Managing Smaller Transactions and Tail Spend Management
Handout: Spend Data Sources

Purchasing Card Data: Access Online (US Bank) – All Agencies/Campuses

(Talk to your Agency/Campus Purchasing Card Program Administrator for access)

<u>Report: Merchant Spend Analysis by Line Item</u>

- Navigation: Reporting – Supplier Management – Merchant Spend Analysis by Line Item
    - Limit by merchant name or merchant grouping
        - 662 – MRO Supplies (provides some but not all)
        - 671 – Wholesale Trade (provides larger number of merchants)
    - This report also offers Level III detail which shows items purchased for any vendor that reports that level of detail (e.g., Menards)

<u>Dashboard</u>

- Dashboards provides a graphic overview of your spending trends so you can easily monitor and manage spending.
    - US Bank offers an online User Guide titled Reporting Dashboards

<u>Additional Resources</u>

- Access Online – Training – Create and Run Reports and Statements
    - Lessons, User Guides (e.g., Running Standard Reports and Reporting Dashboards) and Quick Reference Documents

Purchasing Card Data: PeopleSoft – PeopleSoft Agencies Only

<u>Report: PCard Transaction Post Audit Report</u>

- Navigation: Reporting Tools – Query Viewer – WI_PCARD_POST_AUDIT_RPT
  ** Many agencies have a specific query built*
- Select billing date range or search by cardholder
- View all transactions for that billing date rate, if cardholders put comments in the transaction, they will appear on this report
    - *Idea: Consider requiring cardholders to use the Comment field to justify any non-contract transactions*

<u>Dashboard: Oracle BI</u> *(Talk to your Agency leadership about access)*

- Spend Analyzer – Spend by Supplier – Off-Contract Spend by Supplier
    - Search filters including by Commodity Group, Supplier Name, Buyer Name
    - Identify Off-Contract Spend and drill into transaction details
        - *Tip: Viewing Off-Contract spend for contracted vendors will identify when contract numbers are not being referenced on purchase orders*