



eManager Quick Reference Guide

Reporting

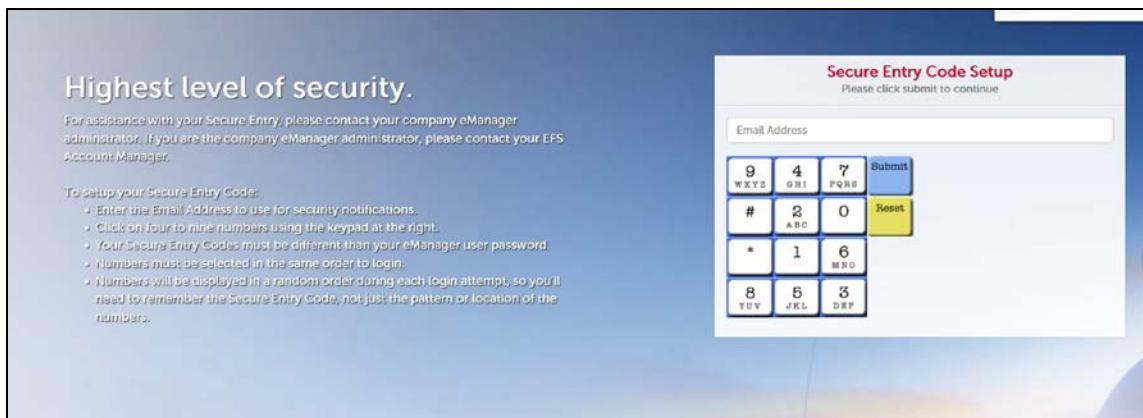
November 2017

Log In:

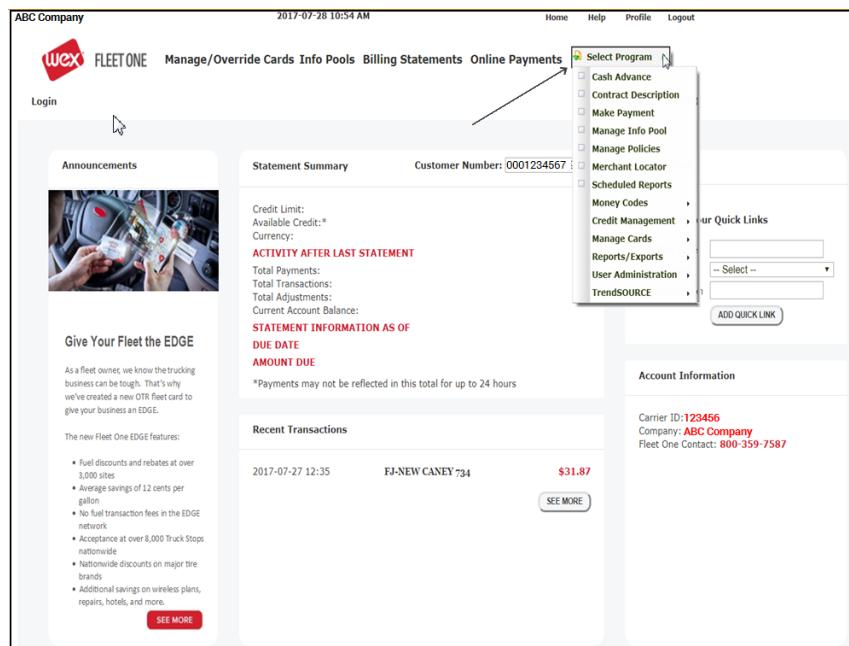
1. Go to <https://manage.fleetone.com>
2. Enter Carrier ID/Username and Password



