Reporting – User Guide

As a cardholder, you can access information on your account through the reporting function.

Basic Steps - To set up your report, you must set parameters in three main areas: Select a report to run

- Criteria (date range, merchant name, account criteria, transaction amounts)
- Sorting parameters
- Output parameters (pdf, excel or browser)

All Access Online reports are parameter-driven and have different parameters based on the data available for each report.

Click "Transaction Detail"

On the *Navigation Bar*, click the **Reporting** link then select **Financial Management.**

Area for setting general filtering criteria, such as date range and transaction status Fields for setting sorting parameters Report output

Fields for setting sorting parameters

Report output parameters

Grouping and Break/Subtotal parameters.

click on the "Run Report" button.

Setting your Report Parameters:

Reports have common parameters that you need to set, such as date range. Reports also have criteria unique criteria. By setting these parameters, you configure your report the way you want to by selecting to include the data that you want and filtering out the data that you do not want.
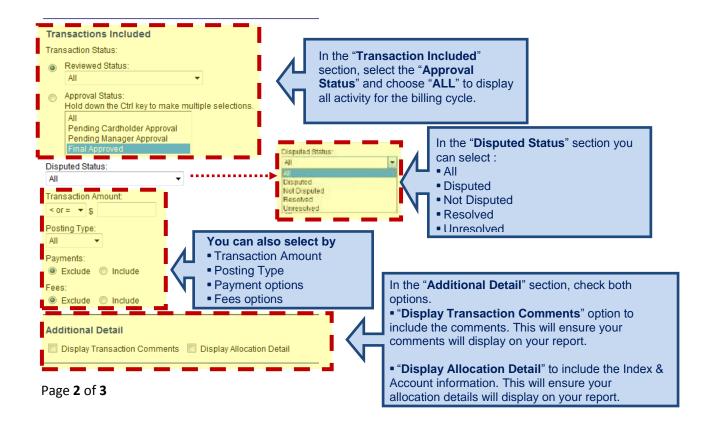
Date Range

Choose the date type for transactions you want to include in the date range you select in the next step.

1. Select the *Cycle End Date Range* radio button to include transactions within the billing cycle you choose in the next step. The cycle date is the cycle end date. **–Or–**

2. Select the *Calendar Month Range* radio button to include transactions within a specific month that you choose in the next step. **–Or–**

3. Select *Posting Date Range* radio button to include transactions with a posting date in the range you choose in the next step. The posting date is the date the transaction posted in the bank's payment processing system. **–Or–**

4. Select the *Transaction Date Range* radio button to include transactions with a transaction date in the range you choose in the next step. The transaction date is the date on which the transaction occurred.

5. Specify the start and end date:

a. Type the date in **MM/DD/YYYY** format.

–Or–

b. Click the **Calendar** icon to select a date.

To select a single cycle, select the same month and year for the report's beginning and ending date. Since the cycle selection is the cycle end date, this action gives you one cycle.

If you are set up for bi-weekly billing, you can select the *Enable Cycle Day* checkbox and enter a specific date.

In the "**Transaction Included**" section, select the "**Approval Status**" and choose "**ALL**" to display all activity for the billing cycle.

In the "**Disputed Status**" section you can select :
- All
- Disputed
- Not Disputed
- Resolved
- Unresolved

You can also select by
- Transaction Amount
- Posting Type
- Payment options
- Fees options

In the "**Additional Detail**" section, check both options.
- "**Display Transaction Comments**" option to include the comments. This will ensure your comments will display on your report.

- "**Display Allocation Detail**" to include the Index & Account information. This will ensure your allocation details will display on your report.

1. To filter by merchant name:

   a) Select the *Merchant Names* radio button.
   b) Type the complete merchant name or at least three characters of the merchant name in the *Merchant Names* field.
   c) Click the **Add** button. The report will include all merchants with the first three letters that match the letters you typed

You can also filter your report by accounting code or alternate accounting code (Index and account expense).

1. To filter your report by accounting code:
   a) Select the *Accounting Code* radio button.
   b) Type a full or partial accounting code in the *Accounting Code* field.
2. To filter your report by AAC:
   a) Select the *Alternate Accounting Code Name* radio button.
   b) Type a full or partial AAC name in the in the *Alternate Accounting Code Name* field.

Sort Report By

Account Name	Trans Date	No Sort	No Sort
○ Ascending Order	○ Ascending Order	○ Ascending Order	○ Ascending Order
○ Descending Order	○ Descending Order	○ Descending Order	○ Descending Order

Select the various option to sort your report output.

Report Output

PDF

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

Report Output

PDF
- Active Report
- Browser
- Excel
- PDF

Select your output preference.

Group Report By — CARDHOLDER VIEW:

Account Number:
4485590101390298

As a "Cardholder" your account number will populate automatically in this area. If you have a Purchase Card and a Travel card both will be displayed.

Group Report By

○ Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

Search for Position or Add Multiple

○ Account Number(s) *
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

Search for Accounts

APPROVER VIEW:

As an "Approver" you can report on all Purchase Cards or Travel Cards by division hierarchy or the individual card members by choosing the "Account Numbers" option.

Break/Subtotal Level

- No Break/Subtotal -

Page Break:
○ Yes   ● No

Note: Page Break is applicable only if a Break/Subtotal Level is chosen.

[Run Report]   [Reset]

Click on "**Run Report**"