

## PHYSICAL INVENTORY

### DESCRIPTION

This module has count sheets that may be printed in one of many sort options, and used in the warehouse to record the inventory count as it is taken. When they are printed, a file is created in the program where count is entered by page.

When all pages have been entered, the discrepancy report will print all items that do not match the count (or all items may be printed).

Updating the count posts the new count to the inventory file.

General Ledger shrink records may be created for the discrepancies.

#### STEPS:

1. Print Count Sheets and write quantities in the spaces provided as you count.
2. Input Count
3. Print discrepancy report and see if there are any big differences
4. Update Count
5. Optional - create and post shrink journal entries.

### Inventory MENU SELECT

From the Inventory Menu, select *Physical Inventory*.

#### Physical Inventory

- Print Count Sheets
- Input Count Sheets
- Discrepancy Report
- Update Inventory Counts
- Restore Update
- Create Shrink GL Entries

### PRINT COUNT SHEETS

Prints inventory count sheets to record the count as it is taken in the warehouse. Blank lines are printed next to each stock item.

There are several sort options to choose from to make recording the count as efficient as possible.

COUNT IN PACKAGE UNITS (Cases, pails, drums, etc.). The computer will convert to gallons, pounds, etc. as needed - depending on how your inventory is set up.

Do NOT reprint once counting begins otherwise pages might not match up when you begin to enter the count in the next step.

**MENU SELECT**

From the Physical Inventory Submenu, select *Print Count Sheets*.

**BEGIN REPORT**

**Printer.**

Enter **S** to print the report on the screen.

Enter **P** to print to the printer and select the desired printer.

Enter **F** to print to a Text File -enter the full path and file name.

Enter **Q** to return to the menu without printing.

The following message will display if unposted count sheets exist in the file:

Page No.	Loc	Item	Count
001			
001		GREASE	
001		TUBE	
002	1	AVG	
002	1	ANTIFREEZE	
002	1	IN3ET	2.00
002	1	IN6572	
002	1	BIO	
002	1	111 005	1.00
002	1	113 052	
002	1	112 052	

IF there is nothing in the 'Count' column, you may delete the count sheets. Someone may have printed them accidentally, you may not like the sort option and want to reprint them using a different one, or you printed them at the end of last month and didn't count the inventory.

**Call Petro-Data BEFORE DELETING if you have already entered the count or if you are not sure. You do not have an option to select the ones you want to delete. It's all or nothing.**

**Ctrl W** to exit the lookup screen.

```
Count sheets exist.  1=Delete  and quit      2=Add More  3=Quit  |
```

**1 = Delete and quit**

Delete ALL existing count sheets and quit to the Physical Inventory Submenu.

*Are you sure you want to delete the count sheets? (Y/N)*

If Yes:

*Count Sheets are Deleted. You will be returned to the menu.*

If No, count sheets are not deleted and you may add more.

**2 = Add More**

Add to existing count sheets. Use this option ONLY if you have printed an individual location, department, category, etc. and want to add another DIFFERENT location, department, etc. without deleting the existing ones.

**Q = Quit**

Take no action and return to the Physical Inventory Submenu.

\*Note: **F7 - Start Over** and **F8 - quit** options are available on this screen

**Select a Sort Option.** Select how you want to sort the items on your count sheets from the

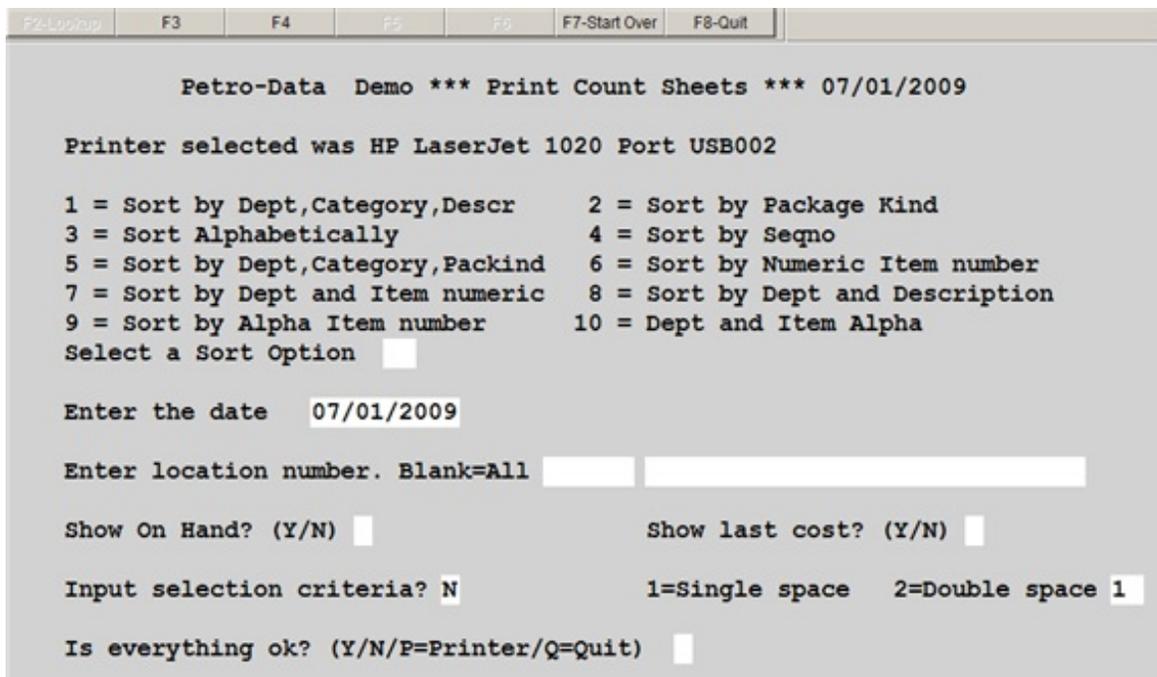
following options:

**Enter the Date.** Enter the date or accept the default.

**Enter Location number. Blank=All** Enter a location number or blank for all.

**Show On Hand? (Y/N)** Enter **Y** to show on-hand on the count sheets  
Enter **N** to omit current on-hand.

**Show Last Cost? (Y/N)** Enter **Y** to print last cost on the count sheets.  
Enter **N** to omit last cost on the count sheets.



**Input Selection Criteria.** Enter **N** to print the whole report.  
Enter **Y** to print only specific departments, categories, package kinds, default vendors, etc.

**1 = Single space** 46 lines per page

**2 = Double Space** 23 lines per page

The example below is single-spaced, sorted by package kind, no cost or on-hand.

**Is everything okay? (Y/N/P=Printer/Q=Quit).**

**Y** to print the report

N to start over  
 P to change printers or print option  
 Q to return to the menu.

