

REPORTS FIELD DEFINITIONS

What You Need To **KNOW**

Purpose:

The purpose of this procedure is:

To provide a listing of all field definitions for the EAGLS Reports

Rules:

The following rules apply to this procedure:

This job aid contains all field definitions for the EAGLS Reports excluding Fleet Reports.

The information in this job aid is listed as such:

- The fields are listed alphabetically in the far left column
- The report(s) that the fields appear on are listed in the center column
- The field definition is listed in the far right column

This job aid is designed so that an A/OPC can easily determine the definition of a field in a report by:

- Scanning the far left column for the field name listed alphabetically
- Confirming the report it appears on by viewing the center column
- Reading the field definition in the far right column

What You Need To **DO**

| Field Name | Report | Definition |
|---|-----------------------------|--|
| 1057 Status | Account Activity (Purchase) | Same as Socio-Economic Status, merchant demographic information for purchases made at small businesses. Categorized as one of the following: Small Business, Small Business Disadvantage, Woman Owned Small Business, Minority Owned Small Business |
| 1099 Status | Account Activity (Purchase) | Same as Corporate Status - reporting type of business ownership. Corporation, Other Business Structure or Unknown |
| 30, 60, 90, 120, 150, 180 Days Past Due | Aging Analysis | Total number of accounts past due will reflect the total count in each category 30, 60, 90, 120, 150, and 180, but if an account's delinquency dollars fall in more than one month's past due bucket, the account's number count should reflect in only the oldest bucket. Includes past due mission critical accounts and cancelled accounts. Example for # and \$: This account is 90 days past due and has not made any payments. Total due is \$100.00 30 days past due 60 days past due 90 days past due # accts \$ accts # accts \$ accts # accts \$ accts 50.00 25.00 1 25.00 |
| 30, 60, 90, 120, 150, 180+ Days Past Due Columns | Delinquency | Total number of accounts past due will reflect the total count in each category - 30, 60, 90, 120, 150, and 180 plus. If an account's delinquency dollars fall in more than one month's past due category, the account number's count should reflect in only the oldest category. |
| 60+ Days Past Due # | Aging Analysis | Total number of accounts past due from buckets, 60 days or greater but not yet charged off. Includes suspended and cancelled accounts, but not charged off accounts. |

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| What You Need To DO | | |
|--|---|--|
| Field Name | Report | Definition |
| 60+ Days Past Due \$ | Aging Analysis | Total dollar amount of accounts past due from buckets, 60 days or greater but not yet charged off. Includes suspended and cancelled accounts, but not charged off accounts. |
| 60+ Delq Rate Active (#) | Aging Analysis | Percentage of accounts 60+ days delinquent in comparison to total number of active accounts. Total of accounts 60+ days past due divided by total active accounts. |
| 60+ Delq Rate Open (#) | Aging Analysis | Percentage of accounts 60+ days delinquent in comparison to total number of open accounts. Total of accounts 60+ days past due divided by total open accounts. |
| 60+ Delq Rate Outstanding (Dollars) | Aging Analysis | Percentage of account balances 60+ days delinquent in comparison to total outstanding dollars. Total balance of accounts 60+ days past due divided by total outstanding dollars. |
| Account Address (City, State, Zip) | Account Listing | Address for the cardholder |
| Account Name | Account Activity (Purchase) Account Activity (Travel) Account Listing Account Renewal Airline Credit/Refund Cancellation Charge-Off Daily Invoice Delinquency Exceptions Lost/Stolen New Accounts Pre-Suspension Suspension Transaction Activity | Cardholder name - last name first, then first name |
| Account Number | Account Activity (Purchase) Account Activity (Travel) Account Listing Account Renewal Airline Credit/Refund Authorizations/Declines Cancellation Charge-Off Daily Invoice Delinquency Exceptions Lost/Stolen Monthly Audit New Accounts Pre-Suspension Suspension Transaction Activity | A sixteen-digit charge card number. Visa accounts start with 4486 and MasterCard accounts start with 5568 for cards in the Bank of America government card program. |

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| What You Need To DO | | |
|------------------------------|---|--|
| Field Name | Report | Definition |
| Account Status | Account Listing Delinquency Exceptions Pre-Suspension Suspension | Primary status of account : "C" - closed status; "O" - open status |
| Active Accounts (#) | Aging Analysis | Total number of all accounts with balances or payments this month that received a statement during this reporting period. Includes past due accounts, mission critical accounts, cancelled accounts and closed accounts. |
| Activity Code | Authorizations/Declines | Type of purchase performed: Purch (purchase); Cash (cash advance, non-ATM); Ballnq (balance inquiry); ATM (ATM cash advance); MOTO (mail order, telephone order); Elec (electronic) |
| Agency ID | Agency Program Information Airline Credit/Refund Statistical Summary-Travel Summary ATM/Traveler's Checks Summary Purchase Transaction Activity | Unique four character number that identifies the agency. This number is similar to the Agency/Organization Identifying Number provided in the FIPS publication and is keyed by GCSU at setup. |
| Agency Name | Account Renewal Agency Program Information Agency Program Airline Credit/Refund Maintenance Request MasterCard 1099 Miscellaneous Expense Monthly Audit New Accounts Statistical Summary-Purchase Statistical Summary-Travel Summary ATM/Traveler's Checks Summary Purchase Summary Quarterly Merchant Suspension Transaction Activity | Name of the agency for the information on the report. Same as Hierarchy Name. |
| Airline Carrier | Monthly Audit | Name of airline carrier on which cardholder is traveling |
| Airline Ticket Number | Account Activity (Travel) | Number of the ticket issued by the airline |

