

SELECTION 2

FUEL TANK MODULE

The Fuel Tank Module maintains the liquid inventory stored in the tanks. The tanks and the tank charts are set up in this module. All transactions for tanked inventory are posted to the tank records. If the gallons in the tank are correct at the beginning of the month, when the ending tank readings are entered for each day and at the end of the month, the shrinkage is calculated. This allows you to check for leakage regularly as required by government regulations.

Tank readings may be entered **daily**, and the Tank Discrepancy Report run. The Daily Tank Audit Report will allow you to monitor your tanks daily. All sales, purchases, and transfers for the day must be updated so that the shrinkage will be correct.

Tank readings may be entered in gallons or in inches. If they are to be entered in inches, the tank charts must be entered.

The Average Cost for fuel in the tanks can be recalculated in this module. A report will print automatically.

The following Submenu lists all the options in the Fuel Tank Module.

**Some menus may have selection 9 - Input Dispatch Readings and selection 10 - Print Dispatch Report.*

Fuel Tank Module

- Add Tanks
- Tank List
- Tank Charts
- Tank Stickings
- Monthly Tank Report
- Tank Audit Report
- Short Tank Report
- Fix Tank Audit
- Fix Tank Readings
- Reindex Tank Files

ADD TANKS

Menu Select

From the Tank File Maintenance submenu, select *1 - Add Tanks*.

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.

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.

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

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

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

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

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

<**D**uplicate> 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.

<**D**elete> 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:
 - Loc: 3
 - Tank No: SNL
 - Description: SUPER UNLEADED
Inventory:
 - Begin: Gal: 850.00, Inches: [blank], Dol: 0.00
 - Ending: Last Reading: 0.00, Last Inches: 0.0000
 - Countdate: 11/29/2005, Shrinkmtd: -2190.00
Special Consignment:
 - Zone: [blank], Avgsales: 0.00
 - Begcycost: 0.00, Begcybal: [blank]
 - Salestax: 0.0675, Fedgastax: 0.0000, Fueltax: 0.0000
Dispatch:
 - Mindays: 2, Maxdays: 5, MinGals: [blank], MaxGals: [blank]
 At the bottom are buttons for 'Edit', 'Prev', 'Next', and '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*.

Tank List

The Tank List is a listing of all tanks in the file.

Menu Select. From the Fuel Tank Module submenu, select - Tank List.

Enter Report Options:

Printer. Enter **S** to print the report on the screen. Enter **P** to print to the printer and select the desired printer. Enter **F** to print to a Text File and enter the full path and desired file name. Enter **Q** to return to the menu without printing.

Enter Report Date. The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

Enter a Location. Blank = All. To print tanks at a single location, enter the location number. The location description displays. To print all tanks at all locations, leave blank.

Is Everything Ok? (Y/N/P=Printer/Q=Quit). To print the report using the selected printer or screen, press **Y**. To change to a different printer or print option, press **P**. To quit without printing enter **N** or **Q**.

Date: 01/17/2013
Time: 10:25:42

Practice
Tank List Report 01/17/2013
For Location 1

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Loc No	Tank No	Fuel	Item	FType	TxType	Lst Cost	Type	Model	Volume
MinDys	MaxDys	Cust	No	AvgSl	Blend	Tank/Percnt	1	Tank/Percnt	2
1	HSD	HSD		HSD	HSD	1.8760	I	T100	0
0	0			0.00					
1	LSL	LSL		LS	DIE	1.8827	I	T100	0
0	0			0.00					
1	PLU	PLU		PLU	GAS	1.7728	I	T100	0
0	0			0.00					
1	PRO	PRO		PRO		1.6200	I	T100	40000
0	0			0.00	N				
1	SNL	SNL		EXU	GAS	1.8328	I	T100	0
0	0			0.00					
1	UNL	UNL		UNL	GAS	2.7440	I	T100	10
0	0			0.00	N				

Tank List

TANK CHARTS

Tank Charts are used in the Fuel Tank Module and in the Consignment Module to convert tank readings from inches to gallons. Tank Charts are entered in one inch (1") increments. However, gallons are calculated and tank charts may be printed in one-eighth inch (1/8") increments. Tank Charts are referenced by Model Number which is a unique ID number of your choice. It is very important to enter the correct Model ID number in each Tank record.

