

# Step-by-step procedure to match an eOrder with transaction(s)

Instructions cover the below information

1. **NEVER, EVER** Create Manual Order(s)-if you do your cards will be suspended
2. Cardholder Match multiple transactions and approve statement steps
3. Billing Official Certification steps

## 2. Cardholder Match multiple transactions and approve statement steps

Go into Access Online

The screenshot shows the U.S. Bank Access Online interface. The top navigation bar includes 'U.S. Bank Access® Online' and the 'usbank' logo. The main heading is 'Account Information'. A left-hand navigation menu lists: 'Event Driven Notification', 'Order Management', 'Transaction Management', 'Account Information', 'Reporting', 'Data Exchange', and 'My Personal Information'. Under 'Account Information', there are sub-links for 'Statement' and 'Account Profile'. The 'Statement' section is expanded, showing 'View account statement(s)' and three options: 'Cardholder Account Statement', 'Managing Account Statement', and 'Diversion Account Statement'. The 'Account Profile' section shows 'View account demographics, limits, accounting code, and other related information.' and three options: 'Cardholder Account Profile', 'Managing Account Profile', and 'Diversion Account Profile'. Two callout boxes are present: one pointing to 'Account Information' in the menu labeled '1. Account management', and another pointing to 'Cardholder Account Statement' labeled '2. Cardholder Account Statement'.

Cardholder needs to print out their statement and place receipts in order of the statement. Then once Cardholder is done approving the statement give the Cardholder Statement and all receipts to the BO.

1. Cardholder should click account information
2. Click cardholder account statement

The statement will be used to ensure you only match the transactions on the statement.



## Order Management

- System Administration
- Event Driven Notification
- Order Management
  - Order Maintenance
  - Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

3. Click order management

### Order Maintenance

View, create, maintain, cancel, and/or suspend order records.

- [Create New Order Record](#)

4. Click match multiple orders to transactions

### Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

3. Click order management

4. Click Match Multiple Orders to transactions

**NOTE: If you are BO/ABO matching on behalf of the CH then another screen will pop up asking you to choose your role. At this point you will choose Cardholder.**



## Order Management

### Search and Select an Account

- System Administration
- Event Driven Notification
- Order Management
  - Order Maintenance
  - Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

### Cardholder Account Search

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number:

5. Input last name

Last Name:

First Name:

OR

Social Security Number:

OR

6. Click Search

Note: If your account does not come up right away you may get this screen. If you get this screen do the following:

5. Input your last name
6. Click search

U.S. Bank Access<sup>®</sup> Online United States Army  
Our Payment Products Logout

**usbank** Match Multiple Orders to Transactions  
Select Transactions to Match

Role: Certified  [Switch Role](#)  
Card Account Number:  [Switch Accounts](#)  
Card Account ID:

7. Input the date range Ex. April statement “ 03/20/2013- 04/19/2013: to search a eOrder created by your Pr Processor

9. Input the date range Ex. April statement “ 03/20/2013- 04/19/2013: to search all transactions

8. Click Search

10. Click Search

11. Select the order to match transactions to (Rebate)

12. Select each transaction to match to your selected order (Rebate)

13. Click match to order

Date Range - Unfulfilled Orders to Match:  
Start Date: 03/20/2013 to End Date: 04/19/2013  
MM/DD/YYYY to MM/DD/YYYY

Date Range - Unmatched Transactions Available to Match:  
Start Date: 03/20/2013 to End Date: 04/19/2013  
MM/DD/YYYY to MM/DD/YYYY

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant Name	Control Number
<input checked="" type="radio"/>	04/22/2013	\$-2.34	\$-2.34	GPC REBATE	2100129081-00001
<input type="radio"/>	03/30/2013	\$2,644.00	\$2,644.00	RAP PURCHASE	2100107154-00001

Control Number Not Unique

Unmatched Transactions

Select	Trans Date	Amount	Merchant	Purchase ID
<input type="checkbox"/>	04/16	\$2.34 CR	USBANK REBATE-THANK YOU	
<input type="checkbox"/>	03/29	\$793.51	GSA/FAS	GUCYJV3072CAAA
<input type="checkbox"/>	03/29	\$40.23	GSA/FAS	GUCYJV3072CAAA
<input type="checkbox"/>	03/29	\$992.46	GSA/FAS	GUCYJV3072CAAA

7. Select a date range for the order list and
8. Click the **Search** button.
9. Select a date range for the transaction list
10. Click **Search** button.
11. On the order list, select the order to match transactions to.

First example is -2.34 rebate transactions

- NOTE: a new PR/PO must be created for rebate transactions (these should be Quarterly rebates)**
12. On the transaction list, select each transaction to match to your selected order.
13. Click the **Match to Order** button.

#### IMPORTANT NOTES:

- If you **do not** see any eOrders then take the date range out and click search to see if anything pops up.
- Returns-
  - 1) If the merchant issues a credit for a purchase a new PR **should not** be created
  - 2) Instead, the cardholder should match the credit against an already existing (PR/PO process) eOrder that the debit was originally matched against
  - 3) The return will fail if the amount being credited exceeds the amount of the debits matched to the PO number.
  - 4) The return can occur in the same or a subsequent billing cycle( up to 6 months later)
  - 5) If the original debit occurred before rolling onto the PR/PO solution and there is no PR/PO eOrder, follow the rebate process below in #3.

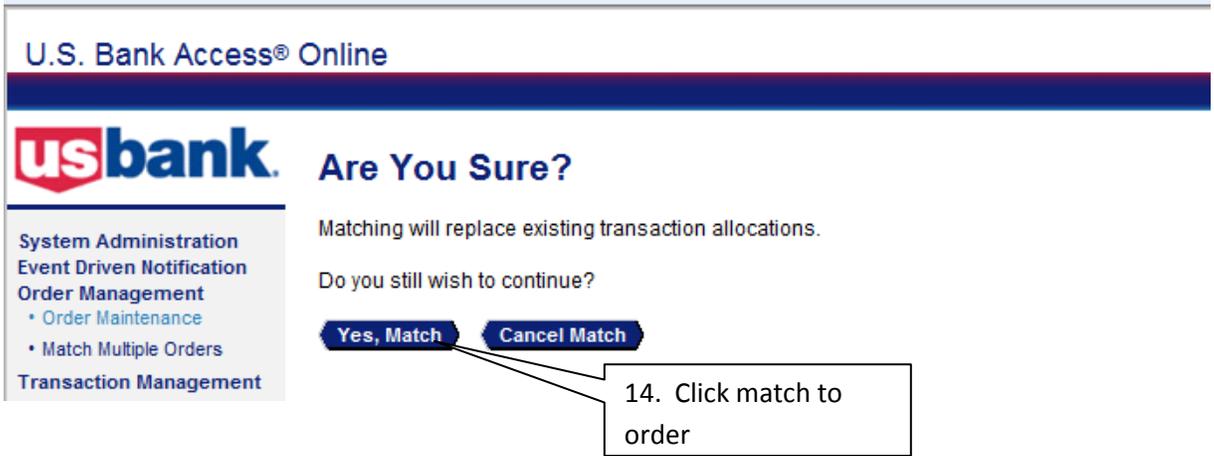
c. Rebates-

1) A U.S. Bank issued credit(Rebate) will require a new GFEBs PR designated by Account Assignment=R (leave amount positive)

