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Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 20, 2021	Updated the copyright year; no other changes
January 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
January 13 2018	Changed copyright; no other content changes
July 29 2017	Added the Company Billed Transaction Reconciliation - Detail (Calendar Month) report
April 22 2017	Added the Company Billed Transaction Reconciliation (Calendar Month) report
December 15 2016	Changed copyright; no other content changes
November 3 2006	Updated report images to match the current application
March 23 2016	Changed the text under the heading from <b>Travel Data</b> to <b>Travel / TripLink</b> <b>Data</b> ; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

## **Revision History**

## **Chapter 6: Folder – Company Billed Cards**

#### **Report: Card Program Summary**

Available to:☑ Analysis☑ IntelligenceUses:☑ Expense Data□ Travel / TripLink Data\*\*\*Not applicable for Standard Edition\*\*\*

This report will show all Card Programs and associated details that have been configured for a given company.

#### **Report Prompts**

Card Program Summary								
Purchasing Card	Populate Program Names	Purchasing - AMEX Purchasing - BoA						
-		Purchasing Card Populate Program Names						

Card Program Summary Program Types: Purchasing Card Program Names: Purchasing - AMEX, Purchasing - BoA									
Program Name	Program Type	Program Issuer	Program Default Policy	Program Country	Program Frequency	Program Is Deleted			
Purchasing - AMEX	Purchasing Card	American Express	Purchasing Card Expense Report	UNITED STATES	Monthly	N			
Purchasing - BoA	Purchasing Card	Bank of America	Purchasing Card Expense Report	UNITED STATES	Monthly	N			

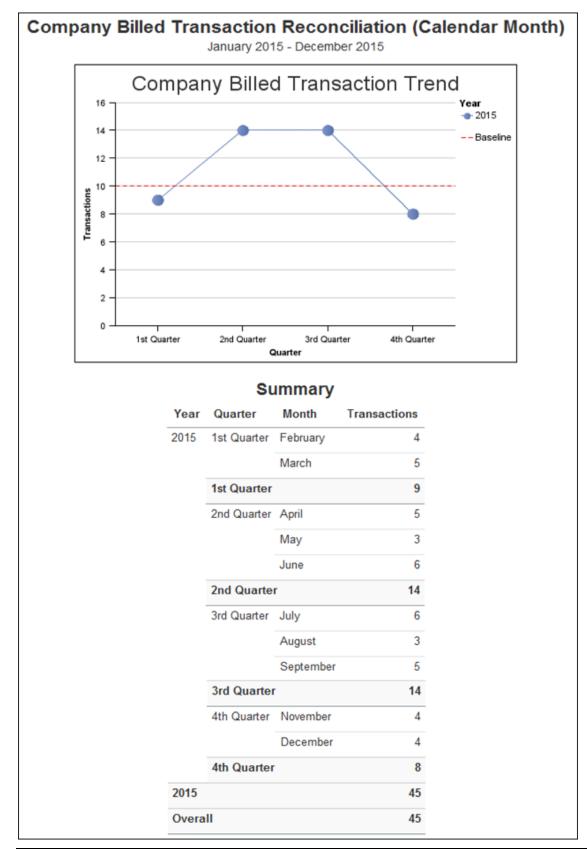
### **Report: Company Billed Transaction Reconciliation** (Calendar Month)

Available to:☑ Analysis☑ IntelligenceUses:☑ Expense Data□ Travel / TripLink Data\*\*\*Not applicable for Standard Edition\*\*\*

This report provides a summary of the Company Bill Statement transactions billed for a period to assist with reconciling purchasing card transactions.

**NOTE:** This report is for companies that have the Company Bill Statement feature enabled and use purchasing card programs.

Company Billed Transaction Reco	onciliation (Calendar Month)
Prompts	
Date Range	
From: January	2017 🗸
To: April	2017 🗸
Billing Details	
Baseline: 0	
Ca	ncel Finish



### **Report: Company Billed Transaction Reconciliation - Detail** (Calendar Month)

Available to:☑ Analysis☑ IntelligenceUses:☑ Expense Data□ Travel / TripLink Data\*\*\*Not applicable for Standard Edition\*\*\*

This report provides the details of the Company Bill Statement transactions billed for a period to assist with reconciling purchasing card transactions.

**NOTE:** This report is for companies that have the Company Bill Statement feature enabled and use purchasing card programs.

