Vendor reports: reporting>financial management>transaction detail

Financial Management

Order Management
- Billed Transaction Analysis with Order Detail
  Detailed and summary billed transaction information, regarding the results of order and transaction matching.
- Full Transaction and Order Detail
  Full expenditure detail including transaction, line item, order, account allocation, and tax estimation information.
- Order Analysis
  Detailed and summary order information, regarding the results of order and transaction matching.
- Order Detail
  Order detail information.

Transaction Management
- Account Allocation
  Account allocation and reallocation detail by accounting code.
- Extract Reconciliation
  Summary of transactions by account that have been extracted versus statement.
- Managing Account Approval Status
  History of Managing Account and Cardholder Account statement approvals.
- Transaction Detail
  Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

* = required

Date

- Cycle Close Date Range
- Calendar Month Range
- Posting Date Range
- Transaction Date Range

Enable Cycle Day

Start Date: 06/01/2011 to End Date: 04/01/2012

Choose date range

Please enter different variations of a vendor name such as Apple: Apple, Inc, Apple I-Tunes, etc
**Merchants**

- Merchant Category Code Group:
  - Note: Hold down the Ctrl key to make multiple selections.
  - Options: All, AIRLINE, AUTO/RV DEALERS, BUILDING SERVIC

- Merchant Category Codes:
  - To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

- Merchant Names:
  - To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

**Change output to Excel**

**Report Output**

- Output Parameter Page Placement:
  - Selection defines the location of the Parameter Page detail.
  - Options: End, middle, start.