

# 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		