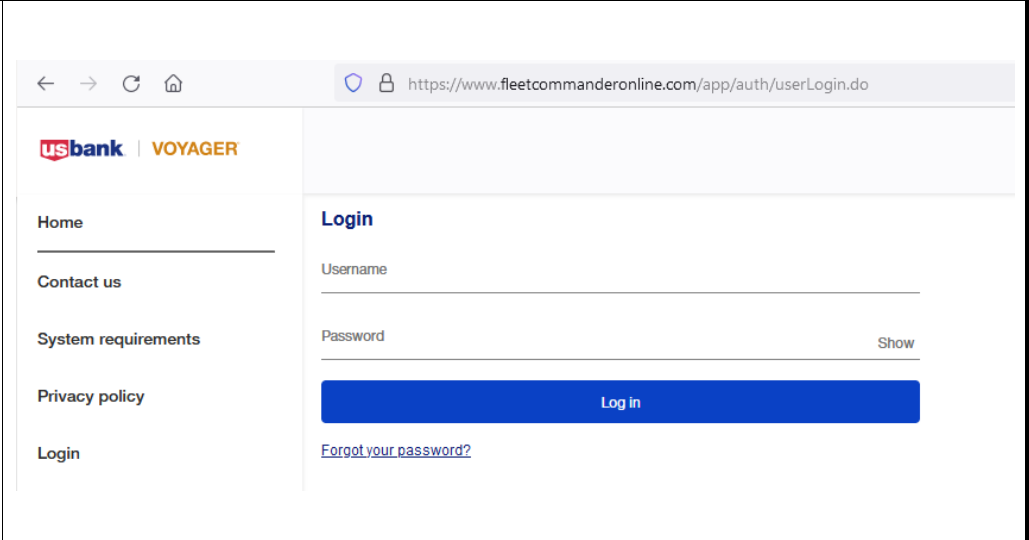


## Voyager – Card Delinquency Report

**Departmental Account Managers need to monitor all Voyager accounts in their areas and review the Delinquency Report monthly to ensure accounts are being paid timely.**

### Procedures

Sign into Voyager Fleet Commander Online (FCO) at [fleetcommanderonline.com](http://fleetcommanderonline.com)



## Voyager – Card Delinquency Report

<p>From the selection menu on the left of the screen, click on Reports and Reporting home.</p>		
	Account Select an account	<b>Welcome, Cara!</b> Please click on any link below to navigate to the d
	Cards >	<b>Fleet Commander® Online Messag</b> <a href="#">Late Fee Calculation Method</a>
	Drivers >	You have 1 System Messages in the <a href="#">Message C</a>
	Vehicles >	
	<b>Reports &gt;</b>	<b>Reporting home</b>
	Billing >	My reports
	Users >	Preferences
	Transactions	<b>Account Maintenance</b> <a href="#">Search/Select an Account</a> <a href="#">Account Transaction Details</a> <a href="#">Maintain Card</a> <a href="#">Maintain Driver</a> <a href="#">Maintain Vehicle</a> <a href="#">Maintain Transactions</a> <a href="#">Create Card <sup>New</sup></a>
	Organization settings >	
Message center		
Support >		

# Voyager – Card Delinquency Report

Under Billing Reports, click on Delinquency 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 !\[\]\(84c7294e88a45ff42841b46282168b10\_img.jpg\)](#)

## Voyager – Card Delinquency Report

To View Report by Account numbers:

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

### Create a Delinquency Report

This report shows billing amounts, exposure, and amounts that are delinquent.

\* = 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 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.

#### Output Format

Display report in  format.

#### Data Access Parameters

Use Accounts:\*  
All Associated Accounts

[Change Accounts](#)

Use Organization Levels:\*  
UNIVERSITY OF KENTUCKY (200199287)

[Change Organization Levels](#)

Only show delinquent accounts

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

Click Search.

### Create a Delinquency 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:

## Voyager – Card Delinquency Report

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

If you want to run multiple accounts at once, click Save Accounts and Search Again.

If this is the only account to be reviewed, scroll completely to the bottom of the screen and 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"/>	869476887	112066 FINANCE & ADMIN	SOURCEWELL-NON STATE	<span style="color: green;">●</span>

Accounts 1 - 1 of 1

[Save Accounts & Search Again](#)

● Open ✘ Closed

[Select Accounts](#) [Cancel](#)

The selected account(s) will display under Use Accounts.

Click Preview Report.

### Create a Delinquency Report

This report shows billing amounts, exposure, and amounts that are delinquent.

\* = 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.

#### Output Format

Display report in Default format.

#### Data Access Parameters

Use Accounts:\*  
112066 FINANCE & ADMIN (869476887)

[Change Accounts](#)

Use Organization Levels:\*  
UNIVERSITY OF KENTUCKY (200199287)

[Change Organization Levels](#)

Only show delinquent accounts

[Reset To Defaults](#)

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

## Voyager – Card Delinquency Report

Review the Cycle Past Due columns for any past due amount.

If an amount is showing as past due, contact the departmental person responsible for preparing the PRD to ensure the past due amount is resolved as soon as possible.



Delinquency Report  
Report Date: 11/01/2022

Organization Level 1	Organization Level 1 Name	Organization Level 2 Name	Organization Level 3 Name	Account ID	Account Name	Status
100028946	SOURCEWELL-NON STATE	UNIVERSITY OF KENTUCKY	FINANCE & ADMIN	869476887	FINANCE & ADMIN	No special condition - Open Account

Current Billing	New Purchases	Finance Charge	Total Exposure	1 Cycle Past Due	2 Cycles Past Due	3 Cycles Past Due	4 Cycles Past Due	5+ Cycles Past Due	Billing Cycle Frequency	Last Bill Date
.00	.00	.00	.00	.00	.00	.00	.00	.00	Monthly on the 10th	10/10/2022