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# Volume 3 - Wholesale & Inventory

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## Introduction to Wholesale & Inventory

*ExecuTrak Operations, Volume 3: Wholesale & Inventory* includes all the information you need to test ExecuTrak's Wholesale & Inventory Module. This volume also serves as your guide for system operations once you go on-line. The major areas of this volume include:

- ◆ Testing
- ◆ Data Entry
- ◆ File Maintenance
- ◆ Reports
- ◆ End of Period Processing
- ◆ History Processing

## Testing Procedures

### ***Purpose***

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

- ◆ File Maintenance
- ◆ Data Entry
- ◆ Reports.

Testing each module is a multi-step process. For example, the process for testing Wholesale and Inventory's File Maintenance function contains 17 steps. Complete each of these steps in sequential order.

This section of *Volume 3* lists the steps you must complete to test the Wholesale & Inventory Module. Even if you complete several of the 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 Wholesale & Inventory functions:

- ◆ File Maintenance
  - Inventory header, master, and location
  - Wholesale inventory
  - Product and product tax classes
  - Inventory blending ratios, header, master, and location
  - Wholesale inventory
  - Product and product tax classes
  - Pricing groups, group pricing, and customer price by location
  - Single and mass entry inventory count
  - Hazardous material comments, tax certification text, and text maintenance
  - Inventory cross-reference

- ◆ Data Entry
  - Receive inventory and invoice entry
  - Process wholesale invoices
  - Blend and manufacturing entry
  - Process blends
  - Enter and process transfers
- ◆ Reports
  - Sales summary by invoice
  - Inventory reconciliation
  - Receiver report
  - Unbilled liabilities
  - Wholesale sales journal

## File Maintenance

### Purpose

Wholesale & Inventory's File Maintenance program maintains the information about the products you sell at your profit centers.

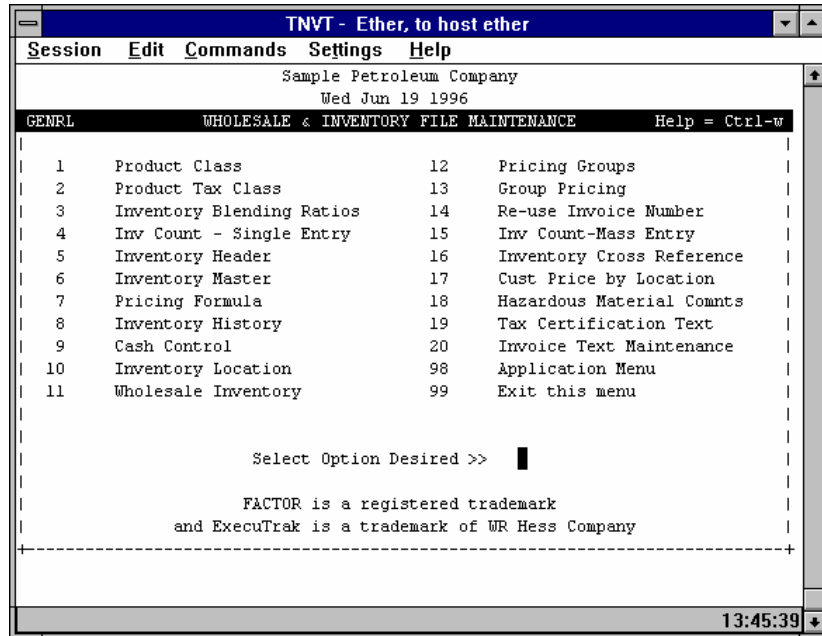
You provided information regarding your inventory to FACTOR on the Wholesale and Inventory Maintenance Sheets, and FACTOR staff input that information into your system. Consult the following table and review the listing of maintenance sheets.

<b>WS-01</b>	<b>Product Class</b>
<b>WS-02</b>	<b>Product Tax Class</b>
<b>WS-03</b>	<b>Pricing Formulas</b>
<b>WS-04</b>	<b>Inventory Header</b>
<b>WS-05</b>	<b>Item Count Inventory at Profit Center</b>
<b>WS-06</b>	<b>Blending Ratios/Repackaging</b>
<b>WS-07</b>	<b>Pricing Groups</b>
<b>WS-08</b>	<b>Group Prices</b>
<b>WS-09</b>	<b>Customer Price Books</b>
<b>WS-10</b>	<b>Invoice/Ticket Comments</b>
<b>WS-11</b>	<b>Tax Certification Text</b>

The File Maintenance section of this volume briefly reviews the information you learned during the *Introduction to ExecuTrak* training session and lists the 17 steps you must complete to test Wholesale & Inventory File Maintenance. When you complete a step, record it on the checklist on page 3-158.

When you select File Maintenance from the Wholesale & Inventory Main Menu, the system displays the screen in Figure 3-1. Notice that each maintenance sheet in the previous table corresponds to a File Maintenance menu option.

**Figure 3-1:**  
**Wholesale &  
Inventory File  
Maintenance  
Menu**



During testing, if you encounter inaccurate or missing data from any of these areas, use the instructions for completing wholesale and inventory maintenance sheets in Chapter 4 of the *User's Guide*.

### Procedures for Viewing File Maintenance Data

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

1. Select the menu option for the data to review.
2. Select Find from the ring menu. The cursor appears in the first field on that screen.
3. Press the Escape key. The system displays the first record in the table. Review the information.
4. Select Next from the ring menu (press "N" or key return). The next record in the table appears on the screen. Review the record. To edit data for a displayed record:
  - Choose Select then Change from the ring menu
  - Edit the data. The system prompts: "Data OK? Yes, No, Print." Select Yes to accept the data, No to edit the data, and Print to print the displayed information.

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 Wholesale & Inventory's File Maintenance menu options.

### ***Inventory Header***

Maintenance Sheet  
WS-04

One of your major tasks during setup was to identify all products that you sell or show as an invoice line item and then assign a unique product code to each. In turn, you assigned each product to a tax class and product class. For each product, you also defined the stocking units, pricing units, and any associated products. The system stores this data in the Inventory Header Table.

The process for adding new products to the system includes several steps. The Inventory Header menu selection allows you only to define the product. You must complete additional steps to assign the product to profit centers, identify storage locations, and define tank, terminal, and pump information for fuel products.

For complete instructions on adding a new product to the system see Adding a New Product Code on page 3-19.

Access the Inventory Header and, for each listed product, verify that you assigned the correct:

- ◆ Product tax class
- ◆ Product class
- ◆ Purchase, stocking, and pricing units.



Step 1 of 17

### ***Inventory Master***

Maintenance Sheet  
WS-05, Section #1

During setup you assigned each product to the profit centers that sell or inventory it. The system stores this data in the Inventory Master Table. The Inventory Master menu selection allows you to assign products to profit centers.



Step 2 of 17

Assigning products to profit centers is only one step in a multi-step process for establishing new products. For complete instructions on assigning products to profit centers see Adding a New Product Code on page 3-19.

Access the Inventory Master Table and verify that you assigned:

- ◆ Each product to the profit centers where you sell or inventory it
- ◆ The correct general ledger inventory, sales, and cost of goods account numbers to the product
- ◆ Minimum and maximum cost for each fuel product. You need to assign minimum and maximum costs only if you set System Parameter 1041 to Y. With this setting, the system generates a warning whenever you enter a fuel cost through fuel management's Fuel Cost Maintenance Program and the new cost falls outside the minimum-maximum range.

### **Inventory Location**

Maintenance Sheet  
WS-05, Section #2

During setup, you assigned each product to a storage location at each profit center that sells or inventories it. The Inventory Location Table maintains data regarding the storage location of each product (the warehouse section and or bin where you store that product at specific profit centers).

Assigning inventory locations is only one step in a multi-step process for adding new products to the system.

For complete instructions on assigning inventory locations see Adding a New Product Code on page 3-19.



Step 3 of 17

Access the Inventory Location Table and verify that you assigned an inventory location to each product at the profit centers that inventory or sell it. *Note:* Use the File Maintenance Inventory Location option for only non-fuel products. To establish locations for fuel products see page 3-28.

## Wholesale Inventory



Step 4 of 17

The Wholesale Inventory menu option maintains the Wholesale Inventory Table. This table stores inventory product data, including the data listed in the Inventory Header, Inventory Master, and Inventory Location Tables.

For complete instructions on creating wholesale inventory, see Adding a New Product Code on page 3-19.

Access the Wholesale Inventory Table and verify that you established each wholesale inventory product at each profit center that sells or inventories it.

## Product Class

Maintenance Sheet  
WS-01



Step 5 of 17

During setup, you defined product classes. The system uses product classes to:

- ◆ Designate product groups as fuel or non-fuel
- ◆ Record freight revenue and expenses
- ◆ Create customer override pricing levels and sales terms
- ◆ Use as reporting criteria.

The Product Class menu selection maintains the Product Class Table. To add a product class or update an existing product class, see instructions for completing Maintenance Sheet WS-01 in the *Introduction to ExecuTrak User's Guide*.

Access the Product Class Table and verify that you defined product classes for products that you price using the same pricing method.

## Product Tax Class

Maintenance Sheet  
WS-02

Product tax classes allow you to group products that are taxed alike. The system uses product tax classes when recording and reporting taxes for products. When you create product tax classes, you specify if the class contains fuel products or non-fuel products. The ExecuTrak Tax Control System uses this specification when determining which of its two taxing subsystems to use for maintaining a product's taxes.

- ◆ One taxing subsystem maintains taxes for fuel products.
- ◆ One taxing subsystem maintains taxes for non-fuel products.

The Product Tax Class menu selection maintains the Product Tax Class Table. To create a new product tax class or update an existing product tax class, see instructions for completing Maintenance Sheet WS-02 in the *Introduction to ExecuTrak User's Guide*.

Access the Product Tax Class Table and verify that you created a tax class for each group of products taxed in the same way.



Step 6 of 17

## Inventory Blending Ratios

Maintenance Sheet  
WS-06

During setup, you defined blended and repackaged products. As part of this process, you defined each component product and the quantity of each component you use in the blend. The Inventory Blending Ratios menu selection maintains the Blending Ratios Table.



Step 7 of 17

Unlike other file maintenance tables, you cannot use the Procedures For Viewing File Maintenance Data to review blended or repackaged products and their component products. To print a listing of ratios, see instructions for printing the BOM Blending Formulas Report on page 3-85.

To create a new blended product or update an existing product, see instructions for completing Maintenance Sheet WS-06 in the *Introduction to ExecuTrak User's Guide*.

Print the BOM Blending Formula Report and verify that you established all necessary:

- ◆ Blends for fuel products
- ◆ Repackaging bill of materials.

*Note:* To establish inventory for the “end” product before you sell it, select Blending and Manufacturing Entry from the Data Entry menu.

### **Pricing Groups**

Maintenance Sheet  
WS-07



Step 8 of 17

During setup you created pricing groups to allow you to use group pricing for your customers. Pricing groups are specific to profit centers, products, and dates. The Pricing Groups menu selection maintains the Pricing Groups Table.

To add a new pricing group or modify an existing group, see instructions for completing Maintenance Sheet WS-07 in the *Introduction to ExecuTrak User's Guide*.

If you use pricing groups, access the Pricing Groups Table and verify that you created all necessary groups.

### **Group Pricing**

Maintenance Sheet  
WS-08

The Group Pricing menu selection maintains data in the Group Pricing Table. The system uses the data in this table when pricing products by both the group and advertised pricing methods.



Step 9 of 17

To update data in the Group Pricing Table, see the instructions for completing Maintenance Sheet WS-08 in the *Introduction to ExecuTrak User's Guide*. For an overview of the pricing system, see Chapter 9 in the *User's Guide*.

Access the group pricing table and verify that you assigned the correct products and prices to each group.

### **Customer Price By Location**



Step 10 of 17

If you use book pricing, the Customer Price by location menu selection maintains the data in the Customer Price Book Table.

Review the data in the Customer Price Book Table and ensure accuracy and completeness.

### **Inventory Count--Mass Entry**



Step 11 of 17

Inventory Count-Mass Entry allows you to enter actual item counts for products. When you select the mass entry option, the system automatically displays profit center numbers and product codes and allows you to enter the counts. Choose this option to enter inventory counts for numerous products. For detailed instructions on mass entry of inventory counts see Entering Actual Inventory Counts--Mass Entry on page 3-35.

Review the process for mass entry of inventory counts and make certain that you understand how to perform the process.

### **Inventory Count--Single Entry**

The Inventory Count-Single Entry menu selection allows you to enter actual item counts for a product. The single entry option requires you to enter the profit center, location, and product code for each product. Use this option to enter counts for a small number of products. For detailed instructions on mass and single entry of inventory counts see Inventory Count: Single and Mass Entry on page 3-37.



Step 12 of 17

Review the procedures for single entry of inventory counts and make sure that you understand the process.

### **Hazardous Materials Comments**

When you create a hazardous materials comment and attach it to a product, the system prints the comment on any invoice that lists the product.



Step 13 of 17

Verify that you created all necessary hazardous materials and other comments to print on invoices for specific products.

### **Tax Certification Text**

Maintenance Sheet  
WS-11

During setup, you created text and attached it to specific product tax classes. Whenever you print an invoice that lists a product in that tax class, the system prints the accompanying text on the invoice. You must set System Parameter 6114 to "Y."

To create new tax certification text or modify existing text, see instructions for completing Maintenance Sheet WS-11 in the *Introduction to ExecuTrak User's Guide*.



Step 14 of 17

Verify that you created any necessary tax certification text to print on invoices for specific line items.

**Invoice Text**Maintenance Sheet  
WS-10

Step 15 of 17

The Invoice Text menu selection maintains the Invoice Text Table. Use this menu selection to enter up to two lines of text to print on all invoices that you print through Wholesale & Inventory.

To enter new invoice text or update existing invoice text, see the instructions for completing Maintenance Sheet WS-10 in the *Introduction to ExecuTrak User's Guide*.

Access the Invoice Text table and verify that you created the necessary text to print on all invoices.

**Re-Use Invoice Number**

Step 16 of 17

If you incorrectly post an invoice, use the Re-Use Invoice Number menu option to delete the incorrect invoice and reuse the number.

*Note:* You cannot use this option to replace a processed invoice.

Review the process for re-using an invoice number and make certain that you understand when you can and cannot re-use a number and how to reuse the number.

## Inventory Cross-Reference

### Steps for Using Inventory Cross Reference



Step 17 of 17

### Pricing Formula

Maintenance Sheet  
WS-03

As part of the ExecuTrak installation process you assigned product codes to each product in your inventory. Most likely, the new codes you assigned are different from your old product numbers.

The Inventory Cross-Reference menu selection maintains the Inventory Cross-Reference Table. The data in this table cross-references your new product codes with your old product codes. This cross-reference allows data entry operators to continue using your old product identifiers in the following areas of the system:

- ◆ Sales order entry
- ◆ Wholesale invoicing
- ◆ Movement entry.

To use the cross-reference feature, you must perform two steps:

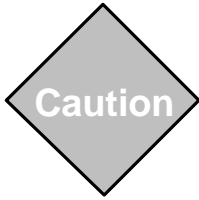
- ◆ Use the Inventory Cross Reference menu selection to reference each of your old product codes with your ExecuTrak product codes.
- ◆ Set System Parameter 6005 to Y.

If you use the cross-reference feature, verify that each ExecuTrak product code references one of your old product codes.

A pricing formula defines the method you use to determine the customer purchase price and the cost of internal deliveries. During setup, you created pricing formulas and levels. You then attached each pricing formula to product groups and assigned default pricing levels to customers. The Pricing Formula Table stores pricing formula and level data.

To create new pricing formulas or update existing formulas, see instructions for completing Maintenance Sheet WS-03 in the *Introduction to ExecuTrak User's Guide*. For more information on pricing, consult Chapter 9 in the *User's Guide*.

**Inventory History**



ExecuTrak automatically maintains and updates data stored in the Inventory History Table. We strongly discourage altering any data in this table. If you determine a need to manually update this data, please contact FACTOR for assistance and possible alternatives.

**Adding a New Product Code**

During setup of your database, you created product codes for each product that you:

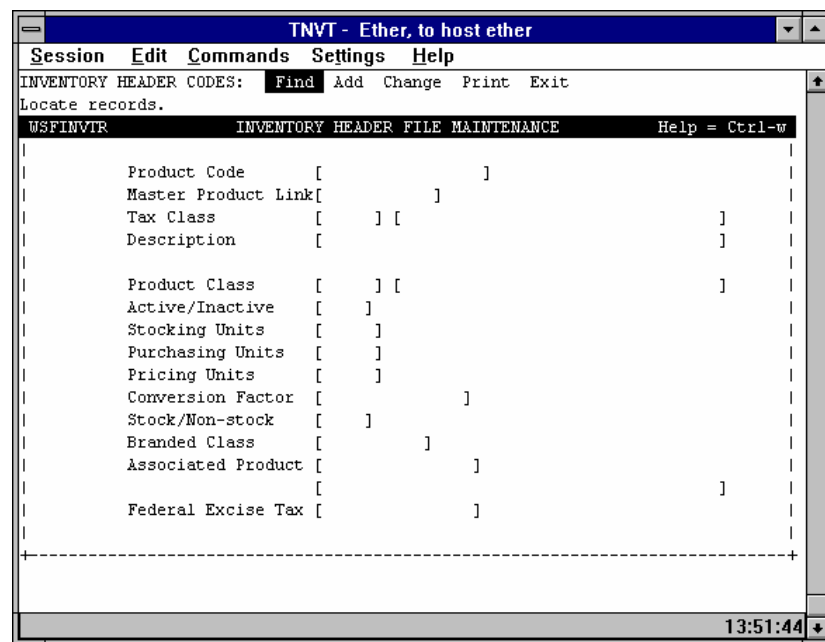
- ◆ Invoice to a customer
- ◆ Show as a line item on an invoice.

You must complete multiple steps for each new product code you create. This section of *Volume 3* guides you through the process for adding new product codes for both fuel and non-fuel products.

**Step 1: Inventory Header**

When you select Inventory Header from Fuel Management's File Maintenance Menu, the system displays the screen in Figure 3-2.

**Figure 3-2:  
Inventory Header**



Inventory Header File Maintenance requires you to enter the following information for each product code:

- ◆ Product code
- ◆ Tax class
- ◆ Description
- ◆ Product class
- ◆ Active/inactive
- ◆ Stocking units
- ◆ Purchasing units
- ◆ Pricing units
- ◆ Conversion factor
- ◆ Stock/non-stock
- ◆ Branded class
- ◆ Associated product
- ◆ Federal excise tax.

Each of the following headings corresponds to an Inventory Header field.

**Product Code**

Enter a unique product code, up to 16 alpha-numeric characters. Remember: You must create a code for each product to show as a line item on an invoice, including labels, service calls, rent, etc.

**Master Product Link**

The system maintains this number.

**Tax Class**



Enter the correct product tax class for this product. Any tax class you enter in this field must exist in the Product Tax Class Table.

*Note:* When you enter an existing product tax class code, the system enters the code's description in the field to the right.

**Description**

Enter a description of the product, up to 40 alpha-numeric characters. The system may truncate descriptions longer than 30 characters when printing certain reports.

*Note:* Make sure the "package size" is part of the description. ExecuTrak's search feature checks the description field, not the product code field.

<p><b>Product Class</b></p> <p><b>Ctrl-F</b></p>	<p>Enter the correct product class for the item. Create classes for like products or products you wish to monitor as a group. Any product class you enter here must exist in the Product Class Table. <i>Remember:</i> You designated product classes as fuel and non-fuel.</p> <p><i>Note:</i> When you enter an existing product class code, the system enters the code's description in the field to the right.</p>
<p><b>Active/Inactive</b></p>	<p>Enter "Y" to designate an active product code.</p> <p>Enter "N" to designate an inactive product code.</p>
<p><b>Stocking Units</b></p>	<p>Enter the unit of measure you use to stock the product. The unit of measure you enter in this field must exist in the Unit of Measure Table.</p> <p>If this unit of measure differs from the purchase unit of measure, then you must create a unit of measure conversion if one does not already exist. See "Chapter 2: System Management" in the <i>Introduction to ExecuTrak User's Guide</i> for more information on unit of measure conversions.</p>
<p><b>Purchase Units</b></p>	<p>Enter the type of units in which you record purchase quantities. Any unit of measure you enter in this field must exist in the Unit of Measure Table.</p>
<p><b>Pricing Units</b></p>	<p>Enter the unit of measure describing how you price this product to customers--for example, gallon or case. If this unit of measure differs from the unit of measure you entered for "Stocking Units" then you must create a Unit of Measure Conversion if one does not already exist.</p>
<p><b>Conversion Factor</b></p>	<p>Make no entry in this field.</p>
<p><b>Stock/Non-Stock</b></p>	<p>Enter "S" to designate a normal stocking item.</p> <p>Enter "N" to designate a non-stocking item that you record as a product code, for example, labor, fees, rent, split-load charges, freight, etc.</p>

**Branded Class**

If you designate brand names for products, enter the name. If you do not designate brand names, leave this field empty and key return.

**Associated Product**

Enter the product code for any product that you must sell with this product--for example, when you sell a barrel with oil. During Invoice Entry, the system automatically displays the second product after you enter the first.

**Federal Excise Tax**

Enter the federal excise tax for **non-fuel products**. **Do not enter** an amount for fuel or oil products. Use this field for products like tires. This information has no effect on the system except to record that you charged federal excise tax.

Once you enter all necessary information on this screen, the system prompts:

Data OK?    Yes        No        Print

**Yes:** Accept the data. The system displays a blank Inventory Header Screen. If you do not need to enter another product code, press Ctrl-C to access the ring menu, then select Exit.

**No:** Make corrections to the data.

**Print:** Print the data on this screen.

**Step 2: Inventory Master**

The second step for assigning a new product code is to assign the code to each profit center where you sell or inventory the product. You must repeat this procedure for each profit center.

When you select Inventory Master from Fuel Management's File Maintenance Menu, the system displays the screen in Figure 3-3.

**Figure 3-3:**  
**Inventory Master**

Inventory Master File Maintenance requires you to enter the following information for each product code and each profit center that sells or inventories the product:

- ◆ Profit center
- ◆ Product code
- ◆ G/L inventory
- ◆ G/L sales account
- ◆ G/L cost account
- ◆ Base inventory price
- ◆ Weighted average cost
- ◆ Pricing formula
- ◆ Shipment, normal minimum and maximum
- ◆ Cost, normal minimum and maximum
- ◆ Reorder point
- ◆ Track customer quantity on hand
- ◆ Track serial numbers.

Each of the following headings corresponds to an Inventory Master field.

#### Profit Center

Enter the number of the profit center where you will sell or inventory this product.

#### Product Code

Ctrl-F

Enter the product code for this product. This is the same code you entered previously through Inventory Header.

**G/L Inventory Account**

Ctrl-F

Enter the general ledger inventory account to update at end of period processing. This account must already be attached to the profit center.

**G/L Sales Account**

Ctrl-F

Enter the general ledger sales account to update for each sale of this product. This account must already be attached to the profit center.

**G/L Cost Account**

Ctrl-F

Enter the general ledger cost account to update each time you purchase this product. This account must already be attached to the profit center.

**Base Inventory Price**

Sometimes Termed Base Inventory Value

If you specify a pricing formula with a Type F calculation, the system uses the amount you enter in this field to determine the customer purchase price. The amount you enter here is a constant value; the system does not update it. You must manually change this amount to update it.

You can calculate the customer purchase price in one of two ways:

- ◆ Enter the normal customer purchase price and use the pricing formula to markup or discount the amount accordingly.
- ◆ Enter your “cost” for the product in this field and use the pricing formula to “markup” your cost to determine the customer purchase price.

**Weighted Average Cost**

ExecuTrak calculates the weighted average cost of a product by averaging all prices you paid for that product in the past. The system maintains the weighted average cost for each product and updates the amount each time you pay a different price.

To use the weighted average cost when calculating the customer purchase price, you must use a Type C calculation.

For more information on Type C and F calculations, see Chapter 9 in the *User’s Guide*.

**Pricing Formula**

Ctrl-F

Enter the code for the pricing formula to use when calculating the customer purchase price. For more information on Pricing Formulas, see Chapter 9 in the *User's Guide*.

**Normal Minimum/Maximum Shipped**

Enter the normal minimum and maximum quantities that you purchase of this product. During data entry, if the entered quantity falls outside the minimum-maximum range, the system displays a warning message.

**Normal Minimum/Maximum Cost**

Enter the normal minimum and maximum amounts that you pay for this product. During data entry, if the entered amount falls outside the minimum-maximum range, the system displays a warning message.

**Reorder Point**

If you allow your inventory level for a product to reach a certain level or number of units before you reorder, enter the reorder point. The Inventory on Hand Report displays a message for items you need to reorder.

**Track Customer Quantity on Hand**

Y Enter Y if this product is a returnable item and you need to track the customer's quantity on hand. *Note:* You must create an invoice to credit the return.

N Enter N for non returnable products and products for which you do not need to track the customer's quantity on hand.

**Track Serial Numbers**

Y Enter Y if this product is a returnable item with a serial number and you need to track the customer's quantity on hand.

N Enter N for non returnable products and products for which you do not need to track the customer's quantity on hand.

When you finish entering data and key return, the system prompts:

Data OK?      Yes      No      Print

**Yes:** Accept the data. The system displays a blank Inventory Master Screen. If you have finished creating new product codes, press Ctrl-C to access the ring menu and select Exit.

**No:** Edit the data.

**Print:** Print the data on the screen.

### **Step 3: Inventory Location and Fuel Tanks**

**Purpose**

Once you finish assigning the new product to each relevant profit center, you must establish where you store the product at each profit center and the maximum quantity of the product you store at that location.

**Non-Fuel Products**

If the product is a non-fuel product, use the procedures for Establishing Quantity and Location for Non-Fuel Products.

**Fuel Products**

If the product is a fuel product, use the procedures for Establishing Quantity and Location for Fuel Products on page 3-28.

**Establishing Quantity and Location for Non-Fuel Products**

When you select Inventory Location from Wholesale and Inventory's File Maintenance Menu, the system displays the screen in Figure 3-4.

**Figure 3-4:**  
**Inventory**  
**Location**

```

TNVT - Ether, to host ether
Session Edit Commands Settings Help
INVENTORY LOCATION CODES: Find Add Change Delete Print Exit
Locate records.
WSF2NDLC INVENTORY LOCATION FILE MAINTENANCE Help = Ctrl-w
|
| Profit Center [ ] [ ]
|
| Inventory Location [ ]
|
| Product at Location [ ] [ ]
|
| Tank/Bin [ ]
|
| Maximum Quantity [ ]
|
| Quantity at Location [ ]
|
|-----|
|
|-----|
13:55:59

```

To establish the location and maximum quantity of a non-fuel product at a profit center, you must enter the following information for each profit center that sells or inventories the product:

- ◆ Profit center number
- ◆ Inventory location
- ◆ Product at location
- ◆ Tank/bin
- ◆ Maximum quantity
- ◆ Quantity at location.

Each of the following headings corresponds to an Inventory Location field.

**Profit Center**

Enter the number of the profit center that will sell or inventory the product.

**Inventory Location**

If your warehouse is sectioned, enter the main section where you will store this product. Use up to five alpha-numeric characters.

	<p>If your warehouse has no sections, enter a “dummy” location, for example, 0, 1, or 99. This is a required entry. FACTOR recommends that you use the same dummy location for each item count inventory product.</p>
<b>Product at Location</b>	<p>Enter the product code.</p>
<b>Tank/Bin</b>	<p>If you entered a “real” location for the product, enter any secondary or sub-location.</p> <p>If you entered a “dummy” location, leave this field empty.</p>
<b>Maximum Quantity</b>	<p>Enter the maximum quantity of the product you will store at this location.</p>
<b>Quantity at Location</b>	<p>The system maintains this data. This amount represents the product’s current inventory level.</p>

**Establishing Quantity and Location for Fuel Products**

The first step for establishing a new fuel product is to designate the tank where you will store the product. If you will store the product in a tank not already in the system, you must define a new fuel tank. If you will store the product in a tank currently designated to store a different fuel product, you must change the product in the tank.

- ♦ To change a product, see the instructions for changing a product in a tank in *Volume 2: Fuel Management*.
- ♦ To establish a new tank, choose Fuel Tanks from Fuel Management’s File Maintenance Menu. The system displays the screen in Figure 3-5.

**Figure 3-5: Tank File Maintenance**

### Profit Center

Enter the number of the profit center where the tank is located.

*Dummy Tank:* Enter the number of the profit center to receive credit for the fuel sale.

### Tank Number

Enter a tank number for the product. We recommend a one- or two-digit number for rapid data entry; we also suggest that the tank number be the same number as the number for the product held in that tank. *Note:* Tank numbers must be unique; no two tanks at the same profit center can have the same number.

*Dummy Tank:* Use the same number for the tank as you did for the product **only** if this profit center is a “dummy” profit center you created for direct drops.

*If the profit center is a real location, but you are creating a dummy tank, add an “8” or “9” in front of the product code number to create the tank number. For example, if your product code is 12 use tank number 812 or 912.*

### Product In Tank

Ctrl-F

Enter the product code for the new product. Any product code you enter must exist in the Inventory Master Record.

**Length and Diameter**

The system uses the information you enter and stick readings to determine the volume of fuel contained in the tank. **Record the length and diameter in inches or centimeters.**

*Dummy Tank: Enter "1".*

**Direction**

Choose one of the following codes to indicate your tank specifications.

*Dummy Tank: Enter "H" or "V".*

**Cylindrical Tanks with flat ends—Level, Horizontal Position**

H The length and diameter (in the previous field) are recorded in inches, and the capacity (in the following field) is recorded in gallons.

M The length and diameter are recorded in centimeters, and the capacity is recorded in liters.

**Cylindrical Tanks with Flat Ends—Level, Vertical Position**

V The length and diameter are recorded in inches, and the capacity is recorded in gallons.

**Fiberglass or Fiberglass Lined Tanks or any Tank "Bubbled" on the Ends**

C Enter "1" in the length field. In the diameter field, enter the last inch reading on the tank chart. You also need to create tank charts for the tank.

<p><b>Capacity</b></p>	<p>If you record length and diameter in inches, record the capacity in gallons.</p> <p>If you record length and diameter in centimeters, record the capacity in liters.</p> <p><i>Dummy Tank: Enter a capacity of 50,000 gallons or enough to handle all direct drops through this tank for one day.</i></p>
<p><b>Date Last Checked/Date Installed</b></p>	<p>This information is optional and intended for pending EPA reporting regarding tank integrity and age.</p> <p><i>Dummy Tank: Leave this field empty.</i></p>
<p><b>Tank Type</b></p>	<p>Enter the tank type, for example steel or fiberglass. Although the system requires an entry in this field, this item is used for informational purposes only and is intended for future EPA reporting.</p> <p><i>Dummy Tank: Enter "DUMMY".</i></p>
<p><b>Checking Method</b></p>	<p>An entry in this field is optional and intended for future EPA reporting.</p> <p><i>Dummy Tank: Leave this field empty.</i></p>
<p><b>Tank Tied To</b></p>	<p>If the fuel in this tank is available to another tank through a physical connection, enter the number of the tank to which this one is tied. You must also tie the primary tank to itself. Leave this field empty if no connection to another tank exists.</p> <p><i>Note: All tied tanks must contain the same product. The pump to which they are tied must evenly pull the product from all tied tanks.</i></p> <p><i>Dummy Tank: Leave this field empty.</i></p>
<p><b>Current Volume</b></p>	<p>Enter "0" (zero). During startup, the system sets the current inventory levels.</p> <p><i>Dummy Tank: Enter "0" (zero).</i></p>

**Tank Charts**

If your tanks are fiberglass, fiberglass lined, or bubbled on the ends, you should have entered “C” in the Direction field. You also need to establish tank charts for your tanks. The system uses the information on these charts to calculate the amount of fuel in your tanks when you enter a stick reading.

