How to Set Up Fuel Cards & Process Pending Transactions

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Introduction

This guide shows you how to set up your fuel cards in Transport Pro. Our supported fuel card providers are: Comadata, EFS, Fleetone, Love's, and TCS. The information we request from you, and the fuel card entry screens in Transport Pro will vary slightly depending on which provider you use.

If you have any questions about fuel cards, please contact our support team at support@transportpro.net.

What We Need From You

The first thing you need to do to set up the fuel card integration is contact your fuel card representative and tell them that you need them to set up an FTP account to retrieve the transactions. Your fuel card provider will ask you which transaction file to generate. Depending on the fuel card provider you use, your answer will vary.

If you use Fleetone: Tell your provider you need file type 059.

If you use EFS: Tell your provider you need file type 110.

If you use Comdata: Tell your provider you need file type FM00001.

Once your fuel card provider has your account set up, you will need to provide the Transport Pro tech support team with the following information:

- FTP Host
- Username
- Password
- File Folder
- Filename Pattern

Once our tech team receives this FTP information, they will activate the fuel card module in your Transport Pro installation. The next step is for you to add all of your fuel cards to Transport Pro.

Add Fuel Cards

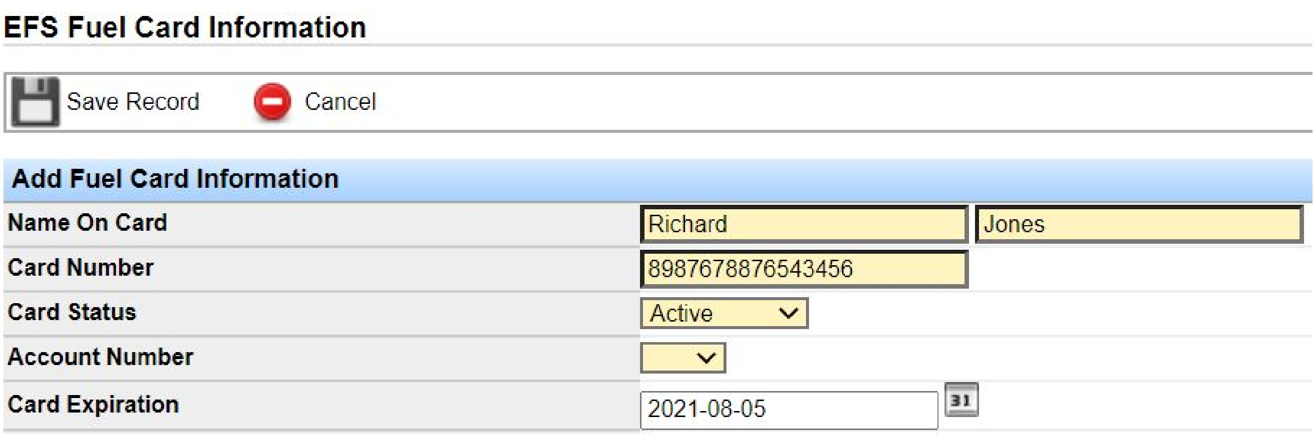
Once you have supplied the tech support team with all of the requested FTP information, the next step is for you to add all of your fuel cards to Transport Pro. To do this, follow the path in the menu Settlements>Fuel Card Maintenance. You will see the option to add different types of fuel cards (i.e. EFS, Comdata, etc). Select the appropriate tab, based on your provider.

NOTE: If you use TCS fuel cards, it is still either an EFS or Comdata card. Look at your TCS fuel cards, and select the appropriate option when adding the card in Transport Pro. If it is not clear on the fuel card itself, you will want to contact your TCS rep and ask if it is either under EFS or Comdata.

The example in this guide shows the fuel card entry screen for an EFS fuel card.

NOTE: We do have the ability to integrate with real-time services for Comdata and EFS ONLY. If you do have a real-time connection with either of these providers, alert the tech team so they can ensure the connection is set up properly. This real-time connection gives you the ability to issue advances to the card at the time of dispatch, and it allows you to load settlements to the card to pay the driver.

Below is a screenshot of the fuel card entry screen, followed by an explanation of all fields.



Name on Card: This is the name on the fuel card.

Card Number: In all instances **EXCEPT** for Love's fuel cards, enter the **FULL** card number.

NOTE: If you are entering a Love's fuel card, you will need to enter a reference number of your choosing in the "Card Number" field. It can be whatever you want it to be. Most customers enter the truck number tied to the card as their reference number, but it's up to you.

