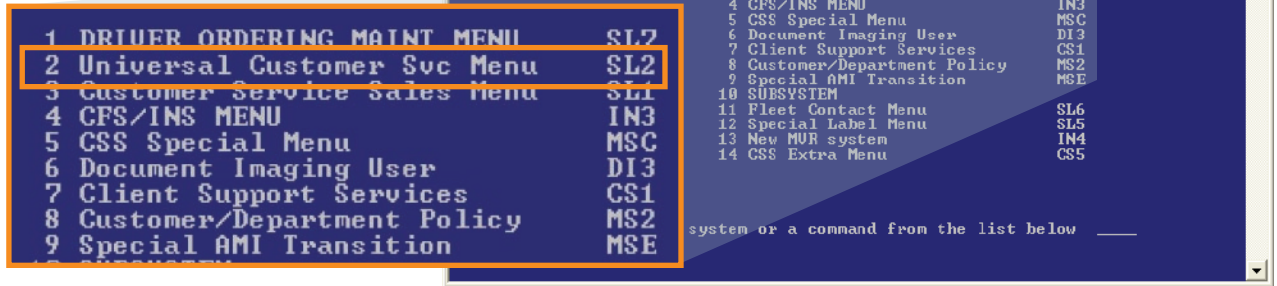




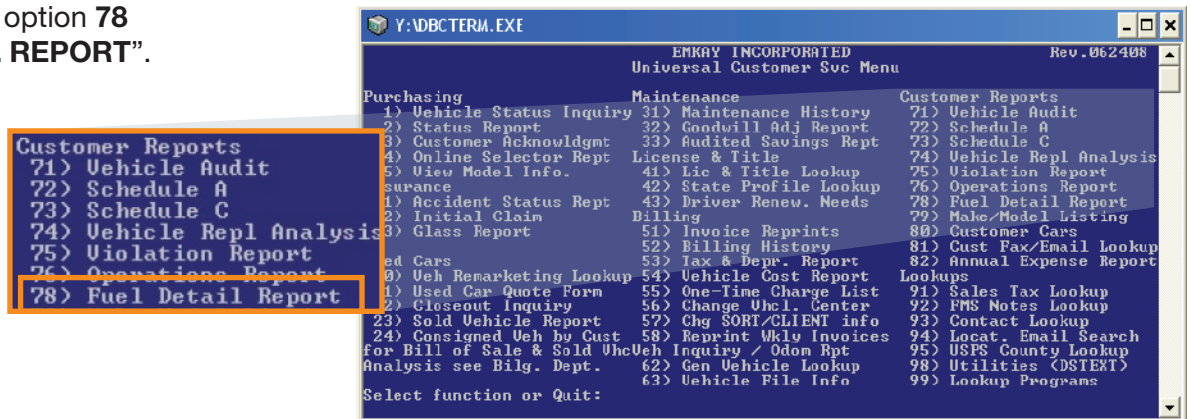
HOW TO PULL A FUEL DETAIL REPORT

HOW TO PULL A FUEL DETAIL REPORT

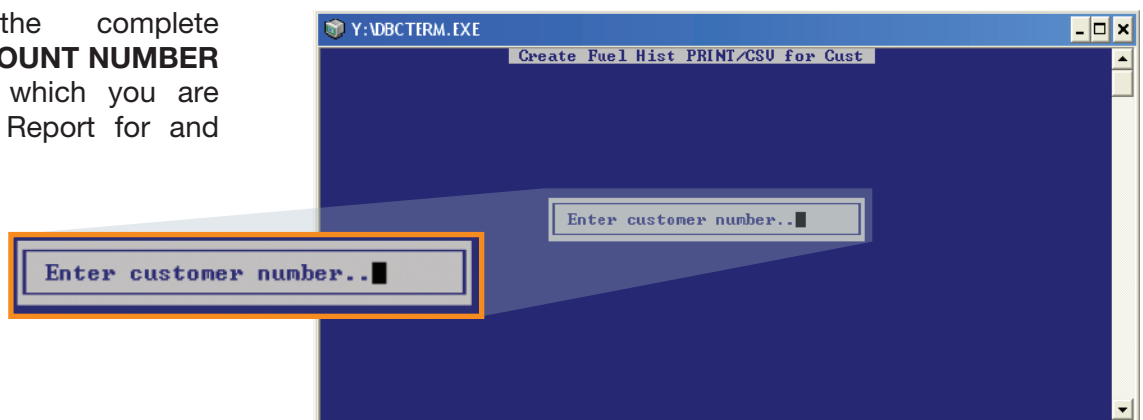
1 From the Main Menu **SELECT** "UNIVERSAL CUSTOMER SVC MENU SL2".



