

REPORT NAME	REPORT DESCRIPTION	QUICK TIPS
Cardmember Listing	The Cardmember Listing report delivers a comprehensive look at all Cardmembers and account profiles, including account status (active, inactive or canceled) and spending limits, for easy and effective program management.	<ul style="list-style-type: none"> · Manage Cardmember profiles · Validate Cardmember limits · Manage Card renewals and cancellations
Cardmember Activity	The Cardmember Activity report displays transaction details for all Cardmembers for the current month. It is a useful tool for improving control of employee spending and validating employee compliance with purchasing policy.	<ul style="list-style-type: none"> · Monitor Cardmember limits · Verify use of preferred suppliers
Industry Spending	The Industry Spending report summarizes spend by supplier and industry. The data is shown in monthly, quarterly and year to date totals for easy analysis of spending patterns and facilitation of budget management. Additionally, this report includes graphs that display a snapshot of year-over-year spend by industry.	<ul style="list-style-type: none"> · Review year-over-year spend by industry · View graphical snapshot of year-over-year spend by industry · Identify top five supplier locations by industry
Sales Tax Report	The Sales Tax report (available in PDF format only) shows the amount of sales tax collected for each transaction captured at a proprietary American Express point-of-sale tool, displaying information for single or multiple jurisdictions. The information is sorted to show transactions that occurred at designated Corporate Purchasing Card suppliers and non-Corporate Purchasing Card suppliers for ease of tracking the amount of sales tax collected.	<ul style="list-style-type: none"> · Use this report in the following states as proof of sales tax paid: Arizona, California, Connecticut, Florida, Georgia, Illinois, Maryland, Michigan, New Jersey, New Mexico, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Texas, Utah, Virginia, Washington and West Virginia
Spending by Vendor Tax ID	The Spending by Vendor Tax ID report displays the amount of spending incurred at non-incorporated businesses to help in managing the accrual of any taxes. This report is for user convenience and not a substitute for payor compliance with Treasury Regulations requiring vendor Taxpayer Identification Number (TIN) solicitation and other tax obligations. Please consult your tax advisor regarding these obligations and use of this report.	<ul style="list-style-type: none"> · If desired, this report can be used in conjunction with your company's 1099 policy
Supplier Diversity	The Supplier Diversity report enables easy monitoring of all spend with minority owned businesses and provides a useful tool in helping meet company diversity objectives.	<ul style="list-style-type: none"> · View diversity group summary spend data
Declined Transactions	The Declined Transactions report provides an overview of all declined transactions in the current period to help identify opportunities to adjust Cardmember limits and approved supplier lists for improved program management.	<ul style="list-style-type: none"> · Monitor approved and declined transactions · View declined transaction details

As a reminder, you can access your Information @ Work reports by logging into American Express @ Work®: <https://atwork.americanexpress.com>. If you have forgotten your password or require additional assistance, please call the American Express Help Desk at 1.866.580.2636 between 8:00 am and 7:00 pm EST Monday through Friday. When calling for report assistance, please refer to the unique four digit tracking number in parentheses next to the Report Number on each report.