Storage Inventory

Last Modified on 06/18/2025 11:12 am EDT

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 I	Fed Tax	Other	Tank Type	Gas Dept	~ ^
	1 10	0 RESIDENTIAL PROPANE	Sale	Q	\checkmark		\checkmark	Р	Y	
	1 10	1 COMMERCIAL PROPANE	Sale	Q	\checkmark		\checkmark	Р	Y	
· ·	1 10	2 EXEMPT PROPANE	Sale	Q				Р	Y	
	1 20	00 GASOLINE	Sale	Q				G	Y	
	1 30	00 DYED DIESEL FUEL	Sale	Q	\checkmark		\checkmark	DD	Y	
	1 40	00 CLEAR DIESEL FUEL	Sale	Q				CD	Y	
2	2 10	00 RESIDENTIAL PROPANE	Sale	Q	\checkmark		\checkmark	Р	Y	
2	2 10	1 COMMERCIAL PROPANE	Sale	Q	\checkmark		\checkmark	Р	Y	
2	2 10	2 EXEMPT PROPANE	Sale	Q				Р	Y	
2	2 20	00 GASOLINE	Sale	Q				G	Y	
2	2 30	00 DYED DIESEL FUEL	Sale	Q	\checkmark		\checkmark	DD	Y	
2	2 40	00 CLEAR DIESEL FUEL	Sale	Q				CD	Y	
1.1.1	1 1	00 HYDRAULIC OIL	Sale	Q	\checkmark		\checkmark	н	Y	
	1 1	1 LUBE OIL	Sale	Q	\checkmark		\checkmark	0	Y	
2	2 1	00 HYDRAULIC OIL	Sale	Q	\checkmark		\checkmark	н	Y	
2	2 1	1 LUBE OIL	Sale	Q	\checkmark		\checkmark	0	Y	
	1 10	05 20 LB CYLINDER	Sale	Q	\checkmark		\checkmark	C2	Y	
2	2 10	05 20 LB CYLINDER	Sale	Q.	\checkmark		\checkmark	C2	Y	
	1 8	77 FUEL SURCHARGE	Sale	Q	\checkmark		\checkmark		Ν	
2	2 8	77 FUEL SURCHARGE	Sale	Q	\checkmark		\checkmark		Ν	
	1 99	99 LABOR	Sale	Q	\checkmark		\checkmark			
2	2 99	99 LABOR	Sale	Q.	\checkmark		\checkmark			
	1 1	28 PAYMENT - CHECK	Payment	Q						
	1 9	98 METER READING FEE	Sale	Q						
2	2 12	34 TANK RENT	Sale	Q						
	1 99	98 TANK RENT	Sale	Q						~

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*.

O1 Types	Division	ABC PROPANE COMP	ANY
O2 Cycle Codes		9999 Q	
○ 3 Tied To Tank		1 Meters	
O4 Consumption		O2 Monitors	
O5 Cust. W/O Meters	Meter/Monitor Type (Leave Blank for All)	Q
◯6 On Hold	,		
O7 Inactive Meters			
O8 Gallons in Meter Cust	Billed Date	01/01/24 to 01/01/25	
9 Billed vs Delivered			
O 10 Deposits			
O 11 Master List			
O12 Duplicate S/N	Video		
O 13 Tank vs Meter K Factor	OPrinter	 Use Default Printer Prompt for Printer 	
	OExcel		Print Cancel
Report Description			
Report compares h	ow many gallons were delivered to how many gall	ons were billed from the meter reading	over the requested date range.

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	1	180000	06/17/25	C	0	0	0	103	
1	2	120000	06/17/25	0	0	0	0	103	
1	3	90000	06/17/25	0	0	0	0	103	
1	4	30000	06/17/25	0	0	0	0	103	
1	5	60000	06/17/25	0	0	0	0	103	
1	6	60000	06/17/25	0	0	0	0	103	
1	7	60000	06/17/25	0	0	0	0	103	
								~	~
		Storage Desering	tion	_					
		Storage Descrip	ption						
		Location Descri	iption	Company of	100		Save		

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.

ef Create Month End Inventory								
Division	1 ABC PROPANE COMPAN	١Y						
Tank type	PROPANE							
Temperature	60 Volume Correction Factor	0.0000						
		s which results in a 1.00 Factor						
Posting Date 06/0)1/25							
This screen reads the storage file, so	o it writes the storage unit n	umber out to the monthly invento	bry posting					
screen. This allows the user t	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.