

iConnectData reportQ: Quick Report Descriptions

10/8/2021

Document Version 2.0

Revision Table

Date	Version	Author	Notes
03/22/2016	1.0	Steven Harris	Initial Document Created
03/22/2017	1.1	Steven Harris	Added several new reports: <ul style="list-style-type: none"> • Split Transaction Report • MasterCard Dispute Report • Client by Chain Report • Corporate Fleet Spend Report • Card Order Shipping Report • FMRM Audit Report • Scales Transaction Report • Paycard Transaction History Report • Active Stops Listing Report • Missing Sales Tax Report
01/18/2018	1.2	Steven Harris	Added the following report descriptions: Blocked and Expired Card Report, Trailer Detail Report
10/08/2021	2.0	Mark Boyce, Steven Harris	Updated with new reports and removed outdated

Disclaimer

The information furnished herein is proprietary and confidential and is intended only for Comdata customers. It should not be duplicated, published, or disclosed in whole or in part without the permission of Comdata.

***Contents**

Administration.....	3
Cardholder.....	6
Dashboard	Error! Bookmark not defined.
Debit	8
Express Check	8
Fleet.....	10
Healthcare.....	11
Merchant.....	12
Proprietary	13
SmartQ RFID	16
Travel and Entertainment.....	16
Vendor Enrollment.....	17
ePayables	8
Virtual Card	18

**If you are viewing this document on a computer, each title in the table of contents is a link. Click on a title to go directly to that chapter.*

Administration

Account Spend Analysis

View your accounts spend and transaction volume by day of week. Use this report to monitor your account's spend for patterns and opportunities. Available in PDF only.

Account Spend by Month

High level view of your account's monthly spend and transaction volume. Available in PDF only.

Analytic – GL Code File

View transaction details by general ledger (GL) code, including merchant and GL information, total amount due, and card information. Available in PDF and Excel.

Analytic – Product Detail File

View transaction details by period purchases, including card information, product description and price, quantity purchased, total spend, and merchant name per transaction. Available in PDF and Excel.

Analytic – Summary File

View transaction details by card, including card information, product description and price, quantity purchased, total spend, and merchant name per transaction. Available in PDF and Excel.

Card Balance Report

Details card creation, status, limits, profile ID, profile description and available balance data. This report is produced for physical plastics only and with 10,000 Product Limits.

Card Listing Report

View current record information for all cards associated with your account, including name on card, card/vehicle/employee ID number, spending profile and description, and last activity date. Available in PDF and Excel.

Card Order Shipping Report

Provides card order shipping details, including the order date, tracking number, and order status (shipped, order placed, received). Use this report to view and track your card orders.

Cardholder A&N Enrollment Summary

Alerts and notifications enrollment tab data available for export. This provides a current status of activated based of alerts and notification users.

Corporate Payments Account Spend Report

View a high-level overview of your program performance month-by-month. Provides graphic summaries of key program metrics including your month-by-month spending, spend per transaction, and top vendors. Also includes rebate information. Available as a PDF only.

Customer ID Group Summary

High-Level view of Spend and transaction volume by customer ID number, including percentages of total. Available in PDF and Excel.

Customer ID Report

Displays a list of all customer IDs for your account code(s). Use this report to view details on your customer IDs, such as the customer ID name, card types, demographic details, and status.

Direct Deposit Report

A list of all current employee direct deposit records. Data in this report is current as of the day it is generated.

Exception Listing

View a list of transactions that trigger exception flags that have been set up on your account, including transaction details. Available in PDF and Excel.

Force Post Transaction Listing

View transaction level detail report for those transactions that were sent through as a Posted transaction without receiving an approval code during the Authorization process. Approval codes in the report were entered during the settlement process. Available in Excel only.

GL Code Listing

View transactions by general ledger (GL) codes that had been set up for your account. Includes transaction details and GL code numbers and descriptions. Available in PDF and Excel.

ICD User Information

Provides a list of your ICD user IDs, features they have access to, and the last feature they accessed.