To create tank charts, see the instructions for completing Maintenance Sheet FM-08 in the *Introduction to ExecuTrak User’s Guide*.

**Remember**

You must repeat these steps for each profit center where you establish a new fuel product.

**Step 4: Wholesale Inventory**

You must define both fuel and non-fuel products in your wholesale inventory. Complete this step for each profit center that sells or inventory’s the new product.

Wholesale Inventory is the final step in Adding a New Product Code for non-fuel products. For new fuel products, you have one or two additional steps to complete, depending upon whether you will sell the fuel product at a retail profit center.

To add the product to a profit center’s wholesale inventory, select Wholesale Inventory from Wholesale & Inventory’s File Maintenance Menu. The system displays the screen in Figure 3-6.

**Figure 3-6:**  
**Wholesale**  
**Inventory**

```

TNVT - Ether, to host ether
Session Edit Commands Settings Help
INVENTORY WHOLESAL CODES: Find Add Change Delete Print Exit
Locate records.
WSFWHLSL      INVENTORY WHOLESAL FILE MAINTENANCE      Help = Ctrl-w
|
| Profit Center      [          ] [          ] |
| Product at Location [          ] [          ] |
| Core price         [          ] |
| Cost Change Flag   [ ] |
| Date Last Sold     [          ] Date Last Purchase [          ] |
| Last Cost          [          ] |
| Core Quantity      [          ] |
| Manufacturing Reserv[          ] External Reserve [          ] |
| Life of Product    [          ] |
| On Backorder       [          ] On Backorder to Us [          ] |
| Print Label Flag   [ ] Hold Flag [          ] |
| Lost Sales         Month to Date      Year to Date |
| Dollars            [          ] [          ] |
| Quantity           [          ] [          ] |
|-----|
13:56:41

```

### Required Data

With the exception of four fields, the system maintains wholesale inventory data for the product. Each of the following headings corresponds with a field that requires you to enter data.

### Profit Center

Enter the number of the profit center that will sell or inventory this product.

### Product at Location

Enter the product code for the new product.

### Core Price

If you consider this product a “core” item, enter the price of the core.

Enter Ø if you do not consider this product a “core” item.

### Lost Sales

Enter Ø in the Dollar and Quantity fields for both Month-to-Date and Year-to-Date columns.

### **Step 5: Terminal Vendor**

When you finish adding new fuel products to Wholesale Inventory, you must then add each new fuel product to the terminal/vendor where you purchase the product. See instructions for completing Maintenance Sheet FM-02 in the *Introduction to ExecuTrak User's Guide*.

### **Step 6: Pump Maintenance**

If you will sell this product at retail profit centers, you must record fuel pump information for the product. To record fuel pump information, see instructions for completing maintenance sheet RS-03 in the *Introduction to ExecuTrak User's Guide*.

### **Inventory Count: Single and Mass Entry**

#### **Purpose**

After you take an actual inventory of products in your profit centers, you must enter the actual count of each product into the system. ExecuTrak provides you with two methods for entering actual inventory counts of fuel and non-fuel products:

- ◆ Inventory Count--Mass Entry
- ◆ Inventory Count--Single Entry.

#### **Mass Entry**

When you use Inventory Count--Mass Entry to enter inventory counts, the system requires you to enter the profit center number. ExecuTrak automatically displays location and product codes and allows you to enter the count for the displayed product.

#### **Single Entry**

When you use Inventory Count--Single Entry to enter actual inventory counts, the system does not automatically display product codes; you must enter the code for each product for which you want to enter an inventory count.



Use the inventory count entry options as often as you need to enter actual levels for inventory products. Complete this procedure on a daily, weekly, or monthly basis, depending upon how often you inventory products.



**Count Date**

Enter the date of the actual inventory.

**Sort Options**

Enter “1” for the system to display products sequentially by location.

Enter “2” for the system to display products sequentially by product code.

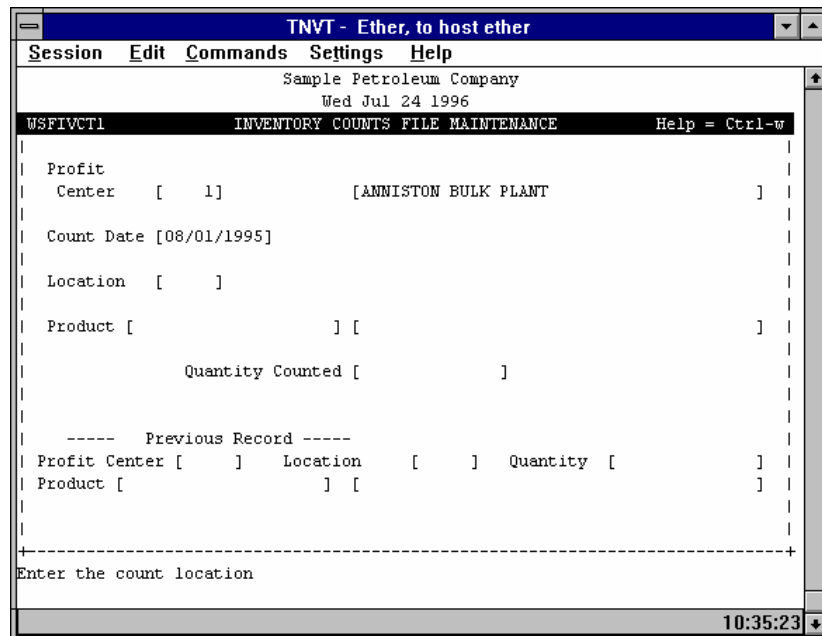
**Store the Count Records**

Enter “Y” for the system to store records if the count quantity equals Ø.

Enter “N” for the system to discard records if the count quantity equals Ø.

After you enter data on this screen, the system displays the screen in Figure 3-8 and allows you to enter actual inventory quantities.

**Figure 3-8:**  
*Inventory Counts File Maintenance*



Each of the following headings corresponds to a field on Inventory Counts File Maintenance.

**Profit Center and Count Date**

The system enters this data from the previous screen.

**Location and Product**

Key return through these two fields, and ExecuTrak automatically displays the product code and location. When you enter the count, the system displays the next code.

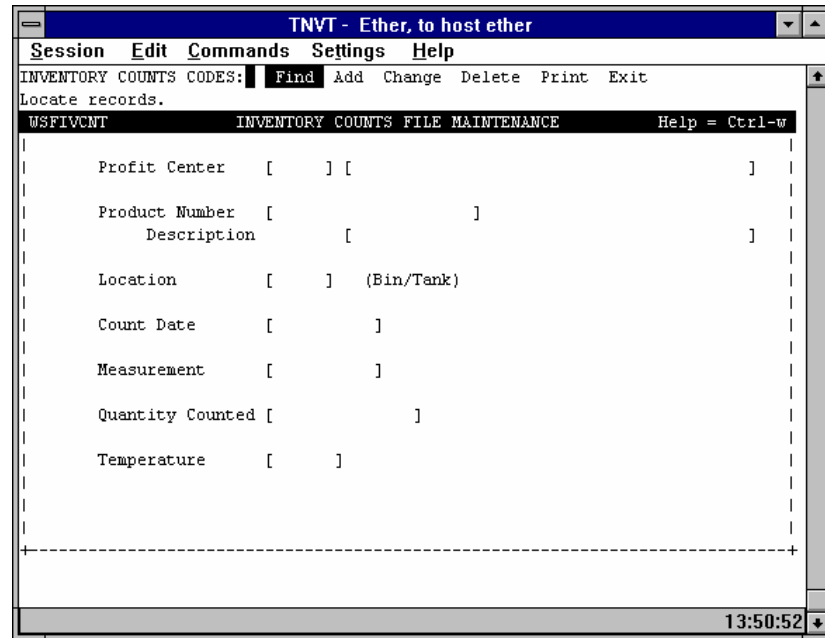
**Quantity**

Enter the actual quantity for the product.

**Entering Actual Inventory Counts--Single Entry**

When you select Inventory Count--Single Entry from Wholesale & Inventory's File Maintenance Menu the system displays the screen in Figure 3-9.

**Figure 3-9:**  
*Inventory Count--Single Entry*



**Wholesale & Inventory**

For each product you must enter the following information:

- |                  |                    |
|------------------|--------------------|
| ◆ Profit center  | ◆ Count date       |
| ◆ Product number | ◆ Measurement      |
| ◆ Location       | ◆ Quantity counted |

Each of the following headings corresponds to a field on Inventory Count--Single Entry.

**Profit Center**

Enter the number of the profit center for which you need to enter actual inventory quantities.

<b>Product Number</b>	Enter the number of the product for which you need to enter an actual inventory count.
<b>Location</b>	Enter the location of the product at this profit center.
<b>Count Date</b>	Enter the date you took the actual inventory.
<b>Measurement</b>	Enter the tank measurement if this is a fuel product.  If this is a non-fuel product, enter the word “count”.
<b>Quantity Counted</b>	Enter the actual quantity of this product at this profit center.
<b>Temperature</b>	Make no entry in this field.

## Data Entry

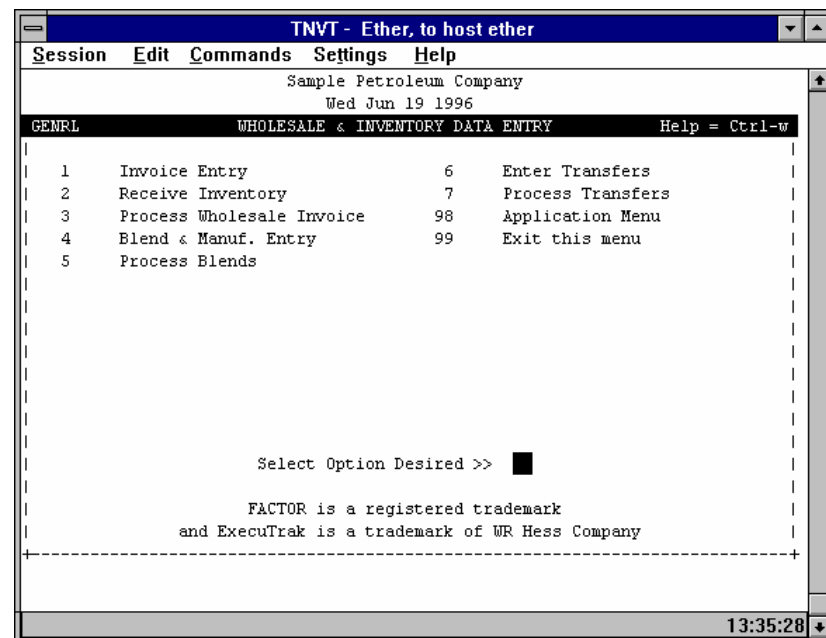
### Purpose

Wholesale & Inventory's Data Entry program allows you to maintain, update, and track the inventory at your profit centers. This program works with other areas of the system to:

- ◆ Add items to your inventory
- ◆ Remove items from your inventory and adjust inventory levels when you sell products or transfer them to another profit center
- ◆ Adjust inventory levels for blended and repackaged products and their component products
- ◆ Update appropriate general ledger accounts.

When you select Data Entry from Wholesale & Inventory's Main Menu, the system displays the screen in Figure 3-10.

**Figure 3-10:**  
**Wholesale & Inventory Data Entry Menu**



This menu presents you with the following data entry options:

**Data Entry Options**

- ◆ Invoice Entry
- ◆ Receive Inventory
- ◆ Process Wholesale Invoices
- ◆ Blend and Manufacturing Entry
- ◆ Process Blends
- ◆ Enter Transfers
- ◆ Process Transfers.

The data entry section of this volume includes step by step instructions for each data entry option. In addition, this section lists the seven steps you must complete to test Wholesale & Inventory's Data Entry Program.

Data entry testing consists of seven steps:

- ◆ Receiving inventory (page 3-41)
- ◆ Entering and verifying invoice data (page 3-44)
- ◆ Processing wholesale invoices (page 3-60)
- ◆ Entering blended product transactions (page 3-68)
- ◆ Processing blends (page 3-72)
- ◆ Entering transfers (page 3-75)
- ◆ Processing transfers (page 3-78).

When you finish testing a step, record it on the checklist on page 3-158.



Seven Steps for Data Entry Testing

**Receive Inventory**

**Purpose**

Whenever you receive unit inventory items, use ExecuTrak's Receive Inventory menu selection to enter the products into the system. The Receive Inventory Screen allows you to enter multiple products for one vendor.



Record the receipt of non-fuel products through Receive Inventory on a daily basis.

Use this option for only non-fuel products. To receive fuel products use Fuel Management's Movement Entry program.



Step 1 of 7

**Figure 3-11:**  
**Receive Inventory**  
**File Maintenance**

To test the Receive Inventory Program, for each non-fuel vendor from whom you purchase products, input at least one line item for each product your purchase from the vendor. If you purchase from 5 vendors and purchase 5 products from each vendor, you will input a minimum of 25 line items.

When you select Receive Inventory from Wholesale & Inventory's Data Entry Menu, the system displays the screen in Figure 3-11.

Product	Description	Loc	Quantity	Cost	Extension
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Wholesale &amp; Inventory

### Menu Options

The ring menu presents you with the following options:

**Find:** Locate a specific group of products received at a profit center.

**Add:** Receive new products into inventory.

**Change:** Edit the data displayed on the screen.

**Delete:** Delete a product or products received from a vendor.

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

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

Each of the following headings corresponds to a Receive Inventory File Maintenance Field.

**Vendor Number**

Ctrl-F

Enter the number of the vendor from whom you purchased the products.

**Receiving Number**

Enter your receiving number.

**Profit Center**

Ctrl-F

Enter the profit center number where you will store the products.

**Date**

Enter the date you received the products.

**Purchase Order**

If you specified a blanket P.O. number in this vendor's Master Record, the system displays the number. You can also override this number or leave this field empty.

**Carrier Number**

Ctrl-F

If necessary, enter the number of the carrier who delivered the products. Any carrier number you enter must exist in the Fuel Carriers Table.

**Freight Bill Number**

Enter any freight bill number.

**Product Information**

Review the Receive Inventory Screen. The bottom one-half of the screen allows you to enter information for multiple products you received from this vendor.

**Product**

Ctrl-F

Enter the product code for the item. Any code you enter must exist in the profit center's Inventory Master.

**Description**

When you enter the product code, the system displays the product description.

<b>Loc</b>	If this product is setup for only one location, the system automatically displays the location. If this product is setup for multiple locations at this profit center, specify the location where you want to receive this inventory.
<b>Quantity</b>	Enter the quantity that you received of the product. Be certain to use the purchase unit of measure assigned to this product.
<b>Cost</b>	If you know the unit cost of the product, enter that amount here. If you do not know the unit cost, ExecuTrak will enter the weighted average cost from the inventory master. You can override this amount when you receive the invoice.
<b>Extension</b>	<p>The system multiplies the quantity by the cost and displays the result.</p> <p>When you finish entering product information, press Escape. The system prompts:</p> <p>Data OK? Yes No Print</p> <p><b>Yes:</b> Accept the data and display a blank Receive Inventory Screen. Use this screen to record the receipt of inventory products from another vendor.</p> <p><b>No:</b> Return to the current Receive Inventory Screen and edit data.</p> <p><b>Print:</b> Print the information displayed on this screen.</p> <p>When you accept the data, select Exit from the ring menu. Print the Receiver Report to verify the accuracy of the data you entered. (See page 3-98.)</p>
<b>Invoicing</b>	
<b>Purpose</b>	Whenever a wholesale customer purchases a product, use Wholesale & Inventory's Invoice Entry function to record the sale and create an invoice. Invoice Entry works with the Process Invoices function to automate the following activities:

## **Invoicing Process**

- ◆ Create an invoice
- ◆ Reduce the inventory level of each product at the specified profit center
- ◆ Update the customer account to reflect sales
- ◆ Update appropriate tax accounts for any taxes listed on the invoice.

The process for creating invoices consists of three steps:

1. Use Invoice Entry to enter information to appear on the invoice.
2. Use Invoice Print to print the invoices.
3. Use Process Invoices to update all accounts affected by the transaction.

## **Invoice Entry**

The system uses a holding table to store data you enter for invoices. When you process invoices, the system moves the data from the holding table and places it in a permanent invoice table.

## **Counter and Batch Entry**

ExecuTrak provides you with two methods for creating invoices. *Counter Entry* allows you to enter information for one invoice and print that invoice immediately. *Batch Entry* allows you to enter information for several invoices, save the invoices in a batch (group), and print all invoices in the batch later.



Step 2 of 7

To test the Invoice Entry program, complete the following steps:

- ◆ For each product you sell, input a minimum of one invoice for each profit center to each customer taxed by a unique method (farmer, government, construction, etc.)
- ◆ For each invoice you entered in the previous step, verify price calculations and the recorded Tax Use Group.
- ◆ Print the invoices and verify the line items and the text lines on each.



Frequency

**Figure 3-12:**  
**Customer**  
**Information**  
**Screen**

Use Invoice Entry whenever you need to create a sales invoice.

When you select Invoice Entry from Wholesale & Inventory's Data Entry Menu, the system displays the screen in Figure 3-12.

```

TNVT - Ether, to host ether
Session Edit Commands Settings Help
INVOICE: Batch Counter Lookup Exit
Enter Invoices in batch mode
WSEINVOICE CUSTOMER INFORMATION Help = Ctrl-W
|
| Customer Number [      ] Shipping Address
| [      ] [      ]
| [      ] [      ]
| [      ] [      ]
| [      ] [      ]
| [      ] [      ]
|
| Invoice Number [      ] Available Credit [      ]
| Customer PO # [      ] Release # [      ]
| Salesperson [      ] Sale Date [      ]
| How Shipped [      ] Ship Date [      ]
| Freight [      ] Print Invoice [      ]
+-----+
13:36:36

```

The Customer Information ring menu presents you with the following options:

- ◆ Batch
- ◆ Counter
- ◆ Lookup
- ◆ Exit.

*Batch*

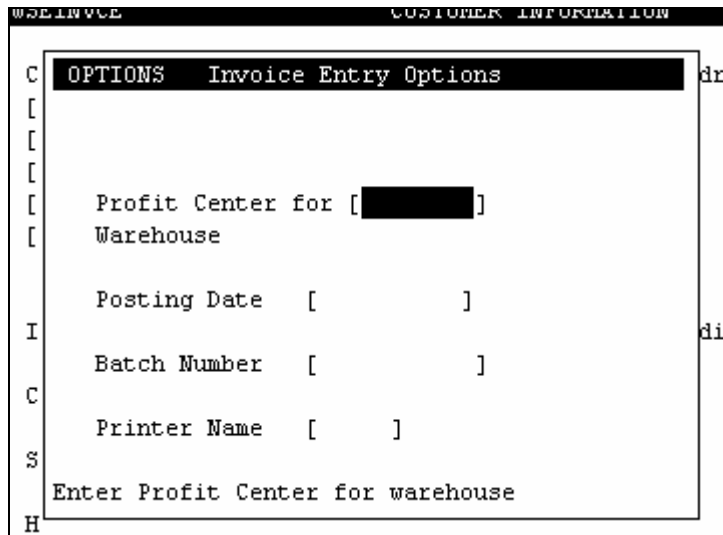
Select Batch from the ring menu to enter information for multiple customers and invoices. The system stores each invoice in a batch and assigns the batch a number that you specify. The most common method for assigning a batch number is to use the current date, for example 081996. After you save the batch, you can add invoices to it later, as long as you have not yet processed the batch.

*Counter*

Select Counter from the ring menu to enter information for one invoice to print immediately.

**Figure 3-13:**  
*Invoice Entry Options*

When you select Counter or Batch from the ring menu, the system opens the window in Figure 3-13.



**Profit Center:** Enter the number of the profit center to credit for the sale.

**Posting Date:** This should normally be the current date.

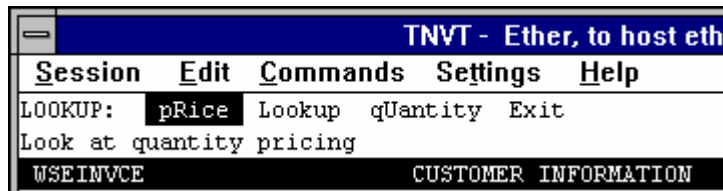
**Batch Number:** Enter a batch number. *Note:* You can reuse a batch number for a week, month, etc. Whenever you reuse a batch number, the system gives you the option to “Restart Batch.”

**Printer Name:** Enter the printer ID (lp1, lp0, etc.)

*Lookup*

When you select Lookup from the ring menu, the system displays the ring menu in Figure 3-14.

**Figure 3-14:**  
*Lookup Ring Menu*



**Lookup Menu  
Options**

**pRice:** The system opens the price lookup window. This window allows you to locate customer price break information for a specified customer and quantity.

**Lookup:** The system opens a text search window and allows you to locate a product code by entering a partial description of the product.

**qUantity:** The system allows you to check a customer's quantity on hand of any returnable product. To use this feature, you must have specified for the system to track quantity on hand for a customer. (See Inventory Header.)

*Note:* Notice the irregular capitalization in the pRice and qUantity options. Type the uppercase letter to select that option.

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

**Customer  
Information**

Once you set invoice entry options, the display returns to the Customer Information Screen.

Each of the following headings refers to a Customer Information field.

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

If you know the customer's number, enter it in this field. If you do not know the number, use Ctrl-F to look up the number. You can also use the following method:

**Locating Customer Number and Data**

1. Position your cursor in the field directly below the customer number field.
2. Type part of the customer's name and key return. The system should display a customer name and the corresponding data.
3. If the screen displays the correct record, choose Select from the ring menu. If the screen displays an incorrect record, use Next/Previous to display the correct customer.
4. Choose Select from the ring menu.

**Past Due**

If the customer's account is past due and you set the system to display a warning for past due accounts, it notifies you the account is past due. Type OK to continue. The system then enters the past due amount into the available credit field on the Customer Information Screen.

**Shipping Address**

The system automatically inserts the customer's address into the shipping address field. You cannot change the address at this point in Invoice Entry. However, once you enter data into all fields on this screen, the system prompts:

Data OK?    Yes    No    Edit

Choose Edit to change the shipping address.

**Invoice Number**

Enter an invoice number or leave the field empty and key return. The system assigns an invoice number. System Parameter 6001 maintains the last invoice number issued by the system. Each time you create a new invoice, the system updates this number.

**Manual Invoice Numbers**

If you manually enter an invoice number, the system sets the "print invoice" flag to "N" (don't print); this makes it possible for you to manually override the system calculated line total on the inventory information screen.

<b>System Assigned Invoice Numbers</b>	<p>For system assigned invoice numbers, the print flag is automatically set to “Y” (print) and access to the line total field is limited.</p> <p>In either case, the system lets you override the print flag if necessary.</p>
<b>Available Credit</b>	<p>When you entered a customer’s data into the customer master record, you established a credit limit. The system displays the customer’s credit limit.</p>
<b>Customer Purchase Order Number</b>	<p>If you assigned a default purchase order number in the customer master record, the system inserts the number into this field. The purchase order number is optional. You can use the default number, enter a new number, or leave the field empty.</p>
<b>Release Number</b>	<p>If applicable, enter a release number for the customer’s purchase order number.</p>
<b>Salesperson</b>	<p>An entry in this field is optional. If you entered a salesperson code into the customer’s account record, the system enters the code. You can override the code or leave the field empty.</p>
<b>How Shipped</b>	<p>An entry in this field is optional. You can enter how you shipped the products (UPS, Post Office, etc.) or you can leave this field empty.</p>
<b>Freight</b>	<p>Enter the freight amount.</p>
<b>Sale and Ship Date</b>	<p>The system inserts the date you specified as the posting date. You can override this date if necessary. (Figure 3-13: Invoice Entry Options.)</p>
<b>Print Invoice</b>	<p>Normally, you will set this field to “Y” to print the invoice.</p> <p>Once you enter all information on the Customer Information Screen, the system prompts:</p> <p>Data OK?    Yes    No    Edit</p>

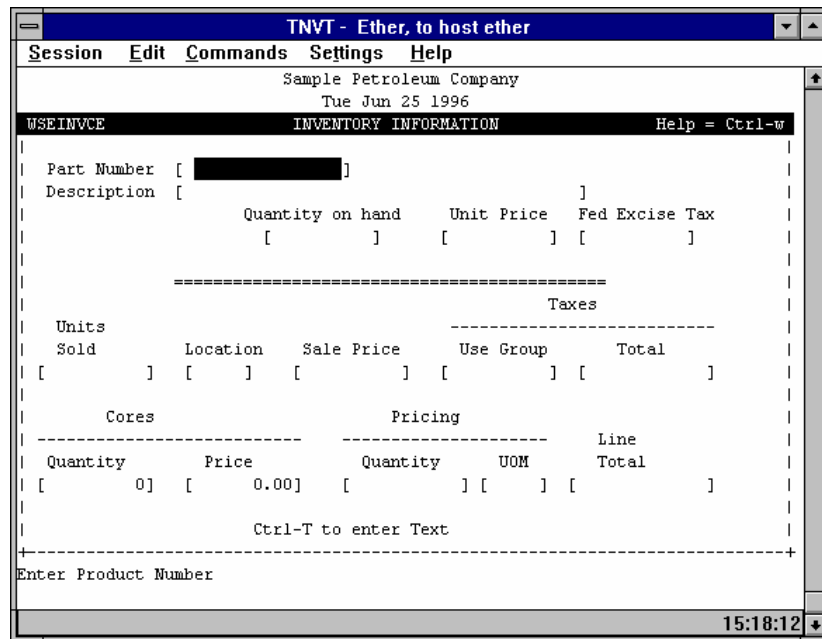
**Yes:** Accept the data and proceed to the Inventory Information Screen.

**No:** Change customer data.

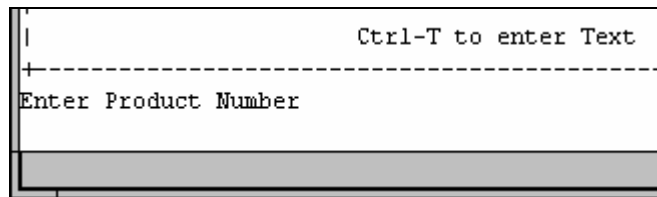
**Edit:** Change the shipping address.

Once you accept the data on the Customer Information Screen, the system displays the screen in Figure 3-15.



**Figure 3-15:**  
*Inventory Information*



At the bottom of this screen, notice the cue “Ctrl-T to enter Text.” When you press Ctrl-T, the system opens a text window and allows you to enter text to print on the invoice for the product you enter in the Part Number field.



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

<b>Part Number</b> 	Enter the part number (product code). The system displays the product's description in the description field.
<b>Quantity on Hand</b>	The system automatically displays the profit center's quantity on hand for this product.
<b>Unit Price</b>	The system displays the unit price based on the customer pricing level and pricing formula.
<b>Fed Excise Tax</b>	If you must collect federal excise tax for this product, the system displays the amount of the tax. <i>Note:</i> This tax applies only to non-fuel products such as tires, lubes, and oils.
<b>Units Sold</b>	Enter the number of units sold. Use the stocking unit of measure you specified for this product.
<b>Location</b> 	Enter the warehouse location for this product.
<b>Sale Price</b>	The system displays the sale price, based on the formula code attached to the product and the level code attached to the customer. You can override this amount if necessary.
<b>Taxes</b>	<p>The system displays this customer's tax use group. You can override the use group at this point in invoice entry. Once you enter all the information on the Inventory Information Screen, the system prompts:</p> <p>Data OK?   Yes   No</p> <p>The system displays the total for all taxes, whether the Tax Code attached has a "Y" flag or an "N" flag.</p>
<b>Core</b>	If this is a core item, the system displays the Quantity and Price of the core.
<b>Pricing</b>	The system automatically displays the amounts in the Quantity and UOM (unit of measure) fields.

**Line Total**

The amount in this field equals the quantity multiplied by the price. This does not include tax.

When you finish entering data on the Inventory Information Screen, the system prompts:

Data OK? Yes No

**No:** Return to the Inventory Information Screen.

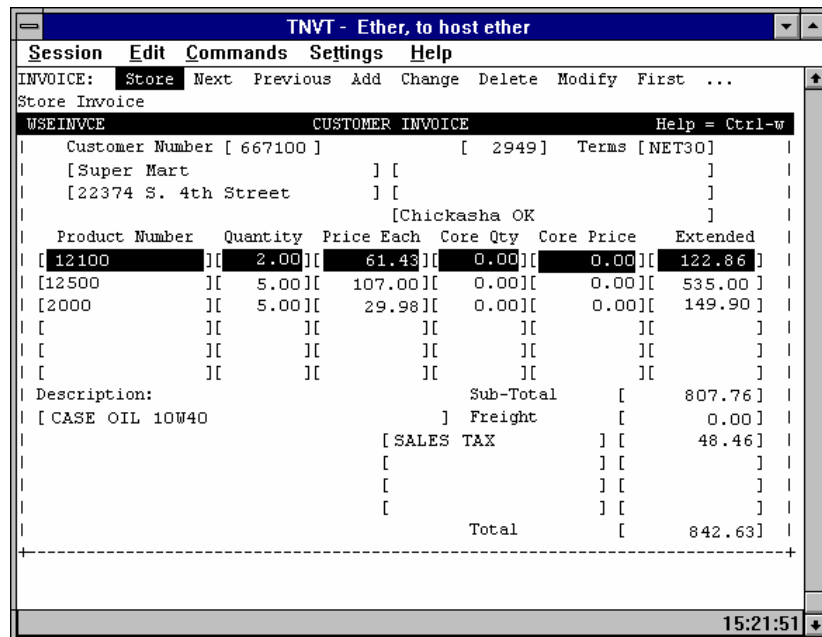
**Yes:** Proceed to the Customer Invoice Screen.

**Associated Product**

When you enter a product that has an associated product, the system displays another Inventory Information Screen that contains the data for the associated product. Enter data for that product using the previous procedures.

Once you accept the Inventory Information data, the system displays a blank Inventory Information Screen. If you have finished entering data, position your cursor in the Part Number field and key return. The system displays the screen in Figure 3-16.

**Figure 3-16:**  
**Customer Invoice**



Review the fields on the Customer Invoice Screen. This screen displays the information that will print on this invoice.

### Information Included On The Invoice

The first line lists the customer number, invoice number, and terms. The next five fields list the customer name and address.

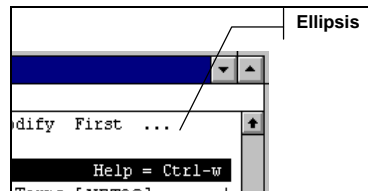
Note: When System Parameter 4037 is set to “Y”, the Wholesale Invoice Entry program allows you to enter an invoice terms code where the number of payments is greater than 1, provided that the invoice does not contain fuel products. If the invoice contains fuel products, you must use an invoice terms code with a number of payments equal to 1. For more information, see the *Multiple Due Dates User’s Guide*.

Below the customer name and address, the screen lists each product that will print as a line item on the invoice. For each product, the screen displays the following information:

- |                  |                 |
|------------------|-----------------|
| ◆ Product number | ◆ Core quantity |
| ◆ Quantity       | ◆ Core price    |
| ◆ Price for each | ◆ Extension.    |

To determine the extension, the system multiplies the amount in the Quantity field by the amount in the Price Each field. It then adds the result to the Core Quantity multiplied by the Core Price.

The system subtotals the extensions and adds freight and sales tax to determine the invoice total.



