

## FUEL BILL OF LADING ENTRY

The Fuel Bill of Lading Entry MODULE is much more than just an entry point for Fuel Manifests. There are MANY audit reports and profitability reports that can be run to assist with tax reports and to help find fuel discrepancies.

AUTOMATIC BILLING from fuel manifest entry is available in this module if Petro-Data has activated it.

If you are manually billing your direct deliveries, the BOL is entered **after** the sales invoice so that the computer can display any billing discrepancies.

**Note: Unlike the other modules, BOLs remain in the file even after they are updated. The computer marks them *posted*. Unless you are using the Freight Billing Module, the BOLs remain in the CURRENT file for 90 days after the vendor invoice is entered.**

### MENU SELECT

From the Jobber Inventory Main menu, select *Fuel Bill of Ladings*.

Fuel Bill of Ladings	
• BOL Billing	• Driver/Truck Report
• Input BOLS	• Vendor/Item Report
• New PrePost Report	• Location/Item Report
• Old PrePost Report	• Customer/Item Report
• BOL Update	• Receipts vs Sales
• Restore BOLS	• Reindex BOL Files
• BOL Inquiry	• BOL Install Program
• Unbilled BOLS	• Browse and Fix
• Profit Report	• Import Bols

Entering a Fuel Manifest includes information about where, when, and how much fuel was picked up. But this program also requires information about where the fuel was delivered. Here are the most common delivery options:

1) HEADER RECORD

BOL/Manifest number  
Vendor, Terminal and Tax Authority  
Date and time pulled from the terminal/distributor  
Driver and/or Truck (optional in some cases)

2) RECEIVED Information

Item received  
Gross Gallons received  
Net Gallons received  
Blend information if needed

3) DELIVERED TO Information

**TRANSFERRED TO TANKS (T)**

Bulk Plant - BP Location #, Tank, Gross and Net gallons transferred  
Consignment - Consignment Location #, Tank, Gross and Net gallons transferred  
Cardlock - CL Location #, Tank, Gross and Net gallons transferred  
C-Store - (must have Bridge) Store #, Tank #, date, shift, Gross and Net gallons

**INVOICED DIRECT TO CUSTOMER (I)**

Sales Invoice Number, Item  
Calculate to create invoices

**TRANSFERRED TO COMPANY-OWNED RETAIL STORES (S)**

(Must be using Petro-Data C-Store module)  
(Bridge master files must be set up)  
Store Location Number and tank number

## BOL BILLING

This option is the newest addition to the BOL Module and can only be activated by Petro-Data customer support. There is a charge for this program. Jobbers who do the majority of their sales as direct deliveries from the terminal will benefit most from this module.

The BOL is entered as usual. When 'I' is selected to indicate that the BOL is billed to a customer, a popup screen displays for each line item where billing information is entered.

After all line items and all BOLs are entered, 'Calculate Sales Invoices from BOL' is run creating the sales invoices.

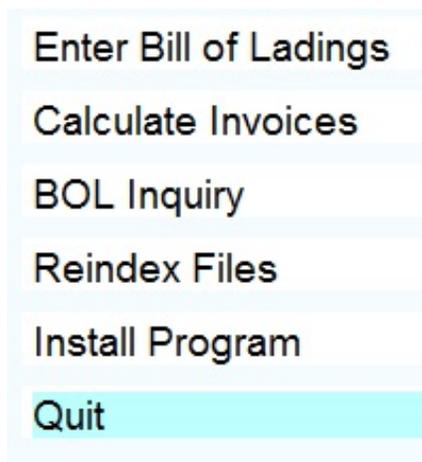
Invoices are then printed and updated as usual.

## MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *BOL Billing*.

The following submenu displays:



## ENTER BILL OF LADINGS

From the BOL Billing submenu, select *Enter Bill of Ladings*.

**Enter the Default BOL date.**

This date will be used on all BOLs entered this session.

**Enter BOL Batch Number.**

This batch number will be attached to all BOLs.

**Confirm Default Terminal Location.**

This should not need to be changed.

**\*Enter surcharge rate for today.**

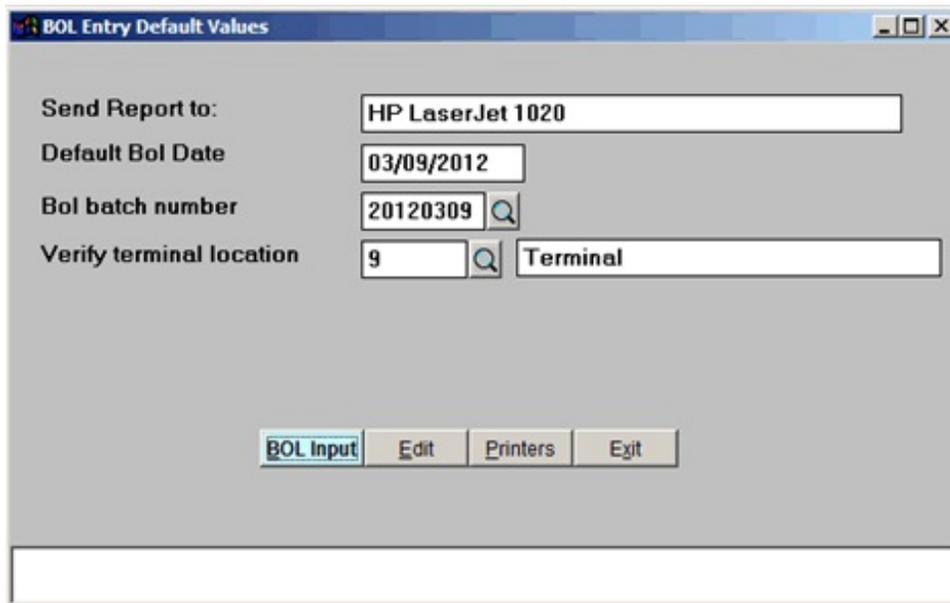
If you are calculating surcharge this will display.

<BOL Input> Proceed to input BOL

<Edit> Change Date, Batch or Terminal Location

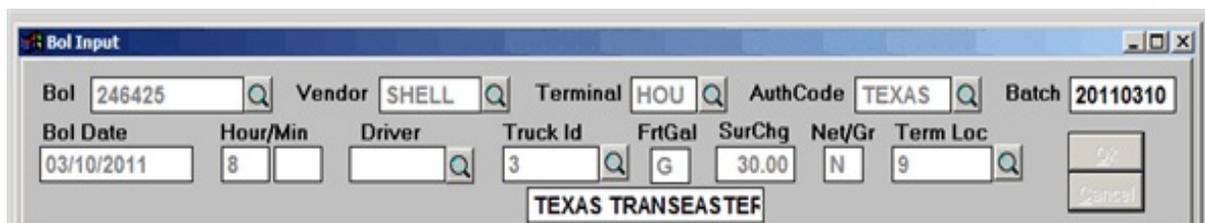
<Printers> Change Printer

<Exit> Exit BOL input program



**BOL Input:**

Enter the BOL Header information.



**BOL Number.**

Enter the Vendors manifest number from the BOL document. (**F2** or magnifying glass to look at the list of BOLs previously entered.) If the BOL has already been entered, the following message displays:

*BOL found. Inquire? Y Yes N No*

You may display a BOL that has already been updated.

*BOL has already been posted to inventory. Press N to reenter.*

**DO NOT CHANGE THE LINE ITEMS IN ANY WAY.** You may change the Vendor/Terminal so the tax reports will be correct or so that it will pull into a purchase invoice.

If the BOL was entered in the current month and the Vendor invoice has not been entered, you may restore it, make any corrections necessary and update it again.

If the BOL does not exist, enter **Y** to enter it.

**Vendor.**

Enter the fuel vendor code.

**Manifest Date.**

Enter the date of the Bill of Lading. It is important to enter the day the fuel was picked up from the terminal because the Rack Prices for this date will be used for the fuel cost. If the date is not a recent date, this message will display:

*Confirm Date. Might be incorrect.*

**Bill Gr.**

**N** if your vendor bills you based on NET gallons received.

**G** if your vendor bills you based on GROSS gallons received.

**Terminal Location #.**

The default location should display automatically. This number is usually 2 or 9 and should not be changed. If the location is not found, a message displays at the bottom of the screen.

**Terminal Name.**

Enter the three-character terminal ID code for the terminal where the fuel was loaded.

If Time programs are being used and this terminal changes prices other than at midnight, enter the time the fuel was picked up as noted on the Fuel Manifest - usually in military time (A/P = M). For example: hour = 15 minutes = 52 A/P = M.

Hour:            Min:            A/P:

**Authority.**

The tax authority code from Terminal File Maintenance displays. The tax codes displayed in BOL entry are marked prepaid in Tax File Maintenance. If an error message displays, do NOT continue. Valid taxes are needed for successful processing.

**CHANGE THE TAX AUTHORITY IF NEEDED:**

- If delivered to a location with a different tax jurisdiction (state, county, etc)
- If delivered from a border terminal that bills taxes for multiple states.
- If delivered in a State that charges Local Option taxes.

**Driver.**

(Optional) Enter the Driver who delivered the load. Driver codes are set up in Driver File Maintenance.

**Truck.**

Enter the carrier or truck number that loaded the fuel. Truck codes are set up in Truck File Maintenance. This field tracks the CARRIER information for many State Motor Fuels Carrier reports..

<OK> Everything is OK, continue.

Click on field to change. Some may not be changed. Cancel to start over.

<Cancel> Start new BOL.

Enter the first item on the BOL along with the gallons.

**Bol Input**

Bol: 246425    Vendor: SHELL    Terminal: HOU    AuthCode: TEXAS    Batch: 20110310

Bol Date: 03/10/2011    Hour/Min: 8    Driver:    Truck Id: 3    FrtGal: G    SurChg: 30.00    Net/Gr: N    Term Loc: 9

OK    Cancel

TEXAS TRANSEASTEF

Item	BI	Gross Rec	Net Rec	Bc	Cd	Inv/Loc	Cust/Tank	Gross Delv	Net Delv
UNL		5000.00	4872.00	N					

DateTime: 03/09/2011    1800    Special?:    GroRack: 3.050000    NetRack: 3.050000

Authority: TEXAS    Tax Type: GAS    Tax Rate: 0.000000    OK

Tax Code	Description	Tax Rate	PPd	Tax Amount
1	FEDERAL GAS	18.400000	Y	896.4500
2	STATE GASOLI	20.000000	Y	974.4000

Die Gals:    Oth Sls:    Invoice    Taxes    Freight

**LINE ITEM ENTRY****Item.**

Enter the fuel item that was loaded (F2 or Magnifying glass to lookup).

Press <enter> or **Q** if all line items have been entered.

**\*Blend Code.**

Enter **B** if this product was used to splash blend (create a blended fuel item such as Plus gasoline) or leave blank for no splash blend. \* This field only displays is you have entered Y to the Inventory Install Program question 'Splash Blending?'

**\*Blended Item.**            \*This displays only if you have entered **B** in the previous option.

**Blend Location.**        Enter the Location for the blended product (usually the Terminal Location - in most cases 2 or 9).

**Blend Item.**            Enter the Product code for the blended item, for example PLU for plus when unleaded and premium are used to blend plus gasoline.

**OK?**                      Enter **Y** if the location and product code are correct. Enter **N** to change the location or product code.

**\*\*See screen below for an example of blended line items.\*\***

After the item number is entered, or after the blend information is entered, the computer checks the **Rack Price records** to see if a rack price has been entered for the vendor/terminal/date/and item you entered. If none is found, the following message displays:

*Rack Prices Not Found for Item XXX Date MM/DD/YY Vendor XXXXX Terminal  
XXX*

This is a very important message. You should quit the bill of lading, delete it, and go to the Rack Price Module to enter the rack prices.

**\*Rack Price.**        \*This message displays if you have indicated in the BOL Install Program that you have Special rack prices.

*Special (Y/N)      Gross Rack 0.0000 Net Rack 0.0000 OK? (Y/N)*

The rack prices display from the Rack Price Module.

*Is This a the Correct Rack Price. (Y/N) Press N to Change.  
Is This a Special Rack Price? (Y/N).*

Enter **Y** to enter a Special rack price, or **N** to continue.

**Gross Received.**

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Enter the TOTAL gross gallons loaded at the terminal for this item. Split loads will be handled in the 'Delivery' section.

**Net Received.**

Enter the TOTAL net gallons loaded at the terminal for this item. Split loads will be handled in the 'Delivery' section.

TAXES - the tax screen displays the taxes which will be paid to the vendor. If taxes are listed which are not prepaid, the tax structure must be corrected in the tax codes. Verify that the displayed taxes are for the correct PURCHASE tax authority. Taxes for the SALE will come from the customer tax authority.

**Bc. Bill Code**

**N** = Bill customer NET gallons

**G** = Bill customer GROSS gallons

**Cd.** = Code for delivery

**I** - Invoice to Customer - details below

**T** - Transfer to a Tank - details below

**S** - Transfer to a C Store tank - details below

For SPLIT LOADS, enter one type code, enter the location and gallons. On the next line enter the same item and the code for the next part of the delivery. Note: If you entered B for blended, the delivery line must be one of the blended items.

**I - INVOICE TO CUSTOMER** and a popup screen displays:

**Add?** Are you adding or creating a new invoice? (Y/N)

**Y** to add the invoice (default)

**N** if invoice has already been entered

**Invoice Number.**

'**ADD**' if the computer will assign the next available invoice number or use the BOL number as determined by the BOL Billing Install program.

**Enter** an existing dispatch ticket or the invoice number to use in the calculate program.

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Fuel Received			
Fuel Item	Description	Gross Rec	Net Rec
UNL	UNLEADED GASOLINE	5000.00	4872.00
PO Number			
Delivered To:			
Add?	InvNo	PrOv	N/Gr
Y	ADD		N
Gross	Net		
5000.00	4872.00		
Cust	Ship To		
37058	Sugarland Fuel Services		
Rack Plus	Tax Rate	Sell Price	Bill?
3.070000	0.384000	3.454000	Y
Price and Rack			
Rk Type	Cost	Profit	Schedule
U	3.050000	0.020000	301
Ty	SpFrt	Frt Gal	Adj Gal
LR		0.021600	0.006480
Vendor	Terminal	Rack Date	Time
SHELL	HOU	03/09/2011	1800
SpecRk	Gross Price	Net Rack	
	3.050000	3.050000	
<input type="button" value="Edit"/> <input type="button" value="Exit"/> <input type="button" value="ShipTo"/>			

*Invoice Popup Screen*

- Nt/Gr** Deliver or bill based on NET or GROSS gallons.
- Gross** Accept or change (if split) GROSS gallons to be billed
- Net** Accept or change (if split) NET gallons to be billed
- Cust** Enter the CUSTOMER to be billed.
- Ship To** Enter a SHIP TO code or leave blank for none.

Pricing information is retrieved from the special price file or the inventory price levels and displayed on the screen. The computer calculates and enters the price.

- Rack Plus** - rack plus calculated markup as displayed in 'Price and Rack'
- Tax Rate** - total tax rate per gallon calculated for this customer and item
- Sell Price** - total selling price (rack plus + tax rate).

Note: Rack Plus may be changed to force Selling Price to be correct if calculated price is not correct.

- Bill?**
  - Y. Invoice will be created in calculate program (Default)

X - Invoice has already been created and will not recalculate.

<OK> Proceed with the next item received on the BOL.

BUTTON OPTIONS

<Edit> Change the 'Delivered To' information.

<Shipto> Change the Ship To.

<Exit> Exit current screen.

<OK> Line item is complete, continue to next item or next line in a split.

<Invoice> Display Invoice data screen - limited changes may be made.  
See Example above 'Invoice Popup Screen'

<Taxes> Display Purchase taxes - limited changes may be made.

Authority	TEXAS	Tax Type	LSD	Tax Rate	0.000000	OK
Tax Code	Description	Tax Rate	PPd	Tax Amount		
3	FEDERAL DIES	24.400000	Y	0.0000		
4	STATE LSD TAX	20.000000	Y	0.0000		

Purchase Taxes Screen

<Freight> Display Freight screen if freight is used - limited changes may be made.

BOL	03122012	Item	UNL	Gross	5000.00	OK
From	SA	Sched	301	Ins Rate	0.000000	
To	SA	SpFrt?	N	Surchg	30.0000%	Ins Dol
SpMile	N	Frt Rate	0.011200	Sur Rate	0.003360	Oth Frt
Miles	20	Frt Dol	56.00	Sur Dol	16.80	Total Frt
						72.80

Sales Freight Screen

T - TRANSFER to a bulk plant or consignment tank.

The screenshot shows the 'Bol Input' window with the following data:

**Header Information:**  
 Bol: 278018, Vendor: SHELL, Terminal: DAL, AuthCode: TEXAS, Batch: 88888888  
 Bol Date: 06/20/2009, Hour/Min: 04 27, Driver: [blank], Truck Id: COAST, FrtGal: N, SurChg: 21.50, Net/Gr: N, Term Loc: 9  
 Operation: COAST TO COAST

Item	BI	Gross Rec	Net Rec	Bc	Cd	Inv/Loc	Cust/Tank	Gross Delv	Net Delv
UNL		7601.00	7482.00	N	T	1	UNL	7093.00	7482.00

**Summary Totals:**  
 Die Gals: 988.00, Total Gals: 8470.00, Load Fee: 15.00, Other: 0.00, Oth Sis: 0.00

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
LSD		1000.00	988.00	ADD	NEWCO		500.00	480.00	3.241200
UNL		0.00	0.00	ADD	NEWCO		508.00	500.00	2.480900
UNL		7601.00	7482.00	1	UNL		7093.00	7482.00	0.000000

**Inv/Loc.**

Enter the Location Number that accepted the fuel (F2 or click the Magnifying glass to lookup)

**Cust/Tank.**

Enter the Tank Number where the fuel was dropped. (F2 or click the Magnifying glass to lookup). If item number and tank item do not match:

*Item will be changed to tank item XXX when updating. OK? (Y/N).*

**Y** if you are purchasing one fuel (premium for example) and it all did not fit in the premium tank so you dropped the rest into the plus tank and you DO want the rest of the premium to be sold as plus. The fifo record will show plus received in but it would be at the premium price (which is correct).

