

**TRANSFER FUEL FROM BULK PLANT TO C-STORE (USING BRIDGE)**

These instructions are intended to be used by customers who have the Complete Jobber AND the Complete C-Store and are using the BRIDGE to enter BOLs in the Jobber BOL module and transfer fuel to bulk plant tanks OR tanks at a RETAIL location.

DO NOT use this procedure if the Stores are in a separate corporation and the Jobber company is selling the fuel to the stores. If you are not sure, look on the 'Company Selection Menu', if there are TWO companies - one for Jobber and one for Stores, they are separate.

First, make sure your version of the BOL input program will allow zero gross and net gallons received. If not, call Customer Support for a different program.

This procedure will show zero gallons received so will NOT affect your tax reports any more than a normal transfer of fuel from one location to another would.

**PREPARATION**

1. Set up a Vendor/Terminal - use a vendor for your company if you have one set up in AP. The terminal can be any three characters.
- 2a. COST - ideally, cost will be FIFO cost. Print a fifo report for the item being transferred. Look at the cost on the fifo record that has pool balance. This is the cost you will use. OR use the rack price for the vendor/terminal you usually use to purchase fuel for the bulk plant, for the day of the transfer.
- 2b. It will be necessary to assign cost in the BOL input program. There are two options: *First*, you can enter rack prices for the days of the transfers in the file for the vendor/terminal you set up in step 1. *Second*, you can change the Inventory Install question about 'special rack prices' to 'Y'. This will display rack prices on EVERY BOL you enter and allow you to accept them, OR enter special ones.

**DATA ENTRY**

From the Jobber Inventory Main Menu, select 5 - *Fuel Bill of Lading Entry*. From the submenu, select 1 - *Input Manifest/BOL*.

They can be entered in the same batch as the rest of your BOLs OR enter them in a unique batch number.

**BOL Number** - use the document number of YOUR transfer document or the date of the transfer.

Enter the rest of the BOL header as usual using the Vendor/Terminal set up in step 1 above. Do NOT change the Terminal Loc.

**Item** - enter the item transferred. What happens next depends on the COST option you selected above.

SPECIAL PRICE OPTION - *Special (Y/N) Gross Rack 0.0000 Net Rack 0.0000 OK?* (Y/N) displays at the bottom of the screen. OK should be **N**, Special should be **Y**. Enter the cost for this item in both Gross Rack and Net Rack. OK? This time **Y**.

RACK PRICE OPTION - the computer automatically gets the cost from the Rack Price file. Nothing displays. You can verify it on the preposting and update reports.

**Gross Received** - leave it 0.00

**Net Received** - leave it 0.00

**Type** - Select **T=Transfer** and **N** for transferred at net.

The first line item transfers fuel out of the Bulk Plant tanks (gallons are entered as negatives):

**Location** - Enter **1** or the Bulk Plant location which transferred the fuel.

**Tank** - Enter the tank number for the transferred fuel item (fuel will be deducted from this tank).

**Gross Delivered** - Enter the gross gallons transferred using a minus sign (-2000)

**Net Delivered** - Enter the net gallons transferred using a minus sign (-2000). Gross and net are usually the same.

**OK?** - **Y**

The second line transfers fuel into the C-Store tanks (when purchases are updated in the Retail Module):

Enter the same fuel item.

**Type** - Select **S - CStore** and **N** for transferred at net.

**Store #** - Enter the store number where the fuel was transferred or F2 to select.

**Tank** - Enter the STORE tank number or F2 to select.

The date and shift display - this information will be transferred to the purchase module in CStore.

**OK?** Enter **Y**. The store and tank number display in the line item.

**Gross Delivered** - Enter the gross gallons transferred to the store (2000)

**Net Delivered** - Enter the net gallons transferred to the store (2000). Gross and net are usually the same.

**OK?** Enter **Y**.

The completed line items should look like this:

**NOTES** - Split loads can be done using the same procedure. For example, if 4000 gallons was taken from the bulk plant and delivered to two stores, the first line would show -4000 gallons. The second line would show the gallons delivered to the first store (2000) and another line would be added for the gallons delivered to the second store (2000).

BOL No.122204A		Vendor BRAND		Branded Oil Company		Date	12/22/2004	Bill Gr	M
Term	Loc 9	Term name	SA	Auth	TEXAS	Driver	Truck	COAST	OK?
Ln	Item	Gross Rec	Net Rec	Delivered to		Gross Del	Net Del		
1	UNL	0.00	0.00	Lc 1	Tk UNL	-2000.00	-2000.00		
2	UNL			St 1	Tk 1	2000.00	2000.00		