

RACK PRICES

The rack prices for fuel for each Vendor and Terminal are entered in the Rack Price Module or downloaded daily. A Vendor Rack Price Record must be set up for every vendor who sells you fuel and for every terminal where you pick up this fuel.

Rack prices serve 2 very important functions:

1. The rack price is used to calculate cost of sales. The Vendor's Terminal rack cost for the day is used on customer invoices for fuel delivered from the terminal. Rack cost for fuel transferred to in house tanks or other locations is stored in cost fifo records at the receiving location.
2. The rack price is used to verify vendor invoice pricing.

Rack prices need to be input daily before invoices, purchases, or fuel manifests are entered. One record must be input for each day of the year including Saturday and Sunday if fuel is picked up from the terminal on weekends.

Menu Select

From the Jobber Inventory Main menu, select - *Rack Prices*.

Rack Prices

- [Vendor Racks](#)
- Input Rack Prices
- Rack Price Report
- Add Customer Racks
- Duplicate Rk Prices
- Detail Avg Report
- Reindex Racks
- Delete Duplicate Prices

VENDOR RACKS

A Vendor Rack Price record must be entered for every vendor who sells you fuel or whose rack prices you wish to track. Up to six fuel items for rack prices may be entered in each record. The record also defines the various charges and credits which are added

to the Rack Price to arrive at the Net Price.

Inventory item numbers for fuel, superfund and credit card credit must already be set up in the Inventory Master File. They are type M items (miscellaneous).

Before proceeding with Vendor Rack Price File Maintenance, use the following check list to verify that all information needed for this procedure has been entered:

___ Location Records (Location 9 - Terminal)

___ Inventory Department Records (Loc 9)

___ Fuel Type Records

___ Vendor Records (if AP is used)

___ Terminal Records

___ Inventory Records (Loc 9 Fuel Items)

___ Inventory Records (SF,CC,Other)

___ City Codes (Terminals) - Optional

Menu Select

From Rack Prices submenu, select - *Vendor Racks*.

Vendor.

Enter a Vendor Code or select from lookup (F2 or magnifying glass icon). If a valid Code is entered, the Vendor name will display.

Item	Type	Super	Oth	Dis	Low
Item 1	UNL		Y	Y	Y
Item 2	PLU		Y	Y	Y
Item 3	HSD		Y	Y	Y
Item 4	SNL		Y	Y	Y
Item 5	LSD		Y	Y	Y
Item 6	PRO		N	N	Y
Item 7	UNLE		Y	Y	N
Item 8	PLUE		Y	Y	N
Item 9	SNLE			Y	N
Item 10					
Item 11					
Item 12					
Item 13					
Item 14					
Item 15					
Item 16					
Item 17					
Item 18					
Item 19					
Item 20					
Item 21					
Item 22					
Item 23					
Item 24					

Terminal.
 Enter Terminal code or select from the lookup. The Terminal description will display. If the record exists, it will display.

in
 a
 na
 C
 se

Record Not Found. Do You Want To Add It? (Y/N).
 'Y' to add the rest of the record
 'N' to return to the 'Vendor' field to reenter or quit.

City ID.
 Enter or confirm the city ID for this terminal if needed.

Superfund Item.
 Enter the Inventory Item Number (Loc 1, Stock=M) for Superfund. (Ex. SF is a short, easy item number to use for Superfund.)

Superfund Rate.
 Enter Pennies per Gallon charge for Superfund. (Ex: .0035 per gallon, 1.0 = 1 cent). If Superfund is listed as a separate line item on the Vendor invoice, it is not necessary to enter it here unless it is included in the rack price. If fuel manifests are input in the Bill of Lading Module, the computer will calculate and create a line item for superfund on the invoice automatically.

Other Charge Item.

Enter the Inventory Item Number (Loc 1, Stock=M) for the Other Charge. (EX. CC is a short, easy item number to use for Credit Card.) The same rules apply to other charges as applied to Superfund.

Other Charge Rate.

Enter Pennies per Gallon for Other Charge to add or deduct from gross rack price. Use a negative sign to deduct the amount from the rack price. (Ex: 1.0 is 1 cent per gallon.)

Disc Item. In the 'Other' field enter code P if the charge is calculated as a percent of the price (Ex: for -1.00% discount). Enter code D if the charge is a straight dollar amount.