3. Enter Secure Entry Code



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

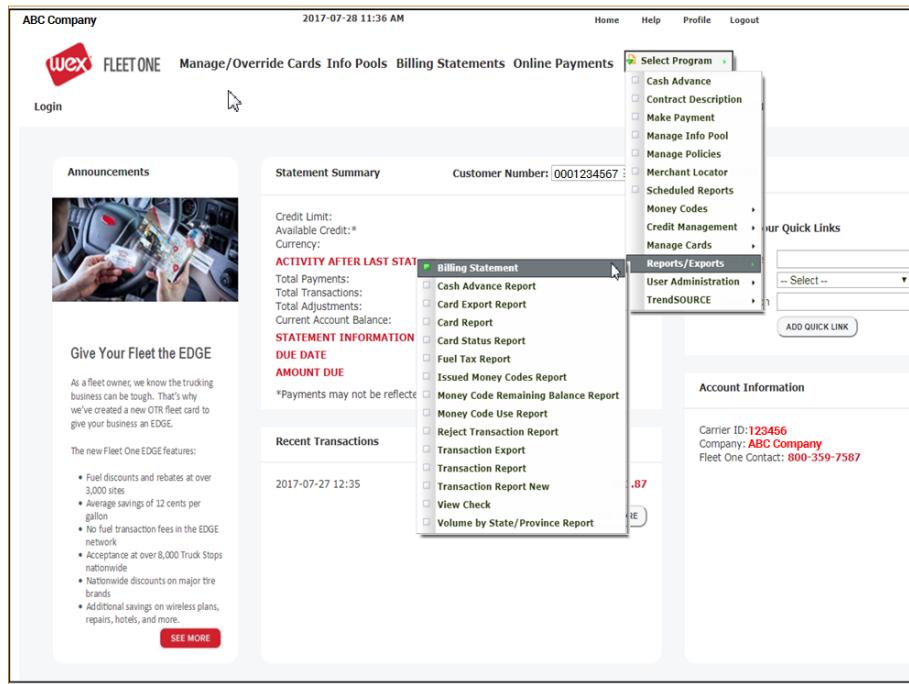


Reporting:

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.

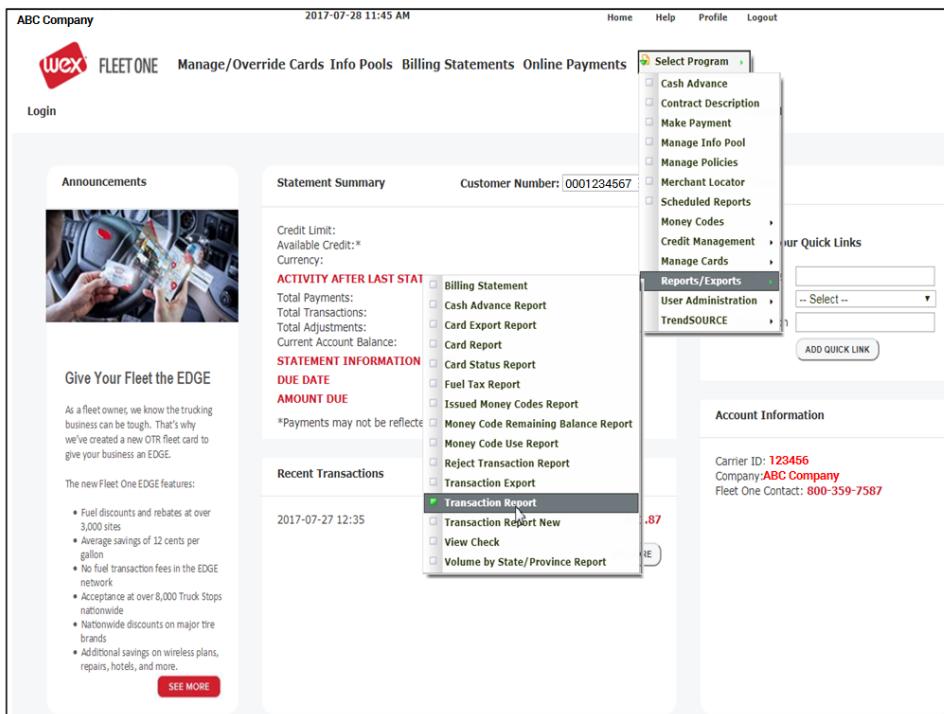


The screenshot shows the WEX Fleet One software interface. At the top, there is a navigation bar with links for 'Manage/Override Cards', 'Info Pools', 'Billing Statements', and 'Online Payments'. Below the navigation bar, there is a 'Statement Summary' section with a 'Customer Number: 0001234567'. To the right of this summary is a 'Reports/Exports' dropdown menu. The 'Billing Statement' option is highlighted with a red box. The menu also includes other options like 'Cash Advance Report', 'Card Export Report', 'Card Report', 'Card Status Report', 'Fuel Tax Report', 'Issued Money Codes Report', 'Money Code Remaining Balance Report', 'Money Code Use Report', 'Reject Transaction Report', 'Transaction Export', 'Transaction Report', 'Transaction Report New', 'View Check', and 'Volume by State/Province Report'. At the bottom right of the interface, there is an 'Account Information' section with details: Carrier ID: 123456, Company: ABC Company, and Fleet One Contact: 800-359-7587.

TRANSACTION REPORT

“Select Program” > “Reports/Exports” > “Transaction Report”

The most common report used is the Transaction Report.



This screenshot is identical to the one above, showing the WEX Fleet One software interface. The 'Reports/Exports' dropdown menu is open, and the 'Transaction Report' option is highlighted with a red box. The rest of the menu and the interface are the same as the first screenshot.