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| What You Need To DO | | |
|------------------------------------|---|--|
| Field Name | Report | Definition |
| Amount of Expense | Miscellaneous Expense | Dollar value of expense |
| Approved by | Maintenance Request | Government Card Services Unit associate who approved the maintenance transaction |
| Approved on (date) | Maintenance Request | Date the EAGLS maintenance was approved |
| Arrival Time | Monthly Audit | Time of arrival as shown on airline ticket |
| ATM Cash Advance Fees | Statistical Summary-Travel Statistical Summary-Purchase | Fees charged for obtaining cash at an ATM, may include added charges for using a non Bank of America ATM |
| Auth Date | Authorizations/Declines | Date of authorization |
| Average Dollar Amount per MCC Code | Summary Quarterly Merchant | Total Dollars transacted per MCC (merchant category code) divided by the number of transactions for the same MCC |
| Avg # of Days Past Due | Cancellation Pre-Suspension Suspension | Average number of days past due for all of the past due accounts included in the hierarchy totals. The calculation is based on the PD reason code & the status date of the reason code: # days PD of 1 st day in RC bucket + (sysdate-status date). Average is determined by a sum of the days past due for each account divided by the total number of accounts. |
| Billing Account Number | Daily Invoice | Account that is billed for the individual transactions |
| Billing Type | Account Activity (Purchase) Account Activity (Travel) Account Listing Aging Analysis Cancellation Cancellation Summary Delinquency Pre-Suspension Pre-Suspension Summary Suspension Suspension Summary Transaction Activity Delinquency Summary Exceptions | "C" stands for a CBA (Centrally Billed Account) – A charge card account that is billed to and paid by an agency or organization "I" stands for an IBA (Individually Billed Account) – A charge card account that is billed to and paid by an individual |
| Cancelled Accounts | Aging Analysis | Total number and dollar amount of accounts that are between 126 and 181 days past due or credit revoked |
| Carrier Code | Monthly Audit | SCAC (city airline code) for the airline |
| Central Account ID | Daily Invoice | Seven-digit number assigned to a specific account for use within EAGLS |

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| Field Name | Report | Definition |
|--|--|--|
| Central Account Name | Daily Invoice | Name of the parent account for an agency. This account serves only to provide an umbrella for all charges to the individual accounts below it. The Central Account receives no transactions, but all IBAs below it receive their credit lines from it. |
| Central Account Number | Daily Invoice | Number of the parent account for an agency. This account serves only to provide an umbrella for all charges to the individual accounts below it. The Central Account receives no transactions, but all IBAs below it receive their credit lines from it. |
| Central Agency ID | Account Listing | Central agency identification number |
| Central Office Information | Agency Program Information | Address and contact information for the Central Office on the report |
| Charged-Off Accounts | Aging Analysis | Accounts with a charged off status code (CO) |
| Charge-Off Amount | Charge-Off | Calculation of charged off dollars |
| Charge-Off Date | Charge-Off | Date when the account was charged off |
| Charge-Off Reason | Charge-Off | Reason the account was charged off - bad debt, fraud, or other |
| Class of Service | Monthly Audit | Class of service on flight as shown on airline ticket: Y – Regular, E – Economy, B – Business, F – First Class |
| Class of Travel Identifier | Account Activity (Travel) | Class of service on flight as shown on airline ticket: Y – Regular, E – Economy, B – Business, F – First Class |
| Comparative % for Current Quarter | Summary Purchase | Percentage of number of transactions/dollar volume under or over the micro-purchase threshold (\$2500) relative to total transactions/dollars for the last complete quarter being reported |
| Comparative % for FYTD | Summary Purchase | Percentage of number of transactions/dollar volume under or over the micro-purchase threshold (\$2500) relative to total transactions/dollars for the current quarter being reported and all previous quarters in the current fiscal year |
| Conjunction Ticket | Monthly Audit | Additional airline tickets |
| Convenience Check Fees (%) | Statistical Summary-Travel Statistical Summary-Purchase | Miscellaneous convenience check fees that are a percentage of the check amount |
| Convenience Check Fees (F/R) | Statistical Summary-Travel Statistical Summary-Purchase | Miscellaneous convenience check fees that are flat fees |
| Corporate Status | MasterCard 1099 Transaction Activity | Same as 1099 - reporting type of business ownership |
| Country Code | Airline Credit/Refund | Same as country |
| Coupon Number | Monthly Audit | Airline flight coupon number |

