

Corporate Purchasing Card

Enhanced Reporting

June 2024

Web Version

Agenda

- Background
- AccessOnline
- Level 3 Data (by cardholder and merchant)
- Declined Transaction Review
- Multiple Vendors at One Address
- Employee Address and Vendor Address are the Same
- High Dollar Volume of Purchases by One Cardholder from an Obscure Vendor
- Purchases Structured to Avoid Transaction Limits

Background

- CPC Program has:
 - Established roles and responsibilities
 - Separation of duties
 - Policies and controls in place to detect fraud, waste and abuse, IF FOLLOWED
 - Various reports in Access Online to assist with administration of the program and identification of waste, fraud and abuse

Background

- Key CPC personnel:
 - Bank Customer Service and Fraud Staff
 - GAD CPC staff
 - CPC Steering Committee
 - Agency Fiscal Officers and Agency PCPAs
 - Authorized Reviewers, Supervisors, Internal Auditors and OLA
 - Cardholders
 - Merchants

AccessOnline

- Sign onto AccessOnline

us bank Access[®] Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

[Login](#)

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

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R024.06.01b20240611-0924 col 8 06-17-2024 11:38:54 CDT

us bank Access[®] Online Partner sites Need help? Profile Log out

Dashboard Accounts Transactions Reporting Program

Welcome, [REDACTED].

[Switch managing account >](#)

875 MD GENERAL ASSEMBLY ...1337

ACCOUNT HIGHLIGHTS

Declined transactions

0	0
Today	In the last 5 days

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01.05-17-2024

AccessOnline

- Select Reporting from the top menu

us bank Access Online

Partner sites ▾ Need help? ▾ Profile ▾ Log out

Dashboard Accounts ▾ Transactions ▾ Reporting ▾ Program ▾

Welcome, [REDACTED].

[Switch managing account >](#)

B75 MD GENERAL ASSEMBLY ...1337

ACCOUNT HIGHLIGHTS

Declined transactions

0	0
Today	In the last 5 days

Privacy

Accessibility

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0.1.0 06-17-2024 1

AccessOnline

- Choose the report you'd like



Chat With Us



Log Out

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Account Information
- Reporting**
 - Program Management
 - Financial Management
 - Supplier Management
 - Tax and Compliance Management
 - Administration
 - User Activity Audit Reporting
 - Report Scheduler
 - Flex Data Reporting
- Data Exchange
- My Personal Information

Reporting

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.

User Activity Audit Reporting

Captures user actions taken within Access Online into a standard report.

- Home
- Email Center
- Contact Us
- Training
- TravelBank Travel & Expense

Report Scheduler

View and maintain current scheduled reports.

Flex Data Reporting

Create and maintain adhoc reports.

Level 3 Data

Full Transaction Detail and Order Detail

&

Merchant Spend Analysis by Line Item

Transaction detail by Cardholder and Line Item (Level 3 Data)

- Select Financial Management

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Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
• Program Management
• Financial Management
• Supplier Management
• Tax and Compliance Management
• Administration
• User Activity Audit Reporting
• Report Scheduler
• Flex Data Reporting
Data Exchange
My Personal Information

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Email Center
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Reporting

[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.

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Create and maintain adhoc reports.

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

[Administration](#)
These reports allow administrators to support system functionality.

[User Activity Audit Reporting](#)
Captures user actions taken within Access Online into a standard report.

Transaction Detail by Cardholder and Line Item (Level 3 Data)

- Then select Full Transaction and Order Detail

The screenshot shows the US Bank Access Online interface. At the top left is the 'us bank Access Online' logo. At the top right are 'Chat With Us' and 'Log Out' buttons. A left-hand navigation menu lists various services, with 'Financial Management' highlighted. The main content area is titled 'Financial Management' and contains three columns of links and descriptions. A red arrow points to the 'Full Transaction and Order Detail' link in the 'Order Management' section.

us bank Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
• Program Management
• **Financial Management**
• Supplier Management
• Tax and Compliance Management
• Administration
• User Activity Audit Reporting
• Report Scheduler
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My Personal Information

Home
Email Center
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TravelBank Travel & Expense

Financial Management

Order Management

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

[Order Detail](#)
Order detail information.

Transaction Management

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

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

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

[Real-time Authorizations](#)
Real-time reporting on approved, declined and reversed transaction authorizations.

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

[Transaction Summary](#)
Transaction summary information.

Transaction Detail by Merchant and Line Item(Level 3 Data)

- You must select only one Additional Detail to produce the report in Excel

Additional Detail

Selected options allow a drill-down to additional detail. If running the report in Excel, choose only one detail option.

Transaction Line Item Detail: Allocation Detail Order Detail:

All

All

Select By

To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code name (at least 3 characters).

Accounting Code

Alternate Accounting Code Name *

Sort Report By

Account Number Matching Status Transaction Date Transaction Amount

Ascending Order

Ascending Order

Ascending Order

Ascending Order

Descending Order

Descending Order

Descending Order

Descending Order

Report Output

Excel is not available if more than one "Additional Detail" was selected.

Summary Output:

Selection defines the output format for the summary report.

Excel

Detail Output:

Transaction Detail by Cardholder and Line Item (Level 3 Data)

