

CARDLOCK/KEYLOCK

The Cardlock Module accepts input from a Cardlock Machine and creates invoices. The invoices are then printed and updated. Inventory is controlled at the cardlock site. The Cardlock Invoice is just like the Jobber invoice except it prints additional information like card number, odometer readings, etc.

The Keylock Module accepts ending meter readings from the Keylock System and creates invoices. The invoices are then printed and updated. Inventory is controlled at the keylock site. The Keylock Invoice is just like the Jobber invoice except it prints additional information like the beginning and ending meter readings, key lock number, etc.

MENU SELECT

From the Fuel Inventory Main Menu, select *Cardlock/Keylock*.

- Customer Cards
 - Product File
 - Cardlock Prices
 - Import Cardlock
 - Restore Cardlock
 - Cardlock Analysis
 - Manual Cardlock
 - Add Keylock
 - Keylock File Report
 - Input Keylock
 - Keylock Invoices
 - Restore Keylock
 - Keylock Analysis
 - Transaction Report
 - Reindex Cardlock
 - Cardlock Install
 - Vehicle File
-

After running the Install/Definition program, do the following procedures:

Enter location, tank, and inventory records for the cardlock location.

Enter records in Cardlock Customer File Maintenance (Customers must be set up in Accounts Receivable).

Enter records in Cardlock Product File Maintenance.

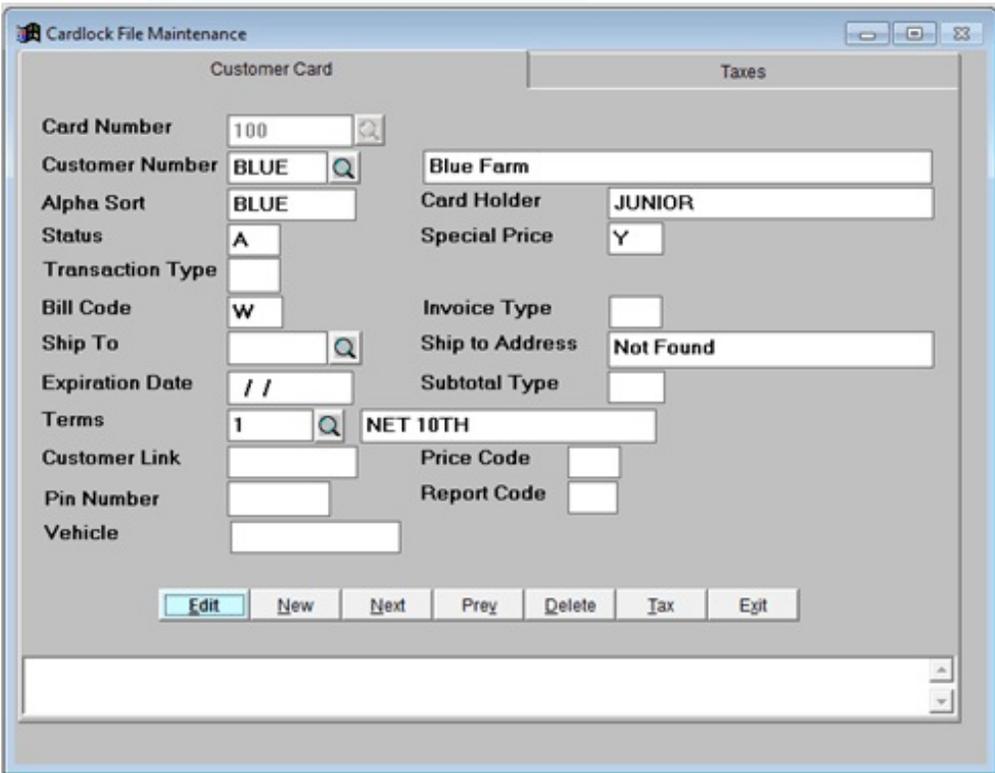
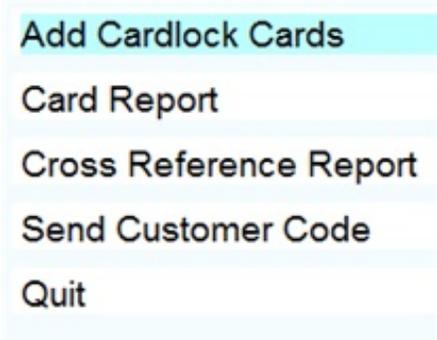
Call Petro-Data and discuss your particular invoice format and mileage reports for your customers.

CUSTOMER CARDS

Enter the cardlock card number and the corresponding customer number from Accounts Receivable and the Tax Authority Code and exemptions in this program.

MENU SELECT

From the Cardlock Submenu, select *Customer Cards*.



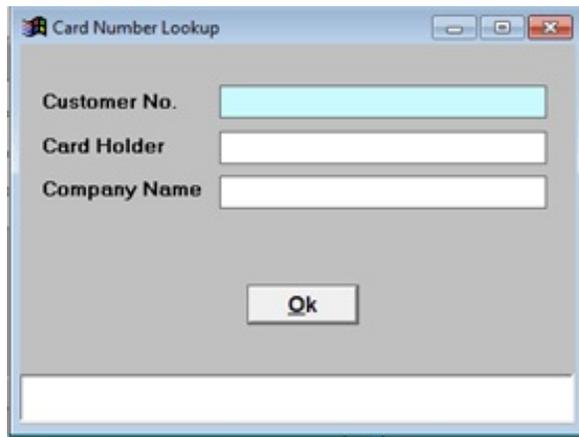
ADD CARDLOCK CARDS

From the Customer Cards Submenu, select *Add Customer Cards*.

