

Outstanding Active Cards

Access: Reporting > reportQ > Quick Reports > Virtual Card > Outstanding Active Cards

Description: View details of all issued virtual cards that have been unclaimed by your vendors, including payment information, issue and expiration date, vendor name and code, and variance between dollar amount issued versus used.

Specifications: This type of report is for only Virtual Card customers.

Additional Details: Available in Excel only. See the sample image on the next page.

| Virtual Card - Outstanding Active Cards (MasterCard) | | | | | | | | | | | | |
|--|-------------|--------|------------|-----------------|-------------|------------------------------|-------------|-------------|-----------------|--------------------------|---------------------|----------|
| Outstanding Active Cards Date: 5/25/12 | | | | | | | | | | | | |
| Account Code | Customer ID | Status | Issue Date | Expiration Date | Card Number | Transaction Reference Number | Vendor Code | Vendor Name | Email Address 1 | Dollar Amt for this Card | Total Card Amt Used | Variance |
| Total | | | | | | | | | Total | | | |

Unused Virtual Card Report

Access: Reporting > reportQ > Quick Reports > Virtual Report > Unused Virtual Card Report

Description: View details of unused virtual card details, including amount set up on the card.

Specifications: This type of report is for only Virtual Card customers.

Additional Details: Available in Excel only. See the sample image on the next page.

SECTION 1

| Unused Active Cards Date: 7/3/13 | | | | | | | | | | |
|-------------------------------------|--------------|-------------|--------|------------|-----------------|-------------|------------------------------|------------|-------------|-------------|
| Corp Code | Account Code | Customer ID | Status | Issue Date | Expiration Date | Card Number | Transaction Reference Number | Card Token | Vendor Code | Vendor Name |
| | | | | | | | | | | |
| | Total | | | | | | | | | |

SECTION 2

| Email Address 1 | Dollar Amt for this Card | Total Card Amt Used | Variance |
|-----------------|--------------------------|---------------------|----------|
| | | | |
| Total | | | |

Virtual Card AP Encashment

Access: Reporting > reportQ > Quick Reports > Virtual Card > Virtual Card AP Encashment

Description: View details of all virtual payment transactions, including payment information, vendor invoice number or PO number, general ledger codes (when applicable), and variance between dollar amount issued versus dollar amount used.

Specifications: This type of report is for only Virtual Card customers.

Additional Details: Available in Excel only. See the sample images on the next page.

SECTION 1

Virtual Card AP Encashments Listing (MasterCard)

| | | | | | | | | | | | | | | | | | | |
|-----------------------|----------------------------|------------|-----------|--------|-----------------|-----------------------|---------------|-------------|-----------------|--------------|--------------------------|---------------------|----------|----------|---------------|---------------------|----------------|--|
| REPORT NAME | Virtual Card AP Encashment | | | | | | | | | | | | | | | | | |
| DATE QUERY PRODUCED | 5/25/2012 9:17:09 AM | | | | | | | | | | | | | | | | | |
| ACCOUNT CODE | AB123 | | | | | | | | | | | | | | | | | |
| CUSTOMER ID | ALL | | | | | | | | | | | | | | | | | |
| CARD NUMBER | ALL | | | | | | | | | | | | | | | | | |
| CARDHOLDER FIRST NAME | ALL | | | | | | | | | | | | | | | | | |
| CARDHOLDER LAST NAME | ALL | | | | | | | | | | | | | | | | | |
| BEGIN ADD DATE | 5/1/2012 | | | | | | | | | | | | | | | | | |
| END ADD DATE | 5/4/2012 | | | | | | | | | | | | | | | | | |
| PRIMARY SORT | CUSTOMER ID | | | | | | | | | | | | | | | | | |
| SECONDARY SORT | -NONE- | | | | | | | | | | | | | | | | | |
| CARD TYPE | Unused | | | | | | | | | | | | | | | | | |
| TOTAL RECORDS | 44 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| Account Code | Customer ID | First Name | Last Name | Status | Card Number | Vendor Invoice Number | Vendor Number | Vendor Name | Vendor Location | PO Number | Dollar Amt for this Card | Total Card Amt Used | Variance | Add Date | Last Use Date | Repair Order Number | Vehicle Number | |
| AB123 | AB123 | Fist Name | Last Name | ACTIVE | 55676XXXXXX1234 | 10000001 | | | , | 2010-1111112 | \$63.70 | \$0.00 | \$63.70 | 5/1/2012 | | | | |
| AB123 | AB123 | Fist Name | Last Name | ACTIVE | 55676XXXXXX1234 | 10000002 | | | , | 2010-1111113 | \$308.00 | \$0.00 | \$308.00 | 5/1/2012 | | | | |
| AB123 | AB123 | Fist Name | Last Name | ACTIVE | 55676XXXXXX1234 | 10000003 | | | , | 2010-1111114 | \$616.00 | \$0.00 | \$616.00 | 5/2/2012 | | | | |
| AB123 | AB123 | Fist Name | Last Name | ACTIVE | 55676XXXXXX1234 | 10000004 | | | , | 2010-1111115 | \$675.67 | \$0.00 | \$675.67 | 5/2/2012 | | | | |

SECTION 2

| Driver ID Number | GL Code 1 | GL Amt 1 | GL Code 2 | GL Amt 2 | GL Code 3 | GL Amt 3 | GL Code 4 | GL Amt 4 | Card Expiration Date |
|------------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|----------------------|
| | | | | | | | | | |
| | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 6/30/2012 |
| | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 6/30/2012 |
| | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 6/30/2012 |
| | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 6/30/2012 |

Virtual Card Listing

Access: Reporting > reportQ > Quick Reports > Virtual Card > Virtual Card Listing

Description: View details of all your account's issued virtual cards, including payment information, vendor invoice number or PO number, general ledger codes (when applicable), and issue and expiration date.

