# COMDATA®
## CORPORATE PAYMENTS

# VIRTUAL PAYMENTS REPORTING GUIDE

## Disclaimer

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# Overview

Earning the highest returns on your virtual payments or "ePayables" program requires an understanding of key trends such as vendor acceptance, average transaction amounts, and rebates. That's why Comdata offers a suite of reporting options to help you manage your virtual payments program. See the table below for all currently available reports:

| Report Name | Description |
| --- | --- |
| Virtual Card Listing Report | Review general card-level details. |
| Transaction Listing Report | Research transaction details, including international processing. |
| Outstanding Card Report | Analyze unprocessed or not fully processed cards. |
| Invoice Detail Report | Trace payments back to the invoice level. |
| Corporate Payments Account Spend Report | Review your monthly performance. |
| Reconciliation Report | Reconcile your account and month end processes. |
| Peer Benchmarking | Compare your program to industry peers. |
| Blocked and Expired Card Report | Review blocked and expired card on your account. |

This guide will help you use your virtual payments reports so that you receive the greatest benefits from your ePayables program.

# Viewing and Printing Reports

Your virtual payments reports can be found under the Quick Reports section of iConnectData (**iConnectData > Reporting > ReportQ > Quick Reports**). If your account has not been updated to receive the latest virtual payments reports, contact a Comdata Customer Service Representative.

To view an ePayables report in Quick Reports:
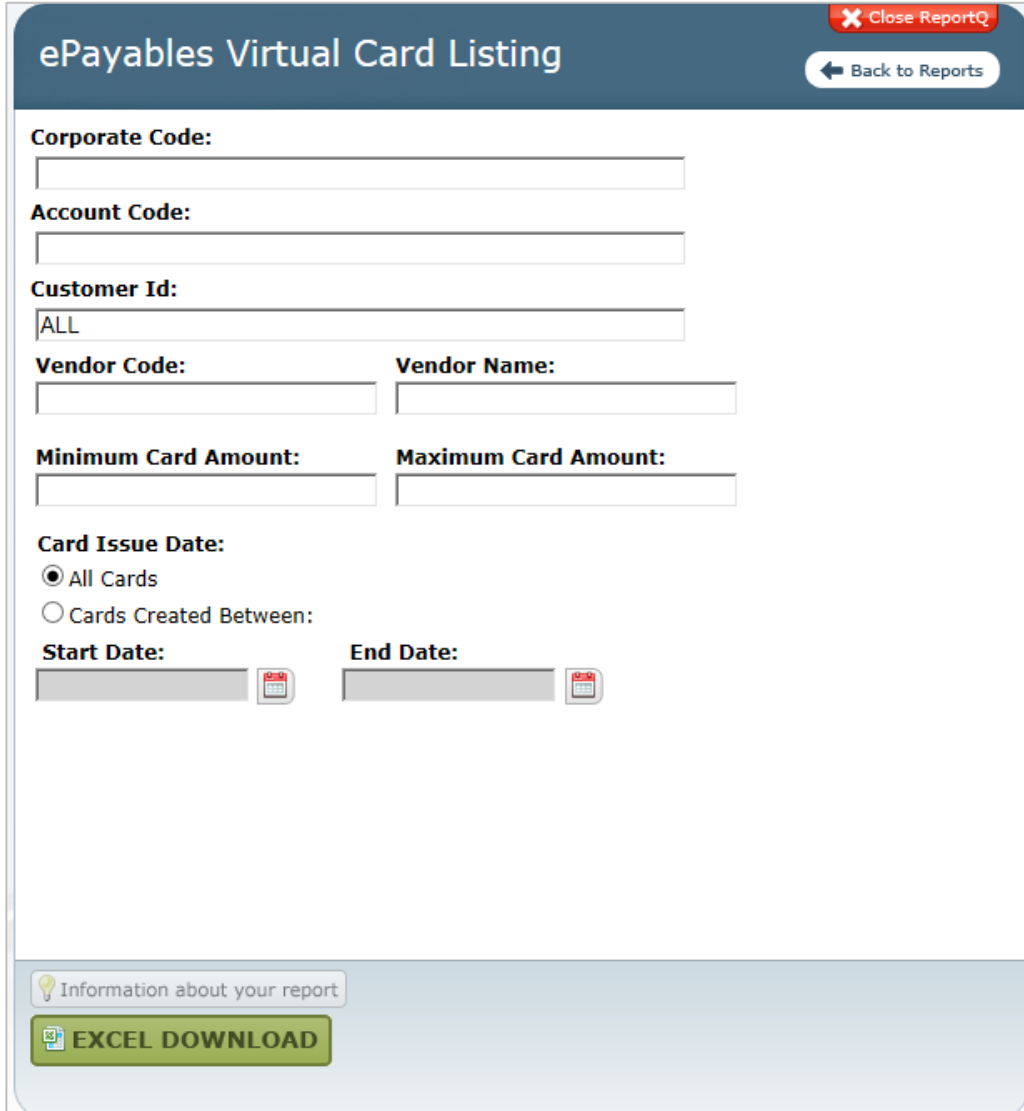
1. In the reportQ menu, scroll to the ePayables section and select a report.

   **Note:** Access to individual Quick Reports is determined by your user setup. If you know the report that you would like to have available, contact a Comdata Customer Service Representative.

2. Enter the criteria required to generate the report.

   **Note:** There are two options to view reports: **Excel Download** (.xls) and **View Report** (PDF). Some reports can be viewed only as a PDF while others can only be viewed as Excel Spreadsheets.

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3. If your report includes a downloadable Excel (.xls) option, use the view and print options in your spreadsheet software.

   **Note:** When downloading your report as an .xls file, allow several minutes for your spreadsheet file to generate. If your report includes the **View Report** button, select it to download a printable PDF.

| Account Code | Account Name | Cust ID | Cust ID Name | Card Count | Card Create Date | Card Status | Card Expiration Status | Card Amount | Posted Amount | Amount Outstanding |
|---|---|---|---|---|---|---|---|---|---|---|
| TEST | MATERIAL COMPANY | AA000 | MATERIAL COMPANY | 907 | 09 - SEPTEMBER | ACTIVE | Expired | 8,888,888.88 | 8,888,888.88 | 88,888.88 |
| TEST | MATERIAL COMPANY | AA000 | MATERIAL COMPANY | 22 | | BLOCKED | Expired | 88,888,888.88 | 8,888.88 | 8,888,888.88 |
| | | | Sum: | 929 | | | | 97,777,777.76 | 8,897,777.67 | 8,977,777.76 |
| | | | | | | | | | | |
| Account Code | Account Name | Cust ID | Cust ID Name | Card Count | Card Create Date | Card Status | Card Expiration Status | Card Amount | Posted Amount | Amount Outstanding |
| TEST | MATERIAL COMPANY | AA000 | MATERIAL COMPANY | 742 | 10 - OCTOBER | ACTIVE | Expired | 88,888,888.88 | 888,888,888.88 | 8,888.88 |
| TEST | MATERIAL COMPANY | AA000 | MATERIAL COMPANY | 24 | | BLOCKED | Expired | 888,888.88 | 88,888.88 | 888,888.88 |
| | | | Sum: | 766 | | | | 8,977,777.76 | 888,977,777.80 | 897,777.76 |
| | | | | | | | | | | |
| | | | Grand Total: | 1695 | | | | ########### | 897,875,555.47 | 9,875,555.52 |

**How current is the reported data?**

This depends on the type of data reported. Card request data derived from a PS20, iConnectData (ICD), or web services processing is current up to the day prior to the report. Transactional data is current up to two days before the reporting date. The monthly Account Spend Report rolls up to the end of the previous month. However, due to the two-day window for transactional data, an Account Spend Report must be pulled on the third of the month or after to include full data for the previous month.

