Customized Reporting
Data Dictionary

American Express @ Work® Reporting

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About this Dictionary

This Data Dictionary is intended as a reference to help you understand the available data elements and terms used in Customized Reporting. An understanding of these elements and terms will enable you to better understand reports to monitor compliance, analyze spend trends, identify savings opportunities and manage cards.

SAVINGS | BENEFIT EMPLOYEES | MANAGE GLOBALLY | MAXIMIZE CONTROL | DRIVE SAVINGS | BENEFIT EMPLOYEES | MANAGE GLOBALLY | **REAL BUSINESS. REAL SOLUTIONS.**℠

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# #

Data / Filter Name	Description	Type
# Budget Limit Declines	Sum of budget limit decline count (summary level).	Data
# Cancelled Card Declines	Sum of cancelled card count (summary level).	Data
# Expired Card Declines	Sum of expired card count (summary level).	Data
# Industry Block Declines	Sum of industry block count (summary level).	Data
# MCC Exclusion Declines	Sum of MCC Exclusion decline count (summary level).	Data
# MCC Inclusion Declines	Sum of MCC Inclusion decline count (summary level).	Data
# Monthly Limit Declines	Sum of monthly limit decline count (summary level).	Data
# of 30 Days Status-Past 12 Mths	Number of times an account has been 30 days past due in the last 12 months.	Data
# of 60 Days Status-Past 12 Mths	Number of times an account has been 60 days past due in the last 12 months.	Data
# of 90 Days Status-Past 12 Mths	Number of times an account has been 90 days past due in the last 12 months.	Data
# of 120+ Days Status-Past 12 Mths	Number of times an account has been 120+ days past due in the last 12 months.	Data
# of Accounts	Number of Cardmember accounts.	Data
# of Billings	Sum of Car or Air Billed Count at passenger level (separate metrics for car /air).	Data
# of Bookings	Sum of Car or Air Booked Count (separate metrics for car /air).	Data
# of Charges	Number of transactions (total debits) for all suppliers.	Data
# of Curr Status for Past 12 Mths	Number of times an account has been current in the last 12 months.	Data
# of Days	Number of days car is rented.	Data
# of Guests	Total number of guests.	Data
# of Nights at Most Popular Rm Rt	Number of occurrences at the most popular room rate.	Data
# of Room Nights	Number of nights stayed at a hotel, times the number of rooms.	Data
# of Stay Nights	Number of nights stayed at hotel.	Data
# of Tickets	Number of air tickets.	Data
# of Tickets with Miles	Count of all tickets displaying Miles.	Data
# of Total Declines	Sum of total decline count (summary level).	Data
# of Total Limit Declines	Sum of total limits decline count (summary level).	Data
# of Total Trans	Sum of total approved transactions count (summary level).	Data
# Other Declines	Sum of other decline count (summary level).	Data
# PSL Exclusion Declines	Sum of PSL Exclusion decline count (summary level).	Data

Data / Filter Name	Description	Type
# PSL Inclusion Declines	Sum of PSL Inclusion decline count (summary level).	Data
# Trans Limit Declines	Sum of Summary transaction limit decline count (summary level).	Data

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Data / Filter Name	Description	Type
% Curr. Period	[Total Debit Amount minus Total Credit Amount] divided [Total Debit Amount minus Total Credit Amount].	Data
% of Curr. Period Diversity Spend	[Total Debit Amount minus Total Credit Amount] divided by [Total Debit Amount minus Total Credit Amount at the level of (SE Owner Group Type)].	Data
% of Curr. Period Total Spend	[Total Debit Amount minus Total Credit Amount] divided by [Total Debit Amount minus Total Credit Amount]	Data
% of Limits	Show Cardmembers within a specified percent of their limit.	Filter
% of Total	[Total Individual Cardmember Spend divided by Total Spend of all Cardmembers multiplied by 100].	Data
% of Total # Charges	[Total Charges at an single supplier divided by all charges at all suppliers multiplied by 100].	Data
% of Total # of Charges	[Total Debit divided by Sum of Total Debits] multiplied by 100.	Data
% of Total # of Segments	[Total Number of Segments divided by Sum of Total Number of Segments] multiplied by 100.	Data
% of Total # of Tickets	[Number of tickets divided by total number of tickets multiplied by 100].	Data
% of Total Net Billed	[Billed Amount divided by Total Net Billed multiplied by 100].	Data
% of Total Net Billed USD	[Total Net Billed USD divided by Sum of Total Net Billed USD] multiplied by 100.	Data
% of Total Spend	[Total Spend divided by Sum of Total Spend] multiplied by 100.	Data
% of Total Spend Amount	[Spend Amount divided by number of charges multiplied by 100].	Data
% of YTD Diversity Spend	[Total Year to Date Diversity Spend divided by Sum of Total Year to Date Diversity Spend] multiplied by 100.	Data
% of YTD Total Spend	[Total Year to Date Total Spend divided by Sum of Total Year to Date Total Spend] multiplied by 100.	Data
% Variance to Budget	[Total Budget Amount minus Total Spend Amount] divided by [Total Budget Amount] multiplied by 100.	Data
% YTD	[Total Year to Date divided by Sum of Total Year to Date] multiplied by 100.	Data

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Data / Filter Name	Description	Type
30 Days Delq. for 1 Month	If Cardmember is 30 Days delinquent, one month before selected month. Display = 1. If not display = 0.	Data
60 Days Delq. for 1 Month	If Cardmember is 60 Days delinquent, one month before selected month. Display = 1. If not display = 0.	Data
90 Days Delq. for 1 Month	If Cardmember is 90 Days delinquent, one month before selected month. Display = 1. If not display = 0.	Data
120+ Days Delq. for 1 Month	If Cardmember is 120+ Days delinquent, one month before selected month. Display = 1. If not display = 0.	Data
30 Days Delq. for 2 Months	If Cardmember is 30 Days delinquent, two months before selected month. Display = 1. If not display = 0.	Data
60 Days Delq. for 2 Months	If Cardmember is 60 Days delinquent, two months before selected month. Display = 1. If not display = 0.	Data
90 Days Delq. for 2 Months	If Cardmember is 90 Days delinquent, two months before selected month. Display = 1. If not display = 0.	Data
120+ Days Delq. for 2 Months	If Cardmember is 120+ Days delinquent, two months before selected month. Display = 1. If not display = 0.	Data
<30/60/90/120+> Days Delq. for <3-12> Months	If Cardmember is 30/60/90/120+ Days delinquent, for 3-12 months before selected month. Display = 1. If not display = 0.	Data
45 Days Delinquency (US/Canada)	Identify Cardmembers who are approaching, or who have passed, 45 days delinquency.	Filter

