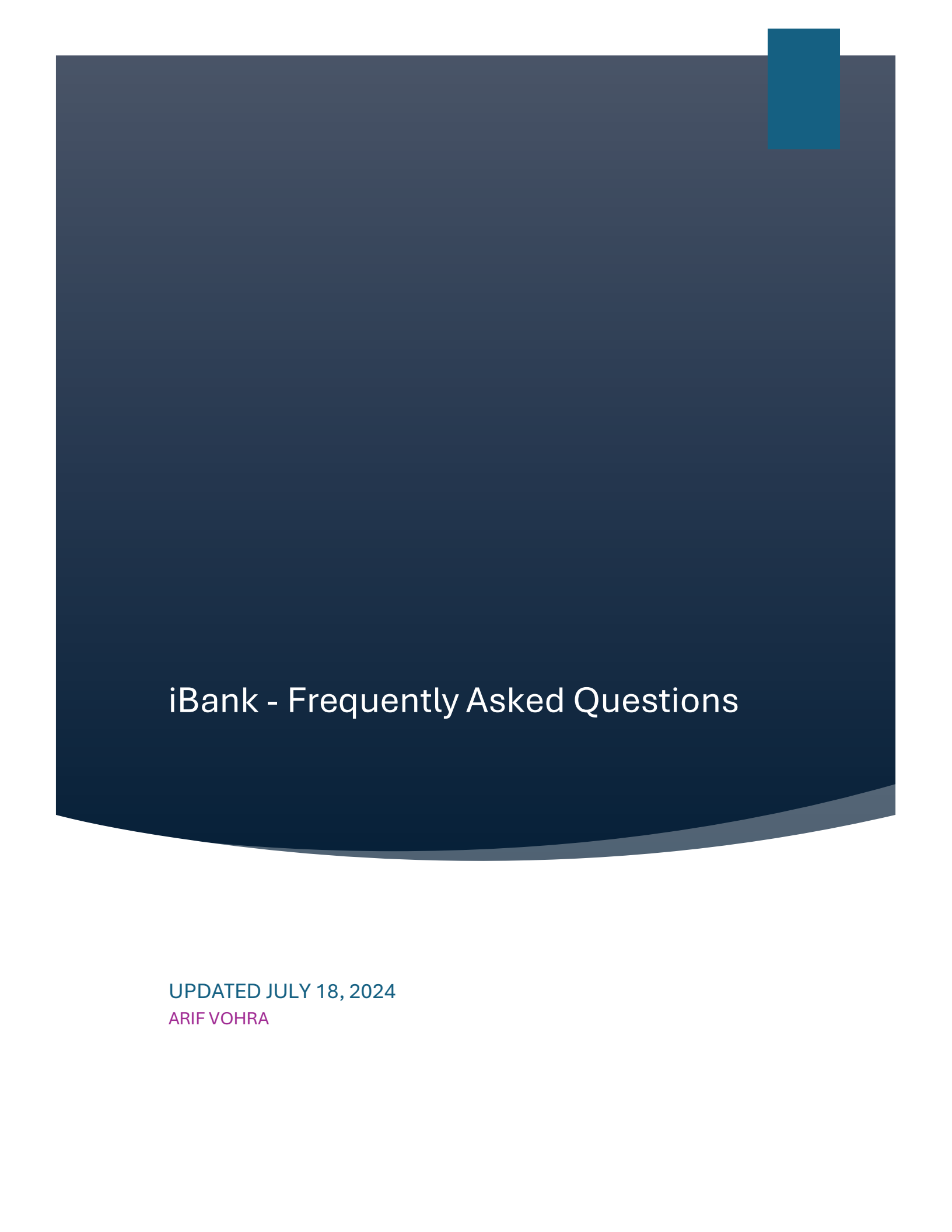




iBank - Frequently Asked Questions

UPDATED JULY 18, 2024

ARIF VOHRA

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Report(s)

Q Can I run an Unused Tickets Report to show any changes and balance left?

A Unused Ticket Reports will be sent, via email, to authorized users once a month on the 18th. The report will contain data up to the 17th of the month.

Q Are we going to receive a detailed report of the CI Azumano fees?

A On the 2nd day of each month, each agency will receive a detailed service fee report.

Q How long will the reports remain in the system?

A If you are trying to download the report from the email link you receive

- The link is valid for 30 days.
- If the link has expired, you can re-run the report in the iBank portal.

Q We used to receive the travel activities report monthly. Will we continue to receive the same report, or we will have to run the report ourselves?

A You will continue to receive the same report, via email, on the 2nd of each month.

Q Lodging report in iBank?

A Lodging reports can be found by searching for “hotel”.

- 10 Standard Reports for Hotel
- 2 Saved Filter Reports for Hotel

Q Is folio information on the lodging report?

