

Comdata ePayables Reporting

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 that allow you to analyze and respond to trends. Use this guide to understand the purpose of each report so you can receive the greatest benefits from your ePayables program.

ePayables 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 with your card totals by status and a Comdata Cards tab with ComdataDirect transaction information. Use this report to inquire into card-level details such as:

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

ePayables Transaction Listing

The ePayables Transaction Listing report provides transactional information for your virtual cards. Use this report to research posted transactions from the Virtual Card Listing report. All transaction level details are included, such as merchant addresses, currency conversion rates, cross-border fees, if applicable.

ePayables 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. Use this report to track whether a vendor has run your virtual card or unused dollar amounts when a card is not run for the exact amount.

ePayables 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. Use this report to research 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.

Blocked and Expired Card Report

The Blocked and Expired Card Report provides information on all cards that have either been placed into Blocked or Expired Card status within your user-defined date range. Additionally, if a reason is provided when a card is blocked from the pick-list, that information will populate on the report.

Corporate Payments Account Spend Report

The Corporate Payments Account Spend Report applies to your entire Corporate Payments program. This report provides a high-level overview of your program performance month-by month, and includes rebates.