Storage Inventory

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Monthly Storage Inventory

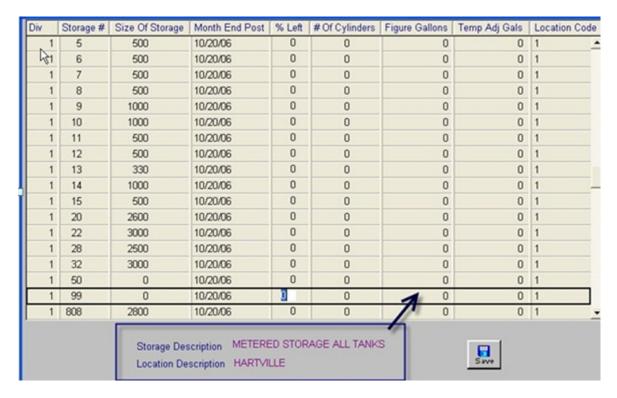
Monthly Storage Inventory tracks the number of gallons sold throughout a month to track margins. This is done by making the determination in *Department Maintenance* as to whether or not a Product/Department is actually a pumpable product. At the end of the month and at the time of processing, it will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



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*.



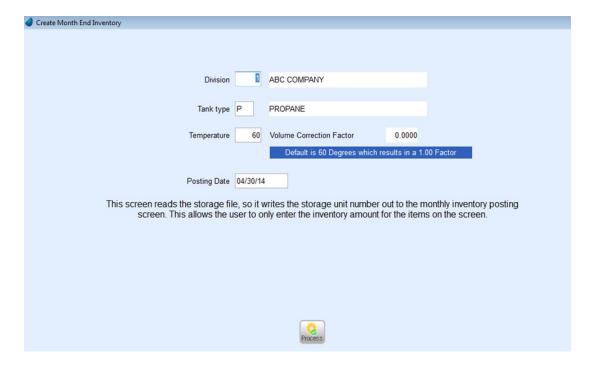
The difference of these two is what is in storage at the customer's location. This would be entered as *Metered Storage Tanks*. At this point, the metered storage end has been taken care of. Now, flip the flag in *Department Maintenance* for the Metered Storage Department so those deliveries are not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



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.



- 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.