ID Report

View transaction-level detail by prompted ID and name. Includes transaction detail, prompted ID number was entered at time of purchase, and point-of-sale name associated with that prompted ID. Available in PDF and Excel.

MCC Audit Report by Cardholder

View card-level transaction data by merchant category code (MCC), including name on card, MCC identification number and description, and transaction count. Use this report to compare transaction volume across MCCs. Available in PDF only.

MCC Spending Analysis

High-level view of your account spend and transaction volume by merchant category code (MCC). Use this report to compare spend and transaction volume across MCCs. Available in PDF only.

MCC Summary Report

View total spend and merchant details by merchant category code (MCC). Use this report to compare total spend across MCCs. Available in PDF and Excel.

MCC Top Ten Analysis

View your top ten merchant category codes (MCC) with highest total spend and transaction volume. Use this report to analyze your account's activity within your top MCCs. Available in PDF only.

MasterCard Dispute Report

The MasterCard Disputes report provides a record of all credits applied to customer accounts related to customer-initiated disputes.

MasterCard Rebate Report

Report of Rebates paid to customer. Data is updated every 12th business day of the month.

MasterCard Settlement

View all settled Mastercard transactions for a specified account code. Includes the transaction count, total amount (spend), and adjusted amount.

Surcharge Report

View transaction level detail report for those transactions to which the merchant has applied a surcharge amount. Only transactions with merchant surcharge will appear on this report.

User Information on Demand

Administrative report that provides a list of user IDs, what they have access to, and their last login date.

Cardholder

Analytic – Airline File

View air reservation purchase detail for your cardholder, including passenger name, ticket number, and total amount spent. Available in PDF and Excel.

Canadian Transaction Listing

View Canadian transaction detail captured at 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. Available in PDF and Excel.

Cardholder Activity Report General

View transaction detail by card, including card information, merchant information; spend per transaction, and description, price, and quantity of purchased product. Uses this report to monitor cardholder spends. Available in PDF and Excel.

Cardholder Group Summary

High-level view of spend by card, including card information and spend by merchant category code (MCC). Available in PDF and Excel.

Cardholder Group Summary – Enhanced

View spends and transaction volume by customer ID number, including percentages of total. Available in PDF and Excel.

Cardholder Spend Trend

High-level view into spend and transaction volume by cardholder. Available in PDF only.

Cardholder Spend Trend Summary

High-level view into cardholder monthly spend and transaction volume, including overall spend and transaction volume range, and general ledger (GL) classifications, when applications. Use this report to monitor your cardholder's spend. Available in PDF only.

Cardholder Summary

High-level view into your spend by cardholder, transaction volume, and quantity of products purchased, including percentages to total. Available in PDF and Excel.

Cardholder Summary by Period

High-level view into spend and transaction volume by cardholder, sorted by quarter. Use this report to monitor cardholder spend for patterns and opportunities. Available in PDF and Excel.

Cardholder Top Ten Summary

View your top ten cardholders with the highest total spend and transaction volume, including percentages of totals. Use this report to analyze your top cardholders' spend activity. Available in PDF and Excel.

Cardholder Usage Report General

View transaction detail by cardholder, including customer information, merchant information; spend per transaction, and description, price, and quantity of purchased product. Use this report to monitor cardholder usage. Available in PDF and Excel.

Discount Summary Report

View details of transactions with discounts at the time of the purchase. This report displays card, merchant, and purchase information. Also displays totals before and after discount is applied. Amount of discount and amount of savings per unit.

Dormant Cards Report

View a listing of active cards that have been dormant for an extended period of time.

Paycard Transaction History Report

A history of all eCash transactions on your Comdata cards. The report includes up to 18 months of history and the cardholder, transaction, balance, sender, and merchant information.

Product Summary

High-level view into spend and transaction volume by product purchased, including quantity purchased, spend per product, and hierarchy data. When available, this report will also include discount and rebate net cost. Uses this report to monitor spends per product for patterns. Available in PDF and Excel.

Transaction Listing

View transaction detail captured at 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. Available in PDF and Excel.

