June 14, 2022

State of Idaho

Access Online

Program Administrator Training

This training provides Program Administrators with the basic information needed to get started using the Access Online system to manage their card programs.

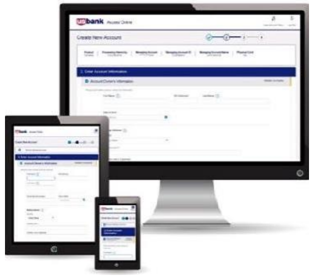
Agenda

Topic	Estimated time - MT
Card program transition	8:30-8:45
System Administration	8:45-9:15
Account Administration	9:15-9:45
Account Information	9:45-10:00
Break	10:00-10:15
Transaction Information	10:15-10:45
Reporting	10:45-11:15
Training and resources	11:15-11:25
Closing and next steps	11:25-11:30

Card program transition

U.S. Bank Access® Online

Electronic access and program management system that provides the security, functionality, reliability and convenience you need to successfully manage your card programs.



Maximize Control

- Manage cardholder system access and spending controls in real time
- Customize web-based approval hierarchies and routing

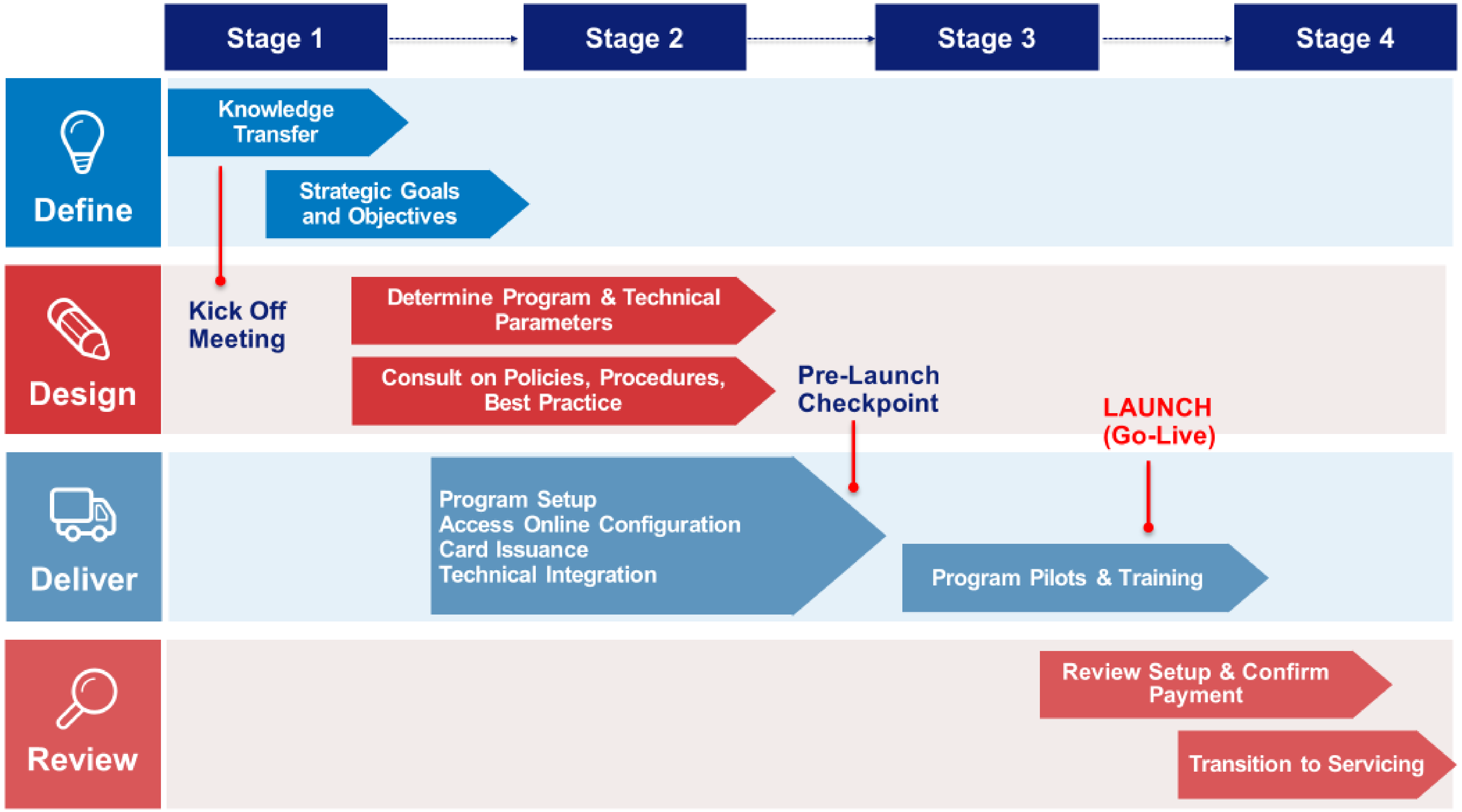
Drive Savings

- Leverage consolidated spend data for more effective supplier negotiations
- Use reporting to maximize potential financial incentive

Benefit Employees

- Enhance employee convenience, productivity and satisfaction
- Encourage adherence with program policies and procedures

Implementation timeline



Communication and training

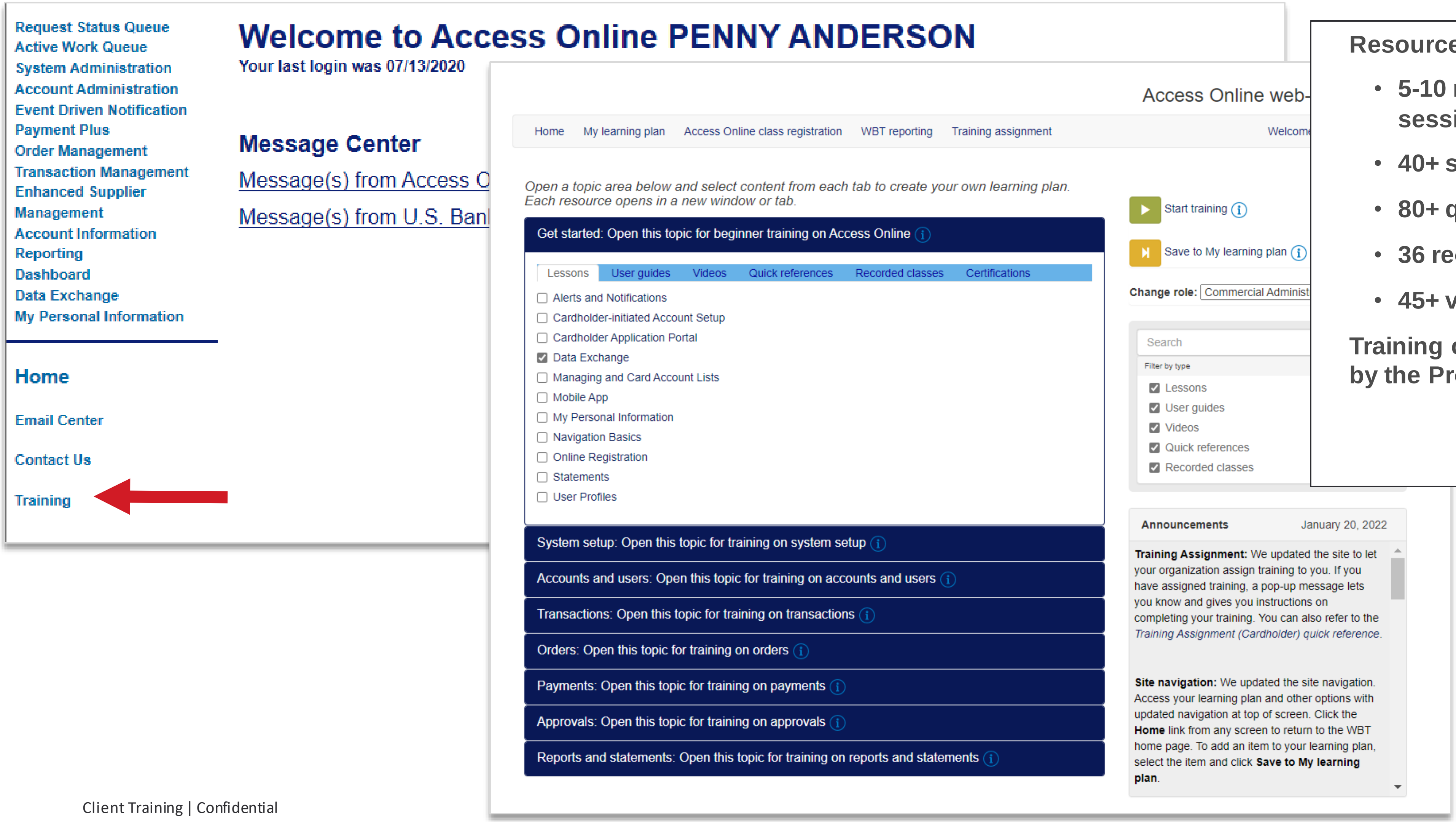
- PA Training with Melody → June 14
- PA Access Online User Access → June 16
- Cardholder Communication – new provider announcement
- Additional Training with Melody

  Data Analytics/Payment Analytics – June 21 1:00 – 2:00 MT

  Additional Access Online Training (Hold the dates)

  - Program Administration – August 23 1:00-2:30 MT
  - Transactions and Reporting – August 24 1:00-2:30 MT
- Recommended WBT Training for PA's by 8/1
- Questions

Access Online web-based training



Resources for all learner types:

- **5-10 monthly recurring virtual training sessions**
- **40+ self-paced interactive lessons**
- **80+ quick reference guides**
- **36 recorded classes**
- **45+ videos**

Training can be assigned to the cardholder by the Program Administrator

Program Administrator curriculum

Main curriculum

- Getting started
- Card Setup and Maintenance
- User Profile Setup and Maintenance
- Transaction Management
- Reporting

Additional topics available

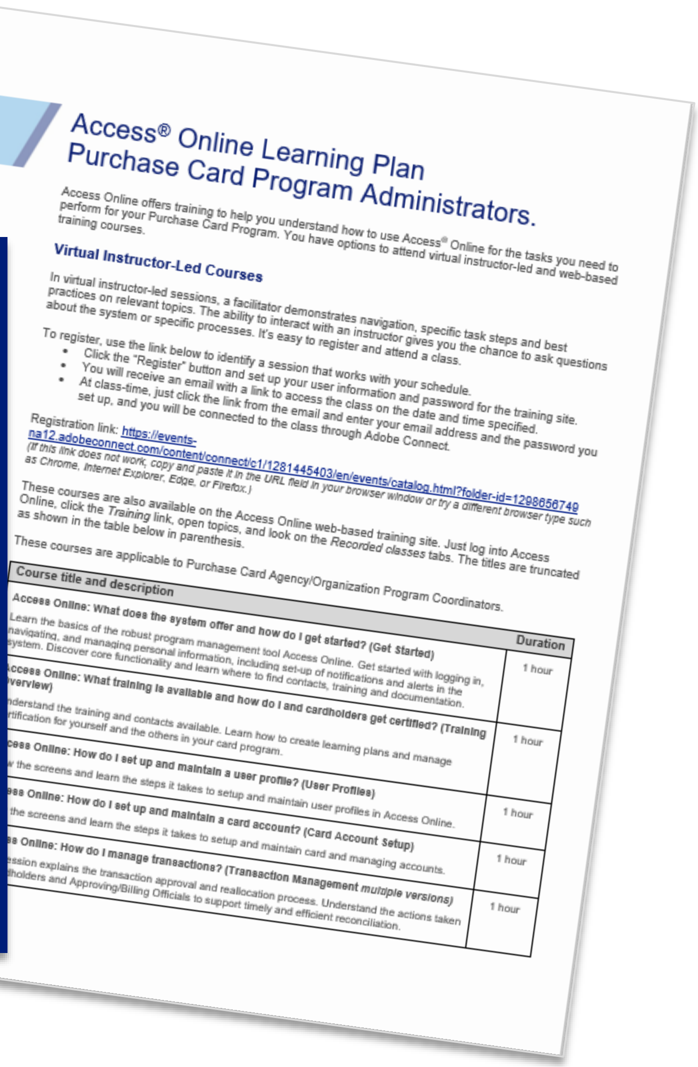
- Alerts and Notifications
- Payment Analytics

Example learning plan

During implementation: PAs receive a customized set of webinars to get started with your program

Ongoing: You have a customized learning plan outlining webinars and/or on-demand courses for your PAs

Optionally: Assign training and/or certifications to your PAs and track completion. Periodically request webinars if needed.



Access® Online Learning Plan
Purchase Card Program Administrators.

Access Online offers training to help you understand how to use Access® Online for the tasks you need to perform for your Purchase Card Program. You have options to attend virtual instructor-led and web-based training courses.

Virtual Instructor-Led Courses

In virtual instructor-led sessions, a facilitator demonstrates navigation, specific task steps and best practices on relevant topics. The ability to interact with an instructor gives you the chance to ask questions about the system or specific processes. It's easy to register and attend a class.

To register, use the link below to identify a session that works with your schedule.

- Click the "Register" button and set up your user information and password for the training site.
- You will receive an email with a link to access the class on the date and time specified.
- At class-time, just click the link from the email and enter your email address and the password you set up, and you will be connected to the class through Adobe Connect.

Registration link: https://events-na12.adobeconnect.com/content/connect/c1/1281445403/en/events/catalog.html?folder-id=1298656749
(If this link does not work, copy and paste it in the URL field in your browser window or try a different browser type such as Chrome, Internet Explorer, Edge, or Firefox.)

These courses are also available on the Access Online web-based training site. Just log into Access Online, click the *Training* link, open topics, and look on the *Recorded classes* tabs. The titles are truncated as shown in the table below in parenthesis.

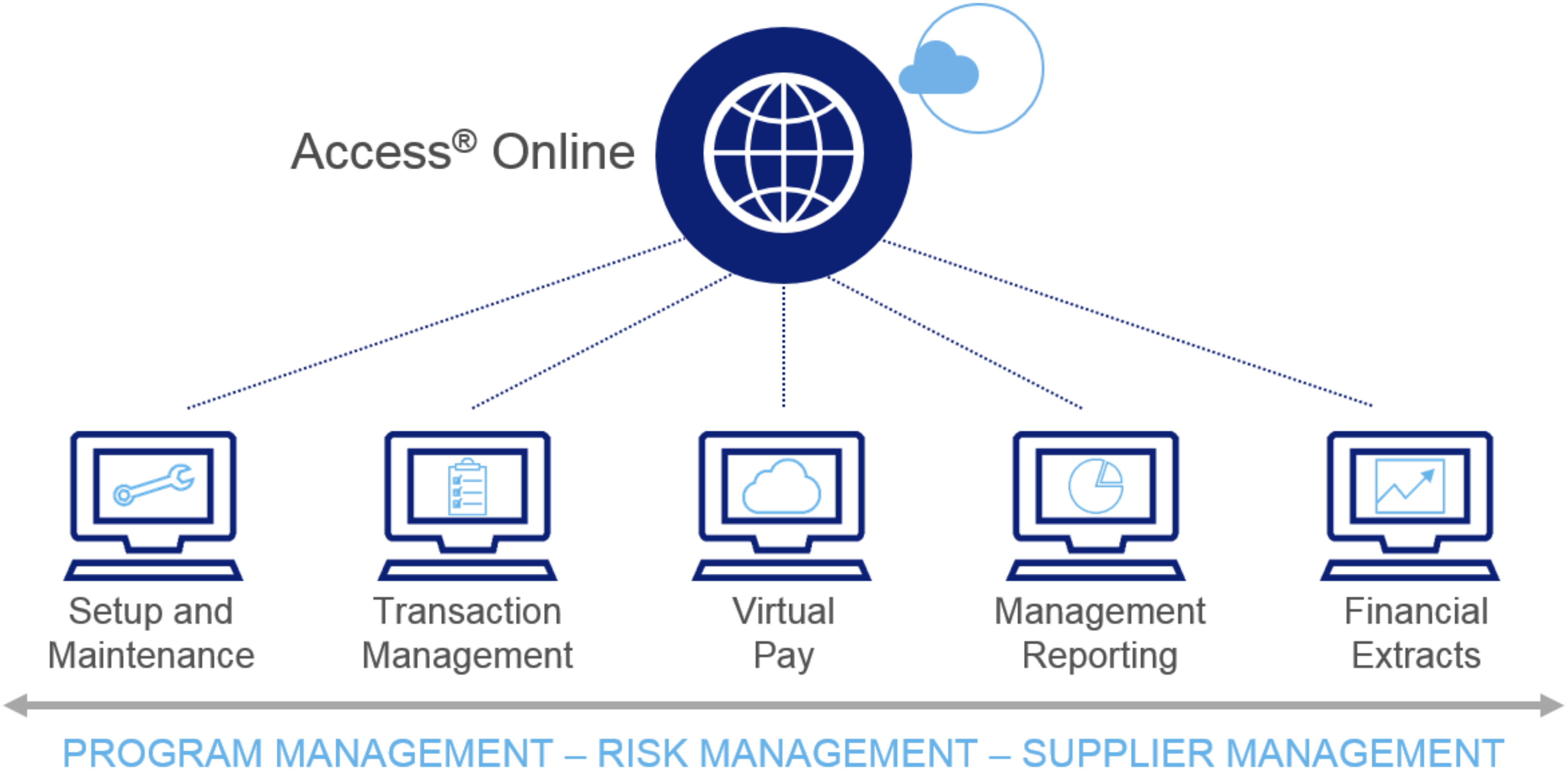
These courses are applicable to Purchase Card Agency/Organization Program Coordinators.

Course title and description	Duration
Access Online: What does the system offer and how do I get started? (Get Started) Learn the basics of the robust program management tool Access Online. Get started with logging in, navigating, and managing personal information, including set-up of notifications and alerts in the system. Discover core functionality and learn where to find contacts, training and documentation.	1 hour
ccess Online: What training is available and how do I and cardholders get certified? (Training verview) nderstand the training and contacts available. Learn how to create learning plans and manage rtification for yourself and the others in your card program.	1 hour
cess Online: How do I set up and maintain a user profile? (User Profiles) w the screens and learn the steps it takes to setup and maintain user profiles in Access Online.	1 hour
ess Online: How do I set up and maintain a card account? (Card Account Setup) the screens and learn the steps it takes to setup and maintain card and managing accounts.	1 hour
s Online: How do I manage transactions? (Transaction Management *multiple versions*) ession explains the transaction approval and reallocation process. Understand the actions taken dholders and Approving/Billing Officials to support timely and efficient reconciliation.	1 hour

System administration

U.S. Bank Access® Online functionality

Administrators, managers and cardholders can easily access tools via the Internet, in real time, for completely “paperless” card administration



Access Online product features - cardholders

Cardholders can:

- Easily access transactions and statements 24/7
- Register their account and create their own user ID and Password
- Access PDF copies of statements; up to 24 cycles of data
- Manage contact information and set up account alerts

Access Online product features – account management

Administrators can:

- Setup and maintain cardholder accounts, including immediate or future changes
- Create temporary account information changes using effective dating functionality
- Update account information, default accounting codes, authorization controls
- Setup and maintain system users, including access rights within the system

Access Online product features – transaction management

System users can:

- View transaction detail from up to the past twelve cycles
- Initiate transaction disputes and monitor their status
- Allocate transactions to an accounting code, approve transactions (Department of Transportation may use this functionality)

Access Online product features – reporting and extracts

Administrators can:

- Run or schedule reports from 60 standard templates with multiple criteria selections or create your own using Flex Data reporting
- Securely upload/download data files to/from the bank with Data Exchange
- Integrate existing financial and procurement systems with Access Online in many ways from purchase to payment
- For applicable agencies, multiple extract types

Processing hierarchies organize your accounts in Access Online

Hierarchies help organize your card program and tie accounts and users together for processing and reporting purposes.

The processing hierarchy is the backbone of Access Online.

Bank number 7129 — The **Bank** number identifies the card type (purchasing card, travel card etc).

Agent number 2070 — The **Agent** number identifies the kind of plastic (Visa or Mastercard).

Company number ##### — The **Company** number identifies your agency (managing account).

(Optional)

Division number

Department number

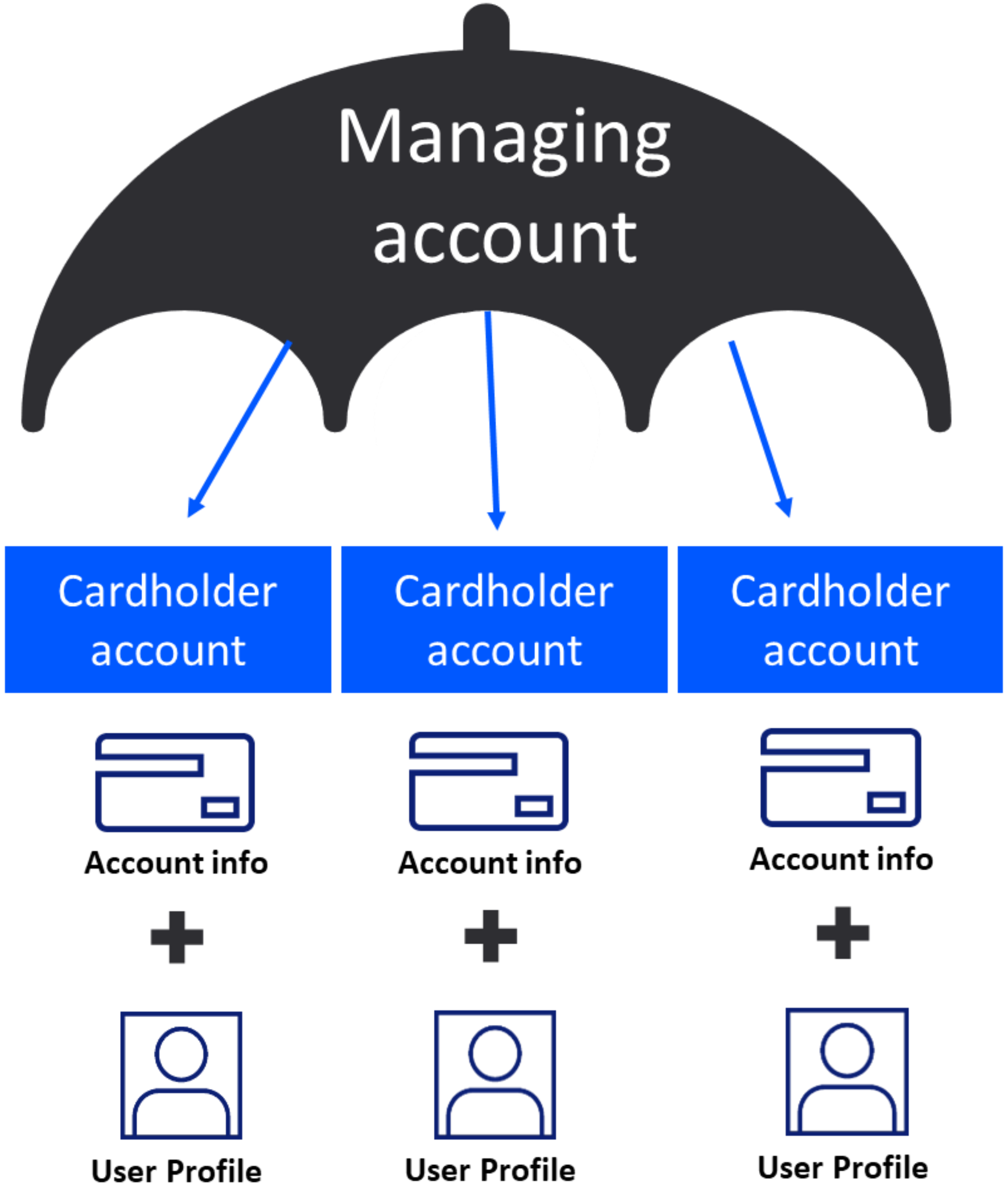
The **Division** and **Department** numbers, which are optional, can be used to further differentiate where cards belong and let you see different areas for reporting.

Overview of accounts

Your organization has a managing account set up for each agency – billing is done at this level.

Cardholder accounts roll up to the appropriate managing account.

User profiles are tied to the cardholder account or directly to the processing hierarchy.



Log into Access Online

Login Page

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

Enter your Org Short name: ID

https://www.access.usbank.com

User ID:*

Password:*

Login

Forgot your password?

Clicking the Forgot your password link will allow you to answer an authentication question and reset your password.

Card activation and PIN reset

Register Online

Cardholder online registration

Activate Your Card | Change Your PIN

Multi-factor authentication

Multi-factor Authentication:

- Username and password
- Request code via mobile or email, then enter code
- Admins enter authentication answer for added security

Enhanced Security Authentication

Enrollment Preferences

Please choose whether to set up an additional method to verify your identity. If you opt in, this method will be required each time you log in. You can change your selection on the My Personal Information page.

* = required (if yes)

I want to use Enhanced Security:

- ○ No
- ◉ Yes

Mobile Number (U.S. and Canada only):*

By providing your mobile number, you expressly consent to receiving text messages. Message and data rates may apply and you are responsible for any such charges. Please review our Privacy Policy.

You must view the Terms and Conditions before continuing.

☐ I have read and agree to the Terms and Conditions agreement.*

Continue

Login

Authentication Question

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

* = required

User ID: jpstutz10

Organization Short Name: bpslm

In what city or town did your mother and father meet? *

Continue

Home page for cardholders

Event Driven Notification
Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home

Contact Us

Training

Welcome to Access Online PAULINE WILLIAMS PRUITT

Your last login was 07/24/2017

Language Selection:

American English

Message Center

Message(s) from Access Online

Purchasing

Acct#/Name:	...5132 PAULINE WILLIAMS PRUITT
Account ID:	002551324043
Account Status:	Open
Current Balance:	$0.00
Credit Limit:	$2,500.00
Available Credit:	$2,500.00

Card balance

Last 10 Transactions Posted

Posting Date	Merchant	Amount
05/26	GRAYBAR ELECTRIC	$388.00
05/22	UNIVERSAL RADIO INC	$32.90
05/16	DELL MARKETING L.P.	$224.57
05/15	CTI TRUCK SERVICE INC.	$255.36
05/15	CTI TRUCK SERVICE INC.	$7,463.15
05/15	CTI TRUCK SERVICE INC.	$2,800.00
05/14	BEST BUY 00009746	$162.00
05/13	DELL MARKETING L.P.	$2,393.61
05/09	MOUSER ELECTRONICS DSB	$8.58
05/08	HARRISON CRANE SERVICE	$350.20

Past 10 transactions

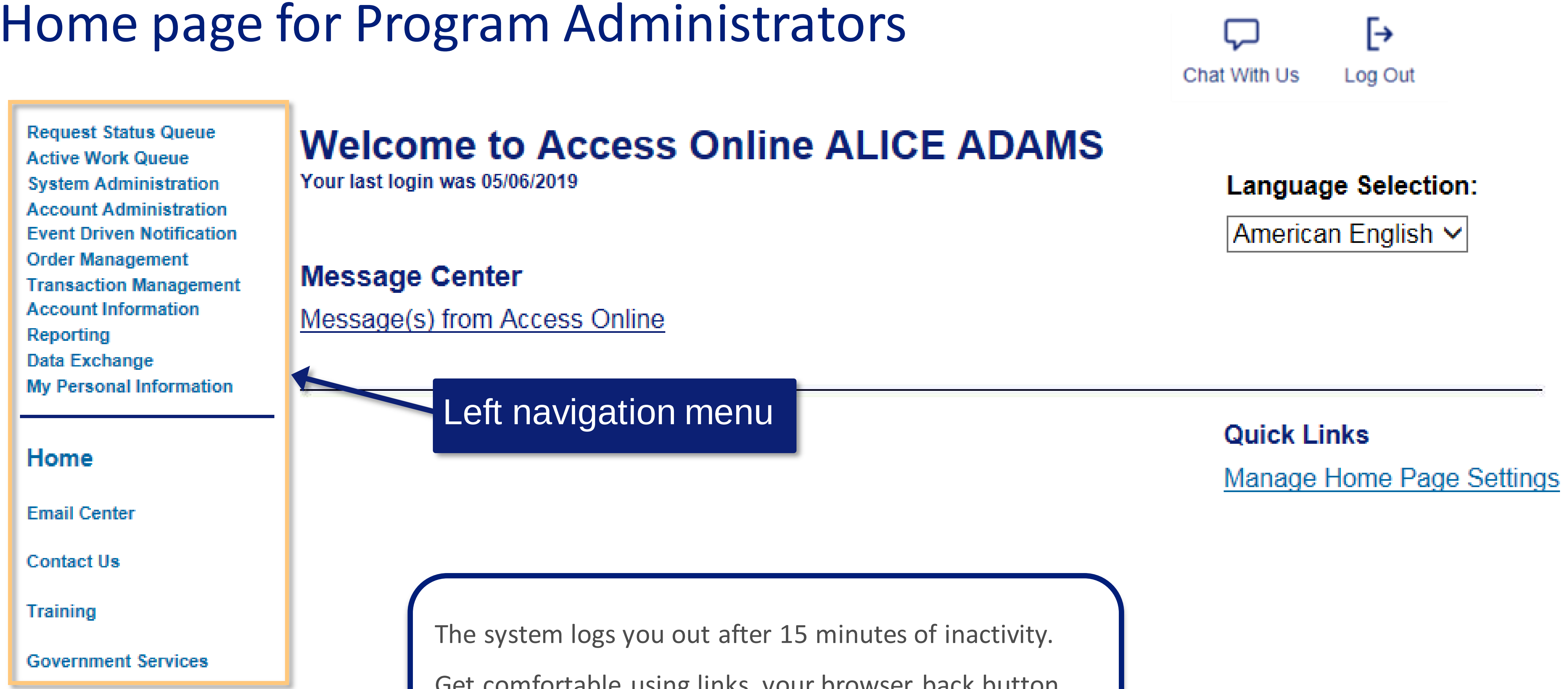
Information

Quick Links

- Manage Home Page Settings
- Account Alerts
- Manage Contact Information
- Manage Email Notifications
- Run Transaction Detail Report
- View All Statements
- View Last Cycle Transactions
- View Open Transactions

Helpful quick links

Home page for Program Administrators



The system logs you out after 15 minutes of inactivity. Get comfortable using links, your browser back button will kick you out.

Set up user profiles

A **user profile** gives a person access to the system.

Who does and does *not* need to have a user profile set up?

Does need a user profile: cardholders and non-cardholders who need to log into Access Online and view information or perform tasks in the system. Cardholders can create their own user profile through Online Registration.

Does *not* need a user profile: cardholders who can complete all reconciliation processes in a different system.

How do people receive a user profile

Role	To gain access
Cardholders	1. When you, as a Program Administrator, creates a card, the last step allows you to set up a user profile for the cardholder. 2. The cardholder can use Online Registration to create their own user ID and password. 3. You , as a PA, can create a user profile for the cardholder
Approvers	You, as a PA, can create a user profile for approvers
Program Administrators	Another Program Administrator can create a user profile, or the bank can set up a user profile

Manage user access

Request Status Queue
Active Work Queue
System Administration
- User Profiles
- Create Point of Contact
- Edit Point of Contact
- Find Point of Contact
- Financial Extract Controls
- Client Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

Account Administration
Event Driven Notification
Payment Plus
Order Management
Transaction Management
Enhanced Supplier Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Home
Contact Us
Training

System Administration

Use to create and modify user profiles

User Profiles
Create or modify existing user ID/login information and establish account and hierarchy access.

Point of Contact
Create Point of Contact

Edit Point of Contact

Find Point of Contact

Financial Extract Controls
Create, view, or modify the controls for an extract file.

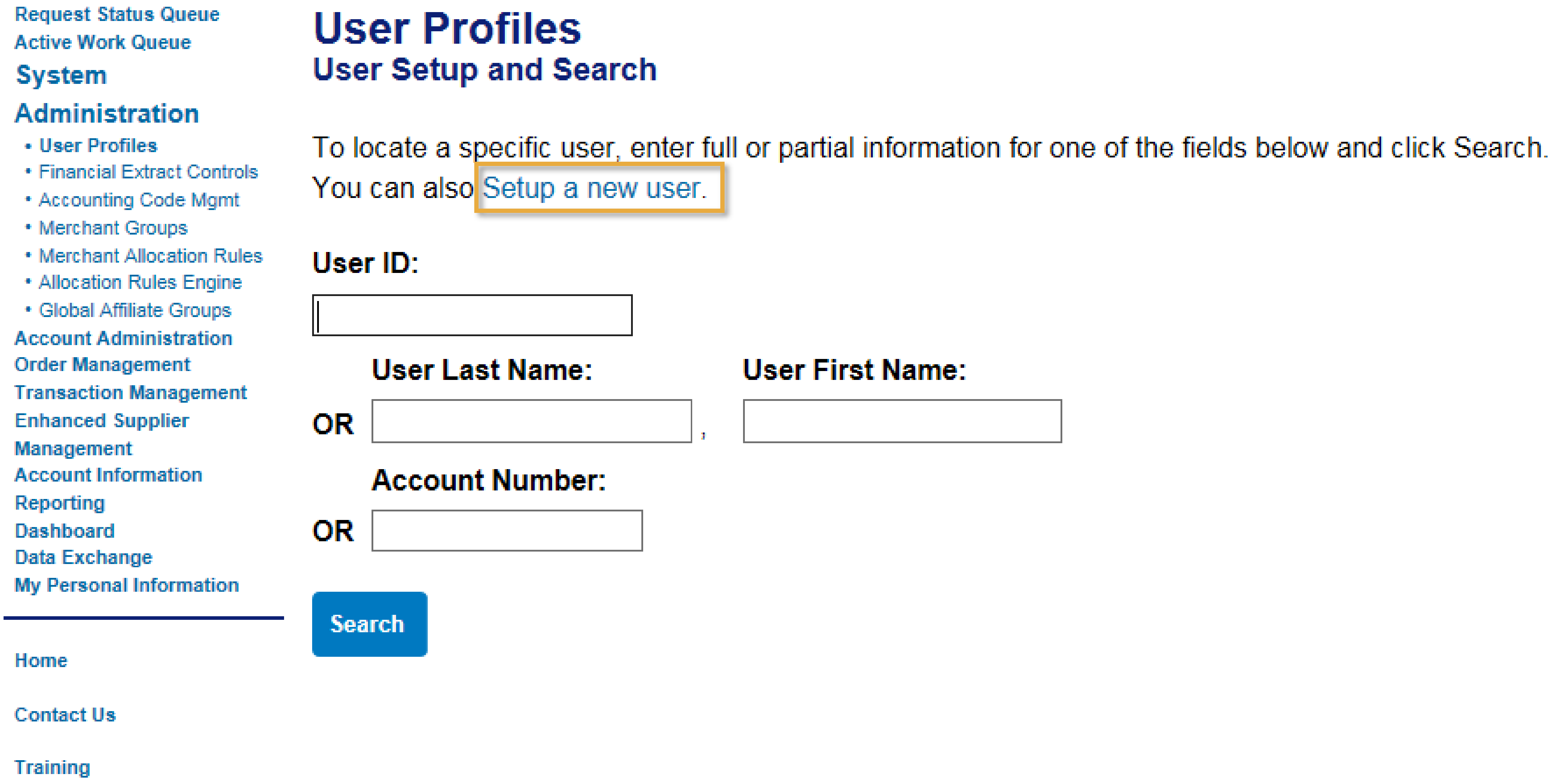
Client Controls
View and modify settings applied to your entire program.

Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

Merchant Groups
Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

Merchant Allocation Rules
Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.

