



Meter Reconciliation Summary

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

Prerequisites: The Meter Reconciliation Summary 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.

The Meter Reconciliation Summary Report allows you to view a summary of meter transactions per Site for a specified period of time.

The screenshot shows the report interface with the following details:

- Site: [Dropdown]
- Manager: [Dropdown]
- View Report: [Button]
- Begin Date: 4/1/2022
- End Date: 6/5/2022
- Exclude Additives: True False
- Navigation: 1 of 2
- Report Title: Meter Reconciliation Summary Report
- Begin Date: 04/01/2022
- End Date: 06/05/2022
- Exclude Additives: False
- Terminal ID: [Field]
- EPA #: [Field]

METER	CURRENT	PREVIOUS	METERED VOL	BOL VOL	BOL-METER
			0	25170	-25170
101	258328		258328	39329	218999
102	51100		51100	15369	35731
401	61411.160		61411.16	84831	-23419.84

- Printing Time: 6/6/2022 2:54:08 PM
- Version: 12.0.0.0
- All Volumes in Gallons
- Page 1 of 2

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 Summary 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 Current and Previous meter readings per meter are shown on the report. The Metered and BOL Volumes, as well as the BOL Meter values are also included in the report. The report data is grouped per Site.

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

Viewing the Meter Reconciliation Summary Report

You may view the Meter Reconciliation Summary 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 Summary Report**. The report header displays.
- 3) In the **Site** field, select the Site(s)/Site Group(s) in which you want to view the summary report.
- 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.

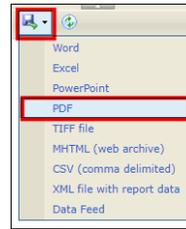
- 6) Select **True** or **False** to Exclude Additives from the report.
 - When set to **True**, additive meter transactions are excluded from the report.
*See the *Product Configuration General Tab* help page for more information on configuring Additive type products.*
 - When set to **False**, additive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

The screenshot shows a close-up of the report interface with the **View Report** button highlighted by a red box.

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 type products: <ul style="list-style-type: none"> • When True, additive meter transactions are <u>excluded</u> from the report. • When False, additive meter transactions are <u>included</u> in the report. <i>See the Product Configuration General Tab help page for more information on product types.</i>
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
Meter	Lists the Meter IDs.
Current	Lists the current meter reading.
Previous	Lists the previous meter reading.
Metered Vol	Lists the metered volume of product that passed through the meter during the specified date range.
BOL Vol	Lists the total volume of product included in BOL transactions within the specified date range.
BOL Meter	Lists the differences between the Metered Volume and the BOL Volume. Calculation: BOL Meter = Metered Vol - BOL Vol Examples: Metered Vol = 1000, BOL Vol = 2000, BOL Meter = (1000) Metered Vol = 1000, BOL Vol = 1000, BOL Meter = 0