Seasonal Product Changeover

Use the following procedure to perform a seasonal product changeover.



Overview

Seasonal product changeovers are typically done when the season changes, such as during the Summer and Winter, to accommodate the different fuel blends sold for that particular season. It involves changing the products in the Tanks, locking out-of-season products and unlocking in-season products, and then changing product assignment for arms, tanks, and recipes. Typically, you would lock out products that will not be sold for that particular season, and unlock those products that will be sold.

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.

Additional Notes

Here are additional items to note:

- Over/Short entries are <u>not</u> required on the out-of-season product code(s) prior to the changeover. Overage or Shortage gallons will carry over to the in-season product and be resolved during the end of month closeout.
- Do <u>not</u> create any additional inventory adjustment entries (any Adjustment transactions) to the out-of-season product(s) <u>after</u> the changeover is complete.

Prerequisites

 Recipes should have been configured for new products (in-season) and already established in the Acculoads at the Load Rack.

Refer to the *Station Configuration Load Arms Tab* and *Recipes Tab* help pages for more information on configuring Recipes.

 In-Season products (tank products) and Blends should have been configured in FuelsManager and are in the product database with *Inhibit Accounting* unchecked, as well as configured with Footnotes.

Refer to the *Product Configuration General Tab* help page for more information on enabling/disabling *Inhibit Accounting*. Refer to the *Footnotes Configuration* help page for more information on configuring footnotes relating to the product changeover. These footnotes appear on the BOL and on the reports.

- Site Permissives should have been configured for both In-Season and Out-of-Season grade products. For more information on configuring Site Permissives, refer to the Site Configuration Process Variables Tab help page for more information.
- Ensure that a <u>Closeout</u> has been performed. Closing the previous days business must be performed prior to starting the changeover procedure.
- <u>Stop</u> loading on all Bays that need to be changed over and ensure that the Bays and Arms are <u>not</u> disabled. If Bays or Arms are disabled, this may prevent the automated processes from running.

The example procedures below show a seasonal changeover from Winter to Summer. Winter Blend products are going out-of-season and can no longer be loaded at the Load Rack, while Summer Blend products are going in-season and may be loaded at the Load Rack.

1 Unlock and Uncheck Inhibit Accounting for In-Season Products

In-season products (Blends and Components) that will be sold should be unlocked and allowed to roll up transaction totals into Accounting (Ledger).

Follow these steps:

- From the menu, select Assets > Products > Products. The Product Configuration page displays.
- Click the Edit icon next to the *in-season* product you want to modify.

Type:		Find String:					
{All}	~	CHAD			Find	show All St	now Hidde
		_					
A	dd Show 10 💊	·					
Edit	Product ID	Product Code	Description	Туре	Vapor Recovery	Delete	
Ø	ChadSummerBlend	02	SummerBlend	Blend		۵	
1	ChadWinterBlend	01	WinterBlend	Blend		•	

- 3) On the *General* tab, <u>uncheck</u> the following:
 - Inhibit Accounting uncheck to allow roll up of transaction totals into Accounting (Ledger).
 - Locked Out uncheck to allow users to select this product on the handheld, as well as allow loading at the Load Rack station.
- 4) Click **OK** to save your changes. Perform the above steps for each of the in-season products.

General Blend	U	nits	Authorized Customers	Volume Correction	Alarms	Messages	Graphics	
Product ID: " Product Code: Description: Type: Load Rack Display Text: Tax Code: Variance Tolerance: " Vapor Recovery Hazardous Material	ChadSumi 02 SummerBi Blend 0.00	lend]	PIDX C PIDX F Contar Trackir Reid Vi Price: Produc Dielect Load B Inhibit	ode: amily Code: nination Promp g Product: apor Pressure: t Classification ric Tolerance: y Weight Accounting	n:	[None] 0.00 0.00 © None 0	
Hidden 🖵 Locked Out Date: Locked Out Reason:				Locked	Out]		

2 Move the Ledger Physical Inventory Balance

To move the Physical Inventory balance on the Ledger from out-of-season products into in-season products, create Regrade transactions.