**2) NEVER MATCH A REBATE TRANSACTION TO A DEBIT EORDER**

3) This PR will then proceed through the normal workflow process, which will create a PO and eOrder

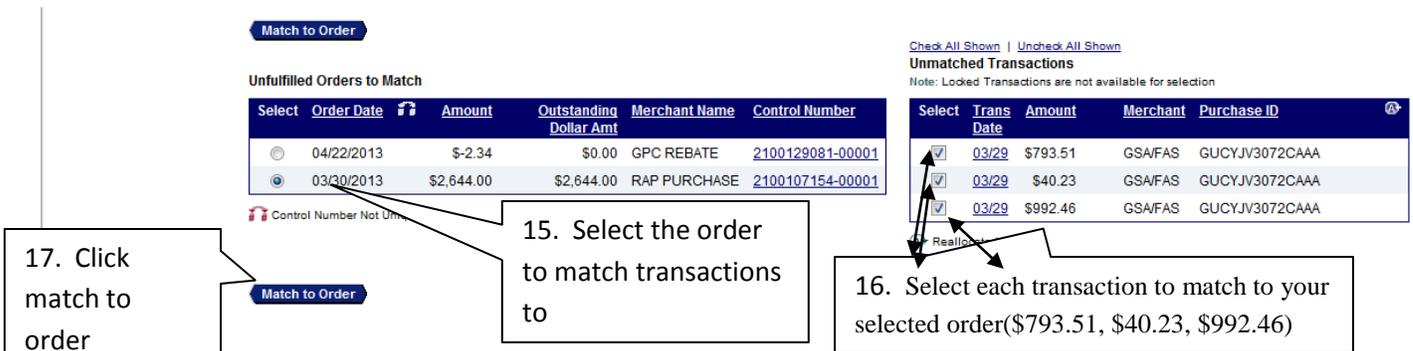
d. Once an order is fulfilled, then the order no longer displays on the order list for matching. Once you match a transaction, then the transaction no longer displays on the transaction list.



Step 14- Once you click match to order the system will ask you are you sure.

-If you are sure you want to match the transactions click Yes Match

-If you need to change something click cancel match and go back in and match the correct transactions



**Notice:** your unmatched transactions no longer shows the credit it disappeared once it was matched to the GPC rebate eOrder .

15. On the order list, select the order to match transactions to.

Second example is monthly eOrder

16. On the transaction list, select each transaction to match to your selected order.

In this example you will click \$793.51, \$40.23, and \$992.46. (make sure your total transactions does not exceed your total eOrder.

17. Click match to order button

**NOTE:** If the total transaction(s) exceed the eOrder get with your Billing Official who will get with your PR processor to increase your eOrder. If eOrder does get increased from your PO processor you should get an email from the RM stating your eOrder was increased. You **WILL NOT** see an increase in your eOrder in access online so make sure to keep the email in your GPC file to show that your eOrder was increased.

Step 18-

Once you click match to order the system will ask you are you sure.

If you are sure you want to match the transactions click Yes Match

If you need to change something click cancel match and go back in and match the correct transactions

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant Name	Control Number
<input checked="" type="radio"/>	04/22/2013	\$-2.34	\$0.00	GPC REBATE	2100129081-00001
<input type="radio"/>	03/30/2013	\$2,644.00	\$817.80	RAP PURCHASE	2100107154-00001

Select	Trans Date	Amount	Merchant	Purchase ID
No unmatched transactions are available for this account.				

Once Cardholder has matched everything to the correct Eorder, the Cardholder will notice that all unmatched transactions have disappeared.

19. If you look under outstanding dollar amt you will see what is left on the PR.

**STEPS 20-27-- PLEASE GET WITH YOUR RESOURCE MANAGERS TO SEE IF THEY WANT YOU TO COMPLETE THESE STEPS OR IF THEY WILL BE DEOBLIGATING THE FUNDS ON THE PURCHASE ORDER IN GFEBs.**

**If this step does not apply to you please go to Step 28**



# Order Management

21. Click order maintenance

System Administration  
Event Driven Notification

Order Management

- Order Maintenance
- Match Multiple Order

20. Click order management

Transaction Management  
Account Information  
Reporting  
Data Exchange  
My Personal Information

## Order Maintenance

View, create, maintain, cancel, and/or suspend order records.

## Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

20. The cardholder will click Order Management

21. Click Order Maintenance



# Order Management

Search Order List

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

Card Account Number:  [Switch Accounts](#)  
 Card Account ID:

» [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

[+] [Search Criteria](#) [Return to top](#)

**Order List**  
Click on the Control Number to view the details. Click on the Receipt Status to manage the Receipts.

Records 1 - 25 of 38  
Page: 1 | 2

Order Date	Control Number	Merchant Name	Amount	# of Line Items	Account Number	Source	Receipt Status	Status	% Fulfilled	Last Match
04/22/2013	<a href="#">2100128851-00001</a>	BULK APRIL FUNDING	\$-261.00	1	...5050	ARMYGFEB	<a href="#">Not Received</a>	Partial	100.00%	04/25/2013
04/22/2013	<a href="#">2100128852-00001</a>	BULK APRIL FUNDING	\$-48.80	1	...5050	ARMYGFEB	<a href="#">Not Received</a>	Partial	100.00%	04/25/2013
04/14/2013	<a href="#">2100117231-00001</a>	BULK APRIL FUNDING	\$1,000.00	1	...5050	ARMYGFEB	<a href="#">Not Received</a>	Partial	12.74%	04/25/2013
03/26/2013	<a href="#">2100106696-00001</a>	BULK APRIL FUNDING				ARMYGFEB	<a href="#">Not Received</a>	Partial	87.23%	04/25/2013

