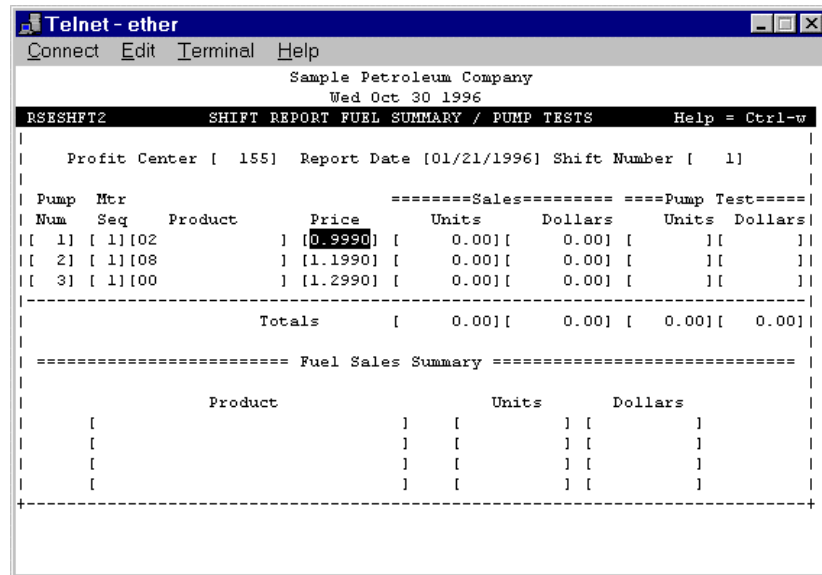
Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

After you accept the data, the system displays the screen in Figure 4-13.

Figure 4-13: Shift Report Fuel Summary / Pump Test



Pump Tests

This screen presents data in two sections. The top half of the screen allows you to enter any pump test data that occurred during the shift. For each fuel pump at the profit center, the system displays the following information:

- ◆ Pump number
- ◆ Meter sequence number
- ◆ Product code
- ◆ Price
- ◆ Sales dollars and units (this is the fuel sales data you entered on the previous screen).

Volume

ExecuTrak uses information about your fuel tanks and/or tank charts to display the total volume of fuel in the tanks based on the stick reading. (See instructions for completing Maintenance Sheets FM-07 and FM-08 in the *User's Guide*).

Difference

ExecuTrak subtracts the current volume from the previous volume and displays the difference.

After you enter stick readings, the system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

Unit Inventory Sales

If you record Unit Inventory Sales on shift reports, the system displays the Shift Report Unit Inventory Sales Screen. If you do not record unit inventory sales on shift reports, the system displays the Shift Report C-Store Inventory Sales Screen (see page 4-32).

You can use one of two methods to record unit inventory sales.

Method 1

The first method allows you to enter purchase or sale information sequentially for each non-fuel item count inventory product. With this method, the system automatically displays product codes and allows you to enter the amount of sales for each product.

Method 2

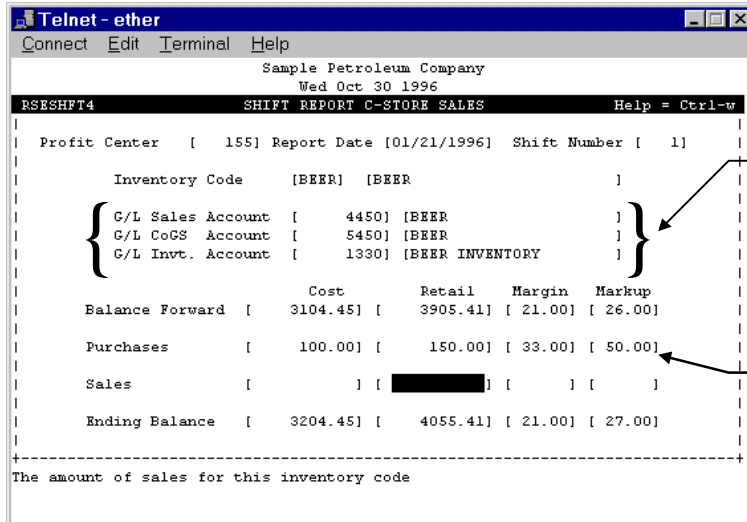
The second method allows you to enter the product code, quantity sold, and amount.

Note: The Unit Sales field in the profit center master information specifies the method for recording unit sales. See instructions for completing Maintenance Sheet SY-07 in the *User's Guide*.

**C-Store
Inventory Sales**

When you accept the data, the system displays the screen in Figure 4-16.

Figure 4-16: Shift Report C-Store Sales



The system displays the general ledger accounts to update for the sale and purchase of items in this C-store category. See C-Store Inventory File Maintenance.

This line displays any purchases that you entered through Shift Report Purchases for this c-store category.

The system displays a series of Shift Report C-Store Sales Screens and allows you to enter sales for the different C-store inventory categories you established at the profit center (see page 4-9). ExecuTrak displays one screen for each category.

Review the sample screen. For each C-store category, the system displays the following data:

- ◆ Profit center, report date, and shift number
- ◆ General ledger sales, cost of goods sold, and inventory accounts
- ◆ The previous cost and retail values of the C-store inventory item
- ◆ Margin and markup percentage.

Sales

When you enter the retail sales from the shift report, ExecuTrak displays the following information:

- ◆ Cost value of the sales
- ◆ Margin and percentage of markup.

The system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

When you accept the data, ExecuTrak displays a Shift Report C-Store Sales Screen for the next C-store inventory category and lets you enter sales for the category.

After you enter sales for each C-store category, the system displays the screen in Figure 4-17.

Accounts Receivable Entry

Figure 4-17: Shift
Report Accounts
Receivable Entry

```

Telnet - ether
Connect Edit Terminal Help
Sample Petroleum Company
Wed Oct 30 1996
RSESHFT8 SHIFT REPORT ACCOUNTS RECEIVABLE ENTRY Help = Ctrl-w
|
| Profit Center [ 155] Report Date [01/21/1996 ] Shift Number [ 1]
|
| Customer Number [ 66740009] [Suspense Customer ]
|
| Invoice Number [ ]
|
| Invoice Terms [DOR ] [DUE ON RECEIPT ]
|
| Total Invoice [ ]
|
| ===== Previous Entry =====
| Customer Name Invoice Terms Amount
| [ ] [ ] [ ] [ ]
|
| Total Of Invoices Entered [ 0.00]
|
+-----+
The customer number for this invoice

```

If you allow customers to charge purchases at your retail profit centers and the shift report shows only the total amount of charges for the shift, ExecuTrak allows you to post all charges for the shift to a suspense account.

Later, when you receive the actual invoices for the charges, use Accounts Receivable Distribution (page 4-33) to remove charges from the suspense account and post them to the appropriate customer account. *Note:* To utilize this feature, you must set System Parameter 3009 to “Y.”

Posting General Ledger Entries

Use the following procedures to post general ledger transactions. Each of the following headings corresponds to a field on the Shift Report Accounts Receivable Entry Screen.

Customer Number

Enter the actual customer number to post charges to a specific customer account, or enter the number of your suspense customer to post charges to the suspense account.

 Ctrl-F

Invoice Number

Enter the invoice number. *Note:* You can use an invoice number-customer number combination only once.

Terms

The system displays the terms you assigned to this customer. You can override the terms if necessary.

 Ctrl-F

Total Invoice

Enter the total amount of charges.

After you enter information for the accounts receivable transaction, ExecuTrak allows you to enter another transaction. The cursor returns to the customer number field. Notice that the bottom half of the screen displays data for the previous transaction. If you do not need to post another transaction, press Escape. The system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

After you accept the data, the system displays the screen in Figure 4-18.

This screen displays the profit center number, posting date, and shift number. At the bottom of the screen, notice that the system displays the following information:

- ◆ Over/short amount
- ◆ Debits
- ◆ Credits.

Use this screen to post the following items:

- ◆ Cash in bank
- ◆ Store change fund
- ◆ Credit cards on hand
- ◆ Coupons
- ◆ Sales tax
- ◆ Any other general ledger transaction listed on the shift report.

Use the following procedures for posting:

Enter the general ledger account number to which to post the transaction.

**G/L Account
Number and
Description**

Ctrl-F

Amount

Enter the dollar amount of the transaction. For debit amounts enter the number. For credit amounts enter the number preceded by the “-” sign.

Notice that as you enter transactions, ExecuTrak automatically adjusts the over/short, debit, and credit amounts.

When you finish entering data, press Escape. The system prompts:

**System
Parameters**

After you enter the shift report, you must process it before the system will update the appropriate general ledger accounts.

ExecuTrak uses ten system parameters to define how it posts shift reports:

**1020--Inventory
Taxes Account**

System Parameter 1020 identifies the general ledger account to offset general ledger fuel tax entries. If you do not specify an account, the system uses the appropriate product purchase or sales account.

**3002--Weeks to
Keep Sales Index**

System Parameter 3002 identifies the number of weeks to keep in the sales index.

**3003--Suspense
Customer Number**

System Parameter 3003 identifies your suspense account. The system uses this account when posting receivables not yet identified with specific customers.

**3004--Over/Short
Account**

System Parameter 3004 identifies the general ledger account to use when posting over/short amounts from retail shift reports. The system updates this account when you process shift reports.

**3009--Accounts
Receivable Shift
Entry**

System Parameter 3009 specifies if the system should request accounts receivable entries during shift report entry.

**3020--Allow
Negative Sales**

System Parameter 3020 specifies if ExecuTrak allows you to enter negative sales for unit inventory products.

**4011--Customer
Vendor Cross-
Reference**

System Parameter 4011 specifies if the system should use the old customer number to retrieve the new, ExecuTrak number. If you use the old number, you must cross-reference your old customer number with the ExecuTrak number. See Customer/Vendor Cross Reference in *Volume 6 of ExecuTrak Operations*.

**5001--Payable
Control Account**

System Parameter 5001 identifies the general ledger control accounts payable account.

Process Shift Reports

Purpose

After you enter shift reports, you must process them. When processing shift reports, the system performs the following functions:

- ◆ Updates the general ledger
- ◆ Adjusts the profit center's inventory to reflect sales and purchases of both C-store and unit inventory
- ◆ Generates a report that details the status of the shift report.



Frequency



Step 3 of 4

Process shift reports daily to update the general ledger and other affected accounts.

- ◆ Process the shift reports you entered in step 2 of 4. Review the processing report and verify that all shifts processed.
- ◆ If a shift did not process, correct the error and reprocess the report.
- ◆ Print the Processed Shift Summary Report and verify it for accuracy (page 4-66).

When you select Process Shift Reports from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-21.

Figure 4-21: Process Entered Shift Reports

The screenshot shows a Telnet terminal window titled "Telnet - ether". The menu bar includes "Connect", "Edit", "Terminal", and "Help". The main display area shows the following text:

```
REPORT PARAMETERS: [ ] Last Default New Exit
Use arrow keys or press first letter of option.
RSESPROC          Process Entered Shift Reports          Help = Ctrl-w
|
| Profit Center Range      [      ]
| Process Thru Date       [      ]
| City Range              [      ]
| County Range            [      ]
| State Range             [      ]
|
|-----|
```

Processing Criteria

Use the following criteria to specify shift reports to process:

Information Presented on the Report

- ◆ Profit center range
- ◆ Process thru
- ◆ City range
- ◆ County range
- ◆ State range.

The Processing Report organizes information by profit center, report date, and shift, respectively and does not allow you to specify alternative sort options.

For each processed shift, the report lists the following information:

- ◆ Profit center
- ◆ Report date
- ◆ Shift
- ◆ Completion status
- ◆ Transaction types
- ◆ Error messages if any.

Processing Status

For shifts that processed without error, the report lists “processed” as the status. For shifts that did not successfully process, the report lists “not processed” and the reason.

Transaction Types

The report identifies each type of transaction involved in processing the shift report by placing one or more of the following codes in the transaction type column:

| | |
|----------------------------------|--|
| A Accumulators | F Fuel |
| D Fuel | T Fuel Tank Inventory |
| U Non-fuel Unit Inventory | C C-Store |
| R Receivables | M Miscellaneous General Ledger |
| G General Ledger | I Non-fuel Unit Purchases |
| V Invoices | Y Price Book Purchases (Advanced C-Store) |
| X Retail Sales Fuel Taxes | W General Ledger A/P |

For example, if the transaction types column for a report lists **AFTCRMWX** in the transaction type field, the processed types include:

| | | |
|---|---|--|
| | <ul style="list-style-type: none"> ◆ Accumulators ◆ Fuel ◆ Fuel tank inventory ◆ C-store | <ul style="list-style-type: none"> ◆ Receivables ◆ Miscellaneous general ledger ◆ General ledger accounts payable ◆ Retail sales fuel taxes. |
| Error Messages | <p>If a shift report does not process, the processing report will list an error message. You must correct the error, then reprocess the report.</p> | |
| System Parameters | <p>ExecuTrak uses seven system parameters to define how it processes shift reports.</p> | |
| 1105--Cost Layer Cutoff Date | <p>System Parameter 1105 identifies the earliest date for which ExecuTrak makes fuel cost layer entries.</p> | |
| 3003--Suspense Customer | <p>System Parameter 3003 identifies your suspense account. The system uses this account when posting receivables not yet identified with specific customers.</p> | |
| 3006--Cash Account | <p>System Parameter 3006 identifies the general ledger account to update with cash purchases. The system updates this account when you process shift reports.</p> | |
| 3007--Draft Account | <p>System Parameter 3007 identifies the general ledger account to update with draft purchases. The system updates this account when you process shift reports.</p> | |
| 3008--Accounts Payable Account | <p>System Parameter 3008 identifies the general ledger account to update with purchases made on account. The system updates this account when you process shift reports.</p> | |
| 3013--Retail Management Reporting Activity | <p>System Parameter 3013 specifies if ExecuTrak should update tables used by the Retail Management Reporting system.</p> | |
| 6001--Last Invoice Number Issued by System | <p>System Parameter 6001 identifies the last invoice number issued by the system. ExecuTrak maintains this number and uses this data when assigning system generated invoice numbers.</p> | |

Accounts Receivable Distribution

Purpose

During shift report entry, you may have posted in-store customer charges to the suspense customer account. When you receive actual invoices for the charges, use Accounts Receivable Distribution to remove the amount from the suspense account and post it to the customer account.



Frequency



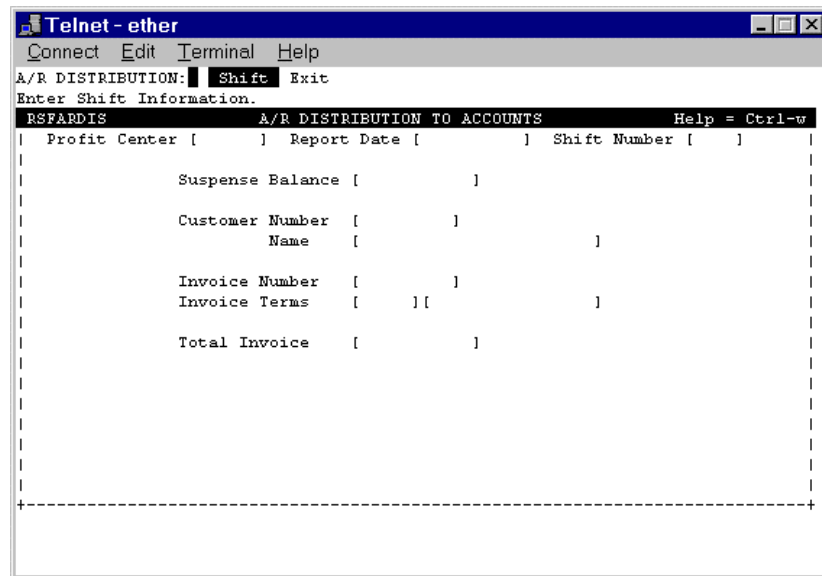
Step 4 of 4

Perform this procedure as necessary to distribute accounts receivable transactions to appropriate accounts.

- ◆ Distribute the accounts receivable charge sales for each shift report you entered in step 2 of 4 (page 4-34).
- ◆ Print the Aged Detail Report to verify your input. (Access this report from the Accounts Receivable Reports Menu.)

When you select Accounts Receivable Distribution from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-22.

