
Coordinators' Reporting Manual for Management and Oversight

USDA Purchase Card Program



USDA OPPM Charge Card Service Center

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Revision History

Table 1 provides the revision history of this document.

Table 1. Revision History

Version	Date	Definition
01	02/02/2010	Initial version.
02	07/31/2011	Minor updates.
03	10/01/2013	<ol style="list-style-type: none"> 1. Updated format of the guide. 2. Added in revision history information. 3. Added table of contents, list of figures, and list of tables. 4. Updated section on running reports with new formatting and update of reports in the section. 5. Added section on how to schedule reports. 6. Added section on how to run Flex Data reports. 7. Removed content on "customized" report. This information will be included in document that defines customized reports that the CCSC runs and sends to the agencies for management and oversight. 8. Removed section on Microsoft Excel functions, as information is available in the Access Online Training Web site user guides.

Table of Contents

REVISION HISTORY	II
LIST OF FIGURES	IV
LIST OF TABLES	V
1 INTRODUCTION	1
1.1 PURPOSE OF DOCUMENT	1
1.2 SCOPE OF DOCUMENT.....	1
1.3 LOCATION OF DOCUMENT.....	1
1.4 REFERENCES.....	1
1.5 ABBREVIATIONS AND ACRONYMS	2
1.6 PROVIDING FEEDBACK TO THE CCSC.....	2
2 REPORTING FUNCTIONS IN ACCESS ONLINE	3
2.1 REPORT FUNCTIONS.....	3
2.2 CARDHOLDER SUSPENSIONS/LIFTS CALENDAR.....	5
3 ACCESSING REPORTS IN ACCESS ONLINE	6
4 GENERATING REPORTS IN ACCESS ONLINE	8
4.1 ACCOUNT LIST REPORT.....	8
4.1.1 <i>Dormant/Low Use Card Accounts Report</i>	8
4.1.2 <i>Convenience Check Privileges Report</i>	9
4.1.3 <i>Managing Account Report</i>	10
4.2 REQUEST STATUS QUEUE REPORT	10
4.2.1 <i>Request Status Report</i>	10
4.3 TRANSACTION APPROVAL STATUS REPORT	11
4.3.1 <i>Pending Transactions Report</i>	11
4.4 ACCOUNT SPEND ANALYSIS REPORT.....	13
4.4.1 <i>Purchase Limit Report</i>	13
4.5 TRANSACTION DETAIL REPORT	13
4.5.1 <i>Disputed Transactions Report</i>	13
4.6 MERCHANT SPEND REPORTS	14
4.6.1 <i>Top Merchant Spend Analysis Report</i>	14
4.6.2 <i>Merchant Spend Analysis Report</i>	15
4.7 SYSTEM USER LIST.....	16
4.7.1 <i>System User Report</i>	16
5 SCHEDULING REPORTS USING REPORT SCHEDULER	18
6 CREATING AND SCHEDULING AD HOC REPORTS USING FLEX DATA REPORTS	20
6.1 CONVENIENCE CHECK REPORT	20
6.2 CHECKS WRITTEN GREATER THAN \$2,500	22
6.3 PROHIBITED OR QUESTIONABLE PURCHASES REPORT.....	22
6.4 APPROVED TRANSACTIONS REPORT	24

List of Figures

Figure 1. Welcome to Access Online (Login) Page	6
Figure 2. Access Online Home Page	6
Figure 3. Reporting Page in Access Online	7

List of Tables

Table 1. Revision History	ii
Table 2. References Used	1
Table 3. List of Abbreviations and Acronyms.....	2
Table 4. Reporting Navigation Matrix.....	4

1 Introduction

1.1 Purpose of Document

The purpose of this reporting manual is to provide guidance for Coordinators to perform management and oversight of USDA cardholder transaction information. Coordinators will learn to use Access[®] Online (Access Online) standard reports to create/build transaction information in an effort to comply with the Office of Management and Budget (OMB) Circular A-123. The manual includes step-by-step instructions that provides the Coordinators with the necessary information to obtain the desired results for effective oversight.

1.2 Scope of Document

This manual provides a description/purpose of the management and oversight reports and location of the reports in Access Online. Access Online has many options available for running more reports than identified in this manual, as the reports described in this manual are not all inclusive, but provide the information needed for oversight.

Forward any questions concerning this manual to the USDA Charge Card Service Center (CCSC) [CCSC Inbox](#). Additional information is also available on the [CCSC Web site](#).

