

PaymentNet® Reporting

“how to...” help guide

PaymentNet Reporting®
"How to..." Help Guide

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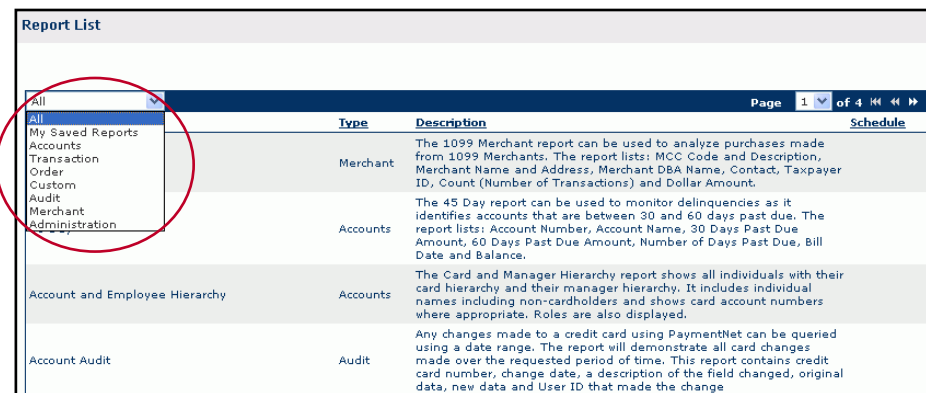
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step one - selecting the report

The Report Setup page allows Administrators to determine which roles will have rights to run each report. After a user has been given access to run reports, follow the directions below:

1. Choose **Reports**, then **Create** from the main menu bar. The **Report List** will be displayed.
2. Select a report category from the drop-down list. The Report List defaults to All reports.



Type	Description	Schedule
Merchant	The 1099 Merchant report can be used to analyze purchases made from 1099 Merchants. The report lists: MCC Code and Description, Merchant Name and Address, Merchant DBA Name, Contact, Taxpayer ID, Count (Number of Transactions) and Dollar Amount.	
Accounts	The 45 Day report can be used to monitor delinquencies as it identifies accounts that are between 30 and 60 days past due. The report lists: Account Number, Account Name, 30 Days Past Due Amount, 60 Days Past Due Amount, Number of Days Past Due, Bill Date and Balance.	
Accounts	The Card and Manager Hierarchy report shows all individuals with their card hierarchy and their manager hierarchy. It includes individual names including non-cardholders and shows card account numbers where appropriate. Roles are also displayed.	
Audit	Any changes made to a credit card using PaymentNet can be queried using a date range. The report will demonstrate all card changes made over the requested period of time. This report contains credit card number, change date, a description of the field changed, original data, new data and User ID that made the change	

The Reporting section of PaymentNet provides eight main categories: **My Saved Reports, Accounts, Transaction, Order, Custom, Audit, Merchant, and Administration**. Once a category button is selected, only reports and descriptions from that category will be displayed. Each category will list the applicable reports alphabetically. The **All** category will display every report alphabetically.

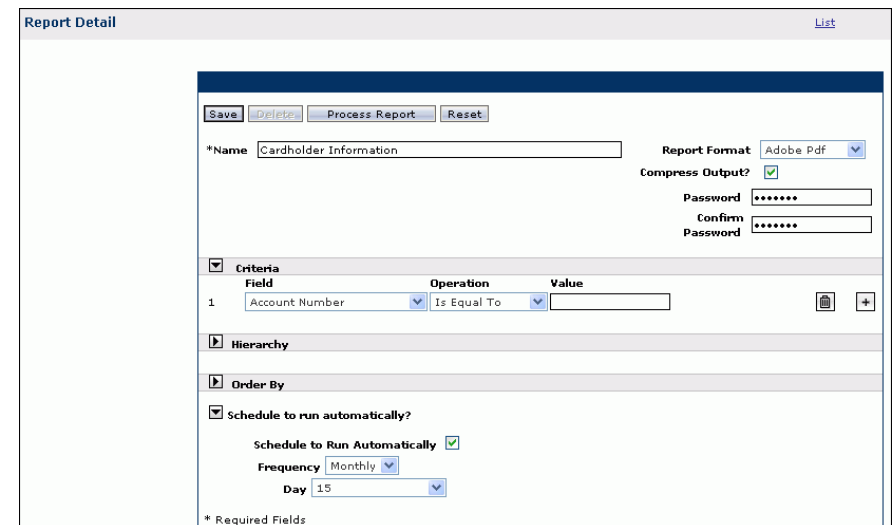
3. To run a report, simply point to the desired report name and click once. The **Report Detail** page will be displayed.



step two - entering report criteria

Reports, by default, are run on general information of the company's database. Users can cater these reports by refining this information using criteria filters (as shown below). Simply choose from the criteria headings provided, by clicking on the drop-down arrows. Once the data is defined, click the **Process Report** button to continue. If the default report description is adequate, simply skip these filters and click the **Process Report** button to continue.

1. Select the desired **Report Format**. The report format can be in Adobe PDF, Text, Microsoft Excel, or XML Formats.
2. Select the Compress Output check box to compress the output of and password protect the report. If desired, enter and confirm a Password to be given to the downloaded report.
3. If desired, change the name for the report in the Name text box. The report name entered will appear on the Available Download page.
4. If you wish to run the report on your entire organizational hierarchy without specifying criteria, click **Process Report**.
5. To enter a new row of Report Criteria, click **+**.
6. Enter the **field**, **operation**, and **value** for each row for criteria. Select **And** or **Or** for each additional row of criteria.
7. Click **Process Report** button to continue.



The screenshot shows the 'Report Detail' form with the following fields and options:

- Buttons: Save, Delete, Process Report, Reset
- *Name: Cardholder Information
- Report Format: Adobe Pdf
- Compress Output?:
- Password: [masked]
- Confirm Password: [masked]
- Criteria table:

Criteria	Field	Operation	Value
1	Account Number	Is Equal To	[empty]
- Hierarchy: [collapse icon]
- Order By: [collapse icon]
- Schedule to run automatically?:
 - Schedule to Run Automatically:
 - Frequency: Monthly
 - Day: 15
- * Required Fields



step three - viewing report

Once you have processed the report, you will be directed to the **Available Download** page. You can also access this page by selecting **Reports** and **Download** from the main menu.

1. Choose **Reports** from the drop-down menu showing All, Export, Mapper, and Report.
2. Click on the desired report title to view the report.

PaymentNet reporting allows reports to be run in three formats:

Microsoft Excel - this is an ideal format for reports that may need some additional formatting or manipulation of data.

Microsoft Word - this format permits manipulation of extracted data and allows the user to run reports that are too large for an Excel file.

Adobe PDF - this format allows Program Administrators the best aesthetic view of PaymentNet reports. PDF format is chosen when reports will be run for display purposes. PDF will also assure that data electronically transferred will not be manipulated or changed.

PaymentNet also allows a user to change the title of the report file that will be generated, to help identify the report.

Transactions Orders Reports Accounts Employees Payments Administration Help					
Available Downloads					
Refresh		Delete Selected			
All					
Select	Name	Category	Created	Status	
<input type="checkbox"/>	Hierarchy List by Level.pdf	Report	11/12/2005 1:42:38 PM	Successful	
<input type="checkbox"/>	Transaction Detail with Page Breaks.pdf	Report	11/9/2005 10:27:51 PM	Successful	



accounts

1:: accounts

The **accounts** section of reporting in PaymentNet contains reports that give fast, concise documentation of current and former cardholder information. This help guide has divided reports from the account category into three sections. The **cardholder/account information reporting** section, the **suspended & cancelled accounts** section, and the **reporting for individual liability** section. Each section gives a brief description of the reports found within.

a:: cardholder/account information reporting

The first section of reports provides lists of cardholder information sorted by name, hierarchy, addresses, current account status, available limits and renewing accounts.

b:: suspended & cancelled accounts

The second section contain reports that detail declined transactions and cancelled accounts. These reports gives Program Administrators a quick way to see what accounts have been cancelled or suspended.

c:: reporting for individual liability

Individual liability programs need to follow-up on the status of payments made by the cardholders in their program. These reports allow the Program Administrator to do just that.



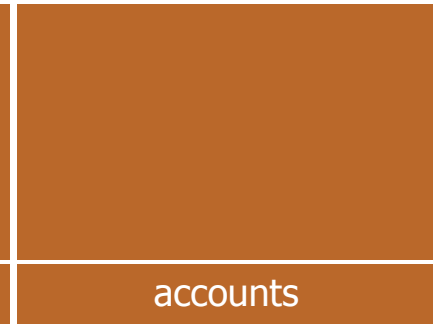
accounts

a:: cardholder/account information reporting

PaymentNet offers several reports that provide Program Administrators with the ability to quickly and easily access information about their cardholders. The Cardholder/Account Information Reporting category of PaymentNet reporting contains reports displaying basic cardholder or account information. These reports are listed below:

- > cardholder information
- > cardholder listing by hierarchy
- > cardholder listing with addresses
- > accounts renewing within three months
- > cardholder status with hierarchy and closed date
- > cardholder with default account codes
- > account and employee hierarchy
- > cardholder status
- > available limit by low available balance

The Cardholder/Account Information Reporting section of this Reporting Book will take a close look at each of these reports and help Program Administrators decipher which reports will be most helpful to use in their respective programs.



accounts

cardholder information

The Cardholder Information report provides a listing of card accounts. The report lists: Account Name, Account Number, Address, Business Phone, and Total Number of Accounts.

Cardholder Information			
Company Name			
Date/Time Printed: 10/5/2005 5:53:33 PM		Orientation: Landscape	
Cardholder Name	Account Number	City, State Postal Code	Phone Number
DISNEY, WALT	4804530874435213	SLC, UT 84107	801-590-9999
BURNS, GEORGE	4804530567470550	SLC, UT 84107	801-590-9999
DAVINCI, LEONARDO	4804530643983444	SLC, UT 84107	801-590-9999
CHURCHILL, WINSTON	4804530396216000	SLC, UT 84107	000-000-0000
ROOSEVELT, FRANKLIN	4804530778891032	SLC, UT 84107	000-000-0000
RENO, JANET	4804530234062566	SLC, UT 84107	000-000-0000
BELAFONTE, HARRY	4804530400928715	SLC, UT 84107	801-590-9999
NIGHTINGALE, FLORENCE	4804530172946473	SLC, UT 84107	000-000-0000
REAGAN, RONALD	4804530421213170	SLC, UT 84107	801-590-9999
ANTHONY, SUSAN	4804530730778145	SLC, UT 84107	801-590-9999
ALCOTT, LOUISA	4804530510182872	SLC, UT 84107	000-000-0000

Cardholder names are listed in alphabetical order unless otherwise specified.

The cardholder's **account number** is listed followed by the **city, state, zip code** and **business telephone number** of the employee.



accounts

Cardholder Listing by Hierarchy
Company Name

Date/Time Printed: 10/5/2005 5:54:20 PM

Orientation: Landscape

Hierarchy	Account Name	Account Number	Limit	Cash Limit	Single Tran Limit	Status
00001 Headquarters	ANGELOU, MAYA	4804530083704656	\$5,000.00	\$0.00	NoLimit	Open
	EINSTEIN, ALBERT	4804530819906229	\$5,000.00	\$0.00	NoLimit	Open
	EARHART, AMELIA	4804530720789631	\$5,000.00	\$0.00	NoLimit	Open
	ARC, JOAN	4804530774139063	\$5,000.00	\$0.00	NoLimit	Open
	CHARLES, RAY	4804530330816410	\$5,000.00	\$0.00	NoLimit	Open
	ALI, MUHAMMAD	4804530910353933	\$5,000.00	\$0.00	NoLimit	Open
	BEETHOVEN, LUDWIG	4804530641293952	\$5,000.00	\$0.00	NoLimit	Open
	BOCELLI, ANDREA	4804530898444803	\$5,000.00	\$0.00	NoLimit	Open
	DICKINSON, EMILY	4804530223591278	\$5,000.00	\$0.00	NoLimit	Open
	HEPBURN, KATHERINE	4804530216411906	\$5,000.00	\$0.00	NoLimit	Open
	JONES, JAMES	4804530493713602	\$5,000.00	\$0.00	NoLimit	Open
	CRONKITE, WALTER	4804530285184459	\$5,000.00	\$0.00	NoLimit	Open
	TUBMAN, HARRIET	4804530978799720	\$5,000.00	\$0.00	NoLimit	Open
	WOOLF, VIRGINIA	4804530738546759	\$5,000.00	\$0.00	NoLimit	Open
	ANDERSEN, HANS	4804530875037513	\$5,000.00	\$0.00	NoLimit	Open
	PARKS, ROSA	4804530753171343	\$5,000.00	\$0.00	NoLimit	Open
	BRONTE, CHARLOTTE	4804530789483175	\$5,000.00	\$0.00	NoLimit	Open
	ADAMS, ABAGAIL	4804530521214813	\$5,000.00	\$0.00	NoLimit	Open
	CHRISTIE, AGATHA	4804530863576050	\$5,000.00	\$0.00	NoLimit	Open
	REEVE, CHRISTOPHER	4804530312170109	\$5,000.00	\$0.00	NoLimit	Open
	WONDER, STEVIE	4804530940703552	\$5,000.00	\$0.00	NoLimit	Open
Headquarters Total:	50 accounts					
Grand Total:	50 accounts					

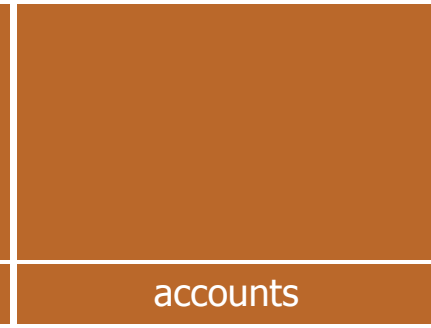
cardholder listing by hierarchy

The Cardholder Listing by Hierarchy report can be used to monitor the number and status of accounts in each cost center. The report lists: Hierarchy, Account Name, Account Number, Credit Limit, Cash Limit, Single Transaction Limit, and Status.

For each hierarchy node presented, the report totals the number of accounts that are located in that node.

The report lists the **account name, account number, credit limit, cash limit, & the current status** of the card.

Hierarchy ID and description or department the employee belongs to.



accounts

Cardholder Listing with Addresses

Company Name

Date/Time Printed: 10/5/2005 5:57:45 PM Orientation: Landscape

Account Name	Account #	Address	City	State	Zip Code	Business #	Exp Date
00001 Headquarters							
DISNEY, WALT	4804530874435213	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
BURNS, GEORGE	4804530567470550	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
DAVINCI, LEONARDO	4804530643983444	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
CHURCHILL, WINSTON	4804530396216000	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
ROOSEVELT, FRANKLIN	4804530778891032	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
RENO, JANET	4804530234062566	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
BELAFONTE, HARRY	4804530400928715	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
NIGHTINGALE, FLORENCE	4804530172946473	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
REAGAN, RONALD	4804530421213170	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
ANTHONY, SUSAN	4804530730778145	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
ALCOTT, LOUISA	4804530510182872	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
BELL, ALEXANDER	4804530153272980	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
STEWART, MARTHA	4804530251644478	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
WILSON, WOODROW	4804530153549692	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
ASHE, ARTHUR	4804530895798276	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999
MOZART, WOLFGANG	4804530400836991	3949 S 700 E	SLC	UT	84107	N/A	1/28/2999

cardholder listing with addresses

The Cardholder Listing with Addresses report provides a list of accounts in each department or division of the company along with the cardholder's address and card expiration date. The report lists: Hierarchy, Account Name, Account Number, Address, Business Phone, and Card Expiration Date.

The **address** listed in this report is the cardholder's address listed within PaymentNet. Most employees will have the business address of the department their card belongs to.

The **expiration date** of the account number is listed on this report.



accounts

Cardholder Status Report
Company Name

Date/Time Printed: 10/5/2005 5:58:34 PM

Cardholder Name	Account #	Open Date	Limit	Single Limit	Available Limit	Status
ANGELOU, MAYA	4804530083704656	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
EINSTEIN, ALBERT	4804530819906229	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
EARHART, AMELIA	4804530720789631	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
ARC, JOAN	4804530774139063	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
CHARLES, RAY	4804530330816410	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
ALI, MUHAMMAD	4804530910353933	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
ANDERSEN, HANS	4804530875037513	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
PARKS, ROSA	4804530753171343	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
BRONTE, CHARLOTTE	4804530789483175	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
ADAMS, ABAGAIL	4804530521214813	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
CHRISTIE, AGATHA	4804530863576050	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
REEVE, CHRISTOPHER	4804530312170109	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
WONDER, STEVIE	4804530940703552	09/19/2005	\$5,000.00		\$99,999,999,999.00	Open
Total of Open Cards: 50						
Total Cardholders: 50						

cardholder status

The Cardholder Status report can be used to identify account limits and status (i.e., Closed, Not Activated, Active, etc.). The report, which is sorted and sub-totaled by account status, lists the following: Cardholder Name, Account Number, Open Date, Credit Limit, Single Transaction Limit, Available Limit, and Status.

cardholder status with hierarchy and closed date

This report can be used to identify account limits and status (i.e., Closed, Not Activated, Active, etc.). The report which is sorted and sub-totaled by Account Status, lists the following: Account Name, Hierarchy, Account Number, Open Date, Credit Limit, Single Transaction Limit, Available Limit, Status, and Closed Date.

