

## Contractor-Provided Reports

The following is a listing of Contractor provided reports that APC/OPCs will utilize in their respective Bureau/Operating Units to effectively manage the SmartPay2 Travel Card Program. A comprehensive list of reports can be obtained through EAS.

| Report Name                                  | Type        | Description Of Report   |
|--|-------------|---|
| 45-Day                                       | Accounts    | The 45-Day report can be used to monitor delinquencies as it identifies accounts that are between 30 and 60 days past due. The report lists: Account Number, Account Name, 30 Days Past Due Amount, 60 Days Past Due Amount, Number of Days Past Due, Bill Date, and Balance.   |
| Account and Employee Hierarchy               | Accounts    | The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee.   |
| Accounts Renewing Within Three Months        | Accounts    | The Accounts Renewing within 3 Months report identifies accounts that will expire within 3 months of the report date, and can be used to help monitor card renewals. Subtotals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account #, Business Phone, and Expiration Date.   |
| Cardholder Status                            | Accounts    | The Cardholder Status report can be used to identify account limits and account statuses. The report, which is sub-totaled by Account Status, lists the following: Account Name, Account Number, Open Date, Credit Limit, Cycle Amount Limit, Monthly Amount Limit, Single Amount Limit, Other Amount Limit, Available Credit, and Status.  |
| Cardholder with Account and MCC Group Limits | Accounts    | The Cardholder with Account and MCC Group Limits report can be used to identify account and Merchant Category Code group authorization limits. The report lists the cardholder name and account number as well as the account limit (transaction limits and amount limits) and Merchant Category code group and applicable authorization limits.  |
| Cash Advance Detail by Hierarchy             | Transaction | The Cash Advance Detail by Hierarchy report is used to analyze only cash advance charges from the cardholders. It groups the transactions by hierarchy id and then by cardholder. The report shows the Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State, MCC, Debit Amount, Credit Amount, and Merchant Sales Tax.   |
| Central Bill Reconciliation                  | Transaction | The Central Bill Reconciliation report can be used to analyze the transactions and accounts that have been charged to Central Bill accounts. Sub-totals are provided for each Central Bill account, as well as Grand Totals for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Transaction ID, Merchant Name, MCC, Merchant City and Merchant State, Micro reference, and Amount. Please note: Activity diverted to a diversion account is not listed on this report. |
| Charge Off                                   | Accounts    | The Charge Off report can be used to monitor bad debts. The report lists: Account Name, Account Number, Charge Off Amount, Charge Off Date, Past Due Amount, and Balance.   |

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|--|----------------|---|
| Declines                                   | Transaction    | The Declines report can be used to monitor the occurrences and reasons why cardholders have been declined. The report lists: Decline Code and Reason, Account Name, Account Number, Amount, MCC, MCC Description, Date and Time of Decline.   |
| Delinquencies with Current Balance         | Accounts       | The Delinquencies with Current Balance report can be used to monitor past due accounts per cardholder. Subtotals are provided for each hierarchy level, as well as grand totals for the entire report. The report lists: Hierarchy, Account Number, Account Name, Past Due Amounts in each of the following categories: 1-30 Day, 31-60 Day, 61-90 Day, 91-120 Day, 121-150 Day, 151-180 Day, Charge-off Amount, and Current Balance.   |
| Suspension/Cancellation                    | Accounts       | The Suspension/Cancellation report identifies accounts that have been suspended or cancelled. The report lists: Cardholder name, Account #, Status, and Account Balance.  |
| T & E Expense Activity by Cardholder       | Transaction    | The T & E Expense Activity by Cardholder report can be used to analyze at the account level, the total and average dollar amount spent on each of the following travel types of purchases: Airlines, Lodging, Car, Mass Transportation, Transportation, Restaurant, Cash, and Other. Subtotals are provided for each account, as well as Grand Totals for the entire report. The report lists: Account Name, Type of Travel Activity, and Number of Transactions for the Activity type, Total Dollar Amount, and Average Dollar Amount. |
| Transaction Detail                         | Transaction    | The Transaction Detail report can be used to monitor the purchases for each account. Transactions as well as line items are included and payments are excluded from this report. Subtotals are provided for each account, as well as Grand Totals for the entire report. The report lists: Account Name, Account Number, Transaction ID, Transaction Date, Post Date, Merchant Name, Merchant City and State, MCC, Debit Amount, Credit Amount, and Tax.  |
| Transaction Detail by Central Bill Account | Transaction    | The Transaction Detail by Central Bill Account can be used to analyze the transactions and accounts that have been charged to Central Bill accounts. Sub-totals are provided for each Central Bill account, as well as Grand Totals for the entire report. The report lists: Tran Date, Post Date, Reference Number, Tran ID, Merchant Name, MCC, City, State, and Amount.  |
| Transaction Disputes by Hierarchy          | Transaction    | The Transaction Disputes by Hierarchy report can be used to monitor the status of disputed transactions. The report lists: Account Name, Account #, Merchant Name, Transaction Date, Transaction Amount, Date Disputed, and Date Resolved.  |
| Transaction Summary                        | Transaction    | The Transaction Summary report summarizes the number of transactions and total dollar amount for each account. The report lists: Account Name, Account Number, Number of Debit Transactions and Dollar Amount, Number of Credit Transactions and Dollar Amount, Total Number of Transactions and Dollar Amount. Contents of the report are best viewed in Excel and PDF format.   |
| Unusual Activity Analysis                  | Administration | The Unusual Activity Analysis can be used to monitor unusual transaction activity and determine if the transactions are business-related. Subtotals are provided for each Merchant Category, as well as Grand Totals for the entire report. The report lists: MCC, MCC Description, Account Name, Merchant Name, City, State, Transaction Date, and Transaction Amount.   |
| Write-off                                  | Accounts       | The Write-Off report can be used to monitor bad debts. The report lists: Cardholder Name, Account Number, Write-off Amount, Write-off Date, Past Due Amount, and Balance.   |