On the sample screen, notice the ellipses at the end of the ring menu. Ellipses indicate that a ring menu contains more options than it can

display at one time. To display the remaining menu options, highlight the ellipsis. The Customer Invoice ring menu presents you with the following options:

### Customer Invoice Menu Options

- |                     |               |
|---------------------|---------------|
| ◆ Store             | ◆ Modify      |
| ◆ Next and Previous | ◆ First       |
| ◆ Add               | ◆ Terms       |
| ◆ Change            | ◆ Taxes       |
| ◆ Delete            | ◆ Throw Away. |

	<p>Each of the following headings corresponds to an option on the Customer Invoice ring menu.</p>
<b>Store</b>	<p>If the data on the Customer Invoice Screen is correct, select Store from the ring menu to store the invoice and enter information for another. When you select Store, the system displays a blank Customer Information Screen. To add another invoice to this batch, enter the customer information for the next invoice, and repeat the previous steps. Once you enter data for all invoices to include in the batch, you must store the batch.</p>
<b>Next and Previous</b>	<p>Review the sample Customer Invoice Screen. Notice that it highlights the first product on the invoice. Use Next or Previous to scroll through the products.</p>
<b>Add</b>	<p>Select Add to include another product on the invoice. When you select Add, the system displays a blank Inventory Information Screen and allows you to enter data for the new product.</p>
<b>Change</b>	<p>Select Change to edit product information. Use the Next or Previous command to highlight the product, then select Change. The system returns you to the Inventory Information Screen and allows you to edit the information for that product.</p>
<b>Delete</b>	<p>Select Delete to remove a product from the invoice. Use the Next or Previous command to highlight the product, then select Delete. The system prompts:</p> <p>Are You Sure: Yes No</p> <p>Select Yes to delete the product.</p>
<b>Modify</b>	<p>If you allowed the system to assign the invoice number, you cannot modify the invoice taxes or total. However, if you assigned the invoice number, you can use the modify menu option to make changes to the invoice.</p>
<b>First</b>	<p>Select First from the ring menu to return to the Customer Information Screen and edit data for this customer.</p>
<b>Terms</b>	<p>Select Terms to modify the sales terms for this invoice.</p>



This screen lists the invoices included in the batch. For each invoice, the system displays the invoice number, customer name, and invoice amount. Notice the ring menu options:

- |            |          |
|------------|----------|
| ◆ Add      | ◆ Change |
| ◆ Next     | ◆ Delete |
| ◆ Previous | ◆ Store. |

Each of the following headings corresponds to a Batch Invoices menu option.

**Add**

Select Add from the ring menu to create a new invoice to include in this batch.

**Next and Previous**

Review the sample Batch Invoices Screen. Notice that the screen highlights the first invoice. Use the Next and Previous menu options to scroll through the list of invoices. The Change and Delete menu options affect only the highlighted invoice.

**Change**

Select Change to edit invoice data. Use Next or Previous to highlight the appropriate invoice then select Change from the ring menu. The system displays the Customer Information Screen for that invoice.

Modify any necessary customer information and accept the data. The system displays the Inventory Information Screen and allows you to change product information.

**Delete**

To delete an invoice from the batch, use Next or Previous to highlight the invoice, then select Delete. The system prompts:

Are you sure: Yes No

Select Yes to delete the invoice. Select No to return to the ring menu.

**Store**

If data for each invoice is correct, select Store to save the batch. The system displays the first Invoice Entry Screen and allows you to create another batch.

## Invoice Print



Frequency

**Figure 3-18:**  
**Invoice Print**  
**Screen**

Printing invoices is the second step in the invoicing process. Use this option to print invoices you create through Invoice Entry and through Movement Entry. When you select Invoice Print from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-18. Enter data in the fields on this screen to specify which invoices to print.

```

Telnet - ether5
Connect Edit Terminal Help
INVOICE PRINTING: Select Align Printer Go Exit
Select Invoices for Printing
WSRPRTIU Invoice Print Help = Ctrl-w
|
| Batch [ ]
| Profit Center [ ]
| Low Invoice [ ] High Invoice [ ]
| Customer [ ]
| Login ID [ ] If blank, default is all IDs.
| This Is A Re-Print [N] (Y/N) If blank, default is N.
| This is ignored when printing from Posted Invoice Files.
| Printer ID [lp3 ]
|
| Invoice File Status [ 1] (1/2) If blank, default is 1.
| 1 = Use Posted Invoice Files
| 2 = Use Processed Invoice Files
|
| Print Only or View/Print [P] (P/U) If blank, default is P.
|
| Sort Method [W] (W/I) If blank, default is W.
| I = Sort by Invoice Only
| W = Sort by Warehouse and Invoice
|-----|
Enter the Batch Number for the invoices to print.

```

### Invoice Print Menu Options

Review the ring menu options on the sample screen:

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

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

**Go:** Print the invoices.

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

**Specifying Print Criteria**

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

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◆ Batch</li> <li>◆ Profit center</li> <li>◆ Low/high invoice</li> <li>◆ Customer</li> <li>◆ Login ID</li> </ul> | <ul style="list-style-type: none"> <li>◆ Re-print</li> <li>◆ Printer ID</li> <li>◆ Invoice file status</li> <li>◆ View/print</li> <li>◆ Sort method.</li> </ul> |
|--|---|

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

**Batch**

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

**Profit Center**

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

**Low and High Invoice**

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

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

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

**Customer**

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

**Login ID**

Print invoices entered by a specific data entry operator. You can enter only one login ID. To include invoices entered by all data entry operators, leave this field empty.

**Reprint**

Enter Y to reprint an invoice.

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

**Printer ID**

Enter the Printer ID for the printer you use to print invoices (lp1, lp0, etc.)

**Invoice File Status**

Enter 1 to print unprocessed invoices.

Enter 2 to print previously processed invoices.

**View/Print**

Enter P to send invoices directly to the printer.

Enter V to view invoices before you print them.

**Sort Method**

Enter I to sort only by invoice.

Enter W to sort by warehouse then invoice.

Note: When System Parameters 4036 and 4037 are set to “Y”, the Invoice Print report includes multiple “AMOUNT DUE” lines for invoices that have more than one due date (multiple payments). Each amount due listed also includes the payment’s due date. The report also lists multiple amounts due if the selected invoice has different due dates set up for the tax terms and the product terms to distinguish the different terms due dates. If a discount amount is used for the selected invoice, the report prints the discount amount and distinguishes which payments include the discount.

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

**Process Invoices**

The final step in the invoicing process is to process invoices. When you process the invoices you entered and printed, the system performs the following actions:

- ◆ Removes the invoices from the holding table and places them in a permanent invoice table
- ◆ Updates each account affected by the invoice.

**Process Invoices Report**



**Frequency**



Step 3 of 7

**Figure 3-19:  
Process Invoices**

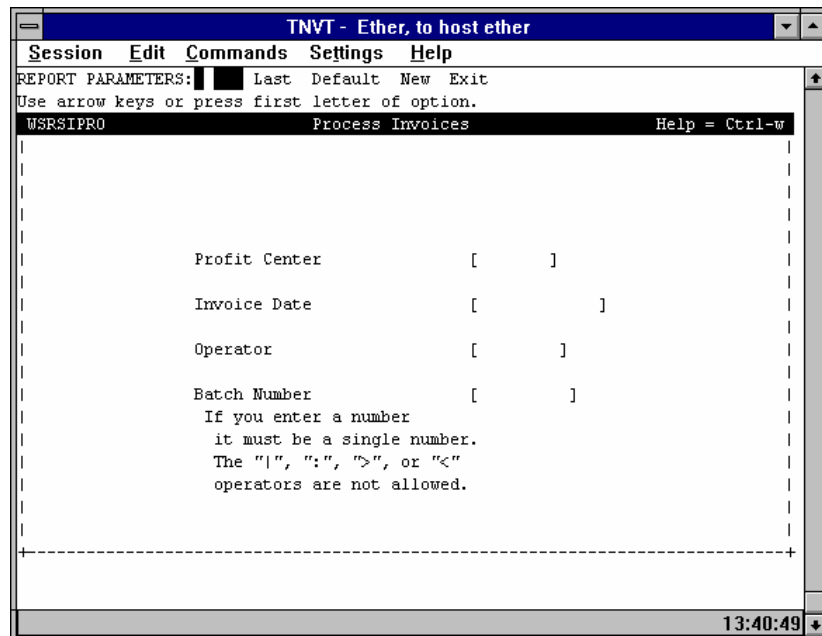
When you process invoices, the system generates a report that indicates if an invoice has or has not been processed. This report provides you with an audit trail of individual invoices. If the report lists an unprocessed invoice, you must audit that invoice and correct the problem before attempting to reprocess.

Process Invoices whenever you enter invoices through Invoice Entry. The most practical procedure for processing invoices is to process them once daily.

*Note:* Before you can process an invoice, you must first print it. See Invoice Print on page 3-57.

To test the Process Invoices program, process the invoices you entered in testing step 2 of 7. Review the report to verify that all invoices processed correctly.

When you select Process Invoices from Wholesale & Inventory's Data Entry Menu, the system displays the screen in Figure 3-19.



Notice the ring menu on the sample screen. It lists the same options as the ring menu for other ExecuTrak reports.

**Process Criteria**

Use the following criteria to specify which invoices to process:

- ◆ Profit center
- ◆ Invoice date
- ◆ Operator
- ◆ Batch number.

Each of the following headings corresponds to a field on the Process Wholesale Invoices Criteria Screen.

**Profit Center**

Enter the profit center number or range of profit centers. To process invoices for all profit centers, leave this field empty and key return.

**Invoice Date**

Enter a specific date, range, or key return to process invoices for all dates.

**Operator**

To process invoices entered by a specific data entry operator, enter the operator's login ID. To process invoices for all data entry operators, leave this field empty and key return.

**Batch Number**

To process invoices in a specific batch, enter the batch number, or leave this field empty and key return to process all batches.

Review the sample Process Invoices Report in Figure 3-20.

**Figure 3-20: Process Invoices Report**

Invoice Number	Customer Number	Customer Name	Invoice Date	Status	Quantity Total	Unit Price Total	Processed Amount	Error Amount
WRSIPRO Run Date 12/19/96 Run Time 14:29								
B & B TEST Wholesale / Inventory Process Invoices								
Page 1								
Batch Number: Fuel Movement Entry Operator: ssfactor Profit Center: 200 BULK PLANT WHOLESALE Shift Date: 12/02/1996 Shift Number: 1								
672	4660002	ASHMORE 66	12/02/1996	Processed	.00	.00	50.00	.00
Total for Batch: Movement Entry					.00	.00	50.00	.00
Total for Processed and Error Amount:							50.00	
Batch Number: 1 Operator: ssfactor Profit Center: 200 BULK PLANT WHOLESALE Shift Date: 12/02/1996 Shift Number: 1								
673	4660002	ASHMORE 66	12/01/1996	Processed	10.00	.83	8.70	.00
Total for Batch: 1					10.00	.83	8.70	.00
Total for Processed and Error Amount:							8.70	
Total for all Batches:					10.00	.83	58.70	.00
Total for Processed and Error Amount:							58.70	

**Information  
Included on the  
Report**

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

- ◆ Invoice number
- ◆ Customer number and name
- ◆ Invoice date
- ◆ Processing status
- ◆ Quantity total
- ◆ Unit
- ◆ Price total
- ◆ Amount processed
- ◆ Error amount.

The report also lists the batch number, operator, profit center, shift date, and shift number for each invoice.

***Invoices***

ExecuTrak's Invoice Print program formats invoice data to print on a preprinted invoice form. (See Figure 3-21.) Several system parameters allow you to customize the data printed on your invoice.

Figure 3-21: Wholesale Invoice

ORIGINAL

PAGE NO.	INVOICE DATE
1	06/30/96
WAREHOUSE	INVOICE NO.
4020	42

SOLD TO: MITCH'S KWIK MART  
4320 INDEPENDENCE  
OKLAHOMA CITY, OK 73000

SHIP TO: MITCH'S KWIK MART  
4320 INDEPENDENCE  
OKLAHOMA CITY, OK 73000

P.O. NUMBER	ACCOUNT NO.	SHIP VIA	SHIP TO	B.O.L.	TERMS
15520000		FALCON TRANSPORT		RH	LOAD BY LOAD
Product Description	Quantity Shipped	Price Each	Extension		
B/L NUMBER-- 113745					
01 NO-LEAD	5,800.0	0.713500	4,138.30		
00 PREMIUM GAS	1,199.0	0.823500	987.38		
06 MID-GRADE GAS	1,801.0	0.768500	1,384.07		
FEDERAL EXCISE TAX @ .183	8,800.0	0.183000	1610.40		
FL EXCISE TAX @ .125	8,800.0	0.125000	1100.00		
FL POLL TA X @ .025	8,800.0	0.025000	220.00		
COUNTY OPT TAX @ .107	8,800.0	0.107000	941.60		
GALLON REBATE					
DISCOUNT TERMS: If paid by 06/25/96 BALANCE DUE is 10,205.77					
<b>TOTAL AMOUNT</b>					<b>10381.75</b>

THANK YOU FOR YOUR BUSINESS !!

Wholesale &amp; Inventory

### System Parameter 6104

System Parameter 6104 specifies if the system should print the name and address of your company on the invoice. If your company's invoice form has the company name and address preprinted on it, set System Parameter 6104 to N.

If your invoice form does not include your company's name and address, set System Parameter 6104 to Y. The system will print your company information in the Invoice Header.

**System  
Parameter 6108**

System Parameter 6108 specifies from where the system retrieves the company name and address to print in the header. If you set this parameter to C, the system retrieves data from the Company Master Table. The data retrieved with this setting includes company name, attention line, address, state, city, and zip code.

If you set System Parameter 6108 to P, the system retrieves the company name from the Company Master Table and retrieves the address from the Profit Center Master Table. With this setting, the system prints the name of your company and the address of the profit center listed on the invoice.

If you set System Parameter 6108 to N, the system retrieves the data from the Profit Center Master Table. With this setting, the name and address printed in the invoice header are the name and address of the profit center listed on the invoice.

In the Invoice Header, to the right of your company name and address, the system prints the following information:

- ◆ Page number
- ◆ Invoice date
- ◆ Warehouse
- ◆ Invoice number.

**Page Number**

Some invoices may include several pages, depending upon the number of listed products. The system sequentially numbers and prints the pages.

**Invoice Date**

This date corresponds with the sale date on the first invoice entry screen.

**Warehouse**

This is the number of the profit center you entered in the Invoice Entry Options window.

**Invoice Number**

This number corresponds with the invoice number field on the Customer Information Screen.

<b>Sold To</b>	Below the invoice header, near the left margin, the system prints the name of the company to invoice. The address here corresponds with the customer number you entered for this invoice on the Customer Information Screen (page 3-45).									
<b>Ship To</b>	Below the Invoice Header, near the right margin, the system prints the “Ship To Address.” This address corresponds with the data in the Shipping Address field on the Customer Information Screen.									
	<p>Below the Sold To and Ship To addresses, the invoice lists the following information:</p> <table border="0"> <tr> <td data-bbox="586 688 992 722">◆ P.O. number</td> <td data-bbox="992 688 1008 850"> </td> <td data-bbox="1008 688 1408 722">◆ Sales ID</td> </tr> <tr> <td data-bbox="586 743 992 777">◆ Account number</td> <td></td> <td data-bbox="1008 743 1408 777">◆ Terms.</td> </tr> <tr> <td data-bbox="586 798 992 831">◆ Shipping field</td> <td></td> <td></td> </tr> </table>	◆ P.O. number		◆ Sales ID	◆ Account number		◆ Terms.	◆ Shipping field		
◆ P.O. number		◆ Sales ID								
◆ Account number		◆ Terms.								
◆ Shipping field										
<b>P.O. Number</b>	The purchase order number corresponds with the P.O. Number on the Customer Information Screen.									
<b>Account Number</b>	The account number corresponds to the number in the Customer Number field on the Customer Information Screen.									
<b>Shipping Field</b>	If you entered data in the How Shipped field on the Customer Information Screen, the system prints that data here.									
<b>Sales ID</b>	The sales ID corresponds to data in the Salesperson field on the Customer Information Screen.									
<b>Terms</b>	The terms correspond to the terms from the Customer Invoice Screen.									
<b>Invoice Line Items</b>	<p>For each line item listed on the invoice, the system prints the following information:</p> <ul style="list-style-type: none"> <li>◆ Product code and description</li> <li>◆ Quantity ordered and/or back ordered</li> <li>◆ Quantity billed and shipped</li> <li>◆ Shipping and billing units of measure</li> <li>◆ Unit price and extended amount.</li> </ul>									

**Invoices Entered Through Movement Entry**

For invoices you enter through Movement Entry, the system prints the bill of lading number as the first line. The products on the sample invoice were listed on bill of lading number 113745. If you set System Parameter 6110 to Y, the invoice also lists terminal and supplier information.

**Net and Gross Gallons**

If you entered an invoice through Movement Entry, you can list fuel products in one of two ways:

- ◆ List net and gross gallons of fuel products. To list the net and gross gallons, you must set System Parameter 6109 to Y.
- ◆ List the quantity shipped and the price per unit for each product. To list the quantity shipped and the price per unit, you must set System Parameter 6109 to N.

**Quantity Shipped**

**Calculate Price by Using Net or Gross Gallons.**

You can calculate the price of fuel by using either the net or gross gallons. To specify how the invoice calculates the price of fuel, select Customer Maintenance from the Accounts Receivable File Maintenance Menu. In the Bill Net/Gross field enter N to calculate the price by using the net gallons or enter G to calculate the price by using the gross gallons.

**Permit Numbers**

To print permit numbers on an invoice entered through Movement Entry, you must include the permit number in the Customer Master Record for this customer and enter Y in the Show on Invoice field. (See instructions for completing Maintenance Sheet AR-05c in the *Introduction to ExecuTrak User's Guide*.)

**Federal Excise Tax**

When you created your inventory through Wholesale and Inventory's File Maintenance, you identified any applicable Federal Excise tax for non-fuel products. If an invoice lists a product for which you must collect federal excise tax, it also lists "Federal Excise Tax" as the Product Code/Description and lists the quantity billed, tax rate, and extended amount for the tax.

For more information on inventory and federal excise tax, see instructions for completing Maintenance Sheet WS-04 in the *Introduction to ExecuTrak User's Guide*.

<b>Comment Lines</b>	If you attached any comment lines to a product listed on this invoice, the system prints the comments. To create Invoice/Ticket Comments, select Invoice Ticket Comments from Wholesale & Inventory's File Maintenance Menu <i>also</i> see instructions for completing Maintenance Sheet WS-10 in the <i>Introduction to ExecuTrak User's Guide</i> .
<b>Tax Certification Text</b>	To print appropriate tax certification text, set System Parameter 6114 to Y. To create tax certification text, select Tax Certification Text from Wholesale and Inventory's File Maintenance Menu.
<b>Freight</b>	<p>To show line item freight charges on an invoice entered through Movement Entry, set System Parameter 6111 to L. For each product with an attached freight rate, the invoice lists the product class, freight quantity, rate and amount.</p> <p>If you set System Parameter 6111 to S, the invoice summarizes freight charges and lists the quantity shipped and extension.</p>
<b>Showing Taxes on an Invoice</b>	ExecuTrak provides you with three methods for listing taxes on an invoice. The settings in the Customer Master Record control how the system prints the taxes.
<b>Include Taxes in Product Price</b>	<ol style="list-style-type: none"> <li>1. To include tax in the price of a product, enter Y in the Show Taxes in Price field on the Customer Master Record. With this setting, the system adds the tax amount to the unit price, then multiplies the number of units by the purchase quantity to calculate the extension.</li> </ol>
<b>Show Taxes Separate</b>	<ol style="list-style-type: none"> <li>2. To show taxes as a separate invoice item, enter L in the Show Separate field in the Customer Master Record. The invoice displays the description of the tax, the rate, and the amount. For unit based taxes, the system presents the unit rate and multiplies it by the purchase quantity to calculate the taxes.</li> </ol> <p>If the tax is percentage based, the system multiplies the extended price by the percentage to calculate the amount of the tax.</p>

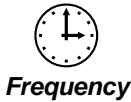
**Show Taxes  
Separate**

3. If you enter T in the Show Separate field, the invoice summarizes all taxes, and prints them in the invoice footer. The invoice lists the tax description, quantity (if unit based) or rate (if percentage based), and total amount.

**Blending and Manufacturing Entry**

**Purpose**

During setup, you defined each of the products you sell or inventory in your profit centers. For any products that you blend or repackage, you also defined the product as well as its component products and specified inventory blending ratios (see instructions for completing Maintenance Sheet WS-06 in the *Introduction to ExecuTrak User's Guide*.)



Use Blending and Manufacturing Entry on a daily basis or each time you replenish your inventory of a blended or repackaged product. If you add a new blended or repackaged product to your inventory, you must establish it in the Inventory Blending Ratio Table before you enter it through Blending and Manufacturing Entry.

The Blending and Manufacturing Entry program works with the Process Blends program to update not only the inventory levels of your blended and repackaged products, but also of the component products.



Step 4 of 7

To test the Blending and Manufacturing Entry program, input at least one transaction for each blended and repackaged product in your inventory.

When you select Blending and Manufacturing Entry from Wholesale and Inventory's Data Entry Menu, the system displays the screen in Figure 3-22.

**Figure 3-22:**  
**Blending and**  
**Manufacturing**  
**Entry**

On the sample screen, notice the ring menu options:

- |          |          |
|----------|----------|
| ◆ Find   | ◆ Delete |
| ◆ Add    | ◆ Print  |
| ◆ Change | ◆ Exit.  |

Each of the following headings corresponds to a Blending and Manufacturing ring menu option.

**Find**

Select Find from the ring menu to locate a specific blend.

**Change**

Select Change from the ring menu to edit data for a blend.

*Note:* You cannot modify a processed blend.

**Delete**

Select Delete from the ring menu to delete a blend from a batch.

*Note:* you cannot delete a processed blend.

**Print**

Select Print from the ring menu to print the data currently displayed on the screen.

**Add**

Select Add from the ring menu to add a blend. When you select Add, the cursor appears in the first field on the screen. Each of the following headings corresponds to a field on the Blending and Manufacturing Data Entry Screen.

<b>Blend Number</b>	Enter a number to identify this blend. ExecuTrak does not automatically assign blend numbers. If you currently use a method for numbering blends you can continue to do so. You can also number your blends sequential, beginning with the number 1. You can use any whole number up to 2,147,483,648.
<b>Batch Number</b>	<p>Assign a Batch Number for this blend. With wholesale invoices you can include several invoices in one batch. The same holds true for blends; you can include several blends in one batch.</p> <p>There are several methods for assigning batch numbers, one method is to use the current date (mm/dd/yy or mmyy). Assign each blend you enter on that date to the same batch.</p>
<b>Blend Date</b>	Enter the accounting date for the blend. The date must indicate an open general ledger period.
<b>Profit Center</b>	<p>Enter the profit center number to designate the location of the products used in the blend. ExecuTrak increases the profit center's inventory level for the blended product and decreases the profit center's inventory levels for the component products.</p> <p>The profit center number you enter here must not only exist in the Profit Center Master Table, but must also be profit center type W (wholesale) or B (both wholesale and retail) System parameter 9014 identifies the pay-code for advanced earned income credit payments. The report uses this code to identify and subtract advanced EIC payment amounts from the daily totals of the 94 report so that the monthly and quarterly totals will be correct.</p>
<b>Product Code</b>	Enter the product code for the blended product.
<b>Use Group</b>	The system displays the tax use group assigned to this profit center.
<b>Location</b>	Enter the location at this profit center where you store the blended product (warehouse number).
<b>Quantity</b>	Enter the amount of the product created by the blend.

<b>Blend Type</b>	<p>The system retrieves the blend type from the Blending Ratios Table and displays the type here.</p> <p>For more information on blend types, see instructions for completing Maintenance Sheet WS-06 in the <i>Introduction to ExecuTrak User's Guide</i>.</p>
<b>Unit Cost</b>	<p>From the Inventory Master Table, the system retrieves the unit cost for this product and displays that amount in this field.</p>
<b>Total Cost</b>	<p>The system multiplies the Unit Cost by the Quantity and enters the result in this field.</p> <p>Review the Blending &amp; Manufacturing Entry Screen. The bottom half of the field displays ten rows with six columns in each row. The system displays the blended product's component products in these fields. Each of the following headings corresponds with one of the column headings on this section of the screen.</p>
<b>Product</b>	<p>The system displays the product code for the component product.</p>
<b>Description</b>	<p>The system displays the product description for the component product.</p>
<b>Quantity</b>	<p>In this field, the system lists the quantity of this component used for this blend. ExecuTrak determines this amount by using the blending ratio recorded for this product in the Inventory Blending Ratios Table and the total amount of the product in this blend.</p>
<b>Cost</b>	<p>The system displays the unit cost of the product. You can override this amount if necessary.</p>
<b>Tax Use</b>	<p>This field identifies the tax use group assigned to this profit center.</p>
<b>Location</b>	<p>In this field, enter the location where you store this product at the profit center.</p>

**Process Blends**

When you enter blend information through Blend and Manufacturing Entry, the system places the data in a holding table. ExecuTrak stores the data in this table until you process the blends. When you Process Blends, the system executes the following actions:

- ◆ Removes the data from the temporary table and places it in a permanent blend table
- ◆ Updates the general ledger, inventory, and other affected system tables.



Like the Process Invoices menu option, Process Blends generates a report that details the data for a profit center's new blended products. Process blends each time you record blends through Blending and Manufacturing Entry

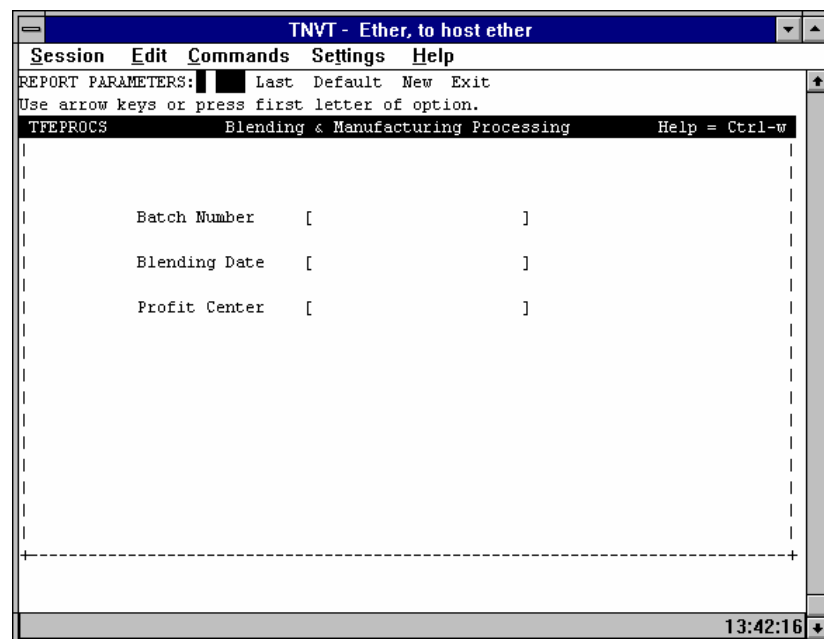


Step 5 of 7

To test the Process Blends program, process the blends that you entered in testing step 4 of 7. Review the report and verify the accuracy of the blends.

When you select Process Blends from Wholesale & Inventory's Data Entry Menu, the system displays the screen in Figure 3-23.

**Figure 3-23:**  
**Blending and Manufacturing Processing**



**Specifying Processing Criteria**

Notice that the ring menu lists the same options as other ExecuTrak reports.

Specify which blends to process by entering data into the following fields on the Blending and Manufacturing Processing Screen.

**Batch Number**

When you entered data through Blend and Manufacturing Entry, you assigned a batch number to each blended product. To process blends in a specific batch or range, enter the batch number or range to process. To include all unprocessed batches, leave this field empty.

**Blending Date**

To process the blends you entered on a specific date or dates, enter the appropriate date or range. To include all dates, leave this field empty.

**Profit Center**

To process blends for a specific profit center or range, enter the profit center number or range. To include all profit centers, leave this field empty.

For complete instructions on specifying report criteria, and available operators, see *Volume 1 of ExecuTrak Operations*.

**Information Presented On The Report**

The process Blends Report sorts data by batch number, blending date, and blend number, respectively. The report includes the following information:

- |                |                  |
|----------------|------------------|
| ◆ Blend number | ◆ Blend date     |
| ◆ Batch number | ◆ Profit center. |

**Profit Center Data**

For each profit center, the system reports the following data:

- |                   |                  |
|-------------------|------------------|
| ◆ Blended product | ◆ Quantity       |
| ◆ Description     | ◆ Tax use group. |

**Product Data**

For each blended product listed for a profit center, the system reports:

- |                      |                  |
|----------------------|------------------|
| ◆ Component products | ◆ Quantity       |
| ◆ Unit cost          | ◆ Tax use group. |

**General Ledger Accounts**

The report also lists each general ledger account affected by the blend and the description and debit or credit amount that ExecuTrak posted to the account.

**Enter Transfers**

**Purpose**

ExecuTrak's Enter Transfer's option allows you to transfer *unit* inventory items between profit centers. *Unit* inventory items normally designate wholesale products.

You cannot use Enter Transfers to transfer fuel products from one profit center to another. To transfer fuel products, you must use Fuel Management's Movement Entry program. (See *Volume 2*.) To transfer convenience items between retail profit centers, use Retail Purchases. (See *Volume 4*.)



Enter transfers whenever you transfer unit inventory products from one wholesale profit center to another or to a C-store. Enter Transfers works with Process Transfers to perform the following functions:

- ◆ Reduce the inventory level of a product at the "From Profit Center"
- ◆ Increase the inventory level of a product at the "To Profit Center"
- ◆ Update affected general ledger, inventory purchases, and other system tables.

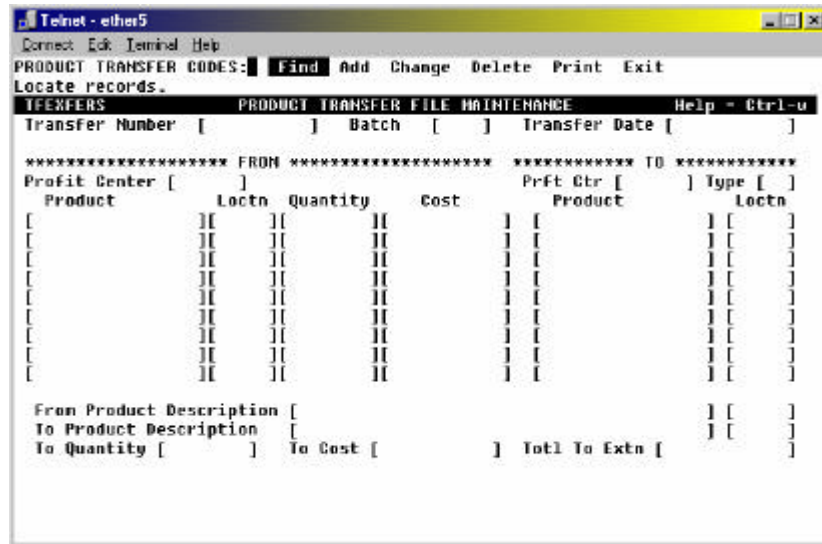


Step 6 of 7

To test the Enter Transfers program, input several transfers of products from one profit center to another.

When you select Enter Transfers from Wholesale & Inventory's Data Entry Menu, the system displays the screen in Figure 3-24.

