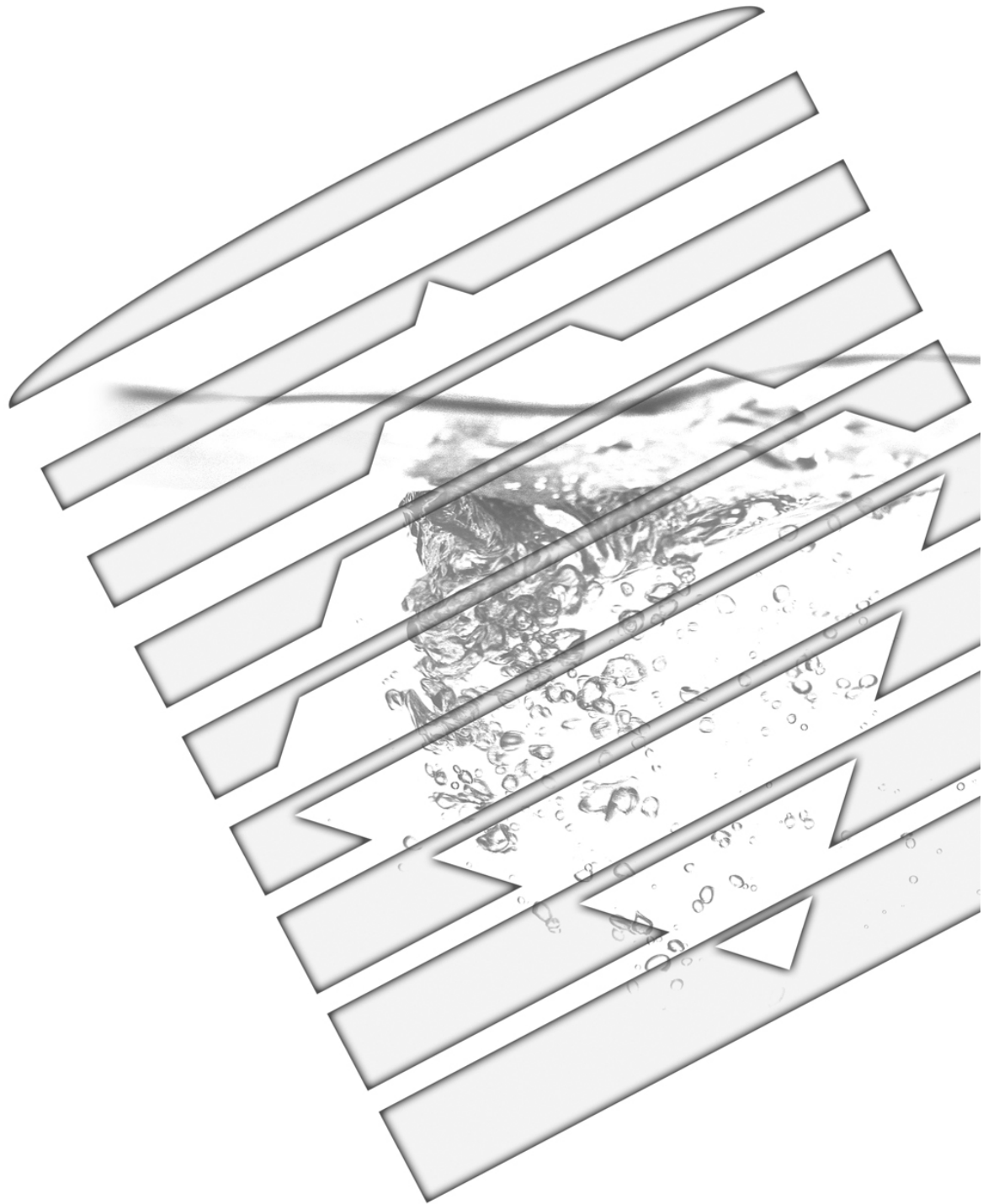


# FuelsManager<sup>®</sup>

OIL & GAS

USM021GVAE0609  
Software Version 7.5

TAS Enterprise Edition User Manual



Automation Solutions for oil & gas, defence and aviation applications

**Varec<sup>®</sup>**  
An SAIC Company



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## Using This Publication

The *FuelsManager Oil & Gas Terminal Automation System Enterprise Edition User Manual* explains the basics of working with FuelsManager Oil and Gas, including tasks that an end user will complete. It covers three main sections: Accounting, Load Rack, and Order Entry. It also provides detailed steps and procedures required for configuring system components.

Before reading this publication, you should become familiar with the operation of Microsoft Windows. This manual is intended for system administrators and local administrators. For additional information about the FuelsManager Oil & Gas application, contact the Help Desk in Atlanta at DSN 697-6733 or at the toll-free number 1-800-446-4950.



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# 1 Introduction

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## Overview

The FuelsManager Oil & Gas Terminal Automation System (TAS) is a software package used to manage accounting and inventory in a Fuels Service. It contains several applications that handle a wide variety of tasks, such as entering orders, posting transactions, and reviewing the accounting Ledger.

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## FuelsManager TAS Applications

### Application access rights

One of the first things you must do when using FuelsManager TAS is determine the applications to which you have access rights. Your administrator gives you rights to one or more applications. Your rights determine the applications you can open, and what you can do in those applications. Ask the administrator at your site which groups you are assigned to and what rights those groups have. This also determines the sections of this publication that will be useful to you.

Unless you are an administrator, you have access only to the applications that you are required to work in. The FuelsManager TAS administrator determines these rights based on your job requirements.

Other than the Introduction, you should read and learn the section titles that correspond to the application names. For example, if you have rights to add new supply orders, read and refer to the Order Entry section.

### Application descriptions

The following table briefly describes each application available in FuelsManager TAS. Depending on your access rights, some applications may not be available to you.

Application	Description
Accounting	Includes the different accounting transaction types available in FuelsManager TAS. Each of these can be viewed, created, edited, and deleted in Accounting. All transactions can be viewed on the Web-based Ledger, which shows financial values for aggregated transaction data. For more information about configuring the accounting transactions, see the <i>FuelsManager Oil and Gas Terminal Automation System Enterprise Administrator Manual</i> .
Configuration	Defines system and site-specific components that must be configured by administrators to make the system functional.
Entity Import/Export	FuelsManager TAS includes options for exporting entity types, such as products or companies, to an .xml file. Entity Export is used to export the data and create the .xml file. This file can be later used as a backup for importing entity data. Entity Import is used to import the data from the .xml file back into FuelsManager TAS.

Table 1-1: FuelsManager TAS applications

Application	Description
Online Documentation	Includes the online help system.
Inventory Management	Displays tank measurements recorded by FuelsManager TAS.
Load Rack	Supports the Load Rack application, which is responsible for controlling access to the site, interfacing with automation equipment at the loading rack, capturing the actual amounts loaded as a Bill of Lading (BOL), and reporting the transaction to the Accounting application.
Order Entry	Adds new orders, including orders and supply orders. Includes summary pages that show all orders.
Query	Provides search criteria used to investigate database issues, gather information about the site's transactions, or locate a particular record. For example, Enterprise users can view Demand transactions by running a query during a particular date range and status.
Reports	Includes a list of standard reports available for viewing and printing. For more information about configuring reports, see the <i>FuelsManager Oil and Gas Terminal Automation System Enterprise Administrator Manual</i> .

Table 1-1: FuelsManager TAS applications (continued)

## Web Pages

Each application uses Web pages, which are accessed from a browser, to enter and edit records. All pages are different, with fields and buttons specific to each one. However, there are some attributes that are universal throughout the FuelsManager TAS.

A Web page often has multiple tabs along the top. Each of these tabs represent a different page within the main application page. You can click a tab to view that page.

Each application displays a table on the main page that includes information stored in a database. These tables include rows of data. Each row represents a separate record in the database.

---

## FuelsManager TAS Basics

This section explains the basics of working in FuelsManager TAS, including logging on, changing the password, and closing the application.

### Logging on to FuelsManager TAS

To use FuelsManager TAS, you must log on to the system. First, you must complete the following prerequisites:

- Install FuelsManager TAS.
- Obtain a FuelsManager TAS logon account with appropriate rights assigned to your group (User Name and Password).

Your administrator can create an account for you if you do not already have one. You must change your password after you log on for the first time.

1. Open FuelsManager TAS by opening a Web browser.
2. Enter your User Name.
3. Enter your Password. The characters appear as dots.
4. Click OK. The FuelsManager TAS page appears.

### Changing the password

Use this procedure to change the password. The system prompts you to change your password after you log in for the first time. Your user account, which includes your user name and password, becomes disabled if the password expires and you have not changed it. The system stores the last 20 passwords that you have used. Select a different password each time the system prompts you to change it.

1. In the left tree view, select FuelsManager -> Configuration -> Security -> Change Password. The Change Password page appears.
2. Type your current password.
3. Type the new password twice.
4. Click OK.

### Closing FuelsManager TAS

When you close FuelsManager TAS, the system closes any open applications and logs you out.

- From the left tree view, click Logout. The system closes all open pages.

---

## FuelsManager TAS Conventions

This section explains conventions used in FuelsManager TAS.

### Elements

These interface elements are consistent throughout the FuelsManager TAS system.

Element	Description
Grid	A page including columns and rows. Also called a table.
Grid Size list box	Used to select the number of rows to display in the grid, or table. The list box includes the following options: Show 10 (default) Show 25 Show 50 Show 100 Show All
Find String text box	When populated with search criteria, performs a search for the information.

Table 1-2: Elements

## Buttons

These buttons perform the same function throughout the FuelsManager TAS system.

Button	Description
OK	Saves changes made to the record, updates the database with the changes, and closes the page.
New	Saves changes to a new record and clears the fields so another record can be entered.
Cancel	Discards changes and returns to the page from which the record was accessed.
Apply Deferred Changes	Records changes to a station configuration while the station is in use and then applies the changes at a later time.
Add	Adds a new row or record to the table.
Edit	Opens a row or record for editing.
Delete	Deletes the row or record from the table. For Accounting transactions and invoices, only those transactions not closed out or sent to the Enterprise system may be deleted. Appears as a red X on the row.
Save	Saves changes made to the row or record in the table. Appears as a green check mark on the row.
Apply	Applies changes to the record, completes the transaction, and updates the database. Used primarily when entering Accounting transactions and invoices.
Refresh	Updates the summary list based on the filter settings.
Remove	Removes the association with the current selection, but retains the information in the system for later use.
Reverse	Creates a reverse transaction, which then cancels the original transaction. Used primarily when entering Accounting transactions and invoices.
Reverse/Update	Creates a new reverse transaction, which then cancels the original transaction. A new transaction is created and a new page is displayed for the correct information to be entered. Used for closed out transactions. Used primarily when entering Accounting transactions and invoices.
Close	Closes the page after all transactions have been entered. The page changes to the transaction view if a new transaction was entered. Used primarily when entering Accounting transactions and invoices.
View Printable	Presents a transaction in a view with a Print button. Used primarily when entering Accounting transactions and invoices. The printer must be configured.

Table 1-3: Buttons

Button	Description
Select	Opens a Web Page Dialog that contains a list of items from which you can select data such as fuel types and suppliers. It appears as an ellipsis (three dots evenly spaced).
Find	Finds specific information entered into a search box.
Show All	Shows all information entered into a search box.
Auto Create	Creates data entries based on data taken from the database. Used primarily when configuring tanks.
Up	Moves an item or row up in a table or list.
Down	Moves an item or row down in a table or list.

Table 1-3: Buttons (continued)

### Microsoft Windows Terminology

The FuelsManager TAS user interface is based upon the Microsoft Windows Graphical User Interface (GUI) standard and is SAA-compliant (System Application Architecture standard for open systems). All top-level menus, dialog boxes, pages, and mouse-driven interfaces adhere to the published standards for Microsoft Windows.





## 2 Accounting Ledger

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### Overview

This section assumes that you belong to a FuelsManager TAS group that has view and modify rights for entering accounting transactions. Depending on your group and site, certain components of the Enterprise Accounting application may not be available.

The procedures described in this section explain how to view the Ledger. It also describes inventory reconciliation and close out. For more information about entering and editing transactions, see the “Transactions Entry” section. For detailed information about individual transactions, including field descriptions, see the “Transactions” section.

This section includes the following tasks:

- Viewing and filtering the Ledger
- Viewing and filtering the Inventory Reconciliation
- Closing out transactions
- Viewing and filtering the Closeout Summary

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### Ledger

The Ledger is a Web page used at the Enterprise level to view aggregated totals by product, month, and year. The Ledger also provides access to all financial transactions. The Ledger stores both physical stock holdings (Physical Inventory) and book stock holdings (Book Inventory).

#### **Ledger page**

The Ledger displays transactions by individual day and transaction type. The ledger defaults to show the current month. Each row in the ledger represents a day, each column represents a transaction type (such as Shipment, Transfer, or Regrade), and each cell displays the quantity of fuel used on the corresponding date and transaction type. For example, to see how much product was used for Shipment transactions on the 17th, find the row for that date and the Shipment column and look at the intersecting cell. That cell shows you the total shipments for fuel for that day. Amounts that are out of tolerance appear in red.

FuelsManager TAS includes ??? basic transaction types. Depending on your site and the type of business rules in place, certain transactions may not be configured and may not display on the Ledger.

The Ledger has two sections: the header, which includes fields used for filtering criteria, and columns, which includes information specific to the transaction types.

**Ledger header field descriptions**

Field	Description
Month	Indicates the current month. Click the drop-down arrow to change the month.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Manager	Opens the FuelsManager Web Page Dialog, which includes a list of available managers.
Owner	Opens the FuelsManager Web Page Dialog, which includes a list of available owners.
Volume	Includes three options: <ul style="list-style-type: none"> <li>• Gross and Net, which displays both gross and net amounts.</li> <li>• Gross, which displays gross amounts.</li> <li>• Net, which displays only net amounts.</li> </ul>
Show cost	Indicates whether quantity or cost will display. When selected, displays the transaction cost, rather than the quantity.

Table 2-1: Ledger header field descriptions

**Standard Ledger columns**

The columns that appear on the Ledger may vary according to site; however, certain default columns are standard on the Ledger.

Field	Description
Inventory Date	Displays every day in the selected time period. Each date represents a separate row.
Begin Inventory	Indicates the amount of a specified product available at the beginning of the day specified by the Inventory Date column.
Book Inventory	Indicates the amount of a given product recorded in FuelsManager TAS.
Physical Inventory	Indicates the amount of fuel that was physically measured on a given day. Fuel measurements can be recorded manually on the Physical Inventory transaction or they can be set up to be performed and recorded automatically.
Variance	Indicates the difference between the transactions recorded in the system and what has actually been measured in the tank.
Total Variance:	Displays the accumulated variances for the product. Example: If you do a physical inventory every night and the variance each day is -1 gallon, then by day 10 the total variance will be -10 gallons.

Table 2-2: Standard Ledger columns

---

## Working with the Ledger

### *Viewing the Ledger*

1. In the left tree view, select FuelsManager -> Accounting -> Ledger. The Ledger page, which defaults to the current month and year, appears.
2. Review the rows. Each row represents a different day's transactions. The color and type of text indicates certain conditions:
  - Hyperlink or underlined text is blue and shows the list of all transactions of this type recorded on the specified day. These transactions are open and you can edit them.
  - Black text means that these transactions have not been closed out. It is also used for columns that cannot be edited.
  - Gray text indicates that the transactions recorded on this day are closed out.
  - Red text means that the amount is out of tolerance.

### *Filtering the Ledger by date*

1. Click the drop-down arrow next to Month and select the month and year in which the transaction occurred.
2. Click Refresh. The Ledger displays each transaction for that month and year.

### *Filtering the Ledger by product*

1. Click the Select button next to Product. The FuelsManager Web Page Dialog appears, with a list of products that can be viewed.
2. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
3. Click the Select button next to the product to display in the Ledger. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The Ledger displays products pertaining to that transaction.

### *Filtering the Ledger by Manager*

1. Click the Select button next to Manager. The FuelsManager Web Page Dialog appears, with a list of managers that can be viewed.
2. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
3. Click the Select button next to the manager to display in the Ledger. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The Ledger displays transactions pertaining to that manager.

### *Filtering the Ledger by Owner*

1. Click the Select button next to Manager. The FuelsManager Web Page Dialog appears, with a list of managers that can be viewed.
2. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
3. Click the Select button next to the manager to display in the Ledger. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The Ledger displays transactions pertaining to that manager.

**Filtering the Ledger by volume**

1. Select a volume option. Options include Gross, Gross and Net, and Net.
2. Click Refresh. The Ledger displays amounts based on the volume selected.

**Filtering the Ledger by cost**

1. Select the Show cost check box.
2. Click Refresh. The Ledger displays fuel costs for the transactions.

---

## Inventory Reconciliation

Inventory Reconciliation compares the amount of a product remaining in storage, or book inventory, with a physical inventory of the actual fuel remaining. Inventory Reconciliation includes comparing the physical record with the amount of fuel shown in the book inventory for the same period and researching discrepancies between the two amounts. After discrepancies are resolved, you can close out all fuel transactions for that product.

The Inventory Reconciliation page does not include an Owner field. At a site that stores and manages fuel for several owners, the entire quantity of a specific product is usually stored in the same tank, regardless of owner. A physical inventory can measure the total amount of fuel in the tank or other storage area, but cannot separate the amount by owner.

**Inventory Reconciliation page**

Use the Inventory Reconciliation page to close out transactions after a physical inventory is taken. Closeout must be performed on a daily basis before sending the transactions to the Enterprise system. After a transaction is closed, you can no longer edit it, but must reverse and then update the transaction. For more information, see the “Reversing and updating transactions” section.

The Inventory Reconciliation page has two sections: the header, which includes fields used for filtering criteria, and columns, which includes information specific to the transaction types.

**Note** Depending on your site, some of the columns listed in the “Inventory Reconciliation standard columns” section may not appear.

**Inventory Reconciliation header field descriptions**

Field	Description
Month	Indicates the current month. Click the drop-down arrow to change the month.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Manager	Opens the FuelsManager Web Page Dialog, which includes a list of available managers.
Volume	Includes three options: <ul style="list-style-type: none"> <li>• Gross and Net, which displays both gross and net amounts.</li> <li>• Gross, which displays gross amounts.</li> <li>• Net, which displays only net amounts.</li> </ul>
Tolerance %	Indicates whether the out of tolerance percentage will display. When selected, displays the transaction cost, rather than the quantity.

Table 2-3: Inventory Reconciliation header field descriptions

### ***Inventory Reconciliation standard columns***

The columns that appear on the Inventory Reconciliation may vary according to site; however, certain default columns are standard on the Inventory Reconciliation page.

<b>Field</b>	<b>Description</b>
Closeout	Closes the transactions for the selected day. Available only if a Physical Inventory transaction was entered for that day.
Inventory Date	Displays every day in the selected time period. Each date represents a separate row.
Begin Inventory	Indicates the amount of a specified product available at the beginning of the day specified by the Inventory Date column.
Book Inventory	Indicates the amount of a given product recorded in FuelsManager TAS.
Physical Inventory	Indicates the amount of fuel that was physically measured on a given day. Fuel measurements can be recorded manually on the Physical Inventory transaction or they can be set up to be performed and recorded automatically.
Variance	Indicates the difference between the transactions recorded in the system and what has actually been measured in the tank.
Total Variance	Displays the accumulated variances for the product. Example: If you do a physical inventory every night and the variance is -1 gallon, then by day 10 the total variance will be -10 gallons.

