

FuelsManager[®]

OIL & GAS



FuelsManager Enterprise Edition User Manual

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Automation solutions for oil & gas, defense and aviation applications

Varec[®]

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Using This Publication

The *FuelsManager Terminal Automation 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.

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 application.

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1 Introduction

Overview

FuelsManager is used to manage accounting and inventory in a Fuels Service. It contains several functions that handle a wide variety of tasks, such as entering orders, posting transactions, and reviewing the accounting Ledger.

FuelsManager Applications

Application access rights

One of the first things you must do when using FuelsManager is determine the functions to which you have access rights. Your administrator gives you rights to one or more functions. Your rights determine the functions you can open and what you can do in those functions. Ask your system administrator 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 functions in which you are required to work. The FuelsManager administrator determines these rights based on your job requirements.

Other than this Introduction, you should read and learn the section titles that correspond to the function 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 function available in FuelsManager. Depending on your access rights, some functions may not be available to you.

Table 1-1: FuelsManager functions

Application	Description
Accounting	Includes the different accounting transaction types available in FuelsManager. 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.
Configuration	Defines system and site-specific components that must be configured by administrators to make the system functional. For more information about configuration, see the <i>FuelsManager Terminal Automation Edition Administrator Manual</i> .
Interfaces	Includes options for exporting data to other systems, applications, or devices. For example, FuelsManager 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.
Inventory Management	Displays tank measurements recorded by FuelsManager.
Invoice Entry	Records Payable and Receivable invoice transactions. Includes a summary page that shows all invoices.

Table 1-1: FuelsManager functions

Application	Description
Load Rack	Supports the Load Rack application, which is responsible for the following activities: <ul style="list-style-type: none"> Controlling access to the site. Communicating with automation equipment at the loading rack. Capturing the actual amounts loaded as a Bill of Lading (BOL). Reporting the transaction to the Accounting application.
Maintenance	Records the maintenance status for assets, such as equipment or tanks, in operation at a site. Also used to take assets in or out of service.
Online Documentation	Includes the online help system.
Order Entry	Adds new orders, including orders and supply orders. Includes summary pages that show all orders.
Query Writer	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 accounting transactions by running a query during a particular date range and status.
Reports	Includes a list of standard reports available for viewing and printing.
System Logs	Includes three types of logs used to record activity that occurs on the system. <ul style="list-style-type: none"> Alarm and Event Log, which stores a complete alarm history in a log file for auditing and traceability. For example, when the fuel level drops below the configured minimum level, the system generates a warning alarm and records it in the log. The system also logs all system events, such as start up and shut down events, in this file. Audit Log, which tracks and provides detailed information for all changes made to the application and system configuration. Some examples can include changes such as fuel cards, entity assignments, and sites. It shows the action taken, such as adding, modifying, or purging, for the particular item. The audit log also records the user who made the change.
Training	Creates training items and qualifications that staff must complete before they are assigned to equipment. Includes a summary page that shows all training items.

Web pages

Each function 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. There are, however, some attributes that are universal throughout FuelsManager.

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

Tables

Most Web pages display a table, or grid, 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. The tables also include columns that show data entered for specific records or

transaction types. Column headings that are underlined can be sorted in either ascending or descending order.

FuelsManager Basics

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

Logging on to FuelsManager

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

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

Selecting a site

1. Select a site (location) in which to work.
2. Do one of the following:
 - a. In the left pane under Site, type the site name.
 - b. Open the Site list and select a site.

Changing your password

Use this procedure to change your password. The system prompts you to change your password after you log on 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

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

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

FuelsManager Conventions

This section explains conventions used in FuelsManager for interface elements and buttons.

Elements

These interface elements are consistent throughout FuelsManager.

Table 1-2: Elements

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: <ul style="list-style-type: none"> • 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.

Buttons

These buttons perform the same functions throughout FuelsManager.

Table 1-3: Buttons

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 if the station is not in use. If the station is in use—for example, when a driver is loading a truck—then the system applies the changes when the station becomes available. The button appears if the Defer Station Changes option is configured on the Site Configuration, Load Rack page. For more information, see the “Load Rack page field descriptions” section.
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.

Table 1-3: Buttons (continued)

Button	Description
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. Enabled only if the transactions are closed out, posted to the Enterprise, or exported to third parties. 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. Enabled only if the transactions are closed out, posted to the Enterprise, or exported to third parties. 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. Note Enabled only if a report is associated with the transaction type on the Transaction Alias Configuration: General page. For more information, see the "Transaction Alias Configuration: General page field descriptions" section.
Select	Opens a Web Page Dialog that contains a list of items from which you can select data such as products and companies. It appears as an ellipsis (three dots evenly spaced).
Find	Finds specific information about entities such as companies or products entered into a search box.
Show All	Removes the criteria entered into a search box and shows all information available for the entity.
Clear All	Clears all of the selected items that appear in a list. Used primarily when importing or exporting entity data.
Import	Imports data saved from an .xml file. Used with the Entity Import application.
Export	Exports data to an .xml file. Used with the Entity Export application.
Auto Create	Creates tanks and makes OPC connections, based on data configured in the SCADA system. 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.
Right	Moves an item or row to the right in a table or list.
Left	Moves an item or row to the left in a table or list.

Microsoft Windows Terminology

The FuelsManager 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

Overview

This section explains 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

You must have view and modify rights to accounting transactions to access this function. Depending on your group and site, certain components of the Enterprise Accounting function may not be available.

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 calculations

The system calculates any variance by the following formula:

Variance = Physical Inventory – Book Inventory

The daily variance is calculated as follows:

1. Daily variance = daily physical – book inventory
2. Daily variance is set to zero if there is no physical inventory for the day

The total variance is the running total of the daily variance; that is, it is the summation of the daily variance.

The total movement is calculated as follows:

1. It is based on Transaction Type 5 and 6.
2. Daily total movement = daily total movement + daily inventory change
3. Total movement = daily total movement + previous day’s total movement

The tolerance is calculated as follows:

1. Variance percentage = total variance/total movement
2. Tolerance percentage is based on the product configuration.
3. If the variance percentage greater than the tolerance percentage or (the tolerance percentage not equal to zero and the variance percentage is equal tolerance percentage), then an out of tolerance condition exists.

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.

To open the Ledger

- In the left tree view, click FuelsManager > Accounting > Ledger. The Ledger page opens and presents the current month and year view by default.

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.

FuelsManager 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:

- Header, which includes fields used for filtering criteria
- Columns, which includes information specific to the transaction types

In FuelsManager, administrators can configure Ledger Aggregate Columns, which roll values up from one or more transaction types and display them on the Ledger in one column. Aggregate columns can be configured to provide total amounts on numeric fields other than Gross Quantity and Net Quantity, which are the default amounts displayed on the Ledger.

The Ledger configuration also includes views based on specific transaction, product, and user group fields. If configured, these views are available for selection on the Ledger.

For more information about configuring the Ledger, see the “Ledger Configuration” section in either the online help or the *FuelsManager Terminal Automation Edition Administrator Manual*.

Table 2-1: 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.
Gross and Net option	Displays both gross and net amounts.
Gross option	Displays gross amounts.
Net option	Display only net amounts.
Show cost	Indicates whether quantity or cost will display. When selected, displays the transaction cost, rather than the quantity.

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

Table 2-2: Standard Ledger columns

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.
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.

Working with the Ledger

Viewing the Ledger

1. Open the Ledger page to the current month and year.
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.

Filtering the Ledger by date

1. Open the Month list 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 Owner. The FuelsManager Web Page Dialog appears, with a list of owners 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 owner to display in the Ledger. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The Ledger displays transactions pertaining to that owner.

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.

Table 2-3: 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"> • Gross and Net, which displays both gross and net amounts. • Gross, which displays gross amounts. • Net, which displays only net amounts.
Tolerance %	Indicates the tolerance percentage, derived from the ledger.

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

Table 2-4: Standard Ledger columns

Field	Description
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.
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.

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 product 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. The system closes out the day and locks the record.

Closeout Summary

FuelsManager 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.

Table 2-5: 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.
Manager	Opens the FuelsManager Web Page Dialog, which includes a list of available managers.

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

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

The Closeout Summary field descriptions are listed below.

Table 2-6: *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.

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 product 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

Overview

This section explains how to view and enter transactions. This section includes the following tasks:

- Viewing transactions
- Adding transactions
- Editing transactions

You must have view and modify rights for entering accounting transactions to access this module. Depending on your group and location, certain components of the Enterprise Accounting application may not be available.

Transactions

The FuelsManager Accounting application includes 21 default transaction types that can be customized and renamed to suit the business rules for the particular site. 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.

Transaction types can be configured on the Transaction Alias Configuration page by a the site administrator. Contact your site administrator for more information about the specific transaction types available at your location. For more information about configuring transaction types, see the *FuelsManager Terminal Automation Edition Administrator Manual*.

Ledger

The Ledger is a Web page used at the Enterprise level to view aggregate totals by product, 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 companies 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 indicates a required field. 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.

Transaction Types

FuelsManager includes default transaction types. These transaction types can be modified to support accounting business rules that are applicable at the location. The transactions can also be used as templates to create additional transaction types.

These transaction types can be represented in your system by transaction aliases. These transaction aliases are labels in the right tree view in the Accounting tree and are set up by your system administrator to conform to your business rules, practices, and terminology. Refer to your system administrator to identify which transaction types are available.

Table 3-1: Transaction Types

Transaction Type	Description
Accounts Payable Invoice	Used to record payments against invoices of fuel purchased for the site.
Accounts Receivable Invoice	Used to record payments received against invoices from Accounts Receivable, which include fuel sold to other sites.
Adjustment to Primary Storage	Used to adjust Book Inventory quantities either positively or negatively to match physical measurements of fuel. Example: After inventory reconciliation, Tank 2 has 17,500 more gallons than the books say it should. No source for the inconsistency can be discovered. An adjustment is entered so that book amounts match the actual amount of measured fuel.
Adjustment to Secondary Storage	Used to adjust Book Inventory quantities either positively or negatively to match physical measurements of fuel.
No Effect to Primary or Secondary Storage	Used to track product movement but does not affect inventory. Example: Used for meter rotation in which fuel is moved to exercise the meter.
Order	Used to track orders placed by customers for fuel.
Physical Inventory	Used to record the physical inventory obtained through automated gauges or manually gauging the tanks. Example: Physical measurements of the quantity of all products carried by a fuel tank farm can be performed daily and recorded in the system. These transactions can be reviewed during Inventory Reconciliation.
Product Disbursed from Primary Storage	Used to record a reduction of usable inventory from primary storage at the location issuing the fuel. Each disbursement is recorded against a product. Example: At a commercial airport that has a pipeline system, planes are fueled directly from hydrants at each gate. The pipelines connecting the hydrants terminate at tanks in the tank farm, which is the primary storage facility.

