9600 FuelsManager Aviation

Express Edition

Software tools for daily fuels accounting
including reporting and paper ticket validation

User Manual

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Contents

1 Introduction

1.1 About FuelsManager Aviation Express Edition

The FuelsManager Aviation Express Edition User Manual will introduce system managers and operators to the basic functionality and capabilities of FuelsManager Aviation Express Edition. This software was designed specifically for the aviation fuel industry in order to meet a demand for timely and accurate information. It also serves as a critical tool for day-to-day fuel inventory accounting and individual account management.

All standard tables, industry unique mathematical calculations and/or conversions are performed automatically within the program. Data entries may be made manually, imported or automatically posted to the journal when configured with other associated inventory control tools. Like any automated program it is essential the entry information is complete and properly entered. This is easily accomplished through sound operational fuel inventory and distribution practices and a quality recurring training program to ensure the system integrity.

With any new system or process a user must learn the terminology associated with that system. In order to correlate that new terminology the user must first understand the fundamentals and principles of fuel accounting and the standard terminology used. We at Varec worked closely with industry leaders to select the most common terms that are easily translated. A definition of terms is included in the Glossary contained in this manual. You are encouraged to review these terms before you proceed. These are terms you will need to be familiar with and understand.

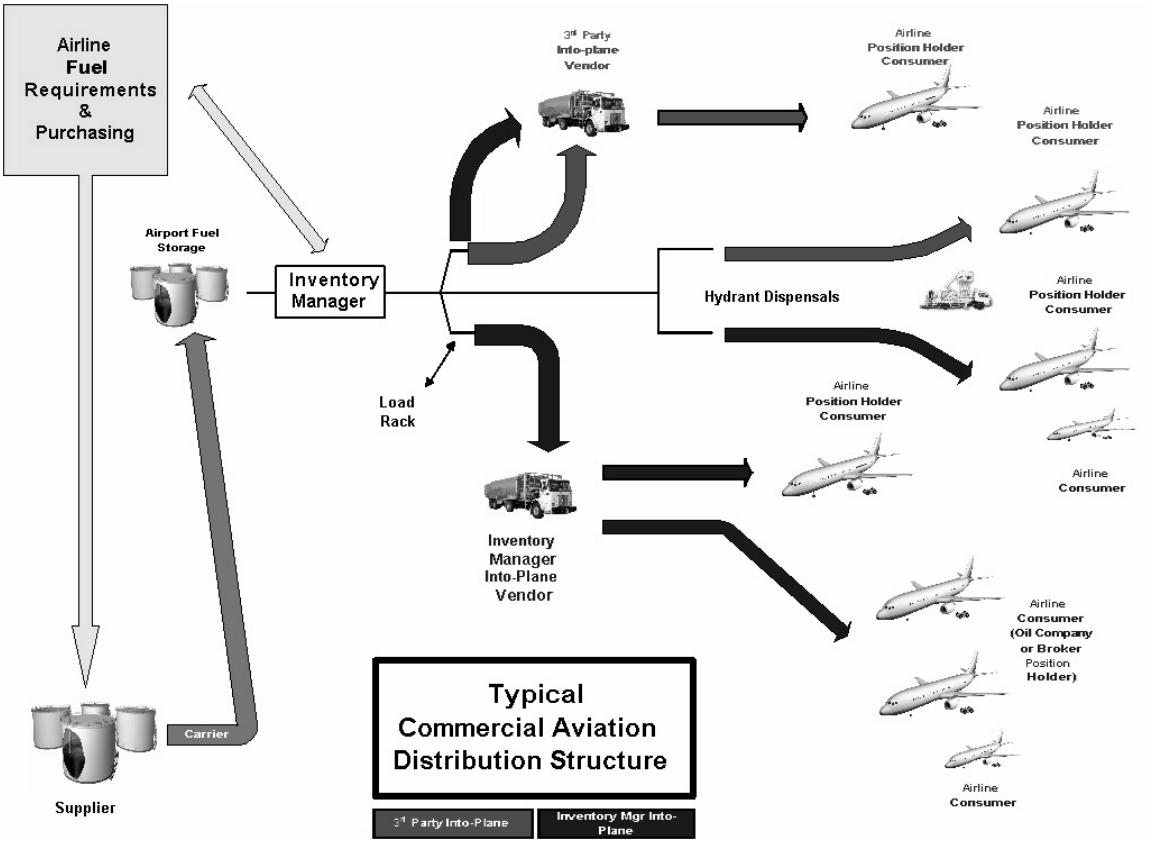
1.2 About Fuel Inventory Account Management

Fuel inventory and account management is simply the process of accounting for and managing a product for a customer throughout the distribution process by a series of measurements, validations and reconciliations in order to ensure product availability and accurate daily accountability.

The Inventory Account Manager is responsible for all aspects of the inventory control process. There are three fundamental categories associated with fuel accounting: (1) receipt, (2) storage, and (3) disbursement of products. The act of receiving includes all activities that ultimately replenish or increase inventory. Storage is representative of the inventory on hand and includes all product

undelivered for consumption to the end user. Disbursements include all decreases from inventory or on hand stocks. These different types of actions result in a series of accounting debits and credits. Defining each action in the distribution process and associating that action as a debit or credit is critical. In order to do this the responsible activity or manager must define the respective operational roles as well as all customers and 3rd party providers. A customer is any entity authorized to use fuel from the system. In order to track day-to-day activities of credits and debits each system customer role must be defined. The role a customer fulfills in the various phases of the distribution process will determine the necessary accounting action. Customers may fulfill more than one role as appropriate.

Role	Description
Manager	The Manager is entity responsible for the inventory account management function.
Owner	The Owner is also commonly referred to as a Position Holder. The Owner is an entity that owns inventory product.
Vendor	This is the entity responsible for delivering the fuel to the consumer.
Consumer	Consumes product from inventory--the end user.
Supplier	Supplies fuel to the airport via pipeline, trucks and barges or other transportation methods. Suppliers are used in receipt transactions.


Airline
Fuel
Requirements
&
Purchasing
Airport Fuel
Storage
Inventory
Manager
Load
Rack
Supplier
Carrier
3rd Party
Into-plane
Vendor
Inventory
Manager
Into-Plane
Vendor
Hydrant Dispensals
Airline
Position Holder
Consumer
Airline
Position Holder
Consumer
Airline
Position Holder
Consumer
Airline
Position Holder
Consumer
Airline
Consumer
Airline
Consumer
(Oil Company
or Broker
Position
Holder)
Airline
Consumer
Typical
Commercial Aviation
Distribution Structure
3rd Party Into-Plane
Inventory Mgr Into-
Plane

A.

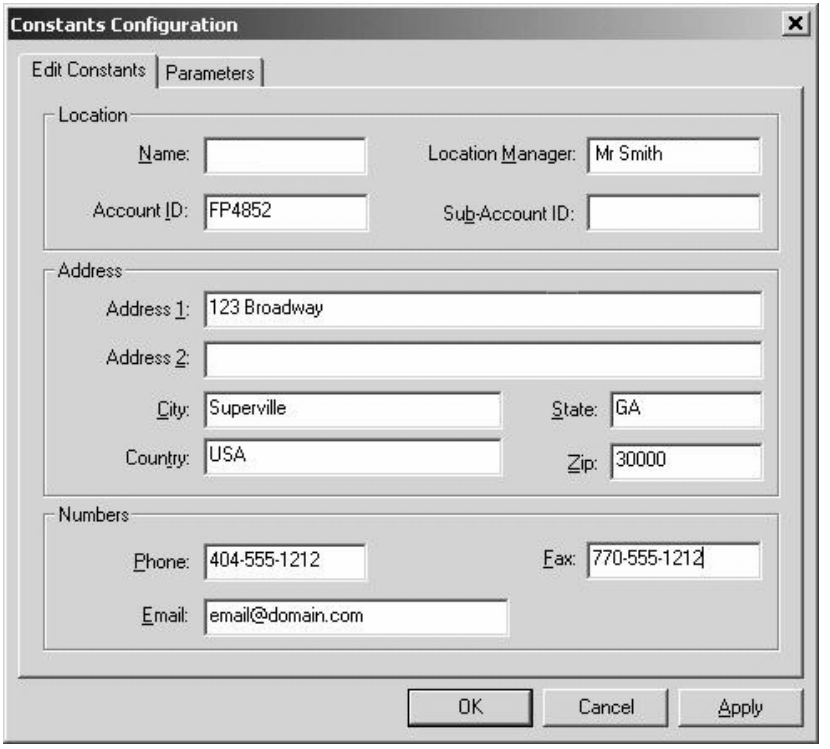
2 Setup

2.1 Constants and parameters

You maintain Constants and Parameters from the Constants Configuration dialog box. These settings identify basic information about your site.

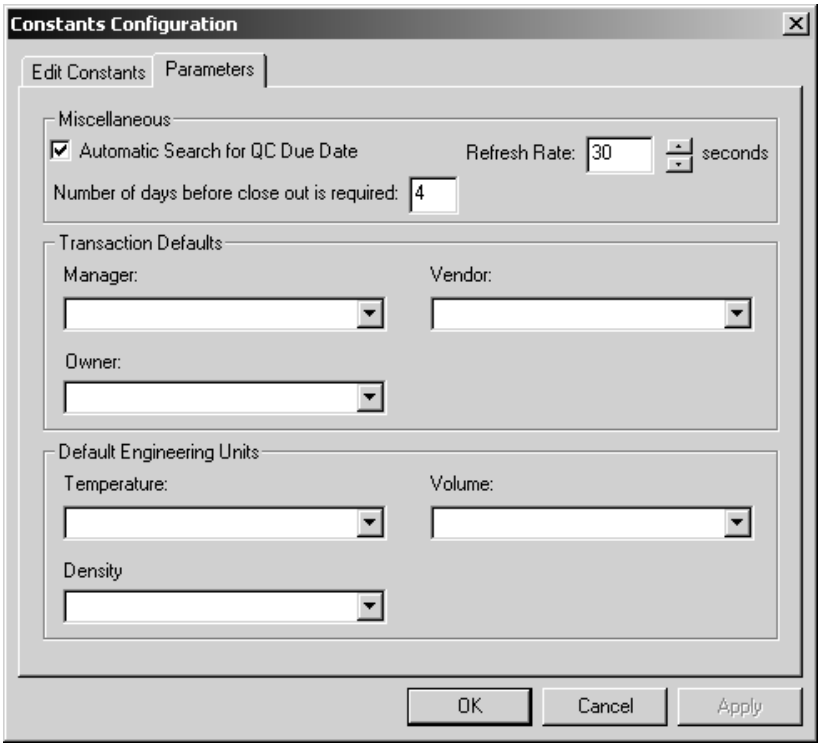
2.1.1 Constants

The purpose of the Constants is to identify your site. All your databases will include your constant data. This lets other parties (such as Ex-STARS) recognize your transactions when you transmit data to them. It also helps you maintain your site information for reference.



2.1.2 Parameters

The purpose of parameters is to let you set some important operational options to the FuelsManager Aviation system, as well as identify the different roles in the system.



2.1.2.1 Entering constants and parameters

Step-by-step

1. From the FuelsManager Aviation window, click Configuration and select Constants.
2. Under location, select your site's Name, Location Manager, Account ID, and Sub-Account ID.
3. Under Address, enter the appropriate address information in the fields provided.
4. Under Numbers, enter your contact numbers and email address.
5. Click Apply to save the Constants.

6. Click the Parameters tab at the top of the dialog box.
7. Select whether or not you want the system to automatically check for QC due dates for your equipment. If selected, enter how often (in seconds) you want this check to run. The default setting is 30 seconds.
8. Enter the number of days before close out is required. This will force you to close out a month after the last day of the month, plus the days you put here. For example, if you want the system to force you to close out every month after four days has past since the last day of the month, enter 4.
9. Disregard the fields under Transaction Defaults.
10. Under Default Engineering Units, select the units that you want the system to measure for the Temperature, Density, and Volume.
11. Click OK. The system saves the Constants and Parameters to the system settings and closes the Constants Configuration dialog box.

2.1.2.2 Editing Constants and Parameters

Step-by-step

1. From the FuelsManager Aviation window, click Configuration and select Constants.
2. To edit the Constants, change any of the Location, Address, and Numbers information.
3. To edit the Parameters, click the Parameters tab and change any of the QC Due Date settings or Default Engineering Units.
4. Click OK. The system saves the changes you made to the system and all databases will now reflect the new settings.

2.2 User/Group Configuration Settings

FuelsManager FuelsManager Aviation contains Equipment Status and Accounting functionality. If you want to control access to these features, create appropriate Groups, assign them rights, and assign users. If you just want to use one account for all the FuelsManager Aviation tasks, don't change any User/Group configuration data unless instructed to do so by a Varec representative.

2.2.1 Groups and users

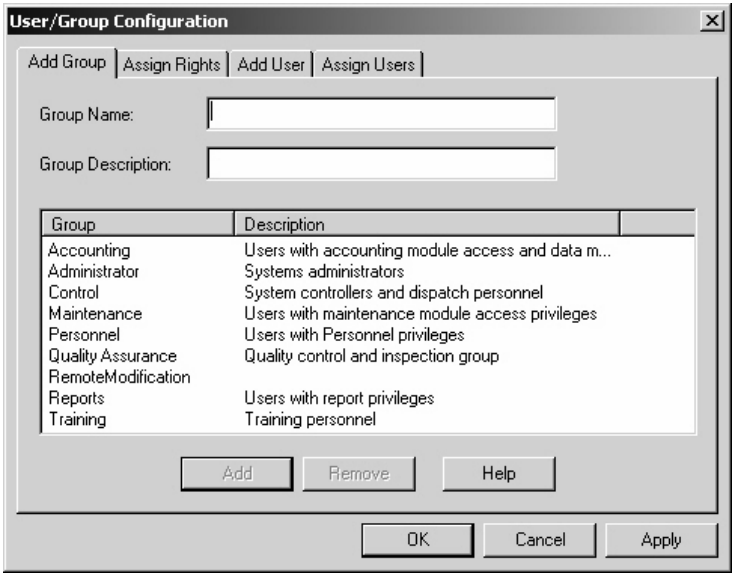
Groups and Users control access to the features and data in the FuelsManager Aviation system.

You can create groups based on the different types of users, and assign the appropriate rights to those groups. Then you can create users and assign users to the groups based on the rights they need.

To get started:

1. Create appropriate groups
2. Assign rights to groups
3. Create users
4. Assign users to groups

Groups and Users will generally be set up for you based on your site's specific needs, but as an administrator, you should try to have a general understanding of how they work in case you need to make adjustments.



2.2.2 Groups

The Groups are what connect the users to their rights. A group should reflect a practical division of responsibilities among the people who will use the FuelsManager Aviation system.

For example, you may want to create a group for your staff that use the Equipment Status feature and another for those who use Accounting.

2.2.2.1 Adding a group

Step-by-step

1. From the FuelsManager Aviation main screen, click Configuration and select User/Group.
2. Type the Group Name. Try to use an appropriate name that will easily identify the group's role (i.e., Accountants).
3. Type an accurate Group Description.
4. Click Add. The system adds the group to the list.
5. Click OK. The system saves the changes and closes the Edit/Group dialog box. Or click Apply to save the changes and leave the dialog box open.

2.2.2.2 Removing a group

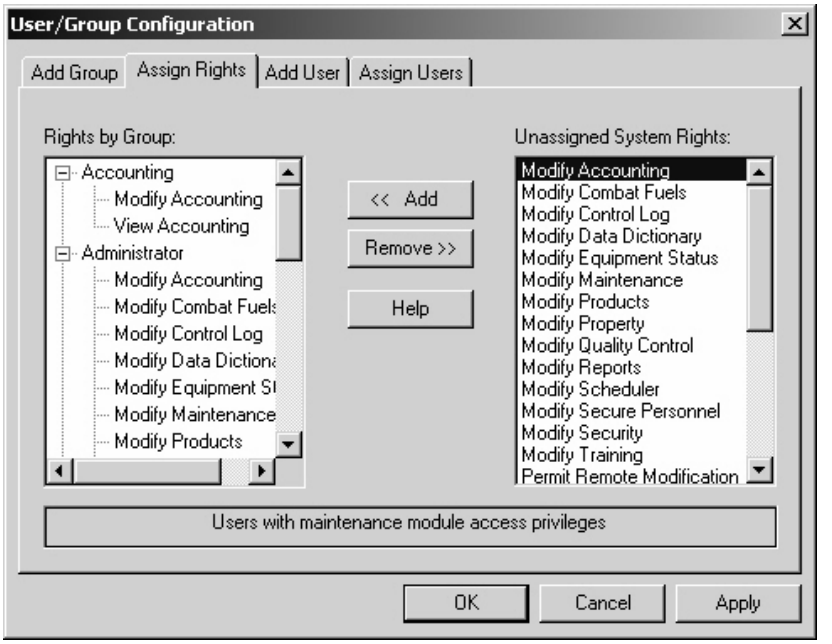
Step-by-step

1. From the FuelsManager Aviation main screen, click Configuration and select User/Group.
2. Select the group you want to remove in the list.
3. Click Remove.
4. Click Yes to confirm the deletion.
5. Click OK. The system saves the changes and closes the Edit/Group dialog box. Or click Apply to save the changes and leave the dialog box open.