*Table 2-4: Standard Ledger columns*

### ***Viewing the Inventory Reconciliation***

- In the left tree view, select FuelsManager -> Accounting -> Inventory Reconciliation. The Inventory Reconciliation page appears.

### ***Filtering the Inventory Reconciliation by date***

1. Click the drop-down arrow next to Month and select the month and year in which the transaction closeout occurred.
2. Click Refresh. The Inventory Reconciliation displays each closed out transaction for that month and year.

### ***Filtering the Inventory Reconciliation by product***

1. Click the Select button next to Product. The FuelsManager Web Page Dialog appears, with a list of products that can be viewed.
2. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
3. Click the Select button next to the fuel type to display in the Inventory Reconciliation. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The Inventory Reconciliation displays products pertaining to the closed out transactions.

**Filtering the Inventory Reconciliation by Manager**

1. Click the Select button next to Manager. The FuelsManager Web Page Dialog appears, with a list of managers that can be viewed.
2. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
3. Click the Select button next to the manager to display in the Inventory Reconciliation. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The Inventory Reconciliation displays transactions pertaining to that manager.

**Filtering the Inventory Reconciliation by volume**

1. Select a volume option. Options include Gross, Gross and Net, and Net.
2. Click Refresh. The Inventory Reconciliation displays amounts based on the volume selected.

**Close Out****Closing out a day**

1. In the left tree view, select FuelsManager -> Accounting -> Inventory Reconciliation.
2. Click Closeout. A window displays the Closeout date and the Total Variance for Gross Volume and Net Volume.
3. Click OK. This finishes closing out the day and locks the record.

**Closeout Summary**

FuelsManager TAS includes a Closeout Summary page for viewing closed out transactions. It also provides a summary of the daily variances.

**Closeout Summary page**

The Closeout Summary page has two sections: the header, which includes fields used for filtering criteria, and columns, which includes information specific to the closed out transactions.

**Closeout Summary header field descriptions**

Field	Description
From Date	Identifies the beginning date in the date range.
To Date	Identifies the ending date in the date range.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.

Table 2-5: Closeout Summary header field descriptions

Field	Description
Manager	Opens the FuelsManager Web Page Dialog, which includes a list of available managers.
Volume	Includes three options: <ul style="list-style-type: none"> <li>• Gross and Net, which displays both gross and net amounts.</li> <li>• Gross, which displays gross amounts.</li> <li>• Net, which displays only net amounts.</li> </ul>

Table 2-5: Closeout Summary header field descriptions (continued)

### Closeout Summary field descriptions

Field	Description
Closeout Date	Indicates the close out date.
Book Inventory	Indicates the book inventory amount.
Total Physical Inventory	Indicates the total physical inventory amount.
Variance	Indicates the variance amount.
Total Variance	Indicates the total variance amount.

Table 2-6: Closeout Summary field descriptions

### Viewing the Closeout Summary

1. In the left tree view, select FuelsManager -> Accounting -> Closeout Summary. The Closeout Summary page appears.
2. Click the drop-down arrow next to the Grid Size list box.
3. Do one of the following:
  - To view a limited list, select a numerical group of 10, 25, 50, or 100.
  - To view the entire list, click Show All, which removes the numeric filter.

### Filtering the Closeout Summary by date

1. Select a from and to date range.
2. Click Refresh. The Closeout Summary displays each closed out transaction for that date range.

### Filtering the Closeout Summary by product

1. Click the Select button next to Product. The FuelsManager Web Page Dialog appears, with a list of products that can be viewed.
2. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
3. Click the Select button next to the fuel type to display in the Inventory Reconciliation. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The Closeout Summary displays products pertaining to the closed out transactions.

### Filtering the Closeout Summary by manager

1. Click the Select button next to Manager. The FuelsManager Web Page Dialog appears, with a list of managers that can be viewed.

2. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
3. Click the Select button next to the manager to display in the Closeout Summary. The Fuels-Manager Web Page Dialog closes.
4. Click Refresh. The Closeout Summary displays transactions pertaining to that manager.

***Filtering the Closeout Summary by volume***

1. Select a volume option. Options include Gross, Gross and Net, and Net.
2. Click Refresh. The Closeout Summary displays amounts based on the volume selected.



## 3 Accounting Transactions

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### Overview

This section assumes that you belong to a FuelsManager TAS group that has view and modify rights for entering accounting transactions. Depending on your group and location, certain components of the Enterprise Accounting application may not be available.

The procedures described in this section explain how to view and enter transactions. This section includes the following tasks:

- Viewing transactions.
- Adding transactions.
- Editing transactions.

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### Transactions

The FuelsManager TAS Accounting application includes ??? transactions. Each transaction records the following data:

- Unique transaction number
- Date and time stamp that indicates when the transaction was created
- Activity represented by the transaction
- User name

**Note** Depending on your location and the type of business rules in place, certain transactions may not be configured and may not appear. The ability to view or manage transactions is limited by the transaction types applicable to that site and the role assigned to the specific user.

### Ledger

The Ledger is a Web page used at the Enterprise level to view aggregate totals by fuel type, month, and year. The Ledger also provides access to all financial transactions. Using the Ledger, you can view, add, and edit transactions. You can also add new organisations or customers while adding a transaction. For more information about the Ledger, see the “Ledger” section.

### Transaction pages

Each transaction uses Web pages, which are accessed from a browser. All pages are similar, but do include different fields specific to each transaction type. A red asterisk marks all required fields. Messages appear if you attempt to save the transaction and it does not have the required information.

### Unit of Measure (UOM)

All transaction quantities default to gallons; however, you can enter alternate volumes of measure if needed. Three fields provide this capability.

- Quantity: An amount entered in the Quantity field is in gallons. The Quantity in UOM (unit of measure) Chosen is unavailable unless you change the unit of measure in the unit field.

- UOM: An alternate unit of measurement other than gallons that can be selected when the Quantity field is empty. If selected, you must enter an amount in the Quantity in UOM Chosen field.
- Quantity in UOM Chosen: Used to enter a quantity in a unit of measure other than gallons. The Quantity field converts the amount to litres when the transaction is applied.

### Transaction types

FuelsManager TAS includes ??? configured transaction types.

Transaction Type	Description
Bulk Purchase Order	FuelsManager supports supply order transactions that represent orders placed with oil companies and other organisations for the supply of fuel. Bulk Purchase Orders are raised for one supplier and include multiple line items for each required fuel type and delivery date combination.
Demand: Aviation	Used to request fuel of the same or different type to be delivered at different intervals over a specified time period. There are three types of Demand transactions: Aviation Ground Marine The Demand transaction supports the use of multiple line items, which means you can request different delivery dates or locations for the same fuel type.
Demand: Ground	
Demand: Marine	
Dues Out	Used to allocate fuel used during scheduled exercises.
Fuel Order	Used to place orders to a supplier for a quantity of fuel. When a site has placed a Demand transaction, you will receive an e-mail that notifies you that the transaction has been entered. The e-mail informs you that a Demand transaction has been placed and that you must enter a Fuel Order transaction to a supplier for a quantity of fuel. Use the information on the Demand transaction to complete the Fuel Order transaction.
Commercial	Used to capture all purchases made by a civilian service station.
Direct Fuel Purchase	Used to record fuel received at a location other than a Defence Fuel Facility, such as a commercial airport or foreign defence location.
Adjustment	Used to decrease or increase the Book Inventory quantities.
Consumer Transfer	Used to decrease inventory from the issuing asset and then immediately increase inventory to the receiving asset.
Defuel	Used to record transfer of Defence fuel that is returned to the issuing facility.

Table 3-1: Transaction Types

Transaction Type	Description
Disposal	Used to record fuel that is disposed of. The Disposal transaction decreases the Book Inventory by the quantity entered and subtracts it from the Book Inventory on the Ledger.
Fill Stand	Used to move fuel from primary to secondary storage.
FQC	Used to decrease the Book Inventory amount from the quantity entered.
Issue: Aviation	Used to record a reduction of usable inventory at the location issuing the fuel. Each issue is recorded against uniquely identified asset and includes the cost calculation.  There are three types of Issue transactions: Aviation, Ground, and Marine.
Issue: Ground	
Issue: Marine	
Physical Inventory	Used to record the physical inventory obtained through automated gauges or manually gauging the tanks.
Receipt	Used to record inventory increases after fuel has been delivered from a commercial supplier.
Regrade	Used to adjust the inventory holdings to account for the reduction in the original fuel type total and the increase in the regraded fuel type holdings.
Return to Bulk	Used to return fuel to inventory.
Sale: Aviation	Used to record a reduction of usable inventory at the location selling the fuel.  There are three types of Sale transactions: Aviation, Ground, and Marine.
Sale: Ground	
Sale: Marine	
Shipment	Used to reduce the Book Inventory on the Ledger.
Tank to Tank	Used to move inventory from one tank to another.
Payment	Used to record payments against invoices of fuel purchased for Defence assets.
Recovery	Used to record payments received against invoices from Accounts Receivable, which include fuel sold to non-Defence assets.
Return	Used to record transfer of Marine Defence fuel that is returned to the issuing facility.

Table 3-1: Transaction Types (continued)

## Transactions Entry

This section explains how to view and add transactions.

### Viewing transactions

1. In the left tree view, select FuelsManager -> Accounting -> Ledger. The Ledger page appears.
2. Click the drop-down arrow next to Month and select the month in which the transaction occurred. The Ledger displays each transaction for that month.
3. Find the row for the date and then go to the transaction column.
4. Locate and then click the intersecting cell. The Accounting page, which lists all transactions for that date and type, appears.

5. Select a line item or row, and then click Edit. The transaction information appears.
6. Click Close.

#### ***Adding transactions***

1. In the left tree view, select FuelsManager -> Accounting -> Transactions.
2. Select the transaction type. The transaction page appears.
3. Enter the required information for the transaction. For specific field information and requirements, see the transaction section applicable to that transaction type.
4. If applicable to the transaction type, add line items to the transaction. For more information, see the “Adding line items to transactions” section.
5. Click Apply.
6. Do one of the following:
  - Click New to add a new transaction.
  - Click Close to close the transactions page.

#### ***Adding line items to transactions***

You can add line items to certain transaction types.

1. Click Add. A new row or line item opens.
2. Click the Select button under Product. The FuelsManager Web Page Dialog appears, with a list of fuel types that can be assigned to the transaction.
3. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
4. Click the Select button next to the product. The FuelsManager Web Page Dialog closes.
5. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated transactions, appears.
6. Select one or more transactions, and then click OK. For more information, see the “Viewing and editing associated transactions” section and see the “Selecting associated transactions” section.
7. Enter the transaction information as needed.
8. Click the Save button. The system saves the new line item and adds a new row to the table.
9. Repeat steps 1 through 8 to add more line items.
10. Click Close. The transactions page appears.

#### ***Selecting associated transactions***

You can view and edit associated transactions from the transactions page for Demand, Recovery, Payment, Fuel Order, and Bulk Purchase Order transaction types. You can also filter the information based on criteria such as Bill-to or Customer.

1. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated transactions, appears.
2. Click the drop-down arrow next to Date Filter and select one of three options: None, Transaction Date, or Inventory Date.
3. Select the Start Date and End Date range.
4. If needed, enter a Document Reference Number.
5. Click the Select button next to Bill-to. The FuelsManager Web Page Dialog appears.

6. Select a bill-to unit.
7. Click the Select button next to Customer. The FuelsManager Web Page Dialog appears.
8. Select a customer.
9. Click Refresh. FuelsManager updates the summary list based on the filter settings.
10. Do one of the following:
  - Select a single transaction.
  - Click Select All.
  - Click Clear All to clear all transactions from the list.
11. Click OK.

### ***Viewing and editing associated transactions***

You can view and edit associated transactions from the transactions page for Demand, Recovery, Payment, Fuel Order, and Bulk Purchase Order transaction types.

1. Click the View Associated Transactions button (magnifying glass) under Transactions. The Associated Transactions page, including a list of associated transactions, appears.
2. Select a line item or row, and then click Edit. The Associated Transactions page appears.
3. As needed, edit the transaction information.
4. Click Apply, and then click Close. The Associated Transactions page appears.

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## Transactions Editing

This section explains how to use the Ledger to edit and correct transactions.

### **Editing transactions**

#### ***Editing transaction information***

1. In the left tree view, select FuelsManager -> Accounting -> Ledger. The Ledger page appears.
2. Click the drop-down arrow next to Month and select the month in which the transaction occurred. The Ledger displays each transaction for that month.
3. Find the row for the date and then go to the transaction column.
4. Locate and then click the intersecting cell. The Accounting page, which lists all transactions for that date and type, appears.
5. Select a line item or row, and then click Edit. The transaction information appears.
6. Edit the transaction as needed.
7. If applicable to the transaction type, go to the line items section and add, edit, or delete line items as needed.
8. Click Apply, and then click Close. The information is available for viewing on the Ledger.

#### ***Editing line items on transactions***

1. Select a line item or row, and then click Edit.
2. Edit the line item as needed.
3. Click the Save button.

### ***Deleting line items from transactions***

1. Select a line item or row, and then click Delete. A message prompt appears.
2. Click OK.

### ***Deleting transactions***

**Note** You can delete only those transactions not closed out or sent to the Enterprise system.

1. In the left tree view, select FuelsManager -> Accounting -> Ledger. The Ledger page appears.
2. Click the drop-down arrow next to Month and select the month in which the transaction occurred. The Ledger displays each transaction for that month.
3. Find the row for the date and then go to the transaction column.
4. Locate and then click the intersecting cell. The Accounting page appears.
5. Select a line item or row, and then click Edit. The transaction information appears.
6. Click Delete. A message prompt appears.
7. Click OK.

## **Viewing transactions**

FuelsManager TAS includes an option for viewing and printing transactions.

### ***Printing transactions***

1. Click View Printable. The transaction appears on a view page.
2. Click Print.

---

## Correcting Transactions

FuelsManager TAS provides options to correct transactions that were closed-out. When you open a closed-out transaction in Edit mode, the Reverse and Reverse/Update buttons appear at the bottom of the page.

Use Reverse and Reverse/Update only to remove or replace valid posted transactions that appear on the Enterprise ledgers. The Reverse transaction creates a transaction that negates the original transaction, thus cancelling the transaction. The result of a Reverse/Update is three transactions on the Ledger: the original transaction, a transaction with a negative amount negating the original, and a new transaction where you can enter the correct information.

**Note** The Reverse and Reverse/Update buttons are available only if the transactions are closed out. For more information about close out, see the "Close Out" section.

### ***Reversing transactions***

1. In the left tree view, select FuelsManager -> Accounting -> Ledger. The Ledger page appears.
2. Click the drop-down arrow next to Month and select the month in which the transaction occurred. The Ledger displays each transaction for that month.
3. Find the row for the date and then go to the transaction column.
4. Locate and then click the intersecting cell. The Accounting page appears.
5. Select a line item or row, and then click Edit. The transaction information appears.

6. Click Reverse. The system creates a reverse transaction, which then cancels the original transaction.

#### ***Reversing and updating transactions***

1. In the left tree view, select FuelsManager -> Accounting -> Ledger. The Ledger page appears.
2. Click the drop-down arrow next to Month and select the month in which the transaction occurred. The Ledger displays each transaction for that month.
3. Find the row for the date and then go to the transaction column.
4. Locate and then click the intersecting cell. The Accounting page appears.
5. Select a line item or row, and then click Edit. The transaction information appears.
6. Click Reverse/Update. The system creates a new reverse transaction, which then cancels the original transaction. A new transaction is created and a new page is displayed for the correct information to be entered.

---

## Demand Transactions

Use the Demand transaction to request fuel of the same or different type to be delivered at different intervals over a specified time period. The time period can be limited to a single day. You can select a delivery location other than the Fuel Facility site placing the request. A Demand transaction is a request transaction and does not affect inventory levels. You can obtain a list of these transactions by running a query during a particular date range and for a particular status. There are three types of Demand transactions: Aviation, Ground, and Marine.

### **Demand transaction page**

Use the Demand transaction page to add and edit Demand transactions. This page has two sections: the body, which includes fields required for transaction data, and line items, which includes information specific to the transaction. Using multiple line items, you can request different delivery dates or locations for the same fuel type. You can also request multiple fuel types within the same Demand transaction. Fields are the same for all three types of Demand transactions: Aviation, Ground, and Marine.

**Note** For the Marine transaction, you can enter a total quantity for the Demand request. The Required Delivery date field is not available for the Demand (Marine) transaction.

#### ***Demand transaction field descriptions***

<b>Field</b>	<b>Description</b>
Transaction Type	Identifies the transaction type. Default: Aviation, Ground, or Marine, depending on the type selected.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required).
Demand Number	Number generated by the system used to associate transactions.

*Table 3-2: Demand transaction field descriptions*

Field	Description
Effective Date	Indicates the date that the Demand transaction becomes effective in the system. This represents the “from” date of the Required Delivery Date Range.
Expiration Date	Indicates the date that the Demand transaction expires and is no longer valid. This represents the “to” date of the Required Delivery Date Range.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Notes	Defines notes that can be added to the transaction.

Table 3-2: Demand transaction field descriptions (continued)

### Demand line item descriptions

Line Item	Description
Add	Adds a new line item to the transaction.
Edit	Opens the line item for editing.
Delete	Deletes the line item from the transaction.
Transactions	Associates transactions with the Demand transaction. Includes two options: <ul style="list-style-type: none"> <li>View Associated Transactions button, which includes a list of transactions already associated with the transaction.</li> <li>Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of uninvoiced transactions that can be associated with the Demand transaction.</li> </ul>
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Quantity	Identifies the quantity (required).
Demand Number	Identifies a number to assign to the transaction.
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>None</li> <li>bbbl (Liq)</li> <li>bbbl (Oil)</li> <li>cc</li> <li>ft<sup>3</sup></li> <li>gal (UK)</li> <li>gal (US)</li> <li>in<sup>3</sup></li> <li>kl</li> <li>m<sup>3</sup></li> <li>yd<sup>3</sup></li> </ul>

Table 3-3: Demand transaction line item descriptions



Line Item	Description
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Requested By	Point of contact from requesting organisation.
Required Delivery Date	Identifies the date delivery is required. Not available for Marine transactions.
Delivery Location	Defines the delivery location for the transaction.
Demand Status	Defines the current transaction status. Click the drop-down arrow to select one of six options: <ul style="list-style-type: none"> <li>• Cancelled</li> <li>• Closed</li> <li>• Completed</li> <li>• InProgress</li> <li>• Requested</li> <li>• Scheduled</li> </ul>
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.

Table 3-3: Demand transaction line item descriptions (continued)

### Demand transaction events

Events and changes in the system are reported through the FuelsManager alarm and events functionality. Demand transactions have three associated event types:

- Created, which occurs when a new Demand transaction is generated.
- Updated, which occurs when an existing Demand transaction changes.
- Status Changed, which occurs when the status of an existing Demand transaction changes.

When any of these events are triggered, an e-mail is sent to a configured distribution list. The e-mail contains details such as the Demand Transaction ID, the type of event, and other information describing the transaction.

