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.
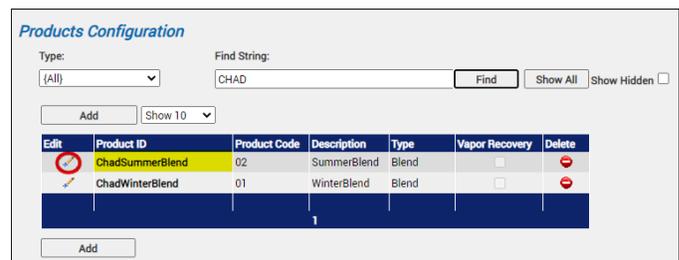

The example procedures below show a seasonal changeover from Winter to Summer. Winter Blend products are going out-of-season and can no longer be loaded at the Load Rack, while Summer Blend products are going in-season and may be loaded at the Load Rack.

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❶ 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:

1) From the menu, select **Assets > Products > Products.** The Product Configuration page displays.

2) Click the **Edit** ✎ icon next to the *in-season product* you want to modify.

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.

❷ 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:
1) 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.
5) 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.
11) 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).

❸ 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:

1) 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.
4) For today's date (7/14) click on **N/A** on the Physical Inventory column. The Accounting page displays.
5) 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.

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.
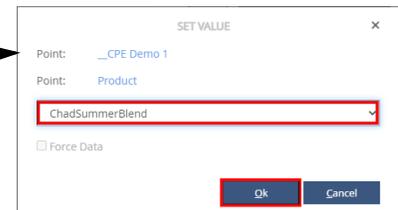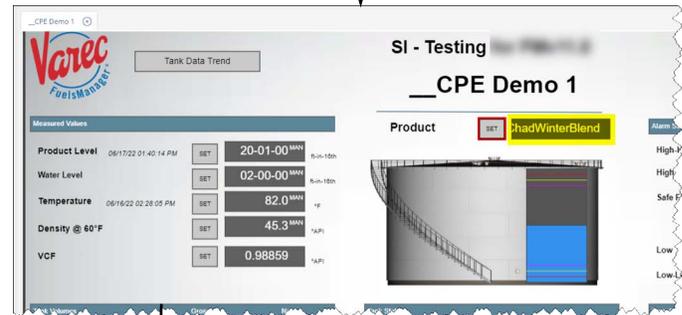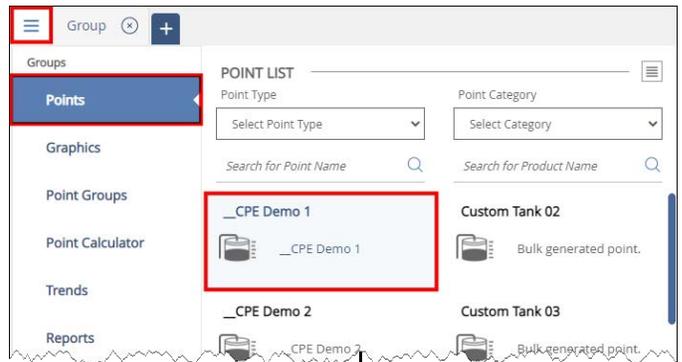

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❹ Change Tank Product Assignments to In-Season Products in Operate (if required)

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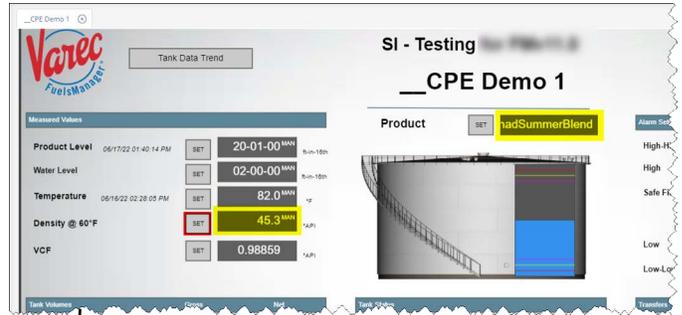
Follow the steps below:

1) From the menu, select **Operations > Inventory Management > Operate**. The Operate page displays.

