

Volume

2

SYN-TECH SYSTEMS, INC.

Home of the FuelMaster®

FuelMaster® PDA Operations Manual

SYN-TECH SYSTEMS, INC.

FuelMaster PDA Operations Manual

Revision 2

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Software

ADC PDA combines easy to use software and interoperability with familiar FuelMaster products.

Syn-Tech Systems, Inc. offers several different methods of authorizing fueling transactions. Transactions can be started with a credit card, such as the US Government Air Card or can be entered manually. Upon completion, the transaction can be downloaded into the DoD AE software for viewing. The download can be accomplished wirelessly or serially with ActiveSync® and a desktop PC.

Introduction

In this chapter we will cover the operations of the ADC PDA software to include configuring the PDA, performing transactions and downloading transactions. A step-by-step approach will be used to cover Air Card and manually entered transactions.

Software



Microsoft Windows CE®

ADC PDA software is designed to operate on Microsoft Windows CE. Windows CE provides an interface that will look and feel like your desktop PC. Using the **Start** button and **Programs** can access the installed programs, including the ADC software. Desktop icons **My Computer** and **Recycle Bin** provide similar functionality as in Windows XP. Common MS Office applications are also available for Windows CE.

Logon

Select the desired transaction type from the Logon screen.

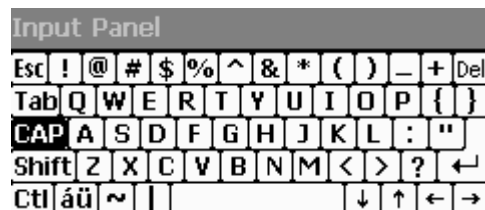
Enter the **Name**. The Name should be unique to each user and can be up to 8 characters.

Enter the **Password**. The password should be unique to each user and should be kept secure. The password should be a total of 8 characters: 3 numbers, 3 letters and 2 special characters

Enter the **Truck ID**. This should be the truck number. If this is a stand alone PDA, select **No TIM** from the pull down choices for the Truck ID.

Select **LogOn** with the stylus to access the software.

Entry of data is accomplished with the virtual keyboard (available in the **Taskbar**) and the accompanying stylus. The keyboard has two icons associated with it, which is shown depends on whether or not the keyboard is active or hidden.



Active



Hidden

Configuring your PDA

Select **Other** with your stylus to view option list.

Select **Config** to configure your PDA, RF Communications and TIM.

Select **Maintenance** to reset Ullage or run diagnostics on the TIM

Select **Logoff** to log off the ADC application.

The **Configuration Dialog** window is a central entry point for all necessary configuration data needed to prepare the PDA for use.

Base provides basic information for the fueling site.

Wireless contains settings for wireless downloading.

PDA contains settings for download type and other operational functionality.

Device contains settings used during ActiveSync® operations.

TIM provides access to the settings for the connected device.

Begin entry of data into the **Configuration Dialog** box by using the keyboard and stylus to enter the information.

Configuration Dialog

Dodaac: seller

Phone:

Address:

Base Wireless PDA Device TIM

Save Cancel

Base Configuration Settings

Sellers DoDAAC

Phone Number

Base name and location

The sellers DoDAAC, phone number and base address is entered on the Base tab. The seller DoDAAC is entered into the **DoDAAC** field. **Phone** provides the phone number for fueling operations. The base name and location is entered in the **Address** field.

Configuring your PDA – Wireless settings

Duration is a variable communication timeout setting that determines how long the PDA will attempt to communicate with external equipment.

On indicates the wireless functions have been enabled

Retries determines the number of retry attempts be made to communicate with the Bluetooth® radio.

Version indicates what version of Bluetooth® radio is being used.

Reset allows the user to reset the Bluetooth® radio

Max Devices controls the maximum number of remote devices that can be communicated with during a single session.

The **Wireless** tab contains settings for wireless communications with the T.I.M. and other devices. Control settings for wireless downloads are set in this window.

Configuration Dialog

Wireless Name:

Duration: 15

On: ☒

Retries: 2

Version:

Reset: ☒

Max Devices: 3

Base Wireless PDA Device TIM

Save Cancel

Confi... 2:58 PM

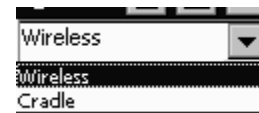
Wireless Configuration Settings

Configuring your PDA – PDA settings



PDA settings control how you download your transaction information to your Central Controller.

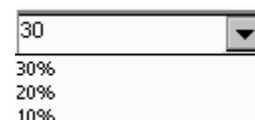
There are two forms of download, **Wireless** and **Cradle**. Wireless configuration enables the TIM to download via radio frequency. Cradle setting will enable download with DoD AE software using Microsoft ActiveSync®.



Battery and **Battery Critical** are PDA operational settings to provide important battery level information to safeguard the transaction data. Battery low warning messages can be set to 30%, 20% or 10% of battery power. A setting of 30% is recommended. Battery critical messages can be set to 5%, 3% and 1%. A setting of 5% is recommended. If this message is received it is critical that you place the PDA on a charger or attach an external battery pack soon to ensure transaction data security. Both battery warning message settings are available options from drop down pick lists.



Battery Critical Warning Settings

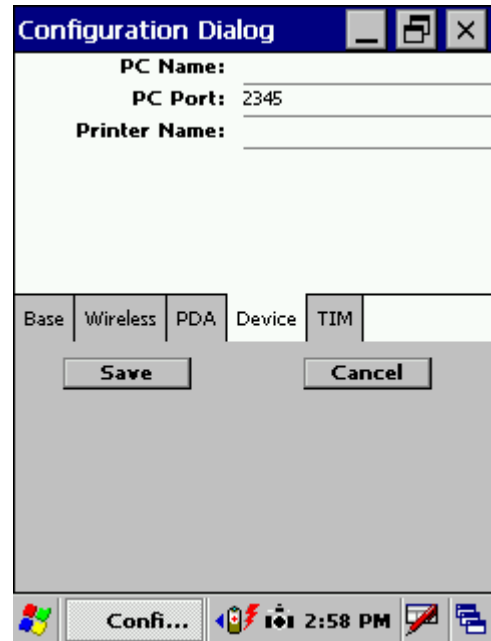


Battery Low Warning Settings

Reject Exp. Cards allows for the acceptance of expired air cards while updated cards are being distributed. A message is displayed to inform the user of the expiration.

