



FLEET CARD RECONCILIATION AND DOCUMENT SUBMISSION PROCEDURE

MONTHLY TRANSACTION VEHICLE REPORTS WITH FUEL AND MAINTENANCE RECEIPTS

The purpose of the reconciliation process is to ensure accuracy of the charges between the receipts and Transactions by Vehicle reports, and that no restricted items are being purchased.

Driver Responsibilities

1. Driver gets fuel, maintenance, or repairs done.
2. Driver retains all fuel, maintenance and repair receipts until the end of the month when the receipts are given to the Fleet Coordinator.

Fuel receipt →

W BROAD DUCHESS
 30 DUCHESS 258
 1120 W BROAD ST
 COLUMBUS, OH
 43226
 32-448
 01/23/2015 1:06:55 PM
 02:12:35 PM
 PUMP# 11
 REF: AR 12.5673
 RECEIPT# 81.633
 FUEL TOTAL \$ 22.23
 Total \$ 22.23
 CREDIT \$ 22.23
 VOYAGER
 Auth #: 484587
 Odometer: 55828
 Ref: 8755015
 Resp Code: 002
 Term ID: 02011
 Stan: 0244113422
 SITE ID: 8854201
 THANK YOU! COME AGAIN!

Maintenance receipt →

Jim Keim Ford, Inc.
 5575 Keim Circle
 Columbus, OH 43228
 Telephone: (614) 888-3333
 Toll Free: 1-800-761-KEIM (5346)

SERVICE DEPARTMENT HOURS
 Monday - Thursday 7:30 a.m. - 9:00 p.m.
 Friday 7:30 a.m. - 8:00 p.m.
 Saturday 8:00 a.m. - 4:00 p.m.

R/O Open Date 2/10/15 R/O Number 6163287/2
 R/O Close Date 2/17/15 Status Pre-Invoice
 Mileage In 43030 Mileage Out 43030
 Service Advisor / Tag # Todd Parsley/121
 Vehicle Identification Number 1FAHP3F22CL156557
 Work Phone
 State of Ohio Dept of Administ 4200 SURFACE RD COLUMBUS, OH 43214
 Main Phone 614-466-6591
 Delivery Date In-Service Date
 Year Make Model Body Color License Number
 2012 FORD FOCUS 4DR SDN SE WHITE 32653

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
Work performed by Tom Walters (813)	42.00
Installed 9004 33445 :215/55R16	4@88.97 = 355.88
Installed TTAX :OHIO TIRE TAX	4@1.11 = 4.44
Hazardous Materials Charge	4.00
Sub Total: 406.32	
#7 * 401: 4 WHEEL ALIGNMENT Work performed by Tom Walters (813)	69.95
Sub Total: 69.95	
#8 * GBATT: GOOD BATTERY Corrected by GOOD BATTERY Work performed by Tom Walters (813)	.00
Sub Total: .00	
#9 * GTIRE: TIRES CHECKED AND OK Corrected by TIRES CHECKED AND OK Work performed by Tom Walters (813)	.00
Sub Total: .00	
#10 * GBK: BRAKES CHECKED AND OK Corrected by BRAKES CHECKED AND OK Work performed by Tom Walters (813)	.00
Sub Total: .00	
#11 *Customer Reports: PO NUMBER 58142721 Sub Total: .00	
LABOR	280.70
PARTS	360.32
DEDUCTIBLE	.00
SUBLET	.00
SHOP SUPPLIES	.00
HAZARDOUS MATERIALS	4.00
SALES TAX OR TAX I.D. XXXXXXX4820	.00
SPECIAL ORDER DEPOSIT	.00
DISCOUNTS	.00
TOTAL DUE	645.02

DISCLAIMER OF WARRANTIES: Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any restriction contained herein does not apply where prohibited by law.

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

ODOT fuel receipt ↙

EM-1
Rev. 7-08

STATE OF OHIO
DEPARTMENT OF TRANSPORTATION
GASOLINE AND OIL TICKET

License No. 12-494 Make FORD Mileage 47717

Received of Transportation Dist. No. 8 Unit Price Net

County HAMILTON Gas 11.4 gal. \$ 27.23

Address 1107 Summit RD Oil qts. \$ \$

Date 4/2/19 Total Amount \$

Received by OFF. PULLER Dispenser 1

Dept. worked for SBA Ticket No.

