iConnectData (ICD) Express Check Maintenance User Guide

Version 1.0

Release Date: 3/19/2015

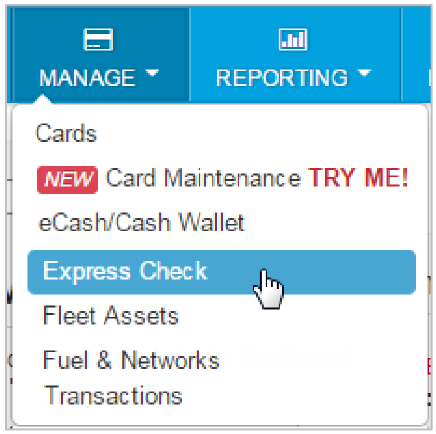
Disclaimer

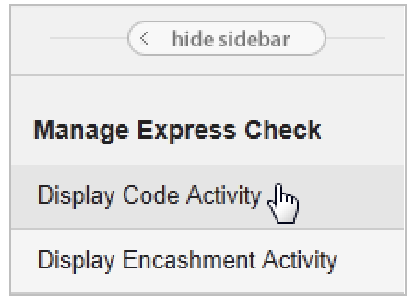
Contents

Express Check Maintenance – Display Code Activity

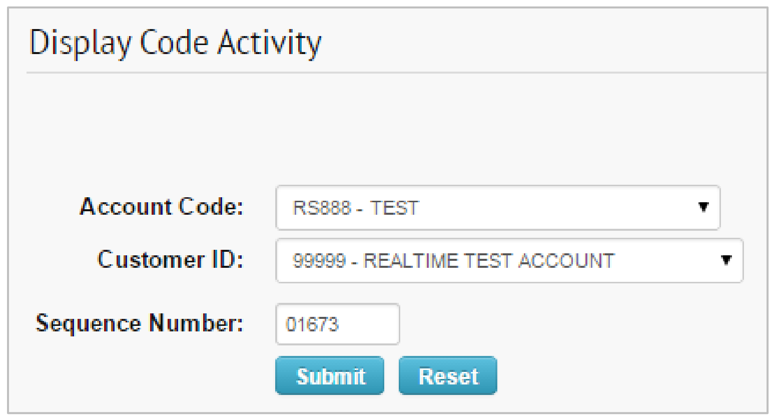
The Express Check Maintenance – Display Code Activity function enables users to view all activity that has occurred for an Express Check code.

1. From the main navigation bar, select **Manage > Express Check > Display Code Activity**.

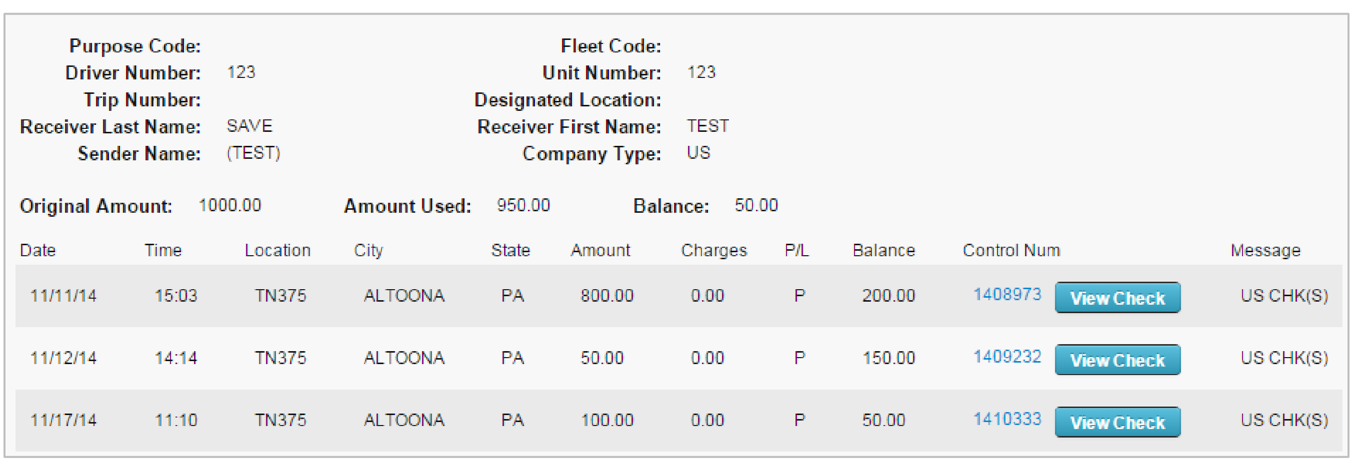




2. The Display Code Activity page opens:
   - Select a different account code or customer ID, if necessary.
   - Enter a Sequence Number and select **Submit**.



3. The page refreshes to display the following details:
   - The information you defined when you generated the Express Check code under the Retrieve Code page.
   - The original amount, amount used, and balance.
   - A list of all transactions sorted by date and time

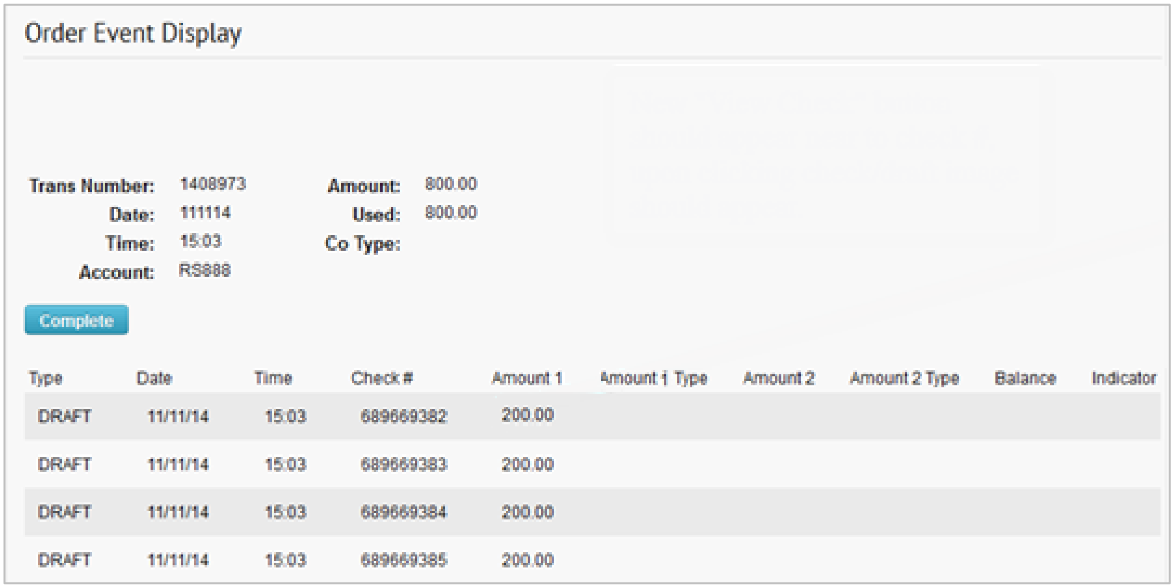


Purpose Code:		Fleet Code:	
Driver Number:	123	Unit Number:	123
Trip Number:		Designated Location:	
Receiver Last Name:	SAVE	Receiver First Name:	TEST
Sender Name:	(TEST)	Company Type:	US

Original Amount: 1000.00 Amount Used: 950.00 Balance: 50.00

Date	Time	Location	City	State	Amount	Charges	P/L	Balance	Control Num		Message
11/11/14	15:03	TN375	ALTOONA	PA	800.00	0.00	P	200.00	1408973	View Check	US CHK(S)
11/12/14	14:14	TN375	ALTOONA	PA	50.00	0.00	P	150.00	1409232	View Check	US CHK(S)
11/17/14	11:10	TN375	ALTOONA	PA	100.00	0.00	P	50.00	1410333	View Check	US CHK(S)

4. Select a link in the **Control Number** column to view the Order Event Display page. This page contains additional transaction details, such as the check number and amount.