Disc Rate.

Enter pennies per gallon or the percent. (Ex: 1.00 is 1 percent or 1 dollar).

Last Date.

This is the date of the last rack prices entered. If a bad date was entered in Rack Price Entry by mistake, it can be corrected here. The program uses this date to bring forward the previous day's prices into a new record. If it is a future date, prices are not brought forward.

Rack Items.

Up to 24 Fuel Items may be entered for this vendor/terminal. Input the items in the order that they print on the rack price report you receive from the vendor. If you import prices, the order does not matter.

Item 1.

Enter the inventory item number (Terminal Loc) from the inventory master file. You must enter a good value in this field. The item must be set up in Inventory at the terminal location.

Type.

The fuel type from the inventory item record displays in the 'Type' field automatically. Verify the accuracy of the fuel type. If it is incorrect, enter the correct Type and make a note to correct the 'fuel type' field in the inventory item record.

Super.

Y if Superfund applies to this item
N if it does not.

Oth.

Y if Other Charge applies to this item
N if it does not.

Disc.

Y if Discount applies to this item
N if it does not.

Low.

N to eliminate this item from the 'Low Price Report' that is printed when the Rack Price Report Prints.
Leave blank or type Y to include it.

Item 2.

Enter the next inventory item number and continue as described above, through Fuel Item Numbers 3 - 24. When the last item has been entered, select from the option buttons listed below to proceed.

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 record.

<Next>

Click on Next to display the next record.

<Prev>

Click on Previous to display the previous record.

<Delete>

Click to Delete to delete this record. A popup box with '*Are You Sure You Want to Delete This Record? (Y or N)?*' displays. Click the Y button to delete the record or the N button to proceed without deleting.

<Exit>

Click on Exit to quit the vendor rack file.

<Duplicate>

Click on Duplicate to create another record with the same Items for a different terminal or a different Vendor and Terminal. Make changes and Add items if necessary.

INPUT RACK PRICES

This menu selection is for entering the vendor daily rack prices for each type of fuel in each terminal. Rack Prices must be entered or downloaded each day fuel is purchased or sold. BOL cost comes from Rack Prices and in some cases, cost on sales invoices also comes from rack prices.. Enter the rack prices as received from your vendor taking into consideration the superfund, credit card offset, and any other surcharge or credit to arrive at the net price. Verify the net price. The rack price is then used to calculate cost of sales for any fuel delivered from the terminal on that date. The fuel manifests for that day also capture the cost from the rack price. In purchasing, when the vendor invoices are entered, the rack price is displayed for comparison with the vendor's bill.

Enter and process the daily rack prices as follows:

1. Enter the daily rack prices with the effective date of the prices.
2. Print the Rack Price Report if needed.

Menu Select

From the Rack Price Submenu select - *Input Rack Prices*.

Vendor.

Enter the Vendor Code for a Fuel vendor or select from the lookup (F2 or magnifying glass icon). It must be set up in the AP vendor file and the Terminal and Vendor Rack records.

Terminal

Enter the Terminal Code or select from the lookup. If the Vendor/Terminal is not found, an error message 'Rack Lookup not found. You must enter a good value in this field'.

Rack Date.

The current system date appears as a default. Enter the date and time of the rack prices to be entered.

Rack Prices not found. Do you want to add Them?

Y to add the record

N to enter a different vendor/rack, date or time

If prices exist for that date and time, they will display.

Fuel Item	Type	Gross Cost	Superfund	OthChg	Discnt	Net Cost
UNL	UNL	0.000000		0.00019	-1.00000	0.000190
PLU	PLU	0.000000		0.00019	-1.00000	0.000190
HSD	HSD	0.000000		0.00019	-1.00000	0.000190
SNL	SNL	0.000000		0.00019	-1.00000	0.000190
LSD	LSD	0.000000		0.00019	-1.00000	0.000190
PRO	PRO	0.000000				0.000000
UNLE	ENL	0.000000		0.00019	-1.00000	0.000190
PLUE	EPL	0.000000		0.00019	-1.00000	0.000190
SNLE	ESL	0.000000			-1.00000	0.000000

Existing prices will display.