2 Then, **SELECT** option 78 "FUEL DETAIL REPORT".

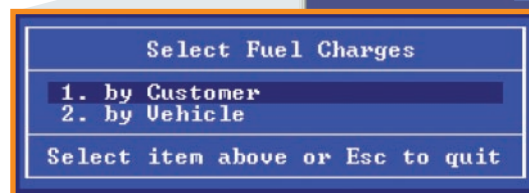


3 Next, input the complete **CUSTOMER ACCOUNT NUMBER** for the client in which you are running the Fuel Report for and press <ENTER>.



HOW TO PULL A FUEL DETAIL REPORT

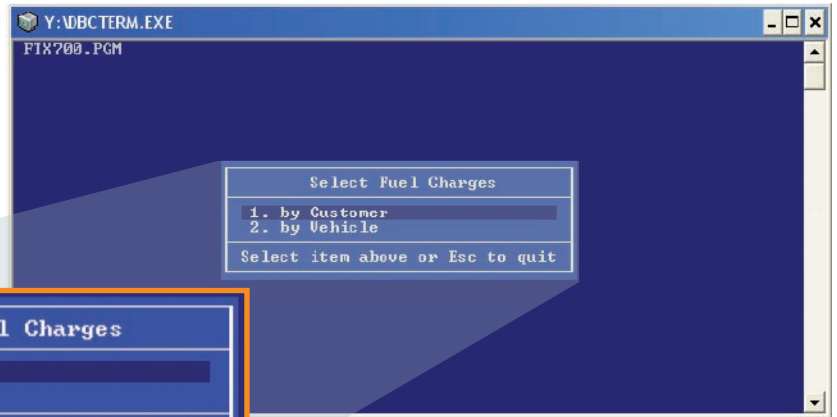
- 4** A box will then appear showing you two options in which you can choose to pull a Fuel Report by. Choose either **"BY CUSTOMER"** (for all active units under the account) or **"BY VEHICLE"** (for an individual vehicle within that account). Once you have chosen the appropriate selection press **<ENTER>**.



Select Fuel Charges

1. by Customer
2. by Vehicle

Select item above or Esc to quit



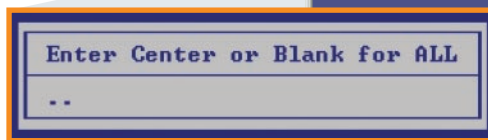
Y:\DBCTERM.EXE
FTX700.PGM

Select Fuel Charges

1. by Customer
2. by Vehicle

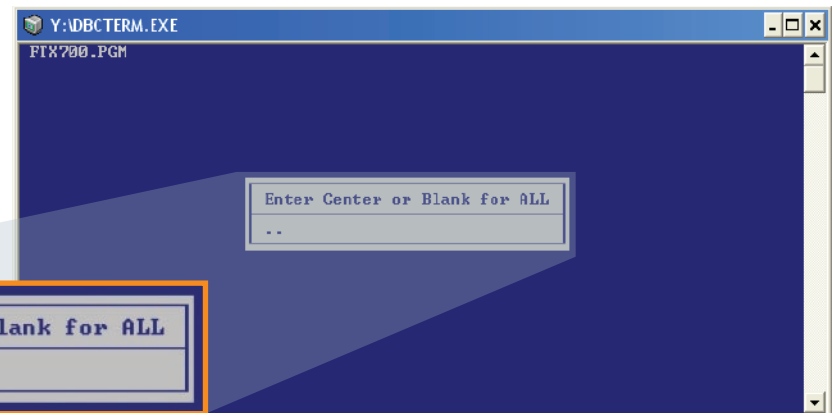
Select item above or Esc to quit

- 5** If you have chosen to run the Fuel Detail Report **"BY CUSTOMER"** you will next have the option to **ENTER A CENTER** (to pull fuel data only for vehicles in the specific center entered) or leave this field **BLANK** (to pull fuel data for the customer's entire active fleet). Hit **<ENTER>** **ONCE** the appropriate selection has been made.



