

Aug 2025

Santander Commercial Card

Smart Data Reporting Guide

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1 Introduction

This guide provides an overview of the reporting features in Smart Data and is intended to support general reporting needs. For more complex reporting needs, full guides developed by Mastercard are available from the **Resource Center** on the **Smart Data** home page.

Reporting & Analytics Insights Reports Guide

Reporting & Analytics Fields Guide

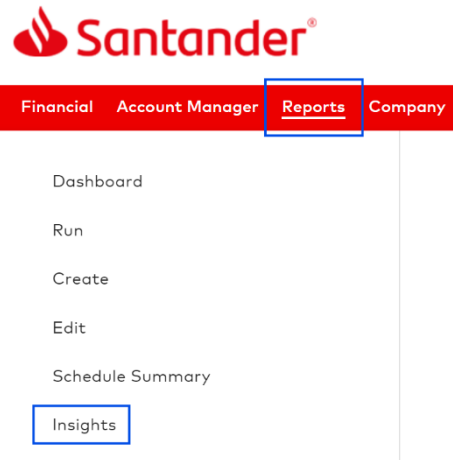
There is a separate guide for Payment Control (Virtual Card) reports:

Virtual Card Reporting Guide

This is available on our Commercial Card Resource Center www.santanderbank.com/commercial-card or by contacting Client Service, phone: 844 726 0095 or email clientservice@santander.us

2 Reports Menu

All reports are accessed via the **Reports** menu at the top of the screen. Most commonly used reports can be accessed through the **Insights** tab on the **Reports** menu.



Reports can be viewed, run, and scheduled within the **Insights** tab:

Company: 0000003 - Santander EM Demo Co

TRANSACTION MANAGEMENT ACCOUNT PROFILE

INSIGHTS

REPORT LIST

SCHEDULES

Date Range: 01/01/2024 - 12/31/2024

TOTAL TRANSACTION AMOUNT: 75,987.35

SPENDING BY TRANSACTION TYPE

SPENDING BY TRANSACTION CATEGORY: 76.0K

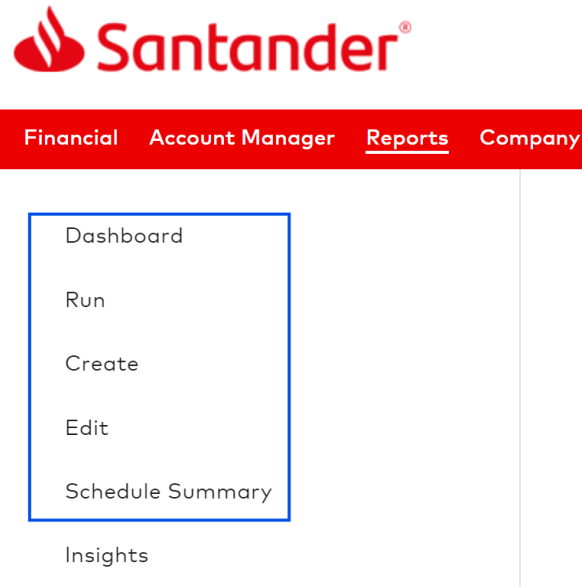
SPENDING BY MERCHANT - TOP 10 LIST

Merchant Name	Posted Amount
WYNDHAM GRDN HTL CHICAGO	8,616.14 USD
CONTINENTAL	6,033.31 USD
UNITED AIRLINES	5,091.53 USD
AGNT FEE	4,196.63 USD
COURTYARD BY MARRIOTT	2,868.28 USD
NATIONAL CAR RENTAL	2,819.26 USD
DELTA	2,593.81 USD
NORTHWEST	1,564.72 USD
MARRIOTT	1,313.06 USD
FAIRFIELD INN	1,272.60 USD

SPENDING BY MERCHANT - TREEMAP

Transaction Category: Retail Services
Merchant Name: MARYVILLE RENTAL CENTER
Posted Amount: 1,201.75
Run Now
Run with Options

The other menu options, **Dashboard**, **Run**, **Create**, **Edit** and **Schedule Summary** relate to User Defined Exports. See Section 4 for more on User Defined Exports.



If you have a virtual card program, you will see an additional option under the **Reports** menu for **Payment Controls**. There is a separate guide for Payment Control (Virtual Card) reports: *Virtual Card Reporting Guide*. This is available on our Commercial Card Resource Center www.santanderbank.com/commercial-card or by contacting Client Service, phone: 844 726 0095 or email clientservice@santander.us

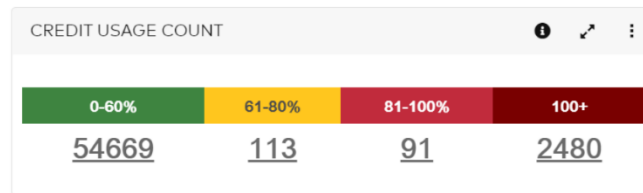
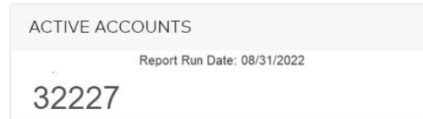
3 Reports

