

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)



Report: Merchant Spend Analysis by Line Item

- 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)



Dashboard

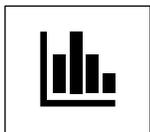
- Dashboards provides a graphic overview of your spending trends so you can easily monitor and manage spending.
 - US Bank offers an online User Guide titled Reporting Dashboards



Additional Resources

- 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



Report: PCard Transaction Post Audit Report

- 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*



Dashboard: Oracle BI (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*