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# Coordinators' Reporting Manual for Management and Oversight

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## USDA Purchase Card Program



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USDA OPPM Charge Card Service Center  
<http://www.dm.usda.gov/procurement/ccsc/>

Originated: February 2, 2010

Updated: July 31, 2011

Version: 2

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**USDA PURCHASE CARD PROGRAM**

## **OVERVIEW**

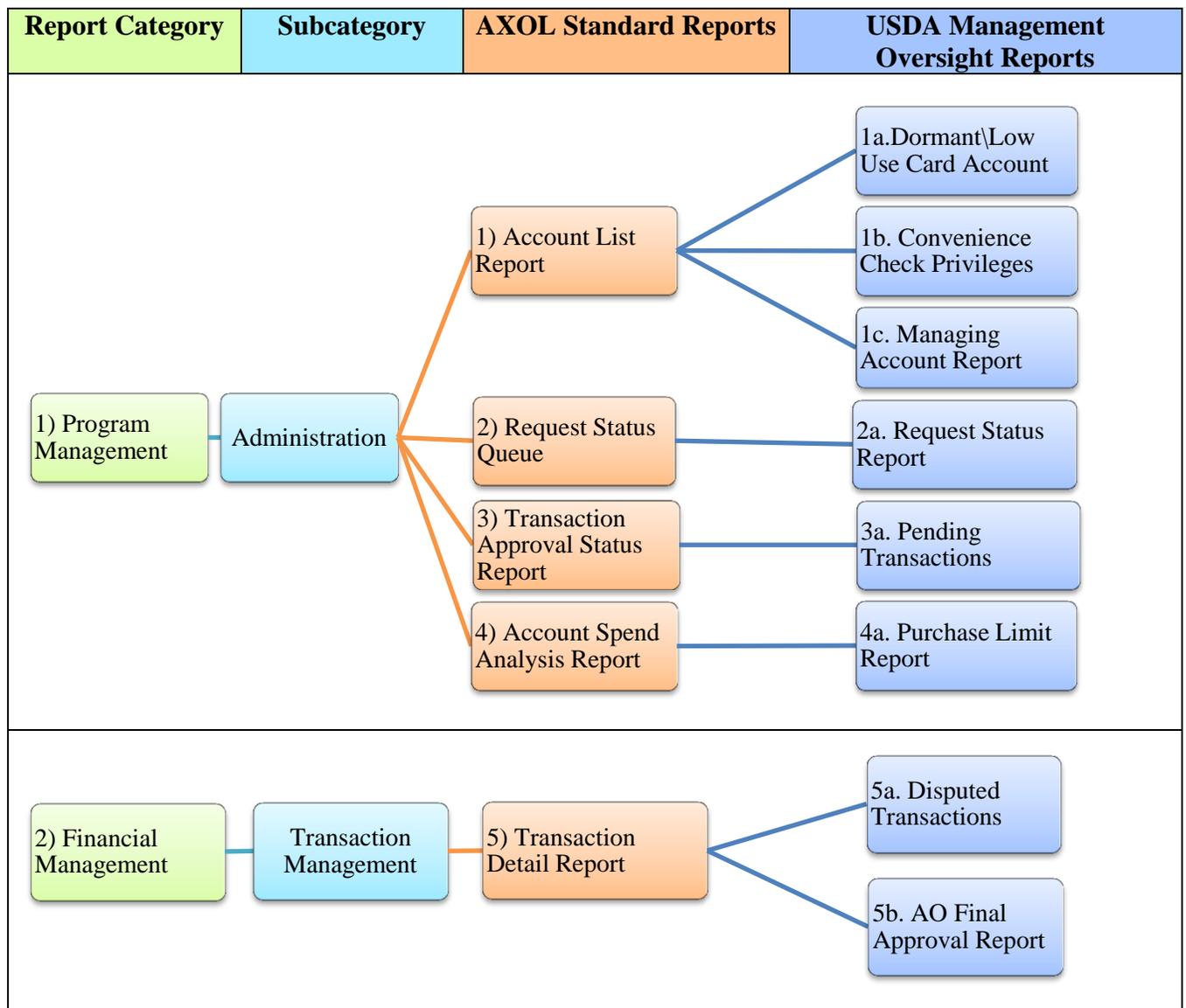
The purpose of this reporting manual is to provide guidance for Coordinators' use to perform management and oversight of USDA cardholder transaction information. Coordinators will learn to use Access® Online (AXOL) standard reports to create/build transaction information in an effort to comply with the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

This manual also provides a description/purpose of the management and oversight report and location of the report in AXOL. Questions concerning this manual are to be forwarded to the USDA Charge Card Service Center (CCSC) at [ccsc@dm.usda.gov](mailto:ccsc@dm.usda.gov) and additional information is also available on the CCSC website at [www.dm.usda.gov/procurement/ccsc](http://www.dm.usda.gov/procurement/ccsc).

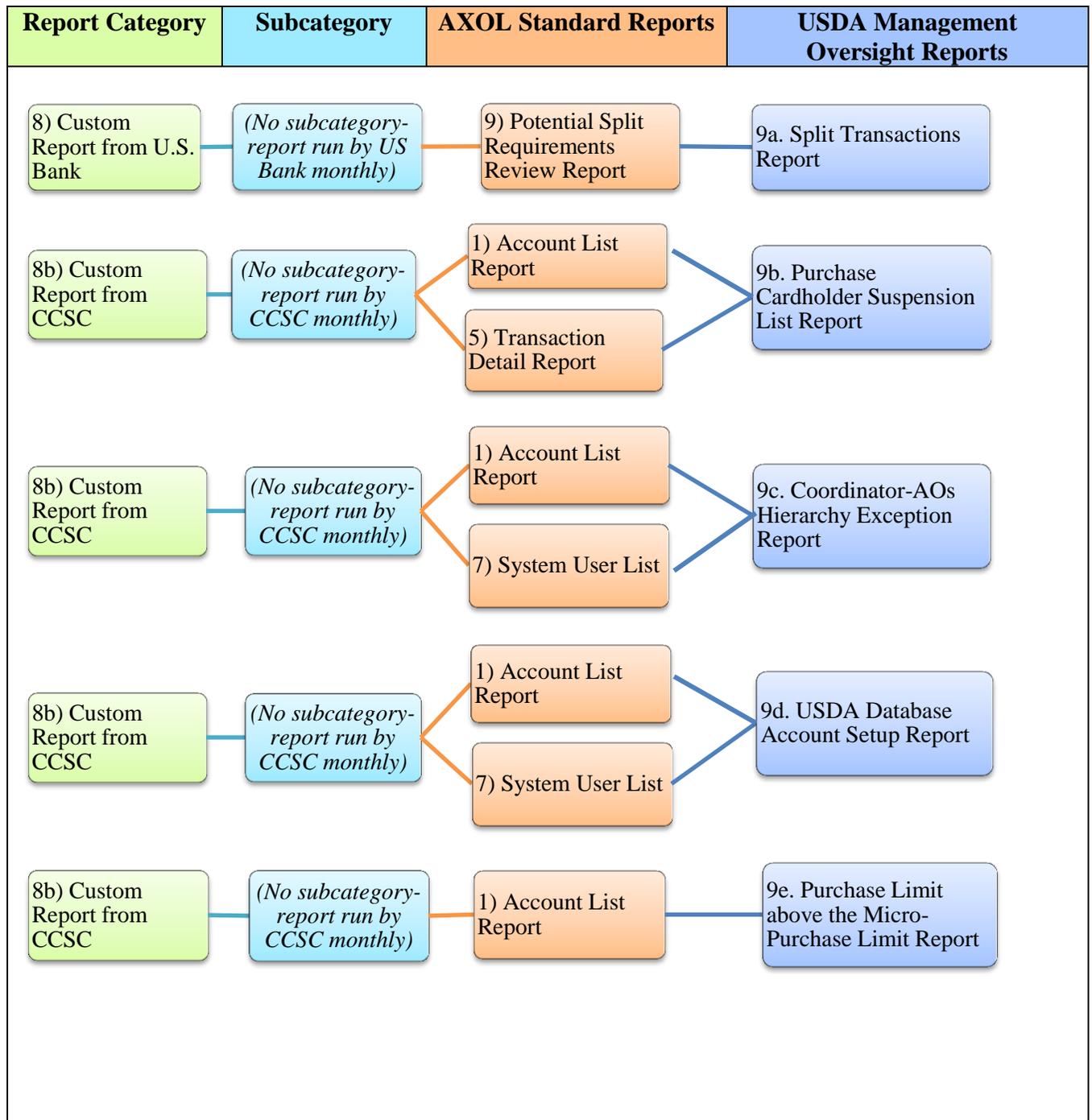
## REPORTING

The Reporting function is divided into eight (8) major Report Categories. The AXOL Standard Reports are further subdivided under each major category. The AXOL Standard Reports will be used to create the USDA Management and Oversight Reports. The AXOL Standard Reports can be scheduled for delivery at regular intervals. After scheduled delivery, Coordinators can then use the AXOL Standard Reports to create the USDA Management and Oversight Reports.

**NOTE:** The USDA Management and Oversight Reports cannot be scheduled for delivery at regular intervals. There are nine (9) AXOL Standard Reports; however, Coordinators will only be using eight (8) to create USDA Management and Oversight Reports. The 8 AXOL Standard Reports are:



Report Category	Subcategory	AXOL Standard Reports	USDA Management Oversight Reports
3) Supplier Management	Spend	6) Top Merchant Spend Analysis	6a. High Spend Merchant Report 6b. High Spend Merchant Detail Report
4) Tax and Compliance Management	N/A	N/A	N/A
5) Administration	User Management	7) System User List	7a. System User Report
6) Report Scheduler	N/A	As Required	N/A
7) Flex Data Reports	(No subcategory)	8) Flex Data Reports	8a. Convenience Check Report 8b. Checks over \$2,500 8c. Prohibited or Questionable Purchases Report 8d. Approved Transactions Report



## 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

## Cardholder Suspensions/Lifts 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 5th and 15th, 2011
August 1, 2011	August 1st and 16th, 2011
September 1, 2011	September 1st and 16th, 2011
October 3, 2011	October 3rd and 17th, 2011
November 1, 2011	November 1st and 16th, 2011
December 1, 2011	December 1st and 16th, 2011

## Blocked MCC Codes

Refer to the following link on the CCSC Website to view:

[http://www.dm.usda.gov/procurement/ccsc/pc\\_guides\\_ref.htm](http://www.dm.usda.gov/procurement/ccsc/pc_guides_ref.htm)

## Getting Started with Reporting in AXOL Step-by-Step

To begin the process, log into AXOL at <https://access.usbank.com/> by following the instructions below:

The screenshot shows the U.S. Bank Access Online login page. The page title is "Welcome to Access Online". The navigation bar includes links for "Personal", "Business", "Institution / Government", and "About U.S. Bancorp". The U.S. Bank logo is prominently displayed. The main heading is "U.S. Bank Access® Online". Below this, the text reads "Welcome to Access Online!" and "Please enter the information below and login to begin." The login form consists of three input fields: "Organization Short Name:", "User ID:", and "Password:". A "Login" button is located below the password field. Red arrows point from a box containing the text "Enter" followed by a bulleted list: "• Organization Short Name", "• User ID", and "• Password" to the respective input fields. Another red arrow points from a box containing the text "Click Login" to the "Login" button. Below the login form, there are links for "Forgot your password?", "Register Online", and "Website/Browser Requirements". The footer contains the copyright notice "© 2010 U.S. Bancorp" and the version information "R030.10b4.0 usb col 5".

