

Customizing a Report

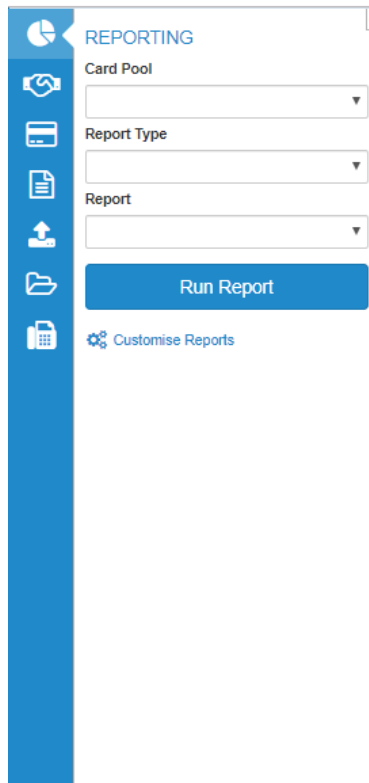


Customizing a Report

- Go to the “pie chart” icon (Reporting)
- Under the “run report” bar, click on the link “Customise Reports”
- For the “standard transaction report,” click on “Create Custom Report”
- Name the report
- Click on the columns you want and then click on the right arrow to add
- Put the columns in the order you want by moving the up and down arrows
- Click on “Customize”

CUSTOM REPORTS

Available Reports			
Name	Spend Type	Multi Card Pool	
Standard Transaction Report	Multi Type	Yes	Create Custom Report
Standard Deployment Report	Multi Type	Yes	Create Custom Report



REPORTING

Card Pool

Report Type

Report

Run Report

Customise Reports

CUSTOM REPORT - STANDARD TRANSACTION REPORT

Report Customisation

Standard Transaction Report is a default report and can be customised.
To begin customising this report, enter a new report name in the box below, select the required columns and click Customise.
Please select an appropriate 'Column Delimiter' from the list to use during report downloads.

Report Name:

Download Settings

Column Delimiter:

Available Columns:

TransactionID
TransactionDate
TransactionPostDate
TransactionAccountAmount
TransactionAccountCurrencyCode
TransactionMerchantAmount
TransactionMerchantCurrencyCode
TransactionMerchantNarrative
TransactionCountryCode
TransactionMCC
TransactionAuthorisationCode
TransactionCardLastFourDigits
TransactionCardIssuerName
TransactionCardIssuerReference



Selected Columns:



Cancel

Customise

Customizing a Report

- You will then see all of the columns and will have the ability to amend
- You can also reorder the columns by clicking on it and dragging to where you want it

REPORTING

Card Pool
Confirms Travel

Spend Type
Hotel

Report Type
Transaction Reports

Report

Run Report

Customise Reports

CUSTOM REPORT - TEST REPORT (STANDARD TRANSACTION REPORT)

Options

- Share Report
- Add Column
- Delete Report

Report Customisation

Update your custom report by adding new columns, changing column names or changing the column orders from the 'Column Customisation' section below. Any changes will be reflected in the 'Custom Report Preview' section. Please select an appropriate 'Column Delimiter' from the list to use during report downloads.

This Custom Report has been unshared successfully

Column Delimiter: Comma (,)

Column Customisation

TransactionID	DeploymentID	TravellerName	HotelArrivalDate	HotelDepartureDate
Base Column: TransactionID	Base Column: DeploymentID	Base Column: TravellerName	Base Column: HotelArrivalDate	Base Column: HotelDepartureDate
Column Name: TransactionID	Column Name: DeploymentID	Column Name: TravellerName	Column Name: HotelArrivalDate	Column Name: HotelDepartureDate
Type: Default	Type: Default	Type: Default	Type: Default	Type: Default
Format: e.g. dd/mm/yyyy	Format: e.g. dd/mm/yyyy	Format: e.g. dd/mm/yyyy	Format: e.g. dd/mm/yyyy	Format: e.g. dd/mm/yyyy
Remove	Remove	Remove	Remove	Remove

- A preview of the report is also provided at the bottom of this page

Custom Report Preview

Test Report					
Transaction ID	Deployment ID	Traveller Name	Hotel Arrival Date	Hotel Departure Date	Deployment PNR Locator
0	0	065aba2d	17/05/2019	17/05/2019	f15027e
1	1	e7948a4f	18/05/2019	18/05/2019	ff617df4
2	2	e3b64ab6	19/05/2019	19/05/2019	d8b6898a
3	3	dee2ed62	20/05/2019	20/05/2019	c056a7e0
4	4	c4d7cf48	21/05/2019	21/05/2019	671bc0d1

Customizing a Report – Adding Custom Data Fields

- In order to include custom data fields on the custom report, you MUST add each column to the report
- Under “Options” on the top right corner, click on “add column”
- For “type” – select “custom data value”
- For “column name” – enter the name of the custom field that you want to appear on the report as the column name

The screenshot displays the 'CUSTOM REPORT - TEST REPORT (STANDARD TRANSACTION REPORT)' interface. At the top right, there is an 'Options' dropdown menu with three items: 'Share Report', 'Add Column', and 'Delete Report'. The 'Add Column' option is circled in red. Below this, the 'Report Customisation' section is visible, with a note: 'Update your custom report by adding new columns, changing column names or changing the column orders from the "Column Customisation" section below. Any changes will be reflected in the "Custom Report Preview" section. Please select an appropriate "Column Delete" from the list to use during report downloads.' Below this section, the 'Add New Column' dialog box is open. It has a title bar 'Add New Column' with a close button. The dialog contains three fields: 'Type:' with a dropdown menu set to 'Custom Data Value', 'Column Name:' with an empty text input field, and 'Custom Data Key:' with an empty text input field. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

- For the “custom data key” – this is the name of the field as configured by your TMC. What you enter into this field must match exactly to what the TMC entered. For example, if you have a custom data field label as ‘COST CENTRE’ then the custom data key should also be named ‘COST CENTRE (same spelling, spacing and capitalization).
- Add the information and click “save”
- Repeat process for all custom fields.

Customizing a Report

- If you want to share the report with other people, then select “share report” under the “Options” tab
- The custom report will then be available to any SNAP user at your company.
- To access the custom report:
 - ✓ Go to the “pie chart” icon (reporting)
 - ✓ Select your card account
 - ✓ Select “hotel” as the spend type
 - ✓ Select “transaction reports”
 - ✓ In the “Report” section, click on the drop down – your custom report will be the last report on the list
 - ✓ Select the statement date and run

