

Bulk Truck Deliveries - Daily Balancing

Last Modified on 05/06/2026 12:32 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*.

| Bulk Truck Delivery by Driver-Summary | | | | | | | | | |
|--|------------------------|-----------------|--------------|---------------|------------|---------------|-----------------|----------------------|--|
| Division | | 131 ABC COMPANY | | | to | | 131 ABC COMPANY | | |
| Driver Number | | 547 to | | 547 | | Delivery Date | | 01/01/23 to 01/31/23 | |
| Register 1 | | 1 | | Register 2 | | 0 | | | |
| Driver | Register | Gallons | Hours | Miles | Stops | GPH | GPM | GPS | |
| 131 ABC COMPANY | | 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 | |
| | Division Totals | 31,404 | 69.15 | 281151 | 118 | 454.14 | 0.11 | 266.14 | |
| | Report Totals | 31,404 | 69.15 | 281151 | 118 | 454.14 | 0.11 | 266.14 | |

Report before records were updated

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.

Bulk Delivery By Driver - Detail

Division 131 ABC COMPANY to 131 ABC COMPANY
 Register 1 1 Driver DRIVER NAME
 Delivery Date 01/01/23 to 01/31/23

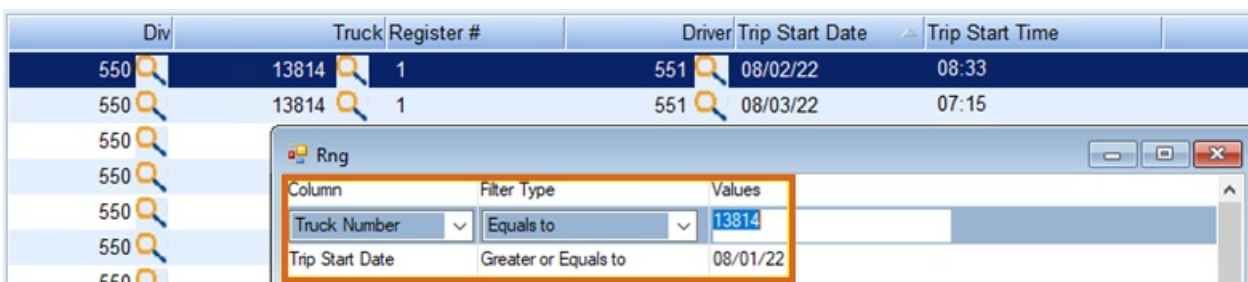
| Truck # | Date | Register | Hours | Miles Driven | Gals Delivered | # of Stops | Meter Gals |
|------------------------|----------|------------|------------------------------------|---------------|----------------|------------|--------------|
| 131 ABC COMPANY | | | | | | | |
| Driver | | 547 | DRIVER NAME | | | | |
| 3149 | 01/02/23 | 1 | 7.20 | 199 | 3210 | 11 | 3210 |
| 3149 | 01/03/23 | 1 | 8.20 | 280230 | 3250 | 15 | 3250 |
| 3149 | 01/04/23 | 1 | 8.12 | 240 | 4110 | 19 | 4110 |
| 3149 | 01/05/23 | 1 | 8.87 | 258 | 3723 | 9 | 3723 |
| 3149 | 01/06/23 | 1 | 9.08 | 224 | 4929 | 16 | 4929 |
| 3149 | 01/07/23 | 1 | 0.00 | 0 | 0 | 0 | 0 |
| 3149 | 01/09/23 | 1 | 7.12 | 0 | 2321 | 11 | 2321 |
| 3149 | 01/10/23 | 1 | 7.65 | 0 | 4617 | 15 | 4617 |
| 3149 | 01/11/23 | 1 | 6.78 | 0 | 3169 | 13 | 3169 |
| 3149 | 01/12/23 | 1 | 6.13 | 0 | 2075 | 9 | 2075 |
| Driver Totals | | | 69.15 | 281151 | 31404 | 118 | 31404 |
| | | | Driver - Gallons per Mile | | | | 0.11 |
| Division Totals | | | 69.15 | 281151 | 31404 | 118 | 31404 |
| | | | Division - Gallons per Mile | | | | 0.11 |
| REPORT TOTALS | | | 69.15 | 281151 | 31404 | 118 | 31404 |
| | | | Total - Gallons per Mile | | | | 0.11 |

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.