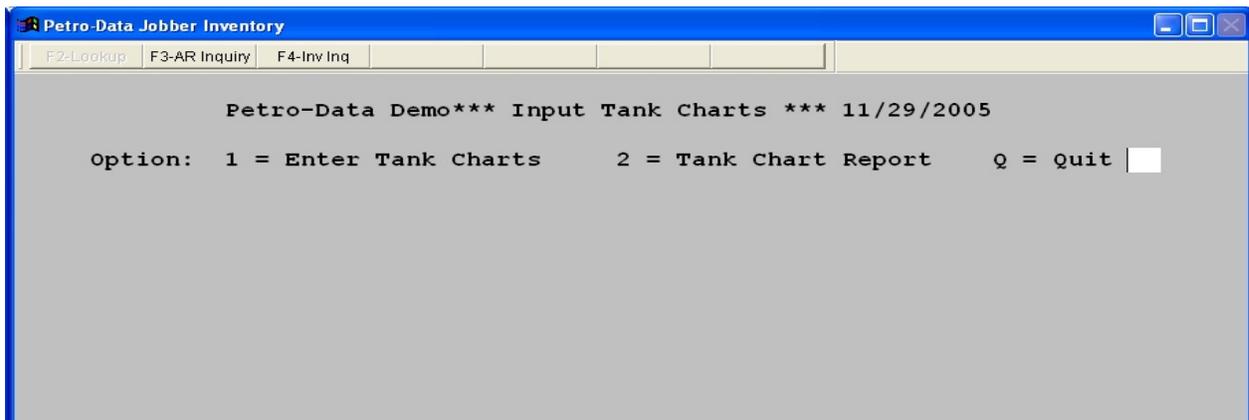
One standard tank chart is already set up and included in the file. The Model number is **STD**. Each inch in this chart is equal to the same number of gallons. For example, 121 inches equals 121 gallons. Any tank that has no chart or has a gallon gage instead of an inch gage should be given this model number. When inch readings are entered for other tanks, the gallons for this tank will be entered as inches.

(Notes: A Tank Model number example is: 6X120 or 6000 for a 6000 gallon tank 120 inches deep. Do not use the item stored in the tank as the tank model number. The tank chart for

this size tank is only entered once even if you have multiple tanks the same size. The model number you assign this tank will be entered in the record for each tank in Tank File Maintenance that is the same size and uses the same tank chart.)

Fuel Tank Module Menu Select.

From the Fuel Tank Module submenu, select *Tank Charts*.



Enter 1 to *Enter Tank Charts*.

Tank Model. Enter a Tank Model Number or Q to Quit.

If the number entered does not exist, enter **N** to REENTER (places cursor back at Tank Model field), **Q** to QUIT (returns to Tank Module Submenu), or enter **Y** to ADD. Enter up to a 6 character model number (ex. 6X120 or 6000 for a 6000 gallon tank 120 inches deep).

position on the gallon reading of the line # entered. Correct the reading and press *enter* to return to the ACD Prompts.

S to Scan. Enter **S** to go to the next page of inch readings. The second page will begin with inch 15. Enter **A** to add all gallon readings for this page. Each page will have 14 one-inch readings, continue to enter gallon readings and scan to new pages until all of the gallon readings have been entered. When the last page of readings is displayed, S will return to the first screen. You may quit from any page.

D to Delete. Enter **D** to delete a line (*enter the line number to delete*) or the entire record (*enter A to delete all*). Use this option with caution. Normally an individual line should not be deleted. If D is entered, **Are You Sure?** is prompted before the record is deleted. Enter **Y** to delete the tank chart or **N** to return to the chart without deleting.