2.2.3 Rights

Each group in the FuelsManager Aviation system must be assigned rights. Rights are pre-existing privileges that give access to view or modify FuelsManager Aviation data. For each group that you have created, assign the appropriate rights for it. You cannot create new rights or delete the existing rights.

For each type of data, there are two types of rights--view and modify. Viewing rights let the users view data without making changes. Modifying rights let the users edit data in those areas



2.2.3.1 Assigning group rights

Step-by-step

1. From the main FuelsManager Aviation screen, click Configuration and select User/Group.
2. Click the Assign Rights tab.
3. Select the Group you want to assign rights to.
4. Select the Unassigned System Rights that you want to add to the group. To select multiple rights, press Ctrl while clicking additional rights.

5. Click Add. The rights move to the Rights by Group list, underneath the selected group.

6. Click OK. The system updates the database and closes the User/Group Configuration dialog box. Or click Apply to update the database and keep the dialog box open to perform another task.

2.2.3.2 Editing group rights assignments

You can edit the group rights assignments at any time if you need to give a group more or less access.

1. From the main FuelsManager Aviation screen, click Configuration and select User/Group.

2. Click the Assign Rights tab.

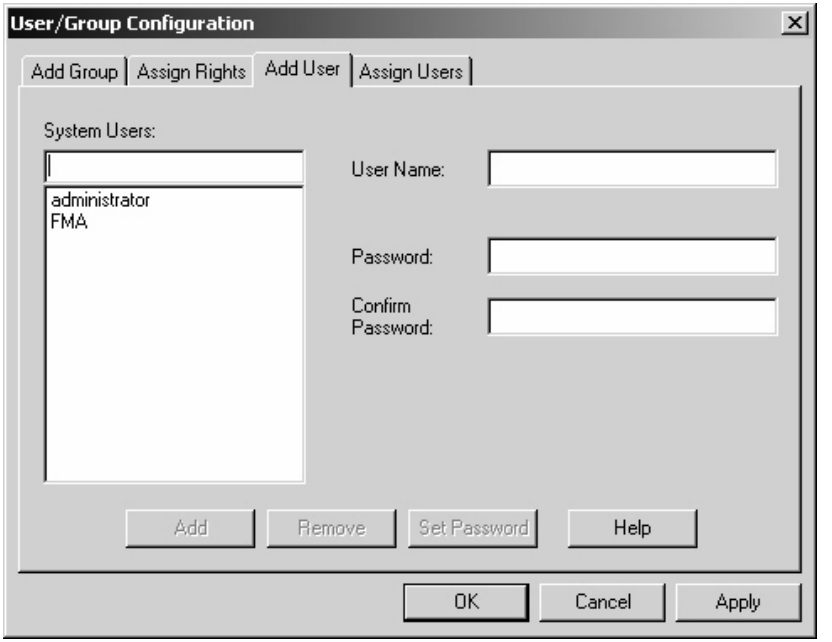
3. To remove a group right; find the group in the Rights by Group list, select the right you want to remove, and click Remove.

4. To add an additional right to a group; select the group, select the right in the Unassigned System Rights list, and click Add.

5. Click OK. The system updates the database and closes the User/Group Configuration dialog box. Or click Apply to update the database and keep the dialog box open to perform another task.

2.2.4 Users

Users are the accounts that you give to your staff so that they can access the FuelsManager Aviation system. The User is simply a username and a password. When a staff member opens the FuelsManager Aviation system, he or she will need a unique username and password to access the system and do their work.



2.2.4.1 Adding users

Step-by-step

1. From the main FuelsManager Aviation screen, click Configuration and select User/Group.
2. Click the Add User tab.
3. Enter the user's username and password. The password appears as asterisks.
4. Enter the password again in the Confirm Password field.
5. Click Add. The username appears in the System Users list.

6. Click OK. The system adds the user to the database and closes the User/Groups Configuration dialog box. Or click Apply to save the changes and leave the dialog box open.

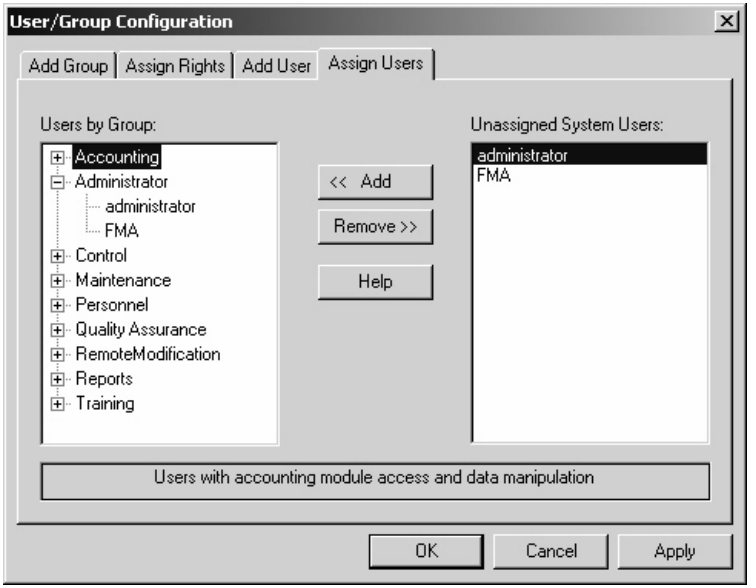
2.2.4.2 Editing a user

Editing a user lets you do two important things:

1. Reset a user's password if he or she has forgotten it.
2. Completely remove a user if he or she no longer needs access to the system.
3. Step-by-step
4. From the main FuelsManager Aviation screen, click Configuration, select User/Group, and click the Add User tab.
5. Select the username you want to edit in the System Users list.
6. If you want to change the password, enter the new password in the Password and Confirm Password fields and click Set Password.
7. If you want to remove the user, click Remove and click Yes to confirm the deletion.
8. Click OK. The system adds the new password to the database and closes the User/Groups Configuration dialog box. Or click Apply to save the changes and leave the dialog box open.

2.2.4.3 Assigning a user to a group

Assigning users to groups is what brings all the group and user elements together. You should already have rights assigned to each group, so assigning the users to groups gives the users access to their groups' rights.



Step-by-step

1. From the main FuelsManager Aviation screen, click Configuration and select User/Group.
2. Click the Assign Users tab.
3. Select the group name in the Users by Group list.
4. Select the user you want to add in the Unassigned System Users. To select multiple rights, press Ctrl while clicking the additional rights.
5. Click Add.
6. Click OK. The system updates the database and closes the User/Group Configuration dialog box. Or click Apply to update the database and keep the dialog box open to perform another task.

2.2.4.4 Editing users in groups

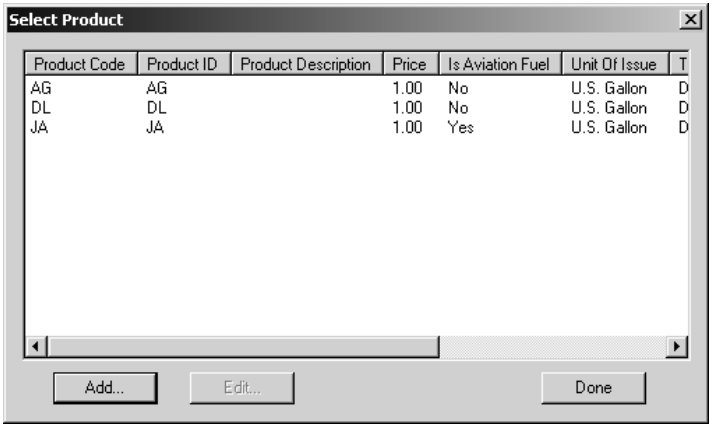
You can edit the group's users at any time if you need to assign a user to a different group, or remove a user from a group.

Step-by-step

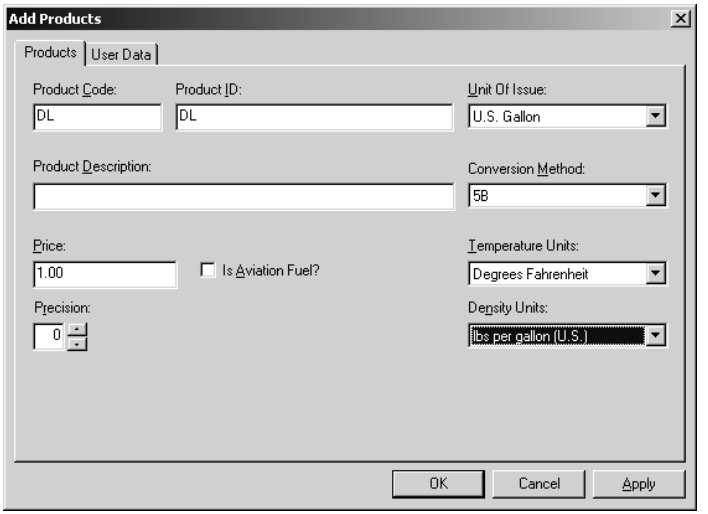
1. From the main FuelsManager Aviation screen, click Configuration and select User/Group.
2. Click the Assign Users tab.
3. To remove a group's user; find the group in the Users by Group list, select the user you want to remove, and click Remove.
4. To add a user to an additional group; select the group, select the user in the Unassigned System Rights list, and click Add.
5. Click OK. The system updates the database and closes the User/Group Configuration dialog box. Or click Apply to update the database and keep the dialog box open to perform another task.

2.3 Products

You must enter a product for each type of fuel that you service in your facility.



2.3.1 Adding a Product



Step-by-step

1. From the main FuelsManager Aviation screen, click Configuration and select Products.
2. Click Add. The Add Products dialog box appears
3. Enter a Product Code and a Product ID. The Product ID should be something that is uniquely identifiable to this product.
4. Select the Unit of Issue.
5. Enter a Description of the product, if necessary.
6. Select the Conversion Method.
7. Enter the Price for each Unit of Issue that you entered.
8. If this is a product used for FuelsManager Aviation purposes, select the Is Aviation Fuel? checkbox.
9. Select the Temperature Units and Density Units you want to measure by.
10. Enter the Precision you want to use for this product. Precision sets how many decimal points (0-4) will appear for this product in the grid window and other instances. For example, if you set the precision to 2, you will get two decimal points whenever you see data for this product. Set it to 0 if you don't want any decimal points at all.

11. Click OK. The system adds the product to the Select Product list.

2.3.2 Editing a Product

Step-by-step

1. From the main FuelsManager Aviation screen, click Configuration and select Products.
2. Select the product you want to edit and click Edit. The Edit Products dialog box appears
3. Make any necessary changes to the product data.
4. Click OK. The system updates the records and returns you to the Select Products dialog box.

2.4 Equipment

2.4.1 About Equipment Status

The FuelsManager Aviation Equipment Status feature lets you create and maintain vehicles and equipment used to support the fueling service. You can keep track of all your trucks, pumps, and hydrants here.

The Equipment Status also serves as the primary place where you can view the status of every equipment piece in your database.

The Equipment Status feature has two major elements:

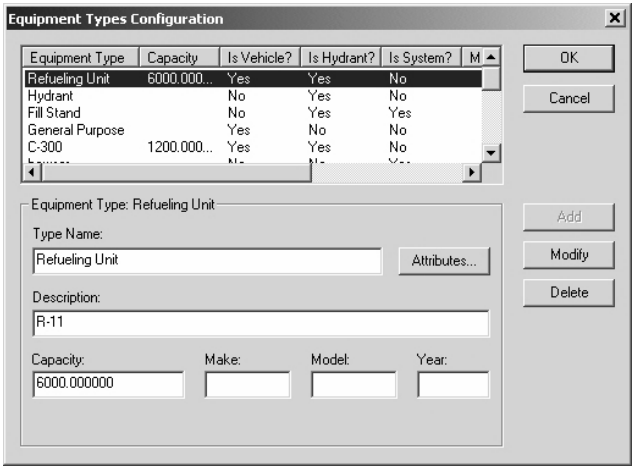
- Equipment Types
- Status Records.

Equipment Types represent a line of equipment. You can set up an equipment type for a specific make and model of truck, or for any group of device that uses the same statistical data.

Status Records represent the specific pieces of equipment (or vehicles). This is what appears in the Equipment Status grid and what tracks all the equipment's statuses.

2.4.2 Equipment Types

Equipment Types are groups of similar or identical equipment pieces that are used for one purpose.

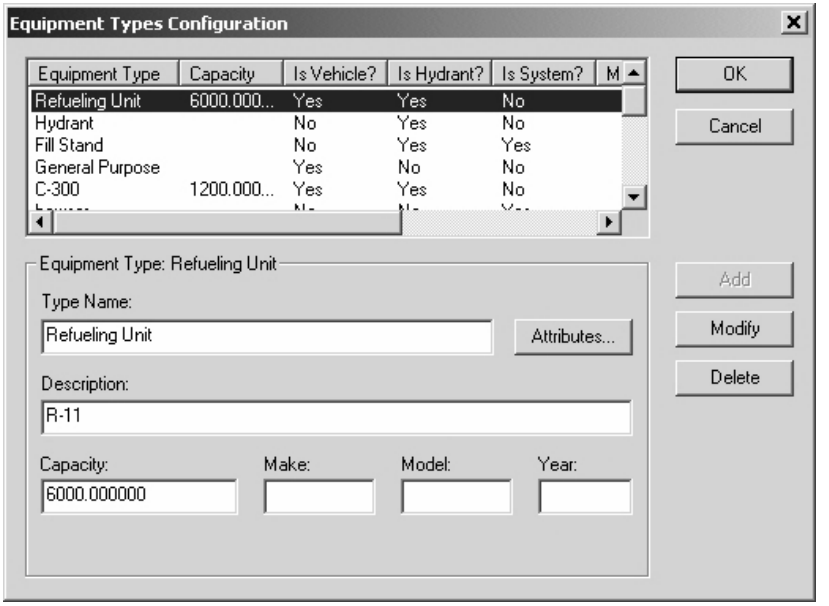


2.4.2.1 Equipment Type Attributes

All equipment types will need certain attributes assigned to them. These attributes determine where the equipment is available in the program.

Sample Equipment Types	Hydrant Attribute	Vehicle Attribute	System Attribute
Refueler	Yes	Yes	No
Hydrant	Yes	No	No
GP Pickup	No	Yes	No
Fill Stand	Yes	No	Yes
Tank	No	No	Yes
Pipeline	No	No	Yes

2.4.2.2 Adding an Equipment Type



Step-by-step

1. From the FuelsManager Aviation Equipment Status screen, click Edit and select Add Equipment Type.
2. Under Equipment Type, enter the type name.
3. Assign an attribute to the equipment type by clicking Attributes, select the attribute in the Available Attributes list, click Assign, and click OK. An equipment type can have more than one attribute.
4. Enter a description of the equipment type.
5. Enter the capacity, make, model and year for vehicles that will be assigned to this equipment type. Only use these fields if the data is consistent throughout all the equipment pieces of the type.
6. Click Add.
7. Click OK.

2.4.2.3 Modifying an Equipment Type

Step-by-step

1. From the FuelsManager Aviation Equipment Status screen, click Edit and select Add Equipment Type.
2. Select the equipment type.
3. Make the necessary changes to the data fields or attributes.
4. Click Modify.
5. Click OK.

2.4.2.4 Deleting an Equipment Type

Step-by-step

1. From the FuelsManager Aviation Equipment Status screen, click Edit and select Add Equipment Type.
2. Select the equipment type.
3. Click Delete.
4. Click OK.

2.5 Customers

The term Customer represents any company that your fueling service is providing fueling services for. This can include any number of different roles in the fuel process. Within FuelsManager Aviation we have divided these roles up into three basic categories-- consumer, owner, and manager.