Dept. or Bureau to be invoiced

White with Vendor — Yellow with Invoice — Pink with Driver

Fleet Coordinator OR Assigned Designee Responsibilities

1. Fleet Coordinator will collect the receipts from the driver at the end of each month.
2. All receipts are taped to a sheet of paper with as many receipts as possible to a sheet of paper. Between the 3rd and 5th business day of the month, the Fleet Coordinator or Assigned Designee will run the Voyager Vehicle Transaction Report.
3. Fleet Coordinator or Assigned Designee compares the Voyager Transactions by Vehicle Report to the receipts to ensure all receipts have been received.

See Appendix D for instructions on how to generate a Voyager Transactions by Vehicle Report.

32-1798

STORE 213
3600 Interchange Road
Columbus, OH 43204
(614) 328-2056
09/23/2019

SALE
Transaction #: 98984219

Qty	Name	Price	Total
1	Regular Unleaded	25.44	25.44
	Pump:		
	Gallons:	9.678	
	Price / Gal:	2.629	
Subtotal			25.44
Sales Tax			0.00
Total			25.44

Received:
VOYAGER 25.44
XXXXXXXXXXXXXXXXXXXX3073 SWIPED
Approved
Auth #: 881915

Odometer: 9888
TruckingCompany/STATE OF OHIO

Pos: 1 Clerk: 1324 09/23/2019 15:04:16
ORIGINAL RECEIPT

1798

WELCOME
8584712188
1538 WEST BROAD
COLUMBUS OH
43222

DATE 09/18/19 15:58
TRANS 0879454
PUMP# 87
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 9.687
PRICE/G: \$ 2.499
FUEL SALE \$ 17.48
CREDIT \$17.48

VOYAGER
*****3873
Entry Method: SWIPED
Auth #: 353835
Odometer: 9489
Resp Code:
Stn#: 87191551151
Invoice #: 34857
SITE ID: 858587
TERMINAL ID: 883

THANK YOU
HAVE A NICE DAY

Jim Keim Ford, Inc.
3275 Worn Circle
Columbus, OH 43228
Telephone: (614) 888-3333
Toll Free: 1-800-781-KEIM (5340)

8/19/14 6153452/2
9/23/14 P/B-INVOICE
1798
1798
Todd Pateley/213
614-466-9811
614-466-6611

STATE OF OHIO DEPT OF ADMINIST
4200 SURFACE RD
COLUMBUS, OH 43214

Year	Make	Model	Color	License Number
2012	FORD	FOCUS	4DR BDN SE	WHITE 32653

DESCRIPTION OF SERVICE AND PARTS

VEHICLE OPERATING BY: 1959

Sub Total: .00

Please Note: LEFT MESSAGE VEHICLE READY 7 41AM ON 8-21-14TP

DESCRIPTION	AMOUNT
LABOR	70.00
PARTS	.00
DISCOUNT	.00
SUBLET	.00
SALE TAXES	.00
HAZARDOUS MATERIALS	.00
SALES TAX OR TAX ID	XXXXXXX 820
DISCOUNT	.00
TOTAL DUE	70.00

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS

VOYAGER

OHDAS FLEET
ATTN SARA BURNAM
4200 SURFACE ROAD
COLUMBUS, OH 43228-1313

OHDAS FLEET Vehicle Report

Account Number: 869020917 Closing Date: 09/01/2014

Vehicle Description	License Tag	Vehicle Number	VIN	Level 2
2012 FORD FOCUS	32-463	032653	1F8HP3F22CL16557	OHDAS FLEET ADMIN SVCS

Trans. Date	Men ID	Location	Tr. Desc	Chrg ID	Driver First Name	Driver Last Name	Odometer	Prod CD	Quantity	Cost Per Unit	Trans. Amount	Trans. Exceptions
08-21-14 08:52	MP	4445012018770	S2340017	700874			37,803	UNLD	4.99	2.90	14.47	P
08-28-14 10:17	SA	292987032658	14993633	700874			37,902	UNLD	3.40	3.39	11.38	
Total Fuel												26.85
08-21-14 08:52	MP	4445012018770	S2340017	700874			37,803	WASH	1.00	9.00	9.00	P
08-21-14 16:52	EZ	6149883333	6153452	700874			37,794	LABR	1.00	70.00	70.00	P
Total Non-Fuel												79.00

* Mileage information not calculated due to data deletion or data entitlements
Except for: D-Pattern Discrepancy(Time/Day), E-Estimated Odometer, G-RPG/KPL, P-Product Variance, X-Exceeds Vehicle Capacity, S-Split Transaction

