



DTN User Guide (Data Transmission Network)

December 2021



Table of Contents

DTN User Guide (Data Transmission Network)	1
Table of Contents	2
Getting Started	3
Logging On	3
DTN Portal	4
Overview	4
Manage Dealers	5
Manage BW Site Report	5
Dealer Details	6
Retailer Report Types	8
View Reports	11
Overview	11
BW Report Types	15
Use Reports	20
Day-End Close Process.....	20
I. Day-End Close.....	20
II. Back Office Day End	20
III. Forced Day-End Close.....	20
Reports Overview	21
I. Start and End Messages	21
II. Card Codes	21
Reconciliation Reports.....	22
Card Settlement Report (CCM).....	23
Daily Card Sales Fee Report (DFM)	24
Sales Activity Codes	24
DFM – Sample.....	24
Reconciliation: Step 1	26
PRICE PRIVILEGES/Car Wash Redemption Report (PCR)	26
PRICE PRIVILEGES/Car Wash Redemption Report (PCR) – Sample	26
Reconciliation: Step 2.....	26
Daily Loyalty Detail Report (LRDa)	27
Daily Loyalty Detail Report (LRDa) – Sample	27
Reconciliation: Step 3.....	27
Summary Reports.....	28
Credit Card Reports	29
Monthly Card Sales Fee Report (FMM).....	29
Loyalty Reports	30
Daily Loyalty Detail Report (LRDb).....	30
Daily Loyalty Potential Fraud (LPF).....	30
Daily Loyalty Summary Report (LRS).....	31
Monthly Loyalty Summary (LMS)	31
Appendices	32
Appendix A: Getting Help	32
Access	32
Support.....	32
1. ACE Support	32
2. DTN Support	32
3. Training	32
Settlement Information Portal	32
BW	32
Retailer	32
Appendix B: Disable Popup Blocker	33
Appendix C: Extracting Zip Files	34

Getting Started

This manual provides guidelines and step-by-step procedures for using the DTN Portal.

This DTN Portal provides Branded Wholesalers (BWs) with easy-to-access, detailed reports and simple online tools to manage the reports distributed to Esso and Mobil Retailers.

Browser Notice

The DTN Portal is accessed through ACE and best viewed with a Google Chrome browser.

Important information about the using the system will be highlighted in 2 ways:

1.  **NOTE:**
 - Additional information provided.
2.  **WARNING:**

Logging On

- An ACE account.
- Access to DTN.
- A **User ID** and **Password**.

Here's how to log on:

1. Go to
<https://cs-selfserve.exxonmobil.com>
2. Enter your **User ID** and **Password**.

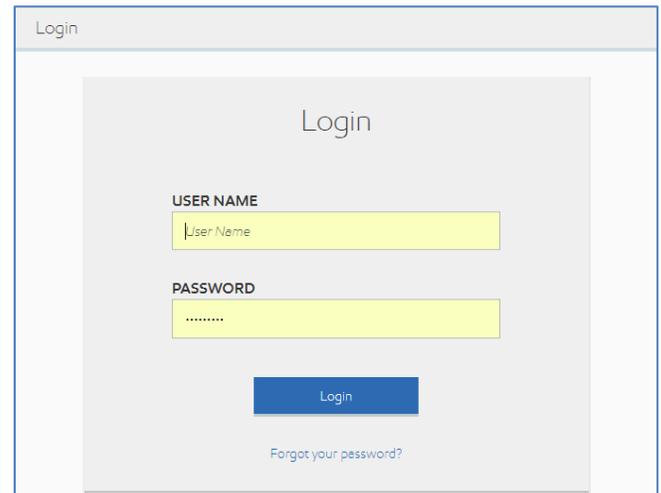
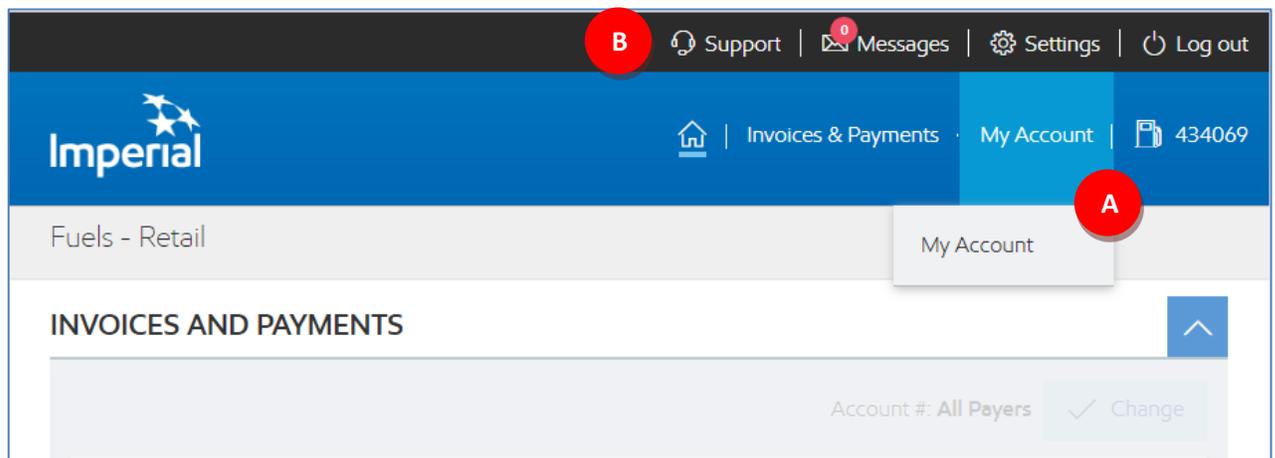
The ACE application will open.



NOTE:

See **Appendix A** for help, if you do not have a **User ID** and **Password**:

3. To open the **DTN Portal** page:

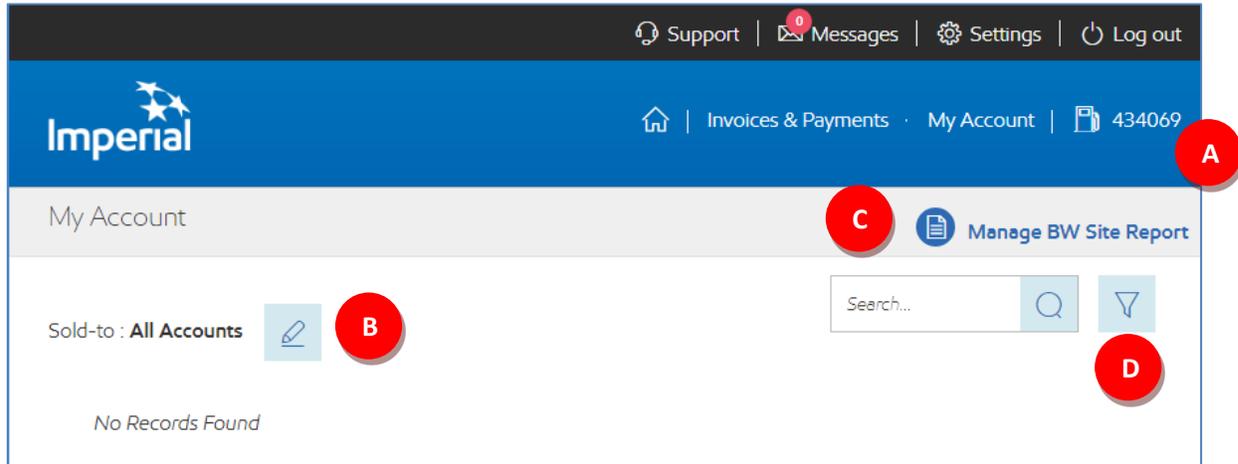
(A) Click on **My Account** from the banner and select **My Account**.

(B) Click on **Support** for Customer Service support information.

DTN Portal

Overview

The **My Account** page is the first page that appears in the **DTN Portal** and contains the following:



(A) The **Sold-to Account Number** that is being displayed.

- BWs may have more than 1 Sold-to Account Number.

(B) **Sold-to:**

- Indicates the Sold-to Account number for the reports that are displayed:
 - All Accounts is shown if the BW has more than 1 Sold-to Account.
 - Clicking on the Edit icon  allows you to select a specific Sold-to Account*.

(C) **Manage BW Site Report**

- Where BWs manage which reports are sent to Retailer emails.

(D) **Filter icon**

- Use the Filter icon  to search for DTN Reports.



NOTE:

- The term Dealer and Retailer are interchangeable and refer to an individual Esso or Mobil Dealer or Retailer in this document.



NOTE:

- The Search field  is not used for to search for DTN Reports.



NOTE:

- There is a **Quick Reference Guide (QRG)** that provides a quick reference for the key points from this DTN User Guide, as noted in **Appendix A**.

Manage Dealers

Manage BW Site Report

Clicking on **Manage BW Site Report** allows BWs to manage Retailers that are linked to them by indicating:

- Email addresses Retailer reports should be sent.
- Reports that should be sent to each email address.

The first page in the Manage BW Site Report contains a list of Retailers linked to the BW Sold-to Account.

The screenshot shows the Imperial web interface. At the top, there's a navigation bar with the Imperial logo and links for 'Invoices & Payments', 'My Account', and a user ID '434069'. Below this, the breadcrumb 'My Account > Manage BW Site Report' is visible. The main section is titled 'MANAGE DEALERS' and contains a search bar (A) with the placeholder text 'Search by dealer name, number'. Below the search bar is a list of four dealers, each with a unique ID, address, and a 'View Details' link (B).

Dealer ID	Address	Action
#302256	ESSO 4E AVENUE E QUEBEC	View Details
#302262	ESSO RUE CLEMENCEAU QUEBEC	View Details
#302281	ESSO ST MARTIN O & D-JOHNSON LAVAL	View Details
#302282	ESSO CH. STE-MARIE MASCOUCHE	View Details

You can scroll to find the Retailer you want to manage OR

(A) Enter the Retailer name or number to search for the Retailer.

