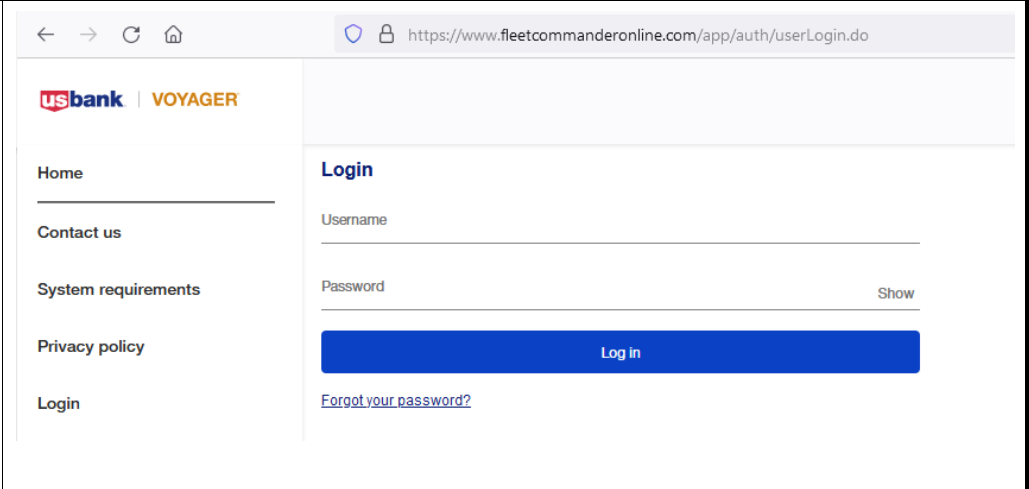
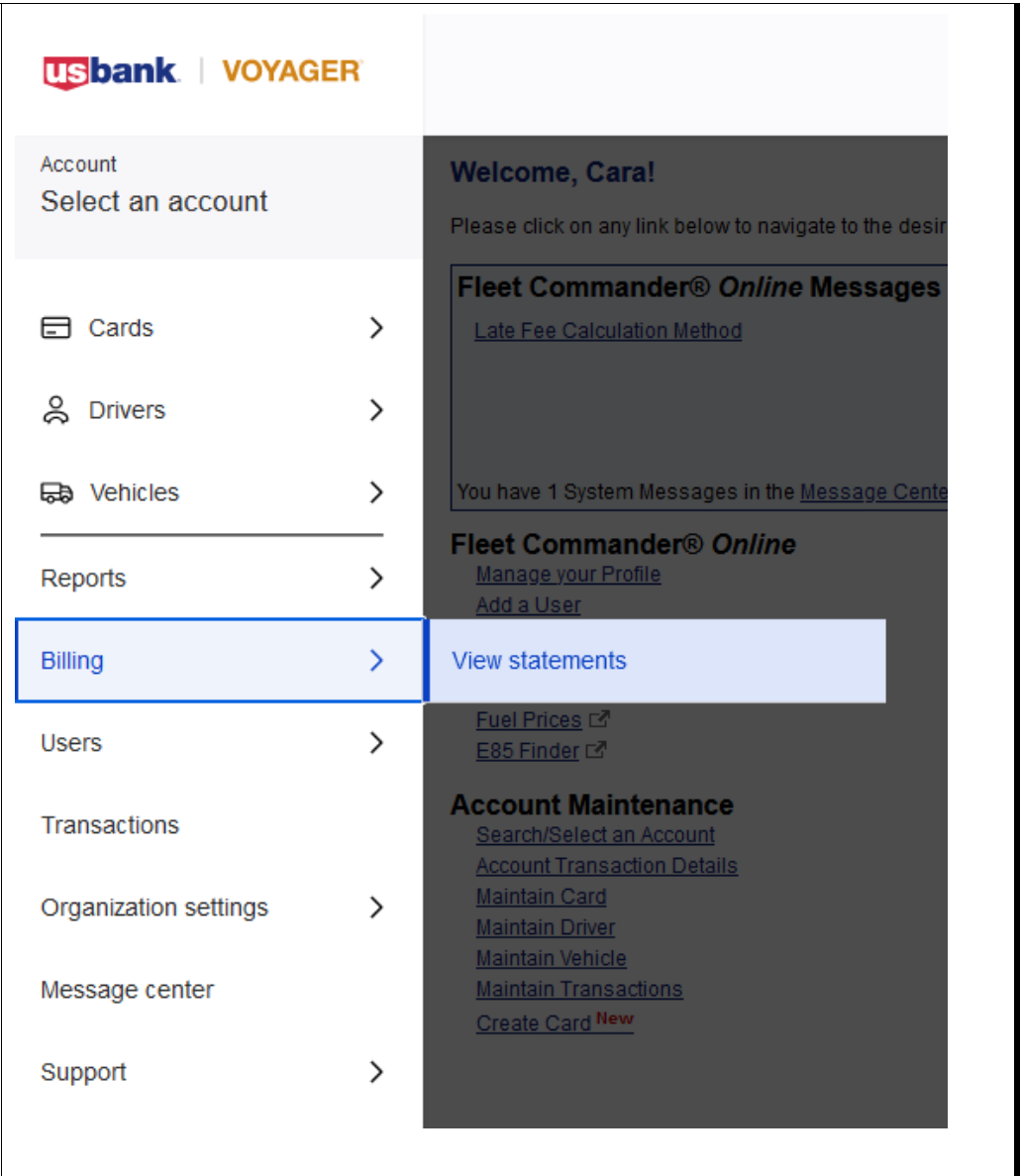
