August 2022 | State of Idaho

Access® Online Transaction Management and Reporting

Webinar tips

- Mute microphones if using
- Do not put us on hold

- Expand/contract view: use full screen icon
- ESC key to exit full screen mode

- Using demo system data
- Your system views may vary

Ask questions at any time.

TIP: Write them down!

Learning objectives

At the end of this session, you will be able to:

View transaction information

- ✓ Navigate to the transaction list
- ✓ Filter the list of transactions
- ✓ Attach receipt, re-allocate, submit disputes
- ✓ Set up statement notifications
- ✓ Locate resources for transaction information

Run standard reports

- ✓ Describe an overview of reporting in Access Online
- ✓ Set up and run standard reports
- ✓ Schedule reports
- ✓ Locate reports in Data Exchange
- ✓ Locate resources for reporting

Transaction data and receipt retention

Transaction data, including receipts, are available for viewing and reporting as follows:

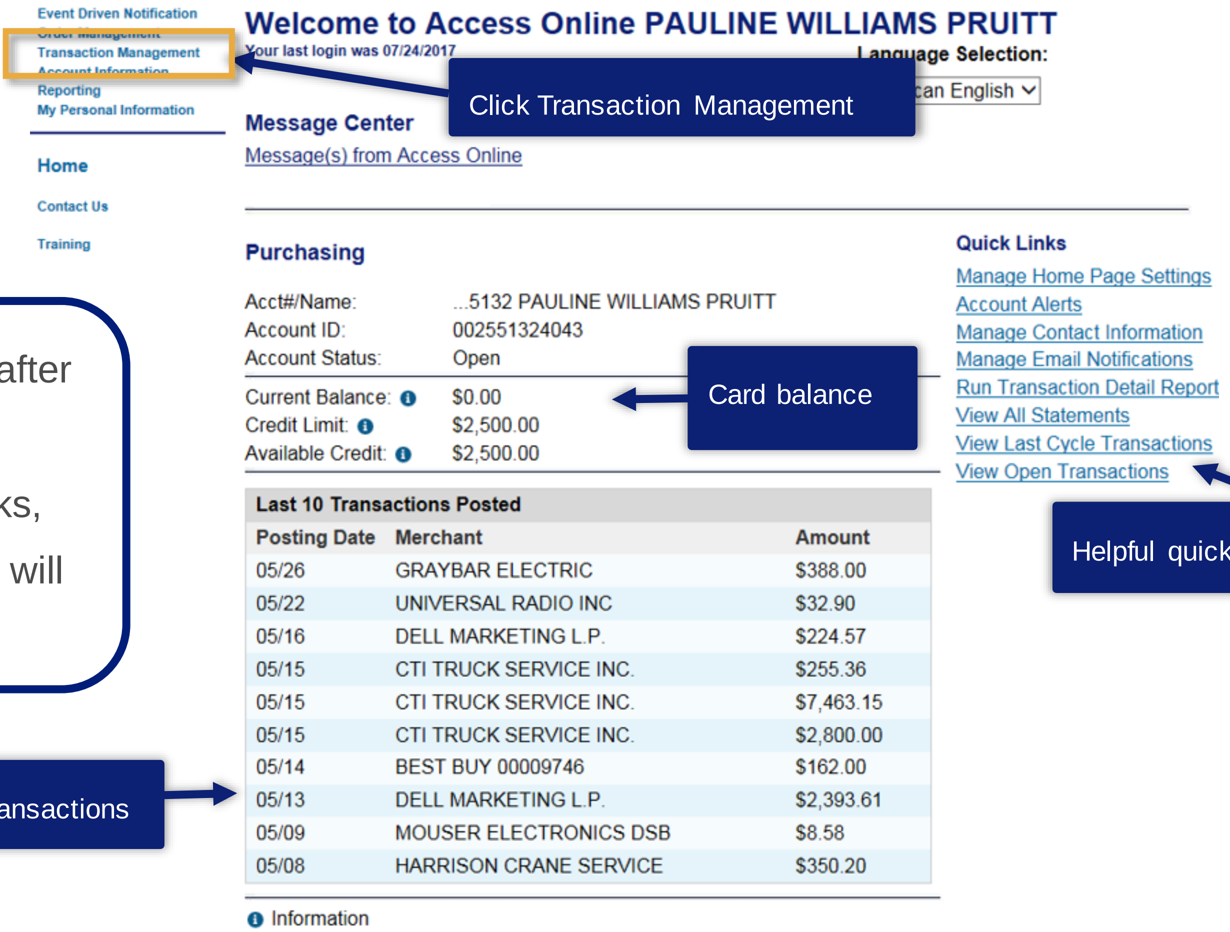
- Transaction data and receipts: For 12 past cycles plus the current cycle through the Transaction Management area
- Transaction data: For 24 months by looking at statements
- Transaction data and receipts: For 72 months (6 years) after the last transaction or payment was made - through Reporting
- For longer periods after 6 years, make a request to the bank

Navigate to the transaction list

Navigate to Transaction

The system logs you out after 15 minutes of inactivity.

Get comfortable using links, your browser back button will kick you out.



Welcome to Access Online PAULINE WILLIAMS PRUITT

Your last login was 07/24/2017

Language Selection: can English

Message Center

Message(s) from Access Online

Purchasing

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

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

ℹ 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

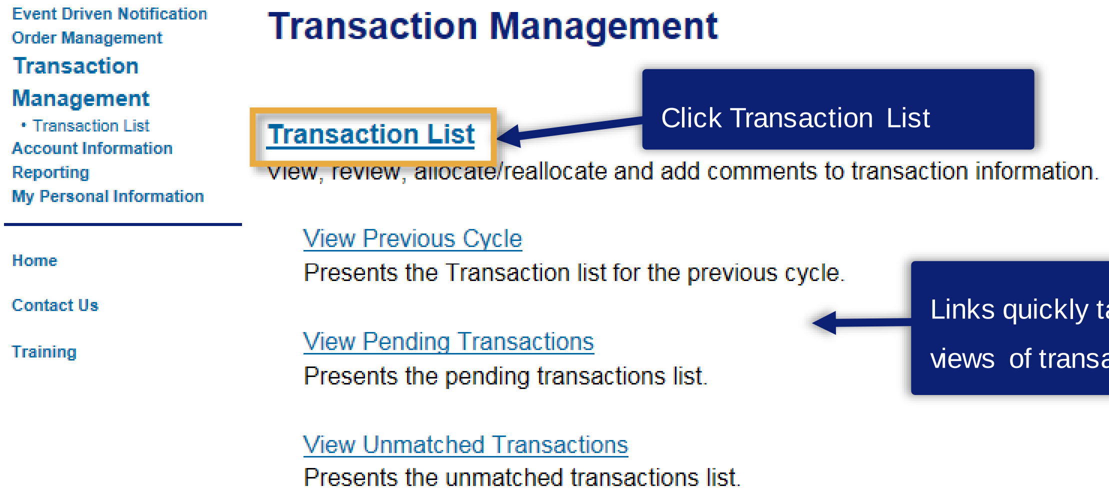
Click Transaction Management

Card balance

Helpful quick links

Past 10 transactions

Navigate to your transaction list



Transaction Management

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

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

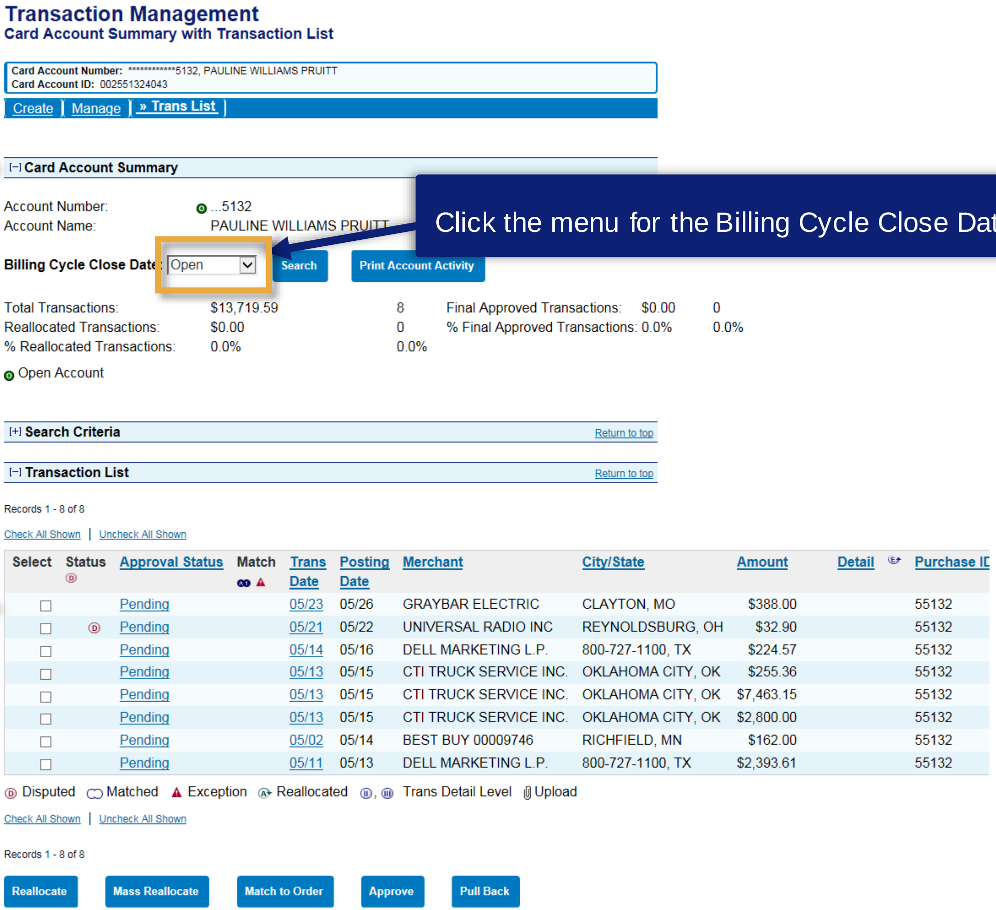
View Pending Transactions
Presents the pending transactions list.

View Unmatched Transactions
Presents the unmatched transactions list.

Click Transaction List

Links quickly take you to pre-filtered views of transactions

View the card summary and tra



Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324043

Summary of the card account

[–] Card Account Summary

Account Number: ...5132
Account Name: PAULINE WILLIAMS PRUITT

Click the menu for the Billing Cycle Close Date

Billing Cycle Close Date: Open

Total Transactions:	$13,719.59	8	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	$0.00	0	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions:	0.0%	0.0%			

● Open Account

Search or filter the transaction list

[+] Search Criteria

Transaction List – work with transactions here

[–] Transaction List

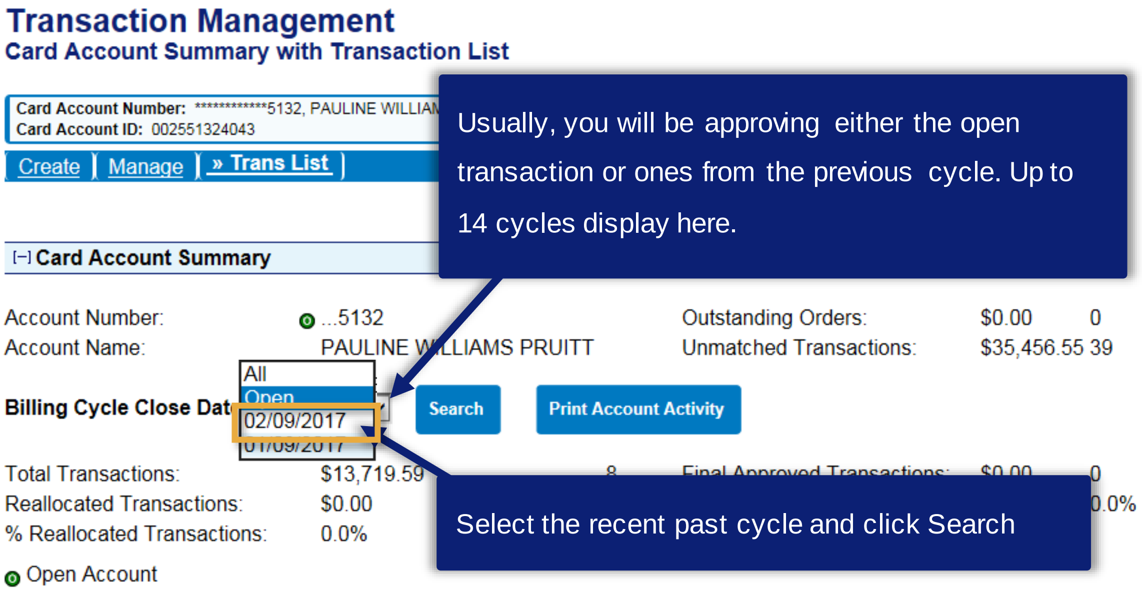
Records 1 - 8 of 8

Select	Status ⓓ	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purchase I
☐		Pending		05/23	05/26	GRAYBAR ELECTRIC	CLAYTON, MO	$388.00			55132
☐	ⓓ	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

ⓓ Disputed ⊂⊃ Matched ▲ Exception Ⓐ Reallocated ⓘ, ⓘ Trans Detail Level 📎 Upload

Records 1 - 8 of 8

Filter by billing cycle



Transaction Management

Card Account Summary with Transaction List

Card Account Number: ************5132, PAULINE WILLIAM
Card Account ID: 002551324043

[–] Card Account Summary

Account Number:	...5132	Outstanding Orders:	$0.00 0
Account Name:	PAULINE WILLIAMS PRUITT	Unmatched Transactions:	$35,456.55 39

Billing Cycle Close Dat

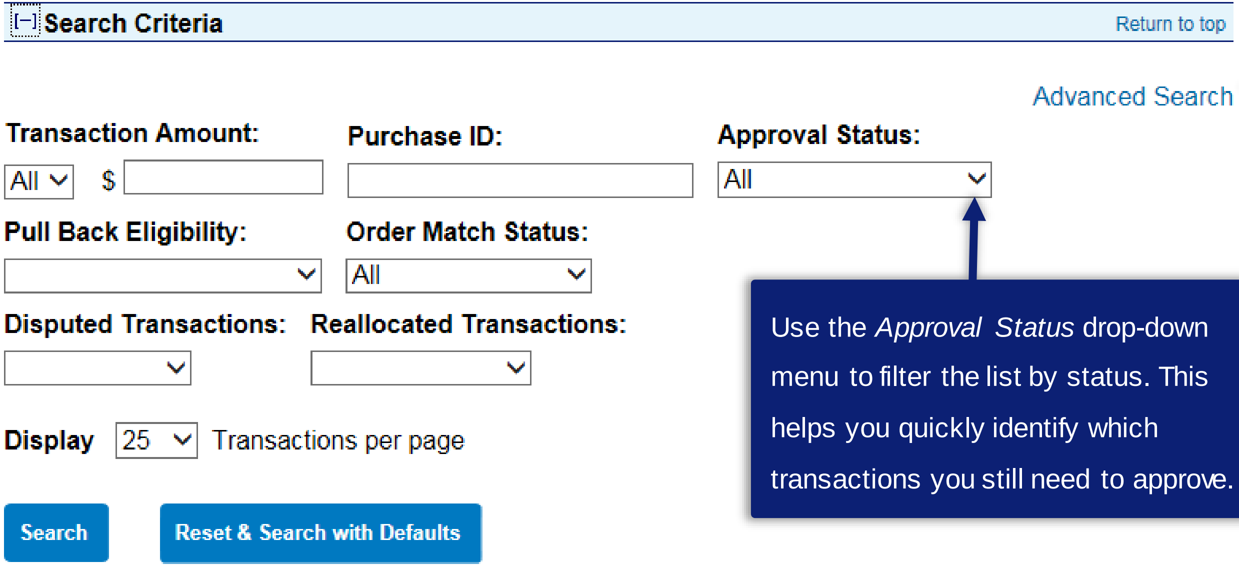
Total Transactions:	$13,719.59	8	Final Approved Transactions:	$0.00 0
Reallocated Transactions:	$0.00			0.0%
% Reallocated Transactions:	0.0%			

● Open Account

Usually, you will be approving either the open transaction or ones from the previous cycle. Up to 14 cycles display here.

Select the recent past cycle and click Search

Filter the list using search



Transaction Amount: All $

Purchase ID:

Approval Status: All

Pull Back Eligibility:

Order Match Status: All

Disputed Transactions:

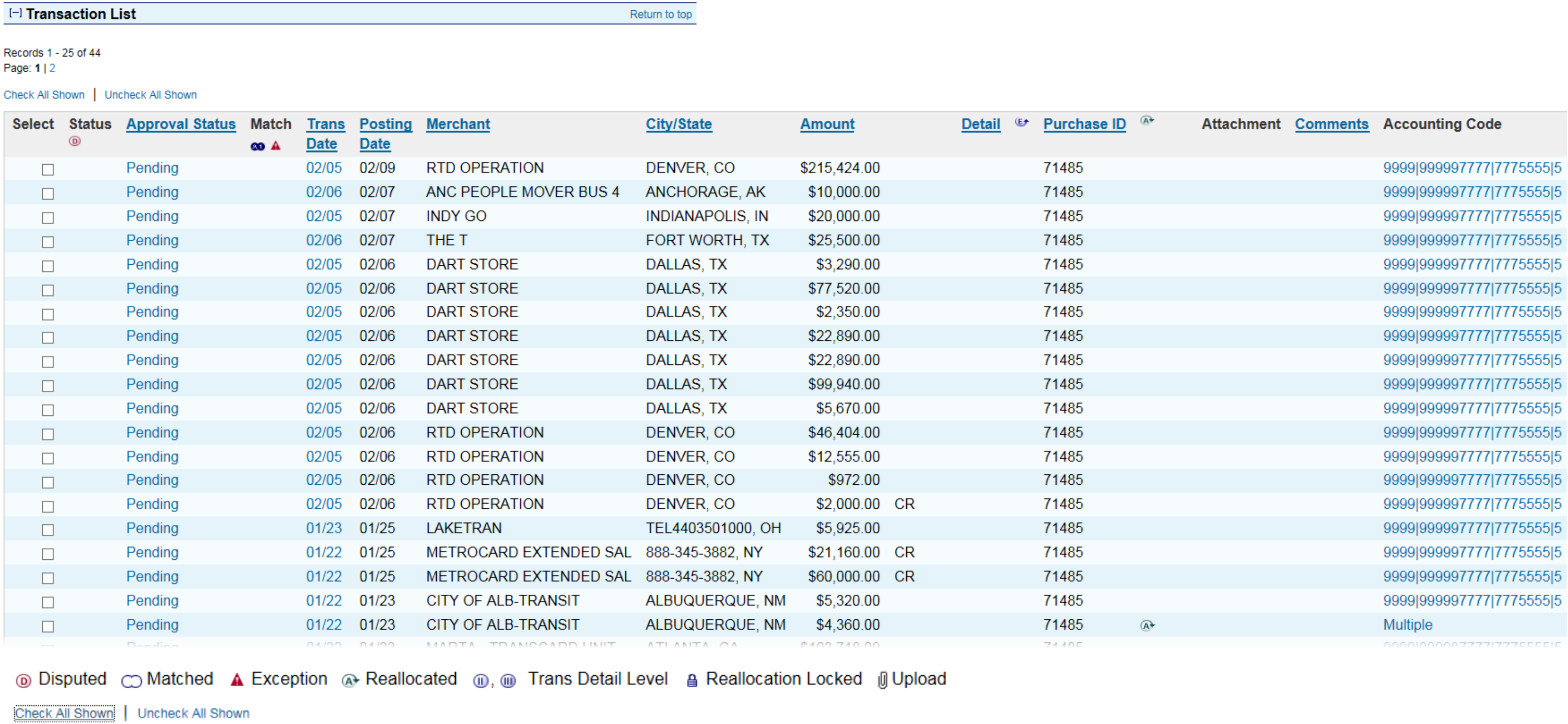
Reallocated Transactions:

Display 25 Transactions per page

See more search fields.

Use the *Approval Status* drop-down menu to filter the list by status. This helps you quickly identify which transactions you still need to approve.

Transaction list



[−] **Transaction List**

Return to top

Records 1 - 25 of 44

Page: **1** | 2

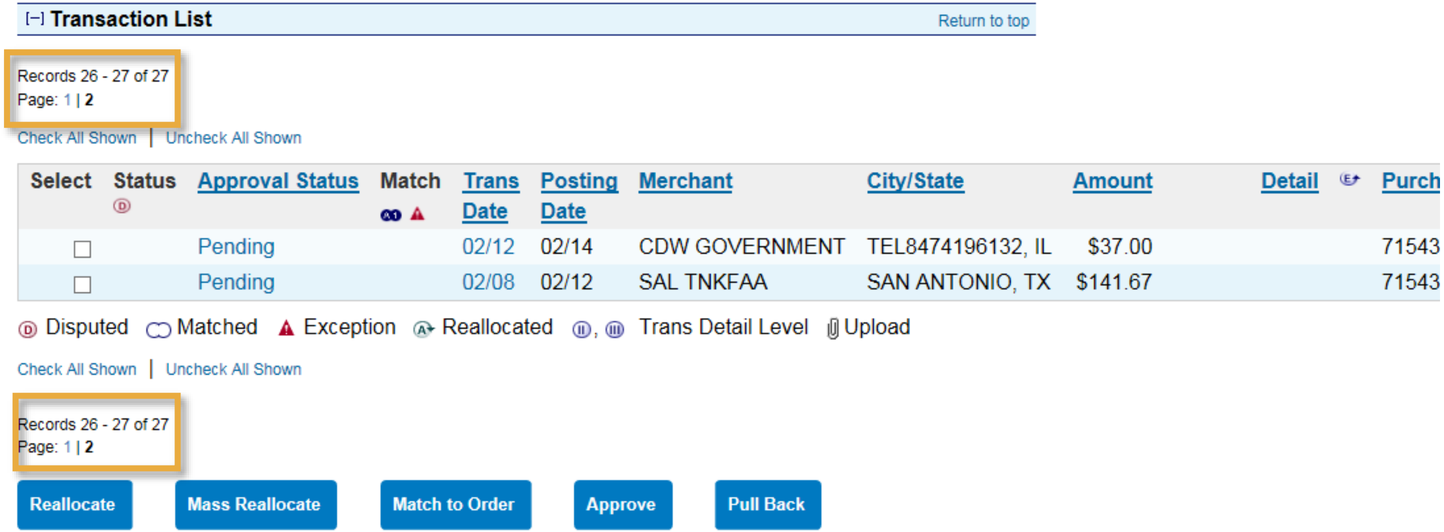
Check All Shown | Uncheck All Shown

Select	Status Ⓓ	Approval Status	Match ∞ ▲	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Ⓐ	Attachment	Comments	Accounting Code
☐		Pending		02/05	02/09	RTD OPERATION	DENVER, CO	$215,424.00		71485				9999|999997777|7775555|5
☐		Pending		02/06	02/07	ANC PEOPLE MOVER BUS 4	ANCHORAGE, AK	$10,000.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/07	INDY GO	INDIANAPOLIS, IN	$20,000.00		71485				9999|999997777|7775555|5
☐		Pending		02/06	02/07	THE T	FORT WORTH, TX	$25,500.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	DART STORE	DALLAS, TX	$3,290.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	DART STORE	DALLAS, TX	$77,520.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	DART STORE	DALLAS, TX	$2,350.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	DART STORE	DALLAS, TX	$22,890.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	DART STORE	DALLAS, TX	$22,890.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	DART STORE	DALLAS, TX	$99,940.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	DART STORE	DALLAS, TX	$5,670.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	RTD OPERATION	DENVER, CO	$46,404.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	RTD OPERATION	DENVER, CO	$12,555.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	RTD OPERATION	DENVER, CO	$972.00		71485				9999|999997777|7775555|5
☐		Pending		02/05	02/06	RTD OPERATION	DENVER, CO	$2,000.00 CR		71485				9999|999997777|7775555|5
☐		Pending		01/23	01/25	LAKETRAN	TEL4403501000, OH	$5,925.00		71485				9999|999997777|7775555|5
☐		Pending		01/22	01/25	METROCARD EXTENDED SAL	888-345-3882, NY	$21,160.00 CR		71485				9999|999997777|7775555|5
☐		Pending		01/22	01/25	METROCARD EXTENDED SAL	888-345-3882, NY	$60,000.00 CR		71485				9999|999997777|7775555|5
☐		Pending		01/22	01/23	CITY OF ALB-TRANSIT	ALBUQUERQUE, NM	$5,320.00		71485				9999|999997777|7775555|5
☐		Pending		01/22	01/23	CITY OF ALB-TRANSIT	ALBUQUERQUE, NM	$4,360.00		71485	Ⓐ			Multiple

Ⓓ Disputed ∞ Matched ▲ Exception Ⓐ Reallocated Ⓘ, Ⓘ Trans Detail Level 🔒 Reallocation Locked 📎 Upload

Check All Shown | Uncheck All Shown

Do not forget additional pages!



[–] Transaction List

Records 26 - 27 of 27
Page: 1 | 2

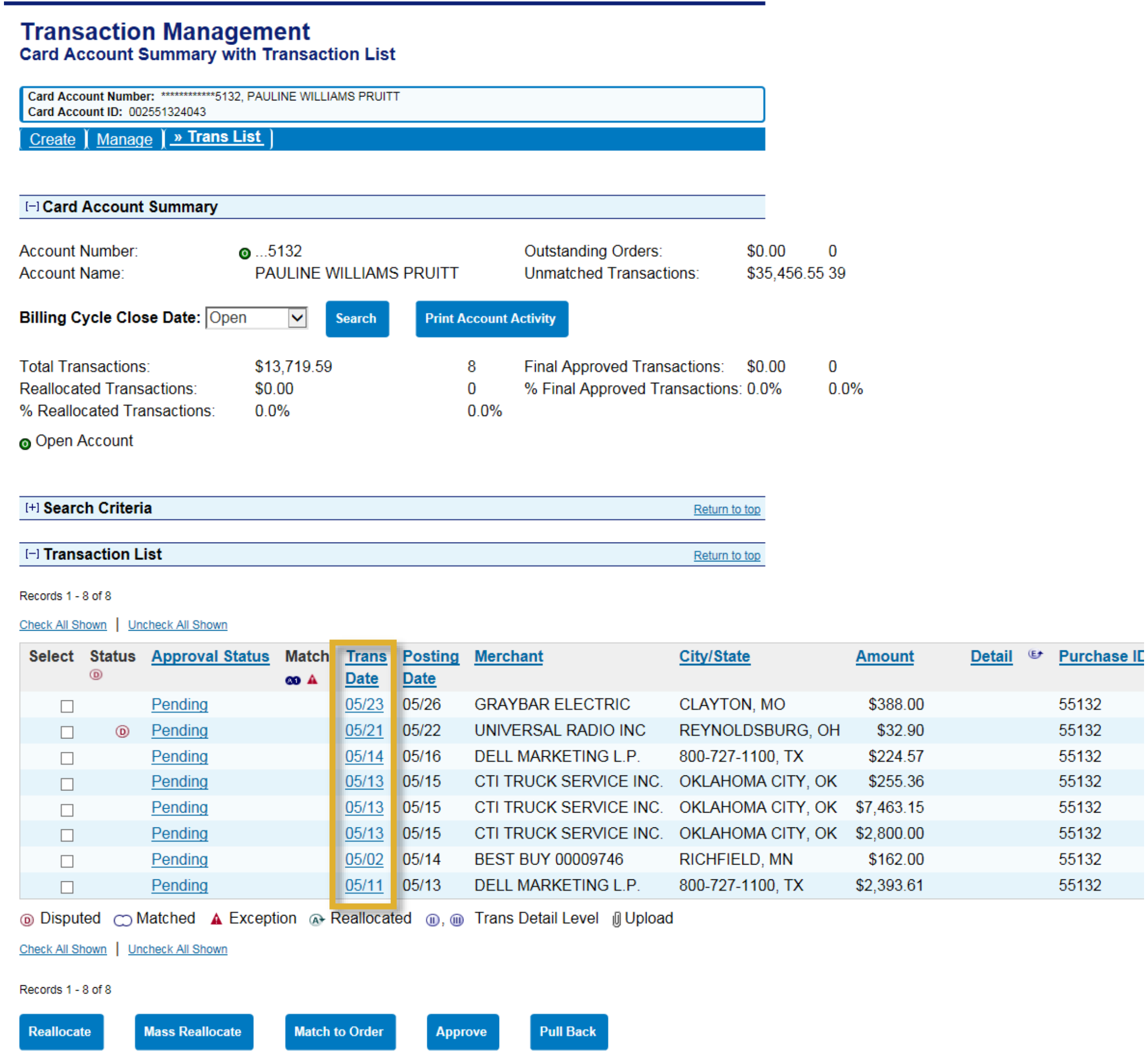
Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purch
☐		Pending		02/12	02/14	CDW GOVERNMENT	TEL8474196132, IL	$37.00			71543
☐		Pending		02/08	02/12	SAL TNKFAA	SAN ANTONIO, TX	$141.67			71543

Ⓓ Disputed ⊂⊃ Matched ▲ Exception Ⓐ Reallocated Ⓘ, Ⓘ Trans Detail Level Upload

Records 26 - 27 of 27
Page: 1 | 2

Viewing transaction details

View a transaction



Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324043

[–] Card Account Summary

Account Number:	● ...5132	Outstanding Orders:	$0.00	0
Account Name:	PAULINE WILLIAMS PRUITT	Unmatched Transactions:	$35,456.55	39

Billing Cycle Close Date: Open

Total Transactions:	$13,719.59	8	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	$0.00	0	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions:	0.0%	0.0%			

● Open Account

[+] Search Criteria

[–] Transaction List

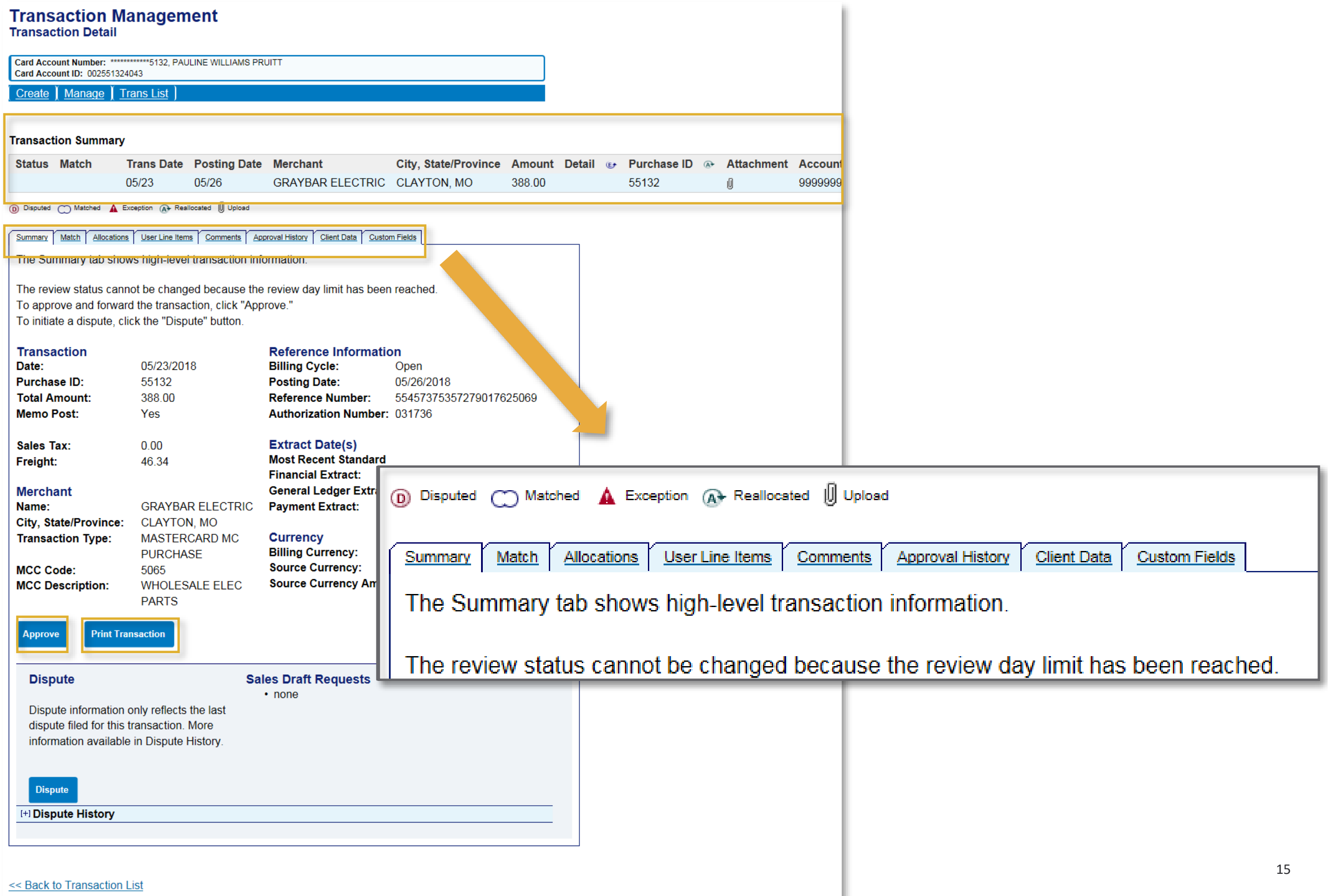
Records 1 - 8 of 8

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
☐	Ⓓ	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

Ⓓ Disputed Matched ▲ Exception Reallocated Trans Detail Level Upload

Records 1 - 8 of 8

View details



Transaction Management
Transaction Detail

Card Account Number: ************5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324043

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accoun
		05/23	05/26	GRAYBAR ELECTRIC	CLAYTON, MO	388.00		55132	📎	9999999

Ⓓ Disputed ⬭ Matched ▲ Exception Ⓐ Reallocated 📎 Upload

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.
To approve and forward the transaction, click "Approve."
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 05/23/2018
Purchase ID: 55132
Total Amount: 388.00
Memo Post: Yes

Sales Tax: 0.00
Freight: 46.34

Merchant
Name: GRAYBAR ELECTRIC
City, State/Province: CLAYTON, MO
Transaction Type: MASTERCARD MC PURCHASE
MCC Code: 5065
MCC Description: WHOLESALE ELEC PARTS

Reference Information
Billing Cycle: Open
Posting Date: 05/26/2018
Reference Number: 55457375357279017625069
Authorization Number: 031736

Extract Date(s)
Most Recent Standard Financial Extract:
General Ledger Extr
Payment Extract:

Currency
Billing Currency:
Source Currency:
Source Currency Am

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

[+] **Dispute History**

Sales Draft Requests
- none

Ⓓ Disputed ⬭ Matched ▲ Exception Ⓐ Reallocated 📎 Upload

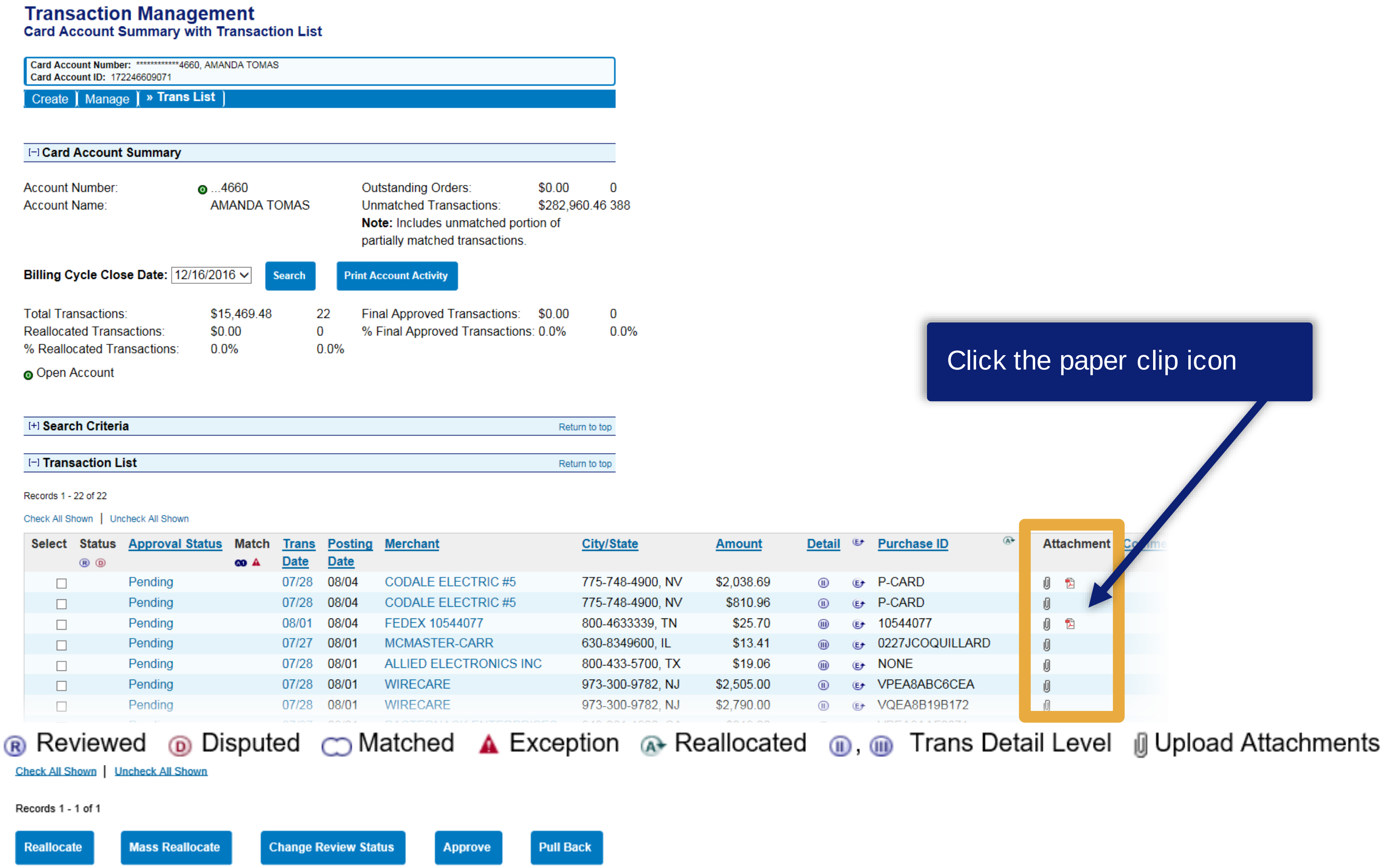
Summary | Match | Allocations | User Line Items | Comments | Approval History | Client Data | Custom Fields

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.

Attach a receipt/document

Attach a document



Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************4660, AMANDA TOMAS
Card Account ID: 172246609071

[–] **Card Account Summary**

Account Number:	● ...4660	Outstanding Orders:	$0.00	0
Account Name:	AMANDA TOMAS	Unmatched Transactions:	$282,960.46	388

Note: Includes unmatched portion of partially matched transactions.

Billing Cycle Close Date: 12/16/2016

Total Transactions:	$15,469.48	22	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	$0.00	0	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions:	0.0%	0.0%			

● Open Account

[+] **Search Criteria**

[–] **Transaction List**

Records 1 - 22 of 22

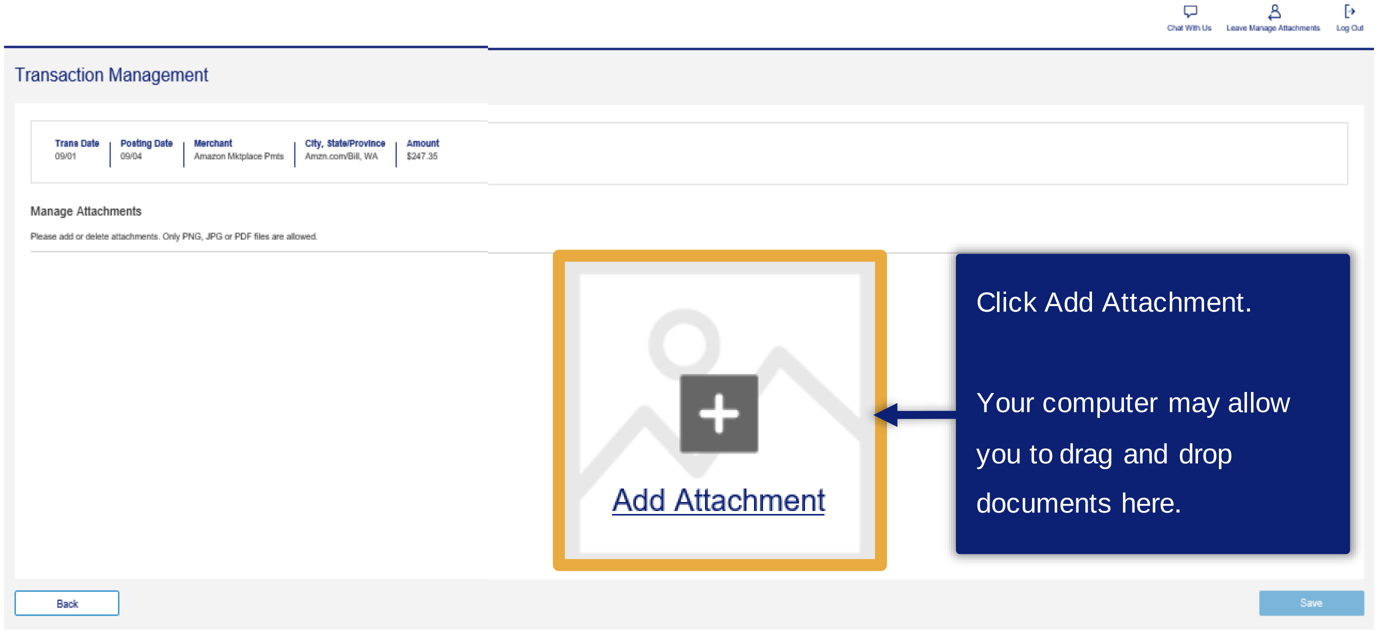
Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purchase ID		Attachment
☐		Pending		07/28	08/04	CODALE ELECTRIC #5	775-748-4900, NV	$2,038.69	II		P-CARD		
☐		Pending		07/28	08/04	CODALE ELECTRIC #5	775-748-4900, NV	$810.96	II		P-CARD		
☐		Pending		08/01	08/04	FEDEX 10544077	800-4633339, TN	$25.70	III		10544077		
☐		Pending		07/27	08/01	MCMASTER-CARR	630-8349600, IL	$13.41	III		0227JCOQUILLARD		
☐		Pending		07/28	08/01	ALLIED ELECTRONICS INC	800-433-5700, TX	$19.06	III		NONE		
☐		Pending		07/28	08/01	WIRECARE	973-300-9782, NJ	$2,505.00	II		VPEA8ABC6CEA		
☐		Pending		07/28	08/01	WIRECARE	973-300-9782, NJ	$2,790.00	II		VQEA8B19B172		

Click the paper clip icon

Ⓡ Reviewed Ⓓ Disputed Matched ▲ Exception Reallocated II, III Trans Detail Level Upload Attachments

Records 1 - 1 of 1

Click to add a document



Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
09/01	09/04	Amazon Mktplace Pmts	Amzn.com/Bill, WA	$247.35

Manage Attachments

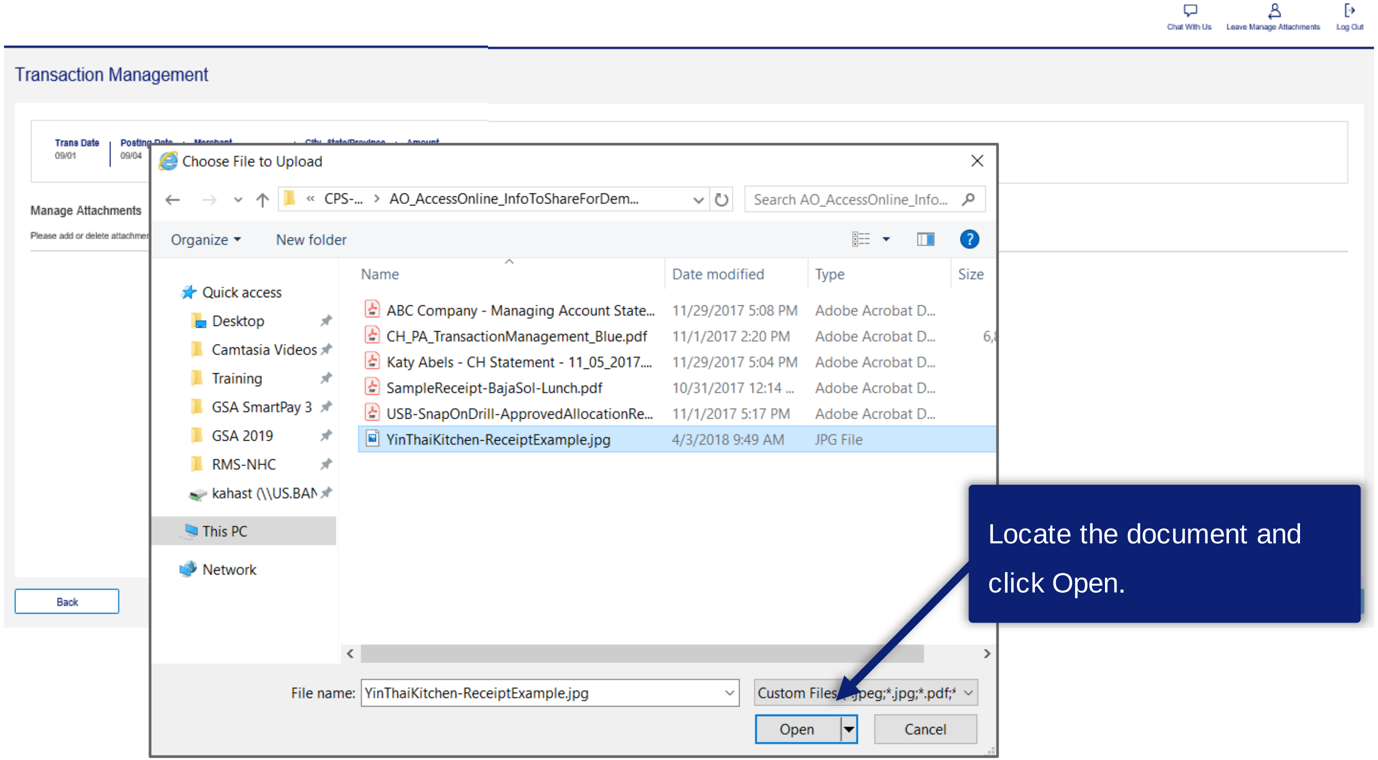
Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

Click Add Attachment.

Your computer may allow you to drag and drop documents here.

- You can attach a PNG, JPG, or PDF file to a transaction.
- The system converts all file types to a PDF after upload.
- No limit to number of attachments per transaction.
- Max size is 5MB for all files included

Search and select document



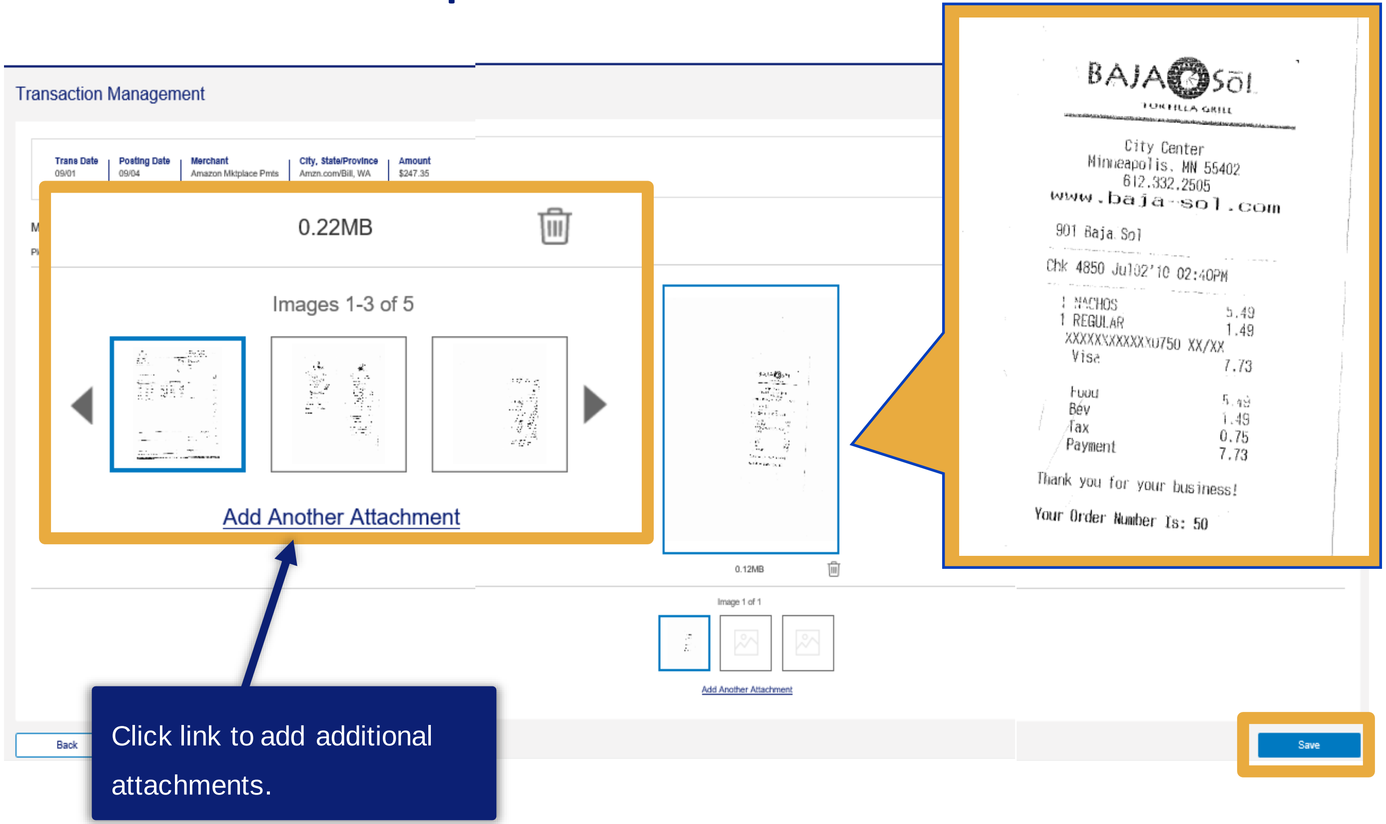
Name	Date modified	Type	Size
ABC Company - Managing Account State...	11/29/2017 5:08 PM	Adobe Acrobat D...	
CH_PA_TransactionManagement_Blue.pdf	11/1/2017 2:20 PM	Adobe Acrobat D...	6,
Katy Abels - CH Statement - 11_05_2017....	11/29/2017 5:04 PM	Adobe Acrobat D...	
SampleReceipt-BajaSol-Lunch.pdf	10/31/2017 12:14 ...	Adobe Acrobat D...	
USB-SnapOnDrill-ApprovedAllocationRe...	11/1/2017 5:17 PM	Adobe Acrobat D...	
YinThaiKitchen-ReceiptExample.jpg	4/3/2018 9:49 AM	JPG File	

File name: YinThaiKitchen-ReceiptExample.jpg

Custom Files (*.jpeg;*.jpg;*.pdf;*

Locate the document and click Open.

Attached document preview



Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
09/01	09/04	Amazon Mktplace Pmts	Amzn.com/Bill, WA	$247.35

0.22MB

Images 1-3 of 5

Add Another Attachment

0.12MB

Image 1 of 1

Add Another Attachment

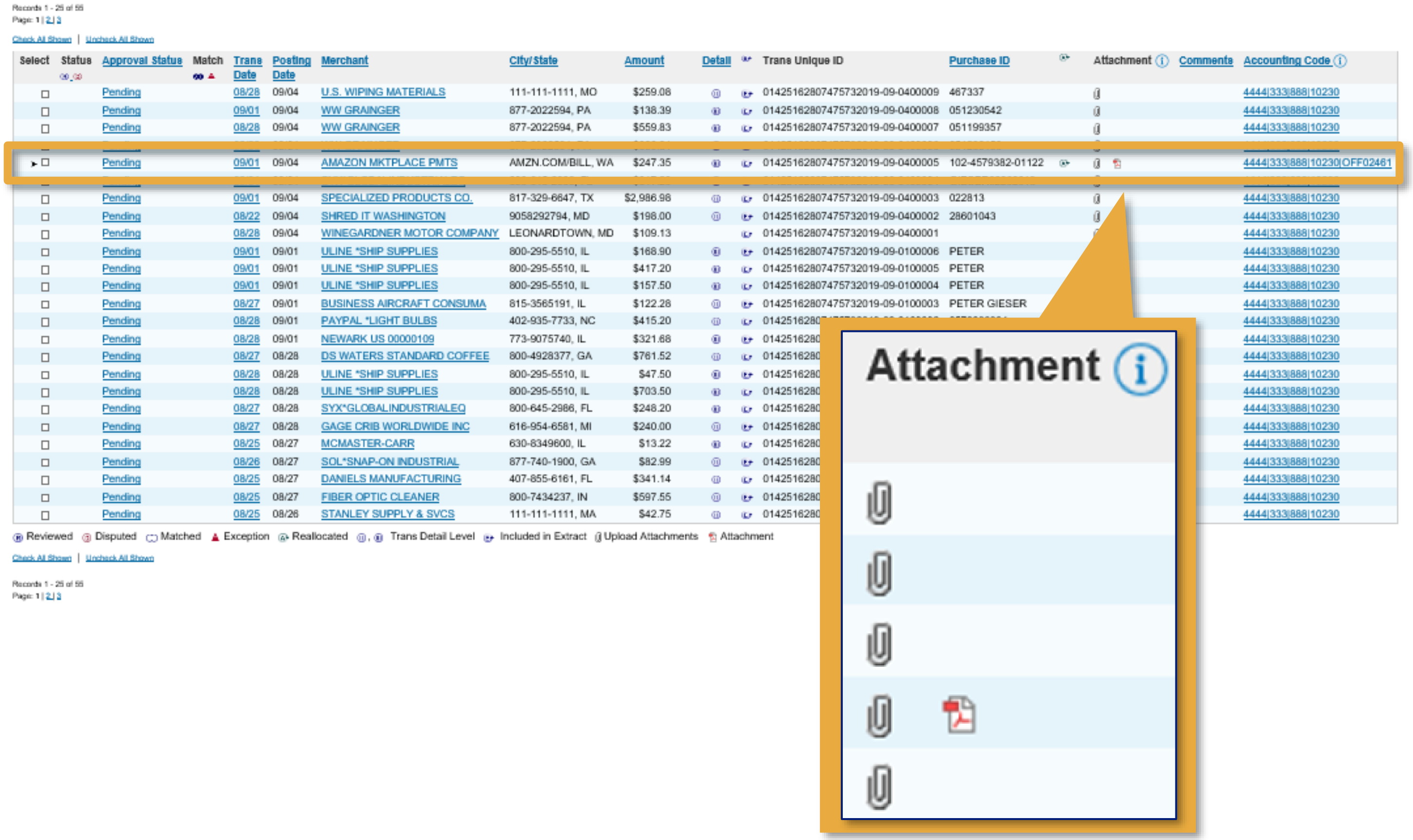
BAJA SOL
TORTILLA GRILL
City Center
Minneapolis, MN 55402
612.332.2505
www.baja-sol.com
901 Baja Sol
Chk 4850 Jul02'10 02:40PM

1 NACHOS	5.49
1 REGULAR	1.49
XXXXXXXXXXXX0750 XX/XX	
Visa	7.73
Food	5.49
Bev	1.49
Tax	0.75
Payment	7.73

Thank you for your business!
Your Order Number Is: 50

Click link to add additional attachments.

