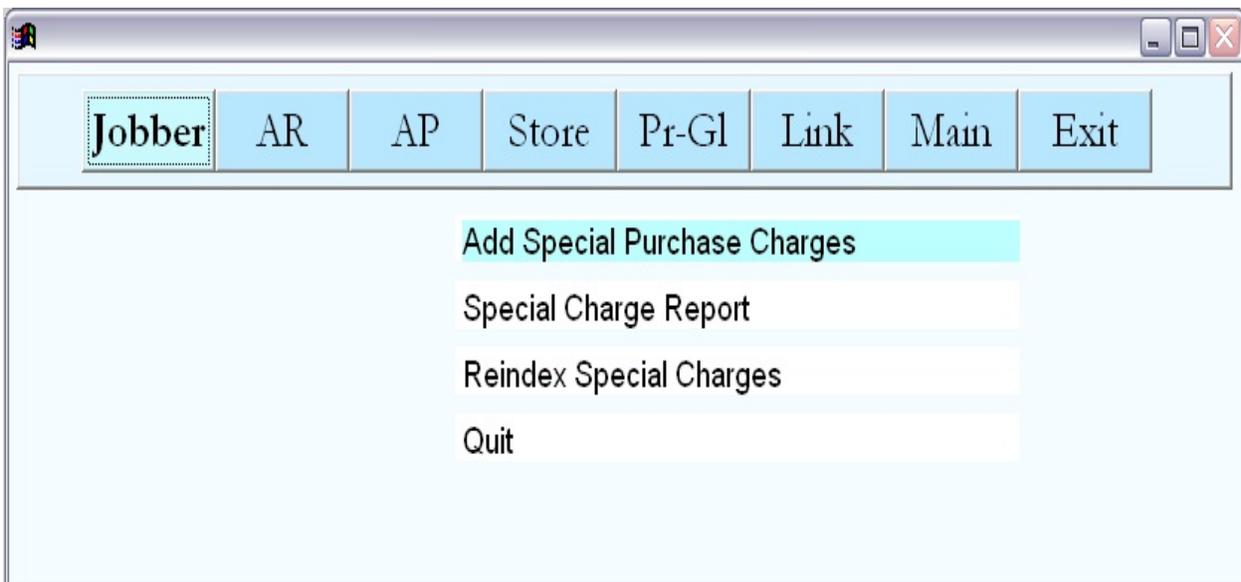


DESCRIPTION

This option requires special programs. Once installed you will be able to set up a single billing item (charge or credit) for ALL vendors that bill a particular fee. For example, if every vendor charges a Oil Spill Recovery fee you could set up a record that will cover all vendors and when you enter a purchase invoice a line for the item will automatically be added to the invoice.

Select Jobber

From the Master File Maintenance submenu, select *Purchase Charges*.



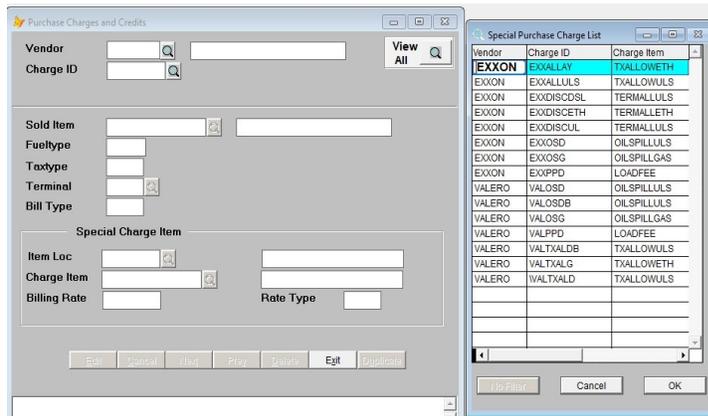
ADD SPECIAL PURCHASE CHARGES

This option is used to create the special billing records that are used to create line items on purchase invoices.

BEGIN INPUT

From the submenu, select - *Special Purchase Charges*

Miscellaneous Purchase Charges and Credits.



Press View All to see what is in the file

Vendor (or Press View All to see all charges and select from there)

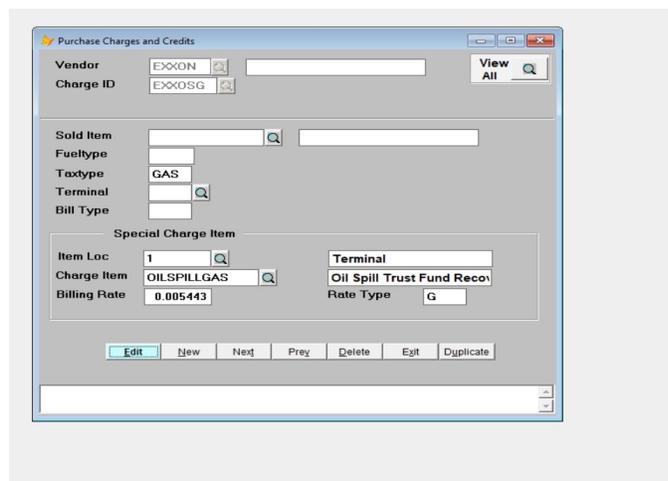
Enter the Vendor number, **F2** or click on the magnifying glass to lookup the Vendor, or enter **ALL** if this record will apply to ALL Vendors.