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A

Data / Filter Name	Description	Type
Account	Select account level.	Filter
Account Status	Provides the status of the account (i.e. active, cancelled).	Data
Account Type	Type of account (i.e. Basic Account, BTA, Central Bill).	Data
Address	First line of the Cardmember address.	Data
Address 2-6	Additional lines of the Cardmember address, used for international addresses.	Data
Advance Booking Status	Values are 5 groupings: 0-2 days, 3-6, 7-14, > 14 days, unknown.	Data
Agency	Name of car rental agency. If the agency is part of a chain, the chain name is used; otherwise, the specific establishment's name is used.	Data
Agency - Top	Select top percent or top number of agencies by spend or number of charges	Filter
Agency City	City in which car rental agency is located.	Data
Agency Country	Country in which car rental agency is located.	Data

Data / Filter Name	Description	Type
Agency State	State in which car rental agency is located.	Data
Aging Category	Indicates the age of the outstanding balance. Classified as 30, 60, 90, or 120 days.	Data
Aging Category	Select delinquency status.	Filter
Airport Pair - Flight	Flight; non-directional, pair of airport codes with descriptions.	Data
Airport Pair - Flight, Directional	Flight; directional, pair of airport codes with descriptions.	Data
Air Restriction	A yes or no value indicating whether Cardmember is authorized to use their Card in this industry.	Data
Airline	Air Carrier selected.	Data
Airline	Filter by Airline IATA code or Airline name.	Filter
Airport Pair	Origin and Destination; non-directional, pair of airport codes with descriptions.	Data
Airport Pair - Directional	Origin and Destination; directional, pair of airport codes with descriptions.	Data
Airport Pairs - Top	Select top percent or top number of airlines pairs by spend or number of trips.	Filter
Allocation Description	Description provided by CAR User when they reallocate a transaction.	Data
Amount	Filter for a specific charge amount or range of charge amounts.	Filter
Amount Past Due	Total of all amounts past due.	Data
April	Balance for month of April.	Data
Arrival Date	Date when an air flight arrives or check-in date at hotel.	Data
Arrival Day	Day of the week when a guest checked into a hotel.	Data
August	Balance for month of August.	Data
Avg. Days Rental (Car)	[Car Rental Days divided by Client Count (Car)].	Data
Avg. Mileage (Air)	[Miles divided by Client Count (Air)].	Data
Avg. Net CPM (Air)	CPM = Cost per Mile. [Air Spend divided by Miles].	Data
Avg. Net Spend (Air)	[Air Spend divided by Client Count (Air)].	Data
Avg. Net Spend (Ind. Com.)	Ind. Com. = Industry Commodity. [Ind. Com. Spend divided by Client Count (Ind. Com.)].	Data
Avg. Net Spend per Property (Hotel)	[Hotel Spend divided by Client Count (Hotel)].	Data
Avg. Net Spend per Vendor (Car)	[Car Spend divided by Client Count (Car)].	Data
Avg. Net Trans Size (Car)	[Car Spend divided by Car transactions].	Data
Avg. Net Trans Size (Hotel)	[Hotel Spend divided by Number of Transactions (Hotel)].	Data
Avg. Net Trans Size (Ind. Com.)	Ind. Com. = Industry Commodity. [Ind. Com. Spend divided by Ind. Com. Transactions].	Data
Avg. O&D Segment Net Cost (Air)	O&D = Origin and Destination. [Air Spend divided by Air Segments].	Data
Avg. per Charge-Curr.	[Net Billed divided by # of Charges].	Data

Data / Filter Name	Description	Type
Avg. per Charge-Prior	[Net Billed divided by # of Charges]. Calculated at the level of this month last year.	Data
Avg. Room Rate	The number of Stay Nights divided by Room Cost.	Data
Avg. Room Rate	[Total room spend divided by number of stays].	Data
Avg. Segment (Air)	[# of Air Segments divided by Client Count (Air)].	Data
Avg. Spent per Charge	[Total Amount Spend divided by Total Amount of Charges].	Data
Avg. Spent per charge USD	[Net Debit Amount USD divided by # of Charges].	Data
Avg. Spent per Month	[Net Debit Amount divided by # of Months].	Data
Avg. Spent per Segment	[Spend Amount divided by # of Segments].	Data
Avg. Spent per Ticket	[Total Spend Amount per Ticket divided by Total Number of Tickets].	Data
Avg. Trans per Property (Hotel)	[Number of Transactions (Hotel) divided by Client Count (Hotel)].	Data
Avg. Trans. (Ind. Com.)	Ind. Com. = Industry Commodity. [Ind. Com. Transactions divided by Client Count (Ind. Com.)].	Data
Avg. Trans. per Vendor (Car)	[Car transactions divided by Client Count (Car)].	Data

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B

Data / Filter Name	Description	Type
Beginning Balance	Amount due at previous period.	Data
Bill Date	The date of the Card statement that the charge appeared.	Data
Bill Month	The month Card statement that the charge appeared.	Data
Bill Quarter	The quarter Card statement that the charge appeared.	Data
Bill Year	The year Card statement that the charge appeared.	Data
Billed Currency	Currency in which transaction amounts are billed.	Data
Billed Tax Amount	Amount of tax corresponding to the transaction.	Data
Billing Date	Filter to view specific date ranges.	Filter
Billing Year	Filter to view specific date ranges.	Filter
Booking #	Booking Number.	Data
Booking Source	Travel agency where ticket was booked.	Data
Booking Source	Filter by Booking Source supplier.	Filter
Brand	Hierarchical grouping of suppliers.	Data
Brand - Top	Select top percent or top number of brands by spend or number of charges.	Filter
Budget Limit	The amount specified by the client to manage forecast and budgets. The budget amount controls the total spending for all associated accounts.	Data

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Data / Filter Name	Description	Type
Budget Limit Decline	Select the highest of [Detail budget limit decline indicator] CPC limits report.	Data
Business Process Date	Day the transaction occurred.	Data
Business Unit	A grouping of Operating Divisions or CIDs.	Data
Business Unit	Business Unit is the division, department or affiliate used to identify the corporation required for the report.	Filter

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C

Data / Filter Name	Description	Type
Cancel Date	The recorded date that a cancellation status of the Card became effective.	Data
Cancelled Card Decline	Indicates that a cancelled Card has been declined.	Data
Car Agency	Car agency brand name.	Data
Car Agency City	Location of car agency.	Data
Car Agency Country	Location of car agency.	Data
Car Agency State	Location of car agency.	Data
Car City	Location of car agency.	Data
Car Class	Identifies type of rental car (i.e. small, mid-sized) as identified by the rental agency.	Data
Car Country	Location of car agency.	Data
Car Folio Item Category	Description of charge. CC = Car Charges, DI = Discounts, EF = Equipment Fee, FC = Fuel Charge, IN = Insurance, MF = Miscellaneous Fees, PC = Phone Charges, PF = Penalty Fees, TX = Taxes.	Data
Car Folio Item Description	Provides further detail of Car Folio Item Category.	Data
Car Renter	Name of person that rented a car.	Data
Car Restriction	A yes or no value indicating whether Cardmember is authorized to use their Card in this industry.	Data
Car State	Location of car agency.	Data
Car Vendor	Car agency brand name.	Data
Card Activity	Select type of Card activity (i.e. no spend activity)	Filter
Card Market	Country or Market of the Cardmember's Card was issued; not necessarily the country where the Cardmember resides.	Data
Card Type Indicator	An indicator for different Card types as defined in CAR.	Data
Card/Travel Period	Filter to view specific date ranges.	Filter
Cardmember	Account holders name.	Data
Cardmember	Filter by Cardmember name or Cardmember account number.	Filter
Cardmember Acct. #	The number that appears on the Card or Card Account.	Data

