



MasterCard Fleet iConnectData User Guide

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Getting Started: Logging In

Note: You will need either Microsoft Internet Explorer version 8.0 or the latest version of Mozilla Firefox or Google Chrome. You will also need Adobe Reader version 6.01 or higher to download reports in PDF format.

Open an internet browser and search for www.icconnectdata.com. Save this address to your favorites for quick access.

Log in to iConnectData (ICD)

Enter your user ID and select **Continue**. If the image presented to you is correct, then enter your password and select **Continue**. If the image presented to you is not the image you selected, contact Risk Management for assistance.

Note: If you enter the wrong password three successive times, the system locks you out of ICD. Select **Forgot Password?** and follow the instructions on screen to receive a temporary password. You are required to change the temporary password at your next login.

Select **Forgot User ID?** to have your user ID e-mailed to you.

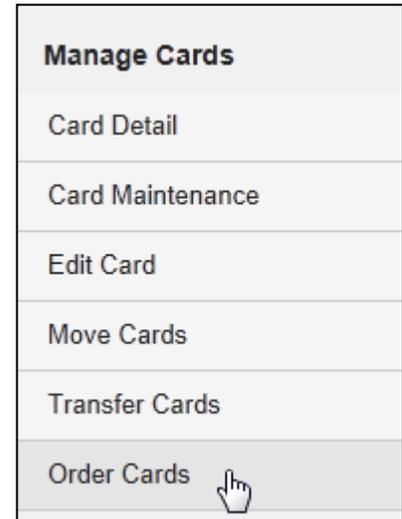
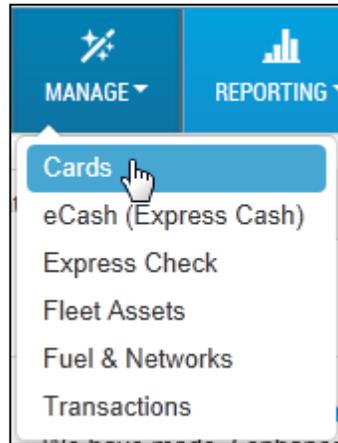
Image Key

If this is your first login, you will need to select an ImageKey and enter an ImageKey caption. Give the image a recognizable caption.

Then, select and answer three security questions. Your questions and answers should be easy to remember. When finished, you will be directed to the ICD home page.

Ordering a New Card

1. Access the Card Maintenance page from the iConnectData menu bar (**Manage > Cards > Order Cards**).



2. Select a customer ID. Upon selection, you will be directed to step one of ordering a card.

Card Maintenance

Account Number: LV007 - TRANSPORTATION TRAINING ▾

Customer ID: 24719 - CS TRANSPORTATION TRAINING ▾

Customer ID Drop Down Sort by: Customer Name Customer ID Number

Search By: Employee/Vehicle Number Card Number Last Name

Search Value:

Submit

If you leave Search Value blank and click "Submit", you'll get a Card List.

3. Select a company profile.

Order a Card - Step 1

Customer ID: 24719

Company Profile: [001] STANDARD ▾

Continue **Cancel**

- 4. Enter all required information and select **Confirm** at the bottom of the page. Then verify your address and select **Continue** in the confirmation window.

Order a Card - Step 2

* indicates a required field

Customer ID: 24719
Company Profile: 001 STANDARD
Punch Card: Yes
Employee Number:
First Name: ?

- 5. When you reach the Card Order Confirmation page, your order is complete.
Note: Your full card number displays on the page.

Card Order Confirmation

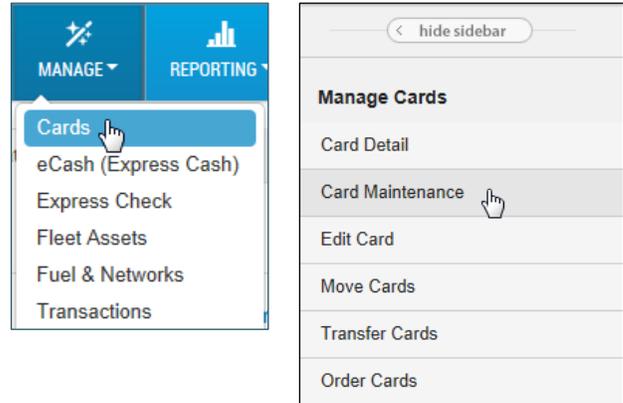
Status: Card Order was successful.
Account Code: LV007TEST
Customer ID: 24719
Company Profile: 001 STANDARD
Punch Card: Yes
First Name:
Last Name:
Employee Number:
Card Number: 5000000000000000
Card Expiration Date: 0000
Card Status: Blocked
Unit Number:
Trip Number:
Trailer Number:
Driver License Number:
Driver License State/Province:

Address Information for Card Order

Attention to: ELLEN CLEAVER
Company Name: TRANSPORTATION TRAINING
Address 1: 5501 MARYLAND WAY
Address 2:
City: BRENTWOOD
State / Province: TN
ZIP / Postal Code: 37027
Country Code: USA

Replacing a Card

1. Access the Card Maintenance page from the iConnectData menu bar (**Manage > Cards > Card Maintenance**).



2. Select an account number and customer ID and any additional search criteria and select **Submit**.

Card Maintenance

Account Number:

Customer ID:

Customer ID Drop Down Sort by: Customer Name Customer ID Number

Search By: Employee/Vehicle Number Card Number Last Name

Search Value:

If you leave Search Value blank and click "Submit", you'll get a Card List.

3. Locate the card you want to replace and select **Replace**.

Card Listing

View Card Type: Assigned Unassigned Both

Please be advised that c

Total number

	Account	Cust ID	Employee Number
	QQ100	86368	9999B6025269812
<input type="button" value="EDIT"/>	QQ100	86368	200208
<input type="button" value="EDIT"/>	QQ100	86368	267832
<input type="button" value="EDIT"/>	QQ100	86368	9000009BLK
<input type="button" value="EDIT"/>	QQ100	86368	541251-98

4. Review the information carefully and confirm that this is the correct card. Then, select **Confirm**. Select **Cancel** to go back to the previous page.

Replace an Employee Card

* indicates a required field

Customer ID:	86368
Card Number:	5567356025282344
Card Expiration Date:	1012
Purchasing Profile Number:	001
Punch Card:	No
First Name:	JAMES
Last Name:	BOND
Employee Number:	541251-98
Vehicle Number:	
Trip Number:	
Trailer Number:	
Driver's License Number:	DONOTCHANGE
Driver License State/Province:	
VIN:	
Vehicle Description:	
License Plate Number:	
Registration Expires (MMYY):	0000
Miscellaneous #1:	
Miscellaneous #2:	

5. A confirmation message displays. The card has been replaced and the old card is now blocked. Note that this action does not punch the new card.

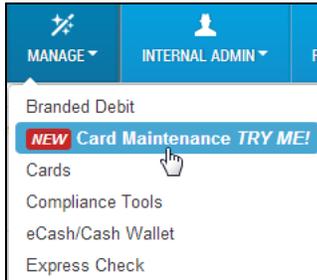
Card Replace Confirmation

Status: Card Replace was successful.
New card was not punched.
Old card has been blocked. Please destroy old card.

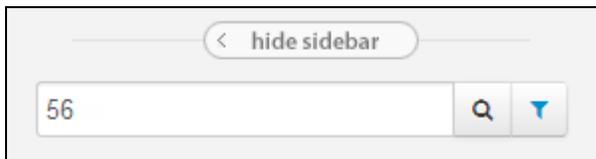
Searching for a Card

Search for one or more cards using the Smart Search tool under Card Maintenance.

1. Access the Card Maintenance page from the iConnectData menu bar (**Manage > Card Maintenance**).



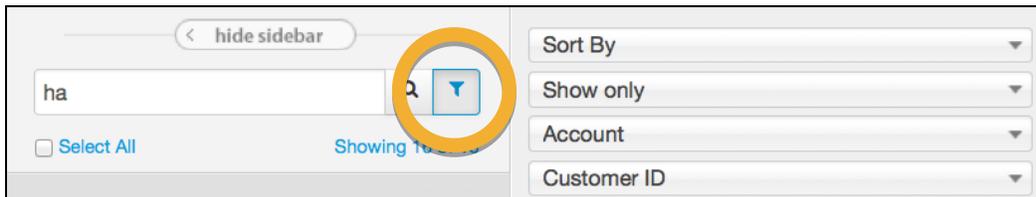
2. In the search field, enter the beginning of a search term such as the cardholder's first or last name, employee ID, card number or unit/vehicle number. You can enter as few as two letters or numbers.



Or

Select the filter button () to display filter options. (Select it again to close the filters.)

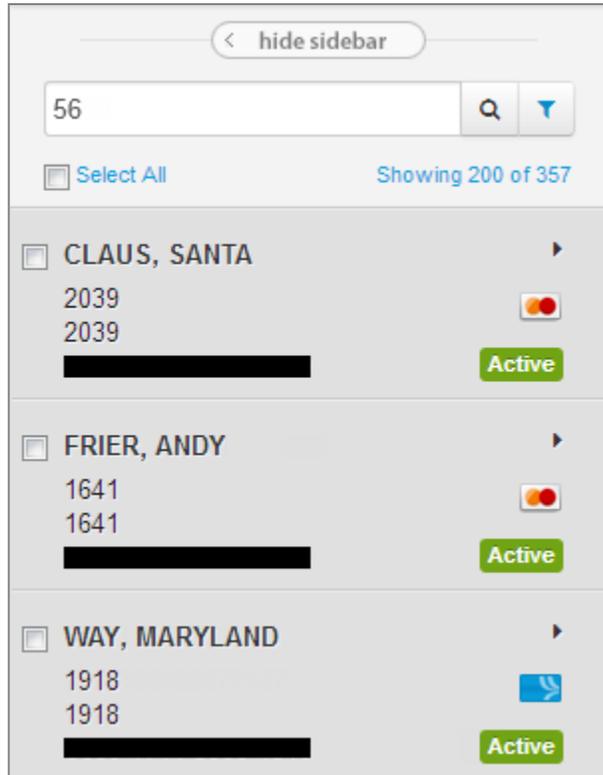
Note: You must enter a search value before using the filters *unless you are searching by Account*.



Filter options

Sort By	Sort results by the cardholder's first or last name, card number, status, employee ID, or unit number.
Show only	Sort results by card status: active, blocked, lost, stolen, deleted, assigned, or unassigned.
Account	Select an account code. All cards under the account code will display.
Customer ID	Display all cards under a specific customer ID. Note: You must select an account code before selecting a customer ID.

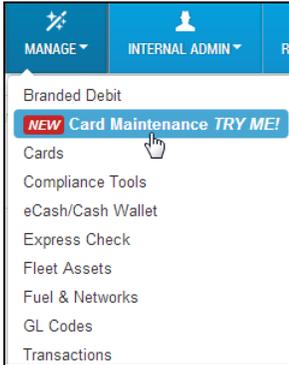
3. After entering your search criteria, select the search button (). The card listing displays your results.



