



REPORT FOR:
 ABC, INC
 0496001234567
 MAR-01-20XX TO MAR-31-20XX

Purchase Activity Report

CARD NUMBER	CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT
0013	2009 Ford Taurus	123456	2009 Ford Taurus	1234567 (ST)	12345678901234567	Sales

DATE	TIME	SITE ADDRESS	PROMPT INFO	TRANS CODE	ODOM.	PROD	UNITS	COST/ UNIT	FUEL \$	SERVICE \$	OTHER \$	GROSS \$	EXC. CODES
		PREVIOUS ODOMETER			1,090								
MAR-08	16:11	1601 Truman Anytown USA	S Brownswood	OP	1,200	UNL	12.074	3.739	45.14			45.14	
MAR-15	15:48	35 S Linden Anytown USA	S Brownswood	OP	1,110	UNL	11.392	3.779	43.05			43.05	
MAR-15	18:27	176 Gateway Anytown USA	S Brownswood	OP	1,600	UNL	7.151	3.849	27.52			27.52	ET
MAR-18	10:08	1601 Truman Anytown USA	S Brownswood	OP	1,650	UN+	9.714	4.199	40.79			40.79	DY, PR
PERIOD TOTALS					560		40.331		152.15			152.15	
YTD TOTALS					1680		108.884		410.82	7.50		418.32	
PERIOD AVERAGES: MPG, PPG, CPM					13.89			3.892	0.20				
YTD AVERAGES: MPG, PPG, CPM					13.89			3.773	0.20				

DETAILED REPORTING

Detailed reporting is the key to effective expense management. It gives you the information you need, how you need it and when you need it.

- See exact date, time and location of each purchase
- See exact amount purchased and price per gallon
- Identify driver by name
- Find monthly and year-to-date totals
- Monitor fuel type to reduce costs

TRANSACTION CODES:

AD = Adjustment IP = Indoor Payment Terminal OP = Outdoor Payment Terminal
 CL = Cardlock MF = Mobile Fueling PS = Private Site
 CP = Contract Pricing MN = Manual TP = Transponder

EXCEPTION CODES:

FD = Fuel Trans/Day TU = Fuel Units/Trans ST = Purchase Start Time PR = Allowed Products
 SD = Service Trans/Day BU = Fuel Units/Billing Cycle ET = Purchase End Time SP = Allowed State/ Province
 FC = Fuel Cost/Trans DY - Days Not Allowed MT = Manual Trans CU = Max PPU
 SC = Service Cost/Trans



REPORT FOR:
ABC, INC
0496001234567
MAR-01-20XX TO MAR-31-20XX

Exception Summary

PURCHASE EXCEPTIONS

CODE	DESCRIPTION	NO. OF EXCEPTIONS	COST OF TRANSACTIONS
DY	Days Not Allowed	3	102.45
TU	Fuel Units/Transaction	3	95.78
ET	Purchase End Time	2	42.23
PR	Allowed Products	1	27.77
	TOTAL	9	

CARDS NOT USED

CARD NUMBER	DESCRIPTION	CUSTOMER NUMBER	DATE LAST USED
0004	07 FORD F550	56789	JAN-01-2016
0016	06 CHEVY C3500	23456	JAN-01-2016
TOTAL: 2			

EXCEPTION SUMMARY
captures ALL exceptions and is organized
into one easy-to-read summary.



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Financial Summary

DEPARTMENT	DESCRIPTION	FEES			PURCHASES				TOTAL FEES & PURCHASES
		QTY	COST/FEE	TOTAL FEES	FUEL \$	SERVICE \$	OTHER \$	GROSS \$	
SALES	CARD REPLACEMENT	1	2.00	2.00					
	UNL				113.32			113.32	
	UN+				206.19			206.19	
	PERIOD			2.00	319.51	0.00	0.00	319.51	321.51
	YTD			6.00	801.74	15.00	0.00	816.74	822.74
OPERATIONS	CARD REPLACEMENT	1	2.00	2.00					
	UNL				86.50			85.27	
	DSL				4,194.97			3,947.97	
	PERIOD			2.00	4,281.47	0.00	0.00	4,281.47	4,286.47
	YTD			4.00	12,286.41	0.00	0.00	12,286.41	12,304.41
ACCOUNT TOTALS	CARD REPLACEMENT	2	2.00	4.00					
	UNL				199.82			199.82	
	UN+				206.19			206.19	
	DSL				4,194.97			4,194.97	
	PERIOD			4.00	4,600.98	0.00	0.00	4,600.98	4,604.98
	YTD			12.00	13,088.15	15.00	0.00	13,103.15	13,133.15
ACCOUNTS PAYABLE SUMMARY - Invoice Number 1234567									
PREVIOUS BALANCE	3,728.65								
PAYMENTS	3,728.65-								
PURCHASES	4,600.98								
DEBITS	4.00								
CREDITS	0.00								
LATE FEE	0.00								
NEW BALANCE	4,604.98								

AMOUNT DUE	4,604.98								

FINANCIAL SUMMARY REPORT
 gives you at-a-glance current and year-to-date purchases sorted out by departments.