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| Field Name | Report | Definition |
|---|--|--|
| Credit Amount | Airline Credit/Refund | Total Refund/Credit Amount for the Account Holder: Sum of the transactions that are recognized as either a credit to purchase balance, a Visa credit voucher, or a MasterCard credit voucher |
| Credit Date | Airline Credit/Refund | Date of credit to cardholder account by merchant |
| Credit Limit | Account Listing Account Renewal New Accounts | Credit limit on the specific account |
| Credit Transactions | Monthly Audit | Data for credits incurred by a cardholder's account |
| Cumulative Dollars | Summary Quarterly Vendor Analysis | Sum of dollar volumes per vendor across each fiscal year quarter |
| Cumulative Dollars year-to-date | Summary Quarterly Vendor Ranking | Sum of dollar volumes per vendor on a YTD (year to date) basis |
| Cumulative FYTD ATM Dollar Volume | Statistical Summary- Travel Statistical Summary- Purchase | Dollar amount of ATM transactions on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Cumulative FYTD ATM Fees | Statistical Summary- Travel Summary ATM/Traveler's Checks | Dollar amount of fees charged for ATM transactions on a FYTD (fiscal year to date) basis for all cardholders in an agency. These will include any fees charged for ATM transactions and is defined at an agency level by its task order. Transaction fees at Bank of America or non-Bank of America ATM's may be included. |
| Cumulative FYTD ATM Transactions | Statistical Summary- Travel Statistical Summary- Purchase Summary ATM/Traveler's Checks | Total ATM transactions summed on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Cumulative FYTD ATM Volume | Summary ATM/Traveler's Checks | Total ATM charge volume (dollars) summed on a FYTD (fiscal year to date) basis |
| Cumulative FYTD Check Fees | Summary Convenience Checks | Dollar amount of convenience check fees on a FYTD (fiscal year to date) basis |
| Cumulative FYTD Check Transactions | Summary Convenience Checks | Total number of convenience check transactions on a FYTD (fiscal year to date) basis |
| Cumulative FYTD Check Volume | Summary Convenience Checks | Dollar amount of convenience check transactions on a FYTD (fiscal year to date) basis |
| Cumulative FYTD Dollar Volume | Statistical Summary- Purchase | Dollar amount of all transaction types on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Cumulative FYTD Miscellaneous Fee Amount By Type | Statistical Summary- Purchase | Total miscellaneous fees for the FYTD (fiscal year to date) basis for all cardholders in an agency displayed by fee type |

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| What You Need To DO | | |
|---|--|--|
| Field Name | Report | Definition |
| Cumulative FYTD Total Transactions | Statistical Summary-Purchase | Total number of all transactions on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Cumulative FYTD Traveler's Check Dollar Volume | Statistical Summary-Purchase | Total Travelers Check dollar amounts on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Cumulative FYTD Traveler's Checks Fees | Summary ATM/Travelers Checks | Total Traveler's Check fees on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Cumulative FYTD Traveler's Checks Transactions | Summary ATM/Travelers Checks | Total number of Traveler's Check transactions on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Cumulative FYTD Traveler's Checks Volume | Summary ATM/Travelers Checks | Total Traveler's Checks volume (dollars) summed on a FYTD basis |
| Cumulative Purchase Amount | MasterCard 1099 | Sum of all Quarterly Purchase Amounts for the calendar year |
| Cumulative Transactions | Summary Quarterly Vendor Analysis | Sum of the number of transactions per vendor across each fiscal year quarter |
| Current Accounts # | Aging Analysis | Total number of current accounts (no past due amounts) at statement time for accounts that have received a statement during the reporting period. Include mission critical accounts, closed accounts and cancelled accounts. |
| Current Accounts \$ | Aging Analysis | Total dollar of current accounts' balances at statement time for accounts that have received a statement during the reporting period. Include mission critical accounts, closed accounts and cancelled accounts. |
| Current Balance | Exceptions | Balance that is currently due on the account which is the balance of the last statement + any activity since last statement. |
| Current Quarter | Summary Purchase | Last complete quarter (Jan – Mar, Apr – Jun, Jul – Sep, Oct - Dec), consistent with the report's date, for which the agency is being summarized |
| Date Cancelled | Cancellation | Date on which the cardholder account was cancelled, 96 days PD for DOI/SBA, 126 days PD for all other agencies |
| Date of Expense | Miscellaneous Expense | Date the expense was incurred |
| Date Suspended | Suspension | Date on which the account was suspended, 61 days PD for IBA's, 91 days PD for CBA's |
| Days Past Due | Cancellation Suspension Pre-Suspension | Number of days in which the cardholder payment is past due |
| Debit Transactions | Monthly Audit | Data for debits incurred by a cardholder's account |
| Debit/Credit Flag | Account Activity (Purchase) Account Activity (Travel) | "D" stands for debit; "C" stands for credit |