Cardholder Status Report
Company Name

Date/Time Printed: 10/5/2005 5:59:26 PM

Cardholder Name	Hierarchy	Account Number	Open Date	Limit	Single Tran Limit	Available Limit	Status	Closed Date
Open								
DISNEY, WALT	00001 Headquarters	4804530874435213	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
BURNS, GEORGE	00001 Headquarters	4804530567470550	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
DAVINCI, LEONARDO	00001 Headquarters	4804530643983444	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
CHURCHILL, WINSTON	00001 Headquarters	4804530396216000	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
ROOSEVELT, FRANKLIN	00001 Headquarters	4804530778891032	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
RENO, JANET	00001 Headquarters	4804530234062566	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
BELAFONTE, HARRY	00001 Headquarters	4804530400928715	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
NIGHTINGALE, FLORENCE	00001 Headquarters	4804530172946473	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001
REAGAN, RONALD	00001 Headquarters	4804530421213170	09/19/2005	\$5,000.00	N/A	\$5,000.00	Open	01/01/0001



accounts

Cardholders with Default Account Codes

Company Name

Date/Time Printed: 10/25/2005 11:38:18 AM

Orientation: Portrait

Cardholder Name	Card Number	Daily Tran Count Limit	Monthly Tran Count Limit	Single Tran Limit	Daily Tran Limit	Monthly Limit	Card Status
dynegy							
AccPForRoot, Binu	4055119630085000	1	10	\$38.00	\$38.00	\$1,000.00	Temporarily Deactivated
Account Code Label		Default Code					
Segment2		533099					
Segment3		1831231020					
Segment4		136140926349					

cardholders with default account codes

The Cardholders with Default Account Codes report shows all Cardholder Names, Account Numbers, and up to eight Account Codes. This report does not apply to non-cardholders.

account and employee hierarchy

The Account and Employee Hierarchy report shows all individuals with their card hierarchy and their manager hierarchy. It includes individual names including non-cardholders and shows card account numbers where appropriate. Roles are also displayed.

Account and Employee Hierarchy

Company Name

Date/Time Printed: 10/5/2005 4:46:50 PM

Orientation: Landscape

Name	Card Number/User Id	Card-Management Hierarchy Level/Id/Name	Role	Status
DISNEY, WALT	4804530874435213	00001-Headquarters Headquarters	Everyone	Active
BURNS, GEORGE	4804530567470550	00001-Headquarters Headquarters	Everyone	Active
DAVINCI, LEONARDO	4804530643983444	00001-Headquarters Headquarters	Everyone	Active
CHURCHILL, WINSTON	4804530396216000	00001-Headquarters Headquarters	Everyone	Active
ROOSEVELT, FRANKLIN	4804530778891032	00001-Headquarters Headquarters	Everyone	Active
RENO, JANET	4804530234062566	00001-Headquarters Headquarters	Everyone	Active
BELAFONTE, HARRY	4804530400928715	00001-Headquarters Headquarters	Everyone	Active



accounts

Accounts Renewing Within Three Months

Company Name

Date/Time Printed: 10/25/2005 11:38:13 AM

Orientation: Portrait

	Account Name	Account Number	Business Number	Exp Date
1	SAND, KATHLEEN	5405394000000000	0	12/28/2005
2	ROBINSON, KENNY	4715630001000000	0	12/28/2005
3	HARRISBURG-DIVISION, ENG	5405394000330000	0	10/28/2005
4	DEMENO, M	5405394000200000	0	10/28/2005
5	CENTRAL-DIVISION, ENG	5405394000330000	0	10/28/2005
6	ILLINOIS-DIVISION, ENG	5405394000333333	0	10/28/2005
7	GREEN, DAVID	4715630001233333	0	10/28/2005
8	HARRISBURG-DIVISION, ENG	5405394000000000	0	10/28/2005
9	CLARK, DARREN R	4715634000900000	0	12/28/2005
10	CORLETT, J D	5405394000290000	0	10/28/2005

accounts renewing within three months

The Accounts Renewing within Three Months report identifies accounts that will expire within three months of the report date, and can be used to help monitor card renewals. Subtotals are provided for each hierarchy level, as well as grand totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Business Phone, and Expiration Date.

available limit by low available balance

The Available Limit by Low Available Balance report can be used to help monitor cardholders who are nearing their available limit and determine if their credit lines are sufficient. The report includes: Account Name, Account Number, Current Balance, Date balance was effective, Credit Limit, Cash Limit, and Available Balance.

Available Limit by Low Available Balance

Company Name

Date/Time Printed: 10/5/2005 5:49:14 PM

Orientation: Portrait

Account Name	Account Number	Current Balance	Date Effective	Credit Limit	Cash Limit	Available Balance
DISNEY, WALT	4804530874435213	\$638.52		\$5,000.00	\$0.00	\$5,000.00
BURNS, GEORGE	4804530567470550	\$1,279.94		\$5,000.00	\$0.00	\$5,000.00
DAVINCI, LEONARDO	4804530643983444	\$1,444.49		\$5,000.00	\$0.00	\$5,000.00
CHURCHILL, WINSTON	4804530396216000	\$565.73		\$5,000.00	\$0.00	\$5,000.00
ROOSEVELT, FRANKLIN	4804530778891032	\$36.69		\$5,000.00	\$0.00	\$5,000.00
RENO, JANET	4804530234062566	\$175.00		\$5,000.00	\$0.00	\$5,000.00
BELAFONTE, HARRY	4804530400928715	\$2,654.21		\$5,000.00	\$0.00	\$5,000.00
NIGHTINGALE, FLORENCE	4804530172946473	\$232.84		\$5,000.00	\$0.00	\$5,000.00



accounts

b:: suspended and cancelled accounts

The Account section of reporting helps Program Administrators check on their programs suspended and cancelled accounts with two reports:

- > suspension-cancellation
- > suspension-cancellation by hierarchy

These two reports provide very similar information. The way the information is grouped and displayed is different providing Program Administrators with viewing preference options.



accounts

Suspension/Cancellation Report

Company Name

Date/Time Printed: 10/11/2005 7:36:26 AM

Orientation: Portrait

Cardholder Name	Account #	Status	Account Balance
WOOLF, VICTORIA	4804530000033000	Overlimit	\$10,804.41
Grand Totals :	1 Accounts		\$10,804.41

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suspension-cancellation

The Suspension-Cancellation report identifies accounts that have been suspended or cancelled. The report lists: Cardholder Name, Account Number, Status, and Account Balance.

suspension-cancellation by hierarchy

The Suspension-Cancellation by Hierarchy report provides the same information listed in the Suspension/Cancellation report. The difference is the addition and listing of information by hierarchy.

Suspension/Cancellation Report

Company Name

Date/Time Printed: 10/11/2005 7:37:16 AM

Orientation: Portrait

Hierarchy	Account Name	Account#	Status	Account Balance
00001 Headquarters				
	WOOLF, VICTORIA	4804530000033000	Overlimit	\$10,804.41
00001 Headquarters		Accounts : 1		
Grand Totals:		Accounts : 1		

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accounts

c:: reporting for individual liability

Individual liability programs have the responsibility of reviewing their cardholder's payment status and managing cardholders who have let their payments fall into arrears. This section lists reports that are used for these types of programs. The reports provided are as follows:

- > 45 day
- > charge off
- > delinquencies with current balance
- > write-off

The main purpose of these reports is to track late accounts as they fall between different cycle days, past due, and are eventually written off.



accounts

45 Day Report

Company Name

Date/Time Printed: 10/11/2005 6:42:32 AM

Orientation: Portrait

Account #	Cardholder Name	30 Days	60 Days	Days Past	Bill Date	Balance
XXXXXX0888033000	WOOLF, VICTORIA	\$0.00	\$0.00	-7	9/19/2005	\$10,804.41
Grand Totals:	Cardholders 1	\$0.00	\$0.00			\$10,804.41

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45 Day

The 45 Day report can be used to monitor delinquencies as it identifies accounts that are between 30 and 60 days past due. The report lists: Account Number, Account Name, 30 Days Past Due Amount, 60 Days Past Due Amount, Number of Days Past Due, Bill Date, and Balance.

charge off

The Charge Off report can be used to monitor bad debts. The report lists: Account Name, Account Number, Charge Off Amount, Charge Off Date, Past Due Amount, and Balance.

Charge Off

Company Name

Date/Time Printed: 3/6/2006 4:30:31 PM

Orientation: Portrait

Account Name	Account Number	Amount	Date	Past Due	Current Balance
PALMER, JEFFREY	4788000000000000	\$3,481.25	10/25/2001	\$3,481.25	\$3,481.25
RODRIGUEZ, JOHN	4788000000000000	\$423.05	04/25/2002	\$423.05	\$423.05
BRIDGE, JOSEPH	4788000000000000	\$478.21	04/25/2002	\$478.21	\$478.21
GERBER, JAMES	4788000000000000	\$121.09	05/24/2002	\$121.09	\$121.09
HUSTON, JEFF	4788000000000000	\$5,848.07	11/25/2003	\$0.00	\$0.00
GARCIA, JULIANN	4788000000000000	\$4,010.54	12/26/2000	\$4,010.54	\$4,010.54
Grand Totals	# of Accounts:	\$14,362.21	6	\$8,514.14	\$8,514.14



accounts

Delinquencies with Current Balance

Company Name

Date/Time Printed: 10/25/2005 11:39:23 AM

Orientation: Portrait

Account #	Account Name	5Day	30 Day	60 Day	90 Day	120 Day	150 Day	180 Day	Charge - Off Amount	Balance
4715634000000000	CAMPBELL, JILL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$814.06
5405399000000000	ENTERPRISE-EAST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,842.10
4715634000000000	PARKS, TERESA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,472.38
4715630001000000	BARRETT, ROMA	\$38.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.46
5405399000000000	ENTERPRISE BUSINESS SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$811,557.85
4715630001040000	SMITH, TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,756.95
4715634710300000	BLASER, CONNIE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.18
4715630001200000	BAGAW, TROY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,117.54

delinquencies with current balance

The Delinquencies with Current Balance report can be used to monitor past due accounts per cardholder. Subtotals are provided for each hierarchy level, as well as grand totals for the entire report. The report lists: Hierarchy, Account Number, Account Name, Past Due Amounts in each of the following categories: 5 day, 30 day, 60 day, 90 day, 120 day, 180 day, Charge-off Amount, and Balance.

write-off

The Write-Off report can be used to monitor bad debts. The report lists: Cardholder Name, Account Number, Write-off Amount, Write-off Date, Past Due Amount, and Balance.

Write-Off Report

Company Name

Date/Time Printed: 10/11/2005 7:38:09 AM

Orientation: Portrait

Cardholder Name	Account Number	Write-Off			Balance
		Amount	Date	Past Due	
WOOLF, VICTORIA	4804530888000000	\$0.00		\$0.00	\$10,804.41
Grand Total:	1 Accounts	\$0.00		\$0.00	\$10,804.41

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transaction

2:: transaction

The **Transaction** category of reports in PaymentNet offers a quick and detailed reconciling tool for all procurement programs. Matching total spend with total outflows is a daunting task for any corporation. The **Transaction** category provides a means for Program Administrators to track and control spending for their programs. All the transaction reports are divided into two sections. The reports that provide transaction detail reporting and travel and expense reporting.

a:: transaction reporting

Reconciliation can be accomplished by a number of transaction detail reports listed in this section. Also, transaction dispute reports can be found along with central bill reports, diversion accounts, and foreign currency reports.

b:: travel and expense reporting

Travel and expense activity reports detail all the information for air travel, lodging, restaurant, and many other such travel expenditures.



transaction

a:: transaction reporting

The transaction category of reporting in PaymentNet is the most popular section due to the transaction information Program Administrators can access to reconcile monthly spend. The most popular report used for this type of spend reconciliation is the transaction detail report. This section highlights the transaction detail report in all its variations.

The transaction detail reports shown in this document include:

- > central bill reconciliation
- > central bill reconciliation summary
- > declines
- > diversion detail by cardholder
- > foreign currency
- > level III temp services data
- > spending analysis by tax ID
- > transaction audit (excel)
- > transaction audit (.pdf)
- > transaction detail
- > transaction detail by central bill account
- > transaction detail by hierarchy
- > transaction detail by merchant
- > transaction detail with account codes and notes
- > transaction detail with addendum
- > transaction detail with page breaks
- > transaction detail with payments
- > transaction disputes by hierarchy
- > transaction disputes by status
- > transaction summary
- > transaction summary by hierarchy
- > transaction summary by merchant



transaction

Central Bill Reconciliation						
Company Name						
Date/Time Printed: 10/25/2005 11:44:28 AM						Orientation: Landscape
Tran Date	Post Date	Reference Number	Merchant Name	MCC	City State	Amount
Billed to Account: 4000917767943758						
AccPForRoot, Binu			Card Account: 4000917767943758		Central Bill Account: 4715639000016397	
02/08/2005	02/09/2005	24323015030118907010039	HYATT HOTELS	3640	CHICAGO, IL 00000	\$20.50
02/08/2005	02/09/2005	74715635031600080232873	HYATT HOTELS	3640	CHICAGO, IL 00000	\$20.50
Totals for AccPForRoot, Binu			2 Transactions		\$41.00	
AccPForRoot, Binu			Card Account: 4072940254709400		Central Bill Account: 4715639000016397	
03/04/2005	03/05/2005	24692165029000867127608	HYATT HOTELS	3640	CHICAGO, IL 00000	\$16.00
Totals for AccPForRoot, Binu			1 Transactions		\$16.00	
AccPForRoot, Binu			Card Account: 4561345567764511		Central Bill Account: 4715639000016397	
04/06/2005	04/07/2005	55457375029286488300104	HYATT HOTELS	3640	CHICAGO, IL 00000	\$529.99
04/06/2005	04/07/2005	55536075029262000009292	HYATT HOTELS	3640	CHICAGO, IL 00000	\$100.00
Totals for AccPForRoot, Binu			2 Transactions		\$629.99	
AccPForRoot, Binu			Card Account: 4495901261995234		Central Bill Account: 4715639000016397	
03/09/2005	03/10/2005	24610435030004054191677	HYATT HOTELS	3640	CHICAGO, IL 00000	\$102.50
03/09/2005	03/10/2005	15422025028154509812069	HYATT HOTELS	3640	CHICAGO, IL 00000	\$102.50
Totals for AccPForRoot, Binu			2 Transactions		\$205.00	

central bill reconciliation

The Central Bill Reconciliation report can be used to analyze the transactions and accounts that have been charged to Central Bill accounts. Sub-totals are provided for each Central Bill account, as well as Grand Totals for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Merchant Name, Merchant Category Code (MCC), Merchant City and Merchant State.