Order Event Display

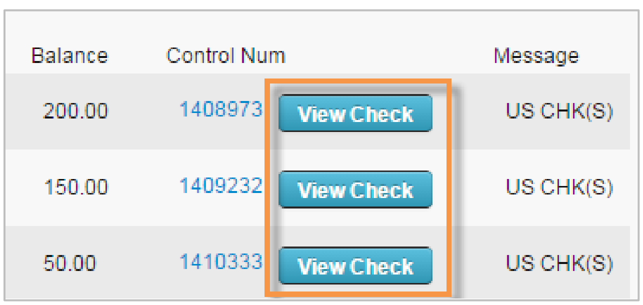
Trans Number: 1408973
Date: 111114
Time: 15:03
Account: RS888

Amount: 800.00
Used: 800.00
Co Type:

Complete

Type	Date	Time	Check #	Amount 1	Amount 1 Type	Amount 2	Amount 2 Type	Balance	Indicator
DRAFT	11/11/14	15:03	689669382	200.00					
DRAFT	11/11/14	15:03	689669383	200.00					
DRAFT	11/11/14	15:03	689669384	200.00					
DRAFT	11/11/14	15:03	689669385	200.00					

5. Select the **View Check** button to view a Comchek draft image. You can view the front and back of the Comchek as well as print it. Note that this button will display *only* after the check has been cleared.

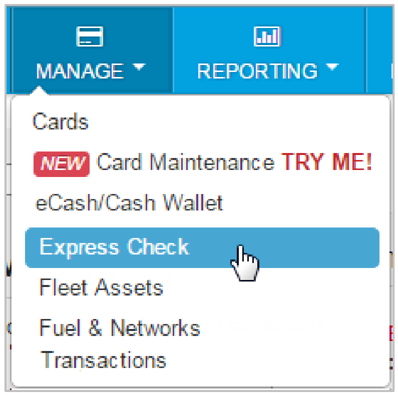


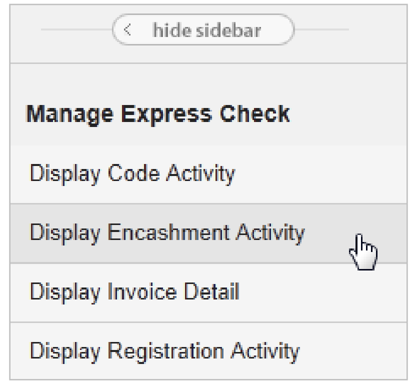
Balance	Control Num		Message
200.00	1408973	View Check	US CHK(S)
150.00	1409232	View Check	US CHK(S)
50.00	1410333	View Check	US CHK(S)

Express Check Maintenance – Display Encashment Activity

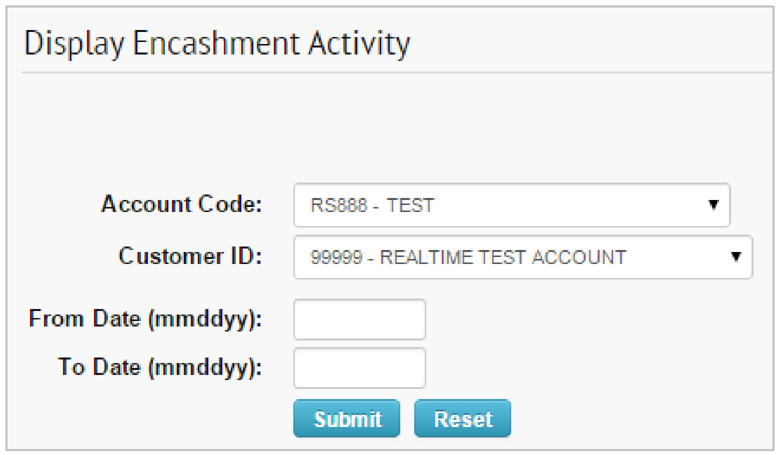
The Express Check Maintenance – Display Encashment Activity function enables users to view encashment activities for a specific timeline.

1. From the main navigation bar, select **Manage > Express Check > Display Encashment Activity**.

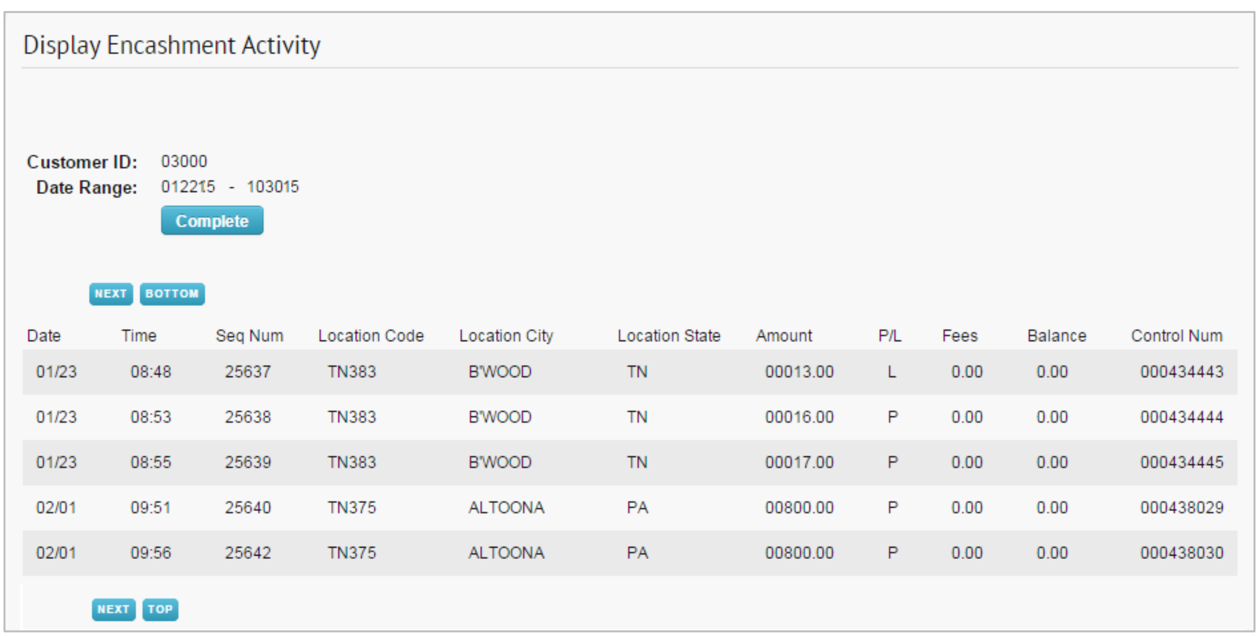




2. The Display Encashment Activity page opens:
   - Select a different account code or customer ID, if necessary.
   - Enter the **From Date** and **To Date** of the encashment activity you want to view and then select **Submit**.



3. The page refreshes to display the encashment activities for the specified date range. Review the information and select **Complete** to return to make another selection.



