



Customer Account by Shipper Report

This document provides information on the Customer Account by Shipper Report, which is a standard report available in FuelsManager.

Prerequisites: The Customer Account by Shipper 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 Customer Account by Shipper Report allows you to view Ship To (customers) company names and addresses grouped by Shipper for all or a particular Site(s).

Site: [Dropdown] Shipper: <All> [Dropdown] View Report

Select: Active Only [Dropdown]

1 of 5 [Navigation icons] Find | Next [Icons]

Customer Account Information Report

Active Only Doraville Terminal ID: 3421
2200 Main Street NW Address Line 2
Doraville, GA 30340
98711234

Shipper: 9903 -

ID	Customer Name	Address	City	State
990408100000003	CUS Jan 11 Bill To with no TABS -	800 S ST	WALTHAM	MA
931002	Mar 31 Modified 28th - Co Name 2 at 32 characters longz	Address 1 at 32 characters longz Address 2 at 32 characters longz	Beverly Hills	CA
931009	UPD2 Co Name 20th 32 characters - Co Name 2 at 32 characters UPD	Address 1 UPD2 characters longz AddUPD2 2 at 32 characters longz	Roswell	GA
99114210003	UPD2 Co Name 20th 32 characters - Co Name 2 at 32 characters UPD	Address 1 UPD2 characters longz AddUPD2 2 at 32 characters longz	Roswell	GA
99115210046	UPD2 Co Name 20th 32 characters - Co Name 2 at 32 characters UPD	Address 1 UPD2 characters longz AddUPD2 2 at 32 characters longz	Roswell	GA
99115210048	UPD2 Co Name 20th 32 characters - Co Name 2 at 32 characters UPD	Address 1 UPD2 characters longz AddUPD2 2 at 32 characters longz	Roswell	GA
99115210051	UPD2 Co Name 20th 32 characters - Co Name 2 at 32 characters UPD	Address 1 UPD2 characters longz AddUPD2 2 at 32 characters longz	Roswell	GA
99115210053	UPD2 Co Name 20th 32 characters - Co Name 2 at 32 characters UPD	Address 1 UPD2 characters longz AddUPD2 2 at 32 characters longz	Roswell	GA

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Only Ship To companies that are part of the Company Hierarchy, assigned to a Bill To, and assigned a Load/Off-Load ID are included on the report. For more information, refer to the *Assigning Load/Off-Load IDs and Drivers* section on the *Company Hierarchy Configuration* help.

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

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 Customer Account by Shipper Report

You may view the Customer Account by Shipper 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 > Customer Account by Shipper**. The report header displays.
- 3) In the **Site** field, select all or a particular Site(s)/ Site Group(s) to filter the table data.
- 4) Select all or a particular **Shipper** from the list.
This is a required field. The report will not run if no Shipper is selected.
- 5) Select if you want to view **Active Only** or **Inactive Only** Ship To companies (customer accounts).

- 6) Click **View Report**. The report values are refreshed based on your selections.

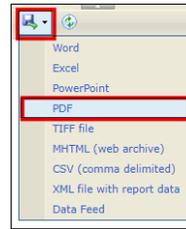
Site: [Dropdown] Shipper: <Select a Value> [Dropdown] View Report

Select: Active Only [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).
Shipper	Filters the table to only show data associated with the selected Shipper. <i>This is a required field. The report will not generate if no Shipper is selected.</i>
Select	Allows you to include or exclude data for active or inactive Ship To accounts: <ul style="list-style-type: none">• Active Only - indicates only active Ship To companies (customer accounts) are shown on the report.• Inactive Only - indicates only inactive Ship To companies (customer accounts) are shown on the report. <i>If a Ship To company is not included on the report, ensure that the Ship To is part of the Company Hierarchy, assigned to a Bill To, and is assigned a Load/off-Load ID. For more information, refer to the Assigning Load/Off-Load IDs and Drivers section on the Company Hierarchy Configuration help.</i>
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
ID	Lists the Ship To company IDs that identify the customer.
Customer Name	Lists the Ship To company names.
Address, City, State	Lists the addresses, cities, and states of the corresponding Ship To companies.