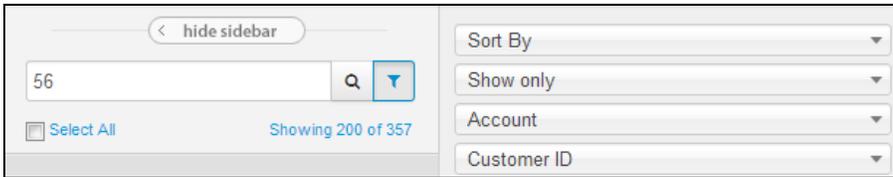
Updating Multiple Cards

This feature allows you to update multiple cards at the same time.

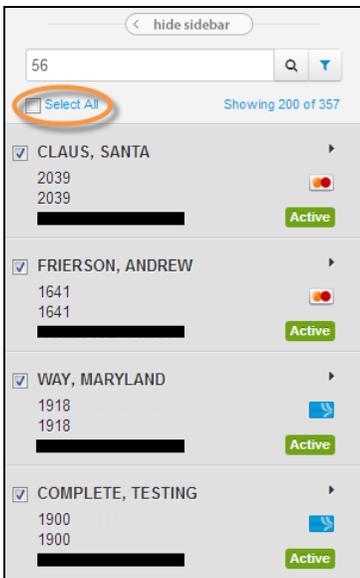
1. Access the Card Maintenance page from the iConnectData menu bar (**Manage > Card Maintenance**).



2. Enter a search to return a card listing.



3. Select the checkbox next to each card you want to update. To update all cards in the listing, use the **Select All** checkbox.



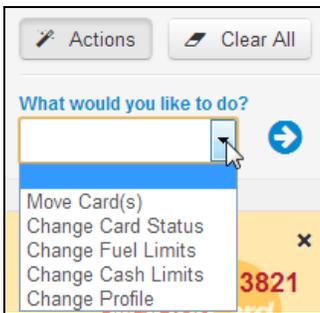
(continued on next page)

Card images populate on the right side of the page for each card you select.

Note: Change the view from images to a list view by selecting the icons in the far right corner.

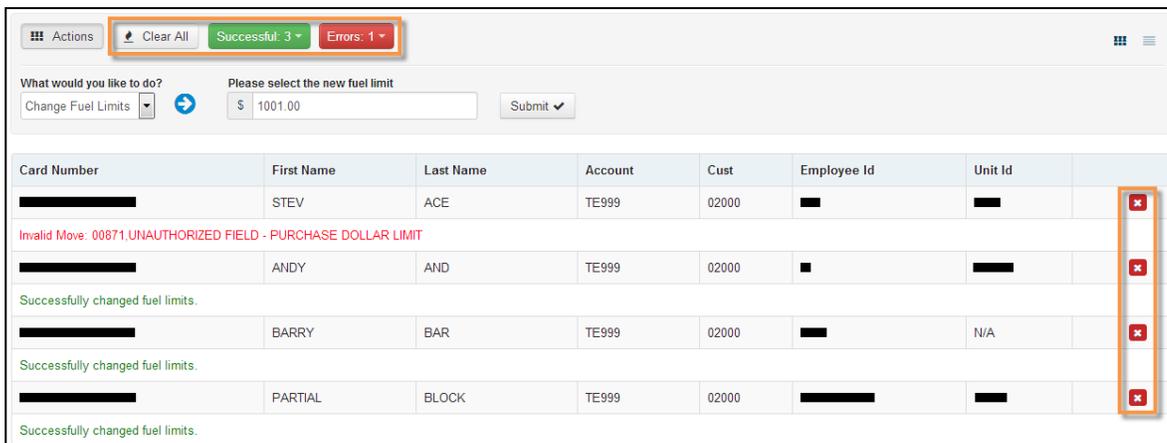


4. Select **Actions** to display the functions you can perform.



- **Move Card(s).** Select this option to move the selected cards to a new customer ID.
- **Change Card Status.** Select this option to change card statuses to one of the following options: Active, Blocked, Deleted (proprietary cards only), Lost, or Stolen.
- **Change Fuel Limits (proprietary cards only).**
- **Change Cash Limits (proprietary cards only).**
- **Change Profile.** Select this option to change the profile ID for all selected cards.

5. When you're finished, select **Submit** . The system displays success and error messages for each card.

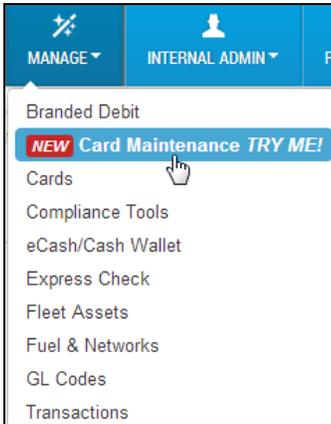


Use the **Successful** and **Error** drop-down menus to clear all cards that received success messages or errors. Use the red X buttons () to clear individual cards. Use **Clear All** to clear all cards and make a new selection from the card listing.

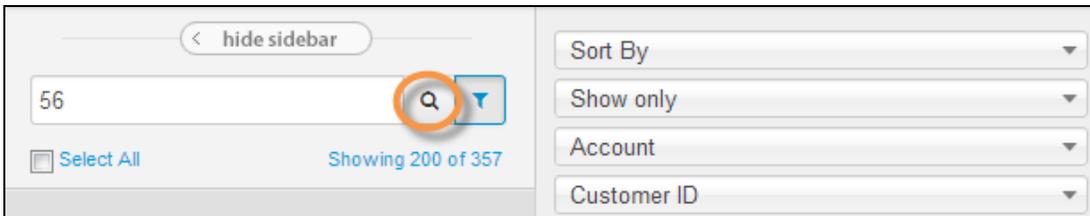
Performing Card Maintenance

To perform card maintenance, you must access Card Detail. What you can do in Card Detail is dependent on your access level. If a section is greyed out for editing or you do not see it, then you do not have access to it. Performing card maintenance includes card editing functions such as altering product limits and altering Cash Wallet limits.

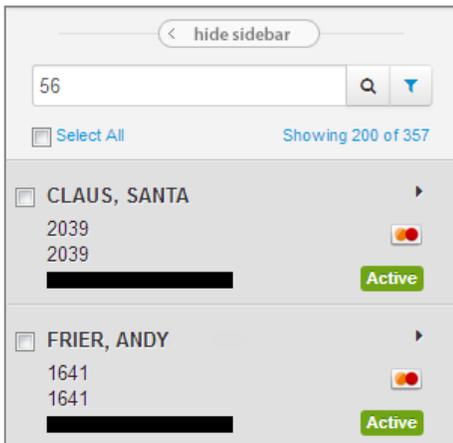
1. Access the Card Maintenance page from the iConnectData menu bar (**Manage > Card Maintenance**).



2. Enter the search criteria for a card and select the search button.



3. Click anywhere on a card to select it from the list.



4. This opens Card Detail on the right side of the page.

claus

Select All Showing 1 of 1

CLAUS, SANTA
555466
555466
5567 3568 0130 1365 Active

- Basic Information
- Card Holder/Vehicle Info**
- Products/Limits
- eCash/Cash Wallet
- Transaction History
- Recent Card Updates
- Decline History

BASIC INFORMATION EDIT

Card Number 5567356001301365	Account ID ZV827
Customer ID CSX01	Customer ID Description CSX TRANSPORTATION
Name SANTA CLAUD	Profile [001] JEG 1EMPLOYEE
GL Code Transaction Assignment Profile Not Available	Employee Number 555466
Status Active	Expiration Date 08/2009
Country Code US	Last Activity Date/Time 11/30/1999 00:00

VEHICLE INFORMATION EDIT

Trip Number	Vehicle Number 555466	
Hub Meter Start 0	Hub Meter End 0	Current MPG 000.00
Vehicle Identification Number (VIN)	Vehicle Type DRIVER	Vehicle Plate Number

CARD HOLDER INFORMATION EDIT

Displayed on Card SANTA CLAUD	Registration Expiration 12/1999	Driver License Number
Misc 1 Level 3 Prompting Required No	Misc 2 Fleet Level Prompting 2	Driver License State
Limited Network By Card	Restricted Network No	

SHIPPING INFORMATION EDIT

Address Ship To Name CSX TRANSPORTATION	Address 1 5301 MARYLAND WAY	Address 2 LIAT
Address Attention To RITA SAVAGE	City BRENTWOOD	State TN
City BRENTWOOD	Postal Code 370270000	

PRODUCT LIMITS EDIT

Overall Limits MasterCard Limits MCC Group Limits

Limits are Set at this Level

	Daily Amount	Daily # of Trans.	Cycle Amount	Cycle # of Trans.
Limit	\$2,000.00	10	\$0.00	0
Posted	\$0.00	\$0.00	\$0.00	\$0.00
Pending Charges	\$0.00	\$0.00	\$29.00	\$0.00
Available	\$2,000.00	\$0.00	\$-29.00	\$0.00
Reset Cycle	Unknown			
Status	Open	Available	Yes	
One Time Override Amount	\$0.00	Transaction Limit	\$3,000.00	
Prompting Level	2	Prompting Description	LEVEL_2	

ECASH LIMITS EDIT

Express Cash Not Available	Maestro POS Not Available	VRU Access No
Plus/Less at Load	ATM Access Not Available	Express Cash Balance Not Available
Trip Number	Message	PIN Reset Click to Reset

DIRECT DEPOSIT ACCOUNTS

Account Number	Routing Number	Account Name	Checking	Deposit Type	Amount	Status
No Direct Deposit Accounts exist						

TRANSACTION HISTORY - COMING SOON!

RECENT CARD UPDATES - COMING SOON!

DECLINE HISTORY - COMING SOON!

Use these links to quickly scroll to one of the Card Detail sections.

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A. Basic Information

The Basic Information section displays key details about the card. Select **Edit** () to begin editing specific fields.

Then, select **Save** () or **Cancel** () to close editing.

Note: Editing must be closed for a section before you can edit another section.

BASIC INFORMATION 

<p>Card Number 5567356025282039</p> <p>Customer ID AB0AB</p> <p>Name SANTA CLAUS</p> <p>GL Code Transaction Assignment Profile Not Available</p> <p>Status Active</p> <p>Country Code US</p>	<p>Account ID BK106</p> <p>Customer ID Description BLACK COMPANY, INC.</p> <p>Profile [000] OFF COMPANY STANDARDS</p> <p>Employee Number 2039</p> <p>Expiration Date 11/2015</p> <p>Last Activity Date/Time 03/06/2013 11:44</p>
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B. Vehicle and Card Holder Information

This section displays the vehicle, cardholder and shipping information. The shipping information section provides the address for shipping cards.