- Corresponding Retailer numbers will appear as you type in a Retailer number.
- Click on the Retailer that you want to manage in the list appears.

This screenshot shows the same 'MANAGE DEALERS' page as the previous one, but with a search filter applied. The search bar (A) now contains the number '30'. A dropdown menu is open, showing a list of filtered results that match the search criteria. The list includes the same four dealers as before, but only those with IDs starting with '30' are visible in the dropdown.

(B) Click on **View Details** to manage a particular Retailer.



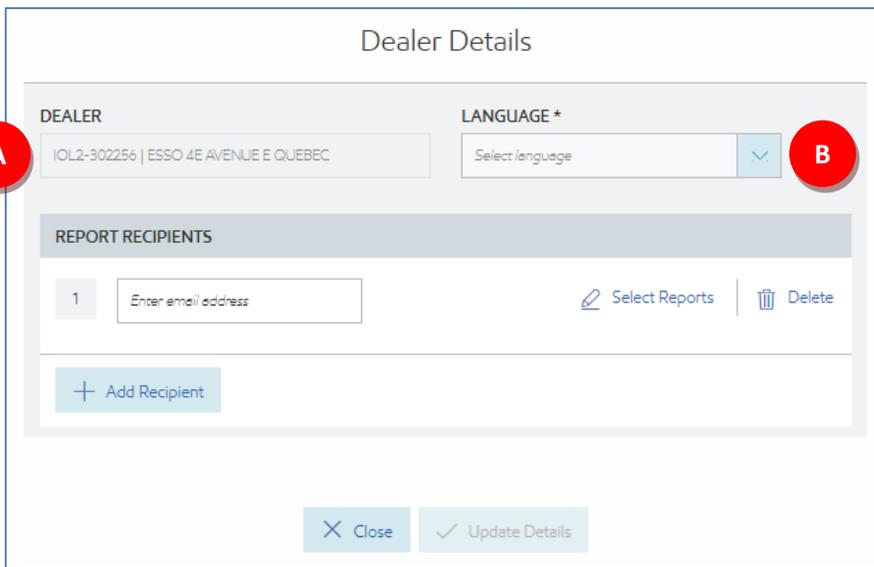
NOTES:

- When Retailers are added to the system, they are **linked** to the BW and should appear on this screen.
- If you need to **add a new Retailer**, there is a contact phone number to follow the process for adding a Retailer to the system.

Dealer Details

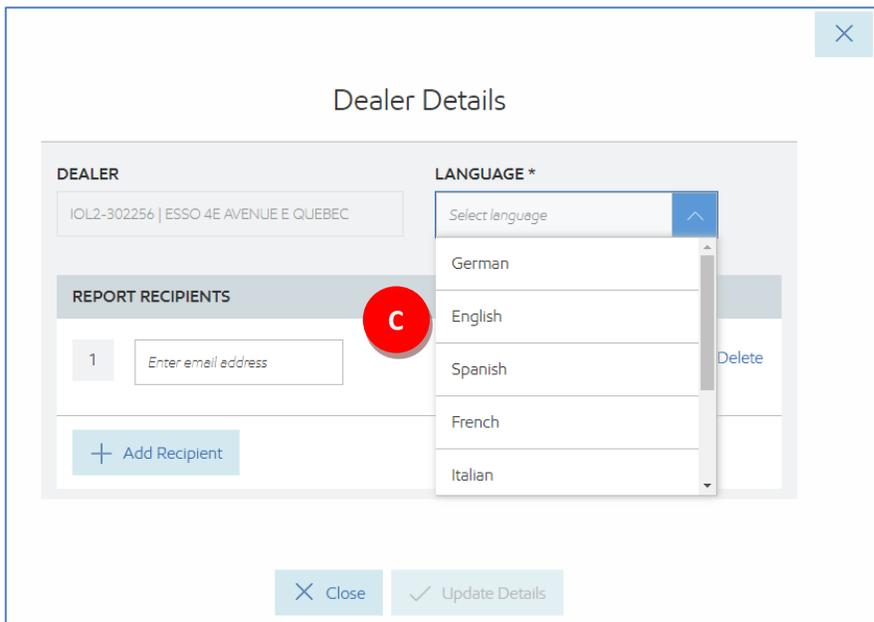
The **Dealer Details** page displays the email addresses for each Retailer and the reports that are sent to each email address.

Use this page to enter email addresses for the Retailer and the reports each should receive.



The screenshot shows the 'Dealer Details' page. At the top, there are two fields: 'DEALER' and 'LANGUAGE *'. The 'DEALER' field contains the text 'IOL2-302256 | ESSO 4E AVENUE E QUEBEC'. The 'LANGUAGE *' field is a dropdown menu with the text 'Select language' and a downward arrow. Below these fields is a section titled 'REPORT RECIPIENTS'. It contains a table with one row: '1' in the first column, 'Enter email address' in the second column, and 'Select Reports' and 'Delete' buttons in the third column. Below the table is a '+ Add Recipient' button. At the bottom of the page are 'Close' and 'Update Details' buttons. Red circles with letters 'A' and 'B' are placed over the 'DEALER' and 'LANGUAGE *' fields respectively.

- (A) The Retailer number and name is displayed in the **DEALER** field.
- (B) Click the **LANGUAGE*** field to select the language for the Retailer.



The screenshot shows the 'Dealer Details' page with the 'LANGUAGE *' dropdown menu open. The dropdown menu lists the following languages: German, English, Spanish, French, and Italian. A red circle with the letter 'C' is placed over the 'English' option. The rest of the page is the same as in the previous screenshot.

- (C) Select the applicable language for the Retailer.

NOTE:

- While other languages appear in the drop-down list, only English and French are available for DTN reports.

An email address must be entered before reports can be selected.

The screenshot shows the 'Dealer Details' form. At the top, there are fields for 'DEALER' (IOL2-302256 | ESSO 4E AVENUE E QUEBEC) and 'LANGUAGE *' (English). Below this is the 'REPORT RECIPIENTS' section. It contains a table with one row:

1	<input type="text" value="email"/>		
---	------------------------------------	---	---

 A red error message 'Please enter a valid email address.' is displayed below the email field. There are two red circles labeled 'A' and 'B' pointing to the email field and the 'Select Reports' icon, respectively. At the bottom of the form are 'Close' and 'Update Details' buttons.

- (A) Enter a valid email address for the Retailer into the *Enter email address* field.
- (B) Click the *Select Reports* icon to select the reports that are to be sent to this emails address.

 **NOTE:**

- The error message “*Please enter a valid email address*” will appear when you click on the *Select Reports* icon if an invalid email address has been entered into the field.

Once a valid email address has been entered, the reports to be sent to the email address can be selected.

The screenshot shows the 'Dealer Details' form with the same header information as the previous image. In the 'REPORT RECIPIENTS' section, the email field now contains 'emailaddress@work.com'. The 'Select Reports' icon is now active, and a grid of report options is displayed:

All Reports (ALL)	Card Settlement Report (CCM)	Daily Card Sales Fee Report (DFM)	Monthly Card Sales Fee Report (FMM)
Ticket Request (RTV)	Price Privileges & Car Wash Redemptions Report (PCR)	Multiple Sales Report (MSR)	Dealer Loyalty Detail Report (LDD)
Dealer Loyalty Potential Fraud (LPF)			

 The 'Cancel' and 'Save' buttons are visible to the right of the email field. At the bottom of the form are 'Close' and 'Update Details' buttons.

Retailer Report Types

The following selections are available within the DTN Portal when sending reports to Retailers:

Report Name and Code	Description
All Reports (ALL)	This selection sends all the listed reports to the Retailer.
Card Settlement Report (CCM)	Day/Shift summary totals and adjustments.
Daily Card Sales Fee Report (DFM)	Daily summary of total sales and card fees by card type.
Monthly Card Sales Fee Report (FMM)	Monthly summary of the daily card sales fee reports.
PRICE PRIVILEGES & Car Wash Redemption Report (PCR)	PRICE PRIVILEGES and Car Wash dollar amounts for loyalty points redeemed.
Multiple Sales Report (MSR)	Daily report identifying multiple inside sales, (credit only; no debit or Fleet) by truncated card number, to help detect possible fraud.
Dealer Loyalty Detail Report (LDD)	Two reports sent: <ul style="list-style-type: none"> • LDDa <ul style="list-style-type: none"> ○ Transaction-level dollar amounts for loyalty points issued/redeemed • LDDb <ul style="list-style-type: none"> ○ Transaction-level details for loyalty points issued/redeemed
Daily Loyalty Potential Fraud (LPF)	Summary of cards that were used multiple times at a site in one day.

Select the reports that should be sent to the email address that has been entered.

The screenshot shows a 'Dealer Details' form with the following elements:

- DEALER:** IOL2-302256 | ESSO 4E AVENUE E QUEBEC
- LANGUAGE *:** English
- REPORT RECIPIENTS:** A list with one entry: '1' with email 'emailaddress@work.com'. A red circle with the letter 'A' is placed over the report selection buttons for this recipient.
- Report Selection Grid:**

All Reports (ALL)	Card Settlement Report (CCM)	Daily Card Sales Fee Report (DFM)	Monthly Card Sales Fee Report (FMM)
Ticket Request (RTV)	Price Privileges & Car Wash Redemptions Report (PCR)	Multiple Sales Report (MSR)	Dealer Loyalty Detail Report (LDD)
Dealer Loyalty Potential Fraud (LPF)			
- Buttons:** '+ Add Recipient', 'X Close', and '✓ Update Details'.

(A) Select the specific reports that should be sent to the email address.

There is also an option to send all reports to the email address that has been entered.