Transaction Listing Enhanced

View transaction detail captured at time of purchase, grouped by card number, including card information, merchant information, spend per transaction, and description, price, and quantity of purchased product. Report is summarized in different tabs to provide quick summary of transactions such as spend by Cust ID, Gallons by State, Top Merchants, etc. Use as a more enhanced version of the standard transaction listing. Available in Excel only.

Transaction Summary Report

View Spend and transaction volume by preset spend range, including percentages of total. Available in PDF and Excel.

WorkPlace Solution Card Balance

View balance details for WorkPlace Solution Mastercard cards, including the temporary card limits, hold amounts (including authorizations and posted amounts), and available balances.

Debit**eCash Transaction Activity – All Activity**

Ability to select Load, all Withdrawals, ATM, POS Debit, Direct Deposit, Comcheck Convenience Check, Fuel, or Telecommunications.

eCash Transaction Activity – Company Only

Detailed Express Cash data, such as transaction type, senders name, and ancillary data.

ePayables**Blocked and Expired Card Report**

Detailed report showing all blocked and expired cards within a specified date range. This report includes the card creation date and status data. Available in Excel only.

PayForYou Spend Report

This report provides both a summary and the detailed transactions for all transactions processed through Comdata's PayForYou Service over the last twelve months.

ePayables Invoice Detail Report

View payment details at the invoice level from the time your cards were requested via PS16/PS20, iConnectData, or web services. Useful for researching payments that have been aggregated into a single virtual card covering multiple invoices. Includes details on the vendor and invoices paid (including invoice number, date issued, due date, and payment date). Available in Excel only.

ePayables Outstanding Card Report

View details of all virtual cards that are unprocessed or not fully processed by your vendors. Includes tabs for viewing outstanding card status and expiration status. Card details include payment, issue and expiration dates, vendor name and code, and variance between the card amount issued and the amount used. Available in Excel only.

ePayables Peer Benchmarking

Analytical reporting that allows a customer to compare their ePayables program performance to the performance of their industrial peers and RPMG study respondents.

ePayables Reconciliation Report

Provides a high-level overview of your Comdata virtual card activity within a specified date range. Use this report to reconcile accounting and month end processes.

ePayables Transaction Listing

View transaction details for your virtual cards including merchant information and international processing details (e.g. conversion rates and cross-border fees). Useful for researching transactions shown as posted in the Virtual Card Listing. Including merchant address information along with transaction details such as time, date, amount, and variance from full card value. Available in Excel only.

ePayables Virtual Card Listing

View a general card-level listing of all your virtual cards under one or more customer IDs. Includes a summary tab showing card totals by status. Allows filtering by vendor name or number, creation date range, card amount, or card status. Use this report to view card statuses or other details at the card level. Available in Excel only.

Express Check

Express Check Registration

Detailed Express Check information that includes date and time of registration, fees, sender's name and purpose code.

Express Check Transaction Detail

Detailed Express Check information that includes Amount used and total amount on the Express Check, Fees, Sender Name, and truck stop code where cashed.

Express Check Usage

Detailed Express Check information that includes invoice number, sequence number, drivers name, employee number and trip number.

Fleet

Analytic – Fuel File

View fuel purchase detail by card and date of transaction, including card information, merchant information, spend per transaction, and description, price and quantity of purchased product. Available in PDF and Excel.

Cardholder Activity – Fleet

View transaction details by cardholder, including card information, merchant information, spend per transaction and description, spend per transaction, and description, price, and quantity of purchased product. Available in PDF and Excel.

Cardholder ID Report

View cardholder ID information, including associated customer ID, and first and last name of cardholder. Available in PDF and Excel.

Corporate Fleet Spend Report

A 24-month view into spend, volume, and card activity broken out by merchant and fuel vs non-fuel spend categories. Use the Corporate Fleet Spend Report as a convenient snapshot of your key program metrics. Each section provides a visual summary of your account-level activity for criteria, such as:

- Month-to-month changes in program spend
- Transactions by spending levels and ranges
- Spending by fuel and non-fuel chains for prior and current months
- Spending by your overall top 20 fuel and non-fuel chains

The Corporate Fleet Spend Report also shows rebates earned from your fleet program. Due to the two-day window for reporting transactional data, you must pull this report on the third day of the month or later to receive full data for the previous month.

