

ePayables Reconciliation Report

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

Description: The ePayables Reconciliation Report provides a high-level overview of your virtual card activity within a specified date range. This report can be used to reconcile accounting and month end processes.

The report contains five tabs:

- Posted Date Activity. Transactional information for cards by date range selected.
- Cards Created by Period. General card listing of all cards created in the date range selected.
- Transactions Outside of Period. A list of transactions where the transaction posting date is later than the card creation date.
- Outstanding Cards with Balance. A list of all created but unused cards in the date range selected.
- Cards Greater than Card Amount. A list of transactions posted in the selected date range where the transaction amount is greater than the card issued amount.

The date range needed to generate the report encompasses both the Posted Date and Card Creation Date. This report is only available as an Excel (.xls) download.

Selection Criteria	Report Fields		
Account Code	Tab 1	(continued)	Tab 2.
Customer ID	Posted Transactions	Merchant Country Name	Created Transactions
Card Issue Start Date	Account Code	Merchant Postal Code	Account Code
Card Issue End Date	Account Name	Merchant State	Account Name
	Card First Name	Posted Date	Customer ID
	Card Last Name	Card Status	Customer Name
	Card Number	Card Create Date	Card First Name
	Customer ID	Virtual Card Invoice Number	Card Last Name
	Customer Name	Transaction Date	Card Number
	Vendor Name	Cross Border Fee	Vendor Number
	Vendor Number	Card Amount	Payment Number
	Remittance Email 1	Posted Amount	Vendor Number
	Remittance Email 2	Variance	Remittance Email 1, 2
	Payment Number		Card Expiration Date
	Card Expiration Date		Last Used Date
	Merchant Postal Code		Merchant Address 1, 2
	Last Used Date		Merchant City
	Merchant Address Line 1, 2		Merchant Country Name

(continued on next page)



Tab 2 (continued)	Tab 3 and 4	Tab 5
Merchant Postal Code	Posted Transactions (Tab 3)	Created Transactions
Merchant State	Created Transactions (Tab 4)	Account Code
Posted Date	Account Code	Account Name
Card Status	Account Name	Customer ID
Transaction Date	Customer ID	Customer Name
Card Create Date	Customer Name	Card First Name
Virtual Card Invoice Number	Card First Name	Card Last Name
Cross Border Fee	Card Last Name	Card Number
Card Amount	Card Number	Vendor Name
Posted Amount	Vendor Name	Payment Number
Variance	Payment Number	Vendor Number
	Vendor Number	Remittance Email 1, 2
	Remittance Email 1, 2	Card Expiration Date
	Card Expiration Date	Last Used Date
	Last Used Date	Merchant Address 1, 2
	Merchant Address 1, 2	Merchant City
	Merchant City	Merchant Country Name
	Merchant Country Name	Merchant Postal Code
	Merchant Postal Code	Merchant State
	Merchant State	Posted Date
	Posted Date	Card Status
	Card Status	Transaction Date
	Transaction Date	Card Create Date
	Card Create Date	Virtual Card Invoice Number
	Virtual Card Invoice Number	Cross Border Fee
	Cross Border Fee	Card Amount
	Card Amount	Posted Amount
	Posted Amount	Variance
	Variance	