

@ Work Reporting GUIDE

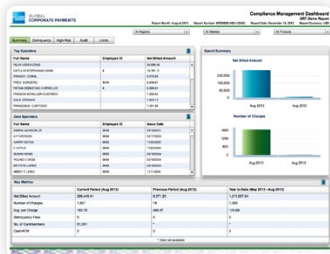
A fully interactive web-based global reporting tool

@ Work Reporting gives you the power and flexibility to turn information into actionable insights that work for you. When you have a comprehensive picture of your spending, you can create real impacts for your business.



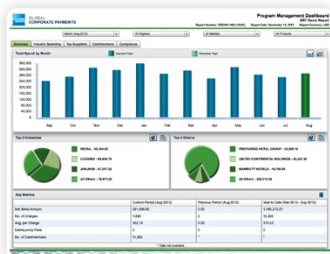
Standard Reports

- Simple, preformatted PDF and XLS
- Pick from a menu of helpful reports
- Easy 2-step process to setup reports
- Delivered monthly



Dashboard Reports

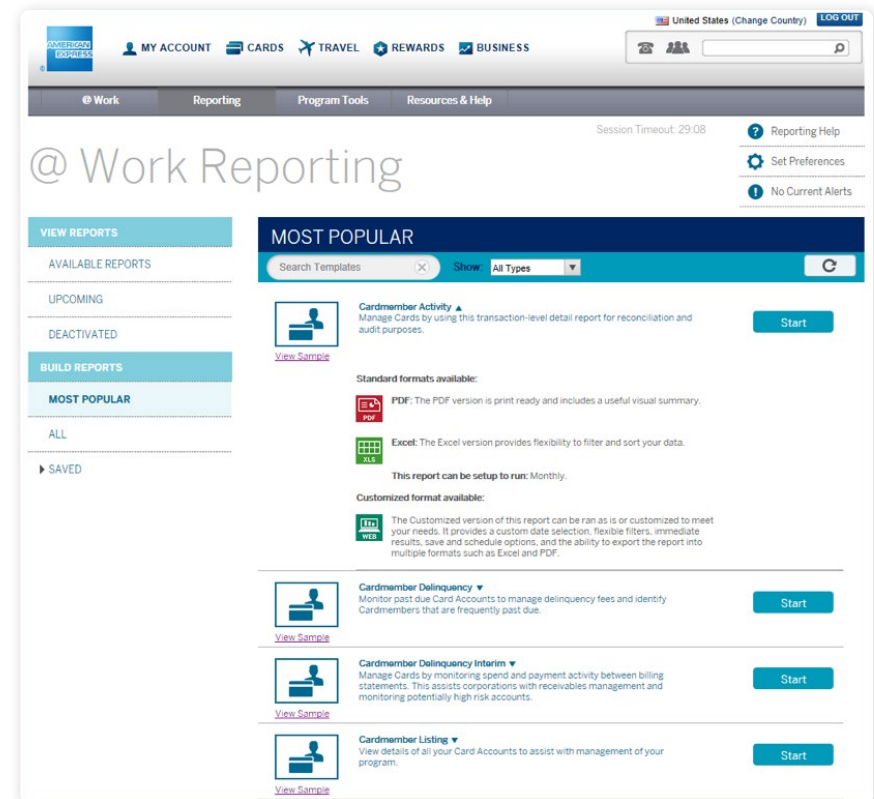
- Insightful and easy, interactive PDF
- A comprehensive review of key program areas:
- Delivered Monthly, Quarterly, and/or Yearly



Customized Reports*

- Choose your data elements/filters
- Immediate results
- 27 months of detailed historical data
- 51 months of summarized historical data

* Access to customized reports requires that a Global License Agreement be on file at no cost to your company



The screenshot shows the @ Work Reporting web interface. At the top, there's a navigation bar with "MY ACCOUNT", "CARDS", "TRAVEL", "REWARDS", and "BUSINESS". Below that, a secondary navigation bar includes "Work", "Reporting", "Program Tools", and "Resources & Help". The main content area is titled "@ Work Reporting" and features a "VIEW REPORTS" sidebar with "AVAILABLE REPORTS", "UPCOMING", "DEACTIVATED", "BUILD REPORTS", "MOST POPULAR", and "ALL". The main area displays "MOST POPULAR" reports with search filters and "Start" buttons. The reports listed are: "Cardmember Activity" (Manage Cards by using this transaction-level detail report for reconciliation and audit purposes), "Cardmember Delinquency" (Monitor past due Card Accounts to manage delinquency fees and identify Cardmembers that are frequently past due), "Cardmember Delinquency Intarim" (Manage Cards by monitoring spend and payment activity between billing statements. This assists corporations with receivables management and monitoring potentially high risk accounts), and "Cardmember Listing" (View details of all your Card Accounts to assist with management of your program).

