

State of West Virginia Fleet Fuel Card



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Fleet Fuel Cards

- Types of Fuel Cards
- Requesting a Fuel Card
- WEXOnline
 - View Agency Cards
 - Adding/Editing Drivers – Driver Information
 - Problems at the Pump
 - Reports
 - Invoices

Types of Fuel Cards

- Vehicle
 - Assigned to ONE Vehicle VIN#
- Rental
 - Assigned as a Fuel Card for Rented Vehicles
- Equipment
 - Mowers, Blowers, Chainsaws, Tractors, etc.





Requesting a Fuel Card

Information Needed:

- Type of Card
 - Vehicle, Rental, Equipment
- Custom Vehicle/Asset ID
 - 4 Digit Bill Code last 6 of VIN or Custom Number i.e., EP01 123456 or EP01 R003
- Vehicle Identification Number (VIN)
- Vehicle Description (or Asset Description)
 - i.e. 2013 Ford Focus, Rental, Stihl Chainsaw
- License Plate
- Start Odometer
- County



AFC WEXOnline Capabilities

- View and Search for Cards
- Add and Edit Drivers
- Create and Print Reports
 - Usage Reports
 - Driver Info
 - List of Cards
- Analyze Usage
- Print Invoices and Detailed Transactions
- View Payments

AFC WEXOnline Home View

https://go.wexonline.com

The screenshot shows the WEXOnline Home View interface. At the top, there is a browser window with the address bar showing "Home" and a search bar. The WEXOnline logo is prominently displayed on the left. A navigation menu includes "Home", "Fleet Manager", "Financials", "Reports", and "Resource Tools". A search bar is located below the navigation menu, with a "Go" button and a "Search Tips" link. On the left side, there is an "Account Explorer" section with a "View all" link and a search input field. Below this, a list of accounts is shown, with "Level 3" and "Dept of Environmental Protection" highlighted. The main content area is titled "Home" and features an "Important Information" section with a warning icon and a message: "The information below may require your attention." followed by a bullet point: "Your account is enrolled in Real-Time Alerts. Establish your email preferences now." Below this is a "My Accounts" section with a folder icon and a message: "Select an account to view detailed information." followed by a highlighted account name: "Dept of Environmental Protection". At the bottom of the main content area, there are three buttons: "Retrieve Invoice", "View Transaction Details", and "Make Payment".

WEXOnline®

Welcome GWellman | [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

Home | Fleet Manager | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

Account Explorer [View all](#)

Enter Account # or Account Name
 Go

Level 3
Dept of Environmental Protection

Home

Important Information

 The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. [Establish your email preferences now.](#)

My Accounts

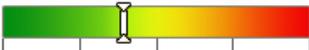
 Select an account to view detailed information.

Dept of Environmental Protection

Minimum Payment Due: \$
Payment Due Date: 01/24/2014

Credit Limit: \$
Current Balance: \$
Available Credit: \$

Available Credit



[Retrieve Invoice](#) [View Transaction Details](#) [Make Payment](#)

Global Search - Card

The screenshot shows the WEXOnline web application interface. At the top, there is a navigation bar with the WEXOnline logo and a welcome message for GWellman. Below this is a main menu with tabs for Home, Fleet Manager, Financials, Reports, and Resource Tools. A search bar is prominently displayed, with a dropdown menu open showing options: -- Select category --, -- Select Filter --, Authorization Profiles, Cards, and Drivers. The search bar also includes a 'Go' button and a 'Search Tips' link. On the left side, there is an 'Account Explorer' section with a search input field and a 'Go' button. Below this, it shows 'Level 3' and 'Dept of Environmental Protection'. The main content area is divided into sections: 'Important Information' with a warning icon and text stating 'The information below may require your attention.' and 'My Accounts' with a folder icon and text 'Select an account to view detailed information.' Below this, it shows 'Dept of Environmental Protection' and financial details: 'Minimum Payment Due: \$1,000.00', 'Payment Due Date: 01/24/2014', 'Credit Limit: \$', 'Current Balance: \$', and 'Available Credit: \$'. An 'Available Credit' progress bar is also visible. At the bottom, there are buttons for 'Retrieve Invoice', 'View Transaction Details', and 'Make Payment'. The footer contains navigation links and copyright information: '©2012. WEX Inc.'

Global Search – Card Number

The screenshot displays the WEXOnline web application interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL: https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_c19B9C5B8-0B8C-244D-0426-82CBE6FD2713_k414E9E79-j. The page header includes the WEXOnline logo and a navigation menu with options: Home, Fleet Manager, Financials, Reports, and Resource Tools. A search bar is present with the text "Search: Cards" and a dropdown menu for filters. The dropdown menu is open, showing a list of search criteria: Authorization Profile, Card Number, Custom Vehicle/Asset ID, Department, License Plate Number, Optional Embossing, Vehicle Description, VIN, CDL, County, and Drivers County. The main content area features an "Account Explorer" sidebar on the left, a "Home" section with "Important Information" and "My Accounts" subsections, and a credit status section at the bottom right. The credit status section includes a bar chart labeled "Available Credit" and buttons for "Retrieve Invoice", "View Transaction Details", and "Make Payment". The footer contains navigation links and the copyright notice: ©2012. WEX Inc.

Home - Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_c19B9C5B8-0B8C-244D-0426-82CBE6FD2713_k414E9E79-j

Google Search Share More Sign In

WEXOnline® Welcome GWellman My Preferences | Help | Contact Us | Logout

Home Fleet Manager Financials Reports Resource Tools

Search: Cards -- Select Filter -- Go Search Tips

Account Explorer View all

Enter Account # or Account Name Go

Level 3

Dept of Environmental Protection

Home

Important Information

The information

Your account

My Accounts

Select an account to view detailed information.

Dept of Environmental Protection

Minimum Payment Due: \$
Payment Due Date: 01/24/2014

Credit Limit: \$
Current Balance: \$
Available Credit: \$

Available Credit

Retrieve Invoice View Transaction Details Make Payment

Home | Fleet Manager | Financials | Reports | Resource Tools
My Preferences | Help | Contact Us | Terms & Policies | Accessibility | Logout
©2012. WEX Inc.

Types of Fuel Cards

- Vehicle
 - Assigned to ONE Vehicle VIN#
- Rental
 - Assigned as a Fuel Card
 - for Rented Vehicles
- Equipment
 - Mowers, Blowers,
 - Chainsaws, Tractors,
 - etc.



CARD NUMBER

Global Search *last 5

The screenshot shows a Windows Internet Explorer browser window displaying the WEXOnline web application. The address bar shows the URL: https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_c19B9C5B8-0B8C-244D-0426-82CBE6FD2713_k414E9E79-j. The page header includes the WEXOnline logo and a user greeting: "Welcome GWellman". Navigation tabs include Home, Fleet Manager, Financials, Reports, and Resource Tools. A search bar is prominently displayed with the following details:

- Search: Cards
- Card Number: *51116
- Buttons: Go, Search Tips

The main content area is titled "Home" and features several sections:

- Account Explorer:** A sidebar on the left with a search field for "Enter Account # or Account Name" and a "Go" button. Below it, "Level 3" is highlighted, with "Dept of Environmental Protection" listed underneath.
- Important Information:** A section with a warning icon and the text: "The information below may require your attention." It includes a bullet point: "Your account is enrolled in Real-Time Alerts. Establish your email preferences now."
- My Accounts:** A section with a folder icon and the text: "Select an account to view detailed information." Below this, "Dept of Environmental Protection" is listed.
- Account Summary:** A table-like layout showing:
 - Minimum Payment Due: \$
 - Payment Due Date: 01/24/2014
 - Credit Limit: \$
 - Current Balance: \$
 - Available Credit: \$
- Available Credit:** A horizontal bar chart showing a gradient from green to red, with a vertical marker indicating the current available credit level.

At the bottom of the main content area, there are three buttons: "Retrieve Invoice", "View Transaction Details", and "Make Payment". The footer contains navigation links: Home | Fleet Manager | Financials | Reports | Resource Tools | My Preferences | Help | Contact Us | Terms & Policies | Accessibility | Logout, and the copyright notice: ©2012. WEX Inc.

Global Search – Card Detail

The screenshot shows a web browser window displaying the WEXOnline application. The page title is "Card Detail for EP01 Environmental Protection". The browser address bar shows the URL: https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_cD0FA8D2C-A2E8-0AAE-D5F2-1A094BD4A752_k6FB8E2AI. The page features a navigation menu with "Home", "Fleet Manager", "Financials", "Reports", and "Resource Tools". A search bar is located below the navigation menu, with a "Go" button and a "Search Tips" link. The main content area is titled "Card Detail for EP01 Environmental Protection" and contains a "Card Detail" section. A "View Transactions" button is visible in the top right of this section. Below the "Card Information is listed below." heading, there is a "Vehicle/Asset Information" section with the following details:

Custom Vehicle/Asset ID:	EP01 633175
Asset Type:	Vehicle
VIN:	1[REDACTED]3175
Vehicle Description:	2007 Jeep Liberty
Make:	Jeep
Model:	Liberty
Year:	2007
License Plate:	
License Plate State / Province:	
License Plate Country:	
License Plate Expiration Date:	
In Service Date:	
Start Odometer:	71444
Tank Capacity:	21

The left sidebar contains a "Shortcuts" section with links to "EP01 Environme...", "View Detail", "Edit Account", "Departments", "View Departments", "Drivers", "View Drivers", "Add Driver", "Cards", "View Cards", "Auth Profiles", and "View Auth Profiles". Below this is an "Account Explorer" section with a search box and a "Go" button. The bottom of the sidebar shows "Level 3" and "Level 4" navigation options, with "EP01 Environme..." selected under Level 4.

