

FUEL INVENTORY MODULE
APPENDIX

DAILY PROCESSING DURING MONTH-END PROCESSING

To preserve the integrity of the inventory count at the end of the month, all sales and purchases included in the count must be entered **and updated**.

Before **anything** is updated for the new month, the AR, and Inventory modules **must be closed**. However, business goes on. Use the list below to help you continue daily processing while waiting for month-end closing to be completed.

WHAT YOU MAY CONTINUE TO DO:

Fuel Inventory

1. Enter daily rack prices
2. Enter Fuel Manifests in BOL billing and calculate invoices (update the calculate)
(2b. If not using BOL Billing, enter Fuel Manifests and print pre-posting reports)
3. Enter warehouse Purchases and print Pre-Posting reports.
3. Print or enter and print sales invoices and print pre-posting reports.
4. Enter Adjustments and Transfers and print Pre-Posting reports.

Accounts Receivable

1. Print Reports
2. Correct Accounts Receivable for the old month only, using Cash Receipts Entry or Off-Line Invoice Entry.
3. Enter Credit Cards into the Credit Card Module and print Pre-Posting Reports.
4. Enter EFTs and print Pre-Posting Reports.

General Ledger may be updated and balanced as time permits. It may be left open even after the other modules are closed.

WHAT YOU MAY NOT DO

Fuel Inventory

1. **Do Not Update** BOLs or Purchases
2. **Do Not Update** Sales Invoices
3. **Do Not Update** Inventory Adjustments and transfers

Accounts Receivable

1. **Do Not Enter** Cash Receipts
2. **Do Not Enter** any Invoices into Accounts Receivable.
3. **Do Not Update** credit cards or EFTs.

ADDING OR DELETING A NEW LOCATION (Bulk Plant or Consignment)**ADDING A NEW LOCATION**

1. GENERAL LEDGER CHART OF ACCOUNTS:
If the new location will be a separate profit center in the General Ledger, create the new **GL department**. There is an option in the General Ledger 'Files' section called 'Copy Accounts' which allows you to copy any range of accounts from an existing department to a new department. **DO NOT** use the 'Copy Accounts' feature if you only need a FEW accounts for the new location - **ADD THEM SEPARATELY**. If you use the copy feature, account descriptions may need to be edited.
2. LOCATION RECORD:
In the Jobber Module under Master File Maintenance, go to **Locations**. Display an existing location record and use the Duplicate (U) option to create the new one. Correct any GL accounts to reflect the new department number. Be sure to complete the Consignment/Tax data tab - State code and tax ID's only if not a consignment location.
3. DEPARTMENT RECORD:
Also in Master File Maintenance, go to **Departments**. Display an existing department record and use the Duplicate (U) option to create the new one. Correct the GL accounts to reflect the new location if necessary.
4. INVENTORY ITEM RECORDS:
In Master File Maintenance, go to **Inventory**. Display the item using an existing location and use the Duplicate (U) option to create the item at the new location.
5. TANK CHARTS:
If the new Location has new tanks with tank charts which do not match any you already have, enter the new tank charts in the Fuel Tank Module, Tank Charts, **Enter Tank Charts**. Tank charts are not needed if you have monitors or are entering stick readings into the computer in gallons instead of inches.
6. TANK RECORDS:
Enter the **Tanks** in Fuel Tank Module, Add Tanks.

If this is not a Consignment Location, you are now ready to purchase inventory into your new location and invoice it as you sell it. If this is a Consignment Location, continue with the following steps:

7. CONSIGNMENT CUSTOMER RECORD:

Set up the new Customer in Accounts Receivable, Customers, **Add Customers**.

8. CONSIGNMENT PUMPS:
Input the Consignment **Pumps** in Consignment Inventory, **Pump/Console File**.
9. CONSIGNMENT CONTRACT:
If applicable, enter the Consignment Contract information in the Location record in Master File Maintenance, Locations (# above).

If this is your first Consignment Location, run the Consignment Install Program. See *The Complete Jobber Manual*, Consignment section for further information.

You are now ready to input Consignment readings. You may either put the starting readings in the pump file as beginning and ending readings, or as you enter the first report, use the Change Mode option to enter both beginning and ending readings.

DELETING A NEW LOCATION

To DELETE a Location that is no longer needed, ***begin at the bottom*** of the list above. The actual Location Record must be the LAST thing to delete. You will need the Location to be valid in order to delete all of the other records.

