



A
Winning
HAND:

Reporting 401

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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



A Winning Hand

- Attended annual GSA conference
- Attended all Report sessions
- I feel educated!



Agenda

- Reporting goals
- Transactional spend
- Interest penalty
- Convenience check spend
- Top merchants
- Transaction order detail



U.S. Bank 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	<u>Lesson User Guides:</u> Reporting Report Scheduler <u>Other Documents:</u> Report samples <u>Quick References:</u> Run a report <hr/> <u>Lessons:</u> Reporting Report Scheduler <u>Recorded Classes:</u> Standard reports Report Scheduler <u>Simulations:</u> Run a Standard report – guided or hands on



U.S. Bank 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>



Why Run Transactional Reports?

- Surveillances
- Determine dollar spend and number of transactions per agency for specific time periods or by allocation
- Determine dollar spend over micro-purchase limits
- ID top merchants – target for discounts
- Amount spent on convenience checks and associated fees
- Monitor payments and interest penalties assessed
- Determine if EDI transaction LOA caused payment reject



Account Spend Analysis Report

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Account Spend Analysis Report

- **Program management – spend**
- Summary of account spending (excluding merchant detail)
- Provides quick overview of spend to SPL
- Current default accounting code
- Include all accounts or those with spend or no spend
- Run by month for CY/Cycle for FY
- Schedule as required



Account Spend Analysis Report



Program Management

- 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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Spend

[Account Spend Analysis](#)
Summary of account spending (excluding merchant detail).

[Cash Advance](#)
Detail of account cash advances including transaction amount, date, and reference number.

[Declining Balance/Managed Spend](#)
Summary and detail information on declining balance accounts by name and account number.

Administration

[Account List](#)
Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.

[Account Maintenance Effective Dating Activity](#)
Detailed history of effective dated account maintenance activity.

[Account Status Change](#)
An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

[Declined Transaction Authorizations](#)
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.

[Order File History](#)
History of order file loading and matching.

[Payment Request Approval Status](#)
Summary and detail information for the approval status of payment requests.

[Request Status Queue](#)
History of changes made to Accounts.

[Transaction Approval Status](#)
Transaction Approval Status for Cardholder Accounts.

[Delinquency Management](#)



Account Spend Analysis Report (1/2)

	F	G	H	I	J	K	L
	Debit Amount for Purchases	Number of Debit Transactions	Credit Amount	Number of Credit Transactions	Number of Transactions	Cash and Check Transactions	Cash and Check Fees
232	\$604.009	469	\$26.972	103	572	\$0	\$0
269	\$31.541	16	\$99	7	23	\$0	\$0
290	\$5.910	12	\$107	2	14	\$3.740	\$107
681	\$307.042	335	\$7.218	78	413	\$0	\$0
916	\$564.575	524	\$62.417	232	756	\$0	\$0
929	\$7.502	8	\$28	4	12	\$0	\$0
1034	\$82.971	143	\$1.347	31	174	\$0	\$0
1047	\$2.390	2	\$41	2	4	\$0	\$0
1062	\$850	1	\$0	0	1	\$0	\$0
1260	\$891.271	545	\$21.315	98	643	\$0	\$48
1281	\$35.565	18	\$370	7	25	\$0	\$11
1324	\$43.353	58	\$4.038	11	69	\$0	\$0
1389	\$239.003	131	\$27.136	34	165	\$0	\$0
1633	\$1.601.113	838	\$38.273	93	931	\$0	\$0
1681	\$64.953	99	\$3.409	15	114	\$0	\$0
1795	\$28.795	97	\$2.164	31	128	\$0	\$0
1824	\$94.993	114	\$3.301	17	131	\$0	\$0
1864	\$96.001	200	\$2.439	27	227	\$0	\$116
1947	\$559.840	205	\$26.779	42	247	\$0	\$0
2092	\$548.343	295	\$13.944	54	349	\$0	\$0
2093	\$5.810.019	4110	\$241.398	888	4998	\$3.740	\$282
2094							
2095							
2096							
2097							
2098							
2099							



Account Spend Analysis Report (2/2)