Page 6 of 12

Packet Preparation

1. **The packet is due by the 10th of the month.**
2. Fleet Coordinator or Assigned Designee completes the Fleet Card Reconciliation Cover Sheet.
3. Fleet Coordinator or Assigned Designee prepares packet for scanning. The order of packet items is:
 - a. Fleet Card Reconciliation Cover Sheet **See Appendix B**
 - b. Voyager Transactions by Vehicle Report
 - c. Fuel Receipts
 - d. FCPA (if needed)
 - e. Maintenance / Repair Receipts
4. For each vehicle, scan cover letter, Voyager Transactions by Vehicle Report, and receipts and invoices (place and copy all fuel receipts on as few sheets of paper as possible) as one file.
See Appendix A for example of packet
5. Create the file in a PDF format using the following format for naming the file using the **vehicle license plate number, year and month (i.e., 32-112 2015 11).**
6. Fleet Coordinator creates the email with the following format:
 - a. To: DASFleet@das.ohio.gov
 - b. Subject: (Agency acronym) Fleet Card Reconciliation Month Year (i.e., DAS Fleet Card Reconciliation November 2015)
 - c. Body of email: "Attached are (Agency acronym) month Monthly Vehicle Logs" (i.e., Attached are DAS November Monthly Vehicle Logs)

Packet email →

From: [Fleet, Jane](#)
To: [DAS Fleet](#)
Subject: DAS Fleet Card Reconciliation September 2019
Date: Friday, October 25, 2019 2:42:23 PM
Attachments: [32-1798 2019 09.pdf](#)
[image001.png](#)
[325-505 2019 09.pdf](#)

Attached are the DAS September Monthly Vehicle Reconciliation Packets.

Jane Fleet
Administrative Professional II
Office Of Fleet Management
General Services Divison
614-466-7612
Jane.Fleet@das.ohio.gov

 **Ohio** | Department of
Administrative Services

Have you received outstanding customer service from DAS?
If so, [click here](#) to tell us about it.

What Do I Do If?

1. Missing Receipts

If a receipt is missing or you cannot make out the date, amount, etc., a Fleet Card Purchase Affidavit (FCPA) **See Appendix C** must be completed by the driver and their supervisor for each missing receipt.

- a. Fleet Coordinator gives / sends FCPA to driver for completion.
- b. Driver completes FCPA and has supervisor sign.
- c. Driver returns FCPA to Fleet Coordinator.

2. Disputes

Any time a receipt and the Voyager Vehicle Transaction Report do not match, a dispute needs to be filed.

- a. On the transaction report, highlight the line item that does not match with the receipt.
- b. Scan the transaction report and receipt.
- c. Create the file in a PDF format using the following format for naming the file using **Dispute vehicle license plate number, year and month (i.e., Dispute 32-112 2015 11)**.
- d. Fleet Coordinator creates the email with the following format:
 - 1) To: DASFleet@das.ohio.gov
 - 2) Subject: **(Agency acronym) Dispute for Vehicle license plate number, year and month (i.e., DAS Dispute for 32-112 2015 11)**.
 - 3) Body of email: **Attached is a dispute for (Agency acronym) month and year (i.e., Attached is a dispute for DAS November 2015)**

From: [Fleet, Jane](#)
To: [DAS Fleet](#)
Subject: DAS Dispute for 32-155 2019 09
Date: Friday, October 25, 2019 2:48:46 PM
Attachments: [Disoute 32-155 2019 09](#)

Dispute email ➔

Attached is a dispute for DAS September 2019

Jane Fleet
Administrative Professional II
Office Of Fleet Management
General Services Divison
614-466-7612
Jane.Fleet@das.ohio.gov

 **Ohio** | Department of
Administrative Services
Have you received outstanding customer service from DAS?
If so, [click](#) here to tell us about it.

3. Fleet Card Declined

When the Fleet Card is declined, the driver or vendor must call the DAS Office of Fleet Management (614.466.6607) for assistance.

- a. Wrong PIN # entered at the fuel pump – lock out after three tries
- b. Purchase is over daily limit
- c. PO amount does not match amount vendor is processing

4. **Purchases Not Made on Fleet Card**

When the Fleet Card problem cannot be resolved immediately, an alternate way for purchase is permitted.

