GAO Topic of the Month - September 2021

US Bank Reports Available for Purchasing & Travel Cards

Background

The US Bank website contains a variety of reports that agencies can utilize to help mitigate risk over State of Arizona Purchase Cards, Employee Travel Cards (ETC), and Central Travel Accounts (CTA). These reports can be used by agencies to effectively conduct required monthly and annual review activities. This Topic of the Month identifies the different types of reports that can be generated using the US Bank website, and how these reports can be utilized to review transactions and other important card activity at your agency.

US Bank – Information and Reports

Some specific reports that agencies can utilize to help manage their state issued purchase cards, employee travel cards, and central travel accounts can be located on the US Bank site under Account Information and Reporting. Additional reports may be added at any time, and your agency is not limited to only the reports listed below.

Under the **Account Information** Section:

- *Account Information* – This option allows users to view cardholder, managing account, and diversion account statements and their account profiles. This includes access to monthly billing statements and important account information such as credit limits, available credit, single purchase limits, current balances, cardholder EIN, mailing address, phone number, and other account specific details.

Under the **Reporting** Section:

- *Transaction Detail (Financial Management)* – This reporting option allows users to run reports that include detailed transaction data, including merchant detail, allocation (accounting code) information, and transaction log data. Reports can be generated for any specified time period and include transaction details such as transaction amounts, dates, times, merchant names, merchant category codes, transaction locations (city, state, country), etc. This option also allows access to itemized merchant data to identify specific items purchased and associated unit prices for each participating merchant.
- *Past Due (Program Management)* – This reporting option allows users to run reports that identify accounts with past due balances and the number of times past due situations have occurred. This report can identify how many times an account has been past due, including the duration (30, 60, 90 days, etc.) amount(s), and frequency of occurrence.
- *Account List (Program Management)* – This reporting option allows users to run reports that identify frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc. This report can identify account details such as account

status (Open, Closed, Terminated, Closed for Fraud, etc.), current balances, account limits, single purchase limits, cash withdrawal limits, date(s) of previous limit change(s), MCC restrictions, lost/stolen accounts, replacement accounts, etc.

- *Declined Transaction Authorizations (Program Management)* – This reporting option allows users to run reports that provide details of declined transaction authorizations along with related account and merchant information. This report can identify declined transactions for any specified time period and includes details such as declined date and time, requested (declined) amount, transaction method (Internet, manual entry, integrated circuit, etc.), number and frequency of declined transactions including MCC, merchant name(s), etc.
- *Account History – Request Status Queue (Program Management)* – This reporting option allows users to identify the history of changes made to an account. This includes changes to spending and single purchase limits, dates of changes, previous and current limits, and any additions/removals of MCCs, along with associated user credentials.
- *Report Scheduler (Report Scheduler)* – This reporting option allows users to schedule any standard US bank report for a specified individual(s) on a specified date(s).
- *Flex Data Reporting (Flex Data Reporting)* – This reporting option allows users to customize their own reports by utilizing and/or combining certain fields available on the standard reports. This option allows users to collaborate information by combining and/or removing fields from the US Bank standard reports.
- *System User List (Administration)* – This reporting option allows users to identify user and account status information within an organization. This report allows users to identify all individuals with US Bank access at your agency and their current user status (active, expired, locked, etc.). It also identifies their level of access, including who has read-only rights versus those with elevated user access, etc.

How can my agency access these reports in US Bank?

Open the US Bank Website at https://access.usbank.com. (This is a secure site, which requires proper authorization and access. For login issues, contact the GAO AFIS Operations team at afis.operations@azdoa.gov.).

Additional Resources:

- SAAM 5050 – *Central Travel Account* (CTA)
- SAAM 5051 – *Employee Travel Card (ETC) Agency Responsibilities and General Policies*
- SAAM 4536 – *P-Card: Agency Responsibilities*
- SAAM 4571 – *Reviewing P-Card Transactions*
- *Purchasing Card Administrator Program Guide* – located under AFIS/Purchasing Cards tabs
- *Quick Reference Guide (QRG) – Employee Travel Card Review* – located under Training/AFIS Training Resources tabs – located at the bottom of the Additional Resources section