

DataTrak External User Reports

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Customer Reports

Customer Reports

The DataTrak Portal lets you view specific reports for your account. In order to access the reports you must be given access to the system by the vendor company's DataTrak Administrator. This access includes a username and password as well as the reports that will be available to you.

- [Wholesale Invoices](#)
- [Account History](#)
- [Credit Card Remittance](#)
- [ACH Draft Report](#)
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Click on one of the previous links to view information regarding that report.

Wholesale Invoice Reports

When you click the "View Wholesale Invoices" link, DataTrak displays a *list of your company's invoices (The vendor company specifies the number of days in the invoice reporting period. You cannot change the number of days that are displayed.)*. This list is a summary of invoices for the time period. The list includes the date, invoice number, amount, and invoice type.

Sample Invoice List

Wayne Wesley Wells Com
List of Invoices Over the last 1000 days for
Customer 71180005 - ABC PETROLEUM COMPANY, JOHN SMITH

Date	Invoice No.	Amount	Invoice Type
01/08/2004	832	250	Service & Maintenance
01/08/2004	833	160	Service & Maintenance
01/08/2004	834	1000	Service & Maintenance
01/08/2004	108041	154.64	Fuel

The list sorts invoices by invoice date and number. To view detail for an invoice, simply click the invoice line and the system will display the invoice detail for the selected invoice.

Sample Invoice Detail

Wayne Wesley Wells Com - VBDEV
823 EAST 6TH

Page: 1

Invoice No: 284611
Invoice Date: 02/08/02
Ship Date:

Profit Center: 108
Grower ID: 1003
Ship ABC PETROLEUM
To: OKLAHOMA CITY, OK 73733

Sold ABC PETROLEUM
To: OKLAHOMA CITY, OK 73733

RELEASE #: 0

Acct. No: 71180005 PO No: Sales ID: 02 Terms: NET DUE IN 10 DAYS
Ship Via: CONE SOLVENTS & CHK BOL/Ship Order:

Product Code/ Description	Gross Quantity	Net Quantity	Price Each	Extension
S/L Number-- 284601 T: 11 S: 40520003				
## COMBUSTIBLE LIQUID/UN 1203/PG II				
## **CONVENTIONAL GASOLINE**				
130				
SUPER N/L - 91 OCTANE & CHK	130.0*	130.0	1.233769	160.39
FED GAS TAX			18.300000%	23.79
OKLA LUST TAX			1.000000%	1.30
## COMBUSTIBLE LIQUID/UN 1203/PG II				
## **CONVENTIONAL GASOLINE**				
180				
UNLEADED-87 OCTANE	180.0*	180.0	1.228778	221.18
FED GAS TAX			18.300000%	32.94
OKLA LUST TAX			1.000000%	1.80
INVOICE DUE ON 02/18/2002				
* - Identifies billed quantity.		Total Amount:		441.40

The above materials are properly classified, described,
packaged, marked & labeled, & in proper condition as
required by D.O.T..

You can print the invoice by selecting the print option from the Internet Explorer File menu.

Account History

When you click the "Account History" link, DataTrak displays a *list of account activity for your company (The vendor company specifies the number of days in the account activity reporting period. You cannot change the number of days that are displayed.)*. This list is a summary of activity for the time period.

Sample Account History Report

Transaction Date	Invoice Number	Tran Type	Transaction Description	Check Number	Transaction Amount	Total Fuel On Invoice
ARRACCTH Run Date 11/22/04 Run Time 10:17						
SAMPLE PETROLEUM Accounts Receivable 'Account History - abcpetro' Activity From 07/08/1977 To 11/22/2004 Sorted By Customer Number and Transaction Date						
Page 1						
CUSTOMER:	93930636	ABC PETROLEUM	7891 RAINY MTN RD		PHONE 1: (555) 555-5555	
		ANADARKO OK 54321			PHONE 2:	
					CLASS: DEALR	
01/19/2004	295285	SA	SALES ENTRY		200.00	0.00
01/20/2004	297002	SA	SALES ENTRY		-618.15	
	310334	SA	SALES ENTRY		618.15	
01/22/2004	299918	SA	SALES ENTRY		9,096.76	6,600.0000
	304388	SA	SALES ENTRY		-9,096.76	-6,600.0000
	304389	SA	SALES ENTRY		10,149.76	6,600.0000
01/26/2004	297002	51	SMD INC REC'D ON ACCT		618.15	
	299918	51	SMD INC REC'D ON ACCT		-9,096.76	6,600.0000
	304388	51	SMD INC REC'D ON ACCT		9,096.76	-6,600.0000
	304389	51	SMD INC REC'D ON ACCT		-9,530.77	6,600.0000
01/27/2004		0	99 PAYMENT REVERSAL		8,912.62	
	351046541	SA	SALES ENTRY		13,625.70	8,604.0000
01/30/2004	317906	SA	SALES ENTRY		643.50	
Cumulative Month Balance For January 2004						24,618.96

As you can see by the sample report, each account activity item is displayed as a hypertext link. Click the link to view the detail for the item. The information presented on this report includes:

- Customer Number and Name
- Transaction Date
- Transaction Type
- Check Number (if applicable)
- Transaction Amount
- Total Fuel on Invoice (for fuel invoices only)

Additionally, the report subtotals transactions by period and provides an ending account balance for all listed transactions.