- a. Obtain receipt for purchase
- b. Complete DAS Fleet Refund Request form **See Appendix E**
- c. Scan receipt and form.
- d. Submit to DASFleet@das.ohio.gov for processing

Tips

1. Note vehicle ID on receipt
2. Create a separate file folder for each vehicle's receipts
3. Attach receipts to sheet of paper as receipts are received

APPENDIX A

DAS Office of Fleet Management FLEET CARD RECONCILIATION COVER SHEET

Equipment ID	32-123
Date	10/10/19
To	DASFleet@das.ohio.gov
From	DAS- GDFT
Subject	Monthly Vehicle Report Documents
Department	GDFT
Office	GDFT
Check if either or both of these have been added to your report	
<input type="checkbox"/>	NON-VOYAGER TRANSACTIONS INCLUDED
<input type="checkbox"/>	MAINTENANCE INVOICES ENCLOSED
Beginning Mileage	32123
Ending Mileage	32987
Prepared By	Jane Fleet
Phone Number	614-466-7612
Reporting Month	September 2019
Signature of Preparer	

How to Submit Fleet Card Reconciliation Documents:

1. Complete Fleet Card Reconciliation Cover Sheet.
2. Copy all fuel receipts onto as few sheets as possible.
3. Scan Fleet Card Reconciliation Cover Sheet, copies of fuel and maintenance receipts, and Voyager Vehicle Transaction Report.
4. The documents should be scanned into a single PDF document for each vehicle. The PDFs should be named with the vehicle license plate number, year and month (ex. 32-112 2010 07).
5. E-mail file to DASFleet@das.ohio.gov.

For assistance please contact the DAS Fleet Manager at 1-800-686-1521

3600 Interchange Rd
Columbus OH 43204

Invoice # 79609
Date 01/15/15
Time 16:33
Auth # 316824

KLEAN A KAR
404 E MAIN ST
COLUMBUS OH 43215

32-698

VF
Acct#
#####9348

DATE: 01/15/15 TIME: 16:06
MERCHANT ID: JA39678993001

Pump Gallons Price
05 4.458 \$ 1.779

CREDIT CARD
VOYAGER FLEET SALE

Product Amount
Unleaded \$ 7.93

CARD# *****9348
EXPIRATION DATE **/**
SEQ: 013020
ODOMETER READING: 32246
APPROVAL CODE: 335055
ENTRY METHOD: KEYED
KEYED TYPE: CARD PRESENT

Total Sale \$ 7.93

SALE - Card Swiped

LoyaltyCard
Odometer 32254

Thank You For
Choosing Pilot
Please Come Again

PRODUCT QTY PRICE AMOUNT
GEN AUTO MERCH 18.18

TOTAL AMOUNT: \$18.18

BROAD DUCHESS

BROAD DUCHESS 268
4122 W BROAD ST
COLUMBUS, OH
43228

APPROVED 335055

THANKS FOR YOUR BUSINESS

32-698
01/23/2015 11:08:50 AM
04:13:36 PM

CUSTOMER COPY

PUMP \$
REGULAR 13.0495
PRICE/GAL \$1.838

FUEL TOTAL \$ 24.00

Total = \$ 24.00

CREDIT \$ 24.00

VOYAGER
XXXXXXXXXXXXXXXXX9348
Auth #: 34615
Odometer: 32517
Ref: 15657001
Resp Code: 002
Term ID: 00003
Stan: 0044113535
SITE ID: 8864201

THANK YOU!
AGAIN!

Turkey Hill 071Z
950 Georgesville Rd.
Columbus OH 43228
614-351-2961

12/31/2014 12:15:20 PM

Register: 6 Tran Seq No: 268570
Cashier: Howard

CW ULT HOT WAX/EACH \$13.00
In-Store Merch Coupon -\$13.00
Sub. Total: \$0.00
Tax: \$0.00
Total: \$0.00
Cash \$0.00
Change \$0.00

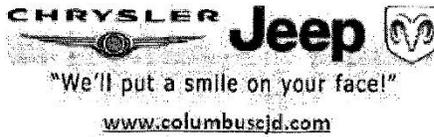
Car Wash Code
94726
Code good for 30 Days

COMMENTS \ QUESTIONS
CONTACT US AT
WWW.TURKEYHILLSTORES.COM/CONTACT

I agree to pay the above Total Amount
according to Card Issuer Agreement.

