



## **iBank**

Following is information about the system including an explanation of our data loading schedule and instructions to help you run your first report.

### **Data Loading Schedule**

It is helpful to know some of the details of how data is loaded into iBank in order to understand what is included in the reports you are pulling.

iBank allows our clients to access their own travel purchase data and run reports according to their needs. Your travel purchase data in iBank comes from 2 sources. First, data is fed from our Sabre reservation system. Second, data is fed from our TravCom back office system. We have two separate data streams to provide you with two unique perspectives on travel reporting:

- Reservation data from our Sabre system includes all travel that you have booked, whether or not a purchase has been made. As we all know, sometimes bookings are made days, weeks, even months in advance of travel and in advance of actually making a purchase. With the reservation data you can see reports on everything you have booked. Changes to reservation data are uploaded from Sabre every 1/2 hour. Reporting on reservation data focuses on destinations, itineraries, and booking trends.
- Back Office data from our TravCom accounting system includes all travel purchases that you have made. If we have "ticketed" or "invoiced" transactions for you, they will appear in the back office data. Back office data is added every morning (for the previous day's purchases), and once each week, we permanently archive back office data. For back office data, we have a "warehouse date". Each Friday, we permanently archive data through the previous Friday. Until the warehouse date is reached, back office data is preliminary. Reporting on back office data focuses on total purchases, purchase trends, and spending.

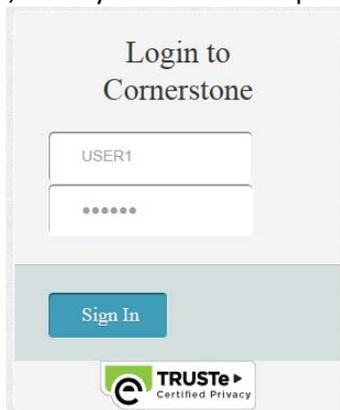
## Running Reports

There are many report formats in iBank and they are fairly easy to learn to use; if you learn to use one report, you can easily transfer your knowledge to run others. At the top of each report's "filters" form, you will see the selection for each data type as one of the "Required Filters".

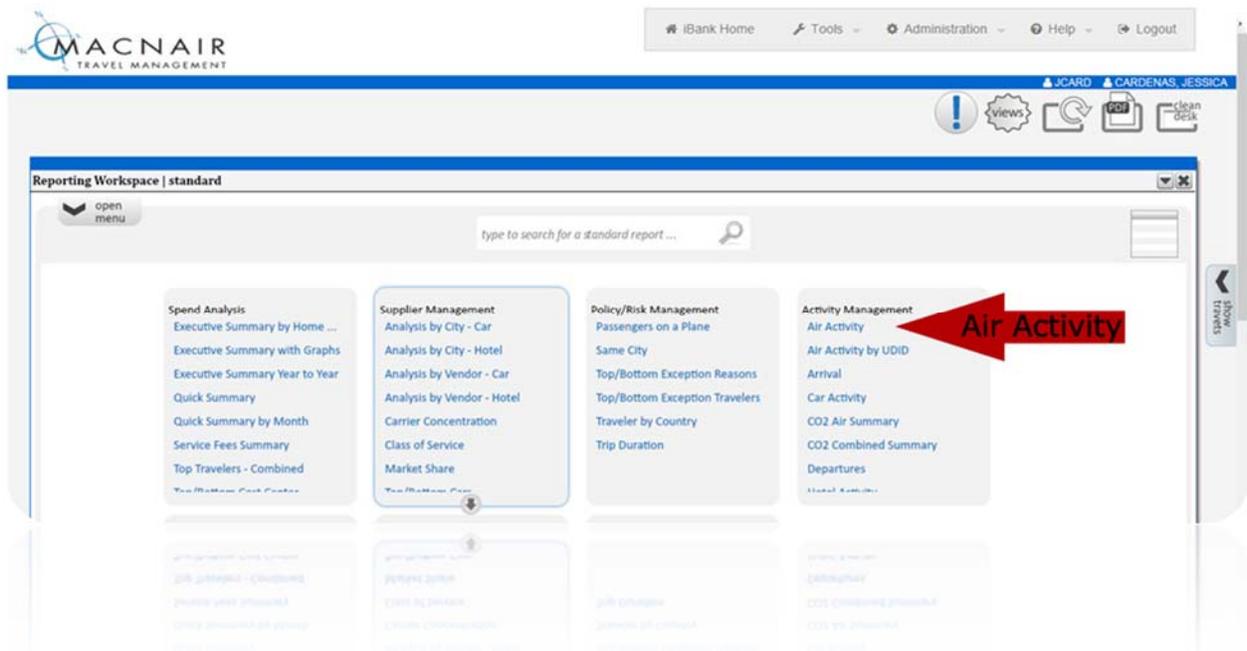
To go online and give it a try, simply follow these directions:

Go to this link in your web browser:  
<https://apps.ciswired.com/?macnair>

When you arrive at the sign-on screen, enter your user ID and password.



