

Analytic – Hotel File

Access: Reporting > reportQ > Quick Reports > Travel and Entertainment > Analytic – Hotel File

Description: View hotel transaction details by cardholder, including card information, merchant information, arrival and departure date (total nights purchased), and room rates (when provided by merchant).

Specifications: This type of report is for only MasterCard customers.

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

SECTION 1

Analytic - Hotel File (MasterCard)														
Customer Account Code Group	Customer Account Code Name	Customer ID Group	Customer Id Name	Card Group	Card Name	Posted Date	Merchant Name	Merchant Address1	Merchant Address2	Merchant City	Merchant State	Last Name	First Name	Total Amount Due
AB123	Company Name	ABC12	Department 101		55673XXXXXX1234	7/2/2012	NEW SUITES	5555 HAMPDEN		DENVER	CO	-----	DONNA	\$775.72
AB123	Company Name	ABC12	Department 102		55673XXXXXX1235	7/11/2012	COURTYARD	5555 PROSPERITY AVE		SILVER	MD	-----	EUGENE	\$13.61
AB123	Company Name	ABC12	Department 103		55673XXXXXX1236	7/12/2012	COURTYARD	5555 PROSPERITY AVE		SILVER	MD	-----	EUGENE	\$202.27
AB123	Company Name	ABC12	Department 104		55673XXXXXX1237	7/16/2012	RESORT & CASIN)	5555 PROSPERITY AVE		SILVER	MD	-----	KATHLEEN	\$155.68

SECTION 2

Arrival Date	Departure Date	Property Phone Number	Room Rate	Total Room Nights	Customer Account Code	Customer Id	Card Number
06/25/2012	6/30/2012	(888) 888-8888	\$0.00	0	AB123	ABC12	55673XXXXXX1234
07/09/2012	7/9/2012	(888) 888-8888	\$0.00	1	AB123	ABC12	55673XXXXXX1235
07/09/2012	7/10/2012	(888) 888-8888	\$0.00	1	AB123	ABC12	55673XXXXXX1236
07/13/2012	7/13/2012	(888) 888-8888	\$0.00	1	AB123	ABC12	55673XXXXXX1237