Transaction list shows attachment



Records 1 - 25 of 55
Page: 1 | 2 | 3

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Trans Unique ID	Purchase ID		Attachment ⓘ	Comments	Accounting Code ⓘ
☐		Pending		08/28	09/04	U.S. WIPING MATERIALS	111-111-1111, MO	$259.08	ⓘ		01425162807475732019-09-0400009	467337		📎		4444|333|888|10230
☐		Pending		09/01	09/04	WW GRAINGER	877-2022594, PA	$138.39	ⓘ		01425162807475732019-09-0400008	051230542		📎		4444|333|888|10230
☐		Pending		08/28	09/04	WW GRAINGER	877-2022594, PA	$559.83	ⓘ		01425162807475732019-09-0400007	051199357		📎		4444|333|888|10230
► ☐		Pending		09/01	09/04	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	$247.35	ⓘ		01425162807475732019-09-0400005	102-4579382-01122		📎		4444|333|888|10230|OFF02461
☐		Pending		09/01	09/04	SPECIALIZED PRODUCTS CO.	817-329-6647, TX	$2,986.98	ⓘ		01425162807475732019-09-0400003	022813		📎		4444|333|888|10230
☐		Pending		08/22	09/04	SHRED IT WASHINGTON	9058292794, MD	$198.00	ⓘ		01425162807475732019-09-0400002	28601043		📎		4444|333|888|10230
☐		Pending		08/28	09/04	WINEGARDNER MOTOR COMPANY	LEONARDTOWN, MD	$109.13			01425162807475732019-09-0400001					4444|333|888|10230
☐		Pending		09/01	09/01	ULINE *SHIP SUPPLIES	800-295-5510, IL	$168.90	ⓘ		01425162807475732019-09-0100006	PETER				4444|333|888|10230
☐		Pending		09/01	09/01	ULINE *SHIP SUPPLIES	800-295-5510, IL	$417.20	ⓘ		01425162807475732019-09-0100005	PETER				4444|333|888|10230
☐		Pending		09/01	09/01	ULINE *SHIP SUPPLIES	800-295-5510, IL	$157.50	ⓘ		01425162807475732019-09-0100004	PETER				4444|333|888|10230
☐		Pending		08/27	09/01	BUSINESS AIRCRAFT CONSUMA	815-3565191, IL	$122.28	ⓘ		01425162807475732019-09-0100003	PETER GIESER				4444|333|888|10230
☐		Pending		08/28	09/01	PAYPAL *LIGHT BULBS	402-935-7733, NC	$415.20	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/28	09/01	NEWARK US 00000109	773-9075740, IL	$321.68	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/27	08/28	DS WATERS STANDARD COFFEE	800-4928377, GA	$761.52	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/28	08/28	ULINE *SHIP SUPPLIES	800-295-5510, IL	$47.50	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/28	08/28	ULINE *SHIP SUPPLIES	800-295-5510, IL	$703.50	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/27	08/28	SYX*GLOBALINDUSTRIALEQ	800-645-2986, FL	$248.20	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/27	08/28	GAGE CRIB WORLDWIDE INC	616-954-6581, MI	$240.00	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/25	08/27	MCMASTER-CARR	630-8349600, IL	$13.22	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/26	08/27	SOL*SNAP-ON INDUSTRIAL	877-740-1900, GA	$82.99	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/25	08/27	DANIELS MANUFACTURING	407-855-6161, FL	$341.14	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/25	08/27	FIBER OPTIC CLEANER	800-7434237, IN	$597.55	ⓘ		0142516280					4444|333|888|10230
☐		Pending		08/25	08/26	STANLEY SUPPLY & SVCS	111-111-1111, MA	$42.75	ⓘ		0142516280					4444|333|888|10230

Reviewed   Disputed   Matched   Exception   Reallocated   Trans Detail Level   Included in Extract   Upload Attachments   Attachment

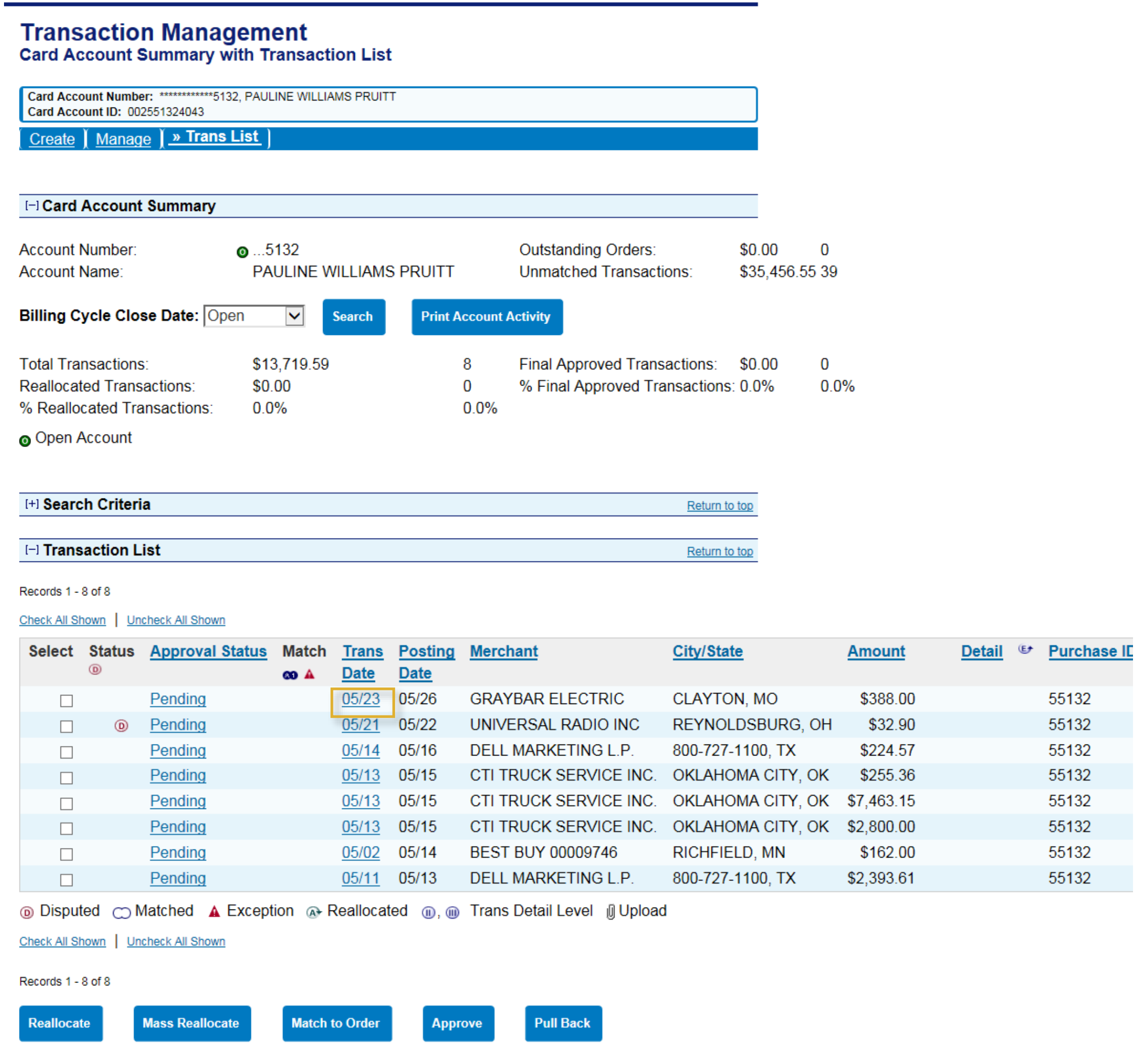
Check All Shown | Uncheck All Shown

Records 1 - 25 of 55
Page: 1 | 2 | 3

Dispute a transaction

Transaction date link

As a best practice, contact the merchant first to resolve an issue.



Transaction Management

Card Account Summary with Transaction List

Card Account Number: ************5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324043

[–] Card Account Summary

Account Number:	● ...5132		Outstanding Orders:	$0.00 0
Account Name:	PAULINE WILLIAMS PRUITT		Unmatched Transactions:	$35,456.55 39

Billing Cycle Close Date: Open

Total Transactions:	$13,719.59	8	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	$0.00	0	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions:	0.0%	0.0%			

● Open Account

[+] Search Criteria

[–] Transaction List

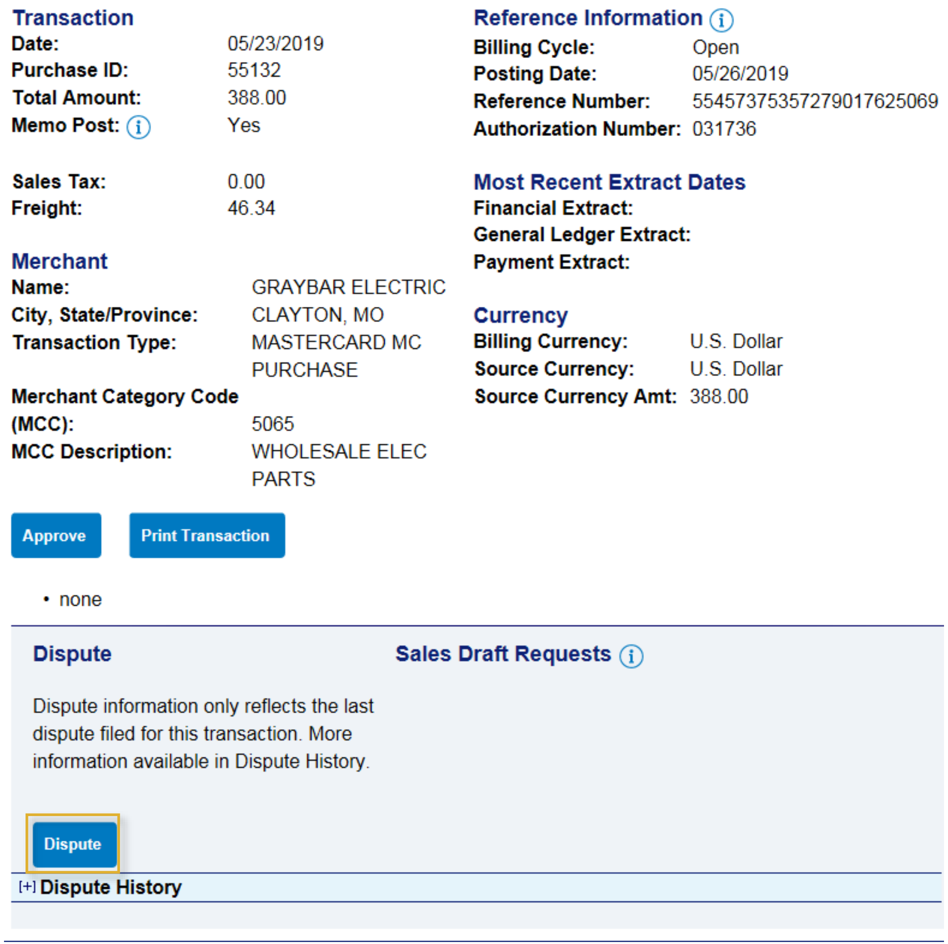
Records 1 - 8 of 8

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
☐	Ⓓ	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

Ⓓ Disputed Matched ▲ Exception Ⓐ Reallocated Ⓘ, Ⓘ Trans Detail Level Upload

Records 1 - 8 of 8

Dispute selection



Transaction

Date: 05/23/2019
Purchase ID: 55132
Total Amount: 388.00
Memo Post: ⓘ Yes

Sales Tax: 0.00
Freight: 46.34

Merchant

Name: GRAYBAR ELECTRIC
City, State/Province: CLAYTON, MO
Transaction Type: MASTERCARD MC PURCHASE
Merchant Category Code (MCC): 5065
MCC Description: WHOLESALE ELEC PARTS

Reference Information ⓘ

Billing Cycle: Open
Posting Date: 05/26/2019
Reference Number: 55457375357279017625069
Authorization Number: 031736

Most Recent Extract Dates

Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 388.00

- none

Dispute

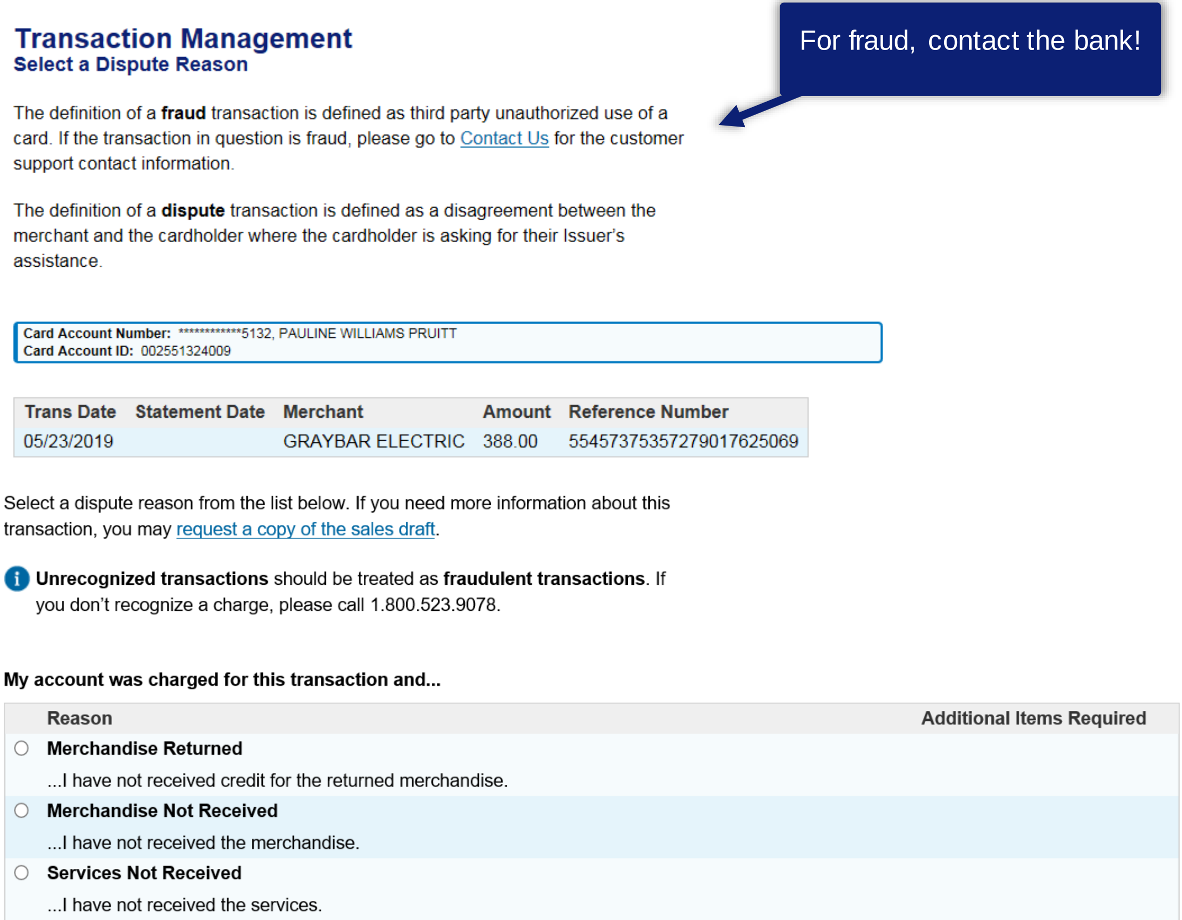
Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Sales Draft Requests ⓘ

[+] Dispute History

Select a dispute reason

For fraud, contact the bank!



Transaction Management

Select a Dispute Reason

The definition of a **fraud** transaction is defined as third party unauthorized use of a card. If the transaction in question is fraud, please go to Contact Us for the customer support contact information.

The definition of a **dispute** transaction is defined as a disagreement between the merchant and the cardholder where the cardholder is asking for their Issuer's assistance.

Card Account Number: ************5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324009

Trans Date	Statement Date	Merchant	Amount	Reference Number
05/23/2019		GRAYBAR ELECTRIC	388.00	55457375357279017625069

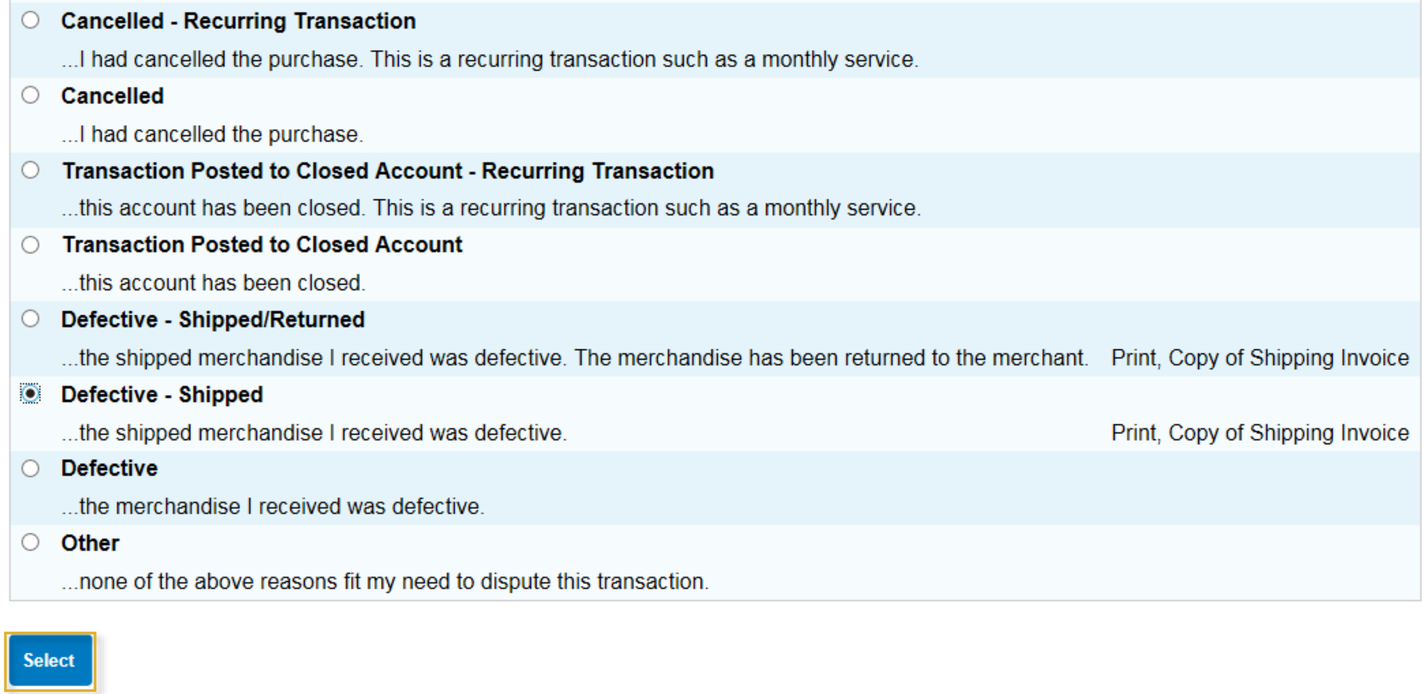
Select a dispute reason from the list below. If you need more information about this transaction, you may request a copy of the sales draft.

Unrecognized transactions should be treated as **fraudulent transactions**. If you don't recognize a charge, please call 1.800.523.9078.

My account was charged for this transaction and...

	Reason	Additional Items Required
○	**Merchandise Returned** ...I have not received credit for the returned merchandise.	
○	**Merchandise Not Received** ...I have not received the merchandise.	
○	**Services Not Received** ...I have not received the services.	

Defective Shipped



○ **Cancelled - Recurring Transaction**

...I had cancelled the purchase. This is a recurring transaction such as a monthly service.

○ **Cancelled**

...I had cancelled the purchase.

○ **Transaction Posted to Closed Account - Recurring Transaction**

...this account has been closed. This is a recurring transaction such as a monthly service.

○ **Transaction Posted to Closed Account**

...this account has been closed.

○ **Defective - Shipped/Returned**

...the shipped merchandise I received was defective. The merchandise has been returned to the merchant. Print, Copy of Shipping Invoice

● **Defective - Shipped**

...the shipped merchandise I received was defective. Print, Copy of Shipping Invoice

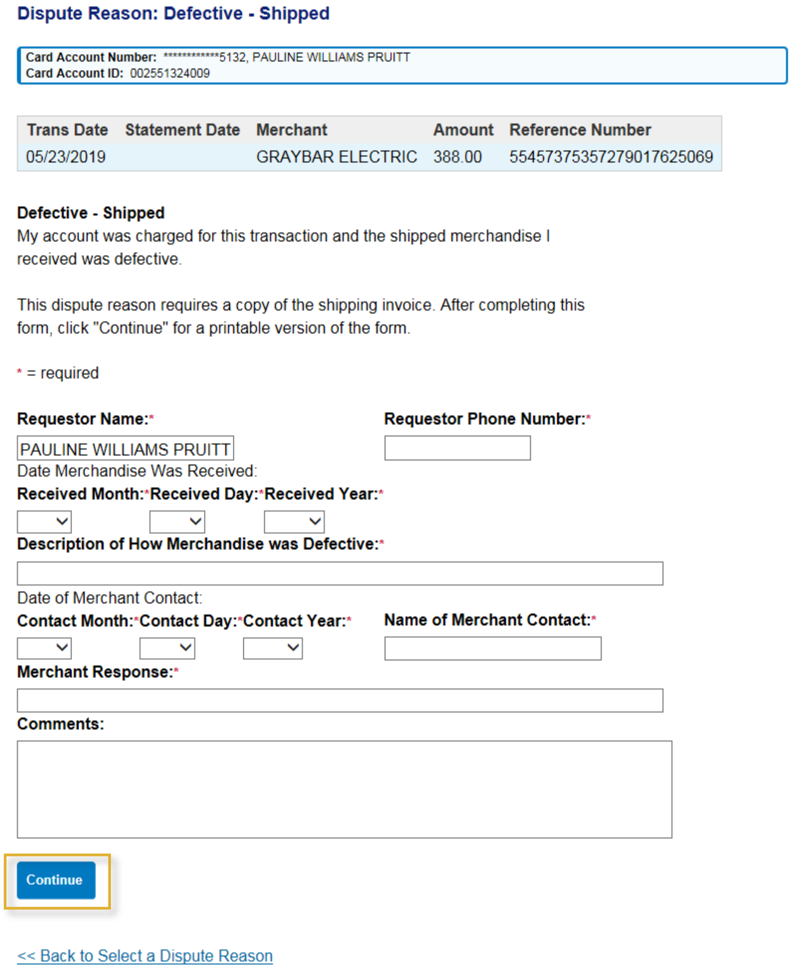
○ **Defective**

...the merchandise I received was defective.

○ **Other**

...none of the above reasons fit my need to dispute this transaction.

Specify additional information



Dispute Reason: Defective - Shipped

Card Account Number: ************5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324009

Trans Date	Statement Date	Merchant	Amount	Reference Number
05/23/2019		GRAYBAR ELECTRIC	388.00	55457375357279017625069

Defective - Shipped
My account was charged for this transaction and the shipped merchandise I received was defective.

This dispute reason requires a copy of the shipping invoice. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:* PAULINE WILLIAMS PRUITT

Requestor Phone Number:*

Date Merchandise Was Received:

Received Month:* **Received Day:*** **Received Year:***

Description of How Merchandise was Defective:*

Date of Merchant Contact:

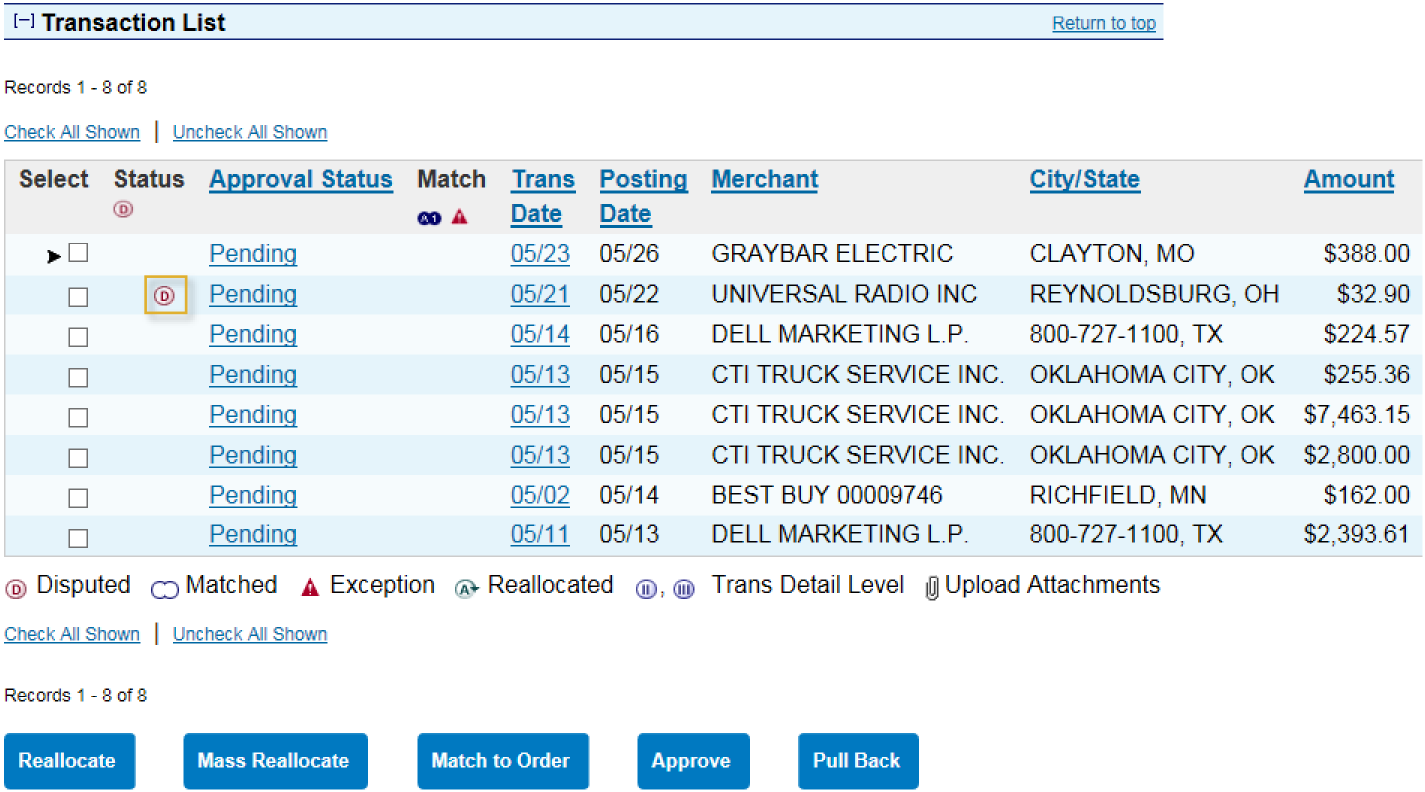
Contact Month:* **Contact Day:*** **Contact Year:***

Name of Merchant Contact:*

Merchant Response:*

Comments:

Disputed transactions



[−] 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
▶ ☐		Pending		05/23	05/26	GRAYBAR ELECTRIC	CLAYTON, MO	$388.00
☐	Ⓓ	Pending		05/21	05/22	UNIVERSAL RADIO INC	REYNOLDSBURG, OH	$32.90
☐		Pending		05/14	05/16	DELL MARKETING L.P.	800-727-1100, TX	$224.57
☐		Pending		05/13	05/15	CTI TRUCK SERVICE INC.	OKLAHOMA CITY, OK	$255.36
☐		Pending		05/13	05/15	CTI TRUCK SERVICE INC.	OKLAHOMA CITY, OK	$7,463.15
☐		Pending		05/13	05/15	CTI TRUCK SERVICE INC.	OKLAHOMA CITY, OK	$2,800.00
☐		Pending		05/02	05/14	BEST BUY 00009746	RICHFIELD, MN	$162.00
☐		Pending		05/11	05/13	DELL MARKETING L.P.	800-727-1100, TX	$2,393.61

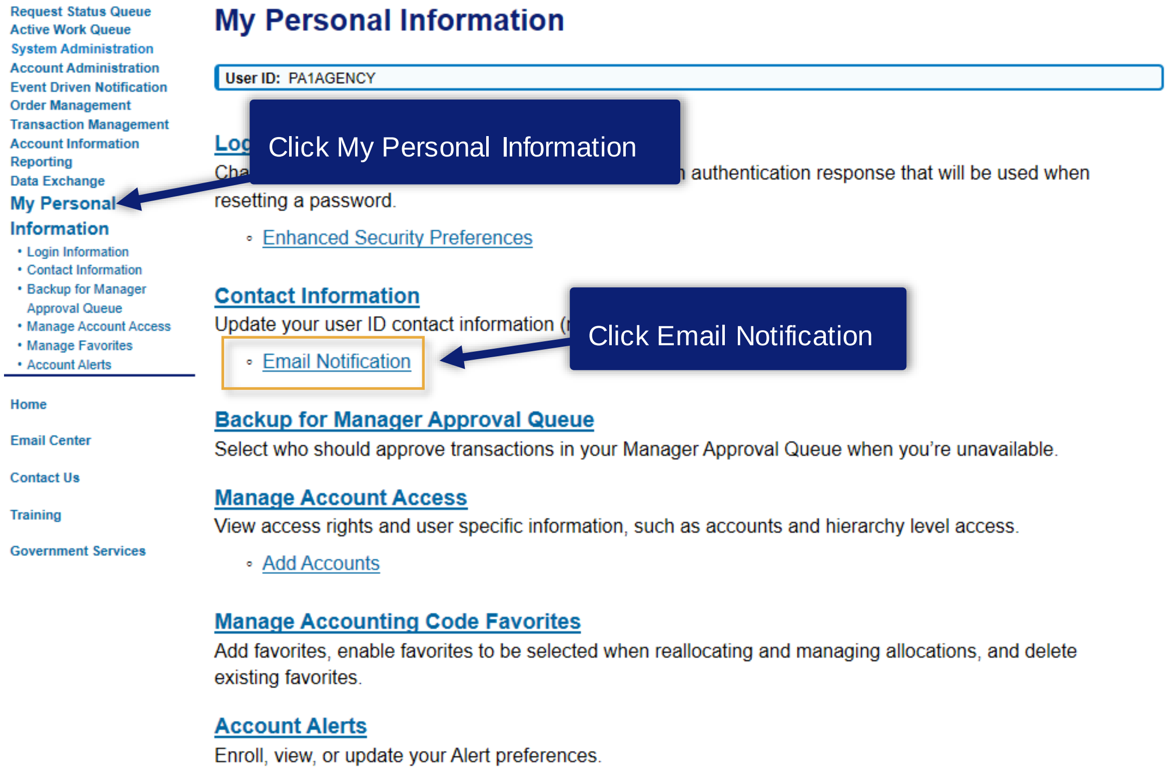
Ⓓ Disputed ∞ Matched ▲ Exception Ⓐ Reallocated Ⓘ, Ⓘ Trans Detail Level 📎 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 8 of 8

Set up notifications for cardholder statements

Navigate to My Personal Information



My Personal Information

User ID: PA1AGENCY

Click My Personal Information

Log

Cha authentication response that will be used when resetting a password.

- Enhanced Security Preferences

Contact Information

Update your user ID contact information (

- Email Notification

Click 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

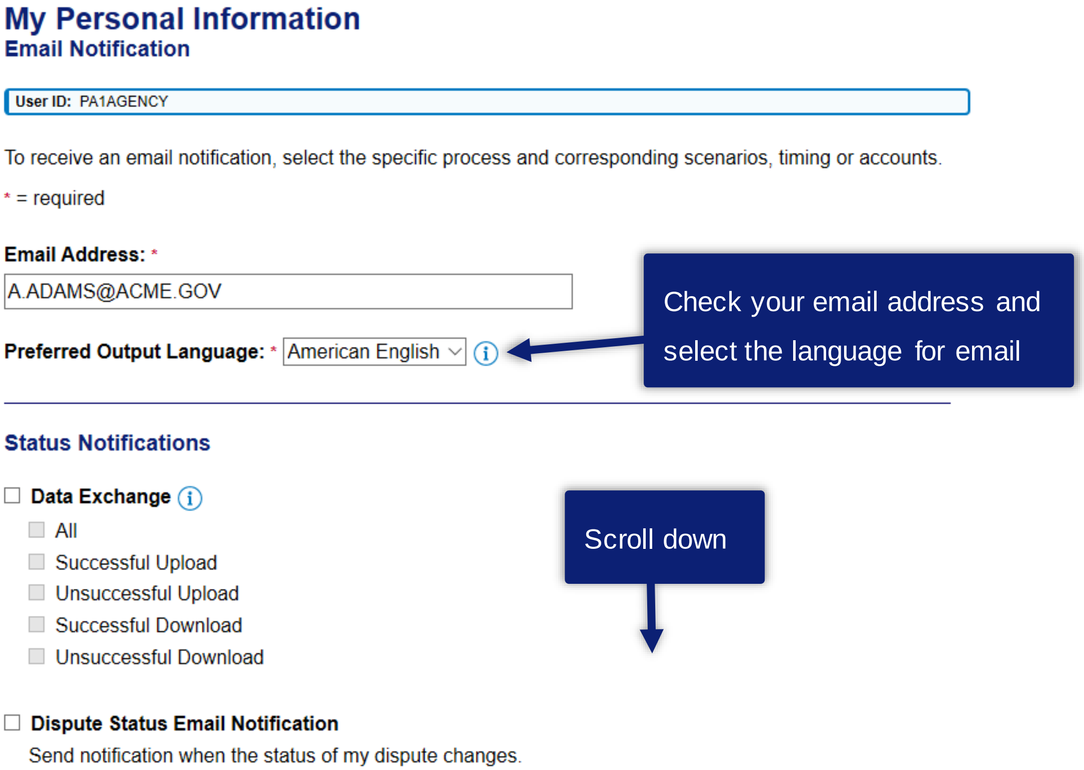
Manage Accounting Code Favorites

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.

Check your email address



My Personal Information

Email Notification

User ID: PA1AGENCY

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

* = required

Email Address: *

A.ADAMS@ACME.GOV

Preferred Output Language: * American English

Check your email address and select the language for email

Status Notifications

☐ **Data Exchange**

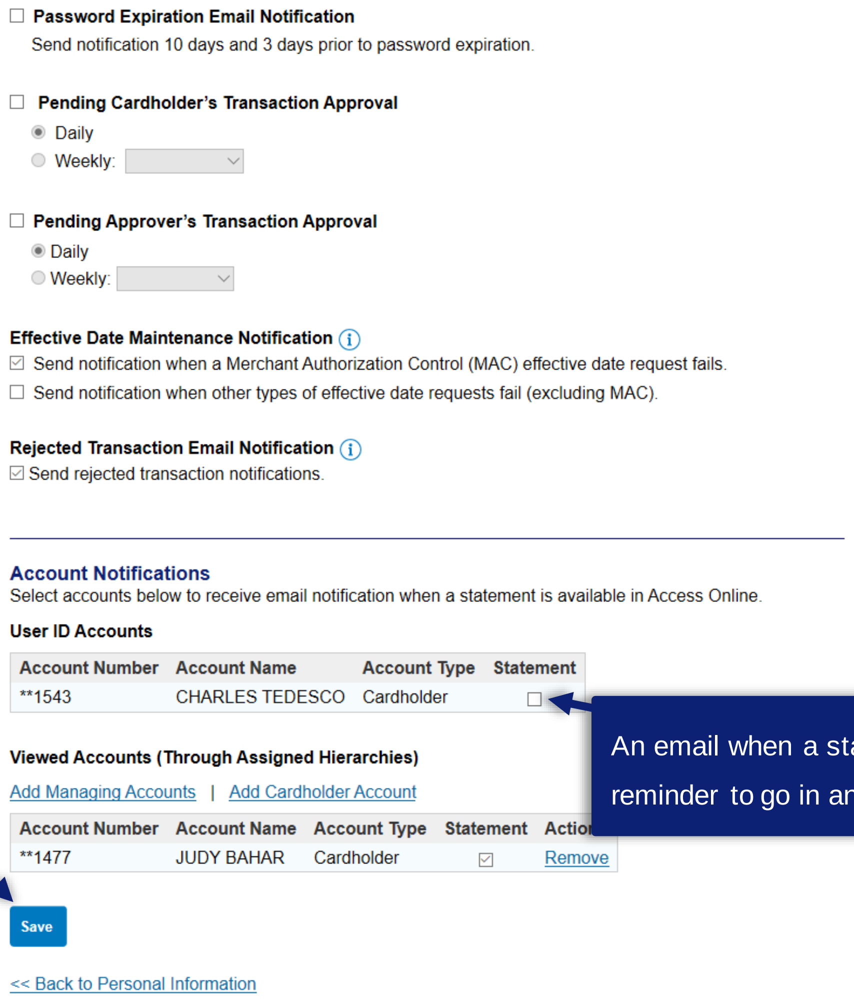
- ☐ All
- ☐ Successful Upload
- ☐ Unsuccessful Upload
- ☐ Successful Download
- ☐ Unsuccessful Download

Scroll down

☐ **Dispute Status Email Notification**

Send notification when the status of my dispute changes.

Select notificatior



☐ **Password Expiration Email Notification**

Send notification 10 days and 3 days prior to password expiration.

☐ **Pending Cardholder's Transaction Approval**

● Daily

○ Weekly:

☐ **Pending Approver's Transaction Approval**

● Daily

○ Weekly:

Effective Date Maintenance Notification ⓘ

☑ Send notification when a Merchant Authorization Control (MAC) effective date request fails.

☐ Send notification when other types of effective date requests fail (excluding MAC).

Rejected Transaction Email Notification ⓘ

☑ Send rejected transaction notifications.

Account Notifications

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

User ID Accounts

Account Number	Account Name	Account Type	Statement
**1543	CHARLES TEDESCO	Cardholder	☐

Viewed Accounts (Through Assigned Hierarchies)

Add Managing Accounts | Add Cardholder Account

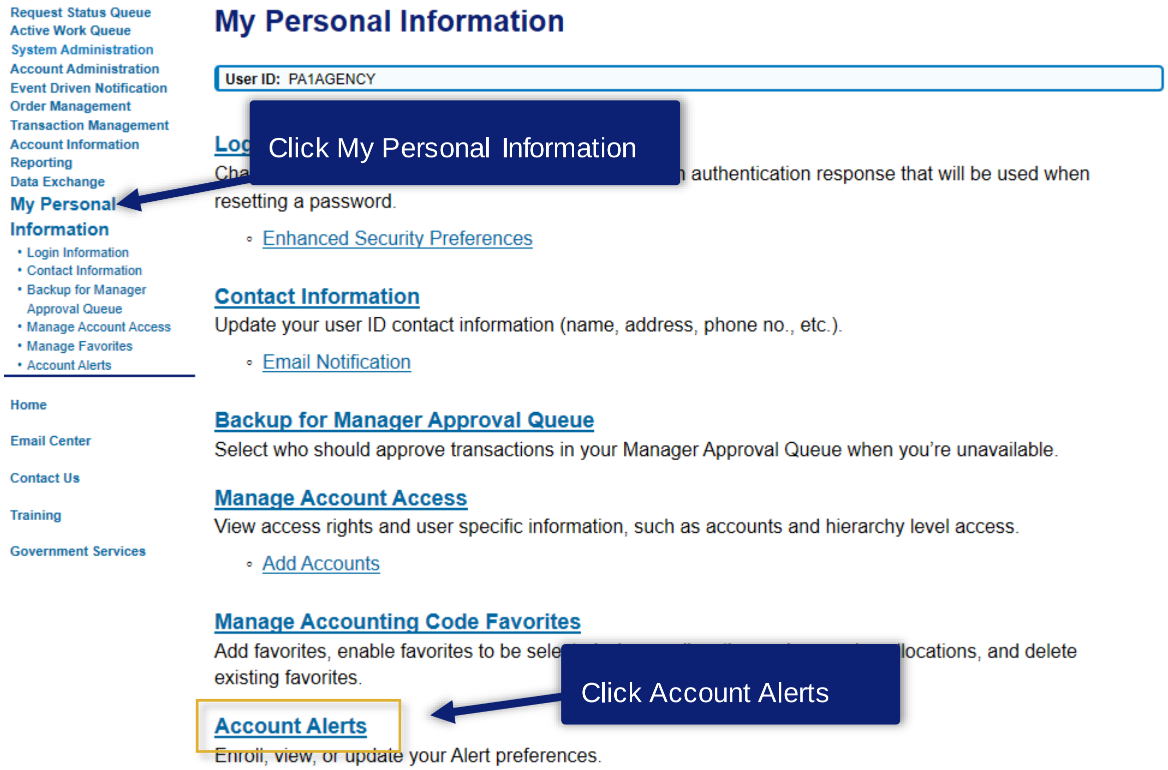
Account Number	Account Name	Account Type	Statement	Actio
**1477	JUDY BAHAR	Cardholder	☑	Remove

<< Back to Personal Information

Click Save

An email when a statement is ready is a great reminder to go in and view transactions

Set up alerts



My Personal Information

User ID: PA1AGENCY

Click My Personal Information

Log

Cha n authentication response that will be used when resetting a password.

- Enhanced Security Preferences

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.

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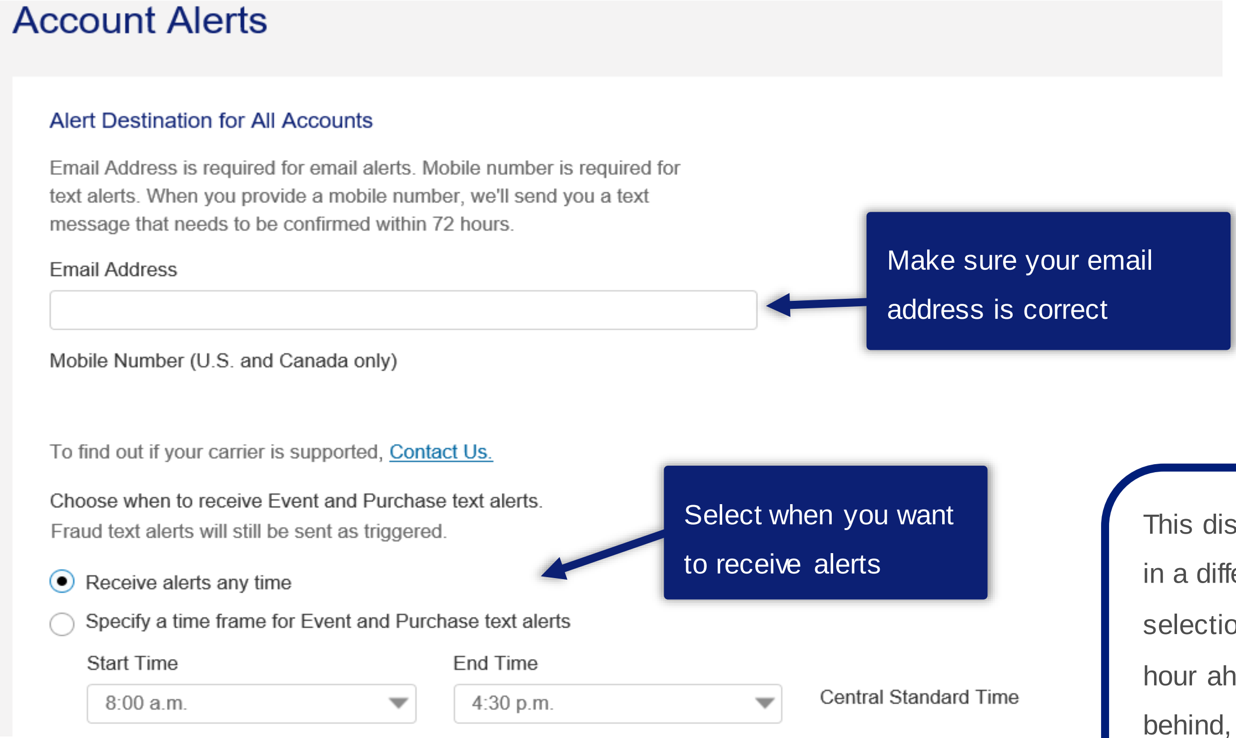
Add favorites, enable favorites to be sele locations, and delete existing favorites.

Click Account Alerts

Account Alerts

Enroll, view, or update your Alert preferences.

Account Alerts



Account Alerts

Alert Destination for All Accounts

Email Address is required for email alerts. Mobile number is required for text alerts. When you provide a mobile number, we'll send you a text message that needs to be confirmed within 72 hours.

Email Address

Mobile Number (U.S. and Canada only)

To find out if your carrier is supported, Contact Us.

Choose when to receive Event and Purchase text alerts. Fraud text alerts will still be sent as triggered.

● Receive alerts any time

○ Specify a time frame for Event and Purchase text alerts

Start Time	End Time	
8:00 a.m.	4:30 p.m.	Central Standard Time

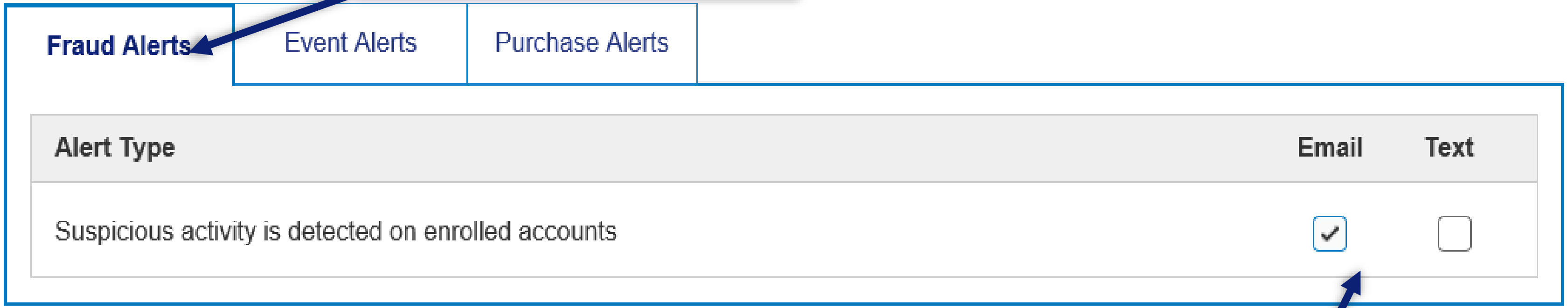
Make sure your email address is correct

Select when you want to receive alerts

This displays as Central Time so if you are in a different time zone, make your selections carefully. Eastern time is one hour ahead, Mountain Time one hour behind, and Pacific time two hours behind Central Time.

Fraud alerts

Select the Fraud Alerts tab



Alert Type	Email	Text
Suspicious activity is detected on enrolled accounts	☑	☐

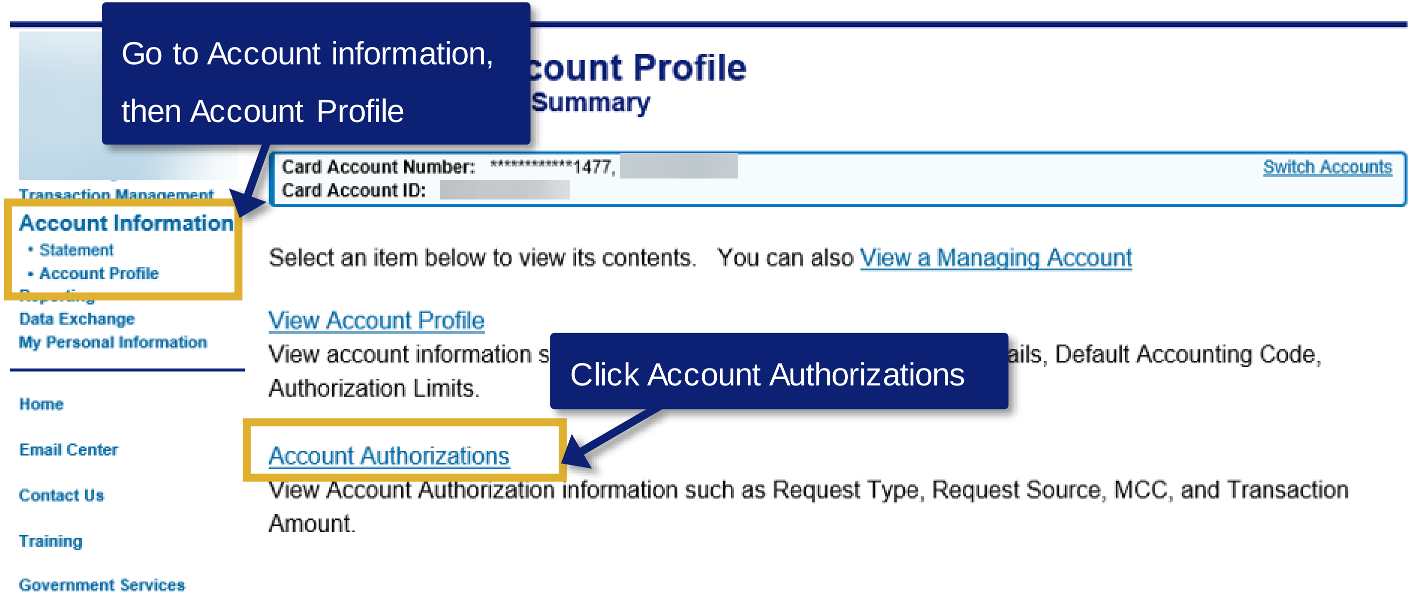
Check the box for Email or text

Know what to do if a transaction is declined

What should cardholders do when a transaction is declined?

Look up	Look up the decline reason in the system (if your organization has implemented the functionality)
Contact	Contact Customer Service using the number on the back of your card or the Contact Us in Access Online
Contact	Contact Program Administrator or Agency/Organization Program Coordinator for support (they can look up the reason and make an adjustment in Access Online)

Account Information/Profile



Go to Account information, then Account Profile

Click Account Authorizations

count Profile

Summary

Card Account Number: ************1477, [redacted]

Card Account ID: [redacted]

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

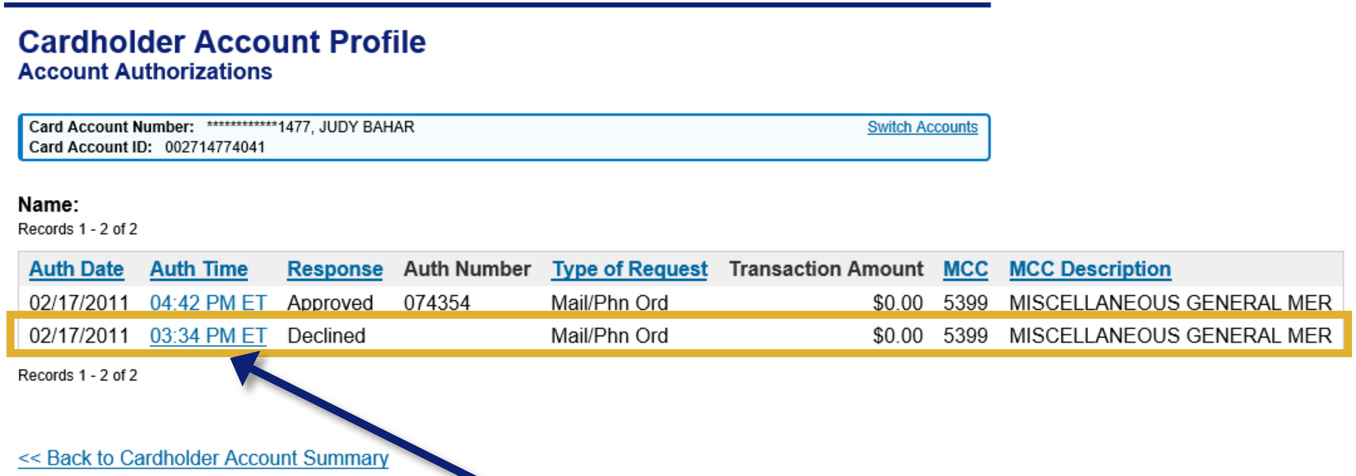
View Account Profile

View account information s ails, Default Accounting Code, Authorization Limits.

Account Authorizations

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

Viewing declines



Cardholder Account Profile

Account Authorizations

Card Account Number: ************1477, JUDY BAHAR
Card Account ID: 002714774041

Switch Accounts

Name:

Records 1 - 2 of 2

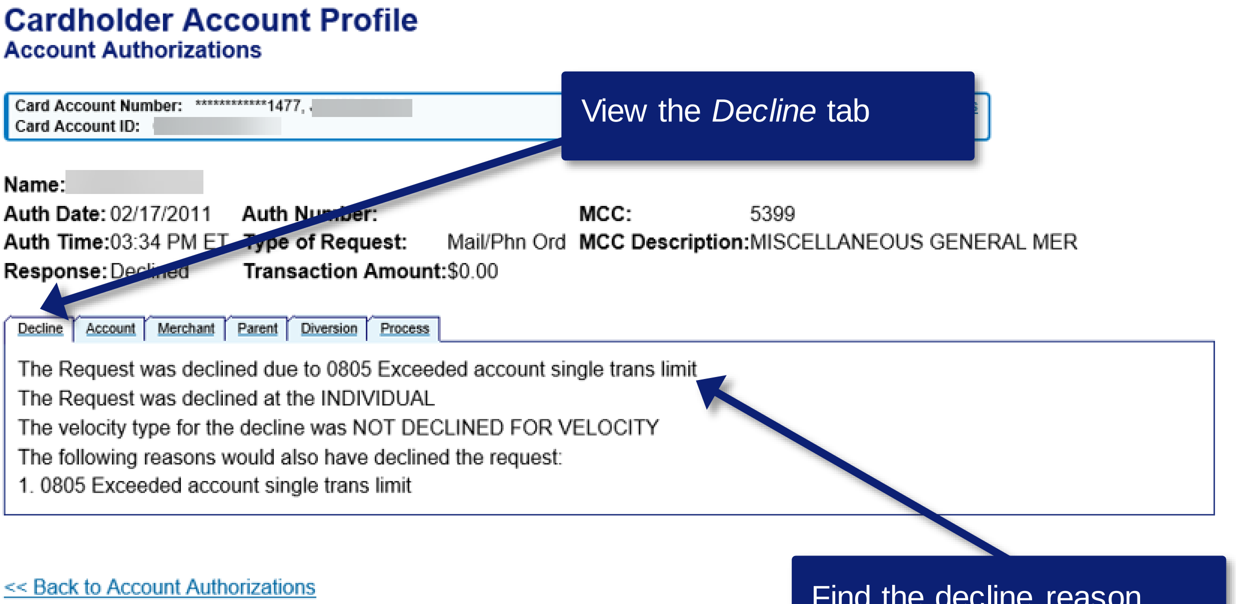
Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
02/17/2011	04:42 PM ET	Approved	074354	Mail/Phn Ord	$0.00	5399	MISCELLANEOUS GENERAL MER
02/17/2011	03:34 PM ET	Declined		Mail/Phn Ord	$0.00	5399	MISCELLANEOUS GENERAL MER

Records 1 - 2 of 2

<< Back to Cardholder Account Summary

Click on the time stamp for the declined transaction

Review decline information



Cardholder Account Profile

Account Authorizations

Card Account Number: ************1477, [redacted]
Card Account ID: [redacted]

Name: [redacted]
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

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

<< Back to Account Authorizations

View the *Decline* tab

Find the decline reason

Common decline reasons and what to do

Decline code	Reason	What cardholders can do
CRV status	Card is not activated	Activate card
MCC Code declined	Blocked merchant	Contact Program Administrator to unblock the merchant
Invalid account	Merchant entered incorrect zip, expiration date, or CVV number	Make sure merchant has correct information – then run the transaction again
FR status (Fraud Referral)	Transaction is suspected of being fraudulent (sometimes when zip is entered incorrectly)	Call Customer Service and let them know the transaction is valid
Not enough available money	The card has reached either the individual or managing account limit	Contact Program Administrator
Exceeded single purchase limit	The transaction exceeds the single purchase limit	Contact Program Administrator

Decline codes and reasons for chip cards

Chip Decline Reason Code	Code	Definition	What should be done?
ARQC Invalid	0881	Transaction was ran off-line and needs to be run on-line.	Request merchant to run transaction again.
ATC Incorrect	0145	CVV embedded in the chip is not verifying.	Retry transaction, if decline still persists refer Merchant to contact Merchant Services or swipe card.
Exceeds PIN Limit	0114	Cardmember entered PIN incorrectly multiple times.	Refer to Solution Advisors for PIN counter reset.
Application Trans Counter Invalid	0882	Merchant terminal is sending incomplete data.	Retry transaction, if decline still persists refer Merchant to contact Merchant Services or swipe card.
Invalid ICVV	0162	Merchant is truncating data sent.	Retry transaction, if decline still persists refer Merchant to contact Merchant Services or swipe card.
Invalid Card Verification	0125	Merchant is removing card from terminal too quickly.	Retry transaction, if decline still persists refer Merchant to contact Merchant Services or swipe card.