F Save Report

View transaction details by customer ID, including merchant and SmartBuy information, price per gallon (PPG) paid, potential SmartBuy discount amount, and difference between paid potential discounts. Use this report to view potential savings available to your fleet at SmartBuy locations. Available in PDF only.

Fuel Purchase Summary by Customer ID

High-level view into fuel spend and transaction volume by customer ID, including percentages of total. Available in PDF and Excel.

Fuel Purchase Summary by POS

Displays fuel spends and transaction volume by cardholder prompted ID, including percentages to total. Available in PDF and Excel.

Fuel Purchase Summary by POS & Customer ID

High-level view into fuel spend and transaction volume by cardholder prompted ID and customer ID, including percentages of total. Available in PDF and Excel.

Fuel Purchase Summary by Vehicle

High-level view into fuel spends and transaction volume by vehicle or unit number, including percentage of total. Available in PDF and Excel.

Fuel and Maintenance MCC Report

View spends by merchant, including merchant and merchant group details, and account, customer, and card information. Available in PDF and Excel.

MPG Report

View mileage details per transaction by vehicle or unit number, including beginning and ending odometer readings, miles driven, miles per gallon (MPG), cost per mile (CPM), and transaction information. Available in PDF and Excel.

Vehicle Listing

View vehicle numbers associated with your card numbers, including account and customer IDs, card information, and Misc1 and Misc2 data (if available). Available in PDF and Excel.

Vehicle Report

View transaction details by vehicle number, including card information, merchant information, spend per transaction, and description, price, and quantity of purchased product. Available in PDF and Excel.

Healthcare

HC MCC Summary Report

View total spend and merchant details by merchant category code (MCC). Use this report to compare total spend across MCCs. Available in PDF and Excel.

HC Outstanding Active Cards

View details of all issued virtual cards that have been unclaimed by your Healthcare vendors, including payment information, issued and expiration date, vendor name and code, and variance between dollar amount issued verses used. Available in Excel only.

HC Transaction Listing

View Healthcare transaction details captured at 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. Available in PDF and Excel.

HC Virtual Card AP Encashment Listing

View details of all your Healthcare virtual payment transactions by period, including payment information, issued and expiration date, vendor name and code, and variance between dollar amounts issued versus dollar amount used. Use this report to reconcile accounts or find missing transactions. Available in Excel only.

HC Virtual Card Listing

View details on all your account's issued virtual cards, including payment information, vendor invoice number or PO number, general ledger codes (when applicable), and issued and expiration date. Available in PDF or Excel.

Merchant**CFC Invoice Detail Report**

View merchant details by billing ID including posted transaction date, merchant address city and state, fuel type, QTY, net discount.

MCC Description Summary

High-level view into spend and transaction volume by merchant category code (MCC), including percentages of total. Available in PDF and Excel.

Marketer Activity Report

View transaction and merchant details by account, including merchant information, acquirer and acceptor numbers, date of transaction, original price, and discount amount. Available in PDF and Excel.

Marketer Discount Activity

View transaction and merchant details by account, including merchant information, acquirer and acceptor numbers, date of transaction, original price, and discount amount. Available in PDF and Excel.

Merchant Fuel Chain Summary

High-level view into spend by merchant chain, including merchant chain information, and average price per unit (PPU), gallons, and spend per merchant. Available in PDF and Excel

Merchant Location Activity

High-level view into spend and transaction volume by individual merchant location, including merchant information, and average price per unit (PPU), gallons, and spend per merchant.

Available in PDF and Excel.

Merchant Spend Trend

High-level view into spend, quantity of product purchased, and transaction volume by account, including percentages of total. Available in PDF and Excel.

Merchant Summary

High-level view into spend and transaction volume by merchant group, including percentages of total. Available in PDF and Excel.

Merchant Top Ten Summary

High-level view into spend and transaction volume of top ten merchants, including percentages of total. Available in PDF and Excel.

