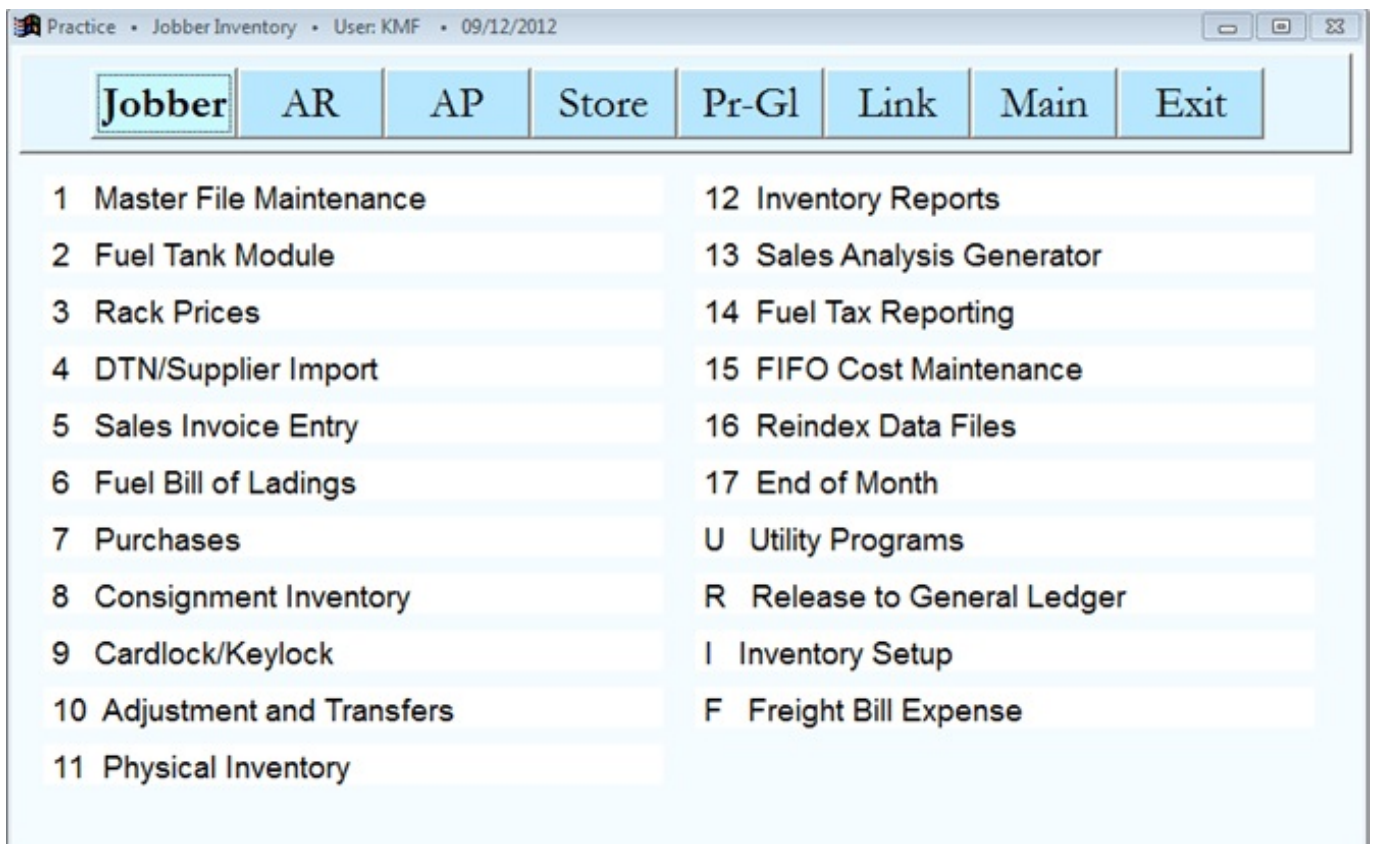# JOBBER INVENTORY
MASTER FILE MAINTENANCE

Master Files - such as inventory items and tanks - must be entered before processing can begin. There are many files required to process purchases and sales of fuel and lubes, and to maintain all of the information needed for tax and management reports.

Some files must be completed BEFORE others, so a checklist with the steps, in order, is provided in the 'Overview and Installation Guide'.

Menu Select.

