

## How to Use the Inventory Control Excel Database

**Note:** The inventory control Excel database is for use by the customer only and Petroleum Solutions, Inc. in no way assumes responsibility for the contents of the database form or use thereof.

### How to use the database

First there is an example to show you how the form will look as an example (Inventory Control Example).

Chose the Excel database form for the month you are doing depending on the number of days for the month (example, December has 31 days). Remember, inventory control must be kept for each tank.

The first entry for the first day of the month (stick reading and gallons) on the left side is the ending stick reading and gallons for the previous month. After this you will only have to enter the "Daily Gallons Dispensed", the "Gallons Delivered" (be sure to use Gross Gallons, not Net) and the closing "Sick Reading" and "Gallons" at the end of the day. Everything else will be done automatically.

**Note:** If is the first time you are using this database and you started any other day except the first of the month, the first entry will be your closing "stick reading" on that day, which automatically go to the beginning of the next day. For the calculations to be done correctly, you must enter your first "closing stick reading" in gallons in the "initial stick reading" for the first of the month.

Be sure that all readings are taken at the same time. For example, if you have an ATG, be sure you printout the inventory in gallons right after you close the register for the day for the Daily Report if your location is open 24 hours.

If your location is open for example from 6:00 a.m. to 11:00 p.m., and the ATG prints out automatically at 5:00 a.m. you can use that printout providing the pumps can not be used after the store is closed. Some locations allow a card reader to be used after the store is closed. In this case you will have to get the printout from the ATG at closing.

If you have any questions, please give me a call, Bill Morris, at Petroleum Solutions, Inc. at 1-800-880-9582 or (956) 425-3105.