If you are adding prices for the day, prices from the previous day or the last day entered will be brought forward into the record.

If prices display with all zeros, there are no previous prices for this vendor/terminal OR the 'last date' in the Vendor Rack file is a future date.

BUTTON Prompts:

<Start> Begin entering prices.

<New> Enter a new rack price record for this vendor or a different vendor/terminal.

<Delete> Delete the displayed Rack Price record. 'Are you sure you want to delete these rack prices?' Y to delete, N to exit without deleting.

Note: You must delete a rack price record if it is missing an item that you have just added in the Vendor Rack AFTER these prices were entered. Delete and then reenter the vendor/terminal and date. The new item will be included. Verify ALL the prices.

<Duplicate> Duplicate this record only to another date and time. Enter the Beginning and Ending Dates to create.

Note. There is an option on the Rack Price menu to duplicate ALL racks to another date. If you have many racks, the menu option is more efficient. Rack price records must exist for every day - even weekends if you pick up fuel.

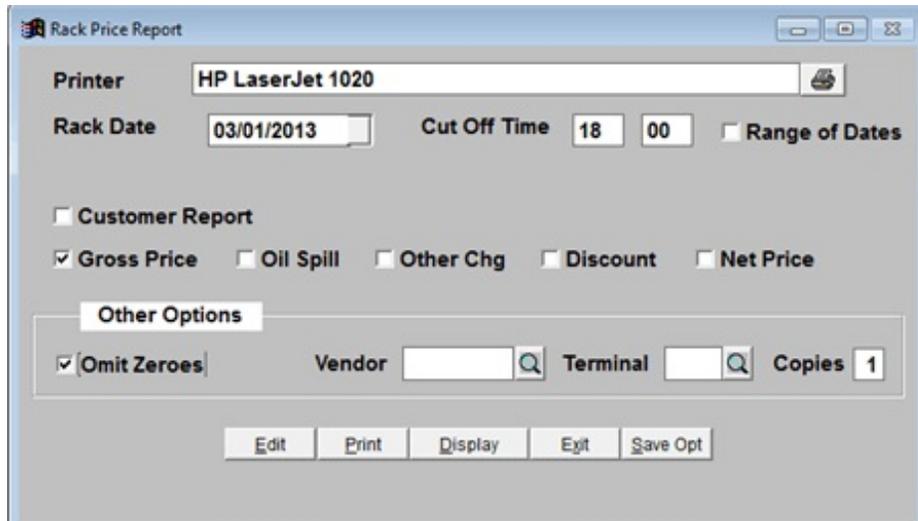
<Exit> Exit the Rack Price entry program.

RACK PRICE REPORT

The rack price report lists all the rack prices for the day by Vendor and Terminal for each type of fuel. This allows easy comparison of prices when giving quotes to customers. Also, you will know which terminal has the best prices for the day.

Menu Select

From the Rack Prices Submenu, select - *Rack Price Report*.



The screenshot shows a software window titled "Rack Price Report". It contains several input fields and checkboxes. The "Printer" field is set to "HP LaserJet 1020". The "Rack Date" is "03/01/2013" and the "Cut Off Time" is "18 00". There is a "Range of Dates" checkbox. Below these are checkboxes for "Customer Report", "Gross Price" (checked), "Oil Spill", "Other Chg", "Discount", and "Net Price". An "Other Options" section contains a checked "Omit Zeroes" checkbox, "Vendor" and "Terminal" search fields, and a "Copies" field set to "1". At the bottom are buttons for "Edit", "Print", "Display", "Exit", and "Save Opt".

Printer. Accept the default or select a printer.

Rack Date. Enter the Date (or click the calendar and select) and time of the Rack Prices to be printed on the report.

Range of Dates. Check this option to print prices for a range of dates. Enter 'End Date' and time. You may leave the time blank and prices for all times within the dates selected will print.

Note. This is a good way to find rack price records that might have been added in error.

Customer Report. Check this option to print prices for a specific customer.

Gross Price. Check if you want Gross Prices to print on the report.

Oil Spill. Check if you have an amount in this field and want it to print.

Other Charge. Check if you have an amount in this field and want it to print.

Discount. Check if you have an amount in this field and want it to print.

Net Price. Check if you want the Net Prices to print on the report (Net = Gross - Oil Spill - Other Charge - Discount).