Many reports have a combination of card creation and transactional information. For more information on the data windows for specific reports, see the appropriate sections of this guide.

# Virtual Card Listing

The ePayables Virtual Card Listing report provides a general card-level listing of all your virtual cards under one or more customer IDs. It includes a summary tab showing your card totals by status. A Comdata Cards tab is also included which displays all ComdataDirect transaction information. Use the Virtual Card Listing to inquire into card-level details such as:

- The statuses of your virtual cards
- Overall trends in your virtual card disbursement
- Card details for a specific customer ID or card number
- All cards for a specific vendor

Data in this report are current up to the previous day. This report is available only as an Excel (.xls) download.

| Selection Criteria | Report Fields | | |
|---|---|---|---|
| | **Tab 1: Card Summary Report** | **Tab 2: Virtual Card Listing** | |
| Account Code | | | |
| Customer ID | | | |
| Vendor Code | Account Code | Account Code | Remittance Email 2 |
| Vendor Name | Account Name | Account Name | Card Expiration Date |
| Minimum Card Amount | Customer ID | Customer ID | Last Used Date |
| Maximum Card Amount | Customer Name | Customer Name | Card Status |
| Card Issue Start Date | Card Number | Card Number | Card Creation Date |
| Card Issue End Date | Card Status | Card Last Name | Virtual Card GL Code 1, 2, 3, 4 |
| | Card Expiration Status | Card First Name | Driver Prompted ID |
| | Card Creation Date | Vendor Name | PO Number |
| | Card Amount | Vendor Number | Repair Order Number |
| | Card Amount Used | Payment Number | Card Amount |
| | Amount Outstanding | Virtual Card Invoice Number | Card Amount Used |
| | | Remittance Email 1 | Amount Outstanding |

# Transaction Listing Report

The ePayables Transaction Listing report provides transactional information for your virtual cards. Use this report to research transactions shown as posted in the Virtual Card Listing report. Transaction data includes merchant addresses and other information as well as international processing details including currency conversion rates and cross-border fees, if applicable.

This report includes three tabs: **Transaction Listing with Virtual Card Invoice Number**, **Transaction Listing without Virtual Card Invoice Number**, and **Over - Under Posted**. The first tab contains the Virtual Card Invoice Number and MultiValue columns (duplicate card numbers, which appear due to split transactions). Each transaction may have a different invoice number. The second tab displays the correct posted amount for each transaction used on one virtual card. The third tab contains virtual cards with posted transactions that are less than or more than the card create amount. This tab does not include blocked or expired cards.

Data in this report are current up to two days prior. This report is available only as an Excel (.xls) download.

| Selection Criteria | Report Fields | | |
|---|---|---|---|
| Corporate Code<br>Account Code<br>Customer ID<br>Vendor Code<br>Vendor Name<br>Card Token<br>Posted Start Date<br>Posted End Date | **Tab 1: TrxLstg with VCInvNbr**<br>Corporate Code<br>Account Code<br>Account Name<br>Customer ID<br>Customer Name<br>Card First Name<br>Card Last Name<br>Transaction ID<br>Card Token<br>Virtual Card Invoice Number<br>Card Number<br>Multi Value<br>Posted Date<br>Vendor Name<br>Vendor Number<br>Payment Number<br>Remit Email 1<br>Remit Email 2<br>Card Expiration Date<br>Last Used Date<br>Merchant Address Line 1<br>Merchant Address Line 2<br>Merchant City<br>Merchant Country Name | **Tab 2: TrxLstg without VCInvNbr**<br>Corporate Code<br>Account Code<br>Account Name<br>Customer ID<br>Customer Name<br>Card First Name<br>Card Last Name<br>Card Token<br>Card Number<br>Posted Date<br>Transaction ID<br>Vendor Name<br>Vendor Number<br>Payment Number<br>Remit Email 1<br>Remit Email 2<br>Card Expiration Date<br>Last Used Date<br>Merchant Address Line 1<br>Merchant Address Line 2<br>Merchant City<br>Merchant Country Name<br>Merchant Postal Code<br>Merchant State | **Tab 3: Over – Under Posted**<br>Corporate Code<br>Account Code<br>Account Name<br>Customer ID<br>Customer Name<br>Card First Name<br>Card Last Name<br>Card Token<br>Vendor Name<br>Vendor Number<br>Payment Number<br>Remit Email 1<br>Remit Email 2<br>Merchant Address Line 1<br>Merchant Address Line 2<br>Merchant City<br>Merchant Country Name<br>Merchant Postal Code<br>Merchant State<br>Card Status<br>Xbrdr Fee Amt<br>Last Used Date<br>Card Expiration Date<br>Card Create Date |

| | Tab 1: TrxLstg with VCInvNbr *(cont.)* | Tab 2: TrxLstg without VCInvNbr *(cont.)* | Tab 3: Over – Under Posted *(cont.)* |
|---|---|---|---|
| | Merchant Postal Code | Card Status | Posted Date |
| | Merchant State | Card Create Date | Card Number |
| | Transaction Date | Transaction Date | Card Amount |
| | Card Status | Xbrdr Fee Amt | Total Due Amount |
| | Card Create Date | Card Amount | Amount Outstanding |
| | Xbrdr Fee Amt | Posted Amount | |
| | Card Amount | Amount Outstanding | |
| | Posted Amount | | |
| | Amount Outstanding | | |

# Outstanding Card Report

The ePayables Outstanding Card Report provides details of all virtual cards that are unprocessed or not fully processed by your vendors. This report includes multiple tabs for viewing outstanding cards by status details including their activation status (e.g., active, blocked) and expiration status. For example, you can view only those outstanding cards with a force post or other authorization above the issued amount on the Card Amount Greater than Card Issued tab.

Each tab in the Outstanding Card Report provides the variance between the card amount issued and the amount used.

This report contains current up to the previous day (card creation data) or two days prior (transactional data). This report is only available as an Excel (.xls) download.

| Selection Criteria | Report Fields | |
|---|---|---|
| | | |
| Corporate Code | **Tabs included:** | **Fields Included:** |
| Account Code | Card Summary Report | Tie Code |
| Customer ID | Active Not Expired | Corporate Code |
| Card Creation Start | Blocked Not Expired | Account Number |
| Card Creation End | Cards Expired Outstanding | Account Name |
| | Cards Expired Used | Customer ID |
| | Vendor Active Nonexpired | Customer Name |
| | Vendor Active Expired | Card Count |
| | Vendor Blocked All | Card Status |
| | Card Amount Greater than Card Issued | Card Creation Date |
| | | Card Expiration Date |
| | | Card Expiration Status |
| | | Cycle Amount |
| | | Cycle Amount Used |
| | | Blocked Date |
| | | Blocked Reason Code |
| | | Amount Outstanding |
| | | Card First Name |
| | | Card Last Name |
| | | Vendor Name |
| | | Vendor Number |
| | | Payment Number |
| | | Remit Email 1 |
| | | Remit Email 2 |
| | | Last Used Date |
| | | VC Vendor Invoice Number |
| | | Cycle Amount |
| | | Cycle Amount Used |

# Invoice Detail Report

The ePayables Invoice Detail Report provides payment details at the invoice level dating to the time you request cards via PS16/20, iConnectData (ICD), or web services. This report is useful for researching payments back to the invoice level, particularly when a single virtual card has been issued to cover multiple invoices. The Invoice Detail Report provides data on your invoices and vendors paid including:

- Invoice and payment number
- Invoice issued date, due date, and payment date
- Gross, net, and discount amounts

Data in this report are current up to the previous day. This report is only available as an Excel (.xls) download.