1.3 Location of Document

This document is located on the [CCSC Web site](#) with other guides, reference materials, and training documents. In addition, on the same page of the CCSC Web site, you can find a video labeled “Purchase Card Training on How to Run Reports in Access Online (video)” for additional information on generating reports.

1.4 References

Table 2 provides a list of references used in the document.

Table 2. References Used

References
<i>Access Online Standard Reports User Guide</i> , version 4.5
<i>Access Online Report Scheduler User Guide</i> , version 1.6
<i>Access Online Creating Flex Data Reports User Guide</i> , version 1.9
Departmental Regulation (DR) 5013-6: <i>Use of the Purchase Card and Related Alternative Payment Methods</i> (November 2012)

1.5 Abbreviations and Acronyms

Table 3 provides a list of abbreviations and acronyms used within the document.

Table 3. List of Abbreviations and Acronyms

Term	Definition
APC	Agency Program Coordinator
CCSC	Charge Card Service Center
LAPC	Local Agency Program Coordinator
MCC	Merchant Category Code
MCCG	Merchant Category Code Group
OMB	Office of Management and Budget
DR	Departmental Regulation (DR) 5013-6: <i>Use of the Purchase Card and Related Alternative Payment Methods</i> (November 2012)

1.6 Providing Feedback to the CCSC

The CCSC welcomes your feedback. Please send us an e-mail at the [CCSC Inbox](#) about ways we can improve this manual and/or questions you may have.

2 Reporting Functions in Access Online

2.1 Report Functions

USDA uses the following reporting categories in Access Online to create USDA Management and Oversight reports:

- Program Management: Contains summary and detail information about your card program.
- Financial Management: Contains detailed transaction information, including transaction data and allocation.
- Supplier Management: Contains summary and detail supplier data.
- Tax and Compliance Management: These report types are not covered in this manual.
- Administration: Enables administrators to support system functionally.
- Report Scheduler: Enables you to schedule Access Online Standard Reports to run in the future.
- Flex Data Reports: Enables you to create ad hoc reports based on pre-created report templates that you can then schedule to run on regular intervals.
- Custom Reports: Provides shared custom reports created by the US Bank specifically for USDA.

For the majority of the reports, you will select a report to run, identify the parameters of the report, and then run the report to export out into Microsoft Excel, where you can sort, filter, and perform other Excel functions to review and analyze your report data.

There are five main parameter areas for most reports:

- Report-specific parameters: date range, merchant name, and account criteria.
- Sort parameters: how do you want to see the data sorted.
- Output parameters: how do you want to view the data, PDF, Excel, a browser, etc.
- Grouping parameters: how do you want to filter or group the data in your report, such as by processing hierarchy position, reporting hierarchy position, or account number(s).
- Break and subtotal parameters: do you want your data to have page breaks and/or subtotalling information.

Refer to the *Access Online Standard Reports User Guide* available from the [US Bank Training Web site](#) for details of the report parameters.

You can schedule the Access Online Standard Reports for delivery at regular intervals, which you can then use to create the USDA Management and Oversight Reports, refer to section 5, “Scheduling Reports Using Report Scheduler,” for more information.

Note: You can only schedule Access Online Standard Reports for delivery at regular intervals; you cannot schedule the USDA Management and Oversight Reports for delivery.

Table 4 provides a reporting navigation matrix of the report categories in Access Online, any associated subcategories, the Access Online Standard Report names, and the USDA Management Oversight reports that you can obtain from Standard Reports.

The table also includes the navigation links for scheduling reports and creating Flex Data reports. The table does not provide a full navigation matrix for all Access Online reports, but to the Access Online Standard Reports that then provide oversight reports to be used by the Agency Program Coordinators (APCs) or the Local Agency Program Coordinators (LAPCs).

In addition, a Custom Reports option exists on the Access Online Reporting page. Refer any questions to the US Bank about this functionality.

