

11 TANK FILE MAINTENANCE

The Tank File is used to track inventory by tank and report on shrinkage. A tank record must be input for each tank where fuel and bulk oil is stored at each bulk plant and at each consignment location. When purchasing or selling an item stored in a tank, the tank number must be designated.

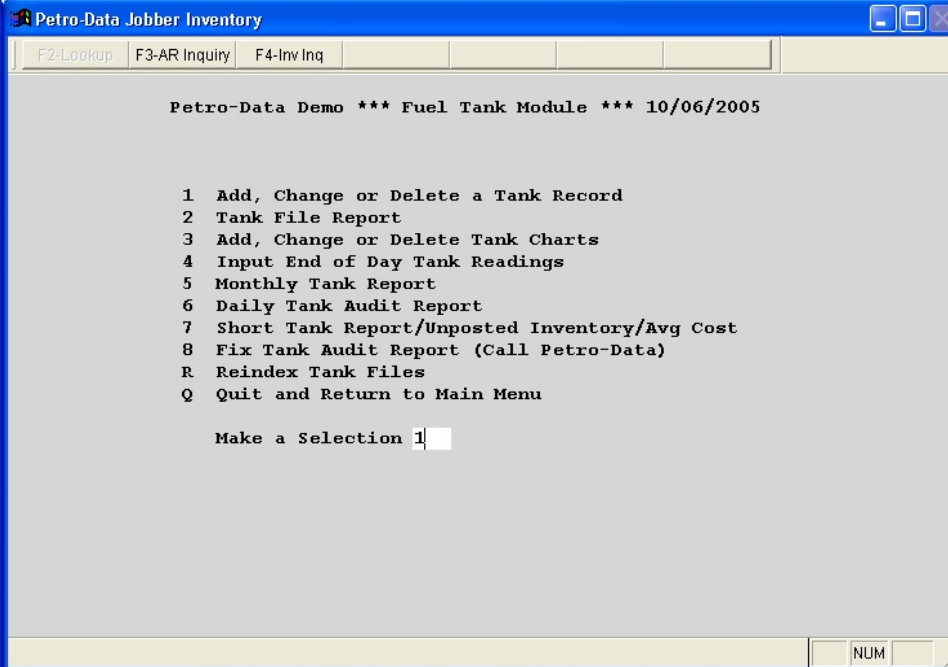
Tank File Maintenance may also be accessed from the Fuel Tank Module - selection 2 on the Fuel Inventory Main Menu. Only the 'Add, Change or Delete a Tank Record' is documented here, the rest of the options on the menu are documented under The Complete Jobber Main Menu Selection 2 - Fuel Tank Module.

The Tank numbers are entered in field 20 of the Inventory record. Be sure to use the same codes when entering the tanks in Tank File Maintenance.

Master File Maintenance Menu Select

From the File Maintenance Submenu, select *11 - Tank File Maintenance*. This will access the Fuel Tank Module where the Tank File is located.

Fuel Tank Module Maintenance Menu:



The screenshot shows a window titled "Petro-Data Jobber Inventory" with a menu of options. The menu is displayed in a text-based interface. At the top, it says "Petro-Data Demo *** Fuel Tank Module *** 10/06/2005". Below this is a list of options: 1 Add, Change or Delete a Tank Record; 2 Tank File Report; 3 Add, Change or Delete Tank Charts; 4 Input End of Day Tank Readings; 5 Monthly Tank Report; 6 Daily Tank Audit Report; 7 Short Tank Report/Unposted Inventory/Avg Cost; 8 Fix Tank Audit Report (Call Petro-Data); R Reindex Tank Files; Q Quit and Return to Main Menu. At the bottom, it says "Make a Selection" followed by a cursor and the number "1" in a small box. There are also some function key tabs at the top: F2-Lookup, F3-AR Inquiry, F4-Inv Inq, and a "NUM" button at the bottom right.