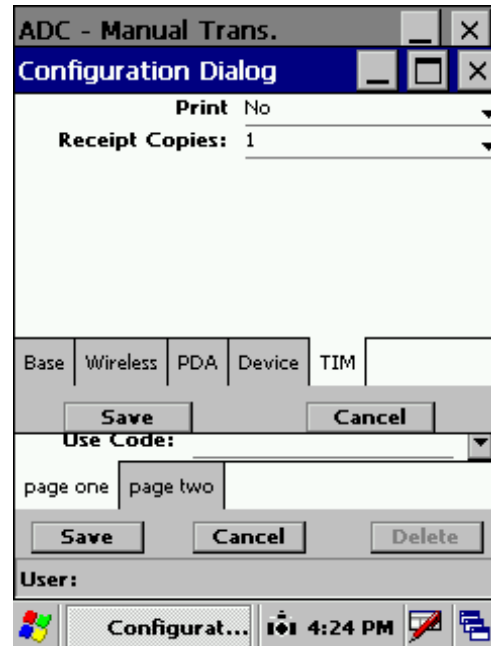
Configuring your PDA – Device Settings

Device settings provides the **PC Name** and **PC Port** information that will be used by the ADC software and ActiveSync® to enable download ability through the cradle. The PC Name will provide an identity for the PDA to the Central Controller PC. The PC Port setting will need to be matched when configuring the ADC software. This setting provides the port communications are available.



Device Configuration Settings

Configuring your PDA – TIM Settings



TIM Configuration Settings

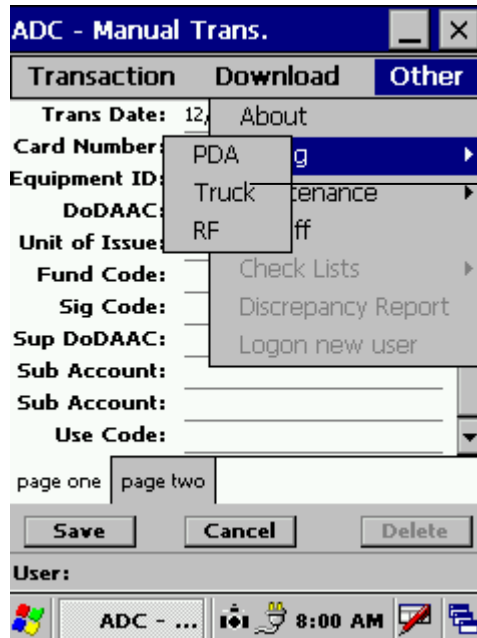
TIM settings are selected in this window. Currently there are two options: **Print** and **Receipt Copies**.

The **Print** setting allows for enabling printing and autoprint functions on the TIM receipt printer.

The **Receipt Copies** selection allows up to 3 copies of a receipt to be printed.

TIM Configuration

When the basic PDA configuration has been completed the TIM configuration can be downloaded, modified and uploaded to the TIM from the PDA via Bluetooth® radio by selecting the **Truck** configuration option.

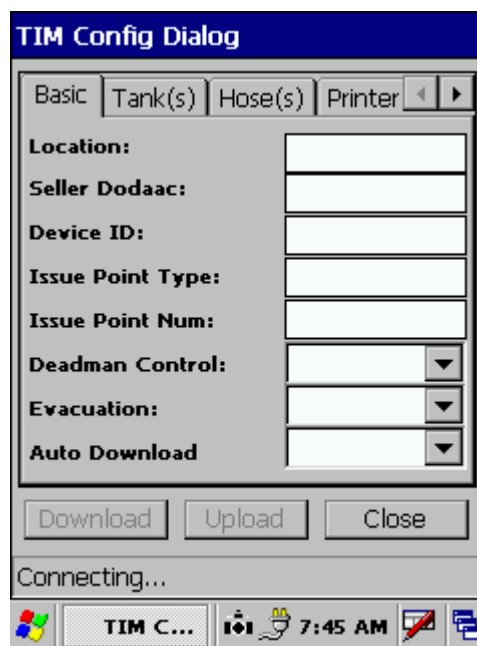


Select **Config** from the **Other** drop down list and then select **Truck**.

There are two configurations stored in the TIM. The **Truck** configuration contains basic site, hose, tank, printer and central controller information while the **RF** configuration contains the information required for wireless RF downloading of transactions.

TIM Config/Truck Config Selection

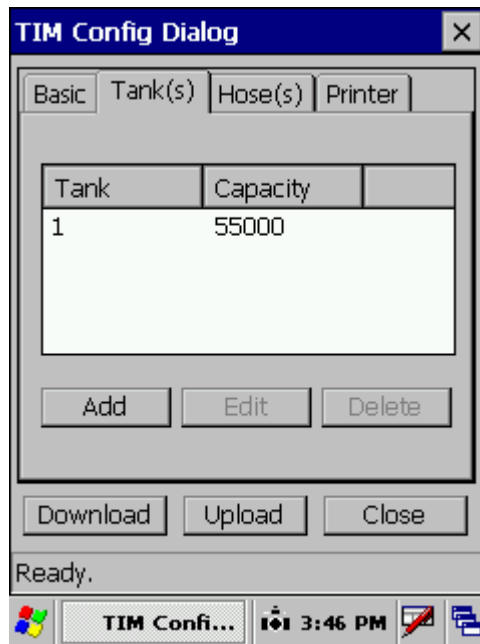
Configuring your TIM - Basic settings



The Basic tab contains **Location**, **Seller**, **Device ID** and **Issue Point** information. Also there are settings for **Deadman Control**, **Evacuation** and **Auto Download**. Enabling the Auto Download setting causes transactions to be downloaded via RF radio to the Central Controller and cleared from the TIM upon completion of the transaction.

TIM Config-Basic settings

Configuring your TIM-Tank settings

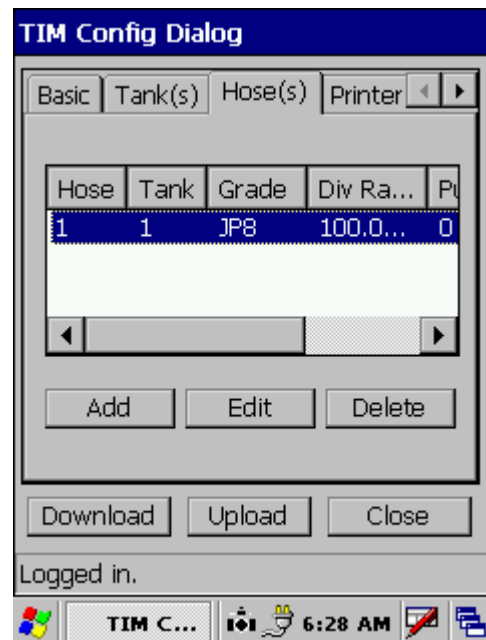


TIM Config/Tank Config Information

The **Tank** tab provides the tank number and capacity. You can **Add** a tank **Edit** the values of an existing tank or **Delete** a tank.

