Mandatory Monthly Reports

Works and Visa IntelliLink

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***This guide gives brief step-by-step instructions for running the monthly mandatory reports in both Works and Visa IntelliLink***

Note: All reports must be available upon request from the Office of State Travel, Legislative Auditors and internal auditors.

Note:  Segregation of duties requires that the person responsible for running/auditing your monthly reports must not have a card or be an approver for someone else’s card. Reports must be ran monthly and certified that the reports were ran and all findings appearing in each report was addressed and documented with responses from the cardholders.

# Mandatory Monthly Reports

The reports listed below for both Works and Visa IntelliLink must be ran monthly. All findings generated in the reports must be addressed with the cardholder. Reports including all responses from cardholders must be maintained on file either in paper form or electronically. The agency must certify monthly that the reports were generated and all findings documented.

## Works

<https://payment2.works.com/works/home>

* Card Declines
* Card Status
* Single TXN Limit Audit aka Same Day/Same Vendor

## Card Decline

This report shows cardholders that attempted to make transaction that where above their limits or with MCC that are restricted by the state or within the cardholders spend control profile.

1. Click **Reports**
2. Click **Create**
3. Click **Account**
4. Select **Card Declines**
5. If applicable change the date range
* Click the calendar **icon**
* Select **Date Range**
* Click **OK**
1. Select Output Format – Note: PDF format will populate the name of the report, excel does not.
2. Click Submit **Report**
3. Once the report generates, click the **Output Format**
4. Click **Open**
5. Report generates
6. Address all declines with the cardholder and document all responses
7. Save the report and/or print the report including all responses from the cardholder.

## Card Status

This is a real time report that populates a list of all of your current cardholders, with their profiles, spending limits and date card last used. *Do not add or adjust the dates in this report*. Adjusting the dates will produce false data.

1. Click **Reports**
2. Click **Create**
3. Click **Account**
4. Select **Card Status**
5. Select Output Format – Note: PDF format will populate the name of the report, excel does not.
6. Click Submit **Report**
7. Once the report generates, click the **Output Format**
8. Click **Open**
9. Report generates
10. Review the list of cardholders and their profiles, confirm that all cardholders that have separated from the agency are not showing up in the report.
11. Request approval for any card that show it has not been used in the previous 12 months from the Office of State Travel for the card to remain dormant.

Note: The Office of State Travel will not approve a card to remain dormant over 24 months.

1. Save the report and/or print the report including all documentation associated with the report

## Single TXN Limit Audit aka Same Day/Same Vendor

This report shows cardholders that made purchases above their single transaction limit set by the Agency

1. Click **Reports**
2. Click **Dashboards**
3. Click **Audit**
4. Click on the **Audit** tab
5. Click on **Calendar Icon**, choose date range
6. Click **OK.**
7. Under Actions Tab click▼, choose output format for report
8. Click **Open**
9. Report **Generates**
10. Address with cardholders every transaction in the report
11. Save the report and/or print the report including documentation of all findings

# Visa IntelliLink

<https://intellilink.visa.com/Auth/Login>

## Rules

* Activity in Closed/Suspended Account
* Airline Incidentals (Less than $25, $25, $50, $75, & $100)
* Hotel Incidentals
* Non‐Contracted Car Rental Company
* Single Transaction Limit Exceeding $5,000

## Reports

* Sales by Line Item

## Rules

1. Click **Rules** on the Header
2. Locate the Rule under the Rule Name Column
3. Click **RUN** under the Action Column
4. Select **Billing Cycle** by clicking ▼ (defaults to current billing cycle)
5. Click **Run Selected Rule**

Note: If there is no data print the screen, showing that there was no data, date ran and the dates the report generated data for.

1. Click Export
2. Choose the format (defaults to CSV) change to Excel
3. Click Download
4. Click Open
5. Save or print the report and address/document any findings in the report

## Report

1. Click **Report** on the Header
2. Locate the Report you wish to run under the Rule Name Column
3. Click **RUN** under the Available
4. Select **Billing Cycle** you wish to run by clicking ▼ (defaults to current billing cycle)
5. Click **Run** – Report Appears
6. Select a **format** to run your report, click **Export**
7. Click **Open**
8. Save or print the report and address/document any findings in the report

# Annually

## Works

* 13-Month Spend Analysis

## 13-Month Spend Analysis

This report should be run annually to meet the mandatory statewide policy requirement of the annual review by both the program administrator and the cardholder approver. The information contained in this report contains:

* Card Last Used Date (confirm it is less than 12 months)
* Number of months with spend
* Max % of spend used
* Average % of spend monthly
* Amount of spend for each of the previous 13 months

These data should be compared to the cardholder’s monthly and single transaction limit and adjusted as necessary.

Note: This report must be as it is; making any changes to the report will result in false data generation.

1. Click **Reports** > **Template** Library in the shared section click 13 Month Card Analysis.
2. Click **Modify/Run** – Report defaults to previous 13 months (do not change output format – must run as a Custom report and converted to Excel)
3. Click **Submit Report**
4. When Report is Processed, click **Custom**
5. **Save** the Report
6. Open an **Excel Workbook**
7. Click **Data Tab**
8. Click **From Text**
9. Locate **File,** Click **Import**
10. Under original data type select **Delimited**
11. Click **Next**
12. Under Delimiters check **Tab** and **Comma**
13. Click **Next**
14. Click on the **Card Account Number** (second column) under Column data format select **Text**
15. Click **Next**
16. Click **OK**

# Certifying Monthly Reports

An email is sent out on the 7th of each month for the LaCarte Card Program and on the 9th of the month for the Travel Card Program with the link to certify the mandatory monthly reports for the billing cycle ending 30 days prior. The email contains a link for certifying the report.

**Travel Card** <https://wwwcfprd.doa.louisiana.gov/TravelCompliance/>

**P-Card** <https://wwwcfprd.doa.louisiana.gov/PCardCompliance/>

1. Enter **Login ID** (LEO login)
2. Enter **password**
3. Select the **month f**rom the dropdown
4. Select the **year** from the dropdown
5. Check the **box** next to the program(s) you are certifying
6. Click **Submit**