Table 3-1: Transaction Types (continued)

Transaction Type	Description
Product Disbursed from Secondary Storage	Used to record a reduction of usable inventory from secondary storage at the location issuing the fuel. Each disbursement is recorded against a product. Example: At a commercial airport without a pipeline system, jet fuel is transferred from a fuel tanker truck to an airplane for refueling. This fuel originates at the airline tank farm.
Product Movement from Primary to Secondary Storage	Used to record movement of inventory from primary to secondary storage. Example: In a military setting, fuel is often transferred from a tank in a tank farm (primary storage) to a truck (secondary storage), rather than being transported by pipeline.
Product Movement from Secondary to Primary Storage	Used to record movement of inventory from secondary to primary storage. Example: On a military air base, a truck (secondary storage) that fuels airplanes goes into maintenance. First, it transfers any fuel in its truck back into a tank (primary storage).
Product Regrade affecting Primary Storage	Used to record the reduction in the original product total and the increase in the regraded product holdings. Example: A commercial tank farm orders a quantity of premium fuel from a refinery. By the time the fuel reaches the tank farm via a pipeline, it is contaminated due to lesser quality products that were present in the pipes at the time of shipment mixing with the premium product. The product is then reclassified or regraded.
Product Regrade affecting Secondary Storage	Used to record the reduction in the original product total and the increase in the regraded product holdings. Example: A physical measurement of jet fuel in a tanker truck at an airport reveals that it no longer meets quality standards and must be reclassified as diesel.
Product Returned to Primary Storage	Used to record the increase in inventory quantity for a product that is returned to primary storage. Example: An airplane landing on an aircraft carrier or at an airport with a pipeline system may transfer its fuel directly into a primary storage tank.
Product Returned to Secondary Storage	Used to record an increase in inventory quantity for a product that is returned to secondary storage (defuel). Example: An airport fuel truck dispenses fuel into a plane. The plane is then reassigned to a shorter flight. The extra fuel is removed from the plane and loaded back onto the truck.
Product Transfer from Consumer to Consumer	Used to record inventory transferred from one consumer to another.

Table 3-1: Transaction Types (continued)

Transaction Type	Description
Product Transfer from Owner to Owner	Used to record inventory transferred from one owner to another. Example: At a commercial airport, an airline is low on fuel. Another airline has spare fuel and agrees to transfer fuel to the other airline. The site manager can use this transaction to record the exchange.
Receipt	Used to record inventory increases after fuel has been received from a supplier. Example: A site receives fuel it had previously requested from a supplier on a purchase order. This transaction records the actual physical amount received.
Request	Used to record a request to requisition additional fuel. Example: A military base fuel manager needs 60 million gallons of fuel to replace expected disbursements over the next six months and places a requisition for that amount. If approved, a separate purchasing group will place the actual order for the fuel.
Supply Order	Used to record orders placed with vendors requesting fuel.
Transfer to Different Storage or Equipment	Used to record transfer of product from one storage facility or piece of equipment to another.

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. Open the Month list 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 > Add 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.

Note When you create a manual transaction, some data is automatically populated. In the instance of a Bill of Lading, the Meter, Tank, Density, and Temperature fields are populated automatically.

Adding line items to transactions

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 products 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 transaction types that have been configured for association, such as request and receipt. 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 request and receipt, request to supply order, and supply 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.

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 or third parties.

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 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 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, posted to the Enterprise, or exported to third parties.

You can create a reverse transaction which has no original transaction in the system. This reversal is sent to PIDX and SAP.

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.

Accounts Payable Transactions (Invoice Entry)

Accounts Payable transactions are placed at the Enterprise level. These transactions record payments against invoices of fuel purchased for company assets.

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

Accounts Receivable Transactions (Invoice Entry)

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

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

Adjustment to Primary Storage Transactions

The Adjustment to Primary Storage transaction is used to adjust Book Inventory quantities either positively or negatively.

Use the Adjustment to Primary Storage transaction page to add and edit Adjustment to Primary Storage 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.

Table 3-2: Adjustment to Primary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled

Table 3-2: Adjustment to Primary Storage transaction field descriptions (continued)

Field	Description
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Adjustment to Primary Storage transaction line item descriptions are listed below.

Table 3-3: Adjustment to Primary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Adjustment to Secondary Storage Transactions

The Adjustment to Secondary Storage transaction is used to adjust Book Inventory quantities either positively or negatively.

Use the Adjustment to Secondary Storage transaction page to add and edit Adjustment to Secondary Storage 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.

Table 3-4: Adjustment to Secondary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled

Table 3-4: Adjustment to Secondary Storage transaction field descriptions (continued)

Field	Description
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Adjustment to Secondary Storage transaction line item descriptions are listed below.

Table 3-5: Adjustment to Secondary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

No Effect to Primary or Secondary Storage Transactions

The No Effect to Primary or Secondary Storage transaction is used to track product movement. This transaction does not affect inventory.

Use the No Effect to Primary or Secondary Storage transaction page to add and edit No Effect to Primary or Secondary Storage 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.

Table 3-6: No Effect to Primary or Secondary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Site	Identifies the location where the fuel was purchased.
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The No Effect to Primary or Secondary Storage transaction line item descriptions are listed below.

Table 3-7: *No Effect to Primary or Secondary Storage transaction line item descriptions*

Field	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.
Meter	Identifies the meter name or number.
Start	Indicates the meter start time.
Stop	Indicates the meter stop time.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Tank	Identifies the storage tank number.

Order Transactions (Order Entry)

Order transactions are placed at the Enterprise level and are used to track orders placed by customers.

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

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.

Use the Physical Inventory transaction page to add and edit Physical Inventory 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.

Table 3-8: *Physical Inventory transaction field descriptions*

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Site	Identifies the location where the fuel was purchased.
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Physical Inventory transaction line item descriptions are listed below.

Table 3-9: Physical Inventory transaction 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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Tank	Identifies the storage tank number.
Item Status	Identifies the current status for the item.

Product Disbursed from Primary Storage Transactions

The Product Disbursed from Secondary Storage transaction records a reduction of usable inventory from primary storage at the location issuing the fuel. Each disbursement is recorded against a product. An example is a Bill of Lading transaction type.

Use the Product Disbursed from Primary Storage transaction page to add and edit Product Disbursed from Primary Storage 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.

Table 3-10: Product Disbursed from Primary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Bill To	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).
Carrier	Opens the FuelsManager Web Page Dialog, which includes a list of available vendors that can be assigned to the transaction. Identifies the company responsible for transporting fuel on behalf of a supplier to an owner.
Tractor	Identifies the registration ID for the tractor used to transport the fuel.
Trailer	Identifies the registration ID for the trailer used to transport the fuel.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
Manager	Opens the FuelsManager Web Page Dialog, which includes a list of available managers.
Operator	Identifies the personnel who operates the equipment used to transport the fuel.
Owner	Opens the FuelsManager Web Page Dialog, which includes a list of available owners.
Reversal	Identifies the reversal type.
Shipper	Opens the FuelsManager Web Page Dialog, which includes a list of available shippers. A shipper is a company that issues or sells fuel on behalf of an owner.

Table 3-10: Product Disbursed from Primary Storage transaction field descriptions (continued)

Field	Description
Ship To	Identifies the Ship To, which is a company that receives fuel from a shipper.
Site	Identifies the location where the fuel was purchased.
Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Disbursed from Primary Storage transaction line item descriptions are listed below.

Table 3-11: Product Disbursed from Primary Storage transaction line item descriptions

Field	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.
Additive	Identifies the type of additive, which is a compound that enhances properties of the base fluid. Example: corrosion inhibitor.
Arm	Identifies the load arm number.
Batch	Identifies the batch number on the delivery docket for a shipment of fuel.
Density	Indicates the density of fuel at 15 degrees Celsius.
Compartment	Identifies the compartment number for trailers, tanker trucks, marine vessels, railcars, or storage vessels used to disburse the fuel.
Equipment	Identifies the equipment used to disburse the fuel.
Gross	Identifies the gross quantity.
Station	Identifies the name or identification number of the station.
Meter	Identifies the meter name or number.
Start	Indicates the meter start time.
Stop	Indicates the meter stop time.
Net	Identifies the net quantity.
Preset	Identifies the preset (load rack station).
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Tank	Identifies the storage tank number.
Temp	Indicates the fuel temperature at the time of volume measurement.

Table 3-11: Product Disbursed from Primary Storage transaction line item descriptions (continued)

Field	Description
Status	<p>Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following:</p> <ul style="list-style-type: none">• Closed• Completed• InProgress• Scheduled
Load Rack	<p>Lists valid load rack stations. Click the drop-down arrow to select an available station.</p> <p>Used primarily in the FuelsManager Terminal Automation Edition.</p> <p>Note Available only if the LoadingLocationID field is configured for the transaction type on the Transaction Alias Configuration: Fields page, line items section. Can be called Load Rack or another name, as applicable to your location. For more information, see the “Transaction Alias Configuration: Fields page” section.</p>

Product Disbursed from Secondary Storage Transactions

The Product Disbursed from Secondary Storage transaction records a reduction of usable inventory from secondary storage at the location issuing the fuel. Each disbursement is recorded against a product.

Use the Product Disbursed from Secondary Storage transaction page to add and edit Product Disbursed from Secondary Storage 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.

Table 3-12: Product Disbursed from Secondary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
Manager	Opens the FuelsManager Web Page Dialog, which includes a list of available managers.
Operator	Identifies the personnel who operates the equipment used to transport the fuel.
Owner	Opens the FuelsManager Web Page Dialog, which includes a list of available owners.
Reversal	Identifies the reversal type.
Ship To	Identifies the Ship To, which is a company that receives fuel from a shipper.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Disbursed from Secondary Storage transaction line item descriptions are listed below.

Table 3-13: Product Disbursed from Secondary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Movement from Primary to Secondary Storage Transactions

The Product Movement from Primary to Secondary Storage transaction records movement of inventory from primary to secondary storage.

Product Movement from Primary to Secondary Storage transaction page

Use the Product Movement from Primary to Secondary Storage transaction page to add and edit Product Movement from Primary to Secondary Storage 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.

Table 3-14: Product Movement from Primary to Secondary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Movement from Primary to Secondary Storage transaction line item descriptions are listed below.

Table 3-15: Product Movement from Primary to Secondary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Movement from Secondary to Primary Storage Transactions

The Product Movement from Secondary to Primary Storage transaction records movement of inventory from secondary to primary storage.

Use the Product Movement from Secondary to Primary Storage transaction page to add and edit Product Movement from Secondary to Primary Storage 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.

Table 3-16: Product Movement from Secondary to Primary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Movement from Secondary to Primary Storage transaction line item descriptions are listed below.

Table 3-17: Product Movement from Secondary to Primary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Regrade affecting Primary Storage Transactions

The Product Regrade affecting Primary Storage transaction records the reduction in the original product holdings and the increase in the regraded product holdings.

Use the Product Regrade affecting Primary Storage transaction page to add and edit Product Regrade affecting Primary Storage 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.

Table 3-18: Product Regrade affecting Primary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Conjoined ID	Identifies the transaction ID of the second transaction. When there is a product regrade, the system creates two transactions: one for the original product and one for the regraded product. To tie the two transactions together the ConjoinedID field of one of the transaction has the transaction ID of the other transaction and vice versa.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Regrade affecting Primary Storage transaction line item descriptions are listed below.

Table 3-19: Product Regrade affecting Primary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Regrade affecting Secondary Storage Transactions

The Product Regrade affecting Secondary Storage transaction records the reduction in the original product holdings and the increase in the regraded product holdings.

Use the Product Regrade affecting Secondary Storage transaction page to add and edit Product Regrade affecting Secondary Storage 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.

Table 3–20: Product Regrade affecting Secondary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Conjoined ID	Identifies the transaction that records the debit or reduction in the regrade from product and the credit or increase in the regrade to product.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Regrade affecting Secondary Storage transaction line item descriptions are listed below.

Table 3–21: Product Regrade affecting Secondary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Returned to Primary Storage Transactions

The Product Returned to Primary Storage transaction records the increase in inventory quantity for a product that is returned to primary storage.

