

Exhibit 4—Standard List of Reports

Access Online includes a comprehensive set of reporting options ranging from the most basic to the most sophisticated. All reports are parameter-driven and offer a high degree of flexibility and variety of output formats. The following tables list and describe standard reporting options.

Program Management Reports

Program management reports provide Program Administrators easy access to basic program parameter data. This data can be combined with other program performance indicators to signal important trends that can be used to proactively manage your accounts.

Report Name	Report Functionality	Criteria	Method
Administration			
Account List	Shows all account holders and basic account information by hierarchy (e.g., open date, credit limit, etc.). Makes basic company program review quick and easy, leading to more informed decisions.	- Last Maintained Date Range - Account Information - Default Accounting Code - Authorization Limits - Merchant Authorization Control Detail - Merchant Authorization Control Limits	- Internet - Data File - Access Online Data Exchange
Account Maintenance Effective Dating Activity	Provides a detailed history of effective dated account maintenance activity. Report can be used for audit purpose to review history of changes made to account related fields under the scope of effective dating changes.	- Effective Dated Maintenance Information - Effective Date Range - Account Maintenance Category - Users/Modified by	- Internet - Data File - Access Online Data Exchange
Account Status Change	Lists accounts that have a change status of lost/stolen, closed or opened. Reveals trends that can be proactively addressed by quickly identifying accounts with changes within a given period.	- Date Range - Default Accounting Code - Account Information	- Internet - Data File - Access Online Data Exchange
Declined Transaction Authorizations	Supplies details of declining transaction authorizations information along with related account and merchant information. Allows managers to better detect possible misuse or fraud attempts. It may also help managers determine if account limits are set at the right levels.	- Date Range - Merchants	- Internet - Data File - Access Online Data Exchange
Order File History	Provides information regarding the status of the order data file after it is loaded for order match processing. Enables clients to monitor the order file and manage any file processing exceptions that may occur.	- Date Range - Order File Load Date Range	- Internet - Data File

Report Name	Report Functionality	Criteria	Method
			Access Online Data Exchange
Payment Request Approval Status	Shows summary and detail information for the approval status of payment requests. Report allows a Program Administrator to summarize the approval statuses of Payment Requests by user. There is an optional drilldown to the Payment Request Approval Status Detail Report to assist in resolving approval process problems identified in the summary report.	- Report Type (summary or detailed) - Payment Requests Included - Requestors	- Internet - Data File - Access Online Data Exchange
Request Status Queue	Provides information on multiple Request Status Queue items. Simplifies tracking and auditing, resulting in improved program management.	- Request Start Date Range - Request Category - Request Status - Account Request Started By - Update Method	- Internet - Data File - Access Online Data Exchange
Transaction Approval Status	Shows transaction approval status for cardholder accounts. Offers the ability to thoroughly audit cardholders and approval managers' compliance with the organization's transaction approval policies.	- Date Range - Approvers - Transactions Included (Approved Status)	- Internet - Data File - Access Online Data Exchange
Allocation Rules Management			
Automated Allocation Rules	Provides a summary of allocation rules engines and detail of their respective allocation rules. Supports efficient use of automated allocation features in Access Online, and drives program efficiency.	- Report Type - Accounting Code Structure - Allocation Rules Engine - Allocation Rules Engine Enabled Indicator	- Internet - Data File - Access Online Data Exchange
Merchant Allocation Rules Set	Provides summary and drill-down detail of your merchant allocation rules set. Assists with monitoring and managing allocation according to merchant type, thereby improving overall program management.	- Accounting Code Structure - Merchant Allocation Rules Set Enabled Indicator	- Internet - Data File - Access Online Data Exchange
Delinquency Management			
Account Suspension	Details open accounts that are past due and suspended or pending suspension. Drives better program compliance and readily identifies accounts requiring immediate attention.	None	- Internet - Data File - Access Online Data Exchange
Charge-Off	Provides a listing of accounts charged-off, based on the population of the charge-off status field. Analyzes program policy compliance and its impact on overall payment program performance.	- Date Range - Calendar Month Range	- Internet - Data File - Access Online Data Exchange