For more information please contact your local @ Work Helpdesk



Available Reports

Click on any of the buttons to view the relevant reports.

REPORTS BY CATEGORY

- RECONCILIATION
- vPAYMENT
- HOTEL FOLIO
- GLOBAL
- BENCHMARKING
- MEETINGS 360
- VARIANCE

ALL REPORTS



REPORTS BY TYPE

- AIR
- CAR
- CARDMEMBER
- HOTEL
- INDUSTRY
- ORGANIZATION
- SUPPLIER

For more information about @ Work Reporting visit our Resource Center

All Reports












The following is a complete listing of reports available via @ Work Reporting

REPORT NAME	DESCRIPTION	FORMAT PDF XLS/PPT Customized
Account Remittance	View a summary of Cardmember account balances, and utilize this report to assist with submitting remittances (payments). RECOMMENDATION: Set this report up at a Basic Control Account level when using it as a remittance.	 View Sample
Air Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting specific metrics in air spend and comparing them to peers in similar industries or with similar spend.	
Airline Activity	Analyze airline spend to support budgeting, compliance, and supplier negotiation activities. Includes options to identify and filter on Airline Ancillary Fees.	   View Sample
Airline Spend Booked vs. Billed Variance -Summary	Analyze air spend for compliance management and negotiations. Summary information is provided at the airline-level along with the ability to expand to Cardmember/ Passenger-level summary information.	 View Sample
Approaching Limits	Monitor compliance by anticipating charges that could be declined due to Cardmembers approaching their limits.	   View Sample
Audit	Monitor compliance using this dashboard of four key audit areas of Cardmember spend activity.	 View Sample
Car Activity	Analyze car rental spend to support budgeting, compliance, and supplier negotiation activities.	  
Car Agency Spend Booked vs. Billed Variance -Summary	Analyze agency spend to monitor compliance and negotiations. Summary information provided at the car rental agency-level. Ability to expand to Cardmember level summary information.	 View Sample

NOTE: Product specific reports are only available to clients of relevant programs. For more information, view [REPORTS BY CATEGORY](#) in this document.

All Reports

The following is a complete listing of reports available via @ Work Reporting

REPORT NAME	DESCRIPTION	FORMAT PDF XLS/PPT Customized
Car Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting metrics in car rental spend and comparing them to peers in similar industries or with similar spend.	
Cardmember Activity	Manage cards by using this transaction-level detail report for reconciliation and audit purposes.	  
★ Cardmember Activity with LID	Monitor Cardmember spend activity using line item detail (LID). For each transaction, there may be many rows of LID data. Please note that not all suppliers provide LID data.	   View Sample
★ Cardmember Delinquency	Monitor past due card Accounts to manage delinquency fees and identify Cardmembers that are frequently past due.	   View Sample
★ Cardmember Delinquency Interim	Manage cards by monitoring spend and payment activity between billing statements. This assists corporations with receivables management and monitoring potentially high risk accounts.	  
★ Cardmember Listing	View details of all your card Accounts to assist with management of your program.	  
Cardmember Spending Analysis	View key spend insights about your Cardmembers followed by a summary of spend for each Cardmember broken out by popular spend categories.	   View Sample
Compliance Management Dashboard	Monitor compliance with this insightful and interactive dashboard. This portable document provides you dynamic controls to easily analyze and share your data quickly. One or more programs can be included, and simple filters allow you to filter by region, market, and product.	

NOTE: Product specific reports are only available to clients of relevant programs. For more information, view [REPORTS BY CATEGORY](#) in this document.

