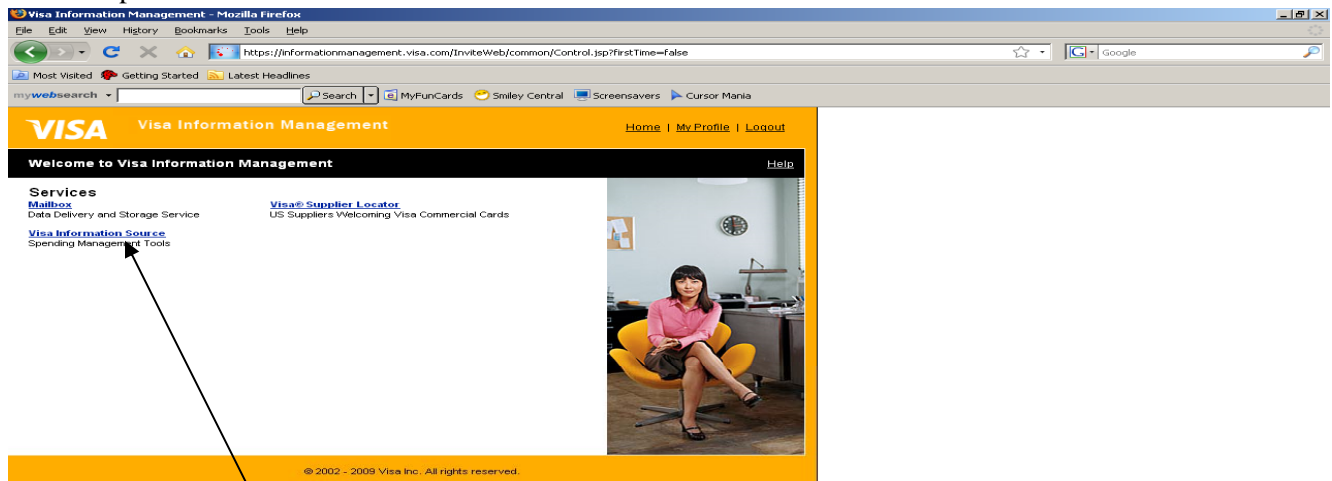
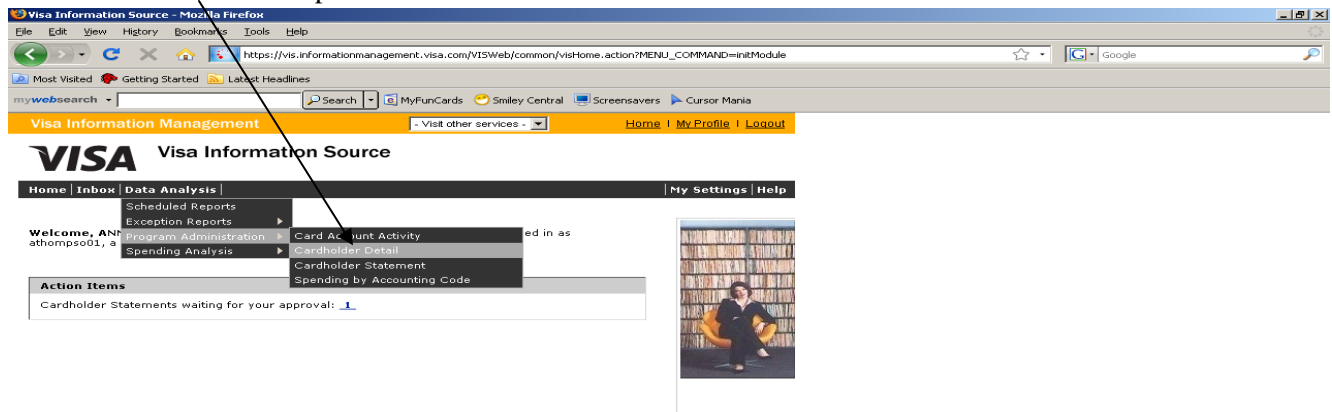


VIM Report Procedure: How to run the *Cardholder Detail* Standard Report

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 **Program Administration** then click **once** on the **Cardholder Detail** report.



The **Cardholder Detail** report provides detailed transaction activity information for cardholders. Each transaction includes reference information, purchase or credit amount, sales tax amount, source currency code, and billing currency code.

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https://vis.informationmanagement.visa.com/VISWeb/runreport.action?categoryId=39&analysisType=51&MENU_COMMAND=initModule | vis.informationmanagement.visa.com

VIM Report Procedure: How to run the *Cardholder Detail* Standard Report

3. The report generation screen will appear:

Program Administration - Mozilla Firefox
https://vis.informationmanagement.visa.com/VISWeb/runreport.action?categoryId=398&analysisType=518&MENU...
Visa Information Management
Visa Information Source
Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help
Program Administration
Choose the type of analysis to perform
Type of Analysis*: Cardholder Detail [View Report Description](#)
Restrict your reporting to
Organization*: BRYN MAWR COLLEGE (Node: 12404642, Effective Date: 1900-01-01)
Card Account*: GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973
Reporting Cycle*: Billing Start Period: <Start period> End Period: <End period>
*required
View Send Schedule Reset

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**.



