



FLEET ONE

eManager Quick Reference Guide

Reporting

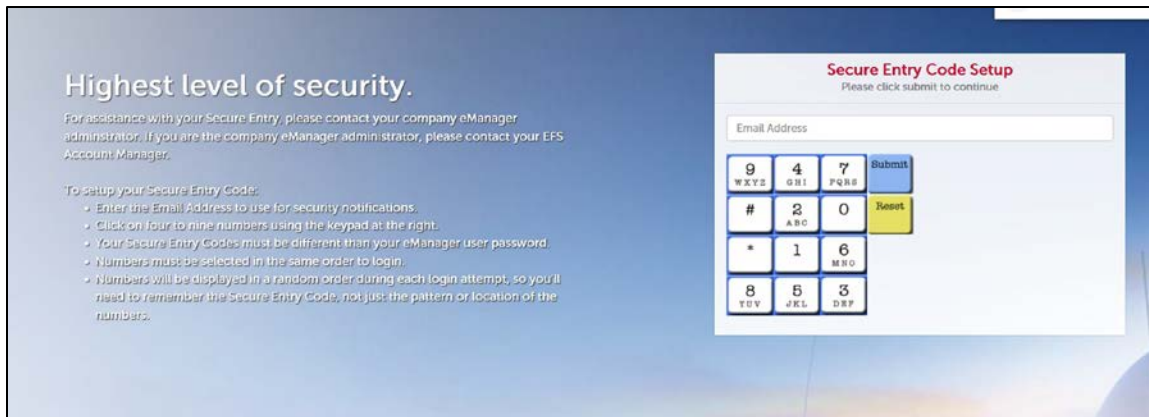
November 2017

Log In:

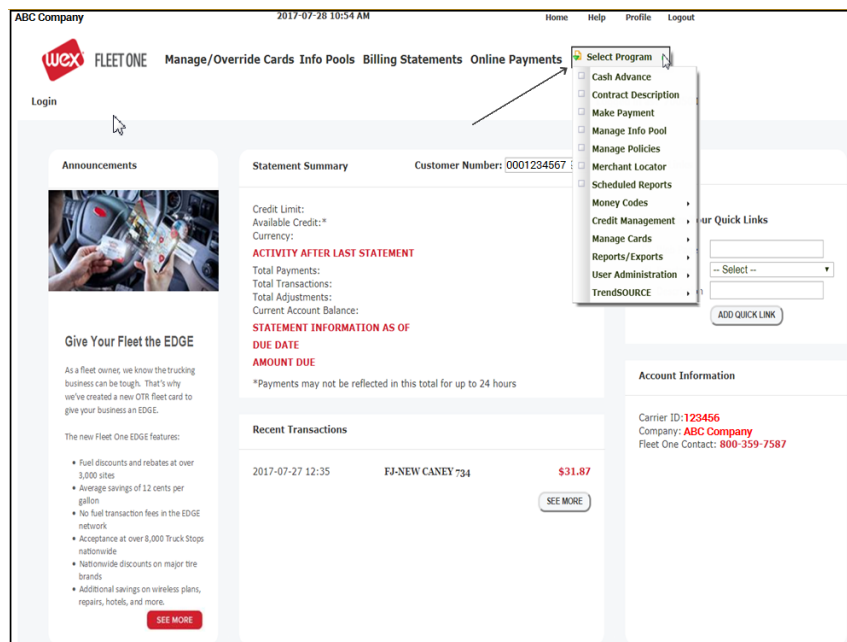
1. Go to <https://manage.fleetone.com>
2. Enter Carrier ID/Username and Password



