FLEET ONE

eManager Quick Reference Guide

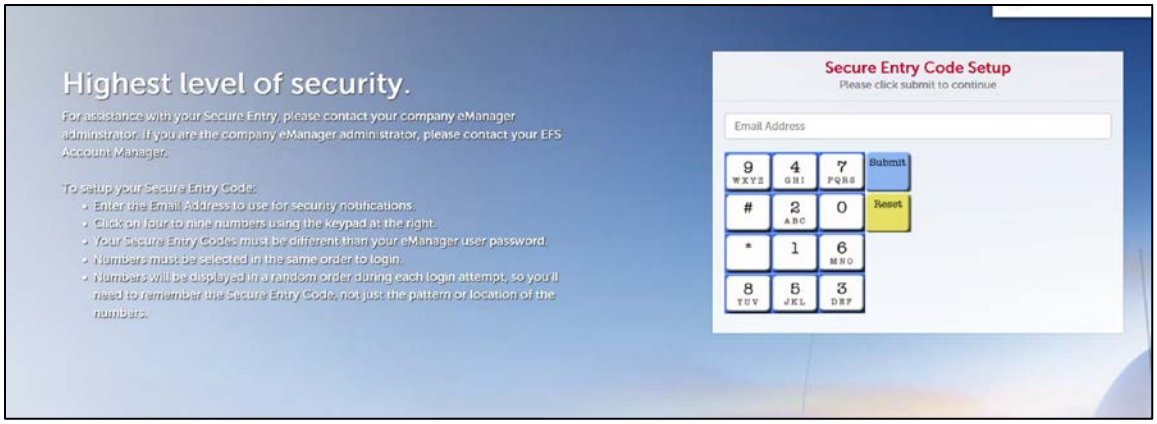
Reporting

November 2017

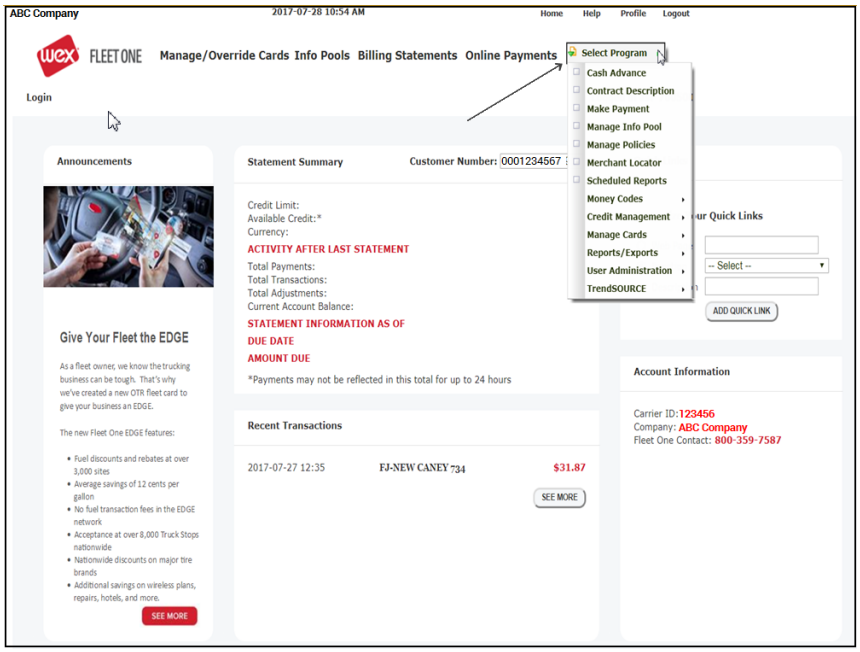
Log In:

1. Go to https://manage.fleetone.com
2. Enter Carrier ID/Username and Password

3. Enter Secure Entry Code



4. Once logged in, hover over 'SELECT PROGRAM' to see the menu of available options

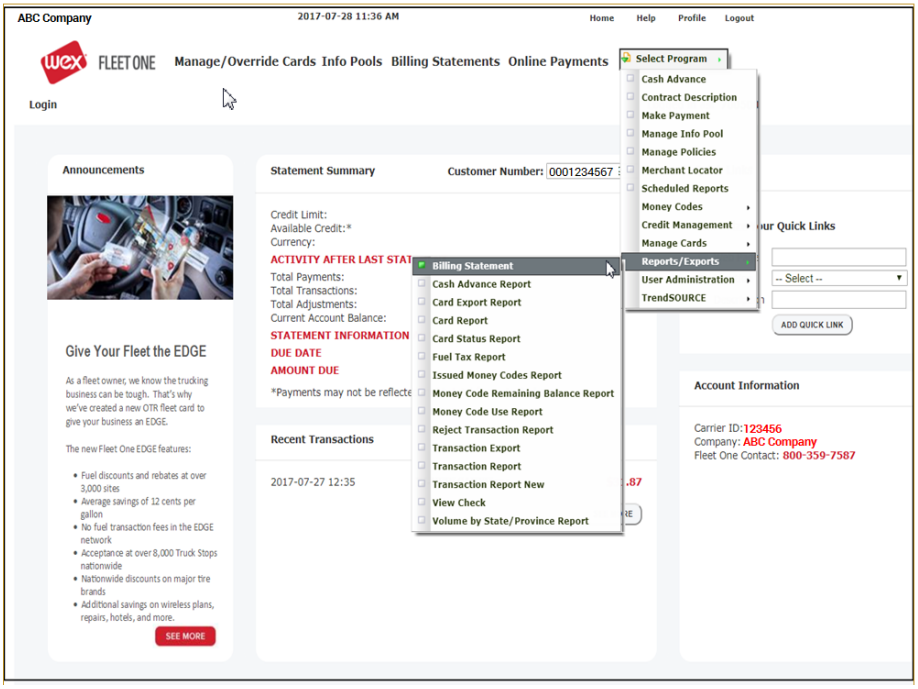


Reporting:

REPORTS/EXPORTS

"Select Program" > "Reports/Exports"

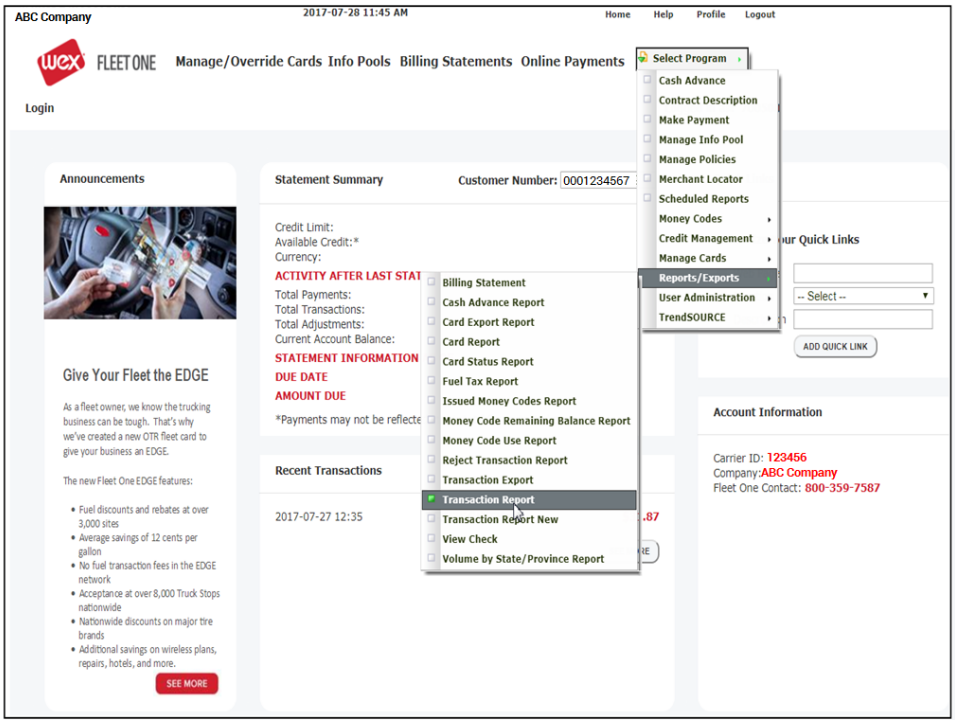
Hover over reports/exports and the list of reports available to will be listed. Please select from the list. Most of our reports can be scheduled to specified email addresses.