- Consumer: Any customer who acts as the purchaser in the fueling transactions.
- Owner: Any customer who owns the fuel product used in the transactions.
- Manager: Any customer who manages and performs transactions. This is often the FuelsManager Aviation users since they are typically the entity that services the transactions.

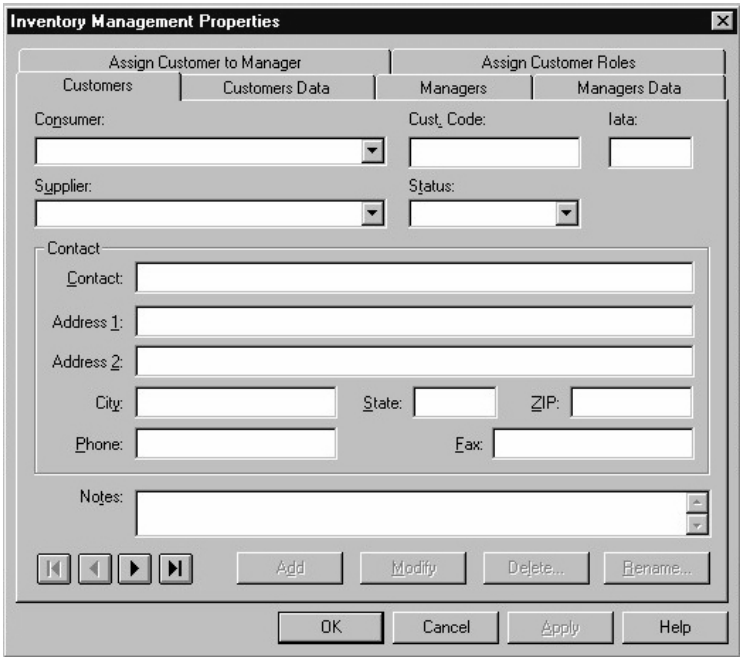
Customers are not limited to one role. For instance, you can have the same company as your consumer and owner depending on your business situation.

You can add a customer or select an existing customer from the database. When you select the customer, the system displays the

customer's data in the remaining controls. Be consistent while naming customers, because the Customer field defines how users will make selections in the Owner, Vendor and Consumer fields. This information will also be displayed in reports.For example, if you use "AA – American Airlines", then all users entering transactions can select American Airlines by typing "AA." The system looks for the exact characters you type, including spaces and capital letters.

Note! A customer must be assigned to a manager and given an accounting role. Refer to Assigning/Removing a Customer to/ from a Manager and Assigning and Removing a Customer Role subsections to perform these tasks.

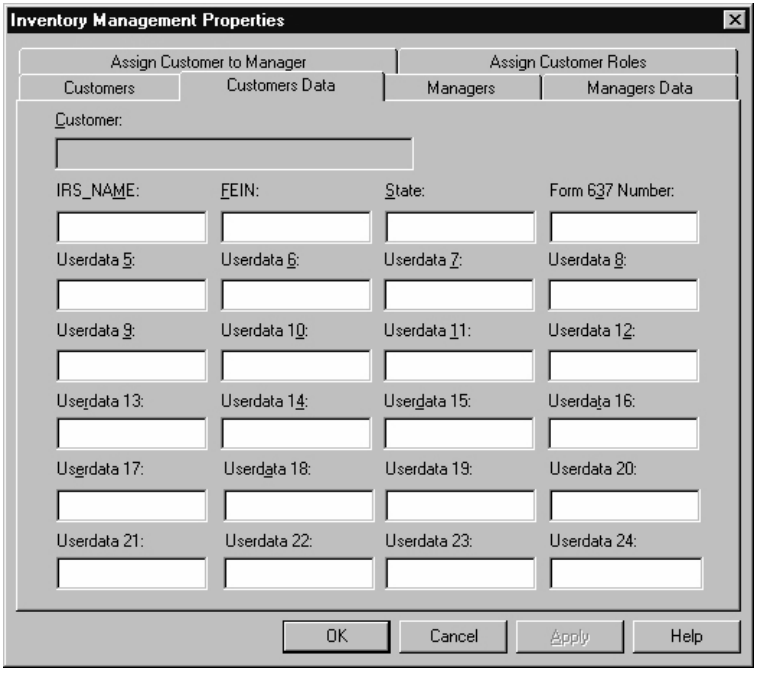
The Customers page lets you add or edit a customer and its supplier.



2.5.1 Add a Customer

Step-by-step

1. From the Accounting window, click Edit, then Customers. The Inventory Management Properties dialog box appears.
2. Click the Customers tab. The Customers page appears.
3. Enter the basic customer information, click Add, and click Apply.
4. Click the Customers Data tab and enter the appropriate IRS Name, FEIN, State, and Form 637 Number.
5. Click OK. Or click Apply to save the changes and leave the dialog box open.



2.5.2 Edit a Customer

Step-by-step

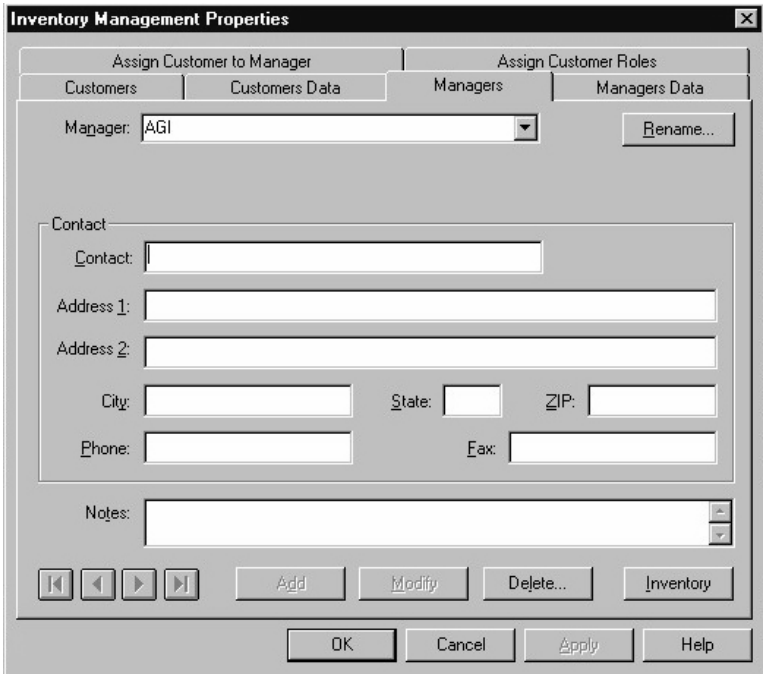
1. From the Accounting window, click Edit, then Customers. The Inventory Management Properties dialog box appears.
2. Click the Customers tab. The Customers page appears.

3. Select the Customer.
4. Make the necessary changes, Click Modify, and click OK. The system updates the customer with your changes and closes the database.

2.6 Managers

You can add a new manager or select an existing manager from the database. When you select the manager, the system displays the manager's data in the remaining controls.

The Managers page lets you add or edit a manager.

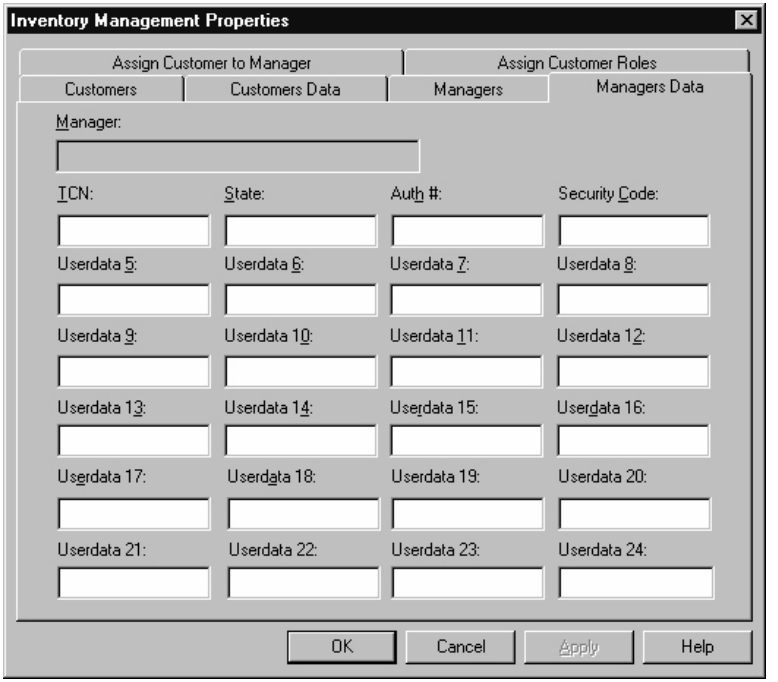


2.6.1 Add a Manager

Step-by-step

1. From the Accounting window, click Edit, then Customers. The Inventory Management Properties dialog box appears.
2. Click the Managers tab. The Managers page appears.

3. Enter the basic manager information, click Add, and click Apply.
4. Click the Managers Data tab and enter the TCN, State, Auto #, and Security Code.
5. Click OK.



2.6.2 Edit a Manager

Step-by-step

1. From the Accounting window, click Edit, then Customers. The Inventory Management Properties dialog box appears.
2. Click the Managers tab. The Managers page appears.
3. Select the Manager.
4. Make any necessary changes. To change the manager's name, click Rename, type the new name; then click Modify and click OK.
5. Click OK. The system adds the manager to the database and closes the dialog box.

2.6.3 Assigning a Customer to a Manager

The Assign Customer to Manager page lets you assign customers to managers. This page requires an existing database of customers and managers.

An owner should be assigned to the manager if the owner holds inventory in the manager's control.

Step-by-step

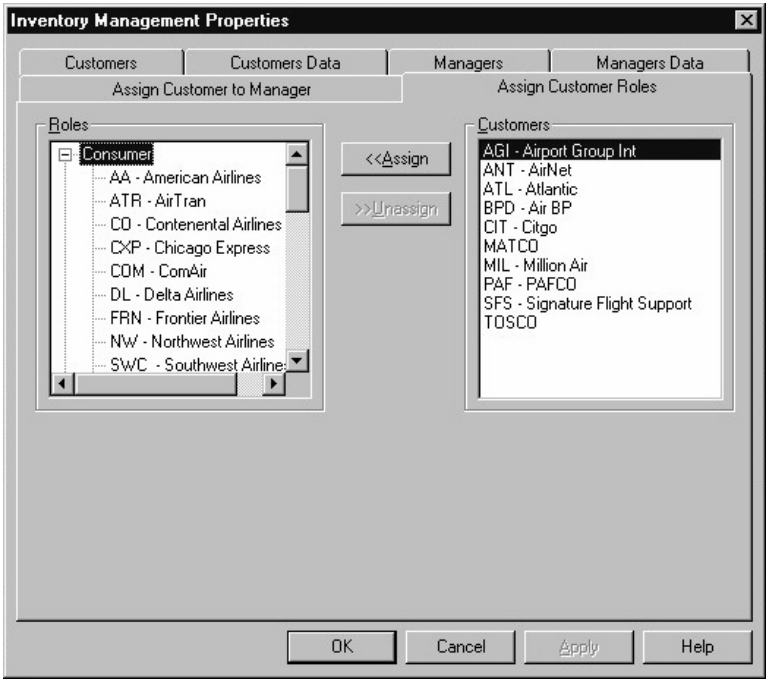
1. From the Accounting window, click Edit, then Customers. The Inventory Management Properties dialog box appears.
2. Click the Assign Customer to Manager tab. The Assign Customer to Manager page appears.
3. Select a manager from the Management list.
4. Select a customer from the Owners list and click Assign.
5. Click OK.

2.6.3.1 Removing a Customer Assignment

To remove a customer assignment, select the customer from the manager's sub-list and click Unassign. The system removes the owners name from the selected Management list

2.6.4 Assign a Role to a Customer

The Assign Customer Roles page lets you assign a customer to multiple roles, since a customer can be an owner, supplier, vendor, consumer, and even a manager.



Step-by-step

1. From the Accounting window, click Edit, then Customers.The Inventory Management Properties dialog box appears.
2. Click the Assign Customer Roles tab.The Assign Customer Roles page appears.
3. Select a role from the Roles list.
4. Select a customer from the Customers list and click Assign. The system moves the customer's name to the selected Roles list.

5. Click OK. Or click Apply to save the changes and leave the dialog box open.

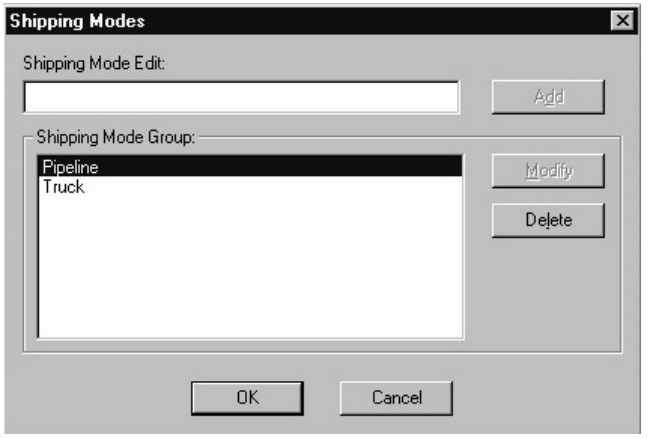
2.6.4.1 Remove Customer Role assignment

To remove the role assignment from the customer, select the role you want to remove and click Unassign. The system removes the customer's name from the selected Roles list. Then click OK or Apply.

2.7 Shipping Modes

FuelsManager Aviation uses the term Shipping Modes to identify the means that a shipment is received, such as a truck, tanker, train, etc. Upon setup, you should enter a shipping mode for every delivery method by which your facility receives fuel.

When you sign contracts with vendors to receive product via specific shipping modes, you enter those contracts into FuelsManager Aviation and select the appropriate shipping mode that the vendor will use. Likewise when you receive the products as a result of the contracts, you select the shipping mode by which it came.



You can add, delete, and modify shipping modes.

2.7.1 Add a shipping mode

Step-by-step

1. From the Accounting window, click Edit, then Shipping Modes. The Shipping Modes dialog box appears.
2. Type the new shipping mode in the Mode field, click Modify, and click OK. The system updates the database and closes the dialog box.

2.7.2 Delete a shipping mode

Step-by-step

1. From the Accounting window, click Edit, then Shipping Modes. The Shipping Modes dialog box appears.
2. Select the shipping mode in the Shipping Modes list and click Delete.
3. Click OK. The system updates the database and closes the dialog box.

2.7.3 Modifying a Shipping Mode

Step-by-step

1. From the Accounting window, click Edit, then Shipping Modes.The Shipping Modes dialog box appears.
2. Double-click the shipping mode in the Shipping Modes list.The shipping mode appears in the Mode box.
3. Edit the shipping mode text.
4. Click Modify.The system changes the item in the Shipping Modes list to match your edits.
5. Click OK.The system updates the database and closes the dialog box.

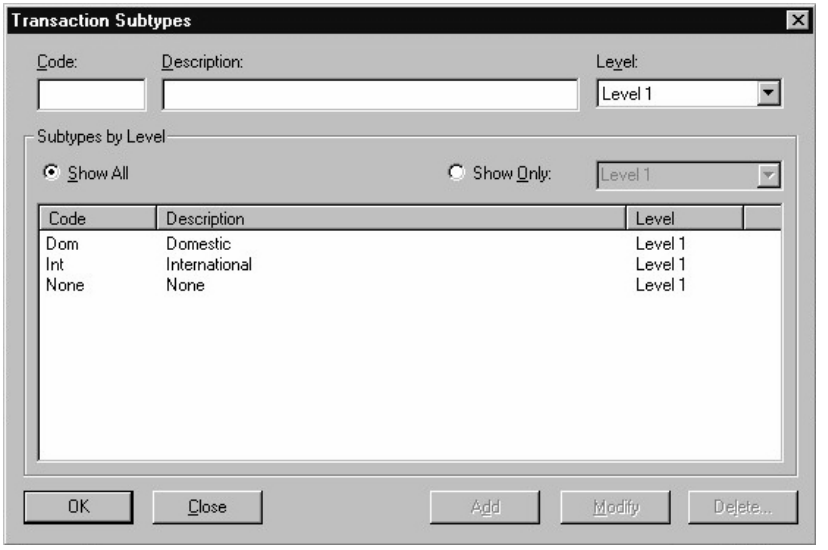
2.8 Transaction Subtypes

The transaction subtypes function lets you put transactions into subcategories for more accurate identification. For example, you can subtitle a transaction as international or domestic, cargo or passenger, and calibration or meter rotation.

