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Fuel Inventory

Introduction

The Fuel Inventory Module provides functions for the recording of Fuel Usage, monitoring Fuel Pump Activity and Storage Tank Levels.

As Pump Tickets are entered, system integration features automatically update Vehicle Fuel Usage, Fuel Budget/Expense Accounts, Inventory Stock Levels, Tanks, Fuel Inventory Records and Pump Activity.

Pump Tickets Browse Table

The **Pump Tickets Browse Table** displays a list of Pump Tickets showing Date, Property Number, Equipment Description, Pump Number and Gallons Pumped. On screen controls permit you to browse through the file by **Pump Ticket** or **Property Number** in ascending or descending order.

Pump Tickets that appear in *Blue Italics* indicate these are Pump Tickets are from fuel purchased at retail outlets.

Ticket No.	Property No.	Equipment Description	Pump No.	Date	Gallons
1010	V-103	TOYOTA PICKUP	2	03/03/2018	18.6
1009	NONE	No Equipment Specified	2	03/01/2018	4.5
1008	V-101	JEEP	2	03/01/2018	18.0
1007	V-100	DAIHATSU	2	03/01/2018	17.5
1006	V-102	GMC TRUCK	1	02/28/2018	27.0
<i>1005</i>	<i>V-102</i>	<i>GMC TRUCK</i>	<i>1</i>	<i>02/28/2018</i>	<i>10.0</i>
1004	M-100	MOW MASTER	2	02/23/2018	17.0
1003	10907A	TRENCH MASTER	2	02/22/2018	35.0
1002	V-101	JEEP	2	02/22/2018	23.0
1001	V-100	DAIHATSU	2	02/21/2018	10.8
1000	V-102	GMC TRUCK	1	02/15/2018	15.0

Menu and Toolbar Functions provide access to the following procedures and reports:

PROCEDURES

Add Pump Ticket
 Edit Pump Ticket
 Tank Conversion Tables
 Tank Readings & Setup
 Pump Readings & Setup
 Delete Old Pump Tickets
 Import Pump Tickets - *See Bar Code Functions*

REPORTS

Pump Summary
 Tank Summary
 Fuel Usage

Fuel Tank Conversion Tables

Tank Conversion Tables are used by the Fuel Inventory Programs to convert Fuel Tank Depth Measurements ("Stick Inch") to Gallons.

From the **Pump Tickets Browse Table**, click on the **Procedures Toolbar Menu**, then choose **Tank Conversion Tables**.

This procedure is used only at Setup Time to enter the Tank Manufacturer's Conversion Tables.

The **Tank Conversion Tables Screen** displays a list of the Inch to Gallon conversions for each size or shape fuel tank at your facility. On screen controls permit you to browse through the file by **Table Number** in either ascending or descending order.

Only one Table is needed if all your Fuel Storage Tanks have the exact same Shape, Dimensions and Capacity. However, additional Tables will be required if you have Tanks of various sizes and shapes.