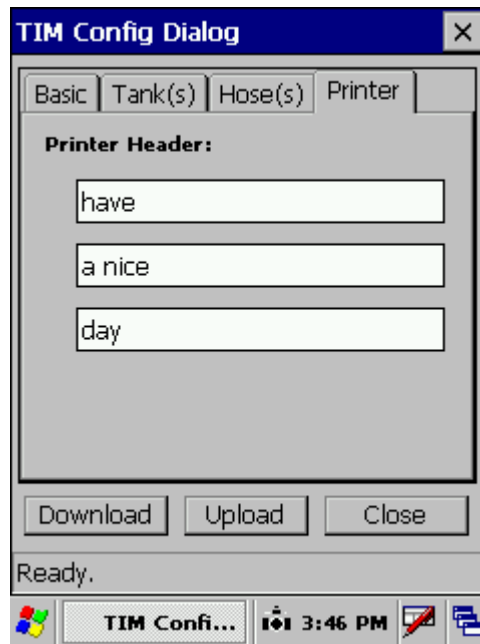
Configuring your TIM – Hose settings

The **Hose** tab provides hose number, grade information, divide ratio, no pulse timeout value, and pump finish timeout value. You can **Add** a hose, **Edit** the settings for an existing hose or **Delete** an existing hose.



TIM Config/Hose Config Information

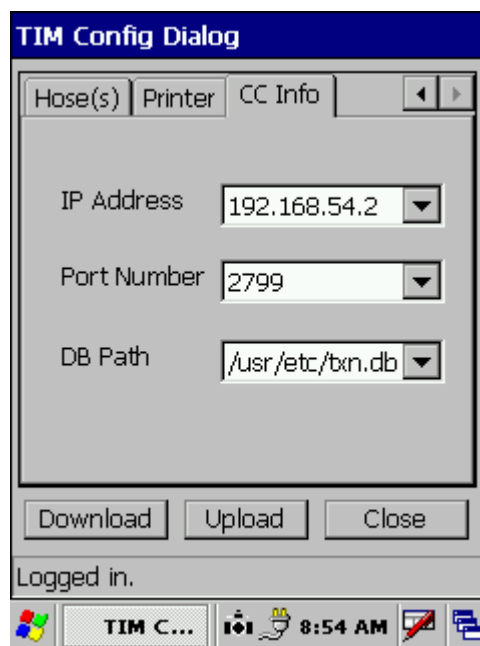
Configuring your TIM – Printer settings



TIM Config/Printer Information

The **Printer** tab contains printer header information.

Configuring your TIM – CC Info settings



TIM config /CC information

The **CC Info** tab contains the IP address and port number of the Central Controller and the TIM transaction database path information. This information is preconfigured in the TIM and is only viewable.

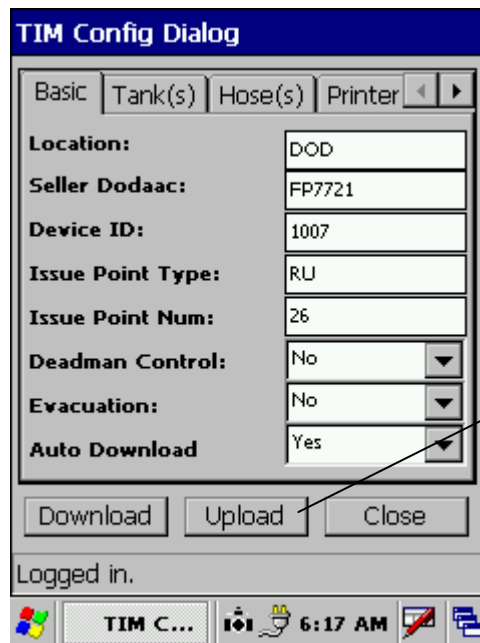
Configuring your TIM - RF Configuration settings

The **RF ConfigForm** allows enabling and configuring of the TIM's wireless RF communications. The **Enable**, **Radio Lockout** code, **RF Range**, **Freq Band** and **High Power Level** settings are configured here.

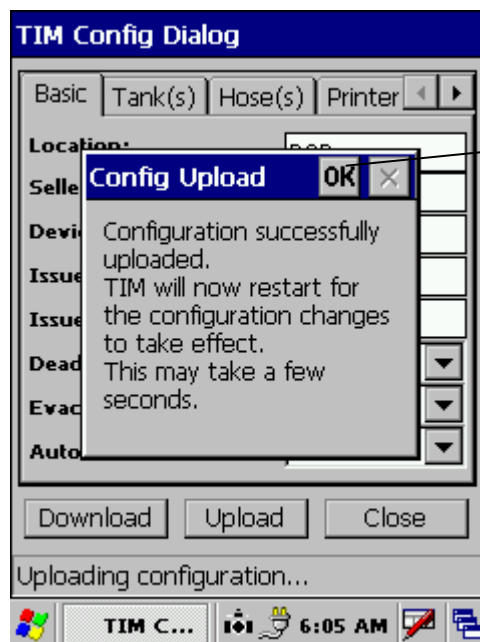
RF ConfigForm

Configuration Upload

Each TIM configuration dialog can be uploaded from the PDA to the TIM via Bluetooth® radio by selecting the **Upload** function.



After the configuration information is entered the new configuration can be uploaded to the TIM by selecting the **Upload** button.

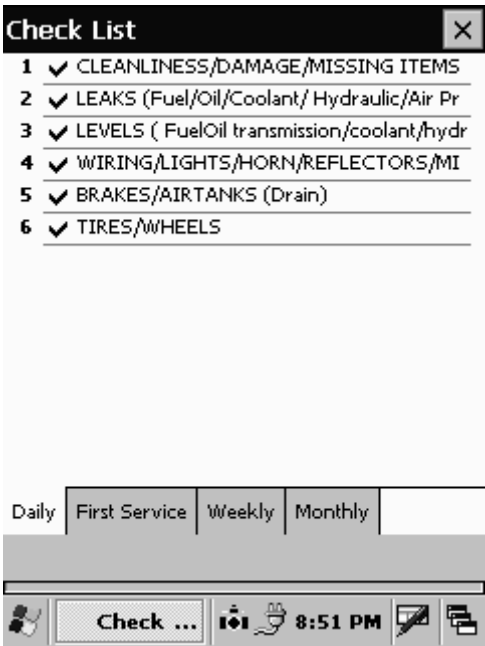


Selecting **OK** after the configuration has successfully uploaded causes the TIM to reboot with the new configuration settings in effect..