**Note:** This is not an invoice. Do not attempt to remit payment from this report.

| Selection Criteria | Report Fields | |
|---|---|---|
| | | |
| Account Code | **Fields included:** | |
| Customer ID | Account Code | Creation Date |
| Vendor Code | Account Name | Payment Number |
| Vendor Name | Customer ID | Gross Amount |
| Invoice Number | Customer Name | Invoice Amount |
| Virtual Card Invoice Number | Vendor Name | Invoice Discount |
| Card Issue Start Date | Vendor Number | Invoice Date |
| Card Issue End Date | Remit Email 1 | Invoice Number |
| | Remit Email 2 | Payment Date |
| | Virtual Card Invoice Number | Due Date |
| | Card Number | Comment |
| | Card Expiration Date | |

# Corporate Payments Account Spend Report

The Corporate Payments Account Spend Report is different from the other ePayables reports as it applies to your entire Comdata Corporate Payments program and is only accessible in the Administration section of reportQ. This report provides a high-level overview of your program performance month-by-month. This report is available only as a PDF.

You can use the Corporate Payments Account Spend Report as a convenient monthly snapshot of your key program metrics. Each section provides a visual summary of your account-level activity for criteria such as:

- Month-to-month changes in program spend
- Transactions by spending levels
- Spending by vendor for prior and current months
- Spending by your overall top 100 vendors

The Corporate Payments Account Spend Report also shows rebates earned from your payments program.

Due to the two-day window for reporting transactional data, you must pull this report on the third day of the month or later to receive full data for the previous month. This report contains the following sections:
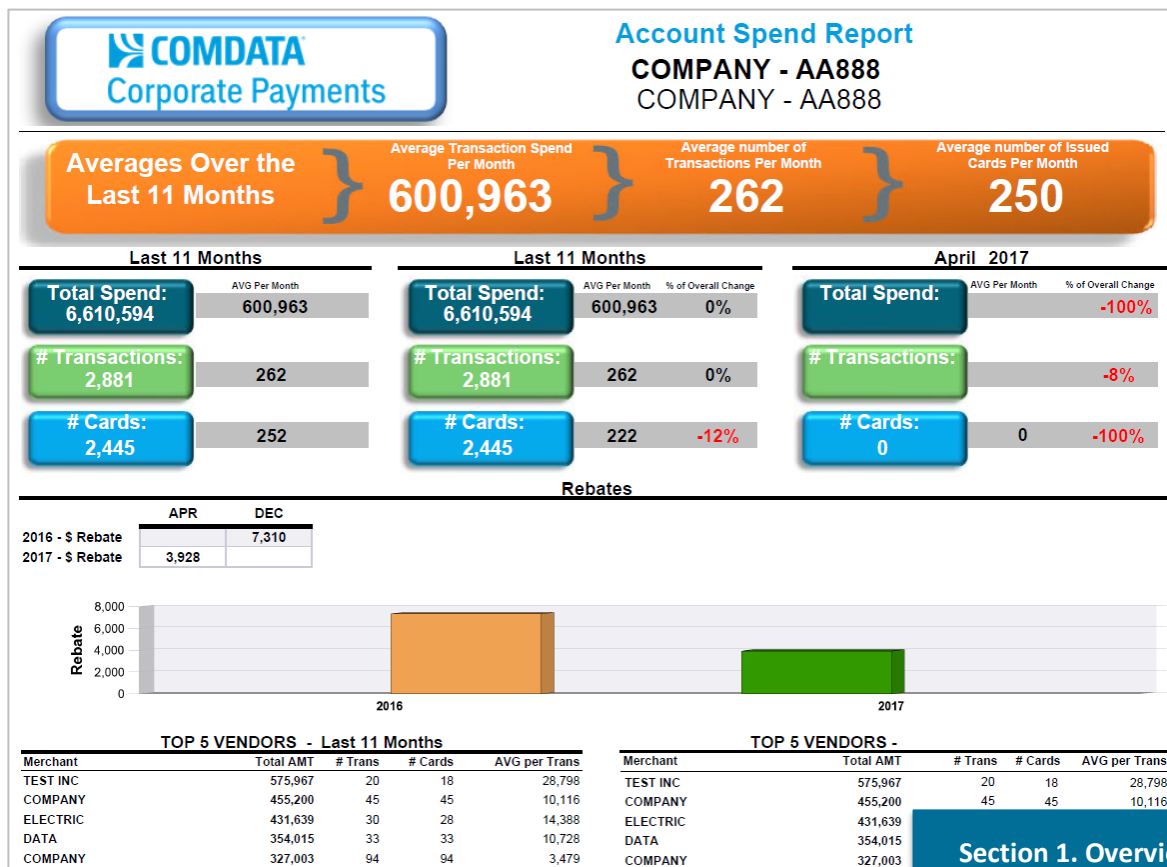
**COMPANY - AA888**

**Section 2. Month to Month Comparison**

## Month to Month Comparison

| | JAN | FEB | MAR | APR | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - $ SPEND | | | | | 202,713 | 360,803 | 683,510 | 1,350,288 | 819,699 | 617,848 | 611,674 |
| 2016 - # Trans | | | | | 151 | 261 | 284 | 278 | 326 | 267 | 322 |
| 2016 - # Cards | | | | | 151 | 242 | 264 | 258 | 306 | 245 | 308 |
| 2016 - # Vendors | | | | | 82 | 95 | 108 | 102 | 105 | 101 | 114 |
| 2017 - $ SPEND | 580,387 | 557,696 | 487,328 | 338,647 | | | | | | | |
| 2017 - # Trans | 255 | 235 | 261 | 241 | | | | | | | |
| 2017 - # Cards | 248 | 227 | 259 | 239 | | | | | | | |
| 2017 - # Vendors | 104 | 110 | 103 | 101 | | | | | | | |

## Month to Month % of Change

| Last 12 Months | Total Spend | % YTD Spend | % of Change | AVG Spend Per Trans | % of Change | Number of Trans | % of Change | Number of Cards | % of Change | % of Change to Prior Month Spend |
|---|---|---|---|---|---|---|---|---|---|---|
| 2016 06-June | 202,713 | 3% | | 1,342 | | 151 | | 151 | | |
| 2016 07-July | 360,803 | 5% | 78% | 1,382 | 3% | 261 | 73% | 242 | 60% | |
| 2016 08-August | 683,510 | 10% | 89% | 2,407 | 74% | 284 | 9% | 264 | 9% | |
| 2016 09-September | 1,350,288 | 20% | 98% | 4,857 | 102% | 278 | -2% | 258 | -2% | |
| 2016 10-October | 819,699 | 12% | -39% | 2,514 | -48% | 326 | 17% | 306 | 19% | |
| 2016 11-November | 617,848 | 9% | -25% | 2,314 | -8% | 267 | -18% | 245 | -20% | |
| 2016 12-December | 611,674 | 9% | -1% | 1,900 | -18% | 322 | 21% | 308 | 26% | |
| 2017 01-January | 580,387 | 9% | -5% | 2,276 | 20% | 255 | -21% | 248 | -19% | |
| 2017 02-February | 557,696 | 8% | -4% | 2,373 | 4% | 235 | -8% | 227 | -8% | |
| 2017 03-March | 487,328 | 7% | -13% | 1,867 | -21% | 261 | 11% | 259 | 14% | |
| 2017 04-April | 338,647 | 5% | -31% | 1,405 | -25% | 241 | -8% | 239 | -8% | |
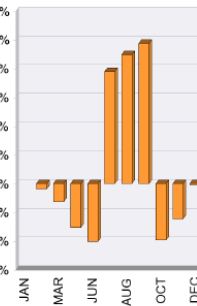