The screenshot shows a 'Dealer Details' form with the following sections:

- DEALER:** IOL2-302256 | ESSO 4E AVENUE E QUEBEC
- LANGUAGE *:** English
- REPORT RECIPIENTS:**
 - 1 | emailaddress@work.com | Cancel | Save
 - All Reports (ALL)** (highlighted with a red circle 'B')

Card Settlement Report (CCM)	Daily Card Sales Fee Report (DFM)	Monthly Card Sales Fee Report (FMM)
Ticket Request (RTV)	Price Privileges & Car Wash Redemptions Report (PCR)	Dealer Loyalty Detail Report (LDD)
Dealer Loyalty Potential Fraud (LPF)		
 - + Add Recipient
- Buttons:** Close, Update Details (highlighted with a red circle 'D')

(B) Select the **Add Reports (ALL)** button to send all reports to the Retailer.

(C) Click **Save** to save the email address and reports to be sent to that address.

(D) Click **Update Details** to update the information for the Retailer

NOTE:

- The error message “*Please save your selection before submitting the request*” will appear if you click on the **Update Details** button *before clicking the Save* button.

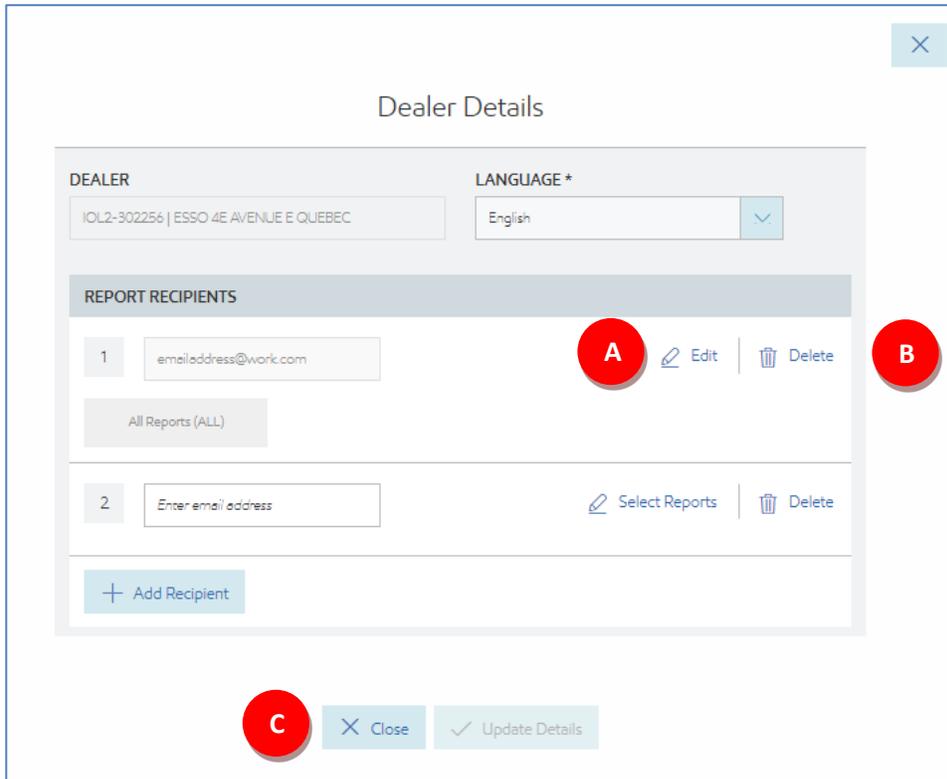
NOTE:

- Up to **4 Email Addresses** can be added for **each Retailer**.

NOTE:

- There are samples and more information available about Retailer Reports in the **Retailer Reports Guide** as indicated in **Appendix A**.

Once updated, Retailer email addresses and reports that are sent to them can be edited or deleted.



The screenshot shows a 'Dealer Details' window with a close button (X) in the top right corner. The window contains the following elements:

- DEALER** field: IOL2-302256 | ESSO 4E AVENUE E QUEBEC
- LANGUAGE *** dropdown menu: English
- REPORT RECIPIENTS** section:
 - Item 1: emailaddress@work.com. Action buttons: **(A)** Edit and **(B)** Delete.
 - Item 2: Enter email address. Action buttons: Select Reports and Delete.
 - + Add Recipient button.
- Bottom navigation: **(C)** Close and Update Details buttons.

- (A)** Select **Edit** to edit this information.
- (B)** Select **Delete** to delete this email address.
- (C)** Select **Close** to close the Dealer Details page and return to the **Manage Dealers** page.

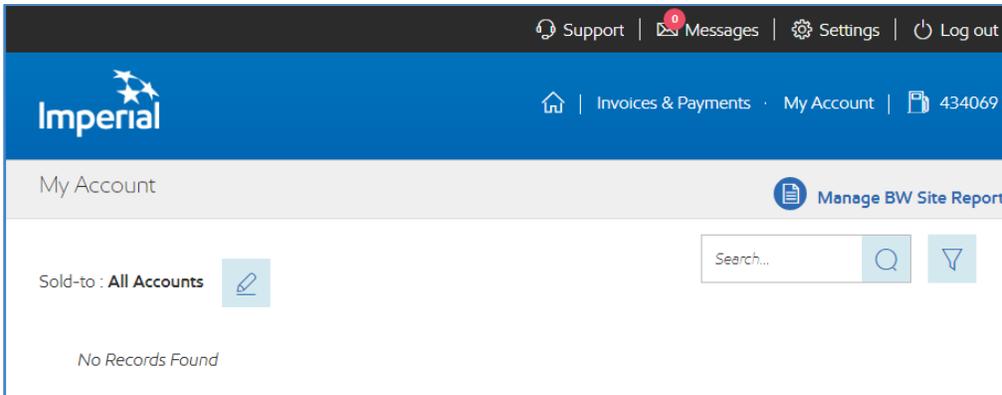
**NOTE:**

- Contact DTN if there is no alternative but to send reports by FAX to a Retailer.

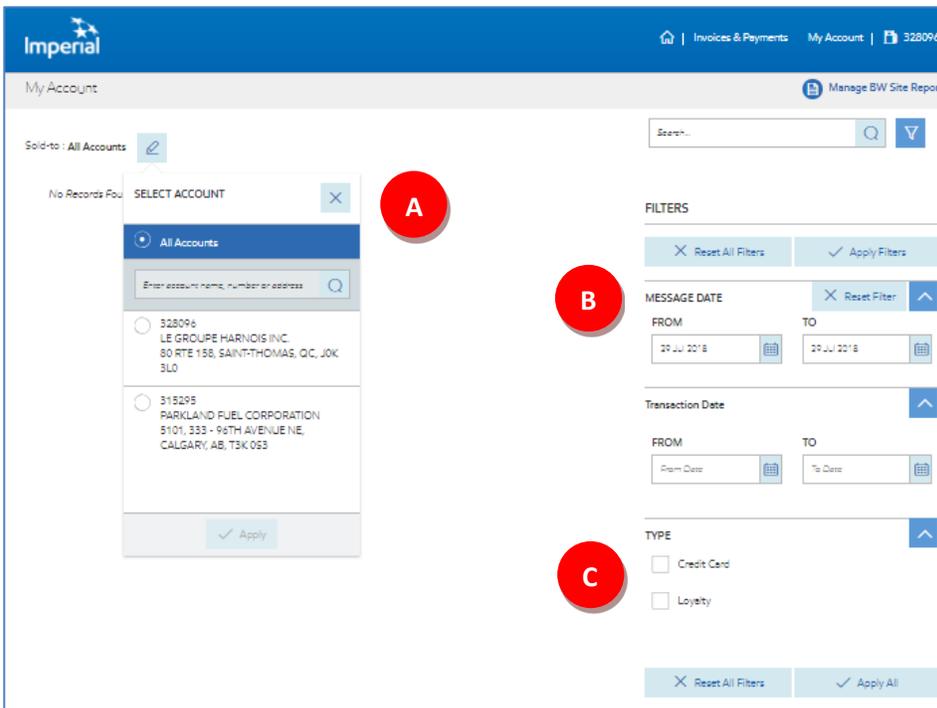
View Reports

Overview

Clicking on the **Filter Icon**  opens the Search Filters for viewing DTN reports.



There are 4 ways to narrow down the reports you want to view.



(A) Sold-to: If you have more than one Sold-to Account, you can retrieve reports from a specific Sold-to Account by clicking on the Edit icon .

- Select the Sold-to Account and click **Apply**.

FILTERS

(B) MESSAGE DATE is the **PRIMARY** filter for finding reports. It retrieves reports using the date they were created in the application (usually the following business day).

- Once the date range has been selected, you can use the **SECONDARY** filters to further refine your search for reports.

(C) Type is a **SECONDARY** filter that searches for reports by report type.



NOTE:

The Transaction Date secondary filter is not currently functional.

To view reports, enter a date range into the **PRIMARY** filter **MESSAGE DATE**.

The screenshot shows the Imperial web interface for managing site reports. The 'MESSAGE DATE' filter is expanded, showing 'FROM' and 'TO' date pickers. Calendar icons are visible next to the date fields. Red circles A, B, and C highlight the calendar icons, the 'Apply Filters' button, and the 'Apply Filters' button respectively.

- (A) In the **FROM** field, click on the calendar icon  and select a date.
- Use the arrows beside the MONTH YEAR to move to earlier  or later  months).
 - Click on the day in the month that you have selected.
- (B) In the **TO** field, click on the calendar icon and select a date.
- (C) Select **Apply Filters** to display reports with Message Dates within the timeframe indicated.

The screenshot shows the Imperial web interface for managing site reports. The 'MESSAGE DATE' filter is expanded, showing 'FROM' and 'TO' date pickers. The 'FROM' field contains '01 Jan 2018' and the 'TO' field contains '29 Jul 2018'. A red error message is displayed below the date pickers: "Please select dates within a range of 31 days". The 'Apply Filters' button is highlighted.

 **NOTE:**

- The message range must be 31 days or less. The error message *“Please select dates within a range of 31 days”* will appear if a longer timeframe is selected.

The results for a search will appear beside the Filters.

