Statement of Past-Due Items

Access: Payment Center > My Invoices > Report Type > Invoice > Report Name > Statement of Past-Due Items

Description: Notice of payment not received, showing transaction dates, reference number, individual amounts, subtotals and grand total.

Specifications: This type of report is for Proprietary customers. In order to generate the report, you will need to provide the Account Code, Customer ID, and date range (maximum of 45 days). All data is available for the past 14 months.

Additional Details: Available in PDF and HTML. See the sample image below.

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06/08/12   REMIT PAYMENT TO: COMDATA NETWORK, INC.                    PAGE   1
    22222                    P.O. BOX 900
                             BRENTWOOD, TN  37024-0900
                             800-226-3866
CG 56    216                 STATEMENT OF PAST-DUE ITEMS




    ACCOUNTING DEPARTMENT
    TRANSPORT LTD
    127 MONDI STREET                         YOUR ACCOUNT# -
    MART, MI 55555                                 22222



OUR RECORDS INDICATE THAT WE HAVE NOT RECEIVED YOUR PAYMENT FOR THE FOLLOW-
ING TRANSACTIONS.  IF YOU HAVE ALREADY MAILED YOUR PAYMENT, PLEASE SPECIFY
YOUR PAYMENT # AND DATE AND RETURN A COPY OF THE STATEMENT TO US BY FAX AT
615-370-7562 OR MAIL TO THE ABOVE ADDRESS.

WE WILL BE GRATEFUL FOR YOUR PROMPT ASSISTANCE.

PRODUCT:  COMCHEK                                   *****************

                 LOC    DATE   INVOICE #   TRANS # CUST REF      AMOUNT

                        04/04/12 M20000000000                       .01
                        04/05/12 M20000000000                       .01
                        04/06/12 M20000000000                       .01

SUBTOTAL:                                                           .03

    *****************************          GRAND TOTAL:             .03
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