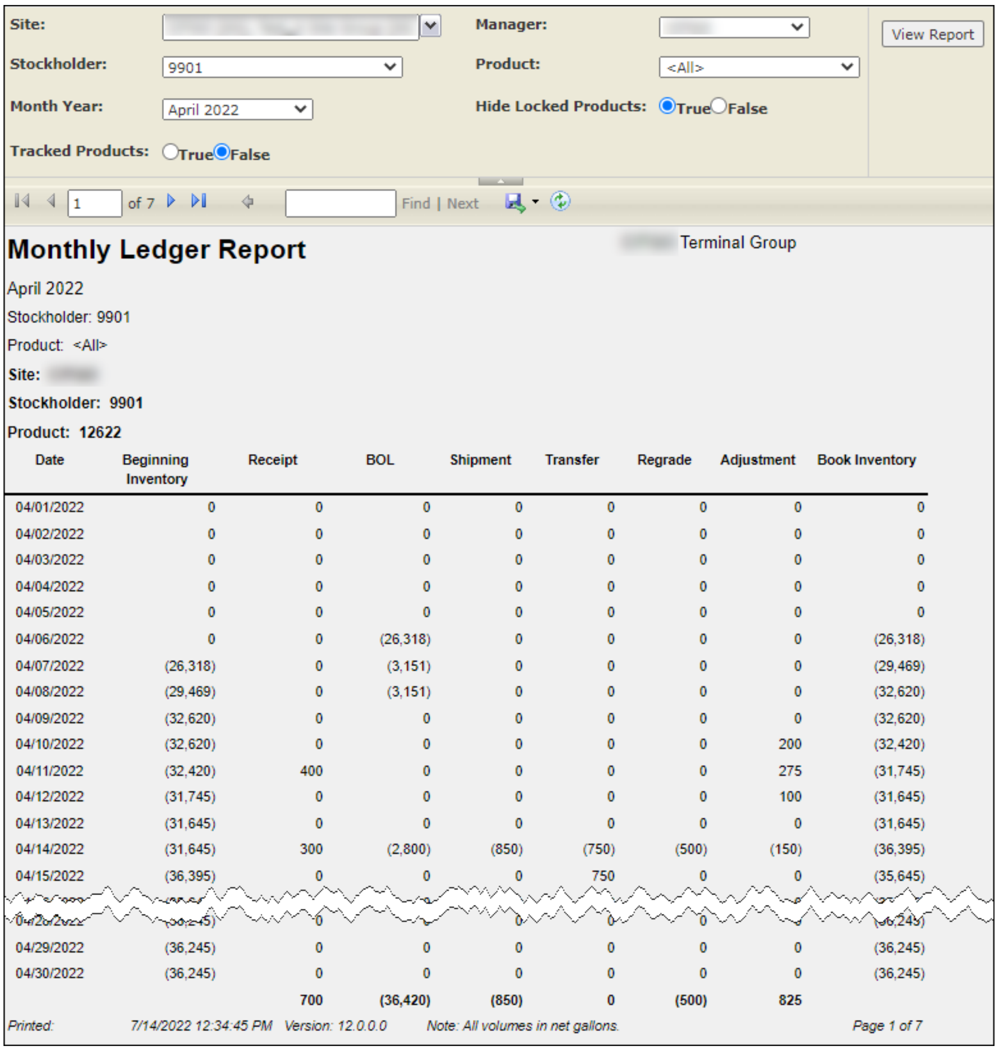
Ledger Report

This document provides information on the Ledger Report, which is a standard report available in FuelsManager.

Prerequisites: The Ledger Report should have been preconfigured for your Site, and your User account should belong to a User Group that has been assigned to view the report. See the *Report Assignment Configuration* help page for more information.

The Ledger Report is a printable version of the Ledger and shows transaction totals per month for the selected Manager, for all or a specific Site Group(s), Site(s), Stockholder(s), and Product(s).



Site: Manager: View Report
Stockholder: 9901 Product: <All>
Month Year: April 2022 Hide Locked Products: True False
Tracked Products: True False

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Monthly Ledger Report Terminal Group

April 2022
Stockholder: 9901
Product: <All>

Site:
Stockholder: 9901
Product: 12622

Date	Beginning Inventory	Receipt	BOL	Shipment	Transfer	Regrade	Adjustment	Book Inventory
04/01/2022	0	0	0	0	0	0	0	0
04/02/2022	0	0	0	0	0	0	0	0
04/03/2022	0	0	0	0	0	0	0	0
04/04/2022	0	0	0	0	0	0	0	0
04/05/2022	0	0	0	0	0	0	0	0
04/06/2022	0	0	(26,318)	0	0	0	0	(26,318)
04/07/2022	(26,318)	0	(3,151)	0	0	0	0	(29,469)
04/08/2022	(29,469)	0	(3,151)	0	0	0	0	(32,620)
04/09/2022	(32,620)	0	0	0	0	0	0	(32,620)
04/10/2022	(32,620)	0	0	0	0	0	200	(32,420)
04/11/2022	(32,420)	400	0	0	0	0	275	(31,745)
04/12/2022	(31,745)	0	0	0	0	0	100	(31,645)
04/13/2022	(31,645)	0	0	0	0	0	0	(31,645)
04/14/2022	(31,645)	300	(2,800)	(850)	(750)	(500)	(150)	(36,395)
04/15/2022	(36,395)	0	0	0	750	0	0	(35,645)
[illegible]	[illegible]	0	0	0	0	0	0	[illegible]
04/29/2022	(36,245)	0	0	0	0	0	0	(36,245)
04/30/2022	(36,245)	0	0	0	0	0	0	(36,245)
		700	(36,420)	(850)	0	(500)	825	

