



How to Read Your Fuel Management Report

Understanding how to read your fuel management statement is an important step towards controlling your fuel costs.

Businesses also need to understand the level of control over fueling activity is dependant upon all purchases being made within the system. Every purchase made outside the system degrades your auditing and accounting controls at every level. Not only does it compromise your volume discount potential, it opens the door to slippage, which can cost your business substantially.

How to Read Your Statement

CARD	D A T E	T I M E	S I T E	K E Y B O A R D	O D O M T R	M P G	P R O D	Q U A N T I T Y	P R I C E	F E T	S E T	M E T	S S T	A M O U N T
VEH# 14 - 7 7D64015					52317									
3384759	01-03-05	9:15	C7		52461	6.6	UNL	21.78	1.7222	4.01	3.92		2.72	40.23
3384759	01-04-05	7:51	C7		52538	2.7	UNL	28.02	1.7219	5.16	5.04		3.50	51.75
3384759	01-05-05	8:08	C7		52642	4.6	UNL	22.22	1.7218	4.09	4.00		2.77	41.03
3384759	01-11-05	6:53	C7		52766	5.3	UNL	23.01	1.7531	4.23	4.14		2.92	43.26
3384759	01-13-05	9:36	C7		52889	4.9	UNL	25.00	1.7732	4.60	4.50		3.21	47.54
					572	4.7		120.03		22.09	21.60		15.12	223.81

- 1 Knowing exactly **where** your drivers are fueling is critical to your fuel management review. Are they where you expected them to be? A quick perusal will tell you if they have fueled in an unexpected location.
- 2 Knowing exactly **when** your drivers are fueling is equally critical. Were they on the job at the time and date listed? This is an excellent tool for detecting abnormal employee activity.
- 3 Knowing exactly **how** many miles per gallon between fueling events is essential for two reasons. First of all, it will expose drivers who put fuel in anything other than your company vehicles. Detectable swings in MPG performance often mean that not all of the fuel is making it into the company asset. Secondly, if the odometer readings have been entered correctly, declining MPG performance can help detect a vehicle that is not functioning properly.
- 4 Odometer readings are essential to the system. It's important to make sure your employees carefully and diligently input this data at each fueling. Drivers that continually refuse to adhere to the request should be considered suspect. Without this data, you can't calculate MPG, and subsequently detect inefficiencies or abuse.
- 5 Often overlooked by businesses is the ability to code transactions for other management purposes, such as job number, profit center, or any other data collection need you may have that will help your business.
- 6 Complete product descriptions and gallons purchased help manage fueling activity. If you have not implemented product grade restrictions and gallon limits on your employee's activity, contact us for more information.
- 7 Price per transaction with complete tax breakouts. Remember, you are on a wholesale pricing program that has hidden benefits to retail based pricing.

Hunt & Sons provides a comprehensive summary of fueling activity at the end of your management statement:

		MPG	PROD	QUANTITY	PRICE	F E T	S E T	M E T	S S T	AMOUNT
TOTALS BY VEHICLE										
8	2 - 2 5T97987	222	14.8	14.90	1.3892	2.74	2.68		1.89	28.01
	3 - 3 5Z35254	705	14.8	47.59	1.3689	8.76	8.56		5.98	88.45
	4 - 5 6P44362	1271	16.1	78.87	1.3750	14.51	14.20		9.95	147.11
	5 - 15 5P08434	1963	29.5	66.47	1.3855	12.24	11.96		8.43	124.73

- 8 At the end of each billing period you will be able to identify the total purchases of fuel by each vehicle, including complete tax accounting.

CARD	D A T E	TIME	SITE	KEYBOARD	ODOMTR	MPG	PROD	QUANTITY	PRICE	F E T	S E T	M E T	S S T	AMOUNT
TOTALS BY PRODUCT														
UNL								1090.44	1.8730	200.65	196.25		138.07	2042.49
DF2								519.27	1.3753	126.69	93.48		60.96	995.33
RCF								1.00	2.0000					2.00
								1610.71		327.34	289.73		199.03	3039.82
TOTAL FUEL PURCHASES BY STATE														
10	2 - CA - DF EXCISE TAXES							519.27	1.9167	126.69	93.48		60.96	995.33
	2 - CA - GAS EXCISE TAXES							1090.44	1.8730	200.65	196.25		138.07	2042.49
								1609.71		327.34	289.73		199.03	3037.82

- 9 Summarized purchases by product grades, including total quantity, and detail costing data.
- 10 Complete breakdown of total taxes paid by State of purchase, and product grade purchased within each state.

Hunt & Sons also provides access to account information online. This enables you to view your fueling activity prior to receiving a printed management statement. You can also view archived statements from months past.

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