



A
Winning
HAND:

Reporting 201

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U.S. Bank

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U.S. Bank Reporting Sessions

- Reporting 101 – hands-on-training
 - Primary focus on setting up and running:
 - Standard reports with Report Scheduler
 - Custom (shared) reports
 - Flex Data
- Reporting 201 – Oversight, Auditing and Monitoring
- Reporting 301 – Account Management
- Reporting 401 – Transactional Spend



Agenda

- Purpose of reporting
- Convenience checks
- Potential internal misuse and abuse reports
- Recommendations



Why Run Reports?

- Oversight
- Monitor
- Audit
- State of your agency's Government Purchase Card (GPC) program
- Trends
- Lessons learned = implementation of best practices



Accountability

- U.S. Government Accountability Office (GAO)
 - Accountability
 - Integrity
 - Reliability
- Government Purchase Cards: actions needed to strengthen internal controls



Sometimes... We Just Have to Deal With the Cards That We Are Dealt With...

- You have been volunteered as the new A/OPC
- GPC training – two years ago
- A/OPC long game
- Surveillances? What are those?
- Minimal records

Unfortunately we can't just fold them...but we better do something!



U.S. Bank Access[®] Online Reporting Functionality Overview

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Access Online Reporting Overview

Reporting Functionality	Schedule	Automatic Run	Data Exchange Mailbox	U.S. Bank WBT Guides/Lessons
Standard Reports Report Scheduler	Yes	Yes	Yes	<p><u>Lesson User Guides</u>: Reporting Report Scheduler</p> <p><u>Other Documents</u>: Report samples</p> <p><u>Quick References</u>: Run a report</p> <hr/> <p><u>Lessons</u>: Reporting Report Scheduler</p> <p><u>Recorded Classes</u>: Standard reports</p> <p>Report Scheduler</p> <p><u>Simulations</u>: Run a Standard report – guided or hands on</p>



Access Online Reporting Overview

Reporting Functionality	Schedule	Automatic Run	Data Exchange Mailbox	U.S. Bank WBT Resources
<p>Custom (Shared) Reports</p> <p>Flex Data Reporting</p>	No	No	No	<p><i>Lesson User Guides:</i></p> <p>Run shared custom reports</p> <p>Flex Data Reporting</p> <p><i>Other Documents:</i></p> <p>Shared custom report samples</p> <p>Data Dictionary for custom reporting</p> <p>Data Dictionary for Flex Data Reporting</p> <hr/> <p><i>Lessons</i></p> <p>Flex Data Reporting</p> <p><i>Recorded Classes</i></p> <p>Shared Custom Reports</p> <p>Flex Data Reporting</p>



Program Oversight and Review Reports for Suspected Internal Misuse and Abuse

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Possible Indicators

- Repetitive buys from same merchant
- Lack of documentation for a purchase
- Failure to safeguard cards and account numbers
- Unauthorized purchases
- Split purchases to avoid spending limitations
- Payments made for items not received
- Lack of accounting for items requiring accountability
- Cardholders returning merchandise for store credit
- Cardholder's statement approved repeatedly by the AO/BO



Custom Reports

U.S. Bank Access® Online US Bancorp

[Our Payment Products](#) [Logout](#)

usbank **Reporting**

- [Request Status Queue](#)
- [Active Work Queue](#)
- [System Administration](#)
- [Account Administration](#)
- [Payment Plus](#)
- [Order Management](#)
- [Transaction Management](#)
- [Enhanced Supplier Management](#)
- [Account Information Reporting](#)
 - [Program Management](#)
 - [Financial Management](#)
 - [Supplier Management](#)
 - [Tax and Compliance Management](#)
 - [Administration](#)
 - [Global](#)
 - [Report Scheduler](#)
 - [Flex Data Reporting](#)
 - [Custom Reports](#)
- [Data Exchange](#)
- [My Personal Information](#)

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Program Management
General program management activities and monitor company policy compliance.

Financial Management
Monitor expenditures, track variances and manage account allocations.

Supplier Management
These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Tax and Compliance Management
Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration
These reports allow administrators to support system functionality.

Global
Analyze spending for global reports.

Report Scheduler
View and maintain current scheduled reports.

Flex Data Reporting
Create and maintain adhoc reports.

Custom Reports
Create and configure custom reports.

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Running Custom Reports

U.S. Bank Access® Online Accessibility On Favorites Utilities

usbank Access Online Custom Reports

Domains

- Custom Reports
 - Reporting Objects
 - My Reports
 - Shared Reports
 - **USBank Shared Reports**
 - Account Information
 - Accounts With High Credit Limits
 - Accounts With Underutilized Credit Limits
 - Active Accounts with Multiple Lost/Stolen Cards within a Year
 - MCC/MAT Codes Assigned to Cardholder Accounts
 - MCC/MAT Codes Assigned to Managing Accounts
 - Transaction Activity
 - All Convenience Check Transactions (Context Menu: Run, Run Deferred, Save as My Report, Add to Favorites, Properties)
 - Declined Transactions
 - Frequent Credit Transactions
 - Frequent Credits by Merchant
 - High Cardholder Spending by Merchant
 - Large Dollar Transactions
 - Mismatched Authorizations
 - Over Limit Convenience Check Transactions
 - Payment and Prompt Pay Act Interest Penalty Transactions
 - Potential Split Requirement Review
 - Transactions for Selected MCCs
 - Transactions Without Authorization
 - Transactions Without Terminal ID
 - Travel Industry Transactions
 - Unusual Spending Activity
 - **USBank Shared Reports for DoD**
 - Account Information
 - Transaction Activity



Running Reports

U.S. Bank Access® Online Accessibility On Favorites Utilities

usbank Access Online Custom Reports

Domains
Custom Reports

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Exp...

Dashboard

Select All Remove Refresh Close

- Accounts With High Credit Limits
- Accounts With Underutilized Credit Limits
- Active Accounts with Multiple Lost/Stolen Cards within a Year
- All Convenience Check Transactions
- Billing/Approving Official Conflict of Interest
- Frequent Credits by Merchant
- High Cardholder Spending by Merchant
- Over Limit Convenience Check Transactions
- Payment and Prompt Pay Act Interest Penalty Transactions
- Potential Split Requirement Review
- Standard Document Number
- Suspect Merchants
- Transactions at Blocked MCCs
- Transactions Without Authorization

Run
Run Deferred
Save as My Report
Properties

javascript:void(0); Trusted sites



Running Reports

Parameters				
Date Type: Posted Date <input type="button" value="v"/>	Start Date (Required) <input type="text" value="2011/01/01"/>	End Date (Required) <input type="text" value="2011/01/31"/>	Hierarchy Position Bank(Required) <input type="text" value="3058"/>	Processing Hierarchy Position Agent <input type="text"/>
Processing Hierarchy Position Company <input type="text"/>	Processing Hierarchy Position Division <input type="text"/>	Processing Hierarchy Position Department <input type="text"/>	Reporting Hierarchy Position Level 1 <input type="text"/>	Reporting Hierarchy Position Level 2 <input type="text"/>
Reporting Hierarchy Position Level 3 <input type="text"/>	Reporting Hierarchy Position Level 4 <input type="text"/>	Reporting Hierarchy Position Level 5 <input type="text"/>	Reporting Hierarchy Position Level 6 <input type="text"/>	Reporting Hierarchy Position Level 7 <input type="text"/>
<input type="button" value="Run"/>	<input type="button" value="Reset"/>	<input type="button" value="Clear Output"/>	<input checked="" type="checkbox"/> Run in a new window	

1. Specify values for all parameters
2. Select the Run button to submit the request



All Convenience Checks Report

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Convenience Check Reports

- All Convenience Check report
- Over Limit Convenience Check Transactions report
 - Used for over \$3000 checks
 - \$ Greater Than field can be set to \$0
- Lists each checkholder's convenience checks
- Associated fees not shown
- Associated fees not part of the transaction shown



All Convenience Check Transactions Report

	AJ	AK	AL	AM	AN	AO
1	Account Status	Convenience Check Amount	Convenience Check Transaction	Convenience Check Posted Date	Merch_Nm	Check_Nbr
866	-OPEN	2790,00 2794,00 2822,00 2850,00 2890,00 2900,00 2931,28 2948,00 2949,00 2950,00 2970,00 2972,72 2991,23 2995,50 2999,00 2999,99 3000,00 3383,61 (Blanks) (NonBlanks)	2011.01.06	2011.01.07	JOH CONNLL	001123
1863						
1864						
1865						
1866						
1867						
1868						
1869						
1870						
1871						
1872						
1873						

	AJ	AK	AL	AM	AN	AO
1	Account Status	Convenience Check Amount	Convenience Check Transaction	Convenience Check Posted Date	Merch_Nm	Check_Nbr
866	-OPEN	3383,61	2011.01.06	2011.01.07	JOH CONNLL	001123
1863						
1864						
1865						
1866						
1867						
1868						
1869						



