Bulk Truck Deliveries - Daily Balancing

Last Modified on 04/11/2025 2:28 pm EDT

The Bulk Truck Delivery reports are important because they provide accurate data to generate reliable Management reports and they help ensure all gallons are billed properly.

Reviewing the Bulk Truck table and reports should be done every day as part of the daily balancing.

- Review the Bulk Truck Delivery report to ensure the driver's information is posted correctly.
- Run Metered vs. Delivered report.
- Run reports by driver and/or truck.
- When entering a trip manually, the trip must also be entered into the bulk truck delivery.

The Bulk Truck Delivery report can be run by going to Main Menu / Bulk Truck Delivery / Reports.

	E	Bulk Truck [Delivery	by Driver-	Summary			
Divis	ion 131 ABC COM	IPANY		to 13	1 ABC COM	IPANY		
	Driver Number	547 to	547	Delivery Dat	te 01/01/23	to 01/3	1/23	
	Regi	ister 1 1	Regist	er 2 0				
Driver	Register	Gallons	Hours	Miles	Stops	GPH	GPM	GPS
131 ABC COMPA	NY	Location						
547 DRIVER	NAME							
	1	31,404	69.15	281151	118			
	Driver Totals	31,404	69.15	281151	118	454.14	0.11	266.14
Report before records were	Division Totals	31,404	69.15	281151	118	454.14	0.11	266.14
upuateu	Report Totals	31,404	69.15	281151	118	454.14	0.11	266.14

The above report shows inaccurate mileage so it is of no value to a manager. Remember - drivers enter mileage manually, so there is always margin for error.

Areas highlighted in yellow below are items in question.

- A zero in all fields could indicate a driver started a shift and ended it right away.
- The meter may not have communicated to the handheld.
- Why is this mileage so high? This should have been corrected.
- If corrected and managed daily, the monthly and yearly reports will always be accurate.

	Divi	sion 13	1 ABC COMP	ANY	to 13	31 ABC COMP	ANY
	Re	gister 1	1	Delivery Defe	Drive	r DRIVER NAM	ΛE
				Delivery Date	01/01/23 to 0	1/31/23	
ruck #	Date	Register	Hours	Miles Driven	Gals Delivered	# of Stops	Meter Gals
131 A	BC COMP	PANY					
	Driver	547 D	RIVER NAME				
3149	01/02/23	3 1	7.20	199	3210	11	3210
3149	01/03/23	3 1	8.20	280230	3250	15	3250
3149	01/04/23	3 1	8.12	240	4110	19	4110
3149	01/05/23	3 1	8.87	258	3723	9	3723
3149	01/06/23	3 1	9.08	224	4929	16	4929
3149	01/07/23	3 1	0.00	0	0	0	0
3149	01/09/23	3 1	7.12	0	2321	11	2321
3149	01/10/23	3 1	7.65	0	4617	15	4617
3149	01/11/23	3 1	6.78	0	3169	13	3169
3149	01/12/23	3 1	6.13	0	2075	9	2075
	Driv	/er Totals	69.15	281151	31404	118	31404
					Driver - Gallons	s per Mile	0.11
	Divisio	n Totals	69.15	281151	31404	118	31404
				0	ivision - Gallons)	per Mile	0.11
	REPORT	TOTALS	69.15	281151	31404	118	31404
					Total - Gallons	per Mile	0.11

Bulk Delivery By Driver - Detail

Meter Not Communicating

To correct an instance of the meter not communicating to the handheld navigate to *Bulk Truck Delivery / Delivery Posting*. Correcting Meter values, gallons, and stops are required.

The Delivery Posting screen contains Trip report information coming from Energy Track. To avoid looking through a large number of records, press **CTRL** + **R** to search for a range. For *Column*, select *Truck Number* or *Driver Number*, the *Filter Type* defaults to *Equals to*, and for *Value* enter the Truck or Driver Number needing to correct. Add an additional line by pressing the **down arrow** to further filter the results. If filtering by Dates, it is recommended to include a few days prior to the date needing correction.

