

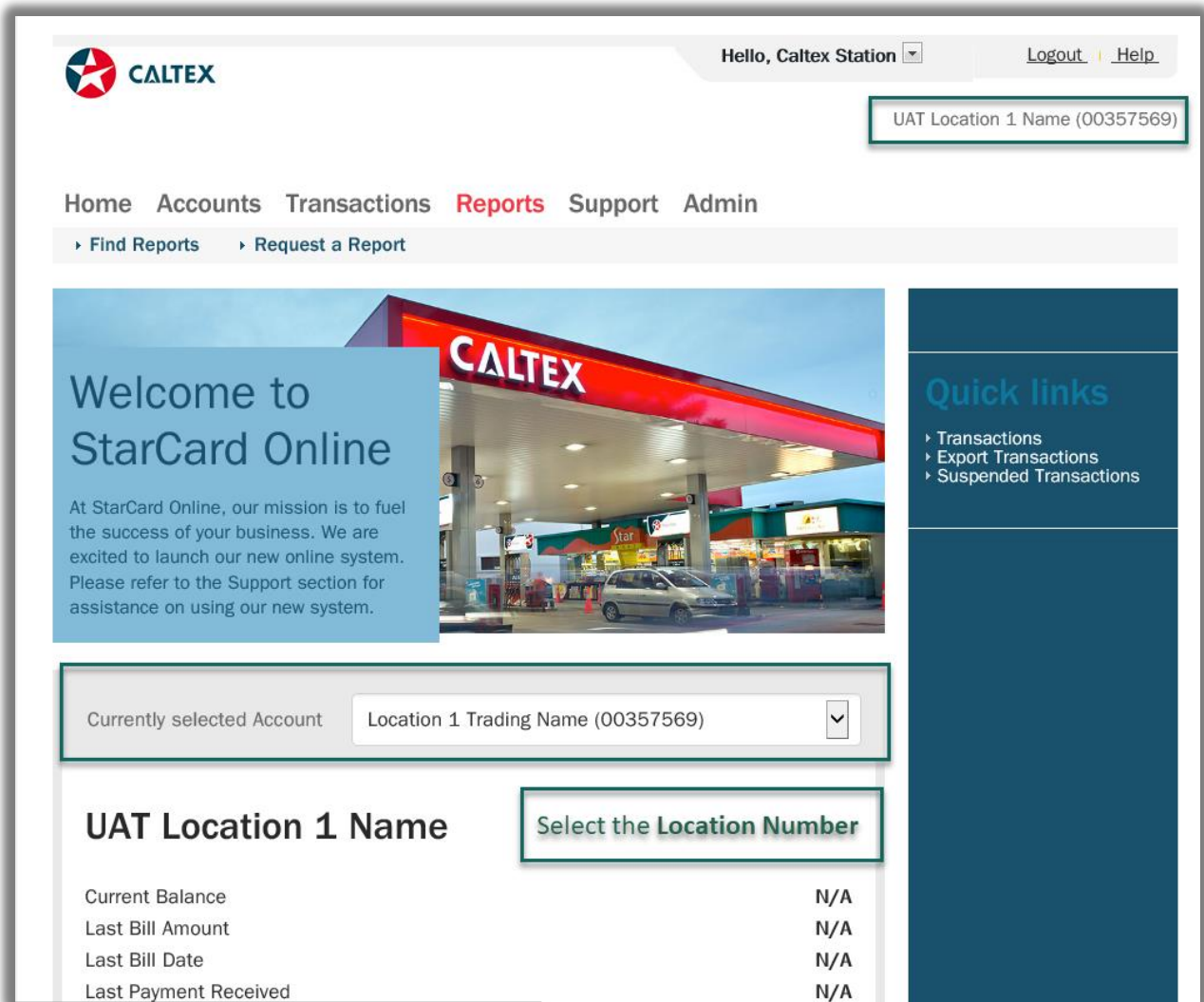
Starcard Online Quick Reference

View a Location Report

Download and send a report via email. The screen displays merchant/location accounts linked to your User ID.

Select the Location from Home screen

Reports > Request a Report



The screenshot shows the Caltex StarCard Online interface. At the top left is the Caltex logo. To the right, it says "Hello, Caltex Station" with a dropdown arrow, and "Logout | Help". Below this is a search bar containing "UAT Location 1 Name (00357569)". A navigation menu includes "Home", "Accounts", "Transactions", "Reports" (highlighted in red), "Support", and "Admin". Under "Reports", there are links for "Find Reports" and "Request a Report".

A large banner on the left says "Welcome to StarCard Online" with a sub-header "CALTEX". Below the banner is a message: "At StarCard Online, our mission is to fuel the success of your business. We are excited to launch our new online system. Please refer to the Support section for assistance on using our new system." To the right of the banner is a photograph of a Caltex gas station.