3.1 Insights Dashboard

The **Insights Dashboard** includes several *Metric* reports for quick analysis. These cover current balance, credit usage, past due amounts, and payment due dates, and *Visual* reports which summarize data in charts and graphs. Metric reports on the **Insights Dashboard** are:

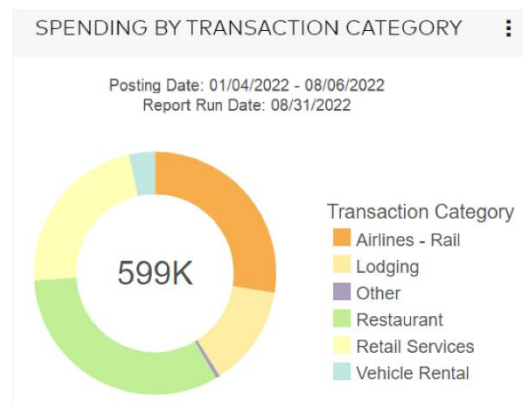
- Active Accounts Report
- Available Credit Report
- Credit Limit Report
- Credit Usage Count Report
- Credit Usage Report

- Current Balance Amount Report
- Locked Users Report
- Past Due Count Report
- Payment Due Date Report
- Total Transaction Amount Global Report
- Total Transaction Amount Report



Visual reports are:

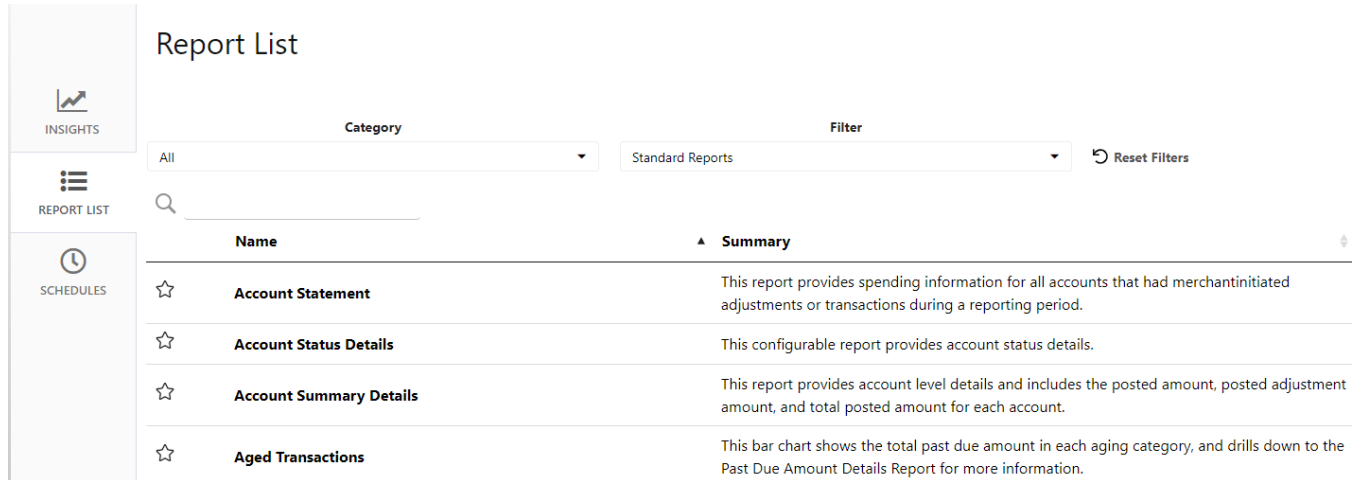
- Aged Transactions Report
- Spending by Cardholder - Top 10 Report
- Spending by Company - Top 10 Global Report
- Spending by Country Report
- Spending by Merchant - Treemap Report
- Spending by Transaction Category Report
- Spending by Transaction Category by Period Global Report
- Spending by Transaction Category by Period Report
- Spending by Transaction Type Global Report
- Spending by Transaction Type Report



Some visual reports are available in the **Insights Report List**, but the most are available on the **Insights Dashboard**.

3.2 Standard and Self-service Reports

Most reports are available to run under the **Insights** menu and **Report List** tab. Some reports may continue to be accessed via the **Run** menu until fully migrated to the **Insights** menu in 2025/26.