Ln	Loc	SEQ NO	Item	Count	Description	Pkg Kind
Date: 07/01/2009						
Time: 15:10:21						
BORDERS AND LONG - H						
Inventory Count Sheets 06/30/2009						
Page No. 1						
Page No: 1						
1	1		LIPIK		LIDOK EP I 1/120	1/120
2	1		500008-15		MOBIL RONEX MP (1/120)	1/120
3	1		500004-15		MOBILUBE PLUS HD 80W90 KEG	1/120
4	1		3450001-15		PRIMROSE SYN-O-GEN SYN GO 1/12	1/120
5	1		ROMPK		RONEX MP 1/120	1/120
6	1		500006-15		MOBILGREASE XHP 462 MOLY(121.2	1/121.2
7	1		419002-15		UNIREX EP 2 1/121.3	1/121.3
8	1		CAHT43T		CALORIA HT 43 TOTE	1/250
9	1		CHEP32T		CHEVRON GST EP 32 TOTE	1/250
10	1		DE4001540T		DELO 400 15-40 TOTE	1/250
11	1		GOGX85140T		GEAR OIL GX 85W-140 TOTE	1/250
12	1		GLTRFLT		GLASS TRACTOR FLUID TOTE	1/250
13	1		GL46T		GLASS AW 46 TOTE	1/250
14	1		HUH46T		HUMBLE HYDRAULIC H 46 TOT	1/250
15	1		HYD560T		HYDRAUL 560 TOTE	1/250
16	1		345020-35		PRIMROSE AR/CH LUBE MOLYD 1/35	1/35
17	1		ROMOLY2P		RONEX EXTRA MOLY 2 1/35	1/35
18	1		ROMPP		RONEX MP 1/35	1/35
19	1		SGP50P		SGO 50 1/35	1/35
20	1		SPEP220P		SPARTAN EP 220 1/35	1/35
21	1		SPEP320P		SPARTAN EP 320 1/35	1/35
22	1		SPEP150P		SPARTAN EP 150 1/35	1/35
23	1		SPEP680P		SPARTAN EP 680 1/35	1/35
24	1		SPEP68P		SPARTAN EP 68 1/35	1/35
25	1		EX10P		EXXTRANS 10 1/5	1/5
26	1		FE68P		FEBIS K 68 1/5	1/5
27	1		FL30P		FLEETGUARD 30W 1/5	1/5
28	1		GESOLVP		GENUINE SAFETY SOLVENT 1/5	1/5
29	1		GBHYDP		GOLD BAND R/O HYD 1/5	1/5
30	1		HYD560P		HYDRAUL 560 1/5	1/5
31	1		KU40P		KUTWELL 40 1/5	1/5
32	1		KU82P		KUTWELL 82 1/5	1/5
33	1		LUTRHYDP		LUBRIGUARD TRACTOR HYD 1/5	1/5
34	1		500004-05		MOBIL SHC 629 1/5	1/5
35	1		50006-05		MOBIL SHC 632 1/5	1/5
36	1		500007-05		MOBIL RARUS SHC 1024 1/5	1/5
37	1		MO600P		MOBIL 600W SUPER CYLINDER 1/5	1/5
38	1		GLTRFLD		GLASS TRACTOR FLUID THD	1/55
39	1		GL1540D		GLASS 15W40 THD	1/55
40	1		GL46D		GLASS AW 46 THD	1/55
41	1		GL32D		GLASS AW 32 THD	1/55
42	1		GL68HYDD		GLASS AW 68 HYD THD	1/55
43	1		GBROD		GOLD BAND R/O DRUM	1/55
44	1		GB30D		GOLD BAND 30 THD	1/55
45	1		HYD560D		HYDRAUL 560 DRUM	1/55
46	1		HYD10D		HYDRAULIC 10W DRUM	1/55

Date: 07/01/2009  
Time: 15:10:21

BORDERS AND LONG - H  
Inventory Count Sheets 06/30/2009

Page No.  
2

Page No: 2

Ln	Loc	SEQ NO	Item	Count	Description	Pkg Kind
1	1		CHCAULKQ		CHEVRON OPEN GEAR CAULKING (CA	12/1
2	1		DE4001540Q		DELO 400 15W40 12/1	12/1
3	1		DE40030Q		DELO 400-30 12/1	12/1
4	1		DE40040Q		DELO 400-40 12/1	12/1
5	1		GB30Q		GOLD BAND 30 12/1	12/1
6	1		GO40Q		GOLD BAND 40 12/1	12/1
7	1		GS30Q		GOLDEN STATE 30 ND 12/1	12/1
8	1		HA30Q		HAVOLINE 30 12/1	12/1
9	1		HA1030Q		HAVOLINE 10W30 12/1	12/1
10	1		MO2040Q		MOTORCRAFT 20W40 12/1	12/1
11	1		MO530Q		MOTORCRAFT 5W30 12/1	12/1
12	1		345001-41		PRIMROSE LUBRIPOWER 402 6/1	6/1
13	1		300710-41		PROTECT-O-LUBE PLUS 6/1	6/1
14	1		ROT1540G		ROTELLA T 15W40 6/1	6/1
15	1		211709-41		SUPER SYN 10W30 6/1QTCASE	6/1
16	1		217589-41		TURBO OIL 2389 6/1	6/1
17	1		WINDFLG		WINDSHIELD FLUID 6/1	6/1
18	1		XD31540G		XD-3 15W-40 6/1	6/1
19	1		XD330G		XD-3 30 6/1	6/1
20	1		XD340G		XD-3 40 6/1	6/1
21	1		CAHT43		CALORIA HT 43 BULK	BULK
22	1		363015-55		NUTO H 68 BULK	BULK
23	1		363012-55		NUTO H 46 BULK	BULK
24	1		SPEP220B		SPARTAN EP 220 BULK	BULK
25	1		134001-00		TEX R&O HYD OIL BULK	BULK
26	1		132010-00		TEX SPECIAL TRAC H-T BULK	BULK
27	1		135001-00		TEX SPEC GL-1 90WT BULK	BULK
28	1		XD31540B		XD 3 15W 40 BULK	BULK
29	1		CHTECKCAN		CHEVRON TECKRON 24 CAN	CAN
30	1		STFCAN		STARTING FLUID 12 CANS	CAN
33	1		LIEPC		LIDOK EP CARTRIDGES	CARTRIDGE
34	1		500003-343		MOBIL POLYREX EP2 (CART)	CARTRIDGE
35	1		500008-34		MOBIL RONEX MP (CART)	CARTRIDGE
36	1		5000006-34		MOBILGREASE XHP 462 MOLY(CART)	CARTRIDGE
37	1		500004-49		MOBILUX EP 2 (CART)	CARTRIDGE
38	1		345010-34		PRIMROSE BLUE MAX (CART)	CARTRIDGE
39	1		UNN2C		UNIREX N 2 CARTRIDGES	CARTRIDGE
40	1		50007-52			EACH
41	1		ESSBANK		#1 ESSO TRUCK BANKS	EACH
42	1		HUMBANK		#3 HUMBLE TRUCK BANKS	EACH
43	1		TANK2000		2000 GALLON TANK	EACH
44	1		1485		3.1925	EACH
45	1		940		5 EK FILTER (ENVIR-KLEEN)	EACH
46	1		ABSORB		ABSORB-N-DRY	EACH