TRANSACTION REPORT

"Select Program" > "Reports/Exports" > "Transaction Report"

The most common report used is the Transaction Report.



Below is an example of the Transaction Report screen. Any of the below options can be chosen to further customize the report. Users can choose many options as needed to obtain the desired report. Reports can be exported into PDF or Excel – or run on demand.

TRANSACTION REPORT

Enter START DATE and END DATE

Display Features
Optional changes to display features

Remove Details: Summary by group by item (no trans details)

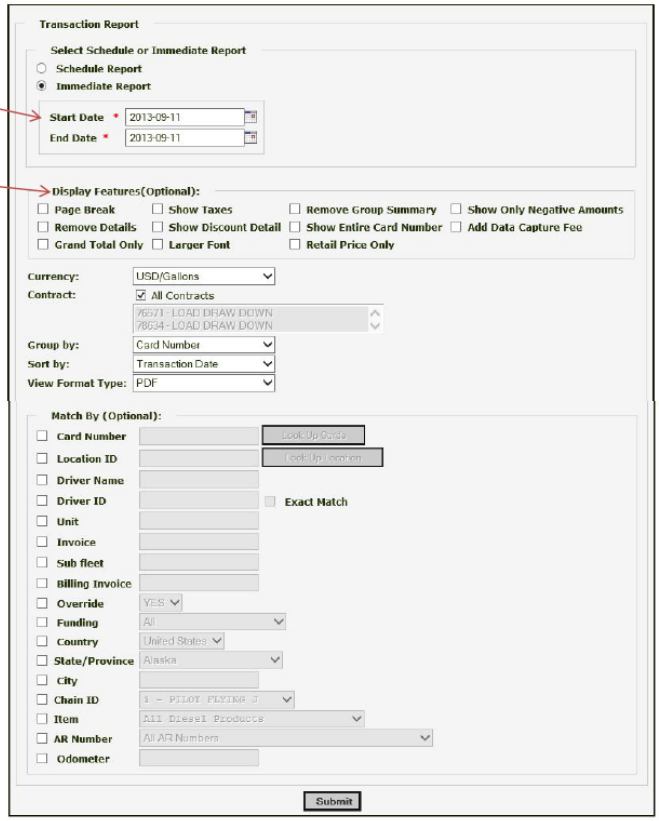
Grand Total Only: Only a total for everything included in the report

Show Taxes: Display tax details

Show Discount Detail: Displays discounts on each transaction

Retail Price Only: Displays no discounts, only retail prices

Add Data Capture Fee: Includes terminal location fees



TRANSACTION REPORT

Currency: Choose currency

Contract: Select all contracts or specific contract

Group By: Group by selection includes a subtotal for that item

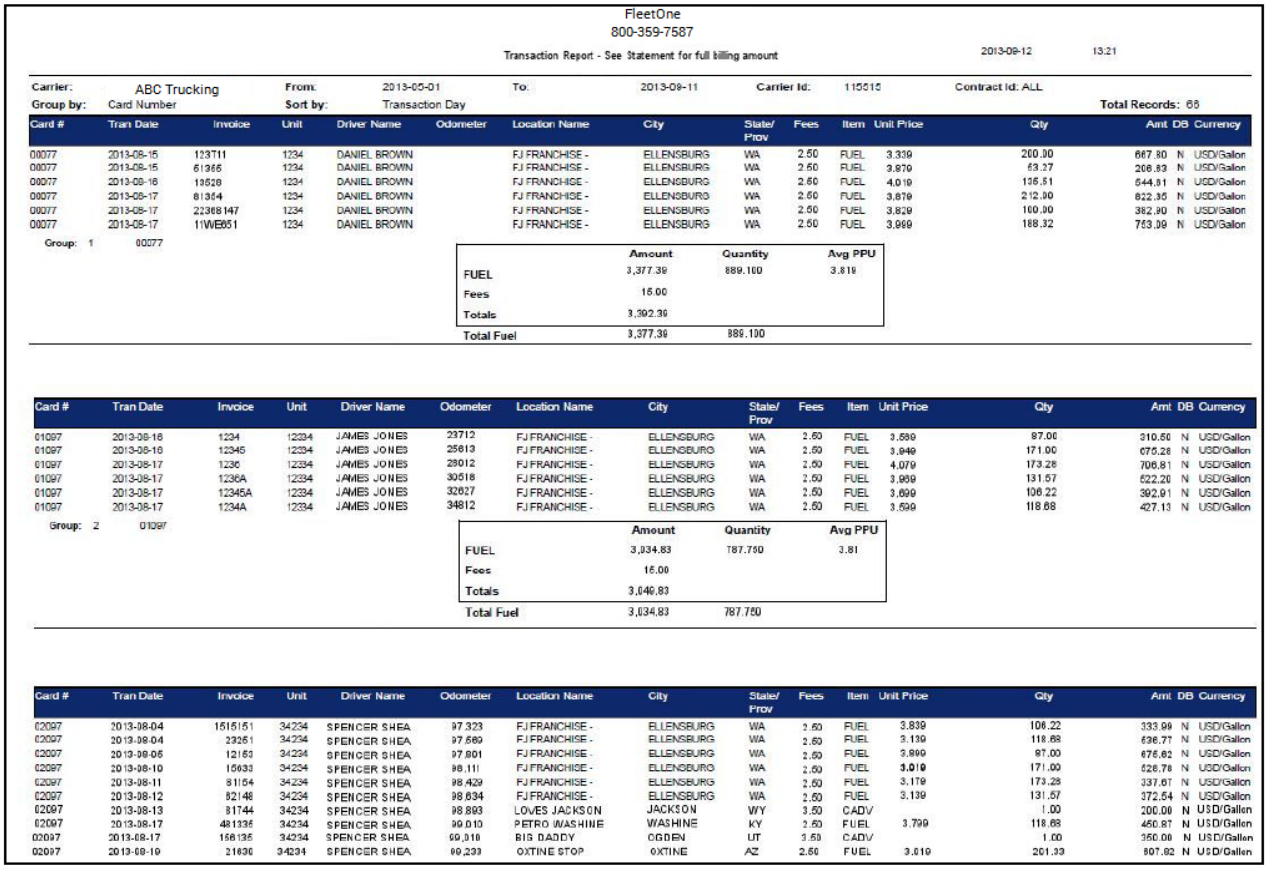
Sort By: Items are sorted by sort by choice within the group by group

View Format Type: View report in PDF, Excel, CSV or others

Match By
Match by items limit the report. For example, you can create a report for a specific card number at a certain chain

Item: Select Match By Item to choose all diesel products, all fuels, or individual products

This example is the Transaction Report in PDF. The same information is provided, but the format is different (allows for the manipulation of the cells).



