

1. [Reports] [Create]

Home Expenses Accounts **Reports** Accounting Administration

Completed
Create
 Scheduled
 Template Library
 Dashboard

| Action | Action | Count | Type | Current Status |
|--------|------------|-------|-------------|-------------------------|
| Close | Accountant | 339 | Transaction | Open |
| Sweep | Accountant | 1637 | Transaction | Pending |

2 items Show 10 per page Page: 1 of 1

Accounts Dashboard [Account Portfolio](#)

In Scope Corporate

| Account Name | Account ID | Credit Limit | Current Balance | Available Credit | % of Credit Limit Used |
|---------------------|------------|--------------|-----------------|------------------|------------------------|
| WES EDWARDS | 0927 | 10,000.00 | 9,450.21 | 549.79 | 94% |
| TYSON OCHSNER | 2700 | 5,000.00 | 4,238.26 | 761.74 | 84% |
| CURTIS COWELL | 9194 | 10,000.00 | 8,355.82 | 1,644.18 | 83% |
| BOB HEINEMANN | 8175 | 10,000.00 | 6,893.74 | 3,106.26 | 68% |
| JACOB REED | 9623 | 10,000.00 | 6,853.21 | 3,146.79 | 68% |
| MARK R. WILKINS | 4246 | 10,000.00 | 6,173.95 | 3,826.05 | 61% |
| SHYAM KONDURI | 6408 | 2,500.00 | 1,395.34 | 1,104.66 | 55% |
| WAYNE BOVENSCHEN | 2716 | 4,500.00 | 2,500.00 | 2,000.00 | 55% |
| LAURILYN HARRIS | 7822 | 20,000.00 | 10,355.67 | 9,644.33 | 51% |
| BARBARA S. STOECKER | 1533 | 5,000.00 | 2,488.30 | 2,511.70 | 49% |

2035 items Show 10 per page Page: 1 of 204

2. [Spend] [Choose from all available templates]

Create Report

* Category: Spend

* Template: ⚠ C

Standard Reports

- Receipt Status
- Billing Statement
- Disputed Transactions
- GL Memo Statement
- Payable Allocation
- Payable Allocation Detail
- Spend By MCC

Recent Reports

- personal : Limit review
- personal : Compliance Review Report Template
- personal : Ledger 9
- shared : OSU Cardholder Statement - Allocation Detail
- personal : Compliance Review Signoff Report
- personal : Utilities1
- personal : Carla's-Compliance Review Report Template
- personal : Corrected split

[Choose from all available templates...](#)

3. Choose [OSU Cardholder Statement – Allocation Detail]. [OK]

Create Report Report data is current as of January 8, 2015 10:50 AM CST.

* Category: Spend

* Template:

[Training Guides](#) [Training Videos](#) [Live Training](#) [Release No](#)
[Other Programs and Services](#) [Bank of America](#) [Visa](#) [Mas](#)
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Select a Report x

Include shared reports

| | Template Name | Owner | Description | Scope |
|----------------------------------|--|----------------|-------------------------------|----------|
| <input type="radio"/> | Level 3 detail | James, Carla | Shows what was actually ... | personal |
| <input type="radio"/> | Level 3 detail | James, Carla | Shows what was actually ... | shared |
| <input type="radio"/> | Limit Audit | James, Carla | Limit Audit | personal |
| <input type="radio"/> | Limit review | James, Carla | Limit review | personal |
| <input type="radio"/> | MCC | James, Carla | MCC Codes | personal |
| <input type="radio"/> | Non-Preferred Company Supplier Sp... | | A statement for reviewing ... | system |
| <input checked="" type="radio"/> | OSU Cardholder Statement - Allocati... | Welch, Angie | OSU Cardholder Statement ... | shared |
| <input type="radio"/> | OSU Cardholder Statement - Level 3... | Support, Works | OSU Cardholder Statement ... | shared |
| <input type="radio"/> | OSU Vendor | James, Carla | OSU Vendor. | personal |
| <input type="radio"/> | Parking | James, Carla | Parking | personal |

1 Selected | 50 items Show 10 per page Page: 4 of 5

4. Choose the little calendar by [Post Date]. Pop up box appears. Input dates. [OK]

Create Report Report data is current as

* Category: Spend

* Template: OSU Cardholder Statement - Allocation Detail

Report Options Basic Advanced Reset

Filters

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Card: 1 selected

Post Date: 11/21/2014 - 12/19/2014

Output Format

Formats:

Summary Grouping: Ca

Select Dates

| | | | | | | | | |
|---|----|----|----|----|----|----|----|---|
| 0 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | O |
| 1 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | V |
| 4 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | | | | | | | |
| 2 | | 1 | 2 | 3 | 4 | 5 | 6 | D |
| 0 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | E |
| 1 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | C |
| 4 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | 28 | 29 | 30 | 31 | | | | |
| 2 | | | | 1 | 2 | 3 | | J |
| 0 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | A |
| 1 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | N |
| 5 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |

MM DD YY

11 21 2014

12 19 2014

- Month-to-Date
- Cycle-to-Date
- Year-to-Date
- Previous Week
- Previous Month
- Past 30 days
- Previous Cycle
- Past days
- Selected Week
- Selected Month
- Selected Cycle
- Today
- Custom

OK Cancel

5. Choose magnifying glass by **[Card]**. Pop up box appears. Mark the box **[Include Deactivated Accounts]**. Find your person and **check the box** by the name. Click **[OK]**.

Create Report Report data is current as of January 8, 2014

* Category: Spend
* Template: OSU Cardholder Statement - Allocation Detail

Report Options Basic Advanced [Reset to defaults](#) | [Use Defaults](#)

Filters

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Card: 1 selected

Select Account(s) Clear Filters

Include Deactivated Accounts

| | Primary Accountholder | Account Nickname | Account Name | Account ID | Type | Profile | Deactivated |
|-------------------------------------|-----------------------|------------------|--------------|------------|---------|----------|-------------|
| <input type="checkbox"/> | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | Managed | GENER... | 12/23/2014 |

1 Selected | 1 item Show 10 per page Page: 1 of 1

Click **[Submit Report]**. The **Completed Reports** page opens. You can see your recent reports. Click on **PDF** and follow the normal **[Open with]** or **[Save File]** process.

Home Expenses Accounts Reports Accounting Administration

Reports > Completed

Created 1 report. Report can be downloaded from the table below.

Completed Reports

| | Queued At | Report Name | Status | New | |
|--------------------------|-------------------------|--|--------|-----|-----|
| <input type="checkbox"/> | 01/08/2015 11:23 AM CST | OSU Cardholder Statement - Allocation... | Ready | ✓ | PDF |
| <input type="checkbox"/> | 01/08/2015 11:01 AM CST | OSU Cardholder Statement - Allocation... | Ready | ✓ | PDF |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |
| <input type="checkbox"/> | 01/0 | | Ready | | XLS |

0 Selected | 41 items

Delete

Show 10 per page

Global Reporting and Account Management

Training Guides | Other Programs and

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Opening OSU Cardholder Statement - Allocation Detail.pdf

You have chosen to open:

OSU Cardholder Statement - Allocation Detail.pdf

which is: Adobe Acrobat Document
from: https://payment2.works.com

What should Firefox do with this file?

Open with Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

OK Cancel