

CONSIGNMENT INVENTORY

Consignment Inventory is usually fuel owned by your company at a location other than the bulk plant. For example, fuel you delivered to a service station or C-Store owned by someone else. Fuel is transferred to the consignment tanks and billed as it is sold by entering a consignment report. Tank and Pump readings are taken at regular intervals (weekly, biweekly, etc.) and gallons sold are calculated and billed to the store owner. Commission per gallon can also be calculated. Locations, departments, fuel items and tanks are set up in Master File Maintenance. Pumps are entered in Consignment Inventory Control.

The Consignment Install Program lets you customize this module to fit the way you handle Consignment accounts. Custom requirements, and options not included in the standard program can be added but are not always free of charge.

Run the Consignment Install Program before doing any file setup.

Consignment Inventory

- Pump/Console File
- Change Report
- Input Reports
- Fix Reports
- Print Report
- Reindex
- Field Input Report
- Consignment Install
- Detail Sales Analysis
- Quit

In the back of this manual, there is a document in the 'Appendix' that has more detailed instructions for adding locations. There are DUPLICATE options in Location, Department, Inventory, and tank file

maintenance. In many cases, you can use an existing Location, duplicate to the new one and change descriptions, GL accounts and anything else that is different for the new location.

The following checklist must be completed before entering consignment reports:

- _____ Add the Consignment customer in Accounts Receivable
- _____ Add Location records for each store (Locations)
- _____ Define the Consignment Contract in the Location record
- _____ Add Department records (Departments)
- _____ Add inventory items for every fuel item sold at each Consignment Location (Inventory)
- _____ Add Tank Charts for all consignment locations IF you will be entering tank readings in inches (Fuel Tank Module, Tank Charts).
- _____ Add Tank Records for each tank at each Consignment location (Fuel Tank Module, Add Tanks).
- _____ Add Pump/Console Records (Consignment Inventory - Pump/Console File)
- _____ Transfer or Adjust Beginning Fuel Inventory into the tanks, if any (Adjustments and Transfers, Enter Inventory Adjustments).

Note: Beginning meter readings may be entered using a special option when the first report is entered OR you may enter them in the Pump/Console file when you add the pumps.

PUMP/CONSOLE FILE

Before entering the Pump Records, the location, department, inventory, and tank records must be entered. Setup sheets for each record are included in the Installation Guide at the beginning of this manual, if needed. Enter a record for every hose if you will be entering meter readings.

If you will be entering totals by fuel grade from a console, enter one pump record for each grade of fuel.

MENU SELECT

From the Jobber Inventory Menu, select *Consignment Inventory*

From the submenu, select *Pump/Console File*

1 Add/Change Pumps

2 Pump Listing

Q Quit

Add, Change Pumps

Menu Select. From the Pump/Console File Menu, select *1 Add, Change Pumps*.

BEGIN INPUT

Select <New> to add a pump.

If you are using the <Duplicate> option to create pump records, enter the location and pump number of an existing pump of the same fuel grade (UNL). Click on <Duplicate>, enter new location. Pump number can be the same for the new location or you can change it.

Edit the Present and closing Gallon and dollar fields or zero them out. Change the commission data if necessary.

Select <New> to create or duplicate another pump.

Pump File Maintenance

Location No	3	Consignment and Keylock
Pump No	1	
Tank No	UNL	UNLEADED GASOLINE UN
Item No	UNL	
Description	UNLEADED GASOLINE	Tax Type
Present Gal	19500.00	Fuel Type
Present Dol	23199.50	Closing Gal
Code	1	Closing Dol
		Sort Code
Commission Data		
Comm Type	P	Comm Rate
Retail Price	1.2300	Min Rate

If you are not using the Duplicate option or these are your first consignment pumps, select <New> and enter data as follows:

Location Number.

Enter the Consignment Location Number for this pump or press F2 or click on the magnifying glass to select from the lookup. If the location is not found, an error message is displayed. When a valid Location Number is entered, the Location Description displays.

Pump Number.

Enter a Pump Number (1 through 20). The order that the pumps appear on the daily report may be changed using the Sort Code.

Tank Number.

Enter the Number of the Tank connected to this pump. F2 or click the magnifying glass to select from the lookup. When a valid tank number is entered, the description of the fuel is displayed and the Item Number, Description, Tax Type and Fuel Type from the Tank record populate this record.

Item Number.

Verify the Fuel Inventory Item Number sold at this pump. The item number is retrieved from the Tank Record.

Description.

Verify the Description of the fuel. The Fuel Description is retrieved from the Tank Record.

Tax Type.

Verify the displayed Tax Type. The Tax Type is retrieved from the Tank Record.

Fuel Type.

Verify the displayed Fuel Type. The Fuel Type is retrieved from the Tank Record.

Present Reading Gallons.

This field may be left blank during setup. Both present and closing readings may be entered when the first consignment report is input. Otherwise, enter the beginning gallon reading from the last consignment report processed.

Closing Reading Gallons.

This field may also be left blank during setup. Both present and closing readings may be entered when the first consignment report is input. Otherwise, enter the closing gallon reading for the last consignment report processed.

Present Reading Dollars.

This field may be left blank during setup. Both present and closing readings may be entered when the first consignment report is input. Otherwise, enter the beginning dollar reading from the last consignment report processed.

Closing Reading Dollars.

