

Reports Functionality Matrix

DoD Travel Shared Reports



Reports Functionality Matrix: DoD Travel Shared Reports

Report Name	Description and Use
Account Activity Text File CD 100T	<p>Description Provides detailed information regarding transactions at the individual account level.</p> <p>Use Use this report to view detailed transaction information on a specific account.</p> <p>Update Frequency Daily</p>
Account Listing	<p>Description Lists all accounts within an agency and includes information necessary to identify and contact the account holder. Provides summary account information for account holders, such as credit limits, cash limits, past due amounts and payment information</p> <p>Update Frequency Daily</p>
Account Listing with Active Start and End Dates	<p>Description Lists all accounts within an agency and includes information necessary to identify and contact the account holder. Provides summary account information for account holders, such as credit limits, cash limits, past due amounts, and payment information. This report provides users with the active start and end dates (activate/deactivate).</p> <p>Update Frequency Daily</p>
Account Renewal	<p>Description Provides detailed information for accounts that are 45 - 90 days from their expiration date.</p> <p>Use Use this report to review accounts in your agency that are about to be renewed and determine if any accounts should be eliminated from the automatic renewal process.</p> <p>Update Frequency Daily</p>
Agency Program	<p>Description Provides summary information across hierarchies for transactions, charge volumes, cash advance fees, miscellaneous fees, and value added services fees.</p> <p>Use Use this report to view aggregate agency information for accounts.</p> <p>Update Frequency Daily</p>
Agency Program Information	<p>Description Provides a list of all participating agencies/organizations, bureaus, divisions, offices or other organizational elements for each agency.</p> <p>Use Use this report to view point of contact information (name, address, phone number) associated with individuals within each agency. Also used as a tool to update Manage Contacts in CCMS.</p> <p>Update Frequency Daily</p>

Reports Functionality Matrix: DoD Travel Shared Reports (Cont'd)

Report Name	Description and Use
Airline Credit – CD1125	<p>Description Lists all airline credits and refunds that have occurred during the month for both centrally and individually billed accounts.</p> <p>Use Use this report to determine whether airlines have processed refund requests or refunds associated with cancelled tickets.</p> <p>Update Frequency Daily</p>
All Transactions	<p>Description Lists a summary of transactions by account and by merchant per day.</p> <p>Use Use this report to obtain information regarding transactions and amount per day at a specific merchant.</p> <p>Update Frequency Daily</p>
Approving Official Listing	<p>Description Provides a list of approving officials and the accounts they are responsible for managing.</p> <p>Use Use this report to view approving officials and the accounts they are responsible for managing.</p> <p>Update Frequency Daily</p>
ATM Cash	<p>Description Provides a list of all ATM and cash withdrawals within a specified hierarchy level and time frame.</p> <p>Use Use this report to perform more detailed reviews of accounts with cash activity. This report is designed to point out potential opportunities of cash misuse.</p> <p>Update Frequency Daily</p>
Blocked MCC	<p>Description Provides detail information on transactions made at merchants that fall outside of an agency-approved merchants list. This report only contains posted transactions from blocked MCCs and will not list declined authorizations that do not post.</p> <p>Use Use this report to identify possible misuse and abuse at unauthorized merchants.</p> <p>Update Frequency Daily</p>
Credit Balance Refunds	<p>Description Provides a list of accounts that have received a credit balance refund.</p> <p>Use Use this report to determine which accounts have been issued credit balance refunds.</p> <p>Update Frequency Daily</p>
Current Account Text File – CD300T	<p>Description Provides account-level demographic information.</p> <p>Use Use this report to access address and telephone information for cardholders.</p> <p>Update Frequency Daily</p>

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Report Name	Description and Use
Declined Authorizations	<p>Description Lists all transactions attempted against an account and details reasons for decline and type of purchase (mail order, ATM, purchase, cash). Transactions are selected by declines or approvals only to help track trends.</p> <p>Use Use this report to review accounts with declined charges, identify trends and determine potential cause for action.</p> <p>Update Frequency Daily</p>
Delinquency – Account Number	<p>Description Provides delinquency status information on a specific account requested.</p> <p>Note: You must enter a valid account number and the account must be in a past due status for it to appear on the report.</p> <p>Use Use this report to review a single account holder who is in a delinquency status. Delinquency reports should be scheduled when the “As Of” date in the Reporting Tool equals or is greater than your cycle date.</p> <p>Update Frequency Daily</p>
Delinquency – Hierarchy Level	<p>Description Provides account delinquency status information at a specified hierarchy level and for a requested billing type.</p> <p>Use Use this report to provide a status on individually or centrally billed accounts by hierarchy level. Delinquency reports should be scheduled when today’s date equals or is greater than your cycle date.</p> <p>Update Frequency Daily</p>
DoD Travel CBA Aging Analysis	<p>Description Provides a summary of delinquencies for each calendar month for all billing cycles within an agency.</p> <p>Use Use this report to obtain delinquency information and percentages for CBAs that cycle on different days throughout the month.</p> <p>Update Frequency Daily</p>
DoD Travel IBA Aging Analysis	<p>Description Provides a summary of delinquencies for the IBA billing cycle within an agency.</p> <p>Use Use this report to obtain delinquency information and percentages for IBAs within your agency’s billing cycle. This report also provides a summary of delinquency information for Standard, APC Restricted, Restricted, Exception, and N/A accounts.</p> <p>Update Frequency Daily</p>
DoD Travel IBA Aging Analysis-Summary	<p>Summary Description Provides a summary of delinquencies for IBA billing cycles within an agency.</p> <p>Use Use this report to obtain delinquency information and percentages for IBAs within your agency’s billing cycle.</p> <p>Update Frequency Daily</p>