The screenshot shows the Imperial DTN user interface. At the top, there's a navigation bar with 'Invoices & Payments', 'My Account', and '434069'. Below that, a 'My Account' section includes a search bar and a 'Manage BW Site Report' button. A banner (D) displays 'Sold-to: All Accounts' and a search input. Below the banner, a list of report types is shown: 'Credit Cards (16)' and 'Loyalty (6)'. To the right, a 'FILTERS' section contains several filter categories: 'MESSAGE DATE' (with 'FROM' and 'TO' date pickers), 'Transaction Date' (with 'FROM' and 'TO' date pickers), and 'TYPE' (with checkboxes for 'Credit Card' and 'Loyalty', and sub-type buttons like 'CCM', 'DFM', 'FMM', 'RTV', 'PCR' for Credit Card, and 'LRD', 'LRS', 'LMS', 'LPP' for Loyalty). Red callout boxes D, E, and F are overlaid on the interface to highlight these features.

(D) A banner will appear for each report type and the number of results found:

- Credit Cards (in this example, 16 reports have been found).
- Loyalty (in this example, 6 reports have been found).

The **SECONDARY FILTERS** can be used to search for specific reports within the timeframe specified in the **PRIMARY** filter, **MESSAGE DATE**.

(E) Under the **TYPE** filter, you can select the specific report type by clicking on either:

- Credit Cards
- Loyalty

(F) Selecting Sub-type allows you to select specific reports.

Selecting Sub-type allows you to select specific reports to include in your search.

- Click on the box beside the report to select it (a checkmark will appear).
- Click on the box with a checkmark beside the report to de-select it (the checkmark will disappear).
- Click on **Cancel** to cancel your filter selections.
- Click **Save** to save your filter selections

- (A) In this example, the Secondary TYPE filter has selected a specific Credit Card type (DFM) and a specific Loyalty type (LRD).
- (B) Select **Apply All** to display the results.

BW Report Types

This table shows the reports in the Search Filters and received by BWs through the DTN portal. It also shows which reports BWs receive and which of these reports are sent to Retailers.

Code	Filter Display	Report Name	Description	Sent to	
Credit Card Reports				BW	Ret.
CCM	Credit Card Settlement	Card Settlement Report	Day/Shift summary totals	✓	✓
DFM	Daily Fee Memo	Daily Card Sales Fee Report	Daily summary of total sales and card fees by card type	✓	✓
FMM	Monthly Fee Memo	Monthly Card Sales Fee Report	Monthly summary of the daily card sales fee reports	✓	✓
PCR	PRICE PRIVILEGES & Car Wash Redemptions	PRICE PRIVILEGES/Car Wash Redemption Report	PRICE PRIVILEGES/Car Wash dollar amounts for loyalty points redeemed.	✓	✓
MSR		Multiple Sales Report	Daily report identifying multiple inside sales (credit only; no debit or Fleet) by truncated card number, to help detect possible fraud		✓
Loyalty Reports				BW	Ret.
LRD	Loyalty Details	Daily Loyalty Detail Report	BW: LRD	<ul style="list-style-type: none"> LRDa: Transaction-level dollar amounts for loyalty points issued/redeemed for all BW Retailers LRDb: Transaction-level details for loyalty points issued or redeemed for all BW Retailers 	✓
			Retailer: LDD	Dealer Loyalty Detail Report <ul style="list-style-type: none"> LDDa: Transaction-level dollar amounts for loyalty points issued/redeemed LDDb: Transaction-level details for loyalty points issued/redeemed 	✓
LRS	Loyalty Details Summary	Daily Loyalty Summary Report	Loyalty program summary data by Retailer with BW totals	✓	
LMS	Loyalty Monthly Summary	Monthly Loyalty Summary Report	Monthly roll up of loyalty activity for all BW Retailers	✓	
LPF	Loyalty Potential Fraud	Daily Loyalty Potential Fraud	Summary of cards that were used multiple times at a site in one day	✓	✓



NOTE:

- Samples of the Retailer Reports are available in the Retailer Reports Guide.

Secondary filters of TYPE can further refine search results within the timeframe specified by the Primary filter of MESSAGE DATE.

The screenshot shows the Imperial DTN user interface. At the top, there are navigation links for Support, Messages, Settings, and Log out. Below that, there are links for Invoices & Payments, My Account, and a user ID 434069. The main content area is titled 'My Account' and includes a search bar and a 'Manage BW Site Report' link. A list of filters is shown on the left, with 'Credit Cards (6)' and 'Loyalty (4)' selected. On the right, there are filter sections for MESSAGE DATE, Transaction Date, and TYPE. The TYPE filter is expanded, showing 'Credit Card' and 'Loyalty' selected. At the bottom, there are 'Reset All Filters' and 'Apply All' buttons. A pagination indicator shows '1 - 10 of 10'.

- (C) When the Secondary filter of TYPE is applied within the timeframe of the Primary filter of MESSAGE DATE, the results are more defined
- Credit Cars reports returned reduced from 16 to 6.
 - Loyalty reports returned reduced from 6 to 4.
- (D) The total number of messages returned by the search is displayed under the reports.
- In this example, 1-10 (on this page) of (a total of) 10 (reports).

Reports that are found can be displayed online or downloaded from the portal.

The screenshot shows the Imperial portal interface. At the top, there's a navigation bar with 'Invoices & Payments' and 'My Account' (ID: 434069). Below that, a search bar and a 'Manage BW Site Report' link are visible. The main content area is divided into sections for 'Credit Cards (6)' and 'Loyalty (4)'. Each section contains a table of reports with columns for report name, code, and date. Red circles A, B, and C are overlaid on the interface: A points to the expand/collapse arrow for the 'Credit Cards' section, B points to the first row of the 'Credit Cards' table, and C points to the PDF and TXT icons in the first row of the 'Credit Cards' table. A filters panel is open on the right, showing options for 'MESSAGE DATE', 'Transaction Date', and 'TYPE' (Credit Card, Loyalty).

(A) Click on the arrowhead beside the type of report to open  or close  the panel showing reports that have been returned with the search.

(B) The list of reports includes:

- Name of the report and Sequence ID.
- Report Code.
- Message Date (The date the message was delivered).



NOTE:

- **Sequence ID:**
 - Each report is assigned a Sequence ID that indicates the chronological order in which that report type was produced.

(C) Click the icons beside the report information to view or download the report.

- PDF icon  (Will open the report in a new window in PDF format)
- TXT icon  (Will open allow to download the report in a TXT format)



WARNING:

- When you click on the PDF format, the report will “pop-up” in a new tab in your browser. If the report does not appear, see **Appendix B** to view how to disable the “pop-up blocker” in the settings for your browser.

You can download multiple reports for viewing as well.

The screenshot shows the Imperial DTN interface. At the top, there's a navigation bar with 'Imperial' logo, 'Invoices & Payments', 'My Account', and '434069'. Below that, a 'My Account' section includes a search bar and a 'Manage BW Site Report' link. A banner shows 'Sold-to: All Accounts' and a search input. Below the banner, there's a 'Select All | 1 Selected' banner with 'PDF' and 'Untranslated' icons. The main content area is divided into two sections: 'Credit Cards (6)' and 'Loyalty (4)'. Each section contains a table of reports with columns for report name, type, date, and actions. The 'Loyalty' section has one report selected. To the right, a 'FILTERS' panel allows filtering by 'MESSAGE DATE' and 'Transaction Date', and selecting report 'TYPE' (Credit Card, Loyalty) and sub-types (DFM, LRD). At the bottom, there's a pagination control showing '1 - 10 of 10'.

(A) Click on **Select All** to select all reports found in the search for downloading:

- A checkmark will appear in front
 - Select All
 - Report Category
 - Report name
- The number of reports **Selected** to be downloaded will appear beside Select All.

(B) Click on the box beside the Report Type (Credit Card or Loyalty) to select only those type of reports for downloading.

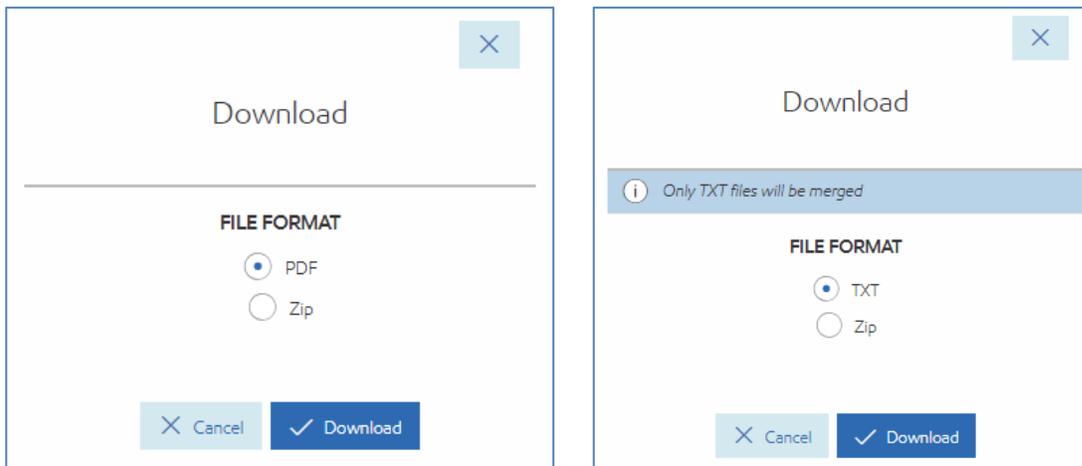
(C) Click on the box in front of the report name to select individual reports within each Report Type for downloading.

(D) When the reports for downloading have been selected, the **PDF** and **Untranslated** (TXT) icons appear in a banner beside Select All:

This is a close-up of the banner from the screenshot above, showing the 'Select All | 1 Selected' text and the 'PDF' and 'Untranslated' icons.

- Click on the format in which you would like to download the selected report(s).

