

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

Highest level of security.	Secure Entry Code Setup Please click submit to continue
For assistance with your Secure Entry, please contact your company eManager administrator. If you are the company eManager administrator, please contact your EFS Account Manager.	Email Address
 To satup your Secure Entry Code. Enter the Small Address to use for security notifications. Click on four to nine numbers using the keypad at the right. Your Secure Entry Codes must be different than your eManager user password. Numbers must be selected in the came order to log n. Numbers will be displayed in a random order during each log in attempt, so you'll need to remember the Secure Entry Code, not just the pattern or location of the numbers. 	9 9 41 7 944 # 2 0 Rest * 1 6 * 1 6 * 1 6 * 1 5 * 1 6 * 1 6 * 1 6

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

ABC Trucking		20	17-08-16 11:48 AM		Hon	ne Help	Profile	Logout
Wex	FLEET ONE Ma	nage/Override Cards	Info Pools Billing	Statements Online F	Payments	💄 Select	Program	•
Money Code M	anagement	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				Log	ged in as:	123456
Key the amou FUNDED AMC Enter the paye ISSUE TO fiel Click ISSUE M The system wi MoneyCode ar the screen.	nt in the DUNT field ee in thed IONEY CODE ill generate a nd display it on	Contract ID: * 1 Funded Amount: * (Issue To: * Notes: Info No data available in ta	123456 - ABC Trucking D	Money Code Inform	ion	To look up click MONE HISTORY Once you g MONEYCC MANAGEM Codes can clicking on the right of MoneyCod	existing cc EY CODE DE ENT scree be voided the X loca each unus e.	en, I by ted to sed
		Add Into	ue Money Code Money C	ode History				

- 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

Money Transfer code **8059561578**, Report Reference # **106363043**, Amount **10.00**, Issued to **Merchant** Notes **Truck Wash**

• 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

		Money Code Information
Contract ID: *	456789 - ABC Company	
Funded Amount: *	0	
Issue To: *		
Notes:		
		Other Information
Info		Value
No data available in ta	able	
Add Info		
	Issue Money Code Money Co	de History

- 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	8
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

Money Code¢	Amount	Used	Issued To 👙	Issued By	Issue Date¢	Contract ID¢	Notes	Code Type¢	Reference 🖨 Void
2415907780	\$0.00	\$0.00T	est Code	Demo.	Jan 8, 2014	78556	Lumper	E-Manager	102598651
3329732131	\$10.00	\$0.00t	est	106007	Jan 7, 2014	78556	test	E-Manager	<u>102585949</u> 🔀



 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'

arrier: ABC Com	pany
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

