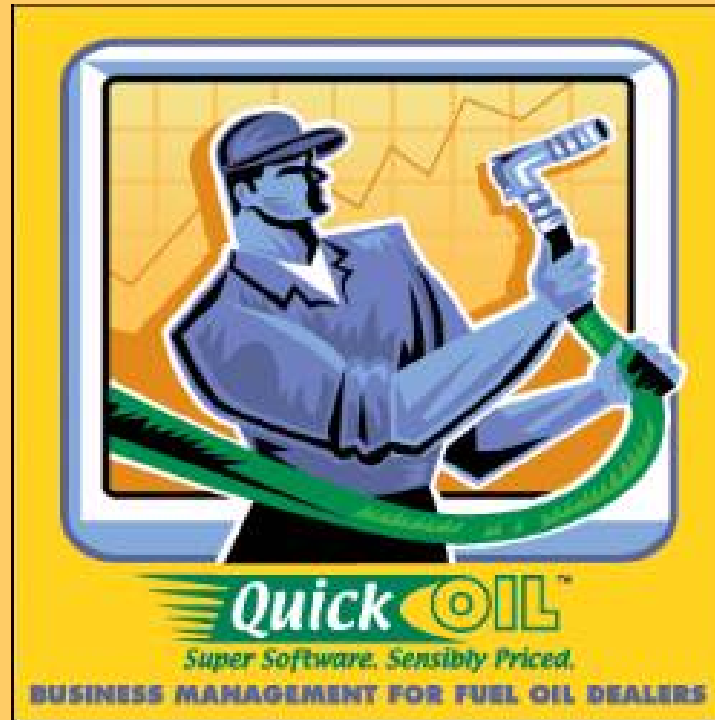


QuickOil Training Supplement

2005



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Degree Days

- The first screen that will appear upon opening the database is the **Degree Day** screen.
- A **Degree Day** value must be entered on a daily basis.

The screenshot shows a software interface titled "Enter Today's Degree Day". It features a background image of a sunset. The interface includes the following elements:

- Today's Date:** A text box containing "2/22/2005".
- Degree Days:** A section with two columns: "Heat" and "Heat/Hot Water".
- Today's:** Two input boxes, one for "Heat" containing "30" and one for "Heat/Hot Water" containing "90".
- Heating Year Total:** Two input boxes, one for "Heat" containing "3890" and one for "Heat/Hot Water" containing "4406".
- Buttons:** A "CANCEL" button on the bottom left and a save icon (floppy disk) on the bottom right.

A “**Degree Day**” is the measurement of the daily outdoor mean temperatures and their relationship to the homeowner’s daily fuel consumption. The starting point of all calculations is a 65°F outdoor temperature.

Setting up the Company Address

- This is information about **YOUR** company and is **REQUIRED**.
- **Company Address**
 - Code*
 - Company name
 - Company address
 - Company City, State & Zip
 - Company phone number.



The screenshot shows a dialog box titled "Company Addresses" with a close button (X) in the top right corner. The dialog contains the following fields:

| | | | |
|---------|----------------|-----|------------|
| Code | SMITH OIL | | |
| Company | SMITH OIL CO. | | |
| Address | PO BOX 126 | | |
| | | | |
| City | Latrobe | | |
| State | PA | Zip | 15650-0126 |
| Phone | (724) 537-2033 | | |
| | | | |

At the bottom of the dialog, there is an "EXIT" button on the left, and two icons (a notepad and a question mark) on the right.

Note: Code is automatically setup by the system.

[Setting up Codes]

Certain Codes must be set up in the system before processing can begin.

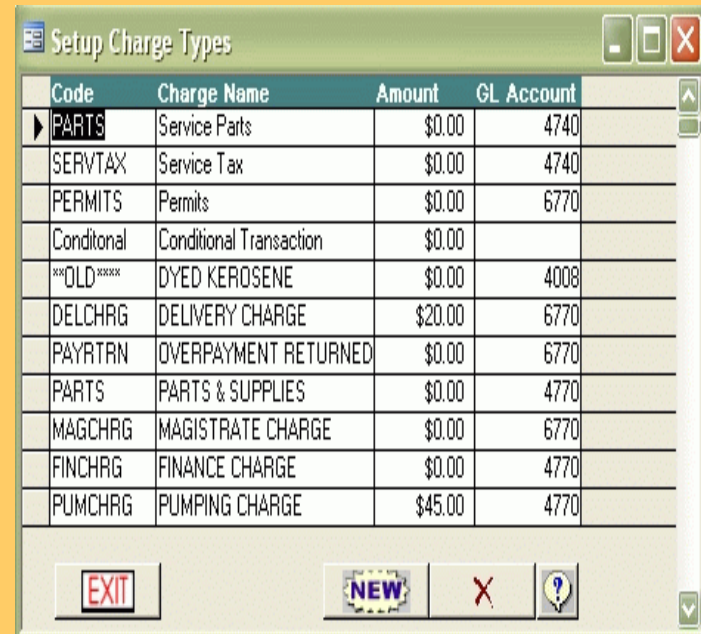
- Charges
- Payments
- Finance Charge Terms
- Taxes

Each screen is displayed on the following pages.

Codes – Charges

Charges

- The first 3 charges in this screen come with the system.
- Only charges are entered on this screen, not inventory products.
- Code should only be an abbreviation of the description.
- The description will print on statements and invoices.
- Charge amounts can be overridden on any of the transaction screens.
- GL Account is only used when exporting to QuickBooks.



| Code | Charge Name | Amount | GL Account |
|-------------|-------------------------|---------|------------|
| ▶ PARTS | Service Parts | \$0.00 | 4740 |
| SERV TAX | Service Tax | \$0.00 | 4740 |
| PERMITS | Permits | \$0.00 | 6770 |
| Conditional | Conditional Transaction | \$0.00 | |
| ***OLD*** | DYED KEROSENE | \$0.00 | 4008 |
| DELCHRG | DELIVERY CHARGE | \$20.00 | 6770 |
| PAYRTRN | OVERPAYMENT RETURNED | \$0.00 | 6770 |
| PARTS | PARTS & SUPPLIES | \$0.00 | 4770 |
| MAGCHRG | MAGISTRATE CHARGE | \$0.00 | 6770 |
| FINCHRG | FINANCE CHARGE | \$0.00 | 4770 |
| PUMCHRG | PUMPING CHARGE | \$45.00 | 4770 |

NOTE: All of these charges are flat charges and CANNOT be taxed. If you must set up a taxable charge, that charge has to be setup as a product in inventory, because inventory products CAN be taxed.

Codes – Payments

■ Payments

- This code is **REQUIRED**.
- This screen allows you to set up any non-taxable charges that you may need.
- Along with payments, miscellaneous credit adjustments may also be set up.
- GL Account is only used when exporting to QuickBooks.



The screenshot shows a window titled "Setup Payment Types" with a table containing the following data:

| Code | Payment Name | GL Account |
|-----------|------------------------|------------|
| ***OLD** | PAYMENT ON INVOICE | 1080 |
| PYMNT | PAYMENT RECEIVED | 1080 |
| CRISPAY | LIHEAP CRISIS PAYMENT | 1080 |
| CCPAY | CREDIT CARD SALE | 1080 |
| ADJCREDIT | ADJUSTMENT | 1140 |
| RETPRO | RETURN OF PRODUCT | 1140 |
| COUPON | COUPON/CREDIT | 6680 |
| EEAPAY | LIHEAP ASSISTCE PAYMEN | 1080 |
| CREDIT | SALES CREDIT | 1140 |
| BADDEBT | BAD DEBT WRITE OFF | |
| Smith use | SMITH OIL USAGE ONLY | |
| * | | |

At the bottom of the window, there are four buttons: "EXIT", "NEW", a red "X" button, and a help button with a question mark.

Codes – Finance Charge Terms

- Finance Charge Terms
 - Finance Terms represent the different Terms, or Rules that are applied when you apply finance charges during the End Of Month procedure.
 - Finance Charge Terms can be added, edited and deleted.

The screenshot shows a software window titled "Finance Charge Terms". It contains a table with the following data:

| Code | Description | Payment Days | Billing Days | Rate | Prorate |
|------|-----------------------|--------------|--------------|-------|---------|
| 15 | 15 Day (Non-Prorated) | 15 | 30 | 1.50% | No |
| 30 | 30 Day (Non-Prorated) | 30 | 30 | 1.50% | No |
| 30P | 30 Day Prorated | 30 | 30 | 1.50% | Yes |

Below the table are input fields for Code, Description, Payment Days, Billing Period Days, Rate, Min Charge, Min Overdue, Min Balance, Prorate, and Compound. On the right side, there are dropdown menus for Zone, Division, Tax District, and Customer Class, along with an "Update" button. A help icon is also present.

Update Button: Select a term on the left side by clicking on it once, and then click the "update" button, the system will update all of your customers to be assigned to the selected finance term. You can even use the filters above the "update" button to only update a specific zone, division, tax district, or class.

Codes – Taxes

Taxes

- This code is **REQUIRED**.
- Any taxes charged through the system must be setup through this screen. Once entered they can be applied to transactions.
- Taxes are setup in districts.
- Usually, districts represent the counties you operate in.
- 20 taxes can be entered for each district.

The screenshot shows the 'Tax Setup - Districts' window. The 'Find Tax District' dropdown is set to 'REGULAR' and the 'PA REGULAR CUSTI' dropdown is selected. The 'Tax District Code' is 'REGULAR CUS' and the 'Tax District Name' is 'PA REGULAR CUSTOMERS'. Below this is a table of tax items with columns for Tax Item, \$%, Rate, Order, GL Acct, Comp, Max, and Rent Service. The table lists 10 items, including PA SALES TAX, FEDERAL DIESEL, FEDERAL GASOLINE, STATE DIESEL, STATE GASOLINE, OFT DIESEL, OFT GASOLINE, USTIF GAS, and two (Unused tax) entries. At the bottom of the window are buttons for 'EXIT', 'X', and 'NEW'.

| Tax Item | \$% | Rate | Order | GL Acct | Comp | Max | Rent Service |
|------------------|-----|---------|-------|---------|------|------|---|
| PA SALES TAX | % | 0.06000 | 1 | 2200 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| FEDERAL DIESEL | \$ | 0.24400 | 2 | 4004 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| FEDERAL GASOLINE | \$ | 0.18400 | 3 | 4002 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| STATE DIESEL | \$ | 0.12000 | 4 | 2201 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| STATE GASOLINE | \$ | 0.12000 | 5 | 2202 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| OFT DIESEL | \$ | 0.19200 | 6 | 2203 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| OFT GASOLINE | \$ | 0.14200 | 7 | 2204 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| USTIF GAS | \$ | 0.01000 | 8 | 2204 | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| (Unused tax) | \$ | 0.00000 | 9 | | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |
| (Unused tax) | \$ | 0.00000 | 10 | | No | 0.00 | <input type="checkbox"/> <input type="checkbox"/> |

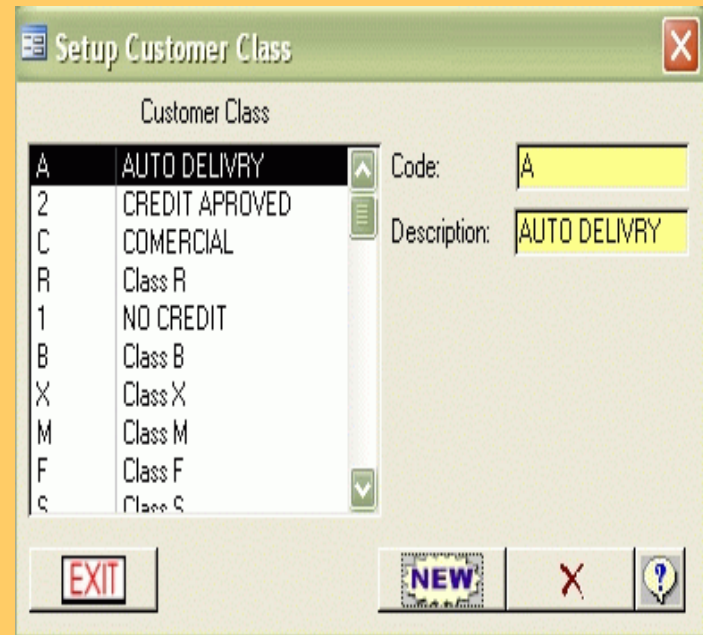
Setting up Groups

- Groups
 - Groups are **REQUIRED**.
 - Groups are setup to enable the system to produce concise reports and efficient functionality.
 - There are three types of groups:
 - Classes
 - Divisions
 - Zones

Each type is displayed on the following pages.