Tim Config Dialog

Check Lists

ADC PDA features Check Lists of operational and safety tasks to be performed on a periodic basis. Available check lists are **Daily**, **First Service**, **Weekly** and **Monthly**.



Daily Check List

The **First Service** check list provides maintenance items to be performed at the first PM cycle of the vehicle.



First Service Check List

The **Weekly** and **Monthly** check lists are extended maintenance items for the vehicle and fueling systems on the vehicle.

Weekly Check List

Monthly Check List

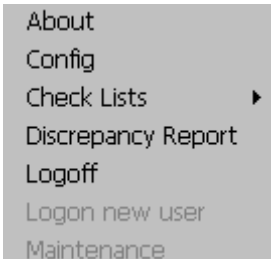
Discrepancy Report

Discrepancy Report Note Entry Screen

Each task on each checklist has an available notepad to record information on any issue found during the performance of that check.

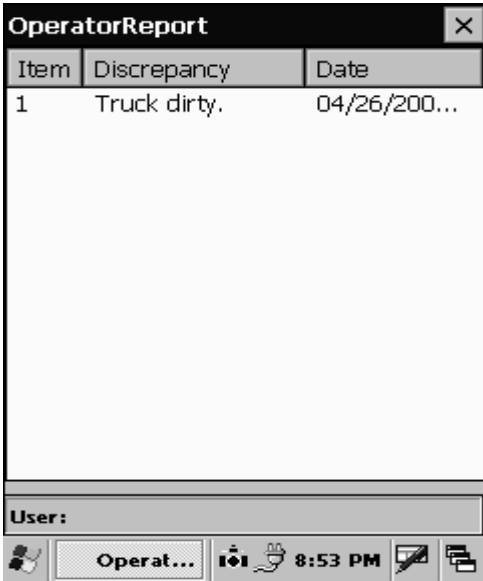
Entry of the information is performed with the keyboard and stylus. When notes are completed select Save with the stylus to store the notes associated with the checklist item.

Selecting **Discrepancy Report** from the Other menu will generate a list of all stored notes of discrepancies recorded during the periodic checks.



Other Menu

Each item on the **Operator Report** can be individually selected and reviewed. Additional information on the discrepancy can be entered and stored from this view.



Operator Report



No Discrepancy Message

If no discrepancies have been noted, a message will be displayed that reports no discrepancies.

The version of ADC PDA software that is being used is simple to determine. Selecting **About** from the **Other** menu will display the current version of software installed on your PDA.



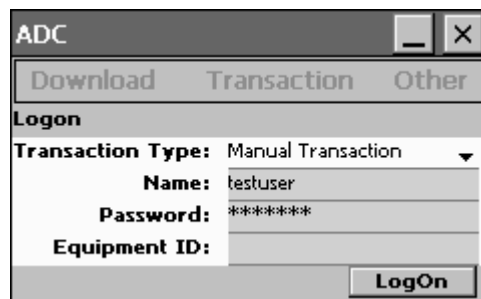
Fueling Operations

Fueling with the ADC PDA is simple and flexible. Fueling can be accomplished by interfacing with fueling equipment or completely manually entered.

Several transaction types are available with the ADC PDA system. Air Card and Manual transaction types allow for transaction information to be entered in conjunction with information received from the fueling point or can be manually entered completely. Fueling quantity and hose information can be received from the T.I.M. and can be manually entered into the transaction.

Manual Transaction

A **Manual Transaction** allows for the entry of transaction information to be manually entered and then uploaded to the Central Controller software. No automated fueling equipment is necessary to complete a manual transaction.



Manual Transaction LogOn

Select **Manual Transaction** from the drop down menu. Complete the LogOn process by entering a valid Name, Password and Equipment ID. Select **LogOn** to complete logon process.

The Manual Transaction screen has two entry pages for capture of transaction information. These screens provide the ability to enter a wide range of transaction information.

Product information is selectable from a drop down list of available products.

Trans Date is changeable to allow for entry of previously completed transactions.

Equipment ID, also known as Tail # or Bumper #, and DoDAAC are entered

Unit of Issue is selected from the drop down menu.

Fund Code, Sig Code and Sub Accounts are entered in the respective locations by selecting the area with the stylus and entering with the keyboard.

Page One Transaction Information

Sale Type is selectable from a drop down menu. Sale and Credit are available options

Issue Point, which is the refueling unit or refueling hydrant, is entered manually or received from the TIM.

M/D/S. Mission Design Series for aviation fueling is selectable from a drop

Site is selectable from a drop down menu.

Hose is selectable from a drop down menu. R provided by the T.I.M.

CIC is entered here.

Exp Month and Exp Year are entered if an Air Card is being manually entered.

Page Two Transaction Information

ADC

Download Transaction Other

Trans Date: 04/23/2005 14:52:57

Card Number: 7896820095287218

Equipment ID: Test1

DoDAAC: w84f57

Unit of Issue: GL, GALLONS

Fund Code: t1

Sig Code: a

Sup DoDAAC: w84f58

JONO: 123344

Misc: 455676

Use Code: 6

page one page two

Save Cancel Delete

User:

ADC 3:00 PM

Page One Completed Transaction

ADC

Download Transaction Other

Sale Type: Sale

Issue Point: Test2

M/D/S: A-6A

Serial Num: 0

End Time: 04/23/2005 14:59:57

Site: w84f50

Hose: 1

Odometer: 334556799

CIC: 3a3

Expire Month: 9

Expire Year: 2005

page one page two

Save Cancel Delete

User:

ADC 3:04 PM

Page Two Completed Transaction

After all transaction information has been entered Select **Save**. The Signature form now opens.

Signature Form

signature

Ok Clear Cancel

Input Panel

1 2 3 4 5 6 7 8 9 0 - =

q w e r t y u i o p []

a s d f g h j k l ; ' , . /

z x c v b n m , . /

Signature... 11:48 AM

Signature Form Box

Signing the **Signature Form** and selecting the **Ok** button is required before the data is saved. A message is then received stating the data has been correctly saved

Save Result OK X

Data saved correctly.

Data Saved Correctly Message Box

Air Card

An **Air Card Transaction** allows for the use of the ADC PDA Card Reader to transfer Air Card data into the ADC PDA transaction information entry screens. Air Card account number and expiration information is transferred to the PDA with a card swipe. An Air Card Transaction can also be done manually requiring no automated fueling equipment by selecting **Manual** for Transaction Type.

Select **Air Card Transaction** from the drop down menu. Complete the LogOn process by entering a valid Name, Password and Equipment ID. Select LogOn to complete logon process.

Air Card Transaction LogOn

Air Card Page One Transaction Information

Product information is selectable from a drop down list of available products.