Matching Status	Name	Managing Account Name	Transaction Date	Merchant Name	Transaction Amount	Sales Tax	Merchant City	Merchant State/Province	Freight Amount	Product Code	Item Description	Item Commodity Code	Quantity	Unit of Measure	Unit Cost	Line Item Total
Unmatched	JAMES	E20 MD TREASURER'S OFF	2024/05/09	YUBICO INC.	\$195.00	\$0.00	HTTPWWW.YUBI	CA	\$0.00						\$0.0000	\$0.00
Unmatched	JAMES	E20 MD TREASURER'S OFF	2024/05/13	KINGSWAYSOFT	\$1,896.00	\$0.00	DAKVILLE	ON	\$0.00						\$0.0000	\$0.00
Unmatched	JAMES	E20 MD TREASURER'S OFF	2024/05/14	IN *APPLIED TECHNOLOGY SE	\$840.00	\$0.00	443-8447972	MD	\$0.00	851714757302	CISCO DUO ADVANTAGE EDITO	85171475730	2	35.0000 NMB	\$24.0000	\$840.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/03	AGENT FEE 8900872960808	\$399.97	\$0.00	GLOBETROTTER	MD	\$0.00						\$0.0000	\$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/03	AGENT FEE 8900872960809	\$24.75	\$0.00	GLOBETROTTER	MD	\$0.00						\$0.0000	\$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	\$2,076.91	\$0.00	4IMPRINT.COM	WI	\$156.31	EXTRA	Set-Up Charge	5969	1.0000 PCE	\$50.0000	\$50.00	
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	\$0.00	\$0.00	4IMPRINT.COM	WI	\$0.00	EXTRA	Set-Up Charge	5969	1.0000 PCE	\$60.0000	\$60.00	
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	\$0.00	\$0.00	4IMPRINT.COM	WI	\$0.00	128675	Full Color Spirit Towel	5969	400.0000 PCE	\$2.5100	\$897.60	
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	\$0.00	\$0.00	4IMPRINT.COM	WI	\$0.00	131603-C-FS-	Clear Impact Line Up Bottl	5969	400.0000 PCE	\$2.5500	\$913.00	
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/20	USCA 2ND CIRCUIT	\$25.00	\$0.00	212-857-8585	NY	\$0.00						\$0.0000	\$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/21	USCA 2ND CIRCUIT	(\$25.00)	\$0.00	NEW YORK	NY	\$0.00						\$0.0000	\$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/24	0009P - PARKINGCOM	\$20.99	\$0.00	844-4727577	IL	\$0.00						\$0.0000	\$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/04/27	STAPLES INC	\$79.50	\$4.50	STAPLES.COM	MA	\$0.00	24550355	UPLOAD YOUR OWN 24X36	24550355	1.0000 EA	\$75.0000	\$75.00	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/04/29	AT&T PAYMENT	\$340.85	\$0.00	800-331-0500	TX	\$0.00	BILL	625546541		1.0000 ITM	\$340.8500	\$340.85	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/01	OFFICE DEPOT #3251	\$44.99	\$0.00	ANNAPOLIS	MD	\$0.00	754381	BADGE NAME.IJ.160CT.WHIT	754381	1.0000 NMB	\$44.9900	\$44.99	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/02	GIOLITTI DELI	\$750.87	\$0.00	410-2668600	MD	\$0.00						\$0.0000	\$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/03	REM HISTORIC INNS OF A	\$2,401.29	\$0.00	ANNAPOLIS	MD	\$0.00						\$0.0000	\$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/03	ADOBE *ADOBE	\$33.99	\$0.00	408-536-6000	CA	\$0.00	65103922	CPTV ALL MLP DR01 MUN 001	43230000	1.0000 PCS	\$33.9900	\$33.99	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	ASHORE RESORT AND BEAC	\$468.89	\$0.00	OCEAN CITY	MD	\$0.00						\$0.0000	\$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$384.50	\$0.00	410-5761544	MD	\$0.00	DEFAULT	BIC ROUND STIC GRIP XTRA C		1.0000 PK	\$30.7200	\$30.72	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	BIC ROUND STIC XTRA-LIFE B		1.0000 PK	\$4.9400	\$4.94	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	BIC ROUND STIC XTRA-LIFE B		2.0000 DZ	\$2.2400	\$4.48	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	BIC XTRA COMFORT ROUND STI		2.0000 DZ	\$1.9100	\$3.82	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	CLOROX DISINFECTING WIPES		1.0000 PK	\$16.6300	\$16.63	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	COASTWIDE PROFESSIONAL		3.0000 EA	\$5.1600	\$15.48	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	GREAT PAPERS FAUX-PARCHMEN		1.0000 EA	\$8.9600	\$8.96	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	JOHNSON JOHNSON ALL-PURPO		1.0000 EA	\$22.9800	\$22.98	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	NXT TECHNOLOGIES 6-OUTLET		5.0000 EA	\$9.8200	\$49.10	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	PAPER MATE SHARPIEWITER MEC		1.0000 PK	\$10.0900	\$10.09	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	POST-IT NOTES, 1 3/8 X 1		1.0000 PK	\$10.3500	\$10.35	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	SHARPIE TANK HIGHLIGHTER,		1.0000 PK	\$17.5900	\$17.59	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	STAPLES AURA RETRACTABLE G		2.0000 DZ	\$5.7700	\$11.54	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	STAPLES COMBO PACK DESKTOP		3.0000 EA	\$5.0100	\$15.03	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	STAPLES NOTES, 3 X 3,		1.0000 PK	\$21.0900	\$21.09	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	STAPLES SMOOTH PAPER CLIPS		1.0000 PK	\$7.7300	\$7.73	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	TOMBOW MONO ORIGINAL CORRE		1.0000 PK	\$19.7800	\$19.78	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	TOPS LEGAL JUNIOR NOTEPADS		1.0000 DZ	\$24.1500	\$24.15	
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	\$0.00	\$0.00	410-5761544	MD	\$0.00	DEFAULT	TRU RED NOTEPAD, 5 X 8		6.0000 DZ	\$8.9500	\$53.70	

Merchant Spend Analysis by Merchant and Line Item (Level 3 Data)

- Select Supplier Management

The screenshot displays the US Bank Access Online interface. At the top left is the US Bank logo and 'Access Online'. At the top right are 'Chat With Us' and 'Log Out' links. The main content area is divided into a left sidebar and a main panel. The sidebar lists various navigation options, with 'Reporting' expanded to show a list of sub-items: Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, User Activity Audit Reporting, Report Scheduler, and Flex Data Reporting. The main panel is titled 'Reporting' and contains three columns of content. The first column lists 'Program Management', 'Financial Management', and 'Supplier Management' (highlighted with a red arrow). The second column lists 'Tax and Compliance Management' and 'Administration'. The third column lists 'User Activity Audit Reporting'. At the bottom of the main panel, there are links for 'Report Scheduler' and 'Flex Data Reporting'. The footer contains copyright information and links to Privacy Policy, Accessibility Policy, and Terms of Use.

US bank Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
• Program Management
• Financial Management
• Supplier Management
• Tax and Compliance Management
• Administration
• User Activity Audit Reporting
• Report Scheduler
• Flex Data Reporting
Data Exchange
My Personal Information

Reporting

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.

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

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Merchant Spend Analysis by Merchant and Line Item(Level 3 Data)

- Then select Merchant Spend Analysis by Line Item

The screenshot shows the US Bank Access Online interface. At the top left is the US Bank logo and "Access Online". At the top right are "Chat With Us" and "Log Out" buttons. A left-hand navigation menu lists various services, with "Supplier Management" expanded to show "Spend", "Administration", and "Travel Expenses". A red arrow points to the link "Merchant Spend Analysis by Line Item" under the "Spend" section. The main content area displays descriptions for "Spend", "Merchant Spend Analysis by Line Item", "Top Merchant Spend Analysis", "Administration", "Level II Quality By Merchant", "Merchant List", "Travel Expenses", "Airline Itinerary Detail", "Airline/Rail City Pairs", "Airline Refund", "Airline Spending", "Hotel Spending", "Rental Car Spending", and "Business Expenses".

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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.

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.

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.

Business Expenses

- [Temporary Services Spending](#)
This report provides summary and detail information for temporary services spending by agency.

Merchant Spend Analysis by Merchant and Line Item

- Select date range - for Cycle Close Date Range choose the first day of the month you'd like to report on for **both** the Start and End date; below is for May 2024

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Supplier Management
Merchant Spend Analysis by Line Item

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Start Date: (MM/DD/YYYY) to End Date: (MM/DD/YYYY)

Merchants

Merchant Category Code Group:

Note: Hold down the Ctrl key to make multiple selections.

Airline
AIRLINE
AUTO/RV DEALERS

Merchant Category Codes:

To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

[Search for Codes](#)

Merchant Names

To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

Merchant Spend Analysis by Merchant and Line Item (Level 3 Data)

- Select Excel

Merchant Spend Analysis by Li... x +

https://access.usbank.com/cpsApp1/AxolComServlet

News Gerard State of MD Hunts My Verizon Ixquick Search Engine Gmail Corporate Purchasing ... central time right now

Sort Report By

Merchant Name: Ascending Order (selected) / Descending Order
Transaction Date: Ascending Order (selected) / Descending Order
Transaction Amount: Ascending Order (selected) / Descending Order
No Sort: Ascending Order (selected) / Descending Order

Report Output

Output Type: PDF, Active Report, Browser, **Excel** (highlighted with red arrow), PDF, End

Page Placement: location of the Parameter Page details on the report output.

