

June 10, 2014

**PCard-12-2014: Finding Small Business Vendor Information in Access Online**

**This information is being sent on behalf of the Charge Card Service Center (CCSC) Program Office.**

APCs,

As a follow-up to an action item in the January APC Quarterly Meeting, CCSC has identified a report available in Access Online that can generate Small Business information. The report produces a vendor list that APCs can further filter to see if vendors are SBA registered or Small Disadvantaged Businesses.

**Vendor Summary by Socio-economic Indicator Report**

This report provides a summary and detail of expenditures that have occurred with vendors classified as minority vendor types (minority, woman-owned, veterans, and small business). **Note: Populated results may not be 100% accurate as some vendors may choose not to identify themselves as SBA Registered or Small Disadvantaged Business even if they meet criteria.**

Location of the Report in Access Online	Click Reporting\Tax and Compliance Management\Vendor Summary by Socio-economic Indicator Report
Data Elements to Select	<ul style="list-style-type: none"><li>• Date = Use Posting Date Range, specify a time period</li><li>• Additional Detail = Account Information</li><li>• Report Output = Excel (default)</li><li>• Reporting Hierarchy Position = Enter hierarchy information</li></ul>
Columns to Review in Excel Report that indicate is the merchant is a Small Business (column letter equals column label name)	<ul style="list-style-type: none"><li>• T = SBA Registered Indicator</li><li>• U = Small Disadvantaged Business Indicator</li></ul>
Report Output	Excel (Default)
Report Run By	LAPC/APC
Report Frequency	As necessary

As with reports in Access Online you can pick the parameters that best suit your needs. The general parameters outlined give broad data that you can filter. We hope you have found this information useful. Please let us know if you have any further questions via the [CCSC Inbox](#).

Thanks for your support.  
CCSC