---

## Fuel Order Transactions (Order Entry)

Fuel Order transactions are placed at the Enterprise level. When a site has placed a Demand transaction, you will receive an e-mail that notifies you that the transaction has been entered. The e-mail informs you that a Demand transaction has been placed and that you must enter a Fuel Order transaction to a supplier for a quantity of fuel. Use the information on the Demand transaction to complete the Fuel Order transaction.

You can access Fuel Order transactions from either the Order Entry or Accounting applications. For a description of the Fuel Order transaction, see the “Fuel Order Transactions” section.

---

## Bulk Purchase Order Transactions (Order Entry)

Bulk Purchase Orders are placed at the Enterprise level. These orders are raised for one supplier and include multiple line items for each required fuel type and delivery date combination. When you enter the order, you must manually record the quantity for each line item, which then becomes the budgeted quantity for the selected period. When you save the Bulk Purchase Order, FuelsManager applies the appropriate standing offer price for each line item.

You can access Bulk Purchase Order transactions from either the Order Entry or Accounting applications. For a description of the Bulk Purchase Order transaction, see the “Bulk Purchase Order Transactions” section.

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## Receipt Transactions

The Receipt transaction records inventory increases after fuel has been delivered from a commercial supplier. The inventory is increased only after the Quality Status is set to Usable and the Transaction Status is set to Completed. Receipt transactions can be associated with Demand and Fuel Order transactions. For more information, see the “Fuel Order Transactions (Order Entry)” section.

### Receipt transaction page

Use the Receipt transaction page to add and edit Receipt transactions. This page has two sections: the body, which includes fields required for transaction data, and line items, which includes information specific to the transaction.

#### ***Receipt transaction field descriptions***

Field	Description
Transaction Type	Identifies the transaction type. Default: Receipt.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required). Available only for Ground and Marine transactions.
Purchase Order Number	Identifies the purchase order number for the transaction.

*Table 3-4: Receipt transaction field descriptions*

Field	Description
Delivery Docket Number	Identifies the order's delivery docket number.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Receipt Number	Identifies the receipt number when a supplier confirms a delivery. Generated by the system.
Name of Recipient	Identifies the name of the person who validated the Receipt transaction.
Supplier Representative	Identifies the supplier representative name.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Notes	Defines notes that can be added to the transaction.

Table 3-4: Receipt transaction field descriptions (continued)

### Receipt line item descriptions

Line Item	Description
Add	Adds a new line item to the transaction.
Edit	Opens the line item for editing.
Delete	Deletes the line item from the transaction.
Transactions	Associates transactions with the Receipt transaction. Includes two options: <ul style="list-style-type: none"> <li>View Associated Transactions button, which includes a list of transactions already associated with the transaction.</li> <li>Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of uninvoiced transactions that can be associated with the Receipt transaction.</li> </ul>
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Volume on Delivery Docket	Identifies the amount added to Book Inventory on the Ledger (required).
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select one of six options: <ul style="list-style-type: none"> <li>Cancelled</li> <li>Closed</li> <li>Completed</li> <li>InProgress (default)</li> <li>Requested</li> <li>Scheduled</li> </ul>
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded (required).

Table 3-5: Receipt transaction line item descriptions

Line Item	Description
Receipt Number	Identifies the receipt number when a supplier confirms a delivery. Generated by the system.
Observed Volume	Indicates the net volume amount of fuel delivered.
Temp	Indicates the fuel temperature at the time of volume measurement.
Density	Indicates the density of fuel at 15 degrees Celsius.
VCF	Identifies the Volume Correction Factor, which is based on the temperature and density entered and is automatically populated based on API Tables. The VCF performs the following: <ul style="list-style-type: none"> <li>• Corrects for temperature for a liquid.</li> <li>• Compensates for the effect of temperatures on a liquid.</li> <li>• Corrects a volume at an observed temperature to a standard temperature.</li> </ul>
Receipt Variance	Identifies the difference between delivery document and gauged amount.
Tanker Registration ID	Identifies the tanker identification number.
Rec Validation Time	Identifies the time the Receipt transaction was validated.
Batch Number	Identifies the batch number on the delivery docket. Optional on internal transfers.
Tanker Arrival Time	Identifies the time that the tanker arrived.
Driver ID	Identifies the tanker driver.
Quality Status	Identifies the quality status of the fuel. Default: Quarantined. The quantity received will not affect inventory levels until changed to Usable.
Quality Test Number	Identifies the quality test report number.
Excise	Contains the excise tax for the fuel type.
GST	Identifies the GST tax.
Exchange Rate	Identifies the exchange rate, which is the ratio at which currencies are traded.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar.
Foreign Currency Price	Identifies the price in foreign currency.

Table 3-5: Receipt transaction line item descriptions (continued)

Line Item	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Delivery Location	Defines the delivery location for the transaction.
Manufacture Date	Identifies the manufacture date.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.

Table 3-5: Receipt transaction line item descriptions (continued)

## Direct Fuel Purchase Transactions

Use the Direct Fuel Purchase transaction to manually record fuel received at a location other than a Defence Fuel Facility, such as a commercial airport or foreign defence location.

### Direct Fuel Purchase page

This page has one section: the body, which includes fields required for transaction data.

#### **Direct Fuel purchase transaction field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Direct Fuel Purchase.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).

Table 3-6: Direct fuel purchase transaction field descriptions

Field	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customer locations that can be assigned to the transaction. Identifies the customer paying for the fuel (required).
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required). Available only for Ground and Marine transactions.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Defence Asset ID	Identifies the Asset ID that received the fuel.
Supplier Location	Identifies the location where fuel was purchased.
Card Name	Identifies the name on the card.
Card Type	Identifies the type of card.
Card Number	Identifies the card number.
Card Expiration Date	Identifies the date the card expires.
Total Price	Identifies the total price calculated for the transactions.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar.
Foreign Currency Price	Identifies the price in foreign currency.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.

Table 3-6: Direct fuel purchase transaction field descriptions (continued)

Field	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customer locations that can be assigned to the transaction. Identifies the customer paying for the fuel (required).
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required). Available only for Ground and Marine transactions.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Defence Asset ID	Identifies the Asset ID that received the fuel.
Supplier Location	Identifies the location where fuel was purchased.
Card Name	Identifies the name on the card.
Card Type	Identifies the type of card.
Card Number	Identifies the card number.
Card Expiration Date	Identifies the date the card expires.
Total Price	Identifies the total price calculated for the transactions.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar.
Foreign Currency Price	Identifies the price in foreign currency.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.

Table 3-6: Direct fuel purchase transaction field descriptions (continued)

Field	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customer locations that can be assigned to the transaction. Identifies the customer paying for the fuel (required).
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required). Available only for Ground and Marine transactions.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Defence Asset ID	Identifies the Asset ID that received the fuel.
Supplier Location	Identifies the location where fuel was purchased.
Card Name	Identifies the name on the card.
Card Type	Identifies the type of card.
Card Number	Identifies the card number.
Card Expiration Date	Identifies the date the card expires.
Total Price	Identifies the total price calculated for the transactions.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar.
Foreign Currency Price	Identifies the price in foreign currency.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.

Table 3-6: Direct fuel purchase transaction field descriptions (continued)



Field	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customer locations that can be assigned to the transaction. Identifies the customer paying for the fuel (required).
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required). Available only for Ground and Marine transactions.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Defence Asset ID	Identifies the Asset ID that received the fuel.
Supplier Location	Identifies the location where fuel was purchased.
Card Name	Identifies the name on the card.
Card Type	Identifies the type of card.
Card Number	Identifies the card number.
Card Expiration Date	Identifies the date the card expires.
Total Price	Identifies the total price calculated for the transactions.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar.
Foreign Currency Price	Identifies the price in foreign currency.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.

Table 3-6: Direct fuel purchase transaction field descriptions (continued)

<b>Field</b>	<b>Description</b>
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Country	Identifies the country where the fuel was purchased. Click the drop-down arrow to select from the available countries.
Notes	Defines notes that can be added to the transaction.

*Table 3-6: Direct fuel purchase transaction field descriptions (continued)*

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## Commercial Transactions

Commercial transactions capture all purchases made by Defence assets at commercial fuel stations.

## Commercial transaction page

This page has one section: the body, which includes fields required for transaction data.

### **Commercial transaction field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Commercial.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location where the fuel was purchased.
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required). Available only for Ground and Marine transactions.
Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction. Identifies the unit paying for the fuel.
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Defence Asset ID	Identifies the Asset ID that received the fuel.
Card Name	Identifies the name on the card.
Card Number	Identifies the card number.
Card Type	Identifies the type of card.
Card Expiration Date	Identifies the date the card expires.
Odometer Reading	Indicates the odometer reading on the vehicle.
Excise	Contains the excise tax for the fuel type.
GST	Identifies the GST tax.

Table 3-7: Commercial transaction field descriptions

Field	Description
On-Cost	Identifies the on-cost values configured for use in the transactions.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-7: Commercial transaction field descriptions (continued)

## Payment Transactions (Invoice Entry)

Payment transactions are placed at the Enterprise level. These transactions record payments against invoices of fuel purchased for Defence assets.

You can access Payment transactions from either the Invoice Entry or Accounting applications. For a description of the Payment transaction, see the “Payment Transactions” section.

## Return Transactions

The Return transaction records transfer of Marine Defence fuel that is returned to the issuing facility.

### Return transaction page

This page has one section: the body, which includes fields required for transaction data.

#### **Return transaction field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Return.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
Customer	Identifies the customer who purchased the fuel. Click the Select button to select the customer (required).

Table 3-8: Return transaction field descriptions

Field	Description
Unit to Credit	Identifies the unit that is returning the fuel.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Ship Number	Opens the FuelsManager Web Page Dialog, which includes a list of available ship numbers.
Hull Number	Opens the FuelsManager Web Page Dialog, which includes a list of available hull numbers.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded (required).
Accepted By	Identifies the person who accepts the return.
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Start Time	Defines the time fuelling evolution started.
Stop Time	Defines the time fuelling evolution stopped.
Meter Start	Defines the beginning meter reading.
Meter Stop	Defines the ending meter reading.
Temperature	Indicates the observed temperature of the fuel.
Quality Status	Indicates the quality of the fuel status. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• Quarantined</li> <li>• Unusable</li> <li>• Usable</li> </ul>
Quality Test Number	Defines the number assigned to the quality test.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.

Table 3-8: Return transaction field descriptions (continued)

<b>Field</b>	<b>Description</b>
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the line item.
Notes	Defines notes that can be added to the transaction.

*Table 3-8: Return transaction field descriptions (continued)*

## Defuel Transactions

The Defuel transaction records transfer of Defence fuel that is returned to the issuing facility.

### Defuel transaction page

This page has one section: the body, which includes fields required for transaction data.

#### ***Defuel transaction field descriptions***

<b>Field</b>	<b>Description</b>
Transaction Type	Identifies the transaction type. Default: Defuel.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
Customer	Identifies the customer who purchased the fuel. Click the Select button to select the customer (required).
Unit to Credit	Identifies the unit that is returning the fuel.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Tail Number	Opens the FuelsManager Web Page Dialog, which includes a list of available aircraft tail numbers. Identifies the Defence asset (aircraft) being defuelled.
Vehicle ID	Identifies the Defence asset ID of the vehicle defuelling the aircraft.
Start Time	Defines the time fuelling evolution started.
Stop Time	Defines the time fuelling evolution stopped.
Meter Start	Defines the beginning meter reading.
Meter Stop	Defines the ending meter reading.
Driver	Opens the FuelsManager Web Page Dialog, which includes a list of available drivers.
Temperature	Indicates the observed temperature of the fuel.
Quality Status	Indicates the quality of the fuel status. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• Quarantined</li> <li>• Unusable</li> <li>• Usable</li> </ul>
Quality Test Number	Defines the number assigned to the quality test.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.

*Table 3-9: Defuel transaction field descriptions*

Field	Description
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the line item.
Notes	Defines notes that can be added to the transaction.

Table 3-9: Defuel transaction field descriptions (continued)

## Physical Inventory Transactions

The Physical Inventory transaction records the physical inventory obtained through automated gauges or manually gauging the tanks. These recorded tank dip measurements can be used to reconcile on a daily basis. This amount will be used on the Ledger to calculate a variance from the Book Balance.

### Physical Inventory transaction page

This page has two sections: the body, which includes fields required for transaction data, and line items, which includes information specific to the transaction.

#### Physical Inventory transaction field descriptions

Field	Description
Transaction Type	Identifies the transaction type. Default: Physical Inventory.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Notes	Defines notes that can be added to the transaction.

Table 3-10: Physical Inventory transaction field descriptions

#### Physical Inventory line item descriptions

Line Item	Description
Add	Adds a new line item to the transaction.
Edit	Opens the line item for editing.

Table 3-11: Physical Inventory transaction line item descriptions



Line Item	Description
Delete	Deletes the line item from the transaction.
Quantity	Identifies the quantity (required).
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Temperature	Indicates the fuel temperature at the time of volume measurement.
Density	Indicates the density of fuel at 15 degrees Celsius.
VCF	Identifies the Volume Correction Factor, which is based on the temperature and density entered and is automatically populated based on API Tables. The VCF performs the following: <ul style="list-style-type: none"> <li>• Corrects for temperature for a liquid.</li> <li>• Compensates for the effect of temperatures on a liquid.</li> <li>• Corrects a volume at an observed temperature to a standard temperature.</li> </ul>
Net	Defines the net quantity based upon entered temperature, density, and quantity.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded (required).
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.

Table 3-11: Physical Inventory transaction line item descriptions (continued)

## Dues Out Transactions

The Dues Out transaction is used to allocate fuel used during scheduled exercises.

### Dues Out transaction page

This page has one section: the body, which includes fields required for transaction data.

#### *Dues Out purchase transaction field descriptions*

Field	Description
Transaction Type	Identifies the transaction type. Default: Dues Out.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required). Click the drop-down arrow to select the location.
Dues Out Status	Defines the current transaction status. Click the drop-down arrow to select one of six options: <ul style="list-style-type: none"> <li>• Closed</li> <li>• Completed</li> <li>• InProgress</li> <li>• On Hold</li> <li>• Requested</li> <li>• Scheduled</li> </ul>
Quantity	Identifies the quantity (required).
Effective Date	Indicates the date that the Dues Out transaction becomes effective in the system. This represents the “from” date of the Required Delivery Date Range.
Expiration Date	Indicates the date that the Dues Out transaction expires and is no longer valid. This represents the “to” date of the Required Delivery Date Range.
Delivery Location	Defines the delivery location for the transaction.
Requested By	Point of contact from requesting organisation.
Requested Delivery Date	Identifies the date delivery is required.
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>

*Table 3-12: Dues Out transaction field descriptions*

Field	Description
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-12: Dues Out transaction field descriptions (continued)

## FQC Transactions

The FQC transaction decreases the Book Inventory amount from the quantity entered.

### FQC transaction page

#### FQC transaction field descriptions

Field	Description
Transaction Type	Identifies the transaction type. FQC.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.

Table 3-13: FQC transaction field descriptions

Field	Description
To Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types. Defines the type of fuel to which the regrade will occur (required).
From Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types. Defines the type of fuel from which the regrade will occur (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
Reason Codes	Defines the waste fuel code. Click the drop-down arrow to select one of 10 options: <ul style="list-style-type: none"> <li>• None</li> <li>• Contamination</li> <li>• Downgrade</li> <li>• Drains</li> <li>• Maintenance</li> <li>• Purposeful discharge</li> <li>• Samples</li> <li>• Spills</li> <li>• Training</li> <li>• Unaccounted Use</li> </ul>
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-13: FQC transaction field descriptions (continued)

## Issue Transactions

The Issue transaction records a reduction of usable inventory at the location issuing the fuel. Each issue is recorded against uniquely identified asset and includes the cost calculation. There are three types of Issue transactions: Aviation, Ground, and Marine.

### Issue (Aviation) transaction page

This page has one section: the body, which includes fields required for transaction data.

#### ***Issue (Aviation) transaction field descriptions***

Field	Description
Transaction Type	Identifies the transaction type. Default: Issue (Aviation).
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customers. Identifies the customer who purchased the fuel. Click the Select button to select the customer (required).
Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction. Identifies the unit paying for the fuel.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Tail Number	Opens the FuelsManager Web Page Dialog, which includes a list of available aircraft tail numbers (required).
Issuing Asset ID	Opens the FuelsManager Web Page Dialog, which includes a list of asset identification numbers. Identifies the refuelling truck that is issuing the fuel.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
Driver	Opens the FuelsManager Web Page Dialog, which includes a list of available drivers.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Time In	Indicates the time the aircraft arrived.

Table 3-14: Issue (Aviation) transaction field descriptions

UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customers. Identifies the customer who purchased the fuel. Click the Select button to select the customer (required).
Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction. Identifies the unit paying for the fuel.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Tail Number	Opens the FuelsManager Web Page Dialog, which includes a list of available aircraft tail numbers (required).
Issuing Asset ID	Opens the FuelsManager Web Page Dialog, which includes a list of asset identification numbers. Identifies the refuelling truck that is issuing the fuel.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
Driver	Opens the FuelsManager Web Page Dialog, which includes a list of available drivers.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Time In	Indicates the time the aircraft arrived.

Table 3-14: Issue (Aviation) transaction field descriptions

Field	Description
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-14: Issue (Aviation) transaction field descriptions (continued)

### Issue (Ground) transaction page

This page has one section: the body, which includes fields required for transaction data.

#### Issue (Ground) transaction field descriptions

Field	Description
Transaction Type	Identifies the transaction type. Default: Issue (Ground).
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customers. Identifies the customer who purchased the fuel. Click the Select button to select the customer (required).
Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction (required). Identifies the unit paying for the fuel.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).

Table 3-15: Issue (Ground) transaction field descriptions

Field	Description
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Defence Asset ID	Opens the FuelsManager Web Page Dialog, which includes a list of vehicle identification codes or registration numbers. Identifies the refuelling vehicle that is issuing the fuel (required).
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded (required).
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Fuel Card Number	Identifies the fuel card number.
Odometer Reading	Indicates the odometer reading on the vehicle.
Hours Reading	Indicates the hours reading on equipment.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
Meter Start	Defines the beginning meter reading.
Meter Stop	Defines the ending meter reading.
Transaction Date & Time	Indicates the date and time on the transaction.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-15: Issue (Ground) transaction field descriptions (continued)

### Issue (Marine) transaction page

This page has one section: the body, which includes fields required for transaction data.

#### **Issue (Marine) transaction field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Issue (Marine).
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).

Table 3-16: Issue (Marine) transaction field descriptions



Field	Description
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customers. Identifies the customer who purchased the fuel. Click the Select button to select the customer (required).
Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction (required). Identifies the unit paying for the fuel.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Ship Number	Opens the FuelsManager Web Page Dialog, which includes a list of available ship numbers (required).
Hull Number	Opens the FuelsManager Web Page Dialog, which includes a list of available hull numbers.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
Meter Start	Defines the beginning meter reading.
Meter Stop	Defines the ending meter reading.
Fund Number	Defines a fund number to associate with the transaction. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.

Table 3-16: Issue (Marine) transaction field descriptions (continued)

<b>Field</b>	<b>Description</b>
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

*Table 3-16: Issue (Marine) transaction field descriptions (continued)*

## Sale Transactions

The Sale transaction records a reduction of usable inventory at the location selling the fuel. There are three types of Sale transactions: Aviation, Ground, and Marine.