Use the Product Returned to Primary Storage transaction page to add and edit Product Returned to Primary Storage 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.

Table 3-22: Product Returned to Primary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Ship To	Identifies the Ship To, which is a company that receives fuel from a shipper.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Returned to Primary Storage transaction line item descriptions are listed below.

Table 3-23: Product Returned to Primary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Returned to Secondary Storage Transactions

The Product Returned to Secondary Storage transaction records the increase in inventory quantity for a product that is returned to secondary storage.

Use the Product Returned to Primary Storage transaction page to add and edit Product Returned to Secondary Storage 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.

Table 3-24: Product Returned to Secondary Storage transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Ship To	Identifies the Ship To, which is a company that receives fuel from a shipper.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Returned to Secondary Storage transaction line item descriptions are listed below.

Table 3-25: Product Returned to Secondary Storage transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Transfer from Consumer to Consumer Transactions

The Product Transfer from Consumer to Consumer transaction records inventory transferred from one consumer to another.

Use the Product Transfer from Consumer to Consumer transaction page to add and edit Product Transfer from Consumer to Consumer 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.

Table 3-26: Product Transfer from Consumer to Consumer transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Conjoined ID	Identifies the transaction that records the debit or reduction in the regrade from product and the credit or increase in the regrade to product.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Ship To	Identifies the Ship To, which is a company that receives fuel from a shipper.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Transfer from Consumer to Consumer transaction line item descriptions are listed below.

Table 3-27: Product Transfer from Consumer to Consumer transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.

Table 3-27: Product Transfer from Consumer to Consumer transaction line item descriptions (continued)

Field	Description
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Product Transfer from Owner to Owner Transactions

The Product Transfer from Owner to Owner transaction records inventory transferred from one owner to another.

Use the Product Transfer from Owner to Owner transaction page to add and edit Product Transfer from Owner to Owner 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.

Table 3-28: Product Transfer from Owner to Owner transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Conjoined ID	Identifies the transaction that records the debit or reduction in the regrade from product and the credit or increase in the regrade to product.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Product Transfer from Owner to Owner transaction line item descriptions are listed below.

Table 3-29: Product Transfer from Owner to Owner transaction line item descriptions

Field	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.
Gross	Identifies the gross quantity.

Table 3-29: Product Transfer from Owner to Owner transaction line item descriptions (continued)

Field	Description
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Receipt Transactions

The Receipt transaction records inventory increases after fuel has been received from a supplier. Receipt transactions can be associated with Supply Order transactions. For more information, see the “Order Entry: Supply Order Transactions” section.

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.

Table 3-30: Receipt transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.
P.O. Number	Identifies the purchase order number associated with the transaction. In the FuelsManager Terminal Automation Edition, the purchase order number is pulled from the Supply Order and placed in the P.O. Number field on the Receipt transaction. On the hardware side, a prompt to enter the P.O. Number from the Receipt transaction appears on the offloading station. Note Available only if the Purchase Order Number field is configured for the transaction type on the Transaction Alias Configuration: Fields page. For more information, see the “Transaction Alias Configuration: Fields page” section.

The Receipt line item descriptions are listed below.

Table 3-31: Receipt transaction 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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.
Load Rack	Lists valid load rack stations. Click the drop-down arrow to select an available station. Used primarily in the FuelsManager Terminal Automation Edition. Note Available only if the LoadingLocationID field is configured for the transaction type on the Transaction Alias Configuration: Fields page, line items section. Can be called Load Rack or another name, as applicable to your location. For more information, see the "Transaction Alias Configuration: Fields page" section.

Request Transactions

The Request transaction records a request to requisition additional fuel.

Use the Request transaction page to add and edit Request 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.

Table 3-32: Request transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
Reversal	Identifies the reversal type.
Site	Identifies the location where the fuel was purchased.
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors.

Table 3-32: Request transaction field descriptions (continued)

Field	Description
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Request transactions line item descriptions are listed below.

Table 3-33: Request transaction 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.
Gross	Identifies the gross quantity.
Line Number	Identifies the individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Item Status	Identifies the current status for the item.

Supply Order Transactions (Order Entry)

The Supply Order transaction is used to record orders placed with vendors requesting fuel.

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

Transfer to Different Storage or Equipment Transactions

The Transfer to Different Storage or Equipment transaction records transfer of product from one storage facility or piece of equipment to another.

Use the Transfer to Different Storage or Equipment transaction page to add and edit Supply Order 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.

Table 3-34: Transfer to Different Storage or Equipment transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Inventory Date	Identifies the date the transaction occurred. Default: current date.

Table 3-34: Transfer to Different Storage or Equipment transaction field descriptions (continued)

Field	Description
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.

The Transfer to Different Storage or Equipment Transactions line item descriptions are listed below.

Table 3-35: Transfer to Different Storage or Equipment transaction 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.
Gross	Identifies the gross quantity.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Tank	Identifies the storage tank number.

4 Order Entry

Overview

This section explains how to enter orders and view the order summaries. This section includes the following tasks:

- Entering and editing Order transactions
- Entering and editing Supply Order transactions
- Correcting posted transactions
- Working with Order Summary transactions

You must have view and modify rights for entering Orders and Supply Orders to access this function. Depending on your group and location, certain components of the Enterprise Order Entry application may not be available.

Order Transactions

FuelsManager includes two order entry transactions: (1) the Order transaction and (2) the Supply Order transaction.

Order Entry: Order Transactions

Order transactions are orders that are created for customers.

Order page

Use the Order page to add and edit 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.

Table 4-1: Order transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Auto Complete	Changes the order status to Completed when all line items in the order have been picked up (customer order) or received (purchase order placed by your site). Automatically closes individual line items or the entire purchase order when the order is filled. This can occur with customer orders, which may be placed days or weeks before they are actually filled. When the scheduled date for pickup arrives, the individual lines of the order are closed out as the customer's carrier picks up the fuel.
Bill To	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).
Carrier	Opens the FuelsManager Web Page Dialog, which includes a list of available vendors that can be assigned to the transaction. Identifies the company responsible for transporting fuel on behalf of a supplier to an owner.

Table 4-1: Order transaction field descriptions (continued)

Field	Description
Document Number	Identifies the document number assigned to the transaction.
Effective Date	Indicates the date that the order was activated in the system.
Expiration Date	Indicates the date that the order expires.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
PO Number	Identifies the purchase order number for the transaction.
Requested Date	Identifies the date that the customer placed the order.
Scheduled Date	Identifies either the date the product will arrive (for a supply order placed for your site) or will be picked up (if the customer ordered fuel from your site). Note Entering a date in this field changes the Status field on the order from Requested to Scheduled.
Shipper	Opens the FuelsManager Web Page Dialog, which includes a list of available shippers. A shipper is a company that issues or sells fuel on behalf of an owner.
Ship To	Identifies the Ship To, which is a company that receives fuel from a shipper.
Site	Identifies the location where the fuel was purchased.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
Notes	Defines notes that can be added to the transaction.

The Order transaction line item descriptions are listed below.

Table 4-2: Order page 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.
Line	Identifies the individual line item.
Quantity	Identifies the net quantity.
Quantity Received	Identifies the net quantity received.
Quantity Remaining	Identifies the net quantity remaining.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.

Table 4-2: Order page line item descriptions (continued)

Line Item	Description
Price	Defines the average unit cost for the specific product.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled

Entering Order transactions

Adding Order transactions

1. In the left tree view, select FuelsManager > Order Entry > Add New Sales Order > Order. The Order page appears.
2. Enter the Effective Date and Expiration Date.
3. If needed, change the Inventory Date.
4. Enter the PO Number.
5. Enter the Requested Date and the Scheduled Date.
6. Click the drop-down arrow next to Transaction Status and select an option; for example, Closed, Completed, or InProgress.
7. If needed, type notes regarding the transaction.
8. Add line items to the transaction. For more information, see the “Adding line items to Order transactions” section.
9. Click Apply.
10. Do one of the following:
 - Click New to add a new Order transaction.
 - Click Close to close the Order page.

Adding line items to Order transactions

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 products 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. Enter the quantities.
6. Enter the Price.
7. Click the Save button. The system saves the new line item and adds a new row to the table.
8. Repeat steps 1 through 7 to add more line items.

Order Summary

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

- List of outstanding transactions for a particular product
- List of transactions for a definable period in time, product, and status

Order Summary page

Use the Order Summary page to view and edit 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.

Table 4-3: Order Summary page field descriptions

Field	Description
Order Number	Identifies the 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"> • All • Completed • InProgress • Dispatched • Requested • Closed • OnHold • Scheduled • Cancelled • Acknowledged • LoadPending • WeighOutPending • Posted • Arrived • Started • Stopped
Order Type	Identifies the order type.
Product	Identifies the product.
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"> • No filter • Scheduled Date • Effective Date • Expiration Date • ETA • Requested Delivery Date • Transaction Date
Start Date	Defines the start date range.
End Date	Defines the end date range.

Table 4-3: Order Summary page field descriptions (continued)

Field	Description
Manager	Identifies the company responsible for the physical inventory management. Click the ellipsis button to open the FuelsManager Web Page Dialog, which includes a list of available managers.
Owner	Identifies the company having inventory at a terminal. Click the ellipsis button to open the FuelsManager Web Page Dialog, which includes a list of available owners.
Shipper	Identifies the company 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 ellipsis button to open the FuelsManager Web Page Dialog, which includes a list of available shippers.
Bill-To	Defines the company that receives the bill for the shipment. Click the ellipsis button to open the FuelsManager Web Page Dialog, which includes a list of available Bill-To companies.
Ship-To	Defines the company that receives the product. Click the ellipsis button to open the FuelsManager Web Page Dialog, which includes a list of available Ship-to companies or locations.
Carrier	Defines the company responsible for moving the product from inventory to the consumer. Click the ellipsis button to open the FuelsManager Web Page Dialog, which includes a list of available carriers.

The Order Summary line item descriptions are listed below.

Table 4-4: 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 company 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.

Order Entry: Supply Order Transactions

FuelsManager supports supply order transactions that represent orders placed with oil companies and other vendors for the supply of fuel. Supply orders are created for one supplier and include multiple line items for each required product 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 order, FuelsManager applies the appropriate standing offer price, if it has been configured, for each line item.

Use the Supply Order transaction page to add and edit Supply Order 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.

Table 4-5: Supply Order transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Document Number	Identifies the document number assigned to the transaction.
Estimated Delivery Date From	Indicates the date that the transaction becomes effective in the system. This represents the "from" date of the delivery date range.
Estimated Delivery Date To	Indicates the date that the transaction expires and is no longer valid. This represents the "to" date of the delivery date range.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
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.
PO Number	Identifies the purchase order number for the transaction.
Required Delivery Date	Identifies the date delivery is required.
Confirmation Number	Identifies the confirmation number provided when the supplier confirms the order.
Shipper	Opens the FuelsManager Web Page Dialog, which includes a list of available shippers. A shipper is a company that issues or sells fuel on behalf of an owner.
Site	Identifies the location where the fuel was purchased.
Supplier	Opens the FuelsManager Web Page Dialog, which includes a list of available suppliers or vendors.
Transaction Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Transaction Date	Defines the date the transaction was entered.
Notes	Defines notes that can be added to the transaction.

The Supply Order transactions line item descriptions are listed below.