Use a Mobile App for transactions

Download the app

You MAY have access to a Mobile App - not all clients have access or use one

1. Download the app to your supported Apple or Android mobile device

2. Have your Organization Short Name (OSN) available

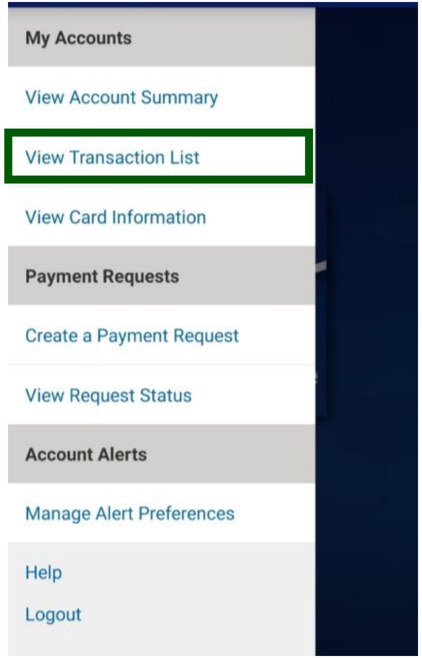
3. Login using your existing User ID and password or click the Register Online link from the launch page in the app and use your card information to self-register for a User ID

Download on the App Store

GET IT ON Google Play

View your transaction list

Click **View Transaction List**



My Accounts

View Account Summary

View Transaction List

View Card Information

Payment Requests

Create a Payment Request

View Request Status

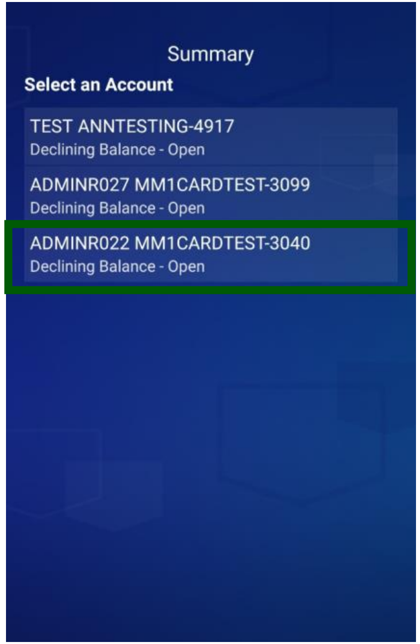
Account Alerts

Manage Alert Preferences

Help

Logout

Select an account



Summary

Select an Account

TEST ANNTESTING-4917
Declining Balance - Open

ADMINR027 MM1CARDTEST-3099
Declining Balance - Open

ADMINR022 MM1CARDTEST-3040
Declining Balance - Open

View the transaction list.

Click a transaction to view details.

ADMINR022 MM1CARDTEST-3040
Declining Balance

Transactions

01/10/2020	AXOL-TEST-TSYS TRANS 49	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 47	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 45	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 43	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 41	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 39	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 37	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 35	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 33	$1.00
01/10/2020	AXOL-TEST-TSYS TRANS 31	$1.00

Search the transaction list

Click the search icon (magnifying glass)

ADMINR022 MM1CARDTEST-3040
Declining Balance

Transactions

01/10/2020
AXOL-TEST-TSYS TRANS 49 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 47 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 45 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 43 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 41 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 39 $1.00

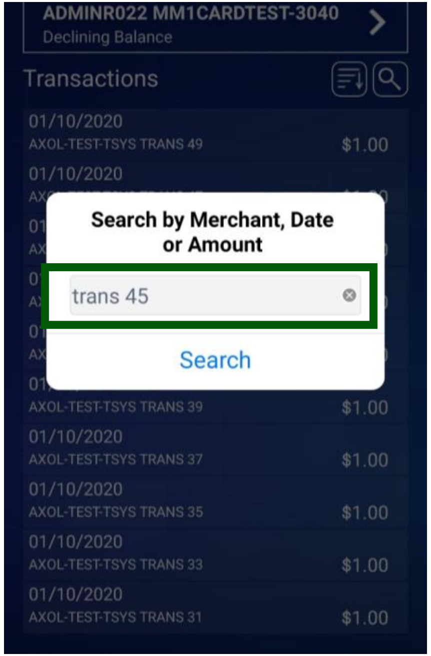
01/10/2020
AXOL-TEST-TSYS TRANS 37 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 35 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 33 $1.00

01/10/2020
AXOL-TEST-TSYS TRANS 31 $1.00

Type a merchant name, date, or amount and click **Search**

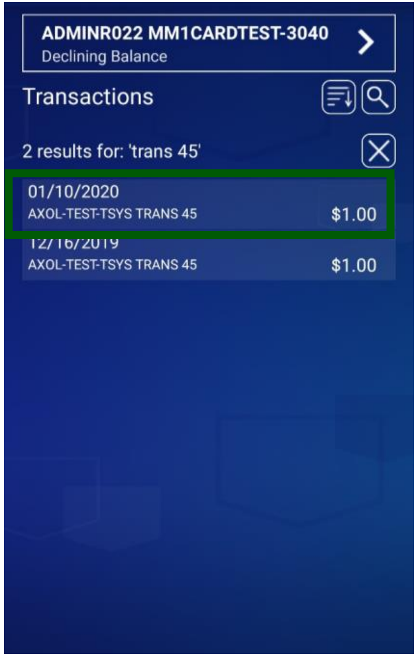


Search by Merchant, Date or Amount

trans 45

Search

Click a transaction to view details



ADMINR022 MM1CARDTEST-3040
Declining Balance

Transactions

2 results for: 'trans 45'

01/10/2020
AXOL-TEST-TSYS TRANS 45 $1.00

12/16/2019
AXOL-TEST-TSYS TRANS 45 $1.00

Sort the transaction list

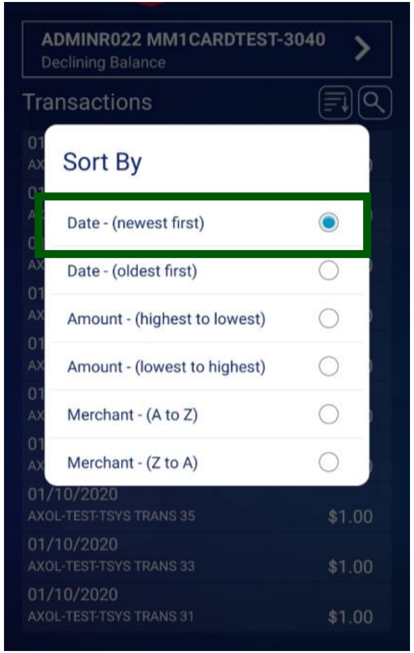
Click the sort icon

ADMINR022 MM1CARDTEST-3040
Declining Balance

Transactions

01/10/2020
AXOL-TEST-TSYS TRANS 49 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 47 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 45 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 43 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 41 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 39 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 37 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 35 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 33 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 31 $1.00

Select a way to sort the transactions



ADMINR022 MM1CARDTEST-3040
Declining Balance

Transactions

Sort By

Date - (newest first) ●
Date - (oldest first) ○
Amount - (highest to lowest) ○
Amount - (lowest to highest) ○
Merchant - (A to Z) ○
Merchant - (Z to A) ○

01/10/2020
AXOL-TEST-TSYS TRANS 35 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 33 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 31 $1.00

Click a transaction to view details

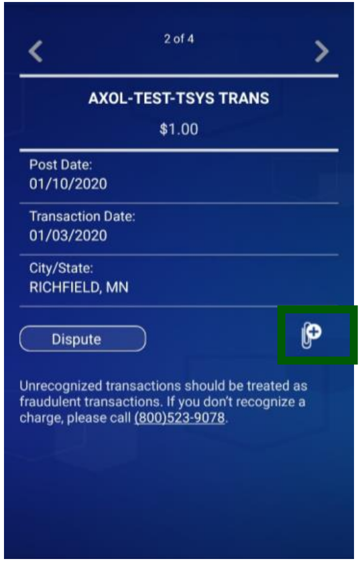
ADMINR022 MM1CARDTEST-3040
Declining Balance

Transactions

01/10/2020
AXOL-TEST-TSYS TRANS 49 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 47 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 45 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 43 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 41 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 39 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 37 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 35 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 33 $1.00
01/10/2020
AXOL-TEST-TSYS TRANS 31 $1.00

Attach a file

From the transaction detail, click the attachment icon (paper clip)


2 of 4

AXOL-TEST-TSYS TRANS

$1.00

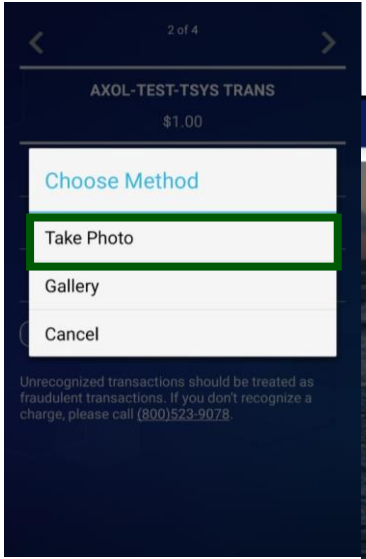
Post Date:
01/10/2020

Transaction Date:
01/03/2020

City/State:
RICHFIELD, MN

Unrecognized transactions should be treated as fraudulent transactions. If you don't recognize a charge, please call (800)523-9078.

Choose a method


2 of 4

AXOL-TEST-TSYS TRANS

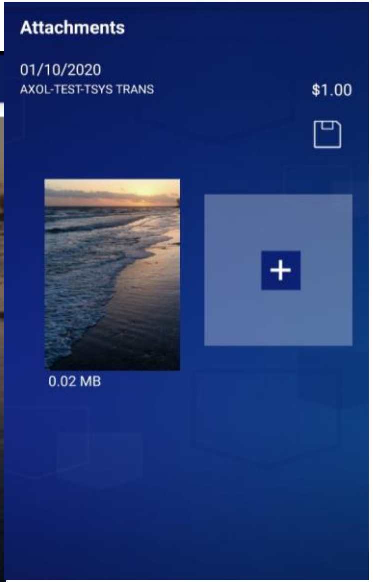
$1.00

Choose Method

Unrecognized transactions should be treated as fraudulent transactions. If you don't recognize a charge, please call (800)523-9078.

Take a photo (for example of a receipt), or locate the file from your phone's gallery

View the attachment, add another if needed


Attachments

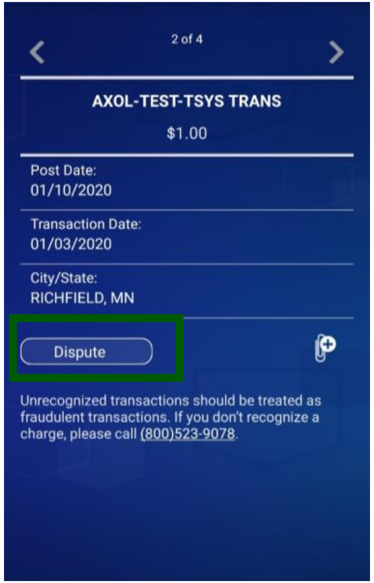
01/10/2020
AXOL-TEST-TSYS TRANS

$1.00

0.02 MB

Dispute a transaction in the mobile app

From the transaction detail, click the **Dispute** button



AXOL-TEST-TSYS TRANS

$1.00

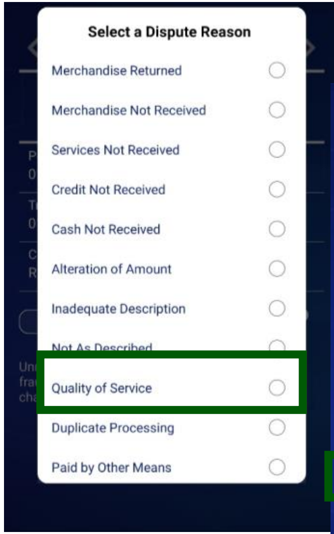
Post Date:
01/10/2020

Transaction Date:
01/03/2020

City/State:
RICHFIELD, MN

Unrecognized transactions should be treated as fraudulent transactions. If you don't recognize a charge, please call (800)523-9078.

Select a dispute reason



Complete the form and click **Submit**

Dispute a Transaction
Quality of Service

ADMINF006 CORPTEST-0076

Merchant:	AXOL-TEST-TSYS TRANS
Transaction Date:	01/03/2020
Statement Date:	02/10/2020
Amount:	+$1.00

All fields required unless noted as (optional).

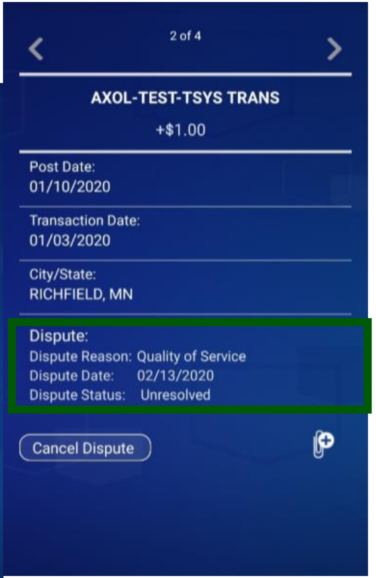
Requestor Name:
gytest Yang

Requestor Phone Number:
(###)###-####

Comments:

View the dispute information on the transaction detail

Cancel by clicking **Cancel Dispute**



AXOL-TEST-TSYS TRANS

+$1.00

Post Date:
01/10/2020

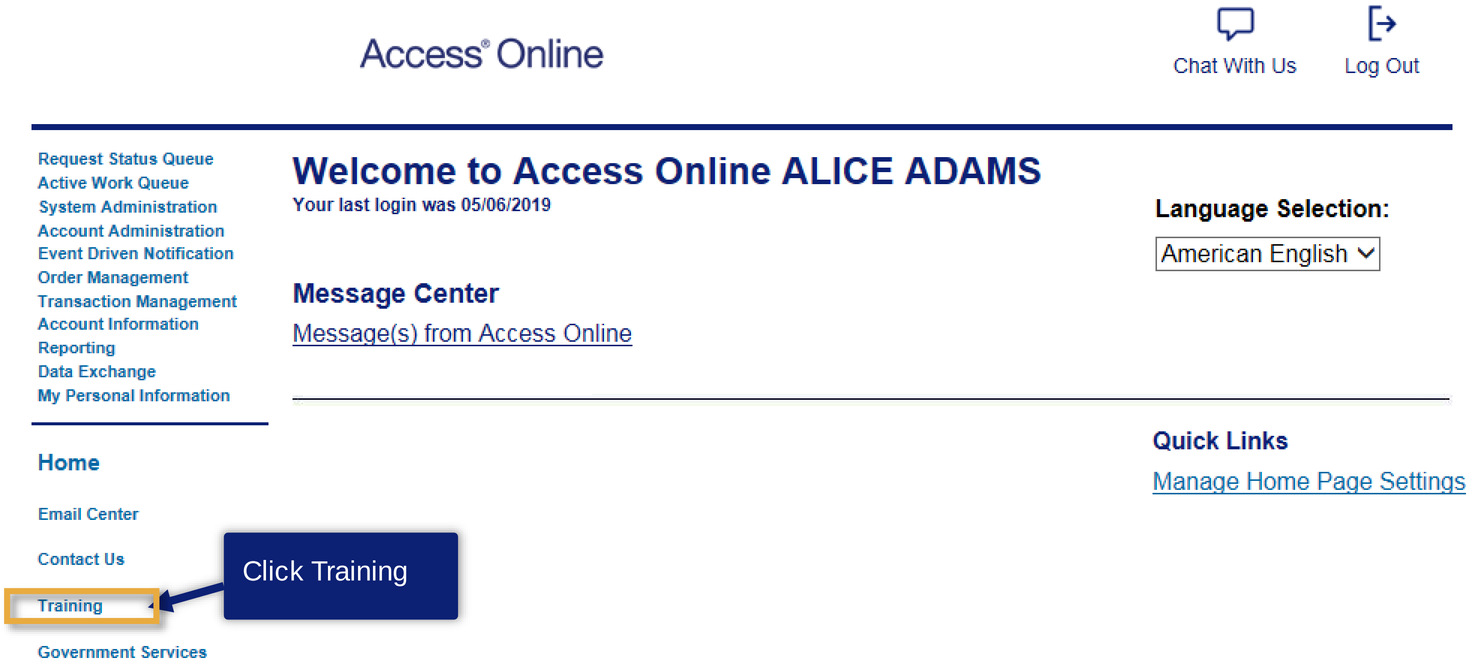
Transaction Date:
01/03/2020

City/State:
RICHFIELD, MN

Dispute:
Dispute Reason: Quality of Service
Dispute Date: 02/13/2020
Dispute Status: Unresolved

Locate resources for transaction information

Navigate to Training



Welcome to Access Online ALICE ADAMS

Your last login was 05/06/2019

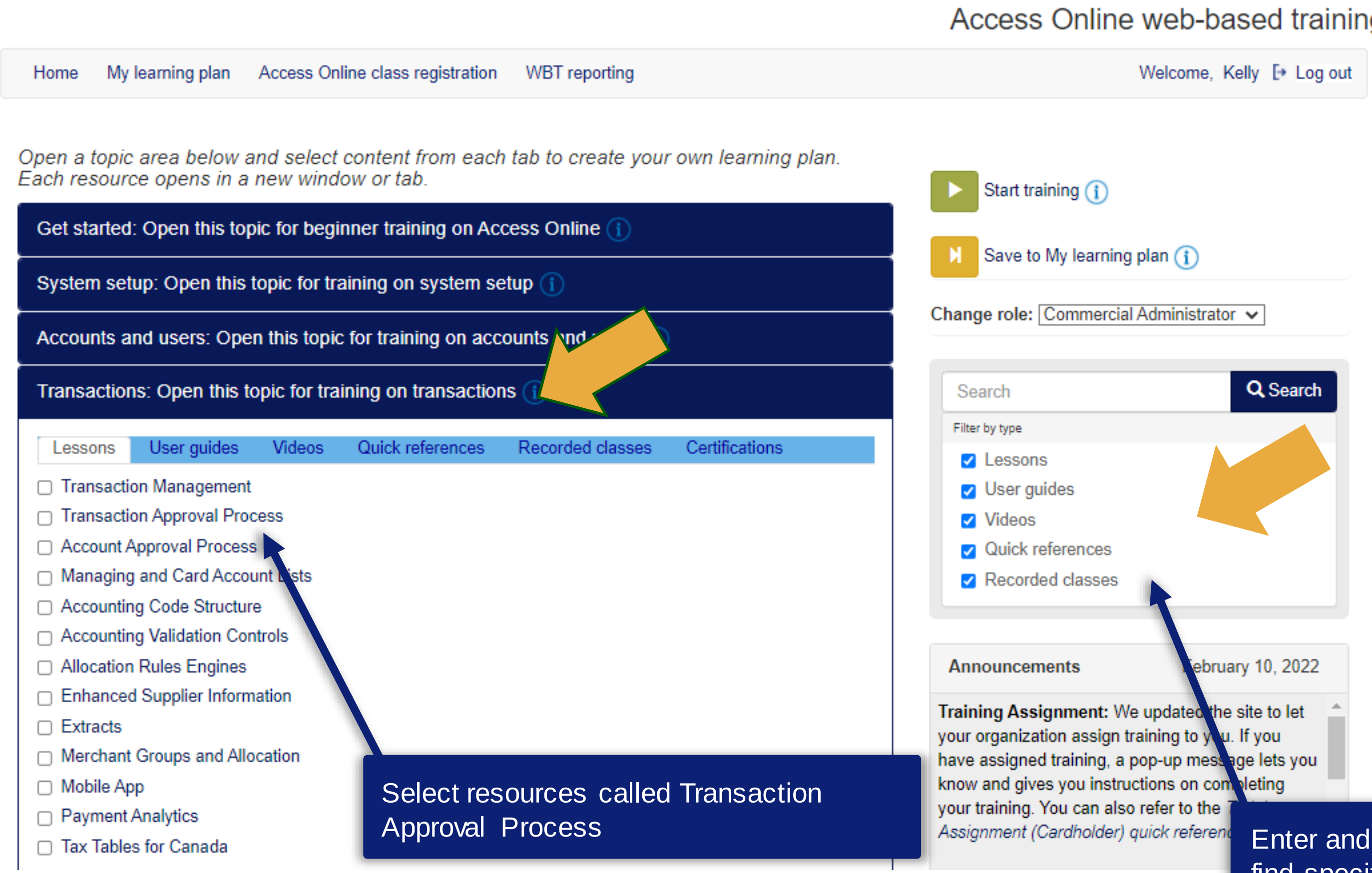
Language Selection: American English

Message Center

Message(s) from Access Online

Click Training

Choose learning content



Access Online web-based training

Home | My learning plan | Access Online class registration | WBT reporting | Welcome, Kelly | 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

Transactions: Open this topic for training on transactions

Lessons | User guides | Videos | Quick references | Recorded classes | Certifications

☐ Transaction Management
☐ Transaction Approval Process
☐ Account Approval Process
☐ Managing and Card Account Lists
☐ Accounting Code Structure
☐ Accounting Validation Controls
☐ Allocation Rules Engines
☐ Enhanced Supplier Information
☐ Extracts
☐ Merchant Groups and Allocation
☐ Mobile App
☐ Payment Analytics
☐ Tax Tables for Canada

Start training

Save to My learning plan

Change role: Commercial Administrator

Search | Search

Filter by type

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

Announcements ebruary 10, 2022

Training Assignment: We updated the site to let your organization assign training to y u. If you have assigned training, a pop-up mess ge lets you know and gives you instructions on com leting your training. You can also refer to the T
Assignment (Cardholder) quick referen

Select resources called Transaction Approval Process

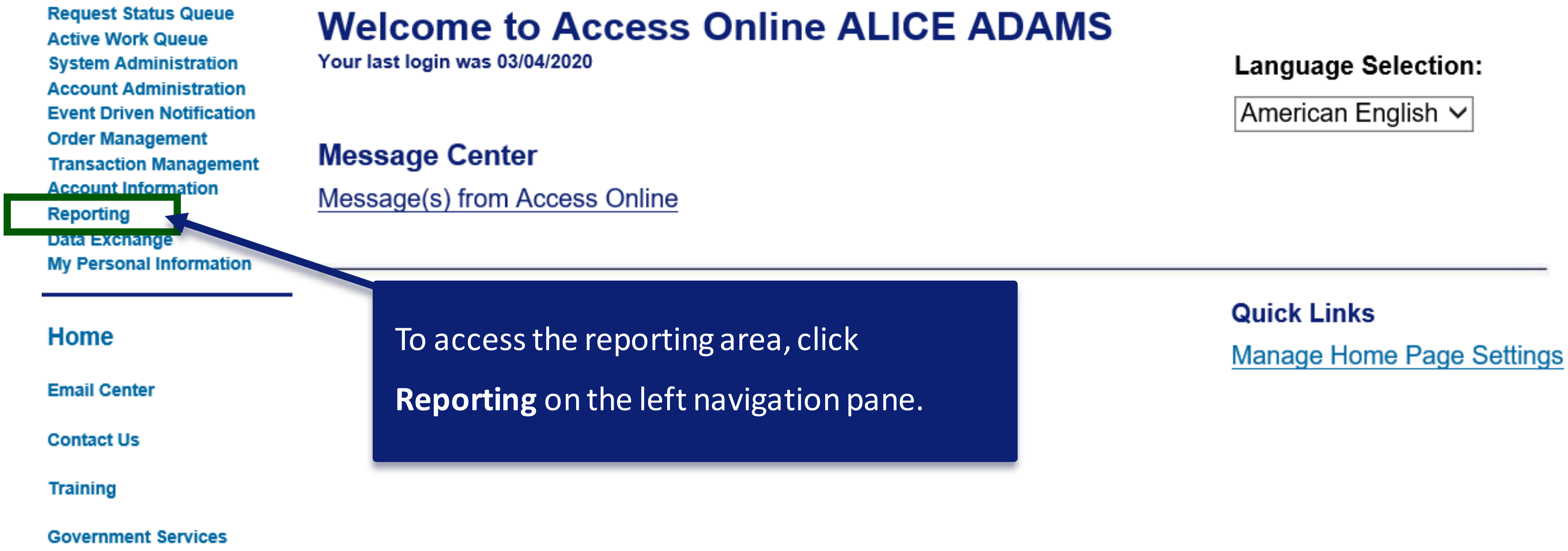
Enter and search on keywords to find specific topic resources

Choose:

- Lesson: if you want a chance to practice clicking through screens
- User Guide: if you want a comprehensive, step by step guide
- Videos: Quick demonstration of a single task
- Quick references: Quick steps of a single task
- Recorded class: Narrated explanation and demonstration
- Certifications: Examination questions providing a certificate

Standard reporting overview

Navigate to Reporting



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 03/04/2020

Message Center

Message(s) from Access Online

Language Selection:

American English

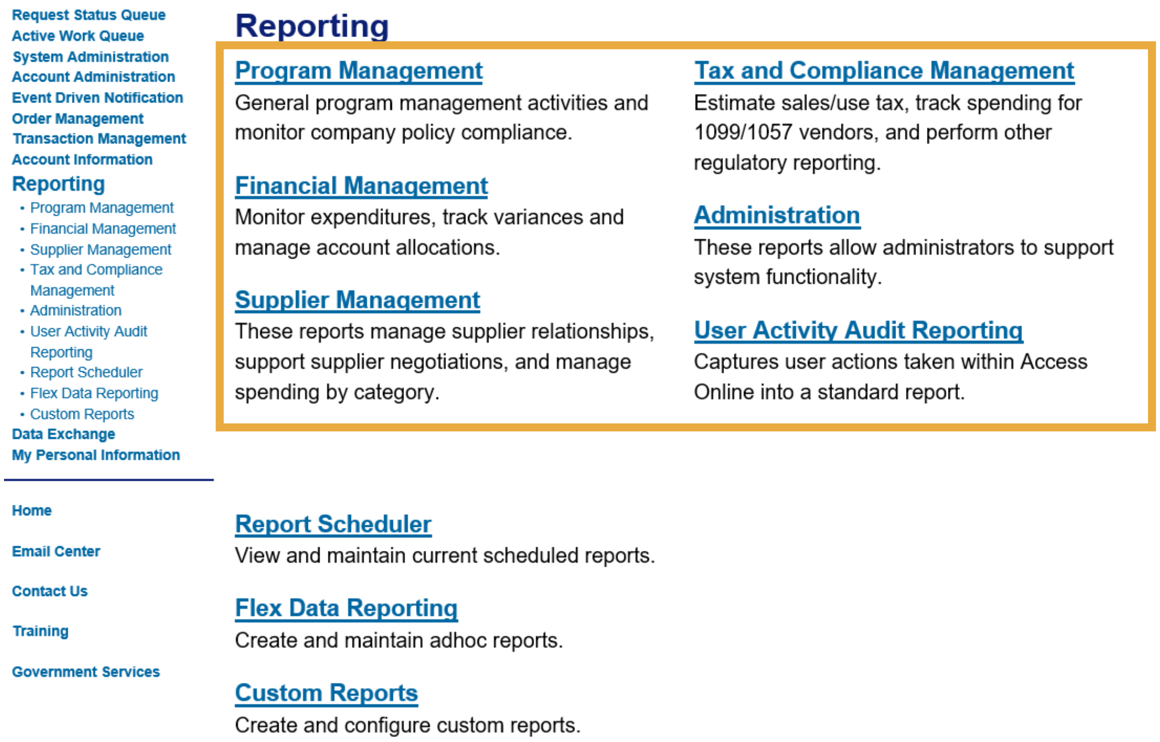
Quick Links

Manage Home Page Settings

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

Standard reporting

- The reports you have available depend on your role, organization and type of card program.
- You can:
  - 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



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.

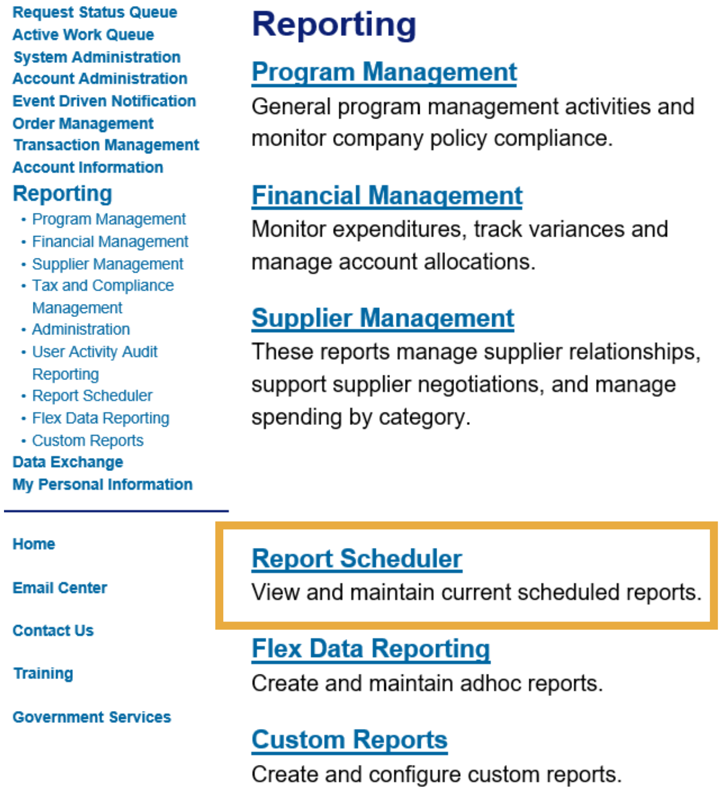
User Activity Audit Reporting
Captures user actions taken within Access Online into a standard report.

Report Scheduler
View and maintain current scheduled reports.

Flex Data Reporting
Create and maintain adhoc reports.

Custom Reports
Create and configure custom reports.

Report Scheduler



- **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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  - Custom Reports
- **Data Exchange**
- **My Personal Information**

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Government Services

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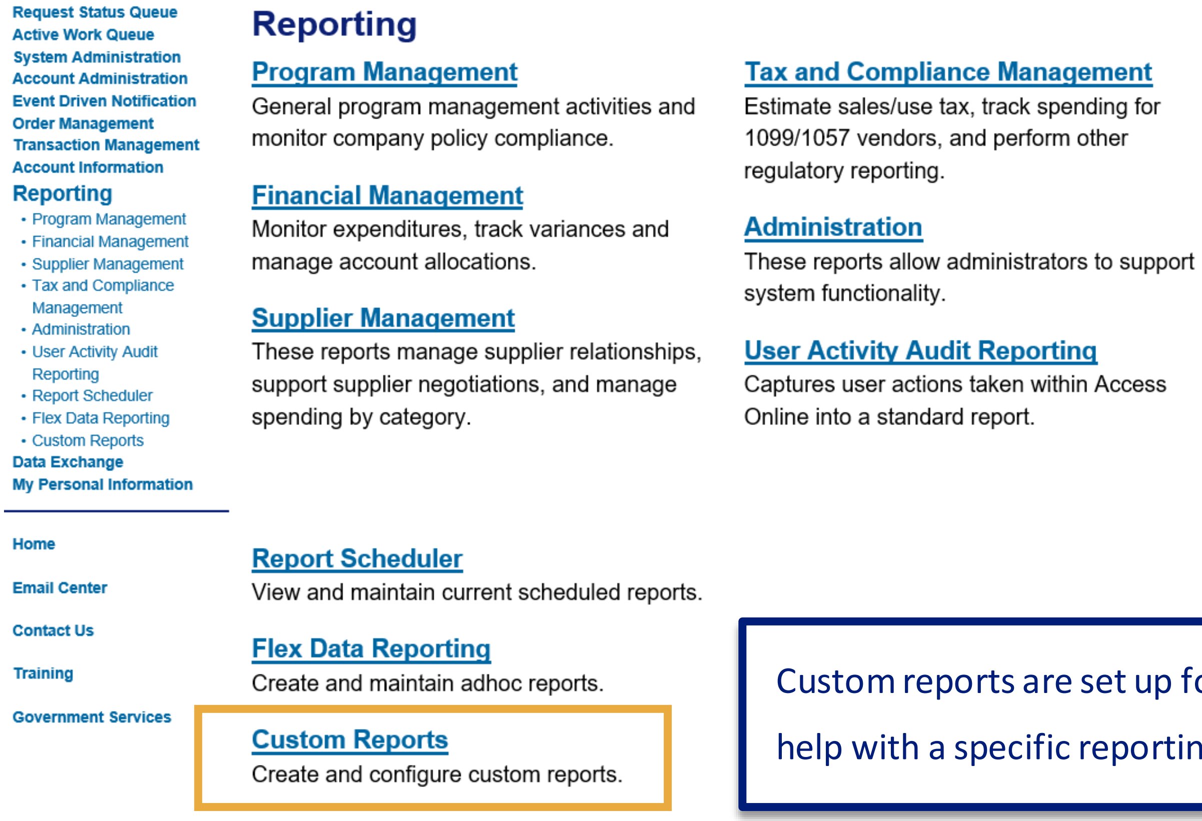
Many standard reports and flex data reports can be scheduled at a frequency you desire.

Custom reporting



- Request Status Queue
- Active Work Queue
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- Account Administration
- Event Driven Notification
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  - Financial Management
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  - Administration
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- Email Center
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Custom reports are set up for specific organizations and help with a specific reporting or audit need

What timing factors should you consider?

- Data builds up to 72 months of history
- Data displayed on reports is from the prior day
- Time-out limit of Access Online is 15 minutes

Note: Pop-up blockers may prevent reports from opening, so turn them off when viewing reports.

Set up and run standard reports

Program Management reports

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
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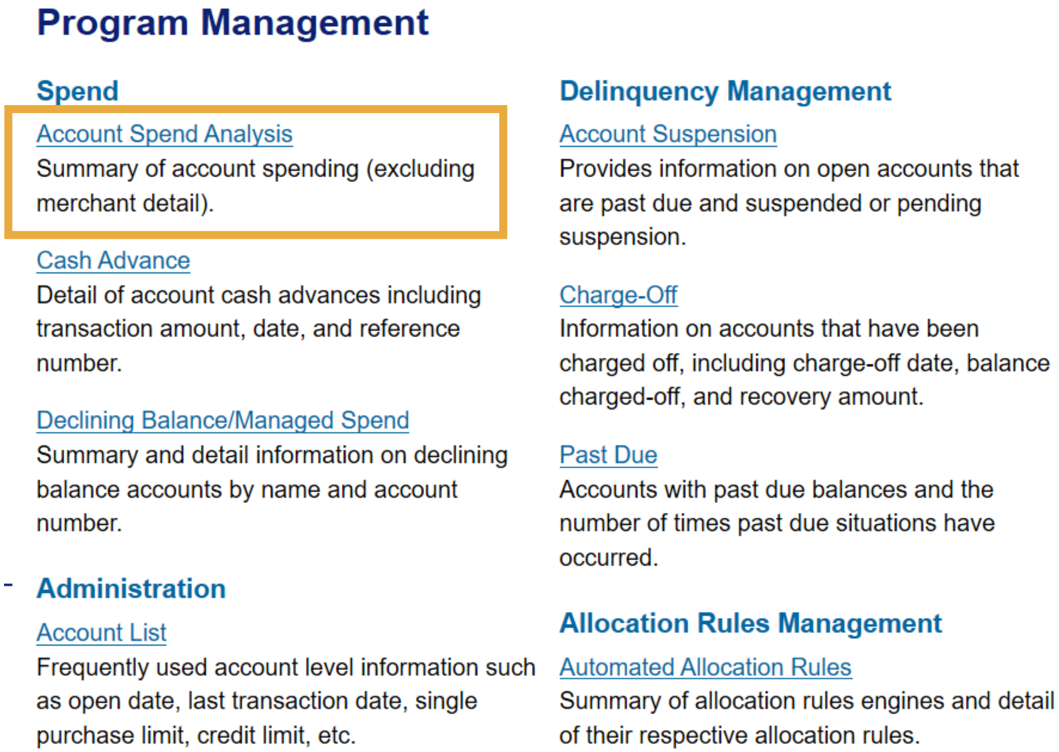
Click **Program Management**

Popular reports – Account Spend Analysis

The Account Spend Analysis report provides the number of transactions and total amount spent for each account for the time-frame I specify.



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.

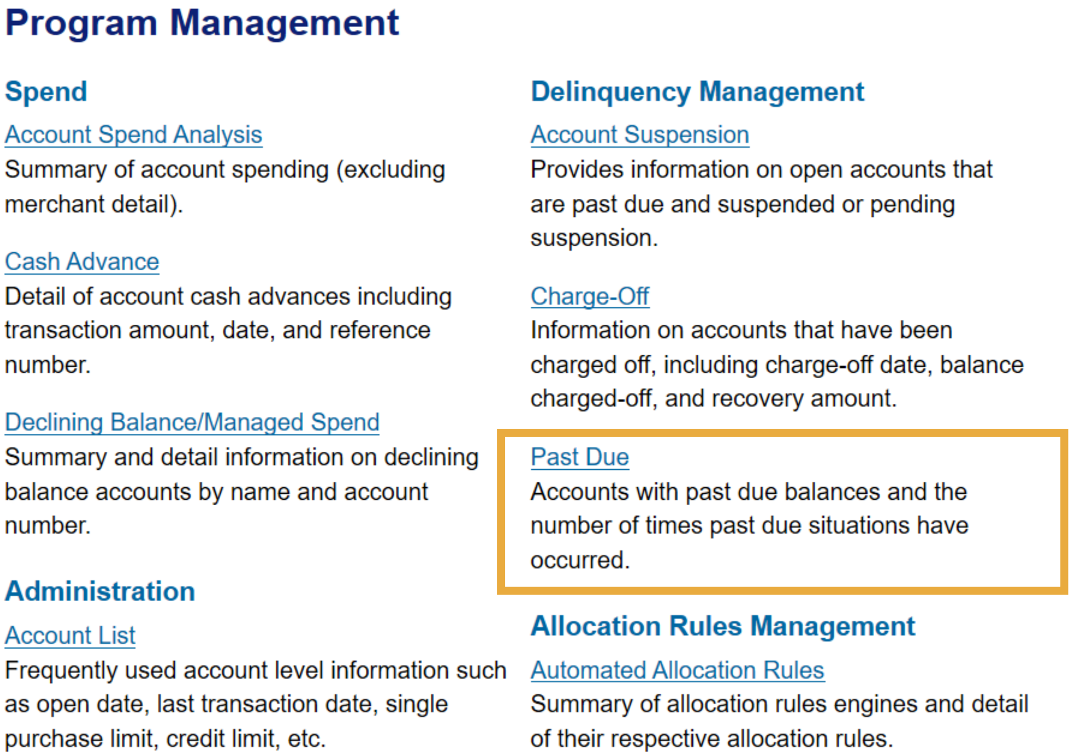
Past Due
Accounts with past due balances and the number of times past due situations have occurred.

Allocation Rules Management

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

Popular reports – Past Due

The Past Due report gives me a list of past due accounts for the number of days I select.



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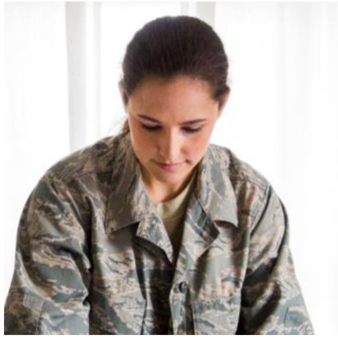
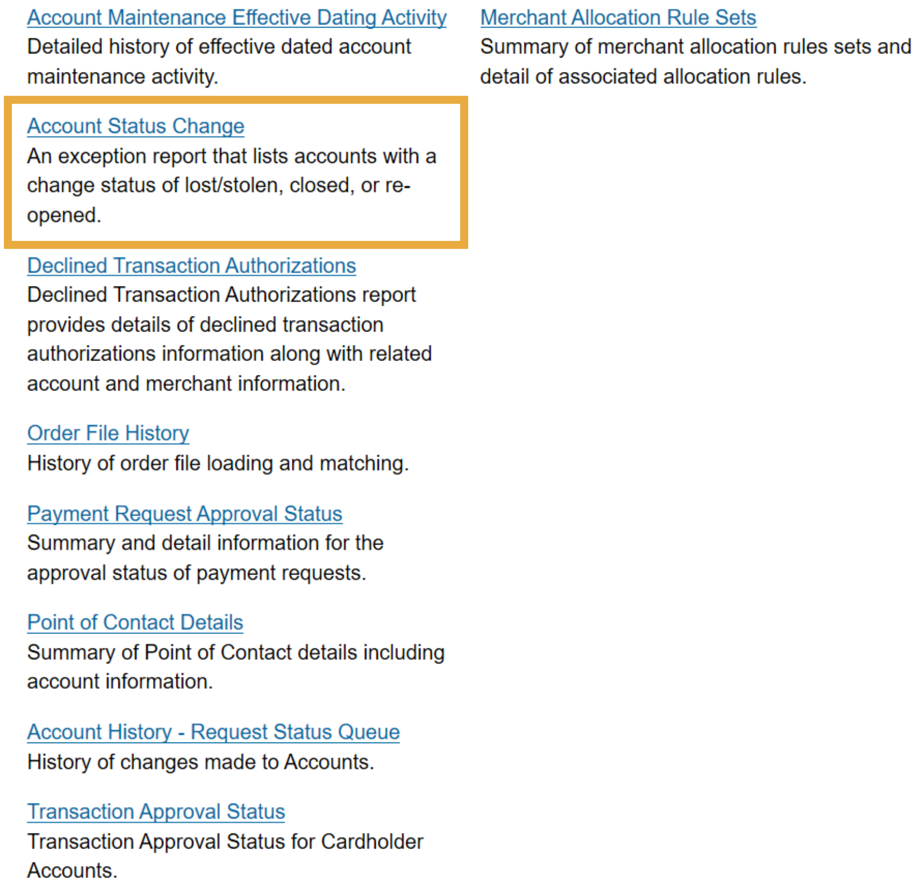
Popular reports – Account Status Change

The Account Status Change report provides a list of accounts with a change of status. It also shows new account information.





Account Maintenance Effective Dating Activity
Detailed history of effective dated account maintenance activity.

Account Status Change
An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

Declined Transaction Authorizations
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.

Order File History
History of order file loading and matching.

Payment Request Approval Status
Summary and detail information for the approval status of payment requests.

Point of Contact Details
Summary of Point of Contact details including account information.

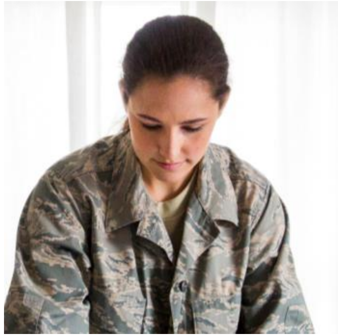
Account History - Request Status Queue
History of changes made to Accounts.

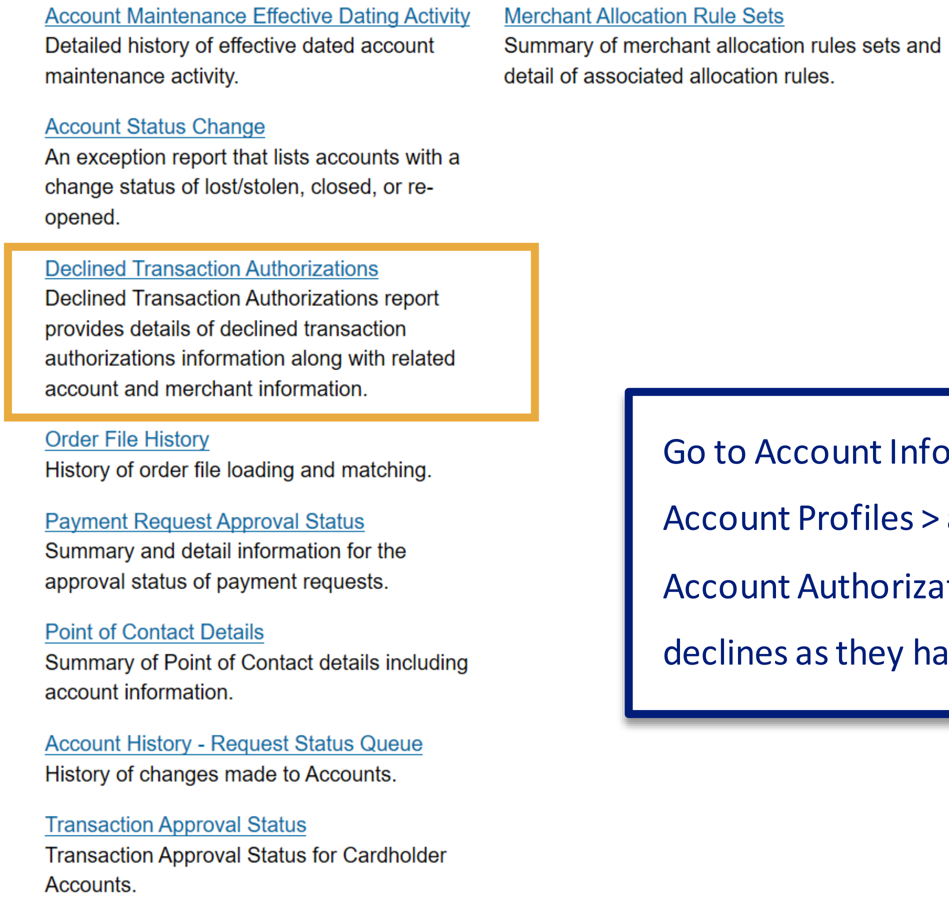
Transaction Approval Status
Transaction Approval Status for Cardholder Accounts.

Merchant Allocation Rule Sets
Summary of merchant allocation rules sets and detail of associated allocation rules.

Popular reports – Declined Transactions

The Declined Transaction Authorizations report shows transaction decline information.





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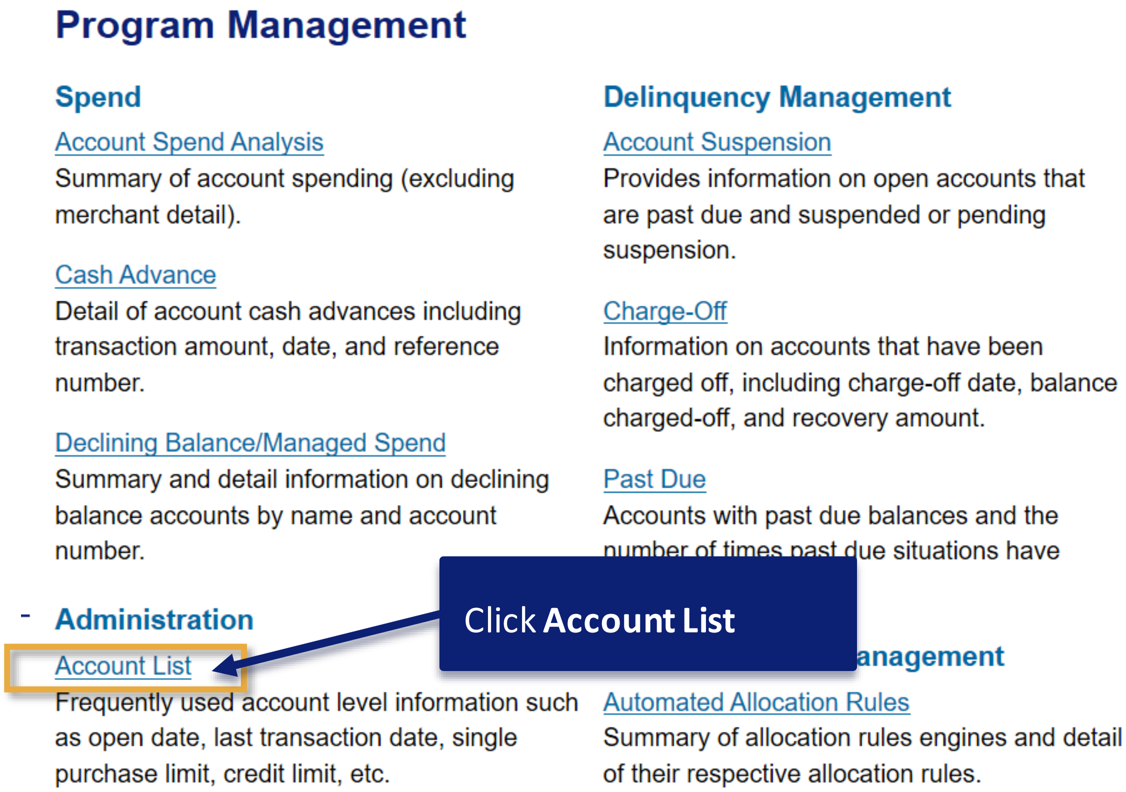
Go to Account Information > Account Profiles > and then Account Authorizations to view declines as they happen.

Navigate to the Account List report



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- Administration

Account List

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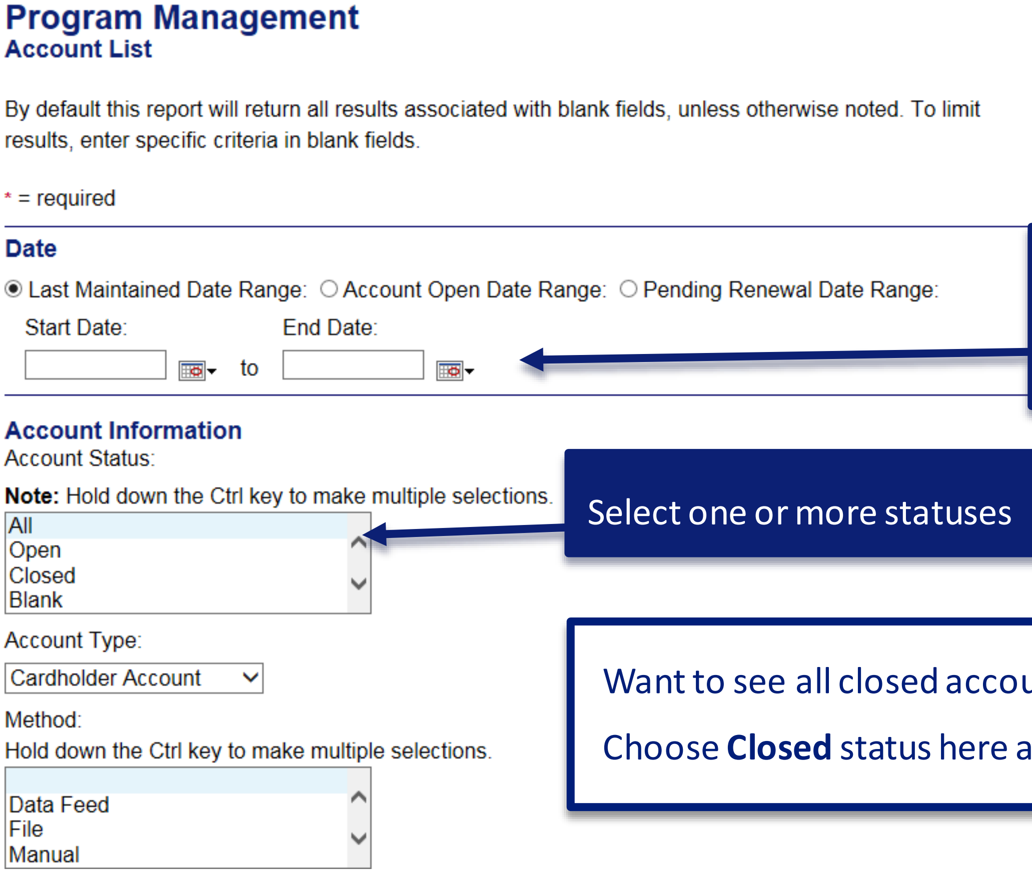
anagement

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: ______ to End Date: ______

Account Information

Account Status:

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

- All
- Open
- Closed
- Blank

Account Type:

Cardholder Account

Method:

Hold down the Ctrl key to make multiple selections.

- Data Feed
- File
- Manual

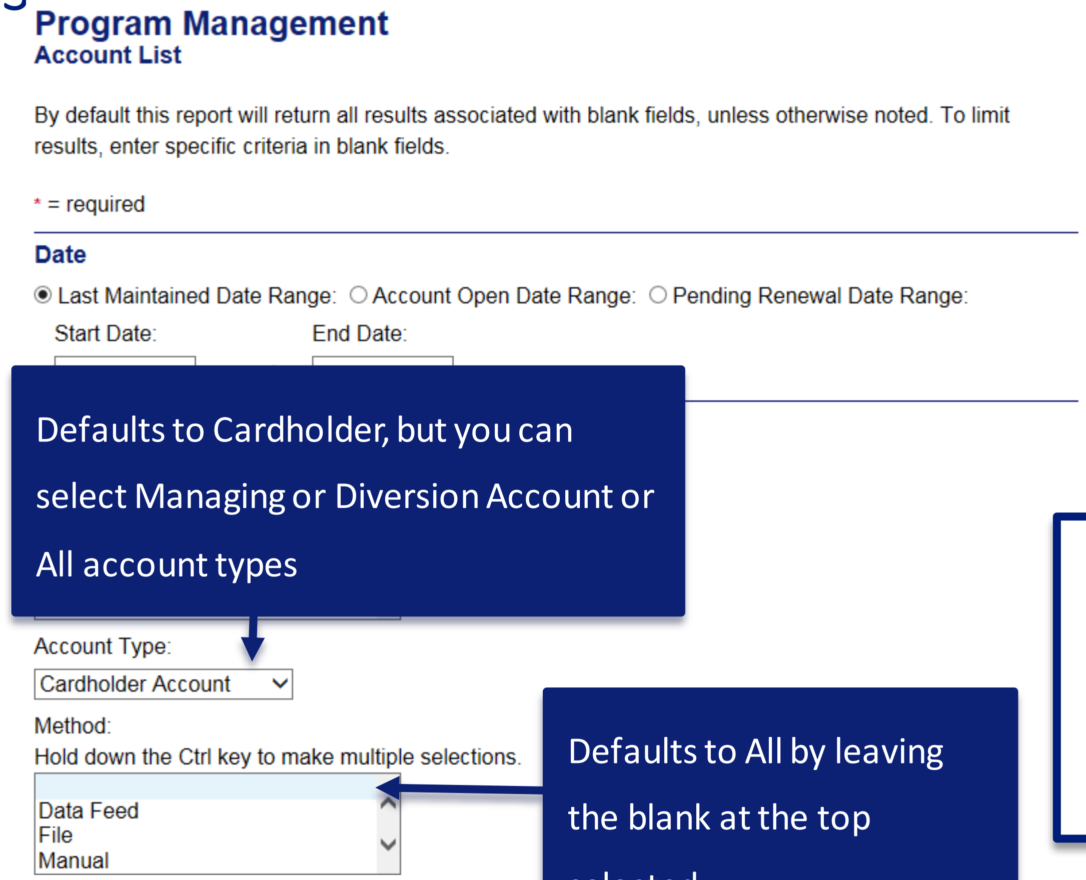
Best practice – select Last Maintained Date Range and leave dates blank

Select one or more statuses

Want to see all closed accounts with outstanding balances?

Choose **Closed** status here and **Account Details** below.

Specify report parameters – type and method



Program Management

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* = required

Date

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

Start Date: End Date:

Account Type:

Cardholder Account

Method:

Hold down the Ctrl key to make multiple selections.

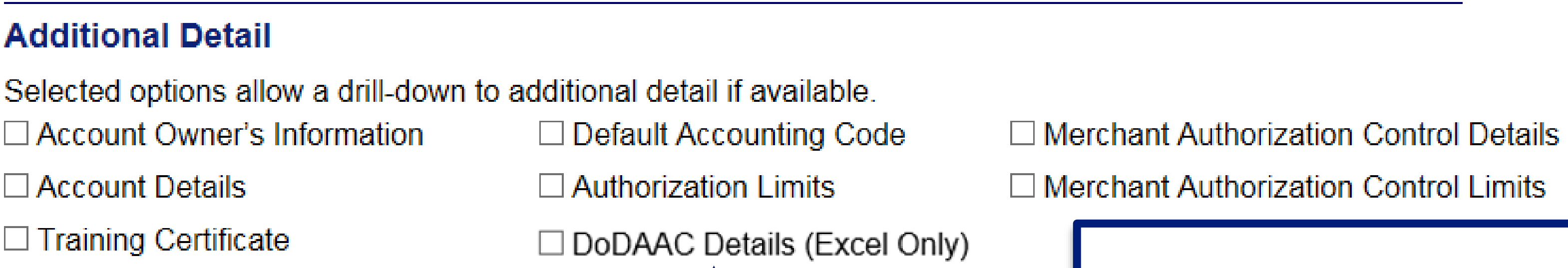
Data Feed
File
Manual

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

Defaults to All by leaving the blank at the top selected

Want to see all the accounts an Account Coordinator set up for you through an Excel spreadsheet? Select **File** here!