If it is a consignment location, the Pumps will have to be deleted first, then the Tanks, the Inventory items, the Departments and then the Location record last..

SETTING UP A NEW TERMINAL FOR RACK PRICES

When you begin to receive prices from a new terminal either automatically over the DTN or to be input manually in Fuel Inventory, some files have to be entered first.

1. **VENDOR:** Enter the **Vendor** in Accounts Payable Vendor file maintenance. If you already receive rack prices for this vendor from other terminals, skip this step.

2. **TERMINAL:** Enter the **Terminal** in Jobber Inventory, Master File Maintenance, Terminals.

Enter the Vendor Code from Accounts Payable.

Enter a three-character Terminal Code (alpha/numeric) defining the location of the new terminal.

Enter a Description for the terminal location.

City of Origin may be left blank (unless you are using the freight module).

Enter the two-Character abbreviation for the State of Origin (this is needed for the freight module and for the Origin State for Fuel Tax Reports). **Do not leave blank.**

Enter a Tax Authority Code based on where the terminal is located OR what State's taxes will be billed by the vendor. **Do not leave blank - MUST be valid.**

3. **VENDOR RACK FILE:** Enter the **Vendor Rack File** in Rack Prices, Vendor Racks. Racks can be Duplicated. Display an existing rack with the same items and duplicate.

Enter the Vendor and Terminal using the codes entered in step 2.

Edit or enter the information including the fuel items needed for this rack.

Now you are ready to input the daily rack prices for the new Vendor/Terminal. If you have the DTN package which allows you to pull the rack prices in directly from the DTN into Petro-Data, the software will stop and allow you to input the cross-reference data for the new rack when you download your next day's prices.

CHANGING INVENTORY ITEMS FROM PACKAGES TO GALLONS

If you set up your inventory as packages (cases = packfactor 1, drums = packfactor 1, etc) with cost and selling price as the case or drum cost and price, it is a major change to convert to gallons. However, it can be done.

Here are a few things to remember for future reporting. Many Petro-Data reports, especially profit reports have the heading 'gallons'. Up to the time you change to gallons, this report for you meant packages (1 in the gallon column meant 1 case, 1 drum, 1 pail). After you make the change, they will all mean 1 gallon, regardless of the package.

The best time to make the change is at the end of the month. Everything must be updated and no invoices or purchases for packaged goods in the unposted file for the new month. Fuel is not affected, so BOL's and fuel sales may be entered as usual.

Basically, there will be three steps:

1. Adjust out the on-hand packages as cases, drums and pails, etc.
2. Change the inventory item records to reflect packfactor, cost, and selling price by the gallon.
3. Adjust the on-hand packages back in as gallons.

Be sure you have a good inventory report such as a valuation report.

You may use the Inventory Adjustments and Transfers program to adjust out the packages. However, a faster way would be to print a set of count sheets for the required items and print the discrepancy report and update them with zero count.

Next, go into Inventory File Maintenance and make the following changes:

- 1) Change the packfactor and vendor factor to reflect the numbers of gallons in a package (3 for case of quarts, 55 for drum, etc.). You may also verify that the 'on hand' quantity is zero.
- 2) Change the actual cost and vendor cost to the cost per gallon.
- 3) Change the Prices to price per gallon. This may be as simple as dividing the case price by the packfactor, or if you are using markup percents, recalculating the prices after you have corrected the cost. Make sure that the cost and prices are correct before proceeding. You may need to change the markup factors as well. This process should not affect the subfactors.

Print count sheets again and enter the on-hand package quantities. The computer will do the converting to gallons internally.

Print another Inventory Valuation report. It should be exactly the same as the original one before the changes, except the quantities will be shown as packages and as gallons. Check the Fifo records, you may need to recreate the Fifo before proceeding.

REPACKAGING INCLUDING A DRUM OR PAIL

When transferring 55 gallons of bulk oil to a drum, the program does not allow for the additional cost of the drum or pail. Whatever cost comes out of the bulk product goes in to the cost of the product in the drum. So the fifo record for the product in the drum is understated because the cost of the drum itself is not included. If you compensate for the cost of the drum or pail in your markup, then this procedure may be working well for you. However, if you purchase your drums and pails into inventory, you must account for their cost when you repackage.

The following example will show you how to enter your repackaging so that the drum or pail cost remains in inventory. In the example below, the drums and oil are in the same inventory GL number (13100-100 Warehouse Inventory).