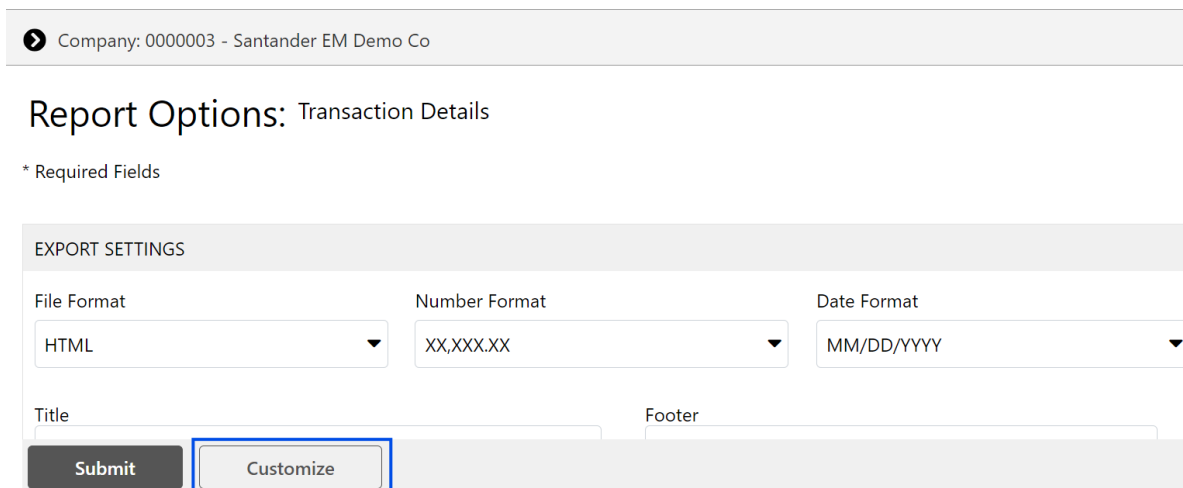


The screenshot shows the 'Report List' interface. On the left is a sidebar with navigation options: 'INSIGHTS' (selected), 'REPORT LIST', and 'SCHEDULES'. The main area is titled 'Report List' and contains a search bar and two dropdown menus: 'Category' (set to 'All') and 'Filter' (set to 'Standard Reports'). A 'Reset Filters' button is also present. Below these are four report entries, each with a star icon, a name, and a summary:

Name	Summary
Account Statement	This report provides spending information for all accounts that had merchantinitiated adjustments or transactions during a reporting period.
Account Status Details	This configurable report provides account status details.
Account Summary Details	This report provides account level details and includes the posted amount, posted adjustment amount, and total posted amount for each account.
Aged Transactions	This bar chart shows the total past due amount in each aging category, and drills down to the Past Due Amount Details Report for more information.

Both Standard and Self-service reports are listed under the **Report List**. Standard reports allow users to quickly run reports with default fields and measures. Standards reports are configurable so users can specify a date range, sort and filter report data, and select a report format. Self-service reports are like Standard reports but also allow users to add and change fields and measures.

If a report is a Self-service report, you will see the option to add columns from the Available Fields and Available Measures, under the Customize button:



The screenshot shows the 'Report Options: Transaction Details' configuration screen. At the top, it displays 'Company: 0000003 - Santander EM Demo Co'. Below this is a section for 'EXPORT SETTINGS' with three dropdown menus: 'File Format' (HTML), 'Number Format' (XX,XXX.XX), and 'Date Format' (MM/DD/YYYY). There are also input fields for 'Title' and 'Footer'. At the bottom, there are two buttons: 'Submit' and 'Customize', with the 'Customize' button highlighted by a blue border.

Company: 0000003 - Santander EM Demo Co

Custom Report Options: Transaction Details

Reset Filters

* Required Fields

CUSTOM DATA FILTERS

Available Measures* ⓘ 1 of 65 selected (30 max.)	Available Fields* ⓘ 11 of 360 selected (50 max.)	Date Type Posting
---	---	----------------------

All available Standard and Self-service reports are given below:

Account Activity

- **Cardholder Self Registration Report** - This report tracks the attempts (successes and failures) made during the Cardholder Self-Registration process.
- **Closed Accounts Report** - This report lists all closed accounts and dates that the accounts were closed.
- **Credit Usage Details Report** - This report provides an account's credit usage details, including credit limit and current balance. *This report is a self-service configurable report.*
- **Daily Transaction Summary Report** - This report summarizes merchant transactions, debits, credits, and adjustments for each day in a reporting period.
- **Disputed Accounts Report** - This report shows all the accounts under a group or company that have disputed transactions.
- **Locked Users Details Report** - This report provides detailed information for locked users. *This report is a self-service configurable report.*
- **User Information Report** - This report provides a detailed view of the users, eg last login and password change, User ID, email address.
- **User Management Report** - This report provides details about users and their roles.

Accounting and Reconciliation Reports

- **Accounting Code Analysis Report** - This report displays transactions filtered on accounting codes and grouped by account and spending or transaction category.
- **Accounting Code Detail Report** - This report lists transactions by cardholder and details cost allocation data that has been applied to the transactions.
- **Accounting Software Download Report** - This report is available as a QIF (Quicken® Interchange Format) file for use in Quicken® software and as a IIF (Intuit® Interchange Format) file for use in QuickBooks® software.
- **Cost Allocation Summary Report** - This report displays a summary of transactions organized by cost allocation codes.

