

## FUEL CARD CUSTODIAN:

For **Lost Receipt Replacement**, please login to the **wex** online portal at: [go.wexonline.com/login](https://go.wexonline.com/login)

\* User registration link sent to you by: [OnlineServices@wexinc.com](mailto:OnlineServices@wexinc.com)

\* No User ID and password? Email: [purchasing.card@wsu.edu](mailto:purchasing.card@wsu.edu) to request one.

When you login, you will be taken to the **wex** portal homepage / dashboard ...

Where you can instantly view: Notifications, Account Overview, Recent Transactions, & Recent Declines

The screenshot shows the wex portal dashboard. The 'Notifications' link is highlighted in red. Below the 'ACCOUNT OVERVIEW' section, the 'RECENT TRANSACTIONS' and 'RECENT DECLINES' sections are also highlighted in red. A transaction for 'Athletics' is shown with a card number '\*\*\*\*12345' and an amount of '\$51.00' on '9/11/24, 4:54 PM'.

### Recent Transactions Displays:

- Department
- \$ Amount
- Fuel Card Number
- Transaction Date & Time

### In This Case:

(Athletics)  
(\$51.00)  
(\*\*\*\*12345)  
(9/11/24, 4:54 PM)

**If there are not many transactions in the Dashboard list**, you can simply...

→ (Select) **“View all”** (pictured above) to be taken to a list.

[View all](#)

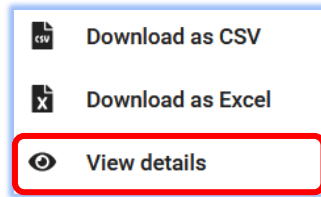
When you locate your transaction...

The screenshot shows the transaction list in the wex portal. The table shows a transaction for 'Athletics' with a card number '\*\*\*\*12345' and an amount of '\$51.00'. An actions button is highlighted in blue, and a dropdown menu is shown with options: 'Download as CSV', 'Download as Excel', and 'View details'.

- Actions Button
- Download as CSV – or - Download as Excel
- View details

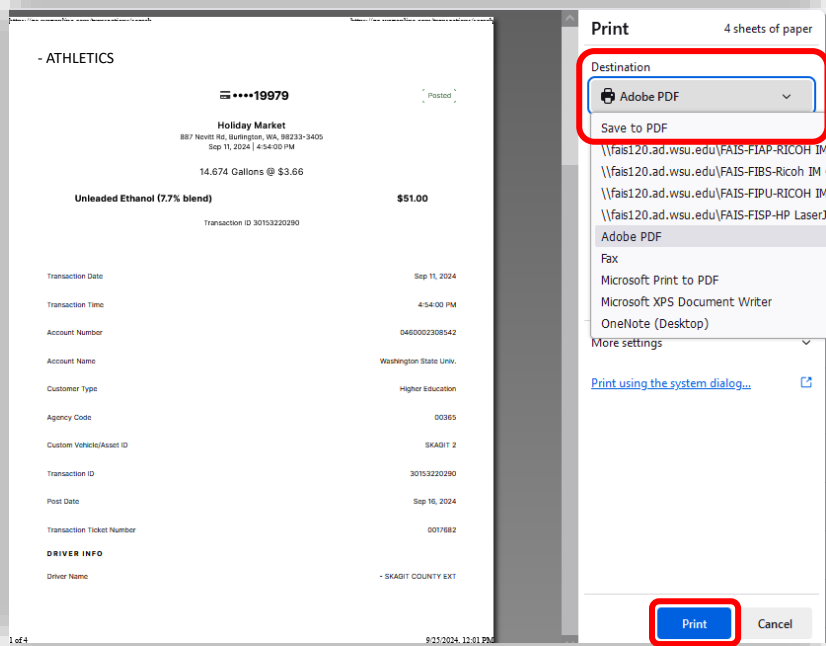
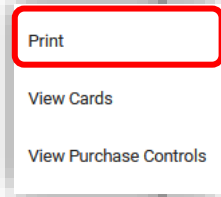
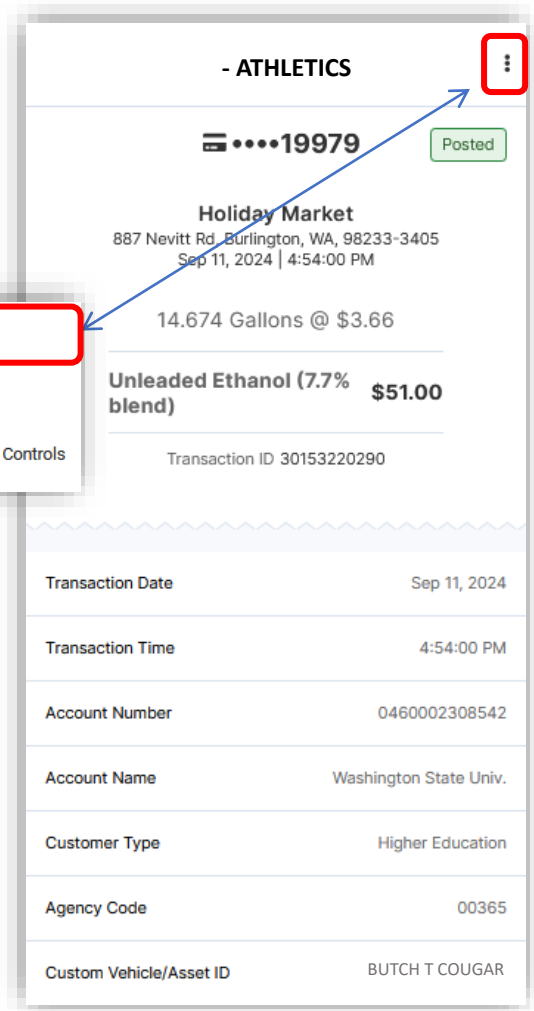
If you Select:

➔ View details



A Receipt Replacement document will appear along

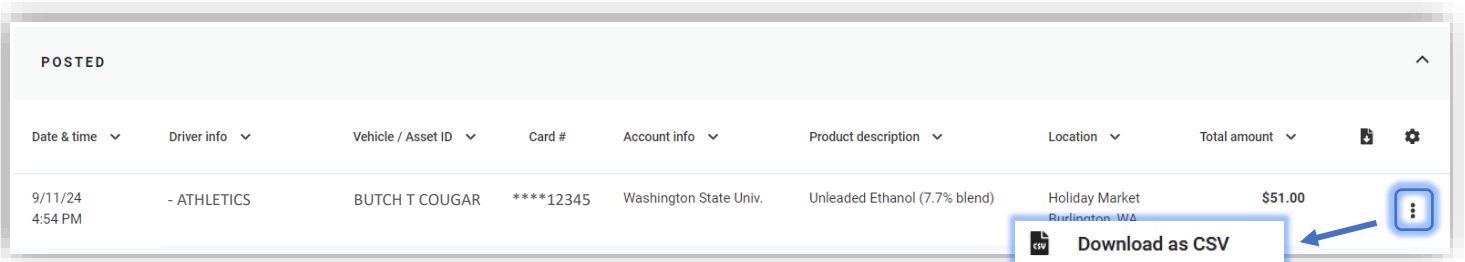
- Place your cursor on the Actions Button  
➔ Print
- In the Print screen – under “Destination”  
➔ Save to PDF - or -  
➔ Adobe PDF



- Designate a location in your computer shared drives
- Create a File name
- \* **Save** as the replacement for Lost Receipt in your Department’s monthly Fuel Card Reconciliation file – Along with the Affidavit of Lost Receipt form obtained from the fuel card user.

OR -

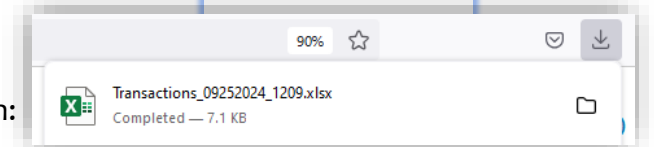
When you locate your transaction...



