

Card Listing Report

Access: Reporting > reportQ > Quick Reports > Administration > Card Listing Report

Description: View current record information for all cards associated with your account, including name on card/vehicle/employee ID number, spending profile and description, and last activity date. This report includes assigned and unassigned cards (cards without a last name).


Specifications: This type of report is for only MasterCard customers.

Additional Details: Available in PDF and Excel. See the sample image on the next page.

Schedule: This report can be scheduled. Enter an account code and select the **Schedule** button to set up a time to receive this report by email.

Fields include:

Card Number	Card Name	Purchase Profile #	Status	Add/Blocked Date Time	Vehicle #
Employee #	ID #	Email Address	Fuel Indicator	Express Cash Available (Y/N)	License #
State	Add Date	Last Use	Misc 1	Misc 2	



The screenshot shows the COMDATA Card Listing Report interface. At the top left is the COMDATA logo. The title is "Card Listing" with a subtitle "Produced on: 7/23/2012 9:45:58 AM". On the right, there are filter settings: ACCOUNT CODE: [redacted], CUSTOMER ID: ALL, REPORTING OPTIONS: ACCOUNT, PRIMARY SORT: NONE, SECONDARY SORT: NONE, and CARD STATUS: BOTH. Below this is a table with columns: Card Number, Card Name, Purchase Profile #, Status, Vehicle #, Employee #, ID #, License #, St, Add Date, Last Use, Misc 1, and Misc 2. The table contains four rows of data, with some fields redacted.

Card Number	Card Name	Purchase Profile #	Status	Vehicle #	Employee #	ID #	License #	St	Add Date	Last Use	Misc 1	Misc 2
[redacted]	TRUCK, 41229	001	BLOCKED		[redacted]				10/8/10	11/22/11		
[redacted]	TRUCK, 11160		BLOCKED		[redacted]				10/8/10	1/4/11		
[redacted]	TRUCK, 10559	006	ACTIVE	1	[redacted]				12/16/10	7/19/12		
[redacted]	TRUCK, 10596	006	ACTIVE	1	[redacted]				12/16/10	7/20/12		