Set up a new user link

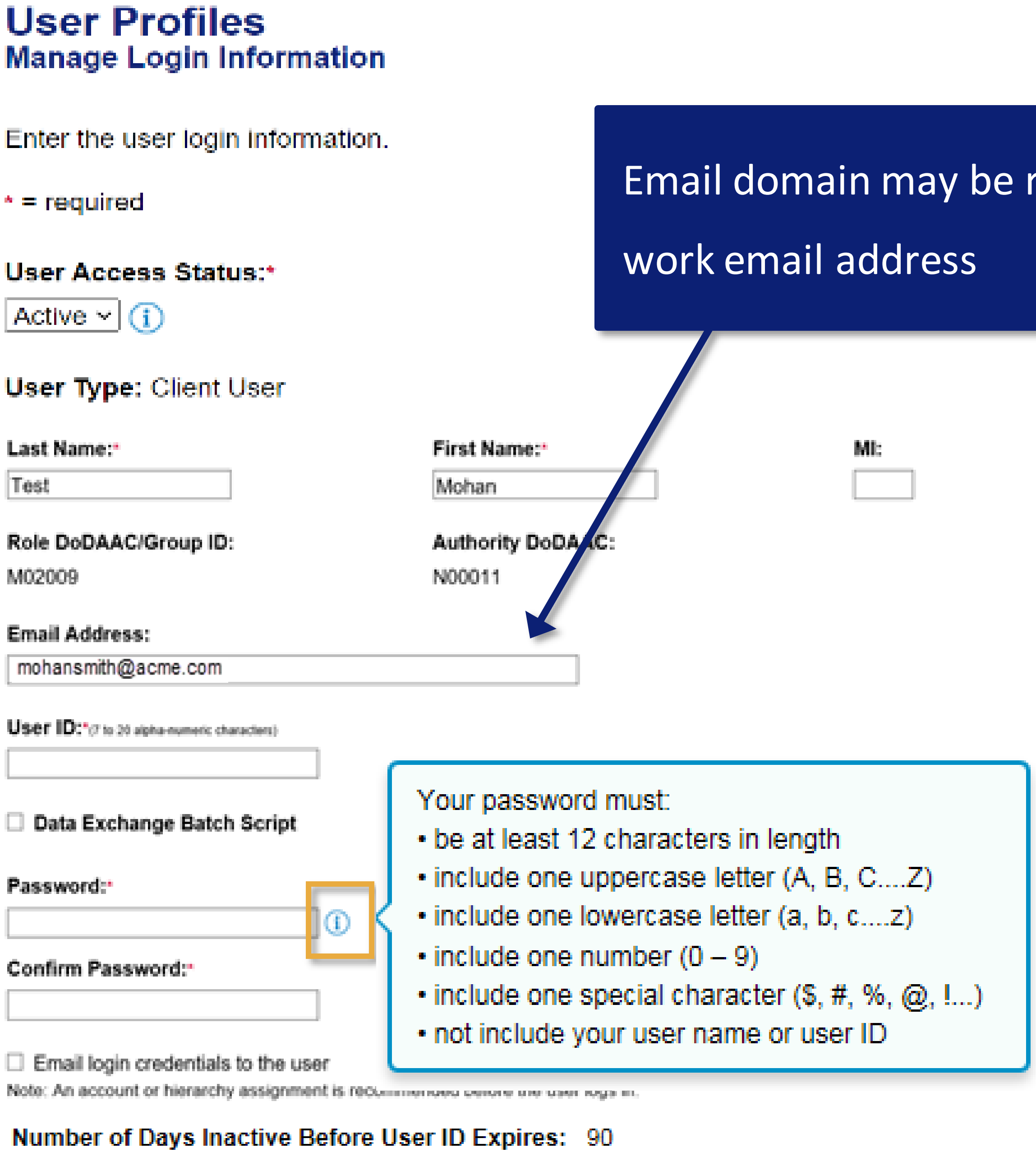


Enter login information

Step 1 of 3:

Entering the user's:

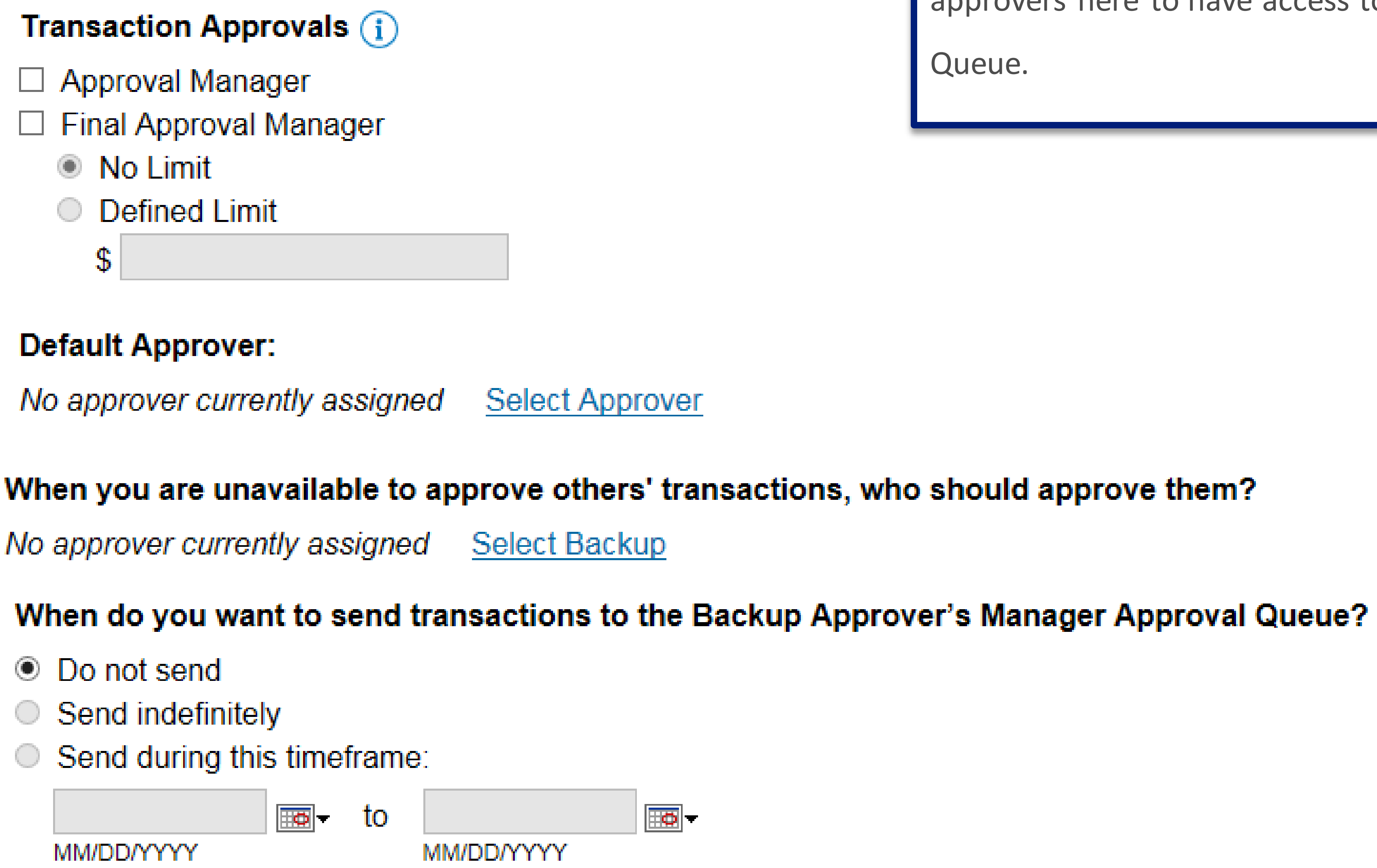
- Login information
- Approval selections
- Functional Entitlement Group
- Accounting Code View



Email domain may be restricted to work email address

Approval selections

For the Transaction Approval Process (TAP), set up approvers here to have access to the Manager Approval Queue.


Transaction Approvals

- ☐ Approval Manager
- ☐ Final Approval Manager
  - ◉ No Limit
  - ○ Defined Limit

    $

Default Approver:

No approver currently assigned Select Approver

When you are unavailable to approve others' transactions, who should approve them?

No approver currently assigned Select Backup

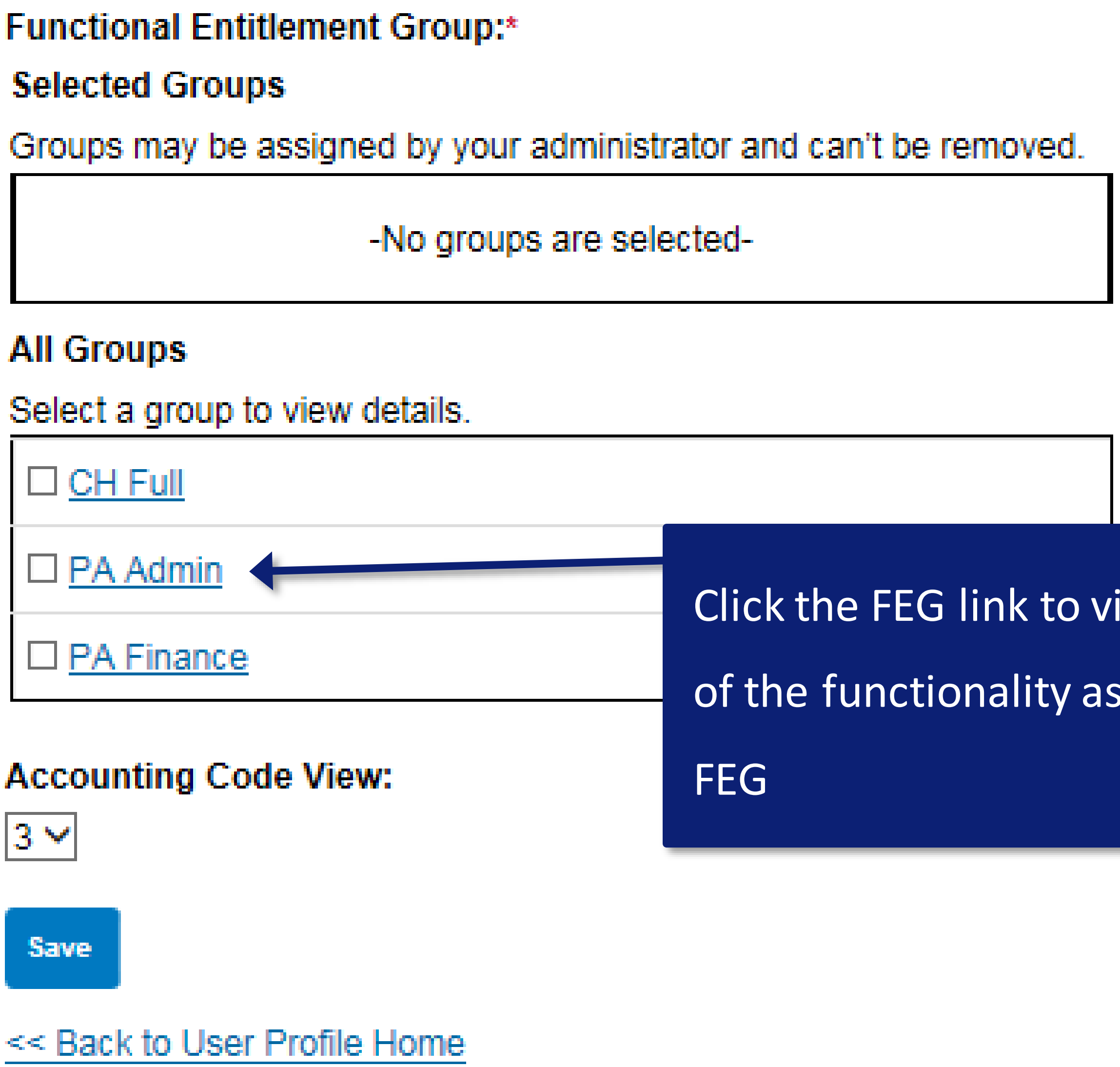
When do you want to send transactions to the Backup Approver's Manager Approval Queue?

- ◉ Do not send
- ○ Send indefinitely
- ○ Send during this timeframe:

MM/DD/YYYY to MM/DD/YYYY

Selecting a Functional Entitlement Group

Functional Entitlement Group (FEG) options are customized for your organization. Contact your Account Coordinator for additional details on the FEGs available for your organization.



Click the FEG link to view the details of the functionality assigned to that FEG

Reviewing functionality for the FEG

F = full access

V = view only access

REP = reporting only

Entitlement Groups
Group Assignments

Name: PA Admin

Description:

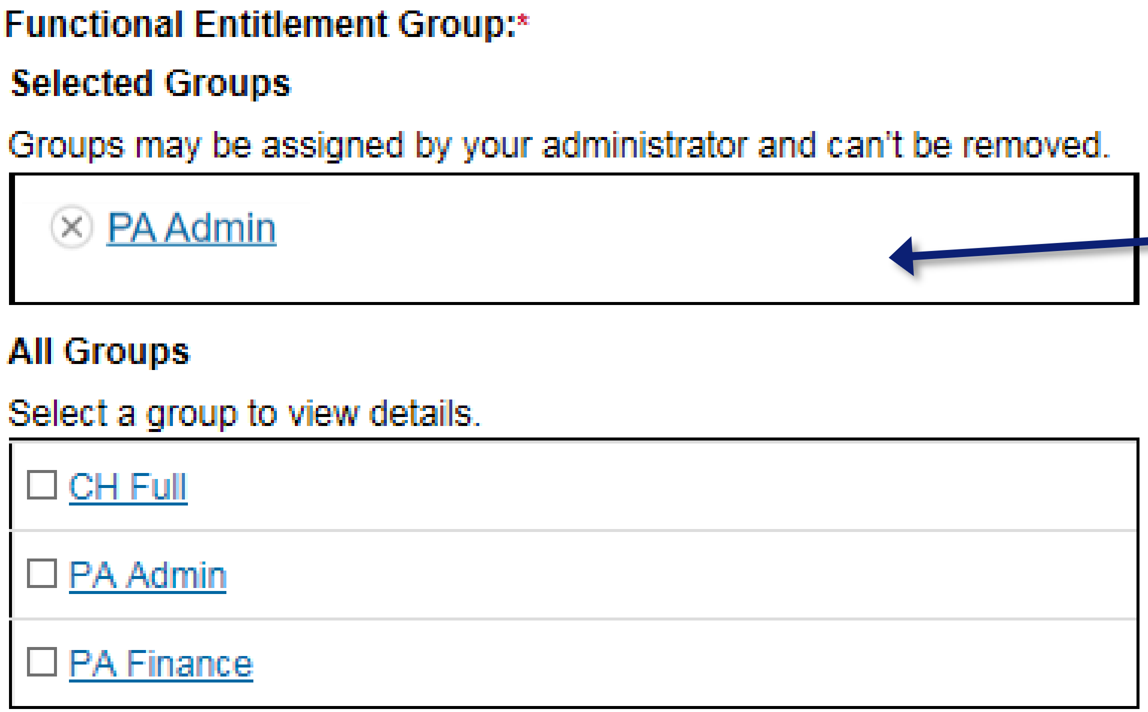
Group Type: Relationship

Number of Users: 0

Enable	System Function
[-]	**Account Administration**
	[-] **Other**
	Account Administration Client System Interface
	Administrator Cardholder Account Inquiry
✔	Cardholder Account Inquiry
✔	Display Cardholder Statements
✔	Display Managing Statements
	Maintain Fleet Vehicle and Driver
✔	Managing Account Inquiry
	Set Up Fleet Vehicle and Driver
	View Fleet Vehicle and Driver
	[+] **Account Setup**
	[+] **Final Review**
	[+] **Account Maintenance**
[+]	**Client Administration**

Open each area to see checks next to functionality included for this FEG.

Selecting FEG(s) for the Account Approval (AAP) process



Selections applied to this user profile appear in the Selected Groups box

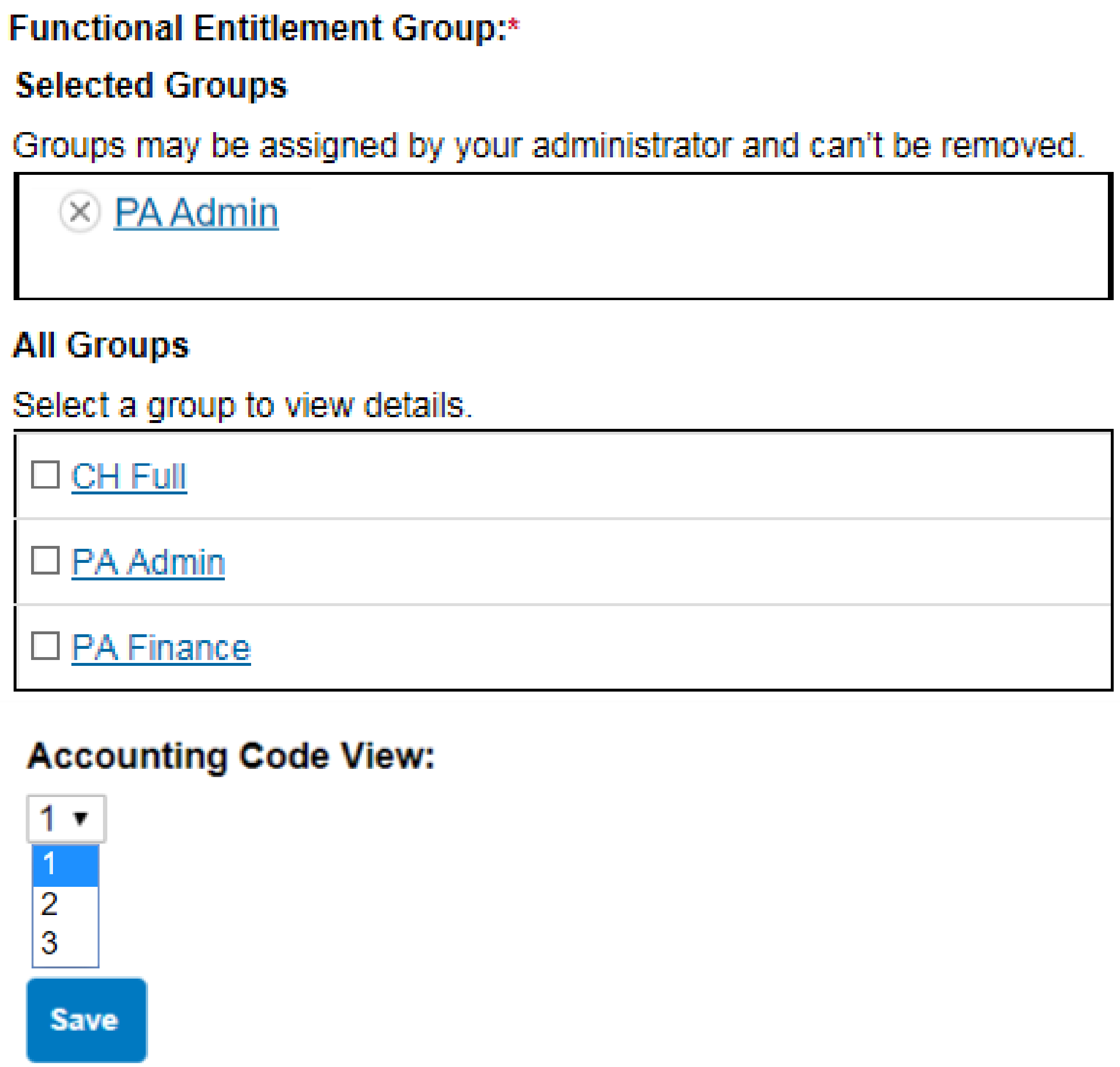
Selecting the Accounting Code View

Accounting code views are set up through another function. Apply them here to user profiles. Here is one **example** of how it could be used:

View 3 – The default view could be used for cardholders to see the few code segments needed for their own accounts.

View 2 – Could be a different view with additional code segments added for another role.

View 1 – Could be ALL the accounting code segments, or the widest scope view.



Successful confirmation screen

Step 1 of 3 is complete.

Entering the user's:

- Login information
- Approval selections
- Functional Entitlement Group
- Accounting Code View

User Profiles

User Profile Summary

User ID has been successfully created.

Login & Approvals Edit

Login Information

Last Name: FITZPATRICK
First Name: FRANK
MI:

Organization Short Name: ACAG44
User ID: PA1FINANCE

User Access Status: Active
Date Created: 10/22/2013
Created By: cpsapp
Date Last Changed: 03/31/2020

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?

Accounting Code View: 1
Functional Entitlement Group(s): PA_Fin_Off

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No
Final Approval Manager: No

Assigning accounts and hierarchies

Step 2 of 3:

Assign to the user:

- Accounts
- Processing hierarchy
- Reporting hierarchy

<u>**This is a critical step!**</u>

User Profiles
User Profile Summary

FITZPATRICK, FRANK

Login & Approvals Edit

Login Information

Last Name: FITZPATRICK
First Name: FRANK
MI:
Organization Short Name: ACAG44
User ID: PA1FINANCE

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Transaction Approvals

Approval Manager: No
Final Approval Manager: No

Account Assignments Edit

Card Type	Account Number	Account Status	Restrict Personal Account	Designated User	User ID

Hierarchy Assignments

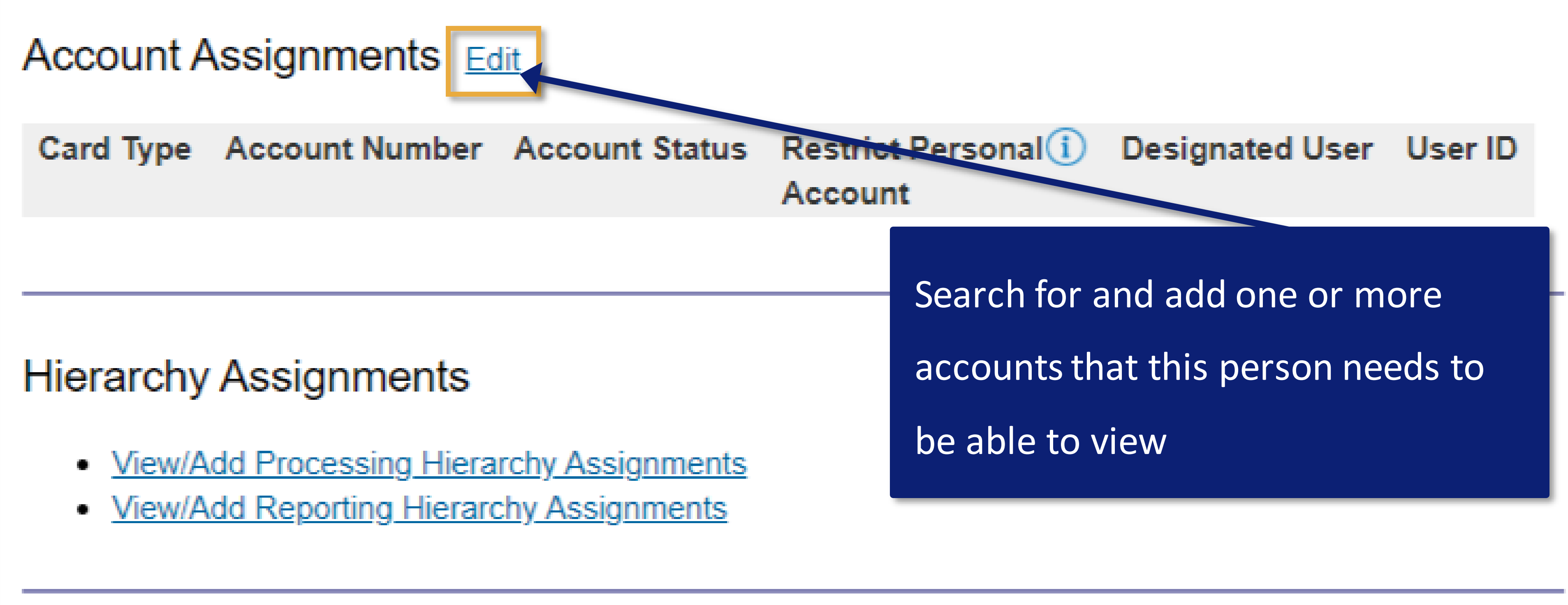
- View/Add Processing Hierarchy Assignments
- View/Add Reporting Hierarchy Assignments

Contact Information Edit

Address 1: 200 S 6TH ST
Address 2: EP-MN-L26C
City: MINNEAPOLIS

Phone Number: 6129730000
Fax Number:
Email Address: F.FITZPATRICK@ACME.GOV

Assigning accounts and hierarchies



Search for and add one or more accounts that this person needs to be able to view

Account assignments – for a one or a few specific accounts from one or more hierarchy levels

Assigning hierarchies

Account Assignments Edit

Card Type	Account Number	Account Status	Restrict Personal Account	Designated User	User ID

Hierarchy Assignments

- View/Add Processing Hierarchy Assignments
- View/Add Reporting Hierarchy Assignments

Hierarchy assignments – for a larger number of accounts, all within one or more hierarchy levels

Selecting a hierarchy

User Profiles

Select a Processing Hierarchy Position

Search for a Hierarchy Position

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:

Company ▾

Processing Hierarchy Name:

Bank: **Agent:** **Company:** **Division:** **Department:**

Search

Select a hierarchy level and click Search

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position." To remove a selected position from the list, mark the position in the list to the right and click "Remove Position." To remove a selected position from the list, mark the position in the list to the right and click "Remove Position." When you are satisfied with your selection(s), click "Accept Hierarchy."

Found Hierarchy Position(s)

Records 1 - 10 of 10

Hide All Hierarchy Names

	Bank	Agent	Company
☑	1423 Corporate Card	0462 Standard	11315 Alpha
☐	1423 Corporate Card	0462 Standard	11317 Bravo
☐	1425 Purchasing Card	8675 Blue	39764 Alpha
☐	1425 Purchasing Card	8676 Orange	39762 Bravo
☐	1425 Purchasing Card	8676 Orange	39763 Charlie

Select Position >>

<< Remove Position

Selected Hierarchy Position(s)

	Bank	Agent	Company
☐	1423 Corporate Card	0462 Standard	11315 Alpha

Select the hierarchy

Click Select Position

Click Accept Hierarchy

Check All Shown | Uncheck All Shown

Records 1 - 2 of 2

Accept Hierarchy

<<Back to User Profile Summary

Viewing selected hierarchies

Selected hierarchies do not display here.

Click the link to see hierarchies applied to this user profile.

Hierarchy Assignments

- View/Add Processing Hierarchy Assignments
- View/Add Reporting Hierarchy Assignments

Contact Information Edit

Address 1:	**Phone Number:**
Address 2:	**Fax Number:**
City:	**Email Address:**
State/Province:	**Secure Email Address:**
Zip/Postal Code:	**Preferred Output Language:** American English
Country:	**Other:**
	Email Notification: Statement Notification

<< Back to User Profile Home

Adding contact information

Step 3 of 3:

Add contact information:

- Address, phone and email
- Language
- (optional) Email notifications

Hierarchy Assignments

- View/Add Processing Hierarchy Assignments
- View/Add Reporting Hierarchy Assignments

Contact Information Edit

Address 1:
Address 2:
City:
State/Province:
Zip/Postal Code:
Country:

Phone Number:
Fax Number:
Email Address:
Secure Email Address:
Preferred Output Language: American English
Other:
Email Notification: Statement Notification

Adding demographic information

User Profiles

Manage Contact Information

Nolan, Harold

Enter the user contact information.

* = required

Last Name:* Nolan
First Name:* Harold
MI: M

Address 1:*
Address 2:

City:*
State/Province:* AA
Zip/Postal Code:*

Country:* United States

Phone Number:*
Fax Number:

Email Address:*
Secure Email Address (for sending the Card Security Code):

Users can update information in this section by going to *My Personal Information.*

Email addresses may be restricted by domain. For example, you can enter a work email but not gmail.

Adding notifications

Status Notifications

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

- Data Exchange
  - All
  - Successful Upload
  - Unsuccessful Upload
  - Successful Download
  - Unsuccessful Download

- Pending Cardholder's Transaction App
  - Daily
  - Weekly:

Effective Date Maintenance Notification

- Send notification when a Merchant Author

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Disabled	*1234	ANNCHX BLATEST	Cardholder

Add Managing Accounts

Add Cardholder Account

Accounts viewed through assigned hierarchies:

Remove	Account Number	Account Name	Account Type

Save

<< Back to User Profile Summary

Review the success message

User Profiles

User Profile Summary

Contact information has been successfully saved.

Login & Approvals Edit

Login Information

Last Name: FITZPATRICK
First Name: FRANK
MI:

Organization Short Name: ACAG44
User ID: PA1FINANCE

User Access Status: Active
Date Created: 10/22/2013
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Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?

Accounting Code View: 1
Functional Entitlement Group(s): PA_Fin_Off

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No
Final Approval Manager: No

Set up a proxy or backup for a user

Set up a user profile for that person. Give them the same settings as the original user, such as:

- Approval manager settings
- Account or hierarchy assignments
- Functional Entitlement Group (unless you have backup FEGs)

Transaction Approvals ⓘ

☐ Approval Manager
☐ Final Approval Manager
◉ No Limit
○ Defined Limit
$

Default Approver:

No approver currently assigned Select Approver

When you are unavailable to approve others' transactions, who should approve them?

No approver currently assigned Select Backup

When do you want to send transactions to the Backup Approver's Manager Approval Queue?

◉ Do not send
○ Send indefinitely
○ Send during this timeframe:

MM/DD/YYYY to MM/DD/YYYY

Functional Entitlement Group:*

Selected Groups

Groups may be assigned by your administra

PA_Fin_Off(Global)

All Groups

Select a group to view details.

☐ CH Full
☐ PA Admin
☐ PA Finance

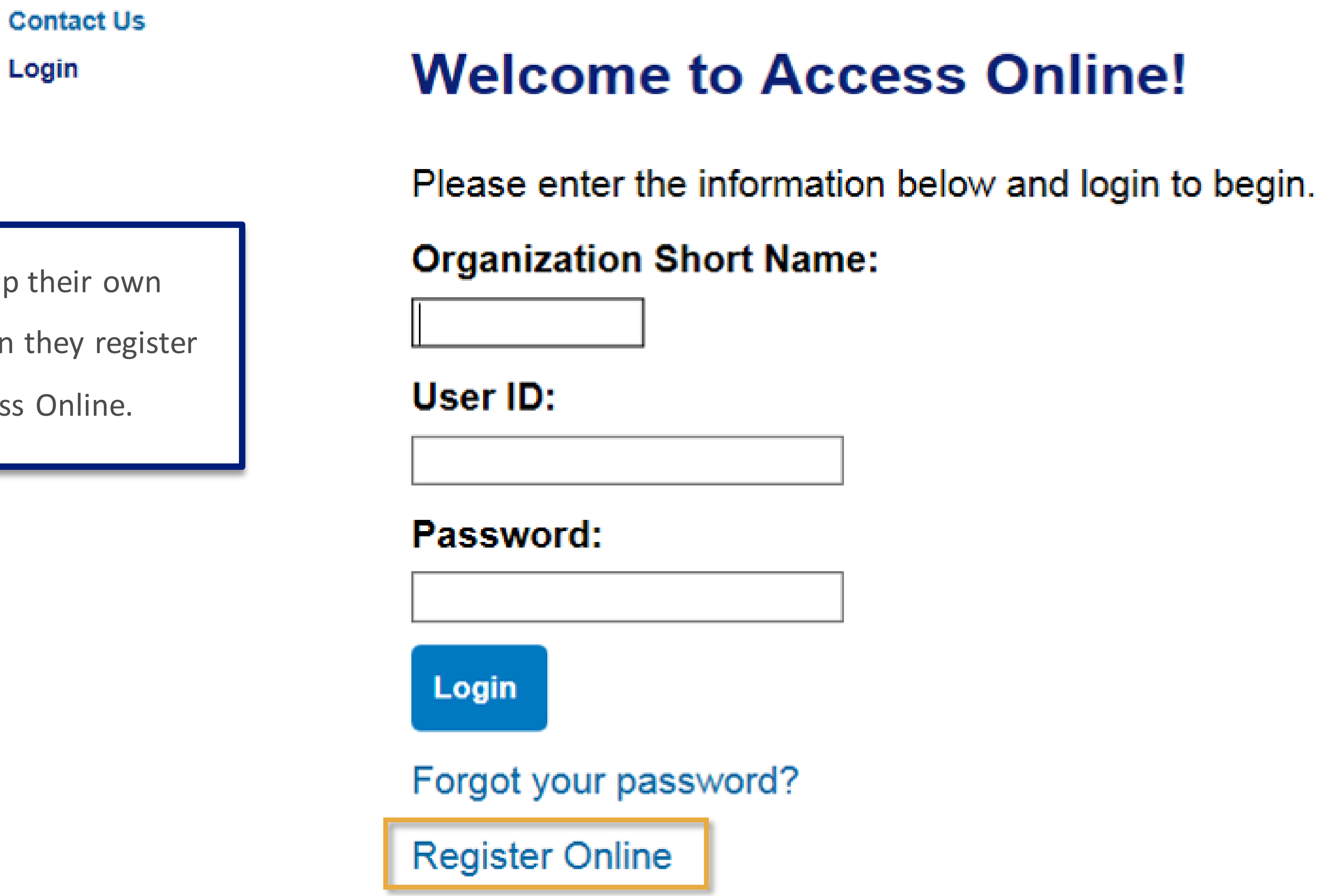
Account Assignments Edit

Card Type	Account Number	Account Status	Restrict Personal ⓘ Account	Designated User	User ID
Corporate Card	************7637	" "-OPEN			PA1APPROVER
One Card	************2793	" "-OPEN			PA1APPROVER

Hierarchy Assignments

- View/Add Processing Hierarchy Assignments
- View/Add Reporting Hierarchy Assignments

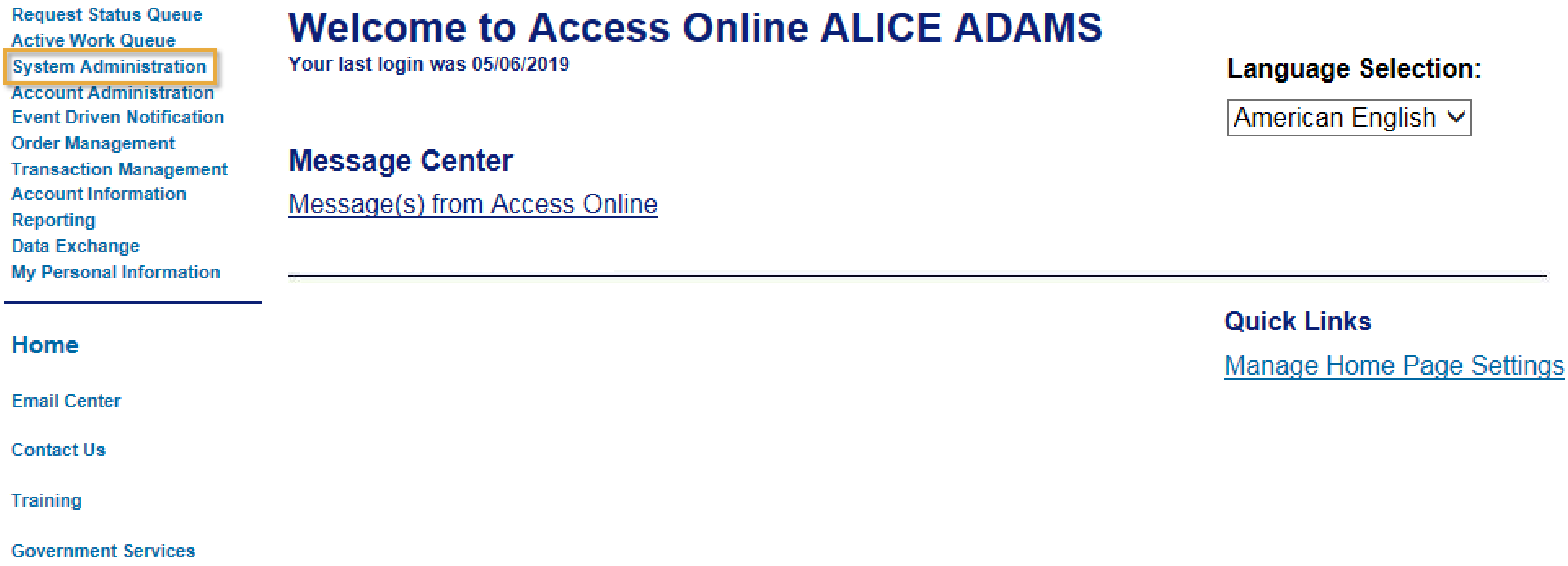
Cardholder self-registration online



Cardholders set up their own user profiles when they register their card in Access Online.

Maintain a user profile

User profile maintenance under the System administration link



User profiles link to maintain a user profile

Request Status Queue
Active Work Queue
System Administration

- User Profiles
- Create Point of Contact
- Edit Point of Contact
- Find Point of Contact
- Financial Extract Controls
- Client Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

Account Administration
Event Driven Notification
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System Administration

User Profiles
Create or modify existing user ID/login information and establish account and hierarchy access.

Point of Contact
Create Point of Contact

Edit Point of Contact

Find Point of Contact

Financial Extract Controls
Create, view, or modify the controls for an extract file.