**N** if you have entered an incorrect tank number and enter the correct one. (F2 or click Magnifying glass to lookup).

**Gross Deliv**

Enter the gross gallons of this product delivered into this location and tank.

**Net Delv**

Enter the net gallons of this product delivered into this location and tank.

**S - C STORE transfer to a C Store Location and Tank.**

Fuel Item	Description	Gross Rec	Net Rec
UNL		7601.00	7482.00

C Store Loc:

Tank No.:

Report Date:  Shift:

Gross:  Net:

Enter the location number that accepted the delivery

**C Store Loc.**

Enter the store number where the fuel was delivered. (F2 or click Magnifying glass to lookup)

*Tax Authority N for gas not found for Store N. Press Enter*  
*Store not found in company Bridge File. Press Enter*

These messages indicate that there is something missing in the CStore set up on the Fuel Inventory side. Quit the BOL and check the Bridge File. Correct the CStore errors and return to the BOL and add a line.

**Tank Number.**

Enter the tank number where the fuel was dropped. (F2 or click Magnifying Glass to lookup.)

*Tank N in Store N not found. Press Enter L Lookup.*

**Report Date and Shift** display in the screen.

**Gross**

Edit Gross Gallons delivered to the store if necessary.

**Net**

Edit Net Gallons delivered to the store if necessary.

**OK.**

**Y** if the information is correct.

**N** to change the store number or tank.

Freight screen will display if you have freight calculation set up.

**OK.**

**Y** if all of the transfer line information is correct.

**N** to change information in this Store transfer line.

When all line items for one BOL have been entered, the following screen displays:

**Bol Input**

Bol 246425 Vendor SHELL Terminal HOU AuthCode TEXAS Batch 20110310

Bol Date 03/10/2011 Hour/Min 8 Driver Truck Id 3 FrtGal G SurChg 30.00 Net/Gr N Term Loc 9

TEXAS TRANSEASTEF

Item	BI	Gross Rec	Net Rec	Bc	Cd	Inv/Loc	Cust/Tank	Gross Delv	Net Delv
SNL	N	3000.00	3000.00	N	I	ADD	37058	3000.00	3000.00

Die Gals 0.00 Total Gals 7872.00 Load Fee 15.00 Other 0.00 Oth Sls 150.00

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
SNL	N	3000.00	3000.00	ADD	37058		3000.00	3000.00	3.521200
UNL	N	5000.00	4872.00	ADD	37058		5000.00	4872.00	3.070000

**BUTTONS:** Click or press underlined letter on the keyboard.

**<Edit Line>**-

Highlight line to edit. Click <Edit Ln>. Press *enter* through the correct fields, and change the incorrect ones.

**<Add Line>**

Add another line item to this BOL.

**<New BOL>**

Quit this BOL and enter another without exiting the batch.

**<Next>**

Display the Next BOL in the file.

**<Previous>**

Display the Previous BOL in the file.

**<Delete>**

Delete a line item or the entire BOL.

**<Exit>**

Exit the BOL program.

<Load Fee>

Enter Texas Load Fee for this BOL.)

<Other Charge>

Select Other Charges to add to this BOL.)

<Header>

Make changes to the BOL Header Record.

<Batch Number>

Change the batch number on this BOL.

**BLENDED ITEM**

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 16 Min: 08 A/P: M									
BOL No. 05170701		Vendor BRAND		Branded Oil Company		Date 05/17/2007		Bill Gr N	
Term Loc 9		Term name SA		Auth TEXAS		Driver		Truck COAST OK? Y	
Ln	Item	Gross Rec	Net Rec	Delivered to	Gross Del	Net Del			
1	UNL	B 3250.00	3201.00	Lc 1	Tk PLU	3250.00	3201.00	Y	
2	SNL	B 1750.00	1739.00	Lc 1	Tk PLU	1750.00	1739.00	Y	

Unleaded and Super are blended into Plus and dropped into the PLU tank at location 1.

During data entry, you are prompted for the location and item of the blended item.

Blend Loc 9	Blend Item PLU	OK? Y
UNLEADED PLUS		

Use the TERMINAL location and the item number of the final product, in this case Plus.

After the tank number is entered, the following message might display:

*Item will be changed to tank item PLU when updating. OK? (Y/N)*

Note: Part of the fuel could be delivered as UNL for example and the rest used in the blend. The screen would look like this:

Demo Company *** Input BOLs *** 05/17/2007								
Hour: 16 Min: 08 A/P: M								
BOL No.05170701	Vendor BRAND	Branded Oil Company		Date05/17/2007	Bill Gr N			
Term Loc 9	Term name SA	Auth TEXAS	Driver	Truck COAST	OK?Y			
Ln Item	Gross Rec	Net Rec	Delivered to	Gross Del	Net Del			
1 UNL	5750.00	5699.00	Lc 1 Tk UNL	2500.00	2478.00	Y		
2 UNL	B		Lc 1 Tk PLU	3250.00	3221.00	Y		
3 SNL	B	1750.00	Lc 1 Tk PLU	1750.00	1701.00	Y		

**SPLIT LOAD**

Split loads can be between two customers OR between a customer and the bulk plant or a consignment location.

\*\*Always enter the TOTAL gross and net gallons received. You will get only one chance. The split is on the Gross and Net Delivered. \*\*

Demo Company *** Input BOLs *** 05/17/2007								
Hour: 05 Min: 25 A/P: M								
BOL No.05170702	Vendor BRAND	Branded Oil Company		Date05/17/2007	Bill Gr N			
Term Loc 9	Term name SA	Auth TEXAS	Driver	Truck COAST	OK?Y			
Ln Item	Gross Rec	Net Rec	Delivered to	Gross Del	Net Del			
1 LSD	7500.00	7425.00	Lc 1 Tk LSD	5000.00	4950.00	Y		
2 LSD			Lc 3 Tk LSD	2500.00	2475.00	Y		

*Split load between the bulk plant (Loc 1) and a consignment (Loc 3)*

Delivered To:

Add?  Y Invoice No.  N/Gr  N Gross  Net

Cust   Ship To

Rack Plus  Tax Rate  Sell Price  Bill?  Y

*Popup Screen for split load invoiced to a customer*

\*\*The total Gross and Net gallons displays. Edit them and enter only the gallons that were delivered and will be invoiced to this customer. \*\*

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 05 Min: 25 A/P: M									
BOL No.05170702		Vendor BRAND		Branded Oil Company		Date05/17/2007		Bill Gr N	
Term Loc 9		Term name SA		Auth TEXAS		Driver		Truck COAST OK?Y	
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	LSD	7500.00	7425.00	Lc 1	Tk LSD	5000.00	4950.00	Y	
2	LSD			Inv ADD	Cs BLUE	2500.00	2475.00	Y	

*BOL screen for split load between the bulk plant and a customer*

Enter the SAME 'Item'

Demo Company *** Input BOLs *** 05/17/2007									
Hour: 05 Min: 25 A/P: M									
BOL No.05170702		Vendor BRAND		Branded Oil Company		Date05/17/2007		Bill Gr N	
Term Loc 9		Term name SA		Auth TEXAS		Driver		Truck COAST OK?Y	
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	LSD	7500.00	7425.00	Inv ADD	Cs KATENT	5000.00	4950.00	Y	
2	LSD			Inv ADD	Cs BLUE	2500.00	2475.00	Y	

*BOL screen for split load between two customers*

### Calculate Invoices

From the *BOL Billing* submenu  
 Select - *Calculate Invoices*

Calculate Invoices

Send Report to: HP LaserJet 1020

Enter beginning invoice number

Verify User ID: KMF

Comment code for invoice

Enter BOL batch number: 20110310

Enter date: 03/09/2012

Enter new Inv. Batch No.: 20120309

Verify freight surcharge: 0.0000

Print Detail? (Y/N): N

Create Invoices Edit Printers Exit

Bols Found

There are 2 BOL records to be billed.

OK

**Enter beginning invoice number**

Enter an invoice number (Blank=Auto Generate). Auto Generate goes to the next available invoice number in the Sales Invoice Entry file and assigns numbers in sequential order.

**Verify User ID**

The user ID of the person logged on to this computer displays.

**Comment code for invoice**

Enter a code or select from the lookup. This comment will print on ALL invoices generated at this time. Leave BLANK for none.

**Enter BOL batch number**

Enter the BOL batch to use in generating invoices. Today's batch number displays. To calculate a different BOL batch, enter the batch number.

The number of Line Item records is displayed.



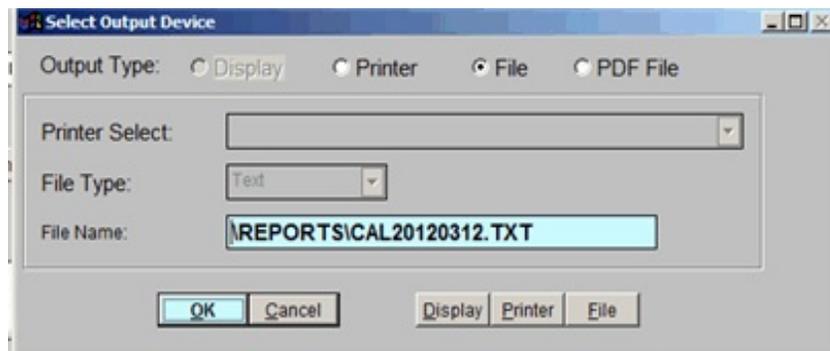
Click <OK> to confirm.



This message displays if you have previously calculated this batch. Invoice numbers have already been assigned.. Click <OK> to acknowledge and then exit or finish the options.

Click <Reassign> to clear the invoice numbers and create new ones or  
Click <Create Invoices> to keep the invoice numbers already assigned.

Verify the printer or file where the update reports will print.



#### **Enter date**

Enter the date for the Invoice BATCH. The INVOICE DATE will be the same as the BOL date regardless of the batch number and batch date.

#### **Enter new Invoice Batch Number**

Enter the batch number to be used for the generated invoices.

#### **(Verify freight surcharge**

If you use the freight surcharge in billing, enter or verify the rate.)

#### **Print Detail? (Y/N)**

**Y** to print all line item detail on the calculate report.

**N** to print a shortened version of the calculate report.

<Buttons>    <Buttons>    <Buttons>

#### **<Create Invoices>**

Create invoices from the BOLs in the batch.

<Edit>

Change the options on the 'Calculate Invoices' screen.

<Printers>

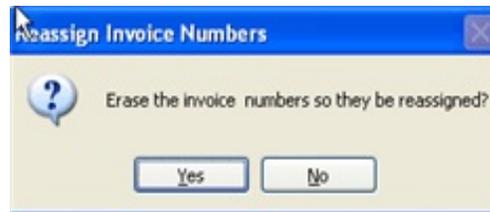
Change the selected printer. The 'Select Output Device' box displays. Make the change and click <OK>.

<Exit>

Exit without creating invoices.

<Reassign>

Erase assigned invoice numbers and assign new ones. Use this option only if the 'Create Invoices' was run and CANCELLED and no invoices for these BOLs are in the unposted sales invoice file.



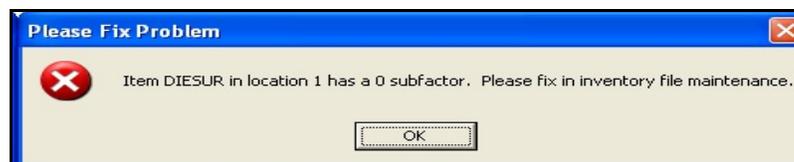
Y - to reassign invoice numbers

N - to continue without reassigning numbers.

Over ride invoice numbers or order numbers. CTRL W=Quit							
	Bol	Itenno	Custno	Net	Addinv	Invno	Orderno
	05170702	LSD	BLUE	0.00	Y	ADD	
	051707	LSD	BLUE	1490.00	Y	ADD	
	051707	UNL	BLUE	4876.00	Y	ADD	
	05170702	LSD	KATENT	7425.00	Y	ADD	

A popup window displays the transactions to be changed. CTRL W to exit the popup window.

Select <Create Invoices> and finish the process.



Error messages display if problems are found during 'Create' process.

Invoice	Customer	Gas Gals	Die Gals	Tot Gals	Frt Gas Gal	Frt Die Gal	Frt Tot Gal	New Gas Gal	New Die Gal	Min
54336	BLUE	5000.00	0.00	5000.00	7000.00	0.00	7000.00	7000.00	0.00	Y

A freight popup screen will display if you are calculating freight in this program.  
Press <Exit> to continue.

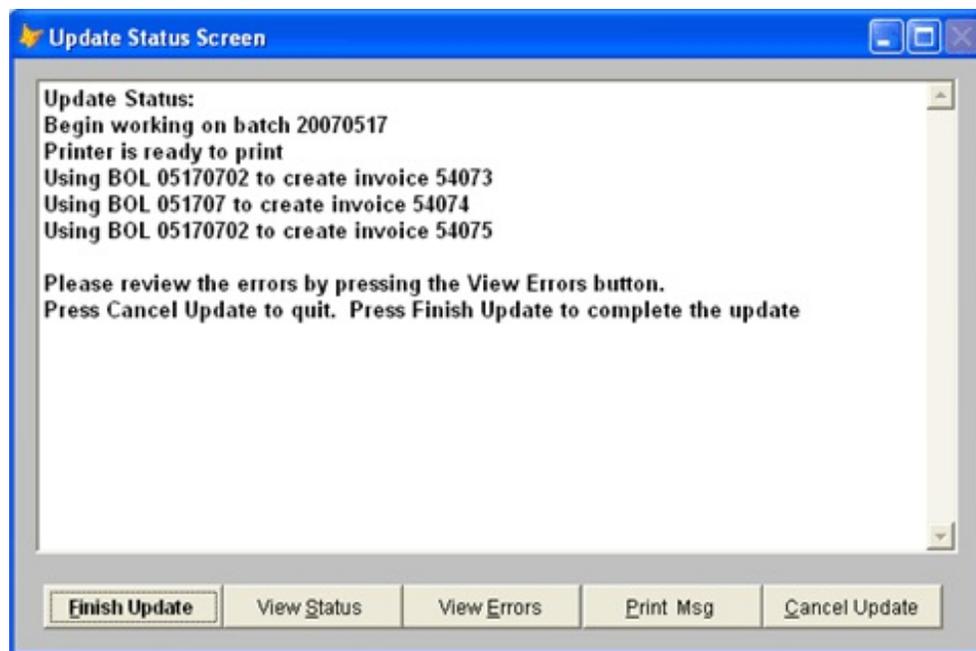
Review the 'Calculate Sales Invoice Register' **BEFORE** proceeding.

**Printer:** Look at the printed reports

**File:** The file displays automatically on the screen. If it doesn't, minimize Petro-Data and open Notepad to the \Reports folder and click on the filename of the report just created by the Calculate program.

Look at Invoice numbers, Taxes, Other charge lines, Invoice totals, etc.

Click <Exit> to proceed. The following screen displays:



Select <View Errors>.

If errors exist, <CANCEL UPDATE> and correct the errors.

If no errors display OR print on the report, AND none displayed in popup boxes during 'Calculate Invoices', then proceed.

Select <Finish Update>

Select <Return to Menu>

<Buttons>    <Buttons>    <Buttons>

<Finish Update>

If errors are found or you do not wish to continue for any reason. This option exits without creating invoices. NO restoring necessary, no invoices were created.

<View Status>

This screen displays the progress of the procedure along with instructions for proceeding.

<View Errors>

ALWAYS display this screen before proceeding.

<Print Msg>

Print error messages displayed in the <View Errors> screen.

<Cancel Update>

If errors are found, cancel the update, correct errors and try again.

Date: 05/23/2007		Demo Company						Page No.	
Time: 16:50:02		Calculate Sales Invoice Register						1	
		Bol Batch: 20070517							
Invno	54073	Cust No	BLUE	Blue Farm					
BOL	Item		Net	Gross	Cost	Price	F Tax	Inv Tot	Profit
05170702	LSD		2475.00	2500.00	2.396088				
	Vendor	BRAND SA	Rack	Date	05/17/2007	Time	05:25		
	Frnt Gal	0.000000	Adj Gal	0.000000	Markup		0.070000	7093.57	0.070000 NET
	LOADFEE		1.00	1.00	0.000000				
						10.00	0.00	10.00	NET
Invno	54074	Cust No	BLUE	Blue Farm					
BOL	Item		Net	Gross	Cost	Price	F Tax	Inv Tot	Profit
051707	LSD		1490.00	1500.00	2.396088				
	Vendor	BRAND SA	Rack	Date	05/17/2007	Time	11:25		
	Frnt Gal	0.000000	Adj Gal	0.000000	Markup		0.070000	4270.47	0.070000 NET
051707	UNL		4876.00	5000.00	2.406285				
	Vendor	BRAND SA	Rack	Date	05/17/2007	Time	11:25		
	Frnt Gal	0.000000	Adj Gal	0.000000	Markup		0.200000	14336.83	0.200000 NET
	LOADFEE		1.00	1.00	0.000000				
						30.00	0.00	30.00	NET
Invno	54075	Cust No	KATENT	KATHY ENTERPRISES					
BOL	Item		Net	Gross	Cost	Price	F Tax	Inv Tot	Profit
05170702	LSD		4950.00	5000.00	2.396088				
	Vendor	BRAND SA	Rack	Date	05/17/2007	Time	05:25		
	Frnt Gal	0.000000	Adj Gal	0.000000	Markup		0.070000	14404.94	0.070000 NET
	LOADFEE		1.00	1.00	0.000000				

---

20.00	0.00	20.00	NET
-------	------	-------	-----

---

### ***Calculate Sales Invoice Register***

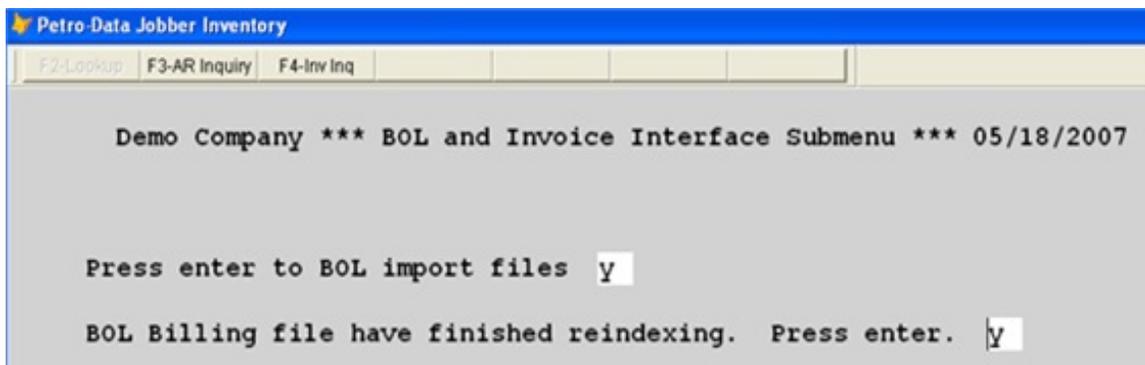
#### **<Return to Menu>**

After update is complete, make sure the 'View Status' screen displays 'Transaction update was successfully completed', then select <Return to Menu>.

