

November 7, 2007

Polk County Purchasing Division
W.A. "Buddy" Storey, Purchasing Director
2470 Clower Lane
Bartow, Florida 33830

Dear Mr. Storey:

On behalf of Bank of America, thank you for the opportunity to provide Polk County with the Purchasing Card recommendations offered in this proposal. As the County grows and evolves, receiving the right financial advice to help you achieve your goals is critical. At Bank of America, we work closely with our clients as a dedicated financial advisor, by carefully listening to your objectives and then providing expert advice, industry insight and treasury product and service solutions to meet your needs and fuel your growth.

The solutions we are recommending in this proposal are based on careful review of your needs and goals, day-to-day knowledge of your specific requirements and operations, and discussions with you and your team. The partnership between Bank of America and the County is built on making sure we meet and anticipate your needs, and adding value to the way in which you conduct business. As always, we are committed to providing higher standards in everything we do.

We have leveraged our knowledge of your goals, as well as your industry, in preparing the attached proposal. We are delighted at the opportunity to provide you with our commitment to expand your current Purchasing Card program and enhance it with pre-paid or loadable cards and ePayables.

With our industry expertise, worldwide network, and breadth of products and services, we deliver solutions to help entities such as Polk County succeed. This proposal reflects a solution that will meet your needs both now and well into the future. Thank you for your consideration of Bank of America.

Sincerely



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Senior Vice President
Client Manager



Glenna S. Thompson
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Treasury Mgmt. Sales Officer



Evan Tullos
Senior Vice President
Sr. Card Account Manager

Procurement Card Services for Polk County

RFP # 08-002-RGH



Submitted by

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Bank of America 



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Attachments

- 1-Client Team Biographies
- 2-Sample Works Reports



Executive Summary

Bank of America's mission is to be the number one provider of commercial and purchasing card payment solutions. We are one of the largest card issuers in the United States due to our Brand Strength, Proven Experience, Acclaimed Strategic and Consultative Account Management and our ability to customize efficient and state-of-the-art solutions.

Profitability Statement

Bank of America is committed to assisting the County in expanding your current purchasing card program and introduce greater efficiencies. With these efficiencies and **no cost program**, the County will achieve administrative savings, electronic billing and payment for purchasing commodities and services. With the expansion of your existing program, introduction of innovative solutions to pay vendor's electronically with ePayables, and the use of zero balance or loadable cards, the County will realize cost savings, increase float and rebate. Bank of America's devoted and experienced staff will actively solicit and enroll the County's vendors interested in participating in the ePayables solution, allowing the County's staff to concentrate on other tasks. We will continue to monitor the County's purchasing card program to ensure the anticipated growth goals the County expects year-over-year are accomplished.

As a current Bank of America Purchasing Card client, the County will not have to experience the daunting task of transitioning a program of this magnitude. This would include contract negotiations, implementation or re-issuance of cards, while ensuring no impact to your cardholders, program administrators or vendors. **There will be no time lost and potential savings and revenue lift can be recognized immediately.**

Productivity Statement

- Our Works™ application is **owned by Bank of America** and there is **no doubt or question** that we will continue to offer this application to our clients and enhance our client's ability to consolidate data collection and reporting;
- Works provides the County with a state-of-the-art electronic management and reporting tool you are accustomed to;
- Works will assist to increase the County's budget controls;
- Knowledgeable and experienced customer service is easily accessible via a toll-free number;
- Client specific training and industry conferences are offered frequently for program administrators and users and can be customized to meet your needs;
- Works has the ability to allow the program administrator to manage the available funds on your card accounts in a real-time environment;
- Issuance of new cards or deletion of cards can be accomplished from the program administrator's desktop with Works.

We believe this proposal clearly states our unique ability to continue as the County's Purchasing Card provider and our desire to actively partner with the County to expand your current program. We welcome the opportunity to learn more about the County's growing needs, processes and policies while discussing in detail.

Selection Criteria

COMPETENCE

Bank of America has provided behind Attachment 1 section of our response a list of names and resumes of the key Bank of America personnel assigned to this project.

CURRENT WORKLOAD

Bank of America has more than 2.5 million large corporate/commercial cards in circulation in 2006, generating more than \$9.8 Billion in annual spending volume. In addition to these private sector clients, Bank of America's public sector programs total more than 1.8 million cards and more than \$6 billion in annual spending volume.

SAMPLE OF PROPOSED CARD

Bank of America will continue to print the County's logo on the front of each card. An example of our standard stock is provided below.

Standard card features include:

- Two lines of up to 23 characters available for the cardholder's name, entity name or department name
- National and international toll-free Customer Service telephone numbers are printed on the reverse of each card
- ATM's are not referenced on the card

Should you desire additional colors or graphics beyond the standard card pictured below, custom design services are available for an additional fee.



TRAINING

Bank of America provides Works online training and tools for all cardholders. In addition, Bank of America provides train-the-trainer instruction for all program administrators and accountants.

Works training includes specific sessions on the following topics:

- Works Process Overview
- Initial Login/Forgot Password
- Navigating Works
- Cardholders: Reconciling Transactions (without the Purchasing Request process)
- Cardholders: Creating Purchase Requests and Reconciling Transactions
- Cardholders & Managers: Viewing Your Online Statement and Handling Flagged Transactions
- Managers: Transaction Sign Off and Approving/Rejecting Purchase Requests
- Managers: Transaction Sign Off
- Managers: Reporting
- Cardholders and Managers: Submitting and Approving Reimbursement Requests

Ongoing Training support

Bank of America offers Works training tailored to the needs of new clients and existing clients as well as advanced training to leverage Works beyond the traditional purchasing cards. In addition, we offer training videos and emails with helpful hints to help you maximize the benefits of the Works solution.



Selection Criteria

PAST PERFORMANCE

Name of Reference	City of Clearwater	Hillsborough County	Duval County Public Schools
Contact Name	Steve Moskun	Linda Wheat	Larry Ganger
Title	Cash and Investment Manager	Purchasing Manager	Supervisor
Telephone	727-562-4532	813-301-7092	904-858-4856
Address	100 S. Myrtle Avenue Clearwater, FL 33758	601 E. Kennedy Blvd., Tampa, FL 33602	4880 Bulls Bay Highway Jacksonville, FL 322195
E-mail	steve.moskun@myclearwater.com	wheatl@hillsboroughcounty.org	gangerl@educationcentral.org
Number of Customers	563	949	353
Contract Start Date	1998	1999	1997
Accomplishments	<ul style="list-style-type: none"> Purchasing Card Optimization ePayables 	Purchasing Card Optimization	<ul style="list-style-type: none"> Purchasing Card Optimization ePayables

Name of Reference	State of Florida	City of Port St. Lucie
Contact Name	Ommet Mbiza	Cheryl Shanaberger
Title	Purchasing Manager	Purchasing Manager
Telephone	850-488-7804	772-871-7390
Address	4050 Esplanade Way Tallahassee, FL 32399	121 S.W. Port St. Lucie Blvd. Port St. Lucie, FL 34984
E-mail	Ommet.Mbiza@dms.myflorida.com	cheryls@cityofpsl.com
Number of Customers	51,964	207
Contract Start Date	1997	1998
Accomplishments	<ul style="list-style-type: none"> Purchasing Card Optimization ePayables 	<ul style="list-style-type: none"> Purchasing Card Optimization Cardless Accounts

ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE P-CARD REQUIREMENTS

Bank of America understands the County wants to optimize its current purchasing card program and introduces greater efficiencies such as ePayables, zero balance and loadable cards at no cost. The County is interested in cost savings and rebate; however, efficiencies, technology reporting and minimal time spent on implementation are extremely important.

Bank of America has read the requirements of this Request for Proposal. We are in compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations.

QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.

This is a no cost program, with revenue generating potential. Bank of America is pleased to offer the County an attractive and competitive rebate program, please see the following table:

Purchase Card Annual Volume Tiers Excludes Large Ticket	Cycle	30	30	30	30	30
	Grace	3	7	14	20	25
\$1,000,000 - \$1,999,999		0.91%	0.85%	0.75%	0.67%	0.60%
\$2,000,000 - \$2,999,999		1.10%	1.05%	0.95%	0.87%	0.80%
\$3,000,000 - \$4,999,999		1.16%	1.10%	1.00%	0.92%	0.85%
\$5,000,000 - \$9,999,999		1.18%	1.12%	1.02%	0.94%	0.87%
\$10,000,000 - \$14,999,999		1.19%	1.13%	1.03%	0.95%	0.88%
\$15,000,000 - \$19,999,999		1.20%	1.14%	1.04%	0.96%	0.89%
\$20,000,000 - \$49,999,999		1.21%	1.15%	1.05%	0.97%	0.90%
\$50,000,000 - \$74,999,999		1.25%	1.20%	1.10%	1.02%	0.95%
\$75,000,000 - \$99,999,999		1.28%	1.23%	1.13%	1.05%	0.98%
\$100,000,000 or over		1.30%	1.25%	1.15%	1.07%	1.00%

Qualified Large Ticket Transactions	Cycle	30	30	30	30	30
	Grace	3	7	3	20	25
\$1,000,000 - \$1,999,999		0.50%	0.45%	0.35%	0.32%	0.25%

Questions

- a) **Proposers shall describe the method by which cards are issued and the time frame from the receipt of a card request to the issuance of a new card, and describe the method of receiving card requests and the method of delivering cards. What is the turnaround time for replacing a lost or stolen card?**

The County's card administrator can continue to request cards online using Works, Bank of America's proprietary premier reporting system. New cards are mailed to the card administrator or the individual cardholder(s) as designated by your program administrator. The County can continue to determine the desired cardholder credit limits and restrictions.

New cards must be activated by calling our toll-free, 24/7 Customer Call Center number and entering a pre-set activation code. This procedure ensures that only the correct cardholder is in possession of the card and reduces potential liability.

The length of time it takes to receive a new card depends on the method of delivery chosen and the time of day it is ordered.

- Via U.S. Mail, the County will receive new cards within seven to ten days.
- Via Federal Express, the County will receive cards in 2 business days.
- Rush requests for next day delivery can also be accommodated.

Lost or stolen cards are typically issued within two business days following notification to Bank of America.

- b) **Can sales tax be blocked from charging to the card within and outside of Florida?**

Bank of America's purchasing card program does not systematically allow for tax exemption. Tax exemption is typically only provided to an employee of the state in which they reside. In addition, not all purchasing qualify for tax exemption.

A majority of clients elect to place a tax exempt phrase on their cards and this works effectively for the majority of the purchases.

- c) **Discuss settlement terms:**

- i) **How quickly after a transaction has been conducted is information available?**

Once the transaction information is passed from the merchant to Bank of America, it is available for viewing on Works within twenty-four hours.

ii) What billing cycles are available?

The County will be able to choose a billing cycle offered through our flexible billing system based on your needs and payment cycle options. Our billing system cycles every seven days (weekly), every fourteen days (biweekly) or monthly, allowing the County to choose the cycle frequency and day appropriate for its business model.

iii) How will we receive billing statements?**Billing Delivery Options**

EDI 811: EDI 811 is a file containing the customer's billing information that is formatted according to the ANSI X.12 file layout requirements. With the EDI 811 format, the County's billing information will be sent to Bank of America from our processor, Total Systems, for translation into the EDI 811 format. Bank of America will then initiate delivery of the information to a dedicated EDI mailbox or a value-added network (VAN) mailbox.

Statement Billing File: The Statement Billing File, or SBF, is a fixed record file that contains the customer's billing information. The SBF is created by our processor, Total Systems (TSYS), and will be delivered to a value-add network (VAN) mailbox. You will dial into the VAN mailbox to access a file download. This file can also be directed to an FTP site.

Paper Statements: The traditional paper statement may be used for billing with any account type. The statements are sent via U.S. mail.

iv) Procedure for resolution of billing discrepancies?**Steps For Timely Dispute Resolution**

1. The fastest way to resolve a problem with a purchase or transaction is to work directly with the merchant.
2. If you cannot resolve the issue with the merchant, you must initiate a dispute with Bank of America within sixty days of the close of the billing cycle in which the transaction occurred.
3. To file a dispute, complete the Commercial Card Claims Statement of Disputed Item (Dispute Form) form. This form can be completed on paper through Works, our web-based reporting tool.
4. Fax the completed form to Commercial Claims and keep a copy of the fax transmission report. If completing the form in Works, this step is not necessary. The form will be imaged and the dispute processed. If Commercial Claims requires more information, they will send a letter to the cardholder at the address on file with Bank of America. You must respond to the request for more information, even if it's to say you have no more detail, or the dispute will be considered closed.

Steps For Timely Dispute Resolution

5. Cardholders may call Commercial Card Customer Service to check on the status of a dispute or with questions regarding a dispute.

6. Merchants have 60 days to respond to the dispute. The merchant may request more information during that time, or may protest the dispute. You will then have another opportunity to restate your case and the merchant has another opportunity to respond.

v) What are payment terms from statement date?

The County will have a choice of grace periods for account payment on your corporately billed accounts. Grace periods may be from three to twenty five calendar days and must be less than the days in the billing cycle.

vi) How will we receive electronic information?

Through the Works Payment Manager application, the County can continue to view billing statements online. These statements can be exported or integrated into your existing accounting system or specialty systems with little to no need for IT support to do so.

vii) What options are available for making payment (i.e., check, ACH, other)?

To provide the County with maximum flexibility, Bank of America supports the electronic payment processes as described here:

- **ACH Credit** – You can initiate the sending of an ACH file to Bank of America where the payment will be posted to the designated account(s).
- **ACH Debit** – ACH Debit is an electronic payment method that allows Bank of America to automatically debit your designated account at the end of the chosen settlement period for the amount owed during that billing cycle.
- **Wire Transfer** – The County can wire funds to Bank of America with instructions to post the payment to the appropriate card account.
- **Pay By Phone** – The County can use Bank of America's Pay By Phone option to make payment to their card account.

d) Describe the merchant support function. Is a third party alliance established? If so, describe the nature of the alliance.

Bank of America includes both an issuer and merchant card processor. This benefits our clients because we can assist in increasing supplier acceptance, a key factor in the success of any Corporate Card program.

Bank of America Merchant Services, is dedicated to working with our clients to improve overall merchant support and to target client-specific merchants for sign-up and system upgrades. Bank of America Merchant Services is the largest bank-owned, coast-to-coast merchant credit card processor in the United States, and the second largest overall.

- e) **Describe the card controls and usage restrictions supported by the issuer's program.**
- i) **Company level restrictions**
 - ii) **Cardholder level restrictions**
 - iii) **Department level restrictions**

Unique authorizations can be established for each cardholder at the individual, departmental or company levels. Transactions will be checked against controls at each level and will be declined if not within the established authorization parameters at the point-of-sale.

- iv) **Merchant Category Code / Standard Industry Classification (MCC/SIC) restrictions**

The County can establish restrictions on merchant or supplier type by Merchant Category Code (MCC), an expanded version of the Standard Industry Classification (SIC). In a state of emergency, all merchant codes can be activated just in case a cardholder needs to make a purchase at a non-traditional business merchant, such as ice from a liquor store.

- v) **Dollar limits / transaction limits**

The County can establish restrictions on dollar limits per transaction, by day or by business cycle.

- vi) **Transaction method (over the counter vs. telephone orders)**

The County has the ability to utilize or block direct marketing and/or catalog merchants.

- f) **Describe the average time it takes to perform function and how the function is handled (phone, change form faxed or mailed, email) for the following. Response time as well as the ability to be *decentralized* on certain items listed below will be critical to the evaluation process:**

- i) **Applying for a new card**

The card administrator requests cards online. The cards are mailed to the card administrator or the individual cardholder(s) as designated by the program administrator(s).

Decentralization can be easily accomplished by establishing a hierarchy for each department and further decentralization can be established with departmental program administrators, if desired.

ii) Modifying a cardholder's profile (must be within minutes)

To delete, cancel, remove cards or manage spend limits, the administrator uses an automated search engine to perform a simple card search and marks as needed.

Once marked, the modifications take effect within 5-7 seconds. Once in effect, all further card transactions will be declined or processed accordingly.

iii) Renewal of card

Cards will be renewed and mailed out one month prior to the expiration date printed on the card.

iv) How to obtain replacement of cards (including emergency situations)

Replacement cards can be requested by your cards program administrator(s) through the Works application. For emergency replacements, your cards administrator(s) should contact Bank of America customer service directly to expedite delivery of the plastic.

v) Minimum and maximum time to process normal replacement cards

To replace their cards cardholders must contact Bank of America's 7x24x365 toll-free Customer Call Center to arrange for card cancellation and replacement when calling domestically or abroad.

Upon notification, cancellation of such cards is effective immediately and a new card may be issued. Typically, cards are issued within two business days following notification to Bank of America.

If a temporary card is issued, your cardholders will be able to make merchant purchases and obtain cash advances in person at banking centers.

vi) Minimum and maximum time to receive emergency replacement cards

In the event of an emergency, a "rush" can be requested and replacement cards can be issued within 24 hours (or two business days if outside the U.S).



- vii) Procedure and conditions for canceling a card
- viii) Removal of invalid cards

To delete, cancel or remove cards, the administrator uses an automated search engine to perform a simple card search and marks the card cancelled immediately.

- ix) Procedure for reporting lost or stolen cards

Lost or stolen cards are reported in a two-step process to allow for maximum control and fraud prevention:

- First the user or program administrator must at once marks the card Lost/Stolen in the Works application, which will begin blocking all authorizations against the card immediately.
- Within 24-hours the user or program administrator must call Bank of America customer service to notify us of the loss/stolen card and triggers the appropriate paperwork to be completed thereby minimizing the liability according to Visa rules.

- g) Describe your customer service capabilities for the following:

- i) Hours of coverage
- ii) Toll-free number access
- iii) Dedicated representative for our account
- iv) Cardholder account management
- v) Cardholder complaints
- vi) Quality measures for response time

The following tables outline the multi-level support that the County currently receives as a valued Bank of America client.

Account Manager, Evan Tullos	Supported by the National Account Management Team
<p>Evan Tullos is the designated representative for your account. He will continue to provide strategic program design, development, and direction of your program with Bank of America. Evan functions as a consultative resource. He will assist you in meeting and exceeding measurable goals critical to the success of your card program. Additionally, he will continue to serve as a point of escalation for program issues. Evan has a bank issued blackberry and can be reached at any time.</p>	

Client Level Support	Jane Ritter
<p>Jane Ritter, the County's assigned Account Specialist is available via toll-free, Monday through Friday for Program Administrator(s) assistance. Calls received after business hours are routed to the Customer Call Centers. Cardholders may continue to call customer service, which is available 24/7.</p>	



Questions

Bank of America Technical Helpdesk	Team of dedicated to providing technical assistance
The Technical Helpdesk provides technical support for your program. They will provide technical support throughout the life of your contract by assisting with any technical problems that you may encounter. The Technical Helpdesk can be reached Monday through Friday from 8:00 a.m. to 9:00 p.m. by dialing 888-317-2638.	

Bank of America Toll-Free 7x24x365 Customer Call Center	Team providing cardholder and basic administrative assistance
Bank of America's customer service representatives assist with cardholder inquiries. The Program Administrator or cardholders may call our domestic toll-free number anytime regarding various queries including cardholder complaints, receipt of payment, disputes, and lost or stolen cards.	

Bank of America practices a Customer Satisfaction process for our Customer Call Center, Technical Helpdesk, and Company Level Support. Calls are monitored and measured against the following quality indicators:

- Percentage of calls handled
- Percentage of calls abandoned
- Service level percentage
- Average speed of answer (minutes:seconds)

Performance measures are recorded daily, reported to senior management monthly, and reviewed by departmental managers for process improvement and quality assurance.

2) Card Misuse and Liability

- a) **Specifically, what is participating entities liability if an employee unknowingly or knowingly misuses their P-card? What is participating entities liability for stolen or lost P-cards, and stolen or lost P-cards that are used illegally?**

Bank of America provides a sophisticated authorization system that allows the County to define cardholder spending controls that, if violated, will result in a declined authorization at the point-of-sale. In addition, Bank of America provides exception reporting that allows the County to detect unusual spending patterns and possible cardholder misuse.

In the event that cardholder abuse does occur, Bank of America provides coverage through the card association's misuse protection program. This coverage will be subject to the terms and exclusions of the misuse protection program as established from time to time by the program underwriters. You must also meet all of its obligations under the program including but not limited to termination of the employee. The misuse protection program is automatically provided with all Bank of America commercial card programs and is offered free of charge.

The County will not be liable for transactions resulting from unauthorized use (i.e. fraud) of a lost or stolen cardholder account as long as:

- Notice is given to Bank of America as soon as practically possible within the first twenty-four hours following discovery of the loss, theft or possible unauthorized use.
- The County and its cardholder assist Bank of America in investigating facts and circumstances relating to the loss, theft, or possible unauthorized use.

3) Card Acceptance

- a) **Specifically, Proposers shall describe their P-card's general acceptance in the State of Florida.**

The current number of Visa Merchant Acceptance locations in Florida is 357,556.

Bank of America conducts a vendor match through Visa's Program Optimization model. Through this match process suppliers are identified as non-acceptors. We now have an automated way to pass those identified suppliers to Bank of America Merchant Services (BAMS) through an application termed SEP with the goal to enroll as many suppliers as possible as Visa acceptors.

- b) **Successful Proposer shall have an established program to recruit new businesses when notified by participating entities that a vendor did not accept the P-card. Please describe this program, its methods, and level of success.**

Bank of America conducts a vendor match through Visa's Program Optimization model. Through this match process suppliers are identified as participating vendors and non-acceptors. We now have an automated way to pass those identified suppliers to Bank of America Merchant Services (BAMS) through an application termed Supplier Enrollment Program (SEP) with the goal to enroll as many suppliers as possible as Visa acceptors. This process enables the expansion of card acceptance through enrollment of our client's vendors. This has been a very successful approach and directly impacts our client's ability to increase their volume and rebate earnings.

