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 Uses: Expense Data Travel / TripLink Data
 Not applicable for Standard Edition

Revision History

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 Travel Data to Travel / TripLink Data ; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 6: Folder – Company Billed Cards

Report: Card Program Summary

Available to: Analysis Intelligence
 Uses: 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

Prompts

Options

Program Types/Names:

Purchasing Card

Purchasing - AMEX
 Purchasing - BoA

Select all Deselect all

Select all Deselect all

Report Output

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 Intelligence
Uses: 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.

Report Prompts

Company Billed Transaction Reconciliation (Calendar Month)

Prompts

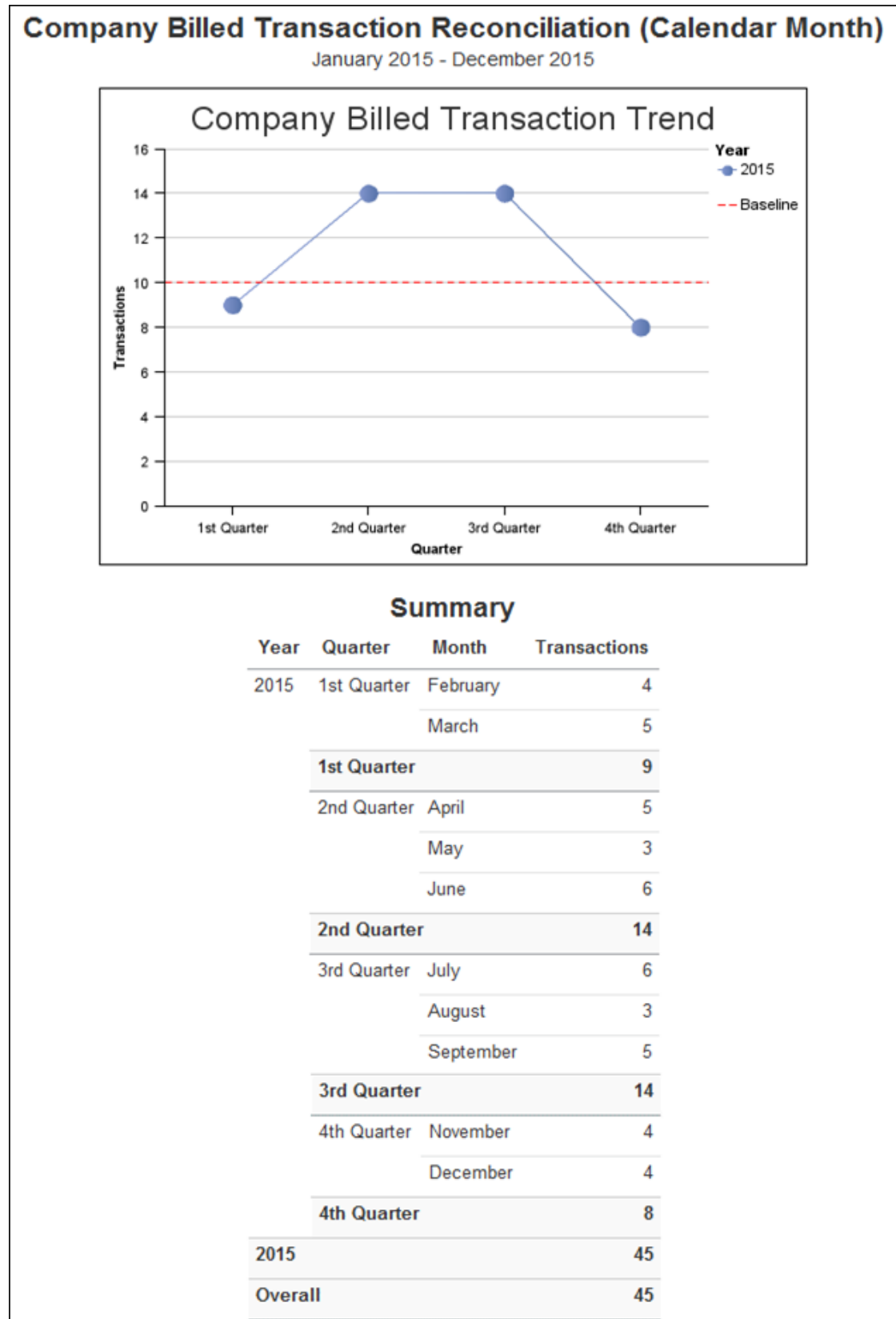
Date Range

From:	January <input type="text"/>	2017 <input type="text"/>
To:	April <input type="text"/>	2017 <input type="text"/>

Billing Details

Baseline:	<input type="text" value="0"/>
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Report Output



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

Available to: Analysis Intelligence
Uses: 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.

