



Hands-On Training: AXOL Reporting for the Purchase Card Program

2011 GSA SmartPay2[®] Conference

Wednesday August 17, 2011

9:30 – 10:40 am

The Venetian, Las Vegas: Room # Marco Polo 803 – 804

Agenda - Discussion Topics

■ Reporting Reference Materials

- Reporting Training Video
- Guides & Materials for Proper Management & Oversight

■ Access Online (AXOL) Standard Reports Overview

- Program Management
- Financial Management
- Administration
- Supplier Management
- Report Scheduler
- Flex Data Reports



Agenda - Discussion Topics

- **AXOL Standard Reports utilized to create USDA Management & Oversight Reports**
- **Reporting Calendar**
- **CCSC Custom Reports – New Reports**
 - Purchase Cardholder Suspension List Report
 - Purchase Limit above the Micro-Purchase Limit Report
- **CCSC Custom Reports**
 - Coordinators - AOs Hierarchy Exception Report
 - USDA Database Account Set-up Report
- **Questions**
- **Hands-On Training in AXOL (*Login*)**



Reporting Reference Materials

■ Training on 'How to Run Reports in AXOL'

A link to a training video on 'Reporting in AXOL' is posted on the CCSC website.

The Webinar Training session and video on 'How to Run Reports in AXOL' is a useful tool for Coordinators in conjunction with the following reference materials to perform proper management and oversight of Cardholder transactions and usage:

- **Coordinators' Reporting Manual for Management & Oversight** →

This manual was created for Coordinators as a guide to the reports they should be using to manage and oversee their card program.

- Reporting Matrix
- Reporting Guidelines
- LAPC Quarterly Review Checklist
- APC Annual Review Checklist

■ Reports in AXOL Helpdesk

- Email the CCSC Inbox at ccsc@dm.usda.gov



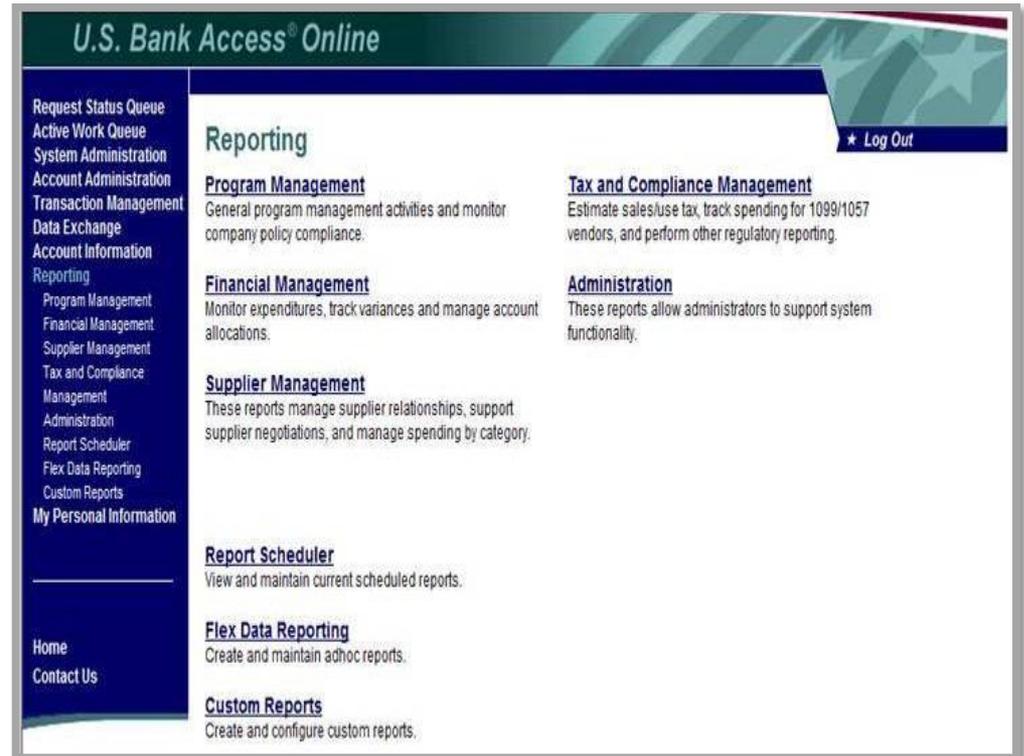
AXOL Standard Reports Overview

■ Report Categories

U.S. Bank categorizes reports according to the type of information you are trying to capture.

■ There are four (4) primary categories you will use as Coordinators:

- Program Management
- Financial Management
- Administration
- Supplier Management



The screenshot shows the 'U.S. Bank Access Online' interface. On the left is a dark blue navigation menu with the following items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Account Information, Reporting (with sub-items: Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, Flex Data Reporting, Custom Reports), My Personal Information, Home, and Contact Us. The main content area is titled 'Reporting' and features a 'Log Out' button in the top right. It lists four primary categories:

- 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.
- Custom Reports**: Create and configure custom 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.



AXOL Standard Reports Overview

Program Management

■ Program Management → Administration

• Account List

The '**Account List**' report provides account level information such as account number, account status, open date, processing and reporting hierarchy levels, single purchase limit (SPL), credit limits, etc...

