Z Card report guide – helping you choose the right report

Card listing report
Useful for: Auditing and maintaining card lists
Format: CSV, PDF, Excel
Subscription frequency: You can subscribe to receive it monthly

What's in the report?
This report shows all the cards on your account – active or inactive – along with all the nitty gritty like card holder/driver names, product options, expiry dates and card limits. It's useful for reviewing how your cards are set up and when the card was last used. Secure information, like PINs, isn't available on this report. Some customers use it to audit their card lists so they can make changes to expiring cards before they're reissued, or check the consistency of product limits across drivers or teams.

You can request some parameters to get the info you need like cost centres and card statuses, just let us know what would be best for you.

Card holder report
Useful for: To validate transactions by driver or for on-charging your fuel expenses
Format: CSV, PDF, Excel
Subscription frequency: You can subscribe to receive it monthly

What's in the report?
The card holder report provides a detailed picture of the transaction activity on each card for a selected period, including the product, location, quantity, pump price and invoiced rate for each transaction on the card. The report shows data for the specified period, as well as year to date (YTD) summary. There's a separate page for each card so you can easily send each page to the relevant card holder if you want to validate the transactions, or on-charge the expenses.

You can request some parameters to get the info you need like cost centres and card statuses, just let us know what would be best for you.

Transaction listing report
Useful for: Slicing and dicing detailed transaction data or updating odometer readings
Format: CSV, PDF, Excel
Subscription frequency: You can subscribe to receive it daily, weekly or monthly

What's in the report?
This report details transactions for the selected billing period, which can be filtered to isolate specific groups or types of transactions (for one or many of your cards). You can also update odometer entries (in the excel version) to ensure incorrect odometer records don't skew your fuel economy or maintenance scheduling. Use this report to get a detailed picture of what your cards or cost centres are purchasing over the selected period.

You can set some parameters to get the info you need:
- – **Date ranges:** You can choose the start and end dates you want, up to 12 months ago.
- – Cost centres: You can report on one, many or all cost centres. Just tell us what you're after.
- – **Cards:** If you want to look at a specific card, tell us which one you're after either by card number or vehicle registration, otherwise the report will default to all cards.
- – **Products:** You can choose which products you want to report on, otherwise the report will default to all products purchased.
- – **Card status:** This report defaults to all card statuses. You can narrow this down by choosing to search just active cards or inactive cards. If a card has been cancelled during the period of your report, it won't be included as an active card.
- – **Subtotals:** You can request the report with subtotals (e.g. by vehicle registration or cost centre) just let us know.

Quick tip: Transactions that take place on the last day of the month may not make it onto the invoice and will appear in the next period.

Cost centre summary report

Useful for: Allocating costs across business units or comparing fuel expenses across teams
Format: CSV, PDF, Excel
Subscription frequency: You can subscribe to receive it monthly

What's in the report?

This reports shows a summary of purchases (consolidating all fuels and then all other purchases for the selected billing period by cost centre and is ideal for use in allocating Z Card invoices across business units, or comparing your fuel expenses across different teams in the business.

You can set some parameters to get the info you need:
- – **Date ranges:** You can choose the start and end dates you want, up to 12 months ago.
- – **Cost centres:** You can report on one, many or all cost centres. Just tell us what you're after.
- – **Subtotals:** You can request the report with cost centre subtotals

---

Fuel management report

Useful for: Monitoring and benchmarking fuel economy across your fleet
Format: CSV, PDF, Excel
Subscription frequency: You can subscribe to receive it monthly

What's in the report?

This report shows a summary by card, detailing usage, purchases and fuel efficiency (in litres per 100km) over your selected period (up to 12 months) which is useful if you have a one-to-one relationship between cards and vehicles. It also calculates the fuel cost per kilometre. You can use this information to track the fuel economy of vehicles in your fleet over a selected period and compare this against the manufacturers ratings, or against similar makes and models in your fleet.

You can set some parameters to get the info you need:

- **Date ranges**: You can choose the start and end dates you want, up to 12 months ago.
- **Cost centres**: You can report on one, many or all cost centres. Just tell us what you're after.
- **Subtotals**: You can request the report with cost centre subtotals.

Reports you can request to receive with your monthly invoice

Cost centre analysis report
Useful for: Allocating costs across business units or comparing fuel expenses across teams
Format: PDF sent with invoice
Subscription frequency: You need to subscribe to this report to receive it with your monthly invoice

What's in the report?
The cost centre analysis report is very similar to the cost centre summary report, you can request from our team, but it provides a summary of the total spend, by cost centre on each fuel type (e.g. Premium, 91 Unleaded, Diesel) other purchases and card fees. As with the cost centre summary report, this report is often used for allocating costs across business units, or for comparing fuel expenses across teams and with the additional breakdown of expenses by product type, it can provide an extra high-level check against the fuel type use you'd expect from your fleet. For example, showing a higher than expected spend on Premium fuel for one cost centre when most vehicles use 91.

Client purchases summary report
Useful for: Checking overall volumes of each fuel purchases at each type of site.
Format: PDF sent with invoice
Subscription frequency: You need to subscribe to this report to receive it with your monthly invoice

What's in the report?
This report summarises your account's total purchases at each site type (i.e service stations, truck stops and non-Z sites) and breaks it down by fuel type (e.g. Premium, 91 Unleaded, Diesel) oil and other products. For some customers it makes better business sense to refuel at certain sites so this report is a good way to check in on the overall volumes transacting through each site type.

You can also set up a smart alert to keep tabs on purchases that occur outside your preferred site type and be notified when that happens.

Fleet management report
Useful for: A holistic snapshot of the activity, performance and cost of each vehicle or card.
Format: PDF sent with invoice
Subscription frequency: You need to subscribe to this report to receive it with your monthly invoice

What's in the report?
This report shows purchases grouped under the cost centre, by vehicle registration. It breaks down the monthly spend by fuel/product type along with a rolled up year to date (YTD) total. Plus it shows the most recent odometer reading recorded by your drivers, calculates the fuel economy for the period in litres per 100 km and shows the centre per kilometre spend over the vehicles life to date (LTD). This report is most useful if you have a one-to-one relationship between cards and vehicles. Some customer use it to identify under-performing vehicles or drivers in their fleet, which can highlight vehicle maintenance or driver training requirements. The LTD measure allows you to look at trends over a longer period.

Fleet analysis report
Useful for: Long term tracking of fuel economy performance over a vehicle's life
Format: PDF sent with invoice
Subscription frequency: You need to subscribe to this report to receive it with your monthly invoice

What's in the report?
This report shows a summary view by vehicle of the kilometres travelled and fuel used for the period, 'year to date' (YTD) and 'life to date' (LTD) which is useful if you have a one-to-one relationship between cards and vehicles. It also calculates the fuel economy in litres per 100km for each vehicle for the period, YTD and LTD. Like the 'fuel management' report, this report can help you track the fuel economy of vehicles in the your fleet over time and compare this against the manufacturers ratings, or against similar makes and models in your fleet. The LTD measure allows you to look at trends over a longer period.

Receive your invoices in CSV format
Useful for: Checking your all your Z Card purchases for the previous month.
Format: CSV sent with invoice
Subscription frequency: You need to subscribe to this report to receive it with your monthly invoice