Figure 4-22: A/R Distribution to Accounts



The ring menu provides you with the two following options:

Shift: Distribute A/R amount to appropriate account

Exit: Return to the Data Entry Menu.

| | |
|---|--|
| Profit Center Report Date Shift Number | <p>Each of the following headings corresponds to a field on the A/R Distribution to Accounts Screen.</p> |
| Suspense Balance | <p>Enter the profit center number, report date, and shift number for the transaction.</p> |
| Customer Number and Name | <p>When you identify the shift, ExecuTrak displays the balance in the suspense account.</p> |
| Invoice Number | <p>Enter the number of the customer to whom you need to post the transaction. When you key return, the system displays the customer name in the next field.</p> |
| Invoice Terms | <p>Enter the number on the invoice.</p> |
| Total Invoice | <p>ExecuTrak retrieves the terms for this customer from the customer master record and displays that data in this field.</p> |
| System Parameters | <p>Enter the total amount to post to the customer account.</p> |
| 3003--Suspense Customer | <p>ExecuTrak reduces the suspense balance by this amount and allows you to post a transaction for another customer.</p> |
| | <p>ExecuTrak's Accounts Receivable Distribution program uses one system parameter:</p> |
| | <p>System Parameter 3003 identifies your suspense account. The system uses this account when posting receivables not yet identified with specific customers.</p> |

Remove Shift from Batch

Purpose



Use Remove Shift from Batch to delete a shift report you entered through Shift Report Entry but have not yet processed. Once you process a shift report, you cannot remove it. When you remove an unprocessed shift report, ExecuTrak also removes all subsequent unprocessed shift reports.

Figure 4-23: Shift Removal

When you select Remove Shift from Batch from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-23.

```

Telnet - ether
Connect Edit Terminal Help
Sample Petroleum Company
Thu Oct 31 1996
RSEMW0 SHIFT REMOVAL Help = Ctrl-w

Profit Center [ ] [ ]
Report Date [ ] Shift Number [ ]

Latest Entered: Report Date [ ] Shift Number [ ]
Latest Processed: Report Date [ ] Shift Number [ ]

-----
Enter the Profit Center for this shift report

```

Use the following criteria to specify the shift report to remove:

- ◆ Profit center
- ◆ Report date
- ◆ Shift number.

When you enter the profit center number, ExecuTrak displays the latest entered and latest processed shift reports. When you finish entering data, the system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

After you accept the data, the system removes the specified shift report and any subsequent shift reports and displays a blank Shift Removal Screen. Remove another shift report or press Ctrl-C to return to the Data Entry Menu.

Correct Shift Reports



The Correct Shift Reports menu option allows you to process shift reports you corrected with the C-Store Audit Module. If you use the C-Store Audit Module, consult “Running The Host Program” in the module’s online help system.

StoreTrak Data Entry Functions

The data entry menu lists three options for use with the FACTOR StoreTrak system. These menu options include:

- ◆ Prepare Download for Remote
- ◆ Process TankChek Upload
- ◆ Upload & Process Remotes.

Consult the StoreTrak documentation for data entry instructions for these menu options.

Reports

ExecuTrak's Retail Sales Module provides you with 18 useful reports. These reports range in complexity from simple table listings of fuel pumps to detailed analysis and forecasts of C-store sales and profit. Review the following table for the classification of each Retail Sales Report.

| Table Listing | Simple | Complex |
|----------------------|----------------------------------|----------------------------------|
| Fuel Pump Listing | Accounts Receivable Sales Report | Commission Reports |
| Profit Center Detail | C-Store Inventory Purchases | C-Store Inventory Control |
| Pump Meter Listing | Unit Inventory Listing | C-Store Inventory Reconciliation |
| | Draft Register | Fuel Profit Analysis |
| | Posted Purchases | Fuel Inventory Reconciliation |
| | Posted Shift Summary | Retail Period Profit Analysis |
| | Processed Shift Summary | |
| | Pump Reading/Price History | |
| | Shift Reports Received | |

This section of *Volume 4* discusses each of the 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.

When you select Reports from the Retail Sales Main Menu, the system displays the screen in Figure 4-24.

Accessing the Retail Sales Reports Menu



Step 1 of 2



Step 2 of 2

- ♦ Print the following reports to verify the accuracy of all entries and any calculated margins:
 - Unit Inventory Listing (see page 4-59)
 - Fuel Profit Analysis (see page 4-80)
 - Draft Register (see page 4-59)
 - C-Store Inventory Reconciliation (see page 4-77)
 - Fuel Inventory Reconciliation--verify the reported stick readings (see page 4-85)
 - Retail Period Profit Analysis--if the report lists incorrect margins, check the values in C-Store Period File Maintenance (see page 4-88).
- ♦ Print the following reports and verify account balances, unbilled liabilities, and/or inventory taxes:
 - Fuel Inventory (access from the Fuel Management Reports Menu)
 - Retail Sales Journal (access from the General Ledger Reports Menu).

Figure 4-25: Print Operators

| | |
|---|--|
| <p>= Equal To</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><> Not Equal To</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: <>10 Retrieves all selections except number 10 <>Smith Retrieves all selections except those containing the phrase "Smith".</p> |
| <p>< Less Than</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: <100 Retrieves all records less than 100 <M Retrieves all records beginning with the letters "A" through "L".</p> |
| <p>> Greater Than</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: >100 Retrieves all records greater than 100 >M Retrieves all records beginning with the letters "N" through "Z".</p> |
| <p>>= Greater Than or Equal To</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: >=100 Retrieves all records equal to or greater than 100 >=M Retrieves all records beginning with the letters "M" through "Z".</p> |
| <p><= Less Than or Equal To</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. <=100 Retrieves all records equal to or less than 100. <=M Retrieves all records beginning with the letters "A" through "M".</p> |
| <p>: Range</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> Alternation</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. </p> |
| <p>All Entries for a Field</p> | <p>100 500 Retrieves all records that contain either 100 or 500. If you do not enter criteria in a field (leave it blank and key return) the system chooses all entries for that field.</p> |

Table Listing

The reports in this section list information you entered previously through Retail Sales File Maintenance. The Retail Sales Module provides you with three table listing reports, including:

- ◆ Fuel Pump Listing
- ◆ Profit Center Detail
- ◆ Pump Meter Listing.

These reports prove useful tools for editing data stored in retail sales tables.

Fuel Pump Listing

Purpose



Frequency

Select Fuel Pumps Listing from the Retail Sales Reports Menu to access the Fuel Pumps Listing. This report details information about the fuel pumps at your retail profit centers. Run the fuel pumps report as needed to review fuel pump data.

Report Criteria

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

- | | |
|--|---|
| <ul style="list-style-type: none"> ◆ Profit center ◆ Pump class ◆ Product ◆ Pump | <ul style="list-style-type: none"> ◆ Current ◆ Tax use ◆ Unit fraction |
|--|---|

Sort Options

Use one of the two following methods to sort data on the Fuel Pump Listing:

- ◆ Profit center, pump class, and product, respectively
- ◆ Product, pump class, and profit center, respectively.

Information Presented on the Report

For each pump listed for a profit center, the report includes:

- | | |
|--|--|
| <ul style="list-style-type: none"> ◆ Pump class ◆ Product code ◆ Pump and sequence number ◆ Serial number, model, and make | <ul style="list-style-type: none"> ◆ Tax use group ◆ Tank number ◆ Current price ◆ Unit of measure ◆ Unit fraction. |
|--|--|

Profit Center Detail

Purpose

The Profit Center Detail Report provides you with a detailed listing of profit center information. This report organizes data into six sections:

- | | |
|--|--|
| <ul style="list-style-type: none"> ◆ General ◆ Billing ◆ Shift report | <ul style="list-style-type: none"> ◆ Fuel inventory ◆ C-store inventory ◆ Unit inventory. |
|--|--|

Report Criteria

You can specify only one criteria for this report: Profit Center.

Information Presented on the Report

Each of the following headings corresponds with a section on the Profit Center Detail Report.

General

The General section of the report lists the profit center number, name, city, and type.

Billing

The Billing section of the report lists the pricing level, terms, and tax use group for the profit center.

Shift Report

The Shift Report section lists the frequency, number of reports or status, and tank readings for the profit center.

Fuel Inventory

The Fuel Inventory section lists the following data:

- | | |
|---|---|
| <ul style="list-style-type: none"> ◆ Tank number ◆ Product code ◆ Capacity ◆ Date installed ◆ Linking tank ◆ Pump number and sequence | <ul style="list-style-type: none"> ◆ Pump class ◆ Meter number ◆ Date installed ◆ Activity status ◆ Gallon and dollar readings ◆ Tax use group. |
|---|---|

C-Store Inventory

The C-Store Inventory section includes the category code and description and the general ledger inventory, sales, and cost accounts.

Unit Inventory

For unit inventory products, the report lists the following information:

- ◆ Product code, description, and class
- ◆ General ledger inventory, sales, and cost accounts
- ◆ Unit price and cost
- ◆ Minimum and maximum cost
- ◆ Maximum delivery.

Pump Meter Listing

Purpose

The Pump Meter Listing reports information about the pumps at your retail profit centers.

Report Criteria

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

- ◆ Profit center
- ◆ Meter number.

Sort Options

Use one of the two following methods to organize information on the pump meter listing:

- ◆ Profit center, pump, and meter number, respectively
- ◆ Meter number.

Information Presented on the Report

For each listed profit center, the report includes:

- ◆ Profit center number and name
- ◆ Pump number and sequence
- ◆ Meter number
- ◆ Rollover setting (gallons or dollars)
- ◆ Gallon and dollar rollovers
- ◆ Installation date
- ◆ Installation gallon and dollar readings.

Simple Reports

Purpose

The Retail Sales Module provides you with nine simple reports. These reports are termed simple in that they list transaction information entered through Data Entry and perform simple calculations of data. Retail Sales Simple Reports include:

- ◆ Accounts Receivable Sales Report
- ◆ C-Store Inventory Purchases
- ◆ Unit Inventory Listing
- ◆ Draft Register
- ◆ Posted Purchases
- ◆ Posted Shift Summary and Processed Shift Summary
- ◆ Pump Reading/Price History
- ◆ Shift Reports Received

This section of *Volume 4* discusses each of these retail sales reports.

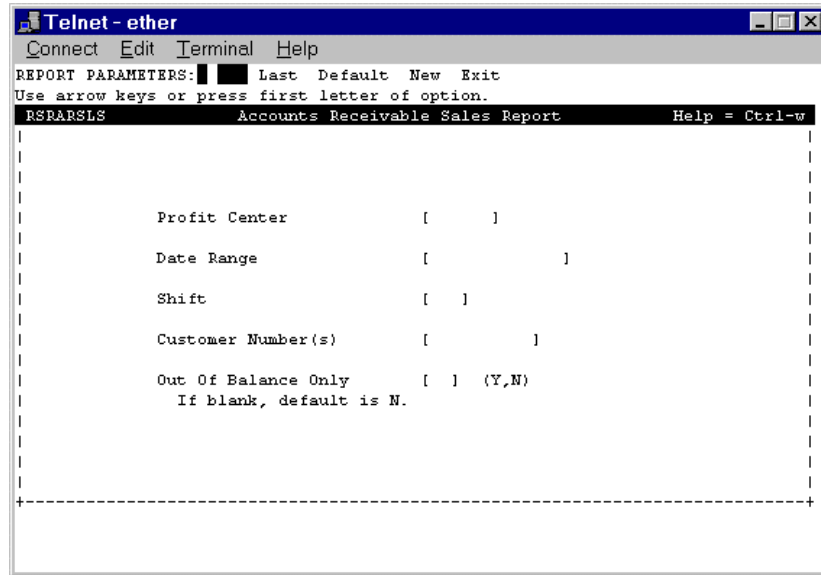
Accounts Receivable Sales Report

Purpose

The Accounts Receivable Sales Report provides you with a listing of customer sales on account posted through shift report entry. This report lists transactions posted directly to the customer account as part of the shift entry or posted to the suspense account and later distributed to the customer account through Accounts Receivable Distribution.

When you select A/R Sales Report from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-26.

Figure 4-26:
Accounts Receivable
Sales Report Criteria
Screen



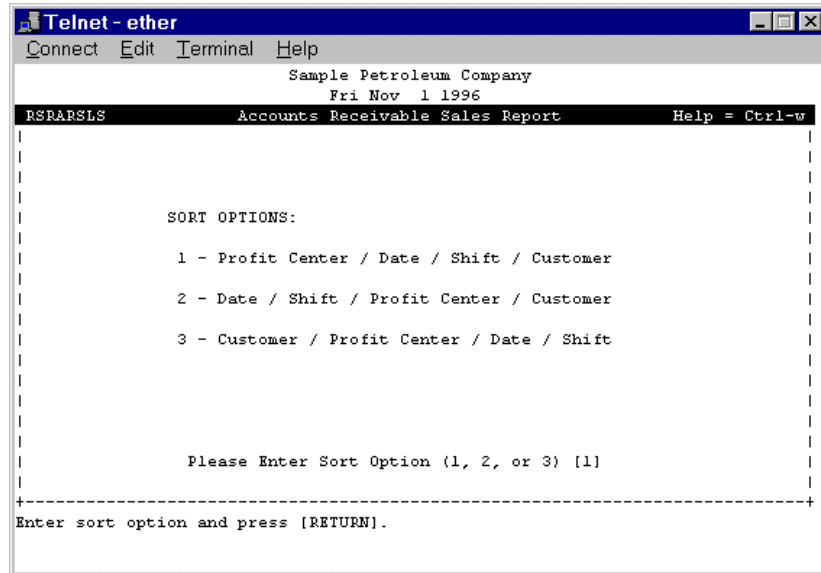
Report Criteria

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

- ◆ Profit center
- ◆ Date range
- ◆ Shift
- ◆ Customer number
- ◆ Out of balance only (Y/N).

After you enter report criteria, the system displays the screen in Figure 4-27.

Figure 4-27:
*Accounts Receivable
Sales Report Sort
Criteria*



Report Sort Options

Use one of the three following methods to specify how the report sorts information:

- ◆ Profit center, date, shift, and customer, respectively
- ◆ Date, shift, profit center, and customer, respectively
- ◆ Customer, profit center, date, and shift, respectively.

Review the sample report in Figure 4-28.

Figure 4-28: Sample Accounts Receivable Sales Report

| Profit Center | Profit Center Name | Date | Shift | Customer Number | Customer Name | Amount Of Sale | Suspense Amount |
|---------------|---------------------|----------|-------|-----------------|--------------------|----------------|-----------------|
| 155 | JIFFYMART # 155 | 01/19/96 | 1 | 9040004 | Customer # 9040004 | 7,713.01 | |
| | DATE TOTAL | | | | | 7,713.01 | |
| | | 01/20/96 | 1 | 9040004 | Customer # 9040004 | 3,822.22 | |
| | DATE TOTAL | | | | | 3,822.22 | |
| | | 01/21/96 | 1 | 4430003 | Customer # 4430003 | 120.00 | |
| | | | | 66740009 | Suspense Customer | .00 | |
| | DATE TOTAL | | | | | 120.00 | 37.00 |
| | | 01/22/96 | 1 | 66740009 | Suspense Customer | .00 | |
| | DATE TOTAL | | | | | 0.00 | 300.00 |
| | PROFIT CENTER TOTAL | | | | | 11,655.23 | 337.00 |

Information Presented on the Report

For each listed profit center, the report includes the profit center number and name. For each transaction listed for a profit center, the report includes the following information:

- ◆ Transaction date
- ◆ Shift number
- ◆ Customer number and name
- ◆ Amount of the sale.

Suspense Amount

In addition to customer accounts, the report also lists transactions posted to the suspense account. The report subtotals the amount of sale for each shift date and totals the amount of sale for all listed shifts.

C-Store Inventory Purchases

Purpose

The C-Store Inventory Purchases Report provides you with a listing of the cost and retail value of C-store inventory purchases. This report proves useful for validating purchases and in reconciling C-store inventory.



Frequency

Print the C-Store Inventory Purchases Report as needed to review C-store inventory purchases.

When you select C-Store Inventory Purchases from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-29.

