Inventory Reconciliation Report

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

Prerequisites: The Inventory Reconciliation 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.

Inventory Reconciliation compares the amount of a product remaining in storage, or book inventory, with a physical inventory of the actual product remaining. It includes comparing the physical record with the amount of product shown in the book inventory for the same period and researching discrepancies between the two amounts.

The Inventory Reconciliation Report is a printable version of the Inventory Reconciliation page with additional columns for Daily Tolerance %, Total Movement, and Tolerance %. Using the report, you may compare monthly physical inventories against book inventories for all or a particular Site(s) and Product(s), per Manager. You may also reconcile inventories for a specific date range, as well as select to view either Gross or Net volume amounts. Transaction Totals per product per month are shown at the bottom of each page.

The columns that display on the report (except the three on the right) are based on the configured View for Inventory Reconciliation. The report width is fixed, and only displays up to 13 columns of those configured. Some columns may not show on the report. See the *Views Configuration* help page for more information.

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

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.

Viewing the Inventory Reconciliation Report

You may view the Inventory Reconciliation 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 > Inventory Reconciliation 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) Select **all** or a particular **Product** from the list.
   This is a required field. The report will not run if no Product is selected.
6) Select if you want to view **Gross** or **Net** volume amounts on the report.
7) If you want to specify a date range to reconcile inventory, uncheck the **Null** check boxes, and enter or select the **Begin Date** and **End Date** range.
8) If you want to reconcile inventories per month, select the **Month and Year** in which you want to view report data.
   When the Month and Year is selected, this takes priority over the specified Begin Date and End Date range.
9) 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.
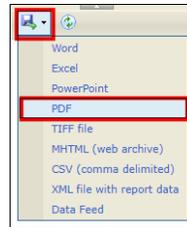
Report Header Field Descriptions

Field	Description
Site	Filters the table to only show data for all or the selected Site(s).
Manager	Filters the table to show data for all Managers or the selected Manager. This is a required field. The report will not run if no Manager is selected.
Gross/Net	Filters the table to show Gross or Net volume amounts.
Product	Filters the table to show data for all Products or the selected Product. This is a required field. The report will not run if no Product is selected.
Begin Date	Indicates the start date for the report data.
End Date	Indicates the end date for the report data.
Null	Determines if the Begin Date and End Date range fields are available for entry. • When checked, the Begin Date and End Date range fields are grayed out. • When clear, allows you to enter the Begin Date and End Date range.
Month	Filters the table to show data for the specified month. When the Month and Year is selected, this takes priority over the specified Begin Date and End Date range.
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

The columns on the report and the order they display may vary depending on the configured View for Inventory Reconciliation. See the *Views Configuration* help page for more information.

Column	Description
Adjustment	Lists the total amount of Adjustment transactions per day.
Allowed Gain/Loss	Lists the allowed Gain or Loss distributions for the selected Manager(s). **Calculation:** Allowed Gain Loss = Total Movement x Tolerance % / 100
BOL	Lists the total amount of BOL transactions per day.
Begin Inventory	Lists the amount of product available at the beginning of the day specified by the Date column.
Book Inventory	Lists the amount of product recorded in FuelsManager per day.
Inventory Date	Displays every day in the specified Begin and End Date range, or the selected month and year. Each date represents a separate row.
Meter Closeout	Lists the total Meter Closeout transactions per day.
Order	Lists the total Order transactions per day.
Physical Inventory	Lists the total Physical Inventory transactions per day.
Receipt	Lists the total Receipt transactions per day.
Regrade	Lists the total Regrade transactions per day.
Shipment	Lists the total Shipment transactions per day.
Supply Order	Lists the total Supply Order transactions per day.
Tolerance Percentage	Lists the Variance Tolerance of the product associated with the transaction. This shows on the top portion of the report as Tolerance %. For more information on setting the **Variance Tolerance**, refer to the *Product Configuration General tab* help page.
Total Activity	Lists the Total Activity per day, which is the sum of the transactions included in the report.
Total Physical Inventory	Lists the total amount of product that was physically measured on a given day.
Total Variance	Lists the accumulated variances for the product. **Calculation:** Total Variance = sum total of (Physical Inventory - Book Inventory), month to current day
Transfer	Lists the total Transfer transactions per day.
Variance	Lists the variances per day. **Calculation:** Variance = Physical Inventory - Book Inventory
Variance Percentage	Lists the variance percentages per day. **Calculation:** Variance Percentage = Total Variances (month to day) / Total Movements (month to day) x 100
Daily Tolerance %	Lists the Tolerance % per day. This column displays on the report only.
Total Movement	Lists the total movements from primary and secondary storage. **Calculation:** Total Movements = sum total of the following transactions, month to current day: • Defuels into secondary inventory • Adjustments in primary inventory • Receipts in primary inventory • Regrade This column displays on the report only.
Tolerance %	Indicates the calculated tolerance percentage. This column displays on the report only, and is the same as the Variance Percentage (above) field.