Bank of America's local Florida merchant representatives will be available to have these discussions with Florida vendors.

4) Disaster Recovery

- a) Do you have a disaster recovery plan? If so, provide a description of the plan, including the time required to become fully operational after a disaster.

Yes, the Works Disaster Recovery Plan (DRP) is maintained in accordance with Bank of America's guidelines. The DRP itself is kept offsite for safekeeping along with the backup tapes needed for restoration.

One Hour to Full Recovery Capability

While the SLA for disaster recovery is 24-hours, Works annual test indicate that it takes approximately one-hour from the start of the disaster recovery process to bring the DR site to full recovery capability.

Automatic Backups

Automatic tape-based full backups are performed on a nightly basis. One full backup tape per week is stored off-site and restore operations are tested periodically. Monthly and yearly full backup tapes are kept, along with other critical software and a copy of the Disaster Recovery Plan, in a permanent archive bin at the offsite location. Logs are kept of all backups and which tapes are stored offsite.

Alternate Centers

In the event of a disaster to the production data center at SunGard in Austin, TX, the DR site in Kingston, NY would be utilized.

A backup electrical power system for both the primary SunGard data center in Austin, TX and the DR data center in Kingston, NY includes an uninterruptible power supply (UPS) module, batteries, and a turbo-charged diesel generator. Environmental controls have been installed to protect both the SunGard and Kingston data centers.

Bank of America's Disaster Recovery Plan

Bank of America has an extensive disaster recovery program. Our status, plans, and procedures are reviewed periodically by the National Bank Examiners and meet, or exceed industry standards.

Backup for our mainframe system-of-record accounting systems is provided at a bank backup facility geographically removed from the normal production sites. In normal circumstances, this facility is used for development work. In case of a disaster affecting a production site, development work is discontinued, computer hardware is reconfigured to simulate the failed site, and production work is processed at the backup site.

Current data is copied in the production sites every day and stored at the backup sites for use in recovery. Backup plans for every production site are tested twice a year. Procedures are in place for all aspects of disaster recovery: immediate emergency response, failure assessment, backup activation, backup operations and primary site restoration.

Bank of America's Corporate and Commercial Card System has never been interrupted due to an unplanned event. In the unlikely event our system does go down, we have a back-up vendor to provide stand-in processing to Bank of America's customers. This vendor operates multiple processing systems to ensure there is always an authorization system in place.

In case of an emergency at our Corporate and Commercial Card Services Center in Norfolk, all operations would be diverted to our Card Campus in Phoenix, Arizona. There is also a secondary operations center in Spokane, Washington. The normal processing functions of the Corporate and Commercial Card Services division will be operating within seventy-two hours.

5) Fraud

- a) **Does your program screen transaction activity for fraud patterns? If yes, explain. If no, is this capability planned for future implementation and if yes, when? Provide statistics on fraud associated with your card program. What is your procedure for contacting the participating entity?**

Yes, Bank of America's Fraud Detection Unit monitors activity for suspicious transactions based on various characteristics, such as Merchant Category Codes known to be high risk for fraud. In these cases, the first transaction may be allowed to authorize; however, subsequent transactions will refer or decline, pending a contact with the cardholder or Program Administrator, to determine the acceptability of the transactions.

In addition to the high-risk transactions, the Fraud Detection Unit also tracks patterns of activity to look for trends that are inconsistent with the cardholder's normal usage. The account may also be temporarily blocked for positive verification.

Fraud Statistics

There is limited industry data on Commercial Card fraud losses due to an inconsistency in the data reporting among our peers. In 2006 our fraud losses were approximately 0.045% of our transaction volume. We attribute this excellent performance to the multiple levels of security in place that are designed to protect our card transactions and cardholders from fraud.

- b) **What are the liabilities of the company and employees in the event of fraud, abuse or loss of a card? Does the issuer provide fraud insurance? If so, what are the stipulations and fees associated with the insurance?**

The County will not be liable for transactions resulting from unauthorized use (i.e. fraud) of a lost or stolen cardholder account as long as:

- Notice is given to Bank of America as soon as practically possible within the first twenty-four hours following discovery of the loss, theft or possible unauthorized use.
- The County and cardholder assist Bank of America investigation and circumstances relating to the loss, theft, or possible unauthorized use.

It should be noted that the County would be liable for unauthorized charges on our ghost program (not applicable to ePayables), supplier and department cards because the card associations limit Bank of America's ability to charge back unauthorized transactions to a supplier when the account does not belong to a specific cardholder. Due to the large number of authorization restrictions that are typically placed on these account types, unauthorized transactions are very infrequent.

The misuse protection program is automatically provided with all Bank of America commercial card programs and is offered free of charge.

6) Reports

- a) **What reports are available regarding sales and use taxes?**

Visa Information Management (VIM) is a web based reporting tool that allows the County to view and track sales tax entered at the point-of-sale by the merchant. Multiple types of reports are available including expense, transaction summary and detail and fuel card detail by cardholder name and company. VIM can also provide standard reports that estimate use tax for each tax jurisdiction. These estimates are based on the merchant and cardholder addresses and the corresponding tax rates predefined in the VIM application for each tax jurisdiction. Users can also flag cardholders, merchants, and accounting segments as tax exempt in order to further refine use tax estimates. There is no cost for Visa Information Management.

- b) **For transactions that are reported without separate sales tax, 1099 status or minority-owned business status detail, how do you suggest we meet our tracking and reporting needs for such information?**

Through Bank of America's Visa member bank status we are able to offer the County access to Visa's Sales and Use Tax Tools – as a result of its industry leading work with KPMG in conducting a comprehensive best practices study.

Visa has developed a five step sales and use tax estimation model to assist Commercial Card customers with their sales and use tax compliance issues.

Within the Works application, you can require cardholders to review any Level II sales tax information passed by the vendor. Cardholders can also mark the tax status on each transaction in case there are tax-exempt purchases or transactions subject to use tax.

Bank of America can provide you with access to 1099 / Socio Economic reporting based on a match of the county's data against third party supplier databases. Because these databases are not static but constantly updated, the 1099 / Socio Economic reporting provides a more comprehensive approach for 1099 / Socio Economic reporting.

Bank of America 1099 / Socio Economic reporting is available 24 hours a day, 7 days a week via a secure internet connection. This does not include planned or unplanned downtime for system maintenance. You can request pre-formatted reports or download one of the many data files available for easy manipulation. There is no cost for Visa Information Management.

c) What reports are available through reporting packages? Provide samples of available reports.

Please refer to the Attachment 2 for a copy of our Works Sample Reports Guide.

d) How frequently can reports be generated?

All reports are available real-time through Works. Therefore, reports can be viewed at any time.

e) Can reports be generated for various levels of our organizational structure? List options for report distribution to managers, functional staff personnel and cardholders.

The Works application uses a model of your organizational structure and its members to determine user access rights, workflow routing, data visibility, reporting and policies. The application allows the creation of an arbitrary number of "groups," which can represent organizational units, departments, projects, or approval routing points (e.g., a node through which all requests for IT equipment must pass).

Based on a person's role within your organization, they will be given the ability to view reports based on their scope of responsibility. Reports can be viewed and distributed online, printed, saved to media or downloaded from the Works application.

f) Can reports be generated for various time frames or accounting periods?

Works users have the option of scheduling standard or customized reports to be run automatically on a regular basis for any time period.

g) Is historical information available? If so, how far back is the information available?

Works will maintain 2 years of data online as part of the application and five years of archived data. It is our recommendation that customers download live application data regularly as part of their own internal data security policies.

h) What are the inquiry reporting capabilities of your reporting package?

Cardholders, administrators, accountants and others are given roles that dictate what reports are available to them. Users can enter the Works application and select "Reporting" on their home page and select the reports they would like to view. Reports can be viewed online, printed, downloaded as Adobe PDF files, Microsoft Excel files, and downloaded as comma-separated files that can be exported into standard reporting packages.

Payment Manager in Works includes a new reporting system that fully supports the creation of customized and ad hoc reports. All users, from Administrators to cardholders, have the ability to build reports from the ground up, selecting the fields, their order, how the report is sorted, and the report's file format. Users also have the option of using an existing Works report as a template, and then customizing its layout.

Next, users can choose to filter the report to limit the returned results; filters include: transaction date, posting date, hierarchy/group location, specific cardholders (active and inactive), MCC range, merchant name, and payable type.

Customized reports can also be saved as bookmarked templates, to allow users to use the template in the future. Administrators can also save reports as a template for all other users to use.

i) Can you produce customized reports and statements?

Yes, Bank of America can produce customized reports and statements. There is no additional cost for this feature. Works reporting system fully supports the creation of customized and ad hoc reports. All users, from administrators to cardholders, have the ability to build reports from the ground up, select reportable fields, their order, how the report is sorted, and the report's file format. Users also have the option of using an existing Works report as a template, and then customizing its layout.

7) Dispute Resolution

- a) Define the dispute resolution process including time frame and responsibilities the parties involved.

Bank of America's dispute resolution is outlined in the chart below:

Steps For Timely Dispute Resolution	
This is intended as a guide to assist you with completing a dispute form. A dispute is a legal process.	
1. The fastest way to resolve a problem with a purchase or transaction is to work directly with the merchant.	
2. If you cannot resolve the issue with the merchant, you must initiate a dispute with Bank of America within 60 days of the close of the billing cycle in which the transaction occurred.	
<p>3. To file a dispute, complete the Commercial Card Claims Statement of Disputed Item (Dispute Form) form. This form can be completed through Works, our web-based reporting tool. Make sure you have completed the form accurately and legibly. Answer each question completely – all information is required. If you do not provide all the information requested, the Claims Department will contact the person filing the dispute for the information, delaying the resolution of the dispute.</p> <ul style="list-style-type: none"> • Company Name – the name of your organization. • Account Number – the 16-digit credit card account the dispute relates to. • Cardholder Name – the name on the cardholder. • Billing Close Date – the close date of the cycle in which the transaction first appeared. • Transaction Date – the date the transaction was made (from your receipt or statement). • Reference Number – the 23-digit reference number generated for each transaction from your statement. • Merchant Name and Location – the business name of the merchant and the city and state in which they are located. • Posted Amount and Disputed Amount - the dollar amount of the transaction that posted to your account and the amount that you are disputing (e.g. you may have charged \$400, but are only disputing \$150 of the total amount – do not dispute the whole transaction if you are only questioning a portion of the transaction). 	
4. Fax the completed form to Commercial and keep a copy of the fax transmission report. If completing the form in Works, this step is not necessary. The form will be imaged and the dispute processed through Works. If Commercial Claims requires more information, they will send a letter to the cardholder at the address on file with Bank of America. You must respond to the request for more information, even if it's to say you have no more detail, or the dispute will be considered closed.	
5. Cardholders may call Commercial Card Customer Service to check on the status of a dispute or with questions regarding a dispute.	

Steps For Timely Dispute Resolution

6. Merchants have 60 days to respond to the dispute. The merchant may request more information during that time, or may protest the dispute. You will then have another opportunity to restate your case and the merchant has another opportunity to respond. It can take several months to fully resolve a dispute and it may also go to arbitration with the associations.

b) Are disputed items removed from the invoice while under consideration?

Disputed items are not removed from the invoice while under investigation; however, the client will not be expected to pay for the disputed item until resolution of the dispute.

Bank of America will not issue temporary credits pending resolution of the dispute, and you will not be held responsible for payment of the disputed item until such time as the dispute is resolved.

Upon formally issuing a chargeback of dispute, the transaction is deducted from the account's statement/processing history for that cycle and the merchant's account is debited. If the resolution of that transaction proves that you are responsible for the item, the cardholder's account would then be debited.

Bank of America will not charge interest for disputed amounts.

c) Describe the responsibilities of customer service personnel, including the chain of command for problem resolution:

Dedicated account specialists handle all card inquiries for the Program Administrators of our clients. This includes research, card maintenance and setup, and paper reporting needs. Bank of America has a Quality Management team to handle all complex issue resolution (non-first call resolution). Company Level Support escalation process is as follows:

- Account Specialist
- Team Manager
- Unit Manager
- Client Manager

d) How are inquiries requiring research handled?

Inquiries requiring research may undergo the following chain of command process:

- Customer Call Center – Most cardholder issues and even some account management issues may be resolved through Bank of America's toll-free, Customer Call Center available 24/7.



- **Technical Helpdesk** – Bank of America’s Technical Helpdesk is your primary point of contact for any questions or issues regarding any of your software packages, reporting issues, ad hoc report requests, etc.
- The Technical Helpdesk is also dedicated to Bank of America’s card programs. Specially trained professionals are constantly available to walk your Program Administrator and other users through any technological difficulty you may experience.
- **Client Level Support** – Your Program Administrator will probably have the most contact with this team of Account Specialists. The County’s Account Specialist, Jane Ritter, is available to answer questions or facilitate the processes surrounding your overall daily account maintenance.
- **Account Manager** – Your Account Manager, Evan Tullos, will be your primary point of contact for program expansion and growth opportunities. Account Managers can also assist with any issues concerning your overall program including the service you receive from the other three daily support resources offered by Bank of America and help facilitate escalation, if necessary.

e) Are there established turn-around times for responses? If so, specify. Provide experience on meeting response times.

The majority of customer issues are resolved with one phone call and within thirty seconds. In some instances, business partners within Bank of America are involved in the resolution of issues.

Most disputed transactions are handled within our target zone of twenty-four hours. The service achievements of our disputes and charge backs area have earned Bank of America the Visa quality Service Award.



Attachment "B"

Fee Sheet

(Please list as basis points)

ALL FEES MUST BE DETAILED HERE OR ON SEPARATE SUBMITTAL IN ORDER TO BE CONSIDERED

Purchase Card Annual Volume Tiers Excludes Large Ticket	Cycle Grace	
	30	30
\$1,000,000 - \$1,999,999	3	7
\$2,000,000 - \$2,999,999	0.91%	0.85%
\$3,000,000 - \$4,999,999	1.10%	1.05%
\$5,000,000 - \$9,999,999	1.16%	1.10%
\$10,000,000 - \$14,999,999	1.18%	1.12%
\$15,000,000 - \$19,999,999	1.19%	1.13%
\$20,000,000 - \$49,999,999	1.20%	1.14%
\$50,000,000 - \$74,999,999	1.21%	1.15%
\$75,000,000 - \$99,999,999	1.25%	1.20%
\$100,000,000 or over	1.28%	1.23%
	1.30%	1.25%
		1.15%

Qualified Large Ticket Transactions	Cycle Grace	
	30	30
\$1,000,000 - \$1,999,999	3	7
	0.50%	0.45%
		0.35%

Cost per card to print picture of cardholder on front of card: No charge per card

Is Works used as the proposers card management/reporting tool? Yes No

October 15, 2007

**BOARD OF COUNTY COMMISSIONERS
POLK COUNTY, FLORIDA**

**ADDENDUM #1
RFP #08-002-RGH**

PROCUREMENT CARD SERVICES

This addendum is issued to clarify, add to, revise and/or delete items of the Contract Documents for this work. This Addendum is a part of the Contract Documents and acknowledgment of its receipt shall be noted on the Addendum.

The receiving date for this proposal is Wednesday, November 7, 2007, prior to 2:00 pm.

Questions and answers for clarification attached.

Rhonda Hamrick

Rhonda Hamrick
Purchasing Supervisor
Purchasing Division

**This Addendum sheet must be signed and returned to the
Purchasing Division at
863-534-0055.**

This is the only acknowledgment required.

Signature: *Lynn C. Nieves*
Printed Name: Lynn C. Nieves
Title: SVP, Client Manager
Company: Bank of America

October 19, 2007

**BOARD OF COUNTY COMMISSIONERS
POLK COUNTY, FLORIDA**

**ADDENDUM #2
RFP #08-002-RGH**

PROCUREMENT CARD SERVICES

This addendum is issued to clarify, add to, revise and/or delete items of the Contract Documents for this work. This Addendum is a part of the Contract Documents and acknowledgment of its receipt shall be noted on the Addendum.

The version of "Works" proposed must be the latest version available and must be guaranteed to be supported for the entire length of the contract.

A sample of the file export from the version of "Works" proposed, in excel spreadsheet format, must be included in all responses. An electronic version of this file may be requested after proposals are received.

Rhonda Hamrick

Rhonda Hamrick
Purchasing Supervisor
Purchasing Division

**This Addendum sheet must be signed and returned to the
Purchasing Division at
863-534-0055.**

This is the only acknowledgment required.

Signature: *Lynn C. Nieves*
Printed Name: Lynn C. Nieves
Title: SVP, Client Manager
Company: Bank of America.

October 25, 2007

**BOARD OF COUNTY COMMISSIONERS
POLK COUNTY, FLORIDA**

**ADDENDUM #3
RFP #08-002-RGH**

PROCUREMENT CARD SERVICES

This addendum is issued to clarify, add to, revise and/or delete items of the Contract Documents for this work. This Addendum is a part of the Contract Documents and acknowledgment of its receipt shall be noted on the Addendum.

Polk County Board of County Commissioners may require that cards issued under this contract require re-issuance every 12-months.

Rhonda Hamrick

Rhonda Hamrick
Purchasing Supervisor
Purchasing Division

**This Addendum sheet must be signed and returned to the
Purchasing Division at
863-534-0055.**

This is the only acknowledgment required.

Signature:

Lynn C. Nieves

Printed Name:

Lynn C. Nieves.

Title:

SVP. Client Manager

Company:

Bank of America

Individuals Assigned to Relationship

Lynn C. Nieves, MBA, CTP

Bank Title	Senior Vice President, Client Manager
Biographical Summary	Lynn has been with Bank of America for over 11 years. She currently works with government entities and municipalities including cities, counties, colleges, tax collectors, universities and school boards. Lynn is located in Tampa, Florida and is part of the Bank of America Government Client Management Team

Glenna Thompson

Bank Title	Vice President, Senior Treasury Management Sales Officer
Biographical Summary	As your Treasury Management Sales Officer, Glenna will be the City's primary contact for treasury management services and assist with all your treasury management needs. Glenna has been with Bank of America for 24 years and a member of the Treasury Management team for twelve years. Glenna is located in Tampa, Florida and is a dedicated member of Bank of America's Government Treasury Management Team.

Evan Tullos

Bank Title	Senior Vice President, Senior Card Account Manager
Biographical Summary	Evan Tullos is responsible for the State of Florida government market. This includes managing the State of Florida purchasing card contract and all the participating entities. Evan leads the strategic card account management responsibilities for this region focused on program growth and servicing requirements for our local government and state agency clients. Evan has been with Bank of America since 1991.

Teresa Press

Bank Title	Officer; Treasury Management Senior Sales Analyst
Biographical Summary	With over 16 years at Bank of America, Teresa has a vast array of banking experience, which ventured from retail to commercial to government banking, with expansive experience in customer service and sales.

Jane Ritter

Bank Title	Officer, Global Client Services
Biographical Summary	Jane works on the Commercial Card team supporting state and local governments in Florida. She has been with Bank of America over 12 years in roles supporting Consumer, Government and Commercial Card Services. Jane has a Bachelor of Arts in English from Old Dominion University.



Sample Reports Guide

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Sample Reports Guide for Works™ Version 3.6

This guide contains sample screenshots and description of the **Standard Reporting** within Works.

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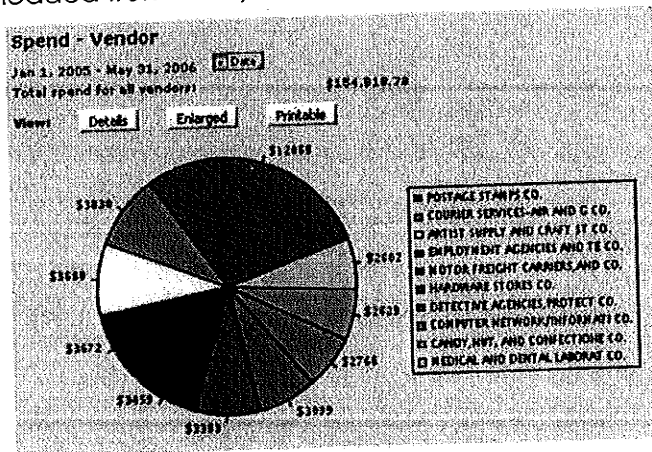
Dashboard Reports

Works™ uses a series of Dashboard Reports to assist in monitoring your card program. The dashboard reports focus on card activity, spend by vendor, spend by product type, and spend by department. An additional evasion report acts as a monitor for transactions that had purchase amounts close to a cardholder's single transaction limit; tracking these types of purchases help to spot transaction limit evasion.

- After accessing the Dashboard Summary, you can modify each chart's date range clicking **[-] Date** and making your selection.
- To view more information about a chart, click **Details** next to that chart's results.
- To set a date range for all charts, click **Set All Dates**.
- To generate a PDF that displays all charts, click **Print All Reports**.