Alert and Exception Reports

- **Account Activity Spending Alerts Report** - This report displays spending alerts for the reporting period.
- **Merchant Category Spending Alerts Report** - This report shows transactions that have triggered spending alerts related to merchants.

Audit Reports

- **Access as User Audit Report (v1)** - This report provides detailed audit information about changes made in the application while using the Access As User feature.
- **Account Manager Audit Detail Report** - This report details audit information for account fields that have been modified. It is limited to 31 consecutive days of data.
- **Audit Report** - The report tracks changes made on these pages: User Setup, User Summary, User Information, Account Information, User Templates.
- **Audit Report Version 2** - additional reporting data, including changes to: Expense Reporting Management administration, Accounting code setup and maintenance, Transaction processing and approval, Account group maintenance, Supplier maintenance.
- **Payment Control Configuration Audit Report** - This report provides detailed audit information about changes made to the Payment Control configuration settings (for virtual cards).
- **User Activity Detail Report** - This report provides user audit information for specific changes made to transactions.
- **User Activity Summary Report** - This report provides user audit information for specific changes made to transactions.

Expense Reports

- **Aged Transactions Details Report** – This report provides past due account details by aging category. *This report is a self-service configurable report.*
- **Approver Summary Expense Report** - The detail section shows expense reports grouped by approval status, and includes submitter information, number of days each report was open, and total number of transactions per report. This section also includes the total transaction amounts per report converted to a global reporting currency.
- **Approver Summary Report** - For each approver, the report specifies: Total Count for Accounts and Transactions, Number of transactions Reviewed, Number transactions not Reviewed, Number of transactions Approved, Number transactions not Approved, Approver Summary Expense Report
- **Expense Groups Report** - This report provides a cardholder's expense group information as well as transaction details. *This report is a self-service configurable report.*
- **Expense Management Account Statement Report** - This report provides detailed spending information for accounts that had merchant-initiated adjustments or transactions during a reporting period.
- **Expense Management Account Summary Report** - The Expense Management Account Summary Report provides merchant-initiated transactions and adjustments sorted by account.

- **Expense Management Report** - This report provides detailed spending information for accounts that had merchant-initiated transactions, adjustments, and out-of-pocket transactions during a reporting period. The report includes cost allocation details for up to 20 accounting codes. It also includes split transactions, as well as total transaction amounts and counts per cardholder. All report field names correspond with the Expense Management feature.
- **Expense Report** - This report displays transactions charged to a cardholder account during the specified reporting period. Cardholders can use this report to submit expenses for a specified date range. If the report is run at the org point level, the results are organized by account.
- **Expense Report (v2)** - This report allows users to choose the cost allocation scheme to run against and provides an account-by-account view of transactions with Reviewed and Approved status. The final page includes the grand total of the report along with signature, authorized, and date authorized fields.
- **Expense Report (v3)** - The Expense Report (v3) is a simplified version of the Expense Report and the Expense Report (v2). This report displays transactions with posting dates, transactions dates, transaction descriptions, expense amounts, card subtotals, and grand totals.
- **Expense Report with Tax (v2)** - This report displays merchant transactions including card and non-card transactions, adjustments, and split transactions. When split transactions are included, the split description shows in the Description column on the report. The final page of the report provides lines for signatures and authorization.
- **Past Due Amount Details Report** - This report provides past due account details by aging category. *This report is a self-service configurable report.*

Financial and Spending Reports

- **Account Status Details Report** – This report provides account status details and includes the current balance amount for each account. *This report is a self-service configurable report.*
- **Account Statement Report** - The Account Statement Report provides detail and summary spending information for all accounts that had merchant-initiated adjustments or transactions during a reporting period. This report also includes additional global reporting currency fields for Company Group Administrator (CGA) users who have enabled the global reporting currency feature.
- **Account Statement Report Version 2** - This report is similar to a cardholder account statement. The report includes transaction information sorted by account, and multiple statements can be included on the same report. The report also includes a summary for all reported accounts.
- **Account Statement Report with Signature Lines** -This report is similar to the Account Statement Report, and has a place for the cardholder and manager to sign and date the report, affirming that the charges are accurate, and that they have reviewed and approved the report content.
- **Authorization Decline Detail Report** - This report allows users to track all declined transactions by company and account.
- **Detail Spend Analysis by Account Report** - This report groups merchant transactions into spending categories (e.g. airline, lodging, vehicle rental) and sorts data by accounts.

