

INSTRUCTIONS FOR INVENTORY RECORDS

Here are Excel spreadsheets for 1, 2, 3 and 4 tank systems. Choose from: .5% IC & TT; Inventory Verification. Select the tank system that works for you. Keep this file as a blank spreadsheet to be used for future use.

1. On the menu bar click File and a drop down box appears, click on **SAVE AS**. A box will appear and asks you where to save in. Save into documents in C: drive or to a CD or Flash drive. It generally works best to create a new folder on your desk top as "Inventory Control or Inventory Verification." Type in a file name, example, Fuel Inventory 2009. Click on **SAVE**. Heading on top of page should now read the name you saved it to, example, Fuel Inventory 2009.
2. Open spreadsheet. There are twelve months at the bottom. Click on the month you will be using. At the beginning of each spreadsheet, column A, click on the first date cell and enter new date, example 1/01/09, 2/1/09. For each month the first date must be entered in and the consecutive dates are automatic.

Note: Do not type into any shaded areas! Shaded cells have a pop-up message that prompts not to type into that cell. These cells are not protected and the formula could be deleted or changed if you type into this area.

3. **Instructions when starting Inventory on January 1st:** Enter in blank cell column B, "Beginning Inventory Gallons" from ATG tank monitor or physical stick reading from December 31 of previous year. Use gross gallons only from ATG tank monitor. This is the only time an entry is made into column B. Last day of month inventory entered into column G will automatically go to beginning of next month.
 - A. In column C, enter in appropriate "Product Sales" in gallons pumped/sold for that day.
 - B. In column D enter in any "Receipt Deliveries" in gallons received that day per product, if any.
 - C. Enter in "End Inventory" column G; gallons from the ATG tank monitor or Physical Stick Reading/Gallons (inches column is only required when measurements are done with gauging stick). This number will automatically transfer to the "Beginning Inventory" column gallons in shaded area for the next day. It is best to enter numbers into column C, D and G the same time either at the end of each day or the next morning.
4. **Instructions for starting during a month other than January:** In first day of shaded column B, "Beginning Inventory Gallons", enter in gross gallons from monitor or stick from end of previous month for that tank. **Warning: This is the only shaded cell that can be entered into!** This will give you a starting point for the month. Use instructions A, B and C above to continue. If starting in the middle of a month enter gross gallons into column G. The accumulative will be off for the rest of the month however daily over/short will be correct starting the next day.
5. After entering information or anytime you exit save file. File Name should be the month you are working in, for example, Fuel Inventory 2009.
6. The end of the month will automatically compute the leak test when using .5% Inventory Control. It is important to investigate any "Fail" for the month. If two months in a row "Fail" an investigation should be done to determine cause. A tightness should be done on tanks and tank/s and product line/s if a leak is suspected. When using Inventory Verification any suspected loss trend each month should be suspect of a leak and a tightness test done on tank/s and product line/s.

If you are having problems with the program contact your petroleum/tank inspector for your area.