

# Company Standard Reports Guide

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# Introduction

The reporting system provides flexible report and export generation for users of all types.

- Content can include merchant and transaction data, including transaction splits, transaction accounting codes, and custom data fields from your card management system.
- Output format is completely configurable, and custom formats can be defined on a field-by-field basis.
- Filters can be defined to restrict output to selected transactions.
- Output can be sorted on up to three fields.
- Parameters describing a report's fields, format, filters, and sorting preferences are encapsulated in a report that you can reuse, copy, and modify as needed. To generate a report, you just select an existing report and schedule it.
- Reports can be scheduled for one-at-a-time generation or for repeated generation at regular intervals.

## Access to Reporting Features

Access to reporting features is governed by the same application controls that govern access to screens such as the Account Summary and Transaction Summary.

### Access Governed by Site Configuration and User Authorities

Access to reporting features is enabled or disabled through the Issuer Site Configuration, Program Options, and the Company Site Configuration.

User access to reporting functions may be further enabled or disabled through user templates.

### Access for Users of All Types

Reports may be available to users of all types, subject to authorities granted to the users in user templates.

### Access to All Levels of the Reporting Structure

A user can run reports against any reporting entity to which they normally have access. For example, a company administrator can run reports against the company and all org

points and accounts within the company. A cardholder can run reports only against their own account.

### Site-Specific Exports

Your site may also provide reports not included in this document. Contact your administrator for more information.

## Currency Conversion

Some reports can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run reports for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended to the report. Only the rates used for the report are shown.

The reports that support currency conversion are:

- Airline Summary
- Card Program Analysis
- Global MCC Summary
- Global Program Summary
- Global Top Merchant Summary
- Lodging Chain and Summary
- Spend Analysis by Merchant
- Spend Analysis by Merchant Category
- Spend Analysis by Transaction Category

# Account Activity Spending Alerts Report

This report displays spending alerts for the reporting period. The report is available only for companies whose Company Site Configuration specifies **Advanced** spending alerts. To generate a spending alerts report for companies configured for **Basic** spending alerts, see [“Spending Alerts Report”](#) on page 53.

If the **Alert Level Assignment** program setting is **Company**, the report is available to users at the CPA level and higher. If the **Alert Level Assignment** program setting is **Account**, the report is available to all users.

The report contains sections for the definitions appearing in the alert configuration:

- Company Level Alerts
- Org Point Level Alerts. This section may be repeated if alerts exist for more than one org point.
- Account Level Alerts. This section may be repeated if alerts exist for more than one account.
- Entity Exclusions

Credit limit alerts and point of service alerts are reported only if enabled in the Company Site Configuration.

If no alerts have been triggered for a specific, defined spending alert, the message **No Activity for Specified Criteria** appears in the section.

For monthly alerts, a month is defined as a calendar month.

For weekly alerts, a week is defined as Monday through Sunday (inclusive).

When scheduling this report, you can specify the date range in terms of either the posting date or the transaction date. In either case, however, the alerts are evaluated using the transaction date.

If a reporting entity has been added to the Exclusions section, no entities residing under that reporting entity will be included in spending alerts reports, even if alerts are configured for them.

Spending alerts reports include only merchant transactions. Adjustments and non-card transactions are not included.

The date range is limited to 32 days.

Account Activity Spending Alerts			
Posting Date:10/01/2005 - 10/30/2005			
<b>ALICE D HOWELL XX-9246</b> <b>MOUNTAIN INTERNATIONAL</b> <b>9378 MADISON AVE</b> <b>NEW YORK, NY 39816 USA</b>			<b>COMPANY REPORTING</b>  <b>Account Level Alerts</b>
<b>SPENDING VELOCITY ALERT</b>			
Single Transaction Amount >= 50.00 (As of 10/30/2005)			
Transaction Date	Posting Date	Merchant Name	Transaction Amount
10/15/2005	10/17/2005	HOLIDAY INNS, 365 WELL DR, CLEARWATER, FL 32819	109.38
Total Daily Number of Transactions >= 1 (As of 10/30/2005)			
Transaction Date	Posting Date	Merchant Name	Transaction Amount
10/19/2005	10/21/2005	CHARLOTTE DOUGLASS INT, 897 NEWTON PLACE, CHARLOTTE, NC 28208	23.00
10/19/2005	10/21/2005	TEXACO INC 24683220116, 1600 CLARION ROAD, TAMPA, FL 33605-3208	9.00
Total Count : 2			Total Amount : 32.00
10/16/2005	10/17/2005	PEABODY HOTEL ORLANDO, 798 PALM ST, ORLANDO, FL 32819	46.00
Total Count : 1			Total Amount : 46.00
10/15/2005	10/17/2005	HOLIDAY INNS, 365 WELL DR, CLEARWATER, FL 32819	109.38
Total Count : 1			Total Amount : 109.38
Total Monthly Number of Transactions >= 2 (Month To Date for (10/01/2005 - 10/30/2005) October 2005)			
Transaction Date	Posting Date	Merchant Name	Transaction Amount
10/19/2005	10/21/2005	CHARLOTTE DOUGLASS INT, 897 NEWTON PLACE, CHARLOTTE, NC 28208	23.00
10/19/2005	10/21/2005	TEXACO INC 24683220116, 1600 CLARION ROAD, TAMPA, FL 33605-3208	9.00
10/16/2005	10/17/2005	PEABODY HOTEL ORLANDO, 798 PALM ST, ORLANDO, FL 32819	46.00
10/15/2005	10/17/2005	HOLIDAY INNS, 365 WELL DR, CLEARWATER, FL 32819	109.38
Total Count : 4			Total Amount: 187.38
<div> <div>Page 22 of 23</div> <div>Run Date : 10/10/2007</div> </div> <div>System Test User (SYSADMIN, Smart Data System Administrator)</div>			

# Account Maintenance Request – Detail

The account maintenance request feature allows a company to notify an issuer when a new account needs to be added or an existing account needs to be updated. Changes may include name, address, credit limit or cash advance limit.

This report displays details of the pending change requests. The report sorts by Date Submitted, Company Name and User Name.

CPA users and above can access this report. The report is in the Excel format.

A	B	C	D	E	F	G
<b>Demo Company #5</b> <b>1 MAIN ST</b> <b>AVON LAKE,OH 44012-1145 USA</b>						
Request ID	Requestor	User ID	Company	Company Number	Original Request Date	Request Type
104	LMCUSTSER5	LMCUSTSER5	Demo Company #5	99905	Jul 23, 2010 1:01 PM	New
105	LMCUSTSER5	LMCUSTSER5	Demo Company #5	99905	Jul 23, 2010 1:46 PM	Account Maintenance
106	CPAERM5	CPAERM5	Demo Company #5	99905	Jul 23, 2010 1:49 PM	New
107	CPAERM5	CPAERM5	Demo Company #5	99905	Jul 26, 2010 2:41 PM	New
108	CPAERM5	CPAERM5	Demo Company #5	99905	Jul 26, 2010 3:00 PM	Account Maintenance
109	CPAERM5	CPAERM5	Demo Company #5	99905	Jul 26, 2010 3:01 PM	Generic
114	CPAERM5	CPAERM5	Demo Company #5	99905	Aug 3, 2010 8:41 AM	Account Maintenance
115	CPAERM5	CPAERM5	Demo Company #5	99905	Aug 3, 2010 2:38 PM	Account Maintenance
119	CPAERM5	CPAERM5	Demo Company #5	99905	Aug 24, 2010 12:56 PM	New
120	CPAERM5	CPAERM5	Demo Company #5	99905	Aug 24, 2010 12:57 PM	Account Maintenance
121	CPAERM5	CPAERM5	Demo Company #5	99905	Aug 24, 2010 12:58 PM	Generic



# Account Maintenance Request – Summary

The account maintenance request feature allows a company to notify an issuer when a new account needs to be added or an existing account needs to be updated. Changes may include name, address, credit limit or cash advance limit.

This report displays a summary of pending change requests. The report sorts by Date Submitted, Company Name and User Name.

CPA users and above can access this report. The report is in the Excel format.

Account Maintenance Request - Summary Report				
Created Date: 06/27/2010 - 07/26/2010				
<b>Demo Company #5</b> <b>1 MAIN ST</b> <b>AVON LAKE, OH 44012-1145 USA</b>				
Request ID	Created Date	Requestor/Company		Request Summary
<a href="#">103</a>	7/23/2010	User ID:	AGMERM5	General request
		Company:		
		Company Number:		
<a href="#">104</a>	7/23/2010	User ID:	LMCUSTSER5	New Card Request
		Company:		
		Company Number:		
<a href="#">105</a>	7/23/2010	User ID:	LMCUSTSER5	Account Number: XX-1715
		Company:	Demo Company #5	CALEB WRIGHT
		Company Number:	99905	AVON LAKE, OH USA 44012-1145
<a href="#">106</a>	7/23/2010	User ID:	CPAERM5	New Card Request
		Company:		
		Company Number:		
<a href="#">107</a>	7/26/2010	User ID:	CPAERM5	New Card Request
		Company:		
		Company Number:		
<a href="#">108</a>	7/26/2010	User ID:	CPAERM5	Account Number: XX-1590
		Company:	Demo Company #5	ANNA LOPEZ
		Company Number:	99905	AVON LAKE, OH USA 44012-1145
<a href="#">109</a>	7/26/2010	User ID:	CPAERM5	General request
		Company:		
		Company Number:		
Page 1 of 1 Run Date: 07/27/2010 CPAERM5 (CPAERM5, Company Program Administrator)				

# Account Statement Report

This report provides detailed spending information for any accounts that had merchant-initiated adjustments or transactions during the reporting period.

