LaCARTE PURCHASING CARD PROGRAM AUDIT REPORTS

AT A MINIMUM, THE FOLLOWING REPORTS MUST BE RAN MONTHLY, REVIEWED AND ALL RESULTS MUST BE ADDRESSED ACCORDINGLY.
DOCUMENTATION MUST BE MAINTAINED ON FILE

REPORT NAME	*USED FOR……*	*REPORT SHOULD PRODUCE…….*	*SYSTEM………*
ACTIVITY IN CLOSED/SUSPENDED ACCOUNT	The rule is designed to display transactions that occur in closed or suspended accounts (includes lost or stolen card accounts)	This report will show any charges made against a card that was cancelled or suspended. Should be reviewed to ensure that all transactions are valid.	VISA INTELLILINK RULES
AIRLINE INCIDENTALS	Transaction with Airlines which potentially could be for incidentals and/or baggage fees, which are not allowed by the State Policy	Charged to the Purchasing card with a value of $100.00 or less. Possible airline incidentals, baggage fees, and/or excess/overweight baggage fees which are not allowed by State Policy unless an approval has been received.	VISA INTELLILINK RULES
HOTEL INCIDENTALS	Transactions for potential hotel Incidentals which are not allowed in State Policy. Report is capturing purchases under $50. Please note that this report may not be complete, as not all hotel merchants report line item details.	Charged to the Purchasing card with a value of $50.00 or less. Incidentals are not allowed as per the State's policy, unless approvals are obtained. All results must be documented accordingly. Please note that this report may not be complete as not all hotel merchants report line item details.	VISA INTELLILINK RULES
NON-CONTRACTED CAR RENTAL	Transactions for non-contracted car rental companies. Does not include Enterprise, National or Hertz. Monitored as to why cardholder is using car rental companies other than those on mandated contracts	This report would show all rentals which were contracted through a rental company other than Enterprise, National or Hertz, which are our mandated contracted vendors.	VISA INTELLILINK RULES
SINGLE TRANSACTION LIMIT EXCEEDING $5,000	Transactions exceeding $5,000 should be monitored as they are not allowed in the State Policy without prior approval. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases	This is single transactions which are over $5,000, which is not allowed in the State's policy, without approval. All purchases should be reviewed to ensure that proper approval was obtained.	VISA INTELLILINK RULES
SALES BY LINE ITEM	Displays transactions that have line item detail information.	High level review should be done as the report shows line item details which may assist in identifying potential fraud or misuse. This report shows only those vendors that report line item detail (Level 3). Therefore, the report probably will not include many purchases for each cardholder as level three vendors are very limited.	VISA INTELLILINK REPORTS
DECLINE REPORT	The report shows declined attempts for cardholders which are trying to use the purchasing card for purchases and/or with vendors which are not allowed	This report, located in BOA WORKS system, will show when a cardholder attempts to purchase an item or purchase from a vendor which is not allowed/blocked. This report to be used to ensure cardholder justifies why the purchase was attempted and the agency, depending on the cardholder's response, should handle accordingly.	BOA WORKS

LaCARTE PURCHASING CARD PROGRAM AUDIT REPORTS (cont)

AT A MINIMUM, THE FOLLOWING REPORTS MUST BE RAN MONTHLY, REVIEWED AND ALL RESULTS MUST BE ADDRESSED ACCORDINGLY.
DOCUMENTATION MUST BE MAINTAINED ON FILE

REPORT NAME	*USED FOR......*	*REPORT SHOULD PRODUCE.......*	*SYSTEM.........*
CARD STATUS REPORT	The report shows the status of each card by listing the cardholders name, profile, single transaction limit.	This report will show the status of each card by listing the cardholders name, profile, single transaction limit. You should be able to verify that each cardholder has been assigned the correct profile and all limits are correct.	BOA WORKS
SINGLE TRANSACTION LIMIT AUDIT (SPLIT PURCHASE)	This report is designed to detect purchases made above the cardholders limit as well as split purchases. Split Purchases are defined as transactions where the sum of transaction amounts exceed a split purchase threshold limit set for the card program.	This is same day/same vendor purchases which may be considered a split purchases, all purchases should be reviewed	BOA WORKS