The whole transaction is done best through Adjustments (instead of Transfers) since the Adjustment program allows you to access the cost field. In the following example, bulk oil and empty drums are both purchased into inventory. I am repackaging 55 gallons of bulk oil at \$1.00 per gallon into a five dollar drum (\$5.00). What I am trying to accomplish is to take $\$55 + \$5 = \$60$ out of inventory as bulk oil and a drum and put it back into inventory as a \$60 drum of oil.

Transfers and Adjustments Selection 9 on the Inventory Menu. Go into the program as usual. Instead of Transfers, select *Adjustment* as the transaction type. Enter the transactions as follows:

```
#1    AJ  Location 1  Item Bulk Oil  Pack Quantity  -55  Gallons  -55  Cost 1.00  OK? Y
#2    AJ  Location 1  Item Drum      Pack Quantity  -1   Gallons  -1   Cost 5.00  OK? Y
#3    AJ  Location 1  Item Oil Drum Pack Quantity   1   Gallons  55   Cost 1.0909 OK? Y
```

The 1.0909 comes from dividing the 55 gallons by the \$5 for the drum so the cost of each gallon of oil including the drum is now \$1.0909.

The GL account number you enter for each line should be the GL account for Warehouse Inventory (if your drums and oil are in the same GL inventory account). If not, the GL account for the first line would be the Oil Inventory Account, the second line would be the Drum Inventory Account, and the third would be the Repackaged Inventory Account. In the example below, 13100-100 is the Warehouse Inventory account. The GL update report for the above transactions would be:

```
#1    13100-100 Bulk Oil Inventory      -55.00
#1    13200-100 Packaged Oil Inventory   55.00
#2    13200-100 Packaged Oil Inventory   -5.00
#2    13200-100 Packaged Oil Inventory    5.00
#3    13200-100 Packaged Oil Inventory   60.00
#3    13200-100 Packaged Oil Inventory  -60.00
```

The net change to inventory is -0- since you are taking $\$55 + \5 worth of inventory out of inventory

and putting \$60 worth of inventory back into inventory. Supplies should never enter the picture at all. If you have any questions, feel free to call.

INVOICE COST CORRECTIONS

Program: arinvcan.prg \prg\inv

This program is a **cost correction program**. The cost change and the 'change date/batch' numbers options are the only functional selections.

If you correct the cost on an updated invoice, the sales analysis cost and profit will reflect the new cost. No automatic journal entries are made; however, the screen does display the difference and a journal entry could be made manually using this total.

NEW MENU:

- Select *Jobber Inventory*
- Select *Sales Invoice Entry*
- Select *Change Invoice Data*

OLD MENU:

Sales Invoicing Submenu - Select 99 (hidden option)
Password is 'PASSWORD'

Select a print option.

The following screen displays:

```
Enter GL Posting Date   02/25/2013
Search which files?    1=Current    2=History  1
Enter invoice number   12345
Enter batch number
Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter the INVOICE NUMBER to be corrected.

Practice *** Invoice Change or Cancel *** 02/25/2013

Transaction File	No. Records	Amount	Record ID
Open Item File	1	24251.97	23419
Sales Line Items	3	24251.97	23419
Inventory Audit File	Not found		
Distribution File	Not found		

Inv ID	Inv No.	Cust No	Inv Date	Batch No.	Inv Total
23419	145326	PM3	09/26/2006	20050904	24251.97

C=Change date/batch D=Delete Invoice Q=Quit
 L=Line items/Chg Cost G=Gl distribution P=Print Q

Select **L** - Line items/Chg Cost

The following screen displays:

View Line Items								
	Invno	Item	Gallons	Subtotal	Batchno	Invdte	Cost	Actcost
▶	145326	UNL	8635.000	20756.81	20050904	09/26/2006	2.388800	2.388800
	145326	GASFRI	8818.000	139.32	20050904	09/26/2006	0.000000	0.000000
	145326	LOADFEE	1.000	40.00	20050904	09/26/2006	0.000000	0.000000

Change the COST and ACTCOST.

After all corrects are made, press **CTRL W** to exit the window and save the changes.

The cost change will display.