**Figure 3-24:**  
*Product Transfer  
File Maintenance*



Notice the ring menu options on the sample screen:

**Product Transfer  
File Maintenance  
Menu Options**

**Find:** Locate a specific product transfer.

**Add:** Create a new product transfer.

**Change:** Edit data in an unprocessed transfer.

**Delete:** Delete a product from an unprocessed transfer.

**Print:** Print data for the displayed product transfer.

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

**Entering a New  
Transfer**

When you select Add, from the ring menu, the cursor appears in the first field on the Product Transfer Screen.

Each of the following headings corresponds to a field on the Product Transfer File Maintenance Screen.

**Transfer Number**

You must assign a number to identify this transfer. If you currently use a system for numbering transfers, you can continue to use it. The system allows you to use any whole number up to 2,147,483,648.

If you do not currently use a system for numbering transfers, enter 1 in this field, and continue to sequentially number transfers. You can use a transfer number only once.

**Batch**

Enter a number to identify this batch. You can use the same number for the batch as you did for the transfer, or you can assign a different number.

One common method for numbering a batch is to use the current date, for example mm/dd/yy or mmyy. Assign each transfer you enter on that date to this batch.

**Transfer Date**

Enter the accounting date for this transfer. The date you enter must specify an open general ledger period.

**From Profit Center**

**Profit Center**

Ctrl-F

Enter the number of the profit center transferring the products.

**Product**

Ctrl-F

Enter the code of the products to transfer.

**Location**

The system should automatically display the location for this product.

**Quantity**

Enter the quantity of the product to transfer.

**Cost**

The system retrieves the weighted average cost of this product from the profit center's Inventory Master. For more information on Inventory Master and weighted average cost, see instructions for completing Maintenance Sheet WS-05 in the *Introduction to ExecuTrak User's Guide*.

### To Profit Center

#### Profit Center

Ctrl-F

Enter the number of the profit center receiving the products

#### Type

The system inserts the type of profit center.

W Wholesale

R Retail

B Both

#### Product

Ctrl-F

Enter the code for the products you are transferring to this profit center. Any code you enter in this field, must exist in the Inventory Master for this profit center.

You can utilize unit of measure conversions to convert the stocking unit of measure for a product you transfer. For example, at Profit Center A, you stock oil in 55 gallon barrels. You want to transfer 1 barrel of oil to Profit Center B. However, Profit Center B stocks oil in 5 gallon buckets.

To convert the unit of measure you must complete the following steps, prior to entering the transfer:

- |               |   |
|---------------|---|
| <b>Step 1</b> | Establish the "To" product code as a separate product code. That is, establish a product code for the oil in 55-gallon barrels, and establish a different product code for the oil in five-gallon buckets.  |
| <b>Step 2</b> | Create the proper unit of measure conversion to convert a 55-gallon barrel of oil into 11 five gallon buckets of oil.   |
| <b>Step 3</b> | Create the "To" product as a blended product. The components in the product will include oil, buckets, lids, labels, etc. To create a blended product select Inventory Blending Ratios from Wholesale & Inventory's File Maintenance Menu <i>also</i> see instructions for completing Maintenance Sheet WS-06 in the <i>Introduction to ExecuTrak™ User's Guide</i> . |

**Location**

The system should automatically display the storage location for this product at this profit center.

Review the sample screen and notice the last four fields:

**From and To Product Descriptions**

When you enter a product code into the From and To product fields, the system displays the description of the product.

**To Quantity**

The “To Quantity” corresponds to the package size of the product.

**To Cost**

The system displays the weighted average cost of the product listed in the “To” section.

**Totl To Extn**

The Total to Extension is the total cost of the transfer.

***Process Transfers***

**Purpose**

The second step for transferring products between profit centers is to process the transfers you entered through the enter transfers menu option.

As stated earlier, the system stores product transfer data in a holding table. When you process the transfers, it moves the data from the holding table and places it in a permanent transfer table. ExecuTrak also updates the general ledger, inventory purchases, and other system tables to reflect the transfer.

As part of the update process, ExecuTrak uses a transfer clearing account as an offset account when updating inventory. System Parameter 3101 maintains the number of this account.



***Frequency***

Process transfers each time you record the transfer of unit and C-store inventory products between profit centers.

**Transfers Between Wholesale and Retail Profit Centers**

If you transfer products from a wholesale profit center to a retail profit center, the system leaves the transfer amount in the transfer account until you record the transfer through the Retail system’s Shift Report Purchases option. See *Volume 4 of ExecuTrak Operations* for information on the Retail Sales Module.



Step 7 of 7

**Figure 3-25:**  
**Transfer**  
**Processing**

Like Process Invoices and Process Blends, Process Transfers generates a report. The report lists the products you transferred from one profit center to another.

To test the Process Transfers program, process the transfers that you entered in testing step 6 of 7. Review the report to verify the accuracy of all transfers.

When you select Process Transfers from Wholesale & Inventory's Data Entry Menu, the system displays the screen in Figure 3-25.

Wholesale &amp; Inventory

### Specifying Processing Options

Notice that the ring menu lists the same options as other ExecuTrak reports.

Transfer Processing provides you with three fields for specifying which transfers to process:

- ◆ Batch number
- ◆ Transfer date
- ◆ Profit center.

Each of the following headings corresponds to a Transfer Processing field.

**Batch Number**

When you entered transfer data, you assigned a batch number to each transfer. To process transfers in a specific batch or range, enter the batch number or range to process. To include all unprocessed batches, leave this field empty.

**Transfer Date**

To process transfers entered on a specific date or in a specific range, enter the date or range. To include all dates, leave this field empty.

**Profit Center**

To process transfers for a specific profit center or for a range of profit centers, enter the profit center number or range. To include all profit centers, leave this field empty.

For complete instructions on specifying report criteria, and available operators, see *Volume 1 of ExecuTrak Operations*.

**Information Presented on the Report**

The Process Transfers Report sorts data by batch number, transfer date, and transfer number respectively.

For each profit center from which you transfer products, the report lists the following information:

- |                                |                  |
|--------------------------------|------------------|
| ◆ Profit center number         | ◆ Stocking units |
| ◆ Product code and description | ◆ Unit cost      |
| ◆ Quantity                     | ◆ Location       |

For each profit center to which you transfer products, the report lists the following information:

- |                                |                  |
|--------------------------------|------------------|
| ◆ Profit center number         | ◆ Stocking units |
| ◆ Product code and description | ◆ Unit cost      |
| ◆ Quantity                     | ◆ Location       |

The report includes the extended cost for each product and the grand total for all products.

## Reports

### Purpose

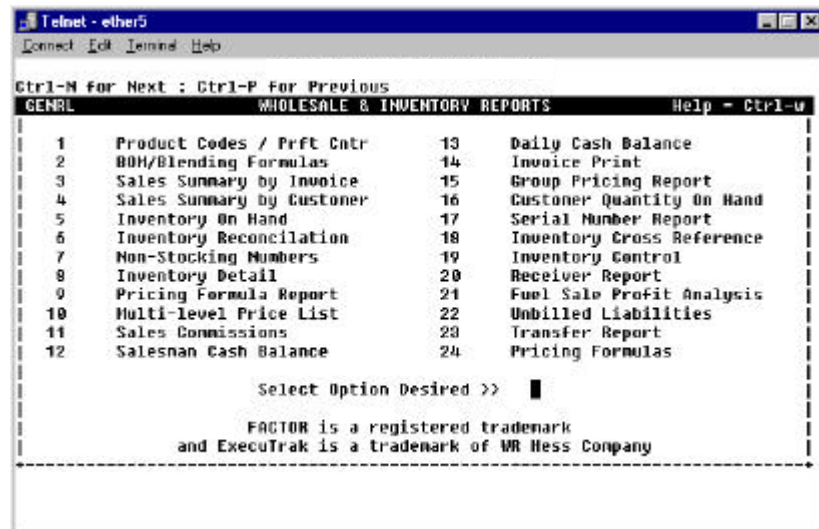
Wholesale & Inventory Reports provides you with a total of 28 reports. These reports range in complexity from simple listings of product codes to detailed sales volume analysis.

For each of these reports, 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.

### Accessing Wholesale & Inventory's Reports Menu

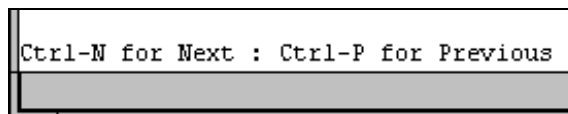
*Figure 3-26: Wholesale & Inventory Reports*

When you select Reports from Wholesale & Inventory's Main Menu, the system displays the screen in Figure 3-26.



### Ctrl-N and Ctrl-P

Notice the cue:



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

When you press Ctrl-N the system displays another menu screen that lists the remainder of Wholesale & Inventory reports.

### Specifying Report Criteria

Whenever you select a report, the system first displays a report criteria screen. This screen allows you to enter criteria and operators to specify information to include on the report. See *Volume 1* for a list of operators. If you leave all fields on a criteria screen empty, the system selects all relative data.

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

### Report Sort Options

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

For more information regarding printing reports, see *Volume 1: System Overview and Management*.

### Testing Wholesale & Inventory Reports



Step 1 of 2

The final step for testing the Wholesale & Inventory Module is to review and print the data on five reports:

Print the following reports and verify the accuracy of data on each:

- ◆ Sales Summary by Invoice. *Note:* To display product costs on the report, you must first enter the weighted average cost for the product into the Inventory Master (page 3-116).
- ◆ Inventory Reconciliation. Verify all unit conversion calculations (page 3-126).
- ◆ Receiver Report (page 3-98).



Step 2 of 2

Print the following reports and verify account balances, unbilled liabilities, and/or inventory taxes:

- ◆ Unbilled Liabilities (page 3-102).
- ◆ Wholesale Sales Journal. Select Wholesale Sales Journal from the General Ledger's Reports Menu (*Volume 8: General Ledger*).

## Simple Table Listing Reports

### Purpose

The reports in this section are listings of information you entered previously through Wholesale & Inventory's Data Entry or File Maintenance functions. The reports discussed in this section include:

- ◆ Product Codes/Profit Center
- ◆ BOM/Blending Formulas
- ◆ Non-Stocking Numbers
- ◆ Inventory Detail
- ◆ Pricing Formula
- ◆ Inventory Cross-Reference.

These reports prove useful tools for editing data stored in Wholesale & Inventory tables.

### ***Product Codes/Profit Center Report***

### Purpose

Select Product Codes/Profit Center from Wholesale & Inventory's Reports Menu to access the Product Code and Profit Center Report.

During set up of your database, you created product codes for each of the products you sell or Inventory. You then assigned each of these codes to the profit centers that carry the product. This report provides you with a listing of each of the products assigned to your profit centers.

In addition, the system uses the data stored in the Inventory Location Table to report current inventory levels.

### Report Criteria

Use the following criteria to specify which data to report.

- |                     |                  |
|---------------------|------------------|
| ◆ Product code      | ◆ Profit center  |
| ◆ Product class     | ◆ Location       |
| ◆ Product tax class | ◆ Product status |

### Sort Options

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

**Information Presented On The Report**

For each listed product, the Product Codes/Profit Center Report presents the following information:

- ◆ Product code and description
- ◆ Product class
- ◆ Product tax class
- ◆ Brand name
- ◆ Profit center number and name
- ◆ Location
- ◆ Current and maximum quantity
- ◆ Pricing formula
- ◆ Minimum and maximum purchase quantity
- ◆ Minimum and maximum unit cost.

***BOM/Blending Formulas Report*****Purpose**

During setup, you created blending ratios and formulas for each product you blend or repackage. As part of the process, you defined each product and the amount you use in the blend. The BOM (Bill of Materials)/Blending Formulas Report Provides you with a listing of your blended and repackaged products and the component products used in the blend.

To access the BOM/Blending Formulas Report, select BOM/Blending Formulas from Wholesale & Inventory's Reports Menu.

**Selection Criteria**

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

- ◆ Profit center number
- ◆ Final product code
- ◆ Component product code.

**Sort Options**

The report allows you to sort data in one of two ways:

**Information Presented On The Report**

- ◆ By profit center then final product code
- ◆ By final product code then profit center.

The BOM/Blending Formulas Report presents the following information:

For each blended product, the report lists the:

- ◆ Product code and description
- ◆ Unit of measure.

Beneath each product code, the report lists:

- ◆ Component product codes and description
- ◆ Unit of measure for the component
- ◆ Amount of the component used in the blend.

***Inventory Detail Report***

**Purpose**

Select Inventory Detail from Wholesale & Inventory's Reports Menu to access the Inventory Detail Report. This report uses data stored in the Inventory Header, Inventory Master, Inventory Location, and Wholesale Inventory tables to provide you with a comprehensive listing of inventory on hand at the profit centers you specify.

**Report Criteria**

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

- ◆ Profit center number
- ◆ Product code
- ◆ Inventory location.

In addition, you can include or omit the location of each product listed on the report.

**Sort Options**

The report allows you to sort data in one of two ways:

**Information Presented On The Report**

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

For each product listed at a profit center, the report includes the following information:

Product Class	Part Brand	Stocking Unit of Measure
Product Class Type	Special Order Part	Pricing Unit of Measure
Description	Consigned In	Quantity on Hand
G/L Inventory Account	Maint. Counts Flag	Quantity Consigned Out
G/L Sales Account	Core Price	Reorder Quantity
G/L Cost Account	Core Quantity	Goal Quantity
Sales Amount MTD	Shelf Life	Quantity on Order
Sales Quantity MTD	Last Sale Date	Billing Count Difference
Sales Amount YTD	Last Purchase Date	Default Price Formula
Sales Quantity YTD	Last Cost Each	Normal Min Qty Purchased
Cost Amount MTD	Back Orders In	Normal Max Qty Purchased
History Through Date	Back Orders Out	Normal Min Unit Cost
Sales Quantity	Base Price	Normal Max Unit Cost
Sales Amount	Weighted Average Cost	Manuf Reserve Quantity
Lost Sales Quantity	Tax Class	External Reserve Quantity
Lost Sales Amount	Sales Commissioned	Include in Cost Layers
Cost of Sales		

**Pricing Formula Reports**

**Purpose**

The Wholesale & Inventory Reports Menu lists two options for reporting pricing formula information:

- ◆ Pricing Formula Report
- ◆ Pricing Formulas.

Each report includes the same information but presents it in different ways.

**Report Criteria**

Use the following criteria to specify which data to include on Pricing Formulas and the Pricing Formula Report:

- ◆ Formula codes
- ◆ Pricing levels.

**Sort Options**

Neither report allows you to specify sort options. Each lists data in formula code order. However, the reports differ in the order of their data columns.

**Pricing Formula Report Column Heading Order**

Formula Code	Pricing Level	Quantity Break	Description	Formula Type	Formula Factor	Formula Operator
--------------	---------------	----------------	-------------	--------------	----------------	------------------

**Pricing Formulas Column Heading Order**

Formula Code	Description	Formula Level	Quantity Level	Formula Operator	Formula Type	Pricing Level
--------------	-------------	---------------	----------------	------------------	--------------	---------------

***Inventory Cross Reference***

**Purpose**

If you use ExecuTrak’s cross reference feature to link your old product codes to your new ExecuTrak product codes, this report provides you with a listing of old product codes and the corresponding new code.

**Selection Criteria**

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

- ◆ Old product code
- ◆ New product code.

**Sort Options**

The report allows you to sort data in one of two ways:

- ◆ Old product code
- ◆ New product code.

For more information concerning Inventory Cross-Reference, see page 3-18.

***Non-Stocking Numbers***

**Purpose**

Select Non-Stocking Numbers from Wholesale & Inventory’s Reports Menu to access the Non-Stocking Numbers Report.

When you created your Inventory Header and defined each product in your inventory, you also defined items that you list as a line item on an invoice but do not stock. These items include such things as service calls, rent, etc. The Non-Stocking, Numbers Report provides you with a listing of these items.

**Report Criteria**

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

- ◆ Product codes
- ◆ Product class
- ◆ Profit center
- ◆ Lost sales dollars
- ◆ Lost sales quantity.

**Sort Options**

The report allows you to sort data in one of three ways:

- ◆ Profit center then product number
- ◆ Profit center, product class, and product number, respectively
- ◆ Product number.

**Information Presented on the Report**

The Non-Stocking Numbers Report presents you with the following information:

- ◆ Product number and description
- ◆ Lost sales quantity and dollars
- ◆ Inventory detail report
- ◆ Cost per unit
- ◆ Cost of goods sold
- ◆ Calculated gross profit.

## Simple Reports

### Purpose

Wholesale & Inventory provides you with ten simple reports. These reports include:

- ◆ Inventory on Hand
- ◆ Multi-level Price List
- ◆ Group Pricing Report
- ◆ Customer Quantity on Hand
- ◆ Serial Number Report
- ◆ Receiver Report
- ◆ Invoice Print
- ◆ Unbilled Liabilities
- ◆ Dated Unbilled Liabilities
- ◆ Primary and Associated Products.

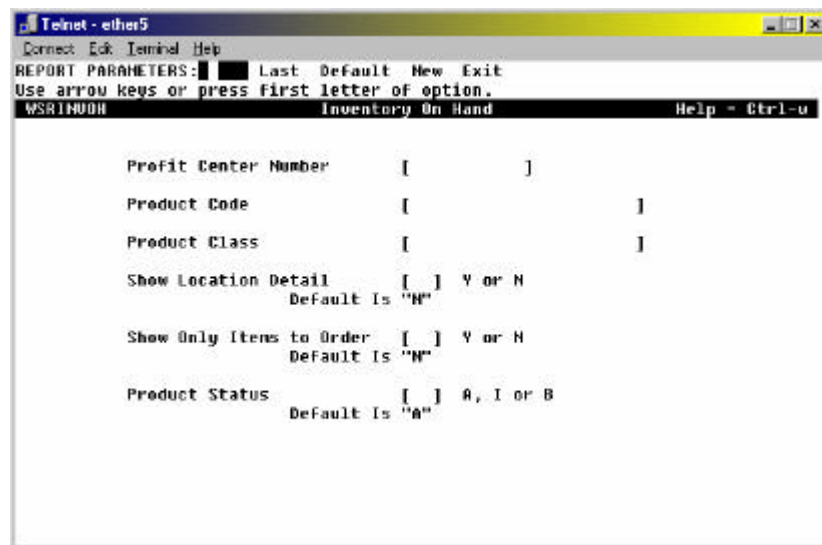
This section of *Volume 3* discusses each of these reports.

### Inventory On Hand Report

### Purpose

The Inventory on Hand Report provides you with a listing of current levels of inventory on hand and available for sale. When you select Inventory on Hand from Wholesale Inventory's Reports Menu, the system displays the screen in Figure 3-27.

**Figure 3-27:**  
**Inventory on Hand Report Criteria**



**Report Criteria**

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

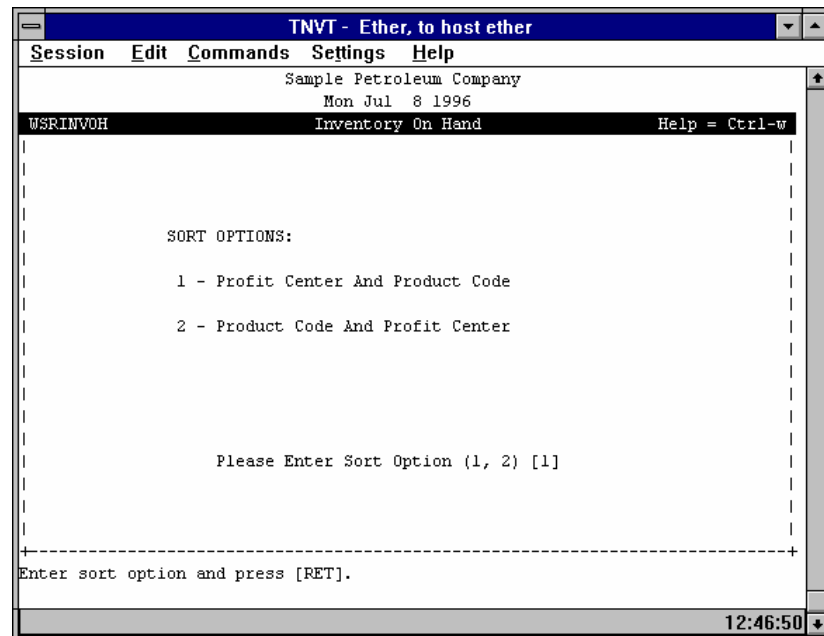
- ◆ Profit center number
- ◆ Product code
- ◆ Product class.

You can also either include or omit the location of each listed product.

On the sample screen, notice that the criteria specify product 02 at all profit centers and that the report should include location detail.

After you enter report criteria, the system displays the screen in Figure 3-28.

**Figure 3-28:**  
*Inventory on Hand Sort Options*

**Sort Options**

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

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

Review the sample report in Figure 3-29.

**Figure 3-29: Inventory on Hand Report**

WSRINVOH Run Date 09/24/96 Run Time 16:08		Sample Petroleum Company Wholesale Sales Inventory On Hand Sorted By Profit Center Number And Product Code			Page	1
	Unit Of Measure	Book Quantity	Invoicing Reserves	Manufacturing Reserves	Quantity Available	
PROFIT CENTER: 10 JIFFYMART # 10 PRODUCT: 02 UNLEADED GASOLINE	GAL	141.000	0.000	0.000	141.000	
PROFIT CENTER: 20 JIFFYMART # 20 PRODUCT: 02 UNLEADED GASOLINE	GAL	5,369.000	0.000	0.000	5,369.000	
PROFIT CENTER: 125 JIFFYMART # 125 PRODUCT: 02 UNLEADED GASOLINE	GAL	9,599.125	0.000	0.000	9,599.125	
PROFIT CENTER: 145 JIFFYMART # 145 PRODUCT: 02 UNLEADED GASOLINE	GAL	4,140.189	0.000	0.000	4,140.189	
PROFIT CENTER: 185 JIFFYMART # 185 PRODUCT: 02 UNLEADED GASOLINE	GAL	4,411.711	0.000	0.000	4,411.711	

**Information Presented on the Report**

Since the sort options for this report specified the profit centers/product code sort order, the report lists each product under the profit center. The report includes the following information for each product:

- ◆ Unit of measure
- ◆ Consignments in and out
- ◆ Book quantity
- ◆ Quantity on hand
- ◆ External manufacturing reserves
- ◆ Quantity available.

The criteria for this report requested location detail, so the report also includes location bins and quantities.

Reports sorted by product code/profit center also subtotal all quantities.

**Multi-Level Price List and Multi-Level Pricing**

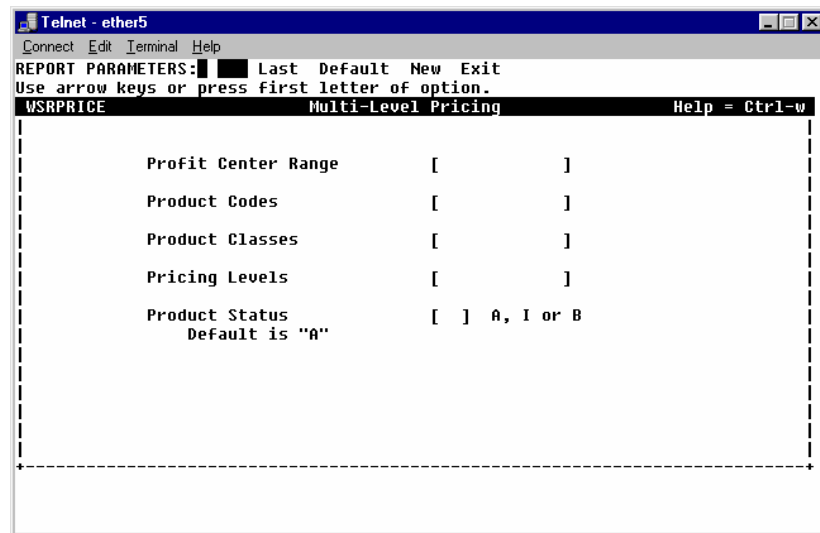
**Purpose**

When you created pricing formulas for your products, you also created pricing levels for each formula to accommodate quantity price breaks. You then assigned each customer to a default pricing level.

The Multi-Level Pricing Report and the Multi-Level Price List provide you with listings of the customer pricing levels assigned for each product. These reports prove useful for verifying product prices at various levels. Each report includes the same information but displays it in different formats.

When you select Multi-Level Pricing Report or Multi-Level Price List from Wholesale and Inventory's Reports Menu, the system displays the screen in Figure 3-30.

**Figure 3-30:**  
**Multi Level**  
**Pricing Report**  
**Criteria**



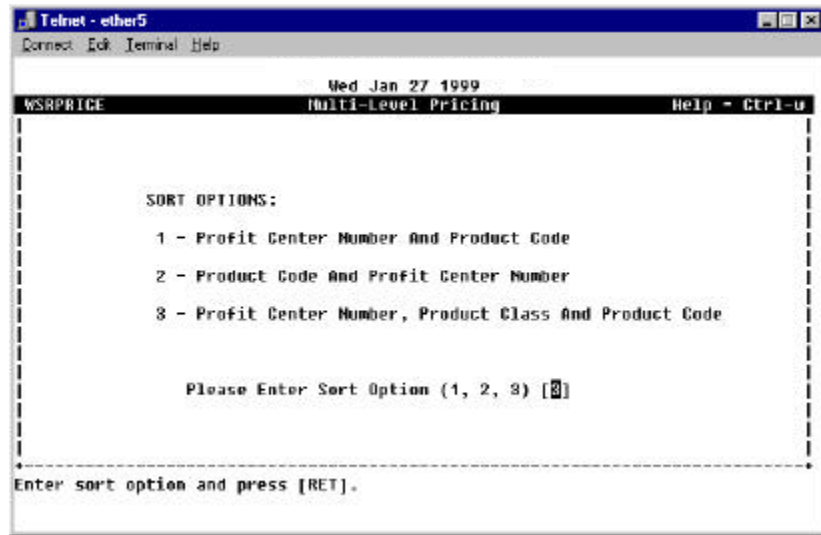
### Report Criteria

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

- ◆ Profit center
- ◆ Product codes
- ◆ Product classes
- ◆ Pricing levels
- ◆ Product status

When you enter the report criteria, the system displays the screen in Figure 3-31.

**Figure 3-31:**  
**Multi Level**  
**Pricing Sort**  
**Options**



**Sort Options**

The report allows you to sort data in one of three ways:

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

See Figure 3-32: Multi-Level Pricing Report and Figure 3-33: Multi-Level Price List. The sort options for these reports specified product code and profit center numbers.

**Figure 3-32: Multi-Level Pricing Report**

WSRPRICE		Sample Petroleum Company							Page
Run Date 09/24/96		Wholesale Inventory							1
Run Time 16:14		Multi-Level Pricing							Start Date 12/31/99
		Ordered by Profit Center, Product							End Date 12/31/99
Product	Description	Quantity	1	2	3	4	5	6	7
		Level	Level	Level	Level	Level	Level	Level	Level
PROFIT CENTER: 1 JIFFYMART # 1									
01	PLUS GASOLINE	0	0.62	0.63	0.66	0.75	0.81	0.87	0.99*
02	UNLEADED GASOLINE	0	0.02	0	0	0	0	0	0*
03	LOW SULFUR DIESEL	0	.51629974	.52111473	.54592971	.62037468	.67000465	.71963462	.81889457*
04	KEROSENE	0	.59769389	.60657858	.63546328	.72211736	.77988675	.83765614	.95319492*
05	NO. 3 "YOUNG" This is changed	0	.46729958	.46966456	.49202954	.55912448	.60385443	.64858439	.73804431*
06	#4 FUEL	0	0.37	0.3675	0.385	0.4375	0.4725	0.5075	0.5775*
07	HIGH SULFUR DIESEL	0	.52730005	.53266505	.55803006	.63412506	.68485507	.73558507	.83704508*
08	BLENDED PLUS	0	0.02	0	0	0	0	0	0*

**Information**  
**Presented on the**  
**Report**

The report lists the following information for each level:

- ◆ Profit center
- ◆ Product and description
- ◆ Pricing level
- ◆ Quantity level
- ◆ Price.

Figure 3-33: Multi-Level Price List

WSRPRCLG		Sample Petroleum Company			Page	1
Run Date 09/24/96		Wholesale Inventory				
Run Time 16:15		Multi-Level Pricing				
Ordered by Profit Center, Product						
Center	Product	Description	Level	Quantity Level	Price	
1	01	PLUS GASOLINE	0	1	0.62	
1	01	PLUS GASOLINE	1	1	0.63	
1	01	PLUS GASOLINE	2	1	0.66	
1	01	PLUS GASOLINE	3	1	0.75	
1	01	PLUS GASOLINE	4	1	0.81	
1	01	PLUS GASOLINE	5	1	0.87	
1	01	PLUS GASOLINE	6	1	0.99	
1	01	PLUS GASOLINE	7	1	1.17	
1	01	PLUS GASOLINE	8	1	1.2	
1	01	PLUS GASOLINE	9	1	1.2	
1	01	PLUS GASOLINE	1022	1	0.6195	
1	02	UNLEADED GASOLINE	0	1	0.02	
1	02	UNLEADED GASOLINE	1	1	0	
1	02	UNLEADED GASOLINE	2	1	0	
1	02	UNLEADED GASOLINE	3	1	0	
1	02	UNLEADED GASOLINE	4	1	0	
1	02	UNLEADED GASOLINE	5	1	0	
1	02	UNLEADED GASOLINE	6	1	0	
1	02	UNLEADED GASOLINE	7	1	0	
1	02	UNLEADED GASOLINE	8	1	0	
1	02	UNLEADED GASOLINE	9	1	0	
1	02	UNLEADED GASOLINE	1022	1	0.0195	
1	03	LOW SULFUR DIESEL	0	1	0.51629974	
1	03	LOW SULFUR DIESEL	1	1	0.52111473	
1	03	LOW SULFUR DIESEL	2	1	0.54592971	
1	03	LOW SULFUR DIESEL	3	1	0.62037468	
1	03	LOW SULFUR DIESEL	4	1	0.67000465	
1	03	LOW SULFUR DIESEL	5	1	0.71963462	
1	03	LOW SULFUR DIESEL	6	1	0.81889457	
1	03	LOW SULFUR DIESEL	7	1	0.96778449	
1	03	LOW SULFUR DIESEL	8	1	0.99259948	
1	03	LOW SULFUR DIESEL	9	1	0.99259948	
1	03	LOW SULFUR DIESEL	1022	1	0.51579974	
1	04	KEROSENE	0	1	0.59769389	
1	04	KEROSENE	1	1	0.60657858	
1	04	KEROSENE	2	1	0.63546328	
1	04	KEROSENE	3	1	0.72211736	
1	04	KEROSENE	4	1	0.77988675	
1	04	KEROSENE	5	1	0.83765614	
1	04	KEROSENE	6	1	0.95319492	
1	04	KEROSENE	7	1	1.1265031	
1	04	KEROSENE	8	1	1.1553878	
1	04	KEROSENE	9	1	1.1553878	
1	04	KEROSENE	1022	1	0.59719389	
1	06	#4 FUEL	0	1	0.37	
1	06	#4 FUEL	1	1	0.3675	
1	06	#4 FUEL	2	1	0.385	
1	06	#4 FUEL	3	1	0.4375	
1	06	#4 FUEL	4	1	0.4725	
1	06	#4 FUEL	5	1	0.5075	
1	06	#4 FUEL	6	1	0.5775	
1	06	#4 FUEL	7	1	0.6825	
1	06	#4 FUEL	8	1	0.7	
1	06	#4 FUEL	9	1	0.7	
1	06	#4 FUEL	1022	1	0.3695	
1	07	HIGH SULFUR DIESEL	0	1	0.52730005	
1	07	HIGH SULFUR DIESEL	1	1	0.53266505	
1	07	HIGH SULFUR DIESEL	2	1	0.55803006	
1	07	HIGH SULFUR DIESEL	3	1	0.63412506	
1	07	HIGH SULFUR DIESEL	4	1	0.68485507	
1	07	HIGH SULFUR DIESEL	5	1	0.73558507	
1	07	HIGH SULFUR DIESEL	6	1	0.83704508	
1	07	HIGH SULFUR DIESEL	7	1	0.9892351	
1	07	HIGH SULFUR DIESEL	8	1	1.0146001	
1	07	HIGH SULFUR DIESEL	9	1	1.0146001	
1	07	HIGH SULFUR DIESEL	1022	1	0.52680005	
1	08	BLENDED PLUS	0	1	0.02	
1	08	BLENDED PLUS	1	1	0	
1	08	BLENDED PLUS	2	1	0	
1	08	BLENDED PLUS	3	1	0	
1	08	BLENDED PLUS	4	1	0	
1	08	BLENDED PLUS	5	1	0	
1	08	BLENDED PLUS	6	1	0	
1	08	BLENDED PLUS	7	1	0	
1	08	BLENDED PLUS	8	1	0	
1	08	BLENDED PLUS	9	1	0	
1	08	BLENDED PLUS	1022	1	0.0195	

## Receiver Report

### Purpose

The Receiver Report provides you with a listing of data you entered through Wholesale & Inventory's Receive Inventory program.

