

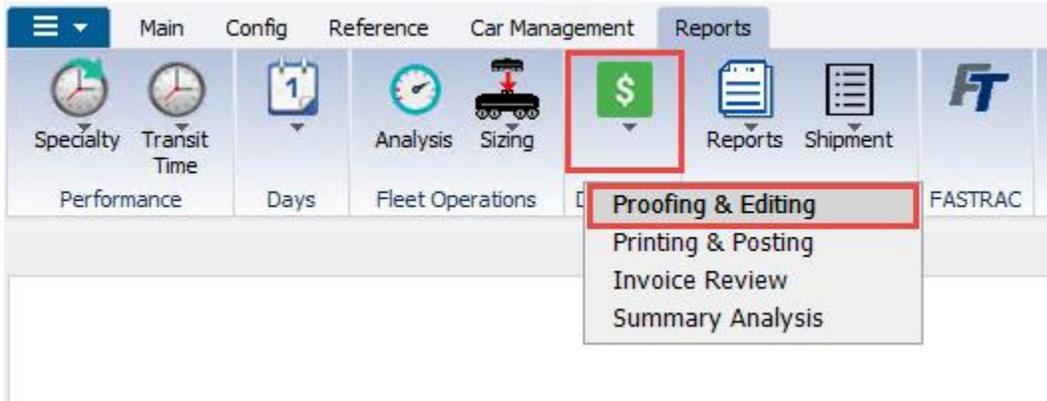


Setting Up Tiered Detention Reporting (Proofing & Editing)