From the Petro-Data Main Menu, select - *Jobber Inventory.*

Practice • Jobber Inventory • User: KMF • 09/12/2012							
Jobber	AR	AP	Store	Pr-Gl	Link	Main	Exit

1 Master File Maintenance	12 Inventory Reports
2 Fuel Tank Module	13 Sales Analysis Generator
3 Rack Prices	14 Fuel Tax Reporting
4 DTN/Supplier Import	15 FIFO Cost Maintenance
5 Sales Invoice Entry	16 Reindex Data Files
6 Fuel Bill of Ladings	17 End of Month
7 Purchases	U Utility Programs
8 Consignment Inventory	R Release to General Ledger
9 Cardlock/Keylock	I Inventory Setup
10 Adjustment and Transfers	F Freight Bill Expense
11 Physical Inventory	

Menu Select

From the Jobber menu, select - *Master File Maintenance.*

1   Master File Maintenance

• Locations	• Freight Rates
• Fuel Types	• Fuel Tax Exemptions
• Departments	• Special Prices
• Categories	• Special Charges
• Territory	• Comments
• Salesmen	• Trucks
• Drivers	• Cities
• Industry	• Terminals
• Inventory	• Purchase Charges
• Fuel Taxes	

LOCATIONS

Location Codes define each warehouse or location where fuel or other inventory is stored. This includes at least one main location (bulk plant) where warehouse inventory and in-house tanks are located, one location to represent the terminals, and a location for each consignment customer. Inventory is tracked at each location.

The location record serves two purposes. It allows on-hand inventory tracking at more than one location, and if you are linked to the General Ledger, it defines some of the General Ledger account numbers used to integrate sales, purchases, and other transactions to the General Ledger. LOCATION RECORDS MUST BE SET UP even if you are not linked to the General Ledger.

Add/Change Locations

Menu Select

From the Master File Maintenance submenu, select - *Locations*

.

1 Add/Change Locations

2 Location Report

3 Bridge Items

4 Bridge Locations

D Duplicate Locations

Q Quit to Previous Menu

From the Locations submenu, select - *Add/Change Locations*

LOCATION RECORD - GL ACCOUNTS TAB

The General Ledger account numbers in the Location file are defaults. In programs where no location is designated, GL accounts from Location 1 are used.

GL Numbers that could be used in the Sales Invoicing Module:
Bank
GL A/R
GL Credit Card
GL Intercompany
GL Sales Tax
GL Discounts Taken

GL Numbers that could be used in the BOL and Purchasing Modules:
EFT Bank
Bank
GL Freight
GL Acct. Payable
GL Pending AP
GL Est Fuel Tax
GL Purchase Disc
GL Purchase Frt

GL Purch Sales Tax

The Location file record has two tabs, GL ACCOUNTS and CONSIGNMENT/TAX DATA

Location.
Enter the Location Code. The location code may be up to 6 characters, however shorter is better. Be sure to create records for the two defaults entered in the Inventory Install (usually 1 and 9).

Enter a description such as Bulk Plant, Terminal, or store name for Consignment or Cardlock loactions.

EFT Bank.
In Purchases, if an invoice type is EFT, the EFT Bank account is stored with the charge invoice. Currently, link codes are used in AP to designate the accounts.

Bank
In Sales Invoice Entry, this Bank account is used for the cash or check payment amount of a Cash Sale.

In the Purchases Entry Module, this Bank account is stored with a Charge invoice and used in AP when the invoice is paid. It is also used if the invoice is paid with a manual check in the Purchase module.

GL Acct. Rec.
In the Sales Invoice Entry Module, the AR account is debited when charge invoices are updated. It is stored with the charge invoice and used in AR when the invoice is paid.

GL Credit Card.
In the Sales Invoice Entry Module, the CC account is used for the Credit Card payment amount of a Cash Sale.

GL Intercompany.
In the Sales Invoice Entry Module, if an invoice is coded as Intercompany (instead of cash or charge), this account is debited instead of the AR account. NOTE: The invoice entry program prompts for the intercompany GL account in case an account other than this default.

GL Sales Tax.
In the Sales Invoice Entry Module, if sales tax is accrued, this account is credited.

GL Freight.
There is no provision in the standard Sales Invoice Entry Module to use this account for freight. Enter a Freight Income or Freight Expense account, or the suspense account.

GL Discounts.

In the Sales Invoice Entry Module, if an amount is entered in the T - Discount Taken field, this account is debited.