If you Select:

➔ Download as CSV – or - Download as Excel

Your Download document will appear at the top of your screen:



➔ Select the Excel or CSV Download, and you will see:

The downloaded CSV or Excel document will include the data below – stretched across two rows:

Transaction Date	Transaction Time	Post Date	Account Number	Account Name	Card Number	Trans ID	Emboss Line 2	Custom Vehicle/Asset ID	Units	Unit of Measure	Unit Cost	Total Fuel Cost	Service Cost	Other Cost	
09/11/2024	16:54:00	09/16/2024	0460002308542	Washington State Univ.	****19979	30153220290	BUTCH T COUGAR	54321E	14.674	GA	3.658	53.69	0	0	
Total Non-Fuel Cost	Gross Cost	Exempt Tax	Discount	Net Cost	Reported Tax	Transaction Fee Type 1	Transaction Fee Amount 1	Transaction Fee Type 2	Transaction Fee Amount 2	Transaction Fee Type 3	Transaction Fee Amount 3	Transaction Fee Type 4	Transaction Fee Amount 4	Transaction Fee Type 5	
0	53.69	-2.69	0	51.00	-7.25		0		0		0		0		
Transaction Fee Amount 5	Product	Product Description	Transaction Description	Merchant (Brand)	Merchant Name	Merchant Address	Merchant City	Merchant State / Province	Merchant Postal Code	Merchant Site ID	Current Odometer	Adjusted Odometer	Previous Odometer	Distance Driven	
0	ETH	Unleaded Ethanol	OP	UNBRANDED	Holiday Market	887 Nevitt Rd	Burlington	WA	98233-3405		174009			0	174009
Fuel Economy	Cost Per Distance	Vehicle Description	VIN	Tank Capacity	In Service Date	Start Odometer	Driver Last Name	Driver First Name	Driver Middle Name	Driver Department	Employee ID	Transaction Ticket Number	Currency Exchange Rate	Rebate Code	
11858.32	0			0	12/31/9999	0	COUGAR	BUTCH	THE	ATHLETICS		0017682			
Driver Prompt ID	Vehicle Prompt ID	Department	Customer Type	Agency Code	General Ledger / Account Code	Fuel Type	Location Code	Revenue Account	Sort Field	Federal Excise Exempt Fuel Tax	State Excise Exempt Fuel Tax	State Sales Exempt Fuel Tax	State Special Exempt Fuel Tax	County Excise Exempt Fuel Tax	
008173		ATHLETICS	Higher Education	00365	PG...6759 CC0127					-2.69	0	0	0	0	
County Special Exempt Fuel Tax	County Sales Exempt Fuel Tax	City Excise Exempt Fuel Tax	City Special Exempt Fuel Tax	City Sales Exempt Fuel Tax	Federal Excise Reported Fuel Tax	State Excise Reported Fuel Tax	State Sales Reported Fuel Tax	State Special Reported Fuel Tax	County Excise Reported Fuel Tax	County Sales Reported Fuel Tax	County Special Reported Fuel Tax	Total Exempt Fuel Tax	Total Reported Fuel Tax	Total Reported Non-Fuel Tax	
0	0	0	0	0	0	-7.25	0	0	0	0	0	-2.69	-7.25	0	

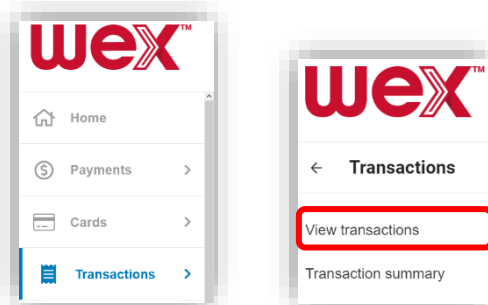
\* **Save** as the replacement for the Lost Receipt in your Department’s monthly Fuel Card Reconciliation file – Along with the Affidavit of Lost Receipt form obtained from the fuel card user.