Specifications: This type of report is for only Virtual Card customers.

Additional Details: Available in Excel only. See the sample images on the next page.

SECTION 1

Virtual Card Listing (MasterCard)

| | | | | | | | | | | | | | | | | |
|-----------------------|-------------|----------------------|-----------|---------|-----------------|----------------|------------------|-----------------------|---------------|--------------|-----------------|-----------------|---------------------|------------------|-------------------|--|
| | | | | | | | | | | | | | | | | |
| REPORT NAME | | Virtual Card | | | | | | | | | | | | | | |
| DATE QUERY PRODUCED | | 5/25/2012 9:09:24 AM | | | | | | | | | | | | | | |
| ACCOUNT CODE | | AB123 | | | | | | | | | | | | | | |
| CUSTOMER ID | | ALL | | | | | | | | | | | | | | |
| CARD NUMBER | | ALL | | | | | | | | | | | | | | |
| CARDHOLDER FIRST NAME | | ALL | | | | | | | | | | | | | | |
| CARDHOLDER LAST NAME | | ALL | | | | | | | | | | | | | | |
| ADD DATE MONTH | | ALL | | | | | | | | | | | | | | |
| PRIMARY SORT | | CUSTOMER ID | | | | | | | | | | | | | | |
| SECONDARY SORT | | -NONE- | | | | | | | | | | | | | | |
| CARD TYPE | | Unused | | | | | | | | | | | | | | |
| TOTAL RECORDS | | 4111 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Account Code | Customer ID | First Name | Last Name | Status | Card Number | Vehicle Number | Driver ID Number | Vendor Invoice Number | Vendor Number | PO Number | Warranty Report | Warranty Period | Repair Order Number | Total Parts Cost | Total Labor Costs | |
| AB123 | AB123 | First Name | Last Name | BLOCKED | 55676XXXXXX1234 | | | 12023163 | | 201102997545 | | | | \$0.00 | \$0.00 | |
| AB123 | AB123 | First Name | Last Name | ACTIVE | 55676XXXXXX1234 | | | 14729 | | 201101481905 | | | | \$0.00 | \$0.00 | |
| AB123 | AB123 | First Name | Last Name | ACTIVE | 55676XXXXXX1234 | | | 13701 | | 201101481954 | | | | \$0.00 | \$0.00 | |
| AB123 | AB123 | First Name | Last Name | ACTIVE | 55676XXXXXX1234 | | | 181516 | | 201102442492 | | | | \$0.00 | \$0.00 | |

SECTION 2

| Total Tax Cost | Misc Cost | Dollar Amt for this Card | GL Code 1 | GL Amt 1 | GL Code 2 | GL Amt 2 | GL Code 3 | GL Amt 3 | GL Code 4 | GL Amt 4 | Add Date | Last Use Date | Total Card Amt Used | Card Expiration Date |
|----------------|-----------|--------------------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|---------------|---------------------|----------------------|
| \$0.00 | \$0.00 | \$56.89 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 11/3/2011 | | \$0.00 | 12/31/2011 |
| \$0.00 | \$0.00 | \$49.36 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 6/3/2011 | | \$0.00 | 7/31/2011 |
| \$0.00 | \$0.00 | \$43.18 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 6/3/2011 | | \$0.00 | 7/31/2011 |
| \$0.00 | \$0.00 | \$29.95 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | 9/9/2011 | | \$0.00 | 10/31/2011 |

VMC Reconciliation Report by Period

Access: Reporting > reportQ > Quick Reports > Virtual Card > VMC Reconciliation Report by Period

Description: View details of all virtual payments transactions by period, including payment information, issue and expiration date, vendor name and code, and variance between dollar amount issued versus dollar amount used. Use this report to reconcile accounts or find missing transactions.

Specifications: This type of report is for only Virtual Card customers.

Additional Details: Available in Excel only. See the sample image on the next page.

SECTION 1

| VMC Reconciliation Report by Period - Report Date: 7/3/13 | | | | | | | | |
|---|-------------|--------|------------|------------------------------|-----------------|-------------|------------------------------|-------------|
| Create Date Range: 6/24/2013 12:00:00 AM - 7/1/2013 12:00:00 AM | | | | | | | | |
| Last Used Date Range: 6/24/2013 12:00:00 AM - 7/1/2013 12:00:00 AM | | | | | | | | |
| Account Code | Customer ID | Status | Issue Date | Last Used or Blocked Date | Expiration Date | Card Number | Transaction Reference Number | Vendor Code |
| | | | | | | | | |
| | | | | | | | | |

SECTION 2

| Vendor Name | Email Address 1 | Dollar Amt for this Card | Total Card Amt Used |
|-------------|-----------------|--------------------------|---------------------|
| | | | |
| | | | |