	F	G	M	N	O	P	Q
1	Debit Amount for Purchases	Number of Debit Transactions	Other Fees	Total Spend	Credit Limit	Single Purchase Limit	Level 4
+ 232	\$604.009	469	\$0	\$577.037	\$8.736.000	\$2.820.000	00001 Total
+ 269	\$31.541	16	\$0	\$31.442	\$4.748.000	\$1.078.000	00002 Total
							00003
+ 290	\$5.910	12	\$0	\$5.910	\$9.519.994	\$1.413.000	Total
+ 681	\$307.042	335	\$0	\$299.824	\$8.558.699	\$2.308.315	00004 Total
+ 916	\$564.575	524	\$0	\$502.158	\$9.604.700	\$3.185.400	00005 Total
+ 929	\$7.502	8	\$0	\$7.474	\$856.500	\$149.500	00006 Total
+ 1034	\$82.971	143	\$0	\$81.624	\$2.074.800	\$417.502	00007 Total
+ 1047	\$2.390	2	\$0	\$2.349	\$2.929.998	\$540.000	00008 Total
+ 1062	\$850	1	\$0	\$850	\$132.000	\$42.000	00009 Total
+ 1260	\$891.271	545	\$0	\$870.004	\$3.461.000	\$922.009	00010 Total
+ 1281	\$35.565	18	\$0	\$35.205	\$636.006	\$130.606	00011 Total
+ 1324	\$43.353	58	\$0	\$39.315	\$1.019.000	\$474.501	00012 Total
+ 1389	\$239.003	131	\$0	\$211.867	\$6.975.000	\$975.500	00013 Total
+ 1633	\$1.601.113	838	\$0	\$1.562.840	\$10.137.500	\$2.938.000	00014 Total
+ 1681	\$64.953	99	\$0	\$61.544	\$1.251.000	\$446.000	00015 Total
+ 1795	\$28.795	97	\$0	\$26.631	\$875.540	\$217.140	00016 Total
+ 1824	\$94.993	114	\$0	\$91.691	\$819.500	\$207.000	00017 Total
							00018
+ 1864	\$96.001	200	\$0	\$93.678	\$324.007	\$93.507	Total
+ 1947	\$559.840	205	\$0	\$533.061	\$5.995.000	\$1.005.501	00019 Total
+ 2092	\$548.343	295	\$0	\$534.399	\$7.821.000	\$1.455.000	00020 Total
- 2093	\$5.810.019	4110	\$0	\$5.568.903	\$86.475.244	\$20.818.481	Grand Total
2094							
2095							
2096							
2097							
2098							
2099							



Large Dollar Transactions

- Custom Shared report
- Large Dollar Transactions report
- Specify lowest transaction amount
 - Default \$2500
 - Report sample – \$3000 specified
- Run report for single level four or level three
- Recommended for surveillances on single MA
- Sort by organization
- Alternate report
 - Standard report
 - Transaction Detail report



Large Dollar Transactions (1/3)

	A	B	C	D	E	F	G
1	Reporting Level 4	Reporting Level 5	Ma Account Number Masked	Ma Short Name	Account Number Masked	Short Name	Organization
2	12345	15385	4567676767	LING JON	0002222222	OUS STEVE	4 ABS/CE
3							4 ABS/CE
4	12345	15735	4589898989	KERN RON	0884444444	TONE DON	5 AMSS
5	12345	75282	4534343434	SUIT JOHN	0883333333	JIDO RALF	6 ABS/SV
6	54321	18159	4512121212	LEEP TOM	0007777777	LINGS ELSA	70 ABS/D
7							70 ABS/D
8							70 ABS/D
9							70 ABS/D



Large Dollar Transactions (2/3)

	G	H	I	J	K	L
1	Organization	Address 1	Posted Date	Transaction Date	Transaction Amount	Merchant Name
2	4 ABS/CE	UNIT 1234	2011.02.11	2011.02.10	4653,38	FERRETERIA MARI
3	4 ABS/CE	UNIT 1234	2011.02.25	2011.02.24	9972,00	ENVIRON.R
4	5 AMSS	PSC 889	2011.01.17	2011.01.14	12620,37	R CORP
5	6 ABS/SV	UNIT 6432	2011.03.03	2011.03.02	5280,13	CARLOS MOR ACA
6	70 ABS/D	UNIT 5432	2011.01.10	2011.01.07	3750,00	PUBLIC UNIVE
7	70 ABS/D	UNIT 5432	2011.01.21	2011.01.19	10000,00	PUBLIC UNIVE
8	70 ABS/D	UNIT 5432	2011.02.28	2011.02.24	9750,00	PUBLIC UNIVE
9	70 ABS/D	UNIT 5432	2011.02.10	2011.02.09	7000,00	T UNI LLC



Large Dollar Transactions (3/3)

	G	L	M	N	O
1	Organization	Merchant Name	Merchant City	Merchant Category Code	Merchant Category Code Description
2	4 ABS/CE	FERRETERIA MARI	RTA	5251	HARDWARE STORES
3	4 ABS/CE	ENVIRON.R	TRINGEN	7399	BUSINESS SERVICES - OTHER
4	5 AMSS	R CORP	630-2271234	5046	WHOLESALE COMMERCIAL ELECTRONICS
5	6 ABS/SV	CARLOS MORACA	FRONTER	5732	STORES
6	70 ABS/D	PUBLIC UNIVE	877-4685432	8220	COLLEGES, UNIVERSITIES
7	70 ABS/D	PUBLIC UNIVE	877-4685432	8220	COLLEGES, UNIVERSITIES
8	70 ABS/D	PUBLIC UNIVE	877-4685432	8220	COLLEGES, UNIVERSITIES
9	70 ABS/D	T UNI LLC	714-8112345	8220	COLLEGES, UNIVERSITIES
			301		COLLEGES