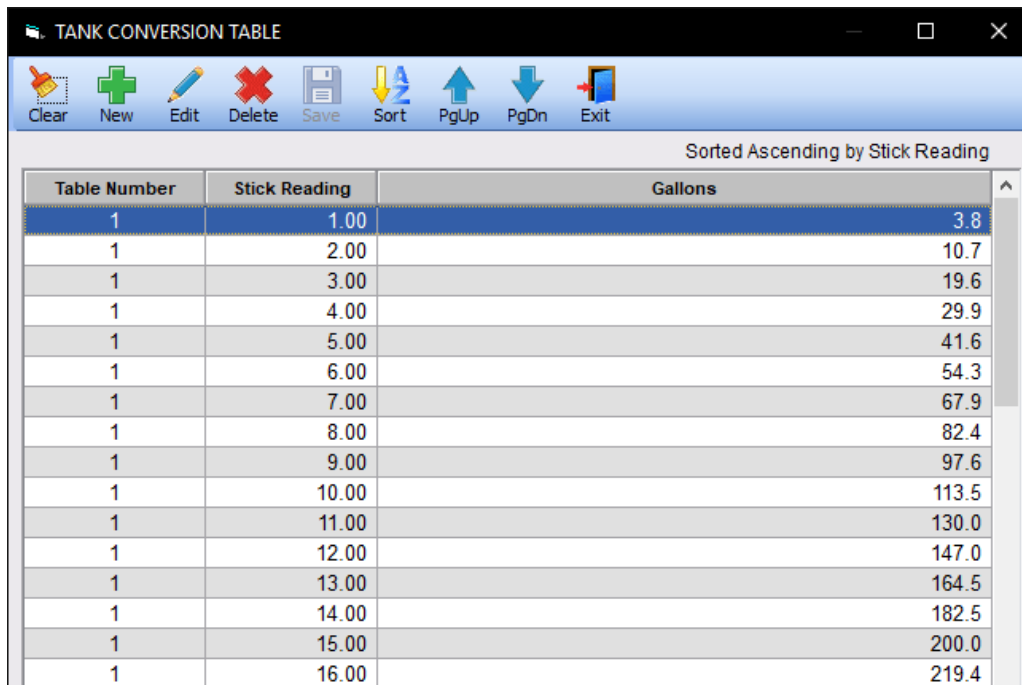


Table Number	Stick Reading	Gallons
1	1.00	3.8
1	2.00	10.7
1	3.00	19.6
1	4.00	29.9
1	5.00	41.6
1	6.00	54.3
1	7.00	67.9
1	8.00	82.4
1	9.00	97.6
1	10.00	113.5
1	11.00	130.0
1	12.00	147.0
1	13.00	164.5
1	14.00	182.5
1	15.00	200.0
1	16.00	219.4

Adding a New Tank Conversion Table Entry

From the **Tank Conversion Tables Screen**, click on the **NEW** tool and the **Add/Edit Bar** will appear.

Table Number	Stick Reading	Gallons
1	1.00	3.8
1	2.00	29.9
1	3.00	41.6
1	4.00	54.3
1	5.00	67.9
1	6.00	67.9
1	7.00	67.9

Enter the **Tank Table Number**, **Stick Reading**, and corresponding number of **Gallons** for that Stick Reading.

Click on **ACCEPT** when entry is complete.

Repeat this process for all possible stick readings from 0 to Max Depth.

FIELD	DESCRIPTION
Table Number	A numeric identifier (1 - 99) for this Table.
Stick Reading	Fuel Depth in 0.01 Inch Increments (0 - 999.99)
Gallons	Fuel Quantity corresponding to Stick Reading (10,000 Gallon Maximum).

Editing an Existing Tank Conversion Table Entry

From the **Tank Conversion Tables Screen**, position the scroll bar on the **Table Entry** to be changed and click on the **EDIT** tool. The **Add/Edit Bar** will appear with the selected information displayed. Once the information is displayed, you can make any necessary changes.

Click on **ACCEPT** when changes are complete.

Deleting a Tank Conversion Table Entry

From the **Tank Conversion Tables Screen**, position the scroll bar on the **Table Entry** to be deleted and click on the **DELETE** tool. The **Delete Confirmation Window** will appear asking for confirmation of the delete request.

Fuel Tank Readings and Setup

The Tank Readings and Setup Program is used to maintain Inventory information on each Fuel Tank.

From the **Pump Tickets Browse Table**, click on the **Procedures Toolbar Menu**, then choose **Tank Readings & Setup**.

The **Fuel Tanks Browse Table** displays a list of the Fuel Tanks at your facility, Current Inventory, Month-to-Date Purchases and Month-to-Date Usage. On screen controls permit you to browse through the file by **Fuel Tank Number** in either ascending or descending order.

Fuel levels in each Tank are automatically updated by the Purchase Order and Pump Ticket Programs.

Tank Number	Description	Tank Capacity	Purchased MTD	Pumped MTD	Fuel Remaining
1	UNLEADED REGULAR GASOLINE	750	350.0	183.0	543.0
2	DIESEL MOTOR FUEL	750	400.0	112.0	645.0
*** END OF FILE ***					

Adding a New Fuel Tank

From the **Fuel Tanks Browse Table**, click on the **NEW** tool and the **Add/Edit Panel** will appear.

The screenshot shows a software window titled "FUEL TANKS BROWSE TABLE" with a toolbar containing icons for Clear, New, Edit, Delete, Save, LookUp, Sort, PgUp, PgDn, Calendar, Movie, and Exit. The main area is a green panel with two sections of input fields:

Top Section:

- Tank No:
- Conversion Table:
- Capacity in Gallons:
- Stock No:
- Product:

Bottom Section:

- Last Inventory Date:
- Physical Inventory Date:
- Beginning Inventory:
- Stick Measurement (Inches):
- Purchased This Month:
- Fuel Remaining:
- Pumped This Month:
- Over/Short:
- Fuel Remaining:
- Over/Short:

FIELD	DESCRIPTION
Tank No.	The number (1 - 99) of this Tank.
Conversion Table	Conversion Table (1 - 99) to be used for this Tank.
Capacity in Gallons	Tank Capacity (0 - 10,000) in Gallons.
Stock No.	Inventory Stock Number for the Product in this Tank. The Stock Number MUST be a Type F , G , D , or M Inventory Classification. <i>G, D, or M is used when Workstation Options - Automatic Fuel Pump Selection is checked.</i>
Product	Stock Number Description (no entry permitted).
Last Inventory Date	Date of Beginning Inventory or Date of Last Stick Measurement if Fuel Inventory levels are reset.
Beginning Inventory	Beginning Inventory Quantity or Actual Fuel Remaining Quantity if Inventory levels are reset (Gallons).
Purchased this Month	Quantity of Fuel (Gallons) Purchased this Month. Updated automatically whenever Fuel is purchased on Purchase Orders.

FIELD	DESCRIPTION
Pumped this Month	Quantity of Fuel (Gallons) Pumped this Month. Updated automatically whenever a Pump Ticket is entered.
Fuel Remaining	Fuel Remaining in the Tank (no entry permitted). Calculated by: Fuel Remaining = Beginning Inventory + Purchased - Pumped.
Physical Inventory Date	Date of Last Stick Measurement.
Stick Measurement (Inches)	Depth of the Fuel in the Tank (0 - 999.99) in inches. This measurement MUST exist in the Tank Conversion Table.
Fuel Remaining	Quantity of Fuel in the Tank as determined from Stick Measurement and Tank Conversion Table.
Over/Short (+/-) Gallons	Quantity of Fuel (Gallon) either Over or Short (no entry permitted). Calculated by: Over/Short = <u>Actual</u> Fuel Remaining - Fuel Remaining.
Over/Short enter (+/-)%	Quantity of Fuel (expressed as a Percentage) either Over or Short (no entry permitted). Calculated as above.

Enter the **Tank Number** and a valid **Tank Conversion Table Number**. If the **Tank Conversion Table Number** is not known, click on the **LOOK-UP** tool. Next, enter its **Capacity (1-10,000)**.

Enter a valid **Stock Number** for the product to be pumped from this tank. If the **Stock Number** is not known, click on the **LOOK-UP** tool.

No two tanks can contain the same Stock Number. ONLY Inventory Expense Classification Type **F, G, D, or M** Inventory Items are allowed to be entered. The **Product Description** will be automatically displayed.

The **Current Date** and **On Hand Quantity** (as recorded in the Inventory File) will appear in the Beginning Inventory Date and Gallon fields. The **Stick Measurement Date** and **Inches** fields can be entered at this time. If the exact Stick Measurement Inches reading from the Tank Conversion Tables is not known, click on the **LOOK-UP** tool.

If necessary, the **Actual Fuel Remaining** field can be changed.

Click on the **SAVE** tool when entry is complete.

You will be asked if you wish to **RESET INVENTORY TO ACTUAL?** By clicking on **YES**, you will reset the **Beginning Inventory Date and Gallons** fields to the physical inventory indicated by the **Stick Measurement Date and Actual Fuel Remaining** fields. The Purchased and Pumped this Month Totals will be reset to zero and the Inventory File will be adjusted to account for Fuel Quantities either Over or Short. Clicking on **NO** will not reset any of these fields.

Editing an Existing Fuel Tank

From the **Fuel Tank Browse Table**, position the scroll bar on the **Fuel Tank** to be changed and click on the **EDIT** tool. The **Add/Edit Panel** will appear with the selected information displayed. Once the information is displayed, you can make any necessary corrections.

Click on the **SAVE** tool when changes are complete.

You will be asked if you wish to **RESET INVENTORY TO ACTUAL?** By clicking on **YES**, you will reset the **Beginning Inventory Date and Gallons** fields to the physical inventory indicated by the **Stick Measurement Date and Actual Fuel Remaining** fields. The Purchased and Pumped this Month Totals will be reset to zero and the Inventory File will be adjusted to account for Fuel Quantities either Over or Short. Clicking on **NO** will not reset any of these fields.

Deleting a Fuel Tank

From the **Fuel Tank Browse Table**, position the scroll bar on the **Fuel Tank** to be deleted and click on the **DELETE** tool. The **Delete Confirmation Window** will appear asking for confirmation of the delete request.

Fuel Pump Readings & Setup

The Pump Readings and Setup Program is used to record and monitor individual Pump Meter Readings and Pump Activity.

From the **Pump Tickets Browse Table**, click on the **Procedures Toolbar Menu**, then choose **Pump Readings & Setup**.