A Hotel folio information is not available through the iBank reporting tool. Ibank only records the booked information for a hotel reservation.

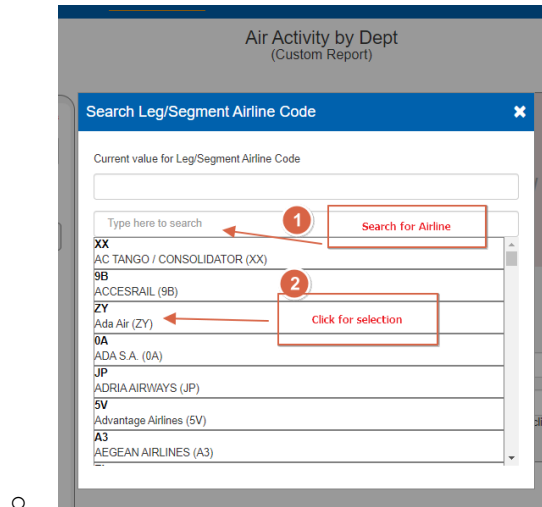
Q Where is the index of airline abbreviations?

A Airline abbreviations can be found when using filter functionality.

The screenshot shows the 'Air Activity by Dept' (Custom Report) interface. It includes a 'Report Settings' sidebar on the left and a main report area on the right. Red callouts with numbers 1, 2, and 3 point to specific features:

- 1** Points to the 'Airline Code' search field in the 'Report Settings' sidebar.
- 2** Points to the 'Add Filter by Clicking +' button in the 'Report Settings' sidebar.
- 3** Points to the 'Click the link (here)' text in the 'Current Filters' section of the main report area.

The main report area also shows date range filters (From: 2 / 25 / 2024, To: 3 / 25 / 2024) and a 'Run' button in the top right corner.



Q Which report shows individual invoices?

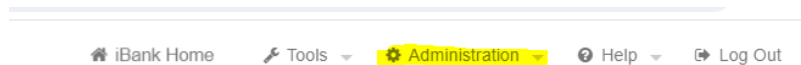
A You can find this information using Print My Invoice found on the State of CA website

Q When will print my invoice be available?

A This is already available to access through the State of CA website

Q How to retrieve account information if needed?

A This can be found under Administration > User Settings in the top right-hand side of the page



Q How to request a monthly customized report?

A Send a request to careports@ciazumano.com with your requirements.

Q What is the lead time for customized report request?

A Lead time depends on the number of development requests we have for the State of California.

A We have a dedicated individual for the State of California account.

Q Locator code or confirmation number on the report?

A Ticket number is available on the Air Activity, Confirmation number is available on both the Hotel and Car activity reports

Q Will I have access to the Car Rental details such as Enterprise?

A Yes, this information will be available on the Car activity

Q Which report can be used for credit card reconciliation?

A The custom created Credit card detail report is located under the 'Saved filters' tab and can be used to obtain this information, there is also the Transaction Analysis by Credit card located in the Standard reports tab that can be run.

Q Will the reports have accounting codes?

A If this is set as a required field it will be captured in a Sort field

Q Will DGS also provide monthly cost report or just via iBank?

A Monthly cost reports will be emailed to each agency by the 2nd of the month for transactions processed for the period of 26th – 25th. Agencies can run reports from iBank at any time if need be.

Q Transaction analysis by credit card report is provided by iBank or DGS?

A Transaction Analysis by Credit Card report is located in iBank under Standard reports

Q Does iBank have combined Air, Hotel, Car in a single report?

A This report is currently not available; it can be custom created once approved

Q Who has iBank reporting portal access?

A Statewide Travel Program provides CI Azumano Travel with the list of authorized iBank users.

Q I did not receive my iBank training (Login or an account email)?

A Please send your request to careports@ciazumano.com and CI Travel will resend your iBank login information, as long as you are an approved user.

Q GO LIVE date is 4/1/2024, when will I have iBank access?

A CI Azumano Travel is granting access to all authorized iBank users before agencies go live. Please note, there will be no reportable data in iBank until your agency go live.

Q How many staff members can have iBank access per department?

A Statewide Travel Program provides CI Azumano Travel with the list of authorized iBank users.

Q Changes from GRASP when logging in to Concur.

A GRASP will not be used anymore.

Q UTC-MCO. It was mentioned that UTCs will be visible to the travelers so they can apply themselves when we transition to CI Azumano. Can you please validate this?

- The UTC report will be emailed to users on the 18th of the month containing all UTC's through the 17th. Please contact your agency administrator to discuss how travelers will see any UTC on the Concur Travel site.

Q When will user(s) receive their iBank login?

A Approved attendees will receive an email Prior to the meeting with their login information including Training Guide and FAQ document.

