

TRAFXS Systems

Table of contents

1 Home.....	4
1.1 Solving Data Processing Problems.....	4
1.1.1 Solving Data Processing Problems	4
1.2 TRAFXS Systems - Company Overview.....	4
1.2.1 Company Overview	4
1.3 TRAFXS Systems - Approach.....	5
1.3.1 Our Approach to Solving Data Processing Problems.....	5
2 Products.....	6
2.1 TRAFXS Systems - General Ledger.....	6
2.1.1 General Ledger	7
2.2 TRAFXS Systems - Accounts Payable.....	7
2.2.1 Accounts Payable.....	8
2.3 TRAFXS Systems - System Administration.....	8
2.3.1 System Administration	8
2.4 TRAFXS Systems - Accounts Receivable.....	9
2.4.1 Accounts Receivable.....	9
2.5 TRAFXS Systems - Contract Management.....	10
2.5.1 Contract Management	10
2.6 TRAFXS Systems - Contract History.....	11
2.6.1 Contract History	11
2.7 TRAFXS Systems - Pricing.....	12
2.7.1 Pricing	12
2.8 TRAFXS Systems - Invoicing.....	13
2.8.1 Invoicing	13

2.9 TRAFXS Systems - Exchanges.....	14
2.9.1 Exchanges	14
2.10 TRAFXS Systems - Movement Recording and Processing.....	15
2.10.1 Movement Recording and Processing	15
2.11 TRAFXS Systems - Tax Reporting.....	16
2.11.1 Tax Reporting	16
2.12 TRAFXS Systems - Rebates.....	17
2.12.1 Rebates	17
2.13 TRAFXS Systems - Credit Processing.....	17
2.13.1 Credit Processing	18
2.14 TRAFXS Systems - Ticket Matching.....	18
2.14.1 Ticket Matching	18
2.15 TRAFXS Systems - Financial Report Writer.....	19
2.15.1 Financial Report Writer	19
3 Documentation.....	20
3.1 TRAFXS Systems - General Ledger Documentation.....	20
3.1.1	20
3.1.2	20
3.1.3	20
3.1.4	20
3.1.5	20
3.1.6	21
3.1.7	21
3.1.8	21
3.1.9	21
3.1.10	21
3.1.11	21
3.1.12	21
3.1.13	21

3.1.14	22
4 Whole Site.....	22

1. Home

1.1. Solving Data Processing Problems

1.1.1. Solving Data Processing Problems

1.1.1.1. What is TRAFXS Systems?

TRAFXS Systems is dedicated to the continued development, installation, and maintenance of integrated software applications for the petroleum industry. We provide a complete suite of accounting and operational applications, consulting, project management, installation, maintenance, and system integration services.

- [TRAFXS Systems Overview](#)
- [Our Approach to Solving Data Processing Problems](#)

1.1.1.2. Contact TRAFXS Systems

TRAFXS Systems 18 Technology Suite 126 Irvine, California 92618
Voice: (949) 753-8868 Fax: (949) 450-1242 Email: inform@trafxs.com

1.2. TRAFXS Systems - Company Overview

1.2.1. Company Overview

1.2.1.1. What we do...

TRAFXS Systems is dedicated to the continued development, installation, and maintenance of integrated software applications for the petroleum industry. We provide a complete suite of accounting and operational applications, consulting, project management, installation, maintenance, and system integration services. **TRAFXS Systems** actively markets **TRAFXS**, a fully-integrated product movement and accounting system developed specifically for the oil industry. **TRAFXS** stands for **T**rading, **R**efining, **A**irline **F**uel **eX**change **S**ystem. The applications have been in operation since 1990 in the refining and marketing segment of the oil industry. **TRAFXS** runs in any UNIX-compatible environment, with either character-based or graphic (X-Windows) clients. The applications are written in 4C, a powerful UNIX-based fourth-generation development language.

1.2.1.2. Our Focus and Objectives

The market for the **TRAFXS** application suite includes refining and marketing organizations, traders, gas distribution and crude operations organizations. The company's stated goals include increasing the scope of our existing application set to provide a broader customer base in the oil industry. The **TRAFXS** Systems project team is highly focused and dedicated to the continued development of **TRAFXS** and its related support organizations.