Table 4-6: Supply Order transaction 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.
Line	Identifies the individual line item.
Quantity	Identifies the net quantity.
Quantity Received	Identifies the net quantity received.
Quantity Remaining	Identifies the net quantity remaining.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Price	Defines the average unit cost for the specific product.

Table 4-6: *Supply Order transaction line item descriptions (continued)*

Line Item	Description
Total Value	Indicates the total value of the quantity ordered.
Status	Defines the current transaction status. Click the drop-down arrow to select an available option. Examples can include the following: <ul style="list-style-type: none"> • Closed • Completed • InProgress • Scheduled
Value Remaining	Indicates the calculated value of the budgeted amount remaining.

Entering Supply Order transactions

Adding Supply Order transactions

1. In the left tree view, select FuelsManager > Order Entry > Add New Supply Order. The Supply Order page appears.
2. Enter the delivery date range.
3. If needed, change the Inventory Date.
4. Enter the PO Number.
5. 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.
6. 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.
7. Click the Select button next to the supplier. The FuelsManager Web Page Dialog closes.
8. 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.
9. Click the Select button next to the unit that is paying for the fuel. The FuelsManager Web Page Dialog closes.
10. Click the drop-down arrow next to Status and select an option; for example, Closed, Completed, or In Progress.
11. Enter the Required Delivery Date.
12. If needed, enter a Confirmation Number.
13. If needed, type notes regarding the transaction.
14. Add line items to the transaction. For more information, see the “Adding line items to Order transactions” section.
15. Click Apply.
16. Do one of the following:
 - Click New to add a new Supply Order transaction.
 - Click Close to close the Supply Order page.

Adding line items to Supply Order transactions

1. Click Add. A new row or line item opens.
2. Enter the Quantity.

3. Click the Select button under Product. The FuelsManager Web Page Dialog appears, with a list of products 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 product. The FuelsManager Web Page Dialog closes.
6. Click the Select button under Transactions. The Select Associated Transactions Web Page Dialog, which includes a list of associated Supply Order transactions, appears.
7. Select one or more transactions, and then click OK. For more information, see the “Viewing and editing associated transactions” section and the “Viewing associated Demand transactions” section.
8. Enter the Price.
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 transactions

When you select associated 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 transactions, appears.
2. Click the drop-down arrow next to Order Status and select an options; for example, 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 Fuels-Manager 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 transaction.
 - Click Select All.
 - Click Clear All to clear all transactions from the list.
9. Click OK.

Viewing and editing associated transactions

1. Click the View Associated Transactions button 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 Supply 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 Supply Order page appears.

Supply Order Summary

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

- List of outstanding transactions for a particular product.
- List of transactions for a definable period in time, product, and status.
- List of transactions associated with an order.

Use the Supply Order Summary page to view and edit Supply 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.

Table 4-7: Supply Order Summary page field descriptions

Field	Description
Order Number	Identifies the 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"> • All • Completed • InProgress • Dispatched • Requested • Closed • OnHold • Scheduled • Cancelled • Acknowledged • LoadPending • WeighOutPending • Posted • Arrived • Started • Stopped
Order Type	Identifies the order type.
Product	Identifies the product.
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"> • No filter • Estimated Delivery Date • Required Delivery Date • Transaction Date
Start Date	Defines the start date range.
End Date	Defines the end date range.
Manager	Identifies the company 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 company having inventory at a terminal. Click the Select button to open the FuelsManager Web Page Dialog, which includes a list of available owners.

Table 4-7: Supply Order Summary page field descriptions (continued)

Field	Description
Shipper	Identifies the company 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 company 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.

The Supply Order Summary line item descriptions are listed below.

Table 4-8: Supply Order Summary line item descriptions

Line Item	Description
Edit	Opens the line item for editing.
Multiple Select	Selects multiple line items for printing.
Bill-To	Identifies the customer paying for the fuel.
Carrier	Identifies the company responsible for transporting fuel on behalf of a supplier to an owner.
Confirmation Number	Identifies the Confirmation number.
Document Number	Identifies the associated document number.
Estimated Delivery Date From	Identifies the estimated delivery date.
Inventory Date	Identifies the date the transaction occurred.
Manager	Identifies the company responsible for movement and inventory of fuel.
Order Status	Identifies the order status.
Owner	Identifies the company that owns the fuel.
PO Number	Identifies the associated purchase order number.
Required Delivery Date	Identifies the date that the fuel must be delivered by.
Shipper	Identifies the company that issues or sells fuel on behalf of an owner.
Ship-To	Identifies the company that receives fuel from a shipper.
Supplier	Identifies the company that supplies fuel to the owner.
Transaction Alias	Identifies the transaction alias, if applicable.
Transaction Date	Identifies the transaction date.
Transaction ID	A unique number identifying the transaction.

Transactions Editing

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

Editing Supply Order transactions

Editing Supply 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 Supply 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 Supply Order transactions

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

Deleting Supply 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 Supply Order transactions

FuelsManager includes an option for viewing and printing Supply Order transactions.

Printing Supply Order transactions

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

5 Invoice Entry

Overview

This section explains how to enter invoices and view the invoice summary. This section includes the following tasks:

- Entering and editing Accounts Payable invoice transactions
- Viewing and editing associated Receipt transactions
- Selecting associated transactions for Accounts Payable and Accounts Receivable
- Correcting posted Accounts Payable and Accounts Receivable transactions
- Entering and editing Accounts Receivable invoice transactions
- Working with Invoice Summary transactions

You must have view and modify rights for entering Accounts Payable and Accounts Receivable invoice transactions to access this function. Depending on your group and location, certain components of the Enterprise Invoice Entry application may not be available.

Invoice Transactions

FuelsManager includes two invoice transactions: (1) the Accounts Payable transaction and (2) the Accounts Receivable transaction.

Invoice Entry: Accounts Payable Transactions

FuelsManager tracks Accounts Payable in the Accounts Payable transaction. Accounts Payable are payments made for fuel purchased from outside entities. 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 Accounts Payable 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 Accounts Payable and Receipt transactions and that the two transactions match.

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

Accounts Payable transactions page

Use the Accounts Payable transactions page to add and edit Accounts Payable 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.

Table 5-1: Accounts Payable transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Document Number	Identifies the document number assigned to the transaction.

Table 5-1: Accounts Payable transaction field descriptions (continued)

Field	Description
Invoice/Receipt Comparison	Checks that the Accounts Payable invoice matches the receipt details and records it in the system. Can later be viewed on the Ledger or by running a query.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
Payment Number	Identifies the payment number.
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.
Receipt Number	Identifies the receipt number for the transaction.
Site	Identifies the location where the fuel was purchased.
Supplier	Identifies the fuel supplier. Click the Select button to select the supplier.
Total Excise	Identifies the total excise amount, which is calculated for the total quantity and product for all line items based on the configured excise rate.
Total GST	Identifies the total Goods and Services Tax (GST) calculated for all line items.
Total Price	Identifies the total price calculated for the quantity and product for all line items.
Total Price with Tax	Identifies the total price, including tax, calculated for the quantity and product.
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Accounts Payable transaction line item descriptions are listed below.

Table 5-2: Accounts Payable transaction 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 Accounts Payable transaction. Includes two options: <ul style="list-style-type: none"> View Associated Transactions button, which includes a list of transactions already associated with the transaction. Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of Receipt transactions that can be associated with the Accounts Payable transaction.
Batch Number	Identifies the batch number on the delivery docket for a shipment of received fuel.
Gross	Identifies the gross quantity.
Invoice Number	Identifies the invoice number.
Invoice Line Number	Identifies the invoice number for an individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.

Table 5-2: Accounts Payable transaction line item descriptions (continued)

Line Item	Description
Price	Identifies the product price.
Invoiced Excise	Identifies the excise amount for an individual line item.
Invoiced GST	Identifies the GST amount for an individual line item.

Entering Accounts Payable transactions

Adding Accounts Payable transactions

1. In the left tree view, select FuelsManager > Invoice Entry > Add New Invoice > Accounts Payable. The Accounts Payable Transactions page appears.
2. If needed, change the Inventory Date.
3. Click the drop-down arrow next to Site and select the location where the fuel was purchased.
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.
8. Select or clear the Invoice/Receipt Comparison.
9. Enter the date the payment number was entered.
10. Add line items to the transaction. For more information, see the “Adding line items to Accounts Payable transactions” section.
11. Click Apply.
12. Do one of the following:
 - Click New to add a new Accounts Payable transaction.
 - Click Close to close the Accounts Payable Transactions page.

Adding line items to Accounts Payable transactions

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 products 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 Receipt transactions, appears.
6. Select one or more transactions, and then click OK.
7. Click the Save button. The system saves the new line item and adds a new row to the table.
8. Repeat steps 1 through 7 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 Accounts Payable 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 Accounts Payable Transactions page appears.

Invoice Entry: Accounts Receivable Transactions

FuelsManager tracks Accounts Receivable in the Accounts Receivable transaction. Accounts Receivable are receipts from fuel sold to outside entities. You can display a list of Sale transactions and associate one or more uninvoiced transactions with the Accounts Receivable transaction. You can also select the Invoice/Receipt Comparison option to indicate that you compared the Accounts Payable and Receipt transactions and that the two transactions match.

Accounts Receivable transactions are linked to Sale transactions. Enterprise users who have the View Recoveries right can view the Accounts Receivable transaction, but cannot modify it. Users who have the Modify Recoveries right can view and modify Accounts Receivable transactions.

Accounts Receivable transaction page

Use the Accounts Receivable transaction page to add and edit Accounts Receivable 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.

Table 5-3: Accounts Receivable transaction field descriptions

Field	Description
Alias	Identifies the name configured for the transaction type.
Document Number	Identifies the document number assigned to the transaction.
Invoice/Receipt Comparison	Checks that the Accounts Receivable invoice matches the receipt details and records it in the system. Can later be viewed on the Ledger or by running a query.
Inventory Date	Identifies the date the transaction occurred. Default: current date.
Payment Number	Identifies the payment number.
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.
Receipt Number	Identifies the receipt number for the transaction.
Ship To	Opens the FuelsManager Web Page Dialog, which includes a list of available ship-to locations.
Site	Identifies the location where the fuel was purchased.
Supplier	Identifies the fuel supplier. Click the Select button to select the supplier.
Total Excise	Identifies the total excise amount, which is calculated for the total quantity and product for all line items based on the configured excise rate.
Total GST	Identifies the total Goods and Services Tax (GST) calculated for all line items.
Total Price	Identifies the total price calculated for the quantity and product for all line items.
Total Price with Tax	Identifies the total price, including tax, calculated for the quantity and product.
Transaction Date	Defines the date the transaction was entered.
ID	Defines the transaction ID.

The Accounts Receivable transaction line item descriptions are listed below.

Table 5-4: Accounts Receivable transaction 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 Accounts Receivable transactions with the Sale transaction. Includes two options: View Associated Transactions button, which includes a list of transactions already associated with the transaction. Select button, which opens the Select Associated Transactions Web Page Dialog; includes a list of Sale transactions that can be associated with the Accounts Receivable transaction.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Gross	Identifies the gross quantity.

Table 5-4: Accounts Receivable transaction line item descriptions (continued)

Line Item	Description
Invoice Number	Identifies the invoice number.
Invoice Line Number	Identifies the invoice number for an individual line item.
Net	Identifies the net quantity.
Product	Opens the FuelsManager Web Page Dialog, which includes a list of available products.
Price	Identifies the product price.
Invoiced Excise	Identifies the excise amount for an individual line item.
Invoiced GST	Identifies the GST amount for an individual line item.