Central Bill Reconciliation Summary				
Company Name				
Date/Time Printed: 3/1/2006 3:36:17 PM				
Orientation: Landscape				
Billed To Account	Name	Central Bill Account	# of Trans	Total Amount
4800000000000123	BAUYDFGIUVBDF JHNBZMCXNBV - 4800000000000123	4809999999999999	1887	\$16.00
4800000000000987	FRUITLOOP - 4800000000000987	4809999999999999	266	\$47.54
4700000000000456	ADMIN, GROUPEIS - 4700000000000456	4715639222222222	15	\$214.76
4809999999999912	FCV UYTAJDFTELS PC CBA 1 - 4809999999999912	4715639111111111	11	\$10.79
4809999999999912	EIURYQOIU YTHIGAZUH - 4809999999999912	4715639111111111	2	\$2.50
Grand Total:			2181	\$453,596.62

central bill reconciliation summary

The Central Bill Reconciliation Summary report can be used to analyze the account activity for cardholders that are attached to a central bill account. Sub-totals are provided for each individual and/or central bill account that the transactions are billed to, as well as Grand Totals for the entire report. The report lists: Billed to Account Number, Central Bill Account Number, Transaction Date, Post Date, Merchant Name, Merchant Category Codes (MCC), Merchant City and State, Payments, Charges, and Sales Tax. (This report will only include transactions with a posting date of 12/03/2001 or greater.)



transaction

Declines Report

Company Name

Date/Time Printed: 3/1/2006 11:10:37 AM

Orientation: Portrait

Account Name	Account #	Amount	Date	Time	MCC	MCC Description
77 Matches Auth Parm Expiration Criteria						
WARNER, MICHELLE	*****999999999	\$1,572.00	04/20/2005	12:00	5734	Computer Software Stores
WARNER, MICHELLE	*****999999999	\$786.00	04/20/2005	12:00	5734	Computer Software Stores
JONES, PAUL A	*****999999999	\$133.53	09/15/2005	12:00	5251	Hardware Stores
JONES, PAUL A	*****999999999	\$133.53	09/15/2005	12:00	5251	Hardware Stores
CAMPOS, CARL M	*****999999999	\$26.94	05/27/2005	12:00	7399	Business Services Not Elsewhere Classified
BROOK, CHAD	*****999999999	\$144.00	09/13/2005	12:00	3649	Radisson Hotels
BROOK, CHAD	*****999999999	\$135.00	09/13/2005	12:00	3649	Radisson Hotels
BROOK, CHAD	*****999999999	\$135.00	09/13/2005	12:00	3649	Radisson Hotels
BROOK, CHAD	*****999999999	\$100.00	09/13/2005	12:00	3649	Radisson Hotels
BROOK, CHAD	*****999999999	\$50.00	09/13/2005	12:00	3649	Radisson Hotels
BROOK, CHAD	*****999999999	\$130.88	09/23/2005	12:00	7011	Hotels-Lodging (Not Listed Elsewhere)

declines

The Declines report can be used to monitor the occurrences and reasons why cardholders have been declined. The report lists: Decline Code and Reason, Account Name, Account Number, Transaction Amount, Merchant Category Code, Merchant Category Code Description, Date, and Time of Decline.



transaction

Diversion Detail by Cardholder

Company Name

Date/Time Printed: 10/6/2005 7:43:15 AM

Orientation: Landscape

Tran Date	Post Date	Reference Number	Merchant Name	MCC	City, State	Amount
Diversion Account: 4804530874435213						
DISNEY, WALT 4804530874435213						
5/23/2005	9/19/2005	pentstl 24717055143731431053434	H G LIPSCOMB INC	5251	NASHVILLE, TN	\$151.16
5/20/2005	9/19/2005	pentstl 24675505143025400510621	SONESTA HOTELS	3591	305-3612021, FL	\$466.13
5/24/2005	9/19/2005	pentstl 24445005144143628943067	CINTAS #447	7296	414-329-9970, WI	\$21.23
Total for DISNEY, WALT 4804530874435213				3 Transactions		\$638.52
HEMINGWAY, ERNEST 4804530705559967						
5/22/2005	9/19/2005	pentstl 24625125143450962572827	CHEVRON 00212560	5542	ORLANDO, FL	\$9.70
5/22/2005	9/19/2005	pentstl 24246515143255083281203	NATIONAL CAR.RENTAL	3393	DALLAS, TX	\$132.54
5/23/2005	9/19/2005	pentstl 24675505143525400681330	WESTIN HOTELS	3513	702-8369775, NV	\$108.70
Total for HEMINGWAY, ERNEST 4804530705559967				3 Transactions		\$250.94

diversion detail by cardholder

The Diversion Detail by Cardholder report can be used to analyze the charges to diversion accounts. Sub-totals are provided for each diversion account, as well as grand totals for the entire report. The report lists: Diversion Account Number, Transaction Date, Post Date, Reference Number, Merchant Name, Merchant Category Code, Merchant City and State, and Transaction Amount.

foreign currency

The Foreign Currency report can be used to review transactions that occurred on foreign soil as well as the currency and exchange rate information. Subtotals are provided for each account, as well as grand totals for the entire report. The report lists: Account Name, Account Number, Transaction Date, Post Date, Merchant Category Code, Merchant Name and Country, US Dollar Amount, Foreign Amount, Exchange Rate, and Currency Country.

Foreign Currency

Company Name

Date/Time Printed: 10/25/2005 11:45:18 AM

Orientation: Landscape

Account Name and Number							
Trans Date	Post Date	MCC	Merchant Name	US Amount	Foreign Amount	Exch Rate	Currency Country
JENSEN, TAYLOR 471563000033333							
01/18/2005	01/21/2005			\$3.17	\$2.41	\$0.76	
Total for JENSEN, TAYLOR S				Transactions: 1	Amount: \$3.17		
WIGHT, DAVID H 4715634000999999							
01/13/2005	01/18/2005			\$21.32	\$42.00	\$1.97	
01/15/2005	01/18/2005			\$513.54	\$1,011.84	\$1.97	
Total for WIGHT, DAVID H				Transactions: 2	Amount: \$534.86		
TREVINO, MICHAEL 4715634000000000							
12/30/2004	01/01/2005			\$13.45	\$150.00	\$11.15	
Total for TREVINO, MICHAEL				Transactions: 1	Amount: \$13.45		



transaction

Level III Temp Services Data

Company Name

Date/Time Printed: 11/16/2005 11:09:30 AM

Orientation: Landscape

TransID	Tran Date	Post Date	Merchant	City, State	Amount						
DISNEY, WALT											
178129	05/23/2005	09/19/2005	H G LIPSCOMB INC	NASHVILLE, TN	\$151.16						
Item Count	Source ID	Description	Temp Name	Temp SSN	Requestor	Job Code	Supervisor				
Time Sheet#	Start Date	Week Ending	Hours	Overtime	Rate	Overtime Rate	Rate Ind	Discount	Sub Total	Message ID	Customer Code
178130	05/20/2005	09/19/2005	SONESTA HOTELS	305-3612021, FL	\$466.13						
Item Count	Source ID	Description	Temp Name	Temp SSN	Requestor	Job Code	Supervisor				
Time Sheet#	Start Date	Week Ending	Hours	Overtime	Rate	Overtime Rate	Rate Ind	Discount	Sub Total	Message ID	Customer Code
178131	05/24/2005	09/19/2005	CINTAS #447	414-329-9970, WI	\$21.23						
Item Count	Source ID	Description	Temp Name	Temp SSN	Requestor	Job Code	Supervisor				
Time Sheet#	Start Date	Week Ending	Hours	Overtime	Rate	Overtime Rate	Rate Ind	Discount	Sub Total	Message ID	Customer Code

level iii temp services data

The Level III Temp Services Data report can be used to analyze information from temporary services. Total transactions are provided for each supervisor as well as grand totals for the entire report. The report lists: Transaction ID, Transaction Date, Post Date, Merchant Name, City/State, and Amount. It also includes Source ID, Job Description, Temp Employee Name, Social Security Number, Requester, Job Code, Supervisor, Time Sheet Information such as Start Date, Week Ending, Hours, Overtime, Rate, Subtotal, Message ID, and Customer Code.



transaction

Transaction Detail Report

Company Name

Date/Time Printed: 10/6/2005 7:55:29 AM								Orientation: Portrait
Tran Date	Post Date	Merchant	City, State	MCC	Debit Amount	Credit Amount	Sales Tax	
ASHE, ARTHUR 4804530895798276								
05/23/2005	09/19/2005	LESLIE CONTROLS INC	813-9781000, FL	5046	\$399.35	\$0.00	\$0.00	
05/23/2005	09/19/2005	PARKING CO OF AMERICA INC	CINCINNATI, OH	7523	\$120.00	\$0.00	\$0.00	
Totals For ASHE, ARTHUR				Total 2	\$519.35	\$0.00	\$0.00	
ROCKEFELLER, NELSON 4804530289280311								
05/23/2005	09/19/2005	AAF-MCQUAY	LOUISVILLE, KY	5039	\$69.88	\$0.00	\$3.96	
Totals For ROCKEFELLER, NELSON				Total 1	\$69.88	\$0.00	\$3.96	
ANDERSEN, HANS 4804530875037513								
05/22/2005	09/19/2005	IHOP #933	ANAHEIM, CA	5812	\$13.03	\$0.00	\$0.00	
Totals For ANDERSEN, HANS				Total 1	\$13.03	\$0.00	\$0.00	
BRIGHTMAN, SARAH 4804530761497342								
05/23/2005	09/19/2005	ADI SECURITY PRD NV	9724028612, TN	5065	\$332.50	\$0.00	\$0.00	
Totals For BRIGHTMAN, SARAH				Total 1	\$332.50	\$0.00	\$0.00	

The **Transaction Detail** report provides detailed transaction information delineated by cardholder.

transaction detail

Transaction reports are most run by cardholders and managers to reconcile accounts at the end of an accounting period. Transaction Detail reports are the most used reports in PaymentNet due to their high functionality and common use by both purchasing programs and travel and entertainment programs.

The Transaction Detail report can be used to monitor the purchases for each account. (Payments are excluded from this report.) Subtotals are provided for each account, as well as Grand Totals for the entire report. The report lists: Account Name, Account Number, Transaction Date, Post Date, Merchant Name, Merchant City and State, Merchant Category Code, Debit Amount, Credit Amount, and Sales Tax.



Transaction Detail by Central Bill Account

Company Name

Date/Time Printed: 10/25/2005 11:45:43 AM

Orientation: Portrait

Tran Date	Post Date	Reference Number	Merchant Name	MCC	City State	Amount
Central Bill Account: 4715639000000097						
AccPForRoot, Binu . 4000917799999999						
02/08/2005	02/09/2005	24323015030118907010039	HYATT HOTELS	3640	CHICAGO, IL 00000	\$20.50
02/08/2005	02/09/2005	74715635031600080232873	HYATT HOTELS	3640	CHICAGO, IL 00000	\$20.50
Totals for AccPForRoot, Binu .				2 Transactions		\$41.00
AccPForRoot, Binu . 4072940299999000						
03/04/2005	03/05/2005	24692165029000867127608	HYATT HOTELS	3640	CHICAGO, IL 00000	\$16.00
Totals for AccPForRoot, Binu .				1 Transactions		\$16.00
Totals for Central Bill Account:				3 Transactions		\$57.99

transaction detail by central bill account

The Transaction Detail by Central Bill account can be used to analyze the transactions and accounts that have been charged to central bill accounts. Sub-totals are provided for each central bill account, as well as grand totals for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Merchant Name, Merchant Category Code, Merchant City and State, Payments, Charges, and Sales Tax.

transaction detail by hierarchy

The Transaction by Hierarchy report summarizes the number of transactions and total dollar amount for each account and Hierarchy level. Subtotals are provided for each Hierarchy, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Number of Debit Transactions and Dollar Amount, Number of Credit Transactions and Dollar Amount, Total Number of Transactions and Dollar Amount.

Transaction Detail by Hierarchy

Company Name

Date/Time Printed: 10/6/2005 7:57:05 AM

Orientation: Portrait

Tran Date	Post Date	Merchant	City, State	MCC	Debit Amount	Credit Amount	Tax
00001 Headquarters							
DISNEY, WALT 4804530874435213							
05/23/2005	09/19/2005	H G LIPSCOMB INC	NASHVILLE, TN	5251	\$151.16	\$0.00	\$0.00
05/20/2005	09/19/2005	SONESTA HOTELS	305-3612021, FL	3591	\$466.13	\$0.00	\$0.00
05/24/2005	09/19/2005	CINTAS #447	414-329-9970, WI	7296	\$21.23	\$0.00	\$1.13
Totals for DISNEY, WALT			TOTAL TRANSACTIONS	3	\$638.52	\$0.00	\$1.13
ANDERSEN, HANS 4804530875037513							
05/22/2005	09/19/2005	ALCATRAZ BREWING CO #32	ORANGE, CA	5812	\$25.25	\$0.00	\$0.00
05/22/2005	09/19/2005	IHOP #933	ANAHEIM, CA	5812	\$13.03	\$0.00	\$0.00
Totals for ANDERSEN, HANS			TOTAL TRANSACTIONS	2	\$38.28	\$0.00	\$0.00



transaction

Transaction Detail by Merchant Company Name

Date/Time Printed: 10/6/2005 7:58:27 AM Orientation: Landscape

City, State Zip	MCC	Amount	Reference #	Account Name	Tran Date	Post Date
Merchant Name: H G LIPSCOMB INC						
NASHVILLE, TN , 37210	5251	\$151.16	24717055143731431053434	DISNEY, WALT	05/23/2005	09/19/2005
Totals For H G LIPSCOMB INC		\$151.16	Total Transactions 1			
Merchant Name: SONESTA HOTELS						
305-3612021, FL , 33149	3591	\$466.13	24675505143025400510621	DISNEY, WALT	05/20/2005	09/19/2005
305-3612021, FL , 33149	3591	\$456.20	24675505143525400510687	CHRISTIE, AGATHA	05/20/2005	09/19/2005
305-3612021, FL , 33149	3591	\$724.61	24675505143025400510951	EDISON, THOMAS	05/20/2005	09/19/2005
305-3612021, FL , 33149	3591	\$802.06	24675505143025400510811	KELLER, HELEN	05/20/2005	09/19/2005
305-3612021, FL , 33149	3591	\$28.70	24675505143525400511040	EARHART, AMELIA	05/20/2005	09/19/2005
305-3612021, FL , 33149	3591	\$1,201.68	24675505143025400531544	HEPBURN, KATHERINE	05/22/2005	09/19/2005
Totals For SONESTA HOTELS		\$3,679.38	Total Transactions 6			

transaction detail by merchant

The Transaction Detail by Merchant lists the transactions and dollar amounts spent with each Merchant. The report lists: Merchant Name, Merchant City, State, Zip, Merchant Category Code, Transaction Amount, Reference Number, Account Name, Transaction Date, and Post Date.

transaction detail with account codes and notes

The Transaction Detail with Account Codes and Notes report lists all transactions by Cardholder including Merchant Name, Transaction and Post Dates, Transaction Amount, up to eight Account Codes, and Transaction Notes.

Transaction Detail with Account Codes and Notes Company Name

Date/Time Printed: 10/25/2005 11:46:14 AM Orientation: Landscape

TRANS ID	NAME	ACCOUNT NUMBER	TRAN DATE	POST DATE	MERCHANT NAME	MERCHANT CITY	STATE	MCC	SALES TAX	TRAN AMOUNT
121338	AccPForRoot, Bim	4000917767940000	02/08/2005	02/09/2005	HYATT HOTELS	CHICAGO	IL	3640	\$0.00	\$20.50
		NOTES	updated note. 1							
121338	3	Segment3	2830177223							
121338	AccPForRoot, Bim	4000917767940000	02/08/2005	02/09/2005	HYATT HOTELS	CHICAGO	IL	3640	\$0.00	\$20.50
		NOTES	updated note. 1							
121338	4	Segment4	230340926361							
121338	AccPForRoot, Bim	4000917767999999	02/08/2005	02/09/2005	HYATT HOTELS	CHICAGO	IL	3640	\$0.00	\$20.50
		NOTES	updated note. 1							
121338	2	Segment2	533018							
90809	BELL, KIMBERLY S	5405394720000000	01/01/2005	01/03/2005	CORP EXPR 800-582-4774	800-582-4774	CO	5969	\$15.76	\$330.78
		NOTES								



Transaction Detail with Addendum
Company Name

Date/Time Printed: 3/6/2006 2:25:51 PM Orientation: Portrait

Trans Date	Post Date	Merchant Name	City	MCC Code	Debit Amount	Credit Amount	Tax	
Lyons, Ricks - *****999999								
03/17/2005	03/17/2005	MORGAN SERVICES, INC.	INDIANAPOLIS	7210	\$103.79	\$0.00	\$0.00	
03/17/2005	03/17/2005	MORGAN SERVICES, INC.	INDIANAPOLIS	7210	\$102.75	\$0.00	\$0.00	
Totals for Lyons, Ricks					Transactions: 2	\$206.54	\$0.00	\$0.00
Lyons, Ricks - *****999999								
03/17/2005	03/17/2005	STAPLES #990	800-333-3330	5111	\$14.30	\$0.00	\$0.00	
Totals for Lyons, Ricks					Transactions: 1	\$14.30	\$0.00	\$0.00
Martin, Alex - *****999999								
03/17/2005	03/17/2005	DELL CATALOG SALES, L.P.	800-624-9897	5969	\$140.35	\$0.00	\$10.40	
Totals for Martin, Alex					Transactions: 1	\$140.35	\$0.00	\$10.40
Grand Totals:					Transactions 4	\$361.19	\$0.00	\$10.40

transaction detail with addendum

The Transaction Detail with Addendum report is used to analyze only purchasing type transactions. A transaction is classified by the report as purchasing by an indicator in the merchant category screen. The report groups the transactions by cardholder. It displays Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State, Merchant Category Code, Debit Amount, Credit Amount, Merchant Dales Tax and if applicable, the Level 3 data sent by the merchant such as item quantity, item description, unit cost, line item total, product code and unit of measure.



transaction

transaction detail with page breaks

The Transaction Detail with Page Breaks report lists the purchases for each account. Since each accounts activity is detailed on a separate page, this report can be printed and given to cardholders that don't have access to PaymentNet to review their transactions. (Payments are excluded from this report.) The report lists: Account Name, Transaction Date, Post Date, Merchant Name, Merchant City and State, Debit Amount, Credit Amount, and Tax.