Fleet Manager Tab

Account Detail for Dept of Environmental Protect...

WEX Online®

Welcome GWellman | My Preferences | Help | Contact Us | Logo

Home | **Fleet Manager** | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

Shortcuts

- Dept of Enviro...
 - [View Detail](#)
 - [Edit Account](#)
- Departments
 - [View Departments](#)
- Drivers
 - [View Drivers](#)
 - [Add Driver](#)
- Cards
 - [View Cards](#)
- Auth Profiles
 - [View Auth Profiles](#)
- Invoices
 - [View Invoices](#)
 - [Make Payments](#)
 - [View Payments](#)
 - [View Bank Accounts](#)

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3
[Dept of Enviro...](#)

Level 4
[View all 20 accounts...](#)

Account Detail for Dept of Environmental Protection

Account Summary

[Hide Content](#)

Drivers View Drivers Add Driver	Cards View Cards
Authorization Profiles View Auth Profiles	Invoices View Invoices Make Payment View Payments View Bank Accounts
Departments View Departments	

Account Detail

[Hide Content](#)

Account Name: Dept of Environmental Protection	Account Type: Account
Account Number: 0496001772367	Account Level: 3
Parent: WV Fleet Management Office	Status: Active
Doing Business As: WV Dept of Environmental Protection	Status Date: 10/23/2012
Contact Name: Brent Kessinger	Default Auth Profile:

Fleet Manager Tab

Account Detail for Dept of Environmental Protect...

WEX Online®

Welcome GWellman | My Preferences | Help | Contact Us | Logo

Home | **Fleet Manager** | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

Shortcuts

- Dept of Enviro...
 - [View Detail](#)
 - [Edit Account](#)
- Departments
 - [View Departments](#)
- Drivers
 - [View Drivers](#)
 - [Add Driver](#)
- Cards
 - [View Cards](#)
- Auth Profiles
 - [View Auth Profiles](#)
- Invoices
 - [View Invoices](#)
 - [Make Payments](#)
 - [View Payments](#)
 - [View Bank Accounts](#)

Account Explorer [View all](#)

Enter Account # or Account Name Go

Level 3
[Dept of Enviro...](#)

Level 4
[View all 20 accounts...](#)

Account Detail for Dept of Environmental Protection

Account Summary

[Hide Content](#)

Drivers View Drivers Add Driver	Cards View Cards
Authorization Profiles View Auth Profiles	Invoices View Invoices Make Payment View Payments View Bank Accounts
Departments View Departments	

Account Detail

[Hide Content](#)

Account Name: Dept of Environmental Protection	Account Type: Account
Account Number: 0496001772367	Account Level: 3
Parent: WV Fleet Management Office	Status: Active
Doing Business As: WV Dept of Environmental Protection	Status Date: 10/23/2012
Contact Name: Brent Kessinger	Default Auth Profile:

[Edit Account](#)

View Cards

Online User | View Cards for EP01 En... x

- [-] Drivers
 - [View Drivers](#)
 - [Add Driver](#)
- [-] Cards
 - [View Cards](#)
- [-] Auth Profiles
 - [View Auth Profiles](#)

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3
[Dept of Enviro...](#)

Level 4
[EP01 Environme...](#)

Search Filter

You may filter a search by any of the following:

Custom Vehicle/Asset ID:

VIN:

Vehicle Description:

Card Number:

Card Status:

Department:

Optional Embossing:

Authorization Profile:

Last Issue Date:

From: (ex: MM/dd/yyyy)

To:

(ex: MM/dd/yyyy)

Download Results:

Previous Next	Displaying 1-15 of 15 Records Found.	Results per page 25 <input type="button" value="Go"/>	
All <input type="checkbox"/>	Card Number	Card Status	Actions
	Usage Type Driver Last Name, Driver First Name Custom Vehicle/Asset ID Authorization Profile Prompting	Last Issue Date	
1 <input type="checkbox"/>	<p>****51116</p> <p>Vehicle/Asset Card</p> <p>N/A</p> <p>EP01 633175</p> <p>FMO Standard</p> <p>Odometer & Driver ID</p>	Active 08/09/2012	View Transactions
2 <input type="checkbox"/>	<p>****61388</p> <p>Vehicle/Asset Card</p> <p>N/A</p> <p>EP01 C61307</p> <p>FMO Standard</p> <p>Odometer & Driver ID</p>	Active 08/09/2012	View Transactions
3 <input type="checkbox"/>	<p>****61511</p> <p>Vehicle/Asset Card</p> <p>N/A</p>	Active 08/09/2012	View Transactions

Card Information

Card Detail for EP01 Environmental Protection

Shortcuts

- EP01 Environme...
 - [View Detail](#)
 - [Edit Account](#)
- Departments
 - [View Departments](#)
- Drivers
 - [View Drivers](#)
 - [Add Driver](#)
- Cards
 - [View Cards](#)
- Auth Profiles
 - [View Auth Profiles](#)

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3
[Dept of Enviro...](#)

Level 4
[EP01 Environme...](#)

Card Detail

 Card Information is listed below.

Vehicle/Asset Information

Custom Vehicle/Asset ID: **EP01 633175**
Asset Type: **Vehicle**
VIN:
Vehicle Description: **2007 Jeep Liberty**
Make: **Jeep**
Model: **Liberty**
Year: **2007**
License Plate:
License Plate State / Province:
License Plate Country:
License Plate Expiration Date:
In Service Date:
Start Odometer: **71444**
Tank Capacity: **21**

Card Information

County:
Card Number: ******51116**
Department: **Unassigned**
Optional Embossing: **EP01 633175**
Standard Embossing: **2007 JEEP LIBERTY**
Plastic Type: **WV Asset**
Authorization Profile: **FMO Standard** [View Profile](#)
Prompting: **Odometer & Driver ID**
Status: **Active**
Last Issue Date: **08/09/2012**

[View Transactions](#)

Driver Information



- All drivers will receive driver ID numbers (PIN)
- Driver IDs are 6 digits and randomly generated by WEX
 - extra security against fraud
 - All drivers should have their own Driver ID; no shared Driver ID's allowed
 - This ensures full Level 3 data and accountability for transactions
- Card will prompt for Driver ID and Odometer at the point of service (POS)

View Drivers

Account Detail for Dept of Environmental Protect...

WEXOnline

Welcome GWellman | My Preferences | Help | Contact Us | Logout

Home | **Fleet Manager** | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

Shortcuts

- Dept of Enviro...
 - View Detail
 - Edit Account
- Departments
 - View Departments
- Drivers
 - View Drivers
 - Add Driver
- Cards
 - View Cards
- Auth Profiles
 - View Auth Profiles
- Invoices
 - View Invoices
 - Make Payments
 - View Payments
 - View Bank Accounts

Account Detail for Dept of Environmental Protection

Account Summary

- Drivers: View Drivers | Add Driver
- Cards: View Cards
- Authorization Profiles: View Auth Profiles
- Invoices: View Invoices | Make Payment | View Payments | View Bank Accounts
- Departments: View Departments

Account Explorer View all

Enter Account # or Account Name

Go

Level 3

- Dept of Enviro...

Level 4

- View all 20 accounts...

Account Detail

Account Name: Dept of Environmental Protection
Account Number: 0496001772367
Parent: WV Fleet Management Office
Doing Business As: WV Dept of Environmental Protection
Contact Name: Brent Kessinger

Account Type: Account
Account Level: 3
Status: Active
Status Date: 10/23/2012
Default Auth Profile:

Edit Account

Accounts Belonging to Dept of Environmental Protection

Search Filter

You may filter a search by any of the following:

Name: Status: Active

https://go.wexonline.com/online/gotoFlow.do?_flowId=flow-driverMgmt

Internet | Protected Mode: On

100%

View Drivers

Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Shortcuts

- ... Dept of Enviro...
- ... [View Detail](#)
- ... [Edit Account](#)
- ▣ Departments
 - ... [View Departments](#)
- ▣ Drivers
 - ... [View Drivers](#)
 - ... [Add Driver](#)
- ▣ Cards
 - ... [View Cards](#)
- ▣ Auth Profiles
 - ... [View Auth Profiles](#)
- ▣ Invoices
 - ... [View Invoices](#)
 - ... [Make Payments](#)
 - ... [View Payments](#)
 - ... [View Bank Accounts](#)

View Drivers for Dept of Environmental Protection Print

View Drivers

View drivers for Dept of Environmental Protection.