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| What You Need To DO | | |
|--|-------------------------------------|---|
| Field Name | Report | Definition |
| Debit/Credit Indicator | Exceptions Miscellaneous Expense | "D" stands for debit; "C" stands for credit |
| Departure Date | Account Activity (Travel) | Date on which the travel began as shown on the airline ticket |
| Departure Time | Monthly Audit | Time of departure as shown on airline ticket |
| Designated Billing Office Information | Agency Program Information | Address and contact information for the Designated Billing Office on the report |
| Destination City | Monthly Audit | Final destination city code in a leg of a flight as presented on airline ticket |
| Destination Zip | Account Activity (Purchase) | Zip code for destination point of shipment |
| Discount Amount | Account Activity (Purchase) | Dollar amount discounted from purchase of a product, service, or repair |
| Duty Amount | Account Activity (Purchase) | Tariff or tax paid on the purchase of an imported product, service, or repair |
| EAGLS Component | Maintenance Request | Type of maintenance performed for the account or agency |
| EAGLS Field | Maintenance Request | Name of field that was updated through EAGLS maintenance |
| Employee ID | Account Renewal | Identification number of the employee, sometimes used in place of social security number |
| Endorsement / Restrictions | Monthly Audit | Airline code for restrictions on a ticket |
| Exchange Ticket | Monthly Audit | Reissued airline ticket |
| Expense Description | Miscellaneous Expense | Description of the miscellaneous expense, expense items that do not fall into any other category |
| Expiration Date | Account Renewal | Date on which the card expires; card is no longer valid beyond that date |
| Fare Basis | Monthly Audit | Basis code - all domestic contract fares begin with the characters "YCA". In cities with multiple airports, the airport designators are added |
| Fee Amount | Monthly Audit | Dollar amount of fee charged on cardholder transaction |
| Fiscal Year | Summary Quarterly Vendor Ranking | Fiscal year encompassed by the report. Fiscal year starts on October 1 and ends on September 30. |
| Flight Number | Monthly Audit | Airline defined number that identifies a travel leg |
| Freight Amount | Account Activity (Purchase) | Freight on total purchase (this is the cost of transport in dollars not weight) |
| FYTD | Summary Purchase | Fiscal year to date. Fiscal year starts on October 1 and ends on September 30. |

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| What You Need To DO | | |
|--|--|---|
| Field Name | Report | Definition |
| Grand Total for Report | Cancellation Cancellation Summary Delinquency Delinquency Summary Pre-Suspension Pre-Suspension Summary Suspension Summary | Total number and dollar amount in each category on the report |
| Grand Total for Report Total Number of Accounts Charged off | Charge-Off | Total number of accounts for the report that have been charged off |
| Hierarchy | Account Listing Cancellation Cancellation Summary Charge-off Daily Invoice Delinquency Delinquency Summary Exceptions Pre-Suspension Pre-Suspension Summary Suspension Suspension Summary | Same as Hierarchy Number; a seven-digit number used to uniquely identify the agency and its place in the hierarchy |
| Hierarchy Name | Account Activity (Purchase) Account Activity (Travel) Account Listing Aging Analysis Authorizations/Declines Cancellation Cancellation Summary Charge-off Daily Invoice Delinquency Delinquency Summary Exceptions Pre-Suspension Pre-Suspension Summary Suspension Summary | The name given to the hierarchy/organizational structure within EAGLS. The hierarchy structure allows agencies and organizations to create an eight-tiered chain of command; same as Agency Name. |
| Hierarchy Number | Account Activity (Purchase) Account Activity (Travel) Aging Analysis Authorizations/Declines | Same as Hierarchy; a seven-digit number used to uniquely identify the agency and its place in the hierarchy |

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| What You Need To DO | | |
|--|---|---|
| Field Name | Report | Definition |
| Individually/Centrally Billed | Airline Credit/Refund | Account type: "I" for individually billed accounts, "C" for centrally billed account |
| Invoice Date | Daily Invoice | Date the invoice/statement was issued |
| Invoice Number | Daily Invoice | Number of the invoice, if applicable |
| Issue Date | Monthly Audit | Date ticket was issued by airline |
| Last Statement Balance | Cancellation Charge-Off Pre-Suspension Suspension | Previous balance invoiced |
| Lost/Stolen Cards | Statistical Summary-Purchase | Number of lost or stolen cards in the reporting period |
| Master Accounting Code | Account Listing Daily Invoice | Number that uniquely identifies the internal accounting center for the agency |
| MCC (Merchant Category Code) | Account Activity (Purchase) Account Activity (Travel) Airline Credit/Refund Authorizations/Declines Daily Invoice Exceptions MasterCard 1099 Summary Quarterly Merchant Transaction Activity | Merchant Category Code: A four digit numeric code that designates the type of business a merchant conducts. For example, some ATM cash advances are coded as 6011. |
| MCC Start and End | Authorizations/Declines Exceptions | Beginning and ending MCC (merchant category code) that the user selects to show on the report |
| MCC String | Exceptions | List of MCCs (merchant category codes) that the user selects to show on the report; up to 10 MCCs can be selected |
| Memo Flag | Exceptions Transaction Activity | If this field shows "M", then the transaction has been memo posted to the account. Memo-posted payments are referenced to the transacting account but actually post to the centrally billed account. |
| Merchant Address (City, State, Zip) | Account Activity (Purchase) Account Activity (Travel) Airline Credit/Refund Daily Invoice Exceptions MasterCard 1099 Summary Quarterly Vendor Analysis Transaction Activity | Address of the merchant where the transaction occurred |
| Merchant Category Code Description | Summary Quarterly Merchant | Merchant Category Code: A four digit numeric code that designates the type of business a merchant conducts. For example, some ATM cash advances are coded as 6011. Also, the name associated with the MCC. For example: United Airlines |