Table 4. Reporting Navigation Matrix

Report Category	Subcategory	Access Online Standard Report	USDA Management Oversight Reports
Program Management	Administration	Account List Report	Dormant/Low Use Card Account
			Convenience Check Privileges
			Managing Account Report
		Request Status Queue	Request Status Report
	Transaction Approval Status	Pending Transactions	
Spend	Account Spend Analysis Report	Purchase Limit Report	
Delinquency Management ¹			
Financial Management	Transaction Management	Transaction Detail Report	AO Final Approval Report
Supplier Management	Spend	Top Merchant Spend Analysis	High Spend Merchant Report
			High Spend Merchant Detail Report
Tax and Compliance Management ²			
Administration	User Management	System User List	System User Report
Report Scheduler	N/A	As needed	N/A
Flex Data Reports	N/A	Flex Data Reports	Convenience Checks Report
			Checks Written greater than \$2,500
			Prohibited or Questionable Purchases Report
			Approved Transactions Report
Custom Reports	N/A	Potential Split Requirements Review Report	Split Transactions Report

¹ Reports provide Managing Account information.

² Not applicable to the Purchase card program.

2.2 Cardholder Suspensions/Lifts Calendar

Refer to the [CCSC Web site](#) for the most recent cardholder suspension and lift dates.

3 Accessing Reports in Access Online

To access the reports in Access Online, follow these instructions:

1. From your browser, navigate to the following address <https://access.usbank.com/>.

The Welcome to Access Online page displays, where you can log in.

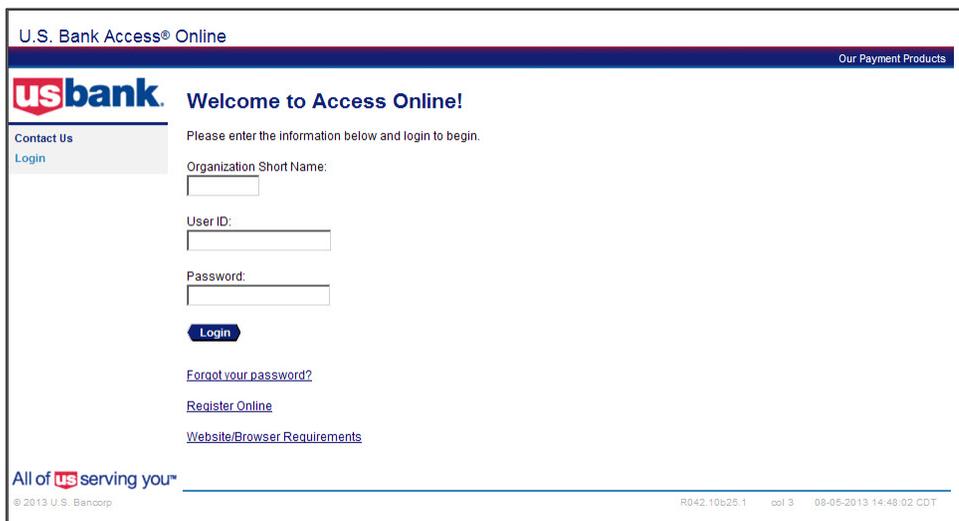


Figure 1. Welcome to Access Online (Login) Page

2. Enter the following information into these fields:

- Organization Short Name = USDA
- User ID = [your User ID]
- Password = [your password]

3. Click **Login**.

The Access Online Home page displays.

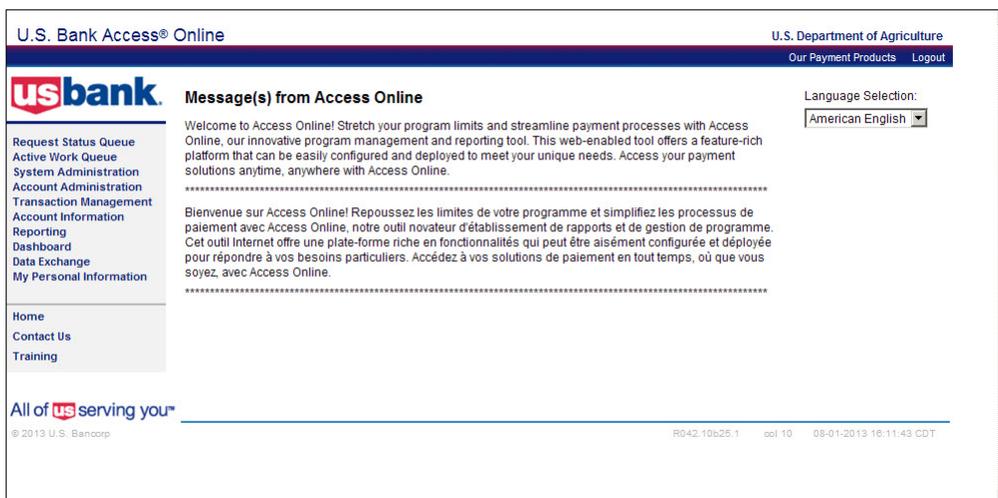


Figure 2. Access Online Home Page

4. In the left navigation bar, click **Reporting**.

The Reporting Page displays.