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All Reports

The following is a complete listing of reports available via @ Work Reporting

REPORT NAME	DESCRIPTION	FORMAT
		PDF XLS/PPT Customized
Consolidated VAT Invoice	Support the audit requirements for the Value Added Tax (VAT) reclaim processes in applicable countries.	
Declined Transactions	Monitor compliance by reviewing declined transaction information for all types of declines.	  
Disputed Transactions	View Disputed Transactions for your program by Case Status or Date.	 
★ eAccount Review	View a complete analysis of your program including key metrics and meaningful insights into your spend. Only available for the following markets (in local language): Australia, Canada, France, Germany, Italy, Mexico, Netherlands, Spain, Sweden, UK, and USA.	  View Sample
Global Airline Activity by Carrier	Analyze airline spend by carrier across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	   View Sample
Global Airline Activity by Routing	Analyze airline spend by routing across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	   View Sample
Global Car Activity	Analyze car spend across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	   View Sample
Global Hotel Activity	Analyze hotel spend across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	   View Sample

NOTE: Product specific reports are only available to clients of relevant programs. For more information, view [REPORTS BY CATEGORY](#) in this document.

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All Reports

The following is a complete listing of reports available via @ Work Reporting

REPORT NAME	DESCRIPTION	FORMAT		
		PDF	XLS/PPT	Customized
Global Industry Spending	Analyze spending by reviewing total spend by industry across all your global card programs to support budgeting, program management, and compliance activities.	 PDF	 XLS	 WEB
		View Sample		
Global Organizational Summary	View an outline of your organization across all your global card programs. Includes card counts and spend amounts by region, market, and organization.	 PDF	 XLS	 WEB
		View Sample		
Ground Transportation Activity	Analyze ground transportation spend (e.g. car service, taxi, etc.) to support budgeting, compliance, and supplier negotiation activities.		 XLS	 WEB
		View Sample		
Hotel Activity	Analyze hotel spend to support budgeting, compliance, and supplier negotiation activities.	 PDF	 XLS	 WEB
		View Sample		
Hotel Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting metrics in hotel spend and comparing them to peers in similar industries or with similar spend.			 WEB
Hotel Folio	Analyze hotel spending at the Cardmember and/or property level. This report can be used to track hotel spend patterns, monitor compliance, and to support reconciliation, budgeting and supplier negotiation activities.	 PDF	 XLS	 WEB
		View Sample		
Industry Commodity Analysis	Compare spend (across 18 industry categories) to peers in similar industries or with similar spend.			 WEB
★ Industry Spending	Analyze spending by reviewing total spend by industry for selected period to support budgeting, program management, and compliance activities.	 PDF	 XLS	 WEB
		View Sample		

NOTE: Product specific reports are only available to clients of relevant programs. For more information, view [REPORTS BY CATEGORY](#) in this document.

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All Reports

The following is a complete listing of reports available via @ Work Reporting

REPORT NAME	DESCRIPTION	FORMAT		
		PDF	XLS/PPT	Customized
Meeting and Transient Hotel Summary	Compare meetings and transient spend at hotels to support hotel negotiations, including payments from American Express Commercial cards and other forms of payment.			
Meeting Spend Detail	Verify policy compliance and validate accounting code/cost center charge allocations. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).			
Meeting Spend Summary	Verify policy compliance, particularly for categories with high levels of spend. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).			
Monthly Financials	View a program summary by Basic Control Account to track and analyze spend across your card program.			View Sample
Organizational Summary	View an outline of your organization, current control accounts, and spend information.			 View Sample
Preferred Supplier Listing	View your Corporate Purchasing card Preferred Supplier and Merchant Category Code include and exclude Block Lists.			 View Sample
Program Management Dashboard	View your program with this insightful and interactive dashboard. This portable document provides you dynamic controls to easily analyze and share your data quickly. One or more programs can be included, and simple filters allow you to filter by region, market, and product.			

NOTE: Product specific reports are only available to clients of relevant programs. For more information, view [REPORTS BY CATEGORY](#) in this document.

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All Reports






The following is a complete listing of reports available via @ Work Reporting

REPORT NAME	DESCRIPTION	FORMAT PDF XLS/PPT Customized
Proposed Limits	View proposed new limits based on historical decline patterns to aid in decisions on Cardmember limit increases.	   View Sample
Reconciliation -3rd Party Data	Manage and analyze spend with a focus on 3rd party data, e.g., purchase order data.	 View Sample
Reconciliation -Supplier Detail	Analyze spend at suppliers to support budgeting, compliance, and supplier negotiation activities	 View Sample
Reconciliation -Transaction and Allocation Detail	Monitor Cardmember spend and allocation activity.	 View Sample
Secondary Level Meeting and Transient Hotel Level Summary	Compare meetings and transient spend at hotels to support hotel negotiations, including payments from American Express Commercial cards and other forms of payment.	
Secondary Level Meeting Spend Detail	Verify policy compliance and validate accounting code/cost center charge allocations. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).	
Supplier Activity	Analyze spending with an analysis of supplier spend which supports budgeting, compliance, and supplier negotiation activities.	   View Sample
Supplier Diversity	Monitor compliance of spend in standard business diversity categories.	   View Sample

NOTE: Product specific reports are only available to clients of relevant programs. For more information, view [REPORTS BY CATEGORY](#) in this document.

