**COMDATA**®
CORPORATE PAYMENTS

Access the Consolidated Invoice – Corporate Payments

iConnectData (ICD) > Payment Center > My Invoices

Use ICD's My Invoices application to access your consolidated invoice at any time. The Consolidated Invoice contains all charges on your account with Comdata, including the total amount due and due date.

The latest version of the Consolidated Invoice contains no data related to the fleet industry such as **Miles Driven**, **Trip Number,** and **Unit Number**. Rather, fields related to virtual payments are now included, such as **Supplier Code** and **Location Code**.

1. From the ICD main navigation bar, select **Payment Center > My Invoices**.
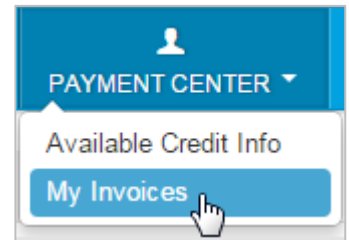
2. The My Invoices page displays. Use the options on the left side of the page to search for your Consolidated Invoice. Select **Get Reports** once you've made your selections.

    -   **Report Type:** Defaults to Any Report Type. Select Invoice from the drop-down or leave it in the default value.

    -   **Account Code:** If you have access to multiple account codes, the drop-down will display your default account code. Select a different account code if necessary.

    -   **Customer ID:** Select a customer ID associated with the account code or leave as "All Customer Ids For "account code".

    -   **Start Date:** Defaults to the previous day's date. The drop-down contains dates for the previous 14 months.

    -   **End Date:** Defaults to the current day's date. The drop-down contains dates for the previous 14 months.

    -   **Report Name/Code:** Defaults to All Available Reports. Select Consolidated Invoice Totals from the drop-down or leave it in the default value.

    -   **Sort By, And Then:** Allows you to sort the order of reports that display in your search results.

3. The page refreshes to display the Consolidated Invoice. You can view the report as a PDF ( ) or in your web browser (or). It is recommended to view the report as a PDF so you can save and print it. Click an option to open the report.

		Date	Customer ID	Report
		11/30/2018	NA	CP MASTERCARD MANAGEMENT RPT XLS [CPAC0005]
		11/30/2018	NA	CONSOLIDATED INVOICE TOTALS [CXAC0002]

The ComdataDirect Management report contains a summary of charges with Proprietary ComdataDirect virtual cards for your account code (see image below). Up to eight invoices can be displayed.

Note: If there is anything you do not understand about your invoice, contact your Comdata Representative.

The Mastercard Management report contains a summary of all charges on your Mastercard products (physical and virtual). Data is segmented by account code and customer ID.

COMDATA
CORPORATE PAYMENTS

COMDATA
Payment Innovation

MasterCard Management Report

Page 3 of 12

| ACCOUNT CODE : | VC777 | | CUSTOMER ID : | PS20Q |

CST = Local (Central) Time
MPT = Merchant Purchase Time
UTC = Coordinated Universal Time
UNK = Purchase Time is Unknown

CARD: 55676XXXXXX27657   TESTER, VCWS

TRANSACTION DATE	07/27/18	EMPLOYEE NUM	222L37P9Y6	TRANS. NBR	376651
TRANSACTION TIME	23:59:59 UNK	POSTING DATE	07/27/18	VEHICLE NUMBER	CPAY
LOCATION	LANCASTER, OH	MERCHANT	FAIRFIELD MEDICAL ASSO	SUPPLIER CODE	THREE555110335
LOCATION CODE	LOC1234				
INVOICE(S)	INNUM1234				

999 OTHER MISCELLANEOUS TRANS ****   300.50
***** TOTAL AMOUNT BILLED **   300.50

*** CARD TOTALS: TOTAL AMOUNT $300.50

CARD: 55676XXXXXX54079   REGR0512022, VIRTUAL CARD

TRANSACTION DATE	07/27/18	EMPLOYEE NUM	222L74D4Y7	TRANS. NBR	376654
TRANSACTION TIME	23:59:59 UNK	POSTING DATE	07/27/18	VEHICLE NUMBER	54079
LOCATION	LANCASTER, OH	MERCHANT	FAIRFIELD MEDICAL ASSO	SUPPLIER CODE	REGR0512022
LOCATION CODE	LOCCODE5				
INVOICE(S)	8989	3425627	1234570787		245562154567
	2534253263727899	3435466788			

999 OTHER MISCELLANEOUS TRANS ****   345.25
***** TOTAL AMOUNT BILLED **   345.25

*** CARD TOTALS: TOTAL AMOUNT $345.25

Below is an example of totals by a customer ID on the Mastercard Management report.

COMDATA
Payment Innovation

MasterCard Management Report

Page 4 of 12

| ACCOUNT CODE : | VC777 | | CUSTOMER ID : | PS20Q |

CUSTOMER ID TOTALS

EXPENSE SUMMARY

PURCHASES	$645.75
TAXES INCLUDED	$.00
TAXES NOT INCLUDED	$.00
CREDITS	$.00
TOTAL	$645.75

An Excel version of the Mastercard Management report is also available and allows for easier viewing of your totals.

Note: Do not submit payments based on the data in the Excel report. Always submit payments based on your Consolidated Invoice.

Corporate Payments				COMDATA MASTERCARD MANAGEMENT REPORT										10/26/2018	
ACCOUNT NUMBER	VC777														
ACCOUNT NAME	VIRTUAL CRD BUYER APSETUP														
ADDRESS	5301 MARYLAND WAY														
CITY STATE ZIP	BRENTWOOD TN 37027														
CUSTOMER ID	PS20Q														
CARD NUMBER	TRANS DATE	TRANS TIME	POSTED DATE	TRANSACTION NUMBER	EMPLOYEE NUMBER	SUPPLIER CODE	LOCATION CODE	MERCHANT	LOCATION	PURCHASE AMT	DISCOUNT	TOTAL DUE	INTL TRNS	INVOICE(S)	
55676XXXXXX27665	10/26/2018	23:59:59	10/26/2018	431421	222L37P9Y7	THREE555110335		VERIZON WRLS 08939-01	SAN FRANCISC, CA	149.88	0	$149.88		INNUM	INNUM1234
						CUST ID TOTALS									
					PURCHASES SUB TOTAL		$149.88								
					TAXES INCLUDED		$0.00								
					TAXES NOT INCLUDED		$0.00								
					CREDITS		$0.00								
					TOTAL		$149.88								
CUSTOMER ID	PS20T														
CARD NUMBER	TRANS DATE	TRANS TIME	POSTED DATE	TRANSACTION NUMBER	EMPLOYEE NUMBER	SUPPLIER CODE	LOCATION CODE	MERCHANT	LOCATION	PURCHASE AMT	DISCOUNT	TOTAL DUE	INTL TRNS	INVOICE(S)	
55676XXXXXX66747	10/26/2018	23:59:59	10/26/2018	431427	222L39M2Q2	VN23571	LOCCODE39	VERIZON WRLS 08939-01	SAN FRANCISC, CA	1,000.50	0	$1,000.50		1234	1234
														12345	
														123456	
														1.23E+13	
														12345678	
						CUST ID TOTALS									
					PURCHASES SUB TOTAL		$1,000.50								
					TAXES INCLUDED		$0.00								
					TAXES NOT INCLUDED		$0.00								
					CREDITS		$0.00								
					TOTAL		$1,000.50								