

Journals - Daily Balancing

Last Modified on 02/04/2026 5:00 pm EST

Review all journals to be sure they are in balance.

- Front screen should match the history and bucket totals.
- Trip report should match the journal.

Journal	Division	Date	User ID	# Items	Total Dollars	Trip ID	Cleared?
1205	1	10/30/24	LAUR	1.00	208.00		Y
1204	1	10/03/24	LB	1.00	250.00		Y
1203	1	10/03/24	LB	0.00	0.00		Y
1202	1	09/23/24	LB	0.00	0.00		Y
1199	1	09/05/24	LB	0.00	0.00		Y

16	4	10/30/24	1000 RESIDENTIAL PROPANE									
SG70000393	Y	60	80	0	2.0000	0.00	100.00	\$200.00	\$8.00	\$208.00		
Totals:						0.00	100.00	\$200.00	\$8.00	\$208.00		

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Department Summary Report								
Division	1 ABC PROPANE COMPANY			to	9999			
Journal Date	10/30/24		to	10/30/24		Department Number	1000 to 999999	
Quantity Parts	Gallons	Taxable Sales	Sales Tax	Non-Taxable	Total			
1000 RESIDENTIAL PROPANE								
Dept Totals	0.00	100	200.00	8.00	0.00	208.00		

Energy Track Trip Summary Example:

Trip Summary

0 Transfers

0 Receipts 0.00

0 Cash 0.00

0 Check 0.00

0 Visa 0.00

0 Mastercard 0.00

0 American Express 0.00

0 Discover 0.00

2 Invoices 2,780.08

Gallons Invoiced 1,200.00