*Inventory Count Sheets - Single Spaced - Sorted by Package Kind*

\*Note: This sort is only successful if the 'Pack Kind' field in the Inventory file is consistent. For example '12/1' for cases of quarts or 12 units in a case, '4/1' for cases with 4 gallons, '1/55' for 55 gallon drums.

## INPUT COUNT SHEETS

After the inventory is counted and recorded on the count sheets, there are two possible ways to enter the count. Here are the two possibilities and how you should decide what is best for you:

1. **Enter count for EVERY ITEM.** Use this option if you do NOT pay attention to the 'on-hand' as you are counting. You will only know of discrepancies AFTER you enter the count and print the discrepancy report. Enter by page number into the count sheet records that were stored in a temporary file in the computer when they were printed in the previous step. Use the 'A' option on each page to enter a count or zero for every item.
2. **Enter count only for items that need to be adjusted.** Use this option if you printed the count sheets with on-hand and have been comparing the two as you counted. This is only efficient if there are only a small number of discrepancies. Enter the page number and line number of the item which needs to be adjusted. Enter the new count.

**Pages do not have to be entered in order. Page numbers and Line numbers on the screen match the line numbers on the printed count sheets.**

When all the count has been entered, print the Inventory Discrepancy Report and check the discrepancies.

## MENU SELECT

From the Physical Inventory Submenu, select *Input Count*.

## BEGIN INPUT

Page	Line	Location	Item Number	Count	Zero?	On Hand	Item Description	Pack Kind	Last Cost
003	1	1	111 005			33.00	HYDRAULIC OIL - 5 GAL	5 PAIL	1.8000
003	2	1	110 055			33.00	MOTOR OIL	1/55	5.6500
003	3	1	110 055A			0.00	MOTOR OIL	DRUM	0.0000
003	4	1	ONETIME			0.00	ONE TIME ITEM SALE		0.0000

**Page Number.** Enter the page number of the count sheet to be entered  
**Q** = Quit to the Physical Inventory Submenu.

**Enter Last Cost? (Y/N)**      Enter N.      \*New installations may enter **Y** if inventory cost was not entered when items were set up in file maintenance. (The update of last cost from this program requires a PASSWORD.)

**Is Everything OK? (Y/N).**      Enter Y if everything is OK  
 Enter **N** to reenter options or quit.

The Line numbers should match the ones on the printed count sheet.

**IMPORTANT NOTES AND INPUT INFORMATION**

1.      **\*\*\*Zero Count Rule\*\*\*** If an item has a current on-hand and the count is zero, you **MUST** enter 0 (zero) in the count field. Otherwise, the program will **NOT** change the current count to zero.

This feature makes it possible for you to enter only the inventory count where the on-hand

and the new count are different. The computer will make changes only on the lines which you have changed.

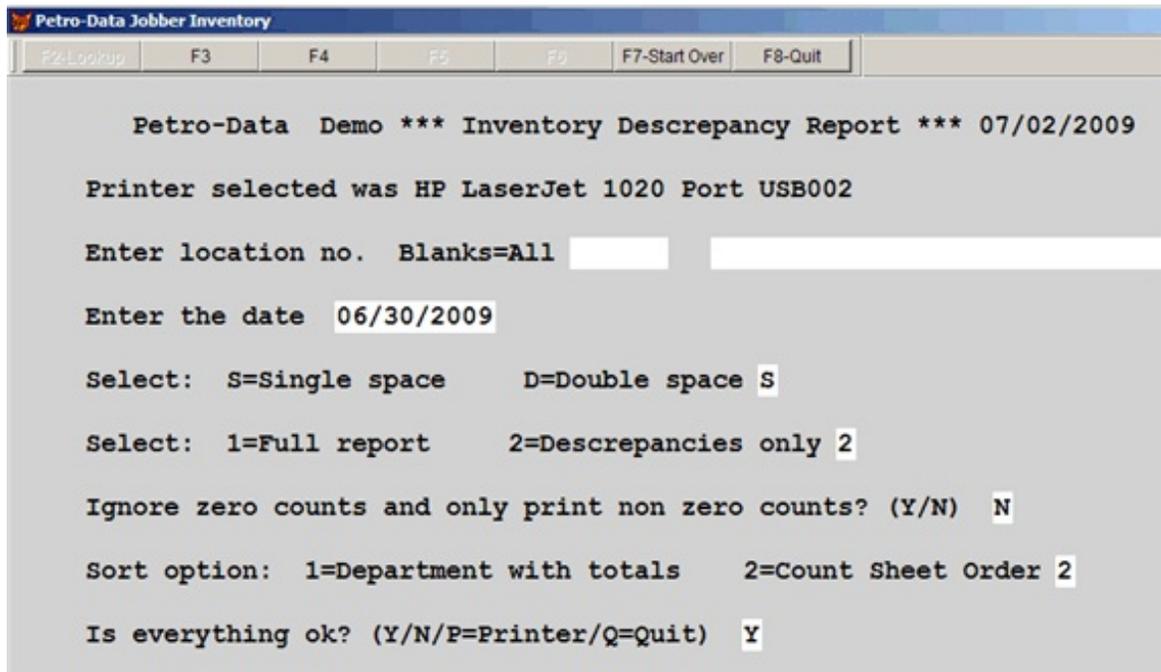
2. **Partial cases or packages** - Count is entered as packages or partial packages. If the 'subfactor' field in inventory file maintenance describes the individual units in the package/case (such as 12 for a case of quarts) you may enter full cases plus partial cases at the same time in this format: 3.08 would be 3 cases and 8 quarts where there are 12 quarts or units in a case. 2.2 would be 2 cases and 2 gallons where there are 4 or 6 gallons or units in a case. Percentages are not used here. (The computer calculates and uses percentages only to figure costs and prices of partial packages.)

**DISCREPANCY REPORT**

The Inventory Discrepancy Report must be printed before the inventory will update. This report prints the current on-hand, the count, and the difference. Use this report to verify the accuracy of the count entry. Return to 'Input Inventory Count Sheets' to make corrections to the count. Any corrections, sales or purchase updates made since the last Discrepancy Report was printed will be reflected in the on-hand.