Company Billed Transaction	Reconcilia	tion - Detai	l (Calendar Month)
Prompts			
Date Range	)		
From:	April	2017 🗸	
то:	April 🗸	2017 🗸	

Year Qu															Company Billed Transaction Reconciliatio April 2017 - April 2017			
	Quarter	Month	First Submitted Date	Employee	Employee ID	Report Name	Report ID											
2017	2nd Quarter	April	Apr 3, 2017	internet, stear	100000	Manage (1993) Strate 211116	181-0010-0014-07-080-0											
			Apr 3, 2017	THE PARTY AND A PARTY OF	(Internet)	Number (Street, Street, Street,												
			Apr 4, 2017	Constant Statement	10001010	NUMBER OF STREET, STREET, MARKET	100 14 MAY 14 MILLION 11 11											
			Apr 4, 2017	PERMITS (TABLE)	10000	Stopp: 152227 (Stopp: Stop)												
			Apr 4, 2017	ANALY AND DR	distances in the	Middle (881888) (88187)(77188)	LONG-DESCRIPTION FOR STREET, ST											
			Apr 4, 2017	maximum department	40.000	NAME OF THE OWNER OF THE OWNER	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)											
			Apr 4, 2017	OPPOSITOR CONTRACTOR	Construction of the second	PART (1997) SHOP MAR	In the space of the second second second											
			Apr 4, 2017	Secondary Sufficience	CARD AND STREET	ALARY CONTRACTORS	PERCENT / COMPLEX AND ADDRESS OF											
			Apr 5, 2017	100000000000000000000000000000000000000	1210020	NAME OF BRIDE OF BRIDE	AND REAL PROPERTY AND INCOME.											
			Apr 5, 2017	TARE (Transform)	(stroughten))	Supply served server many	An I MINING! - IN ROOM ! IN											
			Apr 5, 2017	TRANSFORMER (TRANSFORMER)	(9994419)	STARS (STARS (STARS) LOSAR	NO DECEMBER OF STREET,											
			Apr 6, 2017	CARTE COMPANY	(Teaching and	NUMBER OFFICE OFFICE ADDRESS	THE R. CONTRACTOR CO.											
			Apr 6, 2017	contract, references	1000000000	NAME OF TAXABLE OF TAXABLE	10 000 000 101 0 0 0 7 7 1 0 1 1 1 1 1 1											
			Apr 6, 2017	100000000. / 2010000	100000000	Nume (more) (more) (inter-	depression of the local dependences											
				Apr 10, 2017	(WARRANGED, MARRIED)	100110011040	Maple (Some Story Star)	#****										
			Apr 12, 2017	del Constitute	and the stands	NAME OF BRIDE OF BRIDE	10-10-10-000-07-0-000-000-0											
		April Report Count: 36																
	2nd Quarter	Report Co	ount: 36															
2017 R	eport Count:	36																
Overal	Report Cour	nt: 36																
Storage		100																

#### action Reconciliation - Detail (Calendar Month) April 2017 - April 2017

Report ID	Report Type	Deleted Flag	Deleted Date/Time	Total Report Amount (rpt)
ALCO DE 1999 DE 1990 DE 1999 D	Statement Report	No		897.85USD
	Statement Report	No		11,518.73USD
1007103001103000712	Statement Report	No		1,956.03USD
	Statement Report	No		531.25USD
	Statement Report	No		8,332.63USD
NAME OF ALCOHOM OF ALCOHOM	Statement Report	No		19,428.77USD
1 - Reading and a second	Statement Report	No		569.91USD
PERSONAL PROPERTY AND DESIGNATION	Statement Report	No		351.82USD
AND REPORTED FOR THE PARTY.	Statement Report	No		72.02USD
	Statement Report	No		100.00USD
	Statement Report	No		2,400.00USD
	Statement Report	No		9,485.77USD
	Statement Report	No		326.70USD
	Statement Report	No		37.11USD
ALL R. L.	Statement Report	No		13,407.64USD
SCALL BRIEF PRIMA	Statement Report	No		2,595.54USD
				203,495.55USD
				203,495.55USD
				203,495.55USD
				203,496USD

## **Report: Transactions By Statement**

Available to:☑ Analysis☑ IntelligenceUses:☑ Expense Data□ Travel / TripLink Data\*\*\*Not applicable for Standard Edition\*\*\*

This report will display all transactions that have been made and assigned to a Statement Report during a given billing period. This will enable Card Program Administrators to quickly and efficiently validate card transactions.