Start Date is changeable to allow for entry of previously completed transactions

Card Number and **Tail Number** are provided from the Air Card with the card swipe.

Unit of Issue is selected from the drop down menu.

Type of Tran is selected from the drop down menu.

Serial Num and **Exp MM/YY** is received from the Air Card with the card swipe.

End Time is set from the time set drop down menu.

ADC PDA SOFTWARE

BUNO is the bureau number and is entered here.

Use Code, previously known as the transaction identification code, is entered here.

Issue Point, which is the refueling unit or refueling hydrant, is entered manually or received from the TIM.

M/D/S. Mission Design Series for aviation fueling is selectable from a drop down menu.

Site is selected from the drop down menu.

CIC (Customer Identification Code) is entered here.

Air Card Page Two Transaction Information

Selecting **Save** after all transaction information has been entered opens the **Signature Form** window.

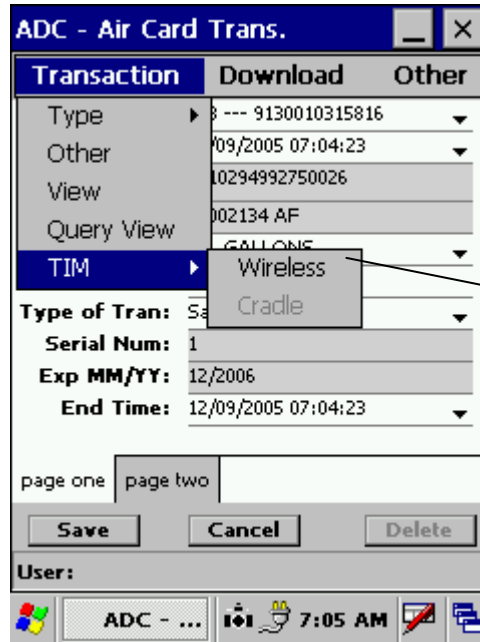
Signature Form

Signing the **Signature Form** and selecting the **Ok** button is required before the data is saved. A message is then received stating the data has been correctly saved.

DataSaved Corrcly Message Box

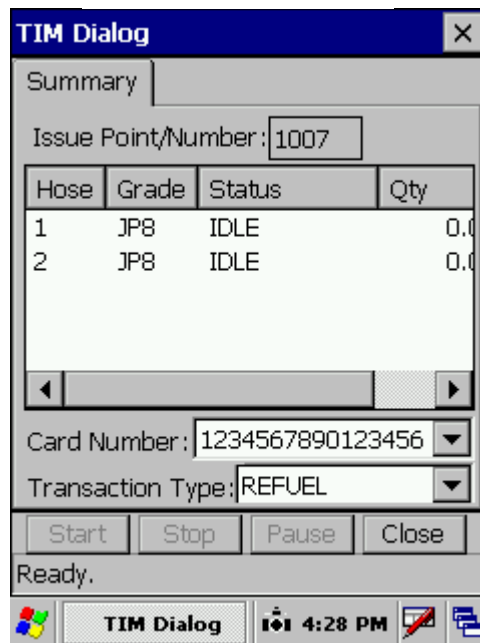
TIM Wireless

Once an Air Card transaction has been started, a Bluetooth connection can be made to the TIM from the PDA to allow for wireless communications with the Issue Point to initiate fueling and receive hose and grade information.

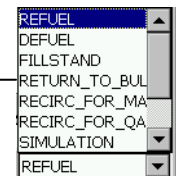


1. Select TIM from the **Transaction** pull down box.
2. Select the **Wireless** option from the TIM selection.

TIM Wireless Transaction



Once the hose information has been retrieved from the TIM, select a Transaction Type from the drop down list and select the appropriate hose to begin the transaction.



Transaction Type List

TIM Dialog Hose/Transaction Type Selection Screen

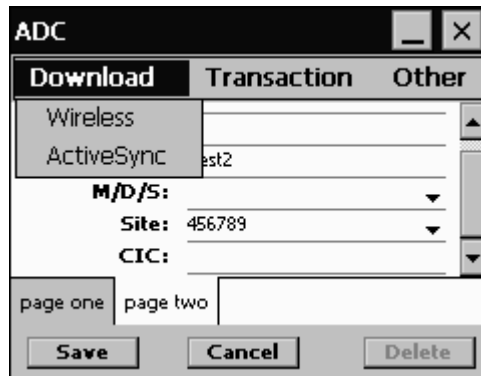
TIM Dialog	
Summary	HOSE 1
Trx Type:	REFUEL
Card Number:	1234567890123456
Standard Capacity	55000.000
Quantity Remaining	55000.000
Dispensed gal/min	NaN
Ullage	0.000
Quantity Dispensed	0.000
Temp:	Start: 6/1/1980 4:28:50
0.00	Status: Stopped
Start Stop Pause Close	
Ready.	
TIM Dialog 4:28 PM	

TIM Dialog Transaction Information Screen

The transaction information will be provided showing the **Transaction Type**, **Card Number**, **Tank Capacity**, **Ullage** and **Quantity Dispensed**. The transaction can be stopped or paused from this screen.

Download

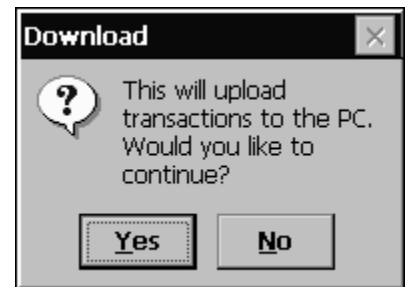
After completion of fueling operations the transactions held within the ADC PDA software can now be uploaded into the central controller software. There are two types of downloads, **Wireless** and **ActiveSync®**.



Download Type Selection Menu

A **Wireless** download is used at the fueling point using the **Truck Cradle**. A download using **ActiveSync®** utilizes the **PDA Cradle** to connect to the Central Controller PC using an USB cable.

After the selection of a Download type a message stating an Upload has been started with a **Yes/No** selection to continue.



Transaction Download Confirmation Question



Download Complete Message

When transaction download has been completed. A **Download Complete** message will be displayed provided the number of transactions that were uploaded successfully and the number of transactions that failed to download.

Central Controller Software

Use the Central Controller Software to View, Edit and Export Transactions.

The Central Controller Software allows users to download transactions from the PDA to the Central Controller where the transactions can be viewed, edited, deleted or exported.