Signature: _____

COMMENTS \ QUESTIONS
CONTACT US AT
WWW.TURKEYHILLSTORES.COM/CONTACT



1190 Auto Mall Dr.
Columbus, OH 43228
Phone (614) 272-0000
Parts (614) 272-5337 Page 1

STATE OF OHIO DAS FLEET 4200 Surface Rd Columbus, OH 43228 Phone (H): (614) 644-1572 Phone (W): (614) 554-9410 Phone (C): (614) 466-6591 Phone Oth: (614) 554-9410 Year/Make/Model: 2012 Dodge Avenger VIN: 1C3CDZAB8 CN206958 License Number: Color: Stock Number: Mileage In: 32186 Tag Number: 535 Mileage Out: 0		A/R Number: Customer Number: 1053749 PO Number: Auth Number: Service Writer: 998216 Estimate Amount: \$ 0.00 Terms & Conditions: Type of Sale: Retail Customer Signature	Invoice Number 278864 Printed: JAN 2 15 6:22 PM Copy # 1 Date Opened: 12/31/14 Date Notified: Date Delivered:
--	--	---	--

Description	QtyOrd	Qty Del	Price	Ext Total	Grand Total
-------------	--------	---------	-------	-----------	-------------

1. Customer statement of problem

Customer States DRIVER WINDOW WILL NOT GO BACK UP.

1 -- Cause/Action to Take
window switch bad drivers side only.

1 -- Correction/Action Taken

removed the drivers door panel to get to window motor connecter test for power and ground has no ground from master window switch has ground and power into switch removed and replaced the switch working ok now.

Part Number	Failed	Description	Qty	Price	Ext Total
4602780AA		SWITCH WINDOW AND DOOR LOCK	1	0.00	0.00

Sub Total Parts
SubTotal Job # 1

Warranty
Warranty

2. Customer statement of problem

PERFORM MULTI POINT INSPECTION

9023 -

1 -- Correction/Action Taken

PERFORMED THE INSPECTION AS REQUESTED.

998260	0.00
--------	------

Sub Total Parts
SubTotal Job # 2

0.00
0.00
0.00

Miscellaneous Charges and Deductions For All Jobs

Any warranty on the products sold hereby are those made by the manufacturer, or sublet vendor, if applicable. The seller, hereby expressly disclaims all warranties, either express or implied, including any implied warranties of merchantability or fitness for a particular purpose for repairs or services provided by seller, or sublet vendor if applicable, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of he vehicle or said products.

Total Labor	0.00
Total Parts	0.00
Total Sublet	0.00
Misc. Chrgs	0.00
Car Rental	0.00
Freight	0.00
Deductible	0.00
Special Tax	0.00
Haz Mat Chrg	0.00
Sales Tax	0.00

Is your address correct? Please help us "Follow-up" and make sure you are "Completely Satisfied."
Best number to reach you _____ and _____
Best time to reach you, between _____ and _____
Thank you.

I acknowledge notice and oral approval of an increase in the original estimated price (if any) and receipt of a copy hereof. I acknowledge receipt of the parts and labor listed above.

X

AMOUNT DUE 0.00

APPENDIX B

DAS Office of Fleet Management
FLEET CARD RECONCILIATION COVER SHEET

Equipment ID	
Date	
To	DASFleet@das.ohio.gov
From	
Subject	Monthly Vehicle Report Documents
Department	
Office	
Check if either or both of these have been added to your report	
<input type="checkbox"/> NON-VOYAGER TRANSACTIONS INCLUDED	
<input type="checkbox"/> MAINTENANCE INVOICES ENCLOSED	
Beginning Mileage	
Ending Mileage	
Prepared By	
Phone Number	
Reporting Month	
Signature of Preparer	

How to Submit Fleet Card Reconciliation Documents:

1. Complete Fleet Card Reconciliation Cover Sheet.
2. Copy all fuel receipts onto as few sheets as possible.
3. Scan Fleet Card Reconciliation Cover Sheet, copies of fuel and maintenance receipts, and Voyager Vehicle Transaction Report.
4. The documents should be scanned into a single PDF document for each vehicle. The PDFs should be named with the vehicle license plate number, year and month (ex. 32-112 2010 07).
5. E-mail file to DASFleet@das.ohio.gov.

For assistance please contact the DAS Fleet Manager at 1-800-686-1521

OFMFRM0014

APPENDIX C



FLEET CARD PURCHASE AFFIDAVIT

On (date) _____, (item purchased) _____ was purchased for \$ _____ on the State Fleet Card and I cannot provide the receipt or work order.