Quit the Manifest/Bill of Lading Submenu and select Option 4 - *Sales Invoice Entry* to finish processing the invoices.

## **REINDEX FILES**

The Reindex files option recreates the index file which is used in most processing operations. If the files seem to be out of order or things are missing, run this option.



The following page is the suggested sequence for processing Manifests and creating and printing invoices. Include whatever other reports and balancing needed for your records.

## INPUT AND BILL FUEL MANIFESTS (BOL) CHECKLIST

**Enter BOLs.**

Select the Jobber Menu.

Select Fuel Bill of Ladings.

Select **BOL Billing**

From the BOL Billing submenu, select **Enter Bill Of Ladings**.

Enter the BOLs and assign them to a customer or transfer to

**Calculate Invoices**

After entering BOLs, create invoices.

From the BOL Billing submenu,

Select Calculate Invoices.

Select the batch to calculate.

The computer will print or display a billing journal during invoice calculation.

Review the billing journal, check invoice line items, taxes and totals

View Errors and continue with the update if everything is OK.

The invoices are now created and ready to print.

**Print Invoices.**

From the Jobber Menu.

Select Sales Invoice Entry.

Select Print Invoices.

Select 1- Unposted Invoices.

Enter a batch to print, leave the userid blank.

BEFORE PROCEEDING - check the printed invoices before emailing or updating

**Corrections after Invoices are Calculated**

Delete invoices from Open Invoice file

Browse and Fix BOLs - change 'X' to 'Y' so corrected BOL will

Recalculate

BOL Billing - make corrections to BOL or billing information

Recalculate to create new invoices

Carefully browse the report to make sure the invoices will be correct.

View Errors and Finish the Calculate

Print new invoices and check for accuracy again before proceeding

**Update BOLS**

**Prepost:** From the Jobber Menu,

Select Fuel Bill of Ladings.

Select PrePosting report, errors option, to check for update problems.

Research and correct errors

**Update:** Select BOL update.

Enter the batch to update (enter GL posting date to match batch date).  
View Errors and look at the update journal - check profit.  
If the report is correct, finish the update and return to menu.

**Update Sales Invoices**

BOLs must already be updated.

**Prepost:** From the Jobber Menu, select 5-Sales Invoice Entry.

Select Prepost Report, display on screen, errors only

Verify invoice batch total with tape total or printed invoices

**Update:** Select Invoice Update

Enter the batch to update and enter GL posting date (same as batch date).

View Errors and review the profits on the update journal.

Check for zero GL proof.

The invoices post to Accounts Receivable and the GL sales journal is created.

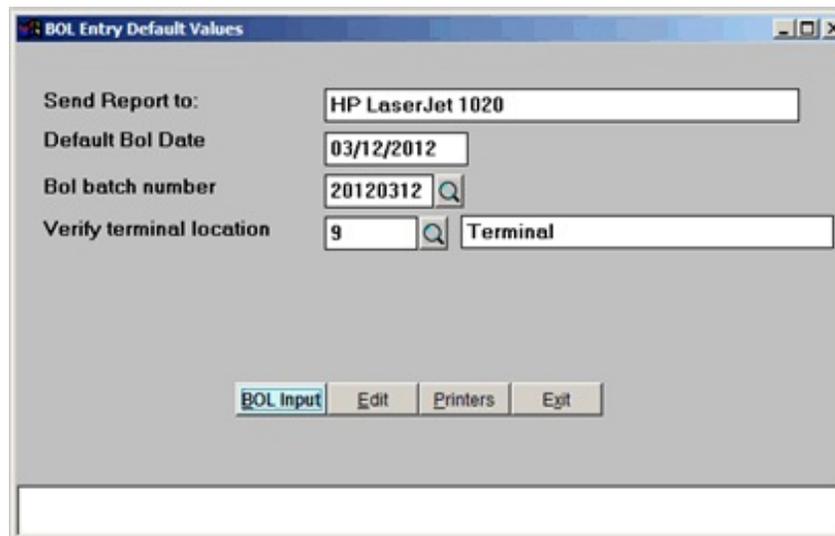
## INPUT BOLS

This option may be used if calculating invoices is not needed or to correct BOLs.

### MENU SELECT

From the Jobber Inventory Main menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings submenu, select *Input BOLS*.



### BEGIN INPUT

**Hint:** Make sure rack prices and sales invoices for direct deliveries have been entered BEFORE proceeding.

## INPUT BOLS

### Enter the Default BOL date.

This date will be used on all BOLs entered this session.

### Enter BOL Batch Number.

This batch number will be attached to all BOLs.

### Confirm Default Terminal Location.

This should not need to be changed.

**\*Enter surcharge rate for today.**

If you are calculating surcharge this will display.

- <BOL Input> Proceed to input BOL
- <Edit> Change Date, Batch or Terminal Location
- <Printers> Change Printer
- <Exit> Exit BOL input program

### BOL Input:

Enter the BOL Header information.

### BOL Number.

Enter the Vendors manifest number from the BOL document. (**F2** or magnifying glass to look at the list of BOLs previously entered.) If the BOL has already been entered, the following message displays:

*BOL found. Inquire? Y Yes N No*

You may display a BOL that has already been updated.

*BOL has already been posted to inventory. Press N to reenter.*

**DO NOT CHANGE THE LINE ITEMS IN ANY WAY.** You may change the Vendor/Terminal so the tax reports will be correct or so that it will pull into a purchase invoice.

If the BOL was entered in the current month and the Vendor invoice has not been entered, you may restore it, make any corrections necessary and update it again.

If the BOL does not exist, enter **Y** to enter it.

### Vendor.

Enter the fuel vendor code.

**Manifest Date.**

Enter the date of the Bill of Lading. It is important to enter the day the fuel was picked up from the terminal because the Rack Prices for this date will be used for the fuel cost. If the date is not a recent date, this message will display:

*Confirm Date. Might be incorrect.*

**Bill Gr.**

**N** if your vendor bills you based on NET gallons received.  
**G** if your vendor bills you based on GROSS gallons received.

**Terminal Location #.**

The default location should display automatically. This number is usually 2 or 9 and should not be changed. If the location is not found, a message displays at the bottom of the screen.

**Terminal Name.**

Enter the three-character terminal ID code for the terminal where the fuel was loaded.

If Time programs are being used and this terminal changes prices other than at midnight, enter the time the fuel was picked up as noted on the Fuel Manifest - usually in military time (A/P = M). For example: hour = 15 minutes = 52 A/P = M.

**Hour:            Min:            A/P:**

The screenshot shows the 'Bol Input' window with the following data:

- Bol: 246425
- Vendor: SHELL
- Terminal: HOU
- AuthCode: TEXAS
- Batch: 20110310
- Bol Date: 03/10/2011
- Hour/Min: 8
- Driver: [Empty]
- Truck Id: 3
- FrtGal: G
- SurChg: 30.00
- Net/Gr: N
- Term Loc: 9
- Terminal Name: TEXAS TRANSEASTEF
- Item: UNL
- BI: [Empty]
- Gross Rec: 5000.00
- Net Rec: 4872.00
- Bc Cd: N
- Inv/Loc: [Empty]
- Cust/Tank: [Empty]
- Gross Delv: [Empty]
- Net Delv: [Empty]
- Date Time: 03/09/2011 1800
- Special?: [Empty]
- GroRack: 3.050000
- NetRack: 3.050000
- Authority: TEXAS
- Tax Type: GAS
- Tax Rate: 0.000000

Tax Code	Description	Tax Rate	PPd	Tax Amount
1	FEDERAL GASO	18.400000	Y	896.4500
2	STATE GASOLII	20.000000	Y	974.4000

**Authority.**

The tax authority code from Terminal File Maintenance displays. The tax codes displayed

in BOL entry are marked prepaid in Tax File Maintenance. If an error message displays, do NOT continue. Valid taxes are needed for successful processing.

**CHANGE THE TAX AUTHORITY IF NEEDED:**

If delivered to a location with a different tax jurisdiction (state, county, etc)

If delivered from a border terminal that bills taxes for multiple states.

If delivered in a State that charges Local Option taxes.

**Driver.**

(Optional) Enter the Driver who delivered the load. Driver codes are set up in Driver File Maintenance.

**Truck.**

Enter the carrier or truck number that loaded the fuel. Truck codes are set up in Truck File Maintenance. This field tracks the CARRIER information for many State Motor Fuels Carrier reports..

<OK> Everything is OK, continue.

**Click on field** to change. Some may not be changed. Cancel to start over.

<Cancel> Start new BOL.

Enter the first item on the BOL along with the gallons.

**LINE ITEM ENTRY**

**Item.**

Enter the fuel item that was loaded (F2 or Magnifying glass to lookup).

Press <enter> or **Q** if all line items have been entered.

**\*Blend Code.**

Enter **B** if this product was used to splash blend (create a blended fuel item such as Plus gasoline) or leave blank for no splash blend. \* This field only displays is you have entered Y to the Inventory Install Program question ‘Splash Blending?’

**\*Blended Item.**            \*This displays only if you have entered **B** in the previous option.

**Blend Location.**            Enter the Location for the blended product (usually the Terminal Location - in most cases 2 or 9).

**Blend Item.**                Enter the Product code for the blended item, for example PLU for plus when unleaded and premium are used to blend plus gasoline.

**OK?**                         Enter **Y** if the location and product code are correct. Enter **N** to change the location or product code.

\*\*See screen below for an example of blended line items.\*\*

After the item number is entered, or after the blend information is entered, the computer checks the **Rack Price records** to see if a rack price has been entered for the vendor/terminal/date/and item you entered. If none is found, the following message displays:

*Rack Prices Not Found for Item XXX Date MM/DD/YY Vendor XXXXX Terminal XXX*

This is a very important message. You should quit the bill of lading, delete it, and go to the Rack Price Module to enter the rack prices.

**\*Rack Price.** \*This message displays if you have indicated in the BOL Install Program that you have Special rack prices.

*Special (Y/N) Gross Rack 0.0000 Net Rack 0.0000 OK? (Y/N)*

The rack prices display from the Rack Price Module.

*Is This a the Correct Rack Price. (Y/N) Press N to Change.  
Is This a Special Rack Price? (Y/N).*

Enter **Y** to enter a Special rack price, or **N** to continue.

**Gross Received.**

Enter the TOTAL gross gallons loaded at the terminal for this item. Split loads will be handled in the 'Delivery' section.

**Net Received.**

Enter the TOTAL net gallons loaded at the terminal for this item. Split loads will be handled in the 'Delivery' section.

TAXES - the tax screen displays the taxes which will be paid to the vendor. If taxes are listed which are not prepaid, the tax structure must be corrected in the tax codes. Verify that the displayed taxes are for the correct PURCHASE tax authority. Taxes for the SALE will come from the customer tax authority.

**Bc.** Bill Code

**N** = Bill customer NET gallons

**G** = Bill customer GROSS gallons

**Cd.** = Code for delivery

**I** - Invoice to Customer - details below

**T** - Transfer to a Tank - details below

**S** - Transfer to a C Store tank - details below

**I - INVOICE TO CUSTOMER**

For SPLIT LOADS, enter one type code, enter the location and gallons. On the next line

enter the same item and the code for the next part of the delivery. Note: If you entered B for blended, the delivery line must be one of the blended items.

Inv/Loc.

Enter the Sales Invoice Number for this fuel delivery. (F2 or Click the Magnifying Glass to lookup.)

The customer code, gross and net gallons billed display.

(If this is a blended item, override the gallons invoiced with the number of gallons of the current fuel item used in the blend.)

The screenshot shows the 'Bol Input' window with the following fields and values:

- Bol: 03122012
- Vendor: BRAND
- Terminal: SA
- AuthCode: TEXAS
- Batch: 20120312
- Bol Date: 03/12/2012
- Hour/Min: 12:15
- Driver: [Empty]
- Truck Id: 1
- FrtGal: G
- SurChg: 30.00
- Net/Gr: N
- Term Loc: 9
- Ship To: TRANSPORT 1
- Item: UNL
- BI: N
- Gross Rec: 5000.00
- Net Rec: 4990.00
- Bc Cd: N I
- Inv/Loc: 54336
- Cust/Tank: BLUE
- Gross Delv: 5000.00
- Net Delv: 4990.00
- Die Gals: 0.00
- Total Gals: 4990.00
- Load Fee: 7.50
- Other: 0.00
- Oth Sls: 0.00

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
UNL	N	5000.00	4990.00	54336	BLUE	1	5000.00	4990.00	2.986340

T - TRANSFER to a bulk plant or consignment tank.

The screenshot shows the 'Bol Input' window with the following fields and values:

- Bol: 278018
- Vendor: SHELL
- Terminal: DAL
- AuthCode: TEXAS
- Batch: 88888888
- Bol Date: 06/20/2009
- Hour/Min: 04 27
- Truck Id: COAST
- FrtGal: N
- SurChg: 21.50
- Net/Gr: N
- Term Loc: 9

Summary Totals:

- Die Gals: 988.00
- Total Gals: 8470.00
- Load Fee: 15.00
- Other: 0.00
- Oth Sls: 0.00

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
LSD		1000.00	988.00	ADD	NEWCO		500.00	480.00	3.241200
UNL		0.00	0.00	ADD	NEWCO		508.00	500.00	2.480900
UNL		7601.00	7482.00	1	UNL		7093.00	7482.00	0.000000

**Inv/Loc.**

Enter the Location Number that accepted the fuel (F2 or click the Magnifying glass to lookup)

**Cust/Tank.**

Enter the Tank Number where the fuel was dropped. (F2 or click the Magnifying glass to lookup). If item number and tank item do not match:

*Item will be changed to tank item XXX when updating. OK? (Y/N).*

**Y** if you are purchasing one fuel (premium for example) and it all did not fit in the premium tank so you dropped the rest into the plus tank and you DO want the rest of the premium to be sold as plus. The fifo record will show plus received in but it would be at the premium price (which is correct).

**N** if you have entered an incorrect tank number and enter the correct one. (F2 or click Magnifying glass to lookup).

**Gross Deliv**

Enter the gross gallons of this product delivered into this location and tank.

**Net Delv**

Enter the net gallons of this product delivered into this location and tank.

S - C STORE transfer to a C Store Location and Tank.

Fuel Item	Description	Gross Rec	Net Rec
UNL		7601.00	7482.00

C Store Loc:

Tank No.:

Report Date: 06/20/2009      Shift: 1

Gross: 7093.00      Net: 7482.00

Enter the location number that accepted the delivery

#### **C Store Loc.**

Enter the store number where the fuel was delivered. (F2 or click Magnifying glass to lookup)

*Tax Authority N for gas not found for Store N. Press Enter  
Store not found in company Bridge File. Press Enter*

These messages indicate that there is something missing in the CStore set up on the Fuel Inventory side. Quit the BOL and check the Bridge File. Correct the CStore errors and return to the BOL and add a line.

#### **Tank Number.**

Enter the tank number where the fuel was dropped. (F2 or click Magnifying Glass to lookup.)

*Tank N in Store N not found. Press Enter L Lookup.*

**Report Date and Shift** display in the screen.

#### **Gross**

Edit Gross Gallons delivered to the store if necessary.

#### **Net**

Edit Net Gallons delivered to the store if necessary.

#### **OK.**

Y if the information is correct.  
 N to change the store number or tank.

Freight screen will display if you have freight calculation set up.

**OK.**

Y if all of the transfer line information is correct.  
 N to change information in this Store transfer line.

When all line items for one BOL have been entered, the following screen displays:

The screenshot shows the 'Bol Input' window with the following data:

**Header Fields:**  
 Bol: 246425, Vendor: SHELL, Terminal: HOU, AuthCode: TEXAS, Batch: 20110310  
 Bol Date: 03/10/2011, Hour/Min: 8, Driver: [blank], Truck Id: 3, FrtGal: G, SurChg: 30.00, Net/Gr: N, Term Loc: 9

**Item Line:**  
 Item: SNL, BI: N, Gross Rec: 3000.00, Net Rec: 3000.00, Bc: N, Cd: I, Inv/Loc: ADD, Cust/Tank: 37058, Gross Delv: 3000.00, Net Delv: 3000.00

**Summary Fields:**  
 Die Gals: 0.00, Total Gals: 7872.00, Load Fee: 15.00, Other: 0.00, Oth Sis: 150.00

Fuel Item	BI?	Gross Rec	Net Rec	Inv-Loc	Cust-Tank	Ship To	Gross Div	Net Div	Sellprice
SNL	N	3000.00	3000.00	ADD	37058		3000.00	3000.00	3.521200
UNL	N	5000.00	4872.00	ADD	37058		5000.00	4872.00	3.070000

**BUTTONS:** Click or press underlined letter on the keyboard.

<Edit Line>-

Highlight line to edit. Click <Edit Ln>. Press *enter* through the correct fields, and change the incorrect ones.