2.8.1 Levels

The level determines which drop-down box the code will appear in. Level 1 codes appear in the first subtype box, level 2 codes in the second box and level 3 in the third box.

The level option allows the user to select multiple subcategories for a transaction.



2.8.2 Add a Transaction Subtype

Step-by-step

1. From the Accounting window, click Edit, then Transaction Subtypes. The Transaction Subtypes dialog box appears.
2. Type the new Code and Description for the transaction subtype.
3. Select the Level designation (1-3).
4. Click Add.

5. Click OK. The system updates the database with the subtype and closes the dialog box.

2.8.3 Delete a Transaction Subtype

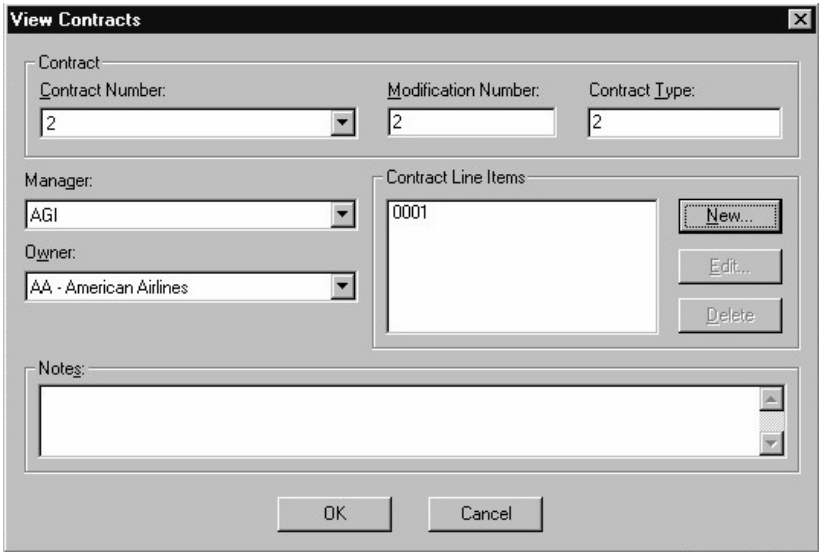
1. From the Accounting window, click Edit, then Transaction Subtypes. The Transaction Subtypes dialog box appears.
2. Select the transaction subtype in the Subtypes list and click Delete.
3. Click Yes to confirm the deletion.
4. Click OK. After you click OK, the system updates the database and closes the dialog box.

2.8.4 Modify a Transaction Subtype

1. From the Accounting window, click Edit, then Transaction Subtypes. The Transaction Subtypes dialog box appears.
2. Double-click the transaction subtype in the Subtypes list. The system displays the transaction subtype in the Code and Description boxes.
3. Edit the transaction subtype text and click Modify. The system changes the item in the Subtypes list to match your edits.
4. Click OK.The system updates the database and closes the dialog box.

2.9 Contracts

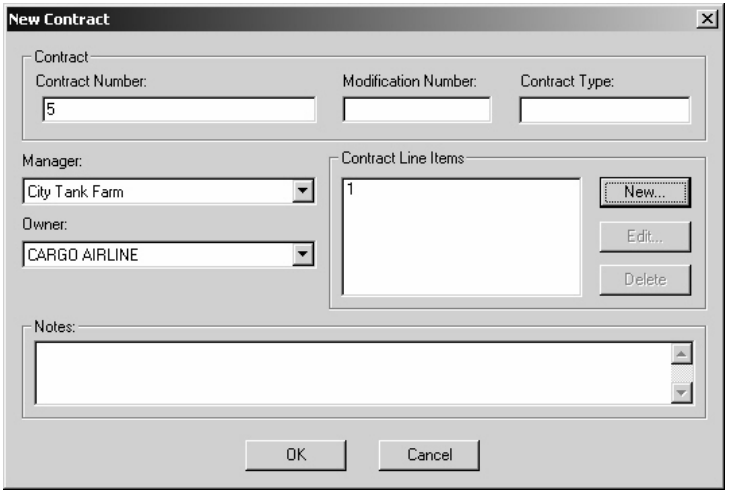
FuelsManager Aviation Contracts are basically database entries that represent your contracts you have with vendors to receive fuel shipments. When you open contracts with vendors, you can enter the specifics shipping information into the system. When you receive a shipment of fuel, you then enter a Receipt transaction that keeps track of the contracts. This way, you can track how much fuel you still have received through a contract, how much is outstanding, etc.



Field	Description
Contract Number	Lets you type a value identifying the new contract. The system requires you to keep the contract number and modification combination unique.
Modification Number	Is a storage field that lets you type a number identifying the modification to a contract.
Type	Lets you type a description of the contract type. You can use this field to identify categories of contracts.
Manager	Lets you select the manager for the contract.
Owner	Lets you select the customer that owns the fuel used in the contract.
Contract Line Items	Contains information about all defined line items for this contract. This list appears blank if you have not added any line items.

Field	Description
Note	Lets you type a message that you want to attach to the contract record. The system will attach the notes to the contract record in the database.

2.9.1 Creating a New Contract



Step-by-step

1. The New Contract dialog box lets you create a contract.
2. From the Accounting window, click Operation and select New Contract. The New Contract dialog box appears
3. Type the name of the Contract. The system enables the dialog box controls.
4. Type the Modification and Type and select the Manager and Owner.If you want to add Contract Line Items at this time, go to the subsection, Adding a Contract Line Item.
5. If necessary, type a Note to remind you about details of this contract.
6. Click OK.The system updates the database and closes the dialog box.

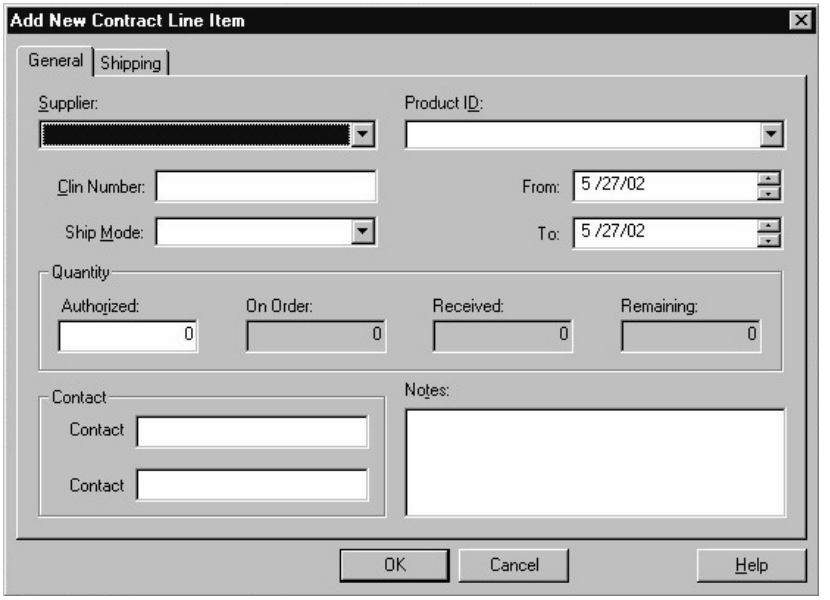
2.9.2 Modifying a Contract

The View Contract dialog box lets you modify a contract.

Step-by-step

1. From the Accounting window, click Operation and select View Contract.The View Contract dialog box appears.
2. Select the name of the contract from the Contract list.The system displays the contract information.
3. Make the necessary changes.
4. Click OK.The system updates the database and closes the dialog box.

2.9.3 Adding a Contract Line Item



The Add New Contract Line Item dialog box lets you manage line items in a contract. You can modify the General and Shipping information separately

Field	Description
Supplier	Lets you select from the list of customers you have contracts with that are assigned as suppliers.
Product	Lets you select the type of fuel used in the transaction from the list of products in your database.
Line Item	Lets you type the name of the line item that you're adding. This name will appear in the new or edit contract dialog box.
Ship Mode	Lets you select the shipping method be used for this line item.
From and To	Lets you select the beginning and end dates for the line item.
Authorized	Lets you type how much product the supplier can receive.
On Order	Displays the total amount of product that is currently on order.
Received	Displays the amount of product that has been received.
Remaining	Displays the amount of product on order, but not received.
Name and Phone	Lets you type the name and telephone number of the contact for this line item.
Notes	Lets you record a message or reminder concerning this line item.

Step-by-step

1. From the Accounting window, click New Contract or View Contracts.
2. Type the Contract Number. The system activates the appropriate dialog box items.
3. Click New.The Add New Contract Line Item dialog box appears and displays the General page.
4. Select the supplier from the Supplier List and the product from the Product Index list, then type the Line Item and select the Ship Mode.
5. Select the From and To dates. The From date must come before the To date.
6. Under Quantity, type the Authorized amount.
7. Under Contact, type the contact's Name and Phone number.
8. If needed, you can type a Note that will be stored in line item's record.
9. Select the Shipping tab.

10. If the shipping address is in the database, click the << Previous and Next >> buttons to scroll through the addresses until the correct one appears.

11. If the shipping address is not in the database, type the information in the Address Contact groups.

Note! Click OK.The system adds the contract line item to the database and closes the dialog box.

2.9.4 Editing/Deleting a Contract Line Item

Step-by-step

1. From the Accounting window, click New Contract or View Contracts.

2. Type the Contract name. The system activates the appropriate dialog box items.

3. Select the Contract Line Items.The system activates the Edit and Delete buttons.

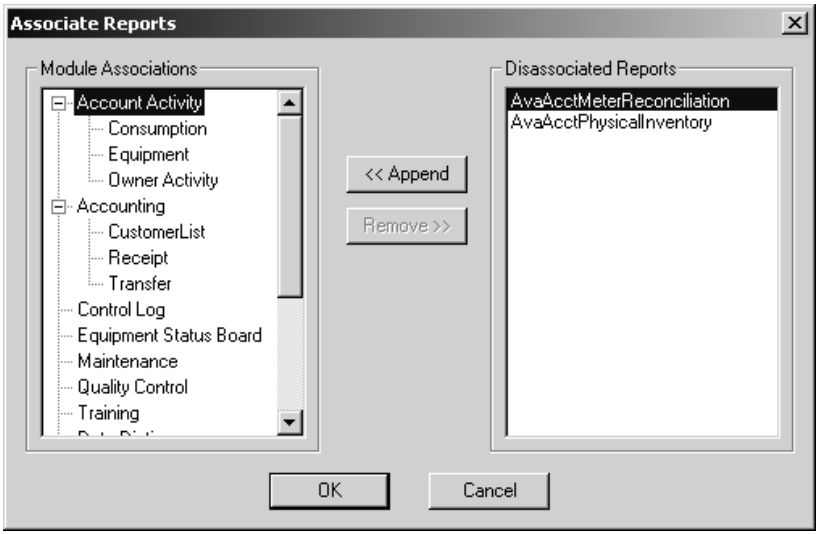
4. If you want to edit the line item, click Edit, make any necessary changes and click OK.

5. If you want to delete the line item, click Delete and click OK.

2.10 Associating Reports

The FuelsManager Aviation system contains reports that you can run against your data. These reports are designed to help you manage your site by displaying preconfigured lists of important data.

A Report can be run by any administrator on the system, or by a user of a specific feature that the report is associated to. At setup, your reports were probably associated to a default setting for most facilities. But you can Associate Reports differently if you see fit.



Step-by-step

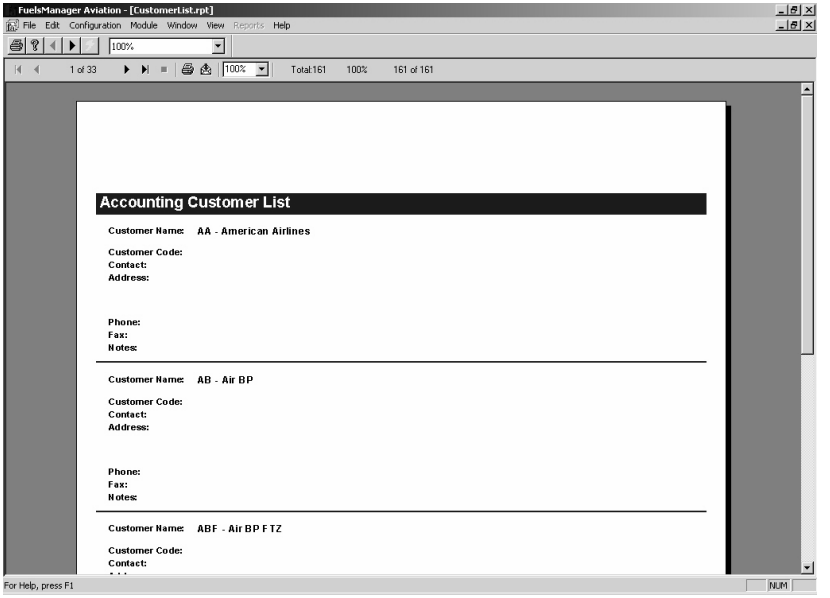
1. From the main FuelsManager Aviation screen, click Configuration and select Associate Reports. The Associate Reports dialog box appears.

2. Associate a report to a feature, select the feature in Module Associations, select the report name in Disassociated Reports and click Append. If the report does not appear in Disassociated Reports, that means that the report is already associated to the feature. Repeat this step for all report associations you want to make.

3. To Remove a report association, select the report under the feature name in Module Associations and click Remove.

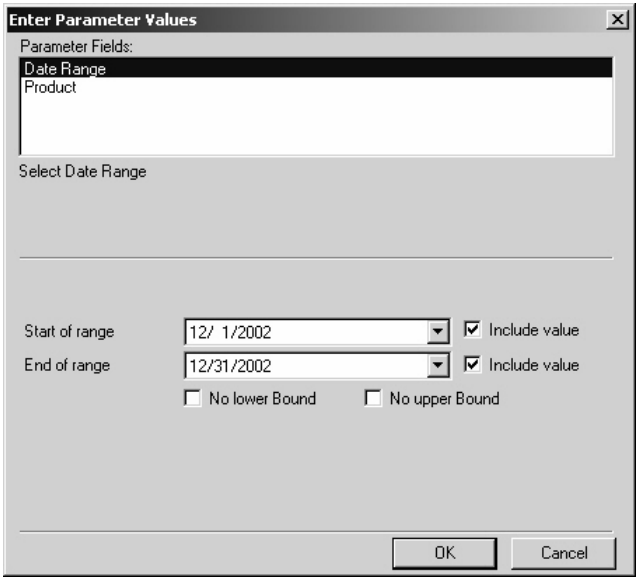
4. When finished associating reports, click OK. The system closes the Associated Reports dialog box.

2.11 Running Reports



Step-by-step

1. From the FuelsManager Aviation window, click Reports and select the report that you want to run. If data parameters are required for the report, then the Enter Parameter Values dialog box appears. If no data parameters are needed, then the report appears and you can skip the next step.



2. Select the Start of Range and End of Range. You can also limit the report to a single product by selecting the Product in the Parameter Fields list and selecting the product you want to report on.
3. Click OK. The report appears in a print preview.
4. You can browse and scroll through the report using the navigation buttons and scroll bars.
5. You can print the report by clicking the print icon just to the right of the navigation buttons.
6. You can close the report window when you are finished browsing and printing.

3 Data Entry

3.1 Equipment Status Grid Window

Field	Description
Equipment ID	Equipment ID for the equipment piece.
Reference Code	Reference code for the equipment piece.
Product Code	The three-digit product grade used
Volume	Current volume contained.
Type Name	The equipment piece's assigned equipment type.
Fueling State	Whether the equipment is used as for refueling or defueling.
In Service	Displays the equipment service status: in service (checked), or out of service (unchecked).
Return-to-Service	Projected return to service date.
QC Due Date	The next quality control due date.
Eq Type Index	System-assigned number referring to the equipment type.
Product Index	System-assigned number referring to the product.

3.1.1 Color Codes

Row Color	Description
Blue	In-service units used for refueling operations.
Black	In-service units not used for fueling operations.
Gray	Out-of-service refuel or defuel units.
Red	In-service units used for defueling operations.

3 Data Entry

3.1 Accounting Transactions

While all transaction types perform a unique operation, they have certain common features. These common features (General and Adjustment Information) appear in the transaction type dialog boxes, and are described in the following sections.

3.1.1 General Information Group

The General Information group contains six fields that identify the transaction and link it to other transactions in the accounting process.