When you select Receive Inventory from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-34.

**Figure 3-34:**  
**Receiver Report**  
**Criteria**

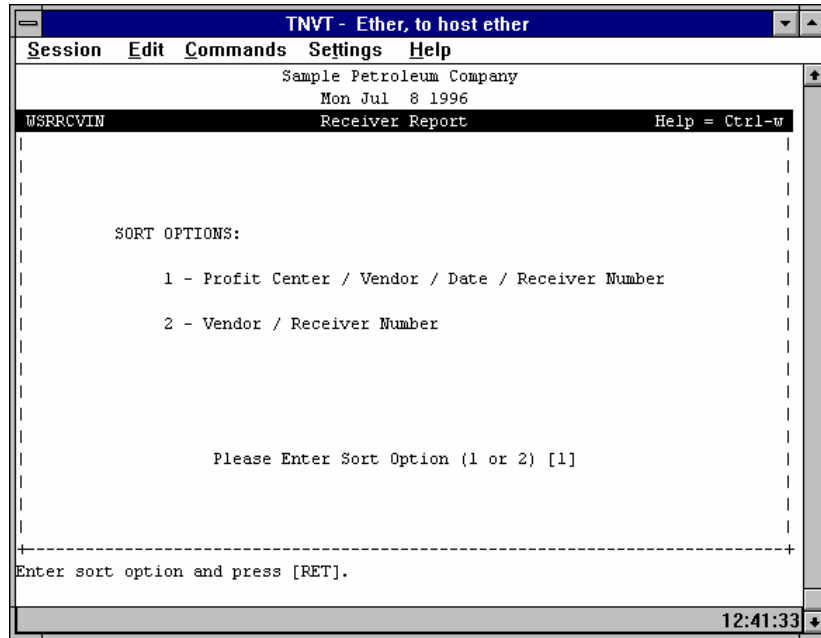
Use the following criteria to specify which data to include on the report:

- ◆ Profit center number
- ◆ Vendor number
- ◆ Purchase order number
- ◆ Receiving number
- ◆ Product code
- ◆ Date
- ◆ Receivers to print.

### Sort Options

Once you enter report criteria, the system displays the screen in Figure 3-35.

**Figure 3-35:**  
**Receiver Report**  
**Sort Options**



You can sort data in one of two ways:

- ◆ Profit center, vendor, date, and receiver number, respectively
- ◆ Vendor number then receiver number.

See the sample report in Figure 3-36.

**Figure 3-36: Receiver Report**

WSRRCVIN		Sample Petroleum Company							Page 1	
Run Date 07/08/96		Wholesale Sales								
Run Time 10:17		Receiver Report								
Profit Center, Vendor, Date And Receiver Number										
Product Code	Product Description	Receiver Number	Date	P.O. Number	Price Each	Quantity Ordered	Freight	Extension	Invoice Number	
PROFIT CENTER: 1 JIFFYMART # 1										
VENDOR: 4090005 Vendor # 4090005										
95921235	GL5 85W140	1236	12/01/95		0.71	200	0.00	141.67		
95921235	GL5 85W140	1236	12/01/95		0.58	620	0.00	361.66		
1659777	RANDO HD 68-BULK	32696	03/26/96		1.74	0	0.00	0.00		
1659777	RANDO HD 68-BULK	32696	03/26/96		1.74	0	0.00	0.00		
1659777	RANDO HD 68-BULK	32696	03/26/96		15.00	1	0.00	15.00		
9549777	6881 OIL-BULK	32696	03/26/96		34.20	5	0.00	171.00		
9549777	6881 OIL-BULK	32696	03/26/96		1.42	300	0.00	426.00		
9549777	6881 OIL-BULK	32696	03/26/96		5.70	0	0.00	0.00		
9549777	6881 OIL-BULK	32696	03/26/96		1.42	30	0.00	42.60		
95921235	GL5 85W140	32696	03/26/96		0.58	100	0.00	58.33		
95921235	GL5 85W140	32696	03/26/96		0.58	0	0.00	0.00		
VENDOR TOTAL								1,216.26		
VENDOR: 43860001 Vendor # 43860001										
1659777	RANDO HD 68-BULK	95073268	09/29/95		1.35	2,342	0.00	3,161.70		
9549777	6881 OIL-BULK	95073268	09/29/95		1.42	1,993	0.00	2,830.06		
VENDOR TOTAL								5,991.76		
PROFIT CENTER TOTAL								7,208.02		
FINAL TOTAL								7,208.02		

### Information Included on the Report

Notice that for each profit center, the report lists the name and account number for each vendor. Below each vendor, the report lists the products received from that vendor. The report details the following information for each product:

- ◆ Product code and description
- ◆ Receiver number and date
- ◆ Price each
- ◆ Quantity ordered
- ◆ Freight
- ◆ Extension
- ◆ Invoice number.

The report multiplies the value in the Price Each column by the value in the Quantity Ordered column to calculate the extension for each product. It then subtotals the extension for each vendor and totals the extensions for all vendors.

### Group Pricing Reports

#### Purpose

The Group Pricing Report provides you with a list of group and advertised pricing information. When you select Group Pricing Report from Wholesale & Inventory's Reports Menu the system displays the screen in Figure 3-37.

**Figure 3-37:**  
**Group Pricing Report Criteria**

```

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

Profit Center Number [1 ]
Product Code [ ]
Price Group Code [ ]
Customer Number [ ]
Effective Start Date [ ]
Type a single date only.
Effective End Date [ ]
Type a single date only.

Enter the Profit Center Number(s) to appear on the report.
Use Query-by-example to select ... press ESC when done.
14:20:02

```

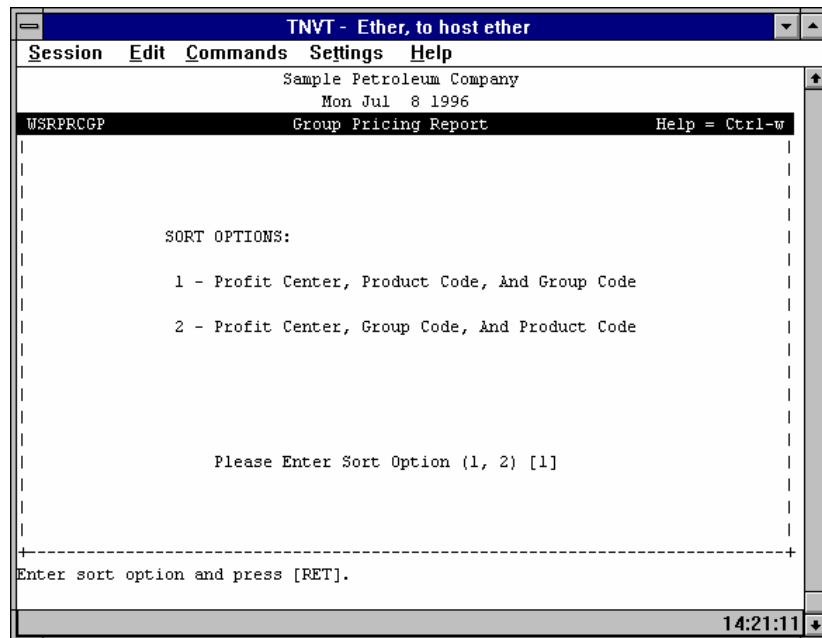
**Report Criteria**

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

- ◆ Profit center number
- ◆ Product code
- ◆ Price group
- ◆ Customer number
- ◆ Effective start and end dates.

When you enter the selection criteria for the report, the system displays the screen in Figure 3-38.

**Figure 3-38:**  
*Group Pricing Report Sort Options*



**Sort Options**

The report allows you to sort data in one of two ways:

- ◆ Profit center, product code, and group code, respectively
- ◆ Profit center, group code, and product code, respectively.

Review the sample report in Figure 3-39. The sort options for this report specified profit center, product code, and group code.

Figure 3-39: Group Pricing Report

Customer Number	Customer Name	Effective Start Date	Effective End Date	Actual Price Or Discount	Price Or Discount Shown	Contract Expiration Date
WSRPRCGP						
Run Date 07/08/96						
Run Time 12:52						
Sample Petroleum Company						
Wholesale Sales						
Group Pricing Report						
Sorted By Profit Center Number, Product Code, And						
Page 1						
PROFIT CENTER: 1 JIFFYMART # 1						
PRODUCT: 150155 HYDRA-WAY 32						
GROUP: ??????						
4090004	Customer # 4090004	01/01/96	08/01/96	1.0000	% DISCOUNT	08/01/96
GROUP: ??????						
4090004	Customer # 4090004	01/01/96	08/01/96	10.0000	% DISCOUNT	08/01/96
PRODUCT: 15315 REGAL R & O 220-5						
GROUP: ??????						
4090004	Customer # 4090004	01/01/96	08/01/96	5.0000	% DISCOUNT	08/01/96
GROUP: ??????						
4090004	Customer # 4090004	01/01/96	08/01/96	2.0000	% DISCOUNT	08/01/96
GROUP: ??????						
4090004	Customer # 4090004	01/01/96	08/01/96	20.0000	% DISCOUNT	08/01/96
PRODUCT: 153155 REGAL R & O 220-5						
GROUP: ??????						
4090004	Customer # 4090004	01/01/96	08/01/96	3.0000	% DISCOUNT	08/01/96
GROUP: ??????						
4090004	Customer # 4090004	01/01/96	08/01/96	30.0000	% DISCOUNT	08/01/96

### Information Included On The Report

For each of the three products listed for this profit center, the report lists the assigned groups. For each group, the report lists the following information:

- ◆ Customer number and name
- ◆ Effective start and end dates
- ◆ Actual price or discount
- ◆ Price or discount shown
- ◆ Contract expiration date.

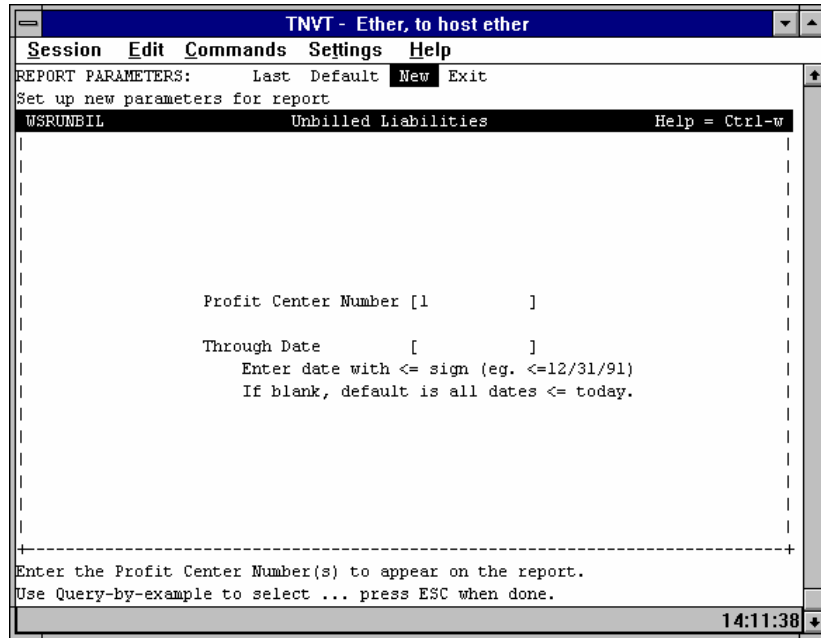
### Unbilled Liabilities

#### Purpose

Your unbilled liabilities account maintains a record of the tax you incur from suppliers but for which you have yet to be invoiced. The Unbilled Liabilities Report details the value in this account. The report includes the cost of purchases including taxes which you have either not received or posted. Once you post these invoices, the system transfers the amounts from unbilled liabilities to the appropriate accounts payable account.

When you select Unbilled Liabilities from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-40.

**Figure 3-40:**  
**Unbilled**  
**Liabilities Report**  
**Criteria**



**Report Criteria**

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

- ◆ Profit center number
- ◆ Through date.

On the sample screen, notice that the criteria specify unbilled liabilities for Profit Center 1 through the current date.

**Sort Options**

The Unbilled Liabilities Report does not allow you to specify sort options. It organizes data by profit center, lading or receiving number, and product code, respectively.

Review the sample report in Figure 3-41.

Figure 3-41: Unbilled Liabilities Report--Lading Section

Product Code		Product Description		Net Units	Gross Units	Billing Net/Gross	Cost	Extension
WSRUNBILL Run Date 07/08/96 Run Time 12:58 Sample Petroleum Company Wholesale Sales Unbilled Liabilities Page 1								
Ladings - Sorted By Profit Center, Lading Number And Product Code								
PROFIT CENTER:	1	JIFFMYART # 1						
LADING:	00	654	MOVEMENT: 912 DATE: 12/15/95	TERMINAL: 1,000.0	51	VENDOR: 15630006	DREYFUS ENERGY, LOUIS	600.00
			PLUS GAS			N	0.60000	
		Tax Code	Tax Code Description	Net Units	Gross Units	Taxable Net/Gross	Tax Rate	Extension
		SF3Y	STORAGE TANK FUND-1500	1,000.0	1,000.0	N	4.50000	4.50
		FDEGY	FEDERAL EXCISE GAS	1,000.0	1,000.0	N	0.18400	184.00
LADING TOTALS				1,000.0	1,000.0			788.50
LADING:	07	867	MOVEMENT: 867 DATE: 10/20/95	TERMINAL: 5,000.0	51	VENDOR: 15630006	DREYFUS ENERGY, LOUIS	2,532.00
			HIGH SULFUR DIESEL			N	0.50640	
		Tax Code	Tax Code Description	Net Units	Gross Units	Taxable Net/Gross	Tax Rate	Extension
		SF11Y	STORAGE TANK FUND-5500	5,000.0	5,000.0	N	16.50000	16.50
LADING TOTALS				5,000.0	5,000.0			2,548.50
LADING:	00	870	MOVEMENT: 870 DATE: 10/24/95	TERMINAL: 5,000.0	51	VENDOR: 15630006	DREYFUS ENERGY, LOUIS	3,002.50
			PLUS GAS			N	0.60050	
		Tax Code	Tax Code Description	Net Units	Gross Units	Taxable Net/Gross	Tax Rate	Extension
		SF11Y	STORAGE TANK FUND-5500	5,000.0	5,000.0	N	16.50000	16.50
		FDEGY	FEDERAL EXCISE GAS	5,000.0	5,000.0	N	0.18400	920.00
LADING TOTALS				5,000.0	5,000.0			3,939.00
LADING:	01	1111	MOVEMENT: 962 DATE: 04/02/96	TERMINAL: 500.0	54	VENDOR: 15040023	DAVIS OIL SERVICES	300.00
			PLUS GASOLINE			N	0.60000	
		Tax Code	Tax Code Description	Net Units	Gross Units	Taxable Net/Gross	Tax Rate	Extension
		SF2Y	STORAGE TANK FUND-1000	500.0	500.0	N	3.00000	3.00
		FDEGY	FEDERAL EXCISE GAS	500.0	500.0	N	0.18400	92.00
	07		HIGH SULFUR DIESEL	500.0	500.0	N	0.51030	255.15
LADING TOTALS				1,000.0	1,000.0			650.15
LADING:	07	100595	MOVEMENT: 906 DATE: 10/05/95	TERMINAL: 3,000.0	51	VENDOR: 15630006	DREYFUS ENERGY, LOUIS	1,519.20
			HIGH SULFUR DIESEL			N	0.50640	
		Tax Code	Tax Code Description	Net Units	Gross Units	Taxable Net/Gross	Tax Rate	Extension
		SF7Y	STORAGE TANK FUND-3500	3,000.0	3,000.0	N	10.50000	10.50
LADING TOTALS				3,000.0	3,000.0			1,529.70
PROFIT CENTER TOTALS				15,000.0	15,000.0			9,455.85
LADINGS SECTION TOTALS				15,000.0	15,000.0			9,455.85

### Information Included on the Report--Lading Section

Notice that this section of the report lists unbilled liabilities for Profit Center 1. Beneath the profit center, the report organizes data by lading number. For each bill of lading, the report lists the following information:

- ◆ Movement number and date
- ◆ Terminal and vendor
- ◆ Net and gross units
- ◆ Billing method (net or gross)
- ◆ Tax rate
- ◆ Freight
- ◆ Extension.

The lading section of the Unbilled Liabilities Report subtotals the net and gross units and amount of tax for each bill of lading, then subtotals all bills of lading listed for a profit center. The report also totals these amounts for each profit center listed on the report.

Review the sample report in Figure 3-42.

**Figure 3-42: Unbilled Liabilities Report--Receiver Section**

Product Code		Product Description		Units	Cost	Freight	Extension
WSRUNBIL Sample Petroleum Company Page 2 Run Date 07/08/96 Wholesale Sales Run Time 12:58 Unbilled Liabilities Receivers - Sorted By Profit Center, Receiver Number And Product Code							
PROFIT CENTER: 1 JIFFYMART # 1							
RECEIVER:	1236	DATE: 12/01/95	VENDOR: 4090005	Vendor #	4090005		
95921235	GL5 85W140			200.0	0.70834	0.00000	141.67
95921235	GL5 85W140			620.0	0.58333	0.00000	361.66
RECEIVER TOTALS				820.0			503.33
RECEIVER: 32696 DATE: 03/26/96 VENDOR: 4090005 Vendor # 4090005							
1659777	RANDO HD 68-BULK			1.0	15.00000	0.00000	15.00
9549777	6881 OIL-BULK			300.0	1.42000	0.00000	426.00
9549777	6881 OIL-BULK			5.0	34.20000	0.00000	171.00
9549777	6881 OIL-BULK			30.0	1.42000	0.00000	42.60
95921235	GL5 85W140			100.0	0.58333	0.00000	58.33
RECEIVER TOTALS				436.0			712.93
RECEIVER: 95073268 DATE: 09/29/95 VENDOR: 43860001 Vendor # 43860001							
1659777	RANDO HD 68-BULK			2,342.0	1.35000	0.00000	3,161.70
9549777	6881 OIL-BULK			1,993.0	1.42000	0.00000	2,830.06
RECEIVER TOTALS				4,335.0			5,991.76
PROFIT CENTER TOTALS				5,591.0			7,208.02
RECEIVER SECTION TOTALS				5,591.0			7,208.02
FINAL TOTAL UNBILLED LIABILITIES							----- 16,663.87 =====

Notice that this section of the report lists receivers beneath the profit center. For each receiver, the report includes the receiver number, date, and vendor. Beneath each receiver, the report lists:

- ◆ Product code and description
- ◆ Units and cost
- ◆ Freight
- ◆ Extension.

The report subtotals the units and extension for each receiver then totals all receivers listed for the profit center.

## Dated Unbilled Liabilities

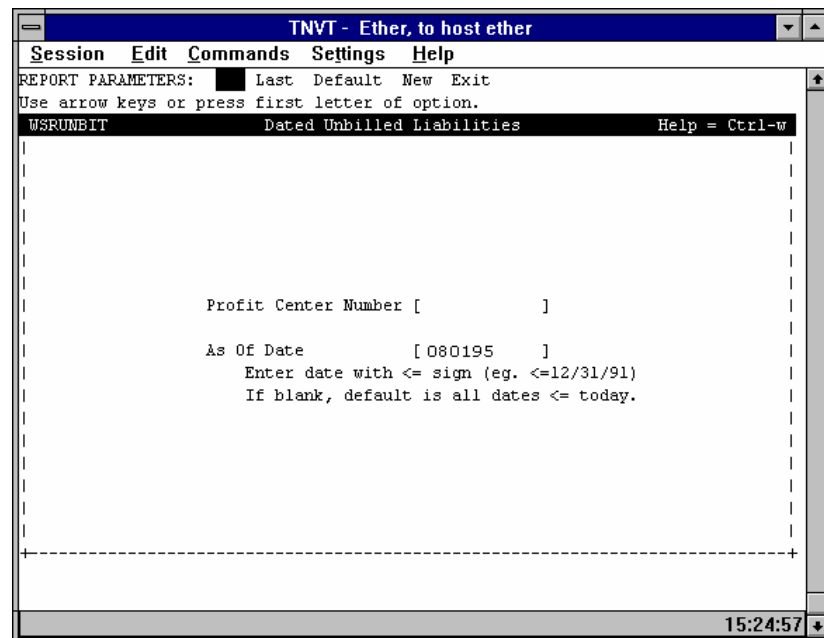
### Purpose

The Unbilled Liabilities Report and the Dated Unbilled Liabilities Report both report outstanding unbilled liabilities. However, the Unbilled Liabilities Report lists data up to the date you execute the report, whereas the Dated Unbilled Liabilities Report lists data up to a *specific past date*.

Use this report to balance against the general ledger balance sheet for unbilled liabilities.

When you select Dated Unbilled Liabilities from Wholesale and Inventory's Reports Menu, the system displays the screen in Figure 3-43.

**Figure 3-43:**  
**Dated Unbilled Liabilities Report Criteria**



### Report Criteria

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

- ◆ Profit center number
- ◆ As of date.

On the sample screen, notice that the criteria specify unbilled liabilities as of 08/01/95.

**Sort Options**

The Dated Unbilled Liabilities Report does not allow you to specify sort options. It organizes data by profit center, lading or receiving number, and product code, respectively.

**Information Included on the Report--Lading Section**

The Dated Unbilled Liabilities Report presents the same information as the Unbilled Liabilities Report. For information included on the report see page 3-104.

***Primary and Associated Products Reports***

**Purpose**

When you defined products in your inventory header, you associated any secondary products to their primary products. For example, if you sell oil by the barrel, you associated the barrel with the oil. The primary and Associated Product Report provides you with a list of all primary products and the products associated with them.

**Criteria, Sort Options, and Information**

When you select Primary and Associated Product Report from Wholesale & Inventory's reports Menu, the system displays the report criteria screen. The screen lists only one criterion: product code.

The system does not allow you to specify sort options for this report. The report lists the following information:

- ◆ Primary product and description
- ◆ Associated products and description.

***Serial Numbers Report***

**Purpose**

If you track the location of returnable items with serial numbers, use the Serial Number Report to generate a list of the items and their current customer location.

*Note:* Before you can track numbered items, you must identify those items in the inventory master and flag them for tracking.

When you select Serial Number Report from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-44.

**Figure 3-44:**  
**Serial Number**  
**Report Criteria**

```

TNVT - Ether, to host ether
Session Edit Commands Settings Help
REPORT PARAMETERS: █ Last Default New Exit
Use arrow keys or press first letter of option.
WSRCUSER Customer Serial Number Help = Ctrl-w

Customer Number [ ]
Product Code [ ]
Full Customer Address [ ] Y or N
Default Is "N"
Serial Number [ ]

16:59:33

```

### Report Criteria

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

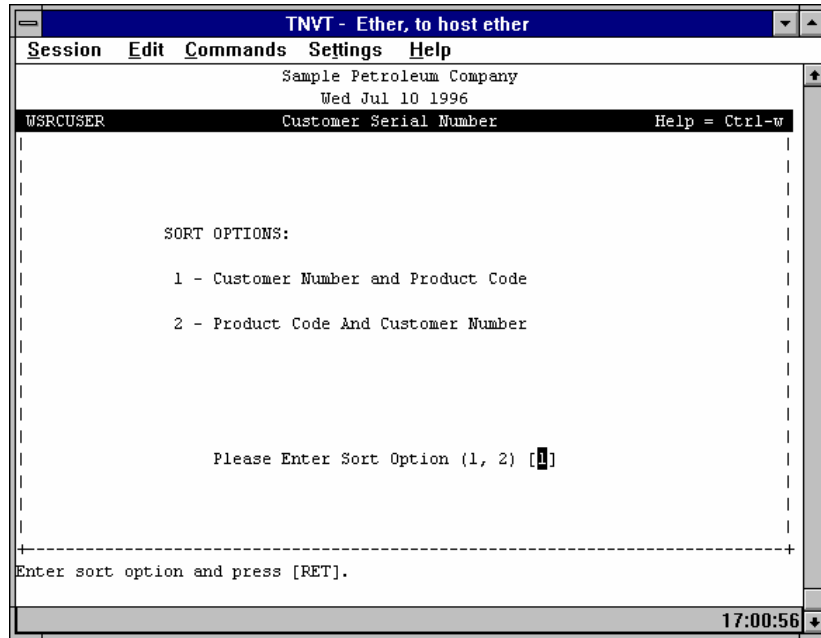
- ◆ Customer number
- ◆ Product code
- ◆ Serial number.

In addition, you can include or omit the complete customer address.

### Sort Options

Once you enter criteria for the report, the system displays the screen in Figure 3-45.

**Figure 3-45:**  
**Serial Numbers**  
**Report Sort**  
**Options**



The report allows you to organize data in one of two ways:

- ◆ Customer number and product code
- ◆ Product code and customer number.

**Information**  
**Presented on the**  
**Report**

The report lists the following information for each product:

- ◆ Customer number, name, and telephone
- ◆ Product code and description
- ◆ Serial number
- ◆ Invoice number and date.

In addition, the report includes the full customer address if you specified it in the report criteria. However, it lists the address only if you sort by customer number and product code.

The report also subtotals customer quantities and totals product quantities when you sort by customer number and product code. If you sort by product code and customer number, the report totals only product quantities.

### Customer Quantity on Hand Report

#### Purpose

Similar to the serial number report, the customer quantity on hand report provides you with a listing of non-numbered, returnable items in a customer's possession.

As with numbered items, you must identify non-numbered, returnable items in the Inventory Header and flag them for tracking.

When you select Customer Quantity on Hand from Wholesale & Inventory's Reports Menu, the system displays the screen in 0.

**Figure 3-46:**  
**Customer**  
**Quantity on Hand**  
**Report Criteria**

#### Report Criteria

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

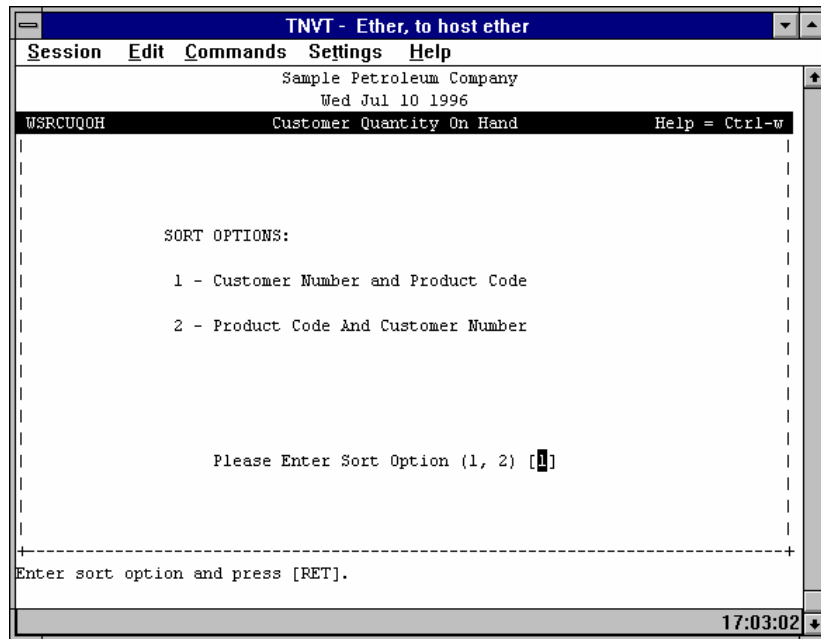
- ◆ Customer number
- ◆ Product code
- ◆ Quantity on hand.

In addition, you can either include or omit the full customer address.

**Sort Options**

After you enter the report criteria, the system displays the screen in 0.

*Figure 3-47:  
Customer  
Quantity On  
Hand Sort  
Options*



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

- ◆ Customer number and product code
- ◆ Product code and customer number.

The report lists the following information for each product:

- ◆ Customer number, name, and phone
- ◆ Product code and description
- ◆ Quantity.

In addition, the report includes the complete customer address of you specified it in the criteria. When you sort by product code and customer name, the report subtotals product quantities.

## Customer Price Book

### Purpose

The Customer Price Book reports the price of products in a customer's price book, including any quantity price breaks and the pricing method.

When you select Customer Price Book from the Wholesale and Inventory Reports menu, the system displays the following selection criteria screen.

**Figure 3-48:**  
**Customer Price Book Selection Criteria**

```

Telnet - ether5
Connect Edit Terminal Help
REPORT PARAMETERS: [ ] Last Default New Exit
Use arrow keys or press first letter of option.
WSRPBK Customer Price Book Help = Ctrl-w

Salesman Code [ ]
Customer Account [ ]
Warehouse (range is invalid) (only one - required entry) [ ]
Product Class [ ]
Effective Date (range is invalid) (only one - required entry) [ ]
  
```

### Selection Criteria

Selection criteria for the price book include the following:

- ◆ Salesman Code
- ◆ Customer Number
- ◆ Warehouse Number
- ◆ Product Class
- ◆ Effective Date

Review the following sample report.

PRODUCT CLASS	PRODUCT CODE	PRODUCT DESCRIPTION	PRICING METHOD	PRICING UOM	PRICE	---QUANTITY RANGE---
						(>=) LOW (<)HIGH
wsrprbk SAMPLE OIL COMPANY Page 1						
Run Date 02/11/98 Wholesale Sales Effective Date: 01/01/98						
Run Time 14:22 Customer Price Book						
SALESMAN:						
CUSTOMER:						
ANTFZ	AFZ1/ANT	1/55 ANTIFREEZE/COOLANT	GRP-H	55DRM	223.905000	
ANTFZ	AFZ1/55CHI	1/55 CHILL SAFE PG A/F	GRP-H	55DRM	324.662250	
ANTFZ	AFZ1/55DEX50	1/55 DEX-COOL 50/50 #7995	GRP-H	55DRM	270.925050	
ANTFZ	AFZ1/55ENV	1/55 BIO-GUARD ANTIFREEZE	GRP-H	55DRM	365.711500	
ANTFZ	AFZ1/55SHE	1/55 SHELLZONE ANTIFREEZE	GRP-H	55DRM	294.808250	
ANTFZ	AFZ1/55STA	1/55 STARTEX A/F COOLANT #2055	GRP-H	55DRM	301.525400	
ANTFZ	AFZ1/55STA50	1/55 STARTEX A/F PREMIX 50/50	GRP-H	55DRM	225.397700	

**Figure 3-49: Sample Customer Price Book**

**Sort Options**

The report organizes data by salesman code and customer number and does not allow you to specify alternative sort options.

**Information Presented On the Report**

The report lists the following information for each listed item.