Figure 4-29: C-Store Inventory Purchases Report Criteria

Telnet - ether
 Connect Edit Terminal Help
 REPORT PARAMETERS: █ █ Last Default New Exit
 Use arrow keys or press first letter of option.
 BSRetail C-Store Inventory Purchases Help = Ctrl-w

Profit Center Number []
 Inventory Code []

Starting Date [] Ending Date []
 You may enter only one date. You may enter only one date.
 The ":" and "|" operators are not allowed. If the date is left blank, the default is the first day of the current period. The ":" and "|" operators are not allowed. If the date is left blank, the default is today.

Report Format [] C = Summarize By Inventory Code
 Default Is C. F = Full Detail

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

- ◆ Profit center
- ◆ Inventory code
- ◆ Starting and ending dates
- ◆ Summary or detail format.

When you enter report criteria, the system displays the screen in Figure 4-30.

Figure 4-30: C-Store Inventory Purchases Report Sort Options

Telnet - ether
 Connect Edit Terminal Help
 Sample Petroleum Company
 Fri Nov 1 1996
 BSRetail C-Store Inventory Purchases Help = Ctrl-w

SORT OPTIONS:
 1 - Profit Center Number And Vendor Number
 2 - Vendor Number And Profit Center Number

Please Enter Sort Option (1, 2) [1]

Enter sort option and press [RET].

Unit Inventory Listing

Purpose

The Unit Inventory Listing reports period beginning, purchase, sale, and ending inventory information for non-fuel item count inventory. Use this report to detail unit inventory at retail profit centers that sell non-fuel item count inventory.



Frequency

Print this report as needed to review inventory data for non-fuel item count inventory.

Figure 4-32: Unit Inventory Listing Report Criteria

When you select Unit Inventory Listing from the Retail Sales Reports Menu, the system displays the screen in Figure 4-32.

```

Telnet - ether
Connect Edit Terminal Help
REPORT PARAMETERS: █ Last Default New Exit
Use arrow keys or press first letter of option.
BSRUMTLS Unit Inventory Listing Help = Ctrl-w
|
| Profit Center [ ]
|
| Profit Centers: Retail, Wholesale, or Both [ ]
|
| Item Number [ ]
|
| Processed Thru Date [ ]
|
| Daily Detail or Summary [ ]
|
+-----+

```

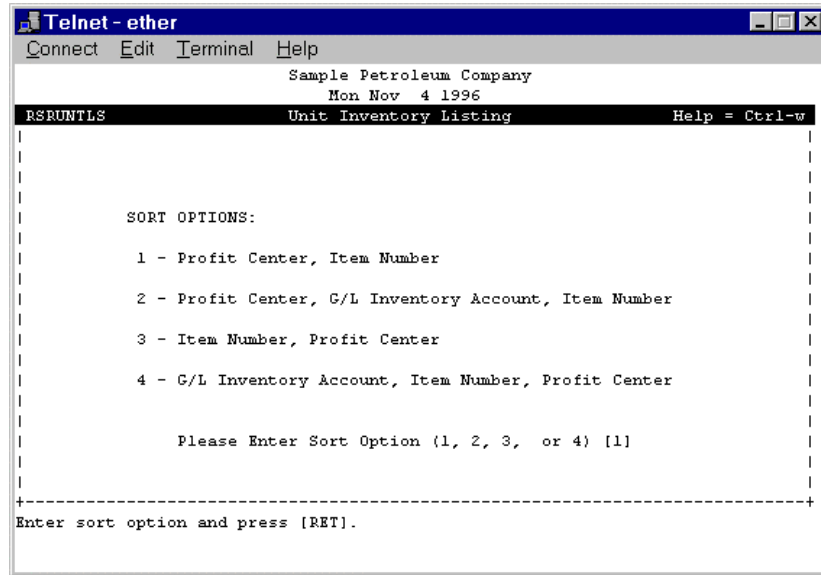
Report Criteria

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

- ◆ Profit center number
- ◆ Profit center types (retail, wholesale, or both)
- ◆ Item number
- ◆ Processed thru date (If you do not specify a date, the system reports data for the current date.)
- ◆ Daily detail or summary.

When you finish entering report criteria, the system displays the screen in Figure 4-33.

Figure 4-33: Unit Inventory Listing Report Sort Options



Sort Options

Use one of the four following methods to sort data on the report:

- ◆ Profit center and item number
- ◆ Profit center, general ledger inventory account, and item number, respectively
- ◆ Item number and profit center
- ◆ General ledger inventory account, item number, and profit center, respectively.

Review the sample report in Figure 4-34.

Figure 4-34: Unit Inventory Listing

| RSRUNTLS | | Sample Petroleum Company | | | | | | Page 1 | |
|---|--------------------|--------------------------|---------------------------|-------------|------------------|-----------|-------------|---------------|------------|
| Run Date 11/04/96 | | Retail Sales | | | | | | | |
| Run Time 08:45 | | Unit Inventory Listing | | | | | | | |
| Sorted by Profit Center and Item Number | | | | | | | | | |
| Profit Center | Profit Center Name | Item Number | Item Description | G/L Cost | Quantity On Hand | Unit Cost | Sales Price | Extended Cost | G/L Sales |
| 125 | JEFFMART # 125 | 10W30 PENN | 10 W 30 PENNZOIL | 5330 | 0 | 0.00 | | 0.00 | 1323 |
| | | | | Purchases | 100 | 0.99 | 1.40 | 99.00 | 10/31/1995 |
| | | | | Sales | 10 | 0.75 | 1.45 | 7.50 | 10/31/1995 |
| | | | | Ending Invt | 90 | 0.97 | | 87.14 | 10/31/1995 |
| | | 126 | ANTIFREEZE-TEXACO-6 | 5200 | 0 | 0.00 | | 0.00 | 4200 |
| | | | | Purchases | 15 | 0.99 | 1.25 | 14.85 | 10/31/1995 |
| | | | | Sales | 1 | 0.99 | 0.00 | 0.99 | 10/31/1995 |
| | | | | Ending Invt | 14 | 0.99 | | 13.86 | 10/31/1995 |
| | | 159624 | HAVOLINE 2 CYL. OUTBOARD- | 5250 | 0 | 0.00 | | 0.00 | 4250 |
| | | | | Purchases | 10 | 6.33 | 6.33 | 63.30 | 10/31/1995 |
| | | | | Ending Invt | 10 | 6.33 | | 63.30 | 10/31/1995 |
| | | 185512 | TYPE F-12 | 5190 | 0 | 0.00 | | 0.00 | 4190 |
| | | | | Purchases | 25 | 4.47 | 4.47 | 111.75 | 10/31/1995 |
| | | | | Sales | 3 | 4.47 | 4.47 | 13.41 | 10/31/1995 |
| | | | | Ending Invt | 22 | 4.47 | | 98.34 | 10/31/1995 |
| | | 5001212 | ROTELLA T 15W40-12 | 5250 | 0 | 0.00 | | 0.00 | 4250 |
| | | | | Purchases | 100 | 4.50 | 6.00 | 450.00 | 10/31/1995 |
| | | | | Sales | 10 | 0.00 | 4.50 | 0.00 | 10/31/1995 |
| | | | | Ending Invt | 90 | 4.09 | | 368.18 | 10/31/1995 |
| | | 500126 | ROTELLA T 15W40-6 | 5250 | 0 | 0.00 | | 0.00 | 4250 |
| | | | | Purchases | 100 | 3.50 | 5.75 | 350.00 | 10/31/1995 |
| | | | | Sales | 3 | 0.00 | 5.00 | 0.00 | 10/31/1995 |
| | | | | Ending Invt | 97 | 3.40 | | 329.61 | 10/31/1995 |
| | | 940106 | SHELL ANTIFREEZE-6 | 5200 | 0 | 0.00 | | 0.00 | 4200 |
| | | | | Purchases | 100 | 3.40 | 4.50 | 340.00 | 10/31/1995 |
| | | | | Sales | 5 | 3.40 | 3.40 | 17.00 | 10/31/1995 |
| | | | | Ending Invt | 95 | 3.40 | | 323.00 | 10/31/1995 |

Information Presented on the Report

The report includes the following information for each listed profit center:

- ◆ Product code and description
- ◆ General ledger cost and sales account
- ◆ Beginning inventory values for the first day of the accounting period. The Process Thru Date determines the period. If you do not specify a date, the system reports data for the current period. Reported inventory values include:
 - quantity on hand
 - unit cost
 - extended cost.
- ◆ If report criteria specified detail, the report also lists daily purchases and sales for the item. Otherwise the report summarizes the purchases and sales for the period.

Draft Register

Purpose

The Draft Register provides you with a listing of inventory purchases made by your retail profit centers and paid for by draft.

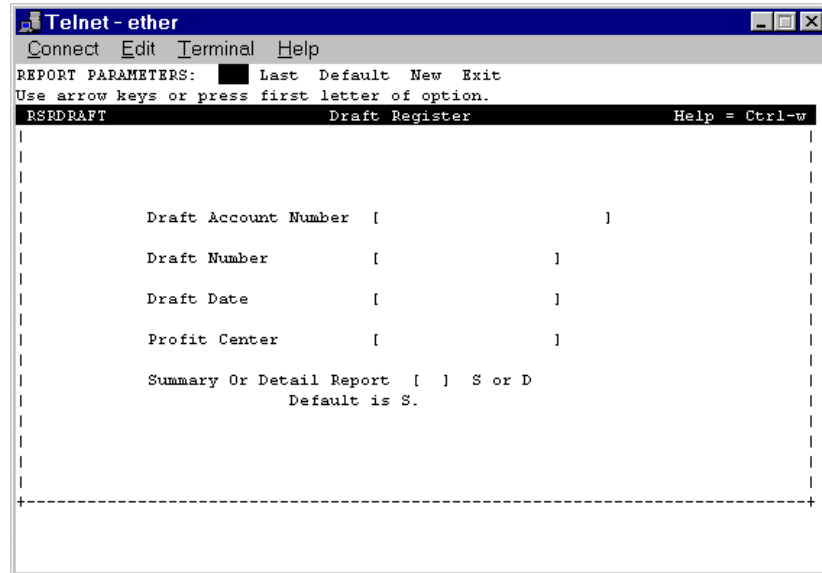


Frequency

Figure 4-35: Draft Register Report Criteria

Print the draft register as needed to assist you in reconciling bank accounts.

When you select Draft Register from the Retail Sales Reports Menu, the system displays the screen in Figure 4-35.



Report Criteria

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

- ◆ Draft account number
- ◆ Draft number
- ◆ Draft date
- ◆ Profit center
- ◆ Summary or detail report.

Sort Options

The report organizes data by draft account and draft number. You cannot specify alternative sort options. Review the sample Draft Register in Figure 4-36.

Figure 4-36: Draft Register

| RSRDRAFT | | Sample Petroleum Company | | | | Page 1 | |
|--|------------|--------------------------|------------------|--------------|---------------|--------------------|--|
| Run Date 11/04/96 | | Retail Sales | | | | | |
| Run Time 10:42 | | Draft Register | | | | | |
| Sorted By Draft Account And Draft Number | | | | | | | |
| Draft Number | Draft Date | Vendor Number | Vendor Name | Draft Amount | Profit Center | Profit Center Name | |
| DRAFT ACCOUNT: | | 0456489 | | | | | |
| 4325 | 01/26/96 | 4430028 | Vendor # 4430028 | 350.00 | 155 | JIFFYMART # 155 | |
| 4326 | 01/26/96 | 4430004 | Vendor # 4430004 | 1,254.98 | 155 | JIFFYMART # 155 | |
| 4527 | 01/26/96 | 4430094 | Vendor # 4430094 | 346.00 | 155 | JIFFYMART # 155 | |
| DRAFT ACCOUNT TOTAL | | | | 1,950.98 | | | |

Information Included on the Report

For each listed draft account, the Draft Register includes:

- ◆ Draft account number
- ◆ Draft number, date, and amount
- ◆ Vendor number and name
- ◆ Profit center number and name.

Posted Purchases

Purpose

The Posted Purchases Report provides you with a listing of **unprocessed** C-store inventory and non-fuel item count inventory purchases entered through Shift Report Purchases (page 4-18).

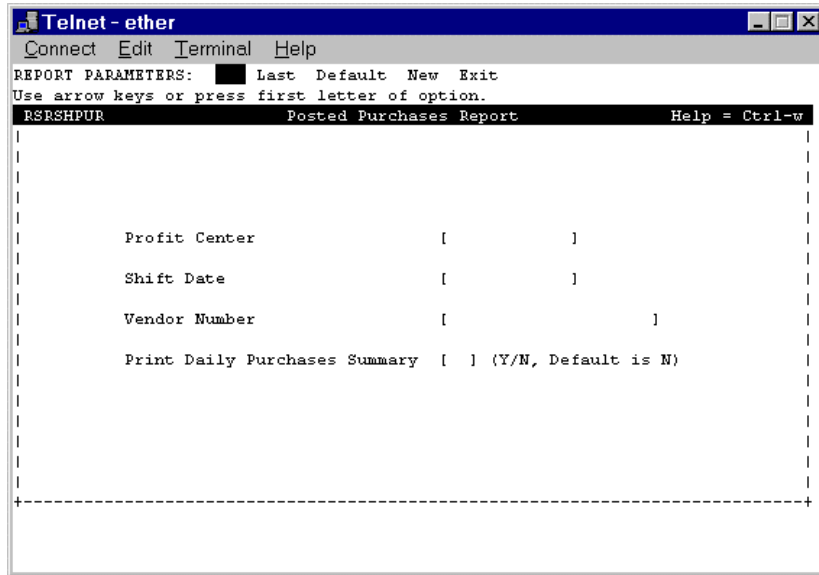


Frequency

Print this report as needed to view unprocessed shift report purchases.

When you select Posted Purchases from the Retail Sales Reports Menu, the system displays the screen in Figure 4-37.

Figure 4-37: Posted Purchases Report Criteria



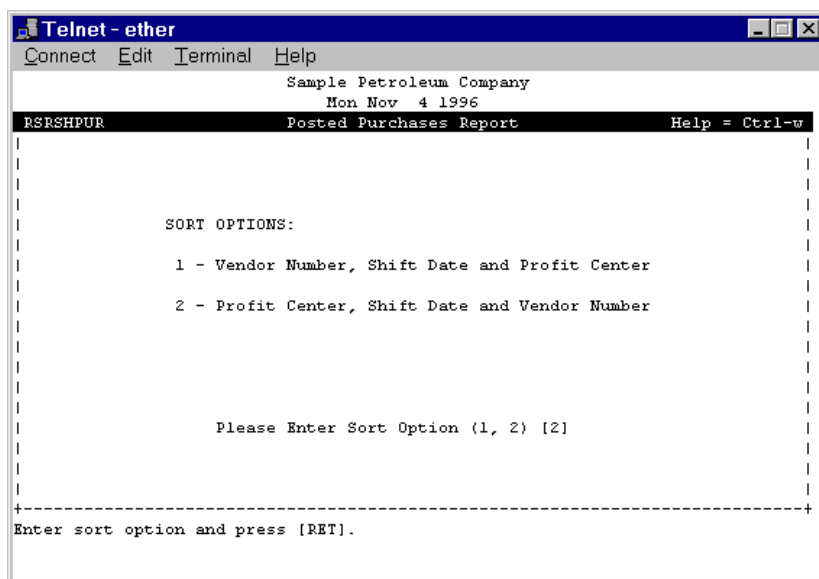
Report Criteria

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

- ◆ Profit center
- ◆ Shift date
- ◆ Vendor number
- ◆ Daily purchases summary (Y/N)

When you finish entering report criteria, the system displays the screen in Figure 4-38.

Figure 4-38: Posted Purchases Report Sort Options



Sort Options

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

- ◆ Vendor number, shift date, and profit center, respectively
- ◆ Profit center, shift date, and vendor number, respectively.

Review the sample report in Figure 4-39.

