

Appendix 1: Comdata Reconciliation Report Instructions

RUNNING THE RECONCILIATION REPORT

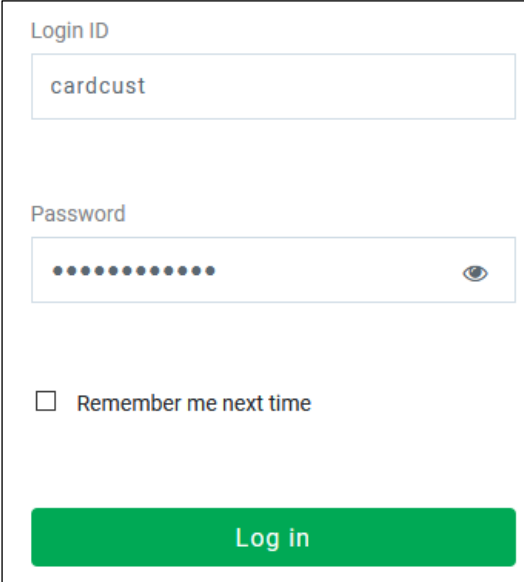
To make copies of the Comdata Reconciliation Report follow the procedures below:

Step 1

Go to: mansfieldfuels.com

NOTE: The Mansfield Energy Corporation manages the billing process for Comdata transactions.

Select **Login** (*Figure 1*). Enter the Mansfield user ID and password. Accounts Payable, Card Services sends this information to the card custodian after training is completed.



The screenshot shows a login interface with the following elements:

- Login ID:** A text input field containing the value "cardcust".
- Password:** A text input field with masked characters (dots) and a visibility icon (an eye) on the right side.
- Remember me next time:** A checkbox that is currently unchecked.
- Log in:** A prominent green button with white text.

Figure 1

Step 2

On the upper left side of the Homepage, select **Reports** (*Figure 2*).

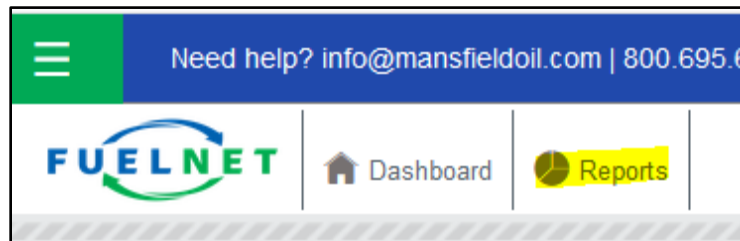


Figure 2

Appendix 1: Comdata Reconciliation Report Instructions

Step 3 Select the report **Detail by Agency** (*Figure 3*).

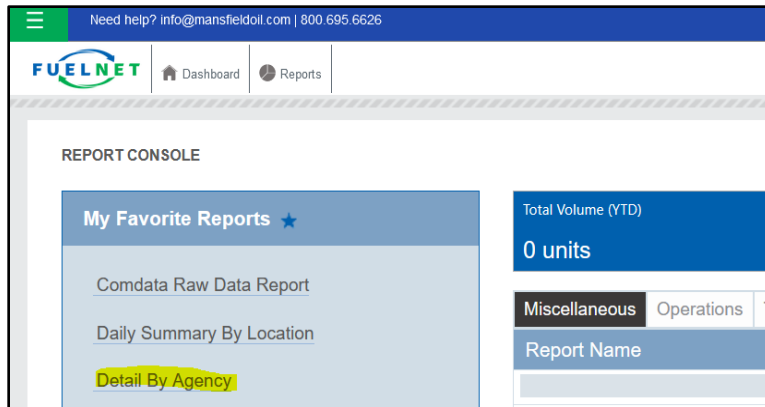


Figure 3

Step 4 In the Report Viewer set-up screen (*Figure 4*):

- Choose a company by selecting the applicable **account code / department name** from the dropdown list.
- Enter the first day of the past month under **Start Date**.
- Enter the last day of the past month under **End Date**.
- Leave the **Date Criteria** at the default setting (Post Dates - Billed).
- Leave the **Choose a Site** and **Filter by Vehicle ID** fields empty.

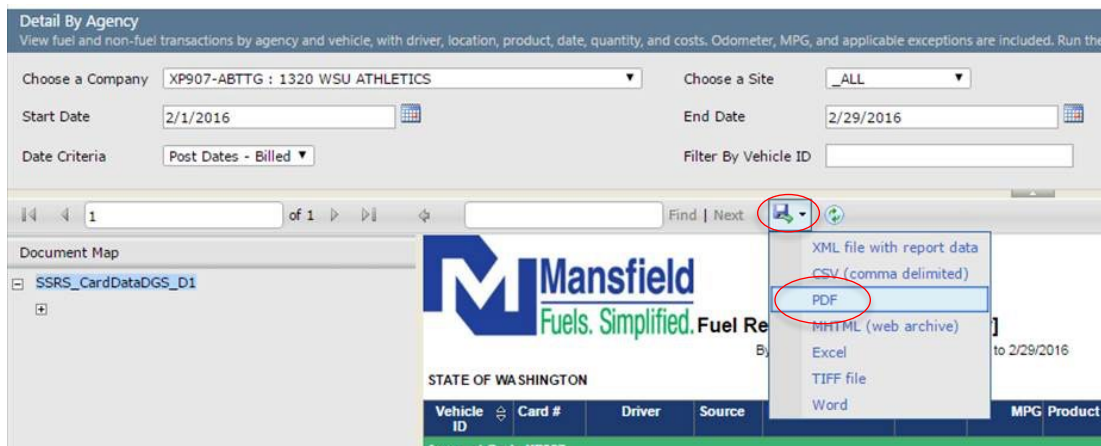


Figure 4

Appendix 1: Comdata Reconciliation Report Instructions

- | **Step 5** Select **View Report**.
- A screen appears indicating that the *Report is Generating*. When the report is complete, a Fuel Report screen appears.
- | **Step 6** To print the Comdata Reconciliation Report:
- From the **Save options** (floppy disk icon) drop down list, select the **PDF** format.
 - In the dialogue box, choose an appropriate location to save the file.
 - Select **Save**.
 - Print a copy for reconciliation to the transaction receipts.
 - When finished, select **Sign Out** and close the web browser.
- | **Step 7** Write the Foundation Data Model (FDM) worktags for each transaction on the Reconciliation Report.
- | **Step 8** Obtain the signature of the expenditure authority(ies) for all of the listed accounts.
- | **Step 9** File the reports and the receipts together. Retain the report and receipt packets for six years after the end of the fiscal year, in accordance with University records retention requirements (see *BPPM 90.01*).