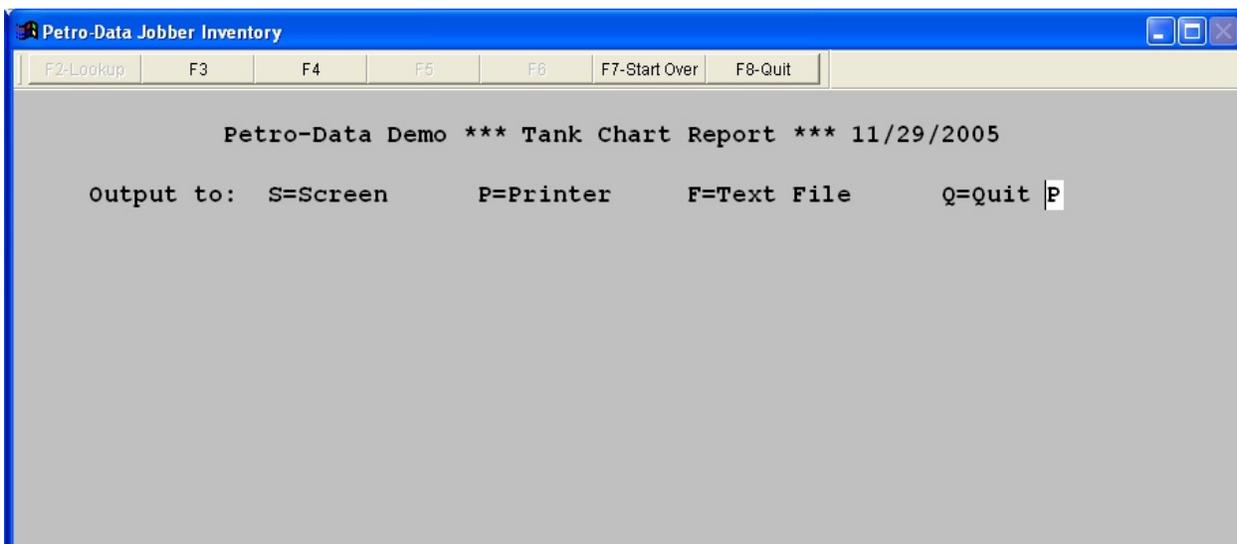
Q to Quit. Enter **Q** to leave the record and enter another tank chart or to quit the Tank Chart program.

The entire record need not be completed immediately. You may quit and return later to complete the record. But don't forget to complete it before processing begins.

Add the next Tank Model by typing in the Model # and adding the gallon readings as described above. Set up one Tank Model for each different size tank. The same Tank Models in different locations will all use the same Tank Chart Record. The tank model number is entered in the Tank File record.

To exit Tank Chart maintenance, enter **Q** to quit (remove any excess characters in the field using the delete key or the space bar).

Enter 2 Tank Chart Report



Press Enter to Select a Printer (Q to Quit). Press *enter* and select a printer or enter **Q** to return to the menu without printing. The selected printer displays.

OK? (Y/N/Q). If the selected printer is the correct one, enter **Y**. To change printers or to quit without printing, enter **N** or **Q**.

Enter Report Date. The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

Option: 1 Detail Report **2** Summary Report. The Summary Report will list all of the tank charts which are set up in the file by model number and size. The Detail Report will list each reading for the tank model selected. The detail report prints as shown below. The summary report prints the Model Number and the depth in feet.

Enter a Tank Model. Enter the Model number of the chart to be printed. If the tank model is not found, a message displays. Press *enter* to reenter the model number or **Q** to quit without printing.

Enter Tank Increment in Decimals (1/8" is 0.1250 etc.) The Default increment is 0.1250 which will print tank reading for each eighth inch. For a report of quarter inches, enter .25. For a report of inches, enter 1.0.

Is Everything OK? (Y/N). Enter **Y** to print the report or **N** to return to 'Enter Printer Number'.