Once you select the format in which you would like to download the selected reports, there are two choices:



1. PDF and TXT (Consolidates all reports into 1 file in the chosen format.)
 - The file name contains the date the consolidated files were downloaded, in this order: year, month, day, and this format: YEARMNDY.
For example, files downloaded on August 1, 2018 would appear as:
 - Multiple PDF_201808010148.pdf
 - Multiple TXT_201808010159.txt
2. Zip (Downloads the all reports separately into a zip file in the chosen format.)
 - The PDF zip file name contains the date the files were downloaded:
 - Multiple PDF_201808010148.zip
 - The TXT zip file name is the same for all files:
 - Untranslated.zip
 - Once the zip files have been extracted, each report will start with the Sold-to number and the code for the report, for example:
 - 315295-DFM-20180125-1
 - 315295-LRD-20180111-9



NOTE:

- See **Appendix C** for tips on how to extract zip files.



NOTE:

- When viewing and downloading reports, the **PDF format** is recommended because it preserves the formatting for all reports better than the Untranslated format.

Use Reports

Day-End Close Process

DTN reports are generated by the Day-End Close. To ensure the most up-to-date information is included in the new reports, and to help with effective and efficient business operations, the payment settlement system requires a day-end close process to be performed **daily**.

- Retailers must complete a Day-End Close process **once every 24 hours between 2:00pm EST and 1:45pm EST the following day**.
- DTN reports are delivered by 6:00am EST on the calendar day following the Day-End Close process.



NOTE:

- There are no changes to the existing Retailer settlement process related to Interac Debit transactions.

I. Day-End Close

Retailers must run a Day End Close:

- Run Shift and Day-End Close, and receive successful response on primary terminal.
- Interac Debit Batch Close (for Interac Debit transactions) is initiated by Day-End Close.
- Loyalty Day-End Close is also automatically initiated by running the Day-End Close.

II. Back Office Day End

- Back Office Day End pushkey on the primary terminal is used to close Back Office Day End after regular Day-End has been completed.
- This pushkey is only used if Retailer has a back office connection.

III. Forced Day-End Close

The Retailer must perform a day-end close every 24-hours between 2:00pm EST and 1:45pm EST the next day or day-end close is forced:

- Day-end close for card settlement is forced at 1:45pm EST.
- Interact Debit settlement is NOT triggered.
- Loyalty day-end close is NOT forced, so the DTN reports will not include any loyalty information.

If a Forced Day-End close occurs:

- Retailer performs the next Day-End Close Process at the regular time after Forced Day-End.
- Reconciliation of POS reports is completed with DTN Reports from both days:
 1. Reports from the Forced Day-End close.
 2. Reports from Day-End Close process after forced close.



NOTE:

- For more detailed information on the Day End Process, review the Retailers Report Guide as noted in **Appendix A**.

Reports Overview

I. Start and End Messages

Each report has a standard message at the beginning and end of each report to ensure you are viewing the entire report.

The following table explains the items in the standard line at the beginning of the first page of the report:

Start Report Message	IOL1 3152950000	DFM-0008	12-08-17	START MSG
Definition	IOL1 BW ID	Report Code – Sequence ID	Date sent: Month-day-year	Start of report message

The following table explains the items in the standard line at the end of the report:

End Report Message	IOL1 3152950000	DFM-0008	12-08-17	END MSG
Definition	IOL1 BW ID	Report Code – Sequence ID	Date sent: Month-day-year	End of report message

II. Card Codes

The following codes are used in the reports to represent cards used for transactions:

CODE	Card Type
MC	Mastercard Mastercard Fleet
VI	Visa
DI	Discover
EB	Citi ExxonMobil Consumer Citi ExxonMobil Commercial Fleet
AX	American Express
DE	Interac Debit
GA	Esso and Mobil Gift Card Activation
GR	Esso and Mobil Gift Card Redemption
CA	Esso and Mobil Carwash Card Activate
CW	Esso and Mobil Carwash Card Redeem
CP	PRICE PRIVILEGES (PP) Card Activate
CD	PRICE PRIVILEGES (PP) Card Redeem
WX	WEX Esso and Mobil Fleet WEX Universal and Other Fleet
EF	WEX ExxonMobil Fleet

Reconciliation Reports

The reports received through the DTN portal provide a wealth of information for a variety of purposes.

The following reports provide information for reconciling Point of Sale (POS) data with IOL payments:

1. Card Settlement Report (CCM)
 - GRAND TOTAL Indicates IOL payment to be received.

You can reconcile the POS information with IOL payment amounts by identifying the key details from the information provided by these reports:

2. Daily Card Sales Fee Report (DFM)
 - TOTAL SALES / NET SALES AMT **MINUS** DE (Debit Card Sales)
3. PRICE PRIVILEGES/Car Wash Redemption Report (PCR)
 - **ADD** TOTAL CD / NET SALES AMT (PRICE PRIVILEGES Card Redemptions)
 - **ADD** TOTAL CW / NET SALES AMT (Esso and Mobil Car Wash Card Redemptions)
4. Daily Loyalty Detail Report (LRDa)
 - **ADD** ALL Site Total
 - NET of \$\$ Value of Points Redeemed MINUS Total Issued Value

The calculation of this information from these reports reconciles Point of Sale (POS) data with IOL payments.



WARNING:

- Totals from POS may vary slightly with DTN Report totals due to rounding.

Card Settlement Report (CCM)

ESSO
 IOL1 3151750000 CCM-0062 07-02-18 START MSG
 JULY 02, 2018
 MACEWEN PETROLEUM INC
 18 ADELAIDE ST
 MAXVILLE ON
 KOC 1-0000

A/R CUSTOMER#: 3151750000
 SUMMARY ID#: 6381

DEALER LOCATION FOR: 0302876				
NAME : C E MACTAVISH LIMITED				
ADDRESS : 594 10TH ST				
CITY, STATE, ZIP : HANOVER ONN4N 1-0000				
DEALER NUMBER	SHIFT DATE	SHIFT NUMBER	SHIFT NET AMOUNT	SHIFT GROSS AMT
0302876	063018	S202001	N/A	\$84.16
0302876	070118	S301001	N/A	\$9,326.35
CARD PROCESSING FEES:			\$102.86-	
LYLTY REIMBURSEMENTS :			\$64.62	
PP & CW REDEMPTIONS :			\$2.39	
TOTAL POS SALES :			\$9,374.66	\$9,412.90
TOTAL AMT CREDITED :			\$4,335.30	
GROSS AMT SUBTOTAL :				\$9,412.90

Retailer 1 Information

- (A) Shift Totals
- (B) Fees, Redemptions & Reimbursements
- (C) Dealer Totals

 **NOTE:**

- Credited Amt does not include Debit transactions

PAGE 1
 CONTINUED ON NEXT PAGE

JULY 02, 2018
 MACEWEN PETROLEUM INC
 18 ADELAIDE ST
 MAXVILLE ON
 KOC 1-0000

A/R CUSTOMER#: 3151750000
 SUMMARY ID#: 6381

DEALER LOCATION FOR: 0319981				
NAME : HASTINGS VARIETY				
ADDRESS : 91 BRIDGE ST				
CITY, STATE, ZIP : HASTINGS ONK0L 1-0000				
DEALER NUMBER	SHIFT DATE	SHIFT NUMBER	SHIFT NET AMOUNT	SHIFT GROSS AMT
0319981	070118	S301001	N/A	\$12,532.70
CARD PROCESSING FEES:			\$126.92-	
LYLTY REIMBURSEMENTS :			\$10.00	
PP & CW REDEMPTIONS :			\$0.00	
TOTAL POS SALES :			\$12,415.78	\$12,945.60
TOTAL AMT CREDITED :			\$5,449.72	
GROSS AMT SUBTOTAL :				\$12,945.60

(D) Retailer 2 Information

TOTAL PROCESSING FEES:			\$229.78-	
TOTAL POS SALES :			\$21,790.44	\$22,358.50
TOTAL DISTRIBUTOR :			\$9,785.02	\$22,358.50
GRAND TOTAL :			\$9,785.02	
PROCESSING DATE** :			07/02/18	
*NETTED AGAINST DRAFTS/INVOICES **DEPOSITED NEXT BANK BUSINESS DAY				

- (E) BW Totals
 - GRAND TOTAL indicates IOL payment amount

PAGE 2 LAST
 IOL1 3151750000 CCM-0062 07-02-18 END MSG

Daily Card Sales Fee Report (DFM)

Sales Activity Codes

In addition to the codes relating to the types of cards used, the additional codes are used describe the sales activities. There is a line in the report that provides a simple legend:

- O-OUT, I-IN, E-CREDIT/DEBIT CARD, S-SPEEDPASS, P-PAPER, M-MOBILE, X-MCX

The following table provides a description of these codes:

Code	Description
O-OUT	Outside Sales
I-IN	Inside Sales
E-CREDIT/DEBIT CARD	Credit or Debit Card
S-SPEEDPASS	Speedpass
P-PAPER	<i>Not used in Canada</i>
M-MOBILE	Speedpass+ Mobile Application
X-MCX	<i>Not used in Canada</i>

DFM – Sample

```

ESSO
IOL1 3151750000 DFM-0062 07-02-18 START MSG
                        DAILY SALES FEE REPORT

MACEWEN PETROLEUM INC      SALE DATE: JUL 01 2018      PROCESS DATE: JUL 02, 2018
CENTRE DE SERVICE BRU      DEALER #: 303433          SAP #           :3151750000
-----
*O-OUT, I-IN, E-CREDIT/DEBIT CARD, S-SPEEDPASS, P-PAPER, M-MOBILE, X-MCX      **CARD TYPE
-----
#TRANS  *  *  **GROSS SALES AMT  TRAN FEE      % FEE      TOTAL FEE      NET SALES
-----
   3  I  E  MC           127.62           .00         2.2333         2.23         125.39
  10  I  E  VI           536.14           .00         9.3824         9.38         526.76
  20  I  E  DE          1,101.37           .00         .0000          .00         1,101.37
   2  I  E  WX            64.00           .00         1.4080         1.41          62.59
-----
   35                    1,829.13                    13.02          1,816.11

DAILY SUMMARY      #TRANS      GROSS SALES AMT      TOTAL FEES NET SALES AMT
-----
CREDIT CARD        15              727.76              13.02          714.74
DEBIT CARD         20             1,101.37              .00          1,101.37
TOTAL POS          35             1,829.13             13.02          1,816.11
-----
TOTAL SALES        35             1,829.13             13.02          1,816.11

INSIDE SALES        35             1,829.13             13.02          1,816.11
OUTSIDE SALES       0                .00                .00                .00
TOTAL SALES        35             1,829.13             13.02          1,816.11

                        PAGE          1
                        (CONTINUED ON NEXT PAGE)
    
```