Figure 4-39: Posted Purchases Report

| Item Type | Invoice Number | Category or Product Code | Description | Purchase Quantity | Unit Cost | Extended Cost | Retail Price | Extended Retail |
|--|----------------|--------------------------|-------------|-------------------|-----------|---------------|--------------|-----------------|
| RSRSHPUR Run Date 11/04/96 Run Time 11:39 Sample Petroleum Company Retail Sales Posted Purchases Report Sorted By Profit Center, Date and Vendor Number Page 1 | | | | | | | | |
| PROFIT CENTER: | | 155 JIFFYMART # 155 | | | | | | |
| DATE: 01/27/96 | | | | | | | | |
| VENDOR: | | 4430026 Vendor # 4430026 | | | | | | |
| Category | | 78965 BEER | | | | 350.00 | | 472.50 |
| VENDOR | | 4430026 TOTALS | | | | 350.00 | | 472.50 |
| VENDOR: | | 4430061 Vendor # 4430061 | | | | | | |
| Unit Count | | 735647567 500126 | | 50.00 | 4.4700 | 223.50 | 6.0000 | 300.00 |
| Unit Count | | 735647567 126 | | 50.00 | 3.5000 | 175.00 | 4.7300 | 236.50 |
| Unit Count | | 735647567 940106 | | 50.00 | 3.4000 | 170.00 | 4.5900 | 229.50 |
| VENDOR | | 4430061 TOTALS | | | | 568.50 | | 766.00 |
| VENDOR: | | 4430160 Vendor # 4430160 | | | | | | |
| Category | | 873635 GROC | | | | 678.99 | | 916.64 |
| VENDOR | | 4430160 TOTALS | | | | 678.99 | | 916.64 |
| DATE 01/27/96 TOTALS | | | | | | 1,597.49 | | 2,155.14 |
| Daily Purchases Summary | | | | | | | | |
| | | 126 ANTIFREEZE | | | | 175.00 | 236.500 | |
| | | 500126 ROTELLA T 15W40-6 | | | | | 223.50 | 300.000 |
| | | 940106 ANTIFREEZE-6 | | | | 170.00 | | 229.500 |
| | | BEER | | | | | 350.00 | 472.500 |
| | | GROC | | | | | 678.99 | 916.640 |
| PROFIT CENTER | | 155 TOTALS | | | | 1,597.49 | | 2,155.14 |
| FINAL TOTALS | | | | | | 1,597.49 | | 2,155.14 |

Information Included on the Report

This sample report requested purchases for profit center 155 and organizes data by profit center, date, and vendor number respectively. For each listed profit center, the report lists the vendor number and name. For each purchase, the report includes the following information:

- ◆ Purchase date and invoice number
- ◆ Vendor number and name
- ◆ C-store category and/or product code and description
- ◆ Purchase quantity
- ◆ Unit and extended cost
- ◆ Retail and extended price.

The report subtotals purchases from each vendor and totals purchases from all vendors.

If the criteria specify daily purchase summary, the report also summarizes purchase information for each day.

Posted Shift Summary and Processed Shift Summary

Purpose

The Posted Shift Summary and the Processed Shift Summary report the same information in an identical format:

- ◆ Use the Posted Shift Summary Report to list data for unprocessed C-store shift reports.
- ◆ Use the Processed Shift Summary Report to list data for processed C-store shift reports.



Frequency

Print the Posted Shift Summary and the Processed Shift Summary Reports as needed to review C-store shift information.

Report Criteria

Use the following criteria to specify data to include on the **Posted Shift Summary Report:**

- ◆ Profit center
- ◆ Shift number
- ◆ Shift date
- ◆ Shift status. Types of status include:
 - R--received, but entry not yet completed
 - E--entry completed and posted
 - B--both types of status

Use the following criteria to specify data to include on the **Processed Shift Summary Report:**

- ◆ Profit center number
- ◆ Shift date
- ◆ Shift number

Report Sort Options

Both reports organize data by status, profit center, date, and shift, respectively and do not allow you to specify alternative sort options.

Figure 4-40: Posted Shift Summary Report

Current Status

RSRPOSHF Sample Petroleum Company Page 1
 Run Date 11/04/96 Retail Sales
 Run Time 16:30 Posted Shift Summary
 Sorted By Status, Profit Center Number, Shift Date

CURRENT STATUS: P O S T E D
 PROFIT CENTER: 155 JIFFYMART # 155 SHIFT DATE: 01/27/96 SHIFT NUMBER: 1

----- FUEL SALES AND PUMP TESTS -----

| Pump Num | Pump Seq | Product Number | Product Description | Unit Sales | Price Per Unit | Dollar Sales | Test Price Per Unit | Test Units | Test Dollars | Meter Units | Meter Dollars |
|----------|----------|----------------|---------------------|------------|----------------|--------------|---------------------|------------|--------------|-------------|---------------|
| 1 | 1 | 02 | UNLEADED GASOLINE | 143.26 | 0.99900 | 143.12 | 0.999 | | | 143.26 | 143.12 |
| 2 | 1 | 08 | BLENDED PLUS | 81.18 | 1.19910 | 97.34 | 1.199 | | | 81.18 | 97.34 |
| 3 | 1 | 00 | PLUS GAS | 33.10 | 1.29910 | 43.00 | 1.299 | | | 33.10 | 43.00 |
| 4 | 1 | 03 | LOW SULFUR DIESEL | 117.83 | 1.09900 | 129.50 | 1.099 | | | 117.83 | 129.50 |
| 5 | 1 | 03 | LOW SULFUR DIESEL | 40.95 | 1.09890 | 45.00 | 1.099 | | | 40.95 | 45.00 |
| 6 | 1 | 03 | LOW SULFUR DIESEL | 29.12 | 1.09890 | 32.00 | 1.099 | | | 29.12 | 32.00 |
| TOTALS | | | | 445.44 | | 489.96 | | | | | |

----- TANK READINGS -----

| Tank Number | Product Number | Product Description | Tank Length | Tank Diameter | Tank Capacity | Inch Reading | Reading Units |
|-------------|----------------|---------------------|-------------|---------------|---------------|--------------|---------------|
| 1 | 00 | PLUS GAS | 324.0 | 96.0 | 10,000.0 | 34.00 | 3,218.0 |
| 3 | 02 | UNLEADED GASOLINE | 384.0 | 96.0 | 12,000.0 | 20.00 | 1,816.0 |
| 4 | 03 | LOW SULFUR DIESEL | 324.0 | 96.0 | 10,000.0 | 19.00 | 1,423.0 |

----- C-STORE INVENTORY PURCHASES -----

| Category Code | Category Description | Cost | Retail | Gross Margin |
|---------------|----------------------|----------|----------|--------------|
| BEER | BEER | 350.00 | 472.50 | 25.926% |
| CIGS | CIGARETTES | 0.00 | 0.00 | 0.000% |
| FDL | FOUNTAIN/DELI | 0.00 | 0.00 | 0.000% |
| GROC | GROCERIES | 678.99 | 916.64 | 25.926% |
| TOTALS | | 1,028.99 | 1,389.14 | 25.926% |

----- C-STORE INVENTORY SALES -----

| Category Code | Category Description | Cost | Retail | Gross Margin |
|---------------|----------------------|--------|--------|--------------|
| BEER | BEER | 249.21 | 350.00 | 28.797% |
| CIGS | CIGARETTES | 85.50 | 145.00 | 41.034% |
| FDL | FOUNTAIN/DELI | 3.33 | 33.25 | 89.985% |
| GROC | GROCERIES | 70.14 | 109.19 | 35.763% |
| TOTALS | | 408.18 | 637.44 | 35.966% |

----- ITEM COUNT INVENTORY PURCHASES -----

| Vendor Number | Vendor Name | Invoice Number | Product Number | Product Description | Quantity | Per Unit Cost | Total Cost |
|---------------|------------------|----------------|---------------------|---------------------|----------|---------------|------------|
| 4430061 | Vendor # 4430061 | ***** 500126 | ROTELLA T 15W40-6 | | 50 | 4.47 | 223.50 |
| 4430061 | Vendor # 4430061 | ***** 940106 | SHELL ANTIFREEZE-6 | | 50 | 3.40 | 170.00 |
| 4430061 | Vendor # 4430061 | ***** 126 | ANTIFREEZE-TEXACO-6 | | 50 | 3.50 | 175.00 |
| TOTAL | | | | | | | 568.50 |

----- GENERAL LEDGER ENTRIES -----

| Account Number | Account Description | Debit | Credit | Account Number | Account Description | Debit | Credit |
|------------------|---------------------|----------|--------|-------------------|--------------------------|-------|----------|
| 1040 | CHANGE FUND #155 | 350.00 | | 1060 | CREDIT CARDS ON HAND | 26.85 | |
| 1140 | ACCOUNTS RECEIVABLE | 50.50 | | 1150 | TAXES IN INVENTORY | | 134.45 |
| 1230 | CASH IN BANK 6 | 700.00 | | 2290 | STATE TAX - DIESEL PAYAB | | 31.94 |
| 2410 | CITY EXCISE GAS TAX | | 2.57 | 2420 | CITY EXCISE DIESEL TAX | | 1.88 |
| 4000 | SUPER | | 31.28 | 4020 | NO LEAD | | 92.41 |
| 4030 | DIESEL #2 | | 126.83 | 4080 | BLENDED PLUS | | 68.60 |
| 4340 | FOUNTAIN/DELI | | 33.25 | 4350 | CIGARETTES | | 145.00 |
| 4360 | GROCERIES | | 109.19 | 4450 | BEER | | 350.00 |
| 6290 | OVER/SHORT | 0.05 | | | | | |
| TOTAL DEBITS ==> | | 1,127.40 | | TOTAL CREDITS ==> | | | 1,127.40 |

**Information
Included on the
Report**

For each shift, the report lists the current status, profit center number and name, shift date, and shift number. Notice that the sample report organizes data into six sections:

- ◆ Fuel sales and pump test
- ◆ Tank readings
- ◆ C-store inventory purchases
- ◆ C-store inventory sales
- ◆ General ledger entries
- ◆ Item count inventory purchases (The report lists item count inventory only if the profit center master identifies this profit center as tracking non-fuel unit inventory sales on shift reports. *Note:* The report can also include a section for Item Count Inventory Sales if the shift report reflects the sell of non-fuel unit inventory products.

**Fuel Sales and
Pump Test**

The report lists the following information for each fuel product:

- ◆ Pump number and sequence number
- ◆ Product number and description
- ◆ Dollar and unit sales
- ◆ Price per unit and test price per unit
- ◆ Test units and test dollars
- ◆ Meter units and meter dollars.

ExecuTrak totals unit and dollar sales for all fuel products.

Tank Readings

For each fuel tank at the profit center, the report lists:

- ◆ Tank number
- ◆ Product number and description
- ◆ Tank length, diameter, and capacity
- ◆ Inch reading and reading units.

**C-Store
Inventory
Purchases**

For each listed C-store category purchase, the report includes:

- ◆ Category code and description
- ◆ Cost, retail, and gross margin.

The report totals the cost and retail value of each category and calculates the gross margin for all categories.

**C-Store
Inventory Sales**

The report lists the following information for C-store category sales:

- ◆ Category code and description
- ◆ Cost, retail, and gross margin.

The report totals the cost and retail value of each category and calculates the gross margin for all categories.

**Item Count
Inventory
Purchases**

For the purchase of each non-fuel unit inventory item, the report lists:

- ◆ Vendor number and name
- ◆ Invoice number
- ◆ Product code and description
- ◆ Quantity purchased
- ◆ Cost per unit
- ◆ Total cost.

The report totals the cost for all item count inventory products.

**General Ledger
Entries**

The report lists the account number, description, and debit or credit amount for each general ledger transaction. The report also totals debit and credit amounts.

Pump Reading/Price History**Purpose**

The Pump Reading/Price History Report provides you with a listing of fuel prices and pump reading information entered through Shift Report Entry.

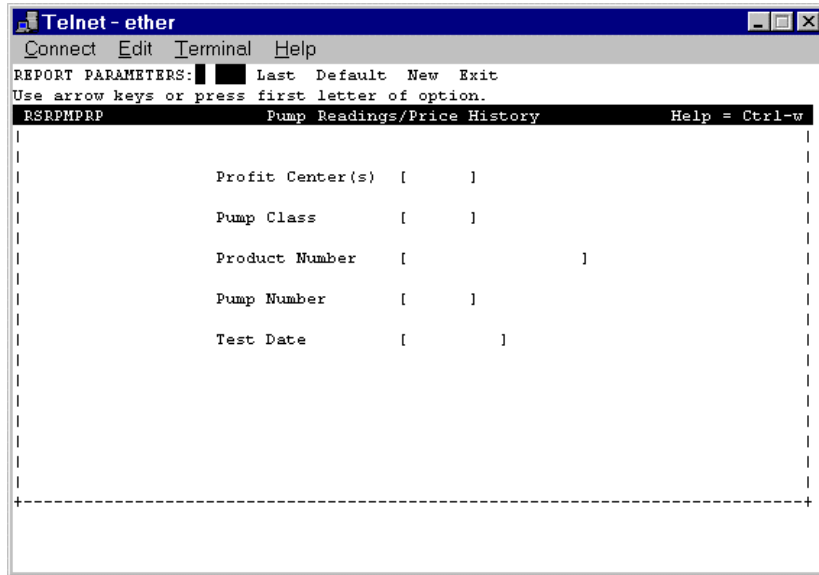


Frequency

Print this report as needed to review fuel pump and history information:

When you select Pump Reading/Price History from the Retail Sales Data Entry Menu, the system displays the screen in Figure 4-41.

Figure 4-41: Pump Reading/Price History Report Criteria



Information Included on the Report

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

- ◆ Profit center
- ◆ Pump class
- ◆ Product number
- ◆ Pump number
- ◆ Test date.

Sort Options

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

Review the sample report in Figure 4-42.

Figure 4-42: Pump Reading/Price History Report Criteria

| Sample Petroleum Company | | | | | | | | | | | | |
|---|--------------|------------|---------|---------|--------------|---------|--------------|---------|---------------------|---------|------------------|---------|
| Retail Sales | | | | | | | | | | | | |
| Pump Readings/Price History | | | | | | | | | | | | |
| Sorted By Profit Center Number And Product Number | | | | | | | | | | | | |
| Profit Center | Pump Product | Pump Class | Pmp Nbr | Pmp Seq | Reading Date | Tnk Num | Meter Number | Price | -----Beginning----- | | -----Ending----- | |
| | | | | | | | | | Units | Dollars | Units | Dollars |
| 155 | 00 | SS | 3 | 1 | 01/25/96 | 1 | 1 | 1.29910 | 0.000 | 0.000 | 33.100 | 43.000 |
| | 02 | SS | 1 | 1 | 01/25/96 | 3 | 1 | 0.99900 | 0.000 | 0.000 | 143.260 | 143.120 |
| | 03 | SS | 4 | 1 | 01/25/96 | 4 | 1 | 1.09900 | 0.000 | 0.000 | 117.830 | 129.500 |
| | 03 | SS | 5 | 1 | 01/25/96 | 4 | 1 | 1.09890 | 0.000 | 0.000 | 40.950 | 45.000 |
| | 03 | SS | 6 | 1 | 01/25/96 | 4 | 1 | 1.09890 | 0.000 | 0.000 | 29.120 | 32.000 |
| | 08 | SS | 2 | 1 | 01/25/96 | | 1 | 1.19910 | 0.000 | 0.000 | 81.180 | 97.340 |

Information Included on the Report

The report includes the following information for each product listed at a profit center:

- ◆ Product number
- ◆ Pump class
- ◆ Pump number and sequence
- ◆ Reading date
- ◆ Tank number
- ◆ Meter number
- ◆ Price
- ◆ Beginning units and dollars
- ◆ Ending units and dollars.

Shift Reports Received

Purpose

Shift Reports Received allows you to monitor the status of shift reports from your retail profit centers for a specified period.



Frequency

Print this report as needed to view the status of shift reports.

When you select Shift Reports Received from the Retail Sales Reports Menu, the system displays the screen in Figure 4-43.

The report uses the following characters to indicate the status of the shift report:

- A blank space indicates that you have not received a shift report for that date.
- ** Asterisks indicate that you have received and processed all shift reports for that date.
- ## The first digit indicates the number of purchase reports posted and/or entered. The second digit indicates the number of shift reports posted for that date. If the report flags a date with a number, you have not processed the reports.

