File Layouts required for P2P Optimization

Accounts Payable File

Fields	Type	Length	Required
Business Unit Code	AN	40	
Cost Center Code	AN	15	
G/L Code	AN	15	
Gross Amount	N	19.4*	Yes
Invoice Number	AN	50	Yes
Payment Date	DD MM YYYY	10	Yes
Supplier Name	AN	60	Yes
Supplier Street Address	AN	200	
Supplier City	AN	60	
Supplier State	AN	60	
Supplier Zip Code	AN	20	

AN = Alphanumeric

N = Numeric

DD MM YYYY = Date format

*19 integers and 4 decimals.

Card Transactions

Fields	Type	Length	Required
Business Unit Code	AN	15	
Cost Center Code	AN	15	
G/L Code	AN	15	
MCC Description	AN	100	
MCC	AN	4	
Payment Date	DD MM YYYY	10	Yes

Supplier Name	AN	60	Yes
Supplier Street Address	AN	200	
Supplier City	AN	60	
Supplier State	AN	60	
Supplier ZIP Code	AN	20	
Transaction Amount	N	15.2*	Yes

AN = Alphanumeric

N = Numeric

DD MM YYYY = Date format

*15 integers and 2 decimals.

Business Units

Fields	Type	Length	Required
Business Unit Code	AN	40	Yes
Business Unit Name	AN	100	Yes

AN = Alphanumeric

Cost Centers

Fields	Type	Length	Required
Cost Center Code	AN	15	Yes
Cost Center Name	AN	100	Yes

AN = Alphanumeric

G/L Codes

Fields	Type	Length	Required
G/L Code	AN	15	Yes
G/L Name	AN	60	Yes

Spending	AN	60
Category Name		

AN = Alphanumeric

Date Formats

Supported date formats include:

dd-mm-yy	dd/mon/yyyy	mmddyy
dd-mm-yyyy	ddmmyy	mmddyyyy
dd-mon-yy	ddmmyyyy	mon dd yyyy hh:miAM
dd-mon-yyyy	ddmonyy	yy-mm-dd
dd.mm.yy	ddmonyyyy	yy.mm.dd
dd.mm.yyyy	mm-dd-yy	yy/mm/dd
dd.mon.yy	mm-dd-yyyy	yymmdd
dd.mon.yyyy	mm.dd.yy	yyyy-mm-dd
dd/mm/yy	mm.dd.yyyy	yyyy.mm.dd
dd/mm/yyyy	mm/dd/yy	yyyy/mm/dd
dd/mon/yy	mm/dd/yyyy	yyyymmdd

There are 24 reports and four charts as part of the P2P Optimization tool, each one showing a different perspective on the data submitted. The **AP Analysis Reports** or **Average Transaction Analysis Reports** are listed below

Available Reports

Report Title	Opportunity Report?	Generated By
Total Spend by Payment Method	N	Both
Total Spend by Spend Category	N	AP Only
Top Suppliers by Spend Amount	N	AP Only
Total Spend by Spend Category and Payment Method	N	AP Only
Top Suppliers by Spend Amount and Payment	N	AP Only

Method		
Commercial Card Spend by Spend Category	N	AP Only
Top Suppliers by Commercial Card Spend	N	Both
Top Suppliers currently Paid by Card	N	AP Only
Total Spend by Visa Acceptance and Payment Method	N	Both
Spend with Visa Merchants by Policy Tier and Payment Method	Y	AP Only
Transactions with Visa Merchants by Policy Tier and Payment Method	Y	AP Only
Cardable Spend by Suppliers Who Accept Visa	N	Both
Cardable Transactions by Suppliers Who Accept Visa	N	Both
Cardable Spend by Spend Category and Policy Tier	Y	AP Only
Cardable Spend by Supplier and Policy Tier	Y	AP Only
Cardable Spend by Suppliers who Accept Visa	Y	AP Only
Cardable Spend by Spend Category for Policy Tier 1	Y	AP Only
Cardable Spend by Supplier for Policy Tier 1	Y	AP Only
Cardable Transactions by Supplier for Policy Tier 1	Y	AP Only
Cardable Spend by Spend Category for Policy Tier 2	Y	AP Only
Cardable Spend by Supplier for Policy Tier 2	Y	AP Only
Cardable Transactions by Supplier for Policy Tier 2	Y	AP Only
Cardable Spend by Spend Category for Policy Tier 3	Y	AP Only
Cardable Spend by Supplier for Policy Tier 3	Y	AP Only
Cardable Transactions by Supplier for Policy Tier 3	Y	AP Only

Cardable Travel and Entertainment Spend by Supplier	Y	AP Only
Commercial Card vs. Cardable Spend by Supplier	N	AP Only
Total Spend by Business Unit and Payment Method	N	AP Only
Total Spend by Cost Center and Payment Method	N	AP Only
Cardable Spend with Suppliers Who Do Not Currently Accept Visa	N	Both
Cardable Transactions with Suppliers Who Do Not Currently Accept Visa	N	AP Only
Potential Visa Commerce Suppliers by Spend Amount	N	AP Only
Potential Visa Commerce Suppliers by Number of Transactions	N	AP Only
Summary of Supplier Data Capture Capabilities	N	Both
Your Top Suppliers Capable of Providing At Most Level III Data	N	Both
Your Top Suppliers Capable of Providing At Most Level II Data	N	Both
Supplier Reference	N	Both
ROI Report	Y	Both
Financial Benefits Summary Report	Y	AP Only
Vendor Opportunity Report	Y	Both
Merchant Category Code (MCC) Report	Y	Both