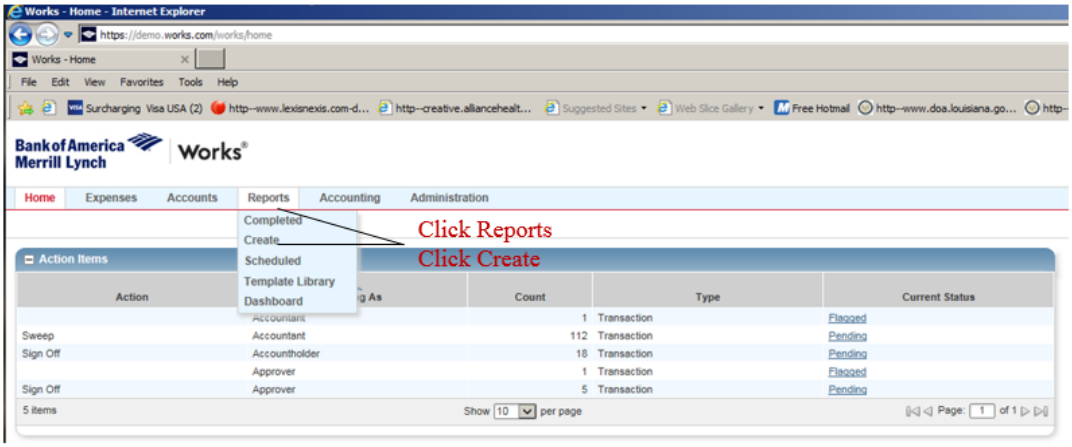
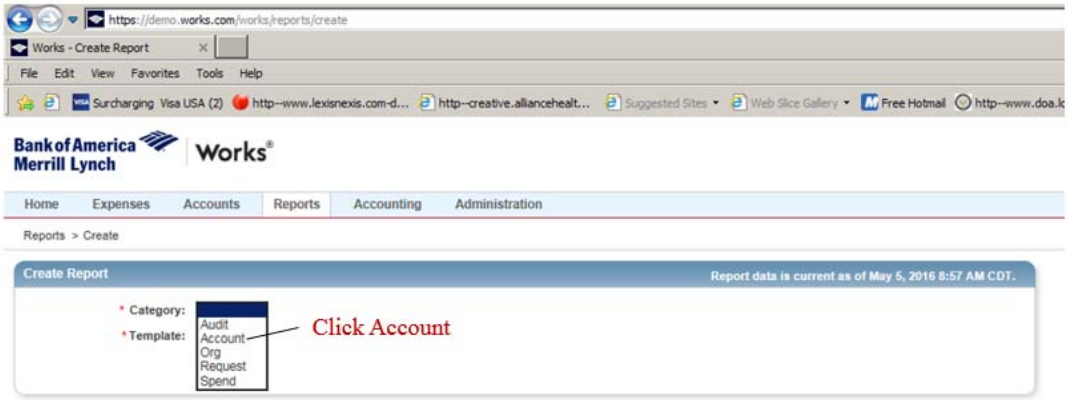
Works Reports

Card Decline (This report shows cardholders that attempted to make transaction that where above their limits or with MCC that are not opened)