Retailer 1 Information

- #TRANS: # of transactions for each card type.
- * (2nd column): Inside or Outside transactions.
- * (3rd column): transaction type, generally.
- ** (4th column): Card Type.
- GROSS SALES AMT: for Card Type.
- TRAN FEE: Transaction fee if a set amount.
- %FEE: If fee is % of sales, to 4 decimal points.
- TOTAL FEE: Total of all fees.
- NET SALES: Gross Sales minus Fees

HASTINGS VARIETY DEALER #: 319981 SAP # :3151750000

*O-OUT,I-IN,E-CREDIT/DEBIT CARD,S-SPEEDPASS,P-PAPER,M-MOBILE,X-MCX **CARD TYPE

#TRANS	*	**	GROSS SALES AMT	TRAN FEE	% FEE	TOTAL FEE	NET SALES
36	I	E MC	2,015.92	.00	35.2783	35.27	1,980.65
52	I	E VI	2,830.01	.00	49.5251	49.52	2,780.49
2	I	E AX	154.76	.00	2.7083	2.71	152.05
199	I	E DE	6,966.06	.00	.0000	.00	6,966.06
1	I	E GR	25.00	.00	.4375	.44	24.56
5	I	E WX	326.80	.00	7.1895	7.19	319.61
2	I	S MC	194.61	.00	3.4056	3.40	191.21
1	I	S WX	19.54	.00	.4298	.43	19.11
298			12,532.70			98.96	12,433.74

DAILY SUMMARY	#TRANS	GROSS SALES AMT	TOTAL FEES	NET SALES AMT
CREDIT CARD	95	5,327.49	94.69	5,232.80
DEBIT CARD	200	6,991.06	.44	6,990.62
SPEEDPASS	3	214.15	3.83	210.32
TOTAL POS	298	12,532.70	98.96	12,433.74
TOTAL SALES	298	12,532.70	98.96	12,433.74
INSIDE SALES	298	12,532.70	98.96	12,433.74
OUTSIDE SALES	0	.00	.00	.00
TOTAL SALES	298	12,532.70	98.96	12,433.74

PAGE 2
(CONTINUED ON NEXT PAGE)

DISTRIBUTOR SUMMARY

*O-OUT,I-IN,E-CREDIT/DEBIT CARD,S-SPEEDPASS,P-PAPER,M-MOBILE,X-MCX **CARD TYPE

#TRANS	*	**	GROSS SALES AMT	TRAN FEE	% FEE	TOTAL FEE	NET SALES
70	I	E MC	3,734.05	.00	65.7098	65.70	3,668.35
116	I	E VI	6,058.09	.00	106.0163	106.01	5,952.08
6	I	E AX	293.87	.00	5.1426	5.15	288.72
318	I	E DE	11,895.61	.00	.0000	.00	11,895.61
4	I	E GR	175.00	.00	3.0625	3.07	171.93
12	I	E WX	1,015.17	.00	22.3336	22.33	992.84
3	I	S MC	237.64	.00	4.1586	4.15	233.49
1	I	S AX	54.00	.00	.9450	.95	53.05
2	I	S WX	79.57	.00	1.7504	1.75	77.82
4	O	E MC	177.35	.00	3.1035	3.11	174.24
13	O	E VI	579.72	.00	10.1451	10.15	569.57
2	O	E AX	180.29	.00	3.1550	3.16	177.13
29	O	E DE	1,211.18	.00	.0000	.00	1,211.18
5	O	E WX	336.21	.00	7.3966	7.40	328.81
1	O	M VI	84.16	.00	1.4728	1.47	82.69
586			26,111.91			234.40	25,877.51

DAILY SUMMARY	#TRANS	GROSS SALES AMT	TOTAL FEES	NET SALES AMT
CREDIT CARD	228	12,374.75	223.01	12,151.74
DEBIT CARD	351	13,281.79	3.07	13,278.72
SPEEDPASS	6	371.21	6.85	364.36
MOBILE	1	84.16	1.47	82.69
TOTAL POS	586	26,111.91	234.40	25,877.51
TOTAL SALES	586	26,111.91	234.40	25,877.51
INSIDE SALES	532	23,543.00	209.11	23,333.89
OUTSIDE SALES	54	2,568.91	25.29	2,543.62
TOTAL SALES	586	26,111.91	234.40	25,877.51

PAGE 3
(*LAST*)

IOL1 3151750000 DFM-0062 07-02-18 END MSG

Retailer 2 Information

 **WARNING:**

DEBIT CARD Summary

- Includes these transactions:
 - **DE –** INTERAC Debit Card Transactions
 - **GA –** Esso and Mobil Gift Card Activations
 - **GR –** Esso and Mobil Gift Card Redemptions
 - **CA –** Esso and Mobil Car Wash Card Activations
 - **CP –** PRICE PRIVILEGES Card Activations

BW Summary

(A) DE
(Interact Debit)

(B) TOTAL SALES /
(NET SALES AMT)



Reconciliation: Step 1

The **Daily Cards Sales Fee Report (DFM)** contains the information for completing the first step in reconciling the Point of Sale (POS) data with IOL payments.

- (B) TOTAL SALES / NET SALES AMT
MINUS
- (A) DE (Interact Debit) from Distributor Summary



NOTES:

- DTN Portal Reports do not include reconciliation of Interact Debit (Moneris).
- The reconciliation process for Moneris transactions remains the same and has not changed.

PRICE PRIVILEGES/Car Wash Redemption Report (PCR)

PRICE PRIVILEGES/Car Wash Redemption Report (PCR) – Sample

ESSO IOL1 3152950000 PCR-0068 09-07-18 START MSG PRICE PRIVILEGES AND CAR WASH REDEMPTIONS					
PARKLAND FUEL CORPORA SALE DATE: SEP,06,2018 PROCESS DATE: SEP,06,2018 PARKLAND FUEL CORPORA DEALER # : 304050 SAP # : 3152950000					
CD-PRICE PRIVILEGES REDEMPTIONS,CW-CAR WASH REDEMPTIONS **CARD TYPE					
**GROSS SALES AMT	TRAN FEE	% FEE	TOTAL FEE	NET SALES	
CD 1.58	.00	.0277-	.03-	1.55	
1.58			.03-	1.55	
DAILY SUMMARY	GROSS SALES AMT		TOTAL FEES	NET SALES AMT	
TOTAL CD	1.58		.03-	1.55	
TOTAL CW	.00		.00	.00	
PARKLAND FUEL CORPORA DEALER # : 319241 SAP # : 3152950000					
CD-PRICE PRIVILEGES REDEMPTIONS,CW-CAR WASH REDEMPTIONS **CARD TYPE					
**GROSS SALES AMT	TRAN FEE	% FEE	TOTAL FEE	NET SALES	
CD 3.72	.00	.0651-	.07-	3.65	
3.72			.07-	3.65	
DAILY SUMMARY	GROSS SALES AMT		TOTAL FEES	NET SALES AMT	
TOTAL CD	3.72		.07-	3.65	
TOTAL CW	.00		.00	.00	
DISTRIBUTOR SUMMARY					
CD-PRICE PRIVILEGES REDEMPTIONS,CW-CAR WASH REDEMPTIONS **CARD TYPE					
**GROSS SALES AMT	TRAN FEE	% FEE	TOTAL FEE	NET SALES	
CD 5.30	.00	.0928-	.09-	5.21	
5.30			.09-	5.21	
DAILY SUMMARY	GROSS SALES AMT		TOTAL FEES	NET SALES AMT	
	PAGE 1				
	(CONTINUED ON NEXT PAGE)				
TOTAL CD	5.30		.09-	5.21	
TOTAL CW	.00		.00	.00	
	PAGE 2				
(*LAST*)					
IOL1 3152950000 PCR-0068 09-07-18 END MSG					

Retailer 1 Information

Retailer 2 Information

BW Summary

- (C) TOTAL CD / NET SALES AMT (PRICE PRIVILEGES Card Redemptions).
- (D) TOTAL CW / NET SALES AMT (Esso and Mobil Car Wash Card Redemptions).

Reconciliation: Step 2

1. From the Daily Card Sales Fee Report (DFM):
 - TOTAL SALES / NET SALES AMT MINUS DE (Debit Card Sales).
2. From the PRICE PRIVILEGES/Car Wash Redemption Report (PCR):
 - (C) ADD TOTAL CD /NET SALES AMT (PRICE PRIVILEGES Card Redemptions).
 - (D) ADD TOTAL CW / NET SALES AMT (Esso and Mobil Car Wash Redemptions).