PDA to PC Connection and Configuration

Step 1. Install ADC PDA Configuration Software

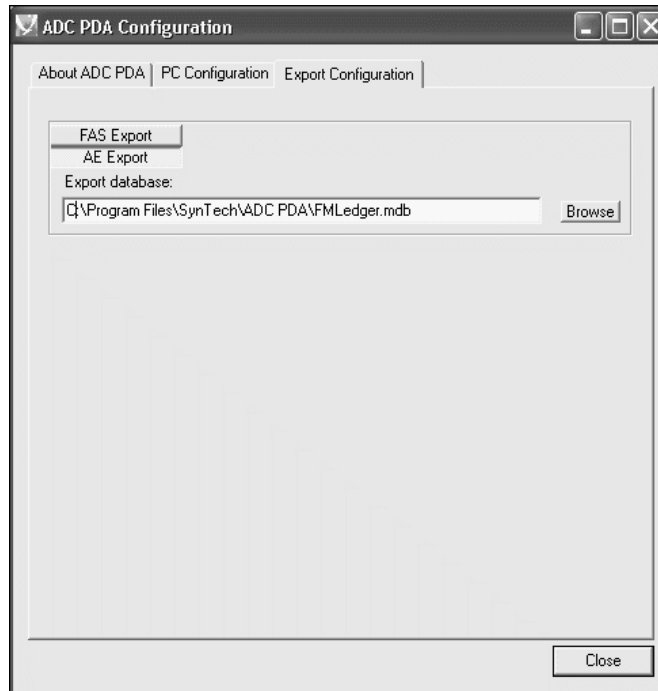
- a. Install the ADC PDA Configuration software to the PC. Follow the onscreen instructions, which guide you through installing ADC PDA Configuration software. ActiveSync® is installed along with ADC PDA Configuration. *Do not configure ActiveSync® during installation; cancel out of the ActiveSync® setup.*



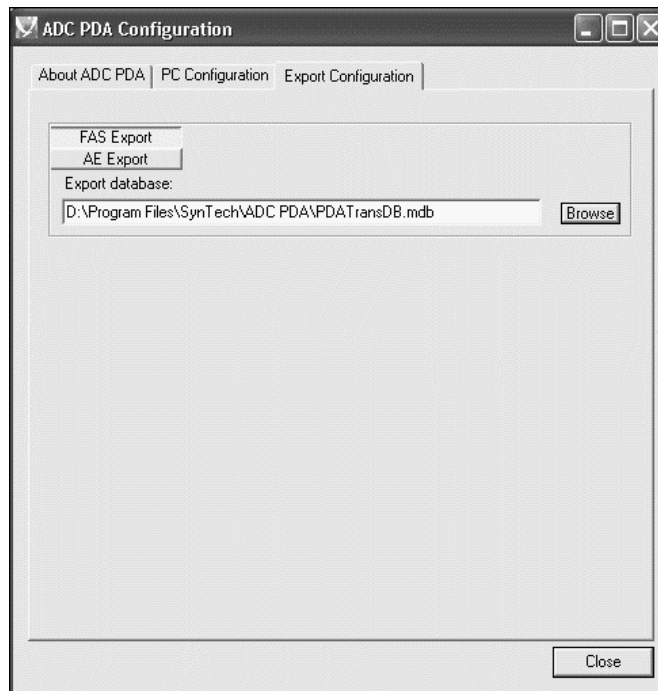
Cancel out of
the ActiveSync
Setup

- b. After installation, click on the ADC icon on the desktop to open ADC PDA Configuration. Click on the Export Configuration tab.

- c. Select either FAS Export or AE Export. If AE Export is to be used, select the FMLedger.mdb database in the ADC PDA install program as the Export database.

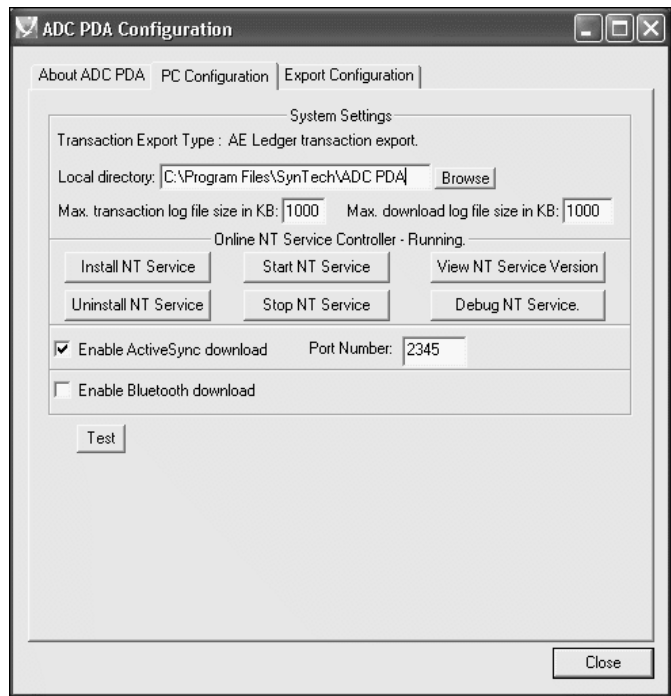


To export to FAS, select FAS Export and the PDATransDB.mdb database file in the ADC PDA Configuration program directory.



- d. Click on the PC Configuration tab. Edit the Local directory to point to the location of the ACD PDA Configuration installation directory.

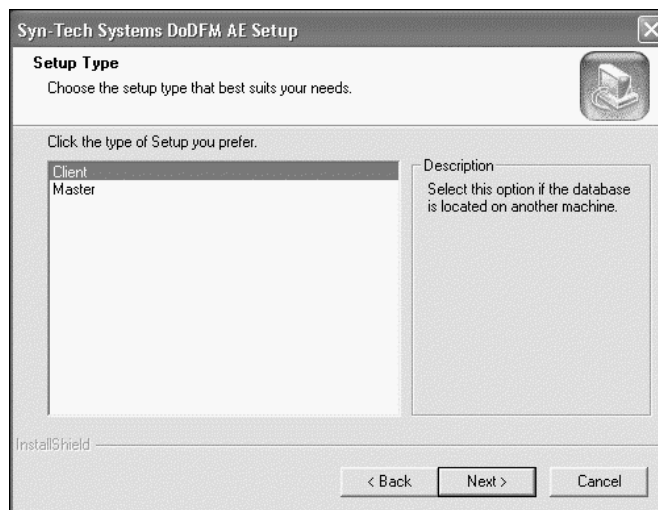
- e. If the NT Service is not already running, click Install NT Service. Then click Start NT Service.
- f. Select the Enable ActiveSync download.