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

Select Schedule or Immediate Report
 Schedule Report
 Immediate Report

Start Date * End Date *

Display Features(Optional):
 Page Break Show Taxes Remove Group Summary Show Only Negative Amounts
 Remove Details Show Discount Detail Show Entire Card Number Add Data Capture Fee
 Grand Total Only Larger Font Retail Price Only

Currency: Contract:
 76511-LOAD DRAW DOWN 76544-LOAD DRAW DOWN

Group by: Sort by: View Format Type:

Match By (Optional):
 Card Number Location ID
 Driver Name Driver ID Unit Invoice Sub fleet Billing Invoice Override Funding Country State/Province City Chain ID Item AR Number Odometer
 YES All United States Alaska All Diesel Products All AR Numbers
 Exact Match

Submit

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

Transaction Report

Select Schedule or Immediate Report
 Schedule Report
 Immediate Report

Start Date * End Date *

Display Features(Optional):
 Page Break Show Taxes Remove Group Summary Show Only Negative Amounts
 Remove Details Show Discount Detail Show Entire Card Number Add Data Capture Fee
 Grand Total Only Larger Font Retail Price Only

Currency: Contract:
 76511-LOAD DRAW DOWN 76544-LOAD DRAW DOWN

Group by: Sort by: View Format Type:

Match By (Optional):
 Card Number Location ID
 Driver Name Driver ID Unit Invoice Sub fleet Billing Invoice Override Funding Country State/Province City Chain ID Item AR Number Odometer
 YES All United States Alaska All Diesel Products All AR Numbers
 Exact Match

Submit

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																																	
Carrier:	ABC Trucking		From:	2013-05-01	To:	2013-08-11	Carrier Id:	115515	Contract Id:	ALL	2013-09-12	13:21																					
Group by:	Card Number		Sort by:	Transaction Day		Carrier Id:		Contract Id:		Total Records: 65																							
Card #	Tran Date	Invoice	Unit	Driver Name	Odometer	Location Name	City	State/Prov	Fees	Item	Unit Price	Qty	Amt DB Currency																				
00077	2013-05-15	123TII	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.309	200.00	667.80 N USD/Gallon																				
00077	2013-05-16	61265	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.870	23.27	206.82 N USD/Gallon																				
00077	2013-05-16	19828	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	4.019	105.51	544.91 N USD/Gallon																				
00077	2013-05-17	81954	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.879	212.00	822.35 N USD/Gallon																				
00077	2013-05-17	2388147	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.829	160.00	362.80 N USD/Gallon																				
00077	2013-05-17	11WB631	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.969	188.32	763.39 N USD/Gallon																				
Group: 1 00077		<table border="1"> <thead> <tr> <th></th><th>Amount</th><th>Quantity</th><th>Avg PPU</th></tr> </thead> <tbody> <tr> <td>FUEL</td><td>3,377.39</td><td>889.100</td><td>3.819</td></tr> <tr> <td>Fees</td><td>15.00</td><td></td><td></td></tr> <tr> <td>Totals</td><td>3,392.39</td><td></td><td></td></tr> <tr> <td>Total Fuel</td><td>3,377.39</td><td>889.100</td><td></td></tr> </tbody> </table>													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	
	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	1234	JAMES JONES	23712	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.550	87.00	310.50 N USD/Gallon																				
01097	2013-08-16	12345	1234	JAMES JONES	25913	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.049	171.00	675.28 N USD/Gallon																				
01097	2013-08-17	1236	1234	JAMES JONES	28012	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	4.079	173.28	706.81 N USD/Gallon																				
01097	2013-08-17	1236A	1234	JAMES JONES	30116	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.959	131.57	522.20 N USD/Gallon																				
01097	2013-08-17	1234A	1234	JAMES JONES	32827	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.959	106.22	392.91 N USD/Gallon																				
01097	2013-08-17	1234A	1234	JAMES JONES	34812	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.599	118.68	427.13 N USD/Gallon																				
Group: 2 01097		<table border="1"> <thead> <tr> <th></th><th>Amount</th><th>Quantity</th><th>Avg PPU</th></tr> </thead> <tbody> <tr> <td>FUEL</td><td>3,034.83</td><td>787.750</td><td>3.81</td></tr> <tr> <td>Fees</td><td>15.00</td><td></td><td></td></tr> <tr> <td>Totals</td><td>3,049.83</td><td></td><td></td></tr> <tr> <td>Total Fuel</td><td>3,034.83</td><td>787.750</td><td></td></tr> </tbody> </table>													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	
	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 -	ELLENBURG	WA	2.50	FUEL	3.839	108.22	333.99 N USD/Gallon																				
02097	2013-09-04	23261	34234	SPENCER SHEA	97 569	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.139	118.88	696.77 N USD/Gallon																				
02097	2013-09-05	12163	34234	SPENCER SHEA	97 801	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	2.869	87.00	676.62 N USD/Gallon																				
02097	2013-08-10	15633	34234	SPENCER SHEA	98 111	FJ FRANCHISE -	ELLENBURG	WA	2.50	FUEL	3.019	171.00	525.78 N USD/Gallon																				
02097	2013-08-11	81154	34234	SPENCER SHEA	98 429	FJ FRANCHISE -	ELLENBURG	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 -	ELLENBURG	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	0 N USD/Gallon																				
02097	2013-08-17	481336	34234	SPENCER SHEA	99 010	PETRO WASHINE	WASHINE	KY	2.50	FUEL	3.799	118.88	450.87 N USD/Gallon																				
02097	2013-08-17	168135	34234	SPENCER SHEA	99 010	BIG DADDY	ODGEN	UT	1.50	CADV	1.00	350.00 N USD/Gallon																					
02097	2013-08-19	21830	34234	SPENCER SHEA	99 239	OXTINE STOP	OXTINE	AZ	2.50	FUEL	3.019	261.33	807.02 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
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
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
06223	2012-02-16	09:42	0200442758	470	IMA DRIVER	161298	LOVES # 307 TRAVEL STOP	JACKSON	GA	.00	ULSD	3.66	5.47	20.01	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
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