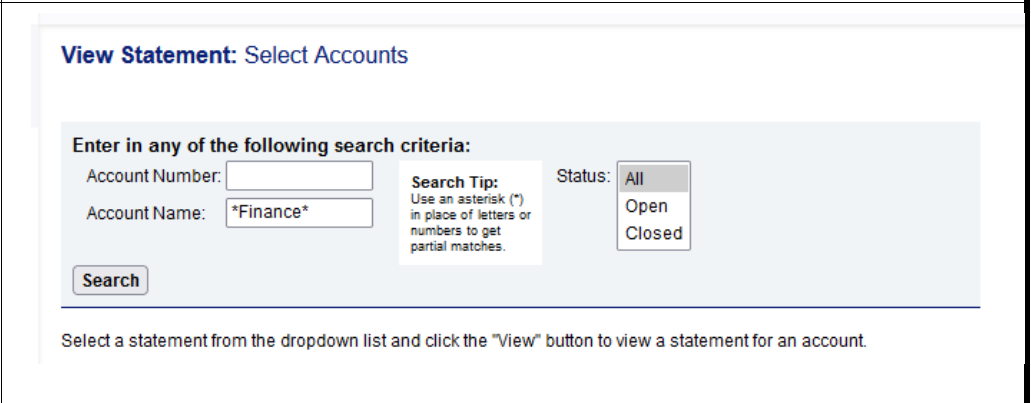