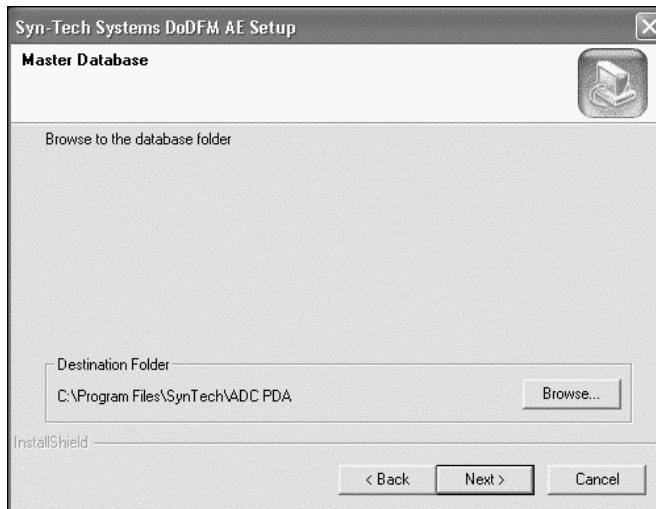
- g. Click on Close to exit from ADC PDA Configuration.

Step 2. Install and Configure AE Ledger

- a. Install AE Ledger. Follow the onscreen instructions, which guide you through installing the AE Ledger software. When prompted, select to install the Client version of AE.



- b. When directed to select the database folder select the ADC PDA Configuration program directory.



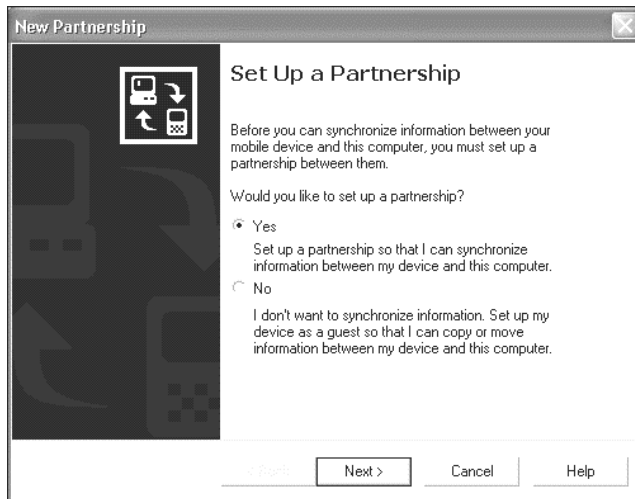
- c. Follow the onscreen instructions to continue and complete the install.
- d. Open and configure AE Ledger with at least the DoDAACs, fuel codes, sites and other entries necessary for fueling.

Step 3. Connect the PDA cradle to the computer

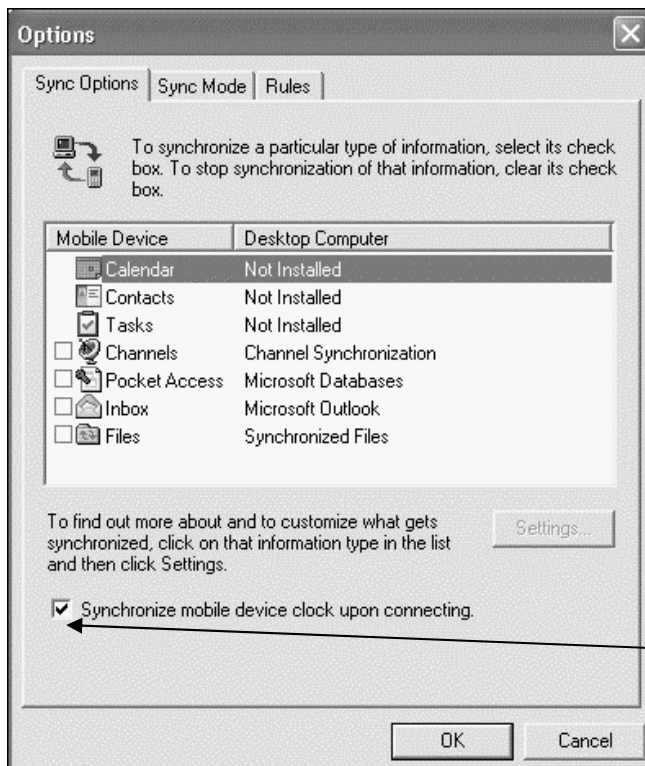
- a. Open ActiveSync® from the start menu.
- b. Connect the adapter cable to the side of the cradle. *Do not place the PDA into the cradle at this time.*
- c. Plug the adapter into a working electrical outlet.
- d. Plug the USB connector into an available USB port on your computer with one side and to the PDA Cradle with the other.

Step 4. Configure ActiveSync®

- a. Place the PDA unit into the cradle.
- b. ActiveSync® will connect to the PDA and prompt to create a new partnership for the PDA. Follow the onscreen instructions, which guide you through creating the new partnership.

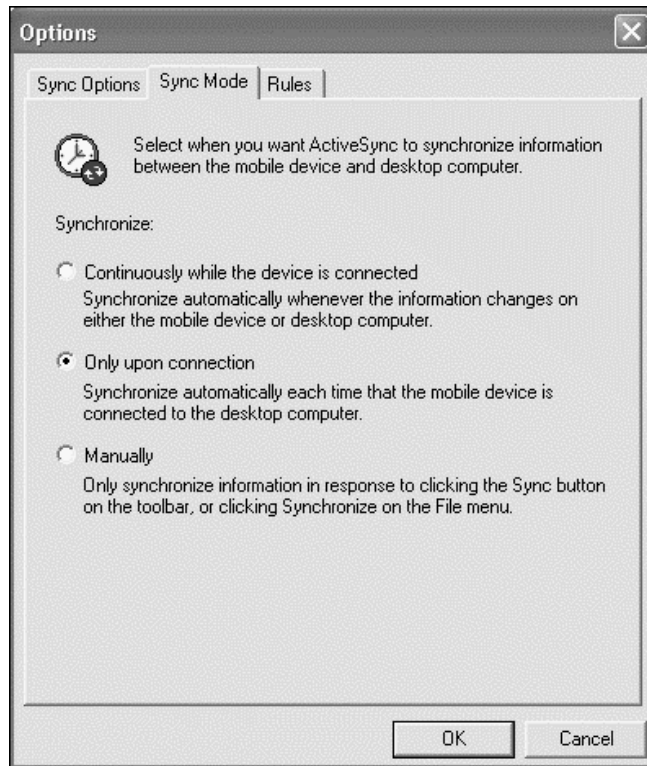


- c. Once the partnership is created, select Options from ActiveSync® menu.
- d. Under Sync Options, select to “Synchronize mobile device clock upon connecting”. This will keep your PDA clock synchronized with your PC clock.



Click to synchronize
the PC clock with the
PDA clock

- e. Under Sync Mode, select to synchronize “Only upon connection”.