Entering Accounts Receivable transactions

Adding Accounts Receivable transactions

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

Adding line items to Accounts Receivable 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 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 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. Click the Save button. The system saves the new line item and adds a new row to the table.
8. Repeat steps 1 through 7 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 product.
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 Accounts Payable 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 Accounts Receivable 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 Accounts Receivable Transactions page appears.

Invoice Summaries

FuelsManager includes two options for viewing and editing invoice transactions: (1) the Accounts Payable Summary and (2) the Accounts Receivable Summary.

Accounts Payable Summary page

Use the Accounts Payable Summary page to view and edit Accounts Payable 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.

Table 5-5: Accounts Payable Summary page field descriptions

Field	Description
Invoice Number	Identifies the invoice number for the payment.
Product	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.
Supplier	Identifies the fuel supplier. Click the Select button to select the supplier.
Ship To	Opens the FuelsManager Web Page Dialog, which includes a list of available ship-to locations.

The Accounts Payable Summary line item descriptions are listed below.

Table 5-6: Accounts Payable Summary page 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 payment number entered on the Accounts Payable invoice.
Product	Identifies the product entered on the Accounts Payable invoice.
Quantity	Identifies the quantity entered on the Accounts Payable invoice.
Supplier	Identifies the fuel supplier.
Invoice Number	Identifies the invoice number.

Accounts Receivable Summary page

Use the Accounts Receivable Summary page to view and edit Accounts Receivable 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.

Table 5-7: Accounts Receivable Summary page field descriptions

Field	Description
Invoice Number	Identifies the invoice number for the payment.
Product	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.
Supplier	Identifies the fuel supplier. Click the Select button to select the supplier.
Ship To	Opens the FuelsManager Web Page Dialog, which includes a list of available ship-to locations.

The Accounts Receivable Summary line item descriptions are listed below.

Table 5-8: Accounts Receivable Summary page line item descriptions

Line Item	Description
Edit	Opens the line item for editing.
Inventory Date	Identifies the date the transaction occurred.
Product	Identifies the product entered on the Accounts Receivable invoice.
Quantity	Identifies the quantity entered on the Accounts Receivable invoice.
Supplier	Identifies the fuel supplier.
Invoice Number	Identifies the invoice number.

Invoice Transactions Editing

This section explains how to use the Accounts Payable Summary and Accounts Receivable Summary to edit and correct transactions.

Editing Accounts Payable transactions

Editing Accounts Payable transaction information

1. In the left tree view, select FuelsManager > Invoice Entry > Invoice Summary > Accounts Payable Summary. The Accounts Payable 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 Accounts Payable transactions

1. Select a line item or row, and then click Edit.
2. If needed, edit the Product or associated Transactions.
3. Click the Save button.

Deleting line items from Accounts Payable transactions

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

Deleting Accounts Payable 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 > Accounts Payable Summary. The Accounts Payable Transactions page appears.
2. Click Edit next to the invoice to delete.
3. Click Delete. A message prompt appears.
4. Click OK.

Viewing Accounts Payable transactions

FuelsManager includes an option for viewing and printing Accounts Payable transactions.

Printing Accounts Payable transactions

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

Editing Accounts Receivable transactions

Editing Accounts Receivable transaction information

1. In the left tree view, select FuelsManager > Invoice Entry > Invoice Summary > Accounts Receivable Summary. The Accounts Receivable 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 Accounts Receivable transactions

1. Select a line item or row, and then click Edit.
2. If needed, edit the Product or associated Transactions.
3. Click the Save button.

Deleting line items from Accounts Receivable transactions

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

Deleting Accounts Receivable 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 > Accounts Receivable Summary. The Accounts Receivable Summary page appears.
2. Click Edit next to the invoice to delete.
3. Click Delete. A message prompt appears.
4. Click OK.

Viewing Accounts Receivable transactions

FuelsManager includes an option for viewing and printing Accounts Receivable transactions.

Printing Accounts Receivable transactions

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

6 Query Writer

Overview

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

- Building basic queries, including creating, printing, importing, and exporting
- Saving and viewing queries
- Adding advanced options

You must have view and modify rights for entering queries to access this function. Depending on your group and location, certain components of the Enterprise Query application may not be available.

Enterprise Queries

FuelsManager includes both standard, predefined reports and custom reports that are produced by running queries. Custom reports, which are generated from the Query Writer application, include data, location, product, 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. The Query Writer application also includes an option for exporting report data to the Excel file format.

Queries page

Use the Queries page to view the queries and query results that have been created and saved at the site.

Table 6-1: Queries page field descriptions

Field	Description
View	Opens the line item for viewing or editing.
Edit	Opens the row for editing.
Delete	Deletes the row from the table.
Name	Identifies the name or identification number defined for the query.
Description	Describes the query.

Viewing queries

- In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.

Viewing query results

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.
2. Select an item or row, and then click the View button. The Query Results page appears.
3. Select a filter, and then click Refresh.

Printing query results

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.
2. Select an item or row, and then click the View button. The Query Results page appears.
3. Click the Printer-Friendly Results link.

Downloading query results

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.
2. Select an item or row, and then click the View button. The Query Results page appears.
3. Click the Download Results link. The File Download dialog box appears.
4. 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.
5. Click the drop-down arrow next to Save in and select a location.
6. Accept the default file name.
7. Click Save. The system saves the file to the specified location.

Editing queries

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.
2. Select a row, and then click Edit. The Query page appears.
3. Edit the required information. For more information, see the “Basic Queries” section.
4. Click the Save button.

Deleting queries

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.
2. Select the row, and then click Delete. A message prompt appears.
3. Click OK.

Exporting all query definitions

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.
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.

Importing all query definitions

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Queries page appears.
2. Do one of the following:
 - Type the name of the file to import.
 - Click Browse to search for the file.
3. Click Import. The system adds all products defined in the selected file. An error appears if either of the following conditions apply:
 - The selected file is not a valid .xml file.
 - The selected file is not properly formatted to according to the schema definition.

Basic Queries

This section explains how to build a basic query.

Query page: Basic Settings

Use the Query page to build queries. This page includes two tabbed pages: Basic Settings, which includes fields for configuring a basic query, and Advanced Options, which includes fields for configuring additional data. includes an option for exporting report data to an Excel file format.

For example, to create a Sale query, you can pick the query type Transactions and select fields such as Actual Date & Time. In step 3 Criteria, you would have this:

Field	Operator	Value
Transaction Type	=	Sale (Aviation)

To further refine, you can go to the Advanced Options tab, and in the filter list (the bottom third of the page), pick Actual Date and Transaction Type.

The Basic Settings page has two sections: the body, which includes fields required to create the query type, and search criteria, which includes specific fields and operators to add to the query.

Table 6-2: Query page: Basic Settings field descriptions

Field	Description
Query Type	<p>Defines the type of query to create. Click the drop-down arrow to select from the following options:</p> <ul style="list-style-type: none"> • Alarm & Event Log • Audit Log • Companies • Equipment • Fuel Cards • Personnel • Maintenance Log • Quality Test Results • Products • Tanks • Training • Transactions
Query Results	<p>Defines the fields to appear in the query results. Includes two lists:</p> <ul style="list-style-type: none"> • Selected Fields, which are fields that will appear in the query results. • Available Fields, which are fields that you can assign to the query results. <p>Note Press either the Shift key or the Ctrl key to select multiple items.</p>
Submit	Runs a query against the selected criteria.
Save	Opens the Save Query Web Page Dialog, where you can save the query with a specific name.
Export	Exports report data to other file formats, such as .pdf or Excel.
Manage Queries	Opens the Queries page, where queries can be edited or deleted.

The Search criteria field descriptions are listed below.

Table 6-3: Query page: Basic Settings search criteria field descriptions

Field	Description
Add Phrase	Adds criteria to the query.
Add Phrase Group	Adds a group to the query. Create a group for queries using the And and Or criteria.
Select	Selects the criteria.
Delete	Deletes the criteria from the query.
Field	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.
Operator	Indicates the query operator to use for the query. Click the drop-down arrow to select an option.

Table 6-3: Query page: Basic Settings search criteria field descriptions (continued)

Field	Description
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"> • And • Or <p>Note If using Or and And, the query must be contained with a group. For more information, see the “Using groups” section.</p>

Query operators and logic

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

Table 6-4: 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
Contains	Contains a specific query value.
Empty	Equals blank
IN	Returns an item if the field matches any value in a specified set.
Like	Is like; determines whether a specific character string matches a specific pattern.
Not Empty	Not blank
Not Like	Specifies that the results of Like are negated.

Building a query

1. In the left tree view, select FuelsManager > Query Writer > Queries. The Query page appears.
2. Select the Query Type; for example, Transactions.
3. Select the query results. Do one of the following:
 - From the Available fields list, select the fields to include in the query results, and then click Assign.
 - From the Selected fields list, select fields that should not appear in the query results, and then click Remove.

Note Press either the Shift key or the Ctrl key to select multiple items.

4. Click Add Phrase.
5. Click the drop-down arrow under Fields and select additional query data; for example, Product.
6. Select an operator and enter a value, for example, GAS 91 OCT.

7. Click Submit. The query appears in the Query Results window.

Using groups

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

Exporting a single query definition

1. Click Export. The File Download dialog box appears.
2. 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.
3. Click the drop-down arrow next to Save in and select a location.
4. Accept the default file name.
5. Click Save. The system saves the file to the specified location.
6. Close the browser window.

Printing exported query definitions

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 query definitions

1. In the left tree view, select FuelsManager > Query Writer > Create New Query. The Query page appears.
2. Enter the query information.
3. Click Save. The Save Changes Dialog appears.
4. Type the query name, and then click Save.

Advanced Query Settings

This section explains how to configure advanced settings on a basic query.

Query page: Advanced options

Use the Query page to create queries. This page includes two tabbed pages: Basic Settings, which includes fields for configuring a basic query, and Advanced Options, which includes fields for configuring additional data.

The Advanced Options page includes the following areas:

- Page setup
- Line item setup
- User and data groupings
- Filters

Table 6-5: Query page: Advanced options field descriptions

Field	Description
Query Title	Defines a title to appear on the query results page.
Query Header	Defines a header to appear on the query results page.
Query Footer	Defines a footer to appear on the query results page.
Initial Results Page Size	Defines the number of rows to display in the query results. Click the drop-down arrow to select from the following: <ul style="list-style-type: none"> • 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.
Total All Fields	Adds a total sum of all values for numeric values. Appears blank for string values. Includes subtotal values if data groupings are configured.
Include Line Numbers	Adds line numbers for each row of data to the query results.
Show Summary Lines Only	Displays only totals on the query results.
Assigned User Groups	Lists the user groups that can view the query. Click the right arrow to move user groups from the Assigned User Groups list to the Unassigned User Groups list.
Unassigned User Groups	Lists the user groups that are not yet assigned to view the query. Click the left arrow button to move user groups from the Unassigned User Groups list to the Assigned User Groups list.
1st Data Grouping	Filters query data and organizes it into a group of related data.
2nd Data Grouping	Filters query data and organizes it into a group of related data.
3rd Data Grouping	Filters query data and organizes it into a group of related data.
Field	Lists fields that can be included in the query filter.
Filter	Configures filters, such as dates or transactions, that can be used on the query results page. Provides users who did not create the query additional options for filtering. If enabled, a check mark appears in the check box. If disabled, the check box is cleared.
Default Filter Value	Defines the filter value that appears on the query results page.