ADDITIONAL REPORTS TO ASSIT IN COMPLIANCE MONITORING

ALTHOUGH THESE REPORTS ARE NOT MANDATORY TO RUN IT IS STRONGLY RECOMMENDED THAT THEY ARE RAN ON A REGULARLY SCHEDULED BASIS

REPORT NAME	USED FOR……	REPORT SHOULD PRODUCE…….	SYSTEM………
HOLIDAY PURCHASE ACTIVITY	Transactions that occurred on State holidays	Transactions which were purchased, not posted, on a state declared holiday. All transactions should be reviewed to ensure that transactions are business related.	VISA INTELLILINK RULES
PERMIUM CLASS AIRFARE	Potential airline tickets (including itinerary if available) based on any segment of travel being in a premium class service cabin. Premium class could be first class or business class.	REPORT ONLY SHOWS FIRST AND BUSINESS CLASS PURCHASES (EXCEPT SOUTHWEST WHICH SHOULD BE SORTED AND REMOVED FROM REPORT). It should be used to determine why a traveler has purchased business class or first class airfare and documented accordingly. First class is not allowed and business is allowed only under certain circumstances. All results must be documented accordingly. The class may only be viewed by clicking "detail" options by each transaction. For complete, "exported" list of class booked, see Visa IntelliLink Report "Premium Class Airfare"	VISA INTELLILINK RULES
RESTRICTED MCCS	Transactions for Merchant Category Codes restricted by the State's Policy. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases	MMCs listed in this report is restricted in the State's policy, therefore, all purchases should be checked to ensure that proper approval was obtained. All results must be documented accordingly.	VISA INTELLILINK RULES
GIFT CARD (POTENTIAL)	Transactions equaling "even" dollar amounts including $25, $50, $100, and $200. Could be potential Gift Card Purchase	Monitored for potential purchase of gift cards. Also, to ensure that cardholder, which may purchase gift cards for business purposes, has received approval from the State Travel Office as required in the State's policy.	VISA INTELLILINK RULES
APPLE TRANSACTIONS (POTENTIAL)	Purchases made from the Apple Store. Purchases should be monitored "For Business Use Only" as well as an agency allowed purchase.	Purchases which may be allowed/necessary for business purposes. These should be reviewed to ensure all transactions are for business use.	VISA INTELLILINK RULES
ONLINE MERCHANTS	Purchases made from the Internet includes .com, .net, PayPal, eBay, overstock, Amazon and facebook. Purchases should be monitored to ensure for "Business Use Only" as well as an agency allowed purchase.	Purchases from certain internet merchants which should be reviewed to ensure that all transactions are for business purposes shipped to the agency, not a personal address and that the cardholder's State of Louisiana work email address is used for the account	VISA INTELLILINK RULES

ADDITIONAL REPORTS TO ASSIT IN COMPLIANCE MONITORING (cont)

ALTHOUGH THESE REPORTS ARE NOT MANDATORY TO RUN IT IS STRONGLY RECOMMENDED THAT THEY ARE RAN ON A REGULARLY SCHEDULED BASIS