Display Encashment Activity

Customer ID: 03000
Date Range: 012215 - 103015
Complete

NEXT BOTTOM

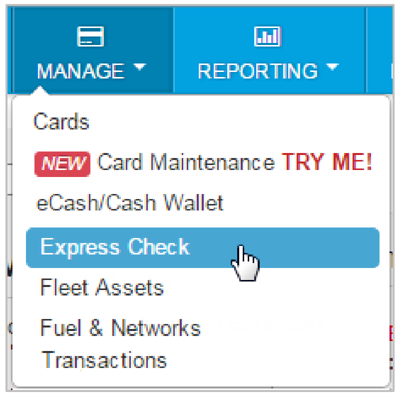
Date	Time	Seq Num	Location Code	Location City	Location State	Amount	P/L	Fees	Balance	Control Num
01/23	08:48	25637	TN383	B'WOOD	TN	00013.00	L	0.00	0.00	000434443
01/23	08:53	25638	TN383	B'WOOD	TN	00016.00	P	0.00	0.00	000434444
01/23	08:55	25639	TN383	B'WOOD	TN	00017.00	P	0.00	0.00	000434445
02/01	09:51	25640	TN375	ALTOONA	PA	00800.00	P	0.00	0.00	000438029
02/01	09:56	25642	TN375	ALTOONA	PA	00800.00	P	0.00	0.00	000438030

NEXT TOP

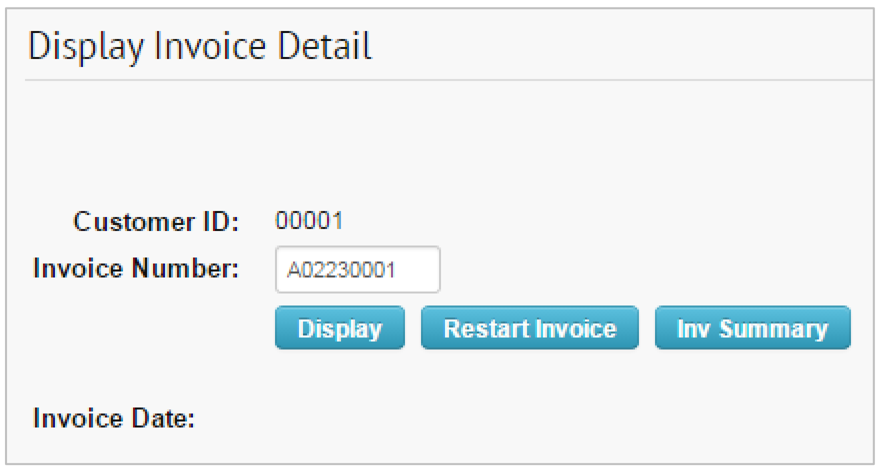
Express Check Maintenance – Display Invoice Detail

The Express Check Maintenance – Display Invoice Activity function enables users to view information about specific invoices.

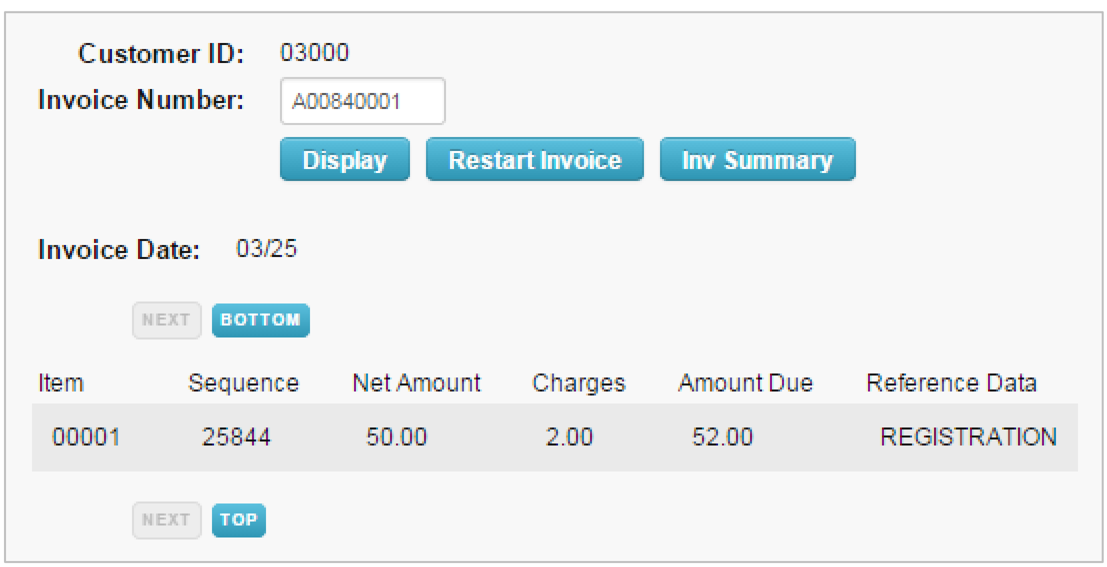
1. From the main navigation bar, select **Manage > Express Check > Display Invoice Detail**.



2. The Display Invoice Detail page opens:
   - The default customer ID is displayed for your default account code.
   - Enter an invoice number and select **Display**.

