

Appendix 2: Comdata Transaction Detail Report Instructions

RUNNING THE TRANSACTION DETAIL REPORT

To make copies of the Comdata Transaction Detail Report follow the procedures below:

Step 1

Go to: w6.icconnectdata.com/

Enter the Comdata user ID and password. Accounts Payable, Card Services sends this information to the card custodian upon request.

Step 2

From the Menu bar: *(Figure 1)*

- Select **Manage**, then
- Select **Transactions**

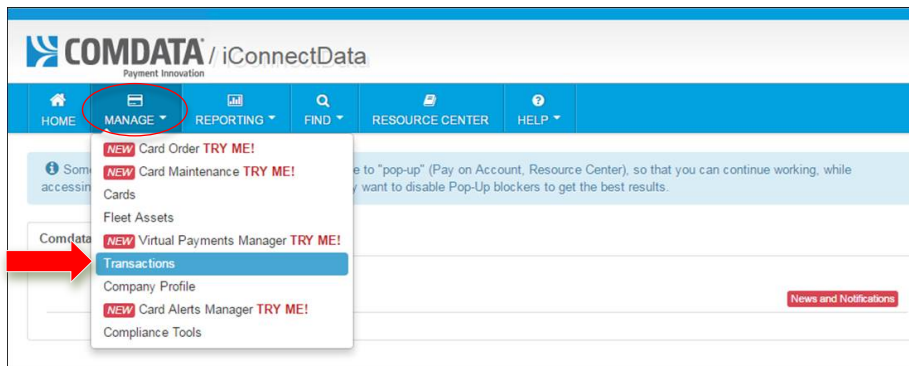


Figure 1

Step 3

From the links on the left side of the screen, select **Real Time Transaction History** *(Figure 2)*.

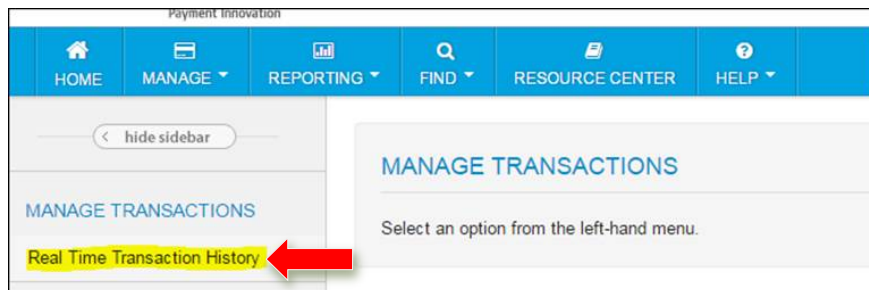


Figure 2

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Step 4

In the Transaction History Search screen (*Figure 3*):

- Select to search by **Card Number**.
- Enter the fuel card number in the **Search Value** field.
- Select the **Start Date** and **End Date** for the transactions to be included in the report.
- Select **Submit**.

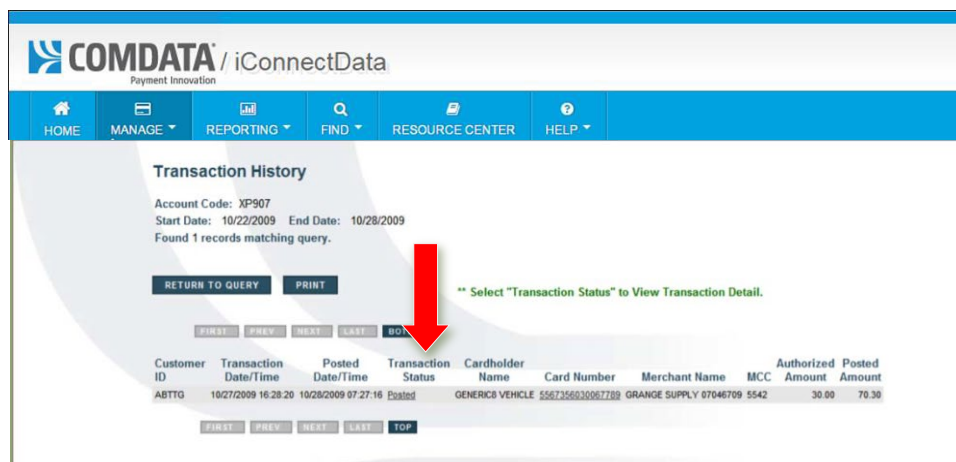


Figure 3

Step 5

In the Transaction History Report Listing screen (*Figure 3*), select **Transaction Status** to view the transaction detail. See [Figure 4](#) for an example of a Transaction Detail Report.

The **Prompted ID** is the PIN number assigned to the card.

The **Original Currency Amount** and the **Transaction Date** match the transaction data on the Comdata (Mansfield Energy) Monthly Reconciliation Report. (See *BPPM 95.37 - Appendix 1.*)

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Transaction Detail

Authorized Detail

Account Code: XP907
 Customer ID: ABZCX
 Corporate Account Code: XN141
 Cardholder Name: GENERIC2 VEHICLE
 Cardholder Card Number: XXXXXXXXXXXXX
 Card Expiration Date: 0512
 Authorized Amount: 30.00
 Local Date (CST): 10/27/2009
 Local Time (CST): 16:28:20
 Transaction ID: 350484
 Employee Name: XXXX XXXXXXXX

Accept ID: 685070467000000
 Accept Location: GRANGE SUPPLY COMPANY PULLMAN WA US
 Merchant Category Code Group: 30001
 Merchant Category Code Number: 5542
 Merchant Category Code Description: FUEL DISPENSER AUTOMATED
 Authorization Method: E
 POS Entry Mode: 090
 POS Entry Mode Description: SWIPED TRANSACTION
 Transaction Country Code: UNITED STATES
 Approval Code: 337074

Posted Detail

Account Code: XP907
 Customer ID: ABZXC
 Corporate Account Code: XN141
 Cardholder Name: GENERIC2VEHICLE
 Cardholder Card Number: XXXXXXXXXXXXX
 Card Expiration Date: 0512
 Original Currency Amount: 70.30
 US Currency Amount: 70.30
 Transaction Date: 10/27/2009
 Merchant Name: GRANGE SUPPLY 07046709

Merchant Address: 975 EAST MAIN ST
 Merchant City: PULLMAN
 Merchant State/Zip: WA 99163-0000
 Merchant Category Code Group: 30001
 Merchant Category Code Number: 5542
 Merchant Category Code Description: FUEL DISPENSER AUTOMATED
 Posted Amount: 70.30
 Posted Date: 10/28/2009
 Posted Time: 07:27:16
 Posted Control Number: 190882
 Posted Message Number: 0

Figure 4