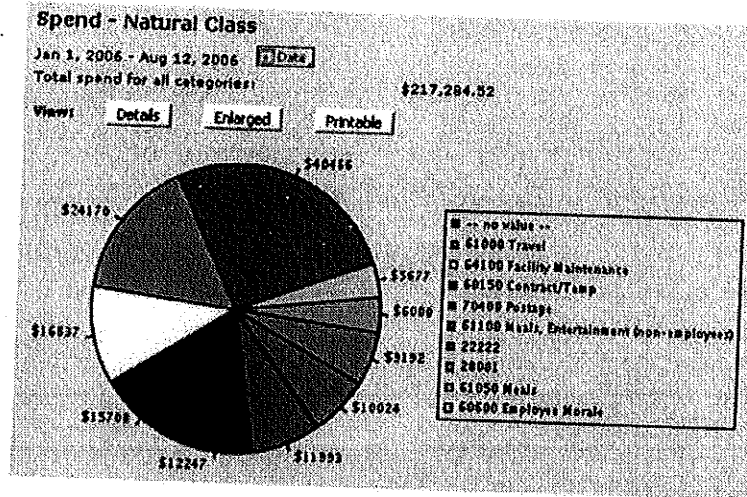
Spend by Vendor

The Spend by Vendor pie chart shows the Top 10 Merchants cardholders have utilized during a given date range. A detailed table, showing all vendors, displays the number of transactions, average transaction discounts, and total purchased—an, ideal overview for negotiating vendor discounts. Each vendor can be viewed separately, to show individual transactions made at that merchant. Both the summary vendor list and the individual transactions can be exported/downloaded from the system.



Spend by Product

The Spend by Product report shows amounts allocated to your expense-type general ledger code for the specified date range. A detailed table showing all allocations is available roll-up reporting.



Spend - Natural Class
Date: 01/01/2006 - 08/12/2006

Natural Class Description	Natural Class Value	Total Spend
-- no value --	-- no value --	
Travel	61000	\$20,465.71
Facility Maintenance	44100	\$24,169.94
Contract/Temp	60150	\$16,926.73
Postage	70400	\$15,707.94
Meals, Entertainment (non-employees)	61100	\$12,246.61
-- no value --		
Cookies & Cream	22222	\$12,292.23
Meals	28001	\$19,924.11
Employee Moveals	61030	\$9,191.80
Fleet Expense	60600	\$9,999.73
Furniture	61250	\$5,676.69
Supplies	64150	\$4,488.87
Direct Mail Programs	64200	\$3,852.43
--	62950	\$3,786.43
--		\$3,621.08

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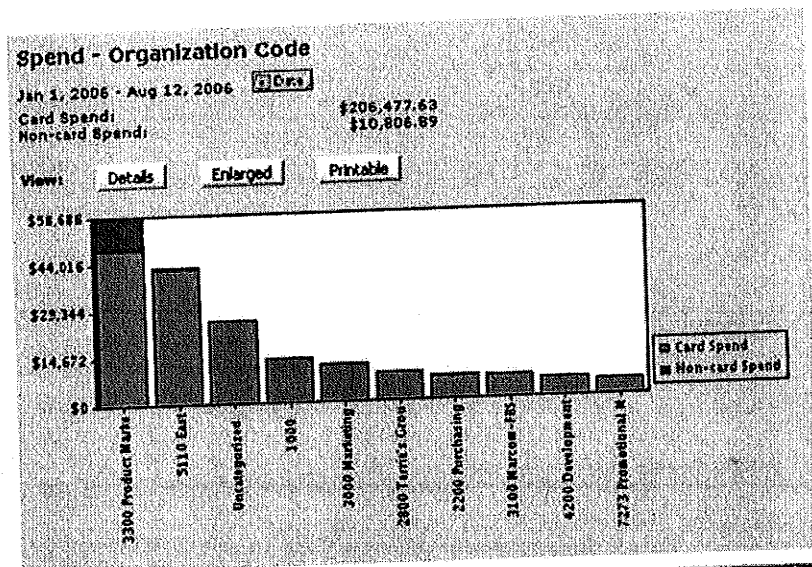
Cardholder	Employee Name	Card #	Vendor	TXN #	TXN date	Pr
Concord, Gary	GARY CONCORD	3729	MISCELLANEOUS HOME FURNISH CO.	TXM0001263	03/16/06	09
Dunlop, Phillip	PHILLIP S DUGANS	4961	FURNITURE HOME FURNISH CO.	TXM0001289	05/16/06	06
Dunlop, Rhonda	RHONDA DUNLOP	3280	FURNITURE HOME FURNISHINGS CO.	TXM0001393	06/22/06	06
Dunlop, Rhonda	RHONDA DUNLOP	3280	FURNITURE HOME FURNISHINGS CO.	TXM0001182	03/16/06	05
Payton, Cathy	CATHY M PAYTON	8377	FLOOR COVERING RUGS AND CAR	TXM0001178	03/16/06	05
Wesson, Ellen	ELLEN WESSON	8747	FURNITURE HOME FURNISHINGS CO.	TXM0001211	05/16/06	05

Viewing 1-7 of 7 items Show 100 per page Page 1 of 1

Download Excel File PDF

Spend by Department

The Spend by Department graph shows amounts allocated to your cost center accounting code for the specified date range. A detailed table showing all allocations as well as total card and non-card spend (e.g., cash reimbursements) for a complete picture of department-level spending.



Spend - Organization Code
Dates: 01/01/2006 - 08/12/2006

Organization Code Description	Organization Code Value	Card Spend	Non-Card Spend	Total Spend
3300		\$49,270.07	\$10,414.04	\$59,684.11
Product Marketing	3300	\$42,295.30	\$220.00	\$42,515.30
East	3110	\$29,344.00	\$0.00	\$29,344.00
-- no value --	-- no value --	\$19,508.27	\$0.00	\$19,508.27
Marketing	3000	\$11,355.59	\$0.00	\$11,355.59
Terrie's Group	2800	\$8,623.54	\$1,046.48	\$9,670.02
Purchasing	2200	\$6,898.63	\$0.00	\$6,898.63
Marcom-FBS	3100	\$6,898.63	\$0.00	\$6,898.63
Development	4200	\$5,298.23	\$0.00	\$5,298.23
Promotional Materials	7273	\$4,528.91	\$0.00	\$4,528.91
Product Management	3200	\$3,539.38	\$0.00	\$3,539.38
Research and Development	4693	\$2,698.60	\$0.00	\$2,698.60
Sales	5000	\$2,506.89	\$0.00	\$2,506.89
ML Fund	0426	\$0.00	\$0.00	\$0.00

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Spend - Organization Code (Transactions)

Employee	Posted Date	Purchase Date	Transaction #	Total Purchased	Associated Receipt	Assoc #
Corta, Barbara	05/16/06	05/16/06	TXND0001295	\$191.07		
Dunlop, Rhonda	01/27/06	01/27/06	TXND0001035	\$336.32		
Dunlop, Rhonda	01/27/06	01/27/06	TXND0001038	\$356.45		
Dunlop, Rhonda	01/27/06	01/27/06	TXND0001044	\$411.50		
Dunlop, Rhonda	04/19/06	04/19/06	TXND0001098	\$273.59		
Dunlop, Rhonda	05/09/06	05/09/06	TXND0001102	\$696.63		
Dunlop, Rhonda	05/09/06	05/09/06	TXND0001105	\$274.33		
Dunlop, Rhonda	05/09/06	05/09/06	TXND0001104	\$493.21		
Dunlop, Rhonda	05/09/06	05/09/06	TXND0001110	\$751.95		

Viewing 1-20 of 20 Items Show 100 per page Page 1 of 1

Single Transaction Limit Audit – Spend Evasion

As a precautionary measure, this spend evasion table helps you spot suspicious activity or unauthorized spending by showing transactions that are close to a cardholder's single transaction limit, and made on the same purchase date. This helps Administrators track purchases that may have been split into multiple transactions in order to evade the single transaction limit set on their account.

Spend - Evasion

Table Split View Detail

Dates: 01/01/04 - 10/29/04

Card Holder Name	Card Holder Name	Vendor	MCC	Number Transactions	Total Pur
Harper, Darrell	1492	POWERWARE INC	5969	2	
Harper, Darrell	1492	ISS	5049	4	\$3
Harper, Darrell	1492	COMPUTERS WORTH	5049	2	
Stonaciphar, Liana	8171	CORPORATIONS INTERNET	9399	2	
Harper, Darrell	1492	ENTERPRISE COMPUTER SOLU	4816	2	
AP2, Works2	5119	WEBEX COMMUNICATIONS	7399	2	
Stewart, Whitney	8217	PRINT GRAPHICS AUSTIN	7233	2	
Stewart, Whitney	8217	HILTON HOTELS	3504	2	
Stewart, Whitney	8217	HYATT HOTELS LA JOLLA	3640	2	
AP2, Works2	5119	CONFERENCECALL.COM	7399	2	
Harper, Darrell	1492	VMWARE INC	7372	2	
AP2, Works2	5119	TALENT TREE INC	7361	2	
Florez, Alicia	8023	MEGABYTE EXPRESS INC	5943	3	

Viewing 1-40 of 40 items Show 100 per page Page 1 of 1

Employee	Posted Date	Purchase Date	Transaction #	Tax	Total Purchased
Harper, Darrell	05/05/04	05/03/04	TXH00006044	\$0.00	\$7,905.00
Harper, Darrell	05/05/04	05/03/04	TXH00006047	\$0.00	\$8,992.00

Viewing 1-2 of 2 items Show 100 per page Page 1 of 1

Download

Download

Company Reports > Spend Reports

1099 Supplier Spend

Using the Works Supplier Directory feature, Administrators can mark merchants as "1099-able". Transactions made at merchants that have been marked as a 1099 merchant will appear on this report.

1099 Supplier Spend Date Range: 01/01/2008 to 02/11/2008

Vendor Name	Card Number	1099 Merchant ID	store	card holder	group	works ID	posted date	transaction date	amount	tax ID	business type	address	amount
ACCIDENT RENT-A-CAR CO.	4001	ACCIDENT RENT-A-CAR	3374	Duane Philip	Self	TX00000102	01/27/08	01/27/08	009.30			LONGDON 145 S STEELWOOD	009.30
ACCIDENT RENT-A-CAR CO.	4747	ACCIDENT RENT-A-CAR	3374	Carlton Noel	Self	TX00000106	01/27/08	01/27/08	285.89			PARIS, PA 19380	285.89
AUTO HOST RENTAL CARS CO.	4001	AUTO HOST RENTAL CARS	3400	Duane Philip	Self	TX00000108	03/08/08	03/08/08	318.85			AUSTIN, TX 78701	318.85
COURIER SERVICES-AIR AND G. CO.	3290	COURIER SERVICES-AIR AND GROUND AND FREIGHT FORWARDING	4218	Duane Philip	Product Marketing	TX00000100	04/18/08	04/18/08	3.19			ARQUESTIN VT 057442045	3.19
COURIER SERVICES-AIR AND G. CO.	3290	COURIER SERVICES-AIR AND GROUND AND FREIGHT FORWARDING	4218	Duane Philip	Product Marketing	TX00000110	05/06/08	05/06/08	606.63			ARQUESTIN WA, 98485	606.63
COURIER SERVICES-AIR AND G. CO.	3474	COURIER SERVICES-AIR AND GROUND AND FREIGHT FORWARDING	4218	Wesley Webb	Product Marketing	TX00000187	01/27/08	01/27/08	603.25			344 LEANORO RD 990820300	603.25
COURIER SERVICES-AIR AND G. CO.	4001	COURIER SERVICES-AIR AND GROUND AND FREIGHT FORWARDING	4218	Duane Philip	Self	TX00000101	01/27/08	01/27/08	16.56			Wheatfield CA 95021	16.56
COURIER SERVICES-AIR AND G. CO.	3474	COURIER SERVICES-AIR AND GROUND AND FREIGHT FORWARDING	4218	Wesley Webb	Product Marketing	TX00000108	01/27/08	01/27/08	65.39			AUSTIN, TX 78701	65.39

All Inquiries & comments: Property of Friendly Business Co.,LLC Page 1 of 2 Works

Approved Spend

View approved Purchase Requests that are either still open or closed for the specified date range. The report also shows the total amount of transactions that have been attached to the requests, including any variance between the amounts requested and the actual amount purchased. As an audit procedure, the report can be used to find cardholders with older requests that have not used their funds.

Approved Spend

Date Range: 01/01/2008 to 05/19/2008

Request No	Request Status	Request ID	Request Name	Requesting Group	Request Date	Approved Amount	Used for Request	Variance	Payable #	Allocation	Amount Received	Card Holder	Card #
Dunlop, Rhonda	Request - Closed	REG00001001	Supplies	Product Marketing	03/22/08	\$100.00				3100-8998-9009	\$100.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001002	Supplies	Product Marketing	03/22/08	\$100.00				3300-8998-9008	\$100.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001003	Supplies	Product Marketing	03/22/08	\$1,000.00	\$100.37	\$899.63	T304000010 32	3300-8998-9008	\$0.92	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001003	Supplies	Product Marketing	03/22/08	\$1,000.00	\$100.37	\$899.63	T304000010 32	3300-8998-9008	\$0.92	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001004	asst	Product Marketing	03/22/08	\$98.00				3300-8998-9009	\$98.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001004	asst	Product Marketing	03/22/08	\$98.00				3300-8998-9009	\$98.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001012	Supplies	Product Marketing	04/28/08	\$700.00	\$1,844.10	(\$1,144.10)	T304000010 90	3100-4020-8000	\$845.30	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001012	Supplies	Product Marketing	04/28/08	\$700.00	\$1,844.10	(\$1,144.10)	T304000010 90	3100-4020-8000	\$845.30	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001018	Client Conference	Product Marketing	06/10/08	\$1,900.00				3300-8998-9009	\$1,900.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001020	Trip to New York	Product Marketing	08/10/08	\$1,800.00	\$688.48	\$1,111.52	T304000011 58	3300-8998-9009	\$363.27	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001020	Trip to New York	Product Marketing	08/10/08	\$1,800.00	\$688.48	\$1,111.52	T304000011 58	3300-8998-9009	\$363.27	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001020	Trip to New York	Product Marketing	08/10/08	\$1,800.00	\$688.48	\$1,111.52	T304000011 58	3300-8998-9009	\$363.27	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001017	African Safari	Product Marketing	05/10/08	\$10,000.00	\$688.72	\$9,311.28	T304000011 67	3300-8998-9009	\$688.72	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001018	Taxi	Product Marketing	05/10/08	\$600.00				3300-8998-9009	\$600.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001019	New Color Printer	Product Marketing	05/10/08	\$1,400.00				3300-8998-9009	\$1,400.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001019	Stamps T. Obama	Product Marketing	05/10/08	\$500.00				3300-8998-9009	\$500.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001011	Annual Conference	Product Marketing	05/10/08	\$900.00				3300-8998-9009	\$900.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001031	devis	Product Marketing	06/11/08	\$0.00				3300-8998-9009	\$0.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001033	Lumber for workshop	Product Marketing	05/10/08	\$1,236.00				3300-8998-9009	\$1,236.00	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001036	Travel Subsequent, Hungary	Product Marketing	05/10/08	\$4,808.00	\$1,327.04	\$3,480.96	T304000011 67	3300-8998-9009	\$30.61	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001036	Travel Subsequent, Hungary	Product Marketing	05/10/08	\$4,808.00	\$1,327.04	\$3,480.96	T304000011 67	3300-8998-9009	\$30.61	Dunlop, Rhonda	3280
Dunlop, Rhonda	Request - Closed	REG00001038	Travel Subsequent, Hungary	Product Marketing	05/10/08	\$4,808.00	\$1,327.04	\$3,480.96	T304000011 78	3300-8998-9009	\$30.61	Dunlop, Rhonda	3280

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Company Billing Statement

Download your company billing statement online, which shows all cardholder activity for the specified billing cycle. This electronic statement will match the hardcopy statement mailed by the bank and is available the day after your billing cycle closes. Additionally, all users can run historical reports for up to two years.

Date Range: 01/01/2006 to 06/11/2006

Company Billing Statement		Purchase		Credit		Payment				
Friendly Business Co. 23 115 Oak St. Ames, IA 50010		Purchase	\$2,379.78	Credit	\$0.00	Payment	\$0.00			
Coets, Barbara Card Number: *0029 Group: Advertising Purchases: \$2,379.78 Other Charges: \$0.00 Credits: \$0.00 Total: \$2,379.78 Payments: \$0.00										
card holder	card number	group	reference #	posted date	transaction date	transaction description	account #	amount	source amount	
Coets, Barbara	0029	Advertising	SYNTH	05/18/06	05/18/06	REAL ESTATE AGENTS AND PLAN CO.	TXND0001235	\$398.83	\$398.83	\$398.83
Coets, Barbara	0029	Advertising	SYNTH	05/18/06	05/18/06	DETECTIVE AGENCIES PROTECT CO.	TXND0001247	\$365.26	\$365.26	\$365.26
Coets, Barbara	0029	Advertising	SYNTH	05/18/06	05/18/06	INTEGRIS CO.	TXND0001254	\$191.07	\$191.07	\$191.07
Coets, Barbara	0029	Advertising	SYNTH	05/18/06	05/18/06	FLORIO (WADSWORTH) CO.	TXND0001297	\$624.60	\$624.60	\$624.60
Coets, Matthew Card Number: *6185 Group: Advertising Purchases: \$2,733.40 Other Charges: \$0.00 Credits: \$0.00 Total: \$2,733.40 Payments: \$0.00										
card holder	card number	group	reference #	posted date	transaction date	transaction description	account #	amount	source amount	
Coets, Matthew	6185	Advertising	SYNTH	05/18/06	05/18/06	DETECTIVE AGENCIES PROTECT CO.	TXND0001265	\$733.47	\$733.47	\$733.47
Coets, Matthew	6185	Advertising	SYNTH	05/18/06	05/18/06	PARTS VARIETIES AND SUPPLY CO.	TXND0001215	\$412.80	\$412.80	\$412.80
Coets, Matthew	6185	Advertising	SYNTH	05/18/06	05/18/06	CORPUSCREDIT REPORTING CO.	TXND0001218	\$763.25	\$763.25	\$763.25
Coets, Matthew	6185	Advertising	SYNTH	05/18/06	05/18/06	COMMUNITAS REPRODUCTION CO.	TXND0001267	\$318.64	\$318.64	\$318.64
Coets, Matthew	6185	Advertising	SYNTH	05/18/06	05/18/06	OFFICE PHOTOGRAPHS C. PHOT CO.	TXND0001291	\$616.24	\$616.24	\$616.24

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Company GL Memo Statement

This version of your company billing statement includes detailed information on allocations assigned for each transaction, as well as comments entered on the individual transaction records.

Company GL Memo Statement											Date Range: 05/01/2006 to 05/19/2006									
<div style="display: flex; justify-content: space-between;"> <div> <p>Company Name: [REDACTED]</p> <p>Address: [REDACTED]</p> </div> <div> <p>Card Number: 6020 Group: Advertising</p> <p>Purchases: \$2,379.78 Other Charges: \$0.00 Credits: \$0.00 Total: \$2,379.78 Payments: \$0.00</p> </div> </div>											<table border="1"> <tr><td>Transaction</td><td>190612147</td></tr> <tr><td>Other Charges</td><td>0.00</td></tr> <tr><td>Credits</td><td>0.00</td></tr> <tr><td>Payments</td><td>0.00</td></tr> </table>		Transaction	190612147	Other Charges	0.00	Credits	0.00	Payments	0.00
Transaction	190612147																			
Other Charges	0.00																			
Credits	0.00																			
Payments	0.00																			
Card Holder	Card Number	Group	Reference #	Posted Date	Transaction Date	Transaction Description	Tax Amount	Net Amount	Document ID	Document Total										
Costa, Barbara	0829	Advertising	SYNTH	05/18/06	05/18/06	REAL ESTATE AGENTS AND MAN CO.	\$266.63	\$266.63	TJ040001238	\$266.63										
Costa, Barbara	0829	Advertising	SYNTH	05/18/06	05/18/06	DETECTIVE AGENCIES, PROTECT CO.	\$363.20	\$363.20	TJ040001247	\$363.20										
								allocation: 7273-08025-1111-0600	amount:	\$70.82										
								allocation: 3006-05182-4030-0600	amount:	\$322.58										
Costa, Barbara	0829	Advertising	SYNTH	05/18/06	05/18/06	BANKSWEB CO.	\$191.87	\$191.87	TJ040001255	\$191.87										
								allocation: 3006-18801-4030-0600	amount:	\$63.56										
Costa, Barbara	0829	Advertising	SYNTH	05/18/06	05/18/06	PUBLIC WAREHOUSING CO.	\$459.48	\$459.48	TJ040001267	\$459.48										
								allocation: 7273-08025-1111-0600	amount:	\$869.48										
<p>Card Number: 6185 Group: Advertising</p> <p>Purchases: \$2,733.47 Other Charges: \$0.00 Credits: \$0.00 Total: \$2,733.47 Payments: \$0.00</p>																				
Card Holder	Card Number	Group	Reference #	Posted Date	Transaction Date	Transaction Description	Tax Amount	Net Amount	Document ID	Document Total										
Costa, Matthew	6185	Advertising	SYNTH	05/18/06	05/18/06	DETECTIVE AGENCIES, PROTECT CO.	\$733.47	\$733.47	TJ040001203	\$733.47										
								allocation: 7273-08025-1111-0600	amount:	\$733.47										

All transactions & comments: Property of Priority Systems Co. LLC

Forced Capture

When a merchant has authorized a Purchasing Card at the point-of-sale, the partner bank will send an Approval Code to the merchant verifying that the transaction is valid. In some cases, per association rules and regulations, a merchant can force an authorization to make a transaction. If this occurs, the transaction can be audited through this report.