Card Status: As long as you are using the card and want the transactions to pass through, make sure the card is "Active." Your other options are "Blocked" or "Lost."

NOTE: Changing/updating the status in Transport Pro will **NOT** talk to the fuel card provider's system and update the card there. This is for your record in Transport Pro only.

Account Number: There will only be one value to select here, and this is set by a Transport Pro administrator. If you do not see a value in this drop-down menu, please alert the tech team at support@transportpro.net, and they will add the appropriate value for you to select.

Card Expiration: Enter the fuel card's expiration date.

Employee Number: If the driver assigned to the card has an employee number that you have assigned internally, enter it here. If you do not assign employee numbers to your drivers, enter any value. This is a required field, and simply lives on this record for your reference. It does not affect or drive anything.

Driver: Assign the appropriate driver to the card. You **MUST** tag the driver here.

Tractor ID: Assign the appropriate tractor to the card. You **MUST** tag the tractor here.

NOTE: Recall, when the fuel card transactions are pulled into Transport Pro, the system will run a check to ensure that the truck ID assigned to the card in Transport Pro matches the truck ID on the transaction that is imported (the truck on the transaction means the truck number that the driver entered at the pump). If these truck IDs do not match, the system will throw the transaction into a "pending" status, and force you to review and approve that transaction.

Internal Comments: If you would like to note anything about this card for your team's internal reference, enter an internal comment here.

Expense Account: Tag the appropriate GL account. If you are unsure of which GL account to tag, please consult with your accountant.

NOTE: Recall, the GL accounts live in the system's chart of accounts (COA), which can be reviewed by going to Accounting>Chart of Accounts>Search Chart of Accounts. Find the GL account number you'd like to tag, or consult with your accountant. Even if you are not using our accounting package/general ledger, a value is still required, as the GL still gets hit in the background.

Max Gallons: Enter the number of max gallons the driver is allowed to purchase with this card.

NOTE: This field is for informational purposes only and does not talk to the card, or fuel card provider UNLESS you have the real-time integration option activated with one of the supported real-time fuel card providers.

Purchase Limit: Enter the purchase limit for the card.

NOTE: This field is for informational purposes only and does not talk to the card, or fuel card provider UNLESS you have the real-time integration option activated with one of the supported real-time fuel card providers.

Renew Day: Check the day(s) that the purchase limit resets. If it resets daily for example, check all the days.

NOTE: This field is for informational purposes only and does not talk to the card, or fuel card provider UNLESS you have the real-time integration option activated with one of the supported real-time fuel card providers.

One-Time Limit: Enter the maximum amount that the driver is allowed to charge to the card at one time.

NOTE: This field is for informational purposes only and does not talk to the card, or fuel card provider UNLESS you have the real-time integration option activated with one of the supported real-time fuel card providers.

Fuel Purchase: Can the driver purchase fuel with this card? Select “Yes” or “No.”

NOTE: This field is for informational purposes only and does not talk to the card, or fuel card provider UNLESS you have the real-time integration option activated with one of the supported real-time fuel card providers.

ATM: Can the driver use this card at the ATM? Select “Yes” or No.”

NOTE: This field is for informational purposes only and does not talk to the card, or fuel card provider UNLESS you have the real-time integration option activated with one of the supported real-time fuel card providers.

Charge Account: Check the items in this section that you want to charge back to the driver. Meaning, if the driver charges any of these items to the card, you want to deduct it from his settlement and have that deduction automatically pass through to his settlement account in Transport Pro. For owner operators, you will likely “check all.”

When you set up a fuel card for a company driver, it's a little different because you typically don't charge the driver for fuel and other things the same way you charge an owner op.

If this is a fuel card for a company driver, you may check a couple things in this section, but any item that you don't charge for, leave it unchecked. The transactions from the fuel card provider will still be downloaded to Transport Pro, and the fuel ticket will still get created, but it won't pass through to the driver's settlement as a deduction. This way, you keep company driver settlements correct, while still being able to access the transactions in Transport Pro. Instruction on where to pull the report is explained in the next section.

Fuel Card Transactions Report

When the fuel card transactions are downloaded to Transport Pro from your fuel card provider, not only will the appropriate items pass through to drivers' settlements, but also to the Fuel Card Transactions Report. Through this report, you can search for and review any fuel card transaction that has been imported.