Setting up Groups – Classes

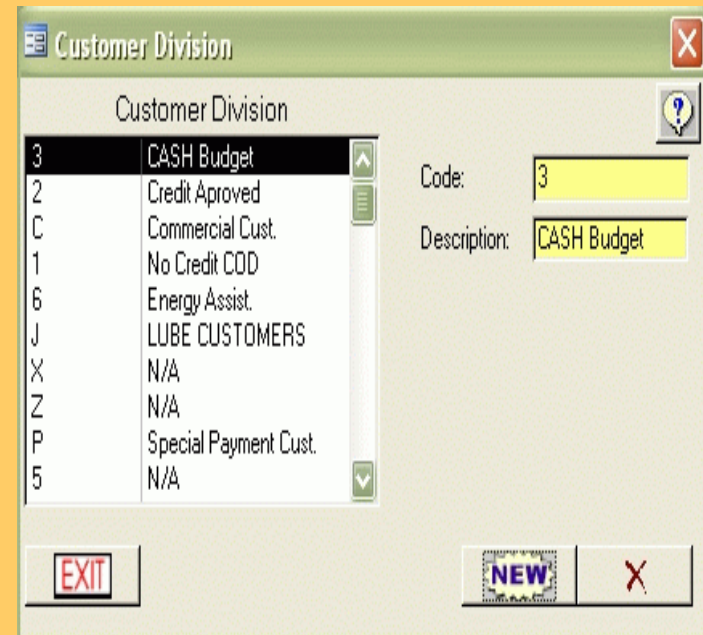
- Classes
 - Customer Class Groups are **REQUIRED**.
 - Customer Classes identify different types of customers, such as:
 - Residential
 - Commercial
 - Government
 - Agriculture, etc.



NOTE: The system will not allow you to delete a Customer Class that is in use.

Setting up Groups – Divisions

- Divisions
 - Customer Divisions are **REQUIRED**.
 - Customer Divisions serve the same purpose as Customer Classes.
 - Divisions are often used as a secondary sort on classes.
 - Examples of Divisions are
 - Budget
 - Regular
 - Inactive, etc.



Customer Division

| Code | Description |
|------|-----------------------|
| 3 | CASH Budget |
| 2 | Credit Aproved |
| C | Commercial Cust. |
| 1 | No Credit COD |
| 6 | Energy Assist. |
| J | LUBE CUSTOMERS |
| X | N/A |
| Z | N/A |
| P | Special Payment Cust. |
| 5 | N/A |

Code: 3

Description: CASH Budget

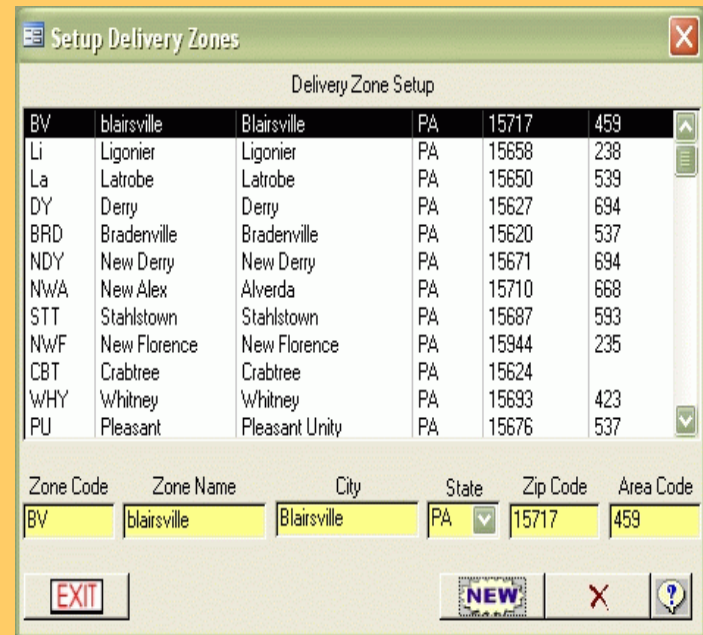
EXIT NEW X

NOTE: The system will not allow you to delete a Customer Division that is in use.

Setting up Groups – Zones

■ Zones

- Zones are **REQUIRED**.
- Zones are another way to group customers. They provide a facility for choosing customers by geographical location.
- Zones can be anything you want them to be.
- A customer can only be in one zone at a time, unless the customer has 2 or more delivery addresses.



The screenshot shows a window titled "Setup Delivery Zones" with a sub-header "Delivery Zone Setup". It contains a table of zones and a form below it.

| Zone Code | Zone Name | City | State | Zip Code | Area Code |
|-----------|--------------|----------------|-------|----------|-----------|
| BV | blairsville | Blairsville | PA | 15717 | 459 |
| Li | Ligonier | Ligonier | PA | 15658 | 238 |
| La | Latrobe | Latrobe | PA | 15650 | 539 |
| DY | Derry | Derry | PA | 15627 | 694 |
| BRD | Bradenville | Bradenville | PA | 15620 | 537 |
| NDY | New Derry | New Derry | PA | 15671 | 694 |
| NWA | New Alex | Alverda | PA | 15710 | 668 |
| STT | Stahlstown | Stahlstown | PA | 15687 | 593 |
| NWF | New Florence | New Florence | PA | 15944 | 235 |
| CBT | Crabtree | Crabtree | PA | 15624 | |
| WHY | Whitney | Whitney | PA | 15693 | 423 |
| PU | Pleasant | Pleasant Unity | PA | 15676 | 537 |

Below the table is a form with the following fields:

| Zone Code | Zone Name | City | State | Zip Code | Area Code |
|-----------|-------------|-------------|-------|----------|-----------|
| BV | blairsville | Blairsville | PA | 15717 | 459 |

At the bottom of the window are buttons for "EXIT", "NEW", and a help icon.

NOTE: The system will not allow you to delete a Zone that is in use.

Setting up Reports – Messages

- Invoice/Statement Messages
 - This screen lets you setup custom messages that will print on statements and invoices.
 - Messages can be updated at any time.
 - All customers that receive a statement or invoice will see the “Message” field.
 - The other messages will appear on a customers statement based on the number of days their balance is overdue.

Invoice Statement Messages

Invoice/Statement Messages

Message: Balance due 30 days from delivery date.

Current: Balance due 30 days from delivery date.

Over 30: Balance due 30 days from delivery date.

Over 60: Balance due 30 days from delivery date.

Over 90:

Lease:

CANCEL

Setting up Reports – Invoice

■ Invoice

- This screen lets you setup the type of invoice form that will be used.
- Report Types are also set up on this screen:
 - **Detail:** shows each transaction and the total balance due.
 - **Summary:** shows the balance due with no transaction detail.
 - **Tax:** shows each transaction due and how much tax was applied to each transaction.
- Additional settings
 - Show Price Per Unit
 - Use Product Code

The screenshot shows a software dialog box titled "Invoice (Point Of Sale) Setup". It features a title bar with a close button (X) and a help button (?). The dialog is divided into two main sections: "Invoice Form" and "Type of Reports".

Invoice Form: This section contains three radio button options: "7\" Invoice/Stmt", "7\" Invoice" (which is selected), and "11\" Invoice".

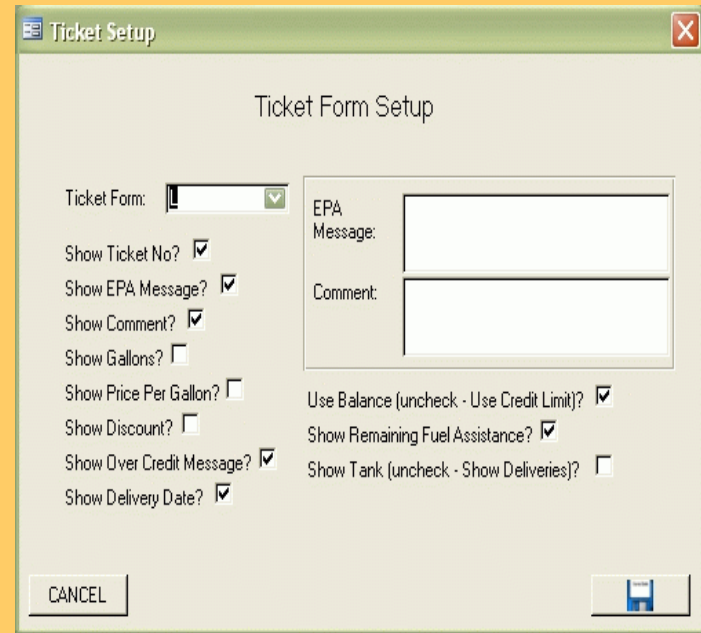
Type of Reports: This section contains three radio button options: "Detail", "Summary", and "Tax" (which is selected). The "Tax" option is enclosed in a dashed border.

Below these sections are two checkboxes: "Show Price Per Unit?" (checked) and "Use Product Code?" (unchecked).

At the bottom of the dialog, there are two buttons: "CANCEL" on the left and a save icon (floppy disk) on the right.

Setting up Reports – Ticket Form

- Ticket Form
 - Show Over Credit Message
 - If checked, a message will display if the customer is over their credit limit.
 - Use Balance
 - If checked, the ticket will display the current balance, otherwise, the system will show their credit limit.
 - Show Tank
 - If checked, the system will show the estimated amount of gallons left in the tank, otherwise, the system will show the past few delivery dates.