- **Spending by Cardholder Details Report** - This report provides spending details by cardholder, including transaction and merchant information. *This report is a self-service configurable report.*
- **Monthly Spend Report** - This report shows account holders' current credit limit, monthly spend amount, monthly credit limit use percentage, and total spend amount for a selected period.
- **Socioeconomic Spend Report** - This report provides insights into an organization's spend activity with diverse suppliers. The Socioeconomic Spend Report is available only for U.S. based companies that send their hierarchy to Enhanced Merchant Reporting (EMR) on a monthly basis.
- **Spend Analysis by Transaction Category Report** - This report aggregates merchant transactions by transaction category and summarizes them for each account.
- **Spending Summary Report** - This interactive report compares and summarizes merchant spending by transaction category. The report includes spend amount, monthly spend amount, transaction count, monthly transaction count, and the top ten merchants by transaction category.
- **Spending by Country Details Report** - This report provides spending details by company, including transaction and merchant information. *This report is a self-service configurable report.*
- **Transaction Details Report** - This report provides transaction status details, including merchant information. *This report is a self-service configurable report.*
- **Virtual Card Accounts Report** - The Virtual Card Accounts Report displays merchant-initiated transactions with masked account and card numbers (PDF only).
- **Virtual Card Accounts Report (Excel)** - The Virtual Card Accounts Report (Excel) displays merchant-initiated transactions with masked account and card numbers.

Merchant and Supplier Reports

- **Detail Spend Analysis by Account Report** - This report groups merchant transactions into spending categories and sorts data by accounts. *This report is a self-service configurable report.*
- **Global MCC Summary Report** - This report provides a summary of merchant transactions by card acceptor business code (MCC) within the specified date range.
- **Global Program Summary Report** - This report provides a summary of merchant transaction activity for each company in the company group.
- **Global Top Merchant Summary Report** - This report displays the top 500 merchants by spending volume. The report includes a single entry summarizing all merchants after the top 500.
- **Merchant Detail Report** - This report summarizes transactions by merchant. Results are sorted by merchant name, card acceptor business code (MCC), and date. Subtotals are included for each merchant. *This report is a self-service configurable report.*
- **Spending by Merchant - Summary Report** - This report provides merchant spending, ranked from highest to lowest, and includes merchant subtotals.
- **Spending by Merchant - Top 10 List Report** - This report shows the spending of the top 10 merchants. This report is specific to merchant-initiated transactions.
- **Merchant Supplier Summary Report** - The report summarizes transactions by merchant and shows the merchant and supplier association.

- **Spend Analysis by Merchant Report** - This report aggregates merchant transactions by account and displays them by merchant.
- **Spend Analysis by Merchant Category Report** - This report aggregates merchant transactions by account and reports them for each merchant category.
- **Supplier Transaction Detail Report** - The report groups transactions by supplier and then lists transactions alphabetically by merchant. Merchants are categorized based on the company's supplier reference. Use the Merchant Detail Report if there is no company supplier reference set up.

Program Management Reports

- **1099 Data Report** - This report lists all merchants by total transactions and dollars spent. The report also flags merchants based on card acceptor business codes (MCC) for which a government agency or organization may need to prepare a 1099 form.
- **Account Status Report** - The Account Status Report allows users to: Identify accounts that do not have user IDs assigned yet, Check user sign in activity, Identify the review status of transactions.
- **Account Summary Details Report** – Posted Amount, Posted Adjusted Amount, Total Posted Amount
- **Account Summary Top 20 List Report** - Posted Amount, Posted Adjusted Amount, Total Posted Amount for Top 20 accounts.
- **Card Account Management Report** – This report provides a list of card accounts.
- **Card Program Analysis Report** –
 - Account activity - the total number of accounts with activity and without activity during the reporting period,
 - Account status - This section summarizes the total number of accounts by account status, including Active, Inactive, Closed, Lost/Stolen, Purged, and Suspended
 - Transaction Type Summary – total number and amount of credits, debits, and adjustments.
 - Transaction Amount Summary – total transaction count by amount range.
- **CTS Data Extract** - This output file organizes transaction information by account. It includes travel related data like Transport Passenger fields and Custom Financial Fields.
- **Delinquency Report Version 1** - This report displays accounts with Arrears Amount greater than zero, by number of days in arrears.
- **Delinquency Report Version 2** - This report displays accounts with Arrears Amount greater than zero.
- **Dormant Cardholder Report** - This report displays accounts with no transactions during the specified reporting period.
- **Early Warning Report** - The Early Warning Report identifies billed or billing accounts that are within a specified percent of the credit limit based on the account portfolio data (see also Insights report)
- **Hierarchy Report** - Company program administrators can create a report at the company level to show the entire company hierarchy and where each account sits in the hierarchy.