All Convenience Check Transactions Report

1	2	3	A	B	C	D	E	F	G	H	I	J	K	L
			Agent	Company	MA Number Masked	MA Short Name	Account Number Masked	Short Name	Account Status	Convenience Check Amount	CC Trans Date	CC Posted Date	Merch Name	Check Number
	4									\$12.50			CITY OF INUKA Total	
	6									\$14.75			CITY OF IUNKA Total	
	11									\$28.00			SOME BANK Total	
	13									\$150.00			II DEPARTMENT Total	
	201									\$130,024.54			ILLEGIBLE PAYEE Total	
	203									\$3,383.61			JOH CONNLL Total	
	205									\$51.90			KEEPER OF THE SA Total	
	231									\$2,497.90			KEEPER OF THE ST Total	
	234									\$2,250.00			FOOTBALL Total	
	236									\$19.00			REP MARL Total	
	238									\$19.00			REP HAR Total	
	240									\$700.00			BOB MARCERT Total	
	247									\$10,150.00			BOB MARLERT Total	
	249									\$2,200.00			BOB MARLEST Total	
	252									\$56.10			THE KEEPER OF THE Total	
	254									\$196.35			THE KEEPER OFTHE S Total	
	255									\$153,051.15			Grand Total	
	256													
	257													
	258													
	259													
	260													
	261													
	262													
	263													
	264													
	265													
	266													



All Convenience Check Transactions Report

	A	B	C	D	E	F	G	H	I
1	CO #	MA Short Name	Account Number Masked	Short Name	Convenience Check Amount	Convenience Check Transaction Date	Convenience Check Posted Date	Merch Name	Check Number
2	11111	SLOW JOE	0007812345	BOT RAY	\$3,383.61	2011/01/06	2011/01/07	JOH CONNLL	001123
3									
4									
5	22222	FAN TROY	0007712345	BAARD JOE	\$700.00	2011/02/25	2011/02/28	BOB MARCERT	001081
6									
7	22222	FAN TROY	0007712345	BAARD JOE	\$650.00	2011/01/11	2011/01/13	BOB MARLERT	001070
8	22222	FAN TROY	0883654321	SEN LISA	\$850.00	2011/01/06	2011/01/07	BOB MARLERT	001533
9	22222	FAN TROY	0007712345	BAARD JOE	\$1,950.00	2011/02/23	2011/02/24	BOB MARLERT	001079
10	22222	FAN TROY	0007712345	BAARD JOE	\$2,200.00	2011/01/26	2011/01/29	BOB MARLERT	001073
11	22222	FAN TROY	0884987654	LER CHRIS	\$2,250.00	2011/02/23	2011/02/24	BOB MARLERT	001875
12	22222	FAN TROY	0884987654	LER CHRIS	\$2,250.00	2011/03/30	2011/03/31	BOB MARLERT	001887
13									
14	22222	FAN TROY	0883654321	SEN LISA	\$2,200.00	2011/01/05	2011/01/06	BOB MARLEST	001529
15									
16									
17									
18									
19									
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21									
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28									
29									
30									



Monitoring for Potential or Suspected Internal Misuse and Abuse

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Unauthorized Purchases

- Custom Shared report
- Suspect Merchants report
 - Identifies all transactions for specified merchant names
 - Names supplied by client



Custom Shared Reports – Suspect Merchants (1/3)

	R	S	T	U	V
	Short Name	Merchant Name	Merchant ID	Merchant Category	Merchant Category Code Description
1	TOW EARL	HOTEL/CASINO RM	38555555	3628	LIB HOTEL AND CASINO
2	TOR LINDA	MORE CO INC	24366666	5046	WHOLESALE COMMERCIAL
3	JOON RUBY	B CORP CF340042	11111111	5732	ELECTRONICS STORES
4	ACK ADAM	CASINO CHIPS	14422222	5999	MISCELLANEOUS AND SPECIAL
5	GAUT RAY	ALLY FITNSS	18633333	7997	COUNTRY/SPORTS/REC C
6	FIN JEFF	COACH REST	44444444	5812	EATING PLACES AND RESTAURANTS
7	HET STAN	RIBBON MILLS INC	24666666	5131	WHOLESALE PIECE/DRY
8	ORE LARS	TICKETMASTER	99999999	7922	THEATRICAL PRODUCERS
9	RUZ SANDY	TOTAL FITNESS	16765432	7997	COUNTRY/SPORTS/REC C
10	DRIX THOM	PINE RESORT	30855555	7999	RECREATION SERVICES
11	UNN ANN	CITY CASINO	24044444	5812	EATING PLACES AND RESTAURANTS
12	UNN ANN	CITY CASINO	24044444	5812	EATING PLACES AND RESTAURANTS
13	GEE MICH	ALLY FITNSS	18677777	7997	COUNTRY/SPORTS/REC C
14	HEY KATH	TOTAL FITNESS	16799999	7997	COUNTRY/SPORTS/REC C
15	GULL GILL	B CORP CF340042	11111111	5732	ELECTRONICS STORES
16	EAGE RON	MOUNTAIN LEASI	99888888	7512	OTHER AUTO RENTALS
17	DERS CHER	MORE CO INC	24322222	5046	WHOLESALE COMMERCIAL
18	NESS KIM	COACH NET	26111111	8299	SCHOOLS/EDUCATIONAL SCHL
19	EIBLE ROB	BAY INC	91088888	7399	BUSINESS SERVICES - OTHER
20	PRO PAUL	WELL CONNECT	28744444	7299	MISC PERSONAL SERVICES
21	ELVA DEB	B CORP CF340042	11111111	5732	ELECTRONICS STORES
22	KINS MARK	O TICKET OFFIC	30823456	8220	COLLEGES, UNIVERSITIES
23	CUS MAT	B CORP WEB0107	22222222	5732	ELECTRONICS STORES
24					



Custom Shared Reports – Suspect Merchants (2/3)

	U	V	W	X	Y	Z
	Merchant Category	Merchant Category Code Description	Start Posted Date Range	End Posted Date Range	Transaction Date	Transaction Amount
1	3628	LIB HOTEL AND CASINO	2011/01/24	2011/01/24	2011/01/21	.00
2	5046	WHOLESALE COMMERCIAL	2011/01/05	2011/01/05	2011/01/04	815.00
3	5732	ELECTRONICS STORES	2011/01/19	2011/01/19	2011/01/18	359.95
4	5999	MISCELLANEOUS AND SPECIAL	2011/01/10	2011/01/10	2011/01/07	233.00
5	7997	COUNTRY/SPORTS/REC C	2011/01/17	2011/01/21	2011/01/21	103.97
6	5812	EATING PLACES AND RESTAURANTS	2011/01/10	2011/01/10	2011/01/09	999.00
7	5131	WHOLESALE PIECE/DRY	2011/01/17	2011/01/17	2011/01/14	109.05
8	7922	THEATRICAL PRODUCERS	2011/01/07	2011/01/07	2011/01/06	78.00
9	7997	COUNTRY/SPORTS/REC C	2011/01/31	2011/01/31	2011/01/28	1950.00
10	7999	RECREATION SERVICES	2011/01/31	2011/01/31	2011/01/29	152.00
11	5812	EATING PLACES AND RESTAURANTS	2011/01/13	2011/01/13	2011/01/12	336.15
12	5812	EATING PLACES AND RESTAURANTS	2011/01/13	2011/01/13	2011/01/12	149.40
13	7997	COUNTRY/SPORTS/REC C	2011/01/03	2011/01/28	2011/01/28	2506.26
14	7997	COUNTRY/SPORTS/REC C	2011/01/06	2011/01/06	2011/01/04	1950.00
15	5732	ELECTRONICS STORES	2011/01/24	2011/01/24	2011/01/22	1269.75
16	7512	OTHER AUTO RENTALS	2011/01/07	2011/01/07	2011/01/04	-150.00
17	5046	WHOLESALE COMMERCIAL	2011/01/05	2011/01/05	2011/01/04	1002.00
18	8299	SCHOOLS/EDUCATIONAL SCHL	2011/01/12	2011/01/12	2011/01/11	238.50
19	7399	BUSINESS SERVICES - OTHER	2011/01/05	2011/01/05	2010/11/24	-62.84
20	7299	MISC PERSONAL SERVICES	2011/01/26	2011/01/26	2011/01/25	1975.00
21	5732	ELECTRONICS STORES	2011/01/24	2011/01/24	2011/01/22	346.05
22	8220	COLLEGES, UNIVERSITIES	2011/01/31	2011/01/31	2011/01/27	250.00
23	5732	ELECTRONICS STORES	2011/01/24	2011/01/24	2011/01/21	-979.28
24						

Ready NUM



Custom Shared Reports – Suspect Merchants (3/3)