1.2.1.3. Who we are...

TRAFXS Systems has over 80 years of combined experience in systems development, project management, installation, maintenance, and system integration activity. The organization believes in the importance of a string, dedicated project team whose goals are to assist organizations in streamlining their data processing operations while utilizing the most advanced tools in the market.

1.2.1.4. Principals

- Dennis Noon
- Dave Kahler

1.3. TRAFXS Systems - Approach

1.3.1. Our Approach to Solving Data Processing Problems

1.3.1.1. Overview

Welcome to TRAFXS. We develop and implement computer systems that provide tremendous benefits to our petroleum-industry clients. In this brochure, we introduce some very special application software, describe some of the functionality of these applications, and identify several of their more prominent features. We also hope to convey the more subtle benefits of TRAFXS. Our development tools, our overall approach to user satisfaction, and our determination that your investment with TRAFXS will be protected, will grow along with your company, and will provide service for many years to come. We appreciate any time you spend evaluating how TRAFXS can solve the data processing challenges in your organization.

1.3.1.2. User Orientation

Our entire approach is geared toward satisfying the needs of the people we serve;

making their workdays more productive, and their jobs easier to perform. Our application integration philosophy allows individuals, departments, and even company divisions to work together more efficiently, accurately, and productively.

1.3.1.3. Application Maintenance

Most of the cost of software applications occurs not during their purchase or development, but during their lifetime of use. The problems that software is designed to solve often change, and so the software must change as well. We have solved this classic dilemma in two distinct ways. First, our applications are parameter-driven. Very little is hard coded into a program. For example, adding new payment codes, locations, and prices involves nothing more than entering data into a table. This flexible design philosophy has evolved through years of experience in development of vertical applications. Second, our applications have been developed using a unique 4th-generation language that reduces the labor involved in software maintenance and enhancements as much as 80%. TRAFXS provides its clients with source code and our complete development environment. We continue to work in conjunction with your data processing staff to ensure quality support of the applications and users.

1.3.1.4. Portability

These tools allow us to take advantage of 'open' systems and to easily migrate our software between platforms. Currently, TRAFXS runs in any UNIX, MS-Windows terminal emulation, or X-Windows environment without changing the source material. The development tools are kept up to date so the applications themselves can benefit from new hardware, software, database and network technology. Portability is a fundamental factor in protecting the investment made in software and data. Our development tools are moving into the future with Windows/95, Windows/NT, and ODBC. TRAFXS clients can mix and match applications servers, database servers, client/server configurations, and dumb terminals.

1.3.1.5. Features, Features, Features

Read on! These applications have a lot to offer. While we can't possibly present the whole system here, we have provided a comprehensive overview. In addition, we welcome opportunities for software customization and development of new or related applications. Remember, our objective is user satisfaction!

2. Products

2.1. TRAFXS Systems - General Ledger

2.1.1. General Ledger

2.1.1.1. TRAFXS General Ledger Solution

The TRAFXS General Ledger subsystem is completely integrated with several other subsystems within the application, including Invoicing, Accounts Receivable, Accounts Payable, Rebates, and Exchanges. Transactions are moved to the general ledger only after both a detail and summary list of the journal are printed. The General Ledger subsystem supports complete multi-company and intercompany accounting. Reports (including financial statements) may be produced for a single company, multiple companies, or a consolidation of multiple companies.

2.1.1.2. General Ledger Account Code's Four Segments

- Company - 2 characters
- Major - 2 characters, e.g. Sales, Purchases
- Intermediate - 4 characters, e.g. Location
- Detail - 4 characters, e.g. Product

Both dollar and volume accounting are supported within the package. Accounts requiring volume retention are flagged. The G/L subsystem contains a fixed-assets accounting package, which supports several depreciation methods (straight line, declining balance, double declining balance, and MACRS). The package also includes a very flexible G/L coding structure for assets, depreciation allowances, and depreciation expenses.