Payment and Interest Penalty Fees

- Custom Shared report
- Payment and Prompt Payment Act Interest Penalty Transactions report
- Assess overall agency delinquency problem
 - Report by level three or level four/five
 - Sum total payments and interest
 - Determine course of action
- Payments posting
 - Run report o/a the seventh of each month
 - Time period dependent on payment business model
 - Run for only one cycle per level four



Payment and Prompt Payment Act Interest Penalty Transactions Report

	H	I	J	K
1	Statement Date	Posted Date	Prompt Payment/Interest Penalty Amount	Prompt Payment/Interest Penalty
35808			-\$315.917.596	Payment Amount Total
35885			\$1.872	Prompt Payment Interest Penalty Amount Total
35886			-\$315.915.723	Grand Total
35887				
35888				
35889				
35890				
35891				
35892				
35893				
35894				
35895				
35896				
35897				
35898				
35899				
35900				
35901				
35902				
35903				
35904				
35905				
35906				

Level two agency
 2nd quarter fiscal year.
 Keep up the good work!!!



Payment and Prompt Payment Act Interest Penalty Transactions Report

	F	G	H	I	J
	Short Name	Statement Date	Posted Date	Prompt Payment/Interest Penalty Amount	Prompt Payment/Interest Penalty
1	LIL BOB	2011.01.19	2011.01.11	-\$536,687,96	Payment Amount
2	LIL BOB	2011.02.18	2011.01.28	-\$142,755,63	Payment Amount
3	LIL BOB	2011.04.19	2011.03.29	-\$438,359,62	Payment Amount
4	LIL BOB	2011.04.19	2011.03.29	-\$255,86	Payment Amount
5	LIL BOB	2011.04.19	2011.03.29	\$255,86	Prompt Payment Interest Penalty Amount
6	LIL BOB	2011.04.19	2011.03.29	\$255,86	Prompt Payment Interest Penalty Amount
7	CAR TIM	2011.04.19	2011.03.28	-\$316,64	Payment Amount
8	MAFT JILL	2011.04.19	2011.03.28	-\$38,49	Payment Amount
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

One level five
14% of total agency interest payment.
What actions do you take?



Convenience Check Transactions

- Custom Shared report
- All Convenience Check Transactions report
- Fees do not display
- Run by level three or multiple level fours
- Sum total by level four
- Sum total by level five and review quarterly
- Tax reporting requirements?



All Convenience Check Transactions Report

Reporting Level	Short Name	Convenience Check Amount	Convenience Check Transaction Date	Convenience Check Posted Date
4				
01727 Total		\$2.485,47		
01728 Total		\$17.478,75		
05514 Total		\$7.532,31		
05515 Total		\$75.171,84		
05699 Total		\$728,00		
07001 Total		\$1.218,75		
Grand Total		\$104.615,12		



All Convenience Check Transactions Report

	A	B	C	D	E	F	G
1	Reporting Level 4	Reporting Level 5	Ma Account Number Masked	Ma Short Name	Account Number Masked	Short Name	Convenience Check Amount
3		22803 Total					\$279,45
4	01728	74629	4555754321	KARG JIM	0007654321	OLA STEVE	\$900,00
5	01728	74629	4555754321	KARG JIM	0007654321	OLA STEVE	\$825,00
6		74629 Total					\$1.725,00
8		31105 Total					\$481,02
70		10475 Total					\$15.368,22
73		10498 Total					\$1.549,16
75		10612 Total					\$98,17
77		10460 Total					\$463,20
80		20031 Total					\$2.504,04
83		23447 Total					\$1.519,52
86		34483 Total					\$126,89
90		16731 Total					\$430,53
95		14613 Total					\$2.951,33
97		30661 Total					\$1.545,41
120		34614 Total					\$15.727,67
124		00781 Total					\$1.498,77
129		22462 Total					\$1.646,80
131		15786 Total					\$1.077,29
133		16141 Total					\$2.898,38
136		15786 Total					\$2.313,72
175		34614 Total					\$22.500,48
192		34606 Total					\$22.610,09
195		34604 Total					\$618,80



Transaction Detail Reports

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Transaction Detail Reports

- **Financial management – 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.
- Transaction detail: detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.



Transaction Detail Report

- Spend over \$3000
- Spend by time period
- Sales tax
- By merchant
- Rebates
- MCCG
- Allocation



Transaction Detail Report

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usbank Financial Management

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

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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.