Setup is complete

The PDA unit is now configured to download transactions to the Central Controller.

Working with Transactions

Downloading Transactions

Once the system is properly configured, you download transactions to the Central Controller simply by placing the PDA into the PC Cradle.

When the PDA is placed into the PC Cradle, the system will automatically attempt to connect and synchronize using ActiveSync®. Once connected, any transactions in the PDA unit will be downloaded.



A message will be displayed on the PDA screen when the download is complete.



Viewing and Editing Transactions

After transactions have been downloaded, they can be viewed and edited through AE Ledger. Log in to AE Ledger and click on the Ledger icon to open the Active Ledger view.

Select Sales or Credits from the detail drop-down, or double-click on the Sales or Credit columns for the date desired to view Sales or Credit details.

Detail dropdown

Double-click to view detail

Date	Receipts	Sales	Credits	Shipments	Adjustments	Book	Phy Inv	Gain/Loss
01-Apr...	0	0	0	0	0	0	NA	NA
02-Apr...	0	0	0	0	0	0	NA	NA
03-Apr...	0	0	0	0	0	0	NA	NA
04-Apr...	0	0	0	0	0	0	NA	NA
05-Apr...	0	0	0	0	0	0	NA	NA
06-Apr...	0	0	0	0	0	0	NA	NA
07-Apr...	0	0	0	0	0	0	NA	NA
08-Apr...	0	0	0	0	0	0	NA	NA
09-Apr...	0	0	0	0	0	0	NA	NA
10-Apr...	0	0	0	0	0	0	NA	NA
11-Apr...	0	0	0	0	0	0	NA	NA
12-Apr...	0	0	0	0	0	0	NA	NA
13-Apr...	0	0	0	0	0	0	NA	NA
14-Apr...	0	0	0	0	0	0	NA	NA
15-Apr...	0	0	0	0	0	0	NA	NA
16-Apr...	0	0	0	0	0	0	NA	NA
17-Apr...	0	0	0	0	0	0	NA	NA
18-Apr...	0	0	0	0	0	0	NA	NA
19-Apr...	0	0	0	0	0	0	NA	NA
20-Apr...	0	0	0	0	0	0	NA	NA
21-Apr...	0	0	0	0	0	0	NA	NA
22-Apr...	0	0	0	0	0	0	NA	NA
23-Apr...	0	0	0	0	0	0	NA	NA
24-Apr...	0	0	0	0	0	0	NA	NA
25-Apr...	0	492.32	0	0	0	-492.32	NA	NA
26-Apr...	0	12	0	0	0	-12	NA	NA
27-Apr...	0	0	66	0	0	66	NA	NA
28-Apr...	0	0	0	0	0	NA	NA	NA
29-Apr...	0	0	0	0	0	NA	NA	NA
30-Apr...	0	0	0	0	0	NA	NA	NA
Totals	0	504.32	66	0	0			0

Transactions are listed by date and type. Double-click on a row to view an individual transaction.

Double-click to view transaction

VEHICLE_ID	V_TYPE	CUSTOMER	QUANTITY	USE_CODE	DOCUMEN	CREATE_DATE	EXPORT_D
12345678	.	fp3010.123	23.000			4/25/2005 5:41:	
12345678	.	.	68.430			4/25/2005 5:41:	
123456	.	fp3010.123	34.000			4/25/2005 5:43:	
12345678	.	.	12.000			4/25/2005 5:48:	
12345678	.	.	31.000			4/25/2005 5:48:	
12345678	.	.	56.000			4/25/2005 5:48:	
12345678	.	.	62.000			4/25/2005 5:48:	
12345678	.	.	72.000			4/25/2005 5:48:	
12345678	.	.	45.890			4/25/2005 6:00:	
12345678	.	.	88.000			4/25/2005 6:00:	

The information for the transaction will be displayed, with the option to Edit the transaction, Delete the transaction or Close the dialog.

Manual Entry

Sale |

Aircraft Sale

SELLER's DoDAAC: FP3010

Product: JP8 - 9130010315816

Trans Date: 4/25/2005

Card Number: 6010295000234592

Tail Number: 12345678

Aircraft Type:

Cust DoDAAC:

Sig Code:

Cust Sup DoDAAC:

Fund Code:

Sub Account:

Quantity: 23 (GL)

Servicing Point: RU

Servicing Unit: 11

Use Code:

Edit Delete Save Close

Click to enter
Edit mode

To edit a transaction, select the transaction as described above and click on the Edit button.

Manual Entry - Modified*

Sale |

Aircraft Sale

SELLER's DoDAAC: FP3010

Product: JP8 - 9130010315816

Trans Date: 4/25/2005

Card Number: 6010295000234592

Tail Number: 12345678

Aircraft Type:

Cust DoDAAC:

Sig Code: A

Cust Sup DoDAAC:

Fund Code: AA

Sub Account:

Quantity: 23 (GL)

Servicing Point: RU

Servicing Unit: 11

Use Code:

Edit Delete Save Close

Click to save
edits

To save the edits, click the Save button.

Manual Transaction Entry

Transactions can also be manually entered via the AE Ledger software. To create a manual transaction, select Add from the Active Ledger menu.

Date	Shipments	Adjustments	Book	Phy Inv	Gain/Loss
01-Apr...	0	0	0	NA	NA
02-Apr...	0	0	0	NA	NA
03-Apr...	0	0	0	NA	NA
04-Apr...	0	0	0	NA	NA
05-Apr...	0	0	0	NA	NA
06-Apr...	0	0	0	NA	NA
07-Apr...	0	0	0	NA	NA
08-Apr...	0	0	0	NA	NA
09-Apr...	0	0	0	NA	NA
10-Apr...	0	0	0	NA	NA
11-Apr...	0	0	0	NA	NA
12-Apr...	0	0	0	NA	NA
13-Apr...	0	0	0	NA	NA
14-Apr...	0	0	0	NA	NA
15-Apr...	0	0	0	NA	NA
16-Apr...	0	0	0	NA	NA
17-Apr...	0	0	0	NA	NA
18-Apr...	0	0	0	NA	NA
19-Apr...	0	0	0	NA	NA
20-Apr...	0	0	0	NA	NA
21-Apr...	0	0	0	NA	NA
22-Apr...	0	0	0	NA	NA
23-Apr...	0	0	0	NA	NA
24-Apr...	0	0	0	NA	NA
25-Apr...	0	0	0	NA	NA
26-Apr...	0	0	0	NA	NA
27-Apr...	0	0	0	NA	NA
28-Apr...	0	0	0	NA	NA

You can select to add Sales or Credits, as well as other types of transactions.

After filling in the information for the new transaction, click Save to save the entry to the database.

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