Follow these steps:

- From the menu, select Accounting > Main > Ledger. The Ledger displays.
- 2) In the *Product* field, select the out-of-season product that needs to be converted.
- 3) Click **Refresh** to view the values in the table.
- 4) Take note of the Book Inventory for today (7/14 amounting to 1,700), which is the amount needed to regrade to the in-season product for this Owner/Stockholder.
- Click on the **Regrade** column for today's date (7/ 14). The Accounting page displays.
- 6) Click **Add** to create a Regrade transaction. The Regrade transaction detail screen displays.
- 7) Ensure that the selected **Owner/Stockholder** is correct.
- 8) Click Add to add a line item.
- 9) In the From Product field, select the out-of-season product. If the product is not listed, ensure that it is assigned to the appropriate Ship To and Owner/Stockholder companies.
- 10) In the *To Product* field, select the in-season product.If the product is not listed, ensure that it is assigned to the

appropriate Ship To and Owner/Stockholder companies.

 In the Net field, enter the volume needed to zero out the Book Inventory amount noted in the previous step (1700).



Regrade transactions do not accept negative amounts. If a Stockholder has a negative Book Inventory amount, select the in-season product in the *From Product* field and the out-of-season product in the *To Product* field.

- 12) Click the **check** *icon* to save the line item.
- 13) Click **Apply** to save the Regrade transaction.
- 14) **Close** the Regrade transaction detail screen. The Accounting page displays.
- 15) Click Close to go back to the Ledger. Notice that the Book Inventory amount for today and the rest of the month is now zero (0).

Perform the above steps for each of the out-of-season products (Blends and Components).

Month:	July 2	022		~	Mana	ger.	ChadN	lanager				Ref	resh				
Product:	ChadW	/interB	lend		Owne	r.	ChadC	wner/Stoc	kholder			□s	now cos	t			
view:	ChadL	edger\	/iew	~	Quan	tity:	Gross			~							
Inventory Date	Adjustment	BOL	BOL- Weight	Begin Inventory	Book Inventory	Meter Closeout	Order	Physical Inventory	Receipt	Receipt- Weight	Regrade	Shipment	Supply Order	Total Physical Inventory	Total Variance	Transfer	Varianc
07/01/22		~	~ ⁰	0	0	- ^ ⁰		<u>N/A</u>	~~	~ ⁰	0	. ~ ?	9	~~~~^	~~		L.
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07/11/22	0	0	0	(50)	(50)	0	0	N/A	0	0	0	0	0	0	0	0	
07/12/22	0	(250)	0	(50)	1,700	0	0	N/A	2.000	0	0	0	0	0	0	0	
07/13/22	0	0	0	1,700	1,700	0	0	N/A	. 0	0	0	0	0	0	0	C	
07/14/22	0	0	0	1,700	0	0	5,000	N/A	0	0	(1,700)	0	0	0	0	0	
07/15/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/16/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/17/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	C	
07/18/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/19/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	C	
07/20/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/21/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/22/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	C	
07/23/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/24/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/25/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/26/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/27/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/28/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/29/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/30/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
07/31/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	
Total:	0	(300)	0	0	0	0	6,500		2,000	0	(1,700)	0	0			0	

3 Remove the Inventory Reconciliation Physical Inventory Balance

To remove the Physical Inventory balance on the Inventory Reconciliation page, you must insert zero (0) Physical Inventory amounts into the out-of-season products (Components or Tank products only).

Follow these steps:

- From the menu, select Accounting > Main > Inventory Reconciliation. The Inventory Reconciliation page displays.
- 2) In the *Product* field, select the out-of-season product that needs to be converted.
- 3) Click **Refresh** to view the values in the table.
- For today's date (7/14) click on N/A on the Physical Inventory column. The Accounting page displays.
- Click Add to create a Physical Inventory transaction. The Physical Inventory transaction detail screen displays.
- 6) Click Add to add a line item.
- 7) In the Product field, select the component (tank) product. If the product is not listed, ensure that it is assigned to the appropriate Ship To and Owner/Stockholder companies.
- 8) Select the **Tank** as applicable. The volume and gross amounts should be populated with zero (0), which is the desired amount.
- 9) Click the **check** *icon* to save the line item.
- 10) Click **Apply** to save the Physical Inventory transaction.
- 11) **Close** the Physical Inventory transaction detail screen. The Accounting page displays.

