

## ePayables Transaction Listing

**Access:** ICD home page > Reporting > reportQ > Quick Reports > ePayables > ePayables Transaction Listing

**Description:** The ePayables Transaction Listing report provides transactional information for your virtual cards. Use this report to research transactions shown as posted in the Virtual Card Listing report. Transaction data includes merchant addresses and other information as well as international processing details including currency conversion rates and cross border fees, if applicable.

This report includes two tabs: ePayTransx Lstg with VC Inv Nbr and ePayTransx Lstg without VC Inv Nbr. The first tab contains the Virtual Card Invoice Number and MultiValue columns. The MultiValue column identifies duplicate card numbers, which appear due to split transactions. Each transaction may have a different invoice number. The second tab displays the correct posted amount for each transaction used on one virtual card.

Data in this report are current up to two days prior. This report is only available as an Excel (.xls) download.

Selection Criteria	Report Fields	
Account Code	<b>Both tabs.</b>	<b>(continued)</b>
Customer ID	Account Code	Merchant Address Line 2
Vendor Code	Account Name	Merchant City
Vendor Name	Customer ID	Merchant Country Name
Posted Start Date	Customer Name	Merchant Postal Code
Posted End Date	Card First Name	Merchant State
	Card Last Name	Transaction Date
	Virtual Card Invoice Number <b>(tab 1 only)</b>	Card Status
	Card Number	Card Create Date
	MultiValue <b>(tab 1 only)</b>	Xbrdr Fee Amount
	Posted Date	Card Amount
	Vendor Name	Posted Amount
	Vendor Number	Amount Outstanding
	Payment Number	
	Remit Email1	
	Remit Email2	
	Card Expiration Date	
	Last Used Date	
	Merchant Address Line 1	