Corporate Payments Account Spend Report_CD

5/25/17 10:56 AM

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**COMPANY - AA888**

*Date: 5/25/17*

## Last 11 Months - Transaction Summary by Spend Range

| Amount Spend Indicator | 0 - 999 | 1,000 - 2,499 | 2,500 - 4,999 | 5,000 - 7,499 | 7,500 - 9,999 | 10,000 - 24,999 | 25,000 - 49,999 | 50,000 - 99,999 | 100,000 - 999,999 |
|---|---|---|---|---|---|---|---|---|---|
| Spend Amount | 532,621 | 665,321 | 709,692 | 477,684 | 327,519 | 913,823 | 982,345 | 667,249 | 1,334,339 |
| # Trans | 2,009 | 417 | 206 | 88 | 39 | 61 | 33 | 9 | 19 |

**Section 3. Transaction Summary by Spend Range**

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## COMPANY - AA888

*Date: 5/25/17*

### Vendor Spend

#### Vendor Spend over 200K - Last 11 Months

| Merchant | Total AMT | VorCD | # Trans |
|---|---|---|---|
| TEST INC | 575,967 | V | 20 |
| COMPANY | 455,200 | V | 45 |
| ELECTRIC | 431,639 | CD | 30 |
| DATA | 354,015 | V | 33 |
| COMPANY1 | 327,003 | V | 94 |
| INDUSTRY INC | 311,849 | V | 22 |
| SYSTEMS | 252,014 | V | 23 |
| SERVICES INC | 250,067 | V | 12 |
| SUPPLY CORP | 237,909 | V | 31 |
| TEST LLC | 234,608 | CD | 10 |
| TECH INC | 209,488 | V | 44 |

#### Vendor Spend Over 20k - April 2017

| Merchant | Total AMT | VorCD | # Trans |
|---|---|---|---|
| TEST INC | 575,967 | V | 20 |
| COMPANY | 455,200 | V | 45 |
| ELECTRIC | 431,639 | CD | 30 |
| DATA | 354,015 | V | 33 |
| COMPANY1 | 327,003 | V | 94 |

**Section 4. Vendor Spend**

## COMPANY - AA888

*Date: 5/25/17*

### Overall Top 100 Vendors

| | Merchant Name | Total Due Amount | % | # Trans | % | # Cards | % |
|---|---|---|---|---|---|---|---|
| **TOP 10** | TEST INC | 575,967 | 9% | 20 | 1% | 18 | 1% |
| | COMPANY | 455,200 | 7% | 45 | 2% | 45 | 2% |
| | ELECTRIC | 431,639 | 7% | 30 | 1% | 28 | 1% |
| | DATA | 354,015 | 6% | 33 | 1% | 33 | 2% |
| | COMPANY1 | 327,003 | 5% | 94 | 4% | 93 | 4% |
| | INDUSTRY INC | 311,849 | 5% | 22 | 1% | 20 | 1% |
| | SYSTEMS | 252,014 | 4% | 23 | 1% | 20 | 1% |
| | SERVICES INC | 250,067 | 4% | 12 | 1% | 10 | 0% |
| | SUPPLY CORP | 237,909 | 4% | 31 | 1% | 30 | 1% |
| | TEST LLC | 234,608 | 4% | 10 | 0% | 9 | 0% |
| **TOP 11 - 25** | TECH COR | 209,488 | 3% | 44 | 2% | 44 | 2% |
| | NETWORK | 175,477 | 3% | 2 | 0% | 1 | 0% |
| | UNITED | 172,012 | 3% | 99 | 4% | 96 | 5% |
| | COPY AND PASTE | 164,341 | 3% | 123 | 5% | 106 | 5% |
| | WEST ORG | 138,226 | 2% | 4 | 0% | 3 | 0% |
| | EQUIPMENT | 125,042 | 2% | 30 | 1% | 30 | 1% |
| | CENTRAL ORG | 99,344 | 2% | 15 | 1% | 15 | 1% |
| | GENERAL | 99,309 | 2% | 27 | 1% | 27 | 1% |
| | RENTAL #888 | 98,853 | 2% | 58 | 3% | 58 | 3% |
| | MIDWEST | 94,668 | 1% | 6 | 0% | 6 | 0% |
| | CITY | 74,646 | 1% | 15 | 1% | 15 | 1% |
| | ELECTRIC | 70,689 | 1% | 29 | 1% | 28 | 1% |
| | RENTAL #8 | 66,720 | 1% | 22 | 1% | 22 | 1% |
| | COMPANY2 | 63,305 | 1% | 193 | 9% | 120 | 6% |
| | INSTAL | 60,819 | 1% | 3 | 0% | 3 | 0% |
| **TOP 26 - 100** | IT INC | 53,135 | 1% | 6 | 0% | 6 | 0% |
| | AERIAL | 52,803 | 1% | 33 | 1% | 33 | 2% |
| | COMM INC | 51,532 | 1% | 32 | 1% | 32 | 2% |
| | MANAGE | 47,455 | 1% | 7 | 0% | 7 | 0% |
| | POWER#000 | 44,440 | 1% | 2 | 0% | 2 | 0% |
| | ELECTRICAL | 39,899 | 1% | 24 | 1% | 24 | 1% |
| | MOUNTAIN ALARM | 38,414 | 1% | 7 | 0% | 7 | 0% |
| | | 34,995 | 1% | 37 | 2% | 37 | 2% |
| | | 32,770 | 1% | 4 | 0% | 4 | 0% |
| | | 30,147 | 0% | 2 | 0% | 2 | 0% |