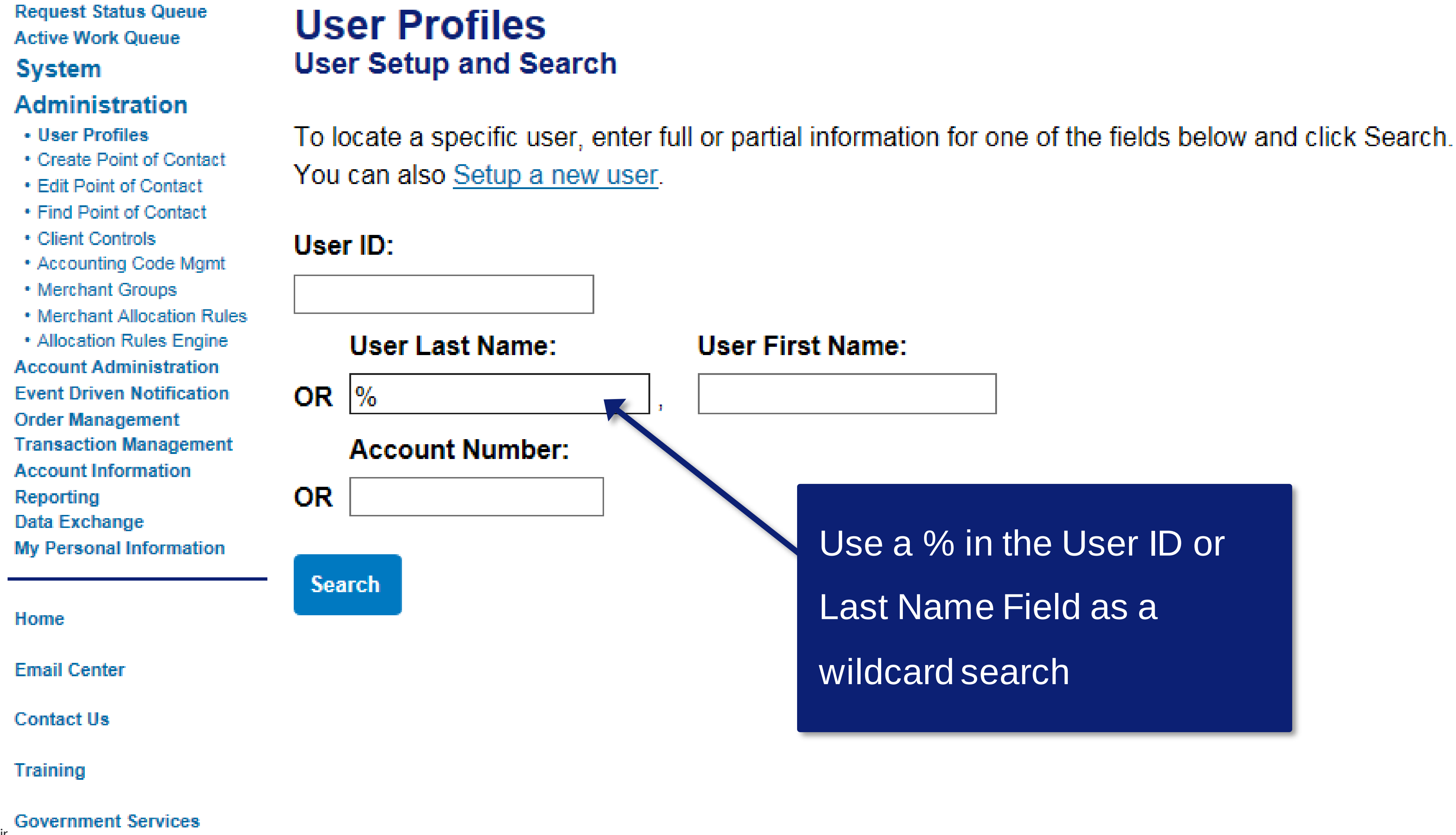
Client Controls
View and modify settings applied to your entire program.

Accounting Code Management
Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

Merchant Groups
Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

Merchant Allocation Rules
Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.

Searching for a user profile



Use a % in the User ID or Last Name Field as a wildcard search

Selecting a user profile

Search

Select a user to view their profile summary.

Records 1 - 7 of 7

User Name	User ID	Telephone	Creation Date	Functional Entitlement Group
ADAMS, ALICE	PA1AGENCY	6129730000	10/22/2013	PA APC
Bronson, Charles	BronsonTest	801-423-1234	08/09/2018	CH CCard Full
BROWN, CINDY	CH1FLEET	6129730000	10/22/2013	CH Fleet
FITZPATRICK, FRANK	PA1FINANCE	6129730000	10/22/2013	PA_Fin_Off
FLEMING, FRED	PA1FLEET	6129730000	10/22/2013	PAFleet
Good, John	JohnGoodTest		08/07/2018	PA Admin
WILLIAMS PRUITT, PAULINE	CH1PURCHASE	6129730000	10/22/2013	CH Civilian Full

Records 1 - 7 of 7

User Profile screen

User Profiles
User Profile Summary

FITZPATRICK, FRANK

Login & Approvals Edit

Login Information

Last Name: FITZPATRICK
First Name: FRANK
MI:

Organization Short Name: ACAG44
User ID: PA1FINANCE

User Access Status: Active
Date Created: 10/22/2013
Created By: cpsapp
Date Last Changed: 10/28/2014

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?

Accounting Code View: 1
Functional Entitlement Group(s): PA_Fin_Off

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No
Final Approval Manager: No
Approval Limit: No Limit

Default Approver: *No approver currently assigned*

Designated Backup Approver: *No approver currently assigned*
Backup Approval Date: none

Manage personal information

Request Status Queue
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My Personal Information

- Password
- Contact Information
- Backup for Manager Approval Queue
- Manage Account Access
- Manage Favorites
- Account Alerts

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My Personal Information

User ID: PA1AGENCY

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- Email Notification

Backup for Manager Approval Queue

Select who should approve transactions in your Manager Approval Queue when you're unavailable.

Manage Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- Add Accounts

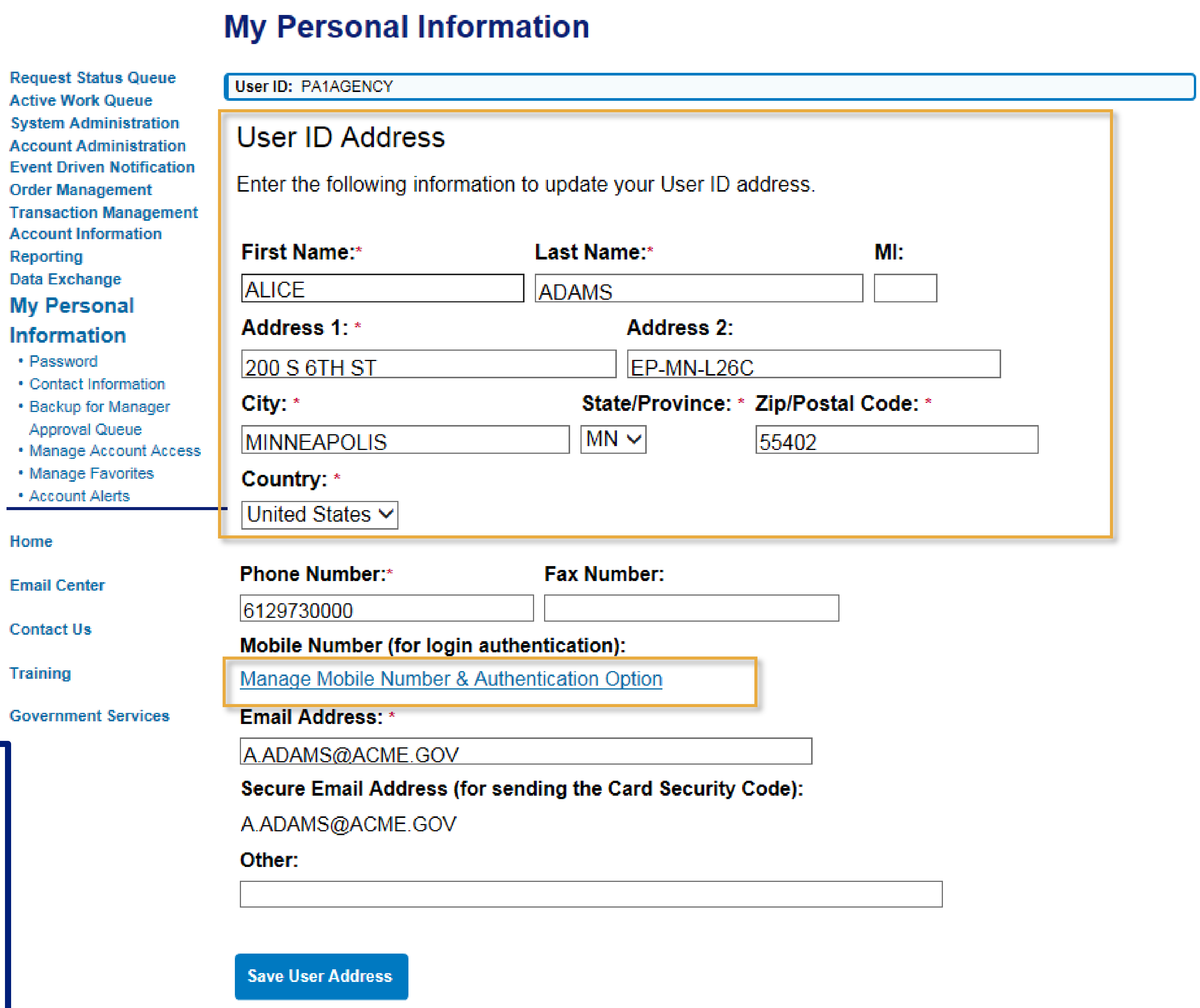
Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

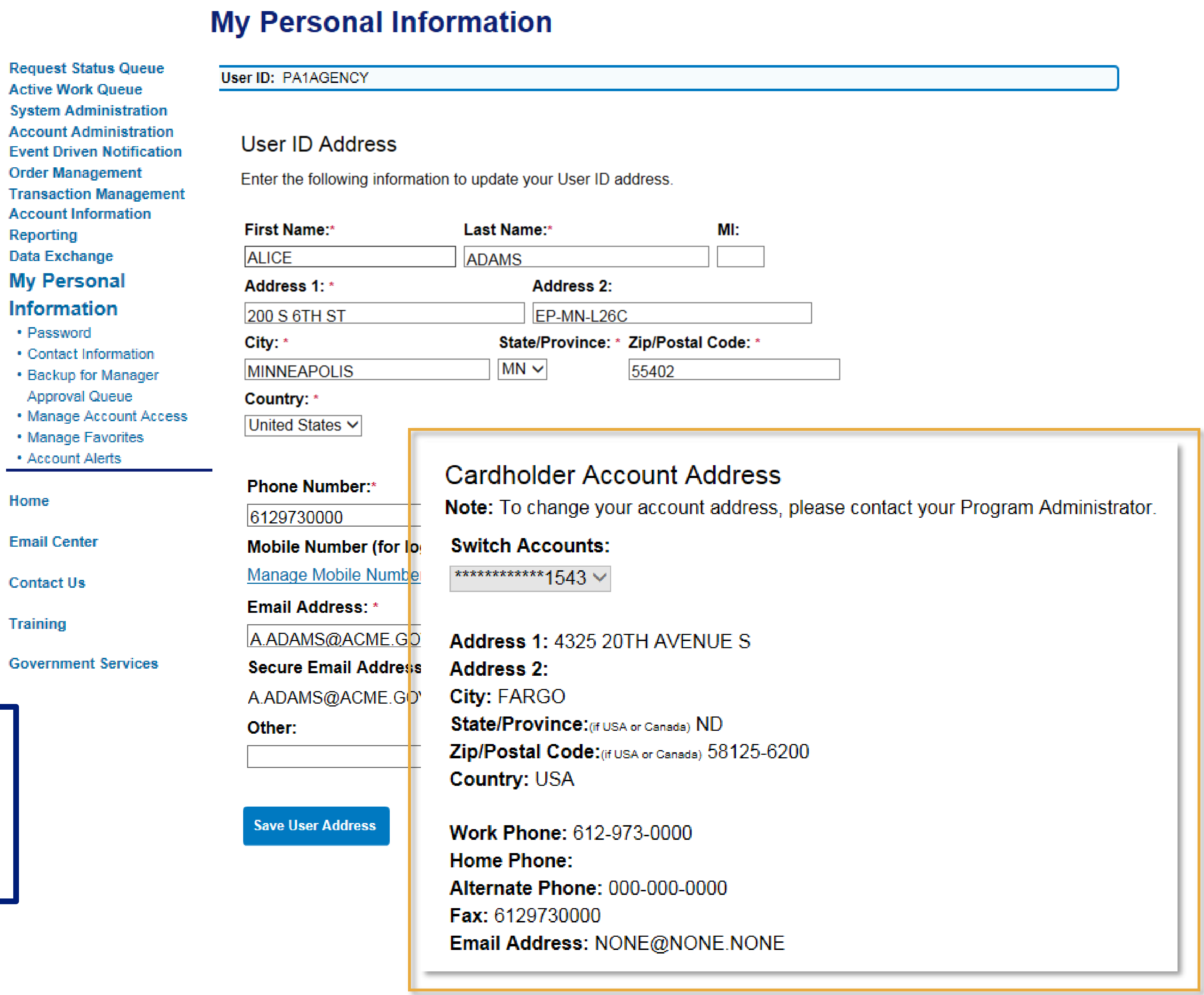
Enroll, view, or update your Alert preferences.

User ID address and phone number



The User ID address is what cardholders enter when they self-register; it may differ from the Cardholder address (see next slide).

Cardholder address and phone number



The Cardholder address is what was entered when the account was created; it may differ from the User ID address.

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My Personal Information

User ID: PA1AGENCY

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My Personal Information

User ID: PA1AGENCY

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Contact Information

Update your user ID contact information (name, address, phone no., etc.).

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Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

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My Personal Information

User ID: PA1AGENCY

Accounting Code Allocation Favorites successfully updated.

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- Email Notification

Backup for Manager Approval Queue

Select who should approve transactions in your Manager Approval Queue when you're unavailable.

Manage Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- Add Accounts

Manage Accounting Code Favorites

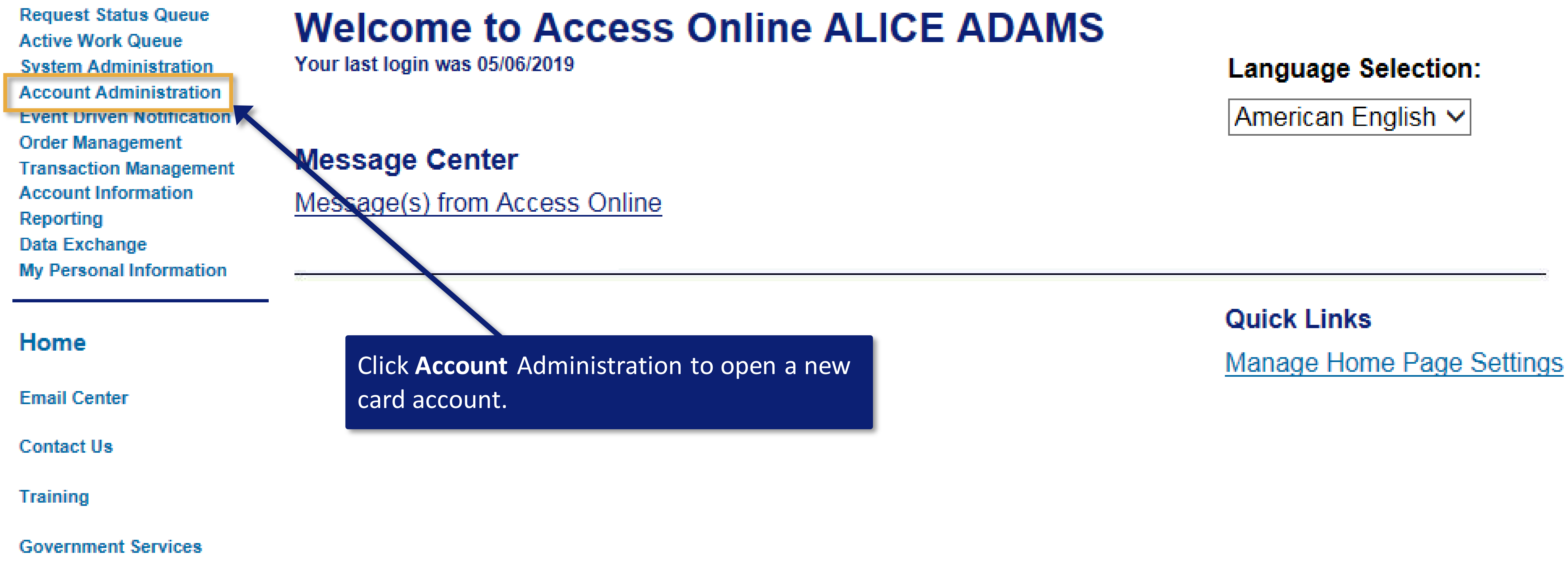
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

Enroll, view, or update your Alert preferences

Account administration

Access Online Home screen



Click **Account** Administration to open a new card account.

Create New Cardholder Account

Click **Create New Cardholder Account.**

- Request Status Queue
- Active Work Queue
- System Administration
- **Account Administration**
  - Cardholder Accounts
  - Managing Accounts
- Event Driven Notification
- Payment Plus
- Order Management
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Account Administration

Cardholder Accounts

- Create New Cardholder Account
  Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.

- Set up Cardholder Accounts with Shared Info
  Create templates with shared information and then apply them when creating new accounts.
  Create a New Template
  Maintain Existing Templates

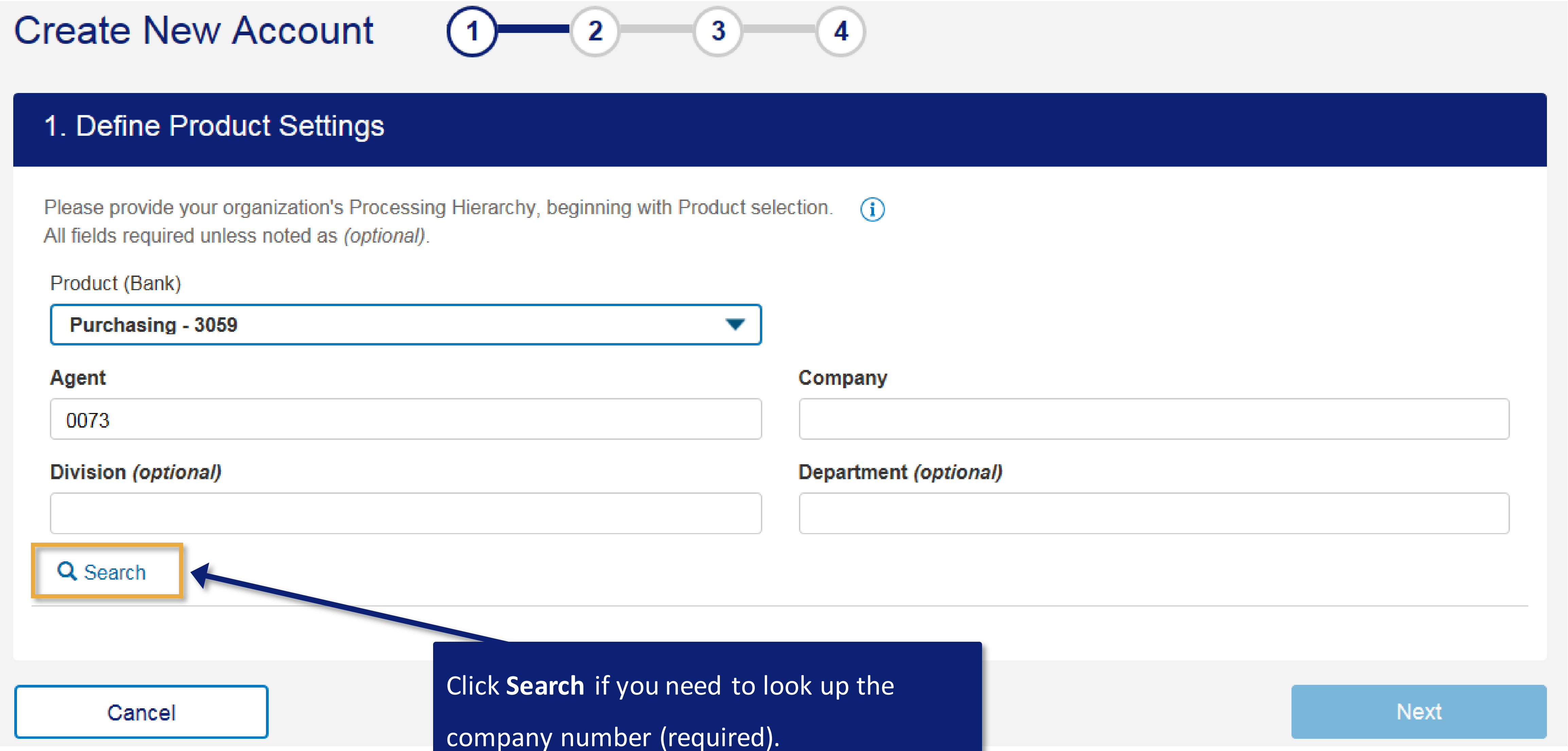
- Create Cardholder Setup Request
  Create a new cardholder account by sending a request for the cardholder to enter their personal information.

- Cardholder Setup Request Queue
  Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.

- Maintain Cardholder Account
  Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

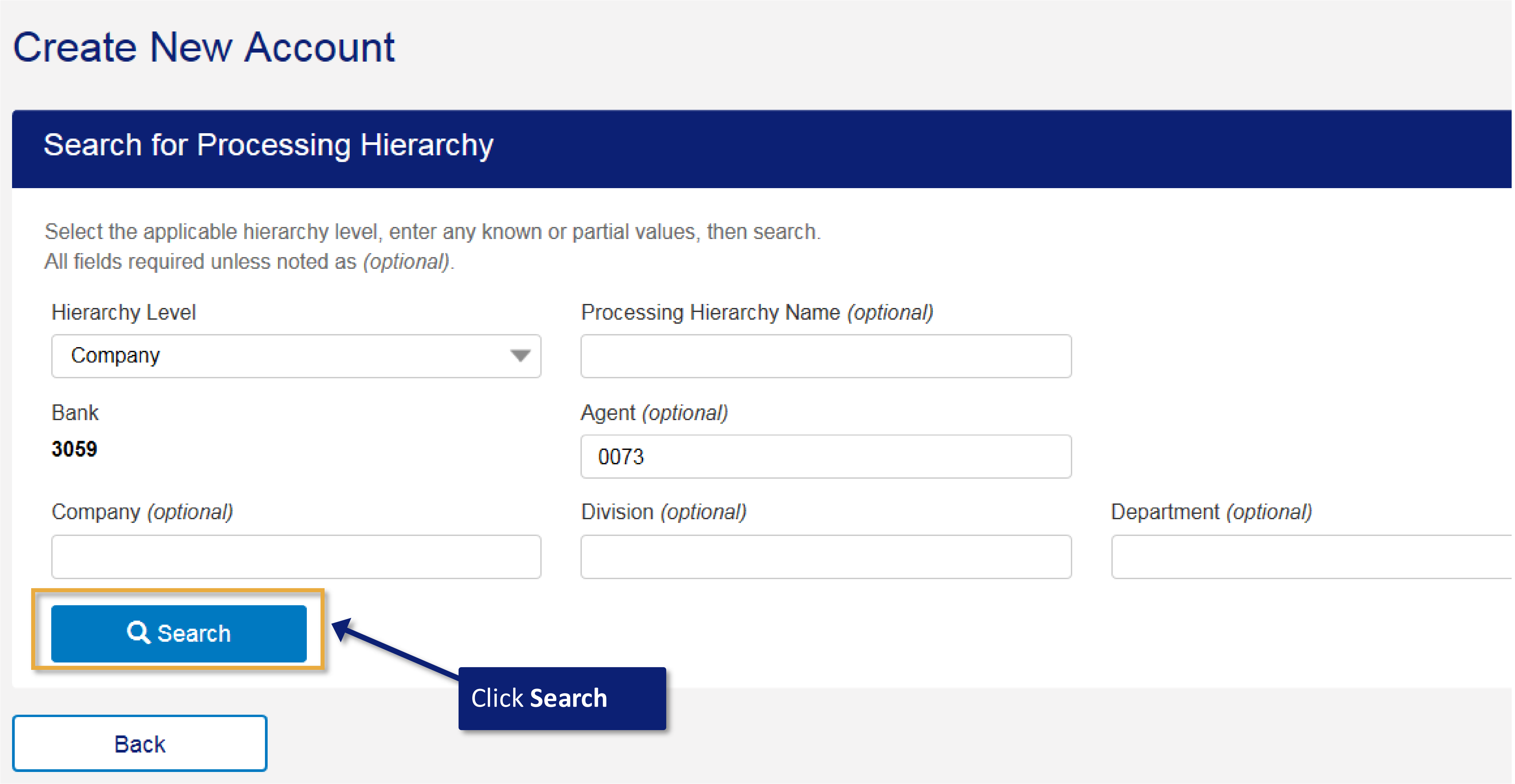
- Maintain Multiple Cardholder Accounts
  Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
  Selecting Hierarchy Position
  Selecting Individual Accounts

Define Product Settings

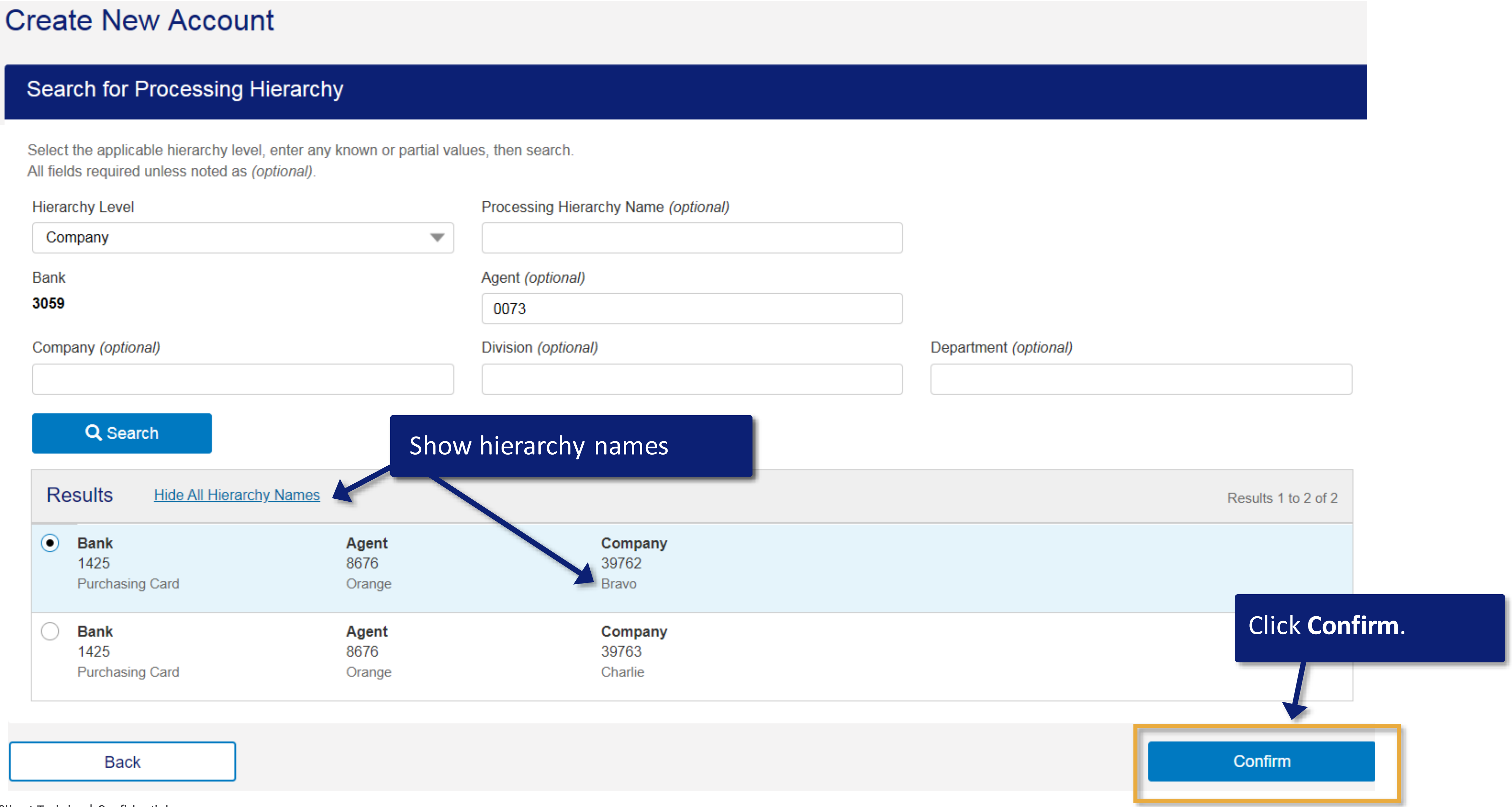


Click **Search** if you need to look up the company number (required).

Search for hierarchy



Confirm position



Define Product Settings continued

Create New Account 1 2 3 4

1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection.
All fields required unless noted as *(optional)*.

Product (Bank)

Purchasing - 3059

Agent

0073

Company

64913

Division *(optional)*

Department *(optional)*

Search

Assign this account to

- (●) An Individual
- ( ) A Group

Send a Physical Card With This Account?

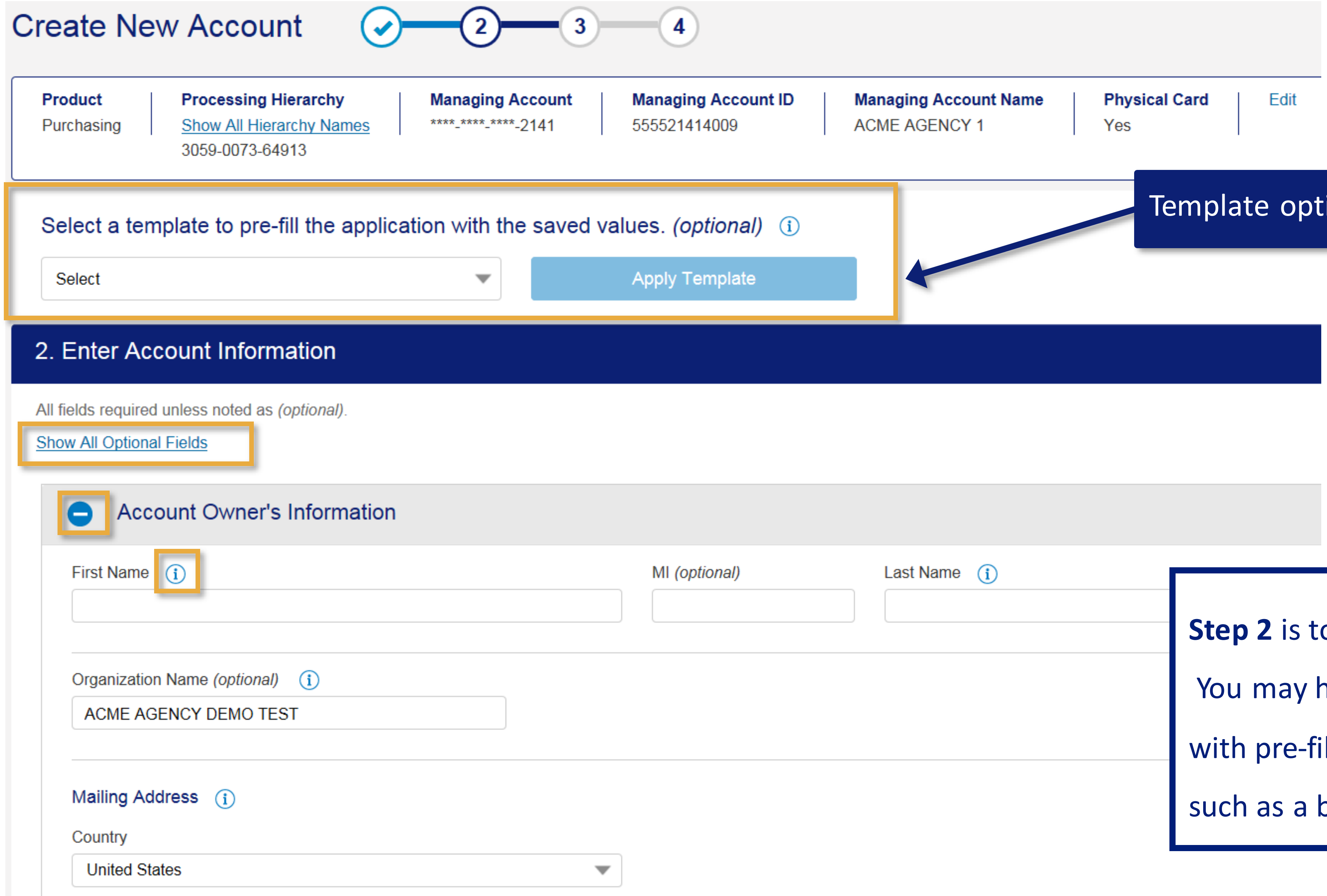
Yes

Cancel

Click **Next.**

Next

Enter Account Information



Template option

Step 2 is to **Create the New Account**.

You may have the option to use a template with pre-filled fields for common information such as a business address.

Special fields of note…

Account Owner's address

Address Line 1

Address Line 2 *(optional)*

City

State

Select

ZIP Code

The cardholder needs to know the zip code here for purchase entry and authentication with Customer Service.

Email address

Work Phone

Email Address

Most organizations have turned on email domain restrictions. For example, allows email@acme.com, not gmail.com.

Optional and Employee fields

Optional 1 *(optional)*

Optional 2 *(optional)*

Employee

Optional 1 and 2 can be used for any data points you want to collect for reporting. The Employee field may be required.

Special fields of note, continued…

Legal Name is required

Legal Information

Editable

Legal Name

Legal First Name | Legal Middle Name (if applicable) | Legal Last Name

Use name entered in Account Owner's Information section

Optional Account Active Dates

Account Details

Cycle Day
10

Expiration Date

Specify Valid Account Active Dates

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

You have the option to select account active dates if you want to specify when the card can be used.

Default Accounting Code

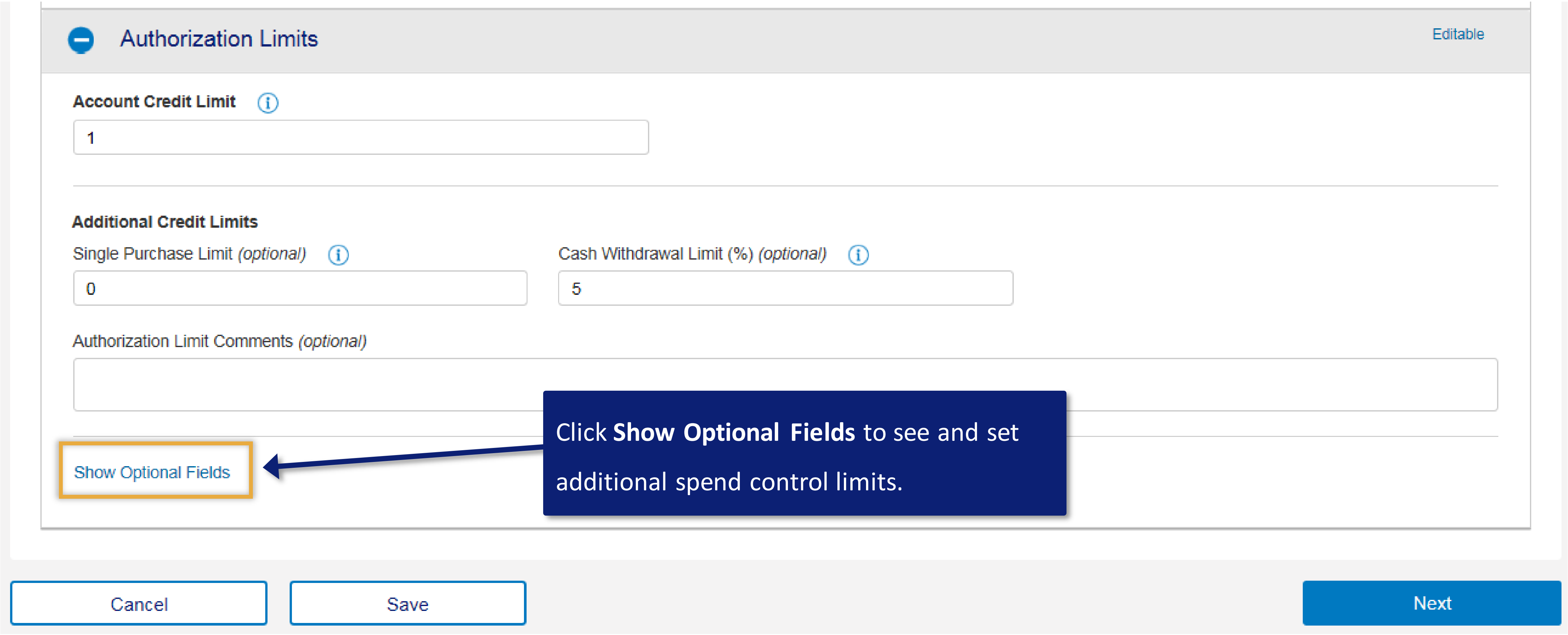
Default Accounting Code

Default Accounting Code

PROJECT (4) *(optional)*	BUSINESS UNIT (3) *(optional)*	INDEX (3) *(optional)*	COST CENTER (5) *(optional)*	GENERAL LEDGER (8) *(optional)*
1234				

Some organizations specify a default accounting code where all transactions are coded by default.