All Reports

The following is a complete listing of reports available via @ Work Reporting

REPORT NAME	DESCRIPTION	FORMAT
Supplier Management Dashboard	View your program with this insightful and interactive dashboard. This portable document provides you dynamic controls to easily analyze and share your data quickly. One or more programs can be included, and simple filters allow you to filter by region, market, and product.	PDF XLS/PPT Customized 
vPayment Details and Exceptions	View all vPayment transaction details and exceptions for monitoring and compliance. This report allows for the selection of recent activity, as well as historical data for the last 27 months.	
vPayment Details and Exceptions (Non-Aggregated)	View all vPayment transaction details and exceptions, with one row for each transaction. This report allows for the selection of recent activity, as well as historical data for the last 13 months.	 View Sample
vPayment Exposure	Monitor your program exposure by identifying preauthorized transactions which have been unused or only partially used.	 View Sample
vPayment Overage	View transactions that exceed the issued purchase order amount, monitor spend compliance and check the frequency of overages.	 View Sample

NOTE: Product specific reports are only available to clients of relevant programs. For more information, view [REPORTS BY CATEGORY](#) in this document.

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View airline spend insights by carrier and routing with additional details such as ticket numbers, class of service, routing, etc. Leverage this information to assist with your supplier negotiations.

Key Questions Answered:

- How much airline spend did I have?
- What are my top airline routes?
- What are my top airline carriers?

REPORT NAME	DESCRIPTION	FORMAT
Air Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting specific metrics in air spend and comparing them to peers in similar industries or with similar spend.	PDF XLS/PPT Customized 
Airline Activity	Analyze airline spend to support budgeting, compliance, and supplier negotiation activities. Includes options to identify and filter on Airline Ancillary Fees.	   View Sample
Global Airline Activity by Carrier	Analyze airline spend by carrier across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	   View Sample
Global Airline Activity by Routing	Analyze airline spend by routing across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	   View Sample
Airline Spend Booked vs. Billed Variance - Summary	Analyze air spend for compliance management and negotiations. Summary information is provided at the airline-level along with the ability to expand to Cardmember/ Passenger-level summary information.	 View Sample

Identification of airline ancillary fees is only available on the detail level airline reports, and the logic employed works best on U.S. airline carriers at this time.

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Car

View car rental spend insights by car agency and location.
Leverage this information to assist with your supplier negotiations.

Key Questions Answered:

- How much car rental spend did I have?
- What are my top car rental agencies?
- What are my top car rental cities?

REPORT NAME	DESCRIPTION	FORMAT
Car Activity	Analyze car rental spend to support budgeting, compliance, and supplier negotiation activities.	PDF  XLS/PPT  Customized  View Sample
Car Agency Spend Booked vs. Billed Variance - Summary	Analyze agency spend to monitor compliance and negotiations. Summary information provided at the car rental agency-level. Ability to expand to Cardmember level summary information.	 View Sample
Car Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting metrics in car rental spend and comparing them to peers in similar industries or with similar spend.	
Global Car Activity	Analyze car spend across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	PDF  XLS/PPT  Customized  View Sample
Ground Transportation Activity	Analyze ground transportation spend (e.g. car service, taxi, etc.) to support budgeting, compliance, and supplier negotiation activities.	PDF  XLS/PPT  Customized  View Sample

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
















Cardmember

Monitor compliance and view insights into Cardmember usage patterns at a summary and transaction level to support your entire program.

Key Questions Answered:

- How are my Cardmembers spending?
- Who is paying their bill late or exceeding their limits?
- What transactions are being declined or disputed?