For example: The correction needs to be made for 08/03 in this scenario so the date entered in the search is 08/01.

Div	Truck Register #	Driver Trip Start	Date 🛛 🔺 Trip Start Time	
550 🔍	13814 🔍 1	551 🔍 08/02/22	08:33	
550 🔍	13814 🔍 1	551 🔍 08/03/22	07:15	
550 Q	🖳 Rng			
550 Q	Column Filter	Type Values		^
550 4	Truck Number 🗸 Equ	als to 🗸 13814		
550 Q	Trip Start Date Grea	er or Equals to 08/01/22		

Once the entry that needs correction is found press **CTRL + M** to Modify and correct the *Begin Meter* column to reflect the *End Meter* of the previous trip. Click in the lower portion of the screen and the *Total Gallons Delivered* and *Total Number of Stops* will increase. Hold **CTRL + Q** to save.

Div	Truck Register #	Driver Trip Start Date	Trip Start Time	Begin Miles	End Miles	Begin Meter	End Meter
550 Q	13814 🔍 1	551 Q 08/02/22	08:33	70720	70884	1772093	1774330
550 🔍	13814 🔍 1	551 🤍 08/03/22	07:15	70884	71017	0 🔶	1778070
550 Q	13814 🔍 1	551 Q 08/04/22	07:42	71017	71017	1778070	1778800
550 Q	13814 Q 1	551 Q 08/05/22	09:23	71132	71230	1778800	1780371
550 Q	13814 🔍 1	551 🔍 08/08/22	07:36	71230	71334	1780371	1781897
550 Q	13814 🔍 1	551 Q 08/09/22	07:44	71334	71408	1781897	1782630
550 🔍	13814 🔍 1	551 🔍 08/15/22	13:45	71416	71424	1782630	1782800
550 🔍	13814 🔍 1	551 Q 08/16/22	13:12	71464	71487	1783033	1783315
550 🔍	13814 🔍 1	551 🔍 08/17/22	07:34	71487	71593	1783315	1785168
550 🔾	13814 🔍 1	551 Q 08/18/22	07:20	71593	71713	1785168	1787479
550 Q	13814 🔍 1	551 🔍 08/23/22	07:31	71713	71815	1791950	1793673
550 Q	13814 🔍 1	551 Q 08/25/22	08:00	71815	71948	1793673	1795660
550 🔍	13814 🔍 1	551 🔍 08/26/22	07:28	71948	72055	1795660	1797825
550 Q	13814 🔍 1	551 Q 08/29/22	08:04	72055	72211	1797825	1800183
550 🔍	13814 🔍 1	551 🔍 08/30/22	07:57	72211	72352	1800183	1802590
550 Q	13814 🔍 1	551 Q 08/31/22	07:36	72352	72441	1802590	1804520
550 Q	13814 🔍 1	551 🔍 09/02/22	07:36	72441	72558	1804520	1806615
550 Q	13814 🔍 1	551 Q 09/07/22	12:41	72640	72668	1807383	1807654
550 🔍	13814 🔍 1	551 🔍 09/08/22	07:46	72668	72822	1807684	1811006
550 🔍	13814 🔍 1	551 Q 09/09/22	08:15	72822	72908	1811006	1812915
	Total Truck Miles	133	Total Number of Hour Total Number of Stop	s 8.55	Cy	linder Size 0	
То	tal Gallons Delivered	3740			Cylinders	Picked Up 0	

If *Begin Meter* is blank, enter the *End Meter* number from the previous date. If the *End Meter* is blank, enter the *Begin Meter* that is recorded for the next day or add the gallons delivered to the *Begin Meter* of the day being corrected.

To correct mileage use the same method, however, make this correction after talking to the driver or wait one day to correct it.

Note: Refined fuel trucks have multiple registers. Miles driven and number of stops is recorded under the 1st register. Find the products (diesel or gas) at *Bulk Truck Delivery / Truck Maintenance*.