The report also includes a summary for all reported accounts. The summary includes totals for each account and totals for all accounts together. An account appears in the summary only if a statement was generated for it on the report.

The Total for Reporting Period is the sum of the Transaction Amounts displayed in the Transactions and Adjustments sections.

Results are sorted by account name.

Account Statement Report					
Posting Date: 12/17/2000 Thru 01/15/2007					
IRIS JACOBS CCI - SALES			350 EAGLE LANE SEATTLE, WA 98109 USA XXXX-XXXX-X415-1006		
Transaction Date	Posting Date	Acquirer Reference Number	Description	Address	Amount
08/17/2005	08/19/2005	ACQREF139467	OFFICE DEPOT (LOC: #1122)	4500 MAIN USA	279.93
08/29/2005	08/29/2005		MISCELLANEOUS CHARGE		(14.60)
08/29/2005	08/29/2005		MISCELLANEOUS CHARGE		(13.20)
09/05/2005	09/06/2005	ACQREF745555	SEASONS	25148 KICKERS WAY USA	177.37
09/05/2005	09/06/2005	ACQREF745555	OFFICE DEPOT #12	45 CATTLEMANS WAY USA	112.37
09/17/2005	09/19/2005	ACQREF139467	OFFICE DEPOT (LOC: #1122)	4500 MAIN USA	274.74
Total Amount					816.62

# Account Statement Report (version 2)

This report is similar to a cardholder account statement. The report includes transaction information sorted by account, and multiple statements can appear on the same report. Cardholder users and above can run this report.

The report also includes a summary for all reported accounts. The summary includes totals for each account and totals for all accounts together. An account appears in the summary only if a statement was generated for it on the report.

The Report Totals is the sum of the Transaction Amounts displayed in the Transactions and Adjustments sections.

Results are sorted by account name.

Account Statement							
Posting Date:11/02/2009 - 12/22/2009							
JULIET BURKE XX-0005				5 MAIN ST KENSWORTH, CT 584563 USA			
Posting Date	Transaction Date	Description	Location	Country	Original Amount	Conversion Rate	Amount
12/17/2009	12/15/2009	SOUTHWEST AIRLINES Passenger Name: From: SMF From: LAS	KENSWORTH, CT LVL5 PT To: LAS To: SMF	UNITED STATES Ticket Type:	306.60	1.00	306.60
12/09/2009	12/06/2009	HAMPTON INN HOTELS Guest Name: Total Room Nights:	KENSWORTH, CT LVL5 LG 3.00	UNITED STATES Folio Number: Room Rate:	369.51 270269 321.30	1.00	369.51
11/29/2009	11/27/2009	AVIS RENT A CAR Renter Name: Daily Rate:	KENSWORTH, CT LVL5 VR 0.00	UNITED STATES Agreement #: Days Rented:	555.00 685544204 0.00	1.00	555.00
11/25/2009	11/25/2009	ADECCO	KENSWORTH, CT	UNITED STATES	1,024.51	1.00	1,024.51
12/07/2009	12/01/2009	PTS TO 8173038197	KENSWORTH, CT	UNITED STATES	11.34	1.00	11.34
Total Amount							2,266.96
Page 14 of 15							
Run Date :12/23/2009							

**Account Statement**

Posting Date:11/02/2009 - 12/22/2009

**International Communications**  
**55 Sixth Avenue**  
**Suite 130, 50th Floor**  
**New York, NY 10012 USA**

Account Name	Transaction Count	Transaction Amount	Adjustment Count	Adjustment Amount	Total Count	Total Amount	Current Statement Date	Statement Balance	Previous Statement Balance	Payment Amount Due	Payment Due Date	Last Payment Amount	Last Payment Made
BEN LINUS	27	9,813.15	0	0.00	27	9,813.15	12/08/2009	0.00	0.00	0.00	12/08/2009	0.00	12/08/2009
DANIEL FARADAY	15	7,942.04	0	0.00	15	7,942.04	12/09/2009	0.00	0.00	0.00	12/09/2009	0.00	12/09/2009
HUGO REYES	15	6,982.04	0	0.00	15	6,982.04	12/20/2009	0.00	0.00	0.00	12/20/2009	0.00	12/20/2009
JACK SHEPARD	28	14,084.49	0	0.00	28	14,084.49	12/05/2009	0.00	0.00	0.00	12/05/2009	0.00	12/05/2009
JAMES FORD	14	4,506.67	0	0.00	14	4,506.67	12/18/2009	0.00	0.00	0.00	12/18/2009	0.00	12/18/2009
JAMES FORD	5	2,266.96	0	0.00	5	2,266.96	12/20/2009	0.00	0.00	0.00	12/20/2009	0.00	12/20/2009
JULIET BURKE	5	2,266.96	0	0.00	5	2,266.96	12/07/2009	0.00	0.00	0.00	12/07/2009	0.00	12/07/2009
<b>Report Totals</b>	<b>109</b>	<b>47,862.31</b>	<b>0</b>	<b>0.00</b>	<b>109</b>	<b>47,862.31</b>							



# Accounting Code Detail Report

This report lists transactions by cardholder and details cost allocation data that has been applied to the transactions.

The report can be filtered based on the transaction reviewed/approved status.

The report can be filtered to exclude splits. Splits are identified by (S). If splits are included, the parent transaction is not included in the report.

The report can be filtered to exclude non-card transactions.

The report can be filtered on adjustments if the **Allow Cost Allocation of Adjustments** program settings is set to **Yes**.

Accounting Code Detail				
Posting Date:10/01/2005 - 10/30/2005				
ANNIE MALONE MOUNTAIN SOFTLINES XX-5624 Internal Accounting Code : AC841512			9378 MADISON AVE NEW YORK, NY 39816 USA	
Posting Date	Transaction Date	Description		Expense Amount
10/13/2005	10/09/2005	MICHAELS STORES, INC.		78.47
Expense Description		jjk		
<u>Accounting Codes</u>				
F1 :	Upload2	F2 :	01/01/05 F3 : 31	
10/20/2005	10/17/2005	CAFE DEL RAY #16		235.10
Expense Description				
<u>Accounting Codes</u>				
F1 :	Upload4	F2 :	04/04/05 F3 : 34	
10/20/2005	10/19/2005	THE WAREHOUSE		90.00
Expense Description				
<u>Accounting Codes</u>				
F1 :	Upload4	F2 :	04/04/05 F3 : 34	
10/20/2005	10/20/2005	CRATE & BARREL		21.92
Expense Description				
<u>Accounting Codes</u>				
F1 :	Upload2	F2 :	02/02/05 F3 : 32	
10/22/2005	10/19/2005	SKY HARBOR PARKING		27.00
Expense Description				
<u>Accounting Codes</u>				
F1 :	Upload2	F2 :	02/02/05 F3 : 32	
10/22/2005	10/20/2005	COST PLUS W 01005503		506.52
Run Date :10/10/2007 (BO Report - System User)				
Page 1 of 26				

# Accounting Codes Analysis Report

In this report, merchant transactions are grouped into spending categories for accounting codes.

For an account the report displays the account name and number, the reporting period, and the accounting code name and value.

The report displays transactions filtered on accounting codes and grouped by account and spending/transaction category.

Transaction details are grouped by spending category. If the transaction has splits, the split description is displayed with the corresponding amount.

Results are sorted by account name.

Results can be filtered on accounting code scheme, if more than one exists, and on accounting codes.

Accounting Code Analysis						
Posting Date: 12/01/2006 Thru 12/31/2006						
PEARLA PRICE LMI - CENTRAL DIVISION				79 LOST BLVD EASTTOWN, MA 01931 USA XXXX-XXXX-XXXX-1004		
Transaction Date	Posting Date	Merchant Category Code	Merchant Category Name	Merchant	Location	Transaction Amount
Department : Admin						
<b>Airline</b>						
12/03/2006	12/04/2006	3058	DELTA	DELTA	CHARLOTTE, NC	278.00
<b>Total</b>						<b>278.00</b>
<b>Lodging</b>						
12/24/2006	12/24/2006	3501	HOLIDAY INNS	HOLIDAY INNS	CLEARWATER, FL	145.23
<b>Total</b>						<b>145.23</b>
<b>Retail Services</b>						
12/18/2006	12/19/2006	5943	OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES	SEASONS	HOUSTON, TX	51.22
12/18/2006	12/19/2006	5943	OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES	Split: Split - Row 1 SEASONS	HOUSTON, TX	51.22
Split: Split - Row 2						
<b>Total</b>						<b>102.44</b>
<b>Vehicle Related</b>						
12/15/2006	12/17/2006	5542	FUEL DISPENSER, AUTOMATED	EXXON USA 9143927086	CHARLOTTE, NC	22.68
<b>Total</b>						<b>22.68</b>
<b>Total</b>						<b>548.35</b>
<b>Account Total</b>						<b>548.35</b>

This report is designed for smartdata.gen2 Business and Corporate users.

