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.iconnectdata.com/

Enter the Comdata user ID and password. Accounts Payable 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
Appendix 2: Comdata Transaction Detail Report Instructions

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.

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.)
Appendix 2: Comdata Transaction Detail Report Instructions

Transaction Detail

Authorized Detail
- Account Code: XP907
- Customer ID: ABZXC
- Corporate Account Code: XN141
- Cardholder Name: GENERIC2 VEHICLE
- Cardholder Card Number: XXXXXXXXXX
- Card Expiration Date: 05/12
- Authorized Amount: 30.00
- Local Time (CST): 16:28:20
- Employee Name: XXXX XXXXXXX

Accepted ID: 650484

Posted Detail
- Account Code: XP907
- Customer ID: ABZXC
- Corporate Account Code: XN141
- Cardholder Name: GENERIC2 VEHICLE
- Cardholder Card Number: XXXXXXXXXX
- Card Expiration Date: 05/12
- 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
- Approval Code: 337074

-Posted Amount: 70.30
- Posted Date: 10/28/2009
- Posted Time: 07:27:16
- Posted Control Number: 190882
- Posted Message Number: 0

Figure 4