3. Enter Secure Entry Code



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

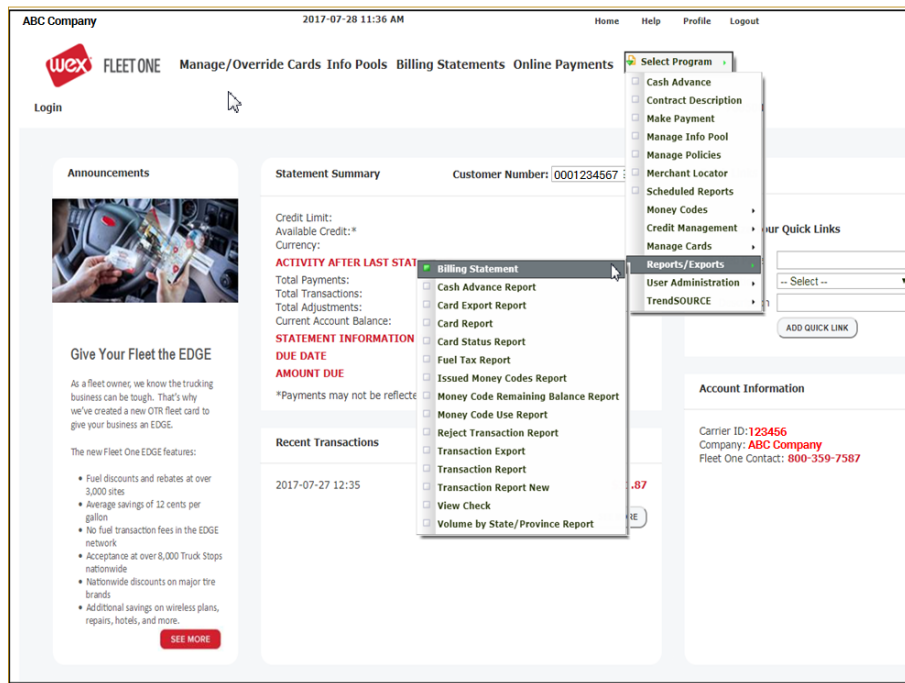


Reporting:

REPORTS/EXPORTS

“Select Program” > “Reports/Exports”

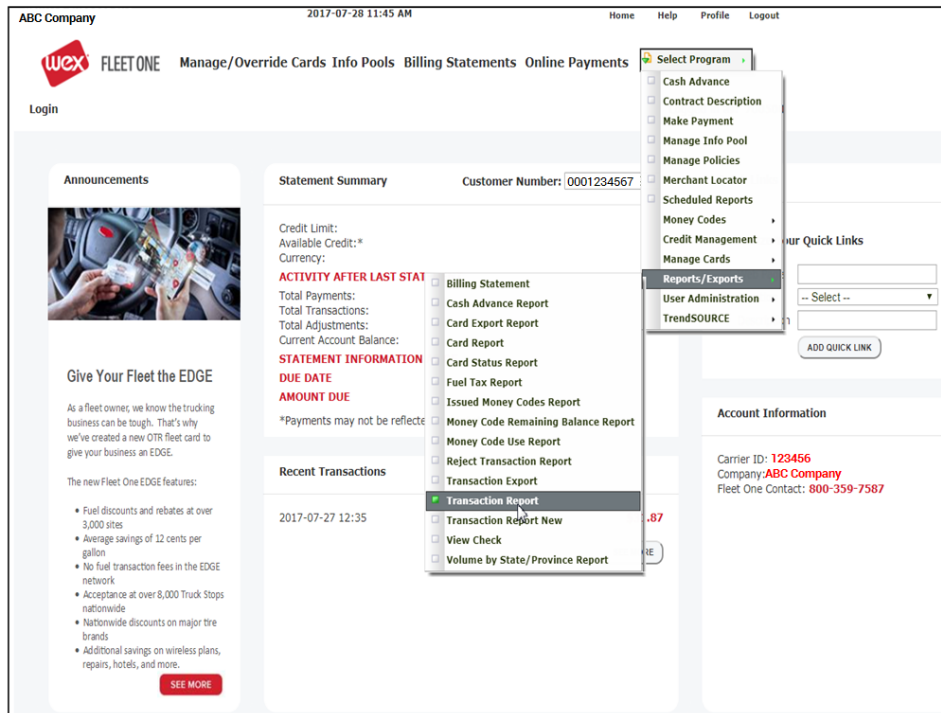
Hover over reports/exports and the list of reports available to will be listed. Please select from the list. Most of our reports can be scheduled to specified email addresses.