Figure 3. Reporting Page in Access Online

5. Select a reporting category as needed.

Section 4, “Generating Reports in Access Online,” of this document provides details on the management oversight reports.

4 Generating Reports in Access Online

The following reports are available to improve management and oversight of the USDA Purchase Card Program. The Access Online Standard Reports are listed first and then the USDA Management Oversight Report(s) available from the Standard Report are defined.

Note: If you have problems running the reports, please check to see if a “Pop-up Blocked” notification is at the top of your screen. If there is a notification, you can select to “temporarily allow pop-up” or “download file.”

4.1 Account List Report

From the Standard Report, Account List Report, you can generate the following USDA Management Oversight reports by changing your report criteria:

- Dormant/Low Use Card Accounts Report
- Convenience Check Privileges Report
- Managing Account Report

4.1.1 Dormant/Low Use Card Accounts Report

The Dormant/Low Use Card Accounts Report is to determine need for a card, i.e., if it is dormant or not being used frequently.

Location of the Report in Access Online	Click Reporting\Program Management\ Account List
Data Elements to Select	<ul style="list-style-type: none"> • Date = Do Not Select a Date Range (Default is Last Maintained Date Range) • Additional Detail = Account Information • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	A = Account Name C = Account Number E = Status Description F = Lost/Stolen Account G = Replacement Accounts L = Current Balance N = Open Date R = Checks Z = Last Transaction Date AA = Last Maintenance Date AI-AO = TBR Level 1-7 AQ = Managing Account Name AS = Managing Account Address AU = Managing Account City AV = Managing Account State/Province AW = Managing Account Zip/Postal Code
Report Output	Excel

Report Run By	CCSC (LAPC/APC optional)
Report Frequency	Monthly Note: If needed, you can run the report at any frequency as the last transaction date displays.

Note: To determine whether an account is dormant, compare the **Open Date** column with the **Last Transaction Date** column. If the card is dormant, the **Last Transaction Date** column has an older date. Zeroes in this field indicate the cardholder has not used the card.

4.1.2 Convenience Check Privileges Report

The Convenience Check Privileges Report shows who has convenience check authority.

Location of the Report in Access Online	Click Reporting\Program Management\Account List
Data Elements to Select	<ul style="list-style-type: none"> • Date = Account Open Date Range • Account Status = ALL • Additional Detail = Account Information • Account Comments = No • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	A = Account Name C = Account Number E = Status Description F = Lost/Stolen Account G = Replacement Accounts R = Checks AI-AO = TBR Level 1-7
Report Output	Excel
Report Run By	LAPC and APC
Report Frequency	Monthly You should run the report monthly, but you can also run at any time.

4.1.3 Managing Account Report

The Managing Account Report identifies the cardholders within an agency by level number by LAPC (Managing Account is LAPC). Levels 3 and 4 can view all Level 5 LAPCs in their region and the card accounts they manage. Level 5 LAPCs can view the card accounts they manage by cardholder or managing account.

Location of the Report in Access Online	Click Reporting\Program Management\Account List
Data Elements to Select	<ul style="list-style-type: none"> • Date = Account Open Date Range • Account Status = Open • Account Type = Managing Account • Additional Detail = Account Information • Account Comments = No • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	<p>A = Account Name</p> <p>C = Account Number</p> <p>AI-AO = TBR Level 1-7</p> <p>AQ = Managing Account Name</p> <p>AS = Managing Account Address 1</p> <p>AU = Managing Account City</p> <p>AV = Managing Account State/Province</p> <p>AW = Managing Account Zip/Postal Code</p>
Report Output	Excel
Report Run By	LAPC, APC, and Dept Level
Report Frequency	Monthly

4.2 Request Status Queue Report

The Request Status Queue Report is an Access Online Standard Report.

4.2.1 Request Status Report

The Request Status Report is for maintenance purposes to list all requests initiated by the Coordinator (e.g., hierarchy changes, limit changes, and re-orders of convenience checks).