Authorization Limits



Spend Controls Limits

Hide Optional Fields

Use Values from Managing Account?

- [x] Single Purchase Limit
- [x] Velocity Limit
- [x] Merchant Authorization Controls

For spend controls, when a transaction is made, the system applies FIRST the controls that are on the card account, then applies the controls that are on the managing account.

If you want controls different from the managing account, uncheck these boxes for the system ONLY to look at the controls on the card account.

Velocity Limit

Daily Dollar Amount	0	Daily Transaction Limit	0
Cycle Dollar Amount	0	Cycle Transaction Limit	0
Monthly Dollar Amount	0	Monthly Transaction Limit	0
Quarterly Dollar Amount	0	Quarterly Transaction Limit	0
Yearly Dollar Amount	0	Yearly Transaction Limit	0

First Fiscal Month
January

Custom Velocity Limits

Custom Dollar Limit	0	Custom Transaction Limit	0

Custom Start Date

mm/dd/yyyy

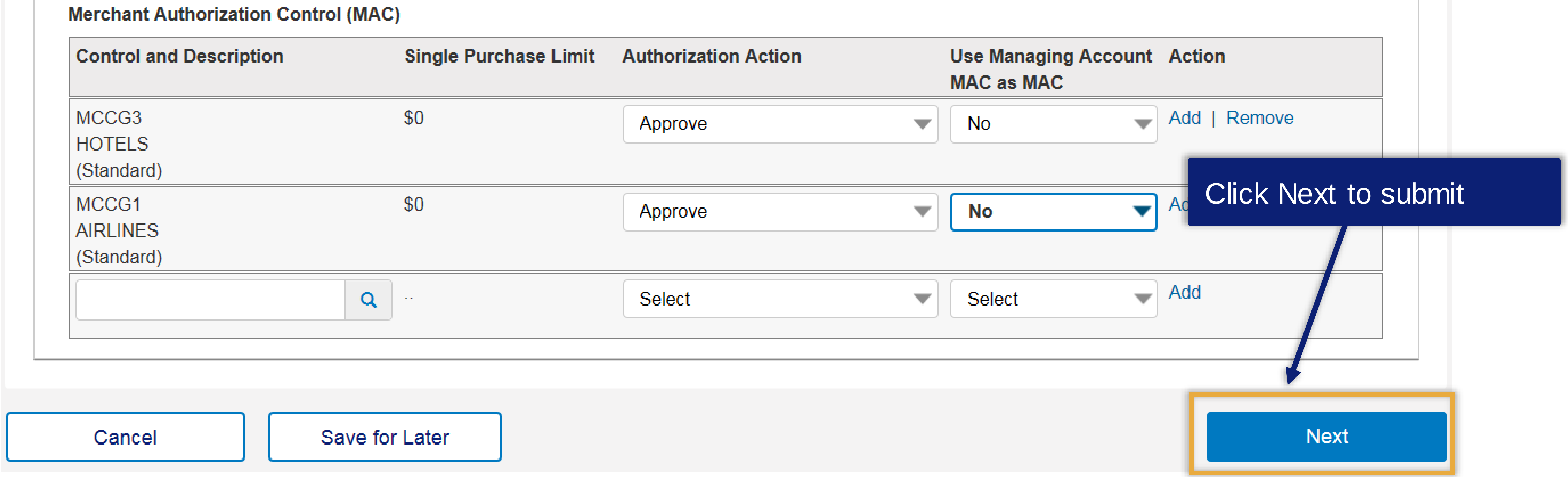
Define Cycle by *(optional)* End Date / # Days

mm/dd/yyyy

Merchant Authorization Control (MAC) : Existing Controls

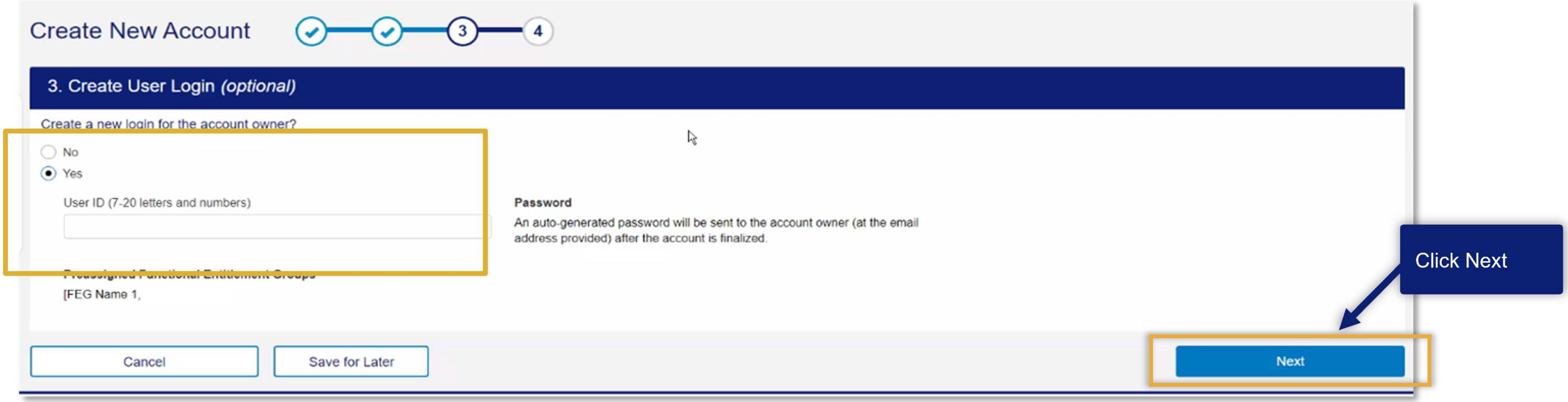
Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC as MAC	Action
	..	Select	Select	Add

Click Next to submit



For more information on adding Merchant Authorization Controls (MACs) to card accounts upon setup, attend our class: ***Cardholder Account Setup and Maintenance***

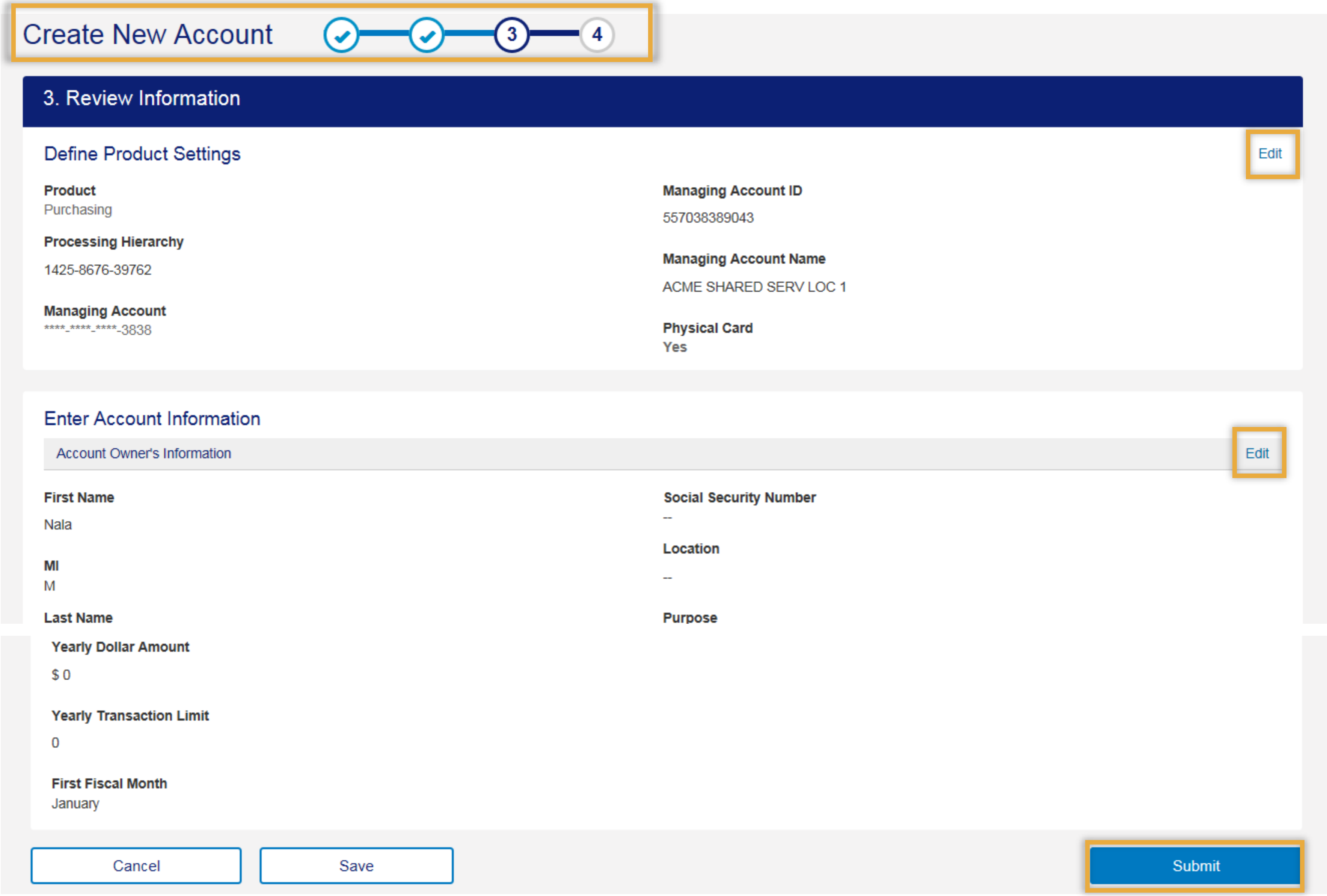
Create a user id for the cardholder



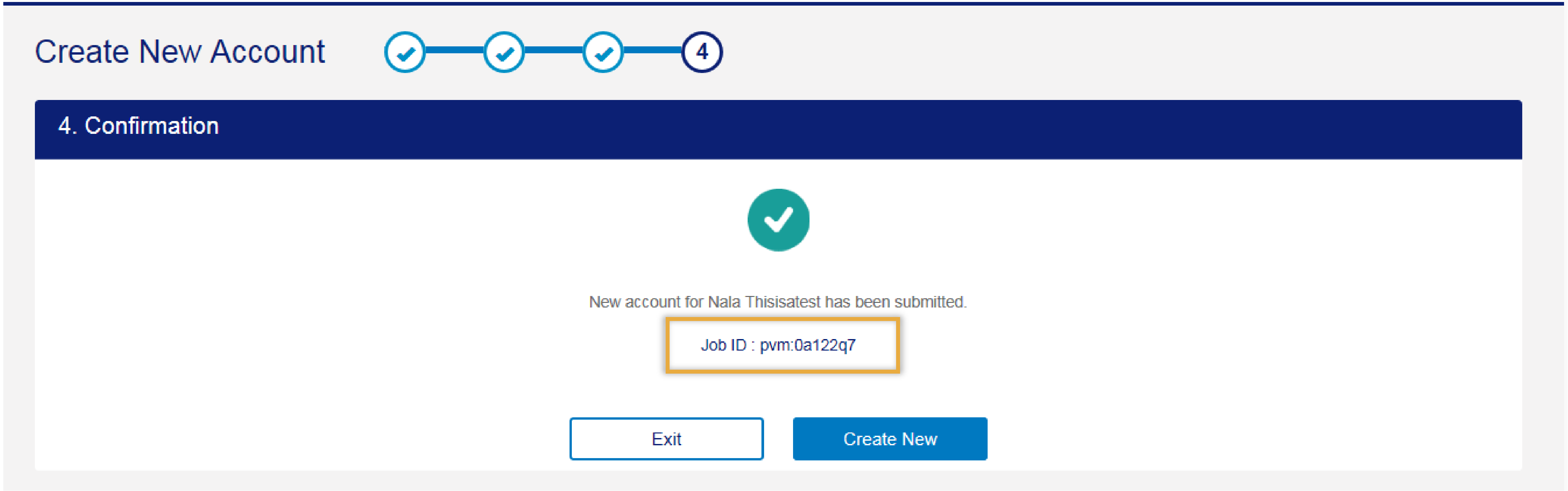
On this screen, you can indicate that a cardholder should have a user profile created for them in conjunction with the account set up process. Other options are:

- Do not provide cardholders with a user ID because they do not need to log into Access Online
- Have cardholders create their own user ID through the Online Registration process
- Create a user ID for the cardholder later through the System Administration User Profile Setup process

Review Information



Confirmation



Request Status queue

Request Status Queue
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Request Status Queue

Account Requests

Setup Cardholder Account | Maintain Cardholder Account
Maintain Managing Account

Select a request to view the details.

Records 1 - 17 of 17

Refresh List

Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Pending - Setup CH Acct	[illegible]	CARDHOLDER SETUP	04/14 08:48	Doe ,Jane	04/14 08:53	Online
☐	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/14 08:18		04/14 08:20	Online
☐	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 13:10	Doe ,Jane	04/07 13:11	Online
☐	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 12:50	Bunyan ,Paul	04/07 12:52	Online
☐	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 12:12	Doe ,John	04/07 12:48	Online
☐	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 11:13		04/07 11:16	Online
☐	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 10:07		04/07 10:07	Online

Maintain a card account

Maintain a cardholder account

Request Status Queue
Active Work Queue
System Administration
Account Administration
- Cardholder Accounts
- Managing Accounts

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Account Administration

Cardholder Accounts

- Create New Cardholder Account
  Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.

- Set up Cardholder Accounts with Shared Info
  Create templates with shared information and then apply them when creating new accounts.
  Create a New Template
  Maintain Existing Templates

- Create Cardholder Setup Request
  Create a new cardholder account by sending a request for the cardholder to enter their personal information.

- Cardholder Setup Request Queue
  Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.

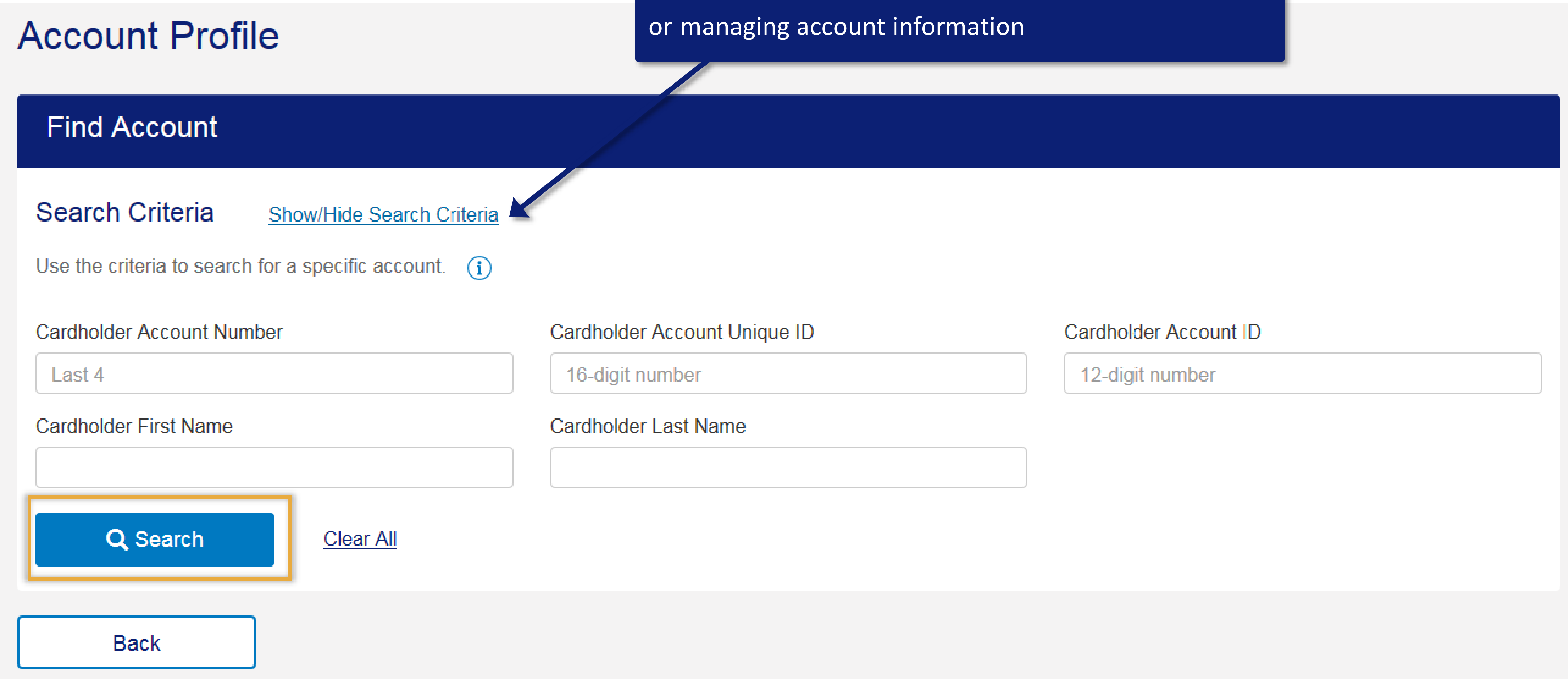
- Unlock Cardholder Account
  Reset a cardholder's account if locked out during Online Registration.

- Maintain Cardholder Account
  Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

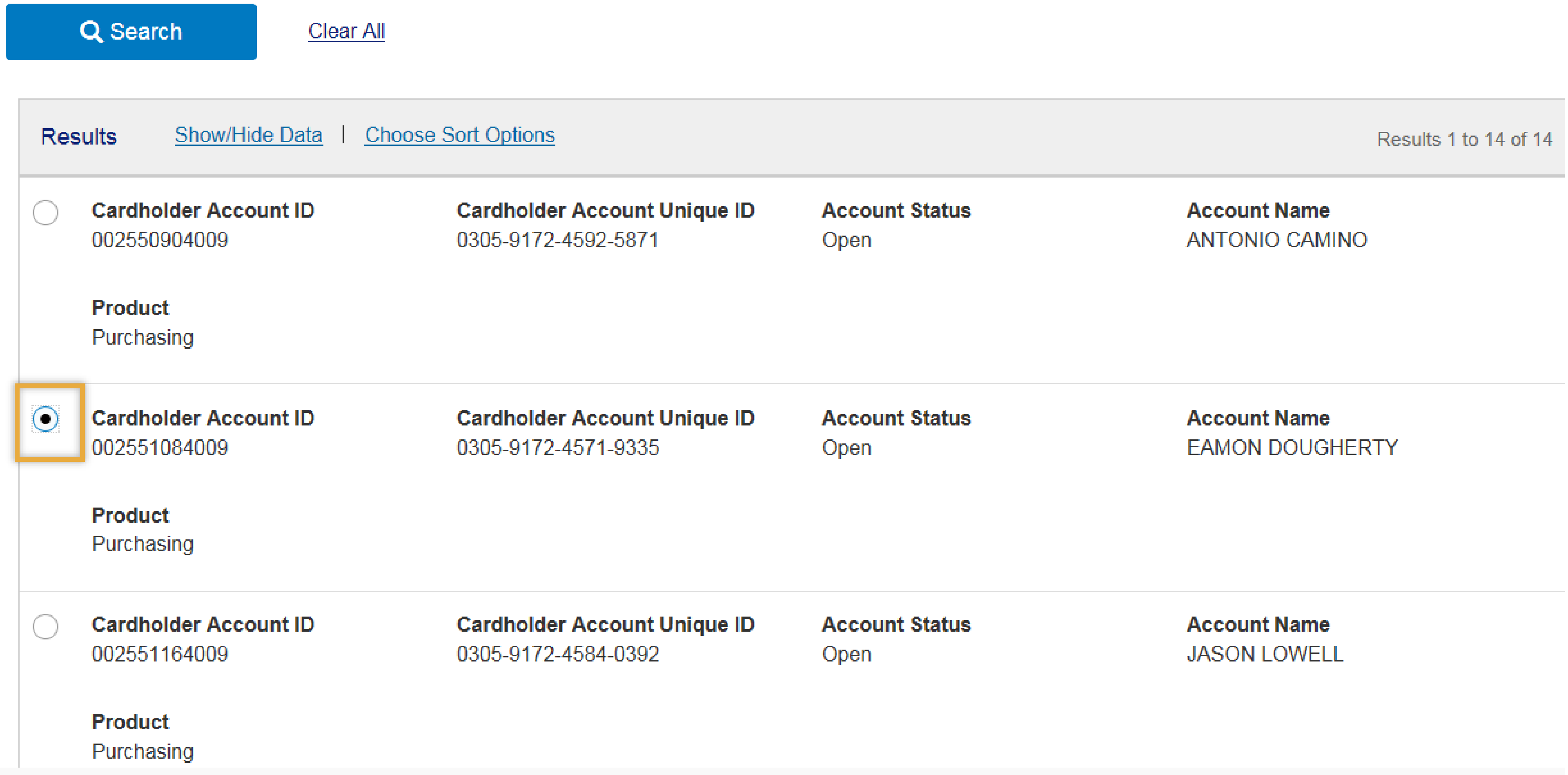
- Maintain Multiple Cardholder Accounts
  Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
  Selecting Hierarchy Position
  Selecting Individual Accounts

Find Account screen

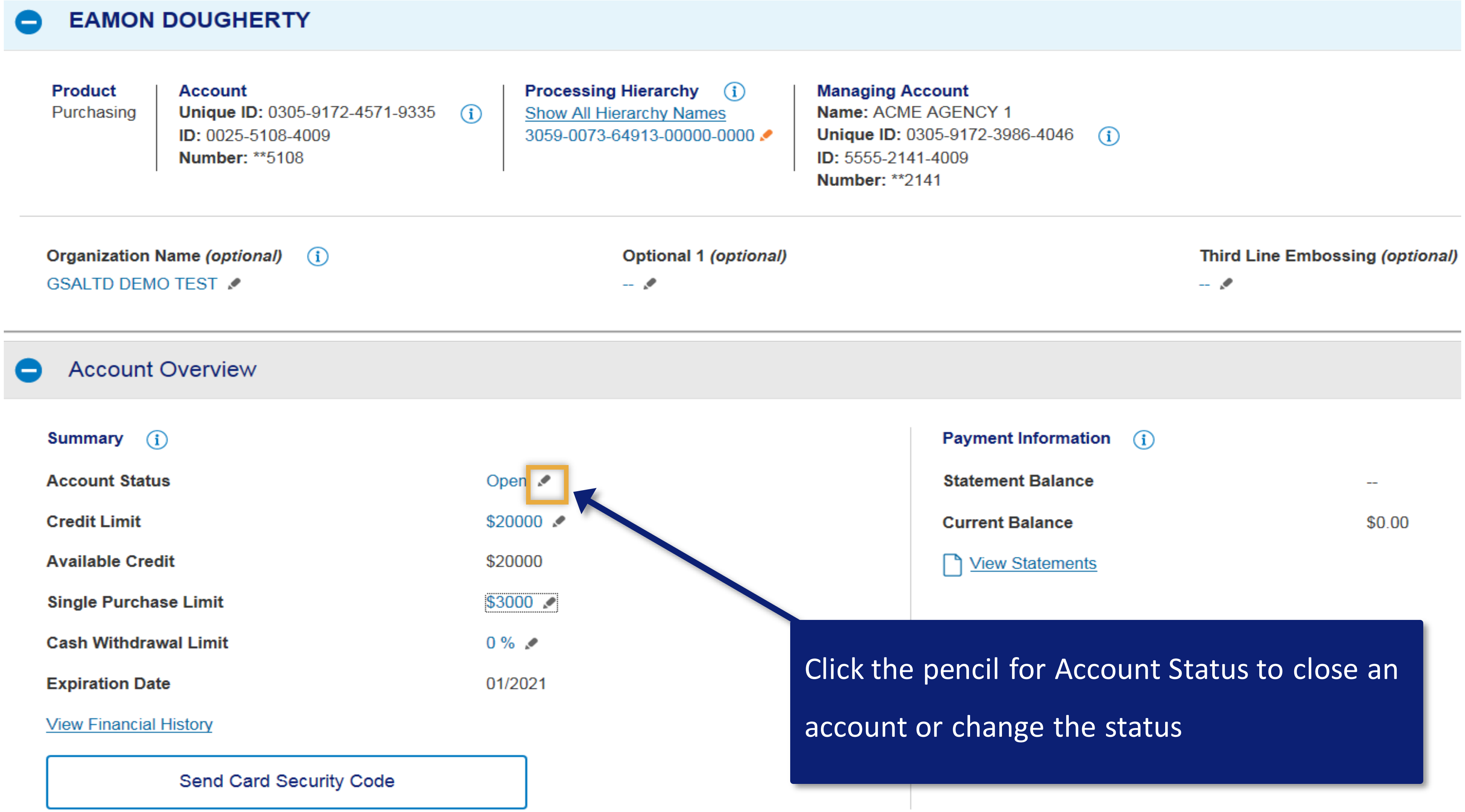
Use different criteria to search such as email address or managing account information



Selecting cardholder

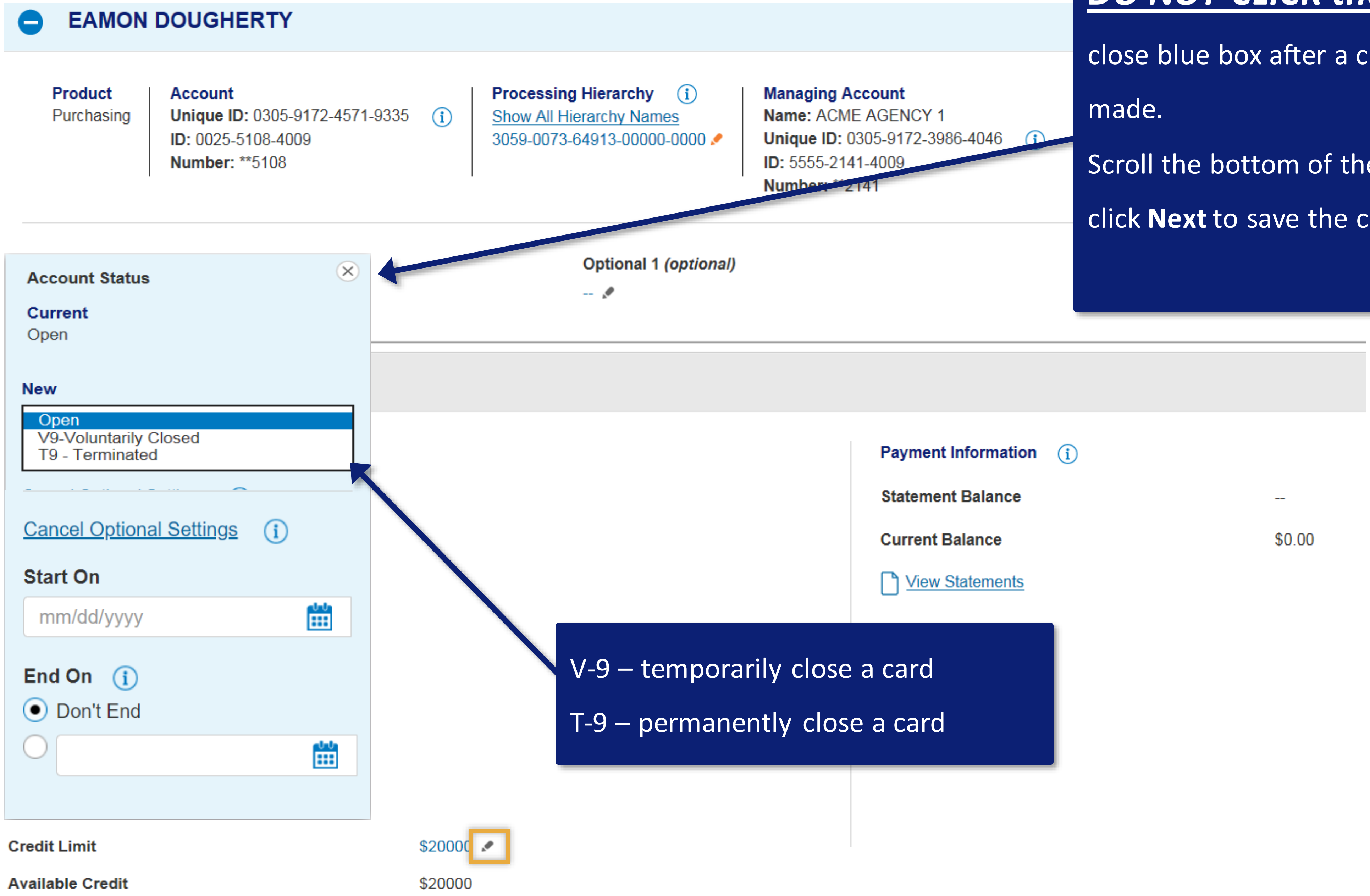


Close an account



Click the pencil for Account Status to close an account or change the status

Account status maintenance



DO NOT CLICK the X to close blue box after a change is made.

Scroll the bottom of the screen and click **Next** to save the change.

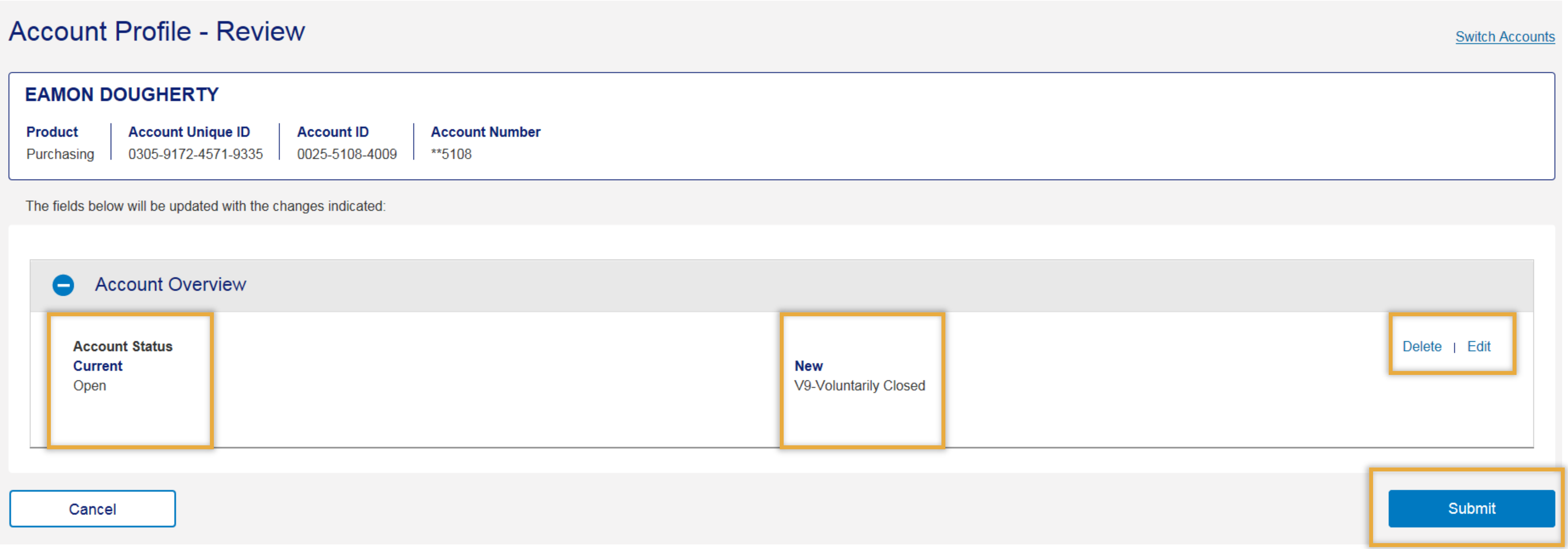
V-9 – temporarily close a card

T-9 – permanently close a card

Updating other information

Any cardholder account information can be updated in a similar manner by clicking the plus sign to open that section of information.

Account Profile - Review



Account information

View managing account information

Managing Account Statement

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Statement

View account statement(s).

- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Account Profile

View account demographics, limits, accounting code, and other related information.

- Cardholder Account Profile
- Managing Account Profile
- Diversion Account Profile

Search for the managing account

Managing Account Statement

Search & Select a Managing Account

View Cardholder Account | View Diversion Account

Managing Account Search

Search for a Managing Account by Managing Account Number, Account Unique ID, Name, or Company Number.

Managing Account Number (Last 4 digits):

Managing Account Unique ID:

OR

Managing Account Name:

OR %

Last Name: **First Name:**

OR

Company Number:

OR

Search

Enter % in Managing Account Name field to pull up all managing accounts

Click Search

Select the link for the account

Search

Records 1 - 2 of 2

Account Number	Name	Account Unique ID
************1542	ACME CP ORG TEST	0305-8163-4911-6762
************6120	ACME CP ORGANIZATION	0305-8163-2514-6214

Records 1 - 2 of 2

Click the link for the account so that you can view the statement

Select the billing cycle date

Account Information

Managing Account Statement

Managing Account Number:	************3861, ACME MANAGED SPEND	Switch Accounts
Managing Account ID:	557038619088	

To view a statement, select a cycle and click the "View Statement" button. To make a payment, select the Pay your Managing Account link below.

Select Billing Cycle:

01/10/2022

View Statement

Select the billing cycle date and click View Statement

Make a payment through the State Controller's Office.

View the PDF statement – top of page 1

P.O. BOX 6347
FARGO ND 58125-6347

000000016 01 SP 106481063262641 S
ACPO ORGANIZATION 1 TEST
ACPO DEMO TEST
200 S 6TH ST
EP-MN-L28C
MINNEAPOLIS MN 55402-1403

ACCOUNT NUMBER	
STATEMENT CLOSING DATE	09-12-2019
AMOUNT DUE	$0.00
ACCOUNT BALANCE	$0.00

PAYMENT DUE IN ACCORDANCE WITH PROMPT PAYMENT ACT

AMOUNT ENCLOSED
$

Please make check payable to

BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4716304556611542 000000000 000000000

Please tear payment coupon at perforation.

BILLING ACCOUNT SUMMARY

ACPO ORGANIZATION 1 4716 3045 5661 1542	Previous Balance	Purchases And Other Charges +	Self Assessed Interest Penalty +	Checks +	Check Fee -	Credits =	Current Activity	Payments	Account Balance
Company Total	$0.00	$35.00	$0.00	$0.00	$0.00	$35.00	$.00	$0.00	$0.00

Total amount due to be paid to the bank

A summary appears on page one

View the PDF statement – middle of page 1

NEW ACTIVITY

DOREE MARKS
4716-3000-0593-7660
Accounting Code:

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
$5.00	$5.00	$0.00	$0.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-05	08-08	74798269248248000004472	HUDSON BLAT BLAT CHARLOTTE NC	5.00 CR
09-05	08-08	74798269248248000001940	HUDSON BLAT BLAT CHARLOTTE NC	5.00

ANTHONY CARLISLE
4716-3000-0593-7678
Accounting Code:

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
$5.00	$5.00	$0.00	$0.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-05	08-08	74798269248248000004480	NOAH'S BLAT BLAT MINNEAPOLIS MN	5.00 CR
09-05	08-08	74798269248248000001957	NOAH'S BLAT BLAT MINNEAPOLIS MN	5.00

Card holder transaction detail appears here and on subsequent pages

View the PDF statement – bottom of page 1

Summary and Customer Service information appear at the bottom of page one

Default Accounting Code: 172019201918002N33

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
888-994-6722			PREVIOUS BALANCE	.00
	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	35.00
	09/12/19	.00	SELF ASSESSED INTEREST PENALTY	.00
			CHECKS	.00
			CHECK FEE	.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE		CREDITS	35.00
P.O. Box 6335 Fargo, ND 58125-6335	.00		CURRENT BILLING ACTIVITY	.00
			PAYMENTS	.00
			ACCOUNT BALANCE	0.00

If payments towards previous balances have been made, please deduct from the payment due

Managing Account Profile

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Account Information

Statement

View account statement(s).

- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Account Profile

View account demographics, limits, accounting code, and other related information.

- Cardholder Account Profile
- Managing Account Profile
- Diversion Account Profile

Managing Account Summary

Click a link to view information about the managing account

Managing Account Profile

Managing Account Summary

Managing Account Number: ************3152, ACME ONECARD LOC 1 Switch Accounts
Managing Account ID: 555631529042

Select an item below to view its contents. You can also View a Cardholder account or View a Diversion Account

View credit limit and available credit through Authorization Limits

Demographic Information
View account name, address, contact information, and alternate address.

Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Extract Information
View financial extract information assigned to the account.

Default Accounting Code
View the default accounting code assigned to the account.

Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

View past payment information in the Financial History

Financial History
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/06/2006 02:46:00
Maintenance	Manual	08/26/2008 03:33:00

Authorization limit info

Available Credit is the amount you currently have available for spending. It includes all POSTED transactions up through the last nightly system update.

It's the difference between your Credit limit and Outstanding Balance.

When your payment to the managing account posts, the Available Credit goes back up (to the Credit Limit at the highest amount)

Managing Account Profile

Authorization Limits

Managing Account Number: ************3861, ACME MANAGED SPEND Switch Accounts
Managing Account ID: 557038619088

Authorization Limits

Credit Limit:	1
Single Purchase Limit:	1
% Cash:	5
Available Credit:	1
Fiscal First Month:	01

The Credit Limit is your overall credit limit for the managing account, including all associated card accounts.

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0
Quarterly Dollar:	0	0
Quarterly Transaction:	0	0
Yearly Dollar:	0	0
Yearly Transaction:	0	0

Custom Velocity Limits

	Limit	Total
Other Dollar:	0	0
Other Transaction:	0	0

Refresh From Date:	
Refresh To Date:	
Days in Refresh Cycle:	0

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG41	Decline		Custom	View Details

Authorization Limits Comments:

<< Back to Managing Account Summary

Payment history for a managing account

Managing Account Profile
Financial History

Managing Account Number: [redacted] Switch Accounts
Managing Account ID: [redacted]

12 Month History | 7 Year History Analysis | 7 Year History

Tabs provide 12 months and up to 7 years of history.

The 12 Month History includes accumulated account information for 12 previous billing cycles. Each page includes four billing cycles of history.

Page: **1** | 2 | 3

	Current	10/27/2020	09/28/2020	08/27/2020	07/27/2020
Number of Payments	1	1	1	1	1
Total Payments (Last Payment:11/10/20)	$81,359.40	$121,566.29	$199,622.42	$142,588.22	$166,381.12
Minimum Payment	$105,508.84	$341,807.28	$357,879.98	$402,548.11	$463,776.93
Number of Purchases	208	134	246	140	144
Total Purchases (Last Purchase:11/11/20)	$162,742.00	$105,508.84	$154,954.29	$82,410.60	$122,021.24
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance:00/00/00)	$0.00	$0.00	$0.00	$0.00	$0.00
Number of Credits	0.0	1.0	0.0	2.0	2.0
Total Credits (Last Credit:09/29/20)	$0.00	$15.25	$0.00	$1,051.20	$454.95
Number of Misc Charges	0	0	0	0	0

Shows current and past info. Current is of last system update and shows POSTED information.

View payment information.

Outstanding balance

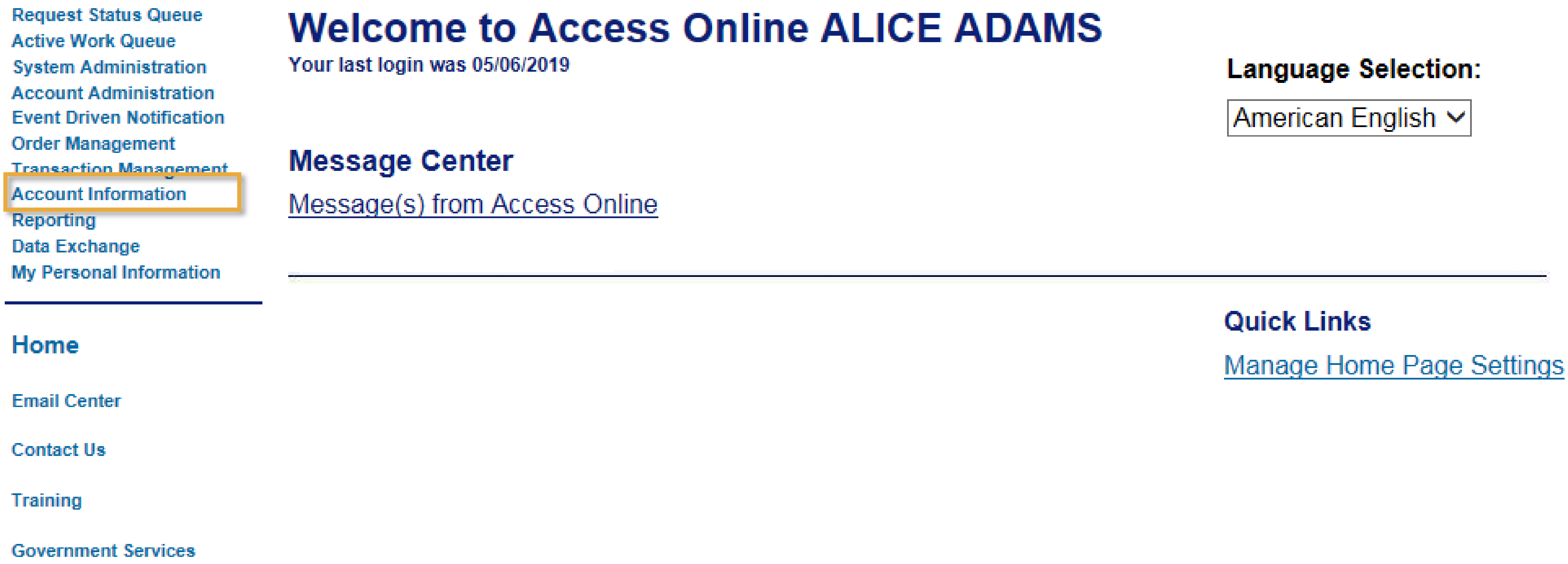
Cash Advance Finance Charges	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Limit	$1.00	$1.00			
Balance	$0.00	$0.00			
Outstanding Purchase Balance	$0.00	$0.00			
Outstanding Cash Balance	$0.00	$0.00			
Outstanding Misc Charges	$0.00	$0.00			
Outstanding Purchase Finance Charges	$0.00	$0.00			
Outstanding Cash Adv Finance Charges	$0.00	$0.00	$0.00	$0.00	$0.00
Past Due	$0.00	$0.00	$0.00	$0.00	$0.00
Avg Daily Bal - Purchases		$0.00	$0.00	$0.00	$0.00
Avg Daily Bal - Cash Adv		$0.00	$0.00	$0.00	$0.00
Avg Daily Bal - Purchases and Cash Adv		$0.00	$0.00	$0.00	$0.00

Page: **1** | 2 | 3

See the current balance. This is how much of the managing account credit limit your organization has used. This includes POSTED items as of the last nightly update. It doesn't include pending items.

View cardholder account information

Account information on the main menu



Account statements or profiles

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- **Account Information**
  - Statement
  - Account Profile
- Reporting
- Data Exchange
- My Personal Information

- Home
- Email Center
- Contact Us
- Training
- Government Services

Account Information

Statement

View account statement(s).

- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Account Profile

View account demographics, limits, accounting code, and other related information.

- Cardholder Account Profile
- Managing Account Profile
- Diversion Account Profile

Cardholder account statement search screen

Cardholder Account Statement

Search & Select an Account

View Diversion Account | View Managing Account

Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first Searching for a Managing Account.

Account Number (Last 4):

OR **Account Unique ID:**

OR **Last Name (or Vehicle Name):** % **First Name:**

OR **Social Security Number:**

Search

Search and select an account

Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first Searching for a Managing Account.

Account Number (Last 4):

Account Unique ID:

OR

Last Name: **First Name:**

OR %

Social Security Number:

OR

Search

Records 1 - 14 of 14

Product Name	Cardholder Name	Account Number	Account Unique ID	Account Status	Status Description
Purchasing	JUDY BAHAR	************1477	0305-9170-1227-3840		-OPEN
Purchasing	ANTONIO CAMINO	************5090	0305-9172-4592-5871		-OPEN
Purchasing	KATHLEEN COFFEY	************1485	0305-9170-1297-6001		-OPEN
Purchasing	EAMON DOUGHERTY	************5108	0305-9172-4571-9335		-OPEN

Statement pdf

Account Statements

MEGAN A ACKERMAN

Account Unique ID: 0142-5162-8053-5580
Account ID: 1722-4561-9043 | **Account Number:** **4561

Please Note: The statement can't be used for remittance of payment, it's for display purposes only.

[View account profile]

2020

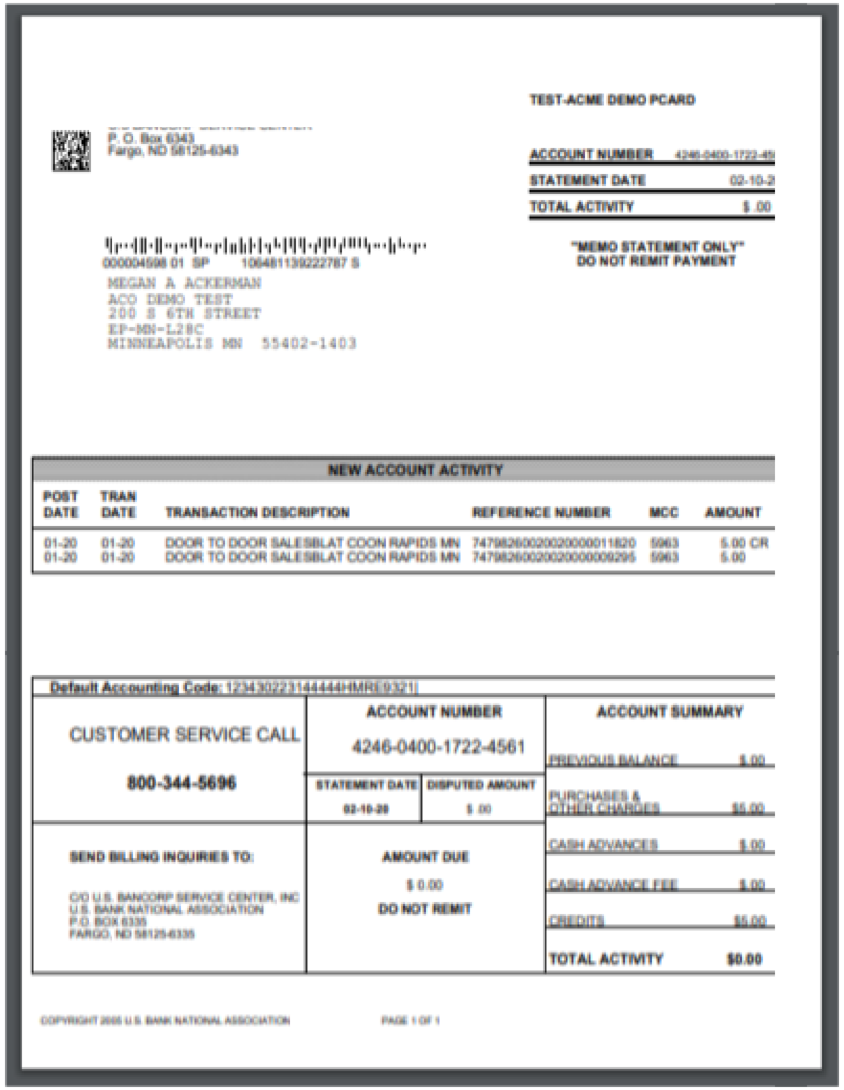
02/10/2020 (PDF)

2019

12/10/2019 (PDF)
11/11/2019 (PDF)
09/10/2019 (PDF)
08/12/2019 (PDF)
07/10/2019 (PDF)
05/10/2019 (PDF)
04/10/2019 (PDF)
03/11/2019 (PDF)
02/11/2019 (PDF)
01/10/2019 (PDF)

2018

11/12/2018 (PDF)
04/10/2018 (PDF)



TEST-ACME DEMO PCARD

P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER	4246-0400-1722-45
STATEMENT DATE	02-10-2
TOTAL ACTIVITY	$ .00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000004598 01 SP 10648113922787 S
MEGAN A ACKERMAN
ACO DEMO TEST
200 S 6TH STREET
EP-MN-L28C
MINNEAPOLIS MN 55402-1403

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
01-20	01-20	DOOR TO DOOR SALESBLAT COON RAPIDS MN	74798260020020000011820	5963	5.00 CR
01-20	01-20	DOOR TO DOOR SALESBLAT COON RAPIDS MN	74798260020020000009295	5963	5.00

Default Accounting Code: 1234302231444444HMRE9321

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY
800-344-5696	4246-0400-1722-4561	PREVIOUS BALANCE $.00
	STATEMENT DATE 02-10-20 / DISPUTED AMOUNT $ .00	PURCHASES & OTHER CHARGES $5.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE	CASH ADVANCES $.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	$ 0.00 DO NOT REMIT	CASH ADVANCE FEE $.00
		CREDITS $5.00
		TOTAL ACTIVITY $0.00

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Cardholder account profile

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- **Account Information**
  - Statement
  - Account Profile
- Reporting
- Data Exchange
- My Personal Information

- Home
- Email Center
- Contact Us
- Training
- Government Services

Account Information

Statement

View account statement(s).

- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Account Profile

View account demographics, limits, accounting code, and other related information.

- Cardholder Account Profile
- Managing Account Profile
- Diversion Account Profile

Cardholders’ account profile link

Cardholder Account Profile

Cardholder Account Summary

Card Account Number: ************1477, JUDY BAHAR Switch Accounts
Card Account ID: 002714774009

Select an item below to view its contents. You can also View a Managing Account

View Account Profile

View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.

Account Authorizations

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

Cardholders’ account profile

JUDY BAHAR

Product
Purchasing

Account
Unique ID: 0305-9170-1227-3840
ID: 0027-1477-4009
Number: **1477

Processing Hierarchy
Show All Hierarchy Names
3059-0073-64990-00000-0000

Managing Account
Name: ACME AGENCY 2
Unique ID: 0305-9170-1281-4080
ID: 5555-4998-4009
Number: **4998

Organization Name *(optional)*
DEMO AGENCY

Optional 1 *(optional)*
--

Third Line Embossing *(optional)*
--

Account Overview

Summary

Account Status	Open
Credit Limit	$3000
Available Credit	$3000

Payment Information

Statement Balance	--
Current Balance	$0.00

View Statements

View account authorizations

Cardholder Account Profile
Cardholder Account Summary

Card Account Number: ************1477, JUDY BAHAR — Switch Accounts
Card Account ID: 002714774009

Select an item below to view its contents. You can also View a Managing Account

View Account Profile
View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.

Account Authorizations
View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

Authorizations - declined transaction link

Cardholder Account Profile
Account Authorizations

Card Account Number: ************1477, JUDY BAHAR Switch Accounts
Card Account ID: 002714774009

Name:
Records 1 - 2 of 2

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
02/17/2011	04:42 PM ET	Approved	074354	Mail/Phn Ord	$0.00	5399	MISCELLANEOUS GENERAL MER
02/17/2011	03:34 PM ET	Declined		Mail/Phn Ord	$0.00	5399	MISCELLANEOUS GENERAL MER

Records 1 - 2 of 2

<< Back to Cardholder Account Summary

Declined transaction details

Cardholder Account Profile
Account Authorizations

Card Account Number: ************1477, JUDY BAHAR Switch Accounts
Card Account ID: 002714774009

Name: BAHAR JUDY

Auth Date:	02/17/2011	**Auth Number:**		**MCC:**	5399
Auth Time:	03:34 PM ET	**Type of Request:**	Mail/Phn Ord	**MCC Description:**	MISCELLANEOUS GENERAL MER
Response:	Declined	**Transaction Amount:**	$0.00		

Decline | Account | Merchant | Parent | Diversion | Process

The Request was declined due to 0805 Exceeded account single trans limit
The Request was declined at the INDIVIDUAL
The velocity type for the decline was NOT DECLINED FOR VELOCITY
The following reasons would also have declined the request:
1. 0805 Exceeded account single trans limit

The reason for the declined transaction will be listed here. Click the other tabs for additional details.

<< Back to Account Authorizations

Transaction information

Click Transaction Management

Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven Notification
Order Management
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Home

Email Center

Contact Us

Training

Government Services

Welcome to Access Online ALICE ADAMS

Your last login was 05/06/2019

Language Selection:

American English

Message Center

Message(s) from Access Online

Quick Links

Manage Home Page Settings

Access Transaction List

Event Driven Notification
Order Management
Transaction Management
- Transaction List

Account Information
Reporting
My Personal Information

Home

Contact Us

Training

Transaction Management

Click **Transaction List**

Transaction List

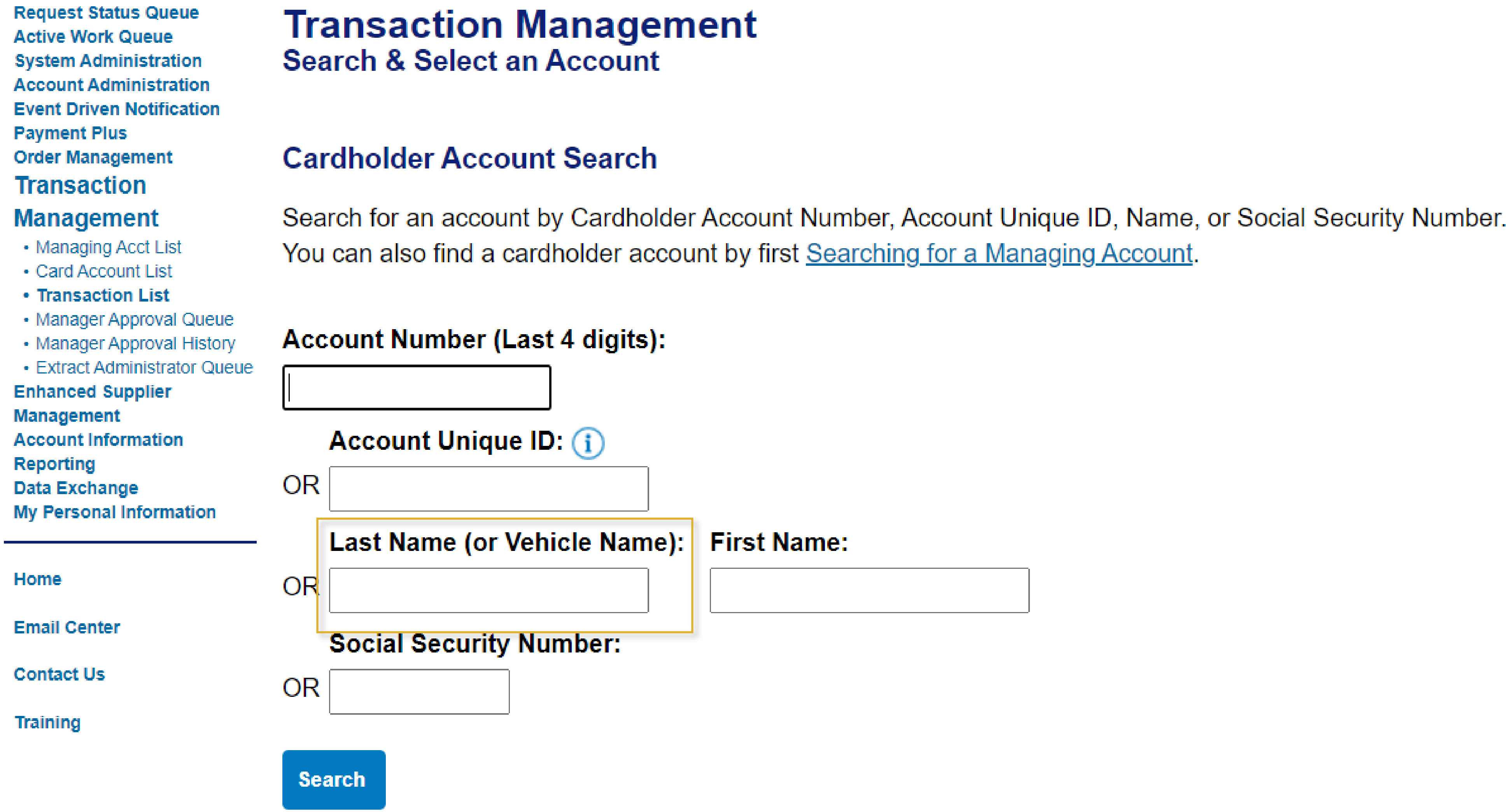
View, review, allocate/reallocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.

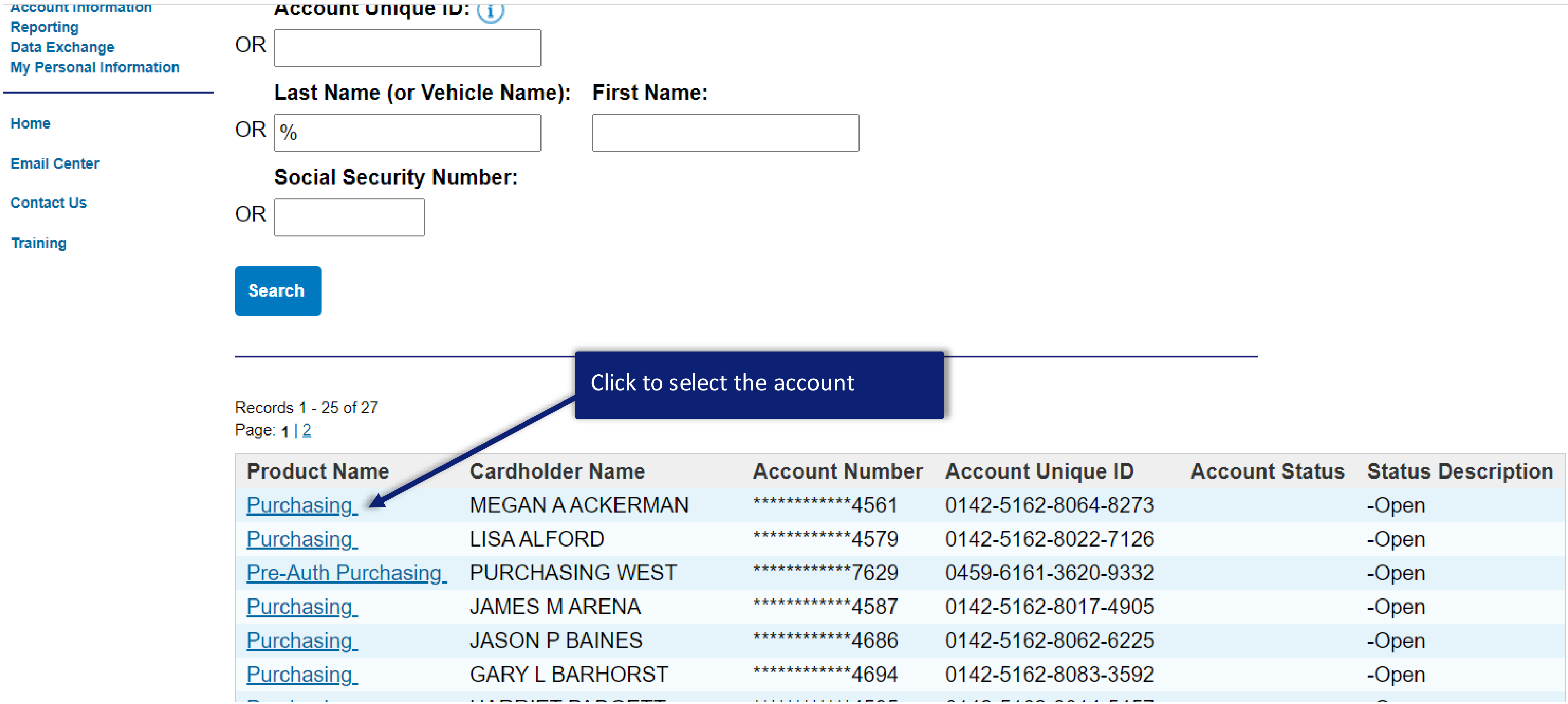
View Pending Transactions
Presents the pending transactions list.

View Unmatched Transactions
Presents the unmatched transactions list.

Search for the cardholder account



Select the account



Product Name	Cardholder Name	Account Number	Account Unique ID	Account Status	Status Description
Purchasing	MEGAN A ACKERMAN	************4561	0142-5162-8064-8273		-Open
Purchasing	LISA ALFORD	************4579	0142-5162-8022-7126		-Open
Pre-Auth Purchasing	PURCHASING WEST	************7629	0459-6161-3620-9332		-Open
Purchasing	JAMES M ARENA	************4587	0142-5162-8017-4905		-Open
Purchasing	JASON P BAINES	************4686	0142-5162-8062-6225		-Open
Purchasing	GARY L BARHORST	************4694	0142-5162-8083-3592		-Open

Click to select the account

Filter by billing cycle

Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************1485, KATHLEEN COFFEY Switch Accounts
Card Account ID: 002714854004

Create | Manage | Managing Acct List | Card Acct List | » **Trans List** | Manager's Queue

[–] Card Account Summary

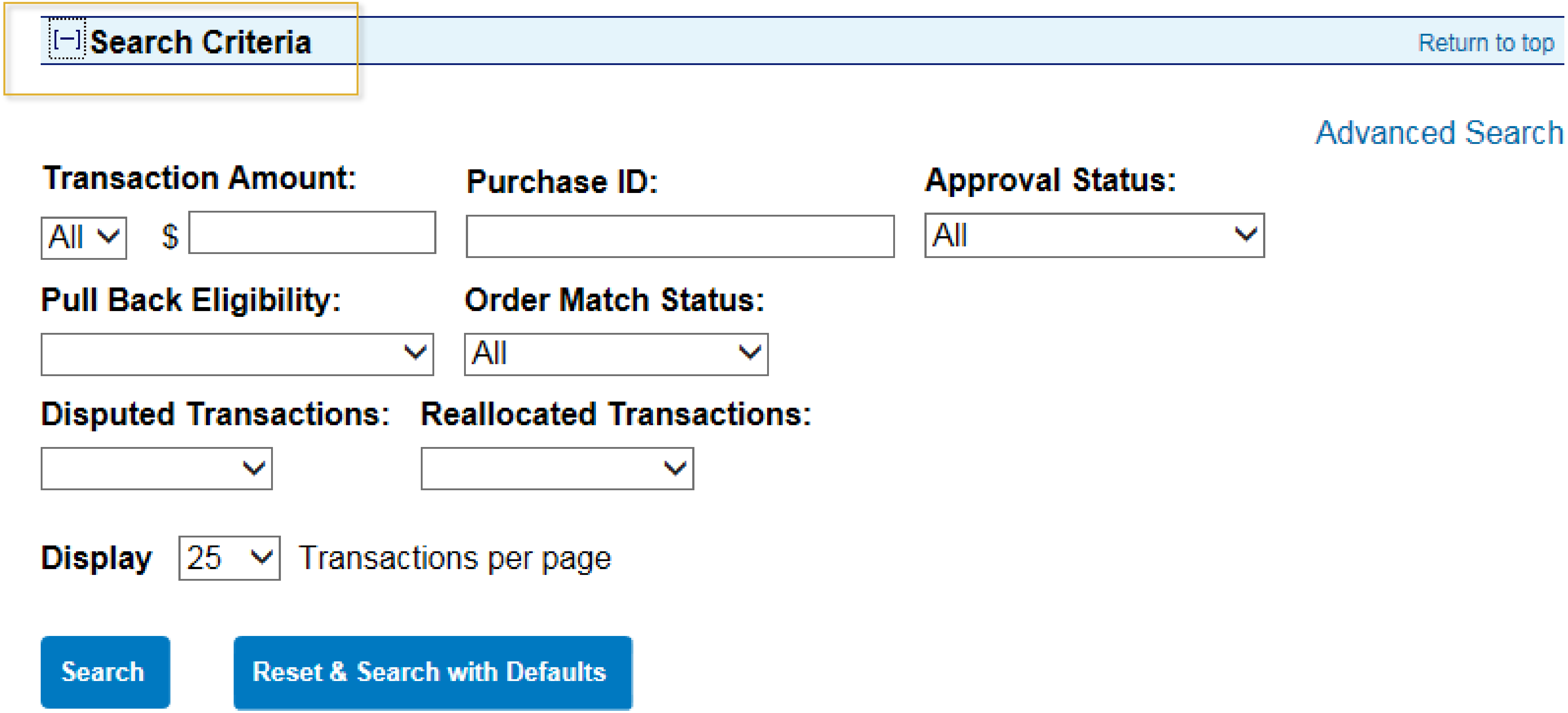
Account Number:	1485		Outstanding Orders:	$0.00	0
Account Name:	[EEN COFFEY		Unmatched Transactions:	$4,675,525.53	105

Billing Cycle Close Date: All / Open / 02/09/2017 / 01/09/2017 | Search | Print Account Activity

Total Transactions:	$1,609,108.35	32	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	$219,556.00	1	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions:	13.2%	3.1%			

Open Account

Filter the list using search



View a transaction

[+] **Search Criteria** Return to top

[–] **Transaction List** Return to top

Records 1 - 8 of 8

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
☐		Pending		05/23	05/26	GRAYBAR ELECTRIC	CLAYTON, MO	$388.00		55132
☐	D	Pending		05/21	05/22	UNIVERSAL RADIO INC	REYNOLDSBURG, OH	$32.90		55132
☐		Pending		05/14	05/16	DELL MARKETING L.P.	800-727-1100, TX	$224.57		55132
☐		Pending		05/13	05/15	CTI TRUCK SERVICE INC.	OKLAHOMA CITY, OK	$255.36		55132
☐		Pending		05/13	05/15	CTI TRUCK SERVICE INC.	OKLAHOMA CITY, OK	$7,463.15		55132
☐		Pending		05/13	05/15	CTI TRUCK SERVICE INC.	OKLAHOMA CITY, OK	$2,800.00		55132
☐		Pending		05/02	05/14	BEST BUY 00009746	RICHFIELD, MN	$162.00		55132
☐		Pending		05/11	05/13	DELL MARKETING L.P.	800-727-1100, TX	$2,393.61		55132

D Disputed Matched Exception A Reallocated II, III Trans Detail Level Upload

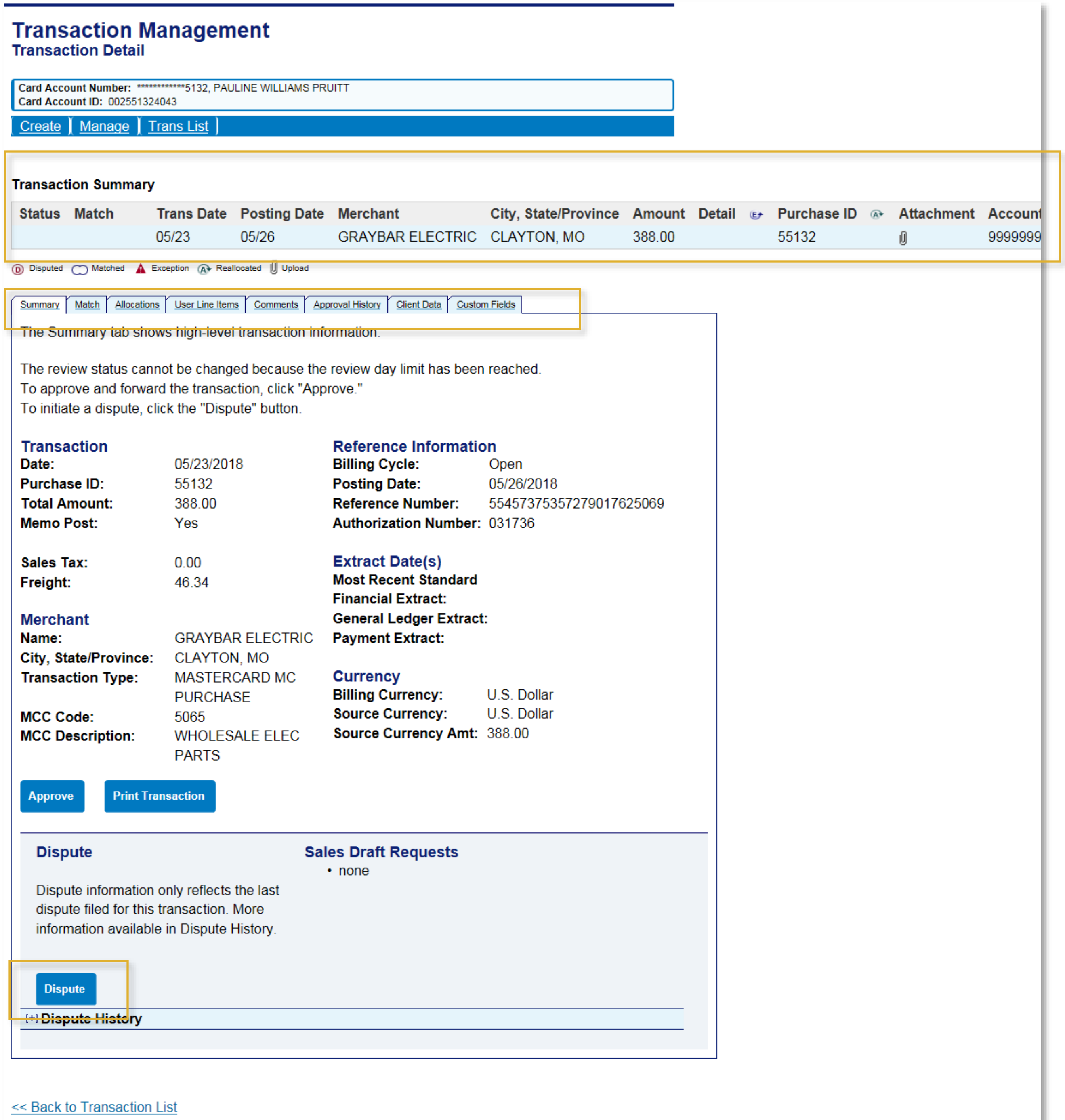
Check All Shown | Uncheck All Shown

Records 1 - 8 of 8

Reallocate | Mass Reallocate | Match to Order | Approve | Pull Back

View details

Dispute



What are disputes?

Definition:

- Cardholder recognizes vendor but does not recognize the transaction or has not received the goods purchased.