Enter Center or Blank for ALL

..



Y:\DBCTERM.EXE
FTX700.PGM

Enter Center or Blank for ALL

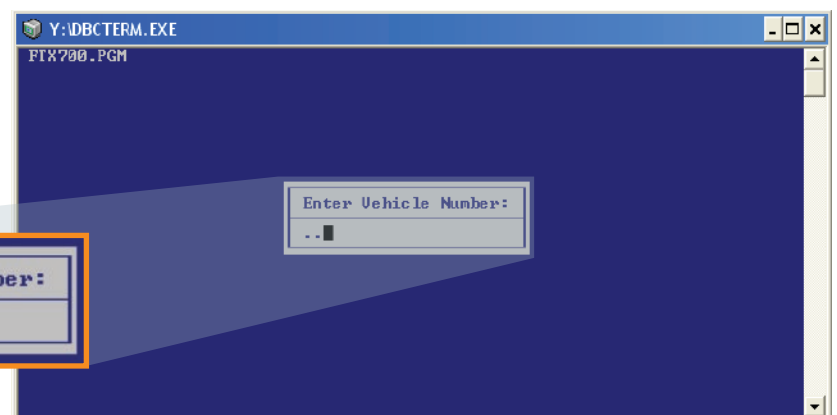
..

- 6** OR- If you have chosen to run the Fuel Detail Report **"BY VEHICLE"** you would input the individual **VEHICLE NUMBER** in the next screen and hit **<ENTER>**.



Enter Vehicle Number:

..



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FTX700.PGM

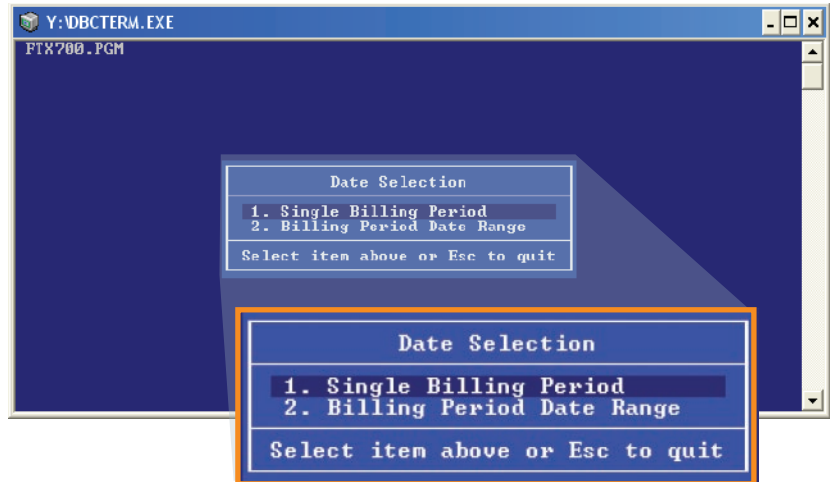
Enter Vehicle Number:

..