You will be taken to a main menu known as the "Reporting Workspace". Here, reports are categorized according to analysis type. At the right, you'll see the "ACTIVITY MANAGEMENT" group and the first report in the group will be "Air Activity".



Click on “Air Activity” and you’ll see a sub-menu with three options. Choose “Get More Information” for a description of the “Air Activity” report and a visual sample.

**Activity Management**

- Air Activity
- Air Activity
- Arrival
- Car Activity
- CO2 Air Summary
- CO2 Combined Summary
- Departures
- Hotel Activity

get more information

go to this report's filters

run with default filters

➔

### Report Visual Sample

Preview
The Data
Report Filters

**Purpose:** Show detail of air travel with various sorts and breaks

**Description:** Create a detail of air travel including traveler, itinerary, fares and supporting fields.

**Data Type:** reservation and back office

**Saved Filters:** ACCOUNT NUMBER

**Last Run:** never

view sample - Sample 1

view sample - Sample 2

**iBank**

Agency	Agency Code	Agency Name	Agency Type	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Fax	Agency Email	Agency Website
ATLANTA, GA	TAMM, FL	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA	ATLANTA, GA

Go back to iBank Home (by clicking this icon in the top menu bar: ) and under “Air Activity”, choose “Go to This Report’s Filters” to access the “Filter” screen to customize this report’s parameters to your liking;

**Activity Management**

- Air Activity
- Air Activity
- Arrival
- Car Activity
- CO2 Air Summary
- CO2 Combined Summary
- Departures
- Hotel Activity

get more information

go to this report's filters

run with default filters

➔

Reporting Workspace | standard | filters
open menu
go back
Air Activity (standard report)
Run

**Report Settings**

Online Offline

Output to: PDF

Language:

enter user-supplied rpt title:

enter account name for rpt title:

Suppress Report Parameters

Include Break by Date

Display Carbon Emissions

**Active Filters**

[Required Filters]

list Active

Reservation Back Office

Date Range from: 7/1/2014 to: 7/31/2014

Date Range Type: Invoice Date

[Custom Filters] show all clear filter logic

Account Number: In a List search Account Number

Or, if you go back to the iBank Home screen, you can choose “Run with Default Filters” which will run the report instantly for the most recently completed calendar month, by Invoice Date, and using “Back Office” data as described above. The default output file will be Adobe PDF.

Activity Management

- Air Activity
  - get more information
  - go to this report's filters
  - run with default filters
- Arrivals
- Car Activity
- CO2 Air Summary
- CO2 Combined Summary
- Departures
- Hotel Activity

**Air Activity**

The ABC Company  
Invoice dates from 01/01/2012 to 01/01/2012

Invoice #	Invoice	Ticket #	Passenger Name	Credit Card	From	To	Date	Car	FL	Fare	Inv Fees	
<b>CODE: 01-407</b>												
40794	01/25/2012	87591409	BROWN, WILLIAM J	XXXXXXXXXXXXXXXXXXXX	COLUMBUS, OH	CHICAGO-MIDWAY, IL	04/04/2012	AA	420	\$277.60	\$47.50	
40774	01/09/2012	87591402	BLUEBERRY	XXXXXXXXXXXXXXXXXXXX	BALTIMORE, MD	CHICAGO-MIDWAY, IL	04/04/2012	WY	1841	\$118.60	\$35.50	
										CHICAGO-MIDWAY, IL	\$760.20	\$76.00
										% of Total:	32.35%	
<b>CODE: 01-807</b>												
40815	01/25/2012	87591403	BLACK, WILLIAM J	XXXXXXXXXXXXXXXXXXXX	CHICAGO-MIDWAY, IL	WASHINGTON-NATIONAL, D.C.	04/14/2012	AA	929	\$297.60	\$35.50	
40807	01/09/2012	87591406	GREEN, JAMES DAVID	XXXXXXXXXXXXXXXXXXXX	WASHINGTON, VA	WASHINGTON-NATIONAL, D.C.	04/14/2012	AA	279	\$209.60	\$47.50	
										WASHINGTON-NATIONAL, D.C.	\$797.40	\$76.00
										% of Total:	43.87%	
<b>CODE: 01-808</b>												
40841	01/25/2012	87591407	ORLANDO, JAMES R	XXXXXXXXXXXXXXXXXXXX	LAS VEGAS, NV	DENVER, CO	02/04/2012	WY	741	\$121.79	\$35.50	
					DENVER, CO	WASHINGTON-NATIONAL, D.C.	02/04/2012	WY	120			
					WASHINGTON-NATIONAL, D.C.	MILWAUKEE, WI	02/04/2012	WY	1325			
					MILWAUKEE, WI	LAS VEGAS, NV	02/04/2012	WY	179			
										CODE: 01-808 Summary:	\$421.79	\$35.50
										% of Total:	23.80%	
										<b>Report Total:</b>	\$1188.50	\$175.00
										<b>Invoice Total Price:</b>	\$1614.00	
										<b>Net of Taxes:</b>	0	