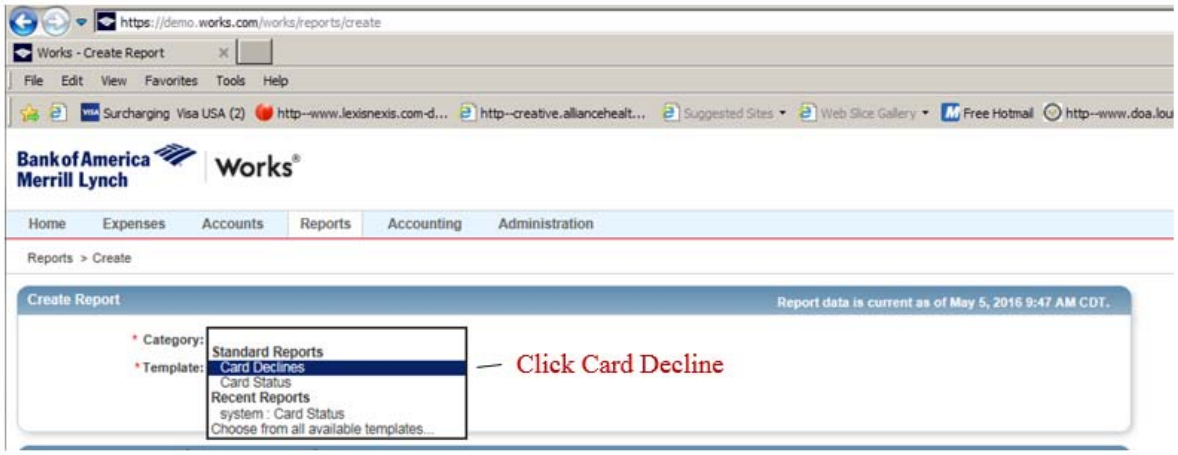
1. Click Reports
2. Click Create



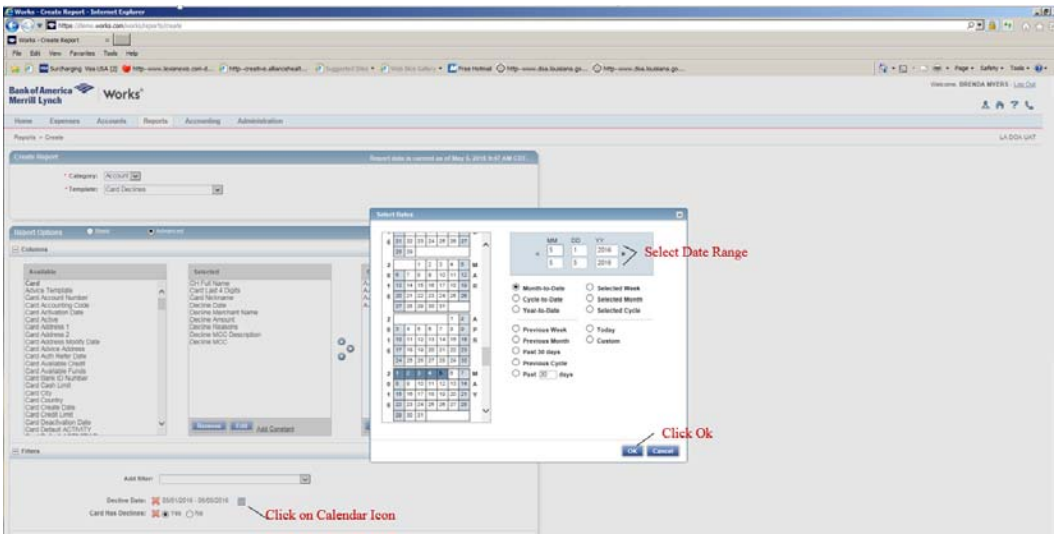
3. Click Account