The screenshot shows a window titled "Ticket Setup" with a "Ticket Form Setup" section. The window contains the following options:

- Ticket Form: [Dropdown menu]
- Show Ticket No?
- Show EPA Message?
- Show Comment?
- Show Gallons?
- Show Price Per Gallon?
- Show Discount?
- Show Over Credit Message?
- Show Delivery Date?
- EPA Message: [Text area]
- Comment: [Text area]
- Use Balance (uncheck - Use Credit Limit)?
- Show Remaining Fuel Assistance?
- Show Tank (uncheck - Show Deliveries)?

Buttons: CANCEL, [Save icon]

Setting up Employees

■ Employees

- This form is optional and maintains information about your employees.
 - Code:
 - An abbreviated reference to this employee.
 - Type
 - Defines the function that employee serves
 - If an employee has two positions they should be set up twice.
 - Default Location
 - The location from which the employee operates, may be left blank.

The screenshot shows a software window titled "Employees". It features a dropdown menu for "Employee:" at the top. Below it are several input fields and dropdown menus arranged in two columns. The left column includes "Code" (with "Todd" entered), "Type" (with "Salesperson" selected), "Name" (with "Todd Edmiston" entered), "Street", "City", "State" (with a dropdown arrow), "Zip", "Phone", "Social Sec", and "YTD Sales". The right column includes "Default Location" (with a dropdown arrow), "Hourly Pay" (\$0.00), "Hourly Charge" (\$0.00), "Overtime Pay" (\$0.00), "Total Hours/Day" (0.0), "Max Overtime Hours" (0.0), "Commission Rate" (0.00), and "Earned Commission". At the bottom of the window, there are four buttons: "EXIT", a left arrow, a "NEW" button with a starburst effect, and a right arrow.

NOTE: Employees should not be deleted once they are used in the system.

[Inventory]

The Inventory screens contain information about the products that get delivered to customers.

This information needs to be set up BEFORE it can be entered on customer screens.

- Locations
- Vendors
- Products

Each screen is displayed on the following pages.

Inventory – Location

■ Inventory Location

- This code is **REQUIRED**.
- This screen shows where the inventory is physically located.
- Each inventory location can have its own inventory list.
- Auto Create:
 - This function will automatically assign newly entered products to any location that has this box checked.

Inventory Site: 001 SMITH OIL CO.

Site Name: SMITH OIL CO. Contact: []

Code: 001 Phone: []

Address: STATION STREET Auto Create:

City: LOYALHANNA

State: PA Zip: 15661-

EXIT [Printer Icon] [Red X] NEW [Left Arrow] [Right Arrow]

NOTE: One company location will need to be set up even if you will not be tracking inventory.

Inventory – Vendors

■ Vendors

- This screen associates a product with a vendor.
- This screen is required if you will be tracking taxes on purchases.
- The only required fields on this screen are “Code” and “Name”.
- All fields on the “Account” tab are optional.

The screenshot shows a software window titled "Setup Vendors". At the top, there is a "Select Vendor" dropdown menu with "ASHLAND" selected and "ASHLAND PETROLEUM" displayed next to it. Below this is a tabbed interface with three tabs: "Information", "Account", and "Products". The "Information" tab is active and contains the following fields:

| | | | |
|-------------|----------------------|------------|--------------|
| Vendor Name | ASHLAND PETROLEUM C | Country | |
| Code | ASHLAND | Tax ID | |
| Contact | | Phone 1 | 513-347-1200 |
| Address | 204 GLASS HOUSE ROAD | Phone 2 | |
| | | Fax | |
| City | FLOREFFE | Licence No | |
| State | PA | Zip | 15025 |

At the bottom of the window, there is a toolbar with buttons for "EXIT", a printer icon, a close icon (X), a "NEW" button, and left/right arrow icons.

NOTE: One company location will need to be set up even if you will not be tracking inventory.

Inventory – Products

■ Products

- This screen is **REQUIRED**.
- This is where you track any inventory product that you sell or want to be able to track.
- The only required fields on this screen are “Code” and “Name”.
- Be sure to assign each product to the appropriate vendor or vendors.

The screenshot shows a software window titled 'Products'. At the top, there are dropdown menus for 'Select Product' (10W30-3), '10W30 MOTOR OIL -12 QT', and 'Mfg Part Num'. Below this is a tabbed interface with 'Information' selected. The 'Information' tab contains the following fields:

| | | | |
|--|--------------------------|------------------|------------------------|
| Code | 10W30-3 | Name | 10W30 MOTOR OIL -12 QT |
| Description | | | |
| Manufacturer | EMBLEM | | |
| Mfg Part Number | | | |
| Price | 17.70000 | GL Account | 4101 |
| Cost | 11.09000 | COGS Account | 5101 |
| Purch Conv Factor | 0.00000 | Group | M/O |
| Equipment Item | <input type="checkbox"/> | Product Type | |
| On Hand | -16 | Unit Cost Method | Last Purchase |
| On Order | | | |
| Last Purchased: 10/15/2003 from WEST PENN OIL CO | | | |

At the bottom of the window, there are several buttons: 'EXIT', a close button (X), a print button, a 'NEW' button, and navigation arrows.

Inventory will be continued on Day 3.

[Customers]

NOTE: The products or products that get delivered to customers need to be setup BEFORE entering in customers.

■ Customer Setup

- The customer setup screen allows you to create a brand new account, or edit an existing account in the system.
- Customer Setup consists of 3 tabs:
 - Billing
 - Delivery
 - Product

Each tab is displayed on the following pages.

Customer Setup – Billing

- The **Billing** Information tab dictates the customer's billing information and options used throughout the system.
- The way the name and address appear on this form reflects the way it will be printed on invoices, statements, etc.
- The system automatically assigns the next unique account number (Ctrl No). This can be overridden, but it not recommended.
- Once the account number has been saved it cannot be changed.

The screenshot shows the 'Setup Customer' window with the 'Billing Information' tab selected. The window contains the following fields and options:

- Account:** 216130
- Ctrl No:** 216130
- Company:** D & S TRUCKING, INC
- Contact Last:** D & S TRUCKING, INC
- Contact First:** (empty)
- Address:** PO BOX 342
- City:** LARIMER
- State:** PA
- Zip:** 15647-0342
- Phone1:** 724-861-0831
- Phone2:** (empty)
- Fax:** (empty)
- Account Type:** B
- Finance Charge:**
- Finance Terms:** 30
- Credit Hold:**
- Credit Limit:** \$0.00
- Statements:**
- Rental Tax:**
- Invoices:**
- Service Plan Tax:**
- Interest:**
- Budget:** Monthly Budget: \$0.00
- Discount:** Disc Amount: 0.00, Disc Days: 10
- Other:** Stmt Date: 1/31/2004, Payment Type: (dropdown), Sales Rep: (dropdown), Deposit: \$0.00

NOTE: The SAVE button must be hit or the account will not be saved correctly.

Customer Setup – Delivery

- If the **Billing** information was saved correctly, the name and address information will already be filled in on the **Delivery** screen.
- The address information can be changed if the delivery address is different from the billing address.

The screenshot shows the 'Setup Customer' window with the 'Delivery Information' tab selected. The window title is 'Setup Customer'. At the top, there are fields for 'Account' (216130) and 'Ctrl No' (216130). Below that, the company name 'D & S TRUCKING, INC.' and address 'DAVID & SHIRLEY CRANE, LARIMER, PA 15647-0342, 724-861-0831' are displayed. The 'Delivery Information' tab is active, showing a table with columns for 'Delivery / Contact Information' and 'Tax Item'. The 'Delivery / Contact Information' table has rows for Company, Contact Last, 2nd Contact, Address, City, State, and Zip. The 'Tax Item' table has rows for PA SALES TAX, FEDERAL DIESEL, FEDERAL GASOLINE, STATE DIESEL, STATE GASOLINE, OBT DIESEL, and OBT GASOLINE. There is also an 'Office Notes' section with a text area containing 'PICK-UP OILS AND GREASES CHARGE SALES TAX CELL PHONE 412-780-4099 PAGER 412-280-1380'. At the bottom, there are buttons for 'EXIT', 'Condition', and 'SERVICE'.

| Delivery / Contact Information | | Tax Item | |
|--------------------------------|-----------------------|------------------|-----|
| Company | D & S TRUCKING, INC | PA SALES TAX | Yes |
| Contact Last | D & S TRUCKING, INC | FEDERAL DIESEL | Yes |
| 2nd Contact | | FEDERAL GASOLINE | No |
| Address | DAVID & SHIRLEY CRANE | STATE DIESEL | Yes |
| City | LARIMER | STATE GASOLINE | No |
| State | PA | OBT DIESEL | Yes |
| Zip | 15647-0342 | OBT GASOLINE | No |
| | | 1121212 GAS | No |

Office Notes

PICK-UP OILS AND GREASES
CHARGE SALES TAX CELL PHONE
412-780-4099 PAGER 412-280-1380

NOTE: The SAVE button must be hit or the account will not be saved correctly.

Customer Setup - Product

- **Product** information is set up to track fuel deliveries for this customer.
- It is also used to **Forecast** deliveries.
- If this is a “Service Only” customer and you do not deliver fuel to this customer, just hit the “Done” button.
- Only 1 product can be set up at a time.
- Multiple products can be set up for 1 delivery address.
- Multiple delivery addresses can be set up for the same customer.

The screenshot shows the 'Setup Customer' window with the following details:

- Account:** 216130, **Ctrl No:** 216130
- Customer Name:** D & S TRUCKING, INC.
- Contact:** DAVID & SHIRLEY CRANE
- Address:** LARIMER, PA 15647-0342
- Phone:** 724-861-0831

The window has three tabs: **Billing Information**, **Delivery Information**, and **Product Information**. The **Product Information** tab is active, showing:

- Product:** FUEL
- Group:** [Dropdown]
- Stop No.:** 0
- No. Tanks:** 1
- Tank Size:** 1
- Fuel Size:** 1
- Price Class:** A
- Fuel Price:** \$0.0000
- Est. in Tank:** [Field]
- Usage Type:** [Dropdown]
- Tax Group:** [Dropdown]
- Auto Adjust:** [Checkbox]
- Forecast Type:** [Dropdown]
- Sep H / Hw:** [Field]
- Degree Days:** [Field]
- Julian Days:** [Field]
- Winter K:** [Field]
- Gallons/Day:** [Field]
- Summer K:** [Field]
- Last Delivery:** 7/14/2001
- Last Fill Pct:** 100
- Next Delivery:** [Field]
- Next Deg Days:** [Field]
- Tank Sav Appl:** [Field]
- Fill Location:** 0
- Alt. Adjust:** 0
- Metered:** [Checkbox]

Tax Item Table:

| Tax Item | Yes/No |
|----------------|--------|
| PA SALES TAX | No |
| FEDERAL DIESEL | No |
| FEDERAL GASO | No |
| STATE DIESEL | No |
| STATE GASOLIN | No |
| OFT DIESEL | No |
| OFT GASOLINE | No |
| 11STIF GAS | Nn |

Delivery Notes:
RT 22 TURN ONTO SR1063 AFTER CLIMAX, GO 2.5 MILES, CHAIN LINK FENCE, GO THROUGH BLUE GATE, 550 TANK AND EQUIPMENT CALL DAY BEFORE 724-396-7550

Buttons at the bottom: EXIT, [Refresh], [Print], [Save], [Cancel], [New]

NOTE: The SAVE button must be hit or the account will not be saved correctly.

