



## USPS HIGHWAY CONTRACT ROUTE RECONCILIATION PROCESS

As an HCR Contractor you will need to track and reconcile your transactions. Doing so will ensure that you are staying within your gallons and quickly recognize any misuse on your account. To begin, log into the U.S. Bank Fleet Commander Online website. Then from the Welcome page, click on Transaction Reports located under Reporting. This will take you directly to the Create a Transaction Detail Report screen.

To create your report you will need to select your Transaction Parameters. You have three different options to choose from:

**Note:** *The first two date options you can select transactions by is Posted or Occurred. Posted details when the transaction billed to your account and Occurred is the actual date the transaction took place. It is recommended that you select Occurred.*

- The first date option is a listing of preset date ranges. The selections span from *Last Day* to *Last Quarter*. Left-click on the button to view and select the options.
- The second option is to manually set a date range. Select your *Beginning Date* and *End Date* by either typing in the date manually, formatted as **MM/DD/YYYY** or left-click on the calendar image and make a selection from there. You will likely use this date option. If you need to view a years worth of data you will have to run more than one report.

**Note:** *The maximum date range limitation is 120 days. This 120 day range can span across any date range since the inception of your account. It is not limited to the past 120 days only.*

- Your last date option allows you to query a billing cycle. Left-click the button to select any given billing cycle for your account. The billing cycle is from the 11<sup>th</sup> of one month to the 10<sup>th</sup> of the next so for accuracy this date option should not be used.

**Transaction Parameters**  
Transaction Dates:

Transactions  in the

Transactions  from  to  Note: Maximum date range is 120 days.

Posted during  billing cycle.



## ORDER AND SORT COLUMNS:

Before you run the report you will also want to choose the columns or fields in which you wish to include. Begin by selecting the **Order and Sort Columns** tab.

- **Select & Name Columns.** To select a column, click in the desired field's box to add a check if it doesn't already have one. To deselect a column; remove the check by clicking in the desired field's box. You can also change the column name by simply deleting the current text and typing in the desired column name.
- **Display Order** allows you to change the column order on the finalized report. Simply click the left and right buttons until the desired location is obtained, or type in a number over what is currently being displayed.
- **Sort Order** allows you to sort up to 10 different columns. Simply click the left and right buttons until the desired sort is obtained, or type in a number over what is currently being displayed.
- **Sort Direction** allows you to choose whether the sort is in Ascending or Descending order. Click the pull down menu to choose.

### Create a Transaction Detail Report

Select criteria from the tabs below and click "Preview Report" or "View Entire Report" to create a Transaction Report. "Preview Report" will display up to the first 25 rows in the Report.

\* = required

[Preview Report](#) [View Entire Report](#) [Save/Schedule](#) [Cancel](#)

[Select Report Parameters](#) **Order and Sort Columns**

To include specific Columns in this Report, select the check box next to the desired column names. You MUST have at least ONE column selected in order to Preview, View, or Save a report. Use the arrow buttons to choose the display and Sort Order of the columns for the report. Please note: There is a maximum of 10 sort levels allowed.

To return the Tab to its default values, click the "Reset Tab Defaults".

[Select All Columns](#) | [Deselect All Columns](#)

Select & Name Columns	Display Order	Sort Order	Sort Direction
<input checked="" type="checkbox"/> Account Number	1 <input type="text"/> < >	1 <input type="text"/> < >	Ascending <input type="text"/>
<input checked="" type="checkbox"/> Account Name	2 <input type="text"/> < >	<input type="text"/> < >	<input type="text"/>
<input checked="" type="checkbox"/> Card ID	3 <input type="text"/> < >	2 <input type="text"/> < >	Ascending <input type="text"/>
<input checked="" type="checkbox"/> Transaction Occurred C	4 <input type="text"/> < >	3 <input type="text"/> < >	Ascending <input type="text"/>
<input checked="" type="checkbox"/> Transaction Time	5 <input type="text"/> < >	4 <input type="text"/> < >	Ascending <input type="text"/>
<input checked="" type="checkbox"/> Invoice Number	6 <input type="text"/> < >	5 <input type="text"/> < >	Ascending <input type="text"/>
<input checked="" type="checkbox"/> Product Description	7 <input type="text"/> < >	<input type="text"/> < >	<input type="text"/>
<input checked="" type="checkbox"/> Units	8 <input type="text"/> < >	<input type="text"/> < >	<input type="text"/>

There are additional fields that are not included in the report that you need to help reconcile your account. Your contract number is tied to the Driver Number; however for contracts that have letters included this will not be as easily recognizable. The Driver Last Name field is where the actual contract number is located. By checking this field it will be included in your report. You can also view the gallons allowed for each contract number. To view this information you will need to select the Driver Code 1 field. Additionally you may want to change the sort order. As a default, the Transaction Detail Report will be sorted by the Account Number. If you have more than one contract on your account it is recommended that the report be sorted by the Driver Last Name field.

Now that you have set your **Report Parameters** and reviewed the **Order and Sorting of Columns**, you are ready to view your report!

