

How Do I Process a Comcheck?

Understanding the Fleet Check Process

Fleet checks are used to pay for diesel transactions, fuel and / or cash advances. Handle fleet check transactions as if you are cashing a check. Customers can come in with a fleet check or may request a fleet check from you by name.

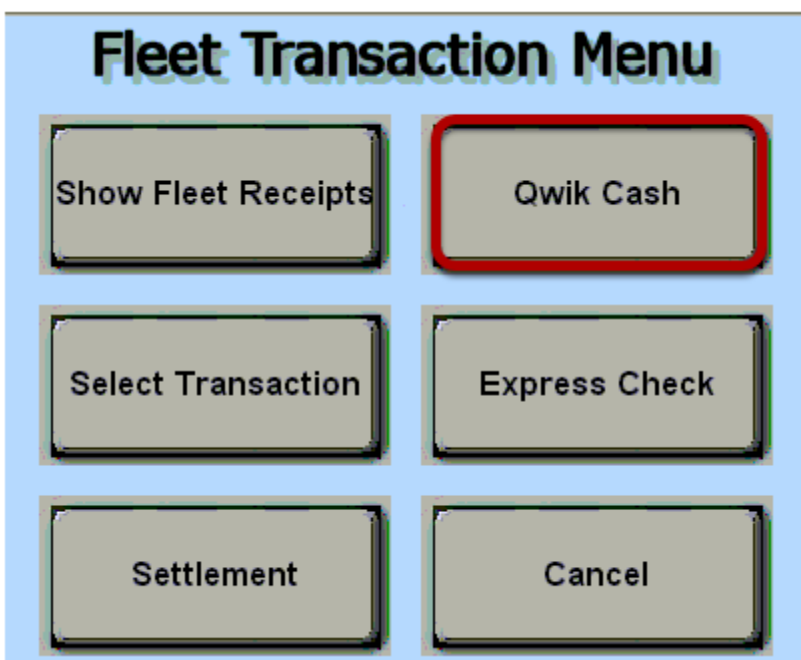
You will begin the process by ensuring the customer has completed all blank spaces, except the authorization number. Ask the customer to endorse the back of the check. Then ask for the customer's government issued ID to verify that the name in the "Pay to the Order of" field and any other identification information filled out on the fleet check match the information on the ID. Be sure to compare the endorsement signature to the ID as well.

Fleet Menu



Touch the "**Fleet Menu**" button.

Qwik Cash



Touch the **"Qwik Cash"** button.



Touch the **"Comchek"** button.

Comchek

A screenshot of a "Comchek" draft form. The form has a light blue background with a wavy pattern. At the top left is the "COMDATA" logo. To its right is the "Comchek" logo with "Comdata Network, Inc." underneath. In the top right corner is a box containing ten zeros. Below the logos are fields for "Pay to the order of", "Date", "The sum of", and "Dollars". A red box on the left contains the text "DO NOT CASH BEFORE CALLING" and "AUTHORIZATION NUMBER". To its right is a "Company" field. Below these are fields for "CARD NO. OR EXPRESS CODE", "PAYEE'S HOME PHONE NUMBER", "STATE", and "IDENTIFICATION NUMBER". A red box at the bottom left contains an important note: "IMPORTANT: THIS DRAFT WILL NOT BE HONORED WITHOUT GOVERNMENT ISSUED PHOTO IDENTIFICATION BEING RECORDED TO THE RIGHT. (SEE REVERSE SIDE FOR EXAMPLES)". To the right of this note is a signature of Brett Rodewald, President. At the bottom right, there is a note: "NOTE: This draft is not valid and will not be honored without obtaining an authorization number before cashing or accepting for payment. To obtain this number, call 800-741-3030 VOID AFTER 180 DAYS OF ISSUANCE". At the very bottom of the form is a series of zeros and a barcode-like pattern.

The customer can come in with a prefilled paper check or an express code.

If the customer comes in with only an express code, they can fill out a blank check. The customer must then call Comdata to have the express code registered to the check.

The image shows a software interface titled "Comchek" on a light blue background. A red rectangular box labeled with a circled "1" encloses three input fields: "Check Amount:", "Check Number:", and "Unit Number:". Below this box, a green button labeled "OK" and a pink button labeled "Cancel" are shown. A second red rectangular box labeled with a circled "2" encloses the "OK" button.

(1) Fill out the following blanks

Pluschek Amount - Type the amount listed on the check

Pluschek Number - Type the check number listed on the top of the check

(2) Touch the **"OK"** button.

Check Authorization

If authorization is successful, a receipt will print out with the dollar amount and authorization code. Print the authorization code provided into the authorization code box on the paper check.

The customer can now take the authorized dollar amount as a cash advance, purchase fuel, or both.

Save the paper check for deposit.

Failure



Enter Billing Company Approval String.
** WARNING ** - You MUST call Billing
Company for Approval.

OK Cancel

If the authorization fails, then the following error screen will appear. At this point you must call the billing company for approval. Once you receive a voice authorization code from the billing company, type the approval number using the keyboard and then touch the **"OK"** button.