- ◆ Product Class
- ◆ Product Code and Description
- ◆ Pricing Method, UOM, and Price
- ◆ Quantity Range

**Pricing Method**

The pricing method identifies the area of the pricing routines that produced the price. The first three characters in this column will be either PBK or GRP. PBK indicates that the routines went through the price book. GRP indicates the routines went through the group price. The pricing method will be broken down further as follows:

- ◆ PBK-A Price book with an operator of “B”
- ◆ PBK-B Price book with an operator of “=”
- ◆ PBK-C Price book whose terminal number is null
- ◆ PBK-D Price book whose cost came from fm\_purch\_term
- ◆ PBK-E Price book whose cost came from fm\_cost
- ◆ GRP-F Group price whose flag is “B”
- ◆ GRP-G Group levels–fixed price
- ◆ GRP-H Group levels–formula calculations
- ◆ ERR-6 Could not find anything applicable

### System Parameter 6214

System Parameter 6214 identifies the maximum number of items to print in a single run of the program. This limit will prevent the system from generating a report that could potentially include millions of lines. The default value for this parameter is 5000.

## Transfer Non-Fuel Products Report

### Purpose

The Transfer Non-Fuel Products Report provides you with an efficient method for viewing and tracking the transfers of non-fuel products in and out of a profit center.

When you select Transfer Non-Fuel Products from the Wholesale and Inventory Reports menu, the system displays the following selection criteria screen.

*Figure 3-50:  
Transfer Non-  
Fuel Products  
Selection Criteria*

The screenshot shows a terminal window titled 'Telnet - ether5'. The window contains the following text:

```

Connect Edit Terminal Help
REPORT PARAMETERS: █ █ █ █ Last Default New Exit
Use arrow keys or press first letter of option.
TFRTRANS      Transfer Non-Fuel Products      Help = Ctrl-w

Profit Center      [          ]
Date Range (required) [          ]
  A range must be entered.
Product Code      [          ]
Category Code     [          ]
Processed / Not processed / Both (required) [          ]
  
```

### Selection Criteria

Selection criteria for the report include the following:

- ◆ Transfer number
- ◆ Transfer date
- ◆ From profit center
- ◆ To profit center
- ◆ Product/Category code

### Sort Options

The report sorts data by profit center number, transfer date, and product code/category respectively and does not allow you to specify alternative sort options.

Review the following sample report:

TFRTRANS		Sample Petroleum Company		Page		
2		Wholesale Transfers Of Non-Fue				
Run Date 08/18/98		Date Range: 08/01/1998 Thru 08/02/1998				
Run Time 13:49						
PRODUCT OR CATEGORY	STOCK UNITS	TRANSFER NUMBER	DATE	***** T R A N S F E R E D I N ***** QUANTITY COST AMOUNT	***** T R A N S F E R E D O U T ***** QUANTITY COST AMOUNT	*****
PROFIT CENTER: 1 WAREHOUSE #1						
1610	CASE	5000	08/01/98		1.00 58.00000	58.00
PRODUCT/CATEGORY TOTALS				0.00	0.00 1.00	58.00
1620	CASE	5000	08/01/98		1.00 44.40000	44.40
1620	CASE	3004	08/01/98		1.00 44.40000	44.40
1620	CASE	3005	08/01/98		5.00 44.40000	222.00
1620	CASE	3006	08/01/98		10.00 44.40000	444.00
1620	CASE	3007	08/01/98		5.00 44.40000	222.00
PRODUCT/CATEGORY TOTALS				0.00	0.00 22.00	976.80
1630	CASE	5000	08/01/98		1.00 31.20000	31.20
1630	CASE	3004	08/01/98		2.00 31.20000	62.40
1630	CASE	3007	08/01/98		6.00 31.20000	187.20
PRODUCT/CATEGORY TOTALS				0.00	0.00 9.00	280.80
1640	CASE	3002	08/01/98		4.00 64.21000	256.84
1640	CASE	3004	08/01/98		3.00 64.21000	192.63
1640	CASE	3007	08/01/98	3.00 64.21000	192.63	
PRODUCT/CATEGORY TOTALS				3.00	192.63 7.00	449.47
1650	CASE	5000	08/01/98		1.00 31.20000	31.20
PRODUCT/CATEGORY TOTALS				0.00	0.00 1.00	31.20
PROFIT CENTER TOTALS				3.00	192.63 40.00	1,796.27

Figure 3-51: Sample Transfer Non-Fuel Product report. Note: This sample report includes only the first page.

**Information Included on the Report**

The report lists the following information for each listed profit center for the specified reporting period:

- ◆ Profit center number and name
- ◆ Product or category
- ◆ Stocking units
- ◆ Transfer number and date
- ◆ Transfer in quantity, cost, and amount
- ◆ Transfer out quantity, cost, and amount.

## Complex Reports

**Purpose**

Wholesale & Inventory provides you with nine complex reports that allow you to monitor sales, track your inventory, and analyze profit margins. Reports in this section include:

- ◆ Sales Summary by Invoice
- ◆ Sales Summary by Customer
- ◆ Inventory Reconciliation
- ◆ Sales Commission
- ◆ Salesman Cash Balance
- ◆ Inventory Control
- ◆ Fuel Sales Profit Analysis
- ◆ Transfer Report
- ◆ Sales Volume Analysis.

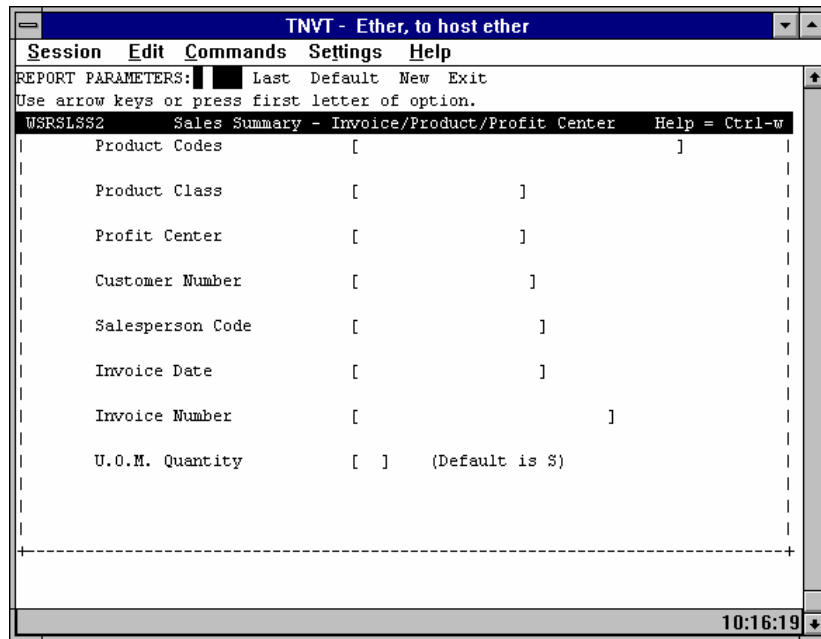
### ***Sales Summary By Invoice***

**Purpose**

The Sales Summary by Invoice Report provides you with a listing of invoice information. This report proves useful for monitoring, verifying, and auditing invoice entries.

**Figure 3-52:**  
*Sales Summary by Invoice Report Criteria*

When you select Sales Summary by Invoice from Wholesale & Inventory's Reports Menu, the system displays the screen in 0.



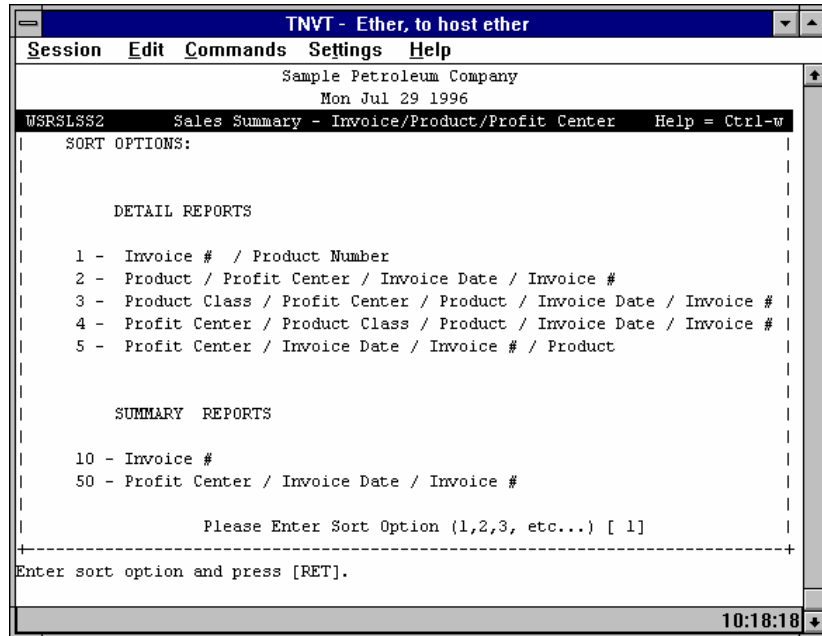
**Selection Criteria**

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

- |                   |                    |
|-------------------|--------------------|
| ◆ Product codes   | ◆ Salesperson code |
| ◆ Product class   | ◆ Invoice date     |
| ◆ Profit center   | ◆ Invoice number   |
| ◆ Customer number | ◆ U.O.M. quantity. |

After you enter report criteria, the system displays the screen in Figure 3-53.

**Figure 3-53:**  
**Sales Summary by**  
**Invoice Sort**  
**Options**



The system generates two types of Sales Summary by Invoice Reports: detail and summary. The sort option you choose determines the type of report:

#### Detail Report Sort Options

For detail reports, you can sort data in one of five ways:

- ◆ Invoice number then product number
- ◆ Product, profit center, invoice date, and invoice number, respectively
- ◆ Product class, profit center, product, invoice date, and invoice number, respectively
- ◆ Profit center, product class, product, invoice date, and invoice number, respectively
- ◆ Profit center, invoice date, invoice number, and product, respectively.

#### Summary Report Sort Options

For summary reports, you can sort data in one of two ways:

- ◆ Invoice number
- ◆ Profit center, invoice date, and invoice number, respectively.

Review the sample report in Figure 3-54.

Figure 3-54: Sales Summary by Invoice Report

WSRSLSS2		Sample Petroleum Company					Page 1		
Run Date 07/29/96		Wholesale					Start Date 08/04/95		
Run Time 13:38		Sales Summary - Invoice/Product/Profit Center					End Date 08/04/95		
Sorted By Invoice Number and Product Number									
Detail line									
Invoice Number	Invoice Date	Product	Description	Prft Ctr	Quantity	Price per Unit	Sales	Cost of Goods Sold	Gross Profit
32847	08/04/95	21096	URSA SP 15W40-6	2	12.0	5.3633	64.36	55.680	8.680
TOTAL FOR INVOICE:		32847			12.0		64.36	55.680	8.680
32859	08/04/95	03	LOW SULFUR DIESEL	20	8,905.0	.6175	5,498.84	4,606.560	892.280
TOTAL FOR INVOICE:		32859			8,905.0		5,498.84	4,606.560	892.280
34553	08/04/95	21777	MINERAL SPIRITS	1	405.0	1.2500	506.25	344.250	162.000
TOTAL FOR INVOICE:		34553			405.0		506.25	344.250	162.000
34561	08/04/95	00	PLUS GAS	20	1,282.0	.6395	819.84	761.250	58.590
		02	UNLEADED GASOLINE	20	5,115.0	.5645	2,887.42	2,653.660	233.760
		70	DISCOUNT	20	-1.0	45.9800	-45.98	.000	-45.980
TOTAL FOR INVOICE:		34561			6,396.0		3,661.28	3,414.910	246.370
34564	08/04/95	01	PLUS GASOLINE	20	1,182.0	.6450	762.39	691.230	71.160
		02	UNLEADED GASOLINE	20	3,625.0	.5950	2,156.88	1,938.650	218.230
TOTAL FOR INVOICE:		34564			4,807.0		2,919.27	2,629.880	289.390
34566	08/04/95	00	PLUS GAS	20	3,634.0	.7450	2,707.33	2,361.370	345.960
		01	PLUS GASOLINE	20	2,451.0	.6750	1,654.43	1,433.340	221.090
		02	UNLEADED GASOLINE	20	2,756.0	.6350	1,750.06	1,473.900	276.160
TOTAL FOR INVOICE:		34566			8,841.0		6,111.82	5,268.610	843.210
34567	08/04/95	06	#4 FUEL	1	7,800.0	.5090	3,970.20	2,964.000	1,006.200
TOTAL FOR INVOICE:		34567			7,800.0		3,970.20	2,964.000	1,006.200
TOTAL FOR ALL INVOICES:					37,166.0		22,732.02	19,283.890	3,448.130

\* - Denotes A Difference In This Total ( Invoice Detail Lines' Sale Total) and The Invoice Summary Line Sale Total.

**Information Presented on the Report**

This report sorts data by invoice number then product number. For each invoice, the report lists the date and the products on the invoice. For each product, the report lists the following information:

- ◆ Product code and description
- ◆ Profit center number
- ◆ Quantity
- ◆ Price per unit.

**Sales**

The report multiplies the quantity by the price per unit to calculate the sales price for each product. It also subtotals the sales for each invoice and totals the sales for all listed invoices.

**Cost of Goods Sold (COGS)**

The report retrieves the *weighted average cost* of the product and multiplies that amount by the quantity on the invoice to calculate the cost of goods sold. For direct delivery of fuel products, the report references the actual cost of the product from the fuel movement and multiplies the *actual cost* by the quantity to calculate the cost of goods sold (COGS).

The report subtotals the COGS sold for each invoice and totals the COGS for all invoices.

**Gross Profit**

To calculate the gross profit, the report subtracts the COGS from the sales. The report totals the gross profit for each invoice and totals the gross profit for all invoices.

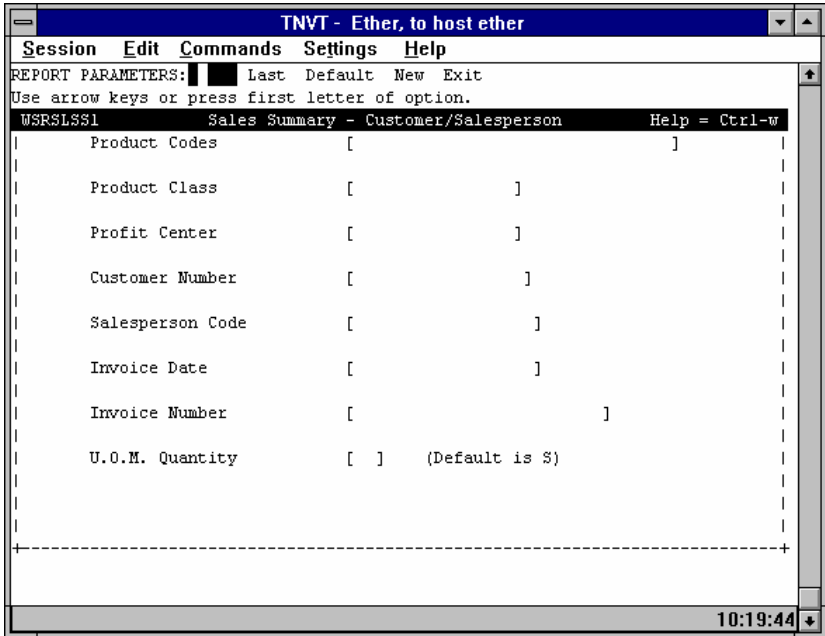
**Sales Summary By Customer**

**Purpose**

The sales summary by customer report provides you with a listing of sales information by salesperson or by customer. This report proves useful for monitoring, verifying, and auditing invoice entries, customer sales, and salesperson sales.

When you select Sales Summary by Customer from Wholesale & Inventory's File Maintenance Menu, the system displays the screen in Figure 3-55.

*Figure 3-55:  
Sales Summary  
By Customer  
Report Criteria*



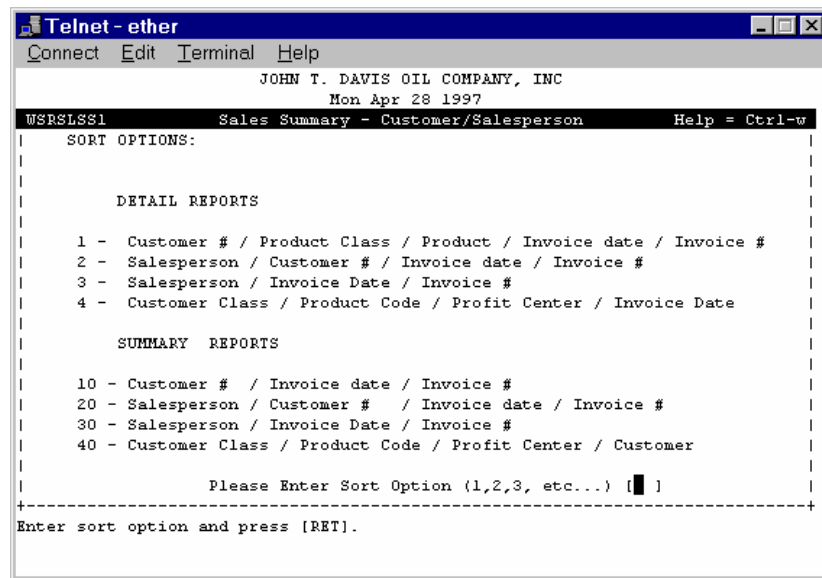
**Selection Criteria**

You can use the following options to specify which data to include on the report:

- ◆ Product code
- ◆ Product class
- ◆ Profit center
- ◆ Customer number
- ◆ Salesperson code
- ◆ Invoice date
- ◆ Invoice number
- ◆ U.O.M. quantity.

Once you enter report criteria, the system displays the screen in Figure 3-56.

*Figure 3-56:  
Sales Summary by  
Customer Sort  
Options*



**Detail Report Sort Options**

You can sort data in one of three ways for detail reports:

- ◆ Customer number, product class, product, invoice date, and invoice number, respectively
- ◆ Salesperson, customer number, invoice date, invoice number, respectively
- ◆ Salesperson, invoice date, and invoice number, respectively.
- ◆ Customer class, product code, profit center, and invoice date, respectively.



**Information Presented on the Report**

This detail report sorts data by customer number, product class, product, invoice date, and invoice number. Criteria for this report specified all purchases by customer 670004 for August 1995.

Notice that the report groups products by class, beneath the customer. Beneath each product class, the report groups items by product. Sales Summary by Customer reports the following information for each listed product.

- ◆ Invoice date and number
- ◆ Quantity purchased
- ◆ Price per unit.

**Cost Per Unit**

The report multiplies the price per unit by the quantity to calculate product sales. It then subtotals sales for each product class and totals all product classes.

**COGS**

The report retrieves the *weighted average cost* of the product and multiplies that amount by the quantity on the invoice to calculate the cost of goods sold (COGS). For direct delivery of fuel products, the report references the actual cost listed on the bill of lading and multiplies that amount by the quantity to calculate the COGS. It then subtotals the COGS for each product class and totals the COGS for all listed product classes.

**Gross Profit**

For each product, the report subtracts sales from the COGS to calculate the gross profit for the product. It then subtotals the gross profit for each product class and totals the gross profit for all listed classes.

**Profit Percent**

To calculate the percentage of profit for a product, the report divides the gross profit by the sales.

Review the sample report in Figure 3-58.



## Inventory Reconciliation

### Purpose

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

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



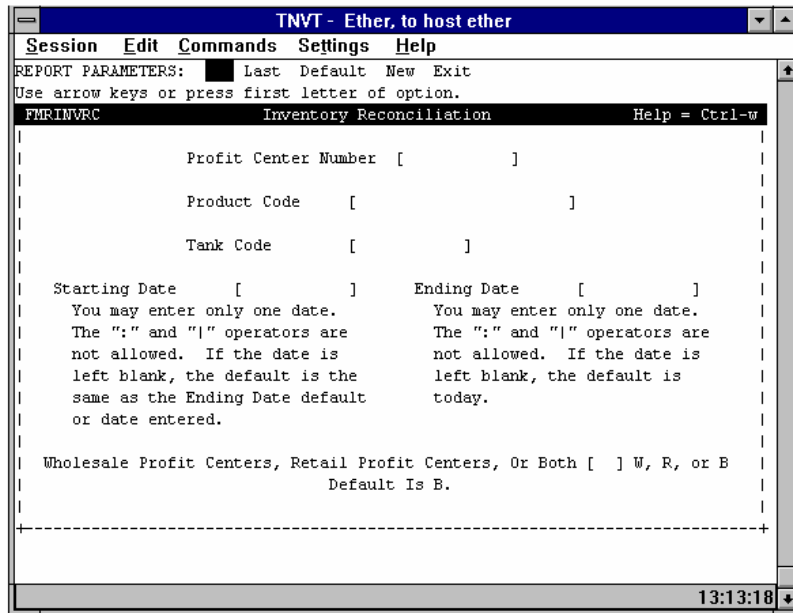
### Frequency

Run the Inventory Reconciliation Report on a monthly basis to document perpetual book, book periodically adjusted to actual, and actual inventory amounts for the month.

### Report Criteria

When you select Inventory Reconciliation from Fuel Management's Main Menu, the system displays the screen in Figure 3-59.

**Figure 3-59:**  
*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**

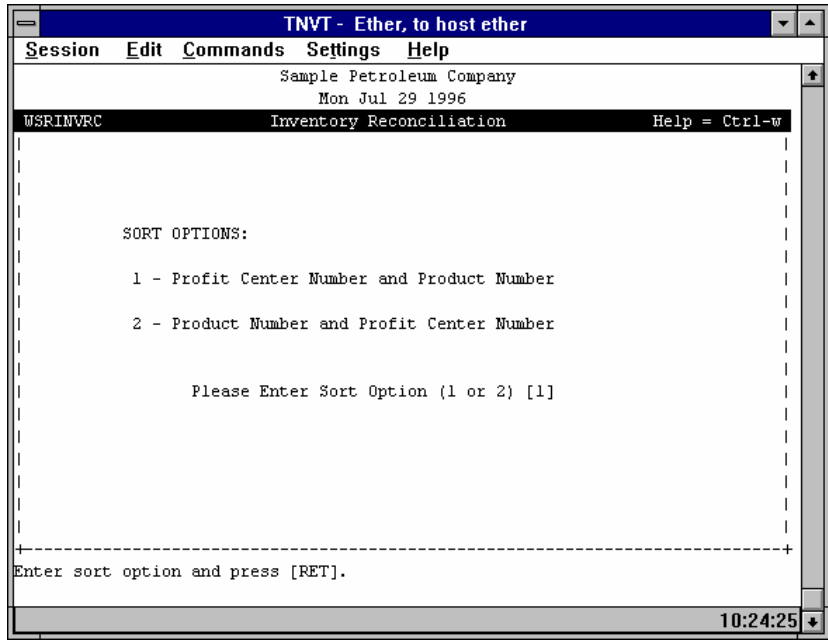
When you enter the report criteria, the system displays the screen in Figure 3-60: Inventory Reconciliation Report Sort Options.

**Profit Center Type**

Enter one of the following options to designate profit center type:

- W Wholesale profit center
- R Retail profit center
- B Both wholesale and retail profit centers

**Figure 3-60:**  
*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 3-61.

Figure 3-61: Inventory Reconciliation Report

WSRINVRC		Sample Petroleum Company								Page 1	
Run Date 08/07/96		Fuel Management								Start Date 09/01/95	
Run Time 15:47		Inventory Reconciliation								End Date 09/02/95	
Wholesale And Retail Profit Centers, Incomplete Dispatches Included											
Sorted By Profit Center Number and Product Code											
Vendor /Shift Number	Vendor Name Sales	Trans-Or Date	Bill Of Lading/ Invoice Movement Status	Units In/Out	Gross /Net Basis	Inventory Change	Book Inventory	Periodic Inventory	Actual Inventory	Book Over/Short	Periodic Over/Short
PROFIT CENTER: 135 JIFFYMART # 135											
PRODUCT: 00 PLUS GAS											
TANK: 2											
BEGINNING ==>							3,722	3,722			
1	RITL SALE	09/01/95	RETAIL	59	GROSS	-59	3,663	3,663	2,620		
1	RITL SALE	09/01/95	RETAIL	36	GROSS	-36	3,628	3,628	2,620		
1	RITL SALE	09/01/95	RETAIL	101	GROSS	-101	3,527	3,527	2,620		
1	RITL SALE	09/01/95	RETAIL	9	GROSS	-9	3,518	3,518	2,620		
1	RITL SALE	09/01/95	RETAIL	34	GROSS	-34	3,484	3,484	2,620		
1	RITL SALE	09/01/95	RETAIL	30	GROSS	-30	3,454	3,454	2,620		
1	RITL SALE	09/01/95	RETAIL	53	GROSS	-53	3,402	3,402	2,620		
1	RITL SALE	09/01/95	RETAIL	19	GROSS	-19	3,383	3,383	2,620		
1	RITL SALE	09/01/95	RETAIL	11	GROSS	-11	3,372	3,372	2,620		
1	RITL SALE	09/01/95	RETAIL	17	GROSS	-17	3,354	3,354	2,620		
1	RITL SALE	09/01/95	RETAIL	11	GROSS	-11	3,343	3,343	2,620		
1	RITL SALE	09/01/95	RETAIL	19	GROSS	-19	3,324	3,324	2,620		
1	RITL SALE	09/01/95	RETAIL	59	GROSS	-59	3,265	3,265	2,620		
1	RITL SALE	09/01/95	RETAIL	3	GROSS	-3	3,263	3,263	2,620		
1	RITL SALE	09/01/95	RETAIL	19	GROSS	-19	3,244	3,244	2,620		
1	RITL SALE	09/01/95	RETAIL	34	GROSS	-34	3,210	3,210	2,620	-589	-589
1	RITL SALE	09/02/95	RETAIL	86	GROSS	-86	3,123	2,534	2,198		
1	RITL SALE	09/02/95	RETAIL	26	GROSS	-26	3,097	2,508	2,198		
1	RITL SALE	09/02/95	RETAIL	69	GROSS	-69	3,028	2,439	2,198		
1	RITL SALE	09/02/95	RETAIL	18	GROSS	-18	3,010	2,421	2,198		
1	RITL SALE	09/02/95	RETAIL	31	GROSS	-31	2,979	2,389	2,198		
1	RITL SALE	09/02/95	RETAIL	20	GROSS	-20	2,959	2,369	2,198		
1	RITL SALE	09/02/95	RETAIL	38	GROSS	-38	2,920	2,331	2,198		
1	RITL SALE	09/02/95	RETAIL	82	GROSS	-82	2,839	2,249	2,198		
1	RITL SALE	09/02/95	RETAIL	16	GROSS	-16	2,823	2,233	2,198		
1	RITL SALE	09/02/95	RETAIL	13	GROSS	-13	2,810	2,221	2,198		
1	RITL SALE	09/02/95	RETAIL	44	GROSS	-44	2,766	2,177	2,198		
1	RITL SALE	09/02/95	RETAIL	9	GROSS	-9	2,757	2,168	2,198		
1	RITL SALE	09/02/95	RETAIL	6	GROSS	-6	2,752	2,162	2,198		
1	RITL SALE	09/02/95	RETAIL	10	GROSS	-10	2,742	2,153	2,198		
1	RITL SALE	09/02/95	RETAIL	40	GROSS	-40	2,702	2,112	2,198		
1	RITL 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.

<b>Vendor/Shift Number</b>	For product purchases and deliveries, the report lists the vendor number. For sales transactions, the report lists the shift number when the transaction occurred.
<b>Vendor Name or Sales</b>	For fuel purchases and deliveries, the report lists the name of the vendor from whom you purchased the product. For non-fuel products, the report lists the type of sales, i.e., wholesale or retail.
<b>Movement Status</b>	<p>This column details if the fuel movement is:</p> <ul style="list-style-type: none"> <li>◆ Completed</li> <li>◆ Dispatched</li> <li>◆ Retail</li> <li>◆ Wholesale</li> <li>◆ Manufactured</li> <li>◆ Transferred</li> <li>◆ Undefined</li> </ul>
<b>Bill of Lading Invoice</b>	For fuel purchases and deliveries, this column lists the bill of lading number. The report makes no entry for non-fuel products.
<b>Units In/Out</b>	For purchases, this column reports the number of units “in,” and for sales this column lists the number of units “out.”
<b>Gross/Net</b>	This column reports if your sales and purchases are on gross or net units.
<b>Inventory Change</b>	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.
<b>Book Inventory</b>	This amount represents your book number of units.
<b>Periodic Inventory</b>	The Periodic Inventory amount represents the new inventory level after each transaction (period).
<b>Actual Inventory</b>	Actual Inventory denotes the actual number of units on hand. For fuel products this amount comes from stick readings. For non-fuel products this data comes from information you enter through inventory entry.

**Book Over/Short**

The Book Over/Short amount equals the difference between your 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.

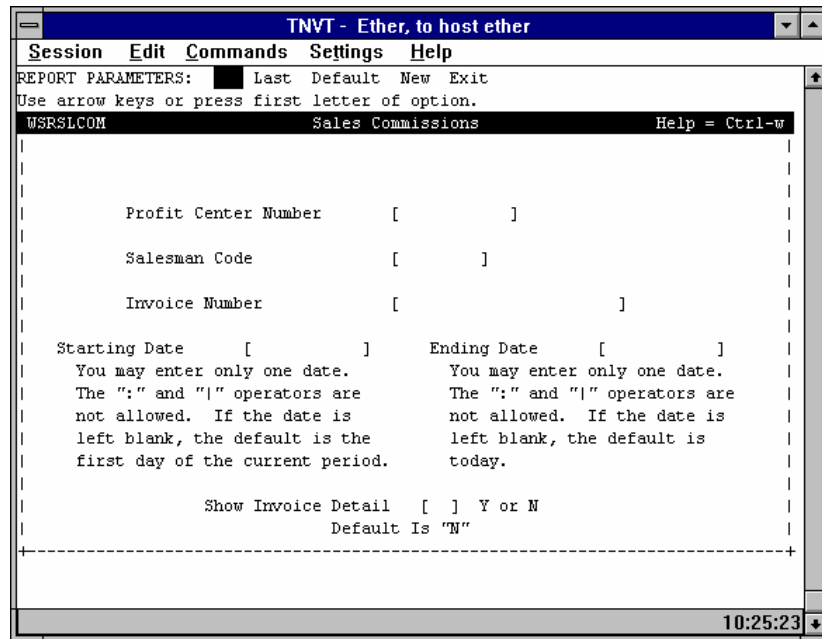
**Sales Commission**

**Purpose**

The Sales Commission Report provides you with a listing of wholesale sales information organized by salesman ID.

When you select Sales Commission Report from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-62.

**Figure 3-62:**  
**Sales Commission Report Criteria**



**Report Criteria**

The first three fields on the criteria screen allow you to specify:

- ◆ Profit center
- ◆ Salesman code
- ◆ Invoice number.

Each of the following headings corresponds to one of the remaining criteria fields.

**Starting Date**

You can enter only one date in this field, and you cannot use operators. If you make no entry, the system defaults to the first day of the current general ledger period.

**Ending Date**

You can enter only one date in this field, and you cannot use operators. If you make no entry, the system uses the current date.