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Petro-Data Jobber Inventory
F2-Lookup F3-AR Inquiry F4-Inv Inq
Petro-Data Demo *** Fuel Tank Module *** 10/06/2005
1 Add, Change or Delete a Tank Record
2 Tank File Report
3 Add, Change or Delete Tank Charts
4 Input End of Day Tank Readings
5 Monthly Tank Report
6 Daily Tank Audit Report
7 Short Tank Report/Unposted Inventory/Avg Cost
8 Fix Tank Audit Report (Call Petro-Data)
R Reindex Tank Files
Q Quit and Return to Main Menu
Make a Selection 1
```

1-ADD, CHANGE OR DELETE AN TANK

Menu Select

From the Tank File Maintenance submenu, select *1 - Add, Change or Inquire on a Tank*.

Data Entry

Location. Enter a Location Number, press **F2** or click on the magnifying glass to lookup, or press **Q** to quit.

Tank No. Enter the Tank Number. If the tank exists, the record displays.

The screenshot shows the 'Tank File Maintenance' application window. It has two main sections: 'Main Tank Data' and 'Special Tank Data'. In the 'Main Tank Data' section, the 'Loc' field contains '1', 'Tank No.' contains 'RUN', and 'Manifold Code' in the 'Special Tank' section contains 'N'. A dialog box titled 'Add Record?' is open in the center, with a question mark icon and the text 'Record not found. Do you want to add it?'. The dialog has 'Yes' and 'No' buttons. At the bottom of the window, there are buttons for 'Edit', 'Cancel', 'Prev', 'Next', 'Duplicate', 'Delete', and 'Exit'.

Main Tank Data

Tank Type. Enter a tank type code.

I if this is an in-house tank (located at one of your bulk plants).

C if this is a tank at a consignment location.

L if this is a tank for a cardlock system.

K if this is a tank for a keylock system.

D if this is a dispatch tank.

X if this is an inactive tank.

Inventory No. Enter the Inventory Number for the item in the tank. If the inventory item does not exist, DELETE the record, go to Inventory File Maintenance and set the item up. The correct fuel type and tax type come from the inventory record and MUST BE valid.

Description. The Description from the Inventory item record displays automatically.

Fuel Type. The Fuel Type from the Inventory Item record automatically displays in this field. Do not change it. If this is not a fuel item, this field is blank

Tax Type. The Tax Type from the Inventory Item record automatically displays in this field. Do not change it.

Last Cost. The Last Cost from the Inventory Item record automatically displays in this field. You may edit this if the cost for this tank differs from the default tank. If you are a new installation, leave this field blank for now.

Sort Code. Enter the sort code for reports.

Tank Model. If you will be entering tank readings in inches, enter the Tank Model code for this tank from the list of tank charts set up in the Fuel Tank Module. The computer uses this Tank Model code to cross-reference the tank chart which matches this tank to convert the inches to gallons. If you will be entering tank readings in gallons instead of inches, you may leave this field blank.

Volume. If this is a dispatch tank, enter the tank volume.

Manifolded? If this tank is NOT manifolded (linked) to another tank, enter **N**.

Enter **M** if it is manifolded to another tank which equalized the fuel in each tank. This will be the **Master** tank.

Enter **S** if it is manifolded and this will be the **Slave** tank. No purchases or sales will be coded to this tank, but stick readings will be entered.

Blended?(Y/N). Enter **N** if this tank does not contain a blended fuel. Enter **Y** if this is a dummy tank for maintaining a blended fuel such as PLUS. The blended tank should not print on any tank reports and should always have 0.00 gallons on hand.

If this is a Blended fuel tank, the following four additional fields will appear:

Tank 1. Enter the tank number of the first fuel item used in blending this item. The fuel type displays. (Ex. UNL)

Percent 1. Enter the percent of the first fuel item used in the blend. Use percent format (60.00 is 60%).

Tank 2. Enter the tank number of the second fuel item used in blending this item. The fuel type displays. (Ex. SNL)