Group Report By

Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: * 3757 Agent: * Company: * Division: Department: [Search for Position or Add Multiple](#)

Reporting Hierarchy Position: *
If selected, a reporting hierarchy position is required.
Bank: 3757 Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7: [Search for Position or Add Multiple](#)

Account Number(s): *
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces. [Search for Accounts](#)

Break/Subtotal Level

- No Break/Subtotal -

[Run Report](#) [Reset](#) [Create Scheduled Report](#)

[<< Back to Supplier Management](#)

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Merchant Spend Analysis by Merchant and Line Item (Level 3 Data)

- Your agency Agent and Company numbers should be populated
- Select Run Report

The screenshot shows a web browser window with the URL <https://access.usbank.com/cpsApp1/AxolComServlet>. The page title is "Merchant Spend Analysis by Li...". The browser's address bar and search bar are visible. The page content includes several sections:

- Sort Report By:** Four dropdown menus for sorting by Merchant Name, Transaction Date, Transaction Amount, and No Sort. Each dropdown has radio buttons for Ascending Order (selected) and Descending Order.
- Report Output:** An "Output Type" dropdown set to "PDF". Below it, "Output Parameter Page Placement" is set to "End".
- Group Report By:** Three sections with radio buttons:
 - Processing Hierarchy Position:** A red arrow points to the "Bank:" field, which contains "3757". Other fields include "Agent:" (5094), "Company:" (17123), "Division:", and "Department:". A link "Search for Position or Add Multiple" is present.
 - Reporting Hierarchy Position:** A red arrow points to the "Bank:" field, which contains "3757". Other fields include "Level 1:" through "Level 7:". A link "Search for Position or Add Multiple" is present.
 - Account Number(s):** A field for account numbers with a link "Search for Accounts".
- Break/Subtotal Level:** A dropdown menu set to "- No Break/Subtotal -".
- Buttons:** Three buttons: "Run Report" (highlighted with a red arrow), "Reset", and "Create Scheduled Report".
- Navigation:** A link "<< Back to Supplier Management" is at the bottom.

Merchant Spend Analysis by Line Item (Level 3 Data)

- Scroll Right & review Item Description column

Merchant Category Code Group	Merchant Category Code Group Description	Merchant Category Code	Merchant Name	Merchant City	Merchant State/Province	Merchant Zip/Postal	Merchant ID	Transaction Date	Transaction Amount	Source Currency	Purchase ID	Product Code	Item Description	Item Commodity Code	Quantity	Unit of Measure	Unit Cost	Line Item Total Amount
19231	VEHICLE EXPENSE	7523	0009P - PARKINGCOM	844-4727577	IL	60601	331646845	2024/05/24	\$20.99	20.99	517003136							
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	\$2,076.91	2,076.91	27190457	128675	Full Color Spirit Towel	5969	400.0000	PCE	\$2.51	\$897.60
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	\$0.00	0.00	27190457	EXTRA	Set-Up Charge	5969	1.0000	PCE	\$60.00	\$60.00
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	\$0.00	0.00	27190457	131603-C-FS-	Clear Impact Line Up Bottl	5969	400.0000	PCE	\$2.55	\$913.00
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	\$0.00	0.00	27190457	EXTRA	Set-Up Charge	5969	1.0000	PCE	\$50.00	\$50.00
19225	OFFICE SUPPLIES	5734	ADOBE *ADOBE	408-536-6000	CA	95110	498221422	2024/05/03	\$33.99	33.99	BL2754106760	65185922	CPTV ALL MLP DRI01 MUN 001	43230000	1.0000	PCS	\$33.99	\$33.99
271625	Airline	4511	AGENT FEE 8900872950808	GLOBETROTTER	MD	22201	611058985	2024/05/03	\$399.97	399.97								
271625	Airline	4511	AGENT FEE 8900872950809	GLOBETROTTER	MD	22201	611058985	2024/05/03	\$24.75	24.75								
19219	HOTELS	7011	ASHORE RESORT AND BEAC	OCEAN CITY	MD	21842	0	2024/05/08	\$468.89	468.89	0000046199							
19217	BUSINESS EXPENS	4814	AT&T PAYMENT	800-331-0500	TX	75211	463545000	2024/04/29	\$340.85	340.85	825546541	BILL	825546541		1.0000	ITM	\$340.85	\$340.85
19217	BUSINESS EXPENS	4814	AT&T PAYMENT	800-331-0500	TX	75211	463545000	2024/05/21	\$366.33	366.33	825546541	BILL	825546541		1.0000	ITM	\$366.33	\$366.33
19218	EATING/DRINKING	5812	GIOLITTI DELI	410-2668600	MD	21401	499332531	2024/05/02	\$750.87	750.87	0000666403							
19217	BUSINESS EXPENS	8999	IDC FINANCIAL PUBLISHI	WWW.IDCF.COM	WI	53029	0	2024/05/17	\$1,495.00	1,495.00	opsnt7nq4m5b4r1	subscription	enhanced subscription	subscription	1.0000	item	\$1,495.00	\$1,495.00
19224	OFFICE SERVICES	7379	IN *APPLIED TECHNOLOGY SE	443-8447972	MD	21220	871685948	2024/05/14	\$840.00	840.00	IMQ0223838031	85171475302	CISCO DUO ADVANTAGE EDITO	8517147530	35.0000	NMB	\$24.00	\$840.00
19225	OFFICE SUPPLIES	5734	KINGSWAYSOFT	410-5761544	ON	00000	234579619	2024/05/13	\$1,895.00	1,895.00								
19217	BUSINESS EXPENS	9399	MARYLAND GFOA	301-608-3878	MD	21401	151782112	2024/05/09	\$325.00	325.00	86090002							
19224	OFFICE SERVICES	7399	NACHA	703-561-1100	VA	20171	188609010	2024/05/21	\$1,399.00	1,399.00	200566530781							
19225	OFFICE SUPPLIES	5943	OFFICE DEPOT #3251	ANNAPOLIS	MD	21401	600100220	2024/05/01	\$44.99	44.99	325120240501	754381	BADGE NAME,U,160CT,WHIT	754381	1.0000	NMB	\$44.99	\$44.99
19219	HOTELS	7011	REM HISTORIC INNS OF A	ANNAPOLIS	MD	21401	499332658	2024/05/03	\$2,401.29	2,401.29	0000224787							
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$384.50	384.50	7631910939	DEFAULT	NXT TECHNOLOGIES 6-OUTLET		5.0000	EA	\$9.82	\$49.10
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	POST-IT NOTES, 1 3/8 X 1		1.0000	PK	\$10.35	\$10.35
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	CLOROX DISINFECTING WIPES		1.0000	PK	\$16.63	\$16.63
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	TRU RED 9-COMPARTMENT P		5.0000	EA	\$7.27	\$36.35
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	STAPLES AURA RETRACTABLE G		2.0000	DZ	\$5.77	\$11.54
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	COASTWIDE PROFESSIONAL		3.0000	EA	\$5.16	\$15.48
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	STAPLES NOTES, 3 X 3 ,		1.0000	PK	\$21.09	\$21.09
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	BIC XTRA COMFORT ROUND STI		2.0000	DZ	\$1.91	\$3.82
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	TOMBOW MONO ORIGINAL CORRE		1.0000	PK	\$19.78	\$19.78
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	PAPER MATE SHARPWRITER MEC		1.0000	PK	\$10.09	\$10.09
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	JOHNSON JOHNSON ALL-PURPO		1.0000	EA	\$22.98	\$22.98
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	BIC ROUND STIC GRIP XTRA C		1.0000	PK	\$30.72	\$30.72
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	GREAT PAPERS FAUX-PARCHMEN		1.0000	EA	\$8.95	\$8.95
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	SHARPIE TANK HIGHLIGHTER,		1.0000	PK	\$17.59	\$17.59
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	BIC ROUND STIC XTRA-LIFE B		1.0000	PK	\$4.94	\$4.94
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	TRU RED NOTEPAD, 5 X 8		6.0000	DZ	\$8.95	\$53.70
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	STAPLES SMOOTH PAPER CLIPS		1.0000	PK	\$7.73	\$7.73
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	BIC ROUND STIC XTRA-LIFE B		2.0000	DZ	\$2.24	\$4.48
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	\$0.00	0.00	7631910939	DEFAULT	STAPLES COMBO PACK DESKTOP		3.0000	EA	\$5.01	\$15.03