CARD HOLDER INFORMATION 

<p>Displayed on Card GEORGE WASHINGTON</p> <p>Misc 1 Not Available</p> <p>Registration Expiration Not Available</p>	<p>Driver License Number 12345</p> <p>Misc 2 Not Available</p> <p>Limited Network By Card</p>	<p>Driver License State AL</p>
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VEHICLE INFORMATION

<p>Trip Number Not Available</p> <p>Hub Meter Start</p> <p>Hub Meter Min 0</p> <p>Vehicle Description Not Available</p>	<p>Unit Number 3959</p> <p>Hub Meter End</p> <p>Hub Meter Max 0</p> <p>Vehicle Type DRIVER</p>	<p>Trailer Number Not Available</p> <p>Current MPG</p> <p>Vehicle Identification Number (VIN) Not Available</p> <p>Vehicle Plate Number Not Available</p>
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SHIPPING INFORMATION

<p>Address Ship To Name</p> <p>Address 1</p> <p>City</p>	<p>Address Attention To</p> <p>Address 2</p> <p>State AL</p>	<p>Postal Code</p>
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C. Product Limits

This section allows you to set the Overall Limits, MasterCard Limits, or Merchant Category Code (MCC) Group Limits for the card. *Editing any of the limits will take the card off the company standard profile.*

Overall Limits control the global dollar and transaction limits as well as where card purchases are permitted (known as MCC groups or individual MCCs).

MasterCard Limits allow you the ability to further restrict the dollars, transactions and MCC groups. These limits cannot exceed the Overall Limits.

MCC Group Limits allow you to further restrict cards to specific types of transactions and dollars (example: Fuel Group). These limits cannot exceed either the MasterCard or Overall limits.

PRODUCT LIMITS Edit

Overall Limits | MasterCard Limits | MCC Group Limits

Limits are Set at this Level

	Daily Amount	Daily # of Trans.	Cycle Amount	Cycle # of Trans.
Limit	\$2,550.00	20	\$0.00	0
Posted	\$0.00	\$0.00	\$0.00	\$0.00
Pending Charges	\$0.00	\$0.00	\$0.00	\$0.00
Available	\$2,550.00	\$0.00	\$0.00	\$0.00
Reset Cycle	Unknown			
Status	Open		Available	Yes
One Time Override Amount	\$0.00		Transaction Limit	\$2,550.00
Prompting Level	2		Prompting Description	LEVEL_2

Select **Change** next to Reset Cycle to set the reset cycle as daily, weekly, or monthly. The system defaults to **Daily**.

PRODUCT LIMITS Save

Overall Limits | MasterCard Limits | MCC Group Limits

No Limits Set at this Level

	Daily Amount	Daily # of Trans.	Cycle Amount	Cycle # of Trans.
Limit	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
Posted	\$0.00	\$0.00	\$0.00	\$0.00
Pending Charges	\$0.00	\$0.00	\$0.00	\$0.00
Available	\$0.00	\$0.00	\$0.00	\$0.00
Reset Cycle	Unknown Change			
Status	Open		Available	<input checked="" type="radio"/> Yes <input type="radio"/> No
One Time Override Amount	<input type="text" value="0.00"/>		Transaction Limit	<input type="text" value="0.00"/>
Prompting Level	2		Prompting Description	LEVEL_2

C. eCash /Cash Wallet

This section holds information on your Cash Wallet. If the card is set up for Cash Wallet, select **Edit Funds** under Express Cash Balance to add or remove money.

ECASH/CASH WALLET Edit

<p>Express Cash No</p>	<p>Maestro POS Express Cash</p>	<p>VRU Access No</p>
<p>ATM Access Yes</p>	<p>Express Cash Balance \$10.00 Edit Funds</p>	<p>PIN Reset Click to Reset</p>

ECASH ACTIVITY

Date/Time	Reference Number	Location	Trans Amount	Charges	Balance	Description
12/12/2013 15:21	520000003	TEST	(\$10.00) (P)	(\$2.00)	\$10.00	LOAD

← Previous 1 Next →

DIRECT DEPOSIT ACCOUNTS +

Account Number	Routing Number	Account Name	Checking	Deposit Type	Amount	Status
888888888	8888888	TESTING	Yes	Percent of Load	\$10.00	Pending Edit

Under Direct Deposit Accounts, select the plus button (+) to add an account. To edit an existing account, select the edit button next to the account.

Deposit Type	Amount	Status
Percent of Load	\$10.00	Pending Edit

Make any changes, then select **Save**. Select **Delete** to permanently remove the account.

ADD DIRECT DEPOSIT ACCOUNT ×

<p>Account Number <input type="text" value="██████████"/></p>	<p>Routing Number <input type="text" value="██████████"/></p>
<p>Account Name <input type="text" value="CHRIS"/></p>	<p>Checking Yes ▼</p>
<p>Type Percent of Load ▼</p>	<p>Status Pending ▼</p>
<p>Percent % <input type="text" value="0"/></p>	

Save
Delete

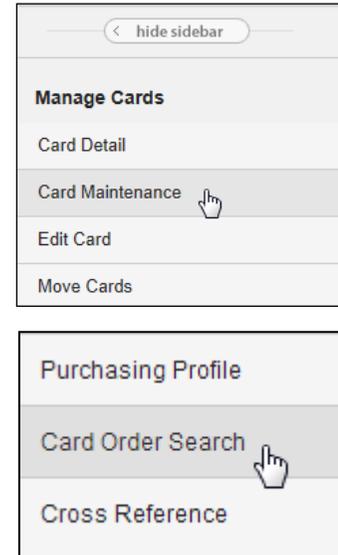
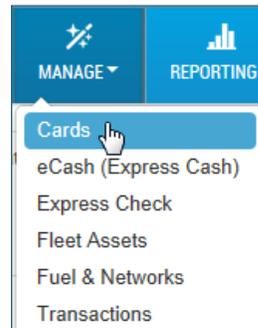
D. Transaction History, Recent Card Updates, Decline History

Until these features are available, please access them through the old card maintenance menu (**Manage > Cards**).

Searching for a Card On-Order

This feature lets you search MasterCard orders placed through iConnectData during the previous six-month period. You can display the search results on the page, or you can download the results to an Excel spreadsheet format.

- 1 Access the Card Order Search page from the iConnectData menu bar (**Manage > Cards > Card Maintenance > Card Order Search**).



- 2 Select the appropriate Account Number and Customer ID. Use the **Search By** field to select whether you will search by order date or ship date. Then, enter the start and end date. Select **Submit** when finished.

Note: Select the icon next to the start and end date fields to open a calendar for selecting dates.

Select **Save as Excel** to generate the search results as an Excel document.

Note: The date range is restricted to 45 days during the previous six-month period.

 A screenshot of the 'Card Order Search' form. It includes fields for 'Account Number' (LV007 - TRANSPORTATION TRAINING), 'Customer ID' (All), and 'Customer ID Drop Down Sort by' (radio buttons for Customer Name and Customer ID Number). The 'Search By' section has radio buttons for 'Order Date' (selected) and 'Ship Date'. The 'Date Range' section has 'Start Date' and 'End Date' input fields with calendar icons. At the bottom, there are 'Submit' and 'Save as Excel' buttons, both highlighted with a red box.

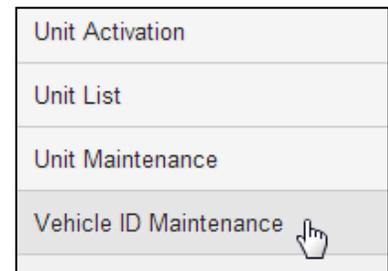
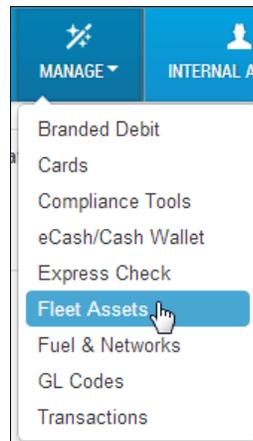
- 3 The Card Order Listing displays, showing all card orders within the designated date range, along with the status of each order.

Performing Vehicle ID Maintenance (Unit / Vehicle Pool)

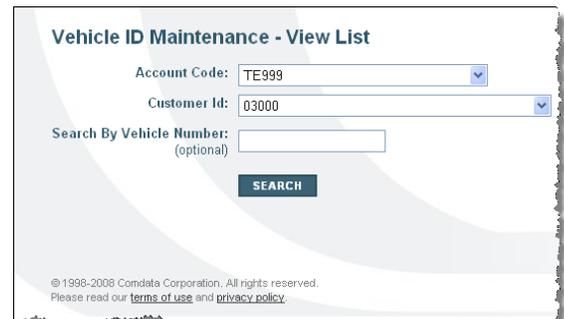
Once your account has been set up for Vehicle Information Maintenance, you can add and edit information through the Vehicle Maintenance feature. In addition to routine edits and deletions, this feature includes options to:

- Customize field names, both optional and required, to reflect your particular operation.
- Change optional-entry fields to required entry fields for your particular operation.

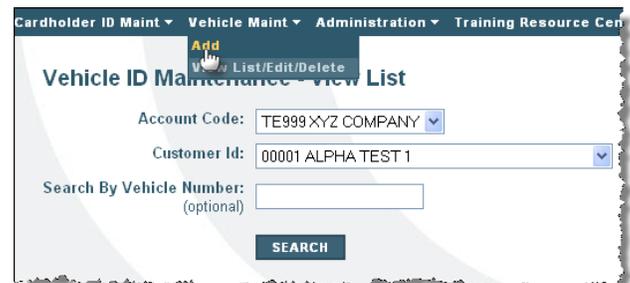
1. Access the Vehicle ID Maintenance page from the iConnectData menu bar (**Manage > Fleet Assets > Vehicle ID Maintenance**).



2. The **Vehicle ID Maintenance – View List** page displays. Select the account code and customer ID you would like to review and select **Search**. You can also enter the vehicle number you would like to search for (optional).



3. You can add a Vehicle ID after you have accessed the **Vehicle ID Maintenance – View List** page. Access the Add page from the menu bar (**Vehicle Maint > Add**).



4. The system displays the **Vehicle ID Maintenance – Add Screen** page. The Vehicle Number and Registration Expiration fields are mandatory. Enter this information and select **Submit**. You can also add additional vehicle numbers or reset all fields.



- The system displays the message **UPDATE SUCCESSFUL**.

- You also have the option to delete a Vehicle ID from the **Vehicle ID Maintenance – View List** page. Select the account code and customer ID you want to search for and select **Search**. The vehicle number is optional.

Or

From the **Vehicle Maint** drop-down menu, select **View List/Edit/Delete**. Then, select the account code and customer ID you want to search for and select **Search**. The vehicle number is optional.