Search Filter

You may filter a search by any of the following:

Driver First Name: <input type="text"/>	Driver Department: <input type="text" value="ALL"/>
Driver Last Name: <input type="text"/>	Driver Prompt ID: <input type="text"/>
Status: <input type="text" value="Active"/>	Employee #: <input type="text"/>
	Shared Drivers: <input type="text" value="All Drivers"/>

Download Results:

Previous | Next **Displaying 1-25 of 870 Records Found.** Results per page 25 Go

All	Driver Last, First Middle Name	Status	Actions
<input type="checkbox"/>	Driver Department Driver Prompt ID Employee # License State / Province License #		
1 <input type="checkbox"/>	Aaron, Tonkery Unassigned 3	Active	Edit Clone Change Status Terminate
2 <input type="checkbox"/>	Aaron, Thompson Unassigned 8!	Active	Edit Clone Change Status

Add Drivers

Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

Shortcuts

- Dept of Enviro...
 - [View Detail](#)
 - [Edit Account](#)
- Departments
 - [View Departments](#)
- Drivers
 - [View Drivers](#)
 - [Add Driver](#)
- Cards
 - [View Cards](#)
- Auth Profiles
 - [View Auth Profiles](#)
- Invoices
 - [View Invoices](#)
 - [Make Payments](#)
 - [View Payments](#)
 - [View Bank Accounts](#)

Account Detail for Dept of Environmental Protection

Account Summary

 Drivers [View Drivers](#) | [Add Driver](#)

 Cards [View Cards](#)

 Authorization Profiles [View Auth Profiles](#)

 Invoices [View Invoices](#) | [Make Payment](#)
[View Payments](#) | [View Bank Accounts](#)

 Departments [View Departments](#)

Account Explorer

View all

Enter Account # or Account Name Go

Level 3
[Dept of Enviro...](#)

Level 4
[View all 20 accounts...](#)

Account Detail

Account Name: **Dept of Environmental Protection** Account Type: **Account**
Account Number: **0496001772367** Account Level: **3**
Parent: **WV Fleet Management Office** Status: **Active**
Status Date: **10/23/2012**
Default Auth Profile:

Doing Business As: **WV Dept of Environmental Protection**
Contact Name: **Brent Kessinger**

Insert Driver Data

Home Fleet Manager Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

Shortcuts

- Dept of Enviro...
 - View Detail
 - Edit Account
- Departments
 - View Departments
- Drivers
 - View Drivers
 - Add Driver
- Cards
 - View Cards
- Auth Profiles
 - View Auth Profiles
- Invoices
 - View Invoices
 - Make Payments
 - View Payments
 - View Bank Accounts

Account Explorer View all

Enter Account # or Account Name
Go

Level 3
Dept of Enviro...

Level 4
View all 20 accounts...

Add Driver for Dept of Environmental Protection

 Enter your driver information below. Fields marked with an asterisk (*) are required.

Hide Optional Fields

Add Driver

CDL: -- Select --

* Drivers County: -- Select --

* Driver Last Name:
Max of 30 characters.

* Driver First Name:
Max of 30 characters.

Driver Middle Name:
Max of 20 characters.

Driver Department: Unassigned

Employee #:
Max of 15 characters.

Job Title:
Driver's job title. Max of 20 characters.

Phone Number:
(ex: 5555555555 or 555-555-5555) Max of 10 numbers.

Email Address:
(ex: info@mydomain.com) Max of 60 characters.

Driver License #:
Max of 12 characters.

Driver License State / Province: --Select--
Select State / Province from pull down menu.

Driver License Country: United States
Country where driver's license was issued.

Driver License Expiration Date:
(ex. MM/DD/YYYY) Date after which driver's license is no longer valid.

Add Cancel

Problems at the Pump



- ❖ Driver and PIN List
- ❖ Detailed Authorization Report
- Is Driver Using Correct PIN?
 - Check Driver PIN List
- What is the Status of the Fuel Card?
 - Search for this card. Is it Active?
- If the card is damaged, POS manual input
 - Request replacement card

View Drivers

Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

View Drivers for Dept of Environmental Protection Print

View Drivers

View drivers for Dept of Environmental Protection.

Search Filter

You may filter a search by any of the following:

Driver First Name: Driver Department: ALL

Driver Last Name: Driver Prompt ID:

Status: Active Employee #:

Shared Drivers: All Drivers

Download Results:

Previous | Next **Displaying 1-25 of 870 Records Found.** Results per page 25 Go

All	Driver Last, First Middle Name	Status	Actions
<input type="checkbox"/>	Driver Department Driver Prompt ID Employee # License State / Province License #		
1 <input type="checkbox"/>	Aaron, Tonkery Unassigned 3	Active	Edit Clone Change Status Terminate
2 <input type="checkbox"/>	Aaron, Thompson Unassigned 8!	Active	Edit Clone Change Status

Shortcuts

- Dept of Enviro...
 - [View Detail](#)
 - [Edit Account](#)
- Departments
 - [View Departments](#)
- Drivers
 - [View Drivers](#)
 - [Add Driver](#)
- Cards
 - [View Cards](#)
- Auth Profiles
 - [View Auth Profiles](#)
- Invoices
 - [View Invoices](#)
 - [Make Payments](#)
 - [View Payments](#)
 - [View Bank Accounts](#)

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3

- [Dept of Enviro...](#)

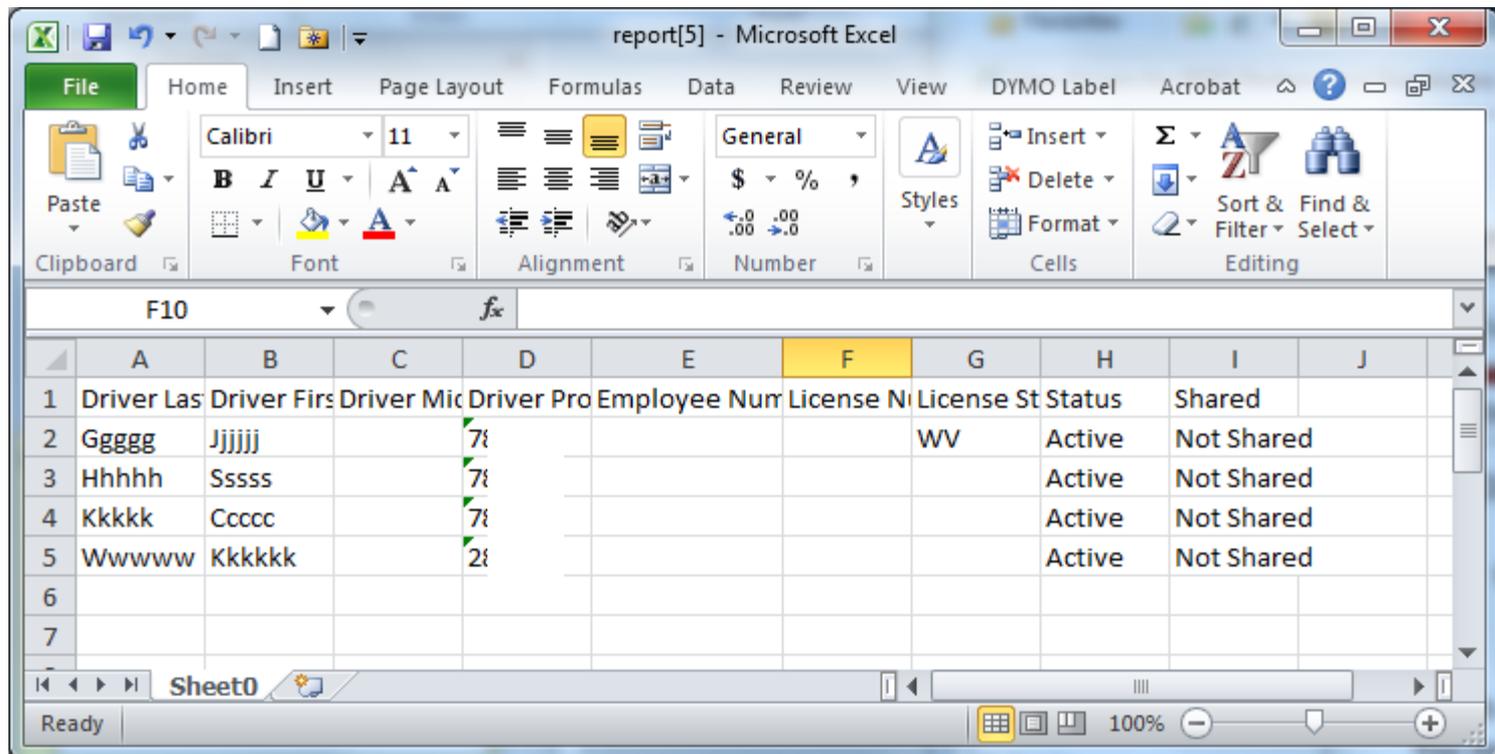
Level 4

- [View all 20 accounts...](#)

Driver and PIN



- Downloaded to Excel





Reporting

- Reporting is retrieved at WEXOnline
 - Standard Reports
 - Purchase activity report
 - Ad Hoc Reports
 - Transaction summary, transaction details, exceptions
 - Flexible Exception Reports
 - Alerts for transactions that exceed your parameters
 - Custom Reporting
 - Create your own: on demand or scheduled reporting
 - Authorizations, transactions, account/card/driver profiles

Reports

Reports

x

WEXOnline

Welcome GWellman [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

[Home](#) | [Fleet Manager](#) | [Financials](#) | **[Reports](#)** | [Resource Tools](#)

Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Shortcuts

Reports

- [-] Reports
 - [Reports Home](#)
- [-] Ad Hoc Reports
 - [Transaction Details](#)
 - [Transaction Summary](#)
 - [Exceptions](#)
- [-] My Flexible Exceptions
 - [Add Exception Report](#)
 - [View Exception Reports](#)
- [-] Standard Reports
 - [View Standard Reports](#)
 - [Manage Delivery Preferences](#)
- [-] My Custom Reports
 - [Create New Report](#)
 - [View My Reports](#)
 - [View My Templates](#)
- [-] Real-Time Alerts
 - [View Real-Time Alerts](#)



Ad Hoc Reports
Pre-formatted transaction reports with query options.
[Transaction Details](#) | [Transaction Summary](#) | [Exceptions](#)



My Flexible Exceptions
Identify exception parameters and report timing, and view reports.
[Add Exception Report](#) | [View Exception Reports](#)



Standard Reports
Search and view pre-formatted reports by account and cycle.
[View Standard Reports](#) | [Manage Delivery Preferences](#)



My Custom Reports
Create and run custom reports using design templates.
[Create New Report](#) | [View My Reports](#) | [View My Templates](#)



Real-Time Alerts
Access your Real-Time Alert Notifications
[View Real-Time Alerts](#)