GL Disc Taken.

There is no provision in the standard Sales Invoice Entry Module to use this account for discounts. Enter a Sales Discounts account or the suspense account.

GL Acct Payable.

In the Purchases Entry Module, this account is credited when Charge or EFT invoices are updated.

GL Pending AP.

In the BOL Module OR the Purchase Entry Module - Input Receipts Only section, this account is used to credit the estimated invoice amount when a BOL or Lube receipt is updated.

When the Purchase invoice is updated, the exact amount is debited.

GL Est Fuel Tax.

In the BOL Module OR the Purchase Entry Module - Input Receipts Only section, this account is used to debit the estimated fuel tax amount (prepaid tax).

When the Purchase invoice is updated, the exact amount is credited.

GL Purchase Disc.

In the Purchases Entry Module, this account is debited if an amount is entered in one of the discount fields.

GL Purchase Frt.

In the Purchases Entry Module, this account is debited if an amount is entered in the Freight field.

GL Purch. Sales Tax.

In the Purchases Entry Module, this account is debited if sales tax is paid on a purchase and the amount entered in the Tax field.

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

<**Edit**> Click on the field to be changed or Press E or click the Edit button to change a field. If the Location number is incorrect, duplicate the record to the desired Location number or code and then delete the incorrect one.

<New> Click on New to enter another Location record.

<Next> Click on Next to display the next record.

<Prev> Click on Previous to display the previous record.

<Print> Click on Print to print the displayed location record.

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

<Duplicate> Click on Duplicate to create another record with the same GL accounts. A popup box with 'Record not found. Do you want to add it?' displays. Click the appropriate button. If Yes, enter the new location number and description. The GL accounts will display. Make changes if necessary.

<Exit> Click on Exit to quit Location file maintenance.

Consignment Locations ONLY - if Commission is Calculated

CONSIGNMENT/TAX DATA TAB

Click on the Consignment/Tax Data Tab to enter Tax numbers for State Tax reporting and other information as needed for Consignment processing and commissions.

Tax Data - must be filled in

Customer Number and **Ship To**

Enter the Consignment customer number and Ship To code, if applicable - if this is not a consignment location - leave blank.

State

Enter the State abbreviation for the state where this Bulk Plant or consignment is located - this field is used as a ORIGIN or DESTINATION state for fuel tax reporting. Do NOT leave it blank.

City ID

If you are using freight calculations, enter a valid City ID (from City File Maintenance) to be used as Origin or Destination in the calculation.

Federal EIN

Enter YOUR Federal tax ID number.

State EIN

Enter YOUR State tax ID number. This number is used in State Tax reports. DO NOT LEAVE IT BLANK.

Zone

Enter the zone where this consignment is located. This is a user defined code and is used if you have many consignments and you need to print reports by area or ZONE - if not, leave blank.

Consignment Data - for custom calculations only

Consignments calculations usually require CUSTOM programming. The information in this section of the record is used - all or in part - to calculate and create journal entries if consignment reports are updated.

IF this is a CONSIGNMENT LOCATION, other files must also be set up in order for the consignment module to work. See the Consignment section of The Complete Jobber documentation and the appendix for a checklist of the files needed.

The following GL accounts and other information MIGHT be needed when consignment reports are updated:

GL Commission

Enter the GL Account for Commission paid, if applicable.

GL Freight Revenue

Enter the GL Account for Freight revenue, if applicable.

GL Amortization

Enter the GL Account for Amortization income, if applicable.

GL Bank Card

Enter the GL Account for Bank Cards, if applicable.

GL Over/Short

Enter the GL Account for the Over/short amount on the consignment report, if applicable.

Commission Item

Enter the Commission Item code from Inventory File Maintenance used for commission billing.

Gas Gallon

Enter the Gasoline Freight per gallon to add to COST (.01 is 1 cent).

Diesel Gallon

Enter the Diesel Freight per gallon to add to COST (.01 is 1 cent).

Last Report

The date of the last report displays. This field is updated when a consignment report is

entered. If an error is made (bad report date), enter the correct information.

Amortization Gallon

Enter the Amortization per gallon to add to COST, if applicable (.01 is 1 cent).

Credit Card Fee

Enter the Credit Card fee to subtract from the commission (.01 is 1 cent).

Miscellaneous Fee per Gallon

Enter any other Fee per gallon to add to COST, if applicable (.01 is 1 cent).