OTHER OPTIONS

Omit Zeros. Check to print only items with prices on the list. Leave off any racks with 0.00 price.

Vendor. Enter a vendor code to print only prices for ONE vendor.

Terminal. Enter a terminal to print only prices for ONE vendor and terminal.

Copies. Enter the number of copies to print.

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.

<Print> Click on Print to print the Rack Price Report.

<Display> Click to Display the report.

<Exit> Click on Exit to quit.

<Save Opt> This saves the report Options you selected (Gross, Omit Zeros, etc.). The next time you select the Rack Price Report, the checked options you saved will be already marked.



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Daily Rack Prices

Customer BLUE Blue Farm

Vendor	Terminal	Date/Time	Fuel Type	Rack Price	Oil Spill	Oth Chg	Discount	Net Price
BRAND	SAN ANTONIO	02/21/2012 1800	HIGH	3.530000	0.009000	0.000000	-0.035300	3.503700
BRAND	SAN ANTONIO	02/21/2012 1800	L S DIESEL	3.730000	0.009000	0.000000	-0.037300	3.701700
BRAND	SAN ANTONIO	02/21/2012 1800	PLUS	3.690000	0.009000	0.000000	-0.036900	3.662100
BRAND	SAN ANTONIO	02/21/2012 1800	PROPANE	3.770000	0.009000	0.000000	-0.037700	3.741300
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.690000	0.009000	0.000000	-0.036900	3.662100
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.530000	0.009000	0.000000	-0.035300	3.503700
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.430000	0.009000	0.000000	-0.034300	3.404700
BRAND	SAN ANTONIO	02/21/2012 1800	SUPREME UNL	3.530000	0.009000	0.000000	-0.035300	3.503700
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.430000	0.009000	0.000000	-0.034300	3.404700

Customer Rack Price Report

ADD CUSTOMER RACKS

This feature is used when daily rack prices are emailed or printed and sent to customers. Enter the Vendors and Terminals to be included on the customer price list.

Menu Select

From the Rack Prices Submenu, select - *Rack Price Report*.

Customer Rack Prices

Custno: BLUE [Search] Blue Farm

Shipto: 1 [Search] BLUE FARM

Vendor: [Search] [Search]

Terminal: [Search] SAN ANTONIO [Ok]

Vendor	Terminal	Item	Del
BRAND	SA	HSD	
BRAND	SA	LSD	
BRAND	SA	PLU	
BRAND	SA	PLUE	
BRAND	SA	PRO	
BRAND	SA	RPLU	
BRAND	SA	RSUP	
BRAND	SA	RUNL	
BRAND	SA	SNL	
BRAND	SA	SNLE	
BRAND	SA	UNL	
BRAND	SA	UNLE	

Buttons: New, Add Rack, Duplicate, Delete Rack, Exit/Save

Customer Number.

Enter the customer number, you can also set up a record for customer number DEFA to create a default record.

Shipto.

Enter the Shipto number if the prices are for a specific shipto location or leave it blank for no shipto.

If not record exists 'Record not found. Do you want to add it? Displays.

Y to add

N to not add this record.

Vendor.

Enter a vendor number to include their prices for this customer or leave blank to cancel.

Terminal.

Enter a terminal number if the rack prices are for a specific terminal or leave blank to add the prices for all terminals for the vendor.

<**Ok**> All items on the selected vendor and terminals are added to the record.

The Vendor and Terminal fields become blank so that more racks may be added if needed. Use <Add Rack> to add more. Use <Delete Rack> to remove a rack.

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

<**New**> Start a new Customer Rack Price Record.

<**Add Rack**> Add more Racks to this Customer Rack Price record.

<**Duplicate**> Copy this record to another customer or use it to create a DEFA (Default Record).

<**Delete Rack**> Delete a Rack from this Customer Rack Price Record.

Enter the Vendor and Terminal to delete.

'Are you sure you want to delete?'

Y will delete all records for the rack from this record.

N to not delete.