This field may also be left blank during setup. Both present and closing readings may be entered when the first consignment report is input. Otherwise, enter the closing dollar reading for the last consignment report processed.

Code.

Enter the service code. 0=Self Service, 1=Full Service, 2=Other.

Sort Code.

Enter the sort code. This defines in what order the pumps will display during consignment report entry. Put them in the same order as your input document.

COMMISSION DATA**Commission Type.**

Enter the Commission Type. D=Cents per gallon, P=% of profit, F=Flat Rate, N=None. The Commission Rate field defines the amount to be used in the calculation.

Commission Rate.

Enter the commission rate per gallon (Ex: 3.00=3 cents per gallon, 50.00 is 50 percent. Leave 0 if no commission is calculated.

Retail Price.

Enter the current Retail Price including tax for the product at this pump. This field is sometimes used in calculating percent of profit commission. It may be left blank if commissions are not calculated or if the retail price is not used in the commission calculation..

Minimum Rate.

Enter the Minimum Commission Rate. If the calculated commission per gallon is less than this amount, commission will show this rate. This does not apply to cents per gallon. Leave this field blank if there is no minimum or a minimum does not apply.

BUTTONS - click on the button or press the underlined letter to select

Edit.

Click on the field to be changed. Location and Pump number may not be changed. Delete and reenter the record if these are wrong. If the tank number is changed, enter through the rest of the fields so that the item, description, tax type and fuel type may be updated.

New.

Select <New> to add another record or display an existing one.

Next.

Select <Next> to display the next record in the file.

Prev.

Select <Prev> to display the previous record or move backward through the file.

Delete.

Select <Delete> to delete the displayed pump record.
'Do You want to Delete this Record' displays. <Yes> to delete the pump record, <No> to return to the pump record without deleting.

Duplicate.

Select <Duplicate> to create a record like the displayed one at a new location. It can also be used to create additional records with this fuel type at the same location. Be sure to clear the gallon and dollar readings and change the sort code if necessary.

Pump Report

This report is used to verify the information entered in the consignment pump records.

Menu Select. From the Pump/Console File Submenu, select *2 Pump Report*.

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

Enter the Date. Press <enter> to accept today's date or enter another date.

Enter the Store To Print or Leave Blank For All.

List the pumps at a single Consignment Location (Store) or pumps at all consignment locations.
Enter the Location (Store) number to print or leave blank to list pumps at all consignment locations.

Is Everything OK?

Enter Y to continue with the list or N to change options or quit without printing.

Date: 02/23/2012
Time: 16:14:58

Petro-Data Demo
Pump File Report

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Loc	Pump	Tankno	Dept	no.	Sort	Past Gal	Cur Gal	Past Dol	Cur Dol
3	1	UNL			UNL				
				1	UNL	19000.00	19500.00	21550.00	23199.50
Comm Code	P	2	PLU	45.0000					
3				PLU					
				2					
				1	PLU	9500.00	9625.32	9900.00	10325.96
Comm Code	D	3	PLU	2.0000					
3				PLU					
				3					
				1	PLU	900.00	910.00	635.00	668.99
Comm Code	D	4	UNL	2.0000					
3				UNL					
				4					
				0	UNL	6700.00	6850.00	6670.00	7164.85
Comm Code	D	5	SNL	2.0000					
3				SNL					
				5					
				0	SNL	8000.00	8050.00	8390.00	8564.95
Comm Code	D	6	UNL	2.0000					
3				UNL					
				6					
				0	UNL	5400.00	5500.00	6219.00	6548.90
Comm Code	D	7	PLU	2.0000					
3				PLU					
				7					
				0	PLU	6000.00	6025.00	7355.00	7439.98
Comm Code	D			2.0000					

List of Pumps for Consignment Location 3 - 'Pump Listing'

INPUT REPORTS

The Consignment Install options drive which screens and which options come up during Consignment report entry.

The standard steps involved in Consignment Billing are as follows:

- Screen 1:
Enter the Billing Price (and possibly the Cost) for each Fuel.
- Screen 2:
Enter ending Tank Readings in inches or gallons. This is your tank inventory at the time the meters are read or the console sales totals are printed. This creates the tank over/short report.
- Screen 3:
Enter ending Pump Readings or console readings - gallons and dollars or price. If dollars, the price is calculated.
- Print Consignment Reports with billing line items or commission calculation.
- Create a Consignment invoice from the report.
Exit Consignment Inventory and go to 'Sales Invoice Entry'.
Add invoices using type 'C'.
Enter the store location and the date to be billed. Sales lines will be added to the invoice.
- Print invoices if necessary, prepost and update.

The steps involved in Consignment Commission calculation are as follows:

Enter ending Tank and Pump Readings.

At the end of a commission period, calculate commissions.

Since most commission calculation procedures are unique to each jobber, the commission calculation portion of this module is usually customized. Contact Customer Support for your procedures.

MENU SELECT

From the *Consignment Inventory menu*, select *Input Reports*.

BEGIN INPUT

Location.

Enter the Consignment Location Number, F2 to lookup locations.

Report Date.

Enter the last day of the reporting period as the Report Date. F2 to lookup existing reports.

Enter the date of the report to be added.

Daily Report Not Found' Option: A=Add it / <Enter> to return.

Add It. Enter **A** to add a new report for this location and date.

Enter Batch number - only needed if reports are updated.