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 | 13814 | 1 | 551 | 08/02/22 | 08:33 | 70720 | 70884 | 1772093 | 1774330 |
| 550 | 13814 | 1 | 551 | 08/03/22 | 07:15 | 70884 | 71017 | 0 | 1778070 |
| 550 | 13814 | 1 | 551 | 08/04/22 | 07:42 | 71017 | 71017 | 1778070 | 1778800 |
| 550 | 13814 | 1 | 551 | 08/05/22 | 09:23 | 71132 | 71230 | 1778800 | 1780371 |
| 550 | 13814 | 1 | 551 | 08/08/22 | 07:36 | 71230 | 71334 | 1780371 | 1781897 |
| 550 | 13814 | 1 | 551 | 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 | 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 | 08/18/22 | 07:20 | 71593 | 71713 | 1785168 | 1787479 |
| 550 | 13814 | 1 | 551 | 08/23/22 | 07:31 | 71713 | 71815 | 1791950 | 1793673 |
| 550 | 13814 | 1 | 551 | 08/25/22 | 08:00 | 71815 | 71948 | 1793673 | 1795660 |
| 550 | 13814 | 1 | 551 | 08/26/22 | 07:28 | 71948 | 72055 | 1795660 | 1797825 |
| 550 | 13814 | 1 | 551 | 08/29/22 | 08:04 | 72055 | 72211 | 1797825 | 1800183 |
| 550 | 13814 | 1 | 551 | 08/30/22 | 07:57 | 72211 | 72352 | 1800183 | 1802590 |
| 550 | 13814 | 1 | 551 | 08/31/22 | 07:36 | 72352 | 72441 | 1802590 | 1804520 |
| 550 | 13814 | 1 | 551 | 09/02/22 | 07:36 | 72441 | 72558 | 1804520 | 1806615 |
| 550 | 13814 | 1 | 551 | 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 | 09/09/22 | 08:15 | 72822 | 72908 | 1811006 | 1812915 |

| | | | | | |
|-------------------------|---------|-----------------------|------|---------------------|---|
| Total Truck Miles | 133 | Total Number of Hours | 8.55 | Cylinder Size | 0 |
| Total Meter Gallons | 1778070 | Total Number of Stops | 13 | Cylinders Delivered | 0 |
| Total 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 | # of Stops | Meter Gallons | |
|----------|------------------------|-----------------|--------------|------------------------------------|------------|---------------|--|
| 132 | [REDACTED] | - OAKES BULK ND | | | | | |
| | Truck # | 12992 | | | | | |
| Register | 1 | | 1687 | 4985 | 37 | 6508 | |
| Register | 2 | | 0 | 19251 | 0 | 21969 | |
| | Truck Totals | | 1687 | 24236 | 37 | 28477 | |
| | | | | Truck - Gallons per Mile | | 14.37 | |
| | Division Totals | | 1687 | 24236 | 37 | 28477 | |
| | | | | Division - Gallons per Mile | | 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 | 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 | 161880 | 165484 |
| 39 | 2253 | 1 | 560 | 12/28/22 | 07:17 | 167613 | 167789 | 158827 | 161880 |
| 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 | 1 | 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 |

TRIP REPORT

Trip Number: 2600118
 Start: 12/31/2022 06:05
 End: 12/31/2022 13:59

DRIVER: [REDACTED]
 TRUCK: 2253 2253 CENTE 12FL

| | Start | End |
|---------------------------|----------|----------|
| Beginning Odometer 168107 | 168880.0 | 171993.5 |
| Ending Odometer 168226 | | |
| Mileage: 119 | | |

Compartment Summary

| Type | Start | End |
|------------------------------|---------------|--------|
| Percent Full | 88 | 52 |
| Gallons on Truck | 2464.0 | 1456.0 |
| Total Gallons Metered | 3113.5 | |

TRIP REPORT

Trip Number: 2690081
 Start: 12/31/2022 15:26
 End: 12/31/2022 17:07

DRIVER: [REDACTED]
 TRUCK: 2244 2244 UNVLE 12FL

| | Start | End |
|---------------------------|----------|----------|
| Beginning Odometer 163938 | 102754.9 | 103179.8 |
| Ending Odometer 163943 | | |
| Mileage: 5 | | |

Compartment Summary

| Type | Start | End |
|------------------------------|--------------|--------|
| Percent Full | 36 | 87 |
| Gallons on Truck | 1116.0 | 2697.0 |
| Total Gallons Metered | 424.9 | |

Bulk Truck Delivery by Driver-Summary

Division 131 ABC COMPANY to 131 ABC COMPANY
 Driver Number 547 to 547 Delivery Date 01/01/23 to 01/31/23
 Register 1 1 Register 2 0

| Driver | Register | Gallons | Hours | Miles | Stops | GPH | GPM | GPS |
|------------------------|------------------------|-----------------|--------------|-------------|------------|---------------|--------------|---------------|
| 131 ABC COMPANY | | Location | | | | | | |
| 547 DRIVER NAME | | | | | | | | |
| | 1 | 31,404 | 69.15 | 1927 | 118 | | | |
| | Driver Totals | 31,404 | 69.15 | 1927 | 118 | 454.14 | 16.30 | 266.14 |
| | 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 |

Report after Bulk
Truck Delivery
corrections

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.

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**.