Credit Card Remittance Advice

The Credit Card Remittance Advice provides you with a listing of credit card memos that have been applied as payment to your wholesale account. When you click the Credit Card Remittance link, the system displays a summary listing of credit memos *for the specified time period (The vendor company specifies the number of days in the account activity reporting period. You cannot change the number of days that are displayed.)*.

Sample CC Remittance Summary List

SAMPLE PETROLEUM COMPANY
List of Credit Card Remittances Over the last 30 days for
Customer 122345648 - SAMPLE CUSTOMER

Received Date	Vendor.	Document	Amount
03/01/2003	CIT1	MANUAL	9291.32
03/03/2003	CIT1	MANUAL	5582.8
03/05/2003	CIT1	0140	8169.46
03/06/2003	CIT1	0141	5383.66
03/07/2003	CIT1	0142	3895.41
03/10/2003	CIT1	MANUAL	8604.56

To view the detail for an item, click the item, and the system then displays the detail CC Remittance Advice for the item.

Station

This column identifies the customer location (station/C-store) where the credit card transaction occurred.

Card Type

This column identifies the type of credit card such as bank card, Citgo, etc.

Batch Number

The batch number identifies the batch number for the original credit card transaction.

Batch Date

The batch date identifies the date that the credit card transactions occurred.

Gross Amount

The Gross Amount column identifies the total gross amount of transactions for the credit card type, batch, and station on the specified date, at the identified location. The gross amount identifies the sum of transactions prior to any discounts or fees.

Discount/Fee Amount

This column displays the amount of discounts or fees for the transaction.

Net Amount

This column displays the net amount of the credit card transactions. The net amount equals the gross amount less the fees and discounts.

ACH Draft Report

This report provides you with a listing of invoices and the corresponding ACH transaction that was initiated by the vendor to pay the invoice. When you click on the View ACH History link, the system displays a summary list of ACH transactions *for the specified time period (The vendor company specifies the number of days in the account activity reporting period. You cannot change the number of days that are displayed.)*.

Sample ACH Draft Summary

SAMPLE PETROLEUM COMPANY
ACH Drafts for the last 9999 days for
Customer 12633541 - SAMPLE CUSTOMER

Date	Reference No.	Amount
08/15/2003	1	59908.64

To view the detail for a transaction, click the hypertext link and the system displays the detail information for the transaction.

Sample ACH Draft Detail

ARRINVDU
Run Date: 11/05/04
Run Time: 14:48:23

SAMPLE PETROLEUM
DRAFT NOTICE

Page: 1
For 08/14/03

To: SAMPLE CUSTOMER

Reference #: 1

An electronic fund transfer will be initiated against your account on 08/15/2003 for the following invoices:

Invoice No	Invoice Desc	Inv Date	Due Date	Inv Amt	Paid/Disc	Net Amt
7663	SALES ENTRY	04/24/03	04/26/03	21,052.97	.00	21,052.97
7664	SALES ENTRY	04/24/03	04/26/03	38,855.67	.00	38,855.67
Sales Total:				59,908.64	.00	59,908.64
Total Amounts:				59,908.64	.00	59,908.64
Total Amount Drafted on 08/15/2003:						59,908.64

This report is a duplicate of a notification that you should have already received. Normally, the original report will be faxed or e-mailed at the time the transaction occurs.

Review the sample report, and you will see that the ACH Draft is for invoice number 7663 and 7664. The total amount of the ACH Draft is 59,908.64. Also notice that each listed invoice contains a hypertext link. Click a link to view the detail information for an invoice.

Fuel Price Report

The Fuel Price Report provides you with a list of available fuel prices for the specified date. The following sample report reflects the basic information that is available; however, the vendor company does have the ability to add additional information to the report. Furthermore, the report may also include prices for multiple vendors and terminals.

Sample Fuel Price Report

		SAMPLE PETROLEUM Fuel Price Notification 11/22/04		Page			
From: SAMPLE PETROLEUM CO		To: 93930636 ABC PETROLEUM					
1441 W MAIN		JOHN SMITH					
OKLAHOMA CITY, OK 12345		7891 RAINY MTN DR					
		ANADARKO OK 54321					
Vendor Name	Terminal	Product	Price	Freight	Price w/ Freight	Taxes	Price w/ Taxes
MOTIVA - STAR RETREIVAL	8129	DIESEL L/S	1.208200	.0000000	1.208200	.486500	1.694700
MOTIVA - STAR RETREIVAL	8129	DIESEL PRM L/S	1.228200	.0000000	1.228200	.486500	1.714700
MOTIVA-FUEL	8129	NOLEAD MIDDLE RF	1.630000	.0149760	1.644976	.418751	2.063727
MOTIVA - STAR RETREIVAL	8129	NOLEAD MIDDLE RF	1.630000	.0149760	1.644976	.418751	2.063727
MOTIVA-FUEL	8129	NOLEAD PREMIUM R	1.690000	.0149760	1.704976	.418751	2.123727
MOTIVA - STAR RETREIVAL	8129	NOLEAD PREMIUM R	1.690000	.0149760	1.704976	.418751	2.123727
MOTIVA-FUEL	8129	NOLEAD REGULAR R	1.570000	.0149760	1.584976	.418751	2.003727
MOTIVA - STAR RETREIVAL	8129	NOLEAD REGULAR R	1.570000	.0149760	1.584976	.418751	2.003727

The report orders products alphabetically by product name. This sample report lists the following information for each product:

- Product name
- Current price
- Per unit freight amount
- Price with freight: This amount reflects the product price plus the freight amount.
- Per unit tax amount
- Price with taxes. This amount equals the price + freight + taxes.