Charge ID

Enter a unique ID number for the special miscellaneous Purchase charge. This code identifies the record. For example, in the screen below, **SUNDIE** is used. The record is going to be the first Oil Spill Recovery Fee record for Diesel. A record will be needed for each tax type the fee applies to.

Record not found. Do you want to add it?

- <Yes> to add the record.
- <No> to start over without adding the record



Example of superfund Fee charged by Exxon

Sold Item section - Special charge applies when this item is sold.

Sold Item.

Enter the **Item Sold** that the Purchase Charge Item will apply to.

For example, if the special charge item is an Ethanol credit, the Sold Item might be Unleaded Ethanol. You will need a record for each item that the credit applies to - plus ethanol and super ethanol.

Fuel Type.

The **Fuel Type** automatically displays from the inventory item record if applicable.

Tax Type.

The **Tax Type** automatically displays from the inventory item record if applicable.

Terminal.

Enter a **Terminal** code if this charge applies to a specific terminal.

Bill Type

Enter **F** if the billing is by fuel type or leave it blank.

Special Charge Item section: Setup for the miscellaneous Special Charge Item.

Item Location

Enter the inventory location that the miscellaneous purchase charge is set up in.

Charge Item

Enter the item code for the miscellaneous purchase charge item.

Billing Rate

Enter the billing rate for the miscellaneous purchase charge item.

Rate Type

G = The rate will be charged per gallon.

D = The rate will be charged per dollar.

F = The rate will be a flat rate.

SPECIAL CHARGE AND CREDIT REPORT

The report will show all purchase charges and credits that are set up.

Select the Output option:

- S = Display the report on the screen.
- P = Send the report to printer.
- F = Save the report to a file.
- Q = Quit out of the Purchase Charge Program.

```
Perfect *** Purchase Charges Report *** 04/29/2010

Display report on screen

Enter the report date 04/29/2010

Enter vendor number. Blank=All 
_____

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

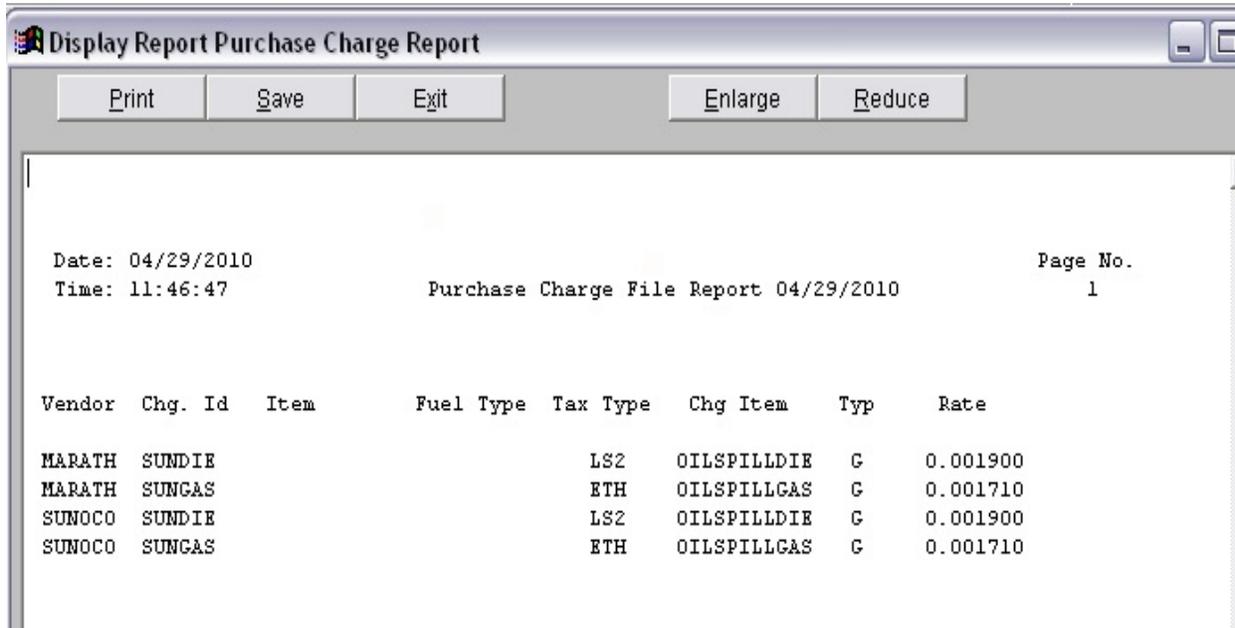
Enter the date of the report. The date automatically defaults to the computer date.

Enter the Vendor number or leave it blank to run the report for all vendors.

Is everything ok?

- Y = Run the report, the options entered are correct.
- N = The options entered are not correct and changes need to made.

P = Send the report to the printer.



Purchase Charges and Credits Report

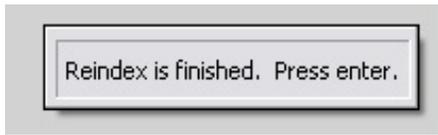
REINDEX SPECIAL CHARGES

The program works behind the scenes and does not display any activity on the screen while it is working.

When the program has finished re-indexing it will display the following message in the upper right hand corner of the screen.

PETRO-DATA, INC.

PURCHASE CHARGES



Press the enter key to return to the Purchase Charge submenu.

QUIT- Exit out of the Purchase Charges and Credits program.