

iConnectData (ICD) Express Check Maintenance User Guide

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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.

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



| | < hide sidebar |
|--------|-----------------------|
| Manag | ge Express Check |
| Displa | y Code Activity 🖑 |
| Displa | y Encashment 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**.

| Display Code Activity | | | | |
|-----------------------|-------------------------------|--|--|--|
| Account Code: | RS888 - TEST | | | |
| Customer ID: | 99999 - REALTIME TEST ACCOUNT | | | |
| Sequence Number: | 01673 Submit Reset | | | |

- **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

| Purpo Driver Trip Receiver La Send Original Am | se Code: Number: Number: st Name: er Name: nount: 10 | 123 SAVE (TEST) 00.00 | Amount Used: | U Designat Receiver Cor 950.00 | Fleet Code: Init Number: ed Location: First Name: mpany Type: Bala | 123 TEST US ance: 50.0 | 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 | Ρ | 200.00 | 1408973 View Check | US CHK(S) |
| 11/12/14 | 14:14 | TN375 | ALTOONA | PA | 50.00 | 0.00 | Ρ | 150.00 | 1409232 View Check | US CHK(S) |
| 11/17/14 | 11:10 | TN375 | ALTOONA | PA | 100.00 | 0.00 | Ρ | 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 E | vent Display | | | | | | | | |
|---------------------------|--|-------|--|----------|---------------|----------|---------------|---------|-----------|
| Trans Nu Ac Complet | mber: 1408973 Date: 111114 Time: 15:03 count: RS888 | I | Amount: 800.00 Used: 800.00 Co Type: | | | | | | |
| 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.



Express Check Maintenance – Display Encashment Activity

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

 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**.

| Display Encashmen | t Activity |
|--|---|
| Account Code: Customer ID: | RS888 - TEST 999999 - REALTIME TEST ACCOUNT |
| From Date (mmddyy): To Date (mmddyy): | Submit Reset |

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 | Encashn | nent Activi | ty | | | | | | | |
|--------------------|-------------------------------|-------------------------------|---------------|---------------|----------------|----------|-----|------|---------|-------------|
| Custome Date Ra | r ID: 0300 nge: 0122 Сс | 00 215 - 103015 omplete | | | | | | | | |
| 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 | Р | 0.00 | 0.00 | 000434444 |
| 01/23 | 08:55 | 25639 | TN383 | B'WOOD | TN | 00017.00 | Ρ | 0.00 | 0.00 | 000434445 |
| 02/01 | 09:51 | 25640 | TN375 | ALTOONA | PA | 00800.00 | Ρ | 0.00 | 0.00 | 000438029 |
| 02/01 | 09:56 | 25642 | TN375 | ALTOONA | PA | 00800.00 | Ρ | 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.

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



| Display Encashment Activity | |
|-------------------------------|------|
| Display Invoice Detail | (hr) |
| Display Registration Activity | |

- 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**.

| Display Invoice | Detail | | |
|-----------------|-----------|-----------------|-------------|
| | | | |
| Customer ID: | 00001 | | |
| Invoice Number: | A02230001 | | |
| | Display | Restart Invoice | Inv Summary |
| Invoice Date: | | | |

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

| Custor | mer ID: 030 | 00 | | | |
|------------|-------------|------------|--------------|-------------|----------------|
| Invoice N | Di | splay Res | tart Invoice | Inv Summary | 1 |
| Invoice Da | ate: 03/25 | | | | |
| NE | EXT BOTTOM | | | | |
| Item | Sequence | Net Amount | Charges | Amount Due | Reference Data |
| 00001 | 25844 | 50.00 | 2.00 | 52.00 | REGISTRATION |
| N | EXT | | | | |



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.

| Account Code: TE999 - XYZ COMPANY | |
|---|--------------|
| Customer ID: 03000 - COMDATA CORP UAT TEST ACCT3456 V | |
| NEVT COTTON | |
| Invoice Date Invoice Number Offere Net Amount Charge | a Amount Duo |
| 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 |
| | |

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.