Date: 11/29/2005
 Time: 12:01:33

Petro-Data Demo
 Tank Chart Report for Model

Page No.
 1

Tank ModelT100

Inches	Gallons	Inches	Gallons	Inches	Gallons	Inches	Gallons
0.125	13.00	0.250	25.00	0.375	38.00	0.500	50.00
0.625	63.00	0.750	75.00	0.875	88.00	1.000	100.00
1.125	113.00	1.250	125.00	1.375	138.00	1.500	150.00
1.625	163.00	1.750	175.00	1.875	188.00	2.000	200.00
2.125	213.00	2.250	225.00	2.375	238.00	2.500	250.00
2.625	263.00	2.750	275.00	2.875	288.00	3.000	300.00
3.125	313.00	3.250	325.00	3.375	338.00	3.500	350.00
3.625	363.00	3.750	375.00	3.875	388.00	4.000	400.00
4.125	413.00	4.250	425.00	4.375	438.00	4.500	450.00
4.625	463.00	4.750	475.00	4.875	488.00	5.000	500.00
5.125	513.00	5.250	525.00	5.375	538.00	5.500	550.00
5.625	563.00	5.750	575.00	5.875	588.00	6.000	600.00
6.125	613.00	6.250	625.00	6.375	638.00	6.500	650.00
6.625	663.00	6.750	675.00	6.875	688.00	7.000	700.00
7.125	713.00	7.250	725.00	7.375	738.00	7.500	750.00
7.625	763.00	7.750	775.00	7.875	788.00	8.000	800.00
8.125	813.00	8.250	825.00	8.375	838.00	8.500	850.00
8.625	863.00	8.750	875.00	8.875	888.00	9.000	900.00
9.125	913.00	9.250	925.00	9.375	938.00	9.500	950.00
9.625	963.00	9.750	975.00	9.875	988.00	10.000	1000.00
10.125	1013.00	10.250	1025.00	10.375	1038.00	10.500	1050.00
10.625	1063.00	10.750	1075.00	10.875	1088.00	11.000	1100.00
11.125	1113.00	11.250	1125.00	11.375	1138.00	11.500	1150.00
11.625	1163.00	11.750	1175.00	11.875	1188.00	12.000	1200.00
12.125	1213.00	12.250	1225.00	12.375	1238.00	12.500	1250.00
12.625	1263.00	12.750	1275.00	12.875	1288.00	13.000	1300.00
13.125	1313.00	13.250	1325.00	13.375	1338.00	13.500	1350.00
13.625	1363.00	13.750	1375.00	13.875	1388.00	14.000	1400.00
14.125	1413.00	14.250	1425.00	14.375	1438.00	14.500	1450.00
14.625	1463.00	14.750	1475.00	14.875	1488.00	15.000	1500.00
15.125	1513.00	15.250	1525.00	15.375	1538.00	15.500	1550.00
15.625	1563.00	15.750	1575.00	15.875	1588.00	16.000	1600.00
16.125	1613.00	16.250	1625.00	16.375	1638.00	16.500	1650.00
16.625	1663.00	16.750	1675.00	16.875	1688.00	17.000	1700.00
17.125	1713.00	17.250	1725.00	17.375	1738.00	17.500	1750.00

TANK STICKINGS

Daily Tank Reading Input - enter tank readings daily after all purchases, sales, adjustments and transfers for the day have been updated. The daily shrinkage is calculated and displayed on the screen. If the shrinkage is unreasonable, print an Inventory Detail Audit Report (11 - Inventory Reports, Option 8) of the item to see the actual transactions.

There is no update, so if you discover an error in the readings that were entered, go back into the day and correct them. If a sale or purchase was missed, enter and update it and then check the shrinkage again.

The tank information is based on transaction date instead of update sequence.

Inventory Main MENU SELECT

From the Inventory Main Menu select *2 - Fuel Tank Module*. From the Tank Module Submenu, select *4 - Input Ending Tank Readings*.

Enter Day for End of Day Tank Readings. Enter the date of the tank readings and press the *enter* key. The system assumes the readings are end of day readings. Even though the readings may be taken the next morning, they represent the fuel in the tank after all business for the previous day has been completed.