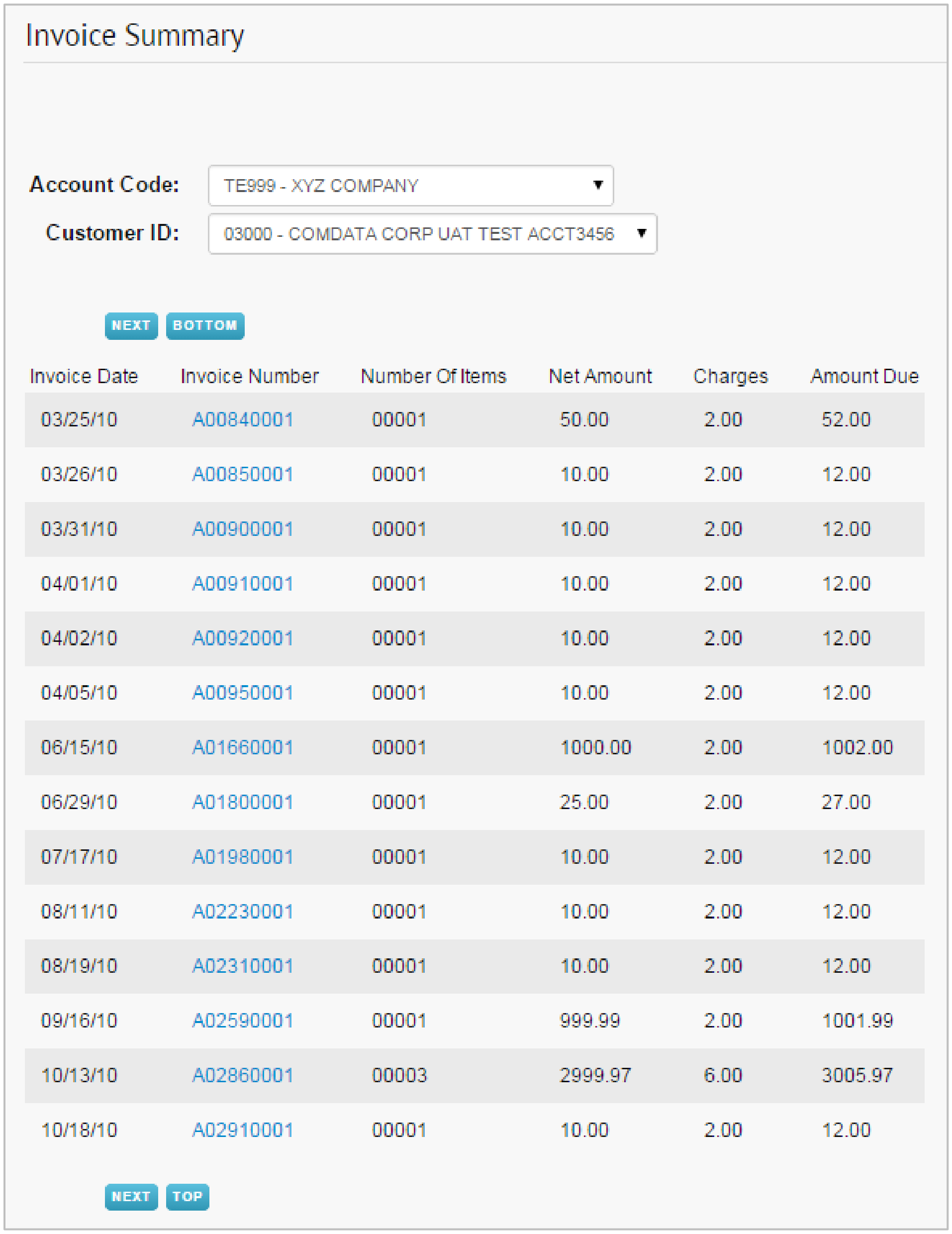


3. The page refreshes with specific details on the invoice. Select **Invoice Summary**.



4. The Invoice Summary page contains all invoices for the customer ID and account code, which can be changed on this page. You can also select the **Invoice Summary** button from the Display Invoice Detail page in step **2**.

Select a link in the **Invoice Number** column to open the Display Invoice Detail page for that specific invoice.


Invoice Summary

Account Code: TE999 - XYZ COMPANY

Customer ID: 03000 - COMDATA CORP UAT TEST ACCT3456

NEXT BOTTOM

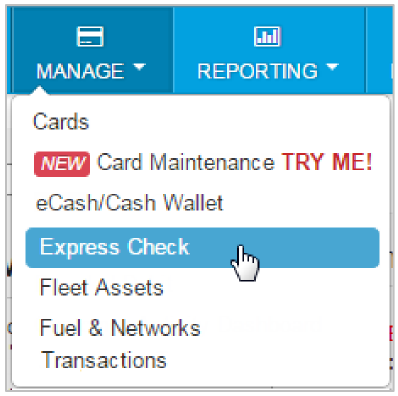
Invoice Date	Invoice Number	Number Of Items	Net Amount	Charges	Amount Due
03/25/10	A00840001	00001	50.00	2.00	52.00
03/26/10	A00850001	00001	10.00	2.00	12.00
03/31/10	A00900001	00001	10.00	2.00	12.00
04/01/10	A00910001	00001	10.00	2.00	12.00
04/02/10	A00920001	00001	10.00	2.00	12.00
04/05/10	A00950001	00001	10.00	2.00	12.00
06/15/10	A01660001	00001	1000.00	2.00	1002.00
06/29/10	A01800001	00001	25.00	2.00	27.00
07/17/10	A01980001	00001	10.00	2.00	12.00
08/11/10	A02230001	00001	10.00	2.00	12.00
08/19/10	A02310001	00001	10.00	2.00	12.00
09/16/10	A02590001	00001	999.99	2.00	1001.99
10/13/10	A02860001	00003	2999.97	6.00	3005.97
10/18/10	A02910001	00001	10.00	2.00	12.00

NEXT TOP

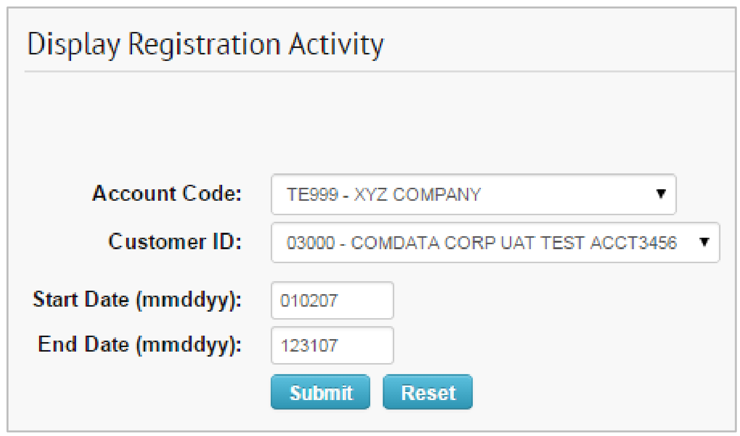
Express Check Maintenance – Display Registration Activity

The Express Check Maintenance – Display Registration Activity function enables users to view registration activities for a specified date range.

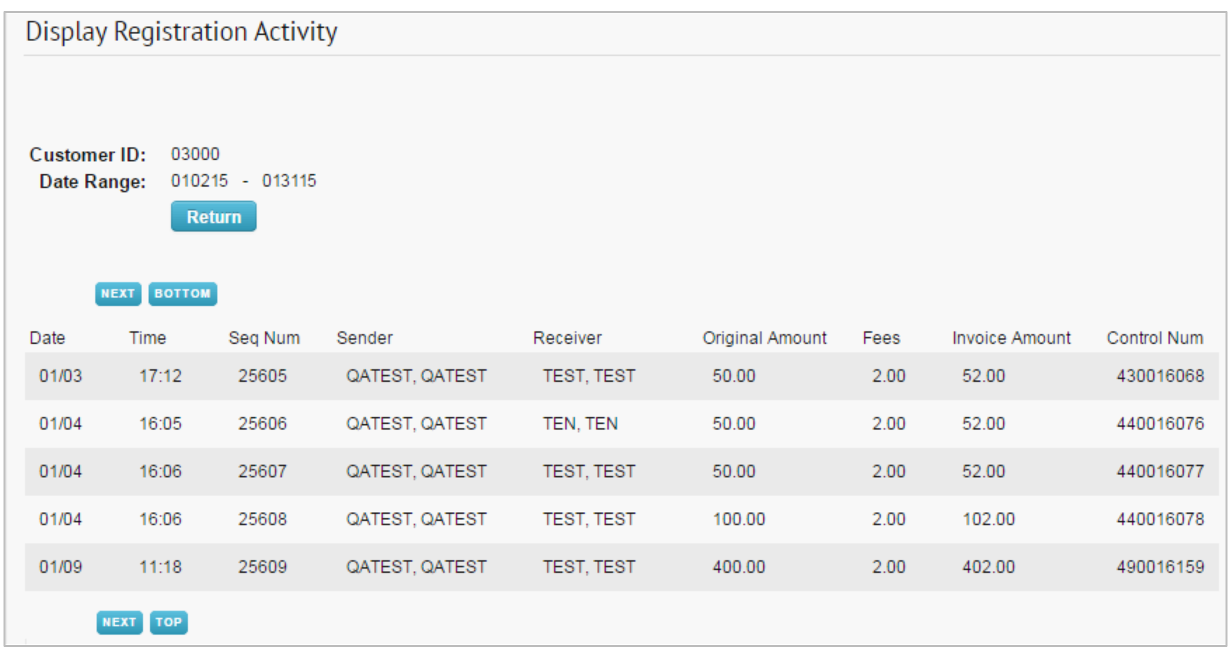
1. From the main navigation bar, select **Manage > Express Check > Display Registration Activity**.