**Section 5. Overall Top 100 Vendors**

## COMPANY - AA888

### Top 100 Vendors - April 2017

| | Merchant Name | Total Due Amount | % | # Trans | % | # Cards | % |
|---|---|---|---|---|---|---|---|
| **TOP 10** | TEST INC | 575,967 | 9% | 20 | 1% | 18 | 1% |
| | COMPANY | 455,200 | 7% | 45 | 2% | 45 | 2% |
| | ELECTRIC | 431,639 | 7% | 30 | 1% | 28 | 1% |
| | DATA | 354,015 | 6% | 33 | 1% | 33 | 2% |
| | COMPANY1 | 327,003 | 5% | 94 | 4% | 93 | 4% |
| | INDUSTRY INC | 311,849 | 5% | 22 | 1% | 20 | 1% |
| | SYSTEMS | 252,014 | 4% | 23 | 1% | 20 | 1% |
| | SERVICES INC | 250,067 | 4% | 12 | 1% | 10 | 0% |
| | SUPPLY CORP | 237,909 | 4% | 31 | 1% | 30 | 1% |
| | TEST LLC | 234,608 | 4% | 10 | 0% | 9 | 0% |
| **TOP 11 - 25** | TECH COR | 209,488 | 3% | 44 | 2% | 44 | 2% |
| | NETWORK | 175,477 | 3% | 2 | 0% | 1 | 0% |
| | UNITED | 172,012 | 3% | 99 | 4% | 96 | 5% |
| | COPY AND PASTE | 164,341 | 3% | 123 | 5% | 106 | 5% |
| | WEST ORG | 138,226 | 2% | 4 | 0% | 3 | 0% |
| | EQUIPMENT | 125,042 | 2% | 30 | 1% | 30 | 1% |
| | CENTRAL ORG | 99,344 | 2% | 15 | 1% | 15 | 1% |
| | GENERAL | 99,309 | 2% | 27 | 1% | 27 | 1% |
| | RENTAL #888 | 98,853 | 2% | 58 | 3% | 58 | 3% |
| | MIDWEST | 94,668 | 1% | 6 | 0% | 6 | 0% |
| | CITY | 74,646 | 1% | 15 | 1% | 15 | 1% |
| | ELECTRIC | 70,689 | 1% | 29 | 1% | 28 | 1% |
| | RENTAL #8 | 66,720 | 1% | 22 | 1% | 22 | 1% |
| | COMPANY2 | 63,305 | 1% | 193 | 9% | 120 | 6% |
| | INSTAL | 60,819 | 1% | 3 | 0% | 3 | 0% |
| **TOP 26 - 100** | IT INC | 53,135 | 1% | 6 | 0% | 6 | 0% |
| | AERIAL | 52,803 | 1% | 33 | 1% | 33 | 2% |
| | COMM INC | 51,532 | 1% | 32 | 1% | 32 | 2% |
| | MANAGE | 47,455 | 1% | 7 | 0% | 7 | 0% |
| | POWER#000 | 44,440 | 1% | 2 | 0% | 2 | 0% |
| | ELECTRICAL | 39,899 | 1% | 24 | 1% | 24 | 1% |
| | MOUNTAIN ALARM | 38,414 | 1% | 7 | 0% | 7 | 0% |

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**COMDATADIRECT DATA ONLY**
**COMPANY - AA888**
COMPANY - AA888

| Averages Over the Last 11 Months | Average Transaction Spend Per Month | Average number of Transactions Per Month | Average number of Issued Cards Per Month |
|---|---|---|---|
| | 9,515 | 3 | 3 |

**Last 11 Months**

| | AVG Per Month |
|---|---|
| Total Spend: 104,667 | 9,515 |
| # Transactions: 38 | 3 |
| # Cards: 38 | 3 |

**Last 11 Months**

| | AVG Per Month | % of Overall Change |
|---|---|---|
| Total Spend: 104,667 | 9,515 | 0% |
| # Transactions: 38 | 3 | 0% |
| # Cards: 38 | 3 | 0% |

**April 2017**

| | AVG Per Month | % of Overall Change |
|---|---|---|
| Total Spend: | | -100% |
| # Transactions: | | -13% |
| # Cards: 0 | 0 | -100% |

**Rebates**

| | APR | DEC |
|---|---|---|
| 2016 - $ Rebate | | 25.18 |
| 2017 - $ Rebate | 37.96 | |

**TOP 5 VENDORS - Last 11 Months**

| Merchant | Total AMT | # Trans | # Cards | AVG per Trans |
|---|---|---|---|---|
| TEST INC | 53,135 | 6 | 6 | 8,856 |
| COMM CORP | 51,532 | 32 | 32 | 1,610 |

**TOP 5 VENDORS -**

| Merchant | Total AMT | # Trans | # Cards | AVG per Trans |
|---|---|---|---|---|

**Section 7. Metrics (ComdataDirect Only)**

# Reconciliation Report

The ePayables Reconciliation Report provides a high-level overview of your virtual card activity within a specified date range. This report can be used to reconcile accounting and month end processes.

The report contains five tabs:

- **Posted Date Activity.** Transactional information for cards by date range selected.

- **Cards Created by Period.** General card listing of all cards created in the date range selected.

- **Transactions Outside of Period.** A list of transactions where the transaction posting date is later than the card creation date.

- **Outstanding Cards with Balance.** A list of all created but unused cards in the date range selected.

- **Cards Greater than Card Amount.** A list of transactions posted in the selected date range where the transaction amount is greater than the card issued amount.

The date range needed to generate the report encompasses both the Posted Date and Card Creation Date. This report is only available as an Excel (.xls) download.

| Selection Criteria | Report Fields | | |
|---|---|---|---|
| | **Posted Date Activity:** | **Cards Created by Period:** | Merchant State |
| Corporate Code | Posted Transactions | Created Transactions | Posted Date |
| Account Code | Corporate Code | Corporate Code | Card Status |
| Customer ID | Account Code | Account Code | Transaction Date |
| Date Type (Posted Date or | Account Name | Account Name | Card Create Date |
| Card Creation Date) | Customer Name | Customer ID | Virtual Card Invoice Number |
| Start Date | Card Number | Customer Name | Cross Border Fee |
| End Date | Card First Name | Card Number | Card Amount |
| | Card Last Name | Card First Name | Posted Amount |
| | Vendor Name | Card Last Name | Variance |
| | Vendor Number | Vendor Name | |
| | Remit Email 1 | Payment Number | |
| | Remit Email 2 | Vendor Number | |
| | Payment Number | Remit Email 1 | |
| | Card Expiration Date | Remit Email 2 | |
| | Last Used Date | Card Expiration Date | |
| | Merchant Address Line 1 | Last Used Date | |
| | Merchant Address Line 2 | Merchant Address 1 | |
| | Merchant City | Merchant Address 2 | |
| | Merchant Country Name | Merchant City | |
| | Merchant Postal Code | Merchant Country Name | |
| | Merchant State | Merchant Postal Code | |
| | Posted Date | Merchant State | |

| | Transaction Outside of Period | Outstanding Cards with Balance | Cards Greater than Card Amount |
|---|---|---|---|
| | Posted Transactions | Created Transactions | Created Transactions |
| | Corporate Code | Corporate Code | Corporate Code |
| | Account Code | Account Code | Account Code |
| | Account Name | Account Name | Account Name |
| | Customer ID | Customer ID | Customer ID |
| | Customer Name | Customer Name | Customer Name |
| | Card Number | Card Number | Card Number |
| | Card Last Name | Card First Name | Card First Name |
| | Vendor Name | Card Last Name | Card Last Name |
| | Payment Number | Vendor Name | Vendor Name |
| | Vendor Number | Payment Number | Payment Number |
| | Remit Email 1 | Vendor Number | Vendor Number |
| | Remit Email 2 | Remit Email 1 | Remit Email 1 |
| | Card Expiration Date | Remit Email 2 | Remit Email 2 |
| | Last Used Date | Card Expiration Date | Card Expiration Date |
| | Merchant Address 1 | Last Used Date | Last Used Date |
| | Merchant Address 2 | Merchant Address 1 | Merchant Address 1 |
| | Merchant City | Merchant Address 2 | Merchant Address 2 |
| | Merchant Country Name | Merchant City | Merchant City |
| | Merchant Postal Code | Merchant Country Name | Merchant Country Name |
| | Merchant State | Merchant Postal Code | Merchant Postal Code |
| | Posted Date | Merchant State | Merchant State |
| | Card Status | Posted Date | Posted Date |
| | Transaction Date | Card Status | Card Status |
| | Card Create Date | Transaction Date | Transaction Date |
| | Virtual Card Invoice Number | Card Create Date | Card Create Date |
| | Cross Border Fee | Virtual Card Invoice Number | Virtual Card Invoice Number |
| | Card Amount | Cross Border Fee | Cross Border Fee |
| | Posted Amount | Card Amount | Card Amount |
| | Variance | Posted Amount | Posted Amount |
| | | Variance | Variance |