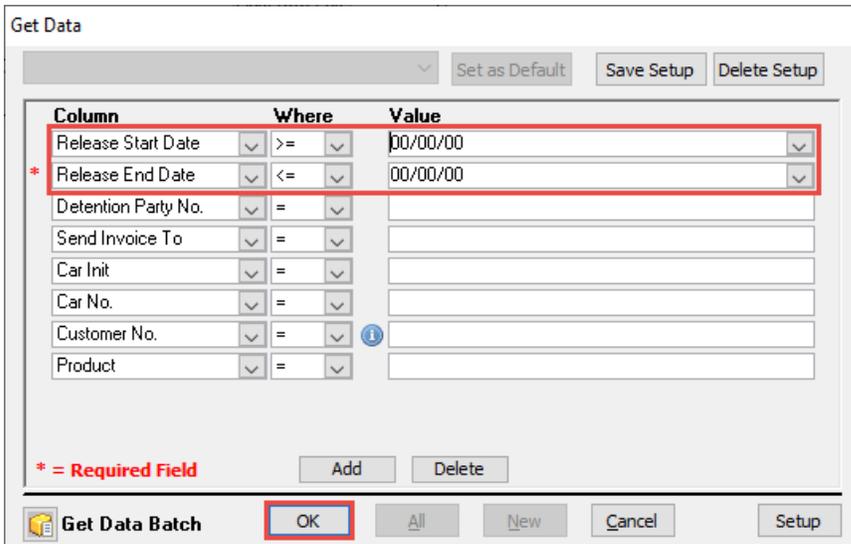
RAILTRAC®

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

Car No.	Customer	Product	Destination	Ship To	Ship Date	Arr Date	Rel Date	Req Date	End Date	Days Held	Days Free	Days Charged	Det. Rate	Detention Amount	Adjustment	Final Amount	Tier	Bill Det.
DXX 000192	DC TRERD ALL H SAINT LOUIS, MO	LPG	BAYTOWIN TX	STLOUIS	12/01/23	12/15/23	08/08/24	12/20/23	12/25/23	237	5	5	6.00	6.00		290.00	Y	
DXX 000192	DC TRERD ALL H SAINT LOUIS, MO	LPG	BAYTOWIN TX	STLOUIS	12/01/23	12/15/23	08/08/24	12/20/23	12/25/23	237	5	5	75.00	375.00		290.00	Y	
DXX 000192	DC TRERD ALL H SAINT LOUIS, MO	LPG	BAYTOWIN TX	STLOUIS	12/01/23	12/15/23	08/08/24	12/20/23	01/04/24	237	5	5	300.00	300.00		290.00	Y	
DXX 000192	DC TRERD ALL H SAINT LOUIS, MO	LPG	BAYTOWIN TX	STLOUIS	12/01/23	12/15/23	08/08/24	01/04/24	08/08/24	237	99999	217	200.00	41,400.00	(400.00)	41,000.00	Y	YES
DXX 000194	DC TRERD ALL H SAINT LOUIS, MO	NEAL	BAYTOWIN TX	STLOUIS	06/01/24	06/10/24	08/12/24	06/15/24	06/15/24	63	5	5	0.00	0.00		290.00	Y	
DXX 000194	DC TRERD ALL H SAINT LOUIS, MO	NEAL	BAYTOWIN TX	STLOUIS	06/01/24	06/10/24	08/12/24	06/20/24	06/25/24	63	5	5	75.00	375.00		290.00	Y	
DXX 000194	DC TRERD ALL H SAINT LOUIS, MO	NEAL	BAYTOWIN TX	STLOUIS	06/01/24	06/10/24	08/12/24	06/20/24	06/20/24	63	5	5	300.00	300.00		290.00	Y	
DXX 000194	DC TRERD ALL H SAINT LOUIS, MO	NEAL	BAYTOWIN TX	STLOUIS	06/01/24	06/10/24	08/12/24	06/20/24	08/12/24	63	99999	40	200.00	8,600.00	(300.00)	8,300.00	Y	YES
DXX 000196	DC TRERD ALL H SAINT LOUIS, MO	DET TEST BAYTOWIN TX	STLOUIS	STLOUIS	07/01/24	07/05/24	08/12/24	07/05/24	07/05/24	18	5	5	0.00	0.00		290.00	Y	
DXX 000196	DC TRERD ALL H SAINT LOUIS, MO	DET TEST BAYTOWIN TX	STLOUIS	STLOUIS	07/01/24	07/05/24	08/12/24	07/05/24	08/04/24	18	5	5	30.00	300.00		290.00	Y	
DXX 000196	DC TRERD ALL H SAINT LOUIS, MO	DET TEST BAYTOWIN TX	STLOUIS	STLOUIS	07/01/24	07/05/24	08/12/24	08/04/24	08/09/24	18	5	5	75.00	375.00		290.00	Y	
DXX 000196	DC TRERD ALL H SAINT LOUIS, MO	DET TEST BAYTOWIN TX	STLOUIS	STLOUIS	07/01/24	07/05/24	08/12/24	08/09/24	08/12/24	18	5	5	300.00	300.00		290.00	Y	YES
DXX 000413	DC TRERD ALL H SAINT LOUIS, MO	DET TEST BAYTOWIN TX	STLOUIS	STLOUIS	08/01/24	08/01/24	08/13/24	08/13/24	08/15/24	2	5	5	0.00	0.00		300.00	Y	YES
Detention Amount for Customer - DC TRERD ALL														55,175.00	(400.00)	54,775.00		

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.

Three fields can be adjusted to affect the charge:

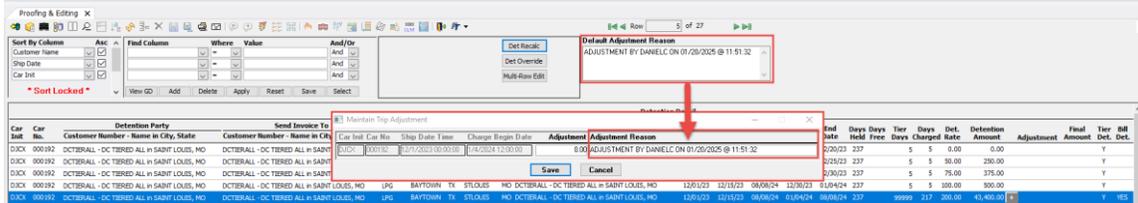
- **Det Rate** – Increase or decrease the detention rate.
- **Bill Detention** – Change from Yes to No to indicate that no detention charges apply for this car on this specific trip.
- **Adjustment [+]** – Manually modify the detention amount by entering a positive or negative value, which updates the Final Amount.