**MENU SELECT**

From the Physical Inventory Submenu select *Discrepancy Report*.



**BEGIN REPORT**

**Printer.**

- Enter **S** to print the report on the screen.
- Enter **P** to print to the printer and select the desired printer.
- Enter **F** to print to a Text File -enter the full path and file name.
- Enter **Q** to return to the menu without printing.

**Enter Location no. Blanks=ALL**      Enter the location to print or leave blank to print all

locations.

**Enter the Date.** Enter the date for the report, press enter.

**Select:**

**S = Single space**

**D = Double Space**

**Select:**

**1 = Full Report** Print all items, every page of count sheets.

**2 = Discrepancies Only** Print only items with a difference between count and on-hand.

**Ignore zero counts and only print non zero counts.**

**N -** Prints ALL items even if they have zero count.

Zero count messages print - stating if the zero count will post or not.

**Y -** Prints only items with 'count' NOT zero. No zero count messages.

**\*\*Test each option on the screen to see which works best for you.\*\***

**Sort Option:**

**1 = Department with Totals** Accounting report with discrepancy dollar totals for shrink GL journal entries.

**2 = Count Sheet Order** Discrepancies are listed by count sheet page. Use this report to verify the count entry.

**\*\*Recommended: 2-Count Sheet Order to verify count and discrepancies. Then print a second one for the accountant, if necessary, using option 1-Department with Totals.\*\***

**Is everything okay? (Y/N/P=Printer/Q=Quit).**

**Y** to print the report

**N** to start over

**P** to change printers or print option

**Q** to return to the menu.

Loc	Item	Dept	Description	Page	Cost	On Hand	Count	Diff	DoI	Diff
1	CHCAULKQ	3	CHEVRON OPEN GEAR CAULK	011	75.2600	0.00	3.00	3.00		677.34
1	DE4001540Q	3	DELO 400 15W40 12/1	011	10.3400	0.00	15.00	15.00		465.30
1	DE40030Q	4	DELO 400-30 12/1	011	9.0300	9.00	10.00	1.00		27.09
1	DE40040Q	3	DELO 400-40 12/1	011	9.0300	3.00	7.11	4.11		133.19
1	GB30Q	4	GOLD BAND 30 12/1	011	6.7200	24.00	5.00	-19.00		-383.04
1	GO40Q	3	GOLD BAND 40 12/1	011	4.6800	3.00	4.00	1.00		14.04
1	GS30Q	3	GOLDEN STATE 30 ND 12/	011	4.3400	0.00	19.07	19.07		254.98
1	HA30Q	4	HAVOLINE 30 12/1	011	10.6500	0.00	26.00	26.00		830.70
1	HA1030Q	4	HAVOLINE 10W30 12/1	011	10.0700	0.00	29.01	29.01		878.61
1	HA1040Q	4	HAVOLINE 10W40 12/1	011	5.0700	6.00	31.00	25.00		380.25
1	LUMPATFQ	3	LUBRIGUARD DEX MP ATF 1	011	6.1600	0.00	5.00	5.00		92.40
1	MOATFFQ	3	MOBIL ATF TYPE F 12/1	011	11.1200	6.00	22.00	16.00		533.76
Grand Totals for All Locations										3904.62

***Inventory Discrepancy Report, Single-spaced, Discrepancies Only***

**UPDATE INVENTORY COUNTS**

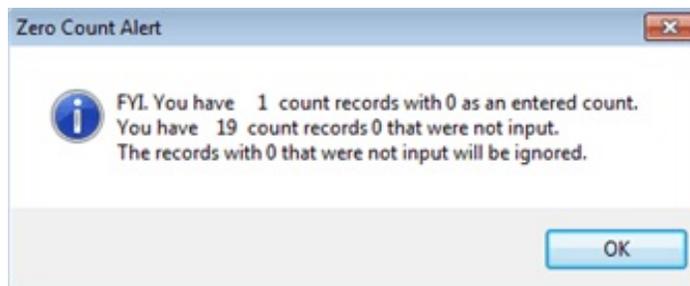
Make sure to print and check the Inventory Discrepancy Report before updating. When the count has been correctly entered and verified using the Discrepancy Report, this program posts the count to the on-hand. The update changes the on-hand to what was entered as the count.

**MENU SELECT**

From the Physical Inventory Submenu, select *Update Inventory Count.*

**BEGIN INPUT**

**Printer.** Press <Enter> to select a printer. (Q=Quit)



**Ignore zero counts?** Enter N to post items with zero counts to inventory. See further explanation of this option in the 'Print Discrepancy Report' section.

**Are You Sure?** Enter Y to confirm that you are ready to post. Enter N to quit without updating.

```

Practice *** Post Counts to Inventory *** 01/17/2013

Printer selected was HP LaserJet 1020 Port USB001

Are you sure you want to post the physical count to on hand? (Y/N) Y

Enter location to post. Blanks=All [ ] [ ]

Enter count posting date 12/31/2012

Enter a batch number for these counts 20121285

Do you want to post cost? (only new accounts) N

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

```

**Location.** Enter a location number to post or leave blank for all. The usually answer is *blank for all*. Only existing count sheets will update. If you did not print count sheets and enter count for some locations, the on-hand will not change.

**Count Posting Date.** Enter the count posting date (usually the *end of the month*). Since the count is sent to the inventory audit report, this date will be posted with the count.

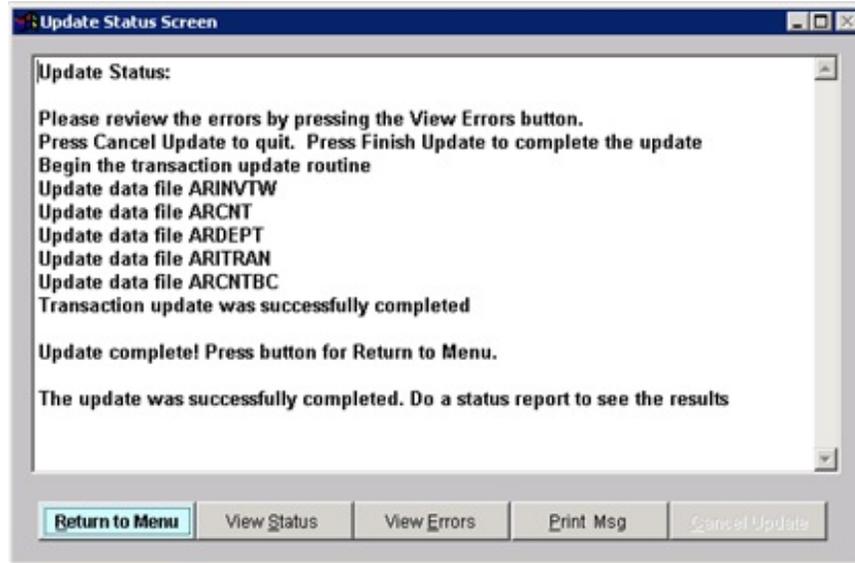
**Post Cost.** This option is for new accounts only (BALFW balances). Enter N. For new accounts, if cost was not entered when inventory items were entered, it can be entered and updated using this option. **Enter Password.** If an incorrect password is entered, *Incorrect Password, try again or call Petro-Data* displays. Password is BALFW.