	W	X	Y	Z	AA	AB
1	Start Posted Date Range	End Posted Date Range	Transaction Date	Transaction Amount	Purchase Code ID Description	Transaction Reference Number
2	2011/01/24	2011/01/24	2011/01/21	.00	30799499 4056	24610431023004020339123
3	2011/01/05	2011/01/05	2011/01/04	815.00	10624	24435651005207837705555
4	2011/01/19	2011/01/19	2011/01/18	359.95	9314953363	24164071018427730088888
5	2011/01/10	2011/01/10	2011/01/07	233.00	3387921157	24559301007900010499999
6	2011/01/17	2011/01/21	2011/01/21	103.97	2606653264001200	24692161021000235400000
7	2011/01/10	2011/01/10	2011/01/09	999.00		24717051009150095178788
8	2011/01/17	2011/01/17	2011/01/14	109.05	240025	24055231014207952222222
9	2011/01/07	2011/01/07	2011/01/06	78.00	WDC4E8C134-52758	24692161006000540999999
10	2011/01/31	2011/01/31	2011/01/28	1950.00	94731635	24207851029166400666666
11	2011/01/31	2011/01/31	2011/01/29	152.00	0000000013	24493981030200975555555
12	2011/01/13	2011/01/13	2011/01/12	336.15		24323001013124198989898
13	2011/01/13	2011/01/13	2011/01/12	149.40		24323001013124198897777
14	2011/01/03	2011/01/28	2011/01/28	2506.26	2606380135101270	24692161028000506767676
15	2011/01/06	2011/01/06	2011/01/04	1950.00	29379606	24207851005166911111111
16	2011/01/24	2011/01/24	2011/01/22	1269.75	9315002282	24164071023427802222222
17	2011/01/07	2011/01/07	2011/01/04	-150.00		74036991006400022222222
18	2011/01/05	2011/01/05	2011/01/04	1002.00	10661	24435651005207833333333
19	2011/01/12	2011/01/12	2011/01/11	238.50	0000040087	24231681012206000000000
20	2011/01/05	2011/01/05	2010/11/24	-62.84		74798261005846686868686
21	2011/01/26	2011/01/26	2011/01/25	1975.00	qa52347c	24506011025980009090909
22	2011/01/24	2011/01/24	2011/01/22	346.05	9315000368	24164071023427800009998
23	2011/01/31	2011/01/31	2011/01/27	250.00	74500024	24108381028200745000111
24	2011/01/24	2011/01/24	2011/01/21	-979.28		74164071021427720555555
25	2011/01/10	2011/01/10	2011/01/08	2843.74	9314838093	24164071009427728888888
26	2011/01/10	2011/01/10	2011/01/07	3511.05	0000158016	24906041007040454545454
27	2011/01/12	2011/01/12	2011/01/11	9299.33	237196	24055231011207979797979



Unauthorized Purchases

- Custom Shared report
- Transactions at Blocked MCCs report
 - Identifies excluded transactions by MCCs
 - Excluded MCC list provided by client
 - Excludes transactions without authorization codes
 - Excludes CC and FDs
 - Helps identify misuse of card



Custom Shared Reports – Transactions at Blocked MCCs

	T	U	V	W	X	Y	Z
	Short Name	Posted Date	Transaction Date	Transaction Amount	Merchant Name	Category Code	Merchant Category Code Description
1	JOB BOB	2011/01/10	2011/01/07	362.50	KEY DBA CAB	5932	ANTIQUÉ SHOPS
2	TIC RAY	2011/02/03	2011/02/01	30.45	WIDE LITARIA	5932	ANTIQUÉ SHOPS
3	COL JAY	2011/02/28	2011/02/25	192.20	WIDE LITARIA	5932	ANTIQUÉ SHOPS
4	EKE SUE	2011/01/27	2011/01/25	1690.00	PHIA PRINT	5932	ANTIQUÉ SHOPS
5		2011/03/14	2011/03/11	600.00	PHIA PRINT	5932	ANTIQUÉ SHOPS
6		2011/03/14	2011/03/11	425.00	PHIA PRINT	5932	ANTIQUÉ SHOPS
7		2011/03/14	2011/03/11	3000.00	TIQUE PRINT	5932	ANTIQUÉ SHOPS
8	ARN BILL	2011/02/11	2011/02/10	350.00	AS OF LACK	8651	POLITICAL ORGANIZATIONS
9	LETT TIM	2011/03/30	2011/03/28	299.50	WIDE LITARI	5932	ANTIQUÉ SHOPS
10	OTH ANN	2011/01/27	2011/01/19	3761.53	BERG IT	6211	SECURITY BROKERS/DEALERS
11	ILS RICK	2011/02/08	2011/02/03	2476.07	BERG IT	6211	SECURITY BROKERS/DEALERS
12	SELL DAN	2011/01/27	2011/01/25	1896.56	ECRTTS	5932	ANTIQUÉ SHOPS
13	ERON MAT	2011/01/12	2011/01/12	211.15	TEK SECURE	6211	SECURITY BROKERS/DEALERS
14	PFEI RON	2011/02/01	2011/01/24	2823.66	ORST GM GR	6211	SECURITY BROKERS/DEALERS
15		2011/02/01	2011/01/27	2214.63	ORST GM GR	6211	SECURITY BROKERS/DEALERS
16	KLIN AL	2011/01/10	2011/01/04	6608.76	ORST GM GR	6211	SECURITY BROKERS/DEALERS
17		2011/01/18	2011/01/11	7747.59	ORST GM GR	6211	SECURITY BROKERS/DEALERS
18		2011/01/26	2011/01/21	2063.39	ORST GM GR	6211	SECURITY BROKERS/DEALERS
19		2011/01/26	2011/01/21	324.62	ORST GM GR	6211	SECURITY BROKERS/DEALERS
20		2011/03/14	2011/03/02	-635.00	ORST GM GR	6211	SECURITY BROKERS/DEALERS
21		2011/03/21	2011/03/14	-647.75	ORST GM GR	6211	SECURITY BROKERS/DEALERS
22	LEIS TOM	2011/03/04	2011/03/03	3563.80	WIDE SECUR	6211	SECURITY BROKERS/DEALERS
23							
24							
25							
26							
27							



Unauthorized Purchases

- Custom Shared report
- Transactions Without Authorization report
 - Merchant force posting transaction
- Transactions Without Terminal ID report
 - Merchant terminal ID not present



Custom Shared Reports – Transactions Without Authorizations

	D	E	F	G	H	I	J	K
	Short Name	Posted Date	Transaction Date	Transaction Amount	Merchant Name	Merchant Category Code	Merchant Category Code Description	Authorization Code
1								
2	GO RAY	2011/01/18	2011/01/18	25.00	ARD O REBILL	5734	COMPUTER SOFTWARE	
3	MAX JOE	2011/01/26	2011/01/20	48.31	MATEN LER	5999	MISCELLANEOUS AND SPECIAL	
4	OTT BOB	2011/01/12	2011/01/07	327.49	MATEN LER	5999	MISCELLANEOUS AND SPECIAL	
5	HAR JIM	2011/01/17	2011/01/17	2589.00	SAV - REBILL	5732	ELECTRONICS STORES	
6	DUN JEN	2011/01/03	2010/10/22	13093.19	SERVICES	5969	OTHER DIRECT MARKETER	
7	DUN JEN	2011/01/03	2010/10/18	19122.90	SERVICES	5969	OTHER DIRECT MARKETER	
8	DUN JEN	2011/01/03	2010/10/29	2344.00	E SOLUTIONS	7372	COMPUTER AND DATA PROCESS	
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Custom Shared Reports – Transactions Without Terminal ID

