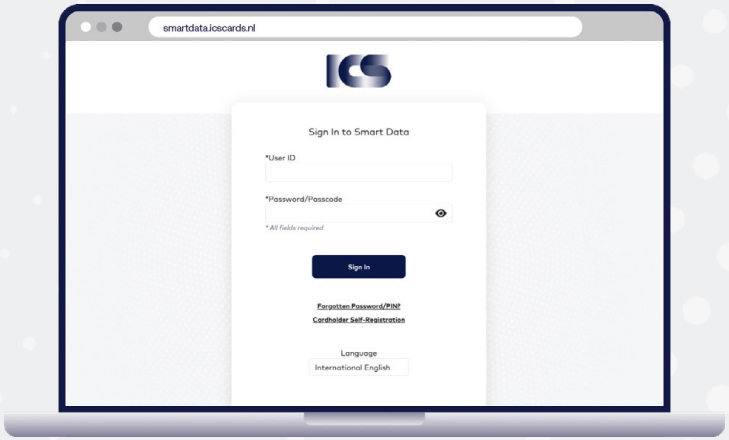
International Card Services

ICS Payment Control

A **step-by-step user guide**
for Company Programme Administrators



Part 11
Running Reports

Overview

Reports provide clear **visibility into spending patterns and supplier performance**, helping teams understand where money is going and how suppliers are performing over time. They also **support compliance** by highlighting exceptions, unusual behaviors, and the approval status of key transactions. With these insights, organizations can make **data-driven decisions for budgeting and forecasting**, while **reducing risk** by quickly identifying transactions that appear unusual or unauthorized.

In this chapter you will learn how to:

- Choose a report type
- Download or export a report
- Format your report in Excel

Report options

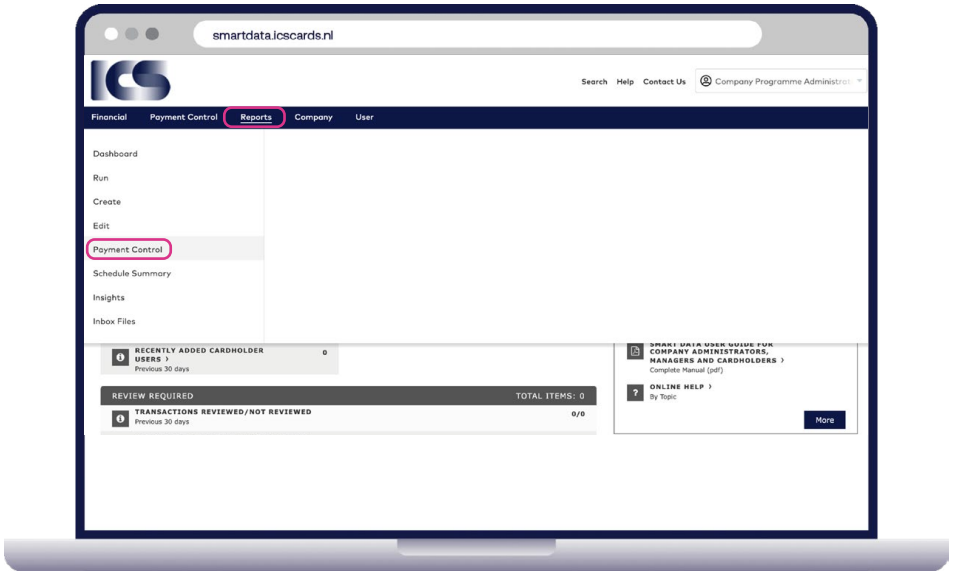
You can run several types of reports.