Enter To Return. Press the enter key to return to enter another location number or quit.

Report EXISTS, do you want to change it? (Y/N)

Enter **Y** to display the existing report

Enter **N** to enter a different location and date or to QUIT.

If an existing report Location and Date are entered:

'Report Already Exists, Do you want to Change it (Y/N)'

Enter **Y** to display the report for change or **N** to enter another location and date.

Is Everything All Right (Y/N/Q).

Enter **Y** to proceed.

Enter **N** to enter a different location and date.

Enter **Q** to return to the Consignment Submenu.

'Do you want to enter more reports? (Y/N)

The standard input screens are the following:

Cost (Billing price) F3

Tanks (gallons or inches) F4

Pumps (meter or ending gallons, dollars, and/or price) F5

The prompts are based on the setup and install information entered prior to report entry.

A sample of each screen is included with the instructions below.

The function keys may be used to return to a screen for corrections after the report is complete, or when inquiring on a completed report.

****Note:** If you are entering your first report and the screens do not prompt for information in the correct order or as you have on your source document, delete the report, correct the setup or install and try again.**

BILLING PRICE

The first three install questions determine the format of this screen. Cost is entered only if a profit calculation will be done. Billing cost and price can be entered with or without tax, but the install must indicate which for the invoice line items to be created correctly.

Cost and Price from the previous report for this location will display. Make changes if necessary.

Enter Billing Cost.

If prompted, enter the billing cost for each fuel type. Include tax if billing prices will be entered with tax. This cost is used for profit calculation for commission.

Enter Billing Price.

Enter the billing prices for each type of fuel. Include tax if billing cost was entered with tax. This price is used to create invoice line items.

Is Everything OK? (Y/N/Q).

Enter **Y** if all prices and cost entered are correct.

Enter **N** to reenter cost and/or price.

Enter **Q** to exit this consignment report.

Do NOT quit the report at this point unless you intend to delete it, or it is a completed report.

Petro-Data Demo *** Input Consignment Readings *** 02/23/2012			
Input the Billing Price for each Gasoline Type			
Fuel Item	Description	Cost	Billing Price
PLU	UNLEADED PLUS		3.7500
SNL	SUPER UNLEADED		3.7700
UNL	UNLEADED GASOLINE		3.6800
Is Everything OK? (Y/N/Q) Y			

Billing Price and Billing Cost Screen

TANK READINGS

This screen will display if the Install indicates that you enter Tank Readings with the daily report. If not, the screen will not display for input. The Consignment Report will print a Tank Over/Short report if readings are entered.

If the install indicates that tank readings will be entered in INCHES, the prompt will be for inches (New Stick) which will convert to gallons based on the tank chart for the tank.

Tank Readings Screen**PUMP READINGS**

The computer displays a full screen of pumps and the ending readings from the previous report (Present Gallons and Present Dollars). If the Consignment Install Program question 'Input Pump Dollar Readings' is set to **N**, the present dollar readings will not display and the closing dollars will not be prompted.

Enter Readings.

Enter the ending readings in gallons and in dollars. The gallons, dollars sold and average price are calculated and displayed.

If the ending pump reading is less than the beginning reading, the following message displays: 'Present Reading is Less Than Past Reading. Is There a Meter Turnover (Y/N)'. Enter **Y** to indicate a meter turnover or **N** to reenter the reading. Pump tests are entered at the Y/N prompt.

OK?**Meter Change.**

Enter **M** to enter Beginning and Ending meter readings in gallons and dollars for a new meter. These amounts will be added to the sales for this pump. Beginning and ending readings for the original pump should be entered first, then select **M** to indicate a meter change and enter the beginning and ending readings for the new meter. The computer will include both sales figures in the total sales for the pump.

Pump Test.

Enter **T** to enter the gallons and dollars which were pumped during the pump test. These amounts will be deducted from the sales from this pump. Gallons are usually returned to the tank so inventory is not affected.

Continue or Change.

Y to continue to the next pump

N to reenter the readings for this pump.

****Correct Fuel Sales.**

An undocumented feature, type **GS** to correct total fuel sales in dollars at the bottom of the screen. **

		F3 Cost	F4 Tanks	F5 Pumps					
Petro-Data Demo * Pump Input for * Loc 3 Date 02/23/2012									
Ln	Pump	G a l l o n s			D o l l a r s				
		Opening	Closing	Sold	Opening	Closing	Sold	Price	OK
1	UNL 1	19000.00	19500.00	500.00	21550.00	23199.50	1649.50	3.2990	Y
2	PLU 2	9500.00	9625.32	125.32	9900.00	10325.96	425.96	3.3990	Y
3	PLU 3	900.00	910.00	10.00	635.00	668.99	33.99	3.3990	Y
4	UNL 4	6700.00	6850.00	150.00	6670.00	7164.85	494.85	3.2990	Y
5	SNL 5	8000.00	8050.00	50.00	8390.00	8564.95	174.95	3.4990	Y
6	UNL 6	5400.00	5500.00	100.00	6219.00	6548.90	329.90	3.2990	Y
7	PLU 7	6000.00	6025.00	25.00	7355.00	7439.98	84.98	3.3992	Y

Pump Input Screen

ACD Prompts:

Enter Field # To Change.

Enter the line number (LN) of the pump readings to be corrected.

Print Daily Report.

