eManager Quick Reference Guide

Fleet One MoneyCodes®

November 2017

Log In:
1. Go to https://manage.fleetone.com
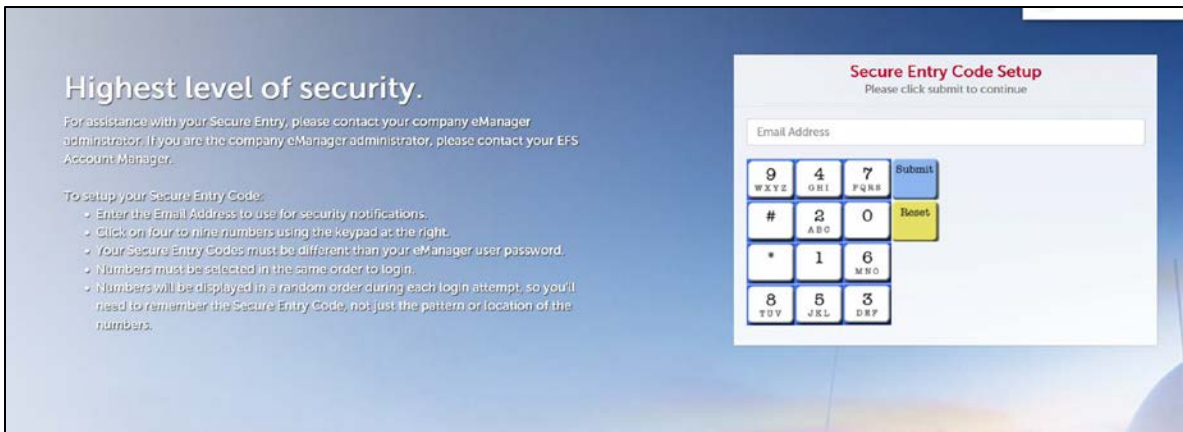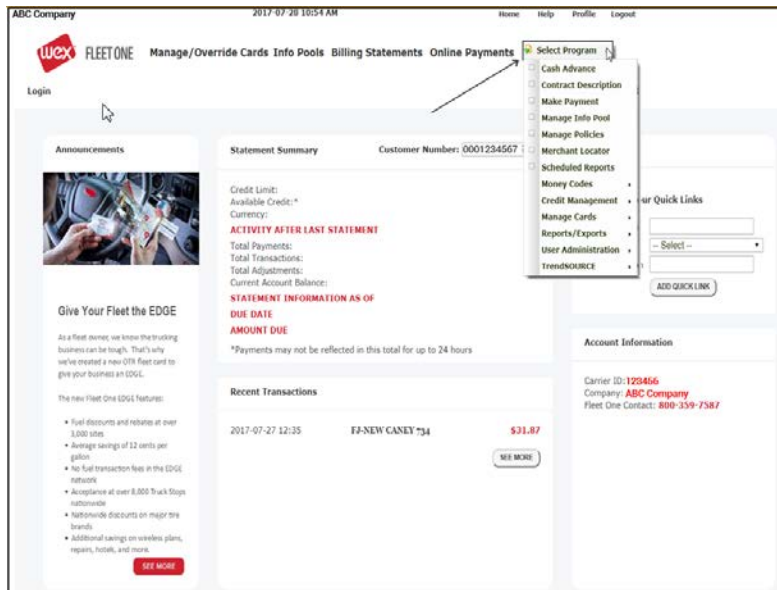2. Enter Carrier ID/Username and Password

3. Enter Secure Entry Code

4. Once logged in, hover over 'SELECT PROGRAM' to see the menu of available options

Fleet One MONEYCODES®:
CREATING MONEYCODES
"Select Program" > "MoneyCodes" > "Issue MoneyCode"
- CONTRACT ID - select the contract that MoneyCodes are to draw from on the drop down

- Enter Amount of the MoneyCode ('10.00' is ten dollars)
- Enter the name of the party in 'Issue To'
- Enter any applicable notes
- Select 'Issue MoneyCode'
- The Money Transfer Code will display at the top of the screen
  - The MoneyCode number is the ten digits
  - Verify the identity of the caller to be certain who is receiving the code

- Report Reference # is used when searching in eManager for the MoneyCode

REVIEWING MONEYCODE HISTORY
"Select Program" > "MoneyCodes" > "Issue MoneyCode"
- Select 'MoneyCode History' at the bottom of the screen

- Click on the box before 'MoneyCode' and enter the enter the MoneyCode
- Select 'Lookup MoneyCodes History'
  - If the MoneyCode is not known select a date range of when the MoneyCode was issued and the MoneyCodes will display
- Click on the reference number
- Click 'Submit'

VOID A MONEYCODE
"Select Program" > "MoneyCodes" > "Issue MoneyCode"
- Select the MoneyCode Contract from the drop down
- Select MoneyCode History at the bottom of the screen
- Bring up the MoneyCode by date range or by the MoneyCode number
- Click the 'X' next to the MoneyCode to void

Money Code	Amount	Used	Issued To	Issued By	Issue Date	Contract ID	Notes	Code Type	Reference	Void
2415907780	$55.00	$0.00	Test Code	Demo	Jan 8, 2014	78556	Lumper	E-Manager	102598651	✖
3329732131	$10.00	$0.00	test	106007	Jan 7, 2014	78556	test	E-Manager	102585949	✖

- A verification screen will display to the screen
- Select 'Void MoneyCode'
- MoneyCode is now voided and the blue 'X' is no longer displayed indicating the MoneyCode has been voided

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3329732131	$10.00	$0.00	test	106007	Jan 7, 2014	78556	test	E-Manager	102585949	✖

- Another way to verify that a MoneyCode has been voided is to generate a MoneyCode Report ("**Select Program**" > "Reports/Exports" > "**MoneyCode Report**") and after 'Voided' on the report it will state 'Yes'

Carrier:	ABC Company
Reference ID:	106363043
Status:	ACTIVE
Voided:	Yes
Issue Type:	E_MANAGER
Issued By:	123456
Issued To:	Merchant

WEX Fleet One 24-Hour Customer Service: 800.359.7587