If tank readings have already been entered for the day, the following message displays:

Tank Records Exist for This Date. **A**-Add More **I**-Inquire. To add readings for this day for locations not previously input, enter **A**. To display the existing tank reading records for the day, enter **I**. After selecting to display inches or gallons, the 'Choose Tanks' option

is skipped if **Inquire** is selected.

Choose Stick Reading Option: **1** Gallons **2** Inches. If you have entered your tank charts and will be entering inch readings, select **2**. If you have not entered your tank charts, or if you are entering readings from an electronic tank monitor and will be entering gallons, select **1**.

Choose Tanks:

Enter **1 All** to input tank readings for all tanks including consignment, cardlock, and all bulk plant tanks.

Enter **2 By Location** to input tank readings for selected locations. After the 'Ready' question, enter the location numbers one at a time. When all locations have been input, enter Q to quit and the input screen displays with the tanks you selected.

Enter **3 Active Only** to enter tank readings for active tanks only. In the standard version, all tanks are active.

Enter **4 By Tank** - This option is not operational at this time. The intent is to list all tanks by tank code. This option would list all tanks together that were coded the same. For example, all UNL tanks regardless of location would list together. Enter **5** to enter or display tank readings for Consignment tanks only. This would display all tanks with Tank Type C in the tank file.

Enter **5 Consignment Only** - This option would only display consignment tanks only. Consignment tank readings may be entered when the consignment report is entered. Readings are updated at that time. Consignment readings displayed here would be as of the last consignment report entered.

Enter **6 EOM Readings** - This option is used to enter reading at the end of the month only.

Enter a Location to Add or Q To quit. If option 2, 'Choose tanks by Location' is selected, this prompt displays. Each time a location is entered, the number of records added is displayed along with *Press enter*. The Location number field is cleared. Enter another location number or Q if all location numbers have been entered.

Ready to Input Tank Readings? (Y/N/Q). Enter **Y** to display the tanks and input the readings, **N** to reenter any of the options, or **Q** to quit without displaying.

The following screen displays with the selected tanks:

The gallons from the previous day's readings display. The current Book Inventory (calculated as beginning inventory for the day, plus purchases, minus sales, plus or minus adjustments and transfers) is displayed and the shrinkage is calculated. After the tank readings have been entered the screen display gives you the first indication if the inventory is correct or not. A positive shrinkage indicates a gain and a negative shrinkage indicates a loss. Remember the actual stick reading or gallon reading is the actual inventory. The 'Shrink' column should never be off by a large quantity.

Ln	Loc	Description	Tank No	Inches	Gallons	Book Inv	Shrink	Ok?
1	1	HIGH SULPHUR DIESEL	HSD	13.000	1300.00	4200.00	-2900.00	
2	1	LOW SULPHUR DIESEL	LSD	30.000	3000.00	690.00	2310.00	
3	1	UNLEADED PLUS	PLU	20.000	2000.00	4281.00	-2281.00	
4	1	SUPER UNLEADED	SNL	22.000	2200.00	8597.00	-6397.00	
5	3		PLUS	0.000	0.00	0.00	0.00	
6	3	SUPER UNLEADED	SNL	0.000	0.00	2190.00	-2190.00	
7	3	UNLEADED GASOLINE	UNL	0.000	0.00	3910.00	-3910.00	
8	5	LOW SUPHUR DIESEL	LSD	5.000	500.00	4990.00	-4490.00	
9	5	UNLEADED PLUS	PLU	6.000	600.00	6501.00	-5901.00	
10	5	SUPER UNLEADED	SNL	5.000	500.00	8097.00	-7597.00	
11	5	UNLEADED GASOLINE	UNL	24.000	2400.00	5101.00	-2701.00	
12	7	MID GRADE OCTANE 89	MID	19.000	0.00	2913.00	-2913.00	
13	7	PREMIUM OCTANE 93	PRE	22.000	0.00	2573.00	-2573.00	
14	7	REGULAR N/L OCTANE 8	UNL	32.000	3200.00	11366.00	-8166.00	

Enter field # to change A = Input All Q = Quit
 S = Scan to next screen R = Print report D = Delete

How To Enter Tank Readings:

When the first screen of tanks is displayed, enter **A** to input readings for **all** tanks displayed on the first screen. The cursor will be positioned on the first tank under the 'Inches' or the 'Gallons' column. Enter the gallons or the inches and press the *enter* key. The difference between the new reading and the book inventory is calculated immediately and after allowing you to accept the reading (OK? Y), the cursor moves to the tank on line #2. When all tank readings on the screen have been entered, select **S** to scan to the next screen if there are more tanks.