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| What You Need To DO | | |
|-----------------------------------|--|--|
| Field Name | Report | Definition |
| Merchant Country Code | MasterCard 1099 | Country where the transaction occurred |
| Merchant Description | Account Activity (Purchase) Account Activity (Travel) Authorizations/Declines Daily Invoice Exceptions | Merchant name returned by the association (VISA or Master Card) |
| Merchant DUNS | Transaction Activity | Merchant Dun and Bradstreet number; not every merchant will have a merchant DUNS |
| Merchant Name | Airline Credit/Refund MasterCard 1099 Summary Quarterly Vendor Analysis Transaction Activity | Name of the merchant where the transaction occurred |
| Merchant Tax ID | Account Activity (Purchase) | Tax identification number of the merchant |
| Merchant TIN | Transaction Activity | Tax identification number of the merchant |
| Merchant City | Authorizations/Declines | City where the transaction occurred |
| Miscellaneous Fees by Type | Statistical Summary-Travel Statistical Summary-Purchase | Miscellaneous fees displayed by type of fee |
| Month/Year | Account Activity (Purchase) Account Activity (Travel) Statistical Summary-Purchase Statistical Summary-Travel Summary Convenience Checks | Calendar month and year for which information is reported |
| Monthly ATM Dollar Volume | Statistical Summary-Purchase | Total dollar amount of ATM transactions for the month |
| Monthly ATM Fees | Statistical Summary-Travel Summary ATM/Travelers Checks | Total dollar amount for ATM fees for the reporting period. These will include any fees charged for ATM transactions and is defined at an agency level by its task order. Transaction fees at Bank of America or non-Bank of America ATM's may be included. |

REPORTS FIELD DEFINITIONS

| What You Need To DO | | |
|---|--|--|
| Field Name | Report | Definition |
| Monthly ATM Transactions | Statistical Summary-Purchase Statistical Summary-Travel Summary ATM/Travelers Checks | Total number of ATM transactions for the reporting period |
| Monthly ATM Volume | Statistical Summary-Travel Summary ATM/Travelers Checks | Total dollar amount of ATM transactions for the reporting period |
| Monthly Convenience Check Fees | Summary Convenience Checks | Dollar amount of convenience check fees for the month |
| Monthly Convenience Check Transactions | Summary Convenience Checks Statistical Summary-Purchase | Total number of convenience check transactions on a monthly basis for all cardholders in an agency |
| Monthly Convenience Check Volume | Summary Convenience Checks Statistical Summary-Purchase | Dollar amount of convenience check transactions on a monthly basis for all cardholders in an agency |
| Monthly Miscellaneous Fee Amount By Type | Statistical Summary-Purchase | Miscellaneous fees (dollars) for the monthly reporting period |
| Monthly Total Dollar Volume | Statistical Summary-Purchase | Total dollar amount of transactions for the month |
| Monthly Total Transactions | Statistical Summary-Purchase | Total number of all transactions on a monthly basis for all cardholders in an agency |
| Monthly Traveler's Check Dollar Volume | Statistical Summary-Purchase | Total dollar amount of traveler's checks for the month |
| Monthly Traveler's Check Transactions | Summary ATM/Travelers Checks | Total number of transactions for traveler's checks for the month |
| Monthly Travelers Checks Fees | Summary ATM/Travelers Checks | Total dollar amount of traveler's checks fees for the reporting period |
| Monthly Traveler's Checks Volume | Summary ATM/Travelers Checks | Total dollar amount of traveler's check transactions for the reporting period |
| Multiple MCC | Authorizations/Declines Exceptions | List of MCCs (merchant category codes) included in the search criteria for the report BK – MCC String on Schedule Screen |
| New Account Date | Lost/Stolen/Fraud | Date a new account was set up to replace the old account, which was reported as lost, stolen, or fraudulent |

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| What You Need To DO | | |
|---|--|--|
| Field Name | Report | Definition |
| New Accounts | Statistical Summary-Purchase | Number of accounts opened during the reporting period on TSYS |
| New Account Number | Lost/Stolen/Fraud | Account number assigned to the new account that was set up after the old card/account was reported lost, stolen, or fraudulent |
| New EAGLS Value | Maintenance Request | Updated field value as a result of EAGLS maintenance |
| Number of Active Cards | Statistical Summary-Purchase Statistical Summary-Travel | Number of active accounts this month is the sum of all accounts with one or more transactions posted in the reporting period |
| Number of Cards Reported Lost/Stolen | Statistical Summary-Purchase Statistical Summary-Travel | Number of cards reported as lost or stolen during the reporting period |
| Number of Legs | Account Activity (Travel) | Number of legs or flight sections involved in the complete flight trip |
| Number of Transaction Under the Micro-Purchase Threshold for | Summary Purchase | Number of transactions under the specified threshold of \$2500 |
| Number of Transactions | Transaction Activity | Total number of transactions listed at either the account, hierarchy, or report level |
| Number of Transactions Over the Micro-Purchase Threshold | Summary Purchase | Number of transactions over the specified threshold of \$2500 that are greater than or equal to \$2500 |
| Number of Transactions Per MCC Code | Summary Quarterly Merchant | Total number of transactions ascribed to a particular MCC(merchant category code) for a reporting period |
| Old EAGLS Value | Maintenance Request | Old value of the field changed on the account by the A/OPC |
| Open Accounts (#) | Aging Analysis | Total number of open accounts (primary status = "Open"), active and inactive, with balances or without balances; includes past due and mission critical accounts |
| Open Date | New Accounts s | Date that a new account was opened |
| Option Set | Account Listing | Business category used to define spending and velocity limits |
| Order Date | Account Activity (Purchase) | Date the order was placed |
| Order Number | Account Activity (Purchase) | Order number from merchant for the transaction |
| Origin City | Monthly Audit | Originating city code in a leg of a flight as presented on airline ticket |