FleetOne
800-359-7587

Transaction Report - See Statement for full billing amount 2013-09-12 13:21

Carrier: ABC Trucking From: 2013-05-01 To: 2013-09-11 Carrier Id: 115515 Contract Id: ALL
Group by: Card Number Sort by: Transaction Day Total Records: 66

Card #	Tran Date	Invoice	Unit	Driver Name	Odometer	Location Name	City	State/ Prov	Fees	Item	Unit Price	Qty	Amt	DB	Currency
00077	2013-08-15	123T11	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.339	200.00	667.80	N	USD/Gallon
00077	2013-08-15	61366	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.879	53.27	206.83	N	USD/Gallon
00077	2013-08-16	19528	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	4.019	135.51	544.81	N	USD/Gallon
00077	2013-08-17	61364	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.879	212.00	822.35	N	USD/Gallon
00077	2013-08-17	22368147	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.829	100.00	382.90	N	USD/Gallon
00077	2013-08-17	11WE651	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.999	188.32	753.09	N	USD/Gallon

Group: 1 00077

	Amount	Quantity	Avg PPU
FUEL	3,377.39	889.100	3.819
Fees	15.00		
Totals	3,392.39		
Total Fuel	3,377.39	889.100	

Card #	Tran Date	Invoice	Unit	Driver Name	Odometer	Location Name	City	State/ Prov	Fees	Item	Unit Price	Qty	Amt	DB	Currency
01097	2013-08-16	1234	12334	JAMES JONES	23712	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.589	97.00	310.50	N	USD/Gallon
01097	2013-08-16	12345	12334	JAMES JONES	25613	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.949	171.00	675.28	N	USD/Gallon
01097	2013-08-17	1236	12334	JAMES JONES	28012	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	4.079	173.28	706.81	N	USD/Gallon
01097	2013-08-17	1236A	12334	JAMES JONES	30518	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.969	131.57	522.20	N	USD/Gallon
01097	2013-08-17	12345A	12334	JAMES JONES	32627	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.699	106.22	392.91	N	USD/Gallon
01097	2013-08-17	1234A	12334	JAMES JONES	34812	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.599	118.68	427.13	N	USD/Gallon

Group: 2 01097

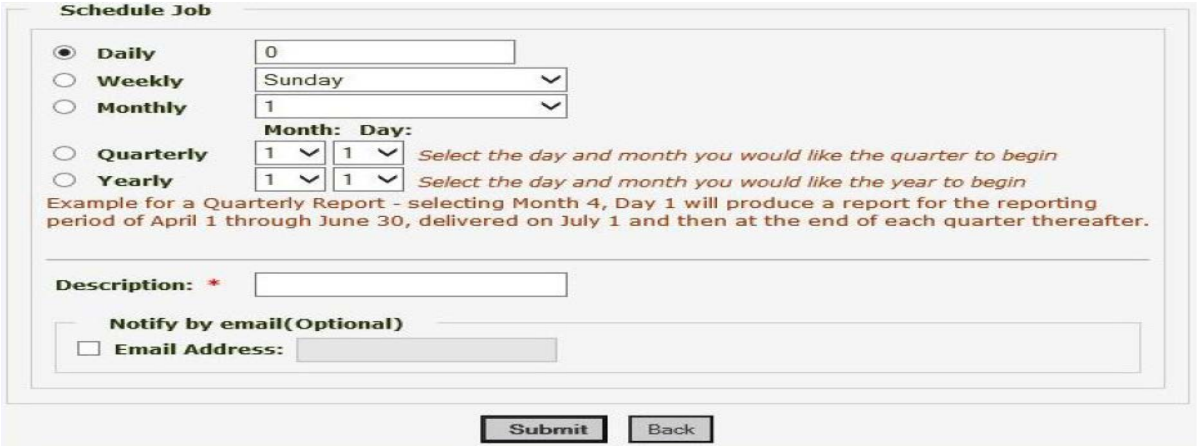
	Amount	Quantity	Avg PPU
FUEL	3,034.83	787.750	3.81
Fees	15.00		
Totals	3,049.83		
Total Fuel	3,034.83	787.750	

Card #	Tran Date	Invoice	Unit	Driver Name	Odometer	Location Name	City	State/ Prov	Fees	Item	Unit Price	Qty	Amt	DB	Currency
02097	2013-08-04	1515151	34234	SPENCER SHEA	97,323	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.839	106.22	333.99	N	USD/Gallon
02097	2013-08-04	23251	34234	SPENCER SHEA	97,569	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.139	118.68	636.77	N	USD/Gallon
02097	2013-08-05	12163	34234	SPENCER SHEA	97,901	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.999	97.00	676.62	N	USD/Gallon
02097	2013-08-10	15633	34234	SPENCER SHEA	98,111	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.019	171.00	626.78	N	USD/Gallon
02097	2013-08-11	81154	34234	SPENCER SHEA	98,429	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.179	173.28	337.67	N	USD/Gallon
02097	2013-08-12	82148	34234	SPENCER SHEA	98,634	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.139	131.57	372.54	N	USD/Gallon
02097	2013-08-13	81744	34234	SPENCER SHEA	98,893	LOVES JACKSON	JACKSON	WY	3.50	CADV		1.00	200.00	N	USD/Gallon
02097	2013-08-17	481335	34234	SPENCER SHEA	99,010	PETRO WASHINE	WASHINE	KY	2.50	FUEL	3.799	118.68	450.87	N	USD/Gallon
02097	2013-08-17	156135	34234	SPENCER SHEA	99,010	BIG DADDY	OGDEN	UT	3.50	CADV		1.00	350.00	N	USD/Gallon
02097	2013-08-19	21636	34234	SPENCER SHEA	99,233	OXTINE STOP	OXTINE	AZ	2.50	FUEL	3.019	201.33	807.82	N	USD/Gallon

This example is the Transaction Report in Excel. The same information is provided, but the format is different (allows for the manipulation of the cells).