# Airline Summary Report

This report groups airline transactions in airline merchant categories.

For each airline merchant category, the report displays the following details.

## Airline Summary Report Fields

Field	Description
Carrier Name	Merchant Category Description
Count	Total Number of Transactions
Debits Amount	Sum Of Debit transactions amount
Credits Amount	Sum Of Credit transactions amount
Total Amount	Sum of Debit and Credit transactions amount
Amount % of Total	Total Amount (Debit Amount + Abs. value of Credit Amount) / Abs. Total (Debit total + Abs. value of Report Credit Total) * 100
Average Amount	Total Amount/Total Transactions

Airline merchants are those having a Merchant Category Code that starts with 30, 31, or 32.

Results are sorted by carrier name.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

Airline Summary						
Posting Date: 12/01/2006 Thru 12/31/2006						
<b>LANDMARC MILLING INC</b> <b>LMI</b> <b>22 WILY LANE</b> <b>SOMERVILLE, MA 01931 USA</b>						
Carrier Name	Count	Debits Amount	Credits Amount	Total Amount	Amount % Of Total	Average Amount
DELTA	1	278.00	0.00	278.00	100.00	278.00
<b>Totals</b>	<b>1</b>	<b>278.00</b>	<b>0.00</b>	<b>278.00</b>		<b>278.00</b>



# Approver Summary Report

In this report, approvers for the reporting period are identified, and information about their assigned transactions is summarized. For each approver, the report specifies:

- Total **Count** for **Accounts** and **Transactions**
- Number of transactions **Reviewed**
- Number transactions not **Reviewed**
- Number of transactions **Approved**
- Number transactions not **Approved**

Approver Summary									
Posting Date:01/01/2008 - 01/31/2008									
International Communications 2 Headquarters 55 Sixth Avenue Suite 130, 50th Floor New York, NY 10012 USA									
ORG POINT SUMMARY									
User Name	User ID	Email Address	Last Login Date	Count		Reviewed		Approved	
				Accounts	Transactions	Yes	No	Yes	No
REPORTS TO : International Communications 2 Headquarters									
Leslie Walker	LEE2222	lw@ic.com	10/17/2008	5	28	7	21	8	20

# Card Program Analysis Report

This report summarizes account and transaction activity for the reporting period. The report has the following sections:

- The **Account Activity** section reports the number of accounts that have been active and inactive during the reporting period. An account is considered active if there are transactions, adjustments, or cash transactions.
- The **Account Status** section summarizes the number of cards by status.
- The **Transaction Type** section summarizes transactions by transaction type.
- The **Transaction Amount** section summarizes transactions by amount range.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

Card Program Analysis			
Posting Date:09/01/2005 - 10/30/2005			
SS VIEW GLASS			
SVG			
9378 MADISON			
MOUNTIAN VIEW, CA 94043 USA			
Account Activity Summary			
Accounts With Activity	17		
Accounts Without Activity	7		
Total	24		
Account Status Summary			
Cards with Active Status	24		
Cards with Inactive Status	0		
Total	24		
Transaction Type Summary			
	Count	Amount	Average Amount
Credits	7	(1,157.95)	(165.42)
Debits	136	11,035.70	81.14
Total	143	9,877.75	(84.28)
Adjustments	1	(17.60)	
ATM/Cash Advances	3	170.59	
Transaction Amount Summary			
Range	Count	Count % of Total	
< 0.00	8	5.44	
0.00 - 99.99	110	74.83	
100.00 - 199.99	12	8.16	
200.00 - 299.99	9	6.12	
300.00 - 399.99	1	0.68	
400.00 - 499.99	3	2.04	
> 500.00	4	2.72	
Total	147	100.00	
Run Date :10/11/2007			
Page 1 of 1			
SS Issuer (SSIPA01, Issuer Program Administrator)			

# Cash Transaction Detail Report

This report contains details of cash transactions for the reporting period. For each account having cash transactions, the report:

- Identifies the account
- Lists details for each cash transaction
- Lists accounting codes for each cash transaction

The **Total Amount** appears at the end.

Cash Transaction Detail					
Posting Date:01/01/2008 - 01/31/2008					
Charles Rogers XX-5616			54 River Drive New York, NY 10012 USA		
Transaction Date	Description	Amount	Original Currency	Conversion Rate	Expense Description
01/17/2008	Taxi	20.00 USD	0.00	0.00	
<u>Accounting Codes</u>					
Cost Center : 1010		Project : G895			
Total Amount		20.00			

# Cost Allocation Summary Report

This report displays a summary of transactions organized by cost allocation codes.

This report is available to users at the CPA level and above.

This report runs only at the company level.

This report includes merchant, non-card, and adjustment transactions. Adjustments are included only when the **Allow Cost Allocation of Adjustments** program setting is set to **Yes**.

Transactions are summarized by the cost allocation field and then by the assigned value.

The last page summarizes transactions by the cost allocation field.

Transactions may be counted more than once depending upon the number of cost allocation codes that are applied to the transaction.

Transactions can be filtered on Reviewed status.

Cost Allocation Summary			
Posting Date:10/01/2005 - 10/30/2005			
SS VIEW GLASS SVG 9378 MADISON MOUNTIAN VIEW, CA 94043 USA		Scheme: scheme1	
F1	Transaction Count	Average Amount	Total Amount
Upload1	1	9.45	9.45
Upload2	39	108.93	4,248.34
Upload3	11	21.86	240.49
Upload4	31	64.88	2,011.14
value19	19	20.86	396.39
Total	101	68.37	6,905.81
F2	Transaction Count	Average Amount	Total Amount
01/01/05	3	62.25	186.76
02/02/05	37	110.03	4,071.03
03/03/05	11	21.86	240.49
04/04/05	31	64.88	2,011.14
09/09/05	19	20.86	396.39
Total	101	68.37	6,905.81
Run Date : 10/10/2007			
Page 1 of 2		System Test User (SYSADMIN, Smart Data System Administrator)	

# Daily Transaction Summary Report

This report summarizes the merchant transactions, debits, credits, and adjustments for each day in the reporting period. Each day in the reporting period is included in the report even if no transactions occurred on that day.

The columns are grouped in these sections:

- **Transactions**, which summarizes only merchant transactions
- **Adjustments**, which summarizes only adjustments
- **Net Amount**, which combines merchant transactions and adjustments

Daily Transaction Summary							
Posting Date:10/01/2005 - 10/30/2005							
SS VIEW GLASS SVG 9378 MADISON MOUNTAIN VIEW, CA 94043 USA							
Posting Date	Transactions				Adjustments		Net Amount
	Count	Debits	Credits	Total	Count	Total	
10/01/2005 - Saturday	0	0.00	0.00	0.00	0	0.00	0.00
10/02/2005 - Sunday	8	1,383.85	0.00	1,383.85	0	0.00	1,383.85
10/03/2005 - Monday	6	231.37	0.00	231.37	0	0.00	231.37
10/04/2005 - Tuesday	0	0.00	0.00	0.00	0	0.00	0.00
10/05/2005 - Wednesday	0	0.00	0.00	0.00	0	0.00	0.00
10/06/2005 - Thursday	13	939.00	0.00	939.00	0	0.00	939.00
10/07/2005 - Friday	3	223.64	0.00	223.64	0	0.00	223.64
10/08/2005 - Saturday	3	63.57	0.00	63.57	0	0.00	63.57
10/09/2005 - Sunday	3	56.69	0.00	56.69	0	0.00	56.69
10/10/2005 - Monday	4	143.70	0.00	143.70	0	0.00	143.70
10/11/2005 - Tuesday	0	0.00	0.00	0.00	0	0.00	0.00
10/12/2005 - Wednesday	0	0.00	0.00	0.00	0	0.00	0.00
10/13/2005 - Thursday	11	1,132.15	6.43	1,125.72	0	0.00	1,125.72
10/14/2005 - Friday	2	114.02	0.00	114.02	0	0.00	114.02
10/15/2005 - Saturday	2	71.45	0.00	71.45	0	0.00	71.45
10/16/2005 - Sunday	6	105.61	0.00	105.61	0	0.00	105.61
10/17/2005 - Monday	11	605.09	0.00	605.09	0	0.00	605.09
10/18/2005 - Tuesday	0	0.00	0.00	0.00	0	0.00	0.00
10/19/2005 - Wednesday	0	0.00	0.00	0.00	1	(17.60)	(17.60)
10/20/2005 - Thursday	8	438.91	43.94	394.97	0	0.00	394.97

# Detail Spend Analysis by Account Report

This report groups merchant transactions into spending categories.

For each account the report displays transactions grouped by account and spending category. Spending categories are defined as described in [“Transaction Category Definition Criteria”](#) on page 50.

The report also displays total transaction amount.

Results are sorted on Account Name.