22. Click the control #

22. Click control number for the eOrder you will need to change "SAR/GFEBS FINAL INV" from N to Y on your transactions.

**REMEMBER: you will have to do this for all eOrder(s) at the end of the cycle before you approve your statement.**



# Order Maintenance

## View Order

- System Administration
- Event Driven Notification
- Order Management
  - Order Maintenance
  - Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

Card Account Number: <input type="text"/>	<a href="#">Switch Accounts</a>
Card Account ID: <input type="text"/>	
Role: Certified - BO	<a href="#">Switch Role</a>
<a href="#">Create</a>   <a href="#">Manage</a>   <a href="#">Managing Acct List</a>   <a href="#">Card Acct List</a>   <a href="#">Trans List</a>	

Control Number: 2100110522-00003	Order Date: 04/09/2013	Match Status: Fulfilled
Amount: 14,649.00	Merchant Name: GRAYBAR	% Fulfilled: 100.00%
Tax Amount: 0.00	Variance %: 0.00%	Freight Amount: 0.00
Receipt Status:	Trans. Matched: 1	Billed Amount: 14,649.00
Source: ARMYGFEB5		

Control Number Not Unique

23. Click matched transactions tab

Details	<b>Matched Transactions</b>
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Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also change the match status to, for example, suspend/unsuspend or cancel.

\* = required  
[Collapse All](#) [Copy to Create New Order](#)

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**[-] Information** [Return to top](#) | [Go to Save](#)

**General**

Control Number: *	2100110522-00003	Order Date:	04/09/2013	Creation Date:	04/12/2013
Match Status:	Fulfilled	Source:	ARMYGFEB5	User ID:	Unknown
Business Unit:	A2AGM	Invoice #:		Document #:	460010248300003
Requestor Name:		Transaction Method Code:		Authorization Number:	

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**Financials**

Credit Order

Amount:	14649.00	Total Tax:	0.00	Line Item Tax:	0.00
Other Tax:	0.00	Freight Amount:	0.00	Source Currency:	U.S. Dollar
Source Currency Amount:		Property Book:		UID Required:	
Contract Payment Method:		Miscellaneous Amount:		Contingency Operations:	

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**Merchant**

Merchant Name:	GRAYBAR	City:	Unknown	State/Province:	UNK
Postal Code:					

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**Ship to**

City:		State/Province:		Postal Code:	
Destination Code:		Hazardous Materials:		OCONUS Shipment Method:	
Merchandise Received:				Merchandise Need:	

23. Click matched transaction tab and scroll down to matched transactions (see next screen shot)

**Order Maintenance**  
Maintain Order

Card Account Number: [Redacted] [Switch Accounts](#)  
 Card Account ID: [Redacted] [Switch Role](#)  
 Role: Certified - BG

[Create](#) [Manage](#) [Manage Acct List](#) [Card Acct List](#) [Trans List](#)

Control Number: 2100110522-00003    Order Date: 04/09/2013    Match Status: Fulfilled  
 Amount: 14,649.00    Merchant Name: GRAYBAR    % Fulfilled: 100.00%  
 Tax Amount: 0.00    Variance %: 0.00%    Freight Amount: 0.00  
 Receipt Status:    Trans. Matched: 1    Billed Amount: 14,649.00  
 Source: ARMYGFEB5    Last Match: 04/25/2013    Usage Code:

Control Number Not Unique

**Matched Transactions**

The Matched Transactions tab provides information on the results of a match, including the list of matched transactions.

**Match Summary** [Match to Transactions](#)

To match it to transaction(s), click the "Match to Transactions" link.  
 Amount: 14,649.00    Billed Amount: 14,649.00    Variance Amount: 0.00  
 % Fulfilled: 100.00%    # of Transactions Matched: 1    Variance Percent: 0.00%

**Matched Transactions**

To unmatch, select one or more transactions and click on the "Unmatch" button.  
 To view the transaction's details, click the "Trans Date" link.  
 To match to more transactions, click on the "Match to Transactions" link.

Records 1 - 1 of 1

Unmatch	Status	Match	Trans Date	Posting Date	Merchant	Amount	Match Source	Date of Match	Purchase ID	Accounting Code
<input type="checkbox"/>			04/02	04/03	XEROX CORPORATION/RBO	\$14649.00	ARMY.LYNNEGROPPEL	04/25/2013	066941540	202010D13.131034QNMGI A2AGM S.0010 817.01.002 2AGM0001   N N   26RB   4600102483-00003

Reviewed    Disputed    Matched    Exception    Trans Detail Level    Reallocated

[Check All Shown](#)   [Uncheck All Shown](#)

**24. Click accounting**

24. Click Accounting code

**Transaction Summary**

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
		04/02	04/03	XEROX CORPORATION/RBO	888-888-8888, NY	14649.00		066941540	A* 202010D13.131034QNMGI A2AGM S.0010 817.01.002 2AGM0001   N N   26RB   4600102483-00003

Disputed    Matched    Exception    Trans Detail Level    Reallocated

**Summary**   **Match**   **Allocations**   **Transaction Line Items**   **Approval History**

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.  
 You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.  
 After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.  
 \* = required    Allocation Source: User   Last Changed By: Bryson, Denis J

Remove	Amount	Percent	Accounting Code - Segment Name (Length)
<input type="checkbox"/>	\$ 14649.00	OR 100.00 %	202010D13.131034QNM    OAC (2)    ASM/GFEB5 FUNDS CNTR (6)    UIC/GFEB5 PO WBS(1) (6)    PEC-GFEB5 FUNCT AREA (12)    ORG/GFEB PO CST CTR1 (6)    MFP/GFEB PO CST CTR2 (2)    JO/GFEB5 PO INT ORDR

**25. Scroll to the right**

25. Scroll over until you see the SAR/GFEB5 Final Inv

SAR/GFEB5 FINAL INV (1)	WCR (6)	RBC/PO REBATE IND (1)	RSC (3)	CI/GFEB5 PO QUANTITY (6)	OC/GFEB5 COMMIT ITEM (6)	GPS (1)	SIPC (2)	DBSH (6)	AI (6)	IFS/FMY/PO DOC-LINE (16)	TT (3)	FMS-GFEB
y		N			26RB					4600102483-00003		

**26. Once all eOrders are matched to all transactions change the N to a Y here**

26. Once all transactions are matched to the eOrder(s) scroll over until you see "SAR/GFEB5 FINAL INV" field and change the N to a Y.

