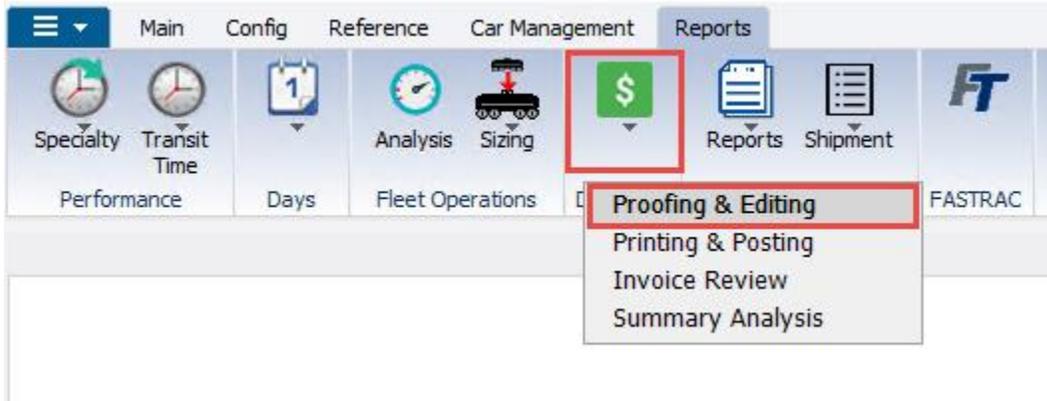




## Setting Up Seasonal Detention Reporting (Proofing & Editing) RAILTRAC®

Version 2.0 | March 2026

Once logged into RAILTRAC, click the Reports tab and select the Detention icon. Then, choose Proofing & Editing.



In the Get Data dialog box, enter the date range for your report and click OK.

The 'Get Data' dialog box is shown. It contains a table with columns 'Column', 'Where', and 'Value'. The 'Release Start Date' and 'Release End Date' rows are highlighted with a red box. The 'Release End Date' row has an asterisk next to it, indicating it is a required field. The 'OK' button at the bottom is also highlighted with a red box.

Column	Where	Value
Release Start Date	>=	00/00/00
* Release End Date	<=	00/00/00
Detention Party No.	=	
Send Invoice To	=	
Car Init	=	
Car No.	=	
Customer No.	=	
Product	=	

\* = Required Field

Get Data Batch OK All New Cancel Setup

The Review screen appears. Review the information, then download it to Excel by clicking Save As on the toolbar.

The screenshot shows a software application window with a menu bar (Main, Config, Reference, Car Management, Reports) and a toolbar. A 'Save As' dialog box is open, with a red circle around the 'Save As' button and the text 'Excel with headers'. Below the dialog is a large table with the following columns: Car No., Customer Number, Product Origin, Destination, Ship Date, Arr Date, Rel Date, Reg Date, End Date, Days Held, Days Free, Days Charged, Det. Rate, Detention Amount, Adjustment, Final Amount, Tier, and Bill Det. Co. The table is divided into sections for different customer types and classes.

To better define the customer charge, you can edit any or all records in the report. The need for edits may arise from several factors. For example, the customer may have agreed to accept shipments earlier than required. Additionally, the railroad may have mishandled the car by improperly spotting it for unloading or pulling it when it was empty and available. Furthermore, the CLMs might not accurately reflect the time the customer had access to the car.

Four fields can be adjusted to affect the charge:

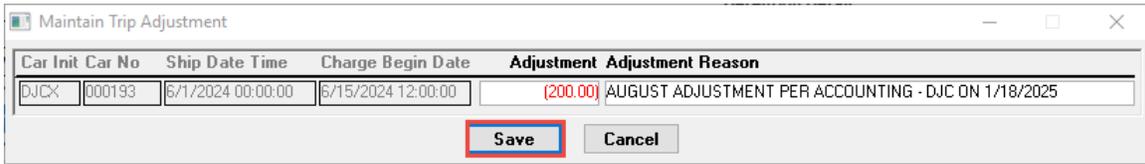
- **Days Free** – Modify the amount of free time allowed.
- **Det Rate** – Increase or decrease the detention rate. This field can be adjusted together with Days Free or independently.
- **Bill Detention** – Change from Yes to No to indicate that no detention charges apply for this car on this specific trip.
- **Adjustment [+]** – Manually modify the detention amount by entering a positive or negative value, which updates the Final Amount.

## Adjustment

Click the [+] button next to the detention amount.



Click Save once you have completed all necessary changes.



Once entered, the adjustment is applied to the trip's detention charges, and the report automatically recalculates the overall total, which is the value displayed under the Final Amount. This feature is useful for correcting errors, applying discounts, or adding extra charges that were not initially recorded.

Car No.	Customer Number	Ship Date	Detention Amount	Adjustment	Final Amount
DJCX 000193	DC SEASONAL ALL H SAINT LOUIS, MO	6/17/2024 00:00:00	232.00	(200.00)	32.00

To validate the current Adjustment Reason, hover over the Adjustment amount to view the tooltip, as shown below.