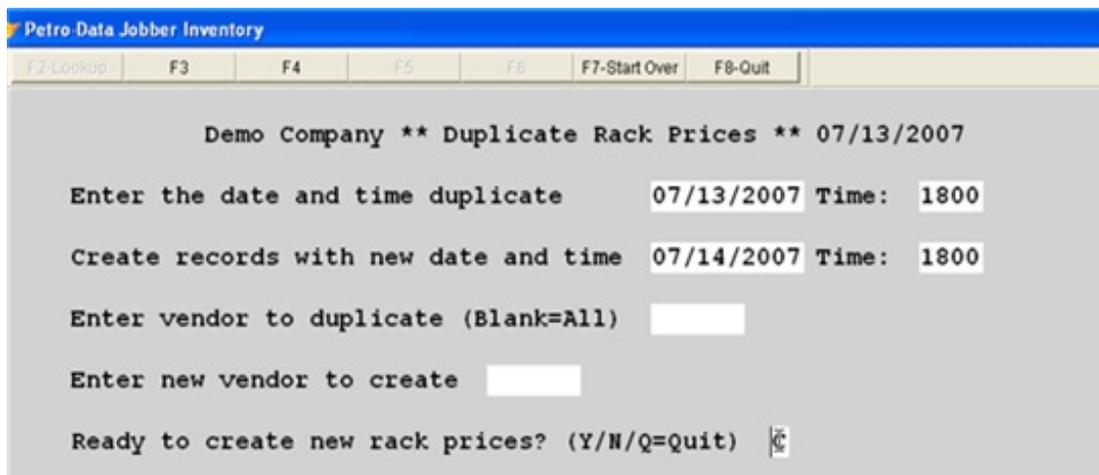
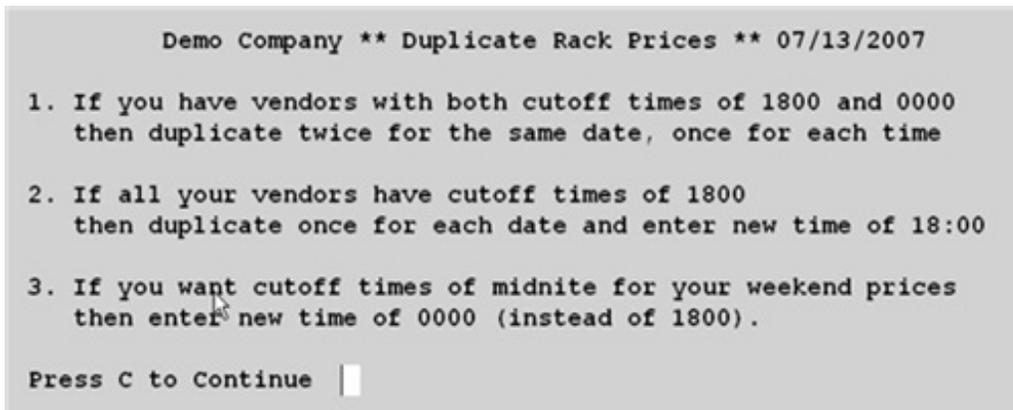
<**Exit/Save**> Save the data and exit out of Add Customer Racks.

DUPLICATE RACK PRICES

Duplicate rack prices from Friday afternoon to Saturday and Sunday every week. A record must exist for each date on a BOL.

Menu Select

From the Rack Prices Submenu, select - *Duplicate Rack Prices*



Ready to create new rack prices? (Y/N/Q=Quit) Y

Standby, checking for duplicates.



If any items have zero rack prices, the option to display them is given.

Y to see the zero rack price items.

N to proceed without viewing the items.

Vendor	Terminal	Item	Rprice	Price	Rdate	Rtime	Rackhour	Rackmin
BRAND	SA	PRO	0.000000	0.000000	03/14/2013	1800	18	00

After exiting this screen, if there are any DUPLICATE prices in the file, the following message displays:

```

Rack price exists for BRAND SA Item UNL Date 03/14/2013 Time 1800

D=Delete Old Price      K=Keep Old Price      A=Delete all Originals |
    
```

- D - Prices that are already in the Rack Price file will be deleted. The new price will replace it. This option will stop on EACH duplicate price. You will have to decide each time.
- K - The prices that are already in the Rack Price file will not be changed. The new price will be deleted. This option also stops on EACH duplicate price.
- A - Deletes ALL duplicate prices already in the rack price file and replaces them with the prices coming in. The option will speed the process by replacing all existing prices with the new ones.

