



# Meter Reconciliation Report

This document provides information on the Meter Reconciliation Report, which is a standard report available in FuelsManager.

Prerequisites: The Meter Reconciliation report should have been preconfigured for your Site, and your User account should belong to a User Group that has been assigned to view the report. See the *Report Assignment Configuration* help page for more information. See also the *Site Configuration System Tab* help page for more information on associating the report to your Site.

Meter Reconciliation allows users to compare the values recorded for transactions that use a meter, and the values recorded when the meter is closed out.

The Meter Reconciliation Report allows you to view data collected for a meter during a specified period of time. You may use the report for reconciling meters, which allows you to check for meter skips or if any meter is out of tolerance.

Site: [dropdown] Manager: [dropdown] View Report

Begin Date: 6/1/2022 End Date: 6/2/2022

Exclude Additives:  True  False

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### Meter Reconciliation Report

Begin Date: 06/01/2022 End Date: 06/02/2022 Exclude Additives: False Terminal ID: [blurred]

Meter:	Start:	End:	Meter Total: 0	Gross Total: 6900	Meter & Gross Diff.: -6900										
DATE	BOL #	P.O. #	PRODUCT	PRESET	GROSS	NET	METER START	METER STOP	METER SKIP	METER START TIME	METER STOP TIME	METER GROSS	CARRIER	TRAILER	STATION
06/01/2022	2022060100000002	12630		0	900	900			0			-900.0			Bay 1
06/02/2022	2022060200000003	12630		0	2,000	2,000			0			-2,000.0			Bay 1
06/02/2022	2022060200000004	12630		0	1,000	1,000			0			-1,000.0			Bay 1
06/02/2022	2022060200000005	12630		0	1,000	1,000			0			-1,000.0			Bay 1
06/02/2022	2022060200000006	12630		0	1,000	1,000			0			-1,000.0			Bay 1
06/02/2022	2022060200000007	12630		0	1,000	1,000			0			-1,000.0			Bay 1
06/01/2022	2022060100000042	12622		0	0	0			0			0.0			
06/01/2022	2022060100000042	12662		0	0	0			0			0.0			
<b>Meter: 101</b>	<b>Start: 248014</b>	<b>End: 258328</b>	<b>Meter Total: 10314</b>			<b>Gross Total: 28</b>			<b>Meter &amp; Gross Diff.: 10286</b>						
DATE	BOL #	P.O. #	PRODUCT	PRESET	GROSS	NET	METER START	METER STOP	METER SKIP	METER START TIME	METER STOP TIME	METER GROSS	CARRIER	TRAILER	STATION
06/01/2022	2022060100000043	12622		1,300	28	28	258300	258328	0	18:55	18:55	0.0			Bay 1
<b>Meter: 102</b>	<b>Start: 49440</b>	<b>End: 51100</b>	<b>Meter Total: 1660</b>			<b>Gross Total: 0</b>			<b>Meter &amp; Gross Diff.: 1660</b>						
DATE	BOL #	P.O. #	PRODUCT	PRESET	GROSS	NET	METER START	METER STOP	METER SKIP	METER START TIME	METER STOP TIME	METER GROSS	CARRIER	TRAILER	STATION
06/01/2022	2022060100000043	12662		700	0	0	51100	51100	0	18:55	18:55	0.0			Bay 1

Printing Time: 6/3/2022 11:25:29 AM Version: 12.0.0.0 Page 1 of 1

You must belong to a FuelsManager user group with appropriate security access rights to view and modify data. Some pages may not be available for entry or edit depending on your user security rights.

Meter Reconciliation Reports can be run for all or a particular Site(s), for a specific Manager, and for the specified date range. You also have an option to include or exclude additive meter transactions in the report.

The Meter Start, Meter End, Meter Total, Gross Total, and Meter & Gross Difference values are shown for each meter included in the report. The report is sorted by BOL number in ascending order.

See the *Report Header Field Descriptions* and *Report Column Descriptions* sections below for more information.

## Viewing the Meter Reconciliation Report

### From the Reports Menu

You may view the Meter Reconciliation Report from the Reports menu. Follow the steps below:

- 1) Log in to a **Site** or **Site Group** in FuelsManager.
- 2) From the menu, select **Reports > Operations > Meter Reconciliation Report**. The report header displays.
- 3) In the **Site** field, select the Site(s)/Site Group(s) in which you want to view meter transactions.
- 4) Select the **Manager** from the list.  
*This is a required field. The report will not run if no Manager is selected.*
- 5) Select or enter the **Begin Date** and **End Date** range to filter the table data.

- 6) Select **True** or **False** to Exclude Additives from the report.
  - When set to **True**, additive meter transactions are excluded from the report.  
*See the [Product Configuration General Tab](#) help page for more information on configuring Additive type products.*
  - When set to **False**, additive meter transactions are included in the report.
- 7) Click **View Report**. The report values are refreshed based on your selections.