View Customers

- The **View Customer** screen is a collection of customer data, strictly for **VIEWING**.
- You can not edit or add to any field while in this screen.
- All information in any of these tabs is entered elsewhere in the system.
- The **View Customer** screen contains multiple tabs:
 - Billing
 - Info
 - Collections
 - Delivery
 - Evaluation
 - Equipment
 - Service
 - Proposal

Each tab is displayed on the following pages.

View Customers – Billing

- The **Billing** tab is displayed upon opening **View Customers**.
- This screen will display the current customer history as well as a breakdown of their balance.
- Also displayed is information about:
 - Division
 - Tax District
 - Budget Information
 - Anniversary Dates
 - Billing Dates
 - Credit Limits

View Customer Information

Account: 216130 Ctrl No: 216130

D & S TRUCKING, INC. DAVID & SHIRLEY CRANE
D & S TRUCKING, INC. LARIMER, PA 15647-0342
724-861-0831

Current: \$0.00
31-60: \$0.00
61-90: \$0.00
Over 90: \$0.00
Balance: \$0.00

Billing | Info | Collections | Delivery | Evaluation | Equipment | Service | Proposal

Division: LUBE CUSTOMER Budget: \$0.00 Anniversary: 8/11/1992 Credit Limit: \$0.00
Tax District: PA REGULAR CUE From: To: Last Statement: 1/31/2004 Credit Hold: No
Stmt Balance: \$0.00

| RefNum | Date | Code | Item Description | Qty | Amount | Tax | Balance |
|--------|------|------|------------------|-----|--------|-----|---------|
|--------|------|------|------------------|-----|--------|-----|---------|

Years of History: 3

EXIT Count: 4581

View Customers – Info

- The **Info** tab shows the customer set up information as it was set up in the **Customer Setup** screen.
- To edit any of this information, you must be in the **Customer Setup** screen.

The screenshot displays the 'View Customer Information' window. At the top, it shows account details: Account 216130, Ctrl No 216130, and company name D & S TRUCKING, INC. with contact information for David & Shirley Crane. A summary table on the right shows current and historical balances. Below are tabs for Billing, Info, Collections, Delivery, Evaluation, Equipment, Service, and Proposal. The 'Billing / Contact Information' section includes fields for company name, contact last/first, address, city, state, zip, and phone/fax numbers. The 'Account Options' section contains checkboxes for finance charge, credit hold, statements, invoices, interest, rental tax, and service plan tax, along with a credit limit field. The 'Budget' section has a monthly budget field and a date range. The 'Discount' section includes fields for discount amount and days. The 'Other' section contains start date, payment type, sales rep, and deposit fields. An 'EXIT' button and a 'Count: 4581' indicator are at the bottom.

| Current: | \$0.00 |
|----------|--------|
| 31-60: | \$0.00 |
| 61-90: | \$0.00 |
| Over 90: | \$0.00 |
| Balance: | \$0.00 |

| Billing / Contact Information | |
|-------------------------------|---------------------|
| Company | D & S TRUCKING, INC |
| Contact Last | D & S TRUCKING, INC |
| Address | PO BOX 342 |
| City | LARIMER |
| State | PA |
| Zip | 15647-0342 |
| Phone1 | 724-861-0831 |
| Phone2 | |
| Fax | |
| Ctrl. No. | 216130 |

| Account Options | |
|------------------|-------------------------------------|
| Account Type | B |
| Finance Charge | <input type="checkbox"/> |
| Finance Terms | 30 |
| Credit Hold | <input type="checkbox"/> |
| Credit Limit | \$0.00 |
| Statements | <input checked="" type="checkbox"/> |
| Rental Tax | <input type="checkbox"/> |
| Invoices | <input checked="" type="checkbox"/> |
| Service Plan Tax | <input type="checkbox"/> |
| Interest | <input type="checkbox"/> |

| Budget | |
|----------------|--------|
| Monthly Budget | \$0.00 |
| From | |
| To | |

| Discount | |
|-------------|------|
| Disc Amount | 0.00 |
| Disc Days | 10 |

| Other | |
|--------------|-----------|
| Stmt Date | 1/31/2004 |
| Payment Type | |
| Sales Rep | |
| Deposit | \$0.00 |

View Customers – Collections

- Clicking the **Display History** button will show the **Collections** entered on this account.

The screenshot shows a software window titled "View Customer Information". At the top, it displays account details: Account 216130, Cntl No 216130, and company name "D & S TRUCKING, INC." with contact information for David & Shirley Crane. A summary table on the right shows financial status: Current: \$0.00, 31-60: \$0.00, 61-90: \$0.00, Over 90: \$0.00, and Balance: \$0.00. Below this is a tabbed interface with "Collections" selected. A "DISPLAY HISTORY" button is visible. To the right of the table, "Due Date" is 4/8/2002 and "Amount Due" is \$0.00. The main table lists payment history:

| Date | Name | Description |
|-----------|------|----------------------------|
| 5/3/2002 | | Payment Received: \$529.42 |
| 5/22/2002 | | Payment Received: \$9.42 |
| 5/22/2002 | | Payment Received: \$550 |
| 8/5/2002 | | Payment Received: \$59.18 |

At the bottom, there is an "EXIT" button, a "Count" field with the value 4581, and several system icons.

View Customers – Delivery

- The **Delivery** tab shows each product's specific delivery information.
- If there are multiple products set up on this account you can select the appropriate product from the combo box.
- To see the forecasted next delivery date, click the **Forecast** button.
- Tickets posted from **Ticket Control** are always displayed on this tab.

View Customer Information

Account: 216130 Cntl No: 216130

D & S TRUCKING, INC. DAVID & SHIRLEY CRANE
D & S TRUCKING, INC. LARIMER, PA 15647-0342
724-861-0831

Current: \$0.00
31-60: \$0.00
61-90: \$0.00
Over 90: \$0.00
Balance: \$0.00

Billing Info Collections **Delivery** Evaluation Equipment Service Proposal

Product: FUEL Tanks/Size: 1 | 1 Anniv Date: 8/11/1992 Nxt Deliv D-Days: 0
Foast Type: W Fuel Size: 1 Last Deliv Date: 2/14/2001 Nxt Deliv J-Days: 1166
Zone: blairsville Deg Days: 0 Next Deliv Date: 2/22/2005 Elapsed D-Days: 0
Jul Days: 0 Elapsed J-Days: 1166
Est In Tank: 0

| Ticket No | Product | Date | Units | Unit Price | Total | H Unit | HW Unit | D-Days | J-Days | K-Fact |
|-----------|---------|-----------|-------|------------|----------|--------|---------|--------|--------|--------|
| 1268 | FUEL | 2/14/2001 | 554 | \$0.880 | \$487.52 | 554 | 0 | 272 | 17 | 0.49 |
| 11179 | FUEL | 1/27/2001 | 15 | \$0.880 | \$13.20 | 15 | 0 | 3345 | 302 | 209.06 |
| 10835 | FUEL | 1/25/2001 | 10 | \$1.270 | \$12.70 | 10 | 0 | 0 | 0 | 0.00 |

EXIT Count: 4581

View Customers – Evaluation

- The **Evaluation** tab has yearly totals for fuel sales and profit margins.
- Each product is selected from the drop down list and will automatically refresh the information shown.
- Selecting **Julian Year** or **Heating Year** will show profit margins based on either calendar.

The screenshot shows the 'View Customer Information' window with the 'Evaluation' tab selected. The window displays account details for 'D & S TRUCKING, INC.' and a summary table of fuel sales and profit margins for the current, last, and prior years.

| | Current Year | Last Year | Prior Year |
|----------------|--------------|-----------|------------|
| Dollars | \$0.00 | \$0.00 | \$0.00 |
| Gallons | 0.00 | 0.00 | 0.00 |
| Margin | \$0.00 | \$0.00 | \$0.00 |
| Avg. Margin | \$0.00 | \$0.00 | \$0.00 |
| Avg. Delivery | 0.00 | 0.00 | 0.00 |
| Efficiency | 0.00% | 0.00% | 0.00% |
| No. Deliveries | 0.00 | 0.00 | 0.00 |

View Customers — Equipment / Air

- The **Equipment** tab displays customer assigned equipment.
- Select the appropriate tab for the equipment that the customer has set up.
- Equipment information can be printed by clicking the **Print** button.

The screenshot shows a software window titled "View Customer Information". At the top, it displays account details: Account 216130, Cnt No 216130, and company information for D & S TRUCKING, INC. and DAVID & SHIRLEY CRANE. A financial summary on the right shows Current: \$0.00, 31-60: \$0.00, 61-90: \$0.00, Over 90: \$0.00, and Balance: \$0.00. Below this is a menu bar with tabs: Billing, Info, Collections, Delivery, Evaluation, Equipment, Service, and Proposal. The "Equipment" tab is active, showing sub-tabs for AirConditioning, Heating, Appliances, Tanks, and GasCheck. The "AirConditioning" sub-tab is selected, displaying two columns: "A/C Unit" and "Air Handler". Each column has fields for Serial Number, Make, Model, BTU Rating, Volts, Date Installed, Installed By, Warranty Expiration, V Belt, Filter, and Coolant. To the right of these columns are fields for Service Zone, Sequence, Plan Name, Frequency, Last Service, Next Service, Service \$, Bill Service, Coverage, and Auto Renew?. A "Print" button is located at the bottom right of the form area. At the very bottom of the window, there is an "EXIT" button, a "Count" field showing 4561, and several utility icons.

Each tab is displayed on the following pages.

View Customers – Equipment

View Customer Information

Account: 216130 Cntl No: 216130

D & S TRUCKING, INC
D & S TRUCKING, INC.

DAVID & SHIRLEY CRANE
LARIMER, PA 15647-0342
724-861-0831

Current: \$0.00
31-60: \$0.00
61-90: \$0.00
Over 90: \$0.00
Balance: \$0.00

Billing Info Collections Delivery Evaluation **Equipment** Service Proposal

AirConditioning Heating **Appliances** Tanks GasCheck

Service Zone: [] Sequence: []

Serial Number: []
System Type: []
Furnace/Heat Brand: []
Model: []
Heater Type: []
Motor: []
Date Installed: []
Installed By: []
Warranty Expiration: []
Heating Zone: []

Nozzle Type: []
Oil Filter Type: []
Air Filter Type: []
V Belt Type: []
Smoke Test: []
Draft Test: []
O2 Test: []
CO2 Test: []
Stack Test: []
Eff. Rating: []

Pump Strainer: []
Electrode Type: []
Filter 1: []
Filter 2: []
Plan Name: []
Frequency: []
Last Service: []
Next Service: []
Service \$: []
Bill Service: []
Coverage: []
Auto Renew?: []

EXIT Count: 4581

Heating

View Customer Information

Account: 216130 Cntl No: 216130

D & S TRUCKING, INC
D & S TRUCKING, INC.

