

# Wright Express Fuel Card WEXOnline System Overview

January 6, 2010

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WEXOnline URL: [https://go.wexonline.com/online/public\\_gotoLogin.do](https://go.wexonline.com/online/public_gotoLogin.do)

## WEXOnline Features

- Account Maintenance
- Flexible Querying
- View & Print Invoices
- View Transaction Details
- Establish and View Purchase Alerts through Flexible Exception Reports Feature
- Manage Purchase Controls through Authorization Profiles
- Station Site Directory
- Fuel Price Mapping

## Standard Reports (helpful for invoice processing)

- Purchase Activity Report – purchases by card
- Financial Summary – Summary of purchases by product category
- Site Summary – purchases by station location

## Online WebEx training

Secure fleet website: <http://oa.mo.gov/gs/fm/fleetmacdata/index.htm>

Userid: fleetmac

Password: fleet63

- WEXOnline User's Manual
- WEXOnline Invoice Training
- Creating Authorization Controls
- Editing an Authorization Profile
- Adding Cards and Modifying Default Shipping Info
- View and Modify Cards
- View and Add Drivers
- Standard Reports
- Adhoc Reporting
- Flexible Exception Reporting
- Custom Reports
- Adding and Managing WexOnline Users



# Invoice Statement

INVOICE NUMBER: 21765582  
 ACCOUNT NAME: O A Carpool

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ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0496-00-129785-2	17,150.00	31	DEC-31-2009	JAN-26-2010	6,626.71

DATE	ACTIVITY DESCRIPTION	CHARGES/DEBITS	PAYMENTS/CREDITS
DEC-23-2009	PAYMENT - THANK YOU		7,366.45
DEC-31-2009	FUEL PURCHASES	6,643.94	
DEC-31-2009	OTHER PURCHASES		17.23
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>REMINDER</b>            REMINDER PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.</p> </div>			

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

PREVIOUS BALANCE	(-)PAYMENTS	(+)PURCHASES	(+)DEBITS	(-)CREDITS	(+)LATE FEE	(=)NEW BALANCE
7,366.45	7,366.45	6,626.71	0.00	0.00	0.00	6,626.71

FEDERAL TAX ID: 841425616

The Late Fee is determined by applying a monthly rate of	Which is an EFFECTIVE ANNUAL RATE of	To the balance subject to late fee for this period which is
0.00 %	0.00 %	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	O A Carpool
ACCOUNT NUMBER	0496-00-129785-2
INVOICE NUMBER	21765582
BILL CLOSING DATE	DEC-31-2009
AMOUNT DUE	6,626.71
AMOUNT ENCLOSED	
PAYMENT DUE DATE	JAN-26-2010

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES.

**WEX Fleet Universal**

FAX CHANGE OF ADDRESS REQUEST TO 1-800-395-0809.  
 Make check payable to: FLEET SERVICES.  
 Use enclosed envelope or send to:



FLEET SERVICES  
 P.O. BOX 6293  
 CAROL STREAM IL 60197-6293



# Purchase Activity Report

ULTIMATE PARENT ACCOUNT:  
State of Missouri

REPORT FOR:  
O A Carpool  
0496-00-129785-2  
DEC-01-2009 TO DEC-31-2009

CARD NUMBER	CARD EMBOSSSING	VEHICLE / ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN										
0036	330037M	104772		330037M (MO)	1FTHF26H9SNB52214										
DATE	TIME	SITE ADDRESS	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX	EXC. CODES
DEC-01	12:54	PREVIOUS ODOMETER	M Driver	OP	32,593	UNL	6.546	2,499	16.36			1.20-	15.16	1.11-	
DEC-02	11:42	602 E Broadw Ashl MO	M Driver	OP	15,000	UNL	6.825	2,499	17.06			1.25-	15.81	1.16-	
DEC-07	12:51	901 Highway Collu MO	O Carpool	IP	32,921	E85	4.256	2,159	9.19			0.78-	8.41	0.72-	
DEC-10	12:50	800 N Main S Silke MO	O Carpool	IP	33,025	E85	11,500	2,459	28.28			2.10-	26.18	1.96-	
DEC-11	14:59	1906 N Bisho Roll MO	O Carpool	OP	33,444	UNL	12,972	2,429	31.51			2.37-	29.14	2.21-	
DEC-15	16:36	602 E Broadw Ashl MO	O Carpool	OP	33,875	UNL	8,940	2,379	21.27			1.64-	19.63	1.52-	
DEC-17	14:33	21340 S Moun Hart MO	M Driver	OP	15,000	UNL	5,757	2,369	13.64			1.05-	12.59	0.98-	
DEC-22	11:38	8314 Liberty Jeff MO	O Carpool	OP	34,347	E85	12,391	2,179	27.00			2.27-	24.73	2.11-	
DEC-23	16:04	6050 E Highw Collu MO	M Driver	OP	34,520	UNL	7,193	2,399	17.26			1.32-	15.94	1.22-	
DEC-28	16:51	701 Eastland Jeff MO	O Carpool	OP	32,562	UNL	11,012	2,499	27.52			2.02-	25.50	1.87-	
DEC-29	15:16	Hwy 54 S & I King MO	M Driver	OP	1,234	UNL	7,607	2,499	19.01			1.39-	17.62	1.29-	
PERIOD TOTALS					94,999		179,985		228.10			17.39-	210.71	16.15-	
YTD TOTALS					*****		426.60		*****			33.68-	392.92	30.60-	
PERIOD AVERAGE: PPG					*****		*****		*****			*****	*****	*****	
YTD AVERAGE: PPG					*****		*****		*****			*****	*****	*****	

\*\*\*\*\* TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE MILEAGE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.

TRANSACTION CODES:  
OP = Outdoor Payment Terminal  
IP = Indoor Payment Terminal