Purchasing Reports

- **Line-Item Detail Report** - This report displays purchasing card line item and global invoice line item details. *This report is a self-service configurable report.*
- **Order Number Detail Report** - This report sorts transactions by order number, and shows line item details for each transaction. The application accepts enhanced line-item transaction detail data from the Amazon Business application when requested by issuers. Enhanced data from Amazon Business maps to the Global Invoice, Global Invoice Line-Item Detail, and Shipping Courier Service Detail Addenda. Line-item totals may not be equal to report totals because other fees, such as shipping, may also be included in the report totals.
- **Order Number Summary Report** - This report sorts transactions by order number.
- **Payment Control Configuration Audit Report** - This report provides detailed audit information about changes made to the Payment Control configuration settings (for virtual cards).
- **Purchase Order Detail Report** - This report sorts transactions by purchase order number, and shows line item details for each transaction. The application accepts enhanced line-item transaction detail data from the Amazon Business application when requested by issuers. Enhanced data from Amazon Business maps to the Global Invoice, Global Invoice Line-Item Detail, and Shipping Courier Service Detail Addenda. Line-item totals may not be equal to report totals because other fees, such as shipping, may also be included in the report totals.
- **Purchase Order Summary Report** - This report groups transactions by purchase order number.

Transaction Reports

- **Airline Summary Report** - This report groups airline transactions in airline merchant categories
- **Airline City Pair Detail Report** - This report displays the passenger transport addendums that include the airline trip segment origins and destinations. The transaction details are grouped by Carrier Code, which is contained in the Trip Leg addendums. If the carrier information is not available, then the Carrier Code will be displayed.
- **Central Travel Solution Account Statement Report** – includes fields such as passenger name, flight number, and custom fields. The report also provides a range of subtotal and totals.
- **Central Travel Solution Travel Information Report** - This report is similar to the Central Travel Solution Account Statement Report, but focuses on the travel information, eg travel date, travel agency name.
- **Lodging Chain and Summary Report** – This report contains a lodging summary at the individual property and the lodging chain level.

If a report is not available either under **Insights** or the **Run** menus, it is because the report is not applicable for the Smart Data services you have been enabled for.

4 User Defined Exports

If you require a report that is not available as a Standard or Self-service report, you can design it yourself using the **Reports** menu and **Create** tab.

4.1 High level Process

1. Select **Reports > Create**.
2. Select the **Name and Distribution** section to expand it.
3. In the **Report Name** field, enter a unique name for this export.

You must enter a report name before the application can run or save the export.

4. Select which users can run this export:
 - **Everyone** for all users in your reporting structure
 - **My Level** for users at your level in your reporting structure
5. Use the default setting, or customize these settings:
 - **Format (see 4.2 below)**
 - **Fields (see 4.3 and 4.4 below)**
 - **Filters & Sort (see 4.5, 4.6 and 4.7 below)**
6. Select one of these options to save the export:
 - **Save and Run**
 - **Save and Close**

4.2 Export Format Descriptions

You can use the default format options, or customize the field formats as per the table below:

Field	Description
Export Format	<p>Specify the file format for the generated export:</p> <ul style="list-style-type: none"> • Fixed Width: Strings are left-justified (padded on the right); numbers are right-justified (padded on the left) • Custom Delimited • Comma Separated • Microsoft Excel (XLS): Maximum number of columns is 256. • Space Separated • Tab Separated
Custom Delimiter	If the Export Format is Custom Delimited , specify the delimiter to use for separating columns.
Text Qualifier	<p>Specify the character sequence to use for quoting text strings:</p> <ul style="list-style-type: none"> • None • Double Quote • Single Quote <p>The Text Qualifier is not used for Fixed Width exports.</p>
Line Separator	<p>Specify the character sequence to use for separating rows:</p> <ul style="list-style-type: none"> • Line Feed: Typical of UNIX and similar systems • Carriage Return: Typical of Microsoft™ systems • Carriage Return/Line Feed: Typical of Microsoft™ systems
Column Headings	<p>Indicate whether to include the field names:</p> <ul style="list-style-type: none"> • Yes • No
Credit Indicator	Enter a character sequence to use for indicating credit amounts, for example, C.
Debit Indicator	Enter a character sequence to use for indicating debit amounts, for example, D.

Field	Description
Convert all characters to uppercase	<ul style="list-style-type: none"> • Yes: All exported characters are uppercase. • No: All exported characters are in mixed case.
Date Format	Select format to use for representing date values, including run date.
Number Format	Select a currency format.
Decimal Places	Select the required number of decimal places in numeric values.
Leading Zeros	Indicate whether to use leading zeros in numeric values.
Merchant Transactions	<ul style="list-style-type: none"> • Yes • No
Adjustments	<ul style="list-style-type: none"> • Yes • No
Non-card Transactions	<ul style="list-style-type: none"> • Yes • No
Splits	<ul style="list-style-type: none"> • Yes • No <p>If transactions were split by line item on the Transaction Summary page, select No for this option. If you select Yes, you might see duplicate splits on the report.</p>

4.3 Data Fields for Export

For more information about standard export data fields, see the *Export Fields Reference Guide*, available from the **Resource Center** on the Smart Data home page.

1. Select the **Fields** section to expand it.
2. In the section to add a field, select **Add Fields**.

The **Add Data Fields to your Report** page displays with a list of data fields to select from.

