



WEX INTEGRATIONS

FUEL

AND

VEHICLE EXPENSES

USER GUIDE

Fuel Integration

Users can view WEX fuel transactions imported nightly into FleetWave.

Precondition:

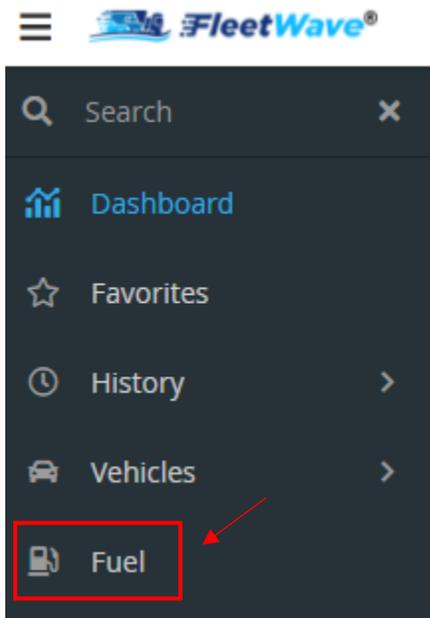
- Equipment must be in FleetWave.
- Data Entry users will only be able to view WEX fuel records. While Fleet Administrators will have the ability to edit WEX transactions, any discrepancies should be addressed with WEX. Corrections made by WEX will then be sent to FleetWave through the integration process.

Odometer history contains odometer readings from the following fuel table transactions:

- Equipment Logs
- WEX Fuel transactions

Note: *Odometers from Vehicle Expenses are not included in the odometer history.*

1. Access the Fuel table (*Located on the left toolbar*). To lock/unlock your toolbar, use the  button.



2. FleetWave will display all fuel transactions.

Fuel								
Equipment ID	Agency	Department	Transaction Date	Odometer	Fuel Type	Fuel Cost	Fuel Amount	
PD61	JAC	PD04	10/1/2021	28310	ODO	0.00 USD	0.00	
PD64	JAC	PD04	10/1/2021	4600	ODO	0.00 USD	0.00	
PD64	JAC	PD04	9/1/2021	4200	ODO	0.00 USD	0.00	
PD61	JAC	PD04	8/1/2021	28310	ODO	0.00 USD	0.00	
PD64	JAC	PD04	8/1/2021	4100	ODO	36.00 USD	12.00	
PD64	JAC	PD04	7/1/2021	4000	ODO	0.00 USD	0.00	

3. To see only WEX fuel, filter the Fuel Type to not include 'ODO'

Fuel Type | Does not contain | ODO | [Search]

4. WEX fuel records will not populate the following fields:
- a. Days Down
 - b. Says on Standby
 - c. Commute Mileage
 - d. Condition

Vehicle Expense Integration

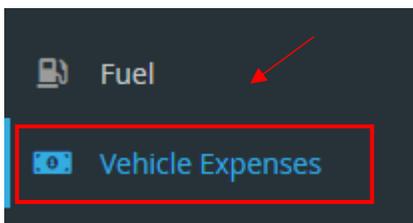
Users can view WEX vehicle expense transactions imported nightly into FleetWave.

Precondition:

- Equipment must be in FleetWave.
- Data Entry users will only be able to view WEX transactions. While Fleet Administrators will have the ability to edit WEX transactions, any discrepancies should be addressed with WEX. Corrections made by WEX will then be sent to FleetWave through the integration process.

1. Access the Vehicle Expenses table. (Located on the left toolbar).

To lock/unlock your toolbar, use the  button.



2. FleetWave will display all vehicle expense transactions.

Vehicle Expenses						
Equipment ID	Agency	Department	Transaction Date	Costing Code	Cost	
00078125	ACS	1117	9/11/2021	Other	59.99 USD	
00078125	ACS	1117	9/18/2021	Other	88.81 USD	
1N109FC	ACS	1126	8/29/2021	Other	195.52 USD	
1N109FC	ACS	1126	8/29/2021	Other	699.21 USD	

3. Click an Equipment ID to view a specific vehicle expense record.

4. To view all expenses for an equipment, enter the Equipment ID in the search box and click .



5. WEX expense records will not populate the following fields:
 - a. Vendor
 - b. Invoice

Integration Error Processing

WEX fuel and vehicle expense transaction files are imported into FleetWave daily. During the import of a WEX transaction file, FleetWave validates those transactions meet any predefined conditions. If any of the transactions fail validation, it will be held in a pre-processed state and require manual correction.

Precondition:

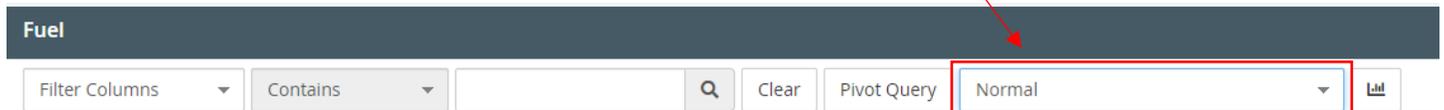
- Equipment must be in FleetWave.
- Only Fleet Administrators have access to the Preprocessor drop down menu and can process integration errors.

1. If transactions pass validations the Record Status is set to 'Normal' and the transactions are shown in the corresponding fuel or vehicle expense table views and will be included in system calculated statistics.
2. If transactions fail validations the Record Status is set to the failed validation type and must be corrected and reprocessed.

Note: If any transactions fail validation, they will not be included in any system calculated statistics until *corrected*.

3. If errors are present, the preprocessor drop down menu will be present to provide the corresponding options to view and/or remediate the errors.

Note: *If there are no errors, the Preprocessor menu will not display.*



Possible Validations and Actions:

Normal (*Fuel & Vehicle Expenses*)

This will show records that were loaded without error.

Unknown Vehicle (*Fuel & Vehicle Expenses*)

The Equipment ID specified on the file does not exist in the system OR is set to a status of archived.

To correct this error, you may need to do one of the following

- Update the record to the correct Equipment ID found in FleetWave
- Set the Equipment ID found in FleetWave to a non-archived status
- Add the equipment to FleetWave if doesn't exist

Invalid Odometer (*Fuel*)

The odometer is lower than an earlier reading OR the odometer has moved more than 5,000 miles/hours in a one-month period

To correct this error, you can do one of the following:

- Correct the odometer – review odometer history for accuracy and reprocess so the corrected odometer will be included.
- **Reset Invalid Odometers and Reprocess** – this is another menu option that adds the fuel record to the system with zero (0) as the Odometer value for that record. This does not affect the odometer listed on the vehicle.

Note: *Reset takes time, so wait for screen to refresh*

Quantity exception (*Fuel*)

The quantity of the transaction exceeds the tank size on the vehicle record.

To correct this error, check the tank size on the vehicle record.

Note: *check for fraudulent activity*

Transaction before allocation (*Fuel & Vehicle Expenses*)

The date of the transaction is before the vehicle had a valid allocation – live in system

To correct, contact Fleet Help Desk at FleetHelpDesk@dms.fl.gov.

All Bad Records

Displays all records that have errors regardless of reason.

Reprocess

Use to reprocess records after corrections. Only those passing validation will be loaded.