Pump Readings.

Enter the **Y** if you are entering PUMP readings. Enter **N** if you are entering CONSOLE readings.

Vendor

Enter a Vendor for rack prices.

Terminal

Enter a Terminal for rack prices.

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

<**Edit**> Click on the field to be changed or Press E or click the Edit button to change a field.

<**Next**> Click on Next to display the next record.

<**Pre<u>v</u>**> Click on Previous to display the previous record.

<**Print**> Click on Print to print the displayed location record.

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

<**Exit**> Click on Exit to quit Location file maintenance.

Location Report

Description:

The Location Report is a listing of all locations (bulk plant, consignment, cardlock, terminal) and some of the GL accounts in the record.

Menu Select:

From the Master File Maintenance submenu, select - *Locations*
From the Locations submenu, select - *Location Report.*

Enter Location 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.

```
    LOCATION  1             Bulk Plant
AR              11000-100         BANK              10200-100
SALES TAX       20400-100         GL CREDIT CARD    11100-100
DISCNT TAKEN    43100-100
FREIGHT         43040-100         DISCOUNT          43100-100
AP              20500-100         AP DISCOUNT       53110-100
PENDING AP      20750-100         PENDING FUEL TAXS 20850-100
AP FREIGHT      53100-100         AP SLS TAX        20400-100
EFT ACCOUNT     10200-100

    LOCATION  2             Terminal
AR              11000-100         BANK              10200-100
SALES TAX       20400-100         GL CREDIT CARD    11100-100
DISCNT TAKEN    20700-100
FREIGHT         43040-100         DISCOUNT          43030-100
AP              20500-100         AP DISCOUNT       13100-100
PENDING AP      20750-100         PENDING FUEL TAXS 20850-100
AP FREIGHT      72600-100         AP SLS TAX        20400-100
EFT ACCOUNT     10200-100


    LOCATION  4             Keylock Location
AR              11000-100         BANK              10200-100
SALES TAX       20400-100         GL CREDIT CARD    11100-100
DISCNT TAKEN    43100-100
FREIGHT         43040-100         DISCOUNT          43100-100
AP              20500-100         AP DISCOUNT       13100-100
PENDING AP      20750-100         PENDING FUEL TAXS 20850-100
AP FREIGHT      53100-100         AP SLS TAX        20400-100
EFT ACCOUNT     10200-100

    LOCATION  5             Cardlock Location
AR              11000-100         BANK              10200-100
SALES TAX       20400-100         GL CREDIT CARD    11100-100
DISCNT TAKEN    43100-100
FREIGHT         43040-100         DISCOUNT          43100-100
AP              20500-100         AP DISCOUNT       13100-100
PENDING AP      20750-100         PENDING FUEL TAXS 20850-100
AP FREIGHT      53100-100         AP SLS TAX        20400-100
EFT ACCOUNT     10200-100
```

Location Report

C STORE BRIDGE SETUP

SEE ALSO: Inventory Appendix for instructions on how to transfer from the Bulk Plant to the stores. AND 'How the Bridge Works' after Bridge Location File Maintenance below.

ONLY CUSTOMERS WHO ARE USING PETRO-DATA'S *THE COMPLETE C-STORE* PACKAGE, AND JOBBER and CONVENIENCE STORES ARE IN THE SAME CORPORATION, WILL NEED THIS FILE.

The Inventory Install program question 27 'C-Store Bridge?' must be answered **Y.**

A 'Bridge Clearing Account' must be set up in the General Ledger. Somewhere in the current assets close to the Inventory accounts would be good.

Set up the Bridge Location File first, then the Bridge Item File. The stores must already be completely set up in the C-Store Module.

HOW THE BRIDGE WORKS:

1. When BOLs are entered, there is an option to transfer to Cstore.

2. Prompts for the store number, tank number, date and shift follow.

3. When Bols are updated, the inventory is removed from the terminal location, taxes and other cost is calculated and GL entries are made to a bridge clearing account. SEE UPDATE REPORT FOR COST RECAP.

4. Entries are sent to the Purchase file in the Retail Module at cost including taxes and other expense.

5. When the purchase is updated in retail, fuel inventory is increased (debited in the GL) and the bridge clearing account is credited.