Transaction Detail							
Company Name							
Date/Time Printed: 10/6/2005 8:02:19 AM							Orientation: Portrait
Tran Date	Post Date	Merchant	City, State	MCC	Debit Amount	Credit Amount	Sales Tax
DISNEY, WALT 4804530874435213							
05/23/2005	09/19/2005	H G LIPSCOMB INC	NASHVILLE, TN	5251	\$151.16	\$0.00	\$0.00

05/	Transaction Detail							
05/	Company Name							
To	Date/Time Printed: 10/6/2005 8:02:19 AM							Orientation: Portrait
	Tran Date	Post Date	Merchant	City, State	MCC	Debit Amount	Credit Amount	Sales Tax
	ANDERSEN, HANS 4804530875037513							
	05/22/2005	09/19/2005	ALCATRAZ BREWING CO #32	ORANGE, CA	5812	\$25.25	\$0.00	\$0.00
	05/22/2005	09/19/2005	IHOP #933	ANAHEIM, CA	5812	\$13.03	\$0.00	\$0.00
	Totals For ANDERSEN, HANS		Total Transactions 2			\$38.28	\$0.00	\$0.00



Transaction Detail with Payments

Company Name

Date/Time Printed: 10/6/2005 8:03:17 AM

Orientation: Portrait

Tran Date	Post Date	Amount	Merchant Name	City, State	MCC Code
DISNEY, WALT					
05/23/2005	09/19/2005	\$151.16	H G LIPSCOMB INC	NASHVILLE, TN	5251
05/20/2005	09/19/2005	\$466.13	SONESTA HOTELS	305-3612021, FL	3591
05/24/2005	09/19/2005	\$21.23	CINTAS #447	414-329-9970, WI	7296
Totals For DISNEY, WALT			3 Transaction(s)		Amount: \$638.52
ADAMS, ABAGAIL					
05/23/2005	09/19/2005	\$50.00	PARKING CO OF AMERICA INC	CINCINNATI, OH	7523
05/21/2005	09/19/2005	\$250.48	FISHER SCI CHU	HOUSTON, TX	5047
05/23/2005	09/19/2005	\$40.00	PARKING CO OF AMERICA INC	CINCINNATI, OH	7523
Totals For ADAMS, ABAGAIL			3 Transaction(s)		Amount: \$340.48
CHRISTIE, AGATHA					
05/23/2005	09/19/2005	\$5,210.44	ALLIED WASTE SERVICES	866-576-5548, AZ	4900
05/20/2005	09/19/2005	\$456.20	SONESTA HOTELS	305-3612021, FL	3591
05/23/2005	09/19/2005	\$442.66	LIGHT BULB DEPOT 7	NASHVILLE, TN	5072
Totals For CHRISTIE, AGATHA			3 Transaction(s)		Amount: \$6,109.30

transaction detail with payments

The Transaction Detail with Payments report can be used to monitor the purchases and payments for each account. The report lists: Account Name, Transaction Date, Post Date, Transaction Amount, Merchant Name, Merchant City and State, and Merchant Category Code.



transaction

Transaction Disputes by Hierarchy

Company Name

Date/Time Printed: 10/25/2005 12:59:19 PM

Orientation: Portrait

Hierarchy

Account Name	Account #	Trans ID	Merchant Name	Tran Date	Amount	Date Disputed	Date Resolved
00000 Unassigned							
BROWN, JEREMY	4715634180000000	12133	TGI_FRIDAYS #0265	02/23/2004	\$9.00		
TAYLOR, VERN	4715634000000000	90841	ORSHELNS 012	01/10/2005	\$12.82		
JENKINS, THOMAS	4715634679999999	90850	ACH PAYMENT - THANK YOU	12/29/2004	-\$241.69		
JENKINS, THOMAS	4715634679999999	90849	CONTINENTE VASCO DA GAMA	01/18/2005	\$3.17		

transaction disputes by hierarchy

The Transaction Disputes by Hierarchy report can be used to monitor the status of disputed transactions. The report lists: Account Name, Account Number, Merchant Name, Transaction Date, Transaction Amount, Date Disputed, and Date Resolved.

transaction disputes by status

The Transaction Disputes by Status report lists the status of disputed transactions. The report lists: Hierarchy, Account Name, Account Number, Merchant Name, Transaction Date, Transaction Amount, Date Disputed, and Date Resolved.

Transaction Disputes by Status

Company Name

Date/Time Printed: 10/25/2005 12:59:43 PM

Orientation: Portrait

Account	Merchant	Transaction Date	Amount	Date Disputed	Date Resolved	Status
4715634181919191	TGI_FRIDAYS #0265	12/23/2004	\$9.00			
4715634000000000	ORSHELNS 012	01/10/2005	\$12.82			
4886689300000111	STAPLES NATIONAL #471	11/27/2004	-\$161.63			
4715634679999999	ACH PAYMENT - THANK YOU	12/29/2004	-\$241.69			
4715634679999999	CONTINENTE VASCO DA GAMA	01/18/2005	\$3.17			



transaction

Transaction Summary

Company Name

Date/Time Printed: 10/6/2005 8:07:49 AM

Orientation: Portrait

ACCOUNT NAME	Debit		Credit		Total	
	# OF TRANS	AMOUNT	# OF TRANS	AMOUNT	# OF TRANS	AMOUNT
DISNEY, WALT 4804530874435213	3	\$638.52	0	\$0.00	3	\$638.52
ANDERSEN, HANS 4804530875037513	2	\$38.28	0	\$0.00	2	\$38.28
PARKS, ROSA 4804530753171343	1	\$41.51	0	\$0.00	1	\$41.51
BRONTE, CHARLOTTE 4804530789483175	3	\$5,301.06	0	\$0.00	3	\$5,301.06
ADAMS, ABAGAIL 4804530521214813	3	\$340.48	0	\$0.00	3	\$340.48
CHRISTIE, AGATHA 4804530863576050	3	\$6,109.30	0	\$0.00	3	\$6,109.30
REEVE, CHRISTOPHER 4804530312170109	1	\$240.35	0	\$0.00	1	\$240.35
WONDER, STEVIE 4804530940703552	1	\$36.36	0	\$0.00	1	\$36.36
BURNS, GEORGE 4804530567470550	2	\$1,279.94	0	\$0.00	2	\$1,279.94
DAVINCI, LEONARDO 4804530643983444	3	\$1,444.49	0	\$0.00	3	\$1,444.49
CHURCHILL, WINSTON 4804530396216000	3	\$565.73	0	\$0.00	3	\$565.73

transaction summary

The Transaction Summary report summarizes the number of transactions and total dollar amount for each account. The report lists: Account Name, Account Number, Number of Debit Transactions and Dollar Amount, Number of Credit Transactions and Dollar Amount, Total Number of Transactions and Dollar Amount.



Transaction Summary Report by Hierarchy

Company Name

Date/Time Printed: 10/6/2005 8:08:55 AM

Orientation: Portrait

Account Name	Debit		Credit		Total	
	# of Trans	Amount	# of Trans	Amount	# of Trans	Amount
00001 Headquarters						
DISNEY, WALT - 4804530874435213	3	\$638.52	0	\$0.00	3	\$638.52
ANDERSEN, HANS - 4804530875037513	2	\$38.28	0	\$0.00	2	\$38.28
PARKS, ROSA - 4804530753171343	1	\$41.51	0	\$0.00	1	\$41.51
BRONTE, CHARLOTTE - 4804530789483175	3	\$5,301.06	0	\$0.00	3	\$5,301.06
ADAMS, ABAGAIL - 4804530521214813	3	\$340.48	0	\$0.00	3	\$340.48
CHRISTIE, AGATHA - 4804530863576050	3	\$6,109.30	0	\$0.00	3	\$6,109.30

transaction summary by hierarchy

The Transaction Summary report summarizes the number of transactions and total dollar amount for each account by Hierarchy. The report lists: Account Name, Account Number, Number of Debit Transactions and Dollar Amount, Number of Credit Transactions and Dollar Amount, Total Number of Transactions and Dollar Amount.



transaction

Merchant Summary Report

Company Name

Date/Time Printed: 10/6/2005 8:10:08 AM

Orientation: Portrait

Account Name	Debit		Credit		Total	
	# of Trans	Amount	# of Trans	Amount	# of Trans	Amount
H G LIPSCOMB INC	1	\$151.16	1	\$0.00	1	\$151.16
SONESTA HOTELS	6	\$3,679.38	6	\$0.00	6	\$3,679.38
HERTZ RENT-A-CAR	5	\$800.03	5	\$0.00	5	\$800.03

transaction summary by merchant

Breaking down total dollar amounts per merchant is made easy with the Transaction Summary by Merchant report. Total transactions for each merchant are listed along with the number of debits and credits summarized for each merchant. The Transaction Summary by Merchant summarizes the Number of Credit Transactions and Amount, the Number of Debit Transactions and Amount, Total Number of Transactions, Total Amount per Merchant.



transaction

b:: travel and expense reporting

PaymentNet offers a full array of reports that help Program Administrators reconcile and track travel and expense spending. PaymentNet also allows Program Administrators to highlight certain merchants and define whether that merchant is airline, car, lodging, mass transportation, transportation, restaurant, cash, or other type of expenditure. Some of the reports in this section use these criteria to provide detail on dollars spent (where and with whom). Other reports use Merchant Category Codes (MCC) to provide detailed information. The reports provided in this section include:

- > air travel activity
- > air travel summary by hierarchy
- > air travel summary for CTA
- > airline ticket credit summary
- > cash advance detail by hierarchy
- > purchase detail summary
- > t & e expense activity
- > t & e expense activity by cardholder
- > t & e transaction activity report
- > t & e transactions by industry/vendor

A Program Administrators understanding and familiarity of these reports will assist in reconciliation and decision making about their travel and entertainment programs.



transaction

air travel activity

The Air Travel Activity report can be used to analyze the dollars spent on air travel for each account within each level of hierarchy. Sub-totals are provided for each hierarchy level, as well as grand totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Depart Date, Transaction Date, Legs of Travel, Ticket Number, and Transaction Amount.

Air Activity		Company Name		Orientation: Landscape			
Account Name	Traveler Name	Depart Date	Tran Date	Orig.	Dest.	Ticket #	Amount
Sales - Southeast							
UYGZXCJHV BATR, 4800000000000000	JENSEN/MICHAEL		01/30/2006			8908115418389	\$289.25
UYGZXCJHV BATR, 4800000000000000	JENSEN/MICHAEL		01/30/2006			0011354728165	\$289.25
				SAN	LAX		
				SAN	LAX		
					XXX		
					XXX		
ZXCUMVMSKCI WQZMDEJ, 4800000000000000	MURPHY/ANDREW	12/12/2005	12/12/2005			0370614810961	\$376.68
				DFW	PIT		
				PIT	DFW		
UYGZXCJHV BANTR, 4800000000000000	CARLETON/WADE		11/04/2005			8909528890108	\$220.37
				SAN	SLC		
				SLC	SAN		
Sales - Southeast Total Amount:							\$1175.55



transaction

Air Travel Summary by Hierarchy

Company Name

Date/Time Printed: 10/11/2005 8:38:15 AM

Orientation: Portrait

Hierarchy	Account#	Account Name	Amount
Root Default Root Node			
	4444442999999976	Lapin, Natalia	\$1,029.79
	4444442999999956	Lapin, Natalia	\$1,182.52
	4444442999999967	Lapin, Natalia	\$210.90
Total for: Root Default Root Node			\$2,423.21
Grand Total:			\$2,423.21

air travel summary by hierarchy

The Air Travel Summary by Hierarchy report summarizes the dollars spent on air travel for each account within each level of hierarchy. Sub-totals are provided for each hierarchy level, as well as grand totals for the entire report. The report lists: Hierarchy, Account Number, Account Name, and Dollar Amount.

air travel summary for cta

The Air Travel Summary for CTA report can be used to analyze the charges to Central Travel Accounts (CTA). Sub-totals are provided for each Central Travel Account, as well as grand totals for the entire report. The report lists: Central Travel Account Number, Transaction Date, Merchant Name, Ticket Number, Passenger, Travel Date, Transaction Amount.

Air Travel Summary for CTA

Company Name

Date/Time Printed: 10/25/2005 11:43:22 AM

Orientation: Portrait

Trans Date	Merchant Name	Ticket #	Passenger	Travel Date	Amount
NUCLEAR TRAVEL 5478990000000000					
01/24/2005	SOUTHWEST	5262739946841	BOAM/WILLIAMS	01/28/2005	\$107.70
01/17/2005	AMEXFEE 0011116561007			01/20/2005	\$20.00
01/11/2005	U.S. AIR	03711165610305	RADCLIFF/JEFFREY E	01/15/2005	\$718.25
01/11/2005	U.S. AIR	03711165610305	RADCLIFF/JEFFREY E	01/15/2005	\$718.25



transaction

Airline Ticket Credit Summary

Company Name

Date/Time Printed: 10/25/2005 11:43:41 AM

Orientation: Landscape

Ticket #	Depart Date	Passenger	Carrier	Tran Date	Post Date	Travel Agency	Credit Amount
0061233888648		CARBONE/THOMAS	DELTA	12/22/2004	12/27/2004	AZUMANO TRAVEL	(\$514.90)
0000000000000	01/24/2005	LEE/HERBERT	ALOHA AIRLINES	12/23/2004	12/27/2004		(\$173.40)
0371116800902	02/24/2005	GRACE/JULIE	U.S. AIR	12/22/2004	12/27/2004	SOUTHWEST TVL SYSTEMS	(\$372.80)
1251115815892		DALY/PHILIP	BRITISH AIRWAYS	12/06/2004	12/16/2004	TQ3NAVIGANT	(\$559.90)
1251112652535		RYDER/HEATHER	BRITISH AIRWAYS	11/27/2004	12/11/2004	TQ3NAVIGANT	(\$5,829.65)
1251113932786		GRAY/JESSE	BRITISH AIRWAYS	11/17/2004	11/29/2004	TQ3NAVIGANT	(\$5,263.35)
0571108915535		CASAMATTA/PIERRE	AIR FRANCE	12/02/2004	12/14/2004	TQ3NAVIGANT	(\$4,380.60)
1251114959946		CROGNALE/FRED R	BRITISH AIRWAYS	12/10/2004	12/18/2004	TQ3NAVIGANT	(\$5,263.35)
0571108915746		SMITH/TERAN C	AIR FRANCE	11/24/2004	12/04/2004	TQ3NAVIGANT	(\$4,342.90)

airline ticket credit summary

The Airline Ticket Credit Summary report can be used to monitor airline credits. The report lists: Ticket Number, Depart Date, Passenger, Carrier, Transaction Date, Post Date, Travel Agency and Credit Amount.

cash advance detail by hierarchy

The Cash Advance Detail by Hierarchy report is used to analyze only cash advance charges from the cardholders. It groups the transactions by Hierarchy ID and then by cardholder. The report shows the transaction date, post date, merchant name, merchant city, merchant state, Merchant Category Code, debit amount, credit amount and merchant sales tax.

Cash Advance Detail by Hierarchy

Company Name

Date/Time Printed: 10/25/2005 11:44:06 AM

Orientation: Portrait

Trans Date	Post Date	Merchant	City, State	MCC	Debit Amount	Credit Amount	Tax
Unassigned Unassigned							
GRAMBERG, MICHAEL 4485900000099999							
12/12/2004	12/16/2004	LLOYDS THE BRIDGE WALSALL	,	6011	\$19.06	\$0.00	\$0.00
12/15/2004	12/19/2004	SAQUE BDN BRADESCO	,	6011	\$7.60	\$0.00	\$0.00
12/22/2004	12/25/2004	00000000000015/HSBC BANK	,	6011	\$3.80	\$0.00	\$0.00



Purchase Detail Summary

Company Name

Date/Time Printed: 10/6/2005 7:44:55 AM

Orientation: Portrait

Cardholder Name	Transaction Date	Merchant	Merchant Location	Purchase Amount	Purchase Time
DISNEY, WALT-XXXXXX0874435213					
	5/23/2005	H G LIPSCOMB INC	NASHVILLE, TN	\$151.16	12:00 AM
		Qty	Item	Unit Price Tax	
	5/20/2005	SONESTA HOTELS	305-3612021, FL	\$466.13	12:00 AM
		Qty	Item	Unit Price Tax	
	5/24/2005	CINTAS #447	414-329-9970, WI	\$21.23	12:00 AM
		Qty	Item	Unit Price Tax	

purchase detail summary

The Purchase Detail Summary can be used to evaluate fuel purchases. The report lists: Account Name, Transaction Date, Merchant Name, Merchant Location, Purchase Amount, Purchase Time, Quantity, Grade, Price, and Tax.



transaction

T & E Expense Activity

Company Name

Date/Time Printed: 10/6/2005 7:47:32 AM

Orientatio

Type	Count	Amount	Average
Other	86	\$44,489.11	\$517.32
Lodging	27	\$11,930.84	\$441.88
Grand Total:	113	\$56,419.95	\$499.29

t & e expense activity

The T&E Expense Activity report can be used to monitor travel type purchases at the account level. Subtotals are provided for each account for the following travel types of purchases: Airlines, Lodging, Car, Mass Transportation, Transportation, Restaurant, Cash, and Other.

The report lists: Cardholder Name, Account Number, Transaction Date, Merchant Name, Number of Debit Transactions and Dollar Amount, Number of Credit Transactions and Dollar Amount.

The **type** of transaction is read from the Merchant Category Code profile screen and is designated by the Program Administrator.