```
Cost Chg      2676.85

C=Change date/batch    D=Delete Invoice      Q=Quit
L=Line items/Chg Cost  G=Gl distribution    P=Print  Q
```

The cost change amount would be used in a journal entry between cost of sales and inventory. If the cost used is less than what was originally updated, then cost of sales would be decreased. If an entry has already been made to correct inventory, then the journal entry is not necessary.

Enter **Q** to quit.

```
Change cost for this invoice? (Y/N) 
```

Enter **Y** to update the change or **N** to cancel.

Enter **Q** at the GL Posting Date prompt to quit the program or enter a posting date to continue to fix another invoice.

TRANSFER FROM REMOTE SITE MODULE

This module is used when you have a remote site that has a computer and Petro-Data software so that they can do data entry usually limited to invoice entry, but in some cases BOL and purchase entry. This module is NOT included in the standard software.

TRANSFER PROCEDURE:

1. The remote site creates a file (in an 'outdata' directory) with current batches to be transferred to the main office.
2. The main office dials in and transfers the files to an 'indata' directory. This transfer is usually set up by Petro-Data to run automatically in PCAnywhere.
3. The main office uses their transfer menu to bring the batches into their unposted files where they are processed like batches that were created at the main office.
4. After successfully updating the batches, updated inventory and customer master files are transferred back to the remote site.
5. The final step is running the purge option at the remote site to remove updated batches. NOTE: This option should only be run AFTER the batches are successfully updated at the main office.

IMPORTANT NOTES AND SUGGESTIONS:

1. Purge transferred invoice batches before attempting to transfer more batches. If duplicate batches do get transferred, call Petro-Data for assistance.
2. Batches at the remote site and batches at the main office could have the same batch numbers. To keep from intermingling the batches, either make sure the batches at the main office have been updated before transferring batches from the remote site, OR use unique batch numbers at one of the locations (example: add 40 to the batch number - 20020615 would be 20020655). Do NOT change the year or month portion of the batch number, the last two digits can go up to 99. Also do NOT use letters in the batch number. For additional assistance, call Petro-Data for assistance.

Option I - Install Program

```

***** Remote Transfer Install Program *****06/24/2002

Send sales invoices to main? (Y/N)
Send Bols to Main (Y/N)
Send Purchases to Main? (Y/N)
Send Cardlock to Main? (Y/N)
Send Count Sheets to Main? (Y/N)
Send Customers to Remote? (Y/N)
Send AR Open Items to Remote? (Y/N)
Send rack prices to Remote? (Y/N)
Send Inventory to Remote? (Y/N)
Who are you? M-Main Office R-Remote Site
Enter directory to SEND files
Enter directory to RECEIVE files

Is everything OK? (Y/N) █
    
```

The answers to the questions depends on how much processing is being done at the remote location. In the example above, only sales invoices are being entered at the remote site.

REMOTE SITE TRANSFER INSTRUCTIONS

The Remote Transfer Install Program (Option I) tells the computer whether this is the Remote Site (R) or the Main Office (M).

Menu Select

From the Inventory Main Menu, select 4 - Sales Invoice Entry. From the Sales Invoice Entry submenu, select 12 - Transfer Invoices Between Computers.

The following menu displays:

```

PETRO-DATA OIL ***** Transfer Remote Data *****

1. Copy daily transactions to send to main office
2. Get master files from main office
P. Purge old transactions at remote site
I. Install Program
Q. Quit to main menu
Select An Option █
    
```

Select Option 1 - *Copy daily transactions to send to main office.* The following message displays.

All old files in the SEND directory are erased when you run this program
Do a pre-posting register to check for input mistakes before sending data.

```

PETRO-DATA OIL *** Transfer Data to Main Office *** 01/12/2002

Send sales invoices to main office? (Y/N/)      Y
  Beg and End Sales Batches  20020601  20020630

Send BOLs to main offices? (Y/N)                N
  Beg and End BOLs Batches

Send purchases to main office? (Y/N)            N
  Beg and End Pur Batches

Send Cardlock to Main? (Y/N)                    N

Count sheets to main office? (Y/N)              N
Enter location send

Ready to copy files to send directory? (Y/N/Q)  Y
    
```

Enter 'Y' to *Send sales invoices to main office? (Y/N)* and enter the batches to be sent. In the illustration above, batches 20020601 through 20020630 are being sent. Normally, you will be sending batches several times a month, possible every day. (C:\OUTDATA)

This process copies the batches to a directory where they can be brought in at the main location.

Option 2 - Get master files from main office

This option brings updated master files such as Accounts Receivable from the main office. Before this option is run, the main office must create the file using their Transfer Menu Option. (C:\INDATA)

The following message displays: *Ready to get files from RECEIVE directory?(Y/Q)*

Option P - Purge old transactions at remote site

This option is used to remove transactions at the remote site that have already transmitted to the main office.

Only purge files that have been successfully transmitted and updated at the main office.