Select additional details



Additional Detail

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

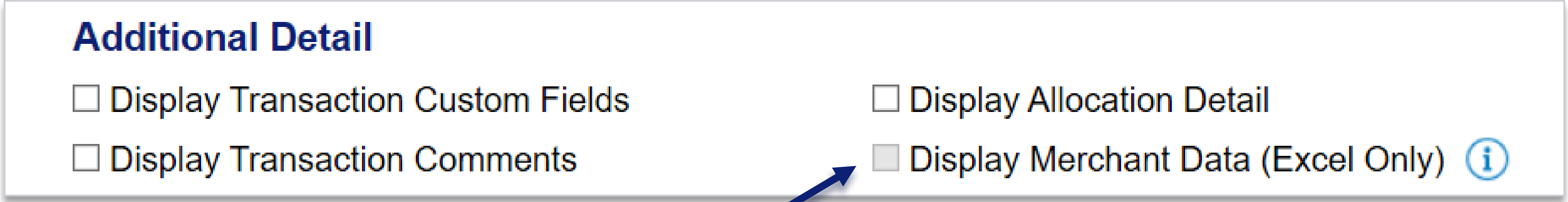
☐ Account Owner's Information
☐ Account Details
☐ Training Certificate
☐ Default Accounting Code
☐ Authorization Limits
☐ DoDAAC Details (Excel Only)
☐ Merchant Authorization Control Details
☐ Merchant Authorization Control Limits

Select any additional details

DOD users can select to include DoDAACs

Want to make sure that the correct Merchant Authorization Controls are in place for your accounts?

Additional details in Excel only



Additional Detail

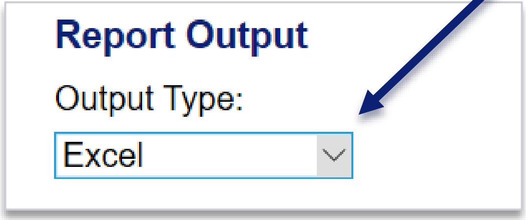
☐ Display Transaction Custom Fields

☐ Display Transaction Comments

☐ Display Allocation Detail

☐ Display Merchant Data (Excel Only) ⓘ

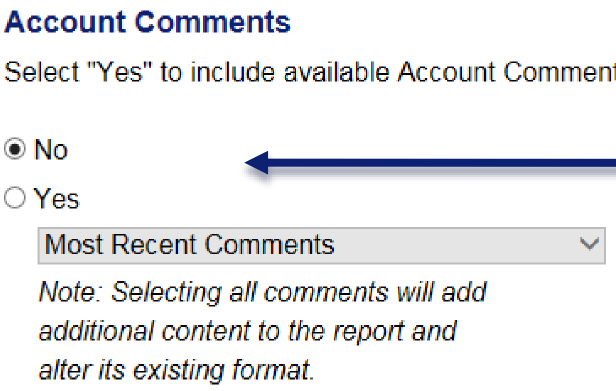
Sometimes additional details are only available in one type of report output, such as Microsoft Excel.



Report Output

Output Type: Excel

Report parameters – comments, purged accounts



Account Comments

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

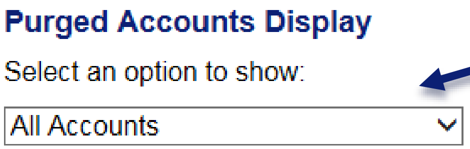
● No

○ 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

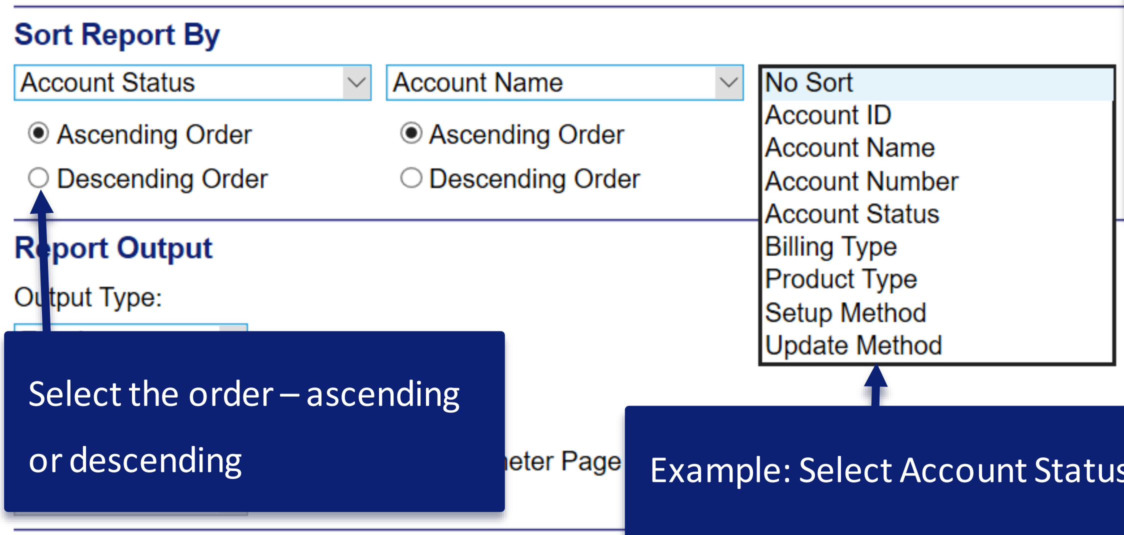
Select an option to show:

All Accounts

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

Cardholder accounts purge at 12 months when they have a V9 or T9 status and at 22 months when they have an Open status and have been inactive for that timeframe. However, information about those accounts is still available in Access Online reporting for 6 years after the purge date and offline thereafter by request.

Select sorting options



Sort Report By

Account Status

● Ascending Order

○ Descending Order

Account Name

● Ascending Order

○ Descending Order

- No Sort
- Account ID
- Account Name
- Account Number
- Account Status
- Billing Type
- Product Type
- Setup Method
- Update Method

Report Output

Output Type:

eter Page

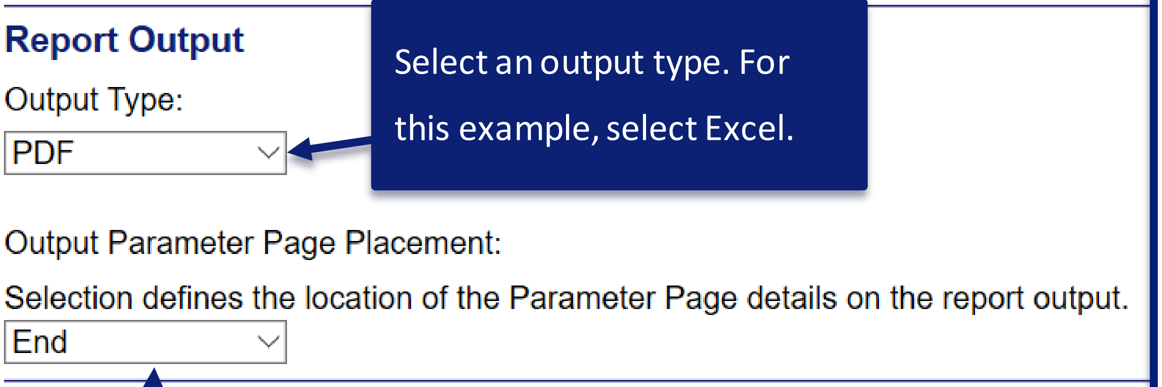
In what order do you want information to appear on the report? You can sort it by some (not all) of the columns that display on the report.

Select the order – ascending or descending

Example: Select Account Status first, then Account Name

This will first list all accounts by status, for example – all the open ones together, all the closed ones together. Then the accounts will be listed by cardholder name.

Select report output type



Report Output

Output Type:

PDF

Output Parameter Page Placement:

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

End

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

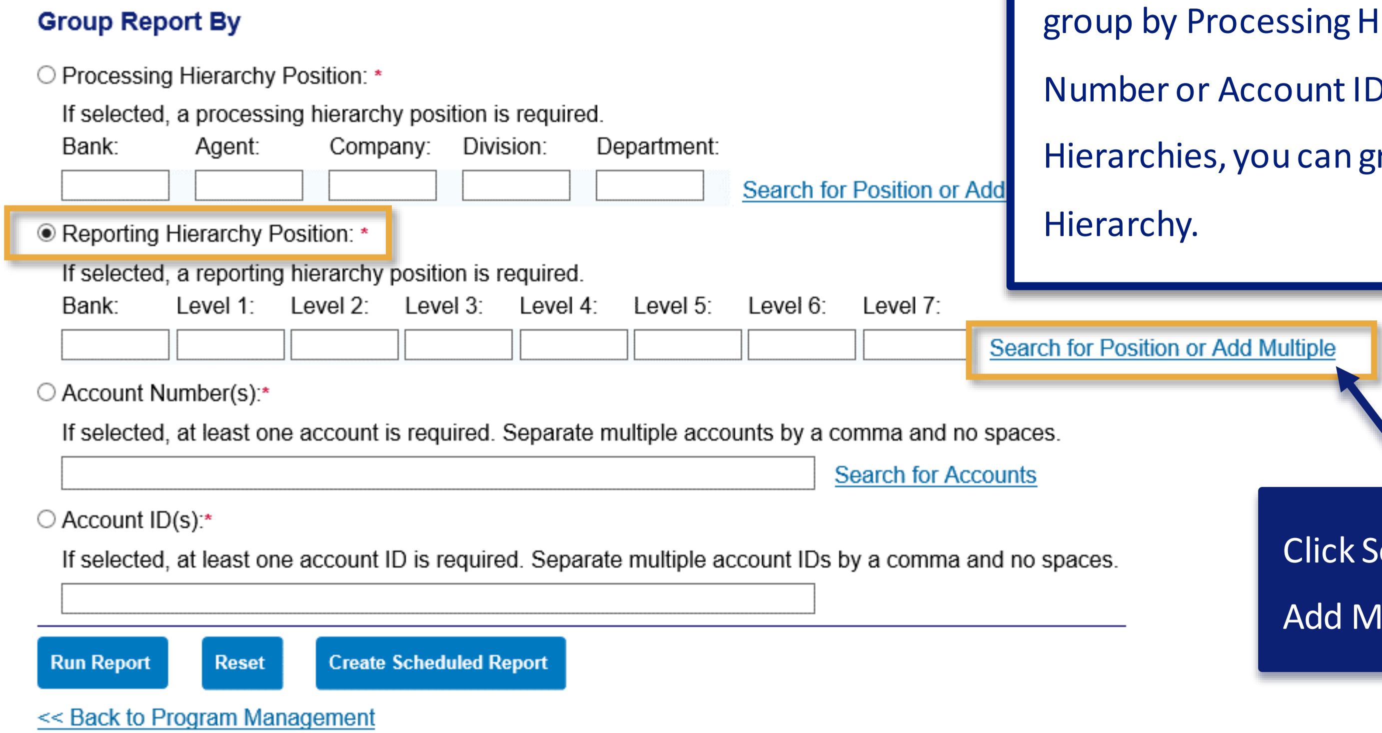
Reports put the parameters somewhere on the report. If you select PDF output type, you can choose whether to put them at the beginning or end.

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

● 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

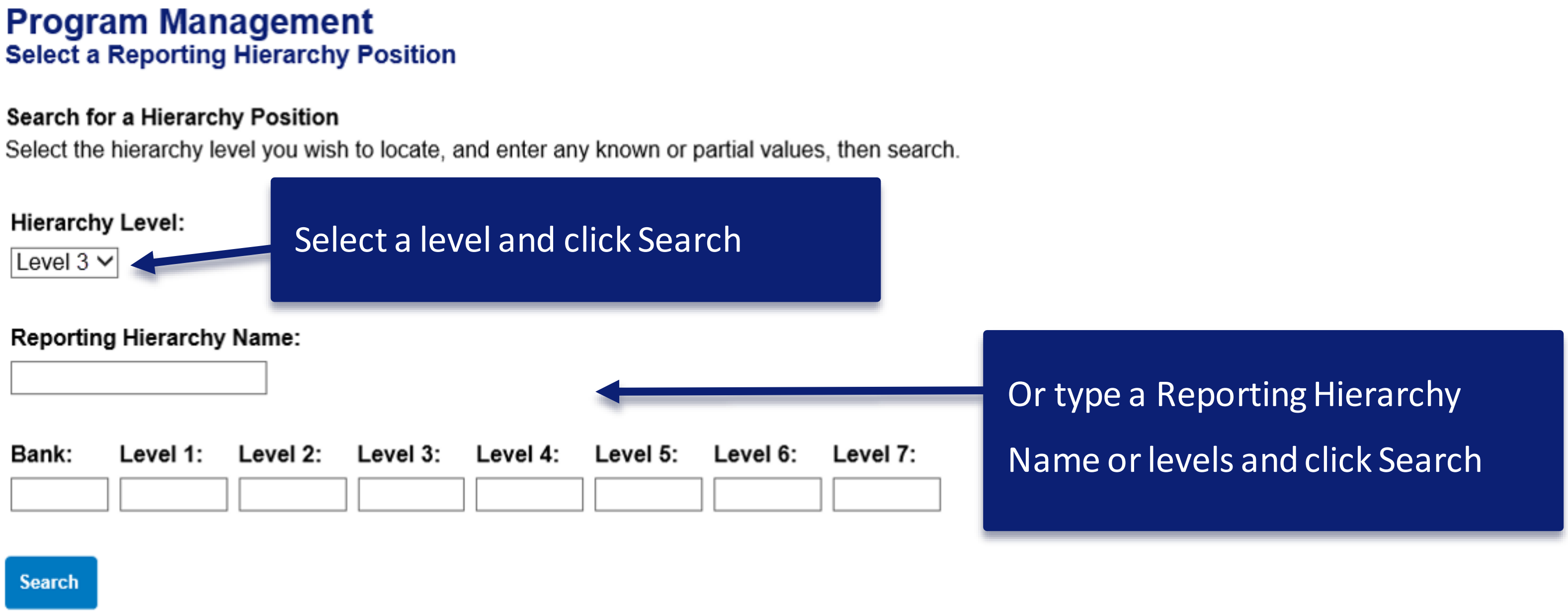
○ Account ID(s):*

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

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.

Click Search for Position or Add Multiple

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

Reporting Hierarchy Name:

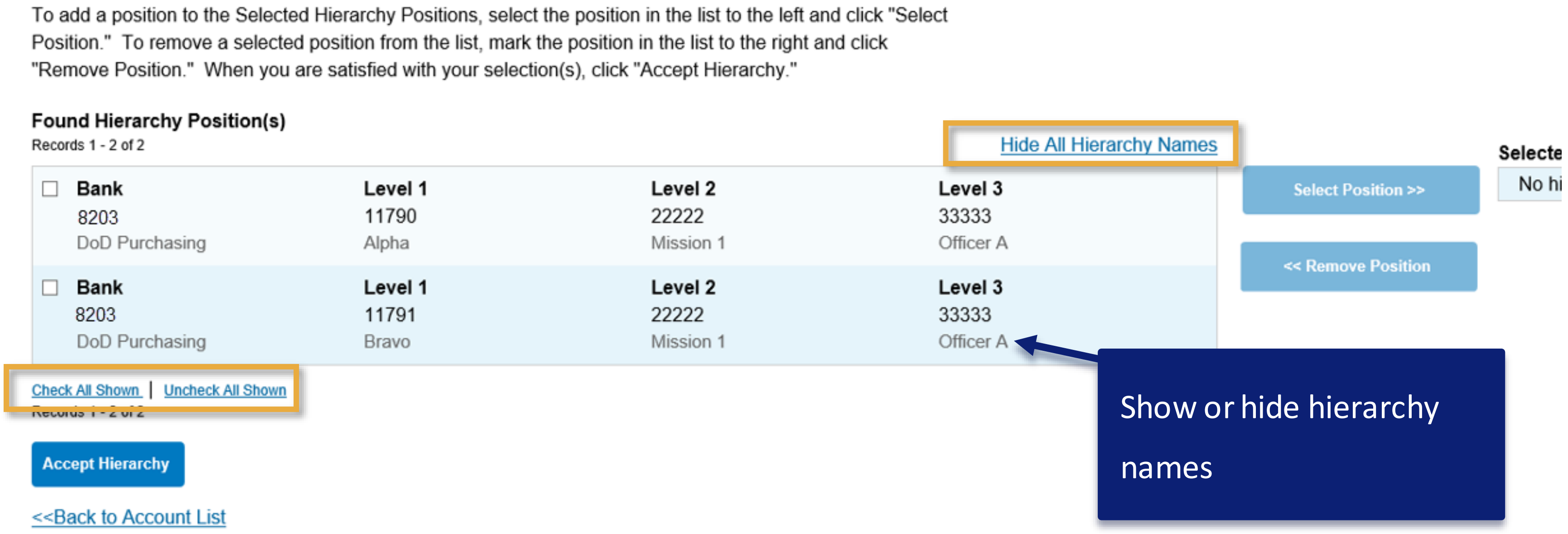
Bank: **Level 1:** **Level 2:** **Level 3:** **Level 4:** **Level 5:** **Level 6:** **Level 7:**

Select a level and click Search

Or type a Reporting Hierarchy

Name or levels and click Search

Select one or more hierarchies



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." When you are satisfied with your selection(s), click "Accept Hierarchy."

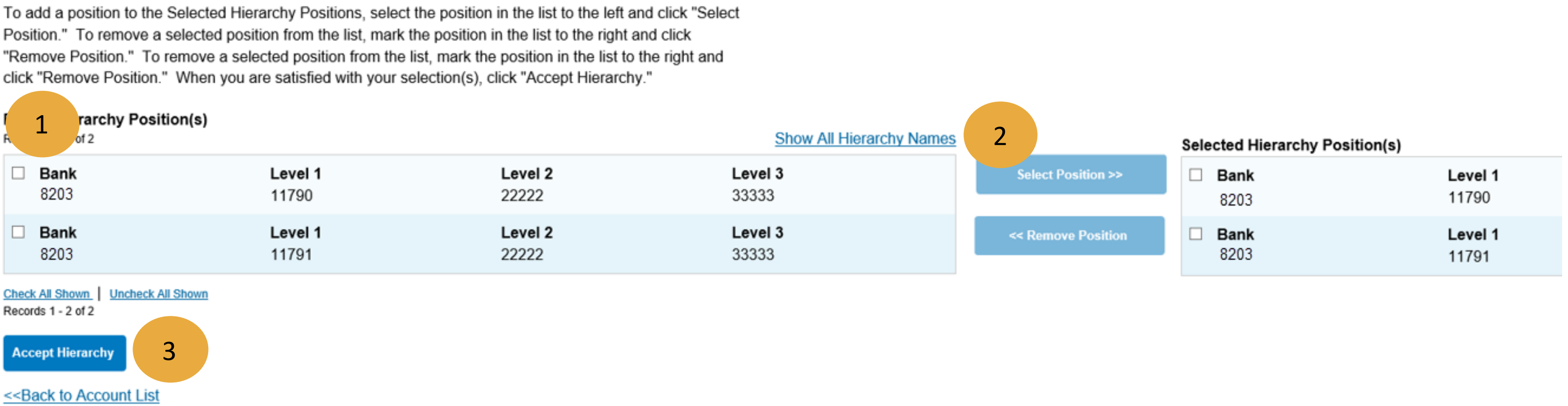
Found Hierarchy Position(s)

Records 1 - 2 of 2

☐	**Bank** 8203 DoD Purchasing	**Level 1** 11790 Alpha	**Level 2** 22222 Mission 1	**Level 3** 33333 Officer A
☐	**Bank** 8203 DoD Purchasing	**Level 1** 11791 Bravo	**Level 2** 22222 Mission 1	**Level 3** 33333 Officer A

Show or hide hierarchy names

Complete all three steps



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."

rarchy Position(s)

of 2

Show All Hierarchy Names

☐	**Bank** 8203	**Level 1** 11790	**Level 2** 22222	**Level 3** 33333
☐	**Bank** 8203	**Level 1** 11791	**Level 2** 22222	**Level 3** 33333

Check All Shown | Uncheck All Shown

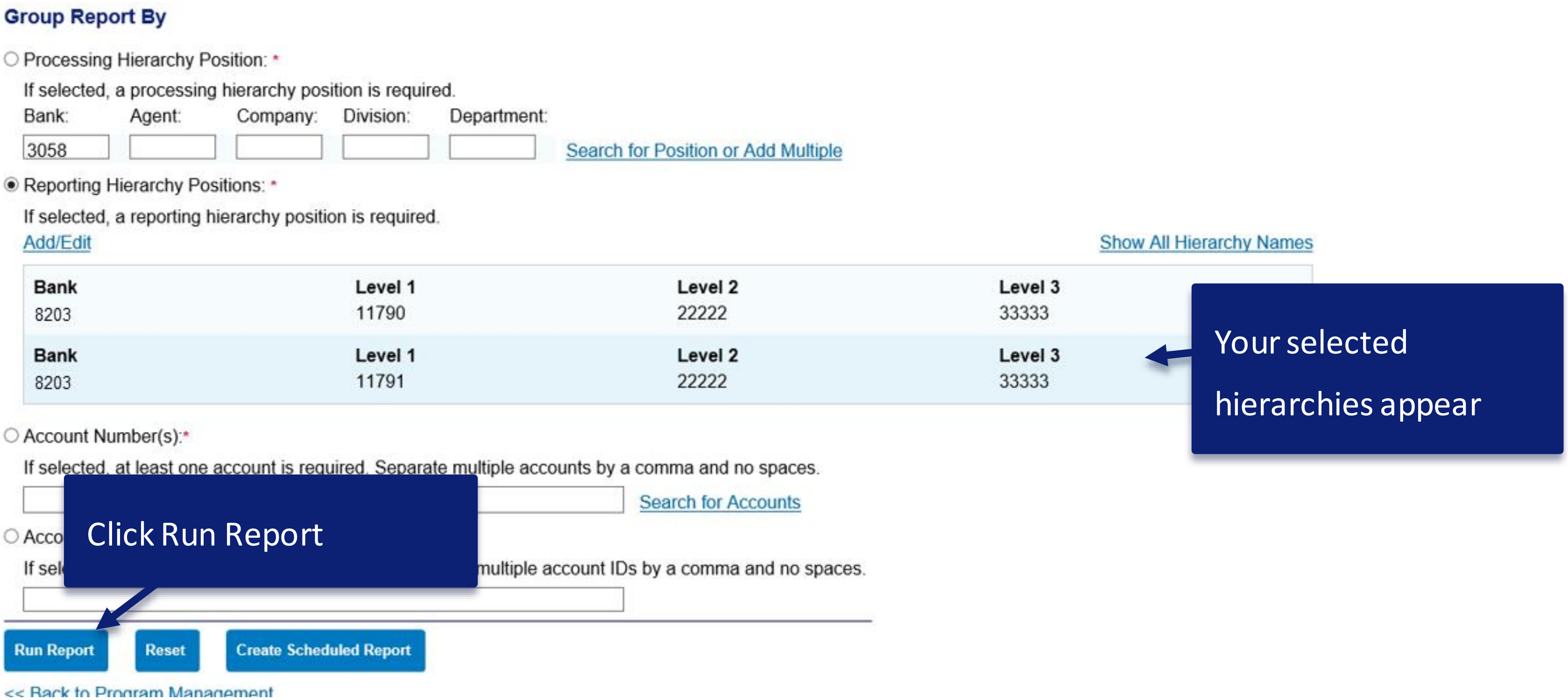
Records 1 - 2 of 2

Selected Hierarchy Position(s)

☐	**Bank** 8203	**Level 1** 11790
☐	**Bank** 8203	**Level 1** 11791

<<Back to Account List

Run the report



Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank:	Agent:	Company:	Division:	Department:
3058				

● Reporting Hierarchy Positions: *

If selected, a reporting hierarchy position is required.

Bank	Level 1	Level 2	Level 3
8203	11790	22222	33333
8203	11791	22222	33333

Your selected hierarchies appear

○ Account Number(s):*

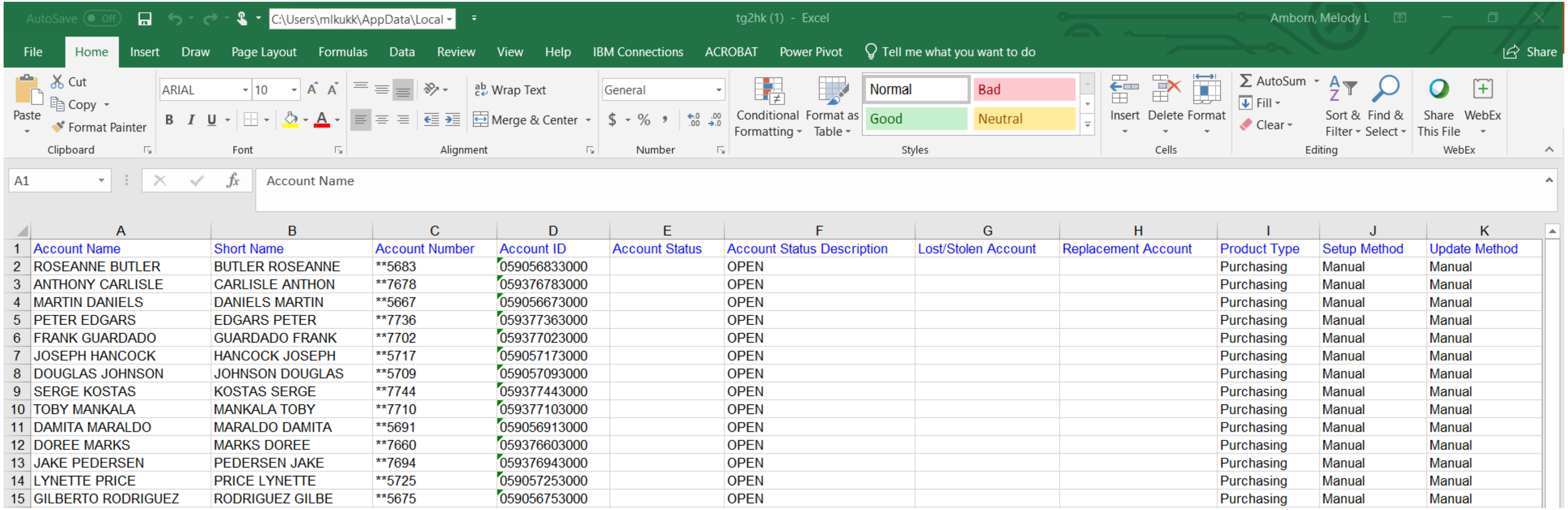
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

○ Acco

If sel multiple account IDs by a comma and no spaces.

Click Run Report

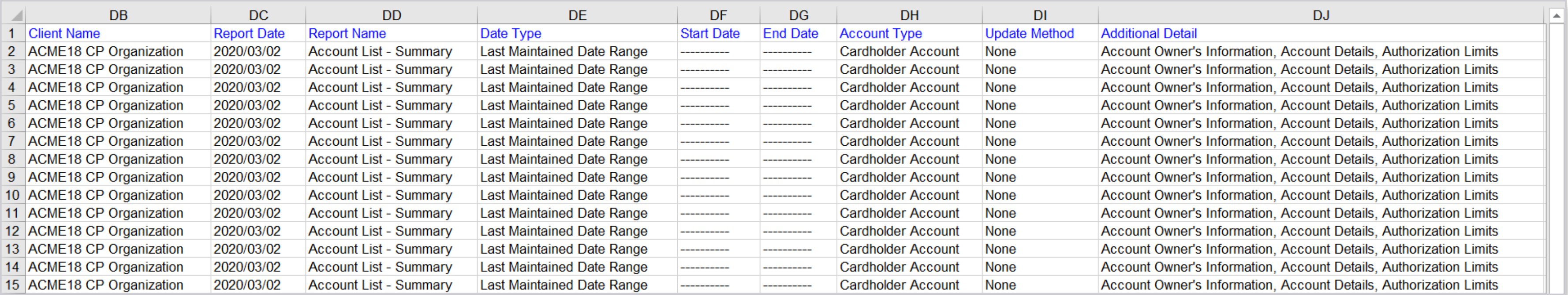
Excel output



	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.

Excel output – parameters in columns at the right

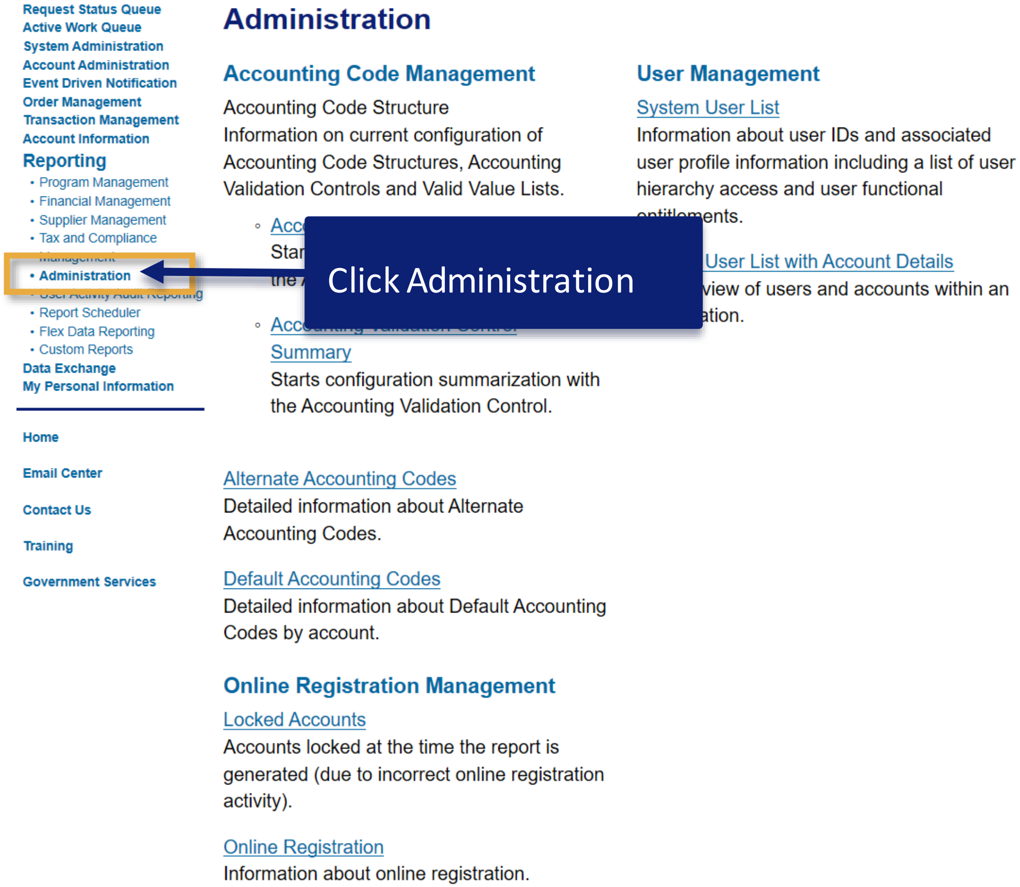


	DB	DC	DD	DE	DF	DG	DH	DI	DJ
1	Client Name	Report Date	Report Name	Date Type	Start Date	End Date	Account Type	Update Method	Additional Detail
2	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
3	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
4	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
5	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
6	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
7	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
8	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
9	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
10	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
11	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
12	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
13	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
14	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits
15	ACME18 CP Organization	2020/03/02	Account List - Summary	Last Maintained Date Range	----------	----------	Cardholder Account	None	Account Owner's Information, Account Details, Authorization Limits

Scroll way over to the right on the Excel report to see the parameters that were chosen for the report

Administration reports

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

Home

Email Center

Contact Us

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.

- Acc
  Star
  the /
- 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.

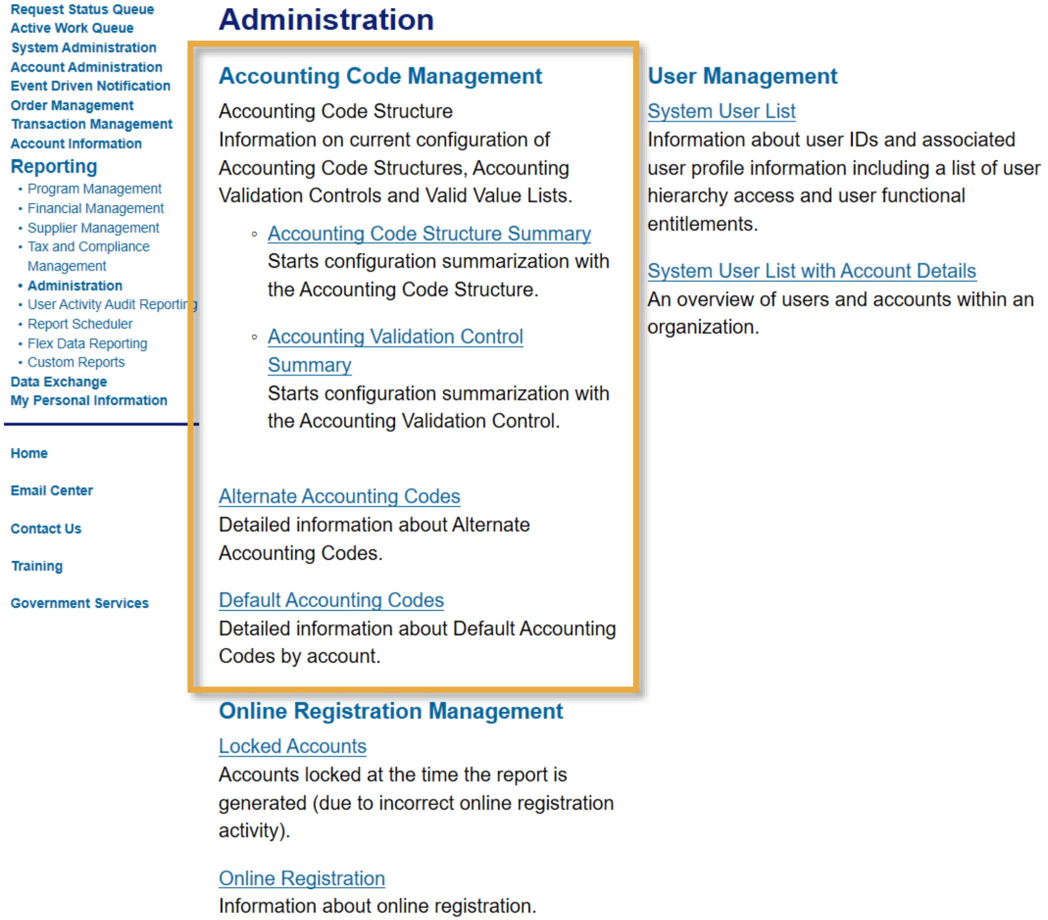
User Management

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

User List with Account Details
view of users and accounts within an
ation.

Click Administration

Accounting Code Management reports



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.

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.

Online Registration Management

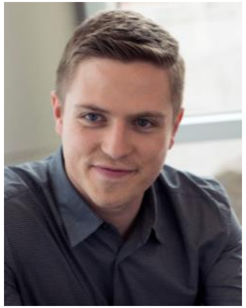
Locked Accounts

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

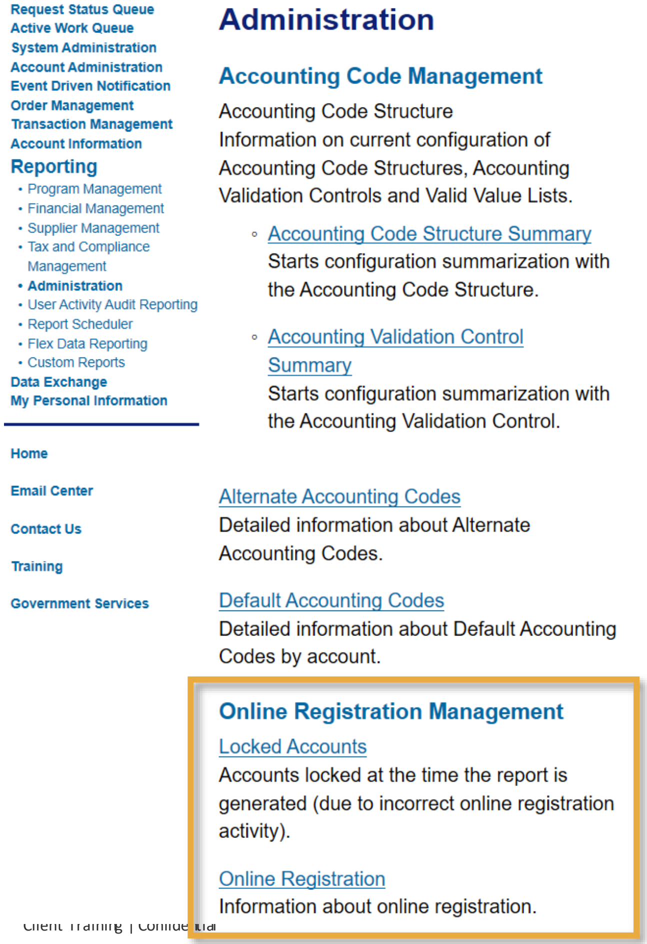
Online Registration

Information about online registration.

I want to review the default accounting codes on our accounts!



Online Registration Management reports



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.

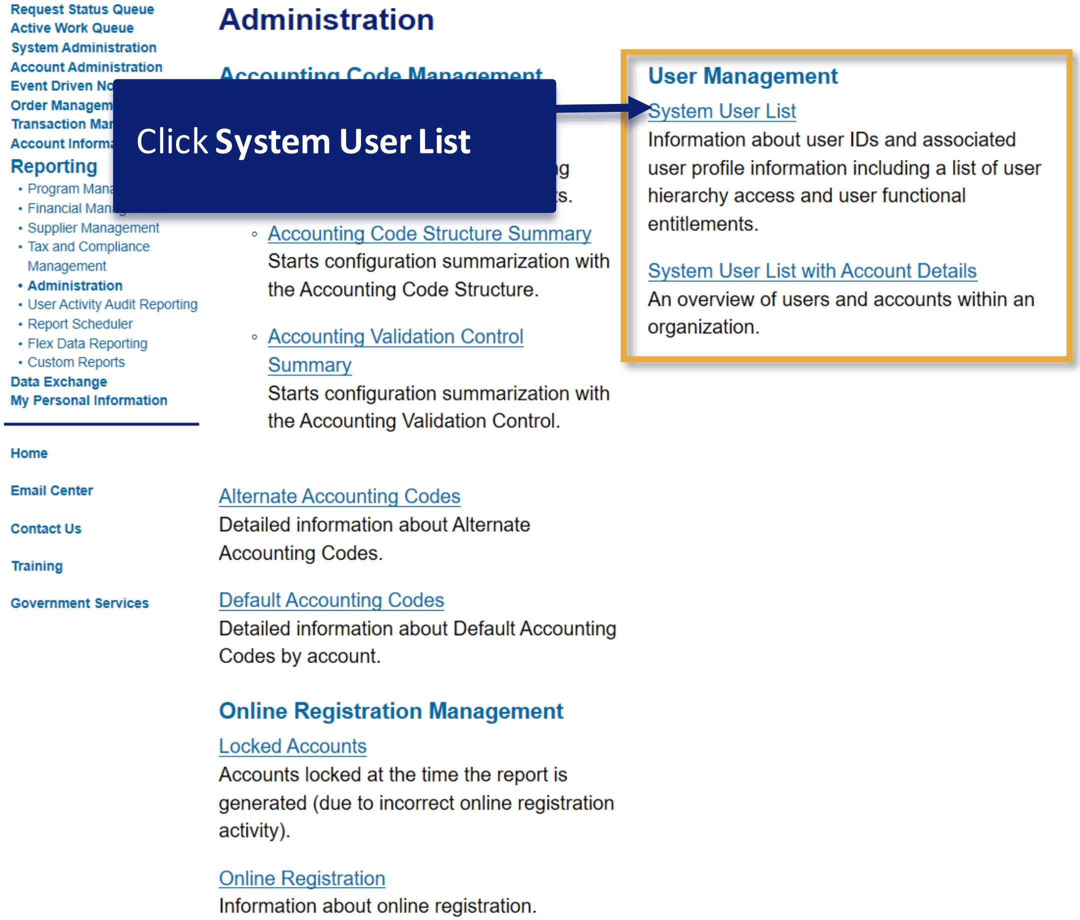
User Management

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.

I want to see if any cardholders who tried to register online are locked out so I can help them get into the system.

User Management reports



Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven No
Order Managem
Transaction Mar
Account Informa

Reporting

- Program Mana
- Financial Man
- 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

Administration

Accounting Code Management

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s.

- 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.

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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.

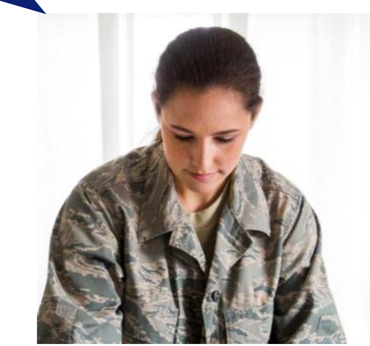
User Management

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

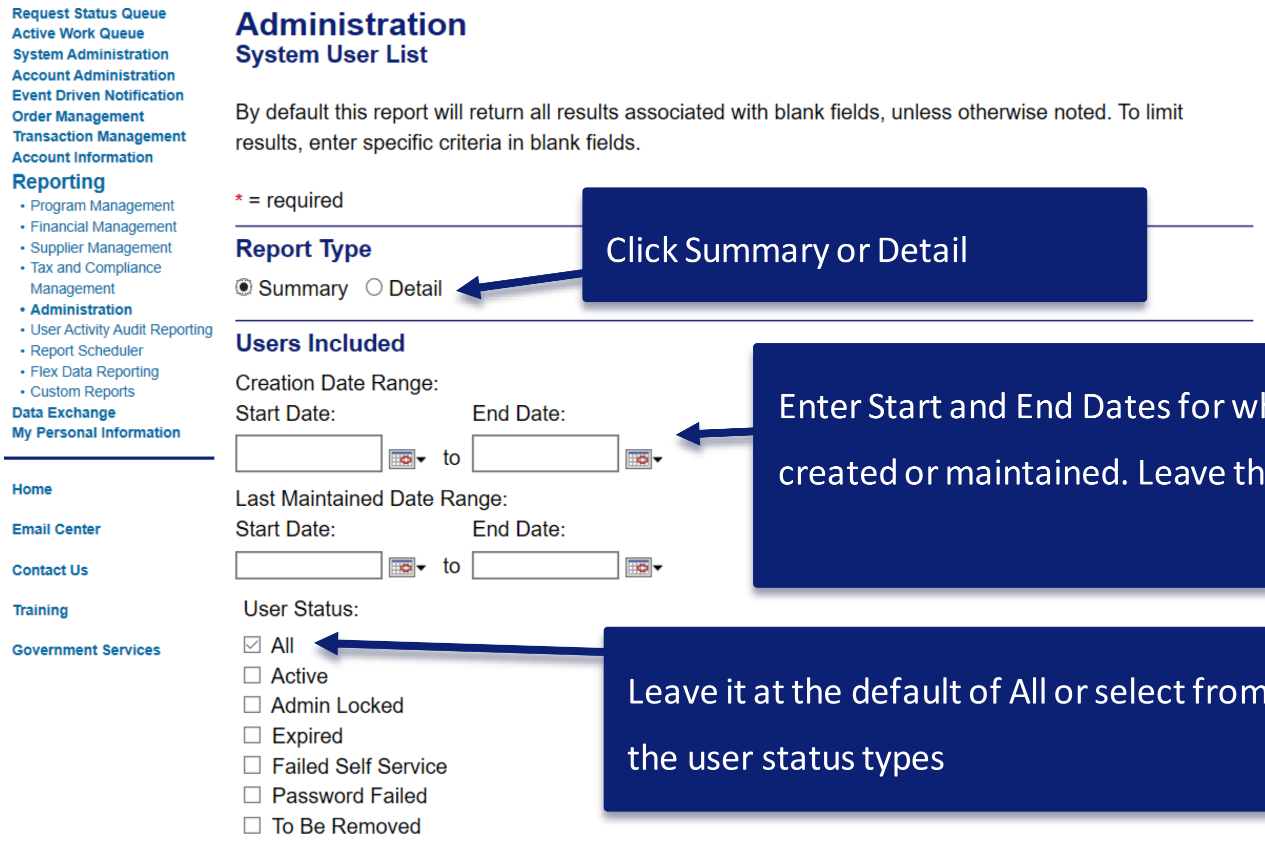
System User List with Account Details
An overview of users and accounts within an organization.

Click **System User List**

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



Select parameters for the System User List



Administration
System User 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

Report Type

● Summary ○ Detail

Click Summary or Detail

Users Included

Creation Date Range:

Start Date: ____ to End Date: ____

Last Maintained Date Range:

Start Date: ____ to End Date: ____

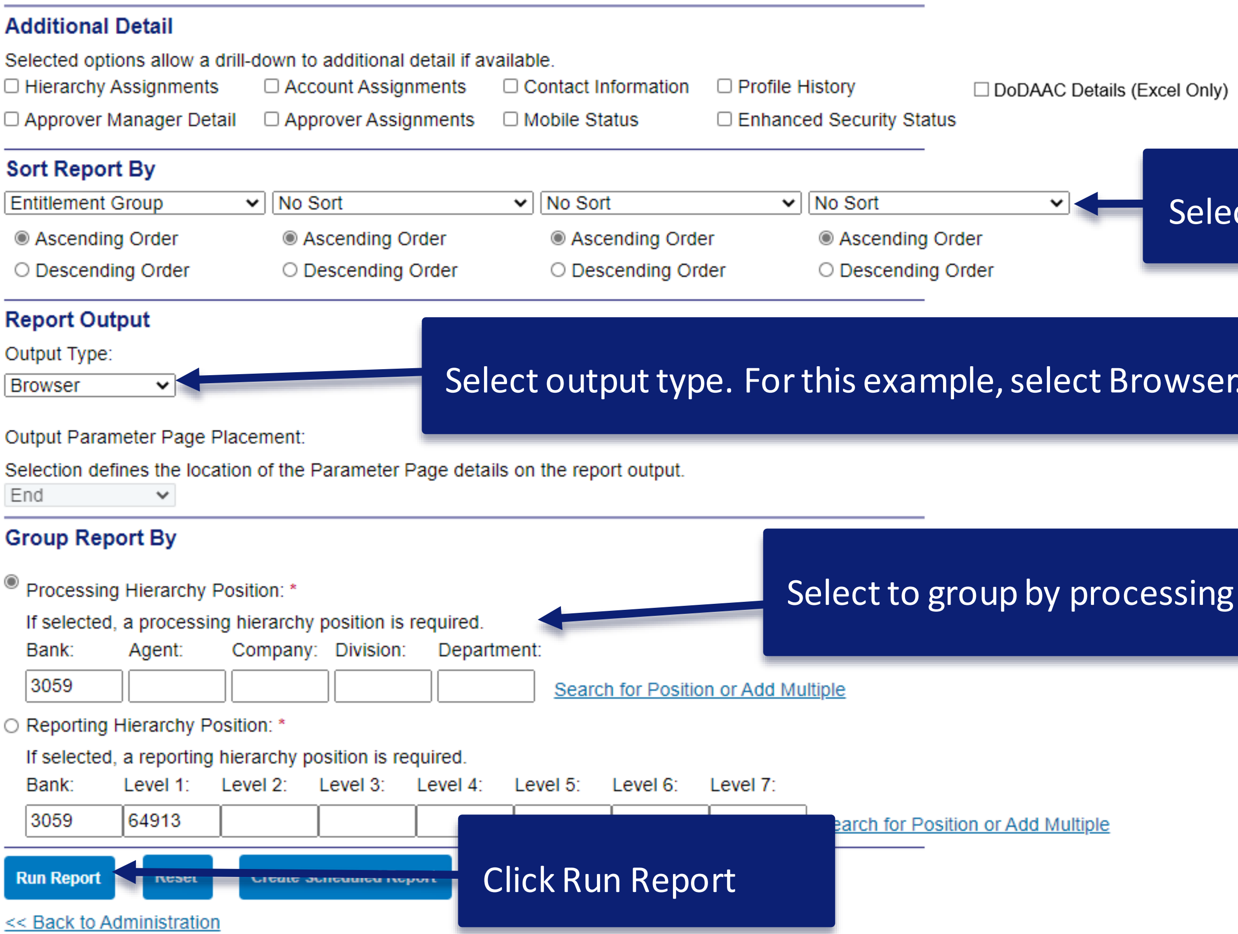
Enter Start and End Dates for when the user profiles were created or maintained. Leave them blank to search for ALL.

User Status:

- ☑ All
- ☐ Active
- ☐ Admin Locked
- ☐ Expired
- ☐ Failed Self Service
- ☐ Password Failed
- ☐ To Be Removed

Leave it at the default of All or select from the user status types

Continue to select parameters for the System User List



Additional Detail

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

☐ Hierarchy Assignments ☐ Account Assignments ☐ Contact Information ☐ Profile History ☐ DoDAAC Details (Excel Only)

☐ Approver Manager Detail ☐ Approver Assignments ☐ Mobile Status ☐ Enhanced Security Status

Sort Report By

Entitlement Group	No Sort	No Sort	No Sort
● Ascending Order	● Ascending Order	● Ascending Order	● Ascending Order
○ Descending Order	○ Descending Order	○ Descending Order	○ Descending Order

Report Output

Output Type:

Browser

Output Parameter Page Placement:

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

End

Group Report By

● Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank:	Agent:	Company:	Division:	Department:
3059				

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:
3059	64913						

earch for Position or Add Multiple

<< Back to Administration

Select additional detail

Select sort options

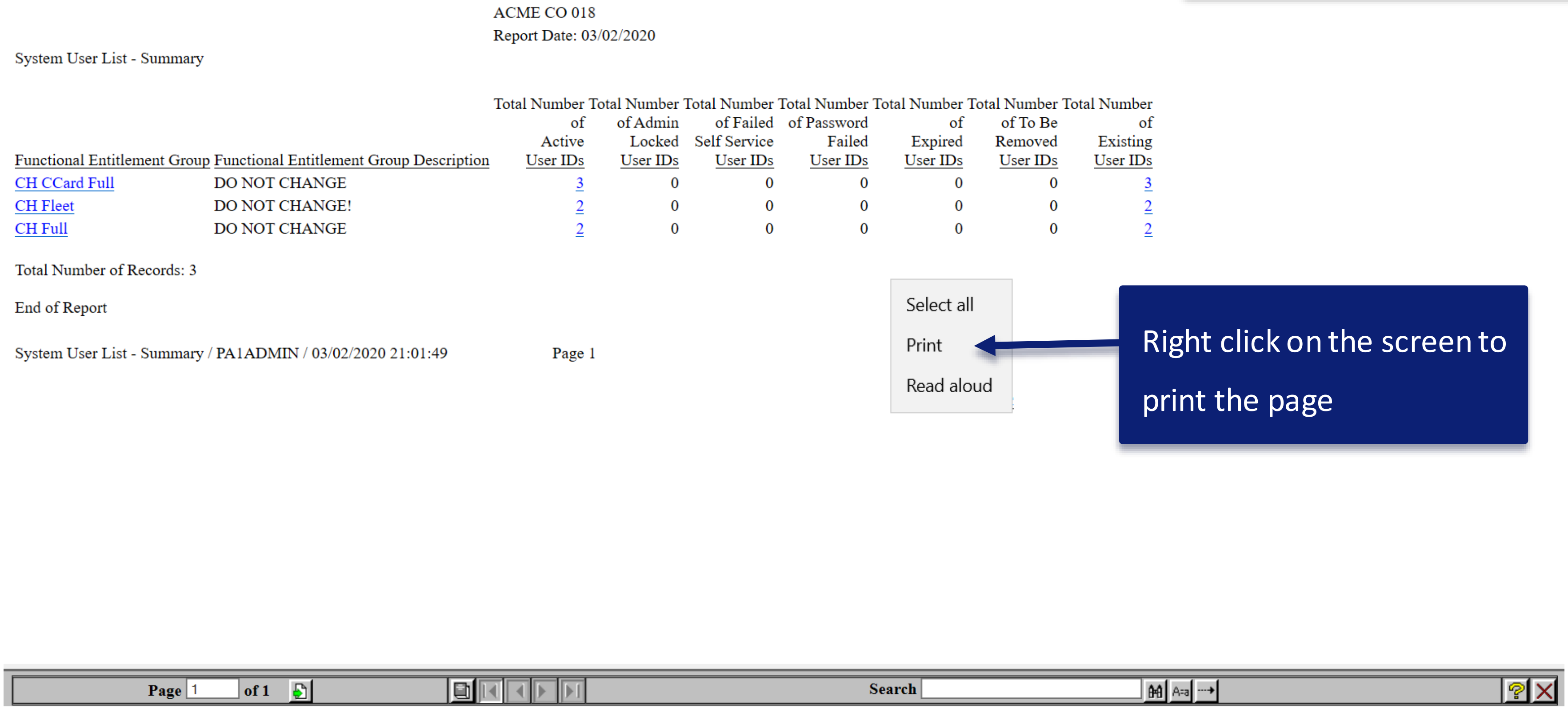
Select output type. For this example, select Browser.

Select to group by processing or reporting hierarchy

Click Run Report

Browser output

Browser output is easy to see and read.