Complex Reports

Purpose

The Retail Sales Module provides you with eight complex reports. These reports use both current and historical information to provide you with sales analyses, inventory control, and inventory reconciliation data. This section of *Volume 4* includes the following reports:

- ◆ Commission Reports
- ◆ C-Store Inventory Control
- ◆ C-Store Inventory Reconciliation
- ◆ Fuel Profit Analysis
- ◆ Fuel Inventory Reconciliation
- ◆ Retail Period Profit Analysis

C-Store Inventory Control

Purpose

The C-Store Inventory Control Report provides you with a comparative analysis of the cost and retail value of C-store inventory in your retail profit centers.



Frequency

Print this report as needed to monitor the cost and retail value of C-store inventory.

When you select C-Store Inventory Control from the Retail Sales Reports Menu, the system displays the screen in Figure 4-45.

Figure 4-45: C-Store Inventory Control Report Criteria

```

Telnet - ether
Connect Edit Terminal Help
REPORT PARAMETERS: [ ] Last Default New Exit
Use arrow keys or press first letter of option.
R$RCCCTL C-Store Inventory Control Help = Ctrl-w

Profit Center Number [ ]
Inventory Code [ ]
Starting Date [ ] Ending Date [ ]
You may enter only one date. You may enter only one date.
The ":" and "|" operators are not allowed. If the date is
left blank, the default is the first day of the current period.
left blank, the default is today.

```

Report Criteria

Each of the following headings corresponds to a C-Store Inventory Control report criteria.

Profit Center

To report data for specific profit centers, enter the profit center number or range. Make no entry to report data for all profit centers.

Inventory Code

Enter the C-store inventory code to report data for a specific C-store inventory category. To report data for all C-store categories, make no entry in this field.

Starting Date

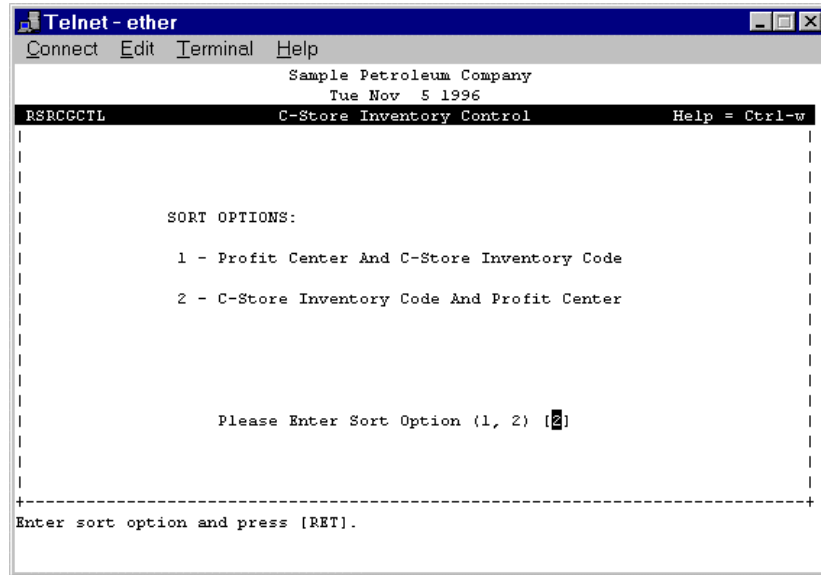
Enter the date to specify the beginning of the reporting period. You must enter a single date in this field. If you make no entry, the system uses the current date.

Ending Date

Enter the date to end the reporting period. You must enter a single date in this field. If you make no entry, the system uses the current date.

When you finish entering criteria, the system displays the screen in Figure 4-46.

Figure 4-46: C-Store Inventory Control Sort Options



Sort Options

Use one of the two following methods to organize report data:

- ◆ Profit center and C-store inventory code
- ◆ C-store inventory code and profit center.

Review the sample report in Figure 4-47.

Figure 4-47: C-Store Inventory Control Report

| RSRCGCTL | | Sample Petroleum Company | | | | Page | 1 |
|--|-----------------|------------------------------|--------------------------|---------------------------|----------|--------------|----------|
| Run Date 11/05/96 | | Retail Sales | | | | Start Date | 01/01/96 |
| Run Time 09:12 | | C-Store Inventory Control | | | | End Date | 01/31/96 |
| Sorted By Category Code And Profit Center Number | | | | | | | |
| | Beginning Value | Purchases | Goods Available For Sale | Markup ----- Margin | Sales | Ending Value | |
| CATEGORY CODE: BEER BEER | | | | | | | |
| PROFIT CENTER: 155 | JIFFYMART # 155 | LAST PURCHASE INFO: 01/27/96 | | LAST SALES INFO: 01/27/96 | | | |
| COST => | 2,456.00 | 975.00 | 3,431.00 | 39.203% | 838.36 | 2,592.64 | |
| RETAIL => | 3,315.60 | 1,460.44 | 4,776.04 | 28.162% | 1,167.02 | 3,609.02 | |
| CATEGORY TOTALS: | | | | | | | |
| COST => | 2,456.00 | 975.00 | 3,431.00 | 39.203% | 838.36 | 2,592.64 | |
| RETAIL => | 3,315.60 | 1,460.44 | 4,776.04 | 28.162% | 1,167.02 | 3,609.02 | |
| CATEGORY CODE: CIGS CIGARETTES | | | | | | | |
| PROFIT CENTER: 155 | JIFFYMART # 155 | LAST PURCHASE INFO: 01/26/96 | | LAST SALES INFO: 01/27/96 | | | |
| COST => | 875.46 | 796.00 | 1,671.46 | 51.477% | 600.60 | 1,070.86 | |
| RETAIL => | 1,181.87 | 1,350.00 | 2,531.87 | 33.983% | 909.77 | 1,622.10 | |
| CATEGORY TOTALS: | | | | | | | |
| COST => | 875.46 | 796.00 | 1,671.46 | 51.477% | 600.60 | 1,070.86 | |
| RETAIL => | 1,181.87 | 1,350.00 | 2,531.87 | 33.983% | 909.77 | 1,622.10 | |
| CATEGORY CODE: GROC GROCERIES | | | | | | | |
| PROFIT CENTER: 155 | JIFFYMART # 155 | LAST PURCHASE INFO: 01/27/96 | | LAST SALES INFO: 01/27/96 | | | |
| COST => | 1,023.45 | 2,533.97 | 3,557.42 | 51.319% | 658.65 | 2,898.77 | |
| RETAIL => | 1,381.66 | 4,001.39 | 5,383.05 | 33.914% | 996.66 | 4,386.39 | |
| CATEGORY TOTALS: | | | | | | | |
| COST => | 1,023.45 | 2,533.97 | 3,557.42 | 51.319% | 658.65 | 2,898.77 | |
| RETAIL => | 1,381.66 | 4,001.39 | 5,383.05 | 33.914% | 996.66 | 4,386.39 | |
| FINAL TOTALS: | | | | | | | |
| COST => | 4,354.91 | 4,304.97 | 8,659.88 | 46.549% | 2,097.61 | 6,562.27 | |
| RETAIL => | 5,879.13 | 6,811.83 | 12,690.96 | 31.763% | 3,073.45 | 9,617.51 | |

Information Included on the Report

Criteria for this report requested data for profit center 155 from 01/01/96 through 01/31/96. The report organizes data by C-store inventory code and profit center.

For each listed category, the report includes profit center number and name, as well as the dates of the last purchase and last sales information. Each of the following headings corresponds to a data column on the report:

Beginning Value

This column reflects the beginning cost and retail value for the category.

Purchases

The amounts in this column reflect the total cost value and retail value of items you purchased in this C-store category for the specified period.

Goods Available for Sale

ExecuTrak calculates the total cost of goods available for sale by adding the total cost of purchases and the beginning cost value.

To calculate the retail value of goods available for sale, ExecuTrak adds the retail value of purchases with the beginning retail value.

Markup/Margin

ExecuTrak displays the margin for the category.

Sales

This amount reflects the period-to-date sales for the category.

Ending Value

This amount reports the ending cost and retail value for the category.

C-Store Inventory Reconciliation

Purpose

The C-Store Inventory Reconciliation Report provides you with information useful in reconciling C-store inventories at retail profit centers.

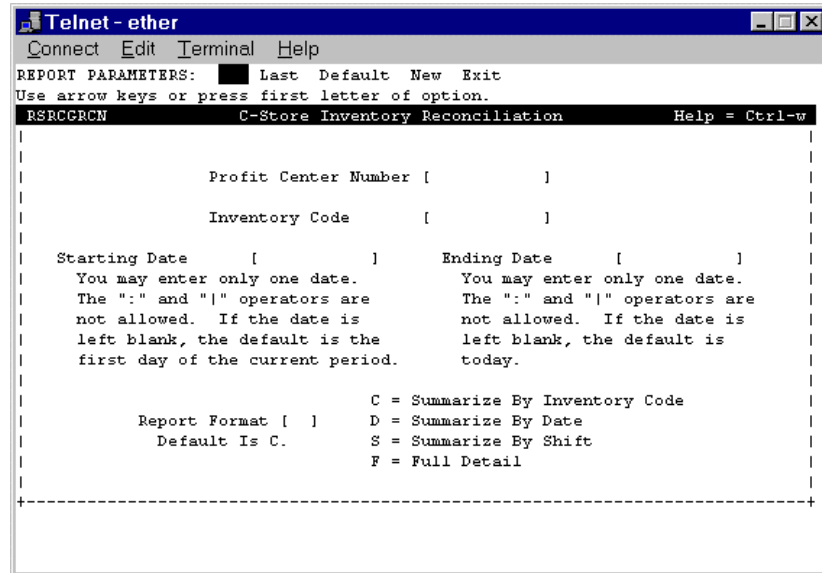


Frequency

Print this report as needed.

Figure 4-48: C-Store Inventory Reconciliation Report Criteria

When you select C-Store Inventory Reconciliation from the Retail Sales Reports Menu, the system displays the screen in Figure 4-48.



Report Criteria

Each of the following headings corresponds to a C-Store Inventory Reconciliation Report criteria field.

Profit Center

To report data for specific profit centers, enter the profit center number or range. Make no entry to report data for all profit centers.

Inventory Code

Enter the C-store inventory code to report data for a specific C-store inventory category. To report data for all C-store categories, make no entry in this field.

Starting Date

Enter the date to specify the beginning of the reporting period. You must enter a single date in this field. If you make no entry, the system uses the current date.

Ending Date

Enter the date to end the reporting period. You must enter a single date in this field. If you make no entry, the system uses the current date.

Report Format

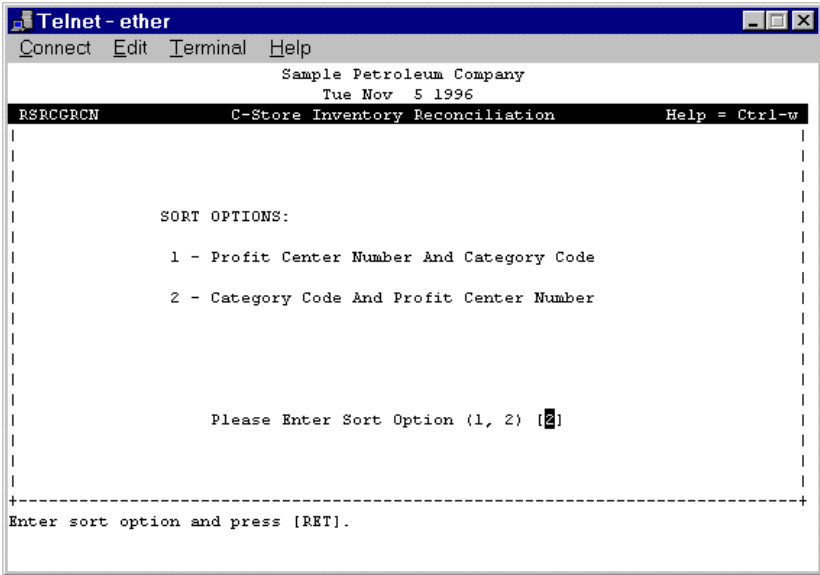
Choose one of the four following report formats:

- C Summarize by inventory code
- D Summarize by date
- S Summarize by shift
- F Full detail

If you make no entry, the report summarizes data by inventory code.

When you finish entering report criteria, the system displays the screen in Figure 4-49.

Figure 4-49: C-Store Inventory Reconciliation Sort Options



Sort Options

Use one of the two following options to sort data on the report:

- ◆ Profit center number and category code
- ◆ Category code and profit center number.

Review the sample report in Figure 4-50.

Figure 4-50: Sample C-Store Inventory Reconciliation Report

| Action/Date | | Action/Invoice | Cost | Retail | Markup Percentage |
|--|--|----------------|----------|-----------|-------------------|
| RSROGRN Sample Petroleum Company Page 1 Run Date 11/05/96 Retail Sales Start Date 01/01/96 Run Time 08:42 C-Store Inventory Reconciliation End Date 01/31/96 Summarized By Category Sorted By Category Code And Profit Center Number | | | | | |
| CATEGORY CODE: BEER BEER PROFIT CENTER: 155 JIFFYMART # 155 01/01/96 | | | | | |
| | | BEGIN | 0.00 | 0.00 | 0.000% |
| | | PURCH | 975.00 | 1,460.44 | 49.789% |
| | | SALES | -779.11 | -1,167.02 | 49.789% |
| | | ENDING | 195.89 | 293.42 | 49.789% |
| CATEGORY CODE: CIGS CIGARETTES PROFIT CENTER: 155 JIFFYMART # 155 01/01/96 | | | | | |
| | | BEGIN | 0.00 | 0.00 | 0.000% |
| | | PURCH | 796.00 | 1,350.00 | 69.598% |
| | | SALES | -536.43 | -909.77 | 69.598% |
| | | ENDING | 259.57 | 440.23 | 69.598% |
| CATEGORY CODE: GROC GROCERIES PROFIT CENTER: 155 JIFFYMART # 155 01/01/96 | | | | | |
| | | BEGIN | 0.00 | 0.00 | 0.000% |
| | | PURCH | 2,533.97 | 4,001.39 | 57.910% |
| | | SALES | -631.16 | -996.66 | 57.910% |
| | | ENDING | 1,902.81 | 3,004.73 | 57.910% |

Criteria for this report specified data for Profit Center 155 for January 1996. The sample report organizes data by category code then profit center.

For each category, the report lists the profit center number and name and the date.

Cost and Retail Values

In addition, the report lists the beginning, purchase, sales, and ending amounts for both cost and retail values of the C-store category.

Markup Percentage

To calculate the markup percentage ExecuTrak divides the retail value by the cost value for the beginning, purchase, sales, and ending C-store inventory values.

Fuel Profit Analysis

Purpose

The Fuel Profit Analysis Report uses period-to-date fuel profit information to project and summarize fuel profit through the end of the specified period.

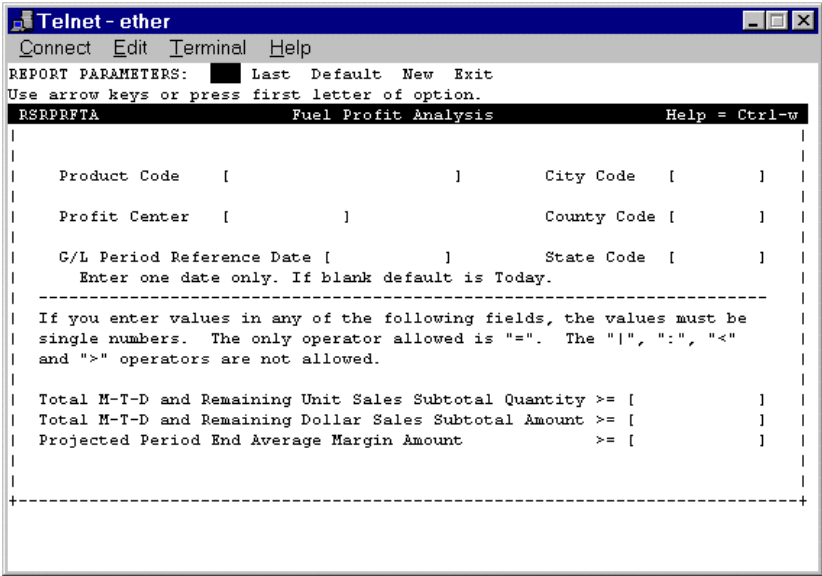


Frequency

Print this report as needed to monitor fuel sales profit at retail profit centers.