If a 0 (zero) is entered in any tank, a message is displayed on the screen asking "Do you want to post zero count to this tank? (Y/N)." If the tank readings are posted with a zero

count at the end of the month, the current on hand balance in the tank will be changed to zero and the fifo cost records will be adjusted to zero.

More than one pass may be made through the tank records to input and correct readings.

The next step in the process is to print a Tank Discrepancy Report to verify the readings and reconcile the differences. If large discrepancies are found, additional purchases, sales and adjustments may be updated. Print another Tank Discrepancy Report to verify the corrections. There is no update program. The readings post automatically as they are entered.

(**Note:** The book inventory will not change even if more purchases and sales are updated unless you delete the readings using the delete option at the bottom of the screen, quit, and then add the readings back in. Use the Tank Discrepancy Report to verify the corrections.)

ACD Prompt:

Enter Field # To Change. Enter a line number (Ln) to input or correct the count for one tank only. Fifteen records appear on each page. The line numbers on the first page are 1-15. If there are more tanks, the second screen line numbers begin with 16 and so on.

Input All. Enter **A** to input the tank readings for all tanks displayed on this screen. The cursor will be positioned on the first tank in the "gallons" column for gallon input, or on the "inches" column for inch input. As each reading is entered, the shrinkage is calculated and **Y** displays in the 'OK?' column. Press *enter* to accept the reading or enter **N** to input the inches or gallons for this tank again.

Scan to Next Screen. Enter **S** to scan to the next screen to display the next page of tanks.

Print Report. Enter **R** to print the discrepancy report. Printing this report is not required in the process since the shrinkage is displayed; however, you may want to print it at least at the end of the month. The accumulated shrinkage will be cleared during month-end processing and the last reading will become the on-hand at the beginning of the new month. If you are using General Ledger, a manual journal entry will have to be made to book the shrinkage.

Press *enter* to select a printer. The printer number displays.

Enter Location or Blank for All (Q-Quit). Usually you will want the entire discrepancy report for all locations. Press *enter* to leave blank or enter the location number to print. Enter **Q** to quit without printing.

Enter Date. The current system date displays. Entering the date of the readings is recommended, but the date has no affect on the report. The report prints from the data in the current record.

Sort By: 1 Location 2 Item 3 Location/Alpha Tank. Enter one of the sort options. Location is the most common and **1** is the default. You may want to print the report using different options to find the most useful format for you.

Is Everything OK? (Y/N/Q). If you have selected the correct printer and report options, enter **Y** to proceed with the report. Enter **N** to change any of the options, or **Q** to quit without printing.

Quit. Enter **Q** to return to the menu after all tank readings have been entered and corrections have been made.

MONTHLY TANK REPORT

The Monthly Tank Report is a summary of the activity in each tank during the month from beginning count to ending count. It includes total purchases, total sales, transfers in and out and accumulated shrinkage for the month. A partial report is included below. This report should always be run at the end of the month after the last stick readings for the month have been entered, and should be filed for future reference. It may also be run during the month after weekly or periodic tank readings are entered.

Inventory Main Menu MENU SELECT

From the Inventory Main Menu select *2 - Fuel Tank Module*. From the Fuel Tank Module submenu, select *5 - Monthly Tank Report*.

Press Enter to Select a Printer (Q to Quit). Press *enter* and select a printer or enter **Q** to return to the menu without printing. The selected printer displays.

OK? (Y/N/Q). If the selected printer is the correct one, enter **Y**. To change printers or to quit without printing, enter **N** or **Q**.