Month: Manager:	July 2022 ChadMana	qer 🔪		Proc	luct	ChadCom	oonent1	Quantity	Gross	EOM A	Re Ito Distrib	fresh							
Closeout	Inventory Date	Begin Inventory	Receipt	BOL	Regrade	Shipment	Adjustment	Book Inventory	Physical Inventory	Total Physical Inventory	Meter Closeout	Supply Order	Total Activity	Transfer	Allowed Gain/Loss	Tolerance Percentage	Total Variance	Variance	Variance Percentage
Closeout	07/01/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	C	0	N/A	0
Closeout	07/02/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/03/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/04/22	0	0	0	0	0	0	0	N/A	0	C	0	0	0	0	0	0	N/A	0
Closeout	07/05/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	C	0	N/A	0
Closeout	07/06/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/07/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/08/22	0	0	(2,100)	0	0	0	(2,100)	N/A	0	C	0	(2,100)	0	0	0	0	N/A	0
Closeout	07/09/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0	C	0	N/A	0
Closeout	07/10/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/11/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/12/22	(2,100)	4,000	0	0	0	0	1,900	N/A	0	0	0	4,000	0	0	0	0	N/A	0
Closeout	07/13/22	1,900	0	0	0	0	0	1,900	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/14/22	1,900	0	0	0	0	0	1,900	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/15/22	1,900	0	0	0	0	0	1,900	N/A	0	0	(0	0	0	0	0	N/A	0
Gloseout	07/16/22	1 900	0	0.00	0				- M/A	.0	20	un (0	00 0	A	N/A	a an 0



Modified Date: 7/25/22

12) Click **Close** to go back to the Inventory Reconciliation page.

The *Physical Inventory* should be zero (0), but the *Total Variance* may or may not be zero. This is fine. The variance is the Overage or Shortage on the product that has been rolled from the out-of-season product to the in-season product. It will be adjusted at end of month on the in-season product.

13) Click **Closeout** to close the Physical Inventory for the product for today (7/14).

If you see a message with Unposted BOL's, the hourly cycle to SAP needs to happen. You may continue with procedure but make sure to come back to closeout each of the out-of-season products that you are moving away from.

After the closeout process has completed, the Inventory Reconciliation values on the close out date (7/14) and prior days should change from blue to gray and are no longer available for editing.

Month:	July 2022	~		Prod	luct:	ChadCom	ponent1	Quantity	Gross		Rel	iresh							
Manager	ChadMana	ger		-						EOM A	uto Distrib	ution							
Closeout	Inventory Date	Begin Inventory	Receipt	BOL	Regrade	Shipment	Adjustment	Book Inventory	Physical Inventory	Total Physical Inventory	Meter Closeout	Supply Order	Total Activity	Transfer	Allowed Gain/Loss	Tolerance Percentage	Total Variance	Variance	Variance Percentag
Closeout	07/01/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/02/22	0	0	0	0	Ó	0	0	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/03/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/04/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/05/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/06/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/07/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/08/22	0	0	(2,100)	0	0	0	(2,100)	N/A	0	0	0	(2,100)	0	0	0	0	N/A	
Closeout	07/09/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/10/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/11/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/12/22	(2,100)	4,000	0	0	0	0	1,900	N/A	0	0	0	4,000	0	0	0	0	N/A	
Closeout	07/13/22	1,900	0	0	0	0	0	1,900	N/A	0	0	0	0	0	0	0	0	N/A	
Closeout	07/14/22	1,900	0	0	0	0	0	1,900	*0	0	0	0	0	0	0	0	(1,900)	(1,900)	(48
Closeout	07/15/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	(1.900)	N/A	

Month:	July 2022		<	Proc	luct:	ChadComp	conent1	Quantity	Gross	•	Ref	resh							
Manager.	ChadMana	ger		-						EOM A	rto Distrib	ution							
Closeout	Inventory Date	Begin Inventory	Receipt	BOL	Regrade	Shipment	Adjustment	Book Inventory	Physical Inventory	Total Physical Inventory	Meter Closeout	Supply Order	Total Activity	Transfer	Allowed Gein/Loss	Tolerance Percentage	Total Variance	Variance	Variance Percentage
Closeout	07/01/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0		0	N/A	. 0
Closeout	07/02/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	. 0
Closeout	07/03/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0		0	N/A	0
Closeout	07/04/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/05/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/06/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/07/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	N/A	0
Closeout	07/08/22	0	0	(2,100)	0	0	0	(2,100)	N/A	0	0	0	(2,100)	0	0	0	0	N/A	0
Closeout	07/09/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0		0	N/A	0
Closeout	07/10/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0		0	N/A	0
Closeout	07/11/22	(2,100)	0	0	0	0	0	(2,100)	N/A	0	0	0	0	0	0		0	N/A	0
Closeout	07/12/22	(2,100)	4,000	0	0	0	0	1,900	N/A	0	0	0	4,000	0	0	0	0	N/A	0
Closeout	07/13/22	1,900	0	0	0	0	0	1,900	N/A	0	0	0	0	0	0		0	N/A	0
Closeout	07/14/22	1,900	0	0	0	0	0	1,900	*0	0	0	0	0	0	0	0	(1,900)	(1,900)	(48)
Closeout	07/15/22	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0		(1,900)	N/A	. 0

4 Change Tank Product Assignments to In-Season Products in Operate (if required)

You may need to change the product assignments in Operate for Tanks that are switching to in-season products.