### Sale (Aviation) transaction page

The Sale (Aviation) transaction records all fuel in the Aviation sector sold to non-Defence assets. This page has one section: the body, which includes fields required for transaction data.

#### *Sale (Aviation) transaction field descriptions*

Field	Description
Transaction Type	Identifies the transaction type. Default: Sale (Aviation).
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Receiving Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customers. Identifies the customer who received the fuel. Click the Select button to select the customer (required).
Bill-to Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction. Identifies the customer paying for the fuel (required).
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Tail Number	Opens the FuelsManager Web Page Dialog, which includes a list of available aircraft tail numbers (required).

*Table 3-17: Sale (Aviation) transaction field descriptions*

Field	Description
Issuing Asset ID	Opens the FuelsManager Web Page Dialog, which includes a list of asset identification numbers. Identifies the refuelling truck that is issuing the fuel.
Recipient Full Name	Identifies the recipient full name.
Recipient Contact Info	Identifies the recipient contact information.
Meter Start	Defines the beginning meter reading.
Meter Stop	Defines the ending meter reading.
Free in Aid?	When selected, changes the cost to \$0.00. In certain situations Australian Defence has agreements to provide fuel free on Sale transactions.
Asset Leaving Australia?	Indicates that the asset is leaving Australia.
Country	Identifies the country where the fuel was purchased. Click the drop-down arrow to select from the available countries.
Excise	Contains the excise tax for the fuel type.
GST	Identifies the GST tax.
On-Cost	Identifies the on-cost values configured for use in the transactions.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar. Click the drop-down arrow to select a currency type.
Foreign Currency Price	Identifies the price in foreign currency. This field is disabled if a foreign currency is not selected.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Transaction Date & Time	Indicates the date and time on the transaction.
Sale Number	Identifies the sale number for the transaction.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-17: Sale (Aviation) transaction field descriptions (continued)

## Sale (Ground) transaction page

This page has one section: the body, which includes fields required for transaction data.

### *Sale (Ground) transaction field descriptions*

Field	Description
Transaction Type	Identifies the transaction type. Default: Sale (Ground).
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Receiving Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customers. Identifies the customer who received the fuel. Click the Select button to select the customer (required).
Bill-to Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction. Identifies the customer paying for the fuel (required).
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Vehicle Registration Number	Opens the FuelsManager Web Page Dialog, which includes a list of available vehicles (required).
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded.
Recipient Full Name	Identifies the recipient full name.
Recipient Contact Info	Identifies the recipient contact information.
Meter Start	Defines the beginning meter reading.
Meter Stop	Defines the ending meter reading.

*Table 3-18: Sale (Ground) transaction field descriptions*

Field	Description
Asset Leaving Australia?	Indicates that the asset is leaving Australia.
Free in Aid?	When selected, changes the cost to \$0.00. In certain situations Australian Defence has agreements to provide fuel free on Sale transactions.
Country	Identifies the country where the fuel was purchased. Click the drop-down arrow to select from the available countries.
Odometer Reading	Indicates the odometer reading on the vehicle.
Hours Reading	Indicates the hours reading on equipment.
Excise	Contains the excise tax for the fuel type.
GST	Identifies the GST tax.
On-Cost	Identifies the on-cost values configured for use in the transactions.
Foreign Currency Price	Identifies the currency used to make the payment; for example, dollar. Click the drop-down arrow to select a currency type.
Foreign Currency	Identifies the price in foreign currency. This field is disabled if a foreign currency is not selected.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Transaction Date & Time	Indicates the date and time on the transaction.
Sale Number	Identifies the sale number for the transaction.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-18: Sale (Ground) transaction field descriptions (continued)

### Sale (Marine) transaction page

This page has one section: the body, which includes fields required for transaction data.

#### **Sale (Marine) transaction field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Sale (Marine).
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Receiving Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available customers. Identifies the customer who received the fuel. Click the Select button to select the customer (required).
Bill-to Customer	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction. Identifies the customer paying for the fuel (required).
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Ship Number	Opens the FuelsManager Web Page Dialog, which includes a list of available ship numbers (required).
Hull Number	Opens the FuelsManager Web Page Dialog, which includes a list of available hull numbers.
Recipient Full Name	Identifies the recipient full name.
Recipient Contact Info	Identifies the recipient contact information.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded.
Country	Identifies the country where the fuel was purchased. Click the drop-down arrow to select from the available countries.
Meter Start	Defines the beginning meter reading.
Meter Stop	Defines the ending meter reading.

Table 3-19: Sale (Marine) transaction field descriptions

Field	Description
Asset Leaving Australia?	Indicates that the asset is leaving Australia.
Free in Aid?	When selected, changes the cost to \$0.00. In certain situations Australian Defence has agreements to provide fuel free on Sale transactions.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar. Click the drop-down arrow to select a currency type.
Foreign Currency Price	Identifies the price in foreign currency. This field is disabled if a foreign currency is not selected.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Excise	Contains the excise tax for the fuel type.
GST	Identifies the GST tax.
On-Cost	Identifies the on-cost values configured for use in the transactions.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
OpEx Code	Indicates that the refuelling was part of an Operation (Operation Bright Star) or Exercise (Team Spirit) and tracks it in the system.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Transaction Date & Time	Indicates the date and time on the transaction.
Sale Number	Identifies the sale number for the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-19: Sale (Marine) transaction field descriptions (continued)

## Recovery Transactions (Invoice Entry)

The Recovery transaction records payments received against invoices from Accounts Receivable, which include fuel sold to non-Defence assets. FuelsManager tracks Accounts Receivable in the Recovery transaction.

You can access Recovery transactions from either the Invoice Entry or Accounting applications. For a description of the Recovery transaction, see the "Recovery Transactions" section.

## Disposal Transactions

Unusable fuel will be regraded to waste fuel type using the Regrade transaction before it is disposed of. The Disposal transaction decreases the Book Inventory by the quantity entered and subtracts it from the Book Inventory on the Ledger. Disposals must be authorised at the Enterprise level.



### **Disposal transaction page**

This page has one section: the body, which includes fields required for transaction data.

**Disposal transaction field descriptions**

<b>Field</b>	<b>Description</b>
Transaction Type	Identifies the transaction type. Default: Disposal.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Customer	Identifies the customer who purchased the fuel. Click the Select button to select the customer (required).
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded.
Disposal Codes	Defines the method of disposal. Click the drop-down arrow to select one of 10 options: <ul style="list-style-type: none"> <li>• None</li> <li>• Contamination</li> <li>• Downgrade</li> <li>• Drains</li> <li>• Maintenance</li> <li>• Purposeful discharge</li> <li>• Samples</li> <li>• Spills</li> <li>• Training</li> <li>• Unaccounted Use</li> </ul>
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.

Table 3-20: Disposal transaction field descriptions

Field	Description
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction regarding the method of disposal.

Table 3-20: Disposal transaction field descriptions (continued)

## Adjustment Transactions

The Adjustment transaction decreases or increases the Book Inventory by the quantity entered. Adjustments must be authorised at the Enterprise level. The Adjustment transaction subtracts the quantity of fuel disposed of from the Book Inventory on the Ledger. Decreasing the Book Inventory, such as adjusting for a spill, is a negative adjustment and requires a minus sign in front of the quantity.

### Adjustment transaction page

This page has one section: the body, which includes fields required for transaction data.

#### **Adjustment transaction field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Adjustment.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required). Specify that the transaction is negative by entering a minus sign (-) in front of the quantity. On the Ledger, the value is then indicated as negative with parentheses around the quantity.

Table 3-21: Adjustment transaction field descriptions

Field	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Reason Codes	Defines the reason code (required). Click the drop-down arrow to select one of 10 options: <ul style="list-style-type: none"> <li>• None</li> <li>• Contamination</li> <li>• Downgrade</li> <li>• Drains</li> <li>• Maintenance</li> <li>• Purposeful discharge</li> <li>• Samples</li> <li>• Spills</li> <li>• Training</li> <li>• Unaccounted Use</li> </ul>
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Adjustment Authorisation	Indicates the authorisation for making the adjustment.
Notes/Disposal Method	Defines notes that can be added to the transaction regarding the method of disposal.

*Table 3-21: Adjustment transaction field descriptions (continued)*

## Regrade Transactions

A Regrade transaction adjusts the inventory holdings to account for the reduction in the original fuel type total and the increase in the regraded fuel type holdings. The adjusted Book Inventory amounts can be viewed on the appropriate fuel type Ledgers. Fuel categorized as waste fuel will be regraded to regrade codes. Waste fuel type can be disposed of with the Disposal transaction or regraded to another fuel type with the Regrade transaction from the Waste fuel type Ledger as necessary.

### Regrade transaction page

This page has one section: the body, which includes fields required for transaction data.

#### ***Regrade transaction field descriptions***

Field	Description
Transaction Type	Identifies the transaction type. Default: Regrade.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
To Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types. Defines the type of fuel being regraded to (required).
From Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types. Defines the type of fuel being regraded from (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded.

*Table 3-22: Regrade transaction field descriptions*

Field	Description
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Adjustment Authorisation	Indicates the authorisation for making the adjustment.
Regrade Codes	Defines the method of regrade. Click the drop-down arrow to select one of 10 options: <ul style="list-style-type: none"> <li>• None</li> <li>• Contamination</li> <li>• Downgrade</li> <li>• Drains</li> <li>• Maintenance</li> <li>• Purposeful discharge</li> <li>• Samples</li> <li>• Spills</li> <li>• Training</li> <li>• Unaccounted Use</li> </ul>
Notes	Defines notes that can be added to the transaction regarding the method of regrading.

Table 3-22: Regrade transaction field descriptions (continued)

## Shipment Transactions

A Shipment transaction will reduce the Book Inventory on the Ledger. The unit receiving the shipment will enter a Receipt transaction. The Shipment transaction will be used to differentiate from consuming and non-consuming issues to TAS assets.

### Shipment transaction page

This page has one section: the body, which includes fields required for transaction data.

#### *Shipment transaction field descriptions*

Field	Description
Transaction Type	Identifies the transaction type. Default: Shipment.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Ship from Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the unit issuing the fuel.
Ship to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the unit receiving the fuel (required).
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.

*Table 3-23: Shipment transaction field descriptions*

Field	Description
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Account Code	Defines an account code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

*Table 3-23: Shipment transaction field descriptions (continued)*

## Consumer Transfer Transactions

A Consumer Transfer transaction decreases inventory from the issuing asset and then immediately increases inventory to the receiving asset.

This type of transaction does not affect the ending book balance on the Ledger because the transactions compute to a net value of zero; however, the amount entered appears under the Consumer Transfer column. You can view the two generated transactions by clicking the Edit button. If you delete one transaction, the system will also delete the conjoined transaction, so that both transactions are removed from the Ledger.

### Consumer Transfer transaction page

This page has one section: the body, which includes fields required for transaction data.

#### **Consumer Transfer transaction field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Consumer Transfer.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).

*Table 3-24: Consumer Transfer transaction field descriptions*



Field	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar.
Foreign Currency Price	Identifies the price in foreign currency.
To Unit Receiving Fuel	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the unit receiving the fuel (required).
From Unit Issuing Fuel	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the unit issuing the fuel (required).
To Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the bill-to unit receiving the fuel (required).
From Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the bill-to unit issuing the fuel (required).
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Defence Asset Issuing Fuel	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the unit issuing the fuel.
Defence Asset Receiving Fuel	Opens the FuelsManager Web Page Dialog, which includes a list of available locations. Identifies the unit issuing the fuel.
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.

Table 3-24: Consumer Transfer transaction field descriptions (continued)

Field	Description
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-24: Consumer Transfer transaction field descriptions (continued)

## Tank to Tank Transfer Transactions

The Tank to Tank Transfer transaction moves inventory from one tank to another. This transaction does not affect the Book Inventory quantity.

### Tank to Tank Transfer transaction page

This page has one section: the body, which includes fields required for transaction data.

#### Tank to Tank Transfer transaction field descriptions

Field	Description
Transaction Type	Identifies the transaction type. Default: Tank to Tank.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased.
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
To Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number from which fuel will be transferred (required).

Table 3-25: Tank to Tank Transfer transaction field descriptions

Field	Description
From Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number from which fuel will be removed (required).
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

*Table 3-25: Tank to Tank Transfer transaction field descriptions (continued)*

## Fill Stand Transactions

The Fill Stand transaction moves fuel from primary to secondary storage. This transaction does not affect the Book Inventory quantity, because it records only fuel movement.

### Fill Stand transaction page

This page has one section: the body, which includes fields required for transaction data.

**Fill Stand transaction field descriptions**

<b>Field</b>	<b>Description</b>
Transaction Type	Identifies the transaction type. Default: Fill Stand.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Refueller Truck ID	Opens the FuelsManager Web Page Dialog, which includes a list of available vehicle numbers. Identifies the Asset ID that received the fuel.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded (required).
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the transaction.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

Table 3-26: Fill Stand transaction field descriptions

## Return to Bulk

The Return to Bulk transaction returns fuel to inventory. An Enterprise-level user can view closed out Return to Bulk transactions. This transaction does not affect the Book Inventory quantity.

### Return to Bulk transaction page

This page has one section: the body, which includes fields required for transaction data.

#### *Return to Bulk transaction field descriptions*

Field	Description
Transaction Type	Identifies the transaction type. Default: Return to Bulk.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location (Fuel Facility site) where the fuel was purchased (required).
Quantity	Identifies the quantity (required).
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the standing offer or average unit cost for the specific fuel type. Default: current fuel price.
Refueller Truck ID	Opens the FuelsManager Web Page Dialog, which includes a list of available vehicle numbers. Identifies the Asset ID that received the fuel.
Tank Number	Opens the FuelsManager Web Page Dialog, which includes a list of available tank numbers. Identifies the storage tank number where fuel will be offloaded (required).
Fund Number	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.

*Table 3-27: Return to Bulk transaction field descriptions*

<b>Field</b>	<b>Description</b>
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Account Code	Defines an account code to associate with the transaction.
Cost Centre Code	Defines a cost centre code to associate with the transaction.
Notes	Defines notes that can be added to the transaction.

*Table 3-27: Return to Bulk transaction field descriptions (continued)*

## 4 Query

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### Overview

This section assumes that you belong to a FuelsManager TAS group that has view and modify rights for entering queries. Depending on your group and location, certain components of the Enterprise Query application may not be available.

The procedures described in this section explain how to enter queries and set query criteria. This section includes the following tasks:

- Building queries, including creating, printing, and exporting.
- Saving and viewing queries.

---

### Enterprise Queries

FuelsManager TAS includes both standard, predefined reports and custom reports that are produced by running queries. Custom reports, which are generated from the Query application, include data, location, fuel type, and reporting level fields. This section explains how to create query reports. For more information about standard reports, see the “Reports” section.

#### Using queries

Use queries to investigate database issues, gather information about your site’s transactions, review transaction history, or locate a particular record. For example, you can run a query against your database to determine the sale transaction history for the Recovery transaction. The Query application also includes an option for exporting report data to other file formats, such as .pdf or Excel.

#### Query page

Use the Query page to create queries. This page has two sections: the body, which includes fields required to select the transaction type, and search criteria, which includes specific fields and operators to add to the query.

##### *Query field descriptions*

Field	Description
Start Date	Defines the start date range.
End Date	Defines the end date range.
Transaction Alias	Lists the available transaction types. For more information about each transaction type, see the “Transactions” section.
Add Criterion	Adds criteria to the query.
Add Group	Adds a group to the query. Create a group for queries using the AND and OR criteria.
Clear Query	Clears the query section.
Execute Query	Runs a query against the selected criteria.

*Table 4-1: Query page field descriptions*

Field	Description
Save Query	Opens the Save Query Web Page Dialog, where you can save the query with a specific name and type (Public or Private).
Delete Query	Deletes the query.

Table 4-1: Query page field descriptions (continued)

### Search criteria field descriptions

Field	Description
Select	Selects the criteria.
Delete	Deletes the criteria from the query.
Fields	Includes the type of information to include in the query. Click the drop-down arrow to select an option. The options display according to the selected transaction type.
Modifier	Indicates the query operator to use for the query. Click the drop-down arrow to select an option.
Value	Identifies the status of the transaction included in the query.
AND/OR	Used to add multiple phrases to the query. Click the drop-down arrow to select from two options: <ul style="list-style-type: none"> <li>• AND</li> <li>• OR</li> </ul> <p><b>Note</b> If using OR and AND, the query must be contained with a group. For more information, see the “Using groups” section.</p>

Table 4-2: Query page search criteria field descriptions

### Query operators and logic

The FuelsManager TAS Query application uses standard query operators and logic, as defined in the “Query operators and logic” table.

#### Query operators and logic descriptions

Operator	Description
<	Less than
<=	Less than or equal to
<>	Not equal to
=	Equal to
>	Greater than
>=	Greater than or equal to
IS BLANK	Equals blank
LIKE	Is like

Table 4-3: Query page operators and logic



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## Building queries

### *Creating a query*

1. In the left tree view, select FuelsManager -> Query -> New Query. The Query page appears.
2. Enter the start and end date range.
3. Select the Transaction Type; for example, Receipt.
4. Click Add Criterion.
5. Click the drop-down arrow under Fields and select additional query data; for example, Product.
6. Select a modifier and enter a value, for example, GAS 91 OCT.
7. Click Execute Query. The query appears in the Reports window.

### *Using groups*

1. In the left tree view, select FuelsManager -> Query -> New Query. The Query page appears.
2. Enter the start and end date range.
3. Select the Transaction Type; for example, Receipt.
4. Click Add Group.
5. Click Add Criterion.
6. Click the drop-down arrow under Fields and select additional query data; for example, Trans Date Time.
7. Select a modifier and enter a value, for example, = today's date.
8. Click the drop-down arrow and select AND.
9. Click Add Criterion.
10. Click the drop-down arrow under Fields and select additional query data; for example, Product.
11. Select a modifier and enter a value, for example, = GAS 91 OCT.
12. Click Execute Query. The query appears in the Reports window. This query shows both completed Receipt transactions and those with the product GAS 91 OCT.

### *Exporting queries*

1. Click the drop-down arrow to select a format.
2. Click Export. The File Download dialog box appears.
3. Do one of the following:
  - To view the file, click Open.
  - To save the file for later viewing, click Save. The Save As dialog box appears.
4. Click the drop-down arrow next to Save in and select a location.
5. Accept the default file name.
6. Click Save. The system saves the file to the specified location.
7. Close the browser window.

### *Printing queries*

1. Export the query to Excel.
2. Click the Print button. The Print dialog box appears.
3. Select the required print settings and click OK.

## **Saving and viewing queries**

### ***Saving queries***

1. In the left tree view, select FuelsManager -> Query -> New Query. The Query page appears.
2. Enter the query information.
3. Click Save Query. The Save Query Web Page Dialog appears.
4. Select Public Query or Private Query. A private query can be viewed only by the person who enters it.
5. Type the query name, and then click Save.

### ***Viewing queries***

1. In the left tree view, select FuelsManager -> Query -> Saved Public Queries or Saved Private Queries. The Query page appears.
2. Do one of the following:
  - To modify the query, make any changes and click Save Query.
  - To run the query, click Execute.
  - To delete the query, click Delete.