Enter

- **Organization Short Name**
- **User ID**
- **Password**

Click **Login**



## U.S. Bank Access® Online

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Data Exchange
- Account Information
- Reporting**
- My Personal Information

- Home
- Contact Us

### Message from U.S. Bank

★ [Log Out](#)

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.

Select **Reporting**

Reporting

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U.S. Department of Agriculture

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**Reporting**

**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.

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration  
Transaction Management  
Data Exchange  
Account Information  
**Reporting**  
Program Management  
Financial Management  
Supplier Management  
Tax and Compliance Management  
Administration  
Report Scheduler  
Flex Data Reporting  
Custom Reports  
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Select one of the 8 major **Reporting** categories from this screen or in the left side **navigation bar** to obtain required report. Refer to chart of reports on pages 1-3.

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# U.S. Bank Access® Online

★ Log Out

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Data Exchange
- Account Information Reporting
- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- Administration
- Report Scheduler
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## Program Management

### 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.

Account Maintenance Effective Dating Activity

Detailed history of effective dated account maintenance activity.

Account Status Change

An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

Declined Transaction Authorizations

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

Request Status Queue

History of changes made to Accounts.

Transaction Approval Status

Transaction Approval Status for Cardholder Accounts.

### 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.

Click **Account List**. Refer to Section 1c in the 'Reports in AXOL' section below for detailed instructions on querying this report.

Account List

Personal | Business | Institution / Government | About U.S. Bancorp

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**U.S. Bank Access® Online**

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration  
Transaction Management  
Data Exchange  
Account Information  
Reporting  
Program Management  
Financial Management  
Supplier Management  
Tax and Compliance  
Management  
Administration  
Report Scheduler  
Flex Data Reporting  
Custom Reports  
My Personal Information

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### Program Management

#### Account List

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

\* = required

**Date**

Last Maintained Date Range:  Account Open Date Range:  Pending Renewal Date Range:

Start Date:  to End Date:

**Account Information**

Account Status:  
Hold down the Ctrl key to make multiple selections.

Blank  
AV - Open  
B1 - Temp Open  
B2 - Temp Open

Account Type:  
Cardholder Account

Method:  
Hold down the Ctrl key to make multiple selections.

Data Feed  
File  
Manual  
Online

**Additional Detail**

Selected options allow a drill-down to additional detail if available.

Demographics  Default Accounting Code  Merchant Authorization Control Details  Fleet Information

★ Log Out

Refer to Section 1c in the 'Reports in AXOL' section below for data elements to select for this report.

Account List

Pop-up blocked. To see this pop-up or additional options click here..

**Additional Detail**  
 Selected options allow a drill-down to additional detail if available.

Demographics   
  Default Accounting Code   
  Merchant Authorization Control Details   
  Fleet Information  
 Account Information   
 Authorization Limits   
 Merchant Authorization Control Limits

---

**Account Comments**  
 Select "Yes" to include available Account Comments in the Report Output.

Yes   
 No

---

**Sort Report By**

Account Name   
 Account Status   
 No Sort   
 No Sort

Ascending Order   
 Descending Order   
 Ascending Order   
 Descending Order   
 Ascending Order   
 Descending Order   
 Ascending Order   
 Descending Order

---

**Report Output**

Excel

Output Parameter Page Placement:  
 Selection defines the location of the Parameter Page details on the report output.

End

---

**Group Report By**

Processing Hierarchy Position: \*  
 If selected, a processing hierarchy position is required.  
 Bank: 3059    Agent: 0725    Company:    Division:    Department:    [Search for Position or Add Multiple](#)

Reporting Hierarchy Position: \*  
 If selected, a reporting hierarchy position is required.  
 Bank: 3059    Level 1: 00012    Level 2: 01201    Level 3: 00020    Level 4:    Level 5:    Level 6:    Level 7:    [Search for Position or Add Multiple](#)

Account Number(s): \*  
 If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.  
    [Search for Accounts](#)

Refer to section 1c in the 'Reports in AXOL' section below for data elements to select to query this report.

Account List

Output: Yes to include available Account Comments in the Report Output.

Yes  No

---

**Sort Report By**

Account Name Account Status No Sort No Sort

Ascending Order  Ascending Order  Ascending Order  Ascending Order

Descending Order  Descending Order  Descending Order  Descending Order

---

**Report Output**

PDF

Output Parameter Page Placement

Selection defines the location of the Parameter Page details on the report output.

End

---

**Group Report By**

Processing Hierarchy Position: \*

If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

3059 0725    [Search for Position or Add Multiple](#)

Reporting Hierarchy Position: \*

If selected, a reporting hierarchy position is required.

Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:

3059 00012 01201 00020     [Search for Position or Add Multiple](#)

Account Number(s):\*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

[Search for Accounts](#)

---

[Run Report](#) [Reset](#) [Create Scheduled Report](#)

[<< Back to Program Management](#)

Refer to section 1c in the 'Reports in AXOL' section below for data elements to select for this report.

Click **Run Report**. Repeat previous steps to query reports listed in this manual.

## Reports in AXOL

The following reports are available to improve management and oversight of the USDA Purchase Card Program. Reports highlighted in 'yellow' are the AXOL Standard Reports. The reports highlighted in 'blue' are the corresponding USDA Management Reports that can be created from the AXOL Standard Reports.

\* **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.'

### 1) Account List Report

***1a. Dormant/Low Use Card Accounts Report*** - Report to determine need for a card, i.e., if it is dormant or not being used frequently.

#### Location of the Report:

- > Program Management
- > Administration
- > Account List

#### Data Elements to Select

- > Date- Do Not Select a Date Range (Default 'Last Maintained Date Range')
- > Additional Detail- 'Account Information'
- > Report Output- 'Excel'
- > Reporting Hierarchy Position- enter hierarchy info

#### Required Columns to Review in Excel Report for Adequate Oversight (column letter-column header name)

**NOTE:** To determine whether an account is dormant, compare **Column N 'Open Date'** with **Column Z 'Last Transaction Date.'** If the card is dormant, in Column Z, the Last Transaction Date will be an older date (i.e., date in 2008) or there will be zeros if the card has never been used.

- 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- YEARLY (Note: If needed, the report can be run at any frequency as last transaction date will appear.)

***Ib. Convenience Check Privileges Report*** - This report shows who has convenience check authority.

Location of the Report:

- > Program Management
- > Administration
- > Account List

Data Elements to Select

- > Date- 'Account Open Date Range'
- > Account Status- 'ALL'
- > Additional Detail- 'Account Information'
- > Account Comments- 'NO'
- > Report Output- 'Excel'
- > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight  
(column letter-column header 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 (report should be run monthly, but can also be run at anytime by LAPCs & APCs as needed as well)

**Ic. Managing Account Report -** This report identifies the cardholders within an agency by level number by LAPC (Managing Account is LAPC). Levels 3 & 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:

- > Program Management
- > Administration
- > Account List

Data Elements to Select

- > Date- 'Account Open Date Range'
- > Account Status- 'Open'
- > Account Type- 'Cardholder Account'
- > Additional Detail- 'Account Information'
- > Account Comments- 'NO'
- > Report Output- 'Excel'
- > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight  
(column letter-column header name)

- 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

Report Output- Excel

Report Run By- LAPC, APC, and Dept Level

Report Frequency- MONTHLY

## 2) Request Status Queue Report

**2a. Request Status Report -** This report is for maintenance purposes to list all requests initiated by the Coordinator (i.e., hierarchy changes, limit changes, re-orders of convenience checks, etc...)

### Location of the Report:

- > Program Management
- > Administration
- > Request Status Queue

### Data Elements to Select

- > Report Output- 'Excel'
- > Processing Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- APC and Dept Level

Report Frequency- MONTHLY

## 3) Transaction Approval Status Report

**3a. Pending Transactions Report -** Report of pending transactions within 45 and/or 60 days. Used to monitor approval and final approval of purchase card transactions and issue warnings of card and account de-activation. Two reports should be extracted from the 'Pending Transactions Report':

- 1) Pending Cardholder Approval Transactions
- 2) Pending Manager Approval Transactions

### Location of the Report:

- > Program Management
- > Administration
- > Transaction Approval Status

### Data Elements to Select

- > Date- 'Posting Date Range'
- > Transaction Included- 'ALL'
- > Report Output – Select 'Summary Output' and 'Excel'
- > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight  
(column letter-column header name)

**A-** Name (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

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. Please use the calendar provided in this guide.

For example:

- **Oct 1-** Reporting period start
- **Nov 15-** Run the report (45 day mark)
- **Nov 30-** Deadline for final approval (if there are any accounts with outstanding unapproved transactions, that account along with ALL other card accounts under the managing AO, regardless of status, will be temporarily suspended)
- **Dec 1-** New reporting period begins

#### **4) Account Spend Analysis Report**

**4a. Purchase Limit Report** - Report for Coordinators to assess all cardholders in the agency and whether they have the appropriate credit limit or need an increase in their limit and determine the need for the card- run by last name, first name and credit limit. This helps reduce the amount of purchase cards in the agency and with monitoring and setting realistic limits.

Location of the Report:

- > Program Management
- > Spend
- > Account Spend Analysis

### Data Elements to Select

- > Report Output- 'Excel'
- > Reporting Hierarchy Position- enter hierarchy info

### Required Columns to Review in Excel Report for Adequate Oversight

(column letter-column header 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- Report can be run MONTHLY for one month review. CCSC will receive a custom report quarterly for three month review period to send to each Level 3.

## **5) Transaction Detail Report**

**5a. Disputed Transactions Report-** This reports helps check disputes to see if a credit has been issued for the dispute. The report owner should also check for the status of the dispute and the associated dates. (If the credit has not been issued, according to policy, the cardholder is responsible)

### Location of the Report:

- > Financial Management
- > Transaction Management
- > Transaction Detail

### Data Elements to Select

- > Date- 'Posting Date Range' (use monthly calendar in guide)
- > Reviewed Status- 'ALL'
- > Disputed Status- Select 'Disputed'
- > Additional Detail- Select 'Display Transaction Comments'
- > Merchant Category Code Group- Select 'ALL'
- > Report Output- Excel
- > Reporting Hierarchy Position- enter hierarchy info

NOTE: If there are no disputed transactions, an HTML screen will appear:  
“*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.*”

Required Columns to Review in Excel Report for Adequate Oversight  
(column letter-column header 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

**5b. Approving Official's Final Approving Report (for APHIS use only)** - This is an optional report that is available for managers that shows what the cardholder has purchased.

Location of the Report:

- > Financial Management
- > Transaction Management
- > Transaction Detail

Data Elements to Select

- > Transactions Included- Select 'Approval Status' and then Select 'Final Approved'
- > Additional Detail- Select 'Display Transaction Comments'
- > Merchant Category Code Group- Select 'ALL'
- > Report Output- Excel
- > Reporting Hierarchy Position- enter hierarchy info

Columns to Review in Excel Report for Adequate Oversight  
(column letter-column header name)

- A- Name (Account Name)
- C- Account Number
- E- Managing Account Name
- M- Transaction Date
- N- Posting Date

**P-** Transaction Amount  
**V-** Transaction Status  
**AF-** MCC  
**AG-** Merchant Category Description  
**AH-** Merchant Name  
**AZ-** Item Description

Report Output- Excel

Report Run By- Managers

Report Frequency- Optional (at the Agency's discretion)

## **6) Top Merchant Spend Analysis Report**

**6a. High Spend Merchant Report** - This report is used to strategic and 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.