• Declined Transaction Authorizations

The '**Declined Transaction Authorizations**' report provides details of declined transaction authorizations along with related account and merchant information.

• Request Status Queue

The '**Request Status Queue**' report provides the history of changes made to accounts such as the demographic change, managing account change, limit increase/decrease, Cardholder hierarchy transfer, etc...

• Transaction Approval Status

The '**Transaction Approval Status**' report provides approval status for Cardholder accounts such as Pending, Approved, Final Approved, Reject, and Pulled Back.



AXOL Standard Reports Overview

Program Management

- **Program Management → Delinquency Management**

- **Past Due**

The '**Past Due**' report shows accounts with past due balances and the number of times past due situations have occurred.

U.S. Bank Access[®] Online

Program Management [Log Out](#)

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.

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.

Allocation Rules Management

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



AXOL Standard Reports Overview

Financial Management

- **Financial Management → Transaction Management**

- **Transaction Detail**

The '**Transaction Detail**' report provides detailed transaction data, including merchant detail, allocation (accounting code) information, and transaction log data.

- This report is also used for the convenience check data.

- **Payment Detail**

The '**Payment Detail**' report provides detail information on where the transaction is in the payment process, thus making sure prompt pay interest and account suspension are avoided.



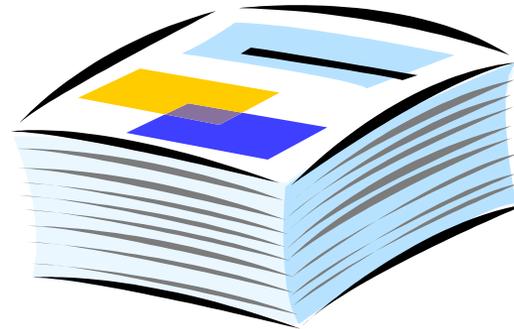
AXOL Standard Reports Overview

Administration

- **Administration → User Management**

- **System User List**

The '**System User List**' report provides detailed information about the user IDs and associated user profile information including a list of user hierarchy access and user Functional Entitlement Groups (FEGs).



AXOL Standard Reports Overview

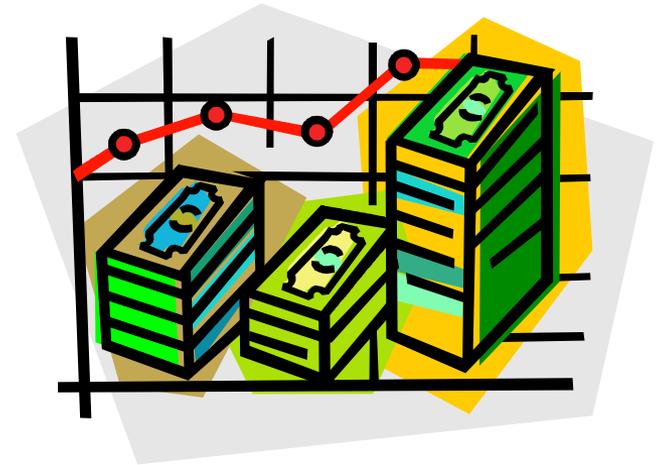
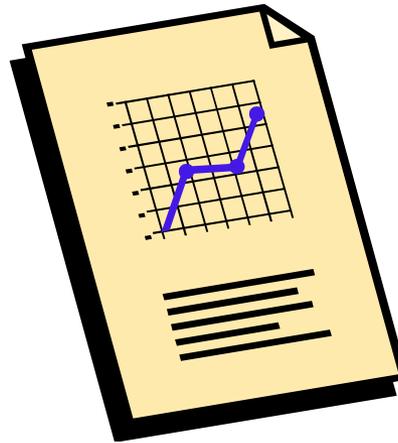
Supplier Management

- **Supplier Management → Spend**

- **Merchant Spend Analysis**

The '**Merchant Spend Analysis**' report provides detailed information on all account spend by merchant, by merchant category code (MCC), or merchant category code group (MCCG).

- This is key for agency procurement reporting.



AXOL Standard Reports Overview

Report Scheduler

■ AXOL Report Scheduler

- Several reports in AXOL can be scheduled to run periodically. Examples include:
 - 'Account List' report
 - 'Past Due' report
 - 'System User List' report
- Report Scheduler is best suited for reports that are not '*date range*' dependent.
- This reporting option can be used to queue reports to run overnight and not take up users' desktop resources.