2) 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.

4) Click **Set** next to *Product* at the top of the page. A dialog displays.

5) 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.

7) 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.
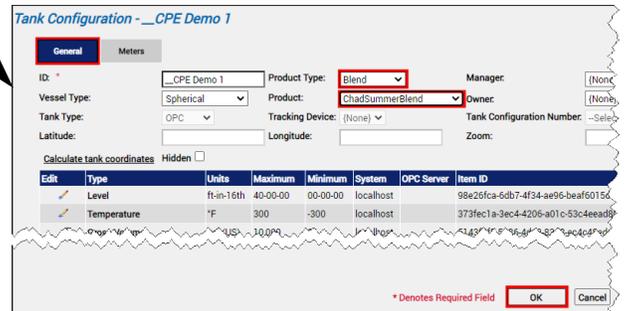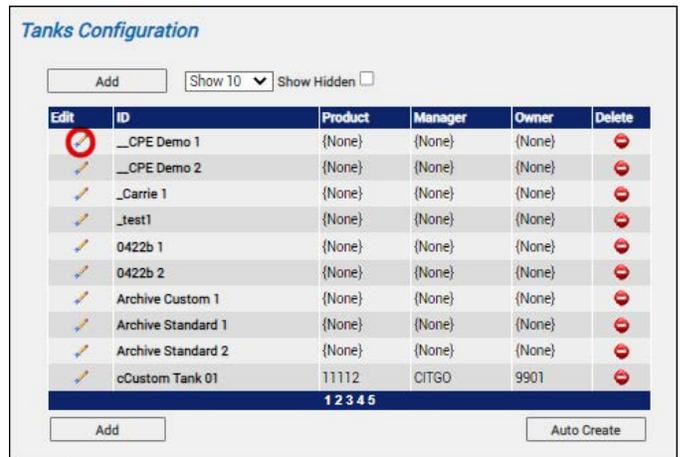

❺ Change Tank Product Assignments to In-Season Products in Tanks Configuration

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

Follow the steps below:

1) From the menu, select **Assets > Equipment > Tanks**. The Tanks Configuration page displays.

2) Click the **Edit** 🖉 icon next to the Tank you want to modify. A multi-tab page displays.

3) On the *General* tab, select the **Product Type** of the in-season product you want to assign (if needed).

4) 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.

❻ 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:

1) From the menu, select **Operations > Load Rack > Stations**. The Stations Configuration page displays.

2) 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.

4) 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 the **Edit** ✏ 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.

8) Click the **green check** ✅ 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)