Data / Filter Name	Description	Type
Cardmember Reference	Defined by the Cardmember and entered by the vendor at the point of sale in the EMEA region.	Data
Cardmember Reference 2	Defined by the Cardmember and entered by the vendor at the point of sale in the EMEA region..	Data
Cardmember Reference 3	Defined by the Cardmember and entered by the vendor at the point of sale in the EMEA region.	Data
Cardmember Status	Describes status of the Card Account (i.e. active, cancelled).	Data
Cardmember Status	Display Active or Cancelled Cardmembers on the report.	Filter
Carrier	Air carrier used for travel.	Data
Carrier	Select the primary airline to use for the report.	Filter
Carrier - Top	Select top percent or top number of carriers by spend or number of charges.	Filter
Carrier Cost (O&D Pair/Carrier)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) of carrier cost	Filter
Carrier Cost (Sector Pair/Carrier)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) of sector carrier cost	Filter
Chain	Hierarchical grouping of suppliers.	Data
Chain	Select specific chains/brands/properties.	Filter
Chain - Top	Select top percent or top number of chains by spend or number of charges.	Filter
Chain Number	The unique identifier for a Chain. Can be helpful when filtering by specific Chains.	Data
Charge Date	Day the transaction occurred.	Data
Charge Month	Month that the transaction occurred.	Data
Charge Time	Filter to view specific date ranges.	Filter
Charge Year	Year that the transaction occurred.	Data
Charges and Debits	New charges or spending billed to the account during the present billing cycle. Other debits include charges other than spending billed to an account. May include adjustments to the account, fees for American Express services, delinquency.	Data
Check-In Date	Date that a hotel stay begins.	Data
Check-Out Date	Date that a hotel stay ends.	Data
Choose from the following filters	Select top 10, 25, 50, 100,500 or 1000 suppliers.	Filter
City	The geographic area or city for Cardmember.	Data
City - Top	Select top percent or top number of cities traveled by spend or number of charges.	Filter
Class of Service	IATA-defined, detailed, supplier-specific class of service.	Data
Class of Service Type	American Express-defined, high-level grouping of classes of service. Values include: First, First premium, Coach, Coach Economy, Business.	Data
Class of Service Type	Select specific class of service type: (Business, Coach, Coach Economy, First, First Premium).	Filter

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Data / Filter Name	Description	Type
Client	Name assigned to the organization.	Data
Client Organization	The name of the hierarchy of your company.	Data
Cntl. Acct. #	The number assigned to the Control Account.	Data
Cntl. Acct. Address	First line of the control account address.	Data
Cntl. Acct. City	The name of the geographic area of city for control account.	Data
Cntl. Acct. Cost Center	Assigned by an organization to associate business expenses to an individual or group incurring the expense, for accounting and reporting purposes.	Data
Cntl. Acct. Level 1	Control Account Owner Name and Level 1 in the hierarchy of the company.	Data
Cntl. Acct. Level 2-11	Additional Control Account Owner Names, Levels in the hierarchy of the company.	Data
Cntl. Acct. Name	The name assigned to the Control Account.	Data
Cntl. Acct. Owner	The name of the individual assigned to the Control Account.	Data
Cntl. Acct. State	State Abbreviation code for purposes of mailing, assigned to Control Account.	Data
Cntl. Acct. Zip Code	Postal Code assigned to a particular geographic region and its territories, assigned to Control Account.	Data
Commodity Code	A numerical value assigned to commodities.	Data
Company Code	Holds the concatenated accounting codes that are defined in CAR as the Link Field Type: Company Code.	Data
Company Level	Select hierarchy level (Choose from the Master, Intermediate or Basic Accounts).	Filter
Company Name	Company name embossed on plastic Card.	Data
Conversion Currency	The value used to convert and format the report into a specified currency.	Data
Corporation Status	Legal status for corporations. Values include: Corporation (C), Sole .	Data
Cost - Current	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) of spend.	Filter
Cost Center	Cost center code for accounting and reporting purposes, assigned by an organization to associate business expenses to an individual or group incurring the expense.	Data
Cost Center	Specify a Cost Center.	Filter
Cost per Mile	[Spend Amount divided by Miles].	Data
Country - Top	Select top percent or top number of countries traveled by spend or number of charges.	Filter
CPC Supplier Reference	The reference number assigned to a transaction by a supplier. Can be used to cross reference the transaction back to the supplier's system.	Data
CPC Transaction Description 1	Transaction description as received from suppliers Commonly referred to as the 4x40 in the US.	Data
CPC Transaction Description 2	Transaction description as received from suppliers Commonly referred to as the 4x40 in the US.	Data

Data / Filter Name	Description	Type
CPC Transaction Description 3	Transaction description as received from suppliers Commonly referred to as the 4x40 in the US.	Data
CPC Transaction Description 4	Transaction description as received from suppliers Commonly referred to as the 4x40 in the US.	Data
Credit Amount	Total Amount of Credits.	Data
Credit Amount (Unbilled)	Total Amount of Credits.	Data
Curr. Amount	Total Current Charges.	Data
Curr. Amount Since Billed	Total Credit Amount since last statement.	Data
Curr. Count	Number of Total Current Charges.	Data
Curr. for <2-10> Months	If Cardmember is current, <two-ten> months before selected month. Display = 1. If not display = 0.	Data
Curr. for 1 Month	If Cardmember is current, one month before selected month. Display = 1. If not display = 0.	Data
Curr. Period Net Spend	Purchases billed to the account during the period, minus credits.	Data
Currencies	Lists currency.	Data
Currency	Select your report currency.	Filter

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D

Data / Filter Name	Description	Type
Date Enrolled in MYCA	Date when Cardmember enrolled in Manage Your Card Account (MYCA).	Data
Day 30 Amount	Balance of Delinquent Charges at 30 days.	Data
Day 60 Amount	Balance of Delinquent Charges at 60 days.	Data
Day 90 Amount	Balance of Delinquent Charges at 90 days.	Data
Day 120 Amount	Balance of Delinquent Charges at 120 days.	Data
Day 150 Amount	Balance of Delinquent Charges at 150 days.	Data
Day 180 Amount	Balance of Delinquent Charges at 180 days.	Data
Day 180+ Amount	Balance of Delinquent Charges at 180+ days.	Data
Day 210+ Amount	Balance of Delinquent Charges at 210+ days.	Data
Day 30 Amount Since Billed	Balance of Delinquent Charges at 30 days.	Data
Day 60 Amount Since Billed	Balance of Delinquent Charges at 60 days.	Data
Day 90 Amount Since Billed	Balance of Delinquent Charges at 90 days.	Data
Day 120 Amount Since Billed	Balance of Delinquent Charges at 120 days.	Data
Day 150 Amount Since Billed	Balance of Delinquent Charges at 150 days.	Data