AXOL Standard Reports Overview

Flex Data Reports

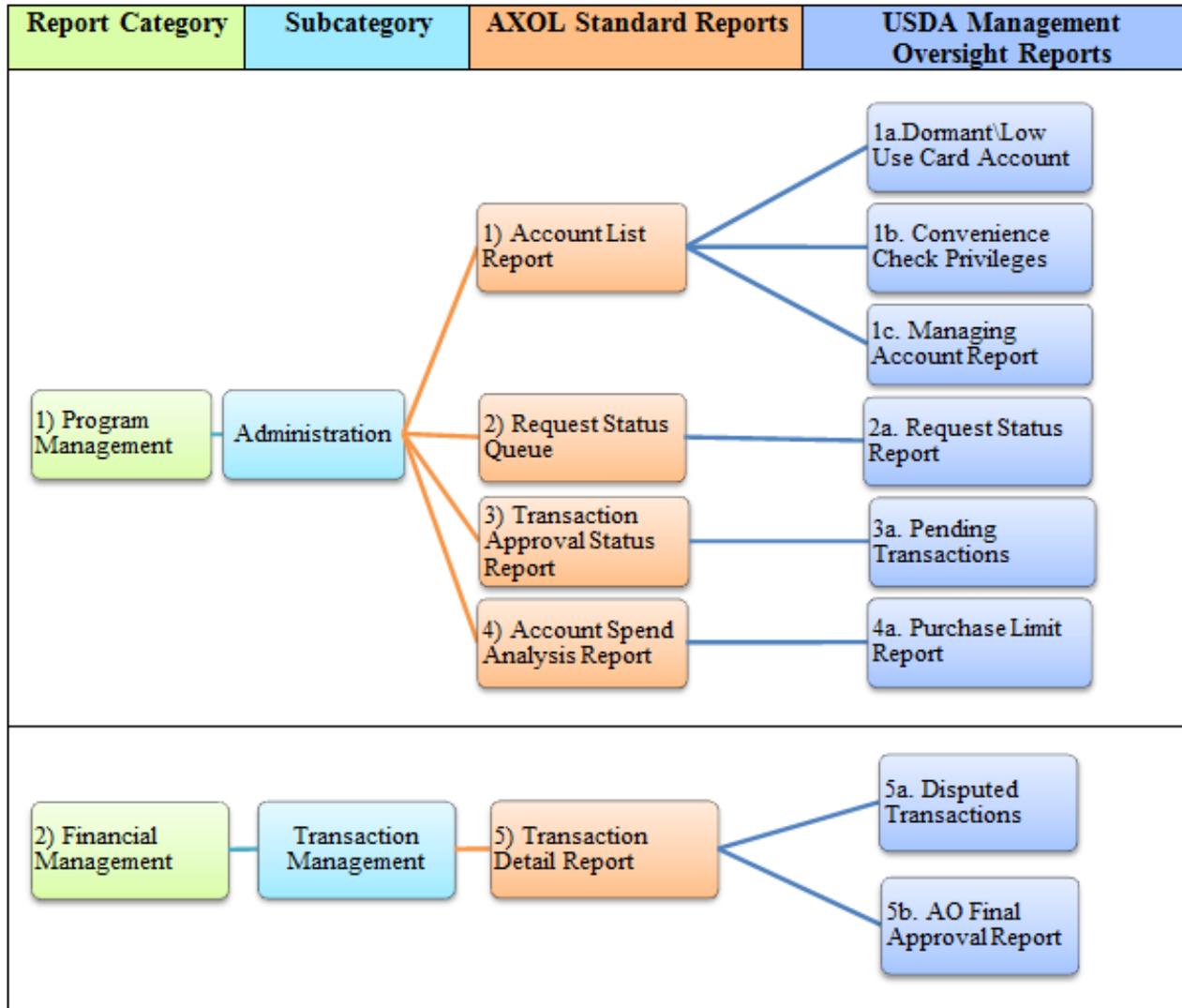
- **Flex Data Reports**

'Flex Data Reports' are designed to allow the users to make use of the most common data elements in AXOL through the creation of their own custom reports.