Enter **R** to Print the Consignment Report.

Input All.

Enter **A** to reenter all pump readings.

Scan Next Pump Screen.

Enter **S** to go to the next screen of pumps. This option is used if there are too many pumps to display on one screen.

Switch Modes.

Enter **M** to switch between closing readings only and entering both present and closing readings. This switch automatically changes back after input is complete. New installations will have to change the mode to input the first daily report present and

closing readings.

Quit Report.

Enter **Q** to quit and return to the menu. The computer then calculates the gallons sold by tank while it displays a standby message.

PRINT REPORT

Examples of the standard consignment report are displayed below. Depending on the options selected in the Install Program, some portions of the report may not print. Consignment reports may be printed as they are entered or printed later through this option.

MENU SELECT

From the Consignment Submenu, select *Print Report*.

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

Enter Store Number / BLANK for all Consignment.

Enter the Location (Store) number to print or leave blank to list reports at all consignment locations.

Enter Daily Report Date.

Enter the date of the report to print.

Is Everything OK?

Y to continue

N to change options or quit without printing.

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Date: 02/23/2012
Time: 15:58:44

Petro-Data Demo
Consignment Report for location 3 Date 02/23/2012 Shift 1
Loc Name: Consignment and Keylock

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Fuel Pumps Report**Self Serve Summary**

Pump	Open Gallons	Closing Gallons	Net Gallons	Open Money	Closing Money	Net Money	Price Per Gal
7 PLU	6000.00	6025.00	25.00	7355.00	7439.98	84.98	3.399
5 SNL	8000.00	8050.00	50.00	8390.00	8564.95	174.95	3.499
4 UNL	6700.00	6850.00	150.00	6670.00	7164.85	494.85	3.299
6 UNL	5400.00	5500.00	100.00	6219.00	6548.90	329.90	3.299
Subtotals			325.00			1084.68	

Full Serve Summary

2 PLU	9500.00	9625.32	125.32	9900.00	10325.96	425.96	3.399
3 PLU	900.00	910.00	10.00	635.00	668.99	33.99	3.399
1 UNL	19000.00	19500.00	500.00	21550.00	23199.50	1649.50	3.299
Subtotals			635.32			2109.45	
Grand Totals			960.32			3194.13	

Daily/Monthly Tank Report

	Tank No.	Beg Readings Inches	Gals - Gals	Gals Sold	Gals Rec'd	Book Inventory	Closing Readings Inches	Gals - Gals	Daily Shrink
Daily	PLU	10.00	1000	160	0	839	12.00	1200	360
Mtd	PLU	34.00	2040	1760	0	279	12.00	1200	920
Daily	SNL	12.00	1200	50	0	1150	9.00	900	-250
Mtd	SNL	25.50	1345	650	0	695	9.00	900	205
Daily	UNL	17.00	1700	750	0	950	20.00	2000	1050
Mtd	UNL	24.00	2588	4350	0	-1762	20.00	2000	3762

Date: 02/23/2012
Time: 15:58:44

Petro-Data Demo
Billing Summary by Tank for Loc 3 Date 02/23/2012 SHIFT 1
Loc Name: Consignment and Keylock

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Gallons	Price	Bill Tot		
Loc 3	Item PLU	UNLEADED PLUS	Tank No	PLU
160	3.7500	601.20		
Loc 3	Item SNL	SUPER UNLEADED	Tank No	SNL
50	3.7700	188.50		
Loc 3	Item UNL	UNLEADED GASOLINE	Tank No	UNL
750	3.6800	2760.00		
Grand Totals		3549.70		

Consignment Report

FIELD INPUT REPORT

```

      Petro-Data Demo *** Print Station Input Sheet ***
Display report on screen
Enter Beginning and Ending Dates 02/01/2012 02/07/2012
Enter a Location / BLANK for All
Everything OK? (Y/N/Q)
  
```

DETAIL CONSIGNMENT SALES ANALYSIS

```

      Petro-Data Demo *** Detail Consignment Reports *** 02/24/2012
Display report on screen

Enter Range of Loc   Blank for All   Q = Quit 3           3
Consignment and Keylock

File option:  C = Current   H = History   B = Both C

Enter range of dates: 01/01/2012           01/31/2012   OK? (Y/N/Q) Y

Enter the report date 01/31/2012

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

CHANGE REPORT (or BROWSE/CHANGE)

There are two options. Consignment Status Report will display all daily reports, posted or unposted. Change a Report will allow you to change the date or shift of a report.

MENU SELECT

From the Consignment Submenu, select *Change Report*.

‘Select: 1=Consignment status report 2=Change a report Q=Quit’

BEGIN INPUT - 1 = Consignment Status Report

This report displays or prints all reports by date with their over/short amounts.

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