**NOTE:** a. Extra funds will be automatically deobligated at bill cycle end by changing the "SAR/GFEB5 FINAL INV" field from "N" to "Y" on the matched transaction in Access online.

b. If you do not change the N to a Y all the extra fund on the eOrder will be left on the eOrder and will not flow back into GFEB5(accounting system) for use later. Then the PO Processor will have to go into the PO check the "Final Invoice Indicator" on the PO line's Invoice tab in GFEB5 after the invoice posts.

SAR/GFEB5 FINAL INV (1)  
 y    .    Q

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	<input checked="" type="checkbox"/>	04/02	04/03	XEROX CORPORATION/RBO	888-888-8888, NY	14649.00		066941540	202010D13 131034QNMG A2AGM S.0010 817.01.002 2AGM0001   N N  26RB   14600102483-00003

Disputed  
 Matched  
 Exception  
 Trans Detail Level  
 Reallocated

[Summary](#)  
[Match](#)  
[Allocations](#)  
[Transaction Line Items](#)  
[Approval History](#)

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required      Allocation Source: User   Last Changed By: Bryson, Denis J

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	OAC (z)	ASNI/GFEBS FUNDS CNTR (g)	UIC/GFEBS PO WBS(1) (g)	PEC-GFEBS FUNCT AREA (r2)	ORG/GFEBS PO CST CTR1 (g)	MFP/GFEBS PO CST CTR2 (z)	JO/GFEBS PO INT ORDR
<input type="checkbox"/>	\$ 14649.00	OR 100.00 %	202010D13 131034QNM		A2AGM *	S.0010	817.01.002	2AGM0001		

Search  

Total Allocated: \$ 14649.00   100.00 %   Apply Accounting Code:      
Amount Remaining: \$ 0.00   0.00 %   Additional Allocation(s):  1  

Note: Rows marked for deletion

**27. Click save allocations**

27. Click save allocations.

**NOTE: you will have to do this for all transactions you matched to the eOrder**

Once you have completed the steps above you can then go and approve your statement

**28. Click Transaction Management**

**29. Click Transaction List**

28. Click Transaction Management

29. Click Transaction list



## Transaction Management Card Account Summary with Transaction List

Event Driven Notification  
Order Management  
Transaction Management  
Transaction List

Card Account Number: [input]  
Card Account ID: [input]  
Manage [Trans List](#)

### Account Information

30. Find the correct billing cycle close date

Transactions for the cycle were not found.

### [-] Card Account Summary

Account Number: [input] Outstanding Orders: \$1,255.79 4  
Unmatched Transactions: \$714.90 2

Billing Cycle Close Date: 04/19/2013 [Search](#) [Print Account Activity](#)

Total Transactions: \$2,434.41 6 Final Approved Transactions: \$0.00 0  
Reallocated Transactions: \$2,434.41 6 % Final Approved Transactions: 0.0% 0.0%  
% Reallocated Transactions: 100.0% 100.0%

Open Account

[Approve Statement](#)

### Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[+] [Search Criteria](#) [Return to top](#)

[-] [Transaction List](#) [Return to top](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
No transactions were found. Please change the search criteria and search again.											

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R041.20b12.2 col 5 04-25-2013 17:17:49 CDT

30. Make sure your billing cycle close date is for the correct month.

31. Click approve statement

Now a screen will pop up and ask you if you agree or disagree. Click agree

**NOTE:** Cardholder should give the Billing Official the Cardholders printed off statement with all original receipts in the order of the statement to the Billing Official for him/her to do their final approval.

# 3. BILLING OFFICIAL/ALTERNATE BILLING OFFICIAL INSTRUCTIONS

The screenshot shows the 'Transaction Management' page for a Managing Account Summary. It includes a navigation menu on the left, a header with 'usbank' and 'Transaction Management', and a main content area with various summary statistics and a table of card accounts.

**32. Click Transaction Management** (Callout pointing to the left navigation menu)

**34. Click correct billing cycle end date** (Callout pointing to the 'Cycle: Open' dropdown menu)

**33. Click Cardholder you want to review** (Callout pointing to the first row of the 'Card Account List' table)

		Posted		Approved						
Select	Account Number	Account Name	MA/DA Number	Cycle Date	# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%
<input type="checkbox"/>				Open	2	\$714.90	0	0.0%	\$0.00	0.0%
<input type="checkbox"/>				Open	0	\$0.00	0	0.0%	\$0.00	0.0%
<input type="checkbox"/>				Open	0	\$0.00	0	0.0%	\$0.00	0.0%

**NOTE:** The billing official needs to get the Cardholders statement and receipts and print off the billing official statement to ensure the previous amount on the statement and the amount paid are same or more and if the amount paid is less get with your RM immediately.

- 32. BO/ABO logs into Access online and clicks transaction management
- 33. Click the drop down arrow and choose the correct billing cycle you want to approve
- 34. Click the cardholder you want to review

**NOTE:** All Cardholder transactions will need to be reviewed and final approved before the certify MA/DA statement will be available for statement approval

**[-] Card Account Summary**

Account Number:  Outstanding Orders: \$1,255.79 4  
 Account Name:  Unmatched Transactions: \$714.90 2  
 Billing Cycle Close Date: 04/19/2013 [Search](#) [Print Account Activity](#)

Total Transactions: \$2,434.41 6 Final Approved Transactions: \$0.00 0  
 Reallocated Transactions: \$2,434.41 6 % Final Approved Transactions: 0.0% 0.0%  
 % Reallocated Transactions: 100.0% 100.0%

[Open Account](#)

**Statement Approval History**

[Show all](#)

Approval Status	Approval Date	Approved by
Approved	04/25/2013	ARMY.pcasserberg53

**[+] Search Criteria**

[Return to top](#)

**[-] Transaction List**

[Return to top](#)