The **average** is an average amount per transaction, thus, amount \$44,489.11 divided by count 86 = average \$517.32.



transaction

T & E Expense Activity by Cardholder

Company Name

Date/Time Printed: 10/6/2005 7:50:54 AM

Orientation: Portrait

Cardholder Name	Type	Count	Amount	Average
DISNEY, WALT				
	Airlines:	0	\$0.00	\$0.00
	Lodging:	1	\$466.13	\$155.38
	Car:	0	\$0.00	\$0.00
	Mass Transportation:	0	\$0.00	\$0.00
	Transportation:	0	\$0.00	\$0.00
	Restaurant:	0	\$0.00	\$0.00
	Cash:	0	\$0.00	\$0.00
	Other:	2	\$172.39	\$57.46
	Total	3	\$638.52	\$212.84
ASHE, ARTHUR				
	Airlines:	0	\$0.00	\$0.00
	Lodging:	2	\$1,055.10	\$70.34
	Car:	2	\$534.95	\$35.66
	Mass Transportation:	0	\$0.00	\$0.00
	Transportation:	2	\$136.00	\$0.47
	Restaurant:	1	\$7.08	\$0.47
	Cash:	0	\$0.00	\$0.00
	Other:	8	\$10,393.57	\$692.90
	Total	15	\$12,126.70	\$808.45

t & e expense activity by cardholder

The T&E Expense Activity by Cardholder report can be used analyze at the account level, the total and average dollar amount spent on each of the following travel types of purchases: Airlines, Lodging, Car, Mass Transportation, Transportation, Restaurant, Cash, and Other. Subtotals are provided for each account, as well as grand totals for the entire report. The report lists: Account Name, Type of Travel Activity, Number of Transactions for the Activity Type, Total Dollar Amount, and Average Dollar Amount.



transaction

T&E Transaction Activity

Company Name

Date/Time Printed: 10/6/2005 7:51:42 AM

Orientation: Portrait

Cardholder Name/ Account #	Tran Date	Merchant Name	Debit Count	Debit Amount	Credit Count	Credit Amount
ASHE, ARTHUR XXXXXX95798276						
	05/23/2005	PARKING CO OF AMERICA INC		\$120.00		
	05/23/2005	CAPTAIN DS 00036244		\$7.08		
	05/23/2005	CATAMARAN RESORT HOTEL		\$505.88		
	05/22/2005	INTERCONTINENTAL HOTELS		\$549.22		
	05/22/2005	HERTZ RENT-A-CAR		\$106.57		
	05/23/2005	CAPITOL CITY BOLT AND SC		\$10.00		
	05/23/2005	ENTERPRISE RENT-A-CAR		\$428.38		
	05/23/2005	PRO ED INC		\$9,350.00		
	05/23/2005	LESLIE CONTROLS INC		\$399.35		
	05/23/2005	CHEVRON 00204476		\$38.37		
	05/23/2005	ALLIED ELECTRIC MOTOR CO		\$88.81		
	05/23/2005	THE AWARD CENTER INC		\$24.00		
	05/23/2005	EDS SUPPLY COMPANY INC		\$60.89		
	05/18/2005	WORLDWIDE BOOKS		\$422.15		
	05/21/2005	CENTRAL PARKING		\$16.00		
Cardholder Total:			15	\$12,126.70	0	

t & e transaction activity

The T&E Transaction Activity Report lists transactions for Airlines, Lodging, Car-Rental, Mass Transportation, Transportation, Restaurant, Cash, and Other, grouped by cardholder. The report also displays the Transaction Date, Merchant Name, Debit Count, Debit Amount, Credit Count and Credit Amount.

The credit amounts allow Program Administrators to monitor any credits for cardholders by the **total dollar amount total** and **credit count**.



transaction

T & E Transactions by Industry/Vendor

Company Name

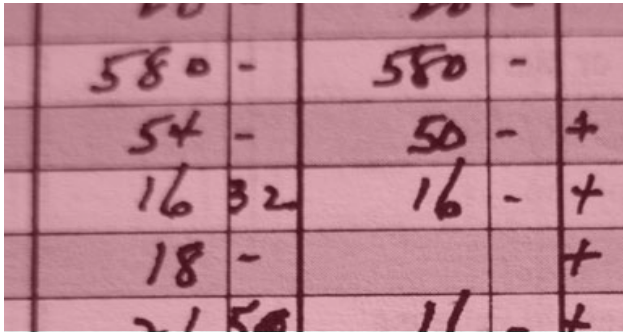
Date/Time Printed: 10/6/2005 7:52:33 AM

Orientation: Portrait

Industry	Merchant Name	City/State	Transactions	Amount
Restaurant				
	ALCATRAZ BREWING CO #32	ORANGE, CA	1	\$25.25
	DIVINO CAFE RESTAURANT	BRENTWOOD, CA	1	\$1,350.00
	CAPTAIN DS 00036244	CHARLESTON, WV	1	\$7.08
	KINGS FAMILY RESTAURAN	PITTSBURGH, PA	1	\$19.96
	HARDINGS FAMILY RESTAURNT	CHARLESTON, WV	1	\$73.45
	IHOP #933	ANAHEIM, CA	1	\$13.03
Total: Restaurant			6	\$1,488.77

t & e transactions by industry/vendor

The Transactions by Industry/Vendor report can be used to analyze account usage with each Merchant within the following T&E industries: Airlines, Lodging, Car Rental, Transportation, Restaurants, Cash, and Other. Subtotals are provided for each type of industry. The report lists: Industry, Merchant Name, Merchant City and State, Number of Transactions per Merchant, and Total Dollar Spent per Merchant.



580 -	580 -		
54 -	50 -	+	
16 32	16 -	+	
18 -		+	
21 50	11 -	+	

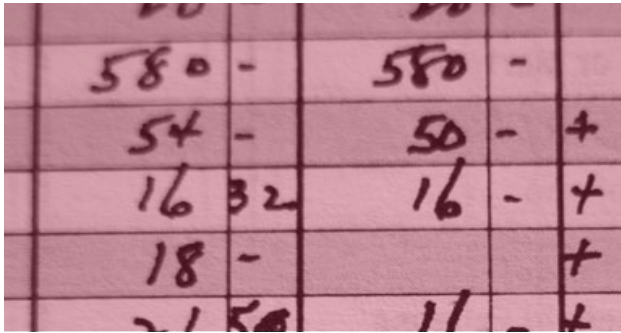


3:: orders reporting

Order reports are organized to provide information regarding payments, authorizations and declines as well as monitor spending for each order account. These reports are good tools to use in identifying spending trends.

The report contained in this section is:

- > order transaction detail



Order Transaction Detail

Company Name

Date/Time Printed: 3/6/2006 4:05:23 PM

Orientation: Landscape

Account Number	Transaction Id	Order Id	Post Date	Tran Date	Transaction Amount	Merchant Name	Merchant City/State	MCC	MCC Description	Currency Code	Original Amount
4000000000000000	121338	251	02/09/2005	02/08/2005	\$20.50	HYATT HOTELS	CHICAGO / IL	3640	Hyatt Hotels	USD	\$20.50
Sub Totals:					\$41.00						\$41.00
Order Id: 255											
400000000000000006	106658	255	03/05/2005	03/04/2005	\$16.00	HYATT HOTELS	CHICAGO / IL	3640	Hyatt Hotels	USD	\$16.00
Sub Totals:					\$16.00						\$16.00
Order Id: 256											
400000000000000005	137340	256	03/10/2005	03/09/2005	\$102.50	HYATT HOTELS	CHICAGO / IL	3640	Hyatt Hotels	USD	\$102.50
400000000000000004	163168	256	03/10/2005	03/09/2005	\$102.50	HYATT HOTELS	CHICAGO / IL	3640	Hyatt Hotels	USD	\$102.50
Sub Totals:					\$205.00						\$205.00
Order Id: 258											
400000000000000003	167651	258	03/18/2005	03/17/2005	\$1.00	HYATT HOTELS	CHICAGO / IL	3640	Hyatt Hotels	USD	\$1.00
Sub Totals:					\$1.00						\$1.00
Order Id: 280											
400000000000000002	106514	280	04/07/2005	04/06/2005	\$529.99	HYATT HOTELS	CHICAGO / IL	3640	Hyatt Hotels	USD	\$529.99
400000000000000001	128848	280	04/07/2005	04/06/2005	\$100.00	HYATT HOTELS	CHICAGO / IL	3640	Hyatt Hotels	USD	\$100.00
Sub Totals:					\$629.99						\$629.99

order transaction detail

The Order Transaction Detail report can be used to monitor the purchases for each account. (Payments are excluded from this report.) Subtotals are provided for each account, as well as Grand Totals for the entire report. The report lists: Account Number, Transaction ID, Merchant Name, Merchant City and State, Merchant Zip, Expense Type, Merchant Category Code, Merchant Category Code Description, Post Date, Transaction Date, Transaction Amount, Currency Code and Original Amount.



audit

4:: audit reporting

Audit reports are created to provide information by displaying any changes made to credit card accounts or transactions using PaymentNet. These reports can be defined using a date range, original value, new value, and User ID and will demonstrate all card changes made over the requested period of time.

The reports contained in this section include:

- > account audit
- > transaction audit



audit

Account Audit

Company Name

Date/Time Printed: 3/1/2006 11:43:45 AM

Orientation: Portrait

Account #	Date	Change Description	Originally	Changed To	User ID
Account					
4715000000000000	12/01/2005	AccountStatus		New	
4715000000000000	12/01/2005	AccountStatus		New	
4715000000000000	12/01/2005	CreditLimitAmount	\$0.00	\$100,000.00	
4715000000000000	12/01/2005	CreditLimitAmount	\$0.00	\$100,000.00	
4715000000000000	12/01/2005	Hierarchy		Unassigned	
4715000000000000	12/01/2005	Hierarchy		Unassigned	
4715000000000000	12/01/2005	User		IAM CARD1	
4715000000000000	12/01/2005	User		IAM CARD1	
4715000000000000	12/01/2005	AccountStatus		New	
4715000000000000	12/01/2005	AccountStatus		New	
4715000000000000	12/01/2005	CreditLimitAmount	\$0.00	\$100,000.00	
4715000000000000	12/01/2005	CreditLimitAmount	\$0.00	\$100,000.00	
4715000000000000	12/01/2005	Hierarchy		Unassigned	
4715000000000000	12/01/2005	Hierarchy		Unassigned	

account audit

The Account Audit report lists any changes made to a credit card using PaymentNet and can be queried using a date range. The report will demonstrate all card changes made over the requested period of time. This report contains credit card number, change date, a description of the field changed, original data, new data and User ID that made the change.



audit

Transaction Audit

Company Name

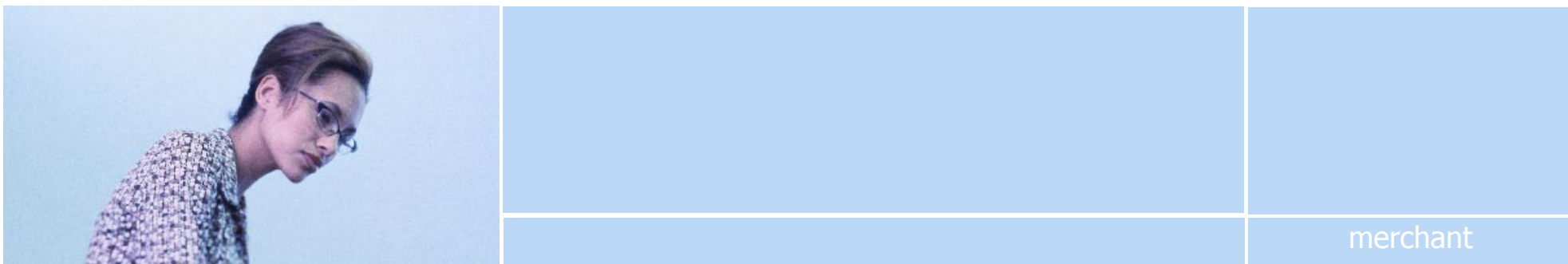
Date/Time Printed: 3/6/2006 2:48:02 PM

Orientation: Landscape

UserId/Name	Modified Date	Transaction Id	Modified Field	Previous Value	New Value
Jdoe / Doe, John					
02/01/2006 15:55:11					
		437253	- Units		1
		437253	- Units		1
		437253	- LineItemTotal	\$0.00	-\$316.15
		437253	- LineItemTotal	\$0.00	-\$316.15
		437253	- Units		1
		437253	- Units		1
		437253	- LineItemTotal	\$0.00	-\$316.15
		437253	- LineItemTotal	\$0.00	-\$316.15
		437253	- Units		1
		437253	- Units		1
		437253	- Units		1
		437253	- Units		1

transaction audit

The Transaction Audit report is used to review the audit trail for employees' changes to transactions. It includes the Employee's Name, Date/Time of the Change, Transaction ID, the Field Changed, the Field's Previous Value and the Field's New Value.



5:: merchant reporting

The merchant section of reporting in PaymentNet provides information Program Administrators can use for detailed spend analysis. Section One of PaymentNet's merchant reporting provides detail spend analysis for travel and entertainment programs. Section Two of PaymentNet's merchant reports tracks information by transaction detail, summary of transactions per merchant and ranking spend by merchants. Section three of merchant reporting contains merchant profile reports or, in other words, any socioeconomic data, 1099 information and other data that may be required to track in a purchasing program.

a:: spending analysis reports

Spending analysis reports quickly show dollar amounts and spend frequency of merchants used within travel and entertainment programs.

b:: merchant information

The merchant information section gives a good count and dollar reconciliation for spend with merchants. This information then can be used for decision making and price negotiations.

c:: merchant profile reports

A merchants profile can be set to display a wide range of information. Many procurement programs need to track different types of data associated with different merchants. The merchant profile reports are a Program Administrator's tool to keep track of the spend that happens with these merchants.



a:: spending analysis reports

PaymentNet offers seven different spending analysis reports. These reports analyze spend from merchants that belong to merchant category codes that fall under travel and entertainment classes. These classes are distinguished by the headings of airline carriers, car rental agencies, hotel and lodging chains, restaurants, transportation carriers, and distinguishing lodging between different cities.

The analysis reports available in PaymentNet are:

- > airline city pairs summary by carrier-top pair
- > airline spending analysis by top carrier
- > car rental spending analysis by top agency
- > lodging spending analysis by city
- > lodging spending analysis by top chain
- > restaurant spending analysis by top restaurant
- > transportation spending analysis by top carrier
- > spending analysis by tax ID

These reports are all similar, if not identical, in their structure and setup. Therefore, if there is an analysis report that is not provided in this document the information class will differ but the setup and view will match what is provided.



Airline City Pairs Summary By Carrier-Top Pair

Company Name

Date/Time Printed: 3/1/2006 3:48:58 PM

Orientation: Portrait

Carrier	Origination	Destination	Segments
AIRTRAN AIRWAYS			
	ATL	PHF	1
	PHF	ATL	1
	ATL	BOS	1
	BOS	ATL	1
AMERICA WEST			
	LAS	SLC	1
	SLC	PHX	1
	PHX	AUS	1
	AUS	LAS	1
CONTINENTAL			
	ORD	EWR	1
	IAH	EWR	1
	LGA	IAH	1
DELTA			
	SLC	CVG	1
	YYZ	CVG	1
	ABQ	SLC	1

airline city pairs summary by carrier/top pair

The Airline City Pairs Summary by Carrier/Top Pair report can be used to identify the most traveled routes for negotiations with airlines. The report is sorted by Carrier name followed by number of segments per Carrier (with the most frequently traveled legs listed first). The report lists: Carrier, Origination City, Destination City, and Number of Segments.



Airline Spending Analysis by Top Carrier

Company Name

Date/Time Printed: 10/11/2005 8:29:54 AM

Orientation: Portrait

Carrier	Amount	Charges	Average
COPA (COMPANIA PANAMENA D	\$1,029.79	1	\$1,029.79
U.S. AIRWAYS	\$1,182.52	1	\$1,182.52
CONTINENTAL	\$210.90	1	\$210.90
Total:	\$2,423.21	3	\$807.74

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airline spending analysis by top carrier

The Airline Spending Analysis by Top Carrier report identifies the Airlines used most frequently and can be used for negotiations with Airlines. The report is sorted by Dollar Amount (with the largest amount listed first). The report lists: Carrier, Dollar Amount, Number of Charge Transactions, Average Transaction Amount, and Grand Totals.

Travel and entertainment reporting with regard to merchant information becomes a valuable tool for managers and Program Administrators who use the reports to monitor budget targets or restraints. By viewing the company's spend categorized by merchants of a specific industry (airline, rental cars, restaurants, etc.) quick informed decisions can be made.

The spending analysis reports classify the industry then list every merchant coded with an Merchant Category Code in that industry.

The **average** transaction amount is provided for each merchant.

The **amount** list the total dollar amount that has been charged at the merchant.



Car Rental Spending Analysis By Top Agency

Company Name

Date/Time Printed: 10/6/2005 6:48:44 AM

Orientation: Portrait

Rental Agency	Amount	Charges	Average
H G LIPSCOMB INC	\$151.16	1	\$151.16
SONESTA HOTELS	\$3,679.38	6	\$613.23
PARKING CO OF AMERICA INC	\$210.00	3	\$70.00
CAPTAIN DS 00036244	\$7.08	1	\$7.08
CATAMARAN RESORT HOTEL	\$505.88	1	\$505.88
INTERCONTINENTAL HOTELS	\$1,179.08	2	\$589.54
HERTZ RENT-A-CAR	\$800.03	5	\$160.01

car rental spending analysis by top agency

The Car Rental Spending Analysis by Top Agency report identifies Car Rental Agencies where the accounts are being used, and the amount spent, and can be used for rate negotiations. The report is sorted by Rental Agency, and lists largest dollar amounts first. The report includes Rental Agency, Total Transaction Dollar Amount, Number of Transactions, Average Transaction Dollar Amount, and Grand Totals.



Lodging Spending Analysis Report - By City

Company Name

Date/Time Printed: 10/6/2005 6:52:25 AM

Orientation: Portrait

City	Lodging	Tran Date	Amount	Charges	Average
SAN FRANCISCO					
	HYATT HOTELS	05/22/2005	\$958.82		
	HYATT HOTELS	05/22/2005	\$871.48		
	HYATT HOTELS	05/22/2005	\$860.52		
	HILTON HOTELS	05/23/2005	\$372.78		
	HYATT HOTELS	05/22/2005	\$1,011.70		
	HILTON HOTELS	05/23/2005	\$372.78		
City Subtotal: SAN FRANCISCO			\$4,448.08	6	\$741.35

Lodging spending analysis by city

The Lodging Spending Analysis By City identifies the cities and lodging establishments where the accounts are being used, and can be used for rate negotiations. The report lists: city, lodging establishment, transaction date, transaction amount, total amount spent per merchant, number of transactions per merchant, average transaction amount per merchant, and grand totals.