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| What You Need To DO | | |
|------------------------------------|---|---|
| Field Name | Report | Definition |
| Origin Zip | Account Activity (Purchase) | Zip code of the originating city from which the item is shipped |
| Outstanding (Dollars) | Aging Analysis | Total dollar of accounts in open or closed status, active and inactive, with balances. Includes past due and mission critical accounts, closed accounts and cancelled accounts. |
| Passenger Name | Account Activity (Travel) Monthly Audit | Name of traveler for whom ticket was issued |
| Past Due Amount | Cancellation Exceptions Suspension Pre-Suspension | Unpaid balance as of cycle |
| Payment Due Date | Delinquency | Date the outstanding balance is due |
| Percent Change from Prior Quarter | Summary Quarterly Vendor Ranking | Dollar amount difference of the current or most recent quarter being reported from the most previous quarter, expressed as a percentage |
| Percent Same Quarter Prior Year | Summary Quarterly Vendor Ranking | Dollar amount difference of the current or most recent quarter being reported from the fourth most previous quarter, expressed as a percentage |
| Point of Contact Information | Agency Program Information | Address and contact information for the point of contact on the report |
| Posting Date | Account Activity (Purchase) Account Activity (Travel) Airline Credit/Refund Daily Invoice Exceptions Transaction Activity | Date on which the transaction posted to the account |
| Prior Quarter Dollars | Summary Quarterly Vendor Ranking | Dollar amount of the last complete quarter with fiscal or calendar year applicable dependent on the report requirements |
| Privacy Act | Account Listing Cancellation Charge-Off Delinquency Pre-Suspension Suspension/Pre-Cancellation Fixed Pay Lost/Stolen | A Privacy Act Statement which indicates that the report contains privileged and confidential information, included on any report that contains a Social Security Number |
| Product / Service / Repair Code | Account Activity (Purchase) | Type of service provided in the transaction; this is usually the same as the order number on the report |
| Product/Service/Repair Description | Account Activity (Purchase) | Description of the product, service, or repair being purchased |
| Program Type | Account Listing Agency Program | Program that the cardholder is assigned: T = Travel, P = Purchase, I = Integrated, F = Fleet |
| Quantity | Account Activity (Purchase) | Amount of product, service, or repair being purchased |

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| What You Need To DO | | |
|---|--|--|
| Field Name | Report | Definition |
| Quarter 1 Dollars | Summary Quarterly Vendor Analysis | Total dollars transacted at this vendor in the first quarter of the fiscal year |
| Quarter 1 Transactions | Summary Quarterly Vendor Analysis | Total transactions at this vendor in the first quarter of the fiscal year |
| Quarter 2 Dollars | Summary Quarterly Vendor Analysis | Total dollars transacted at this vendor in the second quarter of the fiscal year |
| Quarter 2 Transactions | Summary Quarterly Vendor Analysis | Total transactions at this vendor in the second quarter of the fiscal year |
| Quarter 3 Dollars | Summary Quarterly Vendor Analysis | Total dollars transacted at this vendor in the third quarter of the fiscal year |
| Quarter 3 Transactions | Summary Quarterly Vendor Analysis | Total transactions at this vendor in the third quarter of the fiscal year |
| Quarter 4 Dollars | Summary Quarterly Vendor Analysis | Total dollars transacted at this vendor in the fourth quarter of the fiscal year |
| Quarter 4 Transactions | Summary Quarterly Vendor Analysis | Total transactions at this vendor in the fourth quarter of the fiscal year |
| Quarterly Purchase Amount | MasterCard 1099 | Sum of all eligible transaction amounts for the quarter |
| Rank | Summary Quarterly Vendor Ranking | Ranking of vendor based on current quarter dollars spent with vendor |
| Reference Number | Airline Credit/Refund Exceptions | Same as Transaction Reference Number; Number by which the system of record can track transaction information |
| Regular Cash Advance Fees | Statistical Summary for the Travel Program Statistical Summary for the Purchase Program | Fees charged when cardholder requests a cash advance |
| Request Amount | Authorizations/Declines | Purchase or cash advance transaction amount |
| Requested By | Maintenance Request | The person who requested maintenance change in EAGLS |
| Requested On | Maintenance Request | Date the EAGLS maintenance was requested |
| Response Code | Authorizations/Declines | Disposition of transaction: Approved, Referral, Decline, or Pickup |
| Response Reason | Authorizations/Declines | Reason for decline, or account name if authorization is approved |
| Sales Tax Amount | Account Activity (Purchase) Account Activity (Travel) | Amount of tax paid on the ticket if passed by the merchant |
| Same Quarter Prior Year Dollars | Summary Quarterly Vendor Ranking | Dollar amount of the fourth most previous quarter to the current quarter or most recent quarter being reported |
| Service Type | Summary Quarterly Vendor Analysis | Type of service for the transaction |
| Shipment Order Date/Contact Name | Account Activity (Purchase) | Contact name for transaction |