ACME CO 018
Report Date: 03/02/2020

System User List - Summary

Functional Entitlement Group	Functional Entitlement Group Description	Total Number of Active User IDs	Total Number of Admin Locked User IDs	Total Number of Failed Self Service User IDs	Total Number of Password Failed User IDs	Total Number of Expired User IDs	Total Number of To Be Removed User IDs	Total Number of Existing User IDs
CH CCard Full	DO NOT CHANGE	3	0	0	0	0	0	3
CH Fleet	DO NOT CHANGE!	2	0	0	0	0	0	2
CH Full	DO NOT CHANGE	2	0	0	0	0	0	2

Total Number of Records: 3

End of Report

System User List - Summary / PA1ADMIN / 03/02/2020 21:01:49 Page 1

Right click on the screen to print the page

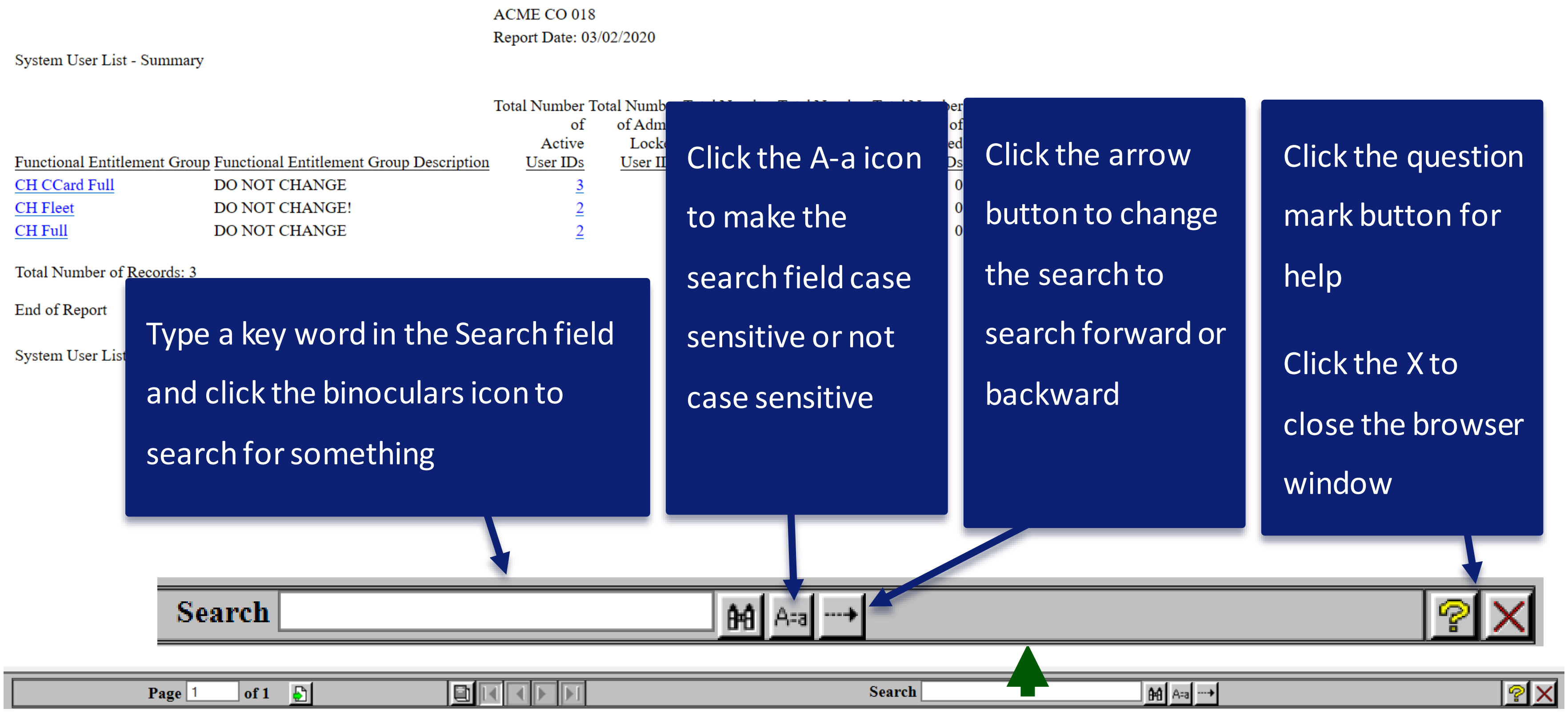
Browser output controls

See the number of pages of the report. Jump quickly to a page by typing the page number and clicking the button

Click this button to have all pages appear on this screen so you just scroll down through the information

Use arrows to go back to the first page, back a page, forward a page or forward to the last page

Browser output search



ACME CO 018
Report Date: 03/02/2020

System User List - Summary

Functional Entitlement Group	Functional Entitlement Group Description	Total Number of Active User IDs	Total Numb of Adm Locke User II	er of ed Ds
CH CCard Full	DO NOT CHANGE	3		0
CH Fleet	DO NOT CHANGE!	2		0
CH Full	DO NOT CHANGE	2		0

Total Number of Records: 3

End of Report

System User List

Type a key word in the Search field and click the binoculars icon to search for something

Click the A-a icon to make the search field case sensitive or not case sensitive

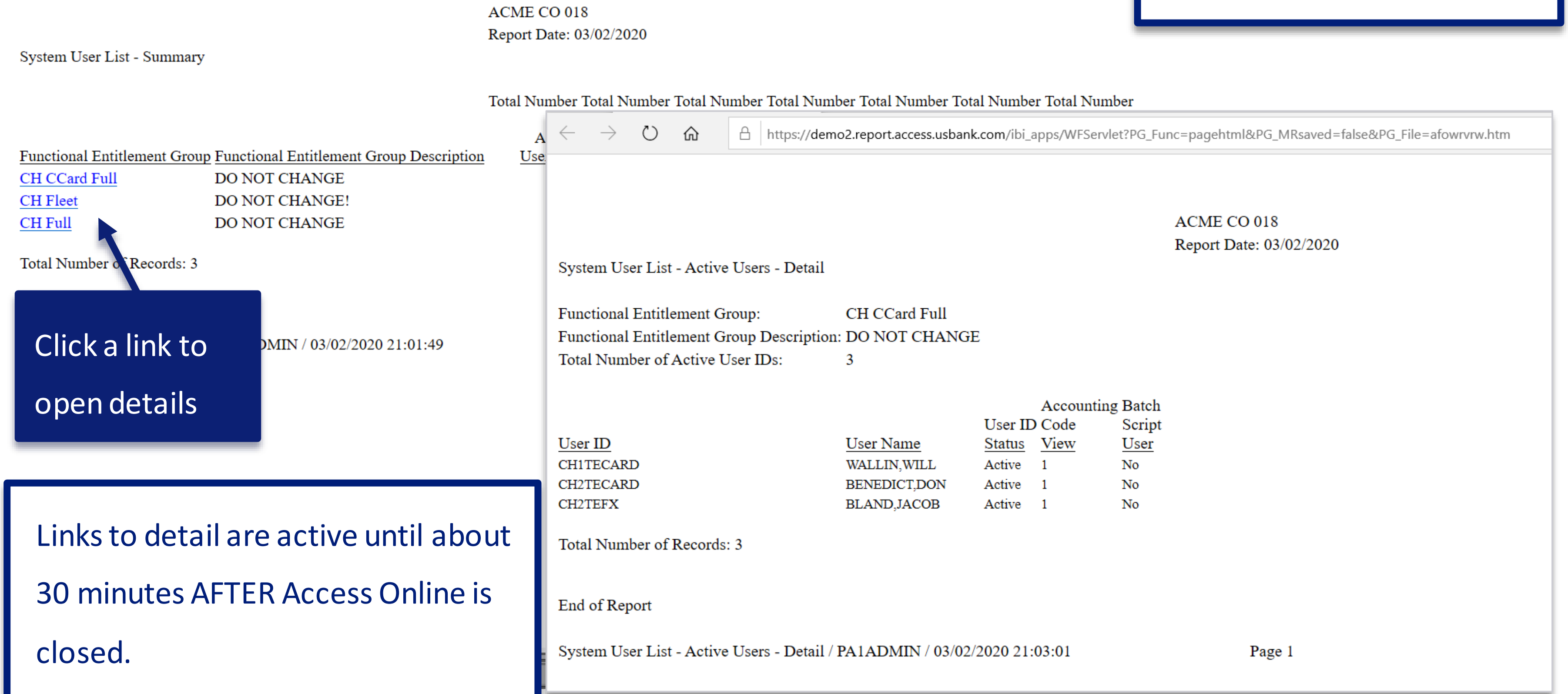
Click the arrow button to change the search to search forward or backward

Click the question mark button for help

Click the X to close the browser window

Browser output – click link to view details

Parameters do not display in a browser output.



ACME CO 018
Report Date: 03/02/2020

System User List - Summary

Total Number Total Number Total Number Total Number Total Number Total Number Total Number

A
Use

Functional Entitlement Group	Functional Entitlement Group Description
CH CCard Full	DO NOT CHANGE
CH Fleet	DO NOT CHANGE!
CH Full	DO NOT CHANGE

Total Number of Records: 3

DMIN / 03/02/2020 21:01:49

ACME CO 018
Report Date: 03/02/2020

System User List - Active Users - Detail

Functional Entitlement Group: CH CCard Full
Functional Entitlement Group Description: DO NOT CHANGE
Total Number of Active User IDs: 3

			Accounting	Batch
		User ID	Code	Script
User ID	User Name	Status	View	User
CH1TECARD	WALLIN,WILL	Active	1	No
CH2TECARD	BENEDICT,DON	Active	1	No
CH2TEFX	BLAND,JACOB	Active	1	No

Total Number of Records: 3

End of Report

System User List - Active Users - Detail / PA1ADMIN / 03/02/2020 21:03:01 Page 1

Click a link to open details

Links to detail are active until about 30 minutes AFTER Access Online is closed.

Financial Management reports

Navigate to Financial Management reports

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.

Su

information, regarding the results of payment request and transaction matching.

Payment Request Detail

Detailed Payment Request 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.

Payment Instructions

Billed Transaction Analysis with Payment Instruction Detail

Summary and detail billed transaction information, regarding the results of payment instruction and transaction matching.

Instruction Analysis

and detail payment instruction information, regarding the results of payment instruction and transaction matching.

Payment Instruction Detail

Detailed Payment Instruction information.

Transaction Management

Account Allocation

Account allocation and reallocation detail by accounting code.

Extract Reconciliation

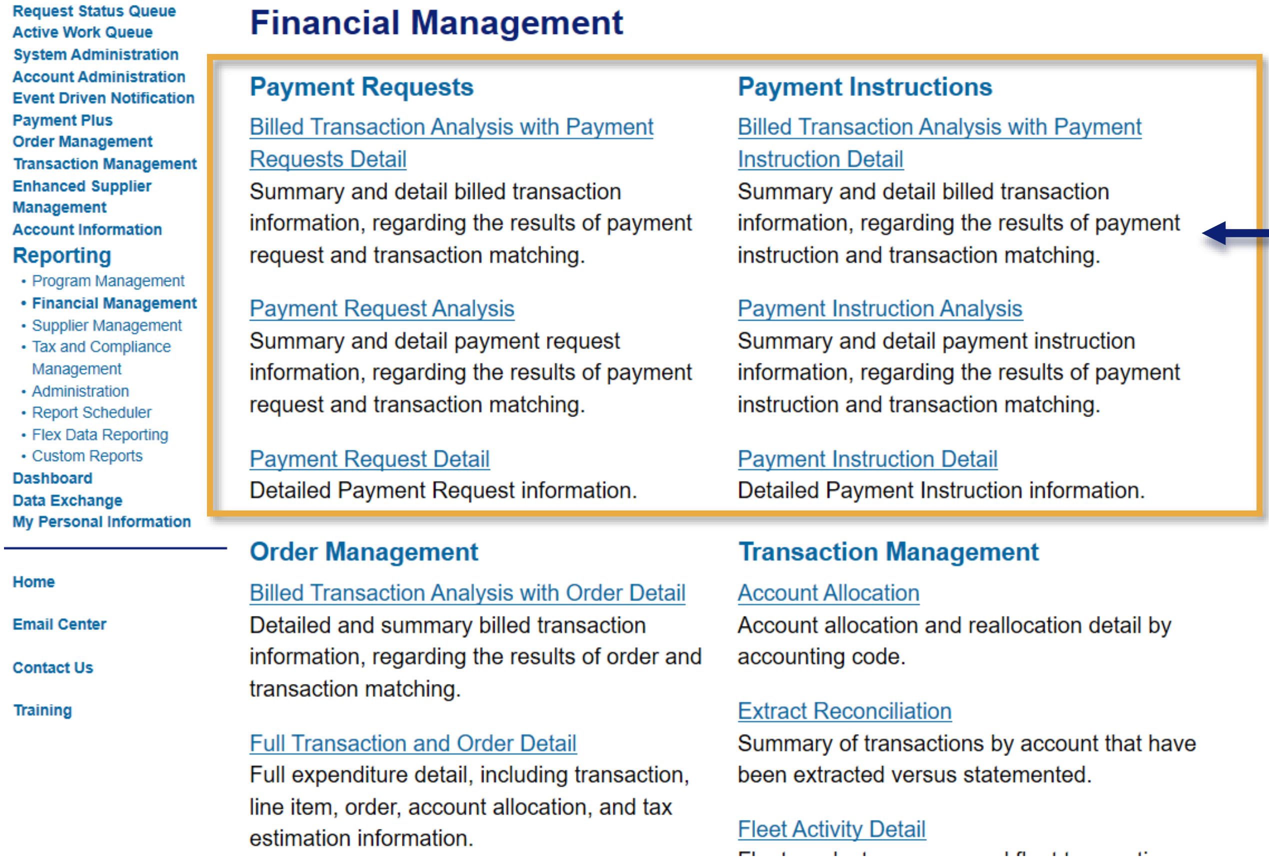
Summary of transactions by account that have been extracted versus statemented.

Fleet Activity Detail

Fleet product summary and fleet transaction

Click **Financial Management**

Virtual Payment (Payment Plus) reports



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.

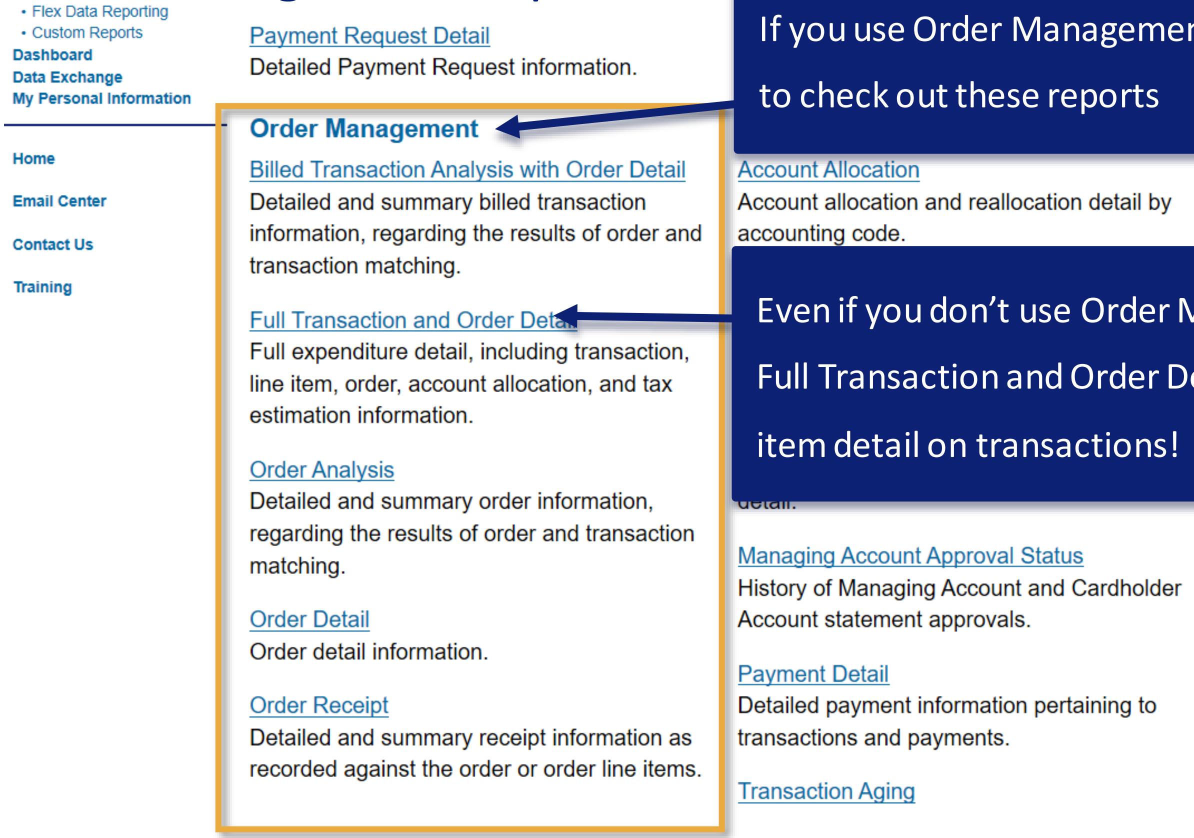
Fleet Activity Detail

If you use Payment Plus for virtual payments, you will want to check out the Payment Requests and Payment Instructions reports

Order Management reports

If you use Order Management, you will want to check out these reports

Even if you don't use Order Management, check out the Full Transaction and Order Detail report if you want line-item detail on transactions!



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- Custom Reports

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Payment Request Detail
Detailed Payment Request 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.

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.

Account Allocation
Account allocation and reallocation detail by accounting code.

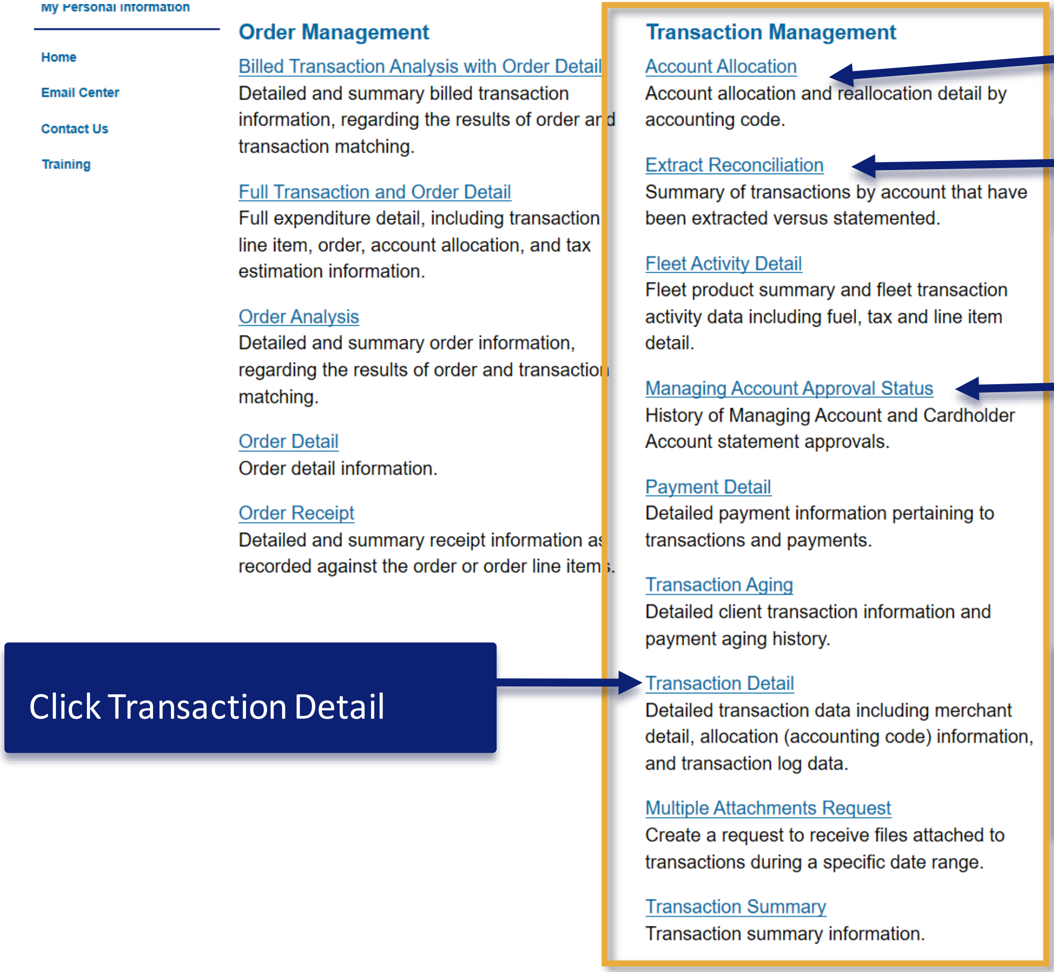
detail.

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

Transaction Management reports



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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.

Get account allocation details

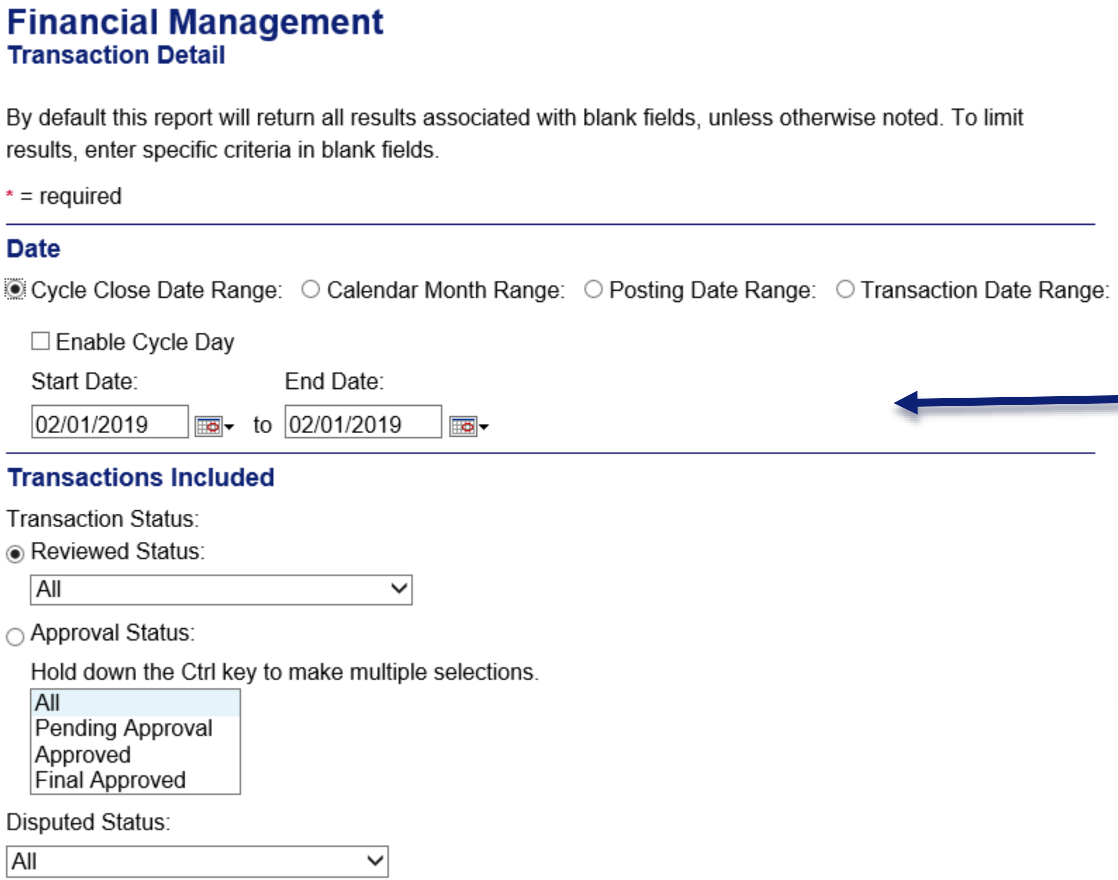
See which transactions have been extracted

See a history of managing account (statement approvals)

Click Transaction Detail

You can run the transaction detail report in a way to see transactions pending approval.

Choose a date range



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: 02/01/2019 to End Date: 02/01/2019

Transactions Included

Transaction Status:

● Reviewed Status: All

○ Approval Status:

Hold down the Ctrl key to make multiple selections.

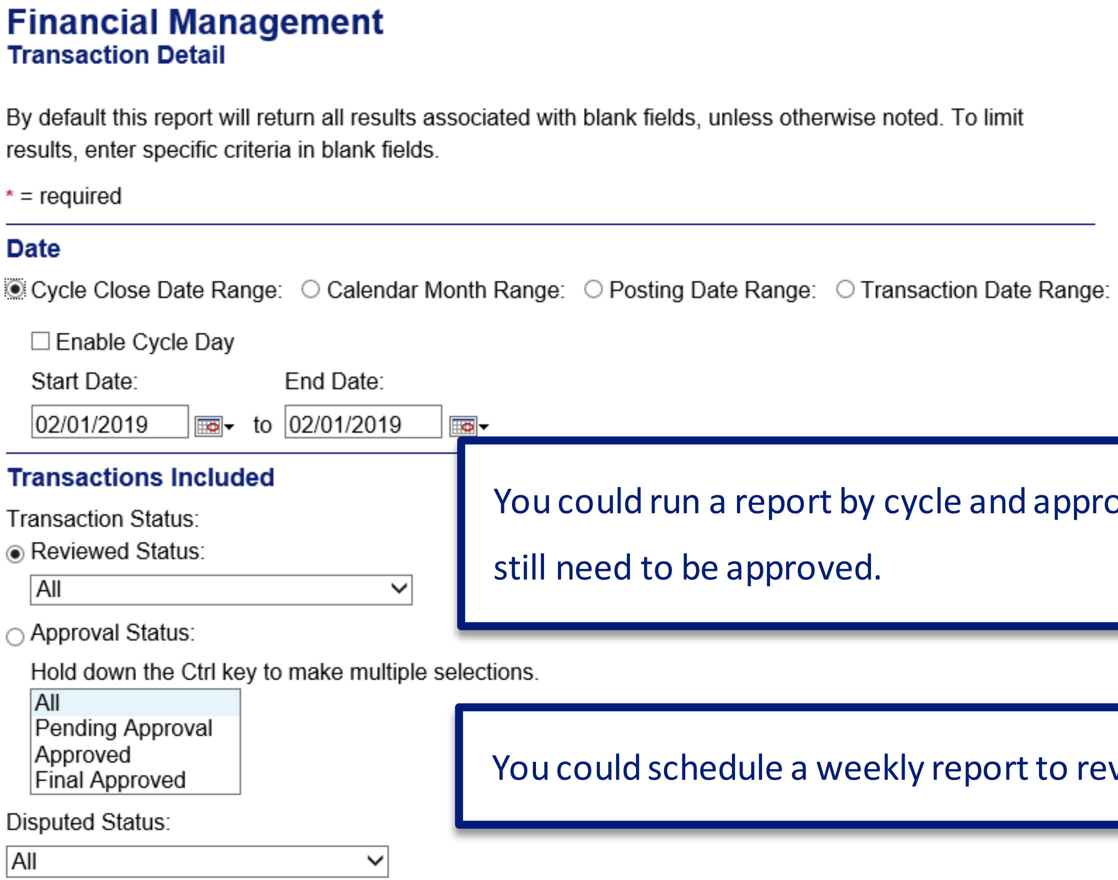
- All
- Pending Approval
- Approved
- Final Approved

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 which transactions to include



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: 02/01/2019 to End Date: 02/01/2019

Transactions Included

Transaction Status:

● Reviewed Status: All

○ Approval Status:

Hold down the Ctrl key to make multiple selections.

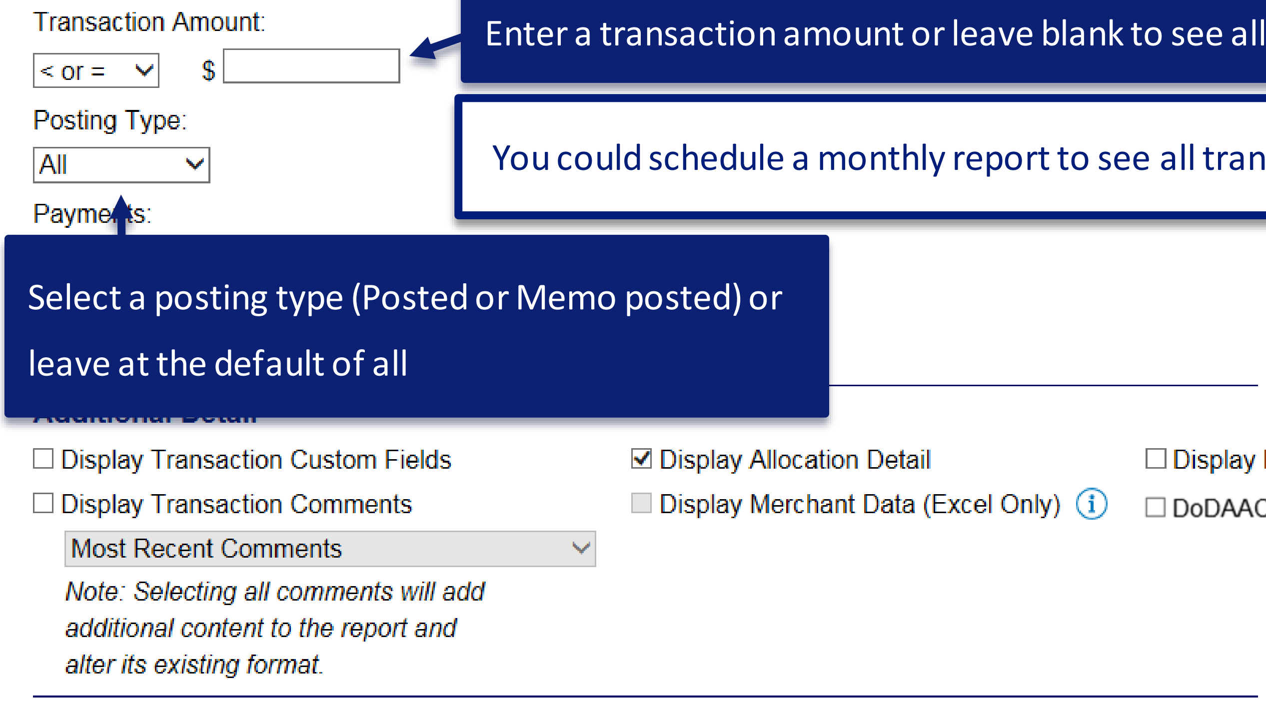
- All
- Pending Approval
- Approved
- Final Approved

Disputed Status: All

You could run a report by cycle and approval status to see which transactions still need to be approved.

You could schedule a weekly report to review all disputed transactions.

Choose transaction amounts or posting types



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

Transaction Amount:
< or = $

Posting Type:
All

Payments:

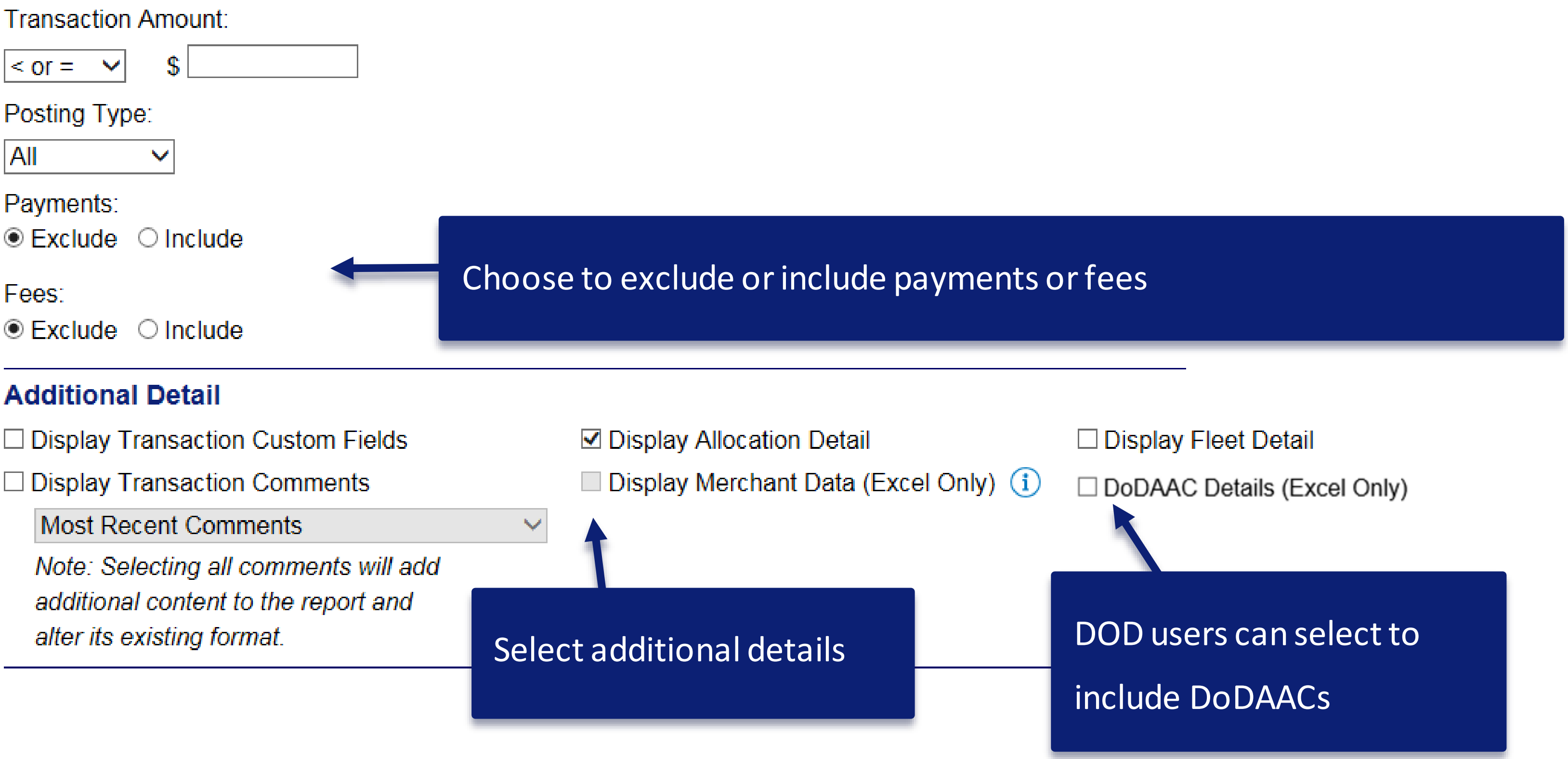
Additional Detail

☐ 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)

Include or exclude payments, fees and additional details



Transaction Amount:

< or = $

Posting Type:

All

Payments:

● Exclude ○ Include

Fees:

● Exclude ○ Include

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

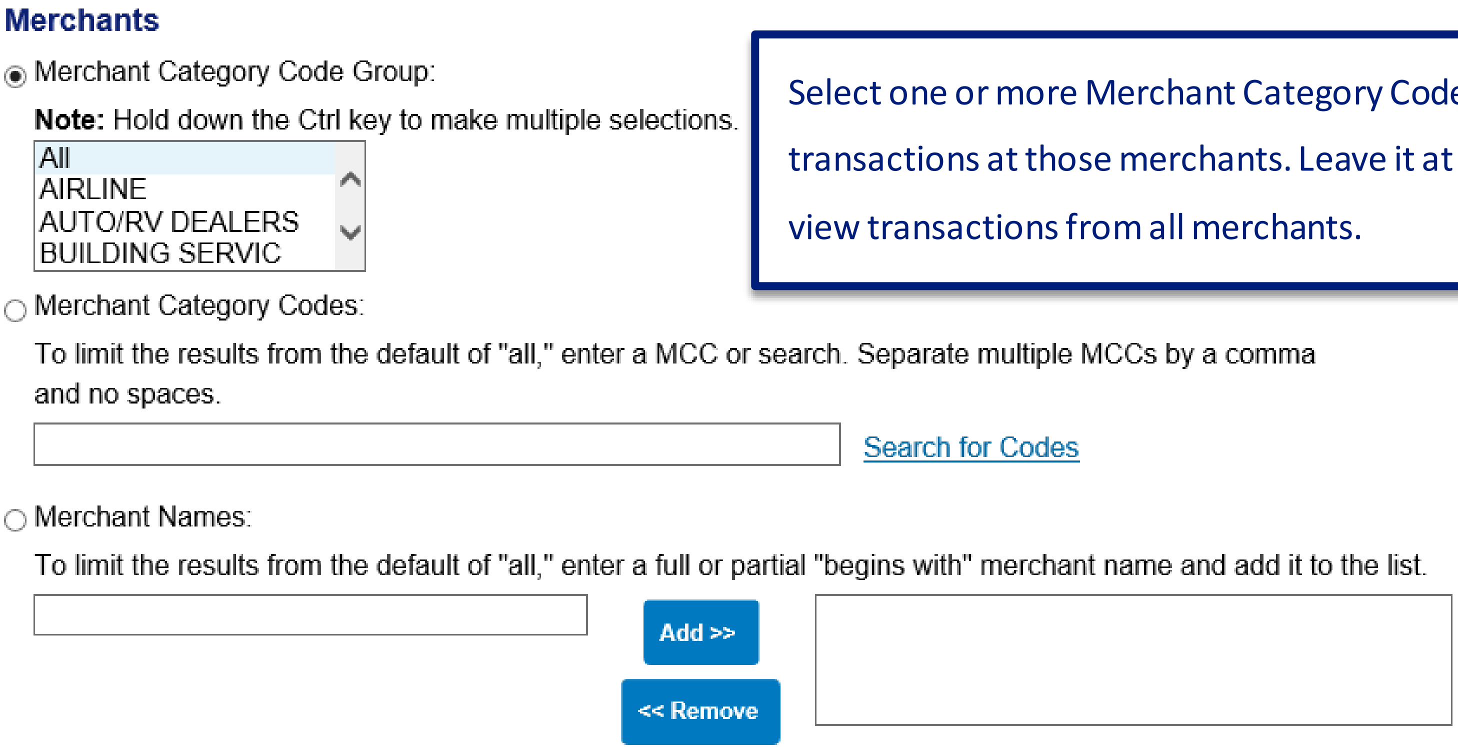
☐ DoDAAC Details (Excel Only)

Choose to exclude or include payments or fees

Select additional details

DOD users can select to include DoDAACs

Select which merchants appear on the report



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:

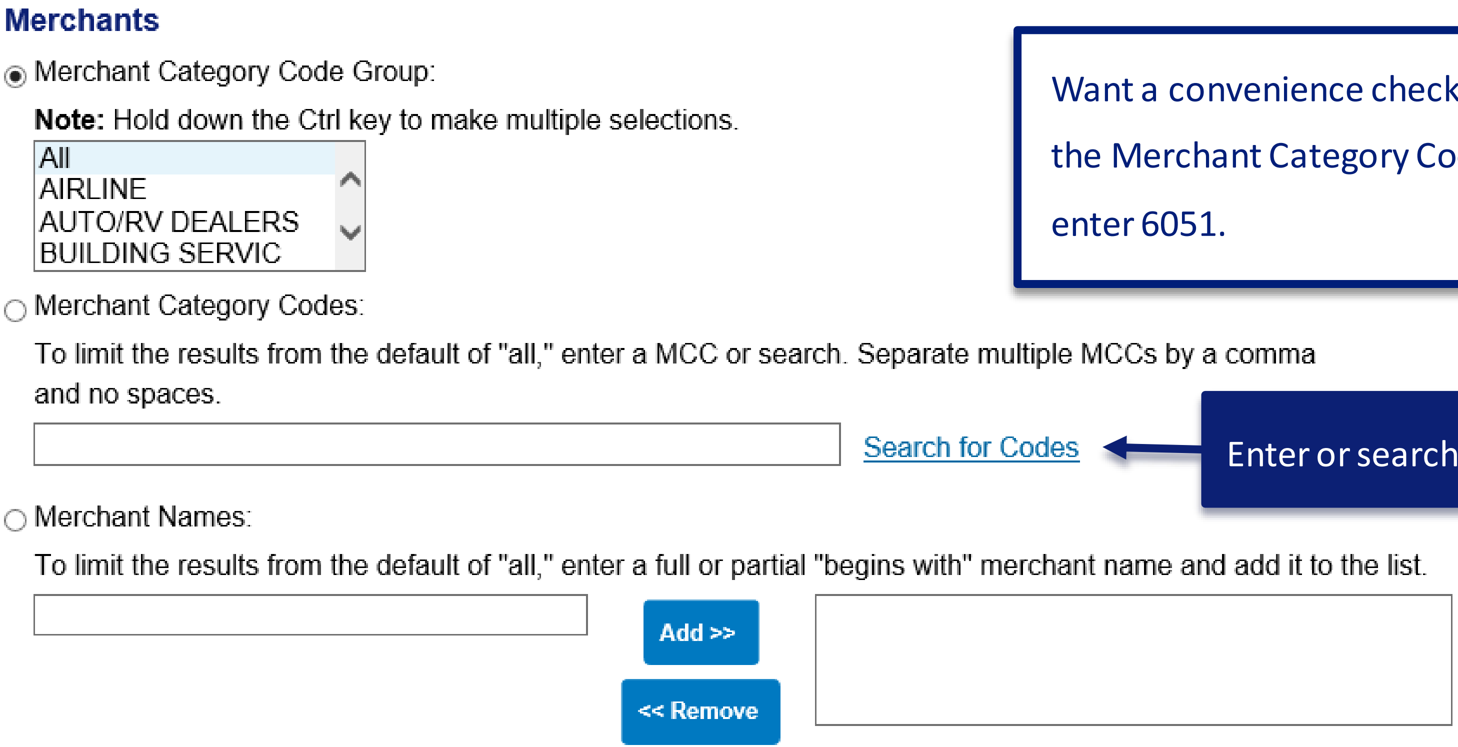
To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

○ 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.

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.

Select merchants by Merchant Category Codes



Merchants

● Merchant Category Code Group:

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

○ 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.

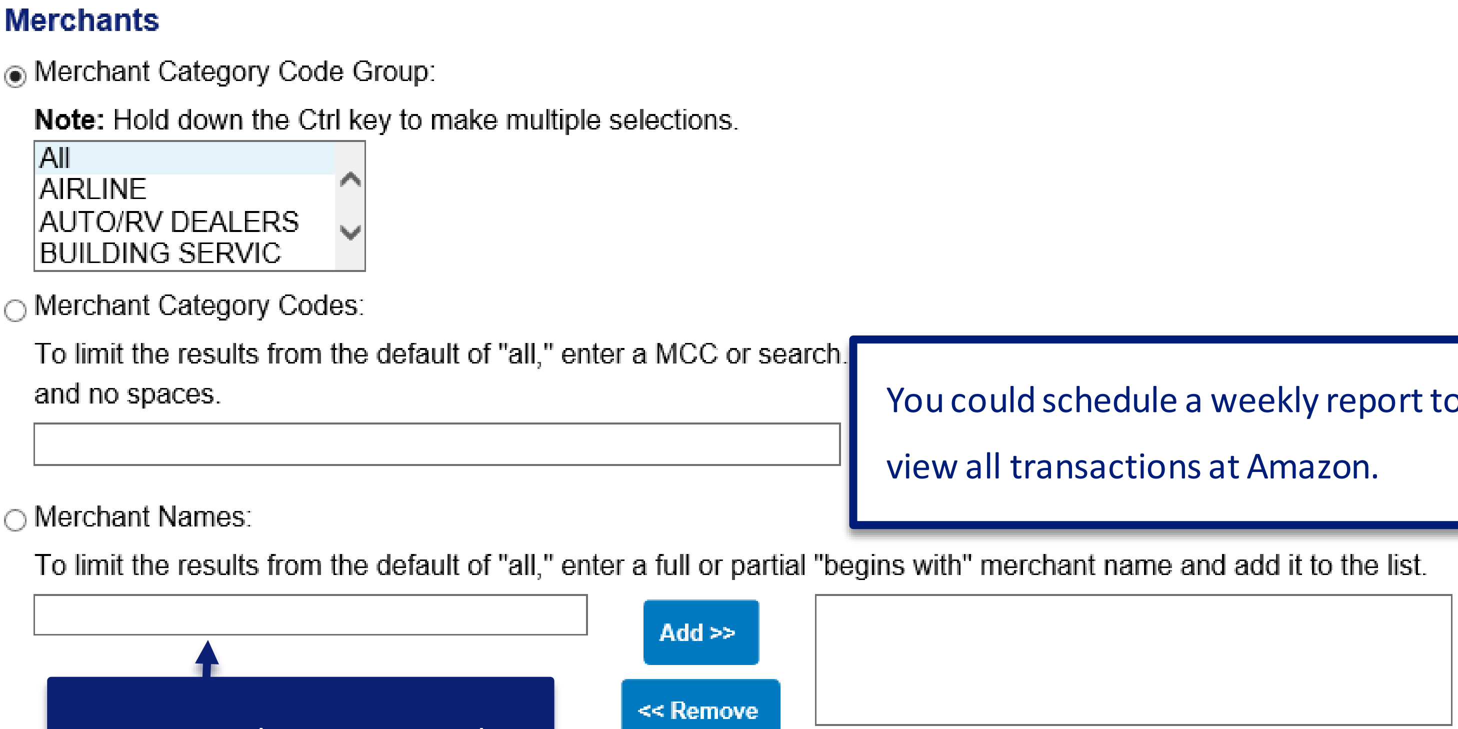
○ Merchant Names:

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

Want a convenience check report? Select the Merchant Category Codes button and enter 6051.

Enter or search for MCCs

Select merchants by name



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.

and no spaces.

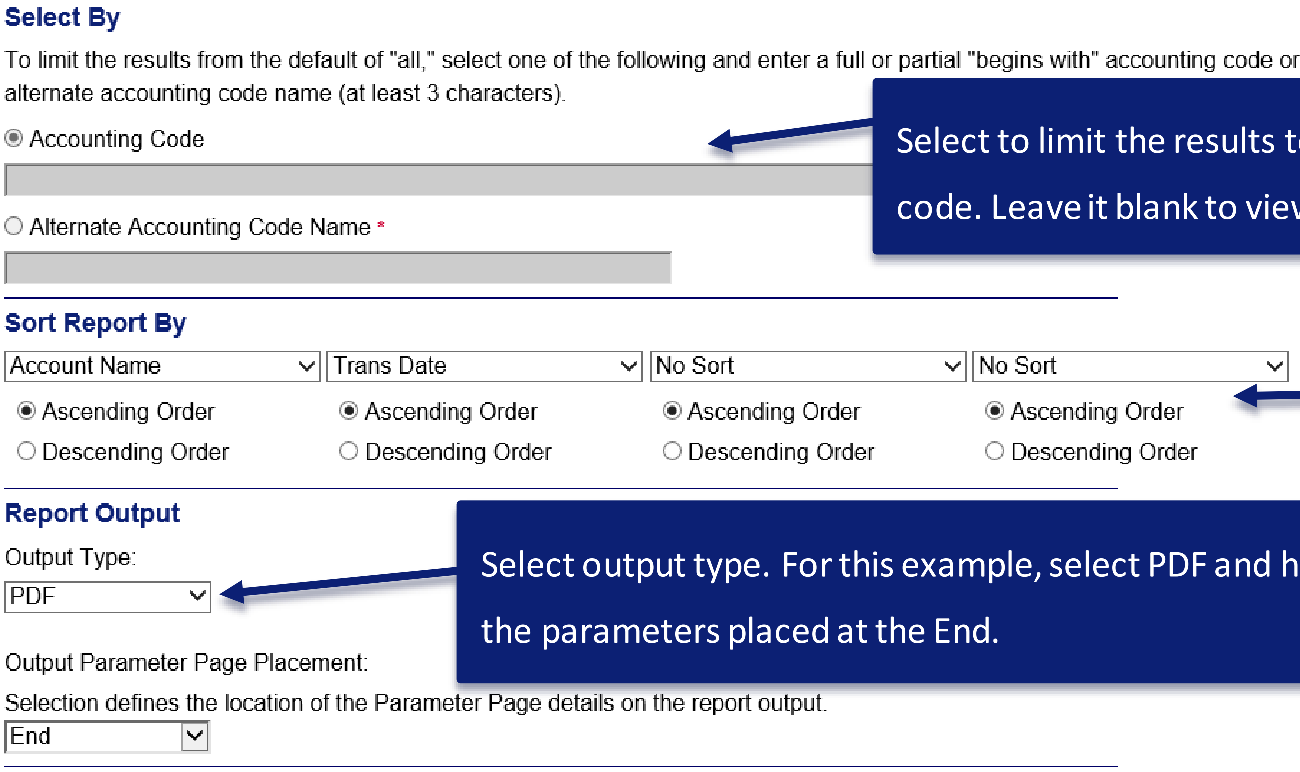
○ Merchant Names:

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

You could schedule a weekly report to view all transactions at Amazon.

Type a merchant name and click Add

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 *

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

Report Output

Output Type: PDF

Output Parameter Page Placement:

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

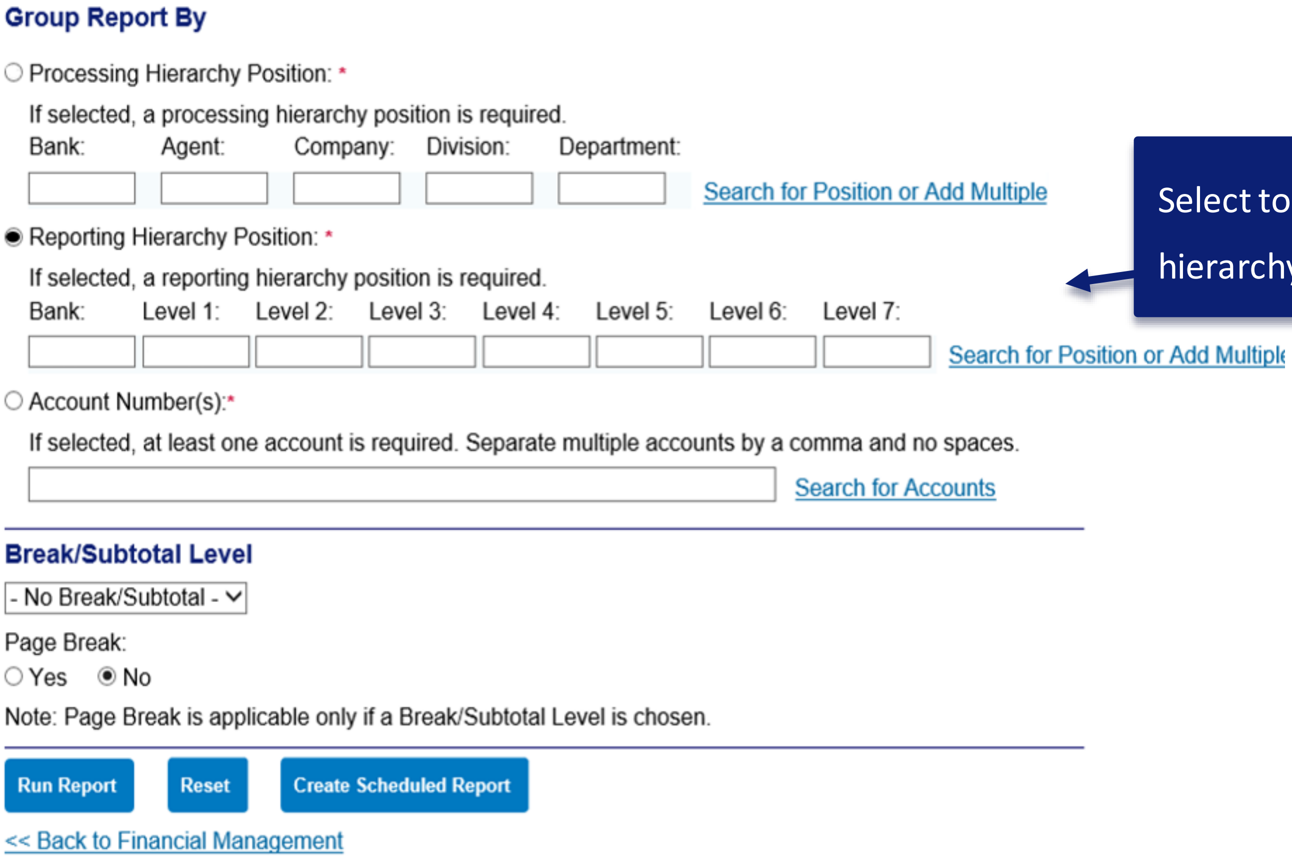
End

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

Select sorting options

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

Group report



Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

● 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:

○ Account Number(s):*

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

Break/Subtotal Level

- No Break/Subtotal -

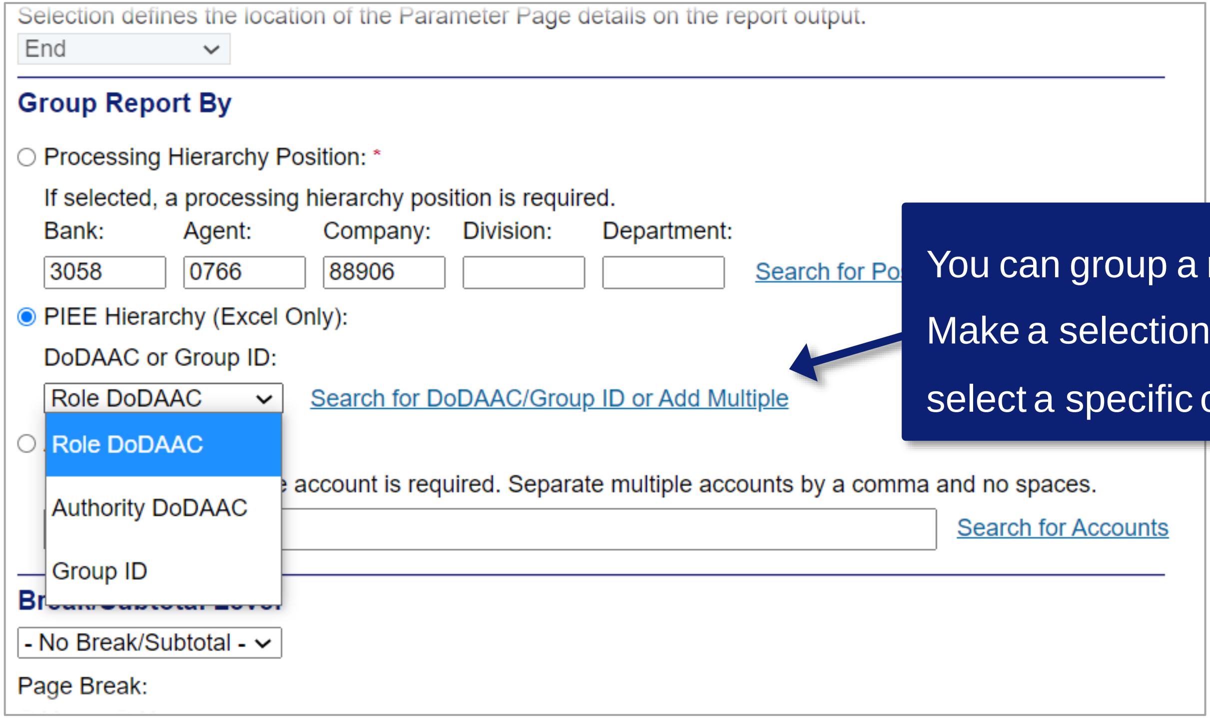
Page Break:

○ Yes ● No

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

Select to group your report by hierarchy or account number.

Transaction Detail report - group by DoDAAC – PIEE users



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

End

Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank: 3058
Agent: 0766
Company: 88906
Division:
Department:

Search for Po

● PIEE Hierarchy (Excel Only):

DoDAAC or Group ID: Role DoDAAC

Search for DoDAAC/Group ID or Add Multiple

○

account is required. Separate multiple accounts by a comma and no spaces.

Search for Accounts

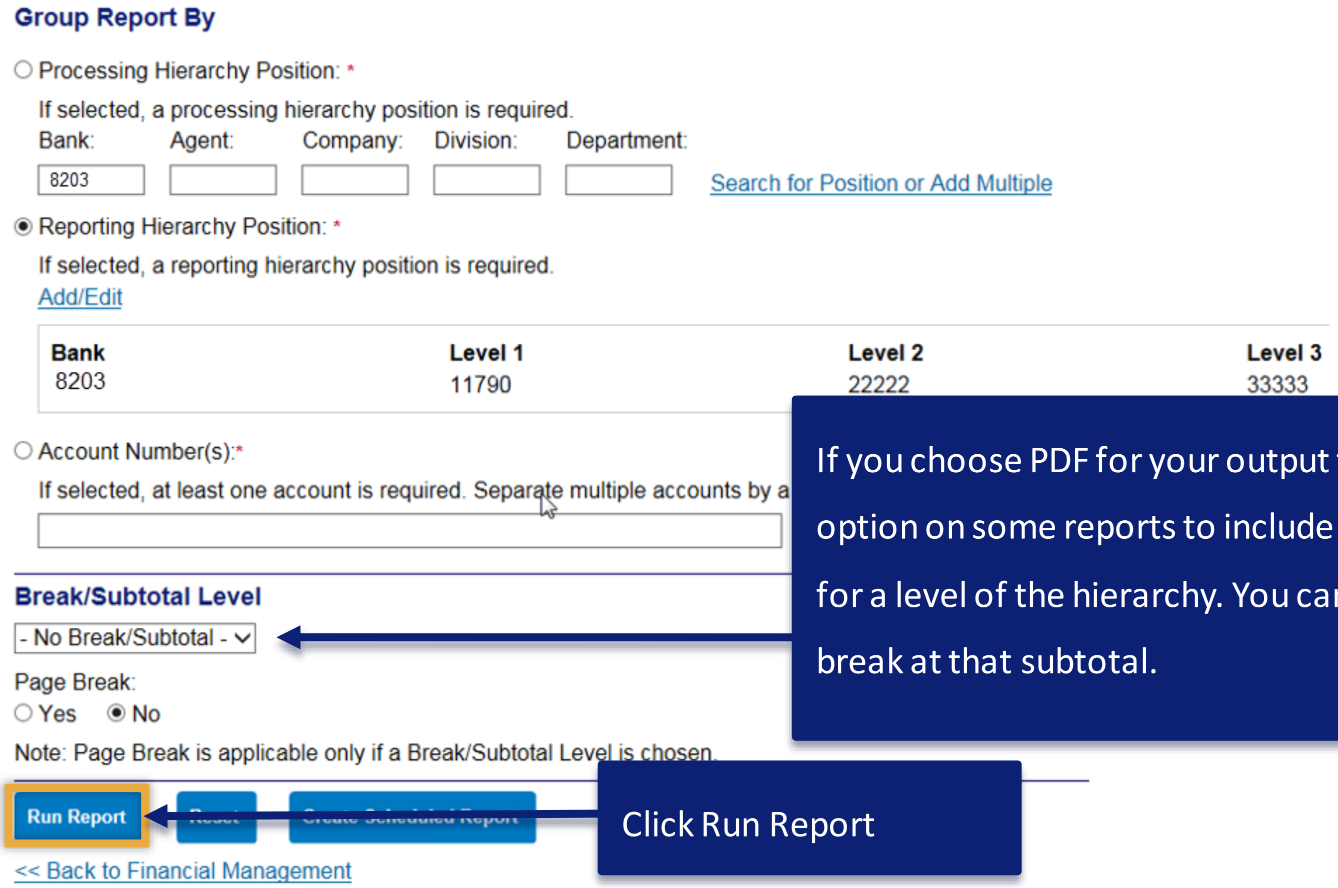
Br

- No Break/Subtotal -

Page Break:

You can group a report by DoDAAC or Group ID. Make a selection. Click the link to search and select a specific or multiple values.