	O	P	Q	R	S	T	U
	Account Number	Short Name	Transaction Date	Posted Date	Activity Type	Transaction Amount	Single Purchase Limit
1	Masked	Short Name	Date	Posted Date	Activity Type	Amount	Limit
2	0007898765	WOZ NICK	2011/01/12	2011/01/13	Possible SPL Violation	3707.82	3000.00
3	1000666666	WIN TIM	2011/01/01	2011/01/03	Non-Work Day Transaction	33.89	3000.00
4	1000666666	WIN TIM	2011/01/01	2011/01/03	Non-Work Day Transaction	20.89	3000.00
5	1000655555	EITH BART	2011/01/01	2011/01/03	Non-Work Day Transaction	50.00	25000.00
6	1000655555	EITH BART	2011/01/02	2011/01/03	Non-Work Day Transaction	50.00	25000.00
7	1000655555	EITH BART	2011/01/08	2011/01/10	Non-Work Day Transaction	100.00	25000.00
8	1000655555	EITH BART	2011/01/09	2011/01/10	Non-Work Day Transaction	100.00	25000.00
9	0884733333	JACO TIM	2011/01/23	2011/01/24	Non-Work Day Transaction	40.00	25000.00
10	0007914444	CART BOB	2011/01/29	2011/01/31	Non-Work Day Transaction	7472.64	25000.00
11	0007777777	FUD ROB	2011/01/22	2011/01/24	Non-Work Day Transaction	127.53	3000.00
12	0007888888	COLL LYN	2011/01/11	2011/01/13	Possible SPL Violation	1029.98	1.00
					Non-Work Day Trans &		
13	0007888888	COLL LYN	2011/01/22	2011/01/24	Possible SPL Violation	54.75	1.00
14	0007888888	COLL LYN	2011/01/21	2011/01/24	Possible SPL Violation	549.12	1.00
15	0007555555	ALL GENE	2011/01/09	2011/01/10	Non-Work Day Transaction	2807.50	3000.00
16	0007555555	ALL GENE	2011/01/09	2011/01/10	Non-Work Day Transaction	.50	3000.00
17	0007823333	ROTH MICK	2011/01/15	2011/01/17	Non-Work Day Transaction	499.00	3000.00
18	0007823333	ROTH MICK	2011/01/15	2011/01/17	Non-Work Day Transaction	499.00	3000.00
19	0007823333	ROTH MICK	2011/01/19	2011/01/27	Possible SPL Violation	3761.53	3000.00
20	0884222222	WILS ERIC	2011/01/22	2011/01/24	Non-Work Day Transaction	492.14	2500.00
21	0007599999	GADO BERT	2011/01/22	2011/01/24	Non-Work Day Transaction	121.72	3000.00
22	0007599999	TAY JO	2011/01/03	2011/01/05	Possible SPL Violation	30.60	.00
23	0007599999	TAY JO	2011/01/05	2011/01/06	Possible SPL Violation	135.07	.00
24	0007599999	TAY JO	2011/01/05	2011/01/06	Possible SPL Violation	368.62	.00



Custom Shared Reports – Transactions Without Terminal ID Report

	P	Q	R	S	T	U	V
	Short Name	Transaction Date	Posted Date	Activity Type	Transaction Amount	Single Purchase Limit	Merchant Name
1	WOZ NICK	2011/01/12	2011/01/13	Possible SPL Violation	3707.82	3000.00	GSA/FAS
3	WIN TIM	2011/01/01	2011/01/03	Non-Work Day Transaction	33.89	3000.00	PIZZA PLACE
4	WIN TIM	2011/01/01	2011/01/03	Non-Work Day Transaction	20.89	3000.00	PIZZA PLACE
5	EITH BART	2011/01/01	2011/01/03	Non-Work Day Transaction	50.00	25000.00	FACEBOOK
6	EITH BART	2011/01/02	2011/01/03	Non-Work Day Transaction	50.00	25000.00	FACEBOOK
7	EITH BART	2011/01/08	2011/01/10	Non-Work Day Transaction	100.00	25000.00	FACEBOOK
8	EITH BART	2011/01/09	2011/01/10	Non-Work Day Transaction	100.00	25000.00	FACEBOOK
9	JACO TIM	2011/01/23	2011/01/24	Non-Work Day Transaction	40.00	25000.00	SMUG PHOTO
10	CART BOB	2011/01/29	2011/01/31	Non-Work Day Transaction	7472.64	25000.00	ARCO INC
11	FUD ROB	2011/01/22	2011/01/24	Non-Work Day Transaction	127.53	3000.00	BOEINGEN-HU
12	COLL LYN	2011/01/11	2011/01/13	Possible SPL Violation	1029.98	1.00	S.N.C. TORI
13	COLL LYN	2011/01/22	2011/01/24	Non-Work Day Trans & Possible SPL Violation	54.75	1.00	MAIN STORE
14	COLL LYN	2011/01/21	2011/01/24	Possible SPL Violation	549.12	1.00	CENTRO CIO
15	ALL GENE	2011/01/09	2011/01/10	Non-Work Day Transaction	2807.50	3000.00	BADEN LODGE
16	ALL GENE	2011/01/09	2011/01/10	Non-Work Day Transaction	.50	3000.00	BADEN LODGE
17	ROTH MICK	2011/01/15	2011/01/17	Non-Work Day Transaction	499.00	3000.00	NCSIXX
18	ROTH MICK	2011/01/15	2011/01/17	Non-Work Day Transaction	499.00	3000.00	NCSIXX
19	ROTH MICK	2011/01/19	2011/01/27	Possible SPL Violation	3761.53	3000.00	DELBERG IT
20	WILS ERIC	2011/01/22	2011/01/24	Non-Work Day Transaction	492.14	2500.00	TROPHY GM
21	GADO BERT	2011/01/22	2011/01/24	Non-Work Day Transaction	121.72	3000.00	PUBLIC SECT
22	TAY JO	2011/01/03	2011/01/05	Possible SPL Violation	30.60	.00	AAFES
23	TAY JO	2011/01/05	2011/01/06	Possible SPL Violation	135.07	.00	GSA/FAS



Billing/Approving Official Repeatedly Approving Cardholder Statement

- Custom Shared report
- Billing/Approving Official (BO/AO) Conflict of Interest report
 - List of cardholder accounts approved by BO/AO
 - Identifies potential lack of separation of duties
 - Greater than two times in year for any one cardholder account



Billing/Approving Official Conflict of Interest Report

	H	I	J	K	L	M
	Short Name	Approval User Type	BO/AO Approval User Id	CH Statement Approval Date	Cycle Start Date	Cycle End Date
1		Certified - BO	JFLEYBO1	2011/02/21	2011/01/20	2011/02/18
2	KIM JANE	Certified - BO	JFLEYBO1	2011/03/21	2011/02/19	2011/03/18
3		Certified - BO	JFLEYBO1	2011/02/21	2011/01/20	2011/02/18
4	SONG JILL	Certified - BO	JFLEYBO1	2011/03/21	2011/02/19	2011/03/18
5		Certified - BO	JFLEYBO1	2011/02/21	2011/01/20	2011/02/18
6	NORD TIM	Certified - BO	JFLEYBO1	2011/03/21	2011/02/19	2011/03/18
7		Certified - BO	JFLEYBO1			
8						
9						
10						
11						
12						
13						



Split Purchases

- Custom Shared report
- Unusual Spending Activity report
- Potential Split Requirement Review report
 - Split purchases to avoid spending limitations
 - Lists multiple transactions with same vendor
 - Total a specified amount or more over a specified time period
 - Splitting a transaction among multiple dates



Custom Shared Reports – Potential Split Review Report (1/2)

	S	T	U	V	W	X	Y	Z
	Account Number	Short Name	Merchant Name	Total Transaction Amount	Number of Debit Trans	Start Transaction Date Range	End Transaction Date Range	Start Posted Date Range
1	Masked							
2	1000912345	IKER GAIL	OPM-EMDC	5150.00	2	2011/02/08	2011/02/08	2011/02/10
3	1000219876	MOND JILL	ARTEC INC	9558.00	2	2011/01/25	2011/01/25	2011/01/26
4	1000551234	SAND JILL	ECTRA TECH C	4915.02	2	2011/04/01	2011/04/01	2011/04/04
5	0007129876	EVAS BOB	LEARNING CEN	4000.00	2	2011/03/25	2011/03/25	2011/03/28
6		EVAS BOB	WORKS USA	7800.00	3	2011/01/03	2011/01/06	2011/01/17
7	0007121234	TIAGO JIM	BEST SUITS	4700.00	49	2011/03/20	2011/03/21	2011/03/21
8	0881239876	CHO SUNG	MEDIKALJUHE	11023.83	9	2011/01/31	2011/01/31	2011/02/08
9		CHO SUNG	CENTER 111	4423.76	8	2011/01/31	2011/01/31	2011/02/11
10		CHO SUNG	K STRIKER 234	6405.45	4	2010/12/28	2011/01/03	2011/01/19
11		CHO SUN	ATRIUM MEDI	4155.00	2	2011/02/04	2011/02/04	2011/02/07
12	0843211234	STEIN BOB	ROK & MANN	3570.21	2	2011/01/19	2011/01/19	2011/01/24
13	1000554321	ZIM TINA	ASSC OF BLO	8755.00	2	2011/02/01	2011/02/01	2011/02/02
14	0889698765	KLEM JIM	JOHN & SON	4251.05	2	2011/03/07	2011/03/07	2011/03/21
15	1002645678	BRAX ANNE	TON PRODUC	4545.04	2	2011/03/08	2011/03/09	2011/03/09
16		BRAX ANNE	EXSUPPLY	14640.00	2	2011/03/28	2011/03/28	2011/03/29
17	0007987654	SON RAVIS	LIFE DONOR S	4015.00	2	2011/03/01	2011/03/02	2011/03/02
18		SON RAVIS	SAM PREST IN	3082.21	2	2011/02/09	2011/02/10	2011/02/10
19	0886543210	HUNK KATH	BIOCAR LLC	4557.05	2	2011/03/26	2011/03/26	2011/03/28
20		HUNK KATH	FLEX MEDICAL	3558.20	2	2011/03/27	2011/03/27	2011/03/28
21		HUNK KATH	H&H INC	2965.18	2	2011/03/18	2011/03/22	2011/03/21
22	0000454321	WYNN TOM	BLOOD CENT	3288.00	4	2011/01/31	2011/01/31	2011/02/01