- The **Vehicle ID Maintenance – View List** page displays with vehicle information. You can collect up to seven fields of information for each vehicle maintenance record. **Field 1** and **Field 5** are required by the application. You can specify any of the optional fields as required entry, and your customer support representative (CSR) can set these as required fields.

The seven field names default as shown but you can have your CSR change any or all of the field names to suit your operation.

Field 1: Vehicle number Field

2: Vehicle Id Nbr (VIN) Field

3: Vehicle Description Field

4: License Plate Number

Field 5: Registration

Expiration Field 6:

Miscellaneous #1

Field 7: Miscellaneous #2

- The system displays the message **Delete Successful**.

Vehicle ID Maintenance - View List
Delete Successful. Please be advised that changes made may not always be immediately displayed.

Account Code: TE999 XYZ COMPANY
Customer Id: 00001 ALPHA TEST 1

Search By Vehicle Number: (optional)

SUBMIT

Customized data labels may not be the same on reports.

PREVIOUS NEXT BOTTOM OF PAGE

<input type="checkbox"/> Delete All	Vehicle Number	Vehicle Id Nbr (VIN)	Vehicle Description	License Plate Number	Registration Expiration	Miscellaneous #1	Miscellaneous #2
<input type="checkbox"/> Delete	21				0101		
<input type="checkbox"/> Delete	22				0101		

- You can also edit a vehicle number. From the **Vehicle ID Maintenance – View List** page (above) select a vehicle number you want to edit from the list at the bottom of the page and select **Submit**. You can also type the vehicle number in the **Search By Vehicle Number** field.

The system will display the **Vehicle ID Maintenance – Edit** page.

Vehicle ID Maintenance - Edit

Vehicle Number: 443
Vehicle Id Nbr (VIN): Z6879512541256321452
Vehicle Description: Chevy
License Plate Number: 123ABC
Registration Expiration (MMYY):
Miscellaneous #1:
Miscellaneous #2:

SUBMIT BACK

- Edit your vehicle information and select **Submit**. The system displays the message **Update Successful**.

Vehicle ID Maintenance - Edit
Update Successful. Please be advised that changes made may not always be immediately displayed.

Vehicle Number: 443
Vehicle Id Nbr (VIN): Z6879612541256321462
Vehicle Description: CHEVY
License Plate Number: 123ABC
Registration Expiration (MMYY):
Miscellaneous #1:
Miscellaneous #2:

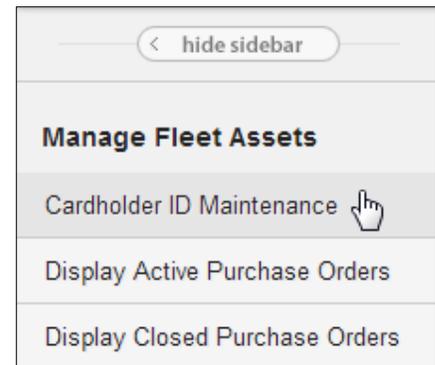
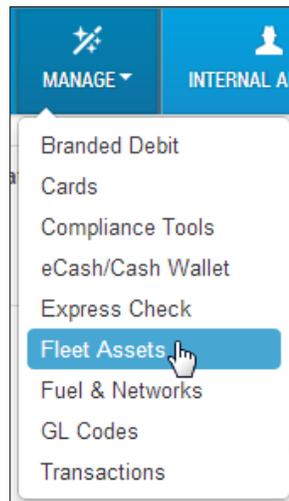
SUBMIT BACK

Performing Cardholder ID Maintenance (Vehicle Cards only)

Cardholder IDs are assigned to individuals to use as PINs (personal identification numbers) for vehicle cards. Through Cardholder ID Maintenance, you can:

- Add Cardholder IDs
- Delete Cardholder IDs. This should be done anytime a cardholder leaves your company.

- 1 Access the Cardholder ID Maintenance page from the iConnectData menu bar (**Manage > Fleet Assets > Cardholder ID Maintenance**).

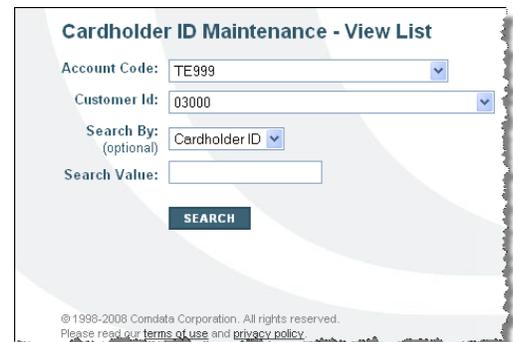


- 2 The **Cardholder ID Maintenance – View List** page displays.

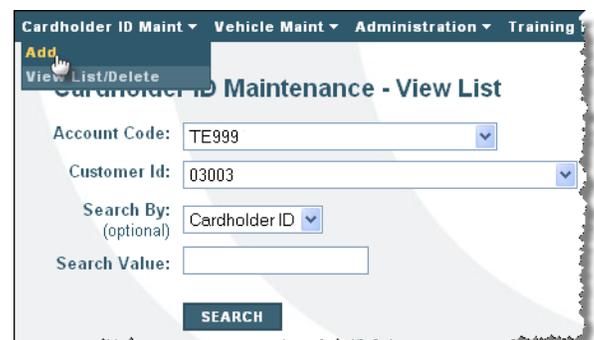
Select an account code and customer ID. You can search by:

- **Cardholder ID**
- **Last Name**
- **First Name**

Select one of the above and enter the information in the **Search Value** field. Select **Search**.



- 3 You can add a cardholder ID after you have accessed the **Cardholder ID Maintenance – View List** page. Access the Add page from the menu bar (**Cardholder ID Maint > Add**).



- 4 The system will display the **Cardholder ID Maintenance – Add Screen** page.

The mandatory fields are **Cardholder ID**, **First Name**, and **Last Name**. Enter information into these fields and select **Submit**.

You can also add additional cardholders or reset all fields.

- 5 The system displays the message **UPDATE SUCCESSFUL**.

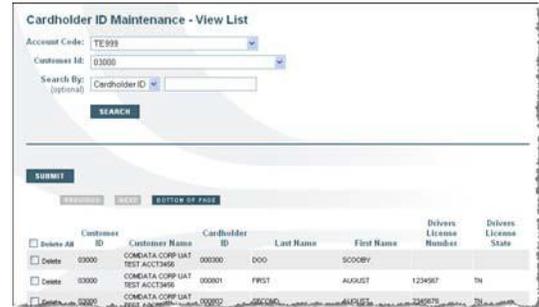
- 6 You also have the option to delete a driver ID. From the **Cardholder ID Maintenance – View List** page, select an account code and customer ID and select **Search**.

Or

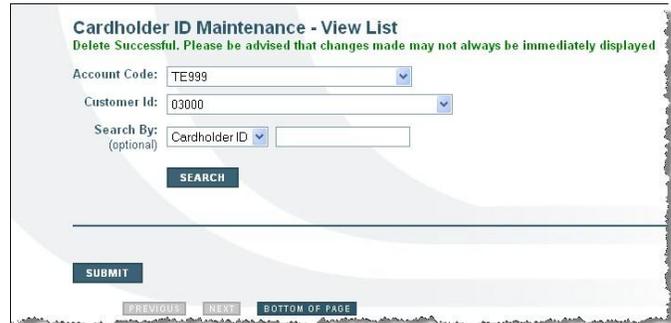
Select the **Cardholder ID Maint** drop-down menu, and select **View List/Edit/Delete**. Then, select an account code and customer ID and select **Search**.

- 7 The **Cardholder ID Maintenance – View List** page displays, populated with a list of cardholder account information.

Select a cardholder ID and select the Delete checkbox. Then, select **Submit**.



- 8 The system displays the message **DELETE SUCCESSFUL**.

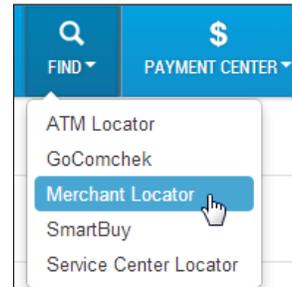


Note: Your Customer Service Representative can set up a Cardholder ID Master with associate multiple Customer IDs. Changes to the Master update all associated Customer IDs.

Locating a Fuel Merchant

The Merchant Locator feature helps you find fuel merchants that accept MasterCard payments. You can specify a particular state, a type of fuel, service type, oil company, maximum price and prompting level.

1. Access the Merchant Locator page from the iConnectData menu bar (**Find > Merchant Locator**).



2. The Merchant Locator offers several functions:
 - Find a fuel merchant that accepts MasterCard payments.
 - Request that a fuel location be added to the network of merchants.
 - Report a transaction error.

To begin locating a merchant, complete as many fields as necessary. Your results are based on the information provided here. Select **View HTML** when done. Select **Excel Download** to generate an Excel spreadsheet of your results.

Merchant Locator

You must enter or select at least one criterion before submitting your search request.

Merchant Type:

Name:

Store Number:

Street Name:

City:

State/Province:

Important Notice to Customers:
 We are in the process of improving efficiencies for customers reviewing...
 While these improvements are being made we will temporarily remove...
 and/or download individual states as needed. We will alert you as soon...

Zip/Postal Code:

Oil Company:

Fuel Type:

Service Type:

Maximum Price:

Updated in Last:

Prompting:

Merchants per Page:

Before you submit your request, please read the following:

HTML files have a maximum capacity of 10,000 records. Download file capacity is 65,535 records. You can shorten your date range or adjust your selection criteria and run multiple reports. You can copy the program for your data analysis.

[Click here to request a New Fuel Location](#)

- The system sorts and displays your search results alphabetically by brand (if specified), then state (if specified), then City (if specified) and finally by merchant.

Select the link under the Merchant's name to see more details.

Merchant Locator

Your search results are displayed sorted alphabetically by brand, then state, then city, and finally by merchant. Click on a merchant to see more details.

[Return to Query](#)

[PREVIOUS](#) [NEXT](#) [BOTTOM OF PAGE](#) Displaying 1 to 10 of 10 Merchant records

Brand	Merchant	Merchant Location	Date Updated	Product	Price
BP OIL	BP EXPRS NOLENSVILLQPS TN037550	3500 NOLENSVILLE RD, NASHVILLE, TN 37211	2013-11-19	UNLEADED REGULAR (86 OR 87 OCTANE)	\$ 3.0990
			2013-11-18	DIESEL	\$ 3.9990
			2013-11-19	DIESEL PREMIUM	\$ 3.7990
			2013-11-18	UNLEADED MID GRADE (88 OR 89 OCTANE)	\$ 3.2400
			2013-11-17	MISCELLANEOUS FUEL	\$ 3.1400
			2013-11-16	UNLEADED PREMIUM (90 OR 91 OCTANE)	\$ 3.3990
BP OIL	NOLENSVILLE ROAD BPOPS TN038545	4199 NOLENSVILLE ROA, NASHVILLE, TN 37211	2013-11-15	UNLEADED REGULAR (86 OR 87 OCTANE)	\$ 3.0490
			2013-11-19	UNLEADED MID GRADE (88 OR 89 OCTANE)	\$ 3.3990
			2013-11-01	UNLEADED SUPER (92/94 OCTANE)	\$ 3.5990

The Merchant Detail page lists specific information on the merchant, such as the fuel types they sell, the service type, price of each fuel type, and the last date the price was updated.