2. The Display Registration Activity page opens:
   - Select a different account code and customer ID, if necessary.
   - Enter the **Start Date** and the **End Date** of the registration activities you want to view and then select **Submit**.



3. The page refreshes to display all registration activity for the select date range. Review the information as necessary. Select **Return** to make another selection.



Display Registration Activity

Customer ID: 03000
Date Range: 010215 - 013115
Return

NEXT BOTTOM

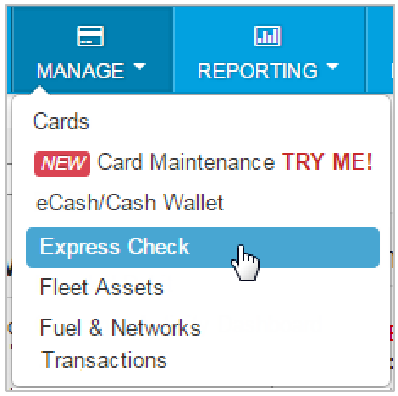
Date	Time	Seq Num	Sender	Receiver	Original Amount	Fees	Invoice Amount	Control Num
01/03	17:12	25605	QATEST, QATEST	TEST, TEST	50.00	2.00	52.00	430016068
01/04	16:05	25606	QATEST, QATEST	TEN, TEN	50.00	2.00	52.00	440016076
01/04	16:06	25607	QATEST, QATEST	TEST, TEST	50.00	2.00	52.00	440016077
01/04	16:06	25608	QATEST, QATEST	TEST, TEST	100.00	2.00	102.00	440016078
01/09	11:18	25609	QATEST, QATEST	TEST, TEST	400.00	2.00	402.00	490016159

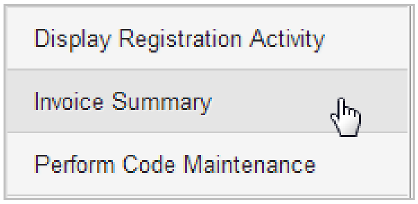
NEXT TOP

Express Check Maintenance – Display Invoice Summary

The Express Check Maintenance – Invoice Summary function enables users to review information for a specific invoice.

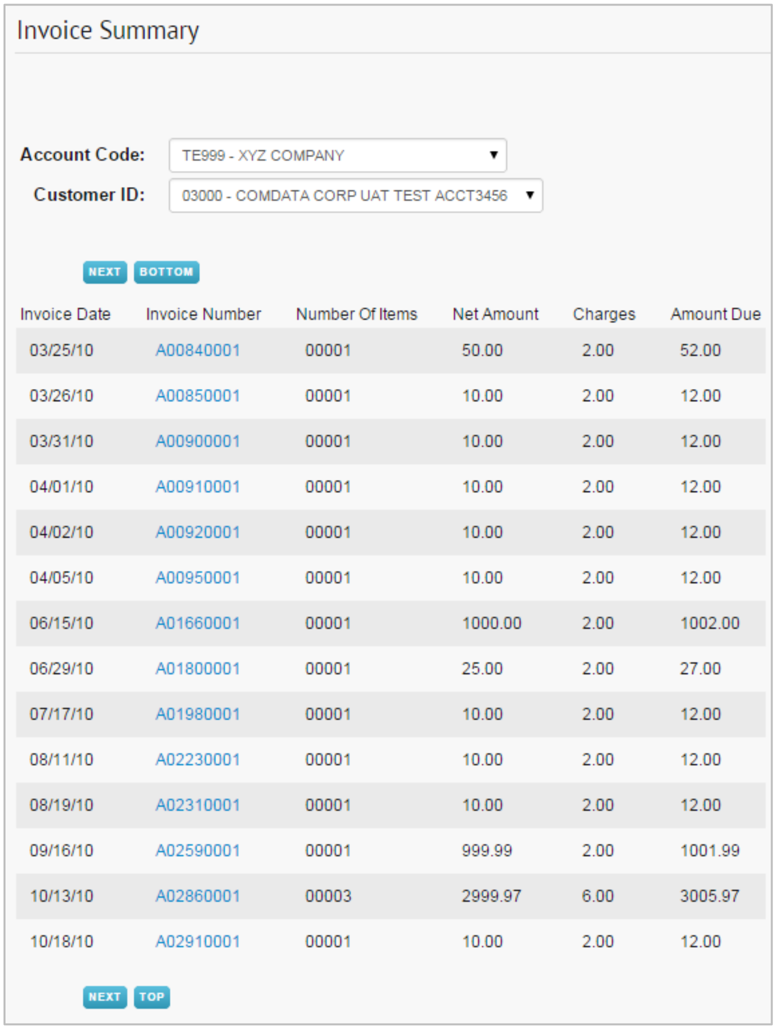
1. From the main navigation bar, select **Manage > Express Check > Invoice Summary**.





2. The Invoice Summary page displays with your default account code and customer ID selected and all associated invoices.

   Select a link in the **Invoice Number** column to view the Display Invoice Detail page for a specific invoice.



Invoice Summary

Account Code: TE999 - XYZ COMPANY

Customer ID: 03000 - COMDATA CORP UAT TEST ACCT3456

NEXT BOTTOM

Invoice Date	Invoice Number	Number Of Items	Net Amount	Charges	Amount Due
03/25/10	A00840001	00001	50.00	2.00	52.00
03/26/10	A00850001	00001	10.00	2.00	12.00
03/31/10	A00900001	00001	10.00	2.00	12.00
04/01/10	A00910001	00001	10.00	2.00	12.00
04/02/10	A00920001	00001	10.00	2.00	12.00
04/05/10	A00950001	00001	10.00	2.00	12.00
06/15/10	A01660001	00001	1000.00	2.00	1002.00
06/29/10	A01800001	00001	25.00	2.00	27.00
07/17/10	A01980001	00001	10.00	2.00	12.00
08/11/10	A02230001	00001	10.00	2.00	12.00
08/19/10	A02310001	00001	10.00	2.00	12.00
09/16/10	A02590001	00001	999.99	2.00	1001.99
10/13/10	A02860001	00003	2999.97	6.00	3005.97
10/18/10	A02910001	00001	10.00	2.00	12.00

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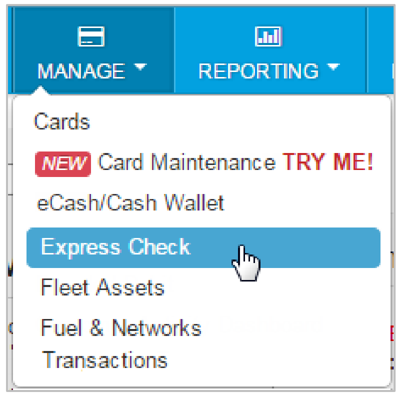
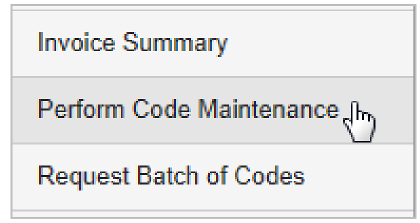
Express Check Maintenance – Perform Code Maintenance

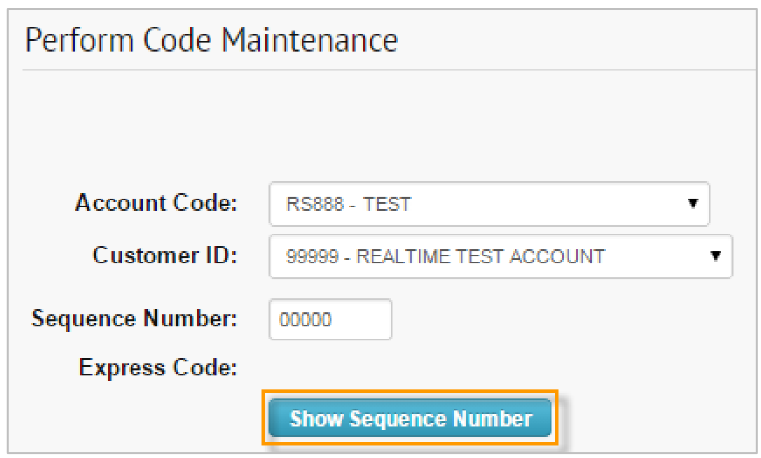
The Express Check Maintenance – Perform Code Maintenance function enables users to view information about a code and to activate, block or cancel a code.