Report type	Activity by	Content of report
Authorization Activity Report*	Authorizations	This report shows approved and declined Virtual Card authorizations for a selected period, including the reason for any declines.
Authorization Activity Report*	Clearing	This report shows insight of details per processed transaction for a given date range.
Authorization Activity Report*	Purchase Requests	This report provides an overview of purchase request activity within a selected date range, including status, Virtual Card number, and key request details.
Audit Report		This report shows an audit trail of the actions performed for a given date range by account number, real or virtual.
Management Report	Batch Status	This report shows the status of processed batch files for companies.
Management Report*	Expiring Accounts	This report is most useful when the company Programme Administrator wants an overview of which Virtual Card numbers are expected to expire.
Management Report	Purging Accounts	This report shows an overview of real card numbers scheduled to be purged within the current date plus 90 days.
Virtual Account Report*	Virtual Activity	This report shows the authorization and transaction activity for the Virtual Card numbers of a company. This report is most useful when a company programme administrator wants to know how a specific Virtual Card number is being used.
Virtual Account Report*	Virtual Status	This report shows the Virtual Card number status and point of its life-cycle. This report is most useful when the company program administrator wants to know the status of each Virtual Card number.

*Most used reports.

Getting started

Go to **Reports** > **Payment Control**.

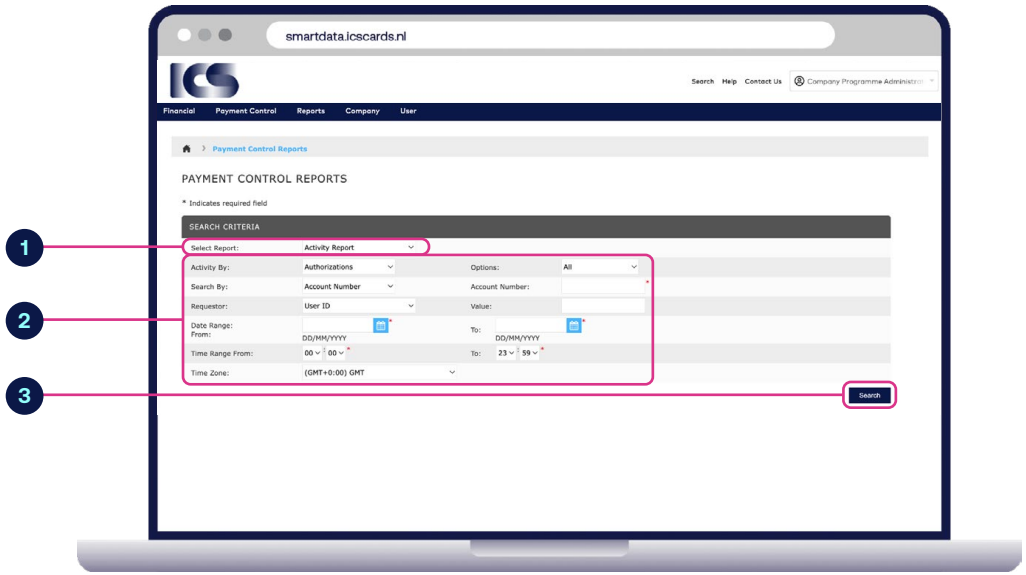


Choosing the report type

1. Choose the **report type** you need,
for example, Activity Report – Purchase Requests
(shows all requests within a date range).

2. Enter the required filters to narrow down your report:
Real Card Alias or **Supplier**.
Date range (e.g. last month or custom period).
Purchase Request Status
(Approved, Pending, Declined, etc.).