Follow the steps below:

- From the menu, select Operations > Inventory Management > Operate. The Operate page displays.
- Hover on the Operate hamburger menu icon. A new tab opens and displays the Tank Details.
- 3) Click on the **Tank** you want to convert.
- Click Set next to Product at the top of the page. A dialog displays.
- Select the in-season product from the dropdown list, and then click OK.
 The selected in-season product displays in the Product field.
 Repeat the above steps for each out-of-season product that needs to be converted.



- 6) Verify that the **in-season product** displays in the *Product* field.
- Click Set next to Density @ 60°F and set the new product Density by dragging the scroll icon

or entering the new value.

8) Click **OK** to save the new Density value. Verify that the new value displays in the *Density* field. Repeat the above steps for each of the out-of-season products.



5 Change Tank Product Assignments to In-Season Products in Tanks Configuration

You need to change the product assignments in Tanks Configuration that are switching to in-season products.

Follow the steps below:

- From the menu, select Assets > Equipment > Tanks. The Tanks Configuration page displays.
- Click the Edit *icon* next to the Tank you want to modify. A multi-tab page displays.
- On the *General* tab, select the **Product Type** of the in-season product you want to assign (if needed).
- Select the in-season Product from the dropdown list
- 5) Click OK to save your changes. The selected in-season product displays in the Product field. Repeat the above steps for each out-of-season product that needs to be converted.

1	Add Show 10 🗸	Show Hidden			
	ID	Product	Manager	Owner	Delete
0	CPE Demo 1	{None}	{None}	(None)	0
1	CPE Demo 2	{None}	{None}	{None}	0
1	_Carrie 1	{None}	{None}	(None)	0
1	_test1	{None}	{None}	(None)	0
1	0422b 1	{None}	{None}	{None}	0
1	0422b 2	{None}	{None}	(None)	0
1	Archive Custom 1	{None}	{None}	{None}	0
1	Archive Standard 1	{None}	{None}	(None)	0
1	Archive Standard 2	{None}	{None}	(None)	0
1	cCustom Tank 01	11112	CITGO	9901	0
	A state black is the strength of the	12345			- V

	ID: *	_	CPE De	emo 1	Product	Type: B	lend 🔹	7	Manager.		{No
1	Vessel Typ	e:	Spherica	· ·	Product		hadSumme	Blend	✓ Owner.		{No
	Tank Type		OPC	*	Tracking	Device: {	lone} 🗸		Tank Config	guration Number	-Se
	Latitude:				Longitu	de:			Zoom:		
	Calculate	tank coordinates	Hidden 🗌)							
	Edit	Туре		Units	Maximum	Minimum	System	OPC Server	Item ID		
	1	Level		ft-in-16th	40-00-00	00-00-00	localhost		98e26fca-6dt	o7-4f34-ae96-bea	f601
	1	Temperature		۴F	300	-300	localhost		373fec1a-3ec	4-4206-a01c-53	:4eea
m	\sim	-9-98' VP' VP'	\sim	<u>∕</u> wsy∕	10.000	2∞	Je Villes	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~143*****	15-41 ⁻² -82 ⁻² -901	645

6 Change Tank Product Assignments to In-Season Products in Stations Configuration

You need to change the product assignments in Stations Configuration that are switching to in-season products for Arms, Tanks (components), External Components, and Recipes.

Ensure that you are logged in to a Site (not Site Group) before performing the steps below:

- From the menu, select Operations > Load Rack
 Stations. The Stations Configuration page displays.
- Click the Edit icon next to the off-loading station you want to modify. A multi-tab page displays.
- 3) Select the Load Arms tab, and then click the

Edit icon next to the *Arm* that needs to be switched to dispense the in-season product. A multi-tab page displays.

- Select the **Recipes** tab, and then click the **Edit** icon next to the *Recipe* that needs to be switched to the in-season product.
- 5) Select the in-season Product, and then click the

green check icon to confirm your changes. The selected in-season product displays in the Product column. Repeat the above steps for each out-of-season Recipe that needs to be converted.