Merchant Spend Analysis by Line Item (Level 3 Data)

- Remember that level 3 data is provided by some, not all, merchants
- Non-level 3 transactions should also be reviewed
- Remind the cardholders that detailed item descriptions are available from VISA
- Let them know you are reviewing these reports

Declined Transaction Review

Declined Transaction Report

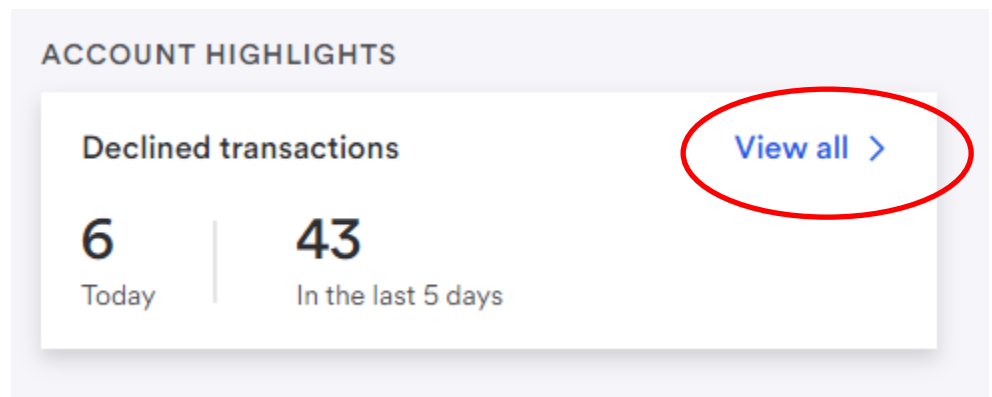
There are options for reviewing declined transactions (Widget and Reporting)

Declined Transactions Widget

< Announcements

New declined transaction widget and page

- The Decline Transaction widget is now available within the Home Dashboard, along with a newly redesigned Decline Transaction page. The widget allows users to monitor and resolve declined transactions in near real-time.
- To view the new Decline Transaction page, simply navigate to **View All** within the **Account Highlights** section of the widget. This page provides a list of reasons for transaction declines for the assigned managing account.



Declined Transaction Report

- Select Program Management

Reporting

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.

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.

User Activity Audit Reporting

Captures user actions taken within Access Online into a standard report.

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Declined Transaction Report

- Select Declined Transaction Authorizations

us bank Access® Online Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information

Reporting

- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- Administration
- User Activity Audit Reporting
- Report Scheduler
- Flex Data Reporting

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Program Management

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.

[Point of Contact Details](#)
Summary of Point of Contact details including account information.

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

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

Delinquency Management

[Account Suspension](#)
Provides information on open accounts that are past due and suspended or pending suspension.

[Charge-Off](#)
Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.

[Past Due](#)
Accounts with past due balances and the number of times past due situations have occurred.

[45/75 Days Past Due](#)
Individually billed accounts that are about to face suspension or closure status due to past due amounts.


Allocation Rules Management

[Automated Allocation Rules](#)
Summary of allocation rules engines and detail of their respective allocation rules.

[Merchant Allocation Rule Sets](#)
Summary of merchant allocation rules sets and detail of associated allocation rules.

Declined Transaction Report

- SELECT DATE RANGE – chose the specific start and end dates for your search; below is for January 2024 - May 2024

Chat With UsLog Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting

- **Program Management**
- Financial Management
- Supplier Management
- Tax and Compliance Management
- Administration
- User Activity Audit Reporting
- Report Scheduler
- Flex Data Reporting

Data Exchange
My Personal Information

Program Management



Declined Transaction Authorizations

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

Activity Date Range:
Start Date: (MM/DD/YYYY) End Date: (MM/DD/YYYY) ←

 to 

Merchants

Merchant Category Code Group:

Note: Hold down the Ctrl key to make multiple selections.

Airline
AIRLINE
AUTO/RV DEALERS

Merchant Category Codes:

To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

[Search for Codes](#)

Merchant Names:

To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

Declined Transaction Report

- Generate the Excel file, which can be saved

Account Name	Managing Account Name	Decline Date	Decline Time	Decline Reason	Requested Amount	Request Type	Transaction Method	Merchant Category Code	Merchant Category Code Description	Merchant Name	Current Balance	Account Credit Limit	Single Purchase Limit
ABDELLAH	R13 MD MORGAN STATE UNIV	2024/05/14	11:46:32	Unapproved merchant category	\$889.26	Purchase	Ecommerce and internet	7299	MISC PERSONAL SERVICES	PAYPAL *MITCONGRESS	\$0.00	\$2,100.00	\$2,100.00
ABDELLAH	R13 MD MORGAN STATE UNIV	2024/03/14	15:30:35	Account Closed (V9)	\$178.43	Purchase	Full Magnetic Stripe Read	5065	WHOLESALE ELEC PARTS	Shepherd Electric Supply	\$0.00	\$2,100.00	\$2,100.00
ABDELLAH	R13 MD MORGAN STATE UNIV	2024/03/14	15:30:03	Account Closed (V9)	\$178.43	Purchase	Full Magnetic Stripe Read	5065	WHOLESALE ELEC PARTS	Shepherd Electric Supply	\$0.00	\$2,100.00	\$2,100.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/18	12:46:59	Exceeded Account Single Purchase Limit	\$5,267.97	Purchase	Ecommerce and internet	5945	HOBBY, TOY, AND GAME SHOPS	SP NZXT, INC.	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/01/11	09:27:35	Transaction flagged for potential fraud (ADS I)	\$85.01	Purchase	Manual Entry	6046	WHOLESALE COMMERCIAL	Advance Business Systems	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/02	00:04:44	Caution account	\$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSClub.COM	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/02	00:03:06	Caution account	\$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSClub.COM	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/02	00:02:43	Caution account	\$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSClub.COM	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/02	00:01:21	Caution account	\$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSClub.COM	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/01	23:58:20	Caution account	\$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSClub.COM	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/01	23:57:31	Caution account	\$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSClub.COM	\$4,333.24	\$50,000.00	\$5,000.00
ACQUJANE'	R13 MD MORGAN STATE UNIV	2024/04/01	23:56:26	Transaction flagged for potential fraud (ADS II)	\$31.45	Purchase	Ecommerce and internet	5300	WHOLESALE CLUBS	SAMSClub.COM	\$4,333.24	\$50,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/02	13:43:44	Not enough available money	\$795.00	Purchase	Manual Entry	8398	CHARITABLE/SOCIAL SERVICE	CHESAPEAKE SHAKESPEARE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:38:47	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	14:44:44	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:47:35	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:46:25	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:39:12	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:38:45	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	11:00:29	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	11:00:23	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	10:59:44	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	10:59:39	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	09:08:07	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	09:07:45	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/05	12:41:46	Unapproved merchant category	\$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:38:02	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:37:26	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:37:07	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:36:52	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:36:16	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:36:12	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/05	14:43:59	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/05	14:43:55	Unapproved merchant category	\$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/25	20:37:35	Not enough available money	\$5,000.00	Purchase	Manual Entry	4789	TRANSPORTATION SERVICES	CHARTER LINKZ	\$0.00	\$10,000.00	\$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/25	20:37:54	Not enough available money	\$5,000.00	Purchase	Manual Entry	4789	TRANSPORTATION SERVICES	CHARTER LINKZ	\$0.00	\$10,000.00	\$5,000.00
ALBERT E	R13 MD MORGAN STATE UNIV	2024/03/23	09:40:14	Unapproved merchant category	\$40.00	Purchase	Manual Entry	3066	SOUTHWEST	SOUTHWES	\$11,304.04	\$40,000.00	\$5,000.00
ALBERT E	R13 MD MORGAN STATE UNIV	2024/05/31	09:44:06	Unapproved merchant category	\$603.78	Purchase	Manual Entry	3066	SOUTHWEST	SOUTHWEST AIRL WN LHMHVE	\$11,304.04	\$40,000.00	\$5,000.00
ALBERT E	R13 MD MORGAN STATE UNIV	2024/01/26	13:35:32	Transaction flagged for potential fraud (ADS I)	\$250.00	Purchase	Ecommerce and internet	8398	CHARITABLE/SOCIAL SERVICE	NATI. SOC BLACK ENGINEE	\$11,304.04	\$40,000.00	\$5,000.00