Cardholder requirements:

- Attempt to resolve with merchant
- File a dispute with U.S. Bank
  - Call the bank or submit through Access Online
  - Provide detailed explanation
  - Respond promptly to requests from U.S. Bank dispute processing

Visa® and Mastercard® manage and determine industry dispute regulations

Fraud process

Report Fraud

- Fraud cases should be reported over the phone
- Fraud cases need to be initiated within 90 days from the posting date
- Contact Fraud directly at 800-523-9078
- Contact via Customer Service at 888-994-6722

Account Closure

- When an account has fraud, the account will be closed, and a new account will be issued to the cardholder

Case Processing

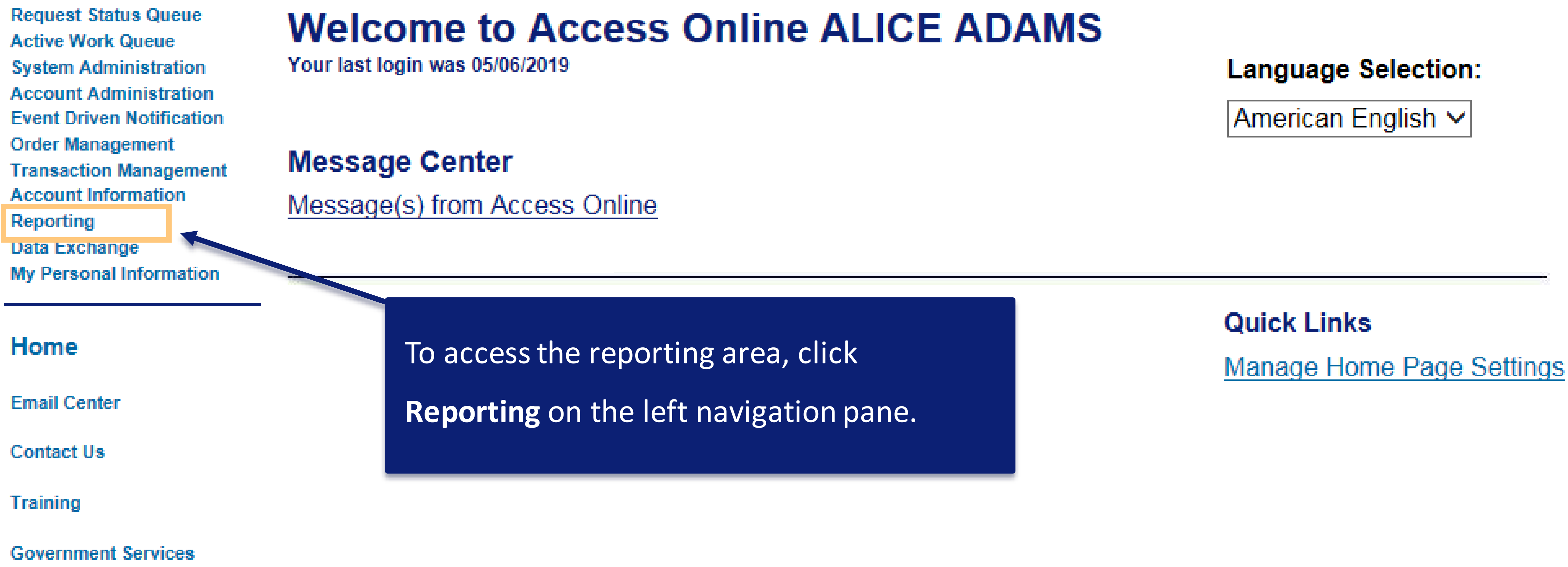
- Case processor assigned
- If fraud charges post to the account, the Statement of Fraud is generated
- Statement of Fraud must be signed and returned to U.S. Bank by the cardholder within 21 days from the date it was generated

Reporting

What reporting factors should you consider?

- 6 years of history on available on reports
- Data displayed on reports is from the prior day, after the system updates
- Allow pop-ups so reports can open
- While viewing reports in desktop applications, Access Online logout will occur after 15 minutes of inactivity (with option to resume)

Navigate to Reporting



To access the reporting area, click **Reporting** on the left navigation pane.

Standard reporting

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information
- Reporting
  - Program Management
  - Financial Management
  - Supplier Management
  - Tax and Compliance Management
  - Administration
  - User Activity Audit Reporting
  - Report Scheduler
  - Flex Data Reporting
  - Custom Reports
- Data Exchange
- My Personal Information

- Home
- Email Center
- Contact Us
- Training
- Government Services

Reporting

Program Management

General program management activities and monitor company policy compliance.

Financial Management

Monitor expenditures, track variances and manage account allocations.

Supplier Management

These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Tax and Compliance Management

Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration

These reports allow administrators to support system functionality.

User Activity Audit Reporting

Captures user actions taken within Access Online into a standard report.

Report Scheduler

View and maintain current scheduled reports.

Flex Data Reporting

Create and maintain adhoc reports.

Custom Reports

Create and configure custom reports.

Available reports depend on your role, organization and card type

Reporting features:

- Choose from over 60 report templates
- Select parameters to "customize"
- Create multiple reports from the same template
- Run when you want it
- Schedule many of them

Navigate to Program Management

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information
- Reporting
  - Program Management
  - Financial Management
  - Supplier Management
  - Tax and Compliance Management
  - Administration
  - User Activity Audit Reporting
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Create and maintain adhoc reports.

Custom Reports
Create and configure custom reports.

Click **Program Management**

Navigate to the Account List report

Program Management

Spend

Account Spend Analysis
Summary of account spending (excluding merchant detail).

Cash Advance
Detail of account cash advances including transaction amount, date, and reference number.

Declining Balance/Managed Spend
Summary and detail information on declining balance accounts by name and account number.

Administration

Account List
Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.

Delinquency Management

Account Suspension
Provides information on open accounts that are past due and suspended or pending suspension.

Charge-Off
Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.

Past Due
Accounts with past due balances and the number of times past due situations have occurred.

Allocation Rules Management

Automated Allocation Rules
Summary of allocation rules engines and detail of their respective allocation rules.

Click **Account List**

Specify report parameters – date and status

Program Management

Account List

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

◉ Last Maintained Date Range: ○ Account Open Date Range: ○ Pending Renewal Date Range:

Start Date: End Date:

[ ] to [ ]

Best practice – select Last Maintained Date Range and leave dates ***blank***

Account Information

Account Status:

Note: Hold down the Ctrl key to make multiple selections.

All
Open
Closed
Blank

Select one or more statuses

Account Type:

Cardholder Account

Defaults to Cardholder, but you can select Managing or Diversion Account

Method:

Hold down the Ctrl key to make multiple selections.

Data Feed
File
Manual

Leave at default of all

Select additional details

Additional Detail

Selected options allow a drill-down to additional detail if available.

- ☐ Account Owner's Information
- ☐ Account Details
- ☐ Training Certificate
- ☐ Default Accounting Code
- ☐ Authorization Limits
- ☐ DoDAAC Details (Excel Only)
- ☐ Merchant Authorization Control Details
- ☐ Merchant Authorization Control Limits

Select any additional details

Report parameters – comments, purged accounts

Account Comments

Select "Yes" to include available Account Comments in the Report Output.

◉ No

○ Yes

Most Recent Comments

Note: Selecting all comments will add additional content to the report and alter its existing format.

Select whether to include comments from the Account Profile

Purged Accounts Display

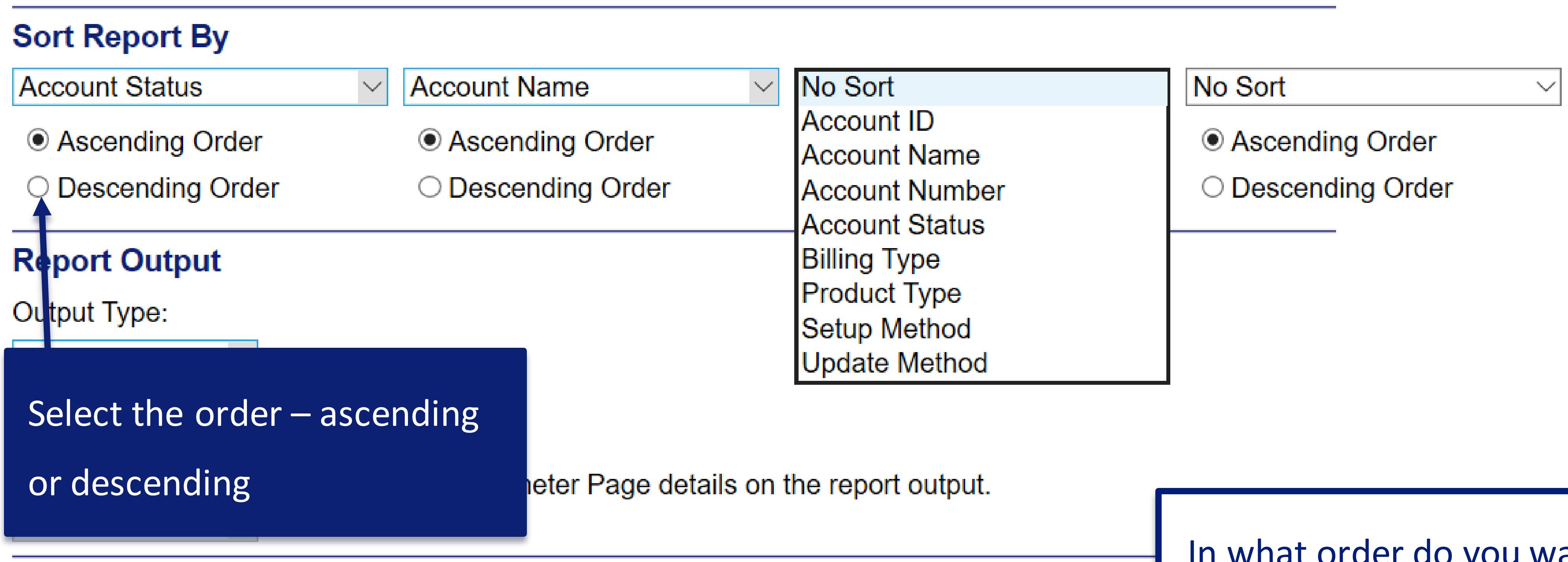
Select an option to show:

All Accounts

Show all accounts, purged accounts, or non-purged accounts

V9 and T9 cardholder accounts purge - 12 months Open status cardholder accounts purge - 22 months. Account information is still available by reporting for 6 years after the purge date and thereafter, offline by request.

Select sorting options



Select the order – ascending or descending

In what order do you want information to appear on the report? You can sort it by some (not all) of the columns that display on the report.

Select report output type

Report Output

Output Type:

PDF

Select an output type. For this example, select Excel.

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

Reports put the parameters somewhere on the report. If you select PDF output type, you can choose whether to put them at the beginning or end.

Report Output types include:

- PDF
- Excel
- Browser
- Active Report

Some report types do not have ALL output types available.

Select a way to group the report

Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

Search for Position or Add Multiple

◉ Reporting Hierarchy Position: *

If selected, a reporting hierarchy position is required.

Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:

Search for Position or Add Multiple

○ Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

Search for Accounts

○ Account ID(s):*

If selected, at least one account ID is required. Separate multiple account IDs by a comma and

Run Report | Reset | Create Scheduled Report

<< Back to Program Management

Click Search for Position or Add Multiple

Select how you want the data grouped. You can group by Processing Hierarchy or Account Number or Account ID. If you have Reporting Hierarchies, you can group by Reporting Hierarchy.

Select a hierarchy level or enter hierarchy information

Program Management

Select a Reporting Hierarchy Position

Search for a Hierarchy Position

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:

Level 3

Select a level and click Search

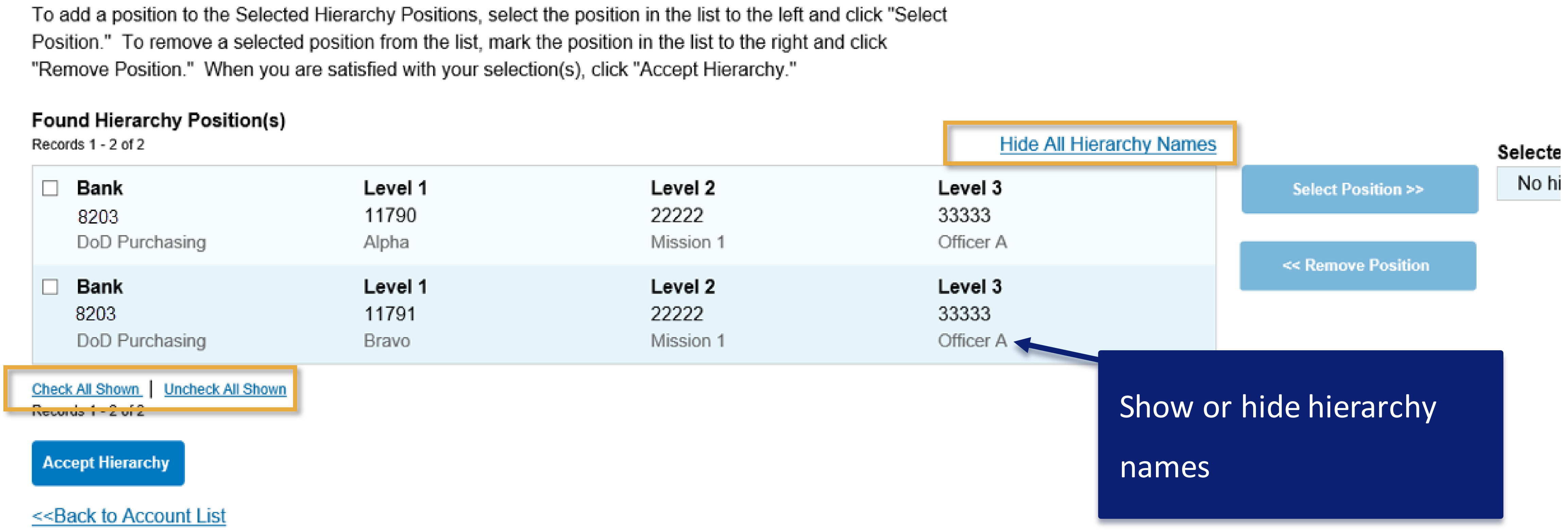
Reporting Hierarchy Name:

Or type a Reporting Hierarchy Name or levels and click Search

Bank:	Level 1:	Level 2:	Level 3:	Level 4:	Level 5:	Level 6:	Level 7:

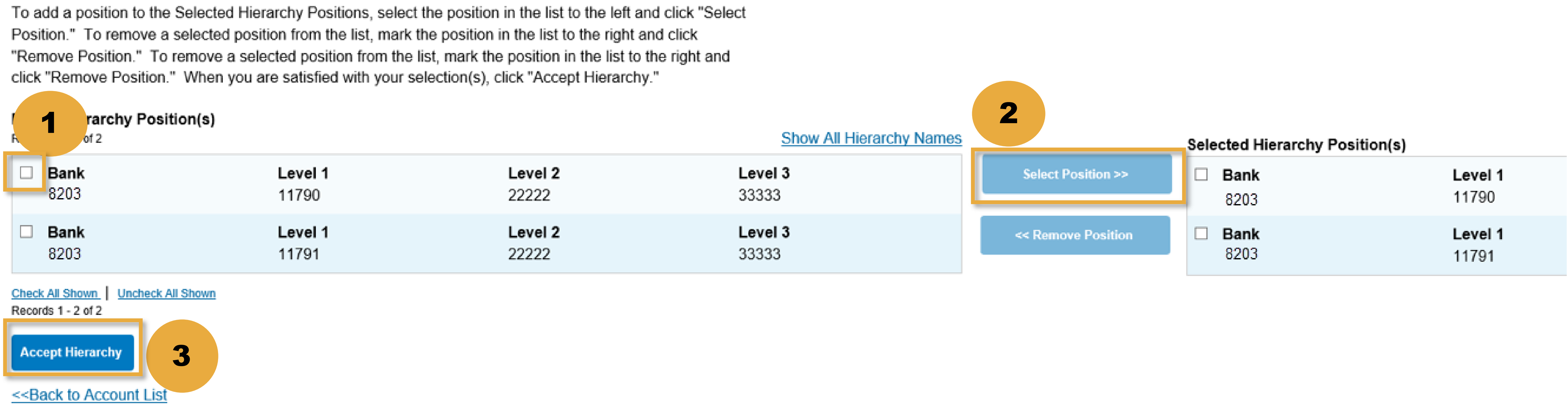
Search

Select one or more hierarchies

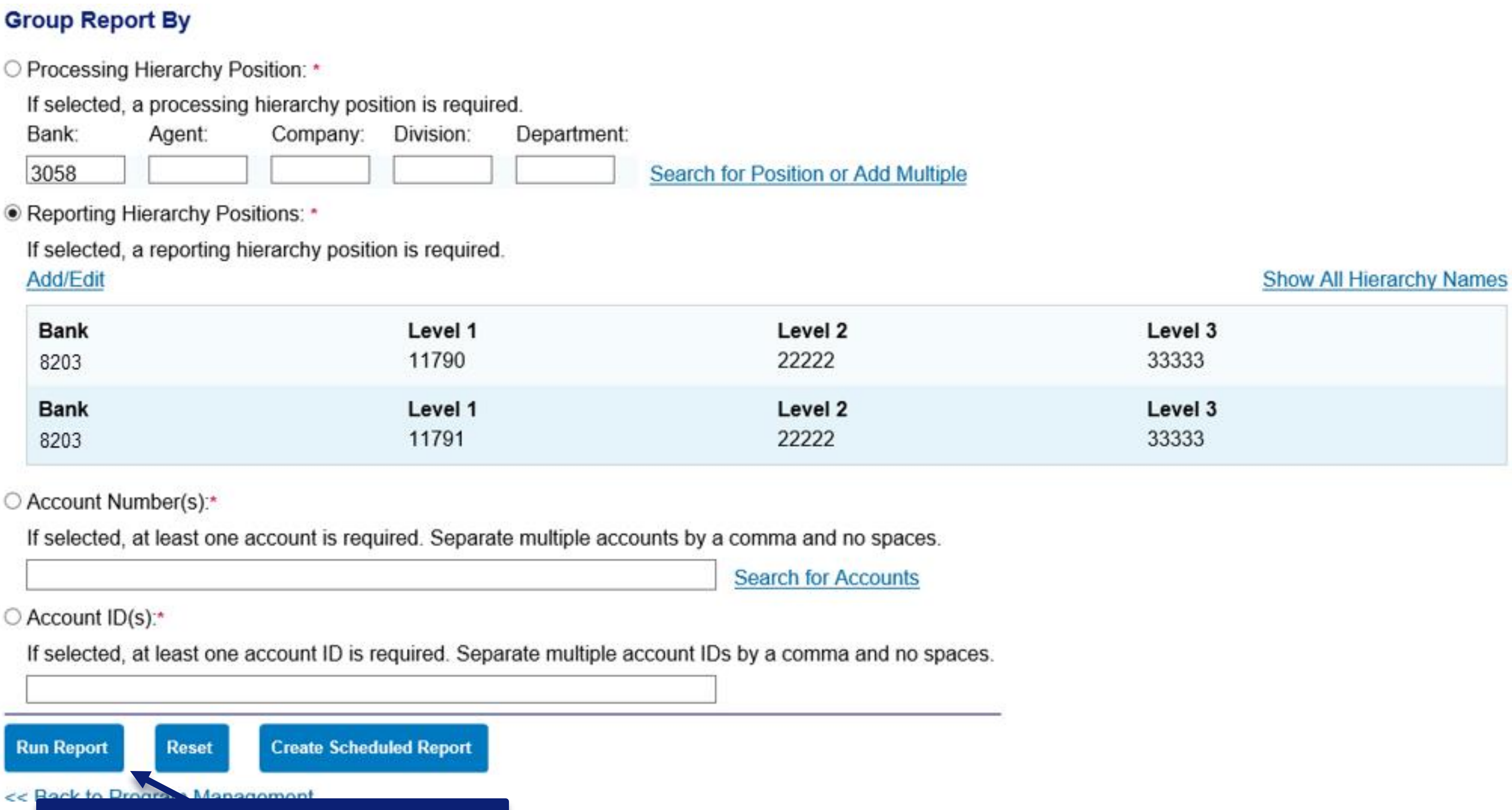


Show or hide hierarchy names

Complete all three steps



Run the report



Click Run Report

Excel output

	A	B	C	D	E	F	G	H	I	J	K
1	Account Name	Short Name	Account Number	Account ID	Account Status	Account Status Description	Lost/Stolen Account	Replacement Account	Product Type	Setup Method	Update Method
2	ROSEANNE BUTLER	BUTLER ROSEANNE	**5683	059056833000		OPEN			Purchasing	Manual	Manual
3	ANTHONY CARLISLE	CARLISLE ANTHON	**7678	059376783000		OPEN			Purchasing	Manual	Manual
4	MARTIN DANIELS	DANIELS MARTIN	**5667	059056673000		OPEN			Purchasing	Manual	Manual
5	PETER EDGARS	EDGARS PETER	**7736	059377363000		OPEN			Purchasing	Manual	Manual
6	FRANK GUARDADO	GUARDADO FRANK	**7702	059377023000		OPEN			Purchasing	Manual	Manual
7	JOSEPH HANCOCK	HANCOCK JOSEPH	**5717	059057173000		OPEN			Purchasing	Manual	Manual
8	DOUGLAS JOHNSON	JOHNSON DOUGLAS	**5709	059057093000		OPEN			Purchasing	Manual	Manual
9	SERGE KOSTAS	KOSTAS SERGE	**7744	059377443000		OPEN			Purchasing	Manual	Manual
10	TOBY MANKALA	MANKALA TOBY	**7710	059377103000		OPEN			Purchasing	Manual	Manual
11	DAMITA MARALDO	MARALDO DAMITA	**5691	059056913000		OPEN			Purchasing	Manual	Manual
12	DOREE MARKS	MARKS DOREE	**7660	059376603000		OPEN			Purchasing	Manual	Manual
13	JAKE PEDERSEN	PEDERSEN JAKE	**7694	059376943000		OPEN			Purchasing	Manual	Manual
14	LYNETTE PRICE	PRICE LYNETTE	**5725	059057253000		OPEN			Purchasing	Manual	Manual
15	GILBERTO RODRIGUEZ	RODRIGUEZ GILBE	**5675	059056753000		OPEN			Purchasing	Manual	Manual

Excel is great for showing ALL data. You can use its functionality to search, sort, and create charts and tables. It's good for saving and archiving data or uploading to other systems.

Navigate to Administration reports

Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven Notification
Order Management
Transaction Management
Account Information

Reporting

- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- **Administration**
- User Activity Audit Reporting
- Report Scheduler
- Flex Data Reporting
- Custom Reports

Data Exchange
My Personal Information

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Training

Government Services

Administration

Accounting Code Management

Accounting Code Structure
Information on current configuration of Accounting Code Structures, Accounting Validation Controls and Valid Value Lists.

- Accounting Code Structure Summary
  Starts configuration summarization with the Accounting Code Structure.
- Accounting Validation Control Summary
  Starts configuration summarization with the Accounting Validation Control.

Alternate Accounting Codes
Detailed information about Alternate Accounting Codes.

Default Accounting Codes
Detailed information about Default Accounting Codes by account.

Online Registration Management

Locked Accounts
Accounts locked at the time the report is generated (due to incorrect online registration activity).

Online Registration
Information about online registration.

User Management

System User List
Information about user IDs and associated user profile information including a list of user hierarchy access and user functional entitlements.

System User List with Account Details
An overview of users and accounts within an organization.

Click Administration

User Management reports

Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven Notification
Order Management
Transaction Management
Account Information

Reporting

- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- **Administration**
- User Activity Audit Reporting
- Report Scheduler
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Accounting Code Management

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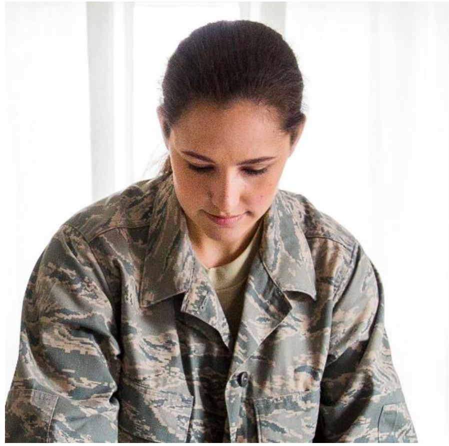
System User List with Account Details
An overview of users and accounts within an organization.

Click **System User List**

I want to see all the Access Online users to see who is active in the system.



Navigate to Financial Management reports

Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven Notification
Payment Plus
Order Management
Transaction Management
Enhanced Supplier Management
Account Information

Reporting

- Program Management
- **Financial Management**
- Supplier Management
- Tax and Compliance Management
- Administration
- Report Scheduler
- Flex Data Reporting
- Custom Reports

Dashboard
Data Exchange
My Personal Information

Home

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Training

Financial Management

Payment Requests

Billed Transaction Analysis with Payment Requests Detail
Summary and detail billed transaction information, regarding the results of payment request and transaction matching.

Payment Request Analysis
Summary and detail payment request information, regarding the results of payment request and transaction matching.

Payment Request Detail
Detailed Payment Request information.

Payment Instructions

Billed Transaction Analysis with Payment Instruction Detail
Summary and detail billed transaction information, regarding the results of payment instruction and transaction matching.

Payment Instruction Analysis
Summary and detail payment instruction information, regarding the results of payment instruction and transaction matching.

Payment Instruction Detail
Detailed Payment Instruction information.

Order Management

Billed Transaction Analysis with Order Detail
Detailed and summary billed transaction information, regarding the results of order and transaction matching.

Full Transaction and Order Detail
Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

Transaction Management

Account Allocation
Account allocation and reallocation detail by accounting code.

Extract Reconciliation
Summary of transactions by account that have been extracted versus statemented.

Fleet Activity Detail
Fleet product summary and fleet transaction

Click **Financial Management**

Transaction Management reports

My Personal Information

- Home
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- Training

Order Management

Billed Transaction Analysis with Order Detail
Detailed and summary billed transaction information, regarding the results of order and transaction matching.

Full Transaction and Order Detail
Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

Order Analysis
Detailed and summary order information, regarding the results of order and transaction matching.

Order Detail
Order detail information.

Order Receipt
Detailed and summary receipt information as recorded against the order or order line items.

Transaction Management

Account Allocation
Account allocation and reallocation detail by accounting code.

Extract Reconciliation
Summary of transactions by account that have been extracted versus statemented.

Fleet Activity Detail
Fleet product summary and fleet transaction activity data including fuel, tax and line item detail.

Managing Account Approval Status
History of Managing Account and Cardholder Account statement approvals.

Payment Detail
Detailed payment information pertaining to transactions and payments.

Transaction Aging
Detailed client transaction information and payment aging history.

Transaction Detail
Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

Multiple Attachments Request
Create a request to receive files attached to transactions during a specific date range.

Transaction Summary
Transaction summary information.

Click Transaction Detail

Choose a date range and enter parameters

Financial Management
Transaction Detail

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

(•) Cycle Close Date Range: ( ) Calendar Month Range: ( ) Posting Date Range: ( ) Transaction Date Range:

[ ] Enable Cycle Day

Start Date: End Date:

02/01/2019 to 02/01/2019

Transactions Included

Transaction Status:

(•) Reviewed Status:

All

( ) Approval Status:

Hold down the Ctrl key to make multiple selections.

All
Pending Approval
Approved
Final Approved

Disputed Status:

All

To run the report for a specific cycle, select Cycle Close Date Range. Then, enter the same date in the start date and end date fields, using a date that falls within that cycle.

IF you check the Enable Cycle Day checkbox, you need to enter the exact cycle date in the Start Date and End Date.

Choose transaction amounts or posting types

Transaction Amount:

< or = $

Posting Type:

All

Payments:

Enter a transaction amount or leave blank to see all transaction amounts

You could schedule a monthly report to see all transactions over $5,000.

Select a posting type (Posted or Memo posted) or leave at the default of all

- ☐ Display Transaction Custom Fields
- ☐ Display Transaction Comments
  - Most Recent Comments
  - *Note: Selecting all comments will add additional content to the report and alter its existing format.*
- ☑ Display Allocation Detail
- ☐ Display Merchant Data (Excel Only)
- ☐ Display Fleet Detail
- ☐ DoDAAC Details (Excel Only)

Include or exclude payments, fees and additional details

Transaction Amount:

< or = $

Posting Type:

All

Payments:

Exclude Include

Fees:

Exclude Include

Choose to exclude or include payments or fees

Additional Detail

- Display Transaction Custom Fields
- Display Transaction Comments
  - Most Recent Comments
  - *Note: Selecting all comments will add additional content to the report and alter its existing format.*
- Display Allocation Detail
- Display Merchant Data (Excel Only)
- Display Fleet Detail
- DoDAAC Details (Excel Only)

Select additional details

Select which merchants appear on the report

Select one or more Merchant Category Code Groups to view transactions at those merchants. Leave it at the default of All to view transactions from all merchants.

Merchants

◉ Merchant Category Code Group:

Note: Hold down the Ctrl key to make multiple selections.

- All
- AIRLINE
- AUTO/RV DEALERS
- BUILDING SERVIC

○ Merchant Category Codes:

To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

Search for Codes

○ Merchant Names:

To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

Add >>

<< Remove

Select sorting and output type

Select By

To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code name (at least 3 characters).

◉ Accounting Code

○ Alternate Accounting Code Name *

Select to limit the results to a particular accounting code. Leave it blank to view all.

Sort Report By

Account Name	Trans Date	No Sort	No Sort
◉ Ascending Order	◉ Ascending Order	◉ Ascending Order	◉ Ascending Order
○ Descending Order	○ Descending Order	○ Descending Order	○ Descending Order

Select sorting options

Report Output

Output Type:

PDF

Select output type. For this example, select PDF and have the parameters placed at the End.

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

Group report

Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

Search for Position or Add Multiple

◉ Reporting Hierarchy Position: *

If selected, a reporting hierarchy position is required.

Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:

Search for Position or Add Multiple

○ Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

Search for Accounts

Break/Subtotal Level

- No Break/Subtotal -

Page Break:

○ Yes ◉ No

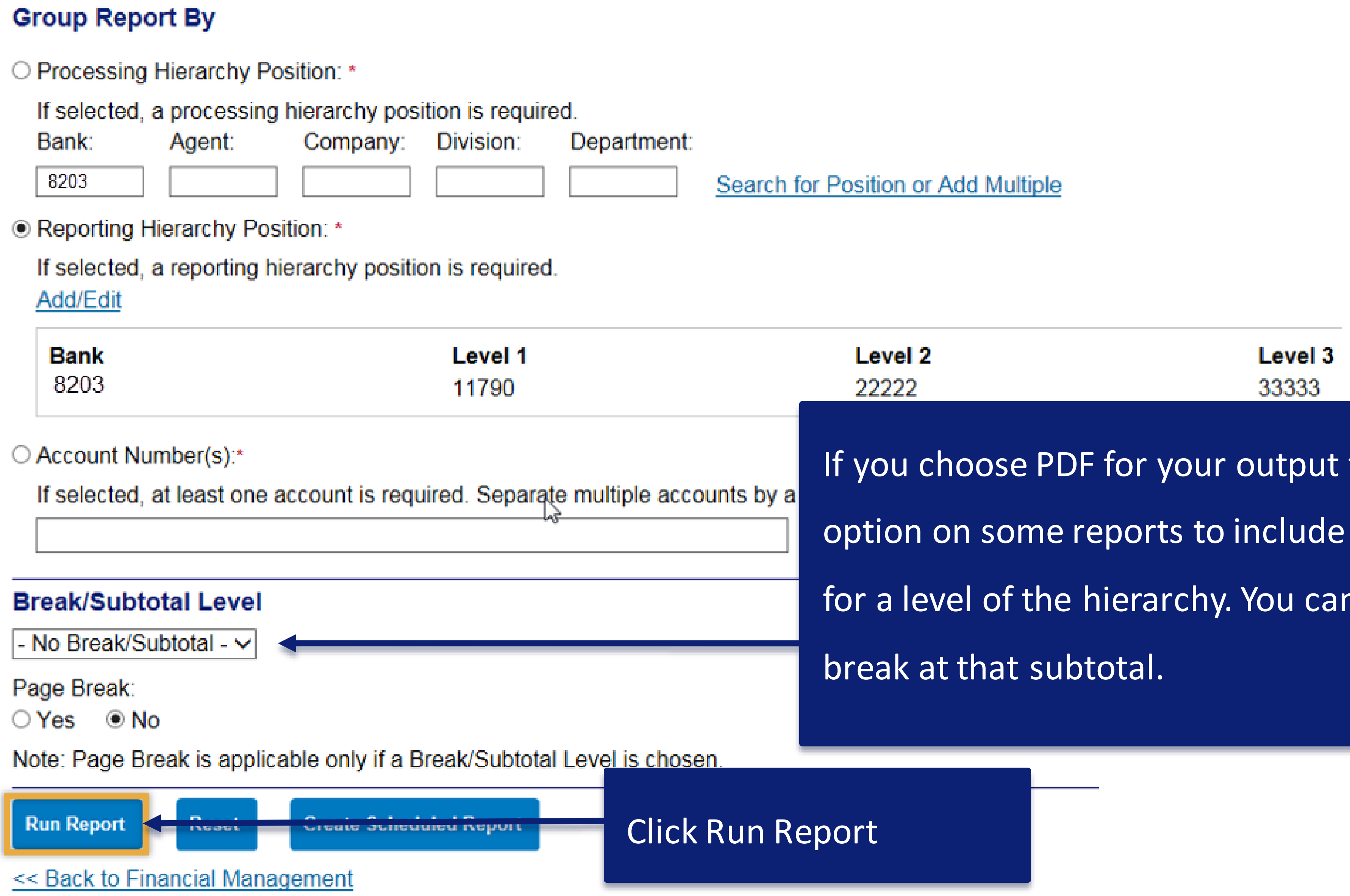
Note: Page Break is applicable only if a Break/Subtotal Level is chosen.

Run Report Reset Create Scheduled Report

<< Back to Financial Management

Select to group your report by hierarchy or account number.

Run report



If you choose PDF for your output type, you have the option on some reports to include a break and subtotal for a level of the hierarchy. You can also choose a page break at that subtotal.

Click Run Report

Transaction summary versus detail

ACME CO 041
Report Date: 02/27/2020

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
01/17/2020	01/18/2020	140	5812	EATING PLACES AND RESTAURANTS	MAX&ERMA-HYDEPARK	OH		$ 29.00	Posted	130117 125104	Not Reviewed	No
01/18/2020	01/21/2020	153	7523	PARKING LOTS AND GARAGES	FOUNTAIN SQUARE N GARAGE	OH		15.00	Posted	39970400	Not Reviewed	No
01/22/2020	01/23/2020	153	7523	PARKING LOTS AND GARAGES	FOUNTAIN SQUARE N GARAGE	OH		13.00	Posted	39970254	Not Reviewed	No
01/22/2020	01/23/2020	153	7523	PARKING LOTS AND GARAGES	FOUNTAIN SQUARE N GARAGE	OH		9.00	Posted	39970677	Not Reviewed	No
					CHECK 001638	MN		10.00	Posted		Not Reviewed	No
					0834 TOWER PLACE	OH		6.00	Posted	0002420028	Not Reviewed	No
					J ALEXANDERS 02000222	OH		41.68	Posted	0124122238	Not Reviewed	No
					FOUNTAIN SQUARE N GARAGE	OH		15.00	Posted	39970448	Not Reviewed	No

Click the transaction date to see more details.

Subtotals for Bank: 1423 **Agent:** 462 **Company:** 11315
Number of Records: 243

Total: Company 11315

$ 38,617.37

If you chose a break/subtotal, you can see the total of all transactions for the hierarchy.

Transaction Detail - Summary / PA1ADMIN / 02/27/2020 11:56:04

PDF output detail

Links to detail are only active while Access Online is open. So, you can't save the report and have the blue links work. Also, keep a watch for the pop-up box to resume your session if it is about to time out.

WebFOCUS Report

https://demo.access.usbank.com/cpsApp1/AxolComReportServlet?REPORT_ID=T

1 of 1

ACME CO 041
Report Date: 02/27/2020

Transaction Detail - Detail

Processing Hierarchy Position: **Bank:** 1423 **Agent:** 462 **Company:** 11315 **Division:** 5000 **Department:** 501

Name: HILDA J AGUIRRE **Account Number:** **7611 **Optional 1:** **Optional 2:**
Lost/Stolen Account: **Replacement Account:** **Billing Type:** Centrally Billed Account

Transaction Date	Posting Date	Trans Amount	Sales Tax	Source Currency Amount	Source Currency	Posting Type	Purchase ID	Trans Status	Disputed Status	Reference Number
01/23/2020	01/25/2020	$36.03	$0.00	36.03	USD	Posted	074720	Not Reviewed	No	24692163024000616261757

MCCG	Merchant Category Code Group Description	MCC	Merchant Category Code Description	Merchant Name	Merchant City	Merchant State/Province	Taxpayer ID Number (TIN)	Merchant Order Number
140	EATING/DRINKING	5812	EATING PLACES AND RESTAURANTS	OUTBACK 4813	ONALASKA	WI		074720

End of Report

Transaction Detail - Detail / PA1ADMIN / 02/27/2020 12:01:32 Page 1

Create scheduled report

Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank:	Agent:	Company:	Division:	Department:	
8203					Search for Position or Add Multiple

◉ Reporting Hierarchy Position: *

If selected, a reporting hierarchy position is required.