Data / Filter Name	Description	Type
Day 180+ Amount Since Billed	Balance of Delinquent Charges at 180 days.	Data
Day 30 Count	Number of Delinquent Charges at 30 days.	Data
Day 60 Count	Number of Delinquent Charges at 60 days.	Data
Day 90 Count	Number of Delinquent Charges at 90 days.	Data
Day 120+ Count	Number of Delinquent Charges at 120+ days.	Data
Days Delinquent	View Cardmembers who have outstanding balances for 30, 60, 90, 120+, etc. days.	Filter
Debit Amount	Total amount of the charge.	Data
Debit Amount (Unbilled)	Total amount of the charge.	Data
Debit/Credit Type	Indicates if the transaction is a debit or credit.	Data
December	Balance for month of December.	Data
Decline % of Trans	[Declined Transactions divided by Total Transactions] multiplied by 100.	Data
Decline Date	The date the transaction was declined.	Data
Decline Time	Select the desired time period, either at the year, month or day level. Multiple days can be selected.	Filter
Declined Amount	Amount of the declined transaction.	Data
Delinquent %	[Total Delinquent Balance divided by Total Balance multiplied by 100].	Data
Departure Date	Date when travel begins.	Data
Departure Day	Day of the week a guest checked out of the hotel.	Data
Description from Hotel	Description of item as directly provided by hotel.	Data
Destination	Ending location of the trip.	Data
DI Indicator	Indicates domestic or international travel with a D or an I.	Data
Division Code	Holds the concatenated accounting codes that are defined in CAR as the Link Field Type: Division.	Data
Domestic/International	Denotes the geographic areas involved in travel. 001 = U. S. and Domestic, 002 = International, 003 = Canada.	Data
Dropoff City	City where car is returned.	Data
Dropoff Country	Country where car is returned.	Data
Dropoff Region	Region where car is returned.	Data
Dropoff State	State where car is returned.	Data
D-U-N-S® Number	Data Universal Numbering System identifier provided by Dun and Bradstreet, Inc.	Data

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E

Data / Filter Name	Description	Type
Employee ID	Characters assigned by an organization to identify an employee.	Data
Employee ID	Specify an Employee ID.	Filter
Ending Balance	Final balance due to be paid on the account.	Data
Enrolled in MYCA	Indicates a Cardmember's enrollment status in Manage Your Card Account (MYCA).	Data
Enter Card Type Indicator	Select Card Type Indicator.	Filter
Enter Commodity Code	Select Commodity Code.	Filter
Enter Company Code	Select Company Code.	Filter
Enter Cost Center	Select Cost Select.	Filter
Enter Division Code	Select Division Code.	Filter
Enter Project Code	Select Project Code.	Filter
Enter Site Name	Select Site Name.	Filter
Exception Description	Displays the automated/manually added exception note for a transaction.	Data
Expire Date	Date Card became inactive.	Data
Expired Card Decline	Indicates that an expired Card has been declined.	Data
Extended Cost	Cost without gratuity or tax.	Data

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F

Data / Filter Name	Description	Type
Fare Basis Code	Type of fare was used for an airline ticket.	Data
Fare Type	Restricted or Unrestricted indicates type of ticket purchased.	Data
February	Balance for month of February.	Data
Fed Tax ID	A number assigned by the government to the business entity for tax purposes.	Data
Federal Tax ID	A number assigned by the government to the business entity for tax purposes.	Data
First Name	Cardmember's first name.	Data
Folio #	Number that identifies the folio.	Data
Form of Payment	Select payment type.	Filter
Freight Amount	Total amount of Freight charges (available only from LID enabled suppliers) .	Data
Freight Amount-Sum	Total amount of Freight charges (available only from LID enabled suppliers) - Summary Reports.	Data
From Airport	Departure airport for air segments.	Data

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Data / Filter Name	Description	Type
From City	Departure city for air segments.	Data
From Country	Departure country for air segments.	Data
From Region	Departure region for air segments.	Data
Full Name	Cardmember full name.	Data

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G

Data / Filter Name	Description	Type
G/L Account	Holds the concatenated accounting codes that are defined in CAR as the Link Field Type: GL Account.	Data
G/L Account 2	Holds the concatenated accounting codes that are defined in CAR as the Link Field Type: GL Account 2.	Data
G/L Acct	Holds the concatenated accounting codes that are defined in CAR as the Link Field Type: GL Account. For Summary CAR reports - not sure why tech needed to create 2nd attribute.	Data
Genesis Level 5	A sub-classification of Genesis Major industry codes for Corporate Card transactions. Has 999 values..	Data
Genesis Major Industry	The American Express industry classification for Corporate Card transactions. High-level classification with 17 possible values..	Data
Geography	This is the region or market based on the Cardmember location (e.g. a Canadian Cardmember spend would be categorized under North America).	Filter
Guaranteed Cards	Filter by guaranteed cards (US/Canada only).	Filter
Guest Name	Name of primary guest for hotel stay.	Data

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H

Data / Filter Name	Description	Type
Handling Amount	Total amount of Handling charges (available only from LID enabled suppliers).	Data
Handling Amount-Sum	Total amount of Handling charges (available only from LID enabled suppliers) - Summary Reports.	Data
Hotel	Filter by hotel.	Filter
Hotel Address	Location of hotel property.	Data
Hotel City	Location of hotel property.	Data
Hotel Country	Location of hotel property.	Data
Hotel Currency	Select your report currency.	Filter

Data / Filter Name	Description	Type
Hotel Name	Name of hotel property.	Data
Hotel Region	Regional location of the hotel.	Data
Hotel Restriction	A yes or no value indicating whether Cardmember is authorized to use their Card in this industry.	Data
Hotel State	Location of hotel property.	Data
Hotel Type	Type of hotel.	Data

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I

Data / Filter Name	Description	Type
IATA Carrier	The International Air Transport Association (IATA) carrier.	Data
IATA Carrier	View specific International Air Transport Association (IATA) carrier(s).	Filter
Inclusion or Exclusion	An I (Inclusion) or E (Exclusion) indicates the inclusion or exclusion of a supplier based on the Preferred Supplier List (PSL).	Data
Inclusion or Exclusion	View exclusion lists, inclusion lists, or both.	Filter
Industry	The classification of how business entities are grouped. Select from Genesis, MCC or SIC to make selections such as Airline, Auto Rental, etc	Data
Industry	View specific industries, specify "Genesis", "SIC" or "MCC".	Filter
Industry Block Decline	Indicates that Card has been declined due to a restricted industry imposed by your company.	Data
Industry Type	To identify how similar companies are spending within a specific industry (i.e. Airline, Communications, etc…).	Data
International Type	Type of international ticket (i.e. "European" or "Transborder").	Data
Invoice Number	The invoice number captured by users within meetings360 StarCite.	Data
Item Amount	Amount of specific folio item.	Data
Item Amount	Amount of specific folio item.	Data
Item Budget	Budgeted amount for specific line item for meeting.	Data
Item Category	Displays description of the category of a charge item (i.e. Business Center Services, Room Charges) .	Data
Item Category	View category description of the charge item (i.e. Business Center Services, Room Charges) .	Filter
Item Date	Date when item was charged to room.	Data
Item Description	Displays item type description (i.e. room service, room service taxes).	Data
Item Gratuity	Gratuity for meeting for each line item.	Data
Item Ref. #	Displays hotel folio item reference number.	Data

Data / Filter Name	Description	Type
Item Seq. #	The order the line items for a given folio were sent by the merchant.	Data
Item Tax	The item tax type captured by users within meetings360 StarCite.	Data
Item Tax	Tax amount for each line item.	Data
Itinerary Carrier	Carrier for each segment on air travel route.	Data
Itinerary Class of Service	List of class of service for each segment on an air travel route.	Data

J

Data / Filter Name	Description	Type
January	Balance for month of January.	Data
July	Balance for month of July.	Data
June	Balance for month of June.	Data

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K

None.

