

# Daily and Monthly Checklists - Daily Balancing

Last Modified on 02/03/2026 5:09 pm EST

## 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           |  |  |