Add/Edit

Bank	Level 1	Level 2	Level 3
8203	11790	22222	33333

○ Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

Search for Accounts

Break/Subtotal Level

- No Break/Subtotal -

Page Break:

○ Yes ◉ No

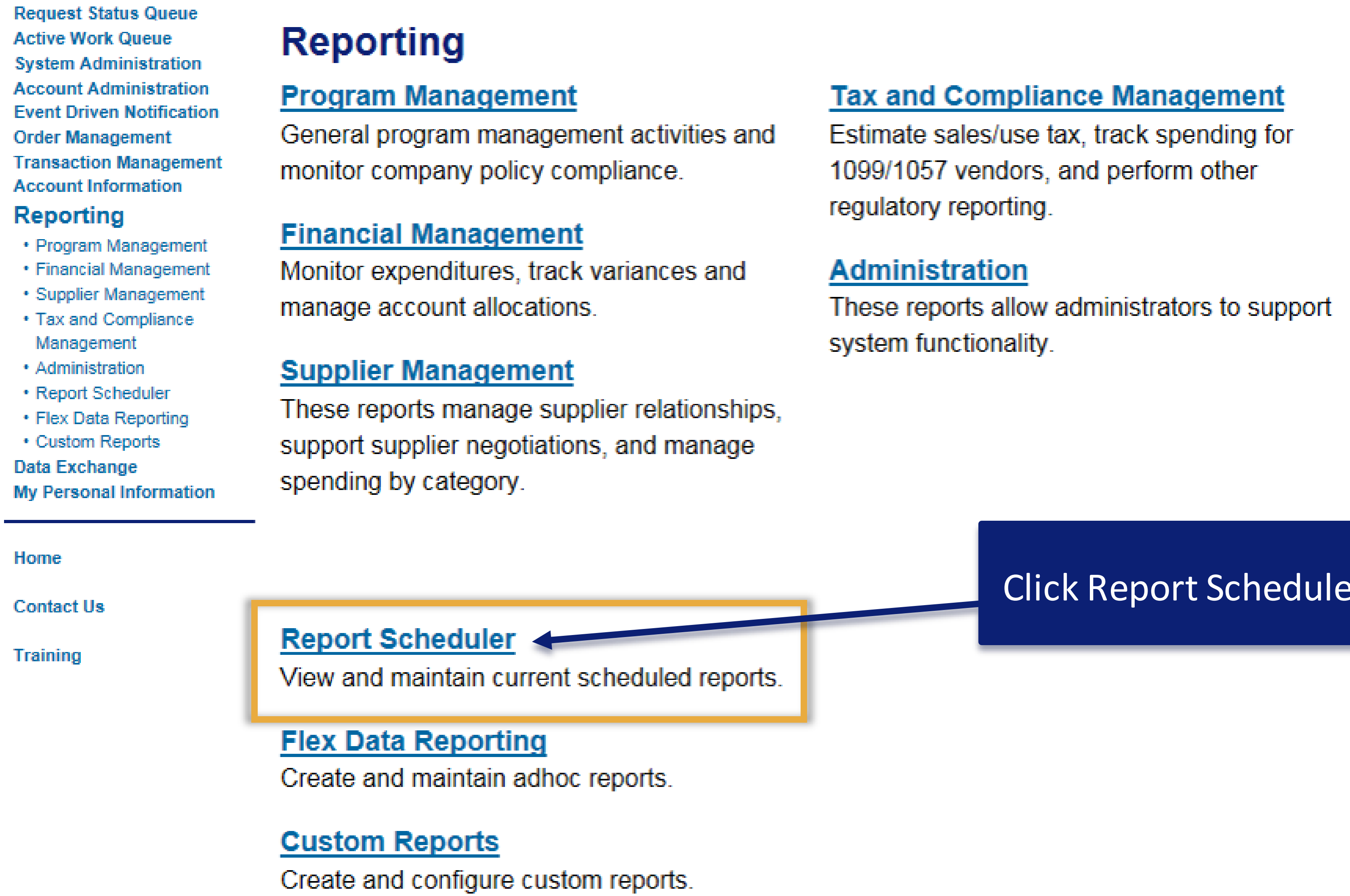
Note: Page Break is applicable only if a Break/Subtotal Leve

Run Report | Reset | Create Scheduled Report

<< Back to Financial Management

Click Create Scheduled Report

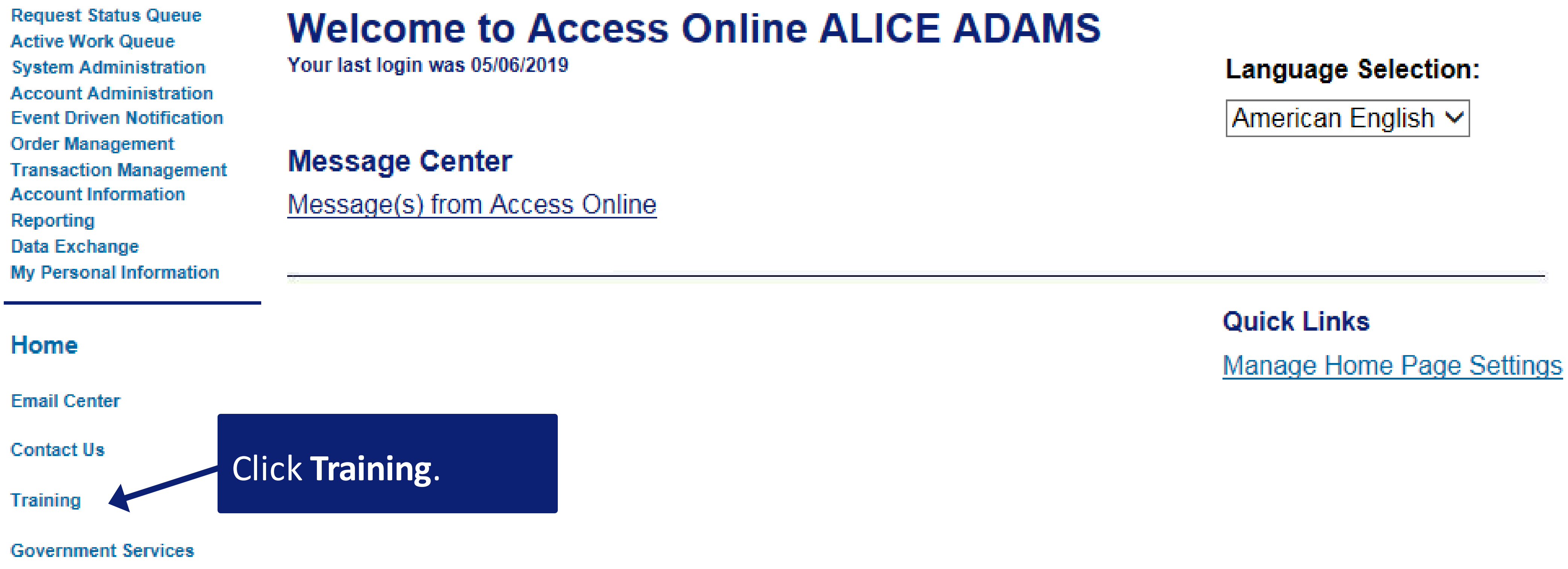
Navigate to Report Scheduler



Click Report Scheduler

Training and resources

Find the web-based training (WBT) site



Click **Training**.

Home page

Your role will be selected as a default:

- Cardholder
- Administrator

Access® Online

Access Online w

Home | My learning plan | Access Online class registration | Insights on Demand class registration | WBT reporting | Welcome, Kay | Log out

Open a topic area below and select content from each tab to create your own learning plan.
Each resource opens in a new window or tab.

- Get started: Open this topic for beginner training on Access Online
- System setup: Open this topic for training on system setup
- Accounts and users: Open this topic for training on accounts and users
- Transactions: Open this topic for training on transactions
- Orders: Open this topic for training on orders
- Payments: Open this topic for training on payments
- Approvals: Open this topic for training on approvals
- Reports and statements: Open this topic for training on reports and statements
- Insights on Demand: Open this topic for training on Insights on Demand

Start training

Save to My learning plan

Change role: Government Administrator

Use the drop-down to change role.

Search | Search

Filter by type

- Lessons
- User guides
- Videos
- Quick references
- Recorded classes

Announcements February 10, 2022

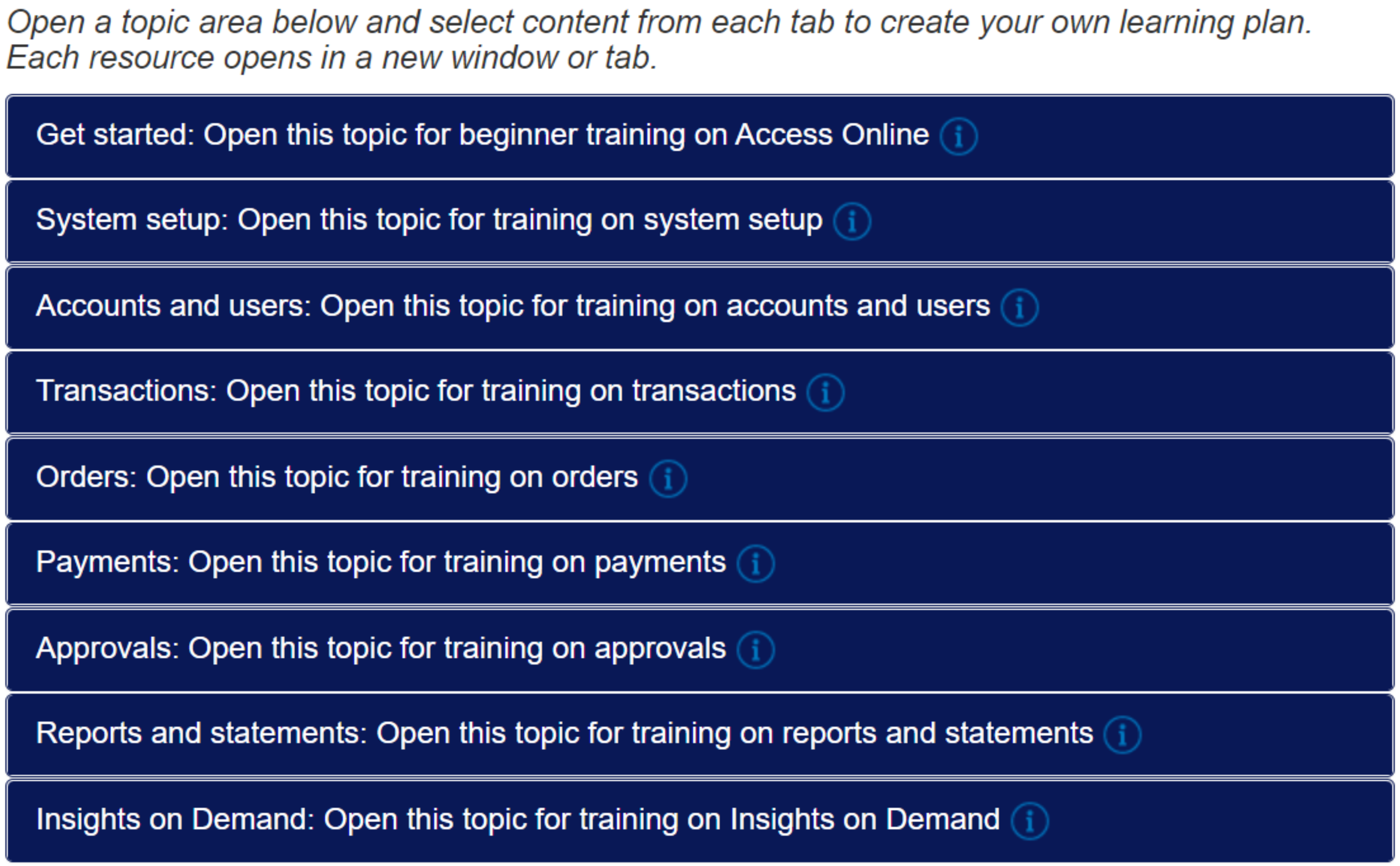
Transaction Management and Account Approval Process recorded class.

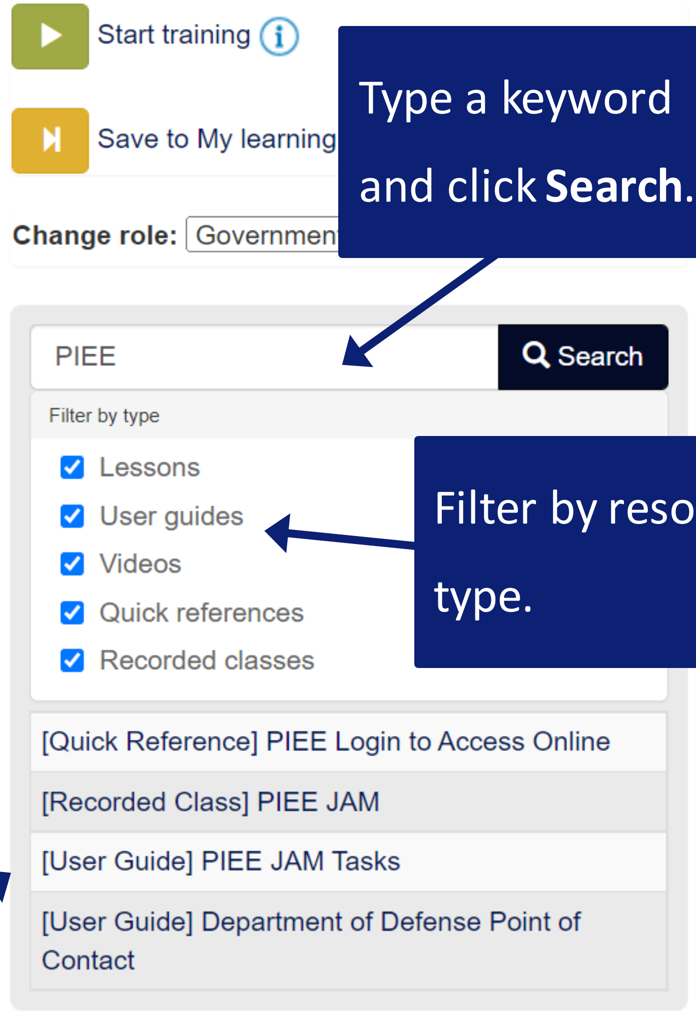
Point of Contact: We added a new *Department of Defense Point of Contact quick start guide* that covers how to create and manage points of contact specific to the DOD.

2021 GSA SmartPay Virtual Training Forum: Participants at the 2021 GSA SmartPay Virtual Training Forum can download the 2021 GSA SmartPay Virtual Training Forum presentations.

See what is new.

Search for resources



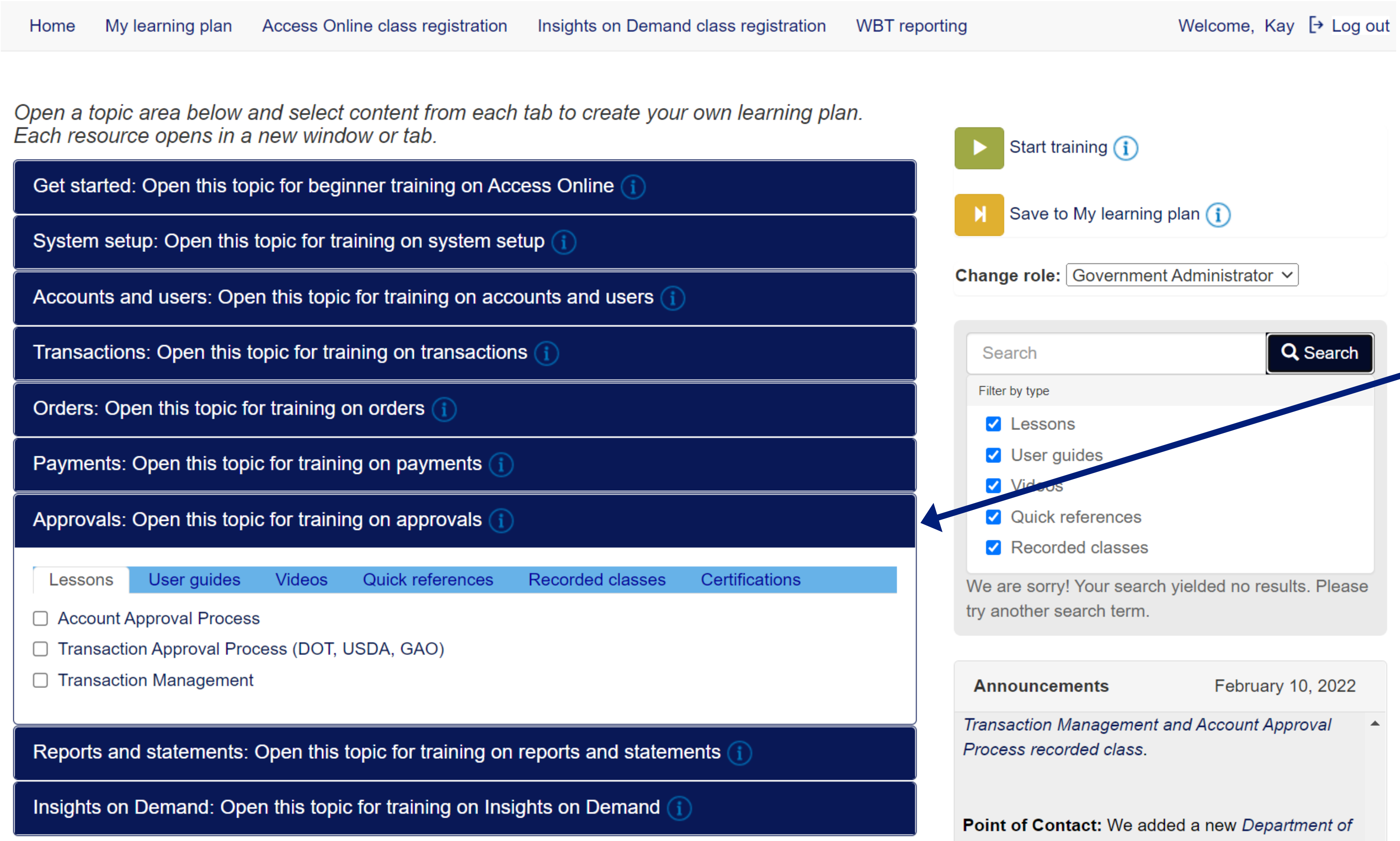


Type a keyword and click **Search**.

Filter by resource type.

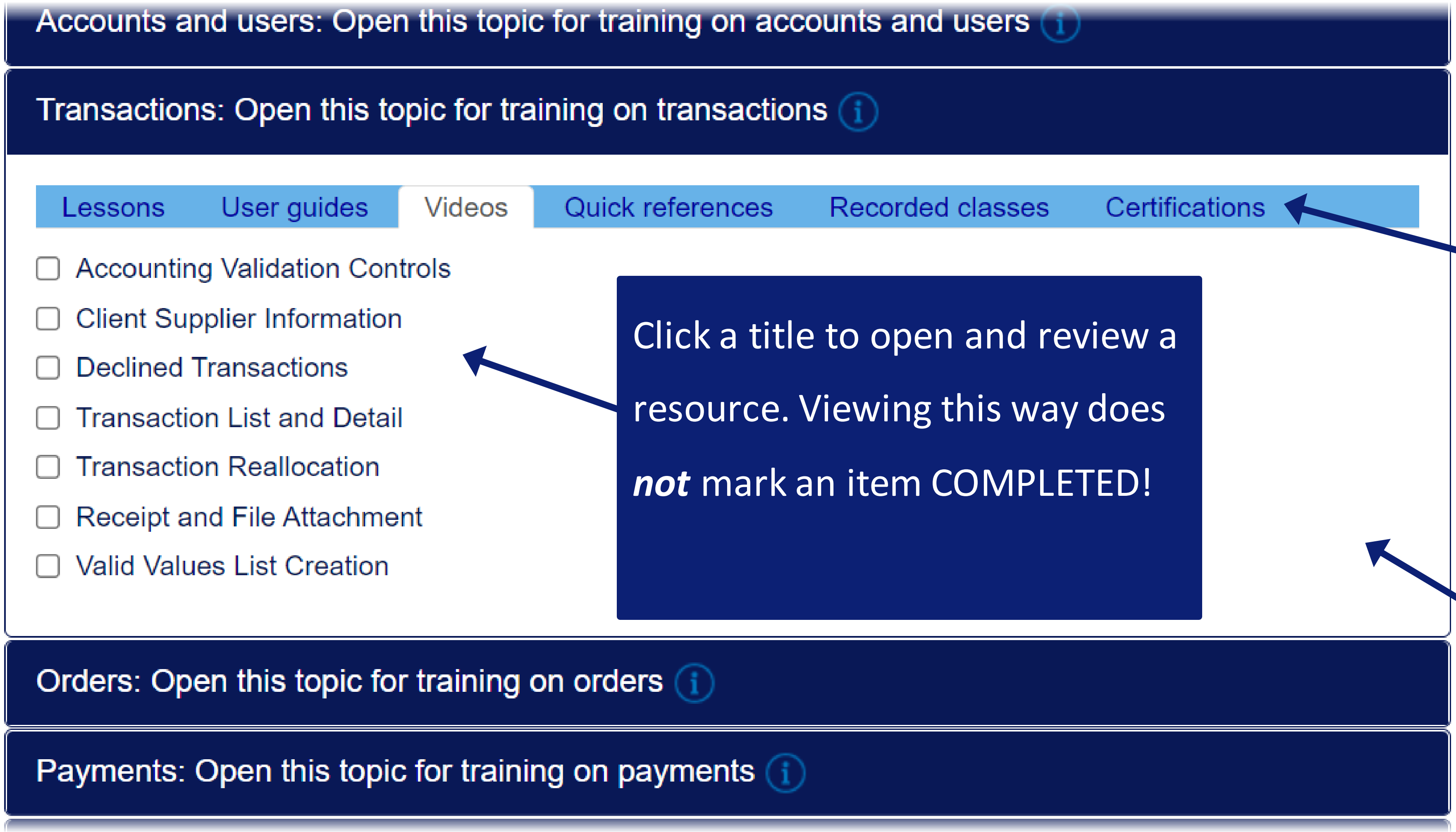
Click the link to open the resource.

Select content



Click a heading to open a topic.

Learning content types

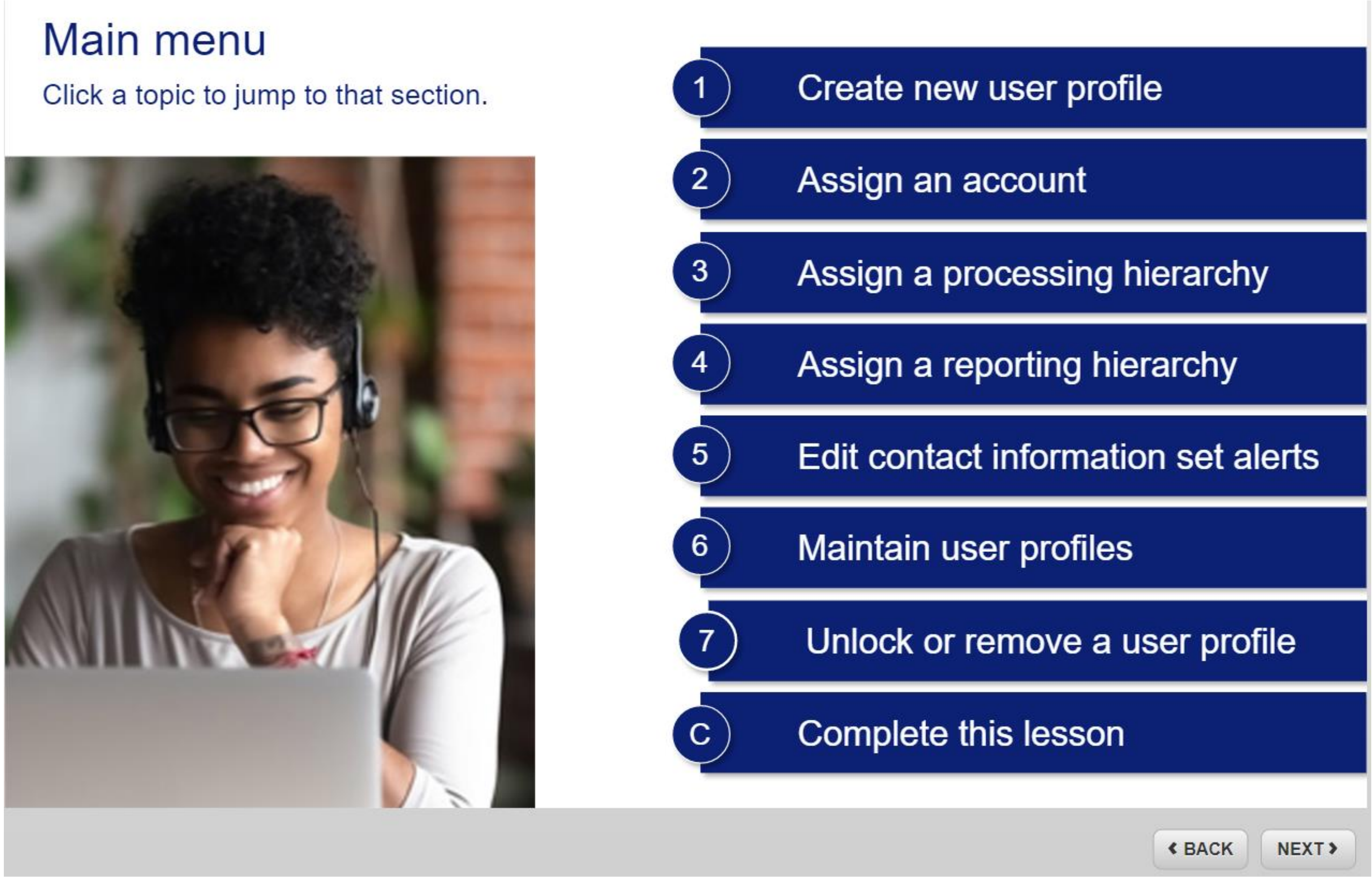


Click a title to open and review a resource. Viewing this way does ***not*** mark an item COMPLETED!

Select each tab to see all resources, including certifications.

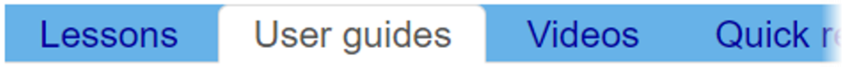
We list some items in more than one topic to make them easier to find.

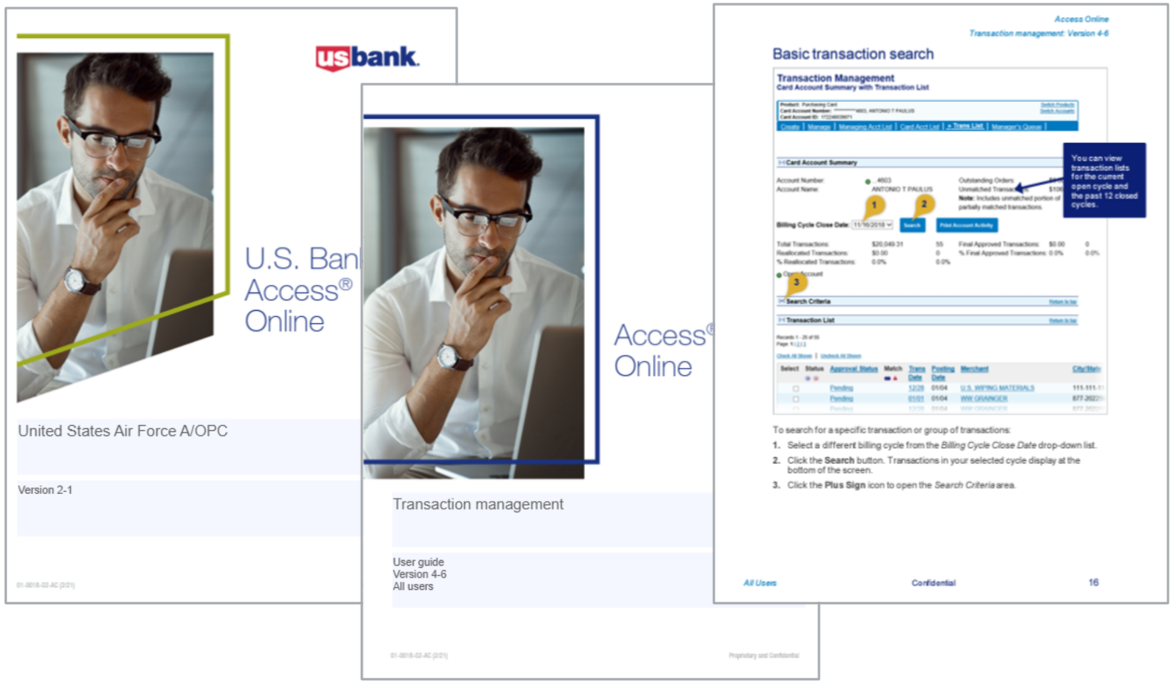
Lessons

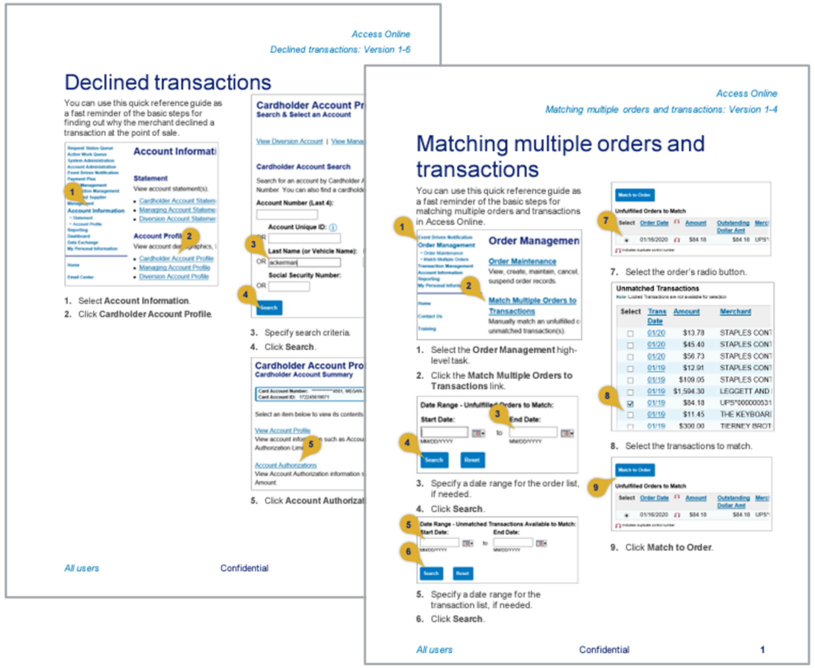


Use the menu in each lesson to go quickly to a specific section.

Documentation



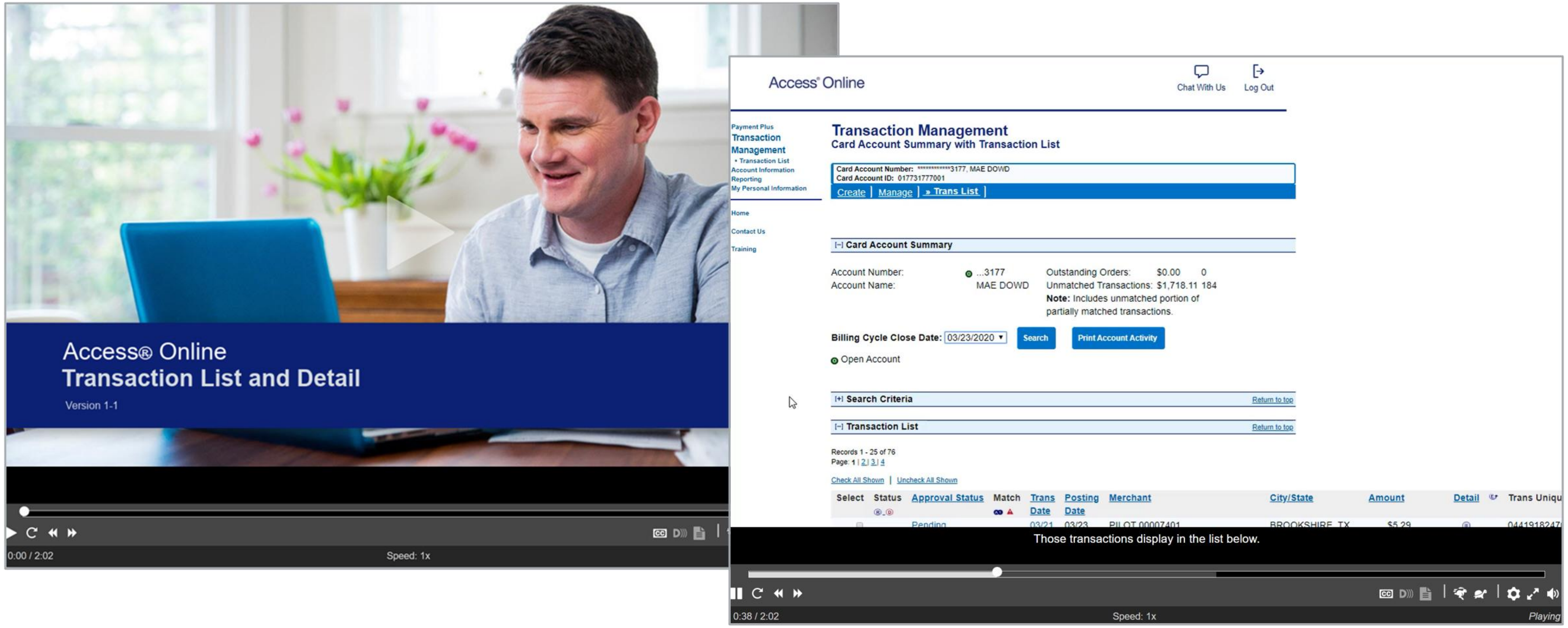




- Specific to a function or process
- Custom user guides give detail on tasks by role (A/OPC, FM, A/BO, CH)

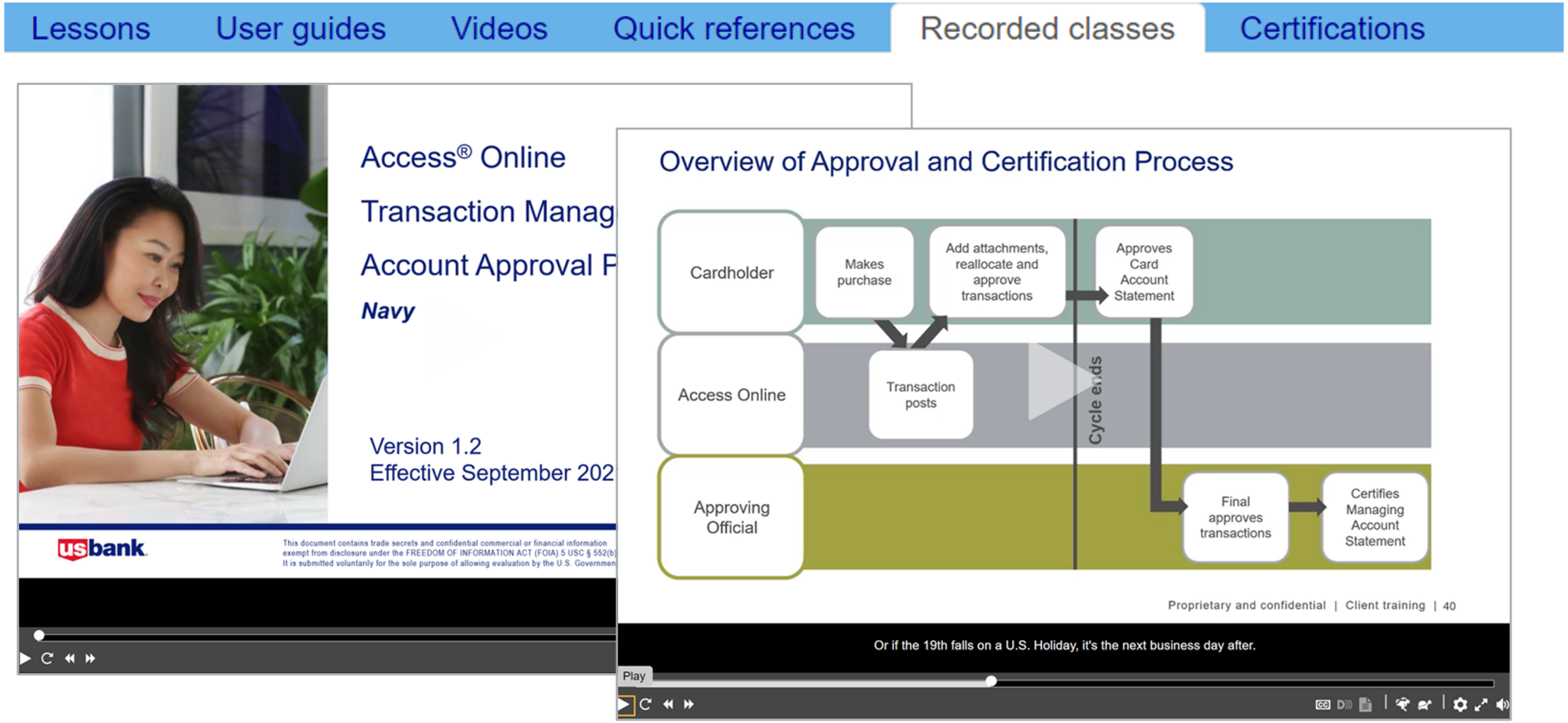
- Quick to use
- Basic steps for a specific task

Videos



- Quick demos of key tasks with voiceover and subtitles
- Average three minutes long

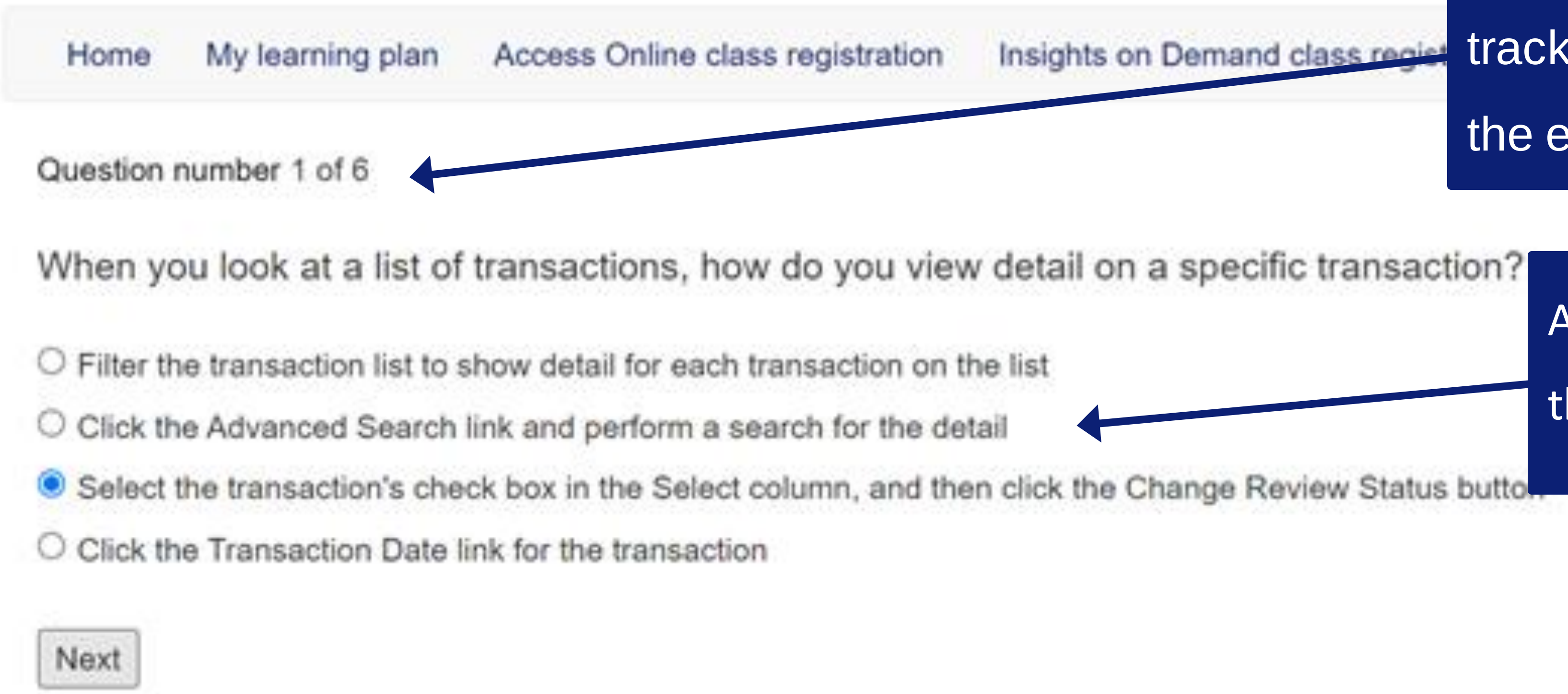
Recorded classes



- Access training anytime through recorded training classes

Certification questions

Use the numbers to track your progress in the exam.