Merchant Detail

Merchant: BP EXPRS NOLENSVILLQPS - TN037550
 Address: 3500 NOLENSVILLE RD, NASHVILLE, TN 37211
 Detail Level: 3
 MCC: 5541

Fuel Type	Service Type	Price	Price Updated
Unleaded Regular	Self	3.0990	2013-11-19
Diesel	Self	3.9990	2013-11-18
Diesel Premium	Self	3.7990	2013-11-19
Unleaded Mid Grade	Self	3.2400	2013-11-18
Unleaded Premium	Self	3.3990	2013-11-16
Unleaded Super	Self	3.5100	2013-11-13

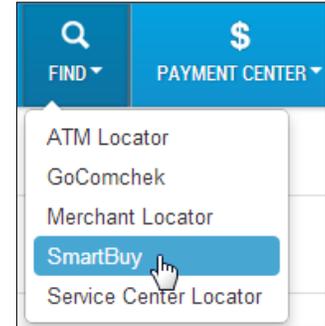
[Return to Search Results](#) [Return to Query](#)

[Click here to report a data error.](#)

Using Smart Buy

The Smart Buy Fuel System feature is a data base of prices for regular unleaded gas and diesel fuel at retail stations throughout the United States.

1. Access the **Smart Buy** page from the iConnectData menu bar (**Find > Smart Buy**).



2. To begin the search:

- Select a state from the **State** drop-down menu.
- Select a city in the **Location** drop-down menu or enter a zip code. The system will search by one or the other.
- Select the **Fuel Type** — Gasoline or Diesel.
- Select the **Search Area**, from 1 mile to 12 miles.
- Select **Search**.

3. The page extends to display a map of the area searched, with indicators of fuel locations in that area.

Below the map is a list of and pricing details for all the fuel locations for that area.

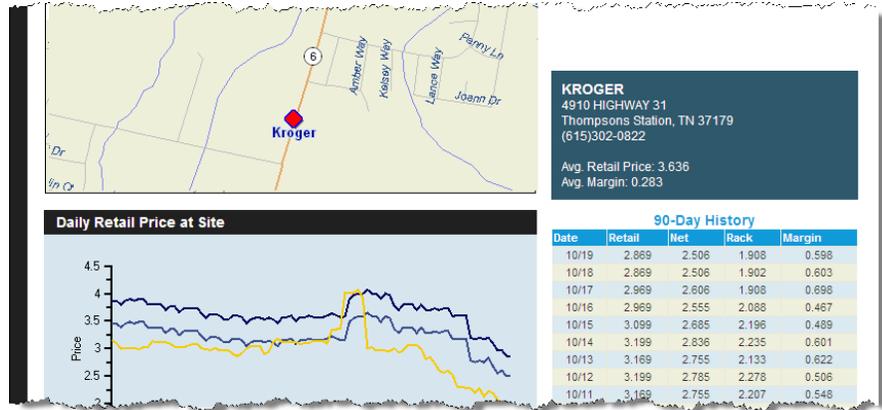
Select the station name to open additional information.

The screenshot shows the 'Smart Buy Fuel System' interface. At the top, there are navigation links for HOME, METHODOLOGY, FEEDBACK, iConnectData, and HELP. The main heading is 'Smart Buy Fuel System' with a sub-heading 'Find the best priced stations, negotiate discounts and buy in bulk to mark your purchase'. Below this is a search form with fields for State (TN), Location (Adams), and Or Zip Code (37179). There are buttons for Fuel Type (Gasoline, Diesel, Over-the-Road) and Search Area (1 mi, 3 mi, 6 mi, 7 mi, 10 mi, 12 mi). A 'SEARCH' button is also present. Below the search form is a map showing the search area around Adams, TN, with several fuel stations marked with red diamonds. Below the map is a table of fuel stations with columns for STATION, ADDRESS, and FUEL. A callout box points to the 'Location' link in the table, stating 'Click the Location link to center the map over the station.' Another callout box points to the station name 'Kroger', stating 'Select the station name to open additional information.'

STATION	ADDRESS	FUEL
Shell EDWARDS OIL CO OF	5414 MAIN ST Spring Hill, TN	Unleaded Gasoline Oct 16
Kroger KROGER #5548	4910 HIGHWAY 31 Thompsons Station, TN	Unleaded Gasoline Oct 17
Travelcenters Of America T.A. FRANKLIN TRAVEL CENTER	4400 PEYTONVILLE RD Franklin, TN	Unleaded Gasoline Oct 18

Using Smart Buy (continued)

- If you select the station name link, you can view a 90-day pricing history and a daily retail price chart.

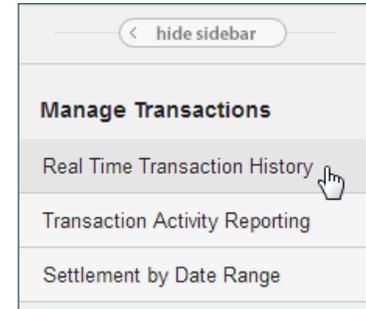
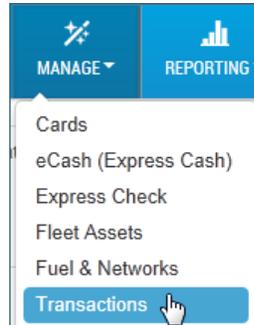


- If you need additional help as you work through the Smart Buy system, select the **Help** link at the top of the page to open the Help File.



Displaying Real Time Transaction History

1. Access the Transaction History page from the iConnectData menu bar (**Manage > Transactions > Real Time Transaction History**).



2. Complete each field on the Transaction History page.

- Enter an account code and select one or more Customer IDs. Or use **Select All**.
- If you want to search information for a single cardholder, use one of the search values.
- Select the transaction status: Authorized, Posted, Declined, or Credit.
- Select to sort results by transaction date or posted date.
- Under Date Type, select **Transaction Date** for all transactions or **Posted Date** for only posted transactions.
- Enter the date range. Note that date ranges are limited to 45 days.

Transaction History

Account Code: QQ100 - PRODUCTION TEST

Customer ID: Select All Hold the Ctrl Key for multiple selections.

- MC TRAINING TRUCKING - 01033
- MC TRAINING TRUCKING - 63505
- COMDATA EL PASO TRAINING-TEST - 72697
- MC TRAINING TRUCKING - 72750
- COMDATA TRAINING-TEST ACCOUNT - 86368
- MC TRAINING TRUCKING - 91399
- MC TRAINING TRUCKING - 99961
- MC TRAINING TRUCKING - 99970

Search By: Employee/Vehicle Number Card Number Card Token Last Name First Name

Search Value:

Transaction Status: All Hold the Ctrl Key for multiple selections.

- Authorized
- Posted
- Declined
- Credit

Sort By: Transaction Date Posted Date
* Choose sort order.

Date Type: Transaction Date Posted Date

Start Date:

End Date:

* Date ranges are limited to 45 days.
* Earliest start date is 08/15/2012.

3. Select **Submit** to display the report or select **Download** to save an Excel spreadsheet copy. Select **Reset** to clear all fields.

- 4. The Transaction History report displays based on the values you entered in the query. Select the transaction status to view further details.

Transaction History

Account Code: 00000
 Start Date: 08/24/2012 End Date: 08/25/2012
 Found 1 records matching query.

[Return to Query](#) [Print](#)

FIRST PREV NEXT LAST **BOTTOM**

Customer ID	Transaction Date/Time	Posted Date/Time	Transaction Status	Cardholder Name
00000	08/24/2012 00:00:00	08/25/2012 06:17:52	Posted	CARD CENTER
00000	08/24/2012 00:00:00	08/24/2012 00:32:33	Authorized	222222 VEHICLE
00000	08/24/2012 00:00:00		Declined	222221 VEHICLE

** Select "Transaction Status" to View Transaction Detail.

Card Number	Card Token	Merchant Name	MCC	Authorized Amount	Posted Amount
00000000000000000000	000W00C000	SAM	5555	22.22	22.22
00000000000000000000	000C00K000	LOT	CCCC	0.00	0.00
00000000000000000000	000Q00F000	GARFIELD	2222	30.00	0.00

- **Authorized** transactions include the authorization method and an approval code.
- **Posted** transactions include a posted control number and posted message number.
- **Declined** transactions include a decline code, decline message and corrective action.
- **Credit** transactions show the posted amount as a negative number in red color.

Transaction Detail

[Back](#)

Authorized Detail

Account Code: 00000	Accept ID: 0000000000000000
Customer ID: 00000	Accept Location: HARV ST
Corporate Account Code: 00000	Merchant Category Code Group: 00000
Cardholder Name: CARD CENTER	Merchant Category Code Number: 0000
Cardholder Card Number: 000000000000000000000000	Merchant Category Code Description: FUEL DISPENSER
Card Expiration Date: 0000	Authorization Method: E
Authorized Amount: 22.22	POS Entry Mode: 090
Local Date (CST): 08/24/2012	POS Entry Mode Description: SWIPED TRANSACTION
Local Time (CST): 00:00:00	Transaction Country Code: UNITED STATES
Prompted ID: 333333	Approval Code: 777777
Employee Name:	Reversal Flag: N
	Authorization Transaction Fee: 0.00

Posted Detail

Account Code: 00000	Merchant Address: HARV ST
Customer ID: 00000	Merchant City: ARDVAR
Corporate Account Code: 00000	Merchant State/Zip: 00000
Cardholder Name: CARD CENTER	Merchant Category Code Group: 00000
Cardholder Card Number: 000000000000000000000000	Merchant Category Code Number: 5555
Card Expiration Date: 0616	Merchant Category Code Description: FUEL DISPENSER
Original Currency Amount: 22.22	Posted Amount: 22.22
US Currency Amount: 22.22	Posted Date: 08/25/2012
Transaction Date: 08/24/2012	Posted Time: 00:00:00
Merchant Name: SAM	Posted Control Number: 000000
	Posted Message Number: 0

[Back](#)

Creating a ReportQ Quick Report

You will need Adobe Reader version 6.01 or higher to download reports in PDF format. You can download this free software from the Adobe link on the iConnectData login page.

1. Access report from the iConnectData menu bar (**Reporting > reportQ**).

The system displays the Welcome to ReportQ page.



2. Select the Quick Reports icon.



The Quick Reports list displays.