Records 1 - 6 of 6

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Account
<input checked="" type="checkbox"/>	Approved	Approved	Match	04/18	04/19	CHR*CBD.COM LLC	800-2474784, MA	\$127.42	III	75362748	202010
<input type="checkbox"/>	Approved	Approved	Match	04/17	04/19	LIZ D'AMOUR & ASSOCIAT	907-452-3678, AK	\$1,953.60	II	8035	202010
<input type="checkbox"/>	Approved	Approved	Match	04/16	04/16	USBANK REBATE-THANK YOU	00000, D	\$48.80 CR	E		202010
<input type="checkbox"/>	Approved	Approved	Match	04/09	04/11	NRPA/AMERICAS BACKYARD	703-858-2179, VA	\$287.00	II	VQEA8CDCAB75	202010
<input type="checkbox"/>	Approved	Approved	Match	04/09	04/10	ADVANCE PRINTI	907-451-1111, AK	\$376.19	II	338	202010
<input type="checkbox"/>	Approved	Approved	Match	03/22	03/25	ATD/ ADIRONDAK	WYNCOTE, PA	\$261.00 CR	II	VQF08C126D02	202010

[Disputed](#) [Matched](#) [Exception](#) [Reallocated](#) [Trans Detail Level](#) [Extracted](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 6 of 6

[Reallocate](#) [Mass Reallocate](#) [Match to Order](#) [Approve](#) [Reject](#)

36. Click on transaction date to review transaction

35. Accounting Code must start with 46

City/State	Amount	Detail	Purchase ID	Accounting Code
800-2474784, MA	\$127.42	III	75362748	<a href="#">202010D13131034QNMGI A2AGM 10016927 N N 26RB 4600108637-00001</a>
907-452-3678, AK	\$1,953.60	II	8035	<a href="#">202010D13131034QNMGI A2AGM 10016921 N N 26RB 4600098859-00001</a>
U 00000, D	\$48.80 CR	E		<a href="#">202010D13131034QNMGI A2AGM 10016921 N Y 26RB 4600119479-00001</a>
703-858-2179, VA	\$287.00	II	VQEA8CDCAB75	<a href="#">202010D13131034QNMGI A2AGM 10016921 N N 26RB 4600098859-00001</a>
907-451-1111, AK	\$376.19	II	338	<a href="#">202010D13131034QNMGI A2AGM 10016921 N N 26RB 4600098859-00001</a>
WYNCOTE, PA	\$261.00 CR	II	VQF08C126D02	<a href="#">202010D13131034QNMGI A2AGM 10016921 N Y 26RB 4600119476-00001</a>

35. Before the BO/ABO final approves the transaction make sure the accounting code has the 4600 number in the accounting code. **NOTE: IF the 4600 is not there it means the Cardholder did not match it to a GFEBs eOrder.**

36. If everything looks right and the transaction is legitimate click the highlighted approved word for each transaction

**Transaction Management**  
Card Account Summary with Transaction List

Role: Certified - BO [Switch Role](#)  
 Card Account Number:  [Switch Account](#)  
 Card Account ID:   
[Create](#) [Manage](#) [Manage Acct List](#) [Card Acct List](#) [Trans List](#)

**[-] Card Account Summary**

Account Number:  Outstanding Orders: \$1,255.79 4  
 Account Name:  Unmatched Transactions: \$714.90 2  
 Billing Cycle Close Date: 04/19/2013 [Search](#) [Print Account Activity](#)  
 Total Transactions: \$2,434.41 6 Final Approved Transactions: \$2,434.41 6  
 Reallocated Transactions: \$2,434.41 6 % Final Approved Transactions: 100.0% 100.0%  
 % Reallocated Transactions: 100.0% 100.0%

Open Account  
 Statement Approval History  
[Show all](#)

Approval Status	Approval Date	Approved by
Approved	04/25/2013	ARMY.pcsserberg53

37. Once you have final approved all Cardholders accounts

**[+] Search Criteria** [Return to top](#)

**[-] Transaction List**

Records 1 - 6 of 6  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		Final Approved	00	04/18	04/19	CHR* CBD.COM LLC	800-2474784, MA	\$127.42	III	75362748	202010D13131034QNMGI A2AGM 10016927 N N N 26RB 4600108637-00001
<input type="checkbox"/>		Final Approved	00	04/17	04/19	LIZ D'AMOUR & ASSOCIAT	907-452-3678, AK	\$1,953.60	II	8035	202010D13131034QNMGI A2AGM 10016921 N N N 26RB 4600098859-00001
<input type="checkbox"/>		Final Approved	00	04/16	04/16	USBANK REBATE-THANK YOU	00000, D	\$48.80	CR		202010D13131034QNMGI A2AGM 10016921 N N N 26RB 4600119479-00001
<input type="checkbox"/>		Final Approved	00	04/09	04/11	NRP/AMERICAS BACKYARD	703-858-2179, VA	\$287.00	II	VQEA8CDCAB75	202010D13131034QNMGI A2AGM 10016921 N N N 26RB 4600098859-00001
<input type="checkbox"/>		Final Approved	00	04/09	04/10	ADVANCE PRINTI	907-451-1111, AK	\$376.19	II	338	202010D13131034QNMGI A2AGM 10016921 N N N 26RB 4600098859-00001
<input type="checkbox"/>		Final Approved	00	03/22	03/25	ATD/ ADIRONDAK	WYNCOTE, PA	\$261.00	CR	VQF08C126D02	202010D13131034QNMGI A2AGM 10016921 N N N 26RB 4600119476-00001

Disputed  Matched  Exception  Reallocated  Trans Detail Level  Extracted  
[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 6 of 6

[Reallocate](#) [Mass Reallocate](#) [Match to Order](#) [Approve](#) [Reject](#)

37. Once you have final approved all Cardholders accounts follow the steps below.

**NOTE: You must ask your RM before you do steps 38 - 43 because the below steps will close the eOrder so the Cardholder will not be able to match to the transaction.**

**If your RM does not want you to suspend from matching go to step 44**



## Order Management

Search Order List

- System Administration
  - Event Driven Notification
  - Order Management**
    - Order Maintenance
    - Match Multiple Orders
  - Transaction Management
  - Account Information
  - Reporting
  - Data Exchange
  - My Personal Information
- Home  
Contact Us  
Training