I certify that although a receipt was not turned in for the transaction, the purchase was a valid purchase for vehicle (license plate) _____.

_____ (Printed name of employee completing purchase)

_____ (Signature of employee completing purchase)

_____ (Date)

_____ (Agency)

_____ (Printed name of supervisor)

_____ (Signature of supervisor)

_____ (Date)

Contact Information:
614-466-6607
DASFleet@das.ohio.gov
OFMFRM0002

Rev 10/19

APPENDIX D

Running Voyager Transactions by Vehicle Reports

Description: The following steps will generate a report listing your fleet card transactions, this report is used for the monthly reconciliation process.

(In order to gain access to reports on Fleet Commander Online, you must have submitted an enrollment form to the Office of Fleet Management)

1. Log into Fleet Commander Online

www.fleetcommanderonline.com

Fleet Commander® Online



Login

Please enter the information below and click the login button.

Home

User ID:

Password:

[Forgot your password?](#)

Login

Login

New User?

[Register on-line today!](#)

2. Click on the "Reporting" tab.

Fleet Commander® Online

Home | **Manage Profile** | Account Maintenance | **Reporting** | P



Welcome, Alice!

Please click on any link below to navigate to the desired feature of the website.

Fleet Commander® Online Messages

[Fraud prevention changes for Voyager Fleet Card programs](#)

[Test-drive Fleet Commander® Online with our web-based training \(WBT\).](#)

You have 0 System Messages in the [Message Center](#).

Personal Messages

There are no current Personal messages.

Fleet Commander® Online

[Manage your Profile](#)
[Add a User](#)

Fleet Resources & Tools

[Merchant Locations](#)
[Fuel Prices](#)
[E85 Finder](#)
[Biodiesel Locator](#)

Account Maintenance

[Search/Select an Account](#)
[Account Transaction Details](#)
[Maintain Card](#)
[Maintain Driver](#)
[Maintain Vehicle](#)
[Maintain Transactions](#)

Reporting

[My Reports](#)
[Inventory Reports](#)
[Transaction Reports](#)
[Management Reports](#)
[Exception Reports](#)
[User Activity Reports](#)
[Billing Reports](#)
[Real Time Activity Report](#)
[Sales and Marketing Reports](#)

Billing

[Make a Payment](#)
[View Statements](#)

Home
Message Center
My Profile
User Management
Manual Authorization
Override Authorization Limits

Contact Us
System Requirements
Privacy Policy
Online Training
Fleet Commander® Online Guide
Help

Log Off

3. Under Transaction Reports, click on “Transactions by Vehicle”

Fleet Commander® Online

[Home](#) | [Manage Profile](#) | [Account Maintenance](#) | [Reporting](#) | [Billing](#)



[Reporting Home](#)
[My Reports](#)
[Inventory Reports](#)
[Transaction Reports](#)
[Management Reports](#)
[Exception Reports](#)
[User Activity Reports](#)
[Billing Reports](#)
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[Reporting Preferences](#)

[Message Center](#)
[My Profile](#)
[User Management](#)
[Online Training](#)
[Manual Authorization](#)
[Override Authorization Limits](#)
[Fleet Commander® Online Guide](#)
[Help](#)

[Log Off](#)

Welcome to Reporting!

Click on any link to navigate to the desired report. Place cursor over the link to see a description of the report.

My Reports

[View/Edit My Reports](#)
[Create a Saved/Scheduled Report](#)
[Shared Reports](#)
[View Scheduled Output](#)
[Purchase Alerts](#)

Inventory Reports

[Card Report](#)
[Vehicle Report](#)
[Driver Report](#)

Transaction Reports

[Transaction Detail Report](#)
[Real Time Activity Report](#)
[Transactions by Vehicle](#)
[Transactions by Driver](#)

Management Reports

[Top Dollars by Merchant](#)
[Cards with High Dollars for Non-maintenance Transactions](#)
[Cards with High Gallons](#)
[Cards with Non-fuel Purchases](#)
[Cards with Highest Number of Transactions](#)
[Cards with Multiple Purchases per Day](#)
[Cards by Purchase Method](#)
[Fuel Economy by Vehicle ID](#)
[Fuel Economy by Vehicle Description](#)
[Organization Summary](#)
[Vehicle Cost Analysis](#)
[Emergency Merchant Availability Report](#)
[Merchant List](#)
[Card Expiration Report](#)
[Statistical Summary Report](#)

