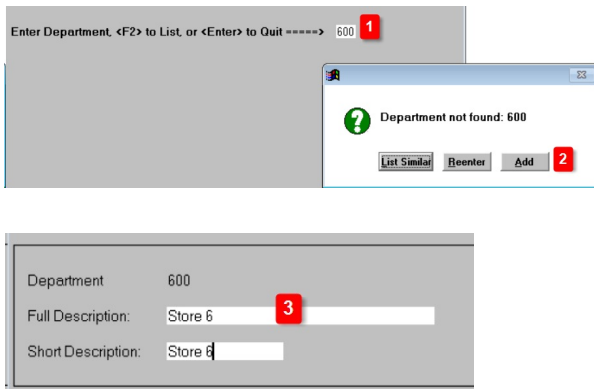
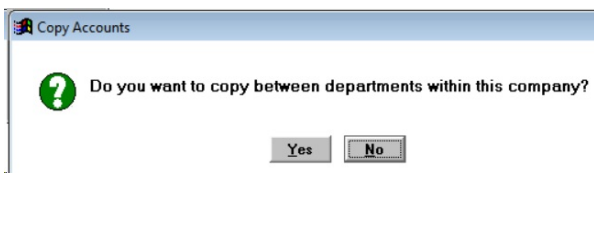


## Add New Inventory Location

Location Codes define a warehouse or location where fuel or other inventory is stored. Inventory is tracked at each location.

There are 5 steps for creating a new inventory location:

1. Create a new GL Department only if you want to show this separately in the GL
2. Add an Inventory Location
3. Add Inventory Departments, if required
4. Add Inventory items
5. Add Tanks, if required

<p><b>Step 1</b> <i>General Ledger</i></p>	
<ul style="list-style-type: none"> <li>• A GL Department signifies a unique location (like a store) or other department.</li> <li>• You will create new GL Accounts by Department to record Revenue, Cost of Sales and Expenses separately in the GL.</li> <li>• You don't have to duplicate all GL Accounts. You can also choose to book Revenue &amp; Cost of Sales separately but still keep all expenses combined.</li> </ul>	
<p><i>General Ledger, Files, Department Descriptions</i> Create the Department and enter a Description.</p> <ol style="list-style-type: none"> <li>1. Enter the new Department number.</li> <li>2. Click Add.</li> <li>3. Enter the department description.</li> </ol> <p>Click Save.</p>	
<p><i>General Ledger, Files, Copy Accounts</i> Select this option to duplicate new departments from an existing department.</p> <p>Click 'Yes' to create new accounts by department. Click 'No' to cancel the request.</p>	

1. Enter the Beginning and Ending account numbers. The default of '00000' to '99999' will copy all accounts. Another option is to change this to '30000' to '99999' to duplicate only Income Statement accounts.
2. Enter the Source (Existing) Department. Enter the Target (New) Department.
3. Choose 'Y' to zero the budgets. Press Enter.

Click 'YES' to create the accounts for the new department.

Beginning Account Number: 00000 **1**  
Ending Account Number: 99999  
Source's Department Number: 500 **2**  
Target's Department Number: 600  
Zero Budgets in new accounts? (Y/N): Y **3**

**Copy Accounts**

**?** O.K. to Copy These Accounts?

Yes No

**Step 2**

*Jobber, Master File Maintenance, Locations*

1. Enter the new location number. If it does not exist, click 'Yes' to add it.
2. Enter the GL accounts for each type of transaction. All fields must have a value. If the GL does not apply to your organization, you can use the account number for Suspense Account.
3. You can copy the setup for an existing location to a new location. Inquire on the existing location and click the Duplicate button. Change the location and description. Change any GL accounts as required by the new location.

