Transaction Details Report

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

Prerequisites: The Transaction Details 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 Transaction Details Report allows you to view transactions that affect product inventory, such as Adjustments, BOLs, Receipts, Regrades, Shipment, Supply Orders, and Transfers for a specified date range. You may view transactions for all or a particular Site(s), Manager, Product Type, Product, Stockholder, Shipper, Bill To company, and Ship To company. A *Use 'Ship To Filter'* field is available on the report header to locate BOLs for a particular Ship To company. When set to **True**, The *Ship To Filter* field takes precedence over the *Ship To* field.

The report view is grouped per Site, Stockholder, and product. Sub-totals per transaction alias, per Inventory Date, per Product group, per Stockholder, and per Manager are shown on the report. Gross and Net volume Grand Totals and Additive Grand Totals are also shown on the last page of the report.

Viewing the Transaction Details Report

You may view the Transaction Details 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 > Transaction Details Report**. The report header displays.
3) In the **Site** field, select the Site(s)/Site Group(s) in which you want to view transaction details.
4) Select all or a particular **Manager** from the list.
5) Enter or select the **From Date** and **To Date** range in which you want to view the report data.
6) Select the **Product Type** from the list:
   - **All** - includes all product types in the report.
   - **Finished** - includes *Blends* only (finished product).
   - **Unfinished** - includes *Components* only.
7) Select all or a particular **Product**, **Stockholder**, **Shipper ID**, **Bill To** company, and/or **Ship To** company to further filter the report data.

8) If you want to locate BOLs for a particular Ship To company, enter the **search string** in the *ShipTo Filter* field, and then set *Use 'Ship To Filter'* to **True**.
   - When set to **True**, locates the BOL(s) for the Ship To company based on the string entered in the *ShipTo Filter* field.
   - When set to **False**, locates the BOL(s) for the selected *Ship To(s)*.
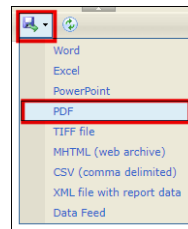   For more information, see the *Use 'Ship To Filter'* description in the *Report Header Field Descriptions* section below.
9) Click **View Report**. The report values are refreshed based on your selections.

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 within the specified date range for all or the selected Site(s).
Manager	Filters the table to show data within the specified date range for all Managers or the selected Manager.
From Date	Indicates the start date for the report data.
To Date	Indicates the end date for the report data.
Product Type	Allows you to select which product types to include in the report: • **All** - includes all product types in the report. • **Finished** - includes *Blends* only (finished product). • **Unfinished** - includes *Components* only.
Product	Filters the table to show data within the specified date range for all Products or the selected Product.

Report Header Field Descriptions (continued)

Field	Description
Stockholder	Filters the table to show data within the specified date range for all Stockholders or the selected Stockholder.
Shipper ID	Filters the table to show data within the specified date range for all Shippers or the selected Shipper.
Bill To	Filters the table to show data within the specified date range for all Bill To companies or the selected Bill To company.
Ship To	Filters the table to show data within the specified date range for all Ship To companies or the selected Ship To company. The *Use 'Ship To Filter'* field (below) may affect the data shown on the report regardless if a *Ship To(s)* is selected.
Use 'Ship To Filter'	Determines if the *ShipTo Filter* (below) is used, which allows you to locate BOL(s) for a particular Ship To company: • When **True**, enforces the following: - Uses the *ShipTo Filter* field instead of the *Ship To* field. - Shows the BOL(s) for the Ship To company based on the string entered in the *ShipTo Filter* field. - Disregards any selection in the *Ship To* field. • When **False**, enforces the following: - Does <u>not</u> use the *ShipTo Filter* field. - Shows the BOL(s) for the selected *Ship To(s)*. - Disregards any entry in the *ShipTo Filter* field.
ShipTo Filter	Filters the table to only show data within the specified date range for the entered string. The *Use 'Ship To Filter'* field (above) may affect what is shown on the report regardless if a *ShipTo Filter* is entered.
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
Date	Lists the dates the transactions were recorded into FuelsManager.
Type	Lists the transaction types.
BOL #	Lists the BOL (Bill of Lading) numbers associated with the transactions.
Time In	Indicates the time when the Driver carded in to enter the facility to perform the corresponding transaction.
Time Out	Indicates the time when the Driver carded out to leave the facility to perform the corresponding transaction.
Product	Lists the products associated with the transactions.
Meter	Lists the Meter IDs used for the corresponding transaction.
Trailer	Lists the trucks or trailers used for the corresponding transaction.
Shipper	Lists the shippers associated with the transactions.
Bill To	Lists the companies billed for the associated transactions.
Ship To	Lists the Ship To company IDs where the product was delivered.
Ship To Name	Lists the names of the companies where the product was delivered.
Carrier	Lists the carriers that delivered the products for the corresponding transaction.
Gross	Lists the gross volume of product delivered.
Net	Lists the net volume of product delivered.