# Peer Benchmarking Report

The ePayables Peer Benchmarking report allows you to compare your ePayables program's performance to your industry peers, both within Comdata and across the United States (US) based on RPMG (Richard Palmer and Mahendra Gupta) survey results.
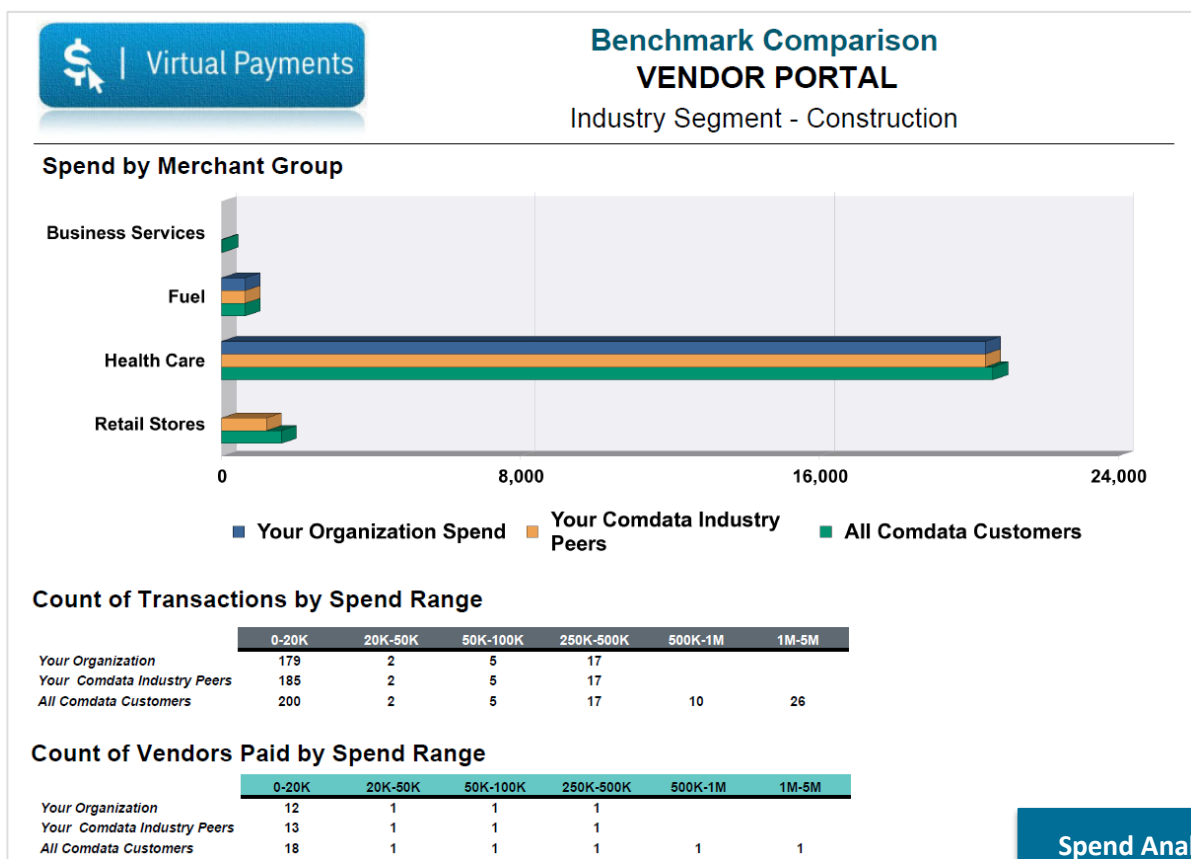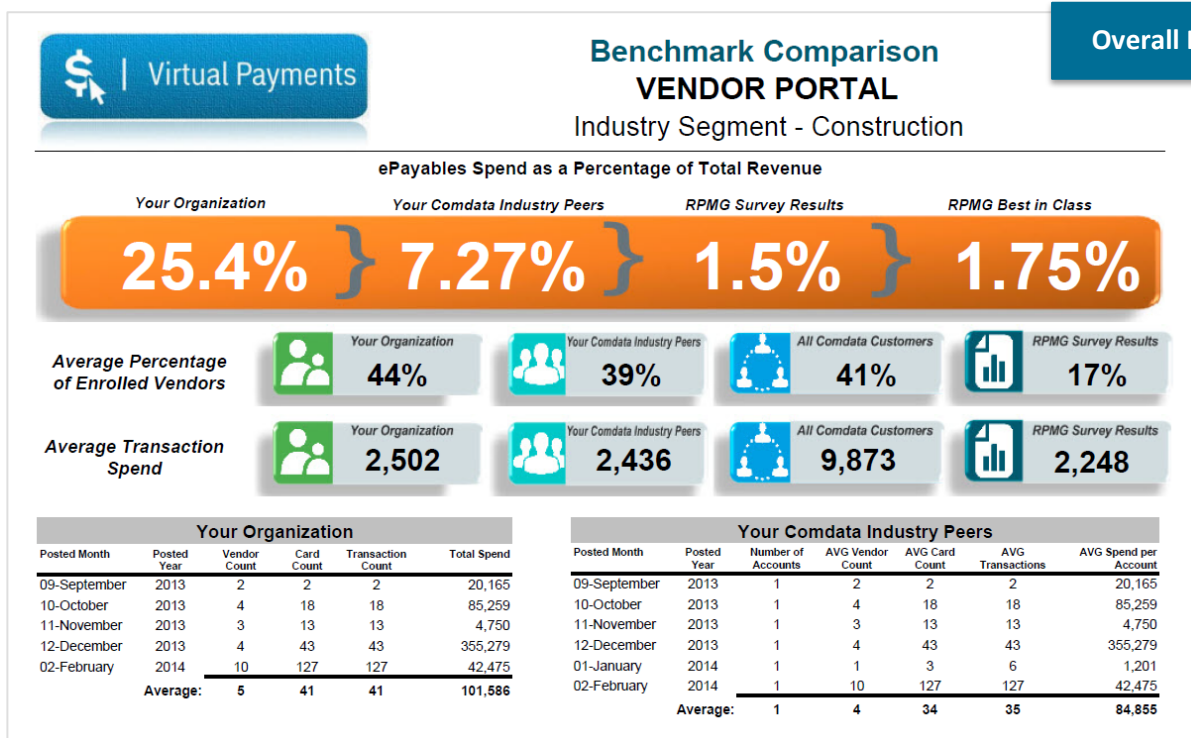
The RPMG survey results reflect the performance of companies within your industry across the US that use a virtual payments program to pay vendors.