<Add Line>

Add another line item to this BOL.

<New BOL>

Quit this BOL and enter another without exiting the batch.

\*\*If receipt and delivered gallons don't equal, a message displays. If the difference is a data entry error, return to make the correction.\*\*

<Next>

Display the Next BOL in the file.

<Previous>

Display the Previous BOL in the file.

<Delete>

Delete a line item or the entire BOL.

<Exit>

Exit the BOL program.

\*\*If blend records are found, they are compiled and accumulated at this time to create cost and the Blend report.\*\*

(<Load Fee>

Enter Texas Load Fee for this BOL.)

(<Other Charge>

Select Other Charges to add to this BOL.)

<Header>

Make changes to the BOL Header Record.

<Batch Number>

Change the batch number on this BOL.

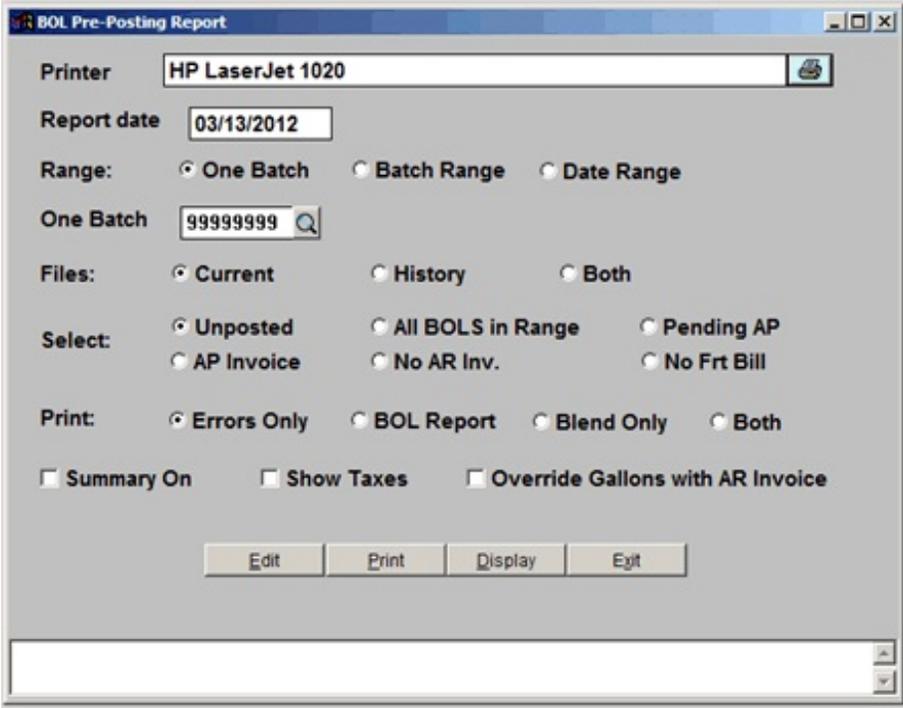
## PREPOST REPORT

This report is a proofing report for unposted manifests as well as several management reports of posted and unposted manifests, from both current and history. Manifests stay in the current file for 90 days before they are moved to history unless the Vendor invoice has not been entered OR the freight bill has not been entered. All unposted manifests remain in the current file. The following is a list of the BOL Reports which may be printed using this option and various criteria:

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *PrePost Report*.



The screenshot shows a dialog box titled "BOL Pre-Posting Report". It contains the following fields and options:

- Printer: HP LaserJet 1020
- Report date: 03/13/2012
- Range:  One Batch,  Batch Range,  Date Range
- One Batch: 99999999
- Files:  Current,  History,  Both
- Select:  Unposted,  All BOLS in Range,  Pending AP,  AP Invoice,  No AR Inv.,  No Frt Bill
- Print:  Errors Only,  BOL Report,  Blend Only,  Both
- Summary On,  Show Taxes,  Override Gallons with AR Invoice

Buttons at the bottom: Edit, Print, Display, Exit.

### BEGIN INPUT

#### Printer.

Default printer displays.

**Report Date:**

Today's Date displays.

**Range:****One Batch.**

Print or display one batch. Enter the Batch number. This option would be selected to run a preposting report before updating manifests. F2 or Click Magnifying Glass to select from the lookup.

**Batch Range.**

Enter Beginning and Ending batch numbers.

**Date Range.**

Enter Beginning and Ending dates. To print only one date, enter the same date in both fields.

**Files:****Current.**

BOLs from the current file. This could be up to 3 months of data.

**History.**

BOLs from the history file.

**Both.**

BOLs from both Current and History. This is a good choice if you are not sure.

**Select:****Unposted.**

BOLs that have not been updated. Use this option prior to updating to check for errors.

**All BOLs in Range.**

All posted and unposted BOLs in the selected range of dates or batches.

**Pending AP.**

BOLs that the VENDOR invoice has not been entered. Always run this option at the end of the month for all batches to verify the estimated/pending AP and tax amounts.

**AP Invoice.**

BOLs that have been Vendor invoiced. Vendor invoice number prints.

**No AR Invoice.**

BOLs that have been transferred to tanks instead of billed to a customer.

**No Freight Bill.**

BOLs that the FREIGHT bill has not been entered.

**Print:****Errors Only.**

Shows BOL ERRORS and TOTALS only - no detail.

**BOL Report.**

Detail BOL report. Shows each BOL with line items.

**Blend Only.**

Blend data for splash blended fuel.

**Both.**

Both BOL Report and Blend Report.

Other Options:

**Summary On.**

Report totals only.

**Show Taxes.**

Report taxes in detail for each BOL.

**Override Gallons with AR Invoice.**

Change gallons delivered on BOL to gallons billed on customer invoice.

**BUTTONS:** Click or press underlined letter on the keyboard.

<Edit>-

Change a report option - starts with the first option - or click on the report option to change.

<Print>

Print the report with the selected options.

<Display>

Display the report on the screen..

<Exit>

Exit the Report without printing or displaying.

Batch	Manifest #	Term	Vendor	Item	BOL Date	Net Gal	Gross Gal	Rack Cost	Rec?	AP?	Est Inv	Est Tax	Est AP
Date: 05/11/2007 Time: 12:47:56													
Demo Company BOL Reconciliation Report Batch Number 20070510													
Page No. 1													
20070510	051007	SA	BRAND	SNL	05/10/2007	990.00	1000.00				2495.62	182.16	
2677.78													
AuthCode: TEXAS Taxes: 1 F 182.16 3 S 0.00													
Transfer: Loc 3 Tank PLU Blend: PLU 792.00 800.00 2.5208 N N													
Transfer: Loc 3 Tank SNL 198.00 200.00 2.5208 N N													
20070510	051007	SA	BRAND	UNL	05/10/2007	7463.00	7500.00				17958.10	1373.19	
19331.29													
AuthCode: TEXAS Taxes: 1 F 1373.19 3 S 0.00													
Invoice: Cust KATENT Inv No. 54060 2488.00 2500.00 2.4062 N N													
Transfer: Loc 1 Tank UNL 3781.00 3800.00 2.4062 N N													
Transfer: Loc 3 Tank PLU Blend: PLU 1194.00 1200.00 2.4062 N N													
-----													
20070510	0510071	SA	BRAND	HSD	05/10/2007	2430.00	2500.00				5760.91	0.00	
5760.91													
AuthCode: TEXAS Taxes: 5 S 0.00													
Transfer: Loc 1 Tank HSD 2430.00 2500.00 2.3707 N N													
20070510	0510071	SA	BRAND	LSD	05/10/2007	4990.00	5000.00				11956.48	998.00	
12954.48													
AuthCode: TEXAS Taxes: 2 S 0.00 4 S 998.00													
Transfer: Loc 1 Tank LSD 4990.00 5000.00 2.3960 N N													
-----													
20070510	0510072	SA	BRAND	LSD	05/10/2007	1490.00	1500.00				3570.17	298.00	
3868.17													
AuthCode: TEXAS Taxes: 2 S 0.00 4 S 298.00													
Invoice: Cust BLUE Inv No. 54061 1490.00 1500.00 2.3960 N N													
20070510	0510072	SA	BRAND	UNL	05/10/2007	6410.00	6500.00				15424.29	1179.44	
16603.73													

AuthCode: TEXAS Taxes: 1 F 1179.44 3 S 0.00  
 Invoice: Cust BLUE Inv No. 54061 6410.00 6500.00 2.4062 N N

Gross Rec 24000.00 Gross Delv 24000.00 Net Rec 23773.00 Net Delv 23773.00  
 Est AP 61196.36 Est Tax 4030.79 Est Inv 57165.57

Date: 05/11/2007 Demo Company Page No.  
 Time: 12:47:56 Blend Reconciliation Report 05/11/2007 2  
 Batch Number 20070510

Loc	9	Blend Item	PLU	Loc	3	TankNo	PLU	Qty	1986	Rack	2.4766
Batch No.	BOL Date	BOL No.	Item	Vendor	Terminal	Pur Qty	Rack Price				
20070510	05/10/2007	051007	UNL	BRAND	SA	1194	2.4062				
20070510	05/10/2007	051007	SNL	BRAND	SA	792	2.5208				
Blend Total						1986					

**BOL Reconciliation Report - Detail with Blends**

The above two reports are the BOL Pre-Post Reports printed using the 'unposted' option and requesting both the BOL report (page 1) and the Blend report (page 2).

Date: 05/11/2007 Demo Company Page No.  
 Time: 12:59:20 BOL Summary Report 1  
 Batch Number 20070510

BOL	Vendor	Trm	BOL Date	Batch No.	Ap Invoice
051007	BRAND	SA	05/10/2007	20070510	
0510071	BRAND	SA	05/10/2007	20070510	
0510072	BRAND	SA	05/10/2007	20070510	

**BOL Reconciliation Report - Summary**

**OLD PRE-POST REPORT**

Petro-Data Jobber Inventory

F2-Lookup F3 F4 F5 F6 F7-Start Over F8-Quit

Demo Company \*\*\* BOL Pre-Posting Report \*\*\* 05/10/2007

Display report on screen

Report Range: D = Dates B = Batches O = One Batch

Enter batch range 20070510 Date range

1=AP Invoiced 2=Posted/No AP Inv 3=Unposted 4=No AR Inv. 5=All

Summary Report Only? (Y/N)  Selection criteria?

Report option: 1 = BOL report only 2 = Errors only  
3 = Blends only 4 = Both

Select files: 1 = Current 2 = History 3 = Both

Enter Report Date 05/10/2007 Show Taxes? (Y/N)

Override net and gross with invoiced amounts? (Y/N)

Is everything ok? (Y/N/P=Printer/Q=Quit)

## BEGIN INPUT

Output to: S=Screen P=Printer F=Text File Q=Quit

### Report Range:

#### D - Dates.

Enter **D** and then enter the Beginning and Ending dates. To print only one date, enter the same date in both fields.

#### B - Batches.

Enter **B** and then enter the Beginning and Ending batch numbers.

#### O - One Batch.

Enter **O** to print only one batch and then enter the Batch number. This option would be selected to run a preposting report before updating manifests.

### Option:

These selections create the different BOL reports

#### 1 - Unposted.

Print BOLs that have not been updated. This option is selected to print a preposting report of errors only, or a complete preposting report including blend report, if applicable.

**2 - All.**

Print all BOLs in selected batch or range or selection criteria.

**3 - Pending AP.**

Print BOLs that have not been invoiced by the vendor. This report is helpful at the end of the month to be sure that all Vendor invoices have been entered. If BOLs from the beginning of the month are still on this report, it is time to do some research. GL Pending AP and Pending Fuel Tax accounts are directly related to the totals on this report.

**4 - AP Invoiced.**

Print a list of BOLs that have been invoiced by the vendor and the invoice has been entered into Purchasing.

**5 - No AR Invoice.**

Print a list of BOLs with fuel transferred to the bulk plant, consignment or CStore tanks.

**6 - No Freight Bill.**

Print a list of BOLs that have no freight bills - freight bill has not been entered in the freight bill module.

**Summary Report Only:**

This option lists each BOL in one line .

**Selection Criteria?**

Y to select more specific report choices within the batches or dates. For example, a Fuel Manifest Reconciliation Report of a certain Vendor or Terminal, or a specific fuel item could be printed.

**Select Report Option:****1 - Errors Only.**

Enter 1 to print errors on the screen only. This MUST be run and all errors corrected before a batch of manifests is updated. Some error message examples are the following:

```
***Big Problem! Department Not Found for UNL      Loc 9
***Inventory Item Not Found for PRE   Loc 2
```

**2 - BOL Report Only.**

Enter 2 for the standard format. It lists the BOL header information as well as the line items. Both the received and the delivered information are printed. Totals and a gallon reconciliation print at the bottom. Receipt and sale mismatches also print on each BOL.

**3 - Blends Only.**

Enter 3 to print the Blend Reconciliation Report only. This applies only if you splash blend fuel. The blended item is listed with cost calculated from the weighted average of the cost of the components.

**4 - Both.**

Enter 4 to print both the Fuel Manifest Reconciliation Report and the Blend Reconciliation Report.

**Select Files:**

Manifests may be printed from the current or history file. Manifests remain in the current file for three months. If no BOLs list when you select history, try the same criteria from the current file.

**1 - Current.**

Enter 1 to print the report for BOLs in the Current file only (usually the most recent three months).

**2 - History.**

Enter 2 to print the report for BOLs in the History file only (usually over three months old).

**3 - Both.**

Enter 3 to print the report for BOLs that could be in either current or history or both.

**Enter Report Date.**

The current system date displays as the default.. The date entered here has no affect on the data that prints on the report.

**Show Taxes? (Y/N).**

Y Print the detail of the prepaid fuel taxes on the report. This allows you to verify that the taxes will be correct when the vendor purchase is entered.

N Print a shorter report without taxes.

**Override Net and Gross with Invoiced Amounts? (Y/N).**

N Leave delivered gallons as entered when BOL was entered.

Y Change the net and gross received to the net and gross invoiced to the customer, if different..

**Is Everything Ok? (Y/N/P=Printer/Q=Quit).**

Y Print report with selected options.

N Make changes to the selected options.

P To change to a different printer or print option.

Q To quit without printing.

Note: The column 'Rec'd', will print N if the Bill of Lading has not been updated into inventory or will print P for Posted if it has been updated.

Date: 05/11/2007 Time: 12:47:56		Demo Company BOL Reconciliation Report Batch Number 20070510						Page No. 1					
Batch	Manifest #	Term	Vendor	Item	BOL Date	Net Gal	Gross Gal	Rack Cost	Rec?	AP?	Est Inv	Est Tax	Est AP
20070510	051007	SA	BRAND	SNL	05/10/2007	990.00	1000.00				2495.62	182.16	2677.78
AuthCode: TEXAS		Taxes: 1	F	182.16	3	S	0.00						
Transfer: Loc		3	Tank	PLU	Blend: PLU	792.00	800.00	2.5208	N	N			
Transfer: Loc		3	Tank	SNL		198.00	200.00	2.5208	N	N			
20070510	051007	SA	BRAND	UNL	05/10/2007	7463.00	7500.00				17958.10	1373.19	19331.29
AuthCode: TEXAS		Taxes: 1	F	1373.19	3	S	0.00						
Invoice: Cust		KATENT	Inv No.	54060									
Transfer: Loc		1	Tank	UNL		3781.00	3800.00	2.4062	N	N			
Transfer: Loc		3	Tank	PLU	Blend: PLU	1194.00	1200.00	2.4062	N	N			
-----													
20070510	0510071	SA	BRAND	HSD	05/10/2007	2430.00	2500.00				5760.91	0.00	5760.91
AuthCode: TEXAS		Taxes: 5	S	0.00									
Transfer: Loc		1	Tank	HSD		2430.00	2500.00	2.3707	N	N			
20070510	0510071	SA	BRAND	LSD	05/10/2007	4990.00	5000.00				11956.48	998.00	12954.48
AuthCode: TEXAS		Taxes: 2	S	0.00	4	S	998.00						
Transfer: Loc		1	Tank	LSD		4990.00	5000.00	2.3960	N	N			
-----													
20070510	0510072	SA	BRAND	LSD	05/10/2007	1490.00	1500.00				3570.17	298.00	3868.17
AuthCode: TEXAS		Taxes: 2	S	0.00	4	S	298.00						
Invoice: Cust		BLUE	Inv No.	54061		1490.00	1500.00	2.3960	N	N			
20070510	0510072	SA	BRAND	UNL	05/10/2007	6410.00	6500.00				15424.29	1179.44	16603.73
AuthCode: TEXAS		Taxes: 1	F	1179.44	3	S	0.00						
Invoice: Cust		BLUE	Inv No.	54061		6410.00	6500.00	2.4062	N	N			
-----													
Gross Rec		24000.00	Gross Delv		24000.00	Net Rec		23773.00	Net Delv		23773.00		
Est AP		61196.36	Est Tax		4030.79	Est Inv		57165.57					

Date: 05/11/2007 Time: 12:47:56		Demo Company Blend Reconciliation Report 05/11/2007 Batch Number 20070510						Page No. 2					
Loc	9	Blend Item	PLU	Loc	3	TankNo	PLU	Qty	1986	Rack	2.4766		
Batch No.	BOL Date	BOL No.	Item	Vendor	Terminal	Pur Qty	Rack Price						
20070510	05/10/2007	051007	UNL	BRAND	SA	1194	2.4062						
20070510	05/10/2007	051007	SNL	BRAND	SA	792	2.5208						
Blend Total						1986							

**BOL Reconciliation Report - Detail with Blends**

The above reports are the Fuel Manifest Reconciliation Reports printed using the 'unposted' option and requesting both the BOL report (page 1) and the Blend report (page 2).