Reports Functionality Matrix: DoD Travel Shared Reports (Cont'd)

Report Name	Description and Use
Infrequent Travel Expiration	<p>Description Lists accounts set to expire due to lack of activity within the past year.</p> <p>Use Use this report to identify cardholders who may be considered “reissue declined” but who will need a plastic reissued.</p> <p>Update Frequency Daily</p>
Invoice – CD400	<p>Description Provides a detailed account invoice for accounts with cycle information for the billing account and all individual accounts.</p> <p>Use Use this report to review invoice elements as well as detailed transaction information associated with an account.</p> <p>Update Frequency Daily</p>
Invoice Status Report – CD1600	<p>Description Provides a summary by unit of all invoices and payment status.</p> <p>Use Use this report to view invoice-related metrics, status and past due information.</p> <p>Update Frequency Daily</p>
Lost Stolen Report	<p>Description Provides account and cardholder information for cards that have been reported as lost, stolen or fraudulent. This report will also provide information on the replacement account for the lost/stolen/fraud account.</p> <p>Use Use this report to monitor the number of cards reported as lost/stolen/fraud within your hierarchy.</p> <p>Update Frequency Daily</p>
Master Text File – CD500T	<p>Description Provides account-level demographic information as well as aggregate usage measures at the account level.</p> <p>Use Use this report to obtain detailed account address and summary measures by hierarchy.</p> <p>Update Frequency Daily</p>
Mission Critical	<p>Description Lists accounts that have been placed in Mission Critical status.</p> <p>Use Use this report to identify accounts that have been deemed Mission Critical. Check against orders to ensure that accounts qualify for Mission Critical.</p> <p>Update Frequency Daily</p>
Mission Critical w/Purge Flag	<p>Description Lists accounts that have been placed in Mission Critical status, excluding purged accounts.</p> <p>Use Use this report to identify accounts that have been deemed mission critical. Check against orders to ensure that accounts qualify for mission critical.</p> <p>Update Frequency Daily</p>

Reports Functionality Matrix: DoD Travel Shared Reports (Cont'd)

Report Name	Description and Use
New Accounts	<p>Description Provides a listing of new accounts that were set up within user-defined time frame.</p> <p>Use Use this report to review all new accounts that have been set up within the last 30 days.</p> <p>Update Frequency Daily</p>
Non-Travel Activity	<p>Description Provides information to identify accountholders with transaction activity (such as cash, fuel or food) occurring without other associated travel activity (such as airline, car rental or lodging).</p> <p>Use This report is designed to point out potential opportunities of account misuse on travel accountholders who may be using their government card during nonofficial travel periods.</p> <p>Update Frequency Daily</p>
OMB Report	<p>Description Provides data on DoD Metrics across the card program, such as Total Open Accounts, Total Closed Accounts, Total Net New Accounts. Rebate earned and percent of total rebates realized.</p> <p>Use Use this report to obtain a listing of open dates for all accounts by hierarchy.</p> <p>Update Frequency Daily</p>
PCS Status Report	<p>Description Identifies accounts in Mission Critical status that are PCS-related moves.</p> <p>Use Use this report to identify cardholders who have been placed in Mission Critical as a result of a PCS move.</p> <p>Update Frequency Daily</p>
Pre-Suspension Detail	<p>Description Lists accounts eligible for suspension during the next cycle and which are between 45 - 60 days past due from the billing cycle date. Identifies account name, account number, status, balance past due and number of days past due. Includes subtotals and grand totals for hierarchy levels and agencies listed.</p> <p>Use Use this report to see a list of accounts that are eligible for suspension, in order to identify accounts that require special attention and supervisory notification.</p> <p>Update Frequency Daily</p>

Reports Functionality Matrix: DoD Travel Shared Reports (Cont'd)