```

PETRO-DATA OIL ***** Purge Files at Remote Location *****
Purge option: 1-Batch Number      2-Dates  1
Earliest date in the invoice file is 09/22/2000  Purge Sales Invoices?  Y
Enter beg/ending batch 20020501 20020531
Earliest date in the BOL file is 07/11/2000      Purge BOLs?  N
Earliest date in Purchase file is                Purge purchases?  N
Are you ready to delete transactions forever? (Y/N) N
    
```

MAIN OFFICE TRANSFER MENU SCREEN

```

PETRO-DATA OIL ***** Transfer Remote Data *****

1. Update daily transactions from remote site
2. Send master files to remote site
I. Install Program
Q. Quit to main menu
   Select An Option      0

-----
Additional Options at remote site (for info only)
1. Copy daily transactions to send to main office
2. Get master files from main office
P. Purge old transactions at remote site
    
```

The following batches were found

Ready to update transaction files ? (Y/Q)

Finished. Press C to continue to menu

Option 2 - Send master files to remote site

```

***** Send Master Files to Remote Site *****07/12/2002
Send customer file? (Y/N)
Send inventory files? (Y/N)
Send AR open item file? (Y/N)
Send vendor file? (Y/N)
Send card file? (Y/N)           N
Send rack files? (Y/N)
Range of dates for daily rack prices  07/12/2002  07/12/2002
Send tax files? (Y/N)           N
Send statement file (Y/N)       N

Ready to create files to send? (Y/N/O)  Y

```

Option I - Install Program - Main Office

```

Send sales invoices to main? (Y/N)           Y
Send Bols to Main (Y/N)                     N
Send Purchases to Main? (Y/N)              N
Send Cardlock to Main? (Y/N)               N
Send Count Sheets to Main? (Y/N)           N
Send Customers to Remote? (Y/N)            Y
Send AR Open Items to Remote? (Y/N)        Y
Send rack prices to Remote? (Y/N)          N
Send Inventory to Remote? (Y/N)            N
Who are you? M-Main Office  R-Remote Site  M
Enter directory to SEND files              C:\OUTDATA
Enter directory to RECEIVE files           C:\INDATA