**Add Record?**

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

Yes No

GL Accounts		Consignment/Tax Data	
Location:	10 <b>1</b>	Petro Plant Smithville	
Eft Bank	10200-	Cash in Bank	
Bank	10200-	Cash in Bank	
GL Acct. Rec.	11000-	Accounts Receivable	
GL Credit Card:	11100-	Credit Cards	
GL Intercompany:	70700-	Intercompany Fuel Expense	
GL Sales Tax:	20400- <b>2</b>	Sales Tax	
GL Freight:	43040-	Sales Misc - Freight, Drums, etc.	
GL Discounts:	43100-	Discounts for Prompt Payment	
GL Disc Taken:	43100-	Discounts for Prompt Payment	
GL Acct. Payable:	20500-	Accounts Payable	
GL Pending AP:	20750-	Pending Accounts Payable	
GL Est Fuel Tax:	20850-	Pending Fuel Tax	
GL Purchase Disc:	13100-	Inventory	
GL Purchase Frt:	53100-	Freight Expense	
GL Purch. Sales Tax:	20400-	Sales Tax	

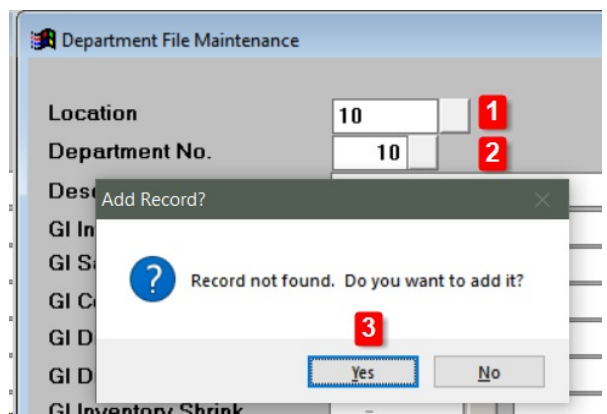
**3**

Edit New Next Prev Print Delete Duplicate Exit

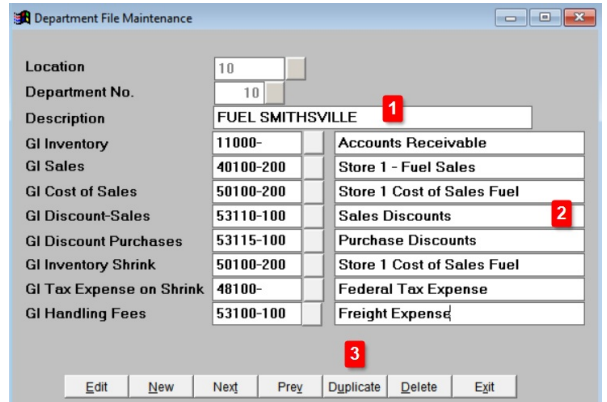
### Step 3

#### Jobber, File Maintenance, Departments

1. Enter the newly created inventory location.
2. Enter a department number. Use the lookup function to select an existing department or enter a new value.
3. If you create a new department, the system will prompt you to Add it.



1. Enter the department description.
2. Enter all GL accounts for the department.
3. You can copy the setup for an existing department to a new department. Inquire on the existing department and click the Duplicate button. Change the department and description. Change any GL accounts as required by the new department.



### Step 4

#### Jobber, File Maintenance, Inventory

If the items are similar to other locations, the easiest way to add these items is to duplicate them from existing setup.

1. Inquire on the inventory item from an existing location.
2. Click the Duplicate button.
3. A 'Duplicate Record' message will display. Enter the new location number. Press Enter.
4. Press Enter to accept the item number or change it if necessary.
5. Change the Department number if needed. Make any other changes to the inventory setup as needed.

This screenshot shows the 'Duplicate Record' dialog box in the Inventory File Maintenance application. The Location field contains '9' and is highlighted with a red '1'. The Item field contains 'E87' and is also highlighted with a red '1'. The Description is 'UNLEADED GASOLINE'. The Hold field is 'N' and the Stock field is 'Y'. The Dept No is '1' and the Category is '1'. The Pack Kind is 'BULK', Packfactor is '1.00', and Pack UOM is 'GAL'. The 'Duplicate' button is highlighted with a red '2'.