BOL	Vendor	Trm	BOL Date	Batch No.	Ap Invoice
051007	BRAND	SA	05/10/2007	20070510	
0510071	BRAND	SA	05/10/2007	20070510	
0510072	BRAND	SA	05/10/2007	20070510	

### ***BOL Reconciliation Report - Summary***

## **BOL UPDATE**

The BOL Update Program main function is to post the Bill of Lading information into inventory. The update program does the following:

Increase Inventory and Tank on-hand balances.

Send all transfers (in-house or consignment) to the Inventory Audit File using rack price or rack + other costs (as selected in the BOL Install Program) as cost.

Send receipt transactions to the Fifo File.

Mark each line item in the updated manifests with code P meaning that it has been posted to inventory.

If you are using the CStore package with this company, transfers are sent to the retail purchases file with cost which includes rack price + taxes.

In some cases, it adds freight and other cost to be used in sales updates, among other things.

All of the transaction update processing can take place while everyone is still working. All of the reports print or display so you can review them for errors.

**Only ONE person may update at a time.** When you select 'Continue Update' the master files and all other files are updated. If any part of the update fails, the entire update is canceled. After the problem is resolved, the update may be started over WITHOUT restoring.

## **MENU SELECT**

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *BOL Update*.

## BEGIN INPUT

### Enter batch number:

Enter the batch number to update or select from the lookup.

### Enter GL posting date:

Enter the date of the batch. (Example. Batch 20120220, date 02/20/2012)

### GL for over/short:

This account comes from the BOL install. If other costs such as Texas Delivery Fee are prorated into the cost per gallon of fuel, any pennies left over will go to this account - usually a fuel cost of sales account.

## BUTTONS: Click or press underlined letter on the keyboard.

<Edit>      <Uppdate>      <Printers>      <Exit>

<Edit>      allows you to change the batch number, GL posting date, or GL for over/short.

<Uppdate>      takes you to the next step of the update process.

<Printers>      The default printer displays, change it using this button.

<Exit>      Quits the update screen without beginning the update.

*Update processing sequence overview:***First:**

After selecting the batch, press <Update>. The first phase of the update prints all of the update reports. An 'Update Status' screen displays the progress of the update and further instructions.

**Second:**

Press <View Errors> to see if there are any errors that need to be corrected. This option DOES NOT catch every error. You MUST review the reports for others.

**Third:**

Review all update reports. Make sure the GL Proof is zero, look for incorrect profit percentages on each line item and any other printed error messages. If there are errors, press <Cancel Update>.

**Fourth:**

When there are no errors on the screen and the printed update reports are correct, press <Continue Update>. NO ONE HAS TO GET OUT FOR THE UPDATE. This phase should only take a moment.

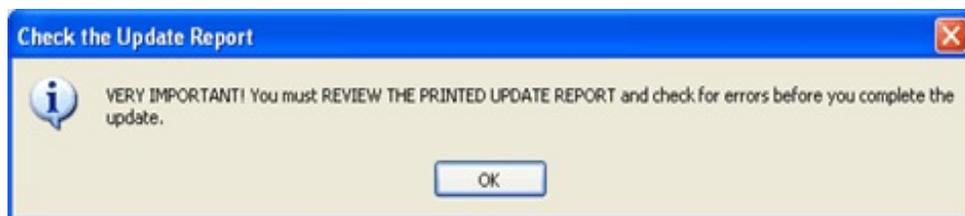
To exit, press <Return to Menu>.

*Each batch is given a unique BATCH ID so even if the same batch number is used, each updated batch is unique.*

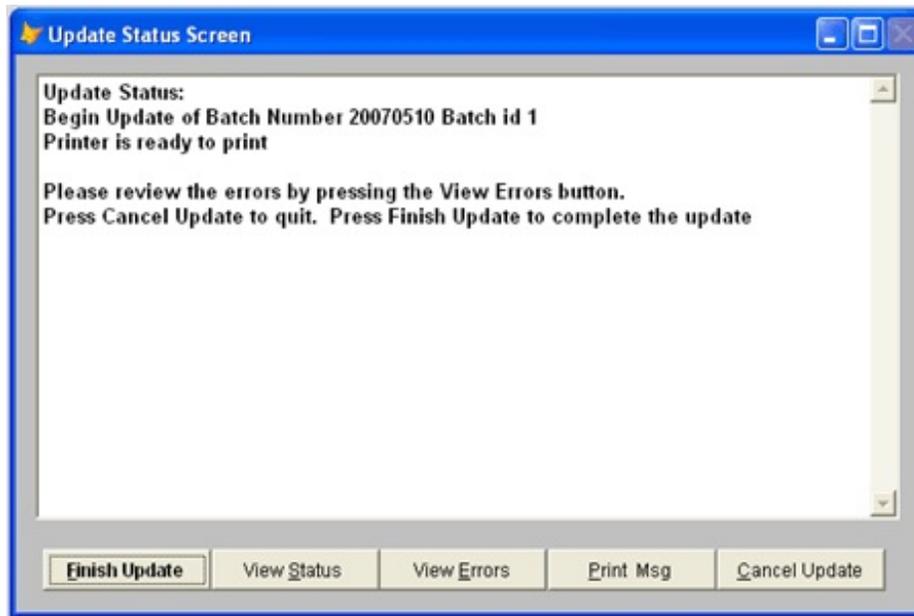
At various times during an update or a restore, the progress of the program displays on the upper right corner of your screen. Such as 'Start Update. Open data files.'

The update reports print BEFORE the update is complete.

Check the reports, look for errors, profit percentages and ZERO proof before continuing.



When you press <OK>, the following screen displays.



<**View Errors**>.

The error screen displays. Do NOT continue with update until ALL errors are resolved.

These errors are usually not found in the preposting 'Errors Only' option. They are only found during the update.

<**Print Msg**>

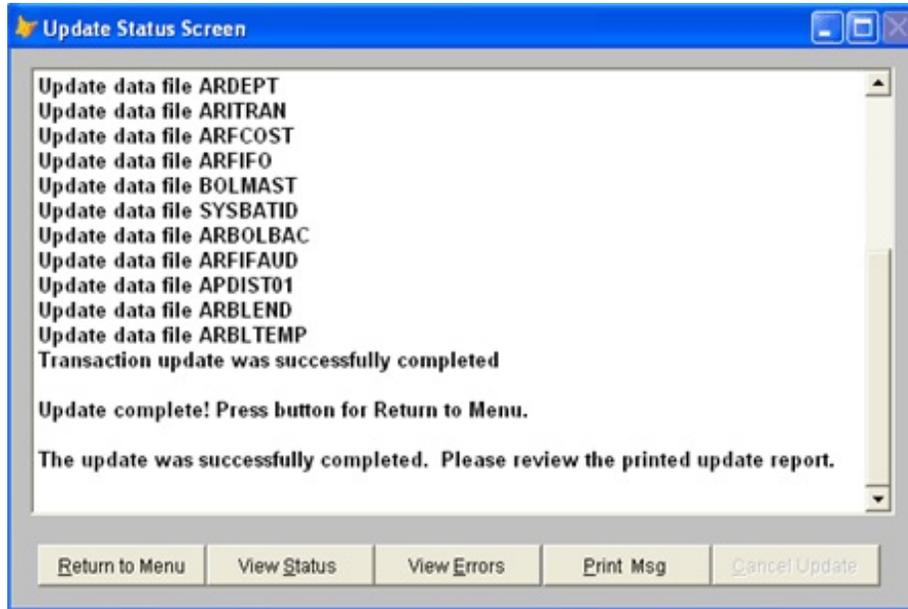
Print error messages before cancelling the update, if necessary.

<**Cancel Update**>

If errors are found, cancel the update.

<**Continue Update**>

If NO errors are found, continue the update.



Scroll down the View Status screen and look for the statement:

*The update was successfully completed...*

The following update reports print:

Fuel Manifest Receipt Update - lists each line item, with destination, gallons, estimated cost, and if invoiced to a customer - selling price and total profit.

Blend Update Journal - prints the components, cost and weighted average cost of the blended items.

General Ledger Bill of Lading Report - lists GL entries created by the update if you are using GL. Checking to make sure the PROOF in ZERO is a very important part of updating.

Batch	Bo1 No	Vendor	Date	Truck	Item	RecQty	Est Tax	Loc/ Inv #	Tank/ Cust	Gallons Billed	Est/Inv Cost	Subtotal	Sell Price	Total Profit
Date: 05/11/2007														
Time: 15:23:53														
Demo Company														
Fuel Manifest Receipt Update														
Batch: 20070510 Batch Id. 1														
20070510	051007	BRAND	05/10/2007	1	SNL	990	182.16	3	PLU	792	2.54620	2016.59	0.0000	0.00
Blend PLU														
	Rack	2.546200	Frnt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000			2.54620	2016.59	Frnt	0.00
20070510	051007	BRAND	05/10/2007	1	SNL			3	SNL	198	2.54620	504.15	0.0000	0.00
	Rack	2.546200	Frnt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000			2.54620	504.15	Frnt	0.00
20070510	051007	BRAND	05/10/2007	1	UNL	7463	1373.19	54060	KATENT	2488	2.43050	6047.08	2.4505	49.76

Rack	2.430500	Frt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000		2.43050	6047.08	Frt	0.00
20070510 051007	BRAND	05/10/2007	1	UNL			1	UNL	3781	2.43050	9189.72	
											0.0000	0.00
Rack	2.430500	Frt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000		2.43050	9189.72	Frt	0.00
20070510 051007	BRAND	05/10/2007	1	UNL			3	PLU	1194	2.43050	2902.02	
											0.0000	0.00
Blend PLU												
Rack	2.430500	Frt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000		2.43050	2902.02	Frt	0.00
Totals for 051007												
	Est Ap	22214.91	Est Inv	20659.56	Est Tax	1555.35		Inv Cost	20659.56	Est Prof	49.76	
	Est Frt	0.00	Frt Inc	0.00								
20070510 0510071	BRAND	05/10/2007	1	HSD	2430	0.00	1	HSD	2430	2.39460	5818.88	
											0.0000	0.00
Rack	2.394600	Frt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000		2.39460	5818.88	Frt	0.00
20070510 0510071	BRAND	05/10/2007	1	LSD	4990	998.00	1	LSD	4990	2.42020	12076.80	
											0.0000	0.00
Rack	2.420200	Frt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000		2.42020	12076.80	Frt	0.00
Totals for 0510071												
	Est Ap	18893.68	Est Inv	17895.68	Est Tax	998.00		Inv Cost	17895.68	Est Prof	0.00	
	Est Frt	0.00	Frt Inc	0.00								
20070510 0510072	BRAND	05/10/2007	COAST	LSD	1490	298.00	54061	BLUE	1490	2.42020	3606.10	
											2.4965	113.68
Rack	2.420200	Frt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000		2.42020	3606.10	Frt	0.00
20070510 0510072	BRAND	05/10/2007	COAST	UNL	6410	1179.44	54061	BLUE	6410	2.43050	15579.51	
											2.5493	761.50
Rack	2.430500	Frt/Gal	0.00000	oth Gal	0.00000	Adj	0.0000		2.43050	15579.51	Frt	0.00
Totals for 0510072												
	Est Ap	20663.05	Est Inv	19185.61	Est Tax	1477.44		Inv Cost	19185.61	Est Prof	875.19	
	Est Frt	0.00	Frt Inc	0.00								
Grand Totals	Est Ap	61771.64	Est Inv	57740.85	Est Tax	4030.79		Inv Cost	57740.85	Est Prof	924.95	
	Est Frt	0.00	Frt Inc	0.00								

Date: 05/11/2007  
Time: 15:23:53

Demo Company  
Fuel Manifest Receipt Update  
Batch: 20070510 Batch Id. 1

Page No. 2

Blend Update Journal

Batch No.	Term	Blend Item	Bo1 Date	Net Gal	Loc/Inv	Tank/Cust	Bill Qty	Pur Cost Inv Cost	Subtotal	Sell Price	Tot Profit
20070510	9	PLU	05/10/2007	1986	3	PLU	1986	2.476600	4918.53	0.0000	
								4918.53	0.00	0.00	

Fuel Manifest Receipt Update Report and Blend Update Journal- Batch 20070510

Date: 05/11/2007  
Time: 15:23:53

Demo Company  
General Ledger Bill of Lading Report  
Batch: 20070510 Batch Id. 1

Page No. 3

Bo1	Account	Gldate	Type	Gl Description	Amount
051007	13110-100	05/10/2007	INV	Inventory - Fuel	20659.56
051007	20750-100	05/10/2007	EST AP	Pending Accounts Payable	-22214.91
051007	20850-100	05/10/2007	EST TAX	Pending Fuel Tax	1555.35
0510071	13100-100	05/10/2007	INV	Inventory - Jobber	0.00
0510071	13110-100	05/10/2007	INV	Inventory - Fuel	17895.68
0510071	20750-100	05/10/2007	EST AP	Pending Accounts Payable	-18893.68
0510071	20850-100	05/10/2007	EST TAX	Pending Fuel Tax	998.00
0510072	13110-100	05/10/2007	INV	Inventory - Fuel	19185.61

---

0510072	20750-100	05/10/2007	EST AP	Pending Accounts Payable	-20663.05
0510072	20850-100	05/10/2007	EST TAX	Pending Fuel Tax	1477.44
GL PROOF					0.00

**General Ledger Bill of Lading Report - Batch 20070510**

## RESTORE BOLS

Restoring is the process of undoing an update either for an individual invoice or BOL, or for an entire batch. In this version, a restore can be done anytime during the CURRENT month except under the following circumstances:

DO NOT RESTORE IF:

1. AR and/or Inventory Month-End has been run and invoice is in history.
2. Purchase Invoice has been updated and PAID or EFT entered.
3. Distribution has already been released.

Restore can be run after other processing has been done.

A unique batch ID is assigned by the computer when the update is done. It prints on the update reports and is listed on the restore lookup screen along with the date and time the update was done.

### MENU SELECT

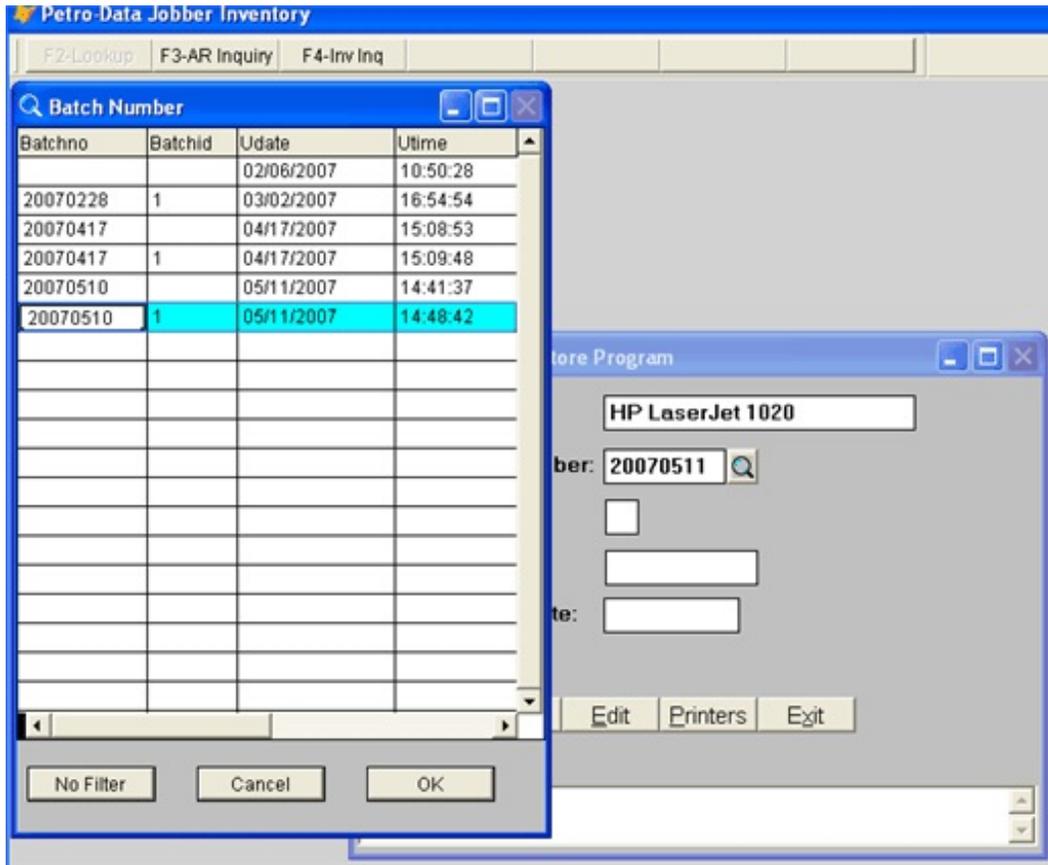
From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Restore BOLS*.