Report Name	Report Functionality	Criteria	Method
Past Due	Creates a list of accounts with past due balances and number of times past due. Helps quickly identify problem accounts and review program policy adherence rates, leveraging information to proactively manage policy guidelines.	- Number of Days Past Due - Status of Account - Include/Exclude Charge Off - Default Accounting Code	- Internet - Data File - Access Online Data Exchange
Spend			
Account Spend Analysis	Lists cardholder account spending at a summary level, excluding supplier detail. Helps ensure program compliance through cardholder account audits.	- Date - Current Default Accounting Code - Account Information	- Internet - Data File - Access Online Data Exchange
Cash Advance	Details account cash advances including transaction amount, date and reference number. Identifies cash advance activity for complete analysis of the impact cash advance functionality has on overall payment program performance.	- Date Range - Default Accounting Code	- Internet - Data File - Access Online Data Exchange
Declining Balance/Managed Spend	Displays summary and detail information of declining balance accounts for relocation card programs by name and account number. Enables Program Administrators to easily identify the number of relocation accounts with active outstanding balances.	- Date Range - Report Type - Account Information - Activity Status	- Internet - Data File - Access Online Data Exchange

Financial Management Reports

Financial management reports provide Program Administrators access to transaction management activity information. These reports can be used to determine if cardholders are properly managing their individual accounts and ensure that expenses are assigned to the proper cost centers.

Report Name	Report Functionality	Criteria	Method
Order Management			
Billed Transaction Analysis with Order Detail	Offers detailed and summary billed transaction information regarding the results of order and transaction matching. Allows clients to review transaction activity by transaction matching status (e.g., matched, unmatched), individual transaction details and base order information.	- Date Range - Matching Status - Transaction Status - Report Type	- Internet - Data File - Access Online Data Exchange
Full Transaction and Order Detail	Fully details expenditures, including transaction, line item, order, account allocation and tax estimation information. Drills down to an additional line item, order, account allocation or tax management detail.	- Date Range - Matching Status - Merchant Profile Source - Transaction Status - Additional Detail, including Transaction Line Item, Allocations, Order and Tax	- Internet - Data File - Access Online Data Exchange

Report Name	Report Functionality	Criteria	Method
Order Analysis	Provides detailed and summary order information, regarding the results of order and transaction matching. Reviews order activity by order fulfillment status (e.g., open, partial, fulfilled, etc.), individual order details and base transaction information.	- Order Date Range - Order Status - Order Source - Merchant Profile Source - Unique/Non-Unique Order Numbers - Transaction Amount Range	- Internet - Data File - Access Online Data Exchange
Order Detail	Provides detailed order data, including line item detail, if desired. Assists with tracking and managing orders.	- Date Range - Orders Included (Status, Source, Order Number) - Additional Detail (Line Item Detail)	- Internet - Data File - Access Online Data Exchange
Order Receipt	Shows detailed and summary receipt information as recorded against the order or order line items. Allows clients to accurately track receipt status of their orders.	- Date Range - Orders Included - Merchants	- Internet - Data File - Access Online Data Exchange
Payment Instructions			
Billed Transaction Analysis with Payment Instruction Detail	Provides detailed and summary billed transaction information about the results of payment request and payment transaction matching. Supports the use of U.S. Bank Virtual Pay functionality by allowing clients to review transaction activity by transaction matching status (e.g., matched, unmatched), individual transaction details and base payment instruction information.	- Report Type - Matching - Merchant Profile Source - Transaction Status	- Internet - Data File - Access Online Data Exchange
Payment Instruction Analysis	Summary and detail payment instruction information regarding the results of payment instruction and transaction matching. Supports the use of U.S. Bank Virtual Pay functionality.	- Merchant Profile Source - Payment Instructions Included	- Internet - Data File - Access Online Data Exchange
Payment Instruction Detail	Detailed Payment Instruction information. Supports the use of Virtual Pay functionality.	- Payment Instructions Included - Additional Detail	- Internet - Data File - Access Online Data Exchange
Payment Requests			
Payment Request Analysis	Provides summary and detail payment request information regarding the results of payment request and transaction matching. Supports the use of Virtual Pay functionality.	- Payment Requests Included - Merchant Profile Source	- Internet - Data File - Access Online Data Exchange
Payment Request Detail	Provides detailed payment request information. Supports the use of Virtual Pay functionality.	- Payment Requests Included - Additional Detail	- Internet - Data File

