

# Fuel for Thought

October 1, 2016

With cooler weather approaching and your office becoming busier, be sure the FUEL MANAGER is working for you!

Here are a few features that may save you some time and give you additional customer information.....

- **Delivery Report** – prints a list of your customers by Route/Driver/Location or Customer Name. (Option D from the Reports Menu)
- **Truck Report** – prints the number of deliveries and gallons made on a Month-To-Date and Year-To-Date basis per truck. It also shows you how much of each type of product has been delivered. (Option 5 from Reports Menu)
- **Customer Sales/Usage Report** – Sales Report shows the Month-To-Date and Year-To-Date sales and the Usage Report shows a customer's usage in gallons. (Option B from Reports Menu)
- **Aged Trial Balance** with Customer Telephone Number – A short report with customer name, balance, and phone number for quick follow-up on delinquent accounts. (Option 2 from A/R Trail Balance)
- **Customer Tank Report** – displays customer tanks by customer name, location, manufacturer, type or serial number. (Option 6 from Reports Menu)

## Reminders

- Don't forget to make a daily and monthly backup of all account receivable files.
- Re-index at least once a week – make it a Monday morning habit. Be sure everyone is out of the Fuel Manager. From the Main Menu, choose 1. Account Maintenance, R. Re-index File Menu, A. Re-index All Files.
- Instead of faxing a question or problem, please scan and email to [fuelmanager@yahoo.com](mailto:fuelmanager@yahoo.com)
- If your year ends in December, be sure when closing the month, you also close the year. (Option B from End of Month Menu, 2. Clear Month-To-Date & Year-To-Date totals)

As always if you have any questions or concerns, feel free to call 888/FUEL-MGR or email me at [fuelmanager@yahoo.com](mailto:fuelmanager@yahoo.com)

In closing, Lessons from Life – borrowed from the Revered A. Purnell Bailey and my dad, Charlie Pattison

A lady bought her eggs and butter from a farmer who had a fine reputation, not only for the quality of his products, but also for his promptness of delivery.

Then, one day when she was having a special occasion, the farmer did not come on his regular delivery. It was the very day that the lady needed the eggs and butter.

On the next delivery, she spoke harshly to the man for the inconvenience he had caused her. At the end of tirade, the farmer tried to explain.

"I'm sorry, lady," he said. "I regret the inconvenience I caused you. But I had the misfortune of burying my mother yesterday."

In one sentence and with the sorrow of his loss showing on his face, he had taught the lady the folly of her impatience. She determined never to speak harshly again to anyone until she fully understood the cause of their delay. She discovered that many times our impatience is mothering more than the expression of our own selfishness.