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| What You Need To DO | | |
|--|---|---|
| Field Name | Report | Definition |
| Shipment Order Date/Contact Phone | Account Activity (Purchase) | Contact phone number for transaction |
| Social Security # | Pre-Suspension | Cardholder's social security number |
| Social Security Number | Cancellation Charge-Off Delinquency Suspension | Cardholder's social security number |
| Socio-Economic Status | Transaction Activity | Same as 1057 Status, merchant demographic information for purchases made at small businesses. Categorized as one of the following: Small Business, Small Business Disadvantage, Woman Owned Small Business, Minority Owned Small Business |
| SSN | Account Listing | Cardholder's social security number |
| Standard Miscellaneous Fees | Statistical Summary-Travel Statistical Summary-Purchase | Fees charged for miscellaneous services |
| Start and End Date | Airline Credit/Refund Authorizations/Declines Exceptions Maintenance Request MasterCard 1099 Miscellaneous Expense Monthly Audit Summary Purchase Summary Quarterly Merchant Summary Quarterly Vendor Analysis Transaction Activity Lost/Stolen Charge-Off Not Allocated Transfer Transaction | Time period included on the report, which is either user selected or system generated |
| Statement Amt Past Due | Delinquency | Amount of the outstanding balance past due |
| Statement Balance | Delinquency | Balance on the account at the time of the statement closing date |
| Status and PMT AMT As of Date | Delinquency | Date by which EAGLS has been updated by the system of record. Identifies to the user how current the information is on the report, This date can be as much as 2 days behind the date displayed on EAGLS. |
| Status as of date | Cancellation Charge-Off Pre-Suspension Suspension | Date reflects date posted to the system of record since the last cycle; status reflects the account status as of the date posted to the system of record since the last cycle. This is the same as the Status & PMT AMT As of Date. |
| Stopover | Monthly Audit | Stopover code |

REPORTS FIELD DEFINITIONS

| What You Need To DO | | |
|---|---|--|
| Field Name | Report | Definition |
| Suspended Accounts | Aging Analysis | Total number and dollar amount of accounts that are 61 to 125 days past due |
| Tax Amount | Monthly Audit | Total amount of taxes incurred, inclusive of sales, local and national |
| Tax ID | Airline Credit/Refund | Tax identification number of the merchant |
| Ticket Issue Date | Account Activity (Travel) | Date on which the ticket was issued |
| Ticket Number | Monthly Audit | Number of the ticket issued by the airline |
| TIN Totals based on Quarterly and Cumulative Purchase Amount | MasterCard 1099 | Totals for each tax identification number based on quarterly and cumulative purchase amount |
| Total # of Accounts | Cancellation Summary Pre-Suspension Summary Suspension Summary Delinquency | Total number of accounts that meet criteria to be included on the report |
| Total Accounts | Statistical Summary-Purchase Statistical Summary-Travel | Total number of all unique accounts under the hierarchy for the program |
| Total Credit/Refund Amount for the Account Holder | Airline Credit/Refund | Dollar amount of credits and refunds given to a specific account for a reporting period |
| Total Credit/Refund Amount for the MCC | Airline Credit/Refund | Dollar amount of credits and refunds given to a specific MCC (merchant category code) for a reporting period |
| Total Credit/Refund Amount for the Agency | Airline Credit/Refund | Dollar amount of credits and refunds given to a specific agency for a reporting period |
| Total Credits | Transaction Activity | Dollar volume of charge card credits given an account resulting from transactions for the reporting period |
| Total Cumulative FYTD Dollar Volume | Statistical Summary-Purchase | Dollar amount of all transactions on FYTD (fiscal year to date) basis for all cardholders in an agency |
| Total Cumulative FYTD Convenience Check Volume | Statistical Summary-Purchase | Dollar amount of convenience check transactions on a FYTD (fiscal year to date) basis for all cardholders in an agency |
| Total Cumulative FYTD Convenience Check Transactions | Statistical Summary-Purchase | Total number of convenience check transactions on a FYTD (fiscal year to date) basis for all cardholders in an agency |