Standard Reports

Standard Reports

Welcome GWellman | [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

WEXOnline

Home | Fleet Manager | Financials | **Reports** | Resource Tools

Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Shortcuts	Standard Reports
<ul style="list-style-type: none">[-] Reports<ul style="list-style-type: none">Reports Home[-] Ad Hoc Reports<ul style="list-style-type: none">Transaction DetailsTransaction SummaryExceptions[-] My Flexible Exceptions<ul style="list-style-type: none">Add Exception ReportView Exception Reports[-] Standard Reports<ul style="list-style-type: none">View Standard ReportsManage Delivery Preferences[-] My Custom Reports<ul style="list-style-type: none">Create New ReportView My ReportsView My Templates[-] Real-Time Alerts<ul style="list-style-type: none">View Real-Time Alerts	<h3>Standard Reports</h3> <p>You can retrieve current and past reports produced regularly for your account(s). Fields marked with an asterisk (*) are required.</p> <p>Search Filter</p> <p>You may filter a search by the following:</p> <p>* Report From Date: <input type="text" value="01/01/2014"/> <input type="button" value="Calendar"/></p> <p>* Report To Date: <input type="text" value="02/25/2014"/> <input type="button" value="Calendar"/></p> <p>Select Accounts</p> <p>Please select an account from the list below:</p> <p>Expand Collapse</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Level 3: Dept of Environmental Protection - 0496001772367<ul style="list-style-type: none"><input type="radio"/> Level 4: AI01 Air Quality Office - 0496001772714<input type="radio"/> Level 4: EP01 Environmental Protection - 0496001772839<input type="radio"/> Level 4: EP02 Dep Mines Reclamation - 0496001772862<input type="radio"/> Level 4: EP03 Dep Abandoned Lands - 0496001772870<input type="radio"/> Level 4: EP04 Dep Oil & Gas - 0496001772904<input type="radio"/> Level 4: EP08 DEP Water Resources - 0496001772920<input type="radio"/> Level 4: EP09 Dep Office Of Air Quality - 0496001772938<input type="radio"/> Level 4: EP10 Div. Environmental Protection - 0496001772946

Standard Reports - PDFs

Standard Reports for Dept of Environmental Prot...

WEXOnline®

Welcome GWellman | My Preferences | Help | Contact Us | Logout

Home | Fleet Manager | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

Shortcuts

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Standard Reports for Dept of Environmental Protection 

Standard Reports

You can compile multiple PDF reports into one file by using the checkbox next to the report name. The number of pages in each report is indicated so you can determine if you have reached the 5,000 page maximum.

Search Filter

Fields marked with an asterisk (*) are required.

* Report From Date: 01/01/2014 

* Report To Date: 02/25/2014 

Previous | Next **Displaying 1-4 of 4 Records Found.** Results per page 25

All	Report Name	Closing Date	Actions
<input type="checkbox"/>	Group Purchase Activity Report PDF 376 pages	01/31/2014	Retrieve
<input type="checkbox"/>	Group Financial Summary PDF 22 pages	01/31/2014	Retrieve
<input type="checkbox"/>	Group Tax Summary PDF 22 pages	01/31/2014	Retrieve
<input type="checkbox"/>	Group Site Summary PDF 36 pages	01/31/2014	Retrieve

Creating New Reports

The screenshot displays the WEXOnline web application interface. At the top, there are browser tabs for 'Create New Report' and 'View Drivers for Correction...'. The WEXOnline logo is on the left, and a user welcome message 'Welcome dwellman1' with links for 'My Preferences', 'Help', 'Contact Us', and 'Logout' is on the right. A navigation menu includes 'Home', 'Fleet Manager', 'Financials', 'Reports', 'Resource Tools', and 'Administration'. Below the menu is a search bar with dropdowns for 'Select category' and 'Select Filter', and a 'Go' button. The main content area is titled 'Create New Report' and features a 'Select System Template' section. This section contains four report templates, each with a description and a 'Create Report' button:

- Account Profile Report:** Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts. [View Details](#)
- Authorization Activity Report:** Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies. [View Details](#)
- Card Profile Report:** Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details. [View Details](#)
- Driver Profile Report:** Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction. [View Details](#)

A red arrow points to the 'Create Report' button for the Driver Profile Report. On the left side of the interface, there is a 'Shortcuts' sidebar with a tree view of report categories: Reports, Ad Hoc Reports, My Flexible Exceptions, Standard Reports, My Custom Reports, and Real-Time Alerts, each with sub-links for further actions.

Select Accounts

The screenshot shows the WEXOnline interface. At the top, the logo 'WEXOnline' is on the left, and 'Welcome GWellman' with links for 'My Preferences', 'Help', 'Contact Us', and 'Logout' is on the right. A navigation bar contains 'Home', 'Fleet Manager', 'Financials', 'Reports', and 'Resource Tools'. Below this is a search bar with 'Search: -- Select category --', '-- Select Filter --', a text input field, a 'Go' button, and a 'Search Tips' link.

The main content area is titled 'Edit Driver Profile Report' and is divided into two sections. On the left is a 'Shortcuts' sidebar with a tree view of report categories: Reports (Reports Home), Ad Hoc Reports (Transaction Details, Transaction Summary, Exceptions), My Flexible Exceptions (Add Exception Report, View Exception Reports), Standard Reports (View Standard Reports, Manage Delivery Preferences), My Custom Reports (Create New Report, View My Reports, View My Templates), and Real-Time Alerts (View Real-Time Alerts).

The right section is 'Step 1 of 6: Select Accounts'. It features a progress bar with six steps: Step 1 (Select Accounts, active), Step 2 (Select Fields), Step 3 (Apply Filters), Step 4 (Arrange Fields), Step 5 (Name Report), and Step 6 (Save Report). Below the progress bar is the heading 'Select Hierarchy Level(s) / Account(s)' with the instruction: 'Select the hierarchy level(s) / account(s) to be included in the report. All accounts below the selected level will be included in the report.' There are 'Next' and 'Cancel' buttons.

The account selection list is as follows:

- Select All (Expand | Collapse)
- Level 3: Dept of Environmental Protection - 0496001772367
 - Level 4: AI01 Air Quality Office - 0496001772714
 - Level 4: EP01 Environmental Protection - 0496001772839
 - Level 4: EP02 Dep Mines Reclamation - 0496001772862
 - Level 4: EP03 Dep Abandoned Lands - 0496001772870
 - Level 4: EP04 Dep Oil & Gas - 0496001772904
 - Level 4: EP08 DEP Water Resources - 0496001772920
 - Level 4: EP09 Dep Office Of Air Quality - 0496001772938
 - Level 4: EP10 Div. Environmental Protection - 0496001772946
 - Level 4: EP11 Dep Boards & Committee - 0496001772953
 - Level 4: EP12 Dep Environ Advocate - 0496001772961

Select Fields

Welcome dwellman1 [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

Home | Fleet Manager | Financials | **Reports** | Resource Tools | Administration

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

Shortcuts

- Reports
 - Reports Home
 - Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
 - My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
 - Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
 - My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
 - Real-Time Alerts
 - View Real-Time Alerts

Create New Driver Profile Report

Step 2 of 6: Select Fields

Step 1: Select Accounts | **Step 2: Select Fields** | Step 3: Apply Filters | Step 4: Arrange Fields | Step 5: Name Report | Step 6: Save Report

Available Fields

The following fields can be included in the report. To remove fields, deselect below. Fields marked as Required cannot be removed from the report.

[Back](#) [Next](#) [Cancel](#)

<input checked="" type="checkbox"/>	Available Fields	Required	Allows Filtering
<input checked="" type="checkbox"/>	Account Name	✓	
<input checked="" type="checkbox"/>	Account Number	✓	
<input checked="" type="checkbox"/>	Set Up Date		
<input checked="" type="checkbox"/>	Last Transaction Date		
<input checked="" type="checkbox"/>	Status Indicator		✓
<input checked="" type="checkbox"/>	Status Date		
<input checked="" type="checkbox"/>	Last Updated By		✓
<input checked="" type="checkbox"/>	Driver Last Name	✓	✓
<input checked="" type="checkbox"/>	Driver First Name		
<input checked="" type="checkbox"/>	Driver Middle Name		

Save and Run Report

WEXOnline® Welcome GWellman | [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

[Home](#) | [Fleet Manager](#) | [Financials](#) | **[Reports](#)** | [Resource Tools](#)

Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Shortcuts

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Edit Driver Profile Report Print

Step 6 of 6: Save Report

Step 1 Select Accounts | Step 2 Select Fields | Step 3 Apply Filters | Step 4 Arrange Fields | Step 5 Name Report | **Step 6 Save Report**

Report Summary

This is your opportunity to review your report parameters and go back to make changes. You may **Save and Run Now**, or may choose to **Save** your template for future use. If this is a report you wish to receive on a regular basis, you may opt to **Schedule** it to run automatically on a timetable of your choice. You can access your saved templates via **View My Templates** under **My Custom Reports**.

Report Name: **Driver Prompt**
Description: **Driver Prompt - last transaction**
Selected Hierarchy Level(s)/Account(s): **Level 4: AI01 Air Quality... - 0496001772714**

Fields and Filters

Field Name	Filter Condition & Value(s)
Account Name	N/A
Account Number	N/A
Last Transaction Date	N/A
Status Indicator	Filter Not Applied
Driver Last Name	Filter Not Applied
Driver First Name	N/A
Driver Middle Name	N/A

Open in Excel

The screenshot shows the WEXOnline web application interface. At the top right, it says "Welcome dwellman1" with links for "My Preferences", "Help", "Contact Us", and "Logout". A navigation bar contains "Home", "Fleet Manager", "Financials", "Reports" (highlighted), "Resource Tools", and "Administration". Below this is a search bar with "Search:" and dropdowns for "category" and "Filter".