2.1.1.3. Additional Features

- Automatic reversing journal entries from prior periods. Typing the same journal entry twice, in separate periods, is no longer necessary.
- A flexible 4-year fiscal calendar, during which all data retained is available for inquiry or reports in both detail and summary form.
- Prior period adjustments, even to periods in a prior calendar or fiscal year, may be posted at any time.
- Extensive inquiry facilities, allowing the user to review monthly balances, budget values, and transaction detail for any requested account.
- All data stored within the G/L system is available to the Financial Report Writer package, regardless of period, account, or transaction type.

2.2. TRAFXS Systems - Accounts Payable

2.2.1. Accounts Payable

2.2.1.1. TRAFXS Accounts Payable Solution

TRAFXS features a complete, flexible Accounts Payable system which is completely integrated with its General Ledger package. This system was designed to encompass all the features found in the most common A/P packages now in use. Both invoices and credit memos are easily posted, along with their general ledger distributions. Intercompany transactions automatically generate offsetting entries to retain the G/L balance in each company. Payment processing has been designed for flexibility. Invoices may be selected for payment individually, by vendor, by vendor type, by due date, or by discount date. Checks can, of course, be printed by the system. However, wire transfers, as well as handwritten check processing, are also supported. The A/P system also permits definition of multiple checking accounts, an invaluable feature in a comprehensive, multi-company package. The Accounts Payable system also contains a Check Reconciliation package, which is used in conjunction with a bank statement to determine actual cash-on-hand. The package includes an inquiry program which lists outstanding checks for a specific vendor.

2.2.1.2. Additional Features

- **Multiple remittance addresses for each vendor. A single check is issued for all invoices being paid to each unique vendor/address.**
- **Daily invoice entry reports, listing all invoices posted since the last daily update. Daily reports are produced by invoice, or by general ledger account number (in both detail and summary format).**
- **A cash requirements report, which forecasts anticipated payable obligations based on a combination of invoice due dates and check processing dates.**
- **An Accounts Payable Aging report, which uses flexible, user-defined aging buckets to classify payable obligations by invoice date.**
- **Complete void check processing, including reinstatement of all invoices (and credit memos) covered by the check, as well as reversal of the cash-A/P transaction in the general ledger. Checks issued in prior periods may also be voided.**
- **Standard year-end processing, including production of 1099 forms for all qualifying vendors.**

2.3. TRAFXS Systems - System Administration

2.3.1. System Administration

2.3.1.1. TRAFXS System Administration Solution

The TRAFXS security facility permits the system administrator to flexibly restrict programs to those users (or groups of users) who require access. This is accomplished by definition of 'security groups', into which any number of users may be enrolled. A user may be a member of any number of groups. The TRAFXS menu facility, a three-level tree structure, can be customized for any user. Each menu entry may be restricted (by the system administrator) to a single group or user; individuals without access never see the menu selection on their screen. Users may define sequences of reports (with pre-determined sort and selection parameters) that they wish to repeatedly execute. Simply requesting a report sequence (represented by a six-character code) and a destination (print) device can trigger a sequence of several reports comprised of hundreds of pages. Data archiving and purging is also completely under the control of the system administrator. Historical information in different subsystems can be independently purged through a limiting date. Audit trails are automatically printed for all purged records.

2.3.1.2. Additional Features

- Security group and menu definition listings which may be produced in varied formats. These documents assist the system administrator, and simplify integration of new applications into the TRAFXS system.
- Report dictionary maintenance and list facilities, which permit the systems administrator to add new reports into the TRAFXS system. Only reports in the dictionary may be included within a user-defined sequence.
- Print devices may be added and/or re-configured at any time by the system administrator. Newly-added devices automatically appear in device menus when a report (sequence) is requested by an operator.

