

AccessOnline Best Reports to Use

Information Category	Recommended Report To Use and Location in AccessOnline	Recommended Frequency	Reasons to Review	Relevant Fields Included on Report
AccessOnline System Users Audits	Administration: System User List report – by summary	Periodic	For each functional entitlement group analyze the number of User IDs for overall program analysis and review.	<ul style="list-style-type: none"> • Functional Entitlement Group • Functional Entitlement Group Description • Total Number of Active User IDs • Total Number of Inactive User IDs • Total Number of To Be Removed User IDs (deleted users) • Total Number of Existing User IDs
	Administration: System User List report – by detail	Monthly	<ol style="list-style-type: none"> 1. Review user list to determine if any users need to be removed due to (1) separation from state service, (2) movement to another department, or (3) change in job duties. 2. Review list to ensure functional entitlement group, agent, and company number are appropriate for each user. 	<ul style="list-style-type: none"> • User ID • User Name • User ID Status • User ID Created By • Functional Entitlement Group • Functional Entitlement Group Description • Bank • Agent • Company • Account Number • Last Login Date
Account Management	Administration: Locked Accounts report	As Needed	Review accounts locked due to incorrect online registration activity.	<ul style="list-style-type: none"> • Account Number • Name • Date/Time Account Locked
	Program Management: Account List report – Account Type = Cardholder Account (includes CTS accounts)	As Needed	<ol style="list-style-type: none"> 1. Research if cardholder has activated credit card. 2. Review which managing account a card points to. 	<ul style="list-style-type: none"> • Account Name • Account Number • Needs Activation • Managing Account Number • Managing Account Name
	Financial Management: Transaction Detail report	As Needed	Research card transaction detail.	<ul style="list-style-type: none"> • Name • Account Number • Trans Date • Posting Date • Trans Amount • MCC • Merchant Name • Taxpayer ID Number (TIN)

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Account Setup & Change Review	Program Management: Request Status Queue report	Periodic	<ol style="list-style-type: none"> 1. Research the status of an account in the process of being set up or changed. 2. Determine the number of accounts a specific user has set up. 3. Determine who set up or changed an account. 	<ul style="list-style-type: none"> • Account Number • Account Name • Request Status • Request Type • Request Start Date • Start User
Airline Research	Supplier Management: Airline Itinerary Detail report	As needed	Research ticket and itinerary information.	<ul style="list-style-type: none"> • Leg (1 through 4) • Dest CD (Destination) • Depart/Travel Date • Time • Flight # • Fare Basis Code • Name (Cardholder) • Acct # • Passenger Name • Merchant Name • Ticket Number • Transaction Date • Transaction Amount • Origin Airport Code
	Supplier Management: Airline Rail City Pairs report	Periodic	<ol style="list-style-type: none"> 1. Analyze the use of carriers. 2. Analyze the frequency of legs of travel. 	<ul style="list-style-type: none"> • Rank • Pair Code 1 • Air/Rail Name 1 • City, State, Country 1 • Pair Code 2 • Air/Rail Name 2 • City, State, Country 2 • Merchant Name/Carrier • Number of Trips

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Airline Research - continued	Supplier Management: Airline Refund report	As needed	Research ticket refunds.	<ul style="list-style-type: none"> • Name (cardholder) • Account Number • Passenger Name • Merchant Name • Transaction Date • Ticket Number • Posting Date • Credit Amount
	Supplier Management: Airline Spending report – by summary	Periodic	Analyze total spend by airline or MCC.	<ul style="list-style-type: none"> • MCC • Merchant Category Description • Debit Amount • No. Debit Trans • Credit Amount • No. Credit Trans • Total Spend • % of Total Spend
Card and Statement Address Review	Program Management: Account List report – Account Type = <u>Cardholder Account</u> (includes CTS accounts)	Annually	Card Accounts: <ol style="list-style-type: none"> 1. Review the address to which statements, PINs, and reissued cards are mailed. 2. Review the phone number and email address to which US Bank will notify the cardholder of potential fraud. CTS Accounts: Review the address to which statements and CVC2 codes are mailed.	<ul style="list-style-type: none"> • Account Name • Account Number • Account Status • Status Description • Address 1 and 2 • City, State/Province, Zip/Postal Code • Work Phone, Fax • Email Address
	Program Management: Account List report – Account Type = <u>Managing Account</u>	Annually	Review the address to which statements are mailed.	<ul style="list-style-type: none"> • Account Name • Account Number • Account Status • Status Description • Address 1 and 2 • City, State/Province, Zip/Postal Code • Work Phone