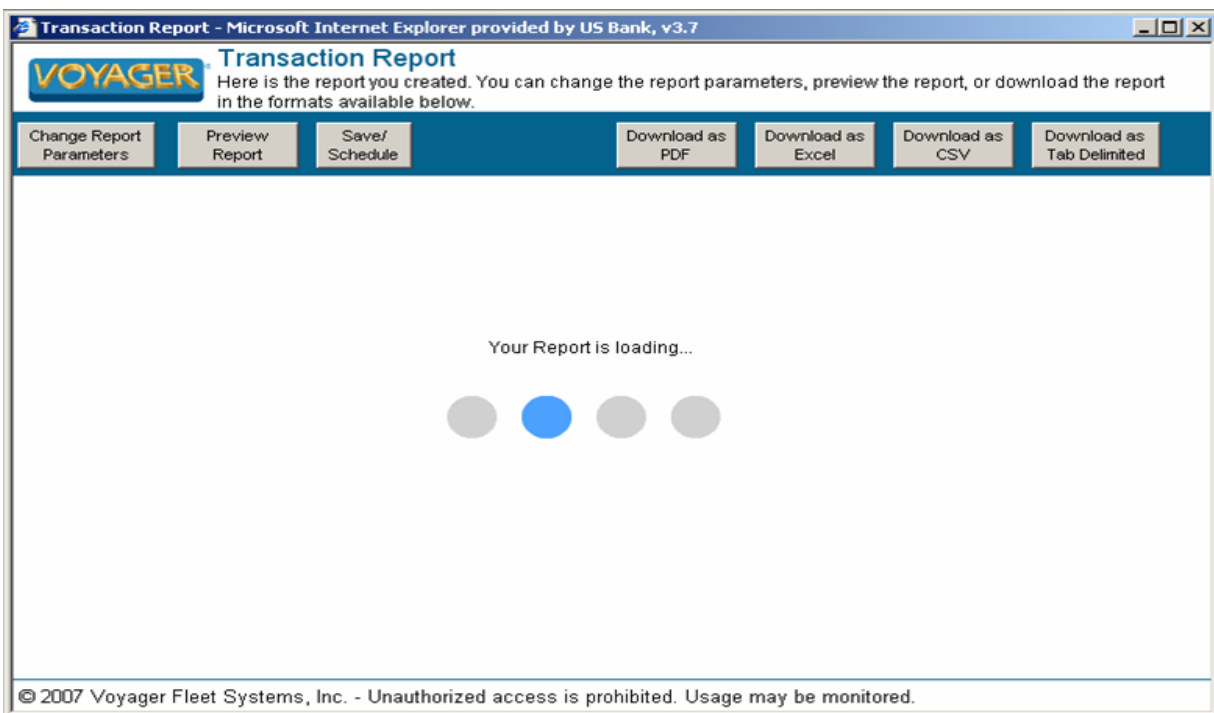
From either the *Select Report Parameters* or *Order and Sort Columns* tab, left-click on either the **View Entire Report** or **Preview Report** button. A new window will be displayed with your results.

- **View Entire Report** – Returns all data results.
- **Preview Report** – Returns the first 25 line items of the report. If you choose to download the report to an external source, you will be extracting all data results however.

You may also choose to save and schedule the report.

Choosing to **Cancel** will take you back to the *Reporting* home page.

Your report will populate in a separate window. You must disable any pop up blockers to view your report.



Once your report has loaded, you can download it into four formats.

- Portable document format (PDF) format readable in Adobe® Acrobat.
- Microsoft® Excel worksheet.
- Comma-separated values (CSV) file (text).
- Tab-delimited format (text).

When you download your file, your computer should prompt you to open, save, or cancel. Once you have opened and/or saved the file, you can then close the report window.

Now that you have created and reviewed your transactions you may have noticed that some transactions appear with several 0's in the Driver Number field. For these transactions a default contract is selected to apply those gallons. You can view the default contract one of 2 ways. From the Order and Sort Column in your Transaction Detail Report you can include the Card Code 1 field. This is where we keep the default contract for each card on your account. Your second option is to create a Transaction without Driver Id Report. From the Transaction Detail Report screen you can get to the Transactions without Driver Id Report. In the blue navigational pane there is a link for the Transactions without Driver Id Report. Click on the link to begin.

Since you will likely run this report based on the data you pulled from the Transaction Detail Report you will only need to select your Transaction Parameters. You should select the exact dates you selected in the previous report.

Once you have selected your Transaction Parameters you are ready to view your report.

**Create a Transactions without Driver ID Report**

This report shows transactions that have no Driver ID.  
\* = required

**Select Report Parameters**

Select criteria below then click "Preview Report" or "View Entire Report" to create your report. "Preview Report" will display the first 25 rows in the Report.  
Click "Reset To Defaults" to reset the form.

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**Data Access Parameters**

Use Accounts.\*  
All Associated Accounts [Change Accounts](#)

Use Organization Levels.\*  
USPS CARRIERS (175466) [Change Organization Levels](#)

**Transaction Parameters**

Transaction Dates:

Transactions  in the

Transactions  from  to  Note: Maximum date range is 120 days.

Posted during  billing cycle.

After you have reviewed your transactions there may be several common reasons why you may need to report incorrect information.

They are, but not limited to

- Gallons purchased does not match receipt
- Incorrect product code
- A different contract should be selected as the default contract

If there is any other unusual information you may report that as well. Duplicate transactions may appear, but they are pulled out before payment by the USPS.

If any information in your report is incorrect please contact U.S. Bank by either the phone number or email below.

**Customer Service:** 800-278-6191 or **Email:** voyagerusps@usbank.com

**Fleet Commander Online Help Desk:** 800-278-6191 or **Email:** fleetcommander@usbank.com



[usbank.com/usps](http://usbank.com/usps)

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