

## **UMB BILLING STATEMENTS RECONCILIATION PROCEDURES**

The monthly billing statement issued by the State's Business Travel Account provider, UMB Bank, does not provide sufficient information for agencies to properly reconcile the agency's leased vehicle transactions. Therefore, State-wide Contract #09730-A with Enterprise Rent-a-Car directs that Enterprise R-a-C will provide to each agency a report of that agency's transactions in sufficient detail to allow for proper reconciliation. This report will be provided by the 10<sup>th</sup> of the following month or on a schedule which matches the agency's VISA billing statement.

The agency reviewer of the monthly UMB billing statement is responsible for ensuring that all disbursement data entered on to the accounting system is accurate, authorized, properly coded, adequately documented, and that the goods and services purchased through use of the BPC were received by the agency.

The key to reconciling the agency account with Enterprise Rent-a-Car is by way of the on-line account screens provided by UMB.

- UMB provides reference numbers for each vehicle leased by employees of your agency.
- UMB provides a secure sign-on for each person accessing the account.
- Using UMB billing takes out the guess work by having the rental agreement number, location information, date of rental and employee name all available for your review.
- UMB website: <http://informationmanagement.visa.com>

In order to register for access to the Visa Information Management screens, you must call Kimberly Denton with the UMB Financial Corporation at 816-843-2464 or you may contact her by way of her email address: [Kimberly.Denton@umb.com](mailto:Kimberly.Denton@umb.com). Ms. Denton will register you with the Visa Information Management tool and assign your User Name and Password.

To assist agencies with the VISA reconciliation, the following procedures are provided.

# Enterprise Credit Card Reconciliation

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Welcome to Visa Information Management

## Administration

### User Management

Create, View, Edit, and Delete Users

## Services

### 1099 Tax Reporting

Supplier Reporting for IRS Form 1099-MISC

### Visa Information Source

Spending Management Tools

### Mailbox

Data Delivery and Storage Service

You have received new items!

### Visa® Supplier Locator

US Suppliers Welcoming Visa Commercial Cards

### Socioeconomic Reporting

Supplier Demographic Reporting

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<https://vis.informationmanagement.visa.com/VISWEB/fileextract/extractDispatch.action?...>

### **Procedures:**

UMB billing is the key to reconciling the accounts. It provides reference numbers of each vehicle leased. UMB provides a secure sign-on for each person accessing the account. Using UMB billing takes out the guess work by giving you the rental agreement number, location information, date of rental and employee name.

Using the data provided on these screens can greatly reduce the time required to reconcile your agency's Business Travel Account.

1. The agency accounting and/or fiscal section matches the hard copy of the lease agreement that was given by Enterprise Rent-a-Car to the employee who leased the vehicle.  
You will be matching the cost of the rental agreement to the amount reported on the UMB statement.
2. Enter the UMB website: <http://informationmanagement.visa.com>
3. Take out the guess work by having the rental agreement number, location information, date of the rental and the employee's name for each vehicle leased.
4. Rental Agreement Number format = Cust\_Cd\_Crl-1
5. To begin reviewing the data, click on the Visa Information Source, Spending Management Tools.

## Screen #2

 **Visa Information Management** - Visit Other Services -  [Home](#) | [MyProfile](#)

Home | Admin | Inbox | **Data Analysis** | Cost Allocation | Cardholder Services |



### *File Extracts*

Welcome, **<User Name>**, to Visa Information Source. You are logged in as **user\_name**, a Company Administrator account for **<Name of Agency>**.

**Procedures:**

6. This screen identifies the current user and the agency name.
7. On the Data Analysis menu, drop down to *File Extracts*.

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APPO2-VIS1































<https://vis.informationmanagement.visa.com/VISWEB/fileextract/extractDispatch.action?...>

**File Extract Definitions and Templates**

[Create a Template](#)

[Create an Extract](#)

Show:

<input type="checkbox"/>	Options	Name ▲	Extract Type	Schedule	Next Run Date
<input type="checkbox"/>	  	032006	Ad Hoc	One Time	
<input type="checkbox"/>	  	032107ent	Ad Hoc	One Time	
<input type="checkbox"/>	  	050806	Ad Hoc	One Time	
<input type="checkbox"/>	  	050806b	Ad Hoc	One Time	
<input type="checkbox"/>	  	092106	Ad Hoc	One Time	
<input type="checkbox"/>	  	102406	Ad Hoc	One Time	
<input type="checkbox"/>	  	102406bc	Ad Hoc	One Time	
<input type="checkbox"/>	  	112206	Ad Hoc	One Time	
<input type="checkbox"/>	  	12	Ad Hoc	One Time	
<input type="checkbox"/>	  	121906	Ad Hoc	One Time	

1 2 3 4 5

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**Procedures:**

8. On the File Extract Definitions and Templates screen, select *Create an Extract*.

## Screen #4



### Define a File Extract

#### Data Restrictions

Organization:	CORPORATION (Node: 1, Effective Date: 12/08/2005)
Card Account:	All Card Accounts

#### Specify the Extract

Extract Type*:	Ad Hoc <input type="checkbox"/>
Extract Name*:	Ent041707 <input type="checkbox"/>
Extract Description:	
Format* :	Excel <input type="checkbox"/> <input checked="" type="checkbox"/> Compress

#### Extract Options

Transactions to include*:	All Transactions <input type="checkbox"/>
Column Heading Format*:	Database Field Name <input type="checkbox"/>
Custom file header/trailer	
Use custom header/trailer:	No <input type="checkbox"/>
Custom File Header:	<input type="text"/>
Custom File Trailer:	<input type="text"/>

#### Extract Fields

[Add Extract Fields](#)

You must specify fields to include in this extract.