**Turn on the Printer. Is everything OK?** Enter Y to continue or N to cancel.

**Nothing will print if there are no problems with the update. If the computer cannot update the count for an item for any reason, it will print the item number. You will have to determine if a restore is necessary.** In most cases, what prints is an item that was deleted out of inventory after the count sheets were printed. The record will remain on a count sheet after posting is complete. Do not restore, delete the count sheet before

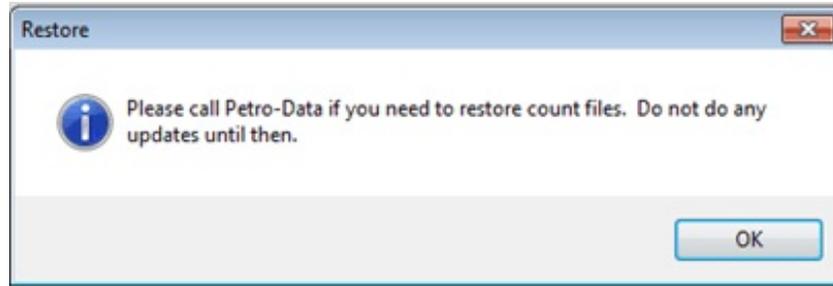
the end of the month or you will get an error message.

**Posting.** The computer posts the counts to the on-hand in the inventory file, adds the shrinkage to month to date shrinkage, and sends a count record to the inventory audit file.



## RESTORE COUNT FILES

If you find an error after you post the counts, you can restore the files and rerun the posting program. As with all restore programs, restore immediately after you find an error and before you enter anything else on the computer.



## CREATE SHRINK GL ENTRIES

To run this program, GL accounts must be set up in Department File Maintenance for Inventory and tax shrink. This program will create journal entries with the shrink amounts from Monthly Tank Report and Inventory Discrepancy Report and send them the link file.

Run this program after you have entered the tank readings for the end of the month and after you have posted your inventory count. Discrepancies are stored in the inventory files and used to create journal entries using the inventory GL accounts and the shrink accounts.

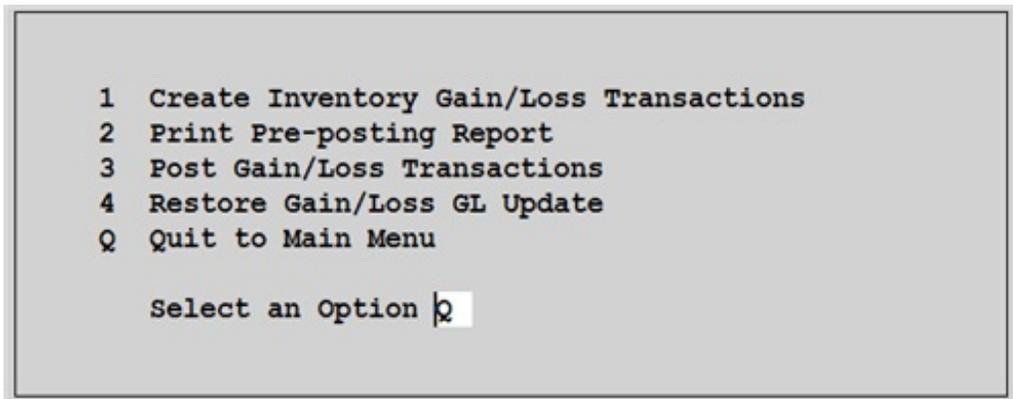
## MENU SELECT

From the Inventory Count Submenu, select *Create Shrink GL Entries*.

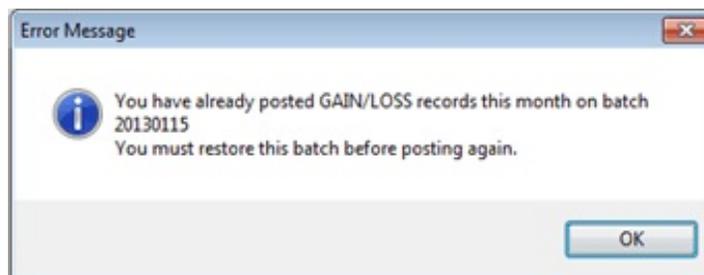
You should run this program ONCE A MONTH ONLY before you close the month.  
if you are entering count sheets at different times during the month,  
then create the GL transactions after the last count for the month.  
NOTE: Run this program AFTER you have updated your count sheets

This is a reminder message - if partial counts are done during the month, only create the GL entries once at the end of the month.

**Note:** If Gain/Loss transactions already exist, a message will display. They might have been created and month end has not been run, which clears the shrink field in inventory. Call Petro-Data customer support for assistance.



### Create Inventory Gain/Loss Transactions



#### Menu Select:

From the Create Shrink GL Entries submenu, select *1 Create Inventory Gain/Loss Transactions*.

If previous transactions were not updated, the following message displays:

*Gain/Loss transactions exist. D=Delete and Create Again Q=Quit*

Enter **Q** to quit. Print a Pre-Posting Report to see what the transactions are before deciding whether to delete them or post them.

Enter **D** to delete the entries and create new ones.

```
Petro-Data Demo *** Create Gain/Loss Records

Omit Terminal Inventory? (Y/N)  Y
Omit Tank Shrink? (Y/N)      N
Enter the GL transaction date 08/31/2009
Ready to create count records? (Y/N/Q=Quit)  Y
```

**Omit Terminal Inventory.**

Enter **Y** to omit making entries for shrinkage from the terminal location.

Enter **N** to include the terminal location in the entries. This might be N if you bill gross gallons instead of net.

**Omit Tank Shrink? (Y/N).**

Enter **Y** to omit making entries for tank shrink.

Enter **N** to create GL entries for tank shrink.

**Enter the GL transaction date.**

Usually the end of the month. The current system date displays.

**Ready to create count records? (Y/N/Q=Quit).**

Enter **Y** to create the entries.

Enter **N** to start over from the menu.

