



Bulk Additive Meter Report

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

Prerequisites: The Bulk Additive Meter 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 Bulk Additive Meter Report allows you to track the volume of bulk additives that go through a meter. You may view the report for all or a particular Site(s) and Manager(s) for the specified date range. You may also view data for all or a particular Meter(s).

The report shows Subtotals and Averages of the Bulk Meter Volume, as well as the Grand Total and Average Total.

The screenshot shows the 'Bulk Additive Meter Report' interface. At the top, there are filters for Site, Manager, Begin Date (4/1/2022), End Date (6/20/2022), and Meter. A 'View Report' button is visible. Below the filters, the report title 'Bulk Additive Meter Report' is displayed, followed by 'Activities from 4/1/2022 to 6/20/2022'. The interface shows two sections for 'Meters Serviced'. Each section contains a table with columns: Date, Meter Start, Meter Stop, Bulk Meter Volume, Load Rack Volume, and Rate. The first section shows a date of 04/22/2022 with a Bulk Meter Volume of 1,201.00. The second section shows a date of 04/22/2022 with a Bulk Meter Volume of 2,500.00. Both sections include 'Subtotal' and 'Average' rows. At the bottom, there is a footer with the date '6/21/2022 9:20:35 AM', version '12.0.0.0', and page information '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.

Viewing the Bulk Additive Meter Report

You may view the Bulk Additive Meter 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 > Bulk Additive Report**. The report displays.
- 3) Select the appropriate **Site Group**, **Site**, or **multi-Sites** to filter the data.
- 4) Select the **Manager(s)** from the list.
- 5) Enter or select the **Begin Date** and **End Date** range to filter the report.

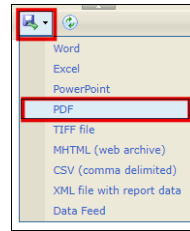
- 6) Select the **Meter(s)** from the list.
- 7) Click **View Report**. The report values are refreshed based on your selections.

This is a close-up of the filter section from the screenshot above. The 'View Report' button is highlighted with a red box. The filters are: Site (dropdown), Manager (dropdown with '<All>' selected), Begin Date (4/1/2022), End Date (6/20/2022), and Meter (dropdown).

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 show data for all Managers or the selected Manager. <i>This is a required field. The report will not run if no Manager is selected.</i>
Begin Date	Indicates the start date for the report data.
End Date	Indicates the end date for the report data.
Meter	Filters the table to show data for the selected Meter(s).
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.
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>
Bulk Metered Volume	Lists the bulk metered volume of additives that passed through the meter during the specified date range.
Load Rack Volume	Lists the volume of additives loaded at the load rack.
Rate	Lists the ratio of additive per load.