Program Administration - Mozilla Firefox
https://vis.informationmanagement.visa.com/VISWeb/runreport.action?categoryId=398&analysisType=518&MENU_COMMAND=initModule
Visa Information Management
Visa Information Source
Home | Inbox | Data Analysis | My Settings | Help
Program Administration
Choose the type of analysis to perform
Type of Analysis*: Cardholder Detail [View Report Description](#)
Restrict your reporting to
Organization*: BRYN MAWR COLLEGE (Node: 12404642, Effective Date: 1900-01-01)
Card Account*: Please Select a Card Account
Reporting Cycle*: Billing Start Period: <Start period> End Period: <End period>
*required
View Send Schedule Reset

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

Proceed to
instruction # 4.



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

VIM Report Procedure: How to run the *Cardholder Detail* 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.

Click the **View** Button.

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VIM Report Procedure: How to run the *Cardholder Detail* Standard Report



6. The report will appear. It looks very similar to the cardholder statement report emailed each month.

Cardholder Detail

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

Supplier Name Supplier Location Transaction Ref#	Transaction Date Posting Date	Source Currency		Billing Currency	
		Purchases Currency Code	Credits Currency Code	Purchases Currency Code	Credits Currency Code
GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973					
W.B. MASON CO INC. US, 888-926-2766 MA 24435149037004004051859	02/06/2009 02/09/2009	40.14 USD	0.00 USD	40.14 USD	0.00 USD
W.B. MASON CO INC. US, 888-926-2766 MA 24435149037004004051933	02/06/2009 02/09/2009	47.96 USD	0.00 USD	47.96 USD	0.00 USD
W.B. MASON CO INC. US, 888-926-2766 MA 2443514904400404179677	02/13/2009 02/16/2009	29.57 USD	0.00 USD	29.57 USD	0.00 USD
TROY GROUP, INC. US, 714-2414760 CA 24472689051952392048806	02/19/2009 02/23/2009	456.39 USD	0.00 USD	456.39 USD	0.00 USD
W.B. MASON CO INC. US, 888-926-2766 MA 24435149055004005005851	02/24/2009 02/25/2009	12.30 USD	0.00 USD	12.30 USD	0.00 USD
Subtotals	GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973	5 Transactions		586.36	0.00
Grand Totals		5 Transactions		586.36	0.00

VIM Report Procedure: How to run the *Cardholder Detail* Standard Report

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

The screenshot shows the 'Cardholder Name - Card Account No.' report. The 'File' menu is open, and 'Print' is highlighted. A yellow callout box points to the 'Close Report' button in the top right corner of the report area.

Supplier Name Supplier Location Transaction Ref#	Transaction Date Posting Date	Source Currency Purchases Currency Code	Credits Currency Code	Billing Currency Purchases Currency Code	Credits Currency Code
GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973					
W.B. MASON CO INC. US, 888-926-2766 MA	02/06/2009 02/09/2009	40.14 USD	0.00 USD	40.14 USD	0.00 USD
24435149037004004051859					
W.B. MASON CO INC. US, 888-926-2766 MA	02/06/2009 02/09/2009	47.96 USD	0.00 USD	47.96 USD	0.00 USD
24435149037004004051933					
W.B. MASON CO INC. US, 888-926-2766 MA	02/13/2009 02/16/2009	29.57 USD	0.00 USD	29.57 USD	0.00 USD
24435149044004004179677					
TROY GROUP, INC. US, 714-2414760 CA	02/19/2009 02/23/2009	456.39 USD	0.00 USD	456.39 USD	0.00 USD
24472689051952392048806					
W.B. MASON CO INC. US, 888-926-2766 MA	02/24/2009 02/25/2009	12.30 USD	0.00 USD	12.30 USD	0.00 USD
24435149055004005005951					
Subtotals GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973		5 Transactions		586.36	0.00
Grand Totals		5 Transactions		586.36	0.00

To close the report, click on **Close Report**.

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

The screenshot shows the 'Program Administration' report generation screen. A yellow callout box points to the 'Home' link in the navigation bar. Another callout box points to the 'Logout' link. A third callout box points to the 'Type of Analysis*' dropdown menu.

Home | **Inbox** | **Data Analysis** | **My Settings** | **Help**

Program Administration

Choose the type of analysis to perform

Type of Analysis*: **Select a report**

Restrict your reporting to

Organization*:

Card Account*:

Reporting Cycle*: Start Period: End Period:

To run the report for another month or to run another **Program Administration** report, click on the drop down in the **Type of Analysis*** field and choose the report name. Then repeat these instructions starting with # 3.

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✓ **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.**