Lodging spending analysis by top chain

The Lodging Spending Analysis By Top Chain identifies the lodging establishments where the accounts are being used, and can be used for rate negotiations. The report is sorted in order of largest dollar amounts first and lists: lodging establishment, total amount spent per merchant, number of transactions per merchant, average transaction amount per merchant, and grand totals.

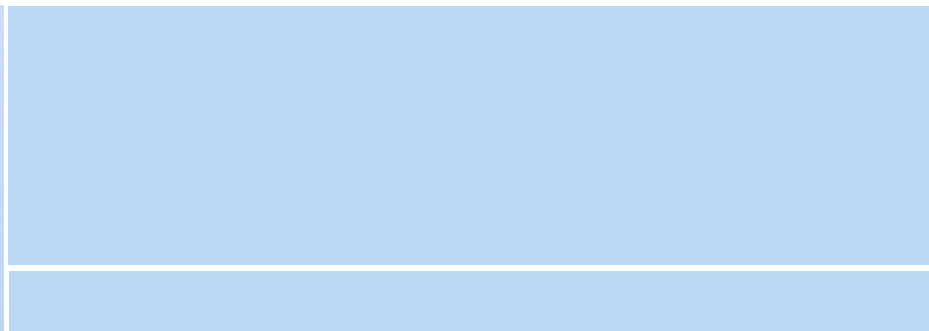
Lodging Spending Analysis by Top Chain

Company Name

Date/Time Printed: 10/6/2005 6:53:13 AM

Orientation: Portrait

Lodging	Amount	Transactions	Average
SONESTA HOTELS	\$3,679.38	6	\$613.23
HYATT HOTELS	\$3,702.52	4	\$925.63
WESTIN HOTELS	\$258.70	5	\$51.74
INTERCONTINENTAL HOTELS	\$1,179.08	2	\$589.54
MARRIOTT	\$537.68	1	\$537.68
MANDALAY BAY RESORT	\$487.05	1	\$487.05
Grand Totals:	\$9844.41	19	\$518.13



Restaurant Spending Analysis By Top Restaurant Company Name

Date/Time Printed: 10/6/2005 7:01:12 AM

Orientation: Portrait

Restaurant	Amount	Charges	Average
KINGS FAMILY RESTAURAN	\$19.96	1	\$19.96
HARDINGS FAMILY RESTAURNT	\$73.45	1	\$73.45
IHOP #933	\$13.03	1	\$13.03
ALCATRAZ BREWING CO #32	\$25.25	1	\$25.25
DIVINO CAFE RESTAURANT	\$1,350.00	1	\$1,350.00
CAPTAIN DS 00036244	\$7.08	1	\$7.08
Grand Totals:	\$1,488.77	6	\$248.13

restaurant spending analysis by top restaurant

The Restaurant Spending Analysis by Top Restaurant report identifies Restaurants where the accounts are being used, and can be used for negotiations for events, etc. The report is sorted in order of largest dollar amounts first and lists Restaurant, Total Transaction Dollar Amount, Number of Transactions, Average Transaction Dollar Amount, and Grand Totals.

transportation spending analysis by top carrier

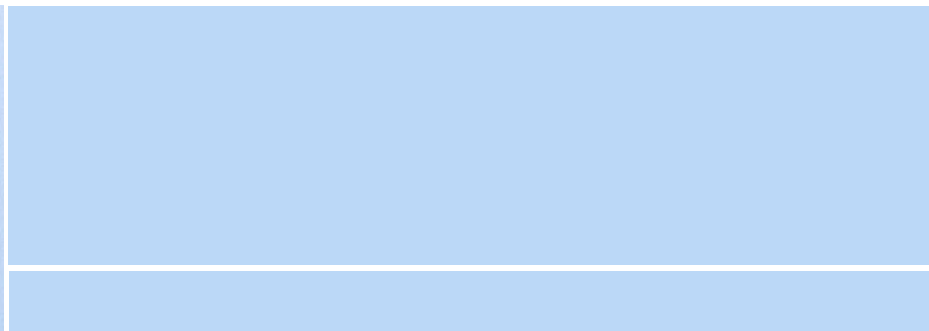
The Transportation Spending Analysis by Top Carrier can be used for rate negotiations with transportation providers. The report is sorted in order of largest dollar amount first and lists Carrier, Total Dollar Amount, Number of Transactions, Average Transaction Amount, and Grand Totals.

Transportation Spending Analysis by Top Carrier Company Name

Date/Time Printed: 10/6/2005 7:05:49 AM

Orientation: Portrait

Carrier	Amount	Charges	Average
H G LIPSCOMB INC	\$151.16	1	\$151.16
SONESTA HOTELS	\$3,679.38	6	\$613.23
PARKING CO OF AMERICA INC	\$210.00	3	\$70.00
CAPTAIN DS 00036244	\$7.08	1	\$7.08
CATAMARAN RESORT HOTEL	\$505.88	1	\$505.88
INTERCONTINENTAL HOTELS	\$1,179.08	2	\$589.54
HERTZ RENT-A-CAR	\$800.03	5	\$160.01
THE PLAZA SUITES	\$131.35	1	\$131.35



Spending Analysis by Tax ID

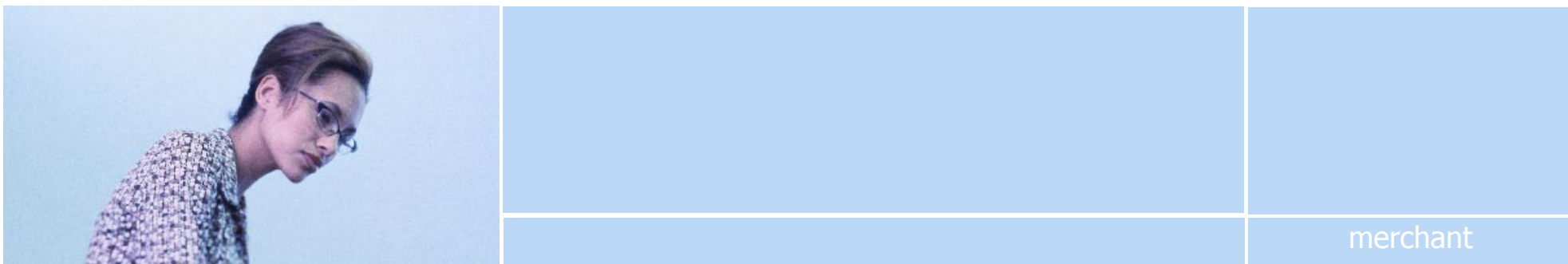
Date/Time Printed: 10/6/2005 7:46:41 AM

Orientation: Landscape

Merchant Name	Address	City,State Zip	Tax ID	MCC	Amount
Purchase					
Non Service Related Industry					
LESLIE CONTROLS INC	N/A	813-9781000, FL 33637	221063780	5046	\$399.35
AAF-MCQUAY	N/A	LOUISVILLE, KY 40223	410404230	5039	\$69.88
ADI SECURITY PRD NV	N/A	9724028612, TN 37217	363549597	5065	\$332.50
CHEVRON 00212560	N/A	ORLANDO, FL 32822	250527925	5542	\$9.70
Non Service Related Industry Totals:					\$811.43
Service Related Industry					
PARKING CO OF AMERICA INC	N/A	CINCINNATI, OH 45202	581202840	7523	\$120.00
Service Related Industry Totals:					\$120.00
Purchase Totals:					\$931.43
Travel and Entertainment					
Non Service Related Industry					
IHOP #933	N/A	ANAHEIM, CA 92802	330161130	5812	\$13.05
HYATT HOTELS	N/A	SAN FRANCISCO, CA 94108	952249443	3640	\$1,011.70
HYATT HOTELS	N/A	SAN FRANCISCO, CA 94108	952249443	3640	\$958.82
HYATT HOTELS	N/A	SAN FRANCISCO, CA 94108	952249443	3640	\$871.48
HYATT HOTELS	N/A	SAN FRANCISCO, CA 94108	952249443	3640	\$860.52
Non Service Related Industry Totals:					\$3,715.55
Travel and Entertainment Totals:					\$3,715.55
Grand Totals:					\$4,646.98

spending analysis by tax id

The Spending Analysis by Tax ID report can be used to analyze the purchases within the following merchant classifications: Sole proprietorship, Partnership, and Unincorporated. Sub-totals for service related and non-service related industries are provided within each merchant classification. The report lists: Merchant Classification, Merchant Name, Address, City, State, Zip, Tax ID, Merchant Category Code, Current Month Spend, and Year-to-date Spend.



b:: merchant information

Merchant information reports are organized to provide information by vendor and industry (merchant name or Merchant Category Code). When Program Administrators need to track transactions by merchant, the transaction detail by merchant report and the merchant ranking report provide information by merchants in alphabetical order. These reports are excellent decision making tools for managers and rate negotiation with vendors. PaymentNet also provides three reports that detail spending by Merchant Category Codes (MCC). These reports provide a detail listing by industry category. These reports are good tools to use in determining spend allocation among different merchant classes.

The merchant section of reporting offers three reports that provide information about all the spending incurred by industry or merchant:

- > merchant ranking
- > summary quarterly merchant
- > summary quarterly vendor analysis



merchant

Merchant Ranking

Company Name

Date/Time Printed: 10/6/2005
6:58:26 AM

Orientation: Portrait

Industry	Merchant Name	Net Amount	Count	Average
Lodging				
	SONESTA HOTELS	\$3,679.38	6	\$613.23
	CATAMARAN RESORT HOTEL	\$505.88	1	\$505.88
	INTERCONTINENTAL HOTELS	\$1,179.08	2	\$589.54
Lodging Total:		\$5,364.34	9	\$596.04
Transportation				
	PARKING CO OF AMERICA INC	\$210.00	3	\$70.00
	ACADEMY LINES	\$61.50	1	\$61.50
	ROW SELF PARK #0410	\$10.00	1	\$10.00
	CENTRAL PARKING	\$16.00	1	\$16.00
Transportation Total:		\$297.50	6	\$49.58

merchant ranking

The Merchant Ranking report identifies the merchants where the accounts are being used, the dollar amount spent per merchant, and can be used for negotiations. Subtotals are provided for each of the following industries: Airlines, Car Rental, Lodging, Restaurants, and Transportation. The report is sorted by largest net dollar amount within each industry, and lists the following information: Industry, Merchant Name, Net Dollar Amount, Number of Transactions, and Average Transaction Dollar Amount.

The merchant ranking report will display company spending by industry.

A total transaction **count** and **average** transaction dollar amount is shown for each industry.

The report lists the merchant name and dollar amounts within that industry.



Summary Quarterly Merchant
Company Name

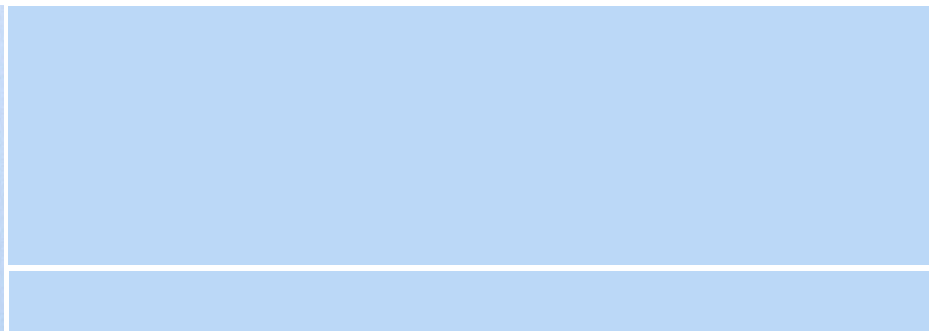
Date/Time Printed: 10/25/2005 11:40:28 AM

Orientation: Portrait

MCC Code	Merchant Category	Transactions	Amount	Average Amount
1st Quarter				
3640	HYATT HOTELS	3	\$61.50	\$20.50
1st Quarter Total:		3	\$61.50	\$20.50
4th Quarter				
		4	-\$393.56	-\$98.39
4th Quarter Total:		4	-\$393.56	-\$98.39
Grand Totals:		7	-\$332.06	-\$47.44

summary quarterly merchant

The Summary Quarterly Merchant report summarizes the total number of transactions, total dollar amounts, and average dollar amounts spent per quarter for each merchant category code. The report lists: Quarter, Merchant Category Code, Merchant Category Code Description, Number of Transactions, Total Dollar Amount, and Average Dollar Amount.



Summary Quarterly Vendor Analysis

Company Name

Date/Time Printed: 10/25/2005 11:40:56 AM

Orientation: Portrait

Quarter	MCC	Merchant Name	Address	Transactions	Amount
1st Quarter					
	3640	HYATT HOTELS	CHICAGO, IL	3	\$61.50
Total for: Hyatt Hotels				3	\$61.50
1st Quarter Total:				3	\$61.50
4th Quarter					
			N/A	4	-\$393.56
Total for:				4	-\$393.56
4th Quarter Total:				4	-\$393.56
Grand Total:				7	-\$332.06

summary quarterly vendor analysis

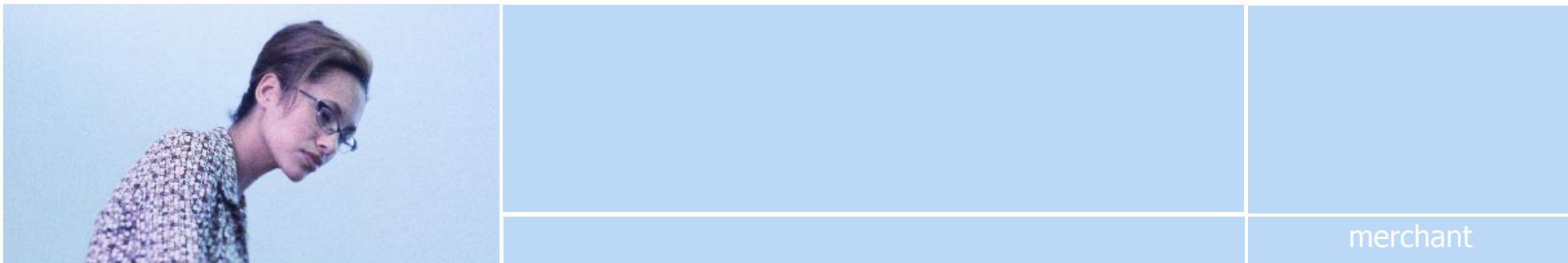
Along with industry totals PaymentNet can provide a more specific merchant detail in the Summary Quarterly Vendor Analysis report. Along with industry dollar totals, the Summary Quarterly Vendor Analysis summarizes the total number of transactions and dollar amounts spent per Quarter with each Merchant. Subtotals are provided for each Merchant Category. The report lists: Quarter, Merchant Category Code, Merchant Category Code Description, Merchant Name and Address, Number of Transactions, and Dollar Amount.



c:: merchant profile reports

Procurement programs often times need to track specific information about certain merchants. The merchant profile reports allow program administrators to track information that they may need about particular merchants. This information would include 1099 info, socioeconomic data, accounting code defaults, or any information that is specific to meeting a corporation's spending goals. The eleven reports in the merchant profile section of reporting include:

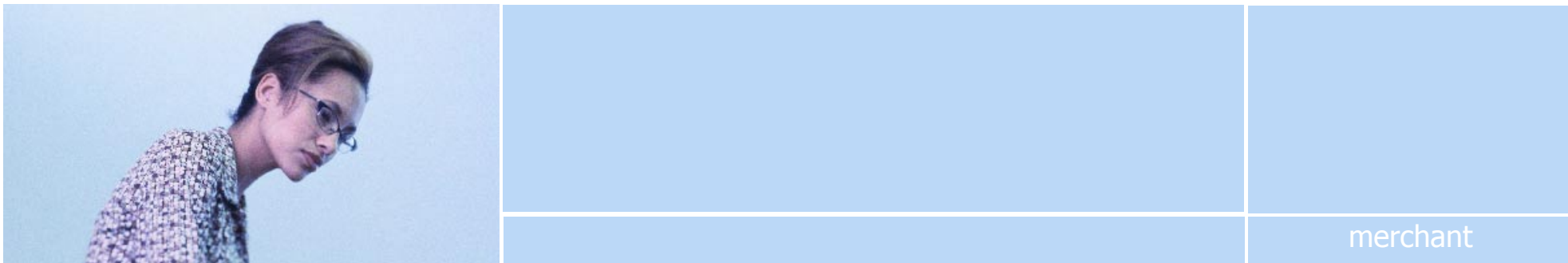
- > 1099 merchant
- > MCC with default account codes
- > merchants with default accounting codes
- > merchants profile with custom fields
- > MasterCard 1099 transaction detail
- > MasterCard enhanced merchant data
- > MasterCard socioeconomic
- > MasterCard vendor information
- > Visa 1099 transaction detail
- > Visa merchant
- > Visa socioeconomic
- > Visa vendor information



1099 Merchant					
Company Name					
MCC	Description	Merchant DBA Name	Taxpayer ID	Count	Amount
Date/Time Printed: 3/2/2006 9:12:39 AM					
Orientation: Landscape					
Merchant Name, City, State & Zip					
5542	Automated Fuel Dispensers				
	SUNOCO SVC STATION ROCHESTER, NY 00000	SUNOCO SVC STATION	000000000	85	\$13.51
	USA PETROLEUM #3502 LODI, CA 00000	USA PETROLEUM #3502	000000000	5	\$50.00
	SubTotal:			90	\$63.51
2741	Miscellaneous Publishing And Printing				
	WEBER MARKING SYSTEMS TEL8473648552, IL 00005	WEBER MARKING SYSTEMS	362305066	3	\$670.90
	OBERST PRINTING CO OWENSBORO, KY 00000	OBERST PRINTING CO	000000000	3	\$80.56
	TLF GRAPHICS INC ROCHESTER, NY 00000	TLF GRAPHICS INC	000000000	2	\$237.00
	RETAIL VISION-RESTRICT 802-3826061, VT 00000	RETAIL VISION-RESTRICT	000000000	3	\$7.14
	SubTotal:			11	\$3,289.68
3804	HILTON HOTELS				
	HILTON GARDEN INN SCOTTSDALE, AZ 85255	HILTON GARDEN INN	000000000	2	\$134.74
	HILTON BSTN LOGAN AIR BOSTON, MA 02128	HILTON BSTN LOGAN AIR	943088377	2	\$150.29
	HILTON HOTEL MONTEREY MONTEREY, CA 00000	HILTON HOTEL MONTEREY	000000000	2	\$157.08
	SubTotal:			6	\$904.49
5551	Boat Dealers				
	WILSON BICYCLE SALES HAYWARD, CA 00000	WILSON BICYCLE SALES	000000000	4	\$188.74
	SubTotal:			4	\$799.42

1099 merchant

The 1099 Merchant report can be used to analyze purchases made from 1099 merchants. The report lists: Merchant Category Codes and Description, Merchant Name and Address, Merchant D.B.A. Name, Contact, Taxpayer ID, Count (number of transactions) and Dollar Amount.