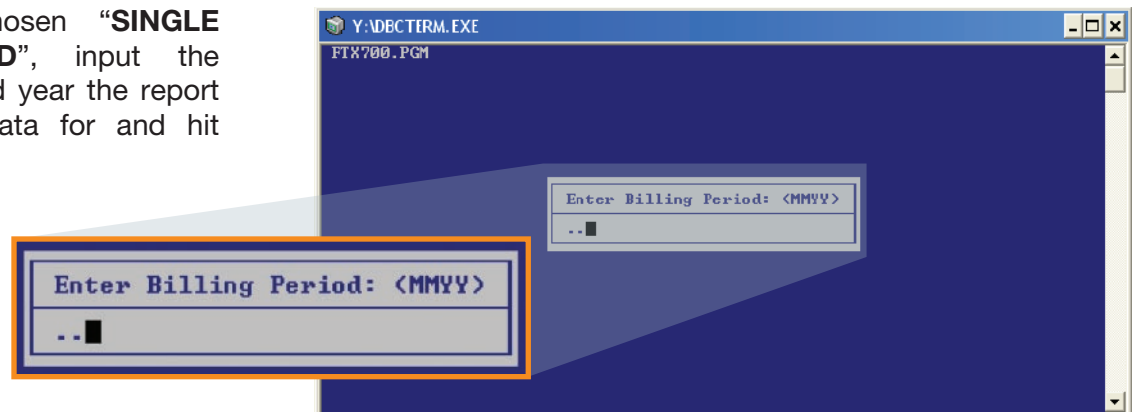
HOW TO PULL A FUEL DETAIL REPORT



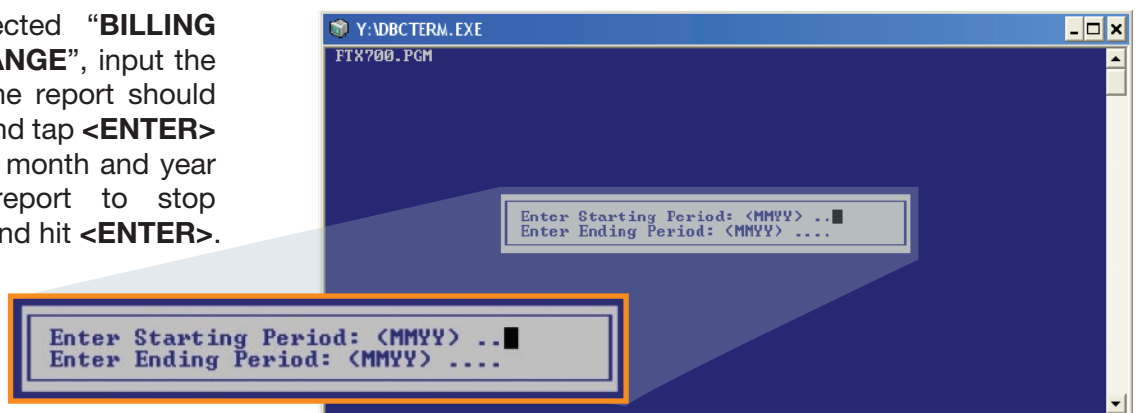
After you have finished setting the parameters for the data in which you wish to pull, select the time period you want the data pulled for. You can choose from “**SINGLE BILLING PERIOD**” which will allow you to choose a single month in which to pull the data from. Or, you can select “**BILLING PERIOD DATE RANGE**”, this option will allow you to pull data from a specific time period which can span several months or years.



If you have chosen “**SINGLE BILLING PERIOD**”, input the desired month and year the report should capture data for and hit <ENTER>.

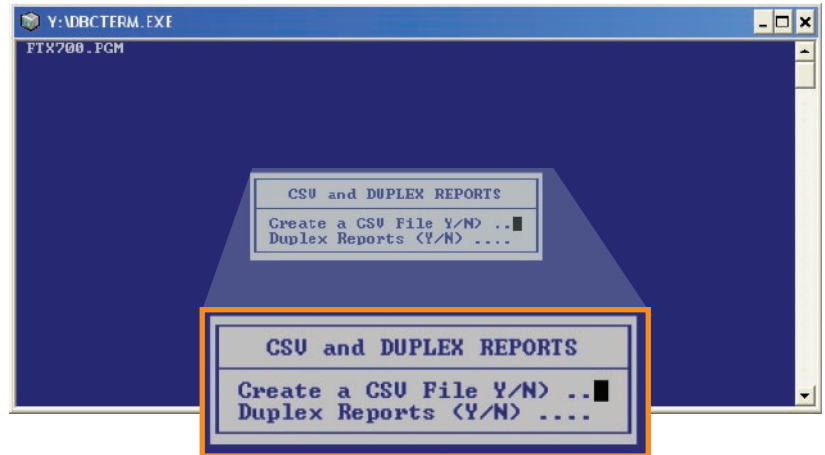


If you have selected “**BILLING PERIOD DATE RANGE**”, input the month and year the report should start pulling data and tap <ENTER> and then input the month and year you want the report to stop capturing data at and hit <ENTER>.