Enter **Q** to quit without creating any entries and return to the menu.

*n Gain/loss Transactions were created. Press C to Continue*

Press **C** to acknowledge and return to the menu.

Nothing prints when the transactions are being created. The 'n' represents the number of transactions that were created.

Next step is to print the pre-posting.

### Print Pre-Posting Report

The preposting is a report printed before the update to verify the transactions before updating to inventory.

**Menu Select:**

From the Post Inventory Gain/Loss to GL Submenu, select 2 *Print Preposting Report*.

### BEGIN REPORT

**Output to:**

- Enter **S** to print the report on the screen.
- Enter **P** to print to the printer and select the desired printer.
- Enter **F** to print to a Text File -enter the full path and file name.
- Enter **Q** to return to the menu without printing.

**Report Option:**

- S=Summary by Department** - one debit/credit per department.
- D=Detail** - one debit/credit per inventory item - much longer report.

**Is everything okay? (Y/N/P=Printer/Q=Quit).**

- Y** to print the report
- N** to start over
- P** to change printers or print option
- Q** to return to the menu.

Date: 09/01/2009		Petro-Data Demo			Page No.	
Time: 15:43:45		Gain/Loss Pre-Post GL Journal			1	
Loc	Dept	Est Cost	Qty	Tot Cost	GL Shrink	GL Inven
1	1	967.1450	-20.00	-19342.90	13100-100	13100-100
1	2	1.7103	-1202.10	-2056.01	13100-100	13110-100
1	3	60.5624	-25.07	-1518.30	13100-100	13120-100
1	4	52.6720	-5.00	-263.36	13100-100	13120-100
3	1	73.7000	628.00	46283.60	13100-100	13100-100
3	2	1.5457	-6935.55	-10719.96	13100-100	13110-100
5	1	1.3410	-124.00	-166.28	13100-100	13100-100
5	2	1.6371	-10323.00	-16900.25	13100-100	13110-100
Grand Total					-4683.46	

*Gain/Loss Pre-Post Report - Summary by Department*

Date: 09/01/2009		Petro-Data Demo				Page No.	
Time: 15:44:22		Gain/Loss Pre-Post GL Journal				1	
Loc	Tank	Item	Est Cost	Qty	Tot Cost	GL Shrink	GL Inven
1		110 055	1.6500	-26.00	-17589.00	13100-100	13100-100
				-10660.00			
1		111 005	1.8000	11.00	99.00	13100-100	13100-100
				55.00			
1		111 055	1.3400	-12.00	-884.40	13100-100	13100-100
				-660.00			
1		ANTIFREEZE	3.5000	9.00	31.50	13100-100	13100-100
				9.00			
1		DRUM	500.0000	-2.00	-1000.00	13100-100	13100-100
				-2.00			
		Subtotal			-19342.90		
1	SNL	SNL	1.7680	-763.00	-1348.99	13100-100	13110-100
				-763.00			
1	UNL	UNL	1.5019	-179.70	-269.89	13100-100	13110-100
				-179.70			
1	PLU	PLU	1.8233	-334.00	-608.98	13100-100	13110-100
				-334.00			
1	LSD	LSD	1.9035	230.60	438.96	13100-100	13110-100
				230.60			
1	HSD	HSD	1.7122	-156.00	-267.11	13100-100	13110-100
				-156.00			
		Subtotal			-2056.01		
1		112 052	1.2396	-19.07	-1241.10	13100-100	13120-100
				-1001.18			
1		113 052	0.8800	-6.00	-277.20	13100-100	13120-100
				-315.00			
		Subtotal			-1518.30		
1		IN3ET	57.3700	4.00	229.48	13100-100	13120-100
				4.00			
1		IN6572	54.7600	-9.00	-492.84	13100-100	13120-100
				-9.00			
		Subtotal			-263.36		
3		111 055	1.3400	628.00	46283.60	13100-100	13100-100
				34540.00			
		Subtotal			46283.60		
3	UNL	UNL	0.6215	813.65	505.68	13100-100	13110-100
				813.65			
Loc	Tank	Item	Est Cost	Qty	Tot Cost	GL Shrink	GL Inven
3	PLU	PLU	1.4449	-7852.45	-11346.52	13100-100	13110-100
				-7852.45			

3	SNL	SNL	1.1707	103.25 103.25	120.88	13100-100	13110-100
	Subtotal				-10719.96		
5	SUP	SUP	1.3410	-124.00 -124.00	-166.28	13100-100	13100-100
	Subtotal				-166.28		
5	UNL	UNL	1.6620	-820.00 -820.00	-1362.84	13100-100	13110-100
5	LSD	LSD	1.6350	-9503.00 -9503.00	-15537.41	13100-100	13110-100
	Subtotal				-16900.25		
	Grand Total				-4683.46		

***Gain/Loss Pre-Post Report - Detail by Individual Item***

**Post Inventory Gain/Loss to GL**

**MENU SELECT**

From the Post Inventory Gain/Loss to GL Submenu, select 3 Post Gain/Loss Transactions.