Please select the fields by clicking the Add Fields button above.

#### Extract Filters ( Optional )

[Add Filters](#)

#### Extract Filters (Optional)

To specify filters, click the Add Filters button above.

\*=Required

#### Procedures (con't):

9. User must build a report each time whether the transaction is for a single date or for multiple dates (e.g., monthly, quarterly).
10. Enter the name of the new report that you want to create in the field labeled *Extract Name*. The example given on this screen is "Ent" for Enterprise and the date of the report.
11. Select the format that you want for the report in the drop down menu in the field labeled *Format*.
12. Press the <Add Extract Fields> button.

# Screen #5

## Select File Extract Fields > Ent0417

### Columns in the Extract

Select a Category\*: **Most-Used Fields**

Select fields from those available in the list:

Select Columns:

Account Number	<input type="checkbox"/>		
Billing Amount	<input type="checkbox"/>		
Billing Currency Code	<input type="checkbox"/>		
Billing Currency Description	<input type="checkbox"/>		
Billing Currency Symbol	<input type="checkbox"/>		
Cardholder ID	<input type="checkbox"/>		
Company Name	<input type="checkbox"/>	<input type="button" value="&gt;"/>	
Customer Code	<input type="checkbox"/>	<input type="button" value="&lt;"/>	
Customer Code/CRI	<input type="checkbox"/>		
First Name	<input type="checkbox"/>	<input type="button" value="&gt;&gt;"/>	
Issuer Name	<input type="checkbox"/>	<input type="button" value="&lt;&lt;"/>	
Last Name	<input type="checkbox"/>		
MCC	<input type="checkbox"/>		
Posting Date	<input type="checkbox"/>		
Sales Tax Amount	<input type="checkbox"/>		
Source Currency Code	<input type="checkbox"/>		
Source Currency Description	<input type="checkbox"/>		
Source Currency Symbol	<input type="checkbox"/>		
Supplier City	<input type="checkbox"/>		

\*= required

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### Procedures

- Use this screen to select the fields that you need to review to create a report.
- You may wish to change the category from **Most Used Fields** to **All Fields**.

Screen #6

Select File Extract Fields Page > Ent0417

**Columns in the Extract**

Select a Category\*: All Fields

Select fields from those available in the list:

Select Columns:

Account Number	<input type="checkbox"/>				Account Number
Billing Amount	<input type="checkbox"/>				Billing Amount
Billing Currency Code	<input type="checkbox"/>				Customer Code/CRI
Billing Currency Description	<input type="checkbox"/>				Posting Date
Billing Currency Symbol	<input type="checkbox"/>				Renter Name
Cardholder ID	<input type="checkbox"/>				Supplier City
Company Name	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">&gt;</span>			Transaction Reference Number
Customer Code	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">&lt;</span>			
Customer Code/CRI	<input type="checkbox"/>				
First Name	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">&gt;&gt;</span>			
Issuer Name	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">&lt;&lt;</span>			
Last Name	<input type="checkbox"/>				
MCC	<input type="checkbox"/>				
Posting Date	<input type="checkbox"/>				
Sales Tax Amount	<input type="checkbox"/>				
Source Currency Code	<input type="checkbox"/>				
Source Currency Description	<input type="checkbox"/>				
Source Currency Symbol	<input type="checkbox"/>				
Supplier City	<input type="checkbox"/>				

\*= required

Submit

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**Procedures:**

10. From the left column, select a field and move it to the right column by pressing the appropriate arrow button (i., >> )

11. When all fields are entered, press <Submit>. When all desired fields are selected and moved to the column on the right of this screen, press <Submit>.

# Screen #7

## Define a File Extract

### Data Restrictions

Organization:

Card Account:

### Specify the Extract

Extract Type\*:

Extract Name\*:

Extract Description:

Format\* :   Compress

### Extract Options

Transactions to include\*:

Column Heading Format\*:

Custom file header/trailer:

Use custom header/trailer:

Custom File Header:

Custom File Trailer:

### Extract Fields

Options	Field	Format
? → :	Account Number	
? → :	Billing Amount	
? → :	Customer Code/CRI	
? → :	Posting Date	
? → :	Renter Name	
? → :	Supplier City	
? → :	Transaction Reference Number	

**Extract Filters ( Optional )**

To specify filters, click the Add Filters button above.