 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**.

| Display Registration Activity | | | | | |
|-------------------------------|--|--|--|--|--|
| | | | | | |
| Account Code: | TE999 - XYZ COMPANY | | | | |
| Customer ID: | 03000 - COMDATA CORP UAT TEST ACCT3456 | | | | |
| Start Date (mmddyy): | 010207 | | | | |
| End Date (mmddyy): | 123107 | | | | |
| | Submit Reset | | | | |

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 | Registrat | tion Activit | ty | | | | | |
|--------------------|---|----------------------------|----------------|------------|-----------------|------|----------------|-------------|
| Custome Date Ra | r ID: 0300 nge: 0102 Re Ехт воттом | 10 115 - 013115 turn | | | | | | |
| 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 |
| C | ТОР | | | | | | | |

Express Check Maintenance – Display Invoice Summary

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

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



| Display Registration Activity | | | | | | | |
|-------------------------------|---|--|--|--|--|--|--|
| Invoice Summary | ф | | | | | | |

Perform Code Maintenance

 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 Cod | e: TE999 - XYZ (| COMPANY | | | | | | | |
| Customer II | D: 03000 - COM | DATA CORP UAT TEST | ACCT3456 V | | | | | | |
| NEXT | воттом | | | | | | | | |
| 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 | ТОР | | | | | | | | |

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.

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



| Invoice Summary |
|--------------------------|
| Perform Code Maintenance |
| Request Batch of Codes |

- 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.

| Perform Code Maintenance | | | | | | | | |
|--------------------------|-------------------------------|--|--|--|--|--|--|--|
| | | | | | | | | |
| Account Code: | RS888 - TEST | | | | | | | |
| Customer ID: | 99999 - REALTIME TEST ACCOUNT | | | | | | | |
| Sequence Number: | 00000 | | | | | | | |
| Express Code: | | | | | | | | |
| | Show Sequence Number | | | | | | | |
| | | | | | | | | |
| Sequence Number: | 00000 | | | | | | | |

| Sequence Number: | 00000 |
|--|--|
| Express Code: | 60000 00000 0000 |
| | Code Activity Update Show Sequence Number |
| Original Amount: Amount Used: Amount Remaining: Date Last Used: | 1000.00 950.00 50.00 11/17/14 At Location TN375 |
| Purpose Code: | |
| Fleet Code: | |
| Driver Number: | |
| Unit Number: | |
| Trip Number: | |
| Designated Location: | |
| Last Name: | |
| First Name: | |
| Status of Code: | A - Active |
| Date Last Updated: Authorized Person: | |

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.

 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.
 - 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.

| Request Batch of Codes | | | | | | | | | |
|------------------------|-------------------------------|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| Account Code: | RS888 - TEST | | | | | | | | |
| Customer ID: | 99999 - REALTIME TEST ACCOUNT | | | | | | | | |
| Number of Codes: | | | | | | | | | |
| Distribution Medium: | PF - Paper Forms | | | | | | | | |
| | Show Available | | | | | | | | |

| W | | |
|-----|--------------------------|---|
| em | Account Code: | RS888 - TEST |
| ay | Customer ID: | 99999 - REALTIME TEST ACCOUNT |
| er | Number of Codes: | 25 |
| | Distribution Medium: | PF - Paper Forms |
| od) | | Show Available Submit |
| it | ************* CUSTOMER H | AS 10 CODES AVAILABLE ON PF MEDIUM ************ |



Retrieving an Express Check

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

 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.

| Retrieve a Code | | | | | | | | |
|--------------------------|----------------------|-----------------|---------|--|--|--|--|--|
| | | | | | | | | |
| Account Code: | RS888 - TEST | | • | | | | | |
| Customer ID: | 99999 - REALTIME | TEST ACCOUNT | • | | | | | |
| | Retrieve Code | Display Charges | Refresh | | | | | |
| | | | | | | | | |
| Amount: | | | | | | | | |
| Fees Plus/Less (P/L): | Express Code: | | | | | | | |
| Purpose Code: | Amount: | | | | | | | |
| Fleet Code: | Charges: | | | | | | | |
| Driver Number: | Reference Number: | | | | | | | |
| Unit Number: | | | | | | | | |
| Trip Number: | | | | | | | | |
| Driver Last Name: | | | | | | | | |
| Driver First Name: | | | | | | | | |
| Designated Location: | | | | | | | | |

