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, 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](image1.png)

Step 3
From the links on the left side of the screen, select Real Time Transaction History (Figure 2).

![Figure 2](image2.png)
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.

![Figure 3](image)

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
- Corporate Account Code: XN141
- Cardholder Name: GENERIC2 VEHICLE
- Card Expiration Date: 05/12
- Authorized Amount: 30.00
- 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
- Authorization Method: E
- Approval Code: 337074
- Cardholder Card Number: XXXXXXXXXX
- Card Expiration Date: 05/12
- Authorized ID: 350484
- Employee Name: XXXX XXXXXXXX
- Local Date (CST): 10/27/2009
- Local Time (CST): 16:28:20
- Transaction Country Code: UNITED STATES
- Prompted ID: 350484
- Employee Name: XXXX XXXXXXXX

Posted Detail
- Account Code: XP907
- Corporate Account Code: XN141
- Cardholder Name: GENERIC2 VEHICLE
- Card Expiration Date: 05/12
- Original Currency Amount: 70.30
- US Currency Amount: 70.30
- Transaction Date: 10/27/2009
- Transaction Country Code: UNITED STATES
- Posted Control Number: 190882
- Posted Message Number: 0
- Merchant Name: GRANGE SUPPLY 07046709
- Merchant Address: 975 EAST MAIN ST
- Merchant City: PULLMAN
- Merchand State/Zip: WA 99163-0000
- 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
- Transaction Date: 10/27/2009

Figure 4