

Running your very first End of Day on your ADBM software

When running your first End of Day we suggest you give us a call a few days ahead of time so that we can schedule a time to come out and work with you in setting up your software. Call Data Makers, Inc. at (920)788-4225 to schedule a meeting with us. After reading the following directions you may feel comfortable in setting up your software to run your initial End of Day by yourself.

1) Getting your software ready to run your first End of Day.

- a) Running your first End of Day:
 - i) Retrieve your **ending gallon inventory** for each of the fuel tanks from the day before your “ADBM EOD Begin Date”.
 - ii) Go into your ‘EOD Gas’ View.
 - (1) Go to the Main Toolbar and click the Add Button. Type the date in and everything should show up.

The screenshot shows a software window titled "Add: EODGAS All fields" with a "Tank Monitor" tab. A date field is set to "07-18-2008". The main area is a grid with columns for different departments (104, 105, 9998, 101, 103, 102, 9998, 9998, 9998) and rows for various fuel products and metrics. Callouts point to "Dept Names" and "Dept #'s".

	104	105	9998	101	103	102	9998	9998	9998
Fuel Product Name	DIESEL	E85	MANUAL FUEL D	REG-UNLEAD	PREMIUM	MID-GRADE	MANUAL FUEL D	MANUAL FUEL D	MANUAL FUEL D
Sales Product Gallon	1.000	.000	.000	.000	.000	.000	.000	.000	.000
Adjust Product Gallon	.000	.000	.000	.000	.000	.000	.000	.000	.000
Total Sales Gallon	.000	.000	.000	.000	.000	.000	.000	.000	.000
Sales Product Dollar	.00	.00	.00	.00	.00	.00	.00	.00	.00
Adjust Product Dollar	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Sales Dollar	.00	.00	.00	.00	.00	.00	.00	.00	.00
Price Per Unit	.000	.000	.000	.000	.000	.000	.000	.000	.000
ManualDisc	0.00	.00	.00	.00	.00	.00	.00	.00	.00
First Blend Tank	1	2	1	4	5	4	4	4	4
First Blend Tank %	1.000	1.000	1.000	1.000	1.000	.670	.570	.470	.370
Second Blend Tank	0	0	0	0	0	5	5	5	5
Second Blend Tank %	.000	.000	.000	.000	.000	.330	.430	.530	.630

- iii) Go into Add Mode and create a new record that's the day before your “ADBM EOD Begin Date”.

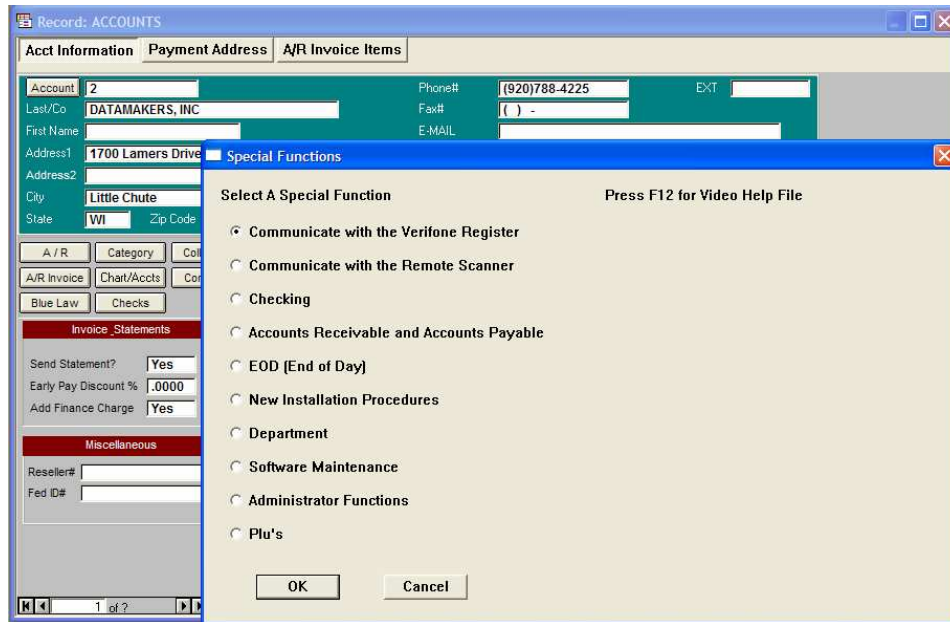
(1) The Gas Department numbers and names are brought into the view.