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

Select Schedule or Immediate Report

☐ Schedule Report

☒ Immediate Report

Start Date: 2013-09-11

End Date: 2013-09-11

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: USD/Gallons

Contract: ☒ All Contracts

Group by: Card Number

Sort by: Transaction Date

View Format Type: PDF

Match By (Optional):

☐ Card Number

☐ Location ID

☐ Driver Name

☐ Driver ID ☐ Exact Match

☐ Unit

☐ Invoice

☐ Sub fleet

☐ Billing Invoice

☐ Override YES

☐ Funding All

☐ Country United States

☐ State/Province Alaska

☐ City

☐ Chain ID 1 - PILOT FLYING J

☐ Item All Diesel Products

☐ AR Number All AR Numbers

☐ Odometer

Transaction Report

Select Schedule or Immediate Report

☐ Schedule Report

☒ Immediate Report

Start Date: 2013-09-11

End Date: 2013-09-11

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: USD/Gallons

Contract: ☒ All Contracts

Group by: Card Number

Sort by: Transaction Date

View Format Type: PDF

Match By (Optional):

☐ Card Number

☐ Location ID

☐ Driver Name

☐ Driver ID ☐ Exact Match

☐ Unit

☐ Invoice

☐ Sub fleet

☐ Billing Invoice

☐ Override YES

☐ Funding All

☐ Country United States

☐ State/Province Alaska

☐ City

☐ Chain ID 1 - PILOT FLYING J

☐ Item All Diesel Products

☐ AR Number All AR Numbers

☐ Odometer

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: 2013-09-01 To: 2013-09-11 Carrier Id: 110010 Contract Id: ALL Total Records: 68													
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	123711	1234	DANIEL BROWN		FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.339		200.30	667.80 N USD/Gallon
00077	2013-08-15	61965	1234	DANIEL BROWN		FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.870		63.27	206.83 N USD/Gallon
00077	2013-08-16	19559	1234	DANIEL BROWN		FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	4.019		126.51	644.81 N USD/Gallon
00077	2013-08-17	81954	1234	DANIEL BROWN		FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.879		212.30	822.35 N USD/Gallon
00077	2013-08-17	22368147	1234	DANIEL BROWN		FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.829		160.90	382.90 N USD/Gallon
00077	2013-08-17	11W6851	1234	DANIEL BROWN		FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.969		188.32	753.99 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	1234	JAMES JONES	23712	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.590		87.06	310.86 N USD/Gallon
01097	2013-08-16	12345	1234	JAMES JONES	25813	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.940		171.00	675.28 N USD/Gallon
01097	2013-08-17	1236	1234	JAMES JONES	29012	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	4.079		173.28	706.81 N USD/Gallon
01097	2013-08-17	1236A	1234	JAMES JONES	30518	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.999		131.57	522.26 N USD/Gallon
01097	2013-08-17	12345A	1234	JAMES JONES	32827	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.699		106.22	392.91 N USD/Gallon
01097	2013-08-17	1234A	1234	JAMES JONES	34812	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.599		118.88	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		108.22	333.99 N USD/Gallon
02097	2013-08-04	23261	34234	SPENCER SHEA	97,580	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.130		118.68	696.77 N USD/Gallon
02097	2013-08-05	12163	34234	SPENCER SHEA	97,801	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.899		87.00	676.82 N USD/Gallon
02097	2013-08-10	10693	34234	SPENCER SHEA	98,111	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.010		171.00	526.78 N USD/Gallon
02097	2013-08-11	81164	34234	SPENCER SHEA	98,429	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.179		173.28	337.07 N USD/Gallon
02097	2013-08-12	82148	34234	SPENCER SHEA	98,834	FJ FRANCHISE - ELLENSBURG	WA	2.50	FUEL	3.139		131.57	372.54 N USD/Gallon
02097	2013-08-13	91744	34234	SPENCER SHEA	98,893	LOVES JACKSON	WY	3.50	CADV	1.00		200.00	200.00 N USD/Gallon
02097	2013-08-17	481335	34234	SPENCER SHEA	99,010	PIERO WASHINE	WY	2.50	FUEL	3.799		118.68	450.87 N USD/Gallon
02097	2013-08-17	156135	34234	SPENCER SHEA	99,318	618 DADDY	UT	1.50	CADV	1.00		360.00	360.00 N USD/Gallon
02097	2013-08-19	21890	34234	SPENCER SHEA	99,233	OXTIME STOP	AZ	2.50	FUEL	3.619		201.33	907.82 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 MONES-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
08809	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
08866	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	3.80	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**
☐ **Yearly** *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:**

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 FLEETONE Manage/Override Cards Info Pools Billing Statements Online Payments **Select Program**