Daily Loyalty Detail Report (LRDa)

Daily Loyalty Detail Report (LRDa) – Sample

ESSO IOL1 3152950000 LRD-0539 07-26-18 START MSG Loyalty Points Dollar Value Report Daily Transaction Level Detail Date: 07/26/2018 Name: PARKLAND FUEL CORP #3152950000									
Transaction Date Time	Trans ID	Last 4 Loyalty Member Account	Fuel/ non-Fuel	Trans Total (incl tax)	Total F/NF	Ineligible Sales/ Sales Tax	Eligible Amount	\$\$ Value of Points Redeemed	Total Issued Value
#0000303973 Leaskdale Country St Leaskdale, ON L0C 1C0									
25Jul2018 08:27		C-2063		41.00	21.00	0.00	21.00	0.00	0.12
25Jul2018 08:27		C-2063		41.00	20.00	0.00	20.00	0.00	0.11
25Jul2018 08:48		C-5206		47.00	47.00	0.00	47.00	0.00	0.27
25Jul2018 10:15		C-7047		31.00	31.00	0.00	31.00	0.00	0.18
25Jul2018 10:31		C-9976		101.38	101.38	0.00	101.38	0.00	0.57
25Jul2018 11:13		C-6940		72.53	72.53	0.00	72.53	0.00	0.41
25Jul2018 01:25		C-6899		47.00	47.00	0.00	47.00	0.00	0.27
25Jul2018 02:40		C-3580		25.00	25.00	0.00	25.00	0.00	0.14
25Jul2018 03:54		C-4975		12.26	12.25	0.00	12.25	0.00	0.07
25Jul2018 03:54		C-4975		72.26	60.01	0.00	60.01	0.00	0.34
25Jul2018 04:12		C-6573		120.19	120.19	0.00	120.19	0.00	0.68
25Jul2018 04:22		C-9976		41.06	15.99	0.00	15.99	0.00	0.08
25Jul2018 04:22		C-9976		41.06	25.07	0.00	25.07	0.00	0.15
Sub-total Fuel					3298.46	2749.28	549.18		3.10
Sub-total non-Fuel					1713.08	1663.84	49.24		0.27
Total Site					5011.54	4413.12	598.42	0.00	3.37
=====									
					Site Total:				3.37
=====									
#0000304050 Naves Service Sauble Beach, ON NOH 2G0									
25Jul2018 08:35		C-1263		87.20	87.20	0.00	87.20	0.00	0.49
25Jul2018 09:54		C-7360		103.39	103.39	0.00	103.39	0.00	0.58
25Jul2018 09:57		C-2038		22.23	22.23	0.00	22.23	0.00	0.12
25Jul2018 11:00		C-2639		20.00	20.00	0.00	20.00	0.00	0.11
25Jul2018 12:17		C-8966		81.38	81.38	0.00	81.38	0.00	0.46
25Jul2018 01:45		C-8073		63.62	63.62	0.00	63.62	0.00	0.36
25Jul2018 04:41		C-5900		77.12	77.12	0.00	77.12	0.00	0.44
25Jul2018 06:55		C-1147		148.32	148.32	0.00	148.32	0.00	0.84
Sub-total Fuel					13000.80	12397.54	603.26		3.40
Sub-total non-Fuel					4114.39	4114.39	0.00		0.00
Total Site					17115.19	16511.93	603.26	0.00	3.40
=====									
					Site Total:				-3.40
=====									
Total Fuel					16299.26	15146.82	1152.44		3.37
Total non-Fuel					5827.47	5778.23	49.24		3.40
Total All Sites					22126.73	20925.05	1201.68		6.77
=====									
					ALL Site Total:				-6.77
IOL1 3152950000 LRD-0539 07-26-18 END MSG									

LRDa

Report Type: LRDa

Retailer 1 Information

Retailer 2 Information

BW Summary

(A) ALL Site Total:
(NET of \$\$ Value of Points Redeemed MINUS Total Issued Value)

Reconciliation: Step 3

- From Daily Card Sales Fee Report (DFM):
 - TOTAL SALES / NET SALES AMT **MINUS** DE (Debit Card Sales)
- From PRICE PRIVILEGES/Car Wash Redemption Report (PCR)
 - ADD** TOTAL CD / NET SALES AMT (PRICE PRIVILEGES Card Redemptions)
 - ADD** TOAL CW / NET SALES AMT (Esso and Mobil Car Wash Redemptions)
- From **Daily Loyalty Detail Report (LRDa)**:
 - (A) ADD** ALL Site Total (NET of \$\$ Value of Points Redeemed MINUS Total Issued Value)

Summary Reports

The reports received through the DTN portal provide a wealth of information for a variety of purposes.

The following reports provide summary information:

Credit Card Reports

1. Monthly Card Sales Fee Report (FMM)

Loyalty Reports

1. Daily Loyalty Detail Report (LRDb)
2. Daily Loyalty Potential Fraud (LPF)
3. Daily Loyalty Summary Report (LRS)
4. Monthly Loyalty Summary (LMS)

Credit Card Reports

Monthly Card Sales Fee Report (FMM)

ESSO IOL1 3152950000 FMM-0005 07-01-18 START MSG DARKLAND FUEL CORPORA July, 01, 2018				
LEASKDALE COUNTRY STO DEALER# : 303973 SAP#: 3152950000				
CARD TYPE	#TRANS	GROSS SALES AMT	TOTAL FEES	NET SALES AMT
MC	384	21,986.68	400.43	21,586.25
VI	763	46,508.01	809.98	45,698.03
AX	52	3,362.20	58.84	3,303.36
DE	2199	76,980.49	.00	76,980.49
GA	11	575.00-	.00	575.00-
GR	12	635.37	11.14	624.23
WX	191	16,518.20	363.37	16,154.83
TOTAL SALES	3612	165,415.95	1,643.76	163,772.19
CREDIT CARD	1325	85,321.47	1,576.01	83,745.46
DEBIT CARD	2222	77,040.86	11.14	77,029.72
SPEEDPASS	65	3,053.62	56.61	2,997.01
TOTAL POS	3612	165,415.95	1,643.76	163,772.19
TOTAL SALES	3612	165,415.95	1,643.76	163,772.19
INSIDE SALES	3612	165,415.95	1,643.76	163,772.19
OUTSIDE SALES	0	.00	.00	.00
TOTAL SALES	3612	165,415.95	1,643.76	163,772.19
TOM'S ESSO DEALER# : 302995 SAP#: 3152950000				
CARD TYPE	#TRANS	GROSS SALES AMT	TOTAL FEES	NET SALES AMT
MC	419	40,854.41	780.59	40,073.82
VI	395	34,173.54	598.02	33,575.52
AX	8	667.87	11.68	656.19
DE	1378	78,564.29	.00	78,564.29
GA	11	455.00-	.00	455.00-
GR	35	1,267.62	22.20	1,245.42
WX	78	9,470.29	208.34	9,261.95
TOTAL SALES	2324	164,543.02	1,620.83	162,922.19
CREDIT CARD	893	84,699.63	1,589.35	83,110.28
DEBIT CARD	1424	79,376.91	22.20	79,354.71
SPEEDPASS	7	466.48	9.28	457.20
TOTAL POS	2324	164,543.02	1,620.83	162,922.19
TOTAL SALES	2324	164,543.02	1,620.83	162,922.19
PAGE 1 (CONTINUED ON NEXT PAGE)				
INSIDE SALES	2324	164,543.02	1,620.83	162,922.19
OUTSIDE SALES	0	.00	.00	.00
TOTAL SALES	2324	164,543.02	1,620.83	162,922.19
DISTRIBUTOR SUMMARY				
CARD TYPE	#TRANS	GROSS SALES AMT	TOTAL FEES	NET SALES AMT
MC	2234	150,430.67	2,765.99	147,664.68
VI	3579	225,439.34	3,940.82	221,498.52
EB	1	62.80	1.10	61.70
AX	219	12,615.32	220.82	12,394.50
DE	7824	329,725.08	.00	329,725.08
GA	30	1,255.00-	.00	1,255.00-
GR	125	4,668.52	81.85	4,586.67
WX	926	97,400.55	2,142.76	95,257.79
TOTAL SALES	14938	819,087.28	9,153.34	809,933.94
CREDIT CARD	6871	481,068.48	8,978.07	472,090.41
DEBIT CARD	7979	333,138.60	81.85	333,056.75
SPEEDPASS	88	4,880.20	93.42	4,786.78
TOTAL POS	14938	819,087.28	9,153.34	809,933.94
TOTAL SALES	14938	819,087.28	9,153.34	809,933.94
INSIDE SALES	12808	700,894.86	7,518.24	693,376.62
OUTSIDE SALES	2130	118,192.42	1,635.10	116,557.32
TOTAL SALES	14938	819,087.28	9,153.34	809,933.94
PAGE 2 (*LAST*)				
IOL1 3152950000 FMM-0005 07-01-18 END MSG				

Retailer 1 Information

Retailer 2 Information

BW Summary

Loyalty Reports

Daily Loyalty Detail Report (LRDb)

ESSO IOL1 3152950000 LRD-0540 07-26-18 START MSG Loyalty Points Issued/Redeemed Report Daily Transaction Level Detail Date: 07/26/2018 Name: PARKLAND FUEL CORP #3152950000								
Transaction Date Time	Trans ID	Last 4 Loyalty Member Account	Total Points Redeemed this site	Base Points Issued	BW Promo Points Issued	Esso Promo Points Issued	Total Points Issued	
#0000303973 Leaskdale Country St Leaskdale, ON L0C 1C0								
25Jul2018 08:27		C-2063	0	21	0	0	21	
25Jul2018 08:27		C-2063	0	20	0	0	20	
25Jul2018 08:48		C-5206	0	47	0	0	47	
25Jul2018 10:15		C-7047	0	31	0	0	31	
25Jul2018 10:31		C-9976	0	101	0	0	101	
25Jul2018 11:13		C-6940	0	72	0	0	72	
25Jul2018 01:25		C-6999	0	47	0	0	47	
25Jul2018 02:40		C-3580	0	25	0	0	25	
25Jul2018 03:54		C-4975	0	12	0	0	12	
25Jul2018 03:54		C-4975	0	60	0	0	60	
25Jul2018 04:12		C-6573	0	120	0	0	120	
25Jul2018 04:22		C-9976	0	15	0	0	15	
25Jul2018 04:22		C-9976	0	26	0	0	26	
		Sub-total Fuel		549	0	0	549	
		Sub-total non-Fuel		48	0	0	48	
		Count of Transactions	172	Total	0	597	0	597
#0000304050 Naves Service Sauble Beach, ON N0H 2G0								
25Jul2018 08:35		C-1263	0	87	0	0	87	
25Jul2018 09:54		C-7360	0	103	0	0	103	
25Jul2018 09:57		C-2038	0	22	0	0	22	
25Jul2018 11:00		C-2639	0	20	0	0	20	
25Jul2018 12:17		C-8966	0	81	0	0	81	
25Jul2018 01:45		C-8073	0	63	0	0	63	
25Jul2018 04:41		C-5900	0	77	0	0	77	
25Jul2018 06:55		C-1147	0	148	0	0	148	
		Sub-total Fuel		601	0	0	601	
		Sub-total non-Fuel		0	0	0	0	
		Count of Transactions	314	Total	0	601	0	601
		Total Fuel		1150	0	0	1150	
		Total non-Fuel		48	0	0	48	
		Total Count of Transactions	486	Totals	0	1198	0	1198
IOL1 3152950000 LRD-0540 07-26-18 END MSG								

Report Type: LRDb

Retailer 1 Information

Retailer 2 Information

BW Summary



NOTE:

(A) BW Promo Points Issued currently not in use.