Custom Shared Reports – Potential Split Review Report (2/2)

	U	V	W	X	Y	Z	AA	AB
	Merchant Name	Total Transaction Amount	Number of Debit Trans	Start Transaction Date Range	End Transaction Date Range	Start Posted Date Range	End Posted Date Range	Consecutive Days With Same Vendor
1	OPM-EMDC	5150.00	2	2011/02/08	2011/02/08	2011/02/10	2011/02/10	0
2	ARTEC INC	9558.00	2	2011/01/25	2011/01/25	2011/01/26	2011/01/26	0
3	ECTRA TECH C	4915.02	2	2011/04/01	2011/04/01	2011/04/04	2011/04/04	0
4	LEARNING CEN	4000.00	2	2011/03/25	2011/03/25	2011/03/28	2011/03/28	0
5	WORKS USA	7800.00	3	2011/01/03	2011/01/06	2011/01/17	2011/01/17	0
6	BEST SUITS	4700.00	49	2011/03/20	2011/03/21	2011/03/21	2011/03/22	1
7	MEDIKALJUHE	11023.83	9	2011/01/31	2011/01/31	2011/02/08	2011/02/08	0
8	CENTER 111	4423.76	8	2011/01/31	2011/01/31	2011/02/11	2011/02/11	0
9	K STRIKER 234	6405.45	4	2010/12/28	2011/01/03	2011/01/19	2011/01/19	0
10	ATRIUM MEDI	4155.00	2	2011/02/04	2011/02/04	2011/02/07	2011/02/07	0
11	ROK & MANN	3570.21	2	2011/01/19	2011/01/19	2011/01/24	2011/01/24	0
12	ASSC OF BLO	8755.00	2	2011/02/01	2011/02/01	2011/02/02	2011/02/02	0
13	JOHN & SON	4251.05	2	2011/03/07	2011/03/07	2011/03/21	2011/03/21	0
14	TON PRODUC	4545.04	2	2011/03/08	2011/03/09	2011/03/09	2011/03/10	1
15	EXSUPPLY	14640.00	2	2011/03/28	2011/03/28	2011/03/29	2011/03/29	0
16	LIFE DONOR S	4015.00	2	2011/03/01	2011/03/02	2011/03/02	2011/03/03	1
17	SAM PREST IN	3082.21	2	2011/02/09	2011/02/10	2011/02/10	2011/02/11	1
18	BIOCAR LLC	4557.05	2	2011/03/26	2011/03/26	2011/03/28	2011/03/28	0
19	FLEX MEDICAL	3558.20	2	2011/03/27	2011/03/27	2011/03/28	2011/03/28	0
20	H&H INC	2965.18	2	2011/03/18	2011/03/22	2011/03/21	2011/03/23	2
21	BLOOD CENT	3288.00	4	2011/01/31	2011/01/31	2011/02/01	2011/02/01	0



Failure to Safeguard Cards and Account Numbers

- Custom Shared report
- Active Accounts With Multiple Lost/Stolen Cards report
 - Provides a list of lost/stolen cards multiple times
 - May identify misuse of cards
 - Active accounts greater than one lost stolen account in year



Custom Shared Reports – Active Accounts With Multiple Lost/Stolen Cards Within a Year

	O	P	Q	R	S	T	U	V	W	X
1	Account Number Masked	Short Name	Account Status	Account Open Date	Start Date Range	End Date Range	Total Transaction Amount for	Last Transaction Date	Lost/Stolen Account Number (1)	Lost/Stolen Account Number (2)
2	1000123456	CAMP JEAN	-OPEN	2009/12/29	2010/12/18	2011/03/18	10076.29	2011/04/01	12345689	56789123
3	1000123457	ENTZ THOR	-OPEN	2008/10/13	2011/01/20	2011/03/18	24233.77	2011/04/04	12345690	56789124
4	1000123458	TSON JIM	-OPEN	2008/10/13	2010/12/18	2011/03/18	127238.49	2011/04/05	12345691	56789125
5	1000123459	IGHT SARA	-OPEN	2009/08/10	2011/01/20	2011/03/18	443440.18	2011/04/05	12345692	56789126
6	1000123450	BARN ROB	-OPEN	2009/02/10	2009/09/19	2011/03/18	37936.61	2011/02/15	12345693	56789127
7	1000123451	COMB RAY	-OPEN	2008/10/13	2009/10/20	2011/03/18	76829.49	2011/02/04	12345694	56789128
8	1000123452	GADO AL	-OPEN	2008/10/13	2010/12/18	2011/03/18	764.96	2011/03/18	12345695	56789129
9	1000123453	JONES JOE	-OPEN	2010/04/15	2010/06/19	2011/03/18	.00	2010/07/14	12345696	56789130
10	1000123454	ROON TARA	-OPEN	2009/06/17	2010/08/20	2011/03/18	14965.50	2011/03/08	12345697	56789131
11	1000123455	VILS AUDRI	-OPEN	2008/10/13	2009/10/20	2011/03/18	104828.04	2011/04/04	12345698	56789132
12	1000123466	LAU STEVE	-OPEN	2008/10/13	2010/11/20	2011/03/18	101091.77	2011/03/30	12345699	56789133
13	1000123467	RITT SALLY	-OPEN	2008/10/13	2010/06/19	2011/03/18	51196.40	2011/04/04	12345660	56789134
14	1000123468	MAN VERNE	-OPEN	2008/10/13	2009/12/19	2011/03/18	345111.03	2011/04/05	12345661	56789135
15	1000123469	CLOSKY JOE	-OPEN	2010/04/05	2010/12/18	2011/03/18	3488.25	2011/03/03	12345662	56789136
16	1000123470	ARK DANIEL	-OPEN	2010/01/21	2010/12/18	2011/03/18	85323.58	2011/04/02	12345663	56789137
17	1000123471	OLIVE CLIFF	-OPEN	2008/10/13	2009/11/20	2011/03/18	24880.58	2011/04/04	12345664	56789138
18	1000123472	YATES STEV	-OPEN	2010/12/01	2011/01/20	2011/03/18	700.86	2011/02/25	12345665	56789139
19	1000123473	PEAR JOHN	-OPEN	2010/12/13	2011/03/19		.00	9999/12/31	12345666	56789140
20	1000123474	TANEZ CARL	-OPEN	2009/06/01	2010/12/18	2011/03/18	531.85	2011/01/21	12345667	56789141
21	1000123475	SARIO DAVE	-OPEN	2009/04/14	2011/03/19		15827.85	9999/12/31	12345668	56789142
22	1000123476	LINDO FIG	-OPEN	2009/04/14	2011/03/19		1534.58	2011/03/20	12345669	56789143
23	1000123478	ENZO JOE	-OPEN	2010/05/27	2011/02/19	2011/03/18	9918.17	2011/04/05	12345670	56789144
24	1000123479	EZER BILL	-OPEN	2010/04/28	2011/03/19		4124.89	2011/03/30	12345671	56789123



Frequent Credits

- Custom Shared report
- Frequent Credits by Merchant report
- Frequent Credit Transactions report
 - Cardholders returning merchandise for store credit
 - Lists accounts with high percent of credits relative to purchases
 - Helps identify potential misuse
 - Detailed transaction and merchant information