Your organization's data is based on your ePayables program's estimated total revenue and number of vendors. This information can be entered on the Customer Profile page in ICD (**ICD > Manage > Customer Profile**). This data should be updated regularly so you can stay up to date on your performance with industry peers.

The report is broken up into three pages:

- **Overall Results.** Overall comparison of your program to your Comdata industry peers and all industries that use Comdata's ePayables program, based on RPMG survey results. Also displays a best in class percentage that represents the top performing company within your industry.

- **Spend Analysis.** Compares your vendor and transaction spend by spend range to your Comdata industry peers and all industry peers at Comdata. Also compares your average merchant spend by merchant's industry.

- **Benchmark Notes.** Detailed descriptions of the report's purpose, sections, and terminology. Please use this as a reference for additional information.

The data in this report reflects up to the previous 12 months. The RPMG survey results and best-in-class are updated once every two years.

# Virtual Payments Reporting Guide

**Virtual Payments**

**Overall Results**

## Benchmark Comparison
### VENDOR PORTAL
Industry Segment - Construction

**ePayables Spend as a Percentage of Total Revenue**

| Your Organization | Your Comdata Industry Peers | RPMG Survey Results | RPMG Best in Class |
|---|---|---|---|
| **25.4%** | **7.27%** | **1.5%** | **1.75%** |

| | Your Organization | Your Comdata Industry Peers | All Comdata Customers | RPMG Survey Results |
|---|---|---|---|---|
| **Average Percentage of Enrolled Vendors** | 44% | 39% | 41% | 17% |
| **Average Transaction Spend** | 2,502 | 2,436 | 9,873 | 2,248 |

### Your Organization

| Posted Month | Posted Year | Vendor Count | Card Count | Transaction Count | Total Spend |
|---|---|---|---|---|---|
| 09-September | 2013 | 2 | 2 | 2 | 20,165 |
| 10-October | 2013 | 4 | 18 | 18 | 85,259 |
| 11-November | 2013 | 3 | 13 | 13 | 4,750 |
| 12-December | 2013 | 4 | 43 | 43 | 355,279 |
| 02-February | 2014 | 10 | 127 | 127 | 42,475 |
| **Average:** | | 5 | 41 | 41 | 101,586 |

### Your Comdata Industry Peers

| Posted Month | Posted Year | Number of Accounts | AVG Vendor Count | AVG Card Count | AVG Transactions | AVG Spend per Account |
|---|---|---|---|---|---|---|
| 09-September | 2013 | 1 | 2 | 2 | 2 | 20,165 |
| 10-October | 2013 | 1 | 4 | 18 | 18 | 85,259 |
| 11-November | 2013 | 1 | 3 | 13 | 13 | 4,750 |
| 12-December | 2013 | 1 | 4 | 43 | 43 | 355,279 |
| 01-January | 2014 | 1 | 1 | 3 | 6 | 1,201 |
| 02-February | 2014 | 1 | 10 | 127 | 127 | 42,475 |
| **Average:** | | 1 | 4 | 34 | 35 | 84,855 |

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**Virtual Payments**

## Benchmark Comparison
### VENDOR PORTAL
Industry Segment - Construction

**Spend by Merchant Group**



- Your Organization Spend
- Your Comdata Industry Peers
- All Comdata Customers

### Count of Transactions by Spend Range

| | 0-20K | 20K-50K | 50K-100K | 250K-500K | 500K-1M | 1M-5M |
|---|---|---|---|---|---|---|
| Your Organization | 179 | 2 | 5 | 17 | | |
| Your Comdata Industry Peers | 185 | 2 | 5 | 17 | | |
| All Comdata Customers | 200 | 2 | 5 | 17 | 10 | 26 |

### Count of Vendors Paid by Spend Range

| | 0-20K | 20K-50K | 50K-100K | 250K-500K | 500K-1M | 1M-5M |
|---|---|---|---|---|---|---|
| Your Organization | 12 | 1 | 1 | 1 | | |
| Your Comdata Industry Peers | 13 | 1 | 1 | 1 | | |
| All Comdata Customers | 18 | 1 | 1 | 1 | 1 | 1 |

**Spend Analysis**

**Virtual Payments**

## Benchmark Comparison
## VENDOR PORTAL
### Industry Segment - Construction

**Benchmark Notes**

### Purpose of this Report:
This report is designed to provide insight into the relative performance of your organization's ePayables (virtual card) program. Use it regularly to see how you compare to others in your industry as well as companies across the U.S. If your performance is lower than the benchmarks provided, or if you are interested in improving your ePayables program, please contact your Comdata account manager.

### Data Sources and Terms:

| | |
|---|---|
| **"Your Organization"** | Results reflect the past 12 months of transactional data. For newer customers, the report shows results for as many months of data as is available. |
| **"Your Comdata Industry Peers"** | Results show averages for your oganization and all other Comdata customers that operate in your same industry segment (i.e. Construction, Retail, etc.) |
| **"All Comdata Customers"** | Shows performance results from all Comdata customers using ePayables, regardless of industry. |
| **"Your Industry Best in Class"** | Shows you the top performance figures of companies in your industry. |
| **"RPMG Survey Results"** | Taken with permission from the RPMG 2012 Purchasing Card Benchmark Survey to show performance of organizations across the U.S. beyond just Comdata customers.  For more details on RPMG survey data, *visit http://www.rpmgresearch.net/* |

### Metric Definitions:
**ePayables Spend as a Percentage of Total Revenue:** This is a standard performance metric used in the industry to show how well a company implements its ePayables program. It is calculated by dividing your organization's annual virtual card spending by your organization's annual expected revenue. A higher percentage indicates better program management and engagement by the organization's internal staff.

ePayables Spend as a Percentage of Total Revenue

| Your Organization | Your Comdata Industry Peers | RPMG Survey Results | RPMG Best in Class |
|---|---|---|---|
| 1.85% | 1.65% | 1.5% | 1.75% |

**Average Percentage of Enrolled Vendors:** A metric that shows the proportion of an organization's vendors that accept virtual credit card payments. Increasing this number allows an organization to pay more of its invoices via credit card, thereby earning more rebate revenue and lowering costs associated with processing check payments.

Average Percentage of Enrolled Vendors: 37% | 7% | 39% | 17%

**Average Spend per Transaction:** The total ePayables spend divided by the number of payment transactions made by virtual credit card. This amount can indicate whether or not the organization is successfully enrolling large volume vendors. However, lower numbers are not necessarily bad if overall spend is on par with peers.

Average Transaction Spend: 200 | 2,321 | 4,165 | 2,248

**The tables on Page 1** provide a monthly breakdown of your organization's ePayables program vs. your Comdata Industry Peers. It includes the number of unique vendors paid by virtual credit card in the given month, the total number of payments to those vendors and the total amount spent.

**The chart on Page 2** illustrates which types of merchants your organization is paying via ePayables and how it compares to your Comdata Industry Peers. Spending with merchant groups that is lower than your peers may indicate an opportunity to improve your program by strategically enrolling vendors in that category, or seeking alternate vendors that accept card payments.
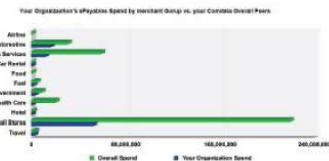
**The table on Page 2** shows how your organization's ePayables spending is distributed by transaction size and how it compares to your Comdata Industry Peers. Data is taken from transactions over the past 12 months – it shows how many transactions were completed within each spend range, and the total combined spend of those transactions.