Schedule Job

Daily
 Weekly
 Monthly
Month: Day: *Select the day and month you would like the quarter to begin*
 Quarterly *Select the day and month you would like the year to begin*
 Yearly
 Example for a Quarterly Report - selecting Month 4, Day 1 will produce a report for the reporting period of April 1 through June 30, delivered on July 1 and then at the end of each quarter thereafter.

Description: *

Notify by email (Optional) **Email Address:**

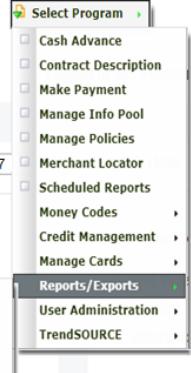
Submit **Back**

TRANSACTION EXPORT

“Select Program” > “Reports/Exports” > “Transaction Export”

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

ABC Company 2017-07-28 1:08 PM Home Help Profile Logout

wex FLEET ONE Manage/Override Cards Info Pools Billing Statements Online Payments 

Announcements 

Statement Summary Customer Number: 0001234567

Credit Limit: Available Credit: * Currency:

ACTIVITY AFTER LAST STATE Total Payments: Total Transactions: Total Adjustments: Current Account Balance:

STATEMENT INFORMATION

DUUE DATE

AMOUNT DUE *Payments may not be reflected

Recent Transactions 2017-07-27 12:35

Account Information Carrier ID: 123456 Company: ABC Company Fleet One Contact: 800-359-7587

Reports/Exports

- Cash Advance
- Contract Description
- Make Payment
- Manage Info Pool
- Manage Policies
- Merchant Locator
- Scheduled Reports
- Money Codes
- Credit Management
- Manage Cards
- Transaction Export**
- User Administration
- TrendSOURCE

Quick Links **Add Quick Link**

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

Transaction Export

Select Schedule or Immediate Report

Schedule Report
 Immediate Report

Start Date * 2015-06-21
End Date * 2015-06-21

Currency: USD-Gallons
Contract: 70556 - ELECTRONIC FUNDS SOURCE

Export Format: Comdata
Comdata
Comdata FPB
Comma Delimited
Extended Comma Delimited with DEF
Canadian Comma Delimited
Standard Third Party
Comdata EFS
Excel Format
Comma Delimited Plus

By (Optional):
Card
Location

Card Match

Card Number
Location
Driver Name
Driver ID
Unit
Invoice
Sub Fleet
Billing Invoice
Override
Funding
Country
State/Province
City
Chain ID
Item
AR Number
Odometer

Override: YES
Country: United States
State/Province: Alberta
City: Other
Item: All Diesel Products
AR Number: All AR Numbers

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.

ABC Company 2017-07-28 1:21 PM Home Help Profile Logout

FLEETONE Manage/Override Cards Info Pools Billing Statements Online Payments

Login

Announcements



Give Your Fleet the EDGE

As a fleet owner, we know the trucking business can be tough. That's why we've created a new OTR fleet card to give your business an EDGE.

The new Fleet One EDGE features:

- Fuel discounts and rebates at over 3,000 sites
- Average savings of 12 cents per gallon
- No fuel transaction fees in the EDGE network
- Acceptance at over 8,000 Truck Stops nationwide
- Nationwide discounts on major tire brands
- Additional savings on wireless plans, repairs, hotels, and more.

SEE MORE

Statement Summary Customer Number: 0001234567

Credit Limit:
Available Credit:
Currency:

ACTIVITY AFTER LAST STAT

Total Payments:
Total Transactions:
Total Adjustments:
Current Account Balance:

STATEMENT INFORMATION

DUE DATE

AMOUNT DUE

*Payments may not be reflected in the account balance.