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 STATEMENT

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

STATEMENT INFORMATION

DUE DATE
AMOUNT DUE

*Payments may not be reflected

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

Transaction Export

- ☐ 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

Account Information

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

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

The screenshot shows the 'Transaction Export' window. At the top, it says 'Select Schedule or Immediate Report'. The 'Immediate Report' option is selected. Below this, there are fields for 'Start Date' (2015-06-21) and 'End Date' (2015-06-21). The 'Currency' is set to 'USD/Gallons'. Under 'Contracts', 'All Contracts' is checked, and a dropdown shows '7656 - ELECTRONIC FUNDS SOURCE'. The 'Export Format' dropdown is open, showing options like 'Comdata', 'Comdata FFS', 'Comma Delimited', 'Extended Comma Delimited with DEF', 'Canadian Comma Delimited', 'Standard Third Party', 'Comdata EFS', 'Excel Format', and 'Comma Delimited Plus'. On the left, there are checkboxes for 'Card Num', 'Location ID', 'Driver Num', 'Driver ID', 'Unit', 'Invoice', 'Sub Fleet', 'Billing Invoice', 'Override', 'Funding', 'Country', 'State/Province', 'City', 'Chain ID', 'Item', 'AR Number', and 'Odometer'. On the right, there are fields for 'By (Optional):', 'Card Match', and 'Location Match'.

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.

The screenshot shows the Fleet One web application interface. At the top, it says 'ABC Company' and '2017-07-28 1:21 PM'. There are links for 'Home', 'Help', 'Profile', and 'Logout'. Below this, there is a navigation bar with 'wex FLEET ONE' and links for 'Manage/Override Cards', 'Info Pools', 'Billing Statements', and 'Online Payments'. A 'Login' button is on the left. The main content area has an 'Announcements' section with an image of a truck driver and a 'Give Your Fleet the EDGE' section. On the right, there is a 'Select Program' dropdown menu that is open, showing options like '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', and 'TrendSOURCE'. The 'Reports/Exports' option is highlighted, and a sub-menu is open showing options like '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' (which is highlighted), 'Reject Transaction Report', 'Transaction Export', 'Transaction Report', 'Transaction Report New', 'View Check', and 'Volume by State/Province Report'. Below the navigation bar, there is a 'Statement Summary' section with 'Customer Number: 0001234567' and a 'Credit Limit' section. There is also a 'Recent Transactions' section.

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	humper #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	humper #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	humper #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	humper #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	humper #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 screenshot displays the WEX FLEET ONE web application interface. At the top, the header includes the company name 'ABC Company', the date and time '2017-07-28 1:28 PM', and navigation links for 'Home', 'Help', 'Profile', and 'Logout'. Below the header, the main navigation bar features 'Manage/Override Cards', 'Info Pools', 'Billing Statements', and 'Online Payments'. The left sidebar contains a 'Login' button and an 'Announcements' section. The main content area is divided into several sections: 'Statement Summary' for Customer Number 0001234567, which includes details like 'Credit Limit', 'Available Credit', and 'Currency'; 'ACTIVITY AFTER LAST STATEMENT'; 'STATEMENT INFORMATION' with 'DUE DATE' and 'AMOUNT DUE'; and 'Recent Transactions'. A dropdown menu is open under 'Select Program', showing 'Reports/Exports' selected. The 'Reports/Exports' dropdown is further open, showing 'Issued Money Codes Report' selected. The right sidebar contains 'Account Information' with 'Carrier ID: 123456', 'Company: ABC Company', and 'Fleet One Contact: 800-359-7587'.

Issued Money Codes Report											
Carrier Name: TCH TRUCKING		From: 2012-08-01		To: 2012-08-31	Carrier Id: 108007	Contract Id: 4327		Total Records: 17			
Sort By: Code											
ID	Transfer Code	Original Amount	Amount/Remaining Used	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	yfshy	E_MANAGER	2012-08-06	10:13	
100273705	1478079312	0.00	0.00	0.00	0.00	USD	bob	E_MANAGER	2012-08-23	15:16	repair
100238340	1719499693	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	1962976950	0.00	0.00	0.00	0.00	USD	Bob	E_MANAGER	2012-08-07	17:39	lumper
100247480	2082758257	0.00	0.00	0.00	0.00	USD	TEST	E_MANAGER	2012-08-10	08:33	TEST
100238342	2094939503	0.00	0.00	0.00	0.00	USD	yfshy	E_MANAGER	2012-08-06	10:13	
100245695	2266234599	1,000.00	0.00	1,000.00	0.00	USD	bob's 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	2396026346	0.00	0.00	0.00	0.00	USD	John inlay	E_MANAGER	2012-08-29	10:03	test iPhone
100273136	2566920888	0.00	0.00	0.00	0.00	USD	Big O Tires	E_MANAGER	2012-08-23	12:08	Tire Repair
100262383	2755069314	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	245yrtktrkhwjtyrtyrjkrejt
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	
100270383	3531108927	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 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.