\*=Required

### Procedures:

12. This screen allows you to review the data that you have selected to create the report.
13. If all data is correct, schedule a file extract by selecting .

# Screen #8

## Schedule a File Extract > Ent041707

### Extract Schedule

Execution Frequency\*:

Run on date \*:

Execution Time \*:  Run Now  Select Time   hh:mm

### Specify Extract Dates

Select Extract Dates By\*:

\*=Required

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### Procedures:

11. Select Inbox on the Menu.
12. Select Execution Frequency
13. Select Run Date
14. Select Execution Time

**Schedule a File Extract > Ent041707**

**Extract Schedule**

Execution Frequency\*:

Run on date \*:

Execution Time \*:  Run Now

Select Time   hh:mm

**Specify Extract Dates**

Select Extract Dates By\*:

Select the First Billing Period\*:

\*=Required

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<https://vis.informationmanagement.visa.com/VISWEB/fileextract/extractDispatch.action?...>

**Procedures:**

15. In the drop-down menu for the *Select the First Billing Period* field, select the billing period that you would like to review *Last Completed Period – Start Date (XX/XX/XX)*.

# Screen #10

## Schedule a File Extract > Ent041707

### Extract Schedule

Execution Frequency\*:

Run on date \*:

Execution Time \*:  Run Now

Select Time     hh:mm

### Specify Extract Dates

Select Extract Dates By\*:

Select the First Billing Period\*:

Number of Billing Periods to Include\*:

\*=Required

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<https://vis.informationmanagement.visa.com/VISWEB/fileextract/extractDispatch.action?...>







### Procedures:

16. Enter the Number of Billing Periods to Include.
17. Save this screen.
18. Then Click on the "Inbox" at the top of the page.

# Screen #11

## Inbox

**Show:**

<input type="checkbox"/>	<b>Options</b>	<b><u>Instance Name</u></b>	<b><u>Run Date</u></b>	<b><u>Expiry Date</u></b>
<input type="checkbox"/>	  	Ent041707.zip	04/17/2007	05/21/2007
<input type="checkbox"/>	  	032107ent.zip	03/21/2007	04/24/2007

### Procedures:

19. Under the heading "Options", click on the small computer icon next to the report that you want to review.
20. This action will open a WinZip file. WinZip is self-extracting, executable file of compressed data. It includes a small program to extract (unzip) the contents of the file.
21. To run the self-extracting Zip file, double click on the WinZip icon to open. Check OK.
22. Then save to your desktop.
23. Open the file to reconcile the UMB bill to the Enterprise account. This will open an Excel Spreadsheet.
24. Sort the Excel Spreadsheet by the posting date to match the information to the UMB bill.

( . . . . If you want more information on other features that are available on these computer screens, please contact UMB directly. . . . . )

## Screen #12

Open the Excel Spreadsheet file on your desktop. It should look similar to the following:

---

Acct_Num_8_0	Billing_Amt_1	Trans_Ref_Num_2	Posting_DT_3	Supplier_City_4	Renter_Num_5	Cust_CD_CRI_6
XXXXXXXXXX25	180.00	241600000181550	07/12/2007	Topeka	Lohan Linsey	J15254
XXXXXXXXXX26	22.00	241500000182550	07/12/2007	Topeka	Hilton P	J15254
XXXXXXXXXX25	36.00	241600000181550	07/12/2007	Topeka	Crowe Rich	J15254
XXXXXXXXXX25	22.00	241600000181650	07/12/2007	Topeka	Cupbord L Ron	J15254
XXXXXXXXXX25	26.75	241600000181540	07/12/2007	Topeka	LaVista Oscar	J15254
XXXXXXXXXX25	152.00	241600000181510	07/12/2007	Wichita	Around Althea	J15254
XXXXXXXXXX25	31.00	241600000181750	07/12/2007	Wichita	Gety Sara Ann	J15254
XXXXXXXXXX25	52.00	241600000181150	07/12/2007	Topeka	Buffet W	J15254
XXXXXXXXXX25	126.00	241600000181250	07/12/2007	Lawrence	Limbau Rusty	J15254
XXXXXXXXXX25	36.00	241600000181550	07/12/2007	Hays	Fuss Viola	J15254
XXXXXXXXXX25	32.00	241600000181550	07/12/2007	Topeka	Early Stu	J15254
XXXXXXXXXX25	96.00	241600000181550	07/12/2007	Topeka	Linsey Lohan	J15254
XXXXXXXXXX25	60.00	241600000181550	07/12/2007	Wichita	Linsey Lohan	J15254
XXXXXXXXXX25	30.00	241600000181550	07/12/2007	Emporia	Linsey Lohan	J15254
XXXXXXXXXX25	30.00	241600000181550	07/12/2007	Topeka	Linsey Lohan	J15254
XXXXXXXXXX25	300.00	241600000181550	07/12/2007	Topeka	Linsey Lohan	J15254

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**Additional Information:**

1. UMB website: <http://informationmanagement.visa.com>
2. Cust\_CD\_CRI-1= Rental Agreement number
3. Frequent errors include taxes and insurance charged on the leased vehicle.