Delivery Date 12/01/24 to 12/31/24

Truck #	Driver # Date	Miles Driven	Gallons Delivered	l # of Stops N	leter Gallons
132	- OAKES BU	LK ND			
	Truck # 12992				
Register	1	1687	4985	37	6508
Register	2	0	19251	0	21969
	Truck Totals	1687	24236	37	28477
				Truck - Gallons per Mil	e 14.37
	Division Totals	s 1687	24236	37	28477
			D	ivision - Gallons per Mi	le 14.37

Driver Switches Trucks

Div	Truck Register #	Driver Trip Start Date	Trip Start Time	Begin Miles	End Miles	Begin Meter	End Meter 🔨
39 🔍	2253 🔍 1	560 🔍 01/19/23	11:01	170352	170517	209870	211834
39 🔍	2253 🔍 1	560 🔍 01/19/23	11:01	170352	170517	209870	211834
39 🔍	2253 🔍 1	560 🔍 01/12/23	05:46	169344	169544	192634	195607
39 🔍	2253 🔍 1	560 🔍 01/11/23	06:43	169193	169344	188503	192634
39 🔍	2253 🔍 1	560 🔍 01/11/23	06:39	169193	169193	188503	188503
39 🔍	2253 🔍 1	560 🔍 01/10/23	06:36	168982	169193	185561	188503
39 🔍	2253 🔍 1	560 🔍 01/09/23	06:14	168758	168982	182119	185561
39 🔍	2253 🔍 1	560 🔍 01/06/23	07:00	168564	168758	178014	182119
39 🔍	2253 🔍 1 Filtered by d	river 560 🔍 01/05/23	06:02	168350	168564	173829	178014
39 🔍	2253 🔍 1	560 🔍 01/05/23	05:41	168350	168350	0	173829
39 🔍	2253 🔍 1	560 🔍 01/04/23	09:02	168226	168350	171994	173829
38 🔍	2244 1	560 🔍 12/31/22	15:26	163938	163943	102755	103180
39 🔍	2253 🔍 1	560 🔍 12/31/22	06:05	168107	168226	168880	171994
39 🔍	2253 🔍 1	560 🔍 12/30/22	07:06	167942	168107	165484	168880
39 🔍	2253 🔍 1	560 🔍 12/29/22	07:05	167789	167942	161860	165484
39 🔍	2253 🔍 1	560 🔍 12/28/22	07:17	167613	167789	158827	161860
39 🔍	2253 🔍 1	560 🔍 12/27/22	06:51	167447	167613	155562	158827
39 🔍	2253 🔍 1	560 🔍 12/22/22	07:19	167296	167447	152551	155562
39 🔍	2253 🔍 1	560 🔍 12/22/22	07:16	167296	167296	152551	152551
39 🔍	2253 🔍 1	560 🔍 12/22/22	06:59	167296	167296	152551	152551 🗸

Find the ending meter reading the last time the truck was used. Do this by going into the Bulk Truck Delivery posting and locate entries for the truck instead of the driver.

Note: It is also possible to verify the totalizer beginning and ending numbers from day to day using Trip reports.

Div	Truck Register #	Driver Trip Start Date	Trip Start Time	Begin Miles	End Miles	Begin Meter	End Meter
38 🔍	2244 🔍 1	559 🔍 01/12/23	08:24	164692	164795	125179	128097
38 🔍	2244 🔍 1	559 🔍 01/11/23	08:22	164600	164692	122539	125179
38 🔍	2244 🔍 1	559 🔍 01/10/23	08:07	164465	164600	119352	122539
38 🔍	2244 🔍 1	559 🔍 01/09/23	08:14	164397	164465	116102	119352
38 🔍	2244 Q 1 Sorted by truck	559 🔍 01/06/23	08:24	164300	164397	112496	115676
38 🔍	2244 🔍 1	559 🔍 01/05/23	08:03	164191	164300	109554	112496
38 🔍	2244 🔍 1	559 🔍 01/04/23	08:10	164133	164191	105888	109554
38 🔍	2244 🔍 1	559 🔍 01/03/23	07:52	163943	163943	103180	105888
38 🔍	2244 🔍 1	560 🔍 12/31/22	15:26	163938	163943	102755 🔫	103180
38 🔍	2244 🔍 1	559 🔍 12/31/22	07:59	163848	163938	99607	102755
38 🔍	2244 🔍 1	559 🔍 12/30/22	08:19	163766	163848	96359	99607
200	0011 0	FF0 0 40/00/00	07.40	400000	400300	00740	00000