2.4. TRAFXS Systems - Accounts Receivable

2.4.1. Accounts Receivable

2.4.1.1. TRAFXS Accounts Receivable Solution

The TRAFXS Accounts Receivable subsystem is completely integrated with several other subsystems within the application, including Invoicing, General Ledger, Contract Management, Rebates, and Exchanges. Invoices and credit memos are updated to accounts receivable only after an appropriate audit register is printed. Invoices and

credit memos may also be manually posted, along with their general ledger distributions. Invoices may be associated with an individual customer, or with a specific contract. All reports provide the option of contract sub-totals. Payment entry is both efficient and flexible. Incoming checks may be distributed against outstanding invoices either manually or automatically. When done by the program, invoices may be selected for payment by date (chronologically) or by contract. Intercompany transactions, whether arising as a result of invoice posting or payment entry, automatically generate offsetting entries to retain the G/L balance in each company.

2.4.1.2. Additional Features

- **Daily invoice entry reports, listing all invoices manually posted since the last daily update. Daily reports are produced by invoice, or by general ledger account number (in both detail and summary format).**
- **Statement printing, either on a batch basis, or by individual contract or customer. The aging buckets appearing at the bottom of the statement are user-defined.**
- **A/R aging report, based on the invoice due date. As with statements, the aging parameters are user-defined and may vary between instances of the report.**
- **Accurate historical reports. Statements and the aging report may be printed at any time for a specific date; the results appear as they would have on that date.**
- **A powerful inquiry facility, supporting requests by customer or individual contract. Either outstanding or all invoice balances may be chosen, and for any range of dates. A single function key displays payment (and discount) history for an invoice.**
- **Manual or automatic discount processing. A history of discounts taken is also retained. Exception reports listing unearned discounts taken, or earned discounts not taken, may be printed for use by the credit department.**

2.5. TRAFXS Systems - Contract Management

2.5.1. Contract Management

2.5.1.1. TRAFXS Contract Management Solution

Five different types of contracts - Sale, Purchase, Exchange, Buy/Sell, and Rack-lifting agreements - are supported within TRAFXS. All relevant information pertaining to a contract is retained, including effective period, products, locations, contract value, additional costs, secondary costs, differentials, and price formulas. Contracts are automatically forwarded for review by credit and accounting before transactions may be processed against them. Contract value is automatically re-calculated every evening based on current posted prices. Excessive variations, or those which surpass customer

credit limits, are immediately reported to the credit department.

2.5.1.2. Additional Features

- Formal contracts and worksheets, both of which may be printed at any time.
- Support of both light-end and heavy-end products (including crude). Commodities may be arbitrarily grouped for reporting and statistical purposes.
- Deliveries and receipts both retained on exchange and buy/sell agreements; effective period, locations, products, and prices may vary by direction.
- Prices for contracted products may be specified as fixed values or formulas, which may be effective at all locations, or just a single location, at which a product is sold.
- Rapid generation of contract amendments, including the ability to construct and/or evaluate an amendment while the original contract remains in effect.
- Contract log, listing contracts numbers, value, products, and locations, using a flexible set of selection criteria.
- Up to 26 standard or user-defined endorsements (notes) permitted in contract entry; these routinely appear at the bottom of printed contracts and worksheets.
- Extended descriptions of several items, e.g. quality, inspection, and method of delivery, are referenced by user-defined 3-character mnemonic codes.
- Comprehensive contract search and inquiry facilities, which have been made available throughout the TRAFXS system.

2.6. TRAFXS Systems - Contract History

2.6.1. Contract History

2.6.1.1. TRAFXS Contract History Solution

TRAFXS provides extremely flexible inquiry and reporting tools for operators who request historical sales, purchase, and exchange information. Information can be displayed by contract or company, and filtered by location and/or product. Locations may be reported individually or consolidated. Products may be reported individually or accumulated for specific product groups or families. Month-to-date and year-to-date values can be reported in a variety of units; the program supports barrels (volume), tons (volume), dollars (sales/purchases), barrels per day, average dollars per barrel, and average cents per gallon. Contract history also includes a projection system for rack sales, in which anticipated sales volumes can be posted by location and product source. These are subsequently compared on a day-to-day basis with actual rack sales.