Report Name	Description and Use
Pre-Suspension Summary	<p>Description Provides high-level information for all accounts that are eligible for suspension during the next cycle. Accounts will appear as early as 45 days after the billing cycle/billing date.</p> <p>This report provides:</p> <ul style="list-style-type: none"> • The number of the accounts in the pre-suspension status • Subtotals of the dollar amount past due for a specific hierarchy • The total dollar amount past due for the entire agency <p>Use Use this report to see the number of accounts that are eligible for suspension, in order to identify accounts that require special attention and supervisory notification.</p> <p>Update Frequency Fifteen (15) days from cycle close date. Then Daily.</p>
Returned Check Report	<p>Description Provides a list of all cardholders who incur returned check transactions within a specified hierarchy level and time frame.</p> <p>Use Use this report to identify accounts that have payment reversals.</p> <p>Update Frequency Daily</p>
Salary Offset Detail	<p>Description Lists all accounts in Salary Offset.</p> <p>Use Use this report to identify accounts that have closed and are in the Salary Offset program.</p> <p>Update Frequency Daily</p>
Salary Offset Summary	<p>Description Provides a summary of accounts in Salary Offset.</p> <p>Use Use this report to identify totals for accounts that have closed and are in the Salary Offset program.</p> <p>Update Frequency Weekly</p>
Service Level Split Disbursement Report – DoD	<p>Description Provides DoD's hierarchies (HL2-HL7) with summary level data on ACH/Split Disbursement Payments by cycle month.</p> <p>Use Use this report to identify total accounts where split disbursement payments have posted.</p> <p>Update Frequency Daily</p>
Statistical Summary Report – CD900	<p>Description Provides a summary of account activity for the travel card program and includes traveler's check transactions and miscellaneous fees.</p> <p>Use Use this report to monitor Travel program activity.</p> <p>Update Frequency Daily</p>

Reports Functionality Matrix: DoD Travel Shared Reports (Cont'd)

Report Name	Description and Use
Statistical Summary Text File – CD900T	<p>Description Provides a summary of account activity for the travel card program and includes traveler's check transactions and miscellaneous fees.</p> <p>Use Use this report to monitor Travel program activity.</p> <p>Update Frequency Daily</p>
Summary ATM Detail	<p>Description Provides month-to-date and year-to-date ATM amounts and transactions.</p> <p>Use Use this report to view month-to-date and year-to-date ATM amounts and transactions across hierarchies.</p> <p>Update Frequency Daily</p>
Summary Quarterly Merchant Report – CD1000	<p>Description Lists, by fiscal year quarter, summary spending information by merchant category code (MCC) and includes MCC description, number of transactions per MCC, total dollar amount per MCC and average amount per MCC.</p> <p>Use Use this report to analyze summary information on spending and types of spending within your Travel Card program.</p> <p>Update Frequency Fiscal Quarters</p>
Summary Quarterly Vendor Analysis Report – CD1100	<p>Description Lists, by fiscal year, a detailed quarterly and cumulative summary of the top 100 merchants/vendors, by individual merchant/vendor, city, state and service type, in total dollars and total number of transactions.</p> <p>Use Use this report to review the list of top-rated vendors based on level of spending within a requested hierarchy level.</p> <p>Update Frequency Fiscal Quarters with Fiscal Year to Date</p>
Summary Quarterly Vendor Ranking Report – CD1200	<p>Description Lists, by fiscal year, a detailed quarterly and cumulative summary of all the merchants/vendors, by individual merchant/vendor, city, state and service type, in total dollars and total number of transactions.</p> <p>Use Use this report to review all vendors based on level of spending within a requested hierarchy level.</p> <p>Update Frequency Fiscal Quarters with Fiscal Year to Date</p>
Suspension Detail	<p>Description Lists accounts that have been suspended and are eligible for cancellation. Accounts appear on this report at 61 - 125 days past the billing cycle date. This report identifies account name, account number, status, date of status, balance past due and number of days past due. Includes subtotals and grand totals for hierarchy levels and agencies.</p> <p>Use Use this report to identify accounts that have been suspended and require immediate attention and resolution before the next billing cycle.</p> <p>Update Frequency Daily</p>

Reports Functionality Matrix: DoD Travel Shared Reports (Cont'd)

Report Name	Description and Use
Suspension Summary	<p>Description Provides a summary of accounts that have been suspended and are eligible for cancellation. Accounts appear on this report at 61 - 125 days past the billing cycle date. This report identifies account name, account number, status, date of status, balance past due and number of days past due. Includes subtotals and grand totals for hierarchy levels and agencies.</p> <p>Use Use this report to identify accounts that have been suspended and require immediate attention and resolution before the next billing cycle.</p> <p>Update Frequency Daily</p>
Transaction Dispute	<p>Description Provides detailed information regarding transaction disputes at the individual account level. The report lists all outstanding and resolved transactions, and includes information from the original charge through resolution.</p> <p>Use Use this report to identify, track, balance and review the status of disputed transactions.</p> <p>Update Frequency Daily</p>
Transportation Activity Report	<p>Description Provides detailed information regarding air, bus and rail transactions at the individual transaction level.</p> <p>Use Use this report to audit travel transportation activity.</p> <p>Update Frequency Daily</p>
Weekend/Holiday Activity	<p>Description Provides information on accounts with car rentals and/or lodging activity when checkout is on a Sunday, Monday or a federal holiday.</p> <p>Use Use this report to pull weekend activities associated with car rentals and lodging.</p> <p>Update Frequency Daily</p>
Write-off Report – CD720	<p>Description Provides summary and detailed listing of accounts with write-off occurrences.</p> <p>Use Use this report to view account level and summary information concerning accounts with occurrences of write-offs.</p> <p>Update Frequency Daily</p>

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