

iBank 5.0

<https://ibanksystems.com/ibankv5/login.cfm?agclie nt=clearview>

User ID: (First time users contact your AM)
Password:

Although the lay-out of the site has been redesigned (as far as the location of where you go and click), it is important to understand that the basic functionality of version 5 is the same as in version 4. Your reports are still going to look the same as they did in version 4.

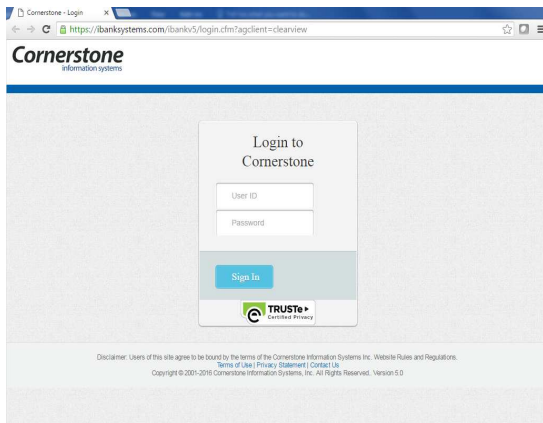


Figure 1: Where user enters User ID & PW

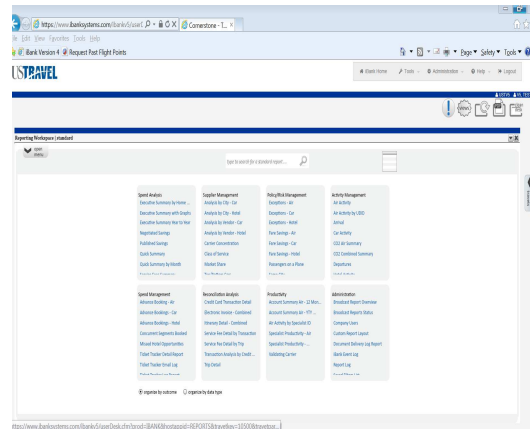
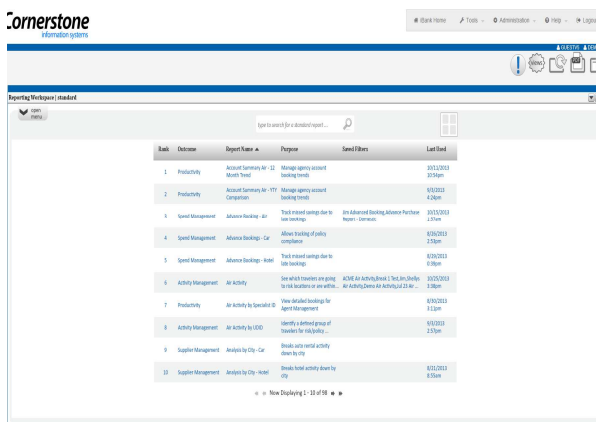


Figure 2: When you successfully log in the Reporting Workspace automatically opens.

New in iBank version 5, is the use of a **Reporting Workspace** to configure and run reports. The Workspace provides a more user friendly interface where users can identify and run Standard Reports quickly.

Different spend categories are displayed within the workspace with a variety of pre-defined standard reports within that category. Towards the bottom of the Workspace are a couple of radio buttons where you can have the reports displayed and organized in the way that is most meaningful and helpful to you.

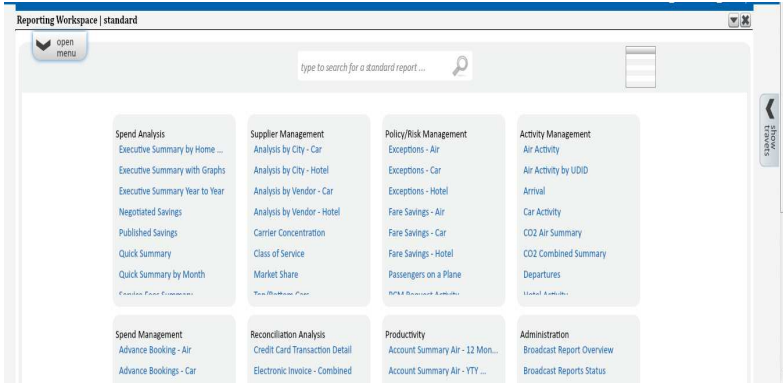
Figure 3



To switch from the grid view to the list view, click on the icon in the upper right hand corner of the Travet.



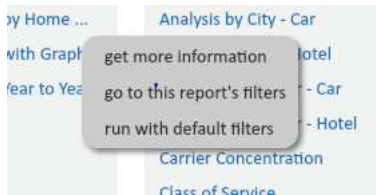
Running a Report - If you've worked with our previous version of iBank you'll notice that you don't have the tabs across the top of the screen anymore. However, the same categories are still here, they are now displayed as boxes inside the Workspace where you can see all the standard reports within that category.



iBank reporting system receives data from 2 sources "Reservations" that is updated every 2 hours and "Back Office" that is audited ticketed information updated every Wednesday morning. Most reports are run as "Back Office"

Figure 4

Once you click on the report, a pop-up will open (Figure 5) and ask you whether you want to > *Get more information* (on the report), > *Go to this reports filters*, or > *Run with default filters*.



Note: iBank uses "pop-ups" so you will have to allow them for this site.

Figure 5

By clicking on **Go to this reports filters** you will be able to open the report template where you can set and configure the filters for running the report. Figure 6 is an example of a filters screen for an **Executive Summary with Graphs** report.

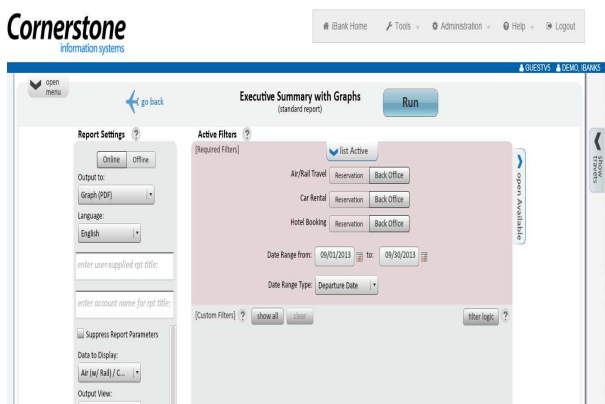


Figure 6

Filters - For many reports there are a variety of optional filters that can be configured. However, depending on the report, there are few that are *required* in order the report to run.

-
- *Back office*
 - *Date Range*
 - *Date Range Type**

**most reports are run by invoice date*

Figure 7 - To see more filters click on **show all and **open Available** tabs**

Recommended Reports:

Dashboard Reporting – Executive Summary with Graphs, Travel Management Summary Report

Traveler Reservations – Air Activity Report, Itinerary Detail Report

Reconciliation – Electronic Invoice, Trip Detail Report, Credit Card Transaction Detail