Data Range: 10/01/2005 to 10/29/2005

Card Holder	Card Number	Group	Reference #	Postoff Date	Transaction Date	Transaction Description	MCC	Amount	Rec Post Amount	Post Date	Source Account	Source Currency	Merchant ID Code
Guillermo Lopez	5100000150	Internal Operations	080500432	01/22/04	01/28/04	MARGARITE EXPRESS	5043	166.14	0.00		166.14	USD	
Guillermo Lopez	5100000150	Internal Operations	2412042402	01/28/04	01/28/04	MARTIN BELLARDO	7902	150.31	0.00		150.31	USD	
Guillermo Lopez	5100000150	Internal Operations	2430000437	02/05/04	01/29/04	RED REGISTER	5012	05.00	0.00		05.00	USD	
Guillermo Lopez	5100000150	Internal Operations	107000433	02/05/04	02/05/04	INTERNAL CONTROL SYSTEMS	5180	200.30	0.00		200.30	USD	
Guillermo Lopez	5100000150	Internal Operations	0402301402	01/28/04	01/28/04	ROADWAY INC	1771	000.87	0.00		000.87	USD	
Guillermo Lopez	5100000150	Internal Operations	140000442	01/28/04	01/28/04	MARGARITE EXPRESS	5043	107.17	0.00		107.17	USD	
Guillermo Lopez	5100000150	Internal Operations	1288997402	01/28/04	01/27/04	MURRAY AUSTIN	5060	1407.40	0.00		1407.40	USD	
Guillermo Lopez	5100000150	Internal Operations	14X201402	01/28/04	01/27/04	PLANT INTERCAP	700	00.27	0.00		00.27	USD	
Guillermo Lopez	5100000150	Internal Operations	140000432	01/28/04	01/28/04	MURRAY AUSTIN	7300	228.00	0.00		228.00	USD	
Guillermo Lopez	5100000150	Internal Operations	241000432	01/28/04	01/28/04	MURRAY AUSTIN	7300	00.00	0.00		00.00	USD	
Guillermo Lopez	5100000150	Internal Operations	1422443412	04/30/04	04/29/04	FYI TIME	6812	07.27	0.00		07.27	USD	
Guillermo Lopez	5100000150	Internal Operations	140000432	06/04/04	06/03/04	CANLENO OD AVSTIN	7011	144.90	0.00		144.90	USD	
Guillermo Lopez	5100000150	Internal Operations	1422443412	06/04/04	06/03/04	FYI TIME	6812	07.27	0.00		07.27	USD	
Guillermo Lopez	5100000150	Internal Operations	140000432	08/21/04	08/20/04	MURRAY AUSTIN	6800	1527.11	0.00		1527.11	USD	
Guillermo Lopez	5100000150	Internal Operations	140000432	08/21/04	08/21/04	PLANT INTERCAP	700	00.27	0.00		00.27	USD	

Works

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Group Owner Memo Statement

Users who are designated as Group Owners for a portion of your organization's hierarchy can use this memo statement to view all transaction activity for cardholders under their management. This report is ideal for managers who have several sub-groups reporting to them.

Group Owner Memo Statement Date Range: 01/01/2008 to 02/11/2008

Priority Business Co. Inc.
123 Main St.
Anytown, NY 11772

Purchases	\$10,150.77
Other Charges	\$0.00
Payments	\$10,150.77
Balance	\$0.00

Costs, Barbara Card Number: *0929 Group: Advertising

Purchases: \$2,379.78 Other Charges: \$0.00 Credits: \$0.00 Total: \$2,379.78 Payments: \$0.00

Card Holder	Card Number	Group	Reference #	posted date	Transaction Date	Transaction Description	Occurrence ID	Document Amount	Amount	Month Balance
Costs, Barbara	0929	Advertising	SYNTH	06/16/08	06/16/08	REAL ESTATE AGENCIES AND MAIL CO.	TXN00001235	\$406.03	\$406.03	\$406.03
Costs, Barbara	0929	Advertising	SYNTH	05/18/08	05/18/08	DETECTIVE AGENCIES PROTECT CO.	TXN00001247	\$369.20	\$369.20	\$369.20
Costs, Barbara	0929	Advertising	SYNTH	05/18/08	05/18/08	BANKERIES CO.	TXN00001256	\$191.07	\$191.07	\$191.07
Costs, Barbara	0929	Advertising	SYNTH	06/16/08	06/16/08	PUBLIC WAREHOUSING CO.	TXN00001287	\$806.48	\$806.48	\$806.48

Costs, Matthew Card Number: *8185 Group: Advertising

Purchases: \$2,739.40 Other Charges: \$0.00 Credits: \$0.00 Total: \$2,739.40 Payments: \$0.00

Card Holder	Card Number	Group	Reference #	posted date	Transaction Date	Transaction Description	Occurrence ID	Document Amount	Amount	Month Balance
Costs, Matthew	8185	Advertising	SYNTH	06/16/08	06/16/08	DETECTIVE AGENCIES PROTECT CO.	TXN00001209	\$733.47	\$733.47	\$733.47
Costs, Matthew	8185	Advertising	SYNTH	06/16/08	06/16/08	PRINTS, VARNISHES AND SUPPLY CO.	TXN00001215	\$412.80	\$412.80	\$412.80
Costs, Matthew	8185	Advertising	SYNTH	06/16/08	06/16/08	CONSUMER CREDIT REPORTING CO.	TXN00001216	\$753.25	\$753.25	\$753.25
Costs, Matthew	8185	Advertising	SYNTH	05/16/08	05/16/08	CONTINUITY/UNSCRIPTURE ME CO.	TXN00001287	\$318.35	\$318.35	\$318.35
Costs, Matthew	8185	Advertising	SYNTH	06/16/08	06/16/08	OFFICE PHOTOGRAPHIC PHOTO CO.	TXN00001291	\$516.24	\$516.24	\$516.24

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MCC Audit

Merchants are assigned a Merchant Category Code that represents the type of spend that is likely to occur with that vendor. Administrators can audit certain MCCs and can use the MCC Audit report to view transactions that occurred at merchants with audited MCCs. This will assist Administrators in analyzing spend at questionable MCCs and determine whether the transaction was valid or not.

Date Range: 01/01/2006 to 01/31/2006

Cardholder	Card Number	Group	Posted Date	Transaction Date	Reference #	Merchant Description	Price	Amount
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	DAYLESS CAR RENTAL CO.	3358	183.80
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	SEASIDE AVIATION CO.	3238	150.88
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	COORSER SEVEN-55-AIR AND CO.	431F	15.55
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	ARTIST SUPPLY AND CRAFTS CO.	5670	237.27
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	GOLDENTULIP CO.	3500	580.50
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	ACCIDENT RENT-A-CAR CO.	3374	540.90
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	RESA AIR CO.	3172	585.92
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	MOTOR FREIGHT CARRIERS AND CO.	4214	570.02
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	LUGGAGE AND LEATHER GOODS CO.	5648	29.90
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	TOWN AND COUNTRY RESORT CO.	3783	520.82
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	ADVANTAGE RENT A CAR CO.	3441	874.42
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	SAVANNAH AIRWAYS CO.	3136	969.76
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	POSTAGE STAMPS CO.	4402	425.36
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	AUTOMOTIVE REPAIR SHOPS #4 CO.	7838	442.35
Dugan, Philip	4801	Gas	01/27/06	01/27/06	SYNTH	THE REGISTRY HOTELS CO.	3702	48.68
Dugan, Philip	4801	Gas	03/08/06	03/08/06	SYNTH	AUTOMOTIVE TOP AND BODY SH CO.	7838	917.89
Dugan, Philip	4801	Gas	03/08/06	03/08/06	SYNTH	AUTOMOTIVE PARTS AND ACCESS CO.	4533	558.83
Dugan, Philip	4801	Gas	06/12/06	06/12/06	SYNTH	DAYLESS CAR RENTAL CO.	3358	438.53
Dugan, Philip	4801	Gas	06/12/06	06/12/06	SYNTH	KOREAN AIRLINES CO.	5092	666.10
Dugan, Philip	4801	Gas	06/12/06	06/12/06	SYNTH	ARCADIA CO.	3670	305.83
Dugan, Philip	4801	Gas	06/12/06	06/12/06	SYNTH	ACCIDENT RENT-A-CAR CO.	3380	487.45
Dugan, Philip	4801	Gas	06/12/06	06/12/06	SYNTH	AIR ZONE CO.	3361	448.42
Dugan, Philip	4801	Gas	06/12/06	06/12/06	SYNTH	REGISTRY HENS NITY CO.	3615	647.70

Works

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Non-preferred Supplier Spend

In the Works™ Supplier Directory, merchants can be marked as "preferred;" any transactions made at merchants not included on that list will appear in this report.

Non-preferred Supplier Spend Date Range: 01/01/2006 to 06/30/2006

Card Holder	Vendor Name	Card Number	Card Description	Card No.	Group	Works ID	Posted Date	Transaction Date	Amount	Account
Payette, Debbie	ACE MART	0905		1234	Account Payable	TXN00001318	09/14/06	09/14/06	10024.11	10024.11
Dugan, Philip	ADVANTAGE RENT A CAR CO.	4001	ADVANTAGE RENT A CAR	3441	East	TXN00001027	01/27/06	01/27/06	874.42	874.42
Selmer, Karl	ADVANTAGE RENT A CAR CO.	4747	ADVANTAGE RENT A CAR	3441	East	TXN00001011	01/27/06	01/27/06	783.74	783.74
Dugan, Philip	AERO CONTINENTE CO.	4001	NEW ENGLAND AIRLINES	3187	East	TXN00001078	03/08/06	03/08/06	800.04	800.04
Dunk, Rhonda	AIR CONDITIONING AND REFRIG. CO.	3280	AIR CONDITIONING AND REFRIGERATION REPAIR SHOPS	7823	Product Marketing	TXN00001044	01/27/06	01/27/06	407.31	407.31
Wilson, Wade	AIR CONDITIONING AND REFRIG. CO.	3474	AIR CONDITIONING AND REFRIGERATION REPAIR SHOPS	7823	Product Marketing	TXN00001074	01/27/06	01/27/06	20.78	20.78
Dugan, Philip	AIR MIDWEST CO.	4001	AIR MIDWEST	3276	East	TXN00001084	03/08/06	03/08/06	216.00	216.00
Dugan, Philip	AIR ZAPPE CO.	4001	AIR ZAPPE	3151	East	TXN00001316	08/12/06	08/12/06	449.42	449.42
Dugan, Philip	ALAMO RENT-A-CAR CO.	4001	ALAMO RENT-A-CAR	3387	East	TXN00001063	03/08/06	03/08/06	88.08	88.08
Dugan, Philip	AMDEX RENT-A-CAR CO.	4001	AMDEX RENT-A-CAR	3390	East	TXN00001358	07/10/06	07/10/06	201.54	201.54
Selmer, Karl	ANTIQUE SHOPS CO.	0707	ANTIQUE SHOPS	3602	Purchasing	TXN00001068	01/27/06	01/27/06	415.91	415.91
Wilson, Wade	AQUARIUMS, SE AQUARIUMS AND CO.	3474	AQUARIUMS, SE AQUARIUMS AND DOLPHINARIUMS	7960	Product Marketing	TXN00001082	01/27/06	01/27/06	520.28	520.28
Dunk, Rhonda	AQUARIUMS, SE AQUARIUMS AND CO.	3280	AQUARIUMS, SE AQUARIUMS AND DOLPHINARIUMS	7960	Product Marketing	TXN00001032	01/27/06	01/27/06	0.92	0.92
Dugan, Philip	ARCADE CO.	4001	ARCADE	3970	East	TXN00001314	08/12/06	08/12/06	305.83	305.83
Dunk, Rhonda	ARCHITECTURAL ENGINEERING CO.	3280	ARCHITECTURAL ENGINEERING AND SURVEYING SERVICES	8911	Product Marketing	TXN00001178	05/16/06	05/16/06	406.15	406.15
Dunk, Rhonda	ARTIST SUPPLY AND CRAFT STORES	3280	ARTIST SUPPLY AND CRAFT STORES	8073	Product Marketing	TXN00001180	05/16/06	05/16/06	549.28	549.28

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Payable Allocation

Use this report to review allocation details for transactions and reimbursements, including payables that are still awaiting cardholder and manager signoff, transaction awaiting accounting closure, as well as transactions that have been exported from the system. Transactions and reimbursements are shown with the allocations assigned and their current status within Works™.

Date Range: 01/01/2006 to 06/23/2006

employee	purchase date	posted date	cardholder number	paper request date	po number	payable status	vendor	allocation description	GL column	alloc amount
Dunlop, Rhonda	09/27/06	01/27/06	T2000001034	REC00001003		Batch - Locked	VALUE PURCHASE SERVICES P CO.		3300-6100-0000-0000	69.25
Dunlop, Rhonda	09/27/06	01/27/06	T2000001002	REC00001003		Batch - Unlocked	ADUNDALES AQUARIUM AND CO.		3300-6000-0000-0000	0.02
Dunlop, Rhonda	04/19/06	04/19/06	T2000001009	REC00001013		Awaiting Sign-Off	CLEANING AND MAINT SERVICE J CO. - Purchase		3100-4020-0000	646.30
Dunlop, Rhonda	04/19/06	04/19/06	T2000001106	REC00001063		Batch - Unlocked	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	3300-6100-0000-0000	066.80
Dunlop, Rhonda	05/18/06	05/18/06	T2000001167	REC00001017		Awaiting Sign-Off	MASONRY STONEWORK, TILE SET CO.	The African Jungle	3300-6100-0000-0000	948.72
Dunlop, Rhonda	05/18/06	05/18/06	T2000001174	REC00001008		Batch - Unlocked	TRANSPORTATION SERVICES MD CO.	Client Training	3300-6100-0000-0000	596.61
Dunlop, Rhonda	05/18/06	05/18/06	T2000001182	REC00001000		Requiring Review	EXPRESS PAYMENT SERVICE INC CO.	Client Training	3300-6100-0000-0000	169.88
Dunlop, Rhonda	05/18/06	05/18/06	T2000001188	REC00001006		Batch - Unlocked	PACKAGE STORES, BOOKS, NEWS, CO.	Client Training	3300-6000-0000-0000	243.27
Dunlop, Rhonda	05/18/06	05/18/06	T2000001189	REC00001035	123456	Batch - Unlocked	FAST FOOD RESTAURANTS CO.	Client Training	3000-6000-4020-0000	675.32
Dunlop, Rhonda	05/18/06	05/18/06	T2000001112	REC00001057	101915	Batch - Unlocked	DIRECT MARKETING TRAVEL & CO.	Travel Expenses	3300-6100-1111-0000	32.46
Dunlop, Rhonda	05/18/06	05/18/06	T2000001178	REC00001050	Later Date	Awaiting Sign-Off	FAST FOOD RESTAURANTS CO.	Trip to Budapest Hungary -	4500-6100-1111-0000	304.71
Dunlop, Rhonda	05/18/06	05/18/06	T2000001179	REC00001006	Later Date	Awaiting Sign-Off	FAST FOOD RESTAURANTS CO.	Food for Russian Guest	3300-6100-1111-0000	88.09
Dunlop, Rhonda	05/18/06	05/18/06	T2000001164	REC00001006	Later Date	Awaiting Sign-Off	COMMERCIAL FURNITURE CO.	Trip to Budapest Hungary -	4500-15001-1111-0000	500.62
Dunlop, Rhonda	05/18/06	05/18/06	T2000001164	REC00001006	Later Date	Awaiting Sign-Off	COMMERCIAL FURNITURE CO.	Food for Russian Guest	3300-6001-1111-0000	87.63
Dunlop, Rhonda	05/18/06	05/18/06	T2000001167	REC00001006	Later Date	Requiring Review	AUTOMOTIVE PARTS AND ACCESS CO.	Trip to Budapest Hungary -	3200-46002-4000-0000	24.67
Dunlop, Rhonda	05/18/06	05/18/06	T2000001167	REC00001006	Later Date	Requiring Review	AUTOMOTIVE PARTS AND ACCESS CO.	Food for Russian Guest	3300-61200-4020-0000	8.06

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Payable Allocation Detail

This is an extended version of the Payable Allocation report and is only available as a pure export file with additional fields for greater detail.

Vendor	Account	Amount	Date	Category	Status	Balance	Due Date
ABC	10100	100.00	12/31/05	AP	OPEN	100.00	1/15/06
DEF	20200	200.00	12/31/05	AP	OPEN	200.00	1/15/06
GHI	30300	300.00	12/31/05	AP	OPEN	300.00	1/15/06
JKL	40400	400.00	12/31/05	AP	OPEN	400.00	1/15/06
MNO	50500	500.00	12/31/05	AP	OPEN	500.00	1/15/06
PQR	60600	600.00	12/31/05	AP	OPEN	600.00	1/15/06
STU	70700	700.00	12/31/05	AP	OPEN	700.00	1/15/06
VWX	80800	800.00	12/31/05	AP	OPEN	800.00	1/15/06
YZA	90900	900.00	12/31/05	AP	OPEN	900.00	1/15/06
BCD	01000	0.00	12/31/05	AP	CLOSED	0.00	1/15/06
EFG	11100	111.11	12/31/05	AP	OPEN	111.11	1/15/06
HIJ	22200	222.22	12/31/05	AP	OPEN	222.22	1/15/06
KLM	33300	333.33	12/31/05	AP	OPEN	333.33	1/15/06
NOP	44400	444.44	12/31/05	AP	OPEN	444.44	1/15/06
QRS	55500	555.55	12/31/05	AP	OPEN	555.55	1/15/06
TUV	66600	666.66	12/31/05	AP	OPEN	666.66	1/15/06
WXY	77700	777.77	12/31/05	AP	OPEN	777.77	1/15/06
ZAB	88800	888.88	12/31/05	AP	OPEN	888.88	1/15/06
BCD	99900	999.99	12/31/05	AP	OPEN	999.99	1/15/06

Vendor	Account	Amount	Date	Category	Status	Balance	Due Date
ABC	10100	100.00	12/31/05	AP	OPEN	100.00	1/15/06
DEF	20200	200.00	12/31/05	AP	OPEN	200.00	1/15/06
GHI	30300	300.00	12/31/05	AP	OPEN	300.00	1/15/06
JKL	40400	400.00	12/31/05	AP	OPEN	400.00	1/15/06
MNO	50500	500.00	12/31/05	AP	OPEN	500.00	1/15/06
PQR	60600	600.00	12/31/05	AP	OPEN	600.00	1/15/06
STU	70700	700.00	12/31/05	AP	OPEN	700.00	1/15/06
VWX	80800	800.00	12/31/05	AP	OPEN	800.00	1/15/06
YZA	90900	900.00	12/31/05	AP	OPEN	900.00	1/15/06
BCD	01000	0.00	12/31/05	AP	CLOSED	0.00	1/15/06
EFG	11100	111.11	12/31/05	AP	OPEN	111.11	1/15/06
HIJ	22200	222.22	12/31/05	AP	OPEN	222.22	1/15/06
KLM	33300	333.33	12/31/05	AP	OPEN	333.33	1/15/06
NOP	44400	444.44	12/31/05	AP	OPEN	444.44	1/15/06
QRS	55500	555.55	12/31/05	AP	OPEN	555.55	1/15/06
TUV	66600	666.66	12/31/05	AP	OPEN	666.66	1/15/06
WXY	77700	777.77	12/31/05	AP	OPEN	777.77	1/15/06
ZAB	88800	888.88	12/31/05	AP	OPEN	888.88	1/15/06
BCD	99900	999.99	12/31/05	AP	OPEN	999.99	1/15/06

Payables Receipt Status

For organizations who allow or require cardholders and managers to indicate the receipt status for their transactions, this report provides information on whether the users have indicated "Yes" they have a receipt; "No" they do not have a receipt; or "Unknown" if they have not yet indicated. Comments regarding the receipt status are also shown.

Date Range: 01/01/2006 to 06/23/2006

Entity/Type	Transaction Date	Invoice Date	Document Number	Amount	Vendor	Class	Receipt Status	Comments
Desktop, Rhonda	01/27/06	01/27/06	T2000001034	99.25		3299	unknown	
Desktop, Rhonda	01/27/06	01/27/06	T2000001035	358.62		3299	no	Dog ate it.
Desktop, Rhonda	01/27/06	01/27/06	T2000001036	64.11		3299	unknown	
Desktop, Rhonda	01/27/06	01/27/06	T2000001037	484.88		3299	no	Sorry, the dog ate it.
Desktop, Rhonda	01/27/06	01/27/06	T2000001038	186.35		3299	no	Dog ate it.
Desktop, Rhonda	01/27/06	01/27/06	T2000001039	14.55		3299	unknown	
Desktop, Rhonda	01/27/06	01/27/06	T2000001040	224.28		3299	unknown	
Desktop, Rhonda	01/27/06	01/27/06	T2000001041	184.84		3299	unknown	
Desktop, Rhonda	01/27/06	01/27/06	T2000001042	107.49		3299	unknown	Dog ate it.
Desktop, Rhonda	01/27/06	01/27/06	T2000001043	411.85		3299	yes	I had it.
Desktop, Rhonda	01/27/06	01/27/06	T2000001044	407.31		3299	unknown	
Desktop, Rhonda	01/27/06	01/27/06	T2000001045	69.84		3299	unknown	
Desktop, Rhonda	01/27/06	01/27/06	T2000001046	216.81		3299	no	No receipt needed.
Desktop, Rhonda	02/15/06	02/15/06	RCPY00001001	11.25		3299	unknown	
Desktop, Rhonda	04/18/06	04/18/06	T2000001062	680.24		3299	unknown	
Desktop, Rhonda	04/18/06	04/18/06	T2000001063	687.82		3299	unknown	
Desktop, Rhonda	04/18/06	04/18/06	T2000001064	206.30		3299	unknown	
Desktop, Rhonda	04/18/06	04/18/06	T2000001065	582.35		3299	no	Dog ate it.
Desktop, Rhonda	04/18/06	04/18/06	T2000001066	442.79		3299	unknown	
Desktop, Rhonda	04/18/06	04/18/06	T2000001067	3.38		3299	no	Sorry the dog ate it.
Desktop, Rhonda	04/18/06	04/18/06	T2000001068	727.88		3299	yes	
Desktop, Rhonda	04/18/06	04/18/06	T2000001069	845.35		3299	unknown	
Desktop, Rhonda	04/18/06	04/18/06	T2000001100	880.80		3299	unknown	
Desktop, Rhonda	04/18/06	04/18/06	T2000001101	448.11		3299	no	Tips do not require a receipt.
Desktop, Rhonda	05/06/06	05/06/06	RCPY00001023	26.25			yes	
Desktop, Rhonda	05/09/06	05/09/06	RCPY00001012	26.08		3299	yes	(I have a comment)
Desktop, Rhonda	05/09/06	05/09/06	T2000001102	686.83		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001103	882.40		3299	no	Not important
Desktop, Rhonda	05/09/06	05/09/06	T2000001104	155.07		3299	yes	I will send them the receipt to you.
Desktop, Rhonda	05/09/06	05/09/06	T2000001105	274.54		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001106	430.21		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001107	787.98		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001108	928.31		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001109	680.88		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001110	751.85		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001111	818.48		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001112	32.45		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001113	891.58		3299	yes	
Desktop, Rhonda	05/09/06	05/09/06	T2000001114	804.58		3299	unknown	
Desktop, Rhonda	05/09/06	05/09/06	T2000001115	880.82		3299	unknown	

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Payables by Barcode Index

For organizations who are utilizing the barcode feature, this report will give you the barcode for your selected schema and any associated transactions.