Field	Description
Date	Lets you select the date of the transaction
Product ID	Lets you select the type of fuel used in the transaction.
Subtype, 2, 3	Lets you select from a list of transaction subtypes that provide detail to the transaction.
VCF	Lets you type the volumetric conversion factor (VCF) that can calculate the net volume from the gross in the absence of the temperature and gravity. Do not enter a VCF if you have the temperature and gravity.
Temp	Lets you type the product's temperature (in the denomination established in your Constants) at the time of the transaction. The system uses the temperature, gravity, and gross volume to calculate the net volume.
Gravity	Lets you type the product's gravity (in the denomination established in your Constants) at the time of the transaction. The system uses the temperature, gravity, and gross volume to calculate the net volume.

3.1.2 Inventory Information Group

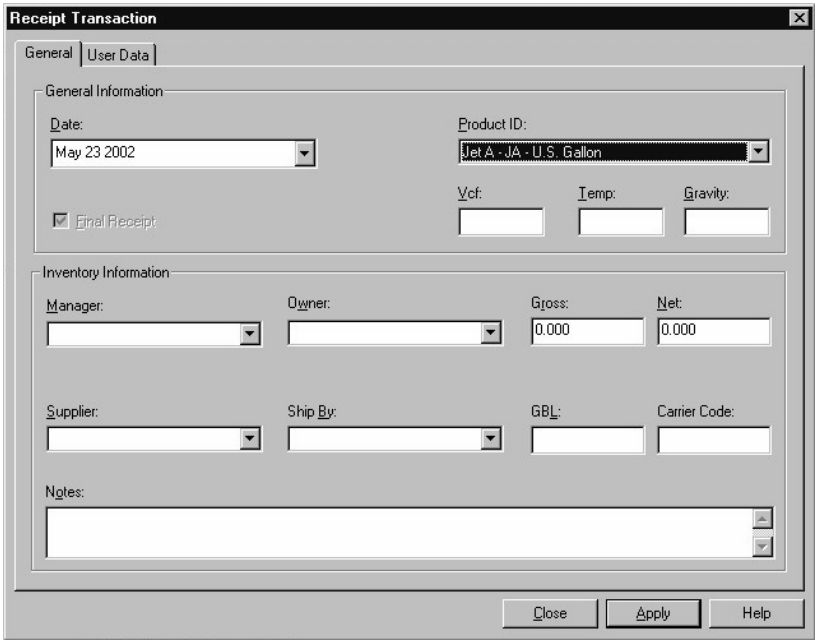
The Inventory Information group contains 12 fields that specify the inventory for a transaction. The following table lists the fields that appear in the Inventory Information Group in the Transaction edit dialog boxes. Transactions column lists the transaction types that include the different fields.

Field	Transaction	Description
Ticket Number	Physical Inventory, Defuel, Disbursement, Load Rack, 24 Hour, Rotation	Lets you type the ticket number for the transaction
Reg ID	Defuel, Disbursement, 24 Hour, Rotation,	Lets you type the registration ID for the issuing equipment.
Destination ID		Lets you type the destination ID for the transaction.
Meter Begin and Meter End		Lets you type the meter reading before and after a transaction. The system uses meter readings to calculate the gross volume.
Gross		Lets you type the amount of product transferred in the transaction and change it if needed. The system uses the temperature, gravity, and gross volume to calculate the net volume.
Net		Displays the net volume transferred of the transaction. The system uses the temperature, gravity, and gross volume to calculate the net volume.
Manager, Owner, Vendor, and Consumer		Lets you select the manager, owner, vendor, and consumer of the product in the transaction.
Notes		Lets you type a message or notice concerning the transaction that you want recorded. The system attaches a note to the transaction and saves it in the database.

3.1.3 Destination

In FuelsManager Aviation the term Destination refers to the ultimate destination of the fuel product. In an aviation disbursement, this is the aircraft that is receiving the fuel in the transaction.

3.1.4 Receipt without a Request



You can enter a receipt without a corresponding request.

Use the following procedure to enter a receipt transaction without a request:

Step-by-step

1. From the FuelsManager Aviation window, click Transactions, then Receipt. The Receipt Transaction dialog box appears.
2. Select the date of the Transaction.
3. Enter the VCF, Temp, and Gravity.
4. Select the Manager, Owner, and Supplier from their respective lists.
5. Select who it was shipped by from the Ship By list.
6. Type the Gross and Net volumes, as well as the GBL and Carrier Code.
7. If necessary, type a Note for this transaction

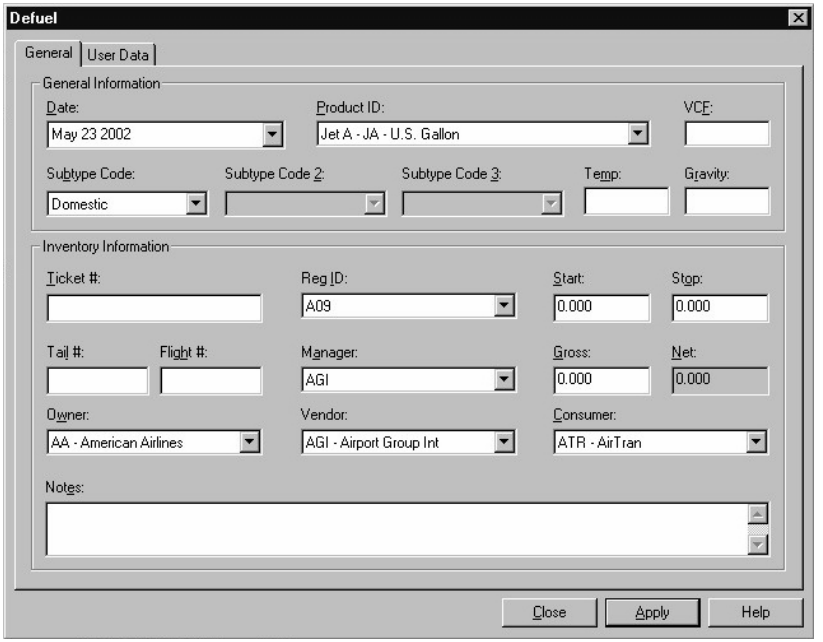
8. Click Apply, then Close.The system saves the receipt to the database and closes the dialog box.

3.1.5 Physical Process

The cycle of fuel is as follows, you request fuel from a vendor that you have a contract with. When it arrives, you receive the fuel and enter a receipt in Aviation FuelsManager Aviation. At that point you can transfer the product to other primary storage tanks or to secondary storage items or trucks (Load Rack). When you service aircraft or vehicles (destination), you enter a disbursement. If for some reason, you need to take that fuel from a destination, you can enter a defuel to put the fuel back into the secondary storage item.

3.1.6 Recording a Defuel

A defuel transaction lets you enter a defuel when you return a product to secondary storage.



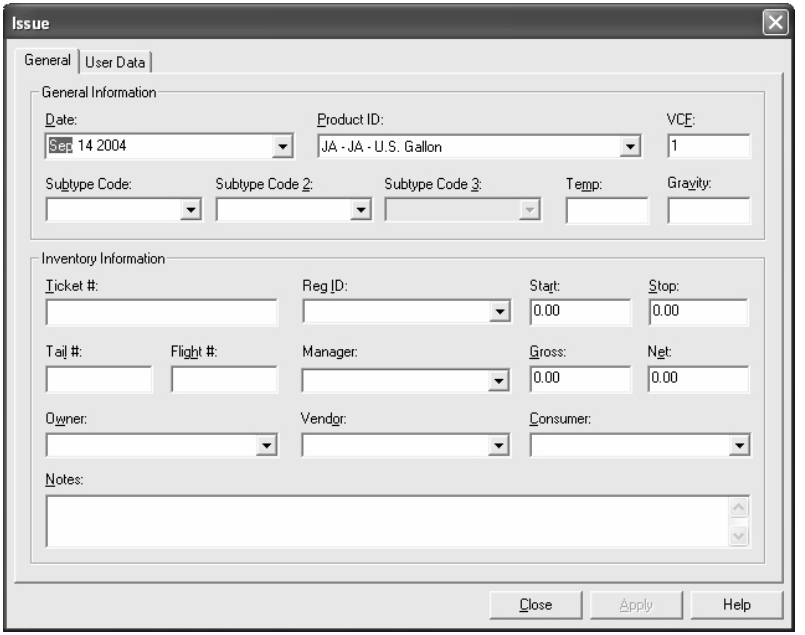
Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Defuel. The Defuel dialog box appears.

2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Destination, and Serial Number and select the Registration ID.
4. Type the Meter Begin and End, numbers.The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

3.1.7 Issue

An Issue transaction lets you record a disbursement of product from primary storage to a consumer, usually from a vendor.

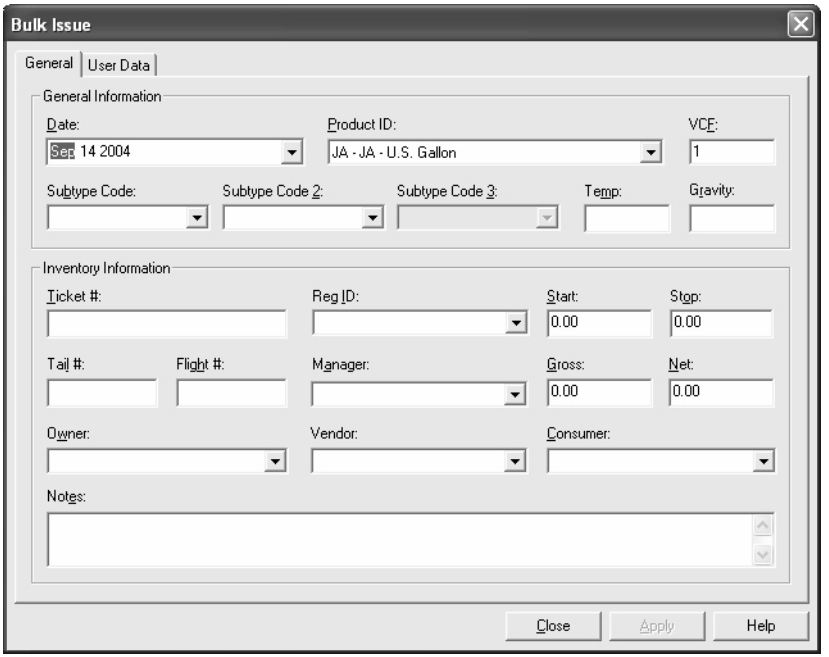


Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Issue. The Issue dialog box appears.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Tail Number, and Flight Number and select the Registration ID.
4. Type the Meter Begin and End, numbers.The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

3.1.8 Bulk Issue

A Bulk Issue transaction lets you record a disbursement of product to a non-aircraft location.



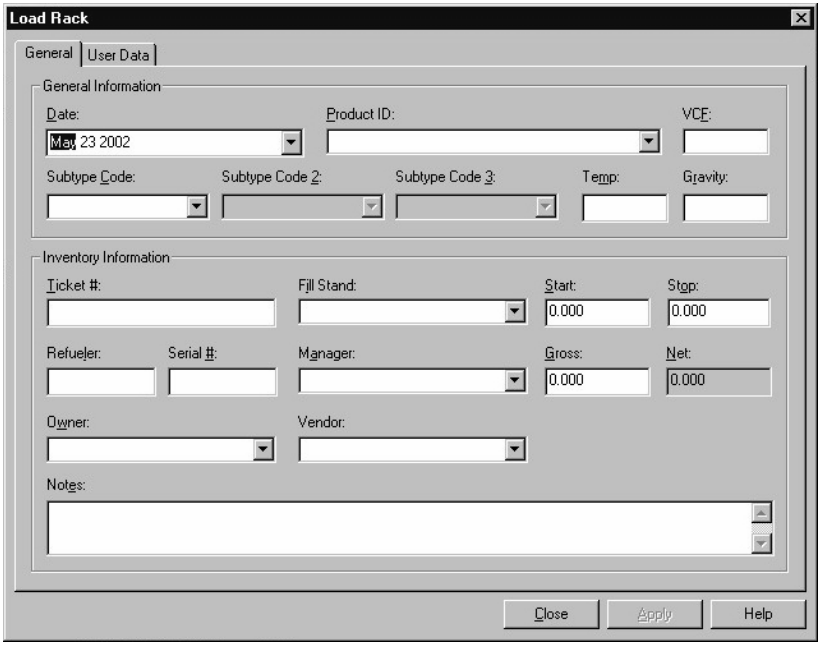
Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Bulk Issue. The Bulk Issue dialog box appears.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Tail Number, and Flight Number and select the Registration ID.
4. Type the Meter Begin and End, numbers.The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.

7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

3.1.9 Load Rack

Load Rack transactions let you record the act of reloading a tanker at the fill stand. You can use this transaction to decrement the amount of fuel held by an owner in primary storage and increment the amount held in secondary storage.



Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Load Rack. The Load Rack dialog box appears, for example, Disbursement.

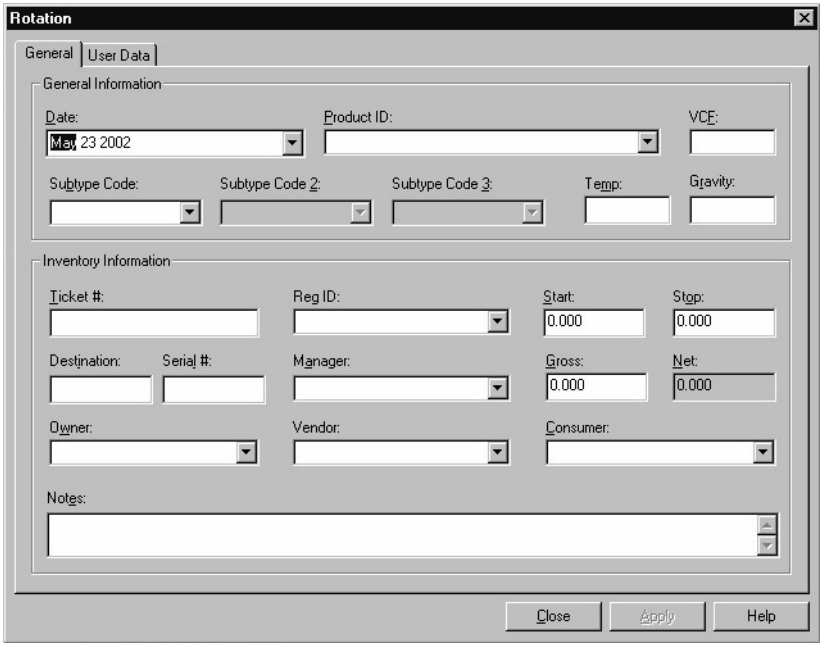
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.

3. In the Inventory Information group, type the Ticket Number, Refueler, and Serial Number and select the Fill Stand.

4. Type the Meter Begin and End, numbers.The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, and Vendor.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close.The system saves the transaction to the database and closes the dialog box.

3.1.10 Entering a Rotation transaction

A Rotation transaction lets you record any product movement or transfer that does not affect primary or secondary storage amounts.



Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Rotation. The Rotation dialog box appears.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.

3. In the Inventory Information group, type the Ticket Number, Destination, and Serial Number and select the Registration ID.
4. Type the Meter Begin and End, numbers.The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

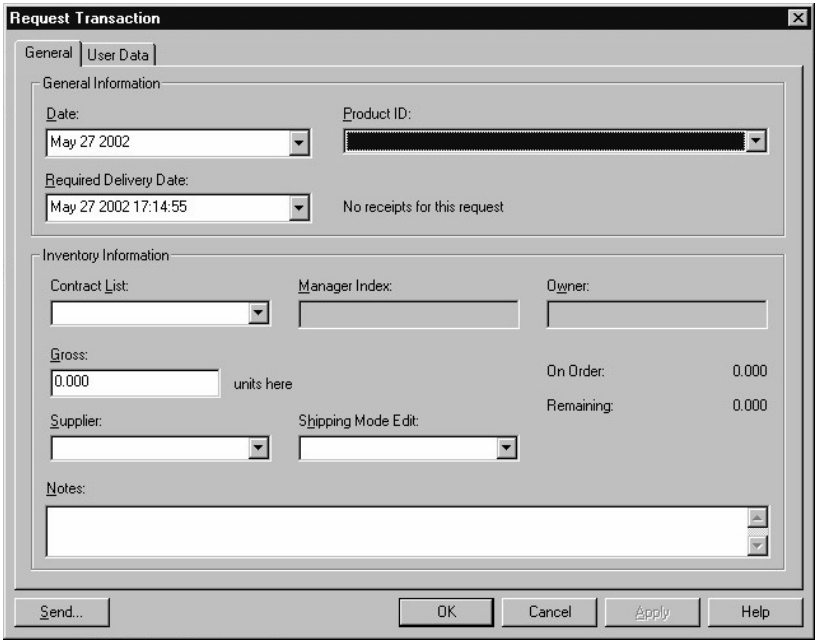
3.1.11 Modifying a Transaction

The Accounting Entries dialog box lets you modify a transaction.

