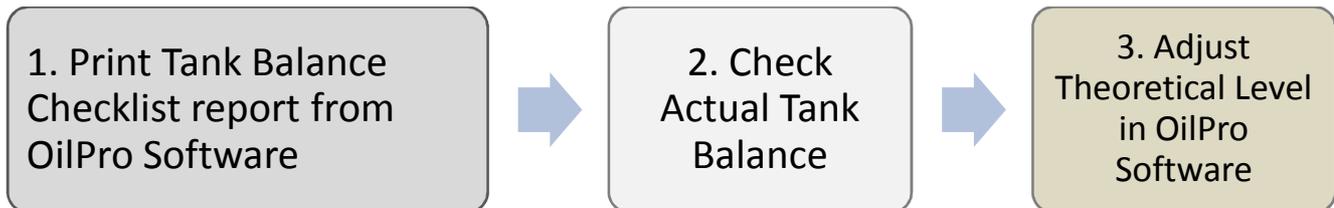


Adjusting the Theoretical Tank Balance to correspond with the Actual Tank Balance

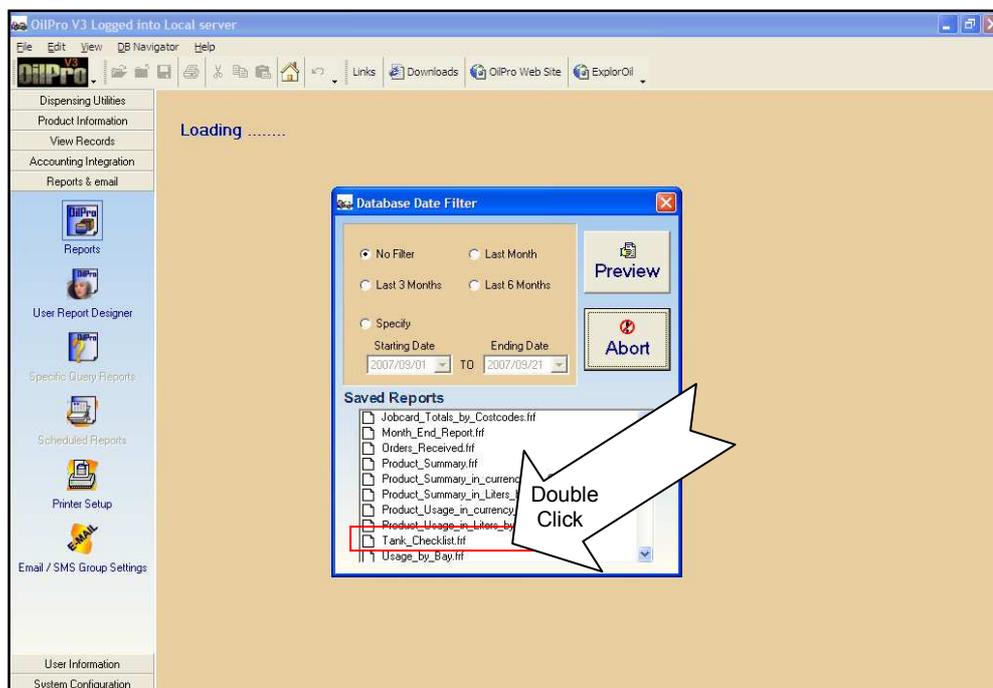
PLEASE NOTE: Any tank balance adjustment must be done either at the start of the working day before dispensing has started, or preferably at the end of the working day after all dispensing has taken place. If there is a time lapse between printing the report and checking the actual levels then there will be a substantial discrepancy and the adjustment will not be correct. *The Tank Balance Checklist will show you the theoretical tank levels as they currently reflect on the OilPro Software and has a space where the actual physical levels can be recorded. (Step 2)*

Steps to follow:



Step 1: Print the Tank Balance Checklist

- 1.1 In the OilPro Software, click on **"Reports & email"**. [Menu on left-hand side]
- 1.2 Click on **"Reports"**. [Button in left-hand side menu]
- 1.3 The **Database Date Filter** selection box appears with a list of Standard Saved Reports - *double click* on: **"Tank_Checklist.frf"**
- 1.4 Print this Tank Balance Checklist. (Click on the Printer icon and follow instructions)



Example of the Tank Balance Checklist Report



Oilpro V3 Tank Balance Checklist

Product Name	Product Name	Theoretical Balance	Probe Balance	Value at Cost	Physical Level
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Product : Deo MX15W40

Deo MX15W40	1	1699.9	0	29884.24	
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Product : SAE 85W90