## Detention Override

To exclude a car's detention charges, change the Bill Detention from Yes to No, and then click the "Det Override" button to save changes. See the image below.

Car No.	Customer Number	Ship Date	Detention Amount	Adjustment	Final Amount	Bill Det.
DJCX 000193	DC SEASONAL ALL H SAINT LOUIS, MO	6/17/2024 00:00:00	232.00	(200.00)	32.00	Yes

This override updates the car's Detention Amount to zero and removes the car from the Printing & Posting detention report. The total charge amount is updated for accurate reporting. See highlighted below.

### Multi-Row Edit

To update multiple records simultaneously, highlight each record using the keyboard and mouse (Ctrl+click or Shift-click) and select the Multi-Row Edit button. This option lets you update the Days Free, Detention Rate, or Bill Detention for all chosen records. In this example, we update the Bill Detention to No for the records shown below.

Click Update.

Then click "Det Override" to apply and save the update.

Proofing & Editing x

Sort By Column: Customer Name, Ship Date, Car Int. **Start Locked**

Default Adjustment Reason: ADJUSTMENT BY DANIELC ON 01/17/2025 @ 17:47:43

Click on Det Override button to calculate new values

Car Int	Car No.	Customer Number	Name in City, State	Product Origin	Destination	Ship To	Ship Date	Arr Date	Rel Date	Reg Date	End Date	Days Held	Days Free	Tier	Days Charged	Det. Rate	Detention Amount	Adjustment	Final Amount	Tier	Bill Det.	Co.
DXX	000191	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	LPG BAYTOWN TX STLOUIS MO	12/01/24	12/15/23	08/08/24	12/20/23	08/08/24	237	5	232	75.00	17,400.00	(400.00)	17,000.00	N	YES		
DXX	000193	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	HEAL BAYTOWN TX STLOUIS MO	12/01/24	12/15/23	08/08/24	12/20/23	08/08/24	237	5	232	75.00	17,400.00	(400.00)	17,000.00	N	YES		
DXX	000195	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWN TX STLOUIS MO	07/01/24	07/25/24	08/12/24	07/30/24	08/12/24	18	5	13	75.00	975.00	100.00	1,075.00	N	YES		
DXX	000412	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWN TX STLOUIS MO	08/01/24	08/15/24	08/13/24	08/13/24	08/13/24	3	5	-2	75.00	180.00	0.00	180.00	N	NO		
Detention Amount for Customer : DC SEASONAL ALL																	22,575.00	(300.00)	22,275.00			
Detention Amount for Customer : DC SEASONAL CAR TYPE																	17,600.00	(300.00)	17,300.00			
Detention Amount for Customer : DC SEASONAL CORPH AND CAR																	2,300.00	0.00	2,300.00			
Detention Amount for Customer : DC SEASONAL CORPH CLASS																	1,875.00	0.00	1,875.00			
Total Detention Amt :																	44,550.00	(600.00)	43,950.00			

When updating multiple records, the Batch Detention Override message appears. Depending on the number of records selected, this process could take some time. Click Yes to continue.

**Batch Detention Override**

This process will recalculate overriding detention for unprocessed detention records. Depending on the number of records, this process could take a significant amount of time. Do you want to continue?

The report updates to reflect the changes, highlighted below.

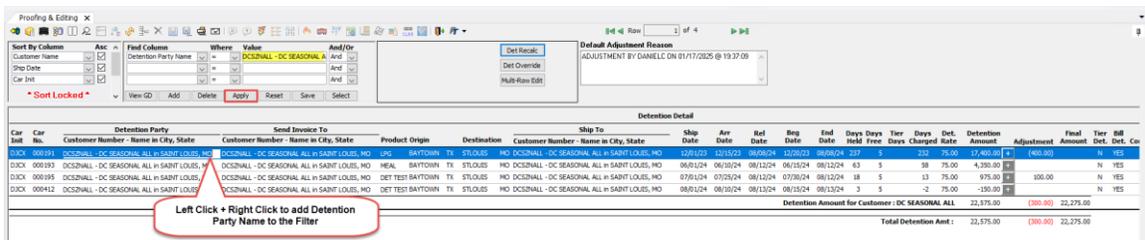
Car Int	Car No.	Customer Number	Name in City, State	Product Origin	Destination	Ship To	Ship Date	Arr Date	Rel Date	Reg Date	End Date	Days Held	Days Free	Tier	Days Charged	Det. Rate	Detention Amount	Adjustment	Final Amount	Tier	Bill Det.	Co.
DXX	000191	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	LPG BAYTOWN TX STLOUIS MO	12/01/24	12/15/23	08/08/24	12/20/23	08/08/24	237	5	232	75.00	17,400.00	(400.00)	17,000.00	N	YES		
DXX	000193	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	HEAL BAYTOWN TX STLOUIS MO	12/01/24	12/15/23	08/08/24	12/20/23	08/08/24	237	5	232	75.00	17,400.00	(400.00)	17,000.00	N	YES		
DXX	000195	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWN TX STLOUIS MO	07/01/24	07/25/24	08/12/24	07/30/24	08/12/24	18	5	13	75.00	975.00	100.00	1,075.00	N	YES		
DXX	000412	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWN TX STLOUIS MO	08/01/24	08/15/24	08/13/24	08/13/24	08/13/24	3	5	-2	75.00	180.00	0.00	180.00	N	NO		
Detention Amount for Customer : DC SEASONAL ALL																	19,275.00	(300.00)	18,975.00			
Detention Amount for Customer : DC SEASONAL CAR TYPE																	11,800.00	(300.00)	11,500.00			
Detention Amount for Customer : DC SEASONAL CORPH AND CAR																	0.00	0.00	0.00			
Detention Amount for Customer : DC SEASONAL CORPH CLASS																	0.00	0.00	0.00			
Total Detention Amt :																	31,175.00	(600.00)	30,575.00			