MCC with Default Account Codes
Company Name

Date/Time Printed: 10/11/2005 8:32:59 AM

Orientation: Portrait

MCC	Category Description	Heirarchy Level	Heirarchy Name
1799	Special Trade Contractors,Not Elsewhere Classified	Root	Root - Default Root Node
Account Code		Default Code	
UserID		1	
SSC NUmber		777336654	

MCC with default account codes

The Merchant Category Code with Default Account Codes report shows all default Merchant Category Codes and description. It includes individual Merchant Category Codes and shows default account codes where appropriate.

merchants with default account codes

The Merchants with Default Account Codes report shows Merchant Name, Merchant City, Merchant State, Merchant Category Code, Merchant Default Account Codes. The report shows default account codes where appropriate.

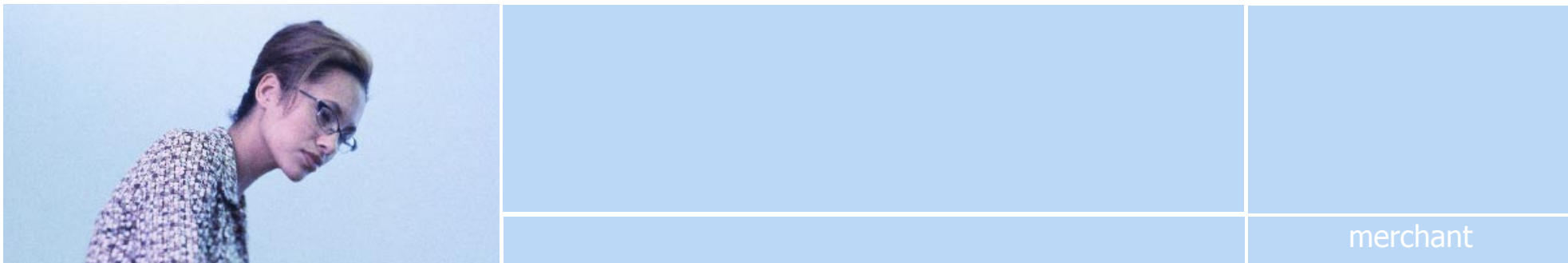
Merchant with Default Account Codes

Date/Time Printed: 3/3/2006 11:09:35 AM

Company Name

Orientation: Portrait

Merchant Name	Merchant City	Merchant State	Merchant MCC
D AND F ELECTRIC INC	LOUISVILLE	KY	1731
Account Code Label		Default Code	
Chart of Accounts		COMMON	
CHART1	dest1		
CAROLINA EXPRESS PLUMB	KERNERSVILLE	NC	1711
Account Code Label		Default Code	
Chart of Accounts		COMMON	
CHART1	dest1		



Merchant Profile with Custom Fields

Company Name

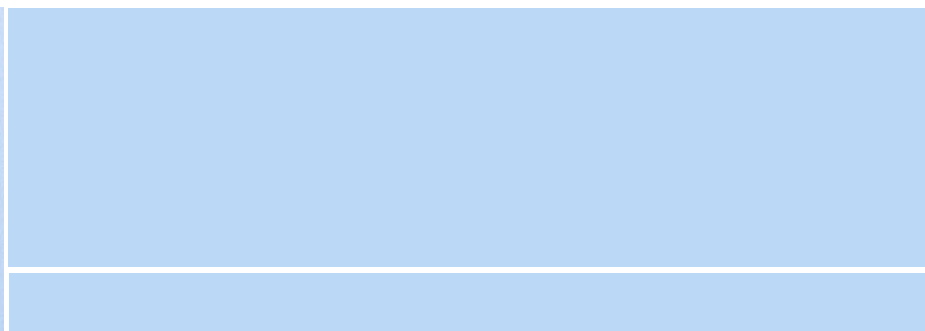
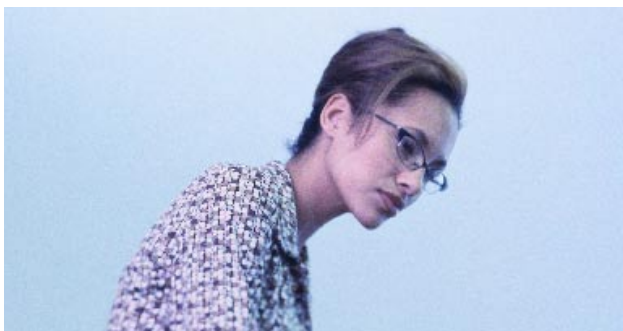
Date/Time Printed: 3/6/2006 2:50:50 PM

Orientation: Portrait

Id	Merchant Name	Merchant City	State	Zip Code	MCC	Minority Code	INC Status	Tax Payer ID	1099
148800	MORGAN SERVICES, INC.	INDIANAPOLIS	IN	46225	7210		3	362904675	0
	Classification	Type			Value				
	KR_Merch	TextBox			asdfgh				
148784	KIRKWOOD EQUIPMENT AND SU	847-5840057	IL	60193	5251		3	362831875	0
	Classification	Type			Value				
	KR_Merch	TextBox			asdfgh				
148688	A AND C ELECTRONICS	818-8868900	CA	91325	7299		3	952571509	0
	Classification	Type			Value				
	KR_Merch	TextBox			asdfgh				
148793	MANHATTEN DELI	N OLMSTED	OH	44070	5812		3	341773798	0
	Classification	Type			Value				
	KR_Merch	TextBox			asdfgh				
148887	WILLINGTON NAMEPLATE INC	860-684-4281	CT	06076	2741		3	060802333	0
	Classification	Type			Value				

merchant profile with custom fields

The Merchant Profile with Custom Fields report displays all merchants by Name, City, Street, ZIP, Merchant Category Code, Minority Code, Incorporated Status, Tax Payer ID, 1099 Indicator along with their classification labels, types, and values. These labels and types are values provided by the merchant in the transaction detail. Program Administrators can also designate custom fields according to the requirement of their procurement program.



MasterCard 1099 Transaction Detail

Date/Time Printed: 10/6/2005 6:54:12 AM

Orientation: Landscape

MCC	MCC Name	1099 Ind	Merchant Name, City, State, Zip				
Cardholder Name	Account Number	Tran Id	Debit Amount	Credit Amount	Post Date	Tran Date	Notes
5251	Hardware Stores		H G LIPSCOMB INC, NASHVILLE, TN , 37210				
DISNEY, WALT	4804530874435213	24717055143731431053434	\$151.16	\$0.00	9/19/2005	5/23/2005	
3591	SONESTA HOTELS		SONESTA HOTELS, 305-3612021, FL , 33149				
DISNEY, WALT	4804530874435213	24675505143025400510621	\$466.13	\$0.00	9/19/2005	5/20/2005	
CHRISTIE, AGATHA	4804530863576050	24675505143525400510687	\$456.20	\$0.00	9/19/2005	5/20/2005	
EDISON, THOMAS	4804530785013513	24675505143025400510951	\$724.61	\$0.00	9/19/2005	5/20/2005	
KELLER, HELEN	4804530096221615	24675505143025400510811	\$802.06	\$0.00	9/19/2005	5/20/2005	
EARHART, AMELIA	4804530720789631	24675505143525400511040	\$28.70	\$0.00	9/19/2005	5/20/2005	
HEPBURN, KATHERINE	4804530216411906	24675505143025400531544	\$1,201.68	\$0.00	9/19/2005	5/22/2005	
7523	Automobile Parking Lots		PARKING CO OF AMERICA INC, CINCINNATI, OH , 45202				
ADAMS, ABAGAIL	4804530521214813	24717055144121447884015	\$50.00	\$0.00	9/19/2005	5/23/2005	
ASHE, ARTHUR	4804530895798276	24717055144121447883991	\$120.00	\$0.00	9/19/2005	5/23/2005	
ADAMS, ABAGAIL	4804530521214813	24717055144121447884007	\$40.00	\$0.00	9/19/2005	5/23/2005	

MasterCard 1099 Transaction Detail

Use the MasterCard 1099 Transaction Detail report to review transactions at merchants to understand whether or not to include each specific transaction in the total spent for 1099 MISC reporting. Most clients will not need this level of detail except when there are questions as to whether all transactions at a specific merchant need to be included for 1099 reporting purposes. To keep the information reported from getting to large only review merchants that may have both merchandise and service transactions.



MasterCard Enhanced Merchant Data

Company Name

Date/Time Printed: 3/2/2006 9:22:18 AM

Orientation: Landscape

Mer	Address 1	City	State	Zip	Pho	Fax	MC	Statu	Cor	Min	TIN	Tax	1099	Wo	SBA	SBA	Hub	Disa	Vete	Vietu	Info R	Gen	Ethnici	Min	Disa	Disa	Smal	Hist	SBA	Total A
VID	1500 MIT	WO	IL	6019			5732					3628	3628	False	0	False	False	False	False	False	False	False	-	-	False	False	False	False	False	\$821.39
BOR	1000 HYL	ROC	NY	1462			5942					3821	3821	False	0	False	False	False	False	False	False	False	Ethnici	Ethnici	False	False	False	False	False	\$21.49
JOH	1740 MIL	GLE	IL	6002			5812							False	0	False	False	False	False	False	False	False	-	-	False	False	False	False	False	\$25.50
BES	1325 N 7T	BOZ	MT	5971			3502							True	0	False	False	False	False	False	False	False	Ethnici	Ethnici	False	False	False	False	False	\$968.52
LEG	2099 POS	WA	RI	0288			5812					0429	0429	False	0	False	False	False	False	False	False	False	Ethnici	Ethnici	False	False	False	False	False	\$86.54
WA	2790 CTY	WA	NY	0000			7941					1612	1612	True	0	False	False	False	False	False	False	False	-	-	False	False	False	False	False	\$270.00
FLO	1725 RUT	LIV	CA	9455			5046					0000	0000	False	0	True	False	False	False	False	False	False	Ethnici	Ethnici	False	False	True	False	False	\$479.51
GIP	510 W 4T	OW	KY	4230			5533							False	0	True	False	False	False	False	False	False	Ethnici	Ethnici	False	False	True	False	False	\$226.74
EMB	250 GATE	S O S	CA	9408			3695					7526	7526	True	0	False	False	False	False	False	False	False	-	-	False	False	False	False	False	\$707.86
MY	2707 S CO	ARL	TX	7601			5499					7526	7526	False	0	False	False	False	False	False	False	False	-	-	False	False	False	False	False	\$99.85
BAR	800 J R M	OW	KY	4230			7349					6106	6106	True	0	True	False	False	False	False	False	False	Ethnici	Ethnici	False	False	True	False	False	\$3,772.9
HAR	3491 MIS	CA	CA	9301			5251					9525	9525	False	0	False	False	False	False	False	False	False	-	-	False	False	False	False	False	\$68.98
RES	8613 STA	NAP	NY	1451			5812							False	0	True	False	False	False	False	False	False	Ethnici	Ethnici	False	False	True	False	False	\$218.68
LO	1389 S L	LOD	CA	9524			5211					5605	5605	False	0	False	False	False	False	False	False	False	-	-	False	False	False	False	False	\$901.49

MasterCard enhanced merchant data

The MasterCard Enhanced Merchant Data report is used to support 1099 and socioeconomic reporting needs. It includes the most current merchant information provided by MasterCard. Contents of this report are best viewed in Microsoft Excel format.

MasterCard socio-economic

The MasterCard Vendor Socio-Economic report provides the actual and percentage spend in dollars, transactions and number of vendors segmented by the various socio-economic statuses collected by MasterCard.

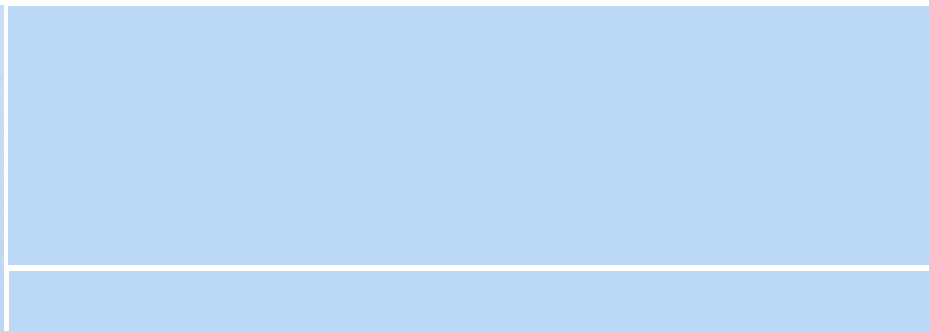
MasterCard Socio Economic Report

Company Name

Date/Time Printed: 3/1/2006 3:51:44 PM

Orientation: Landscape

Classification	Number of Transactions	% of Transactions	Total Spend	% of Total Spend	Number of Vendors	% of Vendors
All Classifications:	165	100.000%	\$29,553.36	100.000%	57	100.000%
Not Classified	87	52.727%	\$17,954.66	60.753%	18	31.579%
Small Business	0	0.000%	\$0.00	0.000%	0	0.000%
Minority Owned	78	47.273%	\$11,598.70	39.247%	39	68.421%
Women Owned	0	0.000%	\$0.00	0.000%	0	0.000%
Hubzone Business	0	0.000%	\$0.00	0.000%	0	0.000%
Small Disadvantage Business	0	0.000%	\$0.00	0.000%	0	0.000%
Disabled Owned	0	0.000%	\$0.00	0.000%	0	0.000%
Minority/Women Owned	0	0.000%	\$0.00	0.000%	0	0.000%