Card Account Number:  [Switch Accounts](#)  
Card Account ID: 312

[Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

[+] Search  
Order  
Click on

38. Click Order Management;  
Click order Maintenance

39. Click on the control number  
(if more than one control  
number you must click on each  
separate control numbers)

Records 1 - 25 of 26  
Page: 1 | 2

Select	Order Date	Control Number	Description	Amount	# of Line Items	Account Number	Source	Receipt Status	Status	% Fulfilled	Last Match
<input type="checkbox"/>	04/23/2013	<a href="#">2100128688-00001</a>	DELTA BUILDING SUPPLY	\$67.92	1	...4917	ARMYGFEB5		Open	0.00%	
<input type="checkbox"/>	04/22/2013	<a href="#">2100110522-00005</a>	US BANK REBATE	\$-434.14	1	...4917	ARMYGFEB5		Partial	100.00%	04/25/2013
<input type="checkbox"/>	04/09/2013	<a href="#">2100110522-00003</a>	GRAYBAR	\$14,649.00	1	...4917	ARMYGFEB5		Fulfilled	100.00%	04/25/2013
<input type="checkbox"/>	04/09/2013	<a href="#">2100110522-00004</a>	GRAYBAR	\$2,315.26	1	...4917	ARMYGFEB5		Open	0.00%	
<input type="checkbox"/>	04/06/2013	<a href="#">2100110522-00002</a>	GRAYBAR	\$1,183.84	1	...4917	ARMYGFEB5		Open	0.00%	
<input type="checkbox"/>	04/03/2013	<a href="#">2100110522-00001</a>	TELECOM SUPERSTORE	\$65.59	1	...4917	ARMYGFEB5		Open	0.00%	

38. Click Order management, order maintenance

39. Click on the control number for this statement

**REMEMBER:** if you have more than one control number, you will have to click all control numbers separately.



# Order Maintenance

## View Order

- System Administration
- Event Driven Notification
- Order Management
  - Order Maintenance
  - Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

Card Account Number		<a href="#">Switch Accounts</a>
Card Account ID: 312		
Role: Certified - BO		<a href="#">Switch Role</a>
<a href="#">Create</a>	<a href="#">Manage</a>	<a href="#">Managing Acct List</a>
<a href="#">Card Acct List</a>	<a href="#">Trans List</a>	

Control Number: 2100110522-00003	Order Date: 04/09/2013	Match Status: Fulfilled
Amount: 14,649.00	Merchant Name: GRAYBAR	% Fulfilled: 100.00%
Tax Amount: 0.00	Variance %: 0.00%	Freight Amount: 0.00
Receipt Status:	Trans. Matched: 1	Billed Amount: 14,649.00
Source: ARMYGFEB5	Last Match: 04/25/2013	

Control Number Not Unique

[Details](#) | [Matched Transactions](#)

Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also change the match status to, for example, suspend/unsuspend or cancel.

\* = required  
[Collapse All](#)

[Copy to Create New Order](#)

[\[-\] Information](#)

[Return to top](#) | [Go to Save](#)

### General

Control Number: *	2100110522-00003	Order Date:	04/09/2013	Creation Date:	04/12/2013
Match Status:	Fulfilled	Source:	ARMYGFEB5	User ID:	Unknown
Business Unit:	A2AGM	Invoice #:		Document #:	460010248300003
Requestor Name:		Transaction Method Code:		Authorization Number:	

### Financials

Credit Order

Amount:	14649.00	Total Tax:	0.00	Line Item Tax:	0.00
Other Tax:	0.00	Freight Amount:	0.00	Source Currency:	U.S. Dollar
Source Currency Amount:		Property Book:		UID Required:	
Contract Payment Method:		Miscellaneous Amount:		Contingency Operations:	

GRAYBAR      City:      Unknown      State/Province:      UNK

Postal Code:

### Ship to

City:	State/Province:	Postal Code:
Destination Code:	Hazardous Materials:	OCONUS Shipment Method:
Merchandise Received		Merchandise Need

40. Scroll to the bottom of the page

40. Scroll to the bottom of the page

City: State/Province: Postal Code:  
 Destination Code: Hazardous Materials: OCONUS Shipment Method:  
 Merchandise Received Date: Merchandise Due Date: Merchandise Need Date:

**Additional Information**

PMO Reserved 1: PMO Reserved 2: Shipping Data:  
 Other Data: Contingency Purchases:

**[-] Line Items** [Return to top](#) | [Go to Save](#)

The Line Items section provides a detailed itemization of the total.

[Show/Hide Table Details](#)

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount
	Copier for Fire Dept	1.0000	AU	14649.00	14649.00	100.00%
	Tax			0.00	0.00	0.00 %
	Freight			0.00	0.00	0.00 %
	<b>Total:</b>			<b>14649.00</b>	<b>14649.00</b>	<b>100.00 %</b>

**[-] Allocations** [Return to top](#) | [Go to Save](#)

The following allocations will be applied to the transaction(s) when matched.

Allocation Total	% of Amount	Prepopulated Accounting Code Selection	APPROPRIATION DATA (20)	OAC (2)	ASN/GFEBS FUNDS CNTR (5)	UIC/GFEBS PO WBS(1) (6)	PEC-GFEBS FUNCT AREA (12)	ORG/GFEB PO CST CTR1 (8)	MFP/GFEB PO CST CT
\$14,649.00	100.00%	Current Name	202010D13 131034QNMGM	A2AGM	S.0010	817.01.002	2AGM0001		

**[-] Comments** [Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments.

Miscellaneous Comments Reserved for PMO  
 Reserved for Level 2 Reserved for Level 3  
 Reserved for Level 4

**[-] Match Tolerance** [Return to top](#) | [Go to Save](#)

This record contains no check for tolerance on Amount and 10% of Amount. Therefore the match tolerance will be the more stringent, which is amount of 1465 (calculated as Match Tolerance Percent of Amount).

[Collapse All](#)

**Suspend from Matching** **Cancel**

41. Click suspend from matching

41. Click suspend from matching

U.S. Bank Access® Online [Our Payment Products](#) [Logout](#)

**usbank** **Are You Sure?**

Suspending will prevent matching to a transaction, however this will not affect any existing matches.

Are you sure you want to continue?

**Yes, Suspend** **No**

Home  
 Contact Us  
 Training

42. Click yes, suspend

42. Click yes, suspend



### Order Maintenance View Order

- Event Driven Notification
- Order Management
  - Order Maintenance
  - Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

Card Account Number: \*\*\*\*\*8817, KAREN GORTMAKER [Switch Accounts](#)  
 Card Account ID: 312095143611  
 Role: Certified - BO [Switch Role](#)

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

**Request has been successfully completed.**

Control Number: 2100135148-00001	Order Date: 04/30/2013	Match Status: Suspended
Amount: 85.99	Merchant Name: BANK REBATE	% Fulfilled: 100.00%
Tax Amount: 0.00	Variance %: 200.0	
Receipt Status:	Trans. Matched: 1	
Source: ARMYGFEB5	Last Match: 05/08/2013	

Control Number Not Unique

[Matched Transactions](#)

Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also change the match status to, for example, suspend/unsuspend or cancel.