Adjustment

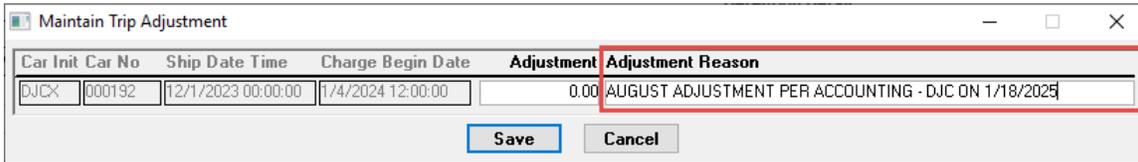
Click the **[+]** button next to the detention amount.

The Maintain Trip Adjustment dialog box appears. Two fields, Adjustment and Adjustment Reason, can be modified.

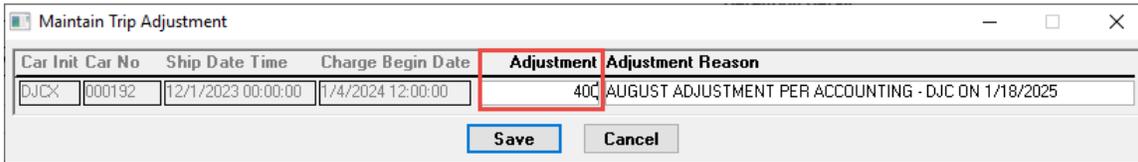
The Adjustment Reason is populated based on the “Default Adjustment Reason” text box, which can be modified before adjusting multiple records for the same reason.



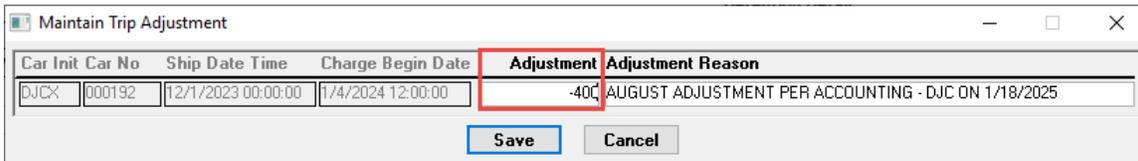
The Adjustment Reason can also be modified on an individual record as needed.



Enter a positive number to increase the total detention amount. In the example below, we apply an additional charge for the selected car.



To decrease the total detention amount, enter a negative value. In the example below, we apply a discount.



Click Save once you have completed all necessary changes.

Maintain Trip Adjustment

Car Init	Car No	Ship Date Time	Charge Begin Date	Adjustment	Adjustment Reason
DJCX	000192	12/17/2023 00:00:00	1/4/2024 12:00:00	(400.00)	AUGUST ADJUSTMENT PER ACCOUNTING - DJC ON 1/18/2025

Save Cancel

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.