Custom Shared Reports – Frequent Credits by Merchants Report

	P	Q	R	S	T	U	V	W	X
	Short Name	Merchant Name	Start Posted Date Range	End Posted Date Range	Total Number Credits	Total Number Debits	Percent Credits by	Total Credit Amount	Total Debit Amount
1	GORD TIM	RUNCAPE.COM	2011/02/11	2011/03/09	3	3	100	-17.85	17.85
2	WILSON JILL	ERT PRODUCT	2011/01/27	2011/03/25	1	2	50	-19,469.76	12,979.84
3	DUN DIANE	MAIN STORE	2011/02/07	2011/03/07	1	3	33	-4.27	347.46
4	LAN KELLY	GSA/FAS	2011/02/15	2011/03/22	4	3	133	-3,318.31	6,245.89
5	LAO FRAN	HOF 17	2011/02/15	2011/02/15	1	2	50	-797.77	1,503.83
6	GRAM DIRK	CATALOG ONE	2011/01/13	2011/01/21	1	2	50	-99.90	998.95
7	GRAM DIRK	CARCARE	2011/01/20	2011/01/20	1	2	50	-910.00	1,553.08
8	TAINÉ ANN	COM/EXCH	2011/03/28	2011/03/28	1	3	33	-55.80	784.95
9	SON ALBERT	LAPSE IN	2011/03/18	2011/03/29	1	1	100	-57.00	57.00
10	SON ALBERT	TRID.COM	2011/03/18	2011/03/29	1	1	100	-145.00	145.00
11	NYE STEVE	DHSLLC	2011/01/26	2011/02/01	1	1	100	-12.83	440.90
12	WOZ JEN	GSA/FAS	2011/01/13	2011/03/22	2	5	40	-352.96	5,856.37
13	LAW MICK	DFS FLUGSICH.	2011/03/21	2011/03/22	1	3	33	-2,100.77	4,644.77
14	LEGGÉ ALI	ZIEHA REBILL	2011/01/25	2011/03/09	1	1	100	-131.73	131.73
15	WIN TYLER	LODGE SITE	2011/01/03	2011/01/10	2	1	200	-312.67	128.22
16	WIN TYLER	CROFT GR	2011/01/03	2011/01/10	1	1	100	-1,313.51	1,313.51
17	WIN TYLER	IKD	2011/01/04	2011/03/24	2	2	100	-1,106.53	1,106.68
18	WIN TYLER	FUN DOU	2011/01/03	2011/01/10	6	5	120	-204.15	155.41
19	WIN TYLER	FESTS MUSIC	2011/01/07	2011/01/11	1	1	100	-71.95	1,695.65
20	WIN TYLER	LUTE WORLD	2011/02/21	2011/03/11	1	1	100	-22.45	211.12
21	WIN TYLER	GSA/FAS	2011/02/01	2011/03/21	1	3	33	-663.57	4,318.39
22	PEAR MICH	BACH BX	2011/03/16	2011/03/21	1	1	100	-143.91	233.88
23	MENA JOSE	BACH-BAUM	2011/01/27	2011/03/17	1	2	50	-31.73	343.37
24	DEN CAL	RAL EXP EUR	2011/01/26	2011/03/28	1	2	50	-22.99	46.84
25	RYAN BILL	TGT GET.COM	2011/02/01	2011/02/22	1	1	100	-953.99	953.99



Custom Shared Reports – Frequent Credit Transactions Report

	P	Q	R	S	T	U	V	W	X
1	Short Name	Transaction Date	Posted Start Date Range	Posted End Date Range	Number Credits	Number Debits	Credit to Debit	Credit Amount	Total Debit Amount
2	MO MICK	2011/03/03	2011/01/17	2011/03/07	1	2	50	-6.66	1,874.91
3	LIN VICKI	2011/02/25	2011/01/05	2011/03/10	1	3	33	-99.65	4,447.15
4	GARD JAY	2011/04/05	2011/01/13	2011/02/01	1	2	50	-8.07	2,919.84
5	AVIS ANGIE	2011/02/16	2011/01/17	2011/02/17	1	2	50	-10.88	285.30
6	LAN KELLY	2011/03/21	2011/01/17	2011/03/22	5	4	125	-3,462.36	6,673.78
7	ARKO CATH	2011/03/04	2011/01/17	2011/03/07	3	7	43	-735.74	1,302.60
8	VALL CHRIS	2011/04/06	2011/01/17	2011/01/25	1	2	50	-.09	108.35
9	LIER BOB	2011/03/08	2011/01/17	2011/03/10	1	3	33	-22.85	3,706.03
10	PARK CHRIS	2011/01/21	2011/01/17	2011/01/24	1	1	100	-115.64	420.00
11	VILLE KRIS	2011/01/18	2011/01/17	2011/01/20	1	1	100	-4.47	2,699.32
12	SO ALBERT	2011/03/18	2011/03/18	2011/03/29	2	2	100	-202.00	202.00
13	EVAN JOE	2011/01/18	2011/01/17	2011/01/19	1	1	100	-78.87	226.04
14	IGHT LINDA	2011/02/15	2011/01/17	2011/02/16	2	2	100	-274.08	1,071.04
15	BANK LEV	2011/03/14	2011/01/17	2011/03/16	1	1	100	-43.51	1,986.73
16	WOZ JEN	2011/03/21	2011/01/13	2011/03/22	2	6	33	-352.96	7,857.26
17	EIMER AMY	2011/03/03	2011/01/17	2011/03/04	1	1	100	-36.72	350.42
18	SON DIA	2011/03/18	2011/01/17	2011/03/22	2	5	40	-2,116.97	6,527.90
19	LEGGE ALI	2011/03/09	2011/01/17	2011/03/09	2	3	67	-288.41	1,056.10
20	HULTZ STEV	2011/01/17	2011/01/11	2011/01/17	1	1	100	-39.76	1,695.65
21	WIN TYLER	2011/04/06	2011/01/03	2011/03/31	26	19	137	-5,944.17	6,459.54
22	TASON TERI	2011/01/17	2011/01/12	2011/01/17	1	1	100	-.46	79.70
23	ROON MARC	2011/02/07	2011/01/06	2011/02/09	2	6	33	-242.15	2,016.19
24	MANN CARL	2011/03/25	2011/01/17	2011/03/28	2	5	40	-286.34	2,935.07
25	FIELD TIMOT	2011/03/04	2011/01/10	2011/03/07	2	6	33	-96.53	856.34
26	WARDS JAY	2011/01/26	2011/01/17	2011/01/28	1	1	100	-9.58	2,976.00



Repetitive Buys From Same Merchant

- Transaction Detail report
 - Standard report
 - Sort by merchant
- High Cardholder Spending by Merchant report
 - Lists accounts with high percent of dollar spend with one merchant
 - Helps identify potential card misuse
 - Helps identify possible collusion with merchant
 - Percent of spend by merchant to total spend



High Cardholder Spending by Merchant Report

	S	T	U	V	W	X	Y	
1	Account Status	Start Posted Date Range	End Posted Date Range	Merchant Name	Percent of Spend at Merchant	Total Purchase Amount	Total Transaction Count	
2	-OPEN	2011/01/17	2011/01/17	USBANK REBATE-THANK YOU	100	-6.66	Sort Ascending Sort Descending (All) (Top 10...) (Custom...) 1 2 3 4 5 6 (Blanks) (NonBlanks)	
3	-OPEN	2011/03/04	2011/03/04	LAND PLAY PRODUCTS	87	1874.91		
4	-OPEN	2011/01/17	2011/01/17	USBANK REBATE-THANK YOU	100	-1.09		
5	-OPEN	2011/01/12	2011/01/12	SON IN SHOP	100	1358.48		
6	-OPEN	2011/03/17	2011/03/17	EURO STAND	100	1508.00		
7	-OPEN	2011/01/31	2011/01/31	GSA/FAS	95	1229.26		
8	-OPEN	2011/01/06	2011/03/15	IMS INTERN 279123	41	9887.00		6
9	-OPEN	2011/01/28	2011/01/28	AAFES BACH BX	62	288.62		1
10	-OPEN	2011/01/26	2011/01/26	WWW EGG	38	288.62		1
11	-OPEN	2011/02/21	2011/02/21	WORKS EDUCATION LP	43	6595.88		1
12	-OPEN	2011/02/10	2011/02/10	THING AIR SYSTEMS	97	7301.03		1
13	-OPEN	2011/02/21	2011/02/21	MANN AISER BUEROTEC	48	690.57		1
14	-OPEN	2011/01/17	2011/01/27	GSA/FAS	38	1364.32		6
15	-OPEN	2011/01/11	2011/02/28	GSA/FAS	56	600.23		5
16	-OPEN	2011/01/17	2011/01/17	USBANK REBATE-THANK YOU	100	-126.36		1
17	-OPEN	2011/02/22	2011/02/22	SPECIAL LOOSE LE	66	390.80		1
18	-OPEN	2011/01/31	2011/01/31	ROSSI CORP EAR	77	2806.40		1
19	-OPEN	2011/01/27	2011/01/27	GDC*GD	51	20077.04		1
20	-OPEN	2011/01/12	2011/01/12	AAFES TROPHY AND ENGRAVI	87	273.39		1



Monitoring for Potential or Suspected Internal Misuse and Abuse

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Monitoring Reports

U.S. Bank Access® Online US Bancorp
Our Payment Products Logout

usbank. **Reporting**

Client Relationship: United States Army [Switch Relationships](#)

Request Status Queue
Active Work Queue
System Administration
Account Administration
Order Management
Transaction Management
Enhanced Supplier Management
Account Information Reporting
▪ Program Management
▪ Financial Management
▪ Supplier Management
▪ Tax and Compliance Management
▪ Administration
▪ Global
▪ Report Scheduler
▪ Flex Data Reporting
▪ Custom Reports
Data Exchange
My Personal Information

Home
Contact Us

Program Management
General program management activities and monitor company policy compliance.

Financial Management
Monitor expenditures, track variances and manage account allocations.

Supplier Management
These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Report Scheduler
View and maintain current scheduled reports.

Flex Data Reporting
Create and maintain adhoc reports.