1. From the main navigation bar, select **Manage > Express Check > Perform Code Maintenance**.

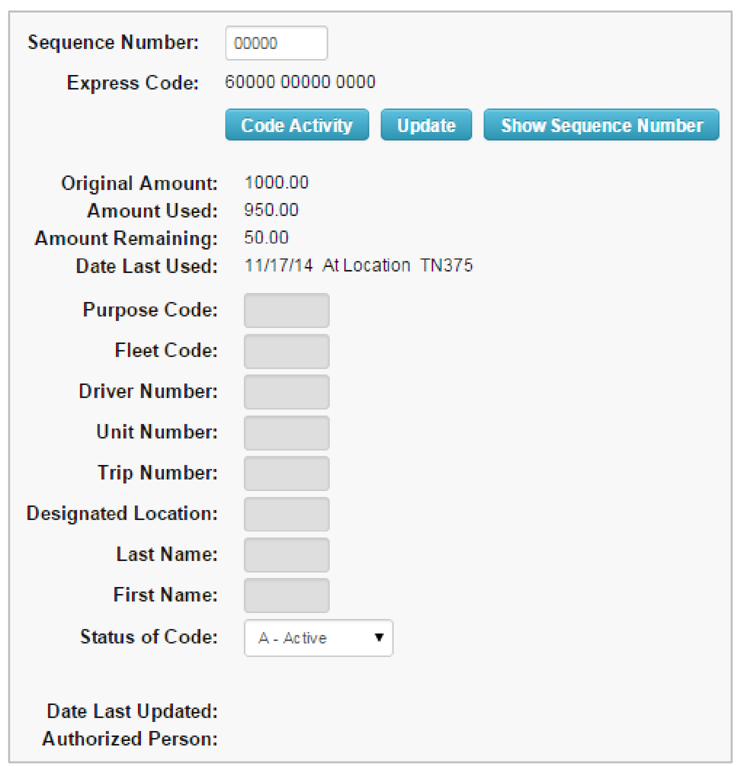




2. The Perform Code Maintenance page opens:
    - Select a different account code or customer ID, if necessary.
    - Enter the Sequence Number and select **Show Sequence Number**.



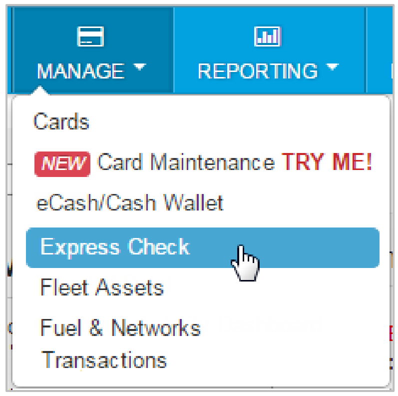
3. The page refreshes to show details about the code assigned to the sequence number.
    - Select **Code Activity** to open the Display Code Activity page and review the current activity.
    - In the **Status of Code** drop-down, change the code's status (Active, Blocked, Cancelled). Then, select **Update** to confirm changes.
    - To view a different code, enter a new sequence number and select **Show Sequence Number**.
    - The remaining fields are optional and will be open for editing only if required by your company.

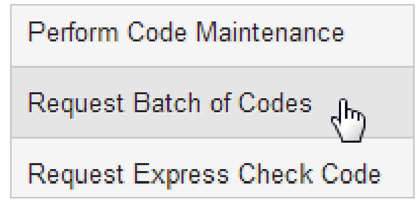


Requesting a Batch of Codes

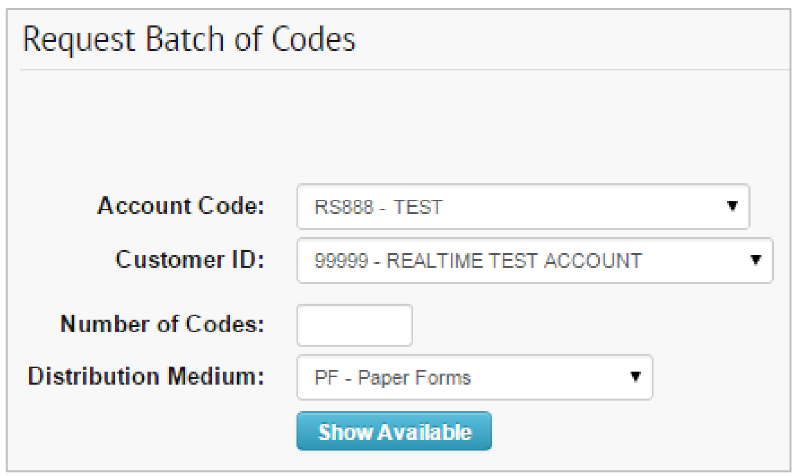
The Express Check Maintenance – Request a Batch of Codes function enables users to order a batch of Express Codes in multiples of 25. The Express Check Codes will be delivered according to the Distribution Method (paper forms, FTP, etc.) set up for the selected customer ID. If multiple distribution methods are set up, you can select a method of delivery.

1. From the main navigation bar, select **Manage > Express Check > Request Batch of Codes**.

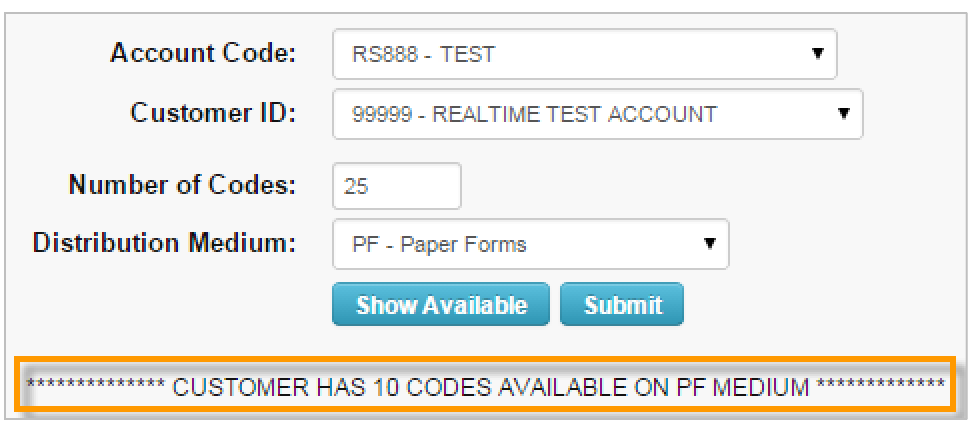




2. The Request Batch of Codes page opens. Complete the following:
   - Select a different account code or customer ID, if necessary.
   - **Number of Codes**. Enter the total number of codes you need. Codes can be ordered in multiples of 25.
   - **Distribution Medium**. Select the method of delivery if you are set up for more than one.
   - Select **Show Available** when all fields are complete.