DAVID & SHIRLEY CRANE
LARIMER, PA 15647-0342
724-861-0831

Current: \$0.00
31-60: \$0.00
61-90: \$0.00
Over 90: \$0.00
Balance: \$0.00

Billing Info Collections Delivery Evaluation **Equipment** Service Proposal

AirConditioning Heating **Appliances** Tanks GasCheck

Appliance Sale/Delivery Information Service Information

Serial Number: []
Color: []
Stock Date: []
Product Code: []
Model: []
Description: []

Sold: []
Date Sold: []
Price: []
Cost: []
Warranty Expiration: []
Delivered: []

Plan Name: []
Frequency: []
Last Maintenance: []
Next Maintenance: []
Service Charge: []
Bill Service: []
Coverage: []
Auto Renew?: []

EXIT Count: 4581

Appliances

View Customers – Equipment / Tanks

View Customer Information

Account: 216130 Cntl No: 216130

D & S TRUCKING, INC. DAVID & SHIRLEY CRANE
 D & S TRUCKING, INC. LARIMER, PA 15647-0342
 724-861-0831

Current: \$0.00
 31-60: \$0.00
 61-90: \$0.00
 Over 90: \$0.00
 Balance: \$0.00

Billing Info Collections Delivery Evaluation **Equipment** Service Proposal

AirConditioning Heating Appliances **Tanks** GasCheck

Tank Number: [dropdown] Manufacturer: [text] Installed: [text] Tank Notes: [text area]
 Division: [text] Size: [text] Zone: [text]
 Unit of Measure: [dropdown] Year: [text] Seq: [text]

Last Paint: [text] Model: [text] Regulator 1: [text] Regulator 2: [text]
 Next Paint: [text] Manufacturer: [text]
 Last Test: [text] Replace: [text]
 Next Test: [text]

EXIT Count: 4581

Tanks

View Customer Information

Account: 216130 Cntl No: 216130

D & S TRUCKING, INC. DAVID & SHIRLEY CRANE
 D & S TRUCKING, INC. LARIMER, PA 15647-0342
 724-861-0831

Current: \$0.00
 31-60: \$0.00
 61-90: \$0.00
 Over 90: \$0.00
 Balance: \$0.00

Billing Info Collections Delivery Evaluation **Equipment** Service Proposal

AirConditioning Heating Appliances Tanks **GasCheck**

Tank Number: [dropdown] Tank: [text]
 Date Tested: [text] Paint: [text] Fittings: [text] Valve: [text]
 Service Person: [text] Pigtail: [text] Gauge: [text] Lockup: [text]

Piping/Regulator

| | Piping Material | Piping Size | Regulator Condition | Regulator Vent Position | Flow Pressure | Lock Up Pressure |
|-------------|-----------------|-------------|---------------------|-------------------------|---------------|------------------|
| Regulator 1 | [text] | [text] | [text] | [text] | [text] psi | [text] psi |
| Regulator 2 | [text] | [text] | [text] | [text] | [text] psi | [text] psi |

Leak Test

Start Pressure: [text] psi Time Hold: [text]
 End Pressure: [text] psi System OK: [checkbox]

EXIT Count: 4581

Gas Check

View Customers – Service

- The **Service** tab shows account service history.
- This screen will give you a summarized view of that customer's service calls.

The screenshot displays a software window titled "View Customer Information". At the top, there are input fields for "Account" (216130) and "Cnt No" (216130). Below these are two columns of text: "D & S TRUCKING, INC" and "D & S TRUCKING, INC" on the left, and "DAVID & SHIRLEY CRANE", "LARIMER, PA 15647-0342", and "724-861-0831" on the right. To the right of the text fields is a summary table:

| | |
|----------|--------|
| Current: | \$0.00 |
| 31-60: | \$0.00 |
| 61-90: | \$0.00 |
| Over 90: | \$0.00 |
| Balance: | \$0.00 |

Below the text fields is a tabbed interface with the following tabs: "Billing", "Info", "Collections", "Delivery", "Evaluation", "Equipment", "Service", and "Proposal". The "Service" tab is currently selected. Underneath the tabs is a table with the following headers: "Work Order", "Code", "Date", "Sched", "Started", "Completed", "Status", "Est.Hrs", "Material", "Labor", and "Permits". The table body is currently empty. At the bottom of the window, there is an "EXIT" button, a "Count:" field with the value "4581", and several small utility icons.

View Customers – Proposal

- The **Proposal** tab will display any proposals the customer may have received.
- If the account has multiple proposals assigned to it, you may choose between them by selecting the order number.

The screenshot displays the 'View Customer Information' window with the 'Proposal' tab selected. The window title is 'View Customer Information'. At the top, it shows 'Account 216130' and 'Cntrl No 216130'. Below this, the customer name is 'D & S TRUCKING, INC.' and the contact information is 'DAVID & SHIRLEY CRANE', 'LARIMER, PA 15647-0342', and '724-861-0831'. On the right side, there is a summary table:

| | |
|----------|--------|
| Current: | \$0.00 |
| 31-60: | \$0.00 |
| 61-90: | \$0.00 |
| Over 90: | \$0.00 |
| Balance: | \$0.00 |

The 'Proposal' tab contains several sections:

- OrderNumber:** A dropdown menu with a checkmark icon.
- Accepted?** A checkbox.
- Architect:** A text input field.
- Date Of Plans:** A text input field.
- Job Name:** A text input field.
- Job Location:** A text input field.
- JobPhone:** A text input field.
- Withdrawl:** A text input field.
- Order Date:** A text input field.
- Job Profile:** A text input field.
- Status:** A dropdown menu.
- Service Person:** A text input field.
- Equipment:** Two text input fields.
- Labor Instructions:** A large empty text area.
- Payment Instructions:** A section with four text input fields labeled 'Labor', 'Parts', 'Tax', and 'Total'.

At the bottom of the window, there is an 'EXIT' button, a 'Count' field with the value '4581', and several navigation icons.

Customer - Collections

- The **Collections** screen is used to enter in notes every time you have tried to collect money from a non-paying customer.
- At any time you would be able to print these notes, which would be useful if taking legal action.
- When multiple notes are entered, the newest collection history is on top.

| Date | Name | Description |
|-----------|------|----------------------------|
| 8/5/2002 | | Payment Received: \$59.18 |
| 5/22/2002 | | Payment Received: \$9.42 |
| 5/22/2002 | | Payment Received: \$550 |
| 5/3/2002 | | Payment Received: \$529.42 |

Inventory — Purchase

- **Purchases** are entered into the system from this screen.
- As purchases are entered, inventory is increased.
- Once all the information has been entered and the **“DONE”** button has been clicked, the system will update the inventory location with the quantity specified.

| Date | Invoice | Product | Location | Units | Total |
|-----------|---------|----------------------|---------------|----------|------------|
| 3/4/2004 | 166818 | HVY DIESEL #2 LS | SMITH OIL CO. | 950.000 | \$962.83 |
| 3/4/2004 | 166806 | REG NL GASOLINE 8 | SMITH OIL CO. | 900.000 | \$991.80 |
| 3/4/2004 | 166806 | HVY DIESEL #2 LS | SMITH OIL CO. | 1700.000 | \$1,722.95 |
| 3/3/2004 | 58571 | HVY DIESEL #2 LS | SMITH OIL CO. | 1000.000 | \$1,078.00 |
| 3/2/2004 | 166606 | MID NL GASOLINE 8 | SMITH OIL CO. | 1000.000 | \$1,219.50 |
| 3/2/2004 | 166606 | REG NL GASOLINE 8 | SMITH OIL CO. | 1000.000 | \$1,178.50 |
| 3/2/2004 | 61425 | #2 FUEL OIL, DYED, L | SMITH OIL CO. | 7500.000 | \$7,617.00 |
| 3/1/2004 | 166549 | HVY DIESEL #2 LS | SMITH OIL CO. | 1000.000 | \$1,048.50 |
| 2/27/2004 | 6086 | #2 FUEL OIL, DYED, L | SMITH OIL CO. | 7502.000 | \$7,648.29 |

Note: If you get charged tax by your vendors and have to track those taxes in the system you must use the **Purchase Order** screen. The **Purchase** screen will not handle taxes.

Inventory — Purchase Orders

- The **Purchase Order Screen** allows you to
 - Enter purchase orders
 - Print purchase orders
 - Accept purchase orders into inventory.

Purchase Orders

Order Number: 10001 Status: Open Terms: Pay Date
PO Date: 2/22/2005 Discount Date:
Vendor: GUTTMAN OIL Ship To: SMITH OIL CO.
PO BOX 126
Latrobe PA 15650-0
Our PO Num: Invoice Num: 10001 Via:
Receipt Type: Received Invoice Date: 2/22/2005 FDB:
Tax Group: MFT5 Due Date:

| Product Code | Description | Location Code |
|--------------|--------------|---------------|
| MOBILLUX | MOBILLUX EP2 | |

| Part # | Ordered | Received | Price | Discount | Taxes | Extended |
|--------|---------|----------|-----------|----------|--------|----------|
| | 0.000 | 0.000 | 136.00000 | \$0.00 | \$0.00 | \$0.00 |

| Product Code | Ordered | Received | Price | Discount | Taxes | Extended |
|--------------|---------|----------|-------|----------|-------|----------|
|--------------|---------|----------|-------|----------|-------|----------|

P.O. Totals

Sub Total: \$0.00
Tax: \$0.00
Misc: \$0.00
Freight: \$0.00
Term Disc:
Total: \$0.00
Your Total: \$0.00

F5 TAX [X] [F] CANCEL

EXIT FILL ORDER RECEIVE VOID PAY [Print] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12]

Note: The system will not keep track of any accounts payable information. All it does is mark your P.O. “paid” and keep track of the pay date.

Inventory – Quantity by Location

- The **Inventory by Location** screen lets you select a location and view all the inventory levels for each product.
- Each location can have its own set of products.
- You can remove a product from a location by clicking on the **Delete** button.
- You can assign a product to a location by clicking the **New** button.

| Product | Code | Qty |
|-----------------------------|----------------|----------|
| #2 FUEL OIL, DYED, LS | FUEL | -1527573 |
| #360 PLASTIC HAND PUMP | PUMP-HD PLSTC | -1 |
| (Product 247) | (PRDD247) | 0 |
| (Product 248) | (PRDD248) | 0 |
| 1.5" GALV MUSHROOM VENT CAP | TB1003 | -1 |
| 1000 10GA ANGLE SKID TANK | T1000-SK1 | -2 |
| 1000 GAL 10 GA. UST - 48" | T1000UST10 | -1 |
| 1000 GAL 7GA UST TANK - 48" | T1000UST7 | -2 |
| 10W30 MOTOR OIL - 1 QT. | 10W30-QT | -10 |
| 10W30 MOTOR OIL -12 QT CS | 10W30-3 | -16 |
| 10W30 MOTOR OIL -5 GAL | 10W30-5 | 2 |
| 10W30 MOTOR OIL -55 GAL | 10W30-55 | -16 |
| 10W40 MOTOR OIL - 1 QT. | 10W40-QT | -4 |
| 10W40 MOTOR OIL -12 QT CS | 10W40-3 | 1.4 |
| 10W40 MOTOR OIL -55 GAL | 10W40-55 | -1 |
| 12" GAUGE STICK | T-MS12 | -1 |
| 14" GAUGE STICK | T-MS14 | 0 |
| 150 SS TAPPING OIL -5 GAL | 150 SS TAPPING | 6 |
| 15W40 MOTOR OIL - 1 QT. | 15W40-QT | -8 |

Inventory — Quantity by Product

- The **Inventory by Product** screen lets you select a product and view all the inventory levels of that product in each location.
- Each location can have its own set of products.
- You can remove a location from a product by clicking on the **Delete** button.
- You can assign a location to a product by clicking the **New** button.