Custom Reports
Create and configure custom reports.

Tax and Compliance Management
Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration
These reports allow administrators to support system functionality.

Global
Analyze spending for global reports.

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Access Online Custom Reports

The screenshot displays the U.S. Bank Access Online interface. At the top, it says "U.S. Bank Access® Online" and "Accessibility On Favorites Utilities". Below this is the "usbank" logo and the text "Access Online Custom Reports".

On the left side, there is a navigation menu with "Domains" and "Custom Reports".

The main content area shows a "WebFOCUS Business Intelligence Dashboard - Microsoft Internet Exp..." window. The dashboard has a "Dashboard" tab and buttons for "Select All", "Remove", "Refresh", and "Close".

A list of reports is displayed, each with a checkbox and a small icon:

- Accounts With High Credit Limits
- Accounts With Underutilized Credit Limits
- Active Accounts with Multiple Lost/Stolen Cards within a Year
- All Convenience Check Transactions
- Billing/Approving Official Conflict of Interest
- Frequent Credits by Merchant
- High Cardholder Spending by Merchant
- Over Limit Convenience Check Transactions
- Payment and Prompt Pay Act Interest Penalty Transactions
- Potential Split Requirement Review
- Standard Document Number
- Suspect Merchants
- Transactions at Blocked MCCs
- Transactions Without Authorization

A context menu is open over the "Transactions Without Authorization" report, showing options: "Run", "Run Deferred", "Save as My Report", and "Properties".

The browser's address bar shows "javascript:void(0);". The status bar at the bottom indicates "Trusted sites".



Lack of Purchase Documentation

- Standard report
 - Financial Management
 - Order Management
- Order Detail report
- Order Analysis report
- Merchant level two and three data
- Purchase documentation on order reports
 - Dependent on creator of order
 - Line item detail not systematically enforced
 - Data input varies: difficult to sort order report by item
- Line item detail input not enforced by final approver



Monitoring for Suspected Abuse or Fraud

U.S. Bank Access® Online US Bancorp

[Our Payment Products](#) [Logout](#)

usbank Financial Management

Client Relationship: **United States Army** [Switch Relationships](#)

Order Management

[Billed Transaction Analysis with Order Detail](#)
Detailed and summary billed transaction information, regarding the results of order and transaction matching.

[Full Transaction and Order Detail](#)
Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

[Order Analysis](#)
Detailed and summary order information, regarding the results of order and transaction matching.

[Order Detail](#)
Order detail information.

[Order Receipt](#)
Detailed and summary receipt information as recorded against the order or order line items.

Transaction Management

[Account Allocation](#)
Account allocation and reallocation detail by accounting code.

[Extract Reconciliation](#)
Summary of transactions by account that have been extracted versus statemented.

[Managing Account Approval Status](#)
History of Managing Account and Cardholder Account statement approvals.

[Transaction Detail](#)
Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

[Fleet Activity Detail](#)
Fleet product summary and fleet transaction activity data including fuel, tax and line item detail.

[Payment Detail](#)
Detailed payment information pertaining to transactions and payments.

[Transaction Aging](#)
Detailed client transaction information and payment aging history.

[Home](#)
[Contact Us](#)

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Order Detail Report

	E	F	G	H	I	J	K	L	
	Control Number	Order Date	Order Creation Date	Order Merchant Name	Merchant City	Merchant State/Province	Merchant Zip/Postal Code	Order Amount	Bill
1	0000000030506037	2011/01/19	2011/01/19	CL Computers	Riotsville	ME		\$911.61	
2	0000000030506037	2011/01/19	2011/01/19	CL Computers	Riotsville	ME		\$0.00	
3	0000000030506037	2011/01/19	2011/01/19	CL Computers	Riotsville	ME		\$0.00	
4	0000000031236122	2011/02/01	2011/02/24	C Deutsch	Eich	AE	63303	\$98.03	
5	0000000031236127	2011/02/01	2011/02/24	DFR	Sandro	CA	92121	\$1,420.89	#
6	0000000030565237	2011/01/20	2011/01/20	Amet.com				\$303.38	\$
7	0000000030579410	2011/01/20	2011/01/20	BOCH SERVI				\$49.10	
8	0000000030579763	2011/01/20	2011/01/20	BOCH SERVI				\$399.70	
9	0000000030579763	2011/01/20	2011/01/20	BOCH SERVI				\$0.00	
10	0000000030579763	2011/01/20	2011/01/20	BOCH SERVI				\$0.00	
11	0000000030579901	2011/01/20	2011/01/20	Caro Service				\$436.55	
12	0000000030638299	2011/01/20	2011/01/21	A.P.G	Floheim		68309	\$395.00	
13	0000000030644027	2011/01/21	2011/01/21	Auto Noker	HD			\$203.16	
14	0000000030645928	2011/01/21	2011/01/21	Bar-Code-Sys				\$185.95	
15	0000000030684829	2011/01/24	2011/01/24	Bauhaus 636	Relberg	AE	69115	\$232.96	
16	0000000030684864	2011/01/24	2011/01/24	CWT	Dreieich	AE	63303	\$64.78	
17	0000000030684998	2011/01/24	2011/01/24	Care Service	Betsch, DE			\$492.76	
18	0000000030685006	2011/01/24	2011/01/24	BSE SEID				\$2,798.30	\$
19	0000000030685006	2011/01/24	2011/01/24	BSE SEID				\$0.00	
20	0000000030719020	2011/01/25	2011/01/25	B&H				\$875.79	
21	0000000030806813	2011/02/01	2011/02/01	Boch Servi	HD			\$543.33	
22	0000000030822237	2011/02/02	2011/02/02	ACT SERVI	Lussheim	AE	68809	\$645.00	
23	0000000030879205	2011/02/08	2011/02/08	Eiweiser	Delberg	AE	69126	\$356.30	

Order Info3 / Order Info2 / Order Info / Original



Order Detail Report

	L	M	N	O	P	Q	R	S	T	U
	Order Amount	Billed Amount	Ship From Zip/Postal Code	Ship To City	Ship To State/Province	Ship To Zip/Postal Code	Freight	Number of Matched Transactions	Order Status	Last Match User ID
1	\$911.61	\$911.61					\$226.61	1	Fulfilled	NTA10
2	\$0.00	\$0.00					\$0.00	0	Fulfilled	NTA10
3	\$0.00	\$0.00					\$0.00	0	Fulfilled	NTA10
4	\$98.03	\$98.03	69126	Heidelberg	AE	69126	\$0.00	1	Fulfilled	RBE59
5	\$1,420.89	\$1,420.89	69126	Heidelberg	AE	69126	\$39.50	1	Fulfilled	RBE59
6	\$303.38	\$820.45	09014	Heidelberg	AE	09014	\$0.00	3	Fulfilled	yl4831
7	\$49.10	\$49.10					\$0.00	1	Fulfilled	ONS16
8	\$399.70	\$399.70					\$0.00	1	Fulfilled	ONS16
9	\$0.00	\$0.00					\$0.00	0	Fulfilled	ONS16
10	\$0.00	\$0.00					\$0.00	0	Fulfilled	ONS16
11	\$436.55	\$436.55					\$0.00	1	Fulfilled	NTA10
12	\$395.00	\$395.00					\$0.00	1	Fulfilled	ITYPAT
13	\$203.16	\$203.16					\$0.00	1	Fulfilled	NTA10
14	\$185.95	\$185.95					\$5.95	1	Fulfilled	NTA10
15	\$232.96	\$232.96	69126	Heidelberg	AE	69126	\$0.00	1	Fulfilled	HRE59
16	\$64.78	\$64.78	69126	Heidelberg	AE	69126	\$0.00	1	Fulfilled	HRE59
17	\$492.76	\$680.10					\$0.00	1	Fulfilled	dpaski
18	\$2,798.30	\$2,798.30					\$0.00	1	Fulfilled	ONS16
19	\$0.00	\$0.00					\$0.00	0	Fulfilled	ONS16
20	\$875.79	\$875.79	09014	Heidelberg	AE	09014	\$0.00	1	Fulfilled	yl4831
21	\$543.33	\$543.33					\$0.00	1	Fulfilled	NTA10
22	\$645.00	\$901.38	09014	Heidelberg	AE	09014	\$0.00	1	Fulfilled	yl4831
23	\$356.30	\$435.00	69126	Heidelberg	AE	69126	\$0.00	1	Fulfilled	vl4831