The main content area is split into two columns. The left column, titled "Shortcuts", has a tree view with categories like "Reports", "Ad Hoc Reports", "My Flexible Exceptions", "Standard Reports", "My Custom Reports", and "Real-Time Alerts". The right column, titled "Run Report Driver Prompts", contains a "Download Report Results" section with a user icon and the text "Choose your preferred format. Change". Below this is a "Report Options" section with a note: "Note: If the results are too large for an Excel file...". At the bottom of this section are radio buttons for "CSV" and "Excel" (which is selected). At the very bottom are three buttons: "Download", "Back to View My Templates", and "Create New Report".

Overlaid on the right side is a "File Download" dialog box. It asks "Do you want to open or save this file?". It shows a file icon, "Name: report.xlsx", "Type: Microsoft Excel Worksheet", and "From: go.wexonline.com". There are "Open", "Save", and "Cancel" buttons. At the bottom of the dialog is a security warning: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

Driver and PIN (Custom)

- Filtered and Sorted in WEX. Downloaded to Excel.

report[1] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	Account Name	Account Number	Last Transaction Date	Status Indicator	Driver Last Name	Driver First Name	Driver Middle Name	Driver Prompt ID	Employee ID	Driver Phone Number	Driver Email Address	Drivers County
2	AI01 Air Quality Office	0496001772714	90+ Days	Active		am		777				Fayette
3	AI01 Air Quality Office	0496001772714	02/18/2014	Active	ino	ld		053				Jefferson
4	AI01 Air Quality Office	0496001772714	02/07/2014	Active	r			504				Kanawha
5	AI01 Air Quality Office	0496001772714	90+ Days	Active	y	er		787				
6	AI01 Air Quality Office	0496001772714	02/14/2014	Active	on	e		862				Mineral
7	AI01 Air Quality Office	0496001772714	11/23/2013	Terminated	e			288				
8	AI01 Air Quality Office	0496001772714	90+ Days	Active	ver			938				Raleigh
9	AI01 Air Quality Office	0496001772714	90+ Days	Terminated		haw		309				
10	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	man			304				Barbour
11	AI01 Air Quality Office	0496001772714	12/10/2013	Active		annah		949				Kanawha
12	AI01 Air Quality Office	0496001772714	02/18/2014	Active	y			495	DMR-Logan			Logan
13	AI01 Air Quality Office	0496001772714	12/11/2013	Active	son	ary		720				Kanawha
14	AI01 Air Quality Office	0496001772714	02/12/2014	Active	s	ny		572				Monongalia
15	AI01 Air Quality Office	0496001772714	02/14/2014	Active	ett	en		691				Randolph
16	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	ett			323				
17	AI01 Air Quality Office	0496001772714	90+ Days	Active	e			384		3045585938		Kanawha
18	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	tina	e		882				
19	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	ie	soe		785				
20	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	ael			822				
21	AI01 Air Quality Office	0496001772714	90+ Days	Active	ard	ie		902				Kanawha
22	AI01 Air Quality Office	0496001772714	90+ Days	Active	n			383				Kanawha
23	AI01 Air Quality Office	0496001772714	90+ Days	Active		l		818				Hampshire
24	AI01 Air Quality Office	0496001772714	12/30/2013	Terminated		on		802				
25	AI01 Air Quality Office	0496001772714	12/31/2013	Terminated	an	l		285				
26	AI01 Air Quality Office	0496001772714	12/26/2013	Terminated		itt		388				
27	AI01 Air Quality Office	0496001772714	02/11/2014	Active			Lynnette	893				Fayette
28	AI01 Air Quality Office	0496001772714	01/16/2014	Active	lotti	ard		782				Kanawha
29	AI01 Air Quality Office	0496001772714	90+ Days	Active	ams	d		154				Marion
									DAQ-TEMPORARY			

Creating New Reports

The screenshot displays the WEXOnline web application interface. At the top, there are browser tabs for 'Create New Report' and 'View Drivers for Correction...'. The WEXOnline logo is on the left, and a user welcome message 'Welcome dwellman1' with links for 'My Preferences', 'Help', 'Contact Us', and 'Logout' is on the right. A navigation menu includes 'Home', 'Fleet Manager', 'Financials', 'Reports', 'Resource Tools', and 'Administration'. Below the menu is a search bar with dropdowns for 'Select category' and 'Select Filter', and a 'Go' button. The main content area is titled 'Create New Report' and features a 'Select System Template' section. This section contains four report templates, each with a description and a 'Create Report' button. A red arrow points to the 'Create Report' button for the 'Authorization Activity Report'.

Shortcuts

- Reports
 - Reports Home
 - Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
 - My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
 - Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
 - My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
 - Real-Time Alerts
 - View Real-Time Alerts

Create New Report

Select System Template

Select one of the templates below as a starting point to create, run, and save a custom report. For further information on each template, select View Details

Account Profile Report

Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts.

[View Details](#)

Authorization Activity Report

Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies.

[View Details](#)

Card Profile Report

Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details.

[View Details](#)

Driver Profile Report

Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction.

[View Details](#)

Internet | Protected Mode: On | 100%

Select Accounts

WEXOnline®

Welcome GWellman | [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

Home | Fleet Manager | Financials | Reports | Resource Tools

Search: -- Select category -- | -- Select Filter -- | Go [Search Tips](#)

Shortcuts

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Create New Authorization Activity Report

Step 1 of 6: Select Accounts

Step 1: Select Accounts | Step 2: Select Fields | Step 3: Apply Filters | Step 4: Arrange Fields | Step 5: Name Report | Step 6: Save Report

Select Hierarchy Level(s) / Account(s)

Select the hierarchy level(s) / account(s) to be included in the report. All accounts below the selected level will be included in the report.

[Next](#) [Cancel](#)

[Expand](#) | [Collapse](#)

- Level 3: Dept of Environmental Protection - 0496001772367
 - Level 4: AI01 Air Quality Office - 0496001772714
 - Level 4: EP01 Environmental Protection - 0496001772839
 - Level 4: EP02 Dep Mines Reclamation - 0496001772862
 - Level 4: EP03 Dep Abandoned Lands - 0496001772870
 - Level 4: EP04 Dep Oil & Gas - 0496001772904
 - Level 4: EP08 DEP Water Resources - 0496001772920
 - Level 4: EP09 Dep Office Of Air Quality - 0496001772938
 - Level 4: EP10 Div. Environmental Protection - 0496001772946
 - Level 4: EP11 Dep Boards & Committee - 0496001772953
 - Level 4: EP12 Dep Environ Advocate - 0496001772961
 - Level 4: EP13 Environ. Quality Board - 0496001772847
 - Level 4: EP15 Environmental Enforcement - 0496001772987

Save and Run Report

The screenshot shows a web application interface for editing an authorization activity report. The browser tab is titled 'Edit Authorization Acti...'. The search bar at the top contains 'Search: -- Select category -- -- Select Filter --' and a 'Go' button. The main content area is titled 'Edit Authorization Activity Report' and is currently on 'Step 6 of 6: Save Report'. A progress bar at the top of the main area shows six steps: Step 1 (Select Accounts), Step 2 (Select Fields), Step 3 (Apply Filters), Step 4 (Arrange Fields), Step 5 (Name Report), and Step 6 (Save Report), with Step 6 being the active step. Below the progress bar is a 'Report Summary' section with the following text: 'This is your opportunity to review your report parameters and go back to make changes. You may **Save and Run Now**, or may choose to **Save** your template for future use. If this is a report you wish to receive on a regular basis, you may opt to **Schedule** it to run automatically on a timetable of your choice. You can access your saved templates via **View My Templates** under **My Custom Reports**.' Below the summary, the report parameters are listed: 'Report Name: Authorization', 'Description: Authorization byTransaction', and 'Selected Hierarchy Level(s)/Account(s): Level 3: Dept of... - 0496001772367'. At the bottom of the main area is a 'Fields and Filters' section with a table of fields and their filter conditions. The table has two columns: 'Field Name' and 'Filter Condition & Value(s)'. The fields listed are: Account Name (N/A), Account Number (N/A), Card Number (Filter Not Applied), Custom Vehicle/Asset ID (Filter Not Applied), Vehicle Prompt ID (Filter Not Applied), Driver Last Name (Filter Not Applied), Driver First Name (Filter Not Applied), Driver Prompt ID (Filter Not Applied), Odometer (N/A), Transaction Date (N/A), and Transaction Time (Filter Not Applied). Above the table are five buttons: 'Back', 'Save and Run Now', 'Save', 'Schedule', and 'Cancel'. On the left side of the interface is a 'Shortcuts' menu with a tree view containing the following items: Reports (Reports Home), Ad Hoc Reports (Transaction Details, Transaction Summary, Exceptions), My Flexible Exceptions (Add Exception Report, View Exception Reports), Standard Reports (View Standard Reports, Manage Delivery Preferences), My Custom Reports (Create New Report, View My Reports, View My Templates), and Real-Time Alerts (View Real-Time Alerts).

Search: -- Select category -- -- Select Filter -- Go Search Tips

Shortcuts

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Edit Authorization Activity Report

Step 6 of 6: Save Report

Step 1 Select Accounts Step 2 Select Fields Step 3 Apply Filters Step 4 Arrange Fields Step 5 Name Report Step 6 Save Report

Report Summary

This is your opportunity to review your report parameters and go back to make changes. You may **Save and Run Now**, or may choose to **Save** your template for future use. If this is a report you wish to receive on a regular basis, you may opt to **Schedule** it to run automatically on a timetable of your choice. You can access your saved templates via **View My Templates** under **My Custom Reports**.