Location of the Report:

- > Supplier Management
- > Spend
- > Top Merchant Spend Analysis

Data Elements to Select

- > Data Elements automatically populate except for the following:
  - > Report Output- Excel
  - > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC (LAPC/APC- optional)

Report Frequency- MONTHLY (Note: If needed, the report can be run at any frequency as last transaction date will appear.)

**6b. High Spend Detail Report** - This report is used to strategic and 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.

Location of the Report:

- > Supplier Management
- > Spend
- > Top Merchant Spend Analysis

Data Elements to Select

- > Data Elements automatically populate except for the following:
  - > Report Output- Excel
  - > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC (LAPC/APC- optional)

Report Frequency- MONTHLY (Note: If needed, the report can be run at any frequency as last transaction date will appear.)

## **7) System User List**

**7a. System User Report** - This report identifies AXOL user ids and log in information.

Location of the Report:

- > Reporting
- > Administration
- > User Management
- > System User List

Data Elements to Select

- > Report Type- Select 'Detail'
- > Report Output- Excel
- > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC, LAPC, and APC

Report Frequency- As Required

## 8) Flex Data Reports (or Transaction Detail Report)

**8a. Convenience Check Report** - This report is a method to help eliminate and decrease the amount of convenience checks written. The report owner should perform oversight with:

- Verifying who was writing the convenience checks
- Confirming that information entered is in compliance with USDA check writing policy (i.e., TIN/EIN/SSN info, waiver code, replacing “Illegible Payee” with appropriate merchant name, goods received date, and item description)
- Review the vendors paid by check and confirm whether or not they will take a credit card for payment
- Report listing convenience checks written  $\geq$  \$2,501

### Location of the Report:

> Flex Data Report

### How to Run the Flex Data Convenience Check Report:

- 1) Select Flex Data Reporting
- 2) Create a new report
  - Select 'Transaction' (default setting)
- 3) Select 'Create'
- 4) Report Output and Select 'Excel' (default)
- 5) Go to the Tab named 'Select Report Data'
- 6) Select the following:
  - > **Hierarchy**
    - \* Account Number (default)
    - \* Report Hierarchy & select the Filter 'radio button'
  - > **Account**
    - \* Account Name
    - \* Managing Account Name
  - > **Merchant**
    - \* MCC & select the Filter 'radio button'
    - \* MCC Description
    - \* Merchant City
    - \* Merchant Name
    - \* Merchant Postal Code
    - \* Merchant State
  - > **Transaction**
    - \* Posting Date
    - \* Transaction Amount
    - \* Transaction Approval Status
    - \* Transaction Comment 1-5
    - \* Transaction Date

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

- 7) Select Tab named 'Filter for Content'
- 8) MCC- enter 6051
- 9) Select 'Reporting Hierarchy'
- 10) Select Transaction Date Parameter

Required Columns to Review in Excel Report for Adequate Oversight

Flex Data Reports only display the columns selected when creating the report (based on instructions above)

Report Output- Excel

Report Run By- CCSC, LAPC, and APC

Report Frequency- MONTHLY

**8b. Checks over (>) \$2500** - Report listing convenience checks written  $\geq$ \$2,501.

**\* Information on 'Checks over \$2,500' can also be extracted from the detail of the Flex Data Report 'Convenience Check Report' in #8a**

Location of the Report:

> This report is included in the detail of the Flex Data report 'Convenience Check Report' in #8a.

To view '**Checks over (>) \$2,500**,' run the '**Convenience Check Report**' as detailed in #8a above and sort the 'Transaction Amount' column to view checks over \$2,500. The next section of this Guide, provides step-by-step instructions on how to add a filter to your spreadsheet for column sorting.

How to Run the Flex Data Checks over (>) \$2,500 Report:

Run the '**Convenience Check Report**' as detailed in 8a. in this Guide.

Data Elements to Select - N/A

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC and APC

Report Frequency- MONTHLY

**8c. Prohibited or Questionable Purchases Report** - Report to identify questionable and prohibited purchases by cardholder (i.e., telecom expenditures, Franklin Covey. The report should be run by MCC.)

Location of the Report:

> Flex Data Report

How to Run the Prohibited or Questionable Purchases Report:

- 1) Select Flex Data Reporting
- 2) Create a new report
  - Select 'Transaction' (default setting)
- 3) Select 'Create'
- 4) Report Output and Select 'Excel' (default)
- 5) Go to the Tab named 'Select Report Data'
- 6) Select the following:
  - > **Hierarchy**
    - \* Account Number (default)
    - \* Report Hierarchy & select the Filter 'radio button'
  - > **Account**
    - \* Account Name
    - \* Managing Account Name
  - > **Merchant**
    - \* MCC & select the Filter 'radio button'
    - \* Blocked MCC (can only enter 10 blocked MCC codes at a time)
    - \* MCC Description
    - \* Merchant City
    - \* Merchant Name
    - \* Merchant Postal Code
    - \* Merchant State
  - > **Transaction**
    - \* Posting Date
    - \* Transaction Amount
    - \* Transaction Approval Status
    - \* Transaction Comment 1-5
    - \* Transaction Date

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

- 7) Select Tab named 'Filter for Content'
- 8) MCC- enter 6051
- 9) Select 'Reporting Hierarchy'
- 10) Select Transaction Date Parameter

Required Columns to Review in Excel Report for Adequate Oversight

Flex Data Reports only display the columns selected when creating the report (based on instructions above)

Report Output- Excel

Report Run By- CCSC, LAPC, and APC

Report Frequency- MONTHLY

***8d. Approved Transaction 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 (i.e., Comment Field 2 (Agency Specific Data, Comment Field 4 (Goods Received Date), and Comment Field 5 (Item Description)).

**\* Information on ‘*Approved Transaction Report*’ can also be extracted from the detail of the Flex Data Report ‘*Convenience Check Report*’ in #8a. This information can also be extracted from querying a Transaction Detail Report.**

Location of the Report:

- > This report is included in the detail of the Flex Data report ‘*Convenience Check Report*’ in #8a.
- > This report is included in the Transaction Detail Report in #5.

To view ‘*Approved Transaction Report*,’ run the ‘*Convenience Check Report*’ as detailed in #8a above and sort the ‘Transaction Approval Status’ column to view the approved transactions with missing required fields. The next section of this Guide, provides step-by-step instructions on how to add a filter to your spreadsheet for column sorting.

**NOTE: User should run the Flex Data ‘*Convenience Check Report*’ in #8a and NOT select MCC to view the approved transactions with missing required fields.**

How to Run the Approved Transaction Report with Missing Required Fields Report:

Run the ‘*Convenience Check Report*’ as detailed in #8a in this guide and NOT select MCC to view the approved transactions with missing required fields.

Data Elements to Select - N/A

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC, APC, LAPC

Report Frequency- MONTHLY

## 9) Custom Reports

**9a. Split Transactions Report** - Report to view questionable transactions that appear to split, e.g., same day/same merchant, purchases divided into several charges to stay within the authorized single purchase limit.

Location of the Report:

Custom report will be delivered to each Level 3 Data Exchange mailbox

Report Output- Excel

Report Run By- LAPC, APC, and Dept Level

Report Frequency- Report can be run MONTHLY for one month review. CCSC will receive a custom report monthly and send to each Level 3.

**9b. Purchase Cardholder Suspension List Report** - 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. (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 (see table below which outlines dates for 'Purchase Cardholder Suspensions' and dates for when the suspensions will be lifted from the accounts (Lift Dates))

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

**9c. Coordinator-AOs Hierarchy Exception Report -** The Coordinator-AOs Hierarchy Exception Report is generated from a compilation of the Account List report and the System User list report to determine whether or not APCs, LAPCs or AO's that are also cardholders, have control over their own card account.

Location of the Report:

Custom report is run on the 14th of every month then delivered on the 15<sup>th</sup> of every month to the A-123 Committee and APCs. (Compilation of the *Purchase Card Account List Report* and the *System User List Report* in AXOL)

Report Output- Excel

Report Run By- CCSC

Report Frequency- MONTHLY

**9d. USDA Database Account Setup Report -** The USDA Database Account Setup Report 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 the cardholder accounts in comparison to the Approver access and the individuals who have authority over TSYS changes. This report is used:

- 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

Location of the Report:

Custom report is distributed to APCs monthly via a Microsoft Office Live Workspace on the 15th of every month. (Compilation of the Purchase Card Account List Report and the System User List Report in AXOL as well as the TSYS Point of Contact and the TSYS Hierarchy Setups Reports from U.S. Bank)

Report Output- Excel

Report Run By- CCSC

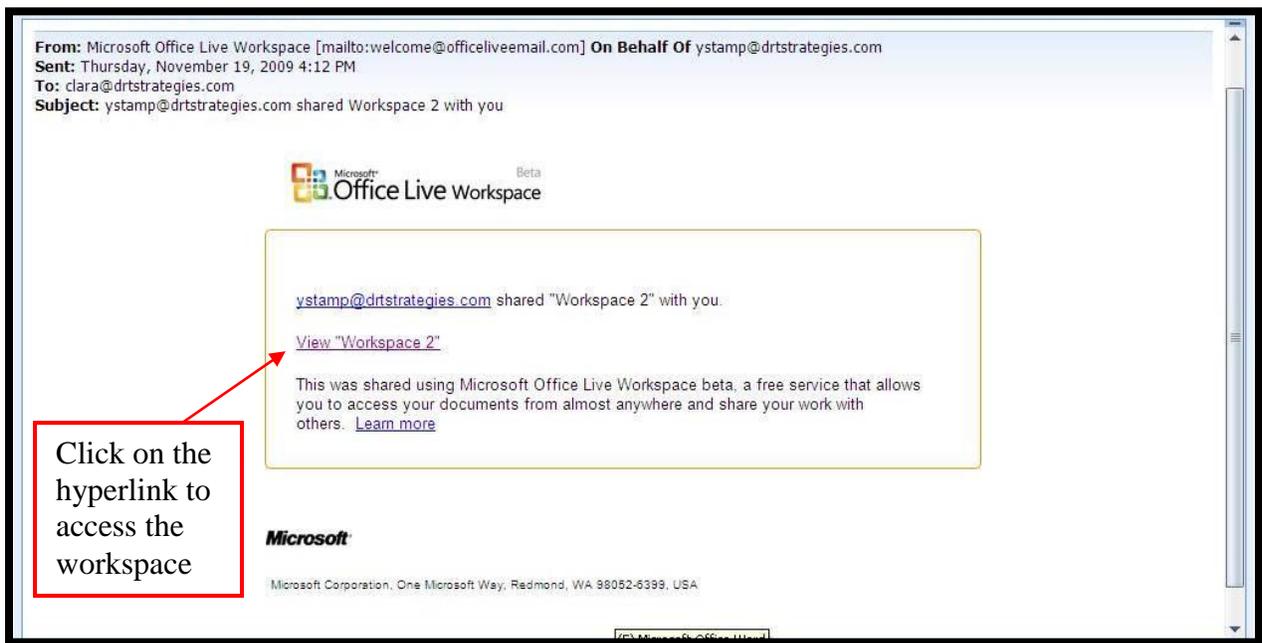
Report Frequency- MONTHLY

**NOTE:** The Database Account Setup Report is created each month using the processing side label as depicted in the table below: Agent (Level 4) Company (Level 5) Division (Level 6) Department (Level 7)

