

US Bank

FSSI Leakage Report

Once in Reporting, click on Supplier Management as highlighted below

Reporting - Microsoft Internet Explorer provided by US Bank, v3.7

Address: https://secure.usbank.com/ps/Apply/USBCConferWeb

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Our Payment Products

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.

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.

Global
Analyze spending for global reports.

Request Status Queue

Active Work Queue

System Administration

Account Administration

Payment Plan

Order Management

Transaction Management

Management

Enhanced Supplier Management

Account Information Reporting

- Financial Management
- Supplier Management
- Tax and Compliance Management
- Administration
- Global

Report Scheduler
View and maintain current scheduled reports.

Flex Data Reporting
Create and maintain ad hoc reports.

Custom Reports
Create and configure custom reports.

Custom Reports
Create and configure custom reports.

Data Exchange

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Supplier Management

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Click on Merchant Spend Analysis

Supplier Management - Microsoft Internet Explorer provided by US Bank, v3.7

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Address <https://access.usbank.com/gspdp01/USBCconf.html>

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Our Payment Products

Supplier Management

- Request Status Queue
- Active Work Queue
- System Administrator
- Account Administration
- Payment Plus
- Order Management
- Transaction Management
- Travel Expense Management
- Enhanced Supplier Management
- Account Information Reporting
 - Financial Management
 - Program Management
 - Supplier Management
 - Tax and Compliance Management
 - Administration
 - Global
 - Report Scheduler
 - Flex Data Reporting
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Spend

Merchant Spend Analysis
Detailed and summary spending information arranged by merchant group or MCC and merchant name.

Merchant Spend Analysis by Line Item
Provides summary and detail information for analyzing merchant spend activity by purchasing line item.

Top Merchant Spend Analysis
Top (by spend or by number of transactions) merchants by merchant category group or by MCC.

Administration
Level II Quality By Merchant
Summary of population of Level II data (purchase ID and sales tag) by merchant.

Merchant List
Merchant demographic information for merchants with transaction activity within the requested time period.

Straight Through Processing Enabled Merchant List
Merchant demographic information including Client Supplier Information.

Travel Expenses

Airline Itinerary Detail
Statement transaction detail and itinerary information for airline MCCs (specific to airline MCCs only).

Airline/Rail City Pairs
Travel report that provides the number of trips between city pairs for airline and/or rail.

Airline Refund
Airline credit transactions with merchant and location information (specific to airline MCCs only).

Airline Spending
Provides summary information for all airline spending by MCCs.

Hotel Spending
Provides summary information for all hotel spending by MCCs.

Rental Car Spending
Provides summary information for all rental car spending by MCCs.