Recent Transactions

2017-07-27 12:35 .87

Activity after last stat

Billing Statement
Cash Advance Report
Card Export Report
Card Report
Card Status Report
Fuel Tax Report
Issued Money Codes Report
Money Code Remaining Balance Report
Money Code Use Report
Reject Transaction Report
Transaction Export
Transaction Report
Transaction Report New
View Check
Volume by State/Province Report

Our Quick Links

Select Program
Cash Advance
Contract Description
Make Payment
Manage Info Pool
Manage Policies
Merchant Locator
Scheduled Reports
Money Codes
Credit Management
Manage Cards
Reports/Exports
User Administration
TrendSOURCE

Statement Information

Carrier ID: 123456
Company ABC Company
Fleet One Contact: 800-359-7587

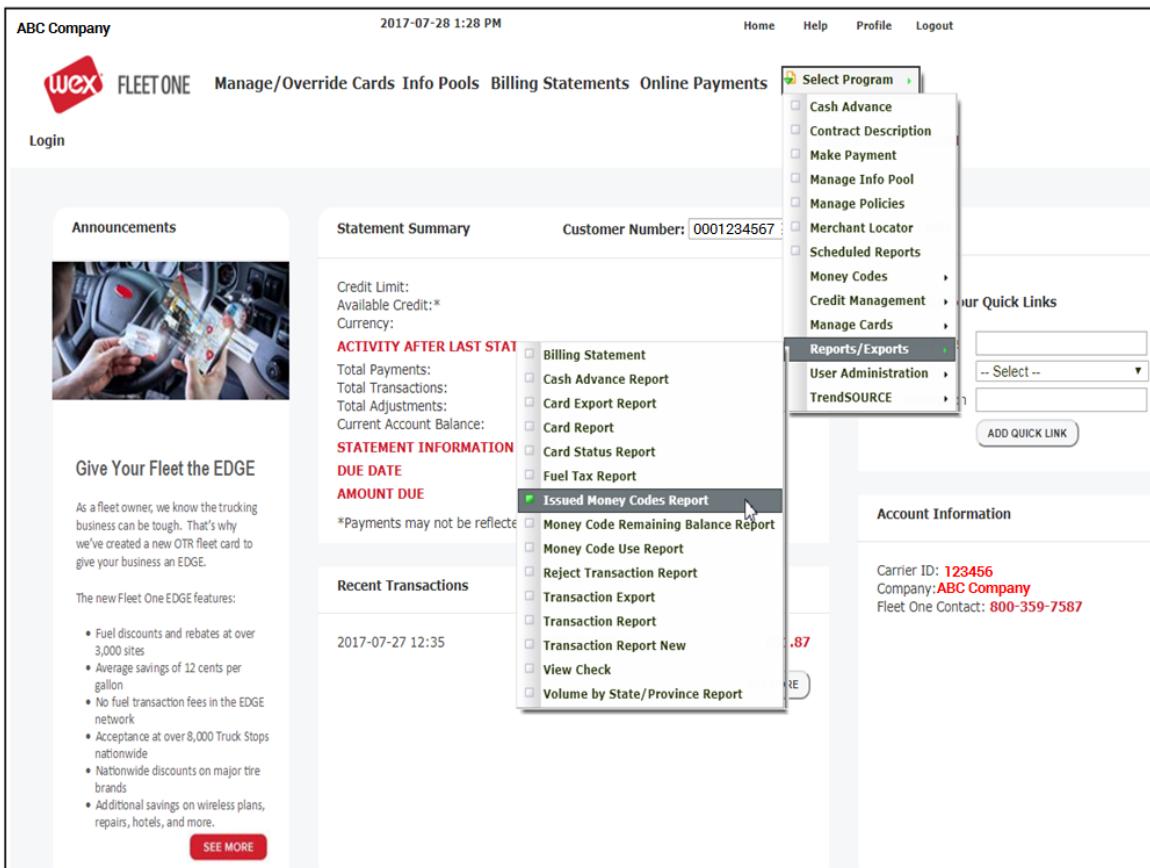
Below is an example of the MoneyCode Use report in PDF.

Money Code Use Report																				
Carrier:	From: 2012-08-20 To: 2012-08-22				Carrier Id:			Contract Id:			Total Records:			\$						
	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:		\$225.00						

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 screenshot shows the WEX FleetOne software interface. At the top, there is a navigation bar with links for 'Home', 'Help', 'Profile', and 'Logout'. Below the navigation bar, there is a login field. The main content area includes sections for 'Announcements' (with a photo of a driver using a card), 'Statement Summary' (with a customer number '0001234567'), and 'Recent Transactions' (listing a transaction from '2017-07-27 12:35'). On the right side, there is a 'Select Program' dropdown menu. The 'Reports/Exports' section of this menu is expanded, showing various report options. The 'Issued Money Codes Report' option is highlighted with a green checkmark. Below the menu, there is an 'Account Information' section with details: 'Carrier ID: 123456', 'Company: ABC Company', and 'Fleet One Contact: 800-359-7587'.

