How to Run WEX reports – Ad Hoc Reports

Ad Hoc Reports allows you to analyze transactions at a summary, a detailed, or exceptions level quickly using certain parameters.

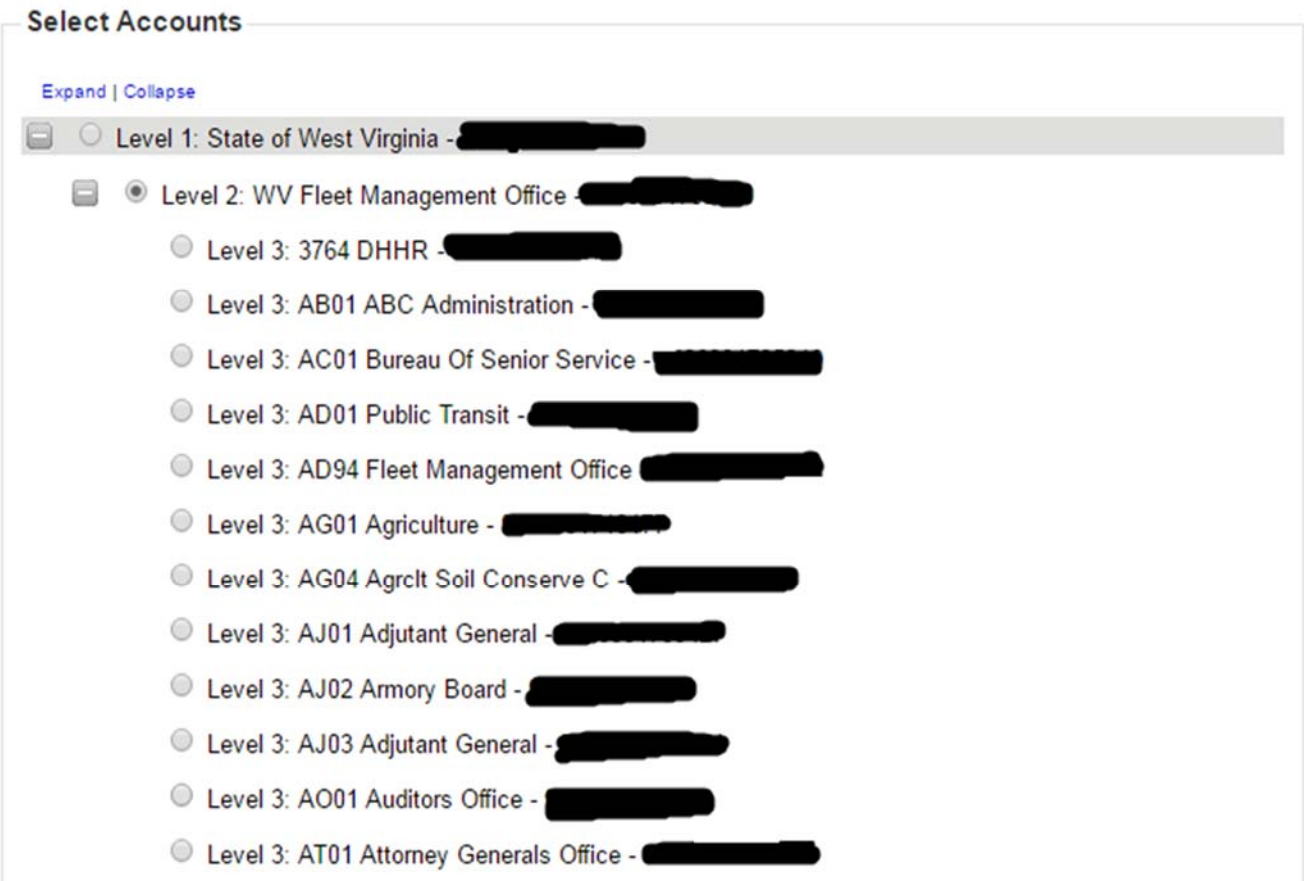
Transaction Details Report

This report will give you all transactions that match your filter selections

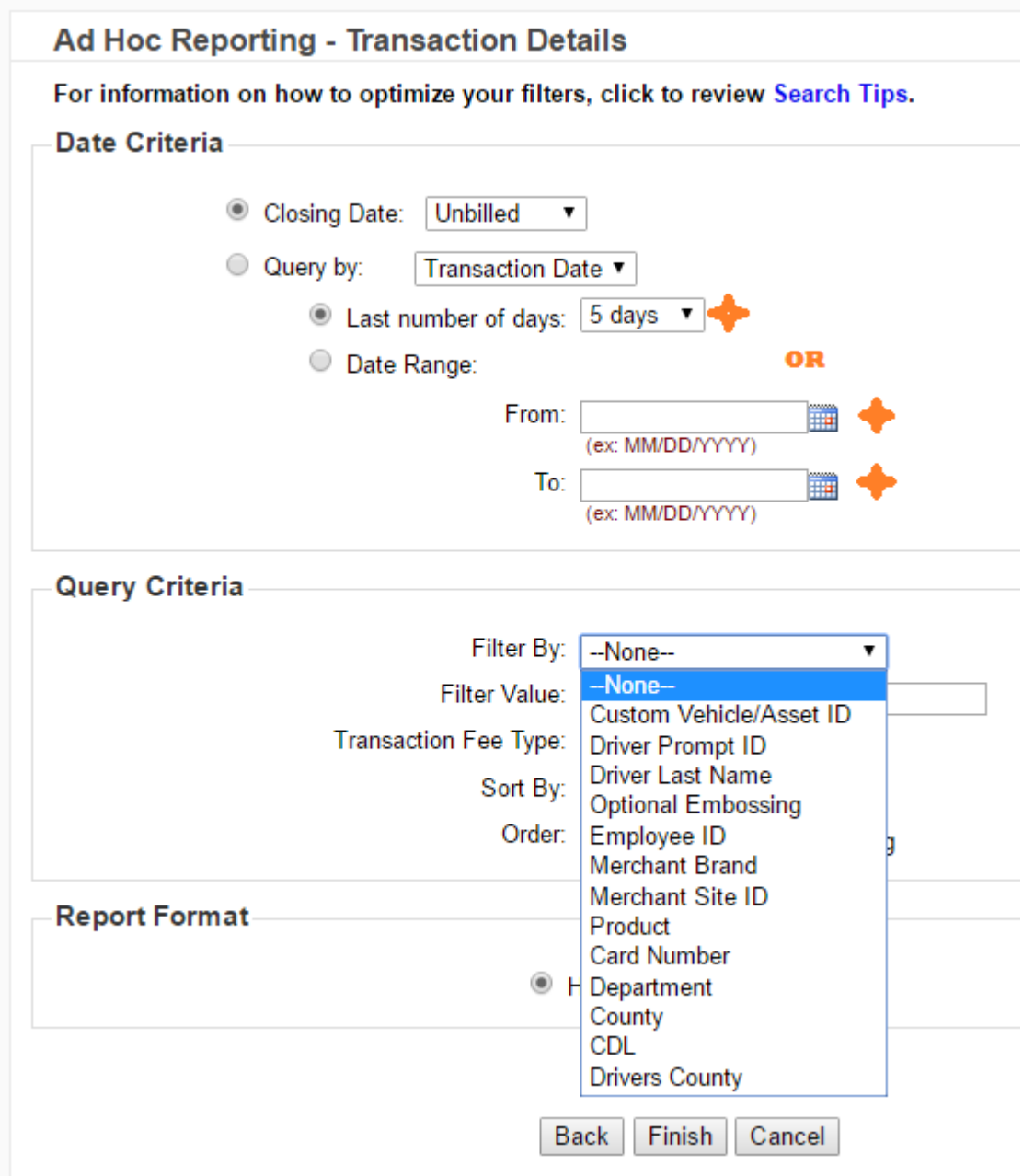
Step 1: Click on the Reports Tab, and then click on Ad Hoc Reports.

Step 2: Click on Transaction Details.

Step 3: Select the hierarchy level/account for which you would like to generate the transaction report. For example, if your agency has more than one account like DHHR, you could choose your parent account, (DHHR Primary) and all the lower level accounts under the parent account will be included on the report. Scroll down and click "Next" at the bottom of the page.



Step 4: After clicking "Next", the Transaction Details filter page will appear.