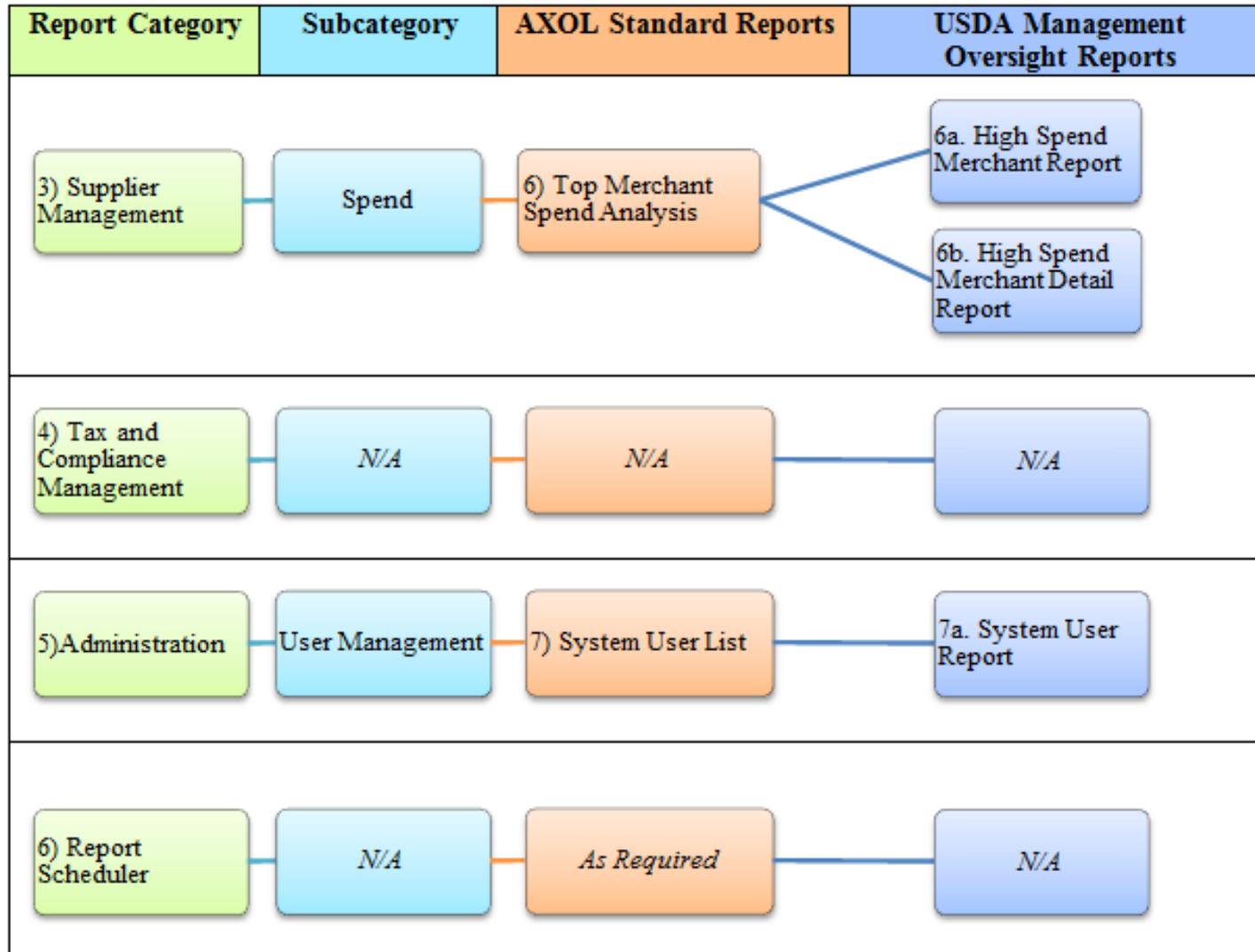
- Transactions
- Account
- System User List
- Fleet Vehicle
- Fleet Pool
- Allocations
- Supplemental Merchant Info
- Fleet Transaction Detail
- Fleet Driver



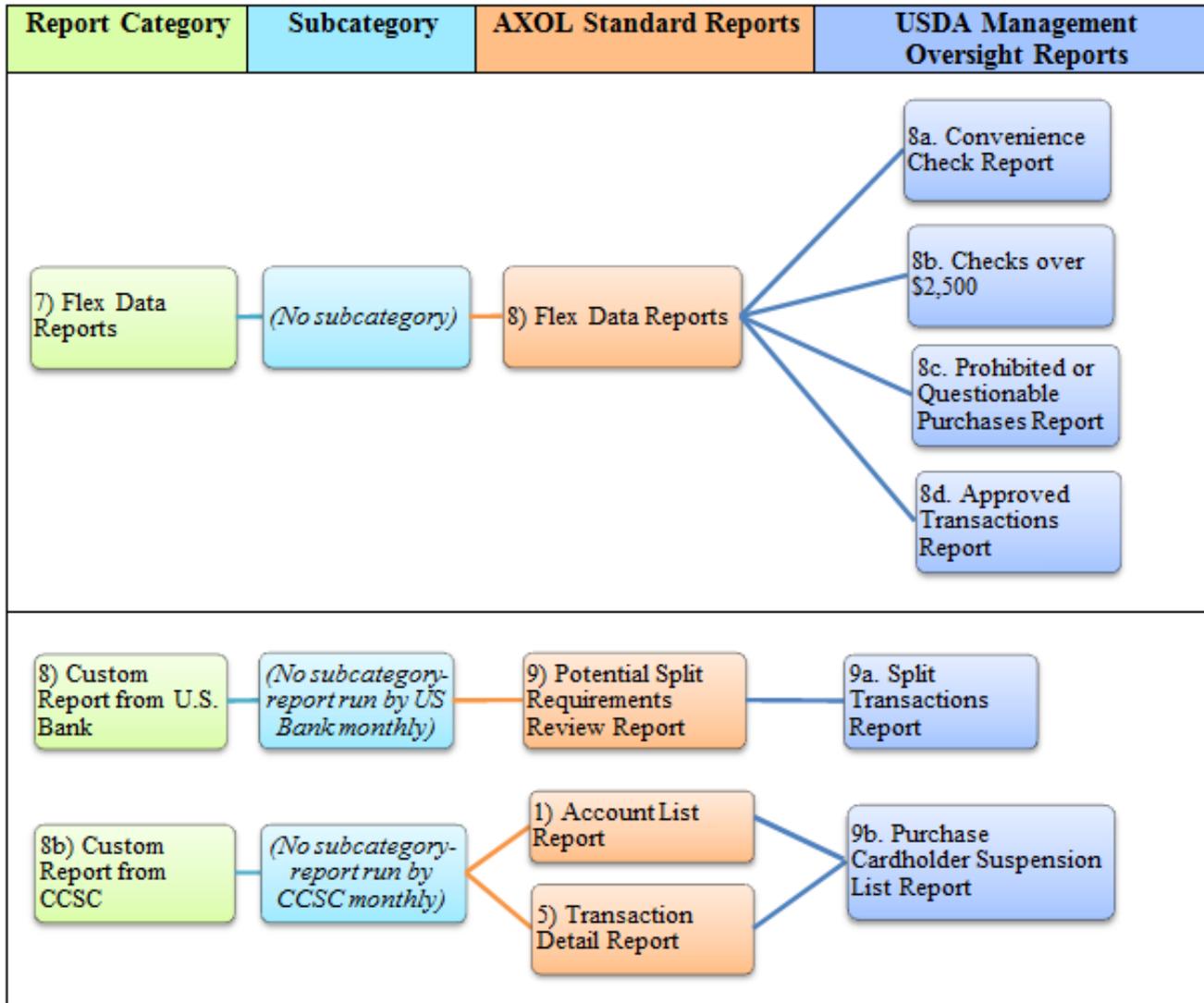
AXOL Standard Reports utilized to create USDA Management & Oversight Reports