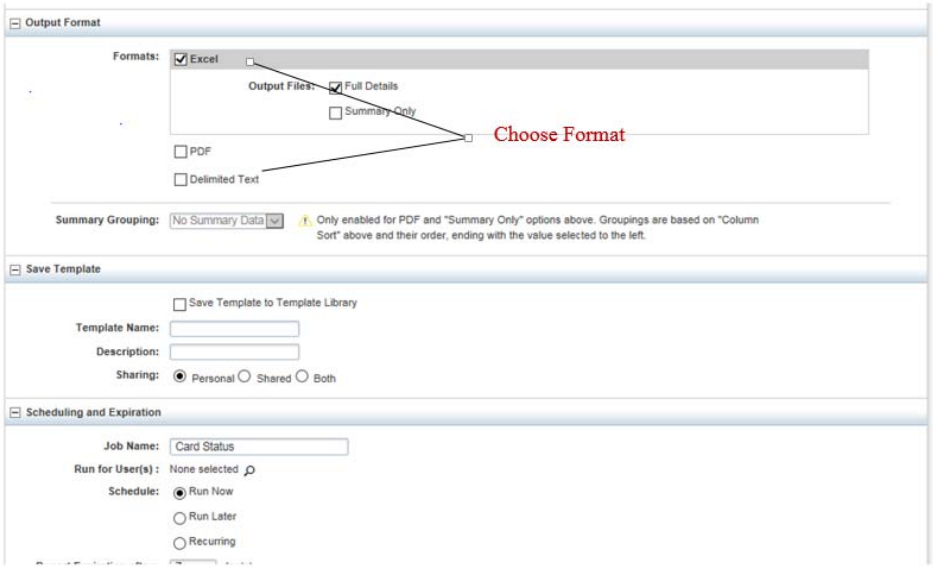
4. Click Card Decline



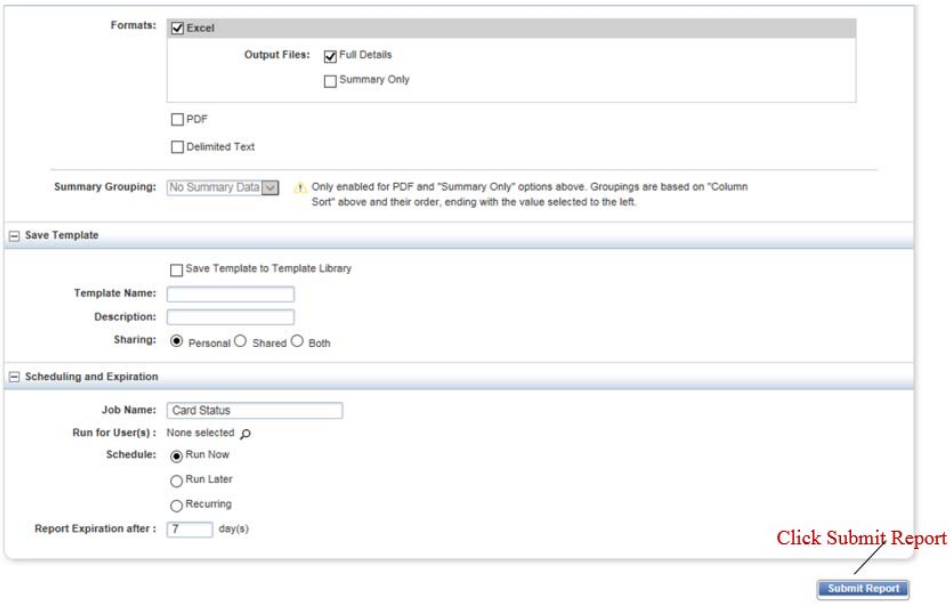
5. Click on Calendar Icon, choose date range, click OK.