# Delinquency Report (Version 1)

This report displays unpaid accounts. An account is considered unpaid if the Past Due Date precedes the date the report is run and the outstanding balance amount is greater than zero. Unpaid accounts may display as Past Due or Arrears depending on the location of the companies in the report.

Level manager users and above can run this report.

Results are sorted in ascending order by cardholder last name.

Delinquency Report (Version 1)													
Company Number	Currency Code	Account Number	Account Name	Current Balance	Arrears Last Amount	Last Payment Date	Last Payment Amount	Dispute Amount	30 Days in Arrears	60 Days in Arrears	90 Days in Arrears	120 Days in Arrears	Total Number of Days Past Due
MTN VIEW GLASS PVG9378 MADISON MOUNTIAN VIEW, CA 94043 USA													
91919	GBP	XX-0005	INCONTROL #5	37.63	0.00	06/17/2005	120.00	0.00		0.00	0.00	0.00	0
SANITIZED CORP #22 MAIN ST X, X X GBR													
0054276	GBP	XX-0065	ACCOUNT #65	6,867.96	0.00	04/16/2008	2,272.38	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0067	ACCOUNT #67	613.00	0.00	04/22/2008	1,231.57	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0068	ACCOUNT #68	3,713.00	1,588.94	03/17/2008	1,899.77	0.00		0.00	0.00	0.00	17
0054276	GBP	XX-0069	ACCOUNT #69	1,029.17	0.00	04/22/2008	679.68	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0070	ACCOUNT #70	208.00	0.00	04/16/2008	85.14	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0071	ACCOUNT #71	164.00	0.00	04/16/2008	108.21	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0072	ACCOUNT #72	379.00	911.00	05/01/2008	911.00	0.00		0.00	0.00	0.00	0
SANITIZED CORP #33 MAIN ST UNKNOWN, UNK 99999-9999 GBR													
0071739	GBP	XX-0081	ACCOUNT #81	26,938.69	5,878.37		0.00	0.00		1,410.01	20.00	0.00	78
0071739	GBP	XX-0082	ACCOUNT #82	8,882.00	0.00	04/22/2008	1,489.41	0.00		0.00	0.00	0.00	0
SANITIZED CORP #44 MAIN ST UNKNOWN, UNK 99999-9999 GBR													
0071740	GBP	XX-0084	ACCOUNT #84	924.80	388.80	05/08/2008	388.80	0.00		0.00	0.00	0.00	0
0071740	GBP	XX-0085	ACCOUNT #85	2,746.00	974.80	04/22/2008	1,561.20	0.00		0.00	0.00	0.00	18
0071740	GBP	XX-0087	ACCOUNT #87	347.00	0.00	04/16/2008	531.25	0.00		0.00	0.00	0.00	0

# Delinquency Report (Version 2)

This report displays unpaid accounts. An account is considered unpaid if the status is Past Due. Unpaid accounts may display as Past Due or Arrears depending on the location of the companies in the report.

Level manager users and above can run this report.

Results are sorted in ascending order by cardholder last name.

Delinquency Report (Version 2 )													
Company Number	Currency Code	Account Number	Account Name	Current Balance	Arrears Last Amount	Last Payment Date	Last Payment Amount	Dispute Amount	30 Days in Arrears	60 Days in Arrears	90 Days in Arrears	120 Days in Arrears	Total Number of Days Past Due
MTN VIEW GLASS													
PVG9378 MADISON													
MOUNTIAN VIEW, CA 94043 USA													
91919	GBP	XX-0005	INCONTROL #5	37.63	0.00	06/17/2005	120.00	0.00		0.00	0.00	0.00	0
SANITIZED CORP #22 MAIN ST													
X, X X GBR													
0054276	GBP	XX-0065	ACCOUNT #65	6,867.96	0.00	04/16/2008	2,272.38	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0067	ACCOUNT #67	613.00	0.00	04/22/2008	1,231.57	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0068	ACCOUNT #68	3,713.00	1,588.94	03/17/2008	1,899.77	0.00		0.00	0.00	0.00	17
0054276	GBP	XX-0069	ACCOUNT #69	1,029.17	0.00	04/22/2008	679.68	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0070	ACCOUNT #70	208.00	0.00	04/16/2008	85.14	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0071	ACCOUNT #71	164.00	0.00	04/16/2008	108.21	0.00		0.00	0.00	0.00	0
0054276	GBP	XX-0072	ACCOUNT #72	379.00	911.00	05/01/2008	911.00	0.00		0.00	0.00	0.00	0
SANITIZED CORP #33 MAIN ST													
UNKNOWN, UNK 99999-9999 GBR													
0071739	GBP	XX-0081	ACCOUNT #81	26,938.69	5,878.37		0.00	0.00		1,410.01	20.00	0.00	78
0071739	GBP	XX-0082	ACCOUNT #82	8,882.00	0.00	04/22/2008	1,489.41	0.00		0.00	0.00	0.00	0
SANITIZED CORP #44 MAIN ST													
UNKNOWN, UNK 99999-9999 GBR													
0071740	GBP	XX-0084	ACCOUNT #84	924.80	388.80	05/08/2008	388.80	0.00		0.00	0.00	0.00	0
0071740	GBP	XX-0085	ACCOUNT #85	2,746.00	974.80	04/22/2008	1,561.20	0.00		0.00	0.00	0.00	18
0071740	GBP	XX-0087	ACCOUNT #87	347.00	0.00	04/16/2008	531.25	0.00		0.00	0.00	0.00	0
© 1994-2009. MasterCard. All rights reserved.													
Page 1 of 1													
Run Date :12/16/2009													
UAT IPA (UATISS, Issuer Program Administrator)													

# Dormant Cardholder Report

This report displays accounts with no transactions during the specified reporting period. It can help you identify cardholders that are not using their card. Level manager users and above can run this report.

Results are sorted in descending order by the number of days the account has had no activity and then by cardholder last name.

Dormant Cardholder Report									
Posted Currency : EURO CURRENCY UNIT Posting Date:11/23/2009 - 12/22/2009									
International Communications 55 Sixth Avenue New York, NY 10012 USA									
Account Name	Account Number	Account Currency Code	Net Balance	Credit Limit	Dispute Amount	Past Due Amount	Over Limit Amount	Days Since Last Transaction	Cycles Since Last Transaction
ACCOUNT #10	XX-0010	EUR	0.00	0.00	0.00	0.00	0.00	99	3
ACCOUNT #132	XX-0132	EUR	0.00	0.00	0.00	0.00	0.00	99	3
ACCOUNT #279	XX-0279	GBP	0.00	10,000.00	0.00	0.00	(10,000.00)	99	3
ACCOUNT #344	XX-0344	GBP	0.00	500.00	0.00	0.00	(500.00)	99	3
ACCOUNT #356	XX-0356	EUR	0.00	0.00	0.00	0.00	0.00	99	3
ACCOUNT #447	XX-0447	EUR	0.00	0.00	0.00	0.00	0.00	99	3
ACCOUNT #124	XX-0124	EUR	197.00	25,000.00	0.00	0.00	(24,803.00)	98	3
ACCOUNT #16	XX-0016	EUR	0.00	0.00	0.00	0.00	0.00	98	3
ACCOUNT #294	XX-0294	GBP	171.00	10,000.00	0.00	0.00	(9,829.00)	98	3
ACCOUNT #461	XX-0461	GBP	0.00	5,000.00	0.00	0.00	(5,000.00)	98	3
ACCOUNT #605	XX-0605	GBP	93.00	10,000.00	0.00	0.00	(9,907.00)	98	3
ACCOUNT #619	XX-0619	GBP	16.00	30,000.00	0.00	0.00	(29,984.00)	98	3
ACCOUNT #68	XX-0068	EUR	0.00	0.00	0.00	0.00	0.00	98	3
ACCOUNT #130	XX-0130	GBP	0.00	4,000.00	0.00	0.00	(4,000.00)	97	3
ACCOUNT #262	XX-0262	EUR	0.00	0.00	0.00	0.00	0.00	97	3
ACCOUNT #287	XX-0287	EUR	0.00	0.00	0.00	0.00	0.00	97	3
ACCOUNT #306	XX-0306	GBP	4,161.00	35,000.00	0.00	0.00	(30,839.00)	97	3
ACCOUNT #431	XX-0431	EUR	0.00	0.00	0.00	0.00	0.00	97	3
ACCOUNT #584	XX-0584	GBP	220.00	10,000.00	0.00	0.00	(9,780.00)	97	3
ACCOUNT #105	XX-0105	EUR	27.00	10,000.00	0.00	0.00	(9,973.00)	96	3
Page 1 of 27									
Run Date :12/23/2009									

# Early Warning Report

The Early Warning Report identifies accounts that are within a specified percent of the credit limit based on the account portfolio data. This report can help managers evaluate accounts for sufficient credit limits or detect cases of fraud. The report includes all accounts where the percentage of Current Balance to Credit Limit falls within the Early Warning Percentage you enter when creating the report. For example, if the Early Warning Percentage is set to 85, the report will provide a list of all accounts whose Current Balance is 85% of the Credit Limit or above.