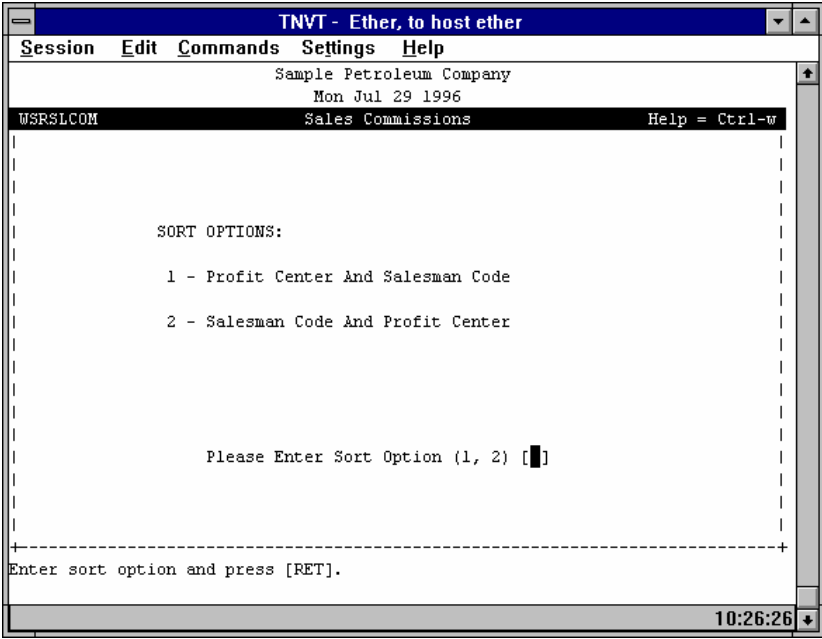
**Show Invoice Detail**

Enter "Y" for the report to include line item information for each listed invoice. Enter "N" for the report to list only invoice totals. If you make no entry, the report lists only invoice totals.

**Sort Options**

After you enter report criteria, the system displays the screen in Figure 3-63.

*Figure 3-63:  
Sales Commission  
Report Sort  
Options*



You can use one of the two following methods to sort data on the Sales Commission Report:

- ◆ Profit center and salesman code, respectively
- ◆ Salesman code and profit center, respectively.

Figure 3-64: Sales Commission Report

WRSLOOM		Sample Petroleum Company			Page 2	
Run Date 09/26/96		Wholesale Sales			Start Date 12/31/99	
Run Time 16:35		Sales Commissions			End Date 09/26/96	
Sorted By Profit Center Number And Salesman Code						
Invoice Number	Invoice Date	Customer Number	Customer Name	Invoice Amount	Discount Amount	Commission Amount
PROFIT CENTER: 2 JIFFYMART # 2						
SALESMAN: ID						
32892	08/11/95	63040007	Customer # 63040007	459.16	-82.17	0.00
32891	08/11/95	12520008	Customer # 12520008	48.30	-13.00	0.00
32890	08/10/95	66520042	Customer # 66520042	43.43	-11.21	0.00
32889	08/10/95	9740011	Customer # 9740011	32.18	-4.32	0.00
32886	08/10/95	77040013	Customer # 77040013	491.46	-83.80	0.00
32885	08/09/95	77040013	Customer # 77040013	193.08	-25.92	0.00
32888	08/07/95	12320017	Customer # 12320017	39.98	-13.00	0.00
32883	08/09/95	23630010	Customer # 23630010	170.05	-28.50	0.00
32882	08/09/95	12520008	Customer # 12520008	72.45	-19.50	0.00
32881	08/09/95	66520042	Customer # 66520042	63.42	-53.61	0.00
32880	08/08/95	43040036	Customer # 43040036	16.85	-16.85	0.00
32879	08/08/95	80040021	Customer # 80040021	84.25	-84.25	0.00
32865	08/08/95	43040027	Customer # 43040027	44.94	-9.63	0.00
32864	08/08/95	63040007	Customer # 63040007	584.74	-179.95	0.00
32863	08/08/95	12040102	Customer # 12040102	14.99	-15.00	0.00
32861	08/08/95	80040021	Customer # 80040021	24.35	-24.50	0.00
32860	08/08/95	9180025	Customer # 9180025	339.00	-90.40	0.00
32862	08/05/95	4430003	Customer # 4430003	14.99	-15.00	0.00
32855	08/06/95	63520014	Customer # 63520014	64.36	-8.64	0.00
32847	08/04/95	63520014	Customer # 63520014	64.36	-8.64	0.00
32827	08/04/95	66520031	Customer # 66520031	124.51	-23.43	0.00
32818	08/04/95	12180011	Customer # 12180011	202.75	-66.12	0.00
32846	08/03/95	23630010	Customer # 23630010	146.10	-21.00	0.00
32845	08/03/95	40520002	Customer # 40520002	490.90	-95.25	0.00
SALESMAN TOTALS				3,830.60	-993.66	0.00
SALESMAN: JP						
35042	09/06/95	12040124	Customer # 12040124	32.18	-4.32	0.00
35041	09/06/95	4430027	Customer # 4430027	83.32	-13.87	0.00
35038	09/06/95	43040036	Customer # 43040036	33.70	-14.10	0.00
SALESMAN TOTALS				149.20	-32.29	0.00
PROFIT CENTER TOTALS				3,979.80	-1,025.95	0.00
FINAL TOTALS				3,979.80	-1,025.95	0.00

Information Presented on the Report

Review the sample report in Figure 3-64. The sort options for this report requested Profit Center/Salesman so it organizes data beneath profit center. For each salesman listed at a profit center, the report includes the following data:

- ◆ Invoice number and date
- ◆ Customer number and name
- ◆ Invoice amount
- ◆ Invoice discount
- ◆ Commission amount.

The report subtotals invoice, discount, and commission amounts for each salesman and for each profit center. It also totals these amounts for all listed profit centers.

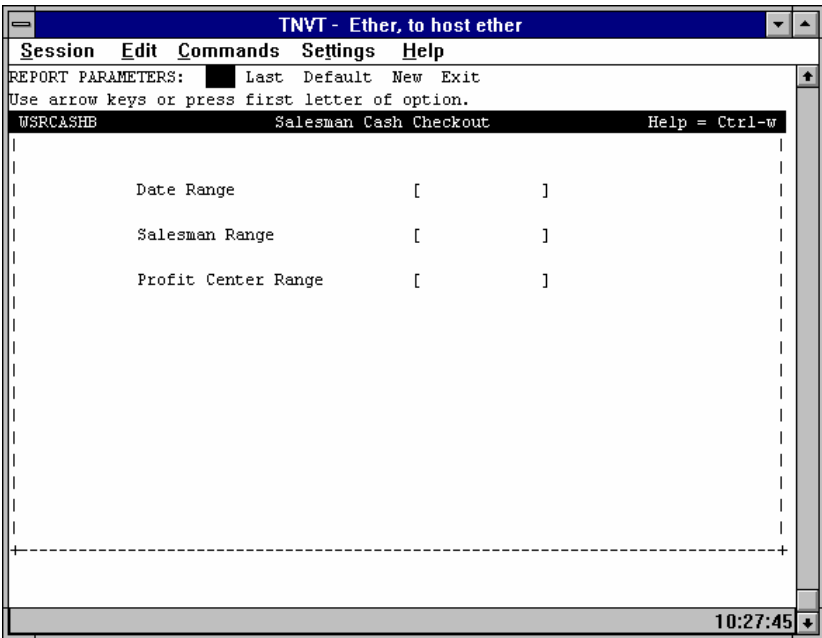
**Salesman Cash Balance**

**Purpose**

The Salesman Cash Balance Report provides you with a listing of invoice sales, separated by sales type, i.e., charge or cash. The report also identifies the salesman making the sale and the profit center where the sale was made.

When you select Salesman Cash Balance from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-65.

*Figure 3-65:  
Salesman Cash  
Balance Report  
Criteria*



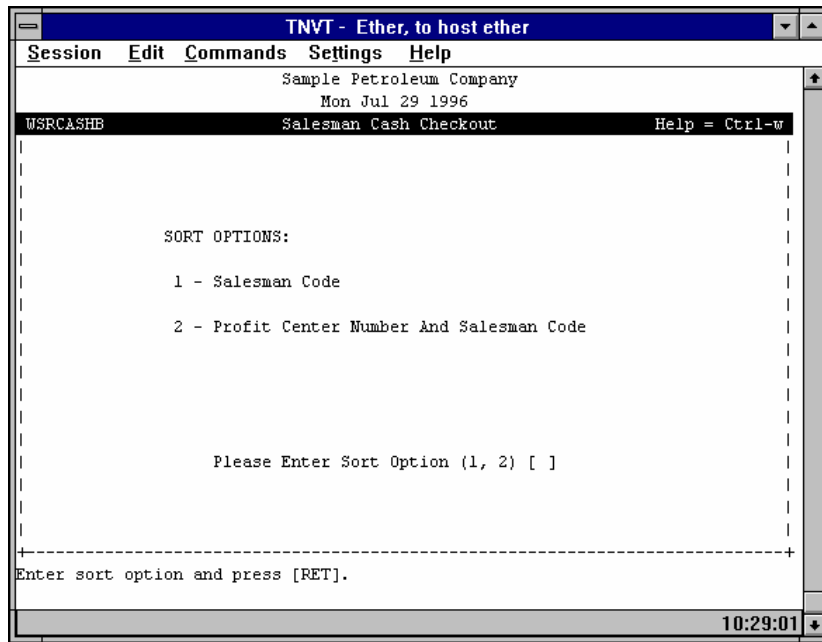
**Report Criteria**

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

- ◆ Date range
- ◆ Salesman range
- ◆ Profit center range.

After you enter report criteria, the system displays the screen in Figure 3-66.

**Figure 3-66:**  
*Salesman Cash  
Balance Sort  
Options*



**Sort Options**

The report allows you to sort data by one of the two following methods:

- ◆ Salesman code
- ◆ Profit center number and salesman code, respectively.

Review the sample report in Figure 3-67. The sort options for this sample report specified profit center and salesman.

Figure 3-67: Salesman Cash Balance Report

CASH				CHARGE			
INVOICE	CUST CODE	CUSTOMER NAME	AMOUNT	INVOICE	CUST CODE	CUSTOMER NAME	AMOUNT
				716	29740046	Customer #	28.27
				32400	74490004	Customer #	3.20
				32421	57520007	Customer #	11.68
				34425	12180042	Customer #	156.80
				34426	23630010	Customer #	.00
				34427	66120007	Customer #	73.28
				34428	77040013	Customer #	14.14
				34429	26630027	Customer #	6.54
				34430	40320002	Customer #	.00
				34434	4040009	Customer #	.00
				34435	4040009	Customer #	113.71
				34436	12430019	Customer #	86.85
				34457	4570002	Customer #	3.00
				34458	46120071	Customer #	.00
				34459	66290010	Customer #	.90
				34462	4460011	Customer #	3.00
				34463	37040020	Customer #	1.76
				34464	40180047	Customer #	5.89
				34465	46010003	Customer #	39.60
				34466	66520055	Customer #	10.74
				34467	4040009	Customer #	5.10
				34468	66800003	Customer #	5.59
				34469	74660009	Customer #	.00
				34472	4630007	Customer #	.00
				34477	46040024	Customer #	1.96
				34698	29740046	Customer #	502.44
				344281	77040013	Customer #	91.60
				3401012	29740046	Customer #	-530.71
			.00				635.34

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**Information Presented on the Report**

Notice the report separates transactions by payment type. The sample report includes no cash transactions.

For each transaction, the report lists the following information:

- ◆ Invoice
- ◆ Customer code
- ◆ Customer name
- ◆ Amount, including freight, surcharges, taxes, and product prices.

The report also totals the amount of all listed transactions.

## ***Inventory Control***

### **Purpose**

The Inventory Control Report documents the inventory levels of fuel and unit inventory products and retail categories at the profit centers that you specify.

When calculating the dollar value of fuel products, ExecuTrak uses the FIFO cost average for the product. To calculate the dollar value of unit inventory products, ExecuTrak uses the weighted average cost. To calculate the value of retail categories, ExecuTrak uses the retail value of inventory items in the category.

### **Three Reporting Methods**

You have three available methods for running the Inventory Control Report:

- ◆ Print only
- ◆ Print and update
- ◆ Update only.

The entry you make in the Action Flag field on the report criteria screen determines the method.

### **Print Only**

When you run the Inventory Control Report in print only mode, the system only prints the report. It does not make entries to any accounts or tables. You can run the Inventory Control Report In Print Only mode as often as necessary.

### **Print and Update**

When you run the report in Print and Update mode, the system generates a report of inventory levels and updates the general ledger, inventory, and system tables to reflect the new inventory levels. Since the Print and Update mode adjusts inventory levels, run the report in this mode only at the end of the month.

### **Update Only**

When you run the report in Update Mode, the system updates the general ledger, inventory, and system tables, but does not print a report.

### **Include Closed General Ledger Period**

In print only mode, the system will include data for a closed general ledger period. In Print and Update and in Update Only mode, the report lists data for only open general ledger periods.

**Benefits**

The ability to run the report in these different modes proves useful when trying to reconcile inventory.

For example, you run a report in Print Only mode, but the reported overages/shortages are incorrect. Most likely, the sales, purchases, or actuals were incorrectly entered. Since you ran the report in print only mode you can review these three areas and make any necessary corrections. Continue to run the report in Print Only mode until you are satisfied that the reported inventory levels are correct. Then run the report in Print and Update or Update only mode to update the general ledger and fuel FIFO files.

**How ExecuTrak Posts Inventory to the General Ledger**

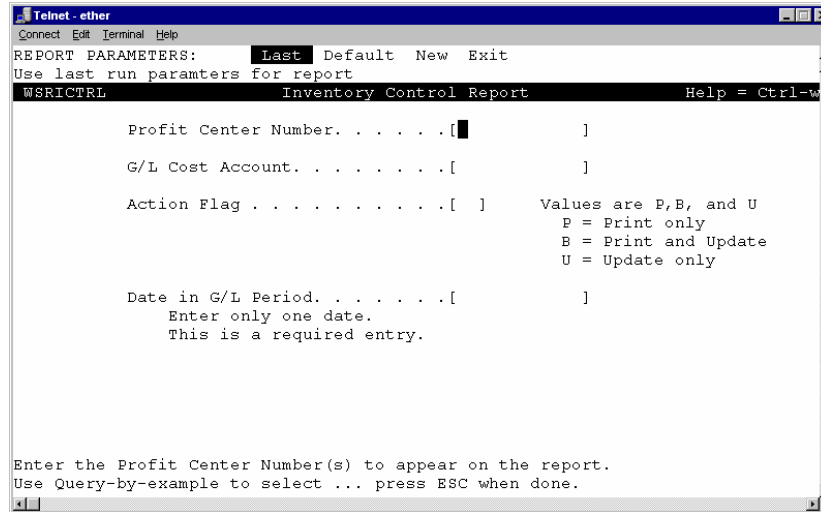
When you run the report in either of the two update modes, the system enters the total ending actual dollars for each profit center and each general ledger cost account into the general ledger as a journal entry. To change the inventory for the cost account, ExecuTrak debits the general ledger inventory account and credits the general ledger cost account for the current period. For the next period, the system reverses the entries by crediting the general ledger inventory account and debiting the general ledger cost account.

**Frequency**

Print the Inventory Control Report in Print Only mode on a weekly and on a monthly basis to document inventory levels. Run the report in Print and Update or in Update mode at the end of the month after you have entered inventory actuals and reconciled the inventory.

When you select Inventory Control Report from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-68.

**Figure 3-68:**  
**Inventory Control**  
**Report Criteria**



**Report Criteria**

The first two fields on the report criteria screen allow you to specify the profit center number and the general ledger account number. Each of the following headings discusses one of the remaining fields on the report criteria screen.

**Action /Flag**

Enter one of these three following values:

- P Only print the report. Do not make changes to accounts or system tables. *Note:* Run the report in this mode as often as necessary.
- B Print the report and update accounts and system tables to reflect current inventory levels. *Note:* Run the report in this mode only at the end of the month.
- U Do not print the report, but update accounts and system tables to reflect current inventory levels. *Note:* Run the report in this mode only at the end of the month.

**Date in G/L Period**

You can enter only one date in this field, and you cannot use operators. The date you enter must indicate an open general ledger period. If you make no entry, ExecuTrak reports information for the current general ledger period.

**Sort Options**

The Inventory Control Report sorts data by profit center, general ledger cost account, product, and category code, respectively and does not allow you to specify alternative sort options.

**Figure 3-69: Inventory Control Report**

WSRICTRL		Sample Petroleum Company				Page 2	
Run Date 08/08/96		Inventory Control Report				Start Date 06/01/93	
Run Time 11:52		Sorted by Profit Center and GL Cost Account				End Date 06/30/93	
Prod/Category Description	Beginning Cnt & Amt	Purchases Cnt & Amt	Sales Cnt & Amt	Ending Cnt & Amt	Actual Cnt & Amt	-----Variance----- Count	Amount
PROFIT CENTER: 111 JIFFYMART #111							
GL COST ACCOUNT 5101 Retail Premium Purchases							
00	2,919.4	8,108.0	7,697.6	3,329.8	3,285.1	-44.7	-30.5
PNL	2,105.46	5,511.96	5,356.78	2,260.63	2,230.28		
Total for G/L Cost Code 5101 Retail Premium Purchase							
	Book Inventory Count	3,329.83	Actual Inventory Count		3,285	Variance Count	-44.71
	Book Inventory Amount	2,260.63	Actual Inventory Amount		2,230	Variance Amount	-30.35
GL COST ACCOUNT 5103 Retail No-Lead Purchases							
02	5,738.9	40,290.0	38,979.5	7,049.3	7,324.5	275.1	165.62
Nolead	3,715.92	24,844.18	24,316.41	4,243.70	4,409.32		
Total for G/L Cost Code 5103 Retail NoLead Purchases							
	Book Inventory Count	7,049.33	Actual Inventory Count		7,324	Variance Count	275.12
	Book Inventory Amount	4,243.70	Actual Inventory Amount		4,409	Variance Amount	165.62
GL COST ACCOUNT 5104 Retail Unlead Midgrade Purch							
03	2,075.9	6,425.0	5,756.6	2,744.3	2,817.8	73.5	47.36
SNL +	1,433.64	4,171.47	3,837.20	1,767.92	1,815.28		
Total for G/L Cost Code 5104 Retail Unlead Midgrade Purch							
	Book Inventory Count	2,744.31	Actual Inventory Count		2,817	Variance Count	73.52
	Book Inventory Amount	1,767.92	Actual Inventory Amount		1,815	Variance Amount	47.36

Review the sample report in Figure 3-69. Notice that the report first groups data by profit center. For each profit center, the report groups data by general ledger account. The report details the following information for each listed product:

- ◆ Product category or description
- ◆ Beginning count and amount
- ◆ Purchase count and amount
- ◆ Sales count and amount
- ◆ Ending count and amount
- ◆ Actual count and amount
- ◆ Variance count and amount.

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

#### Beginning Count and Amount

Line 1

The Beginning Count for unit inventory and fuel products reports the number of units in inventory at the beginning of the specified period.

**Line 2**

The Beginning Count for retail categories reports your cost for the category products at the beginning of the period.

The Beginning Amount for unit inventory and fuel products reports the number of units in inventory at the beginning of the period multiplied by the beginning average cost of the product. *Remember:* For fuel products, the system uses the FIFO average cost and for unit inventory products the report uses the weighted average cost.

The Beginning Amount for retail categories reports the retail value of category products at the beginning of the period.

**Purchases Count and Amount**

**Line 1**

The Purchases Count for unit inventory and fuel products reports the number of units you purchased of the product for the period.

The Purchases Count for retail categories reports the cost you paid for category products for the period.

**Line 2**

The Purchases Amount for unit inventory and fuel products reports the cost (dollar amount you paid) for purchases for the period.

The Purchases Amount for retail categories reports the retail value of the inventory items in that category. The system determines this amount from the retail value you entered on purchase invoices.

**Sales Count and Amount**

**Line 1**

The Sales Count for unit inventory and fuel products reports the number of units you sold of the product during the period.

The Sales Count for retail categories reports the amount you paid for the category products you sold during the period. Study the following illustration to see how ExecuTrak calculates this value.

<b>Cost of Retail Convenience Item Sales</b>								
Cost of category products that you sold during the accounting period.	=	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <math display="block">\left( \begin{array}{l} \text{Cost of category products} \\ \text{in inventory at the} \\ \text{beginning of the period.} \end{array} \right. + \begin{array}{l} \text{Cost of category product} \\ \text{purchases for the period.} \end{array}</math> </td> <td style="width: 5%; border: none; text-align: center;">)</td> <td style="width: 45%; border: none; padding-left: 10px;">                     Retail dollar value of category sales for the period. (This equals the cash register amount for the category.)                 </td> </tr> <tr> <td style="border: none;"> <math display="block">\left( \begin{array}{l} \text{Retail value of category} \\ \text{products in inventory at} \\ \text{the beginning of the} \\ \text{period.} \end{array} \right. + \begin{array}{l} \text{Retail value of category} \\ \text{product purchases for} \\ \text{the period.} \end{array}</math> </td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>	$\left( \begin{array}{l} \text{Cost of category products} \\ \text{in inventory at the} \\ \text{beginning of the period.} \end{array} \right. + \begin{array}{l} \text{Cost of category product} \\ \text{purchases for the period.} \end{array}$	)	Retail dollar value of category sales for the period. (This equals the cash register amount for the category.)	$\left( \begin{array}{l} \text{Retail value of category} \\ \text{products in inventory at} \\ \text{the beginning of the} \\ \text{period.} \end{array} \right. + \begin{array}{l} \text{Retail value of category} \\ \text{product purchases for} \\ \text{the period.} \end{array}$		
$\left( \begin{array}{l} \text{Cost of category products} \\ \text{in inventory at the} \\ \text{beginning of the period.} \end{array} \right. + \begin{array}{l} \text{Cost of category product} \\ \text{purchases for the period.} \end{array}$	)	Retail dollar value of category sales for the period. (This equals the cash register amount for the category.)						
$\left( \begin{array}{l} \text{Retail value of category} \\ \text{products in inventory at} \\ \text{the beginning of the} \\ \text{period.} \end{array} \right. + \begin{array}{l} \text{Retail value of category} \\ \text{product purchases for} \\ \text{the period.} \end{array}$								

**Line 2**

The Sales Amount for unit inventory and fuel products equals the Sales Count multiplied by the average cost of the product.

The Sales Amount equals your cash register total for the category.

**Ending Count and Amount**

**Line 1**

The Ending Count for fuel and unit inventory products reports the book units for the product at the end of the period. To calculate this value, ExecuTrak adds the Beginning Count to the Purchase Count then subtracts the Sales Count.

The Ending Count for retail categories reports the book cost of category items. To calculate this value, ExecuTrak adds the Beginning Count to the Purchases Count and subtracts the Sales Count.

**Line 2**

The Ending Amount for fuel and unit inventory products equals the average product cost multiplied by the Ending Count.

The Ending Amount for retail categories equals the Beginning Amount plus the Purchases Amount, less the Sales Amount.

**Actual Count and Amount**

**Line 1**

The Actual Count for fuel and unit inventory products equals the actual unit count of inventory items entered into the system after a physical inventory (See Inventory Count--Mass Entry and Inventory Count--Single Entry.) If you enter no actual inventory count, the report lists the book inventory.

**Wholesale & Inventory**

Line 2

The Actual Count of retail categories equals the retail value of category products in inventory at the end of the period. To calculate this value, ExecuTrak adds the Beginning Amount to the Purchases Amount then subtracts the Sales Amount.

For the Actual Amount of fuel and unit inventory products, the report lists the dollar value of actual units in inventory. ExecuTrak calculates this amount by multiplying the Actual Count by the ending average cost.

The Actual Amount of retail categories equals the retail book value of the category. When you take your actual inventory, you will adjust the book amount to the actual amount.

**Variance Count**

The Variance Count for unit inventory and fuel products equals the difference between the Ending Count and the Actual Count. Shortages appear as negative numbers, and overages appear as positive numbers.

The report lists no Variance Count for retail categories.

**Variance Amount**

The Variance Amount for unit inventory and fuel products equals the dollar value of the Variance Count. ExecuTrak calculates this value by multiplying the Variance Count by the ending average cost of the product.

The report lists no Variance Amount for retail categories.

**Cost Account  
Summary**

The report summarizes data for each general ledger cost account listed at a profit center. The summary for the account prints directly below the account details. The summary includes:

- ◆ The total ending book units and dollars
- ◆ The total actual units and dollars
- ◆ The total variance units and dollars for the general ledger cost account.

### Fuel Sales Profit Analysis

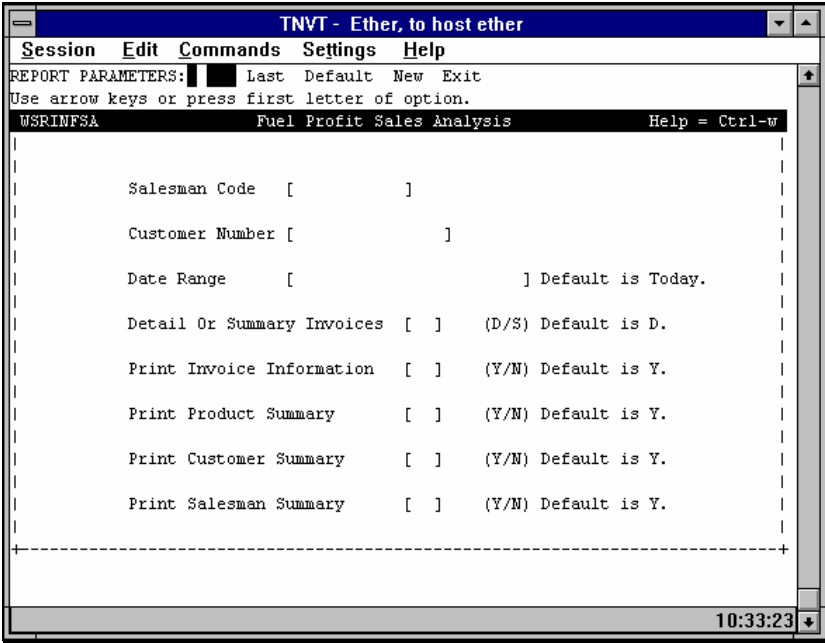
**Purpose**

The Fuel Sales Profit Analysis Report lists purchase, sales, and profit information by salesperson and by invoice. You can print the report in either a detail or summary format.

In addition, you can print summary information for products, sales personnel, and customers. Summary reports prove most useful to upper management; these reports summarize the information on the Fuel Sales Profit Analysis report but organize the information by product, customer, and/or salesman.

When you select Fuel Sales Profit Analysis from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-70.

*Figure 3-70:  
Fuel Sales Profit  
Analysis Criteria*



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	<p>The first three fields on the selection criteria screen allow you to specify the following information:</p> <ul style="list-style-type: none"><li>◆ Salesperson</li><li>◆ Customer number</li><li>◆ Date range.</li></ul> <p>Each of the following headings corresponds with one of the remaining fields on the criteria screen.</p>
<b>Detail or Summary Invoices</b>	<p>Use this field to specify for the report to include either detail or summary information. If you enter “D” for detail, the report prints product detail for each listed invoice. If you enter “S” for summary, the report lists only invoice totals.</p>
<b>Product Summary</b>	<p>Use this field to specify for the system to generate a report that lists product summary information. To print the report, enter “Y.” To skip the report, enter “N.” For more information concerning the Product Summary Report, see page 3-148.</p>
<b>Customer Summary</b>	<p>Use this field to specify for the system to print a summary of customer information for each listed invoice. To print the report, enter “Y.” To skip the report, enter “N.” For more information concerning the Customer Summary Report, see page 3-149.</p>
<b>Salesman Summary</b>	<p>Use this field to specify for the system to generate a report of salesperson information for each of the listed invoices. To print the report, enter “Y.” To skip the report, enter “N.” For more information concerning the Salesman Summary Report, see page 3-150.</p>
<b>Sort Options</b>	<p>The system sorts data on the Fuel Profit Sales Analysis report by salesperson, invoice, and product respectively and does not allow you to specify alternative sort options.</p>
<b>Information Presented on the Report</b>	<p>Review the sample report in Figure 3-71. Notice that this Fuel Profit Sales Analysis Report organizes invoice information by salesman. Since selection criteria for this report requested detail information, the report includes product detail for each listed invoice. If selection criteria had requested only summary information the report would list only invoice totals.</p>

Figure 3-71: Fuel Profit Sales Analysis

WSRINFSA		Sample Petroleum Wholesale Sales								Page 1			
RUN DATE 10/25/91		Fuel Profit Sales Analysis								Start Date 09/02/95			
RUN TIME 14.49										End date 09/19/95			
Bill Of Lading Number	Vendor Name	Terminal Number	Product Name	*Purchase*			*Sales*			Gross Profit			
				Qty	N/	Cost	Fgt	Qty	N/	Cost	Fgt	Margin	
SALESMAN: DL													
INVOICE: 69353	DATE: 09/14/96	CUSTOMER: 66290021		Customer # 66290021									
109280 Vendor #	109280	17	Prem/B	2774	N	0.69860*	.00000	2774	N	0.71450	.00000	0.01591	44.12
109280 Vendor #	109280	17	NL/B	4353	N	0.67880*	.00000	4353	N	0.69370	.00000	0.01570	68.33
109280 Vendor #	109280	17	Super + / B	1384	N	0.67800*	.00000	1384	N	0.69370	.00000	0.01570	21.72
INVOICE TOTALS				8511		0.68471*	.00000	8511		0.70048	.00000	0.01576	134.17
INVOICE: 69353	DATE: 09/16/96	CUSTOMER: 66290021		Customer # 66290021									
99045 Vendor #	99045	16	Prem/B	1183	N	0.70291*	.00000	1183	N	0.71911	.00000	0.06120	19.16
99045 Vendor #	99045	16	NL/B	5905	N	0.68231*	.00000	5905	N	0.69830	.00000	0.01599	94.40
99045 Vendor #	99045	16	Super + / B	1379	N	0.68268*	.00000	1379	N	0.69866	.00000	0.01598	22.04
INVOICE TOTALS				8467		0.68525*	.00000	8467		0.70127	.00000	0.01602	135.60
INVOICE: 69897	DATE: 09/02/96	CUSTOMER: 66290021		Customer # 66290021									
98201 Vendor #	98201	16	NoLead	6318	N	0.66429*	.00000	6318	N	0.68100	.00000	0.01671	105.57
98199 Vendor #	99045	16	Prem/B	980	N	0.73661*	.00000	980	N	0.75315	.00000	0.01654	16.21
98199 Vendor #	99045	16	Super + / B	1183	N	0.71606*	.00000	1183	N	0.73240	.00000	0.01634	19.32
INVOICE TOTALS				8481		0.67987*	.00000	8481		0.69651	.00000	0.01664	141.10
INVOICE: 69898	DATE: 09/05/96	CUSTOMER: 66290021		Customer # 66290021									
98397 Vendor #	98397	16	NoLead	5912	N	0.65934*	.00000	5912	N	0.67600	.00000	0.01666	98.49
98395 Vendor #	98395	16	Prem/B	1188	N	0.73209*	.00000	1188	N	0.74660	.00000	0.01451	17.24
98395 Vendor #	98395	16	Super + / B	1381	N	0.71111*	.00000	1381	N	0.72740	.00000	0.01629	22.50
INVOICE TOTALS				8481		0.67796*	.00000	8481		0.69426	.00000	0.01630	138.23
INVOICE: 69899	DATE: 09/07/96	CUSTOMER: 66290021		Customer # 66290021									
98562 Vendor #	98562	16	NoLead	5911	N	0.65043*	.00000	5911	N	0.66700	.00000	0.01657	97.95
98559 Vendor #	98559	16	Prem/B	1185	N	0.72319*	.00000	1185	N	0.73961	.00000	0.01642	19.45
98559 Vendor #	98559	16	Super + / B	1380	N	0.70259*	.00000	1380	N	0.71880	.00000	0.01621	22.37
INVOICE TOTALS				8476		0.66910*	.00000	8476		0.68558	.00000	0.01649	139.77
INVOICE: 69900	DATE: 09/09/96	CUSTOMER: 66290021		Customer # 66290021									
98646 Vendor #	98646	16	NoLead	5907	N	0.65043*	.00000	5907	N	0.66700	.00000	0.01657	97.88
98645 Vendor #	98645	16	Prem/B	1184	N	0.72357*	.00000	1184	N	0.73999	.00000	0.01641	19.43
98645 Vendor #	98645	16	Super + / B	1378	N	0.70259*	.00000	1378	N	0.71880	.00000	0.01621	22.33
INVOICE TOTALS				8469		0.66914*	.00000	8469		0.68563	.00000	0.01649	139.64
INVOICE: 693510	DATE: 09/09/96	CUSTOMER: 66290021		Customer # 66290021									
98753 Vendor #	98753	16	NL/B	5323	N	0.73971*	.00000	5323	N	0.75538	.00000	0.01568	83.44
98753 Vendor #	98753	16	Super + / B	3153	N	0.68549*	.00000	3153	N	0.70154	.00000	0.01605	50.62
INVOICE TOTALS				8476		0.71954*	.00000	8476		0.73535	.00000	0.01582	134.06
INVOICE: 693560	DATE: 09/09/96	CUSTOMER: 66290021		Customer # 66290021									
99210 La Gloria Oil & Ga Compa		16	NL/B	7116	N	0.68245*	.00000	7116	N	0.69844	.00000	0.01599	113.76
99210 La Gloria Oil & Ga Compa		16	Super + / B	1383	N	0.68231*	.00000	1383	N	0.69830	.00000	0.01599	22.11
Customer # 66290021													
INVOICE TOTALS				8499		0.68243*	.00000	8499		0.69842	.00000	0.01599	135.87
SALESMAN TOTALS				67860		0.68350*	.00000	67860		0.69969	.00000	0.01619	1,098.44

Wholesale & Inventory

For each invoice listed beneath a salesman code, the report includes the invoice number and date and the customer number and name.