BEGIN INPUT

Card Number.

Enter a new card number or click the magnifying glass to lookup.



The image shows a dialog box titled "Card Number Lookup". It contains three input fields: "Customer No.", "Card Holder", and "Company Name". The "Customer No." field is highlighted in light blue. Below the input fields is an "Ok" button. The dialog box has a standard Windows-style title bar with minimize, maximize, and close buttons.

Customer Number.

Enter the number of the Customer who owns the Card. The customer must be previously set up in Accounts Receivable. Use the magnifying glass or F2 to lookup.

Alpha Sort. Enter an 8 character Alpha Name to use when sorting customers for the report.

Customer Card		Taxes	
Card Number	252325		
Customer Number	JONES	Jones Farm and Ranch	
Alpha Sort	JONES	Card Holder	JONES FARM
Status	A	Special Price	Y
Transaction Type		Invoice Type	
Bill Code		Ship to Address	Not Found
Ship To		Subtotal Type	
Expiration Date	//	NET 30	
Terms	2	Price Code	
Customer Link		Report Code	
Pin Number			
Vehicle			

Enter the A/R Customer number.

Card Holder. Enter Cardholder or Vehicle Name.

Status. Enter the Status code (A=Active, I=Inactive, H=Hold, L=Lost, D=Dummy..

Special Price. Does this customer have a special price in the CL Special Price file.

Transaction Type. Blank for none. Enter I = Intercompany Card, C=Cash Sale, N=No Bill.

Bill Code. M=Monthly, W=Weekly.

Invoice Type. Enter a user defined invoice type code or leave blank for none.

Ship To. Enter a ship-to code for billing or blank for none.

Expiration Date. Enter the expiration date for the card if any.

Subtotal Type. Enter the subtotal type for CL Statements. C=Subtotal by card, V=Subtotal by vehicle.

Terms. Enter a terms code if different from terms in customer file. Blank=Default to terms in Customer File Maintenance.

Customer Link. Enter the customer link code - links customers together for CL statements or blank for none.

Price Code. Enter a two-character price code or blank for none.

Pin Number. Enter the Pin Number (this field is optional).

Report Code. Enter a two-character report code to group cards for reporting or blank for none.

Vehicle. Enter the vehicle name or blank for none.

The screenshot shows the 'Cardlock File Maintenance' window with two tabs: 'Customer Card' and 'Taxes'. The 'Customer Card' tab is active, showing the following fields:

- Card No.: 100
- Customer: BLUE
- Customer Name: Blue Farm
- Tax Authority: TEXAS

The 'Taxes' tab contains a table with the following data:

Taxcode	Tax Rate	Tax Description	Ex Code	Ex Code Desc
1	18.40000	FEDERAL GASOLINE	1	BONDED
2	20.00000	STATE GASOLINE	2	ROAD USE
3	24.40000	FEDERAL DIESEL		Not Exempt
4	20.00000	STATE LSD TAX		Not Exempt
5	20.00000	STATE HSD TAX		Not Exempt
14	4.000000	STATE LUBE/OIL TAX		Not Exempt
57	0.000000	FEDERAL ETHANOL		Not Exempt
65	20.00000	STATE ETHANOL		Not Exempt
79	18.40000	FEDERAL ETHANOL		Not Exempt

At the bottom of the window, there are buttons for 'Edit', 'Next', 'Prey', 'Customer', and 'Exit'.

Card Record Tax Screen

BUTTON PROMPTS:

<Edit> Click on the field to change. The card number may not be changed. Delete the record and reenter it with the correct card number.

<New> Enter another record or display an existing one.

<Next> Display the next record in the file.

<Prev> Display the previous record.

<Delete> Delete the displayed record.

<Tax> Display the tax authority screen and exemptions.

<Exit> Exit the Card File.

CARD REPORT

Description:

The Card Report lists the card records by Card Number, Customer or Pin.

Menu Select:

From the Cardlock/Keylock submenu, select - *Card Report*

Enter Report Options:

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

Enter The Date.

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

Enter a Customer (Blank for all).

Enter the Customer Number and cards for only this customer will be listed.
Leave blank to list all cards for all customers.

Sort Option:

1=Card Number (list in Card Number Order)
2=Customer (list in Customer Number order - all cards for each customer listed together.)
3=Pin (list cards in pin number order.)

Input Selection Criteria.

Y to enter a selection criteria and filter the report.
N to skip selection criteria and not filter the report.

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

Y - print the report using the selected printer or screen.
 P - change to a different printer or print option.
 N or Q - quit without printing.