Run report



Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank:	Agent:	Company:	Division:	Department:
8203				

● Reporting Hierarchy Position: *

If selected, a reporting hierarchy position is required.

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

Break/Subtotal Level

- No Break/Subtotal -

Page Break:
○ Yes ● No

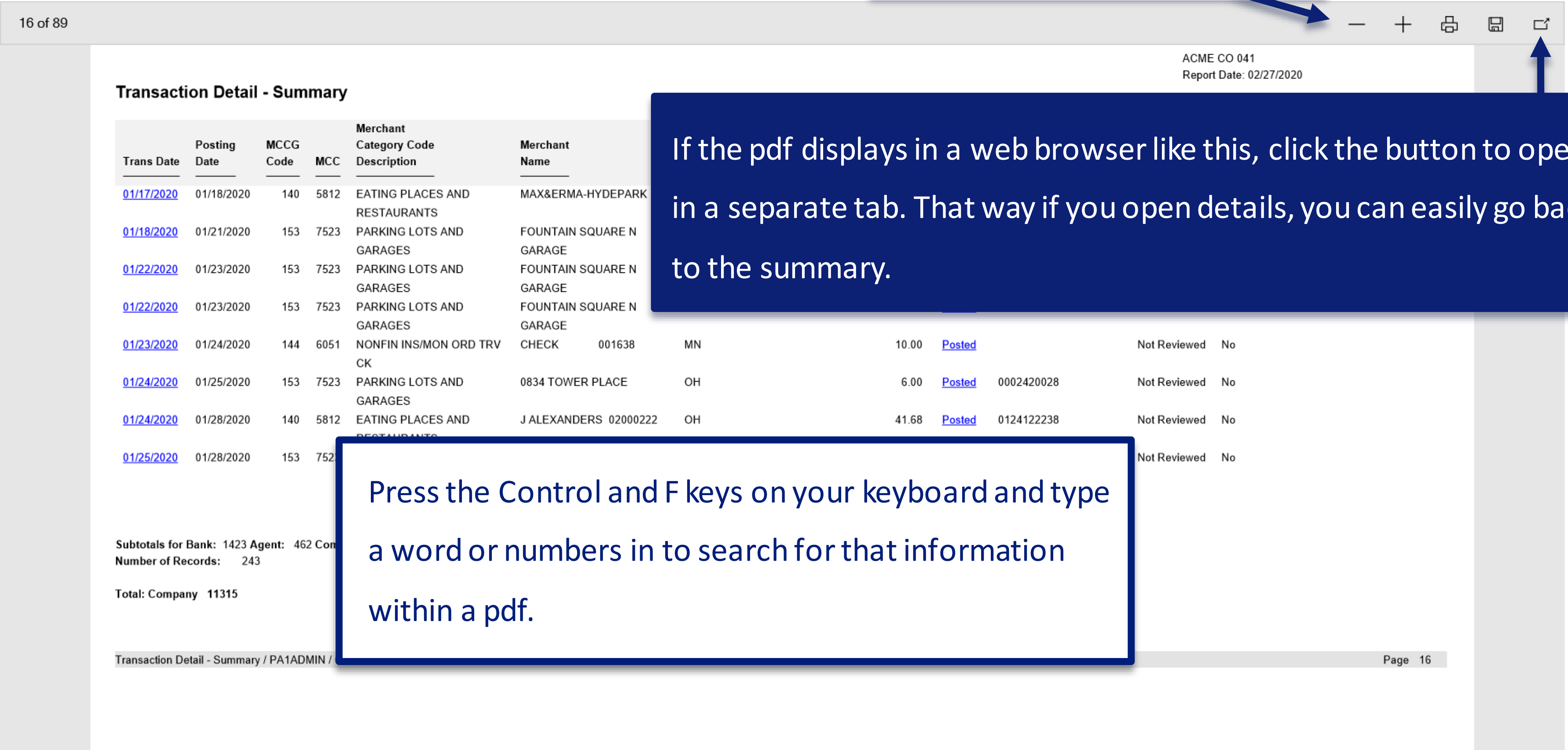
Note: Page Break is applicable only if a Break/Subtotal Level is chosen.

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

Report output PDF

Zoom in or out, print or save



ACME CO 041
Report Date: 02/27/2020

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name						
01/17/2020	01/18/2020	140	5812	EATING PLACES AND RESTAURANTS	MAX&ERMA-HYDEPARK						
01/18/2020	01/21/2020	153	7523	PARKING LOTS AND GARAGES	FOUNTAIN SQUARE N GARAGE						
01/22/2020	01/23/2020	153	7523	PARKING LOTS AND GARAGES	FOUNTAIN SQUARE N GARAGE						
01/22/2020	01/23/2020	153	7523	PARKING LOTS AND GARAGES	FOUNTAIN SQUARE N GARAGE						
01/23/2020	01/24/2020	144	6051	NONFIN INS/MON ORD TRV CK	CHECK 001638	MN	10.00	Posted		Not Reviewed	No
01/24/2020	01/25/2020	153	7523	PARKING LOTS AND GARAGES	0834 TOWER PLACE	OH	6.00	Posted	0002420028	Not Reviewed	No
01/24/2020	01/28/2020	140	5812	EATING PLACES AND	J ALEXANDERS 02000222	OH	41.68	Posted	0124122238	Not Reviewed	No
01/25/2020	01/28/2020	153	752							Not Reviewed	No

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

Total: Company **11315**

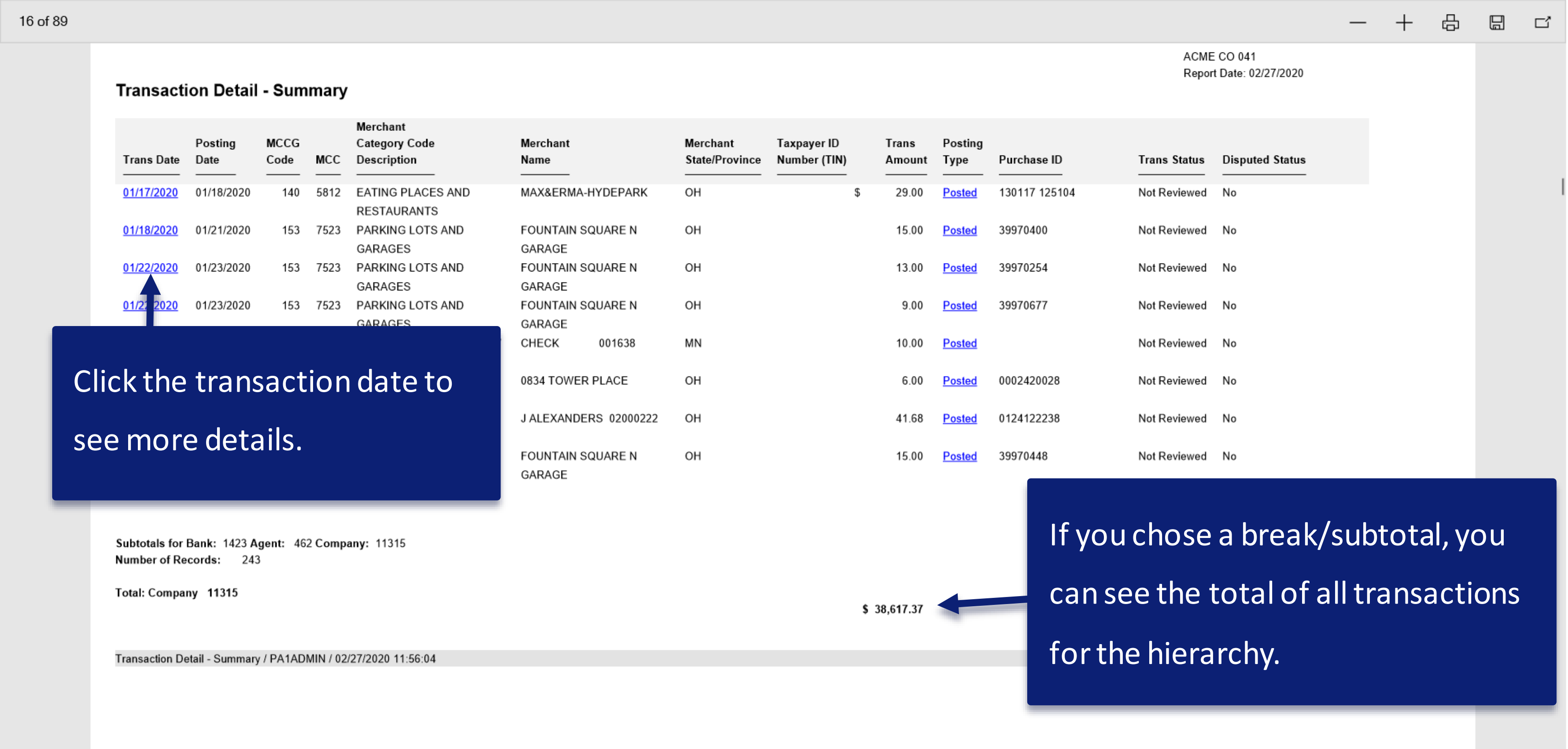
Transaction Detail - Summary / PA1ADMIN /

Page 16

If the pdf displays in a web browser like this, click the button to open it in a separate tab. That way if you open details, you can easily go back to the summary.

Press the Control and F keys on your keyboard and type a word or numbers in to search for that information within a pdf.

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
01/2[illegible]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

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

Total: Company 11315 $ 38,617.37

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

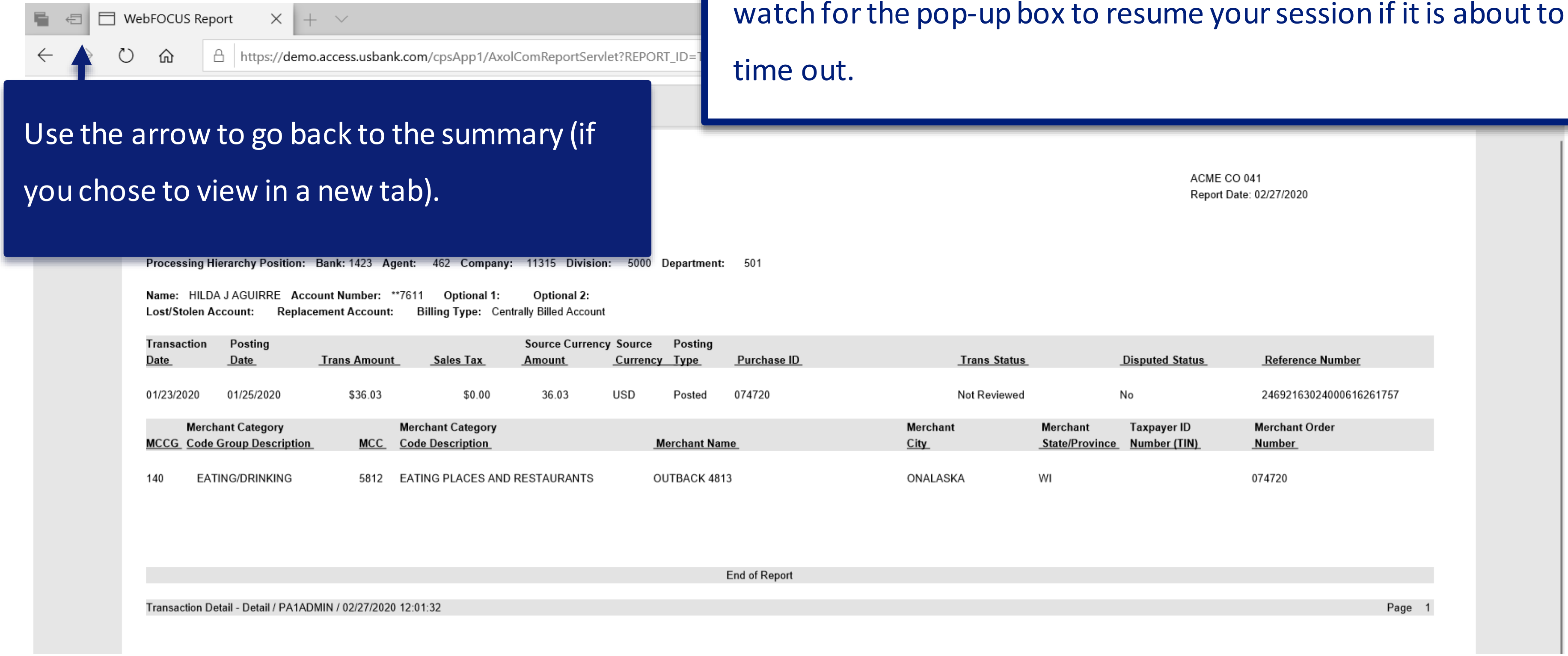
Click the transaction date to see more details.

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

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.

Use the arrow to go back to the summary (if you chose to view in a new tab).



ACME CO 041
Report Date: 02/27/2020

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

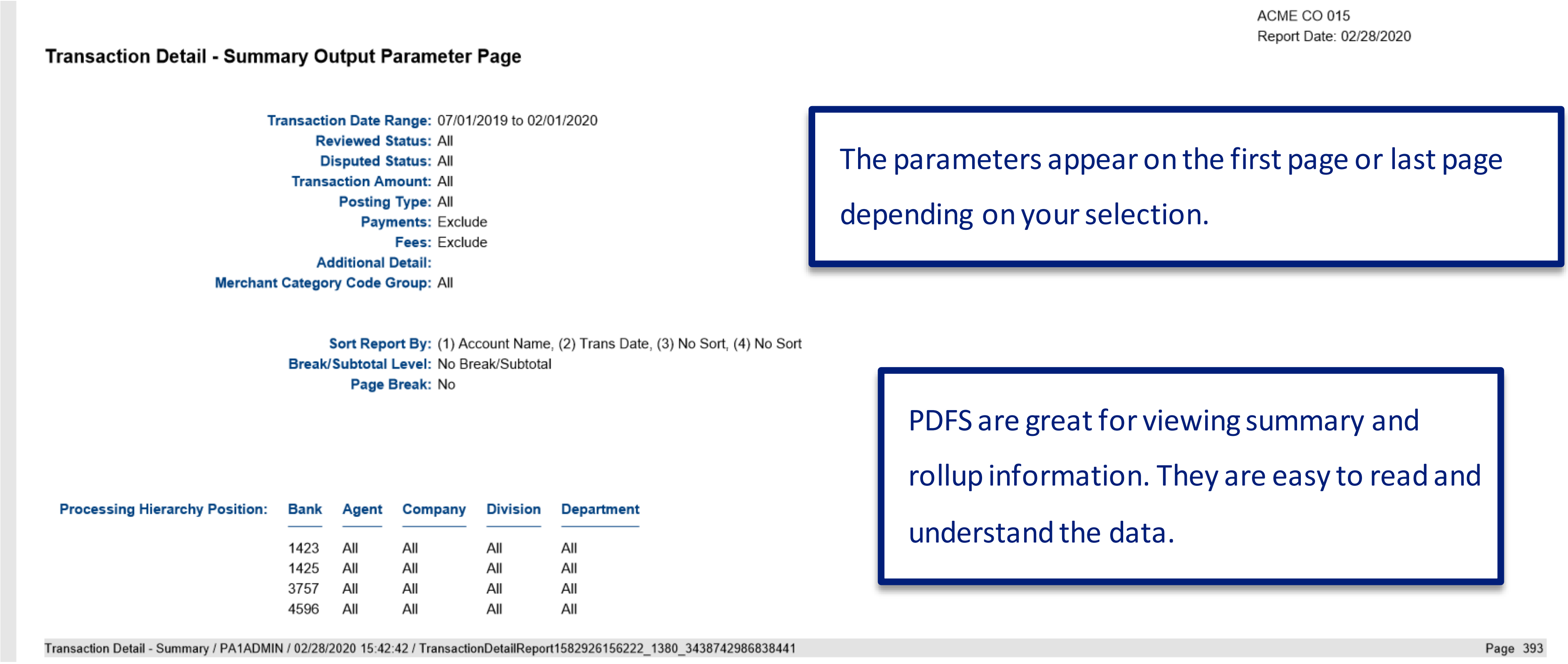
Transaction Date	Posting Date	Trans Amount	Sales Tax	Source Currency Amount	Source Currency	Posting Type	Purchase ID	Trans Status	Disputed Status	Reference Number
01/23/2020	01/25/2020	$36.03	$0.00	36.03	USD	Posted	074720	Not Reviewed	No	24692163024000616261757

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

Pdf output parameters



ACME CO 015
Report Date: 02/28/2020

Transaction Detail - Summary Output Parameter Page

Transaction Date Range: 07/01/2019 to 02/01/2020
Reviewed Status: All
Disputed Status: All
Transaction Amount: All
Posting Type: All
Payments: Exclude
Fees: Exclude
Additional Detail:
Merchant Category Code Group: All

Sort Report By: (1) Account Name, (2) Trans Date, (3) No Sort, (4) No Sort
Break/Subtotal Level: No Break/Subtotal
Page Break: No

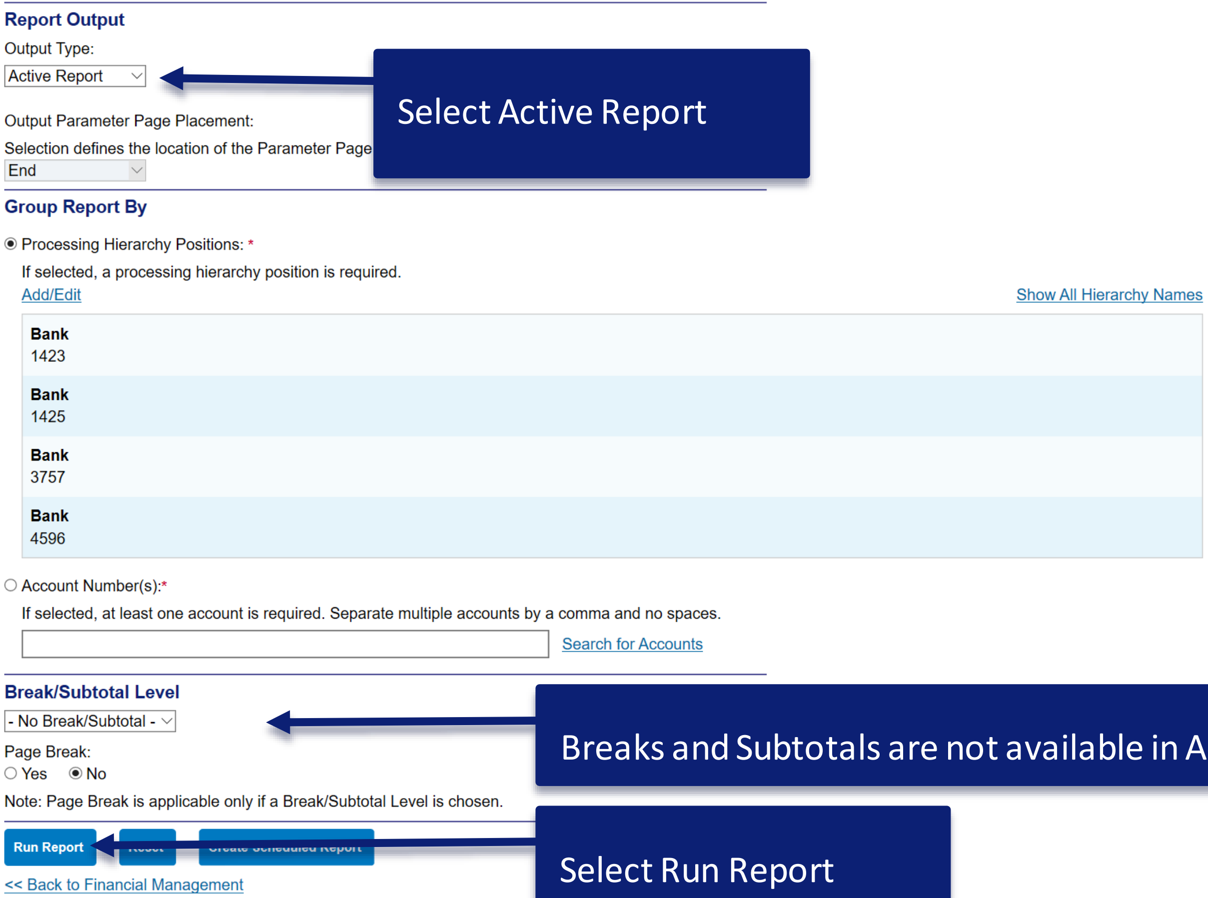
Processing Hierarchy Position:	Bank	Agent	Company	Division	Department
	1423	All	All	All	All
	1425	All	All	All	All
	3757	All	All	All	All
	4596	All	All	All	All

Transaction Detail - Summary / PA1ADMIN / 02/28/2020 15:42:42 / TransactionDetailReport1582926156222_1380_3438742986838441 Page 393

The parameters appear on the first page or last page depending on your selection.

PDFS are great for viewing summary and rollup information. They are easy to read and understand the data.

Report output active report



Report Output

Output Type: Active Report

Output Parameter Page Placement:

Selection defines the location of the Parameter Page: End

Group Report By

● Processing Hierarchy Positions: *

If selected, a processing hierarchy position is required.

Add/Edit

Show All Hierarchy Names

Bank 1423
Bank 1425
Bank 3757
Bank 4596

○ 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

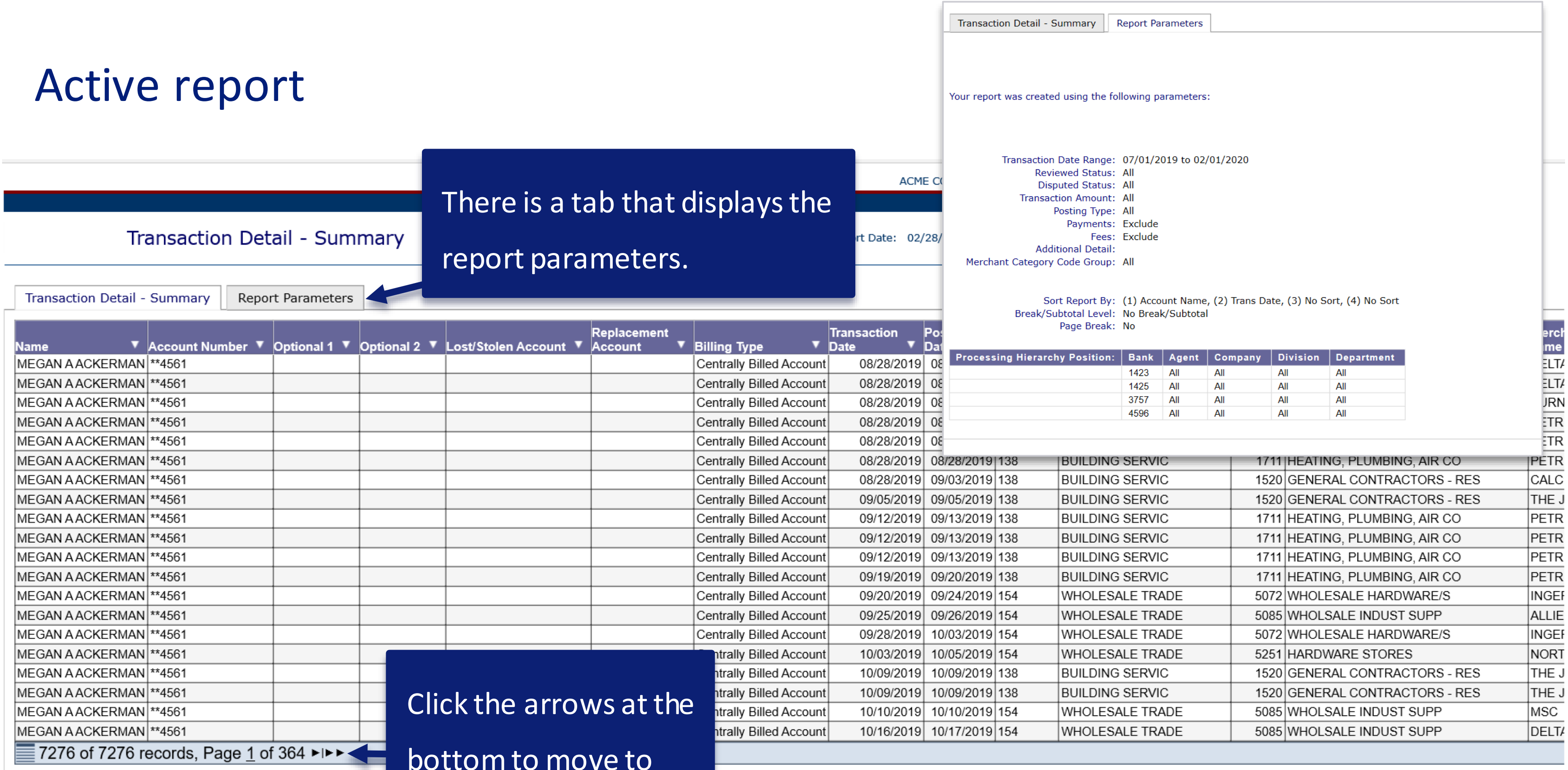
Note: Page Break is applicable only if a Break/Subtotal Level is chosen.

Select Active Report

Breaks and Subtotals are not available in Active Report output

Select Run Report

Active report



Transaction Detail - Summary

ACME C

rt Date: 02/28/

Transaction Detail - Summary | Report Parameters

Name	Account Number	Optional 1	Optional 2	Lost/Stolen Account	Replacement Account	Billing Type	Transaction Date	Pos Dat					erch me
MEGAN A ACKERMAN	**4561					Centrally Billed Account	08/28/2019	08					ELTA
MEGAN A ACKERMAN	**4561					Centrally Billed Account	08/28/2019	08					ELTA
MEGAN A ACKERMAN	**4561					Centrally Billed Account	08/28/2019	08					URN
MEGAN A ACKERMAN	**4561					Centrally Billed Account	08/28/2019	08					ETR
MEGAN A ACKERMAN	**4561					Centrally Billed Account	08/28/2019	08					ETR
MEGAN A ACKERMAN	**4561					Centrally Billed Account	08/28/2019	08/28/2019	138	BUILDING SERVIC	1711	HEATING, PLUMBING, AIR CO	PETR
MEGAN A ACKERMAN	**4561					Centrally Billed Account	08/28/2019	09/03/2019	138	BUILDING SERVIC	1520	GENERAL CONTRACTORS - RES	CALC
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/05/2019	09/05/2019	138	BUILDING SERVIC	1520	GENERAL CONTRACTORS - RES	THE J
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/12/2019	09/13/2019	138	BUILDING SERVIC	1711	HEATING, PLUMBING, AIR CO	PETR
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/12/2019	09/13/2019	138	BUILDING SERVIC	1711	HEATING, PLUMBING, AIR CO	PETR
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/12/2019	09/13/2019	138	BUILDING SERVIC	1711	HEATING, PLUMBING, AIR CO	PETR
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/19/2019	09/20/2019	138	BUILDING SERVIC	1711	HEATING, PLUMBING, AIR CO	PETR
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/20/2019	09/24/2019	154	WHOLESALE TRADE	5072	WHOLESALE HARDWARE/S	INGEI
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/25/2019	09/26/2019	154	WHOLESALE TRADE	5085	WHOLSALE INDUST SUPP	ALLIE
MEGAN A ACKERMAN	**4561					Centrally Billed Account	09/28/2019	10/03/2019	154	WHOLESALE TRADE	5072	WHOLESALE HARDWARE/S	INGEI
MEGAN A ACKERMAN	**4561					ntrally Billed Account	10/03/2019	10/05/2019	154	WHOLESALE TRADE	5251	HARDWARE STORES	NORT
MEGAN A ACKERMAN	**4561					trally Billed Account	10/09/2019	10/09/2019	138	BUILDING SERVIC	1520	GENERAL CONTRACTORS - RES	THE J
MEGAN A ACKERMAN	**4561					trally Billed Account	10/09/2019	10/09/2019	138	BUILDING SERVIC	1520	GENERAL CONTRACTORS - RES	THE J
MEGAN A ACKERMAN	**4561					trally Billed Account	10/10/2019	10/10/2019	154	WHOLESALE TRADE	5085	WHOLSALE INDUST SUPP	MSC
MEGAN A ACKERMAN	**4561					trally Billed Account	10/16/2019	10/17/2019	154	WHOLESALE TRADE	5085	WHOLSALE INDUST SUPP	DELTA

7276 of 7276 records, Page 1 of 364 ►|►►

Transaction Detail - Summary | Report Parameters

Your report was created using the following parameters:

Transaction Date Range: 07/01/2019 to 02/01/2020
Reviewed Status: All
Disputed Status: All
Transaction Amount: All
Posting Type: All
Payments: Exclude
Fees: Exclude
Additional Detail:
Merchant Category Code Group: All

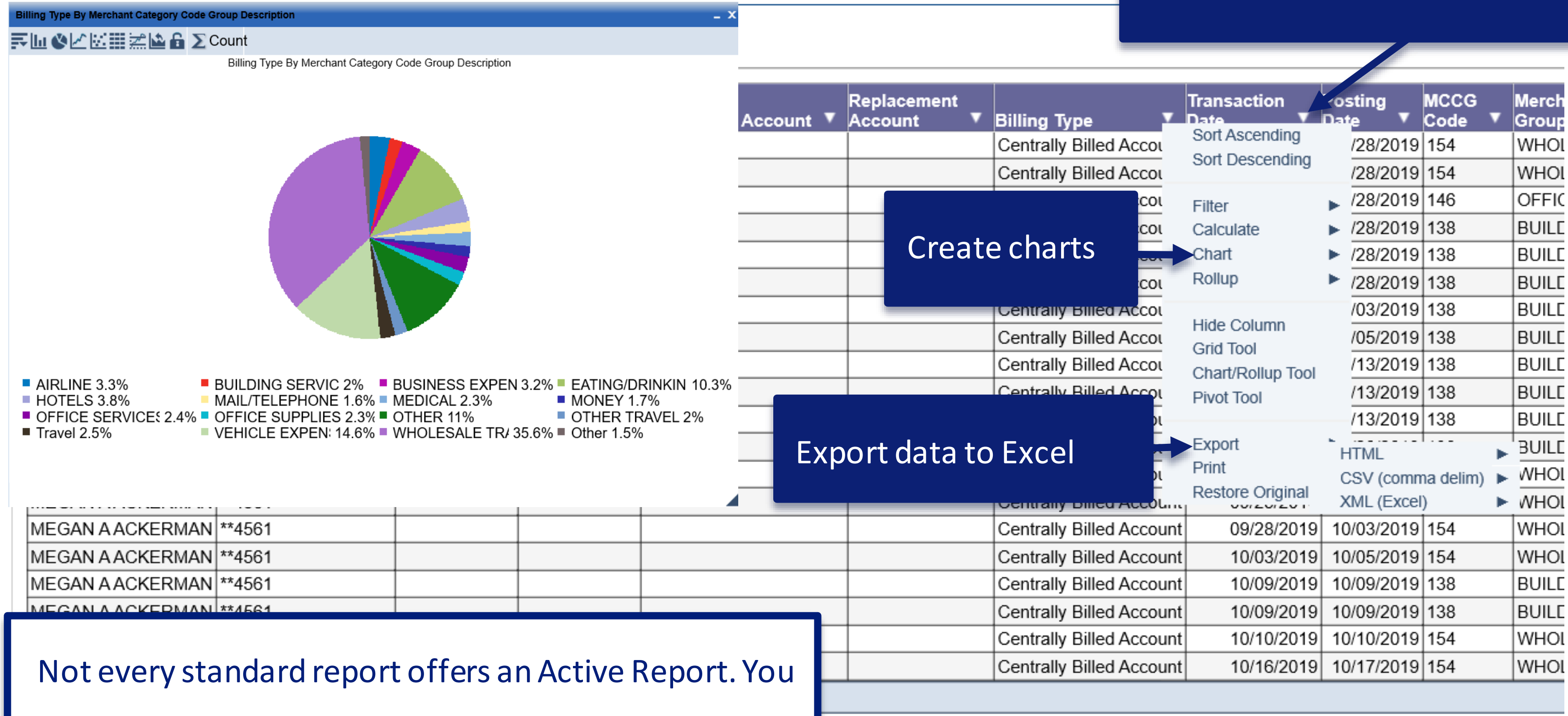
Sort Report By: (1) Account Name, (2) Trans Date, (3) No Sort, (4) No Sort
Break/Subtotal Level: No Break/Subtotal
Page Break: No

Processing Hierarchy Position:	Bank	Agent	Company	Division	Department
	1423	All	All	All	All
	1425	All	All	All	All
	3757	All	All	All	All
	4596	All	All	All	All

There is a tab that displays the report parameters.

Click the arrows at the bottom to move to other pages.

Active report output



Account	Replacement Account	Billing Type	Transaction Date	osting Date	MCCG Code	Merch Group
		Centrally Billed Accou		/28/2019	154	WHOL
		Centrally Billed Accou		/28/2019	154	WHOL
		cou		/28/2019	146	OFFIC
		cou		/28/2019	138	BUILD
				/28/2019	138	BUILD
		cou		/28/2019	138	BUILD
		Centrally Billed Accou		/03/2019	138	BUILD
		Centrally Billed Accou		/05/2019	138	BUILD
		Centrally Billed Accou		/13/2019	138	BUILD
		Centrally Billed Accou		/13/2019	138	BUILD
		u		/13/2019	138	BUILD
						BUILD
		u				WHOL
		Centrally Billed Account				WHOL

MEGAN A ACKERMAN	**4561			Centrally Billed Account	09/28/2019	10/03/2019	154	WHOL
MEGAN A ACKERMAN	**4561			Centrally Billed Account	10/03/2019	10/05/2019	154	WHOL
MEGAN A ACKERMAN	**4561			Centrally Billed Account	10/09/2019	10/09/2019	138	BUILD
MEGAN A ACKERMAN	**4561			Centrally Billed Account	10/09/2019	10/09/2019	138	BUILD
				Centrally Billed Account	10/10/2019	10/10/2019	154	WHOL
				Centrally Billed Account	10/16/2019	10/17/2019	154	WHOL

Click the arrow next to a column header to expand a menu

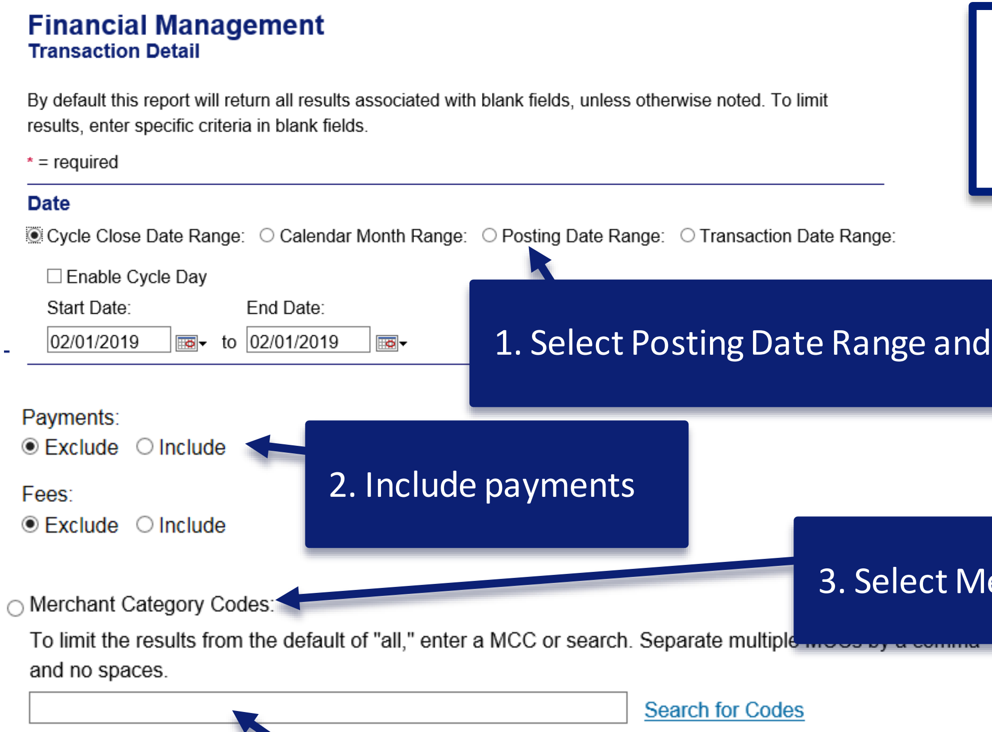
Create charts

Export data to Excel

Not every standard report offers an Active Report. You cannot schedule Active Reports.

Bonus tip – Managing Account Payment Report

You can run a managing account payment report using the Transaction Detail template.



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: 02/01/2019 to End Date: 02/01/2019

Payments:
● Exclude ○ Include

Fees:
● Exclude ○ Include

○ Merchant Category Codes:
To limit the results from the default of "all," enter a MCC or search. Separate multiple
and no spaces.

Search for Codes

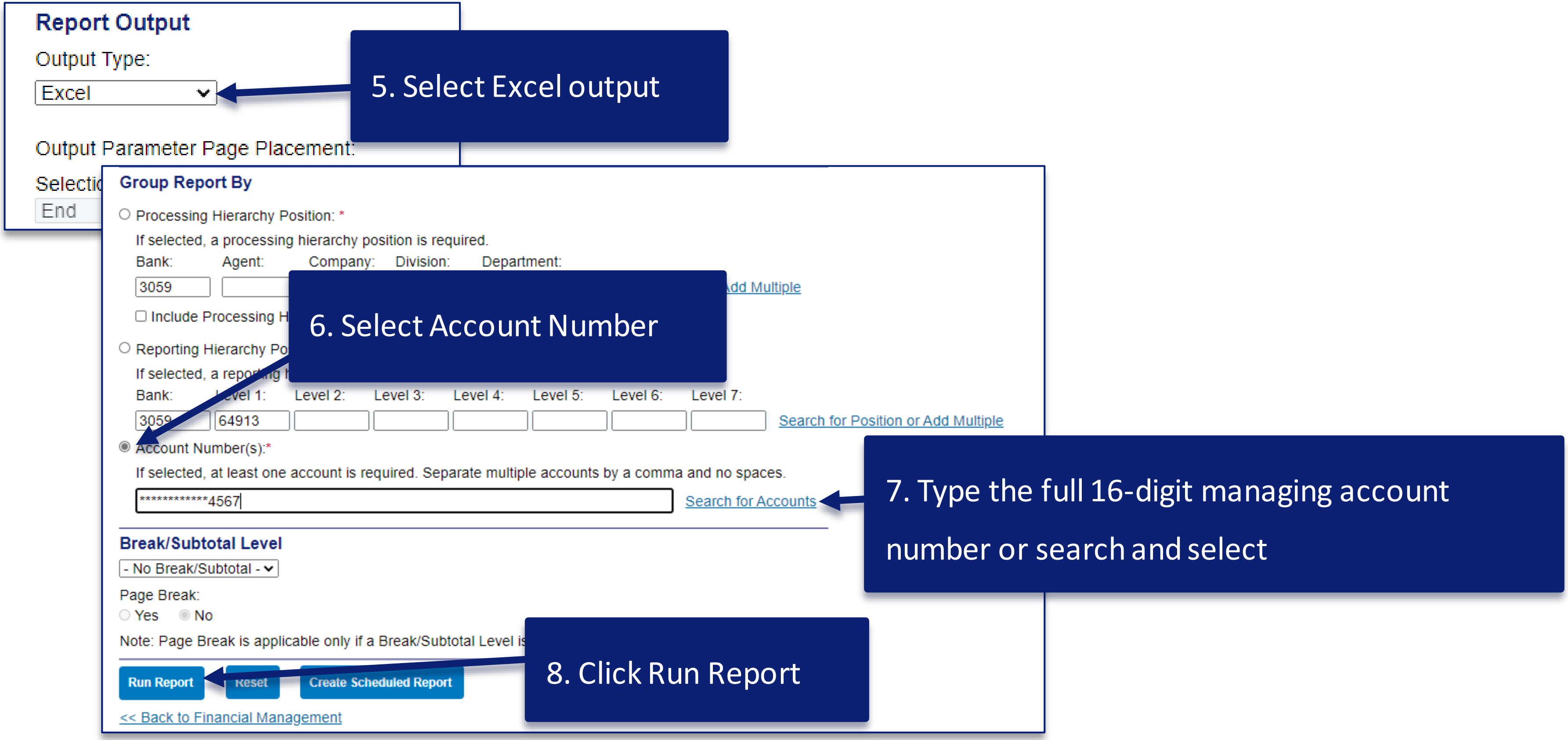
1. Select Posting Date Range and enter dates

2. Include payments

3. Select Merchant Category Codes

4. Type 0 (zero)

Managing Account Payment Report continued



Report Output

Output Type:

Excel

Output Parameter Page Placement:

Selecti

End

Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank:	Agent:	Company:	Division:	Department:
3059				

☐ Include Processing H

○ Reporting Hierarchy Po

If selected, a reporting h

Bank:	Level 1:	Level 2:	Level 3:	Level 4:	Level 5:	Level 6:	Level 7:
3059	64913						

● Account Number(s):*

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

************4567

Break/Subtotal Level

- No Break/Subtotal -

Page Break:

○ Yes ● No

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

5. Select Excel output

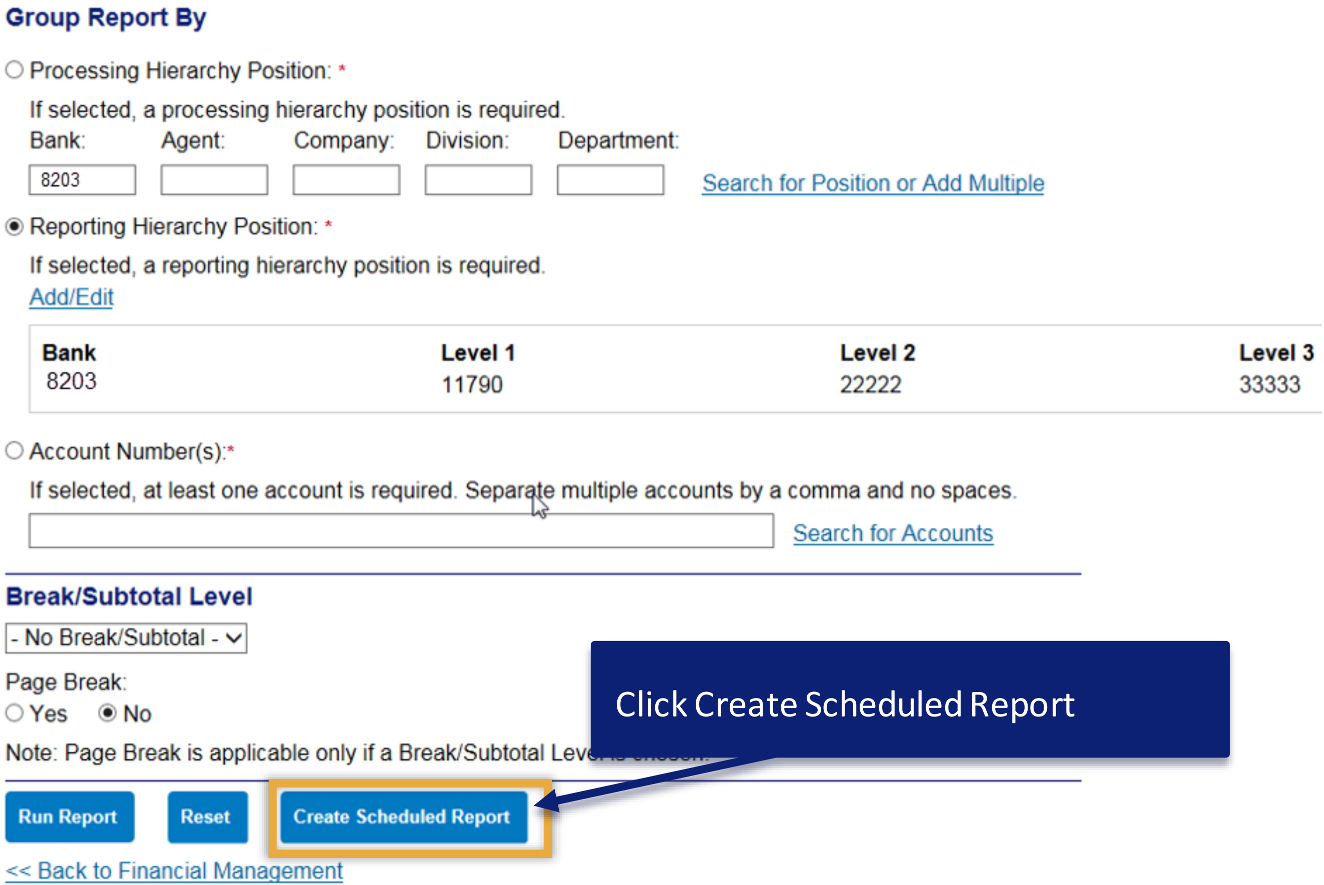
6. Select Account Number

7. Type the full 16-digit managing account number or search and select

8. Click Run Report

Schedule reports

Create scheduled report



Group Report By

○ Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank:	Agent:	Company:	Division:	Department:
8203				

● Reporting Hierarchy Position: *

If selected, a reporting hierarchy position is required.

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.

Break/Subtotal Level

- No Break/Subtotal -

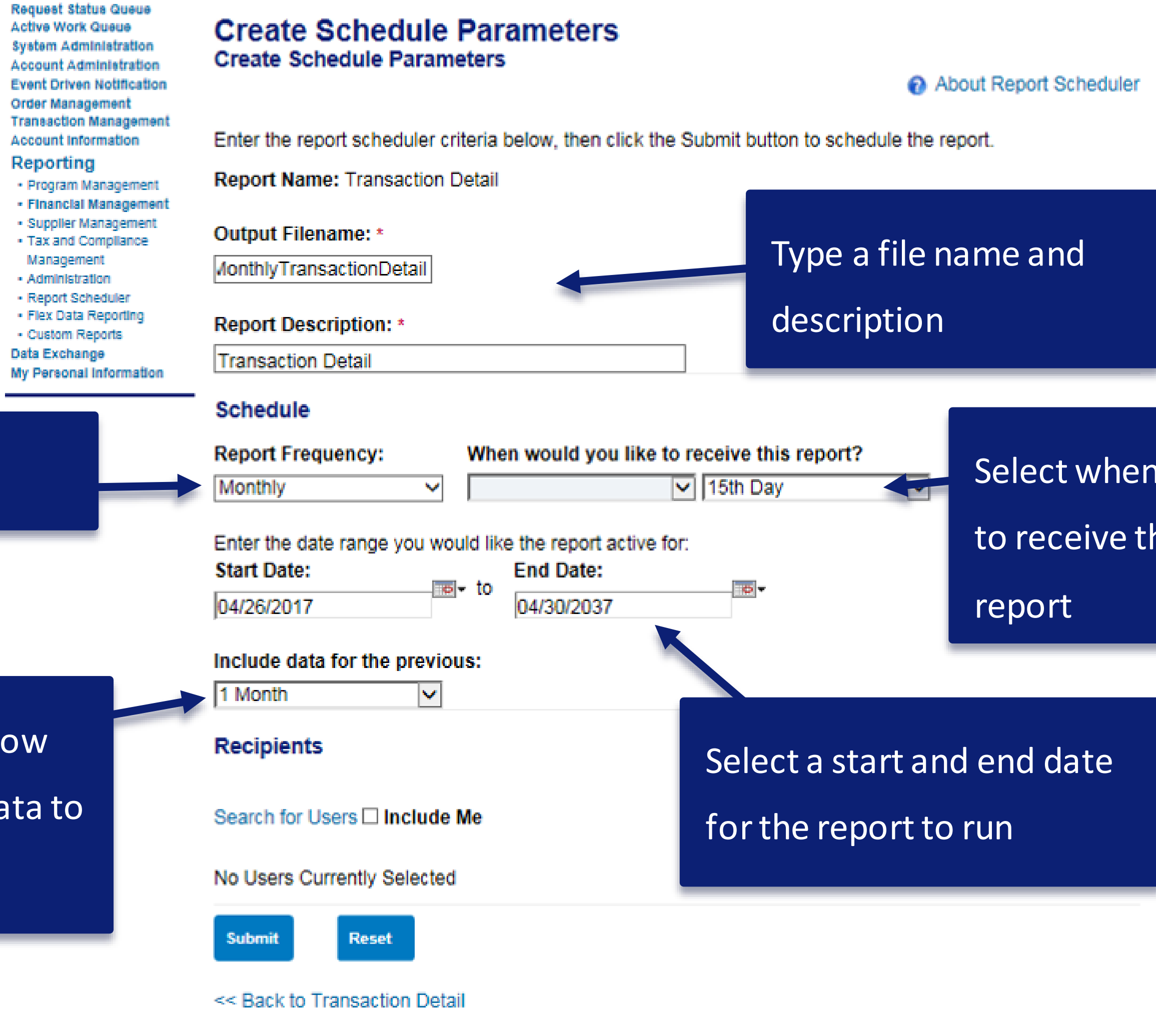
Page Break:

○ Yes ● No

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

Click Create Scheduled Report

Schedule parameters



Create Schedule Parameters

Create Schedule Parameters

Enter the report scheduler criteria below, then click the Submit button to schedule the report.

Report Name: Transaction Detail

Output Filename: * MonthlyTransactionDetail

Report Description: * Transaction Detail

Schedule

Report Frequency: Monthly

When would you like to receive this report? 15th Day

Enter the date range you would like the report active for:

Start Date: 04/26/2017 to **End Date:** 04/30/2037

Include data for the previous: 1 Month

Recipients

Search for Users ☐ **Include Me**

No Users Currently Selected

Type a file name and description

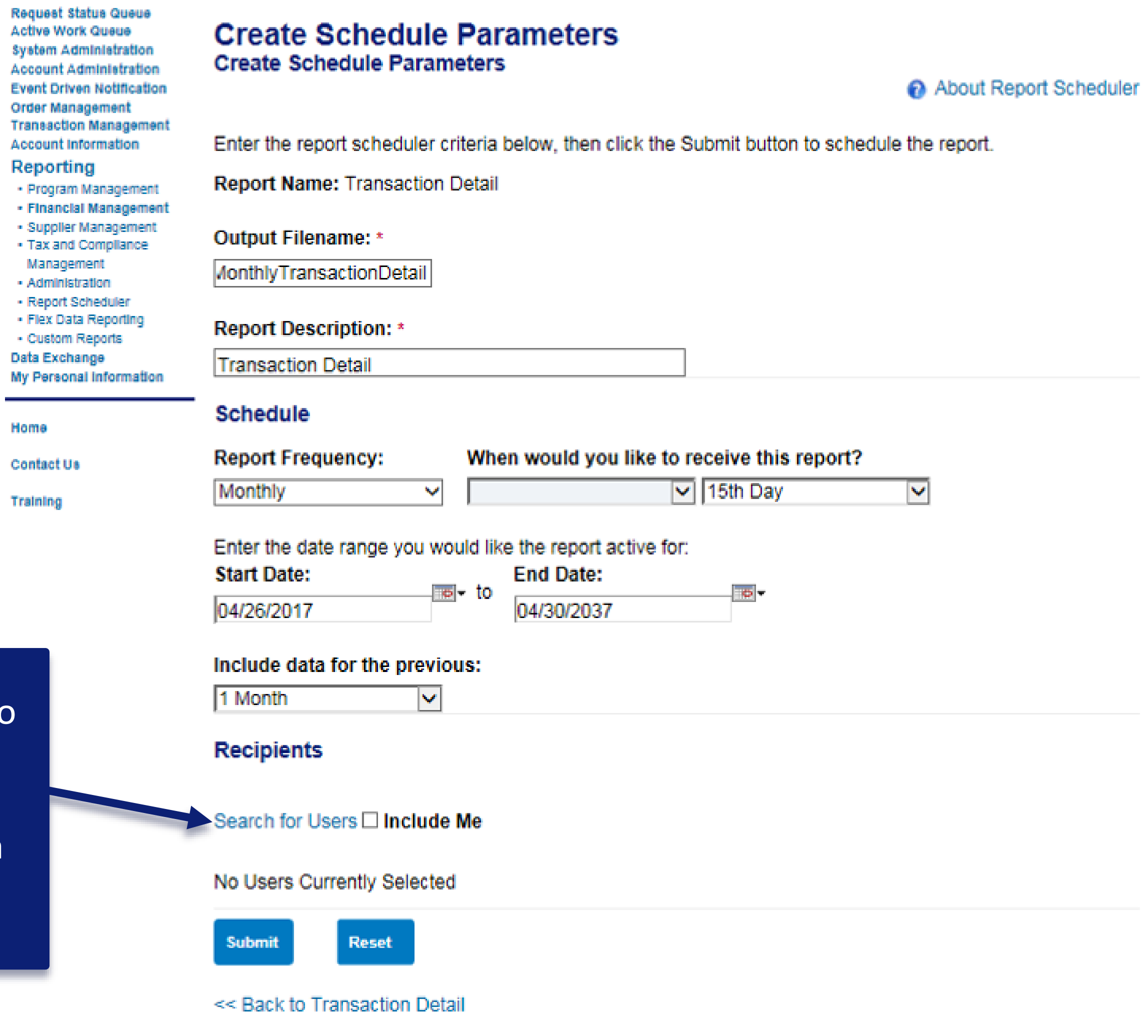
Select a frequency

Select when to receive the report

Select how much data to include

Select a start and end date for the report to run

Select recipients



Create Schedule Parameters

Create Schedule Parameters

Enter the report scheduler criteria below, then click the Submit button to schedule the report.

Report Name: Transaction Detail

Output Filename: * MonthlyTransactionDetail

Report Description: * Transaction Detail

Schedule

Report Frequency: Monthly

When would you like to receive this report? 15th Day

Enter the date range you would like the report active for:

Start Date: 04/26/2017 to **End Date:** 04/30/2037

Include data for the previous: 1 Month

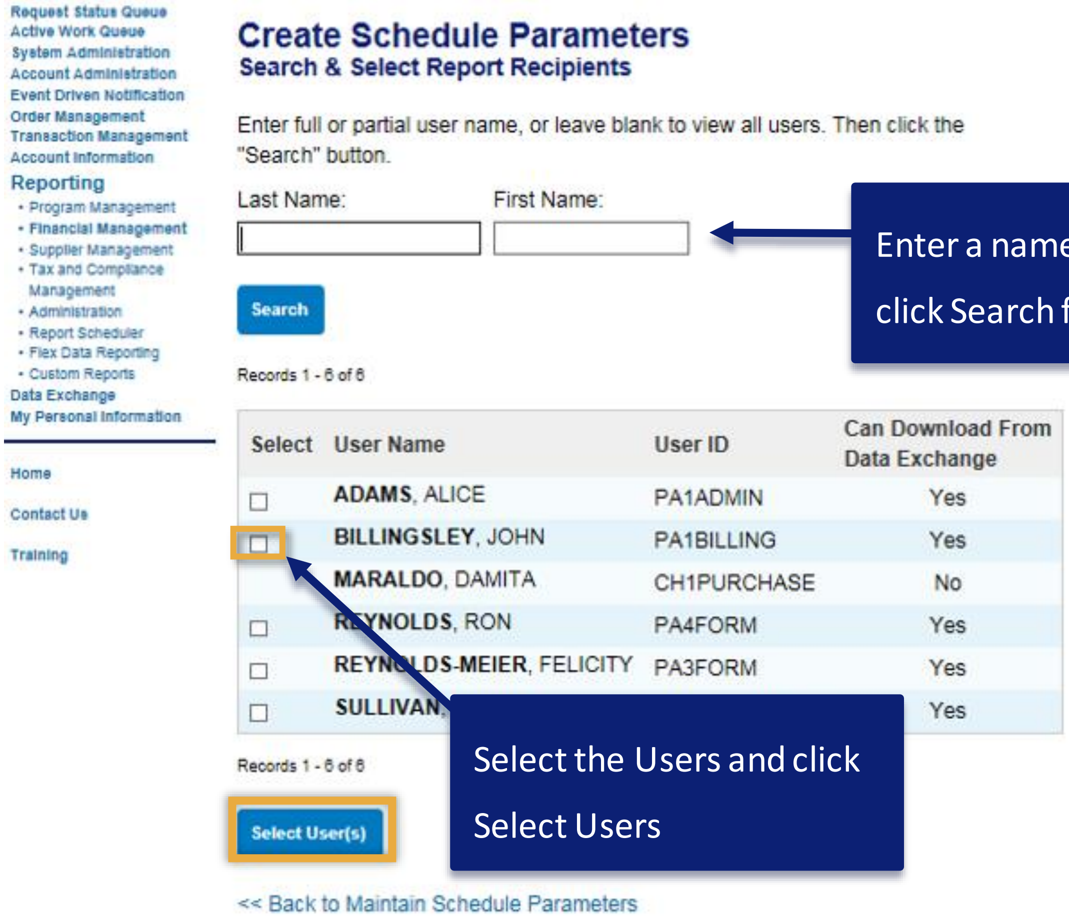
Recipients

Search for Users ☐ **Include Me**

No Users Currently Selected

Add the people who will receive the report in their Data Exchange

Report recipients



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
- Report Scheduler
- Flex Data Reporting
- Custom Reports

Data Exchange
My Personal Information

Home

Contact Us

Training

Create Schedule Parameters

Search & Select Report Recipients

Enter full or partial user name, or leave blank to view all users. Then click the "Search" button.