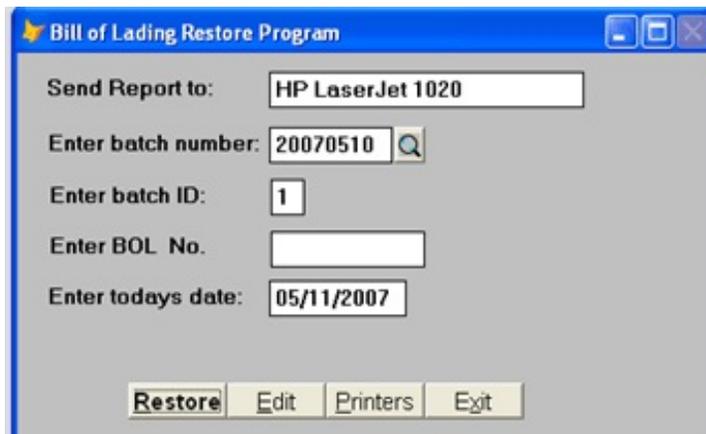
**Click on the magnifying glass (or press F2) to see the updated batches and select one to restore.**

The Batch will have a BATCHID if it has been updated. The date and time of the update are listed. Printed update reports have the batchid at the top of the report and the time stamped on the top left.

If only one BOL is wrong, do not restore the entire batch. Restore only the incorrect BOL.



After selecting the batch, the batch ID displays.

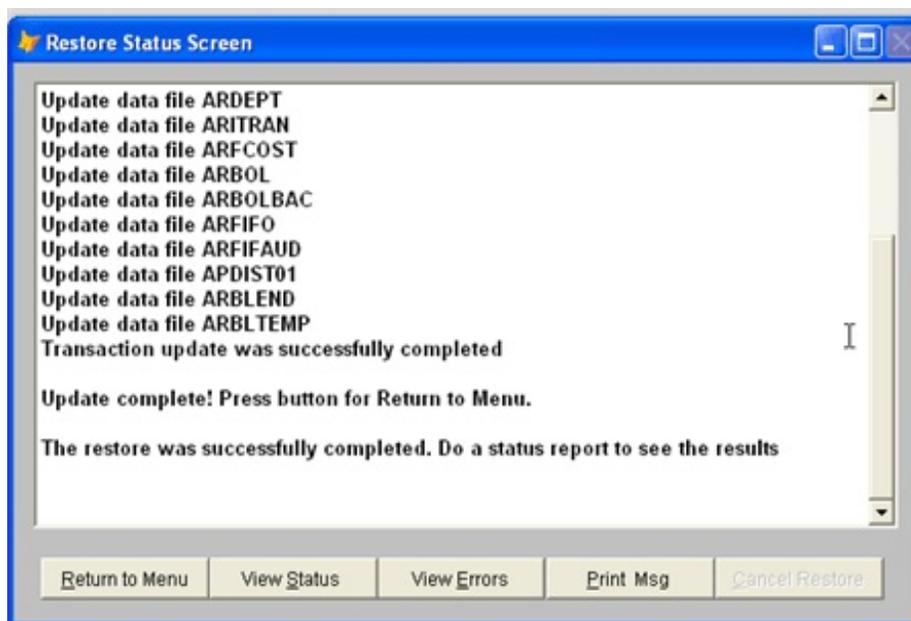


'Enter BOL number' to be restored or leave it blank to restore the entire batch.

- <**R**estore> takes you to the next step of the restore process.
- <**E**dit> allows you to select another batch or BOL to restore.
- <**P**rinters> The default printer displays, change it using this button.
- <**E**xit> Quits the restore screen without beginning the restore.

Select <Restore> to continue.

If no errors occur, the following 'View Status' screen displays.



<**V**iew **E**rrors>.

The error screen displays. Do NOT continue with restore if errors display.

<**P**rint **M**sg>

Print error messages before cancelling the restore.

<**C**ancel **R**estore>

If errors are listed, cancel the restore.

<**C**ontinue **R**estore>

If NO errors are listed, continue the restore.

Look for the message 'The restore was successfully completed...'

<**Return to Menu**> displays the following message:



After correcting the BOLs, be sure to print a preposting before updating again. If you delete the BOL, no preposting or update is required.

## BOL INQUIRY

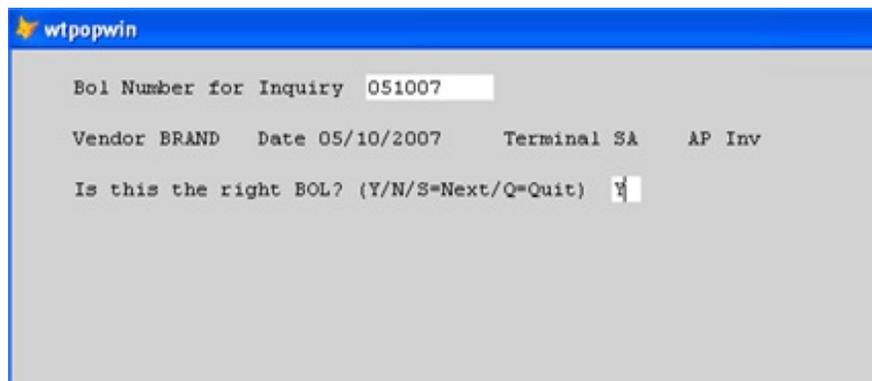
The BOL Inquiry program allows you to display updated BOLs including manifests that have already been sent to history.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *BOL Inquiry*.

The following popup screen displays:



**BOL Number for Inquiry** - Enter the manifest number.

The first record in the file displays.

### Is this the right BOL?

**Y** - display this BOL

**N** - this is not the correct BOL - enter another BOL number

**S** - display the NEXT BOL with the same number - continue until the message 'There are no more BOLs.' displays.

**Q** - QUIT the BOL Inquiry program

**H - Change Header** is allowed in this Inquiry program.

**T - Change Time** is also allowed, however, cost has already been updated.

If an attempt is made to change the line items, the following message displays:

*'You cannot change line items on an inquiry. Press <Enter>.'*

Petro-Data Jobber Inventory

F2-Lookup F4-Invoice Inq

Demo Company \*\*\* Input BOLs \*\*\* 05/16/2007

Hour: 15 Min: 16 A/P: M

BOL No.	Vendor BRAND	Branded Oil Company	Date	05/10/2007	Bill Gr	N
Term Loc 9	Term name SA	Auth TEXAS	Driver	Truck 1	OK?	

Ln	Item	Gross Rec	Net Rec	Delivered to	Gross Del	Net Del
1	UNL	7500.00	7463.00	Inv 54060 Cs KATENT	2500.00	2488.00
2	UNL			Lc 1 Tk UNL	3800.00	3781.00
3	UNL	B		Lc 3 Tk PLU	1200.00	1194.00
4	SNL	B 1000.00	990.00	Lc 3 Tk PLU	800.00	792.00
5	SNL			Lc 3 Tk SNL	200.00	198.00

Enter Field # to Chg    S = Scan    H = Chg Header    L = Load Fee  
 A = Add line    T=Time    D = Delete    B = Chg batch no    Q = Quit  
 Diesel    0.00    Tot Gal    8453.00    Other Frt    0.00    Load Fee    0.00

Q - Quit this BOL.

Enter another BOL for Inquiry or Q to quit.

## UNBILLED BOLS

This report is needed only if you enter or download your BOLs each day and do not have the billing information yet. Each unposted BOL with no billing information will be listed.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Unbilled BOLS*

### BEGIN INPUT

#### 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.

```

                                Demo *** BOLs Not Billed in A/R ***

Display report on screen

Report Range:  D = Dates      B = Batches  B

Enter batch range 20120201  20120299  Date range

Select files:  1=Current      2=History   3=Both  1

Is everything ok? (Y/N/P=Printer/Q=Quit)  |
```

#### Report Range:

Enter **D** to enter a range of dates.

Enter **B** to enter a range of batch numbers.

#### Enter Batch Range/Date Range:

Enter a range of either dates or batch numbers.

#### Select Files:

**1 = Current** to print data from the Current File

**2 = History** to print data from the History File

**3 = Both** if the selected range is both current and history.

**Is Everything Ok? (Y/N/P=Printer/Q=Quit).****Y** To print the report using the selected printer or screen.**P** To change to a different printer or print option.**N** To edit options.**Q** To quit without printing.Date: 05/11/2007  
Time: 16:43:24Demo Company  
BOLS Not Billed in A/R on 05/11/2007Page No.  
1

BOL No.	BOL Date	Vendor	Fuel Item	Gross	Net	Cust No.	Inv Num
278018	09/20/2005	SHELL	UNL	7601.00	7482.00	NEWCO	ADD
605375	09/20/2005	KOCH	LSD	7800.00	7705.00	PM2	ADD
278052	09/20/2005	SHELL	SNL	1018.00	1002.00	LARCO	ADD
278052	09/20/2005	SHELL	UNL	7800.00	7681.00	LARCO	ADD
162167	09/20/2005	SHELL	LSD	1000.00	987.00	PM4	ADD
278018	09/20/2005	SHELL	LSD	500.00	400.00	NEWCO	ADD
12366	11/16/2006	BRAND	UNL	100.00	99.00	BLUE	54022
12367	11/16/2006	BRAND	SNL	100.00	99.00	BLUE	54022
12345	11/28/2006	BRAND	UNL	10.00	9.00	BLUE	12345
TEST	12/13/2006	BRAND	UNL	1000.00	1000.00	BLUE	1234
TESTDD	04/17/2007	BRAND	UNL	1000.00	999.00	BLUE	12345
051007	05/10/2007	BRAND	UNL	2500.00	2488.00	KATENT	54060
0510072	05/10/2007	BRAND	UNL	6500.00	6410.00	BLUE	54061
0510072	05/10/2007	BRAND	LSD	1500.00	1490.00	BLUE	54061

***BOLs Not Billed in A/R Report***

## PROFIT REPORT

This report prints line items which have been delivered to end users and have been invoiced. When freight is not calculated in the Bill of Lading module, this report simply compares the rack cost of the line item to the selling price. Profit per gallon and total profit are printed for each line item. Totals for the entire BOL are then printed. The Bill of Lading Profit Report arrives at the net profit for each Fuel Manifest by taking the selling price and subtracting the rack cost and the estimated freight (if applicable).

The freight calculation can be an important part of this report. Freight can be calculated and used in several different ways in the BOL module. Freight can be calculated from the Railroad Commissions Published Tariff, or you may set up your own master file of freight per gallon in the Origin and Destination file maintenance in the Rack Price Module.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Profit Report*.

### BEGIN INPUT

#### 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.

```

          Demo ***** BOL Profitability Report *****

Display report on screen

Enter Today's Date  03/14/2012

Report Range:  D = Dates      B = Batches  B

Enter batch range  20120201  20120299  Date range

Select files:  1=Current      2=History   3=Both  1

Input selection criteria? N

Is everything ok? (Y/N/P=Printer/Q=Quit)  |
```

**Enter Todays Date.**

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

**Report Range:**

Enter **D** to enter a range of dates. Enter **B** to enter a range of batch numbers.

**Enter Batch Range/Date Range:**

Enter a range of either dates or batch numbers.

**Select Files:**

- 1 = **C**urrent to print data from the Current File
- 2 = **H**istory to print data from the History File
- 3 = **B**oth if the selected range is both current and history.

**Input Selection Criteria?**

Enter **Y** to narrow or filter the report using one of the filterable fields displayed. Click **A** to add, select the field, the operand and input the data. Press <Enter> and click <OK>.

**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: 05/11/2007	Demo Company		Page No.											
Time: 16:50:56	Bol Profitability Report on 05/11/2007		1											
	Batch Range: 20070510 to 20070510													
Batch	BOL No.	Vendor	BOL Date	Truck	Item	Net Rec	Inv No.	Cust No.	Qty Sold	Rack Cost	Freight Gal	Sell Price	Profit Gal	Total Profit
20070510	051007	BRAND	05/10/2007	1	UNL	2488	54060	KATENT	2488	2.4305	0.0000	2.4505	0.0200	49
Totals for 051007		Gross	2500	Net Rec		2488	Billed	2488		6047.08	0.00	6096.84		49.76
20070510	0510072	BRAND	05/10/2007	COAST	UNL	6410	54061	BLUE	6410	2.4305	0.0000	2.5493	0.1188	761
20070510	0510072	BRAND	05/10/2007	COAST	LSD	1490	54061	BLUE	1490	2.4202	0.0000	2.4965	0.0763	113
Totals for 0510072		Gross	8000	Net Rec		7900	Billed	7900		19185.60	0.00	20060.79		875.19
Grand Totals:		Tot Cost	25232.68	Tot Frt		0.00								
		Tot Sold	26157.64	Tot Profit		924.95								
		Gross Gal	10500	Net Gal		10388	Sold Gal		10388					

*BOL Profitability Report for Batch 20070510*

## DRIVER/TRUCK REPORT

This report prints Manifests/BOLs by Driver or Truck, and displays the estimated freight on each delivery. It is used to reconcile the loads billed by the carrier; and in some cases to calculate driver commission.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Driver/Truck Report*.

### BEGIN INPUT

#### 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.

```
Demo Company *** BOL Reports by Driver/Truck *** 05/11/2007

Display report on screen

Enter Today's Date 05/11/2007

Report Range:  D = Dates      B = Batches  B

Enter batch range 20070510 20070510  Date range

Select files:  1=Current      2=History    3=Both  1

Input selection criteria? N

Opt: 1=Vendor invoice  2=No invoice  3=Unposted  4=Unbilled  5=All  5

Opt:  1=by Driver      2=by Truck  2      D=Detail    S=Summary  D

1=Gross Gal      2=Net Gal  1      Eject after every driver/truck? N

Sort and Subtotal by Customer? (Y/N) N

Is everything ok? (Y/N/P=Printer/Q=Quit) |
```

**Enter Todays Date.**

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

**Report Range:**

Enter **D** to enter a range of dates. Enter **B** to enter a range of batch numbers.

**Enter Batch Range/Date Range:**

Enter a range of either dates or batch numbers.

**Select Files:**

- 1** = **Current** to print data from the Current File
- 2** = **History** to print data from the History File
- 3** = **Both** if the selected range is both current and history.

**Input Selection Criteria?**

Enter **Y** to narrow or filter the report using one of the filterable fields displayed. Click **A** to add, select the field, the operand and input the data. Press <Enter> and click <OK>.

**Option:**

- 1** = **Vendor Invoice** - only BOLs with purchase invoices
- 2** = **No Invoice** - BOLs with no purchase invoice
- 3** = **Unposted** - unposted BOLs
- 4** = **Unbilled** - BOLs transferred to tanks instead of invoiced to customers
- 5** = **All** - print all BOLs regardless of status

**Option:**

- 1** = **by Driver** - Subtotal by Driver
- 2** = **by Truck** - Subtotal by Truck
  
- D** = **Detail** - print every fuel line item
- S** = **Summary** - print only totals
- 1** = **Gross Gallons** - use gross gallons received and sold
- 2** = **Net Gallons** - use net gallons received and sold

**Eject after every driver/truck?**

Print each driver/truck on a separate page.

**Sort and Subtotal by Customer? (Y/N)****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**.

The first sample report below is printed by driver with the truck number listed in the record. Each line in each bill of lading is listed with a total by bill of lading.

Our data did not include freight or split load fees or driver commissions, so only the gallon information has valid totals. However, you can see the format of the report and what totals you will have if you do have driver commissions or freight amounts.

The second report is printed by truck with the driver number listed in the record. There is a subtotal for each truck and grand totals for the entire report.

Date: 05/15/2007 Time: 15:22:32		Demo Company Bill of Lading Report by Driver on 05/15/2007 Batch Range: 20050932 to 20050932				Page No. 1						
Batch	BOL	Truck	Origin	Destination	Fuel Type	Gross Gal	Rate	Freight	Split	Tot Frt	Commission	
20050932	275951	COAST	DALLAS		UNL G	8818	0.0123	108.46	0.00	108.46	0.00	
Totals for BOL 275951						8818		108.46	0.00	108.46	0.00	
20050932	275969	COAST	DALLAS		LSD D	1000	0.0135	13.50	0.00	13.50	0.00	
20050932	275969	COAST	DALLAS		UNL G	7800	0.0135	105.30	0.00	105.30	0.00	
Totals for BOL 275969						8800		118.80	0.00	118.80	0.00	
Driver Totals for						17618		227.26	0.00	227.26	0.00	
Driver	Rate	10.0000	BOB JONES									
20050932	276121	FG	DALLAS		SNL G	1018	0.0123	12.52	0.00	12.52	125.20	
20050932	276121	FG	DALLAS		UNL G	7800	0.0123	95.94	0.00	95.94	959.40	
Totals for BOL 276121						8818		108.46	0.00	108.46	1084.60	
20050932	276459	FG	DALLAS		SNL G	1600	0.0123	19.68	0.00	19.68	196.80	
20050932	276459	FG	DALLAS		UNL G	7200	0.0123	88.56	0.00	88.56	885.60	
Totals for BOL 276459						8800		108.24	0.00	108.24	1082.40	
20050932	276479	FG	DALLAS		LSD D	1200	0.0135	16.20	0.00	16.20	162.00	
20050932	276479	FG	DALLAS		SNL G	1600	0.0135	21.60	0.00	21.60	216.00	
20050932	276479	FG	DALLAS		UNL G	6000	0.0135	81.00	0.00	81.00	810.00	
Totals for BOL 276479						8800		118.80	0.00	118.80	1188.00	
Driver Totals for BOB						26418		335.50	0.00	335.50	3355.00	
Driver	Rate	0.0000	JOE RHODES									
20050932	276305	GR	DALLAS		UNL G	8818	0.0123	108.46	0.00	108.46	0.00	
Totals for BOL 276305						8818		108.46	0.00	108.46	0.00	
20050932	276335	GR	DALLAS		LSD D	1600	0.0135	21.60	0.00	21.60	0.00	
20050932	276335	GR	DALLAS		SNL G	1100	0.0135	14.85	0.00	14.85	0.00	
20050932	276335	GR	DALLAS		UNL G	6100	0.0135	82.35	0.00	82.35	0.00	
Totals for BOL 276335						8800		118.80	0.00	118.80	0.00	
Driver Totals for JR						17618		227.26	0.00	227.26	0.00	

Driver	Rate	0.0000	Patrick Bryan								
20050932	276227		COAST DALLAS	UNL	G	6800	0.0123	83.64	0.00	83.64	0.00
Totals for BOL 276227						6800		83.64	0.00	83.64	0.00
Driver Totals for PB						6800		83.64	0.00	83.64	0.00
20050932	160893		COAST FORT WORTH	LSD	D	1000	0.0135	13.50	0.00	13.50	0.00
20050932	160893		COAST FORT WORTH	UNL	G	7600	0.0135	102.60	0.00	102.60	0.00
Totals for BOL 160893						8600		116.10	0.00	116.10	0.00
20050932	276227		COAST DALLAS	SNL	G	2000	0.0123	24.60	0.00	24.60	0.00
Totals for BOL 276227						2000		24.60	0.00	24.60	0.00
20050932	601812		COAST FORT WORTH	LSD	D	7800	0.0000	0.00	0.00	0.00	0.00
Totals for BOL 601812						7800		0.00	0.00	0.00	0.00
Driver Totals for PG						18400		140.70	0.00	140.70	0.00
Grand Totals						86854		1014.36	0.00	1014.36	3355.00

Above - Manifest/BOL Report by Driver with subtotals for each BOL, Driver Totals and Grand Totals.