Date: 03/04/2013		Practice			Page No.	
Time: 17:03:42		Customer Cardlock Report 03/04/2013			1	
Card No	Cust No.	Cardholder	Tax Auth	Terms	Type	Stat
155890	ACME	JACK	TEXAS	4		A
252507	ACME	MARTIN WHITE	TEXAS	4		A
256052	ACME	BUBBA JOHNSON	TEXAS	4		A
7789076	ACME	JIM	TEXAS	4		A
100	BLUE	JUNIOR	TEXAS	1		A
155544	BLUE	BOB	TEXAS	1		A
252341	BLUE	BLUE FARM	TEXAS	1		A
255815	BLUE	JOHN ORT	TEXAS	1		A
253182	JACK	JACK JONES	TEXAS	1		A
255732	JACK	BILL WHITE	TEXAS	1		A
252325	JONES	JONES FARM	TEXAS	2		A
7789339	LARCO	PAUL	TEXAS	3		A
7789341	LARCO	TOM	TEXAS	3		A
252093	LOU	LOU JONES	TEXAS	1		A
252861	LOU	JOE	TEXAS	1		A
7789336	NEWCO	BILLY STETSON	TEXAS	2		A
7789337	NEWCO	BRANT	TEXAS	1		A

Card Report by Customer Number

CROSS REFERENCE REPORT

Description:

The Card Report lists the card records sorting the first column by Card Number, Alpha Customer Number or Numeric Customer Number. If the first column is by card number, the second column is in Customer number order and visa/versa.

Menu Select:

From the Cardlock/Keylock submenu, select - *Cross Reference Report*

Enter Report Options:

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

Enter The Date.

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

Sort First Column By:

- 1=Card Number
- 2=Alpha Customer Number
- 3=Numeric Customer Number

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

- Y - print the report using the selected printer or screen.
- P - change to a different printer or print option.
- N or Q - quit without printing.

Date: 03/04/2013
Time: 17:06:02

Practice
Cardlock Cross Reference Report

Page No.
1

LISTED BY CARD NUMBER								LISTED ALPHABETICALLY							
Card No	Cust No	Veh No	Customer Name	Gal Lim	Fuel Auth	No. Cards	Status Code	Card No	Cust No	Veh No	Customer Name	Gal Lim	Fuel Auth	No. Cards	Status Code
155890	ACME		Acme Construction	0		0	ACTIVE	7789076	ACME		Acme Construction	0		0	ACTIVE
252507	ACME		Acme Construction	0		0	ACTIVE	7789337	NEWCO		Newco Limited	0		0	ACTIVE
256052	ACME		Acme Construction	0		0	ACTIVE	7789339	LARCO		Larco Enterprises	0		0	ACTIVE
7789076	ACME		Acme Construction	0		0	ACTIVE	7789341	LARCO		Larco Enterprises	0		0	ACTIVE
155544	BLUE		Blue Farm	0		0	ACTIVE	155890	ACME		Acme Construction	0		0	ACTIVE
252341	BLUE		Blue Farm	0		0	ACTIVE	252507	ACME		Acme Construction	0		0	ACTIVE
255815	BLUE		Blue Farm	0		0	ACTIVE	256052	ACME		Acme Construction	0		0	ACTIVE
100	BLUE		Blue Farm	0		0	ACTIVE	155544	BLUE		Blue Farm	0		0	ACTIVE
253182	JACK		Jacks Construction	0		0	ACTIVE	252341	BLUE		Blue Farm	0		0	ACTIVE
255732	JACK		Jacks Construction	0		0	ACTIVE	255815	BLUE		Blue Farm	0		0	ACTIVE
252325	JONES		Jones Farm and Ranch	0		0	ACTIVE	100	BLUE		Blue Farm	0		0	ACTIVE
7789339	LARCO		Larco Enterprises	0		0	ACTIVE	253182	JACK		Jacks Construction	0		0	ACTIVE
7789341	LARCO		Larco Enterprises	0		0	ACTIVE	255732	JACK		Jacks Construction	0		0	ACTIVE
252093	LOU		Lou's Gasoline Stati	0		0	ACTIVE	252325	JONES		Jones Farm and Ranch	0		0	ACTIVE
252861	LOU		Lou's Gasoline Stati	0		0	ACTIVE	252093	LOU		Lou's Gasoline Stati	0		0	ACTIVE
7789336	NEWCO		Newco Limited	0		0	ACTIVE	252861	LOU		Lou's Gasoline Stati	0		0	ACTIVE
7789337	NEWCO		Newco Limited	0		0	ACTIVE	7789336	NEWCO		Newco Limited	0		0	ACTIVE

SEND CUSTOMER CODE

Description:

The is a maintenance/Fix program. Run this only with the assistance of Petro-Data.

Menu Select:

From the Cardlock/Keylock submenu, select - *Send Customer Code*.

```
Practice ***** Fix Customer Cardlock Status *****
```

```
To run this program. Everyone needs to be out of AR and Invoicing
```

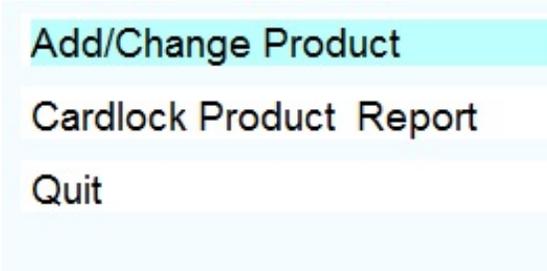
```
Ready to run? (Y/N/) 
```

PRODUCT FILE

The Cardlock Site Number, Pump Number, and Grade Code must be matched with the Fuel Inventory Location Number, Inventory Item Number and Tank Number for the program to work properly. This file defines the matches. For instance, code 01 might be for diesel in the Cardlock and it is matched to inventory item number DSL which is diesel in the Jobber system.