Figure 4-51: Fuel Profit Analysis Report Criteria

When you select Fuel Profit Analysis from the Retail Sales Reports Menu, the system displays the screen in Figure 4-51.



Report Criteria

Each of the following headings corresponds to a Fuel Profit Analysis report criteria field:

Product Code

To include only specific products, enter the product code or range. Make no entry to include all products.

Profit Center

To report data for only specific profit centers, enter the profit center number or range. Make no entry to report data for all profit centers.

General Ledger Period Reference Date

Enter a date that falls in the general ledger period to report. You can enter only a single date in this field. Any date within a period, reports data for that period. For example, any date from 12/01/1996 through 12/31/1996 will report data for December 1996.

City, County, and State Codes

To report data for profit centers in a specific city, county, and/or state, enter the appropriate codes in these fields. Make no entries in these fields to report data for profit centers in all cities, counties, and states.

Total Unit Subtotal

To report data for a specific number of units, enter the number of units in this field. You can enter only one number in this field and you cannot use operators.

Total Dollar Subtotal

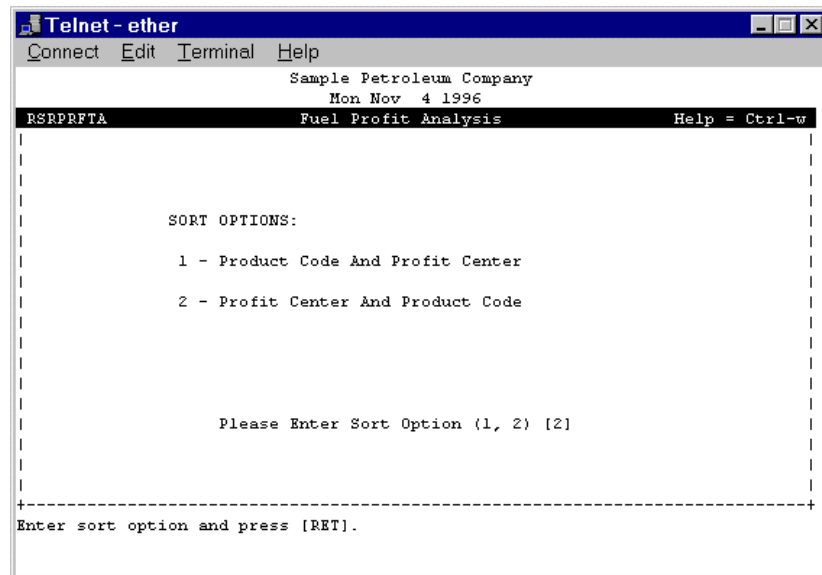
To report data for a specific dollar amount, enter the amount in this field. You can enter only one number in this field and you cannot use operators.

Projected End Average Margin

To report data for a specific projected margin, enter the margin in this field. You can enter only one number in this field and you cannot use operators.

When you finish entering report criteria, the system displays the screen in Figure 4-52.

Figure 4-53: Fuel Profit Analysis Sort Options



Use one of the two following methods to sort data on the Fuel Profit Analysis Report:

- ◆ Product code and profit center
- ◆ Profit center and product code.

Review the sample report in Figure 4-54.

Figure 4-54: Fuel Profit Analysis Report

| Sample Petroleum Company | | | | | | | | | | | | | Page | 1 |
|---|--------------|-----------------|------------|----------|------------|------------|--------------|------------|-------------|--------------|--------------|------------------|------------|--------------|
| Retail Sales | | | | | | | | | | | | | Start Date | 01/01/96 |
| Fuel Profit Analysis | | | | | | | | | | | | | End Date | 01/31/96 |
| Sorted By Profit Center Number And Product Code | | | | | | | | | | | | | | |
| Product Code | Product Name | Last Sales Date | Unit Sales | Avg Cost | Avg Retail | Avg Margin | Gross Profit | Unit Sales | Curr Retail | Gross Margin | Gross Profit | Projected Margin | Period-End | Gross Profit |
| PROFIT CENTER: 155 JIFFYMART # 155 | | | | | | | | | | | | | | |
| 00 | PLUS GA | 01/27/96 | 1,589 | 1.0238 | 1.2991 | 0.2753 | 437.46 | 76 | 1.2991 | 0.6293 | 47.62 | 0.2914 | | 485.08 |
| 02 | UNLEADE | 01/27/96 | 4,657 | 0.8963 | 0.9991 | 0.1028 | 478.65 | 222 | 0.9990 | 0.4567 | 101.28 | 0.1189 | | 579.93 |
| 03 | LOW SUL | 01/27/96 | 6,256 | 0.9388 | 1.0989 | 0.1601 | 1,001.73 | 298 | 1.0989 | 0.5841 | 174.01 | 0.1794 | | 1,175.74 |
| PROFIT CENTER TOTALS | | | 12,502 | | | 0.1534 | 1,917.84 | 595 | | 0.5424 | 322.92 | 0.1711 | | 2,240.76 |
| FINAL TOTALS | | | 12,502 | | | 0.1534 | 1,917.84 | 595 | | 0.5424 | 322.92 | 0.1711 | | 2,240.76 |

| Sample Petroleum Company | | | | | | | | | | | | | Page | 2 |
|---|---------------------|------------|------------|--------------|------------|--------------|--------------|------------------|------------|--------------|--|--|------------|----------|
| Retail Sales | | | | | | | | | | | | | Start Date | 01/01/96 |
| Fuel Profit Analysis | | | | | | | | | | | | | End Date | 01/31/96 |
| * Report Summary Page: Sorted By Product Code * | | | | | | | | | | | | | | |
| Product Code | Product Description | Unit Sales | Avg Margin | Gross Profit | Unit Sales | Gross Margin | Gross Profit | Projected Margin | Period-End | Gross Profit | | | | |
| 00 | PLUS GAS | 1,589 | 0.2753 | 437.46 | 76 | 0.6293 | 47.62 | 0.2914 | | 485.08 | | | | |
| 02 | UNLEADED GASO | 4,657 | 0.1028 | 478.65 | 222 | 0.4567 | 101.28 | 0.1189 | | 579.93 | | | | |
| 03 | LOW SULFUR DI | 6,256 | 0.1601 | 1,001.73 | 298 | 0.5841 | 174.01 | 0.1794 | | 1,175.74 | | | | |
| FINAL TOTALS | | 12,502 | 0.1534 | 1,917.84 | 595 | 0.5424 | 322.92 | 0.1711 | | 2,240.76 | | | | |

Information Included on the Report

Criteria for this sample report requested data for profit center 155 for January 1996. The report organizes data by profit center and product code.

For each listed profit center, the report lists the profit center number and name. For each fuel product listed at a profit center, the report lists the product code and product name. Each of the following headings corresponds to one of the remaining data columns on the Fuel Profit Analysis Report.

Last Sales Date

The date in this column reflects the last date that you entered and processed shift reports. (See page 4-24.)

Period to Date

Unit Sales

The amount in this column reports the total number of units sold for this fuel product from the beginning of the period through the date in the Last Sales Date column.

Average Cost

The value in this column reports the average FIFO cost of the units listed in the Unit Sales column. This number represents a weighted average of all costs that you paid for the product.

Average Retail

The amount in this column equals the average retail price of the Unit Sales. ExecuTrak calculates this amount by dividing the amount of unit sales by the total dollars sold through the last sales date.

Average Margin

ExecuTrak subtracts the Average Cost from the Average Retail to calculate the Average Margin.

Gross Profit

ExecuTrak multiplies the Unit Sales by the Average Cost to calculate the Gross Profit.

Remaining Sales

Unit Sales

The amount in this column projects the total number of units you will sell from the last sales date through the end of the month. The system uses data stored in the Sales Index Table to make this projection. This data consist of average sales by unit for each product, profit center, and day of the week. System Parameter 3001 specifies the number of weeks to use when averaging sales.

Current Retail

This amount reflects the current retail pump price for the product on the last sales date.

Gross Margin

ExecuTrak calculates this amount by subtracting the Period-to-Date Average Cost from the Remaining Sales Current Retail.

Gross Profit

ExecuTrak multiplies the Unit Sales by the Gross Margin to calculate the Gross Profit.

Period-End

Projected Margin

To calculate the Projected Margin, ExecuTrak divides the Period End Gross Profit by the sum of the Period-to-Date Unit Sales and the Remaining Sales Unit Sales.

Gross Profit

ExecuTrak adds the Period-to-Date gross profit to the Remaining Sales Gross Profit to calculate the Period End Gross Profit.

Fuel Inventory Reconciliation

Purpose

ExecuTrak provides you with two Inventory Reconciliation Reports. Both reports present information in the same format. 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.

Note: The Fuel Inventory Reconciliation Report referenced in this section of *Volume 4* is identical to the Inventory Reconciliation Report referenced in *Volume 2*.

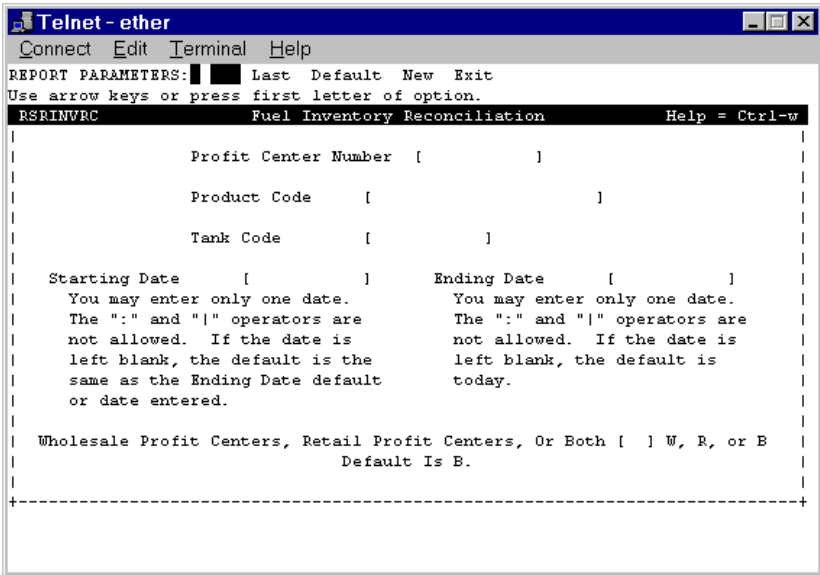


Run the Fuel Inventory Reconciliation Report as needed to document perpetual book, book periodically adjusted to actual, and actual inventory amounts for the month.

Report Criteria

When you select Inventory Reconciliation from the Retail Sales Reports Menu, the system displays the screen in Figure 4-55.

Figure 4-55: Fuel Inventory Reconciliation Report Criteria



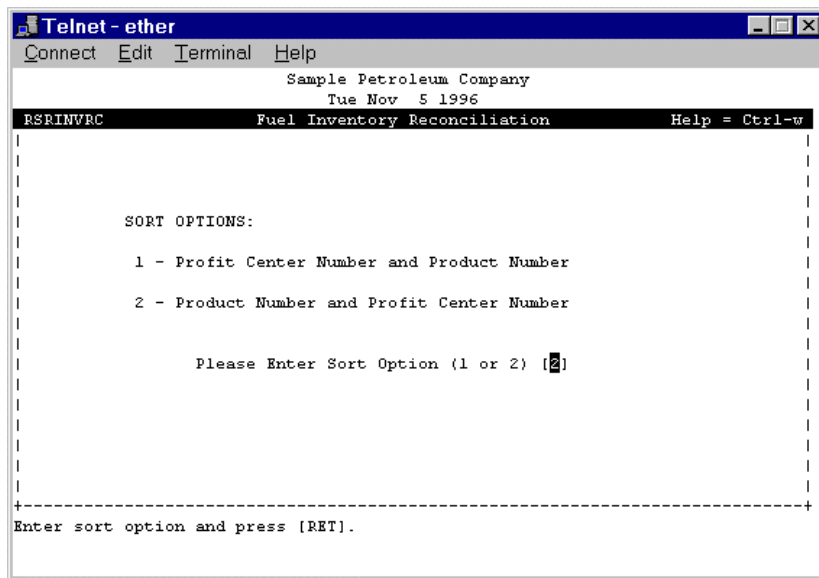
Use the following criteria to specify data to include on the report:

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

Sort Options

When you enter the report criteria, the system displays the screen in Figure 4-56.

Figure 4-56: Fuel Inventory Reconciliation Report Sort Options



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 4-57.

Figure 4-57: Inventory Reconciliation Report

| Vendor /Shift Number | | Vendor Name | Trans- action | Movement | 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 |
|--|--|-------------|---------------|----------|--------------------------------|--------------|------------------|------------------|----------------|--------------------|------------------|------------------|----------------------|
| FMRINVRC 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 | | | | | | | | | | | | | |
| PROFIT CENTER: 135 JIFFYMART # 135 PRODUCT: 00 PLUS GAS TANK: 2 BEGINNING ==> 3,722 3,722 | | | | | | | | | | | | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 59 | GROSS | -59 | 3,663 | 3,663 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 36 | GROSS | -36 | 3,628 | 3,628 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 101 | GROSS | -101 | 3,527 | 3,527 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 9 | GROSS | -9 | 3,518 | 3,518 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 34 | GROSS | -34 | 3,484 | 3,484 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 30 | GROSS | -30 | 3,454 | 3,454 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 53 | GROSS | -53 | 3,402 | 3,402 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 19 | GROSS | -19 | 3,383 | 3,383 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 11 | GROSS | -11 | 3,372 | 3,372 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 17 | GROSS | -17 | 3,354 | 3,354 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 11 | GROSS | -11 | 3,343 | 3,343 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 19 | GROSS | -19 | 3,324 | 3,324 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 59 | GROSS | -59 | 3,265 | 3,265 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 3 | GROSS | -3 | 3,263 | 3,263 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 19 | GROSS | -19 | 3,244 | 3,244 | 2,620 | | |
| 1 | | RTL SALE | 09/01/95 | RETAIL | | 34 | GROSS | -34 | 3,210 | 3,210 | 2,620 | -589 | -589 |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 86 | GROSS | -86 | 3,123 | 2,534 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 26 | GROSS | -26 | 3,097 | 2,508 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 69 | GROSS | -69 | 3,028 | 2,439 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 18 | GROSS | -18 | 3,010 | 2,421 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 31 | GROSS | -31 | 2,979 | 2,389 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 20 | GROSS | -20 | 2,959 | 2,369 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 38 | GROSS | -38 | 2,920 | 2,331 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 82 | GROSS | -82 | 2,839 | 2,249 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 16 | GROSS | -16 | 2,823 | 2,233 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 13 | GROSS | -13 | 2,810 | 2,221 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 44 | GROSS | -44 | 2,766 | 2,177 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 9 | GROSS | -9 | 2,757 | 2,168 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 6 | GROSS | -6 | 2,752 | 2,162 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 10 | GROSS | -10 | 2,742 | 2,153 | 2,198 | | |
| 1 | | RTL SALE | 09/02/95 | RETAIL | | 40 | GROSS | -40 | 2,702 | 2,112 | 2,198 | | |
| 1 | | RTL 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

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

Vendor/Shift Number

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

Vendor Name or Sales

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

Movement Status

This column details if the fuel movement is:

- | | |
|--|---|
| <ul style="list-style-type: none"> ◆ Completed ◆ Dispatched ◆ Retail ◆ Wholesale | <ul style="list-style-type: none"> ◆ Manufactured ◆ Transfer ◆ Undefined |
|--|---|

Bill of Lading Invoice

For fuel purchases and deliveries, this column lists the bill of lading number. The report makes no entry for sales transactions.

Units In/Out

For purchases, this column reports the number of units “in,” and for sales this column lists the number of units “out.”

Gross/Net

This column reports if your sales and purchases are on gross or net units.

Inventory Change

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.

Book Inventory

This amount represents your book number of units.

Periodic Inventory

The Periodic Inventory amount represents the new inventory level after each transaction (period).

Actual Inventory

Actual Inventory denotes the actual number of units on hand. This amount comes from stick readings.

Book Over/Short

The Book Over/Short amount equals the difference between the actual and book inventory amounts.

Periodic Over/Short

The Periodic Over/Short amount represents the difference between one book over short amount and the next.

