

Lost Opportunity Report

Access: iConnectData > Reporting > reportQ > Quick Reports > Vendor Enrollment

Description: This report shows customers their base of vendors that are enrolled but have not been issued payments – i.e., their “lost opportunities” – for the following time frames: 15 to 30 days, 31 to 60 days, 61 to 90 days, or 91 days or more. Each of these time frames is presented on a separate report tab. For customers, this report is available in reportQ as an Excel (.xls) download only.

Specifications: This report is limited to enrolled vendors not receiving a payment for *15 days or more*. Vendors without a last payment date are evaluated based on their enrollment date. Customers may select multiple accounts codes and/or customer IDs (by entering a single code or ID, multiple codes or IDs separated by commas, or ALL). Each tab in the report displays vendors in descending order based on the number of days since the last payment or enrollment date.

Additional Details: To view this report, customers must be flagged in iConnectData under User Registration (**Registration Modules > Reporting > Business Intelligence Reporting > Lost Opportunity**). Comdata associates with an internal iConnectData login can run this report via the same reportQ option.

Sample report tab

Lost Opportunity Report								
15-30 Days								
83955 VIRTUAL CARD BUYER AP SETUP								
Vendor Name	City	State	Vendor Number	Enrollment Date	Last Payment Date	Net Amt	Projected Annual \$	Days Since Payme
EXCELLENCE888	CAMPCITY	SD	JZ10877	4/8/13	4/8/13	\$321.03	\$28,572.00	23
EXCELLENCE896	CAMPCITY	SD	JZ10905	4/8/13	4/8/13	\$428.04	\$28,572.00	23
EXCELLENCE897	CAMPCITY	SD	JZ10906	4/8/13	4/8/13	\$226.26	\$28,572.00	23
LEXIE954	HARRISON954	SD	LX10963	4/10/13			\$28,572.00	21
LEXIE960	HARRISON960	SD	LX10969	4/11/13			\$28,572.00	20
LEXIE963	HARRISON963	SD	LX10972	4/11/13			\$28,572.00	20
LEXIE945	HARRISON945	SD	LX10954	4/16/13	4/16/13	\$214.02	\$28,572.00	15
LEXIE946	HARRISON946	SD	LX10955	4/16/13	4/16/13	\$214.02	\$28,572.00	15
LEXIE949	HARRISON949	SD	LX10958	4/16/13	4/16/13	\$214.02	\$28,572.00	15
LEXIE950	HARRISON950	SD	LX10959	4/10/13	4/16/13	\$214.02	\$28,572.00	15
LEXIE951	HARRISON951	SD	LX10960	4/10/13	4/16/13	\$214.02	\$28,572.00	15