Declined Transaction Report

- Attempts in excess of the Single Purchase limit, Monthly Credit limit, a blocked MCC could indicate a cardholder training issue or an attempt at misuse.
- Use this report to determine patterns of potential abuse. Purchases made outside of regular business hours should also be scrutinized.

Multiple Vendors at One Address

Supplier Management Report

Multiple Vendors at One Address

- Select Supplier Management

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- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Account Information
- Reporting**
 - Program Management
 - Financial Management
 - Supplier Management
 - Tax and Compliance Management
 - Administration
 - User Activity Audit Reporting
 - Report Scheduler
 - Flex Data Reporting
- Data Exchange
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Training

TravelBank Travel & Expense

Reporting

- 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.
- User Activity Audit Reporting**
Captures user actions taken within Access Online into a standard report.

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Multiple Vendors at One Address

- Select Merchant List

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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.

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.

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.

Business Expenses

- [Temporary Services Spending](#)
This report provides summary and detail information for temporary services spending by agency.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
• Program Management
• Financial Management
• **Supplier Management**
• Tax and Compliance Management
• Administration
• User Activity Audit Reporting
• Report Scheduler
• Flex Data Reporting
Data Exchange
My Personal Information

Home
Email Center
Contact Us
Training
TravelBank Travel & Expense

Multiple Vendors at One Address

- Select date range - for Cycle Close Date Range choose the first day of the month you'd like to report on for **both** the Start and End date; below is for May 2024

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Supplier Management
Merchant List

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Start Date: (MM/DD/YYYY) End Date: (MM/DD/YYYY) ←

05/01/2024 to 05/01/2024

Merchants

Merchant Category Code Group: Merchant Category Codes:

Note: Hold down the Ctrl key to make multiple selections. To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

All
Airline
AIRLINE
AUTO/RV DEALERS

Merchant Names:

To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

Add >> << Remove

Sort Report By

MCCG	Merchant Name	No Sort	No Sort
<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order
<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order

Multiple Vendors at One Address

- Sort the document by merchant address

MCCG	Merchant Category Code Group Description	MCC	Merchant ID	Merchant Name	Merchant Address	Merchant City	Merchant State/Province	Merchant Zip/Postal Code	Report Date	Report Name	Date Type	Start Date	End Date	Sort1	Sort2
19226	OTHER	7941	244353430	BALTIMORE RAVENS-ECOMM	1101 RUSSELL ST	410-2617283	MD	00002-1230	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19224	OFFICE	7393	163416831	S.A.F.E. MANAGEMENT SB LL	1101 RUSSELL ST STE 5	904-633-6182	MD	00002-1230	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19232	WHOLESALE	5046	601516673	AIRECO BR 014	1102 RUSSELL ST # A	410-7839220	MD	00002-1230	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19217	BUSINESS	8398	499365622	NASPA NIMBLE	111 K ST NE FL 10	202-265-7500	DC	00002-0002	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19228	RENTAL CARS	7512	225373507	ECONOMY RAC (E-COMMERCE)	111 SW 33RD ST	754-3122938	FL	00003-3315	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name

Multiple Vendors at One Address

- Determine if more than one merchant is using the same address.
- If so, is the business legitimate?
 - Search the Internet for information
 - Determine products being sold
 - Determine if the business is registered with the Secretary of State
 - Determine if vendor is on a statewide contract

Multiple Vendors at One Address

- Search the address on the internet
 - Google Maps has a street view of most addresses
 - Does the item purchased fit with the location of the vendor (for example: industrial equipment being purchased from a residential house)
- Follow-up as necessary

Employee Business Address and Vendor Address are the same

Supplier Management Report

&

Agency address

(Employee's personal address **cannot** be used as their p-card address – all goods must be sent to agency address)

Employee Business Address and Vendor Address are the same

- Source: Merchant List previously saved

MCCG	Merchant Category Code Group	MCC	Merchant ID	Merchant Name	Merchant Address	Merchant City	Merchant State/Province	Merchant Zip/Postal Code	Report Date	Report Name	Date Type	Start Date	End Date
19217	BUSINESS	8220	485705500	MORGAN STATE BURSAR	1700 E COLD SPRING LN	BALTIMORE	MD	00002-1251	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19217	BUSINESS	9399	376319486	MORGAN STATE ST CENTER	1700 E COLD SPRING LN	443-7107854	MD	00006-3753	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19218	EATING/DRINKI	5499	474210159	MSU FOOD COURT	1700 E COLD SPRING LN	BALTIMORE	MD	00004-2502	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19225	OFFICE	5942	485705500	MORGANSTATEUBKSTORE	1700 E COLD SPRING LN	BALTIMORE	MD	00034-0016	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19232	WHOLESALE	5065	493736847	ADI-BT-CR	1701 W 94TH ST	631-692-1728	MD	00011-0862	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19226	OTHER	5940	465747606	BAYNESVILLE BICYCLE SHOP	1703 E JOPPA RD STE 8	PARKVILLE	MD	00002-1234	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19224	OFFICE	2741	204138447	THE FRAME ROOM	1706 ALICEANNA ST	BALTIMORE	MD	00002-1231	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19217	BUSINESS	8699	148999277	ASWB	17126 MOUNTAIN RUN VISTA CT	540-829-6880	VA	00009-0804	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor

Transaction Detail Report

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor - Transaction Detail Report

- Select Financial Management

The screenshot shows the US Bank Access Online interface. At the top left is the US Bank logo and 'Access Online'. At the top right are 'Chat With Us' and 'Log Out' buttons. A left-hand navigation menu lists various services, with 'Reporting' expanded to show sub-items like 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'User Activity Audit Reporting', 'Report Scheduler', and 'Flex Data Reporting'. The main content area is titled 'Reporting' and contains four sections: 'Program Management', 'Financial Management' (highlighted with a red arrow), 'Supplier Management', and 'Tax and Compliance Management'. Below these are 'Administration' and 'User Activity Audit Reporting'.

us bank Access Online

Chat With Us Log Out

Reporting

- [Request Status Queue](#)
- [Active Work Queue](#)
- [System Administration](#)
- [Account Administration](#)
- [Transaction Management](#)
- [Account Information](#)
- Reporting**
 - [Program Management](#)
 - [Financial Management](#)
 - [Supplier Management](#)
 - [Tax and Compliance Management](#)
 - [Administration](#)
 - [User Activity Audit Reporting](#)
 - [Report Scheduler](#)
 - [Flex Data Reporting](#)
- [Data Exchange](#)
- [My Personal Information](#)

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.