```

      Petro-Data Demo ***** Daily Report Status Report *****
Display report on screen
Enter store no. (Blank=All) 3
Choose: P=Posted daily reports    U=Unposted    B=Both  B
Ready to show status report? (Y/N/P=Printer/Q=Quit) |Y

```

Enter Store Number.

Enter the store number to print, leave blank to print all stores

Choose.

P to print only **Posted** reports.

U to print only **Unposted** reports.

B to print **Both** posted and unposted reports.

Ready to Show Status Report? (Y/N/P=Printer/Q=Quit)

Y to display or print the report.

N to start over or quit.

P to change print selection or printers

Q to exit without printing

Date: 02/27/2012
Time: 17:38:24

Petro-Data Demo
Consignment Status Report 02/27/2012

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Store No	Store Name	Date	Shift	Ovr/Under	Posted?
3	Consignment and Keylock	01/11/2009	1	0.00	
3	Consignment and Keylock	02/16/2010	1	0.00	
3	Consignment and Keylock	02/23/2012	1	0.00	
3	Consignment and Keylock	02/27/2012	1	0.00	
3	Consignment and Keylock	06/01/2002	1	0.00	
3	Consignment and Keylock	10/10/2005	1	0.00	

Consignment Status Report

BEGIN INPUT - 2 = Change a Report

This option allows you to change the date and shift of a daily report or to delete it.

Petro-Data Demo *** Change/Delete Daily Report *******

Enter store no. 3 Consignment and Keylock

Date 02/27/2012

Shift no. 1

Choose: 1=Change report 2=Delete report 1

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

Enter Store Number.

Enter the store (Location) number of the report to be corrected or deleted.

Date.

Enter the date of the report to be changed or deleted.

Shift No.

Enter the shift number of the report to be changed or deleted, if shift numbers are used.

Choose: 1=Change report 2=Delete report.

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

Y to continue.

N to start over or quit.

P to change print selection or printers
Q to exit without changing or deleting.

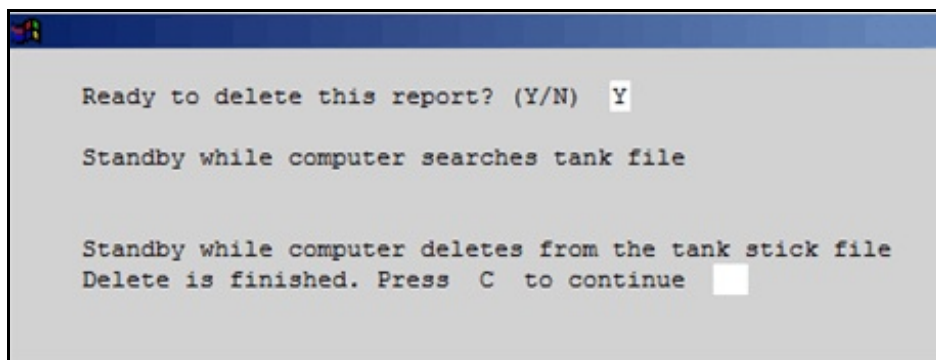
1 = Change report



```

New Store No. 3 Consignment and Keylock
New Report Date 02/27/2012
New Shift No. 2
Is everything OK? (Y/N/Q) Y
  
```

2 = Delete Report



```

Ready to delete this report? (Y/N) Y
Standby while computer searches tank file

Standby while computer deletes from the tank stick file
Delete is finished. Press C to continue
  
```

FIX REPORTS

These options are used when Daily Tank Audit Reports are incorrect or when the Daily Reports gallons are incorrect. They should be used with the assistance of Petro-Data Support.

1. Purge Consignment reports/Sales too high on current report
2. Sales too High in Tank report. Check/Fix Posted Status
3. Fix Tank Readings. Get from Last Report
4. Browse Daily Report Status
- Q. Quit |

1 - Purge Consignment Reports/Sales too high on current report

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Petro-Data Demo *** Consignment Purge Program *** 02/23/2012

Sometimes the consignment report files need to be purged.
Too purge, you must enter the last date for consignments in
the previous month. The computer will send any report for
that date or older to the history files.

Ready to continue? (Y/N/Q)  Y

Do you want to purge old consignment reports? (Y/N) Y

Enter ending date for last month  01/24/2012

Ready to move old reports to history file? (Y/N/Q)  |

```

Q = 'Purge is Cancelled. Press Enter.'

2 - Sales Too High in Tank Report. Check/Fix Posted Status

Enter 'Y' in 'UPDATED?' column (even if you don't actually 'update' them).

FIX POSTED REPORTS THAT HAVE POSTED=N. CTRL W TO QUIT

	UPDATED?	LOCATION	DATE	TANK NO	
▶	Y	3	10/26/2010	SNL	
	Y	3	10/26/2010	UNL	
	Y	3	10/28/2010	PLU	
	Y	3	10/28/2010	SNL	
	Y	3	10/28/2010	UNL	
	Y	3	10/29/2010	PLU	
	Y	3	10/29/2010	SNL	
	Y	3	10/29/2010	UNL	
	Y	3	11/06/2010	PLU	
	Y	3	11/06/2010	SNL	
	Y	3	11/06/2010	UNL	
		3	11/08/2010	PLU	
		3	11/08/2010	SNL	
		3	11/08/2010	UNL	
		3	11/10/2010	PLU	
		3	11/10/2010	SNL	
		3	11/10/2010	UNL	
		3	11/11/2010	PLU	
		3	11/11/2010	SNL	

3 - Fix Tank Readings. Get from Last Report.

Run this option with assistance from Petro-Data customer support.

'Ready to Fix? (Y/N/V)

'Tank Stickings are done' displays when the process is finished.