Transaction Detail Report Spend Over \$3000

	G	H	J	K	L	M	O
1	Transaction Date	Posting Date	Transaction Amount	Source Currency	Source Currency	Sales Tax	Purchase ID
2	2011/01/03	2011/01/05	\$25,127.41	18,600.00	EUR	\$0.00	
3	2011/03/03	2011/03/07	\$25,108.90	17,750.00	EUR	\$0.00	
4	2011/01/04	2011/01/06	\$24,741.31	18,525.00	EUR	\$0.00	
5	2010/10/20	2011/01/26	\$24,305.79	17,610.40	EUR	\$0.00	619
6	2011/01/31	2011/03/25	\$24,029.00	16,793.08	EUR	\$0.00	V
7	2011/03/15	2011/03/22	\$23,899.73	16,660.40	EUR	\$0.00	629
8	2011/01/04	2011/01/06	\$23,688.88	17,737.00	EUR	\$0.00	
9	2010/12/31	2011/01/10	\$23,590.93	17,991.00	EUR	\$0.00	S11083CCT
10	2011/01/26	2011/01/28	\$23,520.92	16,964.64	EUR	\$0.00	
11	2011/01/18	2011/01/20	\$23,508.46	17,235.00	EUR	\$0.00	106743-10
12	2011/01/04	2011/01/05	\$23,344.17	17,280.00	EUR	\$0.00	
325	2011/02/28	2011/03/02	\$3,013.30	2,153.71	EUR	\$0.00	TRANSSEQUENCE626
326	2011/02/22	2011/02/24	\$3,009.37	2,165.15	EUR	\$0.00	6255
327	2011/02/22	2011/02/25	\$3,008.84	2,157.40	EUR	\$0.00	WK4FRD10393031VI
328	2011/01/31	2011/02/22	\$3,008.33	2,172.94	EUR	\$0.00	ANSHS03ABRUF04
329	2011/03/18	2011/03/23	\$3,005.98	2,090.00	EUR	\$0.00	
330	2011/03/14	2011/03/16	\$3,003.79	2,128.00	EUR	\$0.00	
331	2011/01/10	2011/01/11	\$3,003.52	3,003.52	USD	\$0.00	WK4SRB1005
332	2011/01/10	2011/01/11	\$3,002.40	3,002.40	USD	\$0.00	WK4SRB100
333	2011/02/09	2011/02/14	\$3,001.38	2,191.33	EUR	\$0.00	1014V0750
334	2011/02/28	2011/03/04	\$3,000.40	2,132.00	EUR	\$0.00	WK4FRD101
335	2011/02/10	2011/03/24	\$3,000.04	2,095.30	EUR	\$0.00	WK4FRD103
336	2011/01/27	2011/02/02	\$2,999.15	2,152.80	EUR	\$0.00	0
337	2011/02/16	2011/02/17	\$2,998.89	2,190.00	EUR	\$0.00	
338	2011/01/21	2011/01/24	\$2,998.17	2,184.00	EUR	\$0.00	
339	2011/03/07	2011/03/09	\$2,997.93	2,997.93	USD	\$0.00	WK4SR
340	2011/03/01	2011/03/02	\$2,997.50	2,997.50	USD	\$0.00	PO 3
341	2011/01/28	2011/01/31	\$2,996.85	2,996.85	USD	\$0.00	29



Transaction Detail Report Spend by Cycle

	G	H	I	J	M	O
	Transaction Date	Posting Date	Cycle Close Date	Transaction Amount	Sales Tax	Purchase ID
1293			2011/01/19 Total	\$1,063,279.27	\$87.39	
3560			2011/02/18 Total	\$2,878,307.32	\$591.39	
6517			2011/03/18 Total	\$3,761,173.44	\$275.15	
6518			Grand Total	\$7,702,760.03	\$953.93	
6519						
6520						
6521						
6522						
6523						
6524						
6525						
6526						
6527						
6528						
6529						
6530						
6531						
6532						
6533						
6534						
6535						
6536						
6537						
6538						
6539						
6540						
6541						
6542						

Ready NUM



Transaction Detail Report Spend by Sales Tax??

	H	I	K	M	N	P
1	Transaction Date	Posting Date	Transaction Amount	Source Currency	Sales Tax	Purchase ID
2504	2011/03/04	2011/03/07	\$1,874.95	USD	\$7.14	20110221111111
6515					\$10.21	
6516					\$15.10	
6517					\$20.41	
6518					\$20.44	
6519					\$23.62	
6520					\$27.25	
6521					\$28.00	
6522					\$35.00	
6523					\$37.22	
6524					\$37.94	
6525					\$39.37	
6526					\$40.04	
6527					\$44.05	
6528					\$48.15	
6529					\$51.47	
6530					\$55.12	
6531					\$95.62	
6532					\$145.20	
6533					\$148.19	
6534						
6535						
6536						
6537						
6538						
6539						
6540						
6541						
6542						
6543						
6544						
6545						
6546						