MENU SELECT

From the Cardlock/Keylock submenu, select - *Product File*.



From the submenu, select *Add/Change Product*.

BEGIN INPUT

A screenshot of a software window titled "Cardlock Product File Maintenance". The window contains several input fields and a "Product Lookup" button. The fields are: Site Number (1), Pump Number (1), Grade Code (1), Inventory Location (1), Inventory Item (LSD), Tank Number (LSD), Grade Description (CLEAR DIESEL), and Posted Ex/Gal (0.0000). The "Product Lookup" button is disabled. Below the input fields, there are several buttons: Edit (highlighted), New, Next, Prey, Delete, and Exit. The "Inventory Item" and "Tank Number" fields have dropdown arrows. The "Product Lookup" button has a dropdown arrow. The "Main Office" field contains "Main Office", "DIESEL 2-ON HWY-LOW SULPHUR", and "DIESEL 2-ON HWY-LOW". The "Tax Type" field contains "ULS".

Site Number. Enter the site number as defined by your cardlock system.

Pump Number. Enter the Pump Number as defined by your cardlock system.

Grade Code. Enter the grade code for this pump for this pump (EX: 01, 02, 03, 04).

Inventory Location. Enter the location number in Jobber for this cardlock system.

Inventory Item. Enter the inventory item number in Jobber for the grade code on this pump.

Tank Number. Enter the tank number for this item.

CARDLOCK PRODUCT REPORT

This report lists the cardlock products.

From the Submenu, select - *Cardlock Product Report*.

Enter Report Options:

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

Enter The Date.

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

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

Y - print the report using the selected printer or screen.
P - change to a different printer or print option.
N or Q - quit without printing.

CARDLOCK PRICES

- Enter Cardlock Prices
- Price Report
- Cardlock Special Prices
- Special Price Report
- Volume Price Charts
- Volume Price Report
- Duplicate Rack Prices
- Browse Cardlock Taxes
- Reindex Price Files
- Quit

IMPORT CARDLOCK

Cardlock data can be transferred to the computer either on diskette or directly by polling the cardlock system from the main computer. Most customers have a separate inexpensive computer which is dedicated to polling the cardlock system. In this scenario, the data is then copied to a diskette and read into the invoicing system.

- Import Cardlock
- Process Manual Transactions
- Convert to Invoices
- Recalculate Prices
- Balance Credit Cards
- Calculate Unposted Balances
- Browse/Fix Prices
- Quit

Quick Reference - Processing Overview

- _____ Read a CL file.
- _____ Enter manual cards.
- _____ Verify Totals.
- _____ View rejected cards.
- _____ Correct errors.
- _____ Print CL Listing.
- _____ Convert to Invoices or if converting later--Stop
- _____ Print invoices (Selection 4, *Sales Invoicing*, Option 6)
- _____ Print pre-posting sales invoice (Selection 4, *Sales Invoicing*, Option 2)
- _____ Update invoices.

MENU SELECT

From the Cardlock Submenu, select 3 *Copy Cardlock Data to Invoicing*.

- Options:** Enter 1 to Read a Cardlock File.
Enter 2 to enter Only Manual Cards.
Enter Q to Quit to Cardlock Menu.

SELECT 1 - READ A CARDLOCK FILE

BEGIN INPUT

Diskette. If you are transferring by diskette, insert the diskette and press the enter key.

File Name. Verify the cardlock file name. (Example: C:\PRACTI.TXT. This comes from Field 5 of the Cardlock Install).

Batch Number. Enter the batch number for the invoices that are going to be created.

Verify User ID For This Batch of Invoices. The user ID CL (for Cardlock) is the default. Press *enter* to accept the default or enter a user ID for the batch. The user ID identifies the CL batch in Invoice Pre-Posting.

Beginning Invoice Number for Cardlock Invoices. The next available number from sales invoicing displays. Press *enter* to accept the default or enter an invoice number.

Invoice Date. Enter the invoice date for this batch of cardlock invoices. The system date displays.

Press *enter* to accept the default or enter a new date.

Verify Name of Import File. Press *enter* to accept the default. (Example: \CUR\FIN\PRACFI.TXT. This comes from Option 1 in the Cardlock Install).

Ready to Begin Conversion? Enter **Y** to begin data conversion, **N** or **Q** to return to the Cardlock Menu without converting the cardlock file to invoices.