Tanks		Product		Tank Monitor				
DATE		00-00-0000				ReCalculate EODGAS		
Tank#	1	2	3	4	5	6	7	8
Tank Name	DIESEL	E85	tank03	UNL	PREM	tank06	tank07	tank08
Tank Opening Gallon	.000	.000	.000	.000	.000	.000	.000	.000
Tank Sales by Volume								
Tank Sales Gallon	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Tank Adjust Gallon	.000	.000	.000	.000	.000	.000	.000	.000
Tank Total Gallon	.000	.000	.000	.000	.000	.000	.000	.000
Tank Delivery	.000	.000	.000	.000	.000	.000	.000	.000
Tank Ending Gallon	.00	.00	.00	.00	.00	.00	.00	.00
Tank Water Gallon	.00	.00	.00	.00	.00	.00	.00	.00
Calculated Inventory	.000	.000	.000	.000	.000	.000	.000	.000
Today +/-	.000	.000	.000	.000	.000	.000	.000	.000
Manual Tank Charts								
Tank Chart Number	0	0	0	0	0	0	0	0
Tank Chart Inches	.000	.000	.000	.000	.000	.000	.000	.000
Tank Sales by Dollar								
Tank Sales Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tank Dollar Adjust	.00	.00	.00	.00	.00	.00	.00	.00
Tank Dollar Total	.00	.00	.00	.00	.00	.00	.00	.00
Stop Using This Tank	N	N	N	N	N	N	N	N

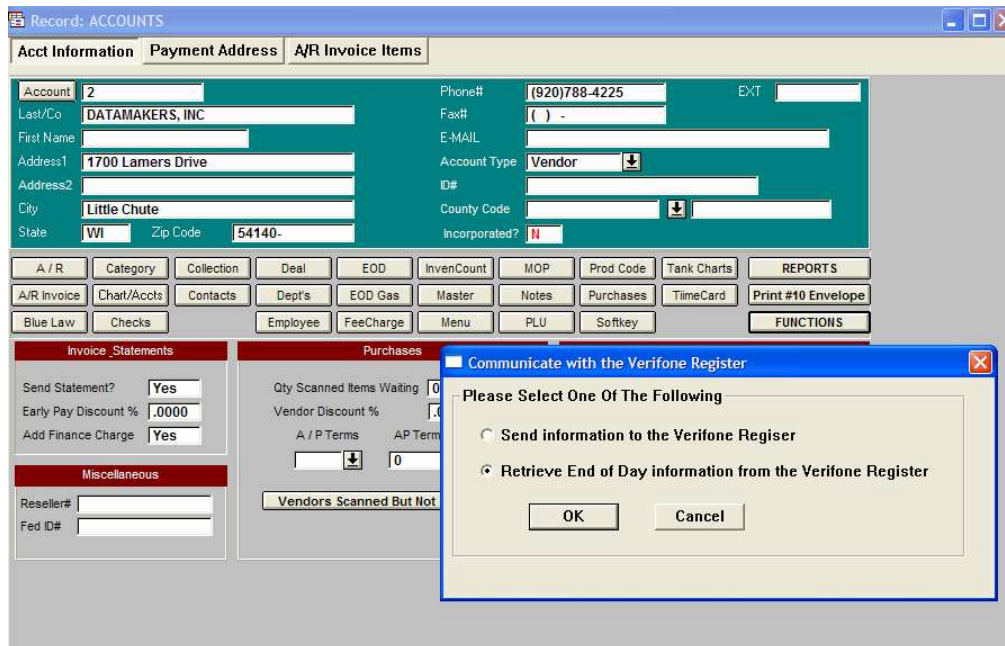
- (i) Fill in the green section for all of your tanks.
1. If you had a delivery that day, then enter how many gallons they delivered into 'Tank Delivery'.
 2. Enter the Ending number of gallons for each tank in the 'Tank Ending Gallon' field.
 3. Enter how many gallons are in each tank in the 'Tank Water Gallon' field.