Report Name	Report Functionality	Criteria	Method
			Access Online Data Exchange
Transaction Management			
Account Allocation	Displays all transaction detail for a specific account for a specific date range, allowing Program Administrators and cardholders to view account allocation and reallocation detail by accounting code. Helps Program Administrators and cardholders manage their allocation and reallocation activities, leading to better account management and/or posting of transactions to their general ledger systems.	- Date Range - Transaction Allocation status - Accounting Code	- Internet - Data File - Access Online Data Exchange
Extract Reconciliation	Summarizes transactions by account that have been extracted versus statemented. Allows client confirm/audit transaction totals that they have posted to Access Online, received a statement for (billed/paid for), and have been extracted to their G/L system.	- Date Range - Additional Detail	- Internet - Data File - Access Online Data Exchange
Managing Account Approval Status	Provides a history of managing account and cardholder account statement approvals and certifications. Clients use this report to track the status and progress of account approvals as they align with their internal operating procedures. In this way, organizations can ensure compliance with established procedures and actively manage and improve the efficiency of their programs.	- Date - Statement Selection Criteria (Statement Statuses) - Statement Activity	- Internet - Data File - Access Online Data Exchange
Transaction Summary and Detail	Shows summary allocation information for a specific accounting code and provides specific transaction detail. Facilitates proactive program management by both the Program Administrators and cardholders.	- Date Range - Approval Status - Fees Included/Excluded - Additional Detail - Merchants - Select by Accounting Code - Transaction Status - Transaction Amount Range - Posting Type (Memo, Posted, All) - Payments Exclude/Include	- Internet - Data File - Access Online Data Exchange

Supplier Management Reports

Supplier management reports are used to analyze the overall effectiveness of your supplier strategies and identify overall performance issues and opportunities. You are armed with actual program performance information that can be leveraged to drive supplier behavior and positively impact supplier negotiations.

Report Name	Report Functionality	Criteria	Method
Administration			
Level II Quality by Merchant	Gives clients the ability to report on the quality of Level II data on financial records by supplier. Evaluates the quality of Level II information which can be utilized to drive supplier behavior.	▪ Date Range ▪ Merchants ▪ Order Detail	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Enabled Merchant List	Provides merchant demographic information including Client Supplier Information. Gives a holistic view of suppliers and helps manage a client's merchant list to make certain they are all set up as needed, downloaded for review, editing, etc.	▪ Elavon Merchant ID (Populated Yes/No Indicator) ▪ Report Output ▪ Straight Through Processing (Enabled/Disabled)	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Merchant List	Lists suppliers' demographic information based on those suppliers who had transaction activity within the requested period. Offers clients the data to analyze the effectiveness of supplier programs based on demographic indicators and determine if supplier programs support overall corporate diversification policies.	▪ Date Range ▪ Merchant Profile Source ▪ MCC Group ▪ Merchants ▪ MCC	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Business Expenses			
Temporary Services Spending	Generates both summary and detail information for temporary services spending by agency. Empowers clients to breakout temporary services spend information, used to validate current supplier strategy, evaluate program compliance and drive successful negotiations.	▪ Date ▪ Report Type ▪ Merchant Profile Source ▪ Merchant Names ▪ Current Default Accounting Code	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Spend			
Merchant Spend Analysis	Provides an overall view of total supplier base activity or total commodity type. Clients can use this information to support service-level and pricing requests with their suppliers.	▪ Date Range ▪ MCC Group ▪ MCC ▪ Merchant State ▪ Report Type ▪ Merchant Profile Source ▪ Merchant ▪ Spend Category Description	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Merchant Spend Analysis by Line Item	Provides summary and detail information. May be used for analyzing merchant spend activity by purchasing line item.	▪ Transaction Date Range ▪ MCC Groups ▪ MCC ▪ Merchant Names ▪ Merchant States ▪ Line Item Detail Type ▪ Merchant Profile Source ▪ Spend Category Description	▪ Internet ▪ Data File ▪ Access Online Data Exchange