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	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	1350002496	0.00	0.00	0.00	0.00 USD	yfdhy	E_MANAGER	2012-08-06	10:13	
100273705	1478079312	0.00	0.00	0.00	0.00 USD	bob	E_MANAGER	2012-08-23	15:19	repair
100238340	1718499683	0.00	0.00	0.00	0.00 USD	TEST	E_MANAGER	2012-08-06	10:12	Testing multiple clicks.
100229605	1889217554	0.00	0.00	0.00	0.00 USD	Bob	E_MANAGER	2012-08-01	12:07	lumper fees
100241999	1982976950	0.00	0.00	0.00	0.00 USD	Bob	E_MANAGER	2012-08-07	17:39	lumper
100247460	2082758257	0.00	0.00	0.00	0.00 USD	TEST	E_MANAGER	2012-08-10	08:33	TEST
100238342	2094938503	0.00	0.00	0.00	0.00 USD	yfdhy	E_MANAGER	2012-08-06	10:13	
100245665	2268234599	1,000.00	0.00	1,000.00	0.00 USD	bobs trucking	E_MANAGER	2012-08-09	12:09	lumper fees
100270671	2284724349	0.00	0.00	0.00	0.00 USD	bob	E_MANAGER	2012-08-22	11:44	repair
100284470	23980225346	0.00	0.00	0.00	0.00 USD	John inlay	E_MANAGER	2012-08-29	10:03	test iPhone
100273136	2566920686	0.00	0.00	0.00	0.00 USD	Big O Tires	E_MANAGER	2012-08-23	12:08	Tire Repair
100262383	2755099314	0.00	0.00	0.00	0.00 USD	Bob Lumpers	E_MANAGER	2012-08-17	15:11	lumper fees
100260052	2785021238	250.00	0.00	250.00	0.00 USD	marla grant	E_MANAGER	2012-08-16	15:25	245jrtkrwjkjwrfjrtjkrejt
100238339	3008013675	0.00	0.00	0.00	0.00 USD	TEST	E_MANAGER	2012-08-06	10:12	Testing multiple clicks.
100241997	3219201284	200.00	0.00	200.00	0.00 USD	Bob	E_MANAGER	2012-08-07	17:39	
100270883	3531108627	0.00	0.00	0.00	0.00 USD	jim lumper	E_MANAGER	2012-08-22	10:20	
100235413	3563813070	0.00	0.00	0.00	0.00 USD	mo	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.

ABC Company 2017-07-28 2:02 PM Home Help Profile Logout

wex FLEET ONE Manage/Override Cards Info Pools Billing Statements Online Payments

Login

Announcements



Give Your Fleet the EDGE

As a fleet owner, we know the trucking business can be tough. That's why we've created a new OTR fleet card to give your business an EDGE.

The new Fleet One EDGE features:

- Fuel discounts and rebates at over 3,000 sites
- Average savings of 12 cents per gallon
- No fuel transaction fees in the EDGE network
- Acceptance at over 8,000 Truck Stops nationwide
- Nationwide discounts on major tire brands
- Additional savings on wireless plans, repairs, hotels, and more.

[SEE MORE](#)

Statement Summary

Credit Limit: Available Credit: * Currency:

ACTIVITY AFTER LAST STAT

Total Payments: Total Transactions: Total Adjustments: Current Account Balance:

STATEMENT INFORMATION

DUE DATE

AMOUNT DUE

*Payments may not be reflected

Customer Number: 0001234567

Recent Transactions

2017-07-27 12:35

Select Program

- Cash Advance
- Contract Description
- Make Payment
- Manage Info Pool
- Manage Policies
- Merchant Locator
- Scheduled Reports
- Money Codes
- Credit Management
- Manage Cards
- Reports/Exports
- User Administration
- TrendSOURCE

[ADD QUICK LINK](#)