Step-by-step

1. From the FuelsManager Aviation window, double-click the transaction you want to modify. The Accounting Entries dialog box appears displaying the transactions.
2. Use the scroll bar to find the row that contains the transaction Date, Account Number, and Product ID. You will find the cell on that row, underneath the transaction type's column.
3. Select the transaction and click Modify. The Transaction's dialog box appears, for example, Adjustment.
4. Make the necessary changes and click Apply. The system updates the database with the changes.
5. Click Done. The system closes the dialog box.

3.1.12 Entering a Request



Step-by-step

1. The Request dialog box lets you enter a request transaction.

   Note! You must complete a Contract with Contract Line Items before you can enter a Request transaction. The Contact List options depend on the Contract Line Item information.

2. From the FuelsManager Aviation, click Transactions, then Request. The Request dialog box appears.

3. In the General Information group, select the entry and Required dates of the Transaction, and the product from the Product List.

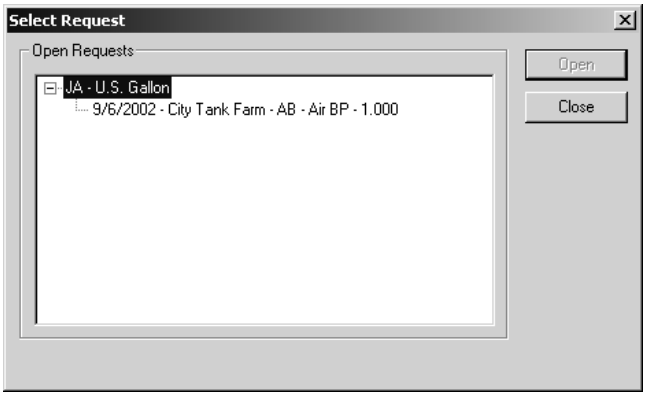
4. In the Inventory Information group, select from the Contract List, type the Gross, and select from the Supplier List and the Shipping.

   Note! If needed, type a Note concerning the transaction.

5. Click OK. Or click Apply to save the transaction and keep the dialog box open.

3.1.13 Receipt from a Request

This transaction type lets you record a receipt of fuel in response to a request. The receipt may or may not completely fulfill the initial request.



Note! You can enter a receipt without a corresponding request.

You can enter a receipt with or without a request. If the receipt has a request, follow the steps below. If it does not have a request see the Receipt Without a Request section.

3.1.13.1 Entering a receipt with a request

The Select Request dialog box lets you select the request transaction that corresponds to the receipt you are entering.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions, then Receipt from Request. The Select Request dialog box appears.
2. Select the appropriate request
3. Click Open. The Receipt dialog box appears.
4. Select the date of the Transaction.
5. If this receipt is the last one from this request, click Final Receipt. If there will be more receipts as a result of the selected request, leave this checkbox clear.
6. Select a supplier from the Supplier List and the shipping mode from the Ship By list.

7. Type the Gross and Net volumes, as well as the GBL and Carrier Code.
8. If necessary, type a Note. This is optional.
9. Click Apply, then Close. The system saves the receipt to the database and closes the dialog box.

3.2 Refreshing Accounting Journals

3.2.1 Refreshing the Accounting Journal

The Refresh Journal command lets you refresh the accounting journal from the FuelsManager Aviation window. A journal needs to be refreshed if the transactions appear in red. If you have more than one month that contains red transactions, see the Refreshing All Journals section.

Step-by-step

- From the FuelsManager Aviation window, click Operations and select Refresh Journal. The system updates the grid window with the current records.

3.2.2 Refreshing All Journals

You can now refresh all journals in the system at once. Using this feature will refresh all accounting journal months in the system. If you have more than one month with red transactions (usually after you have changed a transaction in a previous month), you will need to refresh all the journals to recalculate the amounts.

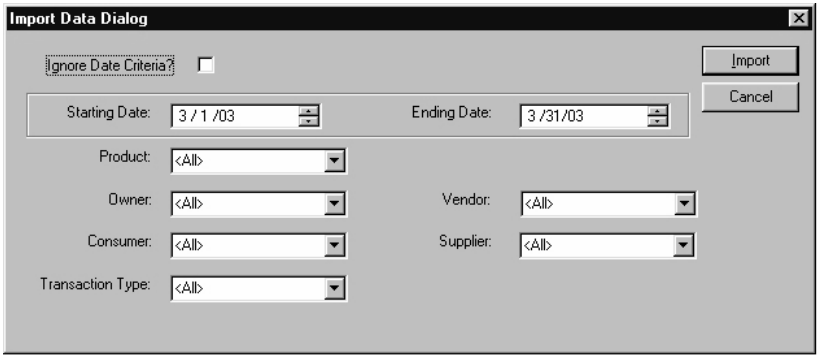
Step-by-step

1. From the FuelsManager Aviation window, select the first monthly journal that appears in red.
2. Click Operations and select Refresh All Journals. The system updates all journals in the system with the current records.

4 Reconciliation

4.1 Importing Data

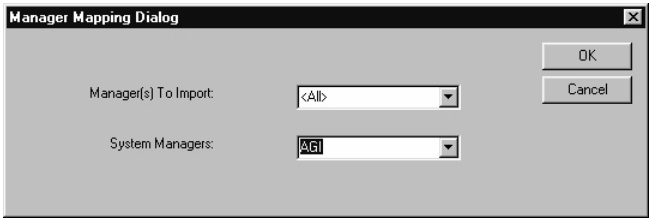
You can import transactions from a CSV file type that has been created by the FuelsManager Aviation's Export feature.



Step-by-step

1. From the FuelsManager Aviation main screen, click File and select Import. The Import Data Dialog box appears.
2. If you want to import all transactions from the CSV file regardless of date, check the Ignore Date Criteria? checkbox. If you want to import only a specific date range from the CSV file, leave the checkbox unchecked and select a Starting Date and Ending Date.
3. Select the data assignments you want to enter--Product, Owner, Vendor, Consumer, Supplier, and Transaction Type. You can leave the selection to All to include all of the assignment selections.
4. Click Import. The system prompts you to select the file you want to import.

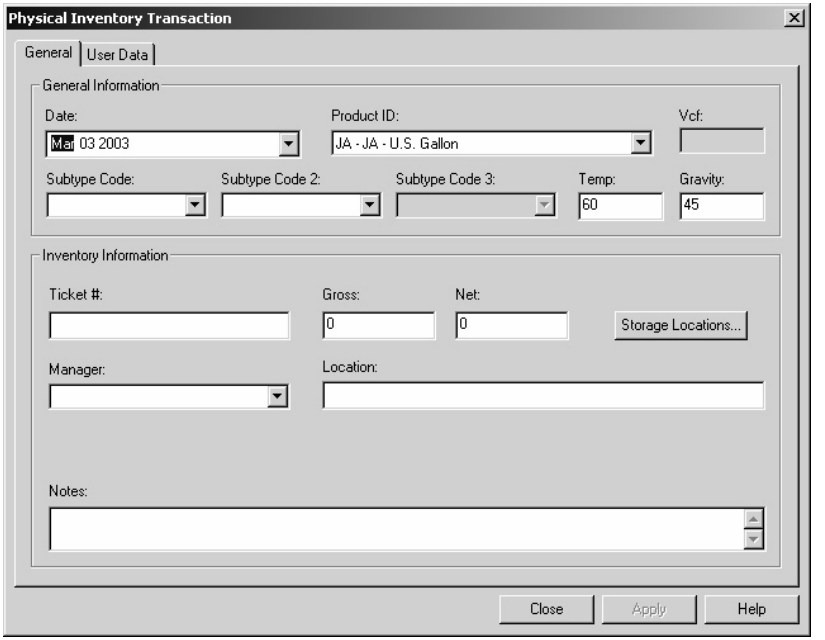
5. Select the file and click OK. The Manager Mapping Dialog appears.



6. Select the manager whose transactions in the CSV file you want to import in the Manager(s) to Import list. Leave the selection as All to import transactions of all managers.
7. Select the manager you want to import the transactions to in the System Managers list.
8. Click OK. The system starts importing the files. An Import Status dialog box appears and displays the progress of the importing. When the system is finished importing, it returns you to the Import Data Dialog.
9. Click Cancel to exit the Import Data Dialog.

4.2 Physical Inventory

4.2.1 Entering a Physical Inventory



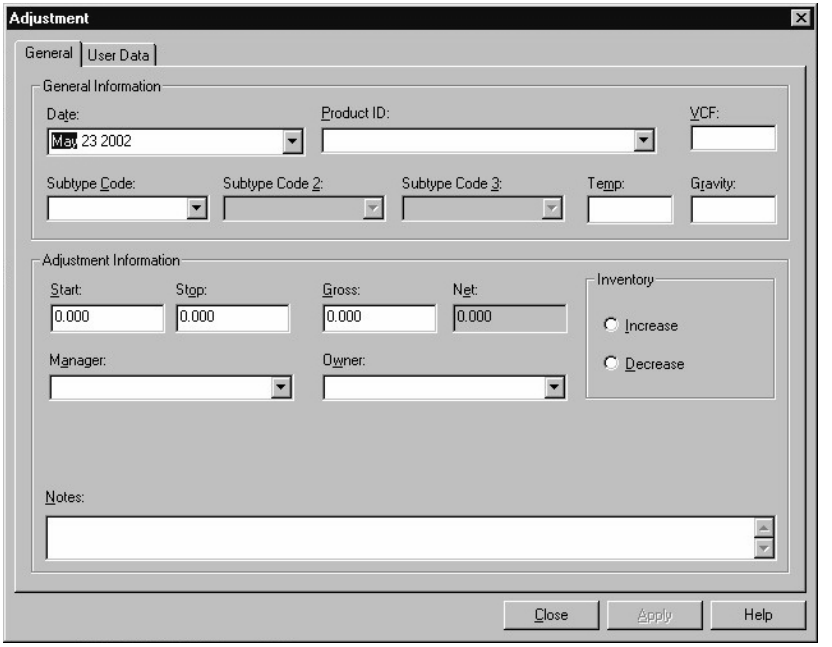
Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Physical Inventory. The Physical Inventory Transaction dialog box appears.
2. In the General Information group, select the Transaction Date, Product Index, and Subtype Code, and type the Vcf, Temperature, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Gross, and Net.
4. If you are running FuelsManager Inventory Management, you can select a tank for the Physical Inventory transaction by clicking Storage Locations. See the Storage Locations section for more information on this option.
5. Select the Manager and type the Location.

6. If necessary, type a Note concerning this transaction in the Notes box.

7. Click Apply and Close.The system saves the transaction to the database and closes the dialog box.

4.2.2 Recording an Adjustment



An adjustment lets you enter a gain or loss to a customer's primary storage inventory. This transaction is very versatile because you can use it to increase or decrease inventory, enter transfers, make corrections, reversals, and gain/loss allocation, and Slop fuel allocation.

Step-by-step

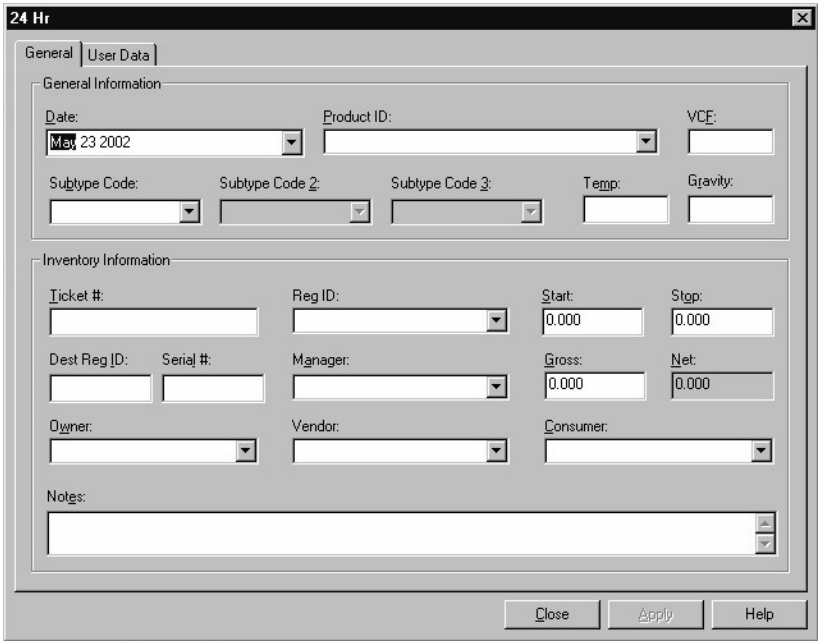
1. From the FuelsManager Aviation window, click Transactions and select the transaction adjustment title, for example, Adjustment. The transaction dialog box appears, for example, Adjustment.

2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.

3. In the Adjustment Information group, type the Meter Begin and End, numbers. The system automatically calculates the Gross and Net figures.
4. Select the Manager and Owner, then select to Increase or Decrease the volume.
5. If necessary, type a note concerning this transaction in the Notes box.
6. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

4.2.3 Entering a 24 Hour transaction

A 24 Hour transaction lets you record any product movement or transfer that does not affect primary or secondary storage amounts.



Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select 24 Hr. The 24 Hr dialog box appears.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and

Gravity. The system changes the item in the Subtypes list to match your edits.

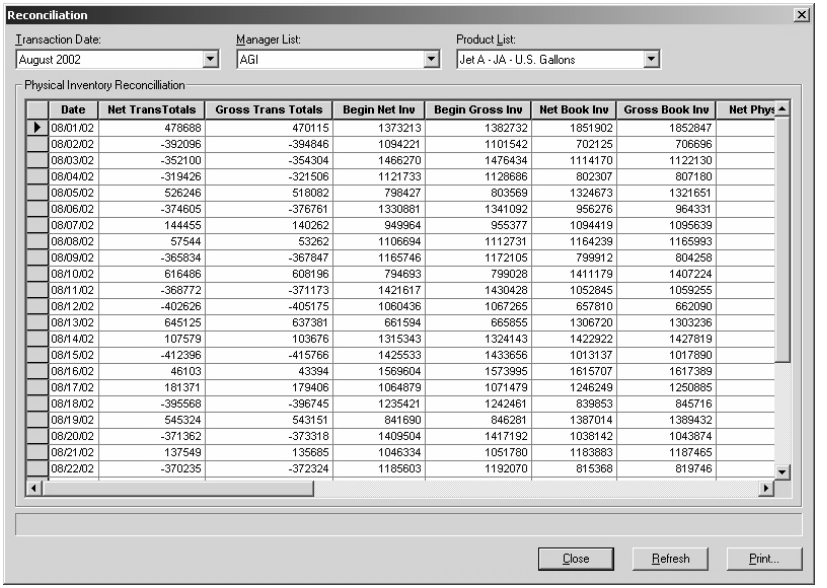
3. In the Inventory Information group, type the Ticket Number, Destination, and Serial Number and select the Registration ID.
4. Type the Meter Begin and End, numbers.The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

4.3 Reconciling Inventory

With FuelsManager Aviation you can reconcile your daily book inventory with your physical inventory. This means that you can compare your Daily Physical Inventory transactions with the other transactions of that date and make sure that all your inventory is accounted for. You can also identify possible losses or gains in inventory that have not been recorded.

You should reconcile your inventory at least once a month, but you will only be able to reconcile dates that have a Physical Inventory transaction, so you should enter those as often as possible.

Note! A day's Begin Net Inv and Begin Gross Inv are based on the previous day's inventory.

