



INSTRUCTIONS FOR COMPLETING INVENTORY RECORDS

1. Click on the web link to bring the respective spreadsheet into view on your monitor.
2. On the menu bar click File and a drop down box appears, click on **SAVE AS**. A box will appear and asks you to select the file where you want to save the spreadsheet. Save into your PC directory or to a CD. Type in a file name: for example, March 2004. Click on **SAVE**. Notice the heading on top of page now should read the name you saved it to, example, March 2004.
3. Open the spreadsheet. Some of the spreadsheets are in a twelve month workbook format. This will be designated by individual twelve month tabs at the bottom of the spreadsheet. Click on the month you will be using. The spreadsheet shows the date in the first column. Click on the first date cell and enter new date, example 3/01/04. The other dates will be automatically change for you.

Note: Do not enter any numbers into a cell that is shaded or a pop up message prompts you not to enter into the cell.

4. Enter in first cell, "Beginning Inventory Gallons" from ATG tank monitor or physical stick reading. Use gross gallons only from ATG tank monitor. These gallons are the "End Inventory" column from the previous month. This is the only time you enter gallons in this column, the remainder of the column is calculated.
5. Enter in "Receipt Deliveries" column gallons received that day per product, if any.
6. Enter in appropriate "Product Sales" column gallons pumped for that day.
7. At the end of day or the next morning (its best to routinely do this at the same time every day) enter in "End Inventory" column the ATG tank monitor (Gallons) or Physical Stick Reading (Inches / Gallons). This number will automatically transfer to the "Beginning Inventory" column gallons in shaded area for the next day.

Note: All shaded areas are automatically calculated so don't enter into these.

8. After entering information or anytime you exit, click the "Save" file button. File Name should be the month you are working in, for example, March 2004.
9. The end of the month will automatically compute the leak test. Call your Commerce Retail Petroleum Inspector if it is a "Fail" or if you have any problems with the program.

INSTRUCTIONS FOR COMPLETING BLENDER SYSTEM

1. Tank One: Enter in first cell, "Beginning Inventory Gallons" from ATG tank monitor or physical stick reading. Use gross gallons only from ATG tank monitor. These gallons are the "End Inventory" column from the previous month. This is the only time entering gallons in this column the rest of the column is automatically calculated.
2. Enter in any "Receipt Deliveries" column gallons received that day per product, if any.
3. Enter in appropriate "Product Sales" column gallons pumped for that day.
4. The second to last column named "Midgrade Total Sales" is where you enter total sales of midgrade in gallons for that day. It will automatically calculate a percentage of 65% unleaded and add this to total sales of unleaded for that day. It also automatically calculates 35% on premium, tank two and adds this to total sales of premium.

Note- How to Change Blend Ratio: 65% unleaded and 35% premium is the most common blend ratio. If blend ratio is different you will need to change it. Click on first shaded sell for the month, "Midgrade 65% Sub from Beginning Book", last column. At the top of the page you will see the formula = .65*J9. Delete only the two numbers (65) and enter appropriate blend ratio and click enter.

Click back on first cell and click "Copy." Highlight all cells remaining in that column and click paste. This will change the formula in all the other cells. Repeat this step for tank two premium tanks.

5. At the end of day or the next morning (its best to routinely do this at the same time every day) enter in "End Inventory" column the ATG tank monitor (Gallons) or Physical Stick Reading (Inches / Gallons). This number will automatically transfer to the "Beginning Inventory" column gallons in shaded area for the next day.

Note: All shaded areas are automatically calculated so don't enter into these.

6. After entering information or anytime you exit click on the "Save" file button. File Name should be the month you are working in, for example, March 2004.
7. The end of the month it will automatically compute the leak test. Call your Commerce Retail Petroleum Inspector if it is a "Fail" or if you have any problems with the program