



FLEET ONE

eManager Quick Reference Guide

Fleet One MoneyCodes®

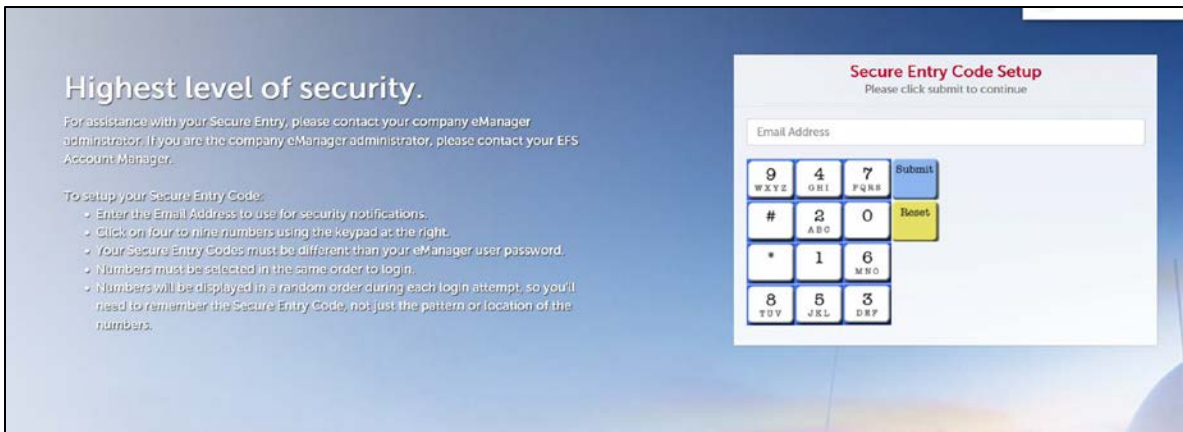
November 2017

Log In:

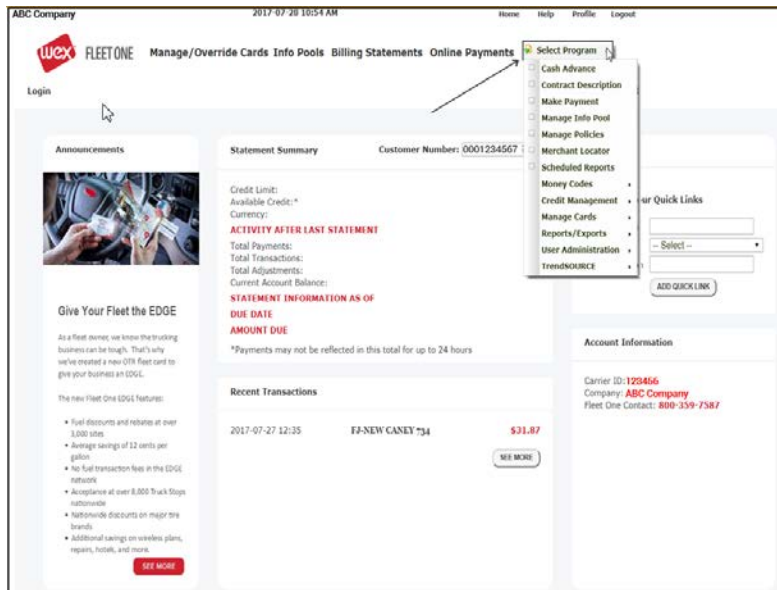
1. Go to <https://manage.fleetone.com>
2. Enter Carrier ID/Username and Password



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

The screenshot shows the 'Money Code Information' form in the Fleet One system. The form includes fields for 'Contract ID' (a dropdown menu), 'Funded Amount' (a text input), and 'Issue To' (a text input). There is also a 'Notes' field and an 'Add Info' button. Below the form is a table with columns 'Info' and 'Value', and buttons for 'Issue Money Code' and 'Money Code History'. Callout boxes provide instructions: 'Key the amount in the FUNDED AMOUNT field', 'Enter the payee in the ISSUE TO field', 'Click ISSUE MONEY CODE. The system will generate a MoneyCode and display it on the screen.', and 'To look up existing codes click MONEY CODE HISTORY. Once you get to the MONEYCODE MANAGEMENT screen, Codes can be voided by clicking on the X located to the right of each unused MoneyCode.'

- 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

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

- 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	\$0.00	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	X

- 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