Configuring advanced query settings

1. In the left tree view, select FuelsManager > Query Writer > Create New Query. The Query page appears.

2. Enter the basic query data. For more information, see the “Building a query” section.
3. Select the Advanced options tab.
4. Complete the query page setup.
 - a. Enter the query title to display in the query results.
 - b. Enter the query header and footer.
 - c. Click the drop-down arrow under Initial Results Page Size and select the number of rows to display in the query results.
5. Complete the line item setup.
 - a. Select or clear the Total All Fields check box.
 - b. Select or clear the Include Line Numbers check box.
 - c. Select or clear the Show Summary Lines Only check box.
6. Complete the user and data groupings.
 - a. In the Unassigned User Groups list, select the groups to assign, and then click the left arrow button. The groups move to the Assigned User Groups list.
 - b. In the Assigned User Groups list, select the groups to remove from the query, and then click the right arrow button. The groups move to the Unassigned User Groups list.
 - c. Click the drop-down arrow under Data Grouping and select a filter for organizing the query data.
7. Configure the filters.
 - a. Select or clear the Filter check box next to the field.
 - b. Type a default filter value. When you click Submit while running the query, the Query Results appears. The filters that you selected on the Advanced page appear at the top.

7 Load Rack

Overview

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 for customers and allocation groups
- Editing Bills of Lading (BOLs)
- Configuring data exchange profiles
- Monitoring the status of fuel loading stations
- Configuring load rack operations data
- Assigning house cards

You must have view and modify rights for configuring load racks and entering load rack data to access this function. Depending on your group and location, certain components of the Load Rack application may not be available.

Load Racks

The Load Rack application supports the following FuelsManager 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.

Table 7-1: Load Rack Components descriptions

Component	Description
Additive Internal Meters	Lists meters that read the product and determine the exact mix of additives. The meters are configured in the Stations Configuration.
Allocation Groups	Groups to which allocations can be assigned.
Allocations	Contains information regarding the quantity of fuel that can be downloaded by customers during a set period.
Bills of Lading (BOLs)	Lists BOL transactions stored in the system.
Data Exchange Profiles	Configures data exchange profiles, which are used to communicate with the DTN and Toptech Data Services verification companies.
Messages	Configures display messages that can be viewed by a single driver or group of drivers.
Operations	Includes operational functions such as assigning house cards, initiating End of Day closeout, and resetting owner allocations.

Table 7-1: Load Rack Components descriptions (continued)

Component	Description
Rack Status	Monitors the current operations at all stations, such as the status of all bays.
Station Arms	Provides a means of enabling or disabling arms on a station.
Stations	Configures load rack station. Also used to enable and disable load rack stations. Configured in the Sites: Station configuration. For more information on configuration, see the <i>FuelsManager Terminal Automation Edition Administrator Manual</i> .
Tank Assignment	Provides a means of changing the tank assignment on the station arm.

Additive Internal Meters

Additive internal meters read the product and determine the exact mix of additives contained in that product. The interface between the meter and the computer is configured in the Stations Configuration, on the load arm. For more information about configuring the meter, see the *FuelsManager Terminal Automation Edition Administrator Manual*.

Additive Internal Meters page

Use the Additive Internal Meters page to edit meter values for stations that have internal meters defined for them. The system records any changes made to internal meters in the Alarm and Event Log as a SetAdditiveMeterTotalizer event.

Table 7-2: Additive Internal Meters page field descriptions

Field	Description
Station	Identifies the station.
Arm	Identifies the load arm.
Meter	Identifies the meter configured for the station load arm.
Additive	Identifies the additive.
Value	Identifies the meter value.

Viewing additive internal meters

1. In the left tree view, select FuelsManager > Load Rack > Additive Internal Meters. The Additive Internal Meters 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.
4. Click the drop-down arrow next to the station list and select from one of the following options:
 - All, which displays all stations that have internal meters defined for them.
 - An individual station that has an internal meter defined for it.

Editing internal meters

1. In the left tree view, select FuelsManager > Load Rack > Additive Internal Meters. The Additive Internal Meters page appears.

2. Select a line item or row, and then click Edit.
3. If needed, edit the Value.
4. Click Apply. The system applies the new value and records the change in the Alarm and Event Log.

Allocation Groups

FuelsManager supports creating allocation groups, which can be used to organize and reset fuel allocations. The reset feature provides a quick override if the product must ship and allocations have been exceeded. By placing allocations in a group, you can reset multiple allocations, rather than resetting the allocations one at a time.

Allocation Groups page

Use the Allocation Groups page to view, add, edit, reset, and delete allocation groups.

Table 7-3: Allocation Groups page field descriptions

Field	Description
Select	Selects the allocation group and enables the Reset button.
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Delete	Deletes the row from the table.
Allocation Group ID	Identifies the name or identification number of the allocation group.
Reset	Resets the allocation to the current date and overrides enforcement of allocation limits configured at the terminal level.

Viewing allocation groups

1. In the left tree view, select FuelsManager > Load Rack > Allocation Groups. The Allocation Groups 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.

Adding allocation groups

1. In the left tree view, select FuelsManager > Load Rack > Allocation Groups. The Allocation Groups page appears.
2. Click Add.
3. Type the ID, which will be used to identify the allocation group.
4. Click the Save button. The system saves the allocation group and adds a row to the table.

Editing allocation groups

1. In the left tree view, select FuelsManager > Load Rack > Allocation Groups. The Allocation Groups page appears.
2. Select a line item or row, and then click Edit.
3. If needed, edit the Allocation Group ID.

- Click the Save button.

Deleting allocation groups

- In the left tree view, select FuelsManager > Load Rack > Allocation Groups. The Allocation Groups page appears.
- Select a row, and then click Delete. A message prompt appears.
- Click OK.

Resetting allocations for a group

- In the left tree view, select FuelsManager > Load Rack > Allocation Groups. The Allocation Groups page appears.
- Select a row, and then click Reset.

Allocations

Allocations are used to limit the amount of product that can be loaded by a particular company entity over a particular time period. Allocations can be configured with start (effective) and end (expiration) dates spanning monthly or weekly periods, with individual line items resetting limits on a daily basis.

Note If no allocations are defined for a customer, then the driver can load the product, barring any other restrictions that may have been configured.

Use the Allocations Configuration page to view allocations.

Table 7-4: Allocations page field descriptions

Field	Description
Type	Defines the company entity for which to enforce an allocation. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> Bill To Owner Ship To Shipper
Allocation Group	Identifies the allocation group defined on the Allocation Groups Configuration page. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> All, which displays all allocations. None, which removes any rows in the table. A specific allocation.
Company	Opens the FuelsManager Web Page Dialog, which includes a list of available companies.
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Delete	Deletes the row from the table.
ID	Identifies the name or identification number of the allocation.
Effective Date	Indicates the date that the allocation was activated in the system.
Expiration Date	Indicates the date that the allocation expires.
Group	Identifies the allocation group.

Viewing allocations

1. In the left tree view, select FuelsManager > Load Rack > Allocations. The Allocations Configuration 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.

Allocation Configuration page

Allocation information is recorded and configured on the Allocation Configuration page. This page has two sections: the body, which includes fields required to configure general allocation data, and line items, which define the actual allocation amounts per product and product group.

Table 7-5: Allocation Configuration page field descriptions

Field	Description
Company Hierarchy	Designates the particular branch in the company hierarchy to which this allocation applies.
Allocation Group	Identifies the allocation group defined on the Allocation Groups Configuration page. For more information, see the “Adding allocation groups” section.
Load Warning %	Defines the limit at which a warning message displays at the load rack to the driver. The message indicates that the amount loaded is approaching the maximum allowed for this allocation. The maximum percent cannot exceed 100 percent.
Load Denial %	Defines the limit at which the driver is not allowed to load any more product against this allocation. The minimum percent cannot be below 100 percent.
Effective Date	Indicates the date that the order was activated in the system.
Expiration Date	Indicates the date that the order expires.
Last Allocation Reset Date	Indicates the last time the allocation was reset.
Contract Number	Associates a contract number with the allocation. This number is for reference only. The system does not validate the contract or contract line items.

The Allocation Configuration page line item descriptions are listed below.

Table 7-6: Allocation Configuration page line item descriptions

Field	Description
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Delete	Deletes the row from the table.
Type	Indicates the product to which the allocation applies. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • All Products • Group (one product group) • Product (one specific product)
ID	Identifies the product number.
Limit	Indicates the volume limit for this allocation.

Table 7-6: Allocation Configuration page line item descriptions

Field	Description
Loaded	Indicates the amount loaded to date against this allocation line item. The load rack automatically updates this value following each load.
Next	Indicates the volume limit for the next renewal of the allocation.
Period	Indicates the period between renewals. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • Day • Month • Week • Year
Multiple	Indicates the number of days, weeks, or months between renewals.
Method	Defines the business rules to be applied when this line item is renewed. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • Balance. If selected, the amount remaining (limit – loaded), is carried forward. • Book-Unavailable. If selected, parameters such as Limit, Next, and Period are unavailable. • Next. If selected, the amount carried forward is the amount configured in the Next parameter. • Next+Balance. If selected, the amount carried forward is the amount configured in the Next parameter plus the amount remaining on the current allocation. • Repeat. If selected, the amount carried forward is the amount in the existing Limit parameter, regardless of the balance or the amount entered in the Next parameter.
Reset Date	Indicates the last reset date.

Adding allocations

1. In the left tree view, select FuelsManager > Load Rack > Allocations. The Allocations Configuration page appears.
2. Click Add. The Allocation Configuration page appears
3. Click the drop-down arrow next to Company Hierarchy and select the branch in the hierarchy to which this allocation applies.
4. Click the drop-down arrow next to Allocation Group and select a group. Configure allocation groups on the Allocation Groups Configuration page. For more information, see the “Adding allocation groups” section.
5. Enter the Load Warning and Load Denial limits.
6. Enter the Effective Date and Expiration Date.
7. If needed, enter a Contract Number.
8. Add line items to the allocation.

Adding line items to allocations

1. Click Add. A new row or line item opens.
2. Click the drop-down arrow under Type and select from the following options:
 - All Products
 - Group (one product group)
 - Product (one specific product)
3. Click the drop-down arrow under ID and select a product ID.

4. Enter the parameter values.
5. Click the Save button.

Editing allocations

1. In the left tree view, select FuelsManager > Load Rack > Allocations. The Allocations Configuration page appears.
2. Select a line item or row, and then click Edit. The Allocation Configuration page appears.
3. As needed, edit the header information.
4. As needed, edit the line items.
5. Click the Save button.

Deleting allocations

1. In the left tree view, select FuelsManager > Load Rack > Allocations. The Allocations Configuration page appears.
2. Select a row, and then click Delete. A message prompt appears.
3. Click OK.

Resetting a single allocation

1. In the left tree view, select FuelsManager > Load Rack > Allocations. The Allocations Configuration page appears.
2. Select a line item or row, and then click Edit. The Allocation Configuration page appears.
3. Click Reset.

Bills Of Lading

A Bill of Lading (BOL) is a document that records the amount of product loaded at the site and the receipt of goods for shipment. Carriers and drivers must have in their possession a BOL before they are allowed to leave the site and transport the product on the public highway.