Percent 2. Enter the percent of the second fuel item used in the blend. Use percent format (40.00 for 40%).

Percent 1 plus Percent 2 must equal a total of 100%.

OPTION BUTTONS. Click on the button or press the underlined letter.

<**Edit**> Click on the field to be changed or Press E or click the Edit button to change a field.

<**New**> Click on New to enter another Tank record.

<**Prev**> Click on Previous to display the previous record.

<**Next**> Click on Next to display the next record.

<**Print**> Click on Print to print the displayed location record.

<**Duplicate**> Click on Duplicate to create another tank record for another location or a second tank at the same location. A pop-up box displays with 'Record not found. Do you want to add it?' Click the appropriate button. If Yes, enter the new location number and item number. Be sure to **VERIFY** the rest of the information that is automatically brought into the record.

<**Delete**> Click to Delete to delete this record. A popup box with '*Do you want to delete this record?*' displays. Click the **Y** button to delete the record or the **N** button to proceed without deleting.

<**Exit**> Click on Exit to quit Location file maintenance.

Special Tank Data

The Location, tank number and description display from the Main Tank Data screen.

The screenshot shows a software interface with two main sections: 'Main Tank Data' and 'Special Tank Data'.
Main Tank Data fields: Loc: 3, Tank No: SNL, SUPER UNLEADED.
Inventory section: Begin: Gal (850.00), Inches (), Dol (0.00); Ending: Last Reading (0.00), Last Inches (0.0000); Countdate: 11/29/2005, Shrinkmtd: -2190.00.
Special Consignment section: Zone (), Avgsales: (0.00), Begcybal: (), Salestax: (0.0675), Fedgastax: (0.0000), Fueltax: (0.0000).
Dispatch section: Mindays: 2, Maxdays: 5, MinGals: (), MaxGals: ().
Buttons: Edit, Prev, Next, Exit.

The *Inventory* section of the record displays fields that are maintained through daily processing.

Begin: Beginning of the month gallons, inches and dollars
Ending: Last Reading in gallons and inches
Count date and month-to-date shrinkage in gallons

The *Special Consignment* section of the record contains data used in special consignment programming and the dispatch module. Otherwise, these fields are left blank.

Zone. Enter the zone or area where this consignment is located (for reporting purposes only).

Avgsales: Enter the average daily sales for this tank. After the first cycle, the average sales will be calculated automatically.

Begcycost: Enter the cost per gallon at the beginning of the cycle.

Begcybal: Enter the total fuel cost for this tank at the beginning of the cycle.

Salestax: Enter the sales tax rate for this item, if applicable.

Fedgastax: Enter the Federal tax rate for this item.

Fueltax: Enter the total fuel tax per gallon for this item.

The *Dispatch* section of the record contains data used in Dispatch Module. These fields are used to schedule when a delivery is needed and how much fuel is needed to bring the tank up to the 'Maxdays' total.

Mindays: Enter the minimum number of days of fuel to keep in inventory in this tank.

Maxdays: Enter the maximum number of days of fuel to keep in inventory in this tank.

MinGals: Enter the minimum number of gallons to keep in inventory in this tank.

MaxGals: Enter the maximum number of gallons this tank will hold or the maximum number of gallons to store in the tank.

OPTION BUTTONS. **Click on the button or press the underlined letter.**

<Edit> Click on the field to be changed or Press E or click the Edit button to change a field.

<Previous> Click on Previous to display the previous record.

<Next> Click on Next to display the next record.

<Exit> Click on Exit to quit Location file maintenance.

Other options which appear on the Fuel Tank Module submenu are discussed later in this manual under the heading *Fuel Tank Module - Selection 2*.

From the Tank File Maintenance submenu, select *Q - Quit and Return to Main Menu* to return to the Master File Maintenance menu.