2) **Retrieving the End of Day Ruby Totals for Yesterday.**

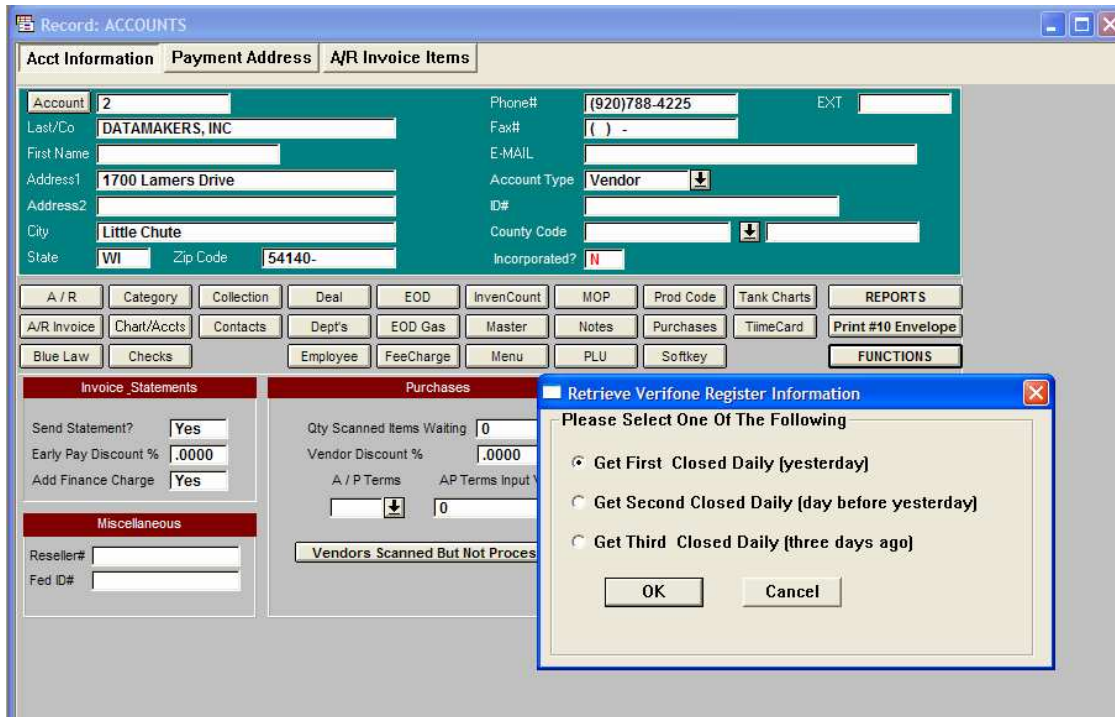
- a) Click on the 'FUNCTIONS' Button



- b) Select "Communicate with the Verifone Register" then click on the "OK" button.



Click on "Retrieve End of Day Information from the Verifone Register" then click the 'OK' button.



- c) Select, "Get first Closed Daily [yesterday]".
 - i) Click "OK" button.
 - ii) The computer will communicate with the Verifone Register and retrieve yesterday's totals.
 - (1) Go into the 'EOD' View.
 - (2) Click on the record from yesterday.
 - (3) Click on the 'Record' button.
 - (a) In the lower right corner Click the "Eod Gas" button
 - (b) Enter in the Tank Delivery, Tank Ending Gallon, and Tank Water Gallon for all of the fuel tanks for this day.
 - (i) These fields are in the green section.
 - (ii) Fill in the Ending Inventory field with the gross gallons from your tank gauge reading
 - (iii) Enter any deliveries you received
 - (iv) Enter any Adjustments.
 - (v) Enter the Gallons of water (not inches)
 - (vi) SAVE

3) **Adding your first End of Day record. – Adding in your money totals.**

- a) There 2 steps to adding your End of Day (EOD).
 - i) First is End of Day Gas or (EOD Gas).
 - ii) Second is End of Day or (EOD). The EOD is where you need to count your money for the day and enter it into the EOD View.
- b) EOD
 - i) Go to the main ACCOUNTS View and click on the 'EOD' Button.
 - ii) Click on the 1st record dated for yesterday.
 - iii) Click on the Record button.
 - iv) Click on your Edit button to.
- c) Method of Payment
 - i) After bringing in your EOD from the ruby, you will have to enter in the amount that each Method of Payment received.
 - ii) If you open your EOD and the Method of Payment box is empty, click on the defaults button and it will bring up the methods you used the day before.
 - iii) You then can type in the amount from each Method of Payment.
 - iv) If there is a method of payment that you don't have but you want to have, click on the 'Add Mop' button. Fill in all the fields, click SAVE.

- d) If you had a drive off, Click on the 'Drive Off' button.

Other Payouts	.00
PAY IN	.00
PAY OUT	.00
Drive Off	.00

- e) Put it into add mode.

- f) Fill out this box. The amount of the drive off has to be a **positive** number.
- g) Click the 'Save' button.

'Add Mop'

Default Button

Long/Short Number

- i) If you want to change the order of your payments, click on the right arrow under the MOPs until you get to the end.
 - i. To change the order, click on any of the numbers and type in a new one. The numbers will be sorted in numerical order.