6) Select the Components tab, and then click theEdit *i* icon next to the product that needs to

be converted.

- 7) Select the **in-season product** in the *Component column*, and verify the tank **Location** is correct. If the Tank Location is not listed, ensure that a Meter is assigned to the Tank. Refer to the *Tank Configuration Meters Tab* help page for more information.
- Click the green check click icon to confirm, and then click OK to save your changes.
 If you are prompted that Meter definitions are required for Components, you need to define meters. Refer to the Tank Configuration Meters Tab help page for more information.
- 9) If you are adding ethanol to this arm, select the **External Components** tab. (optional)
- 10) Click **Add** and select the **Component** from the dropdown list. (optional)
- 11) Verify that the Tank Location is correct.
- 12) Click the **Open** button in the *Input* column. A dialog displays. (optional)

 Click the Edit icon next to the Blend Percentage. (optional) The OPC Connection Configuration dialog displays.



- 14) Select the OPC Server you need to connect to.
- 15) Select **VT_12**, and then click **OK** to confirm your changes.

Refer to the *OPC Connection Configuration* help page for more information.

- 16) Click * to close the *External Component* dialog.
- 17) When finished, click **OK** to save your changes and close the *External Components* tab.
- 18) Click **OK** to save your changes and close the *Recipes* tab.
- 19) Click **OK** on the *Load Arms* tab to finalize your changes and go back to the Stations Configuration page.

Repeat the above steps for each Station and Loading Arm that needs to be converted to in-season products.

Verify the Location for Each Station and Load Arm Assignment

You need to verify that you have the correct Tank Assignment for each Station and Arms combination.

Ensure that you are logged in to a Site (not Site Group) before performing the steps below:

- From the menu, select Operations > Load Rack
 > Tank Assignment. The Tank Assignment Configuration page displays.
- Verify that the Tank Location is correct for each Station and Arm combination. Edit as necessary.

8 Verify Blends are Configured with In-Season Products

When performing a seasonal changeover for Blends, ensure that the appropriate Components (Tank Product) are also switched to the in-season component.

Follow these steps:

- From the menu, select Assets > Products > Products. The Products Configuration page displays.
- 2) Click the **Edit** ✓ icon next to the *in-season* Blend product. A multi-tab page displays.
- 3) Select the **Blend** tab.
- 4) Add or Edit the Components of the Blend product.
- 5) Select the **in-season Component** (tank product) in the *Component ID* column.

Process Variable:	Product Map-Blend Percentage		Maximum:	32767	
Data Type:	VT_12	~	Minimum:	-32768	
System:	Text 🗸 localhost]		
OPC Server.	Varec.WeightScaleOPCServer	×			
OPC Item ID:]		
Server Engineering Units:	~				
Associated Message:		~			
Available OPC Items:					
Data Type Filter.	VT_12 ~				





Modified Date: 7/25/22

- 6) Enter the correct **percentage value** in the *Percent* column.
- 7) Click the green check icon to confirm your changes, and then click OK to save. Repeat the above steps for each Blend that needs to be converted to in-season products.

9 Populate Stockholder Allocation with In-Season Products and Volumes (if required)

If necessary, you need to add or modify the Owner/ Stockholder Allocation with the in-season Product codes and volumes.

Ensure that you are logged in to a Site (not Site Group) before performing the steps below:

- From the menu, select Operations > Load Rack
 > Allocations. The Allocations Configuration page displays.
- In the *Type* dropdown list, select **Owner**. This will filter the table to only show allocations for Owners/Stockholders.
- 3) Click Add to add a new Owner/Stockholder

allocation or click the **Edit** icon next to the Owner/Stockholder in which you want to modify the allocation. The Allocation Configuration detail page displays.

4) Click **Add** to add a new allocation or click the

Edit kicon next to the Allocation you want to modify.

- 5) In the *ID* column, select the **in-season product**.
- 6) Enter the allocation Limit.

1 Update Stockholder Unavailable Inventories (if required)

If necessary, you need to modify the Owner/ Stockholder Unavailable Inventories (Tank Bottoms) with the in-season Product codes.

Follow these steps:

- From the menu, select Accounting > Companies > Companies. The Companies Configuration page displays.
- Click the Edit icon next to the Owner/ Stockholder with Unavailable Inventories. A multi-tab page displays.