User Activity Audit Reporting
Captures user actions taken within Access Online into a standard report.

Report Scheduler
View and maintain current scheduled reports.

Flex Data Reporting
Create and maintain adhoc reports.

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor - Transaction Detail Report

- Select Transaction Detail

The screenshot displays the US Bank Access Online interface. At the top left is the US Bank logo and "Access Online" text. On the top right are "Chat With Us" and "Log Out" links. A left-hand navigation menu lists various account management and reporting options. The main content area is titled "Financial Management" and contains three columns of links and descriptions. A red arrow points to the "Transaction Detail" link in the right column.

us bank Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting

- Program Management
- **Financial Management**
- Supplier Management
- Tax and Compliance Management
- Administration
- User Activity Audit Reporting
- Report Scheduler
- Flex Data Reporting

Data Exchange
My Personal Information

Financial Management

Order Management

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

[Order Detail](#)
Order detail information.

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.

[Real-time Authorizations](#)
Real-time reporting on approved, declined and reversed transaction authorizations.

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

[Transaction Summary](#)
Transaction summary information.

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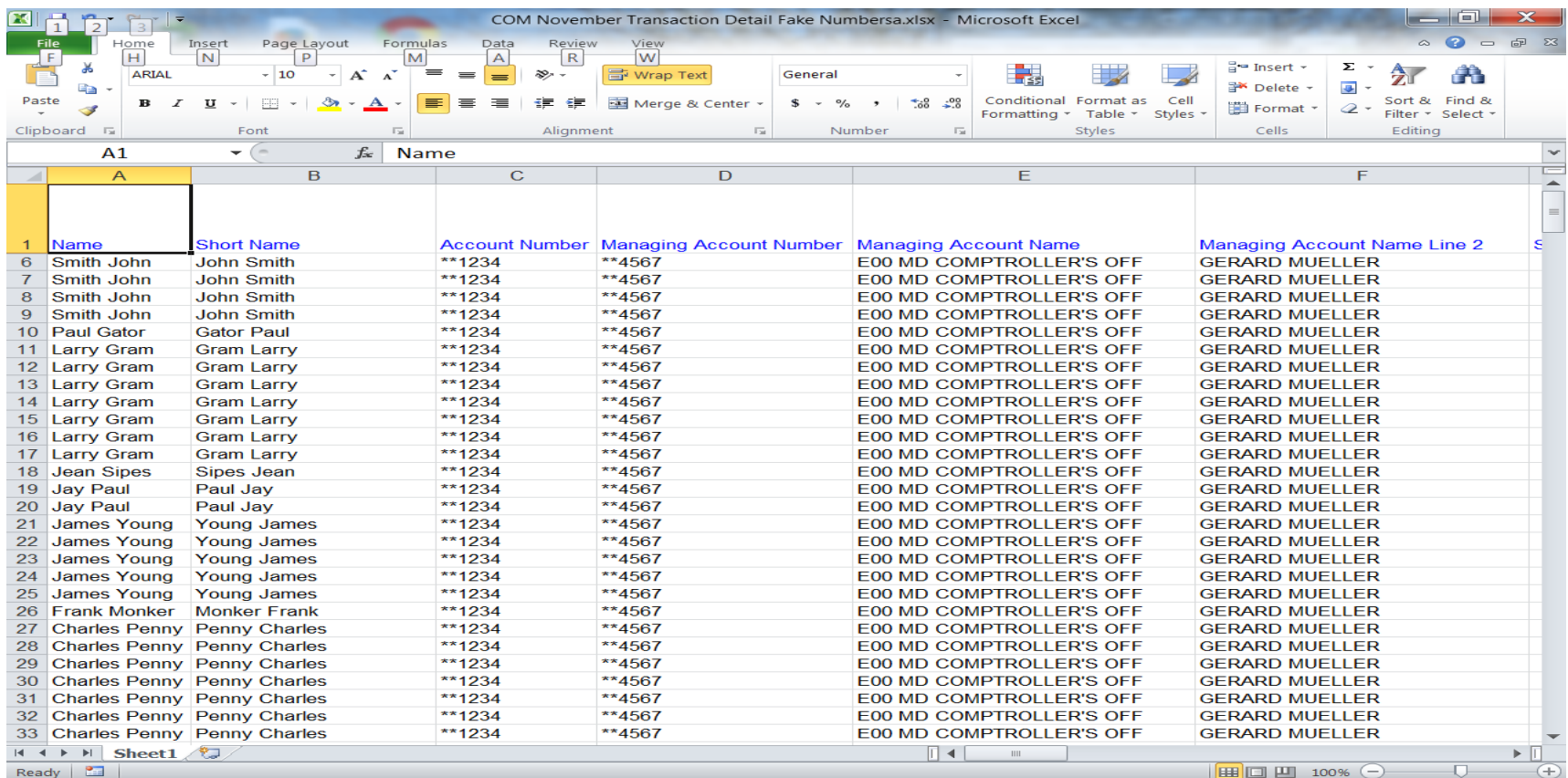
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High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor

Transaction Detail Report

- Save the spreadsheet to your hard drive



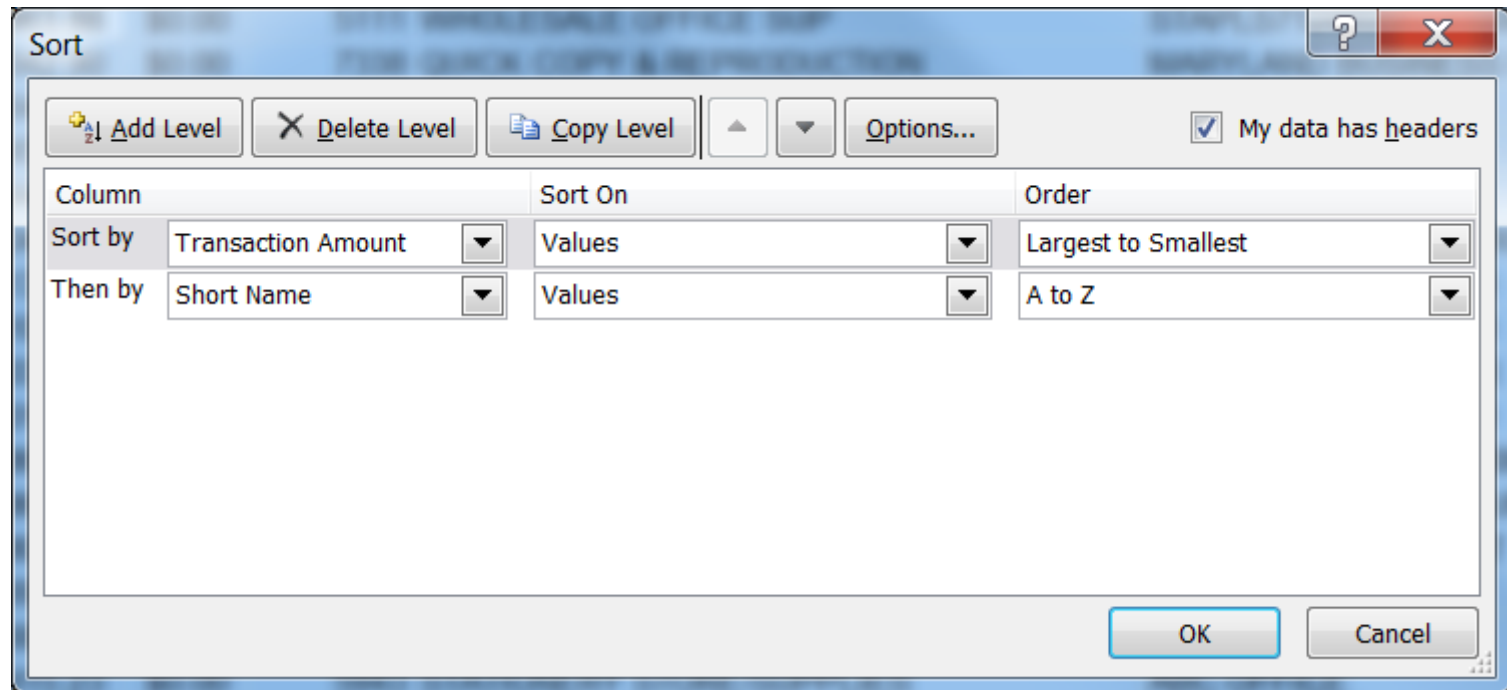
The screenshot shows a Microsoft Excel spreadsheet titled "COM November Transaction Detail Fake Numbers.xlsx". The spreadsheet contains a table with the following columns: Name, Short Name, Account Number, Managing Account Number, Managing Account Name, and Managing Account Name Line 2. The data is organized into rows, with the first row being a header and subsequent rows containing transaction details. The spreadsheet is displayed in a window with the Excel ribbon visible at the top, showing tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The ribbon includes various options for font, alignment, and data manipulation.

	Name	Short Name	Account Number	Managing Account Number	Managing Account Name	Managing Account Name Line 2
6	Smith John	John Smith	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
7	Smith John	John Smith	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
8	Smith John	John Smith	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
9	Smith John	John Smith	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
10	Paul Gator	Gator Paul	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
11	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
12	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
13	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
14	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
15	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
16	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
17	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
18	Jean Sipes	Sipes Jean	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
19	Jay Paul	Paul Jay	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
20	Jay Paul	Paul Jay	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
21	James Young	Young James	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
22	James Young	Young James	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
23	James Young	Young James	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
24	James Young	Young James	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
25	James Young	Young James	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
26	Frank Monker	Monker Frank	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
27	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
28	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
29	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
30	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
31	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
32	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER
33	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTRROLLER'S OFF	GERARD MUELLER

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor

Transaction Detail Report

- Sort Transaction amount Largest to Smallest, then by cardholder
- Hide extra columns



High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor - Transaction Detail Report