Card #	Tran Date	Tran Time	Invoice	Unit	Driver Name	Odometer	Location Name	City	State / Prov	Fees	Item	Unit Price	Qty	Amt	DB	Currency
03726	2012-02-16	15:14	0200632020	381	IMA DRIVER	1098375	LOVES # 319 TRAVEL STOP	PITTSBORO	IN	.00	ULSD	3.41	155.01	528.12	N	USD/Gallon
05508	2012-02-16	11:06	0200491230	415	IMA DRIVER	864180	LOVES # 306 TRAVEL STOP	DANDRIDGE	TN	.00	ULSD	3.65	90.53	330.27	N	USD/Gallon
05532	2012-02-16	13:27	0200572297	472	IMA DRIVER	178180	LOVES #411 TRAVEL STOP	DES MOINES-CLIVE	IA	.00	ULSD	3.65	126.00	460.20	N	USD/Gallon
											ULSR	3.65	6.73	24.58	N	USD/Gallon
05540	2012-02-16	16:25	0200686019	483	IMA DRIVER	31093	LOVES # 318 TRAVEL STOP	INA	IL	.00	ULSD	3.77	86.18	324.87	N	USD/Gallon
05714	2012-02-16	08:48	0200415119	434	IMA DRIVER	813251	LOVES # 318 TRAVEL STOP	INA	IL	.00	ULSD	3.77	115.12	433.97	N	USD/Gallon
											ULSR	3.77	19.49	73.47	N	USD/Gallon
											CADV	.00	1.00	100.00	N	USD/Gallon
06215	2012-02-16	08:41	0200410143	462	IMA DRIVER	530884	LOVES # 209 TRAVEL STOP	GREENWOOD	LA	.00	ULSD	3.66	156.46	572.27	N	USD/Gallon
											ULSR	3.66	5.47	20.01	N	USD/Gallon
											CADV	.00	1.00	150.00	N	USD/Gallon
06223	2012-02-16	09:42	0200442758	470	IMA DRIVER	161298	LOVES # 307 TRAVEL STOP	JACKSON	GA	.00	ULSD	3.79	128.00	485.31	N	USD/Gallon
											ULSR	3.79	18.00	68.25	N	USD/Gallon
06700	2012-02-16	14:08	0200597373	467	IMA DRIVER	553573	LOVES #412 COUNTRY STORE	DUNN	NC	.00	ULSD	3.87	134.61	520.47	N	USD/Gallon
											ULSR	3.87	7.30	28.23	N	USD/Gallon
06775	2012-02-16	09:29	0200441238	411	IMA DRIVER	102186	LOVES # 399 TRAVEL STOP	FANCY GAP	VA	.00	ULSD	3.65	77.37	282.60	N	USD/Gallon
06809	2012-02-16	10:29	0200470452	446	IMA DRIVER	728179	LOVES #247 TRAVEL STOP	MEMPHIS	TX	.00	ULSD	3.73	94.22	351.03	N	USD/Gallon
06866	2012-02-16	11:05	0347110634	3028			PILOT INVER GROVE HEIGHT 581	INVER GROVE HEIGHT	MN	.50	UNRG	3.36	17.67	59.34	N	USD/Gallon
06919	2012-02-16	05:02	0200329321	424	IMA DRIVER	856402	LOVES # 322 TRAVEL STOP	ROSCOE	IL	.00	ULSD	3.60	125.68	451.83	N	USD/Gallon
											ULSR	3.60	19.07	68.56	N	USD/Gallon

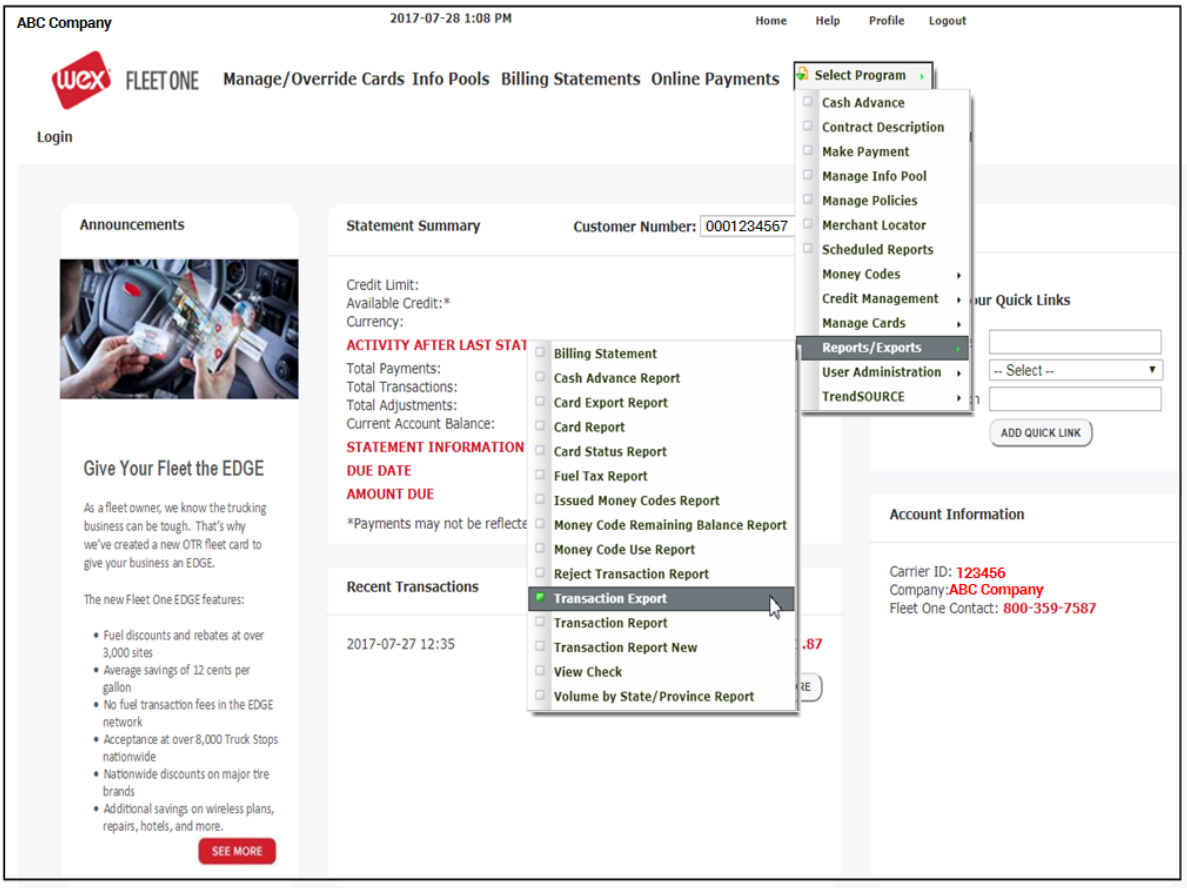
- Schedule report to run daily, weekly, monthly, quarterly or yearly
- Name the report and choose to be notified by email each time it runs



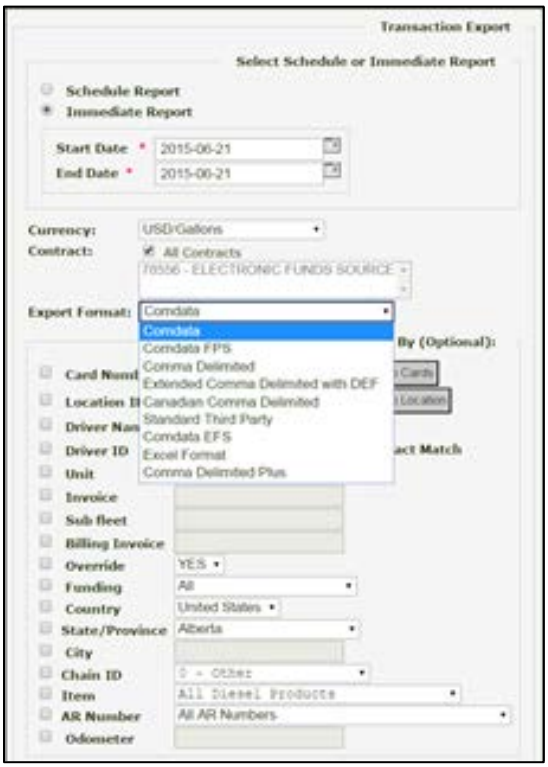
TRANSACTION EXPORT

"Select Program" > "Reports/Exports" > "Transaction Export"

Transaction Export can be used if third-party software is involved.



