

Step 1: Log into Fedex.com and click on dropdown box with your name in the header. Select View and Pay Bill

.com/en-us/logged-in-home.html

FedEx Shipping Tracking Design & Print Locations Support

Bob

My profile

Administrative tools

Email preferences

Address book

View & pay bill

Reporting

Open an account

LOG OUT

Track, ship, manage deliveries,
and more all in one place.


RATE & SHIP →

Tracking ID


Track up to 30 shipments separated by commas.


TRACK →


Step 2: Click on the “Reporting” drop down box and select “Create Report”


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FedEx® Billing Online


 SUMMARY

 INVOICES

 MANAGE PAYMENTS

 ADMINISTRATION

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Automated settings

Welcome, Bob

Amounts are shown in USD


 0
ACCOUNT BALANCE

 0
DISPUTED


[VIEW ALL INVOICES](#)


Search


Step 3: Click on “Apply new filters”. Click on “filter set” drop down box and select “invoice”. Click on your account number. Choose the date range you want to report on. Preferably at least 30-90 days


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Create report

To create a report, first filter your report data, then select your report columns.

1. Filter your report data

To run a new report, start by filtering your report data. You can use a saved set of filters or apply new filters.

☐ Use saved filter set

☒ Apply new filters

Filter Set*

Invoice

Account Number

Select the account numbers/store ID you want to include in your report.

☒ Account Number and Store ID

☒

Date range

Results will include only invoices up to 180 days from the paid/closed date

FROM

07/01/2024

TO

09/25/2024

Step 4: In the “Status” box, select “All” for all invoices regardless of status in the date range. This just gives us a listing of all shipments not any information on payment etc. Next in Saved custom columns click on “select”. Then select “Prepare download” in the “All Columns” box.



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Bob  

Status*

All



Saving Option



Save Filter Set

2. Select your report columns



“Templates” is now “Columns”



In earlier versions of FedEx Billing Online, this reporting feature was called **Templates**. We are now using Columns to identify this feature.



Saved custom columns

These are saved column sets that you have already selected and ordered.

Saved custom columns*

Select



[MANAGE CUSTOM COLUMN SETS](#)



All columns

Include all available columns in your report.

[PREPARE DOWNLOAD](#)



Invoice columns

Columns include detailed account-based invoice information, charges, balance due and due date.



New custom column

Select and order the columns you want to include in a new report.

[SELECT COLUMNS](#)

Step 5: This step shows all the parameters you selected previously for the report; Data set: Invoice, Date Range, Invoice status, payment status, and all columns. Next, key into the “File Name” field the name you want for your file. Then in the “File Type” field, select “Excel”. Then click on “Download”

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PREPARE DOWNLOAD

Report Details

Data Set

Invoice

Date

2024-07-01 - 2024-09-25

Invoice Status

All

Payment Status

All

Column Set

All columns

Prepare your report for download

Get your download a file name, then select a file type.

File name*

Sample Invoice Report July to Sept 25.2024

File type*

Excel

DOWNLOAD

Step 6: You'll be sent to the "Download Center" which shows the report you just created and the status of the report. When the status changes from "Pending" to "Complete" you can click on it and download it to your computer.

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Download center

These files are ready for download. Click on any filename to download the file.

If you recently created a download, click Refresh to populate that file here. If your download does not appear immediately, please wait a few minutes and try again.

Files will expire 14 days after they were created.

Downloads

Files

1

FILE NAME	FILE TYPE	STATUS	REPORT COLUMNS	GENERATED BY	CREATED	EXPIRES
<div></div> Sample Invoice Report July to Sept 25,2024	XLSX	PENDING	ALL COLUMNS	Bob Knapic	09/25/2024	10/09/2024

ACCOUNT NUMBER

FedEx

Shipping

Tracking

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Bob

CART

\$0.00 USD

Step 7: Sometimes, it takes a while for the report to get created. If so, you can leave the site and when you come back into the site to retrieve your file, just repeat step 1 and select “View and Pay Bill”. Then in Step 2, click on “Reporting” and select “Download Center”. You’ll see the report status and if it’s “Complete”, you can download the report.