After the duplicate process is complete for the date, the following message displays:

Do you want to duplicate for another date? (Y/N)

- Y if you need these prices to be duplicated for another date (such as Sunday after duplicating for Saturday is complete.
- N to return to the menu if all dates have been duplicated.

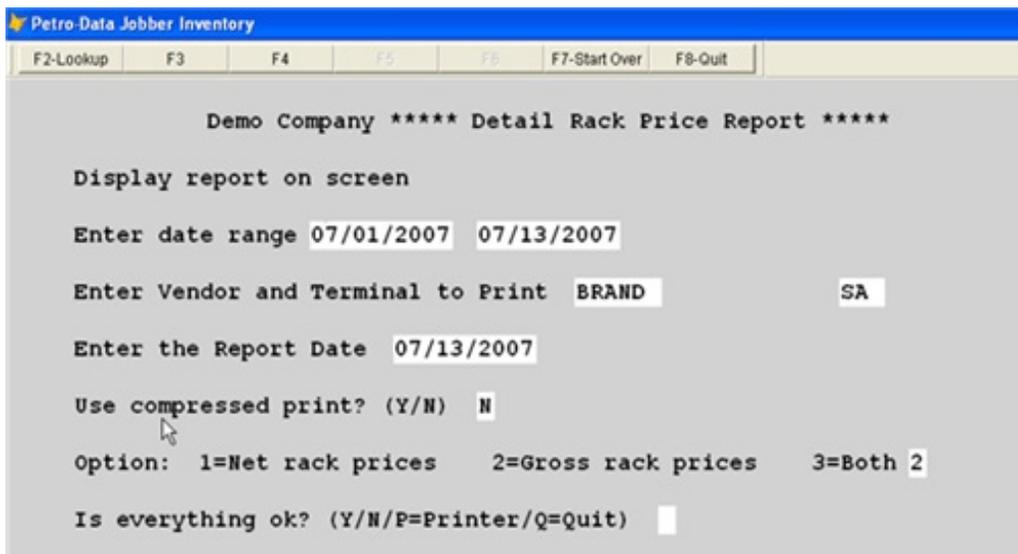
Please print a rack price report to check prices. Press enter N

DETAIL AVERAGE REPORT

Detail Average Report is a report of prices for a range of dates with the objective of finding the AVERAGE rack cost over a specific period of time for a specific Vendor and Rack. This report is used for figuring a price for some Cardlock customers where the price is based on an average cost over a period of time. There is no time cutoff on the current report.

Menu Select

From the Rack Prices Submenu, select - *Detail Average Report*



Date: 03/13/2013 Practice Page No.
 Time: 15:59:02 Rack Average Report (Net Only) 01/31/2009 1

BRAND		SAN ANTONIO						
RACK DATE	HR	UNL	HSD	LSD	PLU	PRO	SNL	
01/06/2009	18	2.871000	3.168000	3.168000	2.920500	1.700000	2.970000	
01/07/2009	18	2.880900	3.168000	3.168000	2.920500	1.700000	2.970000	
Average Net		2.875950	3.168000	3.168000	2.920500	1.700000	2.970000	
Rack Count		2	2	2	2	2	2	

REINDEX RACKS

This option creates new index files for the Rack Prices. Reindex if prices seem to be missing or any other time. It may not always resolve the issues, but it is a good place to start.

Menu Select

From the Rack Prices Submenu, select - *Reindex Racks*

```
          Demo Company ***** Rack Price Module *****  
  
Ready to reindex files? (Y/N)  Y  
  
Indexing Vendor Rack File  
Indexing Rack Cost File  
Indexing DTN Cross Reference File  
Indexing City File  
Indexing Freight Rate File  
  
Indexing is complete.  Press enter  Y
```

DELETE DUPLICATE PRICES

This option removes duplicate prices for the same Vendor/Terminal/Item/Date and Time.

Menu Select

From the Rack Prices Submenu, select - Delete Duplicate Prices.

```
This process takes a few minutes. Ready to delete duplicates? (Y/N) 
```

N Do NOT delete duplicates. *'Process was cancelled. Press enter.'*

Y Proceed with deleting duplicates. *'All duplicates have been deleted. Press enter.'*