Jobber GL Entries (BOL update)
Inventory Fuel   0.00   (+ 11651.15 - 11651.15) (Inventory acct Terminal Loc)
*Bridge clearing 15143.81   (Bridge Clearing Account)
CS Taxes   -3492.66   (Tax Code FM - GL Tax Paid)
Estimated Tax   3492.66   (Pending Taxes - Loc FM)
Estimated AP   -15143.80   (Pending AP - Loc FM)
CS Other   -.01   (Bridge Item FM - Other cost)

C Store GL Entries
*Bridge clearing   -15143.81   (Bridge Clearing Account)
Retail Inventory   15143.81   (Fuel Dept in C Store dept FM)

Jobber GL Entries (Vendor Purchase update)

Estimated AP   15143.80   (Pending AP - same as above)
Estimated Tax -3492.66   (Pending Taxes - same as above)
Prepaid Fed   3492.66   (Tax Code FM - Loc FM - as above)
Prepaid State
AP   15143.80 + other charges (delivery fee, etc)

Bridge Items

Description:

The Bridge is a feature that allows you to transfer fuel from the terminal to Cstore locations using the BOL module input program. GL accounts for taxes and other expenses that are added to the cost of the fuel are in this record.

<u>Bridge Locations</u> must be set up first - see option 4 - Bridge Locations below.

Menu Select:

From the Master File Maintenance submenu, select - *Location File Maintenance*. From the Locations submenu, select - *Bridge Items*.

```
1  Add, change or delete inventory bridge file

2  Inventory bridge file file report

Q  Return to main menu

   Make a selection  Q
```

1 Add, change or delete inventory bridge file

Description:

Each fuel item sold at the store must have a record in the Bridge Item file (UNL, PLU, etc.).

Menu Select:

From the Bridge Item File Maintenance submenu, select *1 - Add, change or delete inventory bridge file.*

*** To display an existing record, click on the 'Bridge Item Lookup' magnifying glass.***

Jobber Company Number.

Enter the Jobber Company number from the Company Selection Menu.

Jobber Location Number.

Use the terminal location number (usually 9).

Jobber Location Item Number.

Enter the Jobber inventory item number from the terminal location (UNL, PLU, etc.). The item must be set up in the inventory file at the location entered in the previous field.

C-Store Company Number.

Enter the C-Store Company number from the Company Selection Menu. The number should be the same as the Jobber Company Number.

C-Store Location.

Enter the Store number in the C-Store module.

C-Store Tank.

Enter the tank number set up in the C-Store module for the Jobber Item

number entered above. The computer displays the department number and fuel type. VERIFY that the <u>fuel type matches</u> the Jobber item number entered above.

C Store GL Inventory Account.

Enter the GL account number for C Store inventory.

GL Bridge Account.

Enter the GL Bridge clearing account. The amount of inventory + taxes + other is debited to this account. When the purchase is updated in the retail module, the same amount should be credited to this account.

GL State Tax Paid.

Enter the GL account number for state fuel taxes. The tax amount ADDED to the retail fuel inventory will be deducted from this account.

GL Federal Tax Paid.

Enter the GL account number for federal fuel taxes. The tax amount ADDED to the retail fuel inventory will be deducted from this account.

GL Other Tax Paid.

Enter the GL account number for any other state or county fuel taxes. The tax amount ADDED to the retail fuel inventory will be deducted from this account.

GL Other Cost.

Enter the GL account number to credit other charges (freight, load fee, superfund, other state taxes, etc) added to C-Store fuel inventory. These amounts must be set up to automatically add to inventory in the BOL module.

GL Bank.

Enter the GL account number for the bank.

Note: Since all taxes are INCLUDED in inventory at the store, tax amounts must be deducted from the prepaid tax accounts in the GL.

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

<<u>Edit</u>> Click on the field to be changed or Press E or click the Edit button to change a field.

<Ne<u>w</u>> Click on this button to Add another record, or to Inquire (display) an existing one.

<<u>Next</u>> Click on Next to display the next record.

<Pre<u>v</u>> Click on Previous to display the previous record.

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

< **Duplicate** > Click on this button to duplicate the information in this record to another LOCATION.

<Exit> Click on Exit to quit Bridge Item file maintenance.

2   Inventory bridge file report

Description:

The Bridge File report is a listing of each item in the bridge file and selected GL accounts.