**If the transactions list in the Dashboard is large:**

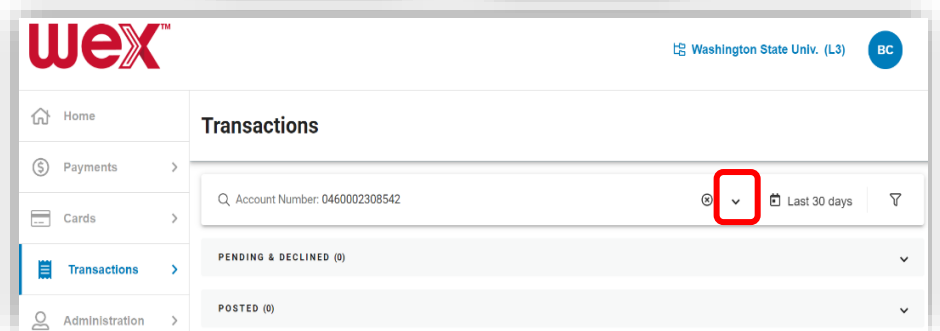
**View Transactions**

In the tool bar on the left:

- ➔ “Transactions >”
- ➔ “View transactions”

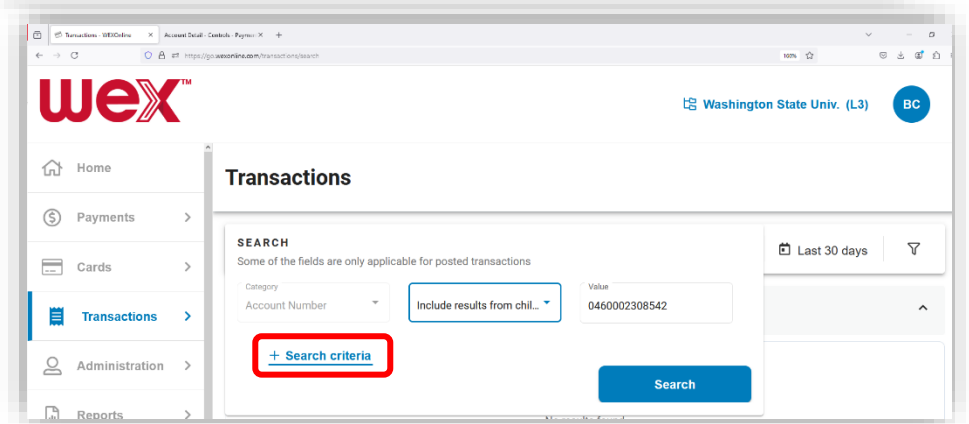


- ➔ “🔍 Account Number...” bar
- ➔ select “v” (drop down arrow)



Leaving the first row’s fields as they are: (“Category”, “Include...” and “Value”)

- ➔ “+ Search criteria” button (adds a row to enter your own search options)



## Specific Card:

Leave the Defaults -  
“Card number” & “Ends with”

### Enter:

Last 4 or 5 digits of the Fuel Card #

→ Select [ Search ]  
button

The screenshot shows the WEX Transactions search interface. The left sidebar contains navigation options: Home, Payments, Cards, Transactions (selected), Administration, Reports, and EV. The main content area is titled 'Transactions' and features a 'SEARCH' section. Below the title, it states 'Some of the fields are only applicable for posted transactions'. There are two rows of search criteria. The first row has 'Category' set to 'Account Number', 'Include results from chil...' (partially visible), and 'Value' set to '0460002308542'. The second row has 'Category' set to 'Card number', 'Ends with' set to 'Ends with', and 'Value' set to '1234'. A '+ Search criteria' link is visible below the second row. The 'Search' button is highlighted with a red box.

