HOW TO PULL A REPORT





Log into the appropriate portal for your account.

Visit <u>carsonteam.com/portal</u> and answer the question to be directed to the correct portal. fm

Go to Fuel Cards then Transactions.



Click Billed or Unbilled^{*} and Show Detail boxes. Select Date Range and click Apply button. *"Billed" creates a Gallon Report.

"Unbilled" shows transactions since last billing.

Choose your export format. Click **Export** button.



	Home Accour	Home Account Fuel Cards Documents			Carson Customer Portal ©			
Transaction Details Card Number or Description (Any)	Load Settings	Save Settings		Export	Format CSV 🔻	Export		
Date Range Prior Year •								
Thru 12/31/2020								
Group By (None)		R						
Apply								
Transaction Summary Transaction By Invoice			·					
Transaction with Tax								

	ি Home	Account Fu	el Cards	Documents			Carson Cu	stomer	Porta ක
	Cards	Transactions						-	-
	Load Settie	ngs Save	Settings				Export Format Excel	Exp	ort
Card Number or Description		-	-						
(Am)		A Bago	1 of 15		I Automat	ic Zoom*		0	
Vall		T + raye.	1 0115		- Hutomat	10.200m		-	
Date Range	Card Tr	ansaction Dotai	lc.						
Prior Year 🔹 🔻	Card In	ansaction Detai	15						
From 01/01/2020	Card No	Card Description	Veh Card No	Veh Card Description	Card Rpt Grp	DatelTime	StelD SteDesc	Prod ID	Pro
Thru 12/31/2020	0488334	14/YA/2458				1/23/2020 3:57 AM 4	111 01		ULSD#2 BK
	0667660	002/YAJU898				1/23/2020 6:29 AM 4	777		ULSD#2 BK
la duda 🗖 es sus su 🗖 anno s	0667680	002/YAJU898				1/14/2020 12:25 PM 4	777		ULSD#2 BK
Include 🗹 Unbilled 🗹 Billed	0667680	002/YAJU898				1/6/2020 1:04 PM 4	777		VLSDV2 BK
Group By	0667680	002/YAJU898				1/3/2020 9:27 AM 4	777		LSD#2 DC
(None) v	0667680	002/YAJU898				1/4/2020 3/26 PM 4	777		ASD#2 BK
	0488334	14/YAIZ488				1/3/2020 3:31 AM 4	11		ASDV2 BK
Show Detail	3134932	006/YCTD604				1/2/2020 2:36 AM 4	015		ULSDv2 BK
	0667680	002/YAJU898				1/2/2020 6:14 AM 4	177		ULSD#2 DK
	3134931	003/YCSZ737				1/1/2020 2:52 PM 4	047 W		ULSDV2 BK
	3134931	003/YC82737				1/16/2020 2:25 PM 4	347 Wilamina		ULSDV2 BK
	0667680	002/YAJU898				1/16/2020 4:41 AM 4	077 Oregon Non-Region Remote	60	ULSD#2 BK
Transaction Summary	0667680	002/YAJU898				1/8/2020 1.59 PM 4	077 Oregon Non-Region Remote	68	ULSD#2 BK
	0488334	14/YA/Z468				1/7/2020 3.51 AM 4	111 Oity of Coburg In Region Rem	te 68	ULSD#2 BK
,		003/9087737				1/8/2020 3:17 PM 4	M7 Wilamina	68	ULSD#2 BK
Transaction By Invoice	3134931	and the second second				1/6/2020 3:24 AM 4	111 Oity of Coburg In Region Rem	ite 68	ULSD#2 BK
Transaction By Invoice	3134931 0408334	14/YAIZ488							
Transaction By Invoice	3134831 0488334 3134801	14/19/4/2488 003/19/5/2737				1/5/2020 1.02 PM 4	15 4254-Silverton OL	68	ULSD#2 BK
Transaction By Invoice Transaction with Tax	3134901 0488334 3134901 0488234	14/YAZ488 003/YC82737 14/YA/2488				1/5/2020 1.02 PM 4 1/10/2020 3:00 PM 4	115 4254-Silverton CL 111 City of Coburg In Region Rem	60 te 68	ULSD#2 BK
Transaction By Invoice Transaction with Tax Recaps	3136831 0488334 3134831 0488324 3134891	14/19/22408 0031/VC52737 14/12/2248 003/VC52737				1/5/2020 1.02 PM 4 1/10/2020 2:00 PM 4 1/24/2020 3:43 PM 4	015 4254-Silverton OL 111 City of Coburg In Region Rem 005 285-Philomath	60 rta 68 68	ULSD#2 BK ULSD#2 BK ULSD#2 BK
Transaction By Invoice Transaction with Tax Recaps	3134031 0408334 3134931 0488324 3134981 0488334	14/YAIZ488 003/YC52737 14/YAIZ488 003/YC52737 14/YAIZ488				1/5/2020 1.02 PM 4 1/10/2020 2:00 PM 4 1/24/2020 3:43 PM 4 1/21/2020 2:00 PM 4	115 4254-Silverton C. 111 City of Coburg in Region Rem 105 285-Philomath 111 City of Coburg in Region Rem	60 rte 68 68 rte 68	ULSD#2 BK ULSD#2 BK ULSD#2 BK ULSD#2 BK