TRANSACTIONS W/I $5.00 OF A SINGLE TRANSACTION LIMIT OF $500.00	Transactions made within $5.00 of cardholders single transaction limit of 500.00. Used to verify if transactions of a cardholder are consistently within $5.00 or less of single transaction limit. Could be a sign of Split Purchasing. Should be run if your agency has a $500 SPL profile.	This report shows employees who are purchasing within $5 of their single transaction limit of $500. Purchases should be reviewed to determine if a cardholder is possibly splitting purchases or trying to manipulate your agency's limit. All results must be documented accordingly. SHOULD BE USED IF YOUR AGENCY HAS THIS PARTICULAR PROFILE	VISA INTELLILINK RULES
TRANSACTIONS W/I $5.00 OF A SINGLE TRANSACTION LIMIT OF $1,000.00	Transactions made within $5.00 of cardholders single transaction limit of 1,000.00. Used to verify if transactions of a cardholder are consistently within $5.00 or less of single transaction limit. Could be a sign of Split Purchasing. Should be run if your agency has a $1,000 SPL profile.	This report shows employees who are purchasing within $5 of their single transaction limit of $1,000. Purchases should be reviewed to determine if a cardholder is possibly splitting purchases or trying to manipulate your agency's limits. All results must be documented accordingly. SHOULD BE USED IF YOUR AGENCY HAS THIS PARTICULAR PROFILE	VISA INTELLILINK RULES
TRANSACTIONS W/I $5.00 OF A SINGLE TRANSACTION LIMIT OF $1,500.00	Transactions made within $5.00 of cardholders single transaction limit of 1,500.00. Used to verify if transactions of a cardholder are consistently within $5.00 or less of single transaction limit. Could be a sign of Split Purchasing. Should be run if your agency has a $1,500 SPL profile	This report shows employees who are purchasing within $5 of their single transaction limit of $1,500. Purchases should be reviewed to determine if a cardholder is possibly splitting purchases or trying to manipulate your agency's limits. All results must be documented accordingly. SHOULD BE USED IF YOUR AGENCY HAS THIS PARTICULAR PROFILE	VISA INTELLILINK RULES
TRANSACTIONS W/I $5.00 OF A SINGLE TRANSACTION LIMIT OF $2,000.00	Transactions made within $5.00 of cardholders single transaction limit of 2,000.00. Used to verify if transactions of a cardholder are consistently within $5.00 or less of single transaction limit. Could be a sign of Split Purchasing. Should be run if your agency has a $2,000 SPL profile.	This report shows employees who are purchasing within $5 of their single transaction limit of $2,000. Purchases should be reviewed to determine if a cardholder is possibly splitting purchases or trying to manipulate your agency's limits. All results must be documented accordingly. SHOULD BE USED IF YOUR AGENCY HAS THIS PARTICULAR PROFILE	VISA INTELLILINK RULES
TRANSACTIONS W/I $5.00 OF A SINGLE TRANSACTION LIMIT OF $2,500.00	Transactions made within $5.00 of cardholders single transaction limit of 2,500.00. Used to verify if transactions of a cardholder are consistently within $5.00 or less of single transaction limit. Could be a sign of Split Purchasing. Should be run if your agency has a $2,500 SPL profile.	This report shows employees who are purchasing within $5 of their single transaction limit of $2,500. Purchases should be reviewed to determine if a cardholder is possibly splitting purchases or trying to manipulate your agency's limits. All results must be documented accordingly. SHOULD BE USED IF YOUR AGENCY HAS THIS PARTICULAR PROFILE	VISA INTELLILINK RULES

ADDITIONAL REPORTS TO ASSIT IN COMPLIANCE MONITORING (cont)

ALTHOUGH THESE REPORTS ARE NOT MANDATORY TO RUN IT IS STRONGLY RECOMMENDED THAT THEY ARE RAN ON A REGULARLY SCHEDULED BASIS