Payables by Barcode Index

Company: Friendly Business Co. Inc. Date Range: 08/25/08 to 08/25/08

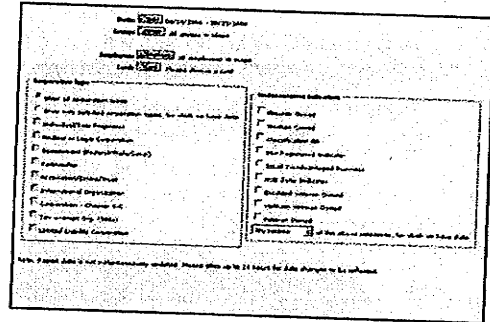
Barcode:  WFWZLH4H2RQD

Card holder	card number	group	reference #	posted date	transaction date	transaction description	document ID	document amount	amount	source amount
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	MASONRY, STONE NETWORKABLE SET CO.	TXN00001387	\$237.50	\$237.50	\$237.50
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	CHEMICALS AND ALLIED PRODUCTS CO.	TXN00001388	\$637.28	\$637.28	\$637.28
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	PACKAGE STORES-MER WINE CO.	TXN00001389	\$786.43	\$786.43	\$786.43
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	TELECOMMUNICATION EQUIPMENT CO.	TXN00001391	\$128.28	\$128.28	\$128.28
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	AUTOMOTIVE TOP AND BODY SH CO.	TXN00001380	\$712.58	\$712.58	\$712.58
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	EXPRESS PAYMENT SERVICES CO.	TXN00001382	\$628.45	\$628.45	\$628.45
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	STATIONERY, OFFICE AND SUPPLY CO.	TXN00001383	\$584.80	\$584.80	\$584.80
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	DRUG STORES AND PHARMACIES CO.	TXN00001384	\$428.88	\$428.88	\$428.88
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	PLUMBING AND HEATING EQUIP CO.	TXN00001385	\$81.88	\$81.88	\$81.88
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	PUBLIC WAREHOUSE CO.	TXN00001386	\$444.34	\$444.34	\$444.34

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Socioeconomic Indicators

Merchants have the ability to send enhanced information about their organization, including socioeconomic indicators to show whether or not they are a small business, minority- or women-owned, 1099, and more. If passed, this report can be filtered to show transactions made at merchant that fall into these categories. The first screenshot shows the filtering screen and the second screenshot shows the resulting report.



Socioeconomic Indicators

Date Range: 01/01/2006 to 06/30/2006

card number	vendor name	card number	REG ACCOUNT	type	group	store ID	posted date	Invoice Date	Amount	Invoice type	Invoice status	month earned	SA class	SA registered	SAI shaded	SAI code	SAI year	SAI year	docum	docum
Easton, Karl	ACCENT RENT-A-CAR CO.	4747	ACCENT RENT-A-CAR	3374	East	704000 01007	01/27/06	01/27/06	285.50											285.50
Dugan, Philip	ACCENT RENT-A-CAR CO.	4881	ACCENT RENT-A-CAR	3374	East	704000 01022	01/27/06	01/27/06	609.30											609.30
Payable, Doreen	ACE Meet	9038		1234	Account Payable	704000 01318	08/14/06	08/14/06	10024.11											10024.11
Dugan, Philip	ADVANTAGE RENT A CAR CO.	4961	ADVANTAGE RENT A CAR	3441	East	704000 01027	01/27/06	01/27/06	874.42											874.42
Easton, Karl	ADVANTAGE RENT A CAR CO.	4747	ADVANTAGE RENT A CAR	3441	East	704000 01011	01/27/06	01/27/06	703.74											703.74
Dugan, Philip	AERODOMESTIC RENTALS CO.	4961	NEW ENGLAND AIRLINES	3187	East	704000 01078	03/06/06	03/06/06	886.94											886.94
Wilson, Wade	AIR CONDITIONING AND REFRIG CO.	3474	AIR CONDITIONING AND REFRIG REPAIR SHOPS	7823	Product Market	704000 01074	01/27/06	01/27/06	20.76											20.76
Dugan, Philip	AIR CONDITIONING AND REFRIG CO.	3089	AIR CONDITIONING AND REFRIG REPAIR SHOPS	7823	Product Market	704000 01044	01/27/06	01/27/06	407.31											407.31
Dugan, Philip	AIR MECHANICAL CO.	4861	AIR MECHANICAL	3278	East	704000 01054	03/06/06	03/06/06	210.00											210.00
Dugan, Philip	AIR ZAPCO	4861	AIR ZAPCO	3151	East	704000 01318	08/12/06	08/12/06	449.42											449.42

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Spend By MCC Summary

Administrators interested in where cardholders are making transactions can easily identify popular categories using this report. Identify areas of expansion or potential employee misuse with total expenditures, average transaction sizes, and number of transactions for each Merchant Category Code.

Date Range: 01/01/2006 to 04/30/2008

MCC Name	MCC Number	Average TXN Amount	Total dollar amount of TXNs for the period	Total number of TXNs for the period
CHEMICALS AND ALLIED PRODUCTS NOT ELSEWHERE CLASSIFIED	8100	\$42.12	1036.37	3
CLARISONIC TEL	5807	436.88	436.88	1
CLEANING AND MAINTENANCE JANITORIAL SERVICES	7340	414.86	544.53	7
CLOTHING RETAIL - COSTUME LINGERIE AND FORMAL WEAR	7295	345.28	700.52	2
COLLEGE AIRWAYS	3222	225.03	225.03	1
COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	5645	507.04	507.04	1
COMMERCIAL FOOTWEAR	5130	299.42	636.85	2
COMMERCIAL FURNITURE	5501	485.35	485.35	1
COMMERCIAL PHOTOGRAPHY, ART AND SERVICES	7333	278.07	556.14	2
COMPUTER MAINTENANCE, REPAIR AND SERVICES NOT ELSEWHERE	7379	974.79	974.79	1
COMPUTER NETWORK INFORMATION SERVICES	4816	553.21	2766.05	5
COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	5045	135.55	135.55	1
CONSTRUCTION MATERIALS NOT ELSEWHERE CLASSIFIED	5050	701.92	701.92	1
CONSUMER CREDIT REPORTING AGENCIES	7321	616.61	2474.43	4
CONTRAST SUBSCRIPTION SERVICES	6400	951.00	3605.00	4
CONTRACTORS CONCRETE WORK	1777	430.83	430.83	1
CORRESPONDENCE BUREAUS	8341	161.30	161.30	1
COURIER SERVICES AIR AND LAND AND FREIGHT FORWARDERS	4215	500.98	500.98	1
DATING AND ESCORT SERVICES	7273	485.02	969.04	2
DEBT COLLECTION AGENCIES	7302	733.42	733.42	1
DEPARTMENT STORES	5211	576.44	576.44	1
DETECTIVE AGENCIES PRIVATE AGENCIES AND SECURITY SER	7399	830.71	3685.67	4
DIRECT MARKETING/DIRECT MARKETERS - NOT ELSEWHERE CLASSIFIED	5990	917.82	917.82	1
DIETETIC/NUTRITION INSURANCE SERVICES	5950	481.00	481.00	1

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Spend Monitor

Works™ helps you track expenditures allocated to certain accounting codes, helping you to track projects, grants, and more. Spend Monitors are created by choosing an accounting code to monitor and a dollar amount. For instance, you may need to track Project 1234 and monitor any spend allocated to that specific Project Code. All transactions would then show on this report.

Fit Page

Date Range: 01/01/2006 to 06/30/2006

Posting date	Card holder	Transaction #	Transaction Date	Amount
06/16/2006	Dunkin', Rhode	T040001189	06/16/2006	87.91
06/16/2006	Dunkin', Rhode	T040001173	06/16/2006	252.81
06/02/2006	Dunkin', Rhode	T040001128	06/02/2006	974.74
06/02/2006	Dunkin', Rhode	T040001129	06/02/2006	189.53
05/16/2006	Parkyn, Cathy M	T040001154	05/16/2006	152.24
05/16/2006	Costa, Barbara	T040001147	05/16/2006	283.20
05/16/2006	Dugan, Philip S	T040001145	05/16/2006	536.62
05/16/2006	Murray, Grace D	T040001125	05/16/2006	107.52
05/16/2006	Sawyer, Elyse S	T040001120	05/16/2006	68.27
05/16/2006	Dunkin', Rhode	T040001184	05/16/2006	246.05
05/16/2006	Dunkin', Rhode	T040001183	05/16/2006	645.04
05/16/2006	Dunkin', Rhode	T040001180	05/16/2006	198.00
05/16/2006	Dunkin', Rhode	T040001187	05/16/2006	49.14
05/16/2006	Dunkin', Rhode	T040001181	05/16/2006	89.35
05/16/2006	Dunkin', Rhode	RCP710001015	05/16/2006	200.00
05/16/2006	Dunkin', Rhode	RCP700000111	05/16/2006	3.04
05/16/2006	Dunkin', Rhode	T040001146	05/16/2006	215.08
05/16/2006	Dunkin', Rhode	T040001135	05/16/2006	140.85
05/16/2006	Dunkin', Rhode	T040001130	05/16/2006	872.97
05/16/2006	Dunkin', Rhode	T040001127	05/16/2006	511.33
05/16/2006	Dunkin', Rhode	T040001124	05/16/2006	201.80
05/16/2006	Dunkin', Rhode	T040001116	05/16/2006	430.30
05/16/2006	Dunkin', Rhode	T040001115	05/16/2006	224.59
05/16/2006	Dunkin', Rhode	T040001110	05/16/2006	107.53
04/18/2006	Dunkin', Rhode	T040001108	04/18/2006	215.05
04/18/2006	Dunkin', Rhode	T040001106	04/18/2006	215.05
01/27/2006	Dunkin', Rhode	T040001040	01/27/2006	111.30
01/27/2006	Dunkin', Rhode	T040001036	01/27/2006	234.28
01/27/2006	Dunkin', Rhode	T040001035	01/27/2006	498.15
01/27/2006	Dunkin', Rhode	T040001036	01/27/2006	336.62

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Tax Audit

If merchants are capable of submitting enhanced transaction data, Works™ will report the sales tax included in the transaction. Users are allowed to modify all transactions to add or modify the tax information, including marking as "sales tax included," "non-taxable purchase," and "subject to use tax." The Tax Audit report can be narrowed by these categories to show each transaction's tax status and spot potential Use Tax filings.

Date Range: 01/01/2006 to 06/30/2006

Trans ID	Transaction Date	Posted Date	Card Holder	Vendor Name	Card Number	Tax Type	Amount	Amount Subject to Tax	Amount of Tax Paid	Amount of Tax Owing
TXND0001299	05/19/06	05/19/06	Concord, Gery	MISCELLANEOUS HOME FURNISH CO.	0129	sales tax	571.02	531.95	39.07	0.00
TXND0001298	05/18/06	05/18/06	Concord, Gery	HOME DEALERS AND NEWSTAND CO.	0129	sales tax	891.48	822.16	39.30	0.00
TXND0001295	05/18/06	05/18/06	Costa, Barbara	BASESIES CO.	0629	sales tax	101.07	177.79	13.37	0.00
TXND0001287	05/18/06	05/18/06	Costa, Barbara	DETECTIVE AGENCIES PROTECT CO.	0629	sales tax	965.30	385.09	27.92	0.00
TXND0001287	05/18/06	05/18/06	Costa, Barbara	PUBLIC WAREHOUSING CO.	0629	sales tax	659.48	799.32	60.16	0.00
TXND0001286	05/18/06	05/18/06	Costa, Barbara	REAL ESTATE AGENTS AND MAIL CO.	0629	sales tax	636.63	670.51	45.82	0.00
TXND0001276	05/18/06	05/18/06	Costa, Matthew	CONSUMER CREDIT REPORTING CO.	0165	sales tax	763.25	700.63	62.72	0.00
TXND0001267	05/18/06	05/18/06	Costa, Matthew	CONTRIBUTORS SUBSCRIPTIONS INC CO.	0165	sales tax	319.55	298.25	22.29	0.00
TXND0001203	05/18/06	05/18/06	Costa, Matthew	DETECTIVE AGENCIES PROTECT CO.	0165	sales tax	735.47	692.13	51.34	0.00
TXND0001291	05/18/06	05/18/06	Costa, Matthew	OFFICE PHOTOGRAPHS PRINT CO.	0165	sales tax	615.24	478.18	36.06	0.00
TXND0001215	05/18/06	05/18/06	Costa, Matthew	PAINTS VARNISHES AND SUPP CO.	0165	sales tax	412.89	353.99	26.89	0.00
TXND0001147	05/11/06	05/11/06	Darwin, Tyson	BOOK STORES CO.	1437	sales tax	289.05	287.98	20.16	0.00
TXND0001162	05/11/06	05/11/06	Darwin, Tyson	BOOK STORES CO.	4822	sales tax	539.65	501.70	37.78	0.00
TXND0001149	05/11/06	05/11/06	Darwin, Tyson	CONSUMER CREDIT REPORTING CO.	1437	sales tax	745.11	682.90	52.15	0.00
TXND0001164	05/11/06	05/11/06	Darwin, Tyson	CONSUMER CREDIT REPORTING CO.	4822	sales tax	82.33	76.57	5.76	0.00
TXND0001151	05/11/06	05/11/06	Darwin, Tyson	ELECTRICAL CONTRACTOR S CO.	1437	sales tax	811.32	764.35	56.77	0.00
TXND0001155	05/11/06	05/11/06	Darwin, Tyson	ELECTRICAL CONTRACTOR B CO.	4822	sales tax	981.30	822.04	39.29	0.00

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Travel Spend

Transactions made at travel-related Merchant Category Codes (MCCs) will appear on this report. Airline, Rental Car, and Lodging MCCs are monitored to help Administrators focus on travel-only spend.

Travel Spend

Date Range: 01/01/2006 to 03/31/2006

Card Number	Vendor Name	Card Bal/Av	Invoice Description	Invoice	Group	WORKS acct ID	posting date	Transaction Date	Amount	Account #
Eastman, Karl	ACCENT RENT-A-CAR CO.	4747	ACCENT RENT-A-CAR	3374	East	TXN00001007	01/27/06	01/27/06	295.58	206.59
Dugan, Philip	ACCENT RENT-A-CAR CO.	4881	ACCENT RENT-A-CAR	3374	East	TXN00001022	01/27/06	01/27/06	508.30	508.30
Dugan, Philip	ADVANTAGE RENT A CAR CO.	4881	ADVANTAGE RENT A CAR	3441	East	TXN00001027	01/27/06	01/27/06	874.42	874.42
Eastman, Karl	ADVANTAGE RENT A CAR CO.	4747	ADVANTAGE RENT A CAR	3441	East	TXN00001011	01/27/06	01/27/06	783.74	783.74
Dugan, Philip	AERO CONTINENTE CO.	4881	NEW ENGLAND AIRLINES	3187	East	TXN00001070	03/08/06	03/08/06	899.84	899.84
Dugan, Philip	AIR MIDWEST CO.	4881	AIR MIDWEST	3270	East	TXN00001084	03/08/06	03/08/06	248.00	218.00
Dugan, Philip	AIR ZANE CO.	4881	AIR ZANE	3161	East	TXN00001318	06/12/06	06/12/06	448.42	448.42
Dugan, Philip	ALAMO RENT-A-CAR CO.	4881	ALAMO RENT-A-CAR	3387	East	TXN00001006	03/08/06	03/08/06	98.09	98.09
Dugan, Philip	AMEREX RENT-A-CAR CO.	4881	AMEREX RENT-A-CAR	3390	East	TXN00001355	07/10/06	07/10/06	201.54	201.54
Dugan, Philip	ARCADE CO.	4881	ARCADE	3670	East	TXN00001314	08/12/06	08/12/06	306.83	306.83
Dugan, Philip	AUTO HOST RENTAL CARS CO.	4881	AUTO HOST RENTAL CARS	3400	East	TXN00001080	03/08/06	03/08/06	319.85	319.85
Eastman, Karl	BEARDE AVIATION CO.	4747	BEARDE AVIATION	3236	East	TXN00001009	01/27/06	01/27/06	453.81	453.81
Dugan, Philip	BEARDE AVIATION CO.	4881	BEARDE AVIATION	3236	East	TXN00001018	01/27/06	01/27/06	100.84	100.84
Dugan, Philip	BUDGET RENT-A-CAR CO.	4881	BUDGET RENT-A-CAR	3398	East	TXN00001315	08/12/06	08/12/06	457.45	457.45
Dugan, Philip	CAMPANILE CO.	4881	CAMPANILE	3672	East	TXN00001381	07/10/06	07/10/06	848.11	848.11
Dugan, Philip	CLARSON HOTEL CO.	4881	CLARSON HOTEL	3087	East	TXN00001088	03/08/06	03/08/06	435.88	435.88
Dugan, Philip	COMMAND AIRWAYS CO.	4881	COMMAND AIRWAYS	3222	East	TXN00001383	07/10/06	07/10/06	225.53	225.53
Ziggy, Zeggy	EATING PLACES AND RESTAURANTS CO.	3010	EATING PLACES AND RESTAURANTS	5812	Share Group	TXN00001280	05/18/06	05/18/06	883.88	883.88
Dunlop, Florida	EATING PLACES AND RESTAURANTS CO.	3280	EATING PLACES AND RESTAURANTS	5812	Product Marketing	TXN00001172	05/18/06	05/18/06	618.17	618.17
Dunlop, Florida	EATING PLACES AND RESTAURANTS CO.	3280	EATING PLACES AND RESTAURANTS	5812	Product Marketing	TXN00001178	06/16/06	06/16/06	41.80	41.80
Eastman, Karl	GOLDEN TULIP CO.	4747	GOLDEN TULIP	3808	East	TXN00001008	01/27/06	01/27/06	894.57	894.57
Dugan, Philip	GOLDEN TULIP CO.	4881	GOLDEN TULIP	3808	East	TXN00001021	01/27/06	01/27/06	380.88	380.88

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Works

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Cancelled Cards

A historical audit log of cards that have been cancelled through Works™ is important to show the date of deactivation and confirm that terminated or ineligible employees have had their card turned off.

Date Range: 01/01/2006 to 02/29/2006

Card Holder	Employee Name	Card Number	Card Class Name	Date Card Expires	Account Status
Barfoot, Cathy	CATHY M BARFOOT	2263	Cathy M Barfoot	06/13/06 10:11:57	Cancelled, Pal
Concord, Gary	GARY CONCORD	9126	Gary Concord	06/17/06 12:10:28	Works - Vendor Shop, Gary
Costa, Barbara	BARBARA J COSTA	4929	Barbara J Costa - 2006	06/13/06 10:14:57	Cancelled, Pal
Costa, Matthew	MATTHEW COSTA	6195	Matthew Costa	06/13/06 10:11:57	Cancelled, Pal
Daniels, Tyson	TYSON DANIELS	1437	Tyson Daniels	06/11/06 17:17:11	Cancelled, Pal
Daniels, Tyson	TYSON DANIELS	4532	Tyson Daniels	06/14/06 17:17:11	Cancelled, Pal
Ellis, Abela	ABELA ELLIS	9271	Abela Ellis	06/13/06 10:14:57	Cancelled, Pal
Etheridge, Tyree	TYREE ETHERIDGE	5443	Tyree Etheridge	06/13/06 10:14:57	Cancelled, Pal
Etheridge, Tyree	TYREE ETHERIDGE	6333	Tyree Etheridge	06/13/06 10:14:57	Cancelled, Pal
Fletcher, Jane	JANE M FLETCHER	1188	Jane M Fletcher	06/13/06 10:11:57	Cancelled, Pal
Larson, Ann	ANN LARSON	4105	Ann Larson	06/13/06 10:11:57	Cancelled, Pal
Larson, Ann	ANN LARSON	4210	Ann Larson	06/13/06 10:11:57	Cancelled, Pal
Murray, Ozano	OSCAR D MURRAY	3800	Oscar D Murray PCard	06/13/06 10:14:57	Cancelled, Pal
Payton, Cathy	CATHY M PAYTON	4377	Cathy M Payton	06/13/06 10:11:57	Cancelled, Pal
Peed, Debbie	DEBBIE M PEED	7798	Debbie M Peed - Travel	06/13/06 10:11:57	Cancelled, Pal
Rabaczka, Justin	JUSTIN RABACZKA	5562	Justin Rabaczka	06/13/06 10:11:57	Cancelled, Pal
Snow, Steve	STEVE S SNOW	4310	Steve S Snow	06/13/06 10:11:57	Cancelled, Pal
Van Horn, Scott	SCOTT J VAN HORN	7801	Scott J Van Horn	06/13/06 10:11:57	Cancelled, Pal
W, W	W W W	5942	w w w	06/13/06 10:11:57	Cancelled, Pal
Ziggy, Ziggy	ZAGGY ZIGGY	5940	Zaggy ZIGGY card 1	06/13/06 10:14:57	Cancelled, Pal

Works

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Card Adjustment History

Allows for viewing of detailed transaction history for individual cards, especially in instances a cardholder is under scrutiny or you need information about transactions during a given time period. Also will help you understand when a transaction or a purchase request has affected the available funds on a card.