Order Detail Report

	U	V	W	X	Y	Z	AA
	Last Match User ID	Last Match Date	Miscellaneous Comments	Source Currency Amount	Property Book	Transaction Method Code	Merchandise Received Date
2	NTA10	2011/02/09	Wide Angle Laser Bar Code Scanner		No	Online	
3	NTA10	2011/02/09	Wide Angle Laser Bar Code Scanner		No	Online	
4	NTA10	2011/02/09	Wide Angle Laser Bar Code Scanner		No	Online	
5	RBE59	2011/02/24	Rug cleaning / exchange	71.67	No	Online	
6	RBE59	2011/02/24	Film development of National Anthem		No	Online	
7	yl4831	2011/01/20	Privacy Filters		No	Online	01-19-2011
8	ONS16	2011/01/24	Windshield Wipers - Ford Galaxy Van		No	In Person	
9	ONS16	2011/01/24	REPLACE MIRROR		No	In Person	
10	ONS16	2011/01/24	REPLACE MIRROR		No	In Person	
11	ONS16	2011/01/24	REPLACE MIRROR		No	In Person	
12	NTA10	2011/01/25	Signs for Hallway 4th floor TREC	318.00	No	In Person	
13	ITYPAT	2011/02/24	Move safe from Bldg. 31B to Bldg. 20		No	Telephone	
14	NTA10	2011/01/25	New Spare Tire for Galaxy Van	147.99	No	In Person	
15	NTA10	2011/02/03	Laminated Polyester Bar Code Labels		No	Online	
16	HRE59	2011/01/24	Office Tools	171.82	No	In Person	
17	HRE59	2011/01/24	Carpet cleaning, rug exchange	47.78	No	Online	
18	dpaski	2011/02/22	2 CE505A toner cartridges for HP 205dn printers		No		
19	ONS16	2011/01/31	PRINTER TONER - HP 4700, HP 15 on 2,3 Floor		No	In Person	
20	ONS16	2011/01/31	PRINTER TONER - HP 4700, HP 15 on 2,3 Floor		No	In Person	
21	yl4831	2011/02/02	Camera Supplies SFC Rod		Yes	Online	
22	NTA10	2011/02/03	Replace exhaust system, Audi, MI1	390.00	No	In Person	
23	yl4831	2011/02/08	Copier and printer paper		No		
24	vl4831	2011/02/15	Schrank for Mr. Lennon.		No	In Person	



Order Detail Report

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
Merchandise Received Date	Requestor Name	Line Item Sequence Number	Product Code	Quantity	Unit of Measure	Unit Cost	Percent Order Amount	Item Description	Line Item Total Amount
	NOB	1		1.0000	Each	\$601.00	66	Bar Code Scanner	\$601.00
	NOB	2		1.0000	Each	\$59.00	6	Charging Cradle	\$59.00
	NOB	3		1.0000	Each	\$25.00	3	Power Supply	\$25.00
	GARVEY					\$0.00	0		\$0.00
	BRADLEY					\$0.00	0		\$0.00
01-19-2011	Bo Jacks					\$0.00	0		\$0.00
	PBO	1		1.0000	Set	\$49.10	100	WIPER BALDES	\$49.10
	PBO	1		0.0000	Each	\$0.00	62	MIRROR	\$248.59
	PBO	2		0.0000	Each	\$0.00	1	WORK TIME	\$3.37
	PBO	3		0.0000	Each	\$0.00	37	CULTIVATED MIRROR	\$147.74
	TREX					\$0.00	0		\$0.00
	Oscar Viv					\$0.00	0		\$0.00
	Dave					\$0.00	0		\$0.00
	NOB	1		2000.0	Each	\$0.09	97	Preprinted Label	\$180.00
	BRADLE					\$0.00	0		\$0.00
	GARV					\$0.00	0		\$0.00
	Dianne Aski					\$0.00	0		\$0.00
	BLDG 12	1		2.0000	Each	\$193.20	14	BLACK TONER 4700	\$386.40
	BLDG 12	2		2.0000	Each	\$270.01	19	CYAN 4700	\$540.02
	Joe Rod					\$0.00	0		\$0.00
	O XO					\$0.00	0		\$0.00
	Hilair Peters Jr.					\$0.00	0		\$0.00
	Bo Jacks					\$0.00	0		\$0.00



Lack of Accounting for Items Requiring Accountability

- Order Detail report
- Lack of accounting for items requiring accountability
- Identifying Property Book items – dependent on CH
- Communication with Property Book office on “cheat sheet” for cardholders
- Providing order detail report (without account #'s) to PBO



Order Detail Report

	U	V	W	X	Y	Z	AA
	Last Match User ID	Last Match Date	Miscellaneous Comments	Source Currency Amount	Property Book	Transaction Method Code	Merchandise Received Date
1	NTA10	2011/02/09	Wide Angle Laser Bar Code Scanner		No	Online	
2	NTA10	2011/02/09	Wide Angle Laser Bar Code Scanner		No	Online	
3	NTA10	2011/02/09	Wide Angle Laser Bar Code Scanner		No	Online	
4	RBE59	2011/02/24	Rug cleaning / exchange	71.67	No	Online	
5	RBE59	2011/02/24	Film development of National Anthem		No	Online	
6	yl4831	2011/01/20	Privacy Filters		No	Online	01-19-2011
7	ONS16	2011/01/24	Windshield Wipers - Ford Galaxy Van		No	In Person	
8	ONS16	2011/01/24	REPLACE MIRROR		No	In Person	
9	ONS16	2011/01/24	REPLACE MIRROR		No	In Person	
10	ONS16	2011/01/24	REPLACE MIRROR		No	In Person	
11	NTA10	2011/01/25	Signs for Hallway 4th floor TREC	318.00	No	In Person	
12	ITYPAT	2011/02/24	Move safe from Bldg. 31B to Bldg. 20		No	Telephone	
13	NTA10	2011/01/25	New Spare Tire for Galaxy Van	147.99	No	In Person	
14	NTA10	2011/02/03	Laminated Polyester Bar Code Labels		No	Online	
15	HRE59	2011/01/24	Office Tools	171.82	No	In Person	
16	HRE59	2011/01/24	Carpet cleaning, rug exchange	47.78	No	Online	
17	dpaski	2011/02/22	2 CE505A toner cartridges for HP 205dn printers		No		
18	ONS16	2011/01/31	PRINTER TONER - HP 4700, HP 15 on 2,3 Floor		No	In Person	
19	ONS16	2011/01/31	PRINTER TONER - HP 4700, HP 15 on 2,3 Floor		No	In Person	
20	yl4831	2011/02/02	Camera Supplies SFC Rod		Yes	Online	
21	NTA10	2011/02/03	Replace exhaust system, Audi, MI1	390.00	No	In Person	
22	yl4831	2011/02/08	Copier and printer paper		No		
23	yl4831	2011/02/15	Schrank for Mr. Lennon.		No	In Person	



Order Detail Report

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
Merchandise Received Date	Requestor Name	Line Item Sequence Number	Product Code	Quantity	Unit of Measure	Unit Cost	Percent Order Amount	Item Description	Line Item Total Amount
	NOB	1		1.0000	Each	\$601.00	66	Bar Code Scanner	\$601.00
	NOB	2		1.0000	Each	\$59.00	6	Charging Cradle	\$59.00
	NOB	3		1.0000	Each	\$25.00	3	Power Supply	\$25.00
	GARVEY					\$0.00	0		\$0.00
	BRADLEY					\$0.00	0		\$0.00
01-19-2011	Bo Jacks					\$0.00	0		\$0.00
	PBO	1		1.0000	Set	\$49.10	100	WIPER BALDES	\$49.10
	PBO	1		0.0000	Each	\$0.00	62	MIRROR	\$248.59
	PBO	2		0.0000	Each	\$0.00	1	WORK TIME	\$3.37
	PBO	3		0.0000	Each	\$0.00	37	CULTIVATED MIRROR	\$147.74
	TREX					\$0.00	0		\$0.00
	Oscar Viv					\$0.00	0		\$0.00
	Dave					\$0.00	0		\$0.00
	NOB	1		2000.0	Each	\$0.09	97	Preprinted Label	\$180.00
	BRADLE					\$0.00	0		\$0.00
	GARV					\$0.00	0		\$0.00
	Dianne Aski					\$0.00	0		\$0.00
	BLDG 12	1		2.0000	Each	\$193.20	14	BLACK TONER 4700	\$386.40
	BLDG 12	2		2.0000	Each	\$270.01	19	CYAN 4700	\$540.02
	Joe Rod					\$0.00	0		\$0.00
	O XO					\$0.00	0		\$0.00
	Hilair Peters Jr.					\$0.00	0		\$0.00
	Bo Jacks					\$0.00	0		\$0.00



Payments Made for Items Not Received

- None
- Surveillances
- Systematic inspections of cardholder records



Recommendations

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Recommendations

- Know key indicators of possible or suspected internal misuse and fraud
- Know which Access Online reports to use for monitoring
- Conduct surveillances as required
- Conduct random surveillances
 - Determine key indicator to monitor
 - Frequency and timelines
 - Determine report
 - Take corrective action as required
- Use report results to train cardholders and Approving/Billing Officials





Questions?



Thank You

Presentations will be available on
www.usbank.com/sp2presentations
after the conference