13) Click the **Edit** ✏ icon next to the *Blend Percentage*. (optional) The OPC Connection Configuration dialog displays.
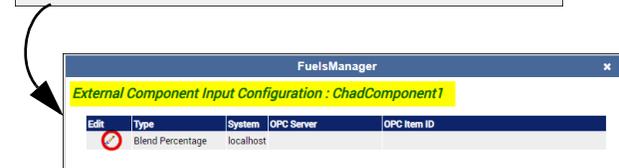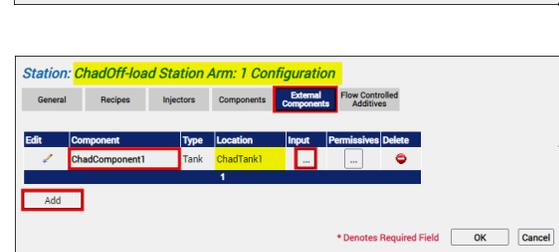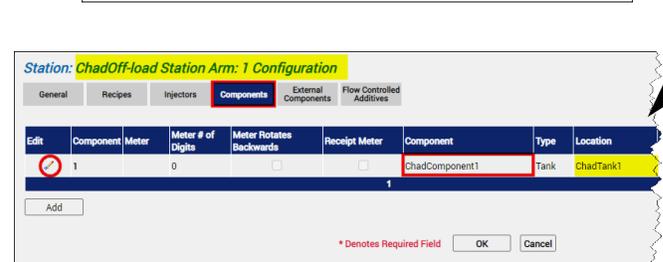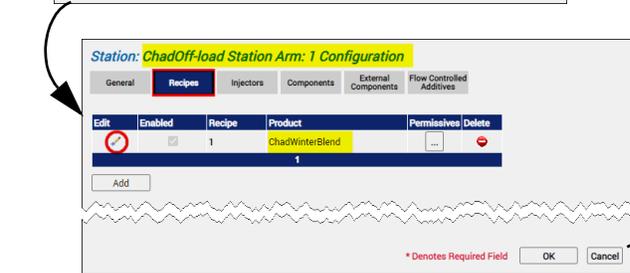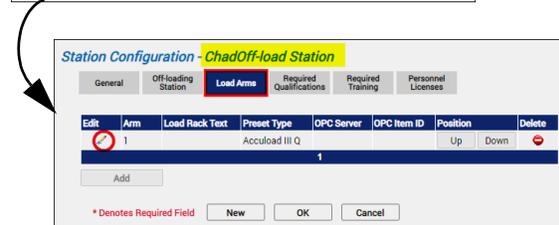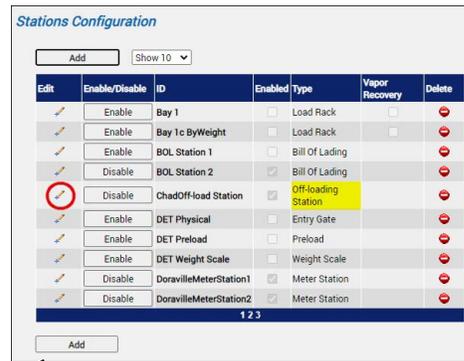
14) Select the **OPC Server** you need to connect to.
15) Select **VT_12**, and then click **OK** to confirm your changes.

   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.
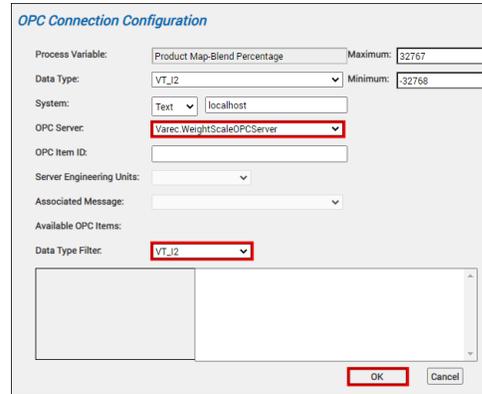

❼ Verify the Location for Each Station and Load Arm Assignment

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:

1) From the menu, select **Operations > Load Rack > Tank Assignment**. The Tank Assignment Configuration page displays.
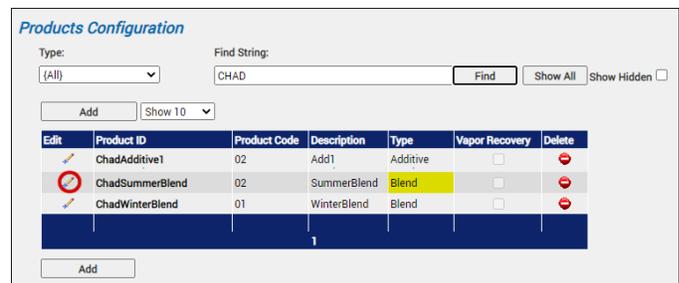2) Verify that the Tank **Location** is correct for each Station and Arm combination. Edit as necessary.
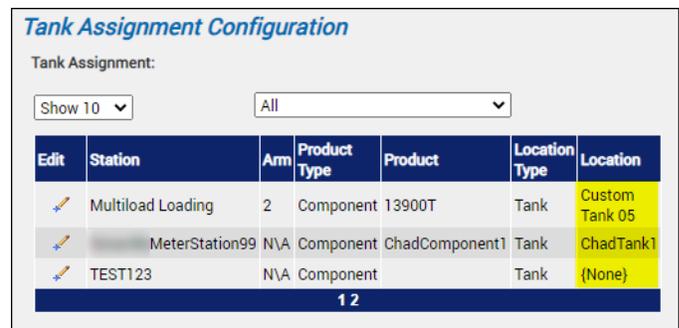
❽ Verify Blends are Configured with In-Season Products

