How to Obtain A Transaction Report in Regions Bank Card Management System
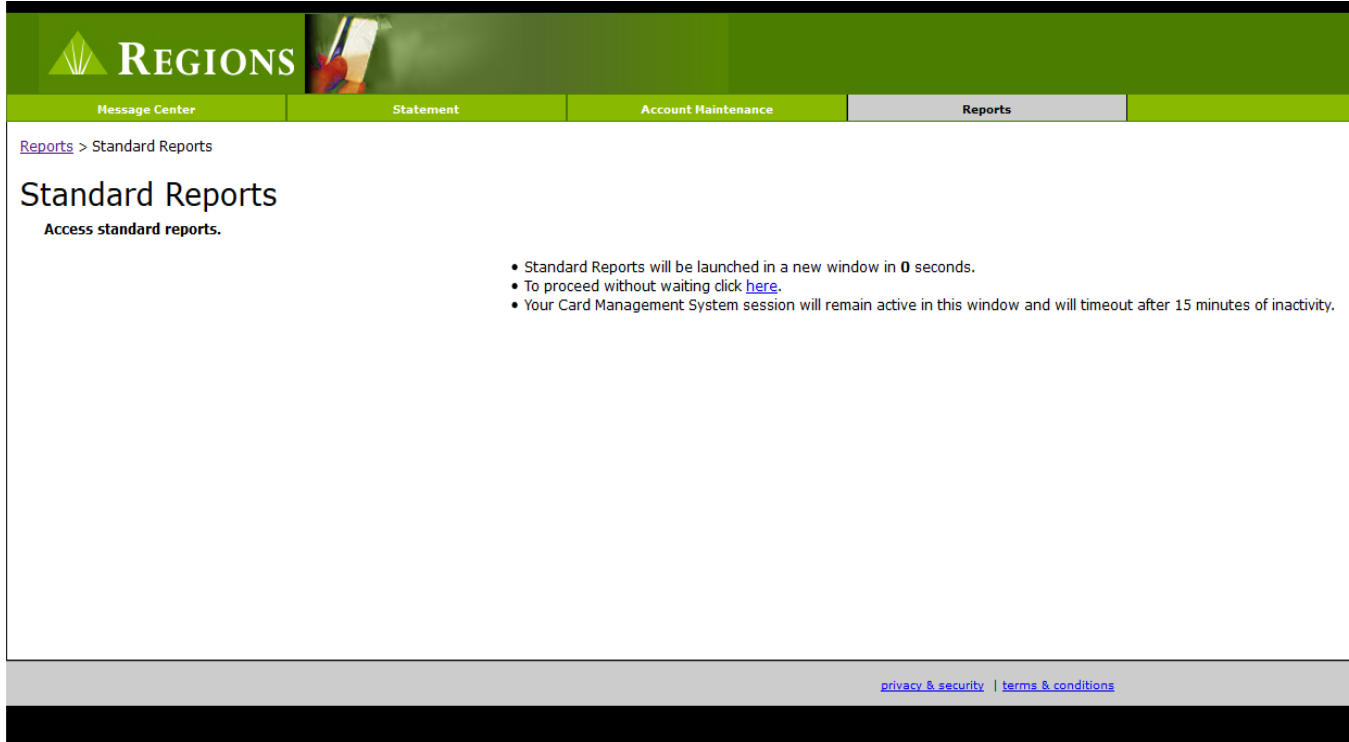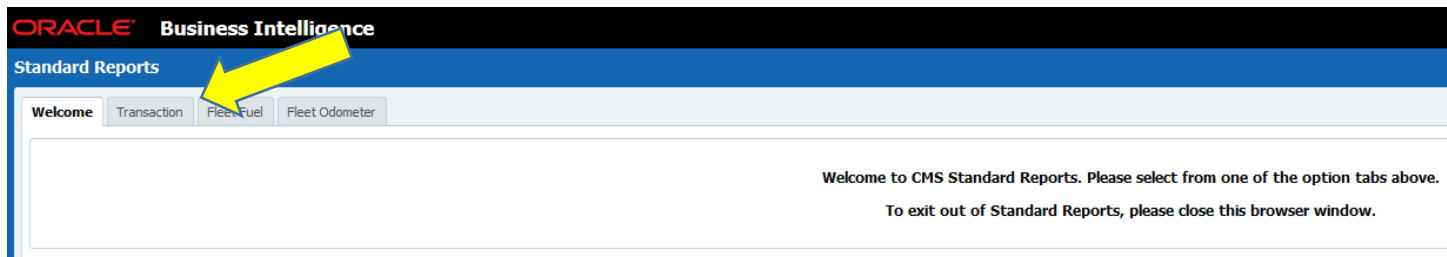
1. Log on to the Regions Bank Card Management System.

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

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

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.

Company Number	Account Number	Cardholder/Ghost Name	Trans Date	Post Date	Merchant Name	MCC	Associated 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	ARIN	8699		100.00	125142981	RHUKILL	19900.00
184			5/2/2017	5/3/2017	AMAZON MKTPLACE PMTS	5942		38.73	125223368	RHUKILL	10000.00
184			5/4/2017	5/5/2017	AMAZON.COM AMZN.COM/BILL	5942		58.90	125424699	RHUKILL	10000.00
184			5/5/2017	5/5/2017	DMI* DELL K-12 REL	5045		139.00	125424700	RHUKILL	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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