Transaction Detail Report Spend by Merchant

	J	K	L	M
	Transaction Amount	Sales Tax	Merchant Name	Merchant City
3	\$1,756.65	\$0.00	3D AI	
7	\$10,346.24	\$0.00	7 D'A	
9	\$369.22	\$0.00	911 S	
11	\$616.67	\$0.00	A & A	
14	\$2,978.49	\$0.00	A & H	
16	\$19,758.79	\$0.00	A. CH	
84	\$117,136.41	\$0.00	Number 1 Merchant Total	
101	\$47,093.06	\$0.00	A.+E.	
103	\$159.18	\$0.00	A.G.I	
106	\$3,389.75	\$0.00	A.S. I	
109	\$463.63	\$0.00	A.T.R	
122	\$1,725.36	\$0.00	AAFE	
139	\$880.48	\$0.00	AAFE	
145	\$513.16	\$0.00	AAFE	
149	\$308.35	\$0.00	AAFE	
158	\$1,608.20	\$0.00	AAFE	
160	\$238.90	\$0.00	AAFE	
6898	\$310.05	\$0.00	ULINI	
6900	\$266.75	\$15.10	Sales Tax ?	
6904	\$2,086.00	\$0.00	UMUC	
6907	\$1,727.15	\$0.00	UNIFI	
6909	\$38.38	\$0.00	UNIO	
6912	\$1,148.14	\$0.00	UNIP	
6915	\$1,839.35	\$0.00	UNITI	
6918	\$477.00	\$0.00	US DI	
6924	\$786.55	\$0.00	USAC	
6926	\$254.38	\$0.00	USAN	
7267	(\$89,260.27)	\$0.00	US BANK REBATE – THANK YOU Total	
7269	\$254.97	\$0.00	USCCB PUBLISHING Total	



Transaction Detail Report Spend by MCC Description

1	2	3	P	AB	AC	AD
			Transaction Amount	Merchant Category Code	Merchant Category Code Description	Merchant Name
+	25		\$16,890.91		ADVERTISING SERVICES Total	
+	38		\$13,278.06		ARCHITECTURAL/ENGINEERING Total	
+	40		\$219.80		ARTIST'S SUPPLY AND CRAFT SHOP Total	
+	252		\$109,654.01		AUTO & TRUCK DEALERS,NEW Total	
+	260		\$6,628.31		AUTOMOBILE AND TRUCK DEAL Total	
+	264		\$764.79		AUTOMOBILE ASSOCIATIONS Total	
+	267		\$1,001.53		AUTOMOTIVE BODY REPAIR SHOPS Total	
+	342		\$50,069.64		AUTOMOTIVE PARTS,ACCESSO Total	
+	417		\$47,342.65		AUTOMOTIVE REPAIR SHOPS Total	
+	437		\$10,661.26		AUTOMOTIVE TIRE STORES Total	
+	440		\$6,327.08		BAKERIES Total	
+	443		\$0.00		BICYCLE SHOPS/SALES/SRVCS Total	
+	581		\$40,003.58		BOOK STORES Total	
+	586		\$1,661.15		BUS LINES Total	
+	798		\$359,355.25		BUSINESS SERVICES -OTHER Total	
+	802		\$512.44		CAMERA & PHOTOGRAPHIC SUP Total	
+	824		\$90,394.78		CARPENTRY CONTRACTORS Total	
+	933		\$78,624.41		CATALOG MERCHANT Total	
+	944		\$8,049.00		CATERERS Total	
+	955		\$18,496.83		CHARITABLE/SOCIAL SERVICE Total	
+	991		\$8,142.00		CHILD CARE SERVICES Total	
+	994		\$1,800.00		CIVIC/SOCIAL/FRATERNAL Total	
+	998		\$3,948.71		CLEANING AND MAINTENANCE Total	
+	1006		\$2,314.00		COLLEGES,UNIVERSITIES Total	
+	1050		\$25,109.35		COMBINED MAIL/PHONE Total	
+	1054		\$973.46		COMMERCIAL PHOTOGRAPHY Total	
+	1061		\$5,827.97		COMPUTER AND DATA PROCESS Total	
+	1066		\$11,472.25		COMPUTER NETWORK/INFORMATION S Total	
+	1156		\$118,997.12		COMPUTER SOFTWARE STORES Total	
+	1159		\$2,870.97		CONCRETE WORK CONTRACTORS Total	
+	1162		\$748.25		CONTINUITY SUBSCRIPTION Total	
+	1164		\$812.72		COUNSELING SERVICES Total	