REPORT FOR:
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 MAR-01-20XX TO MAR-31-20XX

Site Summary

BRAND	ADDRESS	CITY	STATE	ZIP	NO. TRANS	FUEL UNITS	FUEL \$	SERVICE \$	OTHER \$	GROSS \$
CITGO	1601 Truman St	Anytown	USA	91340	2	98.550	332.01	0	0	332.01
CITGO	35 S Linden Ave	Anytown	USA	94080	1	16.550	56.25	0	0	56.25
CITGO	176 Gateway Blvd	Anytown	USA	94080	2	24.935	73.57	0	0	73.57
CITGO	2198 Market St	Anytown	USA	94114	2	26.488	80.00	0	0	80.00
CITGO	1259 9th Avenue	Anytown	USA	94122	25	1,208.076	4,059.15	0	0	4,059.15
PERIOD TOTALS					32	1,374.599	4,600.98	0.00	0.00	4,600.98

SITE SUMMARY REPORT
 shows locations of all transactions allowing you to easily locate stations that provide the best value for your fleet.



REPORT FOR:
 ABC COMPANY
 0000-00-123456-7
 MAR-01-20XX TO MAR-31-20XX

Tax Summary

TAX JURISDICTION	ID	EXPIRATION	EXEMPTED TAX \$	REPORTED TAX \$	TAX TYPE	TAX PRODUCT CLASS	UNITS	GROSS \$	TAX RATE
FEDERAL	12-3456789	JAN-03-20XX	41.76		FEDERAL EXCISE	GASOLINE	228.202	642.16	0.18300
			195.82		FEDERAL EXCISE	DIESEL	805.824	2,288.54	0.24300
FEDERAL TOTALS			237.58						
IL	12-3456790	JAN-03-20XX	18.26		STATE EXCISE	GASOLINE	228.202	642.16	0.08000
			64.47		STATE EXCISE	DIESEL	805.824	2,288.54	0.08000
			18.26		STATE SALES TAX	GASOLINE	228.202	642.16	0.08000
			64.47		STATE SALES TAX	DIESEL	805.824	2,288.54	0.08000
IL STATE TOTALS			165.46						
CHICAGO COUNTY			17.12		COUNTY EXCISE	GASOLINE	228.202	642.16	0.07500
			60.44		COUNTY EXCISE	DIESEL	805.824	2,288.54	0.07500
			26.97		COUNTY SALES	GASOLINE	228.202	642.16	0.04200
			96.12		COUNTY SALES	DIESEL	805.824	2,288.54	0.04200
COUNTY TOTALS			200.65						
CHICAGO	12-3456792	JAN-03-20XX	6.42		CITY SALES TAX		228.202	642.16	0.01000
			22.89		CITY SALES TAX		805.824	2,288.54	0.01000
CITY TOTALS			29.31						
ACCOUNT TOTALS			633.00						

TAX SUMMARY
 allows you to easily track and report
 exemptions for end-of-year reporting.



INVOICE/STATEMENT

INVOICE NUMBER: 1234567
 ACCOUNT NAME: ABC Inc.

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ACCOUNT NUMBER 0497-00-123456-7	CREDIT LIMIT 15,000.00	DAYS THIS PERIOD 31	BILL CLOSING DATE MAR-31-20XX	PAYMENT DUE DATE APR-26-20XX	AMOUNT DUE 4,600.98
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DATE	ACTIVITY DESCRIPTION	CHARGES/DEBITS	PAYMENTS/CREDITS
MAR-12-20XX	PAYMENT RECEIVED - THANK YOU		3,728.65
MAR-28-20XX	RETAIL FUEL PURCHASES	4,600.98	
REMINDER PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB BELOW.			

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-) PAYMENTS	(+) PURCHASES	(+) DEBITS	(-) CREDITS	(+) LATE FEE	(=) NEW BALANCE
3,728.65	-3,728.65	4,600.98		0.00	0.00	4,600.98

CALL CUSTOMER SERVICE TO PAY BY PHONE

FEDERAL TAX ID:

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

ACCOUNT NAME	ABC Inc.
ACCOUNT NUMBER	0497-00-123456-7
INVOICE NUMBER	1234567
BILL CLOSING DATE	MAR-31-20XX
AMOUNT DUE	4,600.98
AMOUNT ENCLOSED	
PAYMENT DUE DATE	APRIL-XX-20XX

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES.

CITGO Fleet

FOR CHANGE OF ADDRESS, PLEASE USE FORM ON BACK.
 Make check payable to: CITGO.
 Use enclosed envelope or send to:

INVOICE/STATEMENT
 is a summary of all fees and
 credits each month.