**BEGIN REPORT**

**Output to:**

- Enter **P** to print to the printer and select the desired printer.
- Enter **F** to print to a Text File -enter the full path and file name.
- Enter **Q** to return to the menu without printing.

```

Petro-Data Demo *** Update Inventory Gain/Loss ***

Printer selected was HP LaserJet 1020 Port USB002

Enter GL posting date      08/31/2009

Enter batch number        20090895

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

**Enter GL posting date.**

The current system date displays - change to end of month date.

**Enter batch number to update.**

Change the batch number to a unique batch such as 20090895. Be sure to keep the year and month the same and do not use letters.

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

**Y** to continue with update.

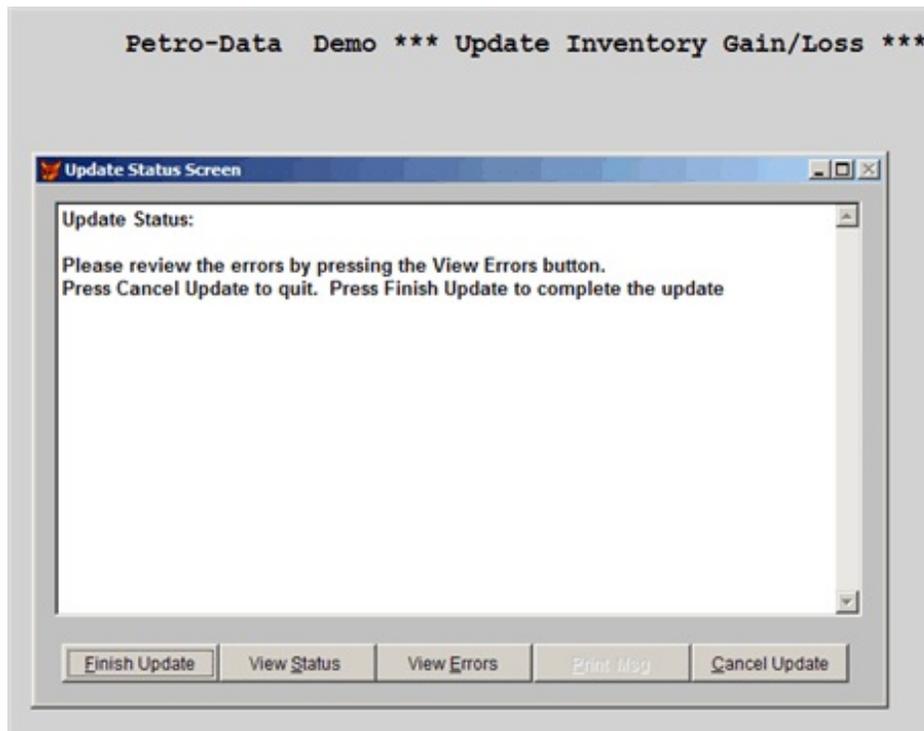
**N** to quit without updating or change options.

**P** to change the selected printer

**Q** to quit without updating.

The standard update screen displays.

Click <View Errors> and look at the printed reports before finishing the update.



The two reports print automatically. Compare amounts to the preposting and verify GL accounts before finishing the update. Cancel update if there are any problems.

**THE COMPLETE JOBBER**

**PHYSICAL INVENTORY 10-22**

Date: 10/26/2009  
Time: 12:04:59

Petro-Data Demo  
Inventory Gain/Loss Update Report  
Batch: 20090895

Page No.  
1

Loc	Tank	Item	Unit Cost	Qty	Tot Cost	GL Shrink	GL Inven
1		110 055	1.6500	-26.00	-17589.00	13100-100	13100-100
				-10660.00			
1		111 005	1.8000	11.00	99.00	13100-100	13100-100
				55.00			
1		111 055	1.3400	-12.00	-884.40	13100-100	13100-100
				-660.00			
1		ANTIFREEZE	3.5000	9.00	31.50	13100-100	13100-100
				9.00			
1		DRUM	470.0000	-2.00	-940.00	13100-100	13100-100
				-2.00			
1	SNL	SNL	1.8328	-763.00	-1398.43	13100-100	13110-100
				-763.00			
1	UNL	UNL	1.5019	-179.70	-269.89	13100-100	13110-100
				-179.70			
1	PLU	PLU	1.8233	-334.00	-608.98	13100-100	13110-100
				-334.00			
1	LSD	LSD	1.9035	230.60	438.96	13100-100	13110-100
				230.60			
1	HSD	HSD	1.9045	-156.00	-297.10	13100-100	13110-100
				-156.00			
1		112 052	1.2000	-19.07	-1201.42	13100-100	13120-100
				-1001.18			
1		113 052	0.8800	-6.00	-277.20	13100-100	13120-100
				-315.00			
1		IN3ET	57.3700	4.00	229.48	13100-100	13120-100
				4.00			
1		IN6572	53.9900	-9.00	-485.91	13100-100	13120-100
				-9.00			
3		111 055	1.3400	628.00	46283.60	13100-100	13100-100
				34540.00			
3	UNL	UNL	0.6215	813.65	505.68	13100-100	13110-100
				813.65			
3	PLU	PLU	1.4823	-7852.45	-11640.37	13100-100	13110-100
				-7852.45			
3	SNL	SNL	1.1707	103.25	120.88	13100-100	13110-100
				103.25			
5	SUP	SUP	1.3410	-124.00	-166.28	13100-100	13100-100
				-124.00			
5	UNL	UNL	1.6620	-820.00	-1362.84	13100-100	13110-100
				-820.00			
5	LSD	LSD	1.6350	-9503.00	-15537.41	13100-100	13110-100
				-9503.00			

Date: 10/26/2009  
Time: 12:04:59

Petro-Data Demo  
Transfer/Update - GL Entries  
Batch: 20090895

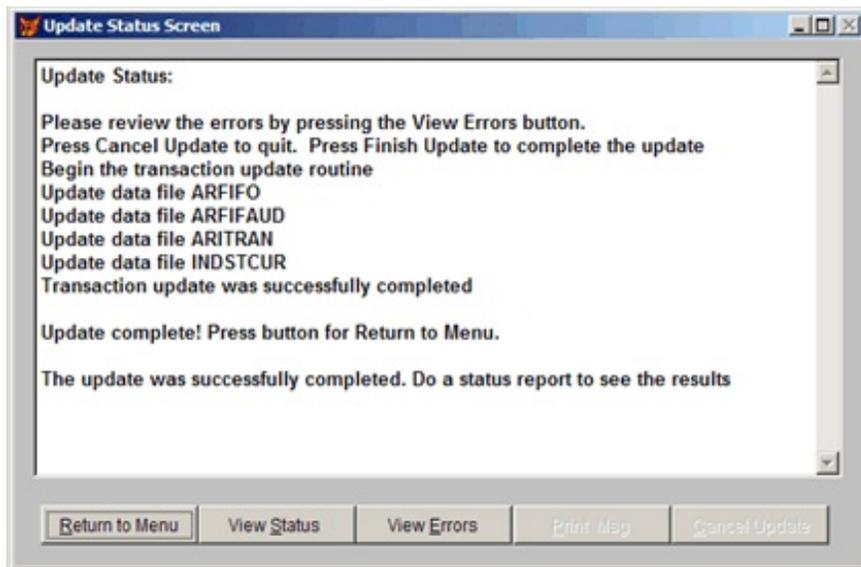
Page No.  
2

Store	Account	Gl Date	Description	Amount
1	13100-100	08/31/2009	Inventory - Jobber	-17589.00
1	13100-100	08/31/2009	Inventory - Jobber	17589.00
1	13100-100	08/31/2009	Inventory - Jobber	99.00
1	13100-100	08/31/2009	Inventory - Jobber	-99.00
1	13100-100	08/31/2009	Inventory - Jobber	-884.40
1	13100-100	08/31/2009	Inventory - Jobber	884.40

1	13100-100	08/31/2009	Inventory - Jobber	31.50
1	13100-100	08/31/2009	Inventory - Jobber	-31.50
1	13100-100	08/31/2009	Inventory - Jobber	-940.00
1	13100-100	08/31/2009	Inventory - Jobber	940.00
1	13110-100	08/31/2009	Inventory - Fuel	-1398.43
1	13100-100	08/31/2009	Inventory - Jobber	1398.43
1	13110-100	08/31/2009	Inventory - Fuel	-269.89
1	13100-100	08/31/2009	Inventory - Jobber	269.89
1	13110-100	08/31/2009	Inventory - Fuel	-608.98
1	13100-100	08/31/2009	Inventory - Jobber	608.98
1	13110-100	08/31/2009	Inventory - Fuel	438.96
1	13100-100	08/31/2009	Inventory - Jobber	-438.96
1	13110-100	08/31/2009	Inventory - Fuel	-297.10
1	13100-100	08/31/2009	Inventory - Jobber	297.10
1	13120-100	08/31/2009	Inventory - Grease	-1201.42
1	13100-100	08/31/2009	Inventory - Jobber	1201.42
1	13120-100	08/31/2009	Inventory - Grease	-277.20
1	13100-100	08/31/2009	Inventory - Jobber	277.20
1	13120-100	08/31/2009	Inventory - Grease	229.48
1	13100-100	08/31/2009	Inventory - Jobber	-229.48
1	13120-100	08/31/2009	Inventory - Grease	-485.91
1	13100-100	08/31/2009	Inventory - Jobber	485.91
3	13100-100	08/31/2009	Inventory - Jobber	46283.60
3	13100-100	08/31/2009	Inventory - Jobber	-46283.60
3	13110-100	08/31/2009	Inventory - Fuel	505.68
3	13100-100	08/31/2009	Inventory - Jobber	-505.68
3	13110-100	08/31/2009	Inventory - Fuel	-11640.37
3	13100-100	08/31/2009	Inventory - Jobber	11640.37
3	13110-100	08/31/2009	Inventory - Fuel	120.88
3	13100-100	08/31/2009	Inventory - Jobber	-120.88
5	13100-100	08/31/2009	Inventory - Jobber	-166.28
5	13100-100	08/31/2009	Inventory - Jobber	166.28
5	13110-100	08/31/2009	Inventory - Fuel	-1362.84
5	13100-100	08/31/2009	Inventory - Jobber	1362.84
5	13110-100	08/31/2009	Inventory - Fuel	-15537.41
5	13100-100	08/31/2009	Inventory - Jobber	15537.41
				0.00

**Inventory Gain/Loss Update Report and Transfer/Update - GL Entries Reports**

<Fini  
complete the  
  
update was  
completed.  
  
Menu>



sh Update> to  
update process.  
  
Verify that 'The  
successfully  
  
<Return to

Gain/Loss transactions have been posted to the inventory distribution and link files.

## Restore Gain/Loss GL Update

This restores the Gain/Loss GL transaction Update NOT the Count Update. It also does not recreate the GL transactions. Make corrections like changing GL shrink or inventory accounts or do not update the GL transactions. Inventory can always be adjusted to actual by journal entry in the General Ledger module.

From the Post Inventory Gain/Loss to GL Submenu, select 4 *Restore Gain/Loss Transaction Update*.

**As usual, restore must be done IMMEDIATELY if errors occur or the update does not finish normally and return you to the menu. Never ignore error messages during an update with talking to Petro-Data first.**

\*\*\*\*\*Read the message before proceeding with the restore.\*\*\*\*\*

