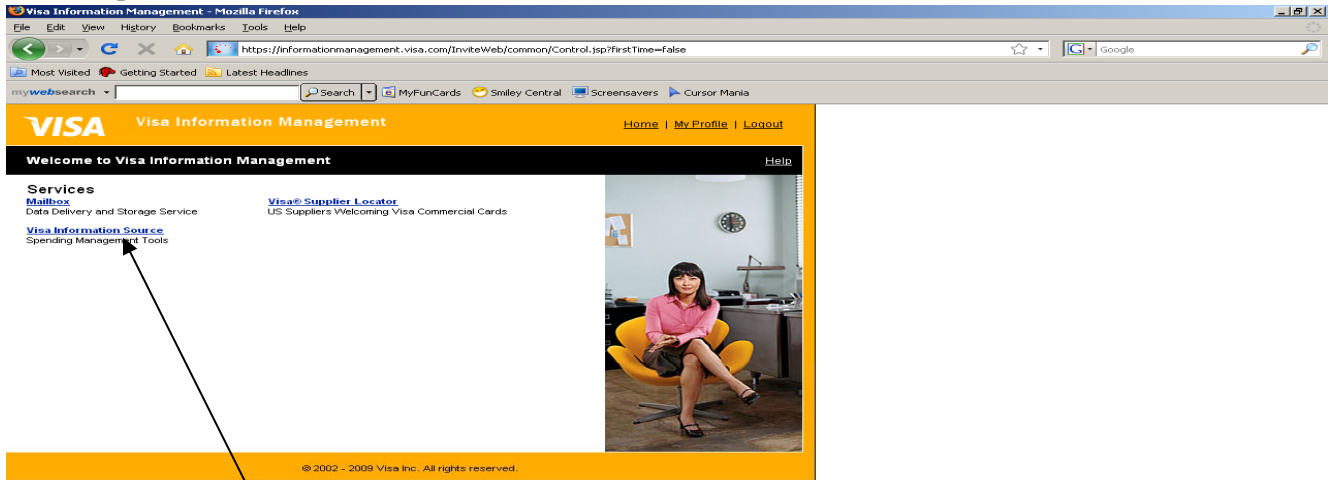
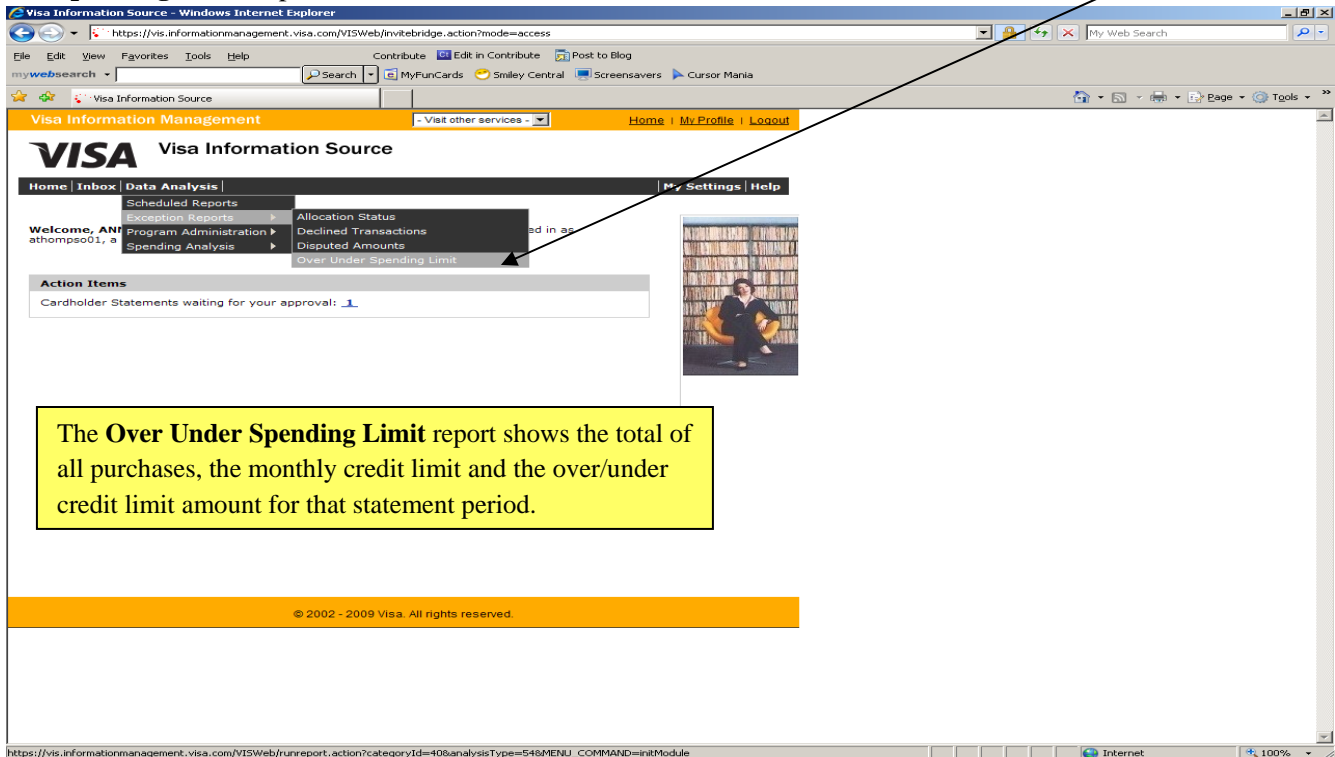