If no data is found when running the report, the report displays a **No Data Available** message.

Results are sorted in ascending order by the account name.

AGM and LM users and above can run this report.

**Current Percentage** displays the percent of the Current Balance to the Credit Limit.

Early Warning Report				
MTN VIEW GLASS PVG 9378 MADISON MOUNTIAN VIEW, CA 94043 USA				
Account Number	Account Name	Current Balance	Credit Limit	Current Percentage
XX-0001	ALICE D HOWELL	216,245.6200	168,000.0000	128.7176%
XX-0002	CHARLENE MESA	54,086.0000	56,000.0000	96.5821%
XX-0003	DONALD DRAKE	0.0000	56,000.0000	0.0000%
XX-0004	EVERETT M DELL	0.0000	56,000.0000	0.0000%
XX-0005	JAMES KIRK	37.6300	16,000.0000	0.2352%
XX-0006	JILL B HOUSTON	107.2500	5,000.0000	2.1450%
XX-0007	NATHAN LANDU	0.0000	1,000.0000	0.0000%
XX-0008	PAM STAMP	1,509.2500	2,000.0000	75.4625%



# Expense Report

This report displays transactions charged to a cardholder account during the specified reporting period. Cardholders can use this report to submit expenses for a specified date range.

If the report is run at the org point level, the results are organized by account.

The report contains these sections:

- Card Transactions. This section includes adjustments.
- Non-Card Transactions

Results are sorted by date, description, and amount.

Results can be filtered by Reviewed and Approved status.

Splits can be included or excluded. For splits, the parent transaction amount shows in the **Receipt Amount** and **Posted Amount** columns, and the split amount shows in the **Expense Amount** column.

If accounting code fields are populated, the field and code display with the transaction.

The last page provides lines for signature and approval.

Expense Report

Posting Date:10/01/2005 - 10/30/2005

ANNIE MALONE

MOUNTAIN SOFTLINES

XX-5624

Internal Accounting Code :

AC841512

9378 MADISON AVE

NEW YORK, NY 39816 USA

Card Transactions

Posting Date	Transaction Date	Description		Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
10/13/2005	10/09/2005	MICHAELS STORES, INC.		78.47 USD	78.47 USD	78.47 USD		✓
Expense Description								
<u>Accounting Codes</u>								
F1 :	Upload2	F2 :	01/01/05	F3 :	31			
10/20/2005	10/17/2005	CAFE DEL RAY #16		235.10 USD	235.10 USD	235.10 USD		✓
Expense Description								
<u>Accounting Codes</u>								
F1 :	Upload4	F2 :	04/04/05	F3 :	34			
10/20/2005	10/19/2005	THE WAREHOUSE		90.00 USD	90.00 USD	90.00 USD		✓
Expense Description								
<u>Accounting Codes</u>								
F1 :	Upload4	F2 :	04/04/05	F3 :	34			
10/20/2005	10/20/2005	CRATE & BARREL		21.92 USD	21.92 USD	21.92 USD		✓
Expense Description								
<u>Accounting Codes</u>								
F1 :	Upload2	F2 :	02/02/05	F3 :	32			
10/22/2005	10/19/2005	SKY HARBOR PARKING		27.00 USD	27.00 USD	27.00 USD		✓
Expense Description								
<u>Accounting Codes</u>								
F1 :	Upload2	F2 :	02/02/05	F3 :	32			

Page 1 of 26

Run Date :10/10/2007

(BO Report - System User)

# Fleet Costs Report

This report summarizes transactions having either a Fleet addendum or one of the following MCCs.

- Fleet maintenance MCCs: 4468, 5013, 5511, 5531, 5532, 5533, 5599, 7531, 7534, 7535, 7538, 7542, 7549, 7692, and 7699.
- Fuel MCCs: 5499, 5541, 5542, 5983, 7511, and 9752.

Transactions are grouped by **Detailed** and **Non-Detailed** based on the Magnetic Strip Product Type Code (MSPTC).

## MSPTC Description

MSPTC	Transaction Type	Description
1	N - Non-detailed	Treated as MSPTC = 5
2	D - Detailed, Driver ID	Assumes a driver card; the cardholder is prompted for vehicle number and odometer reading
3	V - Detailed, Vehicle ID	Assumes a vehicle card; the cardholder is prompted for the driver number and odometer reading
4	N - Non-detailed	Treated as MSPTC = 5
5	N - Non-detailed	No prompt

**Fuel Costs** are derived from the detail of the Fleet addenda. If the transaction does not have a Fleet addendum, but has a fuel-related MCC, the fuel cost is the total amount of the transaction.

**Maint Cost** is the total amount of the transaction that has a maintenance-related MCC. It is assumed that these transactions are level 1 data with no addenda.

**Non-Fuel Cost** is derived from the transaction addendum.

**Total Cost** is the sum of Fuel Costs, Maint Costs, and Non-Fuel Cost.

The fuel unit of measure displayed in the report is taken from the Fleet addenda.



### Fleet Costs Report

Posting Date: 01/01/2008 - 01/31/2008

**International Communications 2**  
**Headquarters**  
**55 Sixth Avenue**  
**Suite 130, 50th Floor**  
**New York, NY 10012 USA**

Card Number	(V) Vehicle ID / (D) Driver ID	Fuel Costs	Fuel Quantity	Maint Cost	Non-Fuel Cost	Total Cost	Odometer	Total Distance	Avg Cost/ Unit of Distance	Distance/ Unit of Fuel	Price/ Fuel Quantity
XX-5616	[H]	27.14	23.80 GALLON	0.00	2.58	29.72	N/A	N/A	N/A	N/A	N/A
<b>Non-Detailed Totals</b>		<b>27.14</b>	<b>23.80</b>	<b>0.00</b>	<b>2.58</b>	<b>29.72</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Detailed Totals</b>		<b>0.00</b>	<b>N/A</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Non-Detailed Totals</b>		<b>27.14</b>	<b>23.80</b>	<b>0.00</b>	<b>2.58</b>	<b>29.72</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Grand Total</b>		<b>27.14</b>	<b>23.80</b>	<b>0.00</b>	<b>2.58</b>	<b>29.72</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>1.14</b>

# Fuel Brand Summary Report

This report summarizes transactions containing Fleet addenda.

**Fuel Brand** displays the Oil Company Brand Name from the Fleet addendum.

**Fuel Product** displays the Type of Fuel Service from the Fleet addendum.

**Total Fuel Costs** is the sum of the Fleet addenda Motor Fuel Sale Amounts.

**Total Non Fuel Costs** is the sum of the Fleet Line Item Extended Amount.

Results are sorted by fuel brand and then by fuel product, which is derived from information in the Fleet addenda.

The fuel unit of measure displayed in the report is taken from the Fleet addenda.

Fuel Brand Summary							
Posting Date:01/01/2008 - 01/31/2008							
International Communications 2 Headquarters 55 Sixth Avenue Suite 130, 50th Floor New York, NY 10012 USA							
Fuel Product	Total Transactions	Total Fuel Quantity	Total Fuel Costs	Total Non Fuel Costs	Total Trans Costs	Average Fuel Quantity/ Price/ Trans	Average Fuel Quantity
Fuel Brand : Mobil Oil							
Methanol Unleaded Premium (90 or 91 octane)	2	23.80 GALLON	27.14	2.58	29.72	11.90	1.25
Total	2	23.80	27.14	2.58	29.72	11.90	1.25
All Brand Totals	2	23.80	27.14	2.58	29.72	11.90	1.25

# Fuel Exception/Detail Report

This report itemizes fuel and non-fuel products purchased using fleet cards during the specified reporting period. This report contains only transactions with Fleet addenda.

The **Vehicle ID/Driver ID** code is determined by the Magnetic Strip Product Type Code (MSPTC).

## MSPTC

MSPTC	Transaction Type	Description
1	N - Non-detailed	Treated as MSPTC = 5
2	D - Detailed, Driver ID	Assumes a driver card; the cardholder is prompted for vehicle number and odometer reading
3	V - Detailed, Vehicle ID	Assumes a vehicle card; the cardholder is prompted for the driver number and odometer reading
4	N - Non-detailed	Treated as MSPTC = 5
5	N - Non-detailed	No prompt

Exceptions are indicated by the following codes.

## Exception Codes

Code	Exception	Description
H	High Octane	Motor Fuel Product Code = 2, 3, 4, 6, 7, 8, 20, 21, 22
M	Multiple fill-ups per day	The account had more than one transaction on the same day
N	Non-fuel purchase	The Description field is populated on the Fleet Item addendum
W	Weekend purchase	The transaction was made on a Saturday or Sunday
C	Card Activated Terminal	MCC = 5542 (FUEL DISPENSER, AUTOMATED)

The report lists transactions with exceptions first and then all remaining transactions.

Results are sorted by card number, V or D number, date, time, and total.

The fuel unit of measure displayed in the report is taken from the Fleet addenda.