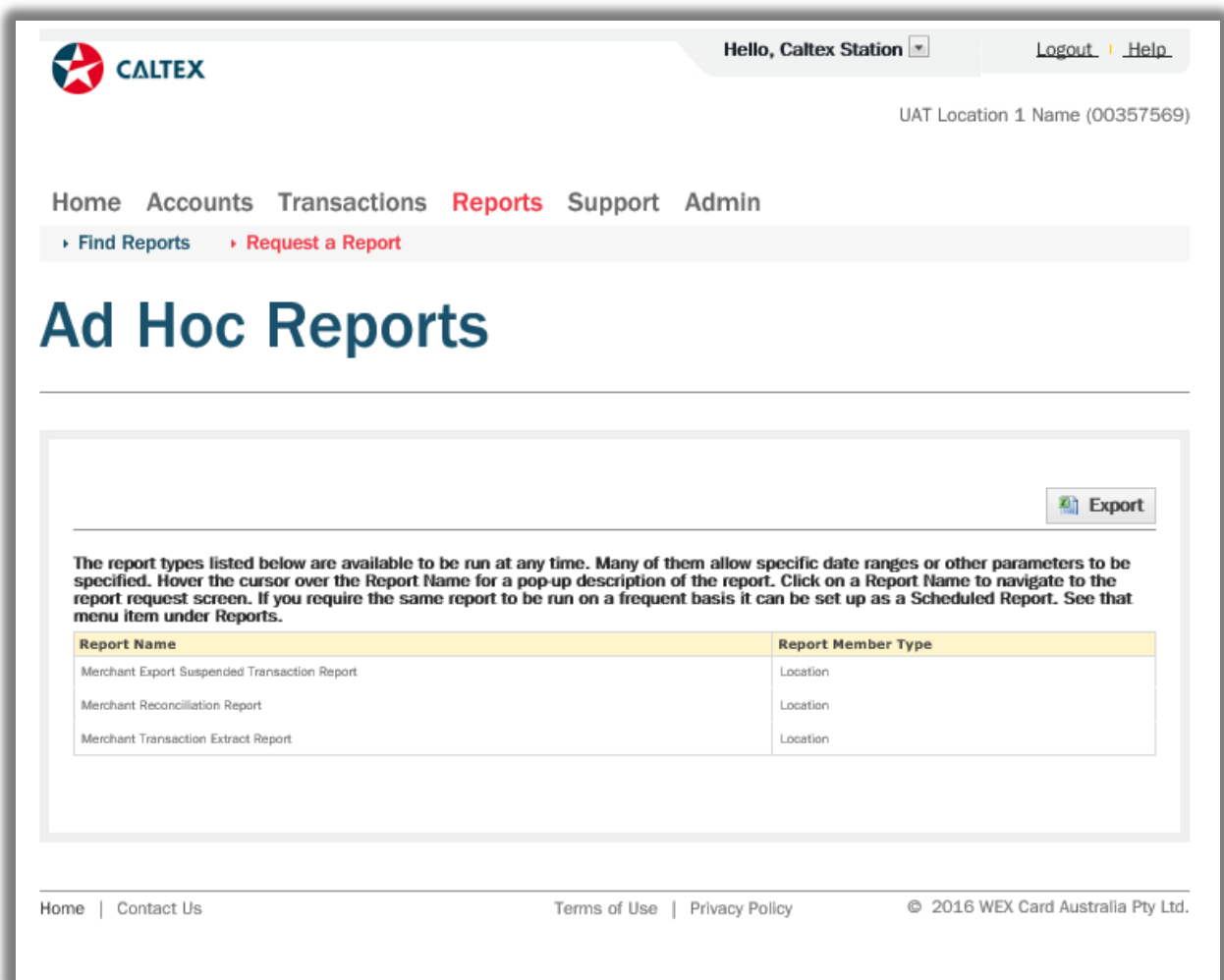
On the right side, there is a "Quick links" section with a dropdown arrow and three items: "Transactions", "Export Transactions", and "Suspended Transactions".

Below the banner is a "Currently selected Account" section with a dropdown menu showing "Location 1 Trading Name (00357569)".

Below that is a section titled "UAT Location 1 Name" with a dropdown menu labeled "Select the Location Number".

At the bottom, there is a table with the following data:

Current Balance	N/A
Last Bill Amount	N/A
Last Bill Date	N/A
Last Payment Received	N/A



The screenshot shows the Caltex Starcard Online interface. At the top left is the Caltex logo. To its right, the user is logged in as 'Hello, Caltex Station' with a dropdown arrow. Further right are links for 'Logout' and 'Help'. Below this, the user's location is identified as 'UAT Location 1 Name (00357569)'. A navigation menu includes 'Home', 'Accounts', 'Transactions', 'Reports' (highlighted in red), 'Support', and 'Admin'. Under 'Reports', there are sub-menus for 'Find Reports' and 'Request a Report'. The main heading is 'Ad Hoc Reports'. A table lists report types with their corresponding member types. An 'Export' button is visible in the top right of the report list area. The footer contains links for 'Home', 'Contact Us', 'Terms of Use', 'Privacy Policy', and a copyright notice for 2016 WEX Card Australia Pty Ltd.


Report Name

Report Name	Report Member Type
Merchant Export Suspended Transaction Report	Location
Merchant Reconciliation Report	Location
Merchant Transaction Extract Report	Location

1. Go to **Reports Menu > Request a Report Sub-menu > Adhoc Reports Section**
2. List of **Reports** Types under a Location should be available
3. **Click** the Report Type
4. **Populate** the **Report Parameters: Select the Location Number and Date Range.** To select multiple Locations, press CTRL + Click
5. **Click Generate** button



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Hello, Caltex StationLogout | HelpUAT Location 1 Name (00357569)

[Home](#) [Accounts](#) [Transactions](#) [Reports](#) [Support](#) [Admin](#)

[New User](#) [Users](#)

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Report Request

Report Name **Detail Merchant Transaction Extract Report**

Report Description **The purpose of this report is to display a list of all transactions for each settlement for a specific location.**

Report Parameters

Location

*Date from

*Date to

Report Delivery

Email Address

(Leave blank to have report delivered via the browser)