- 7) Select the appropriate values in the other columns as appropriate.
- 8) Click the **green check** icon to confirm your changes, and then click **OK** to save. Repeat these steps for each Owner/Stockholder with allocations that need to be converted to in-season products.

Allocations Configuration			
Туре:	Allocation Group:	Company:	
Owner	✓ Allocation Group 01	✓ {AII}	
Add Show 10	•		_
Edit Company	Hierarchy Effective Date	Expiration Date Group	Delete
ChadOwner/Stockholder	r ChadManager 06/21/22	07/22/30 Allocation Grou	p 01 🗢
Allocation Configuration	V		
Company: ChadOwner/Stock	kholder 🗸 Hierarchy:	ChadOwner/Stockholder	~
Allocation Group: Allocation Group (01 • Effective Date:	06 / 21 / 22 🗊	Refresh
Load Warning: 0 %	Expiration Date:	07 / 22 / 30 🗊	
Load Denial: 100 %	Last Allocation Reset Date:	07/21/22	Reset
Line Items:	Contract Number:		
Edit Type ID Product ChadSummerBlend	Limit Loaded Next Peri 10,000 0 0 Mor 1	iod Multiple Method Reset Date	Delete
Add			



- 3) Select the **Owner/Stockholder** tab. The table shows Unavailable Inventories.
- 4) Click the **Edit** icon next to the *out-of-season product* you want modify.
- 5) In the *Product ID* column, select the **in-season product**.
- 6) Click the green check click to confirm your changes, and then click OK to save. Repeat these steps for each Owner/Stockholder with Unavailable Inventories that need to be converted to in-season products.

Perform a Reboot and Verify Changes at the Load Rack

You must perform a reboot so that your changes are loaded on the Accuload.

 After performing all your seasonal changeover updates, log off FuelsManager and perform a reboot. This processes the Blend code changes to show on the Accuload.

Lock and Check Inhibit Accounting for Out-of-Season Products

After completing the next routine End of Day (EOD), out-of-season products that will <u>not</u> be sold for this season should be locked out and prevented from rolling up totals into Accounting (Ledger).

Follow these steps to Lock out products and Inhibit Accounting:

- From the menu, select Assets > Products > Products. The Products Configuration page displays.
- 2) Click the **Edit** icon next to the *out-of-season* product you want to modify.
- 3) On the *General* tab, <u>check</u> the following:
 - Inhibit Accounting check to prohibit roll up of transaction totals into Accounting (Ledger).
 - Locked Out check to prevent users from selecting this product on the handheld, as well as prohibit loading at the Load Rack station.
- 4) Click **OK** to save your changes.

Perform the above steps for each of the out-of-season products.

The out-of-season products are no longer available at the Load Rack after the changeover is complete, and should be left unlocked until the next End of Day is performed so that it will be properly closed out.

General	Equipment	Contacts	Owner	Groups	User Data	Notes	
navailable Ir	nventories:						
dit P	roduct ID				Gross	Net	Delete
	hadSummerBlend				500.00	500.00	0
				1			
Add							

- 2) Start loading at the Load Rack and verify on the first load that the items listed below now show the in-season changes you recently made:
 - BOL product codes
 - Product descriptions
 - Gravity values
 - DOT footnote messages

Products Configu	uration						
Туре:		Find String:					
{AII}	~	CHAD		[Find	Show All	Show Hidden 🗌
Add	Show 10 🗸	J					
Edit Product	ID	Product Cod	e Description	Type \	apor Recovery	/ Delete	
ChadSur	nmerBlend	02	SummerBlend	Blend		•	
ChadWin	terBlend	01	WinterBlend	Blend		0	
Add							
General Blend Product ID: " Product Code: Description: Type: Octane:	Units ChadWinterBlend 01 WinterBlend Blend 0.00	Authorized Customers	Volume Correction Alarmi PIDX Code: PIDX Family Code Contamination Pr Tracking Product Reid Vapor Press	s Messages e: rompt Load Rack T : ure:	Graphics	User Data	
Load Rack Display Text:			Price:		0.00		
Tax Code:			Product Classific	ation:	None		Ground
Variance Tolerance: *	0 %		Dielectric Toleran	ice:	0	%	
Vapor Recovery			Load By Weight				
Hazardous Material 🗌			Inhibit Accountin	g 🗹			
Hidden 🗌		_	Automatic Closed	out 🗆			
Locked Out Date:	7/21/2022		Locked Out 🗹				
Locked Out Reason:							
		* De	hotes Required Field	New	ОК	Cancel	