L

Data / Filter Name	Description	Type
Last Name	The last name of the Cardmember.	Data
LID Line ID	Matches the line item detail to the billed/unbilled transaction.	Data
LID Transactions	Display Line Item Detail (LID) transactions, or non-LID transactions, or all transactions.	Filter
Limit Decline % of Trans	[# of Total Limit Declines] divided by [# of Total Trans].	Data
Limit Decline Amount % of Spend	[Total Limit Decline Amount] divided by [Total Spend].	Data
Line Item Desc.	The description of a line item.	Data
List ID	Displays Preferred Supplier List sequence number.	Data
List ID	View specific Merchant Category Codes or Preferred Supplier List ID by inputting a 6-digit value.	Filter

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M

Data / Filter Name	Description	Type
March	Balance for month of March.	Data
Market	The issuing market of the Card (i.e. Austria, Belgium).	Data
Maximum Room Rate	Highest room rate among those in the selected criteria.	Data
May	Balance for month of May.	Data
MCC Code	A four-digit ISO-standard merchant classification code that identifies the merchant by their business line. (MCC = Merchant Category Codes).	Data
MCC Code Number	Displays Merchant Category Code Number.	Data
MCC Code or Group	Displays Merchant Category Code or Group.	Data
MCC Group	American Express-defined groups that provide higher-level groupings of the 281 MCC codes (MCC=Merchant Category Code).	Data
MCC or PSR	If PSL code equals M then displays 'MCC List' else displays 'PSR List'.	Data
MCC or PSR: Select MCC, PSR, or both	Display Merchant Category Codes lists, Preferred Supplier Restrictions lists, or both.	Filter
Meeting Allocation 1	Line item allocation field 1 which describes the Allocation Amount 1.	Data
Meeting Allocation 2	Line item allocation field 1 which describes the Allocation Amount 2.	Data
Meeting Allocation 3	Line item allocation field 1 which describes the Allocation Amount 3.	Data
Meeting Allocation 4	Line item allocation field 1 which describes the Allocation Amount 4.	Data
Meeting Allocation 5	Line item allocation field 1 which describes the Allocation Amount 5.	Data
Meeting Attributes 1-10	User Defined Field.	Data
Meeting Conversion Rate	Conversion rate between the submitted currency for the transaction and the meeting currency.	Data
Meeting Duration	Duration of meeting in days (i.e. if meetings was 1 day value displayed is 1). A zero indicates the information was not provided by the meetings software user.	Data
Meeting End Date	Local date on which the meeting or event ended or will end.	Data
Meeting ID	Meeting or event identification as provided by a hotel.	Data
Meeting ID	Select meeting identification number.	Filter
Meeting Name	The name of the meeting as selected by the meeting coordinator.	Data
Meeting Planning End Date	Date the meeting was closed by the meetings software user.	Data
Meeting Planning Start Date	Meeting request or creation date by the meetings software user.	Data
Meeting Planning Tool Client Meeting ID	The meeting ID selected by the client within meetings360 StarCite.	Data

Data / Filter Name	Description	Type
Meeting Planning Tool Meeting ID	Meeting software system unique meeting ID.	Data
Meeting Planning Tool Meeting ID	Select the unique meeting ID	Filter
Meeting Planning Tool User Name	Meeting software user's full name.	Data
Meeting Planning Tool User Name	Select meeting software user's full name	Filter
Meeting Quantity	Number of units.	Data
Meeting Spend Group	Client defined spend category.	Data
Meeting Spend Subgroup	Meetings software subcategory description.	Data
Meeting Start Date	Local date on which the meeting or event started or will start.	Data
Meeting Start Date	Select date on which the meeting or event started or will start	Filter
Meeting Status	Indicates status of the meeting, as provided by StarCite. "OPN" = Open, "CLD" = Closed, "CNL" = Cancelled.	Data
Meeting Supplier Phone	The primary business telephone number associated with the supplier, including area code. Phone numbers outside the US, should include international country and/or city codes, if applicable.	Data
Meeting Tax Amount 1	Tax amount for type 1.	Data
Meeting Tax Amount 2	Tax amount for type 2.	Data
Meeting Tax Amount 3	Tax amount for type 3.	Data
Meeting Tax Amount 4	Tax amount for type 4.	Data
Meeting Tax Amount 5	Tax amount for type 5.	Data
Meeting Tax Type 1	The American Express tax type code that corresponds to the Tax Type 1 Amount field. The Tax Type 1 Amount field contains the tax amount (meetings currency) that corresponds to the value in the preceding Tax Type 1 Code. If the Tax Type 1 Amount is populated, then the Tax Type 1 Code field must also contain data, and vice-versa.	Data
Meeting Tax Type 2	The American Express tax type code that corresponds to the Tax Type 2 Amount field. 'The Tax Type 2 Amount field contains the tax amount (meetings currency) that corresponds to the value in the preceding Tax Type 2 Code. If the Tax Type 2 Amount is populated, then the Tax Type 2 Code field must also contain data, and vice-versa.	Data
Meeting Tax Type 3	The American Express tax type code that corresponds to the Tax Type 3 Amount field. 'The Tax Type 3 Amount field contains the tax amount (meetings currency) that corresponds to the value in the preceding Tax Type 3 Code. If the Tax Type 3 Amount is populated, then the Tax Type 3 Code field must also contain data, and vice-versa	Data

Data / Filter Name	Description	Type
Meeting Tax Type 4	The American Express tax type code that corresponds to the Tax Type 4 Amount field. 'The Tax Type 4 Amount field contains the tax amount (meetings currency) that corresponds to the value in the preceding Tax Type 4 Code. If the Tax Type 4 Amount is populated, then the Tax Type 4 Code field must also contain data, and vice-versa.	Data
Meeting Tax Type 5	The American Express tax type code that corresponds to the Tax Type 5 Amount field. 'The Tax Type 5 Amount field contains the tax amount (meetings currency) that corresponds to the value in the preceding Tax Type 5 Code. If the Tax Type 5 Amount is populated, then the Tax Type 5 Code field must also contain data, and vice-versa.	Data
MI	Cardmember middle initial.	Data
Miles	Distance of flight in miles.	Data
Minimum Room Rate	Lowest room rate among those in the selected criteria.	Data
Miscellaneous Amount	Total amount of miscellaneous charges (available only from LID enabled suppliers).	Data
Miscellaneous Amount-Sum	Total amount of miscellaneous charges (available only from LID enabled suppliers) - Summary Reports.	Data
Month	The month in which the transaction took place.	Data
Monthly Limit	The maximum spending allotted for an individual account for a month.	Data
Most Popular Room Rate	Most frequent room rate among those in the selected criteria.	Data
Multiple Room Rate Indicator	Indicating multiple rooms in a single booking.	Data

