

# Storage Inventory

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## Monthly Storage Inventory

Monthly Storage Inventory tracks the number of gallons sold throughout a month to track margins. This is done by making the determination in *Department Maintenance* as to whether or not a Product/Department is actually a pumpable product. At the end of the month and at the time of processing, it will look at everything sold that has the *Gas Dept* set to Y.

Div	Dept	Description	Department	Type	Sale...	Fed	Tax	Other...	Tank Type	Gas Dept
1	128	PAYMENT - CHECK	Payment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1		877 FUEL SURCHARGE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
1		998 METER READING FEE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1		1000 RESIDENTIAL PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		P	Y
1		1001 COMMERCIAL PROPANE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		P	Y
1		1002 EXEMPT PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		P	Y
1		2000 GASOLINE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		G	Y
1		3000 DYED DIESEL FUEL	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		DD	Y
1		4000 CLEAR DIESEL FUEL	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CD	Y
1		9999 LABOR	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2		877 FUEL SURCHARE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2		1000 RESIDENTIAL PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		P	Y
2		1001 COMMERCIAL PROPANE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		P	Y
2		1002 EXEMPT PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		P	Y
2		2000 GASOLINE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		G	Y
2		3000 DYED DIESEL FUEL	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		DD	Y
2		4000 CLEAR DIESEL FUEL	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CD	Y
2		9999 LABOR	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

Metered gallons are handled a little differently in that the number of gallons delivered, number of gallons consumed, and the difference can be tracked. It is not recommended to track both delivered and billed. This would show too many gallons sold and, since metered deliveries are made at zero dollars, it would throw off the margins. However, to track K-Factors, the *Gas Dept* needs to be set to Y. To be able to handle this, there is a report to run at month end called Billed vs. Delivered. It is located under the *Meter Report Menu*.

- 1 Types
- 2 Cycle Codes
- 3 Tied To Tank
- 4 Consumption
- 5 Cust. W/O Meters
- 6 On Hold
- 7 Inactive Meters
- 8 Gallons in Meter Cust
- 9 Billed vs Delivered
- 10 Deposits
- 11 Master List
- 12 Duplicate S/N
- 13 Tank vs Meter K Factor
- 14 Billed vs Delivered Export

Division:  ABC COMPANY  
to:

Reading Date:  to


Billed  Printer  
 Use Default Printer  Prompt for Printer

**Report Descriptions**  
Report that shows how many meters were billed as opposed to how many were delivered to.

The difference of these two is what is in storage at the customer's location. This would be entered as *Metered Storage Tanks*. At this point, the metered storage end has been taken care of. Now, flip the flag in *Department Maintenance* for the Metered Storage Department so those deliveries are not considered in the calculation of gallons sold.

Div	Storage #	Size Of Storage	Month End Post	% Left	# Of Cylinders	Figure Gallons	Temp Adj Gals	Location Code
1	5	500	10/20/06	0	0	0	0	1
1	6	500	10/20/06	0	0	0	0	1
1	7	500	10/20/06	0	0	0	0	1
1	8	500	10/20/06	0	0	0	0	1
1	9	1000	10/20/06	0	0	0	0	1
1	10	1000	10/20/06	0	0	0	0	1
1	11	500	10/20/06	0	0	0	0	1
1	12	500	10/20/06	0	0	0	0	1
1	13	330	10/20/06	0	0	0	0	1
1	14	1000	10/20/06	0	0	0	0	1
1	15	500	10/20/06	0	0	0	0	1
1	20	2600	10/20/06	0	0	0	0	1
1	22	3000	10/20/06	0	0	0	0	1
1	28	2500	10/20/06	0	0	0	0	1
1	32	3000	10/20/06	0	0	0	0	1
1	50	0	10/20/06	0	0	0	0	1
1	99	0	10/20/06	1	0	0	0	1
1	808	2800	10/20/06	0	0	0	0	1

Storage Description **METERED STORAGE ALL TANKS**  
 Location Description **HARTVILLE**



Then process the Monthly Storage Inventory and change back to Y to track K-Factors. This is a very important step and no one should be posting during this time for either the metered delivery or meter posting.

## Monthly Storage Process

This allows entering month end inventory figures for storage units.

Create Month End Inventory

Division

Tank type


Temperature

Volume Correction Factor

Default is 60 Degrees which results in a 1.00 Factor

Posting Date

This screen reads the storage file, so it writes the storage unit number out to the monthly inventory posting screen. This allows the user to only enter the inventory amount for the items on the screen.



1. From the *Master Menu*, select **Propane Storage**.
2. Choose **Monthly Storage Process**.
3. Select **Create Monthly Storage Records**.
4. On the *Create Month End Inventory* window, enter the Division to create month end storage records for or press **F5** to select the Division from the list.
5. Enter the *Tank Type* to create month end storage records for or press **F5** to select the Tank Type from the list.
6. Enter the *Temperature* at the time the inventory was taken. The system will automatically figure the temperature compensation on the inventory figure based on the temperature entered.
7. In the *Posting Date* field, enter the date on which inventory was taken.
8. Choose **Process**.
9. On the *Month End Storage Posting* window, enter the percent left in the storage unit in the *% Left* field.
10. Enter the *# of Cylinders* if applicable.
11. In the *Temp Adj Gallons* and *Figure Gallons* fields, enter the gallons left in the storage unit. If the *% Left* for the storage unit was populated, the gallons will automatically be calculated.
12. Repeat Steps 9 - 11 for each storage unit.
13. Choose **Save**.

Update Monthly Inventory will calculate the gallons sold for the entered time frame. This information can then be printed on the Monthly Inventory Report.

## Update Monthly Inventory

1. From the *Master Menu*, select **Propane Storage**.
2. Choose **Monthly Storage Process**.
3. Select **Update Monthly Inventory**.
4. On the *Update Monthly Inventory* window, enter the Division to update inventory for or press **F5** to select the division from the list.
5. Enter the *Tank Type* to update monthly inventory for or press **F5** to select the Tank Type from the list.
6. Enter the *Date* range to update monthly inventory.
7. Select **Process**.

The Monthly Inventory report shows a comparison between gallons accountable in the system and the gallons entered into inventory, average price and cost, gross margin, and gross spread.

## Print Monthly Inventory Report

1. From the *Master Menu*, select **Propane Storage**.
2. Choose **Monthly Storage Process**.
3. Select **Print Monthly Inventory Report**.
4. On the *Print Monthly Inventory Report* window, enter the Division to print or press **F5** to select the Division from the list.

5. Enter the *Tank Type* to print or press **F5** to select the Tank Type from the list.
6. Enter the *Date* range to print.
7. Select *Printer*.
8. Choose **Print**.
9. On the *Print* window, select **Print**.
10. Close the *Print Monthly Inventory Report* window.