Merchant Volume Report

Provides transaction details by merchant code. Includes the merchant code, chain code, invoice number, date, and time, and total fuel and diesel gallons. Use this report to view fuel purchases by each merchant your driver visits.

Net Pricing Charge Report

This report is designed for Loves and Pilot merchants only, and features merchant-based pricing data, including merchant location code, product code, rack city number, rack pricing details, supplier network, created and modified time stamp, and applicable tax rates. Available in Excel only.

Net Pricing Table

View merchant-based pricing data, including merchant location code, product code, rack city number, rack pricing details, supplier network, create and modified time stamp, and applicable tax rates. Available in Excel only.

Proprietary**Active Stops Listing Report**

View all active service center locations that accept Comdata Proprietary cards. This report is intended to help you maintain fuel optimizers and routing programs.

Alternative Fuel Report

View transaction detail for all diesel exhaust fuel (DEF) purchases made on your Comdata proprietary card, including fuel details and product 1, 2, or 3 details. Available in Excel only.

Client by Chain Report

Allows you to query fuel data by each truck stop chain within your network.

Comchek Mobile Details

Report shows information of transaction of transferred funds from one card to another. It includes Load Amounts, Card and User ID information. The report is only available in Excel.

Comdata Hotel Network Details

View posted transaction detail by Account Code or Customer ID. User selects date range. Report shows transaction data including card information, CLC hotel city, state, nights stay and room rate. Only available in Excel.

Driver Settlement by Cardholder Report

View transaction summary and detail by cardholder, including customer information, merchant information, spend per transaction, and description, price and quantity of purchased product. Use this report to provide individual cardholder a total of their transactions. Available in PDF only.

FMRM Audit Report

A list of all changes on your account through Comdata's Fuel Management Relationship Maintenance (FMRM) system. Changes include updates to negotiated custom fees, opened and closed networks, etc. The report displays the field in FMRM that was updated, the old and new value, and the date and time of the change.

Fuel Card Billing Detail Canada

Transactional data for fuel purchases made inside Canada. Shows Merchant, focus discount and product information.

Fuel Card Billing Detail US

Transactional data for fuel purchases made inside the US. Shows Merchant, focus discount and product information.

Mileage Report CDN Proprietary

View mileage information based on posted transactions for fuel purchases made on your Comdata proprietary card, including Miles Driven, CPM and MPG. Available in Excel only.

Pilot Direct Bill Report

Transactional data for fuel purchases made at Pilot locations. Shows Merchant discount and product information.

Reefer Fuel by State

Transaction data for Reefer fuel show by state. Amounts shown by Unit number and by state.

Scales Transaction Report

A list of all weigh scale transaction activity. Use this report to monitor and track your drivers' scale transaction and review a summary of scale activity. Also, use this report to observe your drivers' usage of the CAT Scale Weigh My Truck mobile app.

State Fuel Report

View posted transaction detail by Account Code or Customer ID. User selects date range. Data grouped by state. Data shows net PPG, average fill, and gallons. Only available in Excel.

TMR Individual Transaction Price Detail

View transaction details by card, including card information, merchant information, fuel type, and any other data captured at the time of the transaction. Use this report to find missing transactions or reconcile your account. Available in PDF and Excel.

TMR Individual Transaction Price Summary

View transaction details by date, including card information, merchant information, fuel type, and location of transaction. Available in PDF and Excel.

TMR Transaction Summary Enhanced

View transaction details by card, including card information, merchant information, fuel type, and any other data captured at the time of the transaction. This report is an enhanced version of the standard TMR report. It provides summarized data in different tabs to provide information such as Total by Cust ID and total account spend, cardholder spend summary and detail, gallons and spend by State, Top Merchants, top fueling locations and other information. This report is designed to eliminate multiple reports and the need for the user to manipulate the data. Available in Excel only.

Truck Stop by Unit Report

Displays all truck stop purchases for each of your fleet's units sorted by account code, customer ID, and date range. Data in the report is updated daily in real time.