Bills Of Lading page

Use the Bills of Lading page to locate specific BOLs to review. You can filter BOLs by number, status, date, and company entity. FuelsManager also includes an option for combining multiple BOLs into a single BOL, if a transaction type has been configured for it in the Transaction Alias Configuration.

This page has two sections: the body, which includes fields required to filter BOLs, and line items, which are used to combine multiple BOLs into a single BOL.

Note The line item section is available only if a BOL transaction type has been configured.

Table 7-7: Bills Of Lading page field descriptions

Field	Description
BOL Number	Identifies the Bill of Lading number.
Status	Identifies the status of the BOL. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • Acknowledged • Arrived • Cancelled • Closed • Completed • Dispatched • InProgress • LoadPending • OnHold • Requested • Scheduled • Started • Stopped • WeighOutPending
Location ID	Identifies the location that applies to the BOL. Click the drop-down arrow to select a location.
Product	Identifies the product associated with the BOL. Click the drop-down arrow to select a configured product.
Beginning	Identifies the beginning date in the date range.
Ending	Identifies the ending date in the date range.
Bill Of Ladings	Filters the BOL search results.
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.
Shipper	Opens the FuelsManager Web Page Dialog, which includes a list of available shippers.
Bill To	Opens the FuelsManager Web Page Dialog, which includes a list of available Bill To locations.
Ship To	Opens the FuelsManager Web Page Dialog, which includes a list of available Ship To locations.
Carrier	Opens the FuelsManager Web Page Dialog, which includes a list of available carriers.

The Bills of Lading page line item descriptions are listed below.

Table 7-8: Bills Of Lading page line item descriptions

Field	Description
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Multiple	Selects multiple BOLs to combine into a single BOL.
Date/Time	Identifies the current date and time.

Table 7-8: Bills Of Lading page line item descriptions (continued)

Field	Description
BOL Number	Identifies the Bill of Lading number.
PO Number	Identifies the Purchase Order number.
Owner	Identifies the product owner.
Bill-To	Identifies the bill-to company.
Ship-To	Identifies the ship-to company.
Carrier	Identifies the product carrier.
Status	Identifies the BOL status.
Reversal Type	Indicates whether the BOL has been reversed (R type) or reversed and then updated (RU type).
	Note Available in the FuelsManager Terminal Automation Edition.

Filtering by BOL number

1. In the left tree view, select FuelsManager > Load Rack > Bills of Lading. The Bills of Lading page appears.
2. Enter the BOL Number, and then click Refresh.

Filtering by BOL date

1. In the left tree view, select FuelsManager > Load Rack > Bills of Lading. The Bills of Lading page appears.
2. Enter the beginning and ending date range, and then click Refresh.

Filtering BOLs by company entity

1. Click the Select button next to the entity, such as Manager. The FuelsManager Web Page Dialog appears, with a list of entities 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 entity to display in the BOL results. The FuelsManager Web Page Dialog closes.
4. Click Refresh. The system displays BOLs pertaining to that entity.

Viewing BOL results

1. In the left tree view, select FuelsManager > Load Rack > Bills of Lading. The Bills of Lading page appears.
2. Enter the BOL search criteria, and then click Refresh.
3. Under Bill of Ladings, click the drop-down arrow next to the Grid Size list box.
4. 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.

Combining BOLs

1. In the left tree view, select FuelsManager > Load Rack > Bills of Lading. The Bills of Lading page appears.
2. Enter the BOL search criteria, and then click Refresh.

3. In the line items section, click the Multiple Select check box for each BOL to combine.
4. Click Edit. The transaction page opens.
5. Click Combine.
6. Click Apply, and then click Close.

Printing BOLs

1. In the left tree view, select FuelsManager > Load Rack > Bills of Lading. The Bills of Lading page appears.
2. Enter the BOL search criteria, and then click Refresh.
3. Do one of the following:
 - Select a single BOL.
 - Click Select All.
4. Click Print Selected.

Data Exchange Profiles

FuelsManager supports external interfaces, which provide an exchange of business information between companies using standard formats without the need for manual intervention. The Load Rack application supports an interface to the following third-party exchanges:

- DTN
- Toptech Data Services

Third-party exchanges provide automatic interfaces for performing credit or product allocation authorization and for communicating BOL and related transaction information.

Data Exchange Profiles Configuration page

Use the Data Exchange Profiles Configuration page to configure profiles for third-party exchanges.

Table 7-9: Data Exchange Profiles Configuration page field descriptions

Field	Description
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Delete	Deletes the row from the table.
Type	Indicates the data exchange to which the profile applies.
ID	Identifies the data exchange profile.
Enabled	Indicates that a password is enabled for the profile.
Log Enabled	Indicates that logging is enabled for the profile.

Viewing data exchange profiles

1. In the left tree view, select FuelsManager > Load Rack > Data Exchange Profiles. The Data Exchange Profiles Configuration 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.

Data Exchange Profile Configuration page: General page

Use the Data Exchange Profile Configuration page to add, edit, and delete third-party exchange profiles. This page includes two tabbed pages: General, which includes fields for the exchange and IP address, and Companies, which includes fields for configuring companies that receive the fuel.

Table 7-10: Data Exchange Profile Configuration page: General page field descriptions

Field	Description
ID	Identifies the data exchange profile.
Type	Indicates the data exchange to which the profile applies. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • DTN • Toptech Data Services
Version	Defines the version number, select from the following: <ul style="list-style-type: none"> • 1.02 • 4.01
IP Address	Defines the IP address for the third-party exchange.
Port	Identifies the communication port.
Terminal ID	Identifies the terminal.
User ID	Identifies the user ID, which is the name that will be used to log on to the system.
Password	Identifies the user password.
Enabled	Indicates that a password is enabled for the profile.
Logging Enabled	Indicates that logging is enabled for the profile.
Log File	Identifies the name of the log file.

The Data Exchange Profile Configuration page, Companies page descriptions are listed below.

Table 7-11: Data Exchange Profile Configuration page: Companies page field descriptions

Field	Description
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Delete	Deletes the row from the table.
Ship To Company	Identifies the ship-to company.
Load ID	Identifies the name or number assigned to the load.
Consignee Number	Identifies the company that will receive the fuel load.
Seller ID	Identifies the seller.
Shipper ID	Identifies the shipper.
Denial Override	Overrides a denial made by the authorizing company.
Unavailable Override	Provides an override if the authorizing company is unavailable.

Adding data exchange profiles

1. In the left tree view, select FuelsManager > Load Rack > Data Exchange Profiles. The Data Exchange Profiles Configuration page appears.
2. Click Add. The Data Exchange Profile Configuration page appears.
3. Select the General tab.
4. Click the drop-down arrow next to Type and select the third-party exchange.
5. Enter the ID, IP Address, Port, and Terminal ID.
6. Enter the User ID and Password.
7. Select Enabled and Logging Enabled.
8. Enter the Log File.
9. Select the Companies tab, and then click Add.
10. Select a Ship To Company.
11. Click the drop-down arrow under Load ID to select the load.
12. Enter the Consignee Number, Seller ID, and Shipper ID.
13. Select or clear Denial Override and Unavailable Override.
14. Click OK.

Editing data exchange profiles

1. In the left tree view, select FuelsManager > Load Rack > Data Exchange Profiles. The Data Exchange Profiles Configuration page appears.
2. Select a line item or row, and then click Edit. The Data Exchange Profile Configuration page appears.
3. As needed, edit the General information.
4. As needed, edit the Company information.
5. Click the Save button.
6. Click OK.

Deleting data exchange profiles

1. In the left tree view, select FuelsManager > Load Rack > Data Exchange Profiles. The Data Exchange Profiles Configuration page appears.
2. Select a row, and then click Delete. A message prompt appears.
3. Click OK.

Messages Configuration

Messages Configuration page

Use the Messages Configuration page to create messages that display for the driver at the load rack.

Table 7-12: Messages Configuration page field descriptions

Field	Description
Carrier	Opens the FuelsManager Web Page Dialog, which includes a list of available carriers.
Driver	Opens the FuelsManager Web Page Dialog, which includes a list of available drivers.
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Delete	Deletes the row from the table.
Carrier	Identifies the carrier assigned to the message.
Driver	Identifies the driver assigned to the message.
Message	Identifies the message. Can include up to 30 characters.
Location	Identifies the message location. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • Gate • Gate & Rack • Rack
Frequency	Identifies the message frequency. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • Always • Once • Once Per Day

Viewing load rack messages

1. In the left tree view, select FuelsManager > Load Rack > Messages. The Messages Configuration page appears.
2. Do one of the following:
 - To filter by carrier, click the Select button next to Carrier.
 - To filter by driver, click the Select button next to Driver.
3. Click the drop-down arrow next to the Grid Size list box.
4. 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.

Adding load rack messages

1. In the left tree view, select FuelsManager > Load Rack > Messages. The Messages Configuration page appears.
2. Click Add.
3. Click the Select button under Carrier and select a carrier.
4. Click the drop-down arrow under Driver and select a driver name.
5. Type the message to appear at the load rack. The message can include up to 30 characters.
6. Click the drop-down arrow under Location and select from the following options:
 - Gate
 - Gate & Rack
 - Rack
7. Click the drop-down arrow under Frequency and select from the following options:
 - Always
 - Once
 - Once Per Day
8. Click the Save button.

Editing load rack messages

1. In the left tree view, select FuelsManager > Load Rack > Messages. The Messages Configuration page appears.
2. Select a line item or row, and then click Edit.
3. As needed, edit the message.
4. Click the Save button.

Deleting load rack messages

1. In the left tree view, select FuelsManager > Load Rack > Messages. The Messages Configuration page appears.
2. Select a row, and then click Delete. A message prompt appears.
3. Click OK.

Operations

The Load Rack application includes operational functions such as assigning house cards, initiating End of Day closeout, and resetting owner allocations.

Operations: Load Rack page

Use the Operations: Load Rack page to complete basic operations that affect the load rack. This page includes four sections

Table 7-13: Operations: Load Rack page descriptions

Section	Description
Initiate End of Day	Manually starts end-of-day processing.
House Card Assignment	Assigns house cards to drivers.

Table 7-13: Operations: Load Rack page descriptions

Section	Description
Tank Data Mode	Select between using the data from the Last Level update read from the SCADA system and using realtime level data. This button is used if connections are lost to the SCADA system and the proper tank values do not appear in the Inventory reconciliation. Provides a means for the load rack to verify the data in the tanks. Toggle between Use Realtime (connection to SCADA) and Use Last Known Good (continues loading when SCADA connection is lost).
Reset Personnel Last Known Activity Date	Resets the activity date for drivers who are locked out.
Send BOL Number to the Data Exchange	Resends bill of lading transactions to the data exchange.
Reset Owner Allocations	Resets allocations assigned to an Owner entity.

Initiating End of Day processing on the load rack

1. In the left tree view, select FuelsManager > Load Rack > Operations. The Operations: Load Rack page appears.
2. Click Initiate End of Day. A message prompt appears.
3. Click OK.

Assigning house cards

1. In the left tree view, select FuelsManager > Load Rack > Operations. The Operations: Load Rack page appears.
2. Click the drop-down arrow under Personnel and select the driver ID.
3. Click the drop-down arrow under Card and select a card for the driver to use.

Resetting the tank data

1. In the left tree view, select FuelsManager > Load Rack > Operations. The Operations: Load Rack page appears.
2. Click Use Last Known Good Tank Data. A message prompt appears.
3. Click OK.

Driver activity**Verifying that the driver is locked out**

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.

