## How to Obtain A Transaction Report in Regions Bank Card Management System

1. Log on to the Regions Bank Card Management System.



2. Click on the "**Reports Tab**", then on "**Standard Reports**". The Oracle Report screen below will appear.

| ORACLE Business Intelligence |         |             |           |                |  |  |  |  |  |  |  |  |  |
|------------------------------|---------|-------------|-----------|----------------|--|--|--|--|--|--|--|--|--|
| Sta                          | ndard R | eports      | M         |                |  |  |  |  |  |  |  |  |  |
| w                            | elcome  | Transaction | FleetFuel | Fleet Odometer |  |  |  |  |  |  |  |  |  |
|                              |         |             |           |                |  |  |  |  |  |  |  |  |  |
|                              |         |             |           |                | Welcome to CMS Standard Reports. Please select from one of the option tabs above |  |  |  |  |  |  |  |  |
|                              |         |             |           |                | To exit out of Standard Reports, please close this browser window.               |  |  |  |  |  |  |  |  |

3. Click on the "Transaction Tab". The screen below will appear.

| ORACLE Business Intelligence  |  |
|---|--|
| Standard Reports  |  |
| Welcome Transaction Fleet Fuel Fleet Odometer   |  |
| ⊿ Selections  |  |
|   | Associated Central Bill Cardholder/Ghost Name<br>Select Value  Post Date<br>Between 06/15/2017 Select Value  Apply Reset |
| IN Results<br>The specified criteria didn't result in any data. This is often caused by applying filters and/or selection s<br>below. | steps that are too restrictive or that contain incorrect values. Please check your analy                                 |
| Filters POST DATE is between 06/15/2017 and 06/18/2017  | Refresh  |

4. Select the "Post Dates" and then click "**Apply**". If you want to select only some of the cards that you manage, click on the pull down menu under "Cardholder/Ghost Name and select the cards you wish to run a report on.

| ORACLE Business Intelligence                  |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |
|---|----------------------------|------------------------------|---|--------------------------------|-------------|--------------------------|----------------------------|--------------|--|--|--|--|--|--|
| Standard Reports                              |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |
| Welcome Transaction Fleet Fuel Fleet Odometer |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |
|   |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |
| 4 Selections                                  |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |
|   |                            | Asso<br>Se                   | Associated Central Bill Cardholder/Ghost Name<br>Select Value- Select Value- Select Value- Select Value |                                |             |                          |                            |              |  |  |  |  |  |  |
|   |                            | Post                         | t Date  | -                              |             |                          |                            |              |  |  |  |  |  |  |
|   |                            | Betw                         | veen 05/01/2017   | 20-06/18/2017 20               | Apply       | Reset 🔻                  |                            |              |  |  |  |  |  |  |
|   | Company Number Account Num | ber Cardholder/Ghost Name Tr | rans Date Post Date   | Merchant Name                  | MCC Associa | ated Central Bill Amount | Transaction ID Employee ID | Credit Limit |  |  |  |  |  |  |
|   | 184                        | 5/                           | /5/2017 5/8/2017  | VT MILCOM, INC                 | 7399        | 1010.04                  | 125560495 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /5/2017 5/8/2017  | VT MILCOM, INC                 | 7399        | 511.43                   | 125560496 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /5/2017 5/8/2017  | VT MILCOM, INC                 | 7399        | 624.00                   | 125560497 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /5/2017 5/8/2017  | VT MILCOM, INC                 | 7399        | 321.56                   | 125560498 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /8/2017 5/9/2017  | VT MILCOM, INC                 | 7399        | 777.80                   | 125689522 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /8/2017 5/9/2017  | VT MILCOM, INC                 | 7399        | 544.75                   | 125689523 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /8/2017 5/9/2017  | VT MILCOM, INC                 | 7399        | 525.44                   | 125689524 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | (9/2017 5/10/2017   | SECURADYNE SYSTEMS SOUTH       | 7399        | 1604.91                  | 125769614 ROBIN HUKILL     | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | (1/2017 5/2/2017  | ARUN<br>AMAZON MIZTRI ACE DMTS | 5041        | 100.00                   | 125142981 RHUKILL          | 19900.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /2/2017 5/5/2017  | AMAZON MICIPLACE PMITS         | 5041        | 58.00                    | 125225300 RHUNILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | (5/2017 5/5/2017  | DMI*DELL K-12 REL              | 5049        | 139.00                   | 125424700 RHUKTU           | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | 6/2017 5/8/2017   | AMAZON MKTPLACE PMTS           | 5942        | 132.65                   | 125560670 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /7/2017 5/8/2017  | AMAZON MKTPLACE PMTS           | 5942        | 370.50                   | 125560671 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /8/2017 5/10/2017   | OFFICE DEPOT #1214             | 5965        | 25.62                    | 125769708 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /12/2017 5/15/2017  | PAYPAL *4INKJETS               | 5732        | 40.93                    | 126107987 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /13/2017 5/15/2017  | AMAZON MKTPLACE PMTS           | 5942        | 151.60                   | 126107986 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /17/2017 5/18/2017  | Amazon.com                     | 5942        | 8.28                     | 126416915 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /21/2017 5/22/2017  | DMI* DELL K-12 REL             | 5045        | 2400.00                  | 126645662 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /22/2017 5/24/2017  | PAYPAL *PAYMENT                | 5946        | -2711.95                 | 126853049 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /23/2017 5/24/2017  | PAYPAL *FIBERSTORE             | 5732        | 1595.00                  | 126853048 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /27/2017 5/30/2017  | AMAZON MKTPLACE PMTS           | 5942        | 3477.50                  | 127189510 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 5/                           | /27/2017 5/30/2017  | Amazon.com                     | 5942        | 45.35                    | 127189511 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 6/                           | /6/2017 6/7/2017  | MONOPRICE, INC.                | 5732        | 72.89                    | 127836551 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   | 184                        | 6/                           | /7/2017 6/8/2017  | AMAZON MKTPLACE PMTS           | 5942        | 26.14                    | 127937601 RHUKILL          | 10000.00     |  |  |  |  |  |  |
|   |                            |                              |   | 💮 🔐 🖖 🥸 Rows 1 - 25            |             |                          |                            |              |  |  |  |  |  |  |
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|   |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |
|   |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |
|   |                            |                              |   |                                |             |                          |                            |              |  |  |  |  |  |  |