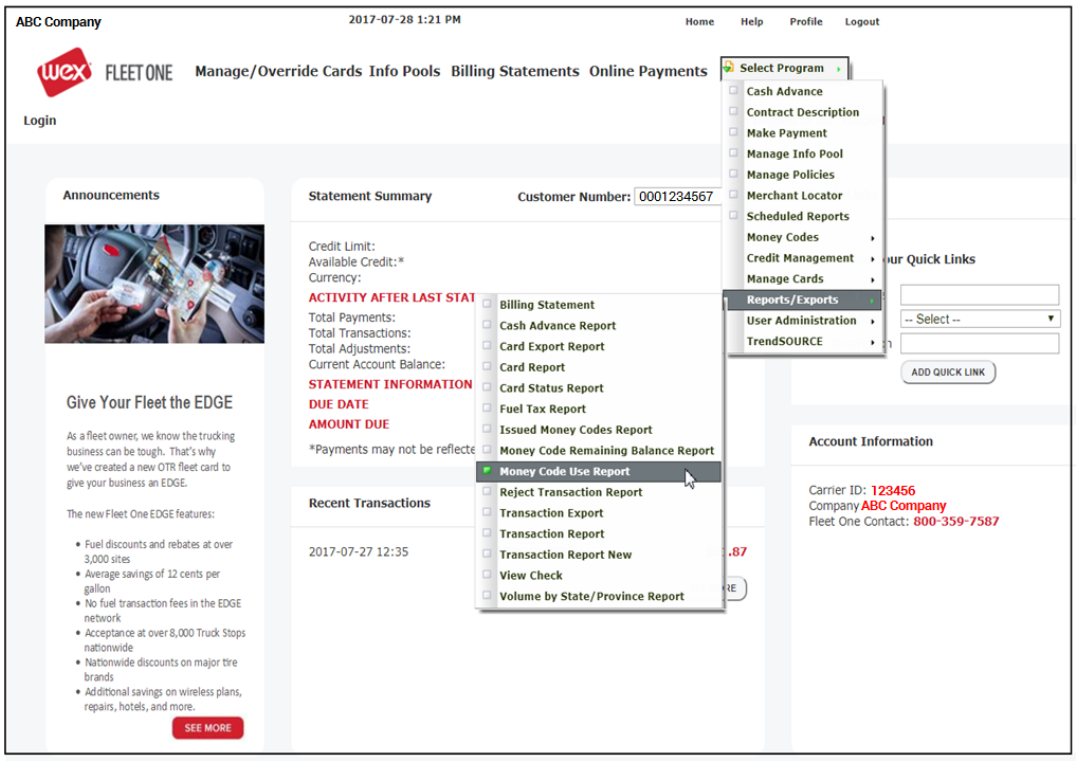
The below examples are the formats in which this report can be provided.



Fleet One MONEYCODE® USE REPORT

"Select Program" > "Reports/Exports" > "MoneyCode Use Report"

A common report is the MoneyCode Use Report. This report provides information on the money codes that have been used for a chosen time frame.



Below is an example of the MoneyCode Use report in PDF.

Money Code Use Report

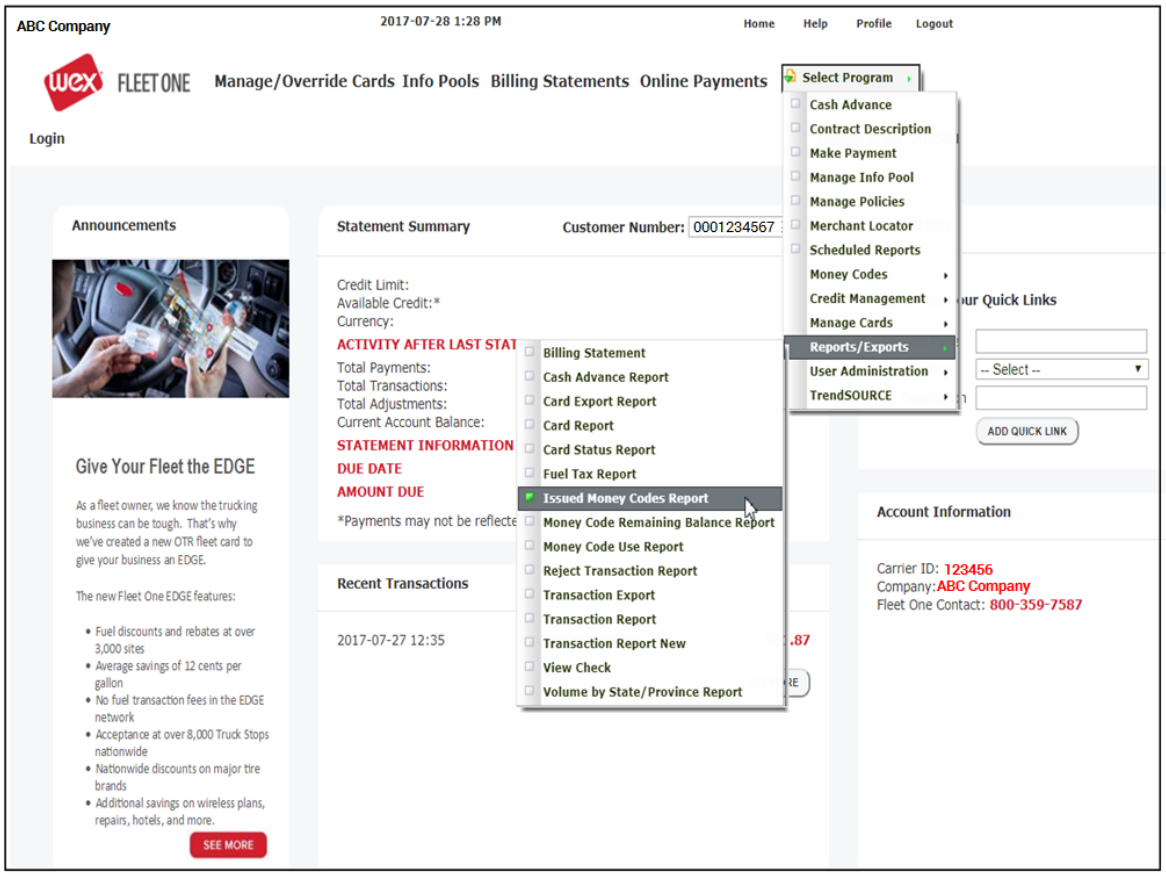
Carrier: From: 2012-08-20 To: 2012-08-22 Carrier Id: Contract Id: Total Records: 5