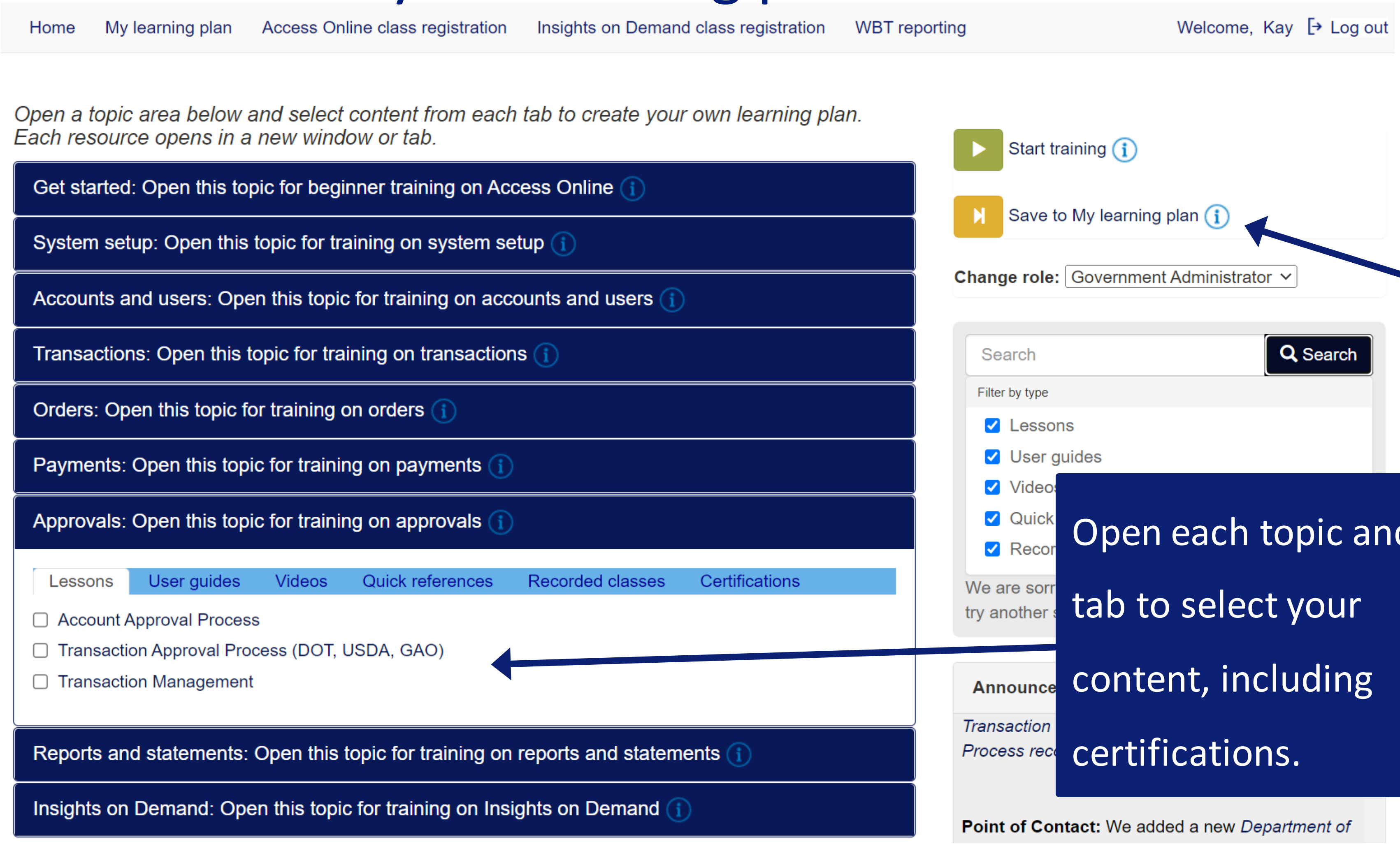


Answer the questions in the certification exam.

Tip! If you have trouble answering questions, select one certification topic to complete at a time.

Create a learning plan

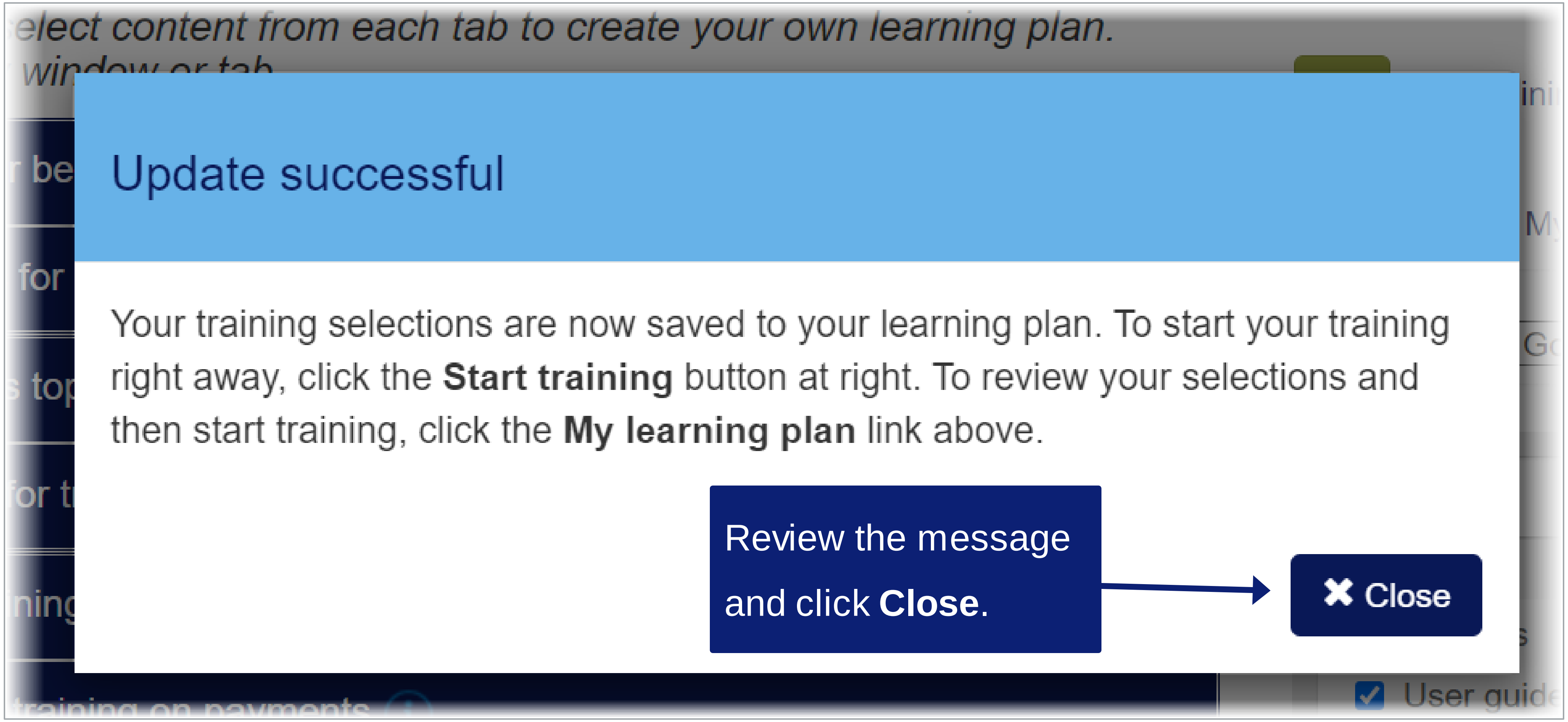
Add content to your learning plan



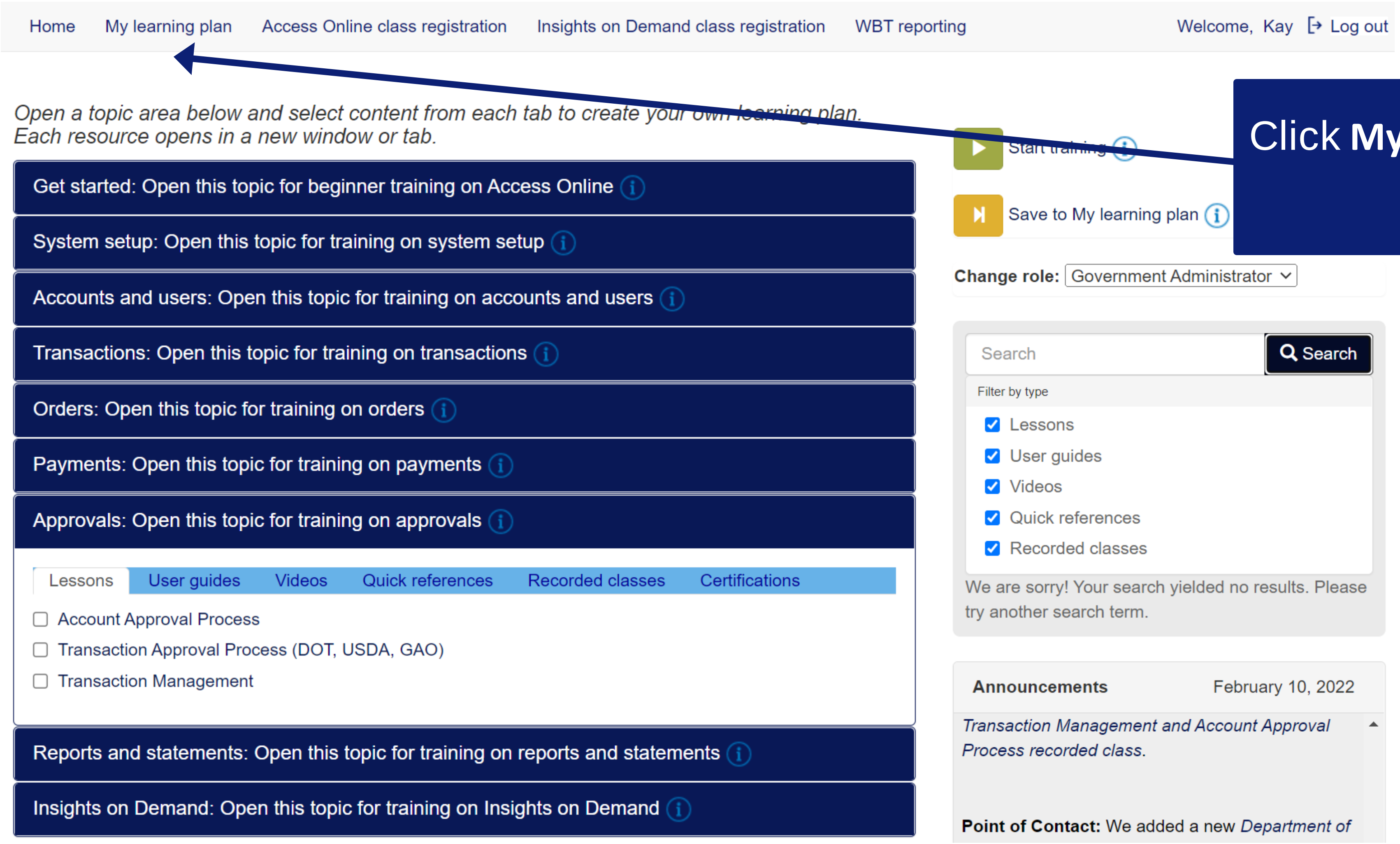
Click **Save to My learning plan.**

Open each topic and tab to select your content, including certifications.

Success message

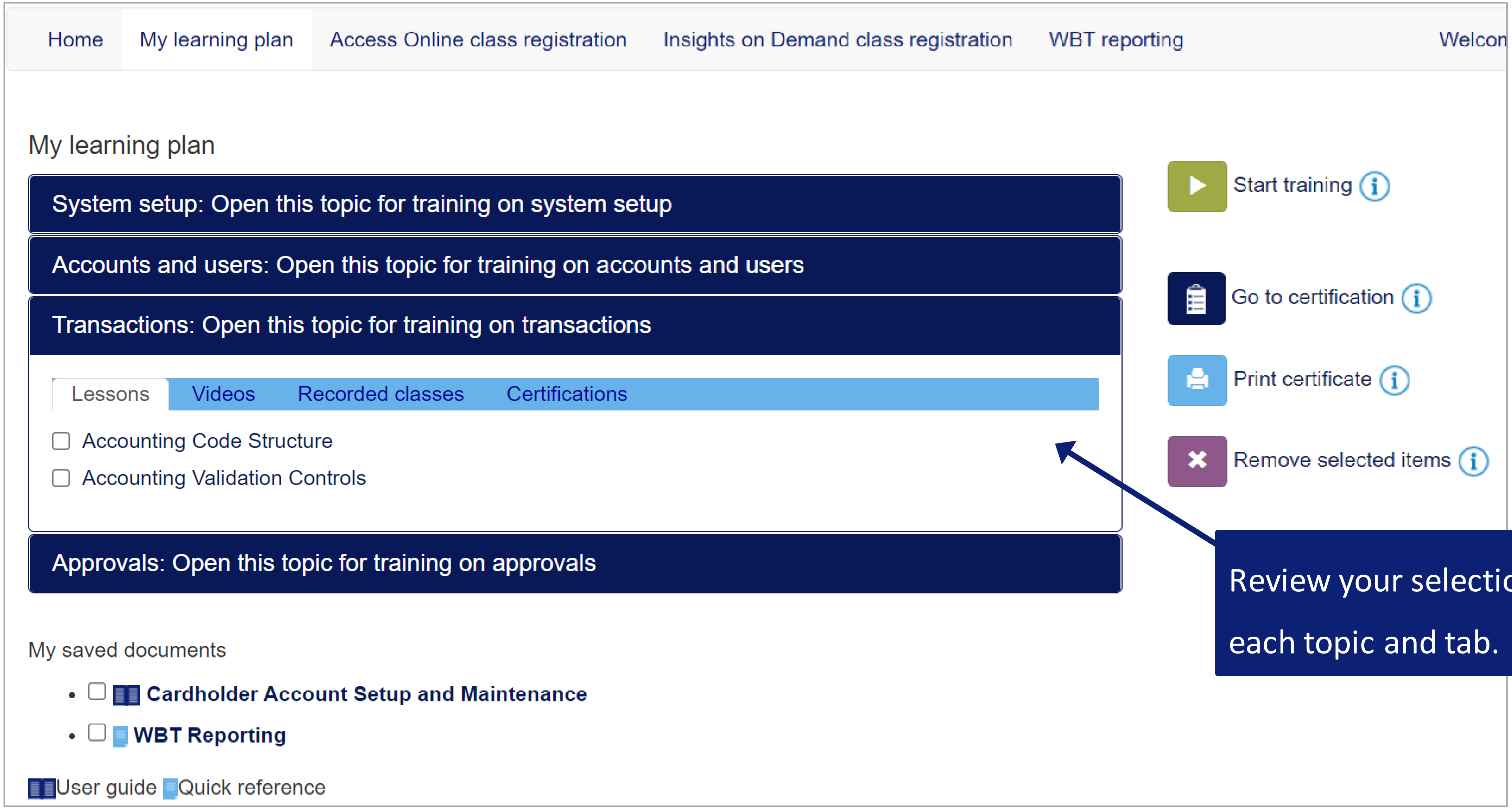


Go to my learning plan



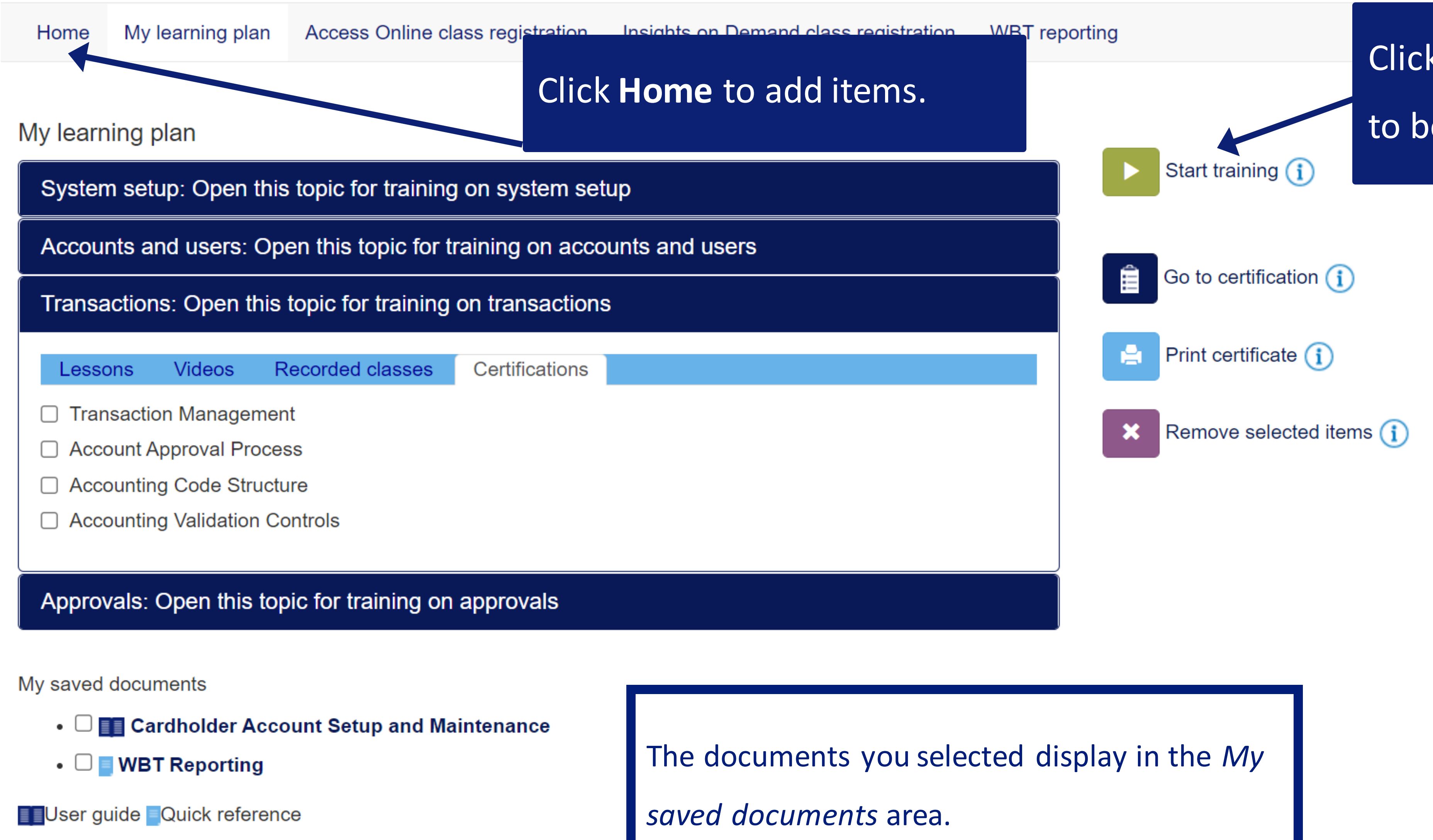
Click **My learning plan.**

Review your learning plan



Review your selections for each topic and tab.

Use your learning plan to start training

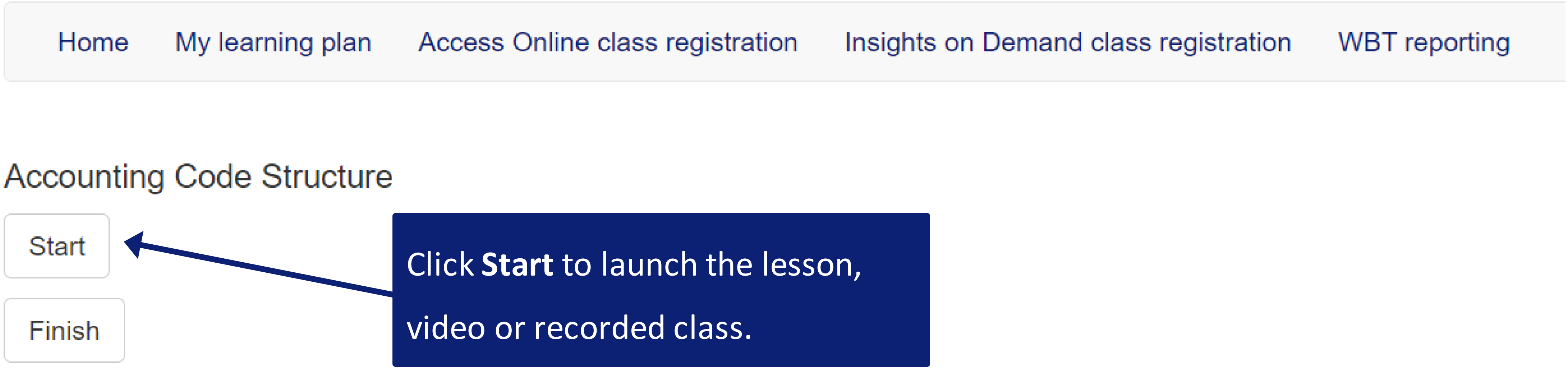


Click **Home** to add items.

Click **Start training** to begin.

The documents you selected display in the *My saved documents* area.

Launch training



Click **Start** to launch the lesson, video or recorded class.

Navigate lessons

Main menu

Click a topic to jump to that section.

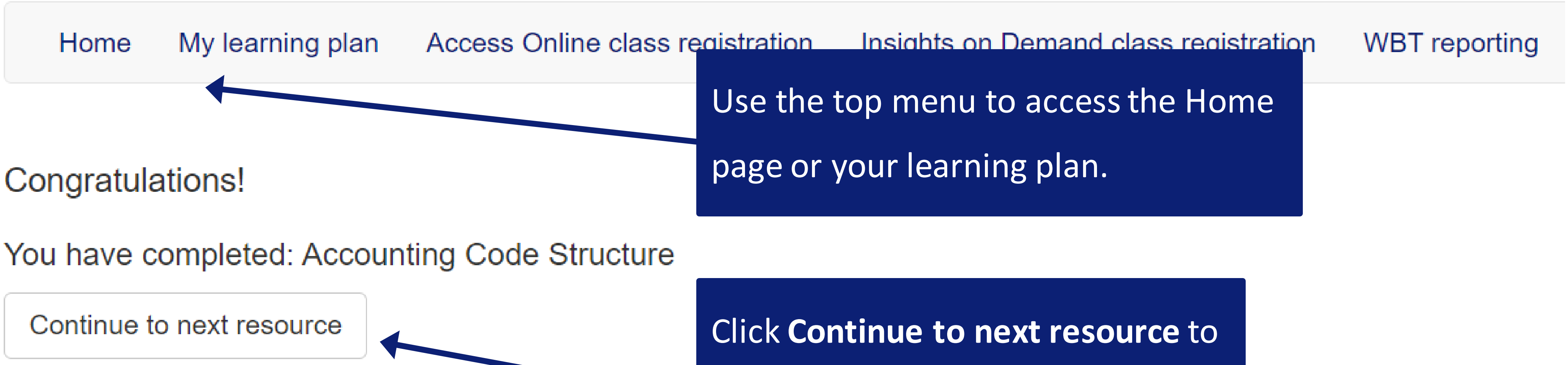
1. Create new user profile
2. Assign an account
3. Assign a processing hierarchy
4. Assign a reporting hierarchy
5. Edit contact information set alerts
6. Maintain user profiles
7. Unlock or remove a user profile

C. Complete this lesson

‹ BACK NEXT ›

Use these buttons to navigate the lesson.

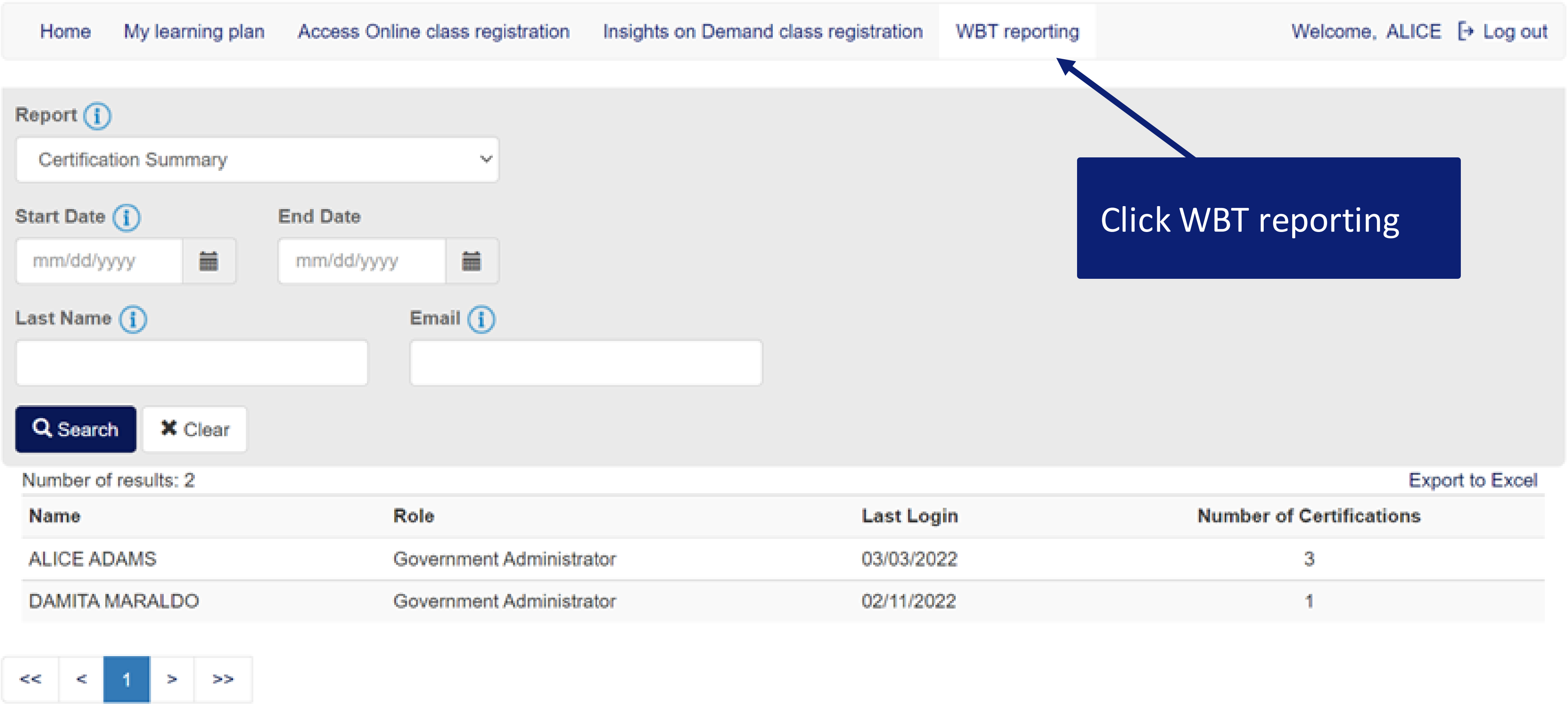
Finish a lesson



Use the top menu to access the Home page or your learning plan.

Click **Continue to next resource** to go to the next lesson, video or recorded class.

Go to reporting



Select a report

Home My learning plan Access Online class registration Insights on Demand class registration WBT reporting Welcome, ALICE Log out

Report

Certification Summary

Select a report.

Start Date End Date

mm/dd/yyyy mm/dd/yyyy

Last Name Email

Search Clear

Number of results: 2 Export to Excel

Name	Role	Last Login	Number of Certifications
ALICE ADAMS	Government Administrator	03/03/2022	3
DAMITA MARALDO	Government Administrator	02/11/2022	1

<< < 1 > >>

Completed and Passed Training Detail report

Report

Completed and Passed Training Detail

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Last Name

Email

Search

Clear

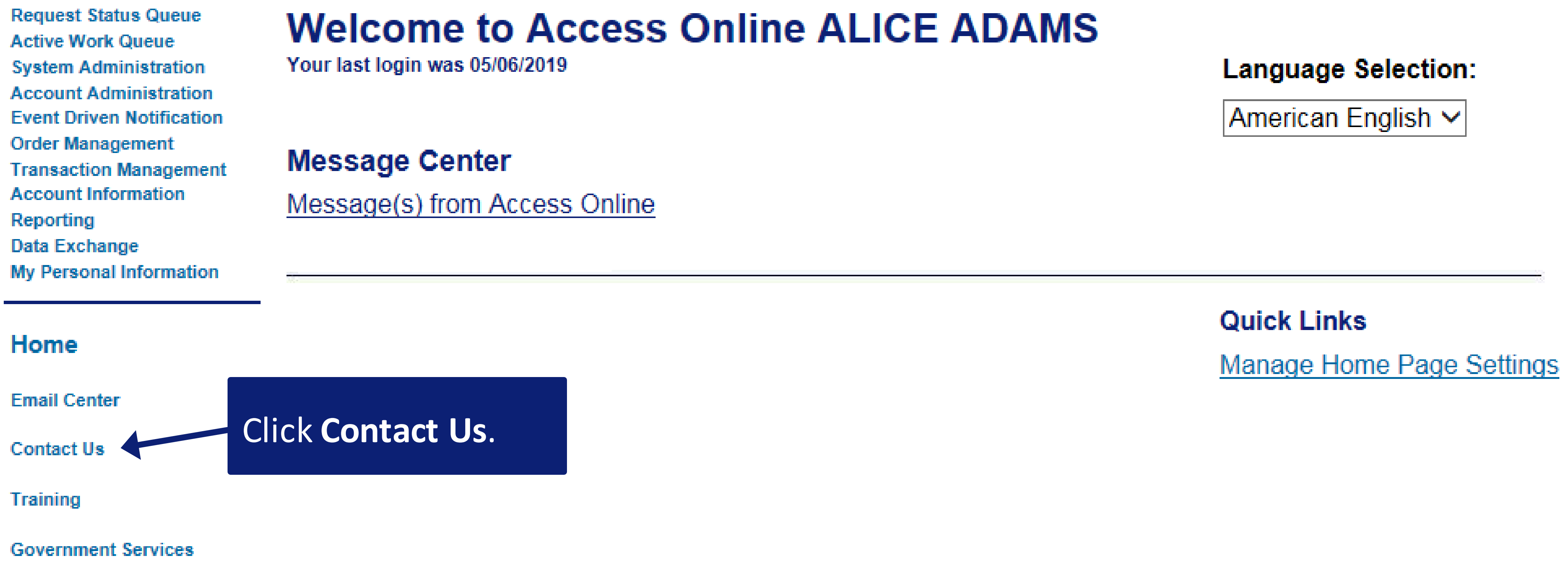
This reports shows completed/passed lessons, videos, recorded classes and certifications.

Number of results: 31

Export to Excel

Name	Resource	Type
ALICE ADAMS	Data Exchange	Certification
ALICE ADAMS	Managing Accounts	Recorded Class
ALICE ADAMS	Order Management	Certification
ALICE ADAMS	Transaction Management	Certification
ALICE ADAMS	Alerts and Notifications	Lesson
ALICE ADAMS	Alerts and Notifications	Video
ALICE ADAMS	Order Management	Lesson

Find contact information



U.S. Bank contacts

Additional Training –
Contact: Leslie Massey, 1-805-781-7255, leslie.massey@usbank.com

Service Contact	
CPS Public Sector Client Services 1-877-846-9302, option 3 CPSPublicSectorClientServices@usbank.com	Day to day program administrator support, including: • Account maintenance/inquiry • Access Online reporting • New managing account builds • Card issuance • General questions and support

Relationship Contact	
Olga Huseth 612-436-6186 Olga.Huseth@usbank.com	Consultation and support for the following: • Program reviews • Product updates • Mergers/acquisitions • Contracts/rebates

Next steps