Report Name	Report Functionality	Criteria	Method
Top Merchant Spend Analysis	Provides a list of top merchants by merchant category group or by MCC, based either on spend or number of transactions. Facilitates head-to-head analysis of your most-used suppliers based on purchase activity. When combined with supplier service performance, you can create a complete supplier relationship image.	▪ Date Range ▪ Report Type ▪ MCC Group ▪ MCC ▪ Number of Top Merchants ▪ Top Merchants Defined by Spend ▪ Top Merchants Defined by Number of Transactions ▪ Merchant Profile Source ▪ Spend Category Description	▪ Internet ▪ Data File ▪ Access Online Data Exchange

Tax and Compliance Management Reports

Tax and compliance management reports are used to ensure your programs are operating in accordance with U.S. Federal government standards and requirements.

Report Name	Report Functionality	Criteria	Method
Compliance Management			
Unmatched Transaction Analysis for Form 1099	Lists transactions where a supplier profile was unavailable at the time of reporting for the specified date range and additional supplier information research for 1099 reporting. Allows clients to quickly identify suppliers with missing information and determine a course of action. With frequently utilized suppliers, the Program Administrator can ensure that the proper profiles are obtained in the future thus driving more complete supplier information.	▪ Date Range	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Vendor Summary by Socioeconomic Indicator	Provides a summary and detail of expenditures that have occurred with suppliers classified as minority supplier types (e.g., minority, women-owned, veterans and small business). Allows thorough review of minority supplier expenditures to ensure clients' procurement programs are in compliance.	▪ Date Range ▪ Merchant Profile Source ▪ Supplier Type ▪ Socio-economic Indicator ▪ Merchant State ▪ Excel Output Only	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Vendor Summary for Form 1099-MISC	Provides a summary and detail of expenditures that have occurred with suppliers classified as minority supplier types (e.g., minority, women-owned, veterans and small business). Allows thorough review of minority supplier expenditures to ensure clients' procurement programs are in compliance.	▪ Excel Output Only ▪ Date Range ▪ Merchant Profile Source ▪ Display MCC's	▪ Internet ▪ Data File ▪ Access Online Data Exchange
Tax Management			
Sales and Use Tax by State	Summarizes transaction and tax paid amounts within a specified date range, as well as calculated percentages on a state-by-state basis. Facilitates	▪ Date Range ▪ Merchant or Cardholder State ▪ State	▪ Internet ▪ Data File

Report Name	Report Functionality	Criteria	Method
	easier and quicker analysis of Sales and Use Tax by state within specific timeframes.		Access Online Data Exchange
Sales and Use Tax by State with Tax Management Detail	Includes the summarized transaction and tax paid amounts as well as calculated tax percentages on a state-by-state basis. Allows thorough analysis of clients' sales and use tax approach by state and enables them to proactively manage their sales and use tax program.	- Date Range - Merchant State - Ship To State - Ship From - Destination Code - Tax Implied - Taxability	- Internet - Data File - Access Online Data Exchange
Tax Accrual Model	Supports clients' use of Best Practice Tax Model. Compares actual sales and use tax accrual process against best practice to identify areas of potential improvement.	- Date Range - Cardholder Account State is Not Equal to Merchant State - Cardholder State is Equal to Merchant State - Combinations of Selected Cardholder Account States and Merchant States	- Internet - Data File - Access Online Data Exchange
Tax Accrual Model with Tax Management Detail	Supports the use of the Best Practice Tax Model (for sales and use tax estimation), in conjunction with Access Online tax estimation functionality. Assists in analyzing sales and use tax by cardholder and/or merchant state within specific timeframes.	- Date Range - Cardholder Account State is Not Equal to Merchant State - Cardholder State is Equal to Merchant State - Combinations of Selected Cardholder Account States and Merchant States - Merchant Profile Source - MCC - Merchant Names - Merchant Tax ID - Destination Code - Tax Implied - Taxability	- Internet - Data File - Access Online Data Exchange
Tax Accrual Model by Accounting Code with Tax Management Detail	Supports the use of the Best Practice Tax Model (for sales and use tax estimation), in conjunction with Access Online tax estimation functionality by Accounting Code. Assists clients in accruing use tax. Allows the client to sample transactions by accounting code to determine whether they are taxable or	- Date Range - Include Selected Accounting Codes - Exclude Selected Accounting Codes	- Internet - Data File - Access Online Data Exchange