Proofing & Editing

Find Column Where Value And To

Det Recalc Det Override Multi-Row Edit

Default Adjustment Reason: ADJUSTMENT BY DANIELC ON 01/20/2025 @ 11:51:32

Car Init	Car No	Customer Number	Detention Party	Send Invoice To	Product Origin	Destination	Customer Number	Ship To	Ship Date	Arr Date	Rel Date	Req Date	End Date	Days Held	Days Free	Tier	Days Det.	Days Charged	Rate	Detention Amount	Adjustment	Final Amount	Tier Det.	Bill Det.
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	12/15/23	12/20/23	237	5	5	50.00	0.00	Y		
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	12/20/23	12/25/23	237	5	5	50.00	250.00	Y		
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	12/20/23	12/20/23	237	5	5	75.00	375.00	Y		
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	12/20/23	01/04/24	237	5	5	100.00	500.00	Y		
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	01/04/24	08/08/24	237	99999	217	200.00	43,400.00	Y	YES	
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	06/10/24	06/15/24	63	5	5	0.00	0.00	Y		
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	06/10/24	06/20/24	63	5	5	50.00	250.00	Y		
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	06/20/24	06/30/24	63	5	5	300.00	500.00	Y		
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	06/30/24	08/12/24	63	99999	43	200.00	8,600.00	Y	YES	
DJCX	000196	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	07/01/24	07/05/24	08/12/24	07/01/24	07/30/24	18	5	5	0.00	0.00	Y		
DJCX	000196	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	07/01/24	07/05/24	08/12/24	07/01/24	08/04/24	18	5	5	50.00	250.00	Y		
DJCX	000196	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	07/01/24	07/05/24	08/12/24	08/04/24	08/09/24	18	5	5	75.00	375.00	Y		
DJCX	000196	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	07/01/24	07/05/24	08/12/24	08/09/24	08/12/24	18	5	3	100.00	300.00	Y	YES	
DJCX	000413	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	08/01/24	08/10/24	08/12/24	08/10/24	08/15/24	2	5	5	0.00	0.00	Y	YES	
Detention Amount for Customer: DC TERRER ALL																				\$1,175.00	(400.00)	\$4,375.00		

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

Car Init	Car No	Customer Number	Detention Party	Send Invoice To	Product Origin	Destination	Customer Number	Ship To	Ship Date	Arr Date	Rel Date	Req Date	End Date	Days Held	Days Free	Tier	Days Det.	Days Charged	Rate	Detention Amount	Adjustment	Final Amount	Tier Det.	Bill Det.
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	01/04/24	01/04/24	237	10	10	50.00	500.00	Y		
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	01/04/24	02/03/24	237	20	20	100.00	2,000.00	Y		
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	02/03/24	03/04/24	237	30	30	200.00	6,000.00	Y		
DJCX	000192	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	12/01/23	12/15/23	08/08/24	03/04/24	08/08/24	237	99999	157	500.00	78,500.00	Y	YES	
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	06/10/24	06/20/24	63	20	20	0.00	0.00	Y		
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	07/30/24	07/30/24	63	10	10	50.00	500.00	Y		
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	07/30/24	08/12/24	63	20	20	100.00	2,000.00	Y		
DJCX	000194	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	06/01/24	06/10/24	08/12/24	07/30/24	08/12/24	63	30	13	200.00	2,600.00	Y	YES	
DJCX	000196	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	07/01/24	07/05/24	08/12/24	07/01/24	08/04/24	18	20	20	0.00	0.00	Y	YES	
DJCX	000413	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	STLOUIS	MO	DCTERRALL	DC TERRER ALL IN SAINT LOUIS, MO	08/01/24	08/10/24	08/12/24	08/10/24	08/20/24	2	20	20	0.00	0.00	Y	YES	
Detention Amount for Customer: DC TERRER ALL																				\$2,300.00	(400.00)	\$1,200.00		

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.

Click Update.

A dialog box titled "Multi-Row Update" with a close button (X) in the top right corner. It contains three input fields: "Days Free", "Detention Rate", and "Bill Detention". The "Bill Detention" field has a dropdown menu with "NO" selected. Below the fields are three buttons: "Update" (highlighted with a red box), "Reset", and "Cancel".

