

## Mailed Remittance Activity Report

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

**Description:** This report is designed for AP virtual payments customers who mail payment letters to vendors receiving lower-value payments. The report shows the number of remittances delivered to vendors via standard U.S. mail along with details on payment amounts, sent dates, and vendor processing. This report is available in reportQ as an Excel (.xls) download only.

**Specifications:** Customers with an external iConnectData (ICD) login can generate this report for any number of their available account codes and/or customer IDs. To specify all available account codes or customer IDs, enter ALL in the appropriate field on the report selection page. The start date and end date fields on the report selection page are required.

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

### Sample report

Mailed Remittance Activity								
Account Code	Card Number	Customer Name	Vendor Number	Vendor Name	Transactions Amt	Payment Sent Date	Payment Processed Date	Registered Through Portal (Y/N)
VC000	XXXXXX0042954110	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042961057	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042961131	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042961206	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042961909	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042961982	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042962048	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042962287	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0042962378	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0063300169	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0063300649	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0063301308	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0063304153	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N
VC000	XXXXXX0063304328	VIRTUAL CARD AP CUSTOMER	X00138	VENDOR129	\$160.00	5/2/2013		N