Business Expenses

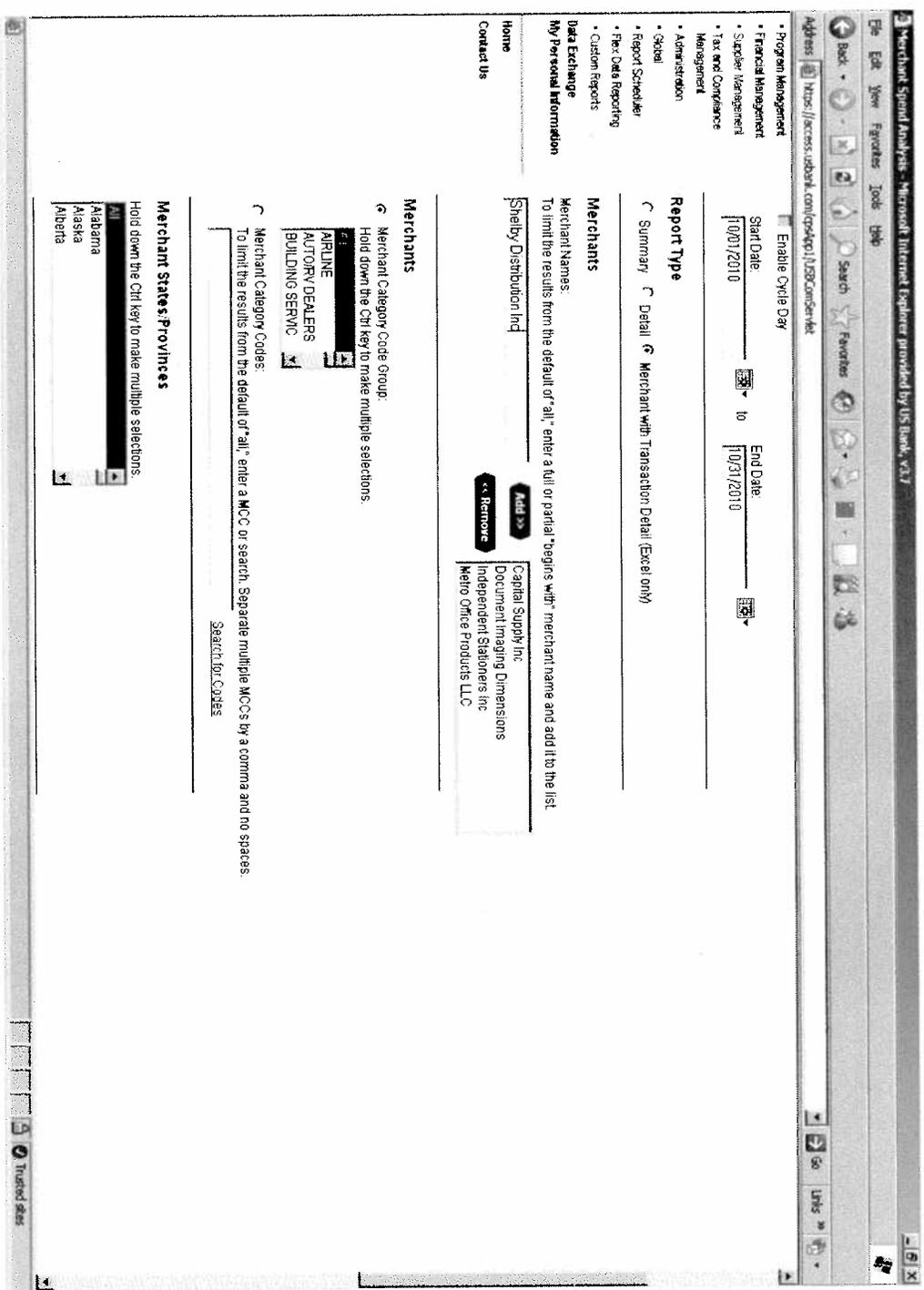
Temporary Services Spending
This report provides summary and detail information for temporary services spending by agency.

