

ePayables Virtual Card Listing

Access: ICD home page > Reporting > reportQ > Quick Reports > ePayables > ePayables Virtual Card Listing

Description: The ePayables Virtual Card Listing report provides a general card-level listing of all your virtual cards under one or more customer IDs. It includes a summary tab showing your card totals by status. A Comdata Cards tab is also included which displays all ComdataDirect transaction information. Use the Virtual Card Listing to inquire into card-level details such as:

- The statuses of your virtual cards
- Overall trends in your virtual card disbursement
- Card details for a specific customer ID or card number
- All cards for a specific vendor

Data in this report are current up to the previous day. This report is only available as an Excel (.xls) download.

Selection Criteria	Report Fields		
	Tab 1: Card Summary Report	Tab 2: Epayables Virtual Card Listing	Tab 3: Comdata Cards
Account Code	Account Code	Account Code	Account Code
Customer ID	Account Name	Account Name	Account Name
Vendor Code	Customer ID	Customer ID	Cust ID
Vendor Name	Customer Name	Customer Name	Cust ID Name
Minimum Card Amount	Card Number	Card Number	Vendor Code
Maximum Card Amount	Card Status	Card Last Name	Vendor Name
Card Issue Start Date	Card Expiration Status	Card First Name	Driver ID Number
Card Issue End Date	Card Creation Date	Vendor Name	Virtual Card Invoice Number
	Card Amount	Vendor Number	Card Number
	Card Amount Used	Payment Number	Cycle Amount
	Amount Outstanding	Virtual Card Invoice Number	Posted Amount
		Remittance Email 1	Vendor Email 1/2
		Remittance Email 2	Purchase Order Number
		Card Expiration Date	Vc Gl Cd 1/2/3/4
		Last Used Date	Stat
		Card Status	Card First Name
		Card Creation Date	Card Last Name
		Virtual Card GL Code 1, 2, 3, 4	Card Creation Date
		Driver Prompted ID	Card Expiration Date
		PO Number	Last Used Date
		Repair Order Number	
		Card Amount	
		Card Amount Used	
		Amount Outstanding	