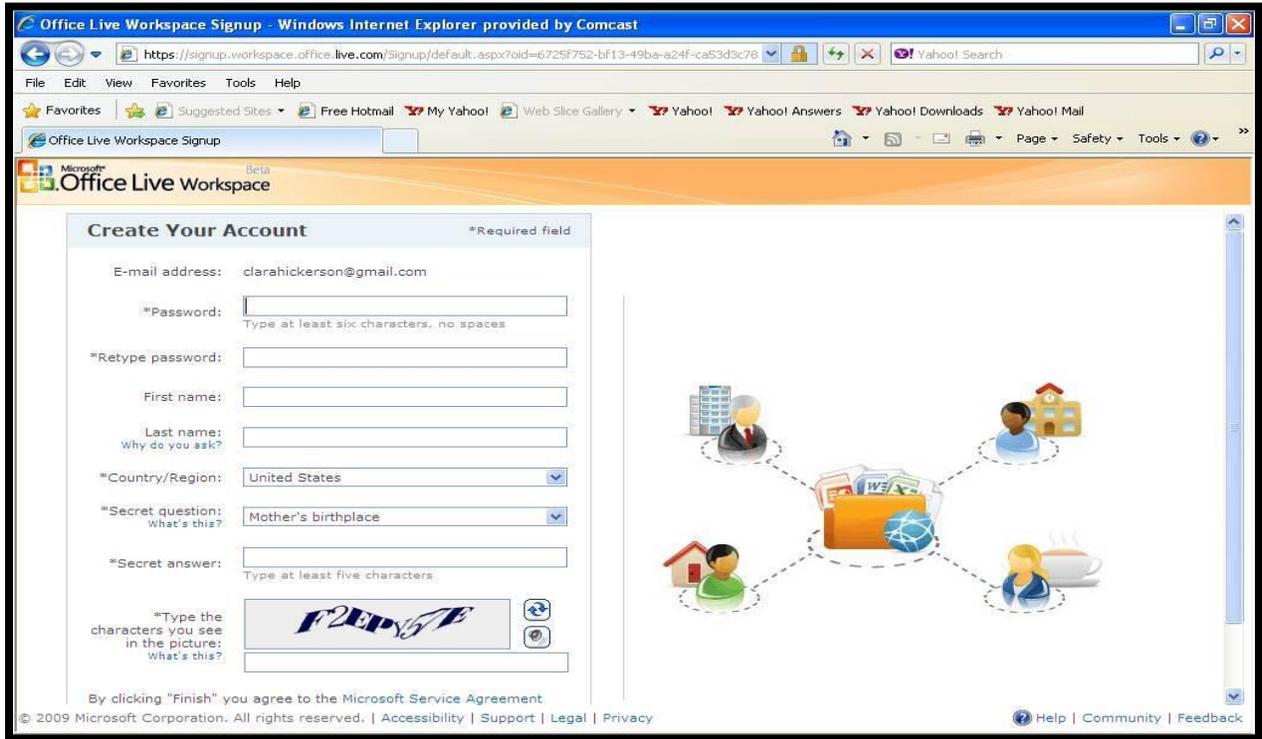
TBR Levels	Processing Hierarchy	Contact
1 00012		
2 01201		
3 APC		APC
4	Agent	Regional/Area APC
5	Company	LAPC
6	Division	LAPC or AO
7	Department	LAPC or AO

***'USDA Agency Database Account Set-up Report' Instructions***

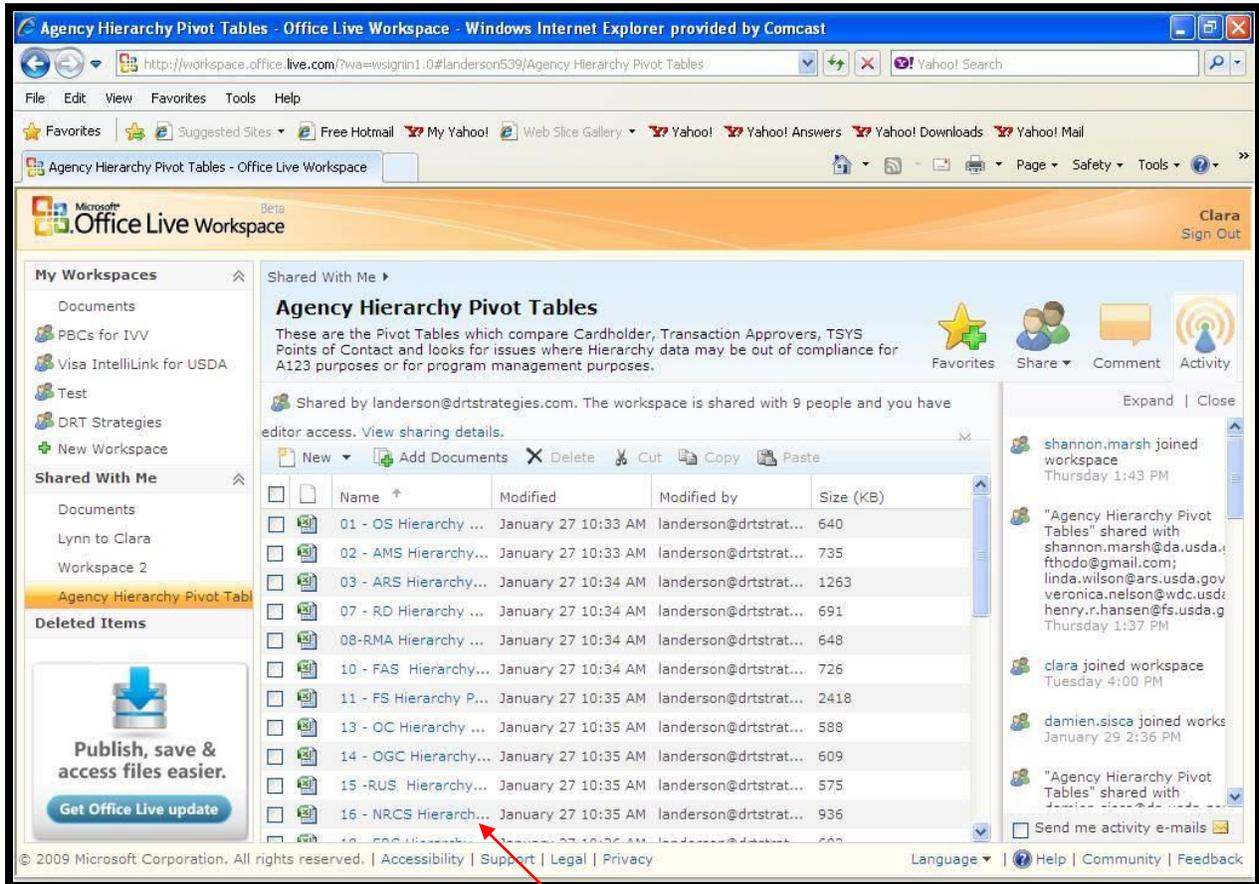
1) Coordinators with access to this report will receive an email invite to access the workspace.



2) The hyperlink will connect you to the workspace online to a page where you can **Create Your Account**.



3) After you create your account, you will have access to the workspace as depicted below. Select the document you would like to view by double-clicking on the hyperlink in the **Name** column.



Select the document you would like to view by double-clicking on the hyperlink in the **Name** column.

4) You will be re-directed to a page to view the document selected online. If you would like to save the document, click the **Save As** icon. (Note: Coordinators will only have viewing capabilities)

Click the **Save As** icon to save the document on your hard drive.

The screenshot shows the Microsoft Office Live Workspace interface. The browser title is "03 - ARS Hierarchy Pivot Table Jan 2010 - Agency Hierarchy Pivot Tables - Office Live Workspace - Windows Internet Explorer pro". The address bar shows the URL: <http://workspace.office.live.com/?wa=wsignin1.0#landerson539/Agency Hierarchy Pivot Tables/03 - ARS Hiera>. The page title is "03 - ARS Hierarchy Pivot Table Jan 2010". The document is shared by landerson@drstrategies.com and is shared with 9 people. The document is a PivotTable with the following data:

	A	B	C	D	E	F	G	H
1								
2								
3								
4	LVL 3	Agent	Company	Division	Department	TSYS POC	Approver	Cardholder
5	3	725				SABRINA BROWN P P		
6							Halsey,Carlton	
7							BROWN,SABRINA	
8			16315			RENAY WEISSMAN P P		
9				1		RENAY WEISSMAN P P		
10					15		WATSON,KELVIN A	

You can navigate the document through the document online and scroll through the pages by clicking these arrows.

## USDA Agency Database Account Set-up Report

	A	B	C	D	E	F	G	H	I
3									
4	LVL 3	Agent	Company	Division	Department	TSYS POC	Approver	Cardholder	
5		3	725			SABRINA BROWN P P			
6							Halsey,Carlton		
7							BROWN,SABRINA		
8			16315			RENAY WEISSMAN P P			
9				1		RENAY WEISSMAN P P			
10					15		WATSON,KELVIN A		
11								ELLEN HAMILTON	
12								SCOTT A HANSCOM	
13								VICKY L CRONE	
14					14	TINA SHRADER P P			
15							SHRADER,TINA		
16							HANSCOM,SCOTT		
17								PATSY I GRAVES	
18								XIWEN WU	
19					13	SUSAN FUGATE P P			
20							FUGATE,SUSAN		
21					12	MICHAEL ESMAN P P			
22							ESMAN,MICHAEL		
23								LATASHA T BURL	
24					11	MARIA PISA P P			
25							PISA,MARIA		
26								DANIEL LECH	
27								ELLEN L MANN	
28								CHARON D MIDDLETON	

1) If the **TSYS POC** is not correct, the Coordinator should prepare the POC Maintenance Form to update the point of contact. This form is located in US Bank Civilian Forms at: [http://www.usbank.com/cgi\\_w/cfm/inst\\_govt/products\\_and\\_services/pdf/Forms2008/civilianForms/purchaseCard/PointContactMaint3059v2.5.209.pdf](http://www.usbank.com/cgi_w/cfm/inst_govt/products_and_services/pdf/Forms2008/civilianForms/purchaseCard/PointContactMaint3059v2.5.209.pdf).

Or click on the PDF file below to directly view and save the form.



2) If the **Approver POC** needs to be changed, the Coordinator should go into AXOL in 'User Profiles' and make the correction.

3) If the **TSYS POC** and/or **Approver POC** need to be deleted, the Coordinator should go into AXOL in 'User Profiles' and make the correction AND also prepare the POC Maintenance Form located in US Bank Civilian Forms.

**9e. Purchase Limit above the Micro-Purchase Limit Report -** Custom report which identifies Purchase Cardholders who's Single Purchase Limit (SPL) is above the micro-purchase limit threshold in Access Online (AXOL).

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).

