

Step by Step Instructions for Running Comdata Monthly Reconciliation Report

Log in to <http://www.mansfieldoil.com/> using your MANSFIELD userID and password received via email.

On the menu Look for **Reports**
Click on **Transaction Reports**
Choose the report **Detail By Agency**

Here's what the set up screen looks like:

INSTRUCTIONS FOR SET UP SCREEN

Choose a Company: find your account code in the dropdown box. (ie ABTXX)	Choose a Site – leave empty	Scroll to the right and Click on View Report
Start Date Enter first day of past month	End Date Enter last day of the past month	
Date Criteria leave it at the default, Post Dates - Billed	Filter by Vehicle ID - leave empty	

You will see indication that the **Report is Generating**. It takes a few seconds, then you'll see this screen:

INSTRUCTIONS FOR PRINTING

Click on dropdown arrow
by **Select a Format**

Scroll down and choose **Acrobat (PDF)**

Click on the **Export** link
(NOT the printer icon!)

A box will appear to ask if you want to OPEN or SAVE

Click **OPEN**

- Print a copy for reconciliation to receipts.
- Write budget/project coding on the report for each transaction.
- Obtain signature of expenditure authority for all accounts.
- File reports and receipts together for retention.