Exception Reports

[Percent of Limit Report](#)
[Transaction Exception](#)
[Declined Transactions Report](#)

User Activity Reports

[User Activity by Account](#)
[Activity by User ID](#)
[User Activity by Asset](#)

Billing Reports

[Invoice Report](#)

Sales and Marketing Reports

[Customer Sales Report](#)
[Customer 12 Month Sales Report](#)
[Customer Sales by State Report](#)
[Customer Sales Trend Report](#)
[Customers without Activity Report](#)

Reports Help

[Active Reports Help](#) (will open a new window)



4. Create a Transactions by Vehicle Report parameters will be set according to the Account and Organization Level that your vehicle/fleet card is assigned to. Make sure the "Use Organization Levels" option is chosen under Data Access Parameters. Under Transaction Parameters, choose the "Posted During" field, and the drop down arrow will allow you to choose the Monthly Billing Cycle that you are in need of. In most cases, the option chosen will be "Last" billing cycle.

Fleet Commander® Online

[Home](#) | [Manage Profile](#) | [Account Maintenance](#) | [Reporting](#) | [Billing](#)



Create a Transactions by Vehicle Report

This report shows transaction details and transaction totals by vehicle.

* = required

[Preview Report](#) [View Entire Report](#) [Save/Schedule](#) [Cancel](#)

Select Report Parameters

Select criteria below then click "Preview Report" or "View Entire Report" to create your report. "Preview Report" will display the first 25 rows of the report. Clicking "Save/Schedule" allows you to save your selected criteria and schedule the report to run on a periodic basis.

Click "Reset To Defaults" to reset the form.

Output Format

Display report in format.

Data Access Parameters

- Use Accounts:*
All Associated Accounts [Change Accounts](#)
- Specific Vehicles: [Change Vehicles](#)
All Associated Vehicles
- Use Organization Levels:* 
STATE OF OHIO (90946) , [Change Organization Levels](#)
- Specific Vehicles: All Associated Vehicles [Change Vehicles](#)

Transaction Parameters

Transaction Dates:

- Transactions in the
- Transactions from to
mm/dd/yyyy   Note: Start date cannot precede January 1, 2016.
- Posted during billing cycle. 

Report Sort

- Account Number
- Organization Levels

[Reset To Defaults](#)

[Preview Report](#) [View Entire Report](#) [Save/Schedule](#) [Cancel](#)

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5. Click on "View Entire Report" (pop-up blockers must be turned off)

Fleet Commander® Online

Home | Manage Profile | Account Maintenance | Reporting | Billing



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 - Transactions by Vehicle
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Create a Transactions by Vehicle Report

This report shows transaction details and transaction totals by vehicle.

* = required

Preview Report View Entire Report  Save Cancel

Select Report Parameters

Select criteria below then click "Preview Report" or "View Entire Report" to create your report. "Preview Report" will display the first 25 rows of the report. Clicking "Save/Schedule" allows you to save your selected criteria and schedule the report to run on a periodic basis.

Click "Reset To Defaults" to reset the form.

Output Format

Display report in format.

Data Access Parameters

- Use Accounts:*
All Associated Accounts [Change Accounts](#)
- Specific Vehicles: [Change Vehicles](#)
All Associated Vehicles
- Use Organization Levels:*
STATE OF OHIO (90948) [Change Organization Levels](#)
- Specific Vehicles: All Associated Vehicles [Change Vehicles](#)

Transaction Parameters

Transaction Dates:

- Transactions in the
- Transactions from to
mm/dd/yyyy mm/dd/yyyy
- Posted during billing cycle.

Note: Start date cannot precede January 1, 2016.

Report Sort

- Account Number
- Organization Levels

Preview Report View Entire Report  Save Cancel

6. The report will be generated. Click on "Download as a PDF" to download the report as a PDF file. Save the file accordingly, file name should be saved with the following naming convention:
Vehicle license plate number, Year, Month (e.g. 32-720 2016 03)



Transaction Report

Here is the report you created. You can change the report parameters, preview the report, or download the report in the formats available below.