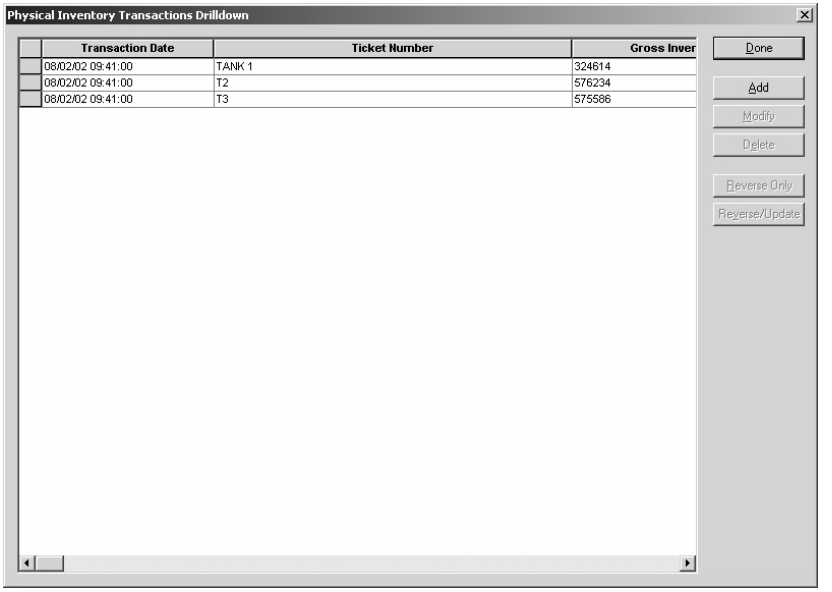


Date	Net TransTotals	Gross Trans Totals	Begin Net Inv	Begin Gross Inv	Net Book Inv	Gross Book Inv	Net Phys
08/01/02	478688	470115	1373213	1382732	1851902	1852847	
08/02/02	-392096	-394846	1094221	1101542	702125	706696	
08/03/02	-352100	-354304	1466270	1476434	1114170	1122130	
08/04/02	-319426	-321506	1121733	1126686	802307	807180	
08/05/02	526246	518082	798427	803569	1324673	1321651	
08/06/02	-374605	-376761	1330881	1341092	956276	964331	
08/07/02	144455	140262	949964	955377	1094419	1095639	
08/08/02	57544	53262	1106694	1112731	1164239	1165993	
08/09/02	-365834	-367847	1165746	1172105	799912	804258	
08/10/02	616486	608196	794693	799028	1411179	1407224	
08/11/02	-368772	-371173	1421617	1430428	1052845	1059255	
08/12/02	-402626	-405175	1060436	1067265	657810	662090	
08/13/02	645125	637381	661594	665855	1306720	1303236	
08/14/02	107579	103676	1315343	1324143	1422922	1427819	
08/15/02	-412396	-415766	1425533	1433656	1013137	1017890	
08/16/02	46103	43394	1569604	1573995	1615707	1617389	
08/17/02	181371	179406	1064879	1071479	1246249	1250885	
08/18/02	-395568	-396745	1235421	1242461	839853	845716	
08/19/02	545324	543151	841690	846281	1387014	1389432	
08/20/02	-371362	-373318	1409504	1417192	1038142	1043874	
08/21/02	137549	135685	1046334	1051780	1183883	1187465	
08/22/02	-370235	-372324	1185603	1192070	815368	819746	

1. From the FuelsManager Aviation window, click Operations and select Inventory Management. The Reconciliation dialog box appears.
2. Select the Transaction Date, Manager, and Product.
3. Click Refresh. The system displays the physical inventory transactions in the Physical Inventory Reconciliation list. Notice that both the gross and net amounts appear for each date. If a Physical Inventory transaction appears for a date, then the row appears in blue.

Note! You can also print an Inventory Reconciliation report by refreshing the dialog and clicking Print.

4. If you want to make a change to that Physical Inventory transaction or add another Physical Inventory transaction, double-click the Physical Inventory cell (either net or gross). The Physical Inventory Transactions Drilldown dialog box appears and lists all corresponding Physical Inventory transactions.



5. Use the table below to help you reconcile your Physical Inventory transactions.

If you want to...	Do this...
Add an additional Physical Inventory transaction	Click Add and add a new Physical Inventory transaction as normal.
Edit an existing Physical Inventory transaction	Select the transaction, click Edit, and edit the transaction as normal.
Delete an existing Physical Inventory transaction	Select the transaction, click delete, and click Yes to confirm the deletion.

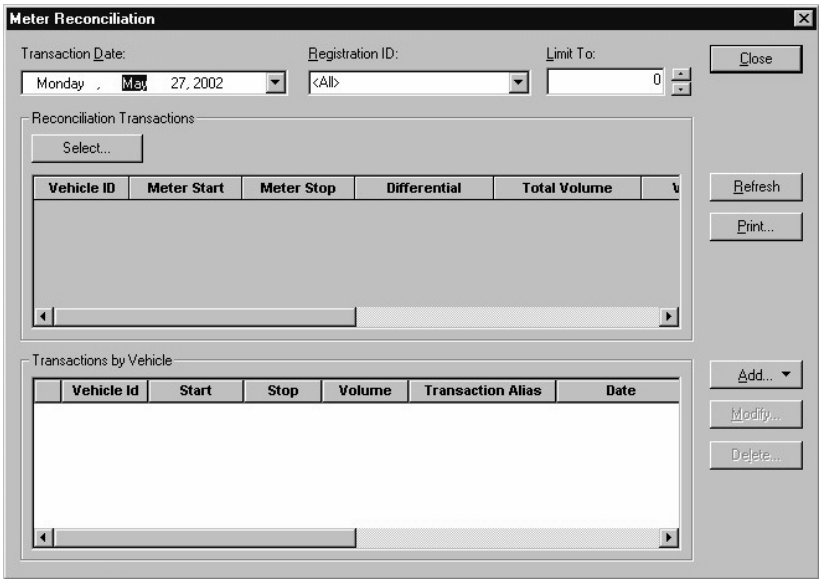
6. When you are finished reconciling transactions for this date, click Done. The Physical Inventory Transactions Drilldown dialog box closes.

7. You can double-click another Physical Inventory cell to reconcile more Physical Inventory transactions. Or you can click Close to close the Reconciliation dialog box.

4.4 Reconciling Meters

FuelsManager Aviation lets you compare your trucks' refueling transactions with your own variance tests. This is the means of tracking trucks' performances and helps you identify where inventory losses are coming from. You can view any trucks that are out of a variance standard that you can enter at any time.

If a truck is out of variance (if the 24 Hour transactions differentiate more than the allowed Limit To amount), FuelsManager Aviation shows you those 24 Hour transactions. This helps you locate errors whether they were transactions entered wrong or if there was a significant change of inventory that needs further investigation. Either way, you can add, edit, or delete transactions from the Meter Reconciliation dialog box.



Step-by-step

1. From the FuelsManager Aviation window, click Operations and select Meter Reconciliation. The Meter Reconciliation dialog box appears.

2. Select the Transaction Date, Registration ID (leave at All to include all vehicles), and the Limit To (variance) amount.

3. Click Refresh. The system displays any 24 Hour transactions that meet the criteria you selected in the Reconciliation Transactions list. The system also displays all the vehicle transactions in the Transactions by Vehicle list. If a vehicle's 24 Hour transaction meter reading total (Differential) is out of variance (Limit To) with the calculated Total Volume from the transactions, that 24 Hour listing will be highlighted in blue.

   Note! You can also print a reconciliation report by refreshing the dialog and clicking Print.

4. For each 24 Hour entry, scroll through the Transactions by Vehicle list for that vehicle's transactions and make sure they are correct.

5. Use the table below to help reconcile your meters with your vehicle transactions.

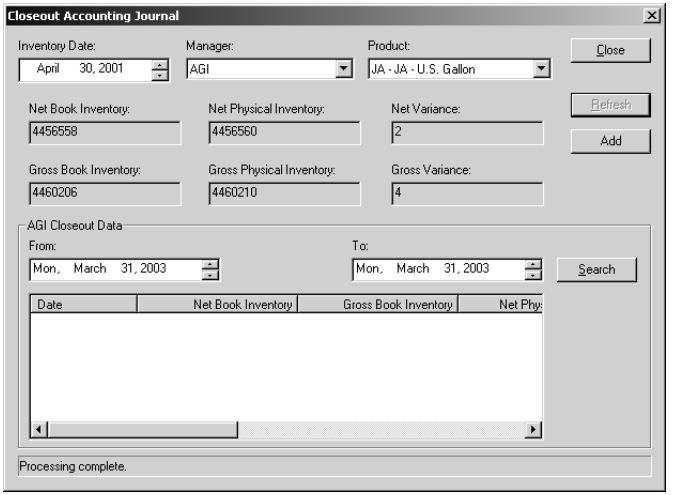
If you need to...	Do this...
Add a new transaction	Click Add, select the transaction type and add the transaction you normally would from the ledger.
Edit an existing transaction	Select the transaction, click Edit, and edit the transaction as you normally would from the ledger.
Delete a transaction	Select the transaction, click Delete, and click Yes to confirm the deletion.

4.5 Close Out

The Close Out feature in FuelsManager Aviation lets you review a Manager and Product's Book and Physical Inventories in a range that starts from the last close out instance up to a date that you enter (typically the end of the month). You can view your Net and Gross variance for that time period and add a close out instance.

FuelsManager Aviation will force you to close out a month after a certain number of days have passed since the end of the month. See the Constants and Parameters section in this manual for information on this setting.

The Close Out tool also lets you search for a manager and product's close out instances between a date range. This can be helpful if you are not sure when the last close out happened.



4.5.1 Searching for a Close Out Instance

If you don't know when you last closed out a month's product and manager transactions, you can search for it in the Closeout Accounting Journal tool.

Step-by-step

1. From the FuelsManager Aviation main screen, click Operations and select Closeout. The Closeout Accounting Journal dialog box appears.
2. At the top of the dialog box, select the Manager and Product.
3. Under the manager's Closeout Data group, select the From and To dates in which you want to search.
4. Click Search. Any results of the search appear in the list. If nothing appears in the list, then no close out instance exist for that date range.

4.5.2 Closing Out a month in the Accounting Journal

Before you can close out a month, you must have a Physical Inventory transaction for the Inventory Date that you have selected.

Step-by-step

1. From the FuelsManager Aviation main screen, click Operations and select Closeout. The Closeout Accounting Journal dialog box appears.

   Note! If the system can't find a Physical Inventory transaction for the date, manager and product, it gives you a message and asks if you want to change the selected date to the last Physical Inventory date.

2. Select the Inventory Date, Manager and Product that you want to close out.

3. Click Refresh. The system calculates the inventories and variance since the last close out and displays the results.

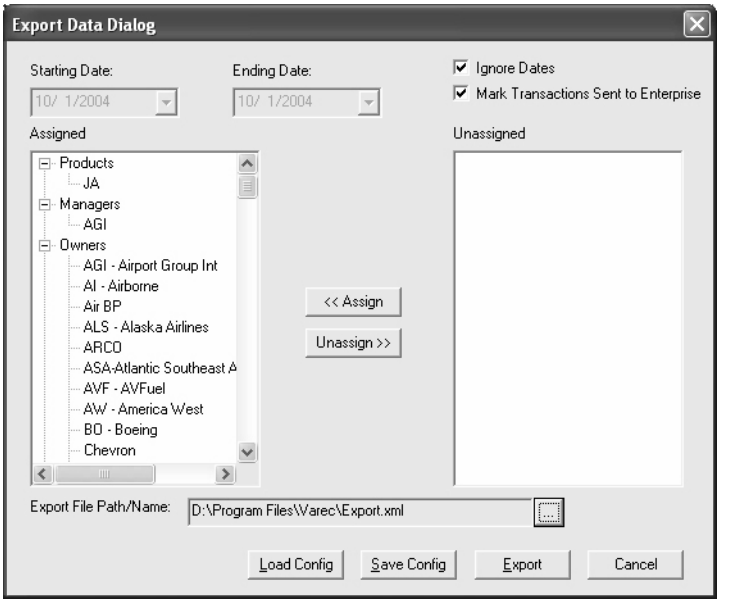
4. If the results are incorrect, you can close the dialog box and fix your transactions through the journal or with the Meter Reconciliation tool. If the results are acceptable (i.e., if the variance meets your standards), click Add. The system asks you to confirm adding a Close Out.

5. Click Yes. The system closes out the month.

All transactions for the month and product that you closed out appear in blue. This means that you can't edit these transactions. To modify these transactions, you have to use the Reverse or Reverse Update features.

4.6 Exporting transactions to a file

You can export transactions from the FuelsManager Aviation window to two different file types--CSV (Comma Separated Value) and XML (Extensive Markup Language). You can open CSV files with most spreadsheet applications. The XML files are for external 3rd-party applications.



Step-by-step

1. From the FuelsManager Aviation main screen, click File and select Export. The Export Data Dialog box appears.

2. Select a Starting Date and an Ending Date for the range of transactions you want to export.

   Note! You can save a configuration that you use often by making your assignments, clicking Save Config, and assigning a filename for it. Then you can retrieve the configuration by clicking Load Config and selecting the file.

3. In the Assigned list, make your data selections for Products, Managers, Owners, Vendors, Consumers, Suppliers and Transaction Types. When you select one these elements, the Unassigned list displays the appropriate subset. Select the element in the Unassigned list and click Assign. Some assignments are required.

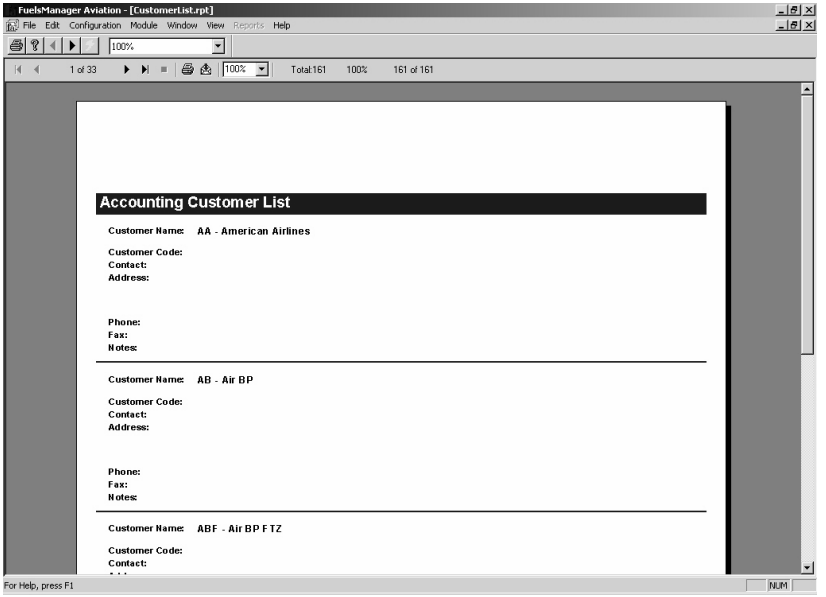
4. When finished making assignments, click Export. The system prompts you for a file name.

5. Make sure the directory you want to export to is selected and enter a filename for the exported file. Also, select the file type that you want to export to and click OK. An Export Status dialog box appears and shows you the progress of the exporting.

6. After the Export Status dialog box closes, you are returned to the Export Data Dialog.

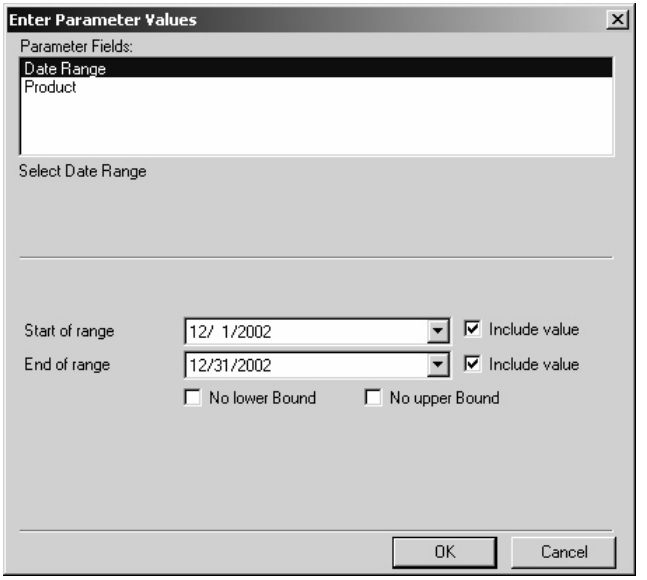
7. Click Cancel to close the Export Data Dialog.

4.7 Running Reports



Step-by-step

1. From the FuelsManager Aviation window, click Reports and select the report that you want to run. If data parameters are required for the report, then the Enter Parameter Values dialog box appears. If no data parameters are needed, then the report appears and you can skip the next step.



2. Select the Start of Range and End of Range. You can also limit the report to a single product by selecting the Product in the Parameter Fields list and selecting the product you want to report on.
3. Click OK. The report appears in a print preview.
4. You can browse and scroll through the report using the navigation buttons and scroll bars.
5. You can print the report by clicking the print icon just to the right of the navigation buttons.
6. You can close the report window when you are finished browsing and printing.