2.6.1.2. Reports & Inquiry Facilities

- Sales (purchase) summary report, which lists sales (purchases) over a 12-month period, either by month or quarter.
- Sales comparison report, which compares actual month-to-date, year-to-date, and contract-to-date sales against original contracted volumes.
- Contract sales (purchases) inquiry, which displays actual sales (purchase) volume and dollars for a requested set of locations and products.
- Monthly sales (purchases) inquiry, which displays actual sales (purchase) volume, dollars, and net costs for a requested location and product.
- Exchange inquiry, which display month-to-date and year-to-date deliveries and receipts by product and location. Deliveries and receipts are placed side by side for easy reading.
- Month-to-date rack sales report, which summarizes and prints volumes for all light-end products for each contract and/or customer.
- Volume inquiry, identifying all products pulled in a single month by any individual customer (contract).

2.7. TRAFXS Systems - Pricing

2.7.1. Pricing

2.7.1.1. TRAFXS Pricing Solution

Price tables are supported for multiple pricing entities. Prices for specific products may vary by location. Posting of prices takes place on an as-needed basis. Prices may be specified as explicit values, or as changes to the prior posted price. Retroactive price changes are permitted, and pricing of individual products may easily be discontinued at a specific location. New prices may be posted several times within a single day. When invoicing, both the lift date and time are used to determine the price in effect at the (date and) time of sale. An effectiveness-limiting date and time may be indicated when posting prices. Transactions whose lift date/time occurs later than the indicated date/time are flagged during invoice processing.

2.7.1.2. Additional Features

- Optional selection of six 'standard' products per pricing entity. Standard products are priced very quickly over a set of locations.
- Maintenance of gravity tables in conjunction with crude pricing methods.
- Price worksheets may be printed before, during, or after actual price posting. This permits the report to be employed as an input, edit, or audit document.
- Price lists may be configured to include estimated discounts and/or superfund levies.
- Comprehensive on-line price history, which may be requested from several places within the

TRAFXS application. This powerful facility provides four types of information:

- Complete price history for a specific product/location
 - List of prices of a specific product at all locations
 - List of prices of all products at a single location
 - List of prices of a specific product in a geographic region
- Flexible, easy-to-learn, price formula syntax. Formulas may be used during contract entry for product prices, differentials, and exchange contract settlement terms.

2.8. TRAFXS Systems - Invoicing

2.8.1. Invoicing

2.8.1.1. TRAFXS Invoicing Solution

Invoicing processes validated movement transactions, producing a set of daily and M-T-D reports, and printing invoices. A single invoice may be printed for all billable movements on a single bill of lading or for all billable movements in a specific location on a single day (gang billing). Another 16 validation steps are applied to all billable transactions, including formula integrity, validity of freight vendors, and accuracy of taxation terms. Movements not passing this validation are also extracted to another batch to await examination and editing. The invoicing process is completely restartable. The selection and sequence of both daily and M-T-D reports is user-defined, and may vary as a month approaches closing. Transactions within two accounting periods may be processed simultaneously; all reports distinguish information by accounting period. Sales may be accrued, pending actual billing at a later date.

2.8.1.2. Additional Features

- Daily control report, providing a one-page summary of daily invoicing activity.
- Invoicing transaction error log, indicating a list of all invalid transactions, as well as the source of the error.
- Automatic determination of all additional costs (e.g. freight), as well as calculation of all applicable taxes associated with the sale.
- Daily invoice report, at both detail and summary level, which provides an audit trail for the day's invoicing activity, and subsequent update to accounts receivable.
- Daily sales journal report, suitable as an audit trail for updates to the general ledger from the invoicing subsystem. The report includes entries for product sales, miscellaneous charges, taxes, as well as the accounts receivable offsets.
- Automatic generation of anticipated payable transactions (tickets) associated with billable

sales; these are sent to the 'ticket-matching' section of the TRAFXS application, where they are matched to incoming invoices.

- Optional redirection of invoices to an archive device (as well as the printer) in order to accommodate long-term storage and retrieval requirements of invoices (e.g. microfilming). Invoices may also be sent to a centralized exchange facility (e.g. DTN).
- Comprehensive on-line invoice and bill of lading history inquiry capabilities. These may be invoked from several points within the TRAFXS application.
- Billing method (gang or single BOL) may be configured by customer.