Change Report Parameters | Save/Schedule | **Download as PDF**

VOYAGER DEPT OF ADMN SVCS MANAGED Vehicle Report

DEPT OF ADMN SVCS MANAGED
ATTN ALICE EWING
4200 SURFACE RD
COLUMBUS, OH 43228-1313

Account Number: 869284117 Closing Date: 01/01/2018

Vehicle Description	License Tag	Vehicle Number	VIN	Begin Odometer	Distance Driven	Level 1
2014 FORD FUSION	32-720	032720	1FA6PDG70E5397458	10,755	1,146	10000180-STATE OF OHIO
Level 2		Level 3		Level 4		Level 5
200119193-DEPT OF ADMN SVCS MANAGED		300187365-DAS105925-FLEET MANAGEMNT		400087087-DASMP01-STATE OFFC TOWER		
Level 5			Level 6		Level 7	

Trans Date/Time	Ven ID	Location Number	Invoice Number	Card ID	Driver First Name	Driver Last Name	Odometer	Prod CD	Quantity	Cost Per Unit	Trans Amount	Cost Per Mile/KM	MPG/ KPL
Fuel													
12-05-17 17:35	BP	9088972	33976010	001616			107,157	UNLD	14.22	2.20	31.28	0.077	28.622
12-12-17 18:10	BP	8872269	34641016	003724			107,537	UNLD	13.49	2.27	30.62	0.113	20.015
12-20-17 07:35	VA	4445155233734	35280020	003724			107,973	UNLD	13.22	2.46	32.52	0.123	19.970
12-20-17 13:02	SH	57442272100	0486258	003724			108,142	UB10	5.94	2.46	14.62	0.087	28.451
12-21-17 16:21	EM	9766064	00227492	003724			108,303	UNLD	5.18	2.46	12.74	0.079	31.081
Total Fuel							1,146		52.05		121.78	0.106	22.017
Year-To-Date Totals							199,388		456.21		1,087.89	0.005	437.053
Non-Fuel													
12-13-17 12:31	VA	4445001319756	31310020	003724			10,755	WASH	1.00	9.00	9.00	0.000	.000
Total Non-Fuel									1.00		9.00		

* Mileage calculations are not based on estimates
Exc-Exceptions: D-Pattern Discrepancy(Time/Day), E-Estimated Odometer, G-MPG/KPL, P-Product Variance, X-Exceeds Vehicle Capacity, S-Split Transaction
Page 1 of 1

APPENDIX E

DAS Fleet Refund Request

*Bill to Agency: DAS01	
Employee Agency Name & Business Unit :	
Division:	Bargaining Unit:
Current Date:	Receipt Date:
Refund Amount:	
Name of Employee Purchasing Goods:	
* Employees OAKS Supplier ID #: <small>(This is not the same as an Employee ID#)</small>	*Invoice No:
Address Number and Street	City State Zip

Unit Number/Reason for Using Personal Funds:

Supervisor's Signature:	Title:	Date:
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Enter Speed Chart Name or Chartfield String (Completed by DAS Fleet)					
Speed Chart	Fund	Account Code	ALI	Department	Program
	1220	560059	100637	DAS105925	
Grant/Prj	Project	Serv Loc.	Reporting	Agency Use	Budget Ref.

DAS Fleet Refund Request

INSTRUCTIONS

The following instructions are for reimbursement of a fleet expense (Fuel or Maintenance) to a state employee using a DAS managed vehicle, should the State Fleet Card not work. The state employee would not use the standard Travel and Expense reimbursement process through the OAKS FIN; instead, follows the DAS Fleet Refund Request process below:

1. The state employee must be registered in OAKS as a supplier. If the state employee is uncertain if they are already a supplier in OAKS, they must contact the OSS Help Desk 1.877.644.6771.
2. If the state employee is not a supplier in OAKS, they must contact their agency's Human Resources Office. The agency's Human Resources Office must FAX the following HCM screen shots to Ohio Shared Services at 1.614.485.1039 or email SUPPLIER@OHIO.GOV.
 - VIEW NAME
 - CONTACT INFORMATION SCREEN
 - BIOGRAPHICAL DETAILS SCREEN SHOWING SOCIAL SECURITY NUMBER
3. Once a state employee has an OAKS Supplier ID, the state employee needs to fill out the DAS Fleet Refund Request Form provided by DAS/Office of Fleet Management. The completed form and a copy of the receipt must be submitted to DASFLEET@DAS.OHIO.GOV.
4. DAS/Office of Fleet Management will process the reimbursement via Ohio Shared Services.

If assistance is required with this process, please contact DAS/Office of Fleet Management at:

- Phone: 1.614.466.6607
- Toll Free: 1.800.686.1521
- DASFLEET@DAS.OHIO.GOV