Purchasing/T & Entertainment

Analytic- Hotel File

View hotel transaction details by cardholder, including card information, merchant information, arrival and departure date (total nights purchased), and room rates (when provided by merchant). Available in PDF and Excel.

Easy Savings Report

View data by either account or by customer id. User selects date range. Report includes merchant name, rebate amount and total amounts. Only available in Excel.

Missing Sales Tax Report

A list of all transactions that did not incur a sales tax. This report contains the same fields as the Transaction Listing Report, but includes only transactions without a sales tax. Use this report to provide missing sales tax data to state tax auditors.

Split Transaction Report

A record of all purchases split between two or more transactions. Use this report to track and monitor split transactions performed by your cardholders. The report will display each transaction involved in the purchase.

T&E Cardholder Activity Summary

View travel and entertainment transaction details by cardholder, including total spend and transaction volume, and spend and transaction volume by airline, hotel, rental car, and other. Available in PDF and Excel.

T&E Cardholder Airline Activity

View air reservation transaction details by cardholder, including card information, merchant information, carrier or service class code, departure and arrival location, and flight number. Available in PDF and Excel.

T&E Cardholder Card Rental

View car rental transaction details by cardholder, including card information, merchant information, rental and return information, and additional rental details (when provided by merchant). Available in PDF and Excel.

T&E Cardholder Hotel Activity

View hotel transaction details by cardholder including card information, merchant information, arrival and departure date (total nights purchased), and room rates (when available). Available in PDF and Excel.

Top Merchant Spend Report

View data by corp code, account code or by customer id. User selects transaction or posted data and date range. Report shows data based on top merchant transactions. Only available in Excel.

SmartQ RFID

Activity Report

View transaction detail by RFID Tag number, including tag information, merchant information, card information and transaction purchasing detail such as product, price per unit, discount and total amount. Available in PDF and Excel.

Card Transaction at RFID Location

View transactions initiated by a card at RFID enabled location. Basic transaction data is provided by allow you to determine what driver initiated the transaction.

Merchant Listing

View current listing of RFID enabled merchants including the merchant's name, address and service center code. Report is available via PDF and Excel.

Tag Listing

View current record information for all RFID tags associated with your account, including unit/trailer tag #, tag type, status, last used date and last card billed. Available in PDF and Excel

Vendor Enrollment

Lost Opportunity

This report shows customers the vendors enrolled in their virtual payments program that have not been issued payments, providing the customer the insight into potential set-up issues in their ERP where enrollment in the card program has not been noted. The report groups vendors that have not been issued payments into the following time frame: 15 to 30 days, 31 to 60 days, 61 to 90 days, or 91 days or more. Available in Excel only.

Mailed Remittance Activity

This report allows AP virtual payments customers who mail payment letters to vendors receiving lower-value payments to track processing of their remittances delivered to vendors via standard U.S. mail along with details on payment amounts, send dates, and vendor processing. Available in Excel only.

PayForYou Unused Card

Provides a record of all unprocessed virtual payments issued using the PayForYou service (i.e., payments issued under PayForYou@comdata.com). It includes vendor contact information to allow you to research and address your unprocessed payments.

Virtual Card**Outstanding Active Cards**

View all issued virtual cards unclaimed by your vendors, including payment information, issued and expiration date, vendor name and code, and variance between dollar amount issued versus used. Available in Excel only.

Unused Virtual Card Report

This report compiles all virtual cards with an unused balance for a selected account code or customer ID. The report shows the top 300 enrollment vendors for the selected industry segment by net payment amount.

VMC Reconciliation Report by Period

View virtual payments by period, including payment information, issued and expiration date, vendor name and code, and variance between dollar amounts issued versus dollar amount used. Use this report to reconcile accounts or find missing transactions. Available in Excel only.

Virtual Card AP Encashment

View details of all virtual payments transactions, including payment information, vendor invoice or PO number, general ledger codes (when applicable), and issued versus dollar amount used. Available in PDF and Excel.

Virtual Card Listing

View details of all your account's issued virtual cards, including payment information, vendor invoice number or PO number, general ledger codes (when applicable), and issued and expiration date. Available in PDF or Excel.