4.8 ExSTARS Reporting

Excise Summary Terminal Activity Reporting System (ExSTARS) is an IRS system designed to track the movement of fuel to and from IRS-approved terminals. As an Operator of these approved terminals, you are required to file monthly returns (Forms 720-TO and 720-CS) reflecting fuel quantity and type. When the terminal files federal excise tax returns, the information sent through ExSTARS is used to validate the reported quantities and types.

IRS regulations mandate that monthly reports must include transaction totals for the previous month. All electronic submittals must comply with the IRS specified Electronic Data Interchange (EDI) format. All aviation fuel transaction data shall be submitted in monthly reports for the previous months activities. For example, the report for July 2002 is due August 31st 2002.

The ExSTARS reporting functionality has been integrated as a standard part of the FuelsManager Aviation system so that you easily produce the ExSTARS EDI file. FuelsManager Aviation creates a consistent report based on the daily or monthly fueling transactions, which you then upload to the IRS ExSTARS website. The IRS website validates the information and immediately reports any errors back to you.

You can then make appropriate corrections in FuelsManager Aviation and re-submit the file.

4.8.1 EDI Basics

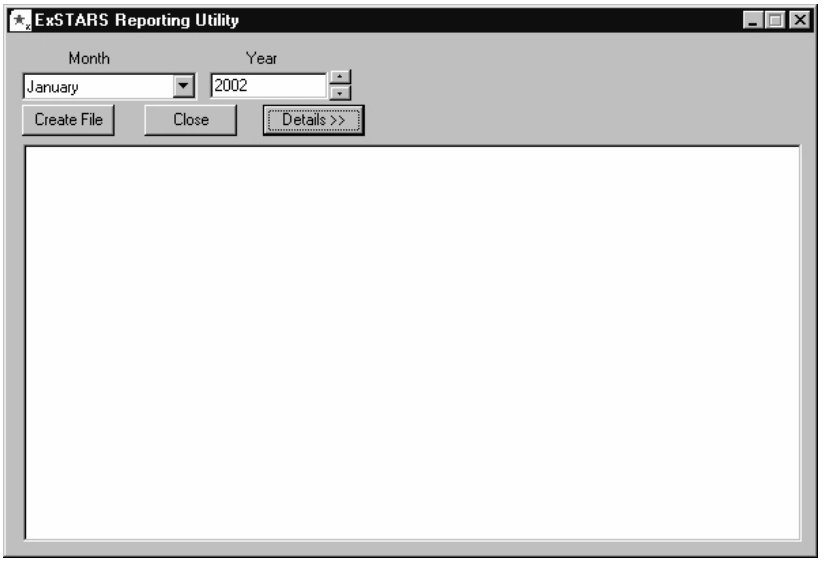
Electronic Data Interchange (EDI) is a collection of public standard message formats and a data element dictionary that allows trading partners to exchange data in a simple way using any electronic messaging service. These standard message formats provide an application-neutral format for the direct computer-to-computer exchange of information.

An EDI file is not easily read by humans and does not lend itself to being opened with a document editor. For this reason, FuelsManager Aviation creates two files: one file that is uploaded to the IRS and one that you can read so you can review it.

4.8.2 Creating a Monthly ExSTARS file

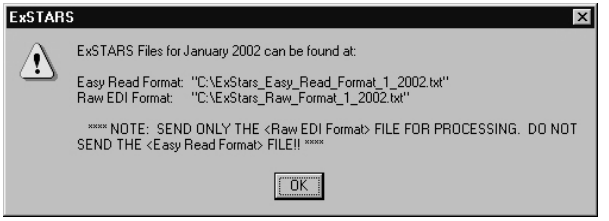
When using FuelsManager FuelsManager Aviation to enter daily receipts, issues, defuels, adjustments, inventory and other transactions, you can simply create the ExSTARS report is as an extension of your daily fuel accounting process. Once your account has

been balanced for the month, you can create the ExSTARS EDI file and upload it to the IRS website.

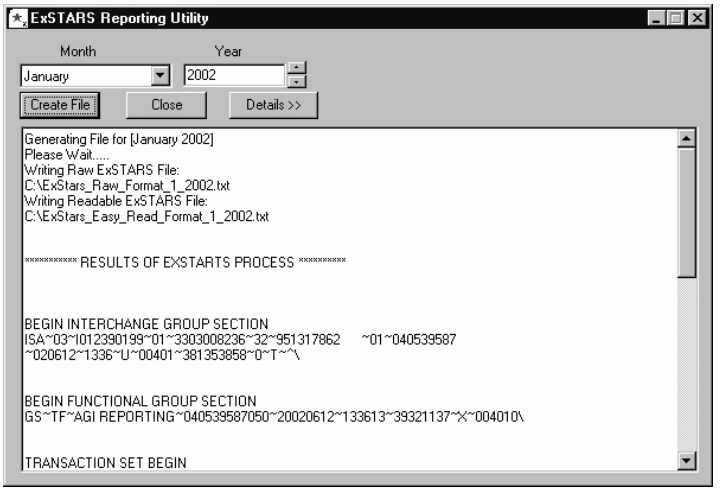


Step-by-step

1. From FuelsManager Aviation screen, click Add-Ins and select ExS-TARS. The ExSTARS Reporting Utility appears.
2. Click Details to show the edit screen. (This is optional.)
3. Select the Month and Year for your ExSTARS file by clicking the corresponding up and down arrows. The year must be a four-digit year.
4. Click Create File. The system creates two files--An Easy Read For-mat and a Raw EDI Format. The Easy Read Format is for you to review. The Raw Format is for you to send to the IRS where another computer will process the data.



5. Click OK to close the dialog box. The edit box displays a copy of the Easy Read Format file.



6. Review the ExSTARS report in the edit box.

7. Click Close.

You can now send the raw format file you created to the IRS through their excise web site: www.irs.gov/excise.

4.8.3 File Creation Process

This list describes the process that the system uses to create the ExSTARS file.

1. FuelsManager Aviation analyzes the physical inventory transactions. The physical inventory transaction is the End-of-month (EOM) physical inventory amount for each Manager in the system. ExSTARS requires this transaction to create the Terminal Operator Report. The IRS also requires an ending physical inventory to report schedule detail information. Schedule detail information is simply the transactional information on either a daily summation basis or individual transactional basis for receipts and issues. If the fuel accountant fails to enter the EOM physical inventory, then the No Business Activity Flag is set to 1 and no schedule details are created for that manager.

2. FuelsManager Aviation then queries the database for all receipts within the month and year selected for reporting to generate a schedule detail record for each receipt based on manger, owner,

supplier, shipping mode and product. Receipts are not reported as daily summaries. Each receipt in the system is reported as a separate transaction as required by the IRS.

3. It then runs a daily summation query on all Hydrant and Refueler disbursements. Disbursements are reported in a daily summary and not as individual transactions grouped by manger, owner, consumer, vendor, product, Year, Month, and Day. The IRS requires reporting on position holders only. For this reason, the consumer field is represented as the vendor, if the Customer Status code is set to anything but Consortium. If the customer status code is set to Consortium, the consumer is reported as noted in the database.

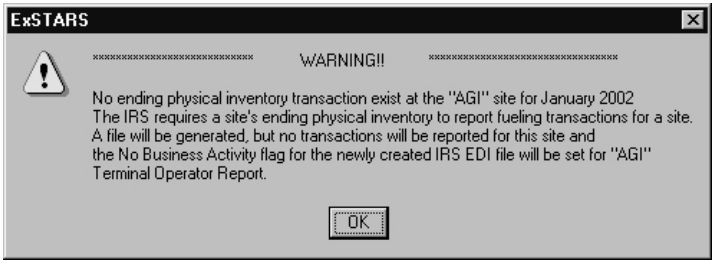
4. Defuels are shown as negative terminal disbursements. The IRS requires reporting on position holders only. For this reason, the consumer field is represented as the vendor, if the Customer Status code is set to anything but Consortium. If the customer status code is set to Consortium, the consumer is reported as noted in the database.

5. It then runs a daily summation query on all book adjustments grouped by manger, owner, product, direction (Increase or Decrease), Year, Month, and Day. Based on the direction of the adjustment (Increase or Decrease).

6. Lastly, FuelsManager Aviation generates a schedule detail record in the EDI file for daily net total based on manager, owner, consumer, vendor, and product. The IRS requires a daily total of all gallons reported in the file. This daily total is a calculated value for IRS use only.

4.8.3.1 ExSTARS Warning

If the system gives you this warning, you need to enter an ending physical inventory transaction. Enter the necessary physical inventory transaction for the month that you're reporting and recreate the ExSTARS report.



Glossary

Constants and parameters

You maintain Constants and Parameters from the Constants Configuration dialog box. These settings identify basic information about your site.

Adjustment

A transaction that allows an increase or decrease to inventory.

Book inventory

The amount of fuel inventory, expressed in either Gross Volume or Net Volume that is reflected in the account of a system position holder or the fuel system. This is the amount of fuel that is supposed to be physically on hand in the system or in a particular account based on the amount of paper transactions that have been posted to a specific account.

Bulk Issue

A disbursement from a bulk rack or hydrant made to a third-party vendor (customer) where by the point of pickup is classified as the Point of Sale.

Closing (Physical) Inventory

The total physical fuel in storage tanks, expressed in terms of Net or Gross gallons, or barrels, that is on hand at the closing of a fuel accounting period. The Closing Inventory must coincide with the next period (Day, month, year…) opening inventory. See Opening Inventory.

Close out period

The time when the accounting activity ends for one period of time (day, month, or year) and simultaneously starts for the next. May also be known as “Cut-shift”. “Close-out” or “Midnight Inventory”. It is important that the time is defined so all book values such as tank farm receipts and into-plane issues are captured in the same accounting window.

Consumer

Any customer who acts as a purchaser in a fueling transaction.

Defuel

is a transaction that moves product from the consumer back to the secondary storage. FuelsManager Aviation treats this as an increase to inventory.

Dispensal

See issue, also known as dispersal, debit or withdraw.

Inventory

The amount of fuel within the storage system. See Closing Inventory

Issue

Any authorized withdraws of fuel from the fuel system.

Line fill

The amount of fuel that is contained within the pipelines throughout a fuel facility. The total line fill shall be entered as a constant volume each day when calculating the physical inventory but considered unusable as it cannot be displaced without rendering the line/s inoperative.

Load Rack

FuelsManager Aviation uses this term to capture transactions for product movement between the primary and secondary storage devices. Entries do not increase or decrease inventory.

Meter rotation

The indicated volume or amount that a meter has dispensed that is captured by either the printing device or the eight-digit totalizer on the register-head of the meter. Some meter rotations may not necessarily be an actual transaction but still must be recorded to ensure proper system accountability. These rotations may include meter proving operations or fueling vehicle testing where fuel is simply re-circulated or actual meter maintenance has taken place and the imprinted totalizer numbers may not coincide with the previous and last actual meter ticket imprints before the register was serviced.

Opening (Physical) inventory

The total physical fuel in storage tanks, expressed in terms of net or Gross gallons, barrels, that is on hand at the opening of a fuel accounting period. The Opening Inventory must coincide with the previous period (Day, month, year…) closing inventory. See Closing Inventory.

Owner

Any customer who owns inventory used in the transaction. (See Position Holder)

Physical inventory

The total amount of fuel inventory that is physically present and measurable within the storage system. Also referred to as fuel on-

hand. Physical Inventory includes all tank bottoms, line-fill, and tanker truck inventory. The latter two are typically entered into the total system inventory calculations as separate line items and should not change day after day however, tank bottoms are always included in the total tank inventory.

Position Holder (Owner)

An authorized entity that maintains inventory within the fuel system. Typically a fuel supplier or airline.

Posting

The process when a Debit or Credit (See above) is applied to a position holder or systems users account.

Rolling stock

Generally refers to the sum of a fuel system's unallocated inventory that resides in the tanker trucks of authorized system users.

Receipt

A shipment or delivery of product from a supplier that increases inventory.

System Throughput

The amount of fuel that is dispensed from a fuel system during a specified period of time. The system throughput can be expressed in terms of Gross or Net terms or gallons, barrels, or other units of measure. System throughput does not include receipts. Also called "Throughput".

System Gain

An inventory position whereby the actual or physical fuel on hand in the fuel system is more than it should be based on the supporting into-plane and system withdraw documentation, fuel system inventory report and system close-out documentation. Also known as a "Gain". Common causes of "gains" are under crediting physical receipts, overstating tank inventory (bad gauging), meters that are out of tolerance that over measure system dispensals. Gains tracked and monitored daily and permanently allocated at the conclusion of the month based on the percentage of total throughput by the position holders. Also see "Variance Report".

System Loss

An inventory position whereby the actual or physical fuel on hand in the fuel system is less than it should be based on the supporting into-plane and system withdraw documentation, fuel system inventory report and system close-out documentation. Also known as a "Loss". Common causes of "Losses" are missing tickets, missing dispersal

information, over crediting physical receipts, understating tank inventory (bad gauging), meters that are out of tolerance that under measure system dispensals. Losses tracked and monitored daily and permanently allocated at the conclusion of the month based on the percentage of total throughput by the position holders. Also see "Variance Report".

Storage (Primary)

FuelsManager Aviation uses primary storage to refer to any holding device that has a main purpose of storing and holding fuel.

Storage (Secondary)

FuelsManager Aviation uses the term secondary storage to refer to any holding device that holds fuel temporarily with the intent of providing some refuel/defuel service.

System credit

The posting of a positive (+) amount of fuel (receipt) into a system user's account that is expressed in terms of Net and/or Gross gallons or barrels. A credit takes place anytime fuel is received into storage or when fuel changes "title" and the credit is issued to the recipient of the fuel thereby increasing their respective balance in the system. A credit can also be posted to an account though an adjustment to a position holder's inventory.

System debit

The posting of a negative (-) amount of fuel to a system users account that is expressed in terms of Net and/or Gross gallons or barrels. A debit takes place anytime fuel is issued from storage or when fuel changes "title" and the debit is issued to the issuer of the fuel thereby decreasing their respective balance in the system. A debit can also be posted to an account though an adjustment to a position holder's inventory. Sometimes referred to as a Decrement.

System user (Consumer)

An authorized entity that utilizes the fuel system. Typically a fuel supplier, into-plane agent or airline. Also known as "User".

System variance, percent

The total percentage difference, positive or negative, between the Physical Inventory and Book Inventory. The system variance percentage is calculated by dividing the total system variance volume by the total system throughput for the same period of time (day, week, month, year). The petroleum and airline industry has an acceptable tolerance of + or - of one-quarter of one percent, (+/-0.25%)

System variance volume

The total aggregate difference, positive or negative, between the Physical Inventory and Book Inventory. It should be calculated and allocated daily and is usually allocated based on the prorated percent of each position holder's daily use of the system. For example, if a position holder has fifty percent (50%) of the daily dispensals, they would be allocated fifty percent of the gain or loss.

Transfer or Transfer in-tank

An inventory transaction where there is change of title but no physical change in inventory.

Twenty four hour (24hr.) ticket

A type of transaction whereby the total volume that has been recorded through a meter is recorded and posted as a single debit entry encompassing all activity within a twenty-four hour window. A 24hr. ticket is also used to compare the sum of fueling meter/vehicle dispensals against the total meter "turns" at system close out. It is the most accurate means to determine if into-plane fuel tickets are missing. (Does not effect inventory)

Variance report

A summary of the fuel system inventory gains and losses. Also known as Gain/loss report.

Volume correction factor (VCF)

A mathematical coefficient of thermal expansion that is multiplied to the Gross volume (See above) of fuel to determine the Net Volume of fuel. The VCF is always expressed to the fourth decimal place (.0000) and will vary depending on the temperature of FUEL in the TANK and density of the liquid. The VCF will always be less than 1.0000 (<1) if the fuel temperature is above 60F. Conversely, the VCF will always be greater than 1.0000 (>1) if the fuel temperature is below 60F. The VCF for liquids at 60F is exactly 1.0000.

Volume, Gross

A measured quantity of fuel, expressed in terms of gallons, barrels, etc., where the indicated volume, expressed in either gallons or barrels, is not temperature compensated to 60F. Also called "Gross".

Volume, Net

A measured quantity of fuel, typically expressed in terms of gallons, barrels, etc., where the indicated volume of fuel has been multiplied by a volume correction factor (VCF) to temperature compensate the measured volume to sixty degrees Fahrenheit (60F). Also called "Net".

NOTES

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