REPORT NAME	DESCRIPTION	FORMAT
Account Remittance	View a summary of Cardmember account balances, and utilize this report to assist with submitting remittances (payments). RECOMMENDATION: Set this report up at a Basic Control Account level when using it as a remittance.	PDF  XLS/PPT  Customized  View Sample
Approaching Limits	Monitor compliance by anticipating charges that could be declined due to Cardmembers approaching their limits.	PDF  XLS  WEB  View Sample
Audit	Monitor compliance using this dashboard of four key audit areas of Cardmember spend activity.	 View Sample
★ Cardmember Activity	Manage cards by using this transaction-level detail report for reconciliation and audit purposes.	PDF  XLS  WEB  View Sample
Cardmember Activity with LID	Monitor Cardmember spend activity using line item detail (LID). For each transaction, there may be many rows of LID data. Please note that not all suppliers provide LID data.	PDF  XLS  WEB  View Sample
★ Cardmember Delinquency	Monitor past due card Accounts to manage delinquency fees and identify Cardmembers that are frequently past due.	PDF  XLS  WEB  View Sample

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Cardmember (continued)

REPORT NAME	DESCRIPTION	FORMAT
		PDF XLS/PPT Customized
★ Cardmember Delinquency Interim	Manage cards by monitoring spend and payment activity between billing statements. This assists corporations with receivables management and monitoring potentially high risk accounts.	  
★ Cardmember Listing	View details of all your card Accounts to assist with management of your program.	   View Sample
★ Cardmember Spending Analysis	View key spend insights about your Cardmembers followed by a summary of spend for each Cardmember broken out by popular spend categories.	  View Sample
★ Compliance Management Dashboard	Monitor compliance with this insightful and interactive dashboard. This portable document provides you dynamic controls to easily analyze and share your data quickly. One or more programs can be included, and simple filters allow you to filter by region, market, and product.	
Declined Transactions	Monitor compliance by reviewing declined transaction information for all types of declines.	  View Sample
Disputed Transactions	View Disputed Transactions for your program by Case Status or Date.	 
Proposed Limits	View proposed new limits based on historical decline patterns to aid in decisions on Cardmember limit increases.	  View Sample

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Cardmember (continued)

REPORT NAME	DESCRIPTION	FORMAT		
		PDF	XLS/PPT	Customized
Reconciliation - 3rd Party Data	Manage and analyze spend with a focus on 3rd party data, e.g., purchase order data			 View Sample
Reconciliation - Transaction and Allocation Detail	Monitor Cardmember spend and allocation activity			 View Sample
vPayment Details and Exceptions	View all vPayment transaction details and exceptions for monitoring and compliance. This report allows for the selection of recent activity, as well as historical data for the last 27 months.			 View Sample
vPayment Details and Exceptions (Non-Aggregated)	View all vPayment transaction details and exceptions, with one row for each transaction. This report allows for the selection of recent activity, as well as historical data for the last 13 months.			 View Sample
vPayment Exposure	Monitor your program exposure by identifying preauthorized transactions which have been unused or only partially used.			 View Sample
vPayment Overage	View transactions that exceed the issued purchase order amount, monitor spend compliance and check the frequency of overages.			 View Sample

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Hotel

View hotel spend insight by hotel chain and hotel brands. Identify your top hotels in your top cities, and leverage this information to assist with your supplier negotiations.

Key Questions Answered:

- How much hotel spend did I have?
- What are my top hotel chains?
- What are my top hotels in the cities that we do the most business in?

REPORT NAME	DESCRIPTION	FORMAT
Global Hotel Activity	Analyze hotel spend across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	PDF XLS/PPT Customized    View Sample
Hotel Activity	Analyze hotel spend to support budgeting, compliance, and supplier negotiation activities.	   View Sample
Hotel Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting metrics in hotel spend and comparing them to peers in similar industries or with similar spend.	
Hotel Folio	Analyze hotel spending at the Cardmember and/or property level. This report can be used to track hotel spend patterns, monitor compliance, and to support reconciliation, budgeting and supplier negotiation activities.	   View Sample

For additional insights about your hotel spend, inquire about our free Hotel Folio program.

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Industry

View insights into how your cards are used across different supplier industry categories. Understand if there are opportunities enhance your program spend policies and supplier relationships.

Key Questions Answered:

- What are my top industry categories of spend?
- Are employees using their cards the way we expected?
- Are there opportunities to engage other types of suppliers into our program?
- Are there opportunities to enhance our program spend policies?