Last Name: ______ First Name: ______

Search

Records 1 - 6 of 6

Select	User Name	User ID	Can Download From Data Exchange
☐	**ADAMS**, ALICE	PA1ADMIN	Yes
☐	**BILLINGSLEY**, JOHN	PA1BILLING	Yes
	MARALDO, DAMITA	CH1PURCHASE	No
☐	**REYNOLDS**, RON	PA4FORM	Yes
☐	**REYNOLDS-MEIER**, FELICITY	PA3FORM	Yes
☐	**SULLIVAN**,		Yes

Records 1 - 6 of 6

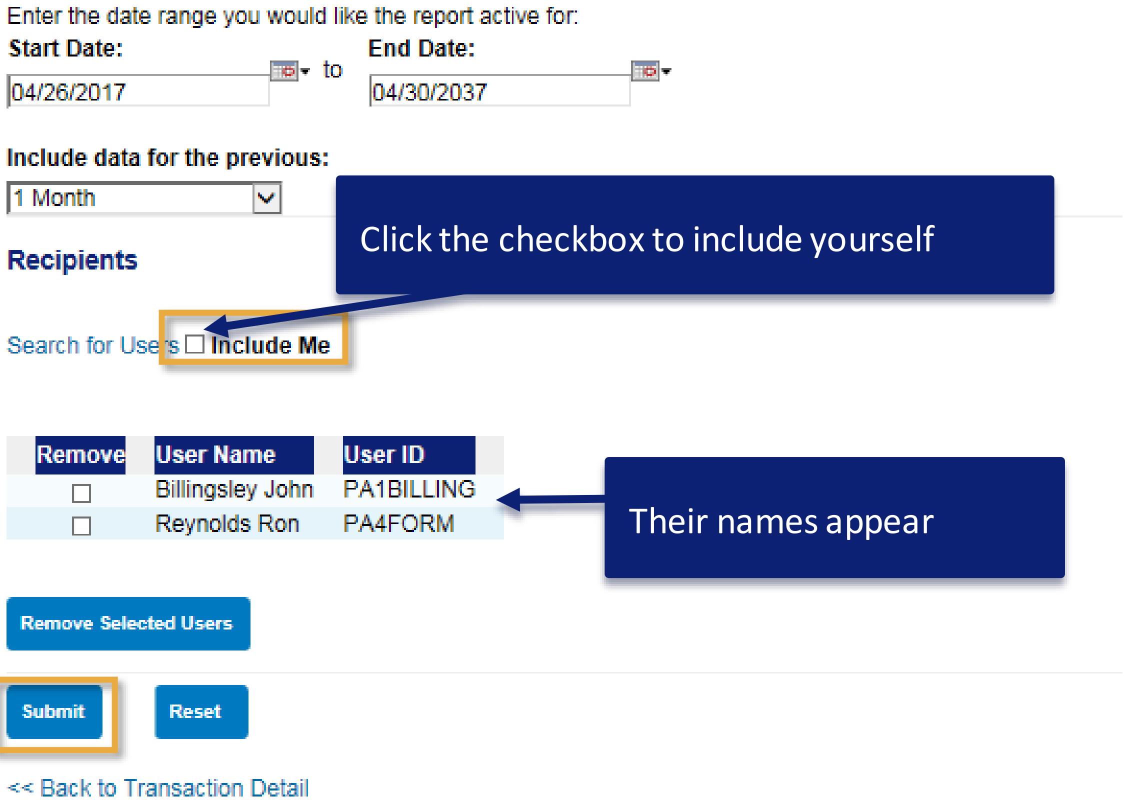
Select User(s)

<< Back to Maintain Schedule Parameters

Enter a name and click Search or click Search for all

Select the Users and click Select Users

Submit report parameters



Enter the date range you would like the report active for:

Start Date: 04/26/2017 to **End Date:** 04/30/2037

Include data for the previous: 1 Month

Recipients

☐ **Include Me**

Remove	User Name	User ID
☐	Billingsley John	PA1BILLING
☐	Reynolds Ron	PA4FORM

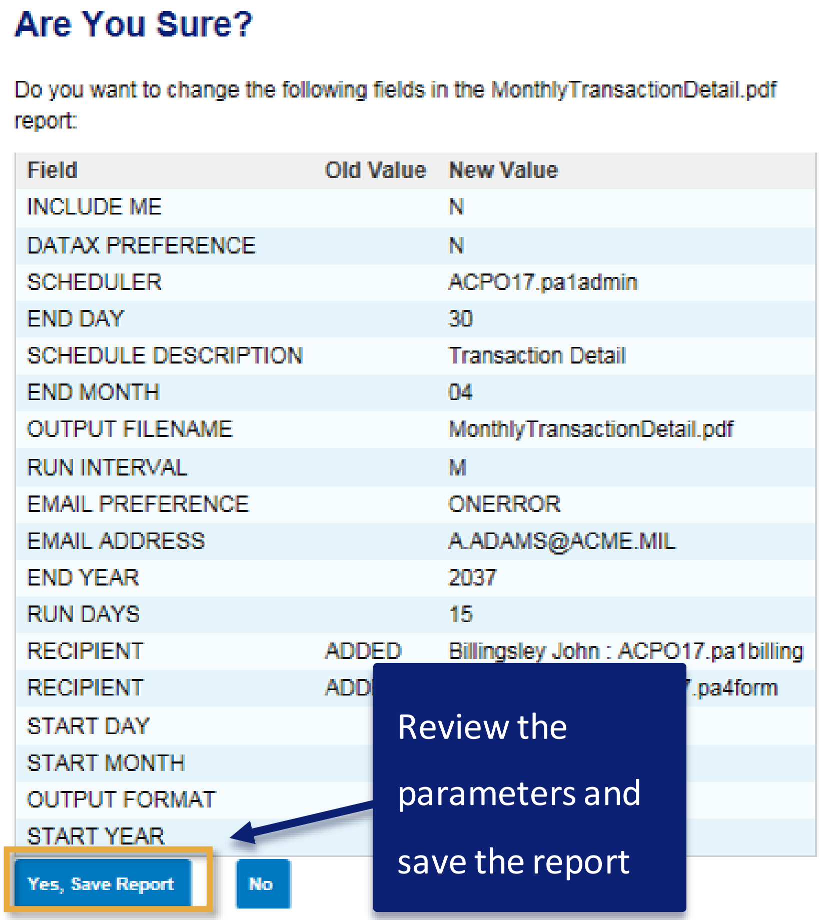
Click the checkbox to include yourself

Their names appear

Click

Submit

Parameters review



Are You Sure?

Do you want to change the following fields in the MonthlyTransactionDetail.pdf report:

Field	Old Value	New Value
INCLUDE ME		N
DATAX PREFERENCE		N
SCHEDULER		ACPO17.pa1admin
END DAY		30
SCHEDULE DESCRIPTION		Transaction Detail
END MONTH		04
OUTPUT FILENAME		MonthlyTransactionDetail.pdf
RUN INTERVAL		M
EMAIL PREFERENCE		ONERROR
EMAIL ADDRESS		A.ADAMS@ACME.MIL
END YEAR		2037
RUN DAYS		15
RECIPIENT	ADDED	Billingsley John : ACPO17.pa1billing
RECIPIENT	ADD	7.pa4form
START DAY		
START MONTH		
OUTPUT FORMAT		
START YEAR		

Review the parameters and save the report

Navigate to Report Scheduler

- 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
  - Report Scheduler
  - Flex Data Reporting
  - Custom Reports
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

Reporting

Program Management
General program management activities and monitor company policy compliance.

Financial Management
ck variances and
ons.

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.

Report Scheduler
View and maintain current scheduled reports.

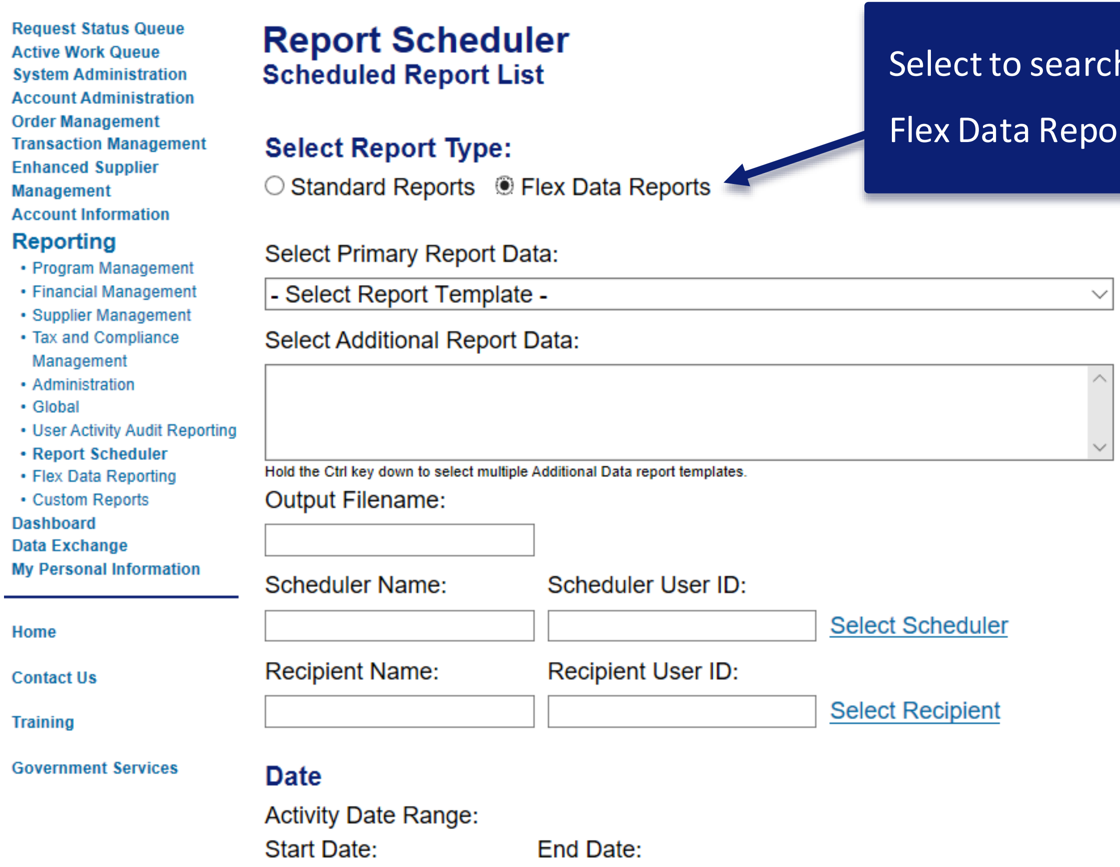
Flex Data Reporting
Create and maintain adhoc reports.

Custom Reports
Create and configure custom reports.

Click Reporting

Click Report Scheduler

Report Scheduler - search



Report Scheduler

Scheduled Report List

Select Report Type:

○ Standard Reports ● Flex Data Reports

Select Primary Report Data:

Select Additional Report Data:

Hold the Ctrl key down to select multiple Additional Data report templates.

Output Filename:

Scheduler Name:

Scheduler User ID:

Recipient Name:

Recipient User ID:

Date

Activity Date Range:

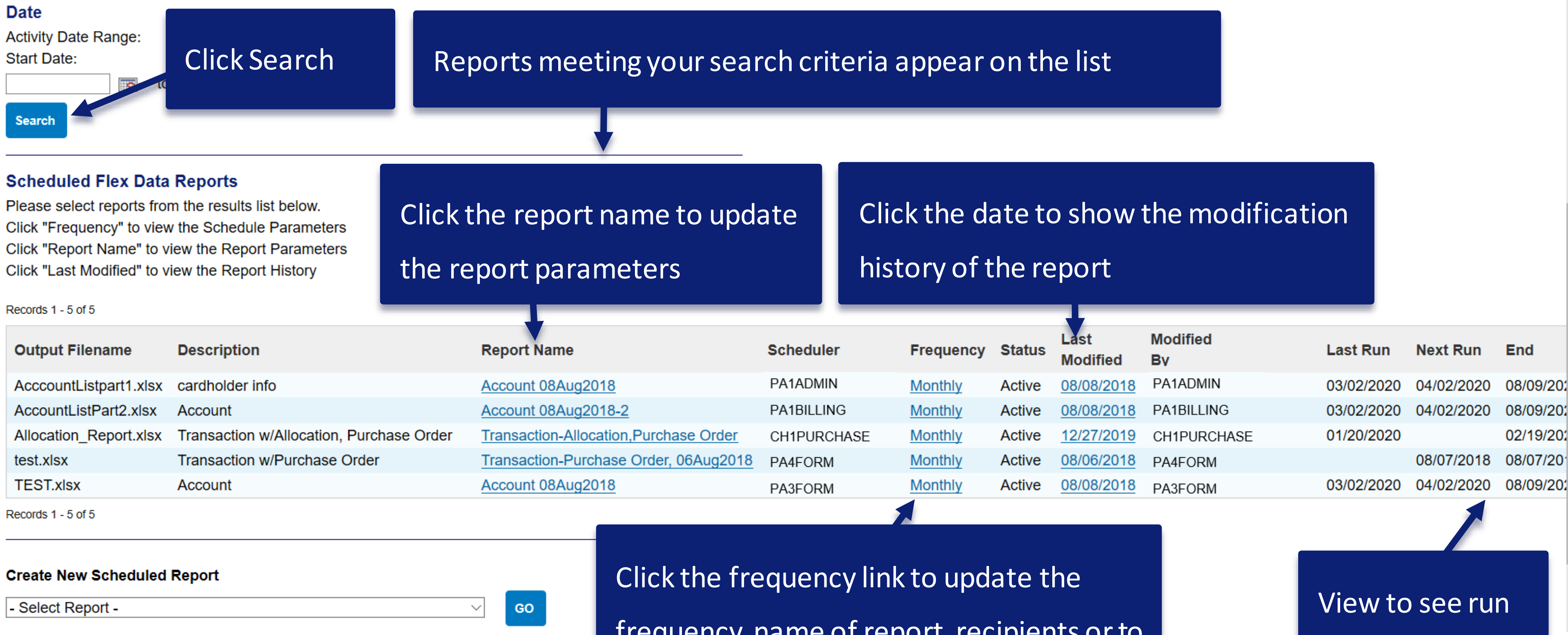
Start Date:

End Date:

Select to search from Standard or Flex Data Reports

Enter search criteria

Report Scheduler – report list



Date

Activity Date Range:

Start Date:

Click Search

Reports meeting your search criteria appear on the list

Scheduled Flex Data Reports

Please select reports from the results list below.
Click "Frequency" to view the Schedule Parameters
Click "Report Name" to view the Report Parameters
Click "Last Modified" to view the Report History

Click the report name to update the report parameters

Click the date to show the modification history of the report

Records 1 - 5 of 5

Output Filename	Description	Report Name	Scheduler	Frequency	Status	Last Modified	Modified By	Last Run	Next Run	End
AcccountListpart1.xlsx	cardholder info	Account 08Aug2018	PA1ADMIN	Monthly	Active	08/08/2018	PA1ADMIN	03/02/2020	04/02/2020	08/09/20
AccountListPart2.xlsx	Account	Account 08Aug2018-2	PA1BILLING	Monthly	Active	08/08/2018	PA1BILLING	03/02/2020	04/02/2020	08/09/20
Allocation_Report.xlsx	Transaction w/Allocation, Purchase Order	Transaction-Allocation,Purchase Order	CH1PURCHASE	Monthly	Active	12/27/2019	CH1PURCHASE	01/20/2020		02/19/20
test.xlsx	Transaction w/Purchase Order	Transaction-Purchase Order, 06Aug2018	PA4FORM	Monthly	Active	08/06/2018	PA4FORM		08/07/2018	08/07/20
TEST.xlsx	Account	Account 08Aug2018	PA3FORM	Monthly	Active	08/08/2018	PA3FORM	03/02/2020	04/02/2020	08/09/20

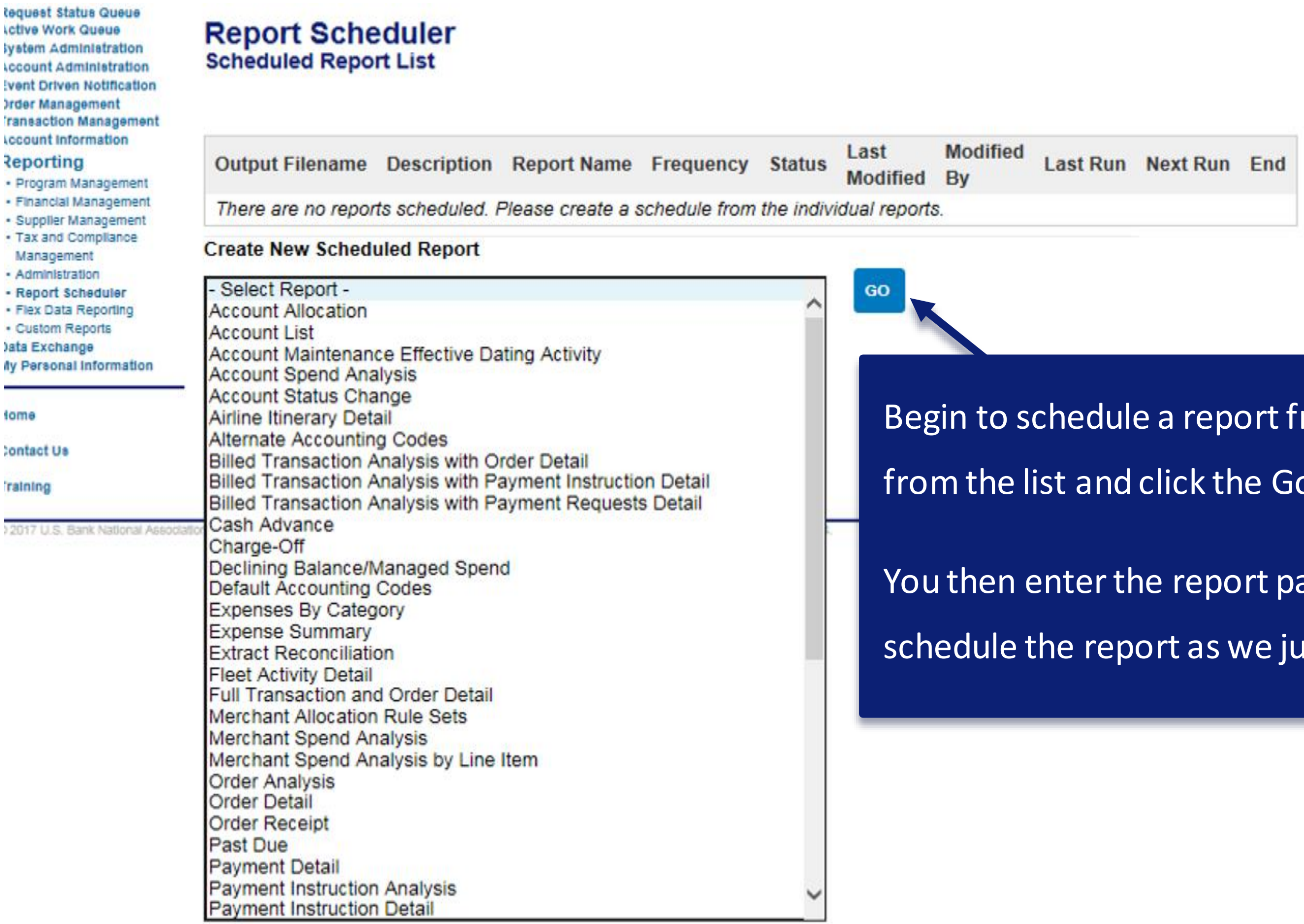
Records 1 - 5 of 5

Create New Scheduled Report

Click the frequency link to update the frequency, name of report, recipients or to remove the scheduling

View to see run information

Report Scheduler – create new scheduled report



Report Scheduler
Scheduled Report List

Output Filename	Description	Report Name	Frequency	Status	Last Modified	Modified By	Last Run	Next Run	End
There are no reports scheduled. Please create a schedule from the individual reports.									

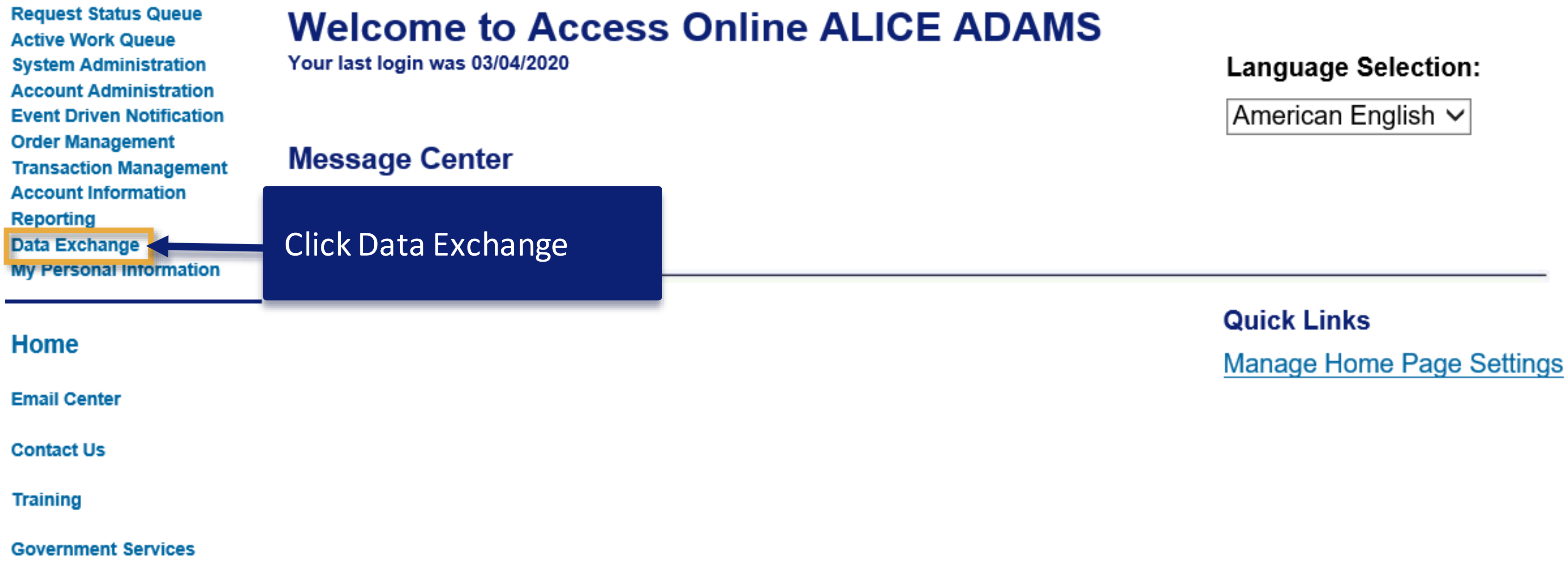
Create New Scheduled Report

Begin to schedule a report from here by selecting it from the list and click the Go button.

You then enter the report parameters and select to schedule the report as we just reviewed.

Locate reports in Data Exchange

Navigate to Data Exchange



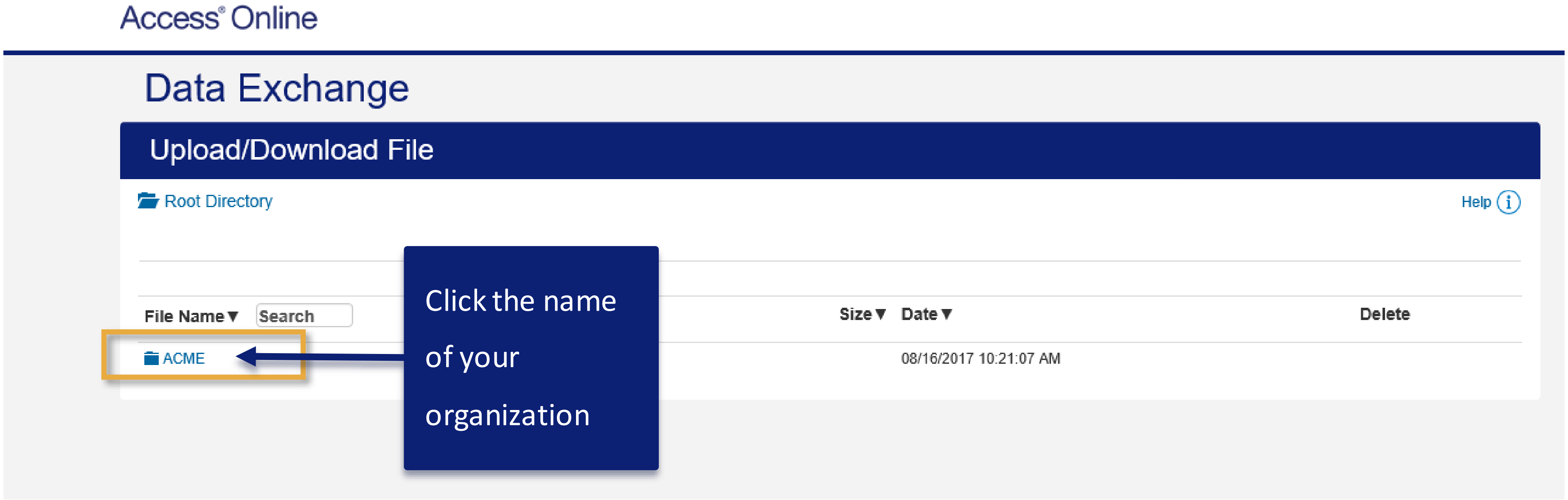
Welcome to Access Online ALICE ADAMS

Your last login was 03/04/2020

Message Center

Click Data Exchange

Click your organization name



Access® Online

Data Exchange

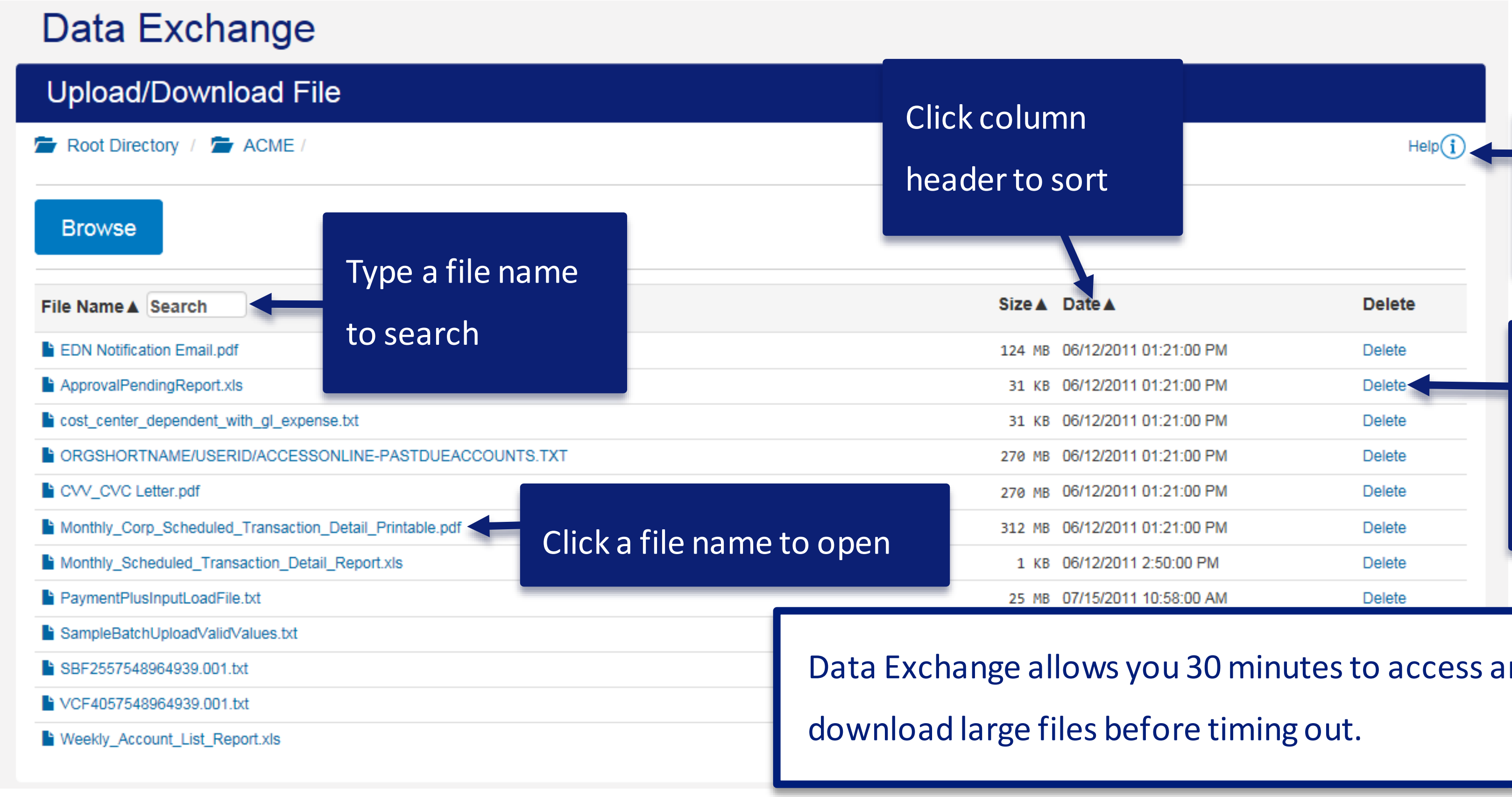
Upload/Download File

File Name	Size	Date	Delete
ACME		08/16/2017 10:21:07 AM	

Click the name of your organization

Data Exchange access

Files automatically delete after 60 days.



Data Exchange

Upload/Download File

Root Directory / ACME /

Help

Browse

File Name ▲ Search	Size ▲	Date ▲	Delete
EDN Notification Email.pdf	124 MB	06/12/2011 01:21:00 PM	Delete
ApprovalPendingReport.xls	31 KB	06/12/2011 01:21:00 PM	Delete
cost_center_dependent_with_gl_expense.txt	31 KB	06/12/2011 01:21:00 PM	Delete
ORGSHORTNAME/USERID/ACCESSONLINE-PASTDUEACCOUNTS.TXT	270 MB	06/12/2011 01:21:00 PM	Delete
CVV_CVC Letter.pdf	270 MB	06/12/2011 01:21:00 PM	Delete
Monthly_Corp_Scheduled_Transaction_Detail_Printable.pdf	312 MB	06/12/2011 01:21:00 PM	Delete
Monthly_Scheduled_Transaction_Detail_Report.xls	1 KB	06/12/2011 2:50:00 PM	Delete
PaymentPlusInputLoadFile.txt	25 MB	07/15/2011 10:58:00 AM	Delete
SampleBatchUploadValidValues.txt			
SBF2557548964939.001.txt			
VCF4057548964939.001.txt			
Weekly_Account_List_Report.xls			

Click column header to sort

Click for help

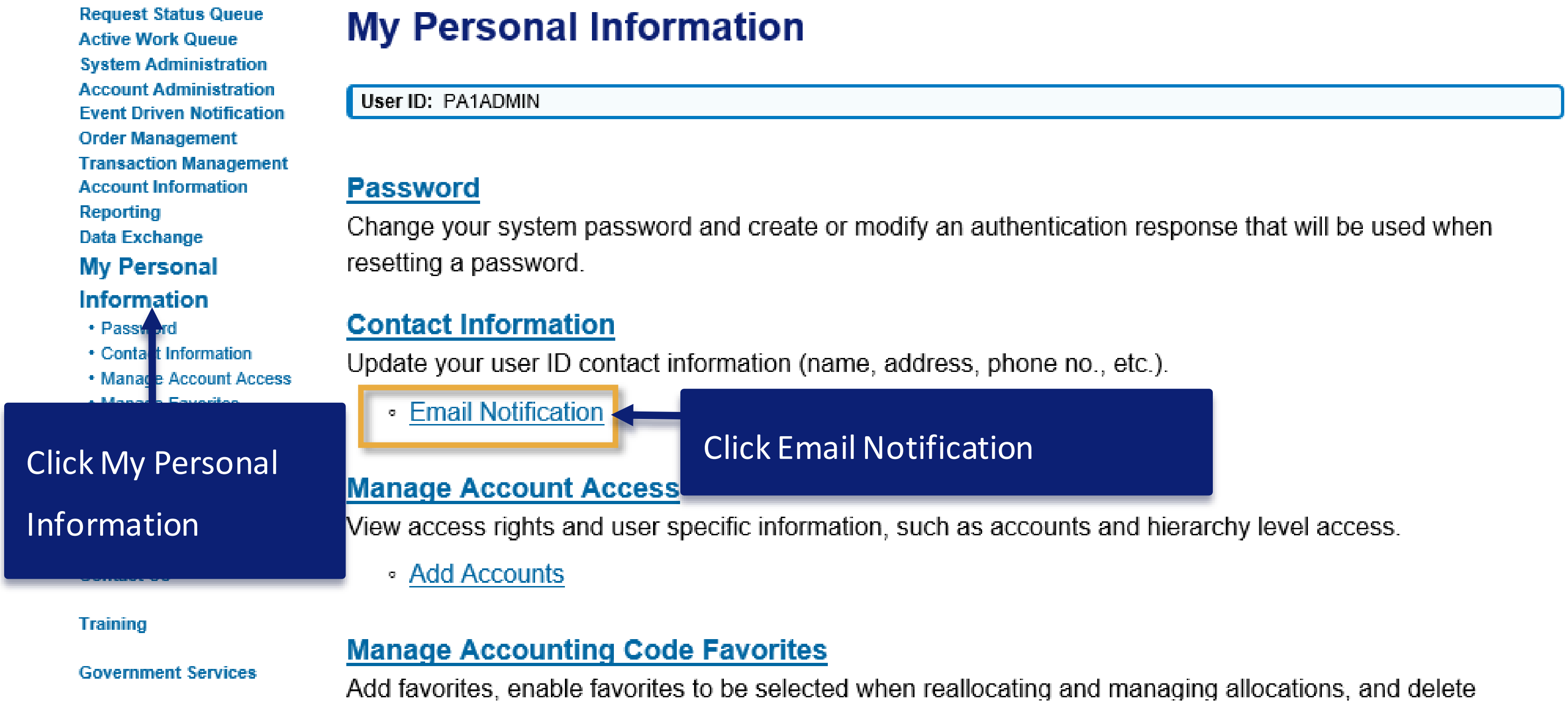
Type a file name to search

Click to delete a report

Click a file name to open

Data Exchange allows you 30 minutes to access and download large files before timing out.

Receive an email when your report is available in Data Exchange



- 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**
  - Password
  - Contact Information
  - Manage Account Access
- Training
- Government Services

My Personal Information

User ID: PA1ADMIN

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

Manage Account Access

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

- Add Accounts

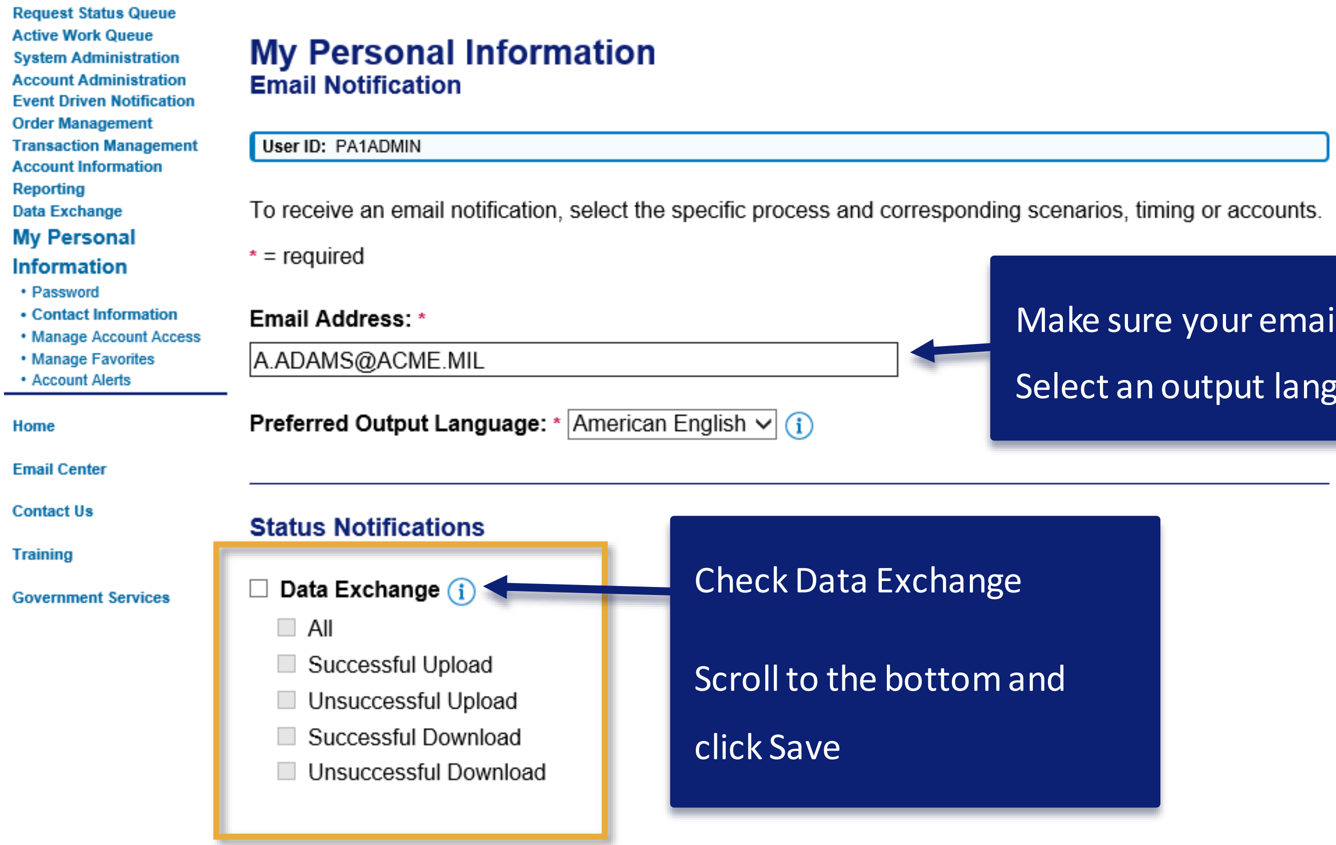
Manage Accounting Code Favorites

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

Click My Personal Information

Click Email Notification

Select Data Exchange and save



My Personal Information

Email Notification

User ID: PA1ADMIN

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

* = required

Email Address: *

A.ADAMS@ACME.MIL

Preferred Output Language: * American English

Status Notifications

☐ **Data Exchange**

- ☐ All
- ☐ Successful Upload
- ☐ Unsuccessful Upload
- ☐ Successful Download
- ☐ Unsuccessful Download

Make sure your email is correct

Select an output language

Check Data Exchange

Scroll to the bottom and click Save

Supplier Management reports

Navigate to Supplier Management reports

Click Supplier Management

- 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
- Email Center
- Contact Us
- Training

Supplier Management

Spend

Merchant Spend Analysis
Detailed and summary spending information arranged by merchant group or MCC and merchant name.

Merc
Provi
analy
purch

Top Merchant Spend Analysis
Top (by spend or by number of transactions) merchants by merchant category group or by MCC.

Administration

Level II Quality By Merchant
Summary of population of Level II data (purchase ID and sales tax) by merchant.

Merchant List
Merchant demographic information for merchants with transaction activity within the requested time period.

Enabled Merchant List
Payment Plus merchant demographic information including Client Supplier Information.

Travel Expenses

Airline Itinerary Detail
Statement transaction detail and itinerary information for airline MCCs (specific to airline MCCs only).

ides the number of trips
airline and/or rail.

Airline Refund
Airline credit transactions with merchant and location information (specific to airline MCCs only).

Airline Spending
Provides summary information for all airline spending by MCCs.

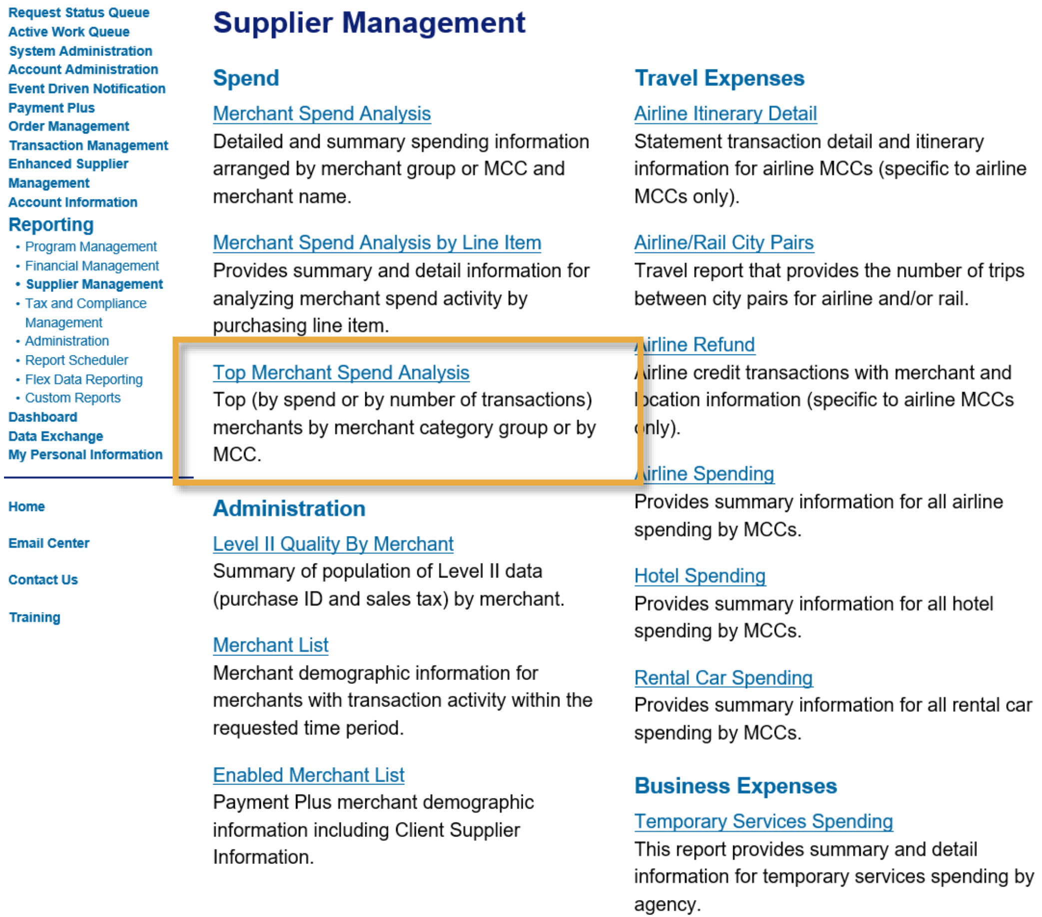
Hotel Spending
Provides summary information for all hotel spending by MCCs.

Rental Car Spending
Provides summary information for all rental car spending by MCCs.

Business Expenses

Temporary Services Spending
This report provides summary and detail information for temporary services spending by agency.

Popular supplier reports – Top Merchant Spend Analysis



- 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**
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Supplier Management

Spend

Merchant Spend Analysis
Detailed and summary spending information arranged by merchant group or MCC and merchant name.

Merchant Spend Analysis by Line Item
Provides summary and detail information for analyzing merchant spend activity by purchasing line item.

Top Merchant Spend Analysis
Top (by spend or by number of transactions) merchants by merchant category group or by MCC.

Administration

Level II Quality By Merchant
Summary of population of Level II data (purchase ID and sales tax) by merchant.

Merchant List
Merchant demographic information for merchants with transaction activity within the requested time period.

Enabled Merchant List
Payment Plus merchant demographic information including Client Supplier Information.

Travel Expenses

Airline Itinerary Detail
Statement transaction detail and itinerary information for airline MCCs (specific to airline MCCs only).

Airline/Rail City Pairs
Travel report that provides the number of trips between city pairs for airline and/or rail.

Airline Refund
Airline credit transactions with merchant and location information (specific to airline MCCs only).

Airline Spending
Provides summary information for all airline spending by MCCs.

Hotel Spending
Provides summary information for all hotel spending by MCCs.

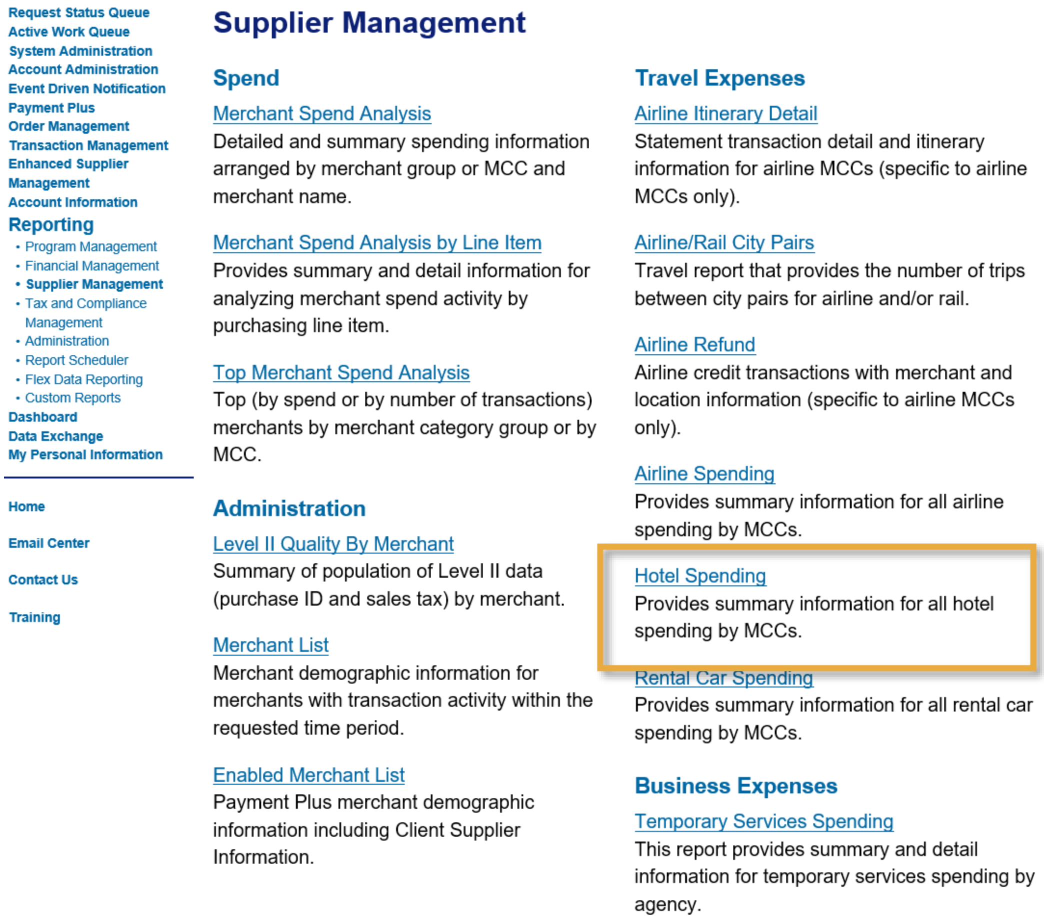
Rental Car Spending
Provides summary information for all rental car spending by MCCs.

Business Expenses

Temporary Services Spending
This report provides summary and detail information for temporary services spending by agency.

The reports in the Spend category let me know the merchants we are spending money at. I like the Top Merchant Spend Analysis for a summary of our top spending.

Popular supplier reports – Hotel Spending



Supplier Management

Spend

Merchant Spend Analysis
Detailed and summary spending information arranged by merchant group or MCC and merchant name.

Merchant Spend Analysis by Line Item
Provides summary and detail information for analyzing merchant spend activity by purchasing line item.

Top Merchant Spend Analysis
Top (by spend or by number of transactions) merchants by merchant category group or by MCC.

Administration

Level II Quality By Merchant
Summary of population of Level II data (purchase ID and sales tax) by merchant.

Merchant List
Merchant demographic information for merchants with transaction activity within the requested time period.

Enabled Merchant List
Payment Plus merchant demographic information including Client Supplier Information.

Travel Expenses

Airline Itinerary Detail
Statement transaction detail and itinerary information for airline MCCs (specific to airline MCCs only).

Airline/Rail City Pairs
Travel report that provides the number of trips between city pairs for airline and/or rail.

Airline Refund
Airline credit transactions with merchant and location information (specific to airline MCCs only).

Airline Spending
Provides summary information for all airline spending by MCCs.

Hotel Spending
Provides summary information for all hotel spending by MCCs.

Rental Car Spending
Provides summary information for all rental car spending by MCCs.

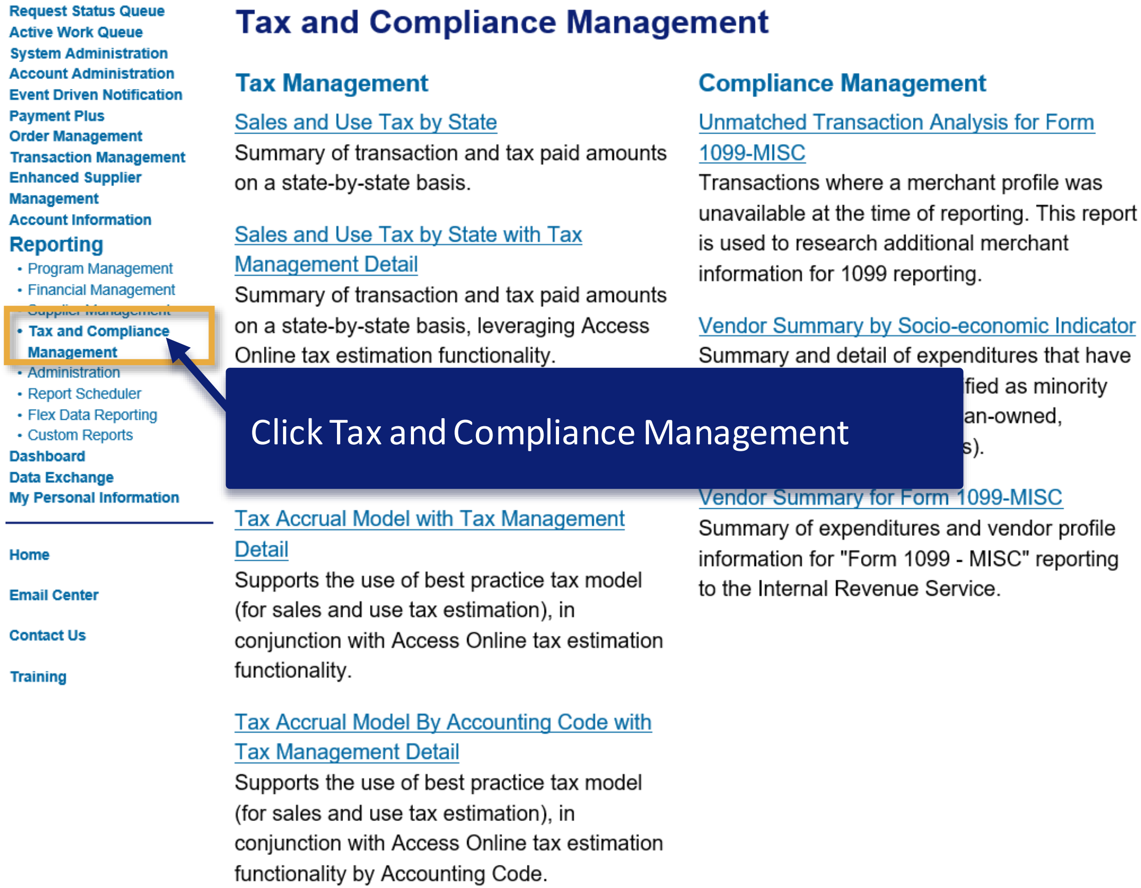
Business Expenses

Temporary Services Spending
This report provides summary and detail information for temporary services spending by agency.

The Hotel Spending report gives me summary and detail information about the hotels we are spending at.

Tax and Compliance Management reports

Navigate to Tax and Compliance Management reports



Tax and Compliance Management

Tax Management

Sales and Use Tax by State

Summary of transaction and tax paid amounts on a state-by-state basis.

Sales and Use Tax by State with Tax Management Detail

Summary of transaction and tax paid amounts on a state-by-state basis, leveraging Access Online tax estimation functionality.

Tax Accrual Model with Tax Management Detail

Supports the use of best practice tax model (for sales and use tax estimation), in conjunction with Access Online tax estimation functionality.

Tax Accrual Model By Accounting Code with Tax Management Detail

Supports the use of best practice tax model (for sales and use tax estimation), in conjunction with Access Online tax estimation functionality by Accounting Code.

Compliance Management

Unmatched Transaction Analysis for Form 1099-MISC

Transactions where a merchant profile was unavailable at the time of reporting. This report is used to research additional merchant information for 1099 reporting.

Vendor Summary by Socio-economic Indicator

Summary and detail of expenditures that have

fied as minority

an-owned,

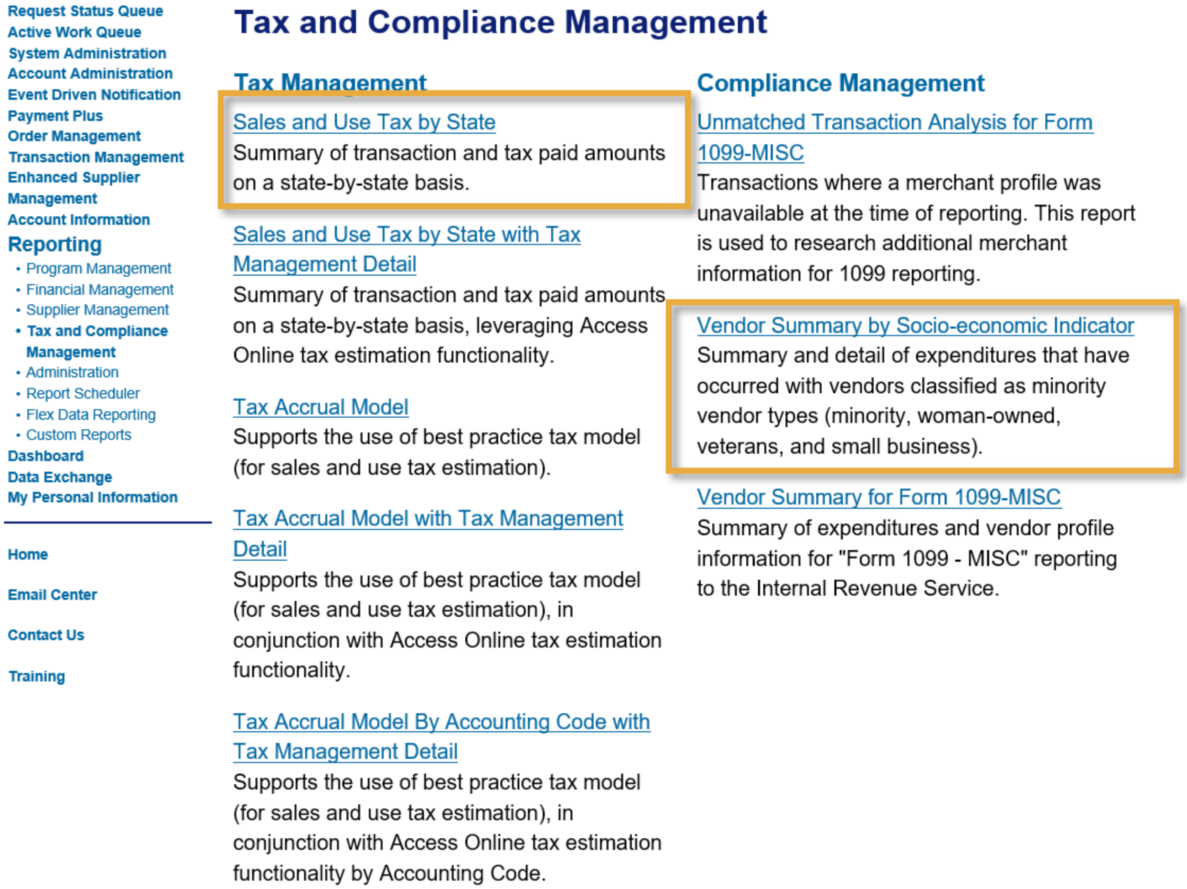
s).

