

**iBank Information Systems reports give you instant access to your company's travel data. Reports are grouped into categories:**

### **QuickView**

This module offers a variety of pre-defined queries that provide a quick overview of what your company's travel expenditures are for current, future, and past travel bookings. Currently, the reports available are: Summary by Month and Year to Date Summary. These reports provide you with the results of airline, car rental, hotel bookings, travel savings, and exceptions to policy information.

### **Top Ten and Bottom Ten Reports**

Top Ten and Bottom Ten reports show you major activity for air carriers, city pairs, exceptions, travelers, and more focusing on your top and bottom performers.

### **Exception Reports**

Exception reports show information about passenger trips where policy compliance was not realized and fare savings opportunities were lost. Detailed reports cover airlines, car rentals, hotels, and travelers.

### **Air Reports**

Air reports show information about passenger trips and air travel. You can see up-to-the-minute information about all your company's travel activity, even before the travel takes place. Summary reports give you a quick and complete financial picture of your travel activity. Detail reports provide vital information about who travel when and where.

### **Car Rental Reports**

Car Rental reports show you essential information about your car rental activity. You can analyze volume by car company, city, traveler, and other specific selection criteria.

### **Hotel Booking Reports**

Hotel Booking reports show you essential information about your hotel bookings activity. You can analyze volume by hotel chain, property, city, traveler, and other specific selection criteria. Also included is a widely used report that tracks Potential Hotel Bookings where a traveler held an airline reservation with a change in date but no hotel was booked through the travel agency.

### **Service Fees Reports**

Service Fees reports show information regarding service fees such as ticketing fees, exchange fees, fees for special services, etc. Reports that relate service fees to trips are available, as are reports that show all service fees, whether they are related to trips or not.

## **User-Defined Reports**

iBank provides you with the flexibility to design your own simple reports. You can create your own iBank air, car rental, or hotel booking reports, and run them against the same wide array of criteria that you have available with all iBank reports. *Check this out!*

## **User-Defined Pick Lists**

When running iBank reports, you may find that you are often running various reports for the same list of airports, airlines, countries, departments, etc. To make this process more convenient, you have the ability to create your own "pick list" for any such list of report parameters, give it your own name, and call it up whenever you need it.

## **TicketTracker Reports**

These reports allow you to identify unused e-tickets, so you can obtain credit for future travel, and save money!!