

Using the Fuel Card Transactions Report

Link: <https://help.responsiblefleet.com/docs/about-reports/using-the-fuel-card-transactions-report/> Last Updated: April 11th, 2016

Show fuel card purchases for your fleet to help identify fuel card fraud. (**Fuel card customers only.**) Displays all fuel card transactions in the order they occurred with no grouping of Filter by vehicle/group, date, and attribute (multiple). Optionally include exceptions and nearby vehicles.

Report Details

A transaction is deemed as Verified if there was a GPS location data point that was within .5 miles of the gas station displayed in the report on the same day of the transaction. The gallons will also indicate how much fuel was pumped or if the transaction was used for something other than fuel (denoted as “Other”). Any capacity value of more than 100% may also indicate fuel slippage if the driver pumped more than the **vehicle’s registered fuel capacity**. Finally, the time value may also indicate a warning icon if the time of the pump reports something different than the fuel card reported.

Fuel Card Transactions Overview »

Total Transactions18

Show TransactionsAll

Total Gallons Purchased284,674 gallons

Average Cost Per Gallon\$2.00

Total Dollars Spent\$570.22

Vehicle GroupALL VEHICLES (124 vehicles)

Vehicles Shown4 of 124 (3%)

Report Time PeriodJan 1 12:00 AM to Jan 31 11:59 PM

Report CreatedFebruary 18, 2016 3:28:14 PM

Export Data

Google Earth

Browser Map

Schedule This

Email Report

Location

Did someone lend this card for unauthorized usage?

Fuel Card Transactions Report »

Vehicle Group: ALL VEHICLES

Vehicle	Driver	Date	Time	Card	Fuel Card Name	Gallons	Capacity	Fuel Level Before	Fuel Level After	CPG	Cost	Site	Address	Pump Odometer	GPS Odometer	Location
TT1800/3000 - Maricopa FORD RAPTOR	not set	Mon, Jan 04, 2016	8:05 AM	WEX	ADAM VARNER	14,509 gallons UNLEADED	not set	N/A	N/A	\$1.90	\$27.55	CHEVRON 0208093 CHVRNWF	5151 East McKellips, Mesa, AZ 852150000	62,110	0	Vehicle Not Found
Scion GPSI SCION	not set	Mon, Jan 04, 2016	8:05 AM	WEX	TRENT ANDERSON	11,750 gallons UNLEADED	83%	N/A	N/A	\$1.90	\$22.31	QUIKTRIP 0486 QUIKTRIP	726 S Gilbert Rd, Gilbert, AZ 85296	8,480	8,482	Verified
TT1800/3000 - Maricopa FORD RAPTOR	not set	Mon, Jan 04, 2016	8:05 AM	WEX	ADAM VARNER	21,548 gallons UNLEADED	63%	N/A	N/A	\$1.90	\$40.92	CHEVRON 0208093 CHVRNWF	5151 East McKellips, Mesa, AZ 852150000	62,316	0	Vehicle was 23.1 miles away.
AL 3900e AL INSTALL	not set	Thu, Jan 07, 2016	8:42 AM	WEX	ADAM VARNER	14,443 gallons UNLEADED	not set	N/A	N/A	\$1.91	\$25.25	CIRCLE K - 06671 CIRCLE K	CTI 1*	188,367	197,278	Verified
AL 3900e AL INSTALL	not set	Thu, Jan 07, 2016	6:50 PM	WEX	DABABNEH AL	11,915 gallons UNLEADED	not set	N/A	N/A	\$2.40	\$34.65	CHEVRON 0213231 CHVRNWF	ShopCenter	123,418	197,317	Verified
Scion GPSI SCION	Anderson, Trent 927	Mon, Jan 11, 2016	3:35 PM	WEX	TRENT ANDERSON	OTHER	not set	N/A	N/A	N/A	\$20.19	QUIKTRIP 0486 QUIKTRIP	726 S Gilbert Rd, Gilbert, AZ 85296	8,729	8,733	Verified
AL 3900e AL INSTALL	not set	Wed, Jan 13, 2016	8:39 AM	WEX	DABABNEH AL	11,915 gallons UNLEADED	not set	N/A	N/A	\$1.91	\$22.75	CIRCLE K - 06671 CIRCLE K	CTI 1*	188,680	197,543	Verified
TT1800/3000 - Maricopa FORD RAPTOR	not set	Mon, Jan 18, 2016	6:19 PM	WEX	ADAM VARNER	21,191 gallons UNLEADED	not set	N/A	N/A	\$1.90	\$40.24	CHEVRON 0208093 CHVRNWF	5151 East McKellips, Mesa, AZ 852150000	62,879	0	Vehicle Not Found
Scion GPSI SCION	Anderson, Trent 927	Mon, Jan 18, 2016	6:19 PM	WEX	ADAM VARNER	8,947 gallons UNLEADED	63%	N/A	N/A	\$1.90	\$16.99	QUIKTRIP 0486 QUIKTRIP	726 S Gilbert Rd, Gilbert, AZ 85296	8,932	8,939	Verified
TT1800/3000 - Maricopa FORD RAPTOR	not set	Mon, Jan 18, 2016	6:19 PM	WEX	ADAM VARNER	21,422 gallons UNLEADED	not set	N/A	N/A	\$2.40	\$34.65	CIRCLE K - 05915 CIRCLE K	20721 N Scottsdale R, Scottsdale, AZ 852556453	63,153	0	Vehicle Not Found
AL 3900e AL INSTALL	not set	Wed, Jan 20, 2016	8:40 AM	WEX	DABABNEH AL	12,704 gallons UNLEADED	not set	N/A	N/A	\$1.90	\$24.52	CIRCLE K - 06671 CIRCLE K	CTI 1*	189,024	197,833	Verified
Scion GPSI SCION	Anderson, Trent 927	Thu, Jan 21, 2016	3:01 PM	WEX	TRENT ANDERSON	11,556 gallons UNLEADED	82%	N/A	N/A	\$1.90	\$21.99	QUIKTRIP 0486 QUIKTRIP	726 S Gilbert Rd, Gilbert, AZ 85296	9,195	9,205	Verified