4 - Browse Daily Report Status

'Enter location number (Blank=All)

'Is Everything OK? (Y/N/Q)

BROWSE OR FIX POSTED REPORTS. CTRL W TO QUIT

	LOCATION	DATE	SHF	Invno	Posted
▶	3	01/11/2009	1		
	3	02/02/2012	1		
	3	06/01/2002	1		
	3	07/07/2010	1		
	3	10/10/2005	1		
	3	11/18/2010	1		

REINDEX

```
      Press <Enter> to begin reindexing consignment files  
Indexing ARDAILY...  
Indexing ARTANKHS...  
Indexing ARTNKCUR...  
Indexing ARPUMP...  
  
      Press <Enter> to return to consignment menu |
```

CONSIGNMENT INSTALL

The Consignment Install Program allows the Consignment Module to be customized to meet some specific needs, making data entry more efficient by skipping over fields which are not needed. This option must be run first before any other data is entered into this module.

MENU SELECT

From the Consignment Submenu, select *Consignment Install*.

BEGIN INPUT

1 Input Cost for Profit Calculation.

Enter **Y** to input a cost figure. The Billing Summary by Tank which is printed when the consignment report is printed, will calculate and print profit in the "Total Profit" column. This is only reference information. Actual cost will come from the fifo records when the Consignment invoice is updated.

Enter **N** to skip the cost field.

2 Input Billing Price.

Enter **Y** to enter a billing price for each fuel product. These billing prices will be used to calculate the line items for the Consignment invoice. These line items print on the Billing Summary by Tank when the Consignment report is printed.

Enter **N** if you are not billing the consignment customers, but are calculating and paying them commission.

3 Are Taxes Included in Billing Price.

Enter **Y** if the billing prices will be entered including taxes - full selling price.

Enter **N** if all taxes are NOT included in the billing price. Check the line items carefully on the first consignment billing. Be sure that the taxes are not being added twice. This option could conflict with the way your normal billing is done.

4 Input Tank Stickings.

Enter **Y** to input tank readings with each report. Entering tank readings with each report will generate an accurate shrinkage figure on the Daily/Monthly Tank Report which prints with each consignment report.

Enter **N** if no tank readings will be entered or if they will be entered in the dispatch option in tank file maintenance.

5 Input Pump Dollar Readings.

Enter **Y** if you will be entering the dollars sold readings from the pump.

Enter **N** if you are calculating the dollars sold in some other way.

6 Calculate Dollars Sold at Pump using Posted Price

Enter **Y** if you have entered the posted price (opt 13 must be Y) and need the program to calculate the dollars sold.

Enter **N** if you will be entering pump dollars sold or do not need to calculate dollars.

7 Multiple Shifts?

Enter **Y** to input more than one shift per day. This feature is also used to input a second shift if there is a price change during the day.

Enter **N** if only one shift per day will ever be entered.

8 Input Tank Stickings in Inches.

Enter **Y** to input tank readings in inches instead of gallons. Tank charts must be entered and assigned to each tank.

Enter **N** to enter tank readings in gallons either from a tank monitor or readings already converted to gallons. No tank charts needed.

9 Input Future Prices. (Special custom feature)

Enter **Y** to input prices you calculated to be used on the next daily report for the store.
Enter **N** (default) for no future price input.

10 Calculate Future Average Cost. (Special custom feature)

Enter **Y** to have the program calculate future average cost using fifo receipt records. The next consignment reports for this store will use this cost.
Enter **N** (default) for no future cost calculation.

11 Update Consignment Reports. (Special custom feature)

Enter **Y** if your Consignment program has the special feature to update daily reports which creates GL entries, reduces tank inventory, etc.
Enter **N** (default) if you will be creating consignment invoices and updating them to create GL entries, reduce tank inventory, and do everything else a sales invoice update does.

12 Separate Update on Consignment Tanks (Special custom feature)

Enter **Y** if your Consignment program has the special feature to update the tank inventory separately.
Enter **N** (default) for no consignment report update, or to update tank inventory when the daily report is updated.

13 Input Posted Fuel Prices.

Enter **Y** to input Posted Fuel prices instead of billing prices to calculate fuel dollars sold at the pump.
Enter **N** to enter pump dollar readings or use billing price to calculate dollars.

14 Enter Mechanical and Regular Pump Readings (Special custom feature)

Enter **Y** to enter two types of readings - usually regular and mechanical).
Enter **N** (default) to enter only one type of reading.

15 Print Commission Reports (Special custom feature)

Enter **Y** to print commission reports.
Enter **N** (default) for no commission reports.

16 Enter Full Serve and Self Serve Billing Price

Enter **Y** if this location has full serve and self serve pumps with different prices.
Enter **N** if this location has ONLY self serve pumps.

17 Input Cash Collected. (Special custom feature)

Enter **Y** to input and print cash collected and deposited at the store for this day/shift.
Enter **N** (default) for no cash entry.

18 Show Credit Cards. (Special custom feature)

Enter **Y** to show credit cards downloaded/entered.
Enter **N** (default) to show no credit card batches on the report.

19 Use Billing price to calculate dollars

Enter **Y** to calculate dollars sold using the billing price entered at the beginning of the report.

Enter N for no dollar calculation.

OK?

Enter Y if all options are correct.

Enter N to change one or more. The computer will begin at the first option. Press *enter* to verify correct responses and make changes when necessary.

When Y is entered, the computer exits completely out of the programs to be sure that the correct programs are used for processing. Any of these options may be changed after processing has begun. The changes will be reflected when new consignment reports are entered.