## Voyager – Payment of Invoices

**Each month, departmental Users need to download their invoices and supporting documentation to pay the Voyager invoice to US Bank timely. The monthly invoice is available in Voyager Fleet Commander on the 10<sup>th</sup> of each month and is due around the 5<sup>th</sup> of the next month.**

Procedures	
<p>Sign into Voyager Fleet Commander Online (FCO) at <a href="https://fleetcommanderonline.com">fleetcommanderonline.com</a></p>	

## Voyager – Payment of Invoices

<p>From the selection menu on the left of the screen, click on Billing and View statements.</p>	
<p>Enter the account number in the Account Number field or type any portion of the name surrounded by asterisks.</p> <p>Click Search.</p>	

## Voyager – Payment of Invoices

Under Search Results, locate your account number and select the invoice that just closed from the dropdown menu.

Click View

Select a statement from the dropdown list and click the "View" button to view a statement for an account.

### Search Results

Accounts 1 - 1 of 1

Account Information	Sort by: Account Name	View Statements
869476887 - 112066 FINANCE & ADMIN L1 Name: SOURCEWELL-NON STATE		Closing 10/10/2022 View

● Open ✖ Closed

Accounts 1 - 1 of 1


- Current Activity
- Closing 10/10/2022
- Closing 09/10/2022
- Closing 08/10/2022
- Closing 07/10/2022
- Closing 06/10/2022
- Closing 05/10/2022
- Closing 04/10/2022
- Closing 02/10/2022
- Closing 01/10/2022
- Closing 12/10/2021
- Closing 11/10/2021

## Voyager – Payment of Invoices


The invoice will open in the default browser.

Click Download as PDF.

Close out of this report.


Closing 10/10/2022

Download as PDF
Download as Excel



112066 [REDACTED]

[REDACTED]

Payment due on or before due date  
 Please return this portion with your check payable to:  
 US Bank Voyager Fleet Systems  
 U.S. Bank National Association

Indicate account number on your check  
 PO BOX 952818  
 SAINT LOUIS MO 63195-2818

Account Number	Closing Date	Due Date	Total Transactions	Invoice Number
869476002	10-10-2022	11-04-2022	2	8694760022242

Account Summary	Amount
<b>Previous Balance</b>	<b>\$295.79</b>
Payments	(\$295.79)
<a href="#">Tax Adjustments</a>	(\$8.32)
<a href="#">New Purchases</a>	\$163.60
<b>New Balance</b>	<b>\$155.28</b>

Date	Payments and Adjustments	Amount
09-19-2022	Payment - Thank You	(\$295.79)
10-10-2022	TAX ADJUSTMENT	(\$8.32)

## Voyager – Payment of Invoices

Now go to Reports and Reporting home.

The screenshot displays the Voyager web interface. At the top left, the US Bank logo is followed by the text "VOYAGER". Below this, there is a section titled "Account" with the instruction "Select an account". A navigation menu on the left lists several options: "Cards", "Drivers", "Vehicles", "Reports", "Billing", "Users", "Transactions", "Organization settings", "Message center", and "Support". The "Reports" option is highlighted with a blue border. To the right of the navigation menu, a "View Statement: Select Accounts" panel is visible. It contains search criteria fields for "Account Number" and "Account Name", a "Search" button, and a "Search Tip" explaining the use of asterisks for partial matches. Below the search fields, a list of accounts is shown, including "869476051 - 112066 ATHLETICS" and "869476861 - 112066 AUXILIARY SERVICES". A dropdown menu is open over the "Reports" option, showing "Reporting home", "My reports", and "Preferences".

**usbank | VOYAGER**

Account  
Select an account

- Cards >
- Drivers >
- Vehicles >
- Reports >**
- Billing >
- Users >
- Transactions
- Organization settings >
- Message center
- Support >

**View Statement: Select Accounts**

Enter in any of the following search criteria:

Account Number: \*

Account Name:

**Search**

**Search Tip:**  
Use an asterisk (\*) in place of letters or numbers to get partial matches.

Select a statement from the dropdown list and click the "View" button.

- Reporting home
- My reports
- Preferences

869476051 - 112066 ATHLETICS  
L1 Name: SOURCEWELL-NON STATE

869476861 - 112066 AUXILIARY SERVICES  
L1 Name: SOURCEWELL-NON STATE

869476010 - 112066 BIOLOGICAL SCIENCE  
L1 Name: SOURCEWELL-NON STATE

869476002 - 112066 CAER  
L1 Name: SOURCEWELL-NON STATE

869476879 - 112066 CAFE  
L1 Name: SOURCEWELL-NON STATE

869476127 - 112066 CAMPUS RECREATION

## Voyager – Payment of Invoices

Under Billing Reports, click on Detailed Invoice Report.

### Welcome to Reporting!

Click on any link to navigate to the desired report. Place cursor over the link to see a description of the report.