- 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.

| Amount: | 50.00 | | |
|--------------------------|-------|----------------------|------------------|
| Fees Plus/Less (P/L): | P | Express Code: | 69696 01895 6634 |
| Purpose Code: | | Amount: | 50.00 |
| Fleet Code: | | Charges: | 2.00 |
| Driver Number: | | Reference Number: | 530000009 |
| Unit Number: | | 1 | |
| Trip Number: | | | |
| Driver Last Name: | | | |
| Driver First Name: | | | |
| Designated Location: | | | |

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.

 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

| Sequence Range Maintenance | | | | | | | | |
|----------------------------|-------------------------------|--|--|--|--|--|--|--|
| Account Code: | RS888 - TEST | | | | | | | |
| Customer ID: | 99999 - REALTIME TEST ACCOUNT | | | | | | | |
| Start Sequence Number: | 01673 Display | | | | | | | |

with this field blank to display all of your sequence ranges.

 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.

| Account C Custome Start Sequence Nur | Code: RS88 er ID: 6969 nber: 01673 Disp | 38 - RITAS TES 6 - REALTIME 1 3 3 Nay Upda | T FEST ACCOUNT | T | | | | | | | | | |
|--|--|--|-------------------|-----------|-----------|-----|-------|-----|------|-----------------|-----------|---------|---------|
| NEXT BOTTO | Bog Sog | End Sog | Auth Sondor | Allocated | Last lead | Mod | Inact | Act | Comp | Pango Activator | Allocated | Lisorid | Tomrid |
| A - Active | 01745 | 01747 | SECURITY | 12/08/14 | 12/08/14 | XA | 3 | 0 | 0 | Nange Acavator | 00:00 | USCHU | Termina |
| A - Active | 01753 | 01755 | SECURITY | 12/08/14 | 12/08/14 | XA | 3 | 0 | 0 | | 00:00 | | |
| A - Active | 01760 | 01762 | SECURITY | 12/08/14 | 12/08/14 | XA | 3 | 0 | 0 | | 00:00 | | |
| A - Active | 01789 | 01791 | SECURITY | 12/16/14 | 12/16/14 | XA | 3 | 0 | 0 | | 00:00 | | |

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.

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

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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 ANY REPORT TYPE |
|---|
| ACCOUNT CODE |
| CUSTOMER ID |
| START DATE * |
| Mar 17, 2015 - Tue (Yesterday) |
| END DATE |
| Mar 18, 2015 - Wed (Today) |
| REPORT NAME / CODE |
| ALL AVAILABLE REPORTS |
| SORT BY |
| Date - Desc 🔻 |
| AND THEN |
| Customer ID - Asc 🔻 |
| AND THEN |
| Rpt Name - Asc 🔹 |
| GET REPORTS |
| * Data available for past 14 months. Maximum range of 45 days allowed. |

- **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 dropdown 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
 - o 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 (🥌). | | | | | |
|---|---------------------------------------|-----------------|---------------------------------------|--------------|--|
| Monday, January 20 ANY REPORT TYP Account Code: TE9 Customer ID: 03000 SEARCH AGAIN |), 2014 - Friday, Ja E 199 0 | anuary 31, 2014 | | | |
| < << | • | Page | 1 of 1 GO | >> > | |
| | | | | | |
| D |)ate | Customer ID | Report | | |
| | | | | | |
| 0 🚹 🥘 | 1/28/2014 | 03000 | EXPRESS CHECK UNUSED CODES [TSEC0009] | | |
| Records 1 - 1 | | | 1 Re | eports Found | |