3. Click **[Search]**.



Downloading or exporting

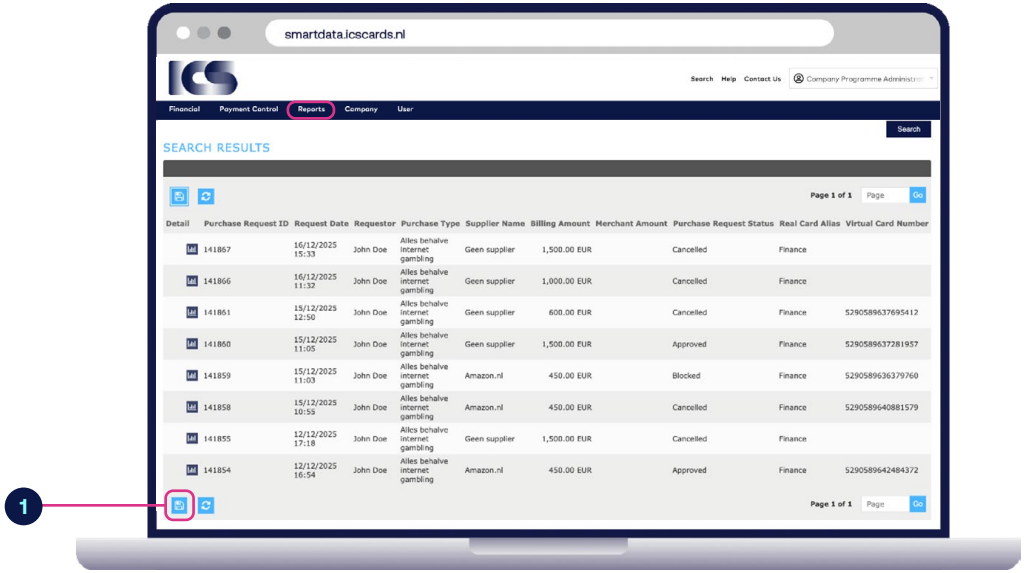
1. To save the report, **click** **icon**.
   The file will appear under **Reports** > **Inbox Files**.

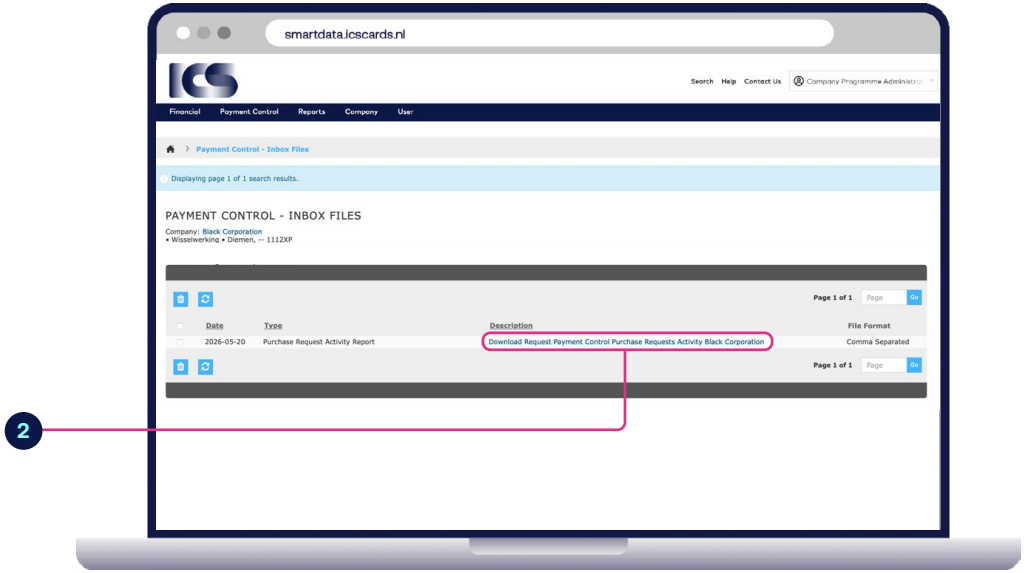
2. Click the report to download the file
   in CSV format for use in **Excel**.

Good to know: Your report might need formatting in Excel. To do so, open the CSV file in Excel. If the data appears in one column, use Text to Columns:

- Go to **Data** > **Text to Columns**.
- Choose **Delimiter**, then select **Comma** as the delimiter.

Your data will now be organized in columns for easy analysis.





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icscards.nl/zakelijk
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