Vendor Summary for Form 1099-MISC

Summary of expenditures and vendor profile information for "Form 1099 - MISC" reporting to the Internal Revenue Service.

Click Tax and Compliance Management

Popular Tax and Compliance 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
- Email Center
- Contact Us
- Training

Tax and Compliance Management

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Compliance Management

Unmatched Transaction Analysis for Form 1099-MISC

Transactions where a merchant profile was unavailable at the time of reporting. This report is used to research additional merchant information for 1099 reporting.

Vendor Summary by Socio-economic Indicator

Summary and detail of expenditures that have occurred with vendors classified as minority vendor types (minority, woman-owned, veterans, and small business).

Vendor Summary for Form 1099-MISC

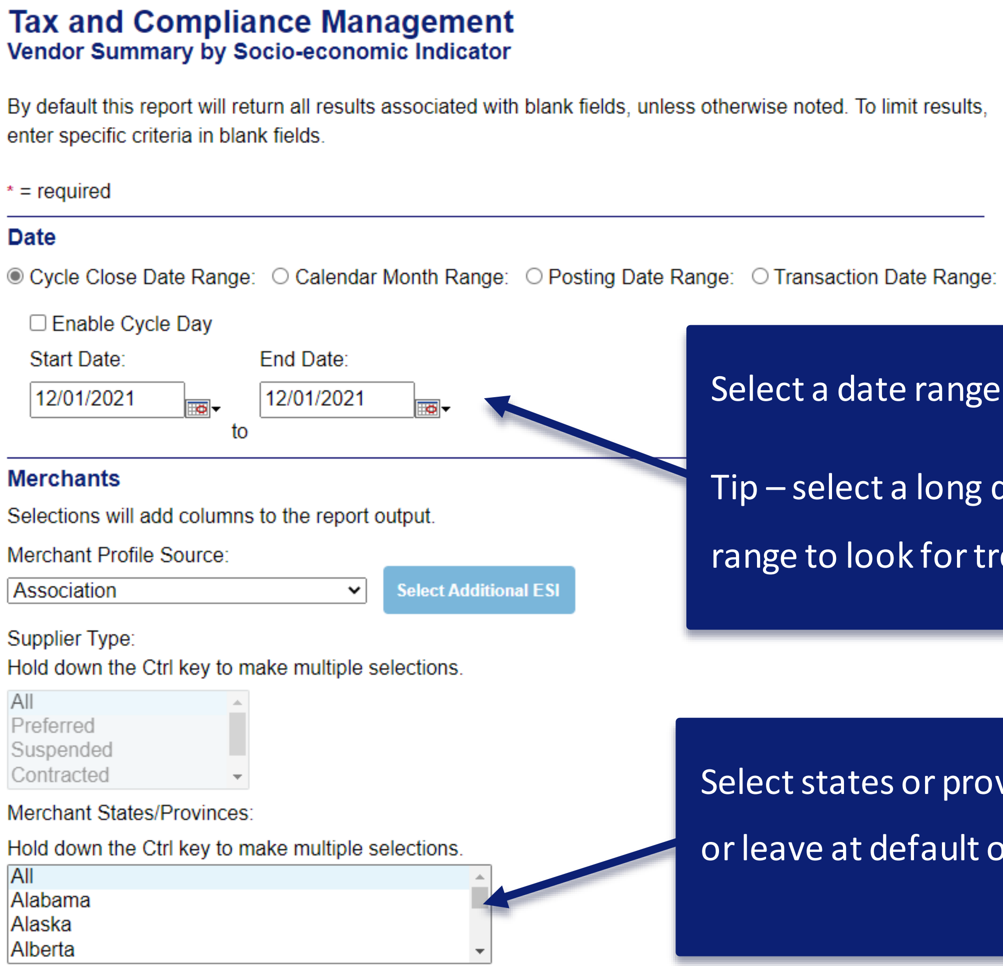
Summary of expenditures and vendor profile information for "Form 1099 - MISC" reporting to the Internal Revenue Service.

The Sales and Use Tax by State report provides a list of transaction and tax amounts by state. It’s based on information passed through by the merchant.

The Vendor Summary by Socio-economic Indicator gives you a list of transactions at vendors classified as minority types.

Vendor Summary by Socio-economic Indicator Report

To support Diversity, Equity and Inclusion project, organizations like to review this report to identify ways to boost usage of diverse suppliers.



Tax and Compliance Management

Vendor Summary by Socio-economic Indicator

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: 12/01/2021 to End Date: 12/01/2021

Merchants

Selections will add columns to the report output.

Merchant Profile Source: Association

Supplier Type:
Hold down the Ctrl key to make multiple selections.

Merchant States/Provinces:
Hold down the Ctrl key to make multiple selections.

Select a date range

Tip – select a long date range to look for trends

Select states or provinces or leave at default of All

Select parameters

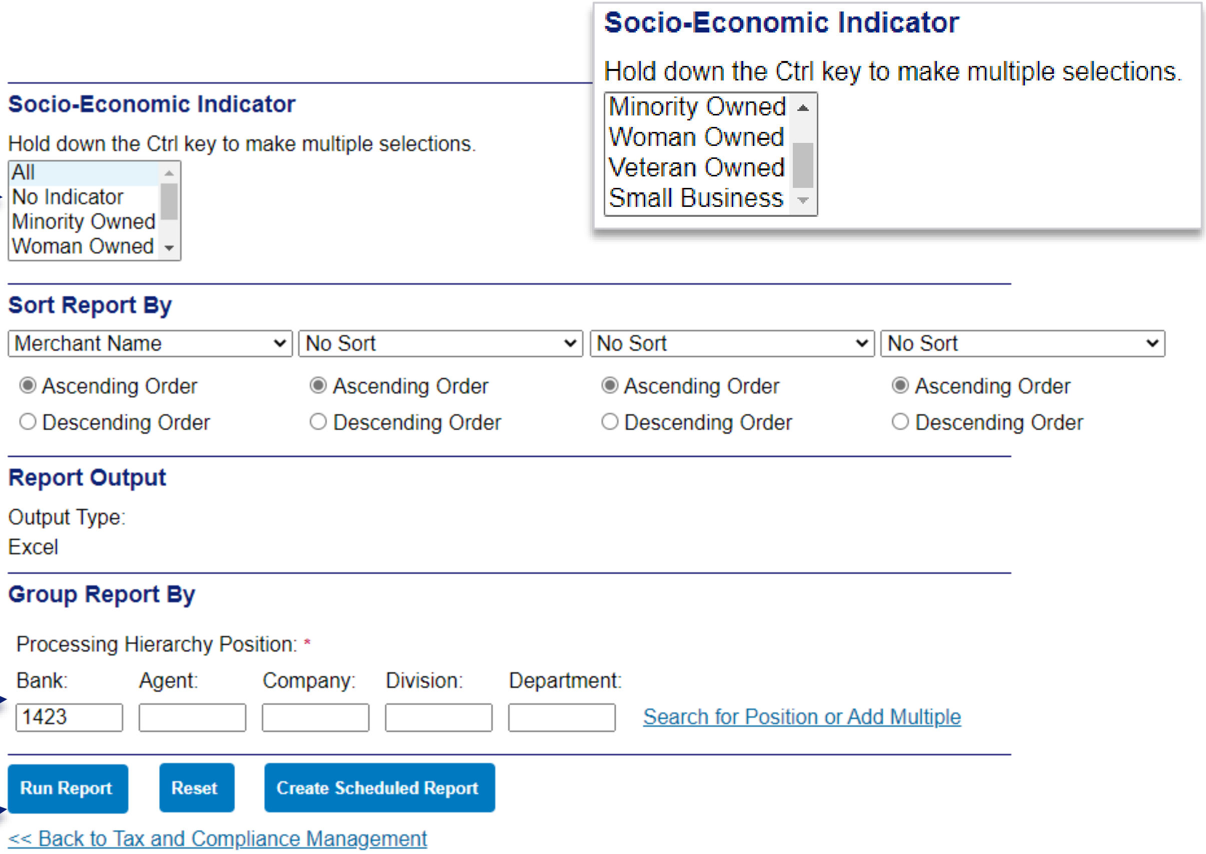
Select a socio-economic indicator or leave at All

Select sort option, indicators are available for sorting

Report runs as Excel

Select hierarchies

Run report or schedule



Socio-Economic Indicator

Hold down the Ctrl key to make multiple selections.

- Minority Owned
- Woman Owned
- Veteran Owned
- Small Business

Socio-Economic Indicator

Hold down the Ctrl key to make multiple selections.

- All
- No Indicator
- Minority Owned
- Woman Owned

Sort Report By

Merchant Name ▾	No Sort ▾	No Sort ▾	No Sort ▾
● Ascending Order	● Ascending Order	● Ascending Order	● Ascending Order
○ Descending Order	○ Descending Order	○ Descending Order	○ Descending Order

Report Output

Output Type:
Excel

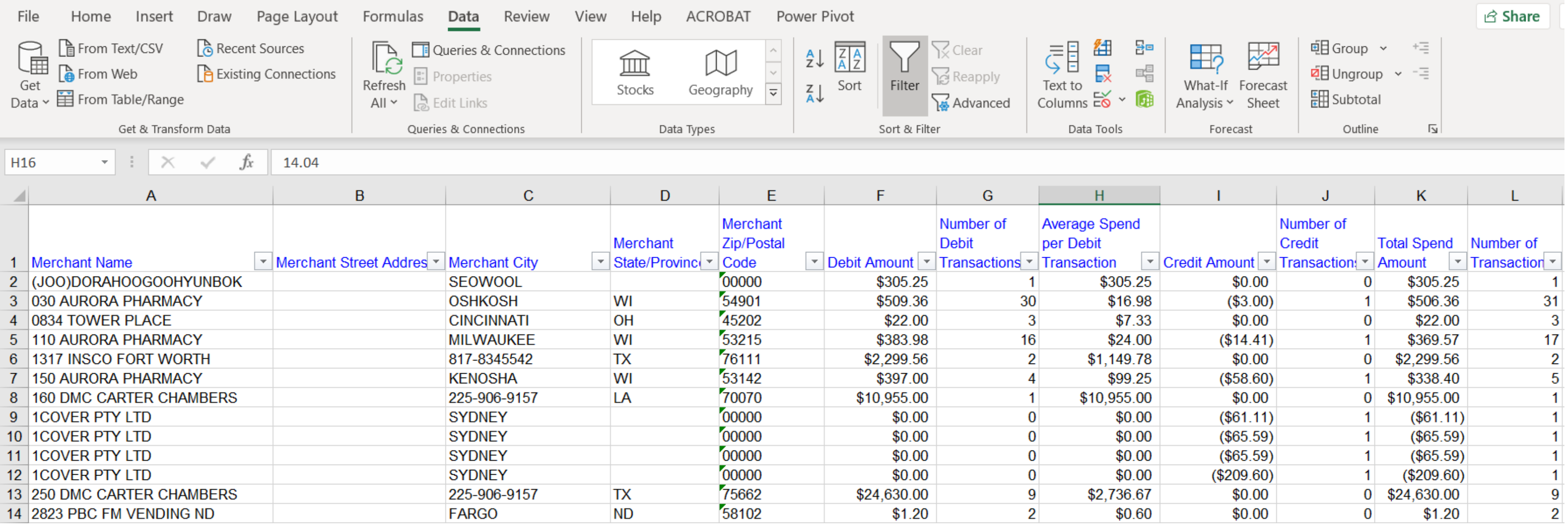
Group Report By

Processing Hierarchy Position: *

Bank:	Agent:	Company:	Division:	Department:	
1423					Search for Position or Add Multiple

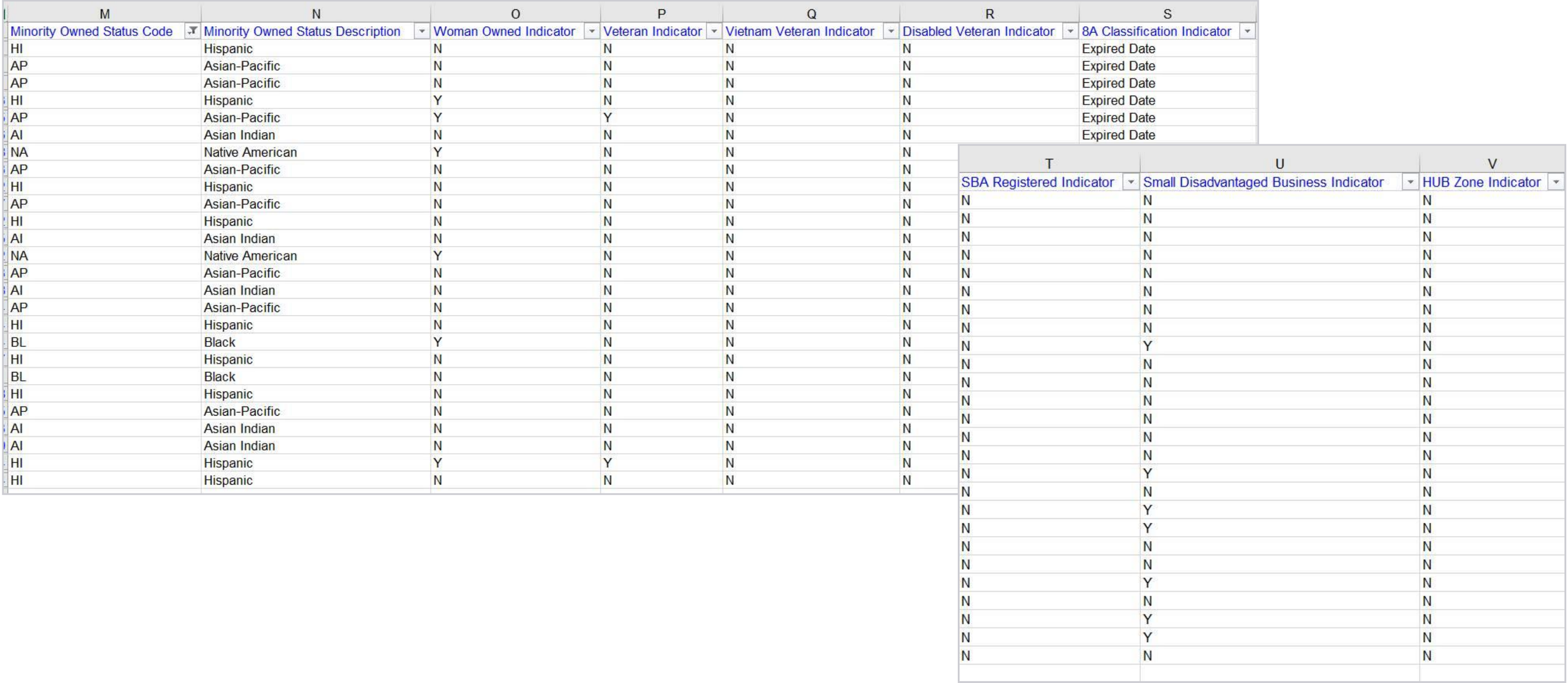
<< Back to Tax and Compliance Management

Sample report – left columns



	A	B	C	D	E	F	G	H	I	J	K	L
1	Merchant Name	Merchant Street Addres	Merchant City	Merchant State/Provinc	Merchant Zip/Postal Code	Debit Amount	Number of Debit Transactions	Average Spend per Debit Transaction	Credit Amount	Number of Credit Transaction	Total Spend Amount	Number of Transaction
2	(JOO)DORAHOOGOOHYUNBOK		SEOWOOL		00000	$305.25	1	$305.25	$0.00	0	$305.25	1
3	030 AURORA PHARMACY		OSHKOSH	WI	54901	$509.36	30	$16.98	($3.00)	1	$506.36	31
4	0834 TOWER PLACE		CINCINNATI	OH	45202	$22.00	3	$7.33	$0.00	0	$22.00	3
5	110 AURORA PHARMACY		MILWAUKEE	WI	53215	$383.98	16	$24.00	($14.41)	1	$369.57	17
6	1317 INSCO FORT WORTH		817-8345542	TX	76111	$2,299.56	2	$1,149.78	$0.00	0	$2,299.56	2
7	150 AURORA PHARMACY		KENOSHA	WI	53142	$397.00	4	$99.25	($58.60)	1	$338.40	5
8	160 DMC CARTER CHAMBERS		225-906-9157	LA	70070	$10,955.00	1	$10,955.00	$0.00	0	$10,955.00	1
9	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($61.11)	1	($61.11)	1
10	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($65.59)	1	($65.59)	1
11	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($65.59)	1	($65.59)	1
12	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($209.60)	1	($209.60)	1
13	250 DMC CARTER CHAMBERS		225-906-9157	TX	75662	$24,630.00	9	$2,736.67	$0.00	0	$24,630.00	9
14	2823 PBC FM VENDING ND		FARGO	ND	58102	$1.20	2	$0.60	$0.00	0	$1.20	2

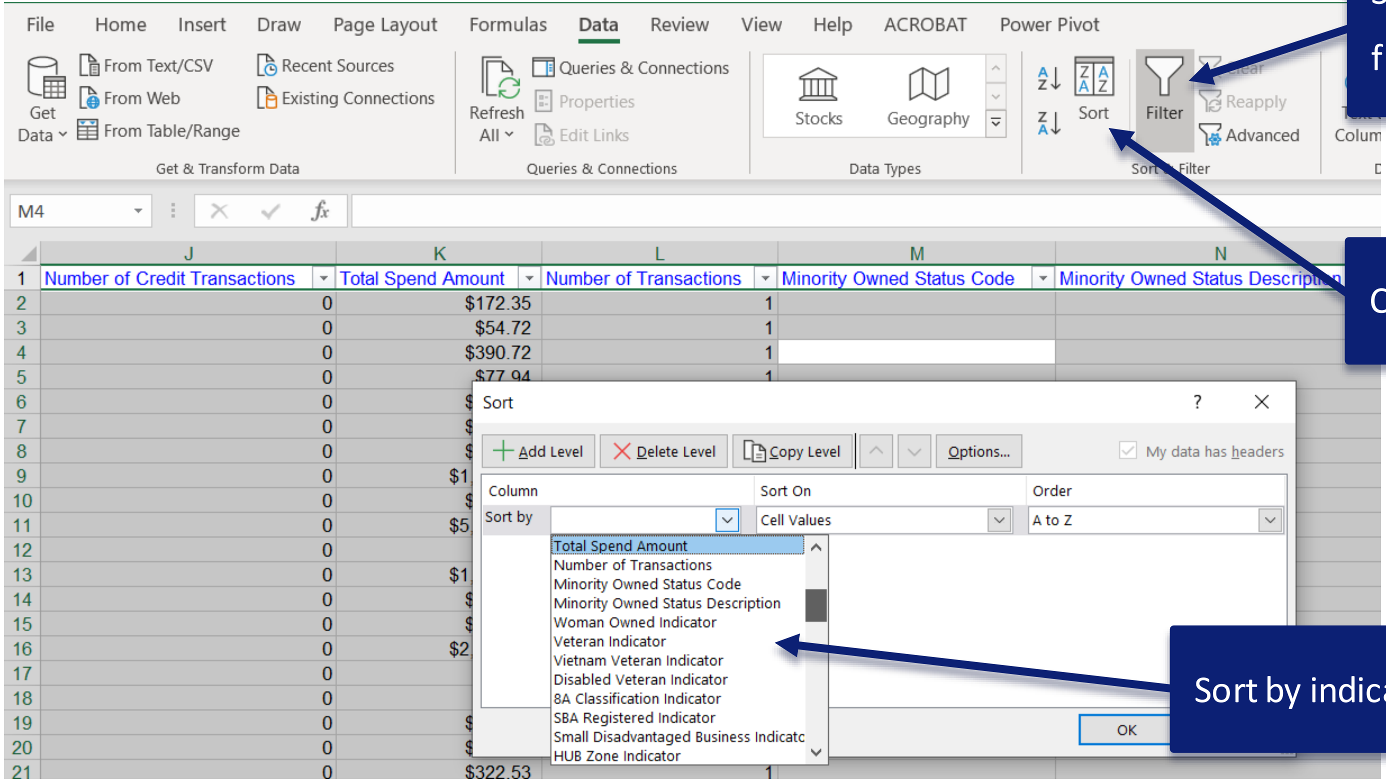
Sample report – indicator columns



M	N	O	P	Q	R	S
Minority Owned Status Code	Minority Owned Status Description	Woman Owned Indicator	Veteran Indicator	Vietnam Veteran Indicator	Disabled Veteran Indicator	8A Classification Indicator
HI	Hispanic	N	N	N	N	Expired Date
AP	Asian-Pacific	N	N	N	N	Expired Date
AP	Asian-Pacific	N	N	N	N	Expired Date
HI	Hispanic	Y	N	N	N	Expired Date
AP	Asian-Pacific	Y	Y	N	N	Expired Date
AI	Asian Indian	N	N	N	N	Expired Date
NA	Native American	Y	N	N	N	
AP	Asian-Pacific	N	N	N	N	
HI	Hispanic	N	N	N	N	
AP	Asian-Pacific	N	N	N	N	
HI	Hispanic	N	N	N	N	
AI	Asian Indian	N	N	N	N	
NA	Native American	Y	N	N	N	
AP	Asian-Pacific	N	N	N	N	
AI	Asian Indian	N	N	N	N	
AP	Asian-Pacific	N	N	N	N	
HI	Hispanic	N	N	N	N	
BL	Black	Y	N	N	N	
HI	Hispanic	N	N	N	N	
BL	Black	N	N	N	N	
HI	Hispanic	N	N	N	N	
AP	Asian-Pacific	N	N	N	N	
AI	Asian Indian	N	N	N	N	
AI	Asian Indian	N	N	N	N	
HI	Hispanic	Y	Y	N	N	
HI	Hispanic	N	N	N	N	

T	U	V
SBA Registered Indicator	Small Disadvantaged Business Indicator	HUB Zone Indicator
N	N	N
N	N	N
N	N	N
N	N	N
N	N	N
N	N	N
N	N	N
N	N	N
N	Y	N
N	N	N
N	N	N
N	N	N
N	N	N
N	N	N
N	N	N
N	Y	N
N	N	N
N	Y	N
N	Y	N
N	N	N
N	N	N
N	Y	N
N	N	N
N	Y	N
N	Y	N
N	N	N

Report sorting



	J	K	L	M	N
1	Number of Credit Transactions	Total Spend Amount	Number of Transactions	Minority Owned Status Code	Minority Owned Status Descriptio
2	0	$172.35	1		
3	0	$54.72	1		
4	0	$390.72	1		
5	0	$77.94	1		
6	0	$			
7	0	$			
8	0	$			
9	0	$1			
10	0	$			
11	0	$5			
12	0				
13	0	$1			
14	0	$			
15	0	$			
16	0	$2			
17	0				
18	0				
19	0	$			
20	0	$			
21	0	$322.53	1		

☑ My data has headers

Sort by:

Sort On: Cell Values

Order: A to Z

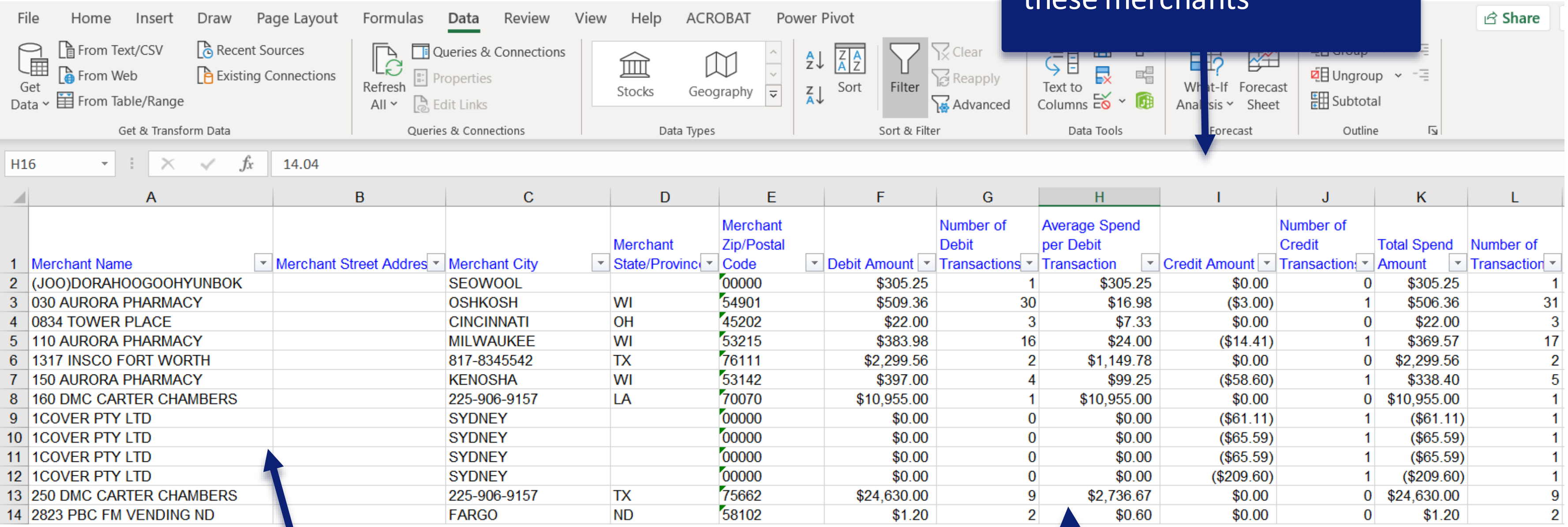
Select the top row and turn filters on to filter data

Click Sort to open menu

Sort by indicators

Analyze and communicate

Look at transactions for these merchants



H16 | 14.04

	A	B	C	D	E	F	G	H	I	J	K	L
1	Merchant Name	Merchant Street Addres	Merchant City	Merchant State/Provinc	Merchant Zip/Postal Code	Debit Amount	Number of Debit Transactions	Average Spend per Debit Transaction	Credit Amount	Number of Credit Transaction	Total Spend Amount	Number of Transaction
2	(JOO)DORAHOOGOOHYUNBOK		SEOWOOL		00000	$305.25	1	$305.25	$0.00	0	$305.25	1
3	030 AURORA PHARMACY		OSHKOSH	WI	54901	$509.36	30	$16.98	($3.00)	1	$506.36	31
4	0834 TOWER PLACE		CINCINNATI	OH	45202	$22.00	3	$7.33	$0.00	0	$22.00	3
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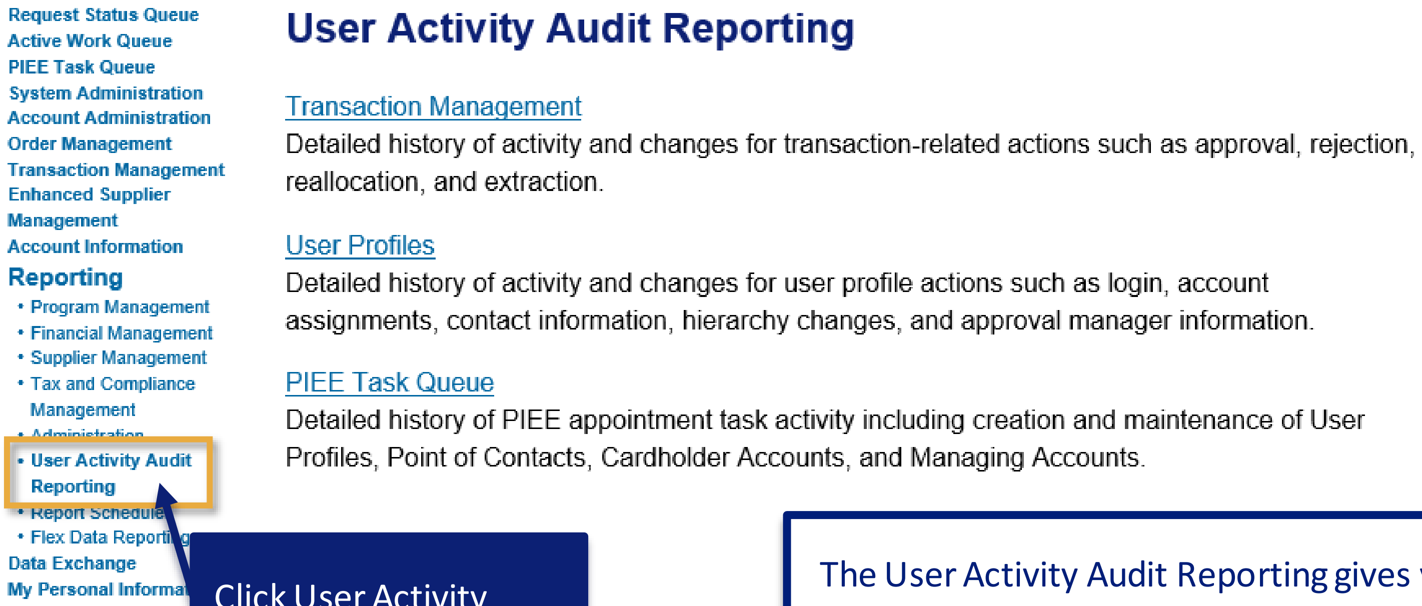
9	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($61.11)	1	($61.11)	1
10	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($65.59)	1	($65.59)	1
11	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($65.59)	1	($65.59)	1
12	1COVER PTY LTD		SYDNEY		00000	$0.00	0	$0.00	($209.60)	1	($209.60)	1
13	250 DMC CARTER CHAMBERS		225-906-9157	TX	75662	$24,630.00	9	$2,736.67	$0.00	0	$24,630.00	9
14	2823 PBC FM VENDING ND		FARGO	ND	58102	$1.20	2	$0.60	$0.00	0	$1.20	2

Encourage cardholders to use vendors with socio-economic indicators

Consider developing preferred supplier relationships with vendors with socio-economic indicators

User Activity Audit Reporting

Navigate to User Activity Audit Reporting



- Request Status Queue
- Active Work Queue
- PIEE Task Queue
- System Administration
- Account Administration
- Order Management
- Transaction Management
- Enhanced Supplier Management
- Account Information
- **Reporting**
  - Program Management
  - Financial Management
  - Supplier Management
  - Tax and Compliance Management
  - Administration
  - User Activity Audit Reporting
  - Report Schedule
  - Flex Data Reporti g
- Data Exchange
- My Personal Informa

User Activity Audit Reporting

Transaction Management

Detailed history of activity and changes for transaction-related actions such as approval, rejection, reallocation, and extraction.

User Profiles

Detailed history of activity and changes for user profile actions such as login, account assignments, contact information, hierarchy changes, and approval manager information.

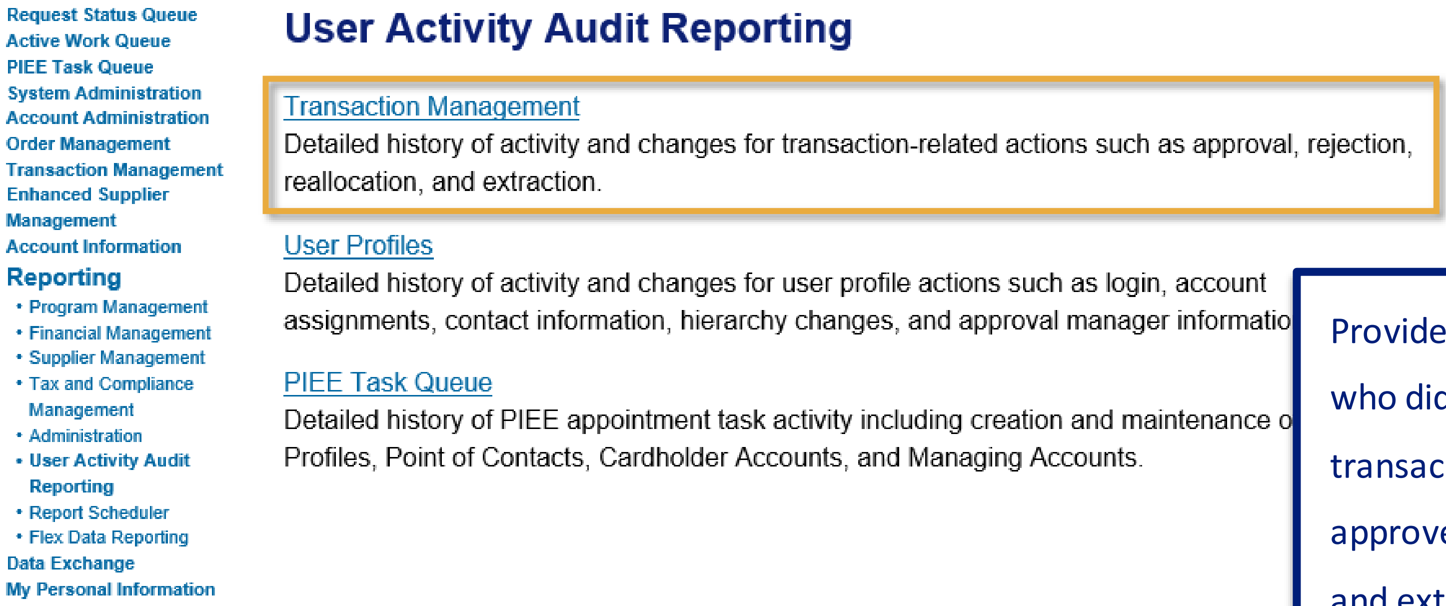
PIEE Task Queue

Detailed history of PIEE appointment task activity including creation and maintenance of User Profiles, Point of Contacts, Cardholder Accounts, and Managing Accounts.

Click User Activity Audit Reporting

The User Activity Audit Reporting gives you historical information about activity and changes by system users – it tells you who did what.

User Activity – Transaction Management



Request Status Queue
Active Work Queue
PIEE Task Queue
System Administration
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Order Management
Transaction Management
Enhanced Supplier Management
Account Information

Reporting

- Program Management
- Financial Management
- Supplier Management
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- Report Scheduler
- Flex Data Reporting

Data Exchange
My Personal Information

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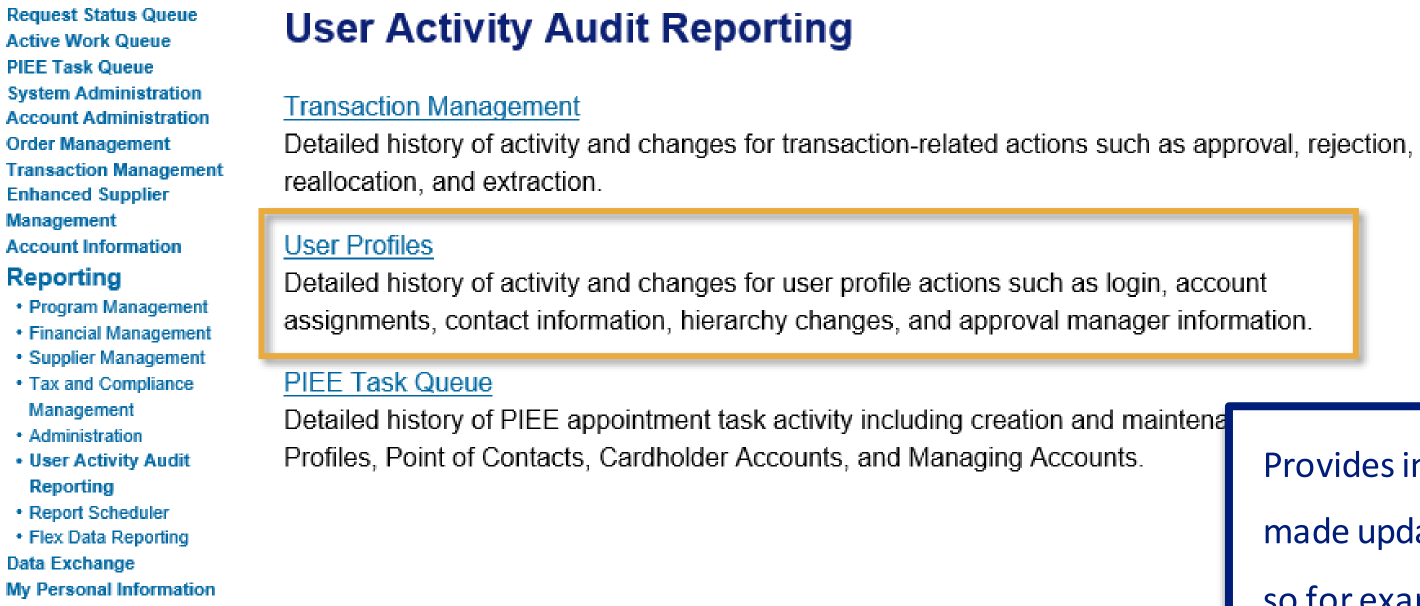
PIEE Task Queue
Detailed history of PIEE appointment task activity including creation and maintenance o Profiles, Point of Contacts, Cardholder Accounts, and Managing Accounts.

Provides information about who did what to transactions, such as approve, reject, reallocate and extract them.

User Activity – User Profiles



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User Profiles

Detailed history of activity and changes for user profile actions such as login, account assignments, contact information, hierarchy changes, and approval manager information.

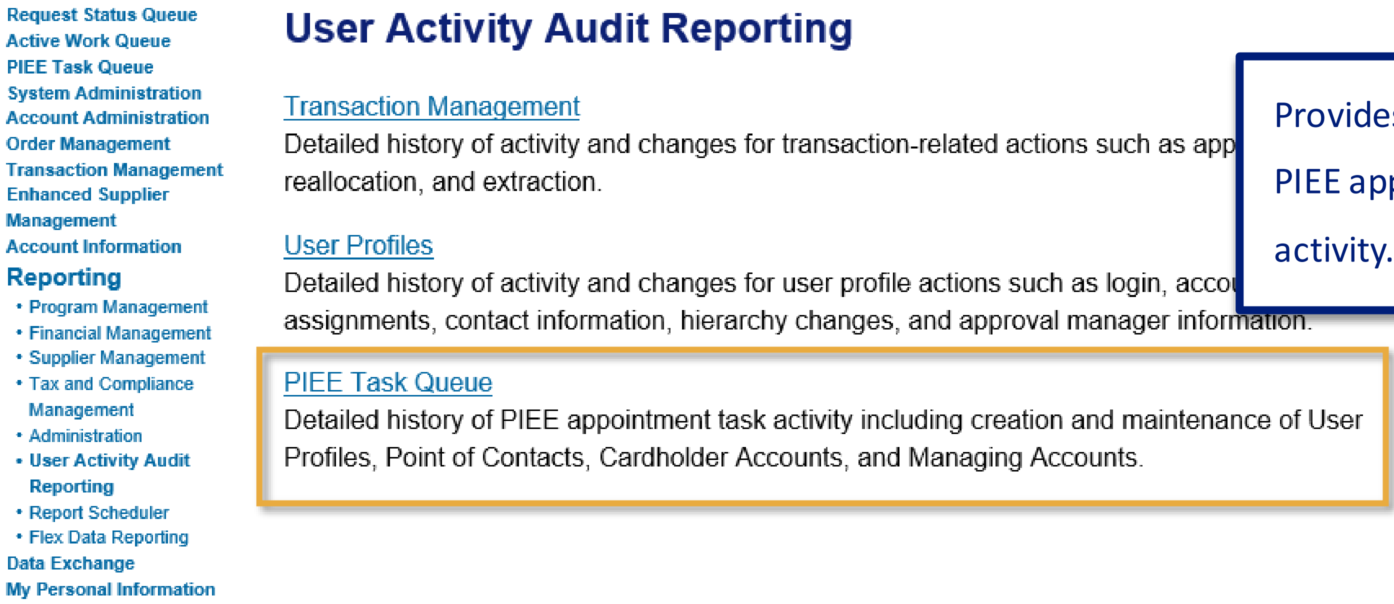
PIEE Task Queue

Detailed history of PIEE appointment task activity including creation and maintena

Profiles, Point of Contacts, Cardholder Accounts, and Managing Accounts.

Provides information on who made updates to user profiles – so for example, you can see who changed a password.

User Activity – PIEE Task Queue for PIEE users



User Activity Audit Reporting

Transaction Management

Detailed history of activity and changes for transaction-related actions such as app
reallocation, and extraction.

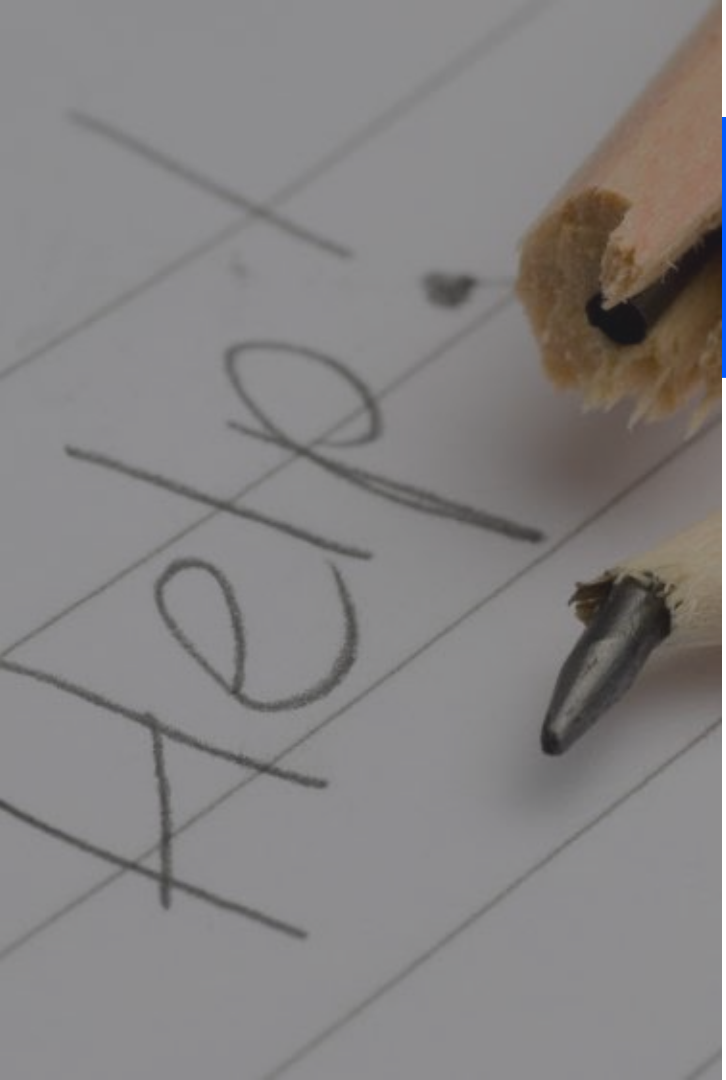
User Profiles

Detailed history of activity and changes for user profile actions such as login, accou
assignments, contact information, hierarchy changes, and approval manager information.

PIEE Task Queue

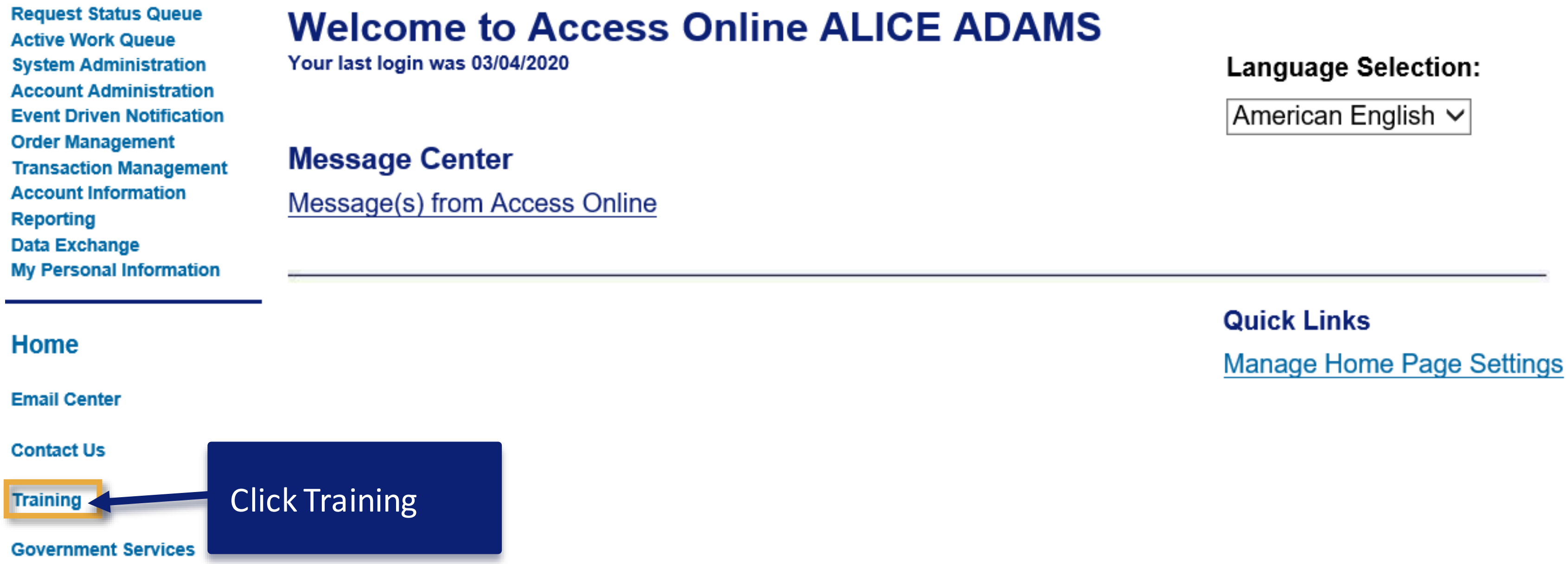
Detailed history of PIEE appointment task activity including creation and maintenance of User Profiles, Point of Contacts, Cardholder Accounts, and Managing Accounts.

Provides detailed history of PIEE appointment task activity.



Locate your resources for reporting

Navigate to Training



Request Status Queue
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Event Driven Notification
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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 03/04/2020

Language Selection:

American English

Message Center

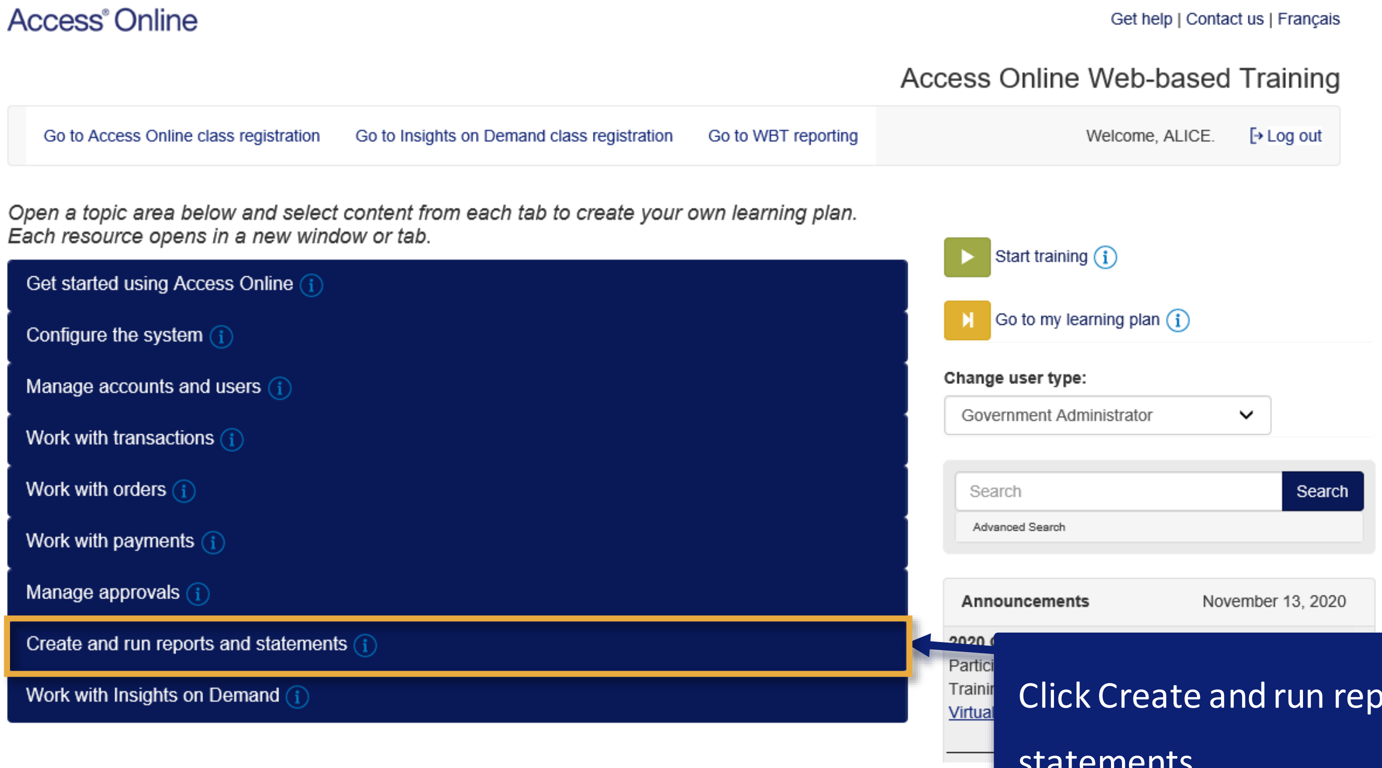
Message(s) from Access Online

Quick Links

Manage Home Page Settings

Click Training

Open the topic Create and run reports and statements



Access® Online

Get help | Contact us | Français

Access Online Web-based Training

Go to Access Online class registration Go to Insights on Demand class registration Go to WBT reporting Welcome, ALICE. 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 using Access Online
- Configure the system
- Manage accounts and users
- Work with transactions
- Work with orders
- Work with payments
- Manage approvals
- Create and run reports and statements
- Work with Insights on Demand

Start training

Go to my learning plan

Change user type:

Government Administrator

Search Search

Advanced Search

Announcements November 13, 2020

Click Create and run reports and statements

Locate reporting resources

Create and run reports and statements

Lessons | User guides | Videos | Quick references | Recorded classes | Certifications

☐ Standard Reports
☐ Scheduled Reports
☐ Flex Data Reports
☐ Shared Custom Reports
☐ View Statements
☐ Data Exchange
☐ Extracts
☐ Reporting Dashboard

Lessons | User guides | Videos | Quick references | Recorded classes | Certifications

☐ Create Custom Reports
☐ Data Dictionary for Custom Reports
☐ Data Dictionary for Flex Data Reports
☐ Data Exchange
☐ Flex Data Reports
☐ Flex Data for Billing and Scheduled Reports
☐ Glossary
☐ Marking Transactions for Extract
☐ Report Scheduler
☐ Reporting Dashboard
☐ Shared Custom Reports
☐ Shared Custom Report Samples
☐ Standard Reports
☐ Standard Report Samples
☐ Tracking Recovery Act Funds
☐ Access Online Training Tool (PowerPoint)

Is there a report that gives me ….

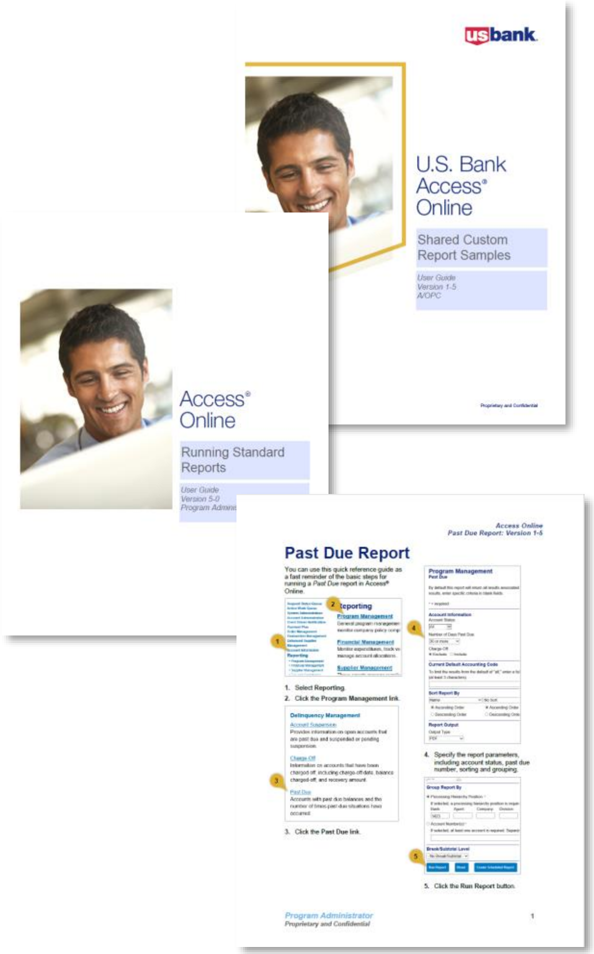
Standard Report Samples

Reporting Resources on the WBT

Open a topic area below and select content from each tab to create your own learning plan.

- Get started using Access Online ⓘ
- Configure the system ⓘ
- Manage accounts and users ⓘ
- Work with transactions ⓘ
- Work with orders ⓘ
- Work with payments ⓘ
- Manage approvals ⓘ
- Create and run reports and statements ⓘ

- ☐ Create Custom Reports
- ☐ Data Dictionary for Custom Reports
- ☐ Data Dictionary for Flex Data Reports
- ☐ Data Exchange
- ☐ Flex Data Reports
- ☐ Flex Data for Billing and Scheduled Reports
- ☐ Glossary
- ☐ Marking Transactions for Extract
- ☐ Report Scheduler
- ☐ Reporting Dashboard
- ☐ Shared Custom Reports
- ☐ Shared Custom Report Samples
- ☐ Standard Reports
- ☐ Standard Report Samples
- ☐ Tracking Recovery Act Funds
- ☐ Access Online Training Tool (PowerPoint)



usbank

U.S. Bank Access® Online

Shared Custom Report Samples

User Guide
Version 1-5
A/OPC

Proprietary and Confidential

Access® Online

Running Standard Reports

User Guide
Version 5-0
Program Admin

Access Online
Past Due Report: Version 1-5

Past Due Report

You can use this quick reference guide as a fast reminder of the basic steps for running a *Past Due* report in Access® Online.

1. Select Reporting.
2. Click the Program Management link.
3. Click the Past Due link.
4. Specify the report parameters, including account status, past due number, sorting and grouping.
5. Click the Run Report button.

Program Administrator
Proprietary and Confidential
1

Where can I get help with reporting?

Technical Help Desk

1.800.254.9885, press 2

Wrap up

You should now be able to:

View transaction information

- ✓ Navigate to the transaction list
- ✓ Filter the list of transactions
- ✓ Attach receipt, re-allocate, submit disputes
- ✓ Set up statement notifications
- ✓ Locate resources for transaction information

Run standard reports

- ✓ Describe an overview of reporting in Access Online
- ✓ Set up and run standard reports
- ✓ Schedule reports
- ✓ Locate reports in Data Exchange
- ✓ Locate resources for reporting