### From the Meter Reconciliation Page

You may view a Meter Reconciliation report from the Meter Reconciliation page. Follow the steps below:

- 1) Log in to a **Site** in FuelsManager.
- 2) From the menu, select **Accounting > Main > Meter Reconciliation**. The Meter Reconciliation page displays.
- 3) Enter or select the **Inventory Date** in which you want to reconcile meters.
- 4) You may apply additional filters by selecting an **Asset ID, Meter ID, Manager, Product, and Carrier**.
- 5) In the **In/Out of Tolerance** dropdown list, select the meter transactions you want to view:
  - **All** - includes in and out of tolerance meter transactions based on your set filters.
  - **In** - includes only meter transactions with variances within the tolerance limit, based on your selected filters.
  - **Out** - includes only meter transactions that are out of the tolerance limit, based on your selected filters.

- 6) Set the **Tolerance Value** percentage to filter the meter transactions.
- 7) Click **Refresh**. The meter transactions display in the table based on your set filters.
- 8) Click **Generate Report**. The report header displays and defaults to the Site you are logged into.  
*You can only view meter transactions for the Site you are logged in to.*

View Details	Asset ID	Carrier	Error	Meter ID	Meter Start	Meter Stop	Meter Total	Meter Variance	Product	Rotates Backwards	Transaction Total
Arm 1	401			54891.14	61411.16	6523	6523	99001			0
Arm 1	101			248014	256328	10314	10284	12422			28
Arm 1	102			49440	81100	1660	1660	12862			0
Custom Tank 08	08				0	0	0	0			0
Arm 2	501			58218	58218	0	0	13900T			0
Arm 1	smeter				0	0	0	0			0
					0	0	0	0			0
					0	0	0	0			0

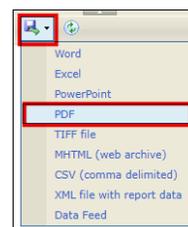
If the report does not display, ensure that your pop-up blocker is disabled. Also, ensure that the appropriate Meter Reconciliation Report is associated in the System tab of the Site Configuration multi-tab page.

When the Report Header displays, follow the steps in the previous section starting on step 3.

## Printing the Report

You may print the report from the header. Follow these steps:

- 1) Click the **Export** dropdown menu.
- 2) Select **PDF** from the list and then save the file in your desired folder location.  
*Varec recommends to use the PDF format for exporting reports.*
- 3) Open the **PDF** file and then **print** the report.



## Report Header Field Descriptions

Field	Description
Site	Filters the table to only show data for all or the selected Site(s).
Manager	Filters the table to only show data associated with the selected Manager. <i>This is a required field. The report will not generate if no Manager is selected.</i>
Begin Date	Indicates the beginning date for the report data. <i>A Manager must be selected before this field is enabled.</i>
End Date	Indicates the ending date for the report data. <i>A Manager must be selected before this field is enabled.</i>
Exclude Additives	Allows you to include or exclude data for Additive meter transactions: <ul style="list-style-type: none"> <li>When <b>True</b>, additive meter transactions are <u>excluded</u> from the report.</li> <li>When <b>False</b>, additive meter transactions are <u>included</u> in the report.</li> </ul> <i>See the <a href="#">Product Configuration General Tab help page</a> for more information on product types.</i>
View Report	Click to view the report based on the selected criteria.

## Report Column Descriptions

Column	Description
Date	Lists the dates when the meter transaction was recorded in FuelsManager.
BOL #	Lists the BOL (Bill of Lading) number, in ascending order, used for the meter transactions.
P.O. #	Lists the Purchase Order numbers.
Product	Lists the products dispensed by meters and included in the meter closeout or meter transactions.
Preset	Lists the requested Preset amount per transaction.
Gross	Lists the total Gross volume of product that passed through the meter.
Net	Lists the total Net volume of product that passed through the meter.
Meter Start	Lists the meter start values. <i>Meter Start values are determined by the meter stop from the last meter closeout before the specified inventory date.</i>
Meter Stop	Lists the meter stop values. <i>Meter Stop values are determined by the meter stop from the last meter closeout which occurred during the specified inventory date.</i>
Meter Skip	Lists the meter skips values which are calculated based on the previous transaction's meter stop value and the current transaction's meter start value. <i>To calculate meter skip, it is assumed that a meter can rollover at most once a day.</i>
Meter Start Time	Lists the times the meter started.
Meter Stop Time	Lists the times the meter stopped.
Meter Gross	Lists the differences between the Gross value of the BOL (see above) compared to the result of the Meter Stop minus the Meter Start. <b>Calculation:</b> $\text{Meter Gross} = \text{Gross} - (\text{Meter Stop} - \text{Meter Start})$ <b>Examples:</b> $\text{Gross} = 1000, \text{Meter Start} = 1000, \text{Meter Stop} = 2000, \text{Meter Gross} = 0$ $\text{Gross} = 1001, \text{Meter Start} = 1000, \text{Meter Stop} = 2000, \text{Meter Gross} = (1)$
Carrier	Lists the Carriers associated with the meter transaction.
Trailer	Lists the Trailers associated with the Carriers.
Station	Lists stations or the arms on the station where the meter is located.