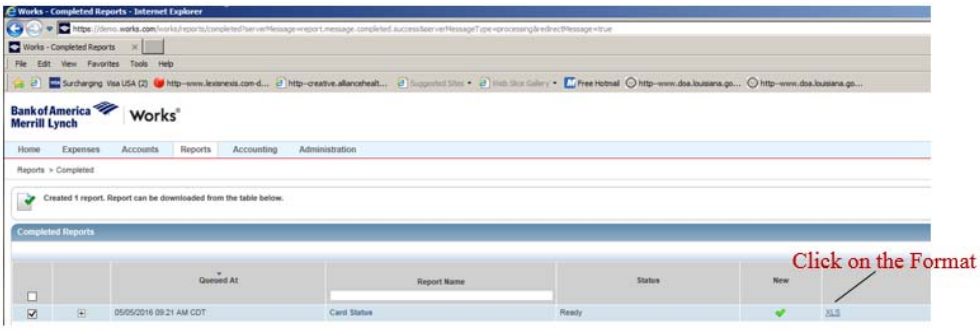
6. Scroll to Output Format



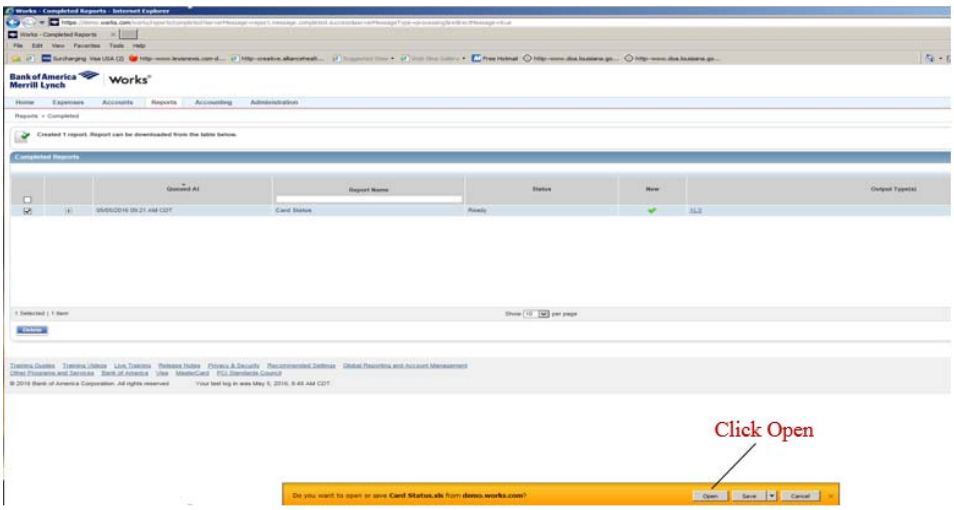
7. Click Submit Report



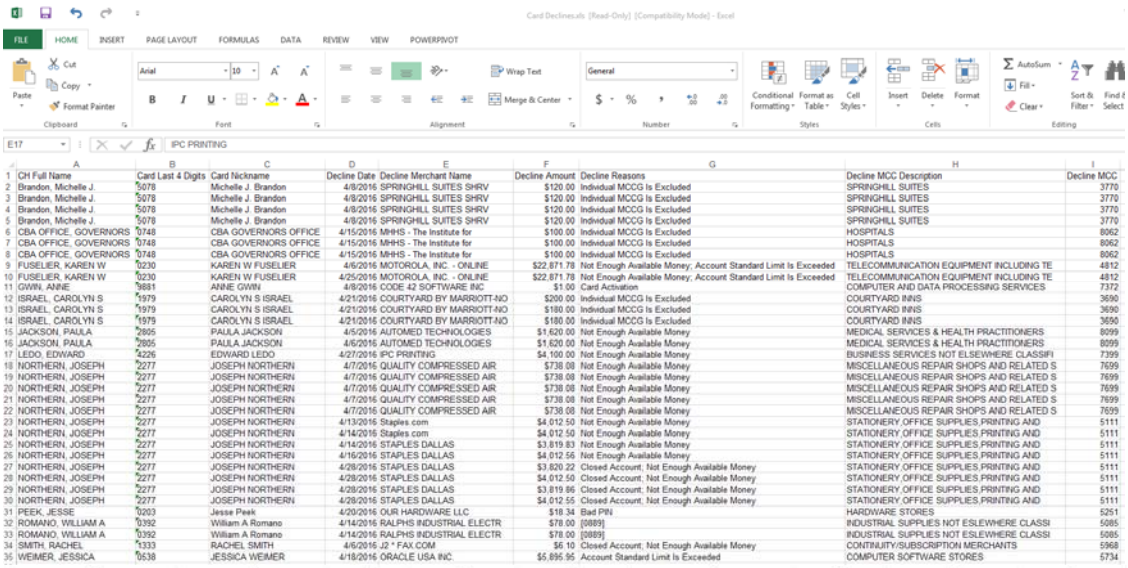
8. Once Report generates, click the Format