Retail Period Profit Analysis

Purpose

The Retail Period Profit Analysis Report provides you with a comparison of profit information for the specified reporting period (actual and projected) against the same period for the previous year.

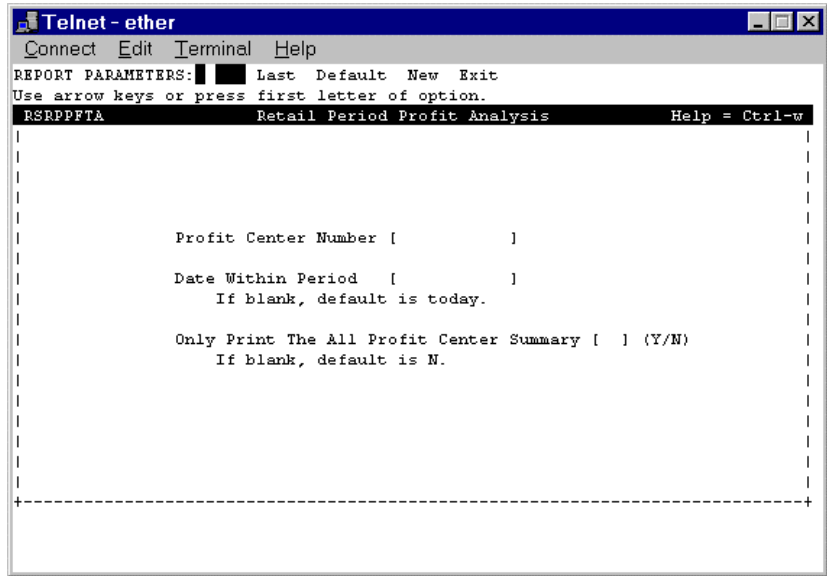


Frequency

Figure 4-58: Retail Period Profit Analysis Report Criteria

Print this report as needed to monitor profit at your retail profit centers.

When you select Retail Period Profit Analysis from the Retail Sales Reports Menu, the system displays the screen in Figure 4-58.



Report Criteria

Each of the following headings corresponds to a Retail Period Profit Analysis criteria field.

Profit Center Number

To report data for specific profit centers, enter the profit center number or range. Make no entry to report data for all profit centers.

Date Within Period

Enter a date that falls in the general ledger period to report. You can enter only a single date in this field. Any date within a period reports data for that period. For example, any date from 12/01/1996 through 12/31/1996 will report data for December 1996.

Profit Center Summary

If you specify “Yes” in this field, the report summarizes data for all profit centers that meet the criteria. If you specify “No,” the report includes individual data for each profit center and a summary of data for all profit centers.

Sort Options

The Retail Period Profit Analysis organizes data by profit center, report section, product type, and product code respectively and does not allow you to specify alternative sort options.

Review the sample report in Figure 4-59.

Figure 4-59: Retail Period Profit Analysis

| Sample Petroleum Company | | | | | | | | | | Page 1 | |
|---|--------|------------|------------|----------|------------|--------|----------|-----------|------------|---------------------|----------|
| Retail Sales | | | | | | | | | | Start Date 08/01/95 | |
| Retail Period Profit Analysis | | | | | | | | | | End Date 08/31/95 | |
| Detail - Sorted By Profit Center, Product Type And Product Code | | | | | | | | | | | |
| RSRPPFTA | | | | | | | | | | | |
| Run Date 11/05/96 | | | | | | | | | | | |
| Run Time 16:02 | | | | | | | | | | | |
| PROFIT CENTER: 145 JIFFYMART # 145 | | | | | | | | | | | |
| **SALES** | | | | | | | | | | | |
| ***** Period To Date ***** | | | | | | | | | | | |
| * Daily Average * | | | | | | | | | | | |
| ***** Projected Thru EOP ***** | | | | | | | | | | | |
| ** This Period Last Year ** | | | | | | | | | | | |
| | Retail | Units | Total | Avg. | Avg. | Total | Total | Average | Total | Total | Avg. |
| | Price | Sold | Amount | % | PPU | Units | Amount | Units | Amount | PPU | Units |
| | | | | | | | | | | | |
| PLUS GAS | 1.269 | 13,190 | 17,629.49 | 22 | 1.337 | 425 | 568.69 | 13,190 | 17,629.49 | 1.337 | 0 |
| UNLEADED G | 1.069 | 37,684 | 42,823.32 | 53 | 1.136 | 1,216 | 1,381.40 | 37,684 | 42,823.32 | 1.136 | 0 |
| LOW SULFUR | 1.059 | 993 | 1,061.03 | 1 | 1.068 | 32 | 34.23 | 993 | 1,061.03 | 1.068 | 0 |
| HIGH SULFU | 0.699 | 464 | 321.95 | 0 | 0.694 | 15 | 10.39 | 464 | 321.95 | 0.694 | 0 |
| BLENDED PL | 1.169 | 15,552 | 19,232.89 | 24 | 1.237 | 502 | 620.42 | 15,552 | 19,232.89 | 1.237 | 0 |
| **FUEL TOT** | | 67,883 | 81,068.68 | 100 | 1.194 | 2,190 | 2,615.13 | 67,883 | 81,068.68 | 1.194 | 0 |
| BEER | | | 4,432.55 | 20 | 0.065 | | 142.34 | | 4,432.55 | 0.065 | 0 |
| CIGARETTES | | | 6,521.92 | 30 | 0.096 | | 210.38 | | 6,521.92 | 0.096 | 0 |
| FOUNTAIN/DEL | | | 546.67 | 2 | 0.008 | | 17.63 | | 546.67 | 0.008 | 0 |
| GROCERIES | | | 10,485.31 | 48 | 0.154 | | 338.24 | | 10,485.31 | 0.154 | 0 |
| **OTHER TOT** | | | 21,966.45 | 100 | 0.324 | | 708.59 | | 21,966.45 | 0.324 | 0 |
| **TOTAL** | | 67,883 | 103,035.13 | | 1.518 | 2,190 | 3,323.72 | 67,883 | 103,035.13 | 1.518 | 0 |
| **GROSS** | | | | | | | | | | | |
| ***** Period To Date ***** | | | | | | | | | | | |
| * Daily Average * | | | | | | | | | | | |
| ***** Projected Thru EOP ***** | | | | | | | | | | | |
| ** This Period Last Year ** | | | | | | | | | | | |
| | | % | Amount | GPU | % | Amount | % | Amount | GPU | % | Amount |
| | | | | | | | | | | | |
| PLUS GAS | 24.1 | | 4,244.62 | 0.322 | 24.1 | 136.92 | 24.1 | 4,244.62 | 0.322 | 0.0 | 0.00 |
| UNLEADED GASOLINE | 20.2 | | 8,643.19 | 0.229 | 20.2 | 278.81 | 20.2 | 8,643.19 | 0.229 | 0.0 | 0.00 |
| LOW SULFUR DIESEL | 10.1 | | 106.69 | 0.107 | 10.1 | 3.44 | 10.1 | 106.69 | 0.107 | 0.0 | 0.00 |
| HIGH SULFUR DIESEL | 24.1 | | 77.67 | 0.168 | 24.1 | 2.51 | 24.1 | 77.67 | 0.168 | 0.0 | 0.00 |
| BLENDED PLUS | 23.2 | | 4,457.46 | 0.287 | 23.2 | 143.79 | 23.2 | 4,457.46 | 0.287 | 0.0 | 0.00 |
| **FUEL TOT** | 21.6 | | 17,529.63 | 0.258 | 21.6 | 565.47 | 21.6 | 17,529.63 | 0.258 | 0.0 | 0.00 |
| BEER | 22.8 | | 1,003.89 | 0.015 | 22.8 | 32.38 | 22.8 | 1,003.89 | 0.015 | 0.0 | 0.00 |
| CIGARETTES | 13.4 | | 872.42 | 0.013 | 13.4 | 28.14 | 13.4 | 872.42 | 0.013 | 0.0 | 0.00 |
| FOUNTAIN/DELI | 51.6 | | 282.14 | 0.004 | 51.6 | 9.10 | 51.6 | 282.14 | 0.004 | 0.0 | 0.00 |
| GROCERIES | 40.0 | | 4,189.85 | 0.062 | 40.0 | 135.16 | 40.0 | 4,189.85 | 0.062 | 0.0 | 0.00 |
| **OTHER TOT** | 28.9 | | 6,348.30 | 0.094 | 28.9 | 204.78 | 28.9 | 6,348.30 | 0.094 | 0.0 | 0.00 |
| **TOTAL** | 23.2 | | 23,877.93 | 0.352 | 23.2 | 770.25 | 23.2 | 23,877.93 | 0.352 | 0.0 | 0.00 |
| **AVG EXPENSE** | | | | | | | | | | | 1,289.77 |
| **EST PROFIT** | | | | | | | | | | | 0.019 |
| **MANUAL** | | | | | | | | | | | |
| ***** Period To Date ***** | | | | | | | | | | | |
| * Daily Average * | | | | | | | | | | | |
| ***** Projected Thru EOP ***** | | | | | | | | | | | |
| ** This Period Last Year ** | | | | | | | | | | | |
| | | Amount | % | Amount | % | Amount | % | Amount | % | Amount | % |
| | | | | | | | | | | | |
| CREDIT CARDS ON HAND | | 30,287.99 | 28.9 | 977.03 | 30,287.99 | 28.9 | | 0.00 | 0.0 | | |
| ACCOUNTS RECEIVABLE | | 604.21 | 0.6 | 19.49 | 604.21 | 0.6 | | 0.00 | 0.0 | | |
| CASH IN BANK 6 | | 75,403.08 | 72.0 | 2,432.36 | 75,403.08 | 72.0 | | 0.00 | 0.0 | | |
| CLEARING ACCOUNT | | 201.00 | 0.2 | 6.48 | 201.00 | 0.2 | | 0.00 | 0.0 | | |
| OIL | | -272.87 | -0.3 | -8.80 | -272.87 | -0.3 | | 0.00 | 0.0 | | |
| CAR WASH | | -1,166.50 | -1.1 | -37.63 | -1,166.50 | -1.1 | | 0.00 | 0.0 | | |
| REBATE INCOME | | -1,142.87 | -1.1 | -36.87 | -1,142.87 | -1.1 | | 0.00 | 0.0 | | |
| GROCERIES | | -201.00 | -0.2 | -6.48 | -201.00 | -0.2 | | 0.00 | 0.0 | | |
| SUPPLIES | | 24.61 | 0.0 | 0.79 | 24.61 | 0.0 | | 0.00 | 0.0 | | |
| OVER/SHORT | | 21.21 | 0.0 | 0.68 | 21.21 | 0.0 | | 0.00 | 0.0 | | |
| CREDIT CARD EXPENSE | | 936.73 | 0.9 | 30.22 | 936.73 | 0.9 | | 0.00 | 0.0 | | |
| STORE PROMOTIONS | | 7.00 | 0.0 | 0.23 | 7.00 | 0.0 | | 0.00 | 0.0 | | |
| **TOTAL** | | 104,702.59 | 100.0 | 3,377.50 | 104,702.59 | 100.0 | | 0.00 | 0.0 | | |

| Sample Petroleum Company | | | | | | | | | | Page 2 | | | |
|---|--------------|------------|--------------|------------|----------|----------|-------------|-------------|--------------|---------------------|-------------|--------------|----------|
| Retail Sales | | | | | | | | | | Start Date 08/01/95 | | | |
| Retail Period Profit Analysis | | | | | | | | | | End Date 08/31/95 | | | |
| Summary - Sorted By Product Type And Product Code | | | | | | | | | | | | | |
| PROFIT CENTER: ALL PROFIT CENTERS QUALIFYING FOR PRINTING ON THIS REPORT | | | | | | | | | | | | | |
| **SALES** *===== Period To Date =====* * Daily Average * *==== Projected Thru EOP =====* *= This Period Last Year =* | | | | | | | | | | | | | |
| | Retail Price | Units Sold | Total Amount | % | Avg. PPU | Units | Avg. Amount | Total Units | Total Amount | Average PPU | Total Units | Total Amount | Avg. PPU |
| PLUS GAS | 13,190 | 17,629.49 | 22 | 1.337 | 425 | 568.69 | 13,190 | 17,629.49 | 1.337 | 0 | 0.00 | 0.000 | |
| UNLEADED G | 37,684 | 42,823.32 | 53 | 1.136 | 1,216 | 1,381.40 | 37,684 | 42,823.32 | 1.136 | 0 | 0.00 | 0.000 | |
| LOW SULFUR | 993 | 1,061.03 | 1 | 1.069 | 32 | 34.23 | 993 | 1,061.03 | 1.069 | 0 | 0.00 | 0.000 | |
| HIGH SULFU | 464 | 321.95 | 0 | 0.694 | 15 | 10.39 | 464 | 321.95 | 0.694 | 0 | 0.00 | 0.000 | |
| BLENDED PL | 15,552 | 19,232.89 | 24 | 1.237 | 502 | 620.42 | 15,552 | 19,232.89 | 1.237 | 0 | 0.00 | 0.000 | |
| **FUEL TOT** | 67,883 | 81,068.68 | 100 | 1.194 | 2,190 | 2,615.13 | 67,883 | 81,068.68 | 1.194 | 0 | 0.00 | 0.000 | |
| BEER | | 4,412.55 | 20 | 0.065 | | 142.34 | | 4,412.55 | 0.065 | | 0.00 | 0.000 | |
| CIGARETTES | | 6,521.92 | 30 | 0.096 | | 210.38 | | 6,521.92 | 0.096 | | 0.00 | 0.000 | |
| FOUNTAIN/DEL | | 546.67 | 2 | 0.008 | | 17.63 | | 546.67 | 0.008 | | 0.00 | 0.000 | |
| GROCERIES | | 10,485.31 | 48 | 0.154 | | 338.24 | | 10,485.31 | 0.154 | | 0.00 | 0.000 | |
| **OTHER TOT** | | 21,966.45 | 100 | 0.324 | | 708.59 | | 21,966.45 | 0.324 | | 0.00 | 0.000 | |
| **TOTAL** | 67,883 | 103,035.13 | | 1.518 | 2,190 | 3,323.72 | 67,883 | 103,035.13 | 1.518 | 0 | 0.00 | 0.000 | |
| **GROSS** *===== Period To Date =====* * Daily Average * *==== Projected Thru EOP =====* *= This Period Last Year =* | | | | | | | | | | | | | |
| | | % | Amount | GPU | % | Amount | % | Amount | GPU | % | Amount | GPU | |
| PLUS GAS | 24.1 | 4,244.62 | 0.322 | 24.1 | 136.92 | 24.1 | 4,244.62 | 0.322 | 0.0 | 0.00 | 0.000 | | |
| UNLEADED GASOLINE | 20.2 | 8,643.19 | 0.229 | 20.2 | 278.81 | 20.2 | 8,643.19 | 0.229 | 0.0 | 0.00 | 0.000 | | |
| LOW SULFUR DIESEL | 10.1 | 106.69 | 0.107 | 10.1 | 3.44 | 10.1 | 106.69 | 0.107 | 0.0 | 0.00 | 0.000 | | |
| HIGH SULFUR DIESEL | 24.1 | 77.67 | 0.167 | 24.1 | 2.51 | 24.1 | 77.67 | 0.167 | 0.0 | 0.00 | 0.000 | | |
| BLENDED FLSH | 23.2 | 4,457.46 | 0.287 | 23.2 | 143.79 | 23.2 | 4,457.46 | 0.287 | 0.0 | 0.00 | 0.000 | | |
| **FUEL TOT** | 21.6 | 17,529.63 | 0.258 | 21.6 | 565.47 | 21.6 | 17,529.63 | 0.258 | 0.0 | 0.00 | 0.000 | | |
| BEER | 22.8 | 1,003.89 | 0.015 | 22.8 | 32.38 | 22.8 | 1,003.89 | 0.015 | 0.0 | 0.00 | 0.000 | | |
| CIGARETTES | 13.4 | 872.42 | 0.013 | 13.4 | 28.14 | 13.4 | 872.42 | 0.013 | 0.0 | 0.00 | 0.000 | | |
| FOUNTAIN/DELI | 51.6 | 282.14 | 0.004 | 51.6 | 9.10 | 51.6 | 282.14 | 0.004 | 0.0 | 0.00 | 0.000 | | |
| GROCERIES | 40.0 | 4,189.85 | 0.062 | 40.0 | 135.16 | 40.0 | 4,189.85 | 0.062 | 0.0 | 0.00 | 0.000 | | |
| **OTHER TOT** | 28.9 | 6,348.30 | 0.094 | 28.9 | 204.78 | 28.9 | 6,348.30 | 0.094 | 0.0 | 0.00 | 0.000 | | |
| **TOTAL** | 23.2 | 23,877.93 | 0.352 | 23.2 | 770.25 | 23.2 | 23,877.93 | 0.352 | 0.0 | 0.00 | 0.000 | | |
| **AVG EXPENSE** | | | | | | | 1,289.77 | 0.019 | | | | | |
| **EST PROFIT** | | | | | | | 22,588.16 | 0.333 | | | | | |
| **MANUAL** *===== Period To Date =====* * Daily Average * *==== Projected Thru EOP =====* *= This Period Last Year =* | | | | | | | | | | | | | |
| | Amount | % | Amount | % | Amount | % | Amount | % | Amount | % | Amount | % | |
| CREDIT CARDS ON HAND | 30,287.99 | 28.9 | 977.03 | 30,287.99 | 28.9 | 977.03 | 30,287.99 | 28.9 | 0.00 | 0.0 | | | |
| ACCOUNTS RECEIVABLE | 604.21 | 0.6 | 19.49 | 604.21 | 0.6 | 19.49 | 604.21 | 0.6 | 0.00 | 0.0 | | | |
| CASH IN BANK 6 | 75,403.08 | 72.0 | 2,432.36 | 75,403.08 | 72.0 | 2,432.36 | 75,403.08 | 72.0 | 0.00 | 0.0 | | | |
| CLEARING ACCOUNT | 201.00 | 0.2 | 6.48 | 201.00 | 0.2 | 6.48 | 201.00 | 0.2 | 0.00 | 0.0 | | | |
| OIL | -272.87 | -0.3 | -8.80 | -272.87 | -0.3 | -8.80 | -272.87 | -0.3 | 0.00 | 0.0 | | | |
| CAR WASH | -1,166.50 | -1.1 | -37.63 | -1,166.50 | -1.1 | -37.63 | -1,166.50 | -1.1 | 0.00 | 0.0 | | | |
| REBATE INCOME | -1,142.87 | -1.1 | -36.87 | -1,142.87 | -1.1 | -36.87 | -1,142.87 | -1.1 | 0.00 | 0.0 | | | |
| GROCERIES | -201.00 | -0.2 | -6.48 | -201.00 | -0.2 | -6.48 | -201.00 | -0.2 | 0.00 | 0.0 | | | |
| SUPPLIES | 24.61 | 0.0 | 0.79 | 24.61 | 0.0 | 0.79 | 24.61 | 0.0 | 0.00 | 0.0 | | | |
| OVER/SHORT | 21.21 | 0.0 | 0.68 | 21.21 | 0.0 | 0.68 | 21.21 | 0.0 | 0.00 | 0.0 | | | |
| CREDIT CARD EXPENSE | 936.73 | 0.9 | 30.22 | 936.73 | 0.9 | 30.22 | 936.73 | 0.9 | 0.00 | 0.0 | | | |
| STORE PROMOTIONS | 7.00 | 0.0 | 0.23 | 7.00 | 0.0 | 0.23 | 7.00 | 0.0 | 0.00 | 0.0 | | | |
| **TOTAL** | 104,702.59 | 99.9 | 3,377.50 | 104,702.59 | 99.9 | 3,377.50 | 104,702.59 | 99.9 | 0.00 | 0.0 | | | |