3. On the **Add Data Fields to your Report** page, find the data field in either of two ways:
 - In the **Search** text box, enter the name of the field. The available options update accordingly.
 - Expand the categories under the **Search** box.

4. To add data fields to the export, select the check boxes next to the field names.

Exports are limited to 1000 data fields including duplicated and concatenated fields.

5. Select **Add**.

The added fields display below in the selected section. The remaining number of fields available to add to the export display above the list of current export fields.

6. To prevent format changes to an added field, select the **Edit** icon in the row of the data field.

The **Edit Field Options** section displays for the selected field.

7. Select the check box next to the field options to retain.

The **Edit** () icon displays in the row of each data field.

8. To change the default formatting for added fields, select the **Format** section to expand it, and then adjust the formatting options.

Refer to the "Set the default formatting for data fields" topic for more information about formatting fields.

Format changes are applied to all previously added data fields except the fields and options that were selected to retain in the **Edit Field Options** section.

9. Select the copy () icon in the row of the field to duplicate.

The copied data field displays below in the selected section.

The selected data fields are included when you run the export.

4.4 Field Format Descriptions

Property	Description
Length	Indicates how much of the string or number to preserve. The field is padded or truncated as necessary to achieve this length. For numeric fields, padding or truncating occurs from left to right. For text fields, padding or truncating occurs from right to left.
Start Position	Indicates the start of the segment to preserve. If undefined, the first character or numeral is the start position. Characters or numerals before this position are discarded.
End Position	Indicates the end of the segment to preserve. If undefined, the last character or numeral is the end position. Characters or numerals after this position are discarded.
Length	Indicates how much of the string or number to preserve. The field is padded or truncated as necessary to achieve this length. For numeric fields, padding or truncating occurs from left to right. For text fields, padding or truncating occurs from right to left.
Data Alignment	<p>Select the alignment for data in report columns. If you do not select an alignment, the default alignments are:</p> <ul style="list-style-type: none"> • Numbers: Align right • Text: Align left
Repeat on each line of Transaction	<p>Provides the ability to suppress the data in parent transaction amount fields for split transactions.</p> <p>When a transaction is split, a row displays for the parent transaction as well as one row for each split. This does not suppress the parent transaction altogether, but simply suppresses specific amount fields. Setting values are:</p> <ul style="list-style-type: none"> • No: The parent amount field data is not included • Yes: The parent amount field data is included <p>The Repeat on Each Line of Transaction only displays if the Include Splits option is set to No for the User-defined Export (UDE).</p> <p>If the Repeat on Each Line of Transaction is set to No, then the following fields are suppressed:</p> <ul style="list-style-type: none"> • FIN.Transaction Amount • FIN.Tax Amount • FIN.Net Transaction Amount • FIN.Original Currency Amount • FIN.CFF.Data 01 to 30 • FIN.Accounting Code 01 to 20 Description • FIN.Accounting Code 01 to 20 Value • FIN.Debit Credit Code (Customizable)

Padding and truncation resulting from a length requirement is performed after the Start Position and End Position requirements are satisfied. In the following examples, the leading zeros format option is turned on. In text data, the number symbol (#) represents the space character.


Start Position	End Position	Length	Initial Value	Final Value
undefined	undefined	5	12345 (numeric)	12345
undefined	7	10	12345	0000012345
undefined	3	10	12345	0000000123
undefined	3	6	12345	000123
2	undefined	10	12345	0000002345
2	undefined	6	12345	002345
undefined	undefined	5	"ABCDE"(text)	"ABCDE"
undefined	7	10	"ABCDE"	"ABCDE#####"
undefined	3	10	"ABCDE"	"ABC#####"
undefined	3	6	"ABCDE"	"ABC###"
2	undefined	10	"ABCDE"	"BCDE#####"
2	undefined	6	"ABCDE"	"BCDE##"

4.5 Concatenate Data Fields

Company Program Administrators can concatenate up to five data fields on an export. All export fields can be concatenated, including custom constant fields. Only a new concatenated field cannot. Concatenated fields are denoted with the CCAT prefix.

1. Select the **Fields** section to expand it.

The **Fields** section displays with all the data fields currently included in the export.

2. In the row of the first data field to concatenate, select the edit () icon in the row of each data field.

The **Edit Field Options** section displays.

3. In the **Edit Field Options** section, select the **Concatenate** check box.

A drop-down list displays to the right of the **Concatenate** check box.


4. Select the next data field to concatenate from the **Concatenate** drop-down list.

5. Select the add to concatenated field list () icon next to the **Concatenate** drop-down list.

You can concatenate up to five data fields together.

The new concatenated field displays below the first original concatenated field in the **Select data fields and sort order** section. The new concatenated field is denoted with the CCAT prefix followed by the name of the first original concatenated field.