Card Adjustment History						Date Range: 01/01/2006 to 06/30/2006
Trans ID	Trans Date	Type	Card ID	Merchant	Amount	
012706 11:32:02			TXD0001037	AQUARIUMS, SEAQUARIUMS AND CO.	-0.82	
012706 11:32:02	Transaction		TXD0001033	TRANSPORTATION SERVICES NO. CO.	-330.29	
012706 11:32:02	Transaction		TXD0001034	VALUE PURCHASE - MCHGR FI CO.	-99.45	
012706 11:32:02	Transaction		TXD0001036	ARTIST SUPPLY AND CRAFT ST CO.	-306.62	
012706 11:32:03	Transaction		TXD0001036	BATING AND ESCORT SERVICES CO.	-64.11	
012706 11:32:03	Transaction		TXD0001037	WOMEN'S ACCESSORY AND SPEC. CO.	-84.60	
012706 11:32:03	Transaction		TXD0001036	ARTIST SUPPLY AND CRAFT ST CO.	-69.15	
012706 11:32:03	Transaction		TXD0001030	SPECIAL TRADE CONTRACTORS CO.	-11.33	
012706 11:32:03	Transaction		TXD0001040	LUGGAGE AND LEATHER GOODS CO.	-234.26	
012706 11:32:03	Transaction		TXD0001041	BOWLING ALLEYS CO.	-184.84	
012706 11:32:03	Transaction		TXD0001042	GROCERY STORES AND SUPERMA CO.	-107.49	
012706 11:32:03	Transaction		TXD0001043	CARPET AND UPHOLSTERY CLEA CO.	-411.68	
012706 11:32:03	Transaction		TXD0001044	AIR CONDITIONING AND REFR CO.	-407.31	
012706 11:32:03	Transaction		TXD0001045	AUTOMOTIVE REPAIR SHOPS IN CO.	-80.84	
012706 11:32:03	Transaction		TXD0001046	HOUSEHOLD APPLIANCE STORES CO.	-218.81	
030206 08:07:22	Failure		TXD0001036			
030206 15:44:18	request approved		REQ00001001	Veritas	84.13	
030206 18:30:30	request approved		REQ00001092		105.00	
030206 11:51:55	request approved		REQ00001033	Def	108.00	
030206 11:54:42	request approved		REQ00001034	Def	1000.00	
030206 11:58:00	reduce available speed		TXD0001032	Def	88.00	
030206 11:58:00	reduce available speed		TXD0001034	Def	-0.92	
04/18/06 12:47:44	order closed		REQ00001035	Def	-89.45	
04/18/06 12:47:44	order closed		REQ00001038	Def	890.63	
04/18/06 12:47:44	order closed		REQ00001091	Def	88.00	
04/18/06 12:47:44	order closed		REQ00001092	Veritas	155.00	
04/18/06 12:47:43	Transaction		TXNF001092	MOTOR FREIGHT CARRIERS, AND CO.	-560.24	
04/18/06 12:47:43	Transaction		TXD0001090	SCHOOLS AND EDUCATIONAL RE CO.	-687.82	
04/18/06 12:47:44	Transaction		TXD0001094	WINDOW CLEANING SERVICES CO.	-206.30	
04/18/06 12:47:44	Transaction		TXD0001095	POSTAGE STAMPS CO.	-362.93	
04/18/06 12:47:44	Transaction		TXD0001096	FURNITURE HOME FURNISHINGS CO.	-442.79	
04/18/06 12:49:58	Failure		TXD0001033		480.20	

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Card Declines

If a card is declined, information is available the business day following the decline. There are a number of reasons for card declines, including overlimit, attempted purchases that exceed the cardholder's single transaction limit, blocked Merchant Category Codes, potentially fraudulent purchase, and more. By showing important details about declines, this report helps Administrators monitor and control possible fraud or other unapproved spending.

Fit Page									
Date Range: 08/01/2008 to 08/28/2008									
Card Declines									
Card Holder Name	Inst. Code	Acct Number	Date	Vendor	Amount	Reason	Primary Reason	Proc. Code/Reason	Proc.
Payable, Debit	9036	Debit Payable	08/27/08	ACE Mart	\$12,245.80	OVER TRANS LIMIT	0140	0214	0214
Payable, Debit	9036	Debit Payable	08/27/08	Drafts CMS	\$28.44	MCC NOT AUTHORIZED	0900	0111	0111

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Card Past Due

For organizations using the individually billed Corporate Card platform, this report give a snapshot of current balances due, and any past due amounts the cardholder is responsible to pay.

Employee Name	Card Number	Card Holder Name	Card Status	Card Holder	Group	Profile Name	Last In date	Closing date	Current Balance	Current due amount	Past due count	Past due amount	Unpaid amount	Past due one cycle	Past due two cycles	Past due three cycles
SAMAR GHADRY	0028	TRAVEL-SAMAR GHADRY	Activated	Ghadry, Samar	Corporate Card	Corp. CL 5,000 BTL	02/21/05	01/25/06	1501.04	1051.00	1	369.00	0.00	1051.00	0.00	0.00
SAMAR GHADRY	0028	TRAVEL-SAMAR GHADRY	Activated	Ghadry, Samar	Corporate Card	Corp. CL 5,000 BTL	02/21/05	10/25/04	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
SAMAR GHADRY	0028	TRAVEL-SAMAR GHADRY	Activated	Ghadry, Samar	Corporate Card	Corp. CL 5,000 BTL	02/21/05	11/25/04	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
SAMAR GHADRY	0028	TRAVEL-SAMAR GHADRY	Activated	Ghadry, Samar	Corporate Card	Corp. CL 5,000 BTL	02/21/05	12/24/04	309.50	310.00	0	0.00	0.00	0.00	0.00	0.00
RAYMON DA HUGER	0093	TRAVEL-RAYMON DA HUGER	Activated	Huger, Raymond	Corporate Card	Corp. CL 5,000 BTL	02/20/05	12/24/04	1261.86	1302.00	0	0.00	0.00	0.00	0.00	0.00
RAYMON DA HUGER	0093	TRAVEL-RAYMON DA HUGER	Activated	Huger, Raymond	Corporate Card	Corp. CL 5,000 BTL	02/20/05	11/25/04	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
RAYMON DA HUGER	0093	TRAVEL-RAYMON DA HUGER	Activated	Huger, Raymond	Corporate Card	Corp. CL 5,000 BTL	02/20/05	10/25/04	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
RAYMON DA HUGER	0093	TRAVEL-RAYMON DA HUGER	Activated	Huger, Raymond	Corporate Card	Corp. CL 5,000 BTL	02/20/05	01/25/05	3754.10	3754.00	1	1251.00	0.00	1251.00	0.00	0.00
HARRY KANEISH RO	0036	TRAVEL-HARRY KANEISH RO	Activated	Kaneisho, Harry	Corporate Card	Corp. CL 5,000 BTL	02/21/05	10/25/04	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
HARRY KANEISH RO	0036	TRAVEL-HARRY KANEISH RO	Activated	Kaneisho, Harry	Corporate Card	Corp. CL 5,000 BTL	02/21/05	11/25/04	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
HARRY KANEISH RO	0036	TRAVEL-HARRY KANEISH RO	Activated	Kaneisho, Harry	Corporate Card	Corp. CL 5,000 BTL	02/21/05	12/24/04	178.38	178.00	0	0.00	0.00	0.00	0.00	0.00



Card Request Log

This report tracks requests for new cards that were initiated inside Works™. The report shows the Administrator who requested the card, the date of the card's activation within Works™, the card profile assigned when first activated, and the card profile currently assigned to the card.

Date Range: 01/01/2008 to 06/09/2008

Requested by	Card number	ENDORSEMENT TYPE	ENDORSEMENT NAME	CARD NAME	date requested	date act/used	requesting admin	activation admin	INITIAL PROFILE NAME	CURRENT PROFILE NAME	Last status	date opened	submitting official
Chomley, Neale			FRIENDLY BUSINESS CO-BOA		06/05/08 13:37:40		Sumerai, Pat		INACTIVE PROFILE		Request Pending	06/02/08	
Down, Bob			FRIENDLY BUSINESS CO-BOA		05/10/08 11:52:40		Sumerai, Pat		Emergency (Lang-Term)		Request Pending	05/10/08	
Concord, Gary	4197	GARY CONCORD	FRIENDLY BUSINESS CO-BOA	GARY CONCORD	05/17/08 13:00:04	05/17/08 13:10:52		Works - Vendor Shop, Gary	Standard Purchasing \$100K Credit Limit	Sweet Tart	Activated		
Concord, Gary	9129	GARY CONCORD		Gary Concord	03/27/08 11:59:07	04/27/08 11:59:59	Works - Van Horn, Scott	Works - Van Horn, Scott	Standard Purchasing \$100K Credit Limit	INACTIVE PROFILE	Deactivated	01/27/08	
Corlette, Jan					08/14/08 18:21:05		Sumerai, Pat		INACTIVE PROFILE		Request Pending	08/14/08	Sumerai, Pat
Costa, Barbara	8829	BARBARA J COSTA	FRIENDLY BUSINESS CO-BOA	Barbara J Costa - 2008	05/19/08 13:26:39	05/19/08 15:30:00	Sumerai, Pat	Sumerai, Pat	\$1M ePayables	INACTIVE PROFILE	Deactivated	05/19/08	
Costa, Matthew	8165	MATTHEW COSTA	FRIENDLY BUSINESS CO-BOA	Matthew Costa	05/10/08 12:06:02	05/10/08 16:30:05	Sumerai, Pat	Sumerai, Pat	Copy of Standard Purchasing \$100K Credit Limit	INACTIVE PROFILE	Deactivated	05/10/08	
Daniels, Tyson	3437	TYSON DANIELS	FRIENDLY BUSINESS CO-BOA	Tyson Daniels	08/11/08 17:06:39	05/11/08 17:26:29	Works - Van Horn, Scott	Works - Van Horn, Scott	Standard Purchasing \$50K Credit Limit	INACTIVE PROFILE	Deactivated	05/11/08	
Daniels, Tyson	4822	TYSON DANIELS	FRIENDLY BUSINESS CO-BOA	Tyson Daniels	08/11/08 17:06:22	05/11/08 17:26:31	Works - Van Horn, Scott	Works - Van Horn, Scott	Standard Purchasing \$50K Credit Limit	INACTIVE PROFILE	Deactivated	05/11/08	
Daniels, Tyson			FRIENDLY BUSINESS CO-BOA		05/02/08 16:14:30		Sumerai, Pat		Standard Purchasing \$100K Credit Limit		Request Pending	05/02/08	
Daly, Kathy			FRIENDLY BUSINESS CO-BOA		05/10/08 11:37:59		Sumerai, Pat		\$1M ePayables		Request Pending	05/10/08	
Doa, Bob					06/10/08 09:01:48		Sumerai, Pat		Standard Purchasing \$75K Credit Limit		Request Pending	06/10/08	Sumerai, Pat
Dog, Goofy			FRIENDLY BUSINESS CO-BOA		05/10/08 11:36:53		Sumerai, Pat		Emergency \$10K Credit Limit		Request Pending	05/10/08	
Drury, Dan		BEVERLY DRURY	CORALINE PROD CARD		06/03/08 12:39:52		Sumerai, Pat		Standard Purchasing \$15K Credit Limit		Request Pending	06/03/08	

Works

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Card Status

All cards, either active or cancelled, are shown in this report. Additional information, including the card's last transaction date, can help an Administrator find cards that are not being actively used.

Profile ID	Card #	Card Name	Card Status	Card Holder	Group	Date	Date	Date	Date	Profile	Default	Last	Balance	Credit	Balance	Payed	Date
ID						Created	Deleted	Deleted	Deleted	Name	Grp	Trans	Trans	Trans	Trans	Trans	Trans
TYSON DANIEL S	FRIENDLY BUSINESS CO-BOARDS	1437	Active	Daniel Tyson	Develop	03/02/06	05/11/06	05/11/06	05/11/06	INACTIV		05/11/06	0.00	0.00	0.00		05/11/06
TYSON DANIEL S	FRIENDLY BUSINESS CO-BOARDS	4522	Active	Daniel Tyson	Develop	03/02/06	05/11/06	05/11/06	05/11/06	INACTIV		05/11/06	0.00	0.00	0.00		05/11/06
PHILLIP S DUGAN S		4951	Active	Phillip S Dugan	East	01/27/06	01/27/06	01/27/06	01/27/06	INACTIV		07/10/06	0.00	1000000.00	0.00	16587	01/27/06
FRANK A DUNLOP		5288	Active	Frank Dunlop	Product	01/27/06	01/27/06	01/27/06	01/27/06	INACTIV		05/15/06	0.00	78000.00	0.00	0	01/27/06
KARL EASTMAN		4747	Active	Karl Eastman	East	01/27/06	01/27/06	01/27/06	01/27/06	INACTIV		06/18/06	0.00	20000.00	0.00	11435	01/27/06
ALESSA ELLIS	FRIENDLY BUSINESS CO-BOARDS	9271	Active	Alessa Ellis	Admin	05/18/06	05/18/06	05/18/06	05/18/06	INACTIV		05/18/06	0.00	0.00	0.00		05/18/06
TYNNE ETHEL DGE	FRIENDLY BUSINESS CO-BOARDS	9443	Active	Tynne Ethel Dge	Tenn's	05/18/06	05/18/06	05/18/06	05/18/06	INACTIV			0.00	0.00	0.00		05/18/06
TYNNE ETHEL DGE	FRIENDLY BUSINESS CO-BOARDS	6333	Active	Tynne Ethel Dge	Tenn's	05/18/06	05/18/06	05/18/06	05/18/06	INACTIV			0.00	0.00	0.00		05/18/06
JAKE AND JACKSON	FRIENDLY BUSINESS CO-BOARDS	1159	Active	Jake and Jackson	Coops	05/18/06	05/18/06	05/18/06	05/18/06	INACTIV			0.00	0.00	0.00		05/18/06
JIM LAMPSON	FRIENDLY BUSINESS CO-BOARDS	4188	Active	Jim Lampson	Coops	05/18/06	05/18/06	05/18/06	05/18/06	INACTIV			0.00	0.00	0.00		05/18/06

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Company Reports > Organization Reports

Org/GL Audit Log

Track all changes made to your groups, users, and general ledger structure, including added/deleted groups, users, and accounting codes. Allow you to easily view any changes made within the system and identify the Administrator who made each modification.

Org/GL Audit Log		Date Range: 06/01/2006 to 06/29/2006	
event type	made by	change date	change details
ORG	Sarnett, Pal	06/01/06 12:40:06	A new group (Major's Colony) was created by: Pal Sarnett
GL	Sarnett, Pal	06/03/06 12:43:29	Name Department changed to Coal Center
GL	Sarnett, Pal	06/03/06 12:46:06	New GL segment value: 3673 description: New Coal Center was created
GL	Sarnett, Pal	06/03/06 12:47:55	GL authorization rule (Customer Service) added 3000 to segment: Coal Center
GL	Sarnett, Pal	06/03/06 12:47:55	GL authorization rule (Customer Service) added 3000 to segment: Coal Center
ORG	Sarnett, Pal	06/03/06 13:09:40	Card Ryan Pomeroy (last four digits: 5069) was moved from profile Standard Purchasing: 9000 Credit Limit: 3000 Trans Limit: 1500
ORG	Sarnett, Pal	06/03/06 13:09:48	Card Ryan Pomeroy (last four digits: 5069) was added to profile Standard Purchasing: 9000 Credit Limit: 3000 Trans Limit:
ORG	Sarnett, Pal	06/03/06 13:11:05	Card Tony Soper (last four digits: 2276) was moved from profile Standard Purchasing: 9000 Credit Limit: 3000 Trans Limit: 1500
ORG	Sarnett, Pal	06/03/06 13:11:05	Card Tony Soper (last four digits: 2276) was added to profile Standard Purchasing: 9000 Credit Limit: 3000 Trans Limit:
ORG	Sarnett, Pal	06/03/06 13:11:55	Card Ryan Pomeroy (last four digits: 5069) was moved from profile Standard Purchasing: 9000 Credit Limit: 3000 Trans Limit: 1500
ORG	Sarnett, Pal	06/03/06 13:11:55	Card Ryan Pomeroy (last four digits: 5069) was added to profile Standard Purchasing: 9000 Credit Limit: 3000 Trans Limit:
ORG	Works - Van Horn, Scott	06/03/06 14:04:20	Group Friendly Business Co-Ed (new Priority Business Co-Ed) was changed to Friendly Business Co-Ed
ORG	Sarnett, Pal	06/03/06 14:46:55	The custom address "camp" was removed for Chemistry Department
ORG	Berkart, Pat	06/03/06 14:48:56	A new group (Chemistry Department) was created by: Pat Berkart
ORG	Sarnett, Pal	06/03/06 14:50:00	User Cameron Allen was transferred from Chad's Group to Chemistry Department
ORG	Sarnett, Pal	06/03/06 14:50:50	User Cameron Allen was transferred from Chad's Group to Chemistry Department
ORG	Sarnett, Pal	06/03/06 14:52:50	User Cheryl Nunn was transferred from Standard Consent to Chemistry Department
GL	Sarnett, Pal	06/03/06 14:53:54	Name Coal Center changed to Organization Code
GL	Sarnett, Pal	06/03/06 14:53:49	New GL segment value: 8746 description: Chemistry Department was created
GL	Sarnett, Pal	06/03/06 14:53:48	New GL segment value: 80454 description: Standard Consent was created
GL	Sarnett, Pal	06/03/06 14:57:49	GL authorization rule name changed from null to Chemistry Codes - General

Profile Change Log

Any changes made to card profiles, including limit increases, modifications to blocked Merchant Category Codes, and other automation controls can be viewed using this report. This is helpful for auditing card-level program changes.

Profile Change Log Date Range: 08/01/06 to 08/28/06

Admin Issue	Blocked profile	change date	change details
Sarnett, Pat	SLS Cadillac	08/15/06 10:46:00	Discretionary funds amount \$0.00 changed to \$5,000.00
Sarnett, Pat	SLS Cadillac	08/15/06 10:46:48	Incidental fees better maximum dollar amount \$0.00 changed to \$5,000.00
Sarnett, Pat	SLS Cadillac	08/15/06 10:47:30	Incidental fees better percentage 0 of request limit changed to 10
Sarnett, Pat	SLS Cadillac	08/15/06 11:02:00	Permissions in MCC group Cash changed from Prohibited to Permitted
Sarnett, Pat	SLS Cadillac	08/15/06 11:02:00	Permissions in MCC group Unusual changed from Permitted to Prohibited
Sarnett, Pat	Golf Golfers	08/15/06 11:10:00	Profile created with base funds of \$0,000.00 and credit limit of \$10,000.00
Sarnett, Pat	Cadillac	08/15/06 11:10:13	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	Small Part	08/15/06 11:10:41	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	Open: CL 20,000; DF 10,000	08/15/06 11:10:51	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	SBYL	08/15/06 11:11:00	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	Travel	08/15/06 11:11:10	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	\$20K CL \$10K DF	08/15/06 11:11:42	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	\$20KCL \$10KDF	08/15/06 11:11:42	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	Orders Retail	08/15/06 11:11:52	Profile created with base funds of \$0,000.00 and credit limit of \$50,000.00
Sarnett, Pat	Standard Purchasing: \$10K Credit Limit, \$5K Discretionary	08/15/06 11:12:02	Permissions in MCC group Travel & Entertainment changed from Prohibited to Permitted
Sarnett, Pat	Standard Purchasing: \$10K Credit Limit, \$5K Discretionary	08/15/06 11:12:02	Permissions in MCC group General Purchase changed from Prohibited to Permitted
Sarnett, Pat	Standard Purchasing: \$10K Credit Limit, \$5K Discretionary	08/15/06 11:12:02	Permissions in MCC group Vehicle/Fuel changed from Prohibited to Permitted
Sarnett, Pat	Jump Jump	08/15/06 11:13:06	Profile created with base funds of \$10,000.00 and credit limit of \$20,000.00
Sarnett, Pat	\$20KCL \$10KDF	08/15/06 11:13:08	Automatic sign off for transactions exceeding \$0.00 changed to \$0.00
Sarnett, Pat	\$20KCL \$10KDF	08/15/06 11:13:08	Automatic sign off of credits has been changed to 0%
Sarnett, Pat	Jump Jump	08/15/06 11:14:27	MCC setting 0 in category include 1 changed to 436
Sarnett, Pat	Jump Jump	08/15/06 11:15:08	MCC setting 0 in category include 1 changed to 436
Sarnett, Pat	1000560/158	08/15/06 21:03:38	Profile created with base funds of \$5,000.00 and credit limit of \$100,000.00
Sarnett, Pat	796600F	08/15/06 21:04:38	Profile created with base funds of \$500.00 and credit limit of \$1,000.00

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Vendor/Supplier Map Report

As vendors are mapped into suppliers (either manually or utilizing automapping rules) the matching is recorded in this audit log. This can help identify whether an Administrator is making mistakes or if the automapping rules need refinement.