Information Included on the Report

Notice that the report organizes data into three sections:

- ◆ Sales
- ◆ Gross
- ◆ Manual

The *Sales* section of the report details sales data for item count inventory fuel products, item count inventory non-fuel products, and C-store inventory categories. The *Gross* section of the report details gross profit for each of the products presented in the *Sales* section. The *Manual* section of the report details miscellaneous general ledger entries recorded through Shift Report Entry.

Each of the following sections provides you with a detailed explanation of the data presented in each report subsection.

Sales

This report analyzes retail sales data and presents the following information:

- ◆ Period-to-date
- ◆ Daily average
- ◆ Projected through end of period
- ◆ This period last year.

Note: Notice that the sample report contains only zeros in the This Period Last Year Column. This indicates that ExecuTrak contains no data for that period.

Retail Price
Period-to-Date

For fuel products, the amount in this column represents the current pump price. For non-fuel, item count products, this amount represents the current selling price for the product. The report lists no period-to-date retail price for convenience products.

Units Sold
Period-to-Date

This amount reports the total units sold for each fuel product and each non-fuel item count product from the beginning of the period through the current date.

Total Amount
Period-to-Date

This amount reflects the total sales dollars for all products from the beginning of the period through the current date.

Percentage
Period-to-Date

This amount reflects the percentage of sales for each product compared to the total sales for the product type, i.e. item count fuel, item count non-fuel, and convenience products.

To calculate this percentage, ExecuTrak divides the Period-to-Date Sales for the product by the total of the Period-to-Date Sales for the product type. For example, ExecuTrak divides the total amount of sales for plus gas by the total amount of sales for all fuel products to calculate the Period-to-Date percentage for plus gas. On the sample report, ExecuTrak lists 22% as the Period-to-Date percentage for plus gas.

**Average Price
Per Unit**

Period-to-Date

This amount reflects the average price per gallon for the total sales from the beginning of the period through the current date. ExecuTrak divides the Period-to-Date Amount by the Period-to-Date Units Sold to calculate this average.

For convenience products, ExecuTrak divides the Period-to-Date Amount by the Period-to-Date Total Units of fuel sold. This calculation method provides a common denominator that allows you to compare the C-store category sales of retail profit centers. For example, the sample report lists the average price per unit of cigarettes as .096. This amount indicates that for every unit of fuel you sell, you also sell \$.096 in cigarettes.

Units

Daily Average

This amount reflects the average number of units sold daily. The report lists only daily average units for item count inventory products. To calculate this amount, ExecuTrak divides the Period-to-Date Units Sold by the elapsed number of days in the reporting period. *Note:* The elapsed number of days equals the number of days since the beginning of the period through the current date.

Since you do not record C-store sales in number of units, the report lists no Daily Average Units for C-store categories.

Amount

Daily Average

This amount represents the average sales amount per day. ExecuTrak divides the total Sales Amount by the elapsed number of days.

Total Units

Projected

This amount reflects the number of units you can anticipate to sell for the entire period.

To make this projection for fuel products, ExecuTrak uses data stored in the sales index table to estimate the unit sales for the remainder of the period. The system then adds this estimated amount to the Period-to-Date Units Sold.

To calculate the Projected Total Units for item count inventory non-fuel products, the system multiplies the Daily Average Units by the number of days remaining in the period. The system then adds this calculated amount to the Period-to-Date Units Sold.

Total Amount
Projected

The amount in this column reflects the projected total sales through the end of the period.

To calculate this amount for fuel products, ExecuTrak adds the Period-to-Date Amount to the Period-to-Date Retail Price. It then multiplies the result amount by the Projected Total Units minus the Period-to-Date Units Sold.

To calculate this amount for C-store inventory and non-fuel item count inventory products, ExecuTrak multiplies the daily average amount by the number of days in the period.

Average PPU
Projected

To calculate the Projected Average Price Per Unit of fuel products, ExecuTrak divides the Projected Total Amount by the Projected Total Units.

To calculate this amount for convenience products, ExecuTrak divides the Projected Total Amount by the Projected Total fuel units sold. This produces the same result as the Period-to-Date Average Price Per Unit for convenience products.

Total Units
This Period Last Year

The amount in this column reports the total number of units sold during the same period for the previous year.

Total Amount
This Period Last Year

The amount in this column reports the total dollar amount sold during the same period for the previous year.

Average PPU
This Period Last Year

To calculate the Average Price Per Unit for fuel and non-fuel item count inventory products, ExecuTrak divides the previous year's total amount for the same period by the previous year's Total Units for the same period.

To calculate this amount for convenience products, ExecuTrak divides the previous year's Total Amount for the same period by the previous year's total fuel units sold for the same period.

| |
|--------------|
| Gross |
|--------------|

Percentage
Period-to-Date

The amount in this column represents the percentage of gross profit compared to gross sales. ExecuTrak divides the Period-to-Date Amount by the Period-to-Date total amount.

Amount
Period-to-Date

This amount represents the dollar gross profit amount. ExecuTrak uses the FIFO average cost to calculate this amount for fuel products.

For convenience products, ExecuTrak adds the beginning of the month cost dollars to the purchase cost dollars then divides the result by the total of the beginning of the month retail dollars and the retail value of purchases. ExecuTrak then multiplies the result by the Period-to-Date Total Amount listed in the Sales section of the report.

For non-fuel item count inventory products, ExecuTrak adds the beginning of the month cost to the purchases for the month then subtracts the difference between the ending inventory cost and the Period-to-Date total amount listed in the sales section of the report.

GPU
Period-to-Date

This amount represents a cents-per-gallon margin for fuel products. To calculate this amount for fuels, ExecuTrak divides the *Gross Period-to-Date Amount* by the *Sales Period-to-Date Units*.

For convenience products, ExecuTrak divides the *Gross Period-to-Date Amount* by the *Sales Period-to-Date total* fuel units sold.

For non-fuel item count inventory, this amount represents a cents-per-unit margin. To calculate this amount, ExecuTrak divides the *Gross Period-to-Date Amount* by the *Sales Period to Date Units* sold.

Percentage
Daily Average

The amount in this column reports the percentage of gross profit compared to sales. To calculate this percentage, ExecuTrak divides the *Gross Daily Average Amount* by the *Sales Daily Average Amount*.

Percentage
Projected

The amount in this column reports the anticipated percentage of gross profit compared to sales. ExecuTrak divides the *Gross Projected Amount* by the *Sales Projected Total Amount* to calculate this percentage.

Amount
Projected

To calculate the Projected Amount, the system subtracts the Period-to-Date Units Sold from the Projected Total Units. It then multiplies the difference by the current day's fuel margin and adds the result to the Period-to-Date Amount.

To calculate this amount for convenience products and non-fuel item count inventory products, the system multiplies the Daily Average Amount by the number of days in the month.

GPU
Projected

This amount represents the cents-per-gallon margin for fuel. To calculate this amount, ExecuTrak divides the *Gross Projected Amount* by the *Sales Projected Total Units*.

To calculate this amount for convenience products, ExecuTrak divides the *Gross Projected Amount* by the *Sales Projected Total Units*.

For item count products, ExecuTrak divides the *Gross Projected Amount* by the *Sales Projected Total Units*. This amount represents a cents-per-gallon margin for non-fuel item count inventory products.

Percentage
This Period Last
Year

This amount reflects the percentage of gross profit compared to sales. To calculate this percentage, ExecuTrak divides the *Gross Amount* by the *Sales Amount*.

Amount
This Period Last
Year

This amount reports the dollar gross profit for the same period in the previous year.

GPU
This Period Last
Year

For fuel products, this amount reports a cents-per-gallon margin. To calculate the amount, ExecuTrak divides the *Gross Amount* by the *Sales Total Units*.

For convenience products, the system divides the *Gross This Period Last Year Amount* by the *Sales This Period Last Year Total Units sold*.

For non-fuel item count inventory products, the system divides the *Gross This Period Last Year Amount* by the *Sales This Period Last Year Total Units*. This amount represents a cents-per-unit margin for item count inventory products.

Manual

Amount
Period-to-Date

This amount reports the total dollars for the general ledger account through the current date.

Percentage
Period-to-Date

This percentage equals the Period-to-Date Amount for the item divided by the total of *all* period to date amounts.

Amount
Daily Average

ExecuTrak divides the Period-to-Date Amount by the number of elapsed days in the reporting period to calculate this average.

Amount
Projected

To calculate this projection, ExecuTrak multiplies the Daily Average Amount by the number of days in the period.

Percentage
Projected

This percentage reports the total Projected Amount for the item compared to all items. To calculate this percentage, ExecuTrak divides the Projected Amount by the total of projected amounts for all items.

Amount
This Period Last Year

This amount reports the total amount for the general ledger account for the same period in the previous year.

Percentage
This Period Last Year

This percentage reflects the amount of the item compared to the total amount for all items during the same period in the previous year. To calculate this amount, ExecuTrak divides the Amount for the item by the total of all item Amounts.

Retail Sales Checklist

Complete the following checklist during your testing phase. As you complete each area of testing, date and initial the item and make comments in the appropriate column. When you complete this document, keep the original for future reference and mail a copy to: FACTOR, WR Hess Company, P.O. Drawer G, Chickasha, OK 73023.

| TOPICS | DATE / INIT. | COMMENTS |
|---|--------------|----------|
| FILE MAINTENANCE | | |
| Step 1 of 6: Pump Meters. | | |
| Step 2 of 6: Fuel Pumps. Verify that you: | | |
| ◆ Established all appropriate fuel pumps at each profit center where you account for fuel sales by retail shift sales | | |
| ◆ Set the posted price on each fuel pump to the last reading prior to testing | | |
| ◆ Set the current meter readings for dollars and gallons to the last readings prior to testing. | | |
| Step 3 of 6: Retail Profit Center Master. Review the process for using: | | |
| ◆ "Select Profit Center" to set up a new retail profit center | | |
| ◆ "Rework Profit Center" to reconfigure an established profit center | | |
| ◆ "Set Up TMI Codes" to cross-code profit center information for StoreTrak™ (if applicable). | | |
| Step 4 of 6: C-Store Inventory. Verify that you: | | |
| ◆ Established all necessary retail categories | | |
| ◆ Assigned general ledger numbers for inventory, sales, and cost of goods for each merchandise (M) or deli (D) type category | | |
| ◆ Assigned a general ledger expense number for inventory, sales, and cost of goods for any expense (E) type category. | | |
| Step 5 of 6: C-Store Periods. Verify that you established a C-store period record for each valid category at <u>each</u> profit center for the testing month and for prior periods if you intend to enter comparative data for prior months of this fiscal year or the previous fiscal year. | | |
| Step 6 of 6: Pump Class. | | |
| DATA ENTRY | | |
| Step 1 of 4: Shift Report Purchases. | | |

| TOPICS | DATE / INIT. | COMMENTS |
|---|--------------|----------|
| ◆ Input all purchases related to each shift report you will enter in step 2 of 4. | | |
| ◆ Print the Posted Purchases Report and verify input of purchases. | | |
| Step 2 of 4: Shift Report Entry. | | |
| ◆ Input a minimum of one shift report for each retail profit center. | | |
| ◆ Print the Posted Shift Summary Report and verify input of shift reports. | | |
| Step 3 of 4: Process Shift Reports. | | |
| ◆ Verify that all shifts processed. | | |
| ◆ If a shift did not process, correct the error and reprocess the report. | | |
| ◆ Print the Processed Shift Summary Report and verify it for accuracy. | | |
| Step 4 of 4: Accounts Receivable Distribution. | | |
| ◆ Input all accounts receivable charge sales for each shift report you entered in step 2 of 4. | | |
| ◆ Print the Aged Detail Report to verify your input. (Access the report from the Accounts Receivable Reports Menu.) | | |
| REPORTS | | |
| Step 1 of 2: Print the following retail reports and verify all entries and calculated margins (where appropriate). | | |
| ◆ Unit Inventory Listing | | |
| ◆ Fuel Profit Analysis <i>Note:</i> You must update cost layers before verifying this report. | | |
| ◆ Draft Register | | |
| ◆ C-Store Inventory Reconciliation | | |
| ◆ Inter-Station Transfers | | |
| ◆ Fuel Inventory Reconciliation (Verify Stick Readings) | | |
| ◆ Retail Period Profit Analysis <i>Note:</i> If the report lists incorrect margins, check the values in the C-Store Period (File Maintenance). | | |
| Step 2 of 2: Print the following reports and verify account balances, unbilled liabilities, and/or inventory taxes: | | |
| ◆ Fuel Inventory (access from the Fuel Management Reports Menu) | | |
| ◆ Retail Sales Journal (access from the General Ledger Reports Menu). | | |

