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.
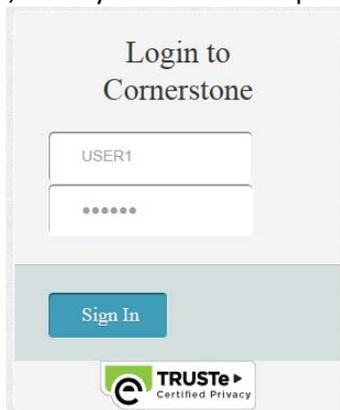
You will be taken to a main menu known as the "Reporting Workspace". Here, reports are categorized according to analysis type. At the right, you'll see the "ACTIVITY MANAGEMENT" group and the first report in the group will be "Air Activity".
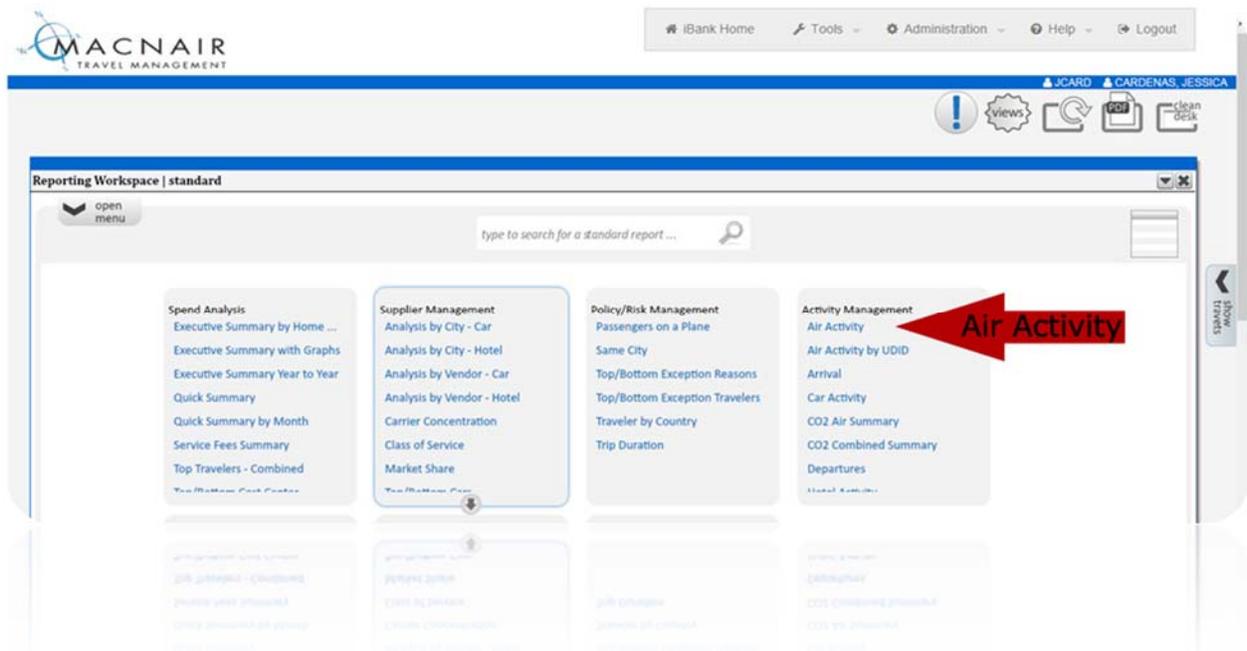
Click on "Air Activity" and you'll see a sub-menu with three options. Choose "Get More Information" for a description of the "Air Activity" report and a visual sample.

Report Visual Sample

Go back to iBank Home (by clicking this icon in the top menu bar: ⟨ iBank Home ⟩) 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;

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 <u>calendar month,</u> by <u>Invoice Date,</u> and using "Back Office" data as described above. The default output file will be Adobe PDF.

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).

4

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.

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.