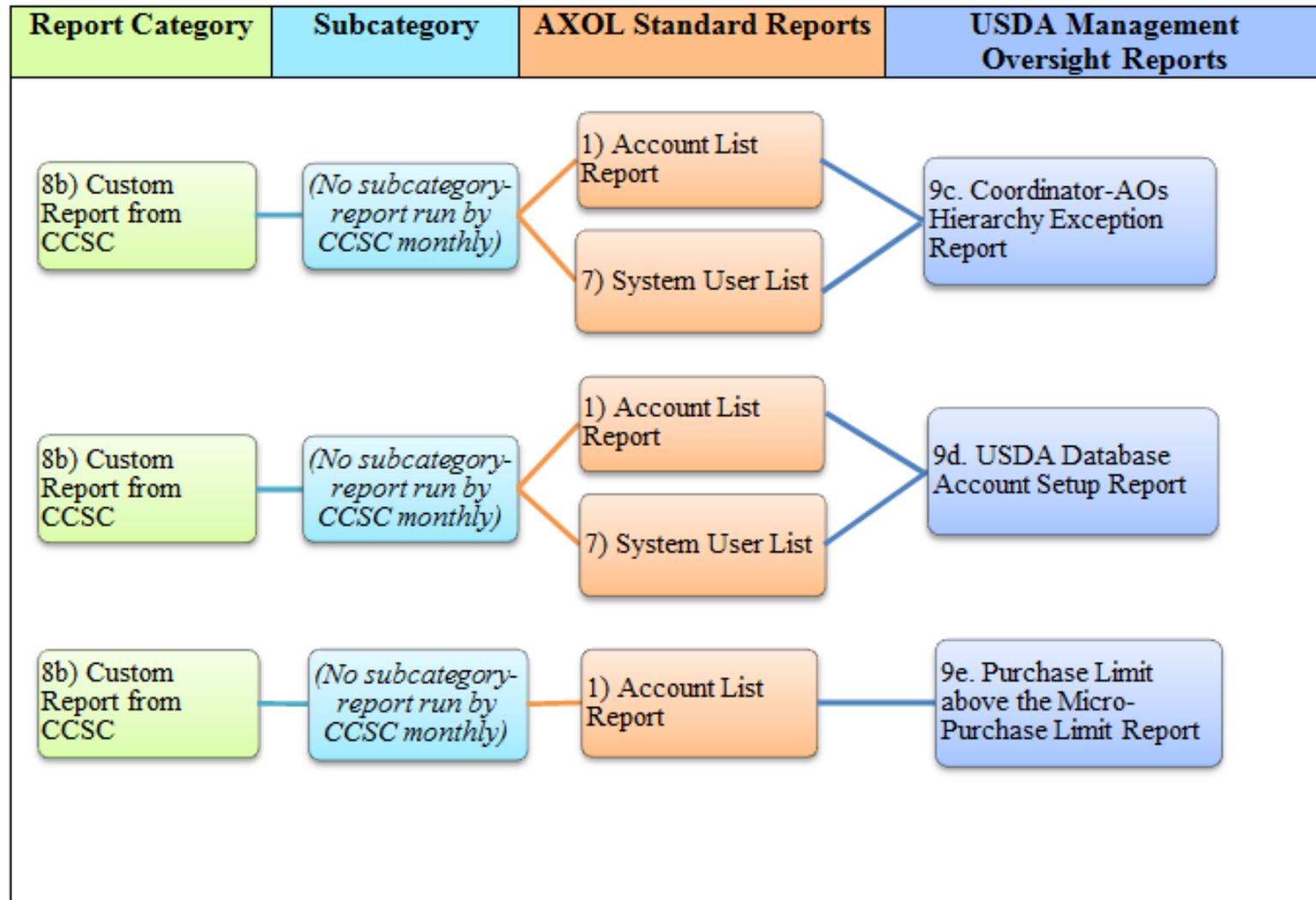
AXOL Standard Reports utilized to create USDA Management & Oversight Reports