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

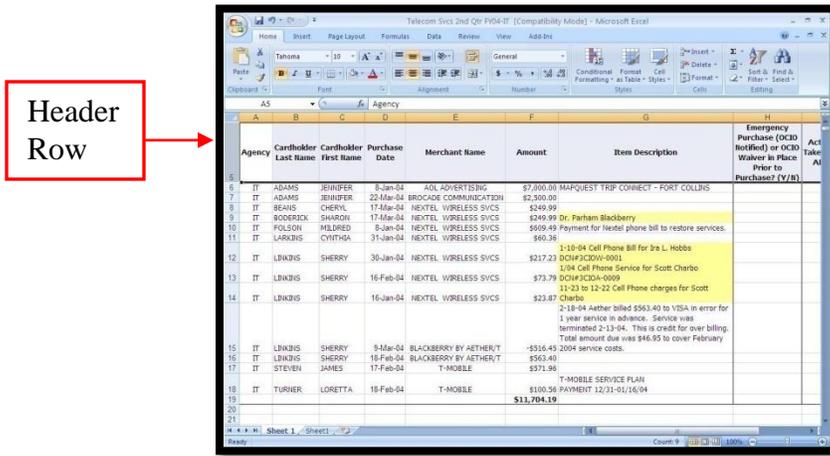
**FPDS-NG Report**

Instructions for the FPDS-NG Report are TBD

## Report Format- Adding a Filter

All reports should be run in 'Excel' format to maximize abilities to manage and review the report. To help sort large amounts of information provided in the report spreadsheet, there is a feature available in Excel to add a filter to the header row:

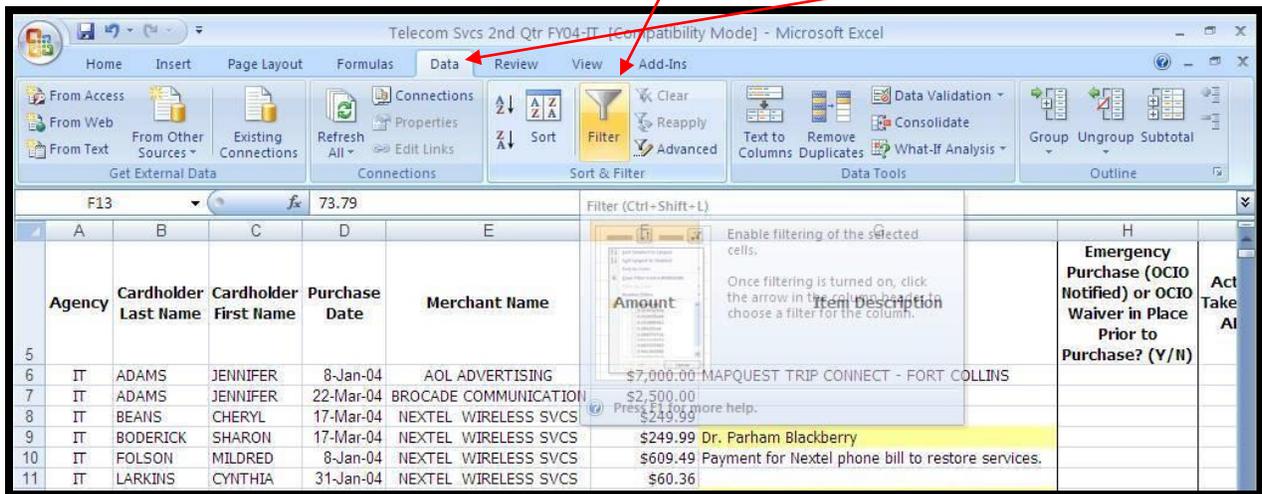
1) In the report spreadsheet, highlight the entire **header row** in the report.



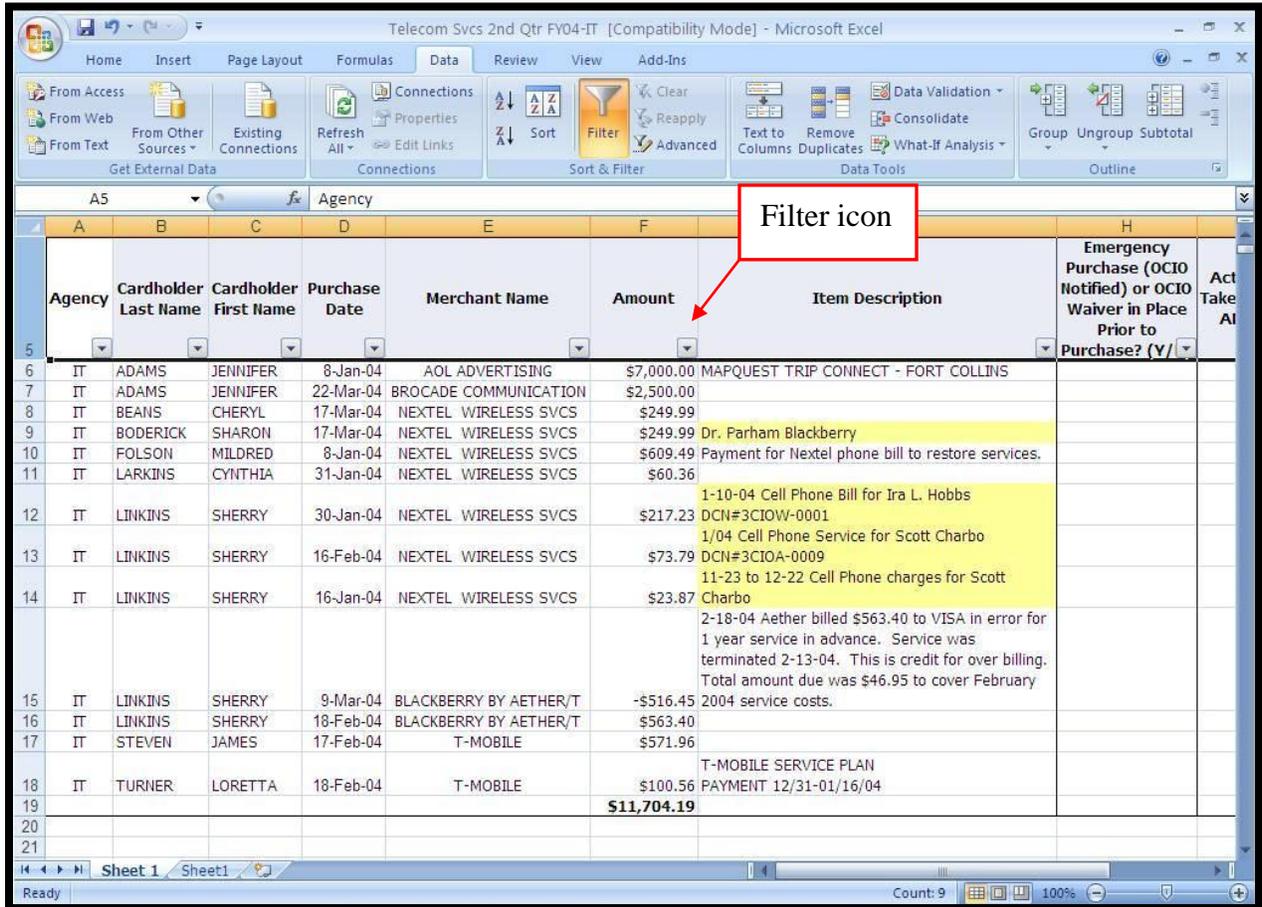
2) In the upper right corner of the spreadsheet options/commands, click on the **'Sort & Filter'** icon (shown below)



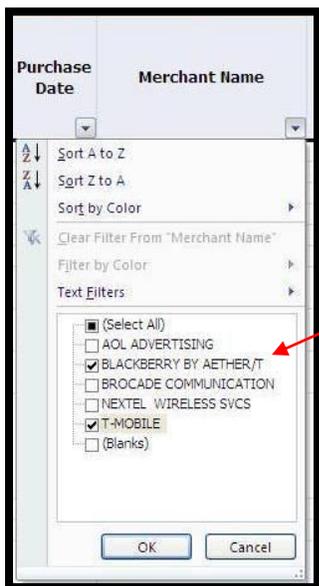
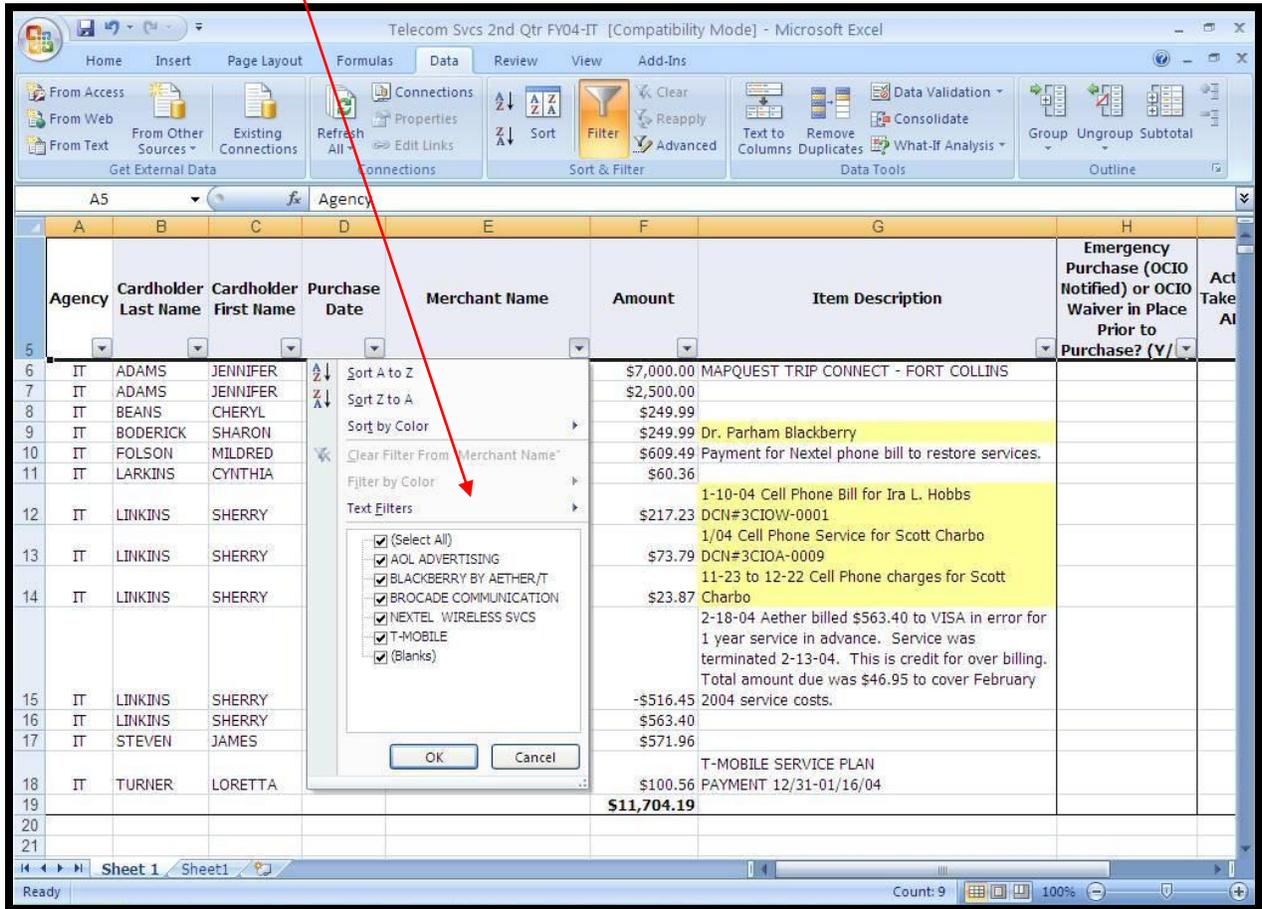
If you do not see this filter in the upper right corner of your spreadsheet, then click on the **'Data'** tab on the top of your spreadsheet and click on the **'Filter'** icon (shown below)



3) **Filter icons** will appear in each cell of the header row which will give you the option and flexibility of filtering/selecting the information you would like to view in the report at any time.