## 5 Load Rack

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### Overview

This section assumes that you belong to a FuelsManager TAS group that has view and modify rights for configuring load racks and entering load rack data. Depending on your group and location, certain components of the Load Rack application may not be available.

The procedures described in this section explain how to view and enter information pertaining to load racks. This section includes the following tasks:

- Viewing and editing internal meters.
- Configuring allocations and allocation groups.
- Editing Bills of Lading (BOLs).
- Configuring data exchange profiles.
- Configuring load rack operations data.
- Assigning house cards.

---

### Load Racks

The Load Rack application supports the following FuelsManager TAS activities:

- Controlling access to the location.
- Communicating with automation equipment at the loading rack.
- Capturing the actual amounts loaded as a Bill of Lading (BOL) and reporting the transaction to the Accounting application.

#### Load Rack components

The Load Rack application includes various components that control how fuel is dispensed to customers.

##### ***Load Rack components descriptions***

Component	Description
Additive Internal Meters	
Allocation Groups	
Allocations	
Bills of Lading (BOLs)	
Data Exchange Profiles	
Messages	
Operations	
Rack Status	
Stations	
Tank Assignment	

*Table 5-1: Load Rack Components descriptions*

Additive Internal Meters

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Allocation Groups

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Allocations

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Bills of Lading

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Operations

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### **House card assignment**

#### ***Assigning house cards***

### **Driver activity date**

From time to time, drivers may become locked out of the system due to an expired activity date. First, verify that the driver is indeed locked out. If needed, reset the driver last activity date.

#### ***Verifying that the driver is locked out***

1. In the left tree view, select FuelsManager -> Configuration -> Personnel. The Personnel Configuration page appears.
2. Type the driver's first, last, or full name in Find String, and then click Find.
3. Click the Edit button next to the driver that you want to verify.
4. Verify if the driver is locked out, and if the reason is due to the last activity date.
5. Reset the activity date. For more information, see the "Resetting the driver last activity date" section.

#### ***Resetting the driver last activity date***

1. In the left tree view, select FuelsManager -> Load Rack -> Operations. The Load Rack page appears.
2. Click the drop-down arrow under Reset Driver Last Activity Date and select the driver from the list.
3. Click Reset.
4. Go to the Personnel Configuration and ensure that the date in the Last Activity field updated.





## 6 Order Entry

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### Overview

This section assumes that you belong to a FuelsManager Defence group that has view and modify rights for entering Bulk Purchase Orders and Fuel Orders. Depending on your group and location, certain components of the Enterprise Order Entry application may not be available.

The procedures described in this section explain how to enter orders and view the order summaries. This section includes the following tasks:

- Entering and editing Bulk Purchase Order transactions.
- Entering and editing Fuel Order transactions.
- Correcting posted Bulk Purchase Order and Fuel Order transactions.
- Working with Order Summary transactions.

---

### Supply Order Transactions

FuelsManager supports supply order transactions that represent orders placed with oil companies and other organisations for the supply of fuel. FuelsManager Defence includes two preconfigured supply order transactions: (1) the Bulk Purchase Order and (2) the Fuel Order. JFLA users having Create Order privileges can raise Bulk Purchase Orders for one or more products for a defined period and can track Bulk Purchase Orders for lubricants. Users with Modify Order privileges can amend the Bulk Purchase Order quantities as required.

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### Bulk Purchase Order Transactions

Bulk Purchase Orders are raised for one supplier and include multiple line items for each required fuel type and delivery date combination. When you enter the order, you must manually record the quantity for each line item, which then becomes the budgeted quantity for the selected period. When you save the Bulk Purchase Order, FuelsManager applies the appropriate standing offer price for each line item.

FuelsManager supports the ability to associate one supply order with another. The Bulk Purchase Order is preconfigured with the Fuel Order as its associated transaction. JFLA users can create Fuel Orders against Bulk Purchase Orders. When a Fuel Order is created against a Bulk Purchase Order, the quantity of fuel on the Fuel Order is automatically added to the Quantity on the Bulk Purchase Order. If the new Fuel Order results in funds availability of less than 10 percent of the total price on the Bulk Purchase Order line item, a warning message appears. You cannot post Fuel Orders against a Bulk Purchase Order if there are insufficient funds on the line item.

#### **Bulk Purchase Order page**

Use the Bulk Purchase Order page to add and edit Bulk Purchase Order transactions. This page has two sections: the body, which includes fields required for order data, and line items, which are specific products and quantities added to the transaction.

**Bulk Purchase Order field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Bulk Purchase Order.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Order Status	Defines the current order status. Click the drop-down arrow to select one of three options: <ul style="list-style-type: none"> <li>• Closed</li> <li>• Completed</li> <li>• InProgress</li> </ul>
Purchase Order Number	Identifies the purchase order number for the transaction.
Estimated Start Delivery Date	Defines the start of the estimated date delivery range. Includes the time.
Estimated End Delivery Date	Defines the end of the estimated date delivery range. Includes the time.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required).
Notes	Defines notes that can be added to the transaction.

Table 6-1: Bulk Purchase Order page field descriptions

**Bulk Purchase Order line item descriptions**

Line Item	Description
Add	Adds a new line item to the order.
Edit	Opens the line item for editing.
Delete	Deletes the line item from the transaction.
Transactions	Associates Fuel Order transactions with the Bulk Purchase Order transaction. Includes two options: <ul style="list-style-type: none"> <li>• View Associated Transactions button, which includes a list of transactions already associated with the order.</li> <li>• Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of Fuel Order transactions that can be associated with the order.</li> </ul>
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the fuel price for the specific fuel type. Default: current fuel price.
Budget Quantity	Defines the gross amount of fuel required for the line item.
Quantity Received	Indicates the actual quantity received.

Table 6-2: Bulk Purchase Order page line item descriptions



Line Item	Description
Quantity Remaining	Indicates the quantity remaining to be received. After the Fuel Order status is marked as Complete, the system subtracts this amount from the Bulk Purchase Order amount.
Total Value	Indicates the value of the quantity received.
Value Remaining	Indicates the calculated value of the budgeted amount remaining.
Fund No	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.

Table 6-2: Bulk Purchase Order page line item descriptions (continued)

## Entering Bulk Purchase Order transactions

### **Adding Bulk Purchase Order transactions**

1. In the left tree view, select FuelsManager -> Order Entry -> Add New Supply Order -> Bulk Purchase Order. The Bulk Purchase Order page appears.
2. If needed, change the Inventory Date (required).
3. Click the drop-down arrow next to Order Status and select one of three options: Closed, Completed, or InProgress.
4. Select the Start and End date range. If needed, change the time.
5. Enter the Purchase Order Number.
6. If needed, enter a WBS Element.
7. If needed, type notes regarding the transaction.
8. Add line items to the transaction. For more information, see the “Adding line items to Bulk Purchase Order transactions” section.
9. Click Apply.
10. Do one of the following:
  - Click New to add a new Bulk Purchase Order transaction.
  - Click Close to close the Bulk Purchase Order page.

### **Adding line items to Bulk Purchase Order transactions**

1. Click Add. A new row or line item opens.
2. Click the Select button under Fuel Type. The FuelsManager Web Page Dialog appears, with a list of fuel types that can be assigned to the transaction.
3. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
4. Click the Select button next to the fuel type. The FuelsManager Web Page Dialog closes.
5. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Fuel Order transactions, appears.

6. Select one or more transactions, and then click OK. For more information, see the “Selecting associated Fuel Order transactions” section and the “Viewing associated Fuel Order transactions” section.
7. If needed, click the drop-down arrow under Fund No and select a fund to associate with the order.
8. Enter the Account Code and Cost Centre Code.
9. Click the Save button. The system saves the new line item and adds a new row to the table.
10. Repeat steps 1 through 9 to add more line items.

#### ***Selecting associated Fuel Order transactions***

When you select associated Fuel Order transactions, you can filter the information based on criteria such as dates or Bill-to, Manager, Owner, Customer, and Supplier.

1. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Fuel Order transactions, appears.
2. Click the drop-down arrow next to Date Filter and select one of three options: None, Transaction Date, or Inventory Date.
3. Select the Start Date and End Date range.
4. If needed, enter a Document Reference Number and PO Number.
5. Click the Select button next to Bill-to, Manager, Owner, Customer, and Supplier. The Fuels-Manager Web Page Dialog appears.
6. Select the appropriate entity.
7. Click Refresh. FuelsManager updates the summary list based on the filter settings.
8. Do one of the following:
  - Select a single Fuel Order transaction.
  - Click Select All.
  - Click Clear All to clear all transactions from the list.
9. Click OK.

#### ***Viewing and editing associated Fuel Order transactions***

1. Click the View Associated Transactions button (magnifying glass) under Transactions. The Associated Transactions page, including a list of associated Fuel Order transactions, appears.
2. Select a line item or row, and then click Edit. The Fuel Order Transactions page appears.
3. As needed, edit the transaction information.
4. Click Apply, and then click Close. The Associated Transactions page appears.
5. Click Close. The Bulk Purchase Order page appears.

---

## Fuel Order Transactions

Fuel Order transactions are placed at the Enterprise level. When a site has placed a Demand transaction, you will receive an e-mail that notifies you that the transaction has been entered. The e-mail informs you that a Demand transaction has been placed and that you must enter a Fuel Order transaction to a supplier for a quantity of fuel. Use the information on the Demand transaction to complete the Fuel Order transaction.

**Fuel Order page**

Use the Fuel Order page to add and edit Fuel Order transactions. This page has two sections: the body, which includes fields required for order data, and line items, which are specific products and quantities added to the transaction.

**Fuel Order field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Fuel Order.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors (required).
Bill-to Unit	Opens the FuelsManager Web Page Dialog, which includes a list of available bill-to locations that can be assigned to the transaction. Identifies the unit paying for the fuel.
Individual or Bulk PO Number	Identifies the purchase order number for the transaction.
Estimated Start Delivery Date	Defines the start of the estimated date delivery range. Includes the time.
Estimated End Delivery Date	Defines the end of the estimated date delivery range. Includes the time.
Required Delivery Date	Identifies the date delivery is required.
Order Confirmation Number	Identifies the confirmation number when the supplier confirms the order.
Receipt Number	Identifies the receipt number when a supplier confirms a delivery.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Notes	Defines notes that can be added to the transaction.

Table 6-3: Fuel Order page field descriptions

**Fuel Order line item descriptions**

Line Item	Description
Add	Adds a new line item to the order.
Edit	Opens the line item for editing.
Delete	Deletes the line item from the transaction.
Transactions	Associates Demand transactions with the Fuel Order transaction. Includes two options: <ul style="list-style-type: none"> <li>View Associated Transactions button, which includes a list of transactions already associated with the order.</li> <li>Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of Demand transactions that can be associated with the order.</li> </ul>
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Fuel Price	Defines the fuel price for the specific fuel type. Default: current fuel price.

Table 6-4: Fuel Order page line item descriptions

Line Item	Description
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select one of four options: <ul style="list-style-type: none"> <li>• Closed</li> <li>• Completed</li> <li>• InProgress</li> <li>• Scheduled</li> </ul>
Rebate	Tracks transactions that have been submitted for rebate.
Quantity	Defines the gross amount of fuel required for the line item.
Quantity Received	Indicates the actual quantity received.
Total Value	Indicates the value of the quantity received.
Delivery Location	Defines the delivery location for the order.
Fund No	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	

Table 6-4: Fuel Order page line item descriptions (continued)

## Entering Fuel Order transactions

### Adding Fuel Order transactions

1. In the left tree view, select FuelsManager -> Order Entry -> Add New Supply Order -> Fuel Order. The Fuel Order page appears.
2. If needed, change the Inventory Date.
3. Click the Select button next to Supplier. The FuelsManager Web Page Dialog appears, with a list of suppliers that can be assigned to the transaction.
4. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
5. Click the Select button next to the supplier. The FuelsManager Web Page Dialog closes.
6. Click the Select button next to Bill-to Unit. The FuelsManager Web Page Dialog appears, with a list of bill-to locations that can be assigned to the transaction.
7. Click the Select button next to the unit that is paying for the fuel. The FuelsManager Web Page Dialog closes.
8. Click the drop-down arrow next to Order Status and select one of three options: Closed, Completed, or In Progress.
9. If needed, enter an Individual or Bulk PO Number.
10. Select the Start Date and End date range. If needed, change the time.
11. Enter the Required Delivery Date.
12. If needed, enter a Receipt Number, Order Confirmation Number, or WBS Element.
13. If needed, type notes regarding the transaction.

14. Add line items to the transaction. For more information, see the “Adding line items to Bulk Purchase Order transactions” section.
15. Click Apply.
16. Do one of the following:
  - Click New to add a new Fuel Order transaction.
  - Click Close to close the Fuel Order page.

***Adding line items to Fuel Order transactions***

1. Click Add. A new row or line item opens.
2. Click the Select button under Fuel Type. The FuelsManager Web Page Dialog appears, with a list of fuel types that can be assigned to the transaction.
3. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
4. Click the Select button next to the fuel type. The FuelsManager Web Page Dialog closes.
5. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Fuel Order transactions, appears.
6. Select one or more transactions, and then click OK. For more information, see the “Selecting associated Demand transactions” section and the “Viewing associated Demand transactions” section.
7. Enter the Quantity.
8. If needed, click the drop-down arrow under Delivery Location and select a location to associate with the order.
9. If needed, click the drop-down arrow under Fund No and select a fund to associate with the order.
10. If needed, enter an Account Code.
11. Click the Save button. The system saves the new line item and adds a new row to the table.
12. Repeat steps 1 through 11 to add more line items.

***Selecting associated Demand transactions***

When you select associated Demand transactions, you can filter the information based on criteria such as dates or Bill-to, Manager, Owner, Customer, and Supplier.

1. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Demand transactions, appears.
2. Click the drop-down arrow next to Order Status and select one of three options: None, Transaction Date, or Inventory Date.
3. Select the Start Date and End Date range.
4. If needed, enter a Document Number and PO Number.
5. Click the Select button next to Bill-to, Manager, Owner, Customer, and Supplier. The FuelsManager Web Page Dialog appears.
6. Click Refresh. FuelsManager updates the summary list based on the filter settings.
7. Select the appropriate entity.
8. Do one of the following:
  - Select a single Demand transaction.
  - Click Select All.

- Click Clear All to clear all transactions from the list.
9. Click OK.

**Viewing and editing associated Demand transactions**

1. Click the View Associated Transactions button under Transactions. The Associated Transactions page, including a list of associated Demand transactions, appears.
2. Select a line item or row, and then click Edit. The Fuel Order page appears.
3. As needed, edit the transaction information.
4. Click Apply, and then click Close. The Associated Transactions page appears.
5. Click Close. The Fuel Order page appears.

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**Supply Order Summary**

FuelsManager includes a Supply Order Summary used to view supply order transactions and related Demand transactions, as follows:

- List of outstanding Demand transactions for a particular fuel type.
- List of Demand transactions for a definable period in time, fuel type, and Demand status.
- List of Demand transactions associated with a Fuel Order.

**Supply Order Summary page**

Use the Supply Order Summary page to view and edit Bulk Purchase Order and Fuel Order transactions. This page has two sections: the body, which includes fields required for order data, and line items, which includes information specific to the transaction.

**Supply Order Summary field descriptions**

Field	Description
Order Number	Identifies the Bulk Purchase Order transaction number.
Order Status	Identifies the order status. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• All</li> <li>• Completed</li> <li>• InProgress</li> <li>• Dispatched</li> <li>• Requested</li> <li>• Closed</li> <li>• OnHold</li> <li>• Scheduled</li> <li>• Cancelled</li> <li>• Acknowledged</li> <li>• LoadPending</li> <li>• WeighOutPending</li> <li>• Posted</li> </ul>
Order Type	Identifies the order type.
Fuel Type	Identifies the fuel type.

Table 6-5: Supply Order Summary page field descriptions



Field	Description
Date Filter Type	Defines a filter type for the date. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• No filter</li> <li>• Scheduled Date</li> <li>• Effective Date</li> <li>• Expiration Date</li> <li>• Transaction Date</li> <li>• ETA</li> <li>• Requested Delivery Date</li> </ul>
Start Date	Defines the start date range.
End Date	Defines the end date range.
Manager	Identifies the organisation responsible for the physical inventory management. Click the Select button to open the FuelsManager Web Page Dialog, which includes a list of available managers.
Owner	Identifies the organisation having inventory at a terminal. Click the Select button to open the FuelsManager Web Page Dialog, which includes a list of available owners.
Shipper	Identifies the organisation that purchases product from an owner and sells it to Bill-To/Ship To Customers. A shipper does not have inventory at a terminal. Click the Select button to open the FuelsManager Web Page Dialog, which includes a list of available shippers.
Supplier	Defines the organisation or oil company that supplies fuel via a carrier. Click the Select button to open the FuelsManager Web Page Dialog, which includes a list of available suppliers.

Table 6-5: *Supply Order Summary page field descriptions (continued)*

#### **Supply Order Summary line item descriptions**

Line Item	Description
Edit	Opens the line item for editing.
Multiple Select	Selects multiple line items for printing.
Inventory Date	Identifies the date the transaction occurred.
Transaction Type	Identifies the transaction type.
Order Status	Identifies the order status.
Document Number	Identifies the associated document number.
PO Number	Identifies the associated purchase order number.
Supplier	Defines the organisation or oil company that supplies fuel via a carrier. Click the Select button to open the FuelsManager Web Page Dialog, which includes a list of available suppliers.

Table 6-6: *Supply Order Summary line item descriptions*

## Transactions Editing

This section explains how to use the Supply Order Summary to edit and correct transactions.

### Editing Bulk Purchase Order transactions

#### *Editing Bulk Purchase Order transaction information*

1. In the left tree view, select FuelsManager -> Order Entry -> Supply Order Summary. The Supply Order Summary page appears.
2. As needed, edit the transaction information.
3. Go to the line items section and add, edit, or delete line items as needed.
4. Click Apply, and then click Close. The information is available for viewing on the Ledger.

#### *Editing line items on Bulk Purchase Order transactions*

1. Select a line item or row, and then click Edit.
2. If needed, edit the Fuel Type or associated Transactions.
3. If needed, edit the Quantity and Volume to be Delivered.
4. Click the Save button.

#### *Deleting line items from Bulk Purchase Order transactions*

1. Select a line item or row, and then click Delete. A message prompt appears.
2. Click OK.

#### *Deleting Bulk Purchase Order transactions*

**Note** You can delete only those transactions not closed out.

1. In the left tree view, select FuelsManager -> Order Entry -> Supply Order Summary. The Supply Order Summary page appears. The Supply Order Summary page appears.
2. Click Delete. A message prompt appears.
3. Click OK.

### Viewing Bulk Purchase Order transactions

FuelsManager Defence includes an option for viewing and printing Bulk Purchase Order transactions.

#### *Printing Bulk Purchase Order transactions*

1. Click View Printable. The transaction appears on a view page.
2. Click Print.

### Editing Fuel Order transactions

#### *Editing Fuel Order transaction information*

1. In the left tree view, select FuelsManager -> Order Entry -> Supply Order Summary. The Supply Order Summary page appears.
2. As needed, edit the transaction information.
3. Go to the line items section and add, edit, or delete line items as needed.