- Review for obscure merchants

Name	Transaction Date	Posting Date	Transaction Amount	Source Currency Amount	Source Currency	Sales Tax	Merchant Category Code	Merchant Category Code Group	Merchant Category Code Description	Merchant Name	Merchant City	Merchant State/Province
YVONNE LARRY JK	2024/05/01	2024/05/06	\$5,000.00	5,000.00	USD	\$0.00	19217	BUSINESS	8999 PROFESSIONAL SERVICES	PAYPAL *MSJAPPLE	4029367733	CA
GERARD	2024/04/26	2024/04/29	\$5,000.00	5,000.00	USD	\$0.00	19225	OTHER	7941 COMMERCIAL SPORTS/PROFESS	BALTIMORE RAVENS.ECOMM	410-2617283	MD
SHARROI	2024/05/15	2024/05/16	\$5,000.00	5,000.00	USD	\$0.00	19231	VEHICLE	5599 MISCELLANEOUS AUTOMOTIVE	LIBERTY DISCOUNT LAWN EDU	410-8332700	MD
MICHAEL	2024/04/25	2024/04/26	\$4,995.00	4,995.00	USD	\$0.00	19217	BUSINESS	8299 SCHOOLS/EDUCATIONAL SCHL	ACADEMIC IMPRESSIONS INC	303-7708800	CO
NEVILLE	2024/05/11	2024/05/13	\$4,985.00	4,985.00	USD	\$369.26	19224	OFFICE	8911 ARCHITECTURAL/ENGINEERING	EIGENPHASE	607-387-3025	NY
LARRY JK	2024/05/06	2024/05/07	\$4,984.95	4,984.95	USD	\$299.10	19216	BUILDING	1731 ELECTRICAL CONTRACTORS	EASTERN TECHNICAL INC	410-2387878	MD
ANITA JO	2024/05/15	2024/05/16	\$4,922.92	4,922.92	USD	\$5.42	19232	WHOLESALE	5044 WHOLESALE PHOTO EQPT	B&H PHOTO 800-606-6969	800-2215743	NY
NEVILLE	2024/05/08	2024/05/09	\$4,900.00	4,900.00	USD	\$0.00	19232	WHOLESALE	5045 WHOLESALE COMPUTERS/	SAWTOOTH SOFTWARE	801-477-4700	UT
MICHAEL	2024/05/09	2024/05/10	\$4,875.00	4,875.00	USD	\$0.00	19232	WHOLESALE	5039 WHOLESALE CONSTRUCT	N *K & INSULATION LLC	410-9167959	MD
SHUANG	2024/05/13	2024/05/14	\$4,831.29	4,831.29	USD	\$0.00	19217	BUSINESS	8999 PROFESSIONAL SERVICES	SQ *STRUCTURED MATERIALS	877-417-4551	NJ
OSCAR E	2024/04/30	2024/05/01	\$4,758.75	4,758.75	USD	\$0.00	19225	OFFICE	5942 BOOK STORES	AMZN MKTP US*ZH8YY1LNJ	AMZN.COM/BILL	WA
NAKISHA	2024/04/29	2024/04/30	\$4,738.00	4,738.00	USD	\$268.22	19218	EATING/DRINKI	5811 CATERERS	CLASS ACT CATERERS	4105210200	MD
ROMIE PI	2024/05/18	2024/05/20	\$4,711.67	4,711.67	USD	\$349.01	19232	WHOLESALE	5072 WHOLESALE HARDWARE/S	INNOVATIVE DEHUMIDIFIE	216-362-0755	OH
CARLA JK	2024/05/18	2024/05/20	\$4,711.67	4,711.67	USD	\$349.01	19232	WHOLESALE	5072 WHOLESALE HARDWARE/S	INNOVATIVE DEHUMIDIFIE	216-362-0755	OH
NEVILLE	2024/05/05	2024/05/06	\$4,680.00	4,680.00	USD	\$0.00	19232	WHOLESALE	5045 WHOLESALE COMPUTERS/	DM* DELL K-12/GOVT	800-981-3355	TX
STACY LI	2024/05/02	2024/05/02	\$4,600.00	4,600.00	USD	\$250.37	19216	BUILDING	7217 CARPET AND UPHOLSTERY CLEANING	STANLEY STEEMER 32	614-764-2007	MD
JON PAR	2024/05/20	2024/05/21	\$4,575.00	4,575.00	USD	\$0.00	19232	WHOLESALE	5045 WHOLESALE COMPUTERS/	DM* DELL K-12/GOVT	800-981-3355	TX
NEVILLE	2024/05/17	2024/05/20	\$4,574.13	4,574.13	USD	\$0.00	19232	WHOLESALE	5045 WHOLESALE COMPUTERS/	HP *HP.COM STORE	888-345-5409	CA
MAIA C M	2024/05/06	2024/05/07	\$4,500.00	4,500.00	USD	\$0.00	19216	BUILDING	1740 MASONRY - STONEWORK_TILE	E FLORES MASONRY LLC	410-3408611	MD
ACQUANI	2024/04/30	2024/05/01	\$4,500.00	4,500.00	USD	\$0.00	19224	OFFICE	7392 MANAGEMENT,CONSULTING	IN *SPECIALTY MARKETING A	443-6042050	MD
JASPER :	2024/05/17	2024/05/20	\$4,460.03	4,460.03	USD	\$0.00	19232	WHOLESALE	5065 WHOLESALE ELEC PARTS	DKC*DIGI KEY CORP	800-344-4539	MN
DIANE W	2024/05/10	2024/05/20	\$4,444.00	4,444.00	USD	\$0.00	19226	OTHER	5815 DIGITAL GOODS MEDIA: BOOKS, MOVIES, MUSIC	PAYPAL *SPRINGERPUB	402-935-7733	NJ
BARBAR	2024/05/22	2024/05/23	\$4,399.00	4,399.00	USD	\$263.94	19226	OTHER	5732 ELECTRONICS STORES	SQ *SIDELINE POWER	GOSQ.COM	NE
JON PAR	2024/05/15	2024/05/17	\$4,389.00	4,389.00	USD	\$0.00	19217	BUSINESS	4900 UTILITIES-ELECTRIC , GAS , WA	BOBBY'S POTTYS	410-6797108	MD
CHEVONI	2024/04/25	2024/04/26	\$4,381.00	4,381.00	USD	\$0.00	19224	OFFICE	7399 BUSINESS SERVICES -OTHER	IN *DESIGN & INTEGRATION	410-4672815	MD
JON PAR	2024/05/06	2024/05/07	\$4,378.00	4,378.00	USD	\$0.00	19217	BUSINESS	8299 SCHOOLS/EDUCATIONAL SCHL	FREDPRYOR CAREERTRACK	800-5563012	KS
ACQUANI	2024/05/20	2024/05/21	\$4,378.00	4,378.00	USD	\$0.00	19225	OFFICE	5942 BOOK STORES	AMZN MKTP US*MT8XQ7YA3	AMZN.COM/BILL	WA
STACY LI	2024/05/01	2024/05/02	\$4,325.24	4,325.24	USD	\$0.00	19232	WHOLESALE	5085 WHOLESALE INDUST SUPP	ACME PAPER AND SUPPLY	410-792-2333	MD
ERIC L C	2024/05/14	2024/05/16	\$4,323.94	4,323.94	USD	\$282.87	19232	WHOLESALE	5099 WHOLESALE DURABLE GO	MESO SCALE DIAGNOSTICS, L	240-314-2795	MD
JON PAR	2024/04/26	2024/04/29	\$4,275.00	4,275.00	USD	\$0.00	19216	BUILDING	1520 GENERAL CONTRACTORS - RES	SQ *CSD CONSTRUCTION LLC	BALTIMORE	MD
RICHARD	2024/04/29	2024/04/30	\$4,267.00	4,267.00	USD	\$0.00	19232	WHOLESALE	5074 WHOLESALE PLUMBING/H	NORTHEASTERN SUPPLY INC G	410-5740010	MD
BIROL OZ	2024/05/17	2024/05/20	\$4,261.66	4,261.66	USD	\$4.69	19232	WHOLESALE	5044 WHOLESALE PHOTO EQPT	B&H PH-CTO 800-606-6969	800-2215743	NY
RICHARD	2024/04/26	2024/04/29	\$4,235.00	4,235.00	USD	\$249.12	19225	OFFICE	5734 COMPUTER SOFTWARE STORES	HCM*COMSOL INC	877-6435246	MA
ROMIE PI	2024/05/09	2024/05/10	\$4,199.50	4,199.50	USD	\$0.00	19217	BUSINESS	8999 PROFESSIONAL SERVICES	IN *MRD TIMING, LLC	443-3866278	MD
NAKISHA	2024/05/08	2024/05/09	\$4,191.00	4,191.00	USD	\$0.00	19216	BUILDING	7349 CLEANING AND MAINTENANCE	IN *ROJANI FACILITIES MAIN	301-5592733	MD
SHAWN S	2024/05/02	2024/05/03	\$4,104.57	4,104.57	USD	\$0.00	19228	OTHER	5999 MISCELLANEOUS AND SPECIAL	SP *2AWARDS	HTTPSK2AWARDS	VA
	2024/05/15	2024/05/17	\$4,008.00	4,008.00	USD	\$0.00	19226	OTHER	5994 NEWS DEALERS/NEWSSTANDS	THE ASSOCIATED PRESS	212-6211733	NY

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor - Transaction Detail Report

- Any obscure vendor needs to be investigated
- Ask the cardholder for additional information
- Research the vendor on State Department of Assessment and Taxation (SDAT) website to determine if registered to do business in MD or Secretary of State if outside of MD
- Google the company to determine legitimacy

Purchases Structured to Avoid Transactions Limits (Split Purchases)

Transaction Detail Report

Purchases Structured to Avoid Transactions Limits (Split Purchases)

- Select the Transaction Detailed Report previously used

Name	Transaction Date	Posting Date	Transaction Amount	Source Currency Amount	Source Currency	Sales Tax	Merchant Category Code Group Code	Merchant Category Code Group Description	Merchant Category Code	Merchant Category Code Description	Merchant Name	Merchant City	Merchant State/Province
ACQUANETTE	2024/04/29	2024/04/30	\$962.76	962.76	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	\$962.76	962.76	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	\$962.76	962.76	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	\$962.76	962.76	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
DIANE HUGHE	2024/04/29	2024/04/30	\$878.01	878.01	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
DIANE HUGHE	2024/04/29	2024/04/30	\$878.01	878.01	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	\$878.01	878.01	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	\$878.01	878.01	USD	\$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
SHERRIE EATI	2024/04/29	2024/04/30	\$840.58	840.58	USD	\$0.00	19224	SERVICES	7399	BUSINESS SERVICES -OTHER	HILTON PALMER HOUSE SERTI	312-7267500	IL

Purchases Structured to Avoid Transactions Limits (Split Purchases)

- Remember that you will get some false positives
 - Five people attending a conference that stay in the same hotel (each room is a separate transaction)
 - Getting parts to repair a vehicle (SHA), but when the mechanic tears down the engine and finds that additional parts are needed
- Look for when a large ticket item is split

Recommended Practices

- These enhanced techniques are in addition to your monthly CPC reviews.
 - Ensuring compliance with the CPC Program Policy and Procedures Manual, COMAR And Procurement rules
 - Purchases “Further the Business of the State”
 - No gift cards or other cash like items
 - Reviewers and Managers practice due diligence in their reviews and approval
 - Cards and Account numbers are secured at all times
 - Problems are reported timely

Contact Information

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