Report Name: **Authorization**
Description: **Authorization byTransaction**
Selected Hierarchy Level(s)/Account(s): **Level 3: Dept of... - 0496001772367**

Fields and Filters

Back Save and Run Now Save Schedule Cancel

Field Name	Filter Condition & Value(s)
Account Name	N/A
Account Number	N/A
Card Number	Filter Not Applied
Custom Vehicle/Asset ID	Filter Not Applied
Vehicle Prompt ID	Filter Not Applied
Driver Last Name	Filter Not Applied
Driver First Name	Filter Not Applied
Driver Prompt ID	Filter Not Applied
Odometer	N/A
Transaction Date	N/A
Transaction Time	Filter Not Applied

Download Report Results

Run Report Authorizati... x

Welcome GWellman [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

WEXOnline

Home | Fleet Manager | Financials | **Reports** | Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

Shortcuts

- Reports
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 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Run Report Authorization

Download Report Results

 To see your report results, enter the date range and preferred format. The maximum date range is 3 days. Fields marked with an asterisk (*) are required.

Report Options

Note: If the results are too large for an Excel file, a CSV will be automatically generated.

* Report From Date: 

* Report To Date: 

Maximum date range is 3 days.

CSV Excel

[Back](#) [Download](#) [Back to View My Templates](#) [Create New Report](#)

Open in Excel

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

Shortcuts

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Run Report Authorization

Download Report Results

File Download

Do you want to open or save this file?

 Name: report.xlsx
Type: Microsoft Excel Worksheet
From: go.wexonline.com

Open Save Cancel

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Back Download Back to View My Templates Create New Report

Authorization Report in Excel

The screenshot shows a Microsoft Excel spreadsheet titled "report[2] - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, DYMO Label, and Acrobat. The "View" ribbon is active, showing options like Ruler, Formula Bar, Gridlines, Headings, Zoom, and Window. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	Q	W	X	Y	Z	AA	AB
1	Acc	Account N	Card Number	Custom	Driver Prompt ID	Transaction Date	Transactio	Location	Action	Action Code Desc	Product Description	Odomete	Site Name	Site Adre	Site City	Site State	Site Posta	Product
2	CO0	04960017C	XXXXXXXXXXXX	CO01 xx	3527:	02/24/2014	15:26:25	Outside	Decline	Invalid Driver ID	Undefined Fuel-Res	94976	Go Mart #	1502 Gree	Charleston	WV	25311-100	Fuel
3	CO0	04960017C	XXXXXXXXXXXX	CO01 xx	6918:	02/24/2014	15:27:28	Outside	Approval	Approved	Undefined Fuel-Res	94976	Go Mart #	1502 Gree	Charleston	WV	25311-100	Fuel
4	CO0	04960017C	XXXXXXXXXXXX	CO01 xx	6918:	02/24/2014	15:29:31	Outside	Approval	Approved	Unleaded Plus	94976	Go Mart #	1502 Gree	Charleston	WV	25311-100	Fuel
5	CO0	04960017C	XXXXXXXXXXXX	CO01 xx	9074:	02/24/2014	18:49:56	Outside	Approval	Approved	Undefined Fuel-Res	26304	Certified (1400 2nd S	Saint Mar	WV	26170-124	Fuel
6	CO0	04960017C	XXXXXXXXXXXX	CO01 xx	9074:	02/24/2014	18:52:57	Outside	Approval	Approved	Unleaded Regular	26304	Certified (1400 2nd S	Saint Mar	WV	26170-124	Fuel
7																		
8																		
9																		
10																		
11																		

Report Templates

Reports

Search: Select category Select filter Go [Search Tips](#)

Shortcuts

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Custom Reports

View My Templates

 Below is a listing of the reports that you have created based upon the system templates. You may choose to Edit or Delete these reports. For Scheduled Reports, if you wish to change the frequency by which a report is being run, please choose the Edit option. For On-Demand reports, you may generate the report by selecting Run Now.

Search Filter

You may filter a search by any of the following:

Report Name:

System Template:

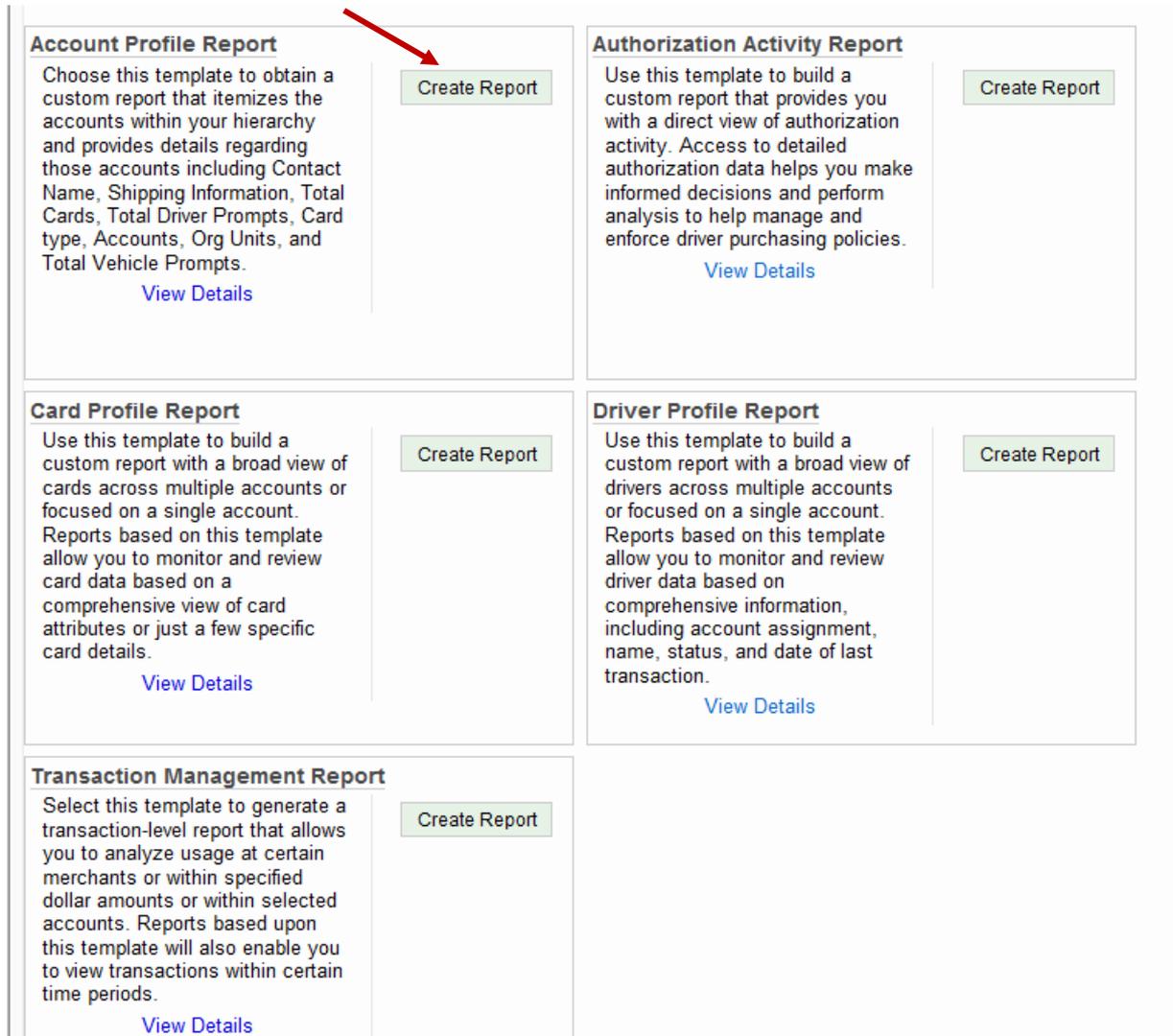
Template Owner:

Download Results:

Previous | Next Displaying 1-2 of 2 Records Found. Results per page 25 Go

Report Name <small>Description Frequency Delivery</small>	System Template <small>Shared Owner Last Update Date</small>	Actions
Authorization Authorization by Transaction On Demand Online	Authorization Activity Report Private Grace Wellman 02/20/2014	Run Now Edit Share Delete
Driver Prompt Driver Prompt - last transaction On Demand Online	Driver Profile Report Private Grace Wellman 02/20/2014	Run Now Edit Share Delete

Creating Custom Reports



<p>Account Profile Report</p> <p>Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts.</p> <p>View Details</p>	<p>Create Report</p>	<p>Authorization Activity Report</p> <p>Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies.</p> <p>View Details</p>	<p>Create Report</p>
<p>Card Profile Report</p> <p>Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details.</p> <p>View Details</p>	<p>Create Report</p>	<p>Driver Profile Report</p> <p>Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction.</p> <p>View Details</p>	<p>Create Report</p>
<p>Transaction Management Report</p> <p>Select this template to generate a transaction-level report that allows you to analyze usage at certain merchants or within specified dollar amounts or within selected accounts. Reports based upon this template will also enable you to view transactions within certain time periods.</p> <p>View Details</p>	<p>Create Report</p>		

Account Profile - Select

te New Account Profile Report

Welcome GWellman [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

WEXOnline

Home | Fleet Manager | Financials | **Reports** | Resource Tools

Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Shortcuts

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Transaction Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Create New Account Profile Report

Step 1 of 6: Select Accounts

Step 1 Select Accounts	Step 2 Select Fields	Step 3 Apply Filters	Step 4 Arrange Fields	Step 5 Name Report	Step 6 Save Report
----------------------------------	-------------------------	-------------------------	--------------------------	-----------------------	-----------------------

Select Hierarchy Level(s) / Account(s)

Select the hierarchy level(s) / account(s) to be included in the report. All accounts below the selected level will be included in the report.

