

Trip Reconciliation Reports - Daily Balancing

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The Trip Reconciliation reports show all trips that came into Energy Force from the handhelds.

- Reviewing these reports can help determine if there is a missing trip or if a ticket number was skipped on the handheld that did not import.
- EnergyTrack uses an invoice number for an out-of-gas and when recording a load/unload of a truck.
- This report should be checked at least once a week to make sure there is not an ongoing issue with a handheld, meter, or some other anomaly.
- Internal staff should be balancing the Trip report with what was imported into the system.
 - Run this report by going to *Main Menu / Management Reports / Exception Report Menu / EnergyTrack Reports*.
- Invoice/Ticket numbers will not be used for Trans9, Loads, and Unloads in the future for better audit control of tickets.

TRIP IMPORT RECONCILIATION						
Note: Missing trips denoted by ***						
			Trip Date Range	03/01/13	to	03/31/13
Handheld#	Trip#	Division	Date	Driver#	Journal#	Missing Ticket Ranges
10	90481	1	03/04/2013	2	5004	
10	90482	1	03/05/2013	2	5014	
10	90483	1	03/14/2013	2	5051	
10	90484	1	03/18/2013	1	5062	
10	90485	1	03/19/2013	1	5065	
10	90487 ***	1	03/25/2013	1	5080	95028 - 95028
10	90488	1	03/26/2013	1	5085	
10	90489	1	03/27/2013	2	5091	
11	100590 ***	2	03/01/2013	3	5000	
11	100591	2	03/04/2013	3	5012	
11	100592	2	03/05/2013	1	5018	106762 - 106762 106764 - 106764 106770 - 106770

If all match, the process is complete. This should not take much time and, by reviewing these items, there is no need to manually review every ticket.