How to Read a Fleet Analytics Report

Five business days into the new month we provide a Fleet Analytics Report for the preceding month so you can see the important metrics garnered by your fuel cards and your drivers.

We'll walk you through how to read each section of the Fleet Analytics Report (FAR), starting with the .pdf version of the report.
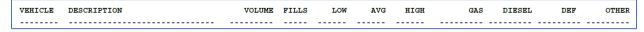
Ranked Volume by Card

CARD	CARD HOLDER	VOLUME	FILLS	LOW	AVG	HIGH	GAS	DIESEL	DEF	OTHER

This section shares the gallon statistics for all the active cards in the account, ranked by total volume of gallons. It will share the following data:

- **Card:** The 7-digit virtual driver number
- **Card Holder:** The name of the driver
- **Volume:** The total number of gallons
- **Fills:** The number of fills or transactions
- **Low, Avg, High:** The lowest, average, and highest number of gallons pumped by that driver
- **Gas, Diesel, DEF:** Total gallons of gas, diesel, and DEF pumped
- **Other:** Other transactions (like C-store purchases)

Ranked Volume by Vehicle

VEHICLE	DESCRIPTION	VOLUME	FILLS	LOW	AVG	HIGH	GAS	DIESEL	DEF	OTHER

This section shares the gallon statistics for all the vehicles in the account, ranked by total volume of gallons. It will share the following data:
- Vehicle: The assigned vehicle number
- Description: The vehicle description or name of the vehicle card
- Volume: The total number of gallons pumped
- Fills: The number of fills or transactions
- Low, Avg, High: The lowest, average, and highest number of gallons pumped by that vehicle
- Gas, Diesel, DEF: Total gallons of gas, diesel, and DEF pumped
- Other: Other transactions (like C-store purchases)

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Ranked Volume by Site

SITE	LOCATION	VOLUME	FILLS	GAS	DIESEL	DEF	OTHER
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This section shares the volume statistics for all the sites that were visited by your drivers for the month, ranked by total volume of gallons. It will share the following data:

- **Site:** The site number
- **Location:** The site's city and state
- **Volume:** The total number of gallons pumped
- **Fills:** The number of fills or transactions
- **Gas, Diesel, DEF:** Total gallons of gas, diesel, and DEF pumped
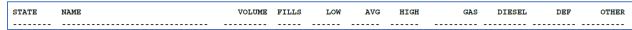- **Other:** Other transactions (like C-store purchases)

Ranked Sales by Card

CARD	CARD HOLDER	VOLUME	FILLS	LOW	AVG	HIGH	SALES	FUEL MIX
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This section shares the percentage breakdown of fuel products purchased by your drivers, ranked by total volume of all fuel products. It will share the following data:

- **Card:** The 7-digit virtual driver number
- **Card Holder:** The name of the driver
- **Volume:** The total number of gallons pumped
- **Fills:** The number of fills or transactions
- **Gas, Diesel, DEF:** Total gallons of gas, diesel, and DEF pumped
- **Sales:** a non-essential metric
- **Fuel Mix:** The percentage breakdown of fuel products purchased by the driver, showing the two highest percentages of each driver (may or may not add up to 100%)

Ranked Volume by State

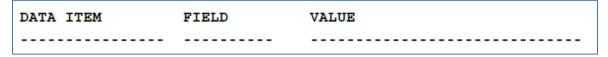| STATE	NAME	VOLUME	FILLS	LOW	AVG	HIGH	GAS	DIESEL	DEF	OTHER
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This section shares the gallon statistics for all states visited where your drivers pumped fuel at, ranked by total volume of gallons. It will share the following data:

- **State:** The 2-letter state abbreviation
- **Name:** The state name
- **Volume:** The total number of gallons pumped
- **Fills:** The number of fills or transactions
- **Gas, Diesel, DEF:** Total gallons of gas, diesel, and DEF pumped
- **Other:** Other transactions (like C-store purchases)

Data Issues

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DATA ITEM            FIELD           VALUE

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This is the most important section of every Fleet Analytics Report. This section shows you any duplicate values in your entire deck of fuel cards. It will share the following data:

- **Data Item:** The last 7 digits of the card or the virtual driver number, grouped together by the same duplicated value
- **Field:** the value that is duplicated (could be Card Name, Card Vehicle Number, or Vehicle Name)
- **Value:** the data or assignment that is duplicated within a specific group

We highly encourage you to have unique values across all your fuel cards for all data points. This way, you can ensure that all the reports and invoices that you are given communicate the most accurate sets of data for each transaction, driver, and vehicle.

Now that the .pdf version of the FAR has been walked through, we'll know go over how to read the FAR report as a .csv file.

.CSV File Explanation

The .csv file has all transactions made by your cards and drivers in the preceding month. These are the headers:

TRAN	CUST#	VEHICLE	CARD#	DATE	TIME	PROD	GALLONS	SITE	SITENAME	STATE	UNIT$	ODOM

EXTEND$	HOLDER_NAME	VEH_NAME	LABEL1	LABEL2	INVC

- **Tran:** the unique number associated with the transaction assigned by the system
- **Cust#:** Your account number
- **Vehicle:** The number assigned to the vehicle card
- **Card#:** the last 7 digits of the card
- **Date:** the date when the transaction took place
- **Time:** the local time of the station when the transaction took place
- **Prod:** the code of what fuel product was purchased
- **Gallons:** the quantity of the transaction
- **Site:** the station's CFN Site number
- **Sitename:** the station's city and state
- **State:** the two-letter abbreviation
- **Unit$:** the per-gallon price of the fuel product, including all applicable taxes
- **ODOM:** the odometer reading entered by your driver
- **Extend$:** the final cost of the transaction, including all applicable taxes

- **Holder_Name:** the name of the driver
- **VEH_Name:** the vehicle description printed on the card
- **Label1:** the company name
- **Label2:** usually, the name of the driver
- **INVC:** the invoice number where a transaction can found