## Detention Recalc

You can remove Detention Overrides by retrieving the desired records and clicking the “Det Recalc” button. This action resets the detention calculations to the settings specified in the Detention Profile for all displayed records.

To adjust the free time or detention rate for a customer or a group of customers, update the relevant Detention Profile(s). After making those changes, return to the Proofing & Editing screen, retrieve the desired records, and click the “Det Recalc” button. All records are then adjusted according to the new profile settings.

In this example, we filter by Detention Party Name to reference the detention profile for the records we want to update.



Then, navigate to the customer’s profile. Make all necessary changes and click Save.

In the example below, we update the Detention Rate to \$100, then click Save.



When you are finished editing the Detention Profile(s), return to the Proofing & Editing screen and click “Det Recalc.” This recalculates detention based on the updated profile settings.

The Batch Detention Recalc message appears. Click Yes to continue.

Proofing & Editing x Seasonal X

Sort By Column: Customer Name, Ship Date, Car Int. \*Sort Locked\*

Find Column: Detention Party Name, Where: DCSEASONAL - DC SEASONAL, Value: A And, And/Or: Det Recalc, Det Override, Multi-Row Edit

Default Adjustment Reason: ADJUSTMENT BY DANIELC ON 01/17/2025 @ 19:37:08

Car Int	Car No.	Detention Party	Send Invoice To	Product Origin	Destination	Ship To	Ship Date	Arr Date	Rel Date	Req Date	End Date	Days Held	Days Free	Tier	Days Charged	Det. Rate	Detention Amount	Adjustment	Final Amount	Tier Det.	Bill Det. Co
DCC	000393	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	06/09/24	06/30/24	08/12/24	07/01/24	08/12/24	63	5	58	75.00	4,237.50	140.00	4,377.50	N	YES	
DCCX	000393	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	MEAL	BAYTOWIN TX	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	06/09/24	06/30/24	08/12/24	06/15/24	5								N	YES
DCCX	000395	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWIN	TX	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	07/01/24	07/25/24	08/12/24	07/20/24	18	5	13	75.00	975.00		300.00	N	YES	
DCCX	000412	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWIN	TX	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	08/01/24	08/10/24	08/13/24	08/13/24	3	5	-2	75.00	-150.00			N	YES	
<b>Detention Amount for Customer : DC SEASONAL ALL</b> 22,575.00 <b>(300.00)</b> 22,275.00																					

Batch Detention Recalc

This process will recalculate detention with existing profile for all records shown on the screen. Depending on the number of records shown, this process could take a significant amount of time. Do you want to continue?

Yes No

Detention Recalc adjusts the filtered records to the new profile settings. The updated rate is applied to the records displayed below.

Car Int	Car No.	Detention Party	Send Invoice To	Product Origin	Destination	Ship To	Ship Date	Arr Date	Rel Date	Req Date	End Date	Days Held	Days Free	Tier	Days Charged	Det. Rate	Detention Amount	Adjustment	Final Amount	Tier Det.	Bill Det. Co
DCC	000393	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	06/09/24	06/30/24	08/12/24	07/01/24	08/12/24	63	5	58	100.00	5,800.00		140.00	5,940.00	N	YES
DCCX	000393	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	MEAL	BAYTOWIN TX	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	06/09/24	06/30/24	08/12/24	06/15/24	5								N	YES
DCCX	000395	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWIN	TX	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	07/01/24	07/25/24	08/12/24	07/20/24	18	5	13	100.00	1,300.00		300.00	N	YES	
DCCX	000412	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	DET TEST BAYTOWIN	TX	STLOUES	MO DCSEASONAL - DC SEASONAL ALL IN SAINT LOUIS, MO	08/01/24	08/10/24	08/13/24	08/13/24	3	5	-2	100.00	-200.00			N	YES	
<b>Detention Amount for Customer : DC SEASONAL ALL</b> 30,100.00 <b>(300.00)</b> 29,800.00																					
<b>Total Detention Amt :</b> 30,100.00 <b>(300.00)</b> 29,800.00																					