Menu Select:

From the Bridge Item File Maintenance submenu, select *2 - Inventory bridge file report.*

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

Enter The Report 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). Enter **Y** to print the report or **N** to return to 'Enter Printer Number'.

```
JB   JB       JB        JB ITEM   CS   CS    CS       CS     GL INV
CO.  LOC      TANK                CO.  LOC   TANK     DEPT    ACCOUNT


1    9                  GAB       1    16    1        94      12470-016
BRIDGE ACCT 11000-016   PREPAID TAXES:  STATE                 FED           OTH 22000-001

1    9                  GAB       1    21    1        94      12470-021
BRIDGE ACCT 11000-021   PREPAID TAXES:  STATE                 FED           OTH 22000-001

1    9                  GAB       1    28    1        94      12470-028
BRIDGE ACCT 11000-028   PREPAID TAXES:  STATE                 FED           OTH 22000-001

1    9                  KER       1    21    5        98      12540-021
BRIDGE ACCT 11000-021   PREPAID TAXES:  STATE                 FED           OTH 22010-001

1    9                  LS2       1    16    4        97      12510-016
BRIDGE ACCT 11000-016   PREPAID TAXES:  STATE                 FED           OTH 22010-001

1    9                  LS2       1    21    4        97      12510-021
BRIDGE ACCT 11000-021   PREPAID TAXES:  STATE                 FED           OTH 22010-001

1    9                  LS2       1    28    4        97      12510-028
BRIDGE ACCT 11000-028   PREPAID TAXES:  STATE                 FED           OTH 22010-001

1    9                  MGB       1    16    2        95      12480-016
BRIDGE ACCT 11000-016   PREPAID TAXES:  STATE                 FED           OTH 22000-001

1    9                  MGB       1    21    2        95      12480-021
BRIDGE ACCT 11000-021   PREPAID TAXES:  STATE                 FED           OTH 22000-001

1    9                  MGB       1    28    2        95      12480-028
BRIDGE ACCT 11000-028   PREPAID TAXES:  STATE                 FED           OTH 22000-028

1    9                  PGB       1    16    3        96      12490-016
BRIDGE ACCT 11000-016   PREPAID TAXES:  STATE                 FED           OTH 22000-001

1    9                  PGB       1    21    3        96      12490-021
BRIDGE ACCT 11000-021   PREPAID TAXES:  STATE                 FED           OTH 22000-001

1    9                  PGB       1    28    3        96      12490-028
BRIDGE ACCT 11000-028   PREPAID TAXES:  STATE                 FED           OTH 22000-001
```

Inventory Bridge Item File Report

From the Bridge Item File submenu, select *Q - Return to Main Menu* to return to the menu.

4 Bridge Locations

Description:

The Bridge Location file defines each store location where fuel will be transferred, the directory where the files are located, a customer number and tax authority for the store. The tax authority defines the taxes that are computed added to the fuel items before they are sent to the retail module for processing.

Menu Select:

From the Master File Maintenance submenu, select - *Locations*.
From the Locations submenu, select *4 - Bridge Locations.*

*** To display an existing record, click on the 'Bridge Lookup' magnifying glass.***

Jobber Company.

Enter the Jobber Company number from the Company Selection Menu. The lookup displays the company selection options.

Menu Company.

Enter the C-Store Company number from the Company Selection Menu. In most cases, the number should be the same as the Jobber Company Number.

The **C Store Directory** displays automatically. (\cur\gcs)

Store Number.

Enter a Store location number from the C-Store module. Click on the magnifying glass to lookup.

Customer Number.

Enter the Customer Number from the Accounts Receivable customer file in the Jobber Company. Click on the magnifying glass to lookup.

City ID.

Enter the City ID for FREIGHT calculation. If no freight is calculated, leave blank. Click on the magnifying glass to lookup.

Tax Authority.

Enter the Tax Authority number from Tax File Maintenance in the Jobber Company. This record contains all of the taxes that need to be included in the price of the fuel when it is transferred to the C-Store inventory. Click on the magnifying glass to lookup.

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

<Edit> Click on the field to be changed or Press E or click the Edit button to change a field.

<New > Click on this button to Add another record, or to Inquire (display) an existing one.

<Next> Click on Next to display the next record.

<Prev> Click on Previous to display the previous record.

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

<Exit> Click on Exit to quit Bridge Location file maintenance.

