

Hotel/Car Expense Detail Report

The report prints out a Hotel or Car detail in vendor name order. Report shows average rate and total cost for each vendor. Data is shown for the Invoice Issue Date range input for all clients, for one client or for a client group.

Parameters for report:

Travel Category (Hotel or Car): Select Hotel or Car Travel Category.

Client Breakdown: Run for All Clients, Run for One Client ID, Run By Client Group.

Required ID: Client Interface ID or Client Group Name if needed.

Invoice Issue Date From:

Invoice Issue Date To:

(O)ne Branch, Branch (G)roup or (A)ll: Run Report by (O)ne Branch, a Branch (G)roup, or (A)ll Branches.

Enter Branch Number: Branch Number if running by (O)ne Branch.

Enter Branch Group ID: Branch Group Name if running by Branch (G)roup.