Location of the Report in Access Online	Click Reporting\Program Management\Request Status Queue
Data Elements to Select	<ul style="list-style-type: none"> • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	<p>A = Account Name C = Account Number AI-AO = TBR Level 1-7 AQ = Managing Account Name AS = Managing Account Address 1 AU = Managing Account City AV = Managing Account State/Province AW = Managing Account Zip/Postal Code</p>
Report Output	Excel
Report Run By	APC and Dept Level
Report Frequency	Monthly

4.3 Transaction Approval Status Report

The Transaction Approval Status Report is an Access Online Standard Report.

4.3.1 Pending Transactions Report

Use the Pending Transactions Report to monitor approval and final approval of purchase card transactions and issue warnings of card and account deactivation. You can obtain two pieces of information from the Pending Transactions Report:

- Pending Cardholder Approval Transactions
- Pending Manager Approval Transactions

For example:

- October 8th is the suspension reporting period start.
- November 15th, run the report (this is the 45 day mark) and the cardholder should have approved their transactions at this point. Any cardholder and AO that does not have their transactions approved or final approved for the reporting period receives the Potential Suspension report from the CCSC.

- December 7th, run the report for final approvals (if there are any accounts with outstanding unapproved transactions, that account along with *all* other card accounts under the managing AO, regardless of status, at the close of business will be temporarily suspended).
- December 8th is the next/new reporting period.

Location of the Report in Access Online	Click Reporting\Program Management\Transaction Approval Status
Data Elements to Select	<ul style="list-style-type: none"> • Date = Posting Date Range • Transaction Included = ALL • Report Output, Summary Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	<p>A = Account Name C = Account Number E = Managing Account Name J = Number of Transactions K = Total Transaction Amount M = Final Approved Amount U = Transaction Date V = Posting Date X = Merchant Name Y = Transaction Amount AB = Approval Status AT-AZ = TBR Level 1-7</p>
Report Output	Excel
Report Run By	CCSC, LAPC, APC, and Dept Level
Report Frequency	Report is run every 45 days on the 15th of the month with final deadline to approve at day 60.

Refer to the [CCSC Web site](#) for the most recent cardholder suspension and lift dates.

4.4 Account Spend Analysis Report

The Account Spend Analysis Report is an Access Online Standard Report.

4.4.1 Purchase Limit Report

Run the Purchase Limit Report to assess all cardholders within your agency as to whether the cardholder has the appropriate credit limit, needs an increase in limit, and/or make the determination the need for the card. The report data is sorted by last name, first name, and then credit limit. Generating and analyzing this report can assist you in reducing the amount of purchase cards in the agency, monitoring of credit limits, and setting realistic spending limits.

Location of the Report in Access Online	Click Reporting\Program Management\Spend\Account Spend Analysis
Data Elements to Select	<ul style="list-style-type: none"> • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	A = Name (Account Name) C = Account Number E = Managing Account Name O = Number of Transactions T = Credit Limit U = Single Purchase Limit AI-AM = TBR Level 1-7
Report Output	Excel
Report Run By	LAPC, APC, and Dept Level
Report Frequency	You can run the report Monthly or as needed.

4.5 Transaction Detail Report

4.5.1 Disputed Transactions Report

The Disputed Transaction Report checks disputes to see if a credit has been issued for the dispute. If the credit has not been issued, according to the [DR](#), the cardholder is responsible for the transaction. The report owner should also check for the status of the dispute and the associated dates.

Location of the Report in Access Online	Click Reporting\Financial Management\Transaction Management\Transaction Detail
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Data Elements to Select	<ul style="list-style-type: none"> • Date = Posting Date Range • Reviewed Status = ALL • Disputed Status = Disputed • Additional Detail = Display Transaction Comments • Merchant Category Code Group = ALL • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	A = Name (Account Name) C = Account Number E = Managing Account Name M = Transaction Date N = Posting Date P = Transaction Amount V = Transaction Status W = Disputed Status
Report Output	Excel
Report Run By	CCSC, APC, and LAPC
Report Frequency	Monthly

Note: If there are no disputed transactions, Access Online displays a dialog box with the message, “We're Sorry...The parameters you chose produced no output. Please close this browser window to return to the previous menu and alter your selection.”