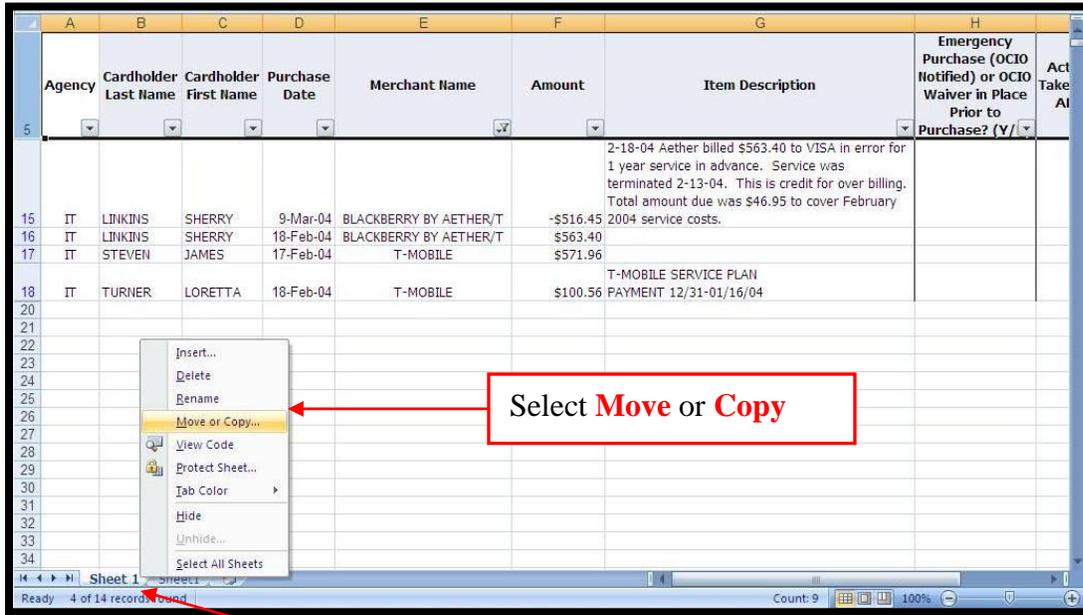
4) Click on the filter icon on the column you would like to filter and a **drop down box** will appear with your **filtering options**. You may select all or choose from the list of entries in the drop down box.



Filtering options to choose from

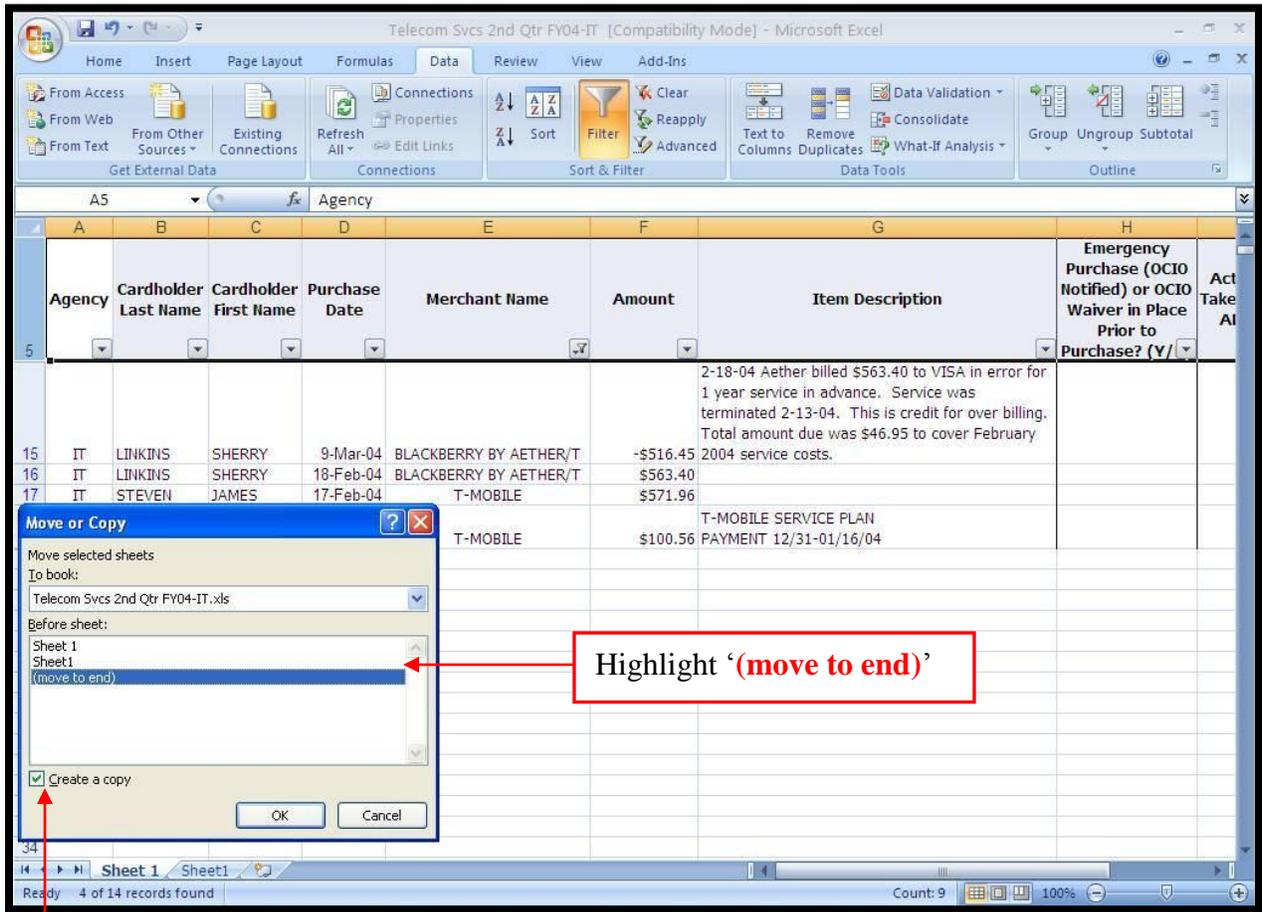


6) If you would like to create a separate sheet/tab within the spreadsheet with this filtered information and then right click on the bottom tab named 'Sheet 1' and select 'Move or Copy'



Right click on **Sheet 1**

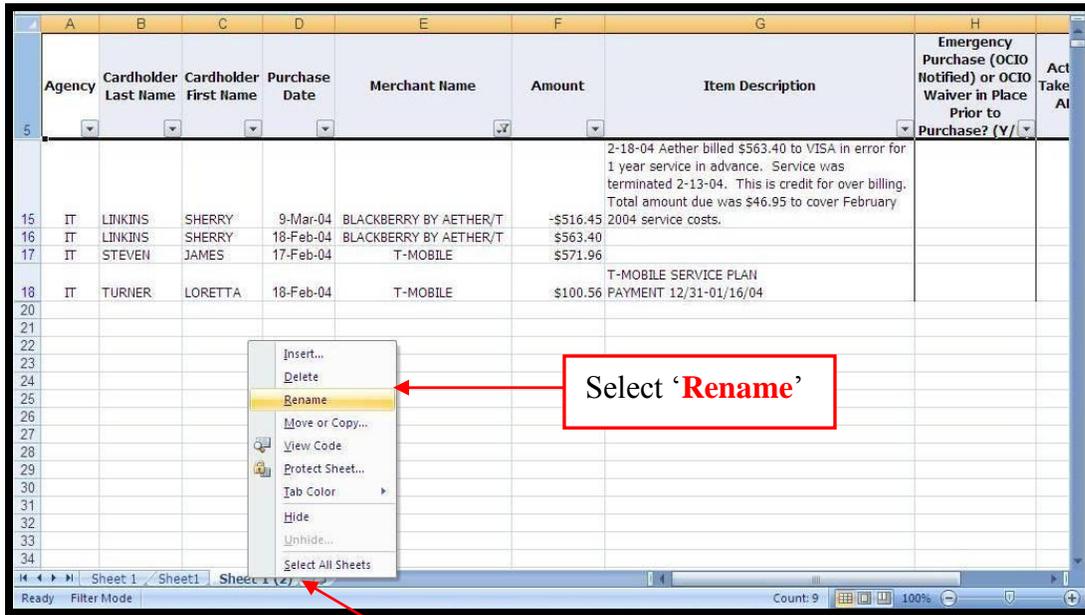
7) Select 'Create a copy' and highlight '(move to end)'



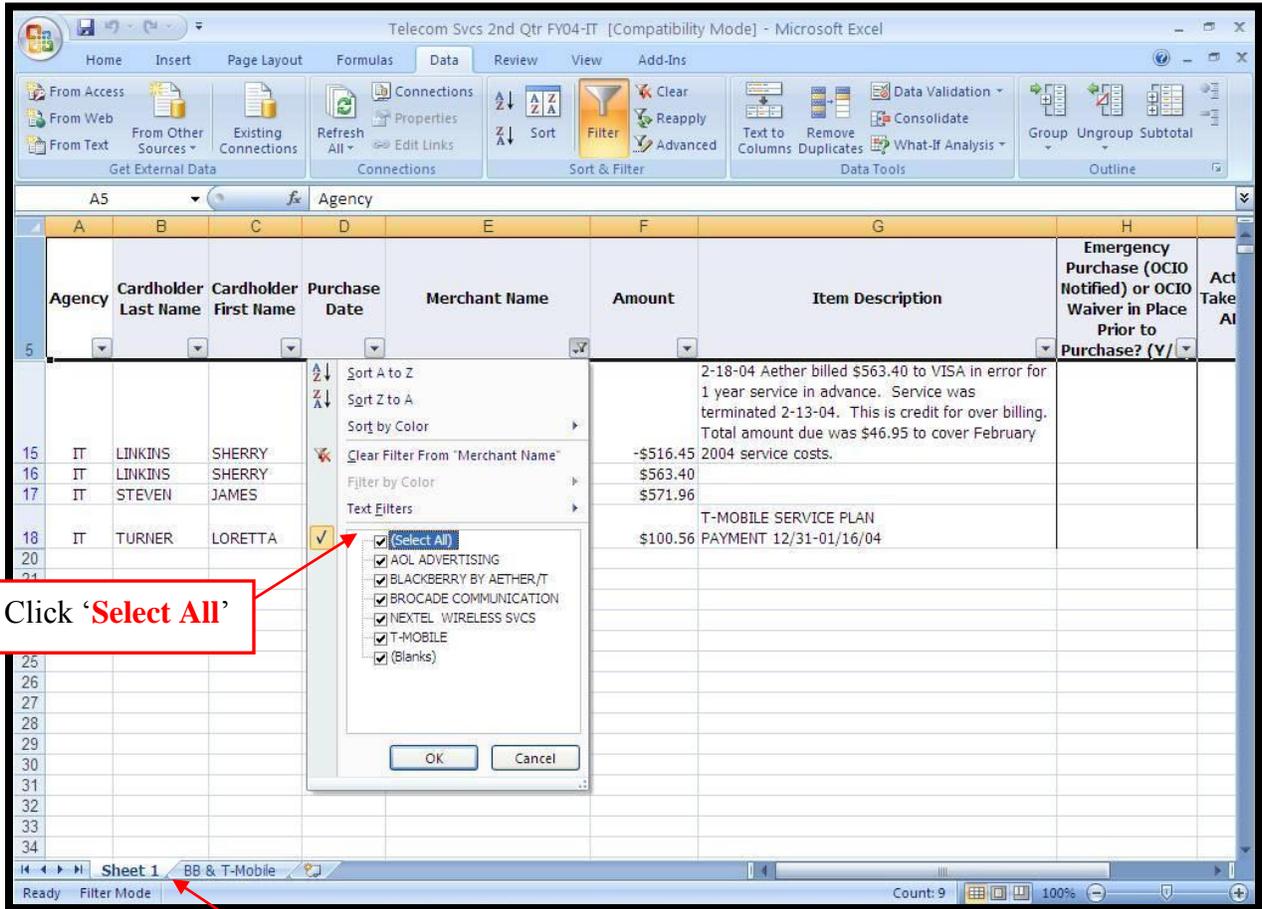
Highlight '(move to end)'