9. Click Open



10. Report generates



	CH Full Name	Card Last 4 Digits	Card Nickname	Decline Date	Decline Merchant Name	Decline Amount	Decline Reasons	Decline MCC Description	Decline MCC
2	Brandon, Michelle J.	5078	Michelle J. Brandon	4/8/2016	SPRINGHILL SUITES SHRV	$120.00	Individual MCCG Is Excluded	SPRINGHILL SUITES	3770
3	Brandon, Michelle J.	5078	Michelle J. Brandon	4/8/2016	SPRINGHILL SUITES SHRV	$120.00	Individual MCCG Is Excluded	SPRINGHILL SUITES	3770
4	Brandon, Michelle J.	5078	Michelle J. Brandon	4/8/2016	SPRINGHILL SUITES SHRV	$120.00	Individual MCCG Is Excluded	SPRINGHILL SUITES	3770
5	Brandon, Michelle J.	5078	Michelle J. Brandon	4/8/2016	SPRINGHILL SUITES SHRV	$120.00	Individual MCCG Is Excluded	SPRINGHILL SUITES	3770
6	CBA OFFICE, GOVERNORS	0748	CBA GOVERNORS OFFICE	4/15/2016	MHHS - The Institute for	$100.00	Individual MCCG Is Excluded	HOSPITALS	8062
7	CBA OFFICE, GOVERNORS	0748	CBA GOVERNORS OFFICE	4/15/2016	MHHS - The Institute for	$100.00	Individual MCCG Is Excluded	HOSPITALS	8062
8	CBA OFFICE, GOVERNORS	0748	CBA GOVERNORS OFFICE	4/15/2016	MHHS - The Institute for	$100.00	Individual MCCG Is Excluded	HOSPITALS	8062
9	FUSELIER, KAREN W	0230	KAREN W FUSELIER	4/6/2016	MOTOROLA, INC. - ONLINE	$22,871.78	Not Enough Available Money; Account Standard Limit Is Exceeded	TELECOMMUNICATION EQUIPMENT INCLUDING TE	4812
10	FUSELIER, KAREN W	0230	KAREN W FUSELIER	4/25/2016	MOTOROLA, INC. - ONLINE	$22,871.78	Not Enough Available Money; Account Standard Limit Is Exceeded	TELECOMMUNICATION EQUIPMENT INCLUDING TE	4812
11	GWIN, ANNE	8881	ANNE GWIN	4/8/2016	CODE 42 SOFTWARE INC	$1.00	Card Activation	COMPUTER AND DATA PROCESSING SERVICES	7372
12	ISRAEL, CAROLYN S	1979	CAROLYN S ISRAEL	4/21/2016	COURTYARD BY MARRIOTT-NO	$200.00	Individual MCCG Is Excluded	COURTYARD INNS	3690
13	ISRAEL, CAROLYN S	1979	CAROLYN S ISRAEL	4/21/2016	COURTYARD BY MARRIOTT-NO	$180.00	Individual MCCG Is Excluded	COURTYARD INNS	3690
14	ISRAEL, CAROLYN S	1979	CAROLYN S ISRAEL	4/21/2016	COURTYARD BY MARRIOTT-NO	$180.00	Individual MCCG Is Excluded	COURTYARD INNS	3690
15	JACKSON, PAULA	2805	PAULA JACKSON	4/5/2016	AUTOMED TECHNOLOGIES	$1,620.00	Not Enough Available Money	MEDICAL SERVICES & HEALTH PRACTITIONERS	8099
16	JACKSON, PAULA	2805	PAULA JACKSON	4/6/2016	AUTOMED TECHNOLOGIES	$1,620.00	Not Enough Available Money	MEDICAL SERVICES & HEALTH PRACTITIONERS	8099
17	LEDO, EDWARD	4226	EDWARD LEDO	4/27/2016	IPC PRINTING	$4,100.00	Not Enough Available Money	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	7399
18	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/7/2016	QUALITY COMPRESSED AIR	$738.08	Not Enough Available Money	MISCELLANEOUS REPAIR SHOPS AND RELATED S	7699
19	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/7/2016	QUALITY COMPRESSED AIR	$738.08	Not Enough Available Money	MISCELLANEOUS REPAIR SHOPS AND RELATED S	7699
20	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/7/2016	QUALITY COMPRESSED AIR	$738.08	Not Enough Available Money	MISCELLANEOUS REPAIR SHOPS AND RELATED S	7699
21	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/7/2016	QUALITY COMPRESSED AIR	$738.08	Not Enough Available Money	MISCELLANEOUS REPAIR SHOPS AND RELATED S	7699
22	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/7/2016	QUALITY COMPRESSED AIR	$738.08	Not Enough Available Money	MISCELLANEOUS REPAIR SHOPS AND RELATED S	7699
23	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/13/2016	Staples.com	$4,012.50	Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
24	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/14/2016	Staples.com	$4,012.50	Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
25	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/14/2016	STAPLES DALLAS	$3,819.83	Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
26	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/16/2016	STAPLES DALLAS	$4,012.56	Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
27	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/28/2016	STAPLES DALLAS	$3,820.22	Closed Account; Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
28	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/28/2016	STAPLES DALLAS	$4,012.50	Closed Account; Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
29	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/28/2016	STAPLES DALLAS	$3,819.86	Closed Account; Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
30	NORTHERN, JOSEPH	2277	JOSEPH NORTHERN	4/28/2016	STAPLES DALLAS	$4,012.55	Closed Account; Not Enough Available Money	STATIONERY,OFFICE SUPPLIES,PRINTING AND	5111
31	PEEK, JESSE	0203	Jesse Peek	4/20/2016	OUR HARDWARE LLC	$18.34	Bad PIN	HARDWARE STORES	5251
32	ROMANO, WILLIAM A	0392	William A Romano	4/14/2016	RALPHS INDUSTRIAL ELECTR	$78.00	[0889]	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	5085
33	ROMANO, WILLIAM A	0392	William A Romano	4/14/2016	RALPHS INDUSTRIAL ELECTR	$78.00	[0889]	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	5085
34	SMITH, RACHEL	1333	RACHEL SMITH	4/6/2016	J2 * FAX.COM	$6.10	Closed Account; Not Enough Available Money	CONTINUITY/SUBSCRIPTION MERCHANTS	5968
35	WEIMER, JESSICA	0638	JESSICA WEIMER	4/18/2016	ORACLE USA INC	$5,895.95	Account Standard Limit Is Exceeded	COMPUTER SOFTWARE STORES	5734

