

Preparing for Allocations

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If currently experiencing propane allocations, consider the following to help extend the propane supply.

Forecasting Report

A Forecasting report is present in Energy Force to help determine the number of gallons and deliveries needed for the projected term of allocation with the assumption that tanks will be filled to 80%. It is suggested to run this report to determine needs during the allocation timeframe.

Note: If short-filling to 60%, reduce the overall number of gallons on this report by 20% once it has generated.

Navigate to *Main Menu / Management Reports / Forecasting Reports*.

The screenshot shows the 'Forecasting Report Setup' window. It contains several sections and fields:

- Section 1:** Radio buttons for 'Summary' (selected) and 'Detail'.
- Section 2:** Radio buttons for 'All Customer Types' (selected) and 'Selective Customer Types'.
- Scheduled Customers:** A text box with a search icon and a radio button for 'Yes' (selected) or 'No'.
- Section 4:** 'Division' dropdown set to '1' with a search icon, followed by 'to' and a '9999' dropdown with a search icon.
- Section 5:** 'Route' dropdown set to '0' with a search icon, followed by 'to' and a dropdown set to '0' with a search icon.
- Section 6:** 'Forecast to Date' dropdown set to '00/00/00'.
- Section 7:** 'Estimated Degree Days' dropdown set to '0'.
- Section 8:** 'Percent Left' dropdown set to '0'.
- Section 9:** 'Tank Type' dropdown with a search icon.
- Section 10:** 'Include HOLD Customers' dropdown set to 'No'.
- Section 11:** Radio buttons for 'Video' (selected) and 'Printer'. Below these are 'Use Default Printer' (selected) and 'Prompt for Printer'.
- Buttons:** 'Print' and 'Cancel' buttons at the bottom right.

1. *Summary* displays overall total propane needed to service customers.
2. Choose *All Customer Types* or *Selective*. It is suggested to process for all.
3. For *Scheduled Customers*, choose *Yes*.
4. Specify one Division or all.
5. Enter a range for all *Route* numbers or process individual Routes.
6. *Forecast to Date* is the date of the projected/estimated end of the allocation period.
7. The *Estimated Degree Days* is the estimated number of Degree Days from the now until the ending allocation period.
 - Review the local forecast to determine estimated DDs for the time period.
 - $65 - ((High + Low) / 2)$

High Temp - 60 degrees
Low Temp - 30 degrees

$$60 + 30 = 90$$

$$90/2 = 45$$

$$65 - 45 = 20 \text{ Degree Days}$$

8. In the *Percent Left* field, consider adding an additional 10% above the normal delivery percentage. This is if the spread is 20%-30% to auto-schedule. This will be the percent left in the tank on the future date chosen.
9. Enter *P* for propane as the *Tank Type*.
10. The *Include HOLD Customers* default is *No*.
11. Choose *Video* and print if desired.

This report helps determine if the daily or weekly allocation will be enough to service the gallon requirements.

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Degree Day Forecasting Report-Summary

Division 1

to 9999

Route 1 to 7

Forecast Date 02/28/21

Estimated Degree Days 500

Percent Left 40

Include Scheduled Y

Tank Type P

Division	-1								
Route	2								
		# of Deliveries	204		# of Gallons	62,004.63			
Route	3	P							
		# of Deliveries	218		# of Gallons	60,175.19			
Route	4								
		# of Deliveries	184		# of Gallons	57,881.47			
Route	5	P							
		# of Deliveries	1		# of Gallons	196.80			
Route	6								
		# of Deliveries	224		# of Gallons	77,571.80			
Route	7								
		# of Deliveries	209		# of Gallons	49,949.29			
		Total Deliveries	1040		Total Gallons	307,779.18			