3. Select a report link to open the **Quick Report** template. For examples of each report you can access, see the Appendix of this document.

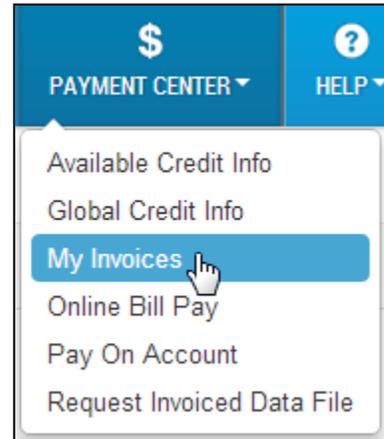
Note: Each report form provides options for viewing and saving the report. You can:

- View the report only (HTML on-screen display).
- View the report as a PDF document and download the PDF to your PC.
- Download the report as an Excel spreadsheet and save this to your PC.

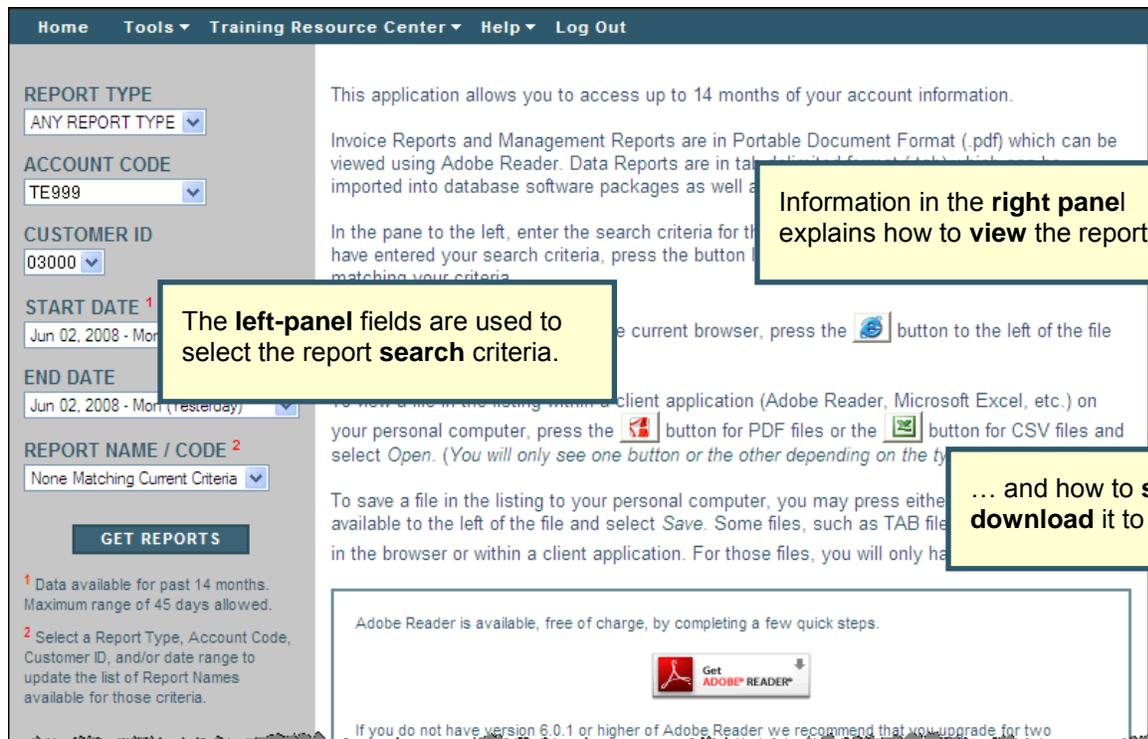
Searching for an Invoice Report

The iConnectData Reports feature has been updated with a new look and provides an easy way to access your reports. These Quick Steps are intended only to familiarize you with this updated reports feature. On-screen instructions and the use of symbols and icons walk you through this simplified process.

1. Access the My Invoices page from the iConnectData menu bar (**Payment Center > My Invoices**).



The system displays the **Report Selection** page.



Completing the Report Criteria Panel

All fields must contain a value in order to complete the search. Options for field values will change, depending on previous field entries. Your search can be broad—for example, *Any Report Type* for *All Permitted Customer IDs* within a *single Account Code*—or you can limit your search to a specific Cust ID, report type, or date.

Report Search Criteria

REPORT TYPE

ANY REPORT TYPE ▾

Select the **Report Type** from the drop-down list, or leave the default—**Any Report Type**—to select all reports for which you are registered.

ACCOUNT CODE

TE999 ▾

If you have access to multiple **Account Codes**, this field defaults to the first in the alphabetic list. You can select a different **Account Code**, if needed.

CUSTOMER ID

All Permitted Customer IDs for 03000 ▾

If you have access to multiple **Customer IDs** within that Account Code, you can select a single Customer ID or “**All Permitted Customer IDs for...**” from the drop-down list.

START DATE ¹

Jun 01, 2008 - Sun (Yesterday) ▾

The **Start Date** and **End Date** default to the previous day (yesterday’s date). The Start Date drop-down list contains dates for the previous **14-month period**.

END DATE

Jun 01, 2008 - Sun (Yesterday) ▾

When you select a Start Date, the End Date field automatically changes to the **same date**. You can select a different end date, up to **45 days** after the Start Date.

REPORT NAME / CODE ²

ALL AVAILABLE REPORTS ▾

The Report Name/Code field defaults to **All Available [Report Type]**. The drop-down list contains all reports that match the criteria you entered: Report Type, Account Code, Customer ID, Start and End Dates.

GET REPORTS

Click **Get Reports**.

¹ Data available for past 14 months. Maximum range of 45 days allowed.

² Select a Report Type, Account Code, Customer ID, and/or date range to update the list of Report Names available for those criteria.

The system will return up to 500 reports. If the search produces more than 500 reports, the system will display a message that “... *only the first 500 reports matching your criteria are listed below.*” The total number of reports found will be shown in the lower right corner of the report listing panel.

On-screen reminder notes

Search Results

The search results panel of the screen, shown in this example, displays the names of the reports matching your search criteria. You can continue to search by changing your search criteria in the left panel. The results in the right panel will not change until you click **Get Reports**.

The screenshot shows a search results page for the period May 1, 2008 - Tuesday, May 13, 2008, with Account Code TE999. The page title is "ALL AVAILABLE REPORTS". Below the title, there are sorting options: "Sort By" (Date - Desc), "Then" (Customer ID - Asc), and "Then" (Rpt Name - Asc), followed by a "SORT" button. A pagination bar shows "Page 4 of 4" with "GO" and navigation arrows. The main content is a table with columns: Date, Customer ID, Report, and icons for browser, PDF, and download. Callouts point to: "Selection criteria entered" (top left), "Sort options for variable selections" (top right), "Report name and code" (table header), "Navigate through results pages" (pagination), and "Open or download reports" (table icons).

Date	Customer ID	Report
05/01/2008	NA	CONSOLIDATED INVOICE TOTALS [CXAC0002]
05/01/2008	NA	MASTERCARD PURCHASES BILLING DETAIL [CXAC0005]
05/01/2008	NA	MISCELLANEOUS BILLING DETAIL [CXAC0009]
05/01/2008	11111	FUEL INVOICE [TSFM0081]
05/01/2008	22222	FUEL INVOICE [TSFM0081]

Navigation Aids

This legend defines the icons used in the report table. A box labeled "Open in Browser view" points to a set of three browser icons (Internet Explorer, Netscape, Firefox). A box labeled "Open PDF view or download PDF" points to a set of three PDF icons. A box labeled "Download TAB file and import to PC program" points to a set of two download icons.

Browser Icons

The system will display one of the icons below for the Internet Browser that you use, or the Internet Explorer icon will be the default icon if you use a different browser.

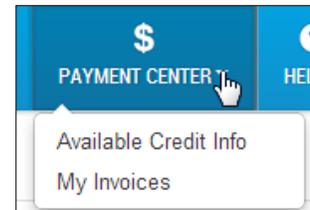
- Microsoft Internet Explorer users
- Netscape users
- Mozilla Firefox users
- Opera users

Accessing Available Credit Information

The Available Credit Information function enables users to see their total credit limits for their accounts and the remaining credit available for use. The available credit is not exact, as it reflects only amounts that have been posted to your account.

Available Credit Information is for **review only**. Do not remit payment based on the account balance shown on this page. You will receive an invoice for payment.

1. Access the Available Credit Information page from the iConnectData menu bar (**Payment Center > Available Credit Information**).



2. The fields at the bottom of the page show zero values.

Select a different account code and/or customer ID, if necessary.

Available Credit Information

Account Code:

Customer ID:

Display

Press DISPLAY to display Account Balance
PLEASE DO NOT USE ACCOUNT BALANCE TO REMIT PAYMENT. THIS MAY DELAY PAYMENT POSTING.

Credit Limit: 0.00
0.00
0.00

Last Deposit Amount: 0.00
Date Of Last Deposit:

3. Select **Display**. The system populates the fields with values that apply to the **Account Code** and the **Customer ID** selected.

Note: If your account is a ComCash (Prepay) account, the Credit Limit will always display as 0.00.

Press DISPLAY to display Account Balance
PLEASE DO NOT USE ACCOUNT BALANCE TO REMIT PAYMENT. THIS MAY DELAY PAYMENT POSTING.

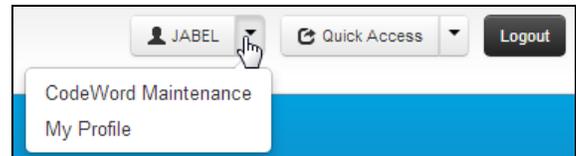
Credit Limit:	1,000,000.00
Acct Balance Is:	300.31
Available Limit:	999,699.69
Last Deposit Amount:	4,444.00
Date Of Last Deposit:	02/28

Performing Codeword Maintenance

A codeword is a second tier of security beyond your login name and password. Codewords are assigned only to company representatives with authority to make changes beyond normal maintenance, such as adding cards through card maintenance.

At the time of account setup, provide your Customer Service Representative (CSR) with a list of users and their access levels for codeword assignment. Ongoing codeword additions and changes should be made by an authorized representative such as your program administrator, using the Codeword Maintenance feature of Account Management.

1. Access the Codeword Maintenance page from the User ID drop-down menu (“**User ID name**” > **Codeword Maintenance**).



2. The Codeword Maintenance page displays. Select a different Account Code or Customer ID, if necessary.

Codeword Maintenance

Account Code:

Customer ID:

Codeword:

Last Name: Status:

First Name: Office Phone:

MI: Home Phone:

City: Cell Phone:

State: Additional Phone:

Email Address:

NOTE: Please be aware that if you delete a codeword, it will affect the user's card maintenance.