Ref #	Void	Issue Type	Issued By	Issued To	Issued Date	Fee	Orig Amt	Bill Date	Check Num	Date Used	Amount Used	Currency	One Time Used	Exact Amt	Expire Date	Notes
10026	No	E-Manager	lm	pete gre	2012-08-20 06:23	1.95	225.00	2012-08-20	3337	2012-08-20 07:30	225.00	USD	No	No	2012-10-19 06:23	lumper #39
10026	No	E-Manager	lm	bob sok	2012-08-21 06:35	1.95	250.00	2012-08-21	5112	2012-08-21 06:47	250.00	USD	No	No	2012-10-20 06:35	lumper #39
10026	No	E-Manager	lm	doug ca	2012-08-21 08:21	1.95	175.00	2012-08-21	5037	2012-08-21 09:18	175.00	USD	No	No	2012-10-20 08:21	lumper #39
10024	No	E-Manager	lm	dave pa	2012-08-10 09:45	1.95	100.00	2012-08-21	5057	2012-08-21 11:40	100.00	USD	No	No	2012-10-09 09:45	lumper #39
10026	No	E Manager	lm	TOM G	2012 08 21 07:20	1.95	75.00	2012 08 22	3240	2012 08 22 05:54	75.00	USD	No	No	2012 10 20 07:20	lumper #39
										Grand Total:	$25.00					

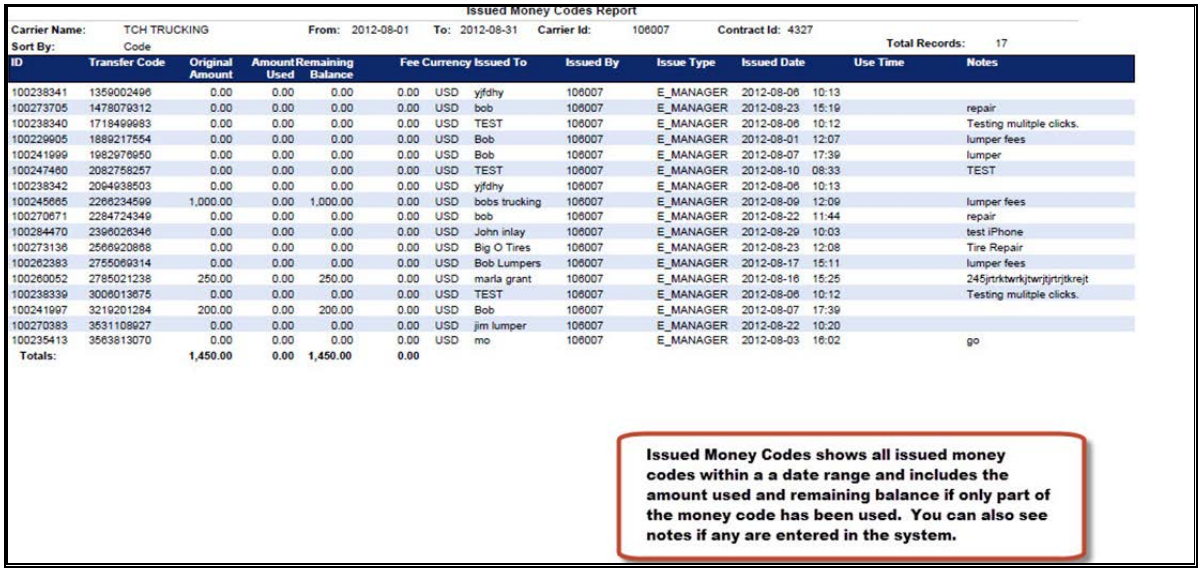
ISSUED MONEYCODE® REPORT

"Select Program" > "Reports/Exports" > "Issued MoneyCode Report"

Issued MoneyCode Report is another widely used report. This will show all MoneyCodes issued during the dates selected.



The example of this report is below.



Issued Money Codes Report

Carrier Name: TCH TRUCKING From: 2012-08-01 To: 2012-08-31 Carrier Id: 106007 Contract Id: 4327

Sort By: Code Total Records: 17

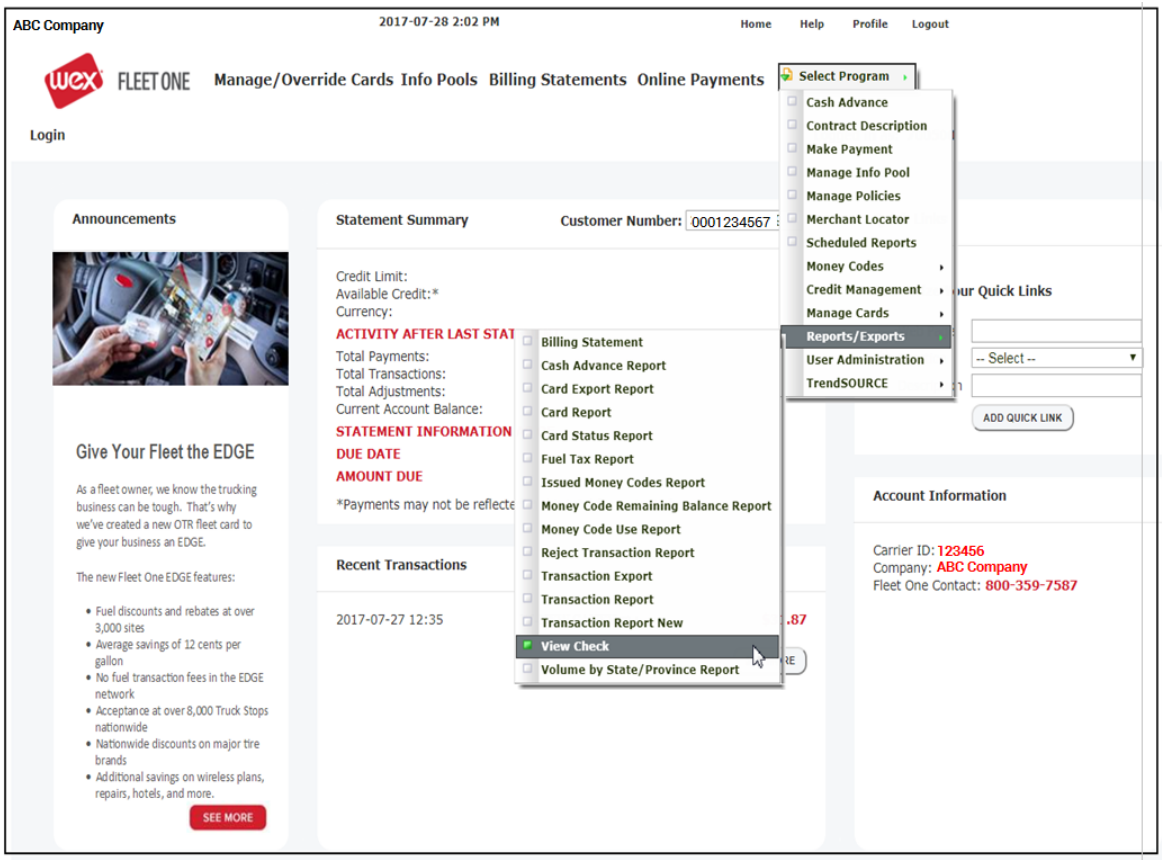
ID	Transfer Code	Original Amount	Amount Used	Remaining Balance	Fee	Currency	Issued To	Issued By	Issue Type	Issued Date	Use Time	Notes
100238341	1359002496	0.00	0.00	0.00	0.00	USD	yjfdhy	106007	E_MANAGER	2012-08-06	10:13	
100273705	1478079312	0.00	0.00	0.00	0.00	USD	bob	106007	E_MANAGER	2012-08-23	15:19	repair
100238340	1718499983	0.00	0.00	0.00	0.00	USD	TEST	106007	E_MANAGER	2012-08-06	10:12	Testing mulitple clicks.
100229905	1889217554	0.00	0.00	0.00	0.00	USD	Bob	106007	E_MANAGER	2012-08-01	12:07	lumper fees
100241999	1982976950	0.00	0.00	0.00	0.00	USD	Bob	106007	E_MANAGER	2012-08-07	17:39	lumper
100247460	2082758257	0.00	0.00	0.00	0.00	USD	TEST	106007	E_MANAGER	2012-08-10	08:33	TEST
100238342	2094938503	0.00	0.00	0.00	0.00	USD	yjfdhy	106007	E_MANAGER	2012-08-06	10:13	
100245665	2266234599	1,000.00	0.00	1,000.00	0.00	USD	bobs trucking	106007	E_MANAGER	2012-08-09	12:09	lumper fees
100270671	2284724349	0.00	0.00	0.00	0.00	USD	bob	106007	E_MANAGER	2012-08-22	11:44	repair
100284470	2396026346	0.00	0.00	0.00	0.00	USD	John inlay	106007	E_MANAGER	2012-08-29	10:03	test iPhone
100273136	2566920868	0.00	0.00	0.00	0.00	USD	Big O Tires	106007	E_MANAGER	2012-08-23	12:08	Tire Repair
100262383	2755069314	0.00	0.00	0.00	0.00	USD	Bob Lumpers	106007	E_MANAGER	2012-08-17	15:11	lumper fees
100260052	2785021238	250.00	0.00	250.00	0.00	USD	marla grant	106007	E_MANAGER	2012-08-16	15:25	245jtrktwrkjtwrjtjrtjtrkrejt
100238339	3006013675	0.00	0.00	0.00	0.00	USD	TEST	106007	E_MANAGER	2012-08-06	10:12	Testing mulitple clicks.
100241997	3219201284	200.00	0.00	200.00	0.00	USD	Bob	106007	E_MANAGER	2012-08-07	17:39	
100270383	3531108927	0.00	0.00	0.00	0.00	USD	jim lumper	106007	E_MANAGER	2012-08-22	10:20	
100235413	3563813070	0.00	0.00	0.00	0.00	USD	mo	106007	E_MANAGER	2012-08-03	16:02	go
Totals:		1,450.00	0.00	1,450.00	0.00							