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:

1) 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.
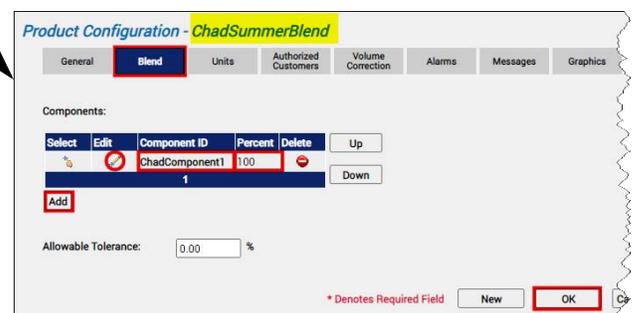
6) Enter the correct **percentage value** in the *Percent* column.

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.

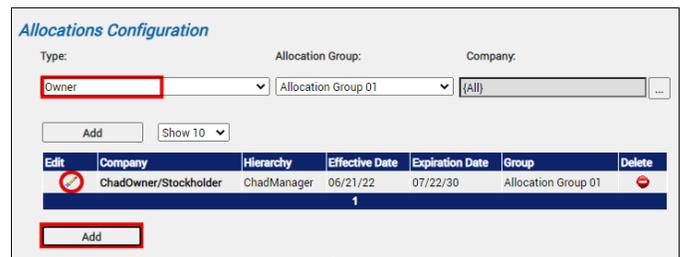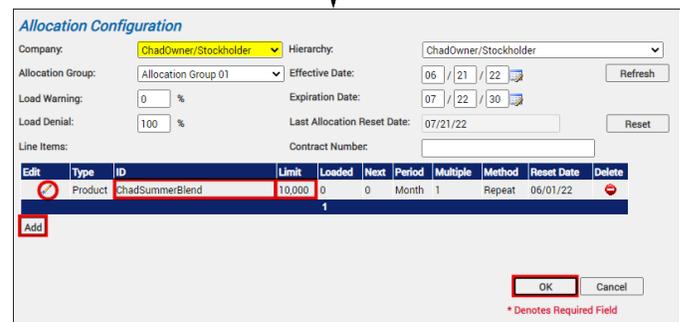## ❾ Populate Stockholder Allocation with In-Season Products and Volumes (if required)

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:

1) From the menu, select **Operations > Load Rack > Allocations**. The Allocations Configuration page displays.
2) 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** 🖊 icon next to the Allocation you want to modify.
5) In the *ID* column, select the **in-season product**.
6) Enter the allocation **Limit**.

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.

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❿ 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:

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

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** ✅ icon 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.
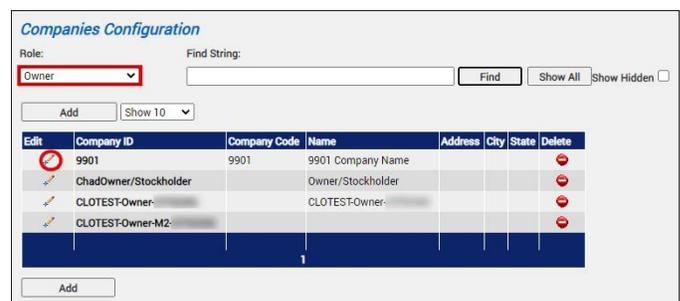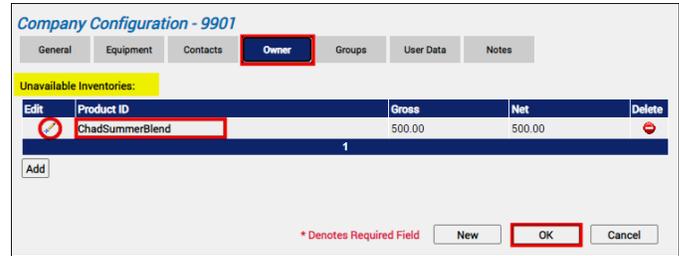
⑪ Perform a Reboot and Verify Changes at the Load Rack

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

1) 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.

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**

⑫ 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:

1) 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.