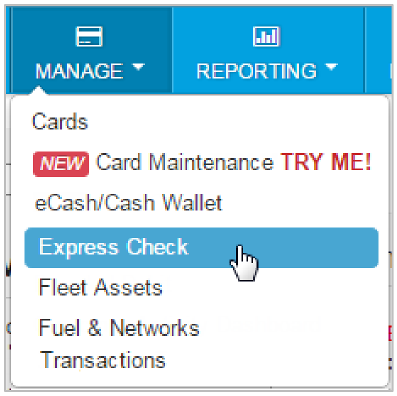
3. After selecting **Show Available**, the system will refresh to display a message: Customer has (number of codes) available on (distribution method) medium. When ready, select **Submit** to request your batch of codes.

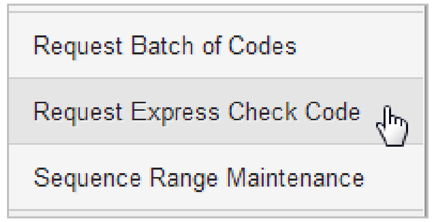


Retrieving an Express Check

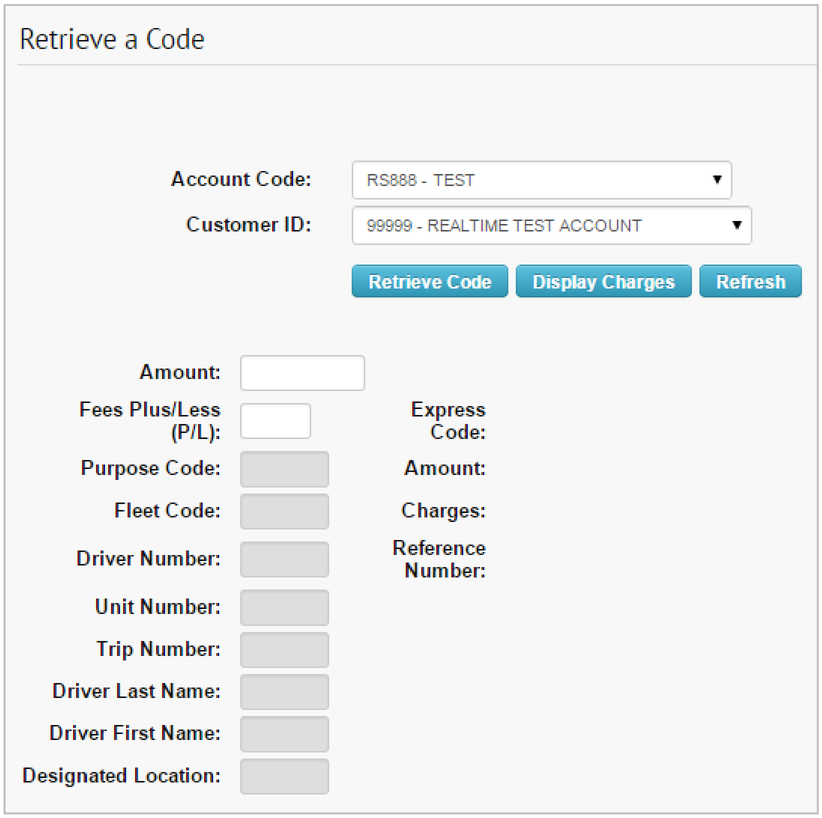
The Express Check Maintenance – Retrieve a Code function enables users to request an Express Check for a specific amount.

1. From the main navigation bar, select **Manage > Express Check > Request Express Check Code**.



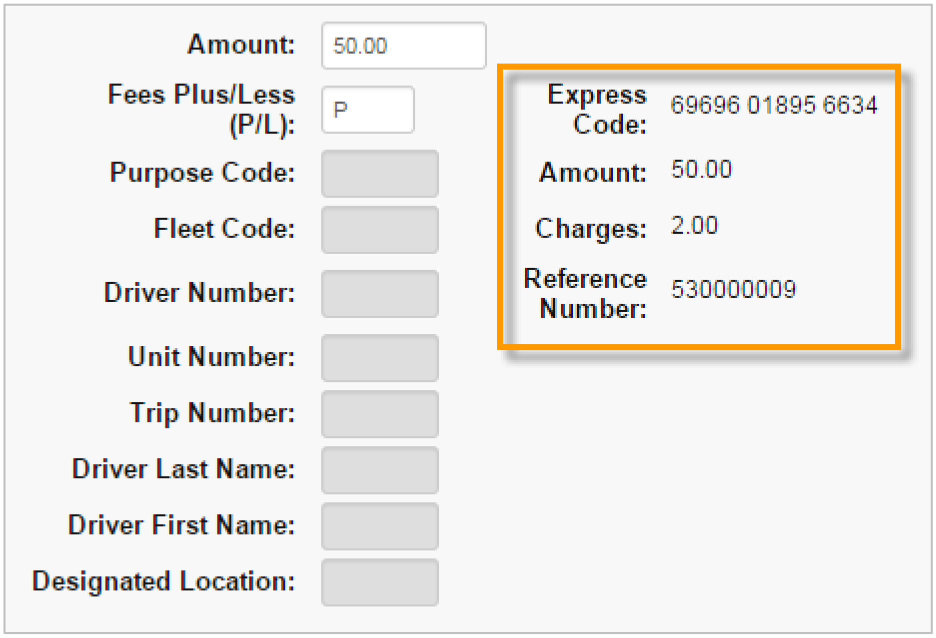


2. The Retrieve a Code page opens. Complete the following fields:



   - Select a different account code or customer ID, if necessary.
   - **Amount:** Enter the monetary value of the Express Check in dollars and cents.
   - **Fees Plus/Less (P/L):** Enter the code for charging the fees:
     - **P (Pluss Fees).** The fee will be invoiced to your company.
     - **L (Less Fess).** The fee will be deducted from the Express Check balance.
   - The remaining fields are optional and will be open for editing only if required by your company. All completed fields will be included in the Registration or Usage reports.
   - Select **Display Charges** to see your changes before retrieving the code.
   - Select **Refresh** to clear the fields.

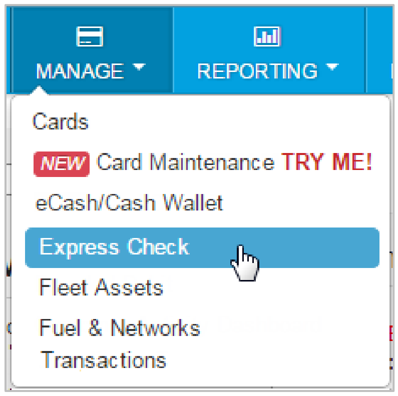
3. Select **Retrieve Code** when you are ready. The system will display the code, amount, charges, fees, and the reference number.
   Note: An error message will display if you do not have access to the selected customer ID or authority to perform this action.