2.9. TRAFXS Systems - Exchanges

2.9.1. Exchanges

2.9.1.1. TRAFXS Exchanges Solution

The exchange subsystem processes daily receipts and deliveries to yield current balances for all products specified in a contract. Balances are maintained and reported by base product; exchange history by actual product may be retrieved using Contract History programs. The exchange system also produces month-end statements for all partners. Summarized on the statement are deliveries and receipts (by base product and location), regrades, adjustments, and balances. Differentials are calculated for each transaction, and accumulated on the statement. The system also supports exchange contract settlements, in which the agreement is closed, and outstanding balances are valued to yield a net financial position between partners.

2.9.1.2. Additional Features

- Open-ended definition of differentials associated with each product/location combination. Each delivery (or receipt) corresponding to this product and location is assumed to generate the indicated differentials.
- Line loss percentages by location; these are reported on the exchange statement.
- Daily exchange control reports, which indicate (on both a detailed and summary basis) volumes of all products delivered and received on exchange during the day.
- M-T-D exchange control reports, which indicate (on both a detailed and summary basis) volumes of all products delivered and received on exchange during the month.
- Extensive exchange adjustment facility, in which regrade or differential (miscellaneous) adjustments may be posted at any time during the processing cycle. Adjustments are logged on a register at month-end, and appear on exchange statements.
- Assignment of invoice numbers for exchange and settlement statements; balances on these statements are automatically updated to accounts receivable. An exchange register provides

the required audit trail.

- Automatic update of exchange and settlement statement detail to the general ledger. A G/L distribution report, which serves as an audit trail for these journals, is produced as part of exchange processing.

2.10. TRAFXS Systems - Movement Recording and Processing

2.10.1. Movement Recording and Processing

2.10.1.1. TRAFXS Movement Recording and Processing

Inventory movement may be recorded manually, or directly from multiple user-defined sources, one of which may be Petroex transmissions. Other transaction sources which automatically transmit movement information include automated loading racks and terminals. A cross-reference file of access codes (consignee numbers) automatically locates the contract against which the movement takes place, as well as the exchange source (if any). Up to 35 validity checks are performed upon receipt of a transaction, including data integrity, customer and contract accuracy, and credit worthiness. Invalid transactions are extracted for examination, allowing the remaining movements to be billed at the earliest opportunity.

2.10.1.2. Transaction Types Supported

- Direct sale from wet or exchange inventory
- Exchange delivery from wet or exchange inventory
- Pipeline and truck transfers
- Purchases or exchange receipts into wet inventory
- Product, volume, price, tax, or freight adjustments
- Outright reversal of a previously-billed invoice
- Exchange settlements

2.10.1.3. Additional Features

- Listing and validation of externally-supplied inventory movement information. Each incoming batch produces an audit list, which may be certified against control totals supplied.
- Automatic conversion of external location and product codes, for instance Petroex-supplied SPLC and commodity identifiers, to standard, internally-used values.
- Inquiry upon externally-supplied transactions even before invoicing takes place.
- Configurable cut-off times for each individual terminal.
- Flexible addition of external movement recording information sources.

- Efficient transaction entry and editing procedures, including automatic prompts for transaction type-specific fields in pop-up windows.
- Transaction logs produced for all batches, clearly listing error codes, warning indicators, and duplicate transactions.

2.11. TRAFXS Systems - Tax Reporting

2.11.1. Tax Reporting

2.11.1.1. TRAFXS Tax Reporting Solution

By default, all applicable federal, state, and local taxes are automatically applied to any sale or receipt transaction. However, TRAFXS supports an exemption facility, in which a customer holding a valid certificate is exempt from all taxes covered by the document. Applicability and/or exemption of a specific tax may also be designated at the contract level. This is useful when the tax depends upon the usage, not the identity or purchase location, of the products. Tax rates are maintainable at all times, and may be posted well in advance of their actual effective date. Associated with each tax is the jurisdiction in which it is collected, the products to which it applies, and the certificate types which exempt it. Certain taxes may also apply to additional costs (e.g. freight or handling charges). Several reports are available on a periodic basis for tax reporting and analysis. These reports are compiled from files produced by the invoicing system.

