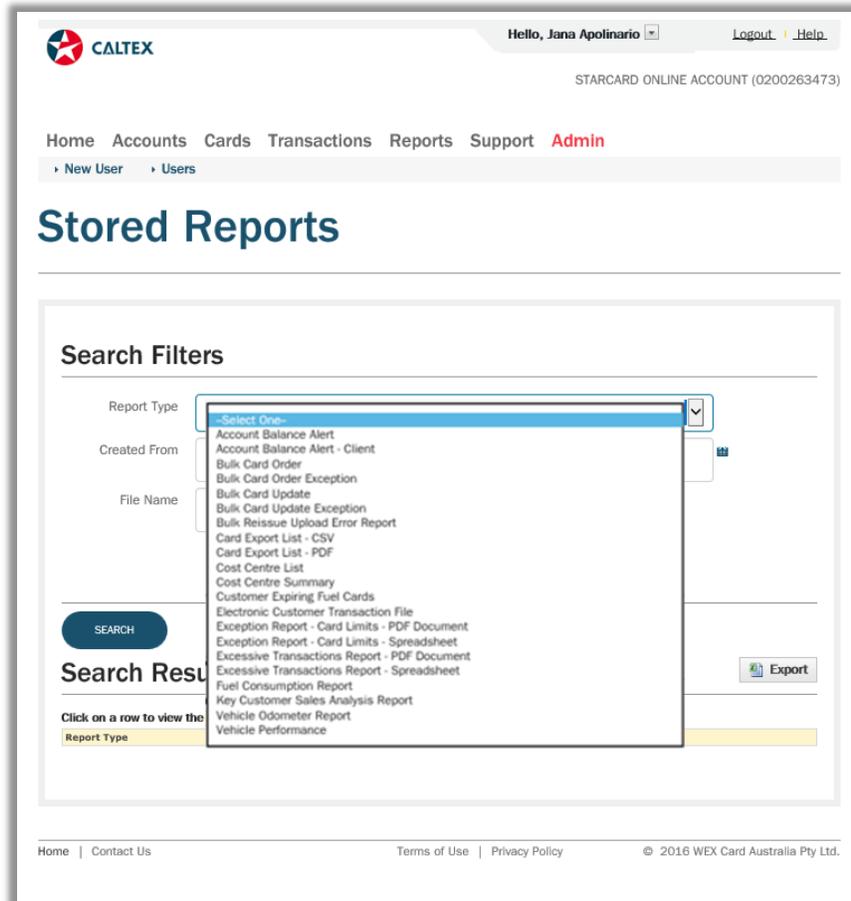


Starcard Online Quick Reference

Reports

Find and download reports, Schedule a Report to receive it via email and Request a Report to download the reports available online. Availability of some Report Type is dependent on Account set up. Call CSC for more information.