Add Mop	Method of Payment	Defaults
	Description	Sort Number
	Cash	1
	Checks	2
	House Charges	5
	Lottery	6
	Coupons	7
	Debit Cards	8
	Credit Cards	20
	gift card	21

- (1) Retrieve your End of Day collection slips for the day before yesterday.
 - (a) Enter in the total amount of money received in each of the collection types.
 - (b) The computer will show what the Ruby says you should have for total sales after entering the money received you will get an over/short for the day at the bottom of the screen
 - (c) 'Total Cost of Items for Use Tax'. In this field you would enter the total cost of items you used for the day that needs to get counted for Use Tax.
 - (d) Save the Record.

Running your EOD

- 1) **Close out your day on the Ruby.**
- 2) **Click on the 'FUNCTIONS' button.**
 - a) Select "Communicate with Verifone Register".
 - b) Select "Retrieve End of Day Information from Verifone Register"
 - c) Select "Get First Closed Daily [yesterday]".
 - d) Wait for your computer to retrieve Ruby totals for your EOD.
- 3) **Go into your EOD Gas View**
 - a) Select yesterday's record.
 - i) Put it in Record Mode.
 - ii) Put it in Edit Mode.
 - (a) Enter in Delivery, Tank Ending Gallon, and Tank Water Gallon for all of the fuel tanks for that day.
 - (b) Save this record.
- 4) **Go into your EOD View.**
 - a) Select yesterday's record.
 - i) Put it in Record Mode
 - ii) Put this record in Edit Mode.
 - (a) Enter in the total amount of money received in each of the collection types.
 - (b) The computer will show what the Ruby says you should have for total sales and then after you enter in your actual money received you will get an over/short for the day at the bottom of your screen.
 - (c) Save the record.

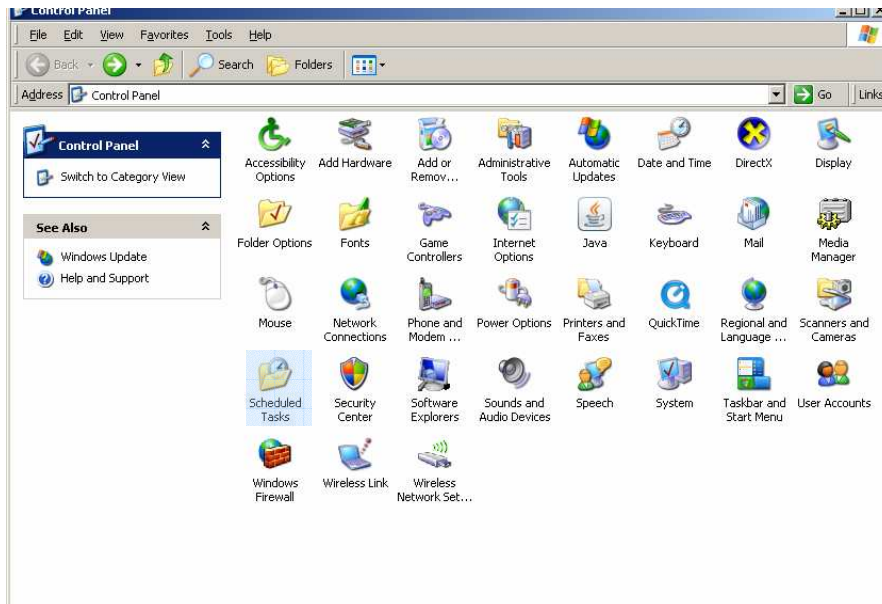
- **EOD – Run Automatic Overnight Retrieval option.**

Instruction on how to setup Automatic End Of Day Retrieval for Datamakers Software.

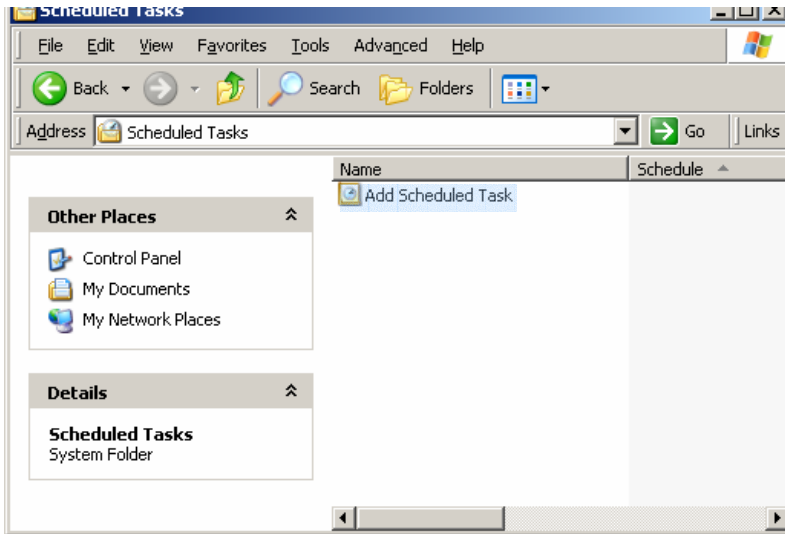
This is now done through Windows “Scheduled Tasks” which is in the Control Panel.