The **Fuel Pumps Browse Table** displays a list of the Fuel Pumps at your facility, Current Meter Readings and fuel pumped Month-to-Date. On screen controls permit you to browse through the file by **Fuel Pump Number** in either ascending or descending order.

Meter Readings and Quantity Pumped Month-to-Date levels for each pump are automatically updated by the Pump Ticket Programs.

Sorted Ascending by Pump No.				
Pump Number	Description	Tank Number	Pumped This Month	Current Reading
1	UNLEADED REGULAR GASOLINE	1	112.0	10,559.0
2	DIESEL MOTOR FUEL	2	260.0	6,458.0
	*** END OF FILE ***			

Adding a New Fuel Pump

From the **Fuel Pumps Browse Table**, click on the **NEW** tool and the **Add/Edit Panel** will appear.

The screenshot shows a software window titled "FUEL PUMPS BROWSE TABLE". The window has a toolbar with icons for Clear, New, Edit, Delete, Save, LookUp, Sort, PgUp, PgDn, Calendar, Movie, and Exit. The main area of the window is a light green panel containing the following form fields:

- Pump Number:** 1
- Meter Roll-Over Limit:** 99,999.9
- Pumping Fuel From Tank #:** 1
- Last Reading:** 10447.0
- Last Reading Date:** 01/31/2018
- Gallons Pumped:** 112.0
- Meter Reset Date:** / /
- Current Meter Reading:** 10559.0

FIELD	DESCRIPTION
Pump Number	The number (1-99) of this Pump.
Pumping Fuel from Tank #	Tank Number (1-99) connected to this Pump.
Meter Roll Over Limit	Highest Pump Meter Reading (maximum of 999,999.9) before the Meter Rolls-Over to zero.
Last Reading	Last Meter Reading in Gallons.
Last Reading Date	Date of the Last Meter Reading.
Gallons Pumped	Quantity of Gallons Pumped since the Pump was last reset. This field is updated automatically whenever a Pump Ticket is entered.
Meter Reset Date	Meter Reset Date.
Current Meter Reading	The Current Meter Reading (no entry permitted). Calculated by: Current = Last Reading + Gallons Pumped.

Enter the new **Pump Number**. Next, enter the **Tank Number** connected to this pump. If the **Tank Number** is not known, click on the **LOOK-UP** tool.

Enter the highest Pump Meter Reading (up to 999,999) that will appear before the Meter Rolls-Over to zero in the **Meter Roll-Over Limit** field. The number entered will be forced to end in ".9".

Next, enter the Current Pump Meter Reading in the **Last Reading** Gallons field and **Today's Date**.

Finally, enter the Quantity of **Gallons Pumped** since the Pump was last reset and the **Meter Reset Date**.

Click on the **SAVE** tool when entry is complete.

You will be asked to **CONFIRM PUMP RESET**. By clicking on **YES**, you will reset the **Last Reading** to the value of the **Current Meter Reading** and the Gallons Pumped field will be reset to zero. Clicking on **NO** will not reset any of these fields.

Editing an Existing Fuel Pump

From the **Fuel Pumps Browse Table**, position the scroll bar on the **Fuel Pump** to be changed and click on the **EDIT** tool. The **Add/Edit Panel** will appear with the selected information displayed. Once the information is displayed, you can make any necessary changes.

Click on the **SAVE** tool when changes are complete.

You will be asked to **CONFIRM PUMP RESET**. By clicking on **YES**, you will reset the **Last Reading** to the value of the **Current Meter Reading** and the Gallons Pumped field will be reset to zero. Clicking on **NO** will not reset any of these fields.

Deleting a Fuel Pump

From the **Fuel Pumps Browse Table**, position the scroll bar on the **Fuel Pump** to be deleted and click on the **DELETE** tool. The **Delete Confirmation Window** will appear asking for confirmation of the delete request.

Recording a Pump Ticket

From the **Pump Tickets Browse Table**, click on the **NEW** tool and the **Add/Edit Panel** will appear.

If your system is set to automatically generate Pump Ticket Numbers see the **Sequence Control Tab** in **System Utilities - Software Registration & Configuration**, the **Ticket Number** field will indicate the number assigned to this Pump Ticket. If your system is NOT set to automatically generate Pump Ticket Numbers, you must enter a number of your choice in this field.