----- Express Check -----

Codeword Maintenance: Yes No

Express Cash per XTN Limit:

Express Cash Daily Load Limit:

Express Cash Amt Load Today:

Special Instructions:

XTN Limit:

Daily Limit:

Daily Used:

Last Used:

Issuance: Yes No

Maintenance: Yes No

Inquiry: Yes No

Invoice: Yes No

Administration: Yes No

3. Enter the codeword for the user whose access you want to edit. Then, select **Display**.

Account Code:

Customer ID:

Codeword:

4. The system displays information that matches the codeword.
- A. A list of viewing options you can perform for the selected codeword.
- **Display.** Enter a new codeword and select **Display** to generate it.
 - **User List.** Displays a list of all assigned codewords for the selected customer ID. The list displays each user's full name, codeword status, and office and home telephone number.
 - **User Access.** Displays all access granted to the customer ID's codeword. Edit accesses as necessary.
 - **Previous and Next.** Use to view the previous or next codeword assigned to the customer ID.

Codeword: QATEST

Display User List User Access Previous Next

Last Name: TEST Status: A

First Name: QA Office Phone: 615-370-7251

MI: Home Phone: 000-000-0000

City: BRENTWOOD Cell Phone: 000-000-0000

State: TN Additional Phone: 000-000-0000

Email Address:

Add Delete Update Copy

NOTE: Please be aware that if you delete a codeword, it will affect the user's card maintenance.

Express Check

Codeword Maintenance: Yes No XTN Limit: 0 Issuance: Yes No

Express Cash per XTN Limit: 0 UNLIMITED Daily Limit: 0 Maintenance: Yes No

Express Cash Daily Load Limit: Daily Used: 0 Inquiry: Yes No

Express Cash Amt Load Today: Last Used: 01/01/01 Invoice: Yes No

Special Instructions: Administration: Yes No

- B. Edit the contact information and select **Update** to save changes.

- C. Make changes to the access levels as needed. Select **Add** if codeword information has not been applied. Select **Delete** to remove the codeword from the customer ID. Select **Update** to save changes. Select **Copy** to move the codeword to a different customer ID.

Add Delete Update Copy

NOTE: Please be aware that if you delete a codeword, it will affect the user's card maintenance.

Express Check

Codeword Maintenance: Yes No XTN Limit: 0 Issuance: Yes No

Express Cash per XTN Limit: 0 UNLIMITED Daily Limit: 0 Maintenance: Yes No

Express Cash Daily Load Limit: Daily Used: 0 Inquiry: Yes No

Express Cash Amt Load Today: Last Used: 01/01/01 Invoice: Yes No

Special Instructions: Administration: Yes No

- **Codeword Maintenance.** Select **Yes** to grant this user the ability to add or delete other users and to grant access and set limits for other users.
- **Express Cash per XTN Limit.** Enter the individual Express Cash transaction limit for the selected user.
- **Express Cash Daily Load Limit.** Enter the Express Cash daily load limit for the selected user.

(continued on next page)

- **Express Cash Amt Load Today.** Displays the Express Cash load amount for the current day.
- **XTN Limit.** Enter the Express Check transaction limit
- **Daily Limit.** Enter the Express Check daily limit
- **Daily Used.** Displays the amount used of the daily limit
- **Last Used.** Displays the date Express Check was last used.
- **Issuance, Maintenance, Inquiry, Invoice, and Administration.** For each item, select **Yes** to grant the selected user the ability to perform these actions. Select **No** to remove the ability.
- **Special Instructions.** Enter any notes or instructions on the codeword.

Appendix

The appendix of this document lists eight types of reports you can generate in ReportQ. For a list of the reports, see below.

You will need Adobe Reader version 6.01 or higher to download reports in PDF format. You can download this free software from the Adobe link on the iConnectData login page.

- Card Listing Report
- Cardholder Activity Report – General
- Product Summary
- Transaction Listing
- Cardholder Usage Report
- MCC (Merchant Category Code) Summary
- Fuel and Maintenance MCC Report
- Merchant Location Activity Report

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.

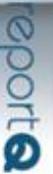
Specifications: This type of report is for only MasterCard customers.

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

Card Listing

Produced on: 7/23/2012 9:45:58 AM

ACCOUNT CODE: ██████████
 CUSTOMER ID: ALL
 REPORTING OPTIONS: ACCOUNT
 PRIMARY SORT: NONE
 SECONDARY SORT: NONE
 CARD STATUS: BOTH



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

Cardholder Activity Report General

Access: Reporting > ReportQ > Quick Reports > Cardholder > Cardholder Activity Report General

Description: View transaction details by card, including card information, merchant information, spend Per transaction, and description, price, and quantity of purchased product. Use this report to monitor cardholder spend.

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

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

SECTION 1

Cardholder Activity Report General (MasterCard)

REPORT NAME	CARDHOLD	vr 07132012113813											
DATE TYPE	Posted Date												
DATE QUERY PRODUCED	07/13/2012												
ACCT CODE	AZ940												
CUST ID	ALL												
FROM DATE	7/1/2012												
TO DATE	7/11/2012												
CARD NUMBER	ALL												
EMPLOYEE NUMBER	ALL												
CARD FIRST NAME	ALL												
CARD LAST NAME	ALL												
PRIMARY SORT													
SECONDARY SORT	-NONE-												
TOTAL RECORDS	16												
Card Number	Account Code	Customer ID	Invoice Number	Transaction Date	Transaction Time	Transaction #	Posted Date	Reporting Level	Merchant Group	Merchant Code	MCC	Merchant Name	
5567803111384542	AZ940	ABXOV		06/29/2012	12:32:00 PM	000324806	07/02/2012	F	FUEL	30001	5542	GAS STOP	
5567803111384633	AZ940	ABXOV		07/03/2012	05:17:00 PM	000432551	07/04/2012	L	FUEL	30001	5542	MOBIL	
5567803111384690	AZ940	ABXOV		07/03/2012	08:55:00 PM	000398787	07/04/2012	F	FUEL	30001	5542	OIL STOP	
5567803111384708	AZ940	ABXOV		07/03/2012	06:26:00 PM	000163097	07/04/2012	F	FUEL	30001	5542	MANAGEMENT INC	

SECTION 2

Merchant Address 1	Merchant Address 2	Merchant City	Merchant State	Merchant Postal/Zip Code	Merchant Chain/Brand Description	First Name	Last Name	Employee Number	Driver License Number
5555 DURHAM ST		PLAINFIELD	NY	07080-0000	9999	VEHICLE 14	VEHICLE	DANIEL CAHN	
5555 11TH ST		NEW YORK	NY	10019-0000	0027	VEHICLE 23	VEHICLE	BRIAN KEY	
5555 SKY BLVD		RING	NJ	07456-0000	0022	VEH NYP 1943	VEHICLE	000016	
5555 BERGEN AVE		LEE	NY	07024-0000	0005	VEH NYP 2679	VEHICLE	000017	

SECTION 3

Driver License State	Trip Number	Trailer Number	Vehicle Number	Vehicle Description	VIN Number	License Plate Number	Registration Expiration Date	Misc 1	Misc 2	ID Number	Odometer	Miles Driven	Cost Per Mile
			VEHICLE 14	VEHICLE 14				0	920	008594	21085	0	0.00
			VEHICLE 23	VEHICLE 23				0	920	003749	0	0	0.00
			VEH NYP 1943	VEH NYP 1943				0	920	006240	51175	0	0.00
			VEH NYP 2679	VEH NYP 2679				0	920	009290	71044	0	0.00

SECTION 4

Product Description	Quantity	Price Per Unit	Gross Cost	Discount	Rebate	Net Cost
Unl Reg 86/87 Oc	25.80	3.349	86.41	0.00	0.00	86.41
Unl Reg 86/87 Oc	27.58	4.198	115.79	0.00	0.00	115.79
Unl Reg 86/87 Oc	28.66	3.460	99.15	0.00	0.00	99.15
Unl Reg 86/87 Oc	26.46	3.240	85.72	0.00	0.00	85.72

Cardholder Usage Report General

Access: Reporting > ReportQ > Quick Reports > Cardholder > Cardholder Usage Report General

Description: View transaction detail by cardholder, including card information, merchant information, spend per transaction, and description, price, and quantity of purchased product. Use this report to monitor cardholder usage.

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.

Cardholder Usage Report - General

Produced on: 7/23/2012 9:02:22 AM
 Posted Date 7/1/2012 12:00:00 AM thru 7/7/2012 12:00:00 AM

Card Number: ALL
 Employee Number: ALL
 Card First Name: ALL
 Card Last Name: ALL
 Primary Sort: -NONE-
 Secondary Sort: -NONE-



Account Code [REDACTED]
 Customer ID [REDACTED]

Card Number: [REDACTED] 8484
 Cardholder Name: [REDACTED]
 Employee ID: [REDACTED]

[REDACTED]
 LITTLE ROCK, AR [REDACTED]

Transaction Dt	Posted Date	Lvl	Merchant Name	City, State	Product Description	PPU/IG	Quantity	Gross Cost	Discount	Rebate	Net Cost		
07/02/2012	07/03/2012	F	[REDACTED]	BALD KNOB,AR	D2 Ls	3.594	43.04	\$154.92	\$0.22	\$0.00	\$154.70		
Transaction Totals:									\$0.22	\$0.00	\$154.70		
Totals for Card Nbr: [REDACTED] 8484													
Fuel	Maintenance	Hotels	Rentals	Airlines	Travel Misc	Restaurants	Business Services	Financial	Legal and Insurance	Medical	Misc	Other	Net Total
154.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$154.70

 Card Holder Signature

 Date

 Manager/Supervisor Signature

 Date

Fuel and Maintenance MCC Report

Access: Reporting > ReportQ > Quick Reports > Fleet > Fuel and Maintenance MCC Report

Description: View spend by merchant, including merchant and merchant group details, and account, customer, and card information.

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.