Go to Window Control Panel (Start > Settings > Control Panel) You may have to click on “Switch to Classic View”

Double Click on “Scheduled Tasks”



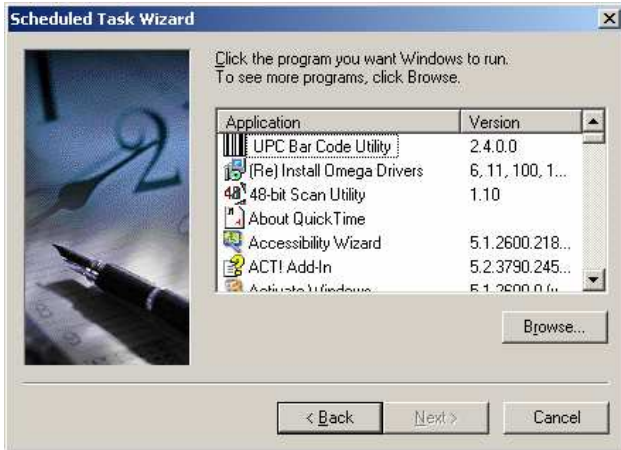
Double Click on Add Scheduled Task



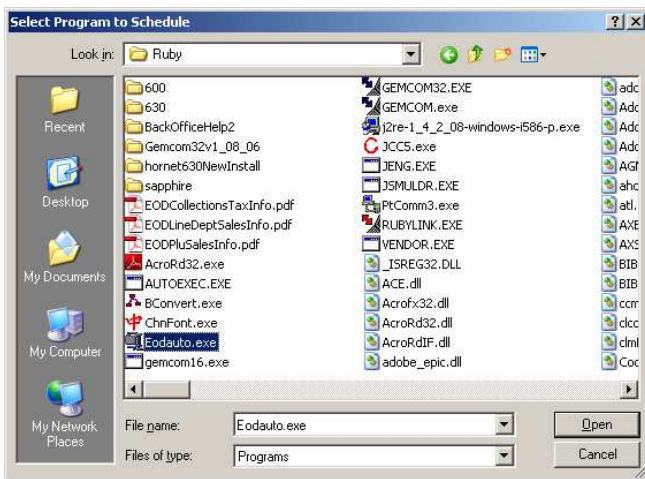
Click Next



Click "Browse"



Go to c:\adbmw\ruby and choose the file “Eodauto.exe” and click Open



Click “Daily” then “Next”



Enter the Time you want the EOD to be retrieved and Click “Next”



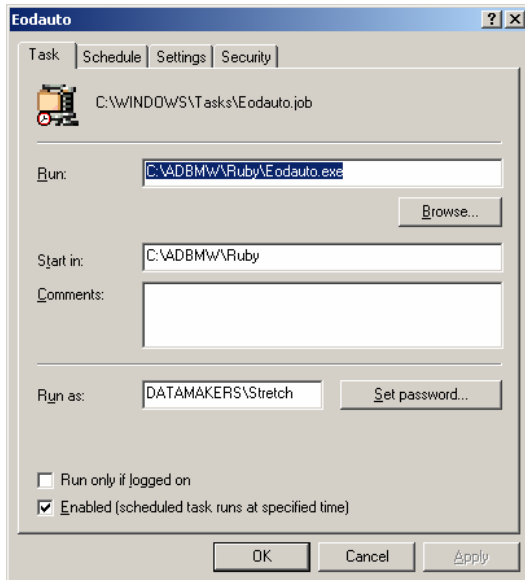
Enter your password and confirm the password and click next



