

# 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	1000	RESIDENTIAL PROPANE	Sale	<input checked="" 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
2	1000	RESIDENTIAL PROPANE	Sale	<input checked="" 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
1	100	HYDRAULIC OIL	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	H	Y
1	101	LUBE OIL	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	O	Y
2	100	HYDRAULIC OIL	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	H	Y
2	101	LUBE OIL	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	O	Y
1	1005	20 LB CYLINDER	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C2	Y
2	1005	20 LB CYLINDER	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C2	Y
1	877	FUEL SURCHARGE	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
2	877	FUEL SURCHARGE	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
1	9999	LABOR	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	9999	LABOR	Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
1	128	PAYMENT - CHECK	Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1	998	METER READING FEE	Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	1234	TANK RENT	Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1	9998	TANK RENT	Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input 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*.



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.

Division  ABC PROPANE COMPANY


Tank type  PROPANE

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.

 Process

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.