

# Fuel for Thought

July 15, 2016

Are you taking advantage of the features that the FUEL MANAGER has to offer?  
Here are a few that may save you some time and give you additional information .....

- Maintain product inventory
- Set customers on a route and print delivery reports and/or tickets
- Print invoices and/or receipts during posting
- Have multiple operators posting batches at the same time and for multiple dates
- Set multiple sale prices for each product
- Designate different customer account types to allow report printing by these types
- Designate different tank types to allow report printing by these types
- Print delivery tickets on demand
- Print history report to show customer's last purchase and last delivery date
- Set tax code for each customer (will override tax code set with product)
- Print short accounts receivable report with customer name, account number, phone number, and account balance to aid with collections
- Print monthly sales and payment report any time (not just during month end)
- Print Rent Due Report before posting rent to customer accounts in one easy step.
- Set commercial customers as open invoice accounts so that payments can be applied to a specific invoice.
- Print customer mailing labels.
- Email customer invoices, receipts, and statements.

## Reminders

- Don't forget to make a daily and monthly backup of all account receivable files.
- Verify that your month end is complete -  
From the Main Menu, select 6, Inquiry.  
Select Transaction Inquiry, the screen should display no transactions.
- Call toll free 888/FUEL-MGR (888/383-5647) any time for assistance or questions.
- Instead of faxing a question or problem, please scan and email to [fuelmanager@yahoo.com](mailto:fuelmanager@yahoo.com)

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"I want a computer that does what  
I want it to do, not what I tell it to do!"

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Heating season will be here before you know it, call now with questions while it's possibly a little slower in the office. We all know it will get cool again and you'll be real busy before you know it!