Enter Report Date. The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

Enter Location Or Blank for All (Q-Quit). Enter the Location number of the tanks to print or leave this field blank to print all locations and tanks. Enter **Q** to quit without printing.

Sort By: 1 Location 2 Item.

Enter **1** to print all tanks for each location with a subtotal by location, 1 is the default.

Enter **2** to print all tanks with the same item (all UNL, then all PLU, etc.) With a subtotal by item.

1 In House Tanks 2 Consignment 3 All

Enter **1** to print only In House tanks. This would be only your bulk plant tanks, those coded with tank type I in the tank file.

Enter **2** to print only Consignment tanks, those coded with tank type C in the tank file.

Enter **3** to print All tanks.

Is Everything OK? (Y/N). Enter **Y** to print the report or **N** to return to the printer options.

This report is printed by location. The beginning inventory for the month is listed first. Purchases are then added and sales subtracted (sales appear with a minus sign). Transfers-in are added and transfers-out are subtracted (-). The book inventory is the result of this calculation. The last count is the last tank reading entered - usually the last day of the month. The shrinkage (or overage) for the month is the calculated difference between the book inventory and the last count. During month-end processing, the last count becomes the beginning inventory for the new month.

Under the gallons are the dollar totals are dollar totals. If the beginning dollars on this report are incorrect, the book and shrinkage dollars will also be incorrect. Call Petro-Data Customer Support for assistance in correcting them.

Date: 11/29/2005
Time: 13:18:10

Petro-Data Demo
Monthly Tank Report for 11/29/2005
Cut Off Date 11/29/2005

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Item	Tank	Beg Inv	Purch	Sales Cost \$ls	Transfers In Out	Book Inv	Shrink	Lst Cnt/ Avg Cost
Loc 1	Main Office							
HSD	HSD	1000	5000	-1800	0 0	4200	-2900	1300
		0	2592	-933	0 0	1659	-1503	0.51850
Loc 1	Main Office							
LSD	LSD	1990	0	-1300	0 0	690	2310	3000
		0	0	-754	0 0	547	1640	0.71000
Loc 1	Main Office							
PLU	PLU	2601	4000	-2320	0 0	4281	-2281	2000
		0	2656	-1478	0 0	2465	-1514	0.66400
Loc 1	Main Office							
SNL	SNL	5497	4500	-1400	0 0	8597	-6397	2200
		0	3226	-988	0 0	5262	-4586	0.71700

Total for Loc 1		11088	13500	-6820	0 0	17768	-9268	8500
		0.00	8475.00	-4153.48				
					0.00 0.00	-1643.26		
							-5964.78	
.....								

TANK AUDIT REPORT

The Daily Tank Audit Report was made to the Texas State requirements and report format for sticking tanks daily to detect possible leaks in underground tanks. The report, however, gives information all jobbers need to balance their tanks on a daily basis, whether they are required to by law or not. The report can be run for one day, or a range of dates, from current, history or both. A sample of the report is included after the option explanations below. **The report runs by transaction date only**, not by the sequence of events as in the older version of the Tank Module. There is no update for the tank readings, they are recorded as entered, but may be corrected if necessary. If you have already done everything for a day and find an invoice that should have been included, it can be updated in the batch for the next day. Be sure that it has the correct transaction date on it. After it is updated, you may rerun the Daily Tank Audit Report for the previous day, and the invoice will be included in the sales, and the book inventory and shrinkage will be recalculated.

Inventory Main MENU SELECT

From the Inventory Main Menu select *2 - Fuel Tank Module*. From the Fuel Tank Module submenu, select *6 - Daily Tank Audit Report*.

Press Enter to Select a Printer (Q to Quit). Press *enter* and select a printer or enter **Q** to return to the menu without printing. The selected printer displays.

OK? (Y/N/Q). If the selected printer is the correct one, enter **Y**. To change printers or to quit without printing, enter **N** or **Q**.

Enter Report Date. The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

Enter Beginning and Ending Date. Enter the beginning date for the report and the ending date. If you want just one day, enter the same date in both fields.

Search: C - Current H - History B - Both

Enter **C** if the dates entered are in the Current month.