Report Name	Report Functionality	Criteria	Method
	nontaxable. Similar to the Tax Accrual Model with Tax Management Detail Report except this report displays by accounting code instead	- State Selection (Ship To, Ship From) - Merchant Profile Source - MCC - Merchant Name - Merchant Tax ID Number - Destination Code - Tax Implied - Taxability	

Administration Reports

Administration reports provide Program Administrators easy access to basic program configuration information and help determine the impact the program structure may have on performance and utilization.

Report Name	Report Functionality	Criteria	Method
Accounting Code Management			
Accounting Code Structure	Lists information on current configuration of Accounting Code Structures, Valid Value Lists and Accounting Validation Controls. Gives the client the ability to easily review the current configuration of their Accounting Code Management Controls, allowing them to efficiently review, confirm or troubleshoot accounting code attributes.	- Account Status (Open, Closed or All) - Grouping - Structure Name or Hierarchy	- Internet - Data File - Access Online Data Exchange
Accounting Validation Control	Provides information on your accounting validation controls to support effective management of the accounting code reallocation feature. By more effectively managing reallocation, organizations ensure accurate accounting and greater overall program control.	Account Information	- Internet - Data File - Access Online Data Exchange
Alternate Accounting Codes Report	Provides detailed information about the alternate accounting codes you have built in Access Online. Lists which accounts are assigned to which alternate accounting codes. Assists with adjusting alternate accounting codes, thereby improving transaction allocation and program efficiency.	- Display Alternate Accounting Code by managing Account or by Accounting Validation Control - Excel Output Only	- Internet - Data File - Access Online Data Exchange
Default Accounting Codes Report	Provides detailed information about the default accounting codes associated to cardholder and managing accounts. This report is used to keep track of how your default accounting codes are in use in the system and to see if you need to reassign default accounting codes to an account. By using this report and making adjustments, you can improve transaction allocation and program efficiency.	- Account Information (Account Status and Account Type) - Accounting Code (Structure Name or Custom) - Excel Output Only	- Internet - Data File - Access Online Data Exchange
Online Registration Management			
Locked Accounts	Displays accounts locked at the time the report is generated. Enables Program Administrators to actively manage online registration activity and facilitate/expedite cardholder participation and successful registration.	None	- Internet - Data File - Access Online Data Exchange

Report Name	Report Functionality	Criteria	Method
Online Registration	Provides the results of online registration activity for cardholder accounts. Allows program and system administrators to actively manage cardholder participation in the online registration process.	- Activity Date Range - Activity Type - Activity User ID - Report Type	- Internet - Data File - Access Online Data Exchange
User Management			
System User List	Provides information about user IDs and associated user profile information, including a list of the hierarchy access and functional entitlements. Allows managers to better monitor users of Access Online.	- Report Type - Creation Date Range - Last Maintained Date Range - Users Type - User ID - User Status - Additional Detail	- Internet - Data File - Access Online Data Exchange
System User List Summary	Provides summary information about Access Online user IDs for one, many or all organizations. Provides a quick overview of the users in your program.	- Creation Date Range - User IDs - Entitlement Groups - User Status - User IDs Last Maintained By - User IDs Created By	- Internet - Data File - Access Online Data Exchange
System User List with Account Details	Provides an overview of users and accounts within an organization. Allows managers to see which users have access to which accounts; most beneficial for use in organizations that allow for individual Transaction Approval as well as those that have a need to identify which approval managers have access to which accounts.	- Users Included - User Status - Entitlement Group - Account Status	- Internet - Data File - Access Online Data Exchange