

PayForYou Unused Card Report

Access: iConnectData > Reporting > reportQ > Vendor Enrollment Portal > PayForYou Unused Card

Description: This report provides a record of all unprocessed virtual payments issued using the PayForYou service (i.e., payments issued under PayForYou@comdata.com). It includes vendor contact information to allow you to research and address your unprocessed payments.

Specifications: This report is generated from ReportQ using the criteria displayed below. The Card Type options limit results by the age or status of the transaction: More than 5 Days Old, More than 10 Days Old, Expired, etc. The report segregates results into three tabs for active, blocked, and expired cards.

This report is available as an Excel (.xls) download from ReportQ.

Selection Criteria	Report Fields	
Account Code	Tab 1: Unused Active Cards	Tab 2: Unused Blocked Cards
Customer ID	Corporate Code	Corporate Code
Card Type:	Account Code	Account Code
<ul style="list-style-type: none"> More than 5 days old More than 10 days old More than 25 days old Expiring in less than 30 days Expiring in less than 10 days Expired 	Customer ID	Customer ID
	Status	Status
	Issue Date	Issue Date
	Expiration Date	Date Blocked
	Card Number	User ID Blocked
	Transaction Reference Number	Expiration Date
	Card Token	Card Number
	Vendor Code	Transaction Reference Number
	Vendor Name	Card Token
	Email Address 1	Vendor Code
	Telephone Number	Vendor Name
	Dollar Amount for this Card	Email Address 1
	Total Card Amount Used	Telephone Number
	Variance	Dollar Amount for this Card
		Total Card Amount Used
		Variance
		Card Expiration Status
		Last Used Date

(continued on next page)

Tab 3. Unused Expired Cards

Corporate Code

Account Code

Customer ID

Status

Issue Date

Expiration Date

Card Number

Transaction Reference Number

Card Token

Vendor Code

Vendor Name

Email Address 1

Telephone Number

Dollar Amount for this Card

Total Card Amount Used

Variance