Trip Number: start: 12/31/2022 06:05	2600118	}	
End: 12/31/2022 13:59			
DRIVER: TRUCK: 2253 2253 CEI	NTE 12FL	-	
Beginning Odometer 168107 Ending Odometer 168226 Mileage: 119	Totalizer 1	168880.0	End 171993.5
Comp	a <mark>rt</mark> ment Sum	mary	
Type PROPANE	Sta	rt	End
Percent Full	8	8	52
Gallons on Truck	2464.	0 145	56.0
TRIF	REP	ORT	
TRIF Trip Number: Start: 12/31/2022 15:26 End: 12/31/2022 17:07	2690081	ORT	
TRIF Trip Number: Start: 12/31/2022 15:26 End: 12/31/2022 17:07 DRIVER:	2690081	ORT	
TRIF Trip Number: Start: 12/31/2022 Start: 12/31/2022 End: 12/31/2022 TRUCK: 2244 UN	2690081	ORT	End
TRIF Start: 12/31/2022 15:26 End:: 12/31/2022 17:07 DRIVER: 2244 TRUCK: 2244 Beginning Odometer 163938 Ending Odometer 163943 Mileage: 5 5	2690081 VLE 12FL Totalizer 1	Start 102754.9	End 103179.8
TRIF Trip Number: Start: 12/31/2022 15:26 End: 12/31/2022 17:07 DRIVER: TRUCK: 2244 2244 UN Beginning Odometer 163938 Ending Odometer 163943 Mileage: 5 Comp	2690081 VLE 12FL Totalizer 1	Start 102754.9	End 103179.8
TRIF Trip Number: Start: 12/31/2022 15:26 End: 12/31/2022 17:07 DRIVER: TRUCK: 2244 2244 UN Beginning Odometer 163938 Ending Odometer 163943 Mileage: 5 Comp Type PROPANE	P REPO 2690081 VLE 12FL Totalizer 1	Start 102754.9 Imary	End 103179.8
TRIF Trip Number: Start: 12/31/2022 15:26 End: 12/31/2022 17:07 DRIVER: TRUCK: 2244 2244 UN Beginning Odometer 163938 Ending Odometer 163943 Mileage: 5 Comp Type PROPANE	P REPO 2690081 VLE 12FL Totalizer 1	Start 102754.9	End 103179.8 End

Gallons on Truck Total Gallons Metered 424.9

		Bulk Truck I	Delivery	by Driver-	-Summary	,		
Divis	sion 131 ABC CO	MPANY		to 13	1 ABC CO	MPANY		
	Driver Number	547 to	547	Delivery Dat	te 01/01/23	to 01/3	1/23	
	Re	gister 1 1	Regist	er 2 0				
Driver	Register	Gallons	Hours	Miles	Stops	GPH	GPM	GPS
131 ABC COMPA	NY	Location						
547 DRIVER	NAME							
	1	31,404	69.15	1927	118			
Report after Bulk	Driver Totals	31,404	69.15	1927	118	454.14	16.30	266.14
Truck Delivery corrections	Division Totals	31,404	69.15	1927	118	454.14	16.30	266.14
	Report Totals	31,404	69.15	1927	118	454.14	16.30	266.14

Entering a Trip Manually

The *Bulk Truck Delivery Posting* menu will automatically update when the Mobile Device Posting has been performed. However, if not utilizing handhelds, this information will need to be entered manually once the invoice has been posted into the system.