Report Prompts

Company Billed Transaction Reconciliation - Detail (Calendar Month)

Prompts

Date Range

From:	April ▼	2017 ▼
To:	April ▼	2017 ▼

Report Output

Company Billed Transaction Reconciliation							
April 2017 - April 2017							
Year	Quarter	Month	First Submitted Date	Employee	Employee ID	Report Name	Report ID
2017	2nd Quarter	April	Apr 3, 2017	Michael J...	...	Trans 1027 1028 1-016	...
			Apr 3, 2017	Tom J...	...	Trans 1028 1027-000	...
			Apr 4, 2017	Thomas J...	...	Trans 1028 1027-000	...
			Apr 4, 2017	Thomas J...	...	Trans 1027 1028 100	...
			Apr 4, 2017	John J...	...	Trans 1028 1027 110	...
			Apr 4, 2017	Thomas J...	...	Trans 1028 1027-000	...
			Apr 4, 2017	Thomas J...	...	Trans 1027 1027-000	...
			Apr 4, 2017	Thomas J...	...	Trans 1028 1027-000	...
			Apr 5, 2017	Tom J...	...	Trans 1028 1027-000	...
			Apr 5, 2017	Thomas J...	...	Trans 1028 1027-000	...
			Apr 5, 2017	Thomas J...	...	Trans 1027 1027 1-016	...
			Apr 6, 2017	John J...	...	Trans 1028 1027-000	...
			Apr 6, 2017	John J...	...	Trans 1028 1027 010	...
			Apr 6, 2017	John J...	...	Trans 1028 1027 1-000	...
			Apr 10, 2017	Michael J...	...	Trans 1028 1027-000	...
			Apr 12, 2017	Michael J...	...	Trans 1028 1027-000	...
April Report Count: 36							
2nd Quarter Report Count: 36							
2017 Report Count: 36							
Overall Report Count: 36							

Transaction Reconciliation - Detail (Calendar Month)				
April 2017 - April 2017				
Report ID	Report Type	Deleted Flag	Deleted Date/Time	Total Report Amount (rpt)
...	Statement Report	No		897.85USD
...	Statement Report	No		11,518.73USD
...	Statement Report	No		1,956.03USD
...	Statement Report	No		531.25USD
...	Statement Report	No		8,332.63USD
...	Statement Report	No		19,428.77USD
...	Statement Report	No		569.91USD
...	Statement Report	No		351.82USD
...	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
...	Statement Report	No		13,407.64USD
...	Statement Report	No		2,595.54USD
				203,495.55USD
				203,495.55USD
				203,495.55USD
				203,496USD

Report: Transactions By Statement

Available to: Analysis Intelligence
Uses: 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.

Report Prompts

Prompts

Date Range
Statement Start Date: From: Jun 20, 2012 To: Jun 20, 2012

Options
Program Types/Names: Purchasing Card
Populate Program Names
Select all Deselect all

Keywords: Type one or more keywords separated by spaces.
Options
Results: Choice:
Insert Remove
Select all Deselect all

Report Output

Transactions by Statement								
Statement Start Date Between Dec 2, 2009 and Dec 2, 2016								
Program Types Purchasing Card								
Program Names Purchasing - Amex, Purchasing - BoA								
Statement 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	1800GOFEDX 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					
		Cox, John	1800GOFEDX 10010007		Jun 12, 2012	USD	77.95	
			1800GOFEDX 10010007		Jun 13, 2012	USD	77.95	
			1800GOFEDX 10010007		Jun 14, 2012	USD	77.95	
			1800GOFEDX 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 Intelligence
Uses: 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.

Report Prompts

Unassigned Company Billed Transactions

Prompts

Options

Program Types/Names:	<div style="display: flex; justify-content: space-between;"><div style="border: 1px solid gray; padding: 5px; width: 45%;"><p style="background-color: #4a90e2; color: white; margin: -1px -1px 1px -1px; padding: 2px;">Purchasing Card</p><div style="height: 100px;"></div><p style="text-align: right; font-size: small;">Select all Deselect all</p></div><div style="border: 1px solid gray; padding: 5px; width: 45%;"><p style="background-color: #4a90e2; color: white; margin: -1px -1px 1px -1px; padding: 2px;">Purchasing - Amex Purchasing - BoA</p><div style="height: 100px;"></div><p style="text-align: right; font-size: small;">Select all Deselect all</p></div></div> <div style="text-align: center; margin-top: 10px;"><input type="button" value="Populate Program Names"/></div>
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Employees:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

<p>Results:</p> <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: right; font-size: small;">Select all Deselect all</p>	<input type="button" value="Insert →"/> <input type="button" value="← Remove"/>	<p>Choice:</p> <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: right; font-size: small;">Select all Deselect all</p>
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Report Output

Unassigned Company Billed Transactions											
Program Types: Purchasing Card											
Program Names: Purchasing - AMEX, Purchasing - BoA											
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	1800GOFDEX 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									
Purchasing - AMEX											5,643.94