Report Nuances

The following nuances might occur with this report and the steps to resolve them:

- Transactions consistently not verified for a fuel pump location.
- Pump versus transaction time are consistently different from one another.
- Multiple fuel cards reporting under one vehicle.



Location Not Verified

The Location column on the report indicates the vehicle’s closest location point to the Fuel Site the day of the transaction. A location with .5 miles is considered within the acceptable range (indicated as “Verified”). If a vehicle’s location falls outside of the acceptable range, its status will indicate the distance it was away from the Fuel Site. This notation may indicate fraud; however, it might also indicate that the Fuel Site’s address is slightly

off.

► To correct a Fuel Site address:

1. Within the report, identify the fuel pump location that does not verify with a consistent “miles away” distance.
2. Click the site name to open the Edit Fuel Card Sites page.

<u>CIRCLE K - 05915</u> 	Grayhawk* 	2,689	767	Vehicle was 1.0 miles away.
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1. Click the Satellite button on the map.
2. Find the correct location of the site, and move the pin to that location on the map.



1. Click **Save**.
2. Re-run the report using the same parameters, and verify that the location in question now shows as “Verified.”

Pump Transaction Time

If there is consistently a two hour discrepancy warning for a given fuel pump location but the location is consistently verified, it could be an indication that the information extracted from the pump is incorrect. Fuel times can also be mis-matched due to time zone changes or the time zone preference for a customer.


Multiple Transaction Cards Reporting to One Vehicle

If your account reports two fuel cards under one vehicle, it may be caused if the fuel card is updated with a new card number. (Please note that this situation is rare; we match fuel cards with the registered vehicles at the time of setup.)

► To re-assign a fuel card:

1. From the portal, hover over the **Account** menu, click **Manage Vehicles**, and click **Update fuel card vehicles and sites**.

The Manage Fuel Card Sites page opens in a new browser tab.

1. In the Fuel Card Vehicles grid, select the **Show Matched** check box, and click **Filter** to help locate the fuel card vehicle in question (or search by vehicle name).
2. Next to the fuel card vehicle, click **Match to vehicle in your fleet** (fuel card icon ).
3. In the Match Fuel Card window, click the **Vehicle** drop-down, and choose the correct vehicle that corresponds to the selected Fuel Card Vehicle data.



Note. The vehicle you choose MUST have a VIN that matches the VIN shown in the Fuel Card Vehicle data. If you are unsure which vehicle to choose based on the vehicle name, open the Manage Vehicles and Groups page (Account > Manage Vehicles > Open), and view all vehicles (including VIN).

1. Click **Match**.