HOW TO PULL A REPORT

CARSON
OUR CUSTOMERS | OUR PEOPLE | OUR COMMITMENT

1 Log into the appropriate portal for your account.

Carson Customers: *Visit* carsonteam.com/portal *and answer the question to be directed to the correct portal.*

Campo & Poole Customers: Click here.

2 Go to Fuel Cards then Transactions.

3 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.

4 Choose your export format.
Click Export button.