# Report Field Definitions

**Account Code.** 5-digit alphanumeric account code for which the account was issued.

**Account Name.** Name associated with the Account Code. This is the name on the Consolidated Invoice and all associated account information.

**Amount Outstanding.** Similar to the Variance field except it identifies how much of the card amount has not been used. This shows that the vendor has not processed the card or has not processed the full amount. This amount can be used to verify that the vendor has processed the payment correctly so the invoice is paid in full.

**Batch Seq Nbr.** A unique processing number created when cards are issued via the PS16/20 and PS17/PS21 method. This number is used to identify cards created within different batches submitted on the same day. No value will display if cards were created via iConnectData or web services.

**Card Amount.** The actual amount of money on a card and the maximum amount that can be authorized in a transaction. This amount can be altered via iConnectData or web services. The card amount should be the full payment due to a vendor.

**Card Count.** The total number of cards created. Depending on the report, the card count could be grouped by customer ID, status, or other criteria.

**Card Creation Date.** The date the card was generated; dates appear as MM/DD/YYYY (month/date/year).

**Card Expiration Date.** The date the card expires; dates appear as MM/DD/YYYY (month/date/year). Cards are usually valid until the last day of the designated month even if the expiration date specifies an earlier day in the month. Expiration happens at midnight the day of expiration; for example, if a card is created on February 15th and expires in one month, it will be valid until midnight on March 31st.

**Card Expiration Status.** Identifies if the card is expired compared to the date the report runs.

**Card First Name.** First name associated with the card. The default first name, Virtual, is used whenever cards are created via a PS16/20 batch file. This name can be updated via iConnectData or web services if needed.

**Card Issue Date.** Date the card was issued in MM/DD/YYYY (month/date/year) format.

**Card Last Name.** Last name associated with the card. The default last name, Card, is used whenever cards are created via a PS16/20 batch file. This name can be updated via iConnectData or web services if needed.

**Card Number.** The 16-digit virtual card number.

**Card Status.** The virtual card's current status: Active, Blocked, Expired, Fraud, or Lost/Stolen.

**Card Token.** A full 16-digit number used in place of the actual card number for security purposes.

**Cross Border Fee.** The amount MasterCard charges (in total, 90 basis points for a cross border fees plus 20 basis points for currency conversion) for international transactions. This fee is added to the transaction's posted amount, making it more than the card amount issued.

**Currency Conversion Rate.** Displays fees that MasterCard assesses on each international transaction. These fees are paid to MasterCard (e.g., 20 basis points of a transaction, or 20%). The currency conversion fee is added to the transaction's posted amount, making the final posted amount more than the actual card amount. The currency conversion rate can be used to identify the origin of an international transaction. For example, any transaction processed with US dollars would be 1.000000.

**Customer ID.** The 5-digit customer ID associated with the card.

**Cust Name.** The name associated with the customer ID. This usually matches the account name, but can be altered to identify divisions, regions, or other organizational details.

**Discount Amount.** The amount of any discount applied to the gross cost.

**Due Date.** The due date to pay an invoice.

**GL Code.** The GL code associated with the invoice payment or other data. Maximum of 60 characters.

**Gross Amt.** The amount of the invoice before any discounts or adjustments. This will be the same as the net amount if no discounts are applied.

**Intl Transaction.** Identifies if a transaction occurred outside the card-issuing country (i.e., is an international transaction). This field is **Yes/No**.

**Invoice Comments.** Optional 60-character field for comments about a specific invoice. This field only displays in the PS17 or the Invoice Detail Report.

**Invoice Date.** Date of the invoice in the MM/DD/YYYY (month/date/year) format.

**Invoice Number.** Full invoice number provided by the vendor for a specific payment. This is an optional field and can be duplicated. The invoice number displays in the remittance e-mail.

**Last Used Date.** The most recent posted card transaction in MM/DD/YYYY (month/date/year) format.

**Merchant Address.** Street or mailing address of the receiving merchant. Originates from the merchant processing the transaction and includes the address information they provided to their MasterCard acquirer/processor.

**Merchant Address 2.** Additional merchant address information, if needed.

**Merchant City.** The city where the merchant is located. Originates from the merchant processing the transaction and includes the address information they provided to their MasterCard acquirer/processor.

**Merchant Country.** Full name of the country where the merchant is located. Originates from the merchant processing the transaction and includes the address information they provided to their MasterCard acquirer/processor.

**Merchant Postal Code.** Merchant's ZIP code in nine-digit (ZIP+4) format; placeholder zeroes are added when the full nine-digit code is unavailable.  Originates from the merchant processing the transaction and includes the address information they provided to their MasterCard acquirer/processor.

**Merchant State.** 2-digit abbreviation for the merchant's US state or Canadian province. Originates from the merchant processing the transaction and includes the address information they provided to their MasterCard acquirer/processor.

**Misc 1/2/3.** Lines for discretionary data.

**Net Amt.** The final amount of an invoice and the amount aggregated in the virtual card. The total net amount should match the payment amount. The net amount is dependent on the flag in AP Buyer Setup labeled **Create Virtual Card By**.

**Payment Date.** The date the invoice was paid. This field should but does not always match the card creation date or when the remittance e-mail is sent.

**Payment Number.** Optional 10-character field sometimes used for the Virtual Card Invoice Number.  If multiple values are used for Virtual Card Invoice Number, it only displays on the Invoice Detail Report.

**Posted Amount.** The amount in U.S. dollars ($0.00) posted in the transaction.

**Posted Date.** Date the transaction posted.

**Purchase Order Number.** This optional 15-character field may be used for a purchase order number or another value that may assist with identifying the invoice payment.

**Transaction Date.** Date of transaction in MM/DD/YYYY (month/date/year) format.

**Transaction Time.** Transaction time passed from the merchant or a filler value if the correct transaction time is not transmitted (for example, 11:59:59 PM).

**Variance.** Dollar amount remaining on the card after subtracting the Total Card Amount Used.  This value helps identify differences between the card issue amount and the amount processed. Normally, there should not be a variance, because the card should be used for the amount issued.

Variances can be caused by:

- Cross border/currency conversion fees
- Credits posted to a card
- Force posted transactions
- Vendors not using the full amount of the card (when this option is permitted)
- The Card Issued Amount is changed after the card has processed.

**Vendor Code.** Vendor number for which the card was issued.

**Vendor Email 1.** E-mail address associated with the vendor's account. If an e-mail remittance advice is sent, this address receives the remittance.

**Note:** The PS16/20 will fail if a properly formatted e-mail address is not included in the PS16/20 file. For example, the address cannot exceed 50 characters.

**Vendor Email 2.** Additional e-mail information, if necessary. Must be in the proper address format and cannot exceed 50 characters.

**Vendor Loc Sub Code.** An extension of the vendor number used to segregate vendors by location.

**Vendor Name.** Vendor for which the card was issued.

**Virtual Card Invoice Number.** Discretionary data field that may be used for reporting purposes. Most commonly, this field is used for the check number associated with a virtual card payment. When using AP Buyer Set-up, selecting **Virtual Card Invoice Number** under the option **Create Virtual Card By** groups all payments by vendor code followed by the unique value contained in the Virtual Card Invoice Number.

If **Virtual Card Invoice Number** is selected on the AP Buyer Set-up page and the value of the field is the same, then payments can be consolidated into a PS16/20 file.