AXOL Standard Reports utilized to create USDA Management & Oversight Reports



AXOL Standard Reports utilized to create USDA Management & Oversight Reports



Reporting Calendar

The following chart outlines reporting date ranges for use in monitoring pending transactions:

Month	30-Day	45-Day	60-Day
January	12/1 - 12/31	11/15 - 12/31	11/1-12/31
February	1/1 - 1/31	12/15 - 1/31	12/1 - 1/31
March	2/1 - 2/28	1/15 - 2/28	1/1 - 2/28
April	3/1 - 3/31	2/15 - 3/31	2/1 - 3/31
May	4/1 - 4/30	3/15 - 4/30	3/1 - 4/30
June	5/1 - 5/31	4/15 - 5/31	4/1 - 5/31
July	6/1 - 6/30	5/15 - 6/30	5/1 - 6/30
August	7/1 - 7/31	6/15 - 7/31	6/1 - 7/31
September	8/1 - 8/31	7/15 - 8/31	7/1 - 8/31
October	9/1 - 9/30	8/15 - 9/30	8/1 - 9/30
November	10/1 - 10/31	9/15 - 10/31	9/1 - 10/31
December	11/1 - 11/30	10/15 - 11/30	10/1 - 11/30



CCSC Custom Reports - New Reports:

Suspension List Report

■ **Purchase Cardholder Suspension List Report**

The '**Purchase Cardholder Suspension List Report**' is a custom report that identifies Purchase Cardholders who have transactions posted for greater than 60 days as of the cycle date (on the 7th of every month) and are not in 'Approved Status' in Access Online (AXOL).

The Cardholders' failure to approve their transactions within 60 days of the transaction posting date, as shown in AXOL, will result in the suspension of their Cardholder account.

- Repeat instances of failure to approve in a timely manner could result in the permanent closure of the Cardholders' account.
- Accounts in 'suspension status' will not be re-activated until all transactions on the account are approved.
- Transactions with CSV issues will be excluded from suspension.
- Transactions that are in 'Reject' and/or 'Dispute' status will be excluded from suspension.
- Transactions that are in 'Pulled Back' status will be included for suspension.



CCSC Custom Reports - New Reports:

Suspension List Report

■ Purchase Cardholder Suspension List Report, *continued*

- The CCSC sends an initial communication to Cardholders with unapproved transactions advising them that they have 15 days to approve their transactions and that failure to approve these transactions will result in their card account being suspended.

Note: This list may be sent to the APC for distribution to their Cardholders.

- On the 2nd of each month, the CCSC sends a communication directly to the Cardholder or APC of the agency advising them their account has been suspended. If the APC has chosen to have the Cardholder emailed directly, then the APC and Managing Account (LAPC) are also copied.
- APCs/LAPCs are not to contact the U.S. Bank Customer Service to request that the suspension status be removed from Cardholder accounts. U.S. Bank will only accept suspension removal requests on Cardholder accounts from the CCSC.
- Reports are run monthly for Cardholder account suspensions and are also run every 15 days for Cardholder account suspension removal. The reports used in AXOL are the 'Account List' report and the 'Transaction Detail' report.
- The table on the following slide outlines the dates for 'Purchase Cardholder Suspensions' and dates of when the suspensions will be lifted from the accounts.



CCSC Custom Reports - New Reports:

Suspension List Report

- **Purchase Cardholder Suspension List Report Description**

Custom report which identifies Purchase Cardholders who have transactions that are greater than 60 days old and are not in 'Approved Status' in Access Online (AXOL).

Location of the Report:

The CCSC sends a communication to all Cardholders who have transactions which are not approved and have posted for 45 days or greater than a cycle close date. Their Agency APC and the Managing Account Name (e.g., LAPC) are cc'd, advising them that they have 15 days to approve their transactions and that failure to approve these transactions will result in their card account being suspended.

- The reports used in AXOL are the Purchase Card 'Account List Report' and the 'Transaction Detail Report.'

Report Output: Excel

Report Run By: CCSC

Report Frequency: Monthly - The table on the following slide outlines the dates for 'Purchase Cardholder Suspensions' and dates of when the suspensions will be lifted from the accounts.



CCSC Custom Reports - New Reports:

Suspension List Report

Purchase Cardholder Suspensions Calendar

The following chart outlines the planned dates for 'Purchase Cardholder Suspensions' and dates for when the suspensions will be lifted from the accounts (Lift Dates) for 2011:

Purchase Cardholder Suspensions Dates (Note: Suspensions occur once a month)	Suspension Lift Dates (Note: Lifts on 'suspended' Cardholder accounts occur twice a month)
July 5, 2011	July 5 th and 15 th , 2011
August 1, 2011	August 1 st and 16 th , 2011
September 1, 2011	September 1 st and 16 th , 2011
October 3, 2011	October 3 rd and 17 th , 2011
November 1, 2011	November 1 st and 16 th , 2011
December 1, 2011	December 1 st and 16 th , 2011



CCSC Custom Reports - New Reports:

Purchase Limit above the Micro-Purchase Limit Report

■ Purchase Limit above the Micro-Purchase Limit Report

- As a result of the A-123 Committee notification of its findings (in an email communication to the CCSC dated, June 6, 2011), the CCSC has added additional reporting and oversight within Access Online (AXOL) to identify all Cardholder accounts with a Single Purchase Limit (SPL) greater than the purchase limit threshold.
- The CCSC began distributing the ***'Purchase Limit above the Micro-Purchase Limit Report'*** to all APCs on June 30, 2011 and will continue to distribute the report on a monthly basis (on the 27th of every month) to ensure compliance with the A-123 guidance and to strengthen the internal controls and policy set forth within AXOL and the USDA Purchase Card Program.
- Actions Required by APCs are:
 - Validate that the Cardholder has an active warrant.
 - Validate that the Cardholder SPL amount in AXOL is in line with the warrant threshold.
 - If Yes, validate and certify that there is a copy of the warrant certificate on file.
 - If No, certify corrective action taken (e.g. SPL decreased in Access Online, copy of warrant certificate requested/pending).



CCSC Custom Reports - New Reports:

Purchase Limit above the Micro-Purchase Limit Report

■ **Purchase Limit above the Micro-Purchase Limit Report Description**

Custom report which identifies Purchase Cardholders whose Single Purchase Limit (SPL) is above the micro-purchase limit threshold in Access Online (AXOL).

Location of the Report:

The CCSC sends a communication to the Agency APCs on the 27th of every month listing all cardholder accounts with SPL greater than the purchase limit threshold in AXOL.

- The report used in AXOL is the 'Account List Report'.

Report Output: Excel

Report Run By: CCSC

Report Frequency: Monthly



CCSC Custom Reports:

Coordinators – AO Hierarchy Exception Report

■ Coordinators – AOs Hierarchy Exception Report

- Is a custom report that is generated by the CCSC and distributed to the A-123 Committee and APCs on the 15th of every month.
- The report consists of a compilation of the 'Account List' report and the 'System User List' report to determine whether or not APCs, LAPCs, or AOs that are also Cardholders, have control over their own card account.
- Below is a sample of the Coordinators - AOs Exception Report.

TBR Level 1	TBR Level 2	TBR Level 3	TBR Level 4	TBR Level 5	TBR Level 6	TBR Level 7	User Name	Account Number	Functional Entitlement Group
00012	01201	00016	00567	17127	00013	00000		*****9820	USDA CH
00012	01201	00016	00567	17127	00013				PAGC_AO4
00012	01201	00016	00567	17121	00010	00000		*****2708	USDA CH
00012	01201	00016	00567	17121					PAGC_AO4
00012	01201	00016	00501	17356	00023	00000		*****6461	USDA CH
00012	01201	00016	00501	17356					PAGC_APC-LAPC
00012	01201	00016	00501	17358	00015	00000		*****2059	USDA CH
00012	01201	00016	00501	17358					PAGC_APC-LAPC
00012	01201	00016	00502	17346	00000	00000		*****7478	USDA CH



CCSC Custom Reports:

Coordinators – AO Hierarchy Exception Report

In AXOL, you will be required to either go into:

Option 1 – For user roles of APC, LAPC, and/or AO

- AXOL System Administration
- User Profile
- Access the Processing/Reporting hierarchy links
- Add/change/remove the hierarchy listed

Or

Option 2 – For Cardholder role

- Go into Account Administration
- Maintain Cardholder Account
- Access the Account Information and perform a hierarchy transfer on the Cardholder account to change the hierarchy for the card

If the Processing/Reporting hierarchy listed in the User Profile is correct for the user role(s) of APC, LAPC, and/or AO, then his/her Purchase Card account must be moved to the appropriate hierarchy of his/her AO.

If the Processing/Reporting hierarchy listed in the User Profile is not correct for the user role(s) of APC, LAPC, and/or AO, then changes should be made to the hierarchy listed in AXOL, as well as a 'Point of Contact (POC) Maintenance Form' should be submitted to the CCSC to make the change in TSYS.



CCSC Custom Reports:

Coordinators – AO Hierarchy Exception Report

The following steps must be followed to obtain a new hierarchy for the Cardholder account:

- 1) For an AO to be setup in a new hierarchy (level 6 and/or level 7):** The APC/LAPC will submit to the CCSC, a 'Reporting Hierarchy Setup Form' for the Cardholder's AO.
- 2) For an AO to be setup in an existing hierarchy (level 6 and/or level 7):** The APC/LAPC will submit to the CCSC a 'Point of Contact Maintenance Form' for the Cardholder's AO.
- 3)** The CCSC will process the request to ensure that the AO hierarchy level(s) value(s) are correct and will send an email to the Coordinator confirming that the request was either accepted or rejected.
- 4)** If **rejected**, the request will be returned to the Coordinator to make the necessary changes and re-submit to the CCSC.
- 5)** If **accepted**, the CCSC will submit the request to U.S. Bank and send a notification of completion back to the Coordinator when the hierarchy is set up.

The APC or LAPC will go into AXOL and perform the hierarchy transfer on the Cardholder account from the old hierarchy to the new hierarchy (in steps 1 or 2 and 3-5).