6. To hide the original data fields and display the new concatenated field on the export, in the **Edit Field Options** section, select the **Hide column on report** check box next to the original data fields.

In the **Select data fields and sort order** section, the hidden on report () icon displays next to the original data fields. The original data fields do not display on the report, only the new concatenated field displays.

7. To remove a data field from a concatenated field, in the **Edit Field Options** section, select the **Remove from concatenated field list** icon next to the data field to remove.

The remove from concatenated field list () icon displays next to the original data field in the **Edit Field Options** section.

The data field is removed from the concatenated field.

If only two data fields are concatenated and you remove one of the fields, the concatenated field is also removed from the **Select data fields and sort order** section.

If more than two data fields are concatenated, and you remove one of the fields, the remaining data fields are still concatenated. The concatenated field remains in the **Select data fields and sort order** section.

8. To add a delimiter to the concatenated fields on an export, in the **Edit Field Options** section, select the **Concatenate Field Delimiter** check box.
9. Select a delimiter option.

Option	Description
None	No delimiter
;	Semicolon
:	Colon
	Pipe
*	Asterisk
-	Hyphen

The concatenated fields are separated by the selected delimiter.

The concatenated data fields are included in the export when it runs.

4.6 Add Conditions to Data Fields

When a data field contains a specific value, you can add a condition to change the value to a different value.

1. Select the **Fields** section to expand it.

The **Fields** section displays with all the data fields currently included in the export.

2. In the row of the data field to add conditions, select the **Edit** icon.

The **Edit** () icon displays in the row of each data field.

The **Edit Field Options** section displays.

3. In the **Edit Field Options** section, select the **Add Conditions** check box.

Conditions display below the check box.

4. To add a first condition, select the **When the field** check box.
5. In the **When the field** drop-down list, select an operator and then enter a value in the corresponding text box.

When this value displays in the data, the application replaces the value with the **Display** value on your report.

6. In the **Display** drop-down list, select an option and then enter a value in the corresponding text box.

A message displays if an invalid value is entered in the **Display** text box. If this condition is not met, no value displays in the data field.

7. To add a backup condition in case the first condition does not display in the data, select the **Else when the field** check box.
8. In the **Else when the field** drop-down list, select an operator and then enter a value in the corresponding text box.
9. In the **Display** drop-down list, select an option and then enter a value in the corresponding text box.

A message displays if an invalid value is entered in the **Display** text box. If this condition is not met, no value displays in the data field.

10. To add an additional condition in case the other two conditions do not display in the data, select the **Otherwise display** check box.

11. In the **Otherwise display** drop-down list, select an option and then enter a value in the corresponding text box.

A message displays if an invalid value is entered in the **Otherwise display** text box. If this condition is not met, no value displays in the data field.

The data field contains the defined conditions.

4.7 Filter Data Fields

To filter the transaction data included in the export, select the **Filter records in the export by the following:** check box.

Field options display below the check box.

4.8 Order and Sort Data Fields

When creating a new export, indicate the order that the data fields display on the export and which columns are used to sort the data.

1. To reorder the fields:

- a. In the **Fields** section on the **Create Report** page, select and hold the **Reorder** icon in the row of the data field to move.
- b. In the **Fields** section on the **Create Report** page, select and hold the **Reorder** icon in the row of the data field to move.
- c. In the **Fields** section on the **Create Report** page, select and hold the **Reorder** icon in the row of the data field to move.
- d. Move the data field to the order in the list of fields.

The **Reorder** () icon displays in the row of each data field.

2. To set the column sort order:

- a. Select the **Set column sort order in the export by** check box.

Field options display below the check box.

- b. Select an option from these lists:

List	Description
First field sort	This field displays in the first column of the export. Data is first sorted based on this field.
Second field sort	This field displays in the second column of the export. Data is next sorted based on this field.
Third field sort	This field displays in the third column of the export. Data is sequentially sorted based on this field.

- c. To sort the data in each column, do one of the following:
- Select the **Ascending** option next to the field to sort the data in the column in ascending order.
 - Select the **Descending** option next to the field to sort the data in the column in descending order.

5 Report Frequency

Users can schedule reports to run at later dates and at set intervals or frequencies. Reports scheduled to run **Daily, Weekly, Monthly, or Custom** renew automatically. Reports not downloaded within six months expire and are deleted from the schedule. Frequencies are:

- **Once** - the application runs the report one time.
- **Daily** - the application runs the report one time every day.
- **Weekly** - the application runs the report on a specific day or days for the frequency of weeks entered. Users can also include data for multiple days within each weekly report. For example, a weekly report that includes data for each Monday and Wednesday.
- **Monthly** - the application runs the report one time on a specific day each month, during a specified date range. Users can also include data for multiple weeks within each monthly report. For example, a monthly report that includes data for the first and third week of each month.
- **Custom** - the application runs the report on specified days each month.
- **Quarterly** - the application runs the report one time each quarter within one quarter of the current date.