**Fuel Exception / Detail**

Posting Date:01/01/2008 - 01/31/2008

**International Communications 2**  
**Headquarters**  
**55 Sixth Avenue**  
**Suite 130, 50th Floor**  
**New York, NY 10012 USA**

Date	Time	Card Number	(V) Vehicle ID/ (D) Driver ID	Fuel Brand	Location	Fuel Product	Fuel Quantity	Price/ Fuel Quantity	Total Fuel Costs	Odometer Amount	Non-Fuel Product	Total Transaction	Exceptions
01/19/2008	17:01	XX-5616	(N)	Mobil Oil	Post Office Box 400, New York NY 63146	Methanol Unleaded Premium (90 or 91 octane)	12.00 GALLON	1.12	13.47	6497		(14.28)	H
01/27/2008	17:01	XX-5616	(N)	Mobil Oil	505 Main Avenue New York NY 10012	Methanol Unleaded Premium (90 or 91 octane)	11.80 GALLON	1.09	13.57	6497	Oil Blend	15.59	H,N

Exceptions: C = Card Activated Terminal H = High Octane, N = Non-fuel purchase, W = Weekend purchase, M = Multiple fill ups per day.

# Global MCC Summary

This report provides a summary of merchant transactions by MCC within the specified date range.

The last row contains column totals.

Results are sorted by total spend and grouped by MCC description.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

Global MCC Summary				
Posting Date:01/01/2008 - 01/31/2008				
International Communications 2 Headquarters 55 Sixth Avenue Suite 130, 50th Floor New York, NY 10012 USA				
MCC	MCC Description	Total Spend	Transaction Count	Average Amount
7011	LODGING-HOTELS,MOTELS,RESORTS-NOT CLASSIFIED	1,144.27	5	228.85
8062	HOSPITALS	793.29	3	264.43
5943	OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES	753.31	5	150.66
5942	BOOK STORES	614.39	1	614.39
7361	EMPLOYMENT AGENCIES, TEMPORARY HELP SERVICES	522.45	1	522.45
5946	CAMERA AND PHOTOGRAPHIC SUPPLY STORES	323.61	2	161.81
3058	DELTA	303.44	2	151.72
5192	BOOKS, PERIODICALS AND NEWSPAPERS	288.20	1	288.20
7392	CONSULTING, MANAGEMENT, AND PUBLIC RELATIONS	238.03	1	238.03
4789	TRANSPORTATION SERVICES NOT ELSEWHERE CLASSIFIED	207.48	2	103.74
4722	TRAVEL AGENCIES AND TOUR OPERATORS	36.58	1	36.58
5541	SERVICE STATIONS WITH OR WITHOUT ANCILLARY SERVICE	2.31	2	1.16
Total		5,227.36	26	201.05

# Global Program Summary

This report provides a summary of merchant transaction activity for each company in the company group. The report is in two sections:

- The Global Program Analysis section provides a summary for each company: Total Spend, Transaction Count, Average Amount, and Percent of Total.
- The Global Summary section provides a monthly summary of transaction activity for up to a 12 month period. Amount, Count, and Average/Transaction.

Results are grouped by company name.

Results are sorted by company name and company number.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

Global Program Summary							
Posting Date:01/01/2008 - 01/31/2008							
International Communications 2 Headquarters 55 Sixth Avenue Suite 130, 50th Floor New York, NY 10012 USA							
GLOBAL PROGRAM ANALYSIS							
Company Name	Company Number	State/Province	Country	Total Spend	Transaction Count	Average Amount	Percent of Total
International Communications 2 Headquarters	1240005	NY	USA	5,209.76	27	192.95	99.33
Total				5,209.76	27	192.95	100.00
GLOBAL SUMMARY							
Company Name	Jan 2008			Total			
International Communications 2 Headquarters							
Amount	5,209.76			5,209.76			
Count	27			27			
Avg/trans	192.95			192.95			

# Global Top Merchant Summary

This report displays the top 500 merchants by spending volume. The report includes a single entry summarizing all merchants after the top 500.

The **Percent of Total** column is relative to all merchants, not only the top 500.

If the **Use single supplier** option is turned off, results are grouped by merchant name. If the **Use single supplier** option is turned on and the merchant belongs to a single supplier group, results are grouped by MCC.

Results are sorted by spending volume.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

Global Top Merchant Summary					
Posting Date:01/01/2008 - 01/31/2008					
International Communications 2					
Headquarters					
55 Sixth Avenue					
Suite 130, 50th Floor					
New York, NY 10012 USA					
Ranking	Merchant Name	Total Spend	Transaction Count	Average Amount	Percent of Total
1	LODGING-HOTELS,MOTELS,RESORTS-NOT CLASSIFIED	1,144.27	5	228.85	21.89
2	HOSPITALS	793.29	3	264.43	15.18
3	OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES	753.31	5	150.66	14.41
4	BOOK STORES	614.39	1	614.39	11.75
5	EMPLOYMENT AGENCIES, TEMPORARY HELP SERVICES	522.45	1	522.45	9.99
6	CAMERA AND PHOTOGRAPHIC SUPPLY STORES	323.61	2	161.81	6.19
7	DELTA	303.44	2	151.72	5.80
8	BOOKS, PERIODICALS AND NEWSPAPERS	288.20	1	288.20	5.51
9	CONSULTING, MANAGEMENT, AND PUBLIC RELATIONS	238.03	1	238.03	4.55
10	TRANSPORTATION SERVICES NOT ELSEWHERE CLASSIFIED	207.48	2	103.74	3.97
11	TRAVEL AGENCIES AND TOUR OPERATORS	36.58	1	36.58	0.70
12	SERVICE STATIONS WITH OR WITHOUT ANCILLARY SERVICE	2.31	2	1.16	0.04
Total		5,227.36	26	201.05	100.00





# Lodging Chain and Summary Report

This report summarizes lodging transactions.

The report contains the following sections.

- **Lodging Chain Summary.** Hotels having their own MCC are each summarized under their own MCC. Chains not having their own MCCs are summarized together under the Lodging Hotels, Motels, Resorts category. For each category, this section shows the chain name, net billed amount, amount as a percent of the total, number of transactions, count as a percent of the total, and the average transaction amount.
- **Lodging Property Summary.** For each individual hotel, this section shows the same statistics as above. In addition, it shows the country, address, city, state/province, and postal code.

Lodging transactions are transactions having a Merchant Category Code that starts with the numbers 35, 36, 37 or 7011.

Results are sorted by chain name and country.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

Lodging Chain and Summary									
Posting Date: 12/01/2006 Thru 12/31/2006									
LANDMARC MILLING INC LMI 22 WILY LANE SOMERVILLE, MA 01931 USA									
Lodging Chain Summary									
Chain Name		NetBilled		Amount % Of Total		Count		Count % Of Total	Average Amount
FAIRFIELD INN		182.96		46.99		1		33.33	182.96
HOLIDAY INNS		145.23		37.30		1		33.33	145.23
LODGING HOTELS, MOTELS, RESORTS		61.16		15.71		1		33.33	61.16
Lodging Chain Totals		389.35				3			129.78
Lodging Property Summary									
Property	Address	City	State/ Province	Postal Code		NetBilled		Amount % Of Total	Count Count % Of Total Average Amount
UNITED STATES									
FAIRFIELD INN	301 NEWTON PLACE	NEWARK	DE	07102		182.96		46.99	1 33.33 182.96
HOLIDAY INNS	365 WELL DR	CLEARWATER	FL	32819		145.23		37.30	1 33.33 145.23
LODGING HOTELS, MOTELS, RESORTS	800-9672344	SCOTTSDALE	AZ	85251		61.16		15.71	1 33.33 61.16
UNITED STATES Totals						389.35			3 129.78
Lodging Property Totals						389.35			3 129.78

# Merchant Detail Report

This report summarizes transactions by merchant.

Results are sorted by merchant name, MCC, and date.

Sub-totals are included for each merchant.

The code to the right of the Tax Amount indicates how the tax was derived. Codes are listed at the bottom of each page.

- **1** – Destination Postal Code
- **2** – Merchant Postal Code
- **3** – Merchant City and State/Province
- **4** – POS Supplied
- **5** – No Tax Estimated
- **6** – Tax Exempt
- **7** – Account Province Code
- **8** – Merchant State
- **0** – Sales Tax Not Applicable

Merchant Detail								
Posting Date:09/01/2005 - 10/31/2005								
SS VIEW GLASS SVG 9378 MADISON MOUNTIAN VIEW, CA 94043 USA								
Merchant Name / Merchant Category Code	City	State / Province	Account Name	Transaction Date	Posting Date	Net Amount	Tax Amount	Total Amount
300 EAST BOULEVARD / FINANCIAL INSTITUTIONS AUTOMATED CASH - (6011)	CHARLOTTE	NC	JANET EMERSON	10/18/2005	10/20/2005	70.19	3.97 (4)	74.16
Total						70.19	3.97	74.16
Transaction Count				1	Avg. Transaction Amount		74.16	
Amount % of Total				0.62	Avg. Net Amount		70.19	
64 GREENWICH AVE. / FINANCIAL INSTITUTIONS MANUAL CASH DISBURSEMENTS - (6010)	GREENWICH	CT	ROBERTA JACKSON	10/02/2005	10/06/2005	68.00	3.85 (4)	71.85
			ROBERTA JACKSON	10/15/2005	10/17/2005	32.40	1.83 (4)	34.23
Total						100.40	5.68	106.08
Transaction Count				2	Avg. Transaction Amount		53.04	
Amount % of Total				0.89	Avg. Net Amount		50.20	
A TOUCH OF SILK / FLORISTS - (5992)	DENVER	CO	GREG HALL	10/16/2005	10/17/2005	146.03	9.93 (4)	155.96
Total						146.03	9.93	155.96
Transaction Count				1	Avg. Transaction Amount		155.96	
Amount % of Total				1.31	Avg. Net Amount		146.03	
ABCO FOODS #442 SY5 / GROCERY STORES, SUPERMARKETS - (5411)	PHOENIX	AZ	JILL B HOUSTON	10/02/2005	10/06/2005	17.70	1.17 (4)	18.87
Total						17.70	1.17	18.87
Transaction Count				1	Avg. Transaction Amount		18.87	
Amount % of Total				0.16	Avg. Net Amount		17.70	
Run Date :10/05/2007								
Page 1 of 27								

# Merchant Related Spending Alerts Report

This report displays transactions that have triggered spending alerts related to merchants. The report is available only for companies whose Company Site Configuration specifies **Advanced** spending alerts.