Go to Settlements>Fuel Card Maintenance>Reports>Fuel Card Transactions. There are several filter options, depending on what you may be looking for. If you don't use any filters, a list of all fuel card transactions will generate. Below is an example of the report.

Print Results

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | » [45]

ID	Date	Truck Stop Name	City	State	Status
1002	10/13/2015	Speedway #7147	Athens	TN	Processed
1011	10/13/2015	Speedway #7147	Athens	TN	Processed
1009	10/13/2015	Brompton Valero	Moody	AL	Processed
1007	10/14/2015	Flying J #752	Winchester	VA	Processed

If you need to review the details of a particular transaction, click on the ID.

Process Pending Fuel Card Transactions

Recall, in order for the transactions to successfully pass through to a driver's settlement in Transport Pro, the truck number assigned to the card in Transport Pro **MUST** match the truck number on the transaction (i.e. the truck number that the driver enters at the pump). If the system finds that these values do not match when the transactions are downloaded, the transactions will be thrown into a "pending" status, and you will need to process them.

It is best practice to check the fuel card transactions report for any pending transactions before you run settlements for the day or week.

Navigate to the fuel card transactions report by going to Settlements>Fuel Card Maintenance>Reports>Fuel Card Transactions.

You can filter the transactions by "pending" status to see if there are any pending transactions that require attention.

Search Fuel Card Transactions

Search Fuel Card Transactions			
Provider	Comdata	Purchase Date	To
Policy Number		Card Number	
Transaction ID		Tractor Number	
Truck Stop Name		Driver Name	
Truck Stop City		Fuel Amount	-
Truck Stop State	- Select -	Other Amount	-
Truck Stop Invoice		Total Amount	-
Chain Code			
Status	Pending		
	Search Clear Save Search		

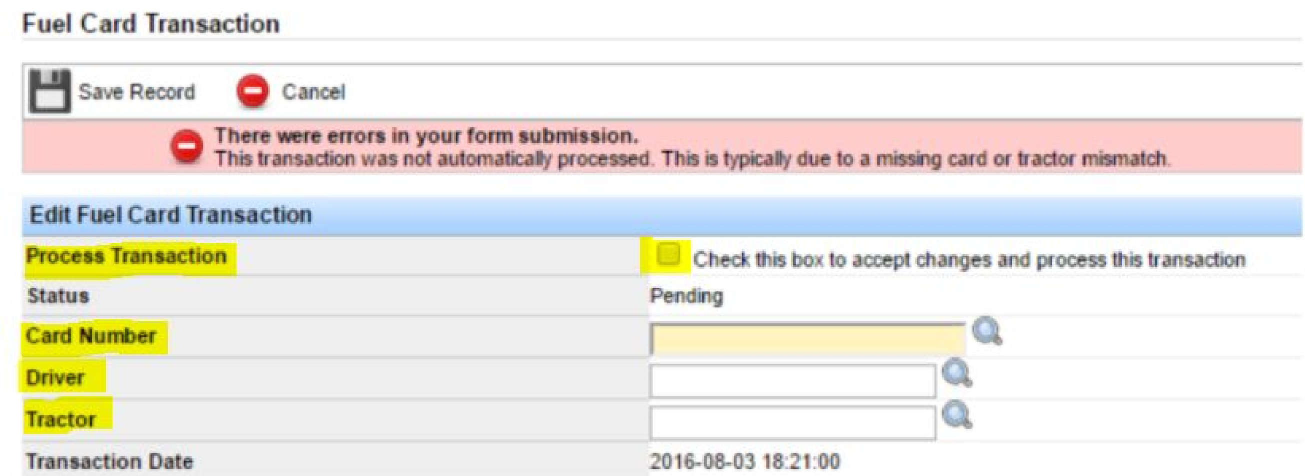
Any pending transactions will generate.

Truck Stop Name	City	State	Status	Card Type
Flying J 628	Carnesville	GA	Pending	Fleetone
Pilot Travel Ce	Lincoln	AL	Pending	Fleetone
Loves Travel St	Guthrie	OK	Pending	Fleetone
Pilot Travel Ce	New Albany	MS	Pending	Fleetone

To review the transaction and process it/push it through to settlements, click on the ID.

ID	Date	Truck Stop Name
3206	10/18/2016	Flying J 628
3208	10/18/2016	Pilot Travel Ce
3210	10/18/2016	Loves Travel St

On the next screen, you will be prompted to enter the missing information. Then you will need to check the box to process the transaction. When done, click “Save Record” and the transaction will be processed.



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