

Daily and Monthly Checklists - Daily Balancing

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Daily Checklist

Review Trip Report

Gallons Delivered and Gallons Meter equal						
Mileage is accurate						
Account for variance						

Review Journal

Gallons match Trip report Gallons Delivered						
Dollars match Invoice Dollar on Trip report						

Bulk Truck Delivery

Review Driver and Truck report to make sure data is accurate						
Review Meter vs. Gallons report						
Make entries for hand-entered journals						

Monthly Checklist

All sales and payments are posted		
Process meter billing		
Process recurring billing		
Process tank rent		
Change the Posting date		
Print Sales Tax reports		