Transaction Detail Report Spend by Allocation Accounting Code Value

P		AI			
Transaction	Amount	Allocation Accounting Code Value			
1	\$728.83	212010201007250000	B7B7AE	GPC02P	2PMA1T
3	\$18.53	212010201007250000	B7B7AE	GPC02P	2PMM4J 26RB MM4J2P091089 Total
5	\$4,618.78	212010201020200000	B7AA	GPC02P1310421BA27	2PVBMC 26RB VBMC2P091089 Total
10	\$56,041.60	212010201020200000	B7AA	GPC02P1310421BE27	2PVE
21	\$935.56	212010201020200000	B7AL	GPC02P	2PS8B8 26RB S8B82P091089 Total
23	\$220.17	212010201020200000	B7AL	GPC02P	2PSL5D 26RB SL5D2P091089 Total
26	\$0.00	212010201020200000	B7AL	GPC02P	2PSN1D 26RB SN1D2P091089 Total
28	\$122.51	212010201020200000	B7AL	GPC02P	2PSX2A 26RB SX2A2P091089 Total
32	\$405.00	212010201020200000	B7AL	GPC02P	2PSX2P 26RB SX2P2P091089 Total
34	\$1,923.80	212010201020200000	B7AN	GPC02P	2PZR65 26RB ZR652P091089 Total
45	\$1,961.84	212010201020200000	B7AN	GPC02P	2PZR66 26RB ZR662P091089 Total
53	\$2,929.44	212010201020200000	B7AN	GPC02P	2PZR6H 26RB ZR6H2P091089 Total
62	\$347.50	212010201020200000	B7B7AB	GPC02P	2PHFBZ 26RB HFBZ2P091089 Total
64	\$394.80	212010201020200000	B7B7AB	GPC02P	2PHNDZ 26RB HNDZ2P091089 Total
66	(\$91.71)	212010201020200000	B7B7AC	GPC02P	2PKFGC 26RB KFGC2P091089 Total
68	\$11,096.78	212010201020200000	B7B7AC	GPC02P	2PKNCA 26RB KNCA2P091089 Total
82	\$10,296.55	212010201020200000	B7B7AD	GPC02P	2PLHK1 26RB LHK12P091089 Total
84	\$19,055.21	212010201020200000	B7B7AD	GPC02P	2PLHLA 26RB LHLA2P091089 Total
86	\$1,181.41	212010201020200000	B7B7AD	GPC02P	2PLHMC 26RB LHMC2P091089 Total
88	\$25.50	212010201020200000	B7B7AD	GPC02P	2PLHMD 26RB LHMD2P091089 Total
90	\$796.76	212010201020200000	B7B7AE	GPC02P	2PM4AA 26RB M4AA2P091089 Total
92	\$0.00	212010201020200000	B7B7AE	GPC02P	2PMBJD 26RB MBJD2P091089 Total
94	\$14,812.55	212010201020200000	B7B7AE	GPC02P	2PMBJF 26RB MBJF2P091089 Total
98	\$21,758.34	212010201020200000	B7B7AE	GPC02P	2PMCHE 26RB MCHE
112	\$368.22	212010201020200000	B7B7AE	GPC02P	2PMGLP 26RB MGLP2P091089 Total
114	\$21,634.78	212010201020200000	B7B7AE	GPC02P	2PMJ4B 26RB MJ4B2P091089 Total
117	\$753.37	212010201020200000	B7B7AE	GPC02P	2PMJ7C 26RB MJ7C2P091089 Total
121	\$1,925.58	212010201020200000	B7B7AE	GPC02P	2PMJ7K 26RB MJ7K2P091089 Total
126	\$4,051.14	212010201020200000	B7B7AE	GPC02P	2PMKAA 26RB MKAA2P091089 Total
128					



Billed Transaction Analysis With Order Detail Report – Summary

- Spend by time period for one agency – levels two through five
- Total billed amount
- Number of billed transactions (matched/unmatched)
- Average billed amount
- Number of orders
- Percent of transactions disputed
- Percent of transactions reallocated



Billed Transaction Analysis With Order Detail Report

	A	B	C	D
1	Matching Status	Total Billed Amount	Number of Billed Transactions	Average Billed Amount
2	Matched	\$6,031,916.65	7393	\$815.90
3	Unmatched	(\$60,59)	3	(\$20,20)
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Billed Transaction Analysis With Order Detail Report – Detail

- Detail
- Matching status
 - EOY funds
 - Matched transactions + unmatched transactions = “possible” funds expended
- Variance amount
- Control number
- Disputed status
- Reallocation indicator