Pump No:	1	Product:	UNLEADED REGULAR GASOLINE	Date:	03/05/2018
Ticket No:	1016	Property No:	V-103	Hrs/Miles:	29082.0
Gallons:	10.0	TOYOTA PICKUP			
Pumped By:	TROY, DEANNA	3406527860267-G			
Usage Recorded:		77.0			

FIELD	DESCRIPTION
Pump No.	The Pump used in this Transaction.
Product	Fuel Description.
Date	The Date of this Transaction.
Ticket No.	The Pump Ticket Number.
Property No.	Property Number of the Equipment receiving the Fuel.
Hrs/Miles	Current Hour or Odometer reading.
Gallons	Quantity of Gallons Pumped in this Transaction.
Pumped By	The Name of the Person Operating the Pump.
Retail Purchase	Retail Purchase Indicator. <i>(This field does not appear if the Allow Retail Fuel Purchase Pump Tickets Setup Option is not selected for the Workstation).</i>
Cost/Gallon	The Cost per Gallon of the fuel that is being pumped. <i>(This field does not appear if the Variable Fuel Cost Setup Option or Allow Retail Fuel Pump Tickets Setup Option is not selected for the Workstation).</i>
Usage Recorded	The Difference between Meter and Current Meter Reading. (This field is not visible when editing a Pump Ticket)

Enter the **Pump Number** the fuel was pumped from. If the **Pump Number** is not known, click on the **LOOK-UP** tool. The Description of the Fuel will be displayed.

Enter the **Date** of this Pump Ticket.

Next, enter the **Property Number** of the Equipment receiving the Fuel. If the **Equipment** is not known, click on the **LOOK-UP** tool. If the Fuel is being Pumped into a container rather than a vehicle, enter the word **NONE** in the Property Number field and "No Equipment Specified" will then be displayed as the equipment description.

If Equipment Usage is to be logged when Fueling Vehicles, enter the **Current Odometer or Hour Meter Reading** in the Hrs/Miles field. If the Equipment is marked as **"Has No Meter"** in the Equipment – Add/Edit/Delete screen, data entry is **NOT** permitted in the Hrs/Miles field.

Enter the **Quantity of Fuel Pumped**. Next, enter the **Name or Initials** (optional) of the Person operating the Pump or click on the **LOOK-UP** tool.

If the **Cost per Gallon** field is visible you may change the cost if necessary.

Click on **Save** to record the Pump Ticket.

Non Metered Usage

If the **Hrs/Miles Field** is left at Zero and the **Current Meter Reading** for this Equipment in the Equipment/Property file is also Zero you can record Non-Metered Usage.

The number entered in the Usage Recorded field will be added to the Hours/Miles fields for This Year and Lifetime on the Equipment/Property - Add/Edit/Delete screen. The current meter **WILL NOT** be incremented and a Usage Transaction **WILL** be placed in the Equipment Usage Log.

	This Year	Lifetime
Hours/Miles:	18,300.0	18,300.0

Click on **Save** when entry is complete. The last Pump Number, Date, Property Number and Pumped By fields will be saved and both the Hours/Miles and Gallons fields will clear in preparation for another pump ticket to be entered.

If your system is set to automatically generate Pump Ticket Numbers, the Ticket Number field will advance to the next sequential ticket number and the cursor will be placed in the Property Number field. If your system is NOT set to automatically generate Pump Ticket Numbers, the Ticket Number field will reset to zero to allow a new pump ticket number to be entered.

The following files are updated whenever a Pump Ticket is SAVED:

Fuel Pump File*	Gallons Pumped
Fuel Tank File*	Gallons Pumped this Month
Inventory File*	Fuel Used
Equipment File	Fuel Used, Equipment Usage Hours or Miles
Budget/Expense File	Fuel Cost <i>(See Inventory Classification)</i>

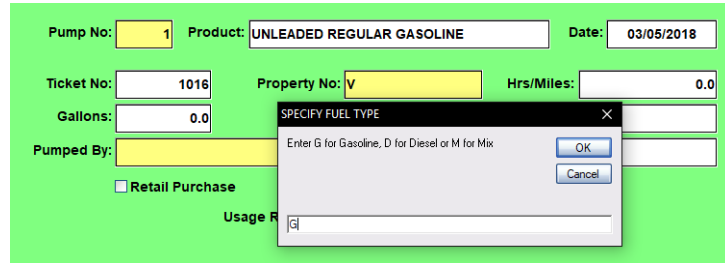
** These files are not updated if using **Allow Retail Fuel Purchase Pump Tickets** option is selected.*

Recording a Pump Ticket - Automatic Fuel Pump Selection is Checked

Enter the **Date** of this Pump Ticket.

Next, enter the **Property Number** of the Equipment receiving the Fuel. If the **Equipment** is not known, click on the **LOOK-UP** tool.