4. Click Apply, and then click Close. The information is available for viewing on the Ledger.

***Editing line items on Fuel Order transactions***

1. Select a line item or row, and then click Edit.
2. If needed, edit the Fuel Type or associated Transactions.
3. If needed, edit the Quantity and Volume to be Delivered.
4. Click the Save button.

***Deleting line items from Fuel Order transactions***

1. Select a line item or row, and then click Delete. A message prompt appears.
2. Click OK.

***Deleting Fuel Order transactions***

**Note** You can delete only those transactions not closed out.

1. In the left tree view, select FuelsManager -> Order Entry -> Supply Order Summary. The Supply Order Summary page appears. The Supply Order Summary page appears.
2. Click Delete. A message prompt appears.
3. Click OK.

**Viewing Fuel Order transactions**

FuelsManager Defence includes an option for viewing and printing Bulk Purchase Order transactions.

***Printing Fuel Order transactions***

1. Click View Printable. The transaction appears on a view page.
2. Click Print.



## 7 Invoice Entry

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### Overview

This section assumes that you belong to a FuelsManager Defence group that has view and modify rights for entering Bulk Purchase Orders and Fuel Orders. Depending on your group and location, certain components of the Enterprise Order Entry application may not be available.

This section assumes that you belong to a FuelsManager Defence group that has view and modify rights for entering recovery and payment invoice transactions. Depending on your group and location, certain components of the Enterprise Invoice Entry application may not be available.

The procedures described in this section explain how to enter invoices and view the invoice summary. This section includes the following tasks:

- Entering and editing Payment invoice transactions.
- Viewing and editing associated Receipt transactions.
- Selecting associated transactions for Payment and Recovery.
- Correcting posted Payment and Recovery transactions.
- Entering and editing Recovery invoice transactions.
- Working with Invoice Summary transactions.

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### Invoice Transactions

FuelsManager Defence includes two preconfigured invoice transactions: (1) the Payment transaction and (2) the Recovery transaction.

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### Payment Transactions

FuelsManager tracks Accounts Payable in the Payment transaction. Accounts Payable are payments for fuel purchased from non-ADF entities. The Payment transaction uses the ROMAN payment number to link the payment to the invoice. The transaction also checks the invoice number against the Receipt transaction for validation. You can display a list of Receipt transactions and associate one or more uninvoiced transactions with the Payment transaction. Associating the transactions populates the quantities with values found in the Receipt transaction. You can also select the Invoice/Receipt Comparison option to indicate that you compared the Payment and Receipt transactions and that the two transactions match.

Enterprise and JFLA users who have the View Payments right can view the Payment transaction, but cannot modify it. Users who have the Modify Payments right can view and modify Payment transactions.

#### **Payment Transactions page**

Use the Payment Transactions page to add and edit Payment transactions. This page has two sections: the body, which includes fields required for invoice data, and line items, which includes information specific to the transaction.

**Payment transactions field descriptions**

Field	Description
Transaction Type	Identifies the transaction type. Default: Payment.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location where the fuel was purchased (required).
Supplier	Identifies the fuel supplier (required). Click the Select button to select the supplier.
Payment Number	Identifies the ROMAN payment number.
Order Number	Identifies the order number for the transaction.
Payment Type	Defines the payment type. Click the drop-down arrow to select from one of the options.
Invoice/Receipt Comparison	Checks that the Payment invoice matches the receipt details and records it in the system. Can later be viewed on the Ledger or by running a query.
Payment Date	Defines the date the payment number was entered.
Rebate	Tracks transactions that have been submitted for rebate.
Rebate Number	Defines the rebate number.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Notes	Defines notes that can be added to the transaction.

Table 7-1: *Payment Transactions page field descriptions***Payment transactions line item descriptions**

Line Item	Description
Add	Adds a new line item to the transaction.
Edit	Opens the line item for editing.
Delete	Deletes the line item from the transaction.
Transactions	Associates Receipt transactions with the Payment transaction. Includes two options: <ul style="list-style-type: none"> <li>View Associated Transactions button, which includes a list of transactions already associated with the transaction.</li> <li>Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of Receipt transactions that can be associated with the Payment transaction.</li> </ul>
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Quantity	Identifies the quantity.

Table 7-2: *Payment Transactions page line item descriptions*

Line Item	Description
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Defines the quantity based on the UOM chosen.
Invoice Number	Identifies the invoice number for the payment.
Excise	Contains the excise tax for the fuel type.
GST	Identifies the GST tax.
Cost (GST Exclusive)	Identifies the cost, less the GST amount.
Cost (GST Inclusive)	Identifies the cost, including the GST amount.
Fund No	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.

Table 7-2: *Payment Transactions page line item descriptions (continued)*

## Entering Payment transactions

### **Adding Payment transactions**

1. In the left tree view, select FuelsManager -> Invoice Entry -> Add New Invoice -> Payment. The Payment Transactions page appears.
2. If needed, change the Inventory Date (required).
3. Click the drop-down arrow next to Location and select the location where the fuel was purchased (required).
4. Click the Select button next to Supplier. The FuelsManager Web Page Dialog appears, with a list of suppliers that can be assigned to the transaction.
5. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
6. Click the Select button next to the supplier. The FuelsManager Web Page Dialog closes.
7. Enter the Payment Number and Order Number.
8. Click the drop-down arrow next to Payment type and select a type.
9. Select or clear the Invoice/Receipt Comparison.

10. Enter the date the payment number was entered.
11. If needed, select Rebate and enter a Rebate Number.
12. If needed, enter a WBS Element.
13. If needed, type notes regarding the transaction.
14. Add line items to the transaction. For more information, see the “Adding line items to Payment transactions” section.
15. Click Apply.
16. Do one of the following:
  - Click New to add a new Payment transaction.
  - Click Close to close the Payment Transactions page.

#### ***Adding line items to Payment transactions***

1. Click Add. A new row or line item opens.
2. Click the Select button under Fuel Type. The FuelsManager Web Page Dialog appears, with a list of fuel types that can be assigned to the transaction.
3. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
4. Click the Select button next to the fuel type. The FuelsManager Web Page Dialog closes.
5. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Receipt transactions, appears.
6. Select one or more transactions, and then click OK. For more information, see the “Selecting associated Receipt transactions” section and the “Viewing associated Receipt transactions” section.
7. If needed, click the drop-down arrow under UOM and select a unit of measure.
8. Enter the Quantity in UOM Chosen.
9. If needed, click the drop-down arrow under Fund No and select a fund to associate with the order.
10. Enter the Account Code and Cost Centre Code.
11. Click the Save button. The system saves the new line item and adds a new row to the table.
12. Repeat steps 1 through 11 to add more line items.

#### ***Selecting associated Receipt transactions***

When you select associated Receipt transactions, you can filter the information based on criteria such as dates or Supplier.

1. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Receipt transactions, appears.
2. Click the drop-down arrow next to Date Filter and select one of three options: None, Transaction Date, or Inventory Date.
3. Select the Start Date and End Date range.
4. If needed, enter a PO Number.
5. Click the Select button next to Supplier. The FuelsManager Web Page Dialog appears.
6. Select a supplier.
7. Click Refresh. FuelsManager updates the summary list based on the filter settings.



8. If needed, select a Bill-to and Fuel Type filter.
9. Do one of the following:
  - Select a single Receipt transaction.
  - Click Select All.
  - Click Clear All to clear all transactions from the list.
10. Click OK.

#### ***Viewing and editing associated Receipt transactions***

You can view and edit associated Receipt transactions from the Payment transactions page.

1. Click the View Associated Transactions button (magnifying glass) under Transactions. The Associated Transactions page, including a list of associated Receipt transactions, appears.
2. Select a line item or row, and then click Edit. The Receipt Transactions page appears.
3. As needed, edit the transaction information.
4. Click Apply, and then click Close. The Associated Transactions page appears.
5. Click Close. The Payment Transactions page appears.

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## Recovery Transactions

FuelsManager tracks Accounts Receivable in the Recovery transaction. Accounts Receivable are receipts from fuel sold to non-ADF entities. The Recovery transaction uses the ROMAN payment number to link the payment to the invoice. You can display a list of Sale transactions and associate one or more uninvoiced transactions with the Recovery transaction. You can also select the Invoice/Receipt Comparison option to indicate that you compared the Payment and Receipt transactions and that the two transactions match.

Recovery transactions are linked to Aviation, Marine, and Ground Sale transactions. Enterprise and JFLA users who have the View Recoveries right can view the Recovery transaction, but cannot modify it. Users who have the Modify Recoveries right can view and modify Recovery transactions.

### **Recovery Transactions page**

Use the Recovery Transactions page to add and edit Recovery transactions. This page has two sections: the body, which includes fields required for invoice data, and line items, which includes information specific to the transaction.

#### ***Recovery transactions field descriptions***

<b>Field</b>	<b>Description</b>
Transaction Type	Identifies the transaction type. Default: Recovery.
Inventory Date	Identifies the date the transaction occurred (required). Default: current date.
Location	Identifies the location where the transaction was entered (required).
Payment Number	Identifies the ROMAN payment number.
Order Number	Identifies the order number for the transaction.

*Table 7-3: Recovery Transactions page field descriptions*

<b>Field</b>	<b>Description</b>
Invoice/Receipt Comparison	Checks that the Recovery invoice matches the receipt details and records it in the system. Can later be viewed on the Ledger or by running a query.
WBS Element	Identifies the work breakdown structure (WBS) element number. Store the WBS in Transactions for exporting the information later to the ROMAN JET file.
Notes	Defines notes that can be added to the transaction.

*Table 7-3: Recovery Transactions page field descriptions (continued)*

**Recovery transactions line item descriptions**

Line Item	Description
Add	Adds a new line item to the transaction.
Edit	Opens the line item for editing.
Delete	Deletes the line item from the transaction.
Transactions	Associates Recovery transactions with the Sale transaction. Includes two options: <ul style="list-style-type: none"> <li>• View Associated Transactions button, which includes a list of transactions already associated with the transaction.</li> <li>• Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of Sale transactions that can be associated with the Recovery transaction.</li> </ul>
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Quantity	Identifies the quantity.
UOM	Identifies the unit of measure in volume. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> <li>• None</li> <li>• bbl (Liq)</li> <li>• bbl (Oil)</li> <li>• cc</li> <li>• ft<sup>3</sup></li> <li>• gal (UK)</li> <li>• gal (US)</li> <li>• in<sup>3</sup></li> <li>• kl</li> <li>• m<sup>3</sup></li> <li>• yd<sup>3</sup></li> </ul>
Quantity in UOM Chosen	Identifies the quantity.
Invoice Number	Identifies the invoice number for the payment. Automatically generated by the system.
Excise	Contains the excise tax for the fuel type.
GST	Identifies the GST tax.
On-Cost	Identifies the on-cost values configured for use in the transactions.
Total Price	Indicates the total price of the invoice.
Fund No	Defines a fund number to associate with the line item. Click the drop-down arrow to select from the list of available funds.
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.

Table 7-4: Recovery Transactions page line item descriptions

## Entering Recovery transactions

### ***Adding Recovery transactions***

1. In the left tree view, select FuelsManager -> Invoice Entry -> Add New Invoice -> Recovery. The Recovery Transactions page appears.
2. If needed, change the Inventory Date.
3. Click the drop-down arrow next to Location and select the location where the fuel was purchased (required).
4. Enter the Payment Number and an Order Number.
5. Select or clear the Invoice/Receipt Comparison.
6. If needed, type notes regarding the transaction.
7. Add line items to the transaction. For more information, see the “Adding line items to Recovery transactions” section.
8. Click Apply.
9. Do one of the following:
  - Click New to add a new Recovery transaction.
  - Click Close to close the Recovery Transactions page.

### ***Adding line items to Recovery transactions***

1. Click Add. A new row or line item opens.
2. Click the Select button under Fuel Type. The FuelsManager Web Page Dialog appears, with a list of fuel types that can be assigned to the transaction.
3. Do one of the following:
  - To view the entire list, click Show All.
  - To view a limited list, type a name or letter in Find String, and then click Find.
4. Click the Select button next to the fuel type. The FuelsManager Web Page Dialog closes.
5. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Sale transactions, appears.
6. Select one or more transactions, and then click OK. For more information, see the “Selecting associated Sale transactions” section and the “Viewing associated Sale transactions” section.
7. If needed, click the drop-down arrow under UOM and select a unit of measure.
8. Enter the Account Code and Cost Centre Code.
9. If needed, click the drop-down arrow under Fund No and select a fund to associate with the order.
10. Click the Save button. The system saves the new line item and adds a new row to the table.
11. Repeat steps 1 through 10 to add more line items.

### ***Selecting associated Sale transactions***

When you select associated Sale transactions, you can filter the information based on criteria such as Bill-to or Customer.

1. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Sale transactions, appears.
2. Click the drop-down arrow next to Date Filter and select one of three options: None, Transaction Date, or Inventory Date.
3. Select the Start Date and End Date range.

4. If needed, enter a Document Reference Number.
5. Click the Select button next to Bill-to. The FuelsManager Web Page Dialog appears.
6. Select a bill-to unit.
7. Click the Select button next to Customer. The FuelsManager Web Page Dialog appears.
8. Select a customer.
9. If needed, select a fuel type.
10. Click Refresh. FuelsManager updates the summary list based on the filter settings.
11. Do one of the following:
  - Select a single Sale transaction.
  - Click Select All.
  - Click Clear All to clear all transactions from the list.
12. Click OK.

### ***Viewing and editing associated Sale transactions***

You can view and edit associated Sale transactions from the Payment transactions page.

1. Click the View Associated Transactions button (magnifying glass) under Transactions. The Associated Transactions page, including a list of associated Sale transactions, appears.
2. Select a line item or row, and then click Edit. The Recovery Transactions page appears.
3. As needed, edit the transaction information.
4. Click Apply, and then click Close. The Associated Transactions page appears.
5. Click Close. The Recovery Transactions page appears.

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## Invoice Summaries

FuelsManager Defence includes two options for viewing and editing invoice transactions: (1) the Payment Summary and (2) the Recovery Summary.

### **Payment Summary page**

Use the Payment Summary page to view and edit Payment transactions. This page has two sections: the body, which includes fields required for invoice data, and line items, which includes information specific to the transaction. You can sort each column in this section by selecting the column header.

#### ***Payment Summary field descriptions***

<b>Field</b>	<b>Description</b>
Invoice Number	Identifies the invoice number for the payment.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.

*Table 7-5: Payment Summary page field descriptions*

<b>Field</b>	<b>Description</b>
Start Date	Defines the start date range for the invoice.
End Date	Defines the end date range for the invoice.
Supplier	Identifies the fuel supplier. Click the Select button to select the supplier.

*Table 7-5: Payment Summary page field descriptions (continued)*

**Payment Summary line item descriptions**

Line Item	Description
Edit	Opens the line item for editing.
Inventory Date	Identifies the date the transaction occurred.
Payment Number	Identifies the ROMAN payment number.
Fuel Type	Identifies the fuel type entered on the Payment invoice.
Quantity	Identifies the quantity entered on the Payment invoice.
Supplier	Identifies the fuel supplier.
Invoice Number	Identifies the invoice number.
Order Number	Identifies the order number for the transaction.
Rebate	Defines the rebate number.

Table 7-6: Payment Summary page line item descriptions

**Recovery Summary page**

Use the Recovery Summary page to view and edit Recovery transactions. This page has two sections: the body, which includes fields required for invoice data, and line items, which includes information specific to the transaction. You can sort each column in this section by selecting the column header.

**Recovery Summary field descriptions**

Field	Description
Invoice Number	Identifies the invoice number for the payment.
Fuel Type	Opens the FuelsManager Web Page Dialog, which includes a list of available fuel types (required).
Account Code	Defines an account code to associate with the line item.
Cost Centre Code	Defines a cost centre code to associate with the line item.
Start Date	Defines the start date range for the invoice.
End Date	Defines the end date range for the invoice.
Customer	Identifies the customer who purchased the fuel. Click the Select button to select the customer.

Table 7-7: Recovery Summary page field descriptions

**Recovery Summary line item descriptions**

Line Item	Description
Edit	Opens the line item for editing.
Inventory Date	Identifies the date the transaction occurred.
Fuel Type	Identifies the fuel type entered on the Recovery invoice.
Quantity	Identifies the quantity entered on the Recovery invoice.
Customer	Identifies the customer.
Invoice Number	Identifies the invoice number.
Order Number	Identifies the order number for the transaction.

Table 7-8: Recovery Summary page line item descriptions

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## Invoice Transactions Editing

This section explains how to use the Payment Summary and Recovery Summary to edit and correct transactions.

### Editing Payment transactions

#### **Editing Payment transaction information**

1. In the left tree view, select FuelsManager -> Invoice Entry -> Invoice Summary -> Payment Summary. The Payment Summary page appears.
2. As needed, edit the transaction information.
3. Go to the line items section and add, edit, or delete line items as needed.
4. Click Apply, and then click Close. The information is available for viewing on the Ledger.

#### **Editing line items on Payment transactions**

1. Select a line item or row, and then click Edit.
2. If needed, edit the Fuel Type or associated Transactions.
3. If needed, edit the Volume to be Delivered.
4. Click the Save button.

#### **Deleting line items from Payment transactions**

1. Select a line item or row, and then click Delete. A message prompt appears.
2. Click OK.



### ***Deleting Payment transactions***

**Note** You can delete only those transactions that are not closed out.

1. In the left tree view, select FuelsManager -> Invoice Entry -> Invoice Summary -> Payment Summary. The Payment Transactions page appears.
2. Click Edit next to the invoice to delete.
3. Click Delete. A message prompt appears.
4. Click OK.

### **Viewing Payment transactions**

FuelsManager Defence includes an option for viewing and printing Payment transactions.

#### ***Printing Payment transactions***

1. Click View Printable. The transaction appears on a view page.
2. Click Print.

### **Editing Recovery transactions**

#### ***Editing Recovery transaction information***

1. In the left tree view, select FuelsManager -> Invoice Entry -> Invoice Summary -> Recovery Summary. The Recovery Summary page appears.
2. As needed, edit the transaction information.
3. Go to the line items section and add, edit, or delete line items as needed.
4. Click Apply, and then click Close. The information is available for viewing on the Ledger.

#### ***Editing line items on Recovery transactions***

1. Select a line item or row, and then click Edit.
2. If needed, edit the Fuel Type or associated Transactions.
3. If needed, edit the Volume to be Delivered.
4. Click the Save button.

#### ***Deleting line items from Recovery transactions***

1. Select a line item or row, and then click Delete. A message prompt appears.
2. Click OK.

#### ***Deleting Recovery transactions***

**Note** You can delete only those transactions that are not closed out.

1. In the left tree view, select FuelsManager -> Invoice Entry -> Invoice Summary-> Recovery Summary. The Recovery Summary page appears.
2. Click Edit next to the invoice to delete.
3. Click Delete. A message prompt appears.
4. Click OK.

### **Viewing Recovery transactions**

FuelsManager Defence includes an option for viewing and printing Recovery transactions.

#### ***Printing Recovery transactions***

1. Click View Printable. The transaction appears on a view page.
2. Click Print.

## 8 Reports

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### Overview

This section assumes that you belong to a FuelsManager TAS group that has view and modify rights for viewing and printing reports. Depending on your group and location, certain components of the Enterprise Reporting application may not be available.

