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   01/01/13   to   12/31/25

Handheld#	Trip#	Division	Date	Driver#	Journal#	Missing Ticket Ranges	
1	14	1	02/19/2014	1	11		
1	18 ***	30	02/20/2014	12	12		
1	19	1	02/24/2014	1	13		
1070	1120 ***	1	06/10/2016	1	15	11 - 1183	
1070	1121	1	06/10/2016	1	16		
1070	1122	1	06/10/2016	1	17		
1070	1124 ***	1	06/10/2016	1	18		
1070	1125	1	06/10/2016	1	501		
1070	1126	1	06/10/2016	2	502		
1070	1127	1	06/10/2016	2	503		
1070	1128	1	06/13/2016	1	504		
1070	1130 ***	1	06/13/2016	1	512		
1070	1131	1	06/24/2016	2	518	18 - 1189	
1070	1132	1	06/24/2016	4	519	19 - 1193	
1070	1133	1	06/29/2016	1	520	20 - 1194	
1070	1135 ***	1	06/29/2016	1	521	22 - 1199	
1070	1137 ***	1	06/29/2016	1	522	23 - 1200	
1070	1138	1	06/29/2016	1	523		
1070	1139	1	06/29/2016	1	524		
1070	1187 ***	1	08/08/2016	1	528		
1070	1188	1	08/08/2016	1	529		
1070	1189	1	08/08/2016	1	530		
1070	1193 ***	1	08/23/2016	1	0		Trip imported, but no In
1070	1200 ***	19	08/24/2016	1	531		
1070	1202 ***	1	08/25/2016	1	0		Trip imported, but no In
1070	1203	1	08/25/2016	1	0		Trip imported, but no In
1070	1204	1	08/25/2016	4	0		Trip imported, but no In
1070	1205	1	08/26/2016	1	532		
1070	1206	1	08/26/2016	1	534		
1070	1207	1	08/26/2016	1	535		
1070	1208	1	08/26/2016	1	536		
1070	1209	1	08/26/2016	1	537		
1070	1210	1	08/26/2016	1	0		Trip imported, but no In
1070	1211	1	08/26/2016	1	539		
1070	1214 ***	1	09/12/2016	1	544	22 - 1289	
1070	1228 ***	1	09/19/2016	1	546		
1070	1267 ***	1	10/24/2016	1	0		Trip imported, but no In
1070	1268	1	10/24/2016	4	550		
1070	1269	1	10/24/2016	1	551		
1070	1270	1	10/28/2016	1	552		
1070	1271	1	11/07/2016	1	553		
1070	1273 ***	1	11/14/2016	1	0		Trip imported, but no In

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.