

ePayables Outstanding Card Report

Access: ICD home page > Reporting > reportQ > Quick Reports > ePayables > ePayables Outstanding Card Report

Description: The ePayables Outstanding Card Report provides details of all virtual cards that are unprocessed or not fully processed by your vendors. This report includes multiple tabs for viewing outstanding cards by status details including their activation status (e.g., active, blocked) and expiration status. For example, you can view only those outstanding cards with a force post or other authorization above the issued amount on the Card Amount Greater than Card Issued tab.

Each tab in the Outstanding Card Report provides the variance between the card amount issued and the amount used.

This report contains current up to the previous day (card creation data) or two days prior (transactional data). This report is only available as an Excel (.xls) download.

Selection Criteria	Report Fields	
Account Code	Tabs included:	All tabs (except Card Summary Report)
Customer ID	Card Summary Report	Account Code
Card Creation Start	Active Not Expired	Account Name
Card Creation End	Blocked Not Expired	Cust ID
	Cards Expired Outstanding	Cust ID Name
	Cards Expired Used	Vendor Code
	Vendor Active Nonexpired	Vendor Name
	Vendor Active Expired	Payment Number
	Vendor Blocked All	Virtual Card Invoice Number
	Card Amount Greater than Card Issued	Card Number
		Card Amount
		Posted Amount
		Variance
		Vendor Email 1/2
		Card First Name
		Card Last Name
		Card Creation Date
		Card Status
		Card Expiration Date
		Card Expiration Status
		Last Used Date