\* = required  
[Collapse All](#)

[Copy to Create New Order](#)

[\[-\] Information](#)

[Return to top](#) | [Go to Save](#)

General

44. Click transaction management

43. Once complete you will then see "Request has been successfully completed"

43. You will then see Request has been successfully completed

**REMEMBER:** You will need to do Steps 38-43 with all eOrders

**NOTE:** When you click suspend from matching the eOrder will no longer be available for the Cardholder to match any transactions to.

44. Now click transaction management



### Transaction Management Managing Account Summary with Card Account List

- System Administration
- Event Driven Notification
- Order Management
- Transaction Management
  - Managing Acct List
  - Card Account List
  - Transaction List
- Account Information
- Reporting
- Data Exchange
- My Personal Informa

- Home
- Contact Us
- Training

Role: Certified - BO [Switch Role](#)  
 Managing Account Number:   
 Managing Account ID:

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

#### [-] Managing Account Summary

Account Number:  Account Name:

Cycle:  [Search](#) [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts:	4	Total Fees:	\$0.00
Open Card Accounts:	3	Total Transactions:	\$6,691.27 11
Suspended Card Accounts:	0	Cardholder Approved Transactions:	\$6,691.27 11
Previous Statement Balance:	\$576.65		
Payments Since Previous Statement:	\$99.90		

[Statement Approval History](#)

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

#### [+] Search Criteria [Return to top](#)

#### [-] Card Account List [Return to top](#)

Records 1 - 3 of 3  
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	MA/DA Number	Cycle Date	Posted		Approved			
					# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%
<input type="checkbox"/>	...	...	...	04/19/2013	6	\$2,434.41	6	100.0%	\$2,434.41	100.0%
<input type="checkbox"/>	...	...	...	04/19/2013	4	\$1,823.86	4	100.0%	\$1,823.86	100.0%
<input type="checkbox"/>	...	...	...	04/19/2013	1	\$2,433.00	1	100.0%	\$2,433.00	100.0%

Open Account  Approved

Records 1 - 3 of 3

[Approve Card Acct Statement](#)

45. Click managing account list

46. Choose account you want to certify and click the account number

45. Click managing account list

46. Choose your account you want to certify and click the account number you want to certify



## Transaction Management Managing Account Summary with Card Account List

- Event Driven Notification
- Order Management
- Transaction Management
  - Managing Acct List
  - Card Account List
  - Transaction List
- Account Information
- Reporting
- Data Exchange
- My Personal Information

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- Contact Us
- Training

Role: Certified - BO [Switch Role](#)  
 Managing Account Number:  [Switch Accounts](#)  
 Managing Account ID:   
 Create [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

### [-] Managing Account Summary

Account Number:

Cycle:  [Search](#) [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts: 1      Total Fees: \$0.00  
 Open Card Accounts: 1      Total Transactions: \$85.99 1  
 Suspended Card Accounts: 0      Cardholder Approved Transactions: \$85.99 1  
 Previous Statement Balance: \$0.00  
 Payments Since Previous Statement: \$0.00

[Open Account](#)

[Certify MA/DA Statement](#)      Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[\[+\] Search Criteria](#) [Return to top](#)

[\[-\] Card Account List](#) [Return to top](#)

Records 1 - 1 of 1  
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	MA/DA Number	Cycle Date	Posted		Approved			
					# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%
<input type="checkbox"/>	...			04/19/2013	1	\$85.99	1	100.0%	\$85.99	100.0%

[Open Account](#) [Approved](#)

Records 1 - 1 of 1

[Approve Card Acct Statement](#)

47. Click certify MA/DA statement once all CH's have been final approved

47. Now click Certify MA/DA statement



## Transaction Management Managing Account Statement Confirmation

- Event Driven Notification
- Order Management
- Transaction Management
  - Managing Acct List
  - Card Account List
  - Transaction List
- Account Information
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Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper payment except as may be noted herein or on supporting documents.

[Agree](#) [Disagree](#)

48. Click agree

48. Click agree

The screenshot displays the U.S. Bank Access Online interface for Transaction Management. The main heading is "Managing Account Summary with Card Account List". A notification states, "The action was successfully completed." Below this, the "Managing Account Summary" section shows account details and a "Statement Approval History" table. A callout box highlights the "Certified - BO" status in the approval history. The "Card Account List" table below shows one record for account number 8817, with 100% of transactions approved.

Approval Status	Approval Date	Approved by
Certified - BO	05/08/2013	ARMY.sjroudebush

Select	Account Number	Account Name	MA/DA Number	Cycle Date	# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%
<input checked="" type="checkbox"/>	8817	KAREN GORTMAKER	4716304556973884	04/19/2013	1	\$85.99	1	100.0%	\$85.99	100.0%

49. If you see the C with a check mark through it and the statement approval history has approval status as above. Then you will have successfully certified you account.

**CONGRATULATIONS!!!! You have completed this month's certification process.**

**NOTE: If next month you have a return the BO will have to go into the original eOrder where the Cardholder matched the original transaction and unsuspend the order.**

To Unsuspend the order follow the instructions below.

The screenshot shows the US Bank Order Management web application. The left sidebar contains navigation links such as 'System Administration', 'Event Driven Notification', 'Order Management', 'Transaction Management', 'Account Information', 'Reporting', 'Data Exchange', and 'My Personal Information'. The main content area is titled 'Order Management' and includes a search bar and a 'Card Account ID' field. A callout box labeled '50. Click Order management' points to the 'Order Management' link in the sidebar. Another callout box labeled '51. Click Order maintenance' points to the 'Manage' button in the 'Order Management' section. A third callout box labeled '52. Choose the eOrder you will want to unsuspend so the Cardholder can match the return credit to' points to a row in the 'Order List' table.