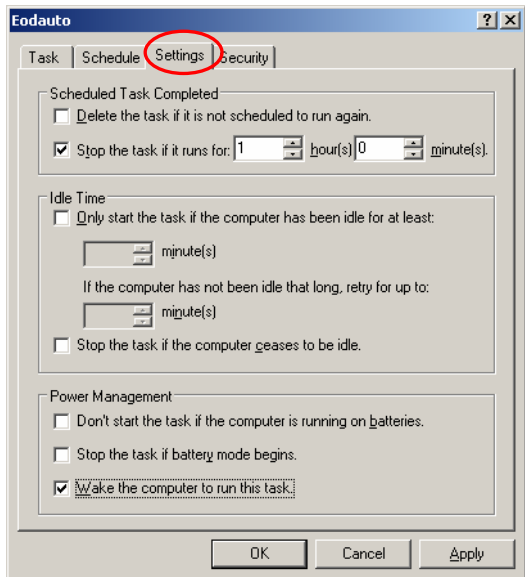
Put a check mark in “Open advanced properties for this task when I click Finish”. Click Finish



Click “Settings”



Make all options look like this and click OK



You Are Finished

Editing or changing a total sales amount for a single department in your End of Day.

1. Click the 'EOD' view button.
2. Find the record that needs to be edited.
3. Click on the date field.
4. Click on the 'Record' button
5. Click on the 'Edit' button.

Edit Record: Eod

DATE: 05-09-2008 Friday

Current Sales Total

Totals		Sales	
Sales	11680.76		
Tax	123.96		
Total	11804.72		

To edit a department amount, double click on the Dept Name field.

DEPT#	DEPT NAME	SALES	Adjustment
0		.00	.00
1	AUTOMOTIVE	4.48	.00
2	BAGGED ICE	22.61	.00
3	CANDY GUM MINTS	70.72	.00
4	CHIPS SNACKS DIP	54.95	.00
5	CIGARETTES	384.92	.00
6	DAIRY	8.84	.00
7	FOUNTAIN SODA-CO	86.83	.00
8	FROZEN	12.96	.00
9	GROCERY	19.31	.00
10	GROCERY HIGH TAX	26.70	.00
11	HEALTH & BEAUTY	13.13	.00
12	HOT FOODS	35.35	.00
13	ICE CREAM	7.56	.00
14	JERKY AND NUTS	22.88	.00
15	LOTTO ONLINE	82.00	.00
16	NEWSPAPERS	6.50	.00
17	GENERAL MERCHAND	11.99	.00
19	SODA	162.25	.00
21	TOBACCO	62.73	.00
22	WATER & JUICES -	19.82	.00
23	WATER & JUICES	13.00	.00

Other Payouts: .00
 PAY IN: 492.56
 PAY OUT: .00
 Drive Off: .00
 Total: 12616.88
 CashDrawerAdjusmnt: .00
 +/-: 812.16

Note: Pay In House acct. #3 Fairview Fire Dept. \$492.56

Buttons: Delete This Record, Delete Multiple Records, Combine/Change Date, Print, Eod Gas

After you double click on the sales total amount for the department that needs to be edited, a new view will be displayed on your screen.

Edit Record: EODLINE Popup

DATE: 05-09-2008 Negative Dept? Location: 0 Fuel Dept?

DEPT# 11 HEALTH & BEAUTY

Make Your Non-Taxable Adjustment Here		Make Your Taxable Adjustment Here		
Sales	13.13	Apply Tax?	Tax Rate	Total Tax Adjustment
NonTax Adjusmnt	.00	Tax 1	<input checked="" type="checkbox"/> .01000	.00
Total Adjust Sales	13.13	Tax 2	<input type="checkbox"/> .06750	.00
		Tax 3	<input type="checkbox"/> .00000	.00
		Tax 4	<input type="checkbox"/> .00000	.00