4.6 Merchant Spend Reports

From the Access Online Supplier Management page, you can generate the following merchant spend reports:

- Top Merchant Spend Analysis Report
- Merchant Spend Analysis Report

4.6.1 Top Merchant Spend Analysis Report

Use the High Spend Merchant Report strategically for e-sourcing by providing an assessment to view which merchants the cardholders are purchasing frequently and in high dollar amounts from and then possibly negotiating a BPA.

The Top Merchant Spend Analysis Report (by spend or by number of transactions) is merchants by merchant category code (MCC), or by merchant category group (MCCG), broken out in this fashion so that you can view the most utilized merchants in terms of spend.

Location of the Report in Access Online	Click Reporting\Supplier Management\Spend\Top Merchant Spend Analysis
Data Elements to Select	<ul style="list-style-type: none"> • Date = Posting Date Range • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	<p>C = Merchant Category Code D = Merchant Name G = Debit Amount H = Number of Debit Transactions J = Credit Amount K = Number of Credit Transactions L = Total Spend M = Percent of Total Spend N = Number of Transactions</p>
Report Output	Excel
Report Run By	CCSC (LAPC/APC are optional)
Report Frequency	<p>Monthly</p> <p>If needed, you can run the report at any frequency as the Last Transaction Date displays.</p>

4.6.2 Merchant Spend Analysis Report

The Merchant Spend Analysis Report provides detailed information on all account spend by merchant, by MCC or MCCG. This is important for the agency procurement report and identifying valid MCCs versus invalid MCCs.

Location of the Report in Access Online	Click Reporting\Supplier Management\Spend\Merchant Spend Analysis
Data Elements to Select	<ul style="list-style-type: none"> • Date = Posting Date Range • Report Type = Detail • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
Required Columns to Review in Excel Report for Adequate	<p>C = Merchant Category Code D = Merchant Name J = Debit Amount</p>

Oversight (column letter equals column label name)	<p>K = Number of Debit Transactions</p> <p>M = Credit Amount</p> <p>N = Number of Credit Transactions</p> <p>O = Total Spend</p> <p>P = Percent of Total Spend</p> <p>Q = Number of Transactions</p>
Report Output	Excel
Report Run By	CCSC (LAPC/APC are optional)
Report Frequency	<p>Monthly</p> <p>If needed, you can run the report at any frequency as the Last Transaction Date displays.</p>

4.7 System User List

4.7.1 System User Report

The System User Report identifies Access Online user IDs and associated profile information. Use this report to find a user's e-mail address, last log in date, or Access Online role.

Location of the Report in Access Online	Click Reporting\Administration\User Management\System User List
Data Elements to Select	<ul style="list-style-type: none"> • Report Type = Detail • Additional Detail = Hierarchy Assignments, Contact Information, Profile History, and Approving Manager • Report Output = Excel • Reporting Hierarchy Position = Enter hierarchy information
<p>Required Columns to Review in Excel Report for Adequate Oversight</p> <p>(column letter equals column label name)</p>	<p>A = User ID</p> <p>B = User Name</p> <p>C = User ID Status</p> <p>H = Approving Manager</p> <p>I = Functional Entitlement Group (Role)</p> <p>K = Bank</p> <p>L = Agent</p> <p>M = Company</p> <p>N = Division</p> <p>O = Department</p> <p>Q = Level 1</p>

	R = Level 2 S = Level 3 T = Level 4 U = Level 5 U = Level 6 W = Level 7 AE = Last Login Date
Report Output	Excel
Report Run By	CCSC, APC, and LAPC
Report Frequency	As needed

5 Scheduling Reports Using Report Scheduler

Access Online provides functionality that enables you to schedule an Access Online Standard Report on set intervals to you and/or recipients in Access Online. The reports are sent to your, or the recipients, Data Exchange in Access Online.

Notes:

- Using the Reports Scheduler function is suited for point-in-time reports, but not for recurring a date range, as the dates do not move with the scheduled report dates.
- On occasion, Access Online generates a scheduled report prior to when the report tables are updated and your data may not be the most up-to-date.

To schedule an Access Online Standard Report, follow these instructions:

1. From the Reporting page in Access Online, click **Reporting** and then **Report Scheduler**.

The Report Scheduler Scheduled Report List page displays.

2. Scroll to the bottom of the page and select an Access Online Standard Report from the **Create New Scheduled Report** field.

Note: The top portion of this page, referred to as the Schedule Report List, is used for searching *existing* scheduled reports you may already have and *not* for scheduling a report.

3. Click **Go**.

The report parameters page for your selected report displays.