2.11.1.2. Additional Features

- Inventory transfer tax report, which identifies all sales in a specific month which cross a state boundary before title is transferred.
- Product receipts tax report, which identifies all purchases and exchange receipts in a specific month in which title transfer occurs within an individual state jurisdiction.
- Sales tax report, which identifies all taxable and exempt sale and exchange delivery transactions in a specific month in order of tax code.
- Tax sales summary report, which indicates the M-T-D tax collected for each individual tax type, as well as the total basis (volume or dollar amount) upon which the tax is calculated.
- Sales summary by FOB location report, which summarizes all sales in a specific period (which may be several months) by the state, and optionally by customer, in which title of the product was transferred.
- Exchange tax statements for exchange partners allow for tax payments and/or deposits as many cycles per month as needed.
- Tax source summary report, which summarizes each tax code based on the source and status of the transaction. This report is commonly used for estimating tax deposits.

2.12. TRAFXS Systems - Rebates

2.12.1. Rebates

2.12.1.1. TRAFXS Rebates Solution

Market conditions occasionally soften rack prices; when this occurs, customers may negotiate rebates with the supplier. TRAFXS supports a comprehensive rebate subsystem, including the ability to divert rebates to brokers. Rebates may be flexibly defined. A single rebate may encompass activity on several contracts, and may be comprised of several 'items'. Each rebate item identifies an effective period, and a set of products, locations, and terms. When processing rebates (generally at month-end), all invoiced transactions generated during the month are examined to determine if they can be classified under the terms of a rebate. Terms may be manually overridden, to allow for shortage and other exception conditions. Each rebate issued generates a credit memo; these are later automatically posted to accounts receivable, with their complete detail automatically posted to the general ledger.

2.12.1.2. Additional Features

- The ability to designate special terms for a portion of the month, and optionally provide those terms to sales associated with a single contract only.
- Batch calculation of rebates, normally done at month-end. The rebate calculation report prints the results of these computations. The actual rebate awarded may be manually overridden.
- Rebate detail report, which lists all transactions determined to be rebate-eligible for each individual contract.
- Rebate statement, which summarizes the set of rebate-eligible transactions for each contract, displays the actual rebate awarded on an item-by-item basis, and provides overall rebate totals.
- Assignment of credit memo numbers for rebate statements; balances on these statements are automatically updated to accounts receivable. An rebate register provides the required audit trail.
- Automatic update of rebate transaction detail to the general ledger. A G/L distribution report, which serves as an audit trail for these journals, is produced as part of rebate processing.
- Rebate history reports, which extract and print rebate information, on either a detailed or summary level, for historical periods.

2.13. TRAFXS Systems - Credit Processing

2.13.1. Credit Processing

2.13.1.1. TRAFXS Credit Processing Solution

A broad set of credit and treasury controls have been incorporated in the TRAFXS system. These include approval of both customers and contracts, daily monitoring of contract values based on commodity market prices, and letter of credit processing and monitoring. All new customers must be approved by the credit department. Contracts must be approved by credit and/or treasury before transactions may be billed against them. Finally, each contract revision is subject to accounting review, during which accuracy of formula pricing and other key billing data is verified. The credit, treasury, and accounting review processes have been designed using an in-basket approach, in which each department can quickly call up a list of all contracts awaiting their inspection. The amount of credit assigned to a customer may be any combination of an open line and letters of credit. Credit limits are automatically reduced as letters of credit expire.

2.13.1.2. Additional Features

- Credit exception report, in which customers meeting any of several credit-related exception conditions can be reviewed. These include credit limit violation, accounts receivable delinquency, and overdue financial statement.
- Contract exception list, produced nightly, in which each contract is re-valued based on market conditions. Those contracts exceeding posted credit limits are listed for credit review.
- Letters of credit may be associated with one or more contracts. Letters may be listed and reviewed by customer, financial source (bank), or active months.

