# Storage Inventory

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## Monthly Storage Inventory

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

Div	Dept	Description	Department Ty	ре	Sale	Fed Tax	Other	Tank Type	Gas D	ept 🗸 🔺
1	100	00 RESIDENTIAL PROPANE	Sale	Q	$\checkmark$		$\checkmark$	Р	Y	
1	10	01 COMMERCIAL PROPANE	Sale	Q				Р	Y	
1	10	02 EXEMPT PROPANE	Sale	Q				Р	Y	
1	20	00 GASOLINE	Sale	Q				G	Y	
1	30	00 DYED DIESEL FUEL	Sale	Q	$\checkmark$		$\checkmark$	DD	Y	
1	40	00 CLEAR DIESEL FUEL	Sale	Q				CD	Y	
2	10	00 RESIDENTIAL PROPANE	Sale	Q	$\checkmark$		$\checkmark$	Р	Y	
2	10	01 COMMERCIAL PROPANE	Sale	Q			$\checkmark$	Р	Y	
2	10	02 EXEMPT PROPANE	Sale	Q				Р	Y	
2	20	00 GASOLINE	Sale	Q				G	Y	
2	30	00 DYED DIESEL FUEL	Sale	Q	$\checkmark$		$\checkmark$	DD	Y	
2	40	00 CLEAR DIESEL FUEL	Sale	Q				CD	Y	
1	1	00 HYDRAULIC OIL	Sale	Q	$\checkmark$		$\checkmark$	н	Y	
1	10	01 LUBE OIL	Sale	Q				0	Y	
2	1	00 HYDRAULIC OIL	Sale	Q	$\checkmark$		$\checkmark$	н	Y	
2	10	01 LUBE OIL	Sale	Q	$\checkmark$		$\checkmark$	0	Y	
1	10	05 20 LB CYLINDER	Sale	Q	$\checkmark$		$\checkmark$	C2	Y	
2	10	05 20 LB CYLINDER	Sale	Q	$\checkmark$		$\checkmark$	C2	Y	
1	8	77 FUEL SURCHARGE	Sale	Q	$\checkmark$		$\checkmark$		Ν	
2	8	77 FUEL SURCHARGE	Sale	Q					Ν	
1	999	99 LABOR	Sale	Q	$\checkmark$		$\checkmark$			
2	999	99 LABOR	Sale	Q						
1	12	28 PAYMENT - CHECK	Payment	Q						
1	9	98 METER READING FEE	Sale	Q						
2	123	34 TANK RENT	Sale	Q						
1	999	98 TANK RENT	Sale	Q						~

Metered gallons are handled a little differently in that the number of gallons delivered, number of gallons consumed, and the difference can be tracked. It is not recommended to track both delivered and billed. This would show too many gallons sold and, since metered deliveries are made at zero dollars, it would throw off the margins. However, to track K-Factors, the *Gas Dept* needs to be set to Y. To be able to handle this, there is a report to run at month end called Billed vs. Delivered. It is located under the *Meter Report Menu*.

O1 Types	Division 1 Q ABC PROPANE COMPANY
O2 Cycle Codes	9999
○3 Tied To Tank	1 Meters
O4 Consumption	O2 Monitors
O5 Cust. W/O Meters	Meter/Monitor Type Q (Leave Blank for All)
◯6 On Hold	
O7 Inactive Meters	
O8 Gallons in Meter Cust	Billed Date 01/01/24 to 01/01/25
9 Billed vs Delivered	
O 10 Deposits	
O 11 Master List	
O 12 Duplicate S/N	●Mideo
O 13 Tank vs Meter K Factor	OPrinter
	OExcel Print Cancel
Report Descriptions	
Report compares how m	my gallons were delivered to how many gallons were billed from the meter reading over the requested date range.

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

Div	Storage #	Size of Storage	Month End Post	% Left	# Of Cylinders	Figure Gallons	Temp Adj Gals	Location Code	^
1	1	180000	06/17/25	C	0	0	0	103	
1	2	120000	06/17/25	0	0	0	0	103	
1	3	90000	06/17/25	0	0	0	0	103	
1	4	30000	06/17/25	0	0	0	0	103	
1	5	60000	06/17/25	0	0	0	0	103	
1	6	60000	06/17/25	0	0	0	0	103	
1	7	60000	06/17/25	0	0	0	0	103	
								~	Y
		Storage Desering	tion	_					
		Storage Descrip							
		Location Descri	iption	Company of	100		Save		

Then process the Monthly Storage Inventory and change back to Y to track K-Factors. This is a very important step

and no one should be posting during this time for either the metered delivery or meter posting.

### Monthly Storage Process

This allows entering month end inventory figures for storage units.

ef Create Month End Inventory							
Division 1	ABC PROPANE COMPANY						
Tank type	PROPANE						
Temperature 60	Volume Correction Factor	0.0000					
	Default is 60 Degrees which res	sults in a 1.00 Factor					
Posting Date 06/01/25							
I his screen reads the storage file, so it w screen. This allows the user to on	This screen reads the storage file, so it writes the storage unit number out to the monthly inventory posting screen. This allows the user to only enter the inventory amount for the items on the screen.						
	Process						

- 1. From the Master Menu, select Propane Storage.
- 2. Choose Monthly Storage Process.
- 3. Select Create Monthly Storage Records.
- 4. On the *Create Month End Inventory* window, enter the Division to create month end storage records for or press **F5** to select the Division from the list.
- 5. Enter the Tank Type to create month end storage records for or press F5 to select the Tank Type from the list.
- 6. Enter the *Temperature* at the time the inventory was taken. The system will automatically figure the temperature compensation on the inventory figure based on the temperature entered.
- 7. In the Posting Date field, enter the date on which inventory was taken.
- 8. Choose Process.
- 9. On the Month End Storage Posting window, enter the percent left in the storage unit in the % Left field.
- 10. Enter the # of Cylinders if applicable.
- 11. In the *Temp Adj Gallons* and *Figure Gallons* fields, enter the gallons left in the storage unit. If the *% Left* for the storage unit was populated, the gallons will automatically be calculated.
- 12. Repeat Steps 9 11 for each storage unit.
- 13. Choose Save.

Update Monthly Inventory will calculate the gallons sold for the entered time frame. This information can then be

printed on the Monthly Inventory Report.

#### Update Monthly Inventory

- 1. From the Master Menu, select Propane Storage.
- 2. Choose Monthly Storage Process.
- 3. Select Update Monthly Inventory.
- 4. On the *Update Monthly Inventory* window, enter the Division to update inventory for or press **F5** to select the division from the list.
- 5. Enter the Tank Type to update monthly inventory for or press F5 to select the Tank Type from the list.
- 6. Enter the *Date* range to update monthly inventory.
- 7. Select Process.

The Monthly Inventory report shows a comparison between gallons accountable in the system and the gallons entered into inventory, average price and cost, gross margin, and gross spread.

### Print Monthly Inventory Report

- 1. From the Master Menu, select Propane Storage.
- 2. Choose Monthly Storage Process.
- 3. Select Print Monthly Inventory Report.
- 4. On the *Print Monthly Inventory Report* window, enter the Division to print or press **F5** to select the Division from the list.
- 5. Enter the Tank Type to print or press F5 to select the Tank Type from the list.
- 6. Enter the *Date* range to print.
- 7. Select Printer.
- 8. Choose Print.
- 9. On the Print window, select Print.
- 10. Close the Print Monthly Inventory Report window.