

How to Check Payment Status

This document is to assist you in reconciling statements/client accounts. Please follow the steps below and let us know if we can assist you further.

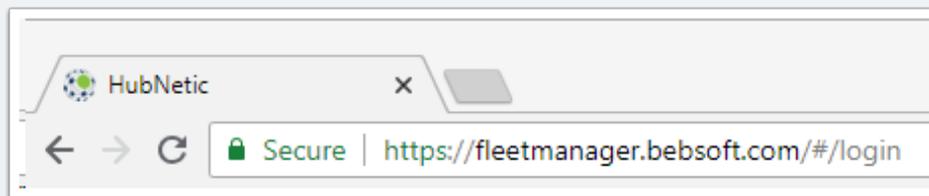
Thank you,

Your HubNetic Support Team

Navigate to the HubNetic website

It is recommended that you use Google Chrome

<https://fleetmanager.bebsoft.com>

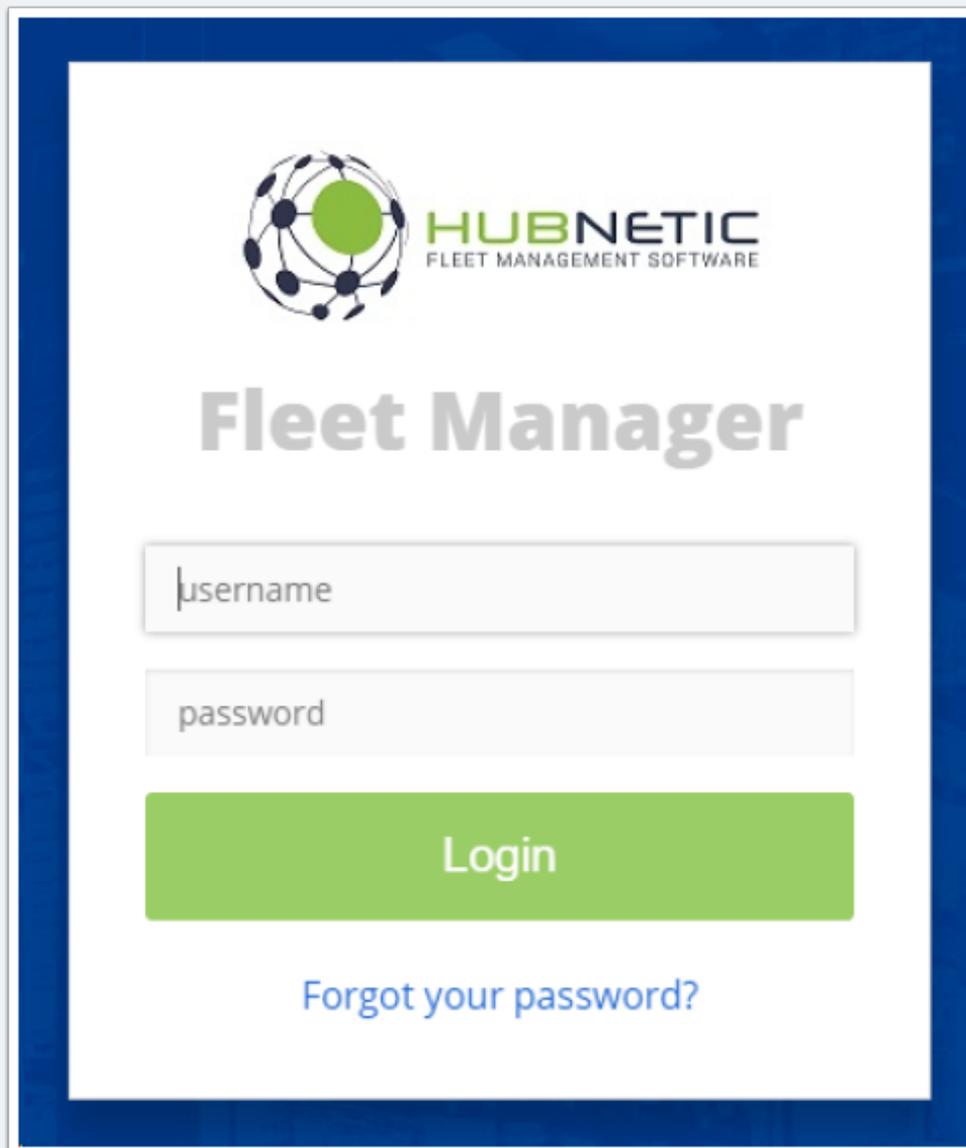


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Login

If you do not have a login, please contact us:

- 1-833-HubNetic (482-6384)
- support@hubnetic.com



 **HUBNETIC**
FLEET MANAGEMENT SOFTWARE

Fleet Manager

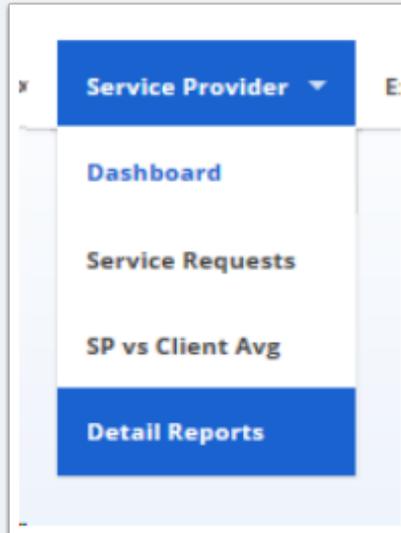
Login

[Forgot your password?](#)

How to Check Payment Status

Navigate to 'Detail Reports'

Once you login, hover of 'Service Provider' and a sub-menu will appear. Once that sub-menu appears, select 'Detail Reports'



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Select Report Parameters

- Report Type - select 'Statement'
- Select Client Name or choose '(All Clients)'
- Select Location or choose '(All Locations)'
- Select Date Range (optional)
- Select 'Search' to bring your results back
- Select 'Export' to export to an excel file

Payment Status can be found in the 'StatementMessage' column of the report.

please note: region, area, category, and unit type should be left at default selection for the statement report

The screenshot shows the 'Detail Reports' interface. At the top, there are several dropdown menus for selecting report parameters: Report type (Statement), Client Name (Niagara Bottling LLC), Region (All Regions), Area (All Areas), Location (All Locations), Category (All Categories), and Unit Types (All Unit Types). Below these are 'From:' and 'To:' date range selectors. At the bottom left, there are 'Export to Excel' and 'Search' buttons. The main area displays a table with the following data:

Location	ExpenseType	ExpenseId	InvoiceNumber	InvoiceTotal	InvoiceDate	PerformedDate	CreatedDate	StatementMessage
ALN - Allentown	Location	35640	101503300	255.81	2018-07-30T00:00:00	2018-07-30T00:00:00	2018-08-01T22:44:53.22	Invoice was paid on 08/20/20...
ALN - Allentown	Location	35622	101499460	255.81	2018-07-23T00:00:00	2018-07-23T00:00:00	2018-08-01T16:06:09.207	Invoice was paid on 10/01/20...
ALN - Allentown	Location	35800	101507149	255.81	2018-08-06T00:00:00	2018-08-06T00:00:00	2018-08-07T13:23:15.087	Invoice was paid on 10/01/20...