Daily Loyalty Potential Fraud (LPF)

Card Summary: Summary of cards that were used multiple times at a site in one day.

Operator No.	ID	Time	Card No	Earned	Redeemed	
manager	PCO	07:46	608559XXXXXXXX1234	790	0	
manager	PCO	09:08	608559XXXXXXXX1234	640	0	
manager	PCO	15:52	608559XXXXXXXX1234	190	0	
Operator No.	ID	Time	Card No	Earned	Redeemed	Transaction Amount
manager	PCO-phone	12:24	XXXXXX1234	9680	0	900.00

Daily Loyalty Summary Report (LRS)

ESSO IOL1 3152950000 LRS-0270 07-26-18 START MSG Loyalty Point Rollup Report for BW use - summary of all BW sites Daily Summary Date: 07/26/2018 Name: PARKLAND FUEL CORP #3152950000										
BW #	Site #	Product Category	Trans Total	Ineligible Sales/Sales Tax	Transaction Totals That Earned Points	Base Points Issued	BW Promo Points Issued	Esso Promo Points Issued	Total Points Issued @Esso	Total \$\$ Value of Points Issued
0000303973 Leaskdale Country St Leaskdale, ON L0C 1C0 3152950000 0000303973 Fuel 3298.46 549.18 549.18 549 0 0 549 3.10 3152950000 0000303973 Non-Fuel 1713.08 1663.84 49.24 48 0 0 48 0.27 Total Site 0000303973 172 5011.54 4413.12 598.42 597 0 0 597 3.37 Redemptions 0.00										
0000304050 Naves Service Sauble Beach, ON NOH 2G0 3152950000 0000304050 Fuel 13000.80 603.26 603.26 601 0 0 601 3.40 3152950000 0000304050 Non-Fuel 4114.39 4114.39 0.00 0 0 0 0 0.00 Total Site 0000304050 314 17115.19 16511.93 603.26 601 0 0 601 3.40 Redemptions 0.00										
0000303626 HWY 115 SOUTH OF 35 Orono Esso Orono, ON L0B 1M0 3152950000 0000303626 Fuel 10306.03 3774.33 3774.33 2981 0 0 3447 19.31 3152950000 0000303626 Non-Fuel 896.73 844.61 52.12 51 0 0 51 0.29 Total Site 0000303626 245 11202.76 7376.31 3826.45 3032 0 466 3498 19.59 Redemptions 0.00										
0000302995 Tom's Esso Capreol, ON POM 1H0 3152950000 0000302995 Fuel 6582.04 3361.45 3361.45 3351 0 332 3683 20.81 3152950000 0000302995 Non-Fuel 2235.51 2209.12 26.39 25 0 0 25 0.14 Total Site 0000302995 151 8817.55 5429.71 3387.84 3376 0 332 3708 20.95 Redemptions 0.00										
3152950000 All Sites Fuel 33187.33 24899.11 8288.22 7482 0 798 8280 46.62 3152950000 All Sites Non-Fuel 8959.71 8831.96 127.75 124 0 0 124 0.70 Total all Sites for BW 882 42147.04 33731.07 8415.97 7606 0 798 8404 47.31 Redemptions 0.00										
IOL1 3152950000 LRS-0270 07-26-18 END MSG										

Report Type: LRS

Retailer 1 Information

Retailer 2 Information

Retailer 3 Information

Retailer 4 Information

BW Summary

Monthly Loyalty Summary (LMS)

ESSO IOL1 3152950000 LMS-0009 08-29-18 START MSG Loyalty Point Rollup Report for BW use - summary of all BW sites Month End Summary Date: 08/15/2018 Name: PARKLAND FUEL CORP #3152950000										
BW #	Site #	Product Category	Trans Total	Ineligible Sales/Sales Tax	Transaction Totals That Earned Points	Base Points Issued	BW Promo Points Issued	Esso Promo Points Issued	Total Points Issued @Esso	Total \$\$ Value of Points Issued
0000303973 Leaskdale Country St Leaskdale, ON L0C 1C0 3152950000 0000303973 Fuel 144223.33 124376.31 19847.02 19772 0 2064 21836 122.89 3152950000 0000303973 Non-Fuel 55007.22 53553.31 1453.91 1372 0 0 1372 7.75 Total Site 0000303973 6234 199230.55 177929.62 21300.93 21144 0 2064 23208 130.64 Redemptions 124.50										
0000304050 Naves Service Sauble Beach, ON NOH 2G0 3152950000 0000304050 Fuel 465624.79 443625.69 21999.10 21538 0 3879 25417 140.55 3152950000 0000304050 Non-Fuel 118879.91 118522.77 357.14 329 0 0 329 1.86 Total Site 0000304050 12045 584504.70 562148.46 22356.24 21867 0 3879 25746 142.41 Redemptions 5.70										
0000302995 Tom's Esso Capreol, ON POM 1H0 3152950000 0000302995 Fuel 184487.41 107798.00 76689.41 76488 0 8474 84962 475.42 3152950000 0000302995 Non-Fuel 37863.79 37022.03 841.76 781 0 0 781 4.41 Total Site 0000302995 4199 222351.20 144820.03 77531.17 77269 0 8474 85743 479.84 Redemptions 195.00										
0000303626 HWY 115 SOUTH OF 35 Orono Esso Orono, ON L0B 1M0 3152950000 0000303626 Fuel 356755.73 271942.94 84812.79 83465 0 14632 98097 551.40 3152950000 0000303626 Non-Fuel 40779.04 37539.65 3239.39 323 0 128 3451 18.69 Total Site 0000303626 9855 397534.77 309482.59 88052.18 86788 0 14760 101548 570.09 Redemptions 260.35										
0000324609 Mountney's Gas & Cow Bancroft, ON K0L 1C0 3152950000 0000324609 Fuel 8165.33 6670.53 1494.80 1495 0 0 1495 8.45 3152950000 0000324609 Non-Fuel 3175.27 2870.75 304.52 295 0 0 295 1.67 Total Site 0000324609 333 11340.60 9541.28 1799.32 1790 0 0 1790 10.11 Redemptions 0.00										
3152950000 All Sites Fuel 1159256.59 954413.47 204843.12 202758 0 29049 231807 1298.71 3152950000 All Sites Non-Fuel 255705.23 249508.51 6196.72 6100 0 128 6228 34.38 Total all Sites for BW 32666 1414961.82 203921.98 211039.84 208858 0 29177 238035 1333.09 Redemptions 585.55										
IOL1 3152950000 LMS-0009 08-29-18 END MSG										

Report Type: LMS

Retailer 1 Information

Retailer 2 Information

Retailer 3 Information

Retailer 4 Information

Retailer 5 Information

BW Summary

Appendices

Appendix A: Getting Help

Access

You can access ACE at this address:

- <https://cs-selfserve.exxonmobil.com>

Support

There are two ways to get help:

1. ACE Support

If you do not have a **User ID** and **Password**, contact **ACE Support**

- systemsupport@exxonmobil.com
1-800-265-0060
- Complete an ACE registration form indicating the requirement for DTN access.

2. DTN Support

If you have any issues with reports or the delivery of reports, contact **DTN Support**:

- 1-800-779-5779
- energysupplierhelp@dtm.com

3. Training

Settlement Information Portal

BW

- Webinar: Cards Processing Upgrades – BW
- DTN Users Guide
- DTN Quick Reference Guide

Retailer

- Webinar: Cards Processing Upgrades
- Reports Guide
- Quick Reference Guide

Appendix B: Disable Popup Blocker

1. Click the **Customize and control Google Chrome** menu:
 - The three horizontal bars  in the upper right corner of the browser.
2. Select **Settings**.
3. Scroll down and click on **Advanced** or **Show advanced settings**.
4. Under **Privacy**, click the **Content Settings** button.
5. Go to **Popups** and check **Allow**, not Blocked, to disable the popup blocker.

Appendix C: Extracting Zip Files

The following steps can be used to open zip files:

Name	Date modified	Type
 Multiple PDF_201808010150.zip	8/1/2018 2:50 PM	Compressed (zipped) Folder

1. Navigate to the zip file that you have downloaded.

Name	Date modified	Type
 Multiple PDF_201808010150.zip	8/1/2018 2:50 PM	Compressed (zipped) Folder

Open

Open in new window

Extract All...

2. Right-click on the file name and select **Extract All...**

←  Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

Browse...

Show extracted files when complete

Extract Cancel

3. An **Extract Compressed (Zipped) Folders** screen will appear. Click on the **Extract** button.

Name	Date modified	Type
 Multiple PDF_201808010150	8/1/2018 2:51 PM	File folder
 Multiple PDF_201808010150.zip	8/1/2018 2:50 PM	Compressed (zipped) Folder

4. A folder with the same name as the zip file will be created.
5. Open this folder to retrieve the reports you selected.