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Cash Advance Use Review	Program Management: Cash Advance report	As needed	Review the amount of cash advances used by a cardholder.	<ul style="list-style-type: none"> • Name • Account Number • Transaction Date • Description • Amount • Posting Date
	Program Management: Account List report – Account Type = Cardholder Account (includes CTS accounts)	As needed	Use with the Cash Advance Report to determine if the Percent of Cash needs to be increased or decreased.	<ul style="list-style-type: none"> • Account Name • Account Number • PIN Issued • Credit Limit • Percent of Cash
Credit Research	Financial Management: Transaction Detail report	As needed	Research credits by account and by transaction.	<ul style="list-style-type: none"> • Name • Account Number • Trans Date • Trans Amount • Sales Tax • Merchant Name
	Supplier Management: Merchant Spend Analysis report - by detail	As needed	Research the total credits issued by merchant, merchant category, or MCC.	<ul style="list-style-type: none"> • Merchant Name • Credit Amount • Total Spend • Total Sales Tax
	Supplier Management: Airline Itinerary Detail report	As needed	Research airline credits by passenger name or ticket number.	<ul style="list-style-type: none"> • Depart/Travel Date • Name • Account # • Passenger Name • Merchant Name • Ticket Number • Trans Date • Trans Amount
	Supplier Management: Airline Refund report	As needed	Research airline credits by passenger name or ticket number.	<ul style="list-style-type: none"> • Name • Account Number • Passenger Name • Merchant Name • Ticket Number • Credit Amount

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Credit Research - continued	Supplier Management: Hotel Spending report – by detail	As needed	Research lodging credits by merchant.	<ul style="list-style-type: none"> • Transaction Date • Merchant Name • Amount • Sales Tax • Name • Account Number
	Supplier Management: Rental Car Spending report – by detail	As needed	Research rental car credits by merchant.	<ul style="list-style-type: none"> • Transaction Date • Merchant Name • Amount • Sales Tax • Name • Account Number
	Tax and Compliance Management: Tax Accrual Model report	As needed	Research transaction and sales tax credits by merchant.	<ul style="list-style-type: none"> • Name • Merchant (DBA) Name • Trans Amount • Sales Tax Amount
Declined Transactions Analysis	Program Management: Declined Transaction Authorizations report	Periodic	Analyze declines to determine if account changes are necessary: <ul style="list-style-type: none"> • Increase the single purchase limit • Increase the credit limit • Broaden the MCC group • Activate the card • Increase ATM percentage 	<ul style="list-style-type: none"> • Account Name • Account Number • Decline Date • Decline Time • Decline Reason • Requested Amount • Request Type • MCC • Merchant Name • Account Status • Status Description • Current Balance • Credit Limit • Single Purchase Limit
Foreign Currency Analysis	Financial Management: Transaction Detail report	As needed	Research foreign currency information.	<ul style="list-style-type: none"> • Name • Account Number • Trans Date • Trans Amount • Source Currency Amount • Source Currency

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Foreign Currency Analysis - continued	Supplier Management: Merchant Spend Analysis report – by Merchant with Transaction Detail	As needed	Research foreign currency information.	<ul style="list-style-type: none"> • Merchant Name • Trans Amount • Account Nbr • Source Currency Amt • Source Currency
	Supplier Management: Merchant Spend Analysis by Line Item report	As needed	Research foreign currency information.	<ul style="list-style-type: none"> • Merchant Name • Trans Amount • Source Currency Amount • Source Currency
Fraud Research	Program Management: Account Status Change report	As needed	<ol style="list-style-type: none"> 1. Determine status of an account (open, voluntarily closed, terminated, lost/stolen, fraud, referral). 2. Determine the date the account status was changed. 3. Determine the current account balance. 	<ul style="list-style-type: none"> • Name • Action Type • Account Number • Status • Previous Account Number • Status Change Date • Current Balance • Credit Limit
	Program Management: Account List report – Account Type = Cardholder Account (includes CTS accounts)	As needed	<ol style="list-style-type: none"> 1. Determine the replacement account number to update traveler profiles. 2. Determine transaction activity for completing police reports. 	<ul style="list-style-type: none"> • Account Name • Account Number • Account Status • Status Description • Lost/Stolen Account • Replacement Account • Current Balance • Last Transaction Date • Single Purchase Limit • Percent of Cash • (MCC) Control Name
Freight/shipping Cost Analysis	Supplier Management: Merchant Spend Analysis by Line Item report	As needed	Determine the freight/shipping costs charged for a purchase.	<ul style="list-style-type: none"> • Merchant Name • Trans Amount • Name • Sales Tax Amt • Freight/Shipping Amt