The first four columns on the report list the following information for each invoice item:

- ◆ Bill of lading number
- ◆ Vendor name
- ◆ Terminal number
- ◆ Product name.

The remaining columns report purchase, sales, and profit information. Each of the following headings corresponds to one of the remaining data columns on the Fuel Profit Sales Analysis Report.

**Purchase Quantity**

The amount listed in this column indicates the total number of units you purchased of this product.

**Purchase N/G**

If the vendor from whom you purchased this product bills on net gallons, the report places an “N” in this column. If the vendor bills on gross gallons, the report places a “G” in this column.

*Note:* When you established vendors at fuel terminals, you specified if the vendor billed net or gross units. See instructions for completing Maintenance Sheet FM-02 in the *User’s Guide*.

**Purchase Cost**

The amount listed in this field indicates the price per unit that you paid for the product. If the vendor from whom you purchased the fuel offers a discount for prompt payment, the report flags the cost with an \* to indicate that this is the discounted price. See “Standard Terms” in the *User’s Guide*. To assign terms to a fuel vendor, see instructions for completing Maintenance Sheet FM-02 in the *User’s Guide*.

**Purchase Freight**

The amount in this column indicates the freight rate charged by a common carrier. If you haul the freight, the amount represents the freight rate you charge for hauling the product; ExecuTrak posts this amount to the revenue account you specified. See “Freight Rate Codes” In the *User’s Guide*.

The sample report lists no freight charges on any of the invoices. This occurs when the customer pays to have the load hauled.

**Sales Quantity**

The amount in this column indicates the number of units you sold to the customer. This amount is either net or gross units, depending upon how you bill the customer for fuel purchases. Notice that the amount in the sales quantity column equals the amount in the purchase quantity column. These two amounts can differ if you purchase on net gallons and sell on gross gallons or vice versa.

**Sales N/G**

If you bill the customer on net gallons the report places an “N” here. If you bill the customer on gross gallons, the report places a “G” here.

**Sales Cost**

The amount in this column indicates the freight rate you charge the customer for hauling the fuel.

**Margin**

The Margin represents the cents-per-gallon difference between the amount in the sales column and the amount in the purchase.

**Gross Profit**

<b>Calculation</b> $\frac{(sc + sf)sq - (pc + pf) pq}{pq}$
---

To calculate the gross profit the system adds the purchase cost to the purchase freight and multiplies the total by the purchase quantity. It then subtracts the result from the sales cost added to the sales freight multiplied by the sales quantity. See the formula to the left.

**Product Summary**

If you entered “Y” in the Print Product Summary field on the selection criteria screen, the system generates a report that summarizes product information for each invoice listed on the Fuel Profit Sales Analysis Report. For each product, the report includes the following information:

- ◆ Purchase quantity, cost, and freight
- ◆ Sales quantity, cost, and freight
- ◆ Margin
- ◆ Gross profit.

The final line of the report totals the purchase quantity and freight, sales quantity and freight, and gross profit columns. The purchase and sales cost items on the total line are averages of the purchase costs and sales costs listed on the invoices.

Figure 3-72: Product Summary

WSRINFSA		Sample Petroleum Wholesale Sales Fuel Profit Sales Analysis						Page 1	
RUN DATE 10/25/91								Start Date 09/02/95	
RUN TIME 14:49		Product Summary - Sorted By Product Code						End date 09/19/95	
Product Code	Product Name	*----- Purchase -----*			*----- Sales -----*			Margin	Gross Profit
		Qty	Cost	Fgt	Qty	Cost	Fgt		
02	Nolead	24048	0.65626*	0.00000	24048	0.67289	0.00000	0.01663	399.89
05	Prem/B	8494	0.71518*	0.00000	8494	0.73115	0.00000	0.01597	135.61
06	NL/B	22697	0.69499*	0.00000	22697	0.71085	0.00000	0.01586	359.93
07	Super + / B	12621	0.69342*	0.00000	12621	0.70951	0.00000	0.01609	203.01
FINAL TOTALS		67860	0.68350*	0.00000	67860	0.69969	0.00000	0.01619	1,098.44

\*On Purchase Cost Indicates That Cost Includes The Available Vendor Discount.

### Customer Summary

If you entered “Y” into the Print Customer Summary Field on the selection criteria screen, the system generates a report that summarizes product information for each customer listed on the Fuel Profit Sales Analysis Report. The report provides you with the following information for each listed customer:

- ◆ Product name
- ◆ Purchase quantity, cost, and freight
- ◆ Sales quantity, cost, and freight
- ◆ Margin
- ◆ Gross profit.

The report subtotals this data for each customer listed on the report and totals the data for all customers. The purchase and sales cost listed on the total line are averages of the purchase and sales cost for all products purchased by each customer.

Figure 3-73: Customer Summary

WSRINFSA		Sample Petroleum Wholesale Sales Fuel Profit Sales Analysis						Page 1	
RUN DATE 10/25/91								Start Date 09/02/95	
RUN TIME 14:49		Customer Summary - Sorted By Customer Number and Product Code						End date 09/19/95	
Customer Name	Product Name	*----- Purchase -----*			*----- Sales -----*			Margin	Gross Profit
		Qty	Cost	Fgt	Qty	Cost	Fgt		
Customer #66290	Nolead	24048	0.65626*	0.00000	24048	0.67289	0.00000	0.01663	399.89
Customer #66290	Prem/B	8494	0.71518*	0.00000	8494	0.73115	0.00000	0.01597	135.61
Customer #66290	NL/B	22697	0.69499*	0.00000	22697	0.71085	0.00000	0.01586	359.93
Customer #66290	Super + / B	12621	0.69342*	0.00000	12621	0.70951	0.00000	0.01609	203.01
CUSTOMER TOTALS		67860	0.68350*	0.00000	67860	0.69969	0.00000	0.01619	1,098.44
FINAL TOTALS		67860	0.68350*	0.00000	67860	0.69969	0.00000	0.01619	1,098.44

\*On Purchase Cost Indicates That Cost Includes The Available Vendor Discount.

**Salesman Summary**

If you entered "Y" into the Print Salesman Summary field on the selection criteria screen, the system generates a report that summarizes product information for each salesman listed on the Fuel Profit Sales Analysis Report.

For each salesman, the report lists the following information:

- ◆ Purchase quantity, cost, and freight
- ◆ Sales quantity, cost, and freight
- ◆ Margin
- ◆ Gross profit.

The report subtotals this data for each listed customer and totals the data for all customers. The purchase and sales costs listed on the total line are averages that reflect the purchase and sales costs listed for each product on each invoice.

*Figure 3-74: Salesman Summary*

WSRINFSA		Sample Petroleum						Page 1	
RUN DATE 10/25/91		Wholesale Sales						Start Date 09/02/95	
RUN TIME 14:49		Fuel Profit Sales Analysis						End date 09/19/95	
Salesman Summary - Sorted By Salesman Code and Product Code									
Salesman Code	Product Name	***** Purchase *****			***** Sales *****			Margin	Gross Profit
		Qty	Cost	Fgt	Qty	Cost	Fgt		
DL	Nolead	24048	0.65626*	0.00000	24048	0.67289	0.00000	0.01663	399.89
DL	Prem/B	8494	0.71518*	0.00000	8494	0.73115	0.00000	0.01597	135.61
DL	NL/B	22697	0.69499*	0.00000	22697	0.71085	0.00000	0.01586	359.93
DL	Super + / B	12621	0.69342*	0.00000	12621	0.70951	0.00000	0.01609	203.01
SALESMAN TOTALS		67860	0.68350*	0.00000	67860	0.69969	0.00000	0.01619	1,098.44
FINAL TOTALS		67860	0.68350*	0.00000	67860	0.69969	0.00000	0.01619	1,098.44

\*On Purchase Cost Indicates That Cost Includes The Available Vendor Discount.

Wholesale & Inventory

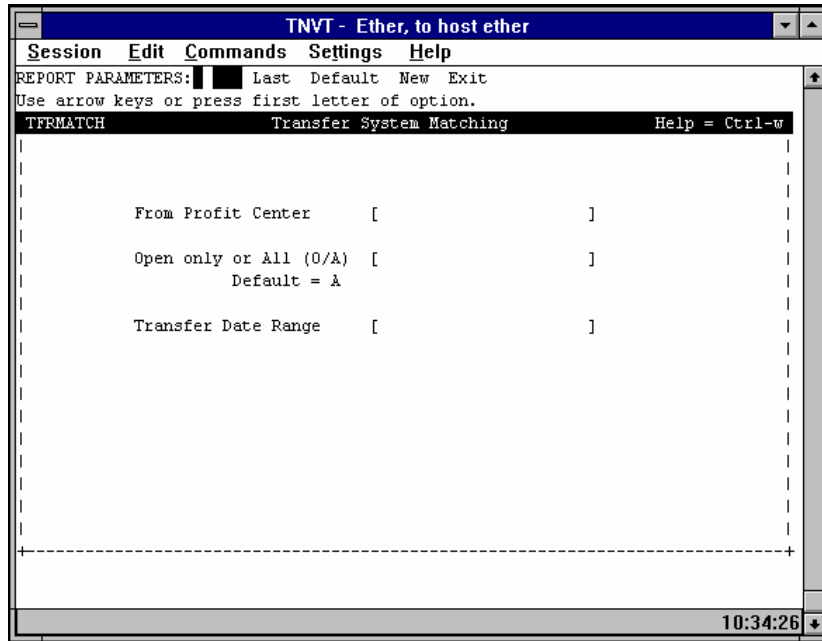
**Transfer Report**

**Purpose**

The Transfer Report provides you with a listing of both unit and inventory product transfers that you entered through Wholesale & Inventory's Enter Transfers Program.

**Figure 3-75:**  
**Transfer Report**  
**Criteria**

When you select Enter Transfers from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-75.



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

- ◆ From profit center
- ◆ Open only or all
- ◆ Transfer date range.

**Sort Options**

The Transfer Report sorts data by transfer number and does not allow you to specify any sort options.

Review the sample report in Figure 3-76.

Figure 3-76: Transfer Report

TFRMATCH				Sample Petroleum Company		Page 1	
Run Date 07/30/96				Wholesale / Transfer			
Run Time 11:01				Transfer System Matching			
TRANSFER NUMBER	DATE	PROFIT CENTER	PROFIT CENTER NAME	TRANSFER TYPE	COST	RETAIL	
8395	08/03/95	175	JIFFYMART #175	OUT	150.75	0.00	
				Balance	150.75	0.00	
8495	08/08/95	175	JIFFYMART #175	IN	54.00	0.00	
				Balance	-54.00	0.00	
32826	08/04/95	135	JIFFYMART #135	OUT	148.16	0.00	
				Balance	148.16	0.00	
32851	08/04/95	135	JIFFYMART #135	OUT	162.11	0.00	
				Balance	162.11	0.00	
32897	08/11/95	135	JIFFYMART #135	OUT	181.63	0.00	
				Balance	181.63	0.00	
32906	08/14/95	135	JIFFYMART #135	OUT	112.05	0.00	
				Balance	112.05	0.00	
32933	08/24/95	135	JIFFYMART #135	OUT	114.26	0.00	
				Balance	114.26	0.00	
32954	08/23/95	135	JIFFYMART #135	OUT	209.24	0.00	
				Balance	209.24	0.00	
34589	08/04/95	155	JIFFYMART #155	OUT	124.80	0.00	
				Balance	124.80	0.00	
34594	08/04/95	185	JIFFYMART #185	OUT	117.33	0.00	
				Balance	117.33	0.00	
34674	08/08/95	185	JIFFYMART #185	OUT	29.16	0.00	
				Balance	29.16	0.00	
34706	08/10/95	155	JIFFYMART #155	OUT	86.34	0.00	
				Balance	86.34	0.00	
34707	08/09/95	125	JIFFYMART #125	OUT	40.80	0.00	
				Balance	40.80	0.00	

### Information Presented on the Report

The Transfer Report presents you with the following information:

- ◆ Transfer number and date
- ◆ Profit center number and name
- ◆ Amount sent or received.

### Sales Volume Analysis

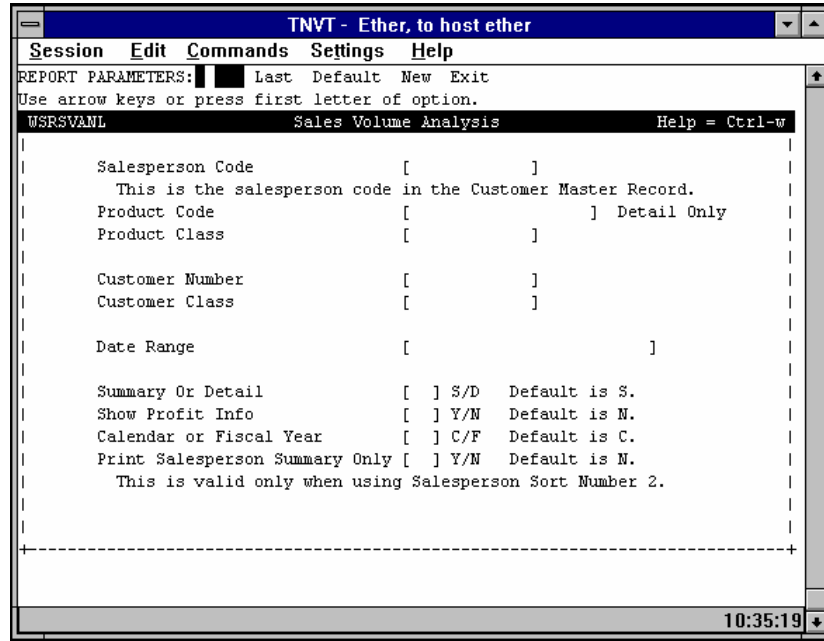
#### Purpose

The Sales Volume Analysis Report provides you with a comparative listing of sales volume information for products and/or product classes. The report uses the two following methods to compare sales data:

- ◆ Current month compared to the same month in the previous year
- ◆ Current year-to-date for the current year compared to the same period for the previous year.

When you select Sales Volume Analysis from Wholesale & Inventory's Reports Menu, the system displays the screen in Figure 3-77.

**Figure 3-77:**  
**Sales Volume**  
**Analysis Report**  
**Criteria**



The first six fields on the criteria screen allow you to specify the following data:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>◆ Salesperson code</li> <li>◆ Product code</li> <li>◆ Product class</li> </ul> | <ul style="list-style-type: none"> <li>◆ Customer number</li> <li>◆ Customer class</li> <li>◆ Date range.</li> </ul> |
|---|--|

Each of the following headings corresponds to one of the remaining fields on the criteria screen.

**Summary or**  
**Detail**

Enter “S” in this field to print sales volume for only the product class (GAS or DSL for example). Enter “D” in this field to print sales volume for products within a specific class (Plus Gasoline or Nolead). If you select “D,” the report lists sales volume both for products and for product classes.

**Show Profit Info**

Enter "Y" in this field for the report to list profit information.  
Enter "N" to omit profit information.

**Calendar or Fiscal Year**

Enter "C" to specify for the report to reflect the calendar year.  
Enter "F" for the report to reflect the fiscal year.

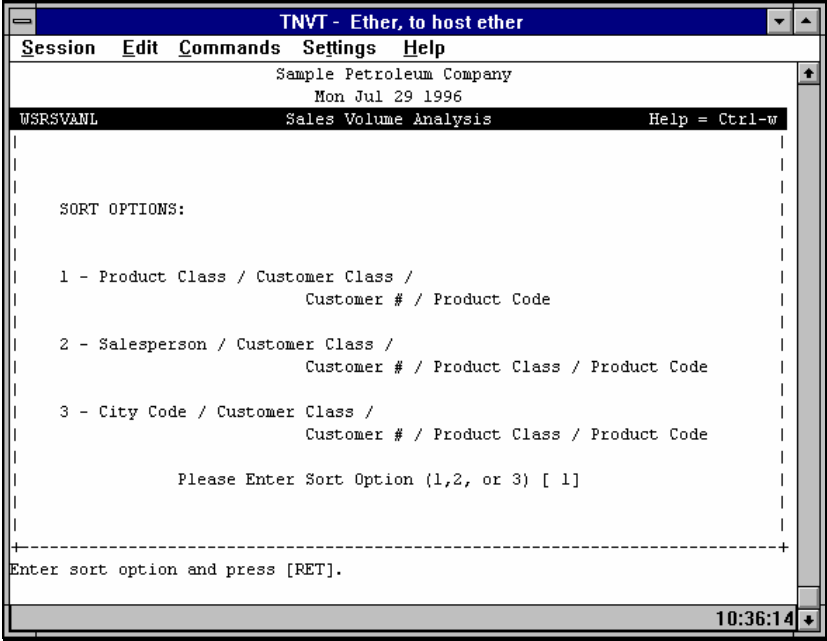
**Print Salesperson Summary Only**

To print a summary of sales volume information organized by salesperson, enter "Y" in this field. If you specify salesperson summary, you must also choose the second sort option: salesperson, customer class, customer number, product class, and product code. See Figure 3-80.

**Sort Options**

Once you enter all selection criteria, the system displays the screen in Figure 3-78.

*Figure 3-78:  
Sales Volume Analysis Sort Options*



Use one of the following three options to specify how the report sorts data:

- ◆ Product class, customer class, customer number, and product code, respectively
- ◆ Salesperson, customer class, customer number, product class, product code, respectively
- ◆ City code, customer class, customer number, product class, and product code, respectively.

Review Figure 3-79. This report sorts data by product class, customer class, customer, and product.

Figure 3-79: Sales Volume Analysis Report

WSRSVANL		Sample Petroleum Company				Page 2				
Run Date 12/31/98		Wholesale				Start Date 01/01/97				
Run Time 09:07		Sales Volume Analysis				End Date 11/30/97				
		Sorted By Product Class, Customer Class, Customer And Product								
		Detail Format - 1								
PRODUCT CLASS: GAS GASOLINE		CUSTOMER: #####		SAMPLE CUSTOMER						
CUSTOMER CLASS: WFUEL				XXXXXXXXXX (###) ###-####						
				XXXXXXXXXXXXX #####						
P	Class Or	Class Or	Quantity	Quantity	Profit	Profit	YTD Qty	Quantity	YTD Profit	Profit
or	Product	Product	01/01/97	Diff From	01/01/97	Diff From	01/01/97	Diff From	01/01/97	Diff From
C	Code	Description	Month	11/30/97	Last Year	11/30/97	Last Year	11/30/97	Last Year	11/30/97
P 130		SUPER N/L - 91 OCTANE	Jan	3729.0	3729.0	112	112	3729.0	3729.0	112
P 160		PLUS N/L - 89 OCTANE	Jan	3365.0	3365.0	101	101	3365.0	3365.0	101
P 180		UNLEADED-87 OCTANE	Jan	15039.0	15039.0	451	451	15039.0	15039.0	451
C GAS		GASOLINE	Jan	22133.0	22133.0	664	664	22133.0	22133.0	664
P 130		SUPER N/L - 91 OCTANE	Feb	1614.0	1614.0	48	48	5343.0	5343.0	160
P 160		PLUS N/L - 89 OCTANE	Feb	2521.0	2521.0	76	76	5886.0	5886.0	176
P 180		UNLEADED-87 OCTANE	Feb	13212.0	13212.0	396	396	28251.0	28251.0	848
C GAS		GASOLINE	Feb	17347.0	17347.0	520	520	39480.0	39480.0	1184
P 130		SUPER N/L - 91 OCTANE	Mar	4229.0	4229.0	127	127	9572.0	9572.0	287
P 160		PLUS N/L - 89 OCTANE	Mar	2312.0	2312.0	69	69	8198.0	8198.0	246
P 180		UNLEADED-87 OCTANE	Mar	17821.0	17821.0	535	535	46072.0	46072.0	1382
C GAS		GASOLINE	Mar	24362.0	24362.0	731	731	63842.0	63842.0	1915
P 130		SUPER N/L - 91 OCTANE	Apr	2499.0	495.0	75	15	12071.0	10067.0	362
P 160		PLUS N/L - 89 OCTANE	Apr	2190.0	-627.0	66	-18	10388.0	7571.0	312
P 180		UNLEADED-87 OCTANE	Apr	13114.0	1194.0	393	36	59186.0	47266.0	1776
C GAS		GASOLINE	Apr	17803.0	1062.0	534	33	81645.0	64904.0	2449
P 130		SUPER N/L - 91 OCTANE	May	4579.0	718.0	137	22	16650.0	10785.0	499
P 160		PLUS N/L - 89 OCTANE	May	2987.0	-778.0	90	-22	13375.0	6793.0	401
P 180		UNLEADED-87 OCTANE	May	16197.0	-3681.0	486	-110	75383.0	43585.0	2261
C GAS		GASOLINE	May	23763.0	-3741.0	713	-110	105408.0	61163.0	3162
P 130		SUPER N/L - 91 OCTANE	Jun	2769.0	688.0	83	21	19419.0	11473.0	583
P 160		PLUS N/L - 89 OCTANE	Jun	2869.0	399.0	86	12	16244.0	7192.0	487
P 180		UNLEADED-87 OCTANE	Jun	13651.0	828.0	410	26	89034.0	44413.0	2671
C GAS		GASOLINE	Jun	19289.0	1915.0	579	59	124697.0	63078.0	3741
P 130		SUPER N/L - 91 OCTANE	Jul	2161.0	-1490.0	65	-44	21580.0	9983.0	647
P 160		PLUS N/L - 89 OCTANE	Jul	2468.0	-16.0	74	-0	18712.0	7176.0	561
P 180		UNLEADED-87 OCTANE	Jul	15225.0	-331.0	457	-9	104259.0	44082.0	3128
C GAS		GASOLINE	Jul	19854.0	-1837.0	596	-53	144551.0	61241.0	4336
P 130		SUPER N/L - 91 OCTANE	Aug	2957.0	192.0	89	7	24537.0	10175.0	736
P 160		PLUS N/L - 89 OCTANE	Aug	2462.0	490.0	74	15	21174.0	7666.0	635
P 180		UNLEADED-87 OCTANE	Aug	14778.0	4040.0	443	121	119037.0	48122.0	3571
C GAS		GASOLINE	Aug	20197.0	4722.0	606	143	164748.0	65963.0	4942
P 120		ULTRA - 93 OCTANE	Sep	4523.0	4523.0	136	136	4523.0	4523.0	136
P 130		SUPER N/L - 91 OCTANE	Sep	3054.0	-312.0	92	-8	27591.0	9863.0	828
P 160		PLUS N/L - 89 OCTANE	Sep	4246.0	1181.0	127	36	25420.0	8847.0	762
P 180		UNLEADED-87 OCTANE	Sep	13589.0	-1407.0	408	-41	132626.0	46715.0	3979
C GAS		GASOLINE	Sep	25412.0	3985.0	762	122	190160.0	69948.0	5705

**Quantity**  
Previous and  
Current Month/Year

For each product listed for a customer, the report includes the product class/code and description. Each of the following headings corresponds to the data listed for each product class or code.

The amount in this column reflects purchases of the product for the current month and year.

**Quantity  
Different From  
Last Year**

This amount reflects the difference between product purchases for the current month and year and purchases for the same month in the previous year.

**Year-To-Date  
Quantity**

The amount in this column indicates the number of units the customer has purchased since the beginning of the year. *Note:* If you specified calendar year as a report criteria, this figure represents purchases since January 1 of the current year. If you specified fiscal year, This amount represents purchases since the start of your fiscal year.

**Quantity  
Different from  
Last Year**

The amount in this column represents the difference in purchases for current year-to-date purchases and purchases for the same period in the previous year.

**Figure 3-80: Salesperson Summary**

Product Class Code		Product Class Description	Month	Quantity 08/01/95	Quantity Diff From 08/31/95 Last Year	YTD Qty 01/01/95	Quantity Diff From 08/31/95 Last Year
WSRSVANL Sample Petroleum Company Page 2-S Run Date 08/06/96 Wholesale Sales Start Date 08/01/95 Run Time 13:32 Sales Volume Analysis End Date 08/31/95 Sorted By Salesperson, Customer Class And Product Class Salesperson Summary							
SALESPERSON: N/A							
CUSTOMER CLASS: CVIL							
GAS	GASOLINE		Aug	1280	1280	1280	1280
CUSTOMER CLASS TOTALS				1280	1280	1280	1280
CUSTOMER CLASS: RSELL							
GAS	GASOLINE		Aug	43790	43790	43790	43790
CUSTOMER CLASS TOTALS				43790	43790	43790	43790
SALESPERSON TOTALS				45070	45070	45070	45070

## History Processing

### Purpose

History processing removes old data from your system tables and archives it. This *archiving* process copies files from your hard drive and places them on tape or diskette. The system then deletes the original files from your hard drive.

Wholesale & Inventory's History Processing Menu lists two options:

- ◆ Post data to history
- ◆ Restore data from history.

### Post Data to History

The main purpose for posting data to history is to conserve hard drive space. However, affordable, high-storage-capacity hard drives virtually eliminate the need to post data to history.

As a result, it is more feasible to post data to history only after you are no longer legally required to retain the data.

### Restore Data From History

The restore data from history menu option restores archived data to your system.

## 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.

<b>WHOLESALE AND INVENTORY</b>		
TOPICS	DATE / INIT.	COMMENTS
<b>File Maintenance</b>		
<b>Step 1 of 17:</b> Inventory Header. For each product, verify that you assigned:		
♦ The correct product tax class		
♦ The correct product class		
♦ The correct purchase, stocking, and pricing units.		
<b>Step 2 of 17:</b> Inventory Master. Verify that you assigned:		
♦ Each product to the profit centers where you sell or inventory it		
♦ The correct general ledger inventory, sales, and cost of goods account numbers to each product		
♦ The correct pricing formula to each product		
♦ Minimum and maximum costs for each fuel product (only if you set System Parameter 1041 to "Y").		
<b>Step 3 of 17:</b> Inventory Location. Make sure that you assigned an inventory location to each product at each profit center where you inventory or sell the product. ( <i>Note:</i> Use the File Maintenance Inventory Location option for only non-fuel inventory. To establish locations for fuel products, see page 3-28)		
<b>Step 4 of 17:</b> Wholesale Inventory. Verify that you established each product in the wholesale inventory of each profit center that sells or inventories the product.		
<b>Step 5 of 17:</b> Product Class.		
<b>Step 6 of 17:</b> Product Tax Class.		
<b>Step 7 of 17:</b> Inventory Blending Ratios. Verify that you established:		
♦ All necessary blends for fuel products		
♦ All necessary repackaging bill of materials for non-fuel products. ( <i>Note:</i> To establish inventory for the "end" product <u>before</u> you sell it, select Blending & Manufacturing entry from the Data Entry Menu: do <u>not</u> establish a bill of materials.)		
<b>Step 8 of 17:</b> Pricing Groups.		
<b>Step 9 of 17:</b> Group Pricing.		

Wholesale & Inventory

<b>WHOLESALE AND INVENTORY</b>		
<b>Step 10 of 17:</b> Customer Price by Location.		
<b>Step 11 of 17:</b> Inventory Count—Mass Entry. See page 3-37.		
<b>Step 12 of 17:</b> Inventory Count—Single Entry. See page 3-37.		
<b>Step 13 of 17:</b> Hazardous Material Comments. Verify that you established all necessary hazardous material comments or any necessary comment to print on invoices for a specific <u>product</u>		
<b>Step 14 of 17:</b> Tax Certification Text. Verify that you established any necessary tax certification text or comment to print on invoices for a specific <u>product tax class</u> .		
<b>Step 15 of 17:</b> Invoice Text Maintenance.		
<b>Step 16 of 17:</b> Re-Use Invoice Number.		
<b>Step 17 of 17:</b> Inventory Cross-Reference. (if utilized)		
<b>DATA ENTRY</b>		
<b>Step 1 of 7:</b> Receive Inventory: Input a minimum of one line item for each non-fuel product you purchase from each non-fuel vendor.		
<b>Step 2 of 7:</b> Invoice Entry.		
<ul style="list-style-type: none"> <li>◆ Input a minimum of one invoice from each profit center to each unique customer (based on how the customers are taxed—farmers, government, construction, etc.) for each product sold.</li> <li>◆ For each invoice you enter, verify the following information:                             <ul style="list-style-type: none"> <li>– Price calculations</li> <li>– Tax use group recorded.</li> </ul> </li> <li>◆ Print invoices by selecting Invoice Print from Wholesale &amp; Inventory’s Reports Menu.</li> <li>◆ Verify the following information on each invoice you print:                             <ul style="list-style-type: none"> <li>– Line items</li> <li>– Invoice text.</li> </ul> </li> </ul>		
<b>Step 3 of 7:</b> Process Wholesale Invoices.		
<b>Step 4 of 7:</b> Blend and Manufacturing Entry: Input a minimum of one transaction for each product that you blend or repackage.		
<b>Step 5 of 7:</b> Process Blends.		
<b>Step 6 of 7:</b> Enter Transfers: Input several transfers of products from one profit center to another.		
<b>Step 7 of 7:</b> Process Transfers.		
<b>REPORTS</b>		
<b>Step 1 of 2:</b> Verify all entries on the following Wholesale & Inventory reports:		
<ul style="list-style-type: none"> <li>◆ Sales Summary by Invoice. <i>Note:</i> The report will not display a cost for a product unless you entered a weighted average cost in the</li> </ul>		

<b>WHOLESALE AND INVENTORY</b>		
Inventory Master record.		
◆ Inventory Reconciliation. Verify all unit conversion calculations.		
◆ Receiver Report.		
<b>Step 2 of 2:</b> Verify account balances, unbilled liabilities, and/or inventory taxes on the following reports:		
◆ Unbilled Liabilities (Select Unbilled Liabilities from Wholesale & Inventory's Reports Menu).		
◆ Wholesale Sales Journal (Select Unbilled Liabilities from the General Ledger's Reports Menu).		