Select 'Create a copy'

8) Your copied sheet will appear as the end tab in your spreadsheet and you can right click on the sheet name, select '**Rename**', and type in the new name of the sheet



9) Click back on the 'Sheet 1' tab and click on the filter from the header previously selected and click 'Select All' to view the complete report in the first tab again



Click 'Select All'

Click back on 'Sheet 1'

10) The full report will appear in your main ‘**Sheet 1**’ report tab again and you will have the separate filtered sheet as another tab in your spreadsheet labeled with the **renamed tab** (BB & T Mobile in the example below).

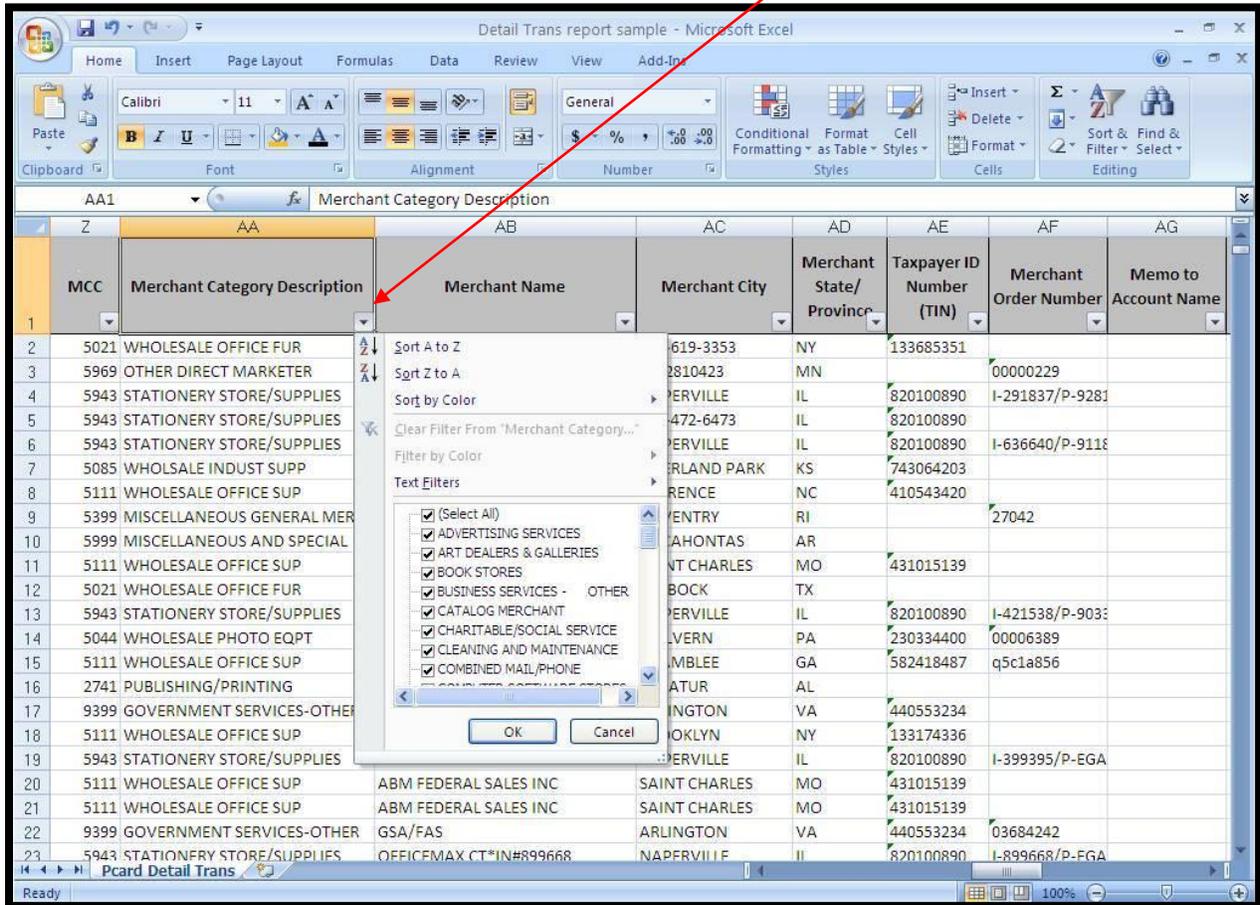
Agency	Cardholder Last Name	Cardholder First Name	Purchase Date	Merchant Name	Amount	Item Description	Emergency Purchase (OCIO Notified) or OCIO Waiver in Place Prior to Purchase? (Y/N)	Act Take All
IT	ADAMS	JENNIFER	8-Jan-04	AOL ADVERTISING	\$7,000.00	MAPQUEST TRIP CONNECT - FORT COLLINS		
IT	ADAMS	JENNIFER	22-Mar-04	BROCADE COMMUNICATION	\$2,500.00			
IT	BEANS	CHERYL	17-Mar-04	NEXTEL WIRELESS SVCS	\$249.99			
IT	BODERICK	SHARON	17-Mar-04	NEXTEL WIRELESS SVCS	\$249.99	Dr. Parham Blackberry		
IT	FOLSON	MILDRED	8-Jan-04	NEXTEL WIRELESS SVCS	\$609.49	Payment for Nextel phone bill to restore services.		
IT	LARKINS	CYNTHIA	31-Jan-04	NEXTEL WIRELESS SVCS	\$60.36			
IT	LINKINS	SHERRY	30-Jan-04	NEXTEL WIRELESS SVCS	\$217.23	1-10-04 Cell Phone Bill for Ira L. Hobbs DCN#3CLOW-0001		
IT	LINKINS	SHERRY	16-Feb-04	NEXTEL WIRELESS SVCS	\$73.79	1/04 Cell Phone Service for Scott Charbo DCN#3CLOW-0009		
IT	LINKINS	SHERRY	16-Jan-04	NEXTEL WIRELESS SVCS	\$23.87	11-23 to 12-22 Cell Phone charges for Scott Charbo		
IT	LINKINS	SHERRY	9-Mar-04	BLACKBERRY BY AETHER/T	-\$516.45	2-18-04 Aether billed \$563.40 to VISA in error for 1 year service in advance. Service was terminated 2-13-04. This is credit for over billing. Total amount due was \$46.95 to cover February 2004 service costs.		
IT	LINKINS	SHERRY	18-Feb-04	BLACKBERRY BY AETHER/T	\$563.40			
IT	STEVEN	JAMES	17-Feb-04	T-MOBILE	\$571.96			
IT	TURNER	LORETTA	18-Feb-04	T-MOBILE	\$100.56	T-MOBILE SERVICE PLAN PAYMENT 12/31-01/16/04		
					<b>\$11,704.19</b>			

Full report is in ‘**Sheet 1**’

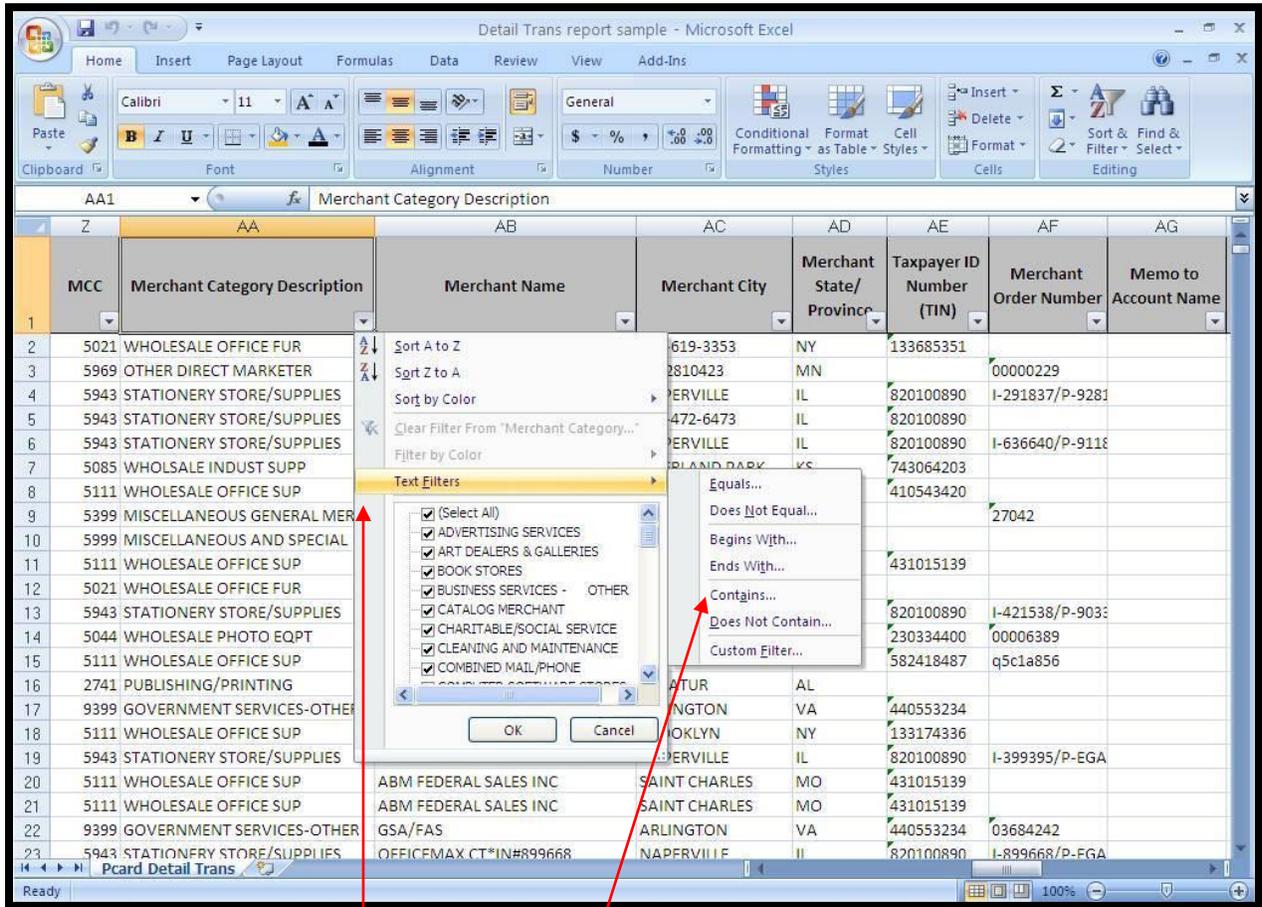
The filtered report is in ‘**renamed tab**’