REPORT NAME	DESCRIPTION	FORMAT
Audit	Monitor compliance using this dashboard of four key audit areas of Cardmember spend activity.	PDF XLS/PPT Customized  View Sample
eAccount Review	View a complete analysis of your program including key metrics and meaningful insights into your spend. Only available for the following markets (in local language): Australia, Canada, France, Germany, Italy, Mexico, Netherlands, Spain, Sweden, UK, and USA.	  View Sample
Global Industry Spending	Analyze spending by reviewing total spend by industry across all your global card programs to support budgeting, program management, and compliance activities.	   View Sample
Industry Commodity Analysis	Compare spend (across 18 industry categories) to peers in similar industries or with similar spend.	
★ Industry Spending	Analyze spending by reviewing total spend by industry for selected period to support budgeting, program management, and compliance activities.	   View Sample
Reconciliation - Supplier Detail	Analyze spend at suppliers to support budgeting, compliance, and supplier negotiation activities.	 View Sample
Reconciliation - Transaction and Allocation Detail	Monitor Cardmember spend and allocation activity	 View Sample

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Organization

View key metrics and insights into your overall program from an organizational level, summarizing spend across industry, region, and market.

Key Questions Answered:

- How many cards do we have in our program?
- In what regions, markets and industries do we spend the most?

REPORT NAME	DESCRIPTION	FORMAT
★ Compliance Management Dashboard	Monitor compliance with this insightful and interactive dashboard. This portable document provides you dynamic controls to easily analyze and share your data quickly. One or more programs can be included, and simple filters allow you to filter by region, market, and product.	PDF 
★ eAccount Review	View a complete analysis of your program including key metrics and meaningful insights into your spend. Only available for the following markets (in local language): Australia, Canada, France, Germany, Italy, Mexico, Netherlands, Spain, Sweden, UK, and USA.	PDF  PPT  View Sample
Global Industry Spending	Analyze spending by reviewing total spend by industry across all your global card programs to support budgeting, program management, and compliance activities.	PDF  XLS  WEB  View Sample
Global Organizational Summary	View an outline of your organization across all your global card programs. Includes card counts and spend amounts by region, market, and organization.	PDF  XLS  WEB  View Sample
Monthly Financials	View a program summary by Basic Control Account to track and analyze spend across your card program.	PDF  XLS 
Organizational Summary	View an outline of your organization, current control accounts, and spend information.	PDF  XLS  WEB  View Sample





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Organization (continued)

REPORT NAME	DESCRIPTION	FORMAT
Preferred Supplier Listing	View your Corporate Purchasing card Preferred Supplier and Merchant Category Code include and exclude Block Lists.	PDF XLS/PPT Customized    View Sample
Reconciliation - Transaction and Allocation Detail	Monitor Cardmember spend and allocation activity	 View Sample

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Supplier

Support supplier management and compliance. Analyze spending by supplier region, category, industry, diversity classification and more.

Key Questions Answered:

- In which industries are we spending the most?
- How much are we spending at each supplier?

REPORT NAME	DESCRIPTION	FORMAT
Cardmember Activity with LID	Monitor Cardmember spend activity using line item detail (LID). For each transaction, there may be many rows of LID data. Please note that not all suppliers provide LID data.	PDF XLS/PPT Customized    View Sample
Consolidated VAT Invoice	Support the audit requirements for the Value Added Tax (VAT) reclaim processes in applicable countries.	
★ eAccount Review	View a complete analysis of your program including key metrics and meaningful insights into your spend. Only available for the following markets (in local language): Australia, Canada, France, Germany, Italy, Mexico, Netherlands, Spain, Sweden, UK, and USA.	  View Sample
Global Industry Spending	Analyze spending by reviewing total spend by industry across all your global card programs to support budgeting, program management, and compliance activities.	   View Sample
Meeting and Transient Hotel Summary	Compare meetings and transient spend at hotels to support hotel negotiations, including payments from American Express Commercial cards and other forms of payment.	