“Select Program” > “Reports/Exports” > “View Check Report”

ABC Company


2017-07-28 2:02 PM

Home

Help

Profile

Logout



FLEET ONE

Manage/Override Cards

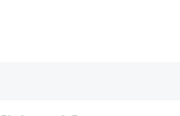
Info Pools

Billing Statements

Online Payments

Login

Announcements



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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 STATEMENT

Total Payments:

Total Transactions:

Total Adjustments:

Current Account Balance:

STATEMENT INFORMATION

DUE DATE

AMOUNT DUE

*Payments may not be reflected

Recent Transactions

2017-07-27 12:35

View Check

Volume by State/Province Report

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

Our Quick Links

-- Select --

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.

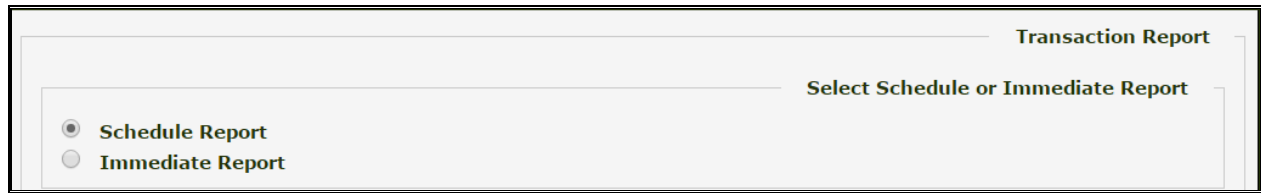
Below is an example of a rejection report.

Reject Transaction Report											
Carrier Name	TCH TRUCKING		Carrier ID	106007	Start Date	2007-06-27	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
2007-06-27	14:11	708305991060070180	00490610	505264	SCORANTON PETRO	DUPONT	PA	17 - info required error	Bad info response:	4391	
2007-06-27	23:22	7083059910600701337	00510951	505264	SCORANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED	2061	
2007-06-28	09:42	7083059910600701556	00171824	511648	PANMAR PETROLEUM LLC	CARNEYS POINT	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR		
2007-06-28	10:22	7083059910600701556	00171829	511648	PANMAR PETROLEUM LLC	CARNEYS POINT	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR		
2007-06-29	16:41	7083059910600701506	203116	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - info required error	Bad info response:	4557	
2007-06-29	16:45	7083059910600701506	203116	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF	4557	
2007-06-30	23:54	708305991060070180	00603473	505264	SCORANTON PETRO	DUPONT	PA	17 - info required error	Bad info response:	4391	
2007-09-01	08:26	7083059910600701337	00644247	505264	SCORANTON PETRO	DUPONT	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED	2061	
2007-09-09	07:19	7083059910600701506	203141	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - info required error	Bad info response:	4557	
2007-09-09	07:20	7083059910600701506	203141	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - info required error	Bad info response:	4557	
2007-09-11	20:31	7083059910600701337	00950363	505264	SCORANTON PETRO	DUPONT	PA	12 - hand entry not	HAND ENTRY NOT ALLOWED	2061	
2007-09-11	23:23	708305991060070180	00950432	505264	SCORANTON PETRO	DUPONT	PA	17 - info required error	Bad info response:	4391	
2007-09-11	23:23	708305991060070180	00950432	505264	SCORANTON PETRO	DUPONT	PA	19 - item limit exceeded	Offending purchases:	4391	
2007-09-11	23:26	708305991060070180	00950432	505264	SCORANTON PETRO	DUPONT	PA	19 - item limit exceeded	Offending purchases:	4391	
2007-09-13	12:15	708305991060070180	00991254	505264	SCORANTON PETRO	DUPONT	PA	17 - info required error	Bad info response:	4391	
2007-09-13	21:26	708305991060070180	46564312	503726	BARTONVILLE TRUCK WASH	BARTONVILLE	PA	21 - Out of balance	TRANSACTION OUT OF	4391	
2007-09-23	08:57	7083059910600701506	202326	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - info required error	Bad info response:	4557	
2007-10-01	06:07	7083059910600701365	202345	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF	4557	
2007-10-03	03:54	7083059910600700339	202501	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - info required error	Bad info response:	3222	
2007-10-09	17:56	7083059910600702022	374875	503556	CITGO GAS & DIESEL	BAYONNE	NJ	17 - info required error	Bad info response:	623	5563
2007-10-09	17:59	7083059910600702022	374875	503556	CITGO GAS & DIESEL	BAYONNE	NJ	21 - Out of balance	TRANSACTION OUT OF	623	5563
2007-10-10	02:52	7083059910600701423	17786326	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	17 - info required error	Bad info response:	54321	47253
2007-10-11	01:08	7083059910600701337	01365218	501109	ACI TRUCK STOP	DELAWARE	NJ	2 - Invalid location for	INVALID TRUCKSTOP FOR	2061	
2007-10-13	15:11	7083059910600701506	17816427	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	25 - Fuel limit exceeded	Offending Product: FUEL		
2007-10-14	02:44	7083059910600701561	17816431	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4516	
2007-10-14	03:04	7083059910600701561	17816433	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4516	
2007-10-20	09:12	7083059910600701361	202654	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF	4516	
2007-10-21	00:52	7083059910600701561	17866603	501618	ULTRA TRUCK AUTO PLAZA	JERSEY CITY	NJ	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4516	
2007-10-25	16:07	7083059910600701561	137V5976	231943	FJ-NEW MILFORD 710	NEW MILFORD	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4516	
2007-10-25	16:09	7083059910600701561	137V5976	231943	FJ-NEW MILFORD 710	NEW MILFORD	PA	12 - Hand entry not	HAND ENTRY NOT ALLOWED	4516	
2007-10-30	04:54	7083059910600701498	202478	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	21 - Out of balance	TRANSACTION OUT OF	4516	
2007-10-30	07:00	7083059910600701115	202679	503575	WEST HAMPTON VALERO	WEST HAMPTON	NJ	17 - info required error	Bad info response:	670	0528