Inventory Quantities By Product

Product: A-FUEL POW | FUEL POWER ADD

| Inventory Site | Code | Qty |
|----------------|------|-----|
| SMITH OIL CO. | 001 | 44 |

Bin:

EXIT [Printer Icon] [Refresh Icon] [Delete Icon] NEW

Inventory — Adjustment

- When you make a sale, the quantity of the sale subtracts from inventory.
- When you purchase something, the quantity of the purchase adds to inventory.
- The **Adjustment** screen lets you FORCE an inventory adjustment.
- The system saves each adjustment in the lower part of the screen.
- An adjustment report is available in the reports section.

Inventory Adjustments

Product: 10W30-Q 10W30 MOTOR OIL - 1 Q1 Adjustment: 0.000

Description: Description Cost Change: \$0.00000

Location: 001 SMITH OIL CO.

DONE

| Date | Product | Location | Amount |
|-----------|---------------------|---------------|---------|
| 15/1/1995 | 10W30 MOTOR OIL -12 | SMITH OIL CO. | 30.000 |
| 15/1/1995 | 10W30 MOTOR OIL -55 | SMITH OIL CO. | 330.000 |
| 15/1/1995 | 10W40 MOTOR OIL -12 | SMITH OIL CO. | 21.000 |
| 15/1/1995 | 10W40 MOTOR OIL -55 | SMITH OIL CO. | 0.000 |
| 15/1/1995 | 10W40 MOTOR OIL -55 | SMITH OIL CO. | 0.000 |
| 15/1/1995 | 10W40 MOTOR OIL -55 | SMITH OIL CO. | 0.000 |
| 15/1/1995 | 15W40 MOTOR OIL -12 | SMITH OIL CO. | 0.000 |
| 15/1/1995 | 15W40 MOTOR OIL -55 | SMITH OIL CO. | 45.000 |
| 15/1/1995 | 15W40 MOTOR OIL -55 | SMITH OIL CO. | 220.000 |
| 15/1/1995 | 10W40 MOTOR OIL -55 | SMITH OIL CO. | -55.000 |

EXIT

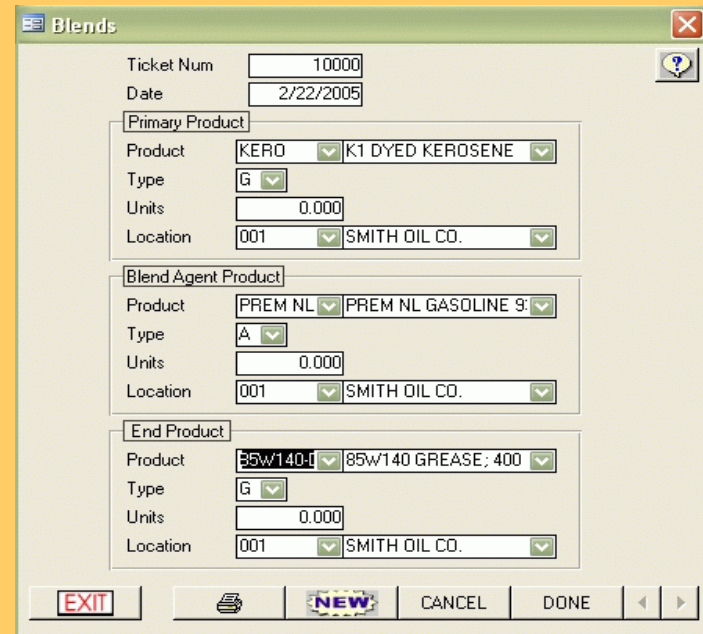
Inventory – Transfer

- This screen will only be used to **Transfer** inventory from one location to another.
- The system will subtract inventory from the location on the left, and then add the inventory to the location on the right.
- The system will also track all transfers made, and you may run reports on them at any time.

| Date | Prod From | Loc From | # From | Prod To | Loc To | # To |
|------|-----------|----------|--------|---------|--------|------|
|------|-----------|----------|--------|---------|--------|------|

Inventory — Blend

- The **Blend** module allows you to combine two of your products and create a third.



The screenshot shows a software window titled "Blends" with a standard Windows-style title bar (close, maximize, help icons). The window contains several input fields and dropdown menus organized into sections:

- Ticket Num:** 10000
- Date:** 2/22/2005
- Primary Product:**
 - Product: KERO (dropdown) K1 DYED KEROSENE (dropdown)
 - Type: G (dropdown)
 - Units: 0.000
 - Location: 001 (dropdown) SMITH OIL CO. (dropdown)
- Blend Agent Product:**
 - Product: PREM NL (dropdown) PREM NL GASOLINE 9 (dropdown)
 - Type: A (dropdown)
 - Units: 0.000
 - Location: 001 (dropdown) SMITH OIL CO. (dropdown)
- End Product:**
 - Product: 85w140-1 (dropdown) 85w140 GREASE; 400 (dropdown)
 - Type: G (dropdown)
 - Units: 0.000
 - Location: 001 (dropdown) SMITH OIL CO. (dropdown)

At the bottom of the window, there is a toolbar with buttons: EXIT, a printer icon, NEW, CANCEL, DONE, and navigation arrows.

Note: You need to have the 2 products that you are blending already set up in inventory, as well as the final blended product.

Delivery – Ticket Control

- Forecast **Deliveries** allows users to create lists of deliveries based on various filters and forecast methods to be used by drivers and dispatchers.
- Projected deliveries are printed as reports and later as delivery tickets.
- Forecast Deliveries is the first step in Ticket Control for creating a Forecasted Delivery List, Delivery Tickets and later to Post Deliveries.

The screenshot shows the 'Delivery Ticket Control' application window. It features a tabbed interface with 'Forecast Deliveries' selected. The form includes several input fields and buttons:

- Product:** KERO (dropdown)
- Zone:** Latrobe (dropdown)
- Division:** N/A (dropdown)
- Forecast Type:** W (dropdown)
- Forecast Date:** 3/20/2003
- Forecast D-Days:** 4503.00
- Forecast Month and Week:** (dropdowns)
- Ticket Date:** 2/22/2005
- Degree Day:** (checkbox)
- Julian Day:** (checkbox)
- Degree Day Heat:** 428
- Degree Day Heat/HW:** 0
- Julian Day:** 54

Buttons include 'GENERATE FORECAST LIST', 'View Tickets of Type' (with a dropdown set to 'All Tickets'), and 'PRODUCE TICKETS'. Below the form is a table header with columns: Customer, AccID, Zone, TicketID, Prod, Last Del, Next Del, FC, Date, FI, Sz, Proj, Qty, DD/Jul, Days, Balance, Ready. At the bottom, there are buttons for 'CLEAR UN-CHECKED', 'CLEAR ALL', 'EXIT', and a help icon.

Delivery – Will Call Tickets

- **Will Call Tickets** are used when a customer calls in for a fuel delivery.
- Use the **Search Box** to locate the customer.
- Once the necessary fields are filled in, click **“Post Tickets”**. The ticket will now show on the **Post Ticket** tab along with **Forecasted Tickets**.

The screenshot shows the 'Delivery Ticket Control' application window. The 'Will Call Tickets' tab is active. The account is 'D & S TRUCKING, INC.' with a 'Ctrl No' of 216130. The customer's name is 'DAVID & SHIRLEY CRANE' and their address is 'LARIMER, PA 15647-0342' with phone number '724-861-0831'. The current balance is \$0.00. The product is 'FUEL' and the unit price is \$0.0000. The ticket number is 0 and the date is 2/22/2005. The fill pot is 100.00. The delivery notes are: 'RT 22 TURN ONTO SR1083 AFTER CLIMAX, GO 2.5 MILES, CHAIN LINK FENCE, GO THROUGH BLUE GATE, 550 TANK AND EQUIPMENT CALL DAY BEFORE 724-396-7950'. A table of tickets is shown with columns for Ticket No, Product, Date, Units Delivered, and Unit Price. The table contains three rows of fuel tickets from 2001.

| Ticket No | Product | Date | Units Delivered | Unit Price |
|-----------|---------|-----------|-----------------|------------|
| 17492 | FUEL | 2/14/2001 | 554 | \$0.8800 |
| 11179 | FUEL | 1/27/2001 | 15 | \$0.8800 |
| 10835 | FUEL | 1/29/2001 | 10 | \$1.2700 |

Note: Just this ticket may be printed by clicking the **“Print”** button.

Delivery — Print Tickets

- The **Print Tickets** screen is used to print a batch of tickets.
- Click on the **Print Ticket** tab to open the **Print Tickets** screen.
- You control whether you want to print a hard copy or view the tickets online.
- You select how you want the ticket order to print out.
- You can print all tickets or a selected number based on the filters you select.

The screenshot shows the 'Delivery Ticket Control' application window. The 'Print Tickets' tab is selected. The main area contains a 'Ticketing Report' form with the following fields and options:

- View Type:** Radio buttons for 'Printer' (selected) and 'Preview'.
- Order By:** Radio buttons for 'Account', 'Zone' (selected), 'Prod Code', and 'Ticket No'.
- Start Date:** Text input field.
- End Date:** Text input field.
- Min. Ticket ID:** Text input field.
- Max. Ticket ID:** Text input field.
- Zones:** A list box containing 'BV', 'Li', 'La', 'DY', and 'non'.
- Division:** A dropdown menu.
- Print Date:** Text input field with '2/22/2005' entered.
- Note:** Text input field.
- Buttons:** 'TICKET SETUP' and a printer icon.

At the bottom left of the window is an 'EXIT' button, and at the bottom right is a help icon.

Delivery – Post Tickets

- The **Post Tickets** screen is where you will edit and then post your tickets.
- All tickets, whether they were entered from a forecast list or as a will call, will be posted through this screen.
- Make sure that all of the tickets that you wish to post have a check mark under the **Post** column.
- When you click on the **Post** button, all tickets with a check mark will be posted to the proper accounts.