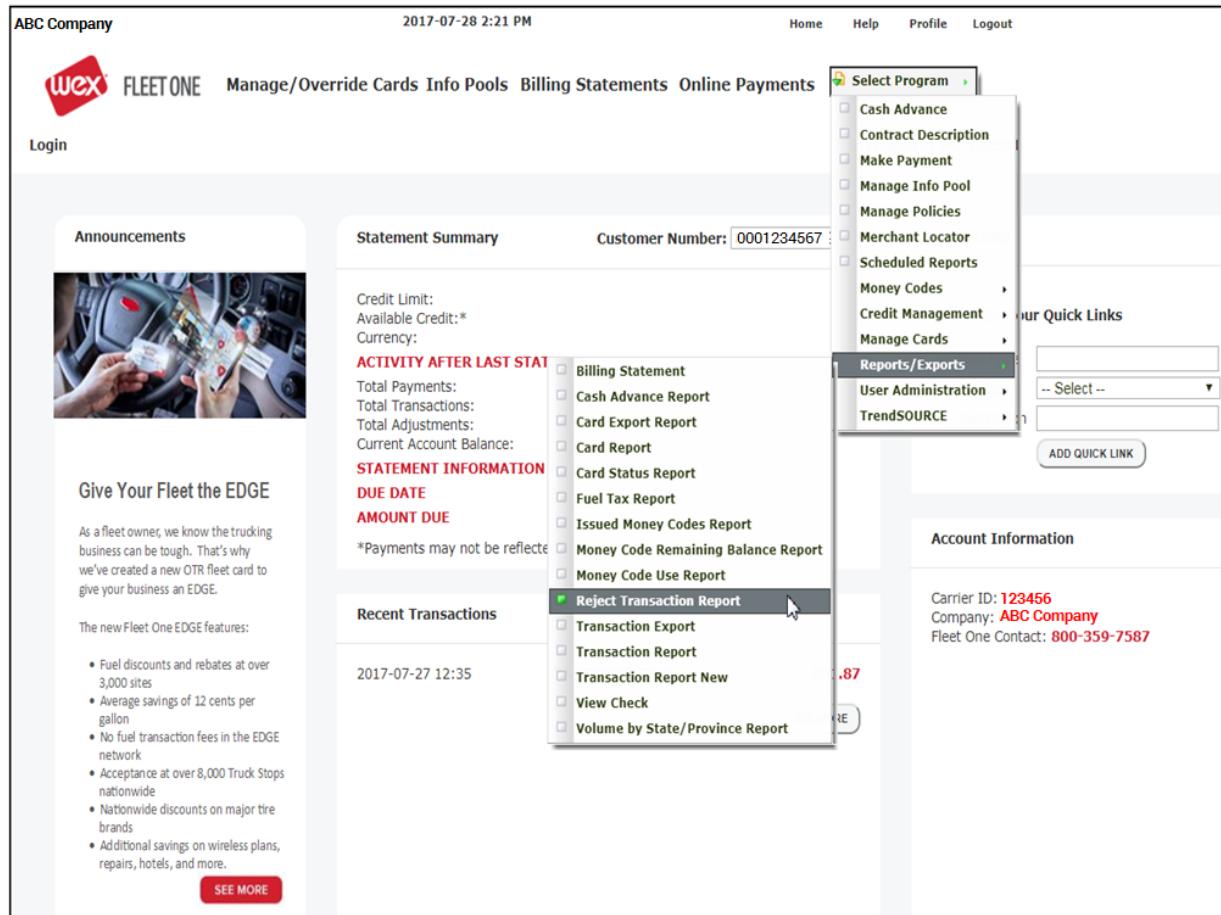
Account Information

Carrier ID: 123456 Company: ABC Company Fleet One Contact: 800-359-7587

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.



The screenshot shows the WEX FleetOne software interface. At the top, it displays "ABC Company" and the date "2017-07-28 2:21 PM". The top navigation bar includes "Home", "Help", "Profile", and "Logout". A dropdown menu is open under "Select Program", with "Reports/Exports" selected. Under "Reports/Exports", "Reject Transaction Report" is highlighted. The main content area shows a "Statement Summary" with a customer number "0001234567". Below this are sections for "Announcements" (featuring a photo of a hand holding a fuel card), "ACTIVITY AFTER LAST STAT" (listing total payments, transactions, and adjustments), "STATEMENT INFORMATION", "DUE DATE", and "AMOUNT DUE". A note states "Payments may not be reflected". The "Recent Transactions" section shows a list of transactions from "2017-07-27 12:35" to "2017-09-09 07:19". The "Account Information" section on the right shows "Carrier ID: 123456", "Company: ABC Company", and "Fleet One Contact: 800-359-7587".

Below is an example of a rejection report.