Totals. The cardlock data is converted and totals are displayed on the screen. If Total Dollars and Total Gallons match report that came with data, then the next step is to Print Listing. If the totals don't match do a restore and begin input routine again or call Petro-Data.

```

PRACTICE COMPANY, INC ***** SEND CARDLOCK DATA TO INVOICING*****
BEG TRANSACTION NO. IS 3976      ENDING TRANSACTION NO. IS 7428
TOTAL DOLLARS                    3545.71    CC DOL          1172.16
TOTAL GALLONS                    3521.730   CC GAL          1159.82
CHOOSE:  C - CONVERT TO INVOICES    P - PRINT LISTING      Q - TO QUIT/CANCEL
          L - CONVERT INVOICES LATER  R - REVIEW REJECTED LIST
    
```

R - Review Rejected List. Press **R** to review this list and make all necessary corrections.

P - Print Listing. Press **P** to print the transaction listing. A sample is shown below.

CARDLOCK TRANSACTION LISTING ON 1/14/94											
TRANS#	SITE	DATE	TIME	ISO	TYPE	CARD NO	PRODUCT	QTY	PRICE	AMOUNT	
3976	010425	01/13/94	2054	37287116	1	503010	UNLPL88	10.70	1.2900	11.01	
3882	010425	01/12/94	1423	37367057	7	531006	LDF	28.77	1.0290	29.60	
7152	010424	01/12/94	1535	3737025	1	466002	UNL	21.45	.9790	21.00	
3955	010425	01/13/94	1126	4410252	2	819996	UNL	13.51	.9790	13.22	

C - Convert to Invoices. Press **C** to convert cardlock data to invoices.

L - Convert Invoices Later. Press **L** if you do not wish to convert invoices at this time and plan to do it later in the month.

Q - Quit. Press **Q** to quit and go to Selection 4, *Sales Invoice Entry*, Option 2, *Print Pre-Posting Report* and print this report, checking for errors.

ENTER ONLY MANUAL CARDS.

BEGIN INPUT

```
PRACTICE CO 6.30 ***** SEND CARDLOCK DATA TO INVOICING *****  
OPTION: 1 READ CARDLOCK FILE      2 ONLY MANUAL CARDS      Q QUIT 2  
ENTER THE BATCH NO. OR PRESS Q TO QUIT 950320  
VERIFY USER ID FOR THIS BATCH OF INVOICES CL  
BEGINNING INVOICE NUMBER FOR CARDLOCK INVOICES 984  
ENTER INVOICE DATE 03/20/95  
ENTER DATE RANGE OF MANUAL CARDS TO UPDATE 01/01/93 01/01/93 OK? (Y/N/Q) Y  
READY TO BEGIN CONVERSION? (Y/N/Q)  
  
TOTAL MANUAL GALLONS IS 113.00
```

RESTORE CARDLOCK

If you find errors after the cardlock transfer, you can run the restore program and do the transfer again. Select Option 4 *Restore Cardlock Transfer*.

```
Practice *** Cardlock Restore Program *** 03/06/2013

Restore should be run immediately after finding mistakes in the update program.
Have any of the following programs been run since the last update?
Purchase Update    Cash Receipts    Post Count Sheets    Add Inventory
Any program which updates Accounts Receivable or Inventory balances?
If the answer is yes, then the restore will not work properly.

Do you want to restore the data files for the cardlock transfer program.

Are you sure you want to restore the cardlock files? (Y/N)  N

Enter batch number to restore.  20060224

Restore what?  1=Regular Cardlock Import    2=Convert to Invoices Only

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

ARE YOU SURE YOU WANT TO RESTORE THE CARDLOCK FILES.

Y to proceed with the restore.
N to quit without restoring the cardlock files.

REMEMBER CARD LOCK FILES WILL BE RESTORED

ARE YOU STILL SURE. MAKE SURE EVERYONE IS OUT OF INVENTORY.

Y if you made sure everyone is out of inventory and Accounts Receivable and you want to proceed with the restore. This is your last chance to change your mind.
N to quit without restoring the cardlock files.

CARDLOCK ANALYSIS

```

Practice *** Cardlock Fuel Sales Analysis *** 03/06/2013
Display report on screen

Select one print option (Y/N): Truck? N   MPG? N   Dept Code N

Customer Summary by Product? (Y/N) N   Print by: D=Date   B=Batch B

Enter batch range 20130306 20130306   Enter date range

Enter a customer. (Blank=All) [ ] [ ]

Summary by Item or Card? (Y/N) N   Billing cycle code (Blank=All) [ ]

Input selection criteria? N   1=Current   2=History   3=Both 1

Enter the Report Date 03/06/2013   Recalculate price * qty? N

S=Statement   I=Invoice   R=Report   T=Totals   X=Exempt   B=Begin With S

Sort Option: 1=Numeric Cust No.   2=Alpha Cust No.   3=Customer Name 2

Subtotal by: 1=Card   2=Veh/Card   3=Veh Only
              4=Sort Code   5=Cust   6=Truck and Card 1

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

MANUAL CARDLOCK

```

Enter Cardlock Transactions
Transaction Report
Quit

Practice ***** Input Manual Cardlock Transactions *****

1 Card No. [ ]
2 Tran No.
5 Site No.
7 Pump no.
9 Price
11 Date
13 Odom
15 For. Cost

4 Vehicle
6 Product
8 Gallons
10 Subtotal
12 Time
14 Foreign
    
```

ADD KEYLOCK

This program lets you enter each keylock meter and the customer who is billed on it. You must enter a pump record for every meter on the keylock system.