Billed Transaction Analysis With Order Detail Report

	A	B	C	D	E
	Matching Status	Transaction Date	Posting Date	Cycle Close Date	Merchant Name
1					
2	Matched	2010.12.16	2010.12.20	2011.01.19	PHOTO & DIGITAL
3	Matched	2010.12.22	2010.12.24	2011.01.19	USA DENTAL L
4	Matched	2011.01.05	2011.01.06	2011.01.19	UKE CORP
5	Matched	2011.01.11	2011.01.12	2011.01.19	NATION 5 MILLION
6	Matched	2010.12.21	2010.12.21	2011.01.19	US B2B-REBILL
7	Matched	2011.01.06	2011.01.07	2011.01.19	SNAPDISH
8	Matched	2010.12.22	2010.12.23	2011.01.19	LIGHT 67
9	Matched	2010.12.23	2010.12.23	2011.01.19	STERATION-REBILL
10	Matched	2011.01.17	2011.01.17	2011.01.19	USBANK REBATE
11	Matched	2011.01.17	2011.01.17	2011.01.19	USBANK REBATE
12	Unmatched	2011.01.17	2011.01.17	2011.01.19	USBANK REBATE
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Billed Transaction Analysis With Order Detail Report

	E	F	G	H	I	J
	Merchant Name	Order Amount	Credit Order	Billed Amount	Variance Amount	Variance %
1	PHOTO & DIGITAL	\$51,50	N	\$51,50	\$0,00	0
2	USA DENTAL L	\$528,28	N	\$528,28	\$0,00	0
3	UKE CORP	\$111,84	N	\$111,84	\$0,00	0
4	NATION 5 MILLION	\$5,02	N	\$5,02	\$0,00	0
5	US B2B-REBILL	\$2.099,12	N	\$2.099,12	\$0,00	0
6	SNAPDISH	\$128,15	N	\$128,15	\$0,00	0
7	LIGHT 67	\$2.325,56	N	\$2.325,56	\$0,00	0
8	STERATION-REBILL	\$240,12	N	\$240,12	\$0,00	0
9	USBANK REBATE	\$40,70	Y	(\$40,70)	\$0,00	0
10	USBANK REBATE	\$149,68	N	(\$149,68)	\$299,36	200
11	USBANK REBATE		N	(\$51,93)	\$0,00	0
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Billed Transaction Analysis With Order Detail Report

	E	K	L
1	Merchant Name	Control Number	Disputed Status
2	PHOTO & DIGITAL	31350021	Unresolved
3	USA DENTAL L	30834841	Resolved in Favor of Merchant
4	UKE CORP	0006	Resolved in Favor of Cardholder
5	NATION 5 MILLION	30825892	Resolved in Favor of Cardholder
6	US B2B-REBILL	30743523	Resolved in Favor of Merchant
7	SNAPDISH	N9F5-273	Unresolved
8	LIGHT 67	30763253	Resolved in Favor of Merchant
9	STERATION-REBILL	DISPUTE	Resolved in Favor of Cardholder
10	USBANK REBATE	11N004	No
11	USBANK REBATE	11O&M-Credit	No
12	USBANK REBATE		No
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Top Merchants

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Top Merchants

- **Supplier management – spend**
- Merchant spend analysis: detailed and summary spending information arranged by merchant group or MCC and merchant name
- Merchant spend analysis by line item: provides summary and detail information for analyzing merchant spend activity by purchasing line item
- Top merchant spend analysis: top (by spend or by number of transactions) merchants by merchant category group or by MCC



Top Merchant Spend Analysis Report


- Top merchants by MCG or MCC
- Default 10
 - Option to select from 1-999 top merchants
- Define top merchants by spend/number of transactions
- Processing hierarchy or reporting hierarchy
- Can be scheduled



Top Merchant Spend Analysis

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- 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
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 - Custom Reports
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- My Personal Information

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Spend

[Merchant Spend Analysis](#)
Detailed and summary spending information arranged by merchant group or MCC and merchant name.

[Merchant Spend Analysis by Line Item](#)
Provides summary and detail information for analyzing merchant spend activity by purchasing line item.

[Top Merchant Spend Analysis](#)
Top (by spend or by number of transactions) merchants by merchant category group or by MCC.

Administration

[Level II Quality By Merchant](#)
Summary of population of Level II data (purchase ID and sales tax) by merchant.

[Merchant List](#)
Merchant demographic information for merchants with transaction activity within the requested time period.

[Straight Through Processing Enabled Merchant List](#)
Merchant demographic information including Client Supplier Information.

Travel Expenses

[Airline Itinerary Detail](#)
Statement transaction detail and itinerary information for airline MCCs (specific to airline MCCs only).


[Airline/Rail City Pairs](#)
Travel report that provides the number of trips between city pairs for airline and/or rail.

[Airline Refund](#)
Airline credit transactions with merchant and location information (specific to airline MCCs only).

[Airline Spending](#)
Provides summary information for all airline spending by MCCs.

[Hotel Spending](#)
Provides summary information for all hotel spending by MCCs.

[Rental Car Spending](#)
Provides summary information for all rental car spending by MCCs.