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Hotel Research	Supplier Management: Hotel Spending report – by Summary	Periodic	Analyze total spend by hotel or MCC.	<ul style="list-style-type: none"> • MCC • Merchant Category Description • Debit Amount • Nbr of Debit Trans • Credit Amount • Nbr of Credit Trans • Total Spend • Percent Total Spend
	Supplier Management: Hotel Spending report – by Detail	As needed	Research hotel charges and credits.	<ul style="list-style-type: none"> • Transaction Date • Merchant Name • Merchant Address • Amount • Sales Tax • Name • Posting Date
	Supplier Management: Hotel Spending report – by Folio	As needed	Research hotel charges and credits. Includes folio information if passed by the vendor.	<ul style="list-style-type: none"> • Name • Account Number • Merchant Name • Merchant Address • Transaction Date • Transaction Amount • Sales Tax • Posting Date • Check-In Date • Number of Nights Stay • No Show Indicator • Hotel Folio Number • Extra Charges • Daily Room Rate • Other Charge Amount
Limits Determination	Program Management: Account Spend Analysis report	Annually	Includes total and average spend by account. Use to determine appropriate credit and single purchase limits for accounts and adjust existing account limits accordingly.	<ul style="list-style-type: none"> • Name • Account Number • Average Spend per Trans • Average Spend per Cycle • Credit Limit • Single Purchase Limit

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Limits Determination - continued	Program Management: Account List report – Account Type = Cardholder Account (includes CTS accounts)	Annually	Includes current balance. Use with the Cash Advance Report to determine appropriate percent of cash limit for accounts and adjust existing account limits accordingly.	<ul style="list-style-type: none"> • Account Name • Account Number • Current Balance • Single Purchase Limit • Percent of Cash • (MCC) Control Name
	Program Management: Declined Transaction Authorizations report	Annually	Includes requested amount and current balance. Use to determine appropriate credit and single purchase limit for accounts and adjust existing account limits accordingly.	<ul style="list-style-type: none"> • Account Name • Account Number • Decline Reason • Requested Amount • Current Balance • Credit Limit • Single Purchase Limit
Merchant Research	Tax and Compliance Management: Vendor Summary by Socio-economic Indicator report	As needed	<ol style="list-style-type: none"> 1. Research information needed to set up a State of Alaska Vendor Number. 2. View vendor contact information. 3. View the merchant's TIN. 4. Determine total spend by merchant name. 	<ul style="list-style-type: none"> • Merchant Name • Business Legal Name • Merchant Address • Total Spend Amount • Merchant Phone Number • Merchant E-mail Address • Taxpayer ID Number (TIN) • Incorporation Status Code/Description • Sole Proprietor Name • Incorporated Status Change Date
	Tax and Compliance Management: Vendor Summary for Form 1099-MISC report	As needed	<ol style="list-style-type: none"> 1. Research information needed to set up a State of Alaska Vendor Number. 2. Determine if the vendor is 1099 reportable. 3. View the merchant's TIN. 4. Determine total spend by merchant name. 	<ul style="list-style-type: none"> • Total Spend Amount • Taxpayer ID Number (TIN) • Merchant Name • Merchant Address • Business Legal Name • Incorporation Status Code/Description • IRS Reportable (Yes/No) • Sole Proprietor Name • Incorporated Status Change Date