merchant

MasterCard Vendor Information

Company Name

Date/Time Printed: 3/2/2006 9:45:18 AM

Orientation: Landscape

PaymentNet Vendor Data

MasterCard Vendor Data

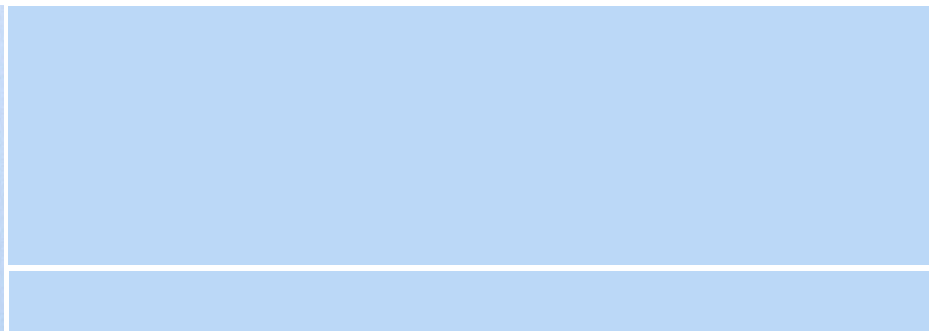
Data to Support 1099-MISC

MasterCard Socio Economic Data to Support Form 1057

Merchant Name	Add res	City	State	Zip	Phone	Fax	Name	Add res	City	State	Zip	Incorp orated	TIN	1099 Ma In ster	MCC	Wo men	SBA Disa	Hub Zone	Disa bled	Gen der o	Ethi nicit	Min ority	Disa dvan	Disa bled	Smal Bus orica	Hist 8A C	SBA 8A C	Spend # of Tran	Total Amount
VIDEOJET TE	1500	WO	IL	601			VIDEOJET T	150	WOO	IL	601		362	Fals	573	573	0	False	False	False	-	1	False	False	False	False	False	2	\$821.39
BORDERS BO	1000	ROC	NY	146			BORDERS B	100	ROC	NY	146		382	Fals	594	594	0	False	False	False	Ethni	1	False	False	False	False	False	1	\$21.49
JOHNNYS KIT	1740	GLE	IL	600			JOHNNYS K	174	GLE	IL	600			Fals	581	581	0	False	False	False	-	1	False	False	False	False	False	1	\$25.50
BEST WESTER	1325	BOZ	MT	597			BEST WEST	132	BOZE	MT	597			Tru	350	350	0	False	False	False	Ethni	1	False	False	False	False	False	3	\$968.52
LEGAL SEAF	2099	WA	RI	028			LEGAL SEA	209	WAR	RI	028			042	Fals	581	581	0	False	False	False	Ethni	1	False	False	False	False	2	\$86.54
WATKINS GL	2790	WA	NY	000			WATKINS G	279	WAT	NY	000			161	Tru	794	794	0	False	False	False	-	1	False	False	False	False	1	\$270.00
FLOW SOLUTI	1725	LIV	CA	945			FLOW SOLU	172	LIVE	CA	945			000	Fals	504	504	0	False	False	False	Ethni	1	False	False	True	False	1	\$479.51
GIPE AUTOM	510	OW	KY	423			GIPE AUTO	510	OWE	KY	423				Fals	553	553	0	False	False	False	Ethni	1	False	False	True	False	7	\$226.74
EMBASSY SUI	250	SOS	CA	940			EMBASSY S	250	SOS	CA	940			752	Tru	369	369	0	False	False	False	-	1	False	False	False	False	4	\$707.86
MYCOFFEESU	2707	ARL	TX	760			MYCOFFEE	270	ARLI	TX	760			752	Fals	549	549	0	False	False	False	-	1	False	False	False	False	1	\$99.85
BARRET FISH	800 J	OW	KY	423			BARRET FIS	800	OWE	KY	423			610	Tru	734	734	0	False	False	False	Ethni	1	False	False	True	False	10	\$3,772.91
HARBOR FREI	3491	CA	CA	930			HARBOR FR	349	CAM	CA	930			952	Fals	525	525	0	False	False	False	-	1	False	False	False	False	1	\$68.98
RESERVOIR C	8613	NAP	NY	145			RESERVOIR	861	NAPL	NY	145				Fals	581	581	0	False	False	False	Ethni	1	False	False	True	False	1	\$218.68
LOWE'S #1706	1389	LOD	CA	952			LOWE'S #17	138	LODI	CA	952			560	Fals	521	521	0	False	False	False	-	1	False	False	False	False	13	\$901.49
AIRGAS NCN	840	LOD	CA	952			AIRGAS NC	840	LODI	CA	952			232	Fals	516	516	0	False	False	False	Ethni	1	False	False	False	False	12	\$1,737.85
AMER SOC FO	1752	WA	DC	200			AMER SOC	175	WAS	DC	200			381	Fals	599	599	0	False	False	False	-	1	False	False	False	False	1	\$127.00
ANTON PAAR	1021	ASH	VA	230			ANTON PAA	102	ASHL	VA	230			232	Fals	504	504	0	False	False	False	Ethni	1	False	False	True	False	4	\$1,190.09
TAP PLASTIC	5757	STO	CA	952			TAP PLASTI	575	STOC	CA	952			941	Fals	519	519	0	False	False	False	Ethni	1	False	False	False	False	1	\$49.79

MasterCard vendor information

The MasterCard Vendor Information report is used to support 1099-MISC and socioeconomic (Form 1057) reporting needs. It includes the most current merchant information provided by MasterCard. The report should be created in Excel format as it will not fit on a standard size page. The report includes merchant name and address information, MCC, Taxpayer Identification Number (TIN), incorporation status, socio-economic status indicators, PaymentNet Preferred Vendor indicators, and both PaymentNet 1099 indicator and the MasterCard 1099able using MCC procedure indicator. Contents of the report are best viewed in Microsoft Excel format.



merchant

Visa 1099 Transaction Detail

Company Name

Date/Time Printed: 10/6/2005 7:06:46 AM

Orientation: Landscape

MCC	MCC Name	1099 Ind	Merchant Name, City, State, Zip					
Cardholder Name	Account Number	Tran Id	Debit Amount	Credit Amount	Post Date	Tran Date	Notes	
5251	Hardware Stores		H G LIPSCOMB INC, NASHVILLE, TN , 37210					
DISNEY, WALT	4804530874435213	24717055143731431053434	\$151.16	\$0.00	9/19/2005	5/23/2005		
3591	SONESTA HOTELS		SONESTA HOTELS, 305-3612021, FL , 33149					
DISNEY, WALT	4804530874435213	24675505143025400510621	\$466.13	\$0.00	9/19/2005	5/20/2005		
CHRISTIE, AGATHA	4804530863576050	24675505143525400510487	\$456.20	\$0.00	9/19/2005	5/20/2005		
EDISON, THOMAS	4804530785013513	24675505143025400510951	\$724.61	\$0.00	9/19/2005	5/20/2005		
KELLER, HELEN	4804530096221615	24675505143025400510811	\$802.06	\$0.00	9/19/2005	5/20/2005		
EARHART, AMELIA	4804530720789631	24675505143525400511040	\$28.70	\$0.00	9/19/2005	5/20/2005		
HEPBURN, KATHERINE	4804530216411906	24675505143025400531544	\$1,201.68	\$0.00	9/19/2005	5/22/2005		
7523	Automobile Parking Lots		PARKING CO OF AMERICA INC, CINCINNATI, OH , 45202					
ADAMS, ABAGAIL	4804530521214813	24717055144121447884015	\$50.00	\$0.00	9/19/2005	5/23/2005		
ASHE, ARTHUR	4804530895798276	24717055144121447883991	\$120.00	\$0.00	9/19/2005	5/23/2005		
ADAMS, ABAGAIL	4804530521214813	24717055144121447884007	\$40.00	\$0.00	9/19/2005	5/23/2005		

Visa 1099 transaction detail

Use the Visa 1099 Transaction Detail report to review transactions at merchants to understand whether or not to include each specific transaction in the total spent for 1099 MISC reporting. Most clients will not need this level of detail except when there are questions as to whether all transactions at a specific merchant need to be included for 1099 reporting purposes. To keep the information reported from getting too large only review merchants that may have both merchandise and service transactions.



merchant

Visa merchant

The Visa Merchant Report is used to support 1099 and socioeconomic reporting needs. It includes the most current merchant information provided by Visa. Contents of this report are best viewed in Microsoft Excel format.

Visa Merchant Company Name

Date/Time Printed: 3/2/2006 10:07:06 AM

Orientation: Landscape

Merchant Name	Add1	Add2	City	State	Zip	Pho	Fax	MCC	DBA NAME	Incorporation Status Code	Minority Code	Tax Paye r ID	Legal Name	Tax ID	Corp Status Change Date	Sole Proprietor First Name	Sole Proprietor Last Name	Woman Owned Ind	SBA Registered Ind	SBA Disadvantage Ind	Hu b Zone Ind	Disabled Veteran Ind	Veteran Ind	Vietnam Veteran Ind	Info Refused Ind	Sales Volume	Employee Count	Alter nate Merc hant Name	Alter nate Addr ess	Alter nate City	Alter nate State	Alt ern ate Zip	Mailing Address	Fran chise Code	Total Amount
HOBBY LOBBY			615-3731444	TN	37027		5969		HOBBY LOBBY INTL INC	3			HOBBY LOBBY INTL INC					False	False	False	False	False	False	False	False	\$3,540.00	15	HOBBY LOBBY	615-3731444	Tennessee	37027			\$35.40	
HOBBY LOBBY			615-3731444	TN	37027		5969		HOBBY LOBBY INTL INC	3			HOBBY LOBBY INTL INC					False	False	False	False	False	False	False	False	\$3,540.00	15	HOBBY LOBBY	615-3731444	Tennessee	37027			\$61.59	
DKC			800-344-4539	MN	56701		5969		DIGI-KEY CORP ORATION	3			DIGI-KEY CORP ORATION					False	False	False	False	False	False	False	False	\$370,000.00	1200	DKC	615-3731444	Tennessee	37027			\$12.48	
DKC			800-344-4539	MN	56701		5969		DIGI-KEY CORP ORATION	3			DIGI-KEY CORP ORATION					False	False	False	False	False	False	False	False	\$370,000.00	1200	DKC	615-3731444	Tennessee	37027			\$23.08	
DKC			800-344-4539	MN	56701		5969		DIGI-KEY	3			DIGI-KEY					False	False	False	False	False	False	False	False	\$370,000.00	1200	DKC	615-3731444	Tennessee	37027			\$42.87	



Visa Socio Economic Report

Company Name

Date/Time Printed: 3/1/2006 3:42:47 PM

Orientation: Landscape

Classification	Number of Transactions	% of Transactions	Total Spend	% of Total Spend	Number of Vendors	% of Vendors
All Classifications	165	100.000%	\$29,553.36	100.000%	57	100.000%
Not Classified	85	51.515%	\$17,608.80	59.58%	16	28.070%
Small Business	2	1.212%	\$362.08	1.23%	2	3.509%
Minority Owned Business	78	47.273%	\$11,598.70	39.25%	39	68.421%
Women Owned Business	0	0.000%	\$0.00	0.00%	0	0.000%
HubZone Business	0	0.000%	\$0.00	0.00%	0	0.000%
8(a) Business	0	0.000%	\$0.00	0.00%	0	0.000%
Small Disadvantage Business	0	0.000%	\$0.00	0.00%	0	0.000%
Disabled Veteran Owned Small Business	0	0.000%	\$0.00	0.00%	0	0.000%
Vetaran Owned Small Business	1	0.606%	\$50.00	0.17%	1	1.754%
Vietnam Era Veteran	0	0.000%	\$0.00	0.00%	0	0.000%

Visa socioeconomic

The Visa Socioeconomic report provides the actual and percentage spend in dollars, transactions and number of vendors segmented by the various socio-economic statuses collected by Visa.



merchant

Visa vendor

The Visa Vendor report is used to support 1099-MISC and socio-economic (Form 1057) reporting needs. It includes the most current merchant information provided by Visa. The report should be created in Excel format as it will not fit on a standard size page.

Visa Vendor Information Company Name

Date/Time Printed: 3/2/2006 10:07:50 AM

Orientation: Landscape

Merchant Name	Add res	City	State	Zip	Phone Name Fax	Ad dre	City	State	Zip	DB AN	Leg al	Sol e Pr e	Sol e Pr e	Alt ern ate	Mail ing Ad	Alte rnate	Alte rnate	Alte rnate	Fran chise	Sales Volu	Incorporat ion Status	Cor p Sta	TIN	MC C	Wo men	SBA Disa	Hub Zone	Disa bled	Min ority	SBA Regi	Vete ran I nam	Viet nam Refu	Info	# of Tran	Total Amount	
PaymentNet Vendor Data					Visa Vendor Data					Data to Support 1099-MISC F										Visa Socio Economic Data to Support Form 1057 Filing					Spent											
JERRY'S P	2679	OGD	UT	844	JERRY'S	267	OGDEN	Uta	844	JER	JER			JER	2679	2679	OGD	Utah	8440	1200	3		8703	1711	False	False	False	False	False	False	False	False	False	False	1	\$239.69
VWR SCIE	1310	800-	PA	193	VWR SCI	131	800-932-5000	Pen	193	VW	VW			VW	1310	G	1310	800-	Penn	1938	1000	3		9113	5047	False	False	False	False	False	False	False	False	False	53	\$12,342.37
MILTECH	7416	586-	MI	483	MILTECH	741	586-7398832	Mic	483	MI	MI			MI	7416	1	7416	586-	Mich	4831	0	3		3832	8911	False	False	False	False	False	False	False	False	False	1	\$158.71
PIZZA H01	5220	540-	VA	240	PIZZA H	522	540-563-8333	Vir	240	PIZ	PIZ				5220	5220	540-	Virgi	2401	0	9		5718	5814	False	False	False	False	False	False	False	False	False	False	1	\$112.68
FABRICA	6410	MES	AZ	852	FABRICA	641	MESA	Ari	852	FA	FA			FA	6410	S	6410	MES	Ariz	8521	2460	3		8608	5085	False	False	False	False	OT	False	False	False	False	6	\$4,063.41
MARRIOT	N/A	MIA	FL	331																	3		7/28/	3509	False									3	\$369.90	
FCM - CH	3000	CHA	WV	253	FOREST	300	CHARLEST	We	253	FO	FO			FO	3000	C	3000	CHA	West	2538	7930	3		3413	8999	False	False	False	False	False	False	False	False	False	1	\$100.00
SOCIETY	1650	703-	VA	222	SOCIETY	165	703-490-6325	Vir	222	SO	SO				16500	1650	703-	Virgi	2220	0	6		5414	8398	False	False	False	False	False	False	False	False	False	False	1	\$700.00
BETTY MI	60 E	650-	CA	944	BETTY M	60	650-3448228	Cali	944	BE	BE			BE	60 E	3	60 E	650-	Calif	9440	0	9		7530	5085	False	False	False	False	False	False	False	False	False	4	\$1,054.88
ATMI INC	7 CO	DAN	CT	068	ATMI SY	7 C	DANBURY	Con	068	AT	AT			AT	7 COM	7 CO	DAN	Conn	0681	1716	3		9428	5046	False	False	False	False	False	False	False	False	False	False	1	\$331.76



administration

6:: administration reports

The Administration section of reporting is an all-purpose section with the common thread of giving Program Administrators more tools to help them better run their procurement programs. The Administration section contains two reports:

- > hierarchy list by level
- > unusual activity analysis



administration

Hierarchy Listing by Level

Company Name

Date/Time Printed: 10/6/2005 6:39:13 AM

Orientation: Portrait

Hierarchy Level	Name	Description
Organizational Hierarchy for US00000		
	Root	Default Root Node
	00001	Headquarters
	Deleted	Deleted
	Unassigned	Unassigned

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hierarchy list by level

The Hierarchy List by Level report displays the company hierarchy tree structure. The levels and ids of the hierarchy are ordered by how they report up to the top level of the hierarchy. The report displays the Hierarchy Level, ID and description.



administration

Unusual Activity Analysis

Company Name

Date/Time Printed: 10/11/2005 8:25:23 AM

Orientation: Portrait

Merchant Category	Account Name	Merchant Name	City, State	Tran Date	Amount
7299 - Personal Services, Not Elsewhere Classified					
	Ricks Baby Lyons	A AND C ELECTRONICS	818-8868900, CA	03/17/2005	\$1,050.00
Totals for: 7299			1 Transactions		\$1,050.00
Grand Totals:			1 Transactions		\$1,050.00

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unusual activity analysis

The Unusual Activity Analysis can be used to monitor unusual transaction activity and determine if the transactions are business-related. Subtotals are provided for each Merchant Category, as well as Grand Totals for the entire report. The report lists: Merchant Category Code, Merchant Category Code Description, Account Name, Merchant Name, Transaction Date, and Transaction Amount.



Index of Reports

- 1099 merchant—58
- 45 Day—12
- accounts renewing within three months —8
- account and employee hierarchy—7
- account audit—43
- airline city pairs summary by carrier/top pair—47
- airline spending analysis by top carrier—48
- airline ticket credit summary—34
- air travel activity —32
- air travel summary by hierarchy—33
- air travel summary for cta—33
- available limit by low available balance—8
- cardholders with default account codes—7
- cardholder information—3
- cardholder listing by hierarchy—4
- cardholder listing with addresses—5
- cardholder status—6
- cardholder status with hierarchy and closed date—6
- car rental spending analysis by top agency—49
- cash advance detail by hierarchy—34
- central bill reconciliation—16
- central bill reconciliation summary—17
- charge off—12
- declines—18
- delinquencies with current balance—13
- diversion detail by cardholder—19
- foreign currency—19
- hierarchy list by level—69
- level iii temp services data—20
- lodging spending analysis by city—50
- lodging spending analysis by top chain—50
- MasterCard 1099 Transaction Detail—61
- MasterCard enhanced merchant data—62
- MasterCard socioeconomic—62
- MasterCard vendor information—63
- MCC with default account codes—59
- merchants with default account codes—59
- merchant profile with custom fields—60
- merchant ranking—54
- order transaction detail—41
- purchase detail summary—35
- restaurant spending analysis by top restaurant—51
- spending analysis by tax id—52
- summary quarterly merchant—55
- summary quarterly vendor analysis—56
- suspension-cancellation—10
- suspension-cancellation by hierarchy—10
- transaction audit—44
- transaction detail—21
- transaction detail by central bill account—22
- transaction detail by hierarchy —22
- transaction detail by merchant—23
- transaction detail with account codes and notes—23
- transaction detail with addendum—24
- transaction detail with page breaks—25
- transaction detail with payments—26
- transaction disputes by hierarchy—27
- transaction disputes by status—27
- transaction summary—28
- transaction summary by hierarchy—29
- transaction summary by merchant—30
- transportation spending analysis by top carrier—51
- t & e expense activity—36
- t & e expense activity by cardholder—37
- t & e transactions by industry/vendor—39
- t & e transaction activity —38
- unusual activity analysis—70
- Visa 1099 transaction detail—64
- Visa merchant—65
- Visa socioeconomic—66
- Visa vendor—67
- write-off—13