

Paycard Transaction History Report

Access: ICD > Reporting > reportQ > Quick Reports > Cardholder > Paycard Transaction History Report

Description: A history of all eCash transactions on your Comdata cards. Up to 18 months of history is available and the report includes the cardholder, transaction, balance, sender, and merchant information.

Selection Criteria:

- **Required:** Account Code, Start Date, End Date, Transaction Types to Include, Include Company Paid Fees (Y/N)
- **Optional:** Customer ID, Cardholder ID, Card Number, Sort Results By (Primary Sort, Secondary Sort)

Additional Details: Available in Excel and PDF format. Applies to both Proprietary and MasterCard cards.

PDF Example:

COMDATA													
Paycard Transaction History Report													
Produced On: Thursday 8/4/2016 2:35:03PM													
Account Code(s): BB000 Customer Id(s): ALL Card or Cardholder ID: ALL													
Start Date: 1/ 1/2016 End Date: 8/ 1/2016 Transactions: ALL Company Paid Fees: YES Primary Sort: NONE Secondary Sort: NONE													
Date	Time	Reference #	Cardholder ID	Card Number	Transaction Type	Sender	Ancillary Data	City	State	Previous Balance	Transaction Amount	Fee	Adjusted Balance
01/28/2016	11:04	680064340	140	5600000000000000	LOAD	TEST, CARD				\$49.00	\$500.00	\$0.50	\$549.00
01/28/2016	11:05	680064542	140	5600000000000000	SUBTRACT	TEST, CARD				\$549.00	-\$500.00	\$0.00	\$49.00
Totals:											Transaction Count		Transaction Amount
											2		\$0.00

In Case of Errors or Questions About Your Electronic Transfers telephone us at us at the toll free number on the back of your card or write us at 5301 Maryland Way, attention disputes, Brentwood TN, 37027 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 120 days after the date of the transaction.

- Tell us your name and your card number (account number).
- Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account.

If You Have Arranged to Have Direct Deposits Made to Your Card at least once every 60 days from the same person or company, you can call us at us at the toll free number on the back of your card to find out whether or not the deposit has been made.

**Excel Example:
(columns A-K)**

REPORT NAME:	Paycard Transaction History Report	vr07292016143 148									
DATE QUERY PRODUCED:	07/29/2016										
ACCOUNT CODE:	XX000										
CUSTOMER ID:	ALL										
CARD OR CARDHOLDER:	ALL										
START DATE:	1/1/2016										
END DATE:	6/1/2016										
TRANSACTION TYPES:	ALL										
COMPANY PAID FEES:	YES										
PRIMARY SORT:	NONE										
SECONDARY SORT:	NONE										
Account Code	Customer ID	Cardholder ID	Card Number	Card Last	Card First Name	Date	Time	Reference	Invoice	Invoice Item Number	
XX000	88888	140	#####	JONES	N	01/28/2016	11:04:03 AM	680000000	E80288888	1	
XX000	88888	140	#####	JONES	N	01/28/2016	11:05:14 AM	680000002	E80288888	2	

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(columns L-X)

Invoice Amount	Transaction	Sender Last	Sender First	Ancillary Data	Trip Number	City	State	Previous	Transaction	Fee	P/L	Adjusted
\$0.50	LOAD	TEST	C					\$49.00	\$500.00	\$0.50	P	\$549.00
\$0.00	SUBTRACT	TEST	C					\$549.00	-\$500.00	\$0.00	P	\$49.00