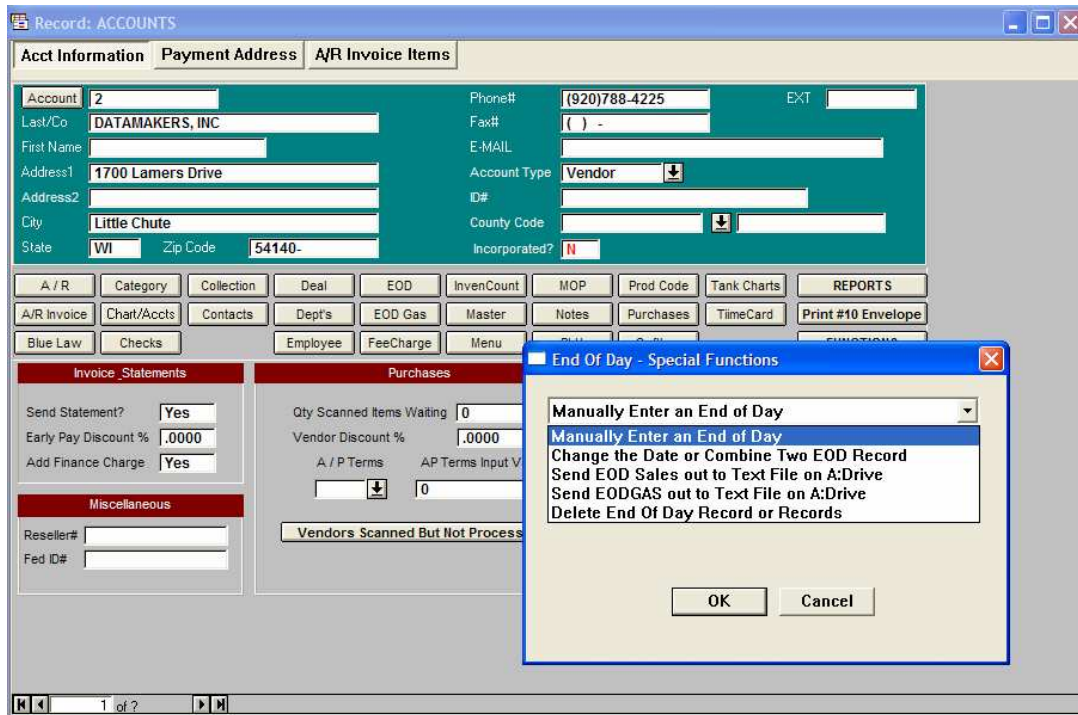
Buttons: Save, CANCEL

When this view is displayed you can ONLY type in the Adjustment amount. Click the Save button. This will return you back out to your End of Day view.

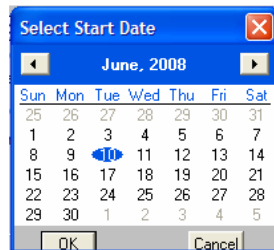
The total sales for all departments will be re-calculated and the total sum will be placed in the field "Sales" on the End of Day.

Manually Entering an End of Day

1. If you were unable to pull the End of Day totals from the Ruby, it is more than two days past, then you need to manually enter in the end of day record.
2. Click on the 'Functions' button.
3. Select 'EOD[End of Day]'
4. Click 'OK'.



1. Select "Manually Enter an End of Day".
2. Click 'OK'.



3. Select the start date.
4. Click 'OK'

5. A manual entry gas view is displayed.

Add: EodGas Manual Entry

DATE: 06-10-2008 Help

Dept#	104	105	9998	101	103	102	9998	9998	9998
Dept Description	DIESEL	E85	MANUAL FUEL D	REG-UNLEAD	PREMIUM	MID-GRADE	MANUAL FUEL D	MANUAL FUEL D	MANUAL FUEL D
Fuel Product#	1	2	3	4	5	6	7	8	9
Fuel Product Name	DIESEL	E85	REG	UNLD	PREM	MID1	MID2	MID3	MID4

	Manual Entry Product Totals					NOT Tank Totals			
Line 1 Gallons	1.000	.000	.000	.000	.000	.000	.000	.000	.000
Line 2 Dollars	.00	.00	.00	.00	.00	.00	.00	.00	.00
Line 3 Manual Discount	0.00	.00	.00	.00	.00	.00	.00	.00	.00

Continue Cancel

6. From the Ruby 'Tier Report' Section fill in the total numbers of gallons sold per product in the "Line 1 Gallons" field.
7. When these are all filled in for each of your products, go up and click on the Save button in the top main toolbar.
 - a. After clicking on the save button a new set of instructions will appear on your screen.

Manually Entering Department Totals

The next step will be to enter each department total.

From your end of day printout, locate the Department section.

You will use the total sales amount from the far right column for each department.

DO NOT enter your fuel department totals. This was done in the previous step

OK Cancel

1. This screen displays instructions for the upcoming view. You will need to locate the Department section on the Ruby printout for this day. Click 'OK'.

Add: EODLINE - Manual Entry

DATE:

Department

Dept Amount Add

Dept#	Name	Amount	Gallons
101	REG-UNLEAD	.00	.00
102	MID-GRADE	.00	.00
103	PREMIUM	.00	.00
104	DIESEL	.00	.00
105	E85	.00	.00
9998	MANUAL FUEL DEPT	.00	.00

1 of 6

Dept Total

Continue Back

1. Insert the Department #

2. Enter the Sales for the Department

3. Click 'Add'

2. Follow the directions in the example.
3. When all the departments are entered, click the 'Continue' button.
4. After clicking the 'Continue' button
5. Enter the Tax for this day. The total tax amount is on the Ruby printout.