MENU SELECT

From the Cardlock/Keylock submenu, select *Add Keylock*.

```
Practice *** ADD, CHANGE DELETE PUMPS *** 03/06/2013

1. Location No. (Q=Quit) 13      Consignment Loc 13
2. Keylock No.          1
3. Tank No.             UNL
4. Item No.             UNL      Taxtype  GAS
5. Descr                UNLEADED GASOLINE  6. Fuel Type          UNL
7. Present Reading Gal  19500.00  8. Closing Reading Gal  19100.00
9. Present Reading Dol  22941.00  10. Closing Reading Dol  21825.00
11. Code (1-full 0-self) 0      12. Sort Code          1
13. Cust No.            BLUE
14. Fuel Tax Input

Tx Descr      Ex  Rate  Amt  Tx Descr      Ex  Rate  Amt
1 FEDERAL GASOLINE  0  0.184  19500.00  2 STATE GASOLINE  0  0.200  19100.00
3 FEDERAL DIESEL   0  0.244  22941.00  4 STATE LSD TAX   0  0.200  21825.00

Enter field # to change      D = Delete      C = Continue
P = Dispatch Readings        F = Forward     U = Duplicate   B = Backward C
```

BEGIN INPUT

Location. Enter the location number for the Keylock System.

Pump Number. Enter a pump number (key number).

Tank Number. Enter the tank number which feeds this meter.

Item Number. Enter the inventory item number which is kept in this tank.

Description. Verify the description.

Type. Enter the Fuel Type Code. (R Regular, D Diesel, NL for Unleaded, SNL for super unleaded, PLU for Mid Grade, and KER for kerosene)

Readings in Gallons. Enter the old and new meter readings in gallons. For a new meter, these are be the same.

Readings in Dollars. Enter the old and new meter readings in dollars. For a new meter, these are the same.

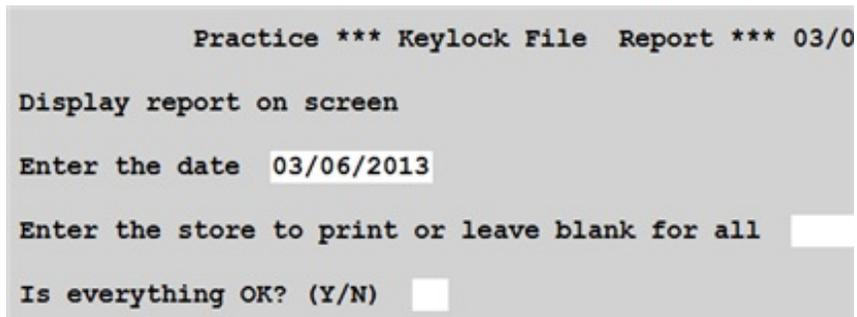
Code. Enter 0 for self serve. (This code is not needed for Keylock)

Sort Code. Enter the sort code. This is important. The meter readings are displayed in the order of the sort codes.

Customer. Enter the customer number who is billed on this keylock number.

Fuel Taxes. Verify the exemption status of the customer for the various fuel taxes that are billed to him.

KEYLOCK FILE REPORT



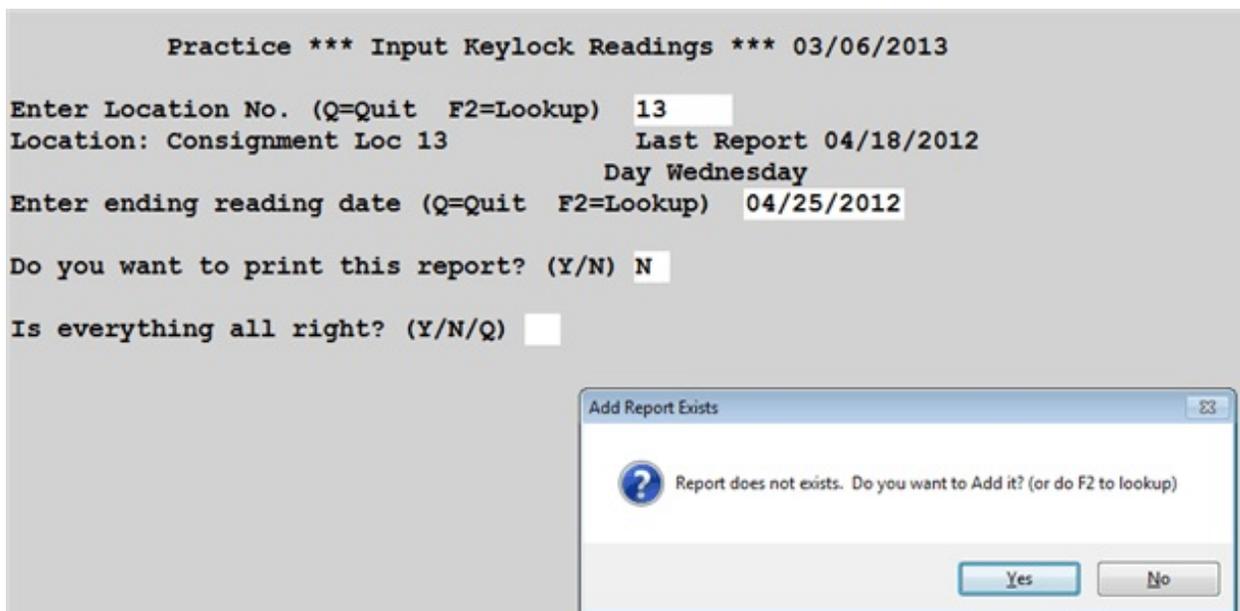
INPUT KEYLOCK

Use this program to enter you ending keylock readings. The gallons and dollars are calculated and displayed.