Issued Money Codes shows all issued money codes within a a date range and includes the amount used and remaining balance if only part of the money code has been used. You can also see notes if any are entered in the system.

VIEW/CHECK REPORT

"Select Program" > "Reports/Exports" > "View Check Report"

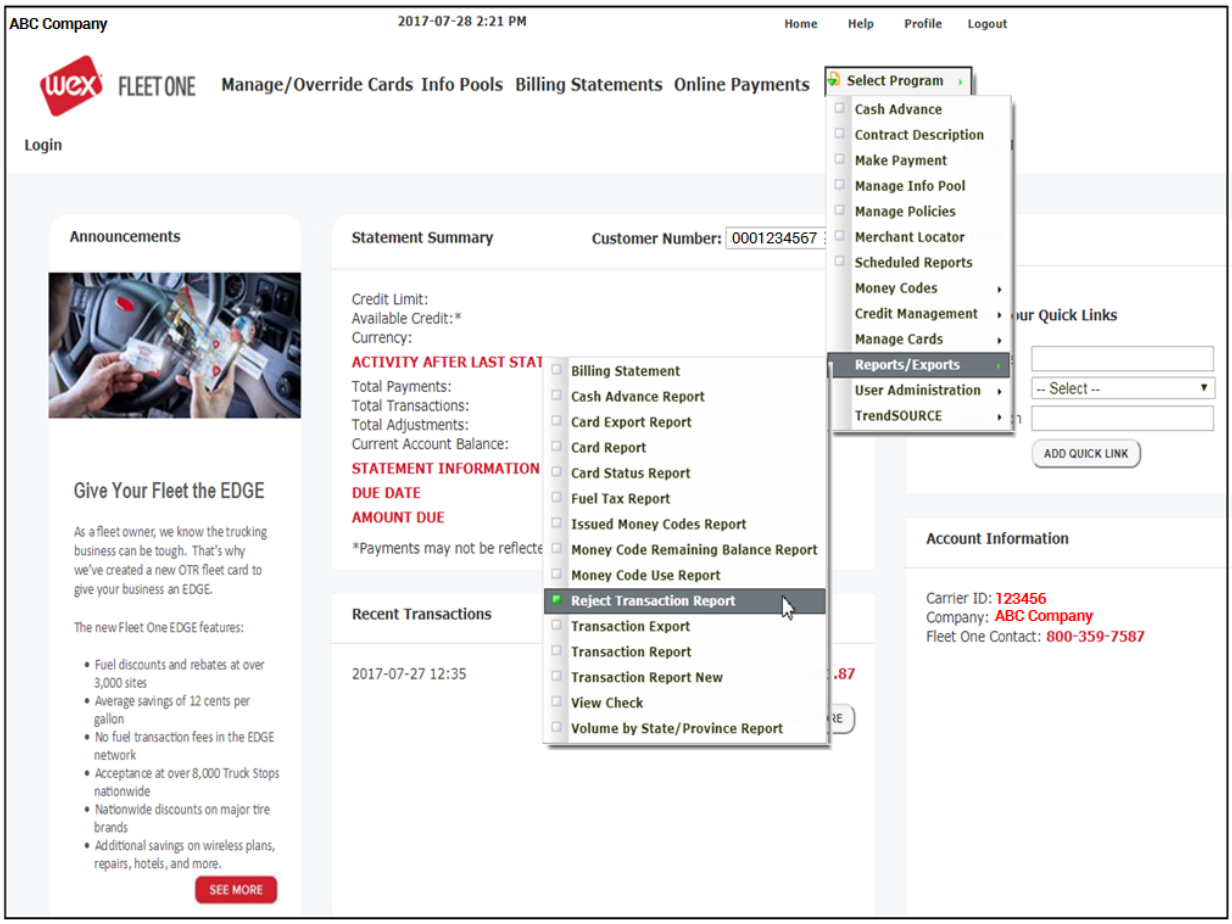
The View Check Report will provide the front and back of the checks that have cleared the bank. Pilot/Flying J and Loves chose electronic checks, and will not be shown.



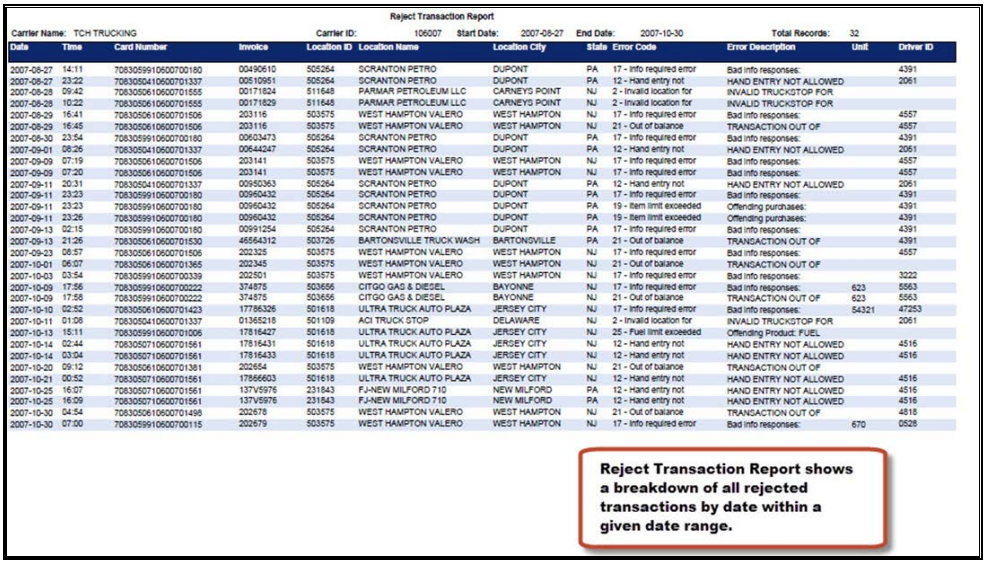
REJECT TRANSACTION REPORT

"Select Program" > "Reports/Exports" > "Reject Transaction Report"

The Reject Transaction Report will deliver the card rejections that have happened during the time frame selected. This is a very helpful tool to view cardholder behavior.