This screenshot shows the 'Duplicate Record' dialog box in the Inventory File Maintenance application. The Location field contains '10' and is highlighted with a red '3'. The Item field contains 'E87' and is highlighted with a red '4'. The Description is 'UNLEADED GASOLINE'. The Hold field is 'N' and the Stock field is 'Y'. The Dept No is '5' and the Category is '1'. The Pack Kind is 'GAL', Packfactor is '1.00', and Pack UOM is 'GAL'. The 'Duplicate Record in Progress' message is highlighted with a red '4'.

Add a new inventory item.

1. Enter new location number.
2. Enter an item number.
3. Enter the item description.
4. Choose Y/N for Stock item.
5. Choose the department number
6. Add other setup specific to this inventory item.

This screenshot shows the 'Add New Inventory Item' dialog box in the Inventory File Maintenance application. The Location field contains '10' and is highlighted with a red '1'. The Item field contains 'E87S' and is highlighted with a red '2'. The Description is 'Unleaded 7.8' and is highlighted with a red '3'. The Hold field is 'N' and the Stock field is 'Y' and is highlighted with a red '4'. The Dept No is '5' and is highlighted with a red '5'. The Category is '10'. The Pack Kind is 'GAL' and is highlighted with a red '6'. The Packfactor is '1.00', Pack UOM is 'GAL', Subfactor is '100.00', Sub UOM is 'GAL', Sequence No is '4', Ret UOM is 'GAL', Vendor is 'E87', Venfactor is '1.00', Ven UOM is 'GAL', Fuel Type is 'E87', Tax Type is 'E87', Blend Code is 'N', Misc Code is 'N', Tanked is 'N', Terminal is 'N', Reorder Pt is '0.00', Max Level is '0', Order Qty is '0', On Hand is '0.00', Pending is '0', Sale Tax is 'N', Lst Cost is '0.000000', Ven Cost is '0.000000', Tax Code is 'M', Price Code is 'Mk1/Pr1', Mk2/Pr2, Mk3/Pr3, Mk4/Pr4, Invoice Sort is 'Mk5/Pr5', and Price Chart is 'Mk5/Pr5'.

### Step 5

#### Jobber, Fuel Tank Module, Add Tanks

1. Enter the location.
2. Enter a tank number.
3. Click 'Yes' to add the record.
4. Select a tank type.
5. Select the item number to be stored in this tank.
6. Select the fuel type for this item.
7. Last Cost for the item will populate from the inventory record based on last purchase cost.

Add any other special tank information.

The screenshot shows the 'Tank File Maintenance' dialog box with the 'Main Tank Data' tab selected. The fields are: Loc: 10, Tank No: E87, Item: (empty), Fuel Type: (empty), Last Cost: (empty), Model: (empty). The 'Special Tank Data' tab is also visible, showing Petro Plant Smithville and Tank Type: (empty). A modal dialog box titled 'Add Record?' is displayed in the center, asking 'Record not found. Do you want to add it?' with 'Yes' and 'No' buttons. Red callout boxes with numbers 1, 2, and 3 point to the Loc, Tank No, and the 'Yes' button respectively.

The screenshot shows the 'Tank File Maintenance' dialog box with the 'Main Tank Data' tab selected. The fields are: Loc: 10, Tank No: E87, Item: E87, Fuel Type: E87, Last Cost: 1.882500, Model: (empty). The 'Special Tank Data' tab is also visible, showing Petro Plant Smithville, Tank Type: I, UNLEADED GASOLINE, Tax Type: GAS, Avg Cost: (empty), and Volume: (empty). Red callout boxes with numbers 4, 5, 6, and 7 point to the Tank Type, Item, Fuel Type, and Last Cost fields respectively.