Receipt Report

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

Prerequisites: The Receipt 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.

Receipt transactions are used to record fuel (product) received from the supplier. Fuel Vendors can use Receipt transactions to track the movement of fuel from the supplier to the tanks.

The Receipt report allows you to view Receipt transactions per Product for a particular Manager for all or a particular Site(s) within a specified date range.

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.

Viewing the Receipt Report

You may view the Receipt 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 displays.
3) Select the appropriate **Site Group**, **Site**, or **multi-Sites** to filter the data.
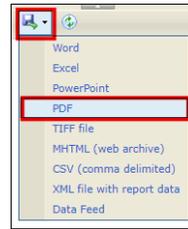4) Select the **Manager** from the list.

5) Enter or select the **Start Date** and **End Date** range to filter the table data.
6) Click **View Report**. The report values are refreshed based on your selections.

Modified Date: 7/12/22

Printing the Report

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

1) Click the **Export** ![icon] 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 only show data associated with the selected Manager.
Start Date	Indicates the starting date for the report data.
End Date	Indicates the ending date for the report data.
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
Batch / Barge ID	Lists the Batch numbers or Barge IDs associated with the Receipt transactions.
Inventory Date	Lists the dates the receipt transaction affected Inventory.
Ticket ID	Lists the Ticket numbers or document number associated with the Receipt transactions.
Trans Date Time	Indicates the dates and times the transaction was entered into FuelsManager.
Stockholder	Lists the Stockholders that own the fuel (product) that was received into storage.
Net Volume	Lists the Net volume of product received in gallons.