	Date Range	
	Statement Start Date: To: Jun 20, 2012 To: Jun 20, 2012	· · · · · · · · · · · · · · · · · · ·
ptions		
Program Types/Names:	Purchasing Card Populate Program N Select all Deselect all	ames
Employees:	Keywords:         Type one or more keywords separated by spaces.         Options          Results:         Insert ◆         Remove	Choice:
	, Select all Deselect all	Select all Deselect all

		Statement Start I Pro	Date Betwe ogram Type	s by Stateme een Dec 2, 2009 and es Purchasing Card sing - Amex, Purchasi	Dec 2, 20	16		
State	ement Period	Program Name	Employee	Merchant	Description	Transaction Date	Reimbursement Currency	Posted Amount
May 25 2012 12:00AM	- Jun 24 2012 12:00AM	Purchasing - Amex	Coe, James	1800GOFEDEX 10010007		Jun 11, 2012	USD	77.95
				AD CATERING		Jun 11, 2012	USD	151.96
				CDW		Jun 11, 2012	USD	200.07
				CORPORATE TELCOM		Jun 11, 2012	USD	3,512.34
				ORKIN #560		Jun 11, 2012	USD	854.00
				SAMS CLUB #6265		Jun 11, 2012	USD	472.98
				STAPLES		Jun 11, 2012	USD	374.64
			Coe, James	;				5,643.94
			Cox, John	1800GOFEDEX 10010007		Jun 12, 2012	USD	77.95
				1800GOFEDEX 10010007		Jun 13, 2012	USD	77.95
				1800GOFEDEX 10010007		Jun 14, 2012	USD	77.95
				1800GOFEDEX 10010007		Jun 15, 2012	USD	77.95
				AD CATERING		Jun 12, 2012	USD	151.96
				AD CATERING		Jun 13, 2012	USD	151.96
				AD CATERING		Jun 14, 2012	USD	151.96
				AD CATERING		Jun 15, 2012	USD	151.96
				CDW		Jun 12, 2012	USD	200.07
				CDW		Jun 13, 2012	USD	200.07
				CDW		Jun 14, 2012	USD	200.07
				CDW		Jun 15, 2012	USD	200.07
				CORPORATE TELCOM		Jun 12, 2012	USD	3,512.34

### **Report: Unassigned Company Billed Transactions**

Available to:☑ Analysis☑ IntelligenceUses:☑ Expense Data□ Travel / TripLink Data\*\*\*Not applicable for Standard Edition\*\*\*

This report will display all Company Billed card transactions that have not yet been assigned to a Statement report. Since the Statement Report is created automatically, this will be an infrequent scenario that only occurs when a user specifically removes a transaction from the Statement Report.

Unassigned Company Billed Transa	actions
Purchasing Card Populate Program Na	Purchasing - Amex Purchasing - BoA
Select all Deselect all  Keywords: Type one or more keywords separated by spaces. Search  Options  Results: Insert  Insert	Choice:
Select all Deselect all	Select all Deselect all
	Purchasing Card         Populate Program Na         Select all Deselect all         Keywords:         Type one or more keywords separated by spaces.         Options *         Results:         Insert •         • Remove

				-	ned Company Program Types: Po Names: Purchasing -	urchasing Car	d				
Card Program	Employee	Employee ID	Name on Card	Transaction Type Name	Merchant	Merchant Code	Description	Transaction Date	Download Date	Reimbursement Currency	Posted Amount
Purchasing - AMEX	Doe, John	CBS000001	DOE, JOHN	Credit Card Transaction	AD CATERING	5814		Jun 11, 2012	Jun 13, 2012	USD	151.96
		CBS000001	DOE, JOHN	Credit Card Transaction	ORKIN #560	7342		Jun 11, 2012	Jun 13, 2012	USD	854.00
		CBS000001	DOE, JOHN	Credit Card Transaction	CORPORATE TELCOM	5999		Jun 11, 2012	Jun 13, 2012	USD	3,512.34
		CBS000001	DOE, JOHN	Credit Card Transaction	SAMS CLUB #6265	5300		Jun 11, 2012	Jun 13, 2012	USD	472.98
		CBS000001	DOE, JOHN	Credit Card Transaction	1800GOFEDEX 10010007	4214		Jun 11, 2012	Jun 13, 2012	USD	77.95
		CBS000001	DOE, JOHN	Credit Card Transaction	STAPLES	5969		Jun 11, 2012	Jun 13, 2012	USD	374.64
		CBS000001	DOE, JOHN	Credit Card Transaction	CDW	5065		Jun 11, 2012	Jun 13, 2012	USD	200.07
	Doe, John										5,643.94
Purchasing - AMI	EX										5,643.94