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N

Data / Filter Name	Description	Type
Net Billed	[Total Debit Amount minus Total Credit Amount].	Data
Net Billed - Current	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) of spend.	Filter
November	Balance for month of November.	Data

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O

Data / Filter Name	Description	Type
O&D Airport Pair	Airport codes (i.e. EWR/LAX) indicating the Origin and Destination of the trip.	Data
O&D Carrier	Carrier used for travel. O&D = Origin Destination.	Data
O&D City Pair	Starting city and ending city of travel. O&D = Origin Destination.	Data
O&D Class	Carrier class used for travel O&D = Origin Destination.	Data
O&D Cost by Carrier (Carrier/O&D Pair)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) of spend.	Filter
O&D Cost by O&D Pair (O&D Pair/Carrier)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) of spend.	Filter
O&D Country Pair	Starting country and ending country of travel. O&D = Origin Destination.	Data
O&D Market Pair	Starting market and ending market of travel. O&D = Origin Destination.	Data
O&D Pair (Carrier/O&D Pair)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) by O&D pair.	Filter
O&D Region Pair	Starting region and ending region of travel. O&D = Origin Destination.	Data
O&D Sector	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) by O&D Sector.	Filter
October	Balance for month of October.	Data
Oil/Gas Restriction	A yes or no value indicating whether Cardmember is authorized to use their Card in this industry.	Data
Origin	Starting point of trip.	Data

P

Data / Filter Name	Description	Type
Paper Selection (CM)	Identifies the statement delivery setting options of a Basic Control Account. Paper statements can be set to Paper On, Paper Off or Cardmember Convenience at the Control Account level.	Data
Paper Selection (Cntl. Acct.)	Identifies the statement delivery setting options of a Basic Control Account. Paper statements can be set to Paper On, Paper Off or Cardmember Convenience at the Control Account level.	Data
Passenger	Name of traveler.	Data
Passenger Name	Filter by passenger name.	Filter
Payment Type	The payment type (cash, American Express, other credit card, other) selected by the user within meetings360 StarCite.	Data
Data / Filter Name	**Description**	**Type**
Payments and Credits	Payments and credits made to an account which offset charges. .	Data
Peer Group	Select peer group to compare your data (i.e. Industry Peer, Volume Peer).	Filter
Period Net Spend	Net spend for the selected period time.	Data
Pickup City	City where car is picked up.	Data
Pickup Country	Country where car is picked up.	Data
Pickup Region	Region where car is picked up.	Data
Pickup State	State where car is picked up.	Data
PO #	Purchase Order Number.	Data
Postal Code	Code Assigned to a particular geographic region as part of an address.	Data
Predominant Airline	Predominant carrier on the ticket (different from the validating or plating carrier).	Data
Predominant Carrier	Represents a code created by IATA and assigned to an airline. This is the alpha code used to identify the airline when it is providing the flight service as opposed to validating the ticket.	Data
Preferred - Country/State/City/Agency	View specific agency, city, state, and/or country.	Filter
Previous Period	Select previous 3, 6, 9 or 12 months.	Filter
Product Line	Select from a Product Line (Corporate), Subcategory (Platinum) or Account Type (BTA).	Filter
Product Line	A collection of three subcategories: Product Line (e.g. Meeting Card), Product Subcategory (e.g. Gold) and Account Type (e.g. BTA).	Data
Product Subcategory	Different type of Cards. (e.g. Gold, Executive, Platinum).	Data
Project Code	Holds the concatenated accounting codes that are defined in CAR as the Link Field Type: Project.	Data
Projected Age	Projected aging for unbilled balances.	Data
Property	Name of hotel property.	Data

Property - Top	Select top percent or top number of properties by spend or number of charges.	Filter
Property Address	Location of hotel property.	Data
Property City	Location of hotel property.	Data
Property Country	Location of hotel property.	Data
Property Name	Name of hotel property.	Data
Property Phone	Hotel property telephone number.	Data
Property Region	Location of hotel property.	Data
Property State	Location of hotel property.	Data
Province	Abbreviation code for province.	Data
Provincial Tax ID	A number assigned by the government to the business entity for tax purposes.	Data
PSL Exclusion Decline	Indicates that a charge has been declined at a supplier not on your company's Preferred Supplier List.	Data
PSL Inclusion Decline	Indicates that a charge has been declined at a supplier on your company's Preferred Supplier List.	Data
PSL Threshold	Indicates if a Preferred Supplier List is being used for a Cardmember, and indicates the number of the list being applied (0 indicates no list is being applied).	Data

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Q

Data / Filter Name	Description	Type
Qualify on Net Billed by City - Current Metric	Choose your top cities. Defaults to top 50.	Filter

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R

Data / Filter Name	Description	Type
Rate	The fixed charge of the car rental.	Data
Rate Type	The type of rate the specific rental is classified as i.e. Day Rate, Week Rate.	Data
Recipient	A person that has access to reporting within the specified control account.	Data
Recipient Type	A person that has access to reporting within the specified control account.	Data
Ref. # of Previous Charge	Reference number of previous charge.	Data

Refunds	Select whether to include or exclude refunds (partial or full).	Filter
Region	The issuing region of the Card (i.e. Africa, Europe).	Data
Reinstate Date	The date the Card was reactivated.	Data
Remaining to Budget Limit	Amount remaining in the Card budget imposed by your company.	Data
Remaining to Monthly Limit	Amount remaining on the monthly Card limit imposed by your company.	Data
Rental Agreement #	Number of car rental agreement.	Data
Rental Date	Date when a car rental began. .	Data
Restaurant Restriction	A yes or no value indicating whether Cardmember is authorized to use their Card in this industry.	Data
Return City	The city in which the rental car was returned.	Data
Return Country	The country in which the rental car was returned.	Data
Return Date	Date a car was returned.	Data
Return State	The state in which the rental car was returned.	Data
ROC Billed Amount	Total amount of the charge. ROC = record of charge.	Data
ROC Credit Amount	Total amount of the credit. ROC = record of charge.	Data
ROC Debit Amount	Total amount of the charge. ROC = record of charge.	Data
ROC Freight and Handling	Total amount of shipping charge.	Data
ROC ID	Record of Charge Identifier - identifies the record of charge within the Corporate Card billing system. This identifier is not unique. For air / rail travel invoices in most cases the ticket number will be provided.	Data
ROC Tax Amount (Unbilled)	Amount of tax corresponding to the transaction. ROC = record of charge .	Data
ROC Total Tax Amount	Amount of tax corresponding to the transaction. ROC = record of charge.	Data
Room Plan	Hotel-specific description indicating payment plan (e.g. Corporate, AAA).	Data
Room Plan Code	Hotel-specific code indicating payment type (e.g. Corporate, AAA).	Data
Room Rate	Rate charged for room.	Data
Room Type	Hotel-specific description indicating room type (e.g. suite, standard, double).	Data
Room Type Code	Hotel-specific code indicating room type (e.g. suite, standard, double).	Data
Round-Trip Indicator	Indicates if travel is round-trip. Y = Yes (round trip); N = No (one way / not round trip); U = undefined.	Data
Routing	Displays airport codes along route between departure and arrival on an air ticket.	Data