If the **Alert Level Assignment** program setting is **Company**, the report is available to users at the Manager level and higher. If the **Alert Level Assignment** program setting is **Account**, the report is available to all users.

The report contains sections for the definitions appearing in the alert configuration:

- Company Level Alerts
- Org Point Level Alerts. This section may be repeated if alerts exist for more than one org point.
- Account Level Alerts. This section may be repeated if alerts exist for more than one account.
- Entity Exclusions

If no alerts have been triggered for a specific, defined spending alert, the message **No Activity for Specified Criteria** appears in the section.

When scheduling this report, you can specify the date range in terms of either the posting date or the transaction date. In either case, however, the alerts are evaluated using the transaction date.

If a reporting entity has been added to the Exclusions section, no entities residing under that reporting entity will be included in spending alerts reports, even if alerts are configured for them.

Spending alerts reports include only merchant transactions. Adjustments and non-card transactions are not included.



# Non-Card Transaction Detail

This report lists non-card transactions created during the reporting period.

Transactions are grouped by cardholder.

The sort order is by date and description.

Each transaction displays any cost allocation applied to the transaction.

The report can be filtered on splits.

Non-Card Transaction Detail						
Posting Date:09/11/2005 - 11/11/2005						
IRIS JACOBS CCI - SALES XX-1006				350 EAGLE LANE SEATTLE, WA 98109 USA		
Transaction Date	Description		Amount	Original Currency	Conversion Amount	Expense Description
09/30/2005	TAXI		31.00	USD	0.00	0.00 JHJ
<u>Accounting Codes</u>						
Cost Center 1 :	3	Cost Center 2 :	8888	Cost Center 3 :	5555	Cost Center 4 :
Cost Center 5 :		Cost Center 6 :		Cost Center 7 :		Cost Center 8 :
Cost Center 9 :		Cost Center 10 :		Cost Center 11 :		Cost Center 12 :
Cost Center 13 :		Cost Center 14 :		Cost Center 15 :		Cost Center 16 :
Cost Center 17 :		Cost Center 18 :		Cost Center 19 :		
10/01/2005	Charging Fee		76.50	USD	0.00	0.00 My Purchases
10/01/2005	Driving Fee		47.30	USD	0.00	0.00 My Purchases
10/01/2005	Fee		50.00	USD	0.00	0.00
10/01/2005	Split Fee		100.00	USD	0.00	0.00
Total Amount			304.80			

# Program Summary

This report summarizes program activity during the reporting period.

The report is organized by reporting level. For each reporting level, the report contains a transaction summary and an account summary.

This report can be run on a company only if the report has been assigned to the company.

Program Summary							
Posting Date:10/01/2005 - 10/31/2005							
HP Europe SVG 9378 MADISON MOUNTIAN VIEW, CA 94043 USA							
Reporting Level 1							
	Count	Amount	Average Amount	Tax	Alternate Tax	Adjustment Count	Adjustment Amount
HP Europe SVG	9	897.17	99.69	25.25	0.00	0	0.00
Account Status Summary							
	Accounts with Activity	Accounts without Activity		Cards with Active Status		Cards with Inactive Status	Total Cards
HP Europe SVG	4	0		4		0	4
Reporting Level 2							
Reports To HP Europe SVG							
	Count	Amount	Average Amount	Tax	Alternate Tax	Adjustment Count	Adjustment Amount
MOUNTAIN LEVEL1 PURCHASING	3	681.11	227.04	12.02	0.00	0	0.00
MOUNTAIN LEVEL1 SALES	0	0.00	0.00	0.00	0.00	0	0.00
Subtotals	3	681.11	227.04	12.02	0.00	0	0.00
Account Status Summary							
	Accounts with Activity	Accounts without Activity		Cards with Active Status		Cards with Inactive Status	Total Cards
MOUNTAIN LEVEL1 PURCHASING	1	0		1		0	1
MOUNTAIN LEVEL1 SALES	0	0		0		0	0
Page 1 of 4							
Run Date :12/13/2007							
System Test User (SYSADMIN, Smart Data System Administrator)							



# Spend Analysis by Merchant Report

This report aggregates merchant transactions by account and displays them by merchant.

For each merchant the report displays the following data.

## Spending Analysis by Merchant Report Fields

Field	Description
Merchant Name	Merchant Name
Amount	Sum of transaction amounts
Amount % of Total	[ Debit Amount or Absolute value of Credit Amount divided by Absolute value of Total (Debit amount + Absolute value of Credit Amount) ] * 100
Average Amount	Amount divided by Total number of transactions
Count	Number of transactions
Count % of Total	Count divided by Account Count Total

For each account, the report also includes totals for Amount, Average Amount (Total Amount divided by Total Count), and Count.

In addition, values for accounts are aggregated and displayed for the selected reporting level.

Results are sorted on Amount.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

## Spend Analysis by Merchant

Posting Date: 10-01-2005 Thru 10-31-2005

**AVELINA TARDIS**  
**COLORS INTERNATIONAL**

 12250 GREEN GRASS LANE  
 SPRINGVILLE, IL 62701 USA  
 XXXX-XXXX-XXXX-2694

Merchant Name	Amount	Amount % Of Total	Average Amount	Count	Count % Of Total
RELIABLE HEALTH	590.12	60.73	590.12	1	25.00
OFFICE Depot	259.24	26.68	259.24	1	25.00
CRATE AND BARREL	18.95	1.95	18.95	1	25.00
OFFICE MAX 00003277	(103.46)	10.65	(103.46)	1	25.00
<b>Total</b>	<b>764.85</b>	<b>100.00</b>	<b>191.21</b>	<b>4</b>	<b>100.00</b>

**BENJAMIN GILMORE**  
**COLORS INTERNATIONAL**

 12250 GREEN GRASS LANE  
 SPRINGVILLE, IL 62701 USA  
 XXXX-XXXX-XXXX-2695

Merchant Name	Amount	Amount % Of Total	Average Amount	Count	Count % Of Total
RELIABLE HEALTH	1,180.24	41.03	590.12	2	18.18
FED EX	614.39	21.36	614.39	1	9.09
HOLIDAY INNS	508.30	17.67	508.30	1	9.09
CAFE DEL RAY #16	235.10	8.17	235.10	1	9.09
NATIONAL CAR RENTAL	103.22	3.59	103.22	1	9.09
DELTA	50.00	1.74	50.00	1	9.09
SHERATON HOTELS	46.00	1.60	46.00	1	9.09
PHILLIPS 66 23380207	21.38	0.74	21.38	1	9.09
MOBIL OIL 01283894	(14.28)	0.50	(14.28)	1	9.09
OFFICE MAX 00003277	(103.46)	3.60	(103.46)	1	9.09
<b>Total</b>	<b>2,640.89</b>	<b>100.00</b>	<b>240.08</b>	<b>11</b>	<b>100.00</b>

# Spend Analysis by Merchant Category Report

This report aggregates merchant transactions by account and reports them for each Merchant Category.

For each Merchant Category the report displays the following data.

## Spending Analysis by Merchant Category Report Fields

Field	Description
Merchant Classification	Merchant Category Code and description
Amount	Sum of transaction amounts
Amount % of Total	[ Debit Amount or Absolute value of Credit Amount divided by Absolute value of Total (Debit amount + Absolute value of Credit Amount) ] * 100
Average Amount	Amount divided by Total number of transactions
Count	Number of transactions
Count % of Total	Count divided by Account Count Total

For each account, the report also includes totals for Amount, Average Amount (Total Amount divided by Total Count), and Count.

In addition, values for accounts are aggregated and displayed for the selected reporting level.