```

Petro-Data Demo *** Gain/Loss Restore *** 10/26/2009

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      Invoice Update      Post Count Sheets  Add Inventory
Any program which updates inventory balances?
If the answer is yes, then the restore will not work properly.

Do you want to restore the data files for the Gain/Loss update program? Y
Please enter the Batch Number that you wish to Restore (Q=Quit) 20090895
Ready to restore GAIN/LOSS records? (Y/N/Q)

```

**Do you want to restore the data files for the Gain/Loss update program?**

Enter **Y** the conditions are met for a proper restore.

Enter **N** to quit without restoring and call Petro-Data for further assistance.

**Please enter the Batch Number that you wish to Restore (Q=Quit).**

Enter the batch number used in the Gain/Loss transaction update.

**Ready to restore GAIN/LOSS records? (Y/N/Q).**

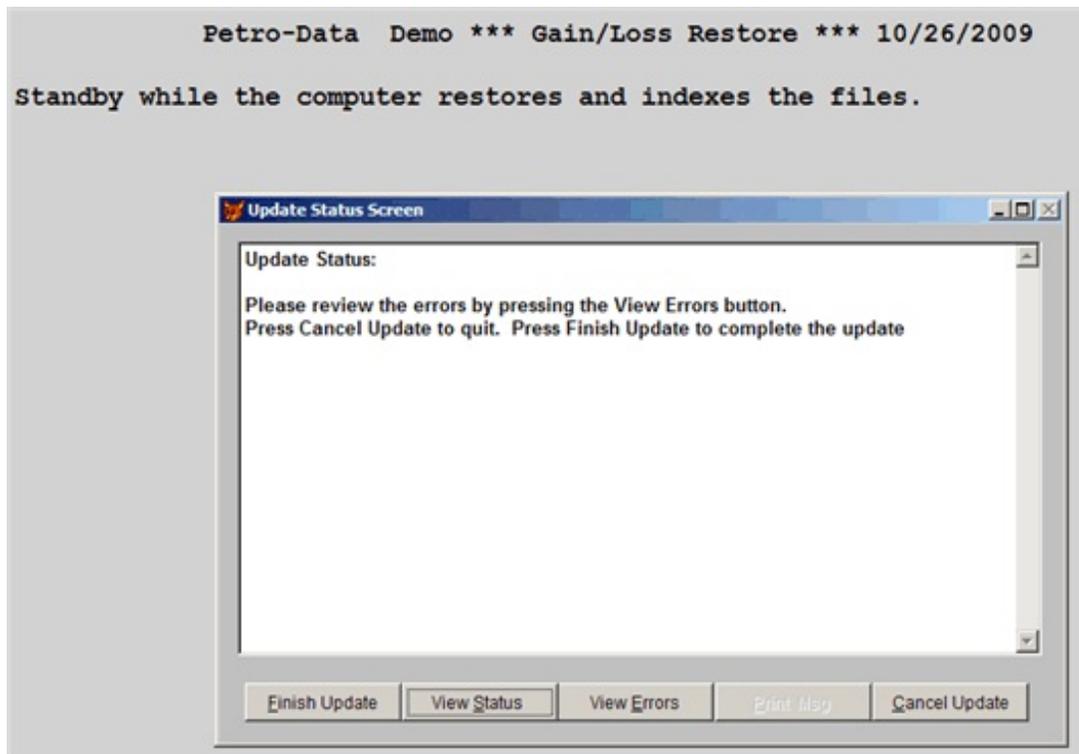
**Y** to continue.

**N** to reenter options

**Q** to quit without restoring.

<View errors>

No report prints.



If no errors, <Finish Update> and <Return to Menu>.