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S

Data / Filter Name	Description	Type
SE Owner Group	The subcategory within the Supplier Establishment Owner Group Type (i.e. African American, Asian, and Hispanic within the Minority-Owned Business type).	Data
SE Owner Group Type	The general category of Supplier Establishment owner (i.e. Minority-Owned Business, Woman-Owned Business, Disabled-Owned Business, Small Business, Government Contracting, Not Classified).	Data
SE Owner Group Type	View different types of Supplier Diversity Classifications.	Filter
Sector Cost - Current	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) by sector cost.	Filter

Data / Filter Name	Description	Type
Sector Cost by Carrier (Carrier/Sector)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) by carrier.	Filter
Sector Cost by Sector Pair (Sector Pair/Carrier)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) by sector pair.	Filter
Sector Destination	Destination city/airport for a particular travel segment.	Data
Sector Market Pair	The origin and destination airports for a segment of travel.	Data
Sector Origin	The origin city /airport for a particular travel segment.	Data
Sector Pair Cost (Carrier/Sector Pair)	View the report by Value (>5000), Rank (Top 10) or Percent (top 5%) by sector pair cost.	Filter
Select a Filter Top N of Suppliers Across All SIC Divs.	Select a number of top suppliers to view.	Filter
Select a Filter Top N of Suppliers within SIC Code	Select a number of top suppliers to view.	Filter
Select a Filter Top N of Suppliers within SIC Div.	Select a number of top suppliers to view.	Filter
Selected - Agency	View agencies by name or number.	Filter
Selected - Air Geography	View airports by city, country, and/or region.	Filter
Selected - Car Geography	View Pickup or Dropoff locations by city, country, and/or region.	Filter
Selected - Carrier	View carriers by IATA code or Airline name.	Filter
Selected - Chain/Brand/Property	View hotel Chain/Brand/Property locations by city, country, and/or region.	Filter
Selected - Chain/Brand/Property	View selected meetings locations (meetings360 reports).	Filter
Selected - Hotel Geography	View hotels by city, country, and/or region.	Filter
Selected - Property	View properties by name or number.	Filter
September	Balance for month of September.	Data
Setup Date	Records the date the account was set-up by American Express.	Data
Ship From Postal Code	The postal code where delivery is sent from.	Data
Ship From Province	The province where delivery is sent from.	Data
Ship to Postal Code	The postal code where delivery is to be sent.	Data
Ship to Zip	The zip code where delivery is to be sent.	Data
SIC Code	Identifies a code within the Standard Industrial Classification (SIC).	Data
SIC Code	Filter by Standard Industrial Classification (SIC) Code.	Filter

Data / Filter Name	Description	Type
SIC Code Number	Standard Industrial Classification (SIC) codes are four digit numerical codes assigned by the U.S. government to business establishments to identify the primary business of the establishment. The first two digits of the code identify the major industry group, the third digit identifies the industry group, and the fourth digit identifies the industry. i.e. 20 Food and Kindred Products. 209 Miscellaneous Food Preparations and Kindred Products. 2096 Potato Chips, Corn Chips, and Similar Snacks .	Data
SIC Division	Identifies a division within the Standard Industrial Classification (SIC).	Data
SIC Division	Filter by Standard Industrial Classification (SIC) Division.	Filter
SIC Industry	Standard Industrial Classification code, a method of categorizing a merchant's type of business.	Data
SIC Industry - SIC Sub-Industry	Filter by Standard Industrial Classification (SIC) Industry or Sub-Industry.	Filter
SIC Sub-Industry	Standard Industrial Classification code, a method of categorizing a merchant's type of business.	Data
SIC UDF 1	Value stored in the CPC Recon SIC table as defined by the client (up to 3 fields can be defined).	Data
SIC UDF 2	Value stored in the CPC Recon SIC table as defined by the client (up to 3 fields can be defined).	Data
SIC UDF 3	Value stored in the CPC Recon SIC table as defined by the client (up to 3 fields can be defined).	Data
Since Stmnt Payments/Other Credits	Amount of credits since last statement.	Data
Site Name	Name associated to the Client in CAR.	Data
Spend Amount	Total amount spent.	Data
Spend Category	The spend category (i.e. hotel, air, etc.) chosen by the user.	Data
Spend category	Select spend category (i.e. hotel, air, etc.).	Filter
Spend Date	The spend date (i.e. hotel, air, etc) chosen by the user.	Data
Spend Description	The spend description (i.e. hotel, air, etc) chosen by the user.	Data
Spend Line ID	The spend line item (i.e. hotel, air, etc) chosen by the user.	Data
State	State Abbreviation code for purposes of mailing (for Cardmember).	Data
State/Province Tax ID	A government issued state/province tax registration number.	Data
Statement Info.	Agency provided, client-specific information on travel bookings.	Data
Submitted Currency	Currency in which the transaction was made and submitted by the supplier (i.e. local currency).	Data
Submitted Tax Amount	Tax amount in submitted or local currency.	Data
Submitted Tax Amount (Unbilled)	Tax amount in submitted or local currency.	Data

Data / Filter Name	Description	Type
Supplier	The company's publicly used name (or Doing Business As/DBA name). Note: this may differ from the Legal Business Name.	Data
Supplier	Filter by Supplier name or number.	Filter
Supplier #	An assigned number to identify individual suppliers.	Data
Supplier Address	Number and name of the supplier street.	Data
Supplier Address 2-4	Additional lines of the supplier address.	Data
Supplier Chain	The parent company of the supplier.	Data
Supplier Chain/Brand	Select the supplier by Chain/Brand.	Filter
Supplier City	City where the supplier is located.	Data
Supplier Corporate Legal Status	Legal status for corporations. i.e. Corporation (C), Sole .	Data
Supplier Country	Country where the supplier is located.	Data
Supplier Federal Tax ID	Federal Tax Identification for a supplier. (also known as TIN).	Data
Supplier Geography	Select the location of the supplier.	Filter
Supplier Legal Name	The legal name for a supplier, which may be a parent or management company.	Data
Supplier Name	The name by which the organizational unit does business that is known to the general public (the "Doing Business As" or DBA name). It may or may not be the same as the Legal Business Name.	Data
Supplier Ownership Type	Specific names of the 99 supplier diversity codes. (i.e. Certified African American Owned Small Business, Certified Hispanic Woman Owned).	Data
Supplier Reference	The reference number assigned to a transaction by a supplier. Can be used to cross reference the transaction back to the supplier's system.	Data
Supplier Region	The region in which the supplier is located.	Data
Supplier State	The accepted standard abbreviation of a state, territory, or province for the supplier.	Data
Supplier Tax ID	A number assigned by the government to the business entity for tax purposes.	Data
Supplier UDF 1	Freeform user defined field to be used as necessary.	Data
Supplier UDF 2	Freeform user defined field to be used as necessary.	Data
Supplier UDF 3	Freeform user defined field to be used as necessary.	Data
Supplier UDF 4	Freeform user defined field to be used as necessary.	Data
Supplier UDF 5	Freeform user defined field to be used as necessary.	Data
Supplier UDF 6	Freeform user defined field to be used as necessary.	Data
Supplier ZIP	Postal Code assigned to a particular geographic region and its territories. Part of a supplier's address.	Data
Suppliers	Name of the establishment where purchases are made.	Data