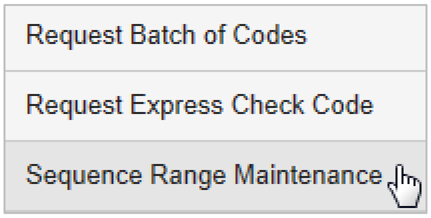


Performing Sequence Range Maintenance

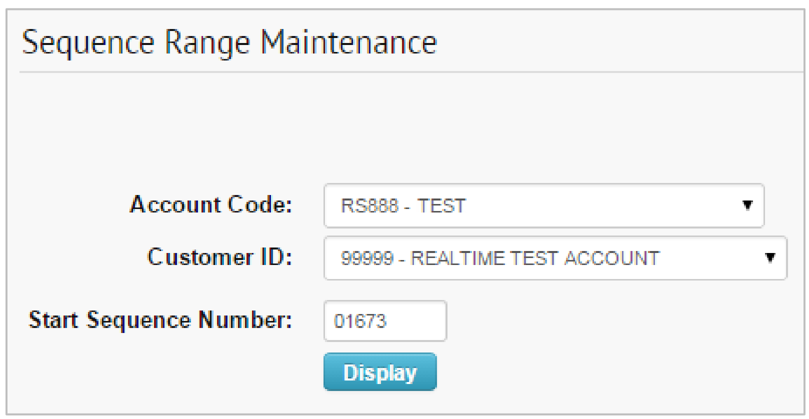
The Express Check Maintenance – Sequence Range Maintenance function enables users to view a range of sequence numbers and to change the status of each range.

1. From the main navigation bar, select **Manage > Express Check > Sequence Range Maintenance**.

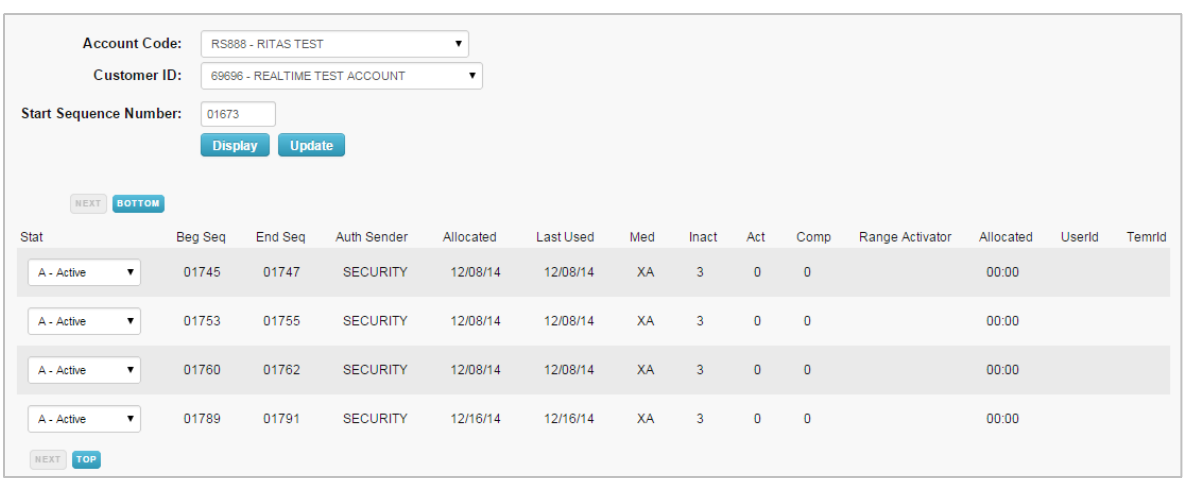




2. The Sequence Range Maintenance page displays. Complete the following:
   - Select a different account code or customer ID if necessary.
   - You may enter a beginning range in the **Start Sequence Number**. Then, select **Display** to show all sequence numbers starting with the one you entered. You can also select **Display** with this field blank to display all of your sequence ranges.



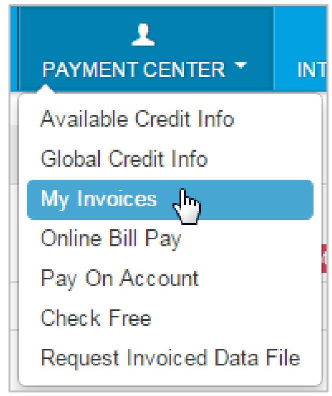
3. After selecting **Display**, the system refreshes to show all of your sequence ranges. Review the information on this page as needed. You can change a sequence range's status in the Stat column: **Active**, **Blocked**, **Deleted**, or **Requested**. Select **Update** to confirm your changes.



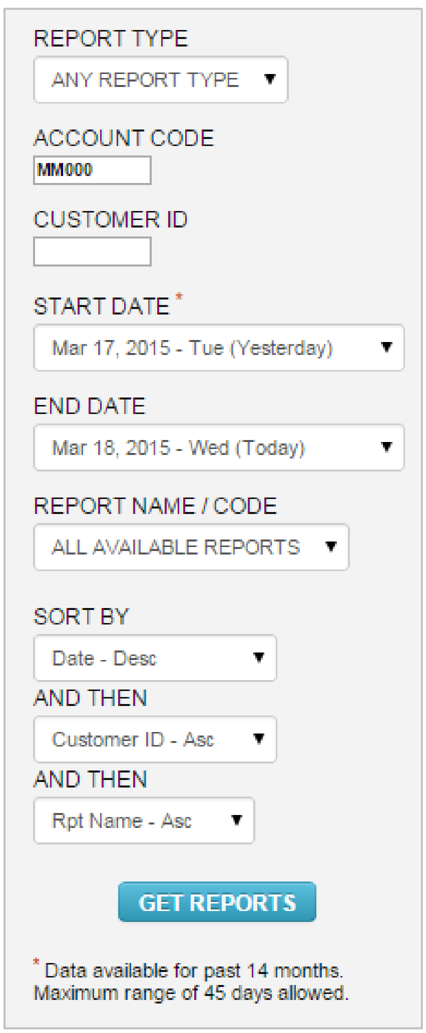
Searching for an Invoice in iConnectData (ICD)

The My Invoices feature in ICD allows you to pull invoice reports for up to 14 months. You can view reports in your browser or download them as a PDF.

1. From the main navigation bar, select **Payment Center > My Invoices**.



2. The left side of the My Invoices Page contains the search criteria. All fields must contain a value in order to complete a search. Your search can be broad or you can limit your search to a specific customer ID, report type, and/or date. Select **Get Reports** once you've made your selection.



- **Report Type:** Select a report type from the drop-down (invoice, data, management) or select **Any Report Type** to select all reports which you are registered.
- **Account Code:** Enter an account code.
- **Customer ID:** Enter a customer ID associated with the account code.
- **Start Date:** Defaults to the previous day's date. The drop-down contains dates for the previous 14 months.
- **End Date:** Defaults to the current day's date. The drop-down contains dates for the previous 14 months.
- **Report Name/Code:** Defaults to **All Available Reports**. The drop-down contains all reports that match your search criteria; the report type, account code, customer ID, start and end dates.
- **Sort By, And Then:** Defaults to **Date - Desc** (descending), then **Customer ID - Asc** (ascending), and then **Rpt Name - Asc**. You can change the sort to one of the following:
  - Date - Asc
  - Date - Desc
  - Customer ID - Asc
  - Customer ID - Desc
  - Rpt Name - Asc
  - Rpt Name - Desc
  - Rpt Code -Asc

3. The search results panel displays the name of the reports matching your search criteria. You can continue to search by changing your search criteria in the left panel. The results will not change until you select **Get Reports**.

   You can view reports as a PDF ( ) or in your web browser ( ).