MENU SELECT

From the Cardlock/Keylock Submenu, select *Input Keylock*.

```
Practice *** Input Keylock Readings *** 03/06/2013
Enter Location No. (Q=Quit F2=Lookup) 13
Location: Consignment Loc 13          Last Report 04/18/2012
                                       Day Wednesday
Enter ending reading date (Q=Quit F2=Lookup) 04/25/2012
Do you want to print this report? (Y/N) N
Is everything all right? (Y/N/Q) 
```



The screenshot shows a terminal window with the following text:

```
Practice *** Input Keylock Readings *** 03/06/2013
Enter Location No. (Q=Quit F2=Lookup) 13
Location: Consignment Loc 13          Last Report 04/18/2012
                                       Day Wednesday
Enter ending reading date (Q=Quit F2=Lookup) 04/25/2012
Do you want to print this report? (Y/N) N
Is everything all right? (Y/N/Q) 
```

A dialog box titled "Add Report Exists" is overlaid on the terminal. It contains a question mark icon and the text: "Report does not exists. Do you want to Add it? (or do F2 to lookup)". There are two buttons at the bottom: "Yes" and "No".

BEGIN INPUT

Location. Enter the location number of the readings you are entering.

Date. Enter the ending date for these readings. Remember the date, it is used to access the meter

readings.

Turnover. If you want the computer to change the current readings to past readings they answer Y.

OK. Type Y to continue or N to cancel.

The computer displays the tanks. Enter the billing price for each grade of fuel and enter the ending tank readings.

Daily Tank Reading Input Screen					
Ln #	Tank	Description	Price	Old Reading	New Reading
1	PLU	UNLEADED PLUS UN1203	3.7990	6832.0	6762.0
2	SNL	SUPER UNLEADED UN120	3.8990	4052.0	4025.0
3	UNL	UNLEADED GASOLINE UN	3.5990	23598.0	23300.0

A = Input All Stickings C = Continue to Pump Readings C

Display Meters. The computer displays each pump/meter. The key number and customer number are displayed are also displayed.

Old Reading. Enter or Verify the old meter reading in gallons.

New Reading. Enter or Verify the new meter reading in gallons.

Date 04/25/2012		Location 13							
Type#	Old Read	New Read	Gallons	Price	Tax?	Fuel Tax	Total	OK?	
1	Key No	1	Cust No.	BLUE	Blue Farm				
UNL	19500.00	19552.00	52.00	3.5990	N	43.06	230.21		
2	Key No	2	Cust No.	BLUE	Blue Farm				
PLU	10100.00	10125.00	25.00	3.7990	N	0.00	94.98		
3	Key No	3	Cust No.	BLUE	Blue Farm				
PLU	1300.00	1310.00	10.00	3.7990	N	0.00	37.99		
4	Key No	4	Cust No.	BLUE	Blue Farm				
UNL	8500.00	8682.00	182.00	3.5990	N	0.00	655.02		
5	Key No	5	Cust No.	BLUE	Blue Farm				
SNL	8400.00	8415.00	15.00	3.8990	N	0.00	58.49		
6	Key No	6	Cust No.	BLUE	Blue Farm				
UNL	6800.00	6915.00	115.00	3.5990	N	0.00	413.89		
7	Key No	7	Cust No.	BLUE	Blue Farm				
PLU	6400.00	6569.00	169.00	3.7990	N	0.00	642.03		

Enter Field # to Chg	A = Input All	S = Scan
D = Delete All	M = Change Mode	Q = Quit

Price. Verify the price per gallon you are billing the customer.

Sales Tax? Enter Y if you are charging sales tax or N if not.

Fuel Tax. The fuel taxes are displayed at the bottom of the screen. Type T to change the exemption status of the customer.

ACD Prompt:

- Change.** Enter a line number to change.
- All.** Enter A to do full screen input and enter all readings.
- Scan.** Enter S to page to the next screen.
- Delete.** Enter D to delete a line.
- Mode.** Enter M to switch modes and enter both beginning and ending readings.

KEYLOCK INVOICES

Once you have entered all your keylock readings, use this program to send the data to the invoicing file.

MENU SELECT

From the Cardlock/Keylock Submenu, select *Keylock Invoices*.

```
Practice *** Transfer Keylock to Invoicing *** 03/06
Enter the location number. (Q=Quit) 13
Enter the Report Date (Q=Quit) 04/25/2012
Enter a Batch Number 20120425
Enter the beginning invoice number (0=Automatic) 0
User ID for this batch is KL
Enter a comment code for all invoices
Ready to transfer? (Y/N/Q)

Next invoice number is 54344
```

BEGIN INPUT

Location. Enter a location number to invoice.