Practice *** Consignment Install Program *

- | | | |
|----|--|---|
| 1 | Input Cost for Profit Calculation? (Y/N) | N |
| 2 | Input Billing Price? (Y/N) | N |
| 3 | Are Taxes Included in Billing Price (Y/N) | Y |
| 4 | Input Tank Stickings? (Y/N) | Y |
| 5 | Input Pump Dollar Readings (Y/N) | Y |
| 6 | Calculate dollars sold at pump from posted price | N |
| 7 | Multiple Shifts? (Y/N) | N |
| 8 | Input Tank Stickings in Inches? (Y/N) | Y |
| 9 | Input Future Prices? | N |
| 10 | Calculate Future Avg Cost? | N |
| 11 | Update Consignment Reports? | N |
| 12 | Separate Update on Consignment Tanks? | N |
| 13 | Input Posted Fuel Prices? (Y/N) | N |
| 14 | Enter Mechanical and Regular Pump Readings? | N |
| 15 | Print Commission Reports | Y |
| 16 | Enter full serve and self serve billing price? | N |
| 17 | Input cash collected? | Y |
| 18 | Show Credit Cards | N |
| 19 | Use billing price to calculate dollars | N |

OK? (Y/N)

Additional menu options display if Consignment Reports are updated or if other custom features have been added.

8 Consignment Inventory	
• Pump/Console File	• Update Consignment
• Input Reports	• Restore Consignment
• Print Report	• Deposit Report
• Field Input Report	• Calculate Avg Cost
• Detail Sales Analysis	• Commission Reports
• Browse/Change	• Update Commissions
• Fix Reports	• Browse and Fix
• Reindex	• Quit
• Consignment Install	

Update Consignment

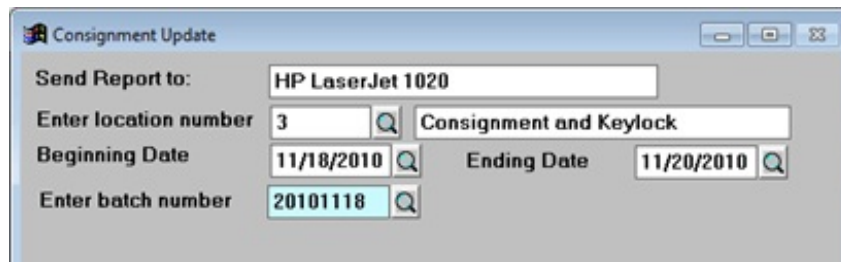
The Update Consignment Program update sales, cash, CC, tanks, and miscellaneous other items entered when the report is input. This is a special option usually customized to your needs. Invoices are not created if reports are updated.

MENU SELECT

From the Consignment Submenu, select *Update Consignment*.

BEGIN INPUT

Enter the store and dates to be updated and the batch number to be used for the GL entries.



Update reports will be displayed on the screen and then saved to file. The file name displays. If you prefer to print, change to 'Printer' and select the printer to use. Reports will NOT be saved to file for future reference IF you change to Printer.



Unposted reports display. The displayed reports will update if 'Update? (Y/N)' shows 'Y'.

Location	Report Date	Shift	Report Status	Update? (Y/N)
3	11/18/2010	1	UNPOSTED	N

If there is a report that you do NOT want to update, click the 'Update?(Y/N)' column and change to 'N'.

OPTION BUTTONS.

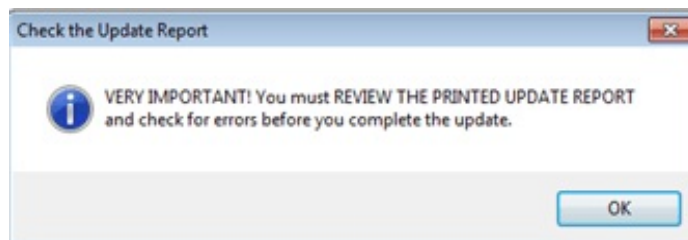
Click on the button or press the underlined letter.

<Edit> Change the batch number. If anything else is incorrect, EXIT and start over.

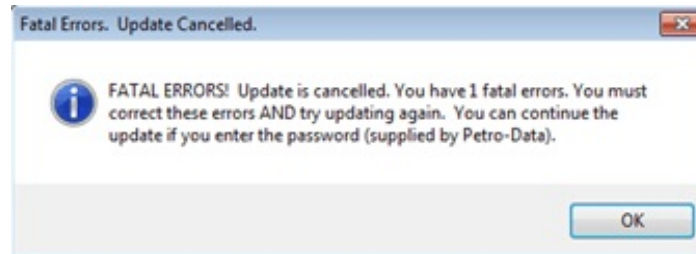
<Update> Update displayed reports.

<Printers> Change the selected Printer or change from File to printer.

