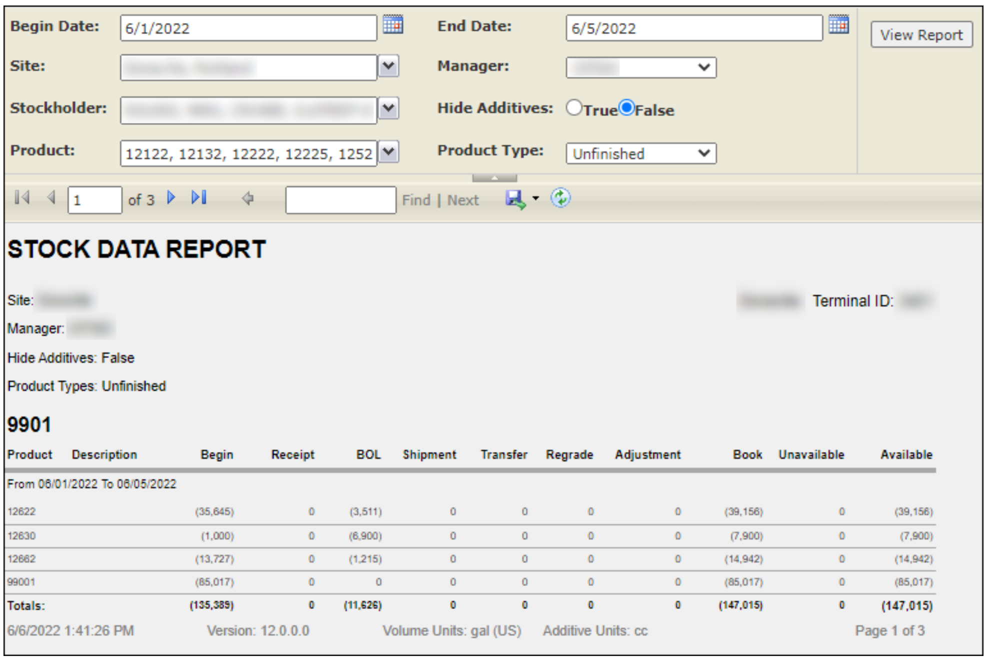
Stock Data Report

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

Prerequisites: The Stock Data 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 Stock Data Report is a report that allows you to track how much product (stock) is available per Stockholder. It allows you to view the physical, book, and available inventory for each product per Stockholder, as well as the transactions that affected the product inventory, such as Receipts, BOLs (Bills of Lading), Shipments, Transfers, Regrades, and Adjustments for the specified date range.



Product	Description	Begin	Receipt	BOL	Shipment	Transfer	Regrade	Adjustment	Book	Unavailable	Available
From 06/01/2022 To 06/05/2022											
12622		(35,645)	0	(3,511)	0	0	0	0	(39,156)	0	(39,156)
12630		(1,000)	0	(6,900)	0	0	0	0	(7,900)	0	(7,900)
12662		(13,727)	0	(1,215)	0	0	0	0	(14,942)	0	(14,942)
99001		(85,017)	0	0	0	0	0	0	(85,017)	0	(85,017)
Totals:		**(135,389)**	**0**	**(11,626)**	**0**	**0**	**0**	**0**	**(147,015)**	**0**	**(147,015)**

6/6/2022 1:41:26 PM Version: 12.0.0.0 Volume Units: gal (US) Additive Units: cc Page 1 of 3

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.

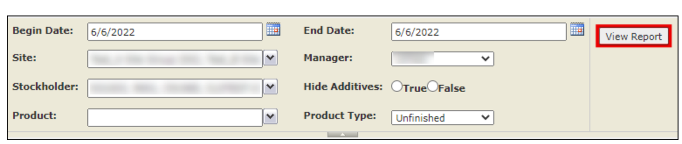
Stock Data Reports can be run for a particular Site/Site Group or multi-Sites/Site Groups, for a specific Manager, Stockholder(s), and Product(s) for the specified date range. You also have an option to include or exclude additive type products in the report.

The report data is grouped per Stockholder for each selected Site/Site Group. Totals are displayed per Stockholder. The units of measure (Volume Units and Additive Units) used to calculate the product volume are shown at the bottom of the report.

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

Viewing the Stock Data Report

You may view the Stock Data 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 > Inventory Management > Stock Data Report**. The report header displays.
3) Enter the **Begin Date** and **End Date** range in which you want to view the report.

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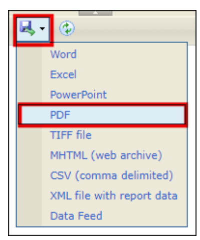
4) In the **Site** field, select the Site(s)/Site Group(s).
5) Select the **Manager** from the list.
   This is a required field. The report will not run if no Manager is selected.
6) Select the **Stockholder(s)** to filter the table data.
7) Select **True** or **False** to Hide Additives from the report.
   This is a required field.
   - When set to **True**, additive type products are <u>excluded</u> from the report.
     See the *Product Configuration General Tab* help page for more information on configuring *Additive* type products.
   - When set to **False**, additive type products are <u>included</u> in the report.
8) Select the **Product(s)** to filter the table data.
   This is a required field.
9) Select the **Product Type** from the list:
   - **All** - includes all product types in the report.
   - **Finished** - includes *Blends* only (finished product).
   - **Unfinished** - includes *Components* only.
10) 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 the file in your desired folder location.
   Varec recommends to use the PDF format for exporting reports.
3) Open the **PDF** file and then **print** the report.



Report Header Field Descriptions

Field	Description
Begin Date	Indicates the beginning date for the report data.
End Date	Indicates the ending date for the report data.
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 the selected Stockholder(s).
Hide Additives	Allows you to include or exclude data for Additive type products: • When **True**, additive type products are <u>excluded</u> from the report. • When **False**, additive type products are <u>included</u> in the report. This is a required field. See the *Product Configuration General Tab* help page for more information on product types.

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Report Header Field Descriptions (continued)

Field	Description
Product	Filters the table to only show data for the selected Product(s). This is a required field.
Product Type	Allows you to select which product types to include in the report: • **All** - includes all product types in the report. • **Finished** - includes *Blends* only (finished product). • **Unfinished** - includes *Components* only.
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
Product	Lists the products (stock) tracked within the specified date range.
Description	Lists a description of the products.
Begin	Lists the amounts of product available at the beginning of the day for the specified date range.
Receipt	Lists the total Receipt transactions per product for the specified date range.
BOL	Lists the total BOL (Bill of Lading) transactions per product for the specified date range.
Shipment	Lists the total Shipment transactions per product for the specified date range.
Transfer	Lists the total Transfer transactions per product for the specified date range.
Regrade	Lists the total Regrade transactions per product for the specified date range.
Adjustment	Lists the total Adjustment transactions per product for the specified date range.
Book	Lists the book inventory per product, which is the sum of the beginning inventory and the associated transactions, for the specified date range. **Calculation:** Book = Begin + Receipt + BOL + Shipment + Transfer + Regrade + Adjustment
Unavailable	Lists the amounts of product in inventory that are <u>not</u> available for use.
Available	Lists the amounts of product in inventory that are available for use. **Calculation:** Available = Book - Unavailable

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