Reject Transaction Report													
Carrier Name	TCH TRUCKING	Carrier ID:	106007	Start Date:	2007-05-27	End Date:	2007-10-30	Total Records:	32	Unit	Driver ID	Error Description	
2007-05-27 14:11	70830599106070150	00249210	503264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:	4391				
2007-05-27 23:22	708305991060701337	00510951	505264	SCRANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED	2061				
2007-05-28 09:42	708305991060701555	00171624	511648	PARMAR PETROLEUM LLC	CARNEYS POINT	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR					
2007-05-28 10:22	708305991060701555	00171624	511648	PARMAR PETROLEUM LLC	CARNEYS POINT	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR					
2007-05-29 16:41	708305991060701508	203116	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-29 16:45	708305991060701508	203116	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF	4391				
2007-05-30 00:54	708305991060701509	20007473	503575	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:	4391				
2007-05-30 00:54	708305991060701509	20007473	503575	SCRANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED	2061				
2007-05-30 08:26	708305991060701337	00644247	505264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:	4391				
2007-05-30 09:19	708305991060701506	203141	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-30 09:19	708305991060701506	203141	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-30 07:20	708305991060701506	203141	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-31 20:31	708305991060701337	00950363	505264	SCRANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED	2061				
2007-05-31 22:03	708305991060701337	00950363	505264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:	4391				
2007-05-31 23:23	70830599106070180	00960432	505264	SCRANTON PETRO	DUPONT	PA	19 - Item limit exceeded	Offering purchases:	4391				
2007-05-31 23:26	70830599106070180	00960432	505264	SCRANTON PETRO	DUPONT	PA	19 - Item limit exceeded	Offering purchases:	4391				
2007-05-31 02:15	70830599106070180	00951254	505264	SCRANTON PETRO	DUPONT	PA	17 - Info required error	Bad info responses:	4391				
2007-05-31 21:26	708305991060701530	46654312	503726	BARTONVILLE VALERO	BARTONVILLE	PA	21 - Out of balance	TRANSACTION OUT OF	4391				
2007-05-31 23:57	708305991060701526	202345	503675	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-31 06:07	708305991060701845	202345	503675	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Out of balance	TRANSACTION OUT OF	4391				
2007-05-31 03:54	708305991060701339	202501	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-31 17:56	708305991060702222	374875	503656	CITGO GAS & DIESEL	BAYONNE	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-31 17:58	708305991060702222	374875	503656	CITGO GAS & DIESEL	BAYONNE	NJ	21 - Out of balance	TRANSACTION OUT OF	4391				
2007-05-31 02:52	708305991060701337	01365236	501618	ULTRA TRUCK AUTO PLAZA	BERKELEY CITY	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-31 02:59	708305991060701337	01365218	501618	ULTRA TRUCK AUTO PLAZA	DELAWARE	NJ	17 - Info required error	Bad info responses:	4391				
2007-05-31 15:11	708305991060701337	01365218	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	28 - Fuel limit exceeded	MAX FUEL TRUCKSTOP FOR	2061				
2007-05-31 15:11	708305991060701337	01365218	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	21 - Hand entry not	HAND ENTRY NOT ALLOWED	4391				
2007-05-31 02:44	708305991060701561	17816431	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4391				
2007-05-31 15:11	708305991060701561	17816431	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4391				
2007-05-31 15:11	708305991060701561	17816431	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4391				
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2007-05-31 15:11	708305991060701561	17816431	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4391				

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



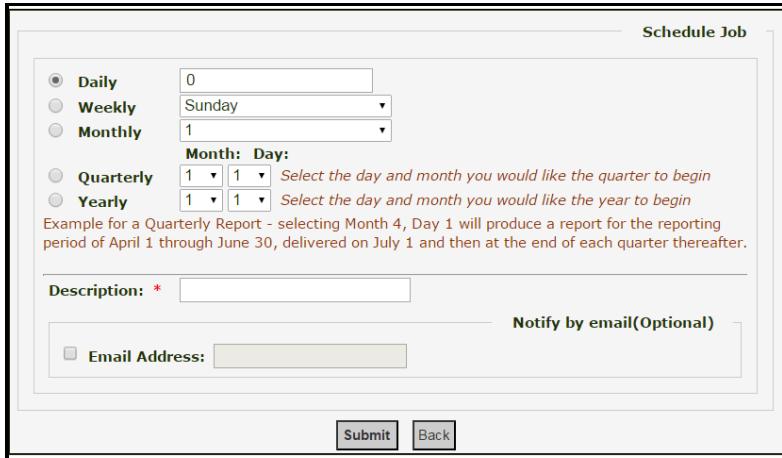
Transaction Report

Select Schedule or Immediate Report

Schedule Report

Immediate Report

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.



Schedule Job

Daily 0

Weekly Sunday

Monthly 1

Month: Day:

Quarterly 1 1 *Select the day and month you would like the quarter to begin*

Yearly 1 1 *Select the day and month you would like the year to begin*

Example for a Quarterly Report - selecting Month 4, Day 1 will produce a report for the reporting period of April 1 through June 30, delivered on July 1 and then at the end of each quarter thereafter.

Description: *

Notify by email (Optional)

Email Address:

Submit Back

WEX Fleet One 24-Hour Customer Service: 800.359.7587