Select All
[Expand](#) | [Collapse](#)

- Level 3: Dept of Environmental Protection - 0496001772367
 - Level 4: AI01 Air Quality Office - 0496001772714
 - Level 4: EP01 Environmental Protection - 0496001772839
 - Level 4: EP02 Dep Mines Reclamation - 0496001772862
 - Level 4: EP03 Dep Abandoned Lands - 0496001772870
 - Level 4: EP04 Dep Oil & Gas - 0496001772904
 - Level 4: EP05 DEP Water Resources - 0496001772920

Account Profile – Save and Run

Home Fleet Manager Financials **Reports** Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

Shortcuts

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 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Edit Account Profile Report Print

Step 6 of 6: Save Report

Step 1 Select Accounts Step 2 Select Fields Step 3 Apply Filters Step 4 Arrange Fields Step 5 Name Report **Step 6 Save Report**

Report Summary

This is your opportunity to review your report parameters and go back to make changes. You may **Save and Run Now**, or may choose to **Save** your template for future use. If this is a report you wish to receive on a regular basis, you may opt to **Schedule** it to run automatically on a timetable of your choice. You can access your saved templates via **View My Templates** under **My Custom Reports**.

Report Name: **Account Profile**
Description: **Account Profile**
Selected Hierarchy Level(s)/Account(s): **Level 3: Dept of... - 0496001772367**

Fields and Filters

Field Name	Filter Condition & Value(s)
Account Name	N/A
Account Number	N/A
Parent Account Name	N/A
DBA Name	N/A
Account Type	N/A
Default Authorization Profile	Filter Not Applied

Transaction Management Report

<p>Account Profile Report</p> <p>Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts.</p> <p>View Details</p>	<p>Create Report</p>	<p>Authorization Activity Report</p> <p>Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies.</p> <p>View Details</p>	<p>Create Report</p>
<p>Card Profile Report</p> <p>Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details.</p> <p>View Details</p>	<p>Create Report</p>	<p>Driver Profile Report</p> <p>Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction.</p> <p>View Details</p>	<p>Create Report</p>
<p>Transaction Management Report</p> <p>Select this template to generate a transaction-level report that allows you to analyze usage at certain merchants or within specified dollar amounts or within selected accounts. Reports based upon this template will also enable you to view transactions within certain time periods.</p> <p>View Details</p>	<p>Create Report</p>		



AFC Account Self-Auditing

- Detailed Report Information
 - Fuel Type and Usage
 - Vehicle information
 - Age of vehicles, miles per gallon, odometer reading
 - Trends
 - Number of Transactions per Card
 - Underuse
 - Abuse/Fraud
 - Spending

Invoices and Payments

- Invoicing

- Cycle closes last business day of the month
- You will receive an email alert when it's available for retrieval on WEXOnline
- Payment due in 30 days



- WEX Rebate (Effective January 2014)

- Invoices paid in full and on-time receive **.675%** of the total monthly bill as a credit.

- Dispute Process

- 60 days from date of invoice

View Invoices

Online User | View Invoices for Dept ...

Shortcuts

- Dept of Enviro...
 - [View Detail](#)
 - [Edit Account](#)
- Departments
 - [View Departments](#)
- Drivers
 - [View Drivers](#)
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- Cards
 - [View Cards](#)
- Auth Profiles
 - [View Auth Profiles](#)
- Invoices**
 - [View Invoices](#)
 - [Make Payments](#)
 - [View Payments](#)
 - [View Bank Accounts](#)

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3
[Dept of Enviro...](#)

Level 4
[View all 20 accounts...](#)

View Invoices for Dept of Environmental Protection Print

View Invoices

You can retrieve current and past invoices and the transaction details.

Invoice Information

Account Number: 0496001772367	 Available Credit
Closing Date: 12/31/2013	
Invoice Number: 35366293	Credit Limit: \$228,000.00
Current Balance: \$89,661.32	Available Credit: \$138,338.68
Minimum Payment Due: \$21.50	
Payment Due Date: 01/24/2014	

Past Invoices

Search Filter
 You may filter a search by any of the following:

From:

To:

Invoice Number:

Download Results:

Previous | Next Displaying 1-15 of 15 Records Found. Results per page 25

Closing Date	Invoice Number	Ending Balance	Minimum Payment	Last Payment Date	Payment Amount	Actions
12/31/2013	35366293	\$186,860.04	\$186,860.04	01/24/2014	\$125,445.47	Retrieve Invoice View Transaction Details Download to Quickbooks

Sample Invoice



INVOICE/STATEMENT

INVOICE NUMBER: 1234567
ACCOUNT NAME: ABC Company

PAGE 1 OF 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0496-00-123456-7	15,000.00	31	MAR-31	APR-26-2009	3,209.70

DATE	ACTIVITY DESCRIPTION	CHARGES/DEBITS	PAYMENTS/CREDITS
MAR-12-2009	PAYMENT RECEIVED - THANK YOU		1,937.91-
MAR-31-2009	FUEL PURCHASES	2,930.70	
MAR-31-2009	OTHER PURCHASES	279.00	

REMINDER
PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB ABOVE.

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

CURRENT PERIOD	ONE BILLING PERIOD PAST DUE	TWO BILLING PERIODS PAST DUE	THREE+ BILLING PERIODS PAST DUE	TOTAL DUE
3,209.70	0.00	0.00	0.00	3,209.70

PREVIOUS BALANCE	(-) PAYMENTS	(+) PURCHASES	(+) DEBITS	(-) CREDITS	(-) LATE FEE	(=) NEW BALANCE
1,937.91	1,937.91	3,209.70	0.00	0.00	0.00	3,209.70

FEDERAL TAX ID: R123456789

The Late Fee is determined by applying a monthly rate of	Which is an EFFECTIVE ANNUAL RATE of	The Average Daily Balance Subject to Late Fees for the period is
2.00%	24.00%	0.00

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

ACCOUNT NAME	ABC Company
ACCOUNT NUMBER	0496-00-123456-7
INVOICE NUMBER	1234567
BILL CLOSING DATE	MAR-31-2009
AMOUNT DUE	3,209.70
AMOUNT ENCLOSED	
PAYMENT DUE DATE	APRIL-26-2009

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES.

WRIGHT EXPRESS FLEET SERVICES

Fax change of address to 1-800-395-0809.
Make check payable to Fleet Services.
Use enclosed envelope or send to:

|||||
Fleet Services
P.O. Box 5727
Carol Stream, IL 60197-5727

Invoice Transaction Details

The screenshot displays the WEXOnline web application interface. At the top, there is a browser window with tabs for 'Add Online User' and 'Home'. The WEXOnline logo is on the left, and a navigation menu includes 'Home', 'Fleet Manager', 'Financials', 'Reports', and 'Resource Tools'. A search bar is located below the menu. The main content area is titled 'Home' and features an 'Important Information' section with a warning icon and a message: 'The information below may require your attention. Your account is enrolled in Real-Time Alerts. Establish your email preferences now.' Below this is the 'My Accounts' section, which shows a folder icon and the text 'Select an account to view detailed information. Dept of Environmental Protection'. Financial details are listed: 'Minimum Payment Due: \$1,000', 'Payment Due Date: 01/24/2014', 'Credit Limit: \$', 'Current Balance: \$', and 'Available Credit: \$'. To the right of these details is an 'Available Credit' progress bar. At the bottom, there are three buttons: 'Retrieve Invoice', 'View Transaction Details', and 'Make Payment'. A red arrow points from the 'View Transaction Details' button to the 'Payment Due Date' text.

WEXOnline®

Welcome GWellman | [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

Home | Fleet Manager | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

Account Explorer [View all](#)

Enter Account # or Account Name
 Go

Level 3
[Dept of Environmental Protection](#)

Home

Important Information

 The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. Establish your email preferences now.

My Accounts

 Select an account to view detailed information.

[Dept of Environmental Protection](#)

Minimum Payment Due: \$1,000
Payment Due Date: 01/24/2014

Credit Limit: \$
Current Balance: \$
Available Credit: \$

Available Credit

Transaction Details

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Home | Fleet Manager | Financials | **Reports** | Resource Tools

Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Shortcuts

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 - [-] Real-Time Alerts
 - [View Real-Time Alerts](#)

Transaction Details for EP02 Dep Mines Reclamation

Ad Hoc Reporting - Transaction Details Results

For qualified tax exempt customers, additional tax information is included in the download file.

Filtered Criteria

Date Criteria	Filter By	Filter Value	Sort By
01/01/2013 - 01/29/2014	Card Number	51124	Card Number Ascending

Download Report

CSV Excel

Previous | Next Displaying 1-25 of 76 Records Found. Results per page 25

	Transaction Date	Transaction Time	Post Date	Account Number	Account Name	Card Number	Optional Embossing	Custom Vehicle/Asset ID	Units	Unit of Measure	Unit Cost	Total Fuel Cost	Service Cost	Other Cost
1	08/05/2013	14:14:00	08/08/2013	0496001772862	EP02 Dep Mines Reclamation	****51124		EP02 A81228	15.892	GA	\$3.569	\$56.72	\$0.00	\$0.00
2	08/07/2013	08:54:00	08/09/2013	0496001772862	EP02 Dep Mines Reclamation	****51124		EP02 A81228	18.317	GA	\$3.598	\$65.92	\$0.00	\$0.00
3	11/25/2013	07:39:00	11/27/2013	0496001772862	EP02 Dep Mines Reclamation	****51124		EP02 A81228	17.433	GA	\$3.479	\$60.65	\$0.00	\$0.00

Transaction Details

Transaction Details for Dept of Environmental Pr...