## Your Full Department:

→ “Department”  
→ “Contains” or  
“Equals”

### Note:

- “Driver Last Name”  
is the Department Name
- “Driver prompt ID”  
is User ID / Vehicle Identifier  
(PIN)

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### Enter:

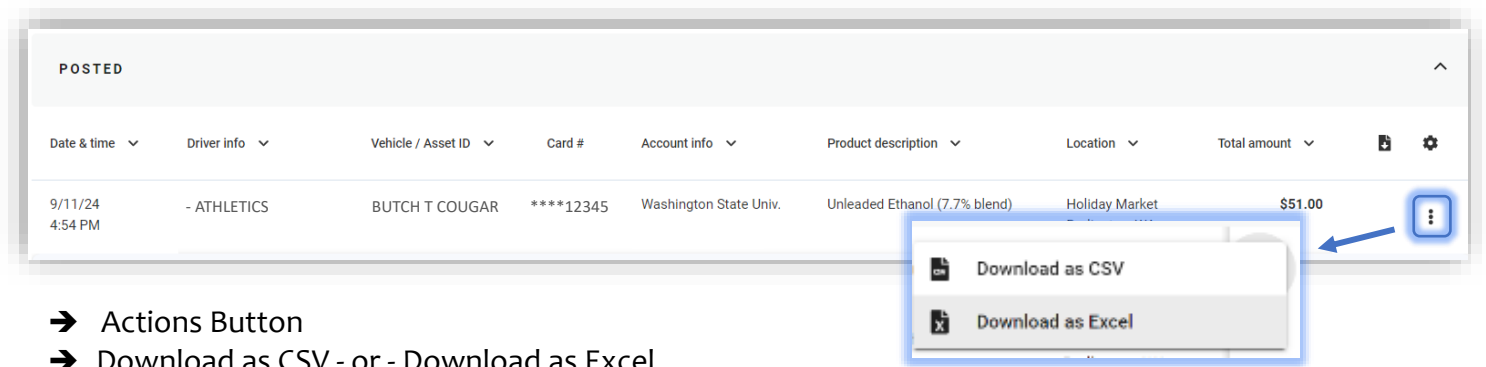
All or Part of the Value  
(Department Name)  
you are searching for  
(as shown on your WEX  
Departmental Cards print-out)

\* Butch T Cougar entered  
“Athletics” (of course! 😊)

→ Select [ Search ]  
button

The screenshot shows the WEX Transactions search interface. The left sidebar contains navigation options: Home, Payments, Cards, Transactions (selected), Administration, Reports, and EV. The main content area is titled 'Transactions' and features a 'SEARCH' section. Below the title, it states 'Some of the fields are only applicable for posted transactions'. There are two rows of search criteria. The first row has 'Category' set to 'Account Number', 'Include results from chil...' (partially visible), and 'Value' set to '0460002308542'. The second row has 'Category' set to 'Department', 'Contains' set to 'Contains', and 'Value' set to 'Athletics'. Below the second row, it says 'Posted transactions only'. A '+ Search criteria' link is visible below the second row. The 'Search' button is highlighted with a red box.

You will be taken to a list. When you locate your transaction...



The screenshot shows a table of transactions under the heading "POSTED". The table has columns for Date & time, Driver info, Vehicle / Asset ID, Card #, Account info, Product description, Location, and Total amount. A single transaction is visible: 9/11/24 4:54 PM, - ATHLETICS, BUTCH T COUGAR, \*\*\*\*12345, Washington State Univ., Unleaded Ethanol (7.7% blend), Holiday Market, \$51.00. A blue box highlights the actions button (three vertical dots) on the right side of the transaction row. A dropdown menu is open, showing two options: "Download as CSV" and "Download as Excel".

Date & time	Driver info	Vehicle / Asset ID	Card #	Account info	Product description	Location	Total amount
9/11/24 4:54 PM	- ATHLETICS	BUTCH T COUGAR	****12345	Washington State Univ.	Unleaded Ethanol (7.7% blend)	Holiday Market	\$51.00

- Actions Button
- Download as CSV - or - Download as Excel

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