

V. Perform credit card transaction analysis as needed

1. What is the process to run a credit card transaction analysis?

- a. Run “Payment Trans Report – Adm” report in BoA WORKS® to view card transactional activities including payments made directly by cardholders (See Figure 3 for the identification of payments and transaction descriptions)
- b. Run “Assigned Credit Card Charges” report from Data Warehouse (Business Objects Report), this identifies any non-reimbursable credit card transactions as shown in Concur
 - i. See Figure 5 for the Business Objects report location
 - ii. Search by employee’s Penn ID # only
- c. Ensure appropriate business use of the Penn Travel Card
- d. Determine whose responsibility it is to pay an outstanding debit balance on cardholder’s account; the cardholder or his/her department
- e. Monitor potential fraudulent card activities as needed

Figure 5: “Assigned Credit Card Charges” report in Business Objects

The screenshot displays the SAP BusinessObjects InfoView interface. The browser address bar shows the URL: <https://bo01prod.isc-seo.upenn.edu/InfoViewApp/Listing/main.do?appKind=InfoView&services=%2FInfoViewApp%2Fcommon%2Fappserv>. The application title is "SAP BUSINESSOBJECTS INFOVIEW". The navigation bar includes "Home", "Document List", "Open", "Send To", "Dashboards", "Help", "Preferences", "About", and "Log Out". The main content area shows a list of reports with the following columns: Title, Last Run, Type, Owner, and Instance. The "Assigned Credit Card Charges" report is highlighted in blue.

Title	Last Run	Type	Owner	Instance
Exception reports		Folder	milleraa	
Assigned Credit Card Charges Displays Concur credit card and expense report deta		Web Intelligence Report	milleraa	0
International Travel Displays Concur expense report detail for reports as		Web Intelligence Report	milleraa	0
TEM Report Inquiry Displays SAE and Concur expense report detail and		Web Intelligence Report	milleraa	0
TEM Report Inquiry - Unprocessed reports only Displays Concur expense report detail for unprocess		Web Intelligence Report	milleraa	0
TEM Report Processing Flow Review Displays Concur expense detail report header, com		Web Intelligence Report	milleraa	0
TEM Reports by Approver View all reports approved by a specific approver (or		Web Intelligence Report	milleraa	0
TEM workflow review		Web Intelligence Report	milleraa	0