Is everything OK? (Y/N)

```


TRANSFER FUEL FROM BULK PLANT TO C-STORE (USING BRIDGE)

These instructions are intended to be used by customers who have the Complete Jobber AND the Complete C-Store and are using the BRIDGE to enter BOLs in the Jobber BOL module and transfer fuel to bulk plant tanks OR tanks at a RETAIL location.

DO NOT use this procedure if the Stores are in a separate corporation and the Jobber company is selling the fuel to the stores. If you are not sure, look on the 'Company Selection Menu', if there are TWO companies - one for Jobber and one for Stores, they are separate.

First, make sure your version of the BOL input program will allow zero gross and net gallons received. If not, call Customer Support for a different program.

This procedure will show zero gallons received so will NOT affect your tax reports any more than a normal transfer of fuel from one location to another would.

PREPARATION

1. Set up a Vendor/Terminal - use a vendor for your company if you have one set up in AP. The terminal can be any three characters.
- 2a. COST - ideally, cost will be FIFO cost. Print a fifo report for the item being transferred. Look at the cost on the fifo record that has pool balance. This is the cost you will use. OR use the rack price for the vendor/terminal you usually use to purchase fuel for the bulk plant, for the day of the transfer.
- 2b. It will be necessary to assign cost in the BOL input program. There are two options: *First*, you can enter rack prices for the days of the transfers in the file for the vendor/terminal you set up in step 1. *Second*, you can change the Inventory Install question about 'special rack prices' to 'Y'. This will display rack prices on EVERY BOL you enter and allow you to accept them, OR enter special ones.

DATA ENTRY

From the Jobber Inventory Main Menu, select - *Fuel Bill of Ladings*. From the submenu, select - *Input BOLs*.

They can be entered in the same batch as the rest of your BOLs.

BOL Number - use the document number of YOUR transfer document or the date of the transfer.

Enter the rest of the BOL header as usual using the Vendor/Terminal set up in step 1 above. Do NOT change the Terminal Loc.

Item - enter the item transferred. What happens next depends on the COST option you selected above.

SPECIAL PRICE OPTION - *Special (Y/N) Gross Rack 0.0000 Net Rack 0.0000 OK? (Y/N)* displays at the bottom of the screen. OK should be **N**, Special should be **Y**. Enter the cost for this item in both Gross Rack and Net Rack. OK? This time **Y**.

RACK PRICE OPTION - the computer automatically gets the cost from the Rack Price file. Nothing displays. You can verify it on the preposting and update reports.

Gross Received - leave it 0.00

Net Received - leave it 0.00

Type - Select **T=Transfer** and **N** for transferred at net.

The first line item transfers fuel out of the Bulk Plant tanks (gallons are entered as negatives):

Location - Enter **1** or the Bulk Plant location which transferred the fuel.

Tank - Enter the tank number for the transferred fuel item (fuel will be deducted from this tank).

Gross Delivered - Enter the gross gallons transferred using a minus sign (-2000)

Net Delivered - Enter the net gallons transferred using a minus sign (-2000). Gross and net are usually the same.

OK? - Y

The second line transfers fuel into the C-Store tanks (when purchases are updated in the Retail Module):

Enter the same fuel item.

Type - Select **S - CStore** and **N** for transferred at net.

Store # - Enter the store number where the fuel was transferred or F2 to select.

Tank - Enter the STORE tank number or F2 to select.

The date and shift display - this information will be transferred to the purchase module in CStore.

OK? Enter **Y**. The store and tank number display in the line item.

Gross Delivered - Enter the gross gallons transferred to the store (2000)

Net Delivered - Enter the net gallons transferred to the store (2000). Gross and net are usually the same.

OK? Enter Y.

The completed line items should look like this:

BOL No.122204A	Vendor BRAND	Branded Oil Company	Date12/22/2004	Bill Gr N	
Term Loc 9	Term name SA	Auth TEXAS	Driver	Truck COAST OK?	
Ln Item	Gross Rec	Net Rec	Delivered to	Gross Del	Net Del
1 UNL	0.00	0.00	Lc 1 Tk UNL	-2000.00	-2000.00
2 UNL			St 1 Tk 1	2000.00	2000.00

NOTES - Split loads can be done using the same procedure. For example, if 4000 gallons was taken from the bulk plant and delivered to two stores, the first line would show -4000 gallons. The second line would show the gallons delivered to the first store (2000) and another line would be added for the gallons delivered to the second store (2000).

RESTORING A BOL THAT WAS TRANSFERRED TO A TANK

Problem: If a BOL is updated with the wrong cost and it is not caught for several days, some or all of the gallons might have been used in a sales update.

Restoring a BOL removes the fifo record and when it is updated again with the correct cost, all of the gallons at the new cost are available to be used again. This will always create a FIFO difference as well as incorrect profit.

Follow these procedures if you find a need to restore a BOL:

1. Print a fifo report for the items on the BOL to see if there is any pool balance left.
 - A. If the pool balance is the same as the receipt gallons, restore the BOL, correct and update it. Nothing needs to be corrected in Fifo.
 - B. If the pool balance is LESS than the receipt gallons, write down the number of gallons in the pool balance.
2. Restore, correct and update the BOL.
3. Go back to Fifo FM and select Option 2 - Adjust FIFO balances, Opt 3 - Browse.
4. Find the BOL and change the 'Balance' gallons to what the pool balance was before the restore (the number you wrote down). If it was completely used up (pool balance zero), change the balance to zero.

Note: Any gallons that were used on sales updates will have the incorrect cost. The cost can be corrected using a special option on the Sales Invoice Entry Menu ('Change Invoice Data' on the new menu, Hidden Option 99 on the old menu), but you must change them one invoice at a time, and you will need to make a GL journal entry for the difference in cost.

Correcting the cost will fix the cost and profit on the Sales Analysis reports. Making a journal entry will deduct the cost difference from the inventory account making it closer to the Inventory Valuation report at the end of the month.

If you decide to credit and reenter the BOL, you will still need to apply the credit to the original BOL and correct the reentered BOL to the gallons that were not used in the Fifo module.

If the Fifo record has already been completely used, correct the BOL price when the Vendor invoice is entered.