If the fuel type was assigned on the Filters & Plugs Tab in the Equipment/Property File, the pump number will automatically be displayed.



The screenshot shows a form for recording a pump ticket. The form fields are: Pump No: 1, Product: UNLEADED REGULAR GASOLINE, Date: 03/05/2018, Ticket No: 1016, Property No: V, Hrs/Miles: 0.0, Gallons: 0.0, Pumped By: (empty), and a checked 'Retail Purchase' checkbox. A 'Usage R' field is partially visible. A dialog box titled 'SPECIFY FUEL TYPE' is open, with the instruction 'Enter G for Gasoline, D for Diesel or M for Mix' and 'OK' and 'Cancel' buttons.

If the fuel type was NOT assigned on the Filters & Plugs Tab in the the Equipment/Property File, a pop-up window will appear asking to **Specify Fuel Type**.

Click **OK** to continue data entry.

Recording Retail Pump Tickets

Pump Tickets for vehicle fuel purchased at retail fuel outlets (gas stations) can now be recorded and will automatically be charged to the Budgets/Expense Accounts. Equipment usage will also be recorded in the Equipment/Property File.

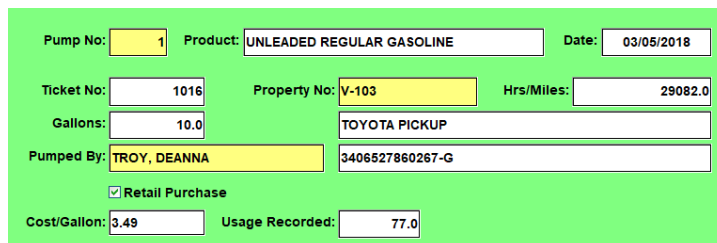
Make sure Allow Retail Fuel Purchase Pump Tickets option is selected on the System Utilities – Workstation Options Tab is checked. Next, ensure all fuel inventory items have been setup.

Enter the **Pump Number** the fuel was pumped from. If the **Pump Number** is not known, click on the **LOOK-UP** tool. The Description of the Fuel will be displayed.

Enter the **Date** of this Pump Ticket.

Next, enter the **Property Number** of the Equipment receiving the Fuel. If the **Equipment** is not known, click on the **LOOK-UP** tool.

If Equipment Usage is to be logged when Fueling Vehicles, enter the **Current Odometer or Hour Meter Reading** in the Hours/Miles field.



The screenshot shows the completed form. The fields are: Pump No: 1, Product: UNLEADED REGULAR GASOLINE, Date: 03/05/2018, Ticket No: 1016, Property No: V-103, Hrs/Miles: 29082.0, Gallons: 10.0, Pumped By: TROY, DEANNA, and a checked 'Retail Purchase' checkbox. The 'Usage R' field is now filled with 77.0. The 'Cost/Gallon' field is 3.49 and the 'Usage Recorded' field is 77.0.

Enter the **Quantity of Fuel Pumped**. Next, enter the **Name or Initials** (optional) of the Person operating the Pump or click on the **LOOK-UP** tool.

Click on **Retail Purchase** and change the **Cost per Gallon** if needed.

Click on **Save** to record the Pump Ticket.

Editing an Existing Fuel Pump Ticket

From the **Pump Tickets Browse Table**, position the scroll bar on the **Pump Ticket** to be changed and click on the **EDIT** tool. The **Add/Edit Panel** will appear with the selected information displayed. Once the information is displayed, you can change **ONLY** the **Gallons** or the **Pumped By** fields.

Click on **ACCEPT** when changes are complete.

The Pump, Tank, Inventory and Equipment Files will be automatically adjusted.

Voiding a Fuel Pump Ticket

From the **Pump Tickets Browse Table**, position the scroll bar on the **Pump Ticket** to be changed and click on the **EDIT** tool. The **Add/Edit Panel** will appear with the selected information displayed.

Click on the **Void** button to Void this Pump Ticket.

Once a fuel ticket is marked as VOID, it cannot be edited.