VIM Report Procedure: How to run the *Over Under Spending Limit* Standard Report

1. Login to Visa Information Management (VIM) website at vim.visa.com. You will be on the **Home** page, see example below.



2. Click once on **Visa Information Source (VIS)**. You will now be on the VIS home page. With your mouse roll over the **Data Analysis** menu option then go to **Exception Reports** then click once on **Over Under Spending Limit** report.



VIM Report Procedure: How to run the *Over Under Spending Limit* Standard Report

3. The report generation screen will appear:

If you only have access to your own card, Name and account # will already be in the **Card Account** field.

SKIP
instruction # 4.

To view a description of the report, click on **View Report Description**.

If you have access to more than one card, then you need to choose the **Card Account**.

Proceed to
instruction # 4.

Click on the **blue question mark (?)**.

4. **Card Account** - Click on the **blue question mark (?)**.

VIM Report Procedure: How to run the *Over Under Spending Limit* Standard Report

- a. The following screen will appear. It lists all cards you have access to.



- b. Click on the card account you wish to see. The screen will automatically close and you will be brought back to the previous screen.

5. **Reporting Cycle*** - Click on the drop down arrow in **Start Period** and **End Period** and choose the start date and end dates for which statement you want to see.

VIM Report Procedure: How to run the *Over Under Spending Limit* Standard Report



6. The report will appear. It shows the total of all purchases minus the credit limit for that statement.

Visa Information Source: Online Reports - Windows Internet Explorer

https://vis.informationmanagement.visa.com/VISWeb/onlineReportWaitAction.action?JSP_COMMAND=VIEW&pageNumber=1&reportStatus=1&fileID=19396256510&token=

Visa Information Source: Online Reports

Visa Information Management

Home | My Profile | Logout

VISA Visa Information Source

Home | Inbox | Data Analysis | My Settings | Help

Over / Under Spending Limit

Company: BRYN MAWR COLLEGE
Card Type: Purchasing
Organization: BRYN MAWR COLLEGE
Card Account: XXXX XXXX XXXX 7973 - GARDNER, MARY ELLEN
Cycle: Billing from 01/30/2009 to 02/27/2009

Send to Inbox Close Report

Cardholder - Card Account No.	Closing Date	Total Transactions	Total Purchases	Card Limit	Over	Under	% Over / Under
GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973	02/27/2009	5	586.36	5,000		(4,413.64)	(88.27%)

- End of Report -

To see how much you have left to spend until the statement end date look in the **Under** column.

Done

VIM Report Procedure: How to run the *Over Under Spending Limit* Standard Report

7. To print the report, click on **File** and choose **Print**.

The screenshot shows the 'Over Under Spending Limit' report. A table displays the following data:

Cardholder - Card Account No.	Closing Date	Total Transactions	Total Purchases	Card Limit	Over	Under	% Over / Under
GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973	02/27/2009	5	586.36	5,000		(4,413.64)	(88.27%)

A yellow callout box with the text "To close the report, click on **Close Report**." points to the "Close Report" button in the top right corner of the report area.

8. After you close the report you will be routed back to the original report generation screen.

The screenshot shows the 'Exception Reports' screen. A yellow callout box with the text "To go back to the VIS Home page, click **Home**." points to the "Home" link in the navigation bar. Another yellow callout box with the text "To logout, click on **Logout**." points to the "Logout" link. A third yellow callout box with the text "To run the report for another month or to run another **Exception Report**, click on the drop down in the **Type of Analysis*** field and choose the report name. Then repeat these instructions starting with # 3." points to the "Type of Analysis*" dropdown menu.

✓ *Questions about this procedure please email the Controllers' Office at bmc_creditcard@brynmawr.edu. In your email please make sure to include which page and outline number/letter on this document you have a question about.*