

Cardholder Usage Report General

Access: Reporting > reportQ > Quick Reports > Cardholder > Cardholder Usage Report General

Description: View transaction detail by cardholder, including card information, merchant information, spend per transaction, and description, price, and quantity of purchased product. Use this report to monitor cardholder usage.

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

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



Cardholder Usage Report - General
 Produced on: 7/23/2012 9:02:22 AM
 Posted Date 7/1/2012 12:00:00 AM thru 7/7/2012 12:00:00 AM

Card Number: ALL
 Employee Number: ALL
 Card First Name: ALL
 Card Last Name: ALL
 Primary Sort: -NONE-
 Secondary Sort: -NONE-

Account Code [REDACTED]
 Customer ID [REDACTED]

reportQ

Card Number: [REDACTED] 8484
 Cardholder Name: [REDACTED]
 Employee ID: [REDACTED]

[REDACTED]
 LITTLE ROCK, AR [REDACTED]

Transaction Dt	Posted Date	Lvl	Merchant Name	City, State	Product Description	PPUIG	Quantity	Gross Cost	Discount	Rebate	Net Cost
07/02/2012	07/03/2012	F	[REDACTED]	BALD KNOB,AR	D2 Ls	3.594	43.04	\$154.92	\$0.22	\$0.00	\$154.70
Transaction Totals:									\$0.22	\$0.00	\$154.70

Totals for Card Nbr: [REDACTED] 8484

Fuel	Maintenance	Hotels	Rentals	Airlines	Travel Misc	Restaurants	Business Services	Financial	Legal and Insurance	Medical	Misc	Other	Net Total
154.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$154.70

 Card Holder Signature

 Date

 Manager/Supervisor Signature

 Date