#### My Reports

- [View/Edit My Reports](#)
- [Create a Saved/Scheduled Report](#)
- [Shared Reports](#)
- [View Scheduled Report Outputs](#)
- [Purchase Alerts](#)

#### Inventory Reports

- [Card Report](#)
- [Vehicle Report](#)
- [Driver Report](#)
- [Card Inactivity Report](#)

#### Transaction Reports

- [Transaction Detail Report](#)
- [Real Time Activity Report](#)
- [Transactions by Vehicle](#)
- [Transactions by Driver](#)

#### Management Reports

- [Top Dollars by Merchant](#)
- [Cards with High Dollars for Non-maintenance Transactions](#)
- [Cards with High Gallons](#)
- [Cards with Non-fuel Purchases](#)
- [Cards with Highest Number of Transactions](#)
- [Cards with Multiple Purchases per Day](#)
- [Cards by Purchase Method](#)
- [Fuel Economy by Vehicle ID](#)
- [Fuel Economy by Vehicle Description](#)
- [Organization Summary](#)
- [Vehicle Cost Analysis](#)
- [Emergency Merchant Availability Report](#)
- [Merchant List](#)
- [Card Expiration Report](#)
- [Statistical Summary Report](#)
- [Summary Quarterly Merchant Report](#)
- [Product Restrictions and Limits](#)

#### Exception Reports

- [Percent of Limit Report](#)
- [Transaction Exception](#)
- [Declined Transactions Report](#)

#### User Activity Reports

- [User Activity by Account](#)
- [Activity by User ID](#)
- [User Activity by Asset](#)
- [User Session](#)
- [User Management](#)

#### Marketer Reports

- [Cost Plus Settlement](#)

#### Merchant Reports

- [Cost Plus Settlement](#)
- [1057 Report](#)

#### Billing Reports

- [Invoice Report](#)
- [Detailed Invoice Report](#)
- [Invoice Statement Status Report](#)
- [Delinquency Report](#)
- [Inactive Card Fees Report](#)

#### Sales and Marketing Reports

- [Customer Sales Report](#)
- [Customer 12 Month Sales Report](#)
- [Customer Sales by State Report](#)
- [Customer Sales Trend Report](#)
- [Customers without Activity Report](#)

#### Reports Help

- [Active Reports Help !\[\]\(f7c2ea698ae2c080ae9b04b621e2c1fb\_img.jpg\)](#)

## Voyager – Payment of Invoices

If your account is not already selected under Use Accounts, click Change Accounts.

### Create a Detailed Invoice Report

This report shows transaction details by card with subtotals on transaction amount and taxes. Some data may not be available on the transaction until it has been billed. For a copy of the Invoice Report in PDF format for printing, please select Invoice Report from the Billing Reports menu to the left.

\* = required

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

#### 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 of the report. Clicking "Save/Schedule" allows you to save your selected criteria and schedule the report to run on a periodic basis.

Click "Reset To Defaults" to reset the form.

#### Data Access Parameters

Use Accounts:\* [Change Accounts](#)  
No Accounts Selected

Specific Cards:  
All Associated Cards

Use Organization Levels:\* [Change Organization Levels](#)  
UNIVERSITY OF KENTUCKY (200199287)

Specific Cards: All Associated Cards [Change Cards](#)

#### Transaction Parameters

Transaction Dates:

Transactions [Posted](#) in the [Last Day](#)

Transactions [Posted](#) from [10/24/2022](#) to [10/31/2022](#)  
mm/dd/yyyy mm/dd/yyyy

Note: Start date cannot precede January 1, 2020.

Posted during  billing cycle.

[Reset To Defaults](#)

Enter the account number in the Account Number field or type a portion of the account name surrounded by asterisks in the Account Name field.

Click Search.

### Create a Detailed Invoice Report: Select Accounts

Enter in any of the following search criteria:

Account Number:

Account Name:

**Search Tip:**  
Use an asterisk (\*) in place of letters or numbers to get partial matches.

Status: [All](#)  
[Open](#)  
[Closed](#)

[Search](#)

[Cancel](#)

## Voyager – Payment of Invoices

Under Search Results, click the check box to the left of the account.