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Top Merchant Spend Analysis (1/3)

	A	B	C	D	E
	Merchant Category Code Group	Merchant Category Code Group Description	Merchant Category Code	Merchant Name	Merchant City
1					
2	48023	BUSINESS EXPENS	9399	GSA/FAS	ARLINGTON
3	48023	BUSINESS EXPENS	8220	SCHOOL OF GOVT	617-4954444
4	48023	BUSINESS EXPENS	9399	LODGING	COLUMBUS
5	48026	MAIL/TELEPHONE	5964	DEW GOVT	800-800-5555
6	48030	OFFICE SERVICES	7399	FORENSIC SCIEN	727-5499999
7	48032	OTHER	5699	SURPLUS AND SUP	630-9162222
8	48032	OTHER	5733	MUSIC	EL PASO
9	48039	WHOLESALE TRADE	5399	AAFES WEISS CO	APO
10	48039	WHOLESALE TRADE	5045	DELL FEDERAL	800-727-1111
11	48039	WHOLESALE TRADE	5099	SCALE CO	718-336-1212
12	48039	WHOLESALE TRADE	5047	CJ CORP	757-306-5454
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Top Merchant Spend Analysis (2/3)

	D	F	G	H	I	J
	Merchant Name	Merchant State/Province	Debit Amount	Number of Debit Transactions	Spend per Debit Transaction	Credit Amount
1	Merchant Name	Merchant State/Province	Debit Amount	Number of Debit Transactions	Spend per Debit Transaction	Credit Amount
2	GSA/FAS	VA	\$226.127,48	224	\$968,82	\$9.110,82
3	SCHOOL OF GOVT	MA	\$54.900,00	3	\$18.300,00	\$0,00
4	LODGING	GA	\$35.112,00	7	\$5.016,00	\$0,00
5	DEW GOVT	IL	\$39.639,11	23	\$1.723,44	\$0,00
6	FORENSIC SCIEN	FL	\$25.000,00	1	\$25.000,00	\$0,00
7	SURPLUS AND SUP	IL	\$36.320,00	2	\$18.160,00	\$0,00
8	MUSIC	TX	\$30.150,00	2	\$15.075,00	\$0,00
9	AAFES WEISS CO	XX	\$37.928,00	7	\$5.104,00	\$2.200,00
10	DELL FEDERAL	TX	\$29.398,21	7	\$4.199,74	\$0,00
11	SCALE CO	NY	\$25.000,00	1	\$25.000,00	\$0,00
12	CJ CORP	VA	\$28.575,31	2	\$14.287,66	\$0,00
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Top Merchant Spend Analysis (3/3)

	D	J	K	L	M	N	O
	Merchant Name	Credit Amount	Number of Credit Transactions	Total Spend	Percent of Total Spend	Number of Transactions	Total Sales Tax
1							
2	GSA/FAS	\$9.110,82	18	\$217.016,66	38,97	242	\$0,00
3	SCHOOL OF GOVT	\$0,00	0	\$54.900,00	9,86	3	\$0,00
4	LODGING	\$0,00	0	\$35.112,00	6,31	7	\$0,00
5	DEW GOVT	\$0,00	0	\$39.639,11	7,12	23	\$0,00
6	FORENSIC SCIEN	\$0,00	0	\$25.000,00	4,49	1	\$0,00
7	SURPLUS AND SUP	\$0,00	0	\$36.320,00	6,52	2	\$0,00
8	MUSIC	\$0,00	0	\$30.150,00	5,41	2	\$0,00
9	AAFES WEISS CO	\$2.200,00	1	\$35.728,00	6,42	8	\$0,00
10	DELL FEDERAL	\$0,00	0	\$29.398,21	5,28	7	\$0,00
11	SCALE CO	\$0,00	0	\$25.000,00	4,49	1	\$0,00
12	CJ CORP	\$0,00	0	\$28.575,31	5,13	2	\$0,00
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Review

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Review

- Surveillances
- Determine dollar spend and number of transactions per agency for specific time periods or by allocation
- Determine dollar spend over micro-purchase limits
- ID top merchants – target for discounts
- Amount spent on convenience checks and associated fees
- Monitor payments and interest penalties assessed
- Determine if EDI transaction LOA caused payment reject



Review (Continued)

- Account spend analysis
 - Summary of account spending
 - Quick overview of spend to SPL and current DAC
- Large transactions
 - Custom Shared report – specify lowest transaction amount
 - Run for single Level three or four
- Payment and interest penalty
 - Custom Shared report run for single level three, four or five
 - Sum total payments and interest



Review (Continued)

- Convenience checks
 - All Convenience Check Transaction report
 - Review cyclic for transactions over \$3000
- Transactions and order information
 - Over \$3000 spend
 - Spend by time period or merchant
 - Top merchants
 - Number of orders



Questions?



Thank You

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