Printed: 7/14/2022 12:34:45 PM Version: 12.0.0.0 Note: All volumes in net gallons. Page 1 of 7

You must belong to a FuelsManager user group with appropriate security access rights to view and modify data. Some pages may not be available for entry or edit depending on your user security rights.

See the *Report Header Field Descriptions* and *Report Column Descriptions* sections below for more information.

When the report is ran for a particular Site, the Manager Totals (totals per transaction type per month for the selected Manager) show at the end of the report.

When a Site Group or multi-Sites are selected, the Manager Totals show at the end of the report for each Site.

If there are multiple pages, sub totals per transaction type show at the bottom of each page.

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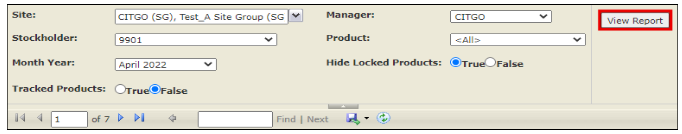
Viewing the Ledger Report

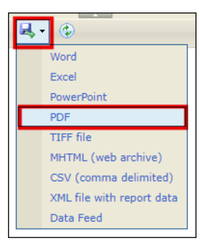
You may view the Ledger Report from the Reports menu. Follow the steps below:



1) Log in to a **Site** or **Site Group** in FuelsManager.
2) From the menu, select **Reports > Operations > Ledger Report**. The report header displays.
3) Select the appropriate **Site Group**, **Site**, or **multi-Sites** to filter the data.
4) Select the **Manager** from the list.
   This is a required field. The report will not run if no Manager is selected.
5) You may apply additional filters by selecting a **Stockholder** and/or **Product**.
6) Select the **Month** and **Year** in which you want to view Ledger transactions.
   This is a required field. The report will not generate if no Month Year is selected.
7) Select **True** or **False** to further filter the table data:
   - Tracked Products - when set to **True**, includes Tracking Products on the report.
     Refer to the *Product Configuration General Tab* help page for more information on configuring a Tracking Product.
   - Hide Locked Products - when set to **True**, products that are locked are <u>excluded</u> from the report.
     Refer to the *Product Configuration General Tab* help page for more information on locking/unlocking products.
8) Click **View Report**. The report values are refreshed based on your selections.

Printing the Report

You may print the report from the header. Follow these steps:



1) Click the **Export** dropdown menu.
2) Select **PDF** from the list and then save in your desired folder location.
   Varec recommends the PDF format for exporting reports.
3) Open the **PDF** file and then **print** the report.

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Report Header Field Descriptions

Field	Description
Site	Filters the table to only show data for the selected Site Group(s), Site(s), or all.
Manager	Filters the table to only show data associated with the selected Manager. This is a required field. The report will not generate if no Manager is selected.
Stockholder	Filters the table to only show data for all or a specific Stockholder/Shipper.
Product	Filters the table to only show data for all or a specific Product.
Month Year	Filters the table to only show data for the selected month and year. This is a required field. The report will not generate if no Month Year is selected.
Hide Locked Products	Allows the user to include or exclude data for products that are locked out: • When **True**, products that are locked out are excluded from the report. • When **False**, products that are locked out are included in the report. See the *Product Configuration General Tab* help page for more information on locking/unlocking products.
Tracked Products	Allows the user to include or exclude data for products that are tracking other products: • When **True**, only tracking products are included in the report. • When **False**, tracking products are excluded from the report. For more information on configuring a tracking product, see the *Product Configuration General Tab* help page.
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
Date	Displays every day in the selected month and year. Each date represents a separate row.
Beginning Inventory	Lists the amount of product available at the beginning of the day specified by the Date column.
Receipt	Lists the total amount of Receipt transactions per day.
BOL	Lists the total amount of BOL transactions per day.
Shipment	Lists the total amount of Shipment transactions per day.
Transfer	Lists the total amount of Transfer transactions per day.
Regrade	Lists the total amount of Regrade transactions per day.
Adjustment	Lists the total amount of Adjustment transactions per day.
Book Inventory	Lists the amount of product recorded in FuelsManager per day.

The columns on the report are static and stay the same regardless of the transaction aliases configured at the selected Sites/Sitegroups.

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