Date: 05/14/2007  
Time: 17:24:04

Demo Company  
Bill of Lading Report by Truck on 05/14/2007  
Batch Range: 20070510 to 20070510

Page No.  
1

Batch	BOL	Driver	Origin	Destination	Fuel Type	Gross Gal	Rate	Freight	Split	Tot Frt
Truck LEWIS OIL CO. INC										
20070510	051007			SAN ANTONIO	SNL G	800	0.0000	0.00	0.00	0.00
20070510	051007			SAN ANTONIO	SNL G	200	0.0000	0.00	0.00	0.00
20070510	051007				UNL G	2500	0.0000	0.00	0.00	0.00
20070510	051007			SAN ANTONIO	UNL G	3800	0.0000	0.00	0.00	0.00
20070510	051007			SAN ANTONIO	UNL G	1200	0.0000	0.00	0.00	0.00
Totals for BOL 051007						8500		0.00	0.00	0.00
20070510	0510071			SAN ANTONIO	HSD G	2500	0.0000	0.00	0.00	0.00
20070510	0510071			SAN ANTONIO	LSD G	5000	0.0000	0.00	0.00	0.00
Totals for BOL 0510071						7500		0.00	0.00	0.00
Truck Totals for 1						16000		0.00	0.00	0.00
Truck COASTAL CARRIERS										
20070510	0510072				LSD G	1500	0.0000	0.00	0.00	0.00
20070510	0510072				UNL G	6500	0.0000	0.00	0.00	0.00
Totals for BOL 0510072						8000		0.00	0.00	0.00
Truck Totals for COAST						8000		0.00	0.00	0.00
Grand Totals						24000		0.00	0.00	0.00

Manifest/BOL Report by Truck with subtotals for each BOL, Truck Totals and Grand Totals.



## VENDOR/ITEM REPORT

This report shows the number of gallons of each type of fuel purchased from each Vendor. It subtotals by item, gasoline and diesel, by Vendor, and prints grand totals. During times when you are under allocation from your vendors, this report will help you to determine how much fuel you have left on your allocation. This report also comes in handy in determining whether you have met vendor fuel quotas.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Vendor/Item Report*.

### BEGIN INPUT

#### 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 Today's Date.

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

The screenshot shows a software window titled "Petro-Data Jobber Inventory" with a menu bar containing "F2-Lookup", "F3", "F4", "F5", "F6", "F7-Start Over", and "F8-Quit". The main display area shows the following text:

```

Demo Company ***** BOL Report by Vendor and Item *****
Display report on screen
Enter Today's Date 05/15/2007
Report Range: D = Dates    B = Batches  B
Enter batch range 20050932 20050932    Date range
Select files: 1=Current    2=History    3=Both 1
Input selection criteria? N
Please verify the tax types for diesel  LSD    HSD    KER    [ ]
Is everything ok? (Y/N/P=Printer/Q=Quit) [ ]
  
```

**Report Range:**

Enter **D** to enter a range of dates.  
 Enter **B** to enter a range of batch numbers.

**Enter Batch Range/Date Range:**

Enter a range of either dates or batch numbers.

**Select Files:**

**1 = Current** to print data from the Current File  
**2 = History** to print data from the History File  
**3 = Both** if the selected range is both current and history.

**Input Selection Criteria?**

Enter **Y** to narrow or filter the report using one of the filterable fields displayed. Click **A** to add, select the field, the operand and input the data. Press <Enter> and click <OK>.

*Please Verify the Tax Types for Diesel HSD LSD KER*

The diesel tax types are set up in the Rack Price Module under *Freight Constants*. If they are incorrect, you may type in the correct tax types here. Later, go to the Rack Price Module and enter them so that next time they will display correctly.

**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: 05/15/2007		Demo Company		Page No.				
Time: 15:51:11		Bill of Lading Report by Supplier and Item 05/15/2007		1				
		Batch Range: 20050932 to 20050932						
Vendor	Terminal	Item	BOL Date	BOL No.	Gasoline Net	Gasoline Gross	Diesel Net	Diesel Gross
KOCH	FTW	LSD	09/09/2005	601812	0.00	0.00	7702.00	7800.00
Item Subtotals for LSD					0.00	0.00	7702.00	7800.00
Vendor Subtotals for KOCH					0.00	0.00	7702.00	7800.00
SHELL	FTW	LSD	09/09/2005	160893	0.00	0.00	988.00	1000.00
SHELL	DAL	LSD	09/08/2005	275969	0.00	0.00	989.00	1000.00
SHELL	DAL	LSD	09/10/2005	276335	0.00	0.00	1580.00	1600.00
SHELL	DAL	LSD	09/11/2005	276479	0.00	0.00	1185.00	1200.00
Item Subtotals for LSD					0.00	0.00	4742.00	4800.00
SHELL	DAL	SNL	09/10/2005	276335	1083.00	1100.00	0.00	0.00
SHELL	DAL	SNL	09/11/2005	276479	1575.00	1600.00	0.00	0.00
SHELL	DAL	SNL	09/09/2005	276121	1005.00	1018.00	0.00	0.00
SHELL	DAL	SNL	09/09/2005	276227	1956.00	2000.00	0.00	0.00
SHELL	DAL	SNL	09/11/2005	276459	1575.00	1600.00	0.00	0.00
Item Subtotals for SNL					7194.00	7318.00	0.00	0.00
SHELL	FTW	UNL	09/09/2005	160893	7459.00	7600.00	0.00	0.00

SHELL	DAL	UNL	09/08/2005	275969	7679.00	7800.00	0.00	0.00
SHELL	DAL	UNL	09/10/2005	276335	5999.00	6100.00	0.00	0.00
SHELL	DAL	UNL	09/11/2005	276479	5892.00	6000.00	0.00	0.00
SHELL	DAL	UNL	09/08/2005	275951	8684.00	8818.00	0.00	0.00
SHELL	DAL	UNL	09/09/2005	276121	7698.00	7800.00	0.00	0.00
SHELL	DAL	UNL	09/09/2005	276227	6674.00	6800.00	0.00	0.00
SHELL	DAL	UNL	09/10/2005	276305	8669.00	8818.00	0.00	0.00
SHELL	DAL	UNL	09/11/2005	276459	7080.00	7200.00	0.00	0.00
Item Subtotals for UNL					65834.00	66936.00	0.00	0.00
Vendor Subtotals for SHELL					73028.00	74254.00	4742.00	4800.00
Grand Totals					73028.00	74254.00	12444.00	12600.00

***Bill of Lading Report by Item and Supplier***

## LOCATION/ITEM REPORT

This is a new report similar to the above reports only sorted by location and item.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Location/Item Report*.

### BEGIN INPUT

#### 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 Today's Date.

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

The screenshot shows a terminal window titled "Petro-Data Jobber Inventory" with a menu for the "BOL Report by Location and Item". The menu options and user input are as follows:

```

Petro-Data Jobber Inventory
F2-Lookup  F3  F4  F5  F6  F7-Start Over  F8-Quit

Demo Company ***** BOL Report by Location and Item *****

Display report on screen
Enter Today's Date 05/15/2007

Report Range: D = Dates  B = Batches  B

Enter batch range 20050932 20050932  Date range

Select files: 1=Current  2=History  3=Both 1

Input selection criteria? N

Subtotal option: L=Location and Item  I=Item Only  L

Show Freight on second line? (Y/N) N

Is everything ok? (Y/N/P=Printer/Q=Quit) |
```

#### Report Range:

Enter **D** to enter a range of dates.

Enter **B** to enter a range of batch numbers.

**Enter Batch Range/Date Range:**

Enter a range of either dates or batch numbers.

**Select Files:**

- 1 = **Current** to print data from the Current File
- 2 = **History** to print data from the History File
- 3 = **Both** if the selected range is both current and history.

**Input Selection Criteria?**

Enter **Y** to narrow or filter the report using one of the filterable fields displayed.  
 Click **A** to add, select the field, the operand and input the data.  
 Press <Enter> and click <OK>.

**Subtotal Option:**

- L = Location and Item**
- I = Item Only**

**Show Freight on second line? (Y/N)**

**Y** if freight was calculated in BOL entry. **N** if you are not calculating freight.

**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**.

Loc	Item	Vendor	Term	Status	BOL Date	BOL No.	Gallons	Cost	Total
Date: 05/15/2007							Demo Company		Page No.
Time: 16:18:30							Bill of Lading Report by Location by Item on 05/15/2007		1
Batch Range: 20050932 to 20050932									
LSD	SHELL	FTW	Posted	09/09/2005	160893	988	2.0224	1998.13	
LSD	SHELL	DAL	Posted	09/08/2005	275969	989	0.0000	0.00	
LSD	SHELL	DAL	Posted	09/10/2005	276335	1580	2.0224	3195.39	
LSD	SHELL	DAL	Posted	09/11/2005	276479	1185	2.0224	2396.54	
LSD	KOCH	FTW	Posted	09/09/2005	601812	7702	2.0145	15515.67	
Item Subtotals for LSD							12444		23105.74
SNL	SHELL	DAL	Posted	09/10/2005	276335	1083	2.3339	2527.61	
SNL	SHELL	DAL	Posted	09/11/2005	276479	1575	2.3339	3675.89	
SNL	SHELL	DAL	Posted	09/09/2005	276121	1005	2.3939	2405.86	
SNL	SHELL	DAL	Posted	09/09/2005	276227	1956	2.3939	4682.46	
SNL	SHELL	DAL	Posted	09/11/2005	276459	1575	2.3339	3675.89	
Item Subtotals for SNL							7194		16967.73
UNL	SHELL	FTW	Posted	09/09/2005	160893	7459	2.2739	16961.02	
UNL	SHELL	DAL	Posted	09/08/2005	275969	7679	2.2439	17230.90	
UNL	SHELL	DAL	Posted	09/10/2005	276335	5999	2.2139	13281.18	
UNL	SHELL	DAL	Posted	09/11/2005	276479	5892	2.2139	13044.29	
UNL	SHELL	DAL	Posted	09/08/2005	275951	8684	2.2439	19486.02	
UNL	SHELL	DAL	Posted	09/09/2005	276121	7698	2.2739	17504.48	
UNL	SHELL	DAL	Posted	09/09/2005	276227	6674	2.2739	15176.00	
UNL	SHELL	DAL	Posted	09/10/2005	276305	8669	2.2139	19192.29	
UNL	SHELL	DAL	Posted	09/11/2005	276459	7080	2.2139	15674.41	
Item Subtotals for UNL							65834		147550.64
Location Subtotals for							85472		187624.12

Grand Totals	85472	187624.12
--------------	-------	-----------

## CUSTOMER/ITEM REPORT

This is a report similar to the above reports only sorted by customer and item.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Customer/Item Report*.

### BEGIN INPUT

#### 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 Today's Date.

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.



The screenshot shows a terminal window titled "Petro-Data Jobber Inventory". The window has a menu bar with options: F2-Lookup, F3, F4, F5, F6, F7-Start Over, and F8-Quit. The main display area shows the following text:

```
Demo Company ***** BOL Report by Customer by Item *****
Display report on screen
Enter Today's Date 05/15/2007
Report Range: D = Dates    B = Batches    B
Enter batch range 20050932 20050932    Date range
Select files: 1=Current    2=History    3=Both    1
Input selection criteria? N          Print gross gallons? (Y/N) N
Subtotal by: 1=Customer by Item    2=Vendor by Customer    1
Is everything ok? (Y/N/P=Printer/Q=Quit)  
```

#### Report Range:

Enter **D** to enter a range of dates.

Enter **B** to enter a range of batch numbers.

**Enter Batch Range/Date Range:**

Enter a range of either dates or batch numbers.

**Select Files:**

- 1 = **Current** to print data from the Current File
- 2 = **History** to print data from the History File
- 3 = **Both** if the selected range is both current and history.

**Input Selection Criteria?**

Enter **Y** to narrow or filter the report using one of the filterable fields displayed.  
 Click **A** to add, select the field, the operand and input the data.  
 Press <Enter> and click <OK>.

**Print gross gallons? (Y/N)**

Enter **Y** to show gross gallons instead of net on the report.

**Subtotal By:**

- 1 = **Customer by Item**
- 2 = **Vendor by Customer**

**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**.

Customer	Item	Vendor	Term	Status	BOL Date	BOL No.	Net Gal	Cost	Total
			Date: 05/15/2007			Demo Company			Page No.
			Time: 16:21:42						
Bill of Lading Report by Customer by Item on 05/15/2007							1		
Batch Range: 20050932 to 20050932									
LARCO	SNL	SHELL	DAL	Posted	09/09/2005	276121	1005	2.3939	2405.86
LARCO	SNL	SHELL	DAL	Posted	09/09/2005	276227	1956	2.3939	4682.46
LARCO	SNL	SHELL	DAL	Posted	09/11/2005	276459	1575	2.3339	3675.89
Item Subtotals for SNL							4536		10764.23
LARCO	UNL	SHELL	DAL	Posted	09/08/2005	275951	8684	2.2439	19486.02
LARCO	UNL	SHELL	DAL	Posted	09/09/2005	276121	7698	2.2739	17504.48
LARCO	UNL	SHELL	DAL	Posted	09/09/2005	276227	6674	2.2739	15176.00
LARCO	UNL	SHELL	DAL	Posted	09/10/2005	276305	8669	2.2139	19192.29
LARCO	UNL	SHELL	DAL	Posted	09/11/2005	276459	7080	2.2139	15674.41
Item Subtotals for UNL							38805		87033.22
Customer Subtotals for LARCO							43341		97797.45
NEWCO	LSD	SHELL	FTW	Posted	09/09/2005	160893	988	2.0224	1998.13
NEWCO	LSD	SHELL	DAL	Posted	09/08/2005	275969	989	0.0000	0.00
NEWCO	LSD	SHELL	DAL	Posted	09/10/2005	276335	1580	2.0224	3195.39
NEWCO	LSD	SHELL	DAL	Posted	09/11/2005	276479	1185	2.0224	2396.54
Item Subtotals for LSD							4742		7590.06
NEWCO	SNL	SHELL	DAL	Posted	09/10/2005	276335	1083	2.3339	2527.61
NEWCO	SNL	SHELL	DAL	Posted	09/11/2005	276479	1575	2.3339	3675.89
Item Subtotals for SNL							2658		6203.50
NEWCO	UNL	SHELL	FTW	Posted	09/09/2005	160893	7459	2.2739	16961.02
NEWCO	UNL	SHELL	DAL	Posted	09/08/2005	275969	7679	2.2439	17230.90
NEWCO	UNL	SHELL	DAL	Posted	09/10/2005	276335	5999	2.2139	13281.18

NEWCO	UNL	SHELL	DAL	Posted	09/11/2005	276479	5892	2.2139	13044.29
	Item Subtotals for UNL						27029		60517.41
	Customer Subtotals for NEWCO						34429		74310.98
PM2	LSD	KOCH	FTW	Posted	09/09/2005	601812	7702	2.0145	15515.67
	Item Subtotals for LSD						7702		15515.67
	Customer Subtotals for PM2						7702		15515.67
Grand Totals							85472		187624.12

## RECEIPTS vs SALES

This report cross-references each BOL with the sale or transfer document and gallons. The summary report lists totals by product (unleaded, plus, super, clear diesel, dyed diesel, etc.) The detail report lists each BOL and sales Invoice or transfer Location. Discrepancies are listed in a separate column. Blends will keep the report from having zero discrepancies because the sale or transfer of the blended item is not listed.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Receipts vs Sales*.

### BEGIN INPUT

#### 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 Todays Date.

The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

```
Demo ***** Compare BOL Gallons to Sales ***** V1.0
Display report on screen
Enter Today's Date 03/14/2012
Report Range: D = Dates      B = Batches  B
Enter batch range 20120201 20120299  Date range
Select files: 1=Current      2=History  3=Both 1
Get Unposted Sales? (Y/N) N
Option: S=Summary by Item    D=Detail by Item  C=Cost Comparison  D
Input selection criteria? N
Is everything ok? (Y/N/P=Printer/Q=Quit) 
```

**Report Range:**

Enter **D** to enter a range of dates.

Enter **B** to enter a range of batch numbers.

**Enter Batch Range/Date Range:**

Enter a range of either dates or batch numbers.

**Select Files:**

**1 = Current** to print data from the Current File

**2 = History** to print data from the History File

**3 = Both** if the selected range is both current and history.

**Get Unposted Sales? (Y/N)**

**Y** = Include UNPOSTED sales invoices in the selected range.

**N** = Include only POSTED sales in the selected range.

**Option:**

**S** = Summary by Item - one line per item

**D** = Detail by Item - Each BOL/Sale or transfer separate

**C** = Cost Comparison - compares BOL cost with Sales cost

**Input Selection Criteria?**

Enter **Y** to narrow or filter the report using one of the filterable fields displayed.