Results are sorted on Amount.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

**Spend Analysis by Merchant Category**

Posting Date:04/01/2006 - 04/30/2006

**Charles Rogers**  
**XX-5616**54 River Drive  
New York, NY 10012 USA

Merchant Category Code	Amount	Amount % Of Total	Average Amount	Count	Count % Of Total
LODGING HOTELS, MOTELS, RESORTS (7011)	620.67	16.52	206.89	3	18.75
BOOK STORES (5942)	614.39	16.35	614.39	1	6.25
HOSPITALS (8062)	590.12	15.70	590.12	1	6.25
OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES (5943)	580.50	15.45	193.50	3	18.75
EMPLOYMENT AGENCIES, TEMPORARY HELP SERVICES (7361)	522.45	13.90	522.45	1	6.25
DELTA (3058)	303.44	8.07	151.72	2	12.50
BOOKS, PERIODICALS AND NEWSPAPERS (5192)	288.20	7.67	288.20	1	6.25
TRANSPORTATION SERVICES NOT ELSEWHERE CLASSIFIED (4789)	207.48	5.52	103.74	2	12.50
GAS / SERVICE STATIONS (5541)	2.31	0.82	1.16	2	12.50
<b>Total</b>	<b>3,729.56</b>	<b>100.00</b>	<b>233.10</b>	<b>16</b>	<b>100.00</b>

**Ronald Brown**  
**XX-2694**325 Main Street  
Suite 225  
Boston, MA 04545 USA

Merchant Category Code	Amount	Amount % Of Total	Average Amount	Count	Count % Of Total
LODGING HOTELS, MOTELS, RESORTS (7011)	523.60	34.96	261.80	2	20.00
CAMERA AND PHOTOGRAPHIC SUPPLY STORES (5946)	323.61	21.61	161.81	2	20.00
CONSULTING, MANAGEMENT, AND PUBLIC RELATIONS (7392)	238.03	15.89	238.03	1	10.00
HOSPITALS (8062)	203.17	13.56	101.59	2	20.00
OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES (5943)	172.81	11.54	86.41	2	20.00
TRAVEL AGENCIES AND TOUR OPERATORS (4722)	36.58	2.44	36.58	1	10.00
<b>Total</b>	<b>1,497.80</b>	<b>100.00</b>	<b>149.78</b>	<b>10</b>	<b>100.00</b>

# Spend Analysis by Transaction Category Report

This report aggregates merchant transactions by transaction category and summarizes them for each account.

Transaction categories are:

- Airline
- Lodging
- Vehicle Rental
- Restaurant
- Retail Services
- Vehicle Related
- Cash Advances
- Other

Categories are defined based on either the Transaction Category Code (TCC) or the Merchant Category Code (MCC).

## Transaction Category Definition Criteria

Category	Transaction Category Code (TCC)	Merchant Category Code (MCC)
Airline	X	
Lodging	H	
Vehicle Rental	A	
Restaurant	F	
Retail Services	R	
Vehicle Related		5511, 5521, 5531, 5532, 5533, 5541, 5542, 5548, 7531, 7534, 7535, 7538, 7542, and 7549.
Cash Advances	C, Z	
Other	U, O, T	

The report also contains a Total column.

For each transaction category, the report displays the following data.

**Spending Analysis by Transaction Category Report Fields**

Field	Value for Each Category Column	Value for Total Column
Amount	Sum of transaction amounts	Sum of category amounts
Amount % of Total	[ Debit Amount or Absolute value of Credit Amount divided by Absolute value of Total (Debit amount + Absolute value of Credit Amount) ] * 100	100
Average Amount	Amount divided by total number of transactions	Total amount divided by total number of transactions
Count	Number of transactions	Sum of all category counts
Count % of Total	Category count divided by total count	100

In addition, values for accounts are aggregated and displayed for the selected reporting level.

Results are sorted on Account Name.

This report can perform currency conversion for company groups that use the global reporting currency feature. A CGA can run this report for the entire company group or just for selected companies within the company group. A table showing conversion rates used in the report is appended. Only the rates used for the report are shown.

## Spend Analysis by Transaction Category

Posting Date: 10-01-2005 Thru 10-31-2005

**AVELINA TARDIS**  
**COLORS INTERNATIONAL**

 12250 GREEN GRASS LANE  
 SPRINGVILLE, IL 62701 USA  
 XXXX-XXXX-XXXX-2694

	Airline	Lodging	Vehicle Rental	Restaurant	Retail Services	Vehicle Related	Cash Advances	Other	Total
Amount	0.00	0.00	0.00	0.00	155.78	0.00	0.00	609.07	764.85
Amount % of Total	0.00	0.00	0.00	0.00	20.37	0.00	0.00	79.63	100.00
Average Amount	0.00	0.00	0.00	0.00	77.89	0.00	0.00	304.54	191.21
Count	0	0	0	0	2	0	0	2	4
Count % of Total	0.00	0.00	0.00	0.00	50.00	0.00	0.00	50.00	100.00

**BENJAMIN GILMORE**  
**COLORS INTERNATIONAL**

 12250 GREEN GRASS LANE  
 SPRINGVILLE, IL 62701 USA  
 XXXX-XXXX-XXXX-2695

	Airline	Lodging	Vehicle Rental	Restaurant	Retail Services	Vehicle Related	Cash Advances	Other	Total
Amount	50.00	554.30	103.22	235.10	510.93	7.10	0.00	1,180.24	2,640.89
Amount % of Total	1.89	20.99	3.91	8.90	19.35	0.27	0.00	44.69	100.00
Average Amount	50.00	277.15	103.22	235.10	255.47	3.55	0.00	590.12	240.08
Count	1	2	1	1	2	2	0	2	11
Count % of Total	9.09	18.18	9.09	9.09	18.18	18.18	0.00	18.18	100.00

# Spending Alerts Report

This report displays spending alerts for the reporting period. This report is available only for companies whose Company Site Configuration specifies **Basic** spending alerts. To generate a spending alerts report for companies configured for **Advanced** spending alerts, see [“Account Activity Spending Alerts Report”](#) on page 3.

If the **Alert Level Assignment** program setting is **Company**, the report is available to users at the BA level and higher. If the **Alert Level Assignment** program setting is **Account**, the report is available to all users.

The report is based on transactions loaded the previous day. A month is defined as a calendar month. A week is defined as Monday through Sunday, inclusive.

The report is scheduled automatically when you define spending alerts for an account or company. After the report runs, a notification message is sent to the e-mail addresses specified in the spending alerts configuration.

In the report, transactions are grouped according to the spending alert triggered by the transaction.

The report contains only the transactions that met or exceeded alert thresholds according to transaction date. The report contains one section for each alert that is violated by at least one transaction. The report is generated only if a spending alert is triggered.

If the **Alert Level Assignment** program setting is **Company**, results are sorted as follows:

1. Spending velocity, merchant, merchant category, transaction category
2. Single amount, daily, weekly, monthly, percent
3. Account name

If the **Alert Level Assignment** program setting is **Account**, results are sorted as follows:

1. Spending velocity, merchant, merchant category, transaction category
2. Account name
3. Single amount, daily, weekly, monthly, percent





# Virtual Card Accounts Report

The Virtual Card Accounts Report displays merchant-initiated transactions. The report includes a detail and a summary section, and it is sorted by Posting Date. You can choose to group this report by:

- Virtual card number
- Purchase type
- Real card number and virtual card number
- Real card number and purchase type

You will also have the ability to include summary information, detail information or both. This report is available in Excel or PDF format.

Cardholder users and above can access this report.

Virtual Card Accounts Report						
Posting Date: 06/19/2010 - 07/19/2010						
GRACE GONZALEZ 1 MAIN ST SOLOM, OH 44139-3540 USA						
Virtual Card Number	XX-0001					
Purchase Type				Transaction Count	Tax Amount	Transaction Amount
Airline				1	18.73	268.50
	Virtual Card Number: XX-0001	Total		1	18.73	268.50
Virtual Card Number	XX-0002					
Purchase Type				Transaction Count	Tax Amount	Transaction Amount
Lodging				1	0.22	3.20
	Virtual Card Number: XX-0002	Total		1	0.22	3.20
Virtual Card Number	XX-0003					
Purchase Type				Transaction Count	Tax Amount	Transaction Amount
Fleet				1	2.53	40.00
	Virtual Card Number: XX-0003	Total		1	2.53	40.00
Virtual Card Number	XX-0004					
Purchase Type				Transaction Count	Tax Amount	Transaction Amount
Generic				1	1.82	29.82
	Virtual Card Number: XX-0004	Total		1	1.82	29.82
Virtual Card Number	XX-0005					
Purchase Type				Transaction Count	Tax Amount	Transaction Amount
Global Invoice				1	1.06	17.99
	Virtual Card Number: XX-0005	Total		1	1.06	17.99
Virtual Card Number	XX-0006					
Purchase Type				Transaction Count	Tax Amount	Transaction Amount
Line Item				1	2.21	36.27
	Virtual Card Number: XX-0006	Total		1	2.21	36.27
Virtual Card Number	XX-0007					
Purchase Type				Transaction Count	Tax Amount	Transaction Amount
Office Supplies				1	8.75	125.36
	Virtual Card Number: XX-0007	Total		1	8.75	125.36
<div> <div>Page 1 of 7</div> <div>Run Date : 09/22/2010 System Test User (SYSADMIN, Smart Data System Administrator)</div> </div>						