Below is an example of a rejection report.



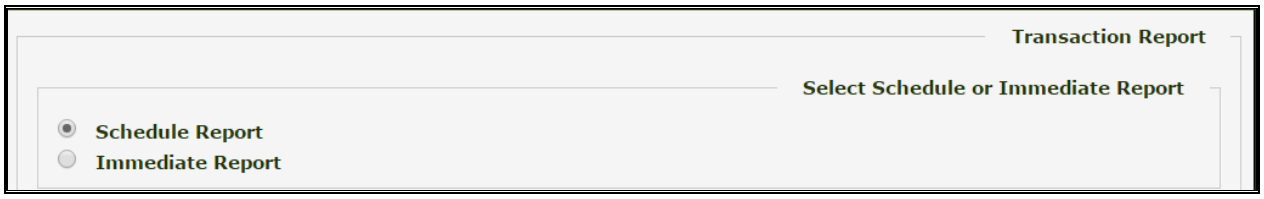
Reject Transaction Report

Carrier Name: TCH TRUCKING Carrier ID: 106007 Start Date: 2007-08-27 End Date: 2007-10-30 Total Records: 32

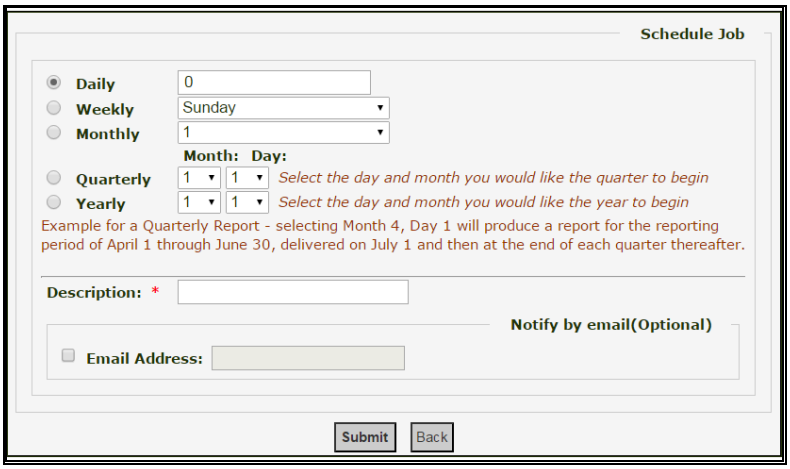
Date	Time	Card Number	Invoice	Location ID	Location Name	Location City	State	Error Code	Error Description	Unit	Driver ID
2007-08-27	14:11	7083059910600700160	00490610	505264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:		4391
2007-08-27	23:22	7083050410600701337	00510951	505264	SCRANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED		2061
2007-08-28	09:42	7083050610600701555	00171824	511648	PARMAR PETROLEUM LLC	CARNEYS POINT	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR		
2007-08-28	10:22	7083050610600701555	00171829	511648	PARMAR PETROLEUM LLC	CARNEYS POINT	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR		
2007-08-29	16:41	7083050610600701506	203116	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:		4557
2007-08-29	16:45	7083050610600701506	203116	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF		4557
2007-08-30	23:54	7083059910600700180	00603473	505264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:		4391
2007-09-01	08:26	7083050410600701337	00644247	505264	SCRANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED		2061
2007-09-09	07:19	7083050610600701506	203141	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:		4557
2007-09-09	07:20	7083050610600701506	203141	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:		4557
2007-09-11	20:31	7083050410600701337	00960363	505264	SCRANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED		2061
2007-09-11	23:23	7083059910600700180	00960432	505264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:		4391
2007-09-11	23:23	7083059910600700180	00960432	505264	SCRANTON PETRO	DUPONT	PA	19 - Item limit exceeded	Offending purchases:		4391
2007-09-11	23:26	7083059910600700180	00960432	505264	SCRANTON PETRO	DUPONT	PA	19 - Item limit exceeded	Offending purchases:		4391
2007-09-13	02:15	7083059910600700180	00991254	505264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:		4391
2007-09-13	21:26	7083050610600701530	46564312	503726	BARTONSVILLE TRUCK WASH	BARTONSVILLE	PA	21 - Out of balance	TRANSACTION OUT OF		4391
2007-09-23	06:57	7083050610600701506	202326	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:		4557
2007-10-01	06:07	7083050610600701365	202345	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF		
2007-10-03	03:54	7083059910600700339	202501	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:		3222
2007-10-09	17:56	7083059910600700222	374875	503656	CITGO GAS & DIESEL	BAYONNE	NJ	17 - Info required error	Bad info responses:	623	5563
2007-10-09	17:58	7083059910600700222	374875	503656	CITGO GAS & DIESEL	BAYONNE	NJ	21 - Out of balance	TRANSACTION OUT OF	623	5563
2007-10-10	02:52	7083050610600701423	17786326	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	17 - Info required error	Bad info responses:	54321	47253
2007-10-11	01:06	7083050410600701337	01365218	501109	ACI TRUCK STOP	DELAWARE	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR		2061
2007-10-13	15:11	7083059910600701006	17816427	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	25 - Fuel limit exceeded	Offending Product: FUEL		
2007-10-14	02:44	7083050710600701561	17816431	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED		4516
2007-10-14	03:04	7083050710600701561	17816433	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED		4516
2007-10-20	09:12	7083050610600701381	202654	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF		
2007-10-21	00:52	7083050710600701561	17866603	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED		4516
2007-10-25	16:07	7083050710600701561	137V5976	231843	FJ-NEW MILFORD 710	NEW MILFORD	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED		4516
2007-10-25	16:09	7083050710600701561	137V5976	231843	FJ-NEW MILFORD 710	NEW MILFORD	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED		4516
2007-10-30	04:54	7083050610600701498	202678	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF		4818
2007-10-30	07:00	7083059910600700115	202679	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:	670	0528

Reject Transaction Report shows a breakdown of all rejected transactions by date within a given date range.

Reports can be scheduled to arrive via email by selecting 'Schedule Report' at the top. Most report formats can be scheduled.



Choose the time frame in which you would like to have the report sent. Choose a report description and the email that it will be sent to. Multiple email addresses can be added by inserting a comma in between the addresses.



WEX Fleet One 24-Hour Customer Service: 800.359.7587