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 Operations: 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. In the left tree view, select FuelsManager > Configuration > Personnel. The Personnel Configuration page appears.
5. Select the Load Rack tab.
6. Ensure that the date in the Last Activity field updated.

Resending BOL transactions

1. In the left tree view, select FuelsManager > Load Rack > Operations. The Operations: Load Rack page appears.
2. Enter the BOL Number.
3. Click the drop-down arrow under Data Exchange Profile and select a profile.
4. Click Send.

Resetting owner allocations

1. In the left tree view, select FuelsManager > Load Rack > Operations. The Operations: Load Rack page appears.
2. Click Reset Owner Allocations. A message prompt appears.
3. Click OK.

Rack Status

Load Rack: Rack Status page

Use the Load Rack: Rack Status page to view the status of all bays (Idle, Active, or Disabled) and all individual loading arms. This page also includes the permissives for the meter and additives on each bay.

Table 7-14: Load Rack: Rack Status page field descriptions

Field	Description
Rack	Identifies the rack.
Status	Identifies the status at the bay.
Driver	Identifies the driver.
Carrier	Identifies the carrier.
Trailer	Identifies the trailer.
Ship To	Identifies the ship-to company.
Load ID	Identifies the load ID.
Permissives	Opens the Permissives Web Page Dialog, which includes options for viewing permissives (outputs and inputs).

Viewing the load rack status

1. In the left tree view, select FuelsManager > Load Rack > Rack Status. The Load Rack: Rack Status 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.
4. Click the Select button under Permissives to select the bay to be viewed.
5. Click the drop-down arrow under Type and select the arm to be viewed. Each permissive for that arm is displayed.

 Station Arms
Station Arms page

Use the Station Arms page to enable or disable arms on a station.

Table 7-15: Station Arms page field descriptions

Field	Description
Enable/Disable	Enables or disables the arm on a station.
ID	Identifies the station arm name or identification number.
Enable	Indicates that the station is enabled. If enabled, a check mark appears in the check box. If disabled, the check box is cleared.

Viewing station arms

1. In the left tree view, select FuelsManager > Load Rack > Station Arms. The Station Arms 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.

Enabling and disabling station arms

1. In the left tree view, select FuelsManager > Load Rack > Station Arms. The Station Arms page appears.
2. Select the row that includes the station to enable or disable.
3. Do one of the following:
 - Click Enable to enable the station. A check mark appears in the Enabled column.
 - Click Disable to disable the station.

Stations

Configure load rack stations in the Sites: Station configuration. For more information, see the “Stations Configuration page” section. Also, see the “Enabling and disabling stations” section.

Tank Assignment

Tank Assignment Configuration page

Use the Tank Assignment Configuration page to change tank assignments on the station load arm.

Table 7-16: Tank Assignment page field descriptions

Field	Description
Edit	Opens the row for editing. When open for editing, includes two options: Save and Cancel.
Station	Identifies the station.
Arm	Identifies the arm.
Product Type	Identifies the product type.
Product	Identifies the product .
Location Type	Identifies the location type.
Location	Identifies the location.

Viewing tank assignments

1. In the left tree view, select FuelsManager > Load Rack > Tank Assignment. The Load Rack: Tank Assignment 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.

Editing tank assignments

1. In the left tree view, select FuelsManager > Load Rack > Tank Assignment. The Load Rack: Tank Assignment page appears.
2. Select a line item or row, and then click Edit.
3. If needed, change the Location Type and Location.
4. Click the Save button.

8 Reports

Overview

This section explain how to print and view reports. This section includes the following tasks:

- Viewing reports
- Printing reports
- Exporting reports

You must have view and modify rights for viewing and printing reports to access this function. Depending on your group and location, certain components of the Enterprise Reporting application may not be available.

Enterprise Reports

FuelsManager 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 “Query Writer” section.

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 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 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 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.

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 JP8 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.

9 System Logs

Overview

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

- Viewing alarms and events
- Acknowledging alarms
- Viewing and filtering the Audit Log
- Filtering the Database Audit Log
- Printing the FuelsManager Audit Report

You must have view and modify rights for viewing the system audit logs and printing reports to access this function. Depending on your group and location, certain components of the Enterprise Reporting application may not be available.

System Logs

FuelsManager includes three types of logs used to record activity that occurs in the system.

- Alarm and Event Log, which stores a complete alarm history in a log file for auditing and traceability. For example, when the fuel level drops below the configured minimum level, the system generates a warning alarm and records it in the log. The system also logs all system events, such as start up and shut down events, in this file.
- Audit Log, which tracks and provides detailed information for all changes made to the application and system configuration. For example, the Audit Log records changes to fuel cards, entity assignments, and sites. The log shows the action taken, such as adding, modifying, or purging, for the particular item. The Audit Log also records the name of the user who made the change.

Alarm & Event Log

The Alarm & Event Log stores the history of all alarms that are recorded in the system. It also includes all system events, such as starting or shutting down the system. Alarms and events can be organized by categories, or groups. You can also assign priority levels to them. In addition, you can configure e-mail addresses for which to send alarm and event notifications to groups of users.

Categories, priorities, and e-mail groups are configured in the System Configuration application on the Alarm & Event page. For more information, see the “Alarm and Event Configuration page” section in the online help or in the *FuelsManager Terminal Automation Edition Administrator Manual*.

Alarm & Event Log page

Use the Alarm & Event page to view and acknowledge all alarms and events recorded in the system. The Alarm & Event Log page includes filters used to search for specific event categories, types, priorities, and sources.

Table 9-1: Alarm & Event Log page field descriptions

Field	Description
Source	Identifies the source of the alarm or event. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • All • Data Synchronization • Load Rack • System Transactions
ID	Identifies the alarm or event that occurred on the system. Click the drop-down arrow to select from the available options, which are based on the option selected in the Source filter. Examples can include User Logged In, User Logged Out, Import Alarm, and Import Event.
Category	Identifies a category or group. Configured in the System Configuration application on the Alarm & Event page.
Priority	Identifies the priority level; for example, Level 1 or Level 2. Configured in the System Configuration application on the Alarm & Event page.
Type	Identifies the type. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • Alarms • Events • Both <p>Note The Select All and Clear All buttons are enabled only when viewing alarms or both alarms and events. The Select All and Clear All buttons are removed when the Event option is selected.</p>
Beginning	Identifies the beginning date in the date range.
Ending	Identifies the ending date in the date range.
Select	Selects one or more alarms to acknowledge.
Date & Time	Indicates the date and time that the system recorded the alarm or event.
Source	Indicates the source of the alarm or event. The data that appears in this column is determined by the option selected in the Source filter.
ID	Indicates the alarm or event ID. The data that appears in this column is determined by the option selected in the ID filter.
Data	Provides a brief description of the activity that occurred. Example: Database/trace audit logs viewed by Administrator.
Category	Indicates the category or group. The data that appears in this column is determined by the option selected in the Category filter.
Priority	Indicates the category or group. The data that appears in this column is determined by the option selected in the Priority filter.
Ack'ed (Acknowledged)	Indicates that the alarm or event has been acknowledged.

Viewing the Alarm & Event Log

1. In the left tree view, select FuelsManager > System Logs > Alarm & Event Log. The Alarm & Event Log appears.
2. Select the alarm and event search criteria.
3. Enter the beginning and ending date range, and then click Refresh.

Acknowledging alarms

1. In the left tree view, select FuelsManager > System Logs > Alarm & Event Log. The Alarm & Event Log appears.
2. Do one of the following:
 - Select one or more alarms, and then click Acknowledge.
 - Click Select All, and then click Acknowledge.
 - Click Clear All to clear all alarms.

Audit Log

The Audit Log provides access to the audit log data, which tracks all changes made to either the system or to specific applications. Audit logging is enabled in the System Configuration application on the System page. For more information, see the “System Settings Configuration page field descriptions” section in the online help or in the *FuelsManager Terminal Automation Edition Administrator Manual*.

Audit Log page

Use the Audit Log page to view and acknowledge all activity recorded in the system. The Audit Log page includes filters used to search for specific actions, activity types, identifiers, and users.

Table 9-2: Audit Log page field descriptions

Field	Description
Action ID	Identifies the type of change made and recorded on the Audit Log. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • <All> • Add • Modify • Purge
Type ID	Identifies the entity type for which the activity occurred. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • <All> • A specific type such as Companies, Equipment, or Personnel
ID	Identifies all the entities that belong to the specific entity type selected under Type ID. Click the drop-down arrow to select from the following options: <ul style="list-style-type: none"> • <All> • A specific entity name
User	Identifies the user who performed the activity. Click the drop-down arrow to select either <All> or a specific user logon account.
Beginning	Identifies the beginning date in the date range.
Ending	Identifies the ending date in the date range.
Date & Time	Indicates the date and time that the system recorded the activity.

Table 9-2: Audit Log page field descriptions (continued)

Field	Description
Action ID	Indicates the source of the audit activity. The data that appears in this column is determined by the option selected in the Action ID filter.
Type ID	Indicates the entity type for which the activity occurred. The data that appears in this column is determined by the option selected in the Type ID filter.
ID	Indicates the specific entity for which the activity occurred. The data that appears in this column is determined by the option selected in the ID filter.
Property ID	Identifies a property associated with an entity. For example, the Companies entity includes properties such as name and address. If a change is made to the company name, the property value "Name" will appear in this column. Note The Property ID displays only for items that a user modified. The column is blank for items that have been added or purged.
New Value	Displays the new value for an item that has changed.
Old Value	Displays the old value for an item that has changed.
User	Indicates the user who performed the activity. The data that appears in this column is determined by the option selected in the User filter.

Viewing the Audit Log

1. In the left tree view, select FuelsManager > System Logs > Audit Log. The Audit Log appears.
2. Select the audit search criteria.
3. Enter the beginning and ending date range, and then click Refresh.

FuelsManager Audit Report

The FuelsManager Audit Report includes data extracted from the database trace file. You can export the report to several file formats, including Excel or PDF.

Table 9-3: Database Audit Report fields

Field	Description
Login Name	Lists the user's logon account name.
Start Time	Specifies the start time for which events occurred.
SQL Operation	Specifies the type of operation that has occurred in the database system. Examples: INSERT SQL (a user attempted to add data), DELETE SQL (a user attempted to delete data), and UPDATE SQL (a user attempted to modify data).
Event Class	Specifies the type of event selected for the report.
Database Name	Specifies the database name where the event occurred.
Object Name	Identifies the database resource name where the event occurred.
Result	Lists the result (success or failure to access a database resource).

Selecting report criteria

1. In the left tree view, select FuelsManager > System Logs > Database Audit Log. The Database Audit Log appears.
2. Set the report filters.
 - a. Click the drop-down arrow next to Login Name and select a user logon account name.
 - b. Click the drop-down arrow next to Event and select either all events or a specific event to include in the report. For the complete list, see the "Audit Log page" section.
 - c. Click the drop-down arrow next to Result and select the results of attempting to access a database resource. Options include <All>, Failure, or Success.
3. Select the Begin Date and End Date range.
4. Do one of the following:
 - Type the name of the trace file (.trc extension) to view.
 - Click Browse to search for the file.
5. Select a file, and then click Open.
6. Click View Report. The FuelsManager Audit Report appears. Do one of the following:
 - View the report.
 - Click the Export icon to export the report to another file format. For more information, see the "Exporting the FuelsManager Audit Report" section.

Exporting the FuelsManager Audit Report

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.

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