4. Select the report parameters as needed.

You do not have to define the data range parameters, as you will set the date range parameter's when setting up the report's schedule.

5. Click **Create Scheduled Report**.

The Create Schedule Parameters page displays.

6. Enter a file name in the **Output Filename** field.

7. Enter a description in the **Report Description** field.

8. Enter the schedule information in the **Schedule** section fields.

9. Click the **Search for Users** link to select recipients to receive the report.

The Search & Select Report Recipients page displays where you can search for recipients.

10. Click **Submit**.

11. Click **Yes, Save Report**.

The Report Scheduler Scheduled Report List page displays and your report is added to the Scheduled Standard Reports section of the page.

You can also schedule reports when running standard reports. Select the report, define the report parameters, and then click the **Create Scheduled Report** button and follow steps 6 through 11.

6 Creating and Scheduling Ad Hoc Reports Using Flex Data Reports

The Flex Data Reports function in Access Online allows you to create ad hoc reports and then save the reports for future use or modification. You can also schedule a Flex Data Report to be generated on specific dates and times and then delivered to your Data Exchange.

This section generates the following reports using the Flex Data functionality:

- Convenience Check Report
- Checks Written greater than (>) \$2500
- Prohibited or Questionable Purchases Report
- Approved Transactions Report

6.1 Convenience Check Report

Use the Convenience Check Report as a method to help eliminate and decrease the amount of convenience checks written. The report owner should perform the following oversight by:

- Verifying who was writing the convenience checks.
- Confirming that information entered into Access Online is in compliance with USDA check writing policy, for example:
 - Comment Field 1: TIN/EIN/SSN information for convenience checks.
 - Comment Field 2: Agency Specific Data, Green Purchases.
 - Comment Field 3: Merchant Information/Waiver Number for convenience checks.
 - Comment Field 4: Goods Received Date.
 - Comment Field 5: Item Description.
- Reviewing the vendors paid by check and confirming whether they take a credit card for payment.
- Approving for convenience checks written \geq \$2,501.

Location of the Report in Access Online	Click Reporting\Flex Data Report
Data Elements to Select	See step 7 in the instructions for how to How to Run the Flex Data Convenience Check Report
Required Columns to Review in Excel Report for Adequate Oversight (column letter equals column label name)	Flex Data Reports only display the columns selected when creating the report.

Report Output	Excel
Report Run By	CCSC, APC, and LAPC
Report Frequency	As needed

The instructions for this report provide information on to create a new template of a report and run the report.

How to Run the Flex Data Convenience Check Report:

1. From the Reporting page in Access Online, select the Flex Data Reporting link in the left navigation bar.
2. Click the **Create a New Template Report** tab.
3. Under **Primary Report Data** area, select the **Transaction** option (default option).
4. Click **Create**.

The Flex Data Reporting page displays with additional options for the report.

5. Under Report Output, select the Excel option (default option) in the **Output Type** field.
6. Click the **Select Report Data** tab (if not already displaying).
7. Select the following data for your report:
 - Hierarchy
 - Account Number (default)
 - Report Hierarchy and select the **Filter** option
 - Account
 - Account Name
 - Managing Account Name
 - Merchant
 - MCC and select the **Filter** option
 - MCC Description
 - Merchant City
 - Merchant Name
 - Merchant Postal Code
 - Merchant State

- Transaction
 - Posting Date
 - Transaction Amount
 - Transaction Approval Status
 - Transaction Comments 1-5:
 - Comment Field 1: TIN/EIN/SSN information for convenience checks.
 - Comment Field 2: Agency Specific Data, Green Purchases.
 - Comment Field 3: Merchant Information/Waiver Number for convenience checks.
 - Comment Field 4: Goods Received Date.
 - Comment Field 5: Item Description.
 - Transaction Date

8. Scroll up and select the **Filter for Content** tab.
9. In the **MCC** field, enter “6051”.
10. Enter information in the **Reporting Hierarchy** fields.
11. Select the data parameters in the **Transaction Date** fields.
12. Click **Run Report**.

Note: In this report, you have the option to rename the report columns.

6.2 Checks Written greater than \$2,500

Use the Check Written greater than \$2,500 Report to identify convenience checks written over \$2,500 to ensure the appropriate approval was given to write the check. To generate this report, follow the instructions in section 6.1, “Convenience Check Report.” In the Excel file, sort the **Transaction Amount** column to view checks over \$2,500.