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Supplier (continued)

REPORT NAME	DESCRIPTION	FORMAT		
		PDF	XLS/PPT	Customized
Meeting Spend Detail	Verify policy compliance and validate accounting code/cost center charge allocations. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).			
Meeting Spend Summary	Verify policy compliance, particularly for categories with high levels of spend. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).			
Reconciliation - 3rd Party Data	Manage and analyze spend with a focus on 3rd party data, e.g., purchase order data			
Reconciliation - Supplier Detail	Analyze spend at suppliers to support budgeting, compliance, and supplier negotiation activities			
Secondary Level Meeting and Transient Hotel Level Summary	Compare meetings and transient spend at hotels to support hotel negotiations, including payments from American Express Commercial cards and other forms of payment.			
Secondary Level Meeting Spend Detail	Verify policy compliance and validate accounting code/cost center charge allocations. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).			
Supplier Activity	Analyze spending with an analysis of supplier spend which supports budgeting, compliance, and supplier negotiation activities.			 View Sample








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Supplier (continued)

REPORT NAME	DESCRIPTION	FORMAT
Supplier Diversity	Monitor compliance of spend in standard business diversity categories.	PDF XLS/PPT Customized    View Sample
vPayment Details and Exceptions	View all vPayment transaction details and exceptions for monitoring and compliance. This report allows for the selection of recent activity, as well as historical data for the last 27 months.	 View Sample
vPayment Details and Exceptions (Non-Aggregated)	View all vPayment transaction details and exceptions, with one row for each transaction. This report allows for the selection of recent activity, as well as historical data for the last 13 months.	 View Sample
vPayment Exposure	Monitor your program exposure by identifying preauthorized transactions which have been unused or only partially used.	 View Sample
vPayment Overage	View transactions that exceed the issued purchase order amount, monitor spend compliance and check the frequency of overages.	

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Reconciliation

View your spend by your company's accounting codes that have been reconciled through the the Corporate Account Reconciliation (CAR) tool. Track which transactions have been approved and which have yet to be reviewed.

Key Questions Answered:

- How is my spend broken out by cost center, department, etc.?
- How have certain transactions been split between accounting codes?
- Who approved which transactions?
- Which transactions are yet to be reconciled?

REPORT NAME	DESCRIPTION	FORMAT		
		PDF	XLS/PPT	Customized
Reconciliation - 3rd Party Data	Manage and analyze spend with a focus on 3rd party data, e.g., purchase order data.			 View Sample
Reconciliation - Supplier Detail	Analyze spend at suppliers to support budgeting, compliance, and supplier negotiation activities			 View Sample
Reconciliation - Transaction and Allocation Detail	Monitor Cardmember spend and allocation activity			 View Sample

Available to clients who utilize the @ Work Corporate Account (CAR) Reconciliation product.










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vPayment

View insights on your vPayment pre-authorizations and transactions. Identify overages and your pre-authorization exposure.

Key Questions Answered:

- Which pre-authorizations have been utilized?
- What is my pre-authorization exposure?
- Which transactions were over the pre-authorization amount?

REPORT NAME	DESCRIPTION	FORMAT		
		PDF	XLS/PPT	Customized
Declined Transactions	Monitor compliance by reviewing declined transaction information for all types of declines.	 PDF	 XLS	 WEB
		View Sample		
Disputed Transactions	View Disputed Transactions for your program by Case Status or Date.		 XLS	 WEB
vPayment Details and Exceptions	View all vPayment transaction details and exceptions for monitoring and compliance. This report allows for the selection of recent activity, as well as historical data for the last 27 months.			 WEB
		View Sample		
vPayment Details and Exceptions (Non-Aggregated)	View all vPayment transaction details and exceptions, with one row for each transaction. This report allows for the selection of recent activity, as well as historical data for the last 13 months.			 WEB
		View Sample		
vPayment Exposure	Monitor your program exposure by identifying preauthorized transactions which have been unused or only partially used.			 WEB
		View Sample		
vPayment Overage	View transactions that exceed the issued purchase order amount, monitor spend compliance and check the frequency of overages.			 WEB

These reports are available to clients who have a vPayment program.




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Hotel Folio

View the folio details on hotel spend from participating hotel chains. Identify trends, room rate adherence, and policy violations.

Key Questions Answered:

- Am I getting my negotiated rates at my preferred hotels?
- Are my employees making out of policy charges? (e.g. movies, mini-bar, laundry)?
- How much do we spend on hotel Internet, phone, food, etc.?
- Which employees are regularly staying in upgraded rooms?

REPORT NAME	DESCRIPTION	FORMAT
Hotel Folio	Analyze hotel spending at the Cardmember and/or property level. This report can be used to track hotel spend patterns, monitor compliance, and to support reconciliation, budgeting and supplier negotiation activities.	PDF XLS/PPT Customized    View Sample

These reports are available to programs which have signed up for the Hotel Folio program and data feed.



