	Card Nickname	Card Embossed Line 1	Card Last Used	Card Available Credit	Card Profile Name	Card Embossed Line 2	Card Last 4 Digits	Card Last Known Balance	Card Available Funds
2	ALTHEA CRAIG	ALTHEA CRAIG	8/18/2014	$20,799.09	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	0087	$4,200.91	$20,799.09
3	BRENDA MYERS	BRENDA MYERS	3/27/2014	$11,381.78	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	3719	$13,618.22	$16,325.15
4	BRIAN BABIN	BRIAN BABIN	1/29/2014	$23,857.30	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	5777	$1,142.70	$25,000.00
5	CHERIE COBB	CHERIE COBB	8/18/2014	$21,492.23	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	5935	$3,507.77	$21,492.23
6	DONNA PALERMO	DONNA PALERMO	1/29/2014	$23,624.67	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	3002	$1,375.33	$25,000.00
7	GLYNNA TORTORICH	GLYNNA TORTORICH	2/4/2014	($1,393.91)	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	9174	$26,393.91	$16,443.74
8	JAMES KARR	JAMES KARR	2/5/2014	$15,026.57	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	3797	$9,973.43	$24,690.15
9	JAN CASSIDY	JAN CASSIDY	1/29/2014	$24,433.42	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	7086	$566.58	$25,000.00
0	LA DEPT OF ADMINISTRATION	LA DEPT OF CORRECTIONS		($1,999,999.00)		LA DEPT OF CORRECTIONS	4568	$134,898.45	$0.00
1	MARY STEVENSON	MARY STEVENSON	9/3/2015	($10,516.94)	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	0184	$35,516.94	$11,017.54
2	NORMA KING	NORMA KING	1/23/2014	($5,347.56)	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	8314	$30,347.56	$25,000.00
3	ROB PARKER	ROB PARKER	8/18/2014	$24,384.41	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	3218	$615.59	$24,384.41
4	SHELITA WOODS	SHELITA WOODS	2/10/2014	$17,360.49	CL $25,000/ STL None	LA DEPT OF ADMINISTRATION	9421	$7,639.51	$17,360.49

11. Address all Declines with the Cardholder, document responses

12. Save the report and/or print the report with responses as documentation that you ran the mandatory Decline Report.