The procedures described in this section explain how to print and view reports. This section includes the following tasks:

- Viewing reports.
- Printing reports.
- Exporting reports.

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### Enterprise Reports

FuelsManager TAS includes both standard, predefined reports and custom reports that are produced by running queries. Custom reports, which are generated from the Query application, include data, location, product, and reporting level fields. For more information about custom or ad hoc reports, see the “Queries” section.

#### **Report categories**

The Reports application includes three categories of standard reports:

- Financial, which includes information about transactions such as invoicing and sales.
- Consumption, which includes information about fuel consumption.
- Inventory, which includes information about book balances, fuel types, and fuel amounts.

#### **Basic report guidelines**

All reports adhere to basic guidelines for content and formatting, as follows:

- All reports display a version number.
- All reports display the security classification. Any report displaying a price is classified as COMMERCIAL-IN-CONFIDENCE.
- All reports subtotal both the quantity and cost column values.
- All reports display the message: “No matching records found!” if no data is available.
- All reports repeat the group header if the group values continue onto the next page.
- All reports showing data presented in rows have every other row shaded.
- Column headings appear on each page.
- Page number and total pages appear on each page of the reports.
- All reports provide enough space in the top and left margin to allow for hole-punches.
- All reports display the date and time the report was generated.
- Times New Roman, 12 point is the standard font for all reports. If a report contains numerous columns, 10 point font size is used.
- You can export any report to PDF for viewing and printing.

## Reports page

Use the Reports page to access the standard reports available at the Enterprise level.

**Note** There are many reports in FuelsManager TAS. Your administrator will determine the reports to which you have access rights based on your job requirements. Your rights and location determine the reports you can view.

### *Financial*

Report	Description
Fuel Excise Summary Report	Describes invoiced and excised amounts based on fuel type, date invoiced, and supplier.
Outstanding Recoveries Invoices Report	Displays all unpaid invoices for a specified bill-to entity.
Receipts Not Invoiced Report	Displays all receipts that have not been invoiced.
Recoveries Invoice Details Report	Displays invoices for a specified bill-to entity (customer) within a specified date range.
Recoveries Invoice Summary Report	Displays all sales invoices for all customers within a specified date range.
Sales Not Invoiced Report	Displays the individual Sale transactions that have not been invoiced.
Significant Payments Report	Lists payments due to suppliers that are of a significantly high dollar amount for a specified date range.
Unpaid Payments Report	Lists the unpaid payment invoice transactions for either a single supplier or all suppliers up to a specified date.
Value of Fuel Consumed Report	Displays a list of Issue transactions for a specified date range and calculates the total value of these transactions.
Value of Fuel Inventory Report	Displays a list of physical inventories for each fuel type for a specified date range.
Value of Fuel Sold Report	Displays the cost of the fuel that has been sold (COGS) for a specified time period.
Value of Sales Received Report	Displays the value of the invoices for fuel sold for a specified time period.
Value of Money Expensed Report	Displays transactions detailing the amount of money spent on fuel over a specified date range.
Expenditure Actual vs Budget Report	Details actual expenditures against budget for a one month period.
Reconciliation Report	Includes columns based on the Inventory Reconciliation.
Waste Fuel Disposal Report	Displays either the total amount of fuel disposed of as waste or the waste fuel sold during a specified date range.

Table 8-1: Reports page: Financial

### Consumption

Report	Description
Summary Consumption	Displays the quantity of fuel consumed by each of the service types (Army, Navy, and Air Force) for a specified date range.
Fuel Consumption Report	Displays the Fuel Type, Quantity, and Cost of Fuel used by Australian Army, Royal Australian Navy, and Royal Australian Air Force for a specified date range.
Transaction Summary Report	Shows a summary of transactions over seven years old. It includes Start Date, End Date, and Summary.
Transaction Detail Report	Shows details of transactions that are more than seven years old.
Supply Rate Report	Displays those deliveries that were three or more days after the Required Delivery Date grouped by the supplier information.

Table 8-2: Reports page: Consumption

### Inventory

Report	Description
Fuel Discrepancy Report	Displays the physical inventory, book inventory, daily variance, and total variance for a specified date range and fuel type.
Global Fuel Summary Report	Displays the total fuel amount for each transaction alias within a specified date range.
Reserve Fuel Report	Lists by fuel type the reserve level, current inventory, dues in, next dues, and reserves shown as a percent of the configured reserve level.
Waste Fuel FQC Report	Displays the total amount of fuel disposed of as waste or used for testing purposes during a specified date range.
Site Fuel Summary Report	Displays the beginning and ending book balances for all transactions for a specified date range.
Asset Fuelling Summary Report	Displays a list of Issue and Receipt transactions for all fuelling assets.

Table 8-3: Reports page: Inventory

### Working with reports

Each report includes fields, options, and values that are specific to that particular report type. The basic procedures for viewing and printing reports, however, are the same regardless of the report type. Certain options may not appear, depending on the report type. The Reports application also includes an option for exporting report data to other file formats, such as .pdf or Excel.

#### Viewing reports

1. In the left tree view, select FuelsManager -> Reports -> Reports. The Reports page appears.
2. Select the report to view.
3. If available on the report, select the Start and End Date.

4. If available on the report, select values such as Site or Supplier.
5. If available on the report, click View Report.
6. Click one of the following:
  - First Page
  - Previous Page
  - Next Page
  - Last Page
7. Click the Size arrow to see and select page sizing options.
8. In the text box, type a keyword or letter, and then click Find. The system searches the report based on the criteria that you entered. For example, entering AVTUR goes to the first occurrence of that word in the report.
9. Click Next to view the next occurrence of the search criteria.

***Exporting reports***

1. Click the drop-down arrow to select a format.
2. Click Export. The File Download dialog box appears.
3. Do one of the following:
  - To view the file, click Open.
  - To save the file for later viewing, click Save. The Save As dialog box appears.
4. Click the drop-down arrow next to Save in and select a location.
5. Accept the default file name.
6. Click Save. The system saves the file to the specified location.
7. Close the browser window.

***Printing reports***

1. Export the report to Excel.
2. Click the Print button. The Print dialog box appears.
3. Select the required print settings and click OK.

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Financial Report Descriptions

This section describes each Financial report in detail. It describes the values available for running each report. It also describes the columns found on report.

**Fuel Excise Summary Report**

The Fuel Excise Summary Sheet displays the Goods and Services Tax (GST) charged for each invoice within a specified period. The report is grouped by service type with subtotals for the quantity purchased (in litres) and excise amount. The report calculates total quantity purchased and excise amount for all service types and displays in landscape orientation.

***Fuel Excise Summary Report value descriptions***

Value	Description
Rebate Number	Identifies the Rebate Number.

*Table 8-4: Fuel Excise Summary Report value descriptions*

**Fuel Excise Summary Report columns**

Column	Description
Order #	Identifies the order number.
Account Number	Identifies the Customer's account number.
Invoice Number	Identifies the unique invoice number.
Fuel Type	Identifies the type of fuel invoiced.
Quantity	Identifies the amount of fuel invoiced.
Excise Rate	Identifies the percentage rate charged for excise tax.
ExGST	Identifies the amount calculated based on Fuel Cost and Excise Rate.
GST	Identifies the Goods and Services Tax charged for the fuel.
Total	Identifies the amount invoiced by the Supplier. This excludes Goods and Services Tax.

Table 8-5: Fuel Excise Summary Report column descriptions

**Outstanding Recoveries Invoices Report**

The Outstanding Recoveries Invoices report displays all unpaid invoices for a specified bill-to entity. The report displays in landscape orientation.

**Outstanding Recoveries Invoices value descriptions**

Value	Description
Bill-to Entity	Identifies the customer for whom the invoice is generated. Click the drop-down arrow to select the bill-to entity.
Customer	Identifies the customer who received the ordered fuel. Click the drop-down arrow to select the customer.

Table 8-6: Outstanding Recoveries Invoices report value descriptions

**Outstanding Recoveries Invoices report header elements**

Value	Description
Bill-to Entity	Identifies the customer for whom the invoice is generated. Click the drop-down arrow to select the bill-to entity.
Contact	Identifies the customer who received the ordered fuel.
Phone	Identifies the contact phone number.
FAX	Identifies the contact FAX number.
Address	Identifies the mailing and delivery address to print on the invoice.

Table 8-7: Outstanding Recoveries Invoices report header elements

**Outstanding Recoveries Invoices report columns**

Column	Description
Invoice #	Identifies the invoice.
Invoice Date	Identifies the date the invoice was generated.
Fuel Type	Identifies the type of fuel purchased.
Issued From	Identifies the site where the invoice was issued.
Net Quantity	Identifies the net amount of fuel invoiced.
Fuel Price	Identifies the price of the fuel invoiced.
Excise	Identifies the excise tax charged.
On-Cost	Identifies the on-cost value charged for the invoice.
Subtotal	Identifies the sum of excise, on-cost, and fuel price.
GST	Identifies the Goods and Services Tax charged for the fuel.
Value	Identifies the total amount of the invoice in Australian dollars.

Table 8-8: Outstanding Recoveries Invoices report column descriptions

**Receipts Not Invoiced Report**

The Receipts Not Invoiced report displays a list of fulfilled orders that have no linked invoice for a specified site and supplier up to a specified date. The report displays data based on Receipt transactions and groups the report by order number.

**Receipts Not Invoiced report value descriptions**

Value	Description
Site	Identifies the site. Click the drop-down arrow to select a site.
Supplier	Identifies the supplier. Click the drop-down arrow to select a supplier or to select all suppliers.
Report Date	Selects the Report Date using a calendar.

Table 8-9: Receipts Not Invoiced report value descriptions

**Receipts Not Invoiced report columns**

Column	Description
Order Date	Identifies the date the order was created.
Fuel Type	Identifies the fuel type ordered.
Base	Identifies the Fuel Facility location that received the fuel.
Confirmation Number	Identifies the confirmation number for the order.
Order Number	Identifies the order number.
Delivery Docket Number	Identifies the order's delivery docket number.
Delivery Date	Identifies the date the order was fulfilled.

Table 8-10: Receipts Not Invoiced report column descriptions



Column	Description
Volume Delivery (Ltrs)	Identifies the amount of the fuel delivered.
Value of Delivered Fuel	Identifies the monetary value of the fuel delivered.
Total Volume (Ltrs)	Identifies the total amount of all fuels delivered on the order.
Total Value	Identifies the total monetary value of the fuel delivered for the order.

Table 8-10: Receipts Not Invoiced report column descriptions (continued)

## Recoveries Invoice Details Report

The Recoveries Invoice Details report displays invoices for a specified bill-to entity within a specified date range. The report displays in landscape orientation.

### Recoveries Invoice Details report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Bill-to Entity	Identifies the customer for whom the invoice is generated. Click the drop-down arrow to select the bill-to entity.
Customer	Identifies the customer who received the ordered fuel. Click the drop-down arrow to select the customer.

Table 8-11: Recoveries Invoice Details report value descriptions

### Recoveries Invoice Details header elements

Element	Description
Bill To Entity	Identifies the customer for whom the invoice is generated.
Contact	Identifies the contact name.
Phone	Identifies the phone number.
Fax	Identifies the fax number.

Table 8-12: Recoveries Invoice Details report column descriptions

### Recoveries Invoice Details report columns

Column	Description
Invoice Number	Identifies the unique invoice number.
Date	Identifies the date.
Fuel Type	Identifies the fuel type ordered.

Table 8-13: Recoveries Invoice Details report column descriptions

Column	Description
Issued From	Identifies the site the invoice was issued from.
Net Quantity (Ltrs)	Identifies the net amount of fuel invoiced.
Fuel Price	Identifies the price of the fuel invoiced.
Excise	Identifies the excise tax charged.
On-Cost	Identifies the on-cost value charged for the invoice.
Subtotal	Identifies the sum of excise, margin, and fuel price.
GST	Identifies the Goods and Services Tax charged for the fuel.
Value	Identifies the total amount of the invoice in Australian dollars.
Total	Identifies the totals of each line item.

Table 8-13: Recoveries Invoice Details report column descriptions (continued)

### Recoveries Invoice Summary Report

The Recoveries Invoice Summary report displays all sales invoices for all customers within a specified date range. Transactions retrieved for this report must have a customer and bill-to entity assigned.

#### Recoveries Invoice Summary report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

Table 8-14: Recoveries Invoice Summary report value descriptions

#### Recoveries Invoice Summary report columns

Column	Description
Invoice Number	Identifies the unique invoice number.
Bill-to Entity	Identifies the customer for whom the invoice is generated.
Fuel Type	Identifies the fuel type ordered.
Net Quantity (Ltrs)	Identifies the net amount of fuel invoiced.
Fuel Price	Identifies the price of the fuel invoiced.
Excise	Identifies the excise tax charged.
On-Cost	Identifies the on-cost value charged for the invoice.
GST	Identifies the Goods and Services Tax charged for the fuel.

Table 8-15: Recoveries Invoice Summary report column descriptions

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Column	Description
Value	Identifies the total amount of the invoice in Australian dollars.
Total	Identifies the total Net Quantity and Value.

*Table 8-15: Recoveries Invoice Summary report column descriptions (continued)*

### **Sales Not Invoiced Report**

The Sales Not Invoiced report displays the individual Sale transactions that have not been invoiced. The report groups transactions by customer and fuel type and displays the total for GST, Excise, and Total Price at the bottom of the page.

**Sales Not Invoiced report columns**

Column	Description
Fuel Type	Identifies the fuel type not invoiced.
Net Quantity (Ltrs)	Identifies the net amount of fuel invoiced for the Sale transaction.
Unit Price	Identifies the marked up price for the fuel type.
GST	Identifies the Goods and Services Tax charged for the fuel.
Excise	Identifies the excise tax charged.
Total Price	Identifies the total price for the transaction.

Table 8-16: Sales Not Invoiced report column descriptions

**Significant Payments Report**

The Significant Payments report lists payments due to suppliers that are of a significantly high dollar amount for a specified date range. The report calculates the total of significant payments listed and aggregates data by Bulk Purchase Order. It reflects one month of data that has an Australian dollar value greater than \$1 million. The report displays in landscape orientation and is distributed by e-mail.

**Significant Payments report value descriptions**

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Value Limit	Defines the minimum value of the payments to display on the report. The default is \$1M.

Table 8-17: Significant Payments report value descriptions

**Significant Payments report columns**

Column	Description
Platform/Project	Describes the purpose for which the payment was required.
Supplier Number	Identifies the supplier by the ROMAN allocated number.
Supplier Name	Identifies the supplier; for example, an oil company name.
Purchase Order #	Identifies the purchase order number.
ROMAN Due Date	Indicates the date that the payment is due.
Payment Type	Specifies how the payment is to be made.
Foreign Currency	Identifies the currency used to make the payment; for example, dollar.

Table 8-18: Significant Payments report column descriptions

Column	Description
Value in Foreign Currency (Incl GST)	Identifies the total amount of the payment in foreign currency.
Value in AUD \$ (Incl GST)	Identifies the total amount of the payment in Australian dollars.

Table 8-18: Significant Payments report column descriptions (continued)

## Unpaid Payments Report

The Unpaid Payments report lists the unpaid payment invoice transactions for either a single supplier or all suppliers up to a specified date. The report, which is grouped by Supplier, displays in landscape orientation.

### Unpaid Payments report value descriptions

Value	Description
Report Name	Identifies the name of the report.
Report Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

Table 8-19: Unpaid Payments report value descriptions

### Unpaid Payments report columns

Column	Description
Supplier	Identifies the supplier; for example, an oil company name.
Invoice Number	Identifies the invoice number.
Invoice Date	Identifies the invoice date.
Value	Identifies the total value of the invoice.
Aging	Indicates the number of days that have passed since the invoice was generated.
Service	Identifies the branch of service for which the invoice is raised.
Remarks	Includes any general notes.

Table 8-20: Unpaid Payments report column descriptions

## Value of Fuel Consumed Report

The Value of Fuel Consumed report displays a list of Issue transactions for a specified date range and calculates the total value of these transactions. This report aggregates the data by fuel type and service. It includes Issue Marine, Issue Ground, and Issue Aviation groups.

**Value of Fuel Consumed report value descriptions**

Value	Description
Start Date	Selects the Begin Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

Table 8-21: Value of Fuel Consumed report value descriptions

**Value of Fuel Consumed report columns**

Column	Description
Fuel Type	Identifies the fuel type consumed.
Service	Identifies the branch of service.
Net Quantity (Ltrs)	Identifies the net quantity consumed, in litres.
Fuel Price	Identifies the price of the fuel invoiced.
Excise	Identifies the excise tax charged.
GST	Identifies the Goods and Services Tax charged for the fuel.
Value	Identifies the total amount of the transaction. Includes a subtotal for each Issue transaction group (Ground, Aviation, and Marine).

Table 8-22: Value of Fuel Consumed report column descriptions

**Value of Fuel Inventory Report**

The Value of Fuel Inventory report displays a list of physical inventories for each fuel type for a specified date range. The report calculates and displays the total value for the inventories aggregated on fuel type and service.

**Value of Fuel Inventory report value descriptions**

Value	Description
Report Date	Selects the Report Date using a calendar. The report includes data up to and including the date specified.

Table 8-23: Value of Fuel Inventory report value descriptions

**Value of Fuel Inventory report columns**

Column	Description
Fuel Type	Identifies the fuel type.
Quantity (Ltrs)	Identifies the net quantity, in litres.

Table 8-24: Value of Fuel Inventory report column descriptions

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<b>Column</b>	<b>Description</b>
Value	Identifies the total amount of the transaction.
Service	Identifies the branch of service.

*Table 8-24: Value of Fuel Inventory report column descriptions (continued)*

## Value of Fuel Sold Report

The Value of Fuel Sold report displays the cost of the fuel that has been sold (COGS) for a specified time period.

### *Value of Fuel Sold report value descriptions*

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

*Table 8-25: Value of Fuel Sold report value descriptions*

### *Value of Fuel Sold report columns*

Column	Description
Fuel Type	Identifies the fuel type.
Quantity (Ltrs)	Identifies the net quantity, in litres.
Value	Identifies the total amount of the fuel sold.
Total	Lists the total amounts and values for all fuel products.

*Table 8-26: Value of Fuel Sold report column descriptions*

## Value of Sales Received Report

The Value of Sales Received report describes the displays the value of the invoices for fuel sold for a specified time period. Value will be calculated as the total price times the quantity including GST or excise if applicable.

### *Value of Sales Received report value descriptions*

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Group By	Defines how the report is grouped. Options include Customer, Account Code, and Fuel Type.

*Table 8-27: Value of Sales Received report value descriptions*



***Value of Sales Received report columns***

<b>Column</b>	<b>Description</b>
Quantity (Ltrs)	Identifies the net quantity, in litres.
Value GST Inclusive	Identifies the total amount including GST.
Value GST Exclusive	Identifies the total amount excluding GST.

*Table 8-28: Value of Sales Received report column descriptions*

## Value of Money Expended Report

The Value of Money Expended report displays transactions detailing the amount of money spent on fuel over a specified date range. The report calculates and displays the total value of money spent on fuel for the specified date range.

### *Value of Money Expended report value descriptions*

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Group By	Defines how the report is grouped. Options include Army, Navy, and Air Force.