Date Range: 09/12/98 to 09/29/2006

Vendor Name	Vendor City	Vendor State	Vendor Contact Code	Vendor Zip	Map Rule	Supplier Name	Date Mapped	Mapped By
AMEREX RENT-A-CAR	TRUNKTON	VT	048912345	5599		AMEREX RENT-A-CAR	09/15/06 15:40:22	Sarsari, Pat
ARCADE CO.	NEW MORAVIA	WV	28009	2579		ARCADE CO.	09/15/06 15:38:29	Sarsari, Pat
AUTO HOST RENTAL CARS	AURIN	ME	64401	5403		AUTO HOST RENTAL CARS	09/05/06 13:26:22	Sarsari, Pat
AUTOMOTIVE TOP AND BODY SH.	SAN LEANDRO	CA	99345	7831		AUTOMOTIVE TOP AND BODY SH.	09/15/06 16:37:52	Sarsari, Pat
AUTOMOTIVE TOP AND BODY SH.	WINDY	VA	22314	7631	Auto/Car	BAKERIES CO.	09/25/06 14:02:10	
BESON AVIATION	MOAB	ND	59163	5828		BESON AVIATION	09/15/06 16:30:51	Sarsari, Pat
CANDY HUT, AND CONFECTIONS	SAN LEANDRO 14 9	CA	041011234	5441		Candy & Nut Company	09/25/06 14:28:54	Werts - Van Horn, Scott
CANDY HUT, AND CONFECTIONS	SHYDER 14 9	WV	55708	5441		Candy & Nut Company	09/25/06 14:29:54	Werts - Van Horn, Scott
CANDY HUT, AND CONFECTIONS	DEEP WATER 14 9	GA	31909	5441		Candy & Nut Company	09/25/06 14:29:54	Werts - Van Horn, Scott
CARPENTRY CO.	PARIS	CA 14 9	123456789	1720		CARPENTRY CO.	09/15/06 16:37:59	Sarsari, Pat
CONTRACT/SUBS CRPTION ME	DEEP WATER 14 9	MIN 14 9	123456789	9695		CONTRACT/SUBS CRPTION ME	09/25/06 14:29:43	Werts - Van Horn, Scott
CONTRACT/SUBS CRPTION ME	SAN LEANDRO 14 9	CA	922991234	5098		CONTRACT/SUBS CRPTION ME	09/25/06 14:29:43	Werts - Van Horn, Scott
CONTRACT/SUBS CRPTION ME	WINDY	SD 14 9	123451234	6908		CONTRACT/SUBS CRPTION ME	09/25/06 14:29:43	Werts - Van Horn, Scott
CONTRACT/SUBS CRPTION ME	NEW MORAVIA 14 9	NC	279490000	5998		CONTRACT/SUBS CRPTION ME	09/25/06 14:29:43	Werts - Van Horn, Scott
CONTRACT/SUBS CRPTION ME	DEEP WATER	NY	429490000	5998		CONTRACT/SUBS CRPTION ME	09/25/06 14:29:43	Werts - Van Horn, Scott
CONTRACT/SUBS CRPTION ME	SHYDER	FL	338081234	5998		CONTRACT/SUBS CRPTION ME	09/25/06 14:29:43	Werts - Van Horn, Scott
DEBT COLLECTION AGENCIES	ARQUESTIN	GA	997022345	7822		DEBT COLLECTION AGENCIES	09/15/06 15:37:51	Sarsari, Pat
DIRECT MARTINA-INSURANCE	San leandro	MO	95917	4997		Candy & Nut Company	09/15/06 16:37:53	Sarsari, Pat
DRUGS, DRUG PROPRIETARIES	PARIS	MD	206051234	5122		DRUGS, DRUG PROPRIETARIES	09/15/06 16:37:58	Sarsari, Pat
DRY CLEANERS	ARQUESTIN 14 9	OR	59412	7298		DRY CLEANERS	09/15/06 16:38:04	Sarsari, Pat
EATING PLACES AND RESTAURA	ARQUESTIN 14 9	TN 14 9	12345	5812		EATING PLACES AND RESTAURA	09/15/06 16:38:03	Sarsari, Pat
EATING PLACES AND RESTAURA	WINDY/ST/CP	VA	253981234	5912		EATING PLACES AND RESTAURA	09/15/06 16:38:03	Sarsari, Pat
EATING PLACES AND RESTAURA	LONDON	MD	21280	5912		EATING PLACES AND RESTAURA	09/15/06 16:37:55	Sarsari, Pat
EXTERMINATING AND DISINFEC	Deep water	WV	28009	7542		EXTERMINATING AND DISINFEC	09/15/06 16:37:55	Sarsari, Pat
EXTERMINATING AND DISINFEC	MOAB 14 9	ND	585232345	7342		EXTERMINATING AND DISINFEC	09/15/06 16:37:55	Sarsari, Pat
EXTERMINATING AND DISINFEC	STONE MOUNTAIN	AR	48210	7342		EXTERMINATING AND DISINFEC	09/15/06 16:37:55	Sarsari, Pat

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Company Reports > Extended Transaction Details

Airline Spend Detail

For airlines submitting Level III enhanced transaction detail, this report allows you to view itinerary numbers, ticket numbers, departure dates, and more.

Airline Spend Detail Date Range: 01/01/2006 to 06/30/2006

Page of (blank) Previous Transactions: 11/20/06

TXN00001678 AERO CONTINENTE CO. Dugan, Phillip (*4861) post date: 03/06/06 txn date: 03/06/06 txn amount: 699.54

Itinerary	Travel Agency	Passenger	Ticket Number	Leg Number	Origin	Destination	Departure Date	Stop Over	Service Class	Fare Basis	Carrier Code	Carrier Reference	Control ID
SYNTH	AMERICAN AIRLINES	Kimberly Clark	8724332543 72200				02/23/06	65006	65006	65006	AERO CONTINENTE CO.		
SYNTH			1801111347 847802	1	PAX	DTW	02/23/06	1	96	ZOOQ1774	EEZA	DICR14	822E4000

TXN00001884 AIR MIDWEST CO. Dugan, Phillip (*4861) post date: 03/08/06 txn date: 03/08/06 txn amount: 216.00

Itinerary	Travel Agency	Passenger	Ticket Number	Leg Number	Origin	Destination	Departure Date	Stop Over	Service Class	Fare Basis	Carrier Code	Carrier Reference	Control ID
SYNTH	AMERICAN AIRLINES	William Young	4533373992 264247				02/23/06	20000	20000	20000	AIR MIDWEST CO.		

TXN00001316 AIR ZAIRE CO. Dugan, Phillip (*4861) post date: 06/12/06 txn date: 06/12/06 txn amount: 449.42

Itinerary	Travel Agency	Passenger	Ticket Number	Leg Number	Origin	Destination	Departure Date	Stop Over	Service Class	Fare Basis	Carrier Code	Carrier Reference	Control ID
SYNTH	MIDWEST AIRLINES 14 9	Kenn Adams 14 9	0030218202 882800				05/26/06	41707	41707	41707	AIR ZAIRE CO.		

TXN00001018 BEMIDJ AVIATION CO. Dugan, Phillip (*4861) post date: 01/27/06 txn date: 01/27/06 txn amount: 100.64

Itinerary	Travel Agency	Passenger	Ticket Number	Leg Number	Origin	Destination	Departure Date	Stop Over	Service Class	Fare Basis	Carrier Code	Carrier Reference	Control ID
SYNTH	AMERICAN AIRLINES 14 9	David Robinson 14 9	4325196384 764896				12/29/05	0300	0300	0300	BEMIDJ AVIATION CO.		

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Works

Airline Spend Summary

View summaries of spend for each airline to leverage data for vendor negotiations and travel policy enforcement.

Date Range: 01/01/2006 to 06/30/2006

Airline Spend Summary

Company	number of TRNS in period	total purchases	average transaction amount
NEBO COASTWATER CO.	1	\$629.83	\$629.83
AIR MOWWIT CO.	1	\$218.00	\$218.00
AIR ZAFRE CO.	1	\$449.42	\$449.42
BEHNER AVIATION CO.	2	\$664.26	\$332.13
COMBAND AIRWAYS CO.	1	\$226.53	\$226.53
KOREAN AIRLINES CO.	1	\$608.19	\$608.19
MEGA AIR CO.	2	\$1,419.90	\$709.95
NIGERIA AIRWAYS CO.	1	\$284.1	\$284.1
OMAN AVIATION SERVICES CO.	1	\$308.86	\$308.86
PEDMONT CO.	1	\$389.11	\$389.11
SUDAN AIRWAYS CO.	2	\$1,056.54	\$528.27

Works

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Car Rental Spend Detail

View spend at car rental organizations submitting Level III enhanced transaction data, including rental numbers, number of days, check out date, and more. This audit report helps Administrators analyze compliance with any travel policies.

Car Rental Spend Detail Date Range: 01/01/2006 to 06/30/2006

Agency	Agency Name	Agency ID	Agency Code	Agency Type	City	State	In Date	Tax Amount	Rental Number	Check Out Date	Number of Days	Rate	Rental Class
ACCENT RENT-A-CAR CO.	Dugan, Philip	4881	T000000160	SYNTH	LONDON 14 D	LA	01/27/06	\$592.50	SYNTH	12/24/05	0	\$0.00	C
ACCENT RENT-A-CAR CO.	Eaton, Karl	4747	T000000100	SYNTH	PARIS	PA	01/27/06	\$385.59	SYNTH	12/26/05	0	\$0.00	3
ADVANTAGE RENT-A-CAR CO.	Dugan, Philip	4881	T000000102	SYNTH	MOAB	NE	01/27/06	\$474.42	SYNTH	12/27/05	0	\$0.00	8
ADVANTAGE RENT-A-CAR CO.	Eaton, Karl	4747	T000000101	SYNTH	NEW MORAVIA	IA	01/27/06	\$783.74	SYNTH	12/29/05	0	\$0.00	6
ALAMO RENT-A-CAR CO.	Dugan, Philip	4881	T000000108	SYNTH	SHYDER	IL	03/06/06	\$68.06	SYNTH	02/22/06	0	\$0.00	2
AMERIK RENT-A-CAR CO.	Dugan, Philip	4881	T000000136	SYNTH	TRUNKTON	VT	07/19/06	\$201.54	SYNTH	08/28/06	0	\$0.00	2
AUTO HOST RENTAL CARS CO.	Dugan, Philip	4881	T000000109	SYNTH	AUSTIN	ME	03/06/06	\$319.60	SYNTH	02/22/06	0	\$0.00	C
BUDGET RENT-A-CAR CO.	Dugan, Philip	4881	T000000131	SYNTH	WHISTLEST OP	MS	06/12/06	\$457.45	SYNTH	05/22/06	0	\$0.00	3
PAYLESS CAR RENTAL CO.	Dugan, Philip	4881	T000000104	SYNTH	NEW MORAVIA	NE	01/27/06	\$93.89	SYNTH	12/29/05	0	\$0.00	2
PAYLESS CAR RENTAL CO.	Dugan, Philip	4881	T000000151	SYNTH	TRUNKTON	LA	06/12/06	\$218.51	SYNTH	05/28/06	0	\$0.00	5
PAYLESS CAR RENTAL CO.	Eaton, Karl	4747	T000000100	SYNTH	PARIS	MA 14 B	01/27/06	\$656.67	SYNTH	12/23/05	0	\$0.00	E
RESERVE RENT-A-CAR CO.	Dugan, Philip	4881	T000000107	SYNTH	ARQUESTIN	NC	03/06/06	\$88.39	SYNTH	02/29/06	0	\$0.00	D
RESERVE RENT-A-CAR CO.	Dugan, Philip	4881	T000000135	SYNTH	ARQUESTIN 14 D	MO	07/19/06	\$416.33	SYNTH	09/28/06	0	\$0.00	6
RESERVE RENT-A-CAR CO.	Dugan, Philip	4881	T000000135	SYNTH	anyder	NC 14 B	07/19/06	\$630.80	SYNTH	06/27/06	0	\$0.00	7

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Car Rental Spend Summary

View summaries of spend at car rental companies for use in vendor negotiations and compliance in travel policy.

Date Range: 01/01/2006 to 06/30/2008

Car Rental Spend Summary

(10) of 10 total columns displayed. Page 1 of 1

rental agency	number of leases in period	total purchases	average transaction amount
ACCENT RENT-A-CAR CO.	2	\$264.80	\$132.40
ADVANTAGE RENT-A-CAR CO.	2	\$1,806.18	\$903.09
ALAMO RENT-A-CAR CO.	1	\$38.09	\$38.09
AMERIX RENT-A-CAR CO.	1	\$201.81	\$201.81
AUTO HOST RENTAL CARS CO.	1	\$319.85	\$319.85
BUDGET RENT-A-CAR CO.	1	\$467.45	\$467.45
PAVESSO CAR RENTAL CO.	3	\$1,557.07	\$519.02
RESERVE RENT-A-CAR CO.	3	\$1,849.87	\$616.62

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General Purchase Spend Detail

View spend at general purchasing merchants that submit Level III enhanced transaction data.

General Purchase Spend Detail Date Range 01/01/2006 to 06/30/2006

Vendor Name	Card Holder Name	Card ID	Merchant Doc ID	Merch	Merch Desc	Reference #	Purchase Date	Point Date	City	State	Zip	Merchant ID	CRU	Description	Quantity	Spended
AIR CONDITIONING AND REFRIG. CO.	Wilson, Wade	3474	TXND0001074	7023	AIR CONDITIONING AND REFRIG. SYSTEM REPAIR SHOP	SYNTH	01/27/06	01/27/06	MOAB	NE	82978	SYNTH		SPILL-PROOF CHOPPER	0	\$1.70
ANTHOLIE SHOPS CO.	Burns, Pat	8787	TXND0001058	6002	ANTHOLIE SHOPS	SYNTH	01/27/06	01/27/06	Stone Mountain	GA	30159	SYNTH		SHEER STOPPER	0	\$380.00
AQUARIUS SEAFOOD UNIFORMS AND CO.	Dunlop, Ronald	3200	TXND0001002	7098	AQUARIUS SEAFOOD UNIFORMS AND DOLPHIN APPAREL	SYNTH	01/27/06	01/27/06	DEEP WATER	OR	97082	SYNTH		PINK SPIKE	0	\$0.85
AQUARIUS SEAFOOD UNIFORMS AND CO.	Dunlop, Ronald	3200	TXND0001052	7098	AQUARIUS SEAFOOD UNIFORMS AND DOLPHIN APPAREL	SYNTH	01/27/06	01/27/06	DEEP WATER	OR	97082	SYNTH		GREEN COP BRACKET	0	\$0.01
AQUARIUS SEAFOOD UNIFORMS AND CO.	Wilson, Wade	3474	TXND0001062	7098	AQUARIUS SEAFOOD UNIFORMS AND DOLPHIN APPAREL	SYNTH	01/27/06	01/27/06	Stone Mountain	CA	92029	SYNTH		SHEER DIB	0	\$140.00
AQUARIUS SEAFOOD UNIFORMS AND CO.	Wilson, Wade	3474	TXND0001062	7098	AQUARIUS SEAFOOD UNIFORMS AND DOLPHIN APPAREL	SYNTH	01/27/06	01/27/06	Stone Mountain	CA	92029	SYNTH		MAUIE BOOST PUMP	0	\$185.62
AQUARIUS SEAFOOD UNIFORMS AND CO.	Wilson, Wade	3474	TXND0001062	7098	AQUARIUS SEAFOOD UNIFORMS AND DOLPHIN APPAREL	SYNTH	01/27/06	01/27/06	Stone Mountain	CA	92029	SYNTH		OIL-PACK CHOPPER	0	\$151.67
ARCHITE CTURAL SERVICES INC.	Dunlop, Ronald	3200	TXND0001078	6011	ARCHITE CTURAL SERVICES INC. RINCLAN SURVING SERVICE S	SYNTH	05/10/06	05/10/06	SAN LEANDRO	DC	94708	SYNTH		HERBERTA BLE CORK	0	\$377.74
ARTIST SUPPLY AND CRAFT ST CO.	Dunlop, Philip	4001	TXND0001020	6070	ARTIST SUPPLY AND CRAFT STORES	SYNTH	01/27/06	01/27/06	MOAB	DE	23372	SYNTH		WATER-PROOF WRINGER	0	\$220.87

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General Purchase Spend Summary

View spend at general purchasing merchants that submit Level III enhanced transaction data.

Date Range: 01/01/2008 to 06/30/2008

General Purchase Spend Summary

Total of General Purchase Spend Summary: \$10,024.11

Merchant Name	Number of Items in Report	Total Purchases	Invoice Transaction Amount
ACE MART	1	\$10,024.11	\$10,024.11
AIR CONDITIONING AND REFR CO.	2	\$428.07	\$214.04
ANTIQUE SHOPS CO.	1	\$415.91	\$415.91
AQUARIUMS SUPPLIES AND CO.	2	\$521.21	\$280.80
ARCHITECTURAL ENGRAVERS, CO.	1	\$408.75	\$408.75
ARTIST SUPPLY AND CRAFT ST CO.	8	\$1,698.78	\$460.02
AUTOMOBILE ASSOCIATIONS CO.	1	\$21.43	\$21.43
AUTOMOTIVE PARTS AND ACCESS CO.	3	\$927.06	\$267.36
AUTOMOTIVE REPAIR SHOPS IN CO.	5	\$1,887.30	\$577.48
AUTOMOTIVE TOP AND BODY SH CO.	4	\$2,181.32	\$547.78
BAKERS CO.	2	\$707.49	\$355.74
BLUESPRINTING AND PHOTOCOPY CO.	1	\$584.70	\$584.70
BOOK STORES CO.	8	\$2,406.87	\$481.31
BOOKS, PERIODICALS AND NEW CO.	1	\$711.85	\$711.85
BOWLING ALLEYS CO.	1	\$194.84	\$194.84
CABLE, SATELLITE, AND OTHR CO.	1	\$226.85	\$226.82
CAMERA AND PHOTOGRAPHY SH CO.	4	\$488.47	\$184.12
CANDY, NUT, AND CONFECTIONS CO.	4	\$2,439.28	\$881.81
CARPENTRY CO.	5	\$620.45	\$629.43
CARPET AND UPHOLSTERY CLSA CO.	1	\$1,860.21	\$412.68
CATERERS CO.	1	\$37.58	\$37.58
CHEMICALS AND ALLIED PRODU CO.	3	\$1,828.37	\$542.12
CLOTHING RENTAL - COSTUMES, CO.	2	\$790.82	\$395.28
COMMERCIAL EQUIPMENT, NOT CO.	1	\$567.04	\$607.04
COMMERCIAL FOOTWEAR CO.	1	\$598.86	\$299.42
COMMERCIAL FURNITURE CO.	2	\$498.16	\$488.18
COMMERCIAL PHOTOGRAPHY ART CO.	1	\$557.34	\$279.67
COMPUTER MAINTENANCE, REPA CO.	2	\$874.78	\$874.78
COMPUTER NETWORK INFORMATI CO.	1	\$2,780.05	\$384.21
COMPUTERS, COMPUTER PERIPH CO.	6	\$138.56	\$138.56
CONSTRUCTION MATERIALS NOT CO.	1	\$701.82	\$701.82
CONSUMER CREDIT REPORTING CO.	4	\$2,474.43	\$518.81
CONTINENTAL SUBSCRIPTION ME CO.	8	\$3,006.90	\$451.00
CONTRACTORS CONCRETE WORK CO.	1	\$499.83	\$499.83
COOPERAGE SCHOOLS CO.	1	\$161.18	\$161.18
DATING AND ESCORT SERVICES CO.	2	\$861.28	\$498.82
DEBT COLLECTION AGENCIES CO.	1	\$713.12	\$713.12
DEPARTMENT STORES CO.	1	\$578.41	\$578.44

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Hotel Spend Detail

View detailed information about spend at hotels submitting Level III enhanced transaction data. This audit report helps Administrators analyze compliance with any travel policies.

Hotel Spend Detail Date Range: 01/01/2008 to 06/30/2008

Hotel	card holder name	card #	works Doc ID	reference #	city	state	tax amount	merchant	arrival date	number of nights	rate
ARCADE CO.	Dugan, Philip	4881	TXND0001514	SYNTH	NEW MORAVIA	WV	\$305.83	SYNTH	08/12/08	0	\$0.00
CAMPANILE CO.	Dugan, Philip	4881	TXND0001581	SYNTH	alpine mountain	NE 14 9	\$248.11	SYNTH	07/10/08	0	\$0.00
CLARION HOTEL CO.	Dugan, Philip	4881	TXND0001008	SYNTH	SAN LEANDRO	ID 14 9	\$435.00	SYNTH	09/09/08	0	\$0.00
GOLDEN TLEP CO.	Dugan, Philip	4881	TXND0001021	SYNTH	MOAB	WA	\$380.86	SYNTH	01/27/08	0	\$0.00
GOLDEN TLEP CO.	Estleman, Karl	4747	TXND0001005	SYNTH	NEW MORAVIA 14 9	WA	\$804.87	SYNTH	01/27/08	0	\$0.00
PENINSULA HOTELS CO.	Dugan, Philip	4881	TXND0001387	SYNTH	DESP WATER 14 9	GA	\$508.37	SYNTH	07/10/08	0	\$0.00
PRIMA DONNA HOTEL AND CASINO CO.	Dugan, Philip	4881	TXND0001082	SYNTH	MOAB 14 9	WY	\$228.17	SYNTH	03/09/08	0	\$0.00
RODEWAY INNS INTL CO.	Dugan, Philip	4881	TXND0001517	SYNTH	SAN LEANDRO	CT	\$847.70	SYNTH	08/12/08	0	\$0.00
THE REGISTRY HOTELS CO.	Dugan, Philip	4881	TXND0001031	SYNTH	WESTPHALIA	AZ 14 9	\$18.96	SYNTH	01/27/08	0	\$0.00
THE REGISTRY HOTELS CO.	Estleman, Karl	4747	TXND0001010	SYNTH	SNYDER	WI	\$89.08	SYNTH	01/27/08	0	\$0.00
TOWN AND COUNTRY RESORT CO.	Dugan, Philip	4881	TXND0001028	SYNTH	WHISTLESTO P	WY	\$600.82	SYNTH	01/27/08	0	\$0.00
TOWN AND COUNTRY RESORT CO.	Estleman, Karl	4747	TXND0001012	SYNTH	westphalia	ND	\$128.82	SYNTH	01/27/08	0	\$0.00

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Hotel Spend Summary

View hotel spend consolidated by vendors and showing average transaction amount and number of transactions.