Fuel and Maintenance MCC Report

Produced on: 7/23/2012 10:37:03 AM
 Posted Date between 7/1/2012 12:00:00 AM and 7/7/2012 12:00:00 AM

Account Code: [REDACTED]
 Customer Id: ALL
 Reporting Options: ACCOUNT
 Primary Sort: NONE
 Secondary Sort: NONE



Account Code: [REDACTED]

[REDACTED] 4542

Transaction	Purchase Date/Time	Group	Merchant Name	Merchant City	Vehicle #	Card #	Employee #	Card Name	Misc 1	Misc 2	ID
000324806	06/29/2012 12:32:00 PM	FUEL	[REDACTED]	[REDACTED]	VEHICLE 14	[REDACTED] 4542	DANIEL [REDACTED]	VEHICLE 14 VEHICLE			6594
			<u>Odometer</u>	<u>Description</u>		<u>Unit/Gals</u>	<u>PPU/G</u>	<u>Gross Cost</u>	<u>Discount</u>	<u>Rebate</u>	<u>Net Cost</u>
			21,085	Uni Reg 86/87 Oc		25.80	\$3.349	\$86.41	\$0.00	\$0.00	\$86.41
			Transaction Total:			25.80		\$86.41	\$0.00	\$0.00	\$86.41
						25.80		\$86.41	\$0.00	\$0.00	\$86.41

[REDACTED] 4633

Transaction	Purchase Date/Time	Group	Merchant Name	Merchant City	Vehicle #	Card #	Employee #	Card Name	Misc 1	Misc 2	ID
000432551	07/03/2012 05:17:00 PM	FUEL	[REDACTED] 97462568	[REDACTED]	VEHICLE 23	[REDACTED] 4633	BRIAN [REDACTED]	VEHICLE 23 VEHICLE			3749
			<u>Odometer</u>	<u>Description</u>		<u>Unit/Gals</u>	<u>PPU/G</u>	<u>Gross Cost</u>	<u>Discount</u>	<u>Rebate</u>	<u>Net Cost</u>
			0	Uni Reg 86/87 Oc		27.58	\$4.198	\$115.79	\$0.00	\$0.00	\$115.79
			Transaction Total:			27.58		\$115.79	\$0.00	\$0.00	\$115.79
						27.58		\$115.79	\$0.00	\$0.00	\$115.79

[REDACTED] 4690

MCC Summary Report

Access: Reporting > ReportQ > Quick Reports > Administration > MCC Summary Report

Description: View total spend and merchant details by merchant category code (MCC). Use this report to compare total spend across MCCs.

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.

MCC Summary Report (MasterCard)										
REPORT NAME	MCC Summary	v07132012104551								
DATE QUERY	7/13/2012 10:45:51AM									
DATE TYPE	POSTED DATE									
BEGIN DATE	7/1/2012									
END DATE	7/11/2012									
ACCOUNT CODE	AB123									
CUSTOMER ID	ALL									
HIERARCHY	ALL									
HIERARCHY	ALL									
Account Code	Customer ID	Merchant Category	MCC Number	Merchant Name	City	State	Cost	Hierarchy 1	Hierarchy 2	Hierarchy 3
AB123	ABC12	FUEL GROUP	5542	MANAGEMENT INC	FORT LEE	NJ	\$85.72			
AB123	ABC12	FUEL GROUP	5542	STATION INC	BROOKLYN	NY	\$32.15			
AB123	ABC12	FUEL GROUP	5542	GAS INC	S PLAINFIELD	NJ	\$86.41			
AB123	ABC12	FUEL GROUP	5542	MOBIL	NEW YORK	NY	\$319.91			
AB123	ABC12	FUEL GROUP	5542	MOBIL	YONKERS	NY	\$91.17			

Merchant Location Activity

Access: Reporting > ReportQ > Quick Reports > Merchant > Merchant Location Activity

Description: High-level view into spend and transaction volume by individual merchant location, including merchant information, and average price per unit (PPU), gallons, and spend per merchant.

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.

Merchant Location Activity (MasterCard)													
REPORT NAME	MERCHANT	07232012115403											
DATE QUERY PRODUCED	7/23/2012 11:54:03 AM												
DATE TYPE	POSTED DATE												
BEGIN DATE	7/ 1/2012												
END DATE	7/ 7/2012												
PRIMARY SORT	NONE												
SECONDARY SORT	NONE												
ACCOUNT CODE	AB123												
CUSTOMER ID	ALL												
HIERARCHY DESCRIPTION	ALL												
HIERARCHY VALUE	ALL												
Account Code	Customer ID	Merchant Name	Merchant Address	City	State	Chain Description	No Of Purchases	Sales	Units	Avg PPU	Hierarchy 1	Hierarchy 2	Hierarchy 3
AB123	ALL	MANAGEMENT INC	5555 BERGEN ST	LEE	NJ	OIL STOP	1	\$85.72	26.46	\$3.240			
AB123	ALL	STATION INC	5555 DITMAS BLVD	BROOKLYN	NY	OIL STOP	1	\$32.15	8.50	\$3.782			
AB123	ALL	GAS STOP	5555 DURAM ST	PLAINFIELD	NJ	UNBRANDED/UNASSIGNED	1	\$86.41	25.80	\$3.349			
AB123	ALL	MOBIL	5555 11TH ST	NEW YORK	NY	MOBIL	2	\$227.10	54.09	\$4.199			

Product Summary

Access: Reporting > ReportQ > Quick Reports > Cardholder > Product Summary

Description: High-level view into spend and transaction volume by product purchased, including quantity purchased, spend per product, and hierarchy. When available, this report will also include discount and rebate net cost. Use this report to monitor spend per product for patterns.

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

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

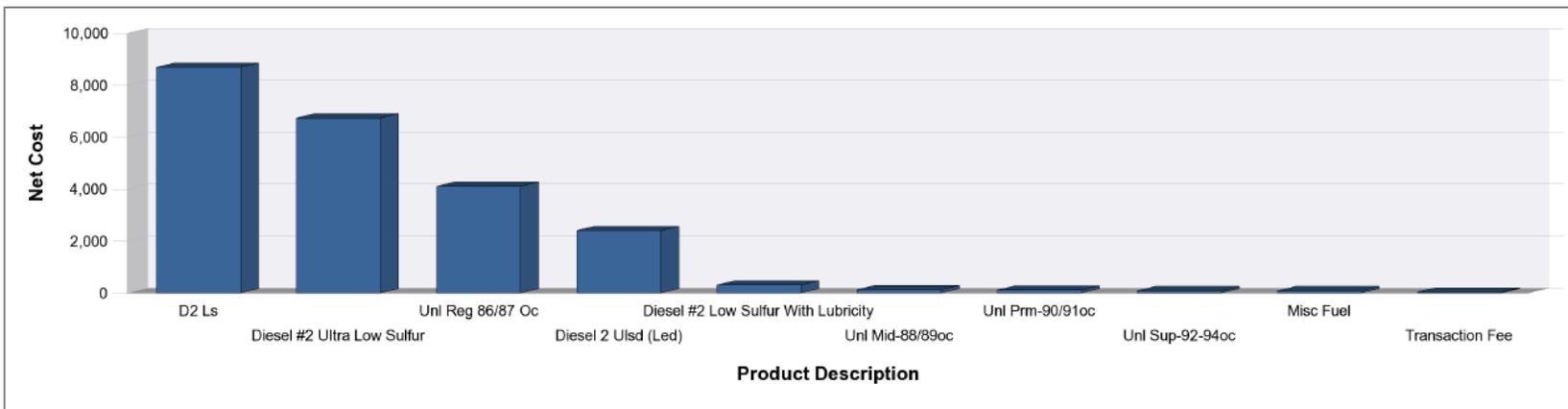
Product Summary

Produced Monday 7/23/2012 9:03:25 AM
 Posted Date from 7/1/2012 12:00:00 AM to 7/7/2012 12:00:00 AM

ACCOUNT CODE: ██████████
 CUSTOMER ID: ALL
 REPORTING OPTIONS: ACCOUNT
 PRIMARY SORT: NONE
 SECONDARY SORT: NONE



Product Description	Transactions	Quantity	Gross Cost	Discount	Rebate	Net Cost
Account Code: ██████████						
D2 Ls	77	2,417.98	\$8,685.46	\$4.05	\$0.00	\$8,681.41
Diesel #2 Low Sulfur With Lubricity	1	80.55	\$297.95	\$0.00	\$0.00	\$297.95
Diesel 2 Ulstd (Led)	8	659.58	\$2,393.89	\$0.00	\$0.00	\$2,393.89
Diesel #2 Ultra Low Sulfur	21	1,886.69	\$6,761.91	\$37.07	\$0.00	\$6,724.84
Misc Fuel	1	23.64	\$72.30	\$0.00	\$0.00	\$72.30
Transaction Fee	30	30.00	\$30.00	\$0.00	\$0.00	\$30.00
Unl Mid-88/89oc	2	35.27	\$116.49	\$0.00	\$0.00	\$116.49
Unl Pm-90/91oc	2	33.71	\$106.48	\$0.00	\$0.00	\$106.48
Unl Reg 86/87 Oc	66	1,312.76	\$4,103.05	\$2.95	\$0.00	\$4,100.10
Unl Sup-92-94oc	2	21.92	\$75.51	\$0.03	\$0.00	\$75.48
Totals For Customer ID: ACMIG - J.A. RIGGS TRACTOR CO	210	6,502.09	\$22,643.04	\$44.10	\$0.00	\$22,598.94
Total Cards for Acct Code: XV975 - JA RIGGS TRACTOR COMPANY	210	6,502.09	\$22,643.04	\$44.10	\$0.00	\$22,598.94



Transaction Listing

Access: Reporting > ReportQ > Quick Reports > Cardholder > Transaction Listing

Description: View transaction details captured at the time of purchase, grouped by card number, including card information, merchant information, spend per transaction, and description, price, and quantity of purchased product. Use this report to reconcile accounts or find missing transactions.

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

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

SECTION 1

Transaction Listing Report (MasterCard)											
REPORT NAME:	TRANSACTION										
DATE QUERY	4/27/2012 8:37:01 AM										
DATE TYPE:	Posted Date										
BEGIN DATE:	4/1/2012										
END DATE:	4/25/2012										
PRIMARY SORT:											
SECONDARY											
ACCOUNT CODE:											
CUSTOMER ID:	ALL										
HIERARCHY	ALL										
HIERARCHY	ALL										
TOTAL RECORDS:	56										
Account Code	Customer ID	Invoice Number	Transaction Number	Transaction Date	Transaction Time	Posted Date	Reporting Level	Merchant Name	Merchant City	Merchant State	Vehicle Number
AB123	AB123		000011112	04/02/2012	1:48:00 PM	04/04/2012	F	SUNCO	ABERDEEN	MD	Unit 101
AB123	AB123		000011113	04/02/2012	10:00:00 PM	04/03/2012	F	MOBIL	BALTIMORE	MD	Unit 102
AB123	AB123		000011114	04/04/2012	12:04:00 PM	04/06/2012	F	HES	NEW YORK	NY	Unit 103
AB123	AB123		000011115	04/10/2012	11:04:00 AM	04/11/2012	F	MOBIL	NEW YORK	NY	Unit 104

SECTION 2

Card Number	First Name	Last Name	Employee Number	Trip Number	MCC Category	Driver License Number	Driver License State	Vehicle Description	VIN	License Plate Number	Registration Expiration Date	Misc 1	Misc 2
55673XXXXXX1234	Unit 101	VEHICLE	101		5542			Unit 101				0	920
55673XXXXXX1235	Unit 102	VEHICLE	101		5542			Unit 102				0	920
55673XXXXXX1236	Unit 103	VEHICLE	101		5542			Unit 103				0	920
55673XXXXXX1237	Unit 104	VEHICLE	101		5541			Unit 104				0	920

(Continue on next page)