*Table 8-29: Value of Money Expended report value descriptions*

### *Value of Money Expended report columns*

Column	Description
Fuel Type	Identifies the fuel type.
Quantity (Ltrs)	Identifies the net quantity, in litres.
Value	Identifies the total amount of money spent on fuel.
Service	Identifies the branch of service.

*Table 8-30: Value of Money Expended report column descriptions*

## Expenditure Actual vs Budget Report

The Expenditure Actual vs Budget report details actual expenditures against budget for a one month period. It highlights the discrepancies between actual expenditure with budgeted expenditure for the period.

### *Expenditure Actual v/s Budget report value descriptions*

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Fuel Type	Identifies the fuel type.

*Table 8-31: Expenditure Actual v/s Budget report value descriptions*

**Expenditure Actual v/s Budget report columns**

Column	Description
Inventory Date	Identifies the date the transaction occurred.
Budget Value	Identifies the total value of the budgeted amount. Appears in the report header.
Budget Spent	Identifies the calculated value of budgeted amount spent.
Budget Remaining	Identifies the calculated value of budgeted amount remaining.

Table 8-32: Expenditure Actual v/s Budget report column descriptions

**Reconciliation Report**

The columns in this report will match the columns configured for the Inventory Reconciliation page.

**Reconciliation report value descriptions**

Value	Description
Month	Identifies the month.
Site	Identifies the site.
Fuel Type	Identifies the fuel type.

Table 8-33: Reconciliation report value descriptions

**Reconciliation report columns**

Column	Description
Inventory Date	Identifies the date the transaction occurred.
Begin Inventory	Identifies the amount of fuel recorded in the beginning of transactions for that Inventory Date.
Receipt	Identifies the amount of fuel affected by Receipt transactions.
Issue	Identifies the amount of fuel affected by Issue transactions. Includes three types: Aviation, Ground, and Marine.
Sale	Identifies the amount of fuel affected by Sale transactions. Includes three types: Aviation, Ground, and Marine.
Shipment	Identifies the amounts of fuel affected by Shipment transactions.
Defuel	Identifies the amount of fuel affected by Defuel and Return transactions.
Consumer Transfer	Identifies the amount of fuel affected by Consumer Transfer transactions.
Regrade	Identifies the amount of fuel affected by Regrade transactions.

Table 8-34: Reconciliation report column descriptions

Column	Description
Disposal	Identifies the amount of fuel affected by Disposal transactions.
Adjustment	Identifies the amount of fuel adjusted for a specific day.
Physical Inventory	Identifies the amount of fuel affected by Physical Inventory transactions.
Book Inventory	Identifies the amount of fuel recorded in the Accounting system.
Variance	Identifies the daily difference between book and physical inventory.
Total Variance	Identifies the total difference between book and physical inventory.
Out of Tolerance	Indicates that the variance for the specified fuel type is out of tolerance.

Table 8-34: Reconciliation report column descriptions (continued)

### Waste Fuel Disposal Report

The Waste Fuel report displays either the total amount of fuel disposed of as waste or the waste fuel sold during a specified date range. It includes standard reason codes that you can select to designate the reason for disposal. The report can be grouped by reason code and is available for any site or site group. The report includes two sections: Disposal and Sale.

#### Waste Fuel Disposal report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Reason Code	Designates the reason code. Click the drop-down arrow to select one of two options: None or Reason Code.

Table 8-35: Waste Fuel Disposal report value descriptions

#### Waste Fuel Disposal report columns

Column	Description
Site	Identifies the site where the Disposal or Sale transaction occurred.
Fuel Type	Identifies the fuel type affected by the Disposal or Sale transaction.
Quantity	Identifies the total amount of waste fuel disposed.
Value	Identifies the total value of waste fuel sold. Appears in the Sale section.

Table 8-36: Waste Fuel Disposal report column descriptions

## Consumption Report Descriptions

This section describes each Consumption report in detail.

### Summary Consumption Report

The Summary Consumption report displays the quantity of fuel consumed by each of the service types (Army, Navy, and Air Force) for a specified date range. The report further breaks down consumption by local and overseas consumption. The report contains a section for each of the following combinations:

- Army Fuel Consumption Local
- Army Fuel Consumption Overseas
- Navy Fuel Consumption Local
- Navy Fuel Consumption Overseas
- RAAF Fuel Consumption Local
- RAAF Fuel Consumption Overseas

Each section is divided by Marine, Ground, and Aviation fuel types. Within those divisions, the report groups and sorts the information by fuel type, such as AVGAS or AVTUR (JET A1).

#### **Consumption report value descriptions**

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

*Table 8-37: Summary Consumption report value descriptions*

#### **Local Consumption report columns**

Local Consumption transactions represent a Direct Fuel Purchase transaction that occurred overseas or a Receipt transaction from a non-defence entity.

Column	Description
Fuel Type	Identifies the type of fuel consumed. Depending on the division, this will either be Marine, Ground, or Aviation.
Platform Based Consumption	Lists the consumption calculated for and grouped on the Fuel Facility.
User Based Consumption	Lists the consumption calculated for and grouped on the Customer.

*Table 8-38: Local Consumption section report column descriptions*

#### **Overseas report columns**

The Overseas section summarises transactions that are grouped by fuel type. This section aggregate the data by foreign currency, which means that there will be a row for each currency type in the transactions.

Column	Description
Fuel Type	Identifies the type of fuel consumed. Depending on the division, this will either be Marine or Aviation.
Quantity	Identifies the amount of fuel consumed overseas grouped by fuel type.
Value in Foreign Currency	Identifies the value of fuel consumed overseas grouped by the fuel type in foreign currency.
Value in AUD	Identifies the value of fuel consumed overseas grouped by the fuel type in Australian dollars.

Table 8-39: Overseas section report column descriptions

### Fuel Consumption Report

The Fuel Consumption Report displays the Fuel Type, Quantity, and Cost of Fuel used by Australian Army, Royal Australian Navy, and Royal Australian Air Force for a specified date range.

The cost displayed excludes Goods and Services Tax. The information is grouped and sorted by fuel type and is subtotalled on cost and quantity.

#### Fuel Consumption report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

Table 8-40: Fuel Consumption report value descriptions

#### Fuel Consumption report columns

The report includes the following sections:

- Local Consumption Section
- Overseas Consumption Section

Each section includes a summary and a detail section.

Section	Subsection	Column	Description
Local Consumption	Ground Fuel Consumption Summary (On Base)	Ground Fuel Type	The type of fuel consumed.
		Quantity Invoiced (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	Ground Fuel Consumption Details (On Base)	Rego Number	The asset number that consumed fuel.

Table 8-41: Fuel Consumption report column descriptions

Section	Subsection	Column	Description
		Base Refuelled	The base where fuel was consumed.
		Date	Fuel consumption date.
		Fuel Type	The type of fuel consumed.
		Price	The per unit price of fuel consumed.
		Quantity (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Ground Fuel Consumption Summary (Commercial – Service Stations)</b>	Ground Fuel Type	The type of fuel consumed.
		Quantity Invoiced (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Ground Fuel Consumption Details (Commercial – Service Stations)</b>	Tail Number	The asset number that consumed fuel.
		Location	The Fuel Facility where fuel was consumed
		Supplier	The Supplier that supplied the fuel consumed.
		Date	Fuel consumption date.
		Fuel Type	The type of fuel consumed.
		Price	The per unit price of fuel consumed.
		Quantity (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Marine Fuel Consumption Summary</b>	Fuel Type	The type of fuel consumed.
		Quantity Invoiced (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Marine Fuel Consumption Details</b>	Vessel	The vessel number identifying the vessel consuming the fuel.
		Receipt Location	The Fuel Facility where the vessel received the fuel.
		Date	Fuel consumption date.
		Fuel Type	The type of fuel consumed.

Table 8-41: Fuel Consumption report column descriptions (continued)

Section	Subsection	Column	Description
		Price	The per unit price of fuel consumed.
		Quantity (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Marine Fuel Consumption Summary (Direct Fuel Purchase)</b>	Fuel Type	The type of fuel consumed.
		Quantity Invoiced (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Marine Fuel Consumption Details (Direct Fuel Purchase)</b>	Vessel	The vessel number identifying the vessel consuming the fuel.
		Receipt Location	The Fuel Facility where the vessel received the fuel.
		Date	Fuel consumption date.
		Fuel Type	The type of fuel consumed.
		Price	The per unit price of fuel consumed.
		Quantity (Ltrs)	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Aviation Fuel Consumption Summary (On Base)</b>	Aviation Fuel Type	The type of fuel consumed.
		Quantity Invoiced	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Aviation Fuel Consumption Summary (Commercial - Airports)</b>	Aviation Fuel Type	The type of fuel consumed.
		Quantity Invoiced	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Aviation Fuel Consumption Details (Commercial - Airports)</b>	Tail Number	The asset number that consumed fuel.
		Airport Refuelled	The airport where the aircraft was refuelled.
		Supplier	The Supplier that supplied the fuel consumed.
		Date	Fuel consumption date.

Table 8-41: Fuel Consumption report column descriptions (continued)



Section	Subsection	Column	Description
		Fuel Type	The type of fuel consumed.
		Price	The per unit price of fuel consumed.
		Quantity	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
<b>Overseas Consumption</b>	<b>Ground Fuel Consumption Summary (Commercial – Service Stations)</b>	Ground Fuel Type	The type of fuel consumed.
		Quantity Invoiced	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Marine Fuel Consumption Summary</b>	Marine Fuel Type	The type of fuel consumed.
		Quantity Invoiced	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.
	<b>Aviation Fuel Consumption Summary (Commercial – Airports)</b>	Aviation Fuel Type	The type of fuel consumed.
		Quantity Invoiced	The amount of fuel consumed.
		Cost ExGST	The total cost of the fuel type consumed (price x quantity). This cost does not include Goods and Services Tax.

Table 8-41: Fuel Consumption report column descriptions (continued)

### Transaction Detail Report

The Transaction Detail report shows details of transactions that are more than seven years old. It includes Start Date, End Date, and Transaction Type. The Start Date must be older than seven years when you select the report parameters.

#### Transaction Detail report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Transaction Type	Identifies the type of transaction.

Table 8-42: Transaction Detail report value descriptions

**Transaction Detail report columns**

<b>Column</b>	<b>Description</b>
Date	Identifies the date the transaction occurred.
Asset Number	Identifies a unique asset number.
Fuel Type	Identifies the type of fuel delivered.
Total Quantity (Ltrs)	Indicates the total amount of fuel received by the asset.
Organisation	Identifies the organisation.

*Table 8-43: Transaction Detail report column descriptions*

## Transaction Summary Report

The Transaction Summary report shows a summary of transactions over seven years old. It includes Start Date, End Date, and Summary. The Start Date must be older than seven years when you select the report parameters.

### *Transaction Summary report value descriptions*

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Organisation	Identifies the organisation.

*Table 8-44: Transaction Summary report value descriptions*

### *Transaction Summary report columns*

Column	Description
Transaction Type	Identifies the type of transaction.
Fuel Type	Identifies the type of fuel delivered.
Total Quantity (Ltrs)	Indicates the total amount of fuel received by the asset.

*Table 8-45: Transaction Summary report column descriptions*

## Supply Rate Report

This report displays those deliveries that were three or more days after the Required Delivery Date grouped by the Supplier information.

### *Supply Rate report value descriptions*

Value	Description
Supplier	Identifies the supplier. Click the drop-down arrow to select a supplier or to select all suppliers.
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

*Table 8-46: Supply Rate report value descriptions*

**Supply Rate report columns**

Column	Description
Site	Identifies the site where the transaction occurred.
Required Delivery Date	Identifies the date the transaction was expected to occur.
Actual Delivery Date	Identifies the date the fuel was received.
Fuel Type	Identifies the type of fuel delivered.
Receipt #	Identifies the receipt transactions.

*Table 8-47: Supply Rate report column descriptions*

Inventory Report Descriptions

This section describes each Inventory report in detail.

**Fuel Discrepancy Report**

The Fuel Discrepancy report displays the physical inventory, book inventory, daily variance, and total variance for a specified date range and fuel type. Use this report to determine the difference between documented fuel inventory and measured fuel inventory. The report indicates when the total variance exceeds the standard limit. The report displays in landscape orientation.

**Fuel Discrepancy report value descriptions**

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Fuel Type	Includes all fuel types configured for the current site. Click the drop-down arrow to select a fuel type.

*Table 8-48: Fuel Discrepancy report value descriptions*

**Fuel Discrepancy report columns**

Column	Description
Date	Identifies the inventory date that occurs in a specified date range.
Adjustment	Identifies the amount of fuel adjusted for a specific day.
Defuel	Identifies the amount of fuel affected by Defuel and Return transactions.

*Table 8-49: Fuel Discrepancy report column descriptions*

Column	Description
Disposal	Identifies the amount of fuel affected by Disposal transactions.
FQC	Identifies the amount of fuel tested for a specific day.
Issue/Sale	Identifies the amount of fuel affected by Issue and Sale transactions. Includes three types: Aviation, Ground, and Marine.
Shipment	Identifies the amounts of fuel affected by Shipment transactions.
Return	Identifies the amount of fuel affected by Return transactions.
Receipt	Identifies the amount of fuel affected by Receipt transactions.
Book Inventory	Identifies the amount of fuel recorded in the Accounting system.
Physical Inventory	Identifies the amount of fuel affected by Physical Inventory transactions.
Variance	Identifies the daily difference between book and physical inventory.
Total Variance	Identifies the total difference between book and physical inventory.
Out of Tolerance	Indicates that the variance for the specified fuel type is out of tolerance.

Table 8-49: Fuel Discrepancy report column descriptions (continued)

## Global Fuel Summary Report

The Global Fuel Summary report displays the total fuel amount for each transaction within a specified date range. The report applies to all sites and site groups.

### Global Fuel Summary report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Period Subtotal	Displays the subtotal amount for a certain time period. Click the drop-down arrow to select one of three options: None, Financial Monthly, and Fiscal Year.
Show Subtotal	Displays the fiscal year subtotal for each group. Click the drop-down arrow to select one of two options: Yes and No.

Table 8-50: Global Fuel Summary report value descriptions

**Global Fuel Summary report columns**

Column	Description
Fuel Type	Identifies the type of fuel affected by the transactions.
Adjustment	Identifies the amount of fuel affected by Adjustment transactions.
Defuel/Returns	Identifies the amount of fuel affected by Defuel transactions.
Disposal	Identifies the amount of fuel affected by Disposal transactions.
Issues	Identifies the amount of fuel affected by Issue transactions.
Sales	Identifies the amount of fuel affected by Sale transactions.
FQC	Identifies the amount of fuel affected by FQC transactions.
Receipt	Identifies the amount of fuel affected by Receipt transactions.

Table 8-51: Global Fuel Summary report column descriptions

**Reserve Fuel Report**

The Reserve Fuel report lists by fuel type the reserve level, current inventory, dues in, next dues, and reserves shown as a percent of the configured reserve level. The report displays fuel types for the current site and not specific assets. The report displays in portrait orientation.

**Reserve Fuel report value descriptions**

Value	Description
Site	Identifies the site.
Report Date	Selects the Report Date using a calendar.

Table 8-52: Reserve Fuel Summary report value descriptions

**Reserve Fuel report columns**

Column	Description
Fuel Type	Identifies the type of fuel in reserve.
Reserve Level	Identifies the reserve level for fuel types for which the reserve is configured.
Current Inventory	Identifies the amount currently in inventory for the fuel type.
Dues In	Identifies the total of all Demand transactions with a due date after the requested date.
Next Dues	Identifies the date of next delivery for the dues in transaction.
Reserve Percentage	Identifies the percent of the configured reserve level.

Table 8-53: Reserve Fuel Summary report column descriptions

## Site Fuel Summary Report

The Site Fuel Summary report displays the beginning and ending book balances for all transaction aliases for a specified date range. The report is specific to an individual site.

### *Site Fuel Summary report value descriptions*

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

*Table 8-54: Site Fuel Summary report value descriptions*

### *Site Fuel Summary report columns*

Column	Description
Date	Identifies the inventory date that occurs in a specified date range.
Beginning Book Balance	Defines the beginning book balance for the day, which is represented by a specific row.
Ending Book Balance	Defines the ending book balance for the day, which is represented by a specific row.
Adjustment	Identifies the amount of fuel adjusted for a specific day.
Defuel	Identifies the amount of fuel defuelled for a specific date.
Disposal	Identifies the amount of fuel disposed for a specific day.
FQC	Identifies the amount of fuel tested for a specific day.
Issue	Identifies the amount of fuel issued for a specific day. Includes three types: Aviation, Ground, and Marine.
Physical Inventory	Identifies the amount of fuel remaining in tanks for a specific day.
Receipt	Identifies the amount of fuel received for a specific day.
Regrade	Identifies the amount of fuel regraded for a specific day.
Return	Identifies the amount of fuel returned for a specific day.
Sale	Identifies the amount of fuel sold for a specific day. Includes three types: Aviation, Ground, and Marine.
Shipment	Identifies the amount of fuel shipped for a specific day.

*Table 8-55: Site Fuel Summary report column descriptions*

## Waste Fuel FQC Report

The Waste Fuel FQC report displays the total amount of fuel disposed of as waste or used for testing purposes during a specified date range. It includes standard reason codes that you can select to designate the reason for disposal. The report can be grouped by reason code and is available for any site or site group.

### Waste Fuel FQC report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.
Group By	Designates how the report will be grouped. Click the drop-down arrow to select one of two options: None or Reason Code.

Table 8-56: Waste Fuel FQC report value descriptions

### Waste Fuel FQC report columns

Column	Description
Site	Identifies the site where the FQC transactions occurred.
Fuel Type	Identifies the fuel type affected by FQC transactions.
Quantity	Identifies the total amount of fuel used for testing purposes.

Table 8-57: Waste Fuel FQC report column descriptions

## Asset Fuelling Summary Report

Use the Asset Fuelling Summary report to reconcile refuelling data. The report displays a list of Issue and Receipt transactions for all fuelling assets. You can generate the report for a specified site and date range. The report is grouped by fuel type. The fuel types appear in separate rows if there are multiple fuel types for a given asset. The report includes two sections: Issues and Receipts.

### Asset Fuelling Summary report value descriptions

Value	Description
Start Date	Selects the Start Date using a calendar. The report includes data starting with and including the date specified.
End Date	Selects the End Date using a calendar. The report includes data up to and including the date specified.

Table 8-58: Asset Fuelling Summary report value descriptions



**Asset Fuelling Summary report columns: Issues section**

Column	Description
Asset Number	Identifies a unique asset number.
Asset Type	Identifies the type of asset, such as storage tanks or road tankers.
Fuel Type	Identifies the type of fuel issued.
Total Issue Quantity (Ltrs)	Indicates the total amount of fuel issued to the asset.

*Table 8-59: Asset Fuelling Summary report column descriptions: Issues section***Asset Fuelling Summary report columns: Receipts section**

Column	Description
Asset Number	Identifies a unique asset number.
Asset Type	Identifies the type of asset, such as storage tanks or road tankers.
Fuel Type	Identifies the type of fuel issued.
Total Receipt Quantity (Ltrs)	Indicates the total amount of fuel received by the asset.

*Table 8-60: Asset Fuelling Summary report column descriptions: Receipts section*



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