Report Date. Enter the date for the ending readings.

Batch Number. Enter the batch number to use for these invoices.

Invoice Number. Enter the beginning invoice number to use for these invoices.

Ready? Enter Y to transfer the data to invoicing or N to cancel

Now you should print invoices and run the invoice update program.

RESTORE KEYLOCK

If you find errors after the keylock transfer, run the restore program and do the transfer again.

MENU SELECT

From the Cardlock/Keylock Submenu, select *Restore Keylock*.

```

Practice *** KEYLOCK RESTORE *** 03/06/2013

Enter the password to restore. Q=Quit RESTORE
The keylock restore program erases invoices from the unposted invoice file
and it will restore the keylock readings to unposted status. Press <Enter>.

Enter Batch No. to Restore 20120425
Enter Location Number 13
Are you ready to restore? (Y/N/Q) N

```

**KEY
ANALYSIS**

```

Practice *** Keylock Sales Analysis *** 03/06/

Display report on screen
Print by: D=Date B=Batch B
Enter batch range 20130306 20130306 Enter date range
Enter a customer. (Blank=All)
Eject page after every customer N
Omit keys with zero gallons? (Y/N) Y
Input selection criteria? N
Is everything ok? (Y/N/P=Printer/Q=Quit) Y

```

LOCK

TRANSACTION REPORT

```
Practice *** Cardlock Fuel Sales Analysis *** 03/06/2013
Display report on screen
Print by Range of:  D=Date  B=Batch  B
Enter batch range 20130306 20130306  Enter date range
Enter a customer. (Blank=All)
Print Summary Only? N  Billing cycle code (Blank=All)
1=Unbilled  2=Billed  3=Both  3
Input selection criteria? N  1=Current  2=History  3=Both 1
Enter the Report Date 03/06/2013  Fix Billing Cycles? N
Subtotal by:  1=Site  2=Site by Date  3=Date  1
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

REINDEX CARDLOCK

```
Ready to index cardlock files? (Y/N)  Y
Indexing ARCARD...
Indexing ARPCARD...
Indexing ARSPECRD...
Indexing ARCRDPRC...
```

Indexing Finished. Press Enter.

CARDLOCK INSTALL

From the Cardlock/Keylock Submenu, select *Cardlock Install*.

Enter Password. The password into the install program is **CARDLOCK**. Enter the password or enter **Q** to exit the install program.

```
Practice*** Cardlock Definition Menu *** 03/0

1  Add, Change or Delete Cardlock Definition
2  Browse Site File
3  Convert Old File to New Definition
Q  Return to Main Menu

Make a Selection Q
```

Practice ***** Cardlock Definition Maintenance *****

1	Card ID		2	Description
3	Exp File			
4	Imp DBF			
5	File Type		6	Record Format
7	Diskette Name		8	Link to A/R
9	Link to INV		10	Card Program
11	Card Detail		12	Verify Import
13	Your ISO 1		14	Your ISO 2
15	Your ISO 3		16	Your ISO 4
17	Auto Prices?		18	Price Factor
19	Detail Inv.?		20	Qty Factor
21	Bill Later		22	Auto Inv. #?
23	Date Type		24	Default Site
25	Card String		26	Truck Mileage?
27	Tax Authority Code			

Siteno	Sitename	Sitecode
2V		
40		
AJW		
AKM		
CC		
CH		
E1		
E2		
E3		

- 1. Input File Name or Transfer File.** Enter the file name of the transfer file (example: C:\FP\XFER.LST or C:\FP\FLMAINT.OUT).
- 2. Input Name of DBF Transfer File.** Enter the name of the DBF transfer file (example: ARGASSEM or ARGASMAN).
- 3. File Type.** **A** for ASCII File, **D** for DBF file.
- 4. Record Format.** **F** for Fixed Length, **C** for Delimited with commas.
- 5. Enter Diskette Name or Blank for none.** (Examples: Diskette Name is “A:\” for DOS and “/dev/fd048ds9:” for Unix.
- 6. Linked to Accounts Receivable.** Enter **Y** or **N**.
- 7. Linked to Inventory.** Enter **Y** or **N**.
- 8. Enter the Name of the conversion Program.** (Examples: ARCONSEM, ARCONPRC, etc.)
- 9. Are you keeping detail data on each card.** Enter **Y** or **N**.
- 10. Verify import file before Converting.** Enter **Y** or **N**.
- 11. Enter your local ISO Numbers.** Enter ISO Number for your customer cards, not for credit cards.
- 12. Assign fuel prices during update.** Enter **Y** if pricing is done by Petro-Data, or **N** if priced at the cardlock machine.
- 13. Multiple Cardlock Systems.** Enter **Y** or **N**.
- 14. Print miles per gallon on report.** Enter **Y** or **N**.
- 15. Create Invoice for each transaction.** Enter **Y** or **N**.
- 16. Print Truck Number on report.** Enter **Y** or **N**.
- 17. Option to delay billing till later.** Enter **Y** or **N**.

VEHICLE FILE

- Add Customer Trucks
- Customer Truck Report
- Fix Odometers
- Reindex Files
- Quit