Edit Record: EOD Manual Tax Entry

Date Help

Sales Tax		
Rates	Taxable Sales	Sales Tax Collected
<input type="text" value=".01000"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
<input type="text" value=".06750"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
<input type="text" value=".00000"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
<input type="text" value=".00000"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>

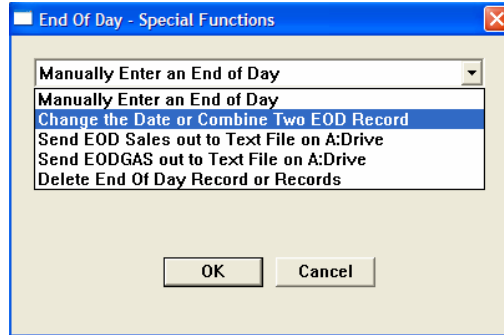
Continue Back

1 of ?

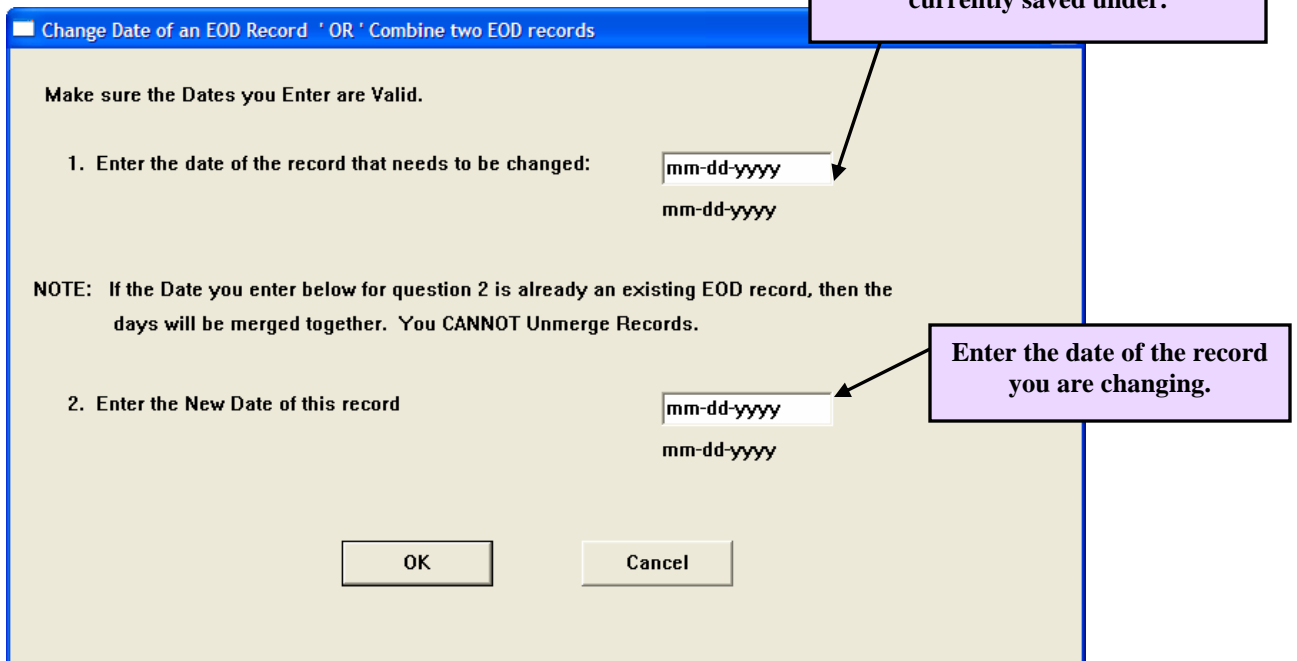
- a. Enter the tax amount in this tax field, this is found on your Ruby Tape for the day, Click 'Continue'. Save.

Changing the Date of an End of Day Record

1. Change the date of an end of day record.
 - a. Click on the 'Functions' button.
 - b. Select "EOD [End of Day]" and then click 'OK'.
 - c. Select "Change the Date or Combine Two EOD Record".
 - d. Click 'OK'.



- e. Your screen should look similar to the diagram below.



Change Date of an EOD Record ' OR ' Combine two EOD records

Make sure the Dates you Enter are Valid.

1. Enter the date of the record that needs to be changed: mm-dd-yyyy
mm-dd-yyyy

NOTE: If the Date you enter below for question 2 is already an existing EOD record, then the days will be merged together. You CANNOT Unmerge Records.

2. Enter the New Date of this record mm-dd-yyyy
mm-dd-yyyy

OK Cancel

Enter the date that this record is currently saved under.

Enter the date of the record you are changing.

2. Click 'OK'.