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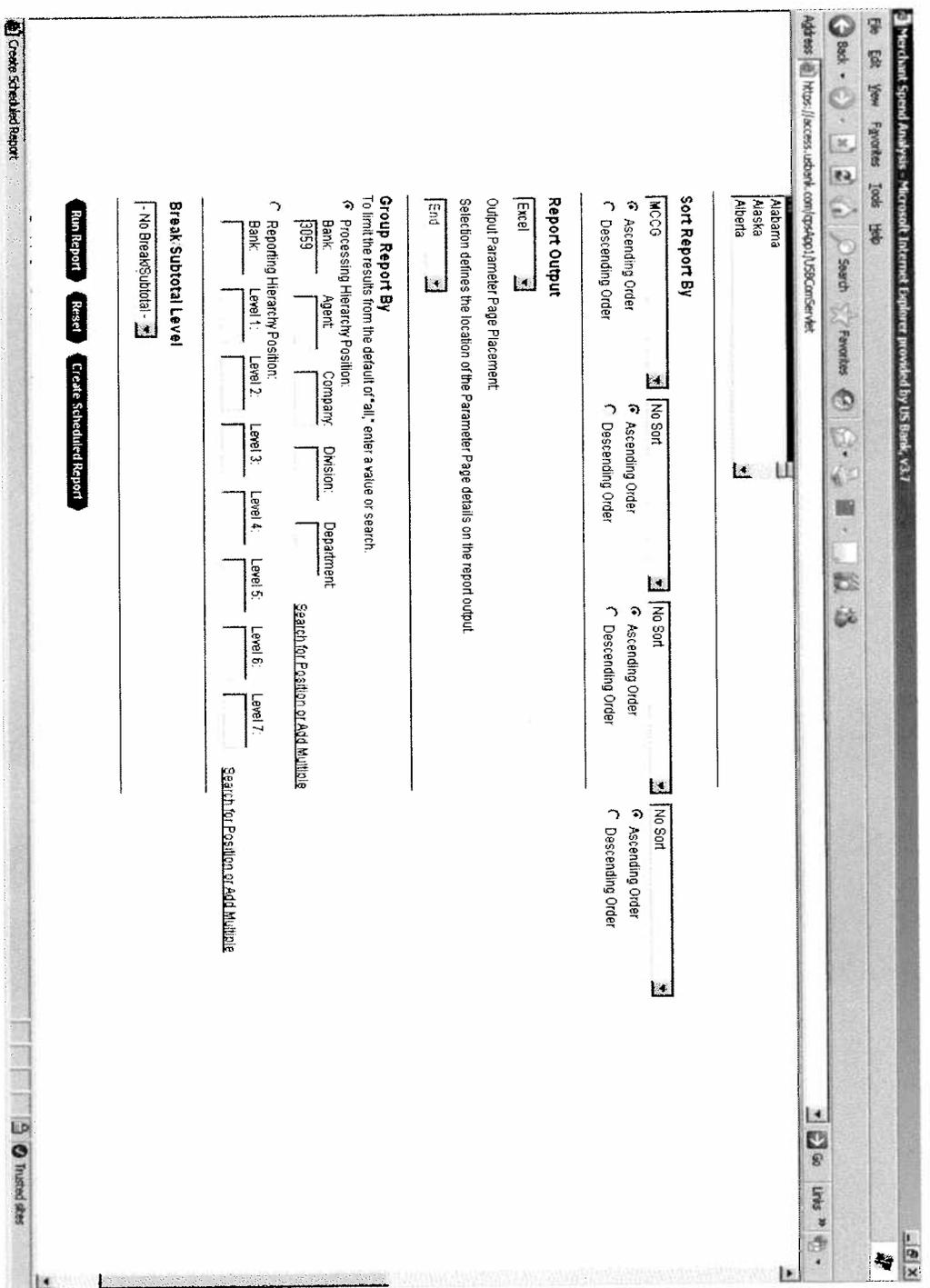
Merchant Spend Analysis

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- Select your Date Parameters
- Then Select "Merchant with Transaction Detail (Excel Only)" from the Report Type
- Manually type in all of your Vendor/Merchant Names and click the Add Button to add them to the right hand column one at a time



- Select the hierarchy you want the data for, P card Bank 3058, 3059, or 8203.
- Go to the bottom of the page and either click "Run Report" to run for the selected parameters one time.
- Or, go ahead and schedule the report by selecting "Create Scheduled Report"



- Select your Scheduled Report Parameters
- Report will be delivered via Data Exchange

Microsoft Internet Explorer provided by US Bank v3.7
 Address: https://access.usbank.com/qa/qapn/USBCContent.htm

Transaction Management
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Report Name: Merchant Spend Analysis

Output Filename: F:\SSL_Office Supply
 Report Description: Merchant Spend Analysis

Schedule

Report Frequency: Monthly Month of Period: Last Day Day of Period: 1 For the previous: 1 Month

Scheduled Start Date		Scheduled End Date	
Start Month	Start Day	End Month	End Day
Dec	1	Dec	1
	2010		2013

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