TRANSACTIONS W/I $5.00 OF A SINGLE TRANSACTION LIMIT OF $3,000.00	Transactions made within $5.00 of cardholders single transaction limit of 3,000.00. Used to verify if transactions of a cardholder are consistently within $5.00 or less of single transaction limit. Could be a sign of Split Purchasing. Should be run if your agency has a $3,000 SPL profile.	This report shows employees who are purchasing within $5 of their single transaction limit of $3,000. Purchases should be reviewed to determine if a cardholder is possibly splitting purchases or trying to manipulate your agency's limits. All results must be documented accordingly. SHOULD BE USED IF YOUR AGENCY HAS THIS PARTICULAR PROFILE	VISA INTELLILINK RULES
TRANSACTIONS W/I $5.00 OF A SINGLE TRANSACTION LIMIT OF $5,000.00	Transactions made within $5.00 of cardholders single transaction limit of 5,000.00. Used to verify if transactions of a cardholder are consistently within $5.00 or less of single transaction limit. Could be a sign of Split Purchasing. Should be run if your agency has a $5,000 SPL profile.	This report shows employees who are purchasing within $5 of their single transaction limit of $5,000. Purchases should be reviewed to determine if a cardholder is possibly splitting purchases or trying to manipulate your agency's limits. All results must be documented accordingly. SHOULD BE USED IF YOUR AGENCY HAS THIS PARTICULAR PROFILE	VISA INTELLILINK RULES
FOOD AND ALCOHOL	MCCs which may be opened but should be monitored. Includes food and alcohol Merchants/purchases. Should be reviewed with special attention to MCC groups, 5813, 5921. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases.	Purchases which may not be allowed/necessary for business purposes. These should be reviewed for possible personal travel expenses, which is not allowed unless prior approval has been obtained from Office of State Travel for these type purchases. Also should be auditing that alcohol is not being purchased unless justified, approved.	VISA INTELLILINK RULES
DIRECT MARKETING	MCCs opened but should be monitored. Includes direct marketing and catalog orders. Merchants/purchases should be reviewed along with excessive transactions for the same merchant. Such transaction could possibly be split purchases or items that may have or should have contract.	Purchases which may not be allowed/necessary for business purposes. These should be reviewed to ensure all transactions are for business use.	VISA INTELLILINK RULES
CLOTHING	Includes clothing merchants. Merchants/purchases should be reviewed along with excessive transactions for the same merchant. Such transaction could possibly be split purchases or items that may have or should have contract.	Purchases which may not be allowed/necessary for business purposes. These should be reviewed to ensure all transactions are for business use.	VISA INTELLILINK RULES

ADDITIONAL REPORTS TO ASSIT IN COMPLIANCE MONITORING (cont)

ALTHOUGH THESE REPORTS ARE NOT MANDATORY TO RUN IT IS STRONGLY RECOMMENDED THAT THEY ARE RAN ON A REGULARLY SCHEDULED BASIS

FUEL PURCHASES, HIGH GRADE	Purchases of High Grades of Fuel. Should be monitored to determine why the employee is purchasing this higher grade fuel, instead of regular unleaded as advised and which is more cost effective for your agency.	It should be used to determine why a cardholder is purchasing high grades of fuel instead of regular unleaded which is advised in PPM49 and results in cost savings for your agency. *For complete, "exported" list of fuel grades purchased, see Intelllink Reporting, Fuel Type Summary Report	VISA INTELLILINK RULES
TRANSACTIONS FROM A SINGLE CARDHOLDER WITH A SINGLE	Designed to display transactions where the cardholder is the only one transacting with a single merchant.	Shows purchases from a vendor in which only one cardholder in your agency is purchasing from.	VISA INTELLILINK RULES
CONTRACTED CAR RENTAL COMPANY RULE	Transactions for Contracted Car Rental Companies which includes Enterprise, National and Hertz	May be used if agency is needing to capture rental car usage on purchase card.	VISA INTELLILINK RULES
FUEL TYPE SUMMARY	Fuel Type Summary by Card Account Report	Identifies grades of fuel purchased. Monitored to ensure that excessive amounts of fuel is not being charged to the purchasing card instead of using the statewide fuel contract. It should also be monitored to ensure that only regular unleaded, and diesel, if applicable, is being purchased and not the higher cost grades of fuel	VISA INTELLILINK REPORTING
PREMIUM CLASS AIRFARE REPORT	Premium Class Airfare Report	This report shows who purchased either business or first class rate airfare, which is not allowed without prior approval of the Commissioner of Administration all should be reviewed.	VISA INTELLILINK REPORTING
SPEND BY TOP 50 MERCHANTS	Spend By Top 50 Merchants	Shows your agency's top 50 merchants for a given period of time	VISA INTELLILINK REPORTING
Spend Summary by Merchant Category Code report (MCC)	Spend Summary by Merchant Category Code report	This report will show your agency's spend for a statement period by Merchant Category Codes (MCC's)	VISA INTELLILINK RULES