6.3 Prohibited or Questionable Purchases Report

Use the Prohibited or Questionable Purchases Report to identify questionable and prohibited purchases by cardholders (e.g., telecom expenditures or purchases from Franklin Covey) . Run the report by MCC (6051).

Location of the Report in Access Online	Click Reporting\Flex Data Report
Data Elements to Select	See step 7 in the instructions for how to How to Run the Flex Data Prohibited or Questionable Purchases Report
Required Columns to Review in Excel	Flex Data Reports only display the columns selected when creating the report.

Report for Adequate Oversight (column letter equals column label name)	
Report Output	Excel
Report Run By	CCSC, APC, and LAPC
Report Frequency	As needed

How to Run the Flex Data Prohibited or Questionable Purchases Report:

1. From the Reporting page in Access Online, select the Flex Data Reporting link in the left navigation bar.
2. Click the **Create a New Template Report** tab.
3. Under **Primary Report Data** area, select the **Transaction** option (default option).
4. Click **Create**.

The Flex Data Reporting page displays with additional options for the report.

5. Under Report Output, select the Excel option (default option).
6. Click the **Select Report Data** tab (if not already displaying).
7. Select the following data for your report:
 - Hierarchy
 - Account Number (default)
 - Report Hierarchy and select the **Filter** option
 - Account
 - Account Name
 - Managing Account Name
 - Merchant
 - MCC and select the **Filter** option
 - MCC Description
 - Merchant City
 - Merchant Name
 - Merchant Postal Code
 - Merchant State

- Transaction
 - Posting Date
 - Transaction Amount
 - Transaction Approval Status
 - Transaction Comment 1-5
 - Comment Field 1: TIN/EIN/SSN information for convenience checks.
 - Comment Field 2: Agency Specific Data, Green Purchases.
 - Comment Field 3: Merchant Information/Waiver Number for convenience checks.
 - Comment Field 4: Goods Received Date.
 - Comment Field 5: Item Description.
 - Transaction Date

8. Scroll up and select the **Filter for Content** tab.
9. In the **MCC** field, enter “6051”.
10. Enter information in the **Reporting Hierarchy** fields.
11. Select the data parameters in the **Transaction Date** fields.
12. Click **Run Report**.

6.4 Approved Transactions Report

This report identifies transaction information generated by the bank, including information entered by cardholders for management and oversight review and where the required fields that have not been completed by the cardholder, such as

- Comment Field 1: TIN/EIN/SSN information for convenience checks.
- Comment Field 2: Agency Specific Data, Green Purchases.
- Comment Field 3: Merchant Information/Waiver Number for convenience checks.
- Comment Field 4: Goods Received Date.
- Comment Field 5: Item Description.

Location of the Report in Access Online	Click Reporting\Flex Data Report
Data Elements to Select	See step 7 in the instructions for how to How to Run the Flex Data Approved Transaction Report
Required Columns to Review in Excel Report for Adequate Oversight	Flex Data Reports only display the columns selected when creating the report.

(column letter equals column label name)	
Report Output	Excel
Report Run By	CCSC, APC, and LAPC
Report Frequency	As needed

How to Run the Flex Data Approved Transactions Report:

1. From the Reporting page in Access Online, select the Flex Data Reporting link in the left navigation bar.
2. Click the **Create a New Template Report** tab.
3. Under **Primary Report Data** area, select the **Transaction** option (default option).
4. Click **Create**.

The Flex Data Reporting page displays with additional options for the report.

5. Under Report Output, select the Excel option (default option) in the **Output Type** field.
6. Click the **Select Report Data** tab (if not already displaying).
7. Select the following data for your report:
 - Hierarchy
 - Account Number (default)
 - Report Hierarchy and select the **Filter** option
 - Account
 - Account Name
 - Managing Account Name
 - Merchant
 - MCC and select the **Filter** option
 - MCC Description
 - Merchant City
 - Merchant Name
 - Merchant Postal Code
 - Merchant State
 - Transaction
 - Posting Date
 - Transaction Amount

- Transaction Approval Status
 - Transaction Comments 1-5
 - Transaction Date
8. Scroll up and select the **Filter for Content** tab.
 9. In the **MCC** field, enter “6051”.
 10. Enter information in the **Reporting Hierarchy** fields.
 11. Select the data parameters in the **Transaction Date** fields.
 12. Click **Run Report**.