The screenshot shows the 'Delivery Ticket Control' application window. The 'Post Tickets' tab is active. The filter section includes fields for Starting Ticket ID, Ending Ticket ID, Starting Ticket No., Ending Ticket No., Customer (J & S TRUCKING, INC), Starting Deliv Date, Ending Deliv Date, Zone, and Product. The main table displays the following data:

| Location | Name | Account Id | Tick ID | Tick Num | Entry | Product | Deliv | Driver | InvLoc | Fil | Qty | Unit Pr | Total | Post |
|------------------|------------------|--------------|---------|----------|----------|-------------------|-----------|--------|--------|-------|----------|---------|-------|------|
| ALLVAC | ALLEGHENY LUDWIG | 723135 | 17124 | 1002417 | 3/5/2004 | REG NL GASOLINE | 1/21/2004 | 001 | 100 | 0.000 | \$1.0000 | \$0.00 | | |
| | AMOND | 240900 | 17110 | 1002396 | 3/4/2004 | #2 FUEL OIL, DYED | 1/21/2004 | 001 | 100 | 0.000 | \$0.8400 | \$0.00 | | |
| | BEARD | 728076 | 17108 | 1002394 | 3/4/2004 | #2 FUEL OIL, DYED | 1/21/2004 | 001 | 100 | 0.000 | \$0.8400 | \$0.00 | | |
| CAD FREIGHT MANA | OKERT | PAT | 17112 | 1002398 | 3/4/2004 | #2 FUEL OIL, DYED | 1/21/2004 | 001 | 100 | 0.000 | \$0.8400 | \$0.00 | | |
| | COLE | ROBERT/ELAIN | 17071 | 1002357 | 3/2/2004 | K1 DYED KEROSENE | 1/21/2004 | 001 | 100 | 0.000 | \$0.9800 | \$0.00 | | |
| COLES CEMETERY A | COLES CEMETERY | 204320 | 17114 | 1002400 | 3/4/2004 | MID NL GASOLINE | 1/21/2004 | 001 | 100 | 0.000 | \$1.2000 | \$0.00 | | |
| COOK TWP | STAHLSTOWN FIR | 726326 | | | | | | | | | | | | |

The interface also includes a toolbar with an EXIT button and a help icon.

Transactions – Sales and Adjustments

- The **Sales and Adjustments** screen is used to enter in extra services rendered, account adjustments, or even hand written fuel tickets.
- When creating transactions you have the choice of using any charge, payment reserved transaction or inventory product code.
- This screen can post multiple customers at one time.

Sales And Adjustments

Account: 216130 Ctrl No: 216130

D & S TRUCKING, INC. DAVID & SHIRLEY CRANE Balance 0.00
D & S TRUCKING, INC. LARIMER, PA 15647-0342 Unposted 0.00
724-861-0831 Total 0.00

| Date | Ref Num | Code | Description | Inv | Type | SP |
|-----------|---------|------|-------------|-----|------|----|
| 2/22/2005 | | | | | | |

| Qty | Price | Sub Total | Tax | Disc | Total |
|-----|-------|-----------|-----|------|-------|
| | | | | | |

F5 TAX F6 DISC F7 PRICE F8 DESCR F2 CANCEL

| Date | Ref Num | Customer | Description | Price | Qty | Total | Post |
|------|---------|----------|-------------|-------|-----|-------|------|
|------|---------|----------|-------------|-------|-----|-------|------|

Total Debits: Total Credits: Total Batch:

F10 F12

EXIT

Transactions – Cash Receipts

- The **Cash Receipts** screen is much like the **Sales and Adjustments** screen, but is for payment transactions only.
- This screen can post multiple customers at one time.

Cash Receipts

Account: 216130 Ctrl No: 216130

D & S TRUCKING, INC.
D & S TRUCKING, INC.

DAVID & SHIRLEY CRANE
LARIMER, PA 15647-0342
724-861-0831

Balance 0.00
Unposted -230.00
Total -230.00

| Date | Ref Number | Code | Description | Amount |
|-----------|------------|-------|------------------|--------|
| 2/22/2005 | 22333 | CCPAY | CREDIT CARD SALE | 230.00 |

F8 DESCRP F2 CANCEL

| Date | Ref Number | Customer | Payment | Amount | Post |
|------|------------|----------|---------|--------|------|
|------|------------|----------|---------|--------|------|

Total Payments

F10 F12

EXIT

- **Note:** If you do not want to separate your sales from your payments, you can put sales and payments in the **Sales and Adjustments** screen.

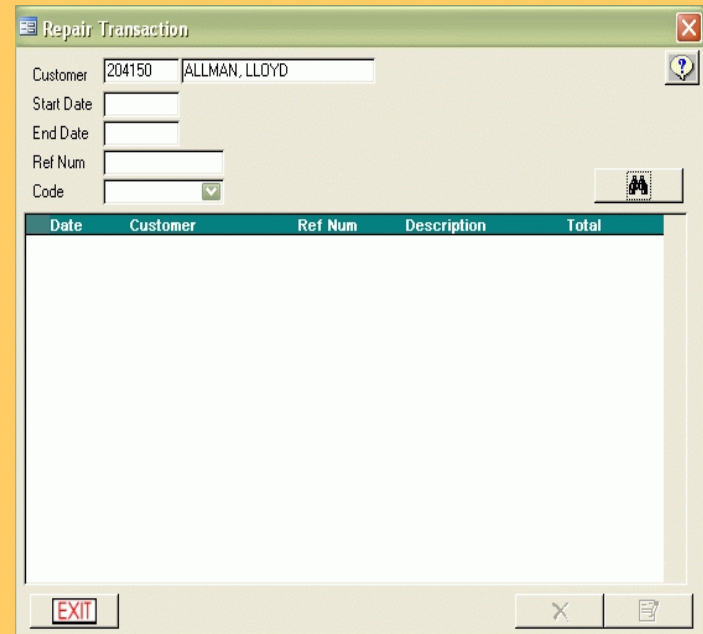
Transactions – Point of Sale/Invoice

- The **Point of Sale/Invoice** screen is used for recording the sale of products when a receipt is needed.
- Here is where you make a sale to a walk-in customer who does not need to be added to the database.
- This screen works like the **Sales and Adjustments** screen except it only handles one customer at a time.
- You print out the invoice by clicking on the **Print** button at the bottom of the screen.

The screenshot shows a software window titled "Invoice". At the top, it displays "Account 216130" and "Cntrl No 216130". Below this, the customer information is split into two columns: "D & S TRUCKING, INC." and "DAVID & SHIRLEY CRANE", with the address "LARIMER, PA 15647-0342" and phone number "724-861-0831" listed below. To the right, a summary box shows "Balance 0.00", "Unposted -230.00", and "Total -230.00", with "WALK" and "NEW" buttons. The "Date" is set to "2/22/2005". Below the date is a table with columns "Code", "Description", "Inv", "Qty", "Price", "Tax", "Disc", and "Total". One row is visible: "10w30-5", "10w30 MOTOR OIL -5", "001", "0.000", "24.28000", "0.00", "0.00", "0.00". Below the table are buttons for "F5 TAX", "F6 DISC", "F7 PRICE", "F8 DESCRP", and "F2 CANCEL". At the bottom, there is a "Total" field and a row of function buttons including "EXIT", "Print", and others. The bottom right corner of the window shows "F9", "F10", and "F12".

Transactions – Repair Transactions

- The **Repair Transaction** screen is used for editing and removing wrongly entered transactions after they have been posted to an account.
- Use the **Search** button to find the transaction you want to repair.
- Click the **Edit** button to repair or the **Delete** button to delete.

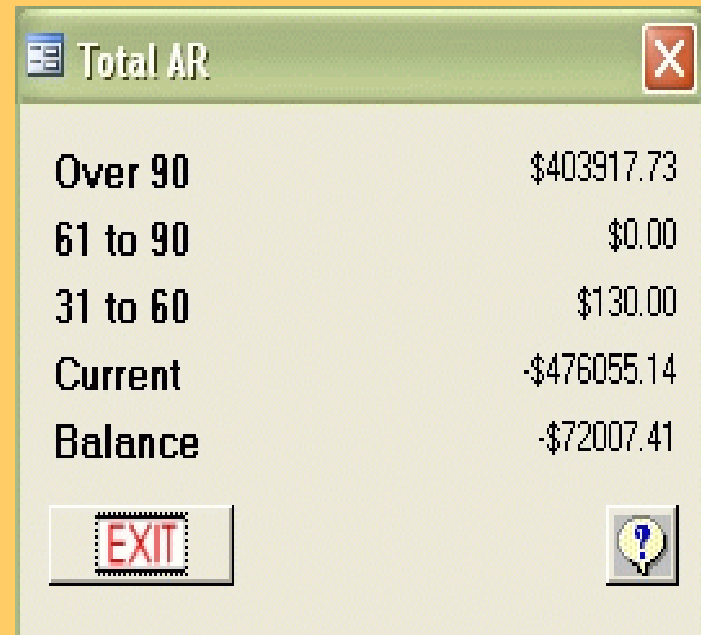


| Date | Customer | Ref Num | Description | Total |
|------|----------|---------|-------------|-------|
|------|----------|---------|-------------|-------|

Note: Only transactions entered during the current period can be modified or deleted.

Transactions – View A/R

- The **View A/R** screen displays the results of your Accounts Receivable for the current day.
 - Current
 - Over 30
 - Over 60
 - Over 90
 - Total
- To get a more detailed analysis or to choose specific Accounts Receivable criteria run an aging analysis using the **Customer List** report.



The screenshot shows a window titled "Total AR" with a close button (X) in the top right corner. The window displays an aging analysis of accounts receivable with the following data:

| | |
|----------|--------------|
| Over 90 | \$403917.73 |
| 61 to 90 | \$0.00 |
| 31 to 60 | \$130.00 |
| Current | -\$476055.14 |
| Balance | -\$72007.41 |

At the bottom of the window, there is an "EXIT" button on the left and a help icon (question mark) on the right.

Service – Equipment

- The **Equipment** screen contains information related to customer installed **Heater, Appliance, and A/C Systems**.
- This screen is also used to associate service contracts with equipment records.
- More than one piece of equipment can be entered per customer account.

The screenshot shows the 'Equipment' software window. At the top, there are fields for 'Account' (220240) and 'Ctrl No' (220240). Below this, the customer name 'LAND, ARLIE' is displayed, along with the address '191 THORNIDGE TRAIL, ORTONVILLE, MI 48462' and phone number '(248) 627-6195'. A 'Tank QuickFind' dropdown menu is visible on the right. The main form is divided into tabs: 'A/C System', 'Heat System', 'Appliance', 'Tank' (selected), and 'GasCheck'. The 'Tank' tab contains fields for 'TankNumber' (789505), 'Division' (7), 'Unit of Measure' (400), 'Manufacturer', 'Size' (500.00), 'Year', 'Installed' (7/22/2002), 'Zone' (3), 'Seq' (0), 'Last Paint' (11/27/1996), 'Next Paint', 'Last Test' (11/27/1996), and 'Next Test'. Below these are two sections for 'Regulator 1' and 'Regulator 2', each with 'Model', 'Manufacturer', and 'Replace' fields. At the bottom, there is a 'Tank Notes' field containing the text 'FURNACE'. A toolbar at the bottom right includes icons for edit, print, 'NEW', 'X', and 'DONE'.

Note: Only **QuickGas** Users will have a **Gas Checks** tab.

Service – Service Calls

- The steps for creating a **Service Call** are:
 - Creation
 - Assignment of Technicians
 - Completion
 - Invoicing
- Creation and Completion are done on the **Work Order** tab.
- Assign technicians to the task through the **Assign Tech** tab.
- The **Invoice** tab will automatically open when the **Work Order** tab is “**Closed**”.