D Duplicate Locations

Description:

Use this document AND the checklist to add a new store using the duplicate feature.
Duplicate allows you to add new Locations by duplicating records from an existing location. Select the files to duplicate:
  Departments
  Fuel Items (inventory)
  Misc Items (in inventory file)
  Pumps (for consignment locations)

Menu Select:

From the Master File Maintenance submenu, select - *Locations*.
From the Locations submenu, select *4 - Duplicate Locations.*

```
Enter Store to Duplicate      [      ]

Enter new store to create     [      ]

Duplicate Departments?  Y              Duplicate Fuel Items?   Y

Duplicate Misc Items?   Y              Duplicate Pumps?        Y

Ok? (Y/N/Q=Quit do not save)   [  ]
```

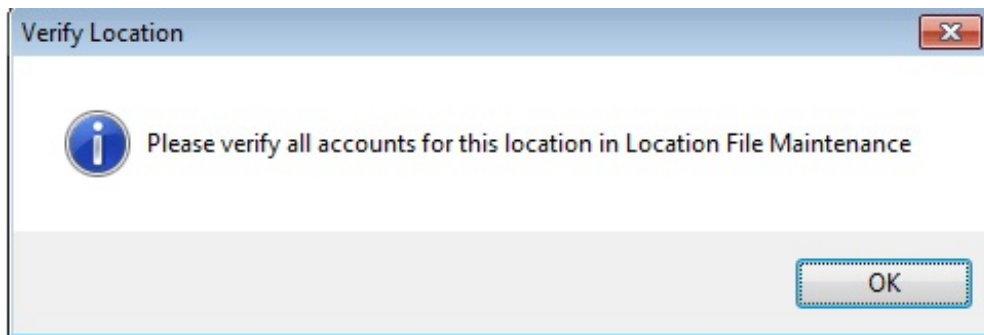Enter 'Y' for each file you need. If this is not a consignment, you won't need pumps.

```
Files have been created.  Browse/Fix/Delete and then Update

1=Browse Location    2=Browse Department    3=Browse Inventory
4=Browse Tanks       5=Browse Pumps         6=Update    Q=Quit/Cancel  [ ]
```

1=Browse Location

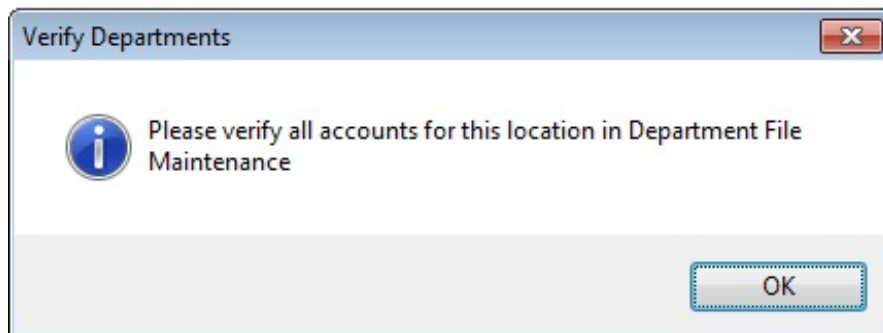| Dstoreno	Storename	Custno	State	Gleft	Glbank	Glar
13	Consignment Loc 13	BLUE	TX	10200-100	10200-100	11000-100

FIX LOCATION DATA - <Ctrl W>=Quit

Change the store name. If consignment, change the customer number. If other GL accounts in the Location record need to be changed, fix them in Location File Maintenance after this process is compete.

Verify Location

Please verify all accounts for this location in Location File Maintenance

OK

2=Browse Department

FIX DEPARTMENT DATA - <Ctrl W>=Quit

Storeno	Descr	Glinven	Glsales	Glcost	Glshrink	Gltaxexp
13	OIL	13100-100	43010-100	53010-100	13100-100	
13	GASOLINE	13110-100	43000-100	53000-100	13100-100	
13	GREASE	13120-100	43020-100	53020-100	13100-100	

Change the department number on the displayed accounts if necessary.