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

The screenshot shows a software interface with a table of detention records. The table has columns for Car, Car, Detention Party, Send Invoice To, Ship To, Ship Date, Arr Date, Ref Date, Beg Date, End Date, Days Held, Days Free, Days, Tier, Days, Det, Detention Amount, Adjustment, Final Amount, Tier, and Bill Det. The table contains multiple rows of data, with some rows highlighted in blue. A message box titled "Batch Detention Override" is overlaid on the table, containing a question mark icon and the text: "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 "Yes" button in the message box is highlighted with a red box.

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.

A dialog box titled "Batch Detention Override" with a close button (X) in the top right corner. It contains a question mark icon and the text: "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?". Below the text are two buttons: "Yes" (highlighted with a red box) and "No".

The report updates to reflect the changes, highlighted below.

In the example below, we update the Tiered Time and Rate, then click Save.

The screenshot shows the 'Proofing & Editing' window for a 'Tiered' profile. The 'Find Column' and 'Value' fields are highlighted with a red box. Below, a table shows the updated tiered detention profile for customer 'DC TIERED ALL'.

Tier	Time	UM	Rate	User Id	Update Date
1	First	20 Days	@	0 DANIELC	01/20/25
2	Next	10 Days	@	50.00 DANIELC	01/20/25
3	Next	20 Days	@	100.00 DANIELC	01/20/25
4	Next	30 Days	@	200.00 DANIELC	01/20/25
5	Next	99,999 Days	@	500.00 DANIELC	01/20/25

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

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

The screenshot shows the 'Proofing & Editing' window with a 'Batch Detention Recalc' message. The 'Det Recalc' button is highlighted with a red box. Below, a table shows the updated detention details for customer 'DC TIERED ALL'.

Car Invt	Car Invt	Customer Number	Customer Number	Product Origin	Destination	Ship Date	Arr Date	Ref Date	Reg Date	End Date	Days Held	Days Free	Days Charged	Rate	Detention Amount	Adjustment	Final Amount	Tier	Bill Det.	Det. Co
DXX	000192	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	12/01/23	01/15/23	08/08/24	12/01/23	12/25/23	237	5	5	8.00	0.00		0.00	Y		
DXX	000192	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	12/01/23	12/15/23	08/08/24	12/01/23	12/25/23	237	5	5	75.00	375.00		375.00	Y		
DXX	000192	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	LPG	BAYTOWN TX	12/01/23	12/15/23	08/08/24	12/01/23	01/04/24	237	5	5	300.00	500.00		500.00	Y		
DXX	000194	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	06/10/24	08/12/24	06/10/24	06/10/24	06/10/24	63	5	5	0.00	0.00		0.00	Y		
DXX	000194	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	06/10/24	08/12/24	06/10/24	06/25/24	06/25/24	63	5	5	75.00	375.00		375.00	Y		
DXX	000194	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	MEAL	BAYTOWN TX	06/10/24	08/12/24	06/10/24	06/25/24	06/25/24	63	5	5	300.00	500.00		500.00	Y		
DXX	000196	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	07/25/24	08/12/24	07/25/24	07/25/24	07/25/24	18	5	5	0.00	0.00		0.00	Y		
DXX	000196	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	07/25/24	08/12/24	08/04/24	08/04/24	08/04/24	18	5	5	75.00	375.00		375.00	Y		
DXX	000196	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	07/25/24	08/12/24	08/04/24	08/12/24	08/12/24	18	5	5	300.00	500.00		500.00	Y		
DXX	000196	DCTIERED ALL IN SAINT LOUIS, MO	DCTIERED ALL IN SAINT LOUIS, MO	DET TEST	BAYTOWN TX	07/25/24	08/12/24	08/12/24	08/12/24	08/12/24	2	5	5	0.00	0.00		0.00	Y		
Detention Amount for Customer: DC TIERED ALL 55,175.00 (800.00) 54,375.00																				
Total Detention Amt: 55,175.00 (800.00) 54,375.00																				

Detention Recalc adjusts the filtered records to the new profile settings. Each tier's updated days and rate are applied to the records displayed below.