The Void Procedure performs the following adjustments:

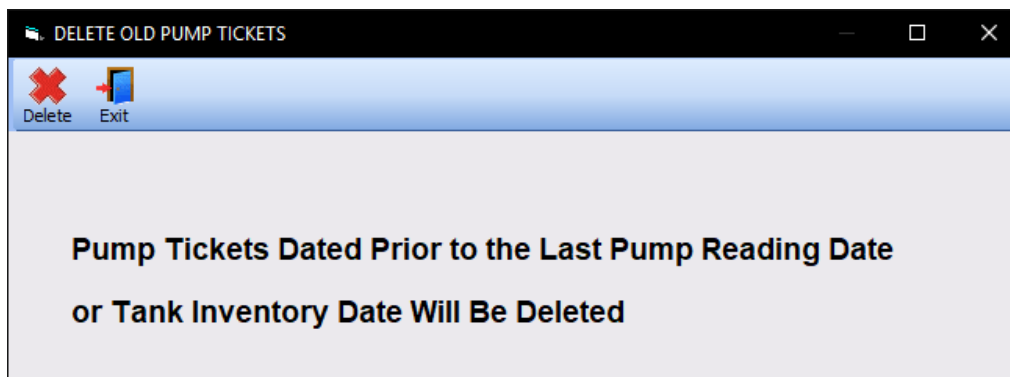
- Gallons/Litres will be set to Zero and the ticket IS NOT removed from the Pump Ticket Browse Table.
- Fuel Pump Settings are rolled back as if the ticket did not exist.
- Fuel Tank Settings are rolled back as if the ticket did not exist.
- An Adjusting Inventory Transaction is created to account for the adjustment.
- Inventory Levels are rolled back as if the ticket did not exist.
- Equipment Fuel Cost is rolled back as if the ticket did not exist.
- If Usage Hours/Miles/KM was recorded on this ticket, the Equipment Meter Reading, Usage MTD and YTD are adjusted as if the ticket did not exist. The Usage Transaction in the Equipment Usage Log is deleted.
- The Budget/Expense Account associated with this Pump Ticket is rolled back as if the ticket did not exist.

Deleting Old Pump Tickets

All Fuel Pump Daily Tickets issued prior to the Last Pump Reading Date or Tank Inventory Date are deleted using this procedure. The earliest date on each Pump/Tank combination is used when determining which Fuel Pump Tickets are to be deleted.

This program should be run periodically to remove outdated information from the Fuel Pump Ticket File.

From the **Pump Tickets Browse Table**, click on the **Procedures Toolbar Menu**, then choose **Delete Old Pump Tickets**.



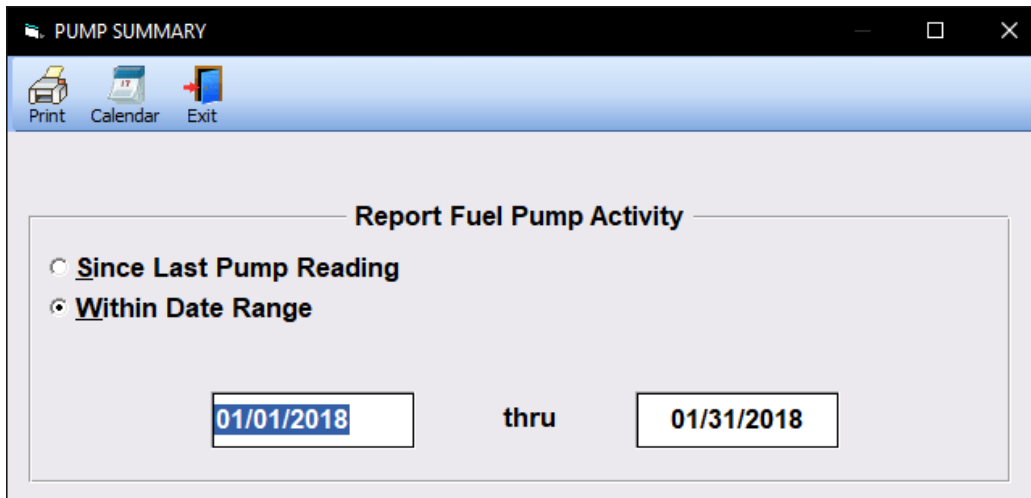
Click on the **DELETE** tool to begin deletion. The **Delete Confirmation Window** will appear asking for confirmation of the delete request.

There are no reports printed for this program function.

Pump Summary Report

The **Pump Summary Report** is used to list the Activity on each Pump for either a specified time period or since the Pump was last reset.

From the **Pump Tickets Browse Table**, click on the **Reports Toolbar Menu**, then choose **Pump Summary**.



The screenshot shows a software window titled "PUMP SUMMARY" with a toolbar containing "Print", "Calendar", and "Exit" icons. The main content area is titled "Report Fuel Pump Activity" and contains two radio button options: "Since Last Pump Reading" and "Within Date Range". The "Within Date Range" option is selected. Below the options are two date input fields: the first contains "01/01/2018" and the second contains "01/31/2018", with the word "thru" positioned between them.