NOTE: Hierarchy transfers performed in AXOL are not updated until the end of the cycle (i.e., 7th of every month). If the update is required sooner, Coordinators are to submit the 'Cardholder Maintenance Form' for the hierarchy change to U.S. Bank via fax.



CCSC Custom Reports:

USDA Database Account Set-up Report

■ **USDA Database Account Set-up Report**

This is a custom report produced by the CCSC to directly meet the needs of A-123 reporting and compliance monitoring. It allows the APCs to see the hierarchy position of Cardholder accounts in comparison to the Approver's access and the individuals who have authority over TSYS changes.

- This report is used:
 - To certify that Coordinators and Approving Officials (AOs) have been correctly set up in their own hierarchies and are not managing their own account.
 - To ensure that Cardholders are set up under their correct AO.
 - By APCs to take corrective action on the information loaded in TSYS.
- The 'USDA Database Account Set-up Report' is a compilation of the following reports in AXOL and from U.S. Bank:
 - System User List report (AXOL)
 - Account List report (AXOL)
 - TSYS Hierarchy Set-ups (from U.S. Bank)
- This custom report is generated by the CCSC and distributed to APCs monthly via a Microsoft Office Live Workspace on the 20th of every month.



CCSC Custom Reports:

USDA Database Account Set-up Report

LVL 3	Agent	Company	Division	Department	AxOL Coordinators APC_LAPC	AXOL AO	TSYS AO	Cardholder
11	579	16903			Dorothy Lilly			
			1		Dorothy Lilly			
			2		Dorothy Lilly	Hodo, Frank	Hodo, Frank	
								Damien Sisca
								Bill Ripken
								Earl Weaver
								Frank Robinson
			3		Dorothy Lilly			
						John Smith	John Smith	
								Frank Hodo
4		Dorothy Lilly						
			Damien Sisca	Damien Sisca				
					John Wall			
5		Dorothy Lilly						
			Frank Hodo	Frank Hodo				
					CHARLES L BARBER			

CORRECT HIERARCHY: This is an example of the hierarchy being set up correctly at the AXOL AO and the TSYS AO. This also illustrates a proper view of how the hierarchy should look with Cardholders attached. In this example, Frank Hodo is the TSYS AO and AXOL AO for all Cardholders listed in this division. The AXOL AO and TSYS AO should always match, as they do here, in this example.



CCSC Custom Reports:

USDA Database Account Set-up Report

LVL 3	Agent	Company	Division	Department	AxOL Coordinators APC_LAPC	AXOL AO	TSYS AO	Cardholder		
11	579	16903			Dorothy Lilly					
			1		Dorothy Lilly	John Smith				
						Hodo, Frank	Hodo, Frank			
			2		Dorothy Lilly	Hodo, Frank	Hodo, Frank			
									Damien Sisca	
									Bill Ripken	
									Earl Weaver	
									Frank Robinson	
			3		Dorothy Lilly					
						John Smith	John Smith			
										Frank Hodo
			4		Dorothy Lilly					
			Damien Sisca	TBD						
							John Wall			
5		Dorothy Lilly								
			Frank Hodo	Frank Hodo						
							CHARLES L BARBER			

INCORRECT HIERARCHY: This is an example of the hierarchy that is set up incorrectly. The AXOL AO and TSYS AO should always match and in this case, they do not match. Both Frank Hodo and John Smith are listed as the AXOL AOs for Division 00001, but Frank Hodo is the only AO listed in TSYS. There should only be one AO setup per Division. Therefore, John Smith should be removed from AXOL. Also, for Division 00004, there is no AO setup in TSYS (i.e., TBD), but Damien Sisca is the AXOL AO. If Damien Sisca is the correct AO, then a 'POC Maintenance Form' should be submitted to set him up in TSYS.



CCSC Custom Reports:

USDA Database Account Set-up Report

LVL 3	Agent	Company	Division	Department	AxOL Coordinators APC_LAPC	AXOL AO	TSYS AO	Cardholder		
11	579	16903			Dorothy Lilly					
			1		Dorothy Lilly	John McCain				
						Hodo, Frank	Hodo, Frank			
			2		Dorothy Lilly	Hodo, Frank	Hodo, Frank			
									Damien Sisca	
									Dorothy Lilly	
									Earl Weaver	
									Frank Robinson	
			3		Dorothy Lilly					
							John Smith	John Smith		
							Frank Hodo			
4		Dorothy Lilly								
				Damien Sisca	TBD					
							John Wall			
5		Dorothy Lilly								
					Frank Hodo	Frank Hodo				
							CHARLES L BARBER			

INCORRECT HIERARCHY: This is another example of the hierarchy that is set up incorrectly. In this example, Dorothy Lilly has dual roles as an LAPC and a Cardholder. Her card is within the same Company listed here (16903) that she maintains as LAPC and therefore, she is able to maintain her own card. Should Dorothy Lilly only be an AO in a different Division (e.g. 00001), then she could actually have her card in the Division listed here (i.e., 00002). To correct this hierarchy, Dorothy Lilly must have her card set up in a different Company where she does not have span of control/permissions as an LAPC.



Questions





Hands-On Training: Access Online Reporting for the Purchase Card Program

We will begin this training with logging into
Access Online at: <https://access.usbank.com/>