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T

Data / Filter Name	Description	Type
Tax Amount	Tax amount for each line item.	Data
Tax Amount (GST)	GST amount corresponding to the transaction.	Data
Tax Amount (HST)	Displays either the actual HST amount or the estimated GST amount if the actual is zero (LID enabled Canadian suppliers).	Data
Tax Amount (PST)	PST amount corresponding to the transaction.	Data
Tax Amount (QST)	QST amount corresponding to the transaction.	Data
Tax Amount (Unbilled)	Amount of tax corresponding to the transaction.	Data
Tax Amount (VAT)	VAT amount corresponding to the transaction.	Data
Tax Exempt Indicator	Identifies if an item is tax exempt.	Data
Tax ID - Provincial	Identifies state or province tax ID.	Data
Ticket #	Airline ticket number.	Data
Ticket Fee Amount	Select values to exclude from the report in order to remove transactions that may be ticket fees or ticket change fees.	Filter
Time	Select desired time period.	Filter
To Airport	Arrival airport for air segments.	Data
To City	Arrival city for air segments.	Data
To Country	Arrival country for air segments.	Data
To Region	Arrival region for air segments.	Data
Top	Select a number of top suppliers to view.	Filter
Top # of Airlines	Select a number of top Airlines to view.	Filter
Top # of Car Agencies	Select a number of top Car Agencies to view.	Filter
Top # of Cardmembers	Select a number of top Cardmembers to view.	Filter
Top # of Passengers	Select a number of top Passengers to view.	Filter
Top Supplier	Select a number of top suppliers to view.	Filter
Total Accounts	Number of accounts.	Data
Total Cost	Cost with gratuity and tax.	Data
Total Due	Sum of balances due.	Data
Total Due Last Statement	Final total since billed balance due to be paid on the account.	Data
Total Folio Amount	Total charges for the selected criteria.	Data
Total Limit Decline Amount	Total charges declined in excess of Card Limit.	Data
Total Meeting Budget	Budget amount associated with specified meeting (in meetings currency).	Data
Total Meeting Budget	sum of line item budget amount for a meeting.	Data
Total Meeting Spend	Total meeting actual spend (includes Amex and non-Amex spend).	Data
Total Meeting Spend	[Total Property Spend from StarCite plus Total Meeting Card Spend plus Transactions of Genesis Major Code Lodging where Debit Amount > $10,000].	Data

Data / Filter Name	Description	Type
Total Meetings Spend	Total actual transaction spend amount in the meetings currency. A summary of all line item detail record amounts, inclusive of all tax and gratuity.	Data
Total Room Spend	Total amount of room spend.	Data
Total Spend	[Meetings Spend plus Transient Spend].	Data
Total Transaction Amount	Total actual transaction spend amount in the meetings currency. A summary of all line item detail record amounts, inclusive of all tax and gratuity.	Data
Total Transaction Amount	Total amount of transaction associated with spend category (may span multiple spend categories) (meetings).	Data
Total Transaction Gratuity Amount	Gratuity for Total Transaction (Meetings).	Data
Total Transaction Tax Amount	Tax for total transaction (meetings).	Data
Total Transient Spend	[Total Meeting Card Spend minus Spend from Star Cite minus unallocated Meeting Card Spend minus Transactions of Genesis Major Code Lodging where Debit Amount > $10,000].	Data
Total Unbilled Debits	Total amount of the charge.	Data
Transaction Date	Day the transaction occurred.	Data
Transaction Date	Filter to view specific date ranges.	Filter
Transaction Description	Transaction description as received from suppliers Commonly referred to as the 4x40 in the US.	Data
Transaction Description 2-4	Transaction description as received from suppliers Commonly referred to as the 4x40 in the US.	Data
Transaction Limit	Specifies the maximum amount allowed for any single transaction.	Data
Transaction Status	Transactions that have been matched to budget (indicated by a 1).	Data
Transaction Status	View transactions that have been matched to a budget.	Filter
Transaction Type	The type of charge or credit for a transaction (i.e. adjustment, annual fee, deferred, delinquency charge, etc).	Data
Transaction Type	Select from a list of transaction types (adjustment, annual fee, delinquency charge, remittance regular, etc.)	Filter
Travel Passenger Name	Name of passenger on airline ticket.	Data
Trend Period	Select desired time period. Choose Month over Month, Year over Year, Quarter over Quarter, or Half Year over Half Year.	Filter
Trip Fee Amount	Select values to exclude from the report in order to remove transactions that may be ticket fees or ticket change fees.	Filter

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AMERICAN EXPRESS

U

Data / Filter Name	Description	Type
UDF 1-9	Freeform user defined field to be used as necessary.	Data
Unbilled Debits	Total debits since last statement.	Data
Unit Cost	Reflects the price per unit of product, service, commodity, etc. in the meetings currency.	Data
Universal ID	Specify a Universal ID.	Filter
Updated Balance Due	Updated balance due amount since last billed.	Data
Updated Paper Selection (CM)	Date when Cardmember or BCA last changed Paper Selection value.	Data
Updated Paper Selection-Cntl Acct	Identifies the date by which a change was made to the statement delivery setting of a Basic Control Account.	Data
User Defined	Freeform user defined field to be used as necessary.	Data

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V

Data / Filter Name	Description	Type
Validating Airline	Frequently the carrier "paid" for the air ticket.	Data
Variance to Budget	Difference between actual spend and budgeted amount for meeting.	Data
Vendor	Filter by vendor.	Filter

% 30/60/45/90/120 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

W

None.

X

None.

Y

Data / Filter Name	Description	Type
Year	Displays invoice date.	Data
YTD	YTD = Year to Date.	Data
YTD Diversity Spend	[Total Debit Amount minus Total Credit Amount].	Data
YTD Total Spend	Total Spend year to date YTD = Year to Date.	Data

% 30/60/45/90/120 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Z

Data / Filter Name	Description	Type
ZIP	Postal Code. Part of a Cardmember's address.	Data

% 30/60/45/90/120 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z