If **Since Last Pump Reading** is selected, all Fuel Pump Activity since the Date of the Last Pump Readings will be reported.

If all **Fuel Pump Activity within a Date Range** is to be reported, enter the **Date Range** indicating the time period to be reported.

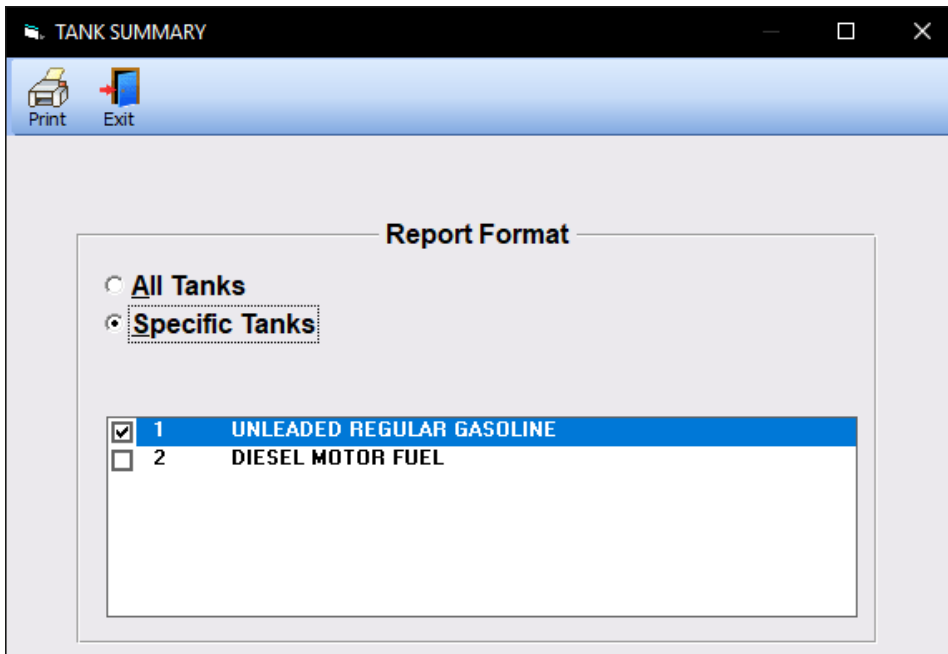
Click on the **PRINT** tool to begin printing.

See Sample Reports - Appendix A-73

Tank Summary Report

The **Tank Summary Report** is used to list Activity Detail on each Fuel Tank since the Fuel Tank Beginning Inventory Date.

From the **Pump Tickets Browse Table**, click on the **Reports Toolbar Menu**, then choose **Tank Summary**.



If reporting **Specific Tanks** you can select more than one Fuel Tank.

Click on the **PRINT** tool to begin printing.

See Sample Reports - Appendix A-74

Fuel Usage Report

The **Fuel Usage Report** is used to Report Fuel Usage within a specified time period for either All or Selected Equipment.

From the **Pump Tickets Browse Table**, click on the **Reports Toolbar Menu**, then choose **Fuel Usage**.

The screenshot shows a software window titled "FUEL USAGE" with a toolbar containing icons for Clear, Print, LookUp, Calendar, and Exit. The main area is divided into two sections. The top section, titled "Report Fuel Used", contains two date input fields: "02/01/2018" and "02/28/2018", with the word "thru" between them. Below this are three radio buttons for report types: "Equipment Detail" (selected), "Summary Totals Only", and "Monthly Fuel Usage". To the right of these are two checkboxes: "Match Property No." (unchecked) and "Report & Total By Group" (checked). Below the checkboxes is another checkbox labeled "Sub Total by Fuel Type" (unchecked). The bottom section, titled "Equipment Selection", contains three radio buttons: "All Equipment" (selected), "Specific Equipment", and "Group Selection".

Enter the **Date Range** indicating the time period to be reported.

Select if you want **Equipment Detail**, **Summary Totals Only** or **Monthly Fuel Usage** on this report.

If **Match Property No** is selected, you can report only those Items with Property Numbers containing the specified character sequence.

Select **Report & Total By Group** for subtotal groupings.

Select **SubTotal by Fuel Type** for fuel type groupings.

Next, make an **Equipment Selection** of All Equipment, Specific Equipment or Group Selection.

If reporting **Specific Equipment**, click on the **LOOK-UP** tool. If reporting an **Equipment Group**, you can select more than one Equipment Group for reporting.

Click on the **PRINT** tool to begin printing.

See Sample Reports - Appendix A-75