SAE 85W90	2	1858.4	0	30440.59	
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Product : GX 80W

GX 80W	3	1842	0	35253.67	
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Product : S 20W50

S 20W50	4	1227	0	79755.00	
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Product : Used Oil

Used Oil	12	1000.1	0	0.00	
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Date : 2008/07/10

Time : 11:34:28
AM

Checked By : Full Name

Signature

Step 2: Check the Actual Tank Level

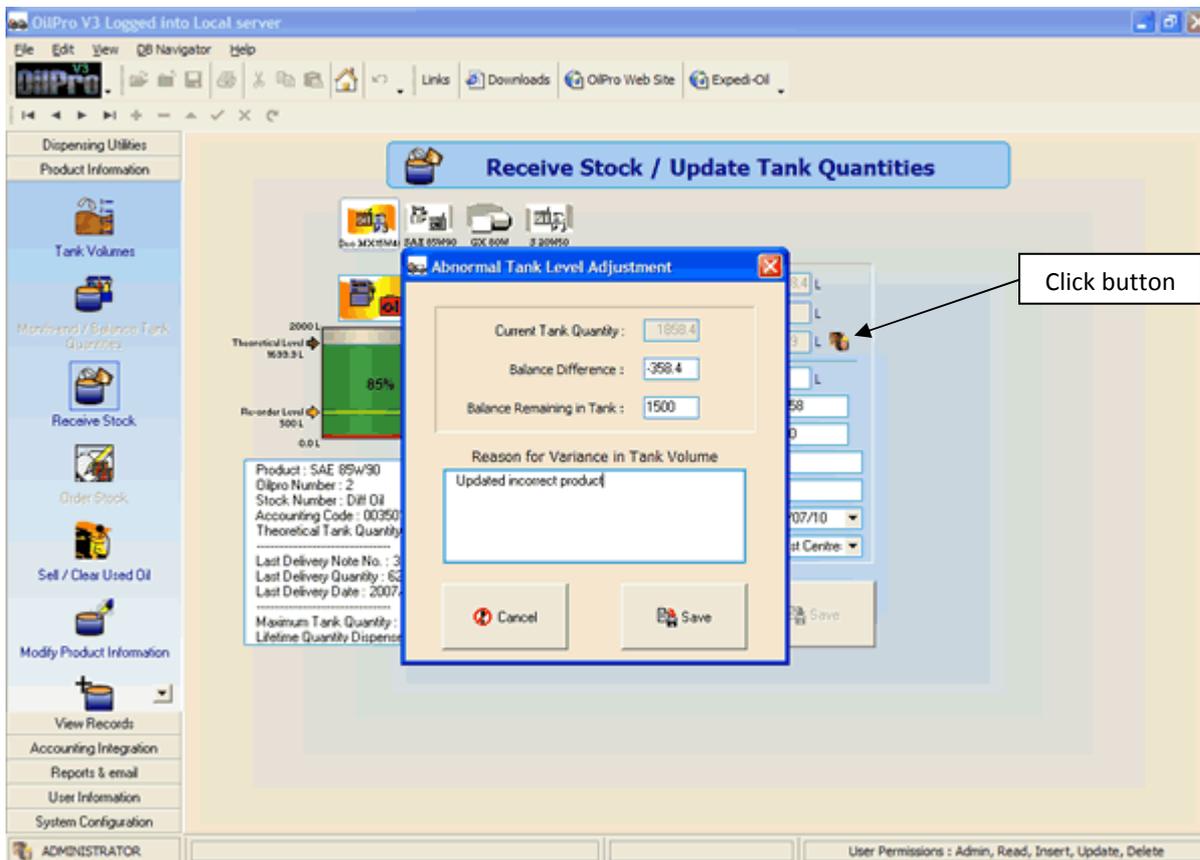
2.1 Check the Actual Physical Level of the bulk oil and make a note of it in the space provided on the Tank Balance Checklist Report.

Step 3: Adjust the Theoretical Tank Level to correspond with the Actual Tank Level

3.1 Click on **Receive Stock** [Under Product Information Menu]

3.2 Make sure the correct tank is selected

3.3 Click on the Face Button next to the Balance Remaining in Tank field. [Only available to Users with Admin rights]



- 3.4 Tab through to the Balance Remaining in Tank field and enter the Actual Level. [The Balance Difference will automatically be entered.]
- 3.5 Enter the reason for the difference
- 3.6 Click on Save
- 3.7 Click on Save on the Receive Stock screen as well.
- 3.8 **NOTE:** For positive adjustments enter your name in the Order Number field before Save will become available.