## Report Format- How to Search word(s) in a Report Column

- 1) Follow steps #1-4 in the instructions above on how to add a filter to the header row of your spreadsheet.
- 2) Once you have added your filter to the header row, scroll over to the column where you would like to search a word(s) and click on the filter icon to view the **filter drop down box**. (ie: column AB is selected to search word(s) in the Merchant Category Description column)



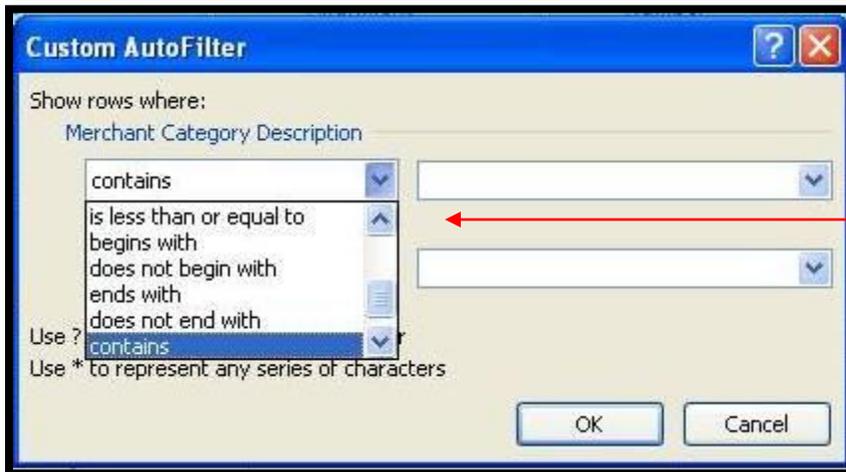
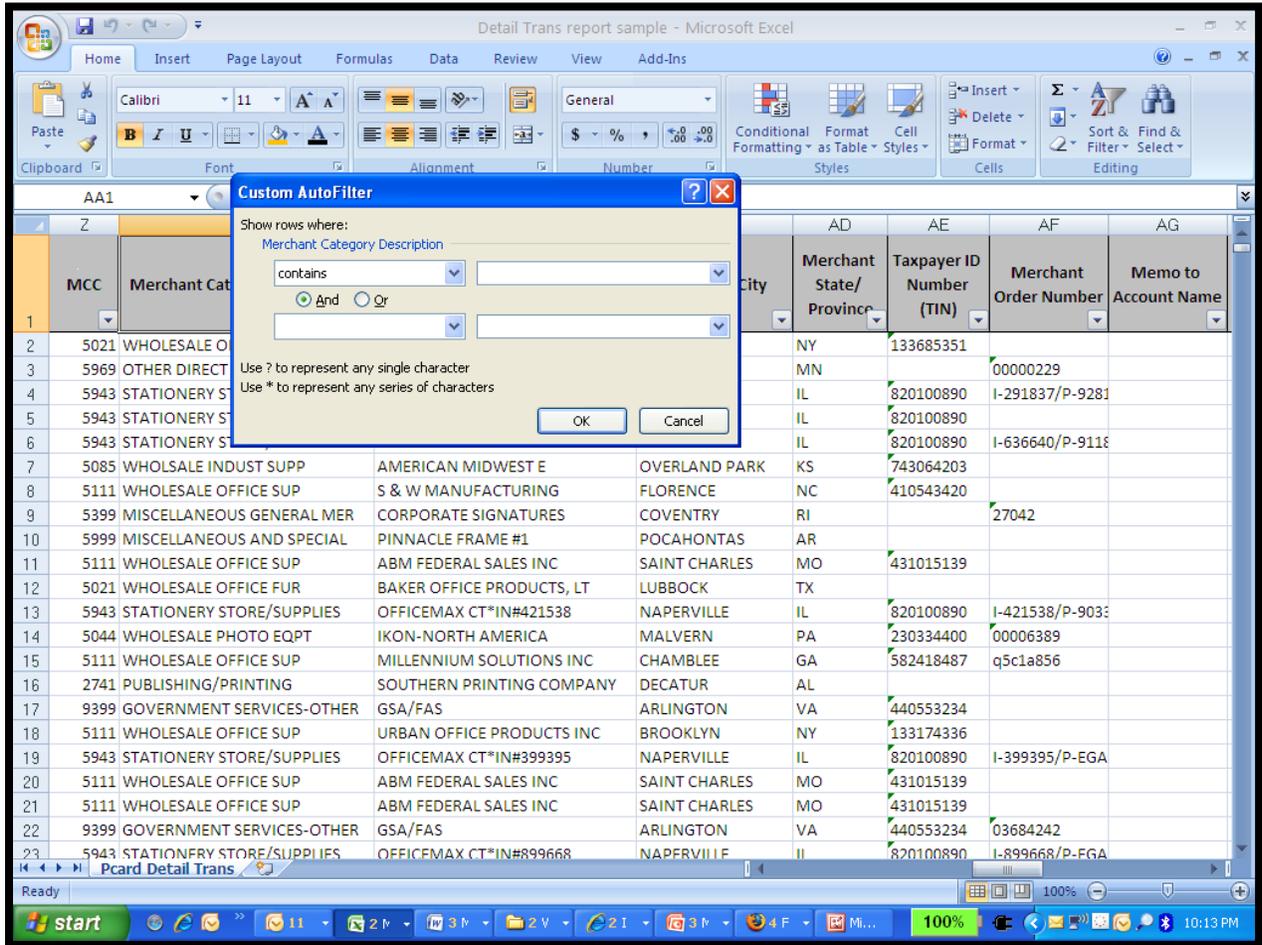
3) Select **‘Text Filters’** and a side box will appear with various search options. You may use any of these options as needed. To search for a word or multiple words in the column, select **‘Contains’**.



1) Select **‘Text Filters’**

2) Then Select **‘Contains’**

4) After you select '**Contains**,' a Custom Auto Filter box will appear and you will be able to select the **parameters of your word(s) search**.



Select the **parameters of your word(s) search**

5) For example, if you would like to see all transactions that have two words both in that column, then type the word(s) you would like to search and click 'OK' (ie: you would like to see all transactions that have the words 'wholesale' AND 'office' in the Merchant Category description column)

The screenshot shows an Excel spreadsheet with a 'Custom AutoFilter' dialog box open. The dialog box is titled 'Custom AutoFilter' and has a 'Show rows where:' section. Under this section, the 'Merchant Category Description' column is selected. The first filter criterion is 'contains' followed by 'wholesale'. The second filter criterion is 'contains' followed by 'office'. The 'And' radio button is selected, indicating that both criteria must be met. Below the criteria, there are instructions: 'Use ? to represent any single character' and 'Use \* to represent any series of characters'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. Red arrows from the text above point to the 'wholesale' and 'office' text boxes and the 'OK' button.

MCC	Merchant Cat	City	Merchant State/Province	Taxpayer ID Number (TIN)	Merchant Order Number	Memo to Account Name
5021	WHOLESALE O					
5969	OTHER DIRECT					
5943	STATIONERY S					
5943	STATIONERY S					
5943	STATIONERY S					
5085	WHOLESALE INDUST SUPP	AMERICAN MIDWEST E	OVERLAND PARK	KS		
5111	WHOLESALE OFFICE SUP	S & W MANUFACTURING	FLORENCE	NC		
5399	MISCELLANEOUS GENERAL MER	CORPORATE SIGNATURES	COVENTRY	RI		27042
5999	MISCELLANEOUS AND SPECIAL	PINNACLE FRAME #1	POCAHONTAS	AR		
5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO		431015139
5021	WHOLESALE OFFICE FUR	BAKER OFFICE PRODUCTS, LT	LUBBOCK	TX		
5943	STATIONERY STORE/SUPPLIES	OFFICEMAX CT*IN#421538	NAPERVILLE	IL		820100890
5044	WHOLESALE PHOTO EQPT	IKON-NORTH AMERICA	MALVERN	PA		230334400
5111	WHOLESALE OFFICE SUP	MILLENNIUM SOLUTIONS INC	CHAMBLEE	GA		582418487
2741	PUBLISHING/PRINTING	SOUTHERN PRINTING COMPANY	DECATUR	AL		
9399	GOVERNMENT SERVICES-OTHER	GSA/FAS	ARLINGTON	VA		440553234
5111	WHOLESALE OFFICE SUP	URBAN OFFICE PRODUCTS INC	BROOKLYN	NY		133174336
5943	STATIONERY STORE/SUPPLIES	OFFICEMAX CT*IN#399395	NAPERVILLE	IL		820100890
5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO		431015139
5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO		431015139
9399	GOVERNMENT SERVICES-OTHER	GSA/FAS	ARLINGTON	VA		440553234
5943	STATIONERY STORE/SUPPLIES	OFFICEMAX CT*IN#899668	NAPERVILLE	IL		820100890

6) Then your spreadsheet will have filtered to only show you transactions that have the **word(s) you have selected** for that particular column (as shown below).

	Z	AA	AB	AC	AD	AE	AF	AG
	MCC	Merchant Category Description	Merchant Name	Merchant City	Merchant State/Province	Taxpayer ID Number (TIN)	Merchant Order Number	Memo to Account Name
1								
2	5021	WHOLESALE OFFICE FUR	SHOPLET.COM	212-619-3353	NY	133685351		
8	5111	WHOLESALE OFFICE SUP	S & W MANUFACTURING	FLORENCE	NC	410543420		
11	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
12	5021	WHOLESALE OFFICE FUR	BAKER OFFICE PRODUCTS, LT	LUBBOCK	TX			
15	5111	WHOLESALE OFFICE SUP	MILLENNIUM SOLUTIONS INC	CHAMBLEE	GA	582418487	q5c1a856	
18	5111	WHOLESALE OFFICE SUP	URBAN OFFICE PRODUCTS INC	BROOKLYN	NY	133174336		
20	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
21	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
25	5111	WHOLESALE OFFICE SUP	EAGLE INK & TONER LLC	800-7535447	FL	202607965		
26	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
29	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
32	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
34	5111	WHOLESALE OFFICE SUP	WECSYS LLC	MINNEAPOLIS	MN	411946769	20034985	
40	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
50	5111	WHOLESALE OFFICE SUP	PREMIER STATIONERS	2129471365	NY	137002440		
53	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
55	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
58	5111	WHOLESALE OFFICE SUP	BOSS INC	GLENDIVE	MT	810303278	00000000000000	
59	5111	WHOLESALE OFFICE SUP	BOSS INC	GLENDIVE	MT	810303278	00000000000000	
60	5111	WHOLESALE OFFICE SUP	MAGEE OFFICE PLUS	RANDOLPH	VT			