Click Select Accounts.

Select an Account by clicking its checkbox. When finished click the "Select Accounts" button at the bottom of the screen. You can keep the Accounts you've selected and continue searching by clicking on the "Save Accounts & Search Again" button.

### Search Results

Accounts 1 - 1 of 1

<input type="checkbox"/>	Account Number	Account Name	Organization	Account Status
<input checked="" type="checkbox"/>	869476002	112066 CAER	SOURCEWELL-NON STATE	●

Accounts 1 - 1 of 1

Save Accounts & Search Again

### Saved Selections

<input checked="" type="checkbox"/>	Account Number	Account Name	Acct Status
No Accounts Selected			

● Open ✖ Closed

Select Accounts

Cancel



## Voyager – Payment of Invoices

Choose Posted during and select the same date as the Closing Date of your invoice above.

Click View Entire Report.

### Create a Detailed Invoice Report

This report shows transaction details by card with subtotals on transaction amount and taxes. Some data may not be available on the transaction until it has been billed. For a copy of the Invoice Report in PDF format for printing, please select Invoice Report from the Billing Reports menu to the left.

\* = required

Preview Report View Entire Report Save/Schedule Cancel

#### 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 of the report. Clicking "Save/Schedule" allows you to save your selected criteria and schedule the report to run on a periodic basis.

Click "Reset To Defaults"

#### Data Access Parameters

Use Accounts\*

112066 CAER (88947600)

Specific Cards:  
All Associated Cards

Use Organization Levels

UNIVERSITY OF KENTU

Specific Cards: A

#### Transaction Parameters

Transaction Dates:

Transactions P

Transactions P

Posted during

Current/Unbilled

Last

10/10/2022

09/10/2022

08/10/2022

07/10/2022

06/10/2022

05/10/2022

04/10/2022

03/10/2022

02/10/2022

01/10/2022

12/10/2021

11/10/2021

Last Day

10/24/2022

mm/dd/yyyy

to

10/31/2022

mm/dd/yyyy

Note: Start date cannot precede January 1, 2020.

[Change Accounts](#)

[Change Cards](#)

[Change Organization Levels](#)

[Change Cards](#)

Reset To Defaults

Preview Report View Entire Report Save/Schedule Cancel

Download the Detailed Invoice Transaction Report to a PDF file.

Attached both the Invoice and the Detailed Invoice Transaction Report to the PRD to process a payment to US Bank.

### VOYAGER 112066 CAER Detailed Invoice Transaction Report

Card Number	Invoice Number	Transaction Date / Time	Unit ID	Message Code	Description	Prod CD	Product Description	Quantity	Price Per Unit	Transaction Amount	Exempt Taxes	Total Fuel Price	Discount Amount	Merchant	Merchant Address 1	Merchant Address 2			
50003	001700	09-22 14:10	SH	7-Fung	ENUCRIP	05	DIESEL	21.60	5.901	124.92	6.63	124.92	.00	SHELL SERVICE STATION	1901 STANTON WAY				
UNIVERSITY OF KENTUCKY CAER																			
Total for Card: 50003														124.62	8.93	124.62	.00		
50009	001806	09-15 12:19	SH	7-Fung	ENUCRIP	01	UNLEADED	12.52	3.161	39.58	2.29	39.58	.00	SPEEDWAY EXPRESS FARMPORT	387 VENSALLEN RD				
UNIVERSITY OF KENTUCKY CAER																			
Total for Card: 50009														12.52	2.29	39.58	.00		
Total for Statement														37.52	8.32	163.60	.00		

\* Price per unit is calculated for report by dividing transaction amount by quantity

The amount due on the invoice will be the net of the New Purchases and the Tax Adjustments amounts on the invoice under Account Summary.

Be certain to create the PRD for the current amount due only. Do not include any past due amounts.

Each invoice must be processed on a separate PRD.