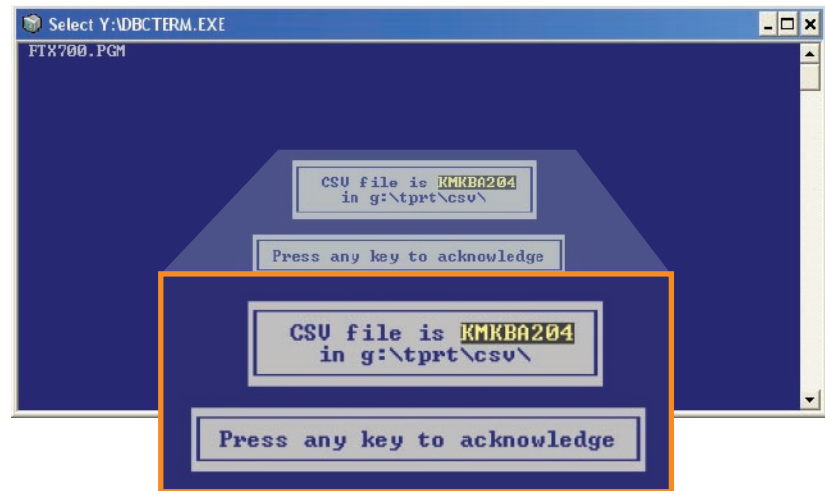


HOW TO PULL A FUEL DETAIL REPORT

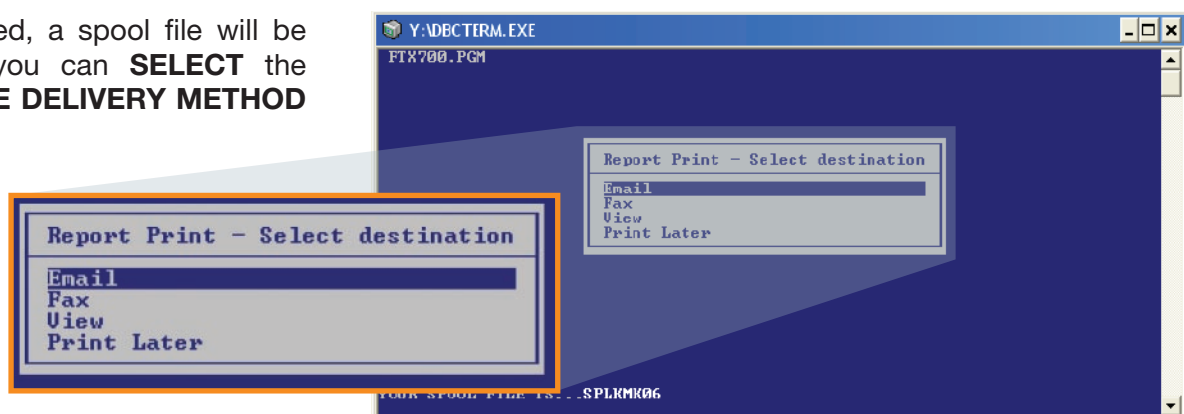
10 The next prompt will offer options for choosing to **CREATE A CSV FILE** (*if the report is needed in Excel choose "Y") and/or **CREATE DUPLEX REPORTS** (if you want the PDF to print double sided choose "Y"). If "N" is chosen for both, a standard PDF report will be created. Tap **<ENTER>** **ONCE** you have **SELECTED Y** or **N** for both.



11 *If "Y" is chosen to create a CSV, the screen will appear. Copy the CSV file name provided on the next screen so you can locate the file in G:\tptr\csv\ which will allow you to create an excel version of the report. When finished **PRESS ANY KEY** to move on.



12 Once completed, a spool file will be created and you can **SELECT** the **APPROPRIATE DELIVERY METHOD** for your report:



NOTES