Transaction Listing Enhanced

Access: ICD > Reporting > reportQ > Quick Reports > Cardholder > Transaction Listing Enhanced

Description: An enhanced version of the Transaction Listing report that provides a higher-level view of transaction data split across several tabs in an Excel format. You may still refer to the original Transaction Listing report if necessary.

Selection Criteria:
- **Required.** Account Code, Start Date, End Date *(date range is limited to six months)*
- **Optional.** Customer ID, Employee Number, Merchant City, Misc 1, Misc 2, Card Number

Additional Details: Available in Excel format only.

Report Tabs:
- **Account Summary.** Summary of transaction details by each customer ID. Includes total spend, total quantity, transaction count, and average price per gallon/per unit by each fuel type.

- **Card Summary.** Summary of transaction details by card number. Includes details such as the card's assigned cardholder, customer ID, and total spend and transactions.

- **Activity by Date Summary.** Transaction details by posted date and day of the week.

- **Merchant Group Summary.** Summary of transaction details by merchant group and MCC.

- **Spend by Merchant Summary.** Summary of transaction details by merchant. Includes the merchant name, transaction count and spend, and number of cards used at each merchant.

- **State Summary.** Summary of transaction details by state by fuel type. Includes only the states where transactions have occurred.

- **Diesel Transactions.** Details for diesel fuel transactions.

- **Unleaded Transactions.** Details for unleaded fuel transactions.

- **Non-Fuel Purchases.** Details for non-fuel transactions (sales tax, parts, industrial equipment, etc.).

- **Unknown Purchases.** Details for transactions that do not fall under the fuel and non-fuel categories.

- **Currency Summary.** Summary of the currencies used in transactions (US, Canada, etc.).

(see field descriptions on next page)

Report Fields and Descriptions

Field	Description
Account Code	5-digit alphanumeric code assigned by Comdata
Account Name	Name assigned to your account. For example, your company's name.
Customer ID	5-digit alphanumeric code assigned to your account
Customer Name	Name assigned to a customer ID. For example, a division in your company
Total Spend	Total amount spent on transactions
Total Qty	Quantity of the product purchased
Transaction Count	Total number of transactions
Card Number	Masked card number displaying only the first and last 5-digits of the card
Cardholder First Name	First name of cardholder
Cardholder Last Name	Last name of cardholder
Card Employee ID	Employee ID assigned to the cardholder
Misc 1	Discretionary data line 1
Misc 2	Discretionary data line 2
Product Qty	Total number of products bought at the merchant. Includes fuel and non-fuel.
Posted Date	Date the transaction posted to your account
Day of Week	Day of the week that the transaction occurred
Merchant Group	Category that groups together a number of related merchant category codes (MCC). For example, Health Care, Retail Stores, Fuel, etc.
MCC	Merchant Category Code. A four-digit value assigned by MasterCard to classify a particular type of merchant. For example, 5533 - Automotive Parts Accessories Stores.
Billing Currency Desc	Billing Currency Description. Country of the currency used in the transaction (US, Canada, etc.)
Fuel Type Description	Unleaded, Diesel, Non-Fuel
AVG PPG/PPU	Average price per gallon/price per unit
Product Description	Description of the fuel type purchased. For example, **Fuel Adjustment** for a Non-Fuel Type and **D2 LS** for a Diesel purchase.