

Transaction Listing

Access: Reporting > reportQ > Quick Reports > Cardholder > Transaction Listing

Description: View transaction details captured at the time of purchase, grouped by card number, including card information, merchant information, spend per transaction, and description, price, and quantity of purchased product. Use this report to reconcile accounts or find missing transactions.

Specifications: This type of report is for only MasterCard customers.

Additional Details: Available in PDF and Excel. See the sample images on the next page.

SECTION 1

Transaction Listing Report (MasterCard)											
REPORT NAME:	TRANSACTION										
DATE QUERY	4/27/2012 8:37:01 AM										
DATE TYPE:	Posted Date										
BEGIN DATE:	4/1/2012										
END DATE:	4/25/2012										
PRIMARY SORT:											
SECONDARY											
ACCOUNT CODE:											
CUSTOMER ID:	ALL										
HIERARCHY	ALL										
HIERARCHY	ALL										
TOTAL RECORDS:	56										
Account Code	Customer ID	Invoice Number	Transaction Number	Transaction Date	Transaction Time	Posted Date	Reporting Level	Merchant Name	Merchant City	Merchant State	Vehicle Number
AB123	AB123		000011112	04/02/2012	1:48:00 PM	04/04/2012	F	SUNCO	ABERDEEN	MD	Unit 101
AB123	AB123		000011113	04/02/2012	10:00:00 PM	04/03/2012	F	MOBIL	BALTIMORE	MD	Unit 102
AB123	AB123		000011114	04/04/2012	12:04:00 PM	04/06/2012	F	HES	NEW YORK	NY	Unit 103
AB123	AB123		000011115	04/10/2012	11:04:00 AM	04/11/2012	F	MOBIL	NEW YORK	NY	Unit 104

SECTION 2

Card Number	First Name	Last Name	Employee Number	Trip Number	MCC Category	Driver License Number	Driver License State	Vehicle Description	VIN	License Plate Number	Registration Expiration Date	Misc 1	Misc 2
55673XXXXXX1234	Unit 101	VEHICLE	101		5542			Unit 101				0	920
55673XXXXXX1235	Unit 102	VEHICLE	101		5542			Unit 102				0	920
55673XXXXXX1236	Unit 103	VEHICLE	101		5542			Unit 103				0	920
55673XXXXXX1237	Unit 104	VEHICLE	101		5541			Unit 104				0	920

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