Date Criteria: Usually I don't search by the Closing Date, so I skip over it. The Closing Date option allows you to filter by a specific closing date. (eg. 04/30/2016, 03/31/2016, etc). I also leave the next option, Query by: Transaction Date. The other filter is by Posted Dated which for most reports, doesn't matter. You may also select the "Last number of days" filter which provides a few day ranges from 5 day up to 90 days. I usually select the "Date Range" option and put in the time frame that I wish to review.

Query Criteria: This is where you will narrow down the data that you are looking for. "Filter By" allows you to filter for a specific card, driver's last name, driver's pin number, type of product (gas,

diesel, other, etc), the merchant brand, county purchased, or the driver's county (if you choose to fill out that part on the driver ID set up). This first filter will set up the rest of the filters you will need to select under this section, with the exception of the Transaction Fee Type: My suggestion is to leave this one blank.

Report Format: Select Excel and click on the "Finish" button. The "Back" button will take you back to the account selection page. The report gathering process may take a minute to a few minutes, depending on what criteria the user filtered.

Transaction Summary Report

This report will give you a summary of all the transactions that match the filter selections.

Step 1: Click on the Reports Tab, and then click on Ad Hoc Reports.

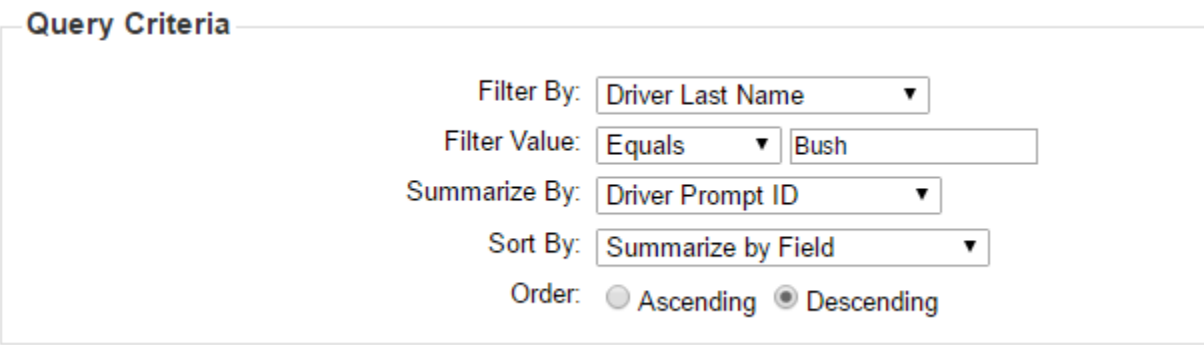
Step 2: Click on Transaction Summary.

Step 3: Select the hierarchy level/account for which you would like to generate the transaction report. For example, if your agency has more than one account like DHHR, you could choose your parent account, (DHHR Primary) and all the lower level accounts under the parent account will be included on the report. Scroll down and click "Next" at the bottom of the page.

Step 4: After clicking "Next", the Transaction Summary filter page will appear and will look exactly like the Transaction Details filter page.

Date Criteria: Usually I don't search by the Closing Date, so I skip over it. The Closing Date option allows you to filter by a specific closing date. (eg. 04/30/2016, 03/31/2016, etc). I also leave the next option, Query by: Transaction Date. The other filter is by Posted Dated which for most reports, doesn't matter. You may also select the "Last number of days" filter which provides a few day ranges from 5 day up to 90 days. I usually select the "Date Range" option and put in the time frame that I wish to review.

Query Criteria: This is where you will narrow down the data that you are looking for. "Filter By" allows you to filter for a specific card, driver's last name, driver's pin number, type of product (gas, diesel, other, etc), the merchant brand, county purchased, or the driver's county (if you choose to fill out that part on the driver ID set up). In the example I used below, I filtered by the driver's last name, made it equal to Bush, and had the report summarize by the driver prompt ID. The report pulled all transactions by everyone with the last name of Bush in my account selections and summarized the total purchases by each driver prompt ID (pin). Since everyone has the last name of Bush, the report was listed by the driver prompt ID number.