A If they have not received the login info (attendee may not be on the DGS provided user list). Send a request to DGS Group for approval.

Q Where can train data be found?

A Train travel data are included on the air activity report. In Addition, iBank Reporting has a Rail Activity Report which can be found on Standard Reports tab.

Q On the detail reports, are the dates by statement or time of booking?

A All reports runs using the invoice date by default.

Q Does iBank Reporting show cancelled tickets data?

A iBank Reporting does not contain the cancelled ticket data at this time

Q Does the report show the project, activity and reporting structure(coding)?

A Yes, each agency has been set up with the proper project, activities and reporting structure (sort fields) as they were provided to CIAzumano.

Q Is there a report that shows what is reserved but not ticketed?

A The Air Activity Report can be run based off of reservation data.

Q Is it possible to order a report with complete information? For example, if I order from January 1, 2024 to December 31, 2024. Will it bring back all info available at this point in time?

A Reports can be run from the agency's go live date. Back office will provide bookings that were ticketed/invoiced and reservation data will also provide bookings that have not been ticketed/invoiced.

Q Can we locate VCN for lodging transactions in iBank? Or is that only available in SNAP?

A iBank does not have this information. It can be found in SNAP.

Q How to run a report for online bookings only?

A Using the filter "booking agent" equals CONCUR will provide any bookings made online.

Account(s)

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A Send a request to DGS Group for approval.

Support

Q How to obtain support for the iBank Reporting Portal?

A Send an email to careports@ciazumano.com for iBank Report Portal support request.

Q User(s) unable to see any custom/filter reports?

A Custom or Filter reports access is granted by iBank Administrator. Send an email to careports@ciazumano.com to access custom/filter reports.

Q Does the iBank require a 2 Factor Authentication?

A No, iBank does not have capability for 2 Factor Authentication currently.

Q What is Break 1, Break 2?

A Breaks are used to group records in a report in a way that has meaning and relevance to the agency user.

Q How to output reports in different formats? (i.e.: Word Excel, CSV and PDF)

The screenshot displays the iBank Reporting Portal interface for the 'Car Activity (Standard Report)'. The top navigation bar includes 'Standard Reports', 'Custom Reports', 'Saved Filters', and 'Broadcasts'. The main configuration area is divided into two panels. The left panel, titled 'Report Settings', contains a dropdown for 'Online', an 'Output to' dropdown menu (currently open, showing options: PDF, Word (RTF), XLSX File (Formatted), XLSX File (Raw Data), and CSV File (Raw Data)), a checkbox for 'Suppress Report Parameters', and a 'Convert Currency to' dropdown set to '[Default]'. The right panel, titled 'Data Type', includes a 'Data Type' dropdown set to 'Back Office', date range selectors for 'From' (2 / 1 / 2024) and 'To' (2 / 29 / 2024), and a 'Date Range Type' dropdown set to 'Invoice Date'. Below these are 'Clear' and 'Show All' buttons, and a 'filter logic' link. A red box highlights the 'Available format:' section in the 'Current Filters' area, which lists: PDF, Word (RTF), XLSX File (Formatted/Raw Data), and CSV File (Formatted/Raw Data). At the bottom, there is a 'create' button, a 'Make this my default for this report.' checkbox, and a 'select a filter group' dropdown.

Q Is there a CI Azumano contact person for each state department?

A CI Azumano has a dedicated individual for the State of California account. This person will be helping all agencies.

Miscellaneous:

Q How can I book from the Concur travel site?

A Please contact your agency administrator on how to book from the Concur travel site.

Q Shopping for flights, how do you search for flights and Airfares?

A iBank is a reporting tool. Please contact your agency administrator for how to search for flights and airfares using the Concur travel site.

Q If we have made travel bookings using Cal Travel, can I see the bookings in iBank?

A iBank will show only bookings made by CI Azumano Travel.

Q How to obtain a copy of the live training?

A Training video can be obtained by opening the link below.

- [February 29, 2024, 11AM - 12PM](#)
- [March 28, 2024, 11AM - 12PM](#)
- [April 25, 2024, 11AM - 12PM](#)

Q How much history will be retained for reporting?

A iBank Reporting will have data from inception date.

Q What is data type “BACK OFFICE”?

A Back Office option will filter data for bookings that have been invoiced or ticketed.

Q For hotel bookings, can we get receipts from iBank?

A iBank Reporting does not contain hotel receipts at this time.

Q Can a custom report for all travel be shared with all agencies?

A A custom report can contain all travel information such as Air, Rail, Bus, Car and Hotel. Once we have received a request for the report. We will create the report and can share across all approved iBank users within your agency/agencies.

Q How do I stop E-mail reports from being blocked?

A Each agency must contact its IT Department and request to whitelist ***ciazumano.com*** E-Mails.