Reports > Find Reports



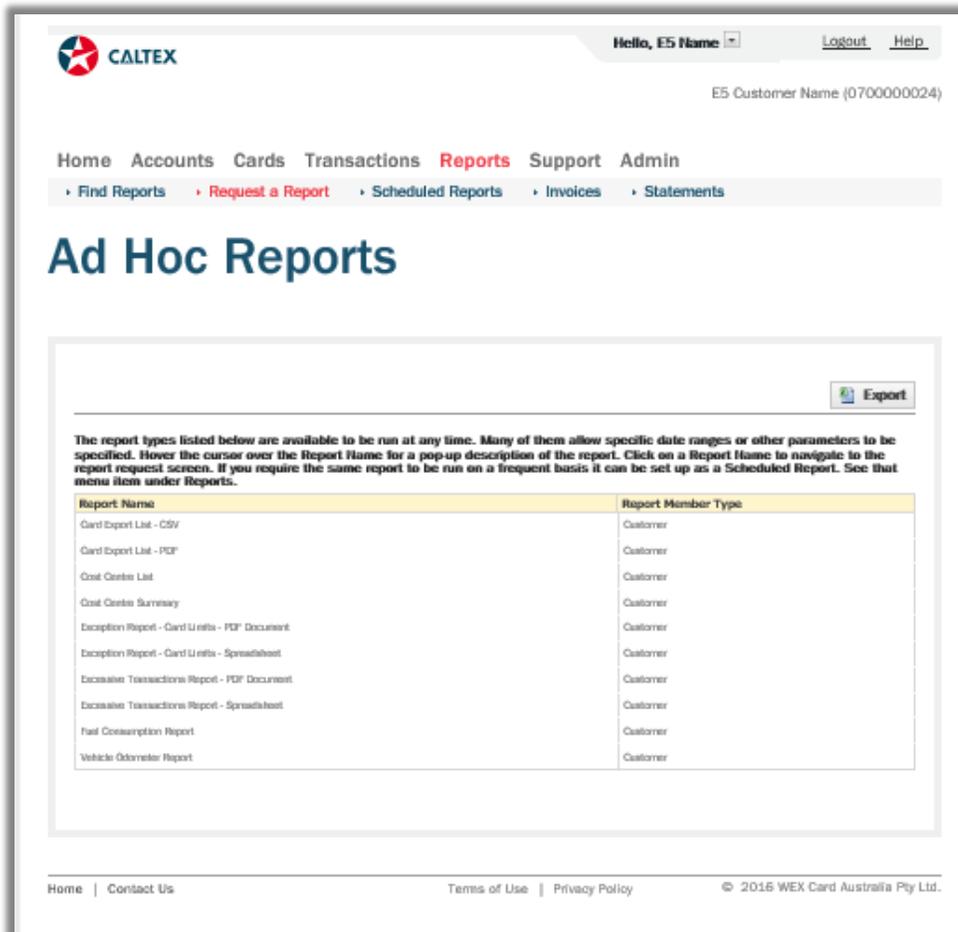
The screenshot displays the 'Stored Reports' interface. At the top, the user is logged in as 'Hello, Jana Apolinario' with options for 'Logout' and 'Help'. The account number 'STARCARD ONLINE ACCOUNT (0200263473)' is shown. The navigation menu includes 'Home', 'Accounts', 'Cards', 'Transactions', 'Reports', 'Support', and 'Admin'. Below the navigation, there are links for 'New User' and 'Users'. The main heading is 'Stored Reports'. Underneath, there are search filters for 'Report Type', 'Created From', and 'File Name'. A dropdown menu is open for 'Report Type', showing a list of report types including 'Account Balance Alert', 'Bulk Card Order', 'Bulk Card Order Exception', 'Bulk Card Update', 'Bulk Card Update Exception', 'Bulk Reissue Upload Error Report', 'Card Export List - CSV', 'Card Export List - PDF', 'Cost Centre List', 'Cost Centre Summary', 'Customer Expiring Fuel Cards', 'Electronic Customer Transaction File', 'Exception Report - Card Limits - PDF Document', 'Exception Report - Card Limits - Spreadsheet', 'Excessive Transactions Report - PDF Document', 'Excessive Transactions Report - Spreadsheet', 'Fuel Consumption Report', 'Key Customer Sales Analysis Report', 'Vehicle Odometer Report', and 'Vehicle Performance'. A 'SEARCH' button is located below the filters. Below the search results, there is a 'Click on a row to view the Report Type' instruction. An 'Export' button is visible at the bottom right of the search results area. The footer contains links for 'Home', 'Contact Us', 'Terms of Use', 'Privacy Policy', and the copyright notice '© 2016 WEX Card Australia Pty Ltd.'

1. Go to **Reports Menu > Find Reports Sub-menu > Stored Reports Section**
2. Set filters as needed
3. Click the **“Search”** button
4. Available Reports for the account/s will populate at the bottom of the screen
5. Click the **“Export”** button. A report in **CSV file** format will be generated which gives an option to **“Open”** or **“Save”** the file to your computer or **“Cancel”** the export report request

Starcard Online Quick Reference

Reports > Request a Report

It shows all the available customer Ad Hoc reports configured in the system.



HELLO, E5 Name Logout Help

E5 Customer Name (0700000024)

Home Accounts Cards Transactions **Reports** Support Admin

Find Reports **Request a Report** Scheduled Reports Invoices Statements

Ad Hoc Reports

Export

The report types listed below are available to be run at any time. Many of them allow specific date ranges or other parameters to be specified. Hover the cursor over the Report Name for a pop-up description of the report. Click on a Report Name to navigate to the report request screen. If you require the same report to be run on a frequent basis it can be set up as a Scheduled Report. See that menu item under Reports.

Report Name	Report Member Type
Card Export List - CSV	Customer
Card Export List - PDF	Customer
Cost Centre List	Customer
Cost Centre Summary	Customer
Exception Report - Card U nits - PDF Document	Customer
Exception Report - Card U nits - Spreadsheet	Customer
Executive Transactions Report - PDF Document	Customer
Executive Transactions Report - Spreadsheet	Customer
Fuel Consumption Report	Customer
Vehicle Odometer Report	Customer

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1. Go to **Reports Menu > Request a Report Sub-menu > Ad Hoc Reports Section**
2. Click the **“Report Name”** of the needed report (*another window will pop-up*)
3. Set the **“Report Parameters”**
4. Enter the **“Email Address”** where the Ad Hoc Report should be sent or leave it blank to have report to be delivered via the browser
5. Click on the **“Generate”** button
6. A confirmation message at the top of the screen will show up stating **“Success! Email has been submitted.”**