2.14. TRAFXS Systems - Ticket Matching

2.14.1. Ticket Matching

2.14.1.1. TRAFXS Ticket Matching Solution

Ticket matching associates incoming invoices with accrued accounts payable transactions which were previously calculated as a by-product of movement recording and invoicing. Unmatched tickets, representing a real, if unbooked, liability, may be posted as accrued accounts payable to the general ledger. Ticket matching generally occurs upon invoices for product purchases and/or freight, and supersedes the standard

invoice entry procedures found in accounts payable. Adjustments in volume and/or cost made when the invoice is actually received and matched are automatically posted to contract history. Selection of tickets to be matched generally occurs by vendor and bill of lading, both of which normally appear on an incoming invoice. However, the system also supports ticket selection by date, location, and contract; this permits accurate processing should the bill of lading not be available, or if the original transaction were posted to the wrong vendor. Batches of matched invoices, after review, are 'released' to the accounts payable system, at which time they pursue normal processing.

2.14.1.2. Additional Features

- Daily matched ticket report, which is produced in vendor or G/L code sequence. When printed in G/L account order, the report provides an audit trail for daily G/L posting from the ticket matching subsystem.
- Daily matched tickets variance report, in which variations between accrued and actual volumes (or accrued and actual costs) are reported. This report helps verify the accuracy of incoming bills.
- A flexible ticket-printing report, permitting retrieval of tickets based on status (matched or unmatched), type (product or freight), and date. Here too, variance information is optional.
- A laid-in cost report, in which product purchase and freight costs are accumulated for each transaction, yielding a net cost per barrel (or ton). Both accrued and actual costs are reported.

2.15. TRAFXS Systems - Financial Report Writer

2.15.1. Financial Report Writer

2.15.1.1. TRAFXS Financial Report Writer Solution

The Financial Report Writer gives TRAFXS users the ability to design and print columnar reports based on the general ledger. Reports may be printed for any month, quarter, or year in the 4-year fiscal calendar. Standard column headings are determined by the program, but may be overridden when designing the report. Reported columns may contain general ledger balances (dollars or volume), budget values (also dollars or volume), percentages, variances, totals, or other calculations. Reports can consolidate values for any of the four general ledger account segments (company, major, intermediate, and detail). This feature permits the report designer to easily merge, for example, multiple companies, multiple locations within a single company, or multiple products within a single location. Report definitions are saved for repeated use. An error-checking facility examines reports for definition problems. Users may define (and retain) sequences of financial reports that they wish to repeatedly execute. Simply

requesting a report sequence and a destination (print) device can trigger the production of several financial reports.

2.15.1.2. Additional Features

- Flexible, user-defined heading and footing lines which frame each page of a financial report. Headings may contain information determined at run time, e.g. month name, quarter.
- Complete user control over placement and width of columns, precision of calculated fields, and the format of headings and sub-totals. This enables presentation-quality financial reports to be produced in virtually any layout desired.
- Utilities which promote simple report construction, including the ability to quickly copy and modify existing report definitions.

3. Documentation

3.1. TRAFXS Systems - General Ledger Documentation

3.1.1.

3.1.1.1. TRAFXS - General Ledger

3.1.2.

3.1.2.1. TRAFXS - Companies - Customers & Vendors

3.1.3.

3.1.3.1. TRAFXS - General Ledger System Overview

3.1.4.

3.1.4.1. TRAFXS - Accounts Payable System Overview

3.1.5.

3.1.5.1. TRAFXS - Maintenance System Interfaces

3.1.6.

3.1.6.1. TRAFXS - Accounts Receivable Overview

3.1.7.

3.1.7.1. TRAFXS - Contracts Overview

3.1.8.

3.1.8.1. TRAFXS - Contract Operations

3.1.9.

3.1.9.1. TRAFXS - Pricing System Overview

3.1.10.

3.1.10.1. TRAFXS - System Reference Codes Overview

3.1.11.

3.1.11.1. TRAFXS - Invoicing Process Overview

3.1.12.

3.1.12.1. TRAFXS - Invoicing Process Edits

3.1.13.

3.1.13.1. TRAFXS - Exchanges

3.1.14.

3.1.14.1. TRAFXS - Product Location Inventory

4. Whole Site