REPORTS FIELD DEFINITIONS

| What You Need To DO | | |
|--|--|---|
| Field Name | Report | Definition |
| Total Debits | Transaction Activity | Dollar volume of charge card debits given an account resulting from transactions for the reporting period |
| Total Dollar Amount Per MCC Code | Summary Quarterly Merchant | Dollar amount of transactions ascribed to a particular MCC (merchant category code) for a reporting period |
| Total Dollar Volume for FYTD | Summary Purchase | Dollar amount of purchases by agency for the fiscal year-to-date |
| Total Dollar Volume for Quarter | Summary Purchase | Dollar amount of purchases by agency for a reporting quarter |
| Total Dollar Volume for Transactions Over the Micro-Purchase Threshold | Summary Purchase | Dollar volume of transactions over the micro-purchase threshold of \$2500 |
| Total Dollar Volume for Transactions Under the Micro-Purchase Threshold | Summary Purchase | Dollar volume of transactions under the micro-purchase threshold of \$2500, this amount is greater than or equal to \$2500 |
| Total Fare | Monthly Audit | Total dollar amount paid for an airline ticket |
| Total Fee Amount | Account Activity (Travel) | Total amount of fees |
| Total Miscellaneous Fees | Statistical Summary-Purchase | Total dollar amount of all types of miscellaneous fees |
| Total Monthly Dollar Volume | Statistical Summary-Purchase | Dollar amount of all transactions on a monthly basis for cardholders in an agency |
| Total Monthly Traveler's Checks Fees | Statistical Summary-Travel | Monthly total of fees charged when the traveler's check is used |
| Total Monthly Traveler's Checks Transactions | Statistical Summary-Travel | Monthly total of traveler's checks transactions |
| Total New Accounts | Statistical Summary-Purchase Statistical Summary-Travel | Number of new accounts opened during the monthly reporting period |
| Total Number of Accounts Charged off for Hierarchy | Charge-Off | Total number of accounts for the hierarchy that have been charged off during the user defined reporting period, accounts are separated by fraud, bad debt and other |

REPORTS FIELD DEFINITIONS

| What You Need To DO | | |
|--|--|---|
| Field Name | Report | Definition |
| Total Number of Transactions for FYTD | Summary Purchase | Number of agency purchases for the current and all previous quarters included in the current fiscal year |
| Total Number of Transactions for Quarter | Summary Purchase | Number of agency purchases for the quarter being reported |
| Total of Last Stmt Balances | Cancellation Pre-Suspension Suspension | Total of last statement balances on the report for all accounts listed within an agency |
| Total Past Due Amounts | Cancellation Pre-Suspension Suspension | Total of past due amounts on the report for all accounts listed within an agency |
| Total PMT AMT Since Last Cycle | Delinquency | Total amount of payments made on the account since the last statement date |
| Total Quarterly Expenses | Miscellaneous Expense | Total of miscellaneous expenses for the reporting period |
| Total Transactions | Transaction Activity | Number of charge card transactions representing account activity during the reporting period |
| Totals: Monthly and Fiscal YTD for account, agency, and report | Account Activity (Purchase) | Total amount of transactions on a monthly and fiscal year to date basis for the account, the hierarchy, and the report |
| Totals: Number of Account Holders for Hierarchy and Report, Credit Limit Total for Hierarchy and Report | Account Listing | Total number of account holders for the hierarchy and for the report; total credit limit for all the cardholders in the hierarchy and on the report |
| Totals: Account, Hierarchy, Report | Exceptions | Total amount of transactions for the account, the hierarchy, and the report |
| Transaction Amount | Account Activity (Purchase) Account Activity (Travel) Daily Invoice Exceptions Monthly Audit Transaction Activity | Amount of the transaction |
| Transaction Date | Account Activity (Purchase) Account Activity (Travel) Daily Invoice Exceptions Transaction Activity | Date the transaction occurred |

REPORTS FIELD DEFINITIONS

| What You Need To DO | | |
|--|---|---|
| Field Name | Report | Definition |
| Transaction Dispute Office Information | Agency Program Information | Address and contact information for the transaction dispute office on the report |
| Transaction Reference Number | Account Activity (Purchase) Account Activity (Travel) Daily Invoice | Same as Reference Number, number by which the system of record can track transaction information |
| Transaction Selection (from pick list) | Authorizations/Declines | User selected sort parameters from scheduling (approved, declines, referrals, and/or pickups) |
| Travel Agency Code | Account Activity (Travel) | Code that the travel agency uses when booking tickets. Each agency has a unique code. |
| Travel Agency Name | Account Activity (Travel) | Name of the travel agent that booked the ticket |
| Travel Date | Monthly Audit | Date of departure as represented on airline ticket |
| Traveler's Checks Fees | Statistical Summary-Travel Statistical Summary-Purchase | Fees charged when the traveler's check is used |
| Unit Cost | Account Activity (Purchase) | Cost of the unit in the transaction |
| Unit of Measure | Account Activity (Purchase) | Measure of the unit of the transaction |
| Value Added Services | Statistical Summary-Travel Statistical Summary-Purchase | Services requested by the agency outside of the essential reports |
| Vendor Name | Summary Quarterly Vendor Ranking | Name of the merchant |
| Vendor Spending as Percentage of Total Current Quarter in Dollars | Summary Quarterly Vendor Ranking | Percent of total dollars spent with the vendor |
| Vendor Type | Summary Quarterly Vendor Ranking | Describes the type of business a merchant provides. All merchants that provide a certain service of merchandise will have a similar merchant category code (MCC). |
| Work Phone | Account Listing | Work number for the A/OPC |
| Year | Summary Quarterly Vendor Analysis | Fiscal year encompassed by the report. Fiscal year starts on October 1 and ends on September 30. |