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

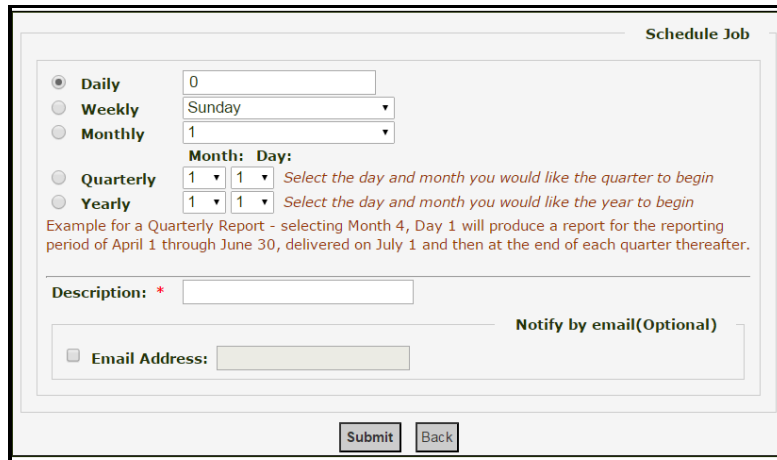
Reject Transaction Report shows a breakdown of all rejected transactions by date within a given date range.

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



This screenshot shows the 'Transaction Report' section of a web interface. It features a sub-header 'Select Schedule or Immediate Report' and two radio button options: 'Schedule Report' (which is selected) and '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.



This screenshot shows the 'Schedule Job' configuration screen. It includes radio buttons for 'Daily', 'Weekly', 'Monthly', 'Quarterly', and 'Yearly'. The 'Daily' option is selected, with a value of '0' in the adjacent field. The 'Weekly' option has a dropdown menu showing 'Sunday'. The 'Monthly' option has a dropdown menu showing '1'. Below these, there are fields for 'Month' and 'Day' for the 'Quarterly' and 'Yearly' options, with instructions to 'Select the day and month you would like the quarter to begin' and 'Select the day and month you would like the year to begin'. An example text states: '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.' There is a 'Description: *' field, a 'Notify by email(Optional)' checkbox, and an 'Email Address:' field. At the bottom are 'Submit' and 'Back' buttons.

WEX Fleet One 24-Hour Customer Service: 800.359.7587