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Activity Management

- Air Activity
  - get more information
  - go to this report's filters
  - run with default filters
- Arrivals
- Car Activity
- CO2 Air Summary
- CO2 Combined Summary
- Departures
- Hotel Activity

If you want to customize your filters, click on “Go to This Report’s Filters”. On the resulting “Filters” screen, you can designate output type (like MS Word or MS Excel), change the data type or date range type, and manipulate the dates.

On the “Filters” screen, you also have access to virtually every reporting field to use as a filter. At upper right, at the edge of the pink “Required Filters” area, click the tab that says “Open Available” (it appears vertically).

**Air Activity**  
(standard report)

Run

Active Filters ?

[Required Filters]

list Active

Reservation Back Office

Date Range from: 7/1/2014 to: 7/31/2014

Date Range Type: Invoice Date

[Custom Filters] ? show all clear

Account Number: In a List search Account Number

You can open this drawer by clicking, to see all of the available filters for this report

open Available

A list of “Filters” will appear. You may find a particular field you want to use to “filter” your report. Simply click the field you need, and it will appear in the main filters screen. You can then specify the values you want to include or exclude.



6. Click the blue “RUN” button at the top of the filter form. Your report will then run and display.

**Air Activity**

*The ABC Company*  
Invoice dates from 05/01/2012 to 01/31/2012

Invoice #	Invoice	Ticket #	Passenger Name	Credit Card	From	To	Date	Car	ERL	Fare	Rev Fare
<b>CODE: 01-ABC</b>											
00786	01/25/2012	87991649	BROWN, WILLIAM J	XXXXXXXXXXXXXXXXXXXX	CHICAGO, IL	CHICAGO-CHICAGO, IL	06/08/2012	AA	201	\$77.00	\$17.00
00774	01/02/2012	28VCCC	BLEBERGHEIT	XXXXXXXXXXXXXXXXXXXX	CHICAGO-CHICAGO, IL	CHICAGO-MEMPHIS, TN	06/08/2012	AA	300	\$103.00	\$23.00
					BALTIMORE, MD	CHICAGO-MEMPHIS, TN	06/04/2012	WN	181	\$103.00	\$23.00
					CHICAGO-MEMPHIS, TN	BALTIMORE, MD	06/05/2012	WN	201		
CODE: 01-ABC Summary										\$183.00	\$43.00
% of Total:										32.3%	
<b>CODE: 02-DEF</b>											
00195	01/25/2012	87990410	BLACH, WILLIAM J	XXXXXXXXXXXXXXXXXXXX	CHICAGO-CHICAGO, IL	WASHINGTON-NATIONA, L DC	09/14/2012	AA	300	\$97.00	\$23.00
					WASHINGTON-NATIONA, L DC	CHICAGO-CHICAGO, IL	09/15/2012	AA	207		
19871	01/03/2012	87990096	BRUNN, ANDREW DAVID	XXXXXXXXXXXXXXXXXXXX	WASHINGTON, VA	WASHINGTON-NATIONA, L DC	09/15/2012	AA	201	\$50.00	\$12.00
CODE: 02-DEF Summary										\$147.00	\$35.00
% of Total:										27.0%	
<b>CODE: 03-EFG</b>											
00040	01/25/2012	109VCCC	GRANDEAMER, R	XXXXXXXXXXXXXXXXXXXX	LAS VEGAS, NV	DENVER, CO	02/04/2012	FF	101	\$102.70	\$23.00
					DENVER, CO	WASHINGTON-NATIONA, L DC	02/06/2012	FF	100		
					WASHINGTON-NATIONA, L DC	MILWAUKEE, WI	02/05/2012	FF	102		
					MILWAUKEE, WI	LAS VEGAS, NV	02/02/2012	FF	100		
CODE: 03-EFG Summary										\$102.70	\$23.00
% of Total:										18.8%	
Report Totals:										\$148.00	\$35.00
Average Ticket Price: \$141.66											
Sum of Tickets: 5											

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The "AIR ACTIVITY" is the report most popular with our clients. The "SPEND ANALYSIS" reports, particularly the “Executive Summary” series, are great summary reports. The hotel and car reports are excellent too.

Again, once you have learned to run one report, running the others is very similar.

If you have any questions or issues, please contact your Client Account Services Manager.