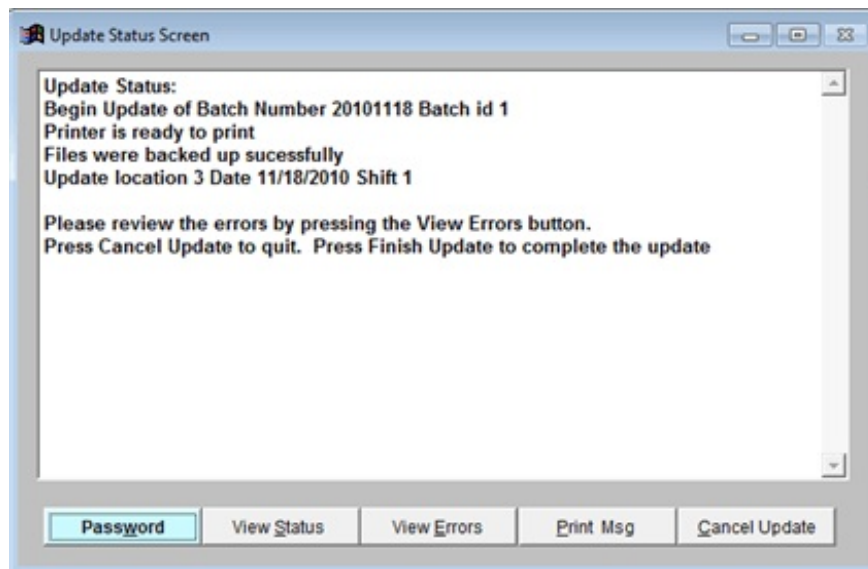
<Exit> Exit without updating.



If everything is okay with the reports, Finish the update by clicking the <finish update> button. If there are errors such as the one displayed below, cancel the update.



A password is required from Petro-Data to update a report with errors.



Restore Consignment

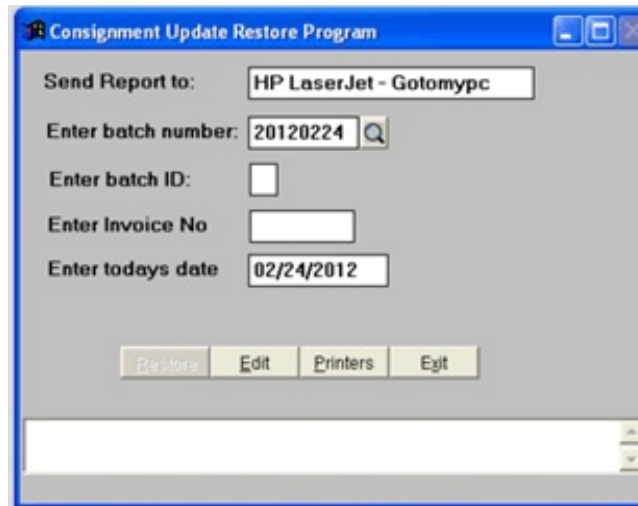
The Restore Program reverses an update.

MENU SELECT

From the Consignment Submenu, select *Restore Consignment*.

BEGIN INPUT

Select the batch from the lookup screen.



If the restore runs with no errors, Finish the restore and proceed with making corrections and updating again when the report is correct.

Deposit Report

The Deposit Program is a list of store deposits, posted or unposted, within a designated range of dates.

MENU SELECT

From the Consignment Submenu, select *Deposit Report*.

BEGIN INPUT

Select S=Screen

P=Printer
F=Text File
Q=Quit

```
Practice *** Consignment Deposit Report ***  
  
Display report on screen  
  
Enter store number / Blank=All / Q=Quit   
  
Enter report date 02/27/2013  
Enter range of dates 02/27/2013 02/27/2013  
Enter choice: U=Unposted A=All A  
Input selection criteria? N  
Is everything ok? (Y/N/P=Printer/Q=Quit) ☐
```

Calculate Average Cost

The Calculate Average Cost option is a custom option that calculates the average cost from Deposit Program is a list of store deposits, posted or unposted, within a designated range of dates.

MENU SELECT

From the Consignment Submenu, select *Calculate Average Cost*.

BEGIN INPUT

Select S=Screen
P=Printer
F=Text File
Q=Quit

Enter the Date or Batch Range and make selections from the report options.

```

Calculate by:  D=Date      B=Batch number  D
Enter batch range
Enter date range  02/01/2012  02/07/2012
Do you want to print a detail report? (Y/N)  Y
Select files:  1=Current      2=History  1
Avg cost option:  1=From all terminals      2=Site specific  1
Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
  
```

Commission Reports - This is a Custom Option. Screens may have different options.

Commission Reports are custom reports that are priced and programmed to meet your specific needs. Screens may have different options than the example displayed below.

MENU SELECT

From the Consignment Submenu, select *Commission Reports*.

BEGIN INPUT

Select S=Screen
 P=Printer
 F=Text File
 Q=Quit

```
Enter store number / A=All / L=List / Q=Quit
Enter the month and year for this report  2  FEB          Year  2012
Enter the date to print on the report  02/24/2012
Report option:  1=Detail report      2=Summary report
Avg cost option:  1=All terminals    2=Site specific    3=Actual Cost  3
Is everything ok? (Y/N/P=Printer/Q=Quit)
```

Update Commissions

Update Commissions is a custom program. The process works like other update programs in Petro-Data. Screens and options may be different from those listed below.

MENU SELECT

From the Consignment Submenu, select *Update Commissions*.

BEGIN INPUT

Select S=Screen
 P=Printer
 F=Text File
 Q=Quit

```
Enter a month and year to update  (0 to quit)  2          2013
Commission reports not found for this month.  L=Lookup or press enter  
```

Browse and Fix

Browse and Fix is a custom program. No data is available for documentation at this time.

MENU SELECT

From the Consignment Submenu, select *Browse and Fix*.