Merchant Postal Code	Merchant Site ID	Current Odometer	Adjusted Odometer	Previous Odometer	Distance Driven	Fuel Economy	Cost Per Distance	Vehicle Description	VIN	Tank Capacity	In Service Date	Start Odometer	Driv Las Nar
25271-9674	578	77308	77460	77096	364	22.81	\$0.140	2008 Jeep Liberty	1J8GN28KX8	20	12/31/9999	62389	Dot
25304-2053		79332		79080	252	16.61	\$0.199	2008 Jeep Liberty	1J8GN28K88	20	12/31/9999	59743	Dar
25304-2053		79080		78765	315	17.91	\$0.184	2008 Jeep Liberty	1J8GN28K88	20	12/31/9999	59743	Dot
25984	7562700	59847		59503	344	15.35	\$0.218	2011 Ford F-150	1FTFW1EF21	26	12/31/9999	21191	Jac
40383-1741	0120188	97467		97305	162	20.53	\$0.164	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
37122-6336	3320	97837		97708	129	19.42	\$0.160	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
25303-1307	159216	98262	98194	97837	357	19.35	\$0.171	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
37122-3317		97708		97467	241	18.74	\$0.165	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
25304-2803	003772	98427		98262	165	18.21	\$0.181	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Jim

Internet | Protected Mode: On 100%

Invoice Summary

Add Online User | View Invoices for Dept ... X

View Invoices for Dept of Environmental Protection Print

Shortcuts

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 - [View Departments](#)
- Drivers
 - [View Drivers](#)
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- Cards
 - [View Cards](#)
- Auth Profiles
 - [View Auth Profiles](#)
- Invoices
 - [View Invoices](#)
 - [Make Payments](#)
 - [View Payments](#)
 - [View Bank Accounts](#)

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3

- [Dept of Enviro...](#)

Level 4

- [View all 20 accounts...](#)

View Invoices

You can retrieve current and past invoices and the transaction details.

Invoice Information

Account Number:	0496001772367	Available Credit 
Closing Date:	12/31/2013	
Invoice Number:	35366293	Credit Limit: \$
Current Balance:	\$	Available Credit: \$
Minimum Payment Due:	\$21.50	
Payment Due Date:	01/24/2014	

Past Invoices

Search Filter

You may filter a search by any of the following:

From:

To:

Invoice Number:

View Invoice Summary

WEXOnline®

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Home | **Fleet Manager** | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

View Invoice Summary for Dept of Environmental Protection

[Print](#)

View Invoice Summary

This is not an Invoice. Discounts, rebates, and adjustments are not included. Please consult your Invoice for balance and payment due. To view the details for a given billing period, click on the billing period hyperlink to navigate to the Transaction Details Report.

Download Results: [CSV Format](#) [Excel Format](#)

	Dates	Period	Number of Transactions	Total Amount	Average Amount	High Amount	Low Amount	Total Fuel Amount	Total Fuel Units	Average Fuel Unit Price	Average Fuel Units	Total Non-Fuel Amount
1	01/02/2014 - 02/03/2014	Unbilled	1703	\$89639.82	\$52.64	\$119.98	-\$0.58	\$94822.23	28116.69	\$3.372	16.5295	-\$1.07
2	12/03/2013 - 01/01/2014	Current	1681	\$89130.93	\$53.02	\$160.31	-\$50.00	\$94350.04	28128.39	\$3.354	16.7630	-\$51.02
3	11/02/2013 - 12/02/2013	Previous	1865	\$97707.61	\$52.39	\$122.55	-\$0.56	\$103367.39	30779.45	\$3.358	16.5126	-\$0.56

[Back to View Invoices](#)

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 - [View Payments](#)
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Account Explorer [View all](#)

Enter Account # or Account Name
 [Go](#)

Level 3

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Level 4

- [View all 20 accounts...](#)

Resources

Resource Tools x

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Home | Fleet Manager | Financials | Reports | **Resource Tools**

Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Shortcuts

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 - [Accepting Locations](#)
 - [Fuel Price Mapping](#)
 - [WEX Index Top Metro Report](#)
 - [Alternative Fuel Directory](#)
 - [Diesel Fuel Directory](#)

Resource Tools

Resource Tools



[Accepting Locations](#)

Search for fuel and service sites where cards can be used.



[Fuel Price Mapping](#) (opens new page)

Use search criteria to create a map of fuel locations with PPG.



[WEXIndex Retail Price Index](#) (opens new page)

View monthly report of diesel and unleaded fuel averages for metropolitan areas.



[Alternative Fuel Directory](#) (opens new page)

Search for merchants who offer biodiesel, E85, CNG and other alternative fuels.



[Diesel Fuel Directory](#) (opens new page)

Search for merchants who offer diesel fuel.

Tab "Help"



WEXOnline

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Search: -- Select category -- -- Select Filter -- [Search Tips](#)

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3

Dept of Environmental Protection

Home

Important Information



The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. [Establish your email preferences now.](#)

My Accounts



Select an account to view detailed information.

[Dept of Environmental Protection](#)

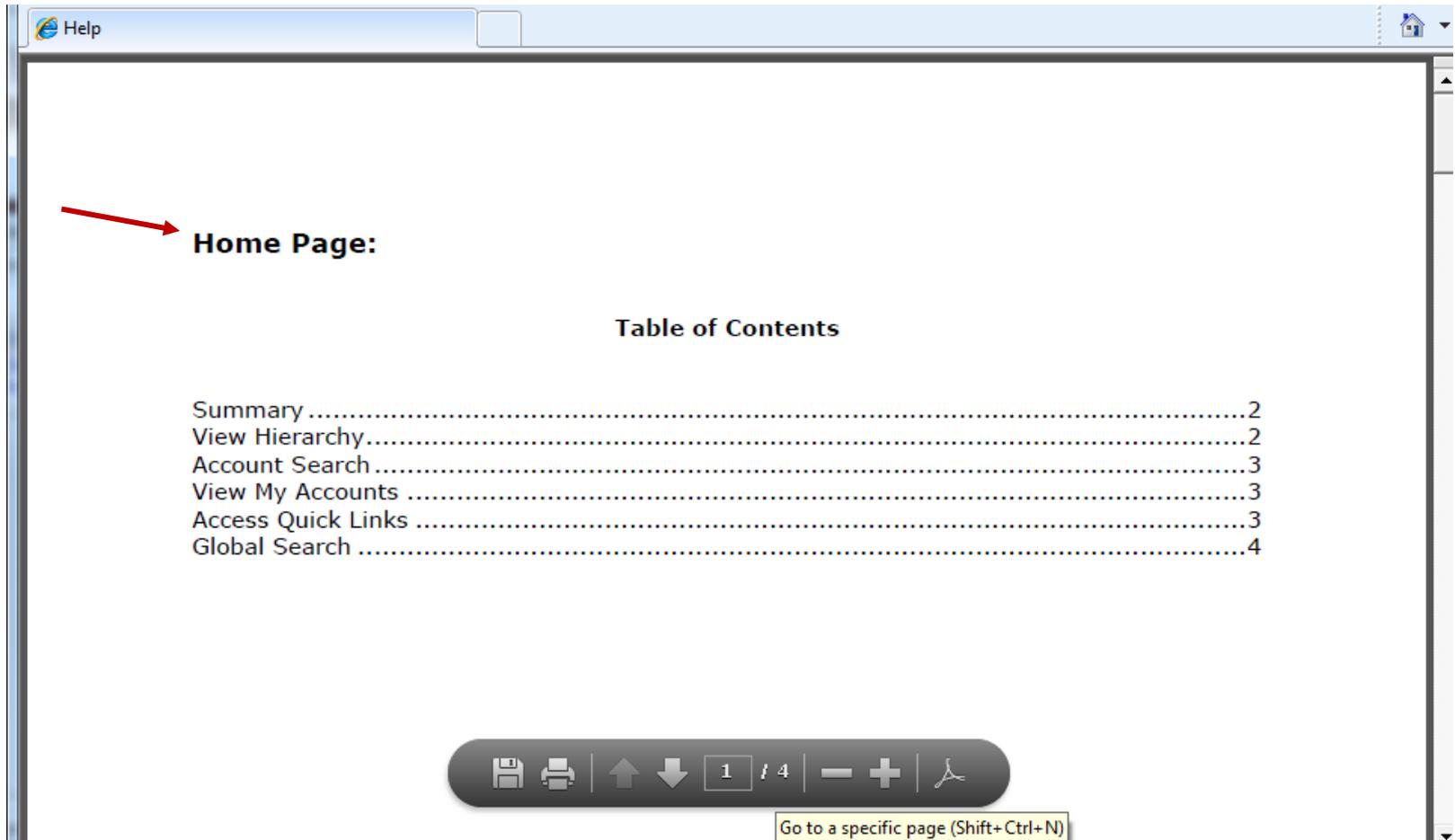
Minimum Payment Due: \$:.....
Payment Due Date: 02/26/2014

Credit Limit: \$:
Current Balance: \$:
Available Credit: \$:.....

Available Credit



“Help” Document



The screenshot shows a window titled "Help" with a light blue header bar. A red arrow points to the text "Home Page:". Below this, the text "Table of Contents" is centered. A table of contents follows, listing sections and their corresponding page numbers. At the bottom of the window, there is a navigation bar with icons for save, print, up, down, page number (1 / 4), zoom in, zoom out, and a search icon. A tooltip below the navigation bar reads "Go to a specific page (Shift+Ctrl+N)".

Home Page:

Table of Contents

Summary	2
View Hierarchy	2
Account Search	3
View My Accounts	3
Access Quick Links	3
Global Search	4

Go to a specific page (Shift+Ctrl+N)



Accounting Procedures

- Monthly review of WEX bill to assure that:
 - All vehicles leased by agency have WEX cards
 - All WEX charges are business related
 - All business charges are reviewed, reconciled and processed for payment in timely manner
 - Appropriate action should be taken for non-business charges or improper usage.