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Rental Car Research	Supplier Management: Rental Car Spending report - by Summary	Periodic	Analyze total spend by rental car agency or MCC.	<ul style="list-style-type: none"> • MCC • Merchant Category Description • Debit Amount • No. Debit Trans • Credit Amount • No. Credit Trans • Total Spend • % of Total Spend
	Supplier Management: Rental Car Spending report - by Detail	As needed	Research rental car charges and credits.	<ul style="list-style-type: none"> • Transaction Date • Merchant Name • Merchant City/State • Amount • Sales Tax • Name • Account Number • Posting Date
Sales Tax Review	Financial Management: Transaction Detail report	As needed	Research sales tax charges and credits.	<ul style="list-style-type: none"> • Trans Date • Trans Amount • Sales Tax • Merchant Name
	Supplier Management: Merchant Spend Analysis by Line Item report	As needed	Research sales tax charges and credits.	<ul style="list-style-type: none"> • Merchant Name • Trans Amt • Sales Tax Amt • Item Description
	Supplier Management: Level II Quality By Merchant report	As needed	Determine total sales tax charged by a vendor.	<ul style="list-style-type: none"> • Merchant Name • Total Trans Amt • Total Sales Tax • Total No. of Trans with Sales Tax Populated • % of Trans with Sales Tax Populated
	Supplier Management: Hotel Spending Detail Report	As needed	Research hotel sales tax charges and credits.	<ul style="list-style-type: none"> • Merchant Name • Amount • Sales Tax
	Supplier Management: Rental Car Spending report - by Detail	As needed	Research rental car sales tax charges and credits.	<ul style="list-style-type: none"> • Merchant Name • Amount • Sales Tax

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Sales Tax Review - continued	Tax and Compliance Management: Sales and Use Tax by State report	As needed	View total sales tax paid in each state.	<ul style="list-style-type: none"> • Merchant State • Total Sales Tax • Total Transaction Amount
	Tax and Compliance Management: Tax Accrual Model report	As needed	<ol style="list-style-type: none"> 1. Determine sales tax paid on each transaction. 2. Determine sales tax charged as a percent of the transaction. 	<ul style="list-style-type: none"> • Merchant (DBA) Name • Merchant Tax ID Number • Trans Amount • Sales Tax Amount • Tax as % of Trans Amount
Spend Analysis	Program Management: Account Spend Analysis report	As needed	Compare average and total spend by account to credit limits.	<ul style="list-style-type: none"> • Name • Account Number • Debit Amount for Purchases • Nbr of Debit Trans • Average Spend per Trans • Average Spend per Cycle • Average Spend per Day • Credit Amount • Nbr of Credit Trans • Cash and Check Trans • Cash and Check Fees • Total Spend • Credit Limit
	Supplier Management: Merchant Spend Analysis report - by Summary	As needed	<ol style="list-style-type: none"> 1. Analyze total spend by merchant category group. 2. Analyze the percentage of total spend by merchant category group. 	<ul style="list-style-type: none"> • Merchant Category Group Description • Debit Amount • Nbr of Debit Trans • Credit Amount • Nbr of Credit Trans • Total Spend • % of Total Spend • Total Sales Tax

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Spend Analysis - continued	Supplier Management: Merchant Spend Analysis by Line Item report	As needed	For a transaction, determine the products purchased, if level III data is passed by the merchant.	<ul style="list-style-type: none"> • Merchant Name • Sales Tax Amt • Freight / Shipping Amt • Item Sequence • Product Code • Item Description • Item Commodity Code • Quantity • Unit of Measure • Unit Cost • Line Item Total Amt
	Supplier Management: Top Merchant Spend Analysis report	As needed	Determine the top merchants used for credit card purchases.	<ul style="list-style-type: none"> • Merchant Name • Debit Amount • Nbr of Debit Trans • Credit Amount • Nbr of Credit Trans • Total Spend • % of Total Spend • Total Sales Tax
Traveler Profile Adds	Program Management: Account List report – Account Type = Cardholder Account (includes CTS accounts)	As needed	Determine account number, expiration date and card activation status.	<ul style="list-style-type: none"> • Account Name • Account Number • Account Status • Expiration Date • Social Security Number (Emp #) • Needs Activation (card activation status)
Traveler Profile Changes	Program Management: Account List report – Account Type = Cardholder Account (includes CTS accounts)	As needed	Determine lost stolen account number and associated replacement account number and expiration date.	<ul style="list-style-type: none"> • Account Name • Account Number • Account Status • Replacement Account • Expiration Date • Social Security Number (Emp #) • Needs Activation (card activation status)

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Notes to Best Reports to Use and Why:

1. Field information will only be available if the merchant passes the data.
2. The fields listed display when you download into Excel. They may not display if you open the report in another browser or in PDF.