Click **A** to add, select the field, the operand and input the data.

Press <Enter> and click <OK>.

**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: 05/15/2007								Page No.
Time: 17:06:04		Batch range: 20050932 TO 20050932						1
Item	Manifest #	Vendor	Bol Date	Net Rec'd	Invno # Loc	Cust # Tank	Gal Delv'd	Gal Diff
LSD	275969	SHELL	09/08/2005	989.00	145991	NEWCO	989.00	0.00
LSD	160893	SHELL	09/09/2005	988.00	145990	NEWCO	988.00	0.00
LSD	601812	KOCH	09/09/2005	7702.00	146038	PM2	7702.00	0.00
LSD	276335	SHELL	09/10/2005	1580.00	145992	NEWCO	1580.00	0.00
LSD	276479	SHELL	09/11/2005	1185.00	145993	NEWCO	1185.00	0.00
Item Totals				12444.00			12444.00	0.00
SNL	276121	SHELL	09/09/2005	1005.00	145956	LARCO	1005.00	0.00
SNL	276227	SHELL	09/09/2005	1956.00	145957	LARCO	1956.00	0.00
SNL	276335	SHELL	09/10/2005	1083.00	145992	NEWCO	1083.00	0.00
SNL	276459	SHELL	09/11/2005	1575.00	145959	LARCO	1575.00	0.00
SNL	276479	SHELL	09/11/2005	1575.00	145993	NEWCO	1575.00	0.00
Item Totals				7194.00			7194.00	0.00
UNL	275951	SHELL	09/08/2005	8684.00	145955	LARCO	8684.00	0.00
UNL	275969	SHELL	09/08/2005	7679.00	145991	NEWCO	7679.00	0.00
UNL	160893	SHELL	09/09/2005	7459.00	145990	NEWCO	7459.00	0.00
UNL	276121	SHELL	09/09/2005	7698.00	145956	LARCO	7698.00	0.00
UNL	276227	SHELL	09/09/2005	6674.00	145957	LARCO	6674.00	0.00
UNL	276305	SHELL	09/10/2005	8669.00	145958	LARCO	8669.00	0.00
UNL	276335	SHELL	09/10/2005	5999.00	145992	NEWCO	5999.00	0.00
UNL	276459	SHELL	09/11/2005	7080.00	145959	LARCO	7080.00	0.00
UNL	276479	SHELL	09/11/2005	5892.00	145993	NEWCO	5892.00	0.00
Item Totals				65834.00			65834.00	0.00

**Compare BOL Gallons with Gallons Sold - DETAIL Report by Item**

Date: 05/11/2007		Demo Company				Page No.
Time: 12:59:20		BOL Summary Report				1
		Batch Number 20070510				
BOL	Vendor	Trm	BOL Date	Batch No.	Ap Invoice	
051007	BRAND	SA	05/10/2007	20070510		
0510071	BRAND	SA	05/10/2007	20070510		
0510072	BRAND	SA	05/10/2007	20070510		

**Compare BOL Gallons with Gallons Sold - SUMMARY Report by Item**

## REINDEX BOL FILES

Normally, everyone must be out of ONLY the BOL module to run this reindex. This option recreates the BOL index file and removes records that have been marked for deletion. Reindex if the BOL file seems to be missing records or is out of order.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Reindex BOL Files*.

```
Standby while the BOL files are indexed...  
  
Finished reindexing! Press <Enter> to return to menu
```

If you get an error 1705 or any other file sharing error, get everyone out of Petro-Data and try again.

The BOL menu displays - nothing prints.

## BOL INSTALL PROGRAM

Before any processing may be done in the BOL module, the install program must be run to customize the variables to your needs. Each of the fields are explained below. Some options may be changed at any time during regular processing and some must be changed at the end of the month. If you have any questions about any of the items, call customer support. If you are not sure if you need a specific feature, or you do not understand what the feature does, accept the default.

### MENU SELECT

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *BOL Install Program*.

*PLEASE ENTER THE PASSWORD OR BLANKS TO QUIT*

The password is **Install**.

```

***** BOL Install Program *****05/15/2007

1. Use net cost (rack+super+credit card)?           N
2. Subtract one percent from inventory cost?        N
3. Calculate load fee                               N
4. Pro rate load fee to inventory cost?              N
5. Calculate freight during BOL input?              N
6. Add freight per gallon to inventory cost?        N
7. Calculate freight by miles only?                 N
8. Input special rack prices?                       N
9. Input split fees for driver report?              N
10. Use C Store bridge?                             N
11. Input default (N=Net G=Gross)                   N
12. Input default (T=Transfer I=Invoice)            I
13. Use truck number in BOLs?                       Y
14. Use driver in BOLs?                             N
15. Calculate net gallons on fuel sold on invoice?  N
16. Input GL number for BOL over/short?             53040-100
                                                    Cost of Sales Misc
17. Send purchase cost adjustments to GL Cost of Sales? Y
                                                    Cost of Sales
18. Auto Generate Invoices in BOL entry?           N

Is everything OK? (Y/N/Q) Y

```

### 1. Use Net Cost (Rack+Super+Credit Card)?

Default is N. If you want the fuel cost to include other cost as set up in the Rack Price record, enter Y. You must also answer Yes to this question if you want freight and superfund added to the cost of the fuel. The BOL update report will list the additional cost and the calculated net cost per gallon. When the vendor invoice is entered in

Purchasing, the additional cost that came from the rack price module will already be included in the price per gallon. There could be small rounding differences which will have to be adjusted before the invoice will balance.

## 2. Subtract One Percent From Inventory Cost?

Default is **N**. This option will be skipped if option 1 is N. To deduct the discount percent allowed by the vendor vendor for prompt payment from the rack price when the BOLs are updated to inventory and the fifo file, enter **Y**. It must be set up in the Rack Price Master File. When the vendor invoice is entered in Purchasing, the discount will already be accounted for, enter the NET invoice amount after discount as the invoice total.

## 3. Calculate Load Fee?

Default is **N**. This option will be skipped if option 1 is N. If you want the estimated load fee (per Texas load fee schedule) to be calculated in the BOL program, enter **Y**. This must be **Y** to prorate the load fee into the cost.

## 4. Pro Rate Load Fee to Inventory Cost?

Default is **N**. This option will be skipped if option 1 is N. If you want the estimated load fee (per Texas load fee schedule) to be included in the fuel cost when the BOLs are updated to inventory and the fifo file, enter **Y**. When the invoice is entered in Purchasing, the load fee will be included in the rack price and will not be added as a separate line item.

(Note: Freight is an advanced feature with many possibilities. Call Customer Support to discuss your needs before making any changes.)

## 5. Calculate Freight During BOL Input?

Default is **N**. If you want freight cost calculated during BOL input, enter **Y**. City Code and Freight Rate files ( in Rack Price Module and in Customer File Maintenance) must be completed before this feature is activated. There are also items in the Fuel Inventory Install Program which must be activated to use this feature in BOL.

## 6. Add Freight per Gallon to Inventory Cost?

Default is **N**. If you want the freight to be included in the fuel cost when the BOLs are updated to inventory and the fifo file, enter **Y**. The feature in #4 must be set to **Y** to make the calculation. The GL entries for the BOL update will send a credit to the pending freight account (which is in the truck file) for common carriers. If the load was taken by in-house trucks, the credit will go to the freight income account entered in the truck file for in-house trucks. The pending AP and pending tax entries will remain the same.

## 7. Calculate Freight by Miles only?

Default is **N**. Instead of calculating freight based on origin and destination cities, freight can be calculated by miles only, enter **Y**. Miles and rates per mile must be set up in Freight Rate File Maintenance; however, you may add new rates to the table while in BOL entry. The feature in #4 must be set to **Y**.

## 8. Input Special Rack Prices?

Default is **N**. If your vendor gives you special prices, different from the ones you receive across the DTN, enter **Y**. If this feature is activated, when the fuel item is entered, the rack price is displayed with *Special? Y/N* question. Entering **Y** will allow you to override the displayed price with a special one.

**9. Input Split Fees for Driver Report?**

Default is **N**. If you are tracking driver loads for commission purposes, this option will allow you to enter split fees for split loads, enter **Y**.

**10. Use C Store Bridge?**

Default is **N**. If you own Convenience Stores in the same corporation as the Jobber, and you are running the Petro Data retail package, *The Complete C-Store*, enter **Y**. This feature allows you to enter BOLs and transfer fuel to the store location in the Retail module in one step. If you are not using the C-Store package or your stores are in a different company, accept the default **N**. The C-Store bridge cross-reference information and GL accounts must be set up in Master File Maintenance, Location File Maintenance, C-Store Bridge Item and Bridge Location File Maintenance.

**11. Input Default ( N Net G Gross).**

If you transfer fuel to your stores, or consignments at Net, enter **N**. If you transfer it at Gross, enter **G**. In BOL entry, this default displays after you select the transaction type (customer invoice, transfer, etc.). It is a data entry efficiency default. It allows you to press *enter* to accept the default instead of having to type in N or G each time.

**12. Input Default ( T Transfer I Invoice).**

In BOL entry, if most of your purchases are transferred into your bulk plant or consignment tanks, enter **T**. If you invoice most of your purchases to customers, enter **I**. This feature is a data entry efficiency default. It allows you to press *enter* to accept the default instead of having to type in T or I each time.

**13. Use truck number in BOLs?**

Default is **N**. However, most State tax reports require Carrier information so the truck number must be included on the BOL. Enter **Y**. Carriers must be set up in Truck File maintenance.

**14. Use driver in BOLs?**

Default is **N**. If you are tracking driver loads for commission or scheduling, enter **Y**. There are reports on the BOL menu which report by driver. Drivers must be set up in Driver File Maintenance.

**15. Calculate net gallons on fuel sold on invoice?**

Default is **N**. This option is for reporting only. It forces the gross and net billed to match the gross and net received even if different gallons were billed.

**16. Input GL number for over/short?**

If freight, loadfee, and other costs are prorated into the per gallon cost of the item, there are rounding amounts that must be put somewhere. This account should be a cost of sales account (fuel over/short or discount). In most cases, this account will not be used.

**17. Send purchase cost adjustments to GL Cost of Sales?**

Default is **N** so adjustments will be sent to Inventory. If you transfer most of your receipts to bulk plant or consignment tanks, leave the option **N**. If you do mostly direct deliveries, enter **Y**. If the rack price is wrong when the BOL is updated and a correction is made when the vendor invoice is entered in purchasing, the inventory correction will go to inventory or cost of sales based on this option.

**18. Auto Generate Invoices in BOL entry?**

Default is **N**. This feature is a special feature and requires additional programs. Contact Petro-Data for more information.

**IS EVERYTHING OK? (Y/N/Q)**

Enter **Y** if all of the questions have been answered correctly and you want the options saved. Enter **N** to change one or more. During the edit process, your previous selections will remain. Press *enter* through the correct ones and change the incorrect ones. Enter **Q TO EXIT WITHOUT SAVING!** If you quit, all of the options will remain unchanged (the way they were before you selected the install option).

The following message displays on the screen, indicating that you will be taken all the way out of the Petro-Data software. This is to insure that all programs needed for the selected options will be in place during processing. If anyone else was in Petro-Data while this install was being run, they will have to exit out of Petro-Data and go back in before all of the appropriate programs will be activated.

*The system must reset. You will be Returned to the Desktop.*

## BROWSE AND FIX

If a BOL appears on the Preposting Manifest/BOL Report printed for BOLs that have NO AP INVOICE and the AP invoice HAS been entered and updated, the line items can be marked using this FIX option. Customer and invoice numbers may be changed and cost on Consignment BOLs.

```

Demo *** BROWSE AND FIX BOLs *** 03/14/2012

1=No AP/Frt invoice      2=Fix Customer      3=Consignment      4=Truck/Driver
5=Auto Fix AP Inv        6=Move from History  Q=Quit             1
1=Range of Batch         2=One Bol           3=One Vendor      2

Enter a BOL 12345

Ready to Inquire on BOLs? (Y/N/Q) |

```

### OPTION 1 - NO AP/FREIGHT INVOICE.

This FIX option should be used carefully and with the supervision of Petro-Data Customer Support. Use only if the following conditions apply:

1. IF the Vendor invoice HAS been entered and updated (see Instruction 1 below)
2. IF the BOL is NOT a duplicate (see Instruction 2 below)

Instructions 1 - print AP distribution report, batch 0-99999999, one INVOICE, both current and history. Enter the BOL number as the invoice. ALSO print an AP distribution report same criteria for the Vendor's invoice. Between the two reports, the Pending AP account and the Pending Tax account should net to zero. That BOL IS resolved.

Instructions 2 - print a BOL Preposting/Manifest Reconciliation report for ALL BOLs, Date Range (the date of the BOL in question). Print ALL vendors in case the BOL was entered with the wrong vendor. Look for the same gross and net gallons on more than one BOL.

*IMPORTANT! Duplicate BOLs can affect TAX reports and TANKS.*

It is vitally important that duplicates be caught and corrected.

**NOTE** - Look for BOLs that might have been entered with a SPACE before the first number. This is a common mistake. On the report, it will look like the computer allowed a duplicate to be entered, but that will not happen unless the first BOL has already gone to history. Notice the second BOL below - it begins with a space.

BOL 123456  
 BOL 123456

This option can also be used if the FREIGHT bill has been entered OR there is no freight bill for a BOL.

**MENU SELECT**

From the Jobber Inventory Main Menu, select *Fuel Bill of Ladings*.

From the Fuel Bill of Ladings Submenu, select *Browse and Fix*.

**Select 1 = No AP/Freight Invoice**

- Select 1 = Range of Batch** to display a range of batch numbers to fix.
- 2 = One BOL** to display and fix a specific BOL
- 3 = One Vendor** to display and fix BOLs for a single Vendor.

Enter the range of batches, BOL number or Vendor number to display.

**Ready to check BOLS? (Y/N/Q)**

Fix BOL AP Status (CTRL-W to Quit)									
	Bol	Vendor	Boldate	Itemno	Net	AP Inv.	Frnt Bill?	Conf	
▶	913000	BRAND	09/01/2005	HSD	2900.00		Y	Y	
	913000	BRAND	09/01/2005	UNL	2900.00		Y	Y	
	913000	BRAND	09/01/2005	PLU	3900.00		Y		
	916000	BRAND	09/01/2005	HSD	400.00				
	916000	BRAND	09/01/2005	UNL	500.00				
	918000	BRAND	09/01/2005	PLU	700.00				
	914000	BRAND	09/01/2005	HSD	1100.00			Y	

Only BOL line items that have nothing in the 'AP Inv' field will display in this fix screen. Once you have entered something (AP invoice number or 'Y', etc.) in this field, it will no longer display.

Mark **ONLY** the BOLs that have been invoiced.

Press <CTRL> W to Quit and Save.

Reprint the Preposting to verify that the BOLs are no longer on the report.

**Select 2 = Fix Customers**

Select this option if the wrong customer number and possibly invoice number is linked to the BOL. Use this option if the BOL was billed to the wrong customer and you had to credit it and bill it to the correct customer. An additional BOL is not necessary. Fix the customer and invoice number on the original BOL using this option.

- Select 1 = Range of Batch** to display a range of batch numbers to fix.
- 2 = One BOL** to display and fix a specific BOL
- 3 = One Vendor** to display and fix BOLs for a single Vendor.

Enter the range of batches, BOL number or Vendor number to display.

**Ready to check BOLS? (Y/N/Q)**

This option is only used if an invoice was originally billed to the wrong customer and the invoice was restored (or credited) and billed to the correct customer.

Instead of restoring the BOL, the customer code and invoice number can be changed for reporting purposes using this option.

Fix BOL Customer (CTRL-W to Quit)									
	Bol	Vendor	Boldate	Itemno	Net	Cust No.	Ship To	Inv. No.	Sellprice
▶	051007	BRAND	05/10/2007	UNL	7463.00	KATENT		54060	2.450500
	051007	BRAND	05/10/2007	UNL					0.000000
	051007	BRAND	05/10/2007	UNL					0.000000
	051007	BRAND	05/10/2007	SNL	990.00				0.000000
	051007	BRAND	05/10/2007	SNL					0.000000

Edit the customer code and CTRL W to quit and save changes.

**Select 3 = Consignment**

**Ready to check BOLS? (Y/N/Q)**

**Enter a BOL to fix (Q=Quit)**

Fix BOL Cost (CTRL-W to Quit)							
	Bol	Vendor	Boldate	Itemno	Net	Location	Rackprice
▶	051007	BRAND	05/10/2007	SNL	990.00	3	2.546200
	051007	BRAND	05/10/2007	SNL		3	2.546200
	051007	BRAND	05/10/2007	UNL	7463.00		2.430500
	051007	BRAND	05/10/2007	UNL		1	2.430500
	051007	BRAND	05/10/2007	UNL		3	2.430500

Fix the Rack price on the BOL.  
**CTRL W** to Quit and save the changes.  
Enter another BOL number or **Q** to quit.

**Select 4 = Truck/Driver**

Enter **1**=Range of Batches **2**=One BOL **3**=One Vendor  
Ready to check BOLS? (Y/N/Q)

**Select 5 = Auto Fix AP Invoice**

Use this option only after speaking with Customer Support.

*Ready to match the AP purchases with BOLs?*

**Select 6 = Move from History**

Use this option to move a BOL that has gone to history back to the current file so that a freight bill can be matched to it.

**Enter BOL in history file.**

**Enter Vendor**

**Ready to search? (Y/N/Q)**  
**Ready to check BOLS? (Y/N/Q)**

### **IMPORT BOLS**

This program is for import BOLS from an FTP site such as DTN. This is NOT part of the standard software package and requires setup and training.

- Import BOLS
- Assign BOLS
- Calculate Invoices
- Add, Chg, Delete Other Charges
- Browse Cross Reference Files
- Reindex Files
- Install Program
- Quit