Enter **H** if the dates entered are in History.

Enter **B** if the range of dates include dates from the current month as well as history.

Enter Location Number / Blank for All. Enter the Location number of the tanks to print or leave this field blank to print all locations and tanks.

Calculate Shrinkage on Days Without Tank Stickings? (Y/N). The default is **Y**. If there are days within your range that no tank readings were entered, the reading from the last day entered is brought forward as beginning and ending gallons. Purchases are added, sales deducted and shrinkage calculated. The incorrect shrinkage will correct itself when tank

SHORT TANK REPORT

This report will track your tanked inventory on a daily basis even if invoices and purchases are unposted.

MENU SELECT

From the Inventory Main Menu select *2 - Fuel Tank Module*. From the Tank Module submenu, select *- Short Tank Report*.

REPORT PROMPTS

Press Enter to Select a Printer (Q to Quit). Press *enter* and select a printer or enter **Q** to return to the menu without printing. The selected printer displays.

OK? (Y/N/Q). If the selected printer is the correct one, enter **Y**. To change printers or to quit without printing, enter **N** or **Q**.

Enter Location / Blank for All / Q=Quit. Enter the Location number of the tanks to print or leave this field blank to print all locations and tanks. Enter **Q** to quit without printing.

1 In House Tanks 2 Consignment 3 All

Enter **1** to print In-House tanks only. This would be only your bulk plant tanks, those coded with tank type I in the tank file.

Enter **2** to print Consignment tanks only, those coded with tank type C in the tank file.

Enter **3** to print All tanks.

Count Unposted Inventory in On Hand? Enter **Y** to include unposted purchases, receipts, and sales in the report, otherwise enter **N**.

Is Everything OK? (Y/N). Enter **Y** to print the report or **N** to return to the printer options.

The report below was run for Location 1 only. Unposted gallons are included in the report.

The newly calculated average cost is printed on the Monthly Tank Report and is displayed in the FIFO file.

Date: 11/29/2005
 Time: 13:54:31

Petro-Data Demo
 Tank Average Cost Report

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Loc	Tank	Item	Book Inv Gal	Mtd Shrink	Avg Cost	Last Cost	Book Cost
1	HSD	HSD	4200.00	-2900.00	0.518500	0.5185	2177.70
1	LSD	LSD	690.00	2310.00	0.710000	0.7100	489.90
1	PLU	PLU	4281.00	-2281.00	0.664000	0.6640	2842.58
1	SNL	SNL	8597.00	-6397.00	0.717000	0.7170	6164.05
1	UNL	UNL	-1950.00	1950.00	0.629000	0.6290	-1226.55
Location Totals			15818.00				10447.68
3	PLU	PLU	0.00	-101.00	0.663872	1.7500	0.00
3	PLUS		0.00	0.00	0.000000	0.0000	0.00
3	SNL	SNL	2190.00	-2190.00	0.709000	1.8000	1552.71
3	UNL	UNL	3910.00	-3910.00	0.621500	1.7000	2430.07
Location Totals			6100.00				3982.78
5	LSD	LSD	4990.00	-4490.00	0.528500	0.5285	2637.22
5	PLU	PLU	6501.00	-5901.00	0.664000	0.6640	4316.66
5	SNL	SNL	8097.00	-7597.00	0.717000	0.7170	5805.55
5	UNL	UNL	5101.00	-2701.00	0.629000	0.6290	3208.53
Location Totals			24689.00				15967.96

FIX TANK AUDIT (CALL PETRO-DATA)

This option is passworded and may be used only with instructions from Petro-Data.

REINDEX TANK FILES

Reindexing sorts the records in the file and makes sure they are in the proper order.
Reindexing may be done at any time.

Menu Select. From the Fuel Tank Module menu, select *R - Reindex Tank Files*.

The following messages display on the screen as the files are reindexed:

INDEXING ARTNKCUR
INDEXING ARTANKHS
INDEXING ARTANK
FINISHED INDEXING. PRESS ENTER.

Press *enter* and the menu will display.