Report Format: Select Excel and click on the "Finish" button. The "Back" button will take you back to the account selection page. The report gathering process may take a minute to a few minutes, depending on what criteria the user filtered.

Exceptions

This report will give you all exceptions of all the transactions that match the filter selections.

Step 1: Click on the Reports Tab, and then click on Ad Hoc Reports.

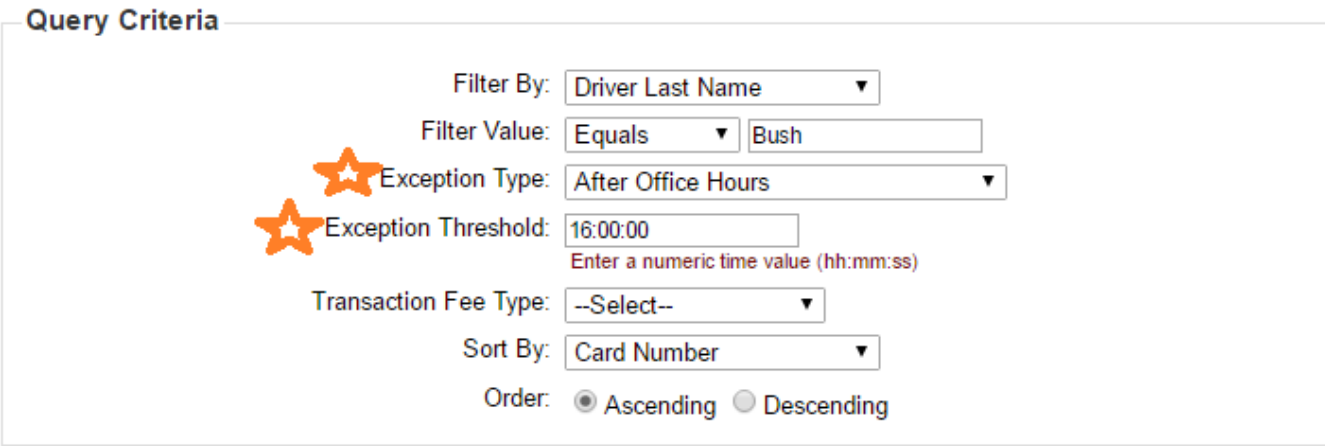
Step 2: Click on Exceptions.

Step 3: Select the hierarchy level/account for which you would like to generate the transaction report. For example, if your agency has more than one account like DHHR, you could choose your parent account, (DHHR Primary) and all the lower level accounts under the parent account will be included on the report. Scroll down and click "Next" at the bottom of the page.

Step 4: After clicking "Next", the Exceptions filter page will appear and will look exactly like the Transaction Details Filter page.

Date Criteria: Usually I don't search by the Closing Date, so I skip over it. The Closing Date option allows you to filter by a specific closing date. (eg. 04/30/2016, 03/31/2016, etc). I also leave the next option, Query by: Transaction Date. The other filter is by Posted Dated which for most reports, doesn't matter. You may also select the "Last number of days" filter which provides a few day ranges from 5 day up to 90 days. I usually select the "Date Range" option and put in the time frame that I wish to review.

Query Criteria: This is where you will narrow down the data that you are looking for. The only two required fields that MUST be filtered are Exception Type and Exception Threshold. Exception Type is where you can filter by after office hours, weekends, fuel quantity, grade of fuel, postal codes, tank capacity, dollar amount, multiple daily purchases, and manual (in-store) purchases. The Exception Threshold will change criteria depending on the filter used in the Exception Type. With this report I would also suggest leaving the Transaction Fee Type blank.



In the Exceptions Filter example that I used above, I choose to look at "After Office Hours" usage. (**Please note that if you use the After Office Hours you must use time on a 24 hour clock. EG. 1:00 PM is 13:00:00 / 4:30 PM is 16:30:00). I decided to filter my report to all drivers with the last name of Bush, but you don't have to use these two filters unless you wanted to narrow down your search more. The report for my example pulled all transaction details about every purchase made by anyone after 4:00 pm with the last name of Bush during the time frame I chose in the Date Criteria.

Report Format: Select Excel and click on the "Finish" button. The "Back" button will take you back to the account selection page. The report gathering process may take a minute to a few minutes, depending on what criteria you filtered.