		ABC PF	ROPANE		JEFF MILLER			
	Div	Truck Register #	Driver Trip Start .	Trip Start Time	Begin Miles	End Miles	Begin Meter	End Meter 🔨
	169 <mark>Q</mark>	2693 🔍 1	520 🔍 08/18/23	08:46	198998	199107	239046	239400
	28 🔍	3051 🔍 1	228 🔍 08/18/23	08:43	31018	31107	700388	706582
	100 <mark>Q</mark>	2359 🔍 1	413 🔍 08/18/23	08:43	193588	193651	155549	156883
	100 🔍	2359 🔍 2	413 🔍 08/18/23	08:43	0	0	506236	507189
	180 <mark>Q</mark>	1879 🔍 1	382 🔍 08/18/23	08:42	313613	313754	636274	636974
		1881 🔍 1	452 🔍 08/18/23	08:41	180732	180797	81281	81850
	35 🔍	1881 🔍 2	452 🔍 08/18/23	08:41	0	0	324918	325588
	103 🔍	3015 🔍 1	414 🔍 08/18/23	08:40	108762	109008	499293	500242
	93 <mark>Q</mark>	3098 🔍 1	274 🔍 08/18/23	08:38	43140	43270	755371	757143
	172 🔍	1605 🔍 1	378 🔍 08/18/23	08:38	137840	137928	717925	718860
	25 <mark>Q</mark>	3132 🔍 1	499 🔍 08/18/23	08:35	13881	13956	103656	104215
	25 🔍	3132 🔍 2	499 🔍 08/18/23	08:35	0	0	425441	427874
	87 <mark>Q</mark>	2587 🔍 1	404 🔍 08/18/23	08:32	168434	168499	709513	710036
	165 🔍	3012 🔍 1	302 🔍 08/18/23	08:29	81604	81708	608162	610019
	106 Q	2116 🔍 1	415 🔍 08/18/23	08:28	263111	263260	155326	156245
	106 🔍	2116 🔍 2	415 🔍 08/18/23	08:28	0	0	99999996	99999996
	115 Q	2765 🔍 1	68 🔍 08/18/23	08:28	216548	216644	555475	555780
	165 🔍	2735 🔍 1	303 🔍 08/18/23	08:28	183419	183543	515552	519303 🗸
		Total Truck Miles	65	Total Numl	ber of Hours	3.87	Cylinder	Size 0
		Total Meter Gallons	569	Total Num	ber of Stops 4		Cylinders Delive	ered 0
		Total Gallons Delivered	570				Cylinders Picker	i Up 🛛 0
Last	Ticket Ente	red:						
Div	Truck	Driver		Save	Cancel			
0	0	0						
Delivery D	ate Be	eginning Odometer						
01/01/0	1	0						

- 1. From the Master Menu, select Bulk Truck Delivery.
- 2. Choose Delivery Posting.
- 3. Select Create.
- 4. Enter the Division number or press **F5** to select the Division from the list.
- 5. Enter the Truck Number, Register #, and Driver Number.
- 6. In the *Delivery Date* field, enter the date the deliveries were made.
- 7. The Beginning Odometer will default to the previous day's ending reading but can be changed if necessary.
- 8. In the *Ending Odometer* field, enter the odometer reading for the selected truck after the deliveries were made.
- 9. The Beginning Truck Meter reading will default to the previous day's ending reading but can be changed if

necessary.

- 10. In the Ending Truck Meter field, enter the meter reading for the selected truck after deliveries were made.
- 11. In the Total Truck Miles and Total Meter Gallons automatically display.
- 12. Enter the actual number of gallons delivered in the Total Gallons Delivered field.
- 13. Enter the total number of deliveries made in the Total Number of Stops field.
- 14. Enter the total number of hours it took to run the load in the Total Number of Hours field.
- 15. In the Cylinder Size field, enter the size of cylinders that were replaced.
- 16. In the Cylinders Delivered field, enter the number of cylinders delivered.
- 17. In the Cylinders Picked Up area, enter the number of cylinders picked up.
- 18. Choose Save.