Date Range: 01/01/2006 to 06/30/2006

Vendor Name	number of TXNS in period	total per cent	average transaction amount
ARCADIS CO.	1	\$324.83	\$324.83
CAMPWELL CO.	1	\$436.11	\$436.11
CLARION HOTEL CO.	1	\$436.00	\$436.00
GOLDEN TULIP CO.	2	\$1,228.84	\$614.42
PENINSULA HOTELS CO.	1	\$228.17	\$228.17
PRIMA DONNA HOTEL AND CASINO CO.	1	\$647.70	\$647.70
RODEWAY INNS INTL CO.	1	\$158.04	\$158.04
THE REGISTRY HOTELS CO.	2	\$627.04	\$313.52
TOWN AND COUNTRY RESORT CO.	2		

Works

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Services Spend Detail

For merchants who submit Level III enhanced transaction data in the temporary service industry, Works™ displays information about each transaction.

Services Spend Detail Date Range: 01/01/2008 to 06/30/2008

Temporary Client	Card Holder Name	Card ID	works Doc ID	reference #	txn date	txn amount	employee Name	service code/notes	regular rate	regular time	over-time rate	over-time hours	total expense
CLEANING AND MAINTENAN CE J.CO.	Dugan, Philip	4861	TXN0000107 8	SYNTH	03/08/08	\$281.00	Konrad Wright	72501	\$12.82	1.8			\$6.18
CLEANING AND MAINTENAN CE J.CO.	Dugan, Philip	4861	TXN0000107 8	SYNTH	03/08/08	\$281.00	Linda Arntsen	81105	\$31.80				\$7.00
CLEANING AND MAINTENAN CE J.CO.	Dugan, Philip	4861	TXN0000107 8	SYNTH	03/08/08	\$281.00	Jason Brown	80004	\$108.42		\$384.70	0.1 hour(s)	\$36.47
CLEANING AND MAINTENAN CE J.CO.	Dugan, Philip	4861	TXN0000133 8	SYNTH	08/22/08	\$338.50	Helen Jones	62808	\$28.13	1			
CLEANING AND MAINTENAN CE J.CO.	Dugan, Philip	4861	TXN0000133 8	SYNTH	08/22/08	\$338.50	James Davis 14 9	84567	\$58.87	1.2	\$111.74	0.2 hour(s)	\$22.34
CLEANING AND MAINTENAN CE J.CO.	Dugan, Philip	4861	TXN0000133 8	SYNTH	08/22/08	\$338.50	Robert Baker	73637	\$28.81		\$32.02	0.3 hour(s)	\$9.80
CLEANING AND MAINTENAN CE J.CO.	Dugan, Philip	4861	TXN0000133 8	SYNTH	08/22/08	\$338.50	Janice Kempson	81403	\$101.62				\$25.38
CLEANING AND MAINTENAN CE J.CO.	Denton, Florida	3280	TXN0000108 9	SYNTH	04/10/08	\$945.20	Shelley Leath	44511	\$879.13	0.8	\$1,788.28	0.1 hour(s)	
CLEANING AND MAINTENAN CE J.CO.	Denton, Florida	3280	TXN0000110 4	SYNTH	05/09/08	\$105.07	John Johnson	4262	\$96.88	1			
CLEANING AND MAINTENAN CE J.CO.	Denton, Florida	3280	TXN0000111 9	SYNTH	05/10/08	\$879.11	Billy Baker	74167	\$218.89		\$536.74	0.1 hour(s)	
CLEANING AND MAINTENAN CE J.CO.	Denton, Florida	3280	TXN0000111 9	SYNTH	05/10/08	\$879.11	Robert Borne	81922	\$278.33				
CLEANING AND MAINTENAN CE J.CO.	Denton, Florida	3280	TXN0000111 9	SYNTH	05/10/08	\$879.11	Maria Miller 14 9	3820	\$218.32		\$722.78	0.1 hour(s)	\$72.77

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Works

Services Spend Summary

This summary report provides an overall picture of your temporary services vendor spend, including average transaction amount.

Date Range: 01/01/2006 to 05/28/2008

Services Spend Summary

Temporary Agency	Number of Transactions	Total Purchases	Average Transaction Amount
CLEANING AND MAINTENANCE CO.	7	\$3,484.83	\$497.83
EMPLOYMENT AGENCIES AND TE CO.	12	\$7,732.43	\$644.37
EXTERMINATING AND DISINFEC CO.	5	\$2,898.01	\$579.60
STENOGRAPHIC SERVICES CO.	8	\$3,968.41	\$496.05
WINDOW CLEANING SERVICES CO.	7	\$2,154.37	\$307.77

Works

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Shipping Spend Detail

For merchants who submit Level III enhanced transaction data in the shipping industry, Works™ displays information about each transaction.

Shipping Spend Detail

Date Range: 01/01/2008 to 05/26/2008

Company	Card Holder Name	Card ID	works DOC ID	reference #	txn date	txn amount	ship date	tracking number	employee ref number	station name	destination name	weight	weight
COURIER SERVICES-AIR AND G CO. Shipping	Dugan, Philip	4061	TXN00001019	SYNTH	01/27/08	\$15.55	01/27/08	100083808	141324000	David Thomas, 1 Kinnison Exp LONDON NY	George Wilson, 3 BURMANSON D EXPY SAN LEANDRO CA 94708	100 each	4215
COURIER SERVICES-AIR AND G CO. Shipping	Dugan, Philip	4061	TXN00001019	SYNTH	01/27/08	\$15.55	01/27/08	100083806	175057730	Eric Hernandez, 1 PARKER SPRINGWAY 14 B ROAD PA	Michael Giam, 8 SARATOGA HWY 14 B DEPT WATER DE	250 each	4215
COURIER SERVICES-AIR AND G CO. Shipping	Dugan, Philip	4061	TXN00001019	SYNTH	01/27/08	\$15.55	01/27/08	130265251	127562310	Debbie Johnson, 1 YERGES GRADE TRUNKTON IN	John Lewis, 2 CENTRAL AVE AROUSETIN 14 B GA	83 each	4215
COURIER SERVICES-AIR AND G CO. Shipping	Dugan, Philip	4061	TXN00001019	SYNTH	08/22/08	\$574.78	08/22/08	214000975	200772000	Hean Wright, 3 JOHNSON CIRCLE WESTLEST OP ME 14 B	Lisa Hill, 2 CENTRAL AVE AROUSETIN 14 B WV	292 each	4215
COURIER SERVICES-AIR AND G CO. Shipping	Dunkle, Rhonda	3280	TXN00001007	SYNTH	04/19/08	\$5.19	04/19/08	183176120	160777035	Debbie Moore, 14 B, 3 YERGES AVE STONE MOUNTAIN 14 B IN	Nichelle Green, 2 RUMFORD RD EXPY AUSTIN 14 B MO	147 each	4215
COURIER SERVICES-AIR AND G CO. Shipping	Dunkle, Rhonda	3280	TXN00001007	SYNTH	04/19/08	\$5.19	04/19/08	180022028	336100217	John Marquis, 8 COLLEGIAT E AVE BRIDGEPT IN	Karen Lee, 0 YORCK OWEN LOOP AND NEWBO UT	23 each	4215
COURIER SERVICES-AIR AND G CO. Shipping	Dunkle, Rhonda	3280	TXN00001010	SYNTH	05/09/08	\$600.83	05/09/08	201787930	200827185	John Johnson, 1 COLLEGIAT E BLVD 14 B DOW WATER BY	Deborah Carr, 3 CORNWALL HWY ANDER ME	58 each	4215
COURIER SERVICES-AIR AND G CO. Shipping	Dunkle, Rhonda	3280	TXN00001010	SYNTH	05/09/08	\$600.83	05/09/08	2144806278	428629902	Jennifer Scott, 8 THORNDEN OGA EXPY 14 B AUSTIN TX	Lisa Smith, 14 B, 2 SEABIRD ST NEW MORAHA 14 B IN	213 each	4215

Additional information & contact: Property of Friendly Business Co. 2008

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SW Works

Shipping Spend Summary

This summary report provides an overall picture of your shipping services vendor spend, including average transaction amount.

Fit Page
Date Range: 01/01/2006 to 00/00/2008

Shipping Spend Summary				
Total of Shipping Services Expenses: \$27,928.81				
Shipping Company	Number of Transactions	Total Shipments	Average Transaction Amount	
DOUBLER SERVICES-AR AND G CO.	11	\$6,510.51	\$591.77	\$590.98
MOTOR FREIGHT CARRIERS AND CO.	6	\$3,458.83	\$576.47	\$576.47
POSTAGE STAMPS CO.	57	\$17,959.47	\$315.06	\$312.33

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Works

Configurable Reports

Users can create their own customized report by selecting from over 150 available fields to determine the included columns, sort order, and much more. These templates can be saved for future use – additionally, Program Administrators and Accountants can save templates for use by the entire organization. However, the report results still only show the data within that user's scope.

Report Configuration

Step 1: Choose Report Template
 Report template: Billing Statement
 A report containing the card activity that posted during a selected date range. This report is organized by the card, and as with all system reports, you are able to configure various report parameters to suit your requirements.
 Report date is current as of August 28, 2006 10:57 AM CDT.
[Change Template](#) [Reset To Defaults](#)

Step 2: Choose the Export Format
 Export as: PDF Excel CSV

Step 3: Configure Report Columns

Available columns:	Included columns:	Sort columns:
Acct Signoff	Card Num	Card Num
Acct Signoff Date	MCC	Post Date
Advice Type	Txn Number	Txn Number
Allocated Amount	Post Date	
Amount	Txn Date	
Bank Txn Number	Amount	
Barcode Idx	Credit Amount	
Batch Date	Debit Amount	
Batch Locked	Payment Amount	
Batch Name	Group Name	
CH Signoff	Grp Mgr Email	
CH Signoff Date	Grp Mgr First Name	

Provide summary data for sorted columns to: (PDF only)
 Insert page breaks for summary data to: (PDF only)

Specify Sort Directions

Step 4: Add Report Data Filters

Add a filter:

Post date range: Dths 01/01/2006 - 08/28/2006
 Cards: Cvd all cards
 Merchant names: contains

Step 5: Bookmarking

bookmark this report template.
 Bookmark name:
 Description:
 Scope: Personal Company both

Generate Report

Cardholder Reports

My Memo Statement

Any cardholder can view the statement associated with their card accounts, including historical transaction information. This feature helps eliminate the need for duplicate hard-copy statements, and makes it possible to move from paper statements to electronic statements.

Date Range: 05/01/2006 to 05/29/2006

My Memo Statement

Friendly Business Co. Inc. 131 Dwyer St. Dallas, TX 75212	Purchases: \$11,076.55 Other Charges: \$0.00 Credits: \$0.00 Total: \$11,076.55 Payments: \$0.00
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Dunlop, Rhonda Card Number: *3289 Group: Product Marketing
 Purchases: \$11,076.55 Other Charges: \$0.00 Credits: \$0.00 Total: \$11,076.55 Payments: \$0.00

Cardholder	Card Number	GROUP	reference #	posted date	transaction date	transaction description	DOCUMENT ID	document amount	DEBIT	CREDIT	balance available
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	COURIER SERVICES-AIR AND G.CO.	TXND0001367	\$674.02	\$674.02		\$674.02
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	FILMING AND HEATING EQUIP.CO.	TXND0001368	\$342.13	\$342.13		\$342.13
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	CLEANING AND MAINTENANCE, J.CO.	TXND0001369	\$712.74	\$712.74		\$712.74
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	POSTAGE STAMPS CO.	TXND0001370	\$623.10	\$623.10		\$623.10
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	HOME SUPPLY WARDHOUSE STOR.CO.	TXND0001371	\$76.58	\$76.58		\$76.58
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	EMP. OUNDRY AGENCIES AND TE.CO.	TXND0001372	\$306.85	\$306.85		\$306.85
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	POSTAGE STAMPS CO.	TXND0001373	\$398.02	\$398.02		\$398.02
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	PACKAGE STORES-DEER WINE CO.	TXND0001374	\$684.09	\$684.09		\$684.09
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	STENOGRAPHIC SERVICES CO.	TXND0001375	\$214.97	\$214.97		\$214.97
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	POSTAGE STAMPS CO.	TXND0001376	\$682.65	\$682.65		\$682.65
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	PACKAGE STORES-DEER WINE CO.	TXND0001377	\$628.40	\$628.40		\$628.40
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	EMP. OUNDRY AGENCIES AND TE.CO.	TXND0001378	\$621.05	\$621.05		\$621.05
Dunlop, Rhonda	3289	Product Marketing	SYNTH	05/15/06	05/15/06	POSTAGE STAMPS CO.	TXND0001379	\$539.50	\$539.50		\$539.50

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My Payable Allocation

Cardholders can generate their own reports showing transactions and reimbursements, along with their status. Reporting options include transactions designated as Awaiting Sign-off, Closed, or Batched in an export.

Payable Allocation

Date Range: 04/01/2006 to 04/30/2006

employee	purchase date	posting date	document number	parent document #	po number	payable status	vendor	description	DL card #	amount
Dunlop, Rhonda	04/19/06	04/19/06	TX00001092			Batch - Unlocked	MOTOR FREIGHT CARRIERS AND CO.	Marketing	3006-6520-4020-9999	345.19
Dunlop, Rhonda	04/19/06	04/19/06	TX00001092			Batch - Unlocked	MOTOR FREIGHT CARRIERS AND CO.	Shipping	3006-6520-9999-9999	215.06
Dunlop, Rhonda	04/19/06	04/19/06	TX00001093			Batch - Locked	SCHOOLS AND EDUCATIONAL SE CO.	SCHOOLS AND EDUCATIONAL SE CO. - Purchase	3300-6030-9999-9999	667.82
Dunlop, Rhonda	04/19/06	04/19/06	TX00001094			Awaiting Sign-Off	WINDOW CLEANING SERVICES CO.	WINDOW CLEANING SERVICES CO. - Purchase	3300-6030-9999-9999	208.30
Dunlop, Rhonda	04/19/06	04/19/06	TX00001095			Batch - Locked	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	3300-7040-9999-9999	382.83
Dunlop, Rhonda	04/19/06	04/19/06	TX00001096			Batch - Unlocked	FURNITURE, HOME FURNISHINGS CO.	FURNITURE, HOME FURNISHINGS CO. - Purchase	3000-6420-9999-9999	227.74
Dunlop, Rhonda	04/19/06	04/19/06	TX00001096			Batch - Unlocked	FURNITURE, HOME FURNISHINGS CO.	Marketing's Hall	3300-6030-4030-9999	215.06
Dunlop, Rhonda	04/19/06	04/19/06	TX00001097			Awaiting Sign-Off	COURIER SERVICES-AIR AND G.CO.	COURIER SERVICES-AIR AND G.CO. - Purchase	3300-4030-9999-9999	3.19
Dunlop, Rhonda	04/19/06	04/19/06	TX00001098			Awaiting Sign-Off	CHEMICALS AND ALLIED PRODU CO.	CHEMICALS AND ALLIED PRODU CO. - Purchase	3100-6060-9999-9999	512.83
Dunlop, Rhonda	04/19/06	04/19/06	TX00001098			Awaiting Sign-Off	CHEMICALS AND ALLIED PRODU CO.	Hall Et. Maintenance	3100-6030-4030-9999	215.06
Dunlop, Rhonda	04/19/06	04/19/06	TX00001099	REG00001013		Awaiting Sign-Off	CLEANING AND MAINTENANCE J.CO.	CLEANING AND MAINTENANCE J.CO. - Purchase	3100-4020-6090	945.30
Dunlop, Rhonda	04/19/06	04/19/06	TX00001100	REG00001013		Batch - Unlocked	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	3300-6100-9999-9999	666.80
Dunlop, Rhonda	04/19/06	04/19/06	TX00001101			Awaiting Sign-Off	AUTOMOTIVE TOP AND BODY SH CO.	Marketing's Hall	3300-6420-4020-9999	235.98
Dunlop, Rhonda	04/19/06	04/19/06	TX00001101			Awaiting Sign-Off	AUTOMOTIVE TOP AND BODY SH CO.	Product's Hall	3300-6030-9999-9999	215.06

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Works


My Payables by Barcode Index

For organizations that are utilizing the Works barcode functionality, cardholders can print their statements by the selected barcode schema.

Payables by Barcode Index

Date Range: 08/25/08 to 08/25/08

Primary Business (Co. ID): 117171

Barcode: **WWW2M4ZRCQD** 

Card holder	Card number	Group	Reference #	Posted date	Transaction date	Description	Document ID	Amount	Amount	Amount	Source & Balance
Payable, Debit	0000	Accounts Payable	SYNTH	08/25/08	08/25/08	MASONRY & NETWORK TILE SET CO.	TX000001387	\$237.50	\$237.50	\$237.50	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	CHEMICALS AND ALLIED PRODU CO.	TX000001388	\$637.28	\$637.28	\$637.28	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	PACKAGE STORES-DEER WINE CO.	TX000001389	\$788.43	\$788.43	\$788.43	
Payable, Debit	0008	Accounts Payable	SYNTH	08/25/08	08/25/08	TELECOMMUNICATON EQUIPMENT CO.	TX000001391	\$128.28	\$128.28	\$128.28	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	AUTOMOTIVE TOP AND BODY SH CO.	TX000001390	\$712.58	\$712.58	\$712.58	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	EXPRESS PAYMENT SERVICE ME CO.	TX000001392	\$628.46	\$628.46	\$628.46	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	STATIONERY OFFICE AND BOND CO.	TX000001393	\$594.80	\$594.80	\$594.80	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	DRUG STORES AND PHARMACIES CO.	TX000001384	\$628.88	\$628.88	\$628.88	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	PLUMBING AND HEATING EQUIP CO.	TX000001395	\$81.08	\$81.08	\$81.08	
Payable, Debit	0006	Accounts Payable	SYNTH	08/25/08	08/25/08	PUBLIC WAREHOUSE#92 CO.	TX000001398	\$444.34	\$444.34	\$444.34	

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My Purchase Requests

Cardholders can review the Purchase Requests that they have entered, as well as the approving group.

Date Range: 01/01/2006 to 06/28/2008

REQUEST NAME	WORKS REQ ID	DATE SUBMITTED	APPROVING GROUP	DATE APPROVED	AMOUNT APPROVED
African Safari	REQ00001617	06/10/2006	Product Marketing	06/10/2006	10000.00
African Safari	REQ00001618	06/28/2006	Product Marketing	06/10/2006	800.00
African Safari	REQ00001619	06/28/2006	Product Marketing	06/10/2006	80.00
Africa Conference	REQ00001604	06/20/2006	Product Marketing	06/10/2006	1800.00
Africa	REQ00001618	06/10/2006	Product Marketing	06/10/2006	1200.00
Client Conference	REQ00001681	05/19/2006	Product Marketing	06/10/2006	4450.00
Compass	REQ00001636	05/19/2006	Product Marketing	06/10/2006	0.00
Cruise Trip	REQ00001601	05/11/2006	Product Marketing	06/10/2006	1100.00
Deals	REQ00001643	05/18/2006	Product Marketing	06/10/2006	1230.00
Dinner & Awards	REQ00001603	05/18/2006	Product Marketing	06/10/2006	3000.00
Lunch for workshp	REQ00001612	06/10/2006	Product Marketing	06/10/2006	1800.00
Meeting	REQ00001606	06/10/2006	Product Marketing	06/10/2006	1600.00
Meeting	REQ00001619	06/10/2006	Product Marketing	06/10/2006	100.00
New Color Printer	REQ00001618	06/10/2006	Product Marketing	06/10/2006	200.00
Shane T. Glass	REQ00001604	06/10/2006	Product Marketing	06/10/2006	2500.00
Shopping Expense	REQ00001639	05/19/2006	Product Marketing	06/10/2006	750.00
Shopping Expense	REQ00001615	06/10/2006	Product Marketing	06/10/2006	150.00
Supplies	REQ00001601	05/02/2006	Product Marketing	06/10/2006	150.00
Supplies	REQ00001603	05/02/2006	Product Marketing	06/10/2006	1000.00
Supplies	REQ00001603	05/02/2006	Product Marketing	06/10/2006	500.00
Training Session	REQ00001609	06/10/2006	Product Marketing	06/10/2006	650.00
Travel	REQ00001615	06/10/2006	Product Marketing	06/10/2006	2050.00
Travel, Budapest, Hungary	REQ00001608	05/19/2006	Product Marketing	06/10/2006	310.00
Trip to Disneyland 2006	REQ00001640	05/19/2006	Product Marketing	06/10/2006	1800.00
Trip to New York	REQ00001600	05/19/2006	Product Marketing	06/10/2006	3400.00
Trip to Spain	REQ00001607	05/19/2006	Product Marketing	06/10/2006	3400.00

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