Verify Departments

Please verify all accounts for this location in Department File Maintenance

OK

3=Browse Inventory

Usually no changes have to be made in inventory except the GL accounts for stock 'M' items. Edit descriptions if needed and delete items not sold at this location. Blended tanks will need to be fixed in Tank File Maintenance.
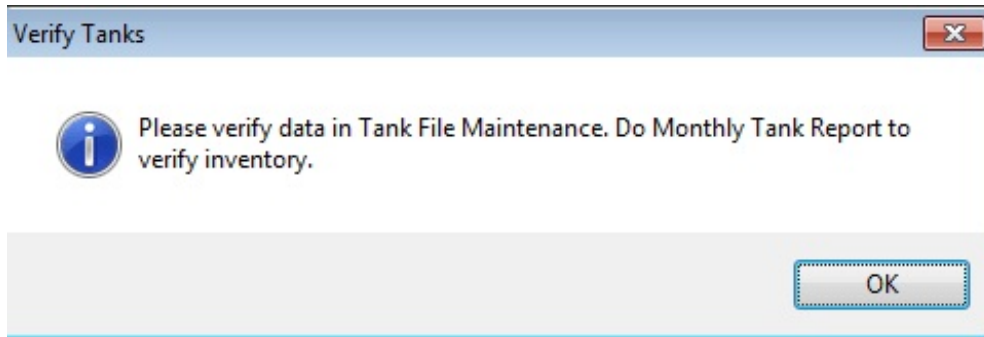

4=Browse Tanks

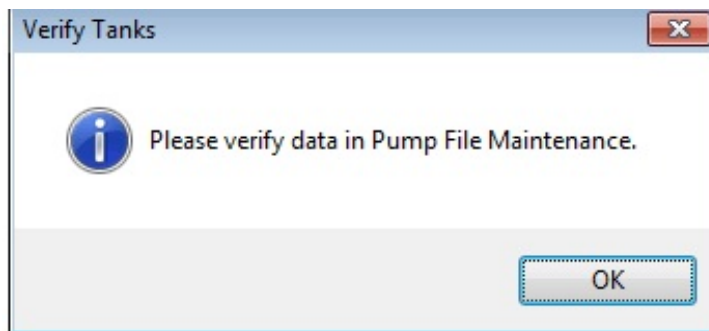Zero out the beginning inventory. Add inventory to this location using the Adjustments/Transfers

program, or purchase it in through BOLs.   If you enter it in from tank readings, you must create fifo for the items.
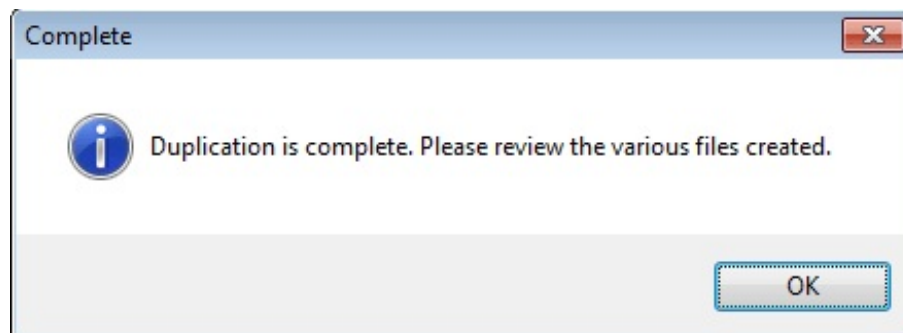
Verify Tanks

Please verify data in Tank File Maintenance. Do Monthly Tank Report to verify inventory.

OK

5=Browse Pumps

FIX PUMP DATA - <Ctrl W>=Quit

Pstoreno	Descr	Item	Tankno	Sortcode	Gal Reading	Dol Reading	Commcode	Commrate
13	UNLEADED PLUS	PLU	PLU	2	9800.00	10737.00	D	3.0000
13	UNLEADED GASOLINE	UNL	UNL	1	19100.00	21825.00	D	3.0000
13	UNLEADED PLUS	PLU	PLU	3	1100.00	1193.00	D	3.0000
13	UNLEADED GASOLINE	UNL	UNL	4	8500.00	8822.00	D	3.0000
13	SUPER UNLEADED	SNL	SNL	5	8200.00	8968.00	D	3.0000
13	UNLEADED GASOLINE	UNL	UNL	6	6000.00	7833.00	D	3.0000
13	UNLEADED PLUS	PLU	PLU	7	6300.00	8192.00	D	3.0000

If this is a consignment, you can delete unneeded pumps, change readings to zero or actual, change commission code and rate.

Verify Tanks

Please verify data in Pump File Maintenance.

OK

6=Update

Complete

Duplication is complete. Please review the various files created.

OK

Q=Quit/Cancel