The screenshot displays the 'Service Orders' application window. At the top, it shows account information: Account 220240, Ctrl No 220240, and a 'CALL IN' button. Below this, the address and phone number for 'LAND, ARLIE' are listed: 191 THORNBRIDGE TRAIL, ORTONVILLE, MI 48462, (248) 627-6195. A financial summary on the right indicates Current, 31-60, 61-90, and Over 90 amounts are all \$0.00, with a Balance of (\$270.35). The 'Work Order' tab is active, showing a 'General Information' section with fields for Work Order #, Billing, Entry Person, Dates (Entry, Scheduled, Started, Completed), Service Plan, Hardware, and Instructions. To the right, there are sections for 'Services' and 'Hardware', each with a table and a 'View' button. The 'Services' table has columns for Work Order #, Date, Started, Completed, and Status. The 'Hardware' table has columns for Serial Number, HW, and Equipment Information. At the bottom, there are buttons for EXIT, NEW, and SUSPEND, along with a CLOSE button.

Note: Service calls need not be invoiced, nor do they need technicians assigned. The service calls screen can be used as little or as fully as you require.

Management – Close Statements

- Before running the **End of Billing Cycle** from the **Monthly Charges** tab go to the **Close Statement** tab to verify the **Last Statement Date** and the **New Statement Date** fields.
- All transaction history **on or before** the **Last Statement Date** will not show up on statements. Only the transactions **after** the **Last Statement Date** will show up.

The screenshot shows a software dialog box titled "End Of Billing Cycle" with two tabs: "Monthly Charges" and "Close Statement". The "Close Statement" tab is active. It contains the following text and fields:

Close Statement Option:
This option will enter the statement date and statement balance to the customer's account. In addition, it will update the transaction pointer which is displayed in System Information.

New Statement Date: 2/22/2005

Last Statement Date: [dropdown menu]

After You Perform This Task:
YOU WILL NOT BE ABLE TO RE-RUN YOUR CURRENT STATEMENT.
Make sure you do not need to reprint any statement before you perform this task.

Buttons: "Close Statements", "EXIT", "Print Statements", and a help icon.

Note: You should make a data backup before running any end of month billing procedures.

Management – Monthly Charges

- Fill in the **Charge Date** with the date for which you are running statements.
- Budget Interest, Service Charges, Rental Charges and Finance Charges can all be applied at the same time.
- Once all criteria has been entered, hit the **Apply Charges** button. The system will go through each customer and apply charges accordingly.
- All charges will be dated on the last day of the statement month.

The screenshot shows a software window titled "End Of Billing Cycle" with a close button (X) in the top right corner. The window is divided into two tabs: "Monthly Charges" (selected) and "Close Statement".

Under the "Monthly Charges" tab, the "Charge Date" is set to "2/22/2005".

There are four main sections for applying charges:

- Budget Interest:** Apply Budget Interest? Interest Rate: 0.015
- Service Charges:** Apply Service Charges?
- Rental Charges:** Apply Rental Charges? Rental Code: [dropdown] Minimum Days Apart Before Next Charge Can Be Applied Is: 30 Days
- Finance Charges:** Apply Finance Charges? A table below shows options: 30 (30 Day (Non-Prorated)), 15 (15 Day (Non-Prorated)) [checked], and 30P (30 Day Prorated).

At the bottom left, there is a checkbox for "Apply Conditional Transactions?". A large "Apply Charges" button is centered at the bottom. At the bottom right, there are "EXIT" and "Print Statements" buttons, along with a help icon.

Note: Make sure the system is set to the correct **Last Statement Date** before running **Monthly Charges**.

Management – Print Statements

- The **Print Statements** screen opens when you hit the **Print Statements** button on the **Monthly Charges** tab.
- The **Date** field defaults to the current date, however, you may change it to reflect a different date on the statements.
- The **Message** button will ring up your pre-defined messages and will allow you to change them.

The screenshot shows a software window titled "Daily/Monthly Statement". It contains several sections for configuring a statement printout:

- Date:** A text field containing "2/22/2005".
- Printing Range:** Radio buttons for "Single Account" (selected) and "Multiple Accounts".
- Order By:** Radio buttons for "Account" (selected), "Name", and "Zip Code".
- Form:** Radio buttons for "Short Form" (selected), "Long Form", "Mailer", "Postnet Mailer", "Postcard", "Postcard - Bulk", "Postcard Single", and "Stock Paper".
- Acct No.:** A text field containing "220240" and a dropdown menu showing "LAND, ARLIE".
- End Acct No.:** An empty text field.
- Start Name.:** An empty text field.
- End Name.:** An empty text field.
- Division:** A dropdown menu.
- Balance:** A dropdown menu.
- Min. Balance:** A text field containing "\$0.00".
- Include Zero Balance?:** A checkbox that is unchecked.
- Acct Type:** A dropdown menu showing "BOTH".
- Show Pymt Recv for Open Items?:** A checkbox that is unchecked.
- Print Control Acct?:** A checked checkbox.
- Show Price Per Unit?:** A checked checkbox.
- Use Product Code?:** An unchecked checkbox.
- Print Barcode?:** An unchecked checkbox.
- Print Postnet?:** An unchecked checkbox.
- Print Meter Info?:** An unchecked checkbox.
- Format:** Radio buttons for "Detail" (selected), "Summary", and "Tax".
- Print To:** Radio buttons for "Printer", "E-Mail" (selected), "Preview", and "Fax".

At the bottom of the window, there is an "EXIT" button on the left and a "MESSAGES" button with a question mark icon on the right.

Management – Close Statements

- The last month that was just billed can either be closed out now, or during the next billing.
- Transactions will not be able to be edited within that billing period once the month is closed.
- The date 1/1/80 keeps showing up in the system for good reason.

End Of Billing Cycle

Monthly Charges | Close Statement

Close Statement Option:
This option will enter the statement date and statement balance to the customer's account. In addition, it will update the transaction pointer which is displayed in System Information.

New Statement Date: 2/22/2005

Last Statement Date: [v]

After You Perform This Task:
YOU WILL NOT BE ABLE TO RE-RUN YOUR CURRENT STATEMENT.

Make sure you do not need to reprint any statement before you perform this task.

Close Statements

EXIT | Print Statements | ?

Reports

- Following are the most popular reports. Most are made for wide carriage printers, but wide carriage reports can be printed on a laser printer.
 - **Customer List**
 - **Tank List (QuickGas only)**
 - **Product Report**
 - **Daily Delivery**
 - **Sales Reports**
 - Sales By Product
 - Sales By Account
 - Transaction By Code
 - Accounts Receivable
 - Tax Reports
 - Cost of Goods

Each report is displayed on the following pages.

Reports – Lists:Customer List

- The **Customer List** generates lists of customers.
- This report can be sorted by **Account, Name, Street, Zip Code** or **Stop Number** (if type is delivery).
- **Aging Reports, Delivery Reports, and Mailing Labels** may be printed depending on the option chosen.
- All customers are entered through **Setup Customer**.

The screenshot shows the 'Customer List' window with the following settings:

- Order By:** Account, Name, Street, ZipCode, Stop Number (radio buttons)
- Type:** Aging, Mailing Labels, Delivery (radio buttons)
- Age To:** 2/22/2005
- Starting Account:** [Empty]
- Division:** [Dropdown]
- Customer Class:** [Dropdown]
- Zone:** [Dropdown]
- Balance:** [Dropdown]
- Forecast Type:** [Dropdown]
- Product:** [Dropdown]
- Options:**
 - Export Data to Excel
 - Include Zero Balance Accounts
 - Print Firm Name for business
 - Filter by Firm Name
 - Print only Selected Balance
 - Age Open Item as Balance Forward
 - Show Account Numbers
 - Include Address
 - Include Budget Accounts
- Specified Accounts Only:** [Empty]

Buttons: EXIT, EXECUTE

Reports – Lists: Tank List (QuickGas only)

- The **Tank List** generates a list of your tank inventory
- This report can be sorted by **Account, Tank Number, Size, Zone, or Name.**
- Tanks are entered through **Service: Equipment Setup.**

The screenshot shows a software window titled "Tank List" with a close button (X) in the top right corner. The window contains several input fields and controls:

- Order By:** A group box containing five radio buttons: Account, Tank Number, Size, Zone, and Name.
- First Installed Date:** A text input field.
- Last Installed Date:** A text input field.
- Tank Division:** A dropdown menu.
- Zone:** A dropdown menu.
- Use Maintenance Info:** A checkbox, currently unchecked.
- Type:** A dropdown menu with "Paint" selected.
- First Date:** A text input field containing "2/22/2005".
- Last Date:** A text input field containing "2/22/2005".
- Buttons:** An "EXIT" button (with a red border) and an "EXECUTE" button (with a dotted border) are located at the bottom. To the right of the EXECUTE button is a small icon of a pencil.
- Help:** A question mark icon is located in the top right corner of the window.

Reports – Inventory: Product Report

- The **Product List** generates lists of products, along with their on-hand amounts, by location.
- This report can be sorted by **Location, Product** or **Group**.
- All inventory products are entered through **Inventory:Products**.
- All locations are entered through **Inventory:Location**.

Product Location Lists

Order By

Location
 Product
 Group

View Type

Printer
 Preview
 Export data to Excel?

Starting Loc Code:

EXIT

Printer icon

Help icon

Reports – Daily: Daily Delivery

- The **Daily Delivery** report generates a list of all daily deliveries.
- The **Include Customer Information** option gives you the choice of printing customer information on the **Daily Delivery** report or not.



The screenshot shows a dialog box titled "Daily Delivery" with a close button (X) in the top right corner. Below the title bar, the text "Daily Delivery Report" is displayed next to a help icon (question mark). The dialog contains two date input fields: "Starting Date:" and "Ending Date:", both containing the value "/22/2005". Below these fields is a checkbox labeled "Include Customer Information:" which is currently unchecked. At the bottom of the dialog, there are three buttons: "EXIT" (with a red border), "EXECUTE" (with a dotted border), and a button with a pencil icon.

Reports – Sales:Sales

- The **Sales** form contains six important reports essential to your business:
 - **Sales by Product**
 - **Sales By Account**
 - **Transaction By Code**
 - **Accounts Receivable**
 - **Tax Report**
 - **Cost of Goods Sold**
- This report can be sorted by **Account, Date, or Name.**
- These reports can be printed out as detail or summary reports.
- You have the option of including **Addresses** in the report.

The screenshot shows the 'Sales Report' window with the following configuration:

- Report Type:** Sales By Product
- Print:** Preview, Print, Export to Excel
- Search Date:** Begin Post Date (empty), End Post Date (2/22/2005), Begin Sales Date (empty), End Sales Date (2/22/2005)
- Detail Type:** Detail, Summary
- Address:** Include Address
- Order By:** Account, Date, Name, Code
- Account:** (empty)
- Customer Class:** (dropdown)
- Customer Division:** (dropdown)
- Sales Rep:** (dropdown)
- Salesperson:** (dropdown)
- Sales Division:** (dropdown)
- Inventory Site:** (dropdown)
- Inventory Group:** (dropdown)
- Product:** (dropdown)
- Tax Type:** (dropdown)
- Tax Exemption:** (dropdown)
- Tax District:** (dropdown)

Buttons at the bottom: EXIT, Print, EXECUTE, and Help.

QuickGas Training Supplement

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