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Global

View your global program spend summarized by region and market (country) and a single currency of your choice.

Key Questions Answered:

- How much spend did I have across all my programs globally?
- How much spend did I have in the European region?
- How is my global spend broken out by Industry?

REPORT NAME	DESCRIPTION	FORMAT		
		PDF	XLS/PPT	Customized
Global Airline Activity by Carrier	Analyze airline spend by carrier across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	 PDF	 XLS	 WEB
		View Sample		
Global Airline Activity by Routing	Analyze airline spend by routing across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	 PDF	 XLS	 WEB
		View Sample		
Global Car Activity	Analyze car spend across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	 PDF	 XLS	 WEB
		View Sample		
Global Hotel Activity	Analyze hotel spend across all your global card programs to support budgeting, compliance, and supplier negotiation activities.	 PDF	 XLS	 WEB
		View Sample		
Global Industry Spending	Analyze spending by reviewing total spend by industry across all your global card programs to support budgeting, program management, and compliance activities.	 PDF	 XLS	 WEB
		View Sample		
Global Organizational Summary	View an outline of your organization across all your global card programs. Includes card counts and spend amounts by region, market, and organization.	 PDF	 XLS	 WEB
		View Sample		

These reports are available to global customers with programs in multiple markets (countries).

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Benchmarking

View your global program spend compared against your peers in four key areas (air, car, hotel, industry). Identify possible program enhancement opportunities.

Key Questions Answered:

- How does my average air spend compare to my peers by route and carrier?
- How does my average hotel spend compare to my peers by city and property?
- How does my average spend compare to my peers across key industry categories?

REPORT NAME	DESCRIPTION	FORMAT
Air Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting specific metrics in air spend and comparing them to peers in similar industries or with similar spend.	PDF XLS/PPT Customized 
Car Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting metrics in car rental spend and comparing them to peers in similar industries or with similar spend.	
Hotel Benchmarking Analysis	Analyze spending and identify potential savings opportunities by selecting metrics in hotel spend and comparing them to peers in similar industries or with similar spend.	
Industry Commodity Analysis	Compare spend (across 18 industry categories) to peers in similar industries or with similar spend.	

These reports are available to global customers with programs in multiple markets (countries) and requires configuration of your peer settings.

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meetings360

View insights on your meeting spend that has been processed via the meetings360 product.

Key Questions Answered:

- How much am I spending across categories of meeting expenses (food, facilities, etc)?
- How much am I spending this year compared to last year?

REPORT NAME	DESCRIPTION	FORMAT
Meeting and Transient Hotel Summary	Compare meetings and transient spend at hotels to support hotel negotiations, including payments from American Express Commercial cards and other forms of payment.	PDF XLS/PPT Customized 
Meeting Spend Detail	Verify policy compliance and validate accounting code/cost center charge allocations. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).	
Meeting Spend Summary	Verify policy compliance, particularly for categories with high levels of spend. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).	
Secondary Level Meeting and Transient Hotel Level Summary	Compare meetings and transient spend at hotels to support hotel negotiations, including payments from American Express Commercial cards and other forms of payment.	
Secondary Level Meeting Spend Detail	Verify policy compliance and validate accounting code/cost center charge allocations. Provides summary data of meeting spend, including forms of payment matched to meeting data (i.e. meeting name).	

These reports are only available to programs which also utilize the meetings360 product.

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Variance

View your air and car spend compared against your American Express Business Travel bookings to assist with identifying compliance to your travel policy.

Key Questions Answered:

- What percentage of air/car spend is booked through our travel office?
- Which employees are booking outside of our travel office?

REPORT NAME	DESCRIPTION	FORMAT
Airline Spend Booked vs. Billed Variance - Summary	Analyze air spend for compliance management and negotiations. Summary information is provided at the airline-level along with the ability to expand to Cardmember/ Passenger-level summary information.	PDF XLS/PPT Customized View Sample 
Car Agency Spend Booked vs. Billed Variance - Summary	Analyze agency spend to monitor compliance and negotiations. Summary information provided at the car rental agency-level. Ability to expand to Cardmember level summary information.	View Sample 

These reports are only available to programs which also utilize American Express Business Travel and the Axis @ Work travel reporting product.

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