Select	Order Date	Control Number	Merchant Name	Amount	Items	Account Number	Source	Receipt Status	Status	% Fulfilled	Last Match
<input type="checkbox"/>	04/23/2013	<a href="#">2100128688-00001</a>	DELTA BUILDING SUPPLY	\$67.92	1	...4917	ARMYGFEB		Open	0.00%	
<input type="checkbox"/>	04/22/2013	<a href="#">2100110522-00005</a>	US BANK REBATE	\$-434.14	1	...4917	ARMYGFEB		Partial	100.00%	04/25/2013
<input type="checkbox"/>	04/09/2013	<a href="#">2100110522-00003</a>	GRAYBAR	\$14,649.00	1	...4917	ARMYGFEB		Fulfilled	100.00%	04/25/2013
<input type="checkbox"/>	04/09/2013	<a href="#">2100110522-00004</a>	GRAYBAR	\$2,315.26	1	...4917	ARMYGFEB		Open	0.00%	
<input type="checkbox"/>	04/06/2013	<a href="#">2100110522-00002</a>	GRAYBAR	\$1,183.84	1	...4917	ARMYGFEB		Open	0.00%	
<input type="checkbox"/>	04/03/2013	<a href="#">2100110522-00001</a>	TELECOM SUPERSTORE	\$65.59	1	...4917	ARMYGFEB		Open	0.00%	

50. Click order Management

51. Click order Maintenance

52. Choose the eOrder you want to unsuspend so the CH can match the return credit to



# Order Maintenance

## View Order

- System Administration
  - Event Driven Notification
  - Order Management
    - Order Maintenance
    - Match Multiple Orders
  - Transaction Management
  - Account Information
  - Reporting
  - Data Exchange
  - My Personal Information
- Home
  - Contact Us
  - Training

Card Account Number: [redacted] [Switch Accounts](#)  
 Card Account ID: [redacted] [Switch Role](#)  
 Role: Certified - BO

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

Control Number: 2100110522-00003    Order Date: 04/09/2013    Match Status: Fulfilled  
 Amount: 14,649.00    Merchant Name: GRAYBAR    % Fulfilled: 100.00%  
 Tax Amount: 0.00    Variance %: 0.00%    Freight Amount: 0.00  
 Receipt Status:    Trans. Matched: 1    Billed Amount: 14,649.00  
 Source: ARMYGFEB5    Last Match: 04/25/2013

Control Number Not Unique

[Details](#)   [Matched Transactions](#)

Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also change the match status to, for example, suspend/unsuspend or cancel.

\* = required

[Collapse All](#)

[Copy to Create New Order](#)

[\[-\] Information](#)    [Return to top](#) | [Go to Save](#)

### General

Control Number: \* 2100110522-00003    Order Date: 04/09/2013    Creation Date: 04/12/2013  
 Match Status: Fulfilled    Source: ARMYGFEB5    User ID: Unknown

THE LINE ITEM SECTION PROVIDES A DETAILED BREAKDOWN OF THE ORDER.

[Show/Hide Table Details](#)

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount
	2013 APRIL US Bank Rebate	1.0000	AU	85.99	85.99	100.00%
	Tax:			0.00	0.00	0.00%
	Freight:			0.00	0.00	0.00%
	<b>Total:</b>			<b>85.99</b>	<b>85.99</b>	<b>100.00%</b>

[\[-\] Allocations](#)    [Return to top](#) | [Go to Save](#)

The following allocations will be applied to the transaction(s) when matched.

Allocation	% of Amount	Prepopulated Accounting Code Selection
Total		Current Name
\$85.99	100.00%	APPROPRIATION DATA (20) OAC (2) ASN/GFEB5 FUNDS CNTR (5) UIC/GFEB5 PO WBS(1) (6) PEC/GFEB5 FUNCT AREA (12) ORG/GFEB PO CST CTR1 (6) MFP/GFEB PO CST CTR

[\[-\] Comments](#)    [Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that

Miscellaneous Comments    Reserved for PMO  
 Reserved for Level 2    Reserved for Level 3  
 Reserved for Level 4

53. Scroll to the bottom and click Unsuspend from matching

[\[-\] Match Tolerance](#)    [Return to top](#) | [Go to Save](#)

This record contains no check for tolerance on Amount. Therefore the match tolerance will be the more stringent, which is amount of 9 (calculated as Match Tolerance \* Order Amount).

[Collapse All](#)

[Unsuspend from Matching](#)    [Cancel](#)

53. Scroll to the bottom and click unsuspend from matching

U.S. Bank Access® Online United States Army  
Our Payment Products Logout

**usbank** **Order Maintenance**  
View Order

Card Account Num: [REDACTED] [Switch Accounts](#)  
 Card Account ID: [REDACTED]  
 Role: Certified - BO [Switch Role](#)

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

**i** Request has been successfully completed.

Control Number: 2100135148-00001    Order Date: 04/30/2013    Match Status: Suspended  
 Amount: 85.99    Merchant Name: US BANK REBATE    % Fulfilled: -100.00%  
 Tax Amount: 0.00    Variance %: 200.00%    Freight Amount: 0.00  
 Receipt Status:    Trans. Matched: 1    Billed Amount: -85.99  
 Source: ARMYGFEBS    Last Match: 05/08/2013

**f** Control Number Not Unique

Details **Matched Transactions**

Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also change the match status to, for example, suspend/unsuspend or cancel.

\* = required  
[Collapse All](#) [Copy to Create New Order](#)

**(-) Information** [Return to top](#) [Go to Save](#)

**General**

Control Number: \* 2100135148-00001    Order Date: 04/30/2013    Creation Date: 05/02/2013

54. Now you will see "Request has been successfully completed"

54. Now you will see Request has been successfully completed

- Now the eOrder is open for matching

U.S. Bank Access® Online United States Army  
Our Payment Products Logout

**usbank** **Order Management**  
Search Order List

Card Account Num: [REDACTED] [Switch Accounts](#)  
 Card Account ID: [REDACTED]

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

**(+) Search Criteria** [Return to top](#)

**Order List**  
Click on the Control Number to view the details. Click on the Receipt Status to manage the Receipts. [Create New Order Record](#)

Records 1 - 15 of 15

Select	Order Date	Control Number	Merchant Name	Amount	# of Line Items	Account Number	Source	Receipt Status	Status	% Fulfilled	Last Match
<input type="checkbox"/>	04/30/2013	2100135148-00001	US BANK REBATE	\$85.99	1	...8817	ARMYGFEBS	Suspended		-100.00%	05/08/2013

55. Click order management and order maintenance if you want to see the status of the eOrder.

55. If you go back and click on Order Management and Order maintenance you can tell the status of the